

CRITERIA FOR GRANTING OF A HOUSE AGENT'S LICENCE

Currently, house agent's licence is issued to a Company, Limited Liability Partnership or Business. An applicant is required to register the Company, Limited Liability Partnership or Business with the Accounting & Corporate Regulatory Authority (ACRA) and apply for a house agent's licence under this Company, Limited Liability Partnership or Business name. The applicant who is to be the Licensee needs to meet the following requirements: -

- 1) The applicant must be a Singapore Citizen or Permanent Resident.
- 2) Other than holder of a degree of BSc. (Real Estate) (NUS) or an advocate and solicitor who has in force a practising certificate, the applicant has to pass the Common Examination for House Agents (CEHA) or attended and passed the Association of Singapore Realtors' Course or Singapore Institute of Surveyors and Valuers' Real Estate Agency Course;
- 3) Applicant must have experience of at least 1 year, working under the supervision of a licensed housing agency.
- 4) Applicant must be able to produce documentary proof of 20 property transactions concluded for the past 2 years on behalf of licensed housing agency, of which at least 5 should be of private properties - sale or *rental (*at least one (1) year lease).

The 20 transactions should consist of 20 direct cases OR 15 direct cases, and 10 co-broke cases. Please note that every co-broke case is considered as half a case. The net commission received for each transaction concluded should at least be \$1,000.

- 5) Applicant must be able to produce documentary proof to show that he or she is the major shareholder holding more than 50% of the issued shares in the subject company.
- 6) New application with similar name to an existing licensed Company, Limited Liability Partnership or Business would not be accepted for the purpose of issuing the licence as this may give rise to confusion to the public having business dealing in real estate.



IR/282/HA

Appraisers And House Agents Act (Chap 16)

Comptroller Of Property Tax
55 Newton Rd
Revenue House
Singapore 307987

APPLICATION FOR A HOUSE AGENT'S LICENCE

DID: 63512465 / FAX: 63512455
Email: iras_pvs_tl2@iras.gov.sg

This form may take you about 15 minutes to fill in.

You will need the following documents and information to fill in the form:

- a) A copy of Business Profile (a computer generated document from ACRA) of Company, Limited Liability Partnership or Business
- b) A copy of applicant's CEHA, SISV or ASR certificate or Real Estate Degree Certificate from NUS or its equivalent. Please note that SISV certificate must be "certified true copy" by SISV and ASR certificate must be "certified true copy" by IEA.
- c) A letter from the Singapore Law Society with the necessary details of applicant if the applicant is an Advocate and Solicitor.
- d) Personal particulars and photos of Directors/ Partners/ Sole Proprietor
- e) Qualification and working experience of Directors/ Partners/ Sole Proprietor
- f) Documentary proof of 20 sale/lease transaction records
- g) A testimonial from the Licensee of a licensed agency (please refer to page 5 (IR282/HA/6) of the application form).
- h) A list of transactions concluded by you and verified by the Licensee of the licensed agency (please refer to page 8 & 9 (IR282/HA/3) of the application form).

Please attach the above documents for our processing.

Company, Limited Liability Partnership or Business _____ _____
Company, Limited Liability Partnership or Business Registration No _____
Business Address _____ _____
Contact Tel No / Email Address _____
I hereby certify that the information given in this form and attachments are complete, correct and true in every respect
Name _____ Signature _____
Designation _____ Date _____



IR 282/HA/4

Comptroller of Property Tax
55 Newton Rd
Revenue House
Singapore 307987

DECLARATION

I declare that:

- a) I *have not/have been convicted in a court of law in any country
- b) I *have not/have been adjudicated a bankrupt.
- c) I *am/am not an undischarged bankrupt.
- d) I *am/am not a sole-proprietor/director/partner of an existing licensed housing agency.

Name of licensed Company, Limited Liability Partnership or Business:

Licence No: _____

- e) I *am/am not a shareholder of any licensed housing agency.

Name of licensed Company, Limited Liability Partnership or Business:

Number and percentage of shares hold: _____

I certify that this statement is correct in all material particulars.

Signature

Name and I/C No.

