



Monetary Authority of Singapore

**COMPLIANCE TOOLKIT FOR
FINANCIAL ADVISERS**

**Approvals, Notifications and Regulatory Submissions
to MAS under the Financial Advisers Act 2001**

Key Legislative and Regulatory Requirements Covered:

1. **Financial Advisers Act (FAA)¹**
2. **Financial Advisers Regulations (FAR)²**
3. **Financial Advisers (Complaints Handling And Resolution) Regulations 2021 (“FA(CHR)R”)³**
4. **Financial Advisers (Exemption for Cross-Border Arrangements) (Foreign Related Corporations) Regulations 2021 (“FA(ECBA)(FRC)R”)**
5. **Financial Advisers (Exemption for Cross-Border Arrangements) (Foreign Office) Regulations 2021 (“FA(ECBA)(FO)R”)**
6. **Licence Conditions imposed on a Licensed Financial Adviser (LFA)**
7. **Guidelines on Licence Applications, Representative Notification and Payment of Fees (CMG-G01)⁴**
8. **Notice FAA-N14 Reporting of Misconduct of Representatives by Financial Advisers⁵**
9. **Notice FAA-N20 Requirements for the Remuneration Framework for Representatives and Supervisors (“Balanced Scorecard Framework”) and Independent Sales Audit Unit⁶**
10. **Notice FAA-N22 Requirements in Relation to Cross-Border Arrangements under the FA(ECBA)(FRC)R**
11. **Notice FAA-N23 Requirements in Relation to Cross-Border Arrangements under the FA(ECBA)(FO)R**

¹ <https://sso.agc.gov.sg/Act/FAA2001>

² <https://sso.agc.gov.sg/SL/110-RG2?DocDate=20200929>

³ <https://sso.agc.gov.sg/SL/FAA2001-S912-2021?DocDate=20211130>

⁴ <https://www.mas.gov.sg/regulation/guidelines/guidelines-on-licence-applications-representative-notification-and-fees-cmg-g01>

⁵ <https://www.mas.gov.sg/regulation/notices/notice-faa-n14>

⁶ <https://www.mas.gov.sg/regulation/notices/notice-faa-n20>

Description of Document:

This compliance toolkit provides guidance to financial advisers (FAs) on:

- Applications requiring approval from MAS;
- Notifications to be submitted to MAS; and
- Regulatory submissions to MAS (e.g. financial returns)

This toolkit includes the common applications, notifications or other submissions required to be made to MAS under the FAA, its subsidiary legislation and applicable Notices and Guidelines. It excludes approvals, notifications or other submissions which may be imposed by MAS bilaterally on FAs due to the FA's specific circumstances.

This toolkit is not exhaustive and excludes reporting obligations that fall outside the FAA. FAs should still familiarise themselves with all applicable regulatory requirements to ensure compliance with the relevant laws and regulations.

FAs are welcomed to provide suggestions on how this toolkit can be improved via webmaster@mas.gov.sg.

This toolkit is made up of four sections:

Section A: Applications, Notifications and Regulatory Submissions Applicable to Licensed Financial Advisers under Section 10 of the FAA

- Section A1: Applications for approval from MAS
- Section A2: Notifications to be submitted to MAS
- Section A3: Regulatory submissions to MAS

Section B: Applications, Notifications and Regulatory Submissions Applicable to Exempt Financial Advisers under Section 20(1)(a), (b), (c), (d) and (e) of the FAA

- Section B1: Applications for approval from MAS
- Section B2: Notifications to be submitted to MAS
- Section B3: Regulatory submissions to MAS

Section C: Applications, Notifications and Regulatory Submissions Applicable to Exempt Financial Advisers under Section 20(1)(g) of the FAA

Section D: Notifications and Regulatory Submissions Applicable to Licensed Financial Advisers under Section 10 of the FAA and Exempt Financial Advisers under Section 20(1)(a), (b), (c), (d) and (e) of the FAA in relation to their representatives

