Monetary Authority of Singapore

MAS OPERA

Offers of Collective Investment Scheme

Online User Guide

Version 1.9

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1. OVERVIEW

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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 a step-by-step guide on how to use OPERA for
- Authorisation/ recognition of a collective investment scheme ("CIS")
- Lodgement of documents for a CIS
- Update of particulars for a CIS
- Withdrawal/ Winding-up of a CIS

2. FUNCTIONS

2.1 Log in

This section will show how an authorised user can log in to OPERA. In addition to viewing the list of offers which is open to the general public, authorised users will be allowed to perform other operations in OPERA.
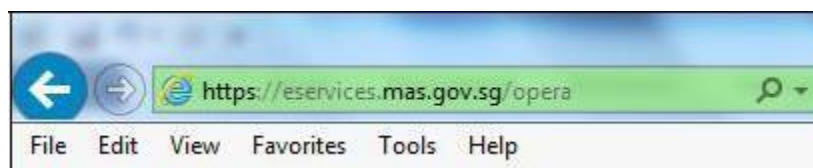

Figure 2.1-1 URL of OPERA

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**
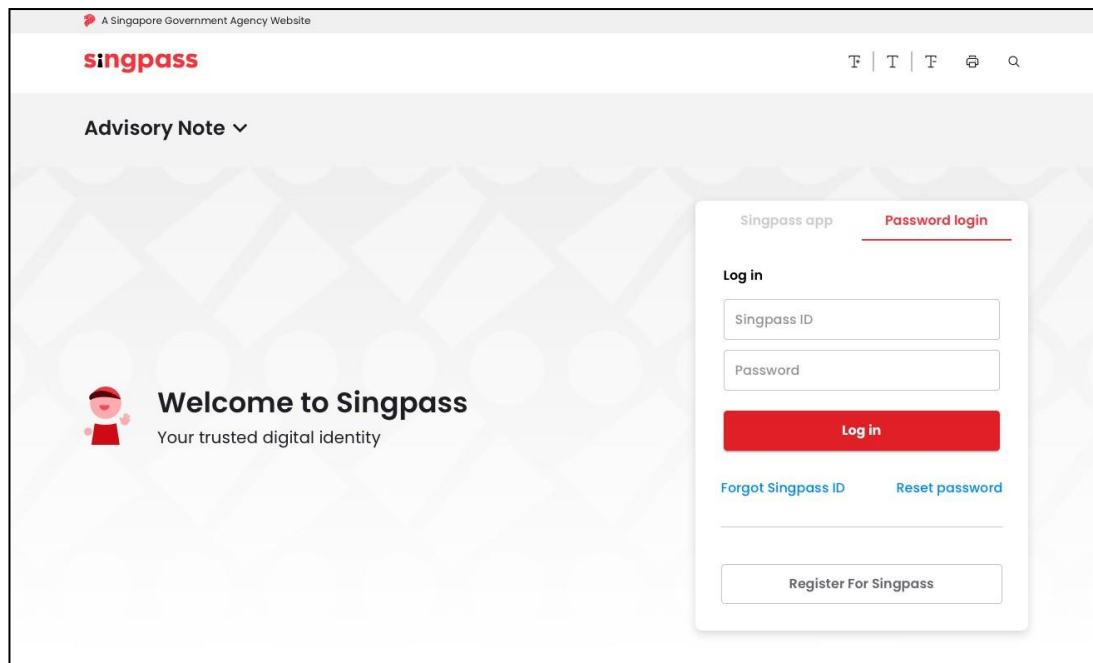
4

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

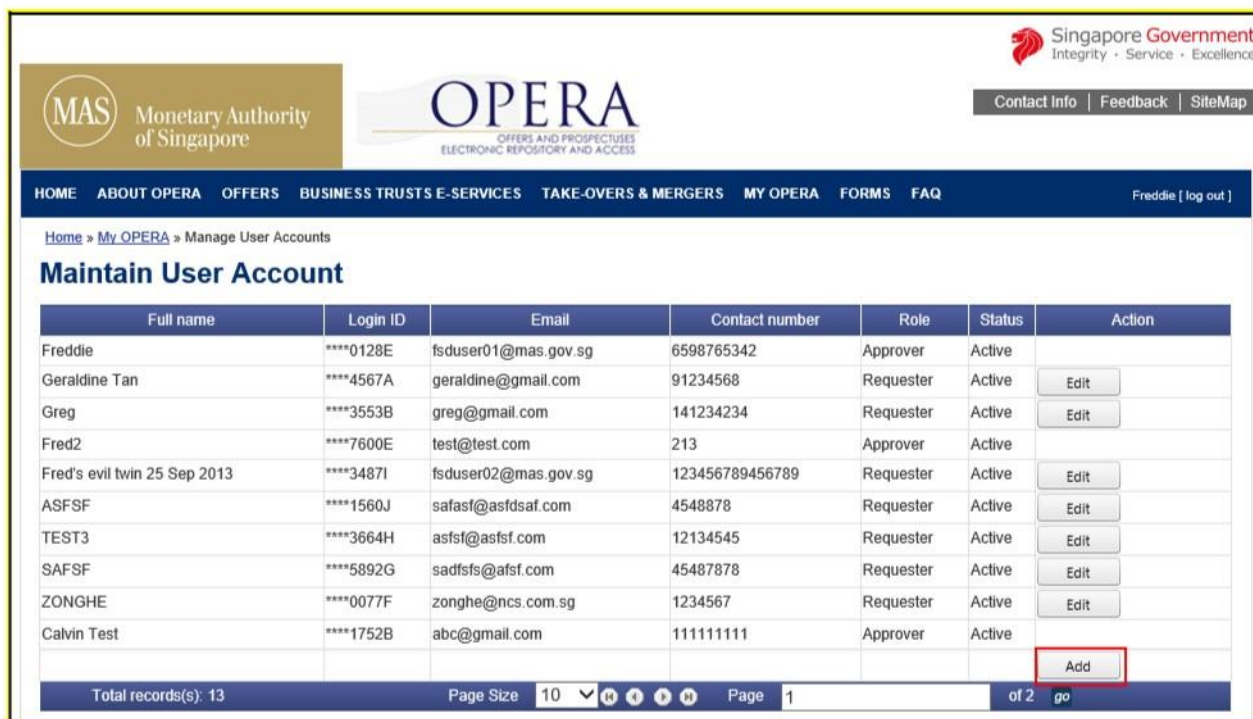6.   The user will be directed to the OPERA homepage after logging in successfully. **See Figure 2.1-6**

2.2   Manage User (Requester) Account

📖 There are two types of user accounts, namely Approver and Requester accounts. An Approver account is the main account of a registered entity, with which an applicant is able to add/ update/ remove Requester accounts under the represented entity. This section will show you how to add, edit and remove user accounts for Requesters. Only authorised users who are assigned the 'Approver' role are allowed to perform this function. Refer to section 2.1 – Log in for log-in steps. (To have an 'Approver' user account created, please contact MAS.)

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**

Figure 2.2-2 Maintain User Account

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

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 [Insert]. See **Figure 2.2-3**

Note: Additional user accounts created will be Requester accounts.

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**

Figure 2.2-5 Edit User Account

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

Figure 2.2-6 Edit User Account

7. E dit the full name, email, contact number and/or status of the user. See **Figure 2.2-6**

8. Click on [Save]. See **Figure 2.2-6**

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**

Figure 2.2-8 Delete User Account

10. To delete a user account, click on [Delete]. See **Figure 2.2-8**
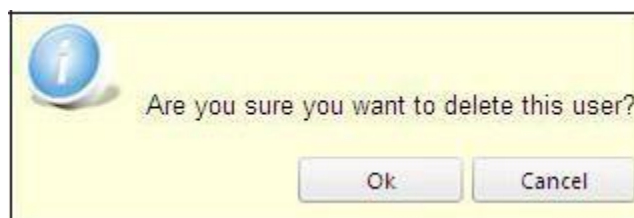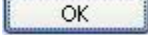
Figure 2.2-9 Confirmation to delete user account

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

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   CIS Delegation to UEN

> 📖 Fund managers or responsible persons will be able to delegate the task of making submissions for a CIS on OPERA to Agents (e.g. law firms). Only authorised users who areassigned the 'Approver' role are allowed to perform this function. Refer to section
> 2.1 – Log in for log-in steps. (To have an 'Approver' user account created, please contact MAS.)

