



Monetary Authority of Singapore

MAS OPERA

Take-overs & Mergers

Online User Guide

Version 1.8

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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 Take-overs & Mergers module of OPERA.

1.2 *Definitions*

The terms “Submitted”, “Lodged” or “Returned for Amendment” will be used to describe the status of your submissions. The meanings of these terms are:

- “Submitted” means the documents have been received by the Securities and Industry Council (the “Council”) but have not been accepted for lodgment.
- “Lodged” means the documents have been accepted by the Council for lodgment.
- “Returned for Amendment” means the documents have been returned by the Council due to errors found in the documents. Applicants are required to make the necessary amendments before re-submitting the relevant documents.

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 Form 1 under the Take-overs & Mergers module.



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**

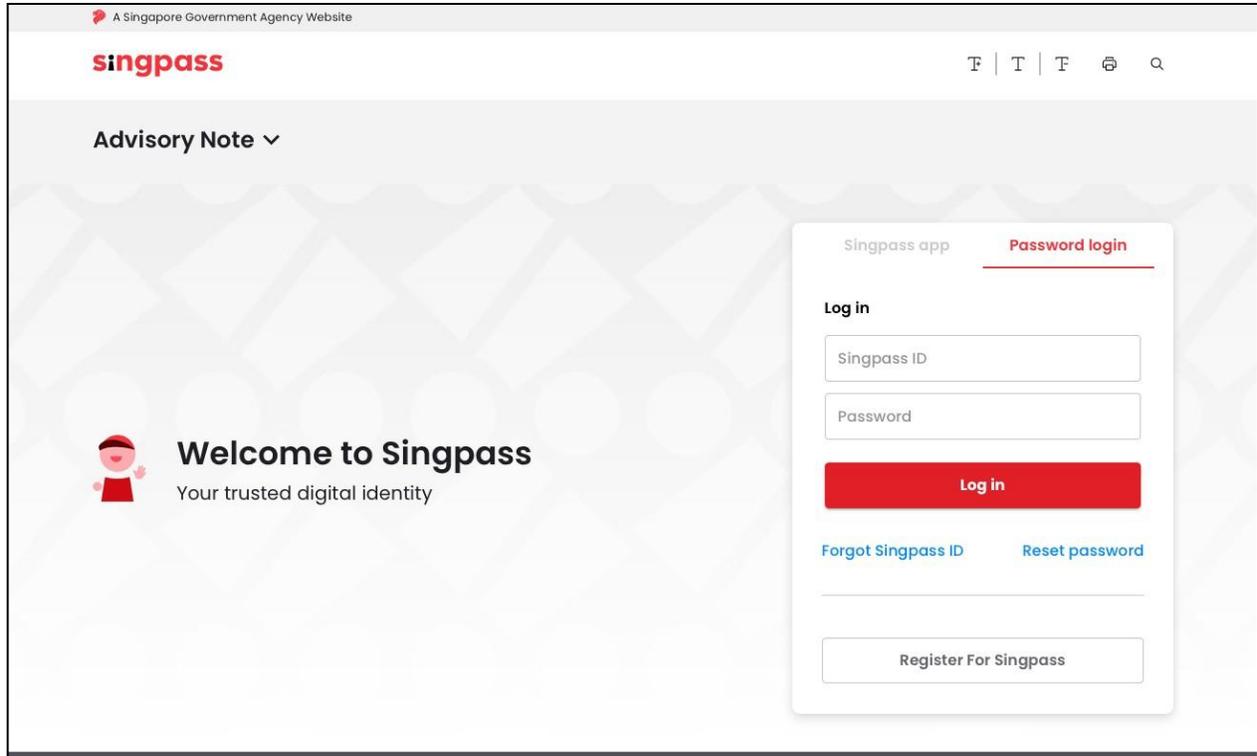


Figure 2.1-4 Singpass Log-in page

3. The user will be redirected to the Singpass log-in page. See **Figure 2.1-4**
4. 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

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

2.2 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 refer to the SIC Practice Statement on Lodgement of Documents or 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 2.2-1 Homepage of MAS OPERA

1. After logging in successfully, click on **Manage User Accounts** under **MY OPERA** in main menu. See **Figure 2.2-1**

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@asfdsaf.com | 4548878 | Requester | Active | Edit |
| TEST3 | ****3664H | asfsf@asfsf.com | 12134545 | Requester | Active | Edit |
| SAFSF | ****5892G | sadfsf@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

Figure 2.2-2 Maintain User Account

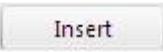
2. To add a user, click on . See **Figure 2.2-2**

Maintain User Account

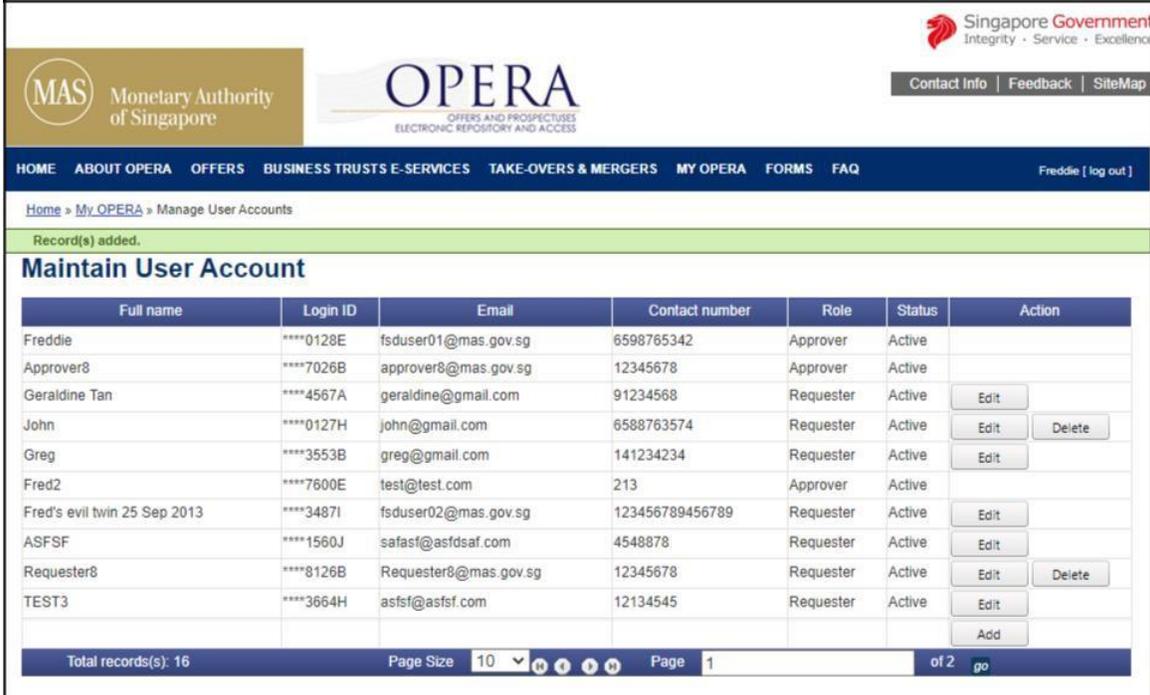
| Full name | Login ID | Email | Contact number | Role | Status | Action |
|------------------------------|-----------|----------------------|-----------------|-----------|--------|---------------|
| Freddie | ****0128E | fsduser01@mas.gov.sg | 6598765342 | Approver | Active | |
| Geraldine Tan | ****4567A | 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@asfdsaf.com | 4548878 | Requester | Active | Edit |
| TEST3 | ****3664H | asfsf@asfsf.com | 12134545 | Requester | Active | Edit |
| SAFSF | ****5892G | sadfsf@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 2.2-3 Add User Account

3. Enter the full name, NRIC or SingPass ID, email and contact number of the user being added.
4. Set the status of the user account to "Active". Click on . See **Figure 2.2-3**

Note: Additional user accounts created will be Requester accounts.



Record(s) added.

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 | <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 | safasf@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"/> |

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

Figure 2.2-4 User account added successfully

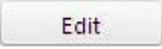
5. The message "Record(s) added" will be displayed once the user account has been added successfully. See **Figure 2.2-4**

The screenshot shows the 'Maintain User Account' page in the MAS OPERA system. The page header includes the MAS logo and the Singapore Government logo. The navigation menu includes 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 displays a table of user accounts. The 'John' row is highlighted, and the 'Edit' button in the Action column is circled in red.

| 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 | safast@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 2.2-5 Edit User Account

6. To edit a user account, click on  . See **Figure 2.2-5**

The screenshot shows the 'Maintain User Account' page in the MAS OPERA system. The page header includes the MAS logo and the Singapore Government logo. The navigation menu includes 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 displays a table of user accounts. The 'John' row is highlighted, and the 'Save' button in the Action column is circled in red.

| 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 | safast@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 2.2-6 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 2.2-6**

The screenshot shows the MAS OPERA web interface. At the top, there are logos for MAS (Monetary Authority of Singapore) and OPERA (Offers and Prospectuses Electronic Repository and Access). The Singapore Government logo is also present. A navigation menu includes links for 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 displays a message 'Record(s) updated.' and a table titled 'Maintain User Account'. The table has columns for Full name, Login ID, Email, Contact number, Role, Status, and Action. Below the table, there is a pagination bar showing 'Total records(s): 16', 'Page Size: 10', 'Page: 1 of 2', and a 'go' button.

| 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 | 97457354 | 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 | safasf@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"/> |

Figure 2.2-7 User account edited successfully

9. The message "Record(s) updated" will be displayed once the user account has been edited successfully. See **Figure 2.2-7**

The screenshot shows the 'Maintain User Account' interface. At the top, there are logos for MAS (Monetary Authority of Singapore) and OPERA (Offers and Prospectuses Electronic Repository and Access). The Singapore Government logo is also present. A navigation menu includes 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 displays a table of user accounts. The table has the following data:

| 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 |
| ASF8 | ****1560J | safast@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 |

At the bottom of the table, there is a summary: Total records(s): 16, Page Size: 10, Page: 1 of 2. The 'Delete' button for the user 'John' is highlighted with a red box.

Figure 2.2-8 Delete User Account

10. To delete a user account, click on . See **Figure 2.2-8**

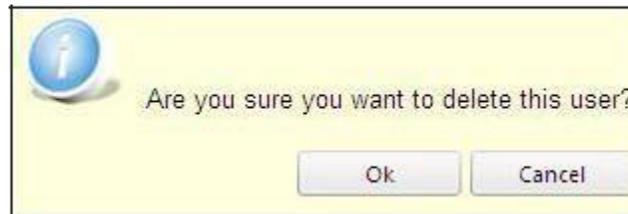
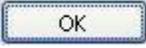


Figure 2.2-9 Confirmation to delete user account

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

The screenshot shows the MAS OPERA web application interface. At the top right, there is the Singapore Government logo and the text 'Integrity · Service · Excellence'. Below this are links for 'Contact Info', 'Feedback', and 'SiteMap'. The main navigation bar includes 'HOME', 'ABOUT OPERA', 'OFFERS', 'BUSINESS TRUSTS E-SERVICES', 'TAKE-OVERS & MERGERS', 'MY OPERA', 'FORMS', and 'FAQ'. A user profile 'Freddie [log out]' is visible in the top right corner of the navigation bar.

