



Monetary Authority of Singapore

MAS OPERA

Business Trusts E-Services

Online User Guide for Public Users

Version 1.0

This user guide is to assist members of the public who wish to obtain documents lodged by business trusts registered by MAS.

1 Search Business Trust/ Request for Documents

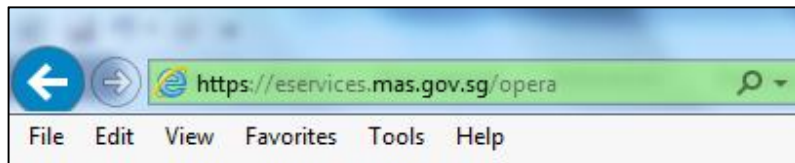


Figure 1.1 URL of OPERA

1. Access the OPERA site at <https://eservices.mas.gov.sg/opera>. See **Figure 1.1**

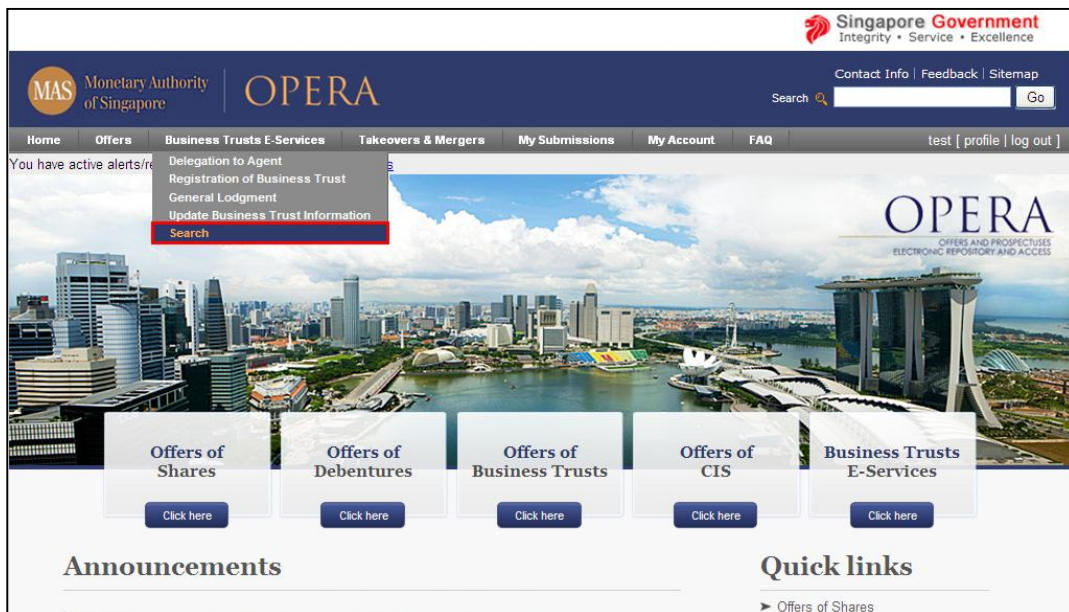


Figure 1.2 Homepage of MAS OPERA

2. In the Home page, click on **Search** under **Business Trusts E-Services** in main menu. See **Figure 1.2**

The screenshot shows the MAS OPERA website interface. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below it are links for 'Contact Info', 'Feedback', and 'Sitemap'. The MAS Monetary Authority of Singapore logo and the OPERA logo are on the left. A search bar with a 'Go' button is on the right. A navigation menu includes 'Home', 'Offers', 'Business Trusts E-Services', 'Takeovers & Mergers', 'My Submissions', 'My Account', and 'FAQ'. The main heading is 'SEARCH FOR BUSINESS TRUSTS'. The search criteria section, highlighted with a red box, contains: 'BT Registration Number' (text input), 'Name of Business Trust' (text input), 'Name of Trustee-Manager' (text input), 'Status' (dropdown menu set to 'All'), and 'Effective Date From' (01/01/2006) to 'To' (30/04/2012) with calendar icons. A 'Search' button is at the bottom left of the criteria section. Footer text includes 'Privacy Statement | Terms of Use | Rate this Site' and 'Copyright © 2012 Monetary Authority of Singapore'. A note at the bottom right says 'Best viewed using IE 8.0+ at 1024x768 resolution'.

