

**CEA's Practice Guidelines on
Conduct between Salespersons** CEA
Serial No: C3L1S0312

**7 July 2015
(Tuesday : 2.00pm – 5.00pm)**

2 Core CPD credits awarded under Core
Category 3 / Level 1 approved by CEA for the
mandatory CPD Scheme.

VENUE:
SISV Training Centre
110 Middle Road
#09-00 Chiat Hong Building
Singapore 188968

ENQUIRIES & REGISTRATION

☎ **64240 297 (Mohan)** mohan@sisv.org.sg

☎ **64240 272 (Manisah)** manisah@sisv.org.sg



Singapore Institute of Surveyors and Valuers
110 Middle Road #09-00 Chiat Hong Building
Singapore 188968
☎ 6222 3030 (Main) 6225 2453 (Fax)
Website: www.sisv.org.sg

SYNOPSIS

The Practice Guidelines on Conduct between Salespersons released by CEA seeks to provide guidance on the conduct between salespersons to raise the standard of conduct and ethical behaviour among practitioners in the industry.

It covers case studies on how salespersons should deal with each other in a professional manner; how to handle different situations; how to avoid misunderstandings; how to handle disputes between salespersons and to avoid acts that may bring discredit or disrepute to the estate agency trade or industry.

LEARNING OBJECTIVES & OUTCOME

- General duty of salespersons towards other salespersons
- Conduct to be observed in relation to exclusive listings
- Conduct to be observed in relation to co-broking
- Ethical standards required of estate agents' team leaders and members

WHO SHOULD ATTEND

- For all salespersons, managers, team leaders & KEOs
- Experience is not required
- Basic understanding of English language is assumed

PROGRAMME

1:45pm	Registration
2:00pm	Workshop commences
3:15pm	Break
5.00pm	End of Seminar

LECTURER

Mdm Celeste Ng

- In real estate practice since 1990
- Portfolio includes sale & lease of industrial, retail, office & residential properties.
- Degree in B.Sc (Estate Management) NUS
- Certificate in Law of Conveyancing
- Advanced Certificate in Training of Assessment (ACTA)
- Lecturing Real Estate Courses (CEHA, CES, RES) since 2004
- Experienced and knowledgeable
- Trained more than 5000 salespersons since 2004.

CERTIFICATE OF ATTENDANCE

Certificate of Attendance will be awarded upon successful completion of the programme.

Important Note: Please be informed that CEA will not recognise your CPD credits if you have attended similar CPD course/seminar/workshop as above from other centres.

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• 7 JULY 2015 • 2.00PM – 5.00PM • VENUE : SISV TRAINING CENTRE

Registration Fee (includes GST & notes) &
Membership Category

\$65 (A) SISV Members & Staff of Member Firms
CES & REAC (CEHA) Course Participants of
SISV/SISV Services, Affiliates [CREA®, SAEA
Members, GRES participants, Subscribers of SISV
REALink]

\$85 (B) Others

Limited Seats! Book now!!

Notes

Registration is on a first-come-first-served basis. Reservation by fax or email will only be accepted upon receipt of payment. Confirmation of registration will be via email. No cancellation is allowed once registration is confirmed.

Fees paid are not refundable under all circumstances. This will also apply to participants who are unable to attend on that day. However, replacement by another individual is allowed and notification must be made in writing at least 3 days before the event. In the case of a non-member replacing a member, the non-member will have to pay the fee difference.

The Organiser reserves the right to alter the programme or cancel the event as may be necessary. In the event of cancellation, full refund will be made to participants.

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REGISTRATION FORM

Name of Participants

#	NAME / NRIC / CEA Registration No / Mobile No. / Email	Mbrshp Category	Amt \$	
1	Name:			
	NRIC:			CEA Registration No:
	☎ Mobile			Email :
2	Name:			
	NRIC:			CEA Registration No:
	☎ Mobile:			Email :
3	Name:			
	NRIC:			CEA Registration No:
	☎ Mobile			Email :
Total Amount Payable \$				

Company

CEA Estate Agent Licence No. : Contact Person

Address : S()

Tel/HP Email

PAYMENT MODE

Receipt No : _____ (for official use)

- ☐ **Cheque** (Bank/Cheque No Amount \$.....
Crossed cheque payable to “Singapore Institute of Surveyors & Valuers”. Please indicate your name, company and date of event on the back of the cheque.
- ☐ **Cash** (You can drop by at **SISV** between 9:00am and 5:00pm on weekdays)
Address: 110 Middle Road #09-00 Chiat Hong Building Singapore 188968
- ☐ **Via ibanking/Bank transfer.** Details as follows: DBS current account no: 007 005007 0. Please include your name and date of event (Tan Xx Xx 07072015) when transferring.