The breadcrumb trail reads: Home » My OPERA » Manage User Accounts. A green message box at the top of the content area states 'Record(s) deleted.' Below this is the heading '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 | <input type="button" value="Edit"/> |
| 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 | safasf@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"/> |
| SAFSF | ****5892G | sadfsfs@afsf.com | 45487878 | 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): 15', 'Page Size: 10', 'Page: 1 of 2', and a 'go' button.

Figure 2.2-10 User account deleted successfully

12. A message stating “Record(s) deleted” will be displayed once the user account is deleted successfully. See **Figure 2.2-10**

2.3 Create Project for Lodgment of Documents

This section will show you how to create a project to lodge document(s) under the Singapore Code on Take-overs & Mergers.

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

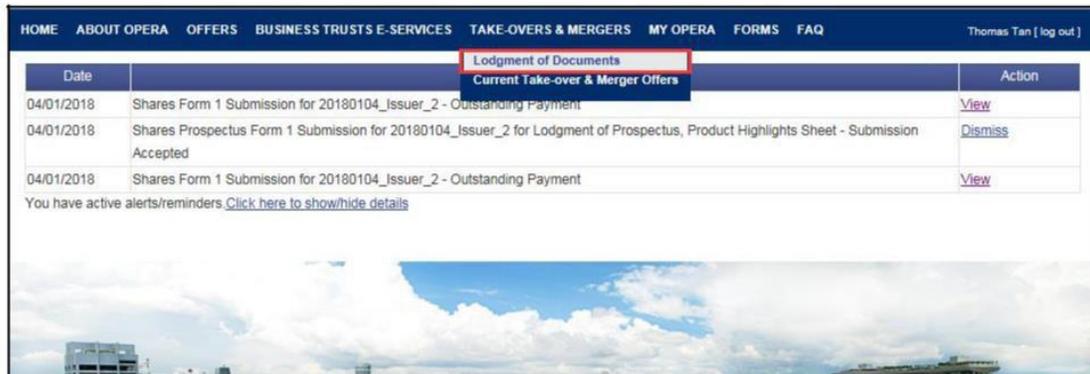


Figure 2.3-1 Homepage of MAS OPERA

1. After successful log-in, click **Lodgment of Documents** under **Take-overs & Mergers** in main menu. See **Figure 2.3-1**

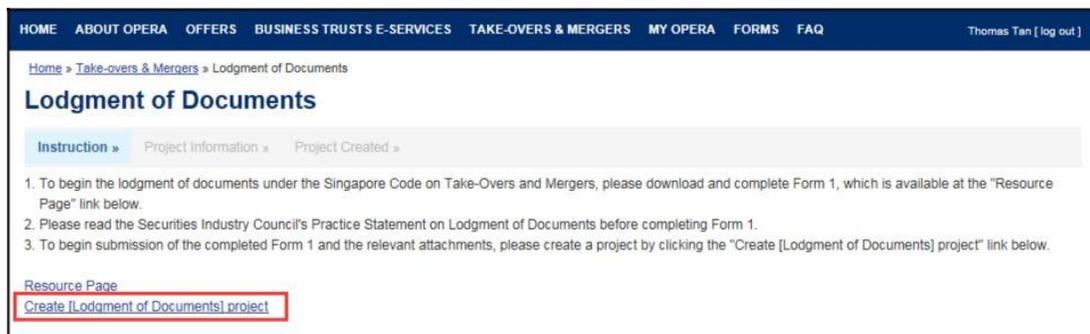


Figure 2.3-2 Instructions to create Lodgment of Documents project

2. Click on 'Create [Lodgment of Documents] Project'. See **Figure 2.3-2**

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

Submit SIC Form1 Project Information

Instruction » Project Information » Project Created »

Name of Offeror: AAA OFFEROR
Name of Offeree Company: BBB OFFEREE

Project Permissions

Search Clear search

Available users

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

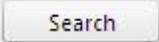
Authorised User

Thomas Tan

>> <<

Create Project

Figure 2.3-3 Enter Offeror and Offeree names

3. Enter the names of the Offeror and the Offeree Company. See **Figure 2.3-3**
4. To search for available users who may be granted access to the project, enter the user name in the 'Search Users' textbox. Click .

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

Submit SIC Form1 Project Information

Instruction » Project Information » Project Created »

Name of Offeror: AAA OFFEROR
Name of Offeree Company: BBB OFFEREE

Project Permissions

Search Clear search

Available users

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

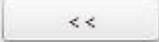
Authorised User

Thomas Tan

>> <<

Create Project

Figure 2.3-4 Add/ Remove authorized users

5. To grant an available user access to the project, select the user name in the User list and click . The name(s) of the user(s) will be displayed in the 'Authorized User' list. See **Figure 2.3-4**
6. To deny authorized user(s) access to the project, select the user name in the 'Authorized User' list. Click . 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 .

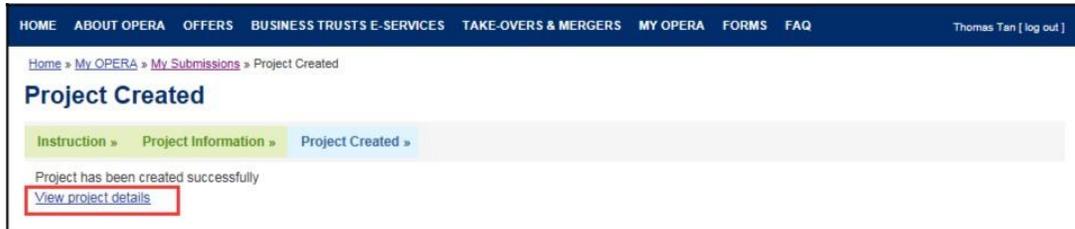


Figure 2.3-5 Project created successfully

8. A confirmation page will be shown when the project is successfully created. See **Figure 2.3-5**
9. Click on 'View project details' to proceed with the lodgment. Refer to section 2.4 –Lodgment of Documents on how to lodge a document.

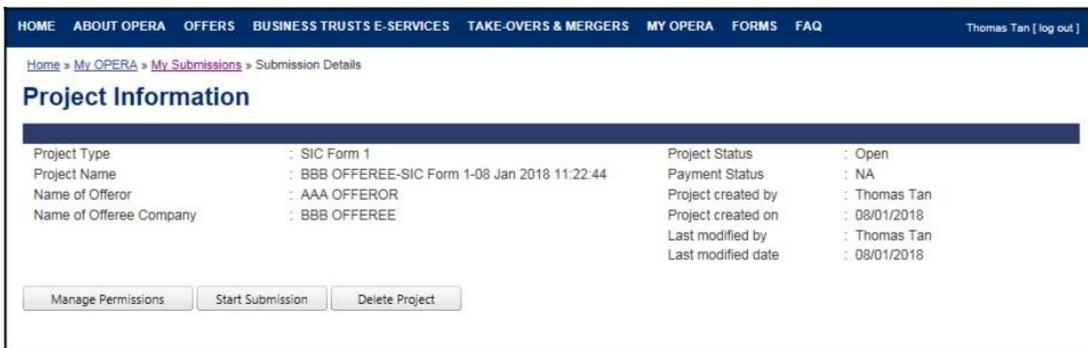


Figure 2.3-6 Project Details

2.4 Download/ Fill up SIC Form 1 (Lodgment of Documents)

This section will show you how to download and fill up Form 1 under the Singapore Code on Take-overs & Mergers (“SIC Form 1”) to lodge document(s).

- You need Adobe Reader v8.2 or a later version to fill in Form 1. You may download the Adobe Reader software from <http://get.adobe.com/reader/>.

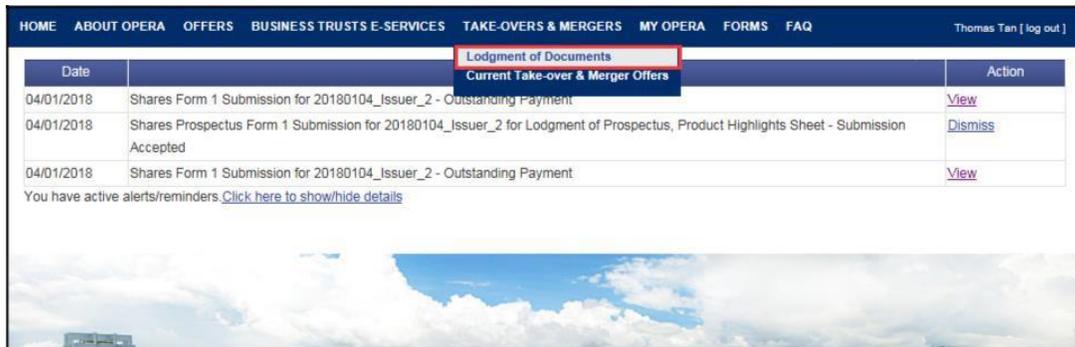


Figure 2.4-1 Homepage of MAS OPERA

1. In the OPERA Homepage, click **Lodgment of Documents** under **TAKE-OVERS & MERGERS** in main menu. See **Figure 2.4-1**

