



# **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 the DCG.**

**Should you encounter any issues, please contact MAS at:**

**Email Address:** [webmaster@mas.gov.sg](mailto:webmaster@mas.gov.sg)

**Telephone Number:** +65 6229 9688

### 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 the 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 the 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 the 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:

Functionality	Principal User	Secondary User
View Return	Yes	Yes
Upload File/Manual Entry	Yes	Yes
Submit Return	Yes	No
Resubmission Requests	Yes	No
View Documents	Yes	Yes

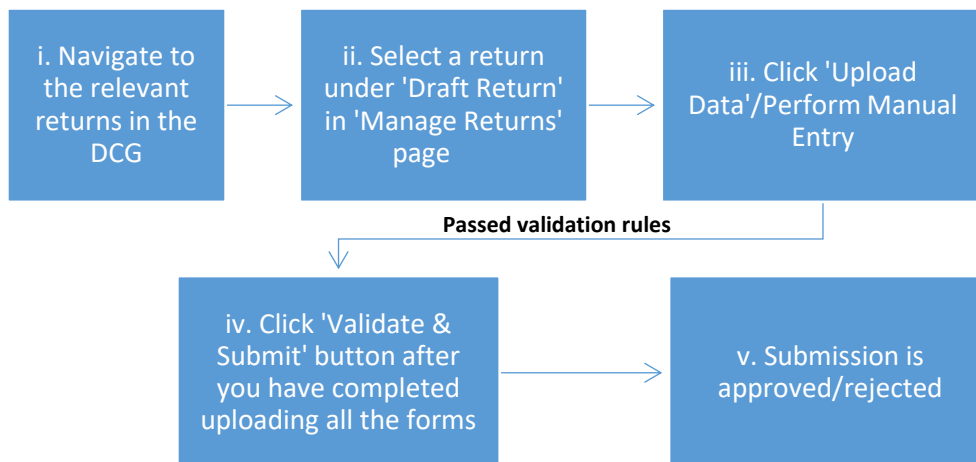
☐

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

The 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 the DCG is outlined in this flow chart:



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

#### MAS 610/1003

Click [here](#) to submit the return.

File Download:

- [Instructions for Preparing Submission Files](#) (Released 31 Dec 2019)
- [MAS 610\\_1003 - Business Validation Rules in DCG \(Version 13\) Tracked Changes Dec 2021](#) (Released 23 Dec 2021)


For bank or merchant bank users who are not adopting MAS' solution for reducing rounding issues faced during submission (i.e. status quo).

- [Excel Submission Template \(Version 2.1\)](#) (Released Aug 2020)
- [Excel Submission Template \(Version 2.2\) Aug 2020](#) (Released 28 Jan 2022)
- [Excel Submission Template for Appendix B1 Annex 1 \(Version 1.0\) Dec 2019](#) (Released 31 Dec 2019)
- [MAS 610\\_1003 - XML Schema \(Version 2.0\)](#) (Released Aug 2020)
- [MAS 610\\_1003 - XML Schema for Appendix B1 Annex 1 \(Version 1.0\)](#) (Released Dec 2019)
- [XML Schema - Excel Submission Template Mapping](#) (Released Dec 2019)

For bank or merchant bank users who are adopting MAS' solution for reducing rounding issues faced during submission, with effect from the January 2022 reporting cycle.




- [Excel Submission Template \(Version 3.1\) Dec 2021](#) (Released 28 Jan 2022)
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- [MAS 610\\_1003 - XML Schema \(Version 3.0\) Dec 2021](#) (Released 23 Dec 2021)
- [MAS 610\\_1003 - XML Schema for Appendix B1 Annex 1 \(Version 2.0\) Dec 2021](#) (Released 23 Dec 2021)
- [XML Schema - Excel Submission Template Mapping Dec 2021](#) (Released 23 Dec 2021)

ii. Select a return in the 'Returns' page.



Monetary Authority  
of Singapore

DATA COLLECTION GATEWAY

Menu

Home
Returns
Documents
Manage Users

Welcome to Data Collection Gateway


Successfully logged in.

Click "Draft Returns" from the Menu list to access the returns available for submission. At this time, only the returns MAS Notice 610 and MAS Notice 1003 are collected via DCG.



