



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.

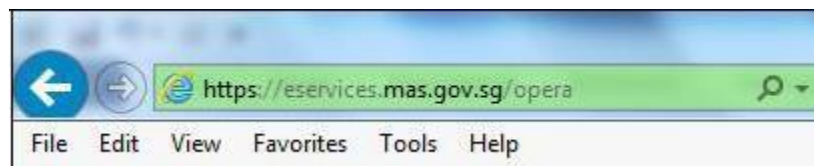


Figure 2.1-1 URL of OPERA

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**

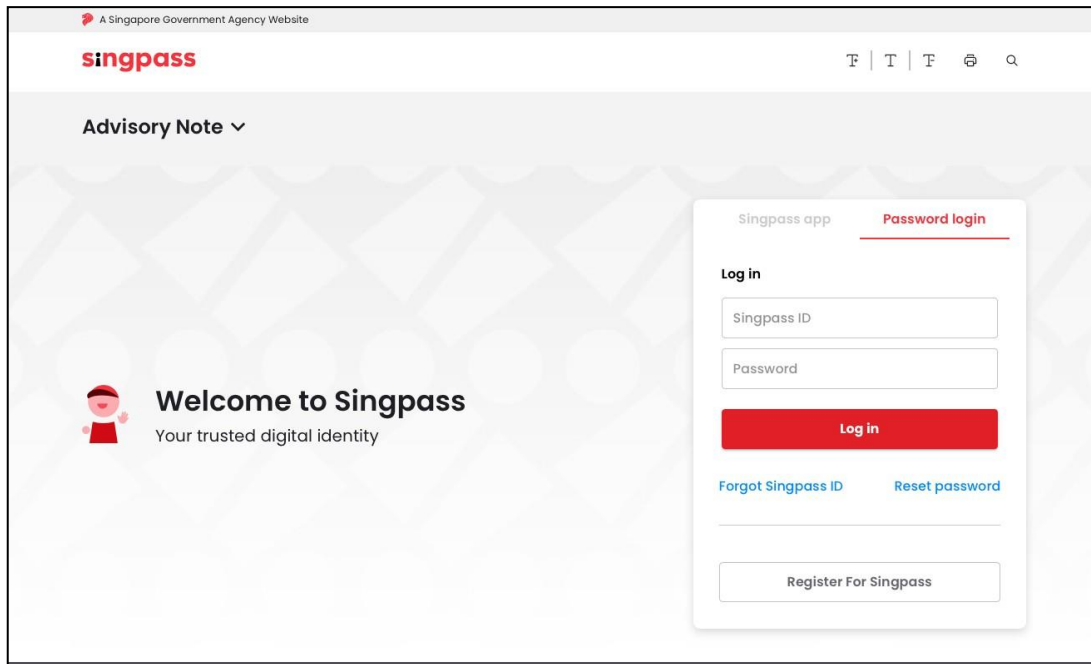


Figure 2.1-4 Singpass Log-in page

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 <https://www.singpass.gov.sg> 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**

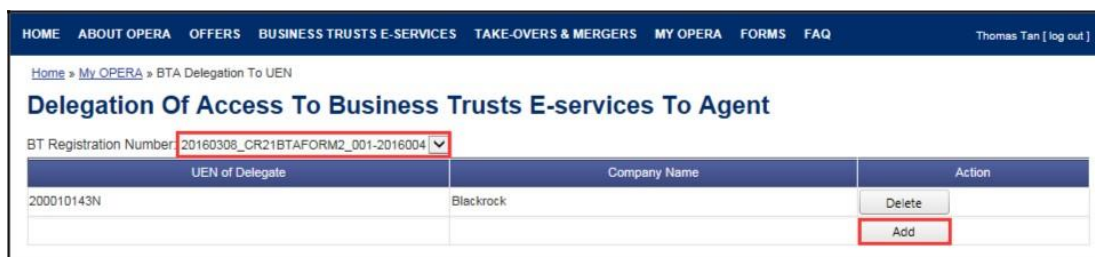


Figure 2.2-2 Delegation to Agent

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-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ Thomas Tan [log out]


Home » My OPERA » BTA Delegation To UEN

Delegation Of Access To Business Trusts E-services To Agent

BT Registration Number: 20160308_CR21BTAFORM2_001-2016004

UEN of Delegate	Company Name	Action
200010143N	Blackrock	Delete
199205211E x		Insert Cancel

Figure 2.2-3 Add Delegation

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

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Home » My OPERA » BTA Delegation To UEN

Record(s) added.

Delegation Of Access To Business Trusts E-services To Agent

BT Registration Number: 20160308_CR21BTAFORM2_001-2016004

UEN of Delegate	Company Name	Action
200010143N	Blackrock	Delete
199205211E	Franklin	Delete
		Add

Figure 2.2-4 Delegation added successfully

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

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Home » My OPERA » BTA Delegation To UEN

Delegation Of Access To Business Trusts E-services To Agent

BT Registration Number: 20160308_CR21BTAFORM2_001-2016004

UEN of Delegate	Company Name	Action
200010143N	Blackrock	Delete
199205211E	Franklin	Delete
		Add

Figure 2.2-5 Delete Delegation to Agent

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

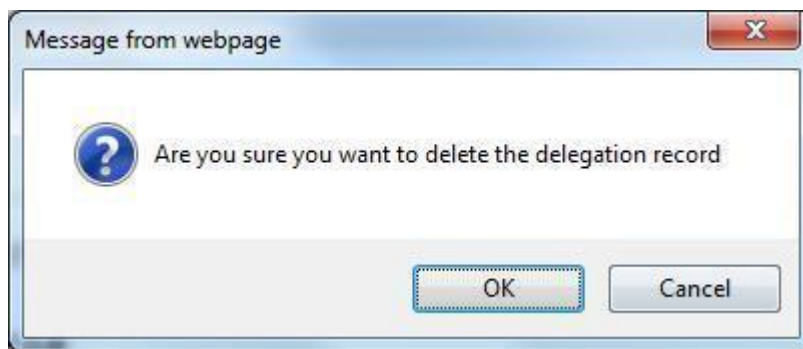


Figure 2.2-6 Confirmation to delete delegation


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




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.

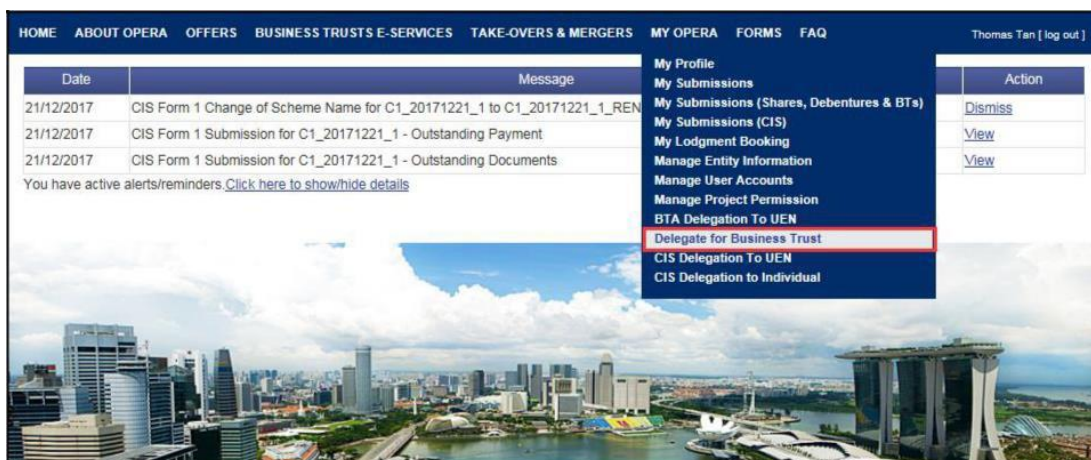


Figure 2.3-1 Homepage of MAS OPERA

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

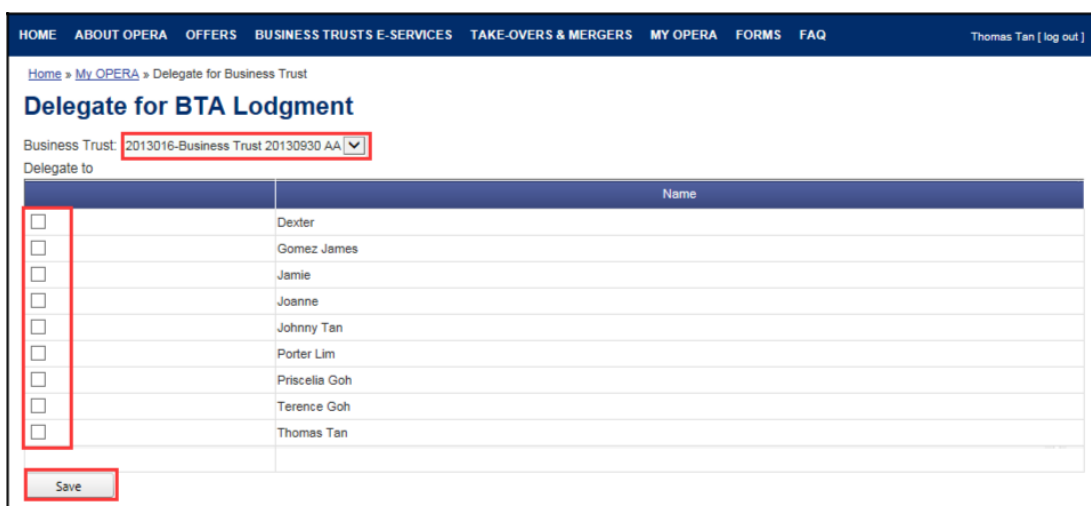


Figure 2.3-2 Delegate for BTA Lodgment

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**

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[Home](#) » [My OPERA](#) » Delegate for Business Trust

Record(s) updated.

Delegate for BTA Lodgment

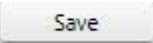
Business Trust: 2013016-Business Trust 20130930 AA

Delegate to

	Name
<input checked="" type="checkbox"/>	Dexter
<input type="checkbox"/>	Gomez James
<input type="checkbox"/>	Jamie
<input type="checkbox"/>	Joanne
<input type="checkbox"/>	Johnny Tan
<input type="checkbox"/>	Porter Lim
<input type="checkbox"/>	Priscelia Goh
<input checked="" type="checkbox"/>	Terence Goh
<input checked="" type="checkbox"/>	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 . 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.


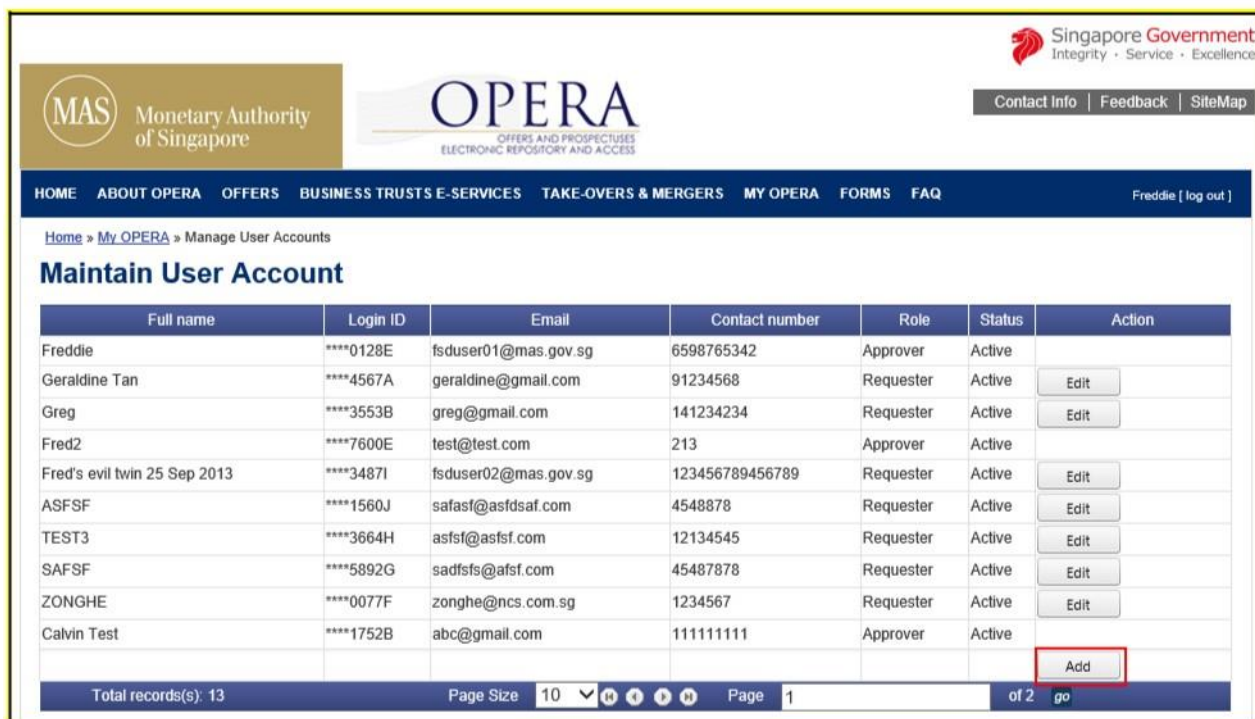
 Only authorized users who are assigned the “Approver” role are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.



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**



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Home » My OPERA » Manage User Accounts

Maintain User Account

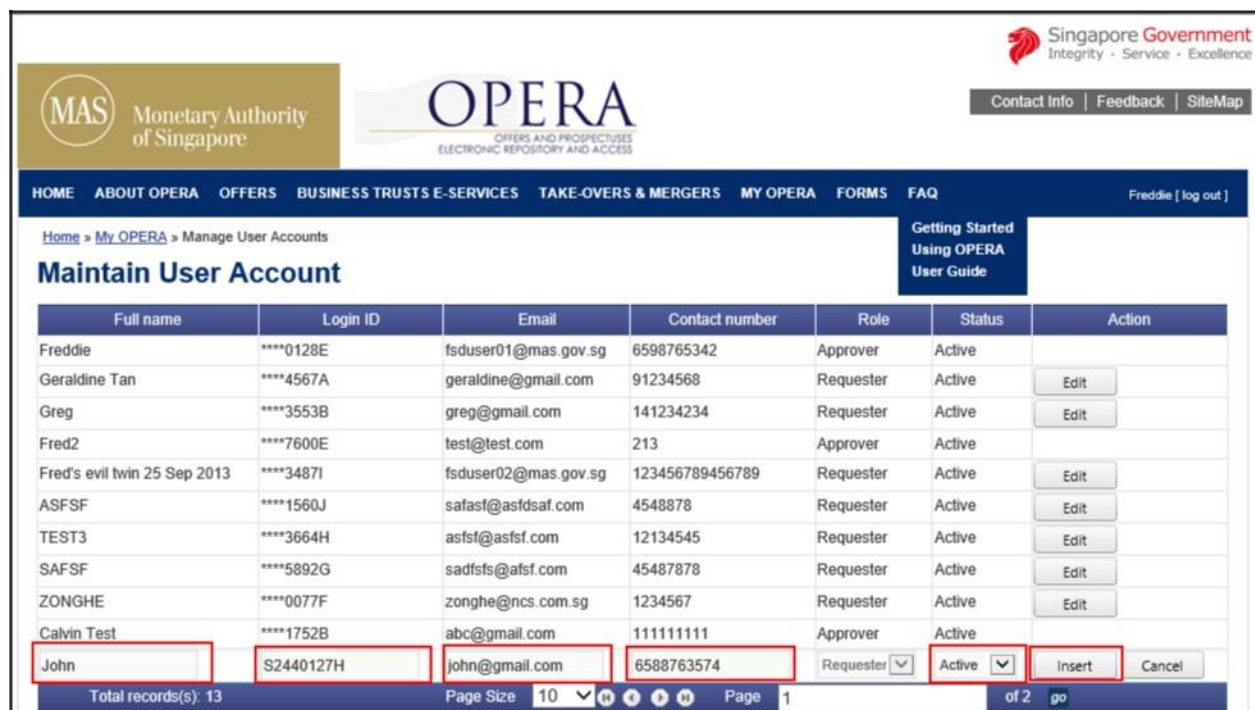
Full name	Login ID	Email	Contact number	Role	Status	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active	
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit
Fred2	****7600E	test@test.com	213	Approver	Active	
Fred's evil twin 25 Sep 2013	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safast@asfsaf.com	4548878	Requester	Active	Edit
TEST3	****3664H	astst@astst.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	111111111	Approver	Active	

Total records(s): 13 Page Size 10 Page 1 of 2 go

Add

Figure 2.4-2 Maintain User Account

2. To add a user, click on . See **Figure 2.4-2**



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Home » My OPERA » Manage User Accounts

Maintain User Account

Getting Started Using OPERA User Guide

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	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safast@asfsaf.com	4548878	Requester	Active	Edit
TEST3	****3664H	astst@astst.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	111111111	Approver	Active	
John	S2440127H	john@gmail.com	6588763574	Requester	Active	Insert Cancel

Total records(s): 13 Page Size 10 Page 1 of 2 go

Figure 2.4-3 Add User Account

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

Note: Additional user accounts created will be Requester accounts.

