

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 displays the official website of the Ministry of Law, Singapore. The header includes the Ministry of Law logo and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. A navigation menu at the top lists various services, with 'E-Services' highlighted by a purple box. Below the navigation menu, there is a large banner featuring a gavel and the text 'It's rewarding When you are on the side of the Law'. A dropdown menu for 'I am...' is visible, and three service icons are shown: 'Admission to the Bar', 'Insolvency', and 'Conveyancing'. The main content area is divided into two columns. The left column contains a 'FAQs' section with a 'Select a Category...' dropdown and a list of 'Top Five Most Popular FAQs'. The right column contains a 'Latest News' section with several news items, including 'Public Consultation On Community Dispute Resolution Tribunals' and 'Speech by Senior Minister of State for Law, Indraneel Rajah, at the launch of the Singapore International Mediation Institute'.

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Within This Website Go

Home About Us Our Work News Our Legal System Setting Up a Practice Practising as a Lawyer **E-Services** Join Us

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When you are on the side of the Law

I am... - Please Select -

Admission to the Bar Insolvency Conveyancing

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 the Singapore Ministry of Law website. The browser address bar displays <https://uat.mlaw.gov.sg/content/minlaw/en.html>. The website 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. The E-Services dropdown menu is open, showing links to the Insolvency Office, Public Trustee's Office, Registry of Moneylenders, and the Registry of Pawnbrokers. The Registry of Pawnbrokers link is highlighted. The main content area features a stack of books representing various legal services: Insolvency, Land, Legal Aid, Intellectual Property, Public Trustee, Legal Industry, Community Mediation, and Moneylending & Pawnbroking. The footer includes a 'Public Consultation On Community Dispute Resolution Tribunals' announcement dated 10 Nov 2014. The system clock in the bottom right corner shows 5:23 PM on 17/11/2014.

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

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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

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"

The screenshot shows the official website of the Ministry of Law, Singapore, specifically the Registry of Pawnbrokers E-Services. The header includes the Ministry of Law logo and the Singapore Government logo. A search bar is present in the top right. The main content area is titled "Registry of Pawnbrokers E-Services" and features a sidebar with "GET STARTED" and "QUICK LINKS" sections. The "GET STARTED" section includes links for "REGISTER FOR ONLINE ACCOUNT" (SingPass Holder, Individual Account Online Registration, Corporate Online Registration) and "CORPORATE ACCOUNT ADMINISTRATION" (Account Administration for Corporate Administrator only). The "QUICK LINKS" section includes links for "FAQs", "Technical Guide", and "Forms". The main content area contains a notice about Singapore Corporate Access (Corppass) and a list of e-services currently under development, including "Change of Shareholdings / New Shareholders; and" and "Appointment / Change of Manager". Below this, there is a section for "REGISTRY OF PAWNBROKERS" with links for "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" (with a link to the User Guide), and "FIRST INFORMATION REPORT". The footer includes the copyright notice "© 2017 Government of Singapore" and various links like "Report Vulnerability", "Privacy Statement", "Rate this eService", "Terms & Conditions", and "Terms of Use".

MINISTRY OF LAW SINGAPORE 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
- 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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- Change of Shareholdings / New Shareholders; and
- Appointment / Change of Manager

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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.

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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 service:

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

Pawnshop Name

Submitter Name

Submitter Id No

Submitter Email ID*

Type of Returns*

Month*

Year*

File*

Surpluses unclaimed after 4 months (Annex F)

June

2014

Upload

PB_Surplus_UNCLAIMED.xls

Back

Next

Reset

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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

Pawnshop Name

Submitter Name

Submitter Id No

Submitter Email ID*

Type of Returns

Month

Year

File

Surpluses unclaimed after 4 months (Annex F)

June

2014

PB_Surplus_UNCLAIMED.xls

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Submit

Cancel

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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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