Figure 1.3 Search for Business Trust

3. In the 'Search for Business Trusts' section, you can choose to enter one or more types of search criteria. See **Figure 1.3**

The screenshot shows the same MAS OPERA website interface as Figure 1.3, but with search results displayed. The search criteria section is still visible. Below it is a table with the following data:

Name of Business Trust	BT Registration No.	Date of Registration	Name of TM	Status
Davison Capital	2012056	10/04/2012	CityNet Infrastructure Management Pte. Ltd.	Registered
NetLink Trust	2012057	13/04/2012	CityNet Infrastructure Management Pte. Ltd.	Registered
NetLink Trust ??	2012059	27/04/2012	CityNet Infrastructure Management Pte. Ltd. ??	Registered
Pacific Shipping 418-001 adsfdf Pacific Shipping 418 Pacific Shipping 418	2012058	18/04/2012	PST Management Pte. Ltd.	Registered
St Louis	2012055	05/04/2012	St Louis Management Private Limited	Registered
Victoria Port	2012053	10/04/2012	Victoria Port Management Private Limited	Registered
West Virginia	2012054	05/04/2012	West Virginia Management Private Limited	Registered

Figure 1.4 Results of Search for Business Trusts

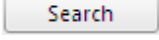
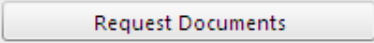
4. Enter search criteria and click on  to begin searching. The general details of the relevant business trusts will be displayed. See **Figure 1.4**
5. Click on the Name of Business Trust to see Business Trust Details page.



Figure 1.5 Request for document

- Click on the  button to see the list of documents that are available for request. See **Figure 1.5**

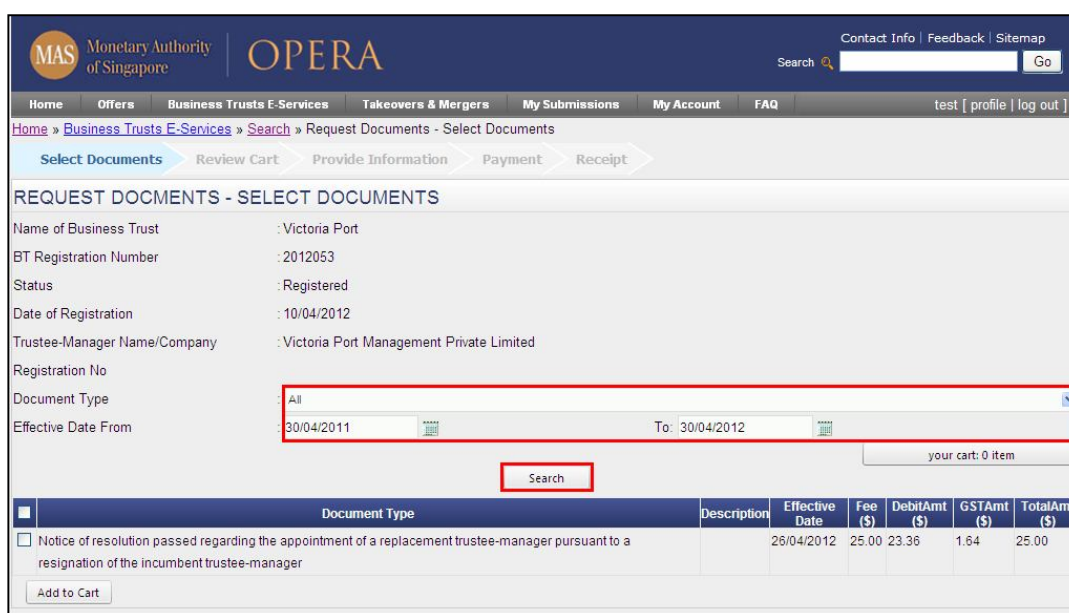
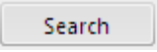


Figure 1.6 Search for documents

- Select the 'Document Type' and the 'Effective Dates' to sort through the documents. See **Figure 1.6**
- Click on  to begin searching. The relevant documents will be shown. See **Figure 1.6**
- Check to select the document(s) that you wish to obtain.

