

# UNIQUE ENTITY NUMBER (UEN)

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## Request For UEN Information and Conversion Data

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## REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	30 Sept 08	First Release	IDA

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## 1. PURPOSE

- 1.1. The purpose of this document is to guide the reader on how to obtain information on Unique Entity Number (UEN) and related entity information.
- 1.2. From 01 October 2008, public users can request for information on UEN via the following modes
  - a. Online search for UEN Information
  - b. Download of UEN Conversion Data
  - c. Request for Customised UEN Conversion Data
- 1.3. All users shall duly read and agree with the terms of use for the UEN information and conversion data in **Annex A** before requesting for the information.
- 1.4. For more information on UEN, please refer to UEN website ([www.uen.gov.sg](http://www.uen.gov.sg)).

## 2. ONLINE SEARCH FOR UEN INFORMATION

- 2.1. Public users can obtain the UEN and related entity information using the online search service “**Search UEN**” available at the UEN website as shown below:

The screenshot shows the 'Unique Entity Number (UEN)' search interface. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below it are links for 'Contact Us | Feedback | Sitemap'. The main header reads 'Unique Entity Number (UEN)' with the subtitle 'One Number for all your interactions with the Government'. A navigation bar includes 'Home | About Us' and 'Home > Resources'. The left sidebar contains several menu items: 'What is UEN?', 'What must I do?', 'Which government agencies use UEN?', 'Who will issue UEN to me?', 'Check your UEN Search UEN', 'Got a question? Ask UEN', 'Press room', 'Resources', and 'Rate this website'. The main search area is titled 'Search' and contains the instruction: 'Please provide the search criteria (one or more) below and click SEARCH.' The search form includes the following fields:

- UEN**: A text input field with a placeholder and examples: 'eg. 199812345H for company, 65434567C for business, T08SS1234T for society.'
- Previous Entity Registration Number**: A text input field with an example: 'eg. 1234/1947 for ROS, 1234 for MOE, 94/1234/2007 for MOH.'
- Entity Name**: A text input field.
- Agency**: A dropdown menu with radio buttons for 'Starting With', 'Containing', and 'Exact Match'. The dropdown is open, showing a list of agencies including 'Accounting and Corporate Regulatory Authority', 'International Enterprise Singapore', 'Ministry of Information Communications and Arts', 'Ministry of Community Development, Youth & Sports', and 'Ministry of Education'.
- Entity-Type**: A dropdown menu with a list of entity types including 'Bank Representative Offices', 'Both Medical and Dental Clinic', 'Businesses', and 'Clinical & xray Laboratories'.

## Request for UEN Information

- 2.2. Users can do a search using one or many of the following criteria :
  - a. UEN
  - b. Previous Entity Registration Number
  - c. Entity Name
    - i search by “starting with”, “containing with” or “exact match”
  - d. Issuance Agency
  - e. Entity-Types
- 2.3. For example, if the user search by entity name starting with “ABC” , the following information will be displayed up to a maximum of **100** records:

### Unique Entity Number (UEN)

One Number for all your interactions with the Government


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Home > Resources

#### Search Result

27 matching record(s)

UEN	Entity Name	Previous Entity Registration No	UEN Status	UEN Issuance Agency	Entity-Type	Registered Address	
07117800K	ABC & CO FOOD SUPPLIERS		Deregistered	Accounting and Corporate Regulatory Authority	Businesses	GHIM MOH ROAD	<a href="#">More Info</a>
08289600C	ABC TRAVEL SERVICE		Deregistered	Accounting and Corporate Regulatory Authority	Businesses	ORCHARD ROAD	<a href="#">More Info</a>
10731400B	ABC ENGRAVING SERVICE f.k.a VEN HENG LOONG SUPPLIES		Registered	Accounting and Corporate Regulatory Authority	Businesses	QUEENSWAY	<a href="#">More Info</a>
197300435N	ABC INDUSTRIES (S) PTE LTD f.k.a TONSION INDUSTRIES PRIVATE LIMITED		Registered	Accounting and Corporate Regulatory Authority	Local Companies	YISHUN INDUSTRIAL PARK A	<a href="#">More Info</a>

- 2.4. Please refer to **Annex B** on the definition of UEN data elements.