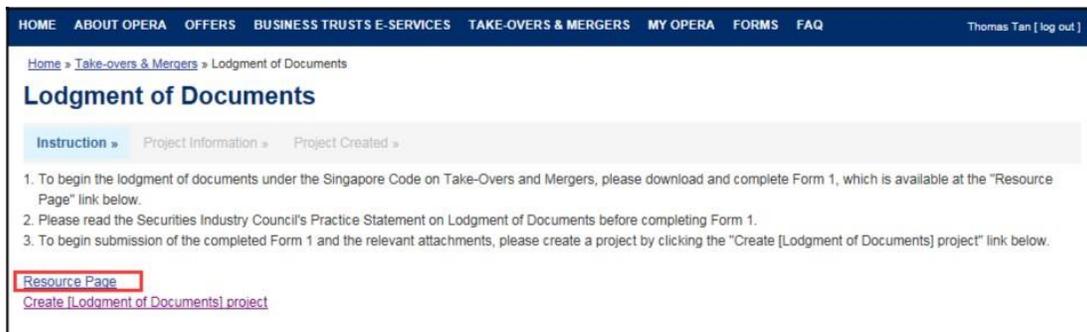


Figure 2.4-2 Instruction page

2. Click on 'Resource Page' to download SIC Form 1. See **Figure 2.4-2**



Figure 2.4-3 Download page

3. Click on 'Download'. See **Figures 2.4-3**.

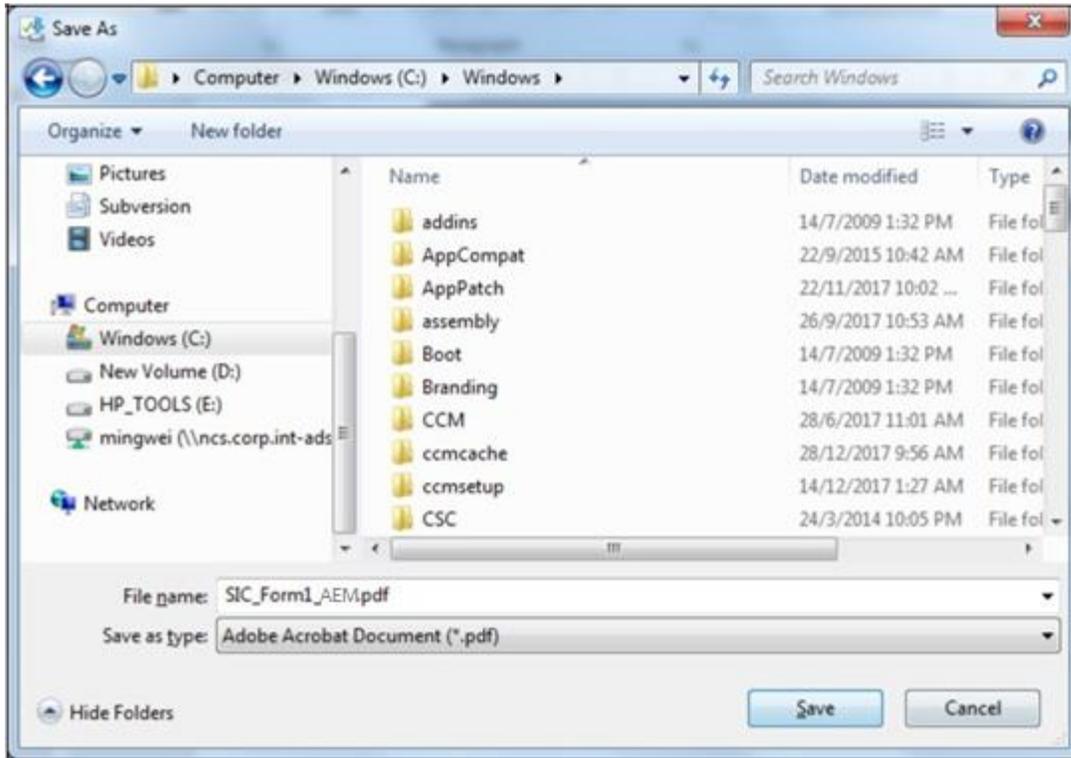


Figure 2.4-4 Windows browser

4. Browse to desired folder and click to save the form in that folder. See **Figure 2.4-4**.
5. Double-click to open the saved form. Ensure that Adobe Reader has been installed.

The screenshot shows a web form titled "THE SINGAPORE CODE ON TAKE-OVERS AND MERGERS LODGMENT FORM". The form is divided into two main sections: "I Offeror" and "II Offeree". Each section has a numbered input field: "1. Name of Offeror" and "2. Name of Offeree Company". In the top right corner, there is a button labeled "Edit" which is highlighted with a red border. The text "Form 1" is displayed on the right side of the form.

Figure 2.4-5 SIC Form 1 – Edit button

This screenshot is identical to the previous one, showing the same form structure and input fields. However, in the top right corner, there are two buttons: "Save" and "Validate". Both buttons are highlighted with a red border. The text "Form 1" is displayed on the right side of the form.

Figure 2.4-6 SIC Form 1 – 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 2.4-5** and **Figure 2.4-6**

The screenshot shows two sections of a form: 'I Offeror' and 'II Offeree'. Section I contains a single field: '1. Name of Offeror'. Section II contains five fields: '2. Name of Offeree Company', '3. Country of Incorporation', '4. Listing in Singapore?' (with radio buttons for 'Yes' and 'No'), 'Primary Listing' (with a checkbox), and 'SGX Stock Code'. Red rectangular boxes highlight the input areas for fields 1, 2, 3, and the SGX Stock Code field.

Figure 2.4-7 Example of mandatory fields

7. Fill out the form. See **Figure 2.4-7**

This screenshot is identical to Figure 2.4-7, but with the 'Primary Listing' checkbox checked. A red rectangular box highlights the '4. Listing in Singapore?' row, which includes the radio buttons for 'Yes' and 'No', and the checked 'Primary Listing' checkbox.

Figure 2.4-8 Primary Listing in Singapore?

8. Please indicate if an Offeree Company is listed in Singapore, by selecting “Yes” or “No”. If the listing in Singapore is a primary listing please select the “Primary Listing” checkbox. See **Figure 2.4-8**

| | |
|---------|---|
| Address | <input checked="" type="checkbox"/> Local <input type="checkbox"/> Overseas |
| | Block/ House No: 123 |
| | Street name: Street Name III |
| | Unit: # 10 - 5 |
| | Building name: Building III |
| | Singapore 589141 (Postal Code) |

Figure 2.4-9 Example of local address

| | |
|---------|---|
| Address | <input type="checkbox"/> Local <input checked="" type="checkbox"/> Overseas |
| | Address 1: |
| | Address 2: |

Figure 2.4-10 Example of overseas address

9. For Address type, select the desired checkbox 'Local' or 'Overseas' before filling up the form. See **Figure 2.4-9** and **Figure 2.4-10**

| III Type of Document Lodged | |
|-----------------------------|--|
| 5. | Offer Document (including Scheme Document, Exit Offer Letter, etc) ▼ X |
| Add Row | |

Figure 2.4-11 Add row button

10. To lodge more than one document, click Add Row under Type of Document Lodged to create a new document row. See **Figure 2.4-11**

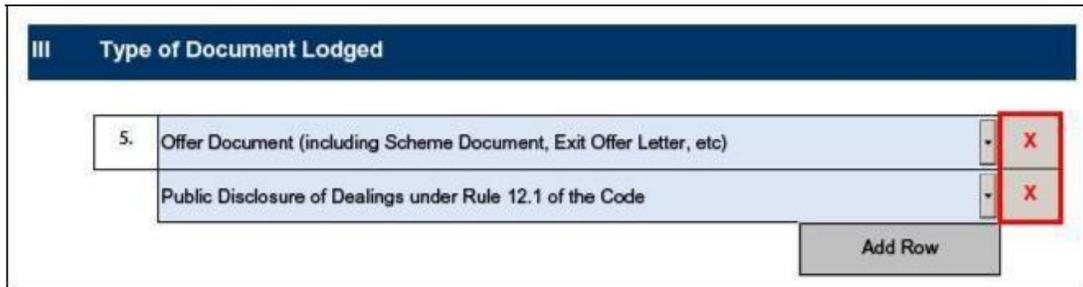
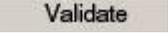


Figure 2.4-12 Delete row button

11. To delete a row, click . See **Figure 2.4-12**.



Figure 2.4-13 Example of an error message

12. When completed, click  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 2.4-13**.

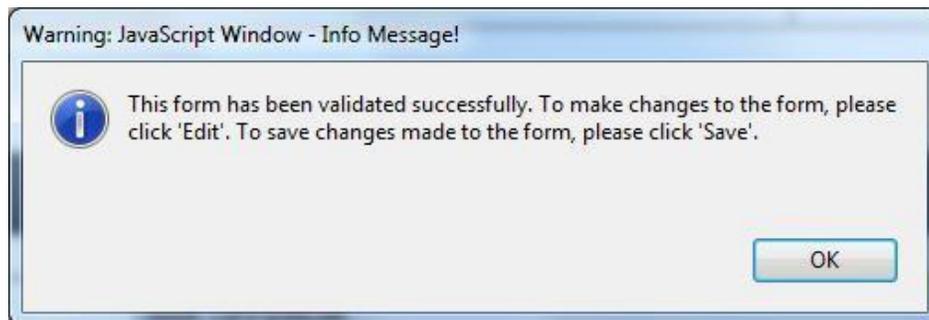


Figure 2.4-14 A successful validation message

13. If the form has been validated successfully, there will be a prompt indicating that validation was successful. See **Figure 2.4-14**. The  and  buttons will be replaced by the  button again. See **Figure 2.4-5**

14. Save the validated form. To make further form changes, repeat steps 6-12 above.

Note: The saved SIC Form 1 should be uploaded when you submit SIC Form 1.

2.5 Submit SIC Form 1 (Lodgment of Documents)

This section will show you how to submit SIC Form 1 to lodge documents.

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

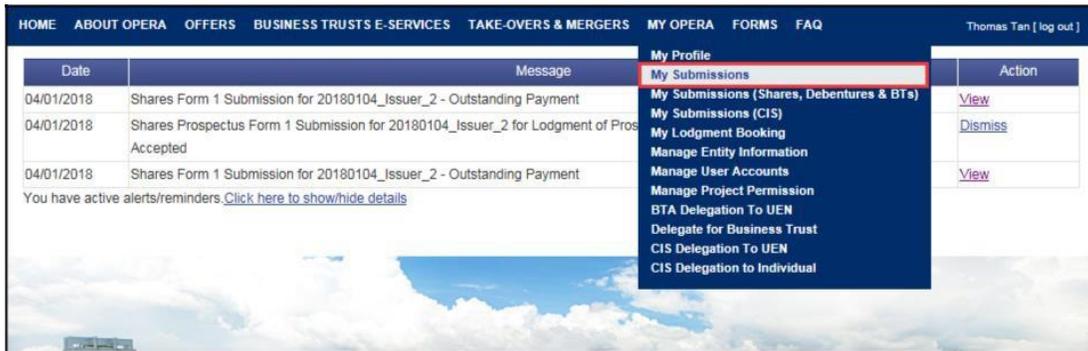


Figure 2.5-1 Homepage of MAS OPERA

1. In OPERA Homepage, click **My Submissions** under **MY OPERA** in main menu. See **Figure 2.5-1**



Figure 2.5-2 Manage Submission

2. Click on 'View' to open the SIC Form 1 project for the lodgment of documents. See **Figure 2.5-2**

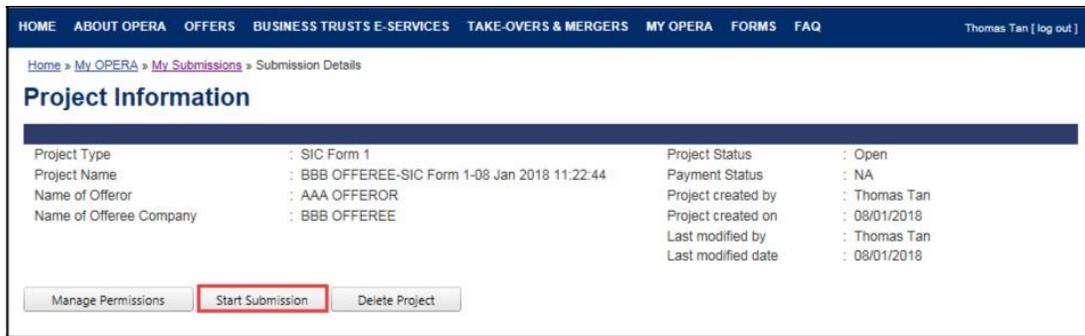


Figure 2.5-3 Submission Details

3. Click  to begin the submission steps. See **Figure 2.5-3**



Figure 2.5-4 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.