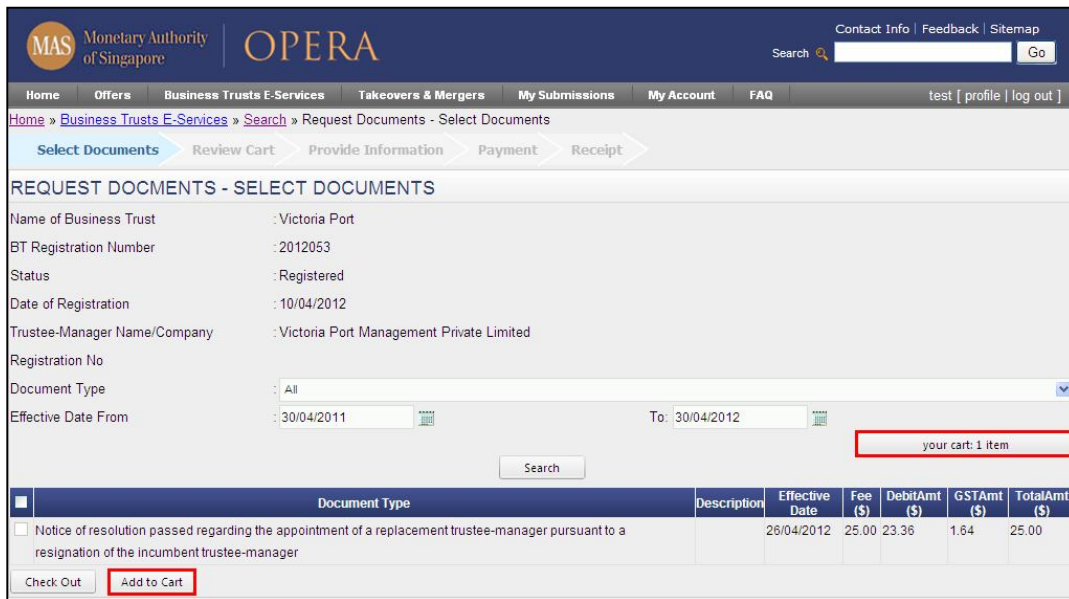
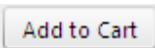
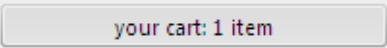


Figure 1.7 Add document(s) to cart

10. Click on  button to add the selected documents to your cart.
11. The selected document(s) will be added to your cart.
12. To view the items in your cart, click on  button. See **Figure 1.7**

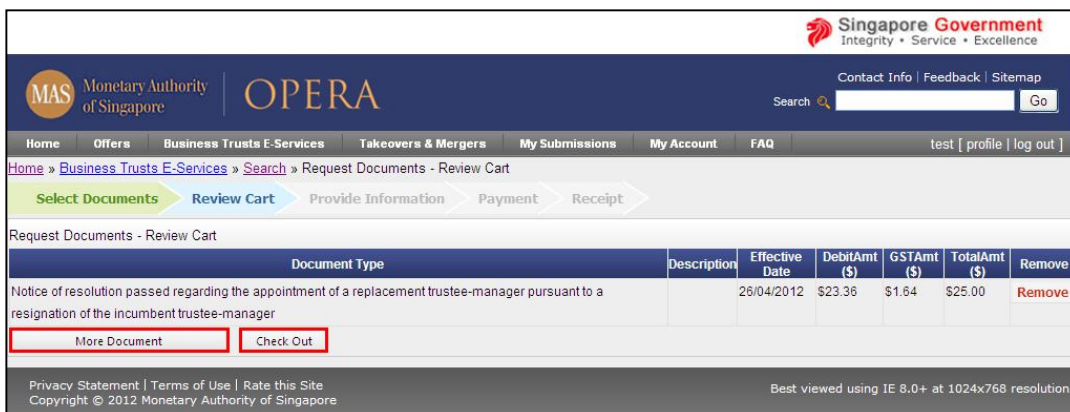


Figure 1.8 View cart items

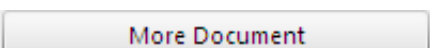
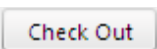
13. To add more items to your cart, click on  button. See **Figure 1.8**
14. To check out the items in your cart, click on  button. See **Figure 1.8**

Figure 1.9 Contact details of person requesting the documents

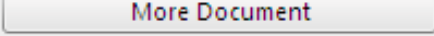
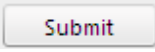
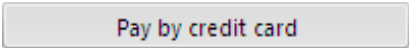
15. To add more items to your cart, click on  button. See **Figure 1.9**
16. Enter your contact details . Ensure that you have completed all the mandatory fields indicated by red asterisks (*).
17. Click on  button. See **Figure 1.9**