Figure 2.3-1 Homepage of MAS OPERA

1. After successful log-in, click **CIS Delegation To UEN** under **MY OPERA**. See **Figure 2.3-1**.

Figure 2.3-2 Delegation to Agent UEN for Lodgement of CIS Form 6 and Form 1-A/2-A

2. Enter the search criteria and click on **Search**. See **Figure 2.3-2**.
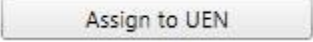
Figure 2.3-3 Delegation to Agent UEN for Lodgement of CIS Form 6 and
Form 1-A/2-A – Search Result

3. Select the schemes for delegation and click on [Assign to UEN]. See **Figure 2.3-3**.

Figure 2.3-4 Delegation to Agent UEN for CIS Lodgement of Form 6 and Form 1-A/ 2-A

4. Click on [Add] to delegate. See **Figure 2.3-4**.
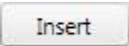
Figure 2.3-5 Delegation to Agent UEN for CIS Lodgement of Form 6 and
Form 1-A/ 2-A – New Delegate

5. Enter the UEN of the Agent to delegate and click on Insert . See **Figure 2.3-5**.

Figure 2.3-6 Delegation to Agent Successful

6. If the delegation is successful, the name of the delegated agent will be displayed. See **Figure 2.3-6**.

2.4   CIS Delegation to Individual

    📖 Within an Agent entity, the 'Approver' will have the ability to manage the permissions of each 'Requester'. Only authorised users who are assigned the 'Approver' role are allowed to perform this function. Refer to section 2.1 – Log in for log-in steps. (To have an 'Approver' user account created, please contact MAS.)
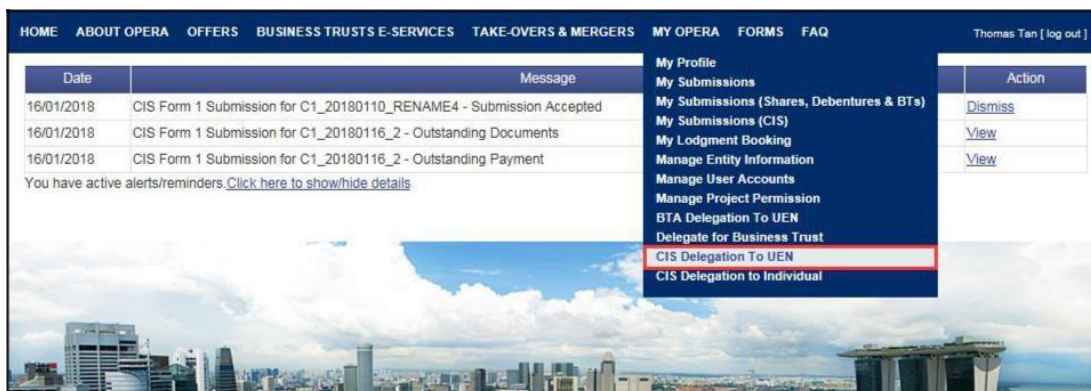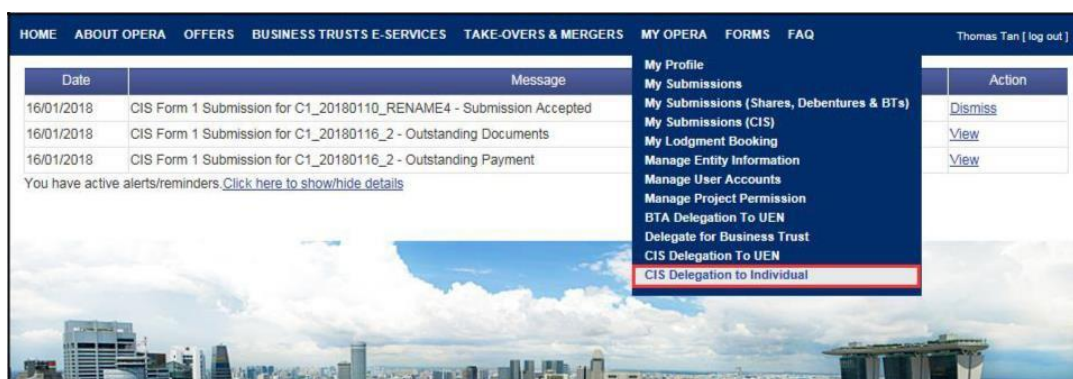

Figure 2.4-1 Homepage of MAS OPERA

1.   After successful log-in, click **CIS Delegation to Individual** under **MY OPERA** . See Figure 2.4-1.
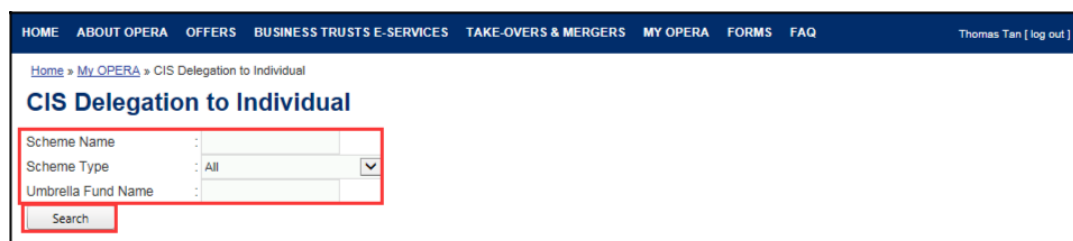
Figure 2.4-2 CIS Delegation to Individual

2.   Enter the search criteria and click on **Search** . See **Figure 2.4-2**.

Figure 2.4-3 CIS Delegation to Individual – Search Result

3. Select the schemes for designation and click on [Assign to Individual(s)]. See **Figure 2.4-3**.

Figure 2.4-4 CIS Delegation to Individual – Select Individual(s)

4. Select the individuals to designate and click on [Save]. See **Figure 2.4-4**.

Figure 2.4-5 CIS Delegation to Individual Successful

5. A message stating 'Record(s) updated" will be displayed when the designation is successfully. See **Figure 2.4-5**.

2.5   Create Project for Authorisation / Recognition of Scheme (Form 1/2)

This section will show you how to create a project to apply for authorisation / recognition of the scheme.

📖   Only authorised 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 **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.5-1**

Figure 2.5-2 Manage CIS Submission

2. To create a CIS Form 1 project to apply for authorisation of a scheme, click on

    [Form 1 Project] .

    To create a CIS Form 2 to apply for recognition of a foreign scheme, click on

    [Form 2 Project] .

