

## TABLE OF CONTENTS

<b>1. Introduction.....</b>	<b>2</b>
1.1 Overview .....	2
1.2 About this manual.....	3
1.3 How to do a Agent code search via UEN .....	3

## 1. Introduction

### 1.1 Overview

#### What is Unique Entity Number (UEN)?

UEN is the standard identification number of an entity. UEN shall be for registered entities as NRIC is for Singapore citizens. The UEN uniquely identifies the entity.

From 1 January 2009, all entities that are registered in Singapore, such as businesses, local companies, limited liability partnerships (LLPs), societies, representative offices, healthcare institutions and trade unions, will have a Unique Entity Number (UEN) as its identification number.

The UEN shall be used for your interaction with [government agencies](#).

UEN shall replace all other identification numbers issued to you by different government agencies.

#### What is my UEN?

If you are a business or local company registered with the Accounting and Corporate Regulatory Authority (ACRA), there will be no change for you. Your existing ACRA registration number will be retained as your UEN.

If you are not a business or local company (e.g. limited liability partnership or society), a new UEN will be issued to you by the government agency that registers or oversees you (known as UEN Issuance Agency).

The table below describes the three UEN formats.

	Issued To	UEN Format	Description
A	Businesses registered with ACRA <sup>1</sup>	nnnnnnnX (9 digits)	“n” = a number “P” = a alphabetical letter “Q” = an alpha-numeric digit “PQ” = Entity-type <sup>2</sup>
B	Local companies registered with ACRA <sup>1</sup>	yyyynnnnX (10 digits)	“Tyy” / “Syy” / “yyyy” = year of issuance <sup>3</sup> “X” = a check alphabet
C	All other entities which will be issued new UEN	TyyPQnnnX (10 digits)	For example, the UEN for a limited liability partnership (LLP) formed on 1 January 2009 could be “T09LL0001B”.

<sup>1</sup> No change from existing ACRA Registration Number

<sup>2</sup> E.g. ‘LL’ = ‘Limited Liability Partnership’

<sup>3</sup> ‘T’ represents ‘20’, ‘S’ represents ‘19’ and ‘R’ represents ‘18’. E.g. T08 means year 2008, S99 means year 1999 and R00 means year 1800.

## 1.2 About this manual

### **Who should read this manual?**

Anybody who needs to retrieve their Agent code via UEN .

### **Pre-requisites/Basic knowledge**

The reader should be comfortable using the Web Browser.

## 1.3 How to do a Agent code search via UEN

The Agent code search via UEN is available at the IPOS web site  
<http://www.ipos.gov.sg/leftNav/tra/eTrademarks.htm>

Figure 1.1

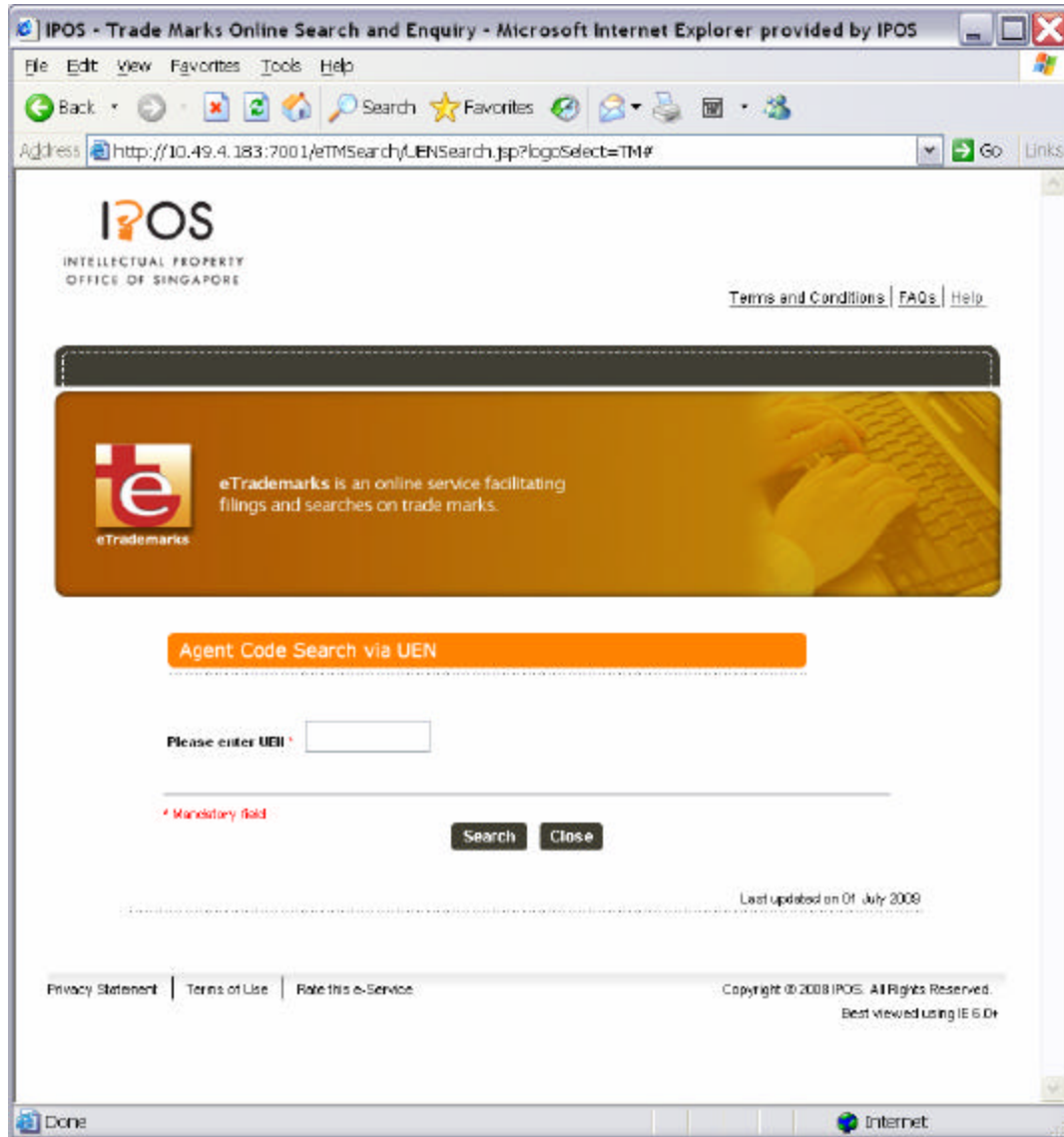


Click on the Agent Code Search via UEN *hyperlink* to start the service.

Click on [Agent Code Search via UEN] hyperlink.	Proceed to Error! Reference source not found.
---	---

**Figure 1.2**

Enter the UEN code and click on the [Search] button.



Click on [Search] button.	Proceed to Error! Reference source not found. <b>1.3</b>
Click on [Close] button.	Current window will be closed.

Figure 1.3

Agent Details are displayed.