Figure 1.10 Make payment

18. To make payment for the requested document(s), click button. See **Figure 1.10**



19. Refer to section 2 – Online Payment on how to perform online payments.

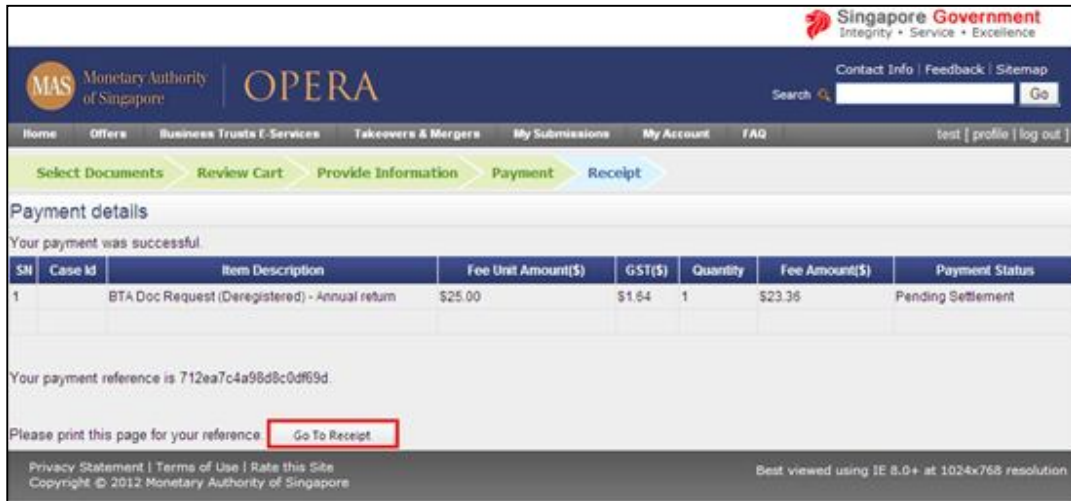


Figure 1.11 Successful payment

20. After successful payment, a payment reference number will be provided. See **Figure 1.11**

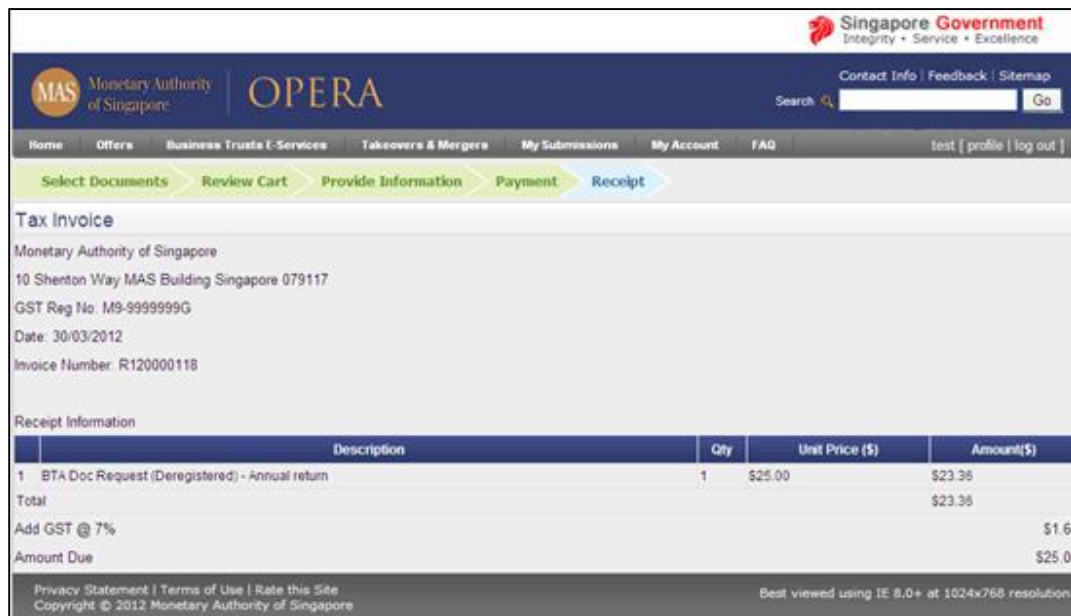
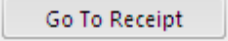


Figure 2.17-12 Receipt of successful payment

21. Click on  to see the receipt for your payment. See **Figure 1.12**. **Please print or save a copy of the receipt for your records.**
22. For certified true copies of an extract of a register of a business trust, MAS will contact the requester by telephone once the document is ready for collection. The requester can choose to collect the document in person or for it to be delivered by post. If you are collecting the document in person, you will be required to show MAS a receipt for the payment. Refer to step 21 above on how to print the receipt.
23. For all other documents, the document will be emailed to the requester.