    To create a CIS Form 1 project to apply for authorisation of a REIT, click on
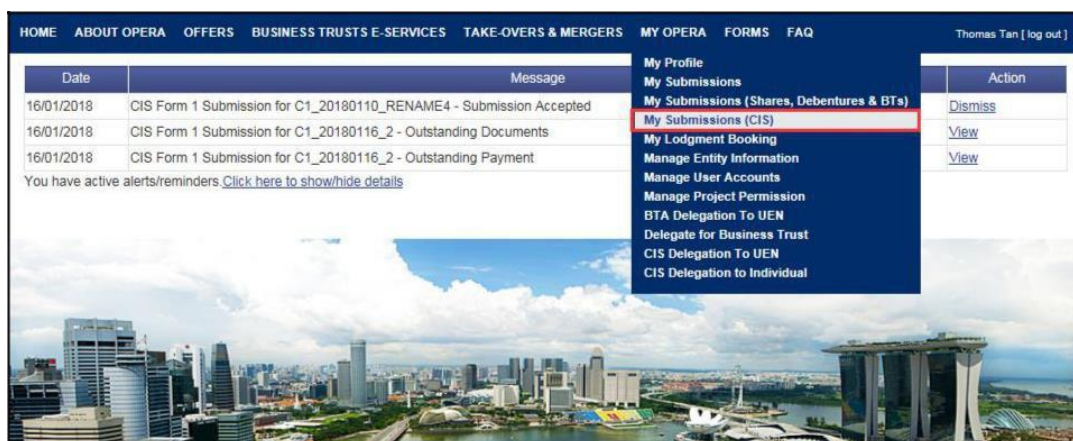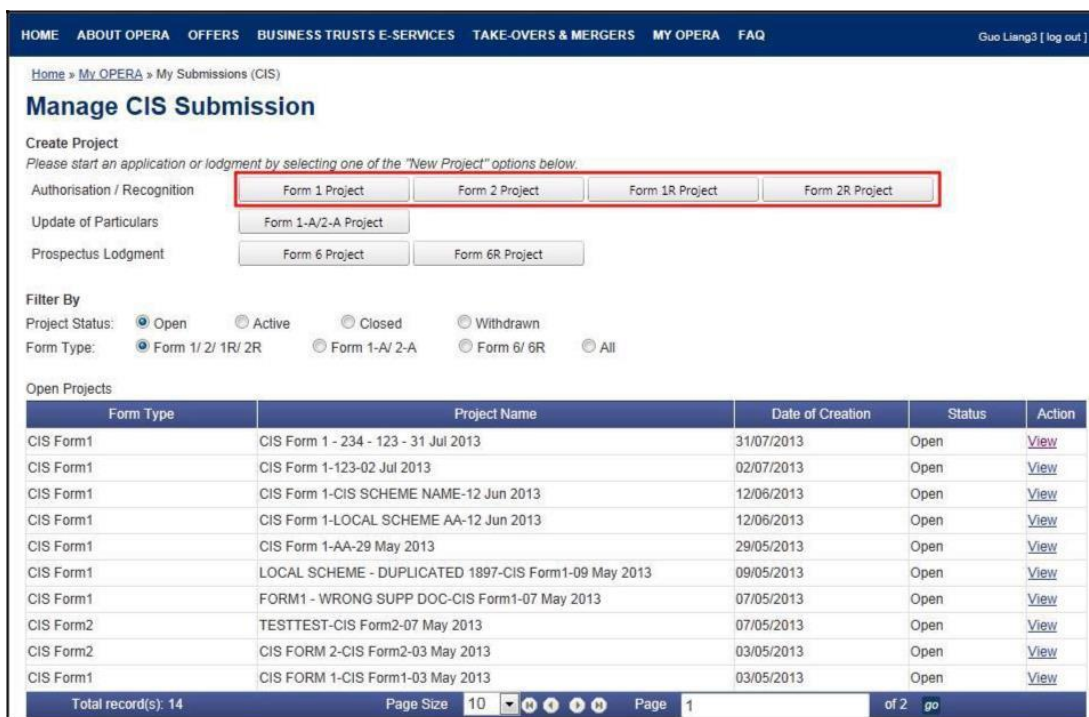
    [Form 1R Project] .

    To create a CIS Form 2 to apply for recognition of a foreign REIT, click on

    [Form 2R Project] . See **Figure 2.5-2**.

Figure 2.5-3 Create CIS Form 1 project

3. Enter the 'Scheme Name' and 'Umbrella Fund Name'. See **Figure 2.5-3**.
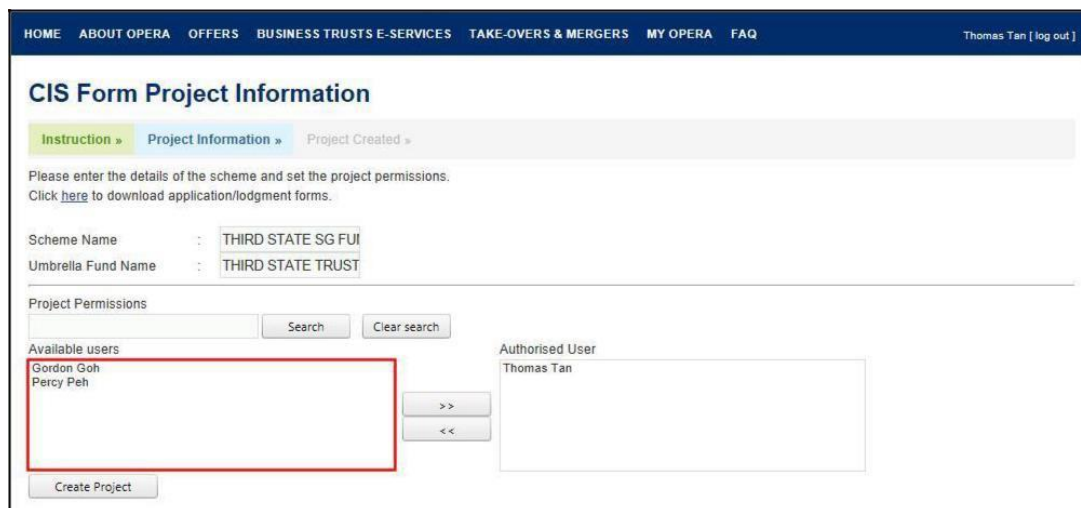

Figure 2.5-4 Search for available users

4. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.5-4**.
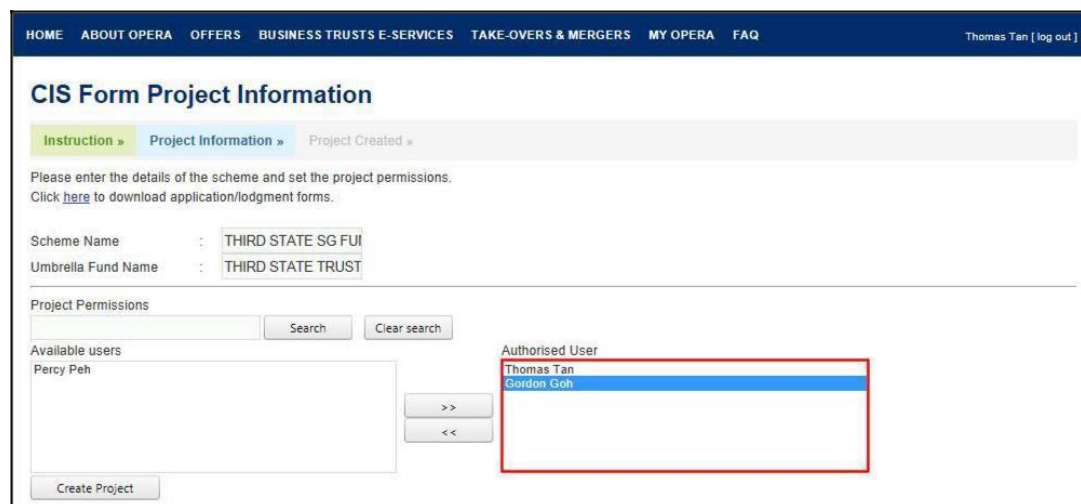
5. Click [Search]. See **Figure 2.5-4**.

Figure 2.5-5 Add authorised users

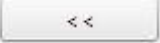6. To grant an available user access to the project, select the user name in the 'Available users' list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised User' list. See **Figure 2.5-5**.

   Note: Only users listed in the 'Authorised User' list will be able to access the project, and make submissions as part of the project.