Relevant to:	<ol style="list-style-type: none"> 1. Licensed Financial Advisers (LFAs) under Section 10 of the FAA 2. Exempt Financial Advisers under Section 20(1)(a), (b), (c), (d) and (e) of the FAA 3. Exempt Financial Advisers under Section 20(1)(g) of the FAA
Method of Submission:	<p>Please refer to the relevant application, notification or other forms on the MAS website for instructions on how to submit the forms.</p> <p>Where there is no prescribed form, the application or submission should be made via email to the relevant MAS officer.</p> <p>Entities that do not have an assigned MAS review officer (e.g. entities applying for a Financial Adviser’s Licence) should send their submissions to webmaster@mas.gov.sg</p> <p>For email submissions to MAS, entities should encrypt (e.g. using AES 256 encryption or higher, with the corresponding password (minimum 12 characters in length or encryption key) all information and data which are confidential or sensitive before submitting them to MAS. The password should be communicated to MAS through a different channel.</p>
Version Control:	<p>Version 3.0 issued on 26 August 2022</p>

Section A: Applications, Notifications and Regulatory Submissions Applicable to Licensed Financial Advisers under Section 10 of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
Section A1: Applications for approval from MAS					
1	To seek MAS' approval for the grant of FA licence to conduct financial advisory services regulated under the FAA	Form 1 – Application for a Financial Adviser's Licence ⁷	Prior to conducting regulated activities under the FAA	Email	Section 7(1) of the FAA read with Regulation 7 of the FAR
2	To seek MAS' approval to conduct additional types of regulated activity under the FAA	Form 2 - Application for Variation of a Financial Adviser's Licence ⁶	Prior to conducting additional regulated activity under the FAA	Email	Section 12(1) of the FAA read with Regulation 9 of the FAR

⁷ Application fee is applicable - please refer to CMG-G01 Guidelines on Licence Applications, Representative Notification and Payment of Fees for more details.

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
3	To seek MAS' approval for the appointment of a Chief Executive Officer (CEO) or Director; or for the change in the nature of Director appointment from Non-Executive to Executive	Form 11 - Appointment of CEO or Director/Change of Director's Nature of Appointment from Non-Executive to Executive	Prior to the appointment of CEO or Director; or the change in the nature of Director's appointment	Email	Section 63(1) of the FAA read with Regulation 13(1) of the FAR
4	For an acquirer to seek MAS' approval to obtain effective control of an LFA	Application for Approval to obtain Effective Control of a Licensed Financial Adviser under Section 57A(2) of the Financial Advisers Act	Prior to obtaining effective control of an LFA	Email	Section 65(2) of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
5	For an LFA/acquiree seeking MAS' approval for any change of members or shareholdings of members which will result in any person, alone or acting together with any connected person, being in a position to control equal or more than 20% of the voting power in or hold interest in equal or more than 20% of the issued shares of the LFA	No prescribed form	Prior to the change of members or shareholdings of members of an LFA	Email	Licence condition
6	To seek MAS' approval to acquire or hold, whether directly or indirectly, an interest of 20% or more of the share capital of any corporation; or establish any branch (whether in Singapore or elsewhere).	No prescribed form	Prior to the acquisition or control of a corporation, or the establishment of any branch	Email	Licence condition

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
7	<p>To seek MAS' approval to reduce the LFA's paid-up capital</p>	No prescribed form	Prior to reduction of paid-up capital	Email	Licence condition
8	<p>To seek MAS' approval to disclose inspection reports issued by MAS or a foreign regulatory authority, to a person other than the auditor of the financial adviser in connection with the performance of duties of the auditor for that financial adviser</p> <p>This applies to any financial adviser subject to inspection by MAS or a foreign regulatory authority</p>	No prescribed form	Prior to disclosing the inspection report	Email	Sections 81 and 85 of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
9	<p>To seek MAS' approval to disclose investigation reports issued by MAS to a person other than the auditor of the financial adviser in connection with the performance of duties of the auditor for that financial adviser</p> <p>This applies to any financial adviser subject to MAS' investigation</p>	No prescribed form	Prior to disclosing the investigation report	Email	Section 87 of the FAA
10	<p>To seek MAS' approval to negotiate contract of insurance and place risk with unlicensed insurer</p>	No prescribed form	Prior to negotiating contract of insurance	Email	Section 42(4) of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
Section A2: Notifications to be submitted to MAS					
11	To notify MAS of a change of name or change of address of principal place of business	Form 4 – Notice of Change of Name and/or Change of Principal Place of Business	Within 14 days from the date of change	Email	Section 14(1)(b) of the FAA
12	To notify MAS where an LFA: (a) ceases to carry on business in any or all regulated activities; or (b) has not commenced business in any or all regulated activities by the end of the period of 6 months from the date of grant of the licence	Form 5 - Notice of Cessation of Provision of Financial Advisory Services by a Licensed Financial Adviser (and Representative of such a Licensed Financial Adviser) Accompanied by an auditor's certification that the Licensed Financial Adviser has fully discharged all customer obligations before ceasing its business or activity	For (a), within 14 days after the cessation of any or all regulated activities For (b), immediately	Email	Section 14 of the FAA and Regulation 12 of the FAR
13	To notify MAS of any matter which may adversely affect an LFA's financial position to a material extent	No prescribed form	Immediately	Email	Licence condition