When the returns have been uploaded/filled in, go to "Submission" >> "Submit Return" to submit them.

## Manage Returns

This page allows you to perform all activities related to managing returns.

 View Submissions

### Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MAS610 - Monthly	BU_MS61005636	0.1	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	 

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

Actions

 Upload Data
 Due Date Extension
 View Upload History

Please select a form to view

MAS610 - Monthly


Status: No Data


 MAS610



 BU\_MS610\_RP Repeat Folder



iv. After completing uploading all the relevant forms, the 'Validate & Submit' icon will appear under the 'Actions' toolbar. Click on it and a pop-up window will appear for confirmation. 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](#)).

Actions

  
Validate & Submit

  
Upload Data




  
Due Date Extension


  
View Upload History




Please select a form to view


MAS610 - Monthly

Status: Valid

  MAS610 

Clear 

   BU\_MS610\_RP Repeat Folder

 Delete All | Clear All

[Back](#)

Submit Return

The return 'MAS610 - Monthly' will now be validated. This action will result in the return being submitted automatically if there are no validation failures. Are you sure you want to submit?

Yes

No

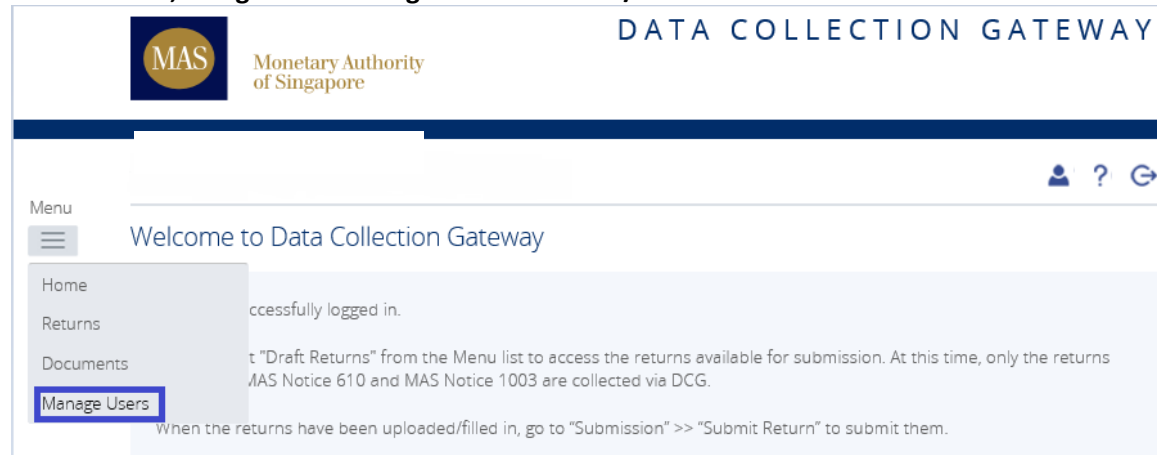
### 3. User Account Management (For MASNET Liaison Officers only)

The MASNET LO is required to assign the 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.

Functionality	Principal User	Secondary User
View Return	Yes	Yes
Upload Data/Manual Entry	Yes	Yes
Submit Return	Yes	No
Resubmission Requests	Yes	No
View Documents	Yes	Yes

i. Assign the 'MAF\_DCG' application user role in MASNET (refer to Section 6.16 of the [MASNET User Guide](#)).


ii. In the DCG, navigate to 'Manage Users' -- 'View/Edit User'



iii. Click on the "Pencil" icon for the relevant user.

#### Manage Data Collection Gateway Users

To view more detail than that displayed, or to edit the user's details, click on the user's associated Action link.

