

*Moneylender Office eService User Manual*

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# 1 Moneylender Office eService Access details

## 1.1 URL and Navigation Details

Step 1: Type the below URL.

<https://www.mlaw.gov.sg/>

Step 2: Locate the eservices tab as shown below

The screenshot displays the homepage of the Singapore Ministry of Law. At the top right, the Singapore Government logo is visible with the tagline 'Integrity · Service · Excellence'. Below it are links for 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Sitemap'. A search bar is present with the text 'Within This Website' and a 'Go' button. The main navigation menu includes 'Home', 'About Us', 'Our Work', 'News', 'Our Legal System', 'Setting Up a Practice', 'Practising as a Lawyer', 'E-Services', and 'Join Us'. The 'E-Services' tab is highlighted with a purple box. Below the navigation menu is a large banner featuring a gavel and the text 'It's rewarding When you are on the side of the Law'. Below the banner is a dropdown menu labeled 'I am...' with a '- Please Select -' option. Underneath are three icons representing 'Admission to the Bar', 'Insolvency', and 'Conveyancing'. The lower section of the page is divided into two columns. The left column is titled 'FAQs' and contains a 'Select a Category ...' dropdown menu, a 'Select Category' dropdown, and a 'Top Five Most Popular FAQs' section with five questions. The right column is titled 'Latest News' and lists three news items with their dates: 'Public Consultation On Community Dispute Resolution Tribunals' (10 Nov 2014), 'Speech by Senior Minister of State for Law, Indraneel Rajah, at the launch of the Singapore International Mediation Institute' (5 Nov 2014), and 'Second Reading Speech by Minister for Law, K Shanmugam, on the Constitution of the Republic of Singapore Bill' (4 Nov 2014). At the bottom of the left column, there is a section for 'Other MinLaw Websites'.

Step 3: Click the "Registry of Moneylenders" link as shown below

The screenshot shows a web browser window displaying the Singapore Ministry of Law website. The address bar shows the URL: <https://uat.mlaw.gov.sg/content/minlaw/en.html>. The page header includes the Singapore Government logo and navigation links: Home, About Us, Our Work, News, Our Legal System, Setting Up a Practice, Practising as a Lawyer, E-Services, and Join Us. A search bar is located in the top right corner. The main navigation menu is highlighted, and a dropdown menu is open under 'E-Services', showing links to Insolvency Office, Public Trustee's Office, Registry of Moneylenders (highlighted), and Registry of Pawnbrokers. The main content area features a banner with a gavel image and the text: "It's reward When you are on the side of the Law". Below this is a form labeled "I am ..." with a dropdown menu set to "Please Select". There are three icons representing "Admission to the Bar", "Insolvency", and "Conveyancing". The footer contains sections for "FAQs" and "Latest News", with a link to "Public Consultation On Community Dispute Resolution Tribunals" dated 10 Nov 2014. The taskbar at the bottom shows various application icons and the system clock indicating 5:23 PM on 17/11/2014.

Step 4: The Registry of Moneylender office home page will be shown as below.

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Search  Within This Website

## Registry Of Moneylenders E-Services

Home > E-Services

**GET STARTED**

**REGISTER FOR ONLINE ACCOUNT**

- Singpass Holder
- Individual Account Online Registration (For Non-SingPass)
- Corporate Online Registration

**CORPORATE ACCOUNT ADMINISTRATION**

- Account Administration (for Corporate Administrator only)

**QUICK LINKS**

- FAQs
- Technical Guide
- Forms

Singapore Corporate Access (Corppass) is the only login method for online corporate transactions with the government.

For more information on Corppass, please visit [www.corppass.gov.sg](http://www.corppass.gov.sg).

### REGISTRY OF MONEYLENDERS

**REGISTRATION FOR MONEYLENDER'S TEST**  
*This eservice will take about 5-10 minutes to complete.*

**CHECKING OF MONEYLENDER'S TEST RESULTS**  
*This eservice will take about 10-15 minutes to complete.*

**APPLICATION FOR MONEYLENDER'S LICENCE**

**UPDATING OF MONEYLENDER'S PARTICULARS [INCLUDING CHANGE OF PRINCIPAL PLACE OF BUSINESS]**

**APPLICATION FOR CHANGE OF ADDITIONAL PLACE OF BUSINESS / APPLICATION FOR CESSATION OF ADDITIONAL PLACE OF BUSINESS**  
*This eservice will take about 15-20 minutes to complete.*

**APPLICATION FOR TERMINATION OF MONEYLENDER'S LICENCE**

**FILING OF MONEYLENDER'S RETURNS**  
Please click here for the User Guide for Filing of Moneylender's Returns.  
*This eservice will take about 10-15 minutes to complete.*

**UPDATING OF ASSIGNED TEST-QUALIFIED MANAGER**  
*This eservice will take about 10-15 minutes to complete.*

**APPLICATION FOR EMPLOYMENT OR ENGAGEMENT OF PERSON(S) FOR MONEYLENDING BUSINESS [INCLUDING UPDATE OF SUCH APPROVED PERSON(S)]**  
*This eservice will take about 15-20 minutes to complete.*