### 3. DOWNLOAD OF UEN CONVERSION DATA

3.1. Public users can download the UEN conversion data available at the UEN website under “**Resources**” as shown below:

The screenshot shows the Singapore Government UEN website. The header includes the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and the text 'Unique Entity Number (UEN) One Number for all your interactions with the Government'. Navigation links include 'Home | About Us', 'Contact Us | Feedback | Sitemap', and 'Home > Resources'. A sidebar on the left contains links: 'What is UEN?', 'What must I do?', 'Which government agencies use UEN?', 'Who will issue UEN to me?', 'Check your UEN Search UEN', 'Got a question? Ask UEN', 'Press room', 'Resources', and 'Rate this website'. The main content area lists 'Download of UEN Conversion Data', 'Request for Customised UEN Conversion Data', and 'Request for UEN Algorithms'. Below this is a table titled 'Download of UEN Conversion Data' with columns for Agency, Published On, and Conversion Data.

Agency	Published On	Conversion Data
Accounting and Corporate Regulatory Authority (ACRA)	01 October 2008	<a href="#">Download</a>
International Enterprise Singapore (IE)	01 October 2008	<a href="#">Download</a>
Ministry of Community Development, Youth and Sports (MCYS)	01 October 2008	<a href="#">Download</a>
Ministry of Foreign Affairs (MFA)	01 October 2008	<a href="#">Download</a>
Ministry of Manpower (MOM)	01 October 2008	<a href="#">Download</a>

3.2. The UEN conversion data file will consists of the following information, please refer to **Annex B** on the definition of UEN data elements.

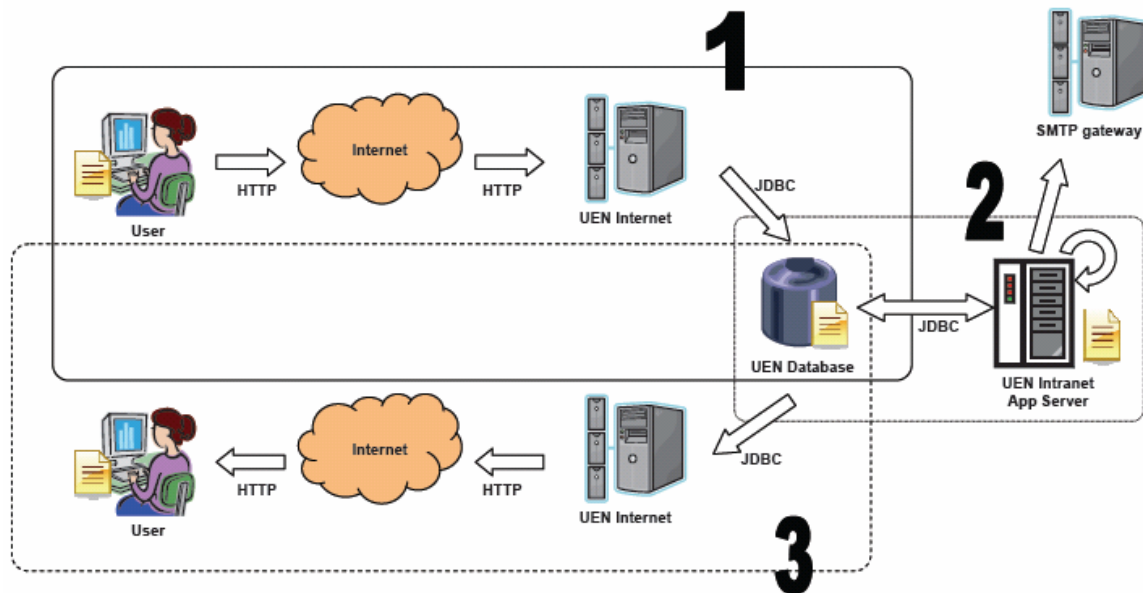
- a) Issuance Agency
- b) Entity-Types
- c) UEN
- d) Previous Entity Registration Number
- e) Entity Name
- f) Registered Address Street Name

3.3. The UEN conversion data file is in standard ASCII text file format delimited by comma and the file name with extension \*.csv.

3.4. Please see **Annex C** for the sample UEN Conversion Data file.

## 4. REQUEST FOR CUSTOMISED UEN CONVERSION DATA

- 4.1. Public users can request for customized UEN conversion data based on a list of the previous entity registration number of their existing customer base. The following illustration provides a high-level overview on the process of requesting for the customized UEN conversion data:



### 4.2. Step 1 – Submission of Input File

- 4.2.1 Requestor prepares an input file which contains a list of previous entity registration numbers in an ASCII text file format. The naming convention of this file is “yyyymmdd\_UENmapping\_99.txt” where
- yyyymmdd refers to the date when the file is generated and
  - “99” refers to the 2 digits sequence number in case there are more than 1 input request file.
- 4.2.2 An example of the input file is as follows :
- File name is “20081001\_UENmapping\_01.txt”
  - Input file consists of a list of previous entity registration numbers

```
94/0219/2018
94/0220/2008
94/0221/2008
94/0222/2008
...
```