First Name	Surname	Email Address	Status	Actions
tester	2	tester2@mas.gov.sg	Active	

**iv. Click the 'Edit' button.**

View Data Collection Gateway User

First name:	tester
Surname:	2
Email address:	tester2@mas.gov.sg
Telephone number:	
Activation status:	Active
Permission:	<div><input checked="" type="checkbox"/> <a href="#">MAS610/1003-Secondary User</a> <input checked="" type="checkbox"/> <a href="#">MAS610/1003-Principal User</a> <input type="checkbox"/> <a href="#">TBGS-Principal User</a> <input type="checkbox"/> <a href="#">TBGS-Secondary User</a></div>

Edit

**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:	<input type="text" value="tester"/>	Locked Due to Permission Settings
Surname:	<input type="text" value="2"/>	Locked Due to Permission Settings
Email address:	<input type="text" value="tester2@mas.gov.sg"/>	Locked Due to Permission Settings
Telephone number:	<input type="text"/> <small>International</small>	<input type="text"/> <small>Area code</small>
	<input type="text"/> <small>Number</small>	Locked Due to Permission Settings
Activation status:	<input checked="" type="radio"/> Active <input type="radio"/> Deactivated	
Permission:	<div><input checked="" type="checkbox"/> <a href="#">MAS610/1003-Secondary User</a> <input checked="" type="checkbox"/> <a href="#">MAS610/1003-Principal User</a> <input checked="" type="checkbox"/> <a href="#">TBGS-Principal User</a> <input checked="" type="checkbox"/> <a href="#">TBGS-Secondary User</a></div>	

Save

Cancel



## 4. Login

Users will first have to login to MASNET before navigating to the 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.

The screenshot shows the MASNET homepage. The header includes the MASNET logo and the Singapore Government logo. The navigation bar has links for Home, About MASNET, Admin, Services, Links, Resources, Downloads, and Logout. A search bar is also present. The 'Services' dropdown menu is open, showing options like General, Data Exchange, Currency, and Capital Market. The 'MAS Returns' link is highlighted under the Data Exchange section. The main content area features a banner for MASNET, a welcome message, and a button to 'Apply for your MASNET account now'.

iii. Click on the relevant section.

You are: [Home](#) > [MAS Returns](#)

### MAS Returns

Operating hours of Electronic Returns Services : Monday - Saturday, 6am - 12 midnight.

Please contact MASNET Helpdesk at 62299688 if you have any questions or face any other technical difficulties.

Note: The PDF forms listed below are supported by Adobe Reader version 8 and above.

Quick link to section related to:

- [MAS Returns User Guides Section](#)
- [Access Control List Administration Section](#)
- [Banks, Finance Companies and Merchant Banks Section](#)
- [Capital Market Intermediaries Section](#)
- [Financial Advisers and Insurance Brokers Section](#)
- [Insurance Companies Section](#)
- [Thematic Reporting Section](#)
- [Trust Companies Section](#)

▶ [MAS Returns User Guide](#)

iv. Under each Return, click the submission link to access the DCG.

## MAS 610/1003

Click [here](#) to submit the return.

File Download:

- [Instructions for Preparing Submission Files](#) (Released 31 Dec 2019)
- [MAS 610\\_1003 - Business Validation Rules in DCG \(Version 1.3\) Tracked Changes Dec 2021](#) (Released 23 Dec 2021)

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- [Excel Submission Template \(Version 2.2\) Aug 2020](#) (Released 28 Jan 2022)
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- [MAS 610\\_1003 - XML Schema \(Version 2.0\)](#) (Released Aug 2020)
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## v. Users will be brought to the DCG Homepage.



## DATA COLLECTION GATEWAY

Menu



### Welcome to Data Collection Gateway

You have successfully logged in. You can now use Data Collection Gateway to complete and submit all required returns online.

You should regularly check that your Financial Institution profile is up to date by clicking on "Financial Institution Profile" from the menu. If any details on your profile are out of date, you should contact your regulator.

Draft returns that are ready for completion can be found by clicking on "Draft returns" from the menu.

When your returns have been completed, you must use the "Submission" functionality to finally submit them.

With Data Collection Gateway, you are also able to:

- Print submitted returns where signed hard-copies are required.
- View and print previous submissions.
- Partially complete returns and return to them at a later date.
- Request a resubmission of returns where you become aware of mistakes.

For further information on how to use Data Collection Gateway, please click on the help link in the top right-hand corner of your screen.

### Notifications

Dismiss	Received	Subject
<input type="checkbox"/>	05/02/2020 09:40:10	<a href="#">Available for Completion: MAS610 - Monthly (BU MS61000052) for 31/05/2020</a>

## 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
- Approval/rejection of due date extension

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 'Returns' page.

