

**Procedure To
Request For UEN Algorithms
(Private Sector)**

Version 1.2

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	27 Mar 2008	First Release	IDA
1.1	01 Jul 2008	Updated the contact information.	IDA
1.2	16 Jul 2010	Updated the contact information.	IDA

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1. PURPOSE

- 1.1. The purpose of this document is to guide government agencies on how to request for the UEN algorithm. The UEN algorithms consist of :
 - a. Algorithm to generate UEN for companies (ie. in format yyyynnnnnX)
 - b. Algorithm to generate UEN for businesses (ie. in format nnnnnnnnX)
 - c. Algorithm to generate UEN for other entity types (ie. in format TyyPQnnnnX)
- 1.2. For more information on UEN, please refer to <http://www.uen.gov.sg>.

2. PROCEDURE TO OBTAIN THE UEN ALGORITHMS

- 2.1. Requesting Agency shall duly complete the UEN Algorithms Request Form (See Annex A) and submit to the UEN Admin Officer.
- 2.2. Incomplete forms and/or inadequate information provided may result in the request being rejected or the processing delayed.

3. USAGE OF UEN ALGORITHM

- 3.1. Please note that the UEN algorithms can only validate that the number is generated in accordance to the UEN format. It does not
 - a. Verify that the UEN is indeed issued to an entity by an issuance agency; and
 - b. Provide information on the status of the UEN and the existence of entity.
- 3.2. UEN Administrator reserves the right to ask the requesting agency to terminate the use of the UEN algorithms at any time.

4. LEAD TIME

- 4.1. Requesting Agency is to submit the formal request by giving the UEN Administrator 3 working days advance notice.

5. CONTACT INFORMATION

- 5.1. For any clarifications and requests, please contact Mr. Vince Ng.

UEN Administrator	Tel: 6325 3717	vince_ng@acra.gov.sg
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ANNEX A: UEN ALGORITHMS REQUEST FORM

REQUESTING ORGANISATION																															
Name : _____																															
REQUESTING OFFICER¹																															
Name : _____		Tel No : _____																													
Designation : _____		Fax No : _____																													
Department / Section : _____		Email ID : _____																													
DETAILS OF REQUEST																															
<p>The requesting agency hereby agrees to the usage of UEN algorithms as specified in the “Procedures To Request for UEN Algorithms”. And the UEN algorithms will be used for the following projects:</p> <p>Requesting for Project(s):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #ADD8E6;"> <th rowspan="2" style="width: 5%;"></th> <th rowspan="2" style="width: 35%;">Project Name</th> <th rowspan="2" style="width: 25%;">Project Manager</th> <th colspan="2" style="width: 35%;">Contact</th> </tr> <tr style="background-color: #ADD8E6;"> <th style="width: 15%;">Tel</th> <th style="width: 20%;">Email</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>(Add more rows if needed.)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Project Name	Project Manager	Contact		Tel	Email	1.					2.					3.					4.	(Add more rows if needed.)			
	Project Name	Project Manager	Contact																												
			Tel	Email																											
1.																															
2.																															
3.																															
4.	(Add more rows if needed.)																														
UNDERTAKING TO SAFEGUARD INFORMATION AND DECLARATION OF SECURITY																															
<p>I understand and agree to the following:-</p> <ol style="list-style-type: none"> a. the information will be used only for the purpose as specified; b. the information will be removed when no longer required or in use; c. no information will be disclosed to third parties who are not involved in the projects as specified in this request form; and d. will be responsible for the safe custody and usage of the information in accordance with the Official Secrets Act and notify the UEN Administrator immediately upon discovery of any unauthorized use/disclosure of the UEN algorithms. <p style="margin-top: 20px;">Name : _____</p> <p style="margin-top: 20px;">Signature : _____ Date : _____</p>																															

¹ The requesting officer is CIO or equivalent or designated authority. The requesting officer will sign the undertaking on behalf of the requesting agency.

Part 2: FOR OFFICIAL USE (TO BE COMPLETED BY UEN ADMINISTRATOR)

Name :

Designation :

Approval Status : Approve

Reject

Signature :

Date :

Reason For Approve/Reject Request