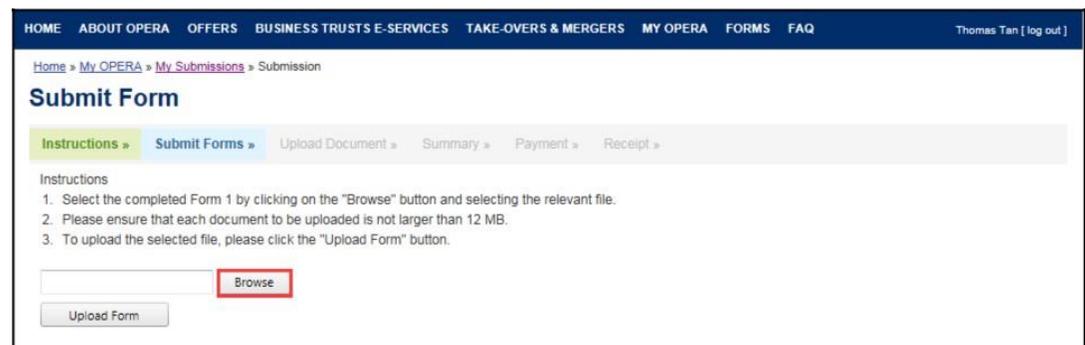
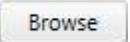


Figure 2.5-5 Upload SIC Form 1

6. Click  to open Windows browser. See **Figure 2.5-5**

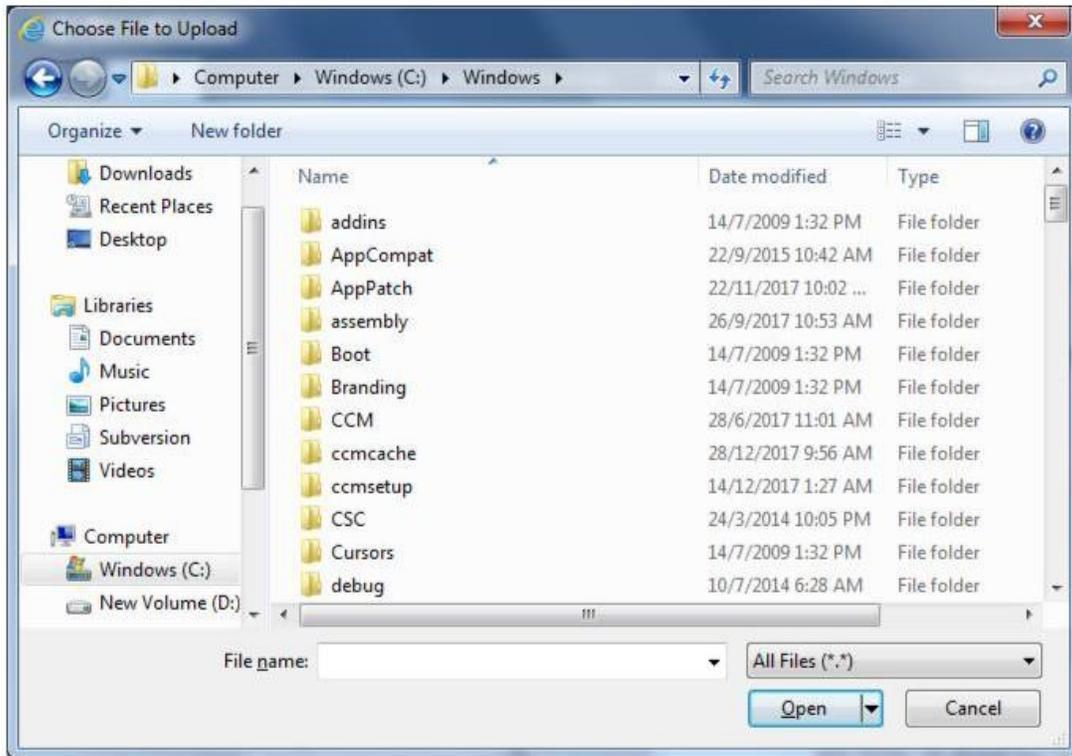


Figure 2.5-6 Browse and select saved SIC Form 1

7. Select the saved SIC Form 1 for upload. See **Figure 2.5-6**



Figure 2.5-7 File to be uploaded

8. After selecting the document, the filename will be displayed. See **Figure 2.5-7**
9. Click to begin upload of the SIC Form 1.

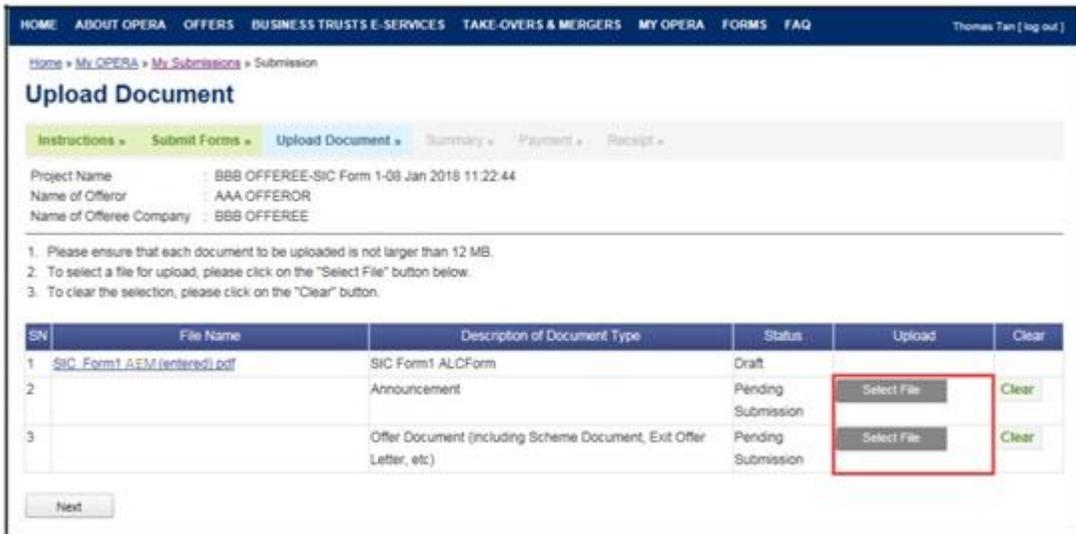


Figure 2.5-8 Upload document

10. Click **Select File** to open Windows browser to select document to be uploaded. See **Figure 2.5-8**

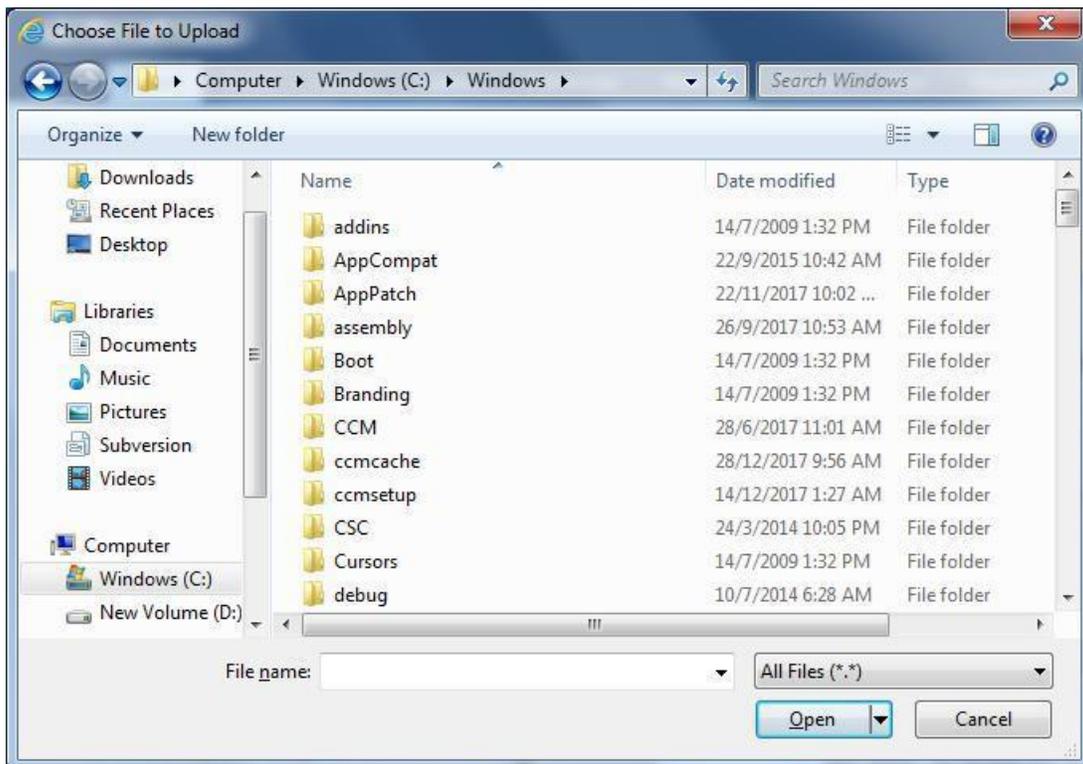


Figure 2.5-9 Browse and select document

11. Select the document for upload. See **Figure 2.5-9**

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 : BBB OFFEREE-SIC Form 1-08 Jan 2018 11:22:44
 Name of Offeror : AAA OFFEROR
 Name of Offeree Company : BBB OFFEREE

- 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 | SIC_Form1_AEM(entered).pdf | SIC Form1 ALCForm | Draft | | |
| 2 | Doc001.pdf | Announcement | Draft | Select File | Clear |
| 3 | Doc002.pdf | Offer Document (including Scheme Document, Exit Offer Letter, etc) | Draft | Select File | Clear |