Users will be brought to the 'Manage Returns' page.

#### Manage Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	<a href="#">0.1</a>	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	

The '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, request return due date extension. 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<sup>1</sup>) - Data has failed validation rules and cannot be submitted.
- Valid (without error) - Data has passed the validation rules and is ready for submission.

<sup>1</sup> Indicated by a 'Valid' status with an exclamation mark icon.

ii. Click on the relevant return name.

Manage Returns

This page allows you to perform all activities related to managing returns.

[View Submissions](#)

Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	0.1	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	

iii. Click 'Upload Data'.

View Return

Return name: MAS610 - Monthly  
Return end date: 30/04/2022  
Return status: No Data

Return reference: BU\_MS61005636  
Return due date: 16/05/2022  
Categories: Foreign banks - Foreign-owned banks incorporated in Singapore, Monthly

Actions

[Upload Data](#) [Due Date Extension](#)

Please select a form to view

MAS610 - Monthly		Status: No Data
	MAS610	
	BU_MS610_RP Repeat Folder	

iv. Select the relevant form and click the 'Choose File' button to select a file to upload.

Upload Data

The FormSet below will be populated with data by uploading a file.

MAS610 [Choose File](#)

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](#).

Allowed file types are: xls,xlsx,zip,rar,7z,gz,xml. If .xbrl is a valid file type, to speed up the upload process it is recommended that XBRL/IXBRL files greater than 10Mb are compressed using the standard .zip format. No other compression formats are currently accepted.

[Cancel](#)

**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 'done' after upload has been completed. Users will be brought back to the 'View Return' page.

Users will receive an email notification as well as notification on the DCG homepage upon completion of validation checks. Users can also click on the 'refresh status' button in 'View Return' webpage or refresh the 'Returns' webpage to check the status of the return.

Actions

Due Date Extension    View Upload History    Refresh status

Please select a form to view

MAS610 - Monthly	Status: No Data
MAS610	Processing Uploaded File
BU_MS610_RP Repeat Folder	

vi. File Type Checks - Only allowed file types will be accepted and an error message will appear immediately if a file fails this check.

Upload Data

The FormSet below will be populated with data by uploading a file.

MAS610 Choose File

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](#).

MAS 610\_1003 - XML Schema Aug 2020 (Version 2.0).txt 0 KB

Only files of the correct type are accepted. The following extensions are allowed

Allowed file types are: xls, xlsx, zip, rar, 7z, gz, xml. If .xbri is a valid file type, to speed up the upload process it is recommended that XBRL/IXBRL files greater than 10Mb are compressed using the standard .zip format. No other compression formats are currently accepted.

Cancel

## b. Manual Entry

### i. Navigate to 'Returns' page.

### Users will be brought to the 'Manage Returns' page.

#### Manage Returns

This page allows you to perform all activities related to managing returns.

[View Submissions](#)

**Draft Returns**

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	<a href="#">0.1</a>	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	

The 'Manage Returns' page contains the 'View Submission' button and the 'Draft Returns' section which displays a list of all available returns for completion as well as with corresponding information such as the status of each return, reporting end date, submission due date, request return due date extension. 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<sup>2</sup>) – 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.



<sup>2</sup> Indicated by a 'Valid' status with an exclamation mark icon

## Manage Returns

This page allows you to perform all activities related to managing returns.

 View Submissions

### Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	
MAS610 - Monthly	BU_MS61005636	0.1	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	 

### iii. Click on the document icon.

#### Actions



Upload Data



Due Date Extension



View Upload History

Please select a form to view

MAS610 - Monthly	Status: No Data
 MAS610 	
 BU_MS610_RP Repeat Folder	

### iv. Complete Form A1 by filling in the mandatory fields. After completion, click the 'Validate and Save' button at the end of Form A1<sup>3</sup>.

#### Form View

##### MAS610/1003 Repeat Options form

Entity Name

Reporting Date 30/04/2022

##### MAS610/1003 Repeat Options form

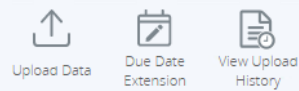
Reporting Level	Foreign banks - Ft	*
Business Code	NA	*
Please indicate below any nil submissions:		
Form Label	Form Name	
Assets		
B1	Statements of Financial Position - Assets	<input type="radio"/> Yes <input checked="" type="radio"/> No *
B2	Statements of Financial Position - Liabilities	<input type="radio"/> Yes <input checked="" type="radio"/> No *

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

<sup>3</sup> This step may differ depending on the type of return.