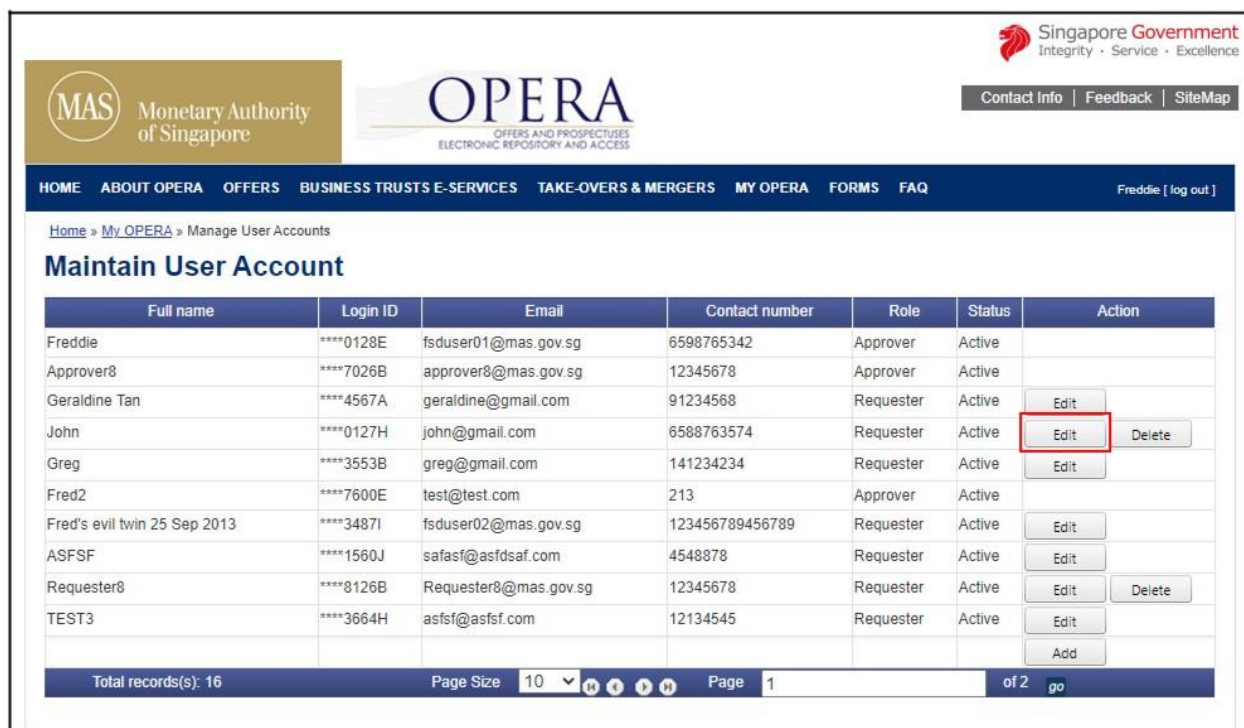
The screenshot shows the MAS OPERA web interface. The header includes the MAS Monetary Authority of Singapore logo and the OPERA logo. The navigation bar contains links like HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user is logged in as Freddie. The main content area is titled 'Maintain User Account' and displays a table of user accounts. A green message bar at the top of the table area says 'Record(s) added.'.

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	<input type="button" value="Edit"/>
John	****0127H	john@gmail.com	6588763574	Requester	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	<input type="button" value="Edit"/>
Fred2	****7600E	test@test.com	213	Approver	Active	
Fred's evil twin 25 Sep 2013	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	<input type="button" value="Edit"/>
ASFsf	****1560J	safast@asfsaf.com	4548878	Requester	Active	<input type="button" value="Edit"/>
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	<input type="button" value="Edit"/>
						<input type="button" value="Add"/>

At the bottom of the table, there is a pagination bar showing 'Total records(s): 16', 'Page Size' set to 10, and 'Page 1 of 2'.

Figure 2.4-4 User account added successfully

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



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Home » My OPERA » Manage User Accounts

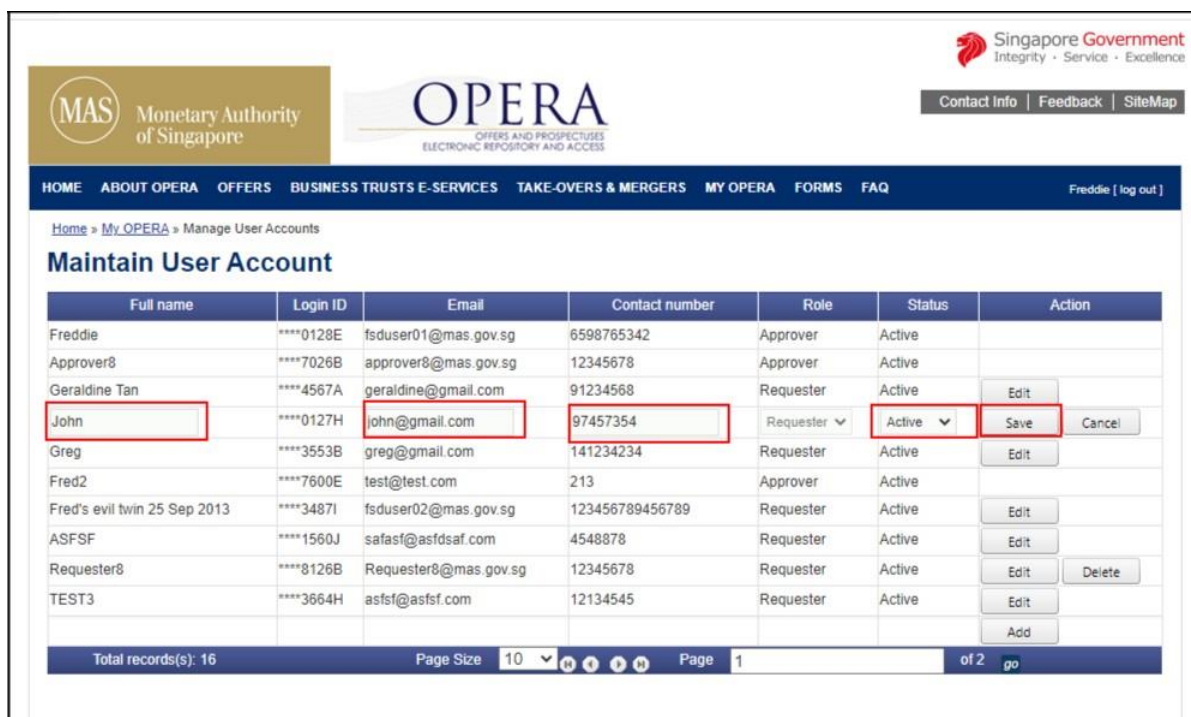
Maintain User Account

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
John	****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	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safasf@asfsaf.com	4548878	Requester	Active	Edit
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit Delete
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit
						Add

Total records(s): 16 Page Size 10 Page 1 of 2 go

Figure 2.4-5 Edit User Account

6. To edit a user account, click on  . See **Figure 2.4-5**



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Maintain User Account

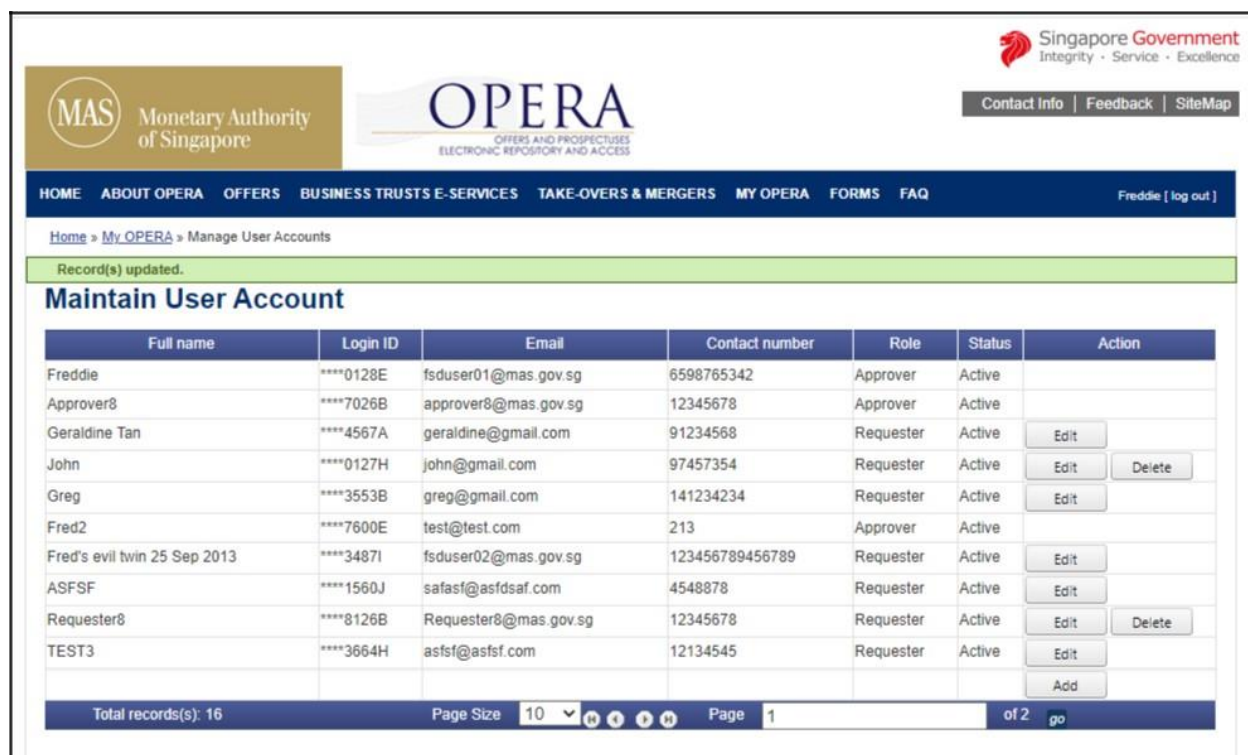
Full name	Login ID	Email	Contact number	Role	Status	Action
Freddie	****0128E	fsduser01@mas.gov.sg	6598765342	Approver	Active	
Approver8	****7026B	approver8@mas.gov.sg	12345678	Approver	Active	
Geraldine Tan	****4567A	geraldine@gmail.com	91234568	Requester	Active	Edit
John	****0127H	john@gmail.com	97457354	Requester	Active	Save Cancel
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	Edit
Fred2	****7600E	test@test.com	213	Approver	Active	
Fred's evil twin 25 Sep 2013	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safasf@asfsaf.com	4548878	Requester	Active	Edit
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit Delete
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit
						Add

Total records(s): 16 Page Size 10 Page 1 of 2 go

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 . See **Figure 2.4-6**



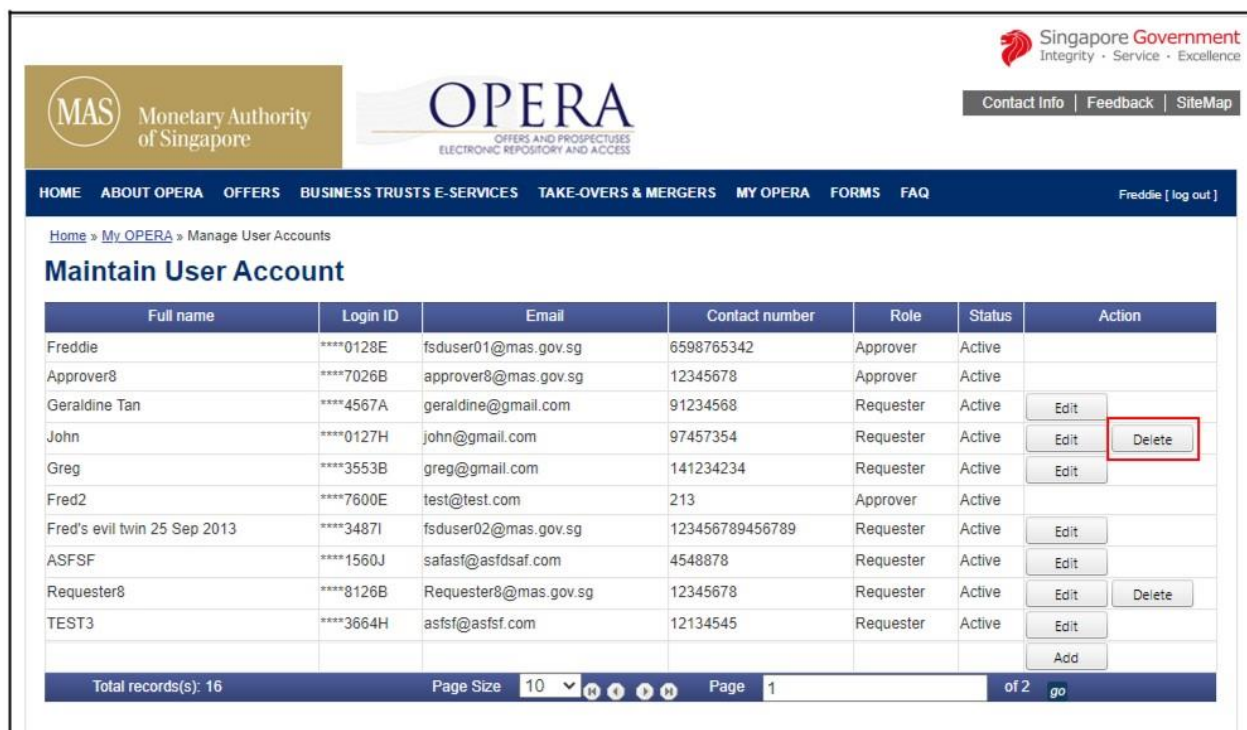
The screenshot shows the MAS OPERA web interface. At the top, there are logos for MAS (Monetary Authority of Singapore) and OPERA (Offers and Prospects Electronic Repository and Access). The Singapore Government logo is also present. A navigation bar includes links like HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user 'Freddie' is logged in. The main content area shows a message 'Record(s) updated.' and a section titled 'Maintain User Account'. Below this is a table with columns: Full name, Login ID, Email, Contact number, Role, Status, and Action. The table lists several users, including Freddie, Approver8, Geraldine Tan, John, Greg, Fred2, Fred's evil twin 25 Sep 2013, ASFSF, Requester8, and TEST3. Each user has an 'Edit' button, and some have a 'Delete' button. At the bottom, there is a pagination bar showing 'Total records(s): 16', 'Page Size: 10', and 'Page 1 of 2 go'.

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
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	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safasf@asfdfsaf.com	4548878	Requester	Active	Edit
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit Delete
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit

Total records(s): 16 Page Size: 10 Page 1 of 2 go

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**



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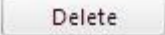
Home » My OPERA » Manage User Accounts

Maintain User Account

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
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	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	Edit
ASFSF	****1560J	safast@asfdfsaf.com	4548878	Requester	Active	Edit
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	Edit Delete
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	Edit
						Add

Total records(s): 16 Page Size 10 Page 1 of 2 go

Figure 2.4-8 Delete User Account

10. To delete a user account, click on . See **Figure 2.4-8**

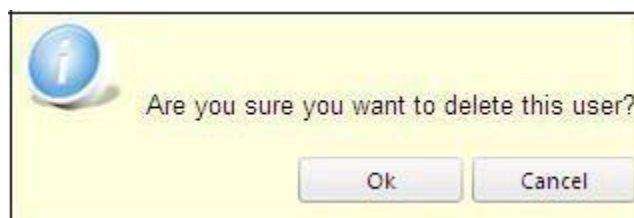
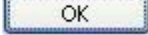





Figure 2.4-9 Confirmation to delete user account

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



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Freddie [log out]

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Record(s) deleted.

Maintain User Account

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	<button>Edit</button>
Greg	****3553B	greg@gmail.com	141234234	Requester	Active	<button>Edit</button>
Fred2	****7600E	test@test.com	213	Approver	Active	
Fred's evil twin 25 Sep 2013	****3487I	fsduser02@mas.gov.sg	123456789456789	Requester	Active	<button>Edit</button>
ASFSF	****1560J	safast@asfsaf.com	4548878	Requester	Active	<button>Edit</button>
Requester8	****8126B	Requester8@mas.gov.sg	12345678	Requester	Active	<button>Edit</button> <button>Delete</button>
TEST3	****3664H	asfsf@asfsf.com	12134545	Requester	Active	<button>Edit</button>
SAFSF	****5892G	sadfsf@asfsf.com	45487878	Requester	Active	<button>Edit</button>
						<button>Add</button>


Total records(s): 15
Page Size 10
Page 1 of 2 [go](#)

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.

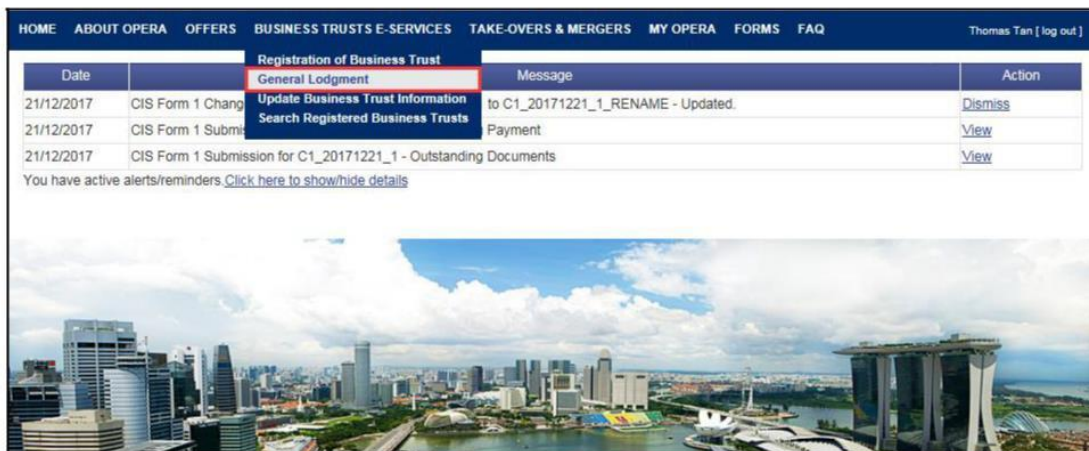


Figure 2.5-1 Homepage of MAS OPERA

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**

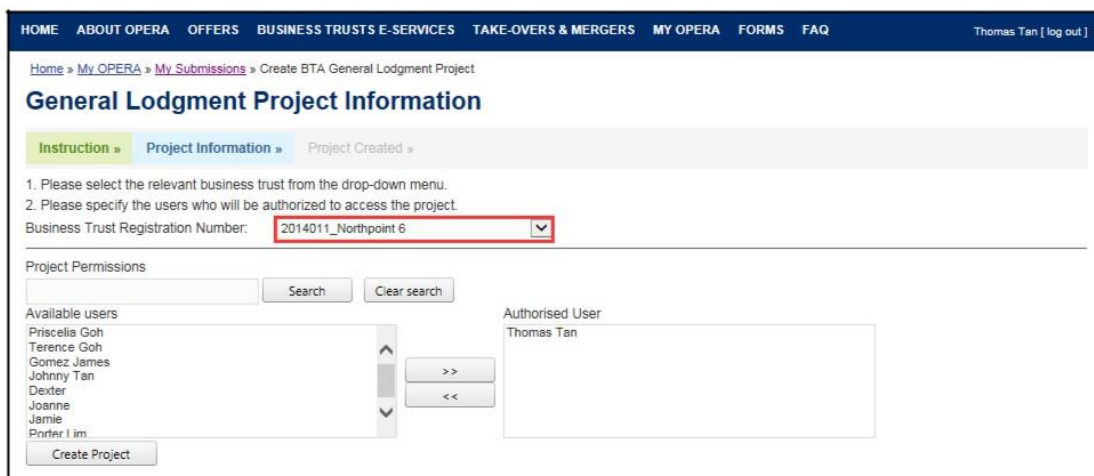
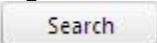


Figure 2.5-3 Select Business Trust

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  button.