Figure 2.5-6 Remove authorised users

7. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.5-6, the user "Gordon Goh" may be removed from the 'Authorised User' list.

    Note: You can still manage permissions for the project after the project is created. See paragraph 10 of this section below.
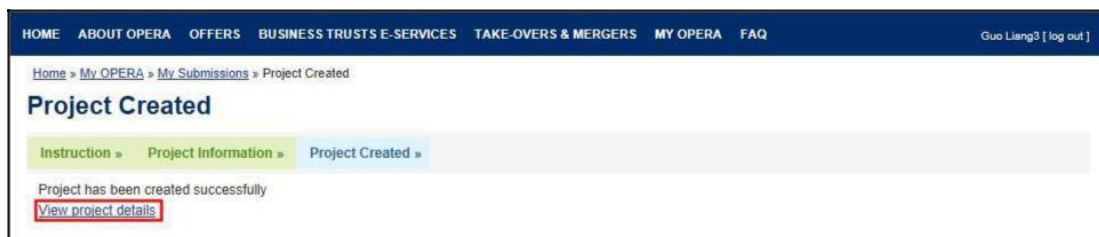
8. Click on [Create Project].

Figure 2.5-7 Project created successfully

9. A confirmation page will be shown when the project is successfully created. See Figure 2.5-7. Click on 'View project details' to proceed with the authorization/ recognition of the scheme.

Figure 2.5-8 Project Details

10. After clicking 'View project details', the project information page will be shown. See **Figure 2.5-8.**

    You may now proceed to lodge documents by clicking on 'Start Submission' to submit an AEM Form 1 (refer to section 2.7 – Submit AEM Form 1/ 2). Please refer to section 2.6 on how to fill out an AEM Form 1 and AEM Form 2.

    You may also amend the list of authorised users by clicking on 'Manage Permissions'.

2.6   Download/ Fill up AEM Form 1 / Form 2

This section will show you how to download and fill out AEM Form 1 / Form 2 to authorise / recognise a scheme.

☐   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/.
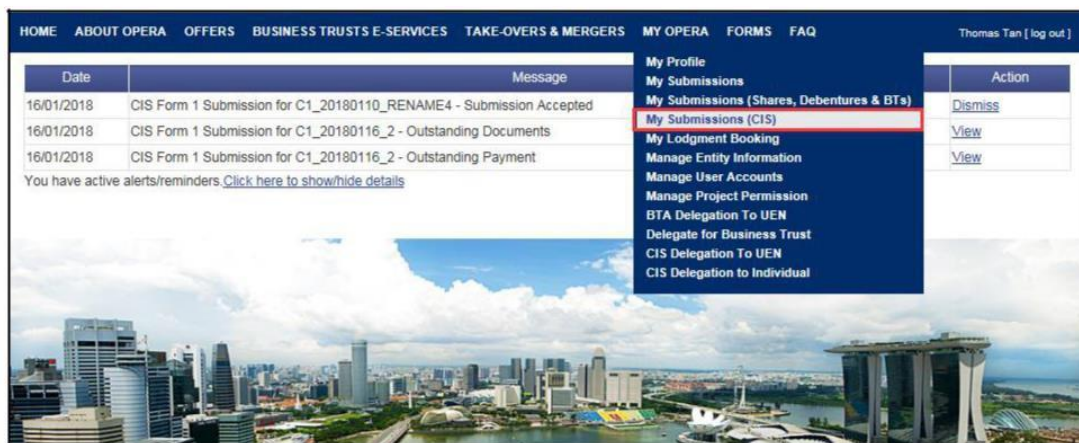

Figure 2.6-1 Homepage of MAS OPERA

1.   After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.6-1**.
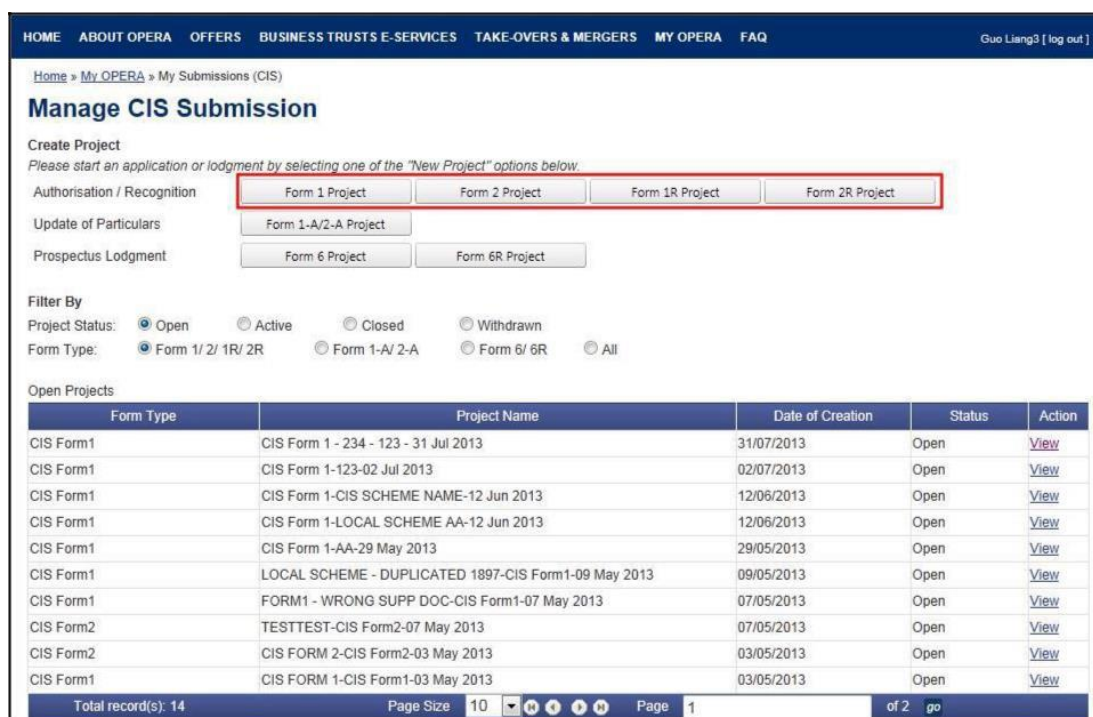

Figure 2.6-2 Manage CIS Submission

2.   To create a CIS Form 1 project to apply for authorisation of a scheme, click on
     [Form 1 Project]. See **Figure 2.6-2**.

Figure 2.6-3 Create CIS Form 1 project

3.   Click on here to download Form 1/ 2. The forms have been designed using the Adobe
     Experience Manager ("AEM") technology. See **Figure 2.6-3**.

Figure 2.6-4 Download page

Note: Depending on the type of project you are creating, OPERA II will provide a link to the
correct download page where you can download the relevant AEM Form.

