Guide to Submit Audited Accounts and Auditor’s Certification

STEP 1 of 11
Go to www.ura.gov.sg

STEP 2 of 11
- Mouse over to “Guidelines”
- Mouse over to “Developers”
- Click on “Housing Developers”

STEP 3 of 11
- Click on “Submit Audited Accounts (AA) and Auditor’s Certification (AC)” to expand the section.
STEP 4 of 11

- Click on the link at the “both the AA and AC” to access the eService page to submit the AA and AC.

STEP 5 of 11

- Read the “Information to all developers” before proceeding.
- Enter the housing developer’s licence number for the project in the box.
- Click “Next” to proceed with the login via CorpPass.

STEP 6 of 11

- Click on the CorpPass logo to go to CorpPass login page
Guide to Submit Audited Accounts and Auditor’s Certification

STEP 7 of 11

Key in the “UEN/Entity ID”, “CorpPass ID” and “Password” to proceed.

Sample Screenshots

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Name of Housing Developer will be shown.

Check the relevant box (next to the Housing Developer’s Licence No.) which you are submitting the AA and AC for.

Click “continue”.

Sample Screenshots
Click on “upload” to attach the Audited Accounts and Auditor’s Certification.
(Note: Only PDF files are accepted).

Fill in details of the location where the AA and AC are made available. To input the details, click the box next to the category for the text box to appear. Fill in the text box.

Use the calendar icon to indicate the date when AA and AC are made available.

Fill in the required information under the “Declaration” section.

Click “Next” to proceed.
Check that all the information in this summary page is correct before you click the “Submit” button to submit the AA and AC.
AA and AC is successfully submitted. You may print a copy of the acknowledgement for your retention.
Guide to Apply For Extension to Submit AA and AC

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STEP 2 of 11
- Mouse over to “Guidelines”
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STEP 3 of 11
- Click on “Submit Audited Accounts (AA) and Auditor’s Certification (AC)” to expand the section.
STEP 4 of 11

✔ Click on the “here” to enter the eService page to apply for extension to submit the AA and AC.

STEP 5 of 11

✔ Please read the “Information to all developers” before proceeding.

✔ Enter the housing developer’s licence number for the project in the box.

✔ Click on “Next” to proceed with the login via CorpPass.

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✔ Click on the CorpPass logo to go to CorpPass login page.
Guide to Apply For Extension to Submit AA and AC

**STEP 7 of 11**

Key in the “UEN/Entity ID”, “CorpPass ID” and “Password” to proceed.

**STEP 8 of 11**

Check the relevant box (next to the Housing Developer’s Licence) which you are applying for extension of time to submit AA and AC.

Click “continue”.
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- Check the financial year ending date.
- Select the required extension date from the calendar icon on the right.
- Key in the reason for extension.
- Fill in the required information under the “Declaration” section.
- Click “Next” to proceed.
Check that all the information in this summary page is correct before you click the “Submit” button to request for the extension.
Application for extension of time to submit AA and AC is successfully submitted.

You may print a copy of the application for your own retention.