

Monetary Authority of Singapore

# **MAS OPERA**

**Business Trusts E-Services** 

Online User Guide

Version 1.9

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#### 1. OVERVIEW

#### 1.1 About This Guide

The MAS Offers and Prospectuses Electronic Repository and Access (OPERA) system is a web-based system consisting of various modules to host information and documents and manage submissions and applications to be made to the Corporate Finance & Investment Products Division of the Corporate Finance & Consumer Department.

This document provides you a step-by-step guide on how to use the Business Trusts E-Services module of OPERA.

## 2. FUNCTIONS

#### 2.1 Log in

This section will show how an authorized user can log in to OPERA. Only logged-in users will be allowed to submit Forms 1, 2 and 3 under the Business Trusts E-Services.



1. Access the OPERA site at https://eservices.mas.gov.sg/opera. See Figure 2.1-1



Figure 2.1-2 OPERA Log in page

2. Click

Log in with singpass

to login. See Figure 2.1-2

SS MAS OPERA – Business Trusts E-Services User Guide Version 1.9

singpass	T   T   T @ Q
Advisory Note 🗸	
	Singpass app Password login
	Log in
	Singpass ID
	Password
Welcome to Singpass Your trusted digital identity	Log in
	Forgot Singpass ID Reset password
	Register For Singpass

Figure 2.1-4 Singpass Log-in page

- 5. The user will be redirected to the Singpass log-in page. See **Figure 2.1-4**
- 6. Enter your NRIC and password. Click Login. See **Figure 2.1-4**

Note: Please visit the Singpass website at <u>https://www.singpass.gov.sg</u> for queries related to Singpass.



Figure 2.1-6 OPERA homepage after successful log-in

3. The user will be directed to the OPERA homepage after logging in successfully. **See Figure 2.1-6** 

# 2.2 BTA Delegation To UEN

This section will show you how to add and remove delegation of access to another UEN.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



Figure 2.2-1 Homepage of MAS OPERA

1. After successful log-in, click on **BTA Delegation To UEN** under **MY OPERA** in main menu. See **Figure 2.2-1** 

Home » My OPERA » BTA Delegation To UEN		And April 1994	200,000
Delegation Of Access To Bus	siness Trusts E-services To Agent		
BT Registration Number: 20160308_CR21BTAFORM2_00	1-2016004		
UEN of Delegate	Company Name	Action	
200010143N	Blackrock	Delete	

Figure 2.2-2 Delegation to Agent

- 2. Select the Business Trust from the dropdown list 'BT Registration Number'. Page will list all current delegations of the selected BT. See **Figure 2.2-2**
- 3. Click on Add . See Figure 2.2-2

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICE	S TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ		Thomas Tan [ log o
Home » My OPERA » BTA Delegation To UEN						
Delegation Of Access To Business	Trusts E-service	s To Age	ent			
BT Registration Number: 20160308 CR21BTAFORM2 001-2016004	1					
	]					
UEN of Delegate	]	Company Name	e			Action
	Blackrock	Company Name	B		Delete	Action

Figure 2.2-3 Add Delegation

- 4. Enter the UEN of Delegate of the agent you are delegating access to.
- 5. Click on Insert . See Figure 2.2-3

IOME ABOUT OPERA OFFERS BUSINESS TRUST	E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ Thomas Tan [ it
Home » My OPERA » BTA Delegation To UEN	
Record(s) added.	
Delegation Of Access To Bus	ness Trusts E-services To Agent
-	ness Trusts E-services To Agent
Delegation Of Access To Bus BT Registration Number: 20160308_CR21BTAFORM2_001	
-	
BT Registration Number: 20160308_CR21BTAFORM2_001	016004
BT Registration Number: 20160308_CR21BTAFORM2_001 UEN of Delegate	Company Name Action

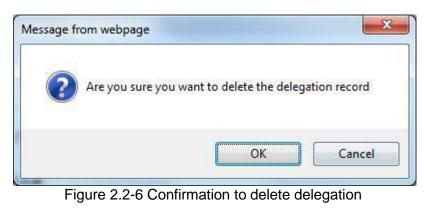
Figure 2.2-4 Delegation added successfully

6. A message stating "Record(s) added" will be displayed when the delegation is added successfully. See **Figure 2.2-4** 

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICE	ES TAKE-OVERS & MERGERS MY OPERA FOR	IS FAQ		Thomas Tan [log out ]
Home » My OPERA » BTA Delegation To UEN				
<b>Delegation Of Access To Business</b>	<b>Trusts E-services To Agent</b>			
BT Registration Number 20160308_CR21BTAFORM2_001-2016004	3			
UEN of Delegate	Company Name			Action
200010143N	Blackrock		Delete	
199205211E	Franklin		Delete	
			Add	

Figure 2.2-5 Delete Delegation to Agent

- 7. To delete a delegation, select the BT Registration Number to show all current delegations. See **Figure 2.2-5**
- 8. Click on Delete . See Figure 2.2-5



9. To confirm the deletion, click on See **Figure 2.2-6** 

IOME ABOUT OPERA OFFERS BUSINESS TRUS	TSE-SERVICES TAKE-OVERS&MERGERS MY OPERA F	FORMS FAQ	Thomas Tan [ log ou
Home » My OPERA » BTA Delegation To UEN			
Record(s) deleted.			
Delegation Of Access To Bu	siness Trusts E-services To Age	nt	
Delegation Of Access To Bu BT Registration Number: 20160308_CR21BTAFORM2_0 UEN of Delegate		ent	Action
BT Registration Number: 20160308_CR21BTAFORM2_0	01-2016004	Delete	

Figure 2.2-7 Delegation deleted successfully

10. A message stating "Record(s) deleted" will be displayed when the delegation is deleted successfully. See **Figure 2.2-7** 

#### 2.3 Delegate for Business Trust

This section will show you how to assign the delegations of a BT lodgment to approvers and requesters within the delegated UEN.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

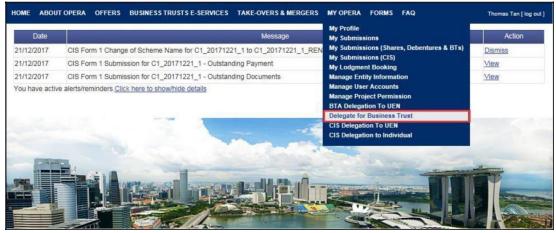


Figure 2.3-1 Homepage of MAS OPERA

1. After successful log-in, click on Delegate for Business Trust under MY OPERA in main menu. See Figure 2.3-1

A » Delegate for Busi for BTA L 013016-Business Tri			Name				
	ust 20130930 AA 💙 Dexter		Name				
013016-Business Tr	Dexter		Name				
			Name				
	Gomez James						
	Jamie						
	Joanne						
	Johnny Tan						
	Porter Lim						
	Priscelia Goh						
	Terence Goh						
	Thomas Tan						
		Johnny Tan Porter Lim Priscelia Goh Terence Goh					

Figure 2.3-2 Delegate for BTA Lodgment

- 2. Select the Business Trust from the dropdown list 'Business Trust'. See Figure 2.3-2
- 3. Select the users to be given access to the BT. See Figure 2.3-2
- 4. Click on Save See Figure 2.3-2

HOME ABOUT OPERA	OFFERS	BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ	Thomas Tan [ log out ]
Home » My OPERA » Del	egate for Busi	ness Trust					
Record(s) updated.							
Delegate for	BTA L	odament					
Business Trust: 2013016 Delegate to		_					
				Name			
<b>V</b>		Dexter					
		Gomez James					
		Jamie					
		Joanne					
		Johnny Tan					
		Porter Lim					
		Priscelia Goh					
		Terence Goh					
$\checkmark$		Thomas Tan					
Save							

Figure 2.3-3 Delegation updated successfully

- 5. A message stating "Record(s) added" will be displayed when the delegation is updated successfully. See **Figure 2.3-3**
- 6. To remove a delegation, unselect the user and click Save Save See Figure 2.3-3

#### 2.4 Manage User Account

There are two types of user accounts, namely Approver and Requester accounts. This section will show you how to add, edit and remove user accounts for Requesters. To have an "Approver" user account created, please contact MAS.

Only authorized users who are assigned the "Approver" role are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



Figure 2.4-1 Homepage of MAS OPERA

1. After logging in successfully, click on Manage User Accounts under MY OPERA in main menu. See Figure 2.4-1

MAS Monetary Autho of Singapore	rity	OPERA OFFERS AND PROSPECTUSE ELECTRONIC REPOSITORY AND ACCES			Contac	t Info │ Feedback │ SiteW
OME ABOUT OPERA OFFERS		IS E-SERVICES TAKE-OVERS	& MERGERS MY OPERA	FORMS FAQ		Freddie   log out
Maintain User Acc						
Full name	Login ID	Email	Contact number	Role	Status	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active	
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit
Fred2	****7600E	test@test.com	213	Approver	Active	
Fred's evil twin 25 Sep 2013	****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safasf@asfdsaf.com	4548878	Requester	Active	Edit
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit
SAFSF	****5892G	sadfsfs@afsf.com	45487878	Requester	Active	Edit
ZONGHE	****0077F	zonghe@ncs.com.sg	1234567	Requester	Active	Edit
Calvin Test	****1752B	abc@gmail.com	11111111	Approver	Active	
						Add
Total records(s): 13	alii	Page Size 🛛 10 💙 🔞 🕯	🖲 🚯 🛛 Page 1		of 2	go

2. To add a user, click on

. See Figure 2.4-2

Add

MAS Monetary Au of Singapore	thority	OPERA OFFRE AND PROPERTY ELECTRONIC REPOSITORY AND ACCE	23		Conta	ct Info   Feedback   SiteM
OME ABOUT OPERA OFF Home > My OPERA > Manage U Maintain User A		TS E-SERVICES TAKE-OVER	IS& MERGERS MY OPE		FAQ Getting Started Using OPERA User Guide	Freddie   log out
Full name	Login ID	Email	Contact number	Role	Status	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active	
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit
Fred2	****7600E	test@test.com	213	Approver	Active	
Fred's evil twin 25 Sep 2013	****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safasf@asfdsaf.com	4548878	Requester	Active	Edit
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit
SAFSF	****5892G	sadfsfs@afsf.com	45487878	Requester	Active	Edit
ZONGHE	****0077F	zonghe@ncs.com.sg	1234567	Requester	Active	Edit
Calvin Test	****1752B	abc@gmail.com	11111111	Approver	Active	
Galvin rest						

Figure 2.4-3 Add User Account

- 3. Enter the full name, NRIC or SingPass ID, email and contact number of the user being added.
- 4. Set the status of the user account to "Active". Click on Insert . See Figure 2.4-3

Note: Additional user accounts created will be Requester accounts.

Monetary Autho of Singapore	ority	OPERA OFFERS AND PROSPECTIVES ELECTRONCE REPOSITORY AND ACCESS			Contac		• Service • Excel
OME ABOUT OPERA OFFERS	BUSINESS TRUS	TS E-SERVICES TAKE-OVERS	& MERGERS MY OPERA	ORMS FAQ			Freddie [ log out
Home » My OPERA » Manage User A	Accounts						
Record(s) added.							
Maintain User Acc	count						
Full name	Login ID	Email	Contact number	Role	Status	,	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active	6	
Approver8	****7026B	approver8@mas.gov.sg	12345678	Approver	Active		
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit	1
John	****0127H	john@gmail.com	6588763574	Requester	Active	Edit	Delete
	****3553B	greg@gmail.com	141234234	Requester	Active	Edit	
Greg			242	Approver	Active		
Greg Fred2	****7600E	test@test.com	213	Approver	Active		
Fred2	****7600E ****34871	test@test.com fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit	
atie-To	1.000.000	Comparison when a conference of		1.160 Contraction		Edit Edit	]
Fred2 Fred's evil twin 25 Sep 2013 ASFSF	****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active		Delete
Fred2 Fred's evil twin 25 Sep 2013	****3487I ****1560J	fsduser02@mas.gov.sg safast@asfdsaf.com	123456789456789 4548878	Requester Requester	Active Active	Edit	Delete

Figure 2.4-4 User account added successfully

5. The message "Record(s) added" will be displayed once the user account has been added successfully. See **Figure 2.4-4** 

MAS) Monetary Autho	rity	OPERA	2 <sup>-1</sup>		Contac	t Info   Fe	edback   SiteN
of Singapore		OFFERS AND PROSPECTUSES ELECTRONIC REPOSITORY AND ACCESS					
OME ABOUT OPERA OFFERS	BUSINESS TRUS	STS E-SERVICES TAKE-OVERS	& MERGERS MY OPERA F	FORMS FAQ			Freddie [log out
Home » My OPERA » Manage User A							
Maintain User Acc	ount						
Full name	Login ID	Email	Contact number	Role	Status	4	ction
reddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active		
Approver8	****7026B	approver8@mas.gov.sg	12345678	Approver	Active		
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit	
lohn	****0127H	john@gmail.com	6588763574	Requester	Active	Edit	Delete
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit	
Fred2	****7600E	test@test.com	213	Approver	Active		
Fred's evil twin 25 Sep 2013	****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit	
SFSF	****1560J	safasf@asfdsaf.com	4548878	Requester	Active	Edit	
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit	Delete
	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit	
EST3							

Figure 2.4-5 Edit User Account

Edit

6. To edit a user account, click on

. See Figure 2.4-5

ority	OPEF	U.L		Conta	ict Info   Fe	edback   Site
	ELECTRONIC REPOSITORY A	ND ACCESS	PERA FORMS	FAQ		Freddie [ log o
r Accounts						Theodie [ log of
count						
Login ID	Email	Contact number	Role	Status	4	Action
****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active		
****7026B	approver8@mas.gov.sg	12345678	Approver	Active		
****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit	
****0127H	john@gmail.com	97457354	Requester 🗸	Active 🗸	Save	Cancel
****3553B	greg@gmail.com	141234234	Requester	Active	Edit	
****7600E	test@test.com	213	Approver	Active		
****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit	
****1560J	safasf@asfdsaf.com	4548878	Requester	Active	Edit	
****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit	Delete
****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit	
					Add	
	Login ID           ****0128E           ****0128E           ****0128E           ****0128E           ****0127H           ****0127H           ****0127H           ****0127H           ****0127H           ****3538           ****100E           ****3600E           ****34871           ****1560J           ****1560J	CONTROL CARDON CONTROL CARDON	CONTROL CONTROL OF CONTROL O	COPERS AND PRODUCTIONS     CONTROL REPORTED AND ACCESS      BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS      Accounts      Counts      Login ID Email Contact number Role     ****0128E fsduser01@mas.gov.sg 6598765342 Approver      ****7026B approver8@mas.gov.sg 12345678 Approver      ****7026B approver8@mas.gov.sg 12345678 Requester      ****35538 greg@gmail.com 91234568 Requester      ****35538 greg@gmail.com 141234234 Requester      ****3600E test@test.com 213 Approver      ****34871 fsduser02@mas.gov.sg 123456789 Requester      ****34871 fsduser02@mas.gov.sg 123456789 Requester      ****3688 Requester& 213 Approver      ****34878 Requester      ****34878 Requester      ****34878 Requester      ****3488 Requester	Active view of the status of t	ACCOUNTS COUNTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ ACCOUNTS COUNTS

Figure 2.4-6 Edit User Account

- 7. Edit the full name, email, contact number and/or status of the user. See Figure 2.2-6
- 8. Click on Save . See Figure 2.4-6

MAS Monetary Author of Singapore		OPERA DIFES AND PROJECTIONS ELECTRONC REPOSITOR AND ACCESS STS E-SERVICES TAKE-OVERS	8 MERGERS MY OPERA	FORMS FAQ	Contac	t Info   Fe	edback   SiteM Freddie [log out]
Home » My OPERA » Manage User / Record(s) updated.	Accounts						
Maintain User Acc	count						
Full name	Login ID	Email	Contact number	Role	Status		Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active		Ĩ
Approver8	****7026B	approver8@mas.gov.sg	12345678	Approver	Active		
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit	
John	****0127H	john@gmail.com	97457354	Requester	Active	Edit	Delete
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit	
	****7600E	test@test.com	213	Approver	Active		
Fred2	****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit	]
		safasf@asfdsaf.com	4548878	Requester	Active	Edit	
Fred's evil twin 25 Sep 2013	****1560J			Requester	Active	Edit	Delete
Fred's evil twin 25 Sep 2013 ASFSF	****1560J ****8126B	Requester8@mas.gov.sg	12345678				
Fred2 Fred's evil twin 25 Sep 2013 ASFSF Requester8 TEST3		Requester8@mas.gov.sg asfsf@asfsf.com	12345678 12134545	Requester	Active	Edit	1

Figure 2.4-7 User account edited successfully

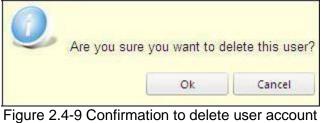
9. The message "Record(s) updated" will be displayed once the user account has been edited successfully. See **Figure 2.4-7** 

MAS Monetary Autho of Singapore	ority	OPERA OFFERS AND PROSPECTUSES ELECTRONIC REPOSITORY AND ACCESS			Contac	tinfo   Fe	edback   SiteM
OME ABOUT OPERA OFFERS	BUSINESS TRUS	STS E-SERVICES TAKE-OVERS	n Maria da Maria da Mar	FORMS FAQ			Freddie [log out ]
Home » My OPERA » Manage User /	Accounts						1819 - 1
Maintain User Acc	ount						
Full name	Login ID	Email	Contact number	Role	Status	ļ	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active		
Approver8	****7026B	approver8@mas.gov.sg	12345678	Approver	Active		
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit	
John	****0127H	john@gmail.com	97457354	Requester	Active	Edit	Delete
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit	
Fred2	****7600E	test@test.com	213	Approver	Active		
Fred's evil twin 25 Sep 2013	****34871	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit	
ASFSF	****1560J	safasf@asfdsaf.com	4548878	Requester	Active	Edit	
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit	Delete
	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit	
TEST3					19		

