

**INFORMATION TO BE PROVIDED BY ESTATE AGENTS AND REAL ESTATE SALESPERSONS TO CEA, METHOD OF SUBMISSION AND DEADLINES FOR SUBMISSION UNDER THE PROPERTY AGENTS' TRANSACTION RECORDS INITIATIVE**

Information to be submitted to CEA

1. Pursuant to section 43A of the Estate Agents Act 2010, estate agents (EAs) and real estate salespersons (RESs) are required to submit to CEA the records of the following types of transactions:

- a. HDB residential flat or room rental;
- b. Private residential unit or room rental transactions (including sub-lease); and
- c. Private residential sale/purchase transactions (excluding collective sale).

For HDB residential resale flat transactions, the records will be provided by HDB to CEA.

2. EAs and RESs are required to submit transaction records if the RESs have conducted estate agency work for their clients (who are a party to the transaction), and collected or are expecting to collect a commission for the estate agency work done.

3. For every transacting party to a specific transaction, only one RES's record may be submitted. If your RES worked in a team to represent the same transacting party, the EA may decide which RES's name to submit the record under (e.g. the RES who was the key representative for the client), provided the requirements at paragraph 2 above are met.

4. EAs and RESs must submit verifiable records containing all of the following particulars<sup>1</sup>:

- a. Property address:
  - i. Block.
  - ii. Floor.
  - iii. Unit number.
  - iv. Postal code.
- b. Property type using one of the following classifications:
  - i. Condominium or Apartment<sup>2</sup>.
  - ii. Landed<sup>3</sup>.
  - iii. Strata-landed<sup>4</sup>.
  - iv. Executive condominium.
  - v. HDB<sup>5</sup>.

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<sup>1</sup> When the records are published on the CEA Public Register, CEA will display all the information submitted except the full property address and transaction date. The property address will be published as "Town" for HDB flats and "District" for private residential properties. The transaction date will be published as "Month & Year".

<sup>2</sup> Includes privatised Housing and Urban Development Company (HUDC) flats, walk-up apartments and the residential component of shophouses.

<sup>3</sup> Refers to terrace houses, conservation houses, semi-detached houses, detached houses, bungalows and Good Class Bungalows.

<sup>4</sup> Refers to townhouses and cluster houses.

<sup>5</sup> Refers to all HDB flats, including studio, executive, multi-generational and Design, Build and Sell Scheme (DBSS) flats.

- c. Sale/rental type:
- i. For sale/purchase: New sale, sub-sale or resale.
  - ii. For rental: Whole flat/unit or room rental.
- d. Party represented:
- i. For sale/purchase: Seller or buyer.
  - ii. For rental: Landlord (includes sub-landlord) or tenant (includes sub-tenant).
- e. Transaction date:
- i. For sale/purchase: Date of exercising the Option to Purchase (OTP). Where there is no OTP, the date of the sale and purchase agreement.
  - ii. For rental: Date of the tenancy agreement.
- f. CEA registration number of the RES involved.

#### Methods of submission

5. RESs must submit their records to CEA via their EAs. Thereafter, EAs must submit their RESs' records to CEA via the Advanced CEA Estate Agencies System (ACEAS) using either one of the following two methods:

S/N	Method of submission	Details
1.	File upload using the Excel template.	<ul style="list-style-type: none"> <li>• The EA can use the Excel template that is available on ACEAS to list its RESs' monthly records<sup>^</sup>.</li> <li>• Thereafter, the EA can upload its Excel file using the file upload option in ACEAS.</li> </ul> <p><i><sup>^</sup> For those EAs which use RealtyPromote or Redoc<sup>6</sup>, the digital solution will auto-populate the transaction records into CEA's Excel template which can be uploaded directly to ACEAS.</i></p>
2.	Submission of individual records using online form.	<ul style="list-style-type: none"> <li>• The EA can input the individual RESs' transaction records according to the fields provided in ACEAS online form and submit the records to CEA.</li> <li>• This option is suitable for those EAs which do not have bulk records submission.</li> </ul>

<sup>6</sup> Under the Real Estate Industry Transformation Map (RE ITM) 2025, CEA has partnered the Infocomm Media Development Authority (IMDA) and Enterprise Singapore (ESG) to introduce pre-approved digital solutions for the real estate agency industry, as part of the SMEs Go Digital programme. Interested EAs can adopt RealtyPromote or Redoc to help with document management and transaction records submission. For more information, please visit [CEA's website](#).

### Submission Deadline

6. EAs and RESs must submit records of closed transactions to CEA on a monthly basis by the **15<sup>th</sup> of the following month**, and must continue to do so unless there is a further notice from CEA stating otherwise. Error-free transaction records will be published on the 16<sup>th</sup> of the month. For reference, the deadline for submitting transaction records dated August 2025 onwards to CEA is as follows:

<b><u>Date of Transaction Records</u></b>	<b><u>Deadline to submit to CEA</u></b>
<u>Records dated 1 August to 31 August 2025</u>	<u>By 15 September 2025</u>
<u>Records dated 1 September to 30 September 2025</u>	<u>By 15 October 2025</u>
<u>Records dated 1 October to 31 October 2025</u>	<u>By 15 November 2025</u>
<i>(and so forth)</i>	<i>(and so forth)</i>

Prepared by: CEA

Date: 11 August 2025