4.   Click on [↓]. See **Figures 2.6-4**.
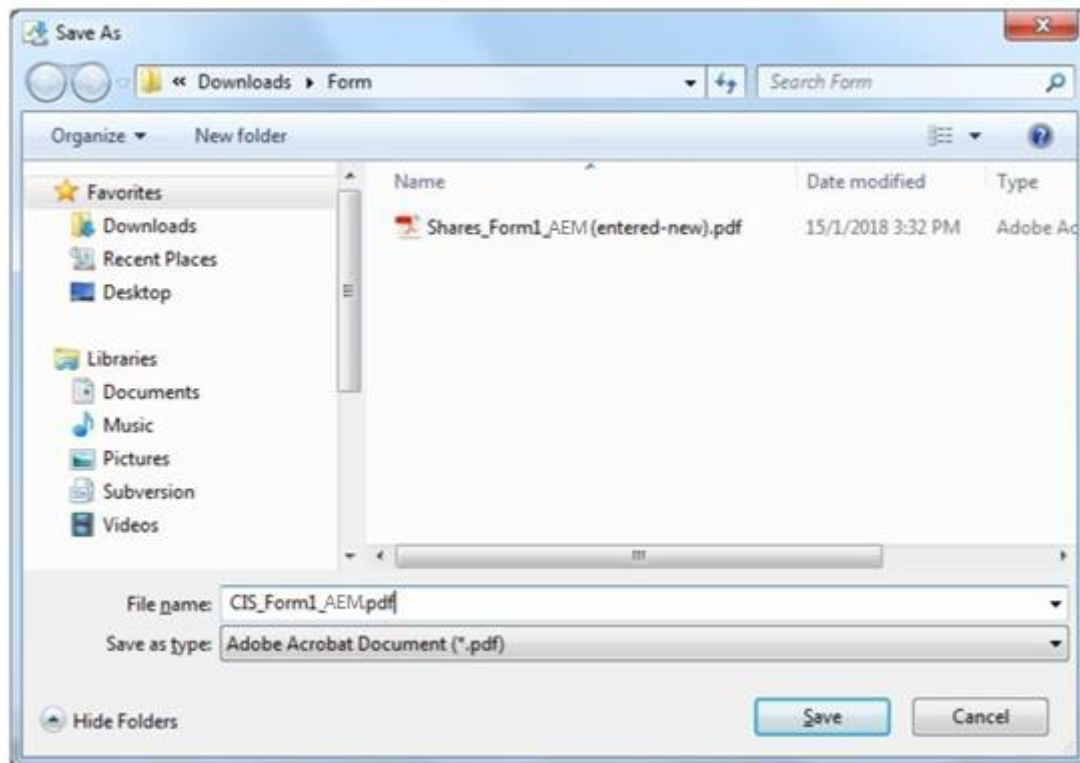
Figure 2.6-5 Windows browser

5. Browse to desired folder and click [Save] to save the form in that folder. See **Figure 2.6-5.**

6. Ensure that Adobe Reader has been installed. Double-click to open the saved form.

Figure 2.6-6 AEM Form 1 – Edit button

Figure 2.6-7 AEM Form 1 – Save & Validate buttons

7.   Click [Edit] to enable the editing of the form. The 'Edit' button will be replaced by [Save] and [Validate] buttons. See **Figure 2.6-6** and **Figure 2.6-7**

Figure 2.6-8 Examples of mandatory fields

8.   Fill out the form. All fields marked with asterisks are mandatory fields. See **Figure 2.6-8**.

Figure 2.6-9 If the trustee appoint custodians

9.   If the trustee of the scheme appoints Custodian for the scheme, click on [Add Section]. See **Figure 2.6-9**.

Figure 2.6-10 Delete custodians

10. To delete a Custodian, click . See **Figure 2.6-10**.

Figure 2.6-11 Person holding 20% or more of shares of manager and trustee if any person who has an interest of 20% or more of the shares issued?

11. If there is any person who has an interest in 20% or more of the shares issued by the manager, check on ☐Yes . See Figure **2.6-11**.

Figure 2.6-12 Add Section button

12. To add details of multiple persons who have an interest in 20% or more of the shares issued, click [Add Section]. See **Figure 2.6-12**.

Figure 2.6-13 Delete Section button

13. To delete a Person, click [X]. See **Figure 2.6-13**.

Figure 2.6-14 Miscellaneous

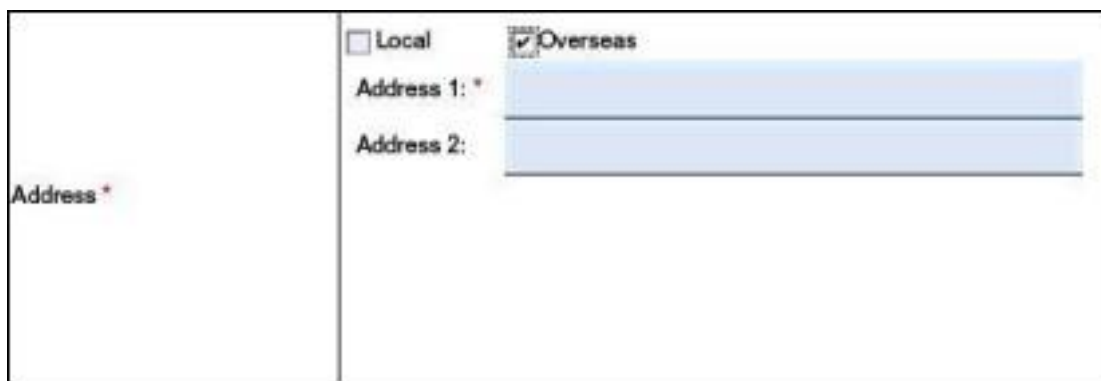14. All the documents to be attached with this Form 1 will be listed in Section VIII: Miscellaneous.

   To add more annexes or supporting documents, click on [Add Row]. See **Figure 2.6-14**.

Figure 2.6-15 Example of local address

Figure 2.6-16 Example of overseas address

15. For Address type, select the 'Local' or 'Overseas' checkbox before filling up the address fields. See **Figure 2.6-15** and **Figure 2.6-16**.

Figure 2.6-17 Example of an error message

16. When you have completed filling out the form, click the [Validate] button located on the first or 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 (for instance, if you have not entered data into mandatory fields). See **Figure 2.6-17**.
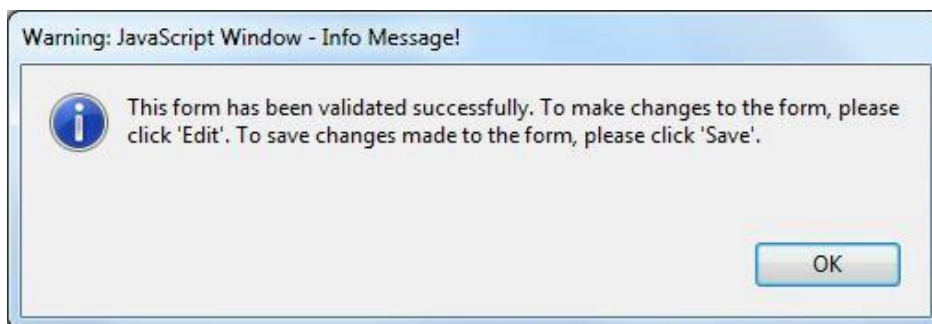

Figure 2.6-18 A successful validation message

17. If the form has been validated successfully, there will be a prompt displaying the message that the validation was successful. See **Figure 2.6-18**. The [Validate] button will then be replaced by the [Edit] button. See **Figure 2.6-19**.

Figure 2.6-19 AEM Form 1 – Edit button

18. Save the validated form. To make further form changes, repeat steps 8-18 above.

Note: When you submit AEM Form 1 (refer to section 2.7), you should upload a form that has been validated and saved.

2.7   Submit AEM Form 1 / Form 2

This section will show you how to submit AEM Form 1 / Form 2 to authorise / recognise a scheme.