Designation

Date

Note: Each partner/director has to submit one declaration of this format.

* Delete if not applicable
Provide details where applicable



LETTER OF UNDERTAKING

I, _____ (NRIC No: _____) as licensee, undertake to comply with the following requirements.

- a) to be responsible for the management and operation of the subject Company/Limited Liability Partnership/Business* for so long as I am a director/ sole-proprietor/partner of which the house agent's licence has been granted. In the event that I find that I am unable to discharge this responsibility, the requisite licence will be surrendered to the IRAS.
- b) to be the major shareholder of the subject company i.e. holding more than 50% of the issued shares in the company.
- c) I shall keep IRAS informed if there are any changes to the structure of the directorship or shareholding, failing which I undertake to surrender the licence to the IRAS.

Signature of Licensee

Date

We/I, the undersigned have fully agreed to the above undertaking given by the Licensee.
(This portion of the form is to be signed by the other directors/partners)

(Name and I/C No)

(Name and I/C No)

(Name and I/C No)

Signature/ Date

Signature/ Date

Signature/ Date

(Name and I/C No)

(Name and I/C No)

(Name and I/C No)

Signature/ Date

Signature/ Date

Signature/ Date

IR 282/HA/6



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Date: _____

Comptroller of Property Tax

APPLICATION FOR A HOUSE AGENT'S LICENCE

APPLICANT: _____

This is to certify that the applicant Mr/Miss/Mrs* _____

NRIC No: _____ has been working under my supervision as

a _____ since _____.

He/She* has demonstrated that he/she* can competently discharge his/her* duties as an house agent and has received no complaints from his/her* clients during his/her* service with the Company/Limited Liability Partnership/Business*.

Signature: _____

Name: _____

Designation: Sole Proprietor/ Partner (Licensee)/Director (Licensee)*

Company/Limited Liability Partnership/Business* _____

Licence No: AD 041-300_____

* Delete if not applicable



PARTICULARS OF DIRECTORS, PARTNERS AND SOLE-PROPRIETOR

Full Name and Aliases (Surname to be underlined)	Sex	Qualification (Academic/ Professional)	Nationality	Designation/ Principal Duties	NRIC No/ FIN No / Passport No	Date of Birth	Residential Address
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							

Please paste below the corresponding recent passport size photograph of each person listed above:

(1)	(2)	(3)	(4)	(5)	(6)

Are you a member of *IEA/SISV? YES/NO *Yes/Membership No: _____	Company, Limited Liability Partnership or Business	Signature	
	Name of Applicant (Licensee)		
	Designation		
	Date		



QUALIFICATION AND WORKING EXPERIENCE OF DIRECTOR, PARTNER AND SOLE-PROPRIETOR

Qualification/Course		Employment History				
Name of Director/ Partner/Sole-proprietor	Qualification/ Course Attended*	Name & Address of Organisation	Period		Position Held	Duties and Responsibilities
			From	To		

*Copies of SISV/ASR/CEHA Certificates must be attached.
The SISV/ASR Certificates must be "certified true copy" by the concerned Institution/Association.

IR 282/HA/3



INLAND REVENUE
AUTHORITY
OF SINGAPORE

NAME OF APPLICANT: MR/MISS/MADAM _____ NRIC NO.: _____

LIST OF TRANSACTIONS CONCLUDED - SALES/LEASING

Serial No.	Date of Transaction	Name of Principal (Owner)	Address of Property (Sale/Leasing)	*Net Commission Received	Name of Licensed Agency
Photostat copies of front and back pages of sale/tenancy agreements and copies of payment vouchers/commission in respect of transactions listed above must be attached.			I hereby certify that the applicant concluded the abovementioned transactions.		
			Signature: _____ Name of Sole Proprietor/ Partner (Licensee) / Director (Licensee) of licensed agency: _____ Name of Licensed Agency: _____ House Agent's Licence no.: AD 041-300 _____		

* Net Commission received by you

(CO-BROKE CASES)

IR 282/HA/3

NAME OF APPLICANT: MR/MISS/MADAM _____ NRIC NO.: _____



INLAND REVENUE
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* Net Commission received by you