



# BENCHMARK REALPRO PTE LTD

BENCHMARK TRAINING, BENCHMARK RESULTS.

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Mon - Fri, 9.00 am - 5.30 pm

Council For Estate Agencies (CEA)

Approved Course Provider (ACP)

For RES And CPD Courses.



## REAL ESTATE SALESPERSON (RES) COURSE APPLICATION FORM

PLEASE WRITE CLEARLY AND LEGIBLY AND COMPLETE ALL INFORMATION IN BLOCK LETTERS

### (A) PERSONAL PARTICULARS (\*denotes mandatory field)

*FULL NAME (As in NRIC): Mr / Ms / Mrs / Dr	
*Surname:	*Sex: <u>Male / Female</u>
*FULL NRIC / Passport No:  (For submission to relevant authorities)	*Mobile No:
*Date of Birth:     /     /  (DD / MM / YYYY)	Home No:
*Citizenship:	Office No:
*4 GCE 'O' Level ^Yes / No *WPLN Level 5 ^Yes / No All 5 Modules must have at least level 5 or above. ^Where applicable	*Highest Educational Standard Attained: _____  <b>Note:</b> *Degree (local) refers to graduate degrees conferred by any of the local autonomous university in Singapore.  *Diploma (local) refers to diplomas conferred by any of the local polytechnics in Singapore.  <b>(Name on your education qualification/s must be the same as your NRIC)</b>
*Residential Address: _____ Singapore _____	
*Email Address: _____	
*Present Employment Sector:	Present Occupation:

### (B) RES COURSE APPLICATION

RES Intake \_\_\_\_\_ / \_\_\_\_\_ Commencing On \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_ Time: \_\_\_\_\_

RES Course Fee: \$\_\_\_\_\_ (No GST)

Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_

### (C) DECLARATION

I am aware that due to the high demand for RES examination seats, course participants who have completed the RES course may not be successful in securing a seat to take the RES examination before the expiry of the 2-year validity of their RES course completion certificate.

I confirm that I have read and understood and agree with all the other Terms and Conditions herein and in BRPL's website.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(D) FOR OFFICIAL USE	
Payment Mode: (Please tick)	
<input type="checkbox"/> CASH	
<input type="checkbox"/> CHEQUE	Bank & Cheque No.
<input type="checkbox"/> PAYPAL	Paypal Invoice No.
<input type="checkbox"/> BANK TRANSFER	
BRPL OFFICIAL RECEIPT No.	

## TERMS AND CONDITIONS

### 1. Admission Criteria

Important Notice: Please be informed that attending the RES Course and passing the RES Examination does 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.”

To attend the RES Course and to sit for the RES Exam, candidates must be at least 21 years old and have a minimum of 4 GCE 'O' Levels passes in two (2) sittings OR Diplomas from the local Polytechnics (NP, SP, TP, RP, NYP) OR Degrees from the local Universities (NUS, SMU, NTU, SUTD) OR WSQ Workplace Literacy and Numeracy (WPLN) Level 5 and above; OR Higher NITEC Certificate OR Equivalent Certificate subject to Council for Estate Agencies (CEA's) approval.

#### Academic Qualification Assessment Applications

##### Applying CEA Qualification Assessment (For Overseas Or Private Education Certificate Only)

Candidates who wish to submit their qualifications (e.g. overseas qualifications or private diplomas) for assessment to determine if the qualifications meet the educational qualification requirement may email their:

- academic certificates, academic transcripts, any other supporting documents
- together with the completed [Educational Qualification Assessment form](#) to CEA at [licensing@cea.gov.sg](mailto:licensing@cea.gov.sg).

### 2. Course Registration / Payment / Fulfill Admission Criteria / No Refund

Registration is on a first-come-first-served basis. NO Reservation is permitted. Confirmation of seats will be sent via email to participants. Kindly fill the RES Enrolment Form and attach your Photocopy front and back side of IC, relevant or Highest Qualification (**Name on your education qualification/s must be the same as your NRIC**), full payment and send to Benchmark Realpro Pte Ltd (BRPL). BRPL reserves the right not to accept any applicant's registration when the class is packed with full capacity. In such an event, BRPL shall refund the full course fee to the applicant or the applicant may choose to attend subsequent RES intake. BRPL shall inform the applicant via email and/or post of any non-acceptance of application.

**Course fees WILL NOT be refunded if you do not meet the minimum admission criteria. No cancellation is allowed once fees are paid. There WILL NOT BE any refund of fees for non-attendance or withdrawals.** Registration is on a first-come-first-served basis. NO Reservation is permitted. Registration without payment will be treated as Non-Registration. Confirmation of seats will be sent via email to participants. Registration will close once we have reached full capacity.

### 3. Payment Mode

By online: Paypal

- Paypal payment is available for applications submitted online  
**Applicants using SkillsFuture Credit must NOT make any ONLINE PAYMENT**

By Mail: Cheque payment

- Please make cheque (for Singapore Permanent Residents and all who are not using Skillsfuture Credit) payable to **Benchmark Realpro Pte Ltd**. Please indicate your FULL NAME and NRIC NUMBER on the reverse side of the cheque. Cheque payment must be cleared prior to attending the course. In the event of a returned cheque, an additional administrative fee of \$30.00 shall be levied.