Figure 2.4-8 Delete User Account

10. To delete a user account, click on

Delete See Figure 2.4-8



OK 11. To confirm the deletion, click on . See Figure 2.4-9

MAS Monetary Autho of Singapore	ority	OPERA ELECTRONIC REPOSITORY AND ACCESS			Contact	tinfo   Fe	edback   SiteMa
OME ABOUT OPERA OFFERS		TS E-SERVICES TAKE-OVERS	& MERGERS MY OPERA	FORMS FAQ			Freddie [log out]
Home » My OPERA » Manage User A	Accounts						
Record(s) deleted.							
Maintain User Acc	count						
Full name	Login ID	Email	Contact number	Role	Status	/	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active		-
Approver8	****7026B	approver8@mas.gov.sg	12345678	Approver	Active		
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit	
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit	
	****7600E	test@test.com	213	Approver	Active		
Fred2		fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit	
	****34871			-	Active	Edit	
Fred's evil twin 25 Sep 2013	****3487I ****1560J	safasf@asfdsaf.com	4548878	Requester	Active		
Fred's evil twin 25 Sep 2013 ASFSF		safasf@asfdsaf.com Requester8@mas.gov.sg	4548878 12345678	Requester Requester	Active	Edit	Delete
Fred's evil twin 25 Sep 2013 ASFSF Requester8	****1560J	0	12202.00.00	over die eineren.			Delete
Fred2 Fred's evil twin 25 Sep 2013 ASFSF Requester8 FEST3 SAFSF	****1560J ****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit	Delete

Figure 2.4-10 User account deleted successfully

12. A message stating "Record(s) deleted" will be displayed once the user account is deleted successfully. See Figure 2.4-10

#### 2.5 Create Project for General Lodgment

This section will show you how to create a project to lodge a document on behalf of a Business Trust.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

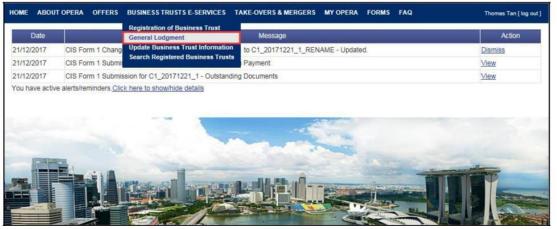


Figure 2.5-1 Homepage of MAS OPERA

1. After successful log-in, click on General Lodgment under BUSINESS TRUSTS E-SERVICES in main menu. See Figure 2.5-1

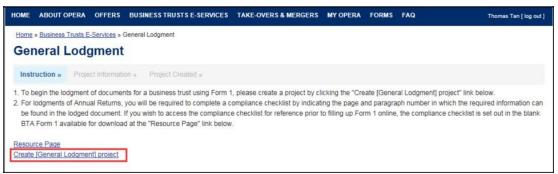


Figure 2.5-2 Instructions to create General Lodgment project

2. Click 'Create [General Lodgment] Project'. See Figure 2.5-2

HOME ABOUT OPE	RA OFFERS	BUSINESS TRU	STS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS FAQ	Thomas Tan [ log out ]
Home » My OPERA » General Lo			and a second second second	- 196 ( ) - 196			
Instruction » F	Project Information	on » Project	Created »				
Please select the r     Please specify the     Business Trust Regis     Project Permissions	users who will be		ccess the project				
		Search	Clear search				
Available users				Authorised User			
Priscelia Goh Terence Goh Gomez James Johnny Tan Dexter Joanne Jamie Porter Lim							
Create Project	]						

Figure 2.5-3 Select Business Trust

- 3. Select the Business Trust from the dropdown list 'Business Trust Registration Number'. See **Figure 2.5-3**
- 4. To search for available users who may be granted access to the project, enter the user name in the 'Search Users' textbox. Click on Search button.

IOME ABOUT OPERA OFFERS BUS	SINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ	Thomas Tan [ log out ]
Home » My OPERA » My Submissions » Cre	ate BTA General Lodgment Project	t				
General Lodgment Pr	oject Informatio	n				
Instruction » Project Information »	Project Created »					
1. Please select the relevant business trus						
<ol><li>Please specify the users who will be au Business Trust Registration Number:</li></ol>	2014011 Northpoint 6	~				
Project Permissions	Search Clear search					
Available users		Authorised User				
Priscelia Goh Terence Goh Gomez James Johnny Tan Dexter Joanne Jamie Porter Lim	>> <	Thomas Tan				
Create Project						

Figure 2.5-4 Add/ Remove authorized users

- 5. To grant an authorized user access to the project, select the user name in the User list and click on button. The name(s) of the user(s) will be displayed in the 'Authorized User' list. See **Figure 2.5-4**
- 6. To deny authorized user(s) access to the project, select the user name in the Authorized User

list. Click on button. The name of the user(s) will be removed from the 'Authorized User' list.

Note: You can still add/remove authorized user(s) in My Submissions after the project is created.

7. Click on Create Project button.



Figure 2.5-5 Project created successfully

- A confirmation page will be shown when the project is successfully created. See Figure 2.5-5
- 9. Click on 'View project details' to proceed with the general lodgment. Refer to section 2.6 General Lodgment on how to lodge a document.

HOME	ABOUT OPERA	OFFERS	BUSINESS TR	RUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ		Thomas Tan [log out ]
	» <u>My OPERA</u> » <u>My I</u>	1.1.1		etails						
Pro	ject Infor	nation	1							
Proje	ect Type		: BTA	Form 1		Project S	tatus		: Open	19
Proje	ct Name		: North	point 6 - BTA Form 1	- 26 Dec 2017 12:54:19	Payment	Status		: NA	
Nam	e of Business Trus	t	: North	point 6		Project c	reated by		: Thomas Tan	
Busin	ness Trust Registra	ation Numbe	er : 2014	D11		Project c	reated on		: 26/12/2017	
						Last mod	lified by		: Thomas Tan	
						Last mod	lified date		: 26/12/2017	
M	anage Permissions	Start	Submission	Delete Project	]					
	7500				20					

Figure 2.5-6 Submission Details

# 2.6 General Lodgment (Form 1)

This section will show you how to lodge a document on behalf of a Business Trust.

Only authorized users are allowed to perform this function. Refer to section 2.1 – Log in for log-in steps.

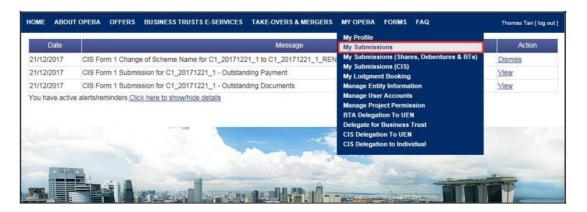


Figure 2.6-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.6-1

HOME ABOUT OPERA OFFER	RS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA	FORMS FAQ	Thoma	s Tan [ log ou
Home » My OPERA » My Submissi				
Manage Submiss	ion			
Filter By				
Project Status:  Open	Active O Closed O Withdrawn			
reject otatoo. O opon	Critic Colored Contraction			
	Project Name	Date of Creation	Status	Action
Open Projects Form Type		Date of Creation 26/12/2017	Status Open	Action
Open Projects	Project Name			

Figure 2.6-2 Manage Submission

2. Click on 'View' to open the BTA Form 1 project for the general lodgment of documents. See Figure 2.6-2

	ABOUT OPERA	OFFERS Submissions		etails	TAKE-OVERS & MERGERS	MY OPERA FO	DRMS FAQ		Thomas Tan [ log o
	ect Inform								
1 OJ	ootimon	nution							
Projec			: BTA			Project Statu		: Open	
	t Name			A State of the second second second	1 - 26 Dec 2017 12:54:19	Payment Sta		: NA	
	of Business Trus ess Trust Registra		: North er : 2014			Project creat Project creat	5.001	: Thomas Tan : 26/12/2017	
Busine	ess musi Registra	IIION NUMBE	s 2014	011		Last modified		: Thomas Tan	
						Last modified		: 26/12/2017	
		-							
	nage Permissions	Start	Submission	Delete Project	1				

Figure 2.6-3 Submission Details

3. Click Start submission button to begin the submission steps. See Figure 2.6-3

Northpoint 6 - BTA Form 1 - 26 Dec 2017 12:54:19	
Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »	
Explanatory Notes	
. Please read the explanatory notes carefully before completing Form 1.	
<ol> <li>Please indicate the type of document to be lodged by checking the relevant checkbox.</li> </ol>	
Please indicate the number of documents to be lodged of each type. Only one Annual Return may be lodged v	
Please provide the details of each document lodged under the Description field, and the relevant date of each	document under the Relevant Date field. Both the "Description
and "Relevant Date" fields will be displayed when the public requests for documents from the OPERA portal.	
The relevant date for each type of document is as follows:	Relevant Data
Type of document	Relevant Date
<ol> <li>Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a re- of the incumbent trustee-manager</li> </ol>	signation Date of resolution
<ol> <li>Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a re</li> </ol>	moval of Data of resolution
<ol> <li>Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a re- the incumbent trustee-manager by unitholders</li> </ol>	initial of Date of resolution
<ol> <li>Notice of Court order regarding the appointment of a temporary trustee-manager</li> </ol>	Date of Court order
<ol> <li>Notice of could of regarding the appointment of a replacement trustee-manager initiated by a ter</li> </ol>	
trustee-manager	inportary Date of resolution
<ol> <li>Provisions in the trust deed that have been modified or replaced or new trust deed (incorporating the modi replacement)</li> </ol>	ification or Date of modification or replacement
6. Application to court for the cancellation of the modification or replacement of the trust deed	Date of application
7. Court order cancelling or confirming the modification or replacement of the trust deed	Date of Court order
8. Notice of unitholders' approval for the issue of units by the trustee-manager	Date of resolution
9. Court order in respect of remedies in cases of oppression or injustice	Date of Court order
10. Winding up order by court	Date of winding up order
11. Notice of proposed winding up	Date of resolution passed by unitholders to wind u
	the business trust
12. Notice of completion of winding up	Date of completion of winding up
13. Affidavit or statutory declaration	Date of affidavit or statutory declaration
14. Court order for reinstatement of registration of business trust which has been deregistered	Date of Court order
15. Resolution passed by unitholders	Date of resolution
16. Court order to rectify register	Date of Court order
17. Annual return	Date of annual general meeting
<ol> <li>Notice of resolution pertaining to any other matter</li> </ol>	Date of resolution
19. Court order pertaining to any other matter	Date of Court order
20. Notice of error in document lodged	Date of lodgment of original document
For lodgments of Annual Return, please complete the compliance checklist by indicating the page and paragra	aph number in which the required information can be found in
the lodged document. If the required information is not in the lodged document, please state the reason.	
When you have completed Form 1, please download or print the computer-generated Form 1 at the "Upload D	
A non-refundable lodgement fee as prescribed under regulation 6 of the Business Trusts Regulations will be cl	harged upon submission of the form.
I have read and understood the submission instructions.	

Figure 2.6-4 Submission Instructions

4. Click  $\square$  to indicate that you have read and understood the submission instructions.



ARTICULARS OF	DOCUMENTS LODGED	
Instructions » Submit Forms	Upload Document » Summary » Payment » Receipt »	
JSINESS TRUSTS ACT 2004(AC SUSINESS TRUSTS RGULATION GENERAL LODGMENT FORM		FORM 1
PARTICULARS OF BU	JSINESS TRUST	
Name of business trust	: Northpoint 6	
Business trust registration no.	: 2014011	
Name of trustee-manager	City Portal Pte. Ltd.	
Corporation registration no.	: 201117019K	No 53
	Type of document to lodge	No.0 docs
Notice of resolution passed reg	arding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	8
Notice of resolution passed regard unitholders	arding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by	6 
a second second second second second second second	the appointment of a temporary trustee-manager	
Notice of Court order regarding		
	arding the appointment of a replacement trustee-manager initiated by a temporary trustee-manager	

Figure 2.6-5 Select documents for lodgment

- 6. Click to select the type(s) of document to lodge. See Figure 2.6-5
  7. Enter the number of documents you will be lodging for each selected document type.
- Next 8. Click to proceed.

IOME ABOUT OPERA OFFERS	BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS F	AQ	Thomas Tan [ log out ]
Add Documents						
Instructions » Submit Forms	» Upload Document » Summ	ary » Payment » Rece	ipt »			
BUSINESS TRUSTS ACT 2004(ACT BUSINESS TRUSTS RGULATIONS GENERAL LODGMENT FORM						FORM 1
PARTICULARS OF BU	SINESS TRUST					
Name of business trust	: Northpoint 6					
Business trust registration no.	: 2014011					
PARTICULARS OF TR	USTEE-MANAGER OF	BUSINESS TRUST				
Name of trustee-manager	: City Portal Pte. Ltd.					
Corporation registration no.	: 201117019K					
SN Type of document to lodge	Relevant Provision(s) in the Bu Business Trusts F	siness Trusts Act ("BTA") and Regulations ("BTR")	lor	Descri	ption	Relevant Date
<ol> <li>Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager</li> </ol>	Section 19 of BTA read with regula				Û	
Next						

Figure 2.6-6 Entering lodgment details

- 9. Enter the description of the document you are lodging in the "Description" field.
- 10. Click III to display the calendar. See Figure 2.6-6

4	F	ebru	iary,	201	2	
Su	Мо	Ти	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

Figure 2.6-7 Calendar



Figure 2.6-8 Calendar by month

- 11. Click sutton to select the previous month
- 12. Click 🕨 button to select the next month.
- 13. Click February, 2012 to show the calendar by month. See Figure 2.6-8
- 14. Click Today: February 28, 2012 to select the current date.
- 15. Click on the date to select it.

dd Documents			
Instructions » Submit Forms	Upload Document      Summary      Payment      Receipt		
JSINESS TRUSTS ACT 2004(AC IUSINESS TRUSTS RGULATION GENERAL LODGMENT FORM			FORM 1
PARTICULARS OF BU	JSINESS TRUST		
Name of business trust	: Northpoint 6		
Business trust registration no.	: 2014011		
PARTICULARS OF TH	RUSTEE-MANAGER OF BUSINESS TRUST		
Name of trustee-manager	: City Portal Pte. Ltd.		
Corporation registration no.	: 201117019K		
Type of document to lodge	Relevant Provision(s) in the Business Trusts Act ("BTA") and/or	Description	Relevant Date
Notice of resolution passed	Business Trusts Regulations ("BTR") Section 19 of BTA read with regulation 14(6) of BTR		01/12/2017
regarding the appointment of a			
replacement trustee-manager			~
pursuant to a resignation of the			

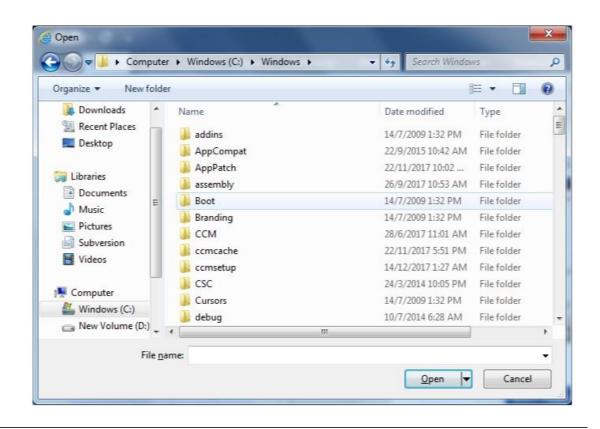
Figure 2.6-9 Date successfully entered

- 16. The selected date will automatically be entered into the 'Relevant Date' field.
- 17. Click Next button to proceed to upload the document for lodgment.