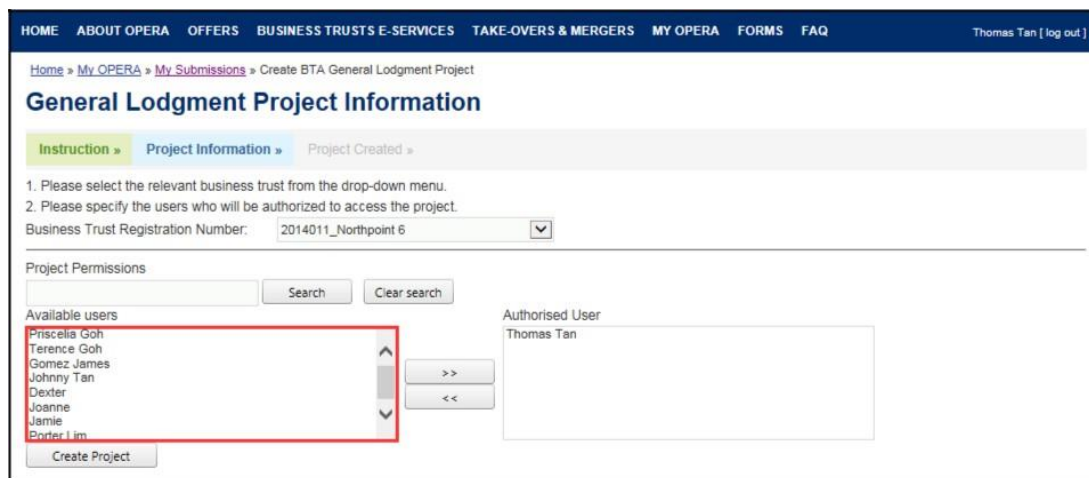
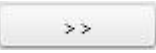



Figure 2.5-4 Add/ Remove authorized users

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  after the project is created.

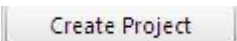
7. Click on  button.



Figure 2.5-5 Project created successfully

8. 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.

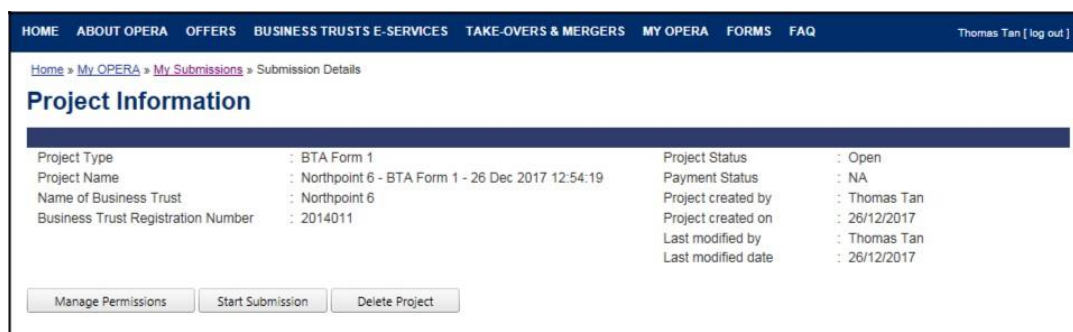



Figure 2.5-6 Submission Details

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.

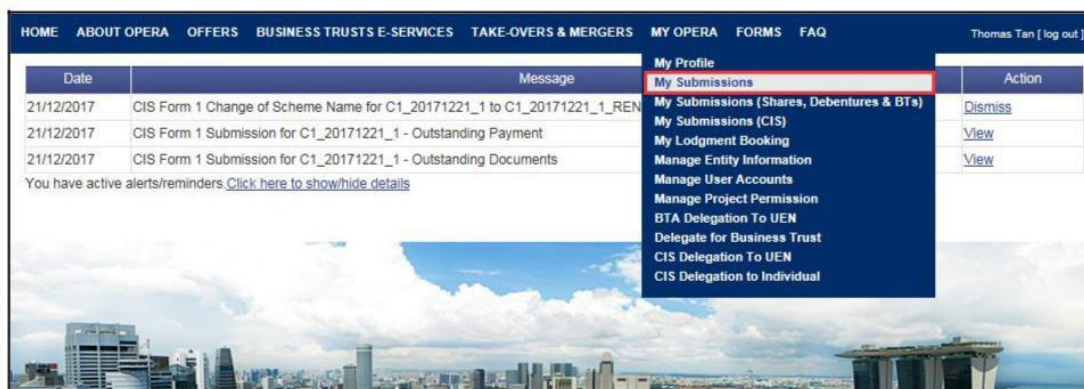


Figure 2.6-1 Homepage of MAS OPERA

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



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**

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 Details

Project Information

Project Type	: BTA Form 1	Project Status	: Open
Project Name	: Northpoint 6 - BTA Form 1 - 26 Dec 2017 12:54:19	Payment Status	: NA
Name of Business Trust	: Northpoint 6	Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created on	: 26/12/2017
		Last modified by	: Thomas Tan
		Last modified date	: 26/12/2017

Manage Permissions **Start Submission** Delete Project

Figure 2.6-3 Submission Details

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

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

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.
- Please indicate the type of document to be lodged by checking the relevant checkbox.
- Please indicate the number of documents to be lodged of each type. Only one Annual Return may be lodged with each Form 1.
- 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:

Type of document	Relevant Date
1. Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	Date of resolution
2. Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by unitholders	Date of resolution
3. Notice of Court order regarding the appointment of a temporary trustee-manager	Date of Court order
4. Notice of resolution passed regarding the appointment of a replacement trustee-manager initiated by a temporary trustee-manager	Date of resolution
5. Provisions in the trust deed that have been modified or replaced or new trust deed (incorporating the modification or replacement)	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 up 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
18. Notice of resolution pertaining to any other matter	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 paragraph 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 Documents" stage for your records.
- A non-refundable lodgement fee as prescribed under regulation 6 of the Business Trusts Regulations will be charged upon submission of the form.

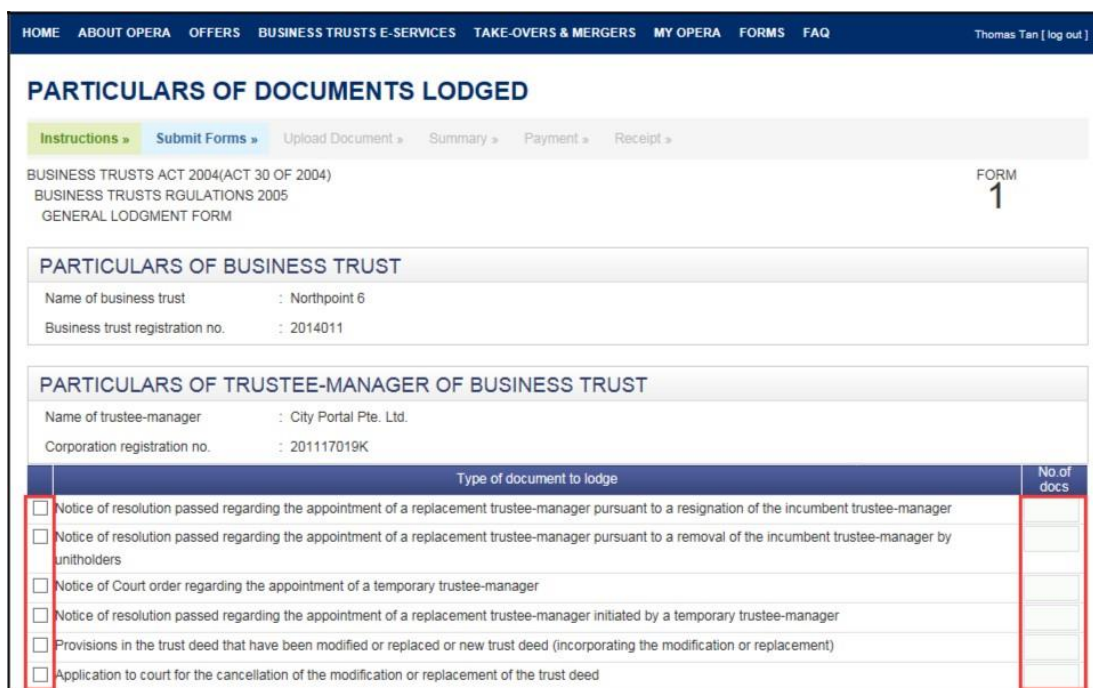
☐ I have read and understood the submission instructions.

Cancel Next

Figure 2.6-4 Submission Instructions

4. Click ☐ to indicate that you have read and understood the submission instructions.

5. Click  to proceed, or click  to go back to the previous screen.



PARTICULARS OF DOCUMENTS LODGED

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

BUSINESS TRUSTS ACT 2004 (ACT 30 OF 2004)
BUSINESS TRUSTS REGULATIONS 2005
GENERAL LODGMENT FORM

FORM 1

PARTICULARS OF BUSINESS TRUST


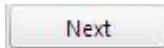
Name of business trust : Northpoint 6
Business trust registration no. : 2014011

PARTICULARS OF TRUSTEE-MANAGER OF BUSINESS TRUST

Name of trustee-manager : City Portal Pte. Ltd.
Corporation registration no. : 201117019K

Type of document to lodge	No. of docs
<input type="checkbox"/> Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	
<input type="checkbox"/> Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by unitholders	
<input type="checkbox"/> Notice of Court order regarding the appointment of a temporary trustee-manager	
<input type="checkbox"/> Notice of resolution passed regarding the appointment of a replacement trustee-manager initiated by a temporary trustee-manager	
<input type="checkbox"/> Provisions in the trust deed that have been modified or replaced or new trust deed (incorporating the modification or replacement)	
<input type="checkbox"/> Application to court for the cancellation of the modification or replacement of the trust deed	

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.
8. Click  to proceed.

Add Documents

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

BUSINESS TRUSTS ACT 2004 (ACT 30 OF 2004)
BUSINESS TRUSTS REGULATIONS 2005
GENERAL LODGMENT FORM

FORM 1

PARTICULARS OF BUSINESS TRUST

Name of business trust : Northpoint 6
Business trust registration no. : 2014011

PARTICULARS OF TRUSTEE-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 Business Trusts Act ("BTA") and/or Business Trusts Regulations ("BTR")	Description	Relevant Date
1	Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	Section 19 of BTA read with regulation 14(6) of BTR		

Next

Figure 2.6-6 Entering lodgment details


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



Figure 2.6-7 Calendar



Figure 2.6-8 Calendar by month

11. Click ◀ button 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.

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ Thomas Tan [log out]				
Add Documents				
Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »				
BUSINESS TRUSTS ACT 2004(ACT 30 OF 2004) BUSINESS TRUSTS REGULATIONS 2005 GENERAL LODGMENT FORM				FORM 1
PARTICULARS OF BUSINESS TRUST				
Name of business trust		: Northpoint 6		
Business trust registration no.		: 2014011		
PARTICULARS OF TRUSTEE-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 Business Trusts Act ("BTA") and/or Business Trusts Regulations ("BTR")	Description	Relevant Date
1	Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	Section 19 of BTA read with regulation 14(6) of BTR		01/12/2017
<input type="button" value="Next"/>				

Figure 2.6-9 Date successfully entered

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

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

Upload Document

Instructions > Submit Forms > Upload Document > Summary > Payment > Receipt >

Project Name : Northpoint 6 - BTA Form 1 - 26 Dec 2017 12:54:19
Name of Business Trust : Northpoint 6
Name of Trustee-Manager : City Portal Pte. Ltd.

1. Please download or print the computer-generated Form 1 for your records.
2. Please ensure that each document to be uploaded is not larger than 12 MB.
3. To select a file for upload, please click on the "Select File" button below.
4. To clear the selection, please click on the "Clear" button.

SN	File Name	Description of Document Type	Status	Description	Relevant Date	Upload	Clear
1	BTA_Form1_AEM.pdf	Form 1	Draft		26/12/2017	Select File	Clear
2		Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	Pending Submission		01/12/2017	Select File	Clear

Next

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.
19. Click **Select File** to open Windows browser. See **Figure 2.6-10**

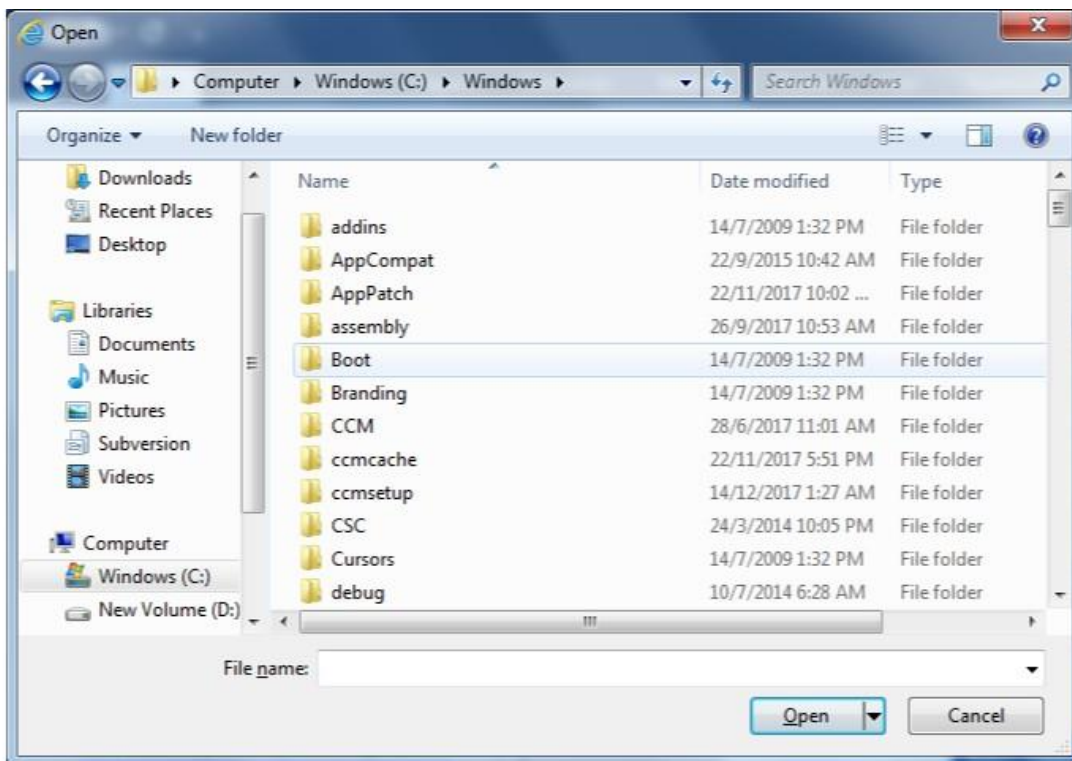


Figure 2.6-11 Browse and select document

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

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 **Next** button to proceed to submit the uploaded document(s).

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**

Summary

Instructions » Submit Forms » Upload Document » **Summary** » Payment » Receipt »

Name of Business Trust : Northpoint 6
Name of Trustee-Manager : City Portal Pte. Ltd.

Attached Document

SN	File Name	Description of Document	Other particulars (if applicable)	Submission Date	Status
1	BTA_Form1_AEM/pdf Form 1			26/12/2017	Draft
2	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	Draft

Payment Preview

SN	Description of Document	Unit Fee Payable (\$)	Quantity	Fee Payable (\$)	GST(\$)	Total(\$)
1	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	1	\$50.00	\$0.00	\$50.00
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	1	\$150.00	\$0.00	\$150.00

Submit **Back**

Figure 2.6-14 Summary

26. A summary page is displayed. Click **Submit** button to submit application. See **Figure 2.6-14**

Submission Complete

The form has been submitted. Please proceed to make payment.

Instructions » 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
Total							\$200.00

Pay by credit card **Back to Main Page**

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.

Payment details

Instructions » Submit Forms » Upload Document » Summary » Payment » **Receipt »**

Your payment was successful.

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
1		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

Your payment reference is: **28b5f08a927d62e44f2d**

Please print this page for your reference. [Go To Receipt](#)

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.

Tax Invoice

Instructions » Submit Forms » Upload Document » Summary » Payment » **Receipt »**

Monetary Authority of Singapore
10 Shenton Way MAS Building Singapore 079117
GST Reg No : M90363076J
Date : 02/01/2018
Payment Reference Number : 28b5f08a927d62e44f2d
Invoice Number : R180000201

Receipt Information

SN	Description	Qty	Unit Price (\$)	Amount(\$)
1	BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	1	50.00	50.00
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	1	150.00	150.00
Total				200.00
GST Amount				0.00
Amount Due				200.00


[Project Information](#)

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.

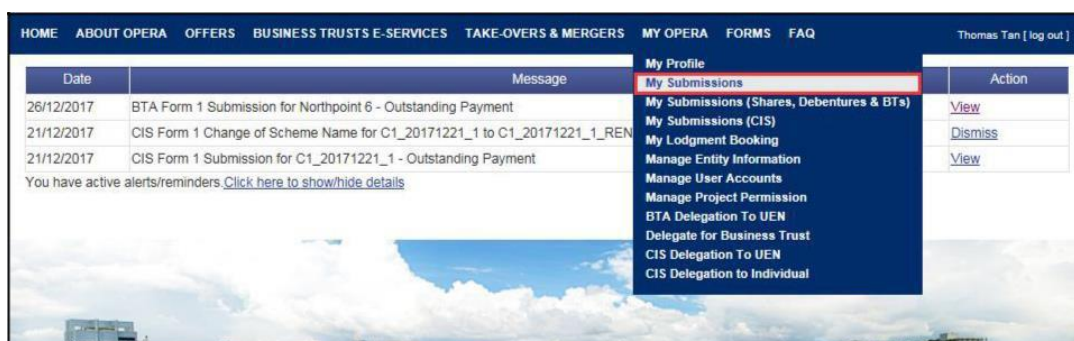


Figure 2.7-1 Homepage of MAS OPERA

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

Home > My OPERA > My Submissions

Manage Submission

Filter By
Project Status: ☐ Open ☒ Active ☐ Closed ☐ Withdrawn

Active Projects

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	View
SIC FORM 1	SIC-201708-0051	20170818_TESTOFFEREE_1-SIC Form 1-18 Aug 2017 15:18:14	18/08/2017	Lodged	View
CIS Form1	CIS-1-201708-0005	CIS Form 1 - LEONCISUMBRELLA - C1_20170811_1 - 11 Aug 2017	11/08/2017	Submitted	View
Business Trusts Offer Online	BTO-P-201708-0004	20170713_TESTBTO_1-BTO- Prospectus-11 Aug 2017 14:48:03	11/08/2017	Lodged	View
Business Trusts Offer	BTO-P-201708-0003	20170713_TESTBTO_1-BTO- Prospectus-11 Aug 2017 13:02:29	11/08/2017	Lodged	View
CIS Form1	CIS-1-201708-0004	CIS Form 1 - LEONCISUMBRELLA - LEONCIS_20170808_1 - 08 Aug 2017	08/08/2017	Submitted	View
CIS Form1	CIS-1-201708-0003	CIS Form 1 - CISUMBRELLA - 20170808_C1_RETURN_1 - 08 Aug 2017	08/08/2017	Submitted	View
CIS Form1	CIS-1-201708-0002	CIS Form 1 - CISUMBRELLA - 20170808_C1_CIS219_2 - 08 Aug 2017	08/08/2017	Submitted	View
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	View
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**

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 Details

Project Information

Project Type	: BTA Form 1	Project Status	: Active
Project Name	: Hahhha - BTA Form 1 - 25 Jul 2017 11:07:15	Payment Status	: Pending Payment
Name of Business Trust	: Hahhha	Project created by	: Thomas Tan
Business Trust Registration Number	: 2012002	Project created on	: 25/07/2017
		Last modified by	: Thomas Tan
		Last modified date	: 25/07/2017

Make Payment Manage Permissions **Withdraw Submission**

Payment Information

Item Description	Fee Amt (\$)	GST (\$)	Unit Amt (\$)	Quantity	Total	Status
BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by unitholders	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment
BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by unitholders	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment
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	\$50.00	1	\$50.00	Pending Payment

Application Information
Case ID : BTA2012002-1-2017-016 Application Status : Submitted

Figure 2.7-3 Project Information

3. Click **Withdraw Submission** button to withdraw the submission. See **Figure 2.7-3**

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

Withdraw Submission

The terms of withdrawal are as follows.