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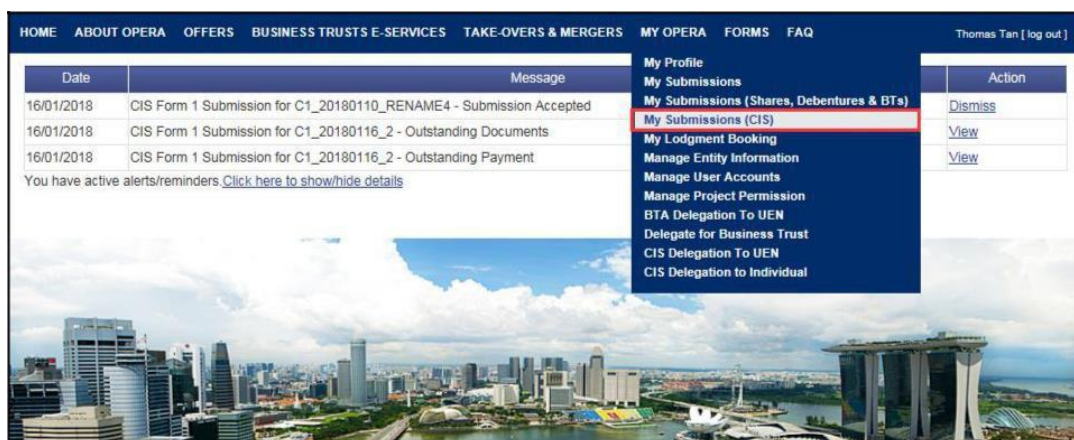

Figure 2.7-1 Homepage of MAS OPERA

1.   After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.7-1**.
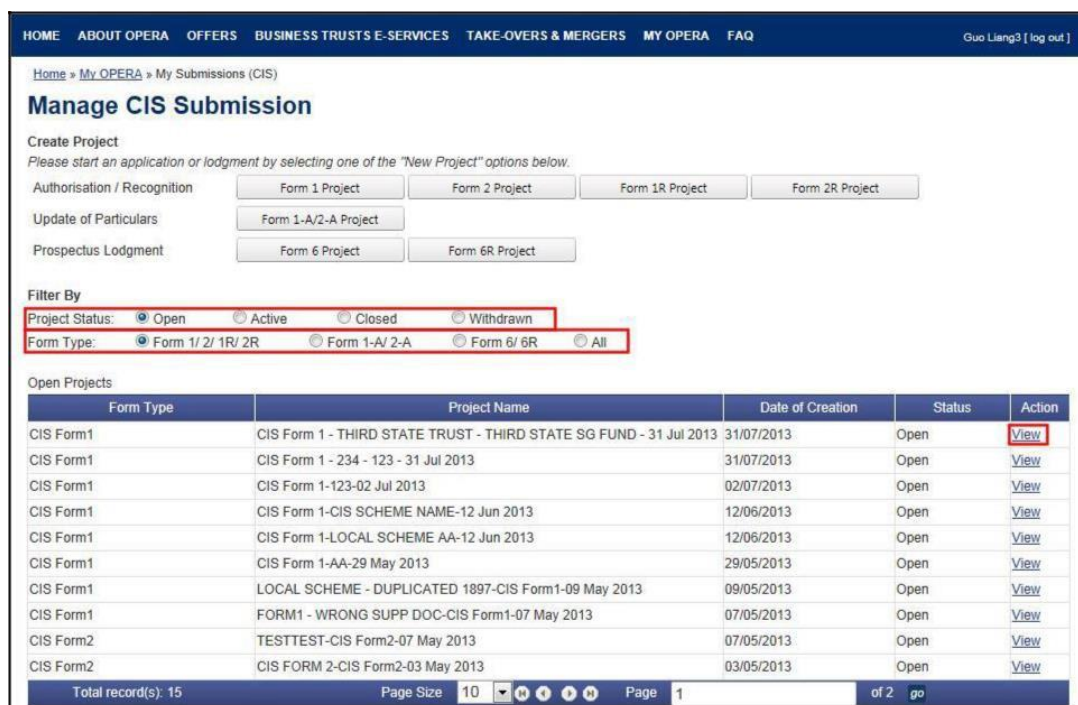

Figure 2.7-2 Manage CIS Submission

2. To search for an 'Open' project, select the 'Open' radio button. You can further filter the project search by selecting the 'Form Type'. See **Figure 2.7-2**.

Note: 'Open' projects are projects in which the submission has not been completed.

3. Click on 'View' to view the Project Information page. See **Figure 2.7-2**.

Figure 2.7-3 Start Submission

4. Click [Start submission]. See **Figure 2.7-3**.

Figure 2.7-4 Submission Instructions

5. Check ☐ to indicate that you have read and understood the submission instructions. See **Figure 2.7-4**.

6. Click [Next] to proceed, or click [Cancel] to return to the previous screen. See **Figure 2.7-4**.

Figure 2.7-5 Upload Form 1

7.   Click [Browse] to open Windows browser. See **Figure 2.7-5**.

Note: Please ensure that the Scheme Name and Umbrella Fund Name in the AEM Form to be uploaded correspond exactly to the details provided when the project was created.
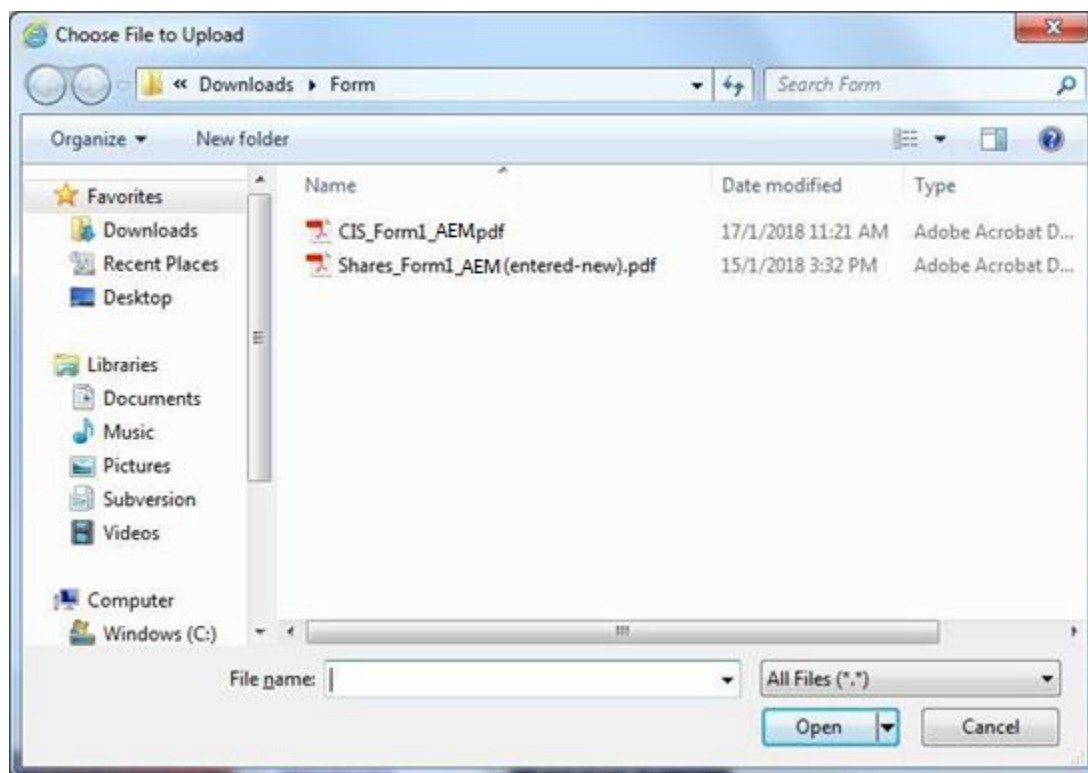
Figure 2.7-6 Browse and select AEM Form 1

8.   Select the Form 1 (that has been validated and saved) for upload. See **Figure 2.7-6**.
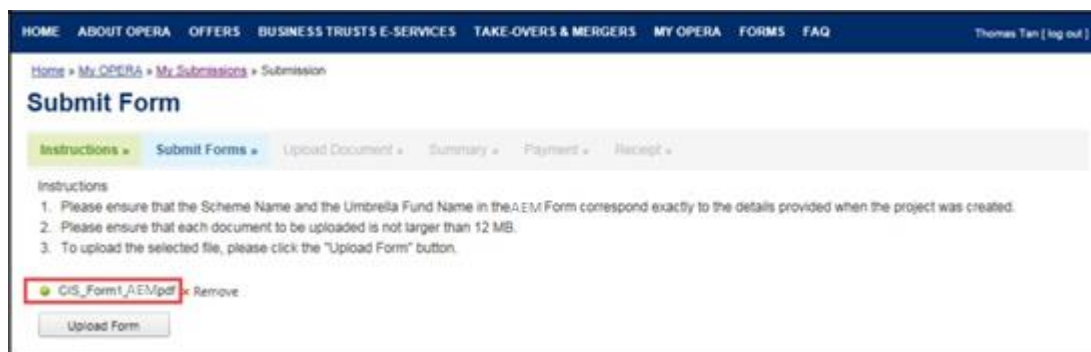
Figure 2.7-7 File to be uploaded

