

COMMON EXAMINATION FOR HOUSE AGENTS (CEHA) APPLICATION FORM

Please read the terms and conditions on the reverse side carefully before filling in this Form. You need to sign and enclose all the necessary documents with payment before submitting it to the CEHA Examination Secretariat, by hand or post.

PERSONAL PARTICULARS

Name (as in NRIC / Passport) _____ NRIC No. _____
 Mailing Address _____
 _____ Postal Code _____
 Nationality _____ Date of Birth _____ Sex _____
 Contact Nos. _____ (off) _____ (home) _____ (mobile) _____ (fax)
 Educational Qualifications _____

Recent
Passport-Size
Photograph
of
Applicant

PRESENT EMPLOYMENT

Name of Company _____
 Position Held _____ Date of Commencement _____
 Office Address _____ Postal Code _____

PREVIOUS EXPERIENCE IN REAL ESTATE AGENCY

Name of Company	Position Held	Period (Indicate Date)

ESTATE AGENCY COURSE ATTENDED / CURRENTLY ATTENDING

Training Centre _____ Period *from* _____ *to* _____

CHOICE OF EXAMINATION

(month) (year)

DECLARATION

I confirm that I have read and understand all the terms and conditions regarding my application.

Signature

Date

* Receipt of payment is issued to the applicant only. For payment by cheque, please write the applicant's name on the reverse side of the cheque.

FOR OFFICIAL USE

Payment Received [] Cash [] Cheque / Cashier Order No. _____ (Bank) _____ Receipt No. _____
 Examined and Recommended by CEHA Secretariat

Examined by _____
Signature & Date

Recommended by _____
Signature & Date

Common Examination For House Agents (CEHA) Secretariat

c/o Singapore Institute of Surveyors and Valuers

110 Middle Road #09-00 Chiat Hong Building Singapore 188968

Tel : (65)222 3030 Fax : (65)225 2453 Email : ceha@siv.org.sg Website : <http://www.siv.org.sg>

EXAMINATION REGISTRATION RULES

– Terms & Conditions

1. To register for the Examination, applicants must meet the minimum entry requirements as follows :
 - (a) at least 21 years of age at the time of registration; and
 - (b) possess at least 3 GCE 'O' level credits obtained in one sitting or its equivalent.
(* The Board of Examiners for CEHA reserves the rights to reject any qualifications that the Board deems not equivalent to 3 GCE 'O' level credits obtained in one sitting.)
2. All registrations for the Examination **must** be made on the official Application Form and be accompanied by :
 - (a) one recent passport-size photograph;
 - (b) evidence of educational qualifications;
(* the photocopied educational qualifications must be certified true copy by the issuing authority if the submission is made by post; the **originals** must be brought along with the photocopied educational qualifications for verification by the CEHA Secretariat if the submission is made by hand)
 - (c) photocopy of NRIC (both front and back) or Passport; and
(* a deed poll / baptism certificate is to be submitted if the name on the educational certificate does not correspond with the NRIC and/or Passport)
 - (d) the Examination fee.
3. **Request for changes in the Examination date or deferment is NOT allowed once an application is submitted and/or approved. The Examination fee of S\$321.00 (inclusive of GST) is non-refundable and non-transferable. Cheque payments are to be made in favour of "SISV-CEHA".**
4. In the case of a returned cheque for whatsoever reason, an additional administrative fee of S\$100.00 will be levied.
5. All application must reach the CEHA Secretariat no later than the stipulated closing date for the relevant Examination. The Examination schedule may be obtained from the CEHA Secretariat.
6. All applications will be processed on a first-come-first-served basis.
7. Any applications received after the stipulated closing date will automatically be processed for the next immediate Examination with due notice given to the applicant.
8. Any Application Form that is incomplete, without the necessary documents and/or without the Examination fee will be rejected.
9. The minimum number of candidates for each examination is 200. If this minimum is not met, the Board of Examiners for CEHA reserves the rights to defer the particular Examination with due notice given to the applicant(s).
10. The maximum number of candidates for each examination is 1,000. If this maximum is not exceeded, the Board of Examiners for CEHA, if deemed necessary, reserves the rights to process the excess number of applicants to the next immediate Examination with due notice given to the applicant(s).
11. All applicants will be notified of their Index Number and Venue of the Examination five (5) weeks after the closing date.