## Request for UEN Information

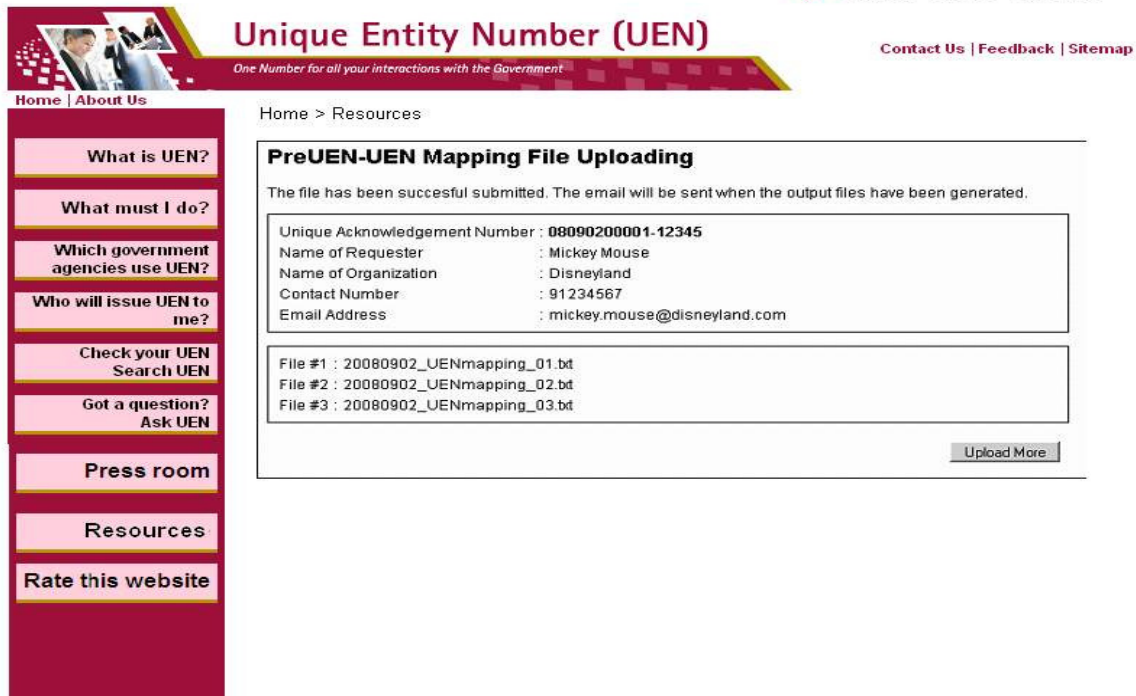
4.2.3 The recommended file size for each input file is **not more than 5MB** so as to minimize any transmission error and risk of data corruption due to prolong transmission time required for voluminous data submission. Hence, it is advisable for the requestor to split the big files into multiple smaller input files.

4.2.4 Once the input file is ready, the requestor will upload the input file and provide its contact details (i.e. name of requestor, contact number and email address) via the UEN website as follows:

The screenshot shows the Singapore Government UEN website interface. At the top right, the Singapore Government logo is displayed with the tagline 'Integrity • Service • Excellence'. The main header features the text 'Unique Entity Number (UEN)' and 'One Number for all your interactions with the Government'. A navigation menu on the left includes links for 'Home | About Us', 'What is UEN?', 'What must I do?', 'Which government agencies use UEN?', 'Who will issue UEN to me?', 'Check your UEN Search UEN', 'Got a question? Ask UEN', 'Press room', 'Resources', and 'Rate this website'. The main content area shows the breadcrumb 'Home > Resources' and the title 'Request for Customised UEN Conversion Data'. Below this is the 'Submission of Input File' section, which includes a form with the following fields: 'Unique Acknowledgement Number', 'Name of Requester\*', 'Name of Organization', 'Contact Number', and 'Email Address\*'. A note indicates that fields with an asterisk are mandatory. Below the form is an 'Important Note' stating that the aggregated size of all files should not exceed XX Mb. There are five file upload slots, each with a 'Browse...' button. An 'Upload' button is located at the bottom right of the form area.

4.2.5 Upon submission, an acknowledgement page will be displayed if the request is successfully uploaded into the UEN system. In this acknowledgement page, a unique acknowledgement number will be generated and be used for subsequent retrieval of the output file. The acknowledgement number will be “YYMMDDSSSSS-99999” where

- YYMMDD refers to the date that request is received by the UEN system;
- SSSSS refers to a running serial number; and
- 99999 refers to a randomly generated number.



