Data Collection Gateway (DCG) User Guide
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1. Introduction

The Data Collection Gateway (DCG) is a data collection platform managed by the Monetary Authority of Singapore (MAS).

This guide explains the steps needed to submit data through DCG. The main section of the guide is applicable to all data collections via DCG. If a collection requires additional steps for submission through DCG, these can be found in the Appendices at the end of this guide.

Please read the full guide and the relevant appendices before using DCG.

Should you encounter any issues, please contact MAS at:

- helpdesk@mas.gov.sg or +65 6229 9688 for IT related issues¹, and
- 610_1003consultation@mas.gov.sg for all other issues².

Checklist for Data Submissions via DCG

Please go through the checklist below before any submission.

- **Do you have a MASNET account?**
  A MASNET account is required to access DCG. If you need a MASNET account, please approach your MASNET Liaison Officer (LO). If you are a MASNET LO and wish to create a MASNET Account, please refer to the **MASNET User Guide**.

- **Have you been assigned a ‘MAF_DCG’ application user role in MASNET?**
  If you already have a MASNET account and wish to access DCG, you will need to be assigned a ‘MAF_DCG’ application user role. You will see an error page when accessing DCG without a ‘MAF_DCG’ application user role. Please approach your MASNET LO for the role assignment.

- **Do you have the assigned return permission in DCG to upload/submit the specific return?**
  To upload a file, you need to be assigned either the Principal or Secondary user role by your MASNET LO. In order to submit a return, you will need to be assigned the Principal user role.

The permission settings of the roles are as follows:

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Principal User</th>
<th>Secondary User</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Return</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Upload File/Manual Entry</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Submit Return</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Resubmission Requests</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>View Documents</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Do you have a MASNET e-mail account?**

¹ Such as login issues, MASNET account administration (e.g. assigning application role).
² Such as data definitions, validation rules, resubmission, DCG’s features/functionalities (e.g. how to upload a file).
DCG uses MASNET secure email to send notifications, such as on returns made available each submission period, approval of resubmission requests, validation rules error. If you do not have an account, please approach your MASNET LO.

2. Overview of Return Submission Process
A high-level overview of the submission process via DCG is outlined in this flow chart:

i. Navigate to the relevant returns in MASNET and click on the link to start the submission process.

- Fortnightly Asset Maintenance Report
  Click [here](#) to submit the return.
  File Download:
  - PDF form (Zip) 141Kb (Released 13 December 2011)

- Revised MAS 610/1003
  Click [here](#) to submit the return.
  File Download:
  - Instructions for Preparing Submission Files (Released 31 Dec 2019)
  - Excel Submission Template Dec 2019 (Version 1.0) (Released 31 Dec 2019)
  - Excel Submission Template for Appendix B1 Annex 1 Dec 2019 (Version 1.0) (Released 31 Dec 2019)
  - MAS 610_1003 - XML Schema Dec 2019 (Version 1.0) (Released 31 Dec 2019)
  - MAS 610_1003 - XML Schema for Appendix B1 Annex 1 Dec 2019 (Version 1.0) (Released 31 Dec 2019)
  - MAS 610_1003 - Business Validation Rules in DCG Dec 2019 (Version 1.0) (Released 31 Dec 2019)
  - XML Schema-Excel Submission Template Mapping (Released 31 Dec 2019)

- MAS 610, Monthly Statement of Assets and Liabilities
  Click [here](#) to submit the return.

  File Download:
  - PDF form (Zip) 1,816 Kb (Released on 18 September 2018)
  - Excel file specification (Zip) 1,771 Kb (Released on 18 September 2018)
  - Data on Covered Bond Issuance (For local banks only)
  - PDF form (Zip) 1,307 Kb (Released on 18 September 2018)
ii. Select a return in the 'Draft Returns' page.