**APPLICATION FOR TRANSFER OF SHARES / ALLOTMENT OF NEW SHARES**  
*This eservice will take about 15-20 minutes to complete.*

**REGISTRATION OF NEW PLACE OF BUSINESS**  
*This eservice will take about 10-15 minutes to complete.*

**FIRST INFORMATION REPORT**  
*This eservice will take about 10-15 minutes to complete.*

Last updated on 1 Jun 2017

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## 2 Filing of Moneylender's Returns

### 2.1 Submit new returns

Step 1: Click the "Filing the money Lender Returns" link

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Search Within This Website Go

### Registry Of Moneylenders E-Services

Home > E-Services

**GET STARTED**

- REGISTER FOR ONLINE ACCOUNT**
  - Singpass Holder
  - Individual Account Online Registration (For Non-SingPass)
  - Corporate Online Registration
- CORPORATE ACCOUNT ADMINISTRATION**
  - Account Administration (for Corporate Administrator only)

**QUICK LINKS**

- FAQs
- Technical Guide
- Forms

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### REGISTRY OF MONEYLENDERS

- REGISTRATION FOR MONEYLENDER'S TEST**  
*This eservice will take about 5-10 minutes to complete.*
- CHECKING OF MONEYLENDER'S TEST RESULTS**  
*This eservice will take about 10-15 minutes to complete.*
- APPLICATION FOR MONEYLENDER'S LICENCE**
- UPDATING OF MONEYLENDER'S PARTICULARS [INCLUDING CHANGE OF PRINCIPAL PLACE OF BUSINESS]**
- APPLICATION FOR CHANGE OF ADDITIONAL PLACE OF BUSINESS / APPLICATION FOR CESSATION OF ADDITIONAL PLACE OF BUSINESS**  
*This eservice will take about 15-20 minutes to complete.*
- APPLICATION FOR TERMINATION OF MONEYLENDER'S LICENCE**
- FILING OF MONEYLENDER'S RETURNS**  
Please click here for the User Guide for Filing of Moneylender's Returns.  
*This eservice will take about 10-15 minutes to complete.*
- UPDATING OF ASSIGNED TEST-QUALIFIED MANAGER**  
*This eservice will take about 10-15 minutes to complete.*
- APPLICATION FOR EMPLOYMENT OR ENGAGEMENT OF PERSON(S) FOR MONEYLENDING BUSINESS [INCLUDING UPDATE OF SUCH APPROVED PERSON(S)]**  
*This eservice will take about 15-20 minutes to complete.*
- APPLICATION FOR TRANSFER OF SHARES / ALLOTMENT OF NEW SHARES**  
*This eservice will take about 15-20 minutes to complete.*
- REGISTRATION OF NEW PLACE OF BUSINESS**  
*This eservice will take about 10-15 minutes to complete.*
- FIRST INFORMATION REPORT**  
*This eservice will take about 10-15 minutes to complete.*

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Step 2: Choose the login type and provide the credential to login

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REGISTRY OF MONEYLENDERS

### FILING OF MONEYLENDER'S RETURNS

For the submission of quarterly statement (ie details of every moneylending transaction for that quarter).

Please have the following information ready when submitting the application:

1. Company details (eg. company name, UEN, address)
2. Quarterly statements stipulated under section 24(3) Moneylenders Act (Cap 188)
3. For the uploading of the returns, please attach the returns file in EXCEL (.xls or .xlsx) format only. The file cannot exceed 5MB in size.

**Important Notes**

- This e-Service will take about 10-15 minutes to complete.
- Please read the [Terms and Conditions](#) before proceeding further.

[Log in with corppass](#)

**WARNING: Unauthorised access to this system constitutes an offence under the Computer Misuse Act and may result in prosecution.**

If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through [Contact Us @ OneMinLaw](#).

Please visit our website at [www.mlaw.gov.sg](http://www.mlaw.gov.sg) if you have any further queries.

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This site is best viewed using Internet Explorer 9 and above.

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Step 3: After Login, it proceeds to the main page of moneylender organisation.

Click "Upload Return" to upload new return.

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MONEY LENDER

Step 1 Select Business  
Step 2 Enter Details (Upload Returns)  
Step 3 Submit Returns  
Step 4 Transaction Completion

### FILING OF MONEYLENDER'S RETURNS

Moneylender Return(s)

S/No.	File Reference No	Moneylender Name	Action
1	[REDACTED]	[REDACTED]	<a href="#">Previous Return(s)</a> <a href="#">Upload Return</a>

[Exit](#)

If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours), or send an email to Helpdesk at [OneMinLaw@mflaw.gov.sg](mailto:OneMinLaw@mflaw.gov.sg).