**Unique Entity Number (UEN)**  
One Number for all your interactions with the Government

Home | About Us

Home > Resources

### PreUEN-UEN Mapping File Uploading

The file has been successful submitted. The email will be sent when the output files have been generated.

Unique Acknowledgement Number :	08090200001-12345
Name of Requester :	Mickey Mouse
Name of Organization :	Disneyland
Contact Number :	91 234567
Email Address :	mickey.mouse@disneyland.com

File #1 :	20080902_UENmapping_01.bt
File #2 :	20080902_UENmapping_02.bt
File #3 :	20080902_UENmapping_03.bt

[Upload More](#)

### 4.3. Step 2 – Generation of UEN Conversion Data

4.3.1 The UEN system will generate the following information based on the requestor's input file **within 3 working days**:

- a. Previous Entity Registration Number
- b. Entity Name
- c. UEN
- d. UEN Status
- e. Issuance Agency
- f. Entity-Types
- g. Registered Address Street Name
- h. Remarks

4.3.2 Please refer to **Annex B** for the on the definition of UEN Data Elements and **Annex D** on the Customised UEN Conversion Data Output File.

4.3.3 Once the customized UEN conversion data output file is ready, the UEN system will send an email informing the requestor to retrieve the output file **within 14 days**.

#### 4.4. Step 3 – Retrieval of Customised UEN Conversion Data

4.4.1 Upon receipt of the email alert, the requestor can retrieve the output file from the UEN website. The requestor need to enter their email address and acknowledgement number to retrieve the output files.

### PreUEN-UEN Mapping File Downloading

Please key in the following information to download the files:

(\*) is mandatory field

Email Address\* :

Unique Acknowledgement Number\* :

### PreUEN-UEN Mapping File Downloading

Unique Acknowledgement Number : **08090200001-12345**

Name of Requester : Mickey Mouse

Name of Organization : Disneyland

Contact Number : 91234567

Email Address : mickey.mouse@disneyland.com

Available files:

S/N	Upload Filename	Download Filename	Validity
1	20080902_UENmapping_01.bt	<a href="#">08090200001_01.csv</a>	17/Sep/2008
2	20080902_UENmapping_02.bt	<a href="#">08090200001_02.csv</a>	17/Sep/2008
3	20080902_UENmapping_03.bt	<a href="#">08090200001_03.csv</a>	17/Sep/2008

4.4.2 The output file will be stored in the UEN system for **14 days**. Thereafter, the output file will be removed from the UEN system. Hence, the requestor is able to download the same output files within 14 days from the date of generation.

## 5. SERVICE AVAILABILITY

- 5.1. From 01 October 2008, public users can obtain the UEN conversion data via the following modes from the UEN website:
- Online search for UEN Information
  - Download of UEN Conversion Data
  - Request for Customised UEN Conversion Data

## Request for UEN Information

5.2. The above services are available for use **24 by 7**.

## **6. CONTACT INFORMATION**

6.1. For any technical support, please email to [uen\\_tech@ncs.com.sg](mailto:uen_tech@ncs.com.sg).

6.2. For other clarifications and requests, please email us at “Ask UEN Feedback” at UEN Website ([www.uen.gov.sg](http://www.uen.gov.sg)).

## **ANNEX A - TERMS OF USE FOR UEN INFORMATION**

1. The UEN information and services are jointly brought to you by Ministry of Finance (MOF) and Accounting and Corporate Regulatory Authority (ACRA) and the participating agencies as listed under “**Who will issue UEN to me?**” at the UEN website ([www.uen.gov.sg](http://www.uen.gov.sg)).

### **OPERATION HOURS**

2. The UEN information and services are available for use 24 x 7.
3. The Government reserves the right to bring down these services for system maintenance as and when necessary and shall not be responsible for any damage or loss resulting from the unavailability of these services.

### **FEES AND CHARGES (IF APPLICABLE)**

4. The UEN information and services are available for use at no fee. The Government reserves the rights to impose any fee applicable for these services rendered.

### **UNDERTAKING TO SAFEGUARD UEN INFORMATION AND DECLARATION OF SECURITY**

5. By accessing the UEN information and services, you understand and agree to the following:
  - a. the UEN information will be used only for the purpose as specified;
  - b. the UEN information will be deleted when no longer required or in use;
  - c. responsible for the safe custody of the UEN information; and in the event that there has been unauthorized use/disclosure of the UEN information, to notify the UEN Administrator immediately upon discovery thereof.