Home » My OPERA » My Submiss Upload Documer	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O					
Instructions » Submit Fo	rms » Upload Document » Summ	ary » Payment »	Receipt »			
	Northpoint 6 - BTA Form 1 - 26 Dec 2017 Northpoint 6 City Portal Pte. Ltd.	12.54.19				
	computer-generated Form 1 for your reco					
Please ensure that each doc To select a file for upload, pl To clear the selection, please	ument to be uploaded is not larger than 12 ease click on the "Select File" button below	2 MB.	Description	Relevant	Upload	Clear
Please ensure that each doc To select a file for upload, pl To clear the selection, please	ument to be uploaded is not larger than 12 ease click on the "Select File" button below e click on the "Clear" button.	2 MB. v.	Description	Relevant Date 26/12/2017	Upload	Clear

Figure 2.6-10 Upload document

- 18. A BTA Form 1 will be generated with the details that you have provided. Click on 'BTA\_Form1\_AEM.pdf' to save or print the form for your records.
- to open Windows browser. See Figure 2.6-10 19. Click



#### Figure 2.6-11 Browse and select document

#### 20. Select the document for upload. See Figure 2.6-11

	UT OPERA OFF	ERS BUSINESS TRUSTS E-SERVICES TA	KE-OVERS & MERGE	RS MY OPERA	FORMS	FAQ	Thomas T	ien ( log out
	Docume	<u>isions</u> » Submission Int						
Instruction	ns » Submit F	orms . Upload Document . Summer	y a Payment a	Receipt a				
	siness Trust	Northpoint 6 - BTA Form 1 - 26 Dec 2017 12 Northpoint 6 City Portal Pte. Ltd.	2.54.19					
2. Please er	nsure that each do	e computer-generated Form 1 for your record cument to be uploaded is not larger than 12 N						
4. To clear t		lease click on the "Select File" button below. te click on the "Clear" button.	Status	Description	10	Relevant	Upload	Clear
4. To clear t	the selection, plea	se click on the "Clear" button.	Status Draft	Description	ik.	Relevant Date 26/12/2017	Upload	Clear

Figure 2.6-12 File uploaded successfully

- 21. The filename will be displayed upon successful upload. See Figure 2.6-12
- 22. Repeat steps 19-21 to upload multiple documents.
- 23. Click Clear to remove the uploaded document.
- 24. Click \_\_\_\_\_\_ button to proceed to submit the uploaded document(s).

ate	Lodgment					
	-	ged for the following document(s).				
SN	File Name	Туре	Description	Relevant Date	Lodgment Due Date	Late Lodgment Fee (\$)
1	testpdf_1.pdf	Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager		01/12/2017	08/12/2017	150

Figure 2.6-13 Late lodgment charged

25. If any of the lodgments is late, a late lodgment fee will be charged. See Figure 2.6-13

Sı	ummary					
In	structions - Submit Forms - Upload Docume	t . Summary . Payment .	Receipt a			
	ne of Business Trust : Northpoint 6 ne of Trustee-Manager : City Portal Pte. Ltd.					
_	ched Document					
N	File Name D	escription of Document		Other particulars (if app	sicable) <sup>Sk</sup>	Date State
2	BTA_Form1_AEMpdf Form 1				26/	12/2017 Draf
1	testpdf_1.pdf Notice of resolution passed regard pursuant to a resignation of the inc	ng the appointment of a replacemen umbent trustee-manager	t trustee-manager		01/	12/2017 Draf
ay	ment Preview	21	- 00			
Sh	Description of Document	Unit Fee Payable (\$)	Quantity	Fee Payable (\$)	OST(\$)	Total(\$)
	BTA Form 1 - Notice of resolution passed regarding th appointment of a replacement trustee-manager pursua to a resignation of the incumbent trustee-manager		1	\$50.00	\$0.00	\$50.00
	BTA Form 1 Late Lodgement - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	\$150.00	1	\$150.00	\$0.00	\$150.00

Figure 2.6-14 Summary

Submit

26. A summary page is displayed. Click **2.6-14** 

button to submit application. See Figure

		proceed to make payment.					
u	bmission Comple	ete					
Ins	tructions » Submit Forms »	Upload Document » Summary » Payment »	Receipt »				
SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Total
1	BTA2014011-1-2017-018	BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	\$50.00	\$0.00	1	\$50.00	\$50.00
2	BTA2014011-1-2017-018	BTA Form 1 Late Lodgement - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	\$150.00	\$0.00	1	\$150.00	\$150.00
	al						\$200.00

# Figure 2.6-15 Payment details

- 27. A payment page is displayed. Click Pay by credit card button to make payment. See Figure 2.6-15
- 28. Refer to section 2.17 Online Payment on how to perform online payments.

Instructions	* Submit Forms * Upload Document * Sum	mary » Payment » R	leceipt »			
	vas successful.					
SN Case Id	Item Description	Fee Unit Amount(\$)	GST(S)	Quantity	Fee Amount(\$)	Payment Status
	BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee- manager	\$50.00	\$0.00	1	\$50.00	Paid
2	BTA Form 1 Late Lodgement - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	\$150.00	\$0.00	1	\$150.00	Paid

Figure 2.6-16 Payment reference number

29. After successful payment, a payment reference number is provided. See Figure 2.6-16
30. Click Go To Receipt to see/print receipt.

IOME ABOUT OPERA OFFE	RS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ	Thomas	Tan ( log out
Tax Invoice			
Instructions » Submit Fo	ms » Upload Document » Summary » Payment » Receipt »		
Monetary Authority of Singapore			
10 Shenton Way MAS Building S	lingapore 079117		
3ST Reg No	: M90363076J		
Date	02/01/2018		
ayment Reference Number	28b5f08a927d62e44f2d		
nvoice Number	R180000201		
Receipt Information			
SN	Description	Qty Unit Price	Amount(\$
1 BTA Form 1 - Notice of resoli incumbent trustee-manager	ution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the	1 50.00	50.00
2 BTA Form 1 Late Lodgement of the incumbent trustee-mar	<ul> <li>Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation tager</li> </ul>	1 150.00	150.00
		Total	200.00
		GST Amount	0.00
		Amount Due	200.00
Project Information			
riges memeral			

Figure 2.6-17 Receipt

31. The receipt is shown and the lodgment process is completed. See Figure 2.6-17

#### 2.7 Withdraw Form 1 Application

This section will show you how to withdraw a Form 1 lodgment after submission.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

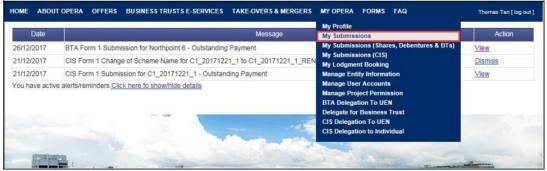


Figure 2.7-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.7-1

Manage Submis Filter By Project Status: Open Active Projects	Active     Closed	O Withdrawn			
Form Type	Case Id	Project Name	Date of Submission	Status	Action
CIS Form1	CIS-1-201708-0012	CIS Form 1 - CISUMBRELLA - 20170822_SD085_1 - 22 Aug 2017	22/08/2017	Submitted	<u>View</u>
SIC FORM 1	SIC-201708-0051	20170818_TESTOFFEREE_1-SIC Form 1-18 Aug 2017 15:18:14	18/08/2017	Lodged	<u>View</u>
CIS Form1	CIS-1-201708-0005	CIS Form 1 - LEONCISUMBRELLA - C1_20170811_1 - 11 Aug 2017	11/08/2017	Submitted	<u>View</u>
Business Trusts Offer Online	BTO-P-201708-0004	20170713_TESTBTO_1-BTO- Prospectus-11 Aug 2017 14:48:03	11/08/2017	Lodged	<u>View</u>
Business Trusts Offer	BTO-P-201708-0003	20170713_TESTBTO_1-BTO- Prospectus-11 Aug 2017 13:02:29	11/08/2017	Lodged	<u>View</u>
CIS Form1	CIS-1-201708-0004	CIS Form 1 - LEONCISUMBRELLA - LEONCIS_20170808_1 - 08 Aug 2017	08/08/2017	Submitted	<u>View</u>
CIS Form1	CIS-1-201708-0003	CIS Form 1 - CISUMBRELLA - 20170808_C1_RETURN_1 - 08 Aug 2017	08/08/2017	Submitted	<u>View</u>
CIS Form1	CIS-1-201708-0002	CIS Form 1 - CISUMBRELLA - 20170808_C1_CIS219_2 - 08 Aug 2017	08/08/2017	Submitted	<u>View</u>
CIS Form 1-A/2-A	CIS-X-201707-0005	CIS Form 1-A/2-A - Windup of 20170725_F2_2 - 31 Jul 2017	31/07/2017	Submitted	<u>View</u>
BTA FORM 1	BTA2012002-1-2017-016	Hahhha - BTA Form 1 - 25 Jul 2017 11:07:15	25/07/2017	Submitted	View
BTA FORM 2	BTA-201707-0004	Test-By-Yw-20170724 - BTA Form 2 - 25 Jul 2017	25/07/2017	Submitted	View

Figure 2.7-2 Manage Submission

2. Click on 'View' to open the BTA Form 1 project for withdrawal. See Figure 2.7-2

Project Information	Submission Details						
Project Information							
Project Type	: BTA Form 1	Projec	t Statu	s	t i	Active	
Project Name	: Hahhha - BTA Form 1 - 25 Jul 2017 11:07:15	Payme	ent Sta	tus	: 1	Pending	Payment
Name of Business Trust	: Hahhha	Projec				Thomas	
Business Trust Registration Number	: 2012002	Projec				25/07/20	
		Last m				Thomas	
		Last m	odified	date		25/07/20	017
Make Payment Manage Perm	hissions Withdraw Submission						
makerayment							
	Item Description	Fee Amt (\$)	GST (\$)	Unit Ami (\$)	Quantity	Total	Status
ayment Information		(\$)		Unit Am (\$) \$50.00	Quantity		Status Pending Payment
ayment Information	Item Description ed regarding the appointment of a replacement trustee-manager	(\$)		(•)	Quantity		
ayment Information TA Form 1 - Notice of resolution passe ursuant to a removal of the incumbent	Item Description ed regarding the appointment of a replacement trustee-manager trustee-manager by unitholders	(\$) \$50.00	\$0.00	\$50.00	Quantity	\$50.00	Pending Payment
ayment Information TA Form 1 - Notice of resolution passe ursuant to a removal of the incumbent TA Form 1 - Notice of resolution passe	Item Description ed regarding the appointment of a replacement trustee-manager trustee-manager by unitholders ed regarding the appointment of a replacement trustee-manager	(\$) \$50.00	\$0.00	(•)	l Quantity 1	\$50.00	
ayment Information TA Form 1 - Notice of resolution passe ursuant to a removal of the incumbent TA Form 1 - Notice of resolution passe ursuant to a removal of the incumbent	Item Description ed regarding the appointment of a replacement trustee-manager trustee-manager by unitholders ed regarding the appointment of a replacement trustee-manager trustee-manager by unitholders	(\$) \$50.00 \$50.00	\$0.00 \$0.00	\$50.00 \$50.00	Quantity	\$50.00 \$50.00	Pending Payment Pending Payment
Payment Information TA Form 1 - Notice of resolution passe pursuant to a removal of the incumbent TA Form 1 - Notice of resolution passe pursuant to a removal of the incumbent	Item Description ed regarding the appointment of a replacement trustee-manager trustee-manager by unitholders ed regarding the appointment of a replacement trustee-manager trustee-manager by unitholders ed regarding the appointment of a replacement trustee-manager	(\$) \$50.00 \$50.00	\$0.00 \$0.00	\$50.00	Quantity 1 1 1	\$50.00 \$50.00	Pending Payment

Figure 2.7-3 Project Information

3. Click Withdraw Submission

button to withdraw the submission. See Figure 2.7-3

HOME	ABOUT OPE	A OFFE	RS	BUSINESS TRUST	S E-SERVICES	TAKE-OVERS &	MERGERS	MY OPERA	FORMS	FAQ	Thomas Tan [ log out ]
Home	» My OPERA »	My Submiss	sions	» Submission							
Wit	hdraw S	ubmi	SS	ion							
1. With 2. You 3. Fee	i are required to s will be charge	ubmission make pay d for new s	is fin ment subm	al. You may not reve of fees in relation to			nether the su	ubmission is w	ithdrawn.		
withdr	aw reason							~			
								v			
DECL	ARATION										
	ave read and u rting document		the te	erms of withdrawal o	f my submissio	507					
						Upload I	File				
	_				Browse	Upload					
Ca	ancel	Withdra	aw Su	bmission							

Figure 2.7-4 Upload document

- 4. Enter the reason for the withdrawal and click  $\square$  to indicate that you have read and understood the terms of the withdrawal. See **Figure 2.7-4**.
- 5. To upload supporting documents (optional), refer to steps 6-9 in section 2.10
- 6. Click Cancel to go back to the previous page.

Withdraw Submission

7. Click

to proceed with the withdrawal.

Project Information							
Project Type Project Name Name of Business Trust Business Trust Registration Number Make Payment	: BTA Form 1 : Hahhha - BTA Form 1 - 25 Jul 2017 11:07:15 : Hahhha : 2012002	Paym Projec Projec Last n	ent Statu ent Sta ct create nodified	tus ed by ed on I by		Withdra Pending Thomas 25/07/20 Thomas 26/12/20	Payment 3 Tan 017 3 Tan
layment Information	Item Description	Fee Amt	GST	Unit Amt	Quantity	Total	Status
TA Form 1 - Notice of resolution passed ursuant to a removal of the incumbent tr	I regarding the appointment of a replacement trustee-manager ustee-manager by unitholders			\$50.00	1		Pending Payment
TA Form 1 - Notice of resolution passed ursuant to a removal of the incumbent tr	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment	
BTA Form 1 - Notice of resolution passed	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment	

Figure 2.7-5 Project Information page

8. The Project Information page is displayed. The project status is withdrawn. See Figure 2.7-5

#### 2.8 Create Project for Registration of Business Trust

This section will show you how to create a project to apply to register a new Business Trust.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

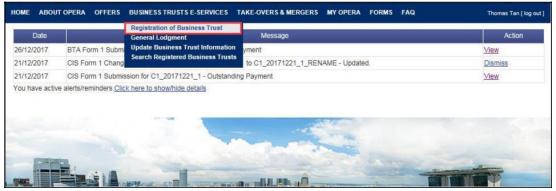


Figure 2.8-1 Homepage of MAS OPERA

1. After successful log-in, click on Registration of Business Trust under BUSINESS TRUSTS E-SERVICES in main menu. See Figure 2.8-1



Figure 2.8-2 Instructions to create Registration of Business Trust project

2. Click 'Create [Registration of Business Trust] Project'. See Figure 2.8-2

IOME ABOUT OPERA OFFEI	RS BUSINESS TRU	ISTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS FAQ	Thomas Tan [log out]
Home » My OPERA » My Submiss	ons » Create BTA Re	gistration of Business	Trust Project			
Registration of B	usiness T	rust Proje	ct Information			
Instruction » Project Infor	mation » Projec	t Created »				
Name of Business Trust: ABC	Hospitality Trust				×	
Project Permissions	S					
	Search	Clear search				
vailable users			Authorised User			
Priscelia Goh			Thomas Tan			
Terence Goh Gomez James		^				
Johnny Tan		>>				
Dexter		<<				
Joanne Jamie		~				
Porter Lim						
Create Project						

Figure 2.8-3 Select Business Trust

- 3. Enter the proposed Name of Business Trust. See Figure 2.8-3
- 4. To search for available users who may be granted access to the project, enter the user name

in the 'Search Users' textbox. Click Search button.

HOME ABOUT OPERA OFFERS	BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ	Thomas Tan [ log out ]
Home » My OPERA » My Submissions » Registration of Busi						
Instruction » Project Information						
	pitality Trust			×		
Project Permissions	Search Clear search					
Available users Priscelia Goh Terence Goh Gomez James Johnny Tan Dexter Joanne Jamie Porter I im	× <<	Authorised User Thomas Tan				
Create Project						

Figure 2.8-4 Add/ Remove authorized users

- 5. To grant an authorized user access to the project, select the user name in the User list and click button. The name of the User will be displayed in the 'Authorized User' list.
- See Figure 2.8-4
  To deny authorized user(s) access to the project, select the user name in the Authorized User list. Click button. The name of the User(s) will be removed from the 'Authorized User' list.
  Note: You can still add/remove authorized user(s) in My Submissions after the project is

Note: You can still add/remove authorized user(s) in **Stormstors** after the project is created.

7. Click on Create Project button.



Figure 2.8-5 Project created successfully

- A confirmation page will be shown when the project is successfully created. See Figure 2.8-5
- Click on 'View project details' to proceed with application to register the business trust. See Figure 2.8-6. Refer to section 2.10 – Registration of Business Trust on how to apply to register a new Business Trust.

HOME	ABOUT OPERA	OFFERS	BUSINESS T	RUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ		Thomas Tan [ log out ]
Home	» My OPERA » My Su	» Submission D	etails							
Pro	ject Inform	ation								
	,									
Proje	ect Type		: BTA	: BTA Form 2			tatus	: Open		
Proje	Project Name			: ABC Hospitality Trust - BTA Form 2 - 26 Dec 2017			Status		: NA	
Nam	ne of Business Trust		: ABC	: ABC Hospitality Trust			Project created by : Thomas Tan			
Busi	Business Trust Registration Number					Project cr	eated on		: 26/12/2017	
						Last modi	ified by		: Thomas Tan	
						Last mod	ified date		: 26/12/2017	
		1								
M	lanage Permissions	Start	Submission	Delete Project	J.					

Figure 2.8-6 View Project Information

# 2.9 Downloading/ Filling up Form 2

This section will show you how to download and fill up a BTA Form 2 to apply to register a new business trust.

You need Adobe Reader v8.2 or a later version to fill in Form 2. You may download the Adobe Reader software from https://get.adobe.com/reader/.



Figure 2.9-1 Homepage of MAS OPERA

 In
 OPERA
 Homepage,
 click
 Registration of Business Trust
 under

 Business Trusts E-Services
 in main menu.
 See Figure 2.9-1
 In the second se



Figure 2.9-2 Instruction page

2. Click on 'Resource Page' to download BTA Form 2. See Figure 2.9-2



Figure 2.9-3 Download page

3. Click on 'Download' of BTA Form 2. See Figures 2.9-3.

Organize 🔻 New folder				?
Documents Music Pictures Subversion Videos Computer Windows (C:) New Volume (D:) HP_TOOLS (E:)	E	Name Addins AppCompat AppPatch Boot Branding CCM CCM Ccmcache CSC	Date modified 14/7/2009 1:32 PM 22/9/2015 10:42 AM 22/11/2017 10:02 26/9/2017 10:53 AM 14/7/2009 1:32 PM 14/7/2009 1:32 PM 28/6/2017 11:01 AM 22/11/2017 5:51 PM 14/12/2017 1:27 AM 24/3/2014 10:05 PM	Type File fol File fol File fol File fol File fol File fol File fol File fol
👊 Network				F
File <u>n</u> ame: BTA_For Save as <u>type</u> : Adobe A	m2_ALC.pc			

Figure 2.9-4 Windows browser

- 4. Browse to desired folder and click save to save the form in that folder. See **Figure 2.9**-4.
- 5. Double-click to open the saved form. Ensure that Adobe Reader has been installed.