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
14	<p>To notify MAS of:</p> <ul style="list-style-type: none"> (i) the resignation of the CEO or any Director; (ii) any change in the nature of the appointment of a Director from Executive to Non-Executive; (iii) any change in country of residence of the CEO or any Director; and (iv) any change in the business interests or shareholdings of the CEO or any Director provided in Form 11 	No prescribed form	Immediately	Email	Licence condition

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
15	<p>To notify MAS where an LFA becomes aware:</p> <ul style="list-style-type: none"> (i) that it or any of its officers or representatives is the subject of an investigation or when any civil or criminal proceedings are instituted against it or any of its officers or representatives, whether in Singapore or elsewhere; (ii) of any offence committed by or disciplinary action taken against it or any of its officers or representatives, whether in Singapore or elsewhere; (iii) of any breach of any laws or regulations, business rules or codes of conduct, whether in Singapore or elsewhere; or (iv) of any other matter that would affect its or any of its officers' or representatives' ability to meet the criteria set out in the Guidelines on Fit and Proper Criteria issued by MAS 	No prescribed form	Immediately	Email	Licence condition

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
16	To notify MAS if any claim is made or is likely to be made against its professional indemnity insurance cover	No prescribed form	Immediately	Email	Licence condition
17	To notify MAS of cross-border arrangements with Foreign Related Corporations or Foreign Offices under the following Exemption Regulations: - FA(ECBA)(FRC)R - FA(ECBA)(FO)R	Form FN – Notification for Arrangements with Foreign Related Corporations and/or Foreign Offices under the Exemption Regulations	Within 14 days of commencement of qualifying business under the Exemption Regulations	FormSG Via this link: https://form.gov.sg/#!/6113470a22cd680012c745de	Paragraph 4 of FAA-N22 and paragraph 4 of FAA-N23

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
18	<p>To notify MAS of change in particulars to/cessation of cross-border arrangements notified under the following Exemption Regulations:</p> <ul style="list-style-type: none"> - FA(ECBA)(FRC)R - FA(ECBA)(FO)R 	<p>Form FC – Notification for Change in Particulars to Arrangements with Foreign Related Corporations and/or Foreign Offices notified under the Exemption Regulations</p>	<p>Within 14 days from date of change/cessation</p>	<p>FormSG Via this link: https://form.gov.sg/#!/6156e67820ad78001285f1c1</p>	<p>Paragraphs 5.2.1.(a) and (b) of FAA-N22 and paragraphs 5.2.1.(a) and (b) of FAA-N23</p>

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
Section A3: Regulatory submissions to MAS					
19	Submission of annual financial returns	Form 14 - Statement of Profit and Loss Form 15 - Statement of Assets and Liabilities, Net Asset Value and Insurance Broking Premium Account	Within 5 months from the end of each financial year	MASNET	Section 49(1) of the FAA and Regulation 23 of the FAR
		Form 17 – Auditor’s Report Audited Profit and Loss Account and Balance Sheet made up to the last day of the financial year, together with an Auditor’s report, including Management Letter (if any)	Within 5 months from the end of each financial year	FormSG Via this link: https://go.gov.sg/lfaannualreturns	Section 52(1) of the FAA and Regulation 23 of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
20	Submission of Statement of Placement of Direct Life Insurance Business Handled	Form 16 - Statement of Placement of Direct Life Insurance Business Handled	Within 5 months from the end of each financial year	MASNET	Section 49(1) of the FAA, Regulation 23 of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
21	Semi-annual Balanced Scorecard Framework reports	Reports set out in Annex 2 under Notice FAA-N20 Requirements for the Remuneration Framework for Representatives and Supervisors (“Balanced Scorecard Framework”) and Independent Sales Audit Unit	<ul style="list-style-type: none"> a) In respect of reports for the measurement quarter ending 31 March, by 30 September of the same calendar year; b) In respect of reports for the measurement quarters ending 30 June and 30 September, by 31 March of the following calendar year; and c) In respect of reports for the measurement quarter ending 31 December, by 30 September of the following calendar year 	FormSG Via this link: https://go.gov.sg/bscreporting	Paragraph 11 of FAA-N20

