

EDUCATIONAL QUALIFICATION ASSESSMENT REQUEST FORM

IMPORTANT NOTES

A) APPLICATION INFORMATION

1. You are required to complete this form and submit all relevant supporting documents.
2. All information provided in this application must be true to the best of your knowledge. False declaration of particulars or wilful suppression of material facts will render you liable to disqualification and/or appropriate legal actions.
3. Information provided is subject to checks by CEA to safeguard against possible fraud, degree mills and non-accreditation status of the issuing institutions. CEA may contact the relevant institution, government department or any other official sources to verify the authenticity of the documents submitted and the accuracy of the content therein. You are therefore required to complete the Letter of Authorization appended in Annex B to facilitate the verification process. If there is a need to make payment for the verification, you shall agree to pay the fee.
4. Furnishing any false or misleading information is a criminal offence under Section 182 of the Penal Code (Cap. 224). Suspected cases will be investigated and, if evidence warrants, they will be referred to the Police for further investigation and prosecution, and licences/registrations that have already been granted will be revoked or the renewal applications for such licences/registrations refused.
5. Any omission of information required in this application form or incomplete submission of supporting documents will subject the application to rejection.
6. Assessment will take about **15 working days** upon receipt of complete documents from the Approved Course Provider (ACP).
7. Assessment outcome is final and conclusive.
8. **Important Notice:** Please be informed that attending the RES Course and passing the RES Examination do not automatically qualify an individual to be a real estate salesperson. The applicant has to comply with the full registration requirements stipulated under the Estate Agents Act, which include meeting the fit & proper criteria. Please check the complete list of registration criteria on CEA's website before registering for the RES Course.

For foreigners who wish to register with CEA as salespersons, they will need to have a valid Employment Pass (EP) issued by the Ministry of Manpower (MOM) to work in the real estate agency industry. They should consult an estate agent that is prepared to support their future registration application, who would then check with CEA. Thereafter, when they register for the RES Course, they will need to produce a letter of support from the estate agent.

B) SUBMISSION OF SUPPORTING DOCUMENTS

9. Applicants must submit all qualifications and the relevant supporting documents. The original educational certificates must be shown to the ACP for verification. If the originals are not available, applicant should obtain a letter/duplicate copy from the issuing institution.
10. For non-English Certificates, you are required to submit copies of both the original document(s) and official English-translated copy of the document(s) signed by a notary public.
11. All supporting documents must bear the applicant's name. In the event that the name stated on your education certificate(s) is different from your given name, you are required to submit documentary proof for verification.
12. Qualifications submitted must include both the Certificate of Graduation and transcripts/results slips. You may also be required to furnish additional documents as part of the verification process. A one-month deadline will be given for the submission of additional documents. Failure to do so within the stipulated timeline will render the application incomplete and the qualifications will be rejected. There shall be no refund of the application fee for incomplete application.
13. All submitted documents will be kept and retained as property of the Council for Estate Agencies.

C) ADMINISTRATIVE FEE

14. An administrative fee of **\$53.50** (inclusive of 7% GST) is payable for each application submitted. Please submit your application and make the fee payment to the ACP that you intend to enrol with for the RES/REA Course.
15. There shall be no refund of fee paid for the application, regardless of the outcome of the assessment.

D) VALIDITY PERIOD OF ASSESSMENT OUTCOME

16. Qualifications assessed to be accepted in lieu of 4 GCE "O" Level passes, for the purpose of RES/REA course registration, RES/REA examination registration and registration to be a salesperson or KEO/practicing director, are valid for a period of 3 years from the date of CEA's notification of the acceptance. If you wish to register for the RES/REA course/examination or apply for registration with CEA as a salesperson or KEO/practicing director after the 3-year period, you will need to re-submit a fresh application for qualification assessment by CEA.

INSTRUCTIONS

1. All fields are compulsory. Indicate "Not Applicable" or "N.A." where necessary. Do not leave any blanks.
2. Qualifications stated should be stated in chronological sequence, starting from High School.
3. Assessment will take about 15 working days upon receipt of complete documents.
4. You will be notified of the assessment outcome via email.