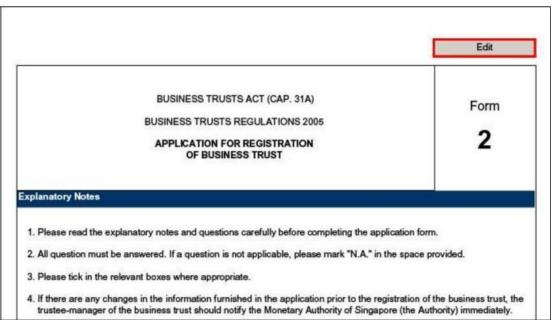
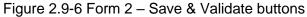


Figure 2.9-5 Form 2 – Edit button





6. Click Edit to enable the editing of the form. The "Edit" button will be replaced by Save and Validate buttons. See Figure 2.9-5 and Figure 2.9-6

TRUSTS ACT (CAP. 31A)	
INFORMATION ON THE BUSIN	SS TRUST
Name of Business Trust *	
Nature of business and principal activities of the business trust *	
Number of units in the business trust issued *	
Number of units in the business trust to be issued *	

Figure 2.9-7 Example of mandatory fields

7. Fill out the form. Ensure that you have completed all the mandatory fields indicated by red asterisks (\*).See Figure 2.9-7

	🖬 Local 🔤 🖸	Verseas	
	Block/ House No: *	Block No	
Address of the principal place of	Street name: *	Street Name III	20
business of the proposed trustee-manager *	Unit: #	10	- 5
	Building name:	Building III	
	Singapore *	569141	(Postal Code)

Figure 2.9-8 Example of local address

Address of the principal place of business of the proposed trustee-manager *	Address 1: Address 2:	

Figure 2.9-9 Example of overseas address

8. For Address type, select the desired checkbox 'Local' or 'Overseas' before starting to fill up the form. See **Figure 2.9-8** and **Figure 2.9-9** 

Name of Auditor *	Auditor Name 1		
Company Registration No. / Audit Firm No. *	CRN 1		
	✓ Local □0	verseas	
	Block/ House No: *	block IV 1	
	Street name: *	street IV 1	
Registered Address *	Unit: #	23 -	12
	Building name:	Building IV 1	-
	Singapore *	569141	(Postal Code)
Tel No. *	( 65 ) - 655665	65	
Email Address *	65@123.com		

Figure 2.9-10 Add Auditor button

9. For sections where multiple entries are allowed (e.g. Auditor), click on Add Auditor to create a new Auditor section. See Figure 2.9-10

Note: Sections that allow multiple entries include:

- Auditor
- CEO
- Composition of Board
- Director
- Directorship
- Composition of Audit Committee
- Secretary
- Substantial Shareholders
- Miscellaneous annexes

Name of Auditor *		
Company Registration No. / Audit Firm No. *		
Registered Address *	☑ Local ☑ Overseas Block/ House No: * Street name: * Unit: # Building name: Singapore *	(Postal Code)
Tel No. *	() -	
Email Address *		

Figure 2.9-11 Add Auditor section

10. To delete a completed section, click 🚺 . See **Figure 2.9-11**.



Figure 2.9-12 Example of an error message

11. When completed, click Validate button located at the first and the last page of the form. The system will validate all entered data, and you will be prompted with an error message if there is any invalid data. See Figure 2.9-12.

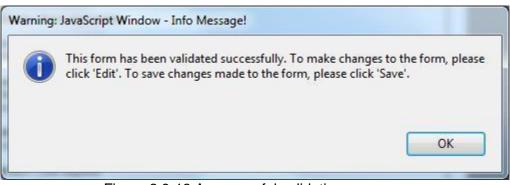


Figure 2.9-13 A successful validation message

- 12. If the form has been validated successfully, there will be a prompt indicating that validation was successful. See **Figure 2.9-13.** The **Save** and **Validate** buttons will be replaced by the **Edit** button again. See **Figure 2.9-5**
- 13. Save the validated form. To make further form changes, repeat steps 7-12 above. The saved form will be referred to in later steps as the "Adobe Experience Manager version of BTA Form 2".
- 14. After the Adobe Experience Manager version of BTA Form 2 has been validated and saved, print theform.
- 15. The printed form should be signed by 2 directors of, or a director and the secretary of, the trustee-manager of the business trust.
- 16. Scan and save the printed and signed form as a pdf file. This file will be referred to in later steps as the "Scanned version of BTA Form 2".

Note: Both the Adobe Experience Manager version of BTA Form 2 and the Scanned version of BTAForm 2 will be required to be uploaded when submitting BTA Form 2.

### 2.10 Registration of Business Trust (Form 2)

This section will show you how to submit BTA Form 2 to apply to register a new Business Trust.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



Figure 2.10-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.10-1

HOME ABOUT OPERA OFFERS	BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA	FORMS FAQ	Thoma	s Tan [ log out
Home » My OPERA » My Submission				
Manage Submissi	on			
Filter By Project Status:  Open O	Active O Closed O Withdrawn			
Form Type	Project Name	Date of Creation	Status	Action
BTA FORM 2	ABC Hospitality Trust - BTA Form 2 - 26 Dec 2017	26/12/2017	Open	View
CIS Form1	CIS Form 1 - LEONCISUMBRELLA - C1_20171215_1 - 15 Dec 2017	15/12/2017	Open	View
CIS Form6	Replacement/Supplementary CIS Form 6 - C1_LEON_20171129_1 - 08 Dec	08/12/2017	Open	

Figure 2.10-2 Manage Submission

2. Click on 'View' to open the project for Business Trust registration application. See **Figure 2.10-2** 

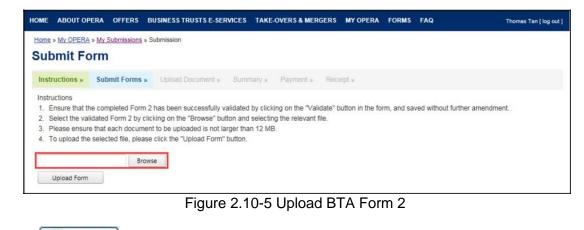
tome » My OPERA » My Sub	missions » Submission	Details				
Project Inform	ation					
rejectimenti	ution					
Project Type	: BTA	Form 2		Project Status	: Open	
Project Name			TA Form 2 - 26 Dec 2017	Payment Status	: NA	
Name of Business Trust		Hospitality Trust		Project created by	: Thomas Tan	
Business Trust Registratio	n Number : NA			Project created on	: 26/12/2017	
				Last modified by	: Thomas Tan	
				Last modified date	: 26/12/2017	
Manage Permissions	Start Submission	Delete Project				
manage remasteris	Start Submission	bereterrojeet				

3. Click Start submission button to begin the submission of BTA Form 2. See Figure 2.10-3



Figure 2.10-4 Submission Instructions

- 4. Click  $\square$  to indicate that you have read and understood the submission instructions.
- 5. Click Next to proceed, or click Cancel to go back to the previous screen.



6. Click Browse... to open Windows browser. See Figure 2.10-5

Date modified Type 14/7/2009 1:32 PM File folder 22/9/2015 10:42 AM File folder
22/9/2015 10:42 AM File folder
22/9/2015 10:42 AM File folder
22/11/2017 10:02 File folder
26/9/2017 10:53 AM File folder
14/7/2009 1:32 PM File folder
14/7/2009 1:32 PM File folder
28/6/2017 11:01 AM File folder
22/11/2017 5:51 PM File folder
14/12/2017 1:27 AM File folder
24/3/2014 10:05 PM File folder
14/7/2009 1:32 PM File folder
10/7/2014 6:28 AM File folder
ш

Figure 2.10-6 Browse and select document

 Select the Adobe Experience Manager version of BTA Form 2 for upload. Please refer to steps 12 – 14 of section 2.9 on how to save the Adobe Experience Manager version of BTA Form 2. See Figure 2.10-6



Figure 2.10-7 File to be uploaded

- 8. After selecting the document, the filename will be displayed. See Figure 2.10-7
- 9. Click Upload Form to begin upload.

1000 C	ERA > My Submissions > Submissio				
Upload	Document				
Instruction	s = Submit Forms = Uplo	ad Document			
	: ABC Hospitality ness Trust : ABC Hospitality	Trust - BTA Form 2 - 26 Dec 2017 Trust			
Name of Trus	tee-Manager : TM1	odded is not larger than 12 MB			
Name of Trus 1. Please ens 2. To select a 3. To clear th	tee-Manager : TM1 une that each document to be upl file for upload, please click on the e selection, please click on the "C	e "Select File" button below. lear" button.			
Name of Trus 1. Please ens 2. To select a 3. To clear th	tee-Manager ; TM1 ure that each document to be up file for upload, please click on the	"Select File" button below.	Status	Upload	Cear
Name of Trus 1. Please ens 2. To select a 3. To clear th	tee-Manager : TM1 une that each document to be upl file for upload, please click on the e selection, please click on the "C	e "Select File" button below. lear" button.	Status Pending Submission	Upload Select File	Clear
Name of Trus 1. Please ens 2. To select a	tee-Manager : TM1 une that each document to be upl file for upload, please click on the e selection, please click on the "C	"Select File" button below. lear" button. Description of Document Type	Pending	-	

Figure 2.10-8 Upload document

- 10. The system will prompt you to upload the draft trust deed of the business trust, which is labelled as "BTA Form 2 Trust Deed", and the Scanned version of BTA Form 2, which is labelled as "BTA Form 2 Signed form". Please refer to steps 15 17 of section 2.9 on how to save the Scanned version of BTA Form 2.
- 11. Based on the information in the Adobe Experience Manager version of BTA Form 2 that has been uploaded, the system will also prompt you to upload other Annexes and supporting documents.
- 12. Click Select File to open Windows browser. See Figure 2.10-8
- 13. Select the document for upload. See Figure 2.10-6

tome + My OPERA	<ul> <li>My Submissions &gt; Submission</li> </ul>	n -			
Jpload Do	cument				
Instructions =	Submit Forms » Uploa	d Document . Summary . Payment . Recept .			
Project Name		Trust - BTA Form 2 - 26 Dec 2017			
kame of Business '	Trust : ABC Hospitality lanager : TM1	Trust			
Name of Business Name of Trustee-M Please ensure th To select a file fo	lanager : TM1 hat each document to be uplo or upload, please click on the	aded is not larger than 12 MB. "Select File" button below			
kame of Business Name of Trustee-M Please ensure th To select a file fo To clear the sele	tanager : TM1 hat each document to be uplo or upload, please click on the iction, please click on the "Ci	aded is not larger than 12 MB. "Select File" button below. ear" button			
ame of Business lame of Trustee-M Please ensure th To select a file fo To clear the sele	lanager : TM1 hat each document to be uplo or upload, please click on the	aded is not larger than 12 MB. "Select File" button below ear" button. Description of Document Type	Status	Upload	Clear
ame of Business Rame of Trustee-M Please ensure th To select a file fo To clear the sele	tanager : TM1 hat each document to be uplo or upload, please click on the iction, please click on the "Ci	aded is not larger than 12 MB. "Select File" button below. ear" button	Status Draft	Upload Select File	Clear
iame of Business iame of Trustee-M Please ensure th To select a file fo To clear the sele	tanager : TM1 hat each document to be uplo or upload, please click on the iction, please click on the "Ci	aded is not larger than 12 MB. "Select File" button below ear" button. Description of Document Type	And Address of the other states of the other s	1.000 Million	the second se

Figure 2.10-10 File uploaded successfully

- 14. The filename will be displayed upon successful upload. See Figure 2.10-10
- 15. Repeat steps 12-14 to upload multiple documents.

- 16. Click Clear to remove the uploaded document.
- 17. Click Next button to commence submission of the uploaded Adobe Experience Manager version of BTA Form 2, Scanned version of BTA Form 2, draft trust deed of the business trust, and Annexes and other supporting documents, if any.

Sui	mmary					
Inst	tructions = Submit Forms = Uploa	d Document + Summary + Partient	ta Berryta			
/ana;	of Proposed Trustee- : TM1 ger ved Document					
-		Description of Decument	Citrue par	feature (if postication)	Submittion Date	Of the
5N	File Name	Description of Document BTA Form 2 Signed form	and a state of the second	iculars (if applicable)	Submission Date	Status
SN		Description of Document BTA Form 2 Signed form BTA Form 2 Trust Deed	Other par BTA Form 2 : Trust Deed	the second s	Submission Date	1.2.2.111
SN	File Name testpdf_1.pdf	BTA Form 2 Signed form	BTA Form 2	Signed form	Submission Date	
IN	Fee Name testpof_1 pdf testpof_2 pdf BTA_Form2_AEM(entered) pdf	BTA Form 2 Signed form BTA Form 2 Trust Deed	BTA Form 2	Signed form		Draft Draft
SN	File Name leslpdf_1.pdf leslpdf_2.pdf	BTA Form 2 Signed form BTA Form 2 Trust Deed	BTA Form 2	Signed form		Draft Draft

Figure 2.10-11 Summary

18. A summary page is displayed. Click **Submit** button to submit all the documents. See **Figure 2.10-11** 

The form has been subr	mitted, Please	proceed to make payment.	¥.						
ubmission	Comple	te							
abimoston	Compio								
te change in the second		Helend Descent	C	Descent	The second second				
Instructions » Sub	mit Forms »	Upload Document »	Summary »	Payment »	Receipt »				
	omit Forms »					COT/S)	Quantity	Foo Amount/S)	Total
Instructions » Sub	omit Forms »	Upload Document »			Receipt »	GST(\$)	Quantity	Fee Amount(\$)	Total
					Jnit Amount(\$)	GST(\$) \$130.84	Quantity	Fee Amount(\$) \$1,869.16	Total \$2,000.00

Figure 2.10-12 Payment details

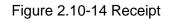
- 19. A payment page is displayed. Click Pay by credit card button to make payment. See Figure 2.10-12
- 20. Refer to section 2.17 Online Payment on how to perform online payments.

	uctions » Subr		Summary »	Payment »	Receipt »				
N	ayment was succes Case Id	stol. Item Descriptio	n	Fee Unit	Amount(S)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
BT	A-201801-0002	BTA Form 2 Submission		\$2,000.00		\$130.84	1	\$1,869.16	Paid

Figure 2.10-13 Payment reference number

- 21. After successful payment, a payment reference number is provided. See Figure 2.10-13
- 22. Click Go To Receipt to see/print receipt.

OME ABOUT O	PERA OFFERS B	BUSINESS TRUSTS E-SERVIO	CES TAKE-OV	VERS & MERGE	RS MY OPER	A FORMS FAQ	Thomas Tan [ log ou
Tax Invoi	се						
Instructions »	Submit Forms »	Upload Document »	Summary »	Payment »	Receipt »		
SST Reg No	MAS Building Singapo	ore 079117 M90363076J 02/01/2018 60388400331fd2411bc6 R180000202					
SN	'n	Description		Qty		Unit Price (\$)	Amount(\$)
	rm 2 Submission	Description		1	2.000.00	Unit Fike (\$)	1,869.16
						Total	1,889.18
						Total GST Amount	1,869.16



23. The receipt is displayed and the application process is completed. See Figure 2.10-14

# 2.11 Attach Outstanding Documents for Form 2

This section will show you how to attach outstanding documents after submission of BTA Form 2.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



Figure 2.11-1 Homepage of MAS OPERA

1. In OPERA Homepage, Click My Submissions under MY OPERA in main menu. See Figure 2.11-1

HOME ABOUT OPERA OFF	ERS BUSINESS TRUSTS E-SERVICE	ES TAKE-OVERS & MERGERS MY OPERA	FORMS FAQ	Thom	as Tan [ log ou
Home » My OPERA » My Submis	ssions				
Manage Submis	sion				
Filter By					
Project Status: Open	Active     Closed     O	Withdrawn			
Active Projects					
Active Projects Form Type	Case Id	Project Name	Date of Submission	Status	Action
A CONTRACTOR OF	Case Id BTA-201801-0001	Project Name ABC Hospitality Trust - BTA Form 2 - 02 Jan 2018		Status Submitted	Action View
Form Type		ABC Hospitality Trust - BTA Form 2 - 02 Jan		and a state of the	

Figure 2.11-2 Manage Submission

2. Click on 'View' to open the BTA Form 2 project to upload outstanding documents. See Figure 2.11-2

Home > My OPERA > My Submissions >	Submission Details					
Project Information						
Project Type Project Name Name of Business Trust Business Trust Registration Number	BTA Form 2 ABC Hospitality Trust ABC Hospitality Trust NA		02 Jan 2018	Project Status Payment Status Project created Project created Last modified by Last modified da	by : Tho on : 02/0 / : Tho	ve ding Payment mas Tan 1/2018 mas Tan 1/2018
Make Payment Manage Per	missions Attach Docume	testing testing	raw Submission			
lease click on 'Attach documents' to r ayment Information	resubmit the document that he	as been returne	3 for amendment or sub			Status
Rease click on 'Attach documents' to r ayment information Bern Description				Cuartity	ocuments. Total \$2,000.00	Status Pending Payment
Rease click on 'Attach documents' to r layment Information Bern Description STA Form 2 Submission opplication Information ase ID -BTA-201801-0001	Fee Amt(5) \$1,869.16	as been returne GST(\$)	I for amendment or sub Unit Amt(S)		Total	and the second se
lease click on 'Attach documents' to r ayment Information Rem Description ITA Form 2 Submission oplication Information ase ID :BTA-201801-0001	Fee Amt(5) \$1,869.16	as been inturne GST(5) \$130.84 atus :Submitted	I for amendment or sub Unit Amt(S)	Quantity	Total	and the second se
Please click on 'Attach documents' to r layment Information Ben Description STA Form 2 Submission Application Information case ID : 8TA-201801-0001 Documents Required Document	resubmit the document that ha Fee Am(5) \$1,869,16 Application Sta	as been inturne GST(5) \$130.84 atus :Submitted	3 for amendment or sub Unit Ami(5) \$2,000.00	Quantity	Yotal \$2,000.00	Pending Payment
Please click on 'Attach documents' to P Payment Information Bran Description BTA Form 2 Submission Application Information Case ID : BTA-201801-0001 Documents Required	resubmit the document that he Fee Am(5) \$1,859,16 Application Sta Description of Do	as been intume GST(\$) \$130.84 itus :Submitted cument	3 for amendment or sub Unit Ami(5) \$2,000.00	Quantity	Total \$2,000.00 Submitted date	Pending Payment.