Next

Figure 2.5-11 File uploaded successfully

12. The filename will be displayed upon successful upload. See **Figure 2.5-11**

13. Repeat steps 10-12 to upload multiple documents.

14. Click **Clear** to remove the uploaded document.

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

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 Offeror : AAA OFFEROR
 Name of Offeree Company : BBB OFFEREE
 Stock Code of Offeree Company : D05
 UEN of Offeree Company : -
 Name of person making lodgment : David Tan
 Contact number of person making lodgment : (65)-12345678

Attached Document

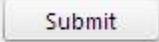
| SN | File Name | Description of Document | Submission Date | Status |
|----|----------------------------|--|-----------------|--------|
| 1 | SIC_Form1_AEM(entered).pdf | SIC Form1 ALCForm | 05/01/2018 | Draft |
| 2 | Doc001.pdf | Announcement | | Draft |
| 3 | Doc002.pdf | Offer Document (including Scheme Document, Exit Offer Letter, etc) | | Draft |

Payment Preview

| SN | Description of Document | Unit Fee Payable (\$) | Quantity | Fee Payable (\$) | GST(\$) | Total(\$) |
|----|---|-----------------------|----------|------------------|---------|------------|
| 1 | Lodgment of Offer Document - Value of offer is \$15 million or less | \$3,000.00 | 1 | \$3,000.00 | \$0.00 | \$3,000.00 |

Submit Back

Figure 2.5-12 Summary

16. A summary page with the Payment Preview is displayed. Click  to submit application. See **Figure 2.5-12**



The screenshot shows a web application interface with a dark blue navigation bar at the top containing links: HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user name 'Thomas Tan [log out]' is visible in the top right. Below the navigation bar is a green message box stating: 'The form has been submitted. Fees must be paid by electronic funds transfer within 2 business days of the date of despatch of the offer document or Whitewash circular. Please refer to the practice statement on lodgement of documents for payment instructions. Please save a copy of this payment page which should be submitted with the remittance advice for the payment of lodgement fees.'

Below the message box is the heading 'Submission Complete'. A breadcrumb trail shows: Instructions » Submit Forms » Upload Document » Summary » **Payment** » Receipt ».

The main content is a table with the following data:

| SN | Case Id | Item Description | Fee Unit Amount(\$) | GST(\$) | Quantity | Fee Amount(\$) | Total |
|-------|-----------------|---|---------------------|---------|----------|----------------|------------|
| 1 | SIC-201801-0066 | Lodgment of Offer Document - Value of offer is \$15 million or less | \$3,000.00 | \$0.00 | 1 | \$3,000.00 | \$3,000.00 |
| Total | | | | | | | \$3,000.00 |

At the bottom left of the table area is a button labeled 'Back to Main Page'.

Figure 2.5-13 Payment details

A payment page is displayed. **Please print a copy of the payment page which should be submitted with the remittance advice for payment of the lodgement fees. You may also save a soft copy for your records. See Figure 2.5-13.**

2.6 Withdraw SIC Form 1 Submission

An applicant may check, in “Manage Submission” under “My Submissions”, if a SIC Form 1 lodgment has been accepted by MAS. If the lodgment has not been accepted by MAS, the applicant will be able to withdraw the lodgment e.g. if the submission is erroneous. 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.

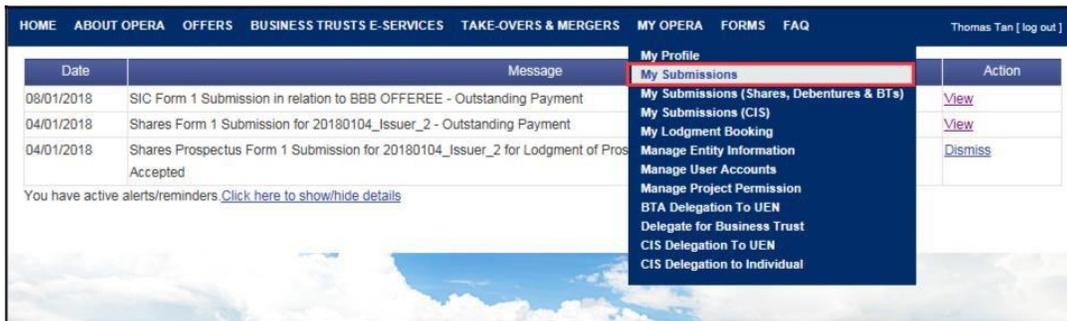


Figure 2.6-1 Homepage of MAS OPERA

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

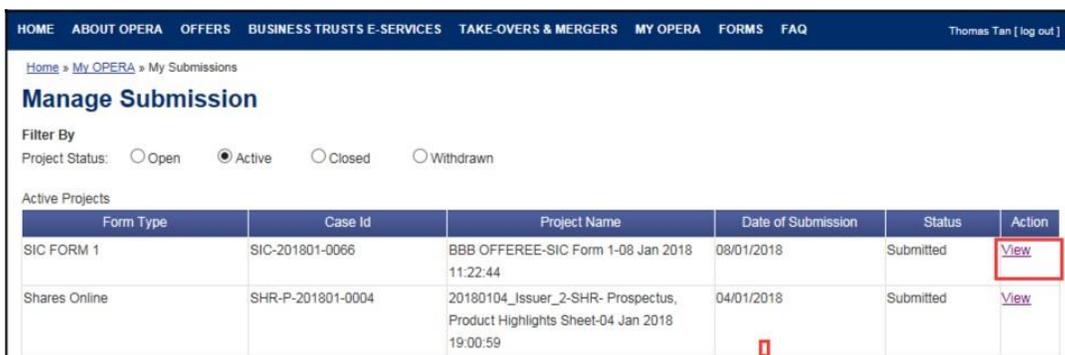


Figure 2.6-2 Manage Submission

2. Click on 'View' to open the SIC Form 1 project for withdrawal. See **Figure 2.6-2**

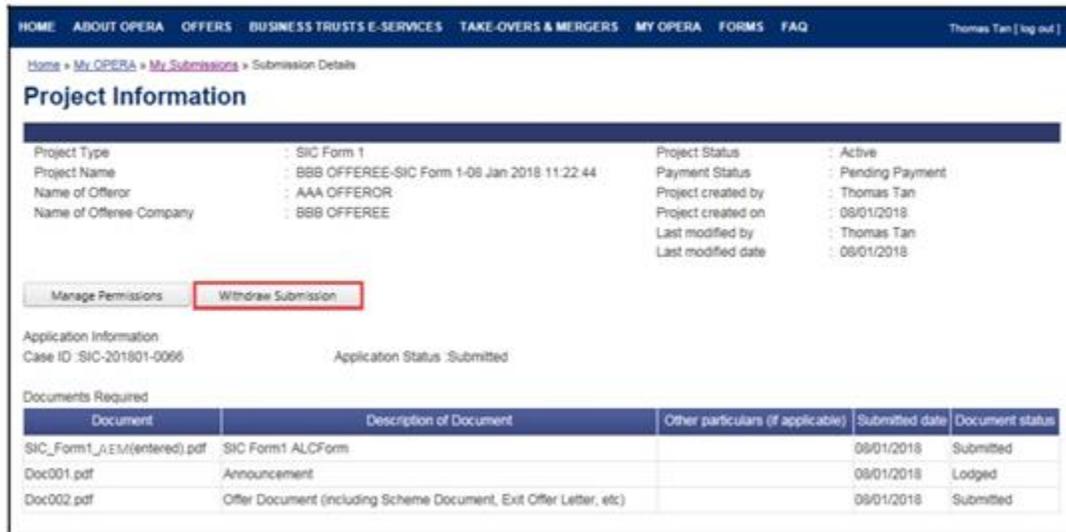
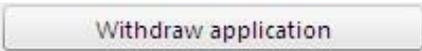


Figure 2.6-3 Submission Details

3. Click  to withdraw the application. See **Figure 2.6-3**

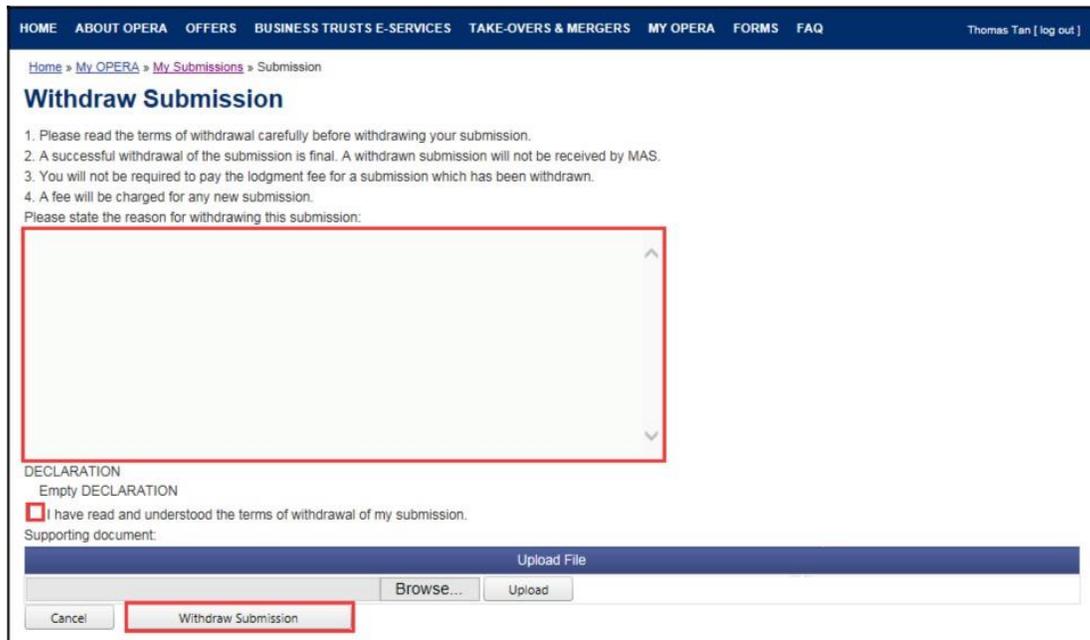
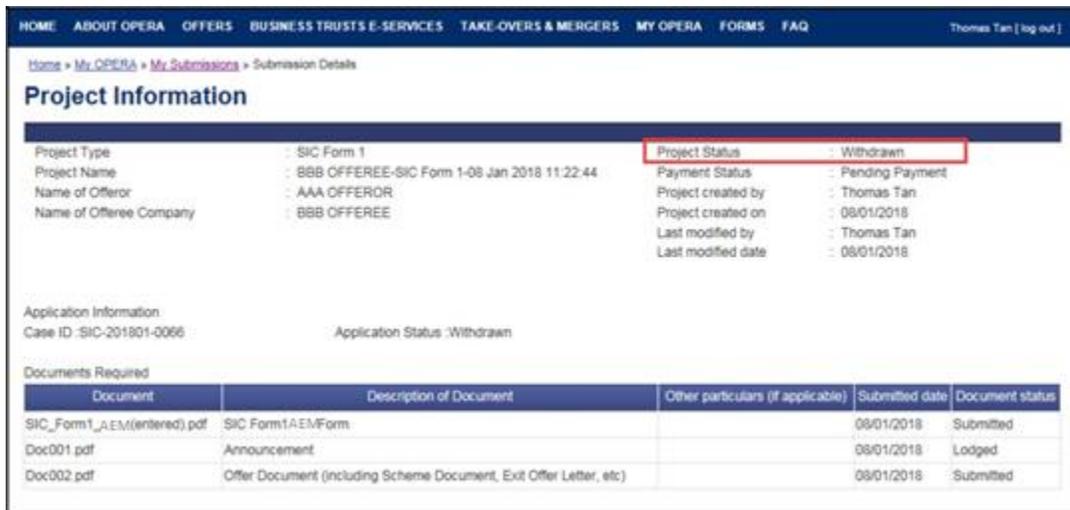


Figure 2.6-4 Upload document

4. Enter the reason for the withdrawal and click to indicate that you have read and understood the terms of the withdrawal. See **Figure 2.6-4**.
5. To upload supporting documents (optional), refer to steps 6-8 in section 2.5
6. Click  to go back to the previous page.