DATA COLLECTION GATEWAY

Welcome to Data Collection Gateway

Menu
- Home
- Draft Returns
- Submission
- Documents
- Manage Users
- My Details
- Help
- Log Out

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Status</th>
<th>Return end date</th>
<th>Due date</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS610 - Monthly</td>
<td>BU_MAS610000052</td>
<td>0.1</td>
<td>Monthly, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/05/2020</td>
<td>15/06/2020</td>
<td></td>
</tr>
</tbody>
</table>

iii. Click 'Upload Data' or the ‘Add Section’ icon

View Return

Please select a form to view

KEY

- Form set
- Folder
- Repeatable Folder
- Form
- Add Section
- Validated
- In Draft
- No Data - Mandatory

MAS610 - Monthly

Status: No Data

BU_MAS610000052

Upload Data
iv. Click on 'Submit' in the 'Submit Return' page. If there are validation errors, a corrected file will need to be uploaded (for manual entry, the data will have to be edited) (refer to Section 6 and Section 7).
3. User Account Management (For MASNET Liaison Officers only)

The MASNET LO is required to assign DCG application roles in his or her financial institution by following Section 6.16 of the MASNET User Guide. The MASNET LO is also required to assign the Principal User and/or Secondary User permission to these DCG users. The permission settings for the different users are listed in the table below. The MASNET LO cannot assign any permission settings to him or herself.

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Principal User</th>
<th>Secondary User</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Return</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Upload Data/Manual Entry</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Submit Return</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Resubmission Requests</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>View Documents</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

i. Assign the ‘MAF_DCG’ application user role in MASNET (refer to Section 6.16 of the MASNET User Guide).

ii. In DCG, navigate to ‘Manage Users’ -- ‘View/Edit User’

To view more detail than that displayed, or to edit the user’s details, click on the user’s associated View/Edit link.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Surname</th>
<th>Email Address</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>a701Testuser1</td>
<td>DCG</td>
<td><a href="mailto:mnet_a701Testuser1@masnet.mas.gov.sg">mnet_a701Testuser1@masnet.mas.gov.sg</a></td>
<td>Active</td>
<td>View/Edit</td>
</tr>
<tr>
<td>lo1</td>
<td>A7010</td>
<td><a href="mailto:mnet_lo1a7010@masnet.mas.gov.sg">mnet_lo1a7010@masnet.mas.gov.sg</a></td>
<td>Active</td>
<td>View/Edit</td>
</tr>
<tr>
<td>New User</td>
<td>New User</td>
<td><a href="mailto:mnet_lo4a7010DcgTest@masnet.mas.gov.sg">mnet_lo4a7010DcgTest@masnet.mas.gov.sg</a></td>
<td>Active</td>
<td>View/Edit</td>
</tr>
<tr>
<td>New User 2</td>
<td>New User</td>
<td><a href="mailto:mnet_lo5a7010DcgTest@masnet.mas.gov.sg">mnet_lo5a7010DcgTest@masnet.mas.gov.sg</a></td>
<td>Active</td>
<td>View/Edit</td>
</tr>
<tr>
<td>New User 5</td>
<td>New User</td>
<td><a href="mailto:mnet_u5e7010DcgTest@masnet.mas.gov.sg">mnet_u5e7010DcgTest@masnet.mas.gov.sg</a></td>
<td>Active</td>
<td>View/Edit</td>
</tr>
</tbody>
</table>

iii. Click “View/Edit” for the relevant user.
iv. Click the ‘Edit’ button.

View Data Collection Gateway User

- First name: New User 2
- Surname: New User 2
- Email address: mnet_lo5a7010ocgrest@masnet.mas.gov.sg
- Telephone number:
- Activation status: Active
- Permission:
  - ER55-Principal User
  - ER55-Secondary User
  - MA5610/1003-Secondary User
  - MA5610/1003-Principal User

v. Select the relevant roles using the checkboxes. Click the ‘Save’ button.

Edit Data Collection Gateway User

This functionality allows you to edit the user details of the selected Data Collection Gateway user.

