



Monetary Authority
of Singapore

Data Collection Gateway User Guide

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1. Introduction to Data Collection Gateway (DCG)

The DCG is a platform that hosts Financial Institutions' ("FIs") regulatory and supervisory data return and survey transactions.

About this document

This guide provides technical guidance on the usage of DCG. The main section of the guide is applicable to all returns and surveys on DCG. If a return or survey requires additional steps to submit through DCG, these can be found in the Appendices at the end of this guide. Any screenshots included are illustrative and should not be interpreted as regulatory guidance.

Browser Requirements

- DCG is best viewed on the latest stable versions of Chrome and Edge.
- DCG supports mobile access.

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

Should you encounter any issues, please contact MAS at <https://go.gov.sg/fi-helpdesk>

2. Steps for Data Submission via DCG

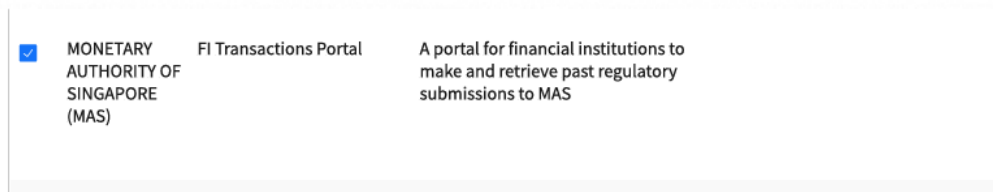
Please go through the steps below for accessing and making submission via DCG (<https://eservices.mas.gov.sg/dcg>).

1. Registering for Corppass:

- a. If you are a UEN registered entity, please refer to: [Apply Admin Account - Corppass](#).
- b. If you are a foreign entity and wish to register via Singpass, please refer to: <https://www.corppass.gov.sg/corppass/registration/nonuen/singpassauth>.
- c. If you are a foreign entity and wish to register via a foreign ID, please refer to: <https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass>.

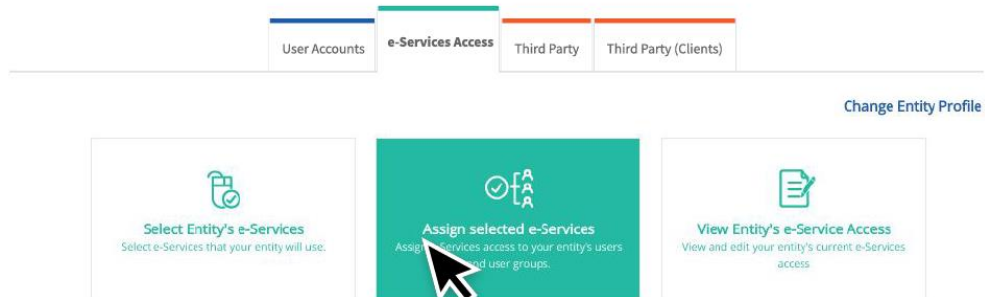
2. Assign e-Services to FI

- a. Your Financial Institution's CorpPass Admin will have to head to <https://www.corppass.gov.sg/> and login
- b. Select "FI Transactions Platform" e-Services.



3. Assign e-Services and user roles to staff

- a. Under the "e-Services Access" tab, click "Assign selected e-Services".



- b. Select name of staff that you wish to grant access to MAS e-Services.

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts. Filter 🔍 ↩

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	Marvin Lee	marvin_lee@bcd.com	Admin
<input checked="" type="checkbox"/>	TERRI MANDEL	t.mandel@bcd.com	User
<input checked="" type="checkbox"/>	LIM DAOMING	LIMDAOMING@bcd.com	Admin
<input type="checkbox"/>	TOH JOHN	john_toh@bcd.com	Enquiry User
<input type="checkbox"/>	PHANG GABRIEL	gab_phang@bcd.com	User
<input type="checkbox"/>	CHAN FREDERICK	chanf@bcd.com	User
<input type="checkbox"/>	CHAN LI SHUI	chanLS@bcd.com	User
<input type="checkbox"/>	LEE ZHI HONG	LZH_123@bcd.com	User

3 user(s) selected.