7. Click  to proceed with the withdrawal.



The screenshot displays the 'Project Information' page. At the top, there is a navigation menu with links: HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user 'Thomas Tan' is logged out. The breadcrumb trail is 'Home > My OFFER > My Submissions > Submission Details'. The main heading is 'Project Information'. Below this, there are two columns of key-value pairs. The 'Project Status' is 'Withdrawn', which is highlighted with a red box. Other details include Project Name: 'BBB OFFEREE-SIC Form 1-08 Jan 2018 11:22:44', Name of Offeror: 'AAA OFFEROR', and Name of Offeree Company: 'BBB OFFEREE'. Below this is 'Application Information' showing Case ID 'SIC-201801-0066' and Application Status 'Withdrawn'. At the bottom, there is a table titled 'Documents Required' with columns for Document, Description of Document, Other particulars (if applicable), Submitted date, and Document status.

| Document | Description of Document | Other particulars (if applicable) | Submitted date | Document status |
|----------------------------|--|-----------------------------------|----------------|-----------------|
| SIC_Form1_AEM(entered).pdf | SIC Form1AEMForm | | 08/01/2018 | Submitted |
| Doc001.pdf | Announcement | | 08/01/2018 | Lodged |
| Doc002.pdf | Offer Document (including Scheme Document, Exit Offer Letter, etc) | | 08/01/2018 | Submitted |

Figure 2.6-5 Project Information page

8. The Project Information page is displayed. The project status is withdrawn. See **Figure 2.6-5**

2.7 Re-submit Lodgment 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.

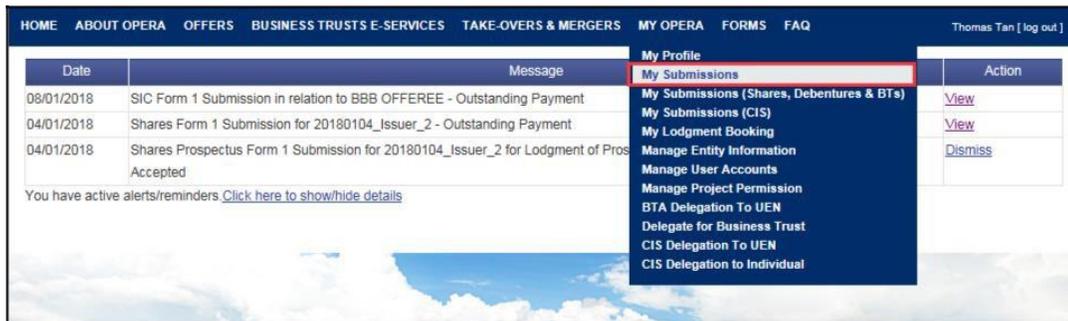


Figure 2.7-1 Homepage of MAS OPERA

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



Figure 2.7-2 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 2.7-2**.
3. Click on 'View' to open the project. See **Figure 2.7-2**.

For submissions where only certain documents have been returned, refer to steps 4 - 9 for re-submission of those documents. For submissions which have been returned in their entirety, proceed to step 10.

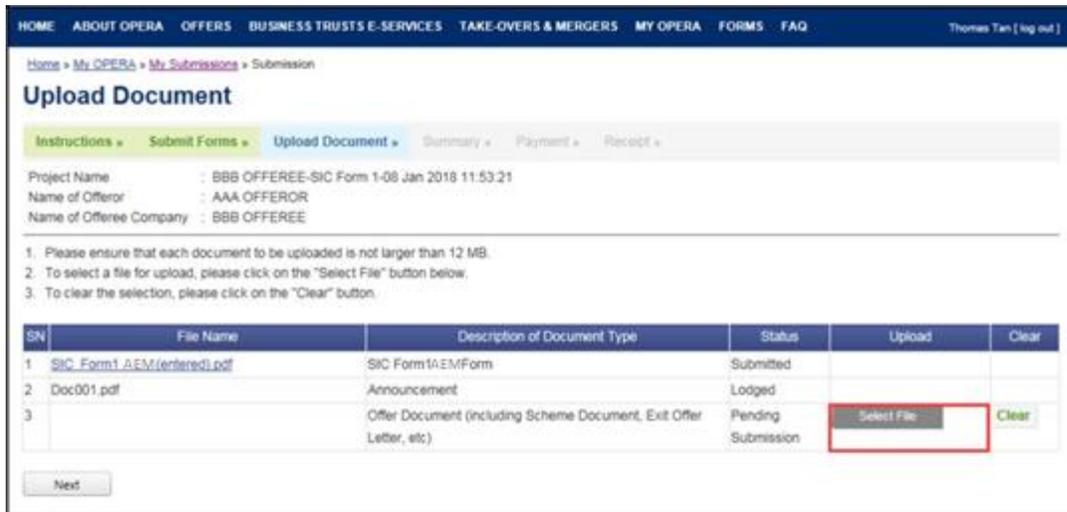


Figure 2.7-3 Partially Returned Submission

4. For certain document types that are auto-lodged, the 'Document Status' is 'Lodged'. See **Figure 2.7-3**
5. To re-submit documents that have been returned, click **Attach Documents** to re-attach the new document(s). See **Figure 2.7-3**

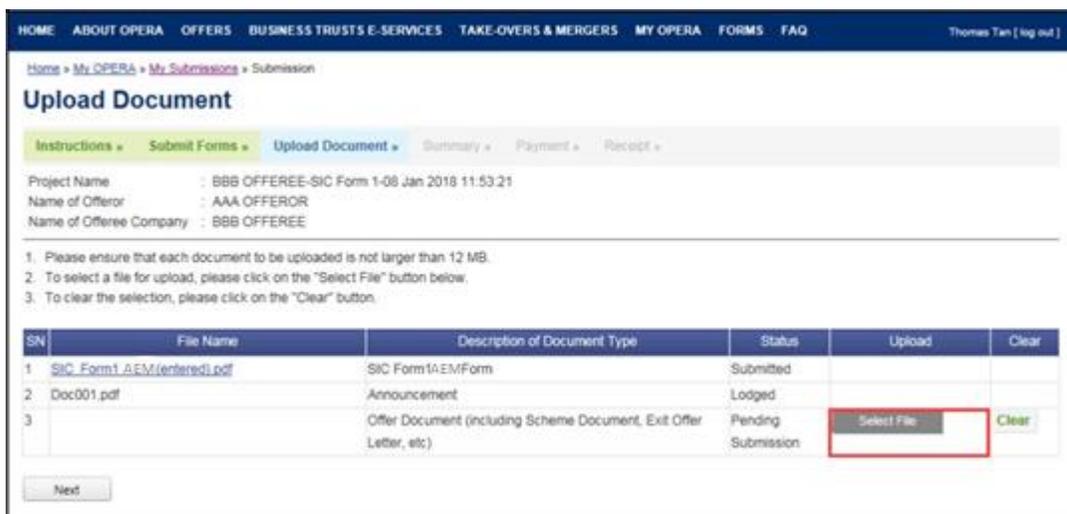


Figure 2.7-4 Project Information

6. Refer to steps 10-16 in section 2.5 on how to upload documents.

Summary

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

Name of Offeror : AAA OFFEROR
 Name of Offeree Company : BBB OFFEREE
 Stock Code of Offeree Company : D05
 UEN of Offeree Company : -
 Name of person making lodgment : David Tan
 Contact number of person making lodgment : (65)-12345678

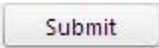
| SN | File Name | Description of Document | Submission Date | Status |
|----|----------------------------|--|-----------------|-----------|
| 1 | SIC_Form1_AEM(entered).pdf | SIC Form/AEM/Form | 08/01/2018 | Submitted |
| 2 | Doc001.pdf | Announcement | | Lodged |
| 3 | Doc003.pdf | Offer Document (including Scheme Document, Exit Offer Letter, etc) | | Draft |

Payment Preview

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

Submit Back

Figure 2.7-5 Summary

7. A summary page with the Payment Preview is displayed. Click  to submit application. See **Figure 2.7-5**

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

The form has been submitted. Fees must be paid by electronic funds transfer within 2 business days of the date of despatch of the offer document or Whitewash circular. Please refer to the practice statement on lodgement of documents for payment instructions. Please save a copy of this payment page which should be submitted with the remittance advice for the payment of lodgement fees.

Submission Complete

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

| SN | Case Id | Item Description | Fee Unit Amount(\$) | GST(\$) | Quantity | Fee Amount(\$) | Total |
|-----------------|---------|------------------|---------------------|---------|----------|----------------|-------|
| No record found | | | | | | | |

Back to Main Page

Figure 2.7-6 Payment details

A payment page is displayed. **Please print a copy of the payment page which should be submitted with the remittance advice for payment of the lodgement fees. You may also save a copy for your records.** See **Figure 2.7-6**.

For submissions that have been returned in their entirety, refer to steps 10 - 11 on how to re-submit the entire application.