Mail Cheque, Registration Form and all relevant documents (Photocopy front and back side of IC, Photocopy Qualification Certificate) to Benchmark Realpro Pte Ltd @ 151 Chin Swee Road #03-31 Manhattan House Singapore 169876.

In Person: Cash payment

- Please register directly at our office.  
Office hours are from 9.00 am to 5.30 pm (Monday - Friday) and please avoid our lunch time from 12.30 pm to 1.30 pm. We are closed on Public Holidays, Saturdays & Sundays).

### 4. RES Certificate of Attendance

RES Certificate of Attendance will only be awarded to participants who fulfill a Minimum of 75% Attendance as follows:

- 9 lessons out of 12 lessons for 6 Days RES Crash Course (3 Weekends)
- 12 lessons out of 16 lessons for 8 Weekdays RES Crash Course (8 Weekdays)
- 9 lessons out of 12 lessons for 12 Weeknights RES Crash Course (12 Weeknights)

#### In-Person Training

For In-Person Training, signing of your attendance at the beginning and at the end of each lesson is compulsory. There will **NOT** be any make up classes if participants are absent for any lessons.

#### Online Training

For Online Training, every participant is to turn on his/her video camera throughout the full online sessions, showing the entire face (i.e. Show Full Face) in real-time. Time-stamped photographs or snapshots of the online course sessions will be taken, with the faces and full names of all participants clearly displayed, at the start and at the end of each session. Similarly, there will **NOT** be any make up classes if participants are absent for any lessons.

In accordance to CEA's regulation, Certificate of Attendance shall only be awarded at the end of the RES Course and not when the participants fulfill 75% of Attendance. Participants who do not complete the minimum 75% Attendance will not be awarded the Certificate of Attendance at the end of the RES Course.

### 5. No Guaranteed Seats / No Extension of Validity Period / Time period to Pass RES Exam

Due to the high demand for RES examination seats, RES Course participants who have completed the RES course may not get a seat at the RES examination.

CEA will not extend the validity of your RES Course completion certificates. The 2-year period to pass the RES examination is put in place to ensure that candidates possess currency of knowledge to prepare for the examination.

## 6. Amendments / Course Changes

BRPL reserves the right to cancel or change or make any amendments to the course / fees / dates / timings / venue / trainers / course contents / postpone / renaming of Intake or course without any prior notice. Full refund will only be made in THE EVENT OF COURSE CANCELLATION for whatever reason/s or in whatever circumstances.

For the avoidance of doubt, postponement means "to put off or defer to a later date" regardless of change of RES Intake numbering. For example, "the RES Course has been postponed to the following month or another date / RES Intake" SHOULD NOT BE INTERPRETED AS A CANCELLATION OF THE COURSE.

## 7. Copyright & Prohibition on Audio and / or Video Recording

It is hereby acknowledged by the course applicant that all course materials, additional notes, questions and answers, etc. provided remain always the intellectual property of BRPL unless otherwise stated. Course materials may not be reproduced in whole or in part without the prior written permission of BRPL. Audio and/or video recordings of the lessons are strictly prohibited for whatever reason/s. BRPL reserves the right to take any action as it deems fit.

## 8. Misconduct

BRPL reserves the right to take any action on any participants who are unruly in their conduct and/or behaviour or who may cause unnecessary continuous disruption/distraction during any lesson or class.

## 9. Personal Data Protection Act

In order to deliver the services requested by you, BRPL will collect and use personally identifiable information including name, NRIC number or other identification number, email address, address, telephone number and where necessary educational history. BRPL will, where required to by the Council for Estate Agencies or directed by you, disclose to the Council for Estate Agencies such personally identifiable information for the purposes of, and incidental to your receipt of services, updating your attendance, academic and/or certification records with the Council for Estate Agencies.

BRPL is committed to handling your personal data with care and ensuring your privacy under the Personal Data Protection Act 2012 (PDPA). By providing us with your contact details from your enquiry, subscription and/or registration, you have given your consent to us for sending marketing and promotional information and materials to you by way of postal mail and/or telephone calls and/or facsimile and/or electronic transmission to your email address(es).

If you wish to opt out of receiving marketing and promotional information and materials from us, please write or email to us separately. Kindly note that if you do not exercise your right to opt out of receiving such marketing information, you will be deemed to have consented to the receiving of such marketing information from BRPL.

## 10. Enquiries

Please feel free to call us for any further enquiries.

**BenchMark RealPro Pte Ltd**

151 Chin Swee Road

#03-31 Manhattan House

Singapore 169876

Tel: 67355860 / 67355861

Email: [benchmarkrealpro@gmail.com](mailto:benchmarkrealpro@gmail.com)

Website: [www.benchmarkrealpro.com](http://www.benchmarkrealpro.com)