Figure 2.11-3 Project Information

3. Click Attach Documents button to begin attaching the outstanding documents. See Figure 2.11-3

	<u>184 + Mr. Submissiona</u> + Submissi Document	on			
Instructions	Submit Forms - Uplo	ad Document . Burnnary » Payment » Receipt »			
		r Trust - BTA Form 2 - 02 Jan 2018			
lame of Truste	ess Trust : ABC Hospitalit, ie-Manager : TM1	S (227			
Name of Truste Please ensu To select a f	ee-Manager : TM1	loaded is not larger than 12 MB. e "Select File" button below.			
lame of Truste Please ensu To select a f To clear the	re-Manager : TM1 re that each document to be up file for upload, please click on th	loaded is not larger than 12 MB. e "Select File" button below.	Status	Upload	Oear
Name of Truste Please ensu To select a f To clear the	e-Manager TM1 re that each document to be up the for upload, please click on the selection, please click on the "C File Name	loaded is not larger than 12 MB. e "Select File" button below. Sear" button.	Status Submitted	Uplead	Cear
Name of Truste Please ensu To select a f To clear the	e-Manager TM1 re that each document to be up the for upload, please click on the selection, please click on the "C File Name	loaded is not larger than 12 MB. Ie "Select File" button below. Sear" button.	1	Upload Select File	Clear

Figure 2.11-4 Upload document

- 4. Refer to steps 12-15 in section 2.10 to attach the documents. See Figure 2.11-4
- 5. Click Clear to remove the uploaded document.
- 6. Click Next to commence submission of the outstanding documents.

HOME ABOUT OPERA OFFERS BUSIN	IESS TRUSTS E-SERVICES TAKE-OVERS &	MERGERS MY OPERA FORMS	TAQ	Thomas Tan [ log out
Summary				
Instructions - Submit Forms - Up	pload Document . Summary . Pays	writa Recepta		
Name of Business Trust : ABC Hospitality Name of Proposed Trustee-: TM1 Manager Attached Document	i Trust			
SN File Name	Description of Document	Other particulars (if applicable)	Submission Date	Status
t testpdf_1.pdf	BTA Form 2 Signed form	BTA Form 2 Signed form		Submitted
2 testpdf_2.pdf	BTA Form 2 Trust Deed	Trust Deed		Draft
BTA_Form2_AEM(entered).pdf	Form 2		02/01/2018	Submitted
Payment Preview				
SN Description of Document	Unit Fee Payable (\$)	Quantity Fee Pay	rable (\$) GST(\$	) Total(5)
vo additional payment required Submit Back				
	Figure 2.11-5	Summarv		

7. A summary page is displayed. Click documents. See Figure 2.11-5

button to submit the outstanding

The form has been submitt	ed. Please proceed to make payment.						
Submission Co	omplete						
	inploto						
Instructions » Submi	Forms » Upload Document » Summary »	Payment » Recei	ot »				
Instructions » Submi	Forms » Upload Document » Summary »	Payment » Recei	ipt »				
Instructions » Submi	Forms » Upload Document » Summary » Item Description	Payment » Recei		GST(\$)	Quantity	Fee Amount(\$)	Total
				GST(\$) \$130.84	Quantity	Fee Amount(\$) \$1,869.16	Total \$2,000.00

Submit

Figure 2.11-6 Payment page

8. The payment page is displayed. See Figure 2.11-6

#### 2.12 Withdraw Form 2 Submission

An applicant may check in "My Submissions" under "MY OPERA" if a BTA Form 2 has been accepted by MAS. If it has not been accepted by MAS, the applicant will be able to withdraw the submission e.g. in the event of an erroneous submission. This section will show you how to withdraw a Form 2 submission after it has been submitted.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

		My Profile	
Date	Message	My Submissions	Action
02/01/2018	BTA Form 2 Submission for ABC Hospitality Trust - Outstanding Documents	My Submissions (Shares, Debentures & BTs)	View
02/01/2018	BTA Form 2 Submission for ABC Hospitality Trust - Outstanding Payment	My Submissions (CIS) My Lodgment Booking	View
26/12/2017	BTA Form 2 Submission for ABC Hospitality Trust - Outstanding Payment	Manage Entity Information	View
'ou have activ	e alerts/reminders.Click here to show/hide details	Manage User Accounts Manage Project Permission BTA Delegation To UEN	
		Delegate for Business Trust CIS Delegation To UEN CIS Delegation to Individual	

Figure 2.12-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.12-1

					as Tan [ log oi
Home » My OPERA » My Submis Manage Submis Filter By Project Status: Open	sion	) Withdrawn			
a second a second a					
Active Projects Form Type	Case Id	Project Name	Date of Submission	Status	Action
Form Type	Case Id BTA-201801-0001	Project Name ABC Hospitality Trust - BTA Form 2 - 02 Jan 2018		Status Submitted	Action View
Active Projects Form Type BTA FORM 2 BTA FORM 1		ABC Hospitality Trust - BTA Form 2 - 02 Jan		- The second sec	

Figure 2.12-2 Manage Submission

2. Click on 'View' to open the BTA Form 2 project. See Figure 2.12-2

1000	Information						
Project Type Project Name Name of Busi Business Tru	iness Trust	: BTA Form 2 : ABC Hospitality Trust : ABC Hospitality Trust : NA		02 Jan 2018	Project Status Payment Status Project created by Project created or Last modified by Last modified date	/ : Tho n : 02/0 : Tho	ve ding Payment mas Tan 1/2018 mas Tan 1/2018
Make Payme	ent Manage Permission	ns Withdraw Sub	omission				
Payment Inform	nation						
	Item Description	Fee Amt(\$)	GST(\$)	Unit Amt(\$)	Quantity	Total	Status
BTA Form 2 Su	ubmission	\$1,869.16	\$130.84	\$2,000.00	1	\$2,000.00	Pending Payment
Application Info Case ID :BTA-2		Application Sta	tus :Submitted				
		Figure (	2 12-3 5	Project Info	rmation		
	thdraw Submission ropera offers busine <u>era » My Submissions</u> » Submis	ESS TRUSTS E-SERVIC		raw the sul	DMISSION. Y OPERA FORMS	-	ure 2.12-3
HOME ABOUT Home > My OPE Withdrau The terms of wi 1. Withdrawal o	TOPERA OFFERS BUSINE ERA > <u>My Submissions</u> > Submis <b>W Submission</b> thdrawal are as follows. f the submission is final. You r	ESS TRUSTS E-SERVIC assion may not reverse the with	<b>ES TAKE-OVE</b> hdrawal.	ERS&IMERGERS MY	Y OPERA FORMS	-	
HOME ABOUT Home > My OPE Withdraw The terms of wi 1. Withdrawal o 2. You are requ 3. Fees will be o	FOPERA OFFERS BUSINE ERA » <u>My Submissions</u> » Submis <b>W Submission</b> thdrawal are as follows. If the submission is final. You r ired to make payment of fees i charged for new submissions.	ESS TRUSTS E-SERVIC ssion may not reverse the with in relation to the submit	<b>ES TAKE-OVE</b> hdrawal.	ERS&IMERGERS MY	Y OPERA FORMS	-	
HOME ABOUT Home > My OPE Withdraw The terms of wi 1. Withdrawal o 2. You are requ 3. Fees will be o	TOPERA OFFERS BUSINE ERA > <u>My Submissions</u> > Submis <b>W Submission</b> thdrawal are as follows. If the submission is final. You r ired to make payment of fees i	ESS TRUSTS E-SERVIC ssion may not reverse the with in relation to the submit	<b>ES TAKE-OVE</b> hdrawal.	ERS&IMERGERS MY	Y OPERA FORMS	-	
HOME ABOUT Home > My OPE Withdrau The terms of wi 1. Withdrawal o 2. You are requ 3. Fees will be o Please state the	COPERA OFFERS BUSINE ERA > My Submissions > Submis <b>W Submission</b> thdrawal are as follows. If the submission is final. You r ired to make payment of fees charged for new submissions. a reason for withdrawing this s	ESS TRUSTS E-SERVIC ssion may not reverse the with in relation to the submit	<b>ES TAKE-OVE</b> hdrawal.	ERS&IMERGERS MY	Y OPERA FORMS	-	
HOME ABOUT Home > My OPE Withdrawal o 2. You are requ 3. Fees will be o	COPERA OFFERS BUSINE ERA > My Submissions > Submis <b>W Submission</b> thdrawal are as follows. If the submission is final. You r ired to make payment of fees charged for new submissions. a reason for withdrawing this s	ESS TRUSTS E-SERVIC ssion may not reverse the with in relation to the submit	<b>ES TAKE-OVE</b> hdrawal.	ERS&IMERGERS MY	Y OPERA FORMS	-	
HOME ABOUT Home > My OPE Withdrawal o 2. You are requ 3. Fees will be o Please state the DECLARATION	COPERA OFFERS BUSINE ERA > My Submissions > Submis W Submission s final. You r irred to make payment of fees charged for new submissions. e reason for withdrawing this s and understood the terms of w	ESS TRUSTS E-SERVIC ssion may not reverse the with in relation to the submis submission:	ES TAKE-OVI	ERS&IMERGERS MY	Y OPERA FORMS	-	

Figure 2.12-4 Upload document

- 4. Enter the reason for the withdrawal and click  $\square$  to indicate that you have read and understood the terms of the withdrawal. See **Figure 2.12-4**.
- 5. To upload supporting documents (optional), refer to steps 6-9 in section 2.10
- 6. Click Cancel to go back to the previous page.

7.	Click	Withdraw Submission	to proceed with the withdrawa	I.
----	-------	---------------------	-------------------------------	----

Home » My OPERA » My Submissions » Sub	mission Details					
Project Information						
Project Type	: BTA Form 2			Project Status	: V	Vithdrawn
Project Name	: ABC Hospitality Trust	- BTA Form 2 - 0	2 Jan 2018	Payment State	us : F	Pending Payment
Name of Business Trust	: ABC Hospitality Trust			Project create	d by : T	homas Tan
Business Trust Registration Number	: NA			Project create	d on : C	2/01/2018
				Last modified	by : T	homas Tan
				Last modified	date : C	2/01/2018
Make Payment						
ayment Information						
Item Description	Fee Amt(\$)	GST(\$)	Unit Amt(\$)	Quantit	y Total	Status
3TA Form 2 Submission	\$1,869.16	\$130.84	\$2,000.00	1	\$2,000.00	Pending Payment
pplication Information						
ase ID :BTA-201801-0001		tus :Withdrawn				

Figure 2.12-5 Project Information

 The Project Information page is displayed. The project status is withdrawn. See Figure 2.12-5

#### 2.13 Create Project for Updating Business Trust Information

This section will show you how to create a project to update the information on a Business Trust.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



Figure 2.13-1 Homepage of MAS OPERA

1. After successful log-in, click on Update Business Trust Information under BUSINESS TRUSTS E-SERVICES in main menu. See Figure 2.13-1



Figure 2.13-2 Instructions to create Update Business Trust Information project

2. Click 'Create [Update of Particulars] Project'. See Figure 2.13-2

номе	ABOUT OPERA	OFFERS	BUSINESS TRU	STS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ	Thomas Tan [ log out ]
Home	» My OPERA » My	Submissions	» Create BTA Upo	late Business Trust	Information Project				
Upd	late of Pa	rticula	ars of Bu	siness Tr	ust Project Info	mation			
Please	uction » Proj select a Business Permissions	ect Informa Trust:	tion » Project 2014011 - North	t Created »					
			Search	Clear search					
	le users				Authorised User				
Prisceli Terence Gomez Johnny Dexter Joanne Jamie Porter I	e Goh James Tan			• •					
Cre	ate Project								

Figure 2.13-3 Select Business Trust

- 3. Select the Business Trust from the dropdown list. See Figure 2.13-3
- 4. To search for available users who may be granted access to the project, enter the user name

in the 'Search Users' textbox. Click Search button.

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS MY OPERA FORMS FAQ Thomas Tan [ log out ]
Home » My OPERA » My Submissions » Create BTA Update Business Trust In Update of Particulars of Business Trust Instruction » Project Information » Project Created »	
Please select a Business Trust. 2014011 - Northpoint 6	V
Search     Clear search       Available users     Priscelia Goh       Priscelia Goh     Image: Comparison of the search       Gomez James     Johnny Tan       Dexter     Dexter       Joanne     Image: Comparison of the search       Jamie     Image: Comparison of the search	Authorised User Thomas Tan

Figure 2.13-4 Add/ Remove authorized users

5. To grant an authorized user access to the project, select the user name in the User list and click button. The name of the user will be displayed in the 'Authorized User' list.

See Figure 2.13-4
To deny authorized user(s) access to the project, select the user name in the Authorized User list. Click button. The name of the User(s) will be removed from the 'Authorized User' list.
Note: You can still add/remove authorized user(s) in <sup>My Submissions</sup> after the project is created.

7. Click on Create Project button.



Figure 2.13-5 Project created successfully

- 8. A confirmation page that the project has been successfully created will be displayed. See **Figure 2.13-5**
- 9. Click on 'View project details' to commence updating the business trust information. See **Figure 2.13-6**. Refer to section 2.14 Updating Business Trust Information.

HOME	ABOUT OPERA	OFFERS	BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ		Thomas Tan [log out ]
Home	» My OPERA » My Sul	bmissions :	Submission Details						
Pro	ject Inform	ation							
									2
Proje	ect Type		: BTA Form 3		Project Sta	itus		: Open	
Proje	ect Name		: Northpoint 6 - BTA Form 3	3 - 02 Jan 2018	Payment S	tatus		: NA	
Nam	e of Business Trust		: Northpoint 6		Project crea	ated by		: Thomas Tan	
Busi	ness Trust Registratio	on Numbe	r : 2014011		Project crea	ated on		: 02/01/2018	
					Last modifi	ed by		: Thomas Tan	
					Last modifi	ed date		: 02/01/2018	
M	anage Permissions	Start	Submission Delete Project						
	-								

Figure 2.13-6 View Project Information

### 2.14 Updating Business Trust Information (Form 3)

This section will show you how to update the information on a Business Trust by lodging a BTA Form 3.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

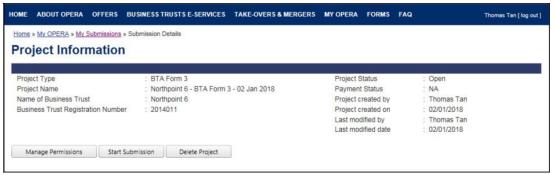


Figure 2.14-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.14-1

HOME ABOUT	OPERA OF	FERS BUSINE	ESS TRUSTS E-SE	RVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS	FAQ	Thom	as Tan [ log out
Home » My OPER	RA » My Subm	issions								
Manage	Submis	ssion								
Filter By Project Status: Open Projects	Open	○ Active	O Closed	Owi	thdrawn					
For	rm Type			F	Project Name		Date	e of Creation	Status	Action
BTA FORM 3		Northp	oint 6 - BTA Form	3 - 02 Ja	an 2018		02/01/201	8	Open	<u>View</u>
SIC FORM 1		LEONS	SIC_COMPANY-S	IC Form	1-02 Jan 2018 11:42:00		02/01/201	8	Open	View
CIS Form1		CIS En	m 1 - LEONCISI	MRREI I	A - C1 20171215 1 - 15 Dec	2017	15/12/201	7	Open	View

Figure 2.14-2 Manage Submission

2. Click on 'View' to open the BTA Form 3 project to update information. See Figure 2.14-2

Project Information			
-	DTA Form 2	Device & Olathan	0.000
Project Type	: BTA Form 3 : Northpoint 6 - BTA Form 3 - 02 Jan 2018	Project Status	: Open : NA
Project Name Name of Business Trust	: Northpoint 6 : Northpoint 6	Payment Status Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created by Project created on	: 02/01/2018
business must Registration Number	. 2014011	Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018
		Last modified date	. 02/01/2018

Figure 2.14-3 Project Information

3. Click Start Submission button to begin the submission. See Figure 2.14-3



Figure 2.14-4 Submission Instructions

- 4. Click  $\square$  to indicate that you have read and understood the submission instructions.
- 5. Click Next to proceed, or click Cancel to go back to the previous screen.

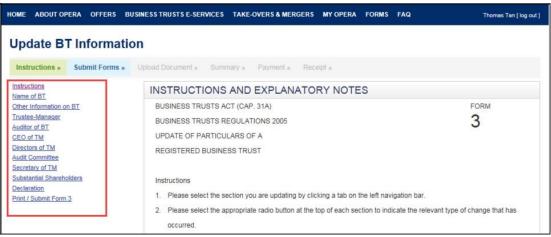


Figure 2.14-5 Form 3

6. From the menu on the left of the screen, click on the section that you want to update. See **Figure 2.14-5** 

For updates to the following sections, refer to steps 7 - 17 below:

- Name of BT
- Other Particulars of BT

For updates to other sections, please skip the above steps.