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
22	Certification by independent assurance function and information on cross-border arrangements notified under the following Exemption Regulations: - FA(ECBA)(FRC)R - FA(ECBA)(FO)R	Form FR – Annual Declaration for Arrangements with Foreign Related Corporations and/or Foreign Offices notified under the Exemption Regulations	Within 5 months from the end of the financial year	FormSG Via the link: https://form.gov.sg/#!/615a7549d106760012af1fdc	Paragraph 5.2.1.(c) of FAA-N22 and paragraph 5.2.1.(c) of FAA-N23

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
23	Submission of biannual reports under FA(CHR)R	Form CHR – Financial Advisers Complaints Handling and Resolution Biannual Report	Within 3 months of each half year ending 30 June or 31 December, or part of any such half year	MASNET	Regulation 9 of the FA(CHR)R

Section B: Applications, Notifications and Regulatory Submissions Applicable to Exempt Financial Advisers under Section 20(1)(a), (b), (c), (d) and (e) of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
Section B1: Applications for approval from MAS					
24	<p>To seek MAS' approval to disclose inspection reports issued by MAS or a foreign regulatory authority, to a person other than the auditor of the financial adviser in connection with the performance of duties of the auditor for that financial adviser</p> <p>This applies to any financial adviser subject to inspection by MAS or a foreign regulatory authority</p>	No prescribed form	Prior to disclosing the inspection report	Email	Sections 81 and 85 of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
25	<p>To seek MAS' approval to disclose investigation reports issued by MAS to a person other than the auditor of the financial adviser in connection with the performance of duties of the auditor for that financial adviser</p> <p>This applies to any financial adviser subject to MAS' investigation</p>	No prescribed form	Prior to disclosing the investigation report	Email	Section 87 of the FAA
26	<p>To seek MAS' approval to negotiate contract of insurance and place risk with unlicensed insurer</p>	No prescribed form	Prior to negotiating contract of insurance	Email	Section 42(4) of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
Section B2: Notifications to be submitted to MAS					
27	To notify MAS when an exempt financial adviser commences or adds financial advisory services under the FAA	Form 26 - Notice of Commencement of Business / Additional Financial Advisory Services by Persons Exempt from Holding a Financial Adviser's Licence under Section 23(1)(a), (b), (c), (d), and (e)	Within 14 days after the commencement or addition of financial advisory services	Email	Regulation 37(1) of the FAR
28	To notify MAS when an exempt financial adviser changes its particulars	Form 27 - Notice of Change of Particulars by Persons Exempt from Holding a Financial Adviser's Licence under Section 23(1)(a), (b), (c), (d), and (e)	Within 14 days after the date of change	Email	Regulation 37(1) of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
29	To notify MAS when an exempt financial adviser ceases any or all of its financial advisory services under the FAA	Form 28 - Notice of Cessation of Business by Persons Exempt from Holding a Financial Adviser's Licence under Section 23(1)(a), (b), (c), (d), and (e)	Within 14 days after the cessation of any or all of its financial advisory services	Email	Regulation 37(1) of the FAR
30	To notify MAS of cross-border arrangements with Foreign Related Corporations or Foreign Offices under the following Exemption Regulations: - FA(ECBA)(FRC)R - FA(ECBA)(FO)R	Form FN – Notification for Arrangements with Foreign Related Corporations and/or Foreign Offices under the Exemption Regulations	Within 14 days of commencement of qualifying business under the Exemption Regulations	FormSG Via this link: https://form.gov.sg/#!/6113470a22cd680012c745de	Paragraph 4 of FAA-N22 and paragraph 4 of FAA-N23
31	To notify MAS of change in particulars to/cessation of cross-border arrangements notified under the following Exemption Regulations: - FA(ECBA)(FRC)R - FA(ECBA)(FO)R	Form FC – Notification for Change in Particulars to Arrangements with Foreign Related Corporations and/or Foreign Offices notified under the Exemption Regulations	Within 14 days from date of change/cessation	FormSG Via this link: https://form.gov.sg/#!/6156e67820ad78001285f1c1	Paragraphs 5.2.1.(a) and (b) of FAA-N22 and paragraphs 5.2.1.(a) and (b) of FAA-N23