### **TERMINATION**

6. The Government reserves the right, at its sole discretion, to terminate the UEN information and services, with or without cause at any time.

## ANNEX B – DEFINITION OF UEN DATA ELEMENTS

Data Field Name	Data Field Format	Remark
1) UEN	X(10)	<p>Refers to the Unique Entity Number generated for each Entity. The possible values are:</p> <p>a) Businesses registered with ACRA nnnnnnnnX (9 characters)</p> <p>b) Local Companies registered with ACRA yyyynnnnnX (10 characters)</p> <p>c) All Other Entities TyyPQnnnnX (10 digits)</p> <p>Where  “yyyy” = year;  “n” = a number ranging from 0 to 9;  “X” = check alphabet;  “Tyy” = year of issuance (T stands for 20. e.g. T05 means 2005);  “PQ” are used to describe the type of Entity (e.g. LL for ACRA LLP, MC for SLA Management Corporation)</p>
2) Previous Entity Registration Number	X(20)	<p>Refers to the existing identification numbers issued by the government agencies. Please refer to “<b>Which government agencies use UEN?</b>” at the UEN website (<a href="http://www.uen.gov.sg">www.uen.gov.sg</a>) for the list of Previous Entity Registration Numbers that will be replaced by UEN.</p>
3) Entity Name	X(256)	<p>Refers to the name of the entity.</p>
4) Agency	X(10)	<p>Refers to the UEN Issuance Agency. Please refer to “<b>Who will issue UEN to me?</b>” at the UEN website (<a href="http://www.uen.gov.sg">www.uen.gov.sg</a>) for the list of UEN Issuance Agencies.</p>
5) Entity-Types	X(2)	<p>Refers to the “PQ” that used to describe the type of entities. Please refer to “<b>Who will issue UEN to me?</b>” at the UEN website (<a href="http://www.uen.gov.sg">www.uen.gov.sg</a>) for the list of Entity-Types.</p>

Annex B – Definition of UEN Data Elements

Data Field Name	Data Field Format	Remark
6) UEN Status	X(2)	Refers to the status of the entity's UEN. The possible values are: "R" - Registered "D" – Deregistered
7)Registered Address Street Name	X(32)	Refers to the street name of the entity's registered address.
8) Remarks	X(20)	Refers to the remarks indicating the status of the system processing for the customized UEN Conversion Date. The possible values are a) "Record found"; or b) "No record found"

## ANNEX C – FULL UEN CONVERSION DATA FILE FORMAT

1. The UEN conversion data file will consist of the following information :

- a) Issuance Agency
- b) Entity Type
- c) UEN
- d) Previous Entity Registration Number
- e) Entity Name
- f) Registered Address Street Name

2. Below is a sample file for full download of UEN conversion data for Entity-Types “**TU**” for Trade Unions:

```
Previous Entity Registration No Mappings
Issuance Agency,Entity Type,UEN,Previous Entity Registration No,Entity Name,Registered
Address Street Name
MOM,TU,S46TU0001K,001U,SINGAPORE PORT WORKERS UNION,KEPPEL ROAD
MOM,TU,S46TU0002F,002P,SINGAPORE TRANSPORT VESSEL WORKERS'
ASSOCIATION,PENJURU ROAD
MOM,TU,S46TU0003B,003V,SINGAPORE HIRE BAR ASSOCIATION,
MOM,TU,S46TU0004J,004Q,SINGAPORE SAW MILLERS ASSOCIATION,
MOM,TU,S46TU0005E,005W,SINGAPORE CLERICAL & ADMINISTRATIVE WORKERS UNION,
...
```

3. Please refer to Annex B on the definition of the UEN Data Elements.

## **ANNEX D – CUSTOMISED UEN CONVERSION DATA OUTPUT FILE**

1. The Customised UEN Conversion Data Output file will consist of the following information:
  - a) Previous Entity Registration No
  - b) Entity Name
  - c) UEN
  - d) UEN Status
  - e) Issuance Agency
  - f) Entity Type
  - g) Registered Address Street Name
  - h) Remarks

2. Below is the sample output file generated :

Previous Entity Registration No Mappings

"Previous Entity Registration No","Entity Name","UEN","UEN Status","Issuance Agency","Entity Type","Registered Address Street Name","Remarks"

"94/0219/2018","","","","","","","","no record found"

"94/0220/2008","Senior's Citizen Special Hospital",  
"T06HS0041B","R","MOH","HS","Hillview Avenue","record found"

3. Please refer to Annex B on the definition of the UEN Data Elements.