1. Withdrawal of the submission is final. You may not reverse the withdrawal.
2. You are required to make payment of fees in relation to the submission, regardless of whether the submission is withdrawn.
3. Fees will be charged for new submissions.

Please state the reason for withdrawing this submission:

withdraw reason

DECLARATION

☒ I have read and understood the terms of withdrawal of my submission.


Supporting document:

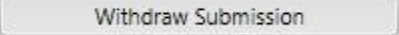
Upload File

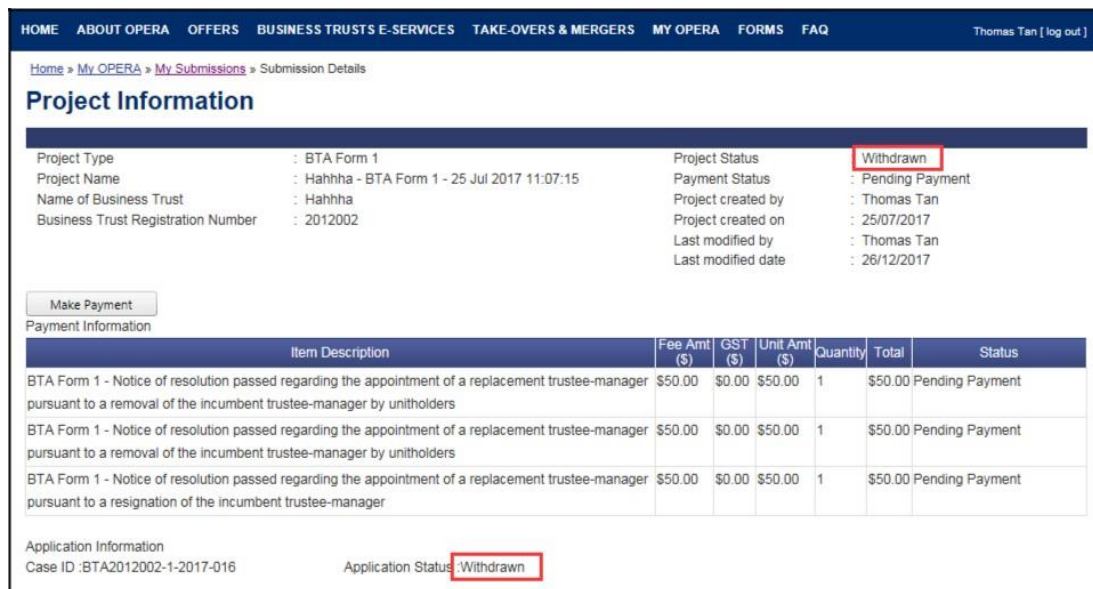
Browse... Upload

Cancel **Withdraw Submission**

Figure 2.7-4 Upload document

4. Enter the reason for the withdrawal and click  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.

7. Click  to proceed with the withdrawal.



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 Details

Project Information

Project Type	: BTA Form 1	Project Status	: Withdrawn
Project Name	: Hahhha - BTA Form 1 - 25 Jul 2017 11:07:15	Payment Status	: Pending Payment
Name of Business Trust	: Hahhha	Project created by	: Thomas Tan
Business Trust Registration Number	: 2012002	Project created on	: 25/07/2017
		Last modified by	: Thomas Tan
		Last modified date	: 26/12/2017

[Make Payment](#)

Payment Information

Item Description	Fee Amt (\$)	GST (\$)	Unit Amt (\$)	Quantity	Total	Status
BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by unitholders	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment
BTA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a removal of the incumbent trustee-manager by unitholders	\$50.00	\$0.00	\$50.00	1	\$50.00	Pending Payment
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	\$50.00	1	\$50.00	Pending Payment


Application Information
Case ID :BTA2012002-1-2017-016 Application Status :Withdrawn

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.

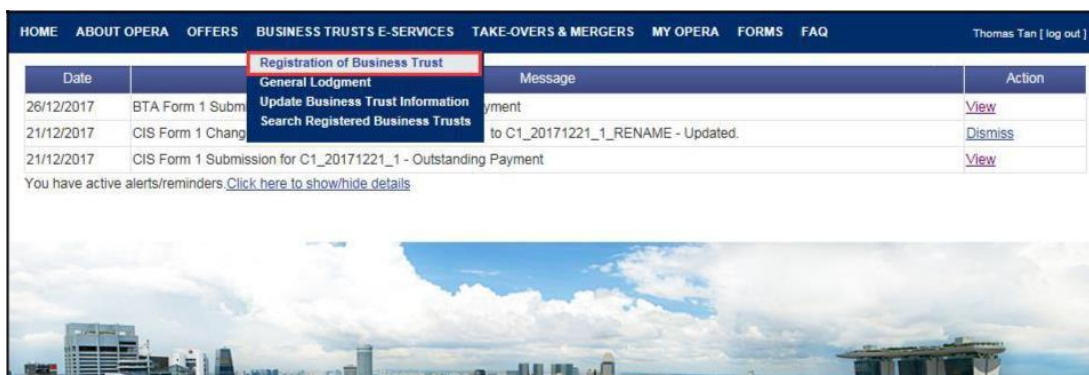


Figure 2.8-1 Homepage of MAS OPERA

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

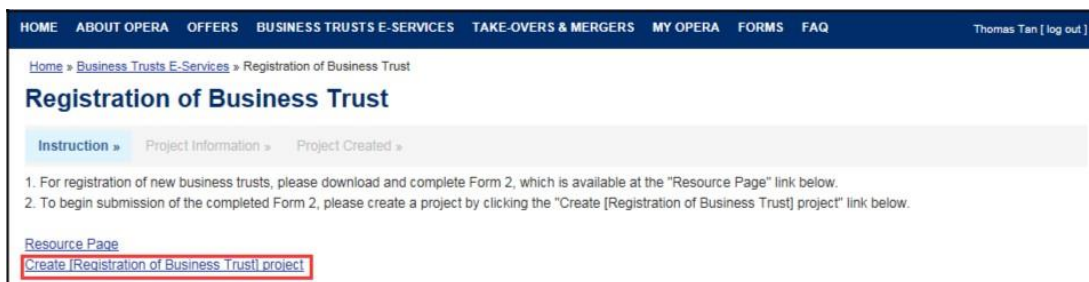


Figure 2.8-2 Instructions to create Registration of Business Trust project

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

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 Registration of Business Trust Project

Registration of Business Trust Project Information

Instruction » Project Information » Project Created »

Name of Business Trust: ABC Hospitality Trust x

Project Permissions

Available users

- Priscella Goh
- Terence Goh
- Gomez James
- Johnny Tan
- Dexter
- Joanne
- Jamie
- Porter Lim

Authorised User

Thomas Tan

Search Clear search >> << 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.

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Home » My OPERA » My Submissions » Create BTA Registration of Business Trust Project

Registration of Business Trust Project Information

Instruction » Project Information » Project Created »

Name of Business Trust: ABC Hospitality Trust x

Project Permissions

Available users

- Priscella Goh
- Terence Goh
- Gomez James
- Johnny Tan
- Dexter
- Joanne
- Jamie
- Porter Lim

Authorised User

Thomas Tan

Search Clear search >> << 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**
6. 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 created.

7. Click on **Create Project** button.



Figure 2.8-5 Project created successfully

8. A confirmation page will be shown when the project is successfully created. See **Figure 2.8-5**
9. 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.

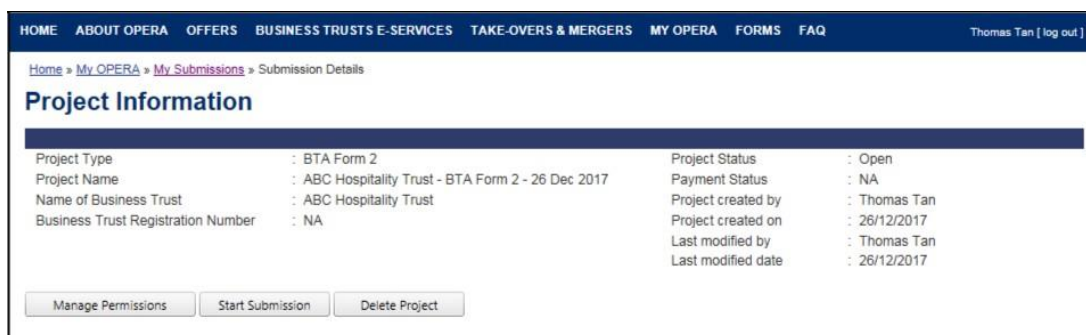


Figure 2.8-6 View Project Information

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/>.

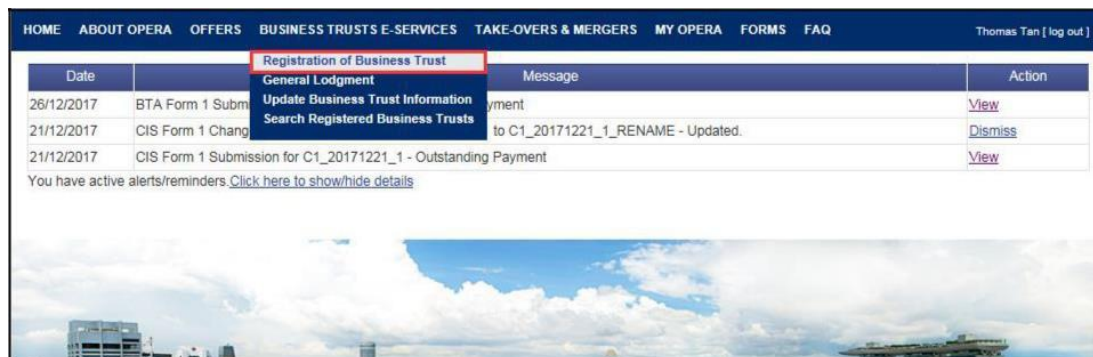


Figure 2.9-1 Homepage of MAS OPERA

1. In OPERA Homepage, click **Registration of Business Trust** under **Business Trusts E-Services** in main menu. See **Figure 2.9-1**

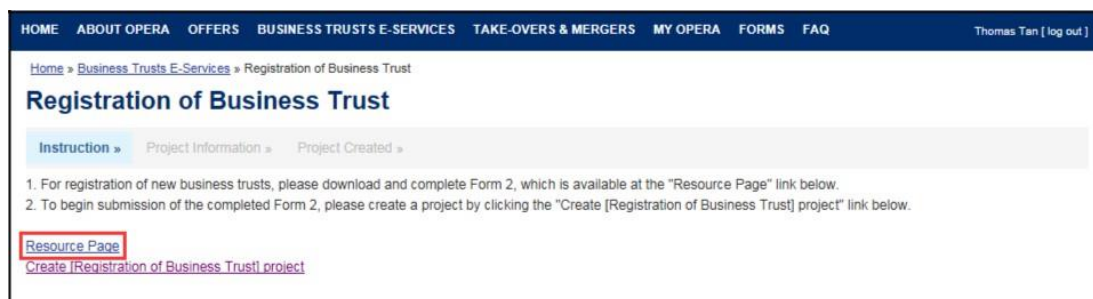


Figure 2.9-2 Instruction page

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**.

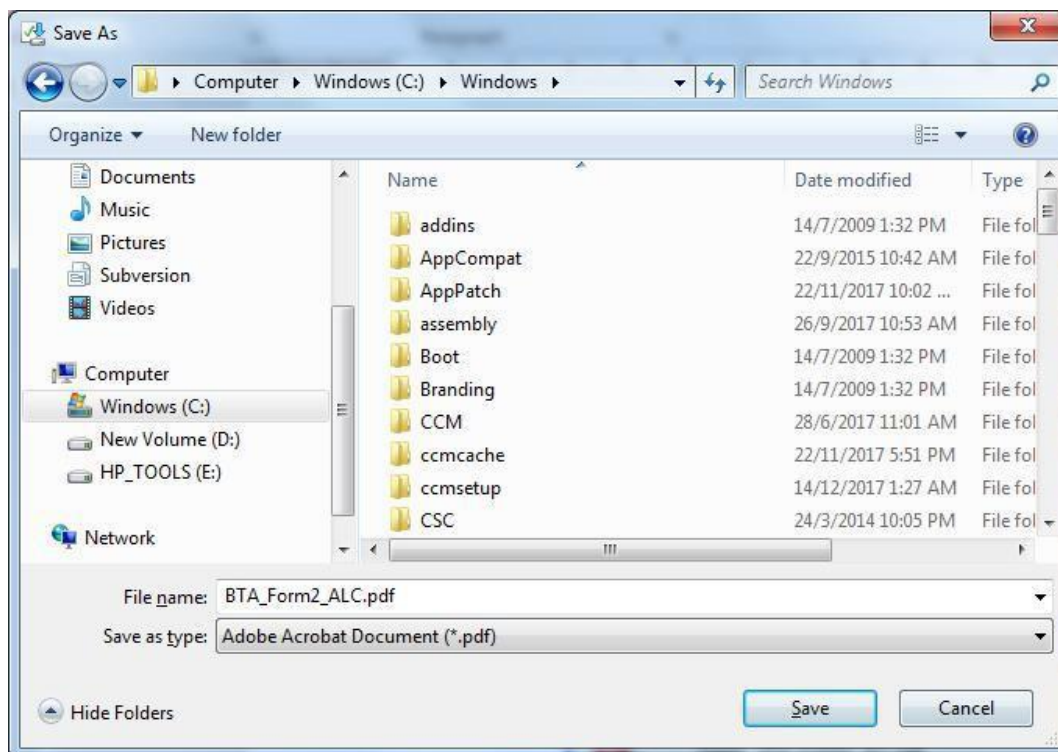
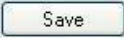


Figure 2.9-4 Windows browser

4. Browse to desired folder and click  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.

The screenshot shows a web form titled "BUSINESS TRUSTS ACT (CAP. 31A) BUSINESS TRUSTS REGULATIONS 2005 APPLICATION FOR REGISTRATION OF BUSINESS TRUST". On the right side, it says "Form 2". Below the title, there is a section titled "Explanatory Notes" with a blue header. The notes contain four instructions: 1. Please read the explanatory notes and questions carefully before completing the application form. 2. All question must be answered. If a question is not applicable, please mark "N.A." in the space provided. 3. Please tick in the relevant boxes where appropriate. 4. If there are any changes in the information furnished in the application prior to the registration of the business trust, the trustee-manager of the business trust should notify the Monetary Authority of Singapore (the Authority) immediately. In the top right corner, there is a button labeled "Edit" which is highlighted with a red rectangular border.

Figure 2.9-5 Form 2 – Edit button

This screenshot shows the same form as Figure 2.9-5. In the top right corner, there are two buttons labeled "Save" and "Validate", both of which are highlighted with a red rectangular border. The rest of the form content, including the title and explanatory notes, is identical to the previous figure.

Figure 2.9-6 Form 2 – Save & Validate buttons

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**

I APPLICATION IS HEREBY MADE FOR REGISTRATION UNDER SECTION 3 FOR THE BUSINESS TRUSTS ACT (CAP. 31A)	
II INFORMATION ON THE BUSINESS 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**

Address of the principal place of business of the proposed trustee-manager *	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Overseas	
	Block/ House No: *	Block No
	Street name: *	Street Name III
	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 *	<input type="checkbox"/> Local <input checked="" type="checkbox"/> Overseas
	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**

IV PARTICULARS OF AUDITOR OF BUSINESS TRUST	
Name of Auditor *	Auditor Name 1
Company Registration No. / Audit Firm No. *	CRN 1
Registered Address *	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Overseas Block/ House No: * block IV 1 Street name: * street IV 1 Unit: # 23 - 12 Building name: Building IV 1 Singapore * 569141 (Postal Code)
	Tel No. *
	(65) - 65566565
	Email Address *
	65@123.com

Add Auditor

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 *	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Overseas
	Block/ House No: * <input type="text"/>
	Street name: * <input type="text"/>
	Unit: # <input type="text"/>
	Building name: <input type="text"/>
	Singapore * <input type="text"/> (Postal Code)
Tel No. *	(<input type="text"/>) - <input type="text"/>
Email Address *	
<input type="button" value="Add Auditor"/>	

Figure 2.9-11 Add Auditor section

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

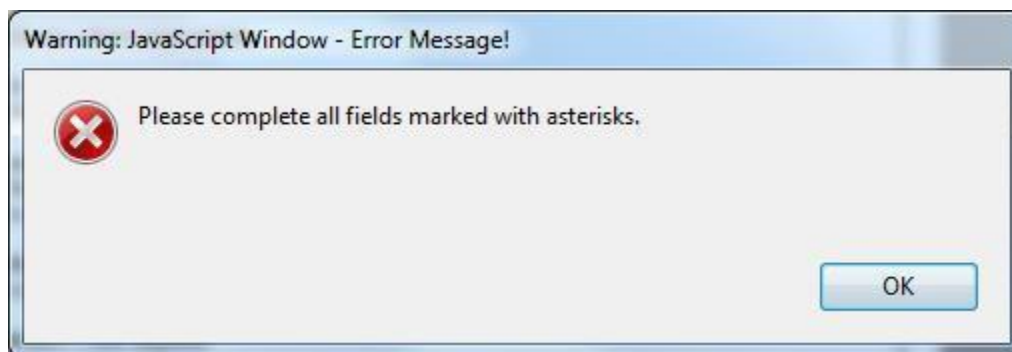


Figure 2.9-12 Example of an error message

11. When completed, click 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 the form.
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 BTA Form 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.