1. PERSONAL PARTICULARS

Full Name (as shown in NRIC/Passport): _____

NRIC/FIN/Passport No.: _____ Date of Birth: _____ Age: _____ Gender: M/ F

Type of Holding Pass in Spore (If Any): PR/ Employment Pass/ Dependant Pass/ Student Pass/ Work Permit

Country of Birth: _____ Nationality: _____ Marital Status: _____

Local Residential Address: _____

Contact no: _____ Approved Course Provider: _____

Email Address [Assessment outcome will be sent to this email] : _____

2. EDUCATION DETAILS

A) High School Education

Did you complete your High School Education: Yes No

Name of High School: _____

Title of Qualification: _____

Country of Study: _____ No of Subject(s) Passed at High School: _____

Language of Study: _____ Year(s) of Study: _____

B) Tertiary/ Higher Education

Did you complete the course of study: Yes No

Title of Qualification: _____

Awarding Body/ Institution/ University: _____

Country of Awarding Body/Institution/University: _____

Did you complete the course at the awarding Body/ Institution/University: Yes No

Name of Main Campus Affiliating/College attended: _____

Country of Study: _____ Language of Instruction: _____

Mode of Study: Distance Learning Full-Time Part-Time

Course Duration: _____ Period of Study: From ____/____ (mm/yy) to ____/____ (mm/yy)

Have you submitted this qualification for assessment before: Yes No

C) Tertiary/ Higher Education

Did you complete the course of study: Yes No

Title of Qualification: _____

Awarding Body/ Institution/ University: _____

Country of Awarding Body/Institution/University: _____

Did you complete the course at the awarding Body/ Institution/University: Yes No

Name of Main Campus Affiliating/College attended: _____

Country of Study: _____ Language of Instruction: _____

Mode of Study: Distance Learning Full-Time Part-Time

Course Duration: _____ Period of Study: From ____/____ (mm/yy) to ____/____ (mm/yy)

Have you submitted this qualification for assessment before: Yes No

D) Tertiary/ Higher Education

Did you complete the course of study: Yes No

Title of Qualification: _____

Awarding Body/ Institution/ University: _____

Country of Awarding Body/Institution/University: _____

Did you complete the course at the awarding Body/ Institution/University: Yes No

Name of Main Campus Affiliating/College attended: _____

Country of Study: _____ Language of Instruction: _____

Mode of Study: Distance Learning Full-Time Part-Time

Course Duration: _____ Period of Study: From ____/____ (mm/yy) to ____/____ (mm/yy)

Have you submitted this qualification for assessment before: Yes No

3. DECLARATION

I, _____ (full name as shown in NRIC/Passport), of _____ (NRIC / FIN/ PPT No), declare that I fully understand that CEA has the right to reject my request for assessment or request for additional information if insufficient documents are submitted. I declare that the facts stated in this application and the accompanying information are true and correct to the best of my knowledge and that I have not withheld any materials facts or provided any misleading information.

I am aware that it is an offence under Section 182 of the Penal Code (Cap. 224) to furnish false information, qualifications or documents to any member of the Council for Estate Agencies (CEA) for the purpose of assessment of qualifications and any contravention of Section 182 of the Penal Code is punishable under the same Act. **Section 182 of the Penal Code (Cap. 224) provides that:** “Whoever gives to any public servant any information which he knows or believes to be false, intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant to use the lawful power of such public servant to the injury or annoyance of any person, or to do or omit anything which such public servant ought not to do or omit if the true state of facts respecting which such information is given were known by him, shall be punished with imprisonment for a term which may extend to one year, or with fine which may extend to \$5,000, or with both”.

_____ Date

_____ Applicant's signature

ANNEX A

CHECKLIST ON SUPPORTING DOCUMENTS TO BE SUBMITTED

**Please check to ensure that you have attached the following documents to your submission.
Incomplete submission will subject your application to rejection and the application fee will not be refunded.**

() Completed Request Form

High School Qualification:

- () High School Certificate (with grades obtained) &
() Official Explanatory Notes on Grading System

Diploma/ Degree/ Post-Graduate Qualifications

- () Certificate of Graduation &
() Transcripts
() Official Translated Copies of the Certificates (For Non-English Certificates)

Note: All tertiary qualifications must be submitted together with transcripts, failing which will render your submission incomplete and the qualification will not be considered.

For Official Use Only:

- Incomplete Request Form
 Incomplete Set of Supporting Documents
 Applicant has submitted all required information together with the necessary supporting documents.

Remarks: _____

Applicant's Letter of Authorization

I, _____ (full name as shown in NRIC/Passport), of _____ (NRIC/ Identity No./ Passport No.), hereby give my authorization to the **Council for Estate Agencies** to verify my academic records with the relevant academic institution that I declared to the authorities that I have attended and completed my studies at.

I understand that the verification process is necessary for the purpose of processing my application and for the purpose of compliance with the provisions of the Estate Agents Act.

I authorise the relevant institution / government department to release my records to the **Council for Estate Agencies**.

Date

Applicant's signature