9. After selecting the document, the filename will be displayed. See **Figure 2.7-7**.

10. Click [Upload Form] to begin upload of the Form 1.

Figure 2.7-8 Invalid form uploaded

11. The system will verify whether the file to be uploaded is correct. If the file uploaded is not the correct AEM form, you will be prompted with an 'Invalid File' error message. See **Figure2.7-8**.
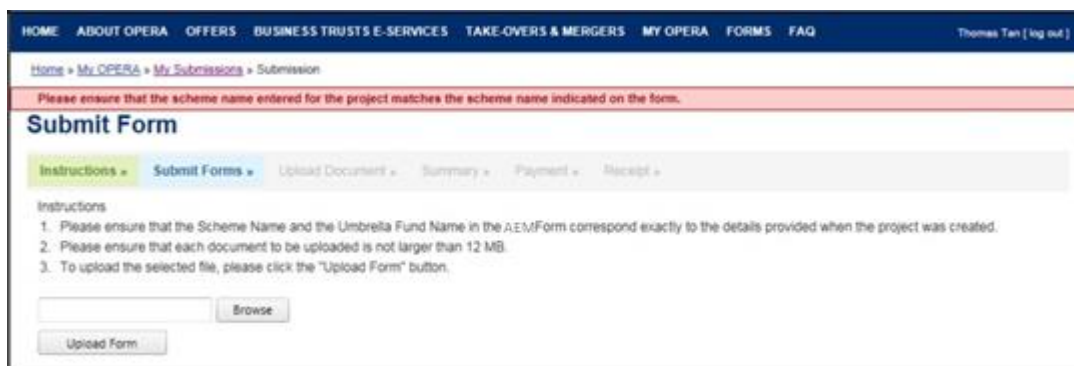
Figure 2.7-9 Wrong Form 1 uploaded

12. The system will verify whether the correct Form 1 is uploaded. If the Scheme Name or the Umbrella Fund Name in the AEM Form is different from what you have entered during the Project Creation, you will be prompted with 'Incorrect Form' error message. See **Figure 2.7-9**.

Figure 2.7-10 Upload document

13. Click [Select File] to open Windows browser to select document to be uploaded. See **Figure 2.7-10**.
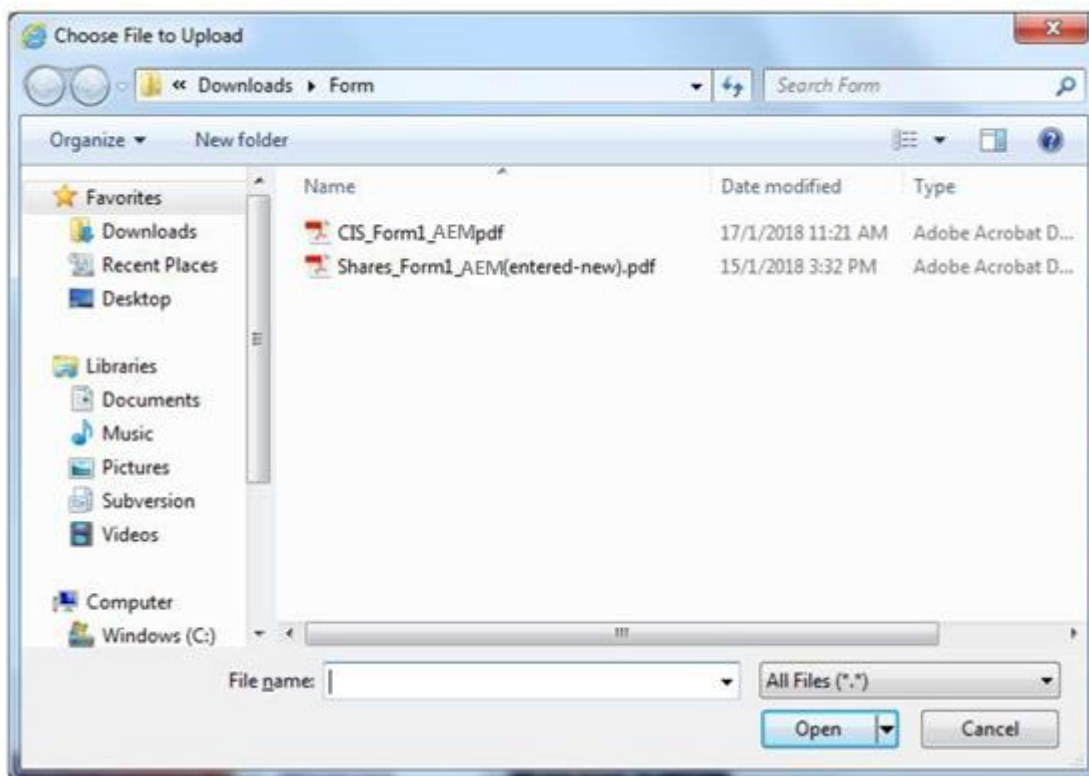
Figure 2.7-11 Browse and select document

14. Select the document for upload. See **Figure 2.7-11**.

Figure 2.7-12 File uploaded successfully

15. The filename will be displayed upon successful upload. See **Figure 2.7-12**.

16. Repeat steps 13-14 to upload more documents.

17. If you wish to remove an uploaded document, click **Clear** to remove the uploaded document.

18. Click **Next** button to proceed to submit the uploaded document(s).
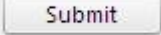
Figure 2.7-13 Submission Summary

19. A summary page with the Payment Preview is displayed. Click **Submit** to proceed with the submission. See **Figure 2.7-13**.
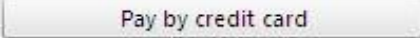
Figure 2.7-14 Payment details

20. A payment page is displayed. Click the **Pay by credit card** button to make payment. See Figure **2.7-14**.

21. Refer to section 2.23 – Online Payment on how to perform online payments.

2.8 Make lodgement booking

This section will show you how to make a lodgement booking for a timeslot for MAS to review a lodgement of a preliminary or amendment prospectus for a REIT.