- First name: New User 2
- Surname: New User 2
- Email address: mnet_lo5a7010ocgrest@masnet.mas.gov.sg
- Telephone number:
- Activation status:
  - Active
  - Deactivated
- Permission:
  - MA5610/1003-Secondary User
  - MA5610/1003-Principal User

Locked Due to Permission Settings
Locked Due to Permission Settings
Locked Due to Permission Settings
Locked Due to Permission Settings
4. Login

Users will first have to login to MASNET before navigating to DCG. To log into the MASNET portal, users will need the MASNET email address and password associated with their account. Users will need to use their mobile phones or Corporate OneKey token to perform 2-Factor Authentication (2FA).

i. Login to MASNET homepage at https://masnet.mas.gov.sg

ii. Navigate to ‘MAS Returns’ under Services.

iii. Click on the relevant section.

iv. Under each Return, click the submission link to access DCG.
Users will be brought to the DCG Homepage.
5. Home Screen
The home screen lists all notifications that have been sent to the user’s MASNET email account. Notifications will be sent to users for the following reasons:

- Return is available for completion – Users can complete and submit the return
- Submission is due – Return due date is in 5 days
- Submission is overdue – Return submission is overdue
- Data uploaded has passed validation rule(s)
- Data uploaded has failed validation rule(s)
- Submission of return – Return has been submitted for approval
- Approval/rejection of return submission
- Approval/rejection of resubmission request

Notifications can be dismissed, after which they will not be displayed again on the home screen.
6. File Upload/Manual Entry

Returns can be completed via file upload or manual entry.

a. File Upload

i. Navigate to ‘Draft Returns’ page.

Users will be brought to the ‘Draft Returns’ page.

The ‘Draft Returns’ page displays a list of all available returns for completion as well as corresponding information such as the status of each return, reporting end date, submission due date. The status of a return will be one of the following:

- No Data - Return has not been populated with data.
- In Draft - Data has been entered/uploaded but is not yet validated.
- Valid (with error\(^3\)) - Data has failed validation rules and cannot be submitted.
- Valid (without error) - Data has passed the validation rules and is ready for submission.

\(^3\) Indicated by a ‘Valid’ status with an exclamation mark icon.
ii. Click the relevant return name.

**Draft Returns**

The returns listed below are in draft and can be completed prior to submission to your Regulator.

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Status</th>
<th>Return end date</th>
<th>Due date</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA5610 - Monthly</td>
<td>BU_MA56100000052</td>
<td>0.1</td>
<td>Monthly, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/05/2020</td>
<td>15/06/2020</td>
<td></td>
</tr>
</tbody>
</table>

iii. Click ‘Upload Data’.

**View Return**

Please select a form to view

**KEY**

<table>
<thead>
<tr>
<th>Form Sec</th>
<th>Folder</th>
<th>Repeatable Folder</th>
<th>Form</th>
<th>Add Section</th>
<th>Validated</th>
<th>In Draft</th>
<th>No Data - Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA5610</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BU_MA5610</td>
<td></td>
<td>Repeat Folder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

iv. Click the ‘Browse’ button to select a file to upload.

**Upload Data**

MA5610 can be populated with data by uploading a file. Allowed file types are: .xml, .xlsx, .zip, .rar, .7z, .gz, .xml if .xml is a valid file type. To speed up the upload process it is recommended that XBRL/XBRL files greater than 10MB are compressed using the standard .zip format. No other compression formats are currently accepted.

The file will be processed. If any validation errors are found, the user will receive an email and the errors will be available to view in the portal.

To validate an XML file prior to upload, download the definition file. To see how the data on the form should be represented in XML, view XML specs.

Select file to upload. [Browse]

**Note:** Allowed file types will be shown on the ‘Upload Data’ page. All files must be compressed using only the following formats: .zip/.7zip/.rar. Please remove any password protection from the documents before upload.
v. Click ‘Back’ after upload has been completed. Users will be brought to the ‘Draft Returns’ page.

Users will receive an email notification as well as notification on the DCG homepage upon completion of validation checks. Users can also refresh the ‘Draft Returns’ webpage to check the status of the return.

vi. File Type Checks - Only allowed file types will be accepted and an error message will appear immediately if a file fails this check. Click the delete icon on the right to remove the file and then upload the file with the correct format.
b. Manual Entry

i. Navigate to ‘Draft Returns’ page.

The ‘Draft Returns’ page displays a list of all available returns for completion as well as corresponding information such as the status of each return, reporting end date, submission due date. The status of a return will be one of the following:

- **No Data** - Return has not been populated with data and is available for completion.
- **In Draft** - Data has been entered/uploaded but is not yet validated.
- **Valid (with error)** – Data has failed validation rules and cannot be submitted.
- **Valid (without error)** - Data has passed the validation rules and is ready for submission.

ii. Click on the relevant return name.