## Actions



Please select a form to view

MAS610 - Monthly		Status: In Draft
MAS610	Clear	
BU_MS610_RP Repeat Folder	Delete All   Clear All	
Foreign banks - Foreign-owned banks incorporated in Singapore	Clear   Delete	
MAS610 Reporting Level	Clear   Edit   View	
B1 Statements of Financial Position - Assets	<b>Edit</b>   View	
B2 Statements of Financial Position - Liabilities	Edit   View	

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

B1

Entity Name

Reporting Date 30/04/2022

STATEMENT OF FINANCIAL POSITION		Singapore Dollars '000
ASSETS		
1	Cash and Balances	300
2	Amounts receivable under reverse repurchase agreements	30
3	Positive fair values for financial derivatives	30
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	0
(a)	gold	
(b)	precious metals	
(c)	commodities	
(d)	cash and other collaterals paid on securities borrowed	
(e)	cash and other collaterals paid on derivative contracts	
(f)	deferred tax assets	
(g)	suspense account	
(h)	others	
13	Insurance fund investment assets	
TOTAL ASSETS		360

Save As Draft

Validate & Save

## 7. Validation

Validation rules are built into the 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 'Returns' page.

ii. 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

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	<a href="#">0.1</a>	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Valid	30/04/2022	16/05/2022	

ii. 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 on the 'Draft Returns' section on 'Manage Return' page or 'Errors & Warnings' icon on 'View Return' page to display the list of errors.

#### Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	<a href="#">0.1</a>	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Valid	30/04/2022	16/05/2022	

#### Actions

Validate & Submit

Upload Data

Due Date Extension

View Upload History

Errors & Warnings

Please select a form to view

MAS610 - Monthly		Status: Valid
MAS610	Clear	
BU_MS610_RP Repeat Folder	Delete All   Clear All	
Foreign banks - Foreign-owned banks incorporated in Singapore	Clear   Delete	
MAS610 Reporting Level	Clear   Edit   View	

iii. The list of validation errors will be shown. User can click on the 'Export' icon to export the list of errors/warning and save the excel file on their computer.

#### Validation Issues

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



Rule name	Type	Problem	Additional information
BU_0016	Error	Total Positive Fair Value (Trading and Non-Trading) in B3_4_I must equal Total Positive Fair Values for Financial Derivatives in D2_1 for Reporting Level: Foreign banks - Foreign-owned banks incorporated in Singapore	Please review K59 in B3_4_I and cell D19, K19, L19 and T19 in D2_1
BU_0021	Error	Total Post-Netting Positive Fair Value (Trading and Non-Trading) in B3_4_I must equal Positive Fair Values for Financial Derivatives in B1 for Reporting Level: Foreign banks - Foreign-owned banks incorporated in Singapore	Please review cell K61 in B3_4_I and cell C10 in B1

[Back](#)

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 successfully uploaded all the relevant forms and passed all validation rules.

#### i. Navigate to 'Return' page.

**DATA COLLECTION GATEWAY**

Menu

- Home
- Returns**
- Documents
- Manage Users

Welcome to Data Collection Gateway

Successfully logged in.

Click "Draft Returns" from the Menu list to access the returns available for submission. At this time, only the returns MAS Notice 610 and MAS Notice 1003 are collected via DCG.

When the returns have been uploaded/filled in, go to "Submission" >> "Submit Return" to submit them.

#### ii. Click on the relevant return name.

Manage Returns

This page allows you to perform all activities related to managing returns.

[View Submissions](#)

**Draft Returns**

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<b>MAS610 - Monthly</b>	BU_MS61005636	0.1	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	

#### iii. Click on the 'Validate & Submit' icon and a pop-up window will appear for confirmation.

**Actions**

- Validate & Submit**
- Upload Data
- Due Date Extension
- View Upload History

Please select a form to view

**MAS610 - Monthly** Status: Valid

MAS610 Clear

BU\_MS610\_RP Repeat Folder Delete All | Clear All

[Back](#)

Submit Return

The return 'MAS610 - Monthly' will now be validated. This action will result in the return being submitted automatically if there are no validation failures. Are you sure you want to submit?

**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.

Rule name	Type	Problem	Additional information	Comments
Late Submission	Warning	The Return has been submitted passed its cut off date.	Please indicate in the comments box the reason for the late submission. You can upload any accompanying attachments through the upload button.	<div> <div>*</div> <input type="text"/> <div> <div></div> <div></div> </div> </div> <div> <input type="button" value="Upload..."/> </div>

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

[Printer Friendly Format](#) | [Show errors in new window](#)

**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 'Returns' – 'Manage Returns' page and click on 'View Submissions' button

Menu

Manage Returns

This page allows you to perform all activities related to managing returns.

[View Submissions](#)

Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions

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

#### Submission History

This page allows you to view the **submission history**. Also, you can **request resubmission**.



Submission History allows you to review and print any return that has previously been submitted to your Regulator.

If you want to request resubmission, please click Request Resubmission icon on the return that you would like to request a resubmission for.

Resubmission requests may be granted automatically or may require review by your Regulator, based on the reasons you provide on the next page. If your resubmission request is granted, you will be notified by email and the return will appear in the 'Manage Returns' area where you will be able to edit it before resubmission.

Showing returns from:



2022

Name	Reference	Revision	Submitted	Categories	Status	End date	Due date	Actions
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	<a href="#">2.0</a>	20/04/2022	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Approved	30/04/2022	16/05/2022	 

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

Showing returns from:

2022

Name	Reference	Revision	Submitted	Categories	Status	End date	Due date	Actions
<a href="#">MAS610 - Monthly</a>	BU_MS61005636	<a href="#">2.0</a>	20/04/2022	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Approved	30/04/2022	16/05/2022	 

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.

Request Resubmission

View Upload History

Please select a form to view

MAS610 - Monthly Status: Submitted

MAS610

BU\_MS610\_RP Repeat Folder

Foreign banks - Foreign-owned banks incorporated in Singapore

MAS610 Reporting Level View

B1 Statements of Financial Position - Assets View

## 9. Resubmission

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

i. Navigate to 'Returns' – 'Manage Returns' page and click on 'View Submissions' button

Menu

Manage Returns

This page allows you to perform all activities related to managing returns.

View Submissions

Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions

ii. Click on the 'Request Resubmission' icon or go into the return and click on 'Request Resubmission' icon.

Showing returns from: 2022


Name	Reference	Revision	Submitted	Categories	Status	End date	Due date	Actions
MAS610 - Monthly	BU_MS61005636	2.0	20/04/2022	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Approved	30/04/2022	16/05/2022	<div> <div>Request Resubmission</div> </div>





## 10. Request Return due date extension

### i. Navigate to 'Returns' page.



Monetary Authority  
of Singapore

DATA COLLECTION GATEWAY

Menu

Home

Returns

Documents

Manage Users


Welcome to Data Collection Gateway

Successfully logged in.


Click "Draft Returns" from the Menu list to access the returns available for submission. At this time, only the returns MAS Notice 610 and MAS Notice 1003 are collected via DCG.


When the returns have been uploaded/filled in, go to "Submission" >> "Submit Return" to submit them.


### ii. Click on the 'Request Return due date' icon or enter into the return and click on 'Due Date Extension' icon.


MAS610 - Monthly	BU_MS61005636	2.1	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Valid	30/04/2022	16/05/2022	
------------------	---------------	-----	------------------------------------------------------------------------	-------	------------	------------	-------------------------------------------------------------------------------------

Actions

 Validate & Submit

 Upload Data

 Due Date Extension

 View Upload History

Please select a form to view

MAS610 - Monthly

Status: Valid

MAS610

Clear

BU\_MS610\_RP Repeat Folder

Delete All

Clear All

### iii. Users will need to fill up the details. Once completed, click on 'Send Request' button.

## Request Due Date Extension

Please enter a new due date and the reasons you would like to extend the due date of this return.


Financial Institution name: [REDACTED]

Return name: MAS610 - Monthly

Reference: BU\_MS61005636

Return end date: 30/04/2022

Return due date: 16/05/2022

Request new due date (dd/mm/yyyy):   \*

Reasons for due date extension:  \*


If necessary, please attach an accompanying file:

**iv. Users will receive an email notification as well as notification on the DCG homepage upon approved/rejected by MAS.**




## 11. Documents

MAS will upload relevant documents here in future. This feature is currently not in use.

### i. Navigate to 'Documents'.



# DATA COLLECTION GATEWAY



Menu

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

## Welcome to Data Collection Gateway

Successfully logged in. You can now use Data Collection Gateway to complete and submit all required returns on-

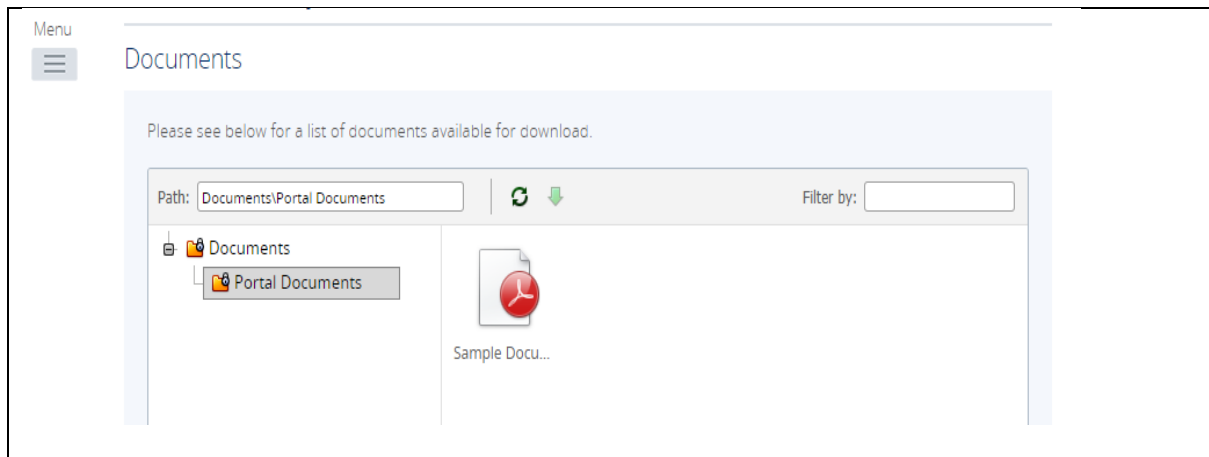
regularly check that your Financial Institution profile is up to date by clicking on "Financial Institution Profile" from any details on your profile are out of date, you should contact your regulator.

s that are ready for completion can be found by clicking on "Draft returns" from the menu.

returns have been completed, you must use the "Submission" functionality to finally submit them.

ollection Gateway, you are also able to:

### 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.

Return name	Reference	Revision	Categories	Status	Return end date	Due date	PDF
<a href="#">MAS610/1003 Pilot - Annual</a>	BU_MS61000077	<a href="#">0.1</a>	Annually, Banks incorporated in Singapore - Singapore Operations	No Data	31/03/2020	31/07/2020	
<a href="#">MAS610/1003 Pilot - Appendix B1 Annex 1</a>	Cash00076	<a href="#">0.1</a>	Monthly, Banks incorporated in Singapore - Singapore Operations	No Data	31/03/2020	31/07/2020	
<a href="#">MAS610/1003 Pilot - Monthly</a>	BU_MS61000073	<a href="#">0.1</a>	Monthly, Banks incorporated in Singapore - Singapore Operations	No Data	31/03/2020	31/07/2020	
<a href="#">MAS610/1003 Pilot - Quarterly</a>	BU_MS61000074	<a href="#">0.1</a>	Quarterly, Banks incorporated in Singapore - Singapore Operations	No Data	31/03/2020	31/07/2020	
<a href="#">MAS610/1003 Pilot - Semi Annual</a>	BU_MS61000075	<a href="#">0.1</a>	Semi-annual, Banks incorporated in Singapore - Singapore Operations	No Data	31/03/2020	31/07/2020	

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.