

Circular No: URA/COH/Circular-2019-01  
Our Ref: COH/CIRCULAR  
Date: 3 June 2019

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **Who should know**

Developers

### **Effective date**

From 3 June 2019

## **NEW ESERVICES FOR SUBMISSION OF AUDITED ACCOUNTS (AA) AND AUDITOR'S CERTIFICATION (AC)**

1. As part of URA's efforts to harness technology to improve service delivery, we have launched two new eServices to facilitate licensed housing developers in:
  - a. Submitting their Audited Accounts (AA) and Auditor's Certification (AC); and
  - b. Applying for extension of time to submit their AA and AC.
2. Under the Housing Developers (Control & Licencing) Act and Housing Developers (Project Account) Rules, licensed housing developers are required to submit their AA and AC on the project account to the Controller of Housing within six months after the close of every financial year. The Controller may, in his discretion, grant a one-time extension of up to six months for the submission.
3. With effect from 3 June 2019, licensed housing developers are able to submit the AA and AC through the new eService. The new eServices can be accessed via these links:-
  - Submission of AA and AC –  
<https://www.ura.gov.sg/AAACWeb/Submission/begin.do>
  - Extension of time to submit AA and AC –  
<https://www.ura.gov.sg/AAACWeb/Extension/begin.do>

## **Electronic Payment of Housing Developer's Licence Fees**

4. To further enhance the eService for developers applying for housing developer's licence, the licence fees can now be paid electronically, via internet banking or telegraphic transfer. This is in addition to the current mode of payment via cheque.

5. Please refer to Annex 1 for the frequently asked questions on the new eServices and epayment.
6. We would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any feedback or queries concerning this circular, you may contact us via email at [ura\\_coh\\_registry@ura.gov.sg](mailto:ura_coh_registry@ura.gov.sg).

Thank you.

LING HUI LIN (MS)  
CONTROLLER OF HOUSING  
URBAN REDEVELOPMENT AUTHORITY

**FREQUENTLY ASKED QUESTIONS - E-SERVICES FOR SUBMISSION OF AUDITED ACCOUNTS AND AUDITOR'S CERTIFICATION, AND ELECTRONIC PAYMENT OF HOUSING DEVELOPER'S LICENCE FEES**

**ESERVICES**

- 1. CorpPass is required to access the eServices. What is CorpPass and how can I register for one?**

CorpPass is a corporate digital identity for businesses to transact with Government agencies online. You can register for CorpPass at [www.corppass.gov.sg](http://www.corppass.gov.sg).

**SUBMISSION OF AUDITED ACCOUNTS (AA) AND AUDITOR'S CERTIFICATION (AC)**

- 2. With the new eServices, can the licensed housing developer still submit the AA and AC via email or in hard copy?**

With effect from 3 June 2019, licensed housing developers must submit the AA and AC through the new eService. Submissions via email or in hard copy will no longer be accepted.

- 3. If only the AA for the company is ready, can the licensed housing developer submit the AA first?**

The AA and AC must be submitted together. Licensed housing developers should ensure that both AA and AC are ready before submission.

- 4. If the licensed housing developer submitted a wrong document, can they resubmit the correct document via the eService again?**

Should the developer wish to replace any document submitted, they will have to email to [ura\\_coh\\_registry@ura.gov.sg](mailto:ura_coh_registry@ura.gov.sg) to request a resubmission.

- 5. If the housing project is delicensed, is there still a need to submit the AA and AC?**

The housing developer is not required to submit the AA and AC if their housing project has been delicensed.

- 6. Is the licensed housing developer required to submit the AA and AC for the current year if they have already submitted a copy of the AA during the licence application in the same year?**

If the licensed housing developer has already submitted the latest AA during licence application, there is no need to resubmit the AA for the same financial year.

However, if the latest AA are not ready at the point of licence application and have not been submitted, then the licensed housing developer is required to submit the latest AA for the financial year.

## **APPLICATION FOR EXTENSION OF TIME TO SUBMIT AUDITED ACCOUNTS (AA) AND AUDITOR'S CERTIFICATION (AC)**

7. **If a licensed housing developer has already been granted approval for an extension of time, e.g. three months, could they request another extension of time if they are not able to submit the AA and AC on time?**

The Controller can only grant a one-time extension of time of up to six months from the date due for the licensed housing developer to submit their AA and AC.

8. **What is the processing time for application for extension of time to submit AA and AC?**

Our service standard for processing applications is 7 working days.

9. **Can licensed housing developer request an extension for either the AA or AC only?**

The extension, if approved, is applicable to both the AA and AC as both documents must be submitted together.

## **ELECTRONIC PAYMENT OF HOUSING DEVELOPER'S LICENCE FEES**

10. **What are the payment details for payment via bank transfer?**

The details are as follows:

Bank	:	DBS Bank Ltd
Account Name	:	URA Controller of Housing
Account Number	:	001-074456-9
Address	:	12 Marina Boulevard, Marina Bay Financial Centre, Singapore 018982
DBS Swift Code	:	DBSSGSG
[Bank Code : 7171, Branch Code : 001, Account No: 001-074456-9]		

11. **What information is required from the licenced housing developer after the payment via bank transfer?**

After transferring the payment amount to URA, licenced housing developer can provide the following details to URA via email at [ura\\_coh\\_registry@ura.gov.sg](mailto:ura_coh_registry@ura.gov.sg):

- Subject heading: Epayment details for Housing Developer's Licence Application
- Applicant's Name:

- Reference Number of the HDL submission: e.g HM18050717693
- Transaction Number:
- Date of Transaction:

## **12. Will cheque payment still be accepted?**

While cheque payment is still accepted, we strongly encourage developers to use e-payment.