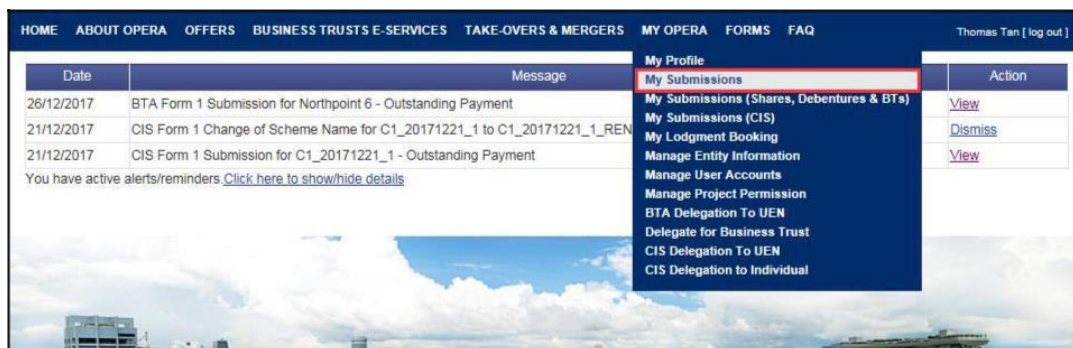


Figure 2.10-1 Homepage of MAS OPERA

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



Figure 2.10-2 Manage Submission

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

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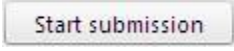
Home » My OPERA » My Submissions » Submission Details

Project Information

Project Type	: BTA Form 2	Project Status	: Open
Project Name	: ABC Hospitality Trust - BTA Form 2 - 26 Dec 2017	Payment Status	: NA
Name of Business Trust	: ABC Hospitality Trust	Project created by	: Thomas Tan
Business Trust Registration 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

Figure 2.10-3 Project Information

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

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Home » My OPERA » My Submissions » Submission

ABC Hospitality Trust - BTA Form 2 - 26 Dec 2017

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »


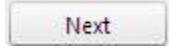
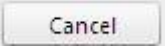
Explanatory Notes

1. Please read the explanatory notes carefully before submitting Form 2.
2. This application is to be made by the trustee-manager of the business trust and signed by 2 directors of, or a director and the secretary of, the trustee-manager of the business trust, and must be accompanied by the relevant documents requested in various parts of the form.
3. A non-refundable application fee as prescribed under regulation 6 of the Business Trusts Regulations 2005 will be charged upon submission of the form.

☐ I have read and understood the submission instructions.

Cancel Next

Figure 2.10-4 Submission Instructions

4. Click  to indicate that you have read and understood the submission instructions.
5. Click  to proceed, or click  to go back to the previous screen.

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Home » My OPERA » My Submissions » Submission

Submit Form

Instructions » **Submit Forms** » Upload Document » Summary » Payment » Receipt »

Instructions

1. Ensure that the completed Form 2 has been successfully validated by clicking on the "Validate" button in the form, and saved without further amendment.
2. Select the validated Form 2 by clicking on the "Browse" button and selecting the relevant file.
3. Please ensure that each document to be uploaded is not larger than 12 MB.
4. To upload the selected file, please click the "Upload Form" button.

Browse

Upload Form

Figure 2.10-5 Upload BTA Form 2

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

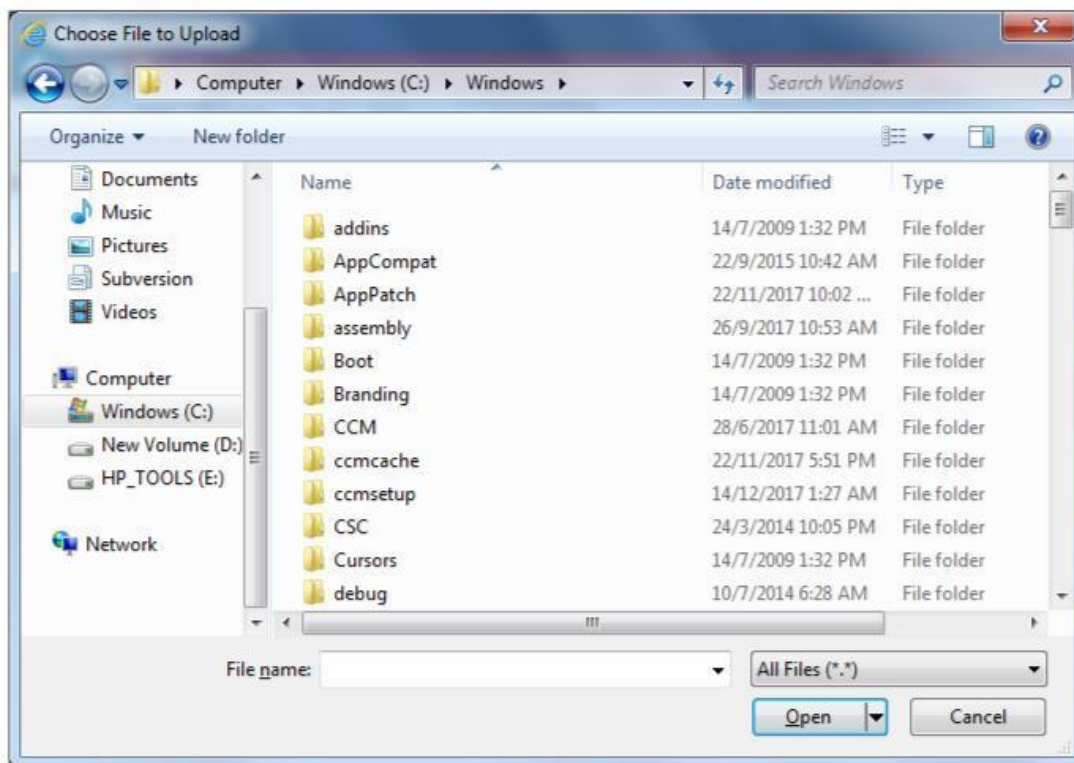


Figure 2.10-6 Browse and select document

7. 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**

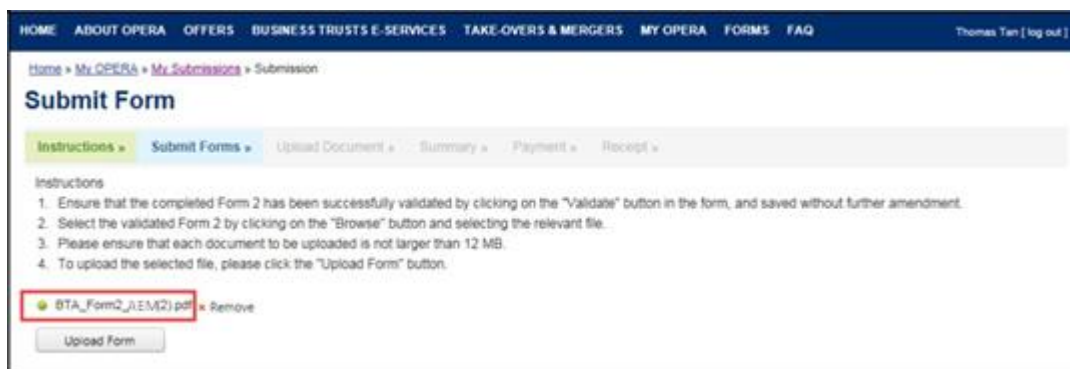


Figure 2.10-7 File to be uploaded


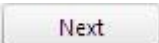
8. After selecting the document, the filename will be displayed. See **Figure 2.10-7**
9. Click **Upload Form** to begin upload.

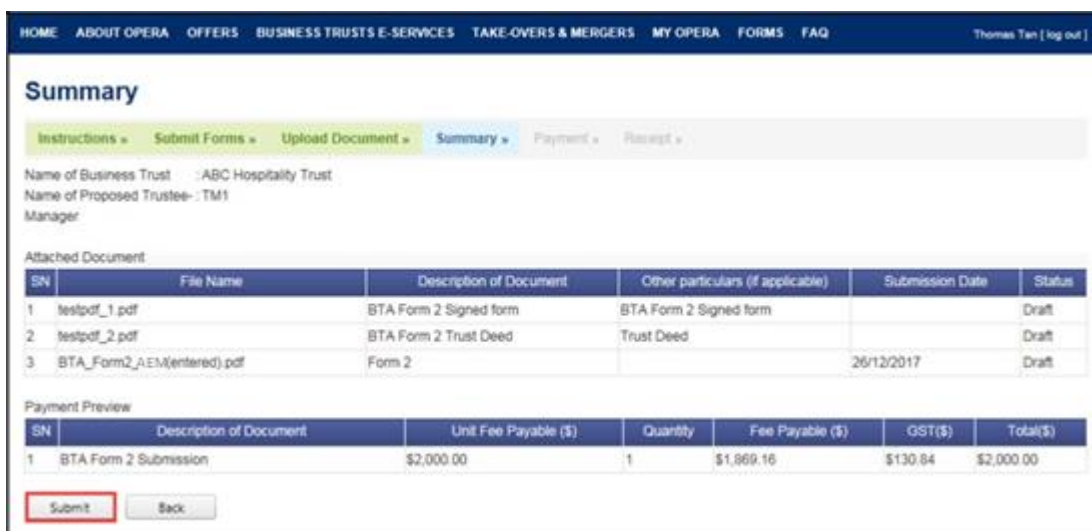
Figure 2.10-8 Upload document

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**

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  to remove the uploaded document.
17. Click  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.



Summary

Instructions » Submit Forms » Upload Document » **Summary** » Payment » Receipt »

Name of Business Trust : ABC Hospitality Trust
Name of Proposed Trustee- : TM1 Manager

Attached Document

SN	File Name	Description of Document	Other particulars (if applicable)	Submission Date	Status
1	testpdf_1.pdf	BTA Form 2 Signed form	BTA Form 2 Signed form		Draft
2	testpdf_2.pdf	BTA Form 2 Trust Deed	Trust Deed		Draft
3	BTA_Form2_AEM(entered).pdf	Form 2		26/12/2017	Draft

Payment Preview

SN	Description of Document	Unit Fee Payable (\$)	Quantity	Fee Payable (\$)	GST(\$)	Total(\$)
1	BTA Form 2 Submission	\$2,000.00	1	\$1,869.16	\$130.84	\$2,000.00



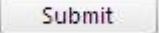
 

Figure 2.10-11 Summary

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



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The form has been submitted. Please proceed to make payment.

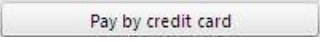
Submission Complete

Instructions » Submit Forms » Upload Document » **Summary** » **Payment** » Receipt »

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Total
1	BTA-201712-0002	BTA Form 2 Submission	\$2,000.00	\$130.84	1	\$1,869.16	\$2,000.00
Total							\$2,000.00

Figure 2.10-12 Payment details

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

Payment details

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Your payment was successful.

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
1	BTA-201801-0002	BTA Form 2 Submission	\$2,000.00	\$130.84	1	\$1,869.16	Paid

Your payment reference is **60388400331fd2411bc6**.

Please print this page for your reference. [Go To Receipt](#)

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.

Tax Invoice

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Monetary Authority of Singapore
10 Shenton Way MAS Building Singapore 079117
GST Reg No : M90363076J
Date : 02/01/2018
Payment Reference Number : 60388400331fd2411bc6
Invoice Number : R180000202

Receipt Information

SN	Description	Qty	Unit Price (\$)	Amount(\$)
1	BTA Form 2 Submission	1	2,000.00	1,869.16
				Total 1,869.16
				GST Amount 130.84
				Amount Due 2,000.00


[Project Information](#)

Figure 2.10-14 Receipt

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.

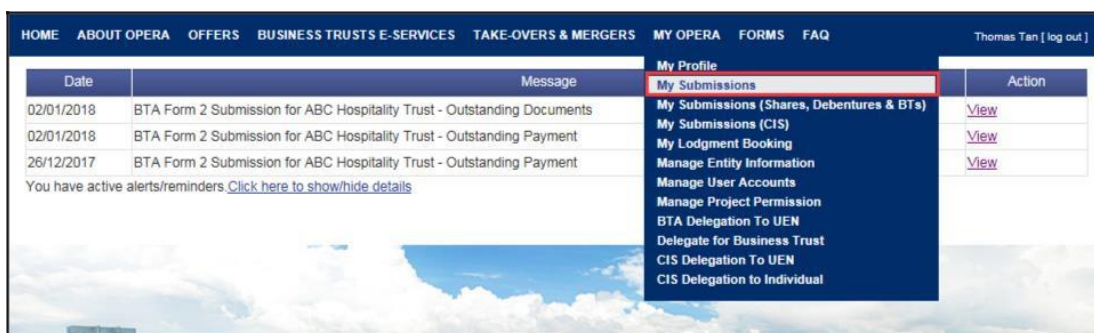


Figure 2.11-1 Homepage of MAS OPERA

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

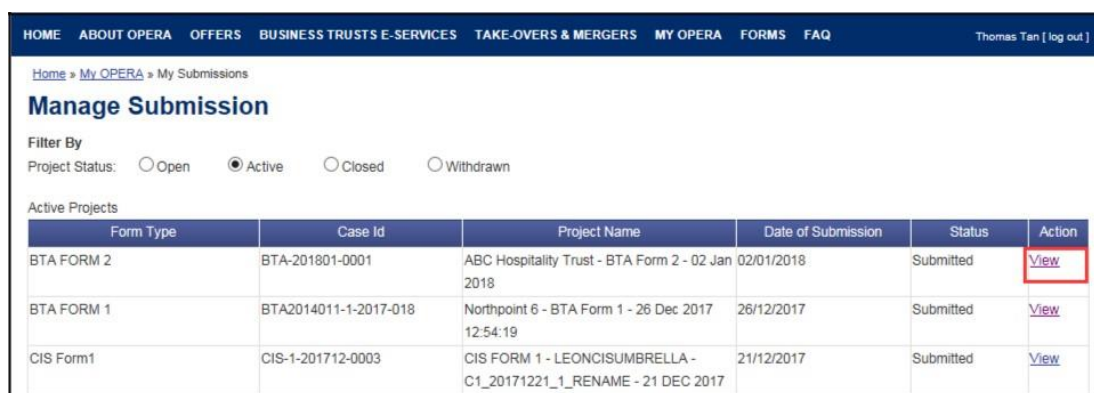


Figure 2.11-2 Manage Submission

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

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Home > My OPERA > My Submissions > Submission Details

Project Information

Project Type	: BTA Form 2	Project Status	: Active
Project Name	: ABC Hospitality Trust - BTA Form 2 - 02 Jan 2018	Payment Status	: Pending Payment
Name of Business Trust	: ABC Hospitality Trust	Project created by	: Thomas Tan
Business Trust Registration Number	: NA	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

Make Payment Manage Permissions **Attach Documents** Withdraw Submission

Please click on 'Attach documents' to resubmit the document that has been returned for amendment or submit outstanding documents.

Payment Information

Item Description	Fee Amt(\$)	GST(\$)	Unit Amt(\$)	Quantity	Total	Status
BTA Form 2 Submission	\$1,869.16	\$130.84	\$2,000.00	1	\$2,000.00	Pending Payment

Application Information
Case ID : BTA-201801-0001 Application Status : Submitted

Documents Required

Document	Description of Document	Other particulars (if applicable)	Submitted date	Document status
BTA_Form2_AEM(entered).pdf	Form 2		02/01/2018	Submitted
testpdf_1.pdf	BTA Form 2 Signed form	BTA Form 2 Signed form	02/01/2018	Submitted
N.A.	BTA Form 2 Trust Deed	Trust Deed		Pending Submission

Figure 2.11-3 Project Information

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

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Home > My OPERA > My Submissions > Submission

Upload Document

Instructions Submit Forms **Upload Document** Summary Payment Receipt

Project Name : ABC Hospitality Trust - BTA Form 2 - 02 Jan 2018
Name of Business Trust : ABC Hospitality Trust
Name of Trustee-Manager : TMT

- Please ensure that each document to be uploaded is not larger than 12 MB.
- To select a file for upload, please click on the "Select File" button below.
- To clear the selection, please click on the "Clear" button.

SN	File Name	Description of Document Type	Status	Upload	Clear
1	testpdf_1.pdf	BTA Form 2 Signed form	Submitted		
2		BTA Form 2 Trust Deed	Pending Submission	Select File	Clear
3	BTA_Form2_AEM(entered).pdf	Form 2	Submitted		

Next

Figure 2.11-4 Upload document

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

Summary

Instructions » Submit Forms » Upload Document » **Summary** » Payment » Receipt »

Name of Business Trust : ABC Hospitality Trust
Name of Proposed Trustee- : TM1 Manager

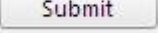
Attached Document

SN	File Name	Description of Document	Other particulars (if applicable)	Submission Date	Status
1	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
3	BTA_Form2_AEM(entered).pdf	Form 2		02/01/2018	Submitted

Payment Preview

SN	Description of Document	Unit Fee Payable (\$)	Quantity	Fee Payable (\$)	GST(\$)	Total(\$)
No additional payment required						

Figure 2.11-5 Summary

7. A summary page is displayed. Click  button to submit the outstanding documents. See **Figure 2.11-5**

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The form has been submitted. Please proceed to make payment.

Submission Complete

Instructions » Submit Forms » Upload Document » Summary » **Payment** » Receipt »


SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Total
1	BTA-201801-0001	BTA Form 2 Submission	\$2,000.00	\$130.84	1	\$1,869.16	\$2,000.00
Total							\$2,000.00

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.