Jpdate BT Informati	on	
Instructions » Submit Forms »	Upload Document » Summary » Payment » Receipt »	
nstructions Name of BT	INSTRUCTIONS AND EXPLANATORY NOTES	
ther Information on BT	BUSINESS TRUSTS ACT (CAP. 31A)	FORM
rustee-Manager	BUSINESS TRUSTS REGULATIONS 2005	3
uditor of BT EO of TM	UPDATE OF PARTICULARS OF A	
udit Committee	REGISTERED BUSINESS TRUST	
ubstantial Shareholders	Instructions	
eclaration rint / Submit Form 3	1. Please select the section you are updating by clicking a tab on the left navigation ba	Les .
IIII. / SUDIIII. FUITI 3	<ol> <li>Please select the appropriate radio button at the top of each section to indicate the n</li> </ol>	
		erer and the er er andrige that have

Figure 2.14-6 Other Information on Business Trust

7. Click on the section you want to update in the menu on the left of the screen. See **Figure 2.14-6**.

nstructions » Submit Forms »	Upload Document » Summary » Payment » Receipt »	
structions ame of BT	OTHER INFORMATION ON THE BUSINESS TRUST	
ther Information on BT ustee-Manager utility of BT	<ul> <li>○ No changes ● Update section</li> <li>1. Nature of business and principal activities of the business trust.</li> </ul>	
Inside-Manager Auditor of BT CEO of TM Directors of TM Audit Committee Secretary of TM Substantial Shareholders Declaration Print / Submit Form 3	The principal activities are as follows: (i) the ownership, installation, operation and maintenance of ducts, manholes, central offices and space in central offices in Singapore for the purposes of telecommunications activities; and (ii) any business, undertaking or activity associated with, incidental and/or ancillary to the operation of the businesses referred to in paragraph (i) above. testing testing haha hahatest	< >
	<ol> <li>Number of units in the business trust</li> <li>(a) issuede:</li> </ol>	567109220.00
	(b) for which the trustee-manager has obtained unitholders' approval for issue (but have not been issued).	2

Figure 2.14-7 Update changes

- Select 'Update section' radio button. See Figure 2.14-7
   Enter the updated information into the relevant fields. Ensure that you have completed all the mandatory fields indicated by red asterisks (\*).

nstructions » Submit Forms »	Upload Document » Summary » Payment » Receipt »					
structions ame of BT	OTHER INFORMATION ON THE BUSINESS TRUST					
her Information on BT	O No changes					
istee-Manager ditor of BT	1. Nature of business and principal activities of the business trust-:					
EO of TM irrectors of TM udit Committee ecretary of TM ubstantial Shareholders ecelaration	The principal activities are as follows: (i) the ownership, installation, operation and maintenance of ducts, manholes, central offices and space in central offices in Singapore for the purposes of telecommunications activities; and (ii) any business, undertaking or activity associated with, incidential and/or anciliary to the operation of the businesses referred to in paragraph (i) above. testing testing haha hahatest					
	testing testing haha hahatest	~				
	testing testing haha hahatest	~				
	4 January, 2018 2. Su Mo Tu We Th Fr Sa ust	v				
	4 January, 2018 )	567109220.00				
	4         January, 2018         >           2.         Su Mo Tu We Th Fr Sa ust         January 34         5         6					
	January, 2018         January, 2018           Su         Mo         Tu         We         Th         Fr         Sa           31         1         2         3         4         5         6           7         8         9         10         11         12         13           14         15         17         16         19         20           21         22         23         24         25         26         27					
ecaration rint / Submit Form <u>3</u>	2. Su Mo Tu We Th Fr Sa 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 has obtained unitholders' approval for issue (but has					

Figure 2.14-8 Calendar

10. Click on it to select date using the calendar. See Figure 2.14-8.

4	28	Janu	iary,	2018		+
Su	Мо	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
	5	6	7	8	9	10

Figure 2.14-9 Calendar

•	20	18	
Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Figure 2.14-10 Calendar by month

- 11. Click 🕚 button to select the previous month.
- 12. Click 🕨 button to select the next month.
- 13. Click Today: January 2, 2018 to select the current date.
- 14. Click January, 2018 to show the calendar by month. See Figure 2.14-9 and 2.14-10
- 15. Click on the date to select it.

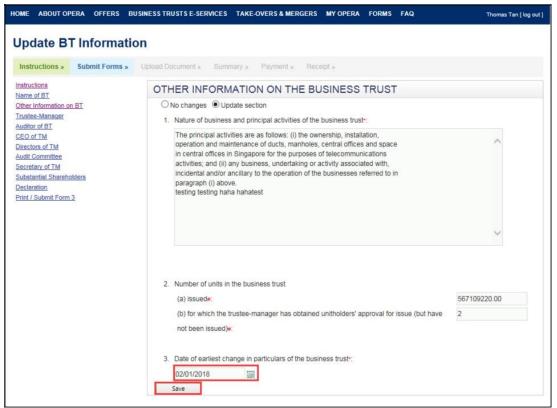


Figure 2.14-11 Save changes

- 16. The selected date will be displayed in the date field. See Figure 2.14-11
- 17. Click Save button.

Note: Please click the Save button to save changes made to each section before navigating to a different section.

For updates to the following sections, refer to steps 18 – 28 below:

- Trustee-Manager
- Auditor of BT
- CEO of TM
- Directors of TM
- Secretary of TM
- Substantial Shareholders

Note: The following guide uses Secretary as an example; the same steps apply to Trustee-Manager, Auditor, CEO, Director and Substantial Shareholders.

HOME ABOUT OPERA OFFERS BU	ISINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS N	NY OPERA FORMS FAQ	Thomas Tan [log out ]
Update BT Informatio	on		
Instructions » Submit Forms »	Upload Document » Summary » Payment » Receipt	3	
Instructions Name of BT	PARTICULARS OF SECRETARY OF	TRUSTEE-MANAGER	
Other Information on BT	Existing Secretary:		
Trustee-Manager Auditor of BT CEO of TM	No changes O Update particulars of Secretary O C	cessation of service of existing Secretar	У
Directors of TM Audit Committee Secretary of TM	1. Name of Secretary*	: Alvin Yap yap	
Substantial Shareholders	2. NRIC/ Passport No/Company Registration No.*	S1234567D	
Declaration	3. NRIC Type(if applicable)*	NRIC V	
Print / Submit Form 3	4. Country of Citizenship/Incorporation*	SINGAPORE	~
	5. Professional Qualification or Membership	: test	
	6.Registered/ Residential Address*		
	Local Address     Overseas Address		
	Blk/House No.* : test		
	Street Name- : test		
	Unit :# -		
	Building Name :		
	Postal Code* : Singapore 123234		

Figure 2.14-12 Secretary of Trustee-Manager

18. Click on the section in the menu on the left of the screen. See Figure 2.14-12.

pdate BT Information	tion		
Instructions » Submit Forms	<ul> <li>Upload Document » Summary » Payment » Receip</li> </ul>	e fe	
ame of BT	PARTICULARS OF SECRETARY OF	TRUSTEE-MANAGER	
ther Information on BT	Existing Secretary:		
rustee-Manager uditor of BT	O No changes O Update particulars of Secretary O	Cessation of service of existing Secretary	
EO of TM			
irectors of TM udit Committee	Date of earliest change in particulars of existing Secreta	iry* :	
ecretary of TM	1. Name of Secretary*		
ubstantial Shareholders eclaration		Alvin Yap	×
int / Submit Form 3	2. NRIC/ Passport No/Company Registration No.*	: S1234567D	
	3. NRIC Type(if applicable)*	NRIC V	
	<ol><li>Country of Citizenship/Incorporation*</li></ol>	SINGAPORE	~
	5. Professional Qualification or Membership	5. Professional Qualification or Membership : test	
	6.Registered/ Residential Address*		
	Local Address     Overseas Address		
	Blk/House No.* : test		
	Blk/House No.* : test Street Name* : test		

Figure 2.14-13 Update details

- 19. To update the details of the current secretary, select 'Update particulars of Secretary' radio button. See Figure 2.14-13
- 20. Enter the updated information into the relevant fields. Ensure that you have completed all the mandatory fields indicated by red asterisks (\*).
- 21. Click Save button.

HOME ABOUT OPERA OFFERS BU	JSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS N	NY OPERA FORMS FAQ	Thomas Tan [ log out ]
Update BT Informatio	on		
Instructions » Submit Forms »	Upload Document » Summary » Payment » Receipt		
	opioao Documentis Summaryis Paymentis Receipt	3	
Instructions Name of BT	PARTICULARS OF SECRETARY OF	TRUSTEE-MANAGER	
Other Information on BT	Existing Secretary:		
Trustee-Manager Auditor of BT	○ No changes ○ Update particulars of Secretary ● C	Cessation of service of existing Secreta	ry
CEO of TM	Date of cessation of service of existing Secretary*		
Directors of TM Audit Committee			
Secretary of TM Substantial Shareholders	1. Name of Secretary*	Alvin Yap	
Declaration	2. NRIC/ Passport No/Company Registration No.*	: S1234567D	
Print / Submit Form 3	3. NRIC Type(if applicable)*	NRIC V	
	4. Country of Citizenship/Incorporation*	SINGAPORE	$\sim$
	5. Professional Qualification or Membership	: test	
	6.Registered/ Residential Address*		
	Local Address     Overseas Address		
	Blk/House No.* : test		
	Street Name* : test		
	Unit :# -		
	Building Name :		
	Postal Code* Singapore 123234		

Figure 2.14-14 Cessation of service of secretary

- 22. To provide an update on the cessation of appointment of a secretary, select 'Cessation of service of existing secretary' radio button. See **Figure 2.14-14**
- 23. Click on it to select the date of cessation. Refer to steps 11-15 above for how to use the calendar to select a date.
- 24. The selected date will be displayed in the date field.
- 25. Click Save button.

1. Name of Secretary*		testsec2	
2. NRIC/ Passport No/Company Regis	tration No.*	TESTRAS	
3. NRIC Type(if applicable)*		: Passport 🗸	
4. Country of Citizenship/Incorporation	in .	AFGHANISTAN	~
5. Professional Qualification or Membe	ership		
6.Registered/ Residential Address*			
Local Address     Overseas Address	ess		
Blk/House No. : 123			
Street Name* : 213			
Unit :# -			
Building Name :			
Postal Code* : Singapore 2312	31		
7. Tel No.(Home)# : 231 -2121312	23		
8. Tel No.(Office)# : -			
9. Email Address : test@test.com			

Figure 2.14-15 Add new secretary

26. To add new secretary, click on Add Secretary button. See Figure 2.14-15

	0		
Date of appointment of n	ew Secretary*	:	
1. Name of Secretary*			
2. NRIC/ Passport No/Co	ompany Registration No.*		
3. NRIC Type(if applicab	le)*	NRIC 🔽	
4. Country of Citizenship	/Incorporation*	SINGAPORE	~
5. Professional Qualification	tion or Membership		
6.Registered/ Residentia	Address*		
Local Address     O	verseas Address		
Blk/House No. :			
Street Name* :			
Unit :#	-		
Building Name :			
Postal Code• : Sir	igapore		
7. Tel No.(Home)# :	-		
8. Tel No.(Office)# :	-		
9. Email Address• :			

Figure 2.14-16 New Secretary

- 27. In the New Secretary screen, enter the information into the relevant fields. Ensure that you have completed all the mandatory fields indicated by red asterisks (\*). See **Figure 2.14-16**
- 28. Click Save button to save changes, or click Remove Secretary button to remove this newly added secretary.

For updates to the following section, refer to steps 29 – 35 below.

Audit Committee

For updates to other sections, please skip the above steps.

Update BT Information	load Document » Summary » F		
Instructions » Submit Forms » Up	load Document » Summary » P		
		ayment » Receipt »	
Instructions Name of BT	COMPOSITION OF AUE	DIT COMMITTEE	
Other Information on BT. Trustee-Manager Auditor of BT	No changes O Update Section     And A Chairman or Co-Chairman:	n	
CEO of TM	Directors of TM	Chairman or Co-Chairman	
Directors of TM Audit Committee Secretary of TM Substantial Shareholders Declaration Print / Submit Form 3		Tong Tong	
	2. Members:		
	Directors of TM	Members	
	Save	Yin Yin <	

Figure 2.14-17 Audit committee

29. Click on the "Audit Committee" section in the menu. See Figure 2.14-17.

HOME ABOUT OPERA OFFERS BU	ISINESS TRUSTS E-SERVICES T	AKE-OVERS & MERGERS MY OPERA	FORMS FAQ	Thomas Tan [log out]
Update BT Information	on			
Instructions » Submit Forms »	Upload Document » Summary	/ » Payment » Receipt »		
Instructions Name of BT Other Information on BT Trustee-Manager Auditor of BT CEO of TM Directors of TM Audit Committee Secretary of TM Substantial Shareholders Declaration Print / Submit Form 3	O No changes O Update	proposition of Audit Committee: n:	or Co-Chairman Tong	
	2. Members: Directors of TM	Members Yin Y		

Figure 2.14-17 Select Update Section

- 30. To update the composition of the Audit Committee, select 'Update Section' radio button. See Figure 2.14-17
- 31. Click is to select the Date of earliest change in composition of Audit Committee. Refer to steps 11-15 above for how to use the calendar to select a date.

HOME ABOUT OPERA OFFERS BU	ISINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ	Thomas Tan [log out ]
Update BT Informatio	on	
Instructions » Submit Forms »	Upload Document » Summary » Payment » Receipt »	
Instructions Name of BT Other Information on BT Trustee-Manager Auditor of BT CEC of TM Directors of TM Directors of TM	COMPOSITION OF AUDIT COMMITTEE ONo changes  Update Section Date of earliest change in composition of Audit Committee: 1. Chairman or Co-Chairman: Directors of TM Chairman or Co-Chairman	
Audit Committee Secretary of TM Substantial Shareholders Declaration Print / Submit Form 3	Tong Tong	
	2. Members: Directors of TM Members Vin Yin Save	

Figure 2.14-18 Update chairman and members

32. To add Audit Committee chairman/ member, select a name in the 'Directors of TM' list and

click >> button. The name will be displayed in the 'Selected Chairman'/ 'Audit Committee' list. See Figure 2.14-18
33. To remove Audit Committee chairman/ member(s), select the name(s) from the 'Selected

Chairman'/ 'Audit Committee' list. Click button. The name will be removed from the list.

34. Click Save button

To make the declaration which is required before submitting the changes, refer to steps 36 - 39 below.

Jpdate BT Informatio	Upload Document » Summary » Payment » Receipt »
nstructions lame of BT	DECLARATION
Other Information on BT Trustee-Manager Auditor of BT CEO of TM Directors of TM Audit Committee Secretary of TM Substantial Shareholders Declaration Pint / Submit Form 3	Section 107(3) of the Business Trusts Act 2004 (Cap. 31A) requires any person who signs a document lodged with the Authority to use due care in ensuring that the document is not false or misleading in any material particular. Any person who fails to do so shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$50,000 or to imprisonment for a term not exceeding 2 years or to both. We declare that to the best of our knowledge and belief all information given in this form is true and correct. Date of Declaration
	Signatories (a) Name of Director
	(b) Name of Director/Secretary :

Figure 2.14-19 Declaration

- 35. Click on the "Declaration" section in the menu. See Figure 2.14-19.
- 36. Click is to select the Date of Declaration. Refer to steps 11-15 above for how to use the calendar to select a date. See **Figure 2.14-19**.
- 37. Enter the names of the signatories into the relevant fields.
- 38. Click Save button.

pdate BT Informat	
structions ame of BT	PRINT / SUBMIT FORM 3
ther Information on BT vstee-Manager uditor of BT EC of TM frectors of TM udit Committee scretary of TM	<ol> <li>Please click on the "Print" button to download the completed Form 3 for printing.</li> <li>When the completed Form 3 has been printed, please do the following prior to submission:         <ul> <li>a. Ensure that it is signed by 2 directors of, or a director and the secretary of, the trustee-manager of the business trust</li> <li>b. Scan the signed Form 3 and save it as a pdf file.</li> </ul> </li> <li>To submit the scanned Form 3, please click the "Submit" button.</li> </ol>

Figure 2.14-20 Print/Submit

- 39. After completing the update of business trust information, click on the 'Print/ Submit Form 3' section in menu. See **Figure 2.14-20**
- 40. Click on Print to open or save a pdf file of the BTA Form 3 that is generated. Print the BTA Form 3 and ensure that it is signed by the named signatories. Scan the signed BTA Form 3 for submission.
- 41. Click on Submit to submit the scanned BTA Form 3.

