

Pawnbroker Office eService User Manual

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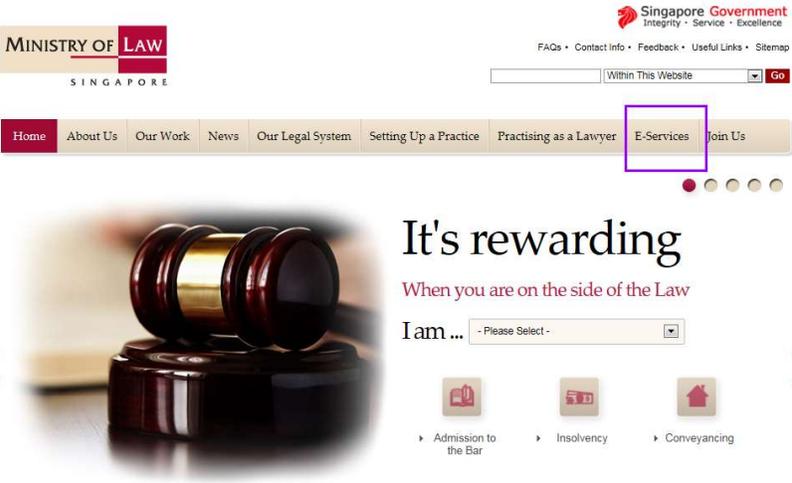
1 Pawnbroker Office eService Access details

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 shows the Singapore Government website. The logo for the Ministry of Law, Singapore, is on the left. The navigation menu includes: Home, About Us, Our Work, News, Our Legal System, Setting Up a Practice, Practising as a Lawyer, **E-Services** (highlighted with a purple box), and Join Us. Below the navigation menu is a banner with a gavel image and the text "It's rewarding When you are on the side of the Law". Below the banner are three service icons: Admission to the Bar, Insolvency, and Conveyancing. Below the banner is a dropdown menu labeled "I am..." with the text "- Please Select -".

FAQs

Select a Category ...

Select Category

Top Five Most Popular FAQs

- Who is eligible for legal aid?
- What does legal aid cover?
- What is the Official Assignee's Role in bankruptcy administration?
- What if I have to travel frequently while I am still an undischarged bankrupt?
- What is Bankruptcy?

Other MinLaw Websites

Latest News

- 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
- Second Reading Speech by Minister for Law, K Shanmugam, on the Constitution of the Republic of Singapore Bill
4 Nov 2014
- Legislative changes to enhance the regulatory framework for pawnbrokers
4 Nov 2014

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

The screenshot shows a web browser window displaying the Ministry of Law Singapore website. The address bar shows the URL: <https://uat.mlaw.gov.sg/content/minlaw/en.html>. The page header includes the Ministry of Law logo and the Singapore Government logo with the tagline "Integrity • Service • Excellence". A search bar is located in the top right corner.

The main navigation menu is located below the header and includes the following items: 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" menu is expanded, showing a list of links: Insolvency Office, Public Trustee's Office, Registry of Moneylenders, and Registry of Pawnbrokers. The "Registry of Pawnbrokers" link is highlighted with a red background.

Below the navigation menu, there is a graphic of a stack of books with titles such as "Insolvency", "Land", "Legal Aid", "Intellectual Property", "Public Trustee", "Legal Industry", "Community Mediation & Arbitration", and "Moneylenders & Pawnbrokers". To the right of the books, the text "Ministry of Law" is displayed in a large font, followed by "Statutory Boards and Departments". Below this, a list of departments is shown:

- Singapore Land Authority
- Insolvency Office
- Registry of Moneylenders
- Legal Aid Bureau
- Intellectual Property Office of Singapore
- Public Trustee's Office
- Registry of Pawnbrokers
- Community Mediation Centre

At the bottom of the page, there are sections for "FAQs" and "Latest News". The "Latest News" section includes a link to "Public Consultation On Community Dispute Resolution Tribunals" dated 10 Nov 2014. The browser's taskbar at the bottom shows the system clock as 5:23 PM on 17/11/2014.

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



MINISTRY OF LAW
SINGAPORE

Registry of
Pawnbrokers



Singapore Government
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Registry of Pawnbrokers 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.

Please be informed that the following e-services are currently under development.

- Change of Shareholdings / New Shareholders; and
- Appointment / Change of Manager

Please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through Contact Us @ OneMinLaw for the submission of these applications.

We apologise for any inconvenience caused.