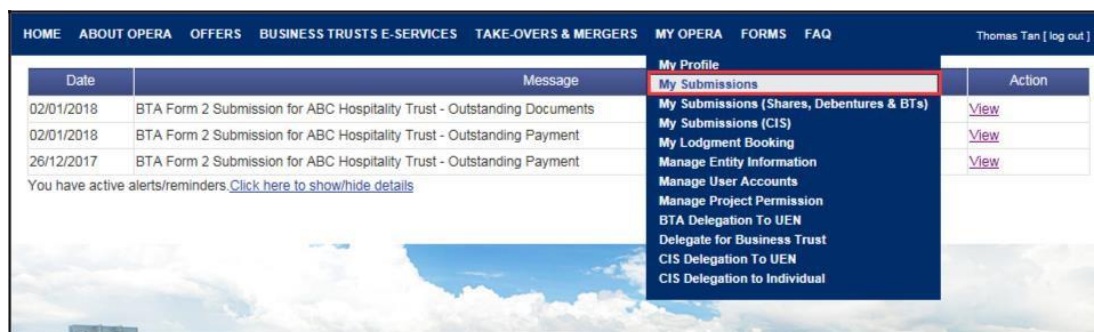


Figure 2.12-1 Homepage of MAS OPERA

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

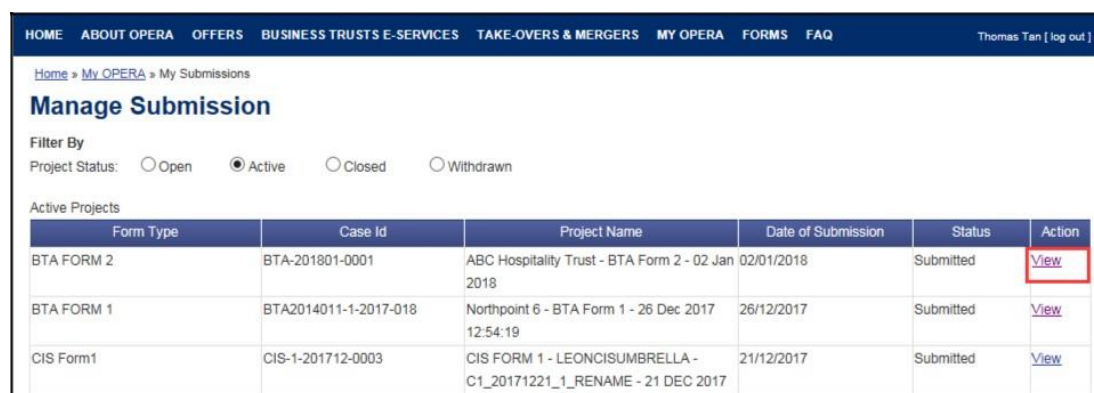


Figure 2.12-2 Manage Submission

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

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Home » My OPERA » My Submissions » Submission Details

Project Information

Project Type	: BTA Form 2	Project Status	: Active
Project Name	: ABC Hospitality Trust - BTA Form 2 - 02 Jan 2018	Payment Status	: Pending Payment
Name of Business Trust	: ABC Hospitality Trust	Project created by	: Thomas Tan
Business Trust Registration Number	: NA	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

Make Payment Manage Permissions **Withdraw Submission**

Payment Information

Item Description	Fee Amt(\$)	GST(\$)	Unit Amt(\$)	Quantity	Total	Status
BTA Form 2 Submission	\$1,869.16	\$130.84	\$2,000.00	1	\$2,000.00	Pending Payment

Application Information
Case ID : BTA-201801-0001 Application Status : Submitted

Figure 2.12-3 Project Information

3. Click **Withdraw Submission** button to withdraw the submission. See **Figure 2.12-3**

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Home » My OPERA » My Submissions » Submission

Withdraw Submission

The terms of withdrawal are as follows.

1. Withdrawal of the submission is final. You may not reverse the withdrawal.
2. You are required to make payment of fees in relation to the submission, regardless of whether the submission is withdrawn.
3. Fees will be charged for new submissions.

Please state the reason for withdrawing this submission:

DECLARATION

☐ I have read and understood the terms of withdrawal of my submission.

Supporting document:

Upload File

Browse... Upload

Cancel **Withdraw Submission**

Figure 2.12-4 Upload document

4. Enter the reason for the withdrawal and click ☐ 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 withdrawal.

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 Details

Project Information

Project Type	: BTA Form 2	Project Status	: Withdrawn
Project Name	: ABC Hospitality Trust - BTA Form 2 - 02 Jan 2018	Payment Status	: Pending Payment
Name of Business Trust	: ABC Hospitality Trust	Project created by	: Thomas Tan
Business Trust Registration Number	: NA	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

[Make Payment](#)

Payment Information

Item Description	Fee Amt(\$)	GST(\$)	Unit Amt(\$)	Quantity	Total	Status
BTA Form 2 Submission	\$1,869.16	\$130.84	\$2,000.00	1	\$2,000.00	Pending Payment


Application Information
Case ID :BTA-201801-0001 Application Status :Withdrawn

Figure 2.12-5 Project Information

8. 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.

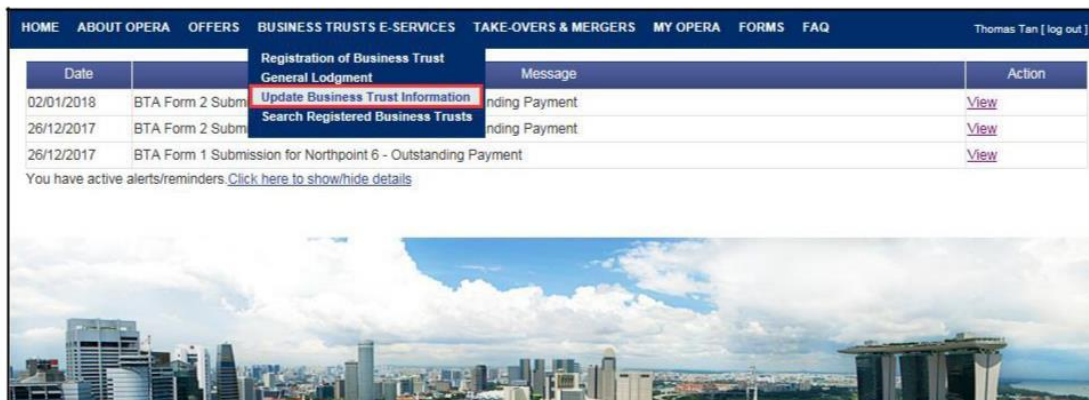


Figure 2.13-1 Homepage of MAS OPERA

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

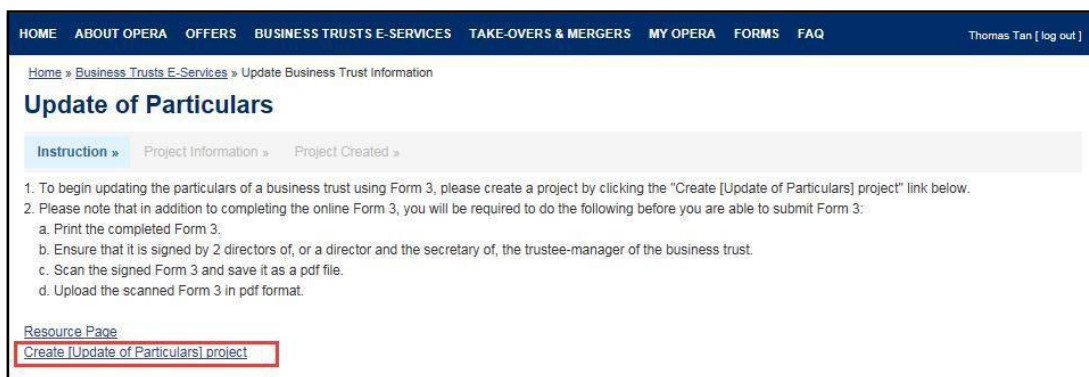


Figure 2.13-2 Instructions to create Update Business Trust Information project

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

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Home > My OPERA > My Submissions > Create BTA Update Business Trust Information Project

Update of Particulars of Business Trust Project Information

Instruction » Project Information » Project Created »

Please select a Business Trust: 2014011 - Northpoint 6

Project Permissions

Search Clear search

Available users

- Priscella Goh
- Terence Goh
- Gomez James
- Johnny Tan
- Dexter
- Joanne
- Jamie
- Porter Lim

Authorised User

Thomas Tan

>> <<

Create 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 Information Project

Update of Particulars of Business Trust Project Information

Instruction » Project Information » Project Created »

Please select a Business Trust: 2014011 - Northpoint 6

Project Permissions

Search Clear search

Available users

- Priscella Goh
- Terence Goh
- Gomez James
- Johnny Tan
- Dexter
- Joanne
- Jamie
- Porter Lim

Authorised User

Thomas Tan

>> <<

Create Project

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**
6. 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 created.

7. Click on **Create Project** button.

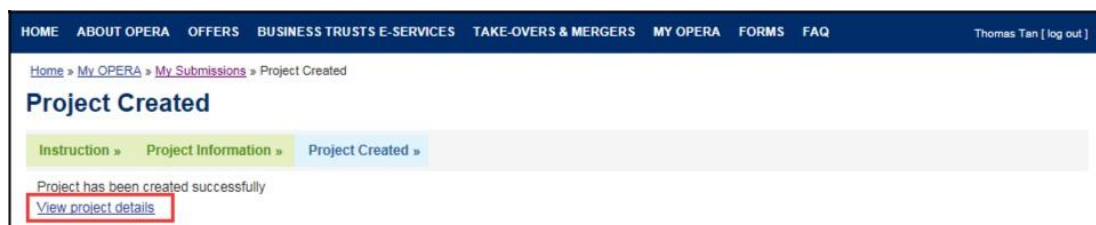


Figure 2.13-5 Project created successfully

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.

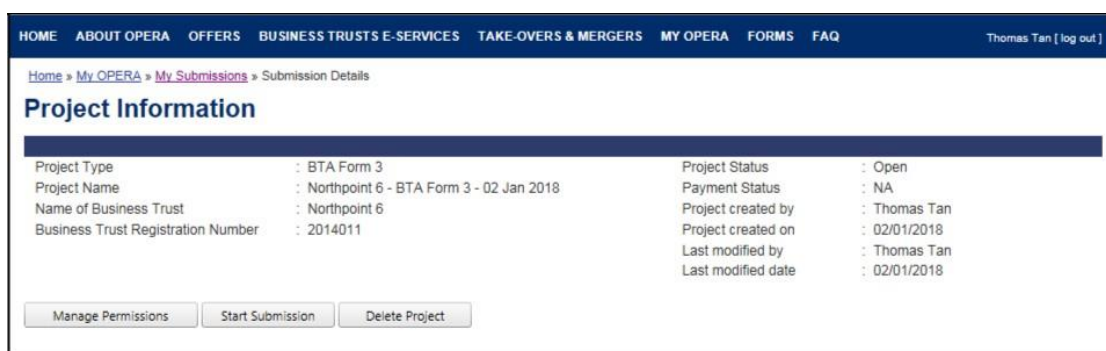

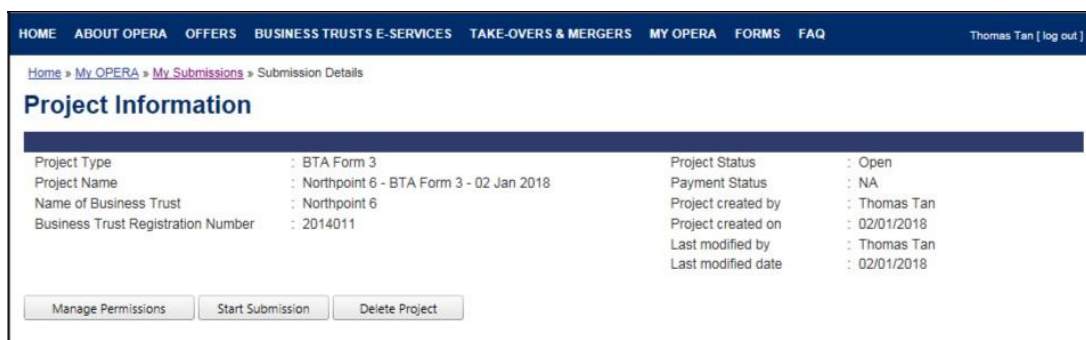


Figure 2.13-6 View Project Information

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.



Project Information			
Project Type	: BTA Form 3	Project Status	: Open
Project Name	: Northpoint 6 - BTA Form 3 - 02 Jan 2018	Payment Status	: NA
Name of Business Trust	: Northpoint 6	Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

[Manage Permissions](#)
[Start Submission](#)
[Delete Project](#)

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**



Filter By
Project Status: ☒ Open ☐ Active ☐ Closed ☐ Withdrawn

Open Projects

Form Type	Project Name	Date of Creation	Status	Action
BTA FORM 3	Northpoint 6 - BTA Form 3 - 02 Jan 2018	02/01/2018	Open	View
SIC FORM 1	LEONSIC_COMPANY-SIC Form 1-02 Jan 2018 11:42:00	02/01/2018	Open	View
CIS Form1	CIS Form 1 - LEONCISUMBRELLA - C1_20171215_1 - 15 Dec 2017	15/12/2017	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**

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Home » My OPERA » My Submissions » Submission Details

Project Information

Project Type	: BTA Form 3	Project Status	: Open
Project Name	: Northpoint 6 - BTA Form 3 - 02 Jan 2018	Payment Status	: NA
Name of Business Trust	: Northpoint 6	Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

Manage Permissions **Start Submission** Delete Project

Figure 2.14-3 Project Information

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

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Home » My OPERA » My Submissions » Submission

Northpoint 6 - BTA Form 3 - 02 Jan 2018

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Explanatory Notes

1. Please read the explanatory notes carefully before completing Form 3.
2. This form must be submitted by the trustee-manager of the business trust and signed by 2 directors of, or a director and the secretary of, the trustee-manager of the business trust.
3. Please complete only the section(s) of the form containing the particulars which you are changing.
4. Where there has been more than one change in each section, please indicate the earliest date of change when filling in the "Date of earliest change" field, and upload an additional document detailing all the changes that have occurred since that date and the date of each of the changes.
5. A non-refundable lodgment fee prescribed under regulation 6 of the Business Trusts Regulations will be charged upon submission of the form.

☐ I have read and understood the submission instructions.

Cancel Next

Figure 2.14-4 Submission Instructions

4. Click ☐ 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.

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Update BT Information

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INSTRUCTIONS AND EXPLANATORY NOTES

BUSINESS TRUSTS ACT (CAP. 31A)
BUSINESS TRUSTS REGULATIONS 2005
UPDATE OF PARTICULARS OF A
REGISTERED BUSINESS TRUST

FORM
3

Instructions

1. Please select the section you are updating by clicking a tab on the left navigation bar.
2. Please select the appropriate radio button at the top of each section to indicate the relevant type of change that has occurred.

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.

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**.

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OTHER INFORMATION ON THE BUSINESS TRUST

☐ No changes ☒ Update section

1. Nature of business and principal activities of the business trust:-

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

2. Number of units in the business trust

(a) issued*: 567109220.00

(b) for which the trustee-manager has obtained unitholders' approval for issue (but have not been issued)*: 2

3. Date of earliest change in particulars of the business trust:-

Save

Figure 2.14-7 Update changes

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

Update BT Information

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[Upload Document »](#)
[Summary »](#)
[Payment »](#)
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OTHER INFORMATION ON THE BUSINESS TRUST

☐ No changes
 ☒ Update section

1. Nature of business and principal activities of the business trust:

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

2.

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	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

just

has obtained unitholders' approval for issue (but have

ars of the business trust:

567109220.00

2

3.

Today: January 2, 2018

Save

Figure 2.14-8 Calendar

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

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	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: January 2, 2018

Figure 2.14-9 Calendar



Figure 2.14-10 Calendar by month



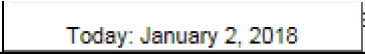
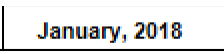
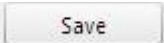
11. Click  button to select the previous month.
12. Click  button to select the next month.
13. Click  to select the current date.
14. Click  to show the calendar by month. See **Figure 2.14-9 and 2.14-10**
15. Click on the date to select it.

Figure 2.14-11 Save changes

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

The screenshot shows the 'Update BT Information' page in the MAS OPERA system. The left sidebar contains a menu with the following items: Instructions, Name of BT, Other Information on BT (highlighted with a red box), Trustee-Manager (highlighted with a red box), Auditor of BT, CEO of TM, Directors of TM, Audit Committee, Secretary of TM (highlighted with a red box), Substantial Shareholders, Declaration, and Print / Submit Form 3. The main content area is titled 'PARTICULARS OF SECRETARY OF TRUSTEE-MANAGER' and contains a form for updating the secretary's details. The form includes a section for 'Existing Secretary' with radio buttons for 'No changes', 'Update particulars of Secretary', and 'Cessation of service of existing Secretary'. Below this are fields for: 1. Name of Secretary* (Alvin Yap yap), 2. NRIC/ Passport No/Company Registration No.* (S1234567D), 3. NRIC Type(if applicable)* (NRIC), 4. Country of Citizenship/Incorporation* (SINGAPORE), 5. Professional Qualification or Membership (test), and 6. Registered/ Residential Address* (Local Address selected). The address fields include Blk/House No.* (test), Street Name* (test), Unit (#), Building Name, and 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**.

Update BT Information

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

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[Print / Submit Form 3](#)

PARTICULARS OF SECRETARY OF TRUSTEE-MANAGER

Existing Secretary:

☐ No changes ☒ Update particulars of Secretary ☐ Cessation of service of existing Secretary

Date of earliest change in particulars of existing Secretary* :

1. Name of Secretary* : Alvin Yap

2. NRIC/ Passport No/Company Registration No.* : S1234567D

3. NRIC Type(if applicable)* : NRIC

4. Country of Citizenship/Incorporation* : SINGAPORE

5. Professional Qualification or Membership : test

6. Registered/ Residential Address*

☒ Local Address ☐ Overseas Address

Blk/House No.* : test

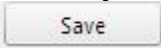
Street Name* : test

Unit : # -

Building Name :

Postal Code* : Singapore 123234

Figure 2.14-13 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  button.