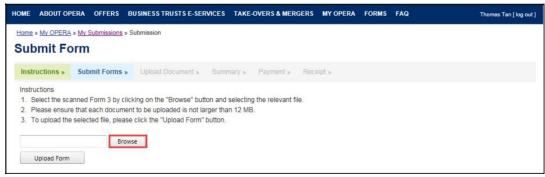


Figure 2.14-21 Upload BTA Form 3

42. Click Browse to open Windows browser. See Figure 2.14-21

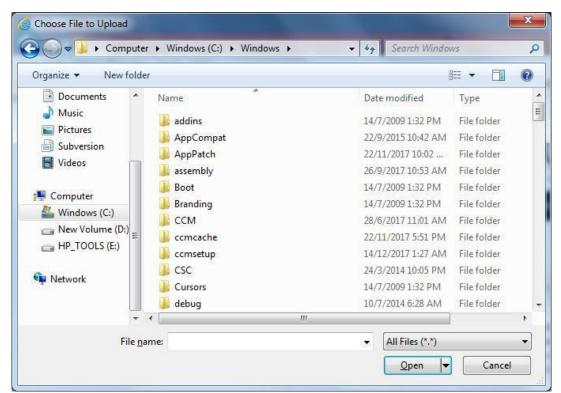


Figure 2.14-22 Browse and select document

43. Select the document for upload. See Figure 2.14-22

Hone + Mr. CPERA + Mr. Submissions + Submission Submit Form Instructions - Submit Forms - Upload Document - Summary - Payment - Recept - Instructions 1. Select the scanned Form 3 by clicking on the "Browse" buffon and selecting the relevant file. 2. Prease ensure that each document to be uploaded is not larger than 12 MB. 3. To upload the selected file, please click the "Upload Form" buffon.	E ABOUT OPE	ERA OFFERS E	USINESS TRUSTS E-SERV	ICES TAKE-OVERS & MERGERS	MY OPERA FORM	S FAQ	Thomas Tan [log dut]
Instructions Submit Forms Upload Document Summary Prevent's Recept F Instructions 1. Select the scanned Form 3 by clicking on the "Browse" button and selecting the relevant file. 2. Prease ensure that each document to be uploaded is not larger than 12 MB. 3. To upload the selected file, please click the "Upload Form" button.			lubmission				
Instructions 1. Select the scanned Form 3 by clicking on the "Browse" button and selecting the relevant file. 2. Please ensure that each document to be uploaded is not larger than 12 MB. 3. To upload the selected file, please click the "Upload Form" button.							
Select the scanned Form 3 by clicking on the "Browse" button and selecting the relevant file.     Please ensure that each document to be uploaded is not larger than 12 MB.     To upload the selected file, please click the "Upload Form" button.	structions »	Submit Forms »	Upload Document »	Summary + Payment + Rec	ough a		
2. Ptease ensure that each document to be uploaded is not larger than 12 MB.     3. To upload the selected file, please click the "Upload Form" button.		nned Form 3 by clic	king on the "Browse" butto	n and selecting the relevant file			
	Please ensure	that each documen	t to be uploaded is not larg	er than 12 MB.			
	To upload the s	selected file, please	click the "Upload Form" b	utton.			
BTA_Form3_AEMpdf & Remove	BTA_Form3_AE	Mpdf Remove					
Upload Form	Linicad Form						

Figure 2.14-23 File to be uploaded

44. After selecting the document, the path and filename will be displayed. See Figure 2.14-23 Upload Form to begin upload of the scanned BTA Form 3. 45. Click

	OFERS DUSINESS	TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPER	A FORMS FAQ	Thomas Tan   log out
Home + My OPE	RA + My Submissions + Submissio	5		
Upload	Document			
Instructions	<ul> <li>Submit Forms » Uploa</li> </ul>	d Document . Dummary . Payment . Recept .		
Project Name Name of Busin Name of Trush		FA Form 3 - 02 Jan 2018 M.		
Please ensu To select a	ad any attachments required. You re that each document to be uplo file for upload, please click on the selection, please click on the "Ci	"Select File" button below.		
3N	File Name	Description of Document Type	Status	Upload Clear
ALC: N		BTA Form 3 Annex	Optional file	Select File Clear
			upload for Form3 Annex	
		BTA Form 3 Annex		Select File Clear
		BTA Form 3 Annex BTA Form 3 Annex	Form3 Annex Optional file upload for	Select File Chear
			Form3 Annex Optional file upload for Form3 Annex Optional file upload for	
2		BTA Form 3 Annex	Form3 Annex Optional file upload for Form3 Annex Optional file upload for Form3 Annex Optional file upload for	Select File Chear

Figure 2.14-24 Upload document

Select File to open Windows browser. See Figure 2.14-24 46. Click

47. Select the document for upload. See Figure 2.14-22

	te » My OPERA » My Submissions » Submissio	n.			
Jp	load Document				
Ins	structions » Submit Forms » Uplo	ad Document . Summery . Payment . Receipt .			
ian	ect Name : Northpoint 6 - B ne of Business Trust : Northpoint 6 ne of Trustee-Manager : City Portal Pte.	TA Form 3 - 02 Jan 2018 Ltd			
P	Rease ensure that each document to be upl				
F T T	Please ensure that each document to be upl fo select a file for upload, please click on the fo clear the selection, please click on the "C	oaded is not larger than 12 MB. e "Select File" button below. War" button.	State.	Internet	0.00
TT	Please ensure that each document to be upling select a file for upload, please click on the	caded is not larger than 12 MB. • "Select File" button below.	Status	Upload Select File	Clear
T	Please ensure that each document to be up to select a file for upload, please click on the to clear the selection, please click on the "C File Name	oaded is not larger than 12 MB. e "Select File" button below. lear" button. Description of Document Type		100000	Clear
P T T	Please ensure that each document to be up To select a file for upload, please click on the To clear the selection, please click on the "C File Name testpof_1 pdf	eaded is not larger than 12 MB. = "Select File" button below iseal" button. Description of Document Type BTA Form 3 Annex.	Draft	Select File	15000
P T T	Please ensure that each document to be up to select a file for upload, please click on the fo clear the selection, please click on the "C File Name testpof_1.pdf	eaded is not larger than 12 MB. = "Select File" button below lear" button. Description of Document Type BTA Form 3 Annex. BTA Form 3 Annex.	Draft Draft	Select File Select File	Clear
F T T	Please ensure that each document to be up to select a file for upload, please click on the to clear the selection, please click on the "C File Name testpdf_1.pdf testpdf_1.pdf testpdf_2.pdf	erSelect File" button below. seal" button. BTA Form 3 Annex. BTA Form 3 Annex. BTA Form 3 Annex.	Draft Draft Draft	Select File Select File Select File	Clear Clear Clear

Figure 2.14-25 File uploaded successfully

- 48. The filename will be displayed upon successful upload. See Figure 2.14-2549. Repeat steps 46-48 to upload multiple documents.
- 50. Click Clear to remove the uploaded document.
- 51. Click Next to proceed to submit the BTA Form 3.

ons - Submit Forms -				
ons » Submit Forms »				
	Upload Document . Summary	Payment + Receip	ta .	
ustee-Manager : City Portal	Pte. Ltd.			
ocument				
File Name	Description of Document	Submission Dal	10 SI	utus
st_t.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3	Annex
st_1.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3	Annex
tt_3.pdf	8TA Form 3 Annex	02/01/2018	Optional file upload for Form3	Annex
st_2.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3	Annex
31_2.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3	Annex
Form3_AEM.pdf	Form 3	02/01/2018	Draft	
Description of Do		e Payable (\$)	Quantity Fee Payable (\$)	GST(\$) Total(\$
	ustee-Manager : City Portal ocument If_t pdf If_t pdf If_3 pdf If_2 pdf If_2 pdf	ustee-Manager : City Portal Pte. Ltd. occument File Name Description of Document If_1.pdf BTA Form 3 Annex If_1.pdf BTA Form 3 Annex If_3.pdf BTA Form 3 Annex If_2.pdf BTA Form 3 Annex If_2.pdf BTA Form 3 Annex If_2.pdf BTA Form 3 Annex	ustee-Manager : City Portal Pte. Ltd. cournent	ustee-Manager : City Portal Pte. Ltd. coument File Name Description of Document Submission Date S If_1.pdf BTA Form 3 Annex 02/01/2018 Optional file upload for Form3 If_1.pdf BTA Form 3 Annex 02/01/2018 Optional file upload for Form3 If_3.pdf BTA Form 3 Annex 02/01/2018 Optional file upload for Form3 If_2.pdf BTA Form 3 Annex 02/01/2018 Optional file upload for Form3 If_2.pdf BTA Form 3 Annex 02/01/2018 Optional file upload for Form3 If_2.pdf BTA Form 3 Annex 02/01/2018 Optional file upload for Form3

					ssion Complete	
					SSIOII COMPLETE	upmissio
			Receipt »	ument » Summary » Payment »	ns » Submit Forms » Upload Document	Instructions »
e Amount(\$) Total	Quantity Fee Amount(\$)	GST(\$) Quantity	Fee Unit Amount(\$) GST(	Item Description	Case Id It	SN Ca
00 \$50.00	1 \$50.00	\$0.00 1	50.00 \$0.00	Ibmission	014011-3-2018-109 BTA Form 3 Submiss	1 BTA2014011-3-
			50.00 \$0.00		014011-3-2018-109 BTA Form 3 Submiss	

Figure 2.14-27 Payment details

- 53. A payment page is displayed. Click Pay by credit card button to make payment. See **Figure 2.14-27**
- 54. Refer to section 2.17 Online Payment on how to perform online payments.

IOME A	BOUT OPERA OFFE	RS BUSINESS TRUSTS E-SERVICES TAKE-OVER	RS& MERGERS MY OPERA	FORMS	FAQ		Thomas Tan [ log out ]
Paym	nent details						
Instruct	tions » Submit Fo	rms » Upload Document » Summary » I	Payment » Receipt »				
	nent was successful.						
SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(5)	Quantity	Fee Amount(\$)	Payment Status
1 BTA20	014011-3-2018-110	BTA Form 3 Submission	\$50.00	\$0.00	1	\$50.00	Paid
nur naun	nent reference i 7762	111511078534650					
our pays	none reverse in 77ve						
Please pri	int this page for your re	ference. Go To Receipt					

Figure 2.14-28 Payment reference number

55. After successful payment, a payment reference number is provided. See **Figure 2.14-28** 56. Click **Go To Receipt** to see/print receipt.

IOME ABOUT OP	ERA OFFERS	BUSINESS TRUSTS E-SERV	CES TAKE-O	VERS & MERGE	RS MY OPER	A FORMS FAQ	Thomas Tan [ lo
Tax Invoid	e						
Instructions »	Submit Forms	» Upload Document »	Summary »	Payment »	Receipt »		
Vonetary Authority 10 Shenton Way M 3ST Reg No Date Payment Reference nvoice Number	AS Building Singa	pore 079117 : M90363076J : 02/01/2018 : 776211454182653df658 : R180000203					
Receipt Information	1						
SN		Description		Qty		Unit Price (\$)	Amount(\$)
1 BTA Form	n 3 Submission			1	50.00		50.00
							Total 50.00
						GST An	nount 0.00
						Amou	int Due 50.00
Project Information							

Figure 2.14-29 Receipt

57. The receipt is shown and the update submission process is completed. See Figure 2.14-29

## 2.15 Withdraw Form 3 Submission

An applicant may check in "My Submissions" under "MY OPERA", if a BTA Form 3 has been accepted by MAS. If the lodgment has not been accepted by MAS the applicant will be able to withdraw the Form. This section will show you how to withdraw a Form 3 after submission.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.

Date		y Profile	Action
12120.000		y Submissions y Submissions (Shares, Debentures & BTs)	
02/01/2018	BTA Form 2 Submission for ABC Hospitality Trust - Outstanding Documents	Submissions (Shares, Debentures & BTS)	View
02/01/2018	PTA Form 2 Submission for ABC Hospitality Trust, Outstanding Payment	Lodgment Booking	View
26/12/2017		anage Entity Information	View
ou have activ	e alerts/reminders.Click here to show/hide details Ma	anage User Accounts	
		anage Project Permission	
		A Delegation To UEN	
		elegate for Business Trust	
	C	S Delegation To UEN	

Figure 2.15-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.15-1

IOME ABOUT OPERA OFFI	ERS BUSINESS TRUSTS E-SERVIC	ES TAKE-OVERS & MERGERS MY OPERA	FORMS FAQ	Thom	as Tan [ log ou
Home » My OPERA » My Submis	sions				
Manage Submis	sion				
Filter By	a				
Project Status: O Open Active Projects		) Withdrawn	1		
	Case Id	Project Name	Date of Submission	Status	Action
Active Projects Form Type	restruction of planetory. De		Date of Submission	Status	Action
Active Projects	Case Id	Project Name	(a second second second second	20080 - L	

Figure 2.15-2 Manage Submission

2. Click on 'View' to open the BTA Form 3 project for withdrawal. See Figure 2.15-2

Project Information						
Project Type	: BTA Form 3		Pr	oject Status	: Active	•
Project Name	: Northpoint 6 - BTA For	n 3 - 02 Jan 2018	Pa	yment Status		ng Payment
Name of Business Trust	: Northpoint 6			oject created by	: Thom	
Business Trust Registration Number	: 2014011			oject created on	: 02/01/	
				st modified by	: Thom	
			La	st modified date	: 02/01/	/2018
Make Payment Manage Permissi	ons Withdraw Subn	ission				
Manage Permissi	withdraw subh	1231011				
Payment Information						
Item Description	Fee Amt(\$)	GST(\$)	Unit Amt(\$)	Quantity	Total	Status
BTA Form 3 Submission	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment
Application Information						

3. Click Withdraw Submission button to withdraw the submission. See Figure 2.15-3

HOME	ABOUT OPERA	OFFERS	BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	MY OPERA	FORMS FAQ	Thomas Tan [ log out
Home	» My OPERA » My	Submissions	» Submission				
Witl	hdraw Su	bmiss	ion				
The ter	ms of withdrawal	are as follow	vs.				
1. With	drawal of the subr	nission is fir	nal. You may not reverse the withdr	awal.			
			t of fees in relation to the submission		ubmission is w	vithdrawn.	
3. Fees	will be charged fi	or new subm	nissions.	8.52			
lease	state the reason f	for withdrawi	ing this submission:				
					^		
DECLA	RATION						
<b>h</b> ha	ave read and unde	rstood the t	erms of withdrawal of my submission	on.			
	ting document:						
	-			Upload File			
			Browse	Upload			
				opiouo			
Car	ncel	Withdraw St	unmission				

Figure 2.15-4 Upload document

- 4. Enter the reason for the withdrawal and click  $\square$  to indicate that you have read and understood the terms of the withdrawal. See **Figure 2.15-4**.
- 5. To upload supporting documents (optional), refer to steps 6-9 in section 2.10.
- 6. Click Cancel to go back to the previous page.

7.	Click	Withdraw Submission	to proceed with the withdrawa	al.
----	-------	---------------------	-------------------------------	-----

roject Information						
Project Type Project Name	: BTA Form 3 : Northpoint 6 - BTA Fo	orm 3 - 02 Jan 2018	Pay	ect Status ment Status		ng Payment
Name of Business Trust Business Trust Registration Number	: Northpoint 6 : 2014011		Proj Lasi	ect created by ect created on t modified by t modified date	: Thom : 02/01 : Thom : 02/01	/2018 as Tan
Make Payment ayment Information						
Item Description	Fee Amt(\$)	) GST(\$)	Unit Amt(\$)	Quantity	Total	Status
	\$50.00	\$0.00	\$50.00		\$50.00	Pending Payment

Figure 2.15-5 Project Information

 The Project Information page is displayed. The project status is withdrawn. See Figure 2.15-5

## 2.16 Re-submit Application that has been Returned for Amendment

MAS may return forms and/or documents to applicants if the forms and/or documents are erroneous or incomplete. MAS may return either the entire submission (i.e. Form and documents) or only certain documents for the applicant to amend. This section will show you how an applicant can re-submit the entire submission or certain documents after making the amendments.

Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



Figure 2.16-1 Homepage of MAS OPERA

1. In OPERA Homepage, click My Submissions under MY OPERA in main menu. See Figure 2.16-1

HOME ABOUT OPERA OFFE	ERS BUSINESS TRUSTS E-SERVICI	ES TAKE-OVERS & MERGERS MY OPERA	FORMS FAQ	Thoma	is Tan [ log ou
Home » My OPERA » My Submis	sions				
Manage Submis	sion				
Filter By					
Project Status: Open	Active O Closed O	Withdrawn			
Toject Status. O Open	S Active O Glosed O	Walidawii			
Active Projects					
Active Projects Form Type	Case Id	Project Name	Date of Submission	Status	Action
Form Type	Case Id SIC-201801-0065	Project Name LEONSIC_COMPANY-SIC Form 1-02 Jan 2018 11:42:00	Date of Submission 02/01/2018	Status Submitted	Action <u>View</u>
	Contraction of the second	LEONSIC_COMPANY-SIC Form 1-02 Jan			

Figure 2.16-2 Manage Submission

- 2. The status of a project where a form or document has been returned will be indicated as 'Returned For Amendment', under the Status column. See **Figure 2.16-2.**
- 3. Click on 'View' to open the project. See Figure 2.16-2.

For submissions where only certain documents have been returned, refer to steps 4 - 6 for resubmission of those documents. For submissions which have been returned in their entirety, skip to step 7.