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
Section B3: Regulatory submissions to MAS					
32	Submission of Statement of Placement of Direct Life Insurance Business Handled	Form 16 - Statement of Placement of Direct Life Insurance Business Handled	Within 5 months from the end of each financial year	MASNET	Section 49(1) of the FAA, Regulation 37(1) of the FAR
33	Annual submission of Audited Statement of Insurance Broking Premium Account	Form 24 - Audited Statement of Insurance Broking Premium Account of Exempt Financial Adviser under Regulation 37(1)	Within 5 months from the end of each financial year	Email	Regulation 37(1) of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
34	Semi-annual Balanced Scorecard Framework reports	Reports set out in Annex 2 under Notice FAA-N20 Requirements for the Remuneration Framework for Representatives and Supervisors ("Balanced Scorecard Framework") and Independent Sales Audit Unit	<ul style="list-style-type: none"> (a) In respect of reports for the measurement quarter ending 31 March, by 30 September of the same calendar year; (b) In respect of reports for the measurement quarters ending 30 June and 30 September, by 31 March of the following calendar year; and (c) In respect of reports for the measurement quarter ending 31 December, by 30 September of the following calendar year 	FormSG Via this link: https://go.gov.sg/bscr-reporting	Paragraph 11 of FAA-N20

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
35	Certification by independent assurance function and information on cross-border arrangements notified under the following Exemption Regulations: - FA(ECBA)(FRC)R - FA(ECBA)(FO)R	Form FR – Annual Declaration for Arrangements with Foreign Related Corporations and/or Foreign Offices notified under the Exemption Regulations	Within 5 months from the end of the financial year	FormSG Via the link: https://form.gov.sg/#!/615a7549d106760012af1fdc	Paragraph 5.2.1.(c) of FAA-N22 and paragraph 5.2.1.(c) of FAA-N3

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
36	Submission of biannual reports under FA(CHR)R	Form CHR – Financial Advisers Complaints Handling and Resolution Biannual Report	Within 3 months of each half year ending 30 June or 31 December, or part of any such half year	MASNET	Regulation 9 of the FA(CHR)R

Section C: Approvals and notifications for exempt financial advisers under Section 20(1)(g) of the FAA

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
37	To notify MAS of the commencement of business to provide financial advisory services as an exempt financial adviser serving not more than 30 accredited investors	Form 20 - Notice of Commencement of Business by Persons Exempt from Holding a Financial Adviser's Licence under Section 23(1)(f) read with Regulation 27(1)(d)	Within 14 days after the commencement of business	Email	Regulation 37(2) of the FAR
38	To notify MAS when an exempt financial adviser serving not more than 30 accredited investors changes its particulars	Form 21 - Notice of Change of Particulars by Persons Exempt from Holding a Financial Adviser's Licence under Section 23(1)(f) read with Regulation 27(1)(d)	Within 14 days after the date of change	Email	Regulation 37(2) of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
39	To notify MAS when an exempt financial adviser serving not more than 30 accredited investors ceases the provision of financial advisory services	Form 22 - Notice of Cessation of Business by Persons Exempt from Holding a Financial Adviser's Licence under Section 23(1)(f) read with Regulation 27(1)(d)	Within 14 days after the cessation of business	Email	Regulation 37(2) of the FAR
40	Annual declaration by exempt financial adviser serving not more than 30 accredited investors to confirm its compliance with all exemption conditions and restrictions	Form 23 - Declaration by Persons Exempt from Holding a Financial Adviser's Licence under Regulation 27(1)(d)	Within 14 days after the end of each financial year	Email	Regulation 37(2)(d) of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
41	<p>To seek MAS' approval to disclose inspection reports issued by MAS or a foreign regulatory authority, to a person other than the auditor of the financial adviser in connection with the performance of duties of the auditor for that financial adviser</p> <p>This applies to any financial adviser subject to inspection by MAS or a foreign regulatory authority</p>	No prescribed form	Prior to disclosing the inspection report	Email	Sections 81 and 85 of the FAA
42	<p>To seek MAS' approval to disclose investigation reports issued by MAS to a person other than the auditor of the financial adviser in connection with the performance of duties of the auditor for that financial adviser</p> <p>This applies to any financial adviser subject to MAS' investigation</p>	No prescribed form	Prior to disclosing the inspection report	Email	Section 87 of the FAA