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Step 4: Enter the below required details and upload the file. Click "Next"

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**MONEY LENDER**

Step 1 Select Business | **Step 2 Enter Details (Upload Returns)** | Step 3 Submit Returns | Step 4 Transaction Completion

**FILING OF MONEY LENDER'S RETURNS**

Fields marked with \* are mandatory.

Moneylender Returns Upload

File Reference No. [REDACTED]

Moneylender Name [REDACTED]

Submitter Name [REDACTED]

Submitter ID No [REDACTED]

Submitter Email ID\* [REDACTED]

Statement For Quarter\* July - September

Statement For Year\* 2014

File\* [REDACTED]

Upload

Moneylender\_Returns v 1.0.xls

Back Next Reset

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Step 5: Verify the details and click "Submit" button

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**MONEY LENDER**

Step 1 Select Business | Step 2 Enter Details (Upload Returns) | **Step 3 Submit Returns** | Step 4 Transaction Completion

**FILING OF MONEY LENDER'S RETURNS**

Moneylender Returns Upload

File Reference No. [REDACTED]

Moneylender Name [REDACTED]

Submitter Name [REDACTED]

Submitter ID No [REDACTED]

Submitter Email ID [REDACTED]

Statement For Quarter JULY - SEPTEMBER

Statement For Year 2014

File [Moneylender\\_Returns v 1.0.xls](#)

Back Submit Cancel

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Step 6: Acknowledgement for successful submission.

*Important: Please print or save the acknowledgement page for own reference later.*

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**MONEY LENDER**

Step 1  
Select Business

Step 2  
Enter Details (Upload Returns)

Step 3  
Submit Returns

**Step 4  
Transaction Completion**

**FILING OF MONEYLENDER'S RETURNS**

Moneylender Returns Upload

Thank you for using our eService.  
Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage. [Print](#) or [Save](#)

The Moneylender Statement has been submitted successfully.

Filing No	RM201411120001P
Date/Time of Submission	12-11-2014 12:05:58
Submitted For	JULY - SEPTEMBER 2014
File Reference No.	[REDACTED]
Name of Filer	[REDACTED]
ID of Filer	[REDACTED]

[Exit](#)

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## 2.2 View the previous submitted returns

Step 1: Click the "Previous returns" button

The screenshot shows the 'MONEY LENDER' section of the Ministry of Law Registry of Moneylenders website. The page is titled 'FILING OF MONEYLENDER'S RETURNS'. A progress bar at the top indicates four steps: Step 1 (Select Business), Step 2 (Enter Details (Upload Returns)), Step 3 (Submit Returns), and Step 4 (Transaction Completion). Step 1 is currently active. Below the progress bar, there is a table titled 'Moneylender Return(s)'. The table has four columns: S/No., File Reference No., Moneylender Name, and Action. The first row shows S/No. 1, a redacted File Reference No., a redacted Moneylender Name, and two action buttons: 'Previous Return(s)' and 'Upload Return'. Below the table is an 'Exit' button. At the bottom of the page, there is a footer with links for Privacy Statement, Terms of Use, and Rate This Website, and a copyright notice for 2014 Government of Singapore. A 'TOP' button is also visible in the bottom right corner.

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MONEY LENDER

Step 1 Select Business Step 2 Enter Details (Upload Returns) Step 3 Submit Returns Step 4 Transaction Completion

FILING OF MONEYLENDER'S RETURNS

Moneylender Return(s)

S/No.	File Reference No	Moneylender Name	Action
1	[REDACTED]	[REDACTED]	<a href="#">Previous Return(s)</a> <a href="#">Upload Return</a>

Exit

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Step 2: The list of Submitted returns will be displayed.

The screenshot shows the 'MONEY LENDER' section of the Ministry of Law Registry of Moneylenders website. The page is titled 'FILING OF MONEYLENDER'S RETURNS'. The progress bar at the top indicates four steps: Step 1 (Select Business), Step 2 (Enter Details (Upload Returns)), Step 3 (Submit Returns), and Step 4 (Transaction Completion). Step 2 is currently active. Below the progress bar, there is a table titled 'Moneylender Previous Return(s)'. The table has six columns: S/No., File Reference No., EFile No., Date of Submission, Status, and Duration. The first row shows S/No. 1, a redacted File Reference No., EFile No. RM201411120001P, Date of Submission 12/11/2014 12:00:00, Status PENDING, and Duration July - September '2014. Below the table are 'Back' and 'Exit' buttons. At the bottom of the page, there is a footer with links for Privacy Statement, Terms of Use, and Rate This Website, and a copyright notice for 2014 Government of Singapore. A 'TOP' button is also visible in the bottom right corner.

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MONEY LENDER

FILING OF MONEYLENDER'S RETURNS

Moneylender Previous Return(s)

S/No.	File Reference No	EFile No	Date of Submission	Status	Duration
1	[REDACTED]	RM201411120001P	12/11/2014 12:00:00	PENDING	July - September '2014

Back Exit

If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours), or send an email to Helpdesk at OneMinLaw@mlaw.gov.sg.

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