Project Inf		_									
Project Type : BTA Form 1 Project Name : Northport 6 - BTA Form 1 - 26 Dec 2017 12 54 18 Northe of Business Truel : Northpoint 6 Business Trual Registration Number : 2014D11				Pay Pili Pili Like	Project Status Payment Status Project created by Project created by Last modified by Last modified base			Active Ponding Poyneett Thomas Tan 26/32011 Thomas Tan 26/32017			
Make Payment	Manage Per	entaziora.	Adapt Documents	With draw Submission							
		resubmit the G	socument that has been	n returned for amendmen							
		resubrit the d		n returned for anendmen			Unit Art		Total		Elitius
Reyment Informatio	an Jadgement - Natize	Ben Der		appointment of a		OST CI		Gare		Pending	Stavs Payment
Payment Informatio BTA Form 1 Late Li replacement Inceles	zn Jodgement - Natilie a-manager purbuar se of resolution pas	ten Des of resolution of to a resignation sout regarding	or option passed regarding the a tion of the incumbert t the apportment of a	oportment of a subse-manager	Page Arre	68T 61 50.00	0 mr Are (8) 8 *50 (0)	Gare	\$153.00		Caracol.
Nymeri Informatio BTA Form 1 Late Li replacement Inative BTA Form 1 - Notic manager pursuant 1 Application Mormal	on Jodgement - Notice e-manager purbuar e-of-resolution pass to a reeligivation of t dom	ten Des of resolution of to a resignation sout regarding	criptice passed regarding the a clon of the incurribent t the apportment of a titudee-matager	oportment of a subse-manager	Fee Are (3) \$150.00	68T 61 50.00	097 Am (5) \$950.00	1	\$153.00		Paynett
Neyment Informatio BTA Form 1 Late Li replacement thusiae BTA Form 1 - Notice	p Jodgement - Notice a-manager purbuar to a resignation of 1 filom 011-1-2017-018	ten Des of resolution of to a resignation sout regarding	criptice passed regarding the a clon of the incurribent t the apportment of a titudee-matager	opportment of a nation-manager replacement tracker	Fee Are (3) \$150.00	68T 61 50.00	097 Am (5) \$950.00	1	\$153.00		Paynett

Figure 2.16-3 Partially Returned Submission

4. To re-submit documents that have been returned, click on Attach Documents to re-attach the new document(s). See **Figure 2.16-3** 

Uploa	ad Docume	nt					
Instruct	tions - Submit F	orms . Upload Document . Our	nary + Raymurd +	Recept+			
		Northpoint 6 - 8TA Form 1 - 26 Dec 2017 Northpoint 6 City Portal Pte. Ltd.	7 12 54:19				
Please	e download or print th	e computer-generated Form 1 for your rec	ords.				
Please To sel To cle	e ensure that each do lect a file for upload, p	e computer-generated Form 1 for your rec current to be uploaded is not larger than 1 sease click on the "Select File" button belo se click on the "Clear" button Description of Document Type	2 MB.	Description	Relevant	Upload	Clear
2. Please 1. To sel 1. To clear N	e ensure that each do lect a file for upload, p lar the selection, plear	cument to be uploaded is not larger than 1 lease click on the "Select File" button belo se click on the "Clear" button.	2 MB. w	Description		Upload	Cear

Figure 2.16-4 Project Information

5. Refer to steps 19-24 in section 2.6 on how to upload documents.

Summary						
Instructions »	Submit Forms = Upload Doce	ument . Summary . Payment	· Parceipt •			
Name of Business T Name of Trustee-Ma	rust : Northpoint 6 inager : City Portal Pte. Ltd.					
tached Document		Description of Document		Other particulars (if accilicatio)	Submission	Status
NO DESCRIPTION OF TAXABLE PARTY	Mpdf Form 1	Description of Document		Other particulars (if applicable)	Submission Date 25/12/2017	Status
N File Name	Notice of resolution passed re	Description of Document garding the appointment of a replacer ation of the incumbent trustee-manage		Other particulars (if applicable)	Date	Status Submittee Draft
N File Name BTA_Form1_AEM	Notice of resolution passed re	garding the appointment of a replacer		Other particulars (if applicable)	Date 25/12/2017	Submitter

Figure 2.16-5 No payment required

6. (a) If payment for this submission had been made previously, no further payment is required. See **Figure 2.16-5** 

(b) If payment had not been made previously, you have to make payment now. Refer to steps 27-30 in section 2.6.

For submissions that have been returned in their entirety, refer to steps 7 - 9 for re-submission.

	Submissions » Submission	Details							
Project Inform	mation								
Project Type		A Form 1		ect Sta			Active		
Project Name : Northpoint 6 - BTA Form 1 - 26 Dec 2017 12:54:19				ment S			: Pending Payment : Thomas Tan		
Name of Business Trus Business Trust Registra	50	rthpoint 6 14011			ated by ated on		26/12/2	1000 C	
Duameaa must Registri	auon number . 20	14011		modifi			Thomas		
					ed date		02/01/2		
Make Payment	Manage Permissions	Withdraw Submission Resubmit							
lease click on the 'Resu		Withdraw Submission Resubmit							
ease click on the 'Resu	ibmit' button to resubmit		Fee Amt	GST	Unit Amt	Quantity	Total	Sta	tus
lease click on the 'Resu ayment Information	ibmit' button to resubmit Item C	Form that has been returned for amendment.	(\$)	(0)	Unit Amt (\$)	Quantity			
ease click on the 'Resu ayment Information TA Form 1 Late Lodger	Ibmit' button to resubmit Item D ment - Notice of resolution	Form that has been returned for amendment.	(\$)	(0)	()	Quantity		Sta Pending Paym	
ease click on the 'Resu ayment Information TA Form 1 Late Lodger placement trustee-mar	Ibmit' button to resubmit Item D ment - Notice of resolutio hager pursuant to a resig	Form that has been returned for amendment.	(\$)	\$0.00	()	Quantity 1	\$150.00		ent

Figure 2.16-6 Resubmit entire submission

- 7. For submissions that have been returned in their entirety, click on Resubmit button to resubmit the entire application. See **Figure 2.16-6**.
- 8. (a) For re-submissions of entire BTA Form 1, please refer to steps 4 26 in section 2.6 on how to submit BTA Form 1 application.

(b) For re-submissions of entire BTA Form 2, please refer to steps 4 - 18 in section 2.10 on how to submit BTA Form 2 application.

(c) For re-submissions of entire BTA Form 3, please refer to steps 4 - 54 in section 2.14 on how to submit BTA Form 3 application.

Summary							
instructions »	Submit Forms	<ul> <li>Upload Docum</li> </ul>	nent - Summary - Payme	ta Recepta			
Name of Business 1 Name of Trustee-M							
Attached Document	100750110005000						
Attached Document		c	escription of Document		Other particulars (if applicat	ble) Submission Date	1 Status
Attached Documen		I	escription of Document		Other particulars (if applicat		ousia
Atlached Documen SN File Name	Mpdf Form 1 Notice of r	esolution passed rega	escription of Document anding the appointment of a replace on of the incumbent trustee-manage		Other particulars (if applicat	Date	<sup>1</sup> Status Submittee Draft
tached Documen N File Name BTA_Form1_AE	Mpdf Form 1 Notice of r	esolution passed rega	arding the appointment of a replace		Other particulars (if applicat	26/12/2017	Submitter

Figure 2.16-7 No payment required

9. (a) If payment for this application had been made previously, no further payment is required. See **Figure 2.16-7** 

(b) If payment had not been made, payment is required now. Refer to steps 27-30 in section 2.6.

#### **Online Payment** 2.17

This section will guide you through the process of making online payments.

	Total Amount Payable: SGD 1,200.00
ase make payment i	by selecting the preferred payment mode then click the 'Proceed' button:
Payment Mode	Description
	For VISA/MASTERCard Credit and Debit cards Note:Please add "https://www2.enets.sg" to your list of allowed sites in the pop-up blockers setting.
P 3 V	Enter the code shown: D3VDV Cancel Payment Proceed>>
Please make sure t	nat all other opened browsers are closed before proceeding to make payment.
DO NOT close this e-Service for succe	prowser while payment is in progress. You may close this browser only after you receive the Official Receipt and an acknowledgement from the
0 0011100 101 00000	

# Figure 2.17-1 Select Payment Mode

1. Select the Payment Mode, and enter the Captcha code. See Figure 2.17-1

Display Name Merchant Reference Code Nets Reference Code Amount	Monetary Authority of Singapore CC20082013042817 20200820130428218 SGD 1200.00	
Payment Methods		
	• VISA	
Name on Card		
Card Number		
CVV/CVV2		
Expiry Date	Month 🗸 🛛 Year 🗸	

### Figure 2.17-2 Enter credit/debit card details

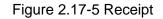
- 3. Enter the credit or debit card details. See Figure 2.17-2
- 4. Click on the Submit button. See **Figure 2.17-2**

Pa	ayment details	6							
I	nstructions » Submit F	Forms » Upload Document »	Summary »	Payment »	Receipt »				
You	ir payment was successful.								
SN	Case Id	Item Description	n	Fee Ur	nit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
1	CIS-6-201704-0003	Preliminary document/Prospectus		\$1,200.0	0	\$0.00	1	\$1,200.00	Paid
You	ir payment reference is ca	3ed0f7d314299aebf2.							
Ple	ase print this page for your	r reference. Go To Receipt							

Figure 2.17-4 Successful payment

- 5. A successful payment acknowledgement is displayed. See Figure 2.17-4
- 6. Click on Go To Receipt to view receipt. See Figure 2.17-4

Tax Invoice								
Instructions » Submit For	rms »	Upload Document »	Summary »	Payment »	Receipt »			
Monetary Authority of Singapore	е							
10 Shenton Way MAS Building S	Singapo	ore 079117						
GST Reg No	:	M90363076J						
Date	1	03/05/2017						
Payment Reference Number	:	ca3ed0f7d314299aebf2						
Invoice Number	1	R170000161						
Receipt Information								
Receipt Information		Description			Qty		Jnit Price (\$)	Amount(\$)
	Prospec				Qty 1	1,200.00	Jnit Price (\$)	Amount(\$) 1,200.00
SN	Prospec				Qty 1			
	Prospec				Qty 1			1,200.00 1,200.00



- 7. The receipt is displayed. See Figure 2.17-5
- 8. Click Project Information to return to Project Information screen. See Figure 2.17-5

## 2.18 Public Users: Search Business Trust/ Request for Documents

This section will guide you through the process of searching for a specific business trust and requesting for an extract of the register of the business trust and documents lodged by the business trust. This function is accessible by any member of the public.

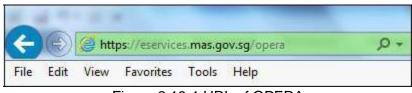


Figure 2.18-1 URL of OPERA

1. Access the OPERA site at https://eservices.mas.gov.sg/opera. See Figure 2.18-1



2. In the Home page, click on Search Registered Business Trusts under BUSINESS TRUSTS E-SERVICES in main menu. See Figure 2.18-2

HOME ABOUT OPERA OFF	RS BUSINESS TRUS	IS E-SERVICES TAKE-OVERS &	MERGERS FORMS	FAQ					
Home » Business Trusts E-Servic	ne » Business Trusts E-Services » Search Registered Business Trusts								
Search For Busi	ness Trusts								
Name of Business Trust	:								
BT Registration Number	:								
Name of Trustee-Manager	1								
Effective Date From	:	To: 02/01/2018							
Search									

Figure 2.18-3 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 2.18-3

Search For Busin	Search Registered Business ness Trusts	s Trusts			
Name of Business Trust	North				
BT Registration Number					
Name of Trustee-Manager					
Effective Date From		To: 02/01/2018	I		
Search					
Name of Business Trust	BT Registration No.	Date of Registration	Name of TM	Status	De-registration Date
Northpoint 1C	2014008	28/04/2014	City Portal Pte. Ltd.	Registered	
Northpoint 20	2014020	15/08/2014	City Portal Pte. Ltd.	Registered	
Northpoint 21	2014021	15/08/2014	City Portal Pte. Ltd.	Registered	

Figure 2.18-4 Results of Search for Business Trusts

- 4. Enter search criteria and click on <u>Search</u> to begin searching. The general details of the relevant business trusts will be displayed. See **Figure 2.18-4**
- 5. Click on the Name of Business Trust to see Business Trust Details page.

Home » Business Trusts E-Service	es » <u>Search Registered Business Trusts</u> » Business Trust Details
BUSINESS TRUS	STS DETAILS
Name of Business Trust	: Northpoint 1C
BT Registration Number	:2014008
Status	Registered
Date of Registration	: 28/04/2014
TM Name	: City Portal Pte. Ltd.
TM UEN Number	:00004000B
Contact Details of the TM	65-56152635

Figure 2.18-5 Request for document

6. Click on the <u>Request Documents</u> button to see the list of documents that are available for request. See **Figure 2.18-5** 

HOME ABOUT OPERA	OFFERS	BUSINESS TRUS	IS E-SERVICE	S TAKE-OVE	RS & MERGERS	FORMS	FAQ			
Home » Business Trusts B					nents - Select Do	uments				
Request Doc	umen	ts - Select	Docun	nents						
Select Documents »	Review (	Cart » Provide I	nformation »	Payment »	Receipt »					
Name of Business Trust BT Registration Number Status Date of Registration Trustee-Manager Name/Company Registration No		: Northpoint 1C : 2014008 : Registered : 28/04/2014 : City Portal Pte. L	td.							
Document Type		: All								~
Effective Date From		: 01/01/2016		To: 02/01/2018			2018	1		
				:	Search				your	cart: 0 item
	Docur	nent Type			Desc	ription			Effective Date	TotalAmt(\$)
Extract of Particu	lars			Extract of Partie	culars			09	/03/2016	5.00
Extract of Particu	lars (Certifie	d Copy)		Extract of Partie	culars (Certified	Copy)		09	/03/2016	21.00
Add to Cart										

Figure 2.18-6 Search for documents

- 7. Select the 'Document Type' and the 'Effective Dates' to sort through the documents. See **Figure 2.18-6**
- 8. Click on Search to begin searching. The relevant documents will be shown. See **Figure 2.18-6**
- 9. Check  $\square$  to select the document(s) that you wish to obtain.

HOME ABOUT OPERA OFFERS	BUSINESS TRUSTS E-SERVICE	ES TAKE-OVERS & MERGERS	FORMS FA	Q			
Home » Business Trusts E-Services » S Request Documen			ments				
Select Documents » Review (	Cart » Provide Information »	Payment » Receipt »					
Name of Business Trust BT Registration Number Status Date of Registration Trustee-Manager Name/Company Registration No	Northpoint 1C 2014008 Registered 28/04/2014 City Portal Pte. Ltd.						
Document Type	All					~	
Effective Date From	01/01/2016		To: 02/01/2018	3 1	your	cart: 1 item	
		Search			N		
Docur	nent Type	Descrip	otion		Effective Date	TotalAmt(\$)	
Extract of Particulars		Extract of Particulars		09	09/03/2016 5.00		
Extract of Particulars (Certifie Check Out Add to Cart	d Copy)	Extract of Particulars (Certified C	Copy)	09	/03/2016	21.00	

Figure 2.18-7 Add document(s) to cart

- 10. Click on Add to Cart 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 your cart: 1 item button. See Figure 10. Click on the selected document of the selected doc
- 12. To view the items in your cart, click on your cart: 1 item button. See **Figure** 2.18-7

Home > Dusiness Trusts E-Servi	es » Search Registered Business Tr	rusts » Request Documents - Re	view Cart			
Request Docum	ents - Review Ca	rt				
Select Documents » Re	view Cart » Provide Informatio	on » Payment » Receip	ot »			
Document Type	Description	Effective Date	DebitAmt(\$)	GSTAmt(\$)	TotalAmt(\$)	Remove

Figure 2.18-8 View cart items

- 13. To add more items to your cart, click on More Document button. See Figure 2.18-8
- 14. To check out the items in your cart, click on Check Out button. See Figure 2.18-8

HOME ABOUT OP	ERA OFFERS E	BUSINESS TRUSTS E-SERVICES	TAKE-OVERS & MERGERS	ORMS FAQ		
		arch Registered Business Trusts » Reg		ation		
Request	ocuments	- Provide Informa	tion			
Select Documen	its » Review Ca	Provide Information »	Payment » Receipt »			
Docum	ent Type	Description	Effective Date	DebitAmt(\$)	GSTAmt(\$)	TotalAmt(\$)
Extract of Particular	rs	Extract of Particulars	09/03/2016	\$4.67	\$0.33	\$5.00
Total						\$5.00
Full Name*						
Email Address*						
ostal Address	Elocal Address Blk/House No.*	Sess O Overseas Address				
	Street Name*					
	Unit	:# -				
	Building Name					
	Postal Code*	: Singapore				
Company*						
Designation						
Contact Number						
Security code*	I'e	С4К				
More Do	cument	Submit				

Figure 2.18-9 Contact details of person requesting the documents

- 15. To add more items to your cart, click on Figure 2.18-9 button. See
- 16. Enter your contact details. Ensure that you have completed all the mandatory fields indicated by red asterisks (\*).
- 17. Click on **Submit** button. See Figure 2.18-9

ubiilis	sion Com	piete					
Select Docu	ments » Revie	w Cart » Provide Information »	Payment » Receipt »				
SN Case	ld	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Total
	BTA Doc Request (Registered) - Extract of Particulars		\$5.00	\$0.33		\$4.67	\$5.00

Figure 2.18-10 Make payment

- 18. To make payment for the requested document(s), click Pay by credit card button. See Figure 2.18-10
- 19. Refer to section 2.17 Online Payment on how to perform online payments.

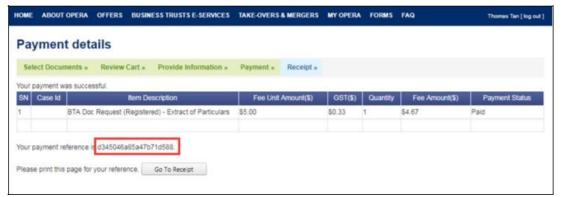


Figure 2.18-11 Successful payment

20. After successful payment, a payment reference number will be provided. See Figure 2.18-11

OME ABOUT OPERA	OTTERS	DUSIN	ESS TRUSTS E-SERVICES	IARE-OVERS	& MERGERS	MIOPERA	r Ordans		4		iomas Tan [ log o
fax Invoice											
Select Documents »	Review C	art »	Provide Information »	Payment »	Receipt »						
Nonetary Authority of Sin 0 Shenton Way MAS Bu SST Reg No Date Payment Reference Num hvoice Number	ilding Singap	M9 02/ d34	9117 0363076J 01/2018 45046a85a47b71d588 80000200								
Receipt Information											
SN			Description				Qty		Unit Price (\$)		Amount(\$)
1 BTA Doc Request	(Registered)	- Extra	ct of Particulars				1	5.00		4.67	
									Total	4.67	
									GST Amount	0.33	
									Amount Due		

Figure 2.18-12 Receipt of successful payment

- 21. Click on <u>Go To Receipt</u> to see the receipt for your payment. See Figure 2.18-12. 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.