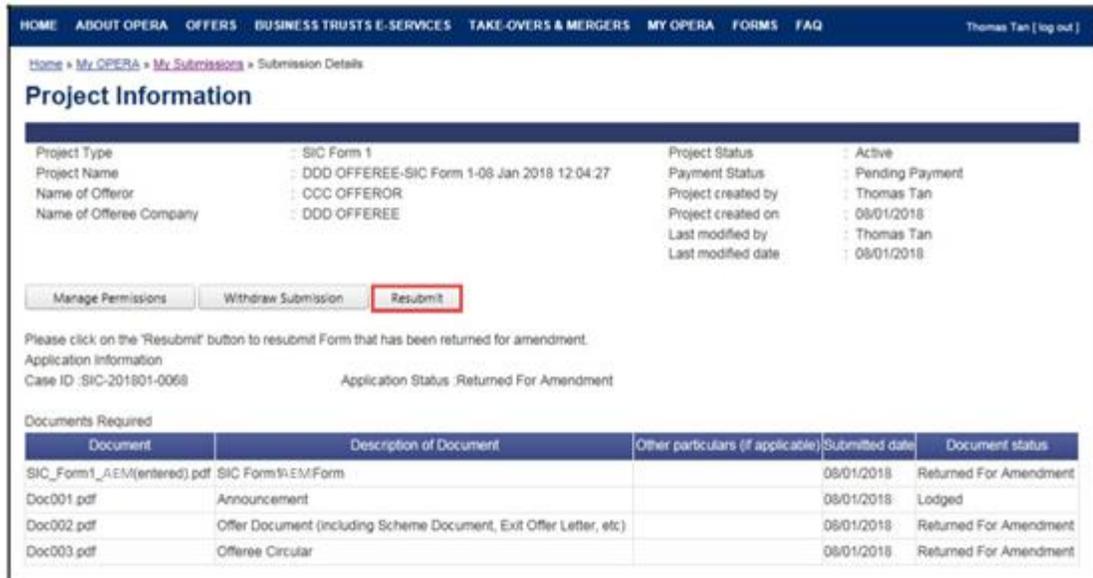


Figure 2.7-7 Resubmit entire submission

- For submissions that have been returned in their entirety, click [Resubmit](#) to re-submit the entire application. See **Figure 2.7-7**
- For re-submissions of SIC Form 1 and the relevant documents, please refer to steps 4 - 16 in section 2.5 on how to submit SIC Form 1.

2.8 Request to Remove Offer from List of Current Take-over & Merger Offers

This section will show users who represent the offeror how to request to remove an offer from the list of current take-over and merger offers.

 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. In the Home page, click **Current Take-over & Merger Offers** under **TAKE-OVERS & MERGERS** in main menu. See **Figure 2.8-1**

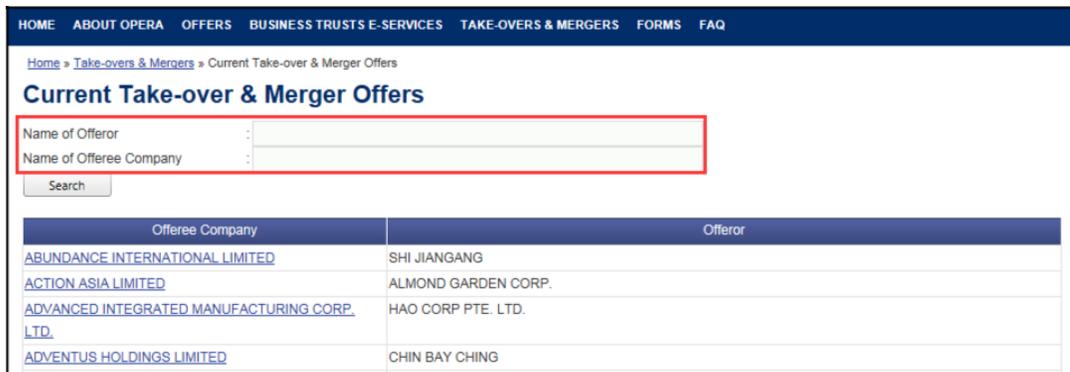
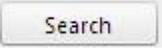


Figure 2.8-2 Search for Current Take-over & Merger Offers

2. The list of current take-over and merger offers will be displayed. You can choose to enter one or more types of search criteria so that only specific offers will be displayed. See **Figure 2.8-2**
3. Enter search criteria and click  to begin searching.

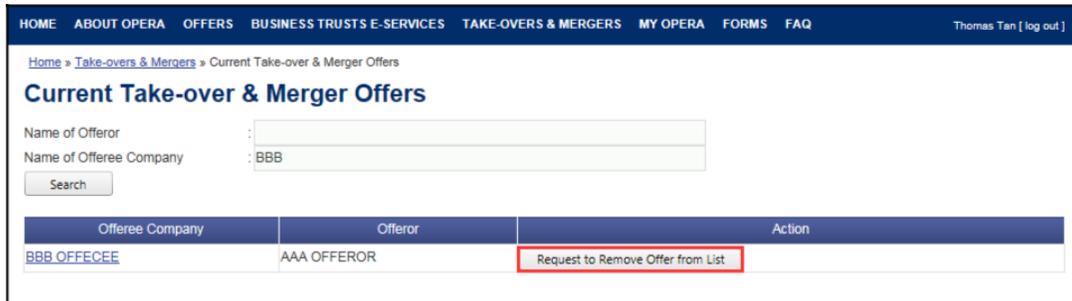
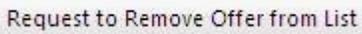


Figure 2.8-3 Results of Search for Current Take-over & Merger Offers

4. Click  to request to remove this offer from the list. See **Figure 2.8-3**

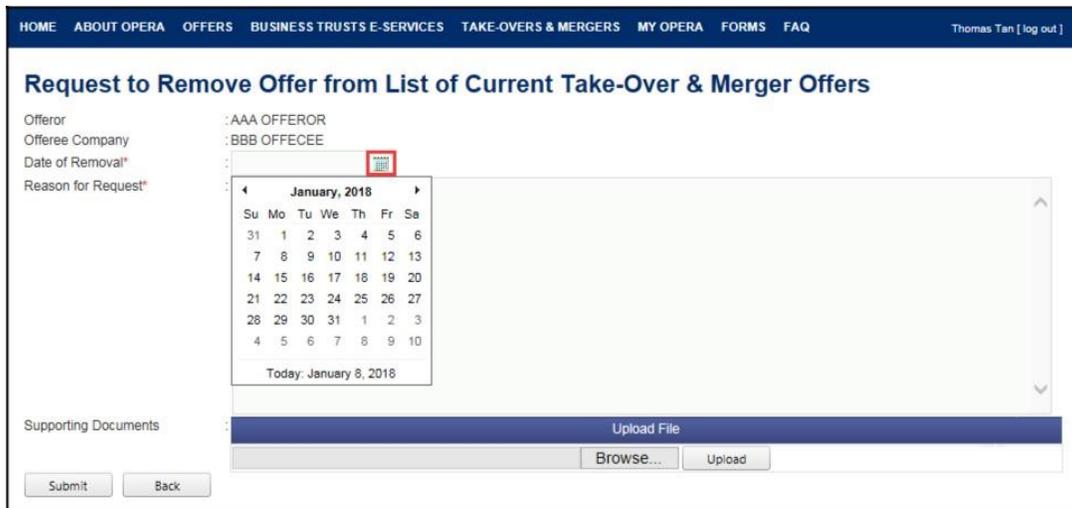


Figure 2.8-4 Request to Remove Offer from List of Current Take-over & Merger Offers

5. Click  to display the calendar. See **Figure 2.8-4**



Figure 2.8-5 Calendar

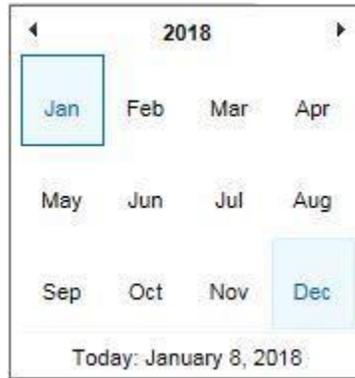


Figure 2.8-6 Calendar by month

6. Click ◀ button to select the previous month
7. Click ▶ button to select the next month.
8. Click to select the date the offer should be removed from the list of current take-over and merger offers.
9. Click to show the calendar by month. See **Figure 2.8-6**
10. Click on the date to select it.

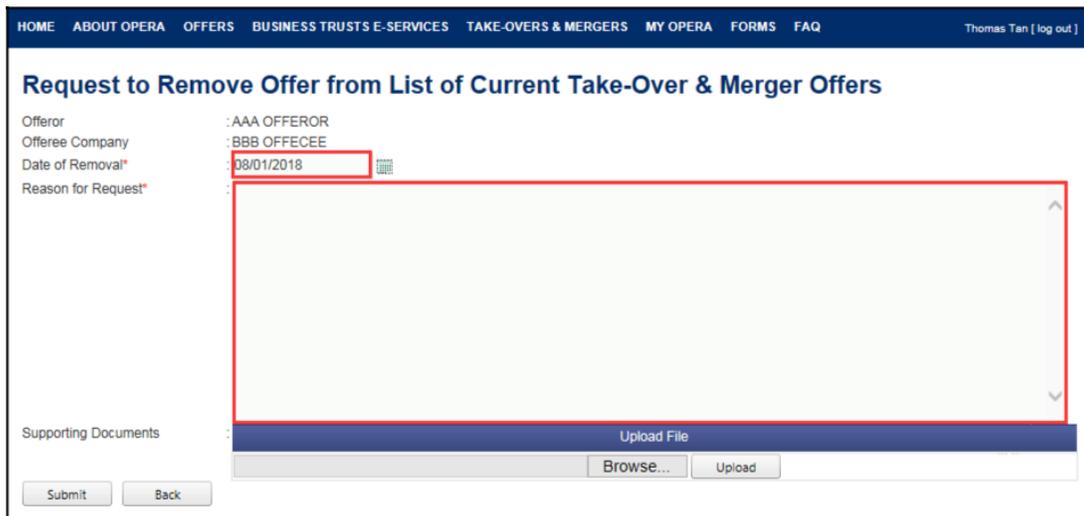


Figure 2.8-7 Date successfully entered

11. The selected date will be automatically entered into the 'Date of Removal' field. See **Figure 2.8-7**
 12. Enter the Reason for Request. See **Figure 2.8-7**
-