📖   Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
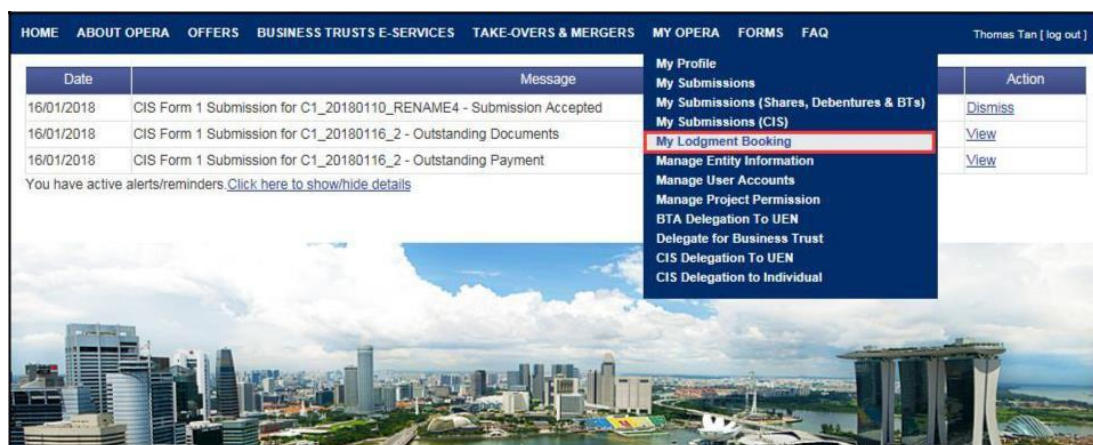
Figure 2.8-1 Homepage of MAS OPERA

1. After successful log-in, click My Lodgment Booking under MY OPERA in main menu. See **Figure 2.8-1**

Figure 2.8-2 Make Booking

2. You can view the lodgement bookings that have already been made for a particular date by selecting that date from the 'Lodgement date' drop-down list. To make a new lodgement

   booking, click Make Booking. See **Figure 2.8-2**

Figure 2.8-3 Details of Lodgement Booking

3. Enter the details of the lodgement booking, and ensure all mandatory fields are entered.

4. Click **Submit** . See **Figure 2.8-3**

Figure 2.8-4 Booking made successfully

5. A confirmation message will be shown when the booking is successfully made. See **Figure 2.8-4**

2.9   View/ Cancel Lodgement Timeslot Booking

This section will show you how to view or cancel a lodgement booking that has been made.

📖   Only authorized users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
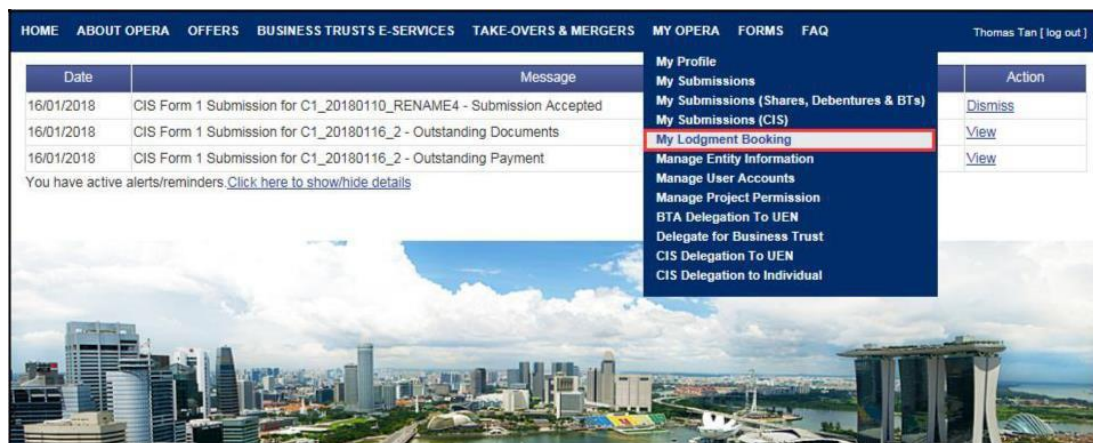
Figure 2.9-1 Homepage of MAS OPERA

1. After successful log-in, click **My Lodgment Booking** under **MY OPERA** in the main menu. See **Figure 2.9-1**

Figure 2.9-2 View Lodgement Booking

2. Select a Lodgement Booking Date from the 'Lodgement date' dropdown list. You can select a date within the next 14 working days. See **Figure 2.9-2**

Figure 2.9-3 Instruction page

3. The page will refresh to display the details of bookings that were made for the selected date. See **Figure 2.9-3**

4. To cancel the booking, click [Cancel]. See **Figure 2.9-3**
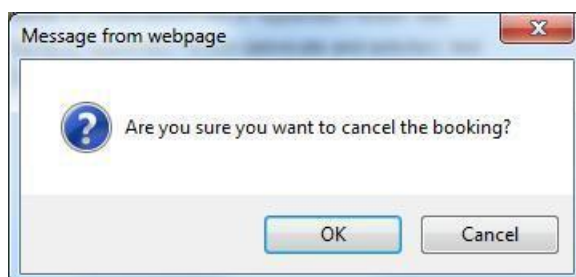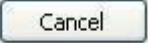
Figure 2.9-4 Confirmation dialog box

5. Click [OK] to confirm the cancellation, or [Cancel] to abort the booking cancellation. See **Figure 2.9-4**
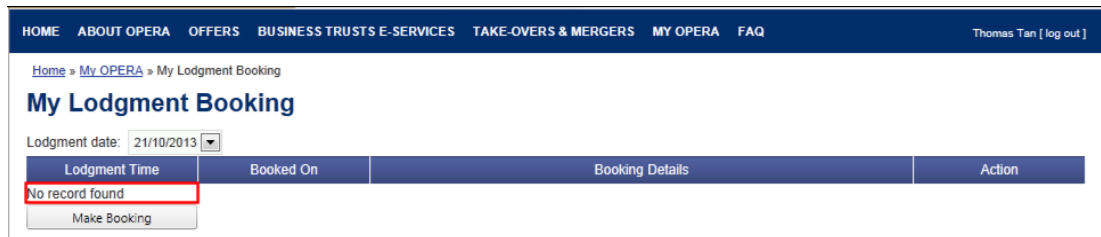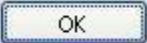
Figure 2.9-5 Booking cancelled

6. After clicking [OK], the booking will be removed from the list. See **Figure 2.9-5**

2.10   Create Project for Lodgement of Draft Prospectus / Preliminary Prospectus / Updated Prospectus (Form 6)

This section will show you how to create a project for lodgement of a draft prospectus, preliminary prospectus or updated prospectus.

Documents that may be lodged using a Form 6 include:
- Preliminary document/prospectus
- Profile statement
- Product highlights sheet
- Updated prospectus
- Updated profile statement
- Updated product highlights sheet

Documents that may be lodged using a Form 6 (REIT) include:
- Draft Prospectus
- Preliminary document/prospectus
- Profile statement
- Offer Information Statement

📖   Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
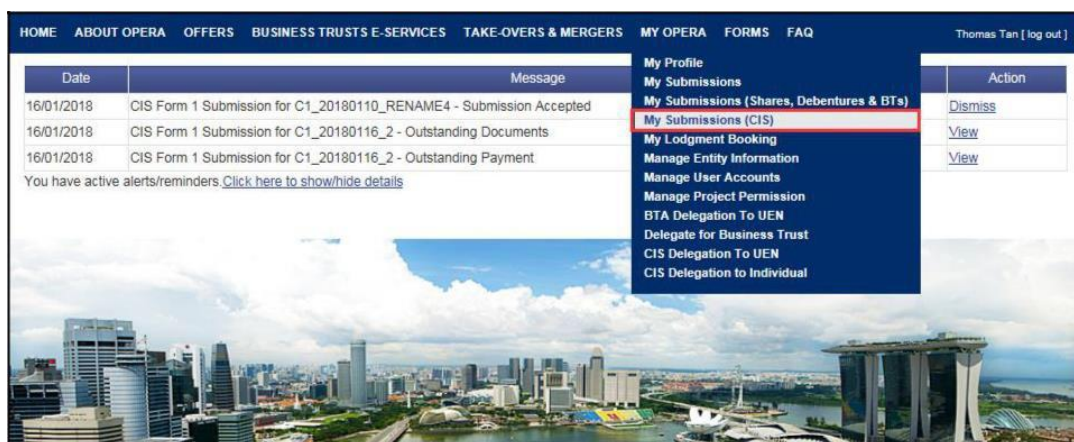
Figure 2.10-1 Homepage of MAS OPERA

1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.10-1**

Figure 2.10-2 Manage CIS Submission

2. To create a CIS Form 6 project for a non-REIT scheme, click on [Form 6 Project]. To create a CIS Form 6 project for a REIT, click on [Form 6R Project]. See **Figure