---

4 Indicated by a ‘Valid’ status with an exclamation mark icon
iii. Click on the document icon.

![View Return]

iv. Complete Form A1 by filling in the mandatory fields. After completion, click the ‘Validate and Save’ button at the end of Form A1.

![Form View]

v. A list of the reporting forms will be displayed. Click ‘Edit’ next to the relevant form.

![View Return]

---

5 This step may differ depending on the type of return.
vi. A web form version of the reporting form will be shown, in which data can be entered manually. Click the ‘Validate and Save’ button once all input fields have been filled or click the ‘Save as Draft’ button if the form is incomplete.

### Form View

**Statements of Financial Position - Assets**

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>B1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Date</td>
<td>31/05/2023</td>
</tr>
</tbody>
</table>

**STATEMENT OF FINANCIAL POSITION**

| 1 | Cash and Cash Equivalents | 100 |
| 2 | Amounts receivable under reverse repurchase agreements | 30 |
| 3 | Positive fair values for financial derivatives | 25 X |
| 4 | Negotiable certificates of deposit | |
| 5 | Debt securities | |
| 6 | Equity investments | |
| 7 | Loans and advances | |
| 8 | Bills discounted or purchased | |
| 9 | Intangible assets | |
| 10 | Properties and equipment | |
| 11 | Assets held for sale | |
| 12 | Other assets | |
| (a) | gold | |
| (b) | precious metals | |
| (c) | commodities | |
| (d) | cash and other collateral paid on securities borrowed | |
| (e) | cash and other collateral paid on derivative contracts | |
| (f) | deferred tax assets | |
| (g) | suspense account | |
| (h) | others | |
| 12 | Insurance fund investment assets | |

**TOTAL ASSETS** | 300 |
7. Validation

Validation rules are built into DCG to check the data before submission. This check can take a few minutes depending on the size of the uploaded file.

If errors are found, users will receive an email notification as well as notification on the DCG homepage. Users can also refresh the ‘Draft Returns’ webpage to check the status of the return.

i. Navigate to ‘Draft Returns’ page.

   ii.a. If the data uploaded has passed all the validation rules, the status will be shown as ‘Valid’. Users may proceed to submit the return (Section 7).

Draft Returns

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Status</th>
<th>Return end date</th>
<th>Due date</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS610 - Monthly</td>
<td>BU_MAS1000052</td>
<td>0.1</td>
<td>Monthly, Banks incorporated in Singapore - Singapore Operations</td>
<td>Valid</td>
<td>31/05/2020</td>
<td>15/06/2020</td>
<td></td>
</tr>
</tbody>
</table>

   ii.b. If the data uploaded has failed validation, the status will be shown as ‘Valid’ with an exclamation mark icon. Click the ‘Valid’ or the exclamation mark icon to display the list of errors.

Draft Returns

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Status</th>
<th>Return end date</th>
<th>Due date</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS610 - Monthly</td>
<td>BU_MAS6100052</td>
<td>0.1</td>
<td>Monthly, Banks incorporated in Singapore - Singapore Operations</td>
<td>Valid️</td>
<td>31/05/2020</td>
<td>15/06/2020</td>
<td></td>
</tr>
</tbody>
</table>
### Validation Issues

This return was submitted with errors and/or warnings, which are displayed below.

