

Electronic Submission of MAS Notice 1104 Returns through the MASNET Website

With effect from 6 Oct 2003, the MAS Notice 1104 weekly returns can be submitted electronically through the MASNET Website - <http://masnet.mas.gov.sg>. The MASNET website can be accessed either through the Internet or through MASNET dial-up.

2 Software/System Requirements and Settings

2.1 Web Browsers

The electronic submission service survey requires either of the following Web Browser software:

- Microsoft Internet Explorer 5 and above, or
- Netscape Communicator 4.5 to 4.7

Required Browser Settings:

- Enable JavaScript
- Accept all cookies
- Enable SSL v3

NB: The above are the default settings for both recommended browsers. So you do not need to do anything unless the defaults have been changed since the browser was installed.

2.2 PC Display Settings

The following are recommended PC display settings for Windows users:

- At least 800X600 Display Resolution
- Small Fonts
- 16-bit Colors or above

2.3 Connectivity

The electronic submission service can be accessed directly via Internet or by dialling-in to MASNET. Details on accessing the MASNET web-site using MASNET dial-up line is enclosed at Annex 3.

For access through the Internet, your PC and browser should be able to access secured Internet Websites (using port 443).

3 Accessing the Electronic Submission Service

Open your web browser and go to the MASNET Website (<http://masnet.mas.gov.sg>). Click on *MASNET Login* and enter your Web ID and password. Select *Returns Submission*, and look for the section on "Weekly Report on S\$ Transaction". Click on "Weekly Report on S\$ Transaction" to start filing the return.

4 Web User IDs

4.1 Each user using the electronic submission service will require a MASNET Web User ID and password from MAS. To apply for the Web User ID, you can **either**

- Apply electronically through the MASNET Home Page (on Lotus Notes) under "Utilities - Security Access Request". Select "New/Change Users' Request" from the left navigation panel, click on the "Add User" button and select "MASNET Web ID". You will then be able to fill-in and submit "Form 1A : Security Access Request Form For MASNET Web User ID". This form can only be accessed by MASNET Liaison Officers.

OR

- Fill up the attached "Form 1A : Security Access Request Form For MASNET Web User ID" and fax it to MASNET Helpdesk at 6225-1131.

4.2 To expedite processing, all MASNET subscribers are encouraged to apply for Web User ID electronically.

4.3 Existing MASNET users will not incur any additional monthly subscription charges for the Web User IDs. For new MASNET users, the standard monthly subscription charges will apply. Please note that Lotus Notes license is not required for the Web User IDs.

4.4 Please note that all existing Web User IDs owned by your organisation can be used to access the electronic submissions service for MAS Notice 1104 returns.

5 XML File Specification

5.1 If your institution chooses to generate MAS Notice 1104 from your computer system instead of entering the returns online, you could create a XML file from your system and submit it to MAS. The XML file specifications and the uploading procedures are posted at the MASNET web site under the "Returns Submission" section.

5.2 Please note that your computer system should build in the necessary verification checks (eg. total figure tallies with the sum of detailed items) to ensure the returns submitted are error-free.

6 Enquiries

For enquiries on technical issues or MASNET related procedures, please contact the MASNET Helpdesk at 1800-225-8247.

For enquiries on the MAS Notice 1104 or the data to be submitted, please contact the following officers from the Monetary Management Division:

- 1) Goh Chin Hwee - 62299150
- 2) Puey-Chiew Siew Pheng - 62299482