REGISTRY OF PAWNBROKERS

- [APPLICATION FOR PAWNBROKER'S LICENCE](#)
- [UPDATING OF PAWNBROKER'S PARTICULARS \[INCLUDING CHANGE OF PLACE OF BUSINESS\]](#)
- [APPLICATION FOR THE SURRENDER OF PAWNBROKER'S LICENCE](#)
- [FILING OF PAWNBROKER'S RETURNS](#)
Please click here for the User Guide for Filing of Pawnbroker's Returns.
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 PawnBroker's Returns

2.1 Submit new returns

Step 1: Click the link "Filing of PawnBroker Returns"

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Registry of Pawnbrokers

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Search [] Within This Website [] Go

Registry of Pawnbrokers E-Services

Home > E-Services

GET STARTED

REGISTER FOR ONLINE ACCOUNT

- SingPass Holder
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REGISTRY OF PAWNBROKERS

[APPLICATION FOR PAWNBROKER'S LICENCE](#)

[UPDATING OF PAWNBROKER'S PARTICULARS \(INCLUDING CHANGE OF PLACE OF BUSINESS\)](#)

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[FILING OF PAWNBROKER'S RETURNS](#)
Please click [here](#) for the User Guide for Filing of Pawnbroker's Returns.
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 enter the credentials to login.

REGISTRY OF PAWNBROKERS

FILING OF PAWNBROKER'S RETURNS

Submission of monthly returns stipulated under section 24(1) Pawnbrokers Act 2015

Please have the following information ready when submitting the application:

1. Company details (eg. company name, UEN, address)
2. Monthly statements stipulated under section 24(1) Pawnbrokers Act 2015
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 5-10 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 if you have any further queries.

Step 3: If the login user registered with multiple organisations, need to choose the organisation to file the returns.

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REGISTRY OF PAWNBROKERS

SELECT ORGANISATION

List of Organisations allows to access this eservice:

Organisation Name
<input type="radio"/> [Redacted]

Proceed

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Step 4: The list of branches for the particular pawnbroker will be shown here. Click the "File Returns" for the particular branch.

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REGISTRY OF PAWNBROKERS

Step 1 Select Business

Step 2 Enter Details (Upload Returns)

Step 3 Submit Returns

Step 4 Transaction Completion

FILING OF PAWNBROKER'S RETURNS

Pawnbroker Return(s)

S/No.	File Reference No	Pawnbroker Name	Action	
1	[Redacted]	[Redacted]	Previous Return(s)	File Return(s)
2	[Redacted]	[Redacted]	Previous Return(s)	File Return(s)
3	[Redacted]	[Redacted]	Previous Return(s)	File Return(s)
4	[Redacted]	[Redacted]	Previous Return(s)	File Return(s)

Exit

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Step 5: Input the required fields and upload the file for the corresponding return type

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REGISTRY OF PAWNBROKERS

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

FILING OF PAWNBROKER'S RETURNS

Fields marked with * are mandatory.

Pawnbroker Returns Upload

File Reference No	[REDACTED]
Pawnshop Name	[REDACTED]
Submitter Name	[REDACTED]
Submitter Id No	[REDACTED]
Submitter Email ID*	[REDACTED]
Type of Returns*	Surpluses unclaimed after 4 months (Annex F)
Month*	June
Year*	2014
File*	<input type="button" value="Upload"/> PB_Surplus_UNCLAIMED.xls

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Step 6: Verify the information

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REGISTRY OF PAWNBROKERS

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

FILING OF PAWNBROKER'S RETURNS

Pawnbroker Returns Upload

File Reference No	[REDACTED]
Pawnshop Name	[REDACTED]
Submitter Name	[REDACTED]
Submitter Id No	[REDACTED]
Submitter Email ID*	[REDACTED]
Type of Returns	Surpluses unclaimed after 4 months (Annex F)
Month	June
Year	2014
File	PB_Surplus_UNCLAIMED.xls

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Step 7: Acknowledgement for the submission

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REGISTRY OF PAWNBROKERS

Step 1
Select Business

Step 2
Enter Details (Upload Returns)

Step 3
Submit Returns

**Step 4
Transaction Completion**

FILING OF PAWNBROKER'S RETURNS

Pawnbroker 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 Pawnbroker Return(s) has been submitted successfully.