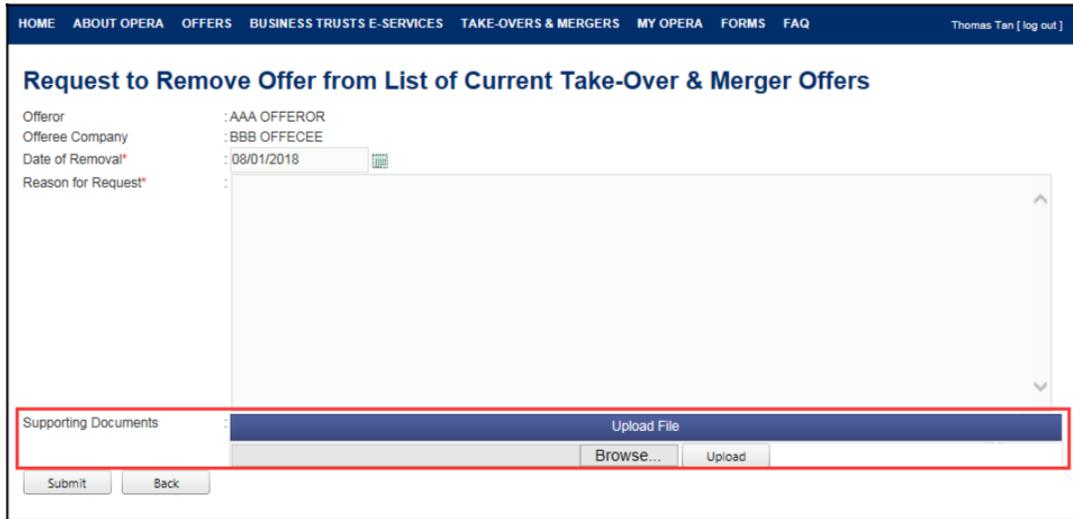


Figure 2.8-8 Upload Supporting Documents

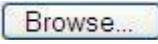
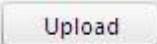
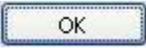
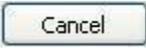
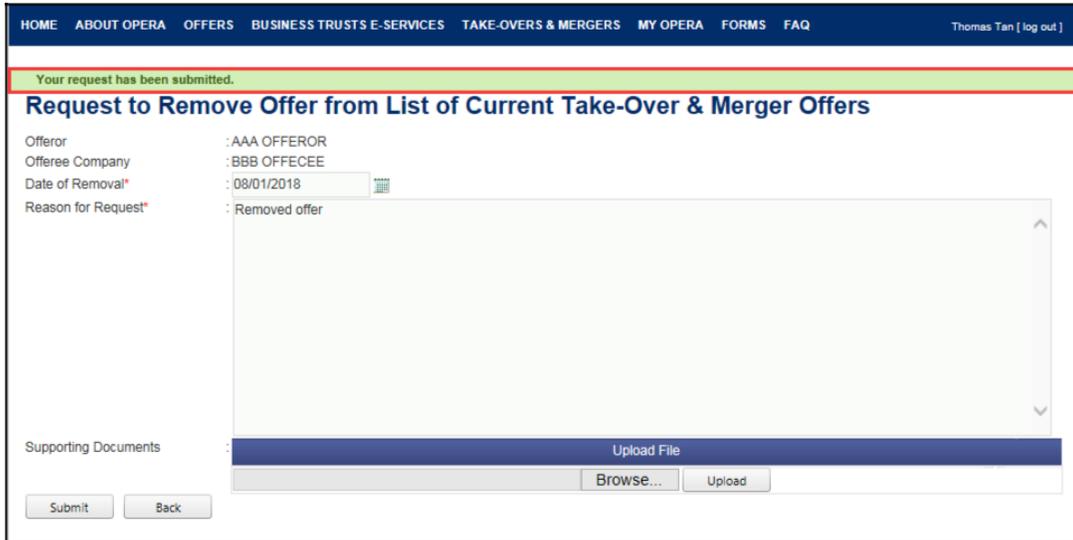
13. To upload supporting documents, click  to select the document. See **Figure 2.8-8**
14. Click  to upload the document. See **Figure 2.8-8**
15. A hyperlink to the document will be displayed after successful upload. You can click to open or save the uploaded document. See **Figure 2.8-8**
16. Click  to remove an uploaded document.
17. Repeat steps 13 – 15 to upload multiple documents.
18. Click  to submit the request to remove the offer from the list of current take-over and merger offers.



Figure 2.8-9 Confirmation of Request

19. Click  to proceed with request, or click  to cancel request. See **Figure 2.8-9**



The screenshot shows a web application interface. At the top, there is a navigation menu with links: HOME, ABOUT OPERA, OFFERS, BUSINESS TRUSTS E-SERVICES, TAKE-OVERS & MERGERS, MY OPERA, FORMS, and FAQ. The user's name, Thomas Tan, and a log out link are visible in the top right corner. A green notification banner at the top of the main content area reads "Your request has been submitted." Below this, the page title is "Request to Remove Offer from List of Current Take-Over & Merger Offers". The form contains the following fields:

| | |
|---------------------|-----------------|
| Offeror | : AAA OFFEROR |
| Offeree Company | : BBB OFFECEEE |
| Date of Removal* | : 08/01/2018 |
| Reason for Request* | : Removed offer |

Below the form is a section for "Supporting Documents" with an "Upload File" button, a "Browse..." button, and an "Upload" button. At the bottom left of the form area, there are "Submit" and "Back" buttons.

Figure 2.8-10 Notification message

20. A notification message will be displayed upon successful request. See **Figure 2.8-10**

2.9 Public Users: Search/ Download Documents of Current Take-over & Merger Offers

This function is accessible to any member of the public. This section will guide you through the process of searching for a specific take-over and merger offer and the documents lodged in relation to the offer.



Figure 2.9-1 URL of OPERA

1. Access the OPERA site at <https://eservices.mas.gov.sg/opera>. See **Figure 2.9-1**



Figure 2.9-2 Homepage of MAS OPERA

2. In the Home page, click **Current Take-over & Merger Offers** under **TAKE-OVERS & MERGERS** in main menu. See **Figure 2.9-2**

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

Home » Take-overs & Mergers » Current Take-over & Merger Offers

Current Take-over & Merger Offers

Name of Offeror :

Name of Offeree Company :

| Offeree Company | Offeror |
|--|--|
| ABUNDANCE INTERNATIONAL LIMITED | SHI JIANGANG |
| ACTION ASIA LIMITED | ALMOND GARDEN CORP. |
| ADVANCED INTEGRATED MANUFACTURING CORP. LTD. | HAO CORP PTE. LTD. |
| ADVENTUS HOLDINGS LIMITED | CHIN BAY CHING |
| ARA ASSET MANAGEMENT LIMITED | ATHENA INVESTMENT COMPANY (CAYMAN) LIMITED |
| ARMSTRONG INDUSTRIAL CORPORATION LIMITED | AGP ASIA HOLDING PTE. LTD. |
| ASIA PACIFIC BREWERIES LIMITED | HEINEKEN INTERNATIONAL B.V. |
| ASIA POWER CORPORATION LIMITED | ASIA NEW ENERGY HOLDING LIMITED |

Figure 2.9-3 Search for Current Take-over & Merger Offers

3. The list of current take-over and merger offers will be displayed. You can choose to enter one or more types of search criteria so that only specific offers will be displayed. See **Figure 2.9-3**

4. Enter search criteria and click on to begin searching.

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

Home » Take-overs & Mergers » Current Take-over & Merger Offers

Current Take-over & Merger Offers

Name of Offeror : ASIA

Name of Offeree Company :

| Offeree Company | Offeror |
|--|--------------------------------------|
| ARMSTRONG INDUSTRIAL CORPORATION LIMITED | AGP ASIA HOLDING PTE. LTD. |
| ASIA POWER CORPORATION LIMITED | ASIA NEW ENERGY HOLDING LIMITED |
| BERGER INTERNATIONAL LIMITED | ASIAN PAINTS (INTERNATIONAL) LIMITED |
| Harry's Holdings Ltd. | F&B Asia Ventures Ltd. |
| KIAN ANN ENGINEERING LTD | INVICTA ASIAN HOLDINGS PTE. LTD. |
| Nera Telecommunications Ltd | Asia Systems Ltd |

Figure 2.9-4 Results of Search for Current Take-over & Merger Offers

5. Click on the Offeree Company to see the documents lodged in relation to that Offeree Company. See **Figure 2.9-4**

Note: All documents for current offers will be shown.



Figure 2.9-5 Search for Documents of Current Take-over & Merger Offers

6. Click on the  button to download the lodged document. See **Figure 2.9-5**

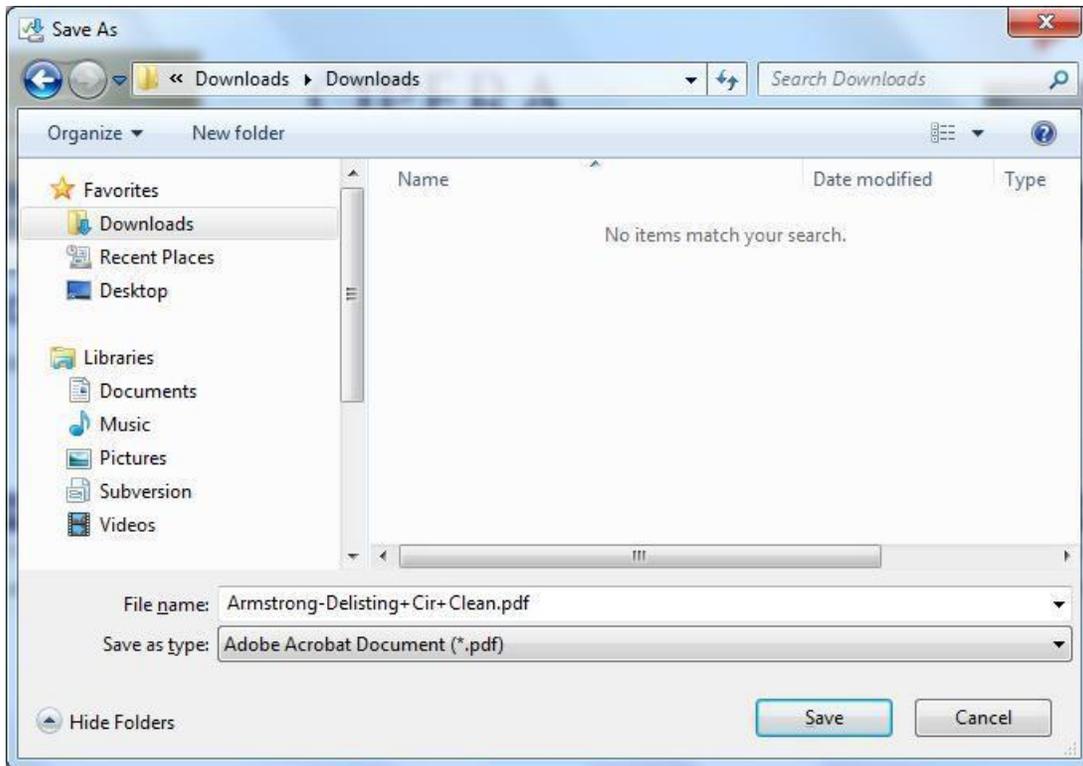
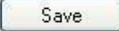


Figure 2.9-6 Windows browser

7. Browse to desired folder and click  to save the document in that folder. See **Figure 2.9-6**