

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

Version 1.0

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	01 Oct 2008	First Release	IDA

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1. PURPOSE

- 1.1. The purpose of this document is to guide requesting organisation 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 www.uen.gov.sg

2. PROCEDURE TO OBTAIN THE UEN ALGORITHMS

- 2.1. Requesting organisation shall duly complete the UEN Algorithms Request Form (See Annex A) and send it to the UEN Administrator.
- 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. The UEN Administrator reserves the right to ask the requesting organisation to terminate the use of the UEN algorithms at any time.

4. LEAD TIME

- 4.1. Requesting organisation 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. Tan Hong Sern

UEN Administrator	Tel: 6325 3784	TAN_Hong_Sern@acra.gov.sg
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ANNEX A: UEN ALGORITHMS REQUEST FORM

REQUESTING ORGANISATION¹			
Entity Name : _____			
Entity Registration No : _____			
Entity Registered Office Address (Local) : _____			
REQUESTING OFFICER²			
Name : _____		Tel No : _____	
Designation : _____		Fax No : _____	
Department / Section : _____		Email ID : _____	
DETAILS OF REQUEST			
<p>The requesting organisation hereby agrees to the usage of UEN algorithms as specified in the “Procedures To Request for UEN Algorithms” available at www.uen.gov.sg.</p>			
S/n	UEN Algorithm	Please select the algorithm required	Purpose of request
1.	Local Company (ie. in format yyyynnnnnX)	<input type="checkbox"/>	
2.	Business (ie. in format nnnnnnnnX)	<input type="checkbox"/>	
3.	Other entity types (ie. in format TyyPQnnnnX)	<input type="checkbox"/>	
UNDERTAKING TO SAFEGUARD ALGORITHM AND DECLARATION OF SECURITY			
<p>I understand and agree to the following:-</p> <ol style="list-style-type: none"> a. the algorithms will be used only for the purpose as specified; b. the algorithms will be deleted when no longer required or in use; c. the algorithms will not be disclosed, transferred or communicated to third parties without prior approval from UEN Administrator; d. responsible for the safe custody of the algorithms; and e. in the event that there has been unauthorized use/disclosure of the algorithms, to notify the UEN Administrator immediately upon discovery thereof. 			
Name / Signature : _____			
Date : _____			

¹ Only applicable to Singapore registered entities.

² The requesting officer is CIO or equivalent or designated authority. The requesting officer will sign the undertaking on behalf of the requesting organisation.

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

Name :

Designation :

Approval Status : Approve

Reject

Signature :

Date :

Reason For Approve/Reject Request