MASNET Starter Guide

(A) Set up Administrator Accounts (Action by: CEO/ Temporary LO)	(B) Assign roles & Grant access, Set-up Details (Action by: Permanent LOs/ Users)	(C) Use MASNET Function (Action by: Permanent LOs or Users)

(A) Set up Administrator Accounts (i.e. Permanent Liaison Officer ("LO") Accounts) and User Accounts

1. **Submit softcopy of completed MASNET Agreement and a completed MASNET Initial Account Opening Form with your company and CEO's details to MAS**

2. Upon receipt of the MASNET Agreement and MASNET Initial Account Opening Form, MAS will create an administrator account for the CEO. An **email notification** will be sent to the CEO to request that he/she login into the MASNET Account Setup page. After which, the CEO is required to do the following:
   (a) Reset the password immediately
   (b) Create a minimum of 2 permanent LO accounts at **Account Management > Request LO Accounts**
   The permanent LO accounts will be approved within 3 business days.
   For details, refer to Chapter 4.1 of the MASNET user guide: https://masnet.mas.gov.sg/portal/

3. Once the LO accounts are set-up, subsequent creation of **User Accounts** can be done by the LOs. A LO will need to request for a User Account to be created and another LO will need to approve it.
   For details, refer to Chapter 6.4 of the MASNET user guide: https://masnet.mas.gov.sg/portal/

4. For login to MASNET, Users are required to set up CorpPass account and link it to their MASNET account.
   For details, refer to https://masnet.mas.gov.sg/portal/corppass/

(B) Assign Roles, Grant Access and Set-up Details

To grant access to e-services to LOs and User Accounts, LOs need to Assign Roles and Grant Access in the respective e-services, as follows:

1. **Assign the relevant MASNET Roles to respective LO or other User Account[1]**
   For e-Services and the corresponding MASNET Roles applicable to the Company, please refer to Annex 1-A and 1-B
   a) After login to MASNET (https://masnet.mas.gov.sg), LO should proceed to **My Account** (before licensure/registration/exemption) or **Admin > LO Access Control Administration** (after licensure/registration/exemption)
   b) Assign MASNET roles[2] applicable to the Company to LOs or other users account so that they may utilize the relevant e-services. (e.g. CoRe, CeL, MRS, E-Returns or MASNET Circulars)

2. **Grant Access** to respective LO or other User Account (After licensure/registration)
   a) LO should proceed to **Admin > LO Access Control Administration**
   b) **Grant "Forms Submission" and "Licence issuance" access rights:**
   - For CoRe: Forms Submission, View Licence: LO Access Administration > CoRe system > Administration > Liaison Officer Management > Users > Notification Type > Select the user role (Creator/Approver/None) for forms submission and select the view licence function
   - For CeL: LO Access Administration > Corporate e-Lodgment > Edit > Select the necessary form submission for the relevant user
   - For MRS: LO Access Administration > Misconduct Reporting System > Users > Misconduct Report Type > Select the user role (Creator/Approver/None) for the different function type
   - For E-Returns: LO Access Administration > MAS Returns > Access Control List Administration > Administer Return Name > Add User > Select the User and Business Unit for each Form
   - For detailed instructions, please download User Guide for the relevant e-services and refer to "Access Administration Control" section (https://masnet.mas.gov.sg/portal/)

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[1] For new applicants, Section (A) and step 1 of Section (B) should be completed prior to licensure/registration/exemption. Upon licensure/registration/exemption status, Section (B) should be completed immediately.

[2] Refer to Chapter 6.14 and Appendix 1 of MASNET user guide (https://masnet.mas.gov.sg/portal/)

(B) Assign Roles, Grant Access and Set-up Details (continued)

To receive bills, the Company's billing details need to be provided:

3. **Set-up of Billing Details**
   Company users or LO may set-up the Company's billing details by submitting this form:
   (https://form.gov.sg/#!/612608585dda700012a0067d)

(C) Using MASNET e-services (After licensure/registration/exemption)

Refer to Annex 1-A for the functions of each e-Service

1. **Retrieve Licence**
   Log in > CoRe System > Corporate Lodgement > Licence Issuance

2. **Submit Forms** (Make the relevant submission)
   Log in > CoRe System > Representative Notification
   Log in > CeL, Misconduct Reporting or MAS Returns

3. **Retrieve Circulars**
   Log in > Access the Circular e-service. Please ensure the relevant MASNET Role are assigned to the LOs or other users account. Please refer to Annex 1-B

4. **Retrieve MASNET Email**
   Log in > Services > Access the MASNET Mail

5. **Retrieve Fee Invoices**
   Invoices will be sent out to the company's billing email address(s)

Should you have any enquiries, please refer to **FAQs** (https://masnet.mas.gov.sg/portal/).

