

## **PRACTICE CIRCULAR 1 OF 2009**

To All Law Firms / Law Organisations

### **IMPLEMENTATION OF UNIQUE ENTITY NUMBER**

#### **1 Background**

All entities registered in Singapore can now enjoy the convenience of having a single identification number to interact with Government agencies. This single identification number is known as the Unique Entity Number (UEN). All registered entities such as businesses, companies, limited liability partnerships, societies, statutory boards, trade unions, mutual benefit organisations, management corporations, subsidiary management corporations, law firms, etc have been issued with a UEN.

For businesses and local companies registered with the Accounting and Corporate Regulatory Authority (ACRA), the current registration or administrative number assigned by ACRA will be retained as the UEN. Please see **Annex A** for the three (3) UEN formats. For more information on UEN, please visit the UEN website at <http://www.uen.gov.sg>.

#### **2 UEN for Law Firms/Organisations**

The issuance of UEN for law firms/organisations will not affect your existing lodgment accounts in STARS eLodgment System. You can continue to use the same lodgment accounts as well as bank accounts for lodgment of instruments and caveats at SLA.

You need not inform SLA of your UEN as we will be retrieving the information from the UEN system for updating our records.

#### **3 UEN for Management Corporations and Subsidiary Management Corporations**

SLA as the issuance agency for the Management Corporations (MC) and Subsidiary Management Corporations (SMC) has informed the MC and SMC of their UEN.

The issuance of UEN for the MC and the SMC will not affect the legal names of the MC and the SMC. SLA will continue to assign a STP number upon registration of the strata title plan and the legal names of the MC and the SMC will remain as "The Management Corporation – Strata Title Plan No. XXXX" and "The Subsidiary Management Corporation No XXX – Strata Title Plan No. XXXX" respectively.

The UEN for these entities will be shown within brackets after the name of the MC/SMC in the Certificate of Constitution of the MC/SMC (CMC). Please see **Annex B** for an example of the CMC.

#### **4 Grace Period for the Use of UEN in Documents to be lodged at SLA**

All law firms/organisations are to state the UEN in all documents to be lodged at SLA. However, to allow law firms/organisations sufficient time to adapt to the use of UEN, documents quoting the previous registration number of entities will still be accepted until and including 30 April 2009.

Effective 4 May 2009, documents lodged at SLA without the UEN will be rejected and lodgment fees forfeited.

If you require information on the UEN for any entity, please do a simple online enquiry at <http://www.uen.gov.sg>.

Date: 13 January 2009

VINCENT HOONG  
REGISTRAR OF TITLES

### UEN Format for Entities

S/No	Issued To	UEN Format	Description
1	Businesses including law firms	nnnnnnnnX (9 digits)	“n” = a number “X” = a check alphabet “yyyy” = year of incorporation / registration
2	Local companies	yyyynnnnnX (10 digits)	
3	All other entities (limited liability partnerships, foreign companies, societies, co-operative societies, statutory boards, trade unions, mutual benefit organisations, management corporations, subsidiary management corporations, etc)	TyyPQnnnnX (10 digits)	<p>“Ryy/Syy/Tyy” = year of issuance where:  “R” represents “18”,  “S” represents “19”; and  “T” represents “20”  e.g. R88 means 1888;  S99 means 1999; and  T08 means 2008</p> <p>“P” = an alphabet  “Q” = an alpha-numeric digit  “PQ” = Entity Type</p> <p>“n” = a number  “X” = a check alphabet</p> <p>e.g. the UEN for a limited liability partnership formed on 2 January 2009 could read as “T09LL0001B”</p>



## **THE LAND TITLES (STRATA) ACT**

### **CERTIFICATE OF CONSTITUTION OF MANAGEMENT CORPORATION**

THIS IS TO CERTIFY THAT THE MANAGEMENT CORPORATION -  
STRATA TITLE PLAN NO. 442 (S79MC0442A) WAS CONSTITUTED AS A  
BODY CORPORATE UNDER THE LAND TITLES (STRATA) ACT ON  
05.05.1979.

DATED:



for REGISTRAR OF TITLES  
SINGAPORE