



Institute of Estate Agents, Singapore
 480 Lorong 6 Toa Payoh HDB Hub
 East Wing #07-01 Singapore 310480
 Tel: 6323 1770 Fax: 6323 1779
 Email: iristoh@iea.sg

Printing of Agent ID Tag
 S\$10 per ID Tag (Members)
 S\$20 per ID Tag (Non-Members)

This form should ONLY be filled by the KEO of the company with the following required documents:

- Copy of the letter issued by CEA on KEO Registration Number
- Copy of the House Agent License issued by CEA
- Company Logo (in CD format)
- KEO's Latest Business Card
- Compulsory Information of the Salespersons
 - Name as per NRIC (business names which are not in NRIC must be bracketed)
 - CEA's Salespersons/KEO's Registration No & Expiry Date
 - Soft copy of their passport size photographs (in CD format if it is more than 3 photographs)

I, _____ NRIC No. _____
 (Name of KEO as per NRIC)

& KEO Registration No. _____ Of _____
 (Company)

hereby authorize IEA to print the required Agent ID Tag for our registered Salespersons listed as attached/enclosed.

****Please note****

IEA reserves the right to reject printing for any incomplete information submitted. To avoid delay, kindly provide the required information stated above in the required format, submit together with this form and a cheque made payable to "IEA".

 Signature of KEO

 Date

 Contact No. of KEO

FOR OFFICE USE ONLY

Received By		Vetted By		Printed By	
No of Names Received		No of Names Vetted		No of Names Printed	
Amount Received	S\$	No of Qualify Names		No of Pending Names	
<input type="checkbox"/> Cash <input type="checkbox"/> Nets	R	No of Pending Names		Remarks:	
Cheque No		Remarks:			