If your query is not addressed on the FAQ, please contact us at:
- Email Address: helpdesk@mas.gov.sg (MASNET and system related queries, billing related and other administrative queries)
- Telephone Number: +65 6225 5577

MASNET: Guide to e-Services

Function and Applicability of MASNET e-Services

Function of MASNET e-Services						
e-Services (including MASNET Role)	Corporate e-Lodgement Services System (CeL) MAF_CeL.Base	CoRe System (CoRe) MAF_CORE.Base	Misconduct Reporting System (MRS) MAF_RNF_MRS.Base	MAS Returns System (E-Returns) MAF_E-Returns.Base	MASNET Circulars MAF_Portal.CircularManagement MAF_Portal.CircularLO	MASNET Email / Mailbox MAF_Email.Base
Function of e-Service	Form submission: SF(LCB) Form[3] 11 (for licensees) SF(LCB) Forms[3] 22A, 23A, 24A, 25A, 25B (for exempt entities)	Forms submission: SF(LCB) and FAR Forms[3] 3A, 3B, 3C, 3D, 6/7, 16/18, 8/10 Licence retrieval	Forms submission: Misconduct Report[4]	Forms submission: SF(FMR), FAR, TCR, IA Forms[3]	View MAS circulars addressed to Management and Liaison Officers respectively	Mailbox (e.g. receive emails between MASNET Mail users)
Applicability of MASNET e-Services						
CMS licensed fund managers (FMCs)	Yes - Form 11	Yes	Yes	Yes	Yes	Yes
CMS licensees (other than FMCs)	N.A.	Yes	Yes	Yes	Yes	Yes
Licensed Financial advisers	N.A.	Yes	Yes	Yes	Yes	Yes
Insurance brokers or Insurance companies conducting FA activities	N.A.	Yes	Yes	Yes	Yes	Yes
Licensed Trust Companies	N.A.	Yes - "Licence retrieval" function	N.A.	Yes	Yes	Yes
Venture capital fund managers (VCFMs)	Yes - Forms 23A, 25A	Yes – "Licence retrieval" function	N.A.	N.A.	Yes	Yes

MASNET: Guide to e-Services (continued)

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[3] Refer to http://www.mas.gov.sg/Regulations-and-Financial-Stability/Regulations-Guidance-and-Licensing.aspx. Select "Regulations, Guidance and Licensing" > Select type of company > Select "Forms". For Capital Market Services (CMS) entities under SFA, also select "Securities and Futures (Financial and Margin Requirements)" and/or "Securities and Futures (Licensing and Conduct of Business)" before selecting "Forms".

[4] Refer to http://www.mas.gov.sg/Regulations-and-Financial-Stability/Regulations-Guidance-and-Licensing.aspx. Search for "Reporting of Misconduct".

Function and Applicability of MASNET e-Services

Function of MASNET e-Services						
e-Services (including MASNET Role)	Corporate e-Lodgement Services System (CeL) MAF_CeL.Base	CoRe System (CoRe) MAF_CORE.Base	Misconduct Reporting System (MRS) MAF_RNF_MRS.Base	MAS Returns System (E-Returns) MAF_E-Returns.Base	MASNET Circulars MAF_Portal.CircularManagement MAF_Portal.CircularLO	MASNET Email / Mailbox MAF_Email.Base
Function of e-Service	Form submission: SF(LCB) Form[5] 11 (for licensees) SF(LCB) Forms[3] 22A, 23A, 24A, 25A, 25B (for exempt entities)	Forms submission: SF(LCB) and FAR Forms[3] 3A, 3B, 3C, 3D, 6/7, 16/18, 8/10 Licence retrieval	Forms submission: Misconduct Report[6]	Forms submission: SF(FMR), FAR, TCR, IA Forms[3]	View MAS circulars addressed to Management and Liaison Officers respectively	Mailbox (e.g. receive emails between MASNET Mail users)
Applicability of MASNET e-Services						
Registered fund management companies (RFMCs)	Yes - Forms 22A, 23A, 24A, 25A, 25B	N.A.	N.A.	N.A.	Yes	Yes
Exempt Corporate Finance Advisers	N.A.	N.A.	N.A.	N.A.	Yes	Yes
Exempt Person Providing Financial Advisory Services	N.A.	N.A.	N.A.	N.A.	Yes	Yes
Exempt Futures Brokers	N.A.	N.A.	N.A.	N.A.	Yes	Yes
Exempt OTCD Brokers	N.A.	N.A.	N.A.	N.A.	Yes	Yes
Approved Trustees	N.A.	N.A.	N.A.	N.A.	Yes	Yes

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[5] Refer to http://www.mas.gov.sg/Regulations-and-Financial-Stability/Regulations-Guidance-and-Licensing.aspx. Select "Regulations, Guidance and Licensing" > Select type of company > Select "Forms". For Capital Market Services (CMS) entities under SFA, also select "Securities and Futures (Financial and Margin Requirements)" and/or "Securities and Futures (Licensing and Conduct of Business)" before selecting "Forms".
[6] Refer to http://www.mas.gov.sg/Regulations-and-Financial-Stability/Regulations-Guidance-and-Licensing.aspx. Search for "Reporting of Misconduct".

MASNET Roles

The following MASNET Roles are necessary for each company:

Types of companies	MASNET Role
CMS licensed fund managers (FMCs)	MAF_CeL.Base MAF_CORE.Base MAF_RNF_MRS.Base MAF_E-Returns.Base MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
CMS licensees (other than FMCs)	MAF_CORE.Base MAF_RNF_MRS.Base MAF_E-Returns.Base MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Financial advisory companies	
Insurance brokers or insurance companies conducting financial advisory activities	
Trust Companies	MAF_CORE.Base MAF_E-Returns.Base MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Venture capital fund managers (VCFMs)	MAF_CeL.Base MAF_CORE.Base MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Registered fund management companies (RFMCs)	MAF_CeL.Base MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base

Types of companies	MASNET Role
Exempt Corporate Finance Advisers	MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Exempt Person Providing Financial Advisory Services	MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Exempt Futures Brokers	MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Exempt OTCD Brokers	MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base
Approved Trustees	MAF_Portal.CircularManagement MAF_Portal.CircularLO MAF_Email.Base