Update BT Information

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PARTICULARS OF SECRETARY OF TRUSTEE-MANAGER

Existing Secretary:

☐ No changes ☐ Update particulars of Secretary ☒ Cessation of service of existing Secretary

Date of cessation of service of existing Secretary* :

1. Name of Secretary* : Alvin Yap

2. NRIC/ Passport No/Company Registration No.* : S1234567D

3. NRIC Type(if applicable)* : NRIC

4. Country of Citizenship/Incorporation* : SINGAPORE

5. Professional Qualification or Membership : test

6. Registered/ Residential Address*

☒ Local Address ☐ Overseas Address

Blk/House No.* : test


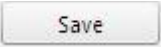
Street Name* : test

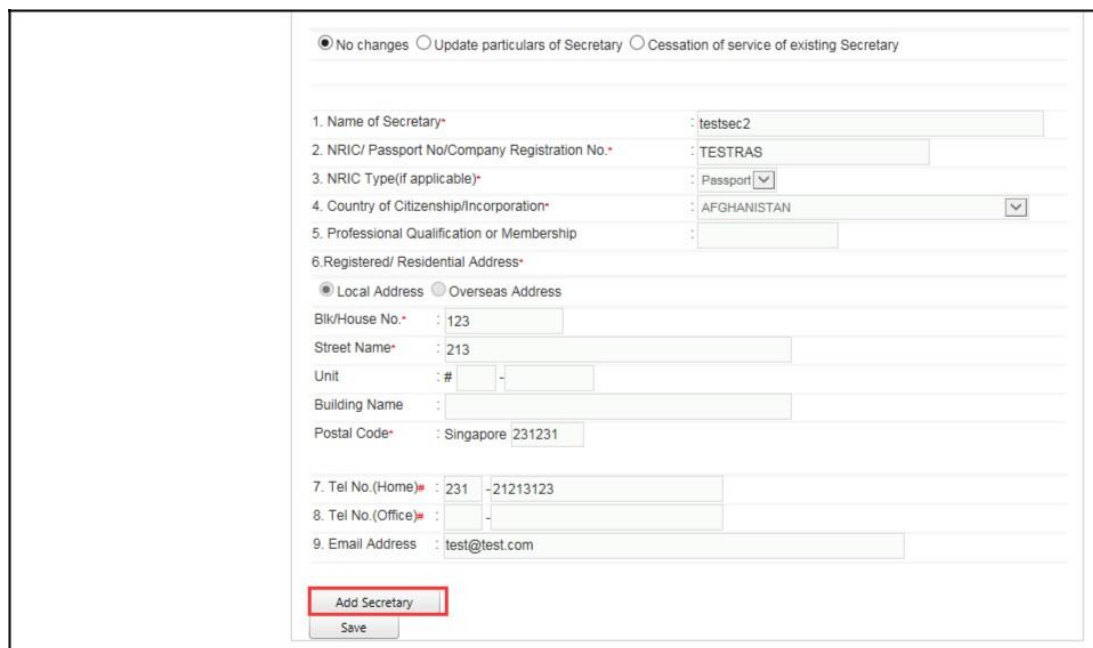
Unit : # -

Building Name :

Postal Code* : Singapore 123234

Figure 2.14-14 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  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  button.



☒ No changes ☐ Update particulars of Secretary ☐ Cessation of service of existing Secretary

1. Name of Secretary* : testsec2

2. NRIC/ Passport No./Company Registration No.* : TESTRAS

3. NRIC Type(if applicable)* : Passport

4. Country of Citizenship/Incorporation* : AFGHANISTAN

5. Professional Qualification or Membership :

6. Registered/ Residential Address*

☒ Local Address ☐ Overseas Address

Blk/House No.* : 123

Street Name* : 213

Unit : # -

Building Name :

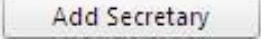
Postal Code* : Singapore 231231

7. Tel No. (Home)* : 231 -21213123

8. Tel No. (Office)* : -

9. Email Address : test@test.com

Figure 2.14-15 Add new secretary

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

New Secretary:

Date of appointment of new Secretary* :

1. Name of Secretary* :

2. NRIC/ Passport No/Company Registration No.* :

3. NRIC Type(if applicable)* : NRIC

4. Country of Citizenship/Incorporation* : SINGAPORE

5. Professional Qualification or Membership :

6. Registered/ Residential Address*

☒ Local Address ☐ Overseas Address

Blk/House No.* :

Street Name* :

Unit : # -

Building Name :

Postal Code* : Singapore

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 button to save changes, or click 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.

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COMPOSITION OF AUDIT COMMITTEE

☒ No changes ☐ Update Section

1. Chairman or Co-Chairman:

Directors of TM

Chairman or Co-Chairman
Tong Tong

2. Members:

Directors of TM

Members
Yin Yin

Save

Figure 2.14-17 Audit committee

29. Click on the “Audit Committee” section in the menu. See **Figure 2.14-17**.

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[Print / Submit Form 3](#)

COMPOSITION OF AUDIT COMMITTEE

☐ No changes ☒ Update Section

Date of earliest change in composition of Audit Committee:

1. Chairman or Co-Chairman:

Directors of TM

Chairman or Co-Chairman
Tong Tong

2. Members:


Directors of TM

Members
Yin Yin

Save

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  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.

Update BT Information

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COMPOSITION OF AUDIT COMMITTEE

☐ No changes ☒ Update Section

Date of earliest change in composition of Audit Committee:

1. Chairman or Co-Chairman:

Directors of TM

Chairman or Co-Chairman

Tong Tong

2. Members:




Directors of TM

Members

Yin 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  button

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

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DECLARATION

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.


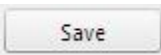
Date of Declaration :

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  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  button.

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Update BT Information



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](#)

PRINT / SUBMIT FORM 3

1. Please click on the “Print” button to download the completed Form 3 for printing.
2. When the completed Form 3 has been printed, please do the following prior to submission:
 - a. Ensure that it is signed by 2 directors of, or a director and the secretary of, the trustee-manager of the business trust
 - b. Scan the signed Form 3 and save it as a pdf file.
3. To submit the scanned Form 3, please click the “Submit” button.

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  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  to submit the scanned BTA Form 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

Submit Form

Instructions > **Submit Forms** > Upload Document > Summary > Payment > Receipt >

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.

Browse

Upload Form

Figure 2.14-21 Upload BTA Form 3

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

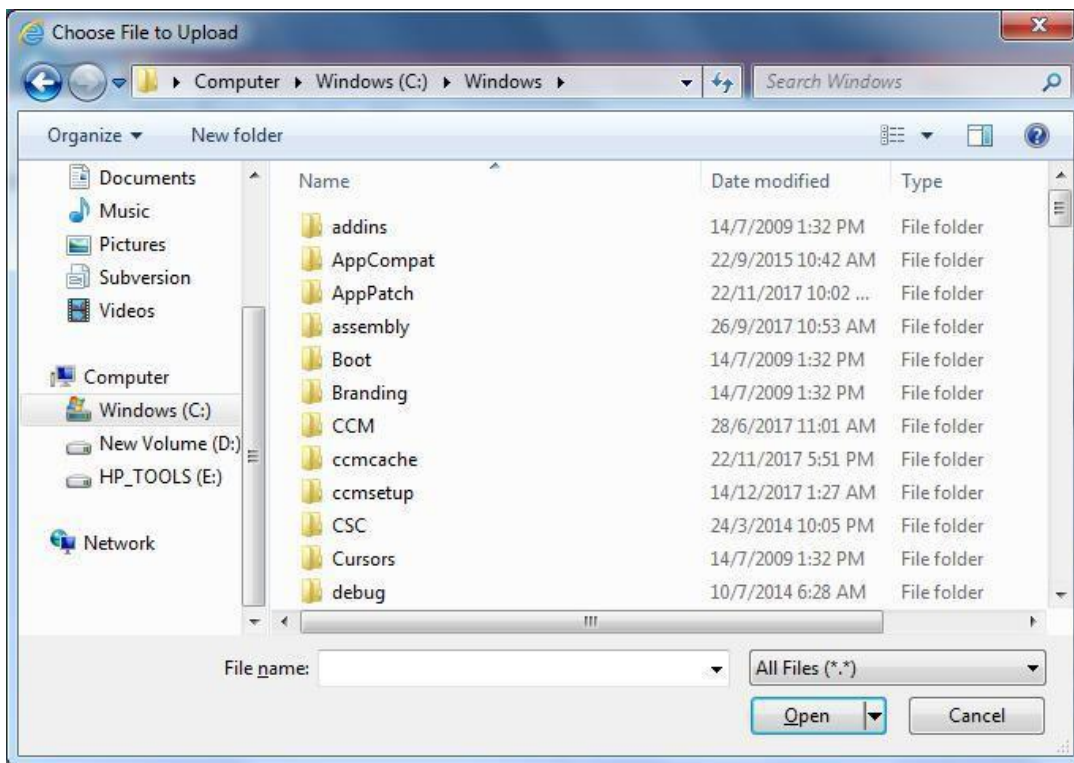


Figure 2.14-22 Browse and select document

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

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**

45. Click **Upload Form** to begin upload of the scanned BTA Form 3.

SN	File Name	Description of Document Type	Status	Upload	Clear
1		BTA Form 3 Annex	Optional file upload for Form3 Annex	Select File	Clear
2		BTA Form 3 Annex	Optional file upload for Form3 Annex	Select File	Clear
3		BTA Form 3 Annex	Optional file upload for Form3 Annex	Select File	Clear
4		BTA Form 3 Annex	Optional file upload for Form3 Annex	Select File	Clear
5		BTA Form 3 Annex	Optional file upload for Form3 Annex	Select File	Clear
6	BTA_Form3_AE1.pdf	Form 3	Draft	Select File	Clear

Figure 2.14-24 Upload document

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

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

SN	File Name	Description of Document Type	Status	Upload	Clear
1	testpdf_1.pdf	BTA Form 3 Annex	Draft	Select File	Clear
2	testpdf_1.pdf	BTA Form 3 Annex	Draft	Select File	Clear
3	testpdf_2.pdf	BTA Form 3 Annex	Draft	Select File	Clear
4	testpdf_2.pdf	BTA Form 3 Annex	Draft	Select File	Clear
5	testpdf_3.pdf	BTA Form 3 Annex	Draft	Select File	Clear
6	BTA_Form3_AEM.pdf	Form 3	Draft		

Figure 2.14-25 File uploaded successfully

48. The filename will be displayed upon successful upload. See **Figure 2.14-25**
49. 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.

SN	File Name	Description of Document	Submission Date	Status
1	testpdf_1.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3 Annex
2	testpdf_1.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3 Annex
3	testpdf_3.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3 Annex
4	testpdf_2.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3 Annex
5	testpdf_2.pdf	BTA Form 3 Annex	02/01/2018	Optional file upload for Form3 Annex
6	BTA_Form3_AEM.pdf	Form 3	02/01/2018	Draft

SN	Description of Document	Unit Fee Payable (\$)	Quantity	Fee Payable (\$)	GST(\$)	Total(\$)
1	BTA Form 3 Submission	650.00	1	650.00	65.00	715.00

Figure 2.14-26 Summary

52. A summary page is displayed. Click **Submit** button to submit Form. See **Figure 2.14-26**

The form has been submitted. Please proceed to make payment.

Submission Complete

Instructions » Submit Forms » Upload Document » Summary » **Payment »** Receipt »

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Total
1	BTA2014011-3-2018-109	BTA Form 3 Submission	\$50.00	\$0.00	1	\$50.00	\$50.00
Total						\$50.00	\$50.00

Pay by credit card Back to Main Page

Figure 2.14-27 Payment details

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

Payment details

Instructions » Submit Forms » Upload Document » Summary » **Payment »** Receipt »

Your payment was successful.

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
1	BTA2014011-3-2018-110	BTA Form 3 Submission	\$50.00	\$0.00	1	\$50.00	Paid

Your payment reference : **776211454182653df658**


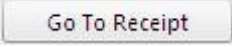
Please print this page for your reference. 

Figure 2.14-28 Payment reference number

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

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ Thomas Tan [log out]

Tax Invoice

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Monetary Authority of Singapore
10 Shenton Way MAS Building Singapore 079117
GST Reg No : M90363076J
Date : 02/01/2018
Payment Reference Number : 776211454182653df558
Invoice Number : R180000203

Receipt Information

SN	Description	Qty	Unit Price (\$)	Amount(\$)
1	BTA Form 3 Submission	1	50.00	50.00
				Total 50.00
				GST Amount 0.00
				Amount 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.

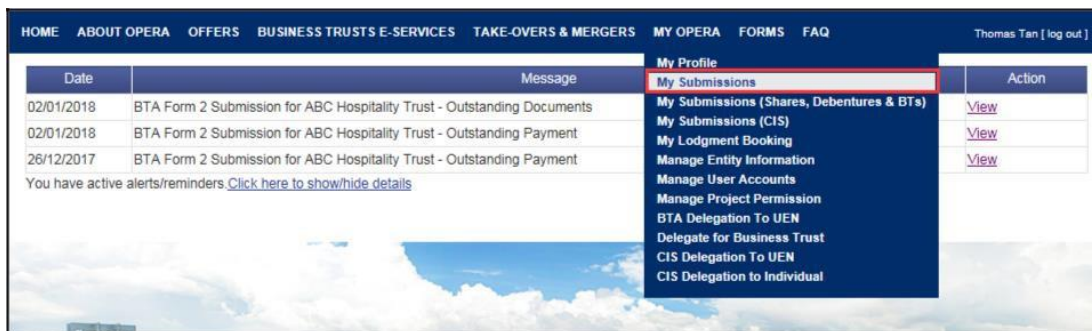


Figure 2.15-1 Homepage of MAS OPERA

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



Figure 2.15-2 Manage Submission

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

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 Details

Project Information

Project Type	: BTA Form 3	Project Status	: Active
Project Name	: Northpoint 6 - BTA Form 3 - 02 Jan 2018	Payment Status	: Pending Payment
Name of Business Trust	: Northpoint 6	Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

Make Payment Manage Permissions **Withdraw Submission**

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
Case ID : BTA2014011-3-2018-109 Application Status : Submitted

Figure 2.15-3 Submission Details

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

Withdraw Submission

The terms of withdrawal are as follows.

1. Withdrawal of the submission is final. You may not reverse the withdrawal.
2. You are required to make payment of fees in relation to the submission, regardless of whether the submission is withdrawn.
3. Fees will be charged for new submissions.

Please state the reason for withdrawing this submission:

DECLARATION
☐ I have read and understood the terms of withdrawal of my submission.

Supporting document:

Upload File

Browse... Upload

Cancel **Withdraw Submission**

Figure 2.15-4 Upload document

4. Enter the reason for the withdrawal and click ☐ 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 withdrawal.

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 Details

Project Information

Project Type	: BTA Form 3	Project Status	: Withdrawn
Project Name	: Northpoint 6 - BTA Form 3 - 02 Jan 2018	Payment Status	: Pending Payment
Name of Business Trust	: Northpoint 6	Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created on	: 02/01/2018
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

[Make Payment](#)

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
Case ID :BTA2014011-3-2018-109 Application Status :Withdrawn

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.

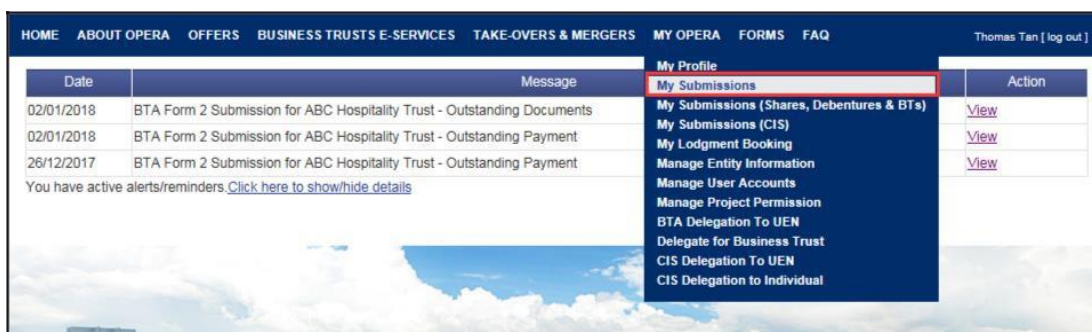


Figure 2.16-1 Homepage of MAS OPERA

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

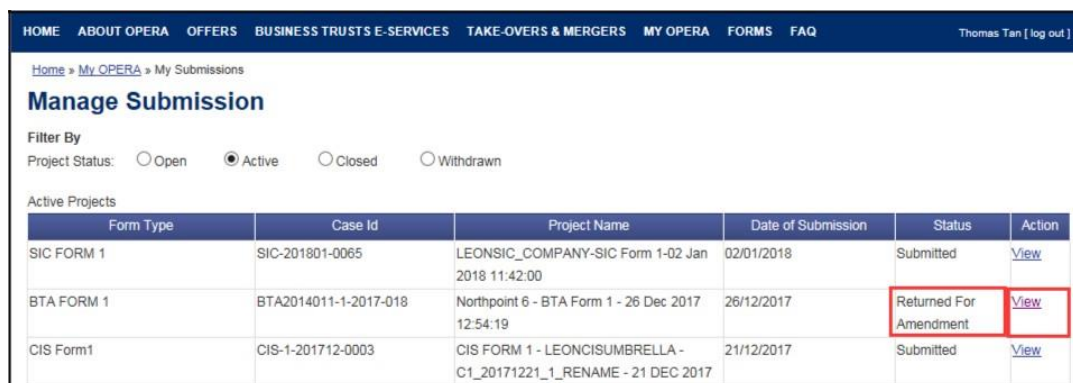


Figure 2.16-2 Manage Submission

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**.

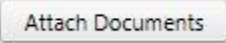
For submissions where only certain documents have been returned, refer to steps 4 - 6 for re-submission of those documents. For submissions which have been returned in their entirety, skip to step 7.

The screenshot displays the 'Project Information' page in the MAS OPERA system. The page includes a navigation bar at the top with links like HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user is logged in as Thomas Tan. The main content area shows project details for 'Northpoint 6 - STA Form 1'. Below this, there are buttons for 'Make Payment', 'Manage Permissions', 'Attach Documents' (highlighted with a red box), and 'Withdraw Submission'. A message prompts the user to click on 'Attach documents' to resubmit returned documents. A 'Payment Information' table lists two items: 'STA 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' and 'STA Form 1 - Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager'. Both items are marked as 'Pending Payment'. Below this, 'Application Information' shows the Case ID as 'STA2014011-1-2017-018' and the Application Status as 'Returned For Amendment'. Finally, a 'Documents Required' table shows two documents: 'notepd_1.pdf' (Returned For Amendment) and 'STA_Form1_AEM.pdf Form 1' (Submitted).

Item Description	Fee Amt (\$)	GST (\$)	Unit Amt (\$)	Quantity	Total	Status
STA 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	\$150.00	1	\$150.00	Pending Payment
STA 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	\$50.00	1	\$50.00	Pending Payment

Document	Description of Document	Other particulars of application	Submitted date	Document status
notepd_1.pdf	Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager		26/12/2017	Returned For Amendment
STA_Form1_AEM.pdf Form 1			26/12/2017	Submitted

Figure 2.16-3 Partially Returned Submission

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

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

Upload Document

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Project Name : Northpoint 6 - BTA Form 1 - 26 Dec 2017 12:54:19
Name of Business Trust : Northpoint 6
Name of Trustee-Manager : City Portal Pte. Ltd.

