

REQUEST FORM FOR ASSESSMENT OF ACADEMIC QUALIFICATIONS IN LIEU OF 4 GCE "O" LEVEL PASSES

IMPORTANT NOTE

- Applicants are required to complete the form and provide all relevant supporting documents*.
- For non-English Certificates, you are required to provide both originals and translated copies of the certificates.
- Should the name stated on your certificate/s be different from your given name, you are required to submit documentary proof for verifications.
- All submitted documents will be kept and retained as property of Council for Estate Agencies.
- Assessment will take about 15 working days upon receipt of complete documents. Incomplete submissions will not be processed.

1. APPLICANT'S PARTICULARS

Full Name [Mr / Ms / Mrs / Mdm]: _____ NRIC / UIN no: _____
Nationality: Singaporean / PR / Others [please specify: _____] Contact no: _____
Email Address [Assessment outcome will be sent to this email] : _____

2. ACADEMIC QUALIFICATION (In Chronological Order – Starting from Secondary School or equivalent)

Please attach and sign-off additional copy of writing materials if more space is required.

S/No	School / Institution Attended	Name of Qualification	Course Duration	Country of Issue

***Supporting documents include**

- University / College / Polytechnic / High School / Secondary School Certificate
- Academic transcript with full listing of subjects taken with grades indicated
- Official explanatory notes on grading system (for foreign High School / Secondary School)

3. DECLARATION

I, _____ (name), of _____ (NRIC / UIN 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 Section 34 (7) of the Estate Agents Act provides that any person who, in any application for registration/renewal of registration for himself or any other person, submits false documents or makes a statement which is false or misleading in any material particular, shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$50,000 or to imprisonment for a term not exceeding 3 years or to both.

Signature

Date