Section D: Notifications and Regulatory Submissions Applicable to Licensed Financial Advisers under Section 10 of the FAA and Exempt Financial Advisers under Section 20 (1)(a), (b), (c), (d) and (e) of the FAA in relation to their representatives

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
43	To notify MAS of the appointment of an appointed representative	Form 3A - Notification for Appointment of an Appointed Representative ⁸	Prior to the appointment of the appointed representative	MASNET	Section 23 of the FAA and Regulation 4A of the FAR
44	To notify MAS of the appointment of a provisional representative	Form 3B - Notification for Appointment of a Provisional Representative ⁷	Prior to the appointment of the provisional representative	MASNET	Section 24 of the FAA and Regulation 4A of the FAR
45	To notify MAS of the completion of examination requirements by a provisional representative	Form 3D - Notification of the Completion of Examination Requirements by a Provisional Representative	Prior to the expiry of the period specified against the provisional representative's name in the public register of representatives	MASNET	Section 24(5) of the FAA and Regulation 4B(2) of the FAR

⁸ Lodgement Fee is applicable - please refer to CMG-G01 Guidelines on Licence Applications, Representative Notification and Payment of Fees for more details.

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
46	To notify MAS of the intention for an appointed representative to carry out additional regulated activity, in addition to that indicated in the public register of representatives	Form 7 - Notification to Add Financial Advisory Service/Services of a Representative	Prior to carrying out the additional regulated activity	MASNET	Section 29 of the FAA and Regulation 10 of the FAR
47	To notify MAS: (a) where a representative has ceased to be a representative in any or all regulated activities; or (b) where an appointed representative has not commenced to act as a representative in at least one of the regulated activities by the end of the period of 6 months from the date that the representative's name was entered in the public register of representatives	Form 10 - Notification for the Cessation of a Representative in any or all of the Financial Advisory Services	For (a), no later than the next business day after the cessation of regulated activity For (b), immediately	MASNET	Sections 23(8) and 24(4) of the FAA and Regulation 12A of the FAR

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
48	To notify MAS of any change to a representative's particulars	Form 18 - Notification to Change Particulars for a Representative	Within 14 days of the date of change	MASNET	Section 26(6) of the FAA and Regulation 10 of the FAR
49	To report to MAS the following types of misconduct committed by the Financial Adviser's representatives: (a) Acts Involving Fraud, Dishonesty or Other Offences of a Similar Nature; (b) Acts Involving Inappropriate Advice, Misrepresentation or Inadequate Disclosure of Information; (c) Failure to Satisfy the Guidelines on Fit and Proper Criteria; (d) Other Misconduct	(a) Report on Misconduct of Representative (b) Update on Report of Misconduct of Representative (for cases where investigations and/or disciplinary actions are pending)	For (a), upon discovery of the misconduct but not later than 14 days after discovery For (b), when there are any significant developments in the case	MASNET	Paragraphs 4 to 8 of FAA-N14

S/N	Requirements	Form to be Submitted	Regulatory Deadline	Mode of Submission	Legislative Reference
50	<p>To submit an annual declaration that there is no misconduct to report for the preceding year.</p> <p>This applies to financial advisers that have not submitted any Misconduct Report in the preceding calendar year</p>	Declaration of Nil Return of Misconduct of Representatives	Not later than 14 days after 31 December of the calendar year	MASNET	Paragraph 9 of FAA-N14