

**MASNET Application Guide for CMS Licensees/Fund Management
Companies/Licensed Financial Advisers/Insurance Brokers/Insurance
Companies/Licensed Trust Companies/Venture Capital Fund
Manager/Registered Fund Management Companies/Exempt Corporate
Finance Advisers/Exempt Person Providing Financial Advisory
Services/Exempt Futures Brokers/Exempt OTCD Brokers/Approved Trustees
(Billable MASNET Accounts)**

What is MASNET?

MASNET is a communications network operated by MAS for companies' electronic submission.

Why is MASNET important to the Company?

Companies will need MASNET access to submit financial regulatory forms; notify MAS of your representatives; file misconduct reports relating to your representatives; and retrieve invoices/fee advices, circulars and consultation papers. Failure to maintain MASNET accounts with appropriate access rights can result in late payments, late filings and other non-compliance with legislation administered by MAS.

How to set-up my MASNET account?

Submit softcopy of the completed MASNET Agreement and a completed MASNET Initial Account Opening Form.

Please provide details of your company and CEO in the MASNET Initial Account Opening Form. Upon receipt of the abovementioned documents, MAS will create an initial administrator account for the CEO.

Using this administrator account, the CEO has to create two permanent Liaison Officer ("LO") accounts. The permanent LOs from your Company will thereon have administrator rights to create additional user accounts, assign billing nominee as well as user roles in MASNET and grant access to the relevant e-services (including form submission rights) to the user accounts. Refer to the MASNET Starter Guide - Sections A and B for instructions, and Annex 1 for the relevant e-services applicable to your company.

How long will it take for MAS to create the initial administrator account?

The administrator account will be created within 3 business days from receipt of the signed and completed MASNET agreement; completed MASNET initial account opening form. If you did not receive an email informing you of the creation of the administrator account within the time period stated above, please email helpdesk@mas.gov.sg or call 6225 5577 for assistance.

Are there user guides for MASNET?

Yes, please refer to **MASNET Starter's Guide** on how to set up accounts, assign access rights, retrieve fee invoices and submit forms. For detailed explanation, you may refer to user guides available on our website (<https://masnet.mas.gov.sg>).

When will charges for MASNET commence?

Fees are chargeable in the month the accounts are created.¹

¹ For example, if an account is created on 25th August, the account will be charged for the whole month of August.