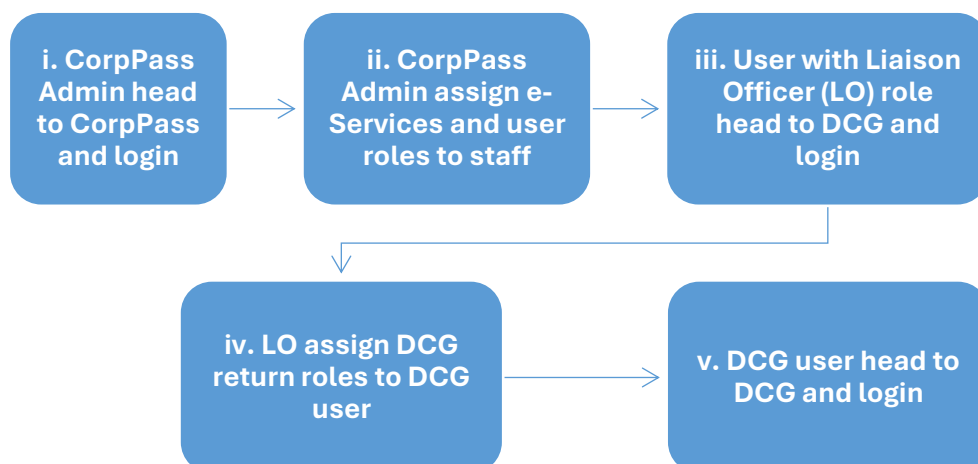
- c. Select "FI Transactions Platform" e-Services.

MONETARY AUTHORITY OF SINGAPORE (MAS) **FI Transactions Portal** A portal for financial institutions to make and retrieve past regulatory submissions to MAS

- d. Select staff's role "Liaison Officer" if the staff requires access to DCG and the ability to manage return access rights, or "Regular Data Returns" if the staff requires DCG access only.

a. Overview of setting up CorpPass to access DCG

A high-level overview of the whole set-up process is outlined in this flow chart:



3. Setting up DCG return roles for submission as a Liaison Officer (LO)

Your CorpPass account must be assigned the ‘Liaison Officer’ role by your CorpPass Admin.

The LO must assign the relevant Principal and/or Secondary User DCG return roles to DCG users to view and submit return and survey data on DCG. Due to governance requirements, an LO cannot self-assign DCG return roles; such return roles will have to be assigned to him / her by another LO.

The permission settings for the different types of DCG user roles are listed in the table below.

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. CorpPass Admin has assigned you as the ‘Liaison Officer’ on CorpPass.

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:	<input checked="" type="checkbox"/> MAS610/1003-Secondary User <input checked="" type="checkbox"/> MAS610/1003-Principal User <input type="checkbox"/> TBGS-Principal User <input type="checkbox"/> TBGS-Secondary User

Edit

v. Select the relevant roles using the checkboxes. Click the 'Save' button.

Edit Data Collection Gateway User

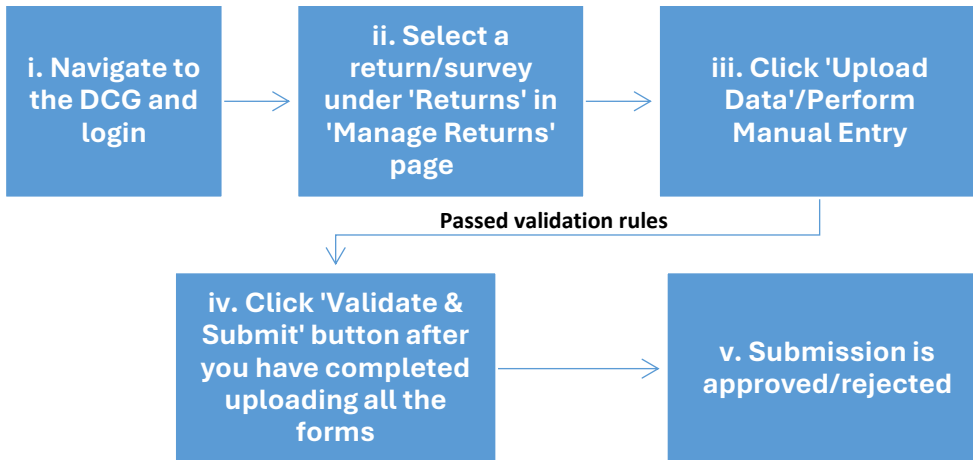
This functionality allows you to edit the user details of the selected Data Collection Gateway user.

