

**MASNET INITIAL ACCOUNT OPENING**

Please provide the following details so that we can proceed to open the initial MASNET account for your CEO.

Please provide the following details to create the initial MASNET account for your CEO	
<b>Details of the company</b>	
Name of Company (Based on ACRA record)	
Company Registration Number / Unique Entity Number (UEN) (Based on ACRA record)	
<b>CEO Details</b>	
First Name:	
Last Name:	
Email Address:	
Mobile Number (Include Country Code):	

The CEO will receive an email when the first MASNET administrator account is created. Following which, the CEO should promptly to create at least two permanent Liaison Officer (“LO”) accounts **within 5 days**.

The permanent LOs from your Company will thereon have administrator rights to create additional user accounts, assign billing nominees as well as user roles in MASNET. The permanent LOs will also have the rights to grant access to the relevant e-services (including form submission rights) to the user accounts.

Timely set-up of MASNET account allow (a) timely submission of regulatory returns and (b) timely retrieval of fee advices. Failure to do so may result in late payment, or submission, which in turn will result in penalties/fines and regulatory sanctions.

<b>For official use</b>	
Institution Code	
GIRO Reference number for MASNET charges	