<table>
<thead>
<tr>
<th>Rule name</th>
<th>Type</th>
<th>Problem</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BJ_0016</td>
<td>Error</td>
<td>Total Positive Fair Value (Trading and Non-Trading) in B3_4J must equal Total Positive Fair Values for Financial Derivatives in D2_1 for Reporting Level: Banks incorporated in Singapore - Singapore Operations</td>
<td>Please review K59 in B3_4J and cell D19: K19, L19 and T19 in D2_1</td>
</tr>
<tr>
<td>BJ_0017</td>
<td>Error</td>
<td>Positive Fair Values for Financial Derivatives (All Currencies - Banks) in D2_1 must equal Total Positive Fair Values for Financial Derivatives (Banks and Related Banks) in C1_1 for Reporting Level: Banks incorporated in Singapore - Singapore Operations</td>
<td>Please review cell D19 in D2_1 and cell E8 to E11 in C1_1</td>
</tr>
<tr>
<td>BJ_0018</td>
<td>Error</td>
<td>Positive Fair Values for Financial Derivatives (All Currencies - Banks - in Singapore) in D2_1 must equal Total Positive Fair Values for Financial Derivatives (Banks and Related Banks in Singapore) in C1_1 for Reporting Level: Banks incorporated in Singapore - Singapore Operations</td>
<td>Please review cell D19 in D2_1 and cell E8 to E11 in C1_1</td>
</tr>
<tr>
<td>BJ_0019</td>
<td>Error</td>
<td>Positive Fair Values for Financial Derivatives (Singapore Dollars - Banks) in D2_1 must equal Positive Fair Values for Financial Derivatives (Of which: Singapore Dollars - Banks and Related Banks) in C1_1 for Reporting Level: Banks incorporated in Singapore - Singapore Operations</td>
<td>Please review cell D81 in D2_1 and cell E19 to E22 in C1_1</td>
</tr>
<tr>
<td>BJ_0020</td>
<td>Error</td>
<td>Positive Fair Values for Financial Derivatives (Singapore Dollars - Banks - in Singapore) in D2_1 must equal the Positive Fair Values for Financial Derivatives (Of which: Singapore Dollars - Banks and Related Banks in Singapore) in C1_1 for Reporting Level: Banks incorporated in Singapore - Singapore Operations</td>
<td>Please review cell D82 in D2_1 and cell E19 and E21 in C1_1</td>
</tr>
</tbody>
</table>

iv. Users will have to correct the data and re-upload the file (See Section 6a) or manually correct the data on the web form (See Section 6b – skip step 3 and 4).
8. Submission

a. Submit Return

Users can submit returns that have passed all validation rules.

i. Navigate to ‘Submission’ – ‘Submit Return’ page.

![Data Collection Gateway]

ii. Click ‘Submit’.

Submit Return

The returns that are ready for submission are listed below.

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Return end date</th>
<th>Due date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS610 - Monthly</td>
<td>BU_M561000052</td>
<td>0.1</td>
<td>Monthly, Bank incorporated in Singapore - Singapore Operations</td>
<td>31/05/2020</td>
<td>15/06/2020</td>
<td>Submit</td>
</tr>
</tbody>
</table>

iii. Click the ‘Submit’ button to finalise the submission.

Submit Return

Your return has been validated and can now be submitted. Please click the “Submit” button to confirm that you wish to submit this return.

Once submitted, a return can no longer be edited, but can still be viewed in submission history. If an error is subsequently discovered you can apply to resubmit the return using the “Request Resubmission” functionality.

Please note final submission can take up to 2 minutes depending on the complexity of the return.
iv. If the submission is past the due date, users are required to provide a reason for late submission before clicking the ‘Submit’ button.

Submission Validation Issues

Our checks have found some issues that need to be reviewed before you can submit. Please see below for details.

<table>
<thead>
<tr>
<th>Rule name</th>
<th>Type</th>
<th>Problem</th>
<th>Additional Information</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Submission</td>
<td>Warning</td>
<td>The Return has been submitted passed its cut off date.</td>
<td>Please indicate in the comments box the reason for the late submission. You can upload any accompanying attachments through the upload button.</td>
<td></td>
</tr>
</tbody>
</table>

Your return has warnings, but no errors. You may address the above warnings or continue to submit.

v. Users will receive a notification (both in their MASNET email and the DCG homepage) stating that the submission is approved/rejected. Once a submission is approved, it can be viewed in ‘Submission History’ (See Section 7b). If the submission is rejected, it will remain in ‘Draft Returns’ for correction.
b. View Submission History

Users can view all returns that have been previously submitted.

i. Navigate to ‘Submission’ – ‘Submission History’ page.

![Image of the submission history page]

ii. All previously submitted returns will be displayed by year and users can use the filters to search for a specific return.

### Submission History

Please select a submission to view

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Submitted date</th>
<th>Status</th>
<th>Return end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS610 - Monthly</td>
<td>BU_MAS100C</td>
<td>1.0</td>
<td>Monthly, Banks incorporated in Singapore - Singapore</td>
<td>05/02/2020</td>
<td>Approved</td>
<td>31/05/2020</td>
</tr>
</tbody>
</table>

iii. Click the relevant return name to view the data submitted.