- Please download or print the computer-generated Form 1 for your records.
- Please ensure that each document to be uploaded is not larger than 12 MB.
- To select a file for upload, please click on the "Select File" button below.
- To clear the selection, please click on the "Clear" button.

SN	File Name	Description of Document Type	Status	Description	Relevant Date	Upload	Clear
1	BTA_Form1_AEM.pdf	Form 1	Submitted		26/12/2017		
2		Notice of resolution passed regarding the appointment of a replacement trustee-manager pursuant to a resignation of the incumbent trustee-manager	Pending Submission		01/12/2017	Select File	Clear

Next

Figure 2.16-4 Project Information

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

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS MY OPERA FORMS FAQ Thomas Tan [log out]

Summary

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Name of Business Trust : Northpoint 6
Name of Trustee-Manager : City Portal Pte. Ltd.

Attached Document

SN	File Name	Description of Document	Other particulars (if applicable)	Submission Date	Status
1	BTA_Form1_AEM.pdf	Form 1		26/12/2017	Submitted
2	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	Draft

Payment Preview

SN	Description of Document	Unit Fee Payable (\$)	Quantity	Fee Payable (\$)	GST(\$)	Total(\$)
No additional payment required						

Submit Back

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.

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 Details

Project Information

Project Type	: BTA Form 1	Project Status	: Active
Project Name	: Northpoint 6 - BTA Form 1 - 26 Dec 2017 12:54:19	Payment Status	: Pending Payment
Name of Business Trust	: Northpoint 6	Project created by	: Thomas Tan
Business Trust Registration Number	: 2014011	Project created on	: 26/12/2017
		Last modified by	: Thomas Tan
		Last modified date	: 02/01/2018

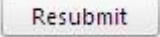
Please click on the 'Resubmit' button to resubmit Form that has been returned for amendment.

Payment Information

Item Description	Fee Amt (\$)	GST (\$)	Unit Amt (\$)	Quantity	Total	Status
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	\$150.00	1	\$150.00	Pending Payment
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	\$50.00	1	\$50.00	Pending Payment

Application Information
Case ID : BTA2014011-1-2017-018 Application Status : Returned For Amendment

Figure 2.16-6 Resubmit entire submission

7. For submissions that have been returned in their entirety, click on  button to re-submit 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.

The screenshot displays the 'Summary' page of the MAS OPERA system. At the top, a navigation bar includes links for HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user 'Thomas Tan' is logged in. The page title is 'Summary'. Below the title, a breadcrumb trail shows: Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt ». The 'Name of Business Trust' is 'Northpoint 6' and the 'Name of Trustee-Manager' is 'City Portal Pte. Ltd.'. Under 'Attached Document', there is a table with two entries:

SN	File Name	Description of Document	Other particulars (if applicable)	Submission Date	Status
1	BTA_Form1_AEM.pdf	Form 1		26/12/2017	Submitted
2	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	Draft

Below the table, the 'Payment Preview' section shows a table with columns: SN, Description of Document, Unit Fee Payable (\$), Quantity, Fee Payable (\$), GST(\$), and Total(\$). The message 'No additional payment required' is displayed below the table. At the bottom, there are 'Submit' and 'Back' buttons.

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.

2.17 Online Payment

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

Total Amount Payable: SGD 1,200.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input checked="" type="radio"/>	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.

Enter the code shown:

NOTE:

1. Please make sure that all other opened browsers are closed before proceeding to make payment.
2. DO NOT close this browser while payment is in progress. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
3. DO NOT click on the browser buttons (example: Back, Reload or Stop) while payment is in progress.

Figure 2.17-1 Select Payment Mode

1. Select the Payment Mode, and enter the Captcha code. See **Figure 2.17-1**
2. Click on the button. See **Figure 2.17-1**

Display Name: Monetary Authority of Singapore
Merchant Reference Code: CC20082013042817
Nets Reference Code: 20200820130428218
Amount: SGD 1200.00

Payment Methods

☒

Name on Card:

Card Number:

CVV/CVV2:

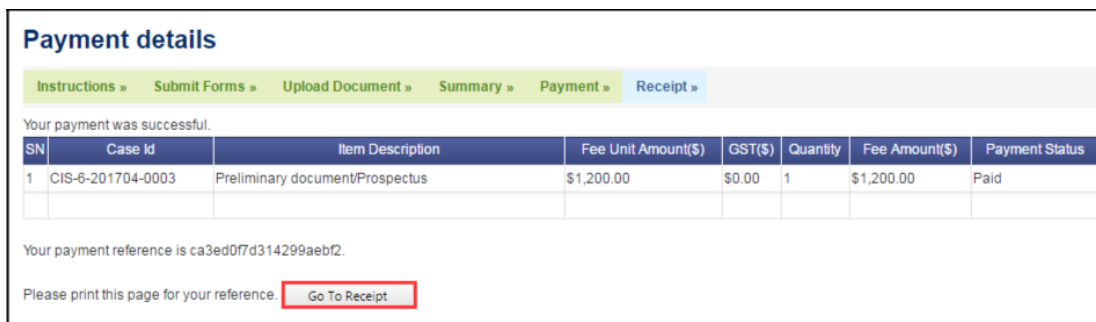
Expiry Date:

Email (Optional):

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  button. See **Figure 2.17-2**



Payment details

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Your payment was successful.

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
1	CIS-6-201704-0003	Preliminary document/Prospectus	\$1,200.00	\$0.00	1	\$1,200.00	Paid

Your payment reference is ca3ed0f7d314299aebf2.



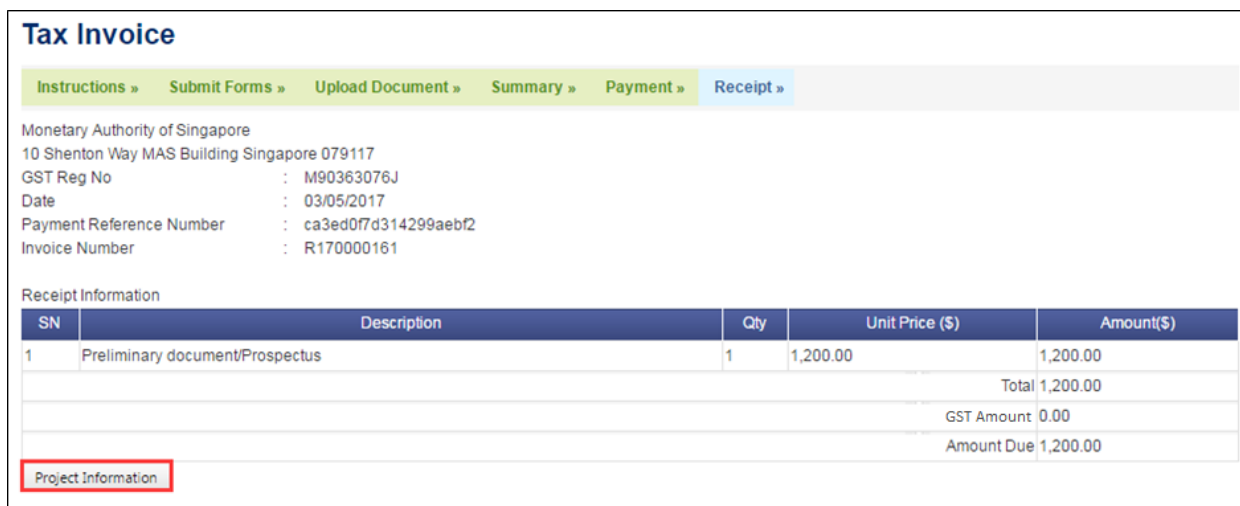
Please print this page for your reference. 

Figure 2.17-4 Successful payment

5. A successful payment acknowledgement is displayed. See **Figure 2.17-4**

6. Click on  to view receipt. See **Figure 2.17-4**



Tax Invoice

Instructions » Submit Forms » Upload Document » Summary » Payment » Receipt »

Monetary Authority of Singapore
10 Shenton Way MAS Building Singapore 079117
GST Reg No : M90363076J
Date : 03/05/2017
Payment Reference Number : ca3ed0f7d314299aebf2
Invoice Number : R170000161

Receipt Information

SN	Description	Qty	Unit Price (\$)	Amount(\$)
1	Preliminary document/Prospectus	1	1,200.00	1,200.00
Total				1,200.00
GST Amount				0.00
Amount Due				1,200.00

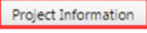


Figure 2.17-5 Receipt

7. The receipt is displayed. See **Figure 2.17-5**

8. Click  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.

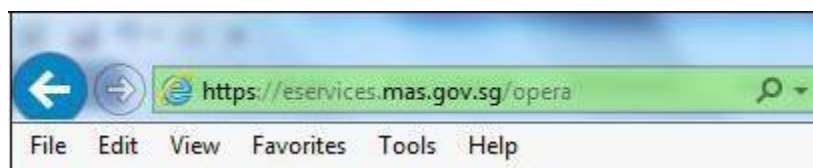


Figure 2.18-1 URL of OPERA

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

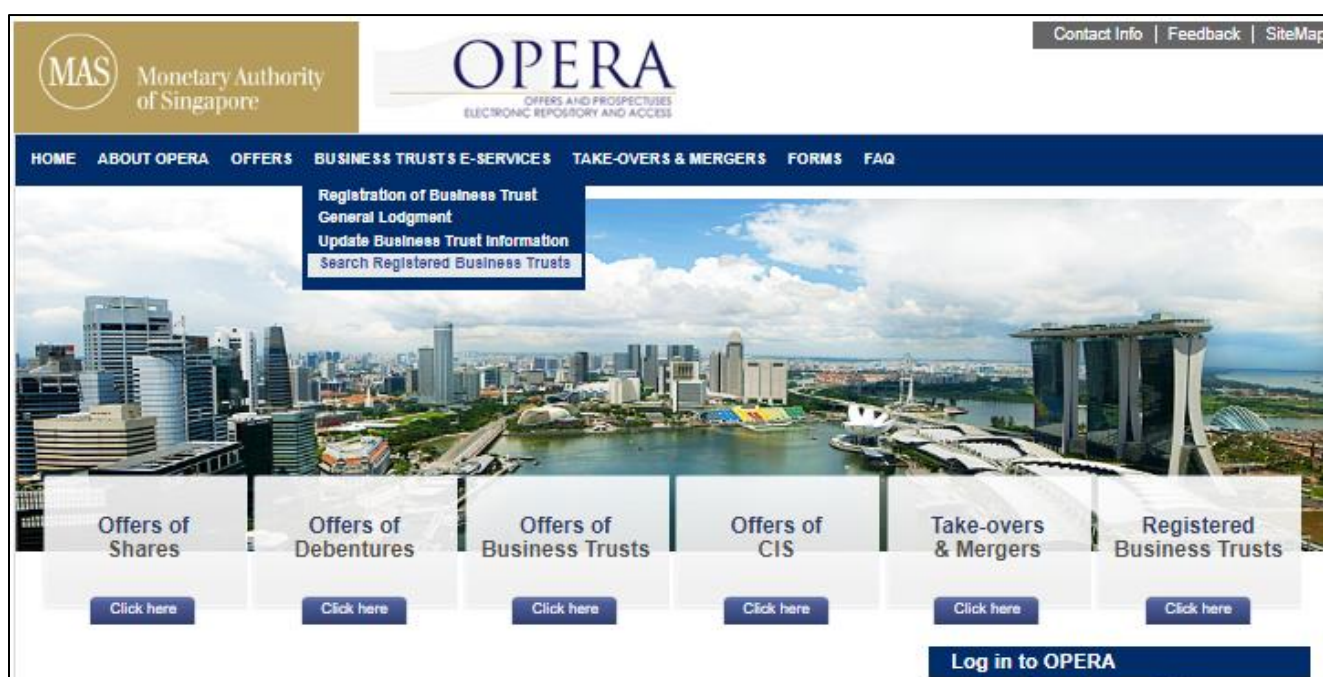


Figure 2.18-2 Homepage of MAS OPERA

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 OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home > Business Trusts E-Services > Search Registered Business Trusts

Search For Business Trusts

Name of Business Trust :

BT Registration Number :

Name of Trustee-Manager :

Effective Date From : To: 02/01/2018

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**

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home > Business Trusts E-Services > Search Registered Business Trusts

Search For Business Trusts

Name of Business Trust : North

BT Registration Number :

Name of Trustee-Manager :

Effective Date From : To: 02/01/2018

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	
Northpoint 22	2015001	18/03/2015	City Portal Pte. Ltd.	Registered	

Figure 2.18-4 Results of Search for Business Trusts

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

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home > Business Trusts E-Services > Search Registered Business Trusts > Business Trust Details

BUSINESS TRUSTS 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 button to see the list of documents that are available for request. See **Figure 2.18-5**

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home » Business Trusts E-Services » Search Registered Business Trusts » Request Documents - Select Documents

Request Documents - Select Documents

Select Documents » Review Cart » Provide Information » Payment » Receipt »

Name of Business Trust : Northpoint 1C
 BT Registration Number : 2014008
 Status : Registered
 Date of Registration : 28/04/2014
 Trustee-Manager Name/Company : City Portal Pte. Ltd.
 Registration No :
 Document Type : All
 Effective Date From : 01/01/2016 To: 02/01/2018

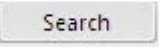
your cart: 0 item

Search

	Document Type	Description	Effective Date	TotalAmt(\$)
<input type="checkbox"/>	Extract of Particulars	Extract of Particulars	09/03/2016	5.00
<input type="checkbox"/>	Extract of Particulars (Certified Copy)	Extract of Particulars (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  to begin searching. The relevant documents will be shown. See **Figure 2.18-6**
9. Check ☐ to select the document(s) that you wish to obtain.

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home » Business Trusts E-Services » Search Registered Business Trusts » Request Documents - Select Documents

Request Documents - Select Documents

Select Documents » Review Cart » Provide Information » Payment » Receipt »

Name of Business Trust : Northpoint 1C
 BT Registration Number : 2014008
 Status : Registered
 Date of Registration : 28/04/2014
 Trustee-Manager Name/Company : City Portal Pte. Ltd.
 Registration No :
 Document Type : All
 Effective Date From : 01/01/2016 To: 02/01/2018

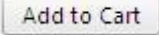

your cart: 1 item

Search

	Document Type	Description	Effective Date	TotalAmt(\$)
<input type="checkbox"/>	Extract of Particulars	Extract of Particulars	09/03/2016	5.00
<input type="checkbox"/>	Extract of Particulars (Certified Copy)	Extract of Particulars (Certified Copy)	09/03/2016	21.00

Check Out Add to Cart

Figure 2.18-7 Add document(s) to cart

10. Click on  button to add the selected documents to your cart.
11. The selected document(s) will be added to your cart.
12. To view the items in your cart, click on  button. See **Figure 2.18-7**

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home » Business Trusts E-Services » Search Registered Business Trusts » Request Documents - Review Cart

Request Documents - Review Cart

Select Documents » Review Cart » Provide Information » Payment » Receipt »

Document Type	Description	Effective Date	DebitAmt(\$)	GSTAmt(\$)	TotalAmt(\$)	Remove
Extract of Particulars	Extract of Particulars	09/03/2016	\$4.67	\$0.33	\$5.00	Remove

More Document Check Out

Figure 2.18-8 View cart items

13. To add more items to your cart, click on  button. See **Figure 2.18-8**

14. To check out the items in your cart, click on  button. See **Figure 2.18-8**

HOME ABOUT OPERA OFFERS BUSINESS TRUSTS E-SERVICES TAKE-OVERS & MERGERS FORMS FAQ

Home » Business Trusts E-Services » Search Registered Business Trusts » Request Documents - Provide Information

Request Documents - Provide Information

Select Documents » Review Cart » Provide Information » Payment » Receipt »

Document Type	Description	Effective Date	DebitAmt(\$)	GSTAmt(\$)	TotalAmt(\$)
Extract of Particulars	Extract of Particulars	09/03/2016	\$4.67	\$0.33	\$5.00
Total					\$5.00

Full Name* :

Email Address* :

Postal Address : ☒ Local Address ☐ Overseas Address

Blk/House No.* :

Street Name* :

Unit : # -

Building Name :

Postal Code* : Singapore

Company* :

Designation :

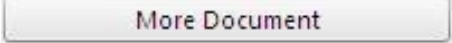
Contact Number* :

Security code* :

L6C4K

More Document Submit

Figure 2.18-9 Contact details of person requesting the documents

15. To add more items to your cart, click on  button. See **Figure 2.18-9**

16. Enter your contact details. Ensure that you have completed all the mandatory fields indicated by red asterisks (*).

17. Click on  button. See **Figure 2.18-9**

Submission Complete

Select Documents » Review Cart » Provide Information » **Payment »** Receipt »

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Total
1		BTA Doc Request (Registered) - Extract of Particulars	\$5.00	\$0.33	1	\$4.67	\$5.00
Total							\$5.00

Pay by credit card Back to Main Page

Figure 2.18-10 Make payment

18. To make payment for the requested document(s), click button. See **Figure 2.18-10**

Pay by credit card

19. Refer to section 2.17 – Online Payment on how to perform online payments.

Payment details

Select Documents » Review Cart » Provide Information » **Payment »** Receipt »

Your payment was successful.

SN	Case Id	Item Description	Fee Unit Amount(\$)	GST(\$)	Quantity	Fee Amount(\$)	Payment Status
1		BTA Doc Request (Registered) - Extract of Particulars	\$5.00	\$0.33	1	\$4.67	Paid

Your payment reference is d345046a85a47b71d588.

Please print this page for your reference. Go To Receipt

Figure 2.18-11 Successful payment

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

Tax Invoice

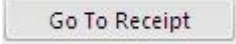
Select Documents » Review Cart » Provide Information » **Payment »** Receipt »

Monetary Authority of Singapore
10 Shenton Way MAS Building Singapore 079117
GST Reg No : M90363076J
Date : 02/01/2018
Payment Reference Number : d345046a85a47b71d588
Invoice Number : R180000200

Receipt Information

SN	Description	Qty	Unit Price (\$)	Amount(\$)
1	BTA Doc Request (Registered) - Extract of Particulars	1	5.00	4.67
Total				4.67
GST Amount				0.33
Amount Due				5.00

Figure 2.18-12 Receipt of successful payment

21. Click on  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.