File No	RP201411130002K
File Reference No	[REDACTED]
Pawnshop Name	[REDACTED]
Date/Time of Submission	13-11-2014 11:28:48
Submitted For Month/Year	June 2014
Returns Type Submitted	Surpluses unclaimed after 4 months (Annex F)
Submitter Name	[REDACTED]
Submitter Id No	[REDACTED]

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2.2 Retrieve previously submitted returns

Step 1: Click the previous returns in the main page

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REGISTRY OF PAWNBROKERS

Step 1
Select Business

Step 2
Enter Details (Upload Returns)

Step 3
Submit Returns

Step 4
Transaction Completion

FILING OF PAWNBROKER'S RETURNS

Pawnbroker Return(s)

S/No.	File Reference No	Pawnbroker Name	Action
1	[REDACTED]	[REDACTED]	Previous Return(s) File Return(s)
2	[REDACTED]	[REDACTED]	Previous Return(s) File Return(s)
3	[REDACTED]	[REDACTED]	Previous Return(s) File Return(s)
4	[REDACTED]	[REDACTED]	Previous Return(s) File Return(s)

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Step 2: It list out all the returns that you have submitted.

REGISTRY OF PAWNBROKERS

Pawnbroker Previous Return(s)

S/No.	File Reference No	EFile No	Type of Returns	Date of Submission	Status	Submitted For
1	██████████	RP20140623016923C	Result of Sale of Pledges	23/06/2014 08:00 AM	SUCCESSFUL	November ' 2013
2	██████████	RP20140606016711Q	Surpluses unclaimed after 4 months	06/06/2014 06:30 AM	SUCCESSFUL	June ' 2013
3	██████████	RP20140602016362Q	Summary of Items Pawned	02/06/2014 02:00 AM	SUCCESSFUL	May ' 2014
4	██████████	RP20140526016230P	Result of Sale of Pledges	26/05/2014 04:30 AM	SUCCESSFUL	October ' 2013
5	██████████	RP20140514016033E	Surpluses unclaimed after 4 months	14/05/2014 02:31 AM	SUCCESSFUL	May ' 2013
6	██████████	RP20140505015825Q	Summary of Items Pawned	05/05/2014 11:30 AM	SUCCESSFUL	April ' 2014
7	██████████	RP20140417015438C	Result of Sale of Pledges	17/04/2014 11:31 AM	SUCCESSFUL	September ' 2013
8	██████████	RP20140409015287E	Surpluses unclaimed after 4 months	09/04/2014 11:00 AM	SUCCESSFUL	April ' 2013
9	██████████	RP20140402015089C	Summary of Items Pawned	02/04/2014 01:30 AM	SUCCESSFUL	March ' 2014
10	██████████	RP20140318014706Q	Result of Sale of Pledges	18/03/2014 11:01 AM	SUCCESSFUL	August ' 2013
11	██████████	RP20140313014603G	Surpluses unclaimed after 4 months	13/03/2014 10:00 AM	SUCCESSFUL	March ' 2013
12	██████████	RP20140303014264Q	Summary of Items Pawned	03/03/2014 02:30 AM	SUCCESSFUL	February ' 2014
13	██████████	RP20140225014128A	Result of Sale of Pledges	25/02/2014 04:00 AM	SUCCESSFUL	July ' 2013
14	██████████	RP20140212013897P	Surpluses unclaimed after 4 months	12/02/2014 05:30 AM	SUCCESSFUL	February ' 2013
15	██████████	RP20140205013596Q	Summary of Items Pawned	05/02/2014 12:30 PM	SUCCESSFUL	January ' 2014
16	██████████	RP20140121013394C	Result of Sale of Pledges	21/01/2014 11:00 AM	SUCCESSFUL	June ' 2013
17	██████████	RP20140108013077D	Surpluses unclaimed after 4 months	08/01/2014 10:30 AM	SUCCESSFUL	January ' 2013
18	██████████	RP20140102012873M	Summary of Items Pawned	02/01/2014 01:30 AM	SUCCESSFUL	December ' 2013
19	██████████	RP20131217012640Y	Result of Sale of Pledges	17/12/2013 10:30 AM	SUCCESSFUL	May ' 2013
20	██████████	RP20131212012549B	Surpluses unclaimed after 4 months	12/12/2013 02:00 AM	SUCCESSFUL	December ' 2012
21	██████████	RP20131202012243Q	Summary of Items Pawned	02/12/2013 02:30 AM	SUCCESSFUL	November ' 2013
22	██████████	RP20131121012044A	Result of Sale of Pledges	21/11/2013 11:01 AM	SUCCESSFUL	April ' 2013

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