![Image of the submission history page]

### Submission History

Please select a submission to view

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Submitted date</th>
<th>Status</th>
<th>Return end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS610 - Monthly</td>
<td>BU_MAS100C</td>
<td>1.0</td>
<td>Monthly, Banks incorporated in Singapore - Singapore</td>
<td>05/02/2020</td>
<td>Approved</td>
<td>31/05/2020</td>
</tr>
</tbody>
</table>
iv. The web form version of the submitted reporting forms will be displayed for users. Users can click into each reporting form to view the data submitted.
9. Resubmission

Users can resubmit a previously submitted return that requires correction. All requests for resubmission are subjected for approval.

i. Navigate to ‘Submission’ – ‘Request Resubmission’ page.

ii. Click ‘Request Resubmission’.

iii. Select the most appropriate 'Reasons for resubmission' from the dropdown list, fill in the text field with additional details and specify any changes from the previous version. Then click the 'Send Request' button. Users may also wish to upload a supporting document by selecting the ‘Browse’ button.
10. Documents
MAS will upload relevant documents here in future. This feature is currently not in use.

i. Navigate to ‘Documents’.

ii. Select the document to download.
Appendix 1 - MAS 610/1003

a. Validation Rules

To pass validation rules that validates data across reporting forms with different periodicities/due dates, the form with an earlier due date or a more frequent periodicity must be submitted and approved first.

For example, the monthly reporting forms must be submitted and approved before users upload the data for the quarterly reporting forms. Otherwise, the quarterly reporting forms will fail the validation rules that validates data across monthly and quarterly forms.

For users who are uploading XML files, the respective XML expressions for each validation rule can be found in the business validation rules published on the MAS website pages of MAS Notice 610/1003.

b. Pilot Testing

During the pilot testing, multiple links to submit reporting forms for different periodicities (e.g. monthly, quarterly) will be shown in the ‘Draft Returns’ page. The screenshot below shows an example for the reporting level ‘Banks incorporated in Singapore – Singapore Operations’.

Draft Returns

The returns listed below are in draft and can be completed prior to submission to your Regulator.

<table>
<thead>
<tr>
<th>Return name</th>
<th>Reference</th>
<th>Revision</th>
<th>Categories</th>
<th>Status</th>
<th>Return end date</th>
<th>Due date</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA612/1003 Pilot - Annual</td>
<td>BU_MS61000077</td>
<td>0.1</td>
<td>Annual, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/03/2020</td>
<td>31/07/2020</td>
<td></td>
</tr>
<tr>
<td>MA612/1003 Pilot - Appendix A I Annex 1</td>
<td>Cash000076</td>
<td>0.1</td>
<td>Monthly, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/03/2020</td>
<td>31/07/2020</td>
<td></td>
</tr>
<tr>
<td>MA612/1003 Pilot - Monthly</td>
<td>BU_MS61000072</td>
<td>0.1</td>
<td>Monthly, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/03/2020</td>
<td>31/07/2020</td>
<td></td>
</tr>
<tr>
<td>MA612/1003 Pilot - Quarterly</td>
<td>BU_MS61000074</td>
<td>0.1</td>
<td>Quarterly, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/03/2020</td>
<td>31/07/2020</td>
<td></td>
</tr>
<tr>
<td>MA612/1003 Pilot - Semi Annual</td>
<td>BU_MS61000075</td>
<td>0.1</td>
<td>Semi-annual, Banks incorporated in Singapore - Singapore Operations</td>
<td>No Data</td>
<td>31/03/2020</td>
<td>31/07/2020</td>
<td></td>
</tr>
</tbody>
</table>

For reporting entities that are required to submit data for more than one reporting level, all the relevant links will be shown in the ‘Draft Returns’ page. The ‘Categories’ column will state the relevant reporting level and the corresponding periodicity.

The links are only for testing purposes (e.g. testing the uploading of files, testing if uploaded data passes validation rules). MAS will remove these test links after the end of the pilot testing. Please note that submissions and resubmission requests are automatically approved during this period of testing.