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 Area code Number</small>	Locked Due to Permission Settings
Activation status:	<input checked="" type="radio"/> Active <input type="radio"/> Deactivated	
Permission:	<input checked="" type="checkbox"/> MAS610/1003-Secondary User <input checked="" type="checkbox"/> MAS610/1003-Principal User <input checked="" type="checkbox"/> TBGS-Principal User <input checked="" type="checkbox"/> TBGS-Secondary User	

Save Cancel

4. Overview of Submission Process

A high-level overview of the submission process via the DCG is outlined in this flow chart:



i. Navigate to DCG homepage at <https://eservices.mas.gov.sg/dcg> and login


The screenshot shows the DCG homepage with the MAS logo and the text "Monetary Authority of Singapore" and "DATA COLLECTION GATEWAY". The page includes a "Menu" icon, a "Welcome to Data Collection Gateway" message, and a list of instructions for users. The instructions include: "You have successfully logged in. You can now use Data Collection Gateway to complete and submit all required returns on-line.", "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 DCG, please click on the help icon ("??") at the top right-hand corner of this page.

- For IT-related issues, please visit <https://go.gov.sg/fi-helpdesk>.

ii. Select a return/survey on the 'Returns' page.


DATA COLLECTION GATEWAY

Menu

- Home
- Returns
- Documents
- Manage Users

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.

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
Test Return		0.1		No Data	01/01/1800	31/12/2500	 

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

Actions



 Upload Data



 Due Date Extension



 View Upload History


Please select a form to view

MAS610 - Monthly Status: No Data



MAS610





BU_M5610_RP Repeat Folder




Actions



 Upload Data



 Due Date Extension

Please select a form to view



Test Return Status: No Data


MAS610




BU_M5610_RP Repeat Folder

Edit

View



iv. After completing the upload of all the relevant forms, the ‘Validate & Submit’ icon will appear under the ‘Actions’ toolbar for the Principal User. 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 7](#) and [Section 8](#)).

The screenshot shows the 'Actions' toolbar with four icons: 'Validate & Submit' (highlighted with a blue box), 'Upload Data', 'Due Date Extension', and 'View Upload History'. Below the toolbar, there is a list of forms to view, including 'MAS610 - Monthly' (Status: Valid) and 'BU_MS610_RP Repeat Folder'. A 'Submit Return' dialog box is open, asking for confirmation to submit the 'MAS610 - Monthly' return. The dialog text reads: '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?' with 'Yes' and 'No' buttons.

5. Login

Users will proceed to DCG and login. To access the DCG, users will need i) their CorpPass credentials, ii) the MAS e-Services - FI Transactions Platform assigned by their CorpPass Admin, iii) the ‘Liaison Officer’ or ‘Regular Data Returns’ user roles assigned to their CorpPass account.

i. Login to DCG homepage via MAS-Tx at <https://mastx.mas.gov.sg> (continue from ii. onwards), or if your return/survey is not accessible via MAS-Tx, login to DCG homepage at <https://eservices.mas.gov.sg/dcg> instead (skip to v. onwards).

ii. Head to <https://mastx.mas.gov.sg> and login.

MAS-Tx
MAS - FI Transactions Platform

Log in

Regulatory

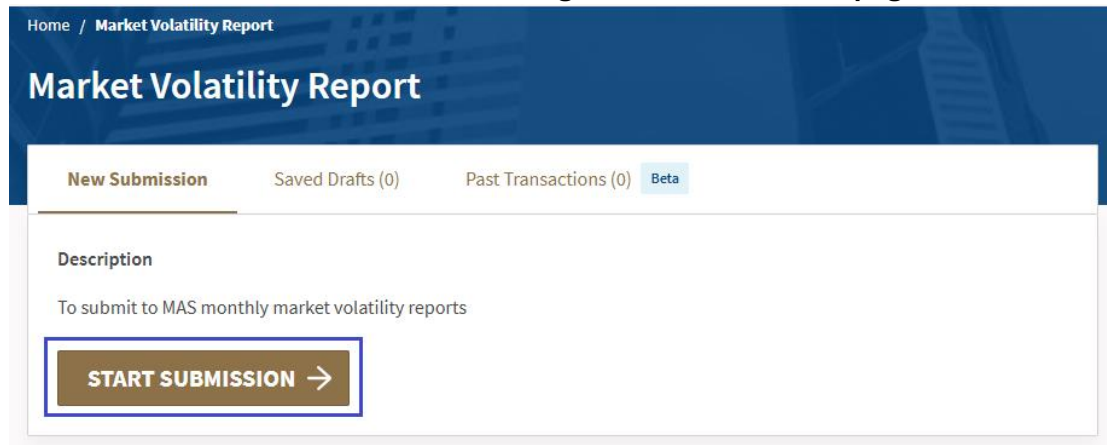
For licensed financial institutions to submit regulatory returns, seek approvals and file notifications, as well as to view upcoming tasks and access past submission records.

iii. Head to 'Regular Data Returns' and click on the relevant return or survey.



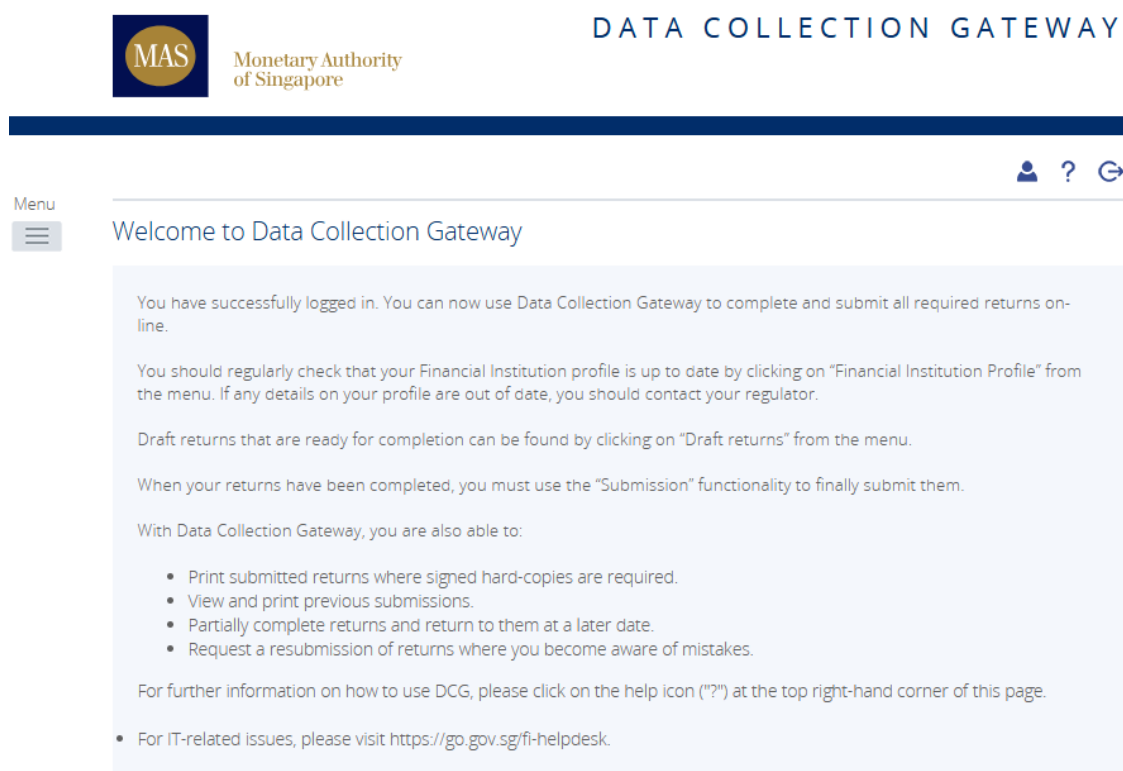
The screenshot shows the MAS-Tx website's 'Regular Data Returns' section. The MAS logo and 'Monetary Authority of Singapore' are on the left. The MAS-Tx logo and 'MAS - FI Transactions Platform' are on the right. A navigation bar contains 'Regular Data Returns' (highlighted with a blue box), 'Staff & Representatives', 'Shareholders & Management', 'Entity Activities & Particulars', and 'Incident & Breach Reporting'. Below the navigation bar, there are three categories: 'Weekly' (Weekly Report On SS Transactions, Weekly Top 10 Members' Open Position), 'Biweekly' (Biweekly Banking Conditions Updates), and 'Monthly'. The 'Monthly' category has a grid of links, with 'Market Volatility Report' highlighted by a blue box. Other links include 'Monthly Derivatives Statistics - Form 8', 'Monthly Payment Token Derivatives Report', 'Monthly Retail Crypto Contracts Report', 'Monthly Securities Statistics - Form 6', 'Monthly Statistics For BCS', 'Monthly Stress Testing Report', 'Monthly Trade Volume Report', 'Outstanding SS Credit Facility', and 'PSN04 Regulatory Returns - Monthly'.

iv. Click 'Start Submission' button to navigate to the DCG Homepage.



The screenshot shows the 'Market Volatility Report' submission page. The breadcrumb 'Home / Market Volatility Report' is at the top. The main heading is 'Market Volatility Report'. Below the heading, there are three buttons: 'New Submission' (highlighted with a blue box), 'Saved Drafts (0)', and 'Past Transactions (0) Beta'. A 'Description' section contains the text 'To submit to MAS monthly market volatility reports'. Below the description is a 'START SUBMISSION →' button highlighted with a blue box.

v. Users will be brought to the DCG Homepage.




The screenshot shows the 'Data Collection Gateway' homepage. The MAS logo and 'Monetary Authority of Singapore' are on the left. The title 'DATA COLLECTION GATEWAY' is on the right. A navigation bar contains a user icon, a help icon (?), and a refresh icon. Below the navigation bar, there is a 'Menu' section with a hamburger icon. The main content area has a heading 'Welcome to Data Collection Gateway' and a light blue box containing the following text: 'You have successfully logged in. You can now use Data Collection Gateway to complete and submit all required returns on-line. 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 DCG, please click on the help icon ("??") at the top right-hand corner of this page. • For IT-related issues, please visit https://go.gov.sg/fi-helpdesk.'

6. Notifications

The home screen lists all notifications that have been sent to the user's CorpPass email account. Notifications will be sent to users for the following reasons:

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

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 DCG, please click on the help icon ("?") at the top right-hand corner of this page.

- For IT-related issues, please visit <https://go.gov.sg/fi-helpdesk>.

Notifications

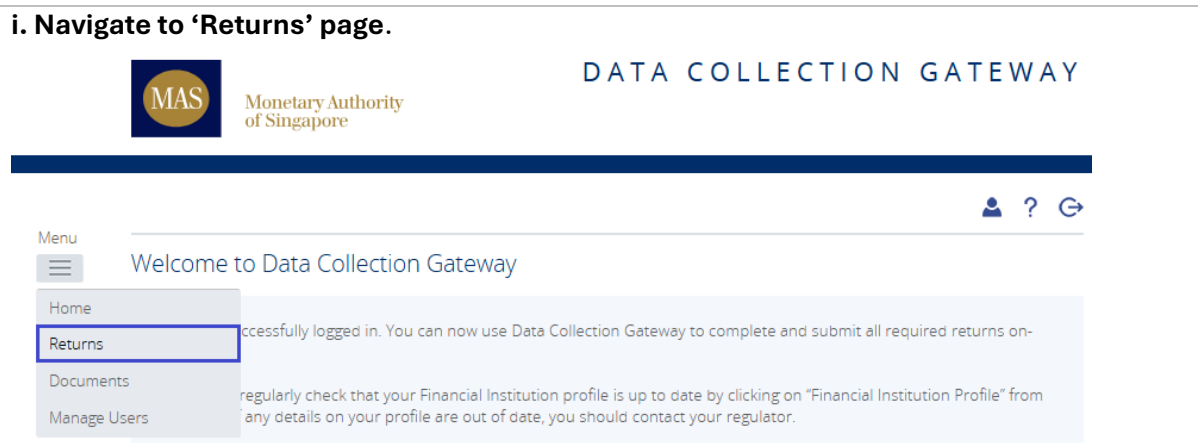
Dismiss	Received	Subject
<input type="checkbox"/>	12/03/2026 05:00:43	
<input type="checkbox"/>	09/03/2026 05:03:50	

7. File Upload/Manual Entry

Returns and surveys can be completed via file upload or manual entry.

a. File Upload

i. Navigate to 'Returns' page.



Menu

Welcome to Data Collection Gateway

Home

Returns

Documents

Manage Users

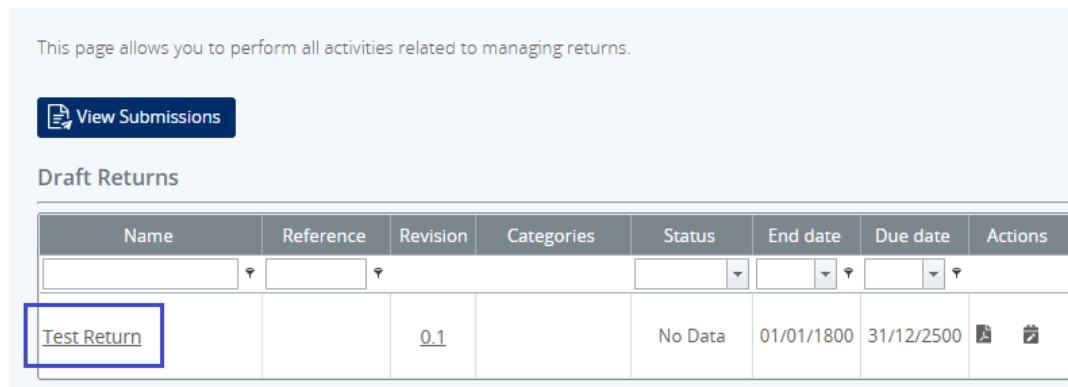
Successfully logged in. You can now use Data Collection Gateway to complete and submit all required returns on-

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.

View Submissions

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
Test Return		0.1		No Data	01/01/1800	31/12/2500	 

The 'Returns' page displays a list of all available returns and surveys for completion as well as corresponding information such as the status of each return and survey, reporting end date, submission due date, request return due date extension. The status of a return and survey will be one of the following:

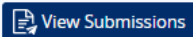
- No Data – Return/survey has not been populated with data.
- In Draft - Data has been entered/uploaded but is not yet validated.
- Valid (with error¹) - Data has failed validation rules and cannot be submitted.
- Valid (without error) - Data has passed the validation rules and is ready for submission.

¹ 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.

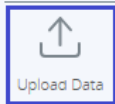
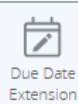
 View Submissions

Draft Returns

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Test Return</u>		0.1		No Data	01/01/1800	31/12/2500	 

iii. Click 'Upload Data'.

Actions

 Upload Data  Due Date Extension

Please select a form to view

Test Return Status: No Data

  Edit | View |  

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.

▼

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  Upload History  Refresh status


Please select a form to view

Test Return	Status: No Data
  	Processing
 	View  


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.



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](#).

 **Test File.bmp** 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 .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.

b. Manual Entry

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
MAS610 - Monthly	BU_MS61005636	0.1	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/survey will be one of the following:


- No Data – Return/survey 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 error²) – 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.

² Indicated by a 'Valid' status with an exclamation mark icon

Manage Returns

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

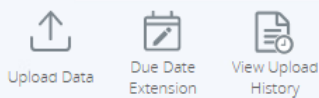
 View Submissions

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	<u>0.1</u>	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	No Data	30/04/2022	16/05/2022	 





iii. Click on the document icon.

Actions



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 A1³.


Form View

MAS610/1003 Repeat Options form A1

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.

³ This step may differ depending on the type of return.

Actions

 Upload Data
  Due Date Extension
  View Upload History

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 Clear | Delete
 incorporated in Singapore

  MAS610 Reporting Level Clear | Edit | View |  | 

  B1 Statements of Financial Position - Assets **Edit** | 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

8. 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.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

Name	Reference	Revision	Categories	Status	End date	Due date	Actions
MAS610 - Monthly	BU_MS61005636	0.1	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Valid	30/04/2022	16/05/2022	

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 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
MAS610 - Monthly	BU_MS61005636	0.1	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
 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

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iv. Users will have to correct the data and re-upload the file (See Section 7a) or manually correct the data on the web form (See Section 7b – skip step 3 and 4).

9. Submission

a. Submit Return/Survey

Users can submit returns/surveys 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 on "Draft Returns" from the Menu list to access the returns available for submission. At this time, only the returns for 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
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 '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

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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 style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"> * </div> <div style="text-align: right; margin-top: 5px;"> <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 CorpPass 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 9b). If the submission is rejected, it will remain in 'Draft Returns' for correction.

b. View Submission History

Users can view all returns/surveys 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/surveys will be displayed by year and users can use the filters to search for a specific return/survey.

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
MAS610 - Monthly	BU_MS61005636	<u>2.0</u>	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
MAS610 - Monthly	BU_MS61005636	<u>2.0</u>	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.

Actions

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 | [icon] | [icon]
 - B1 Statements of Financial Position - Assets View | [icon] | [icon]

10. Resubmission

Users can resubmit a previously submitted return/survey that requires correction. All requests for resubmission are subject to 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	<u>2.0</u>	20/04/2022	Monthly, Foreign banks - Foreign-owned banks incorporated in Singapore	Approved	30/04/2022	16/05/2022	[icon] [icon]

Actions

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 [Red X] [Green X]
B1 Statements of Financial Position - Assets		View [Red X] [Green X]

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.

Request Resubmission

Please enter the reasons you would like to resubmit this return.

Return name: *MAS610 - Monthly*

Revision of return: *1.0*

Reasons for resubmission: *

Please specify changes since previous revision: *

If necessary, please attach an accompanying file detailing the changes:

11. Request Return/Survey due date extension

i. Navigate to 'Returns' page.

DATA COLLECTION GATEWAY

Menu

- Home
- Returns**
- Documents
- Manage Users

Welcome to Data Collection Gateway

Successfully logged in.

Click on "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 click into the return and click on 'Due Date Extension' icon.

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

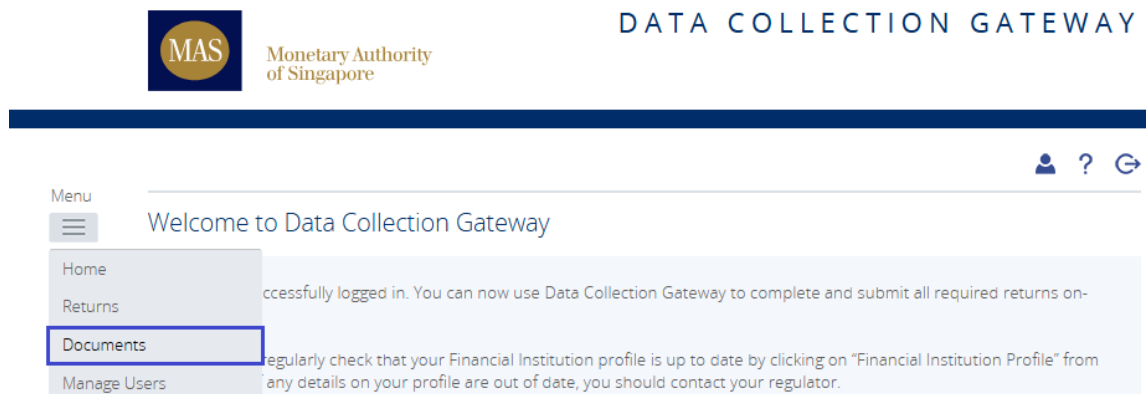
Financial Institution name:	<input type="text"/>
Return name:	MAS610 - Monthly
Reference:	BU_MS61005636
Return end date:	30/04/2022
Return due date:	16/05/2022
Request new due date (dd/mm/yyyy):	<input type="text"/>  *
Reasons for due date extension:	<input type="text" value="Please select"/> *
	<input type="text"/>
If necessary, please attach an accompanying file:	<input type="button" value="Choose File"/>

iv. Users will receive an email notification as well as notification on the DCG homepage upon approval/rejection by MAS.

12. Documents

MAS will upload relevant documents here in future.

i. Navigate to 'Documents'.



MAS Monetary Authority of Singapore

DATA COLLECTION GATEWAY

Menu

- Home
- Returns
- Documents**
- Manage Users

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.

ii. Select the document to download.

Documents

Please see below for a list of documents available for download.

Path: Documents\Portal Documents   Filter by:

- Documents
 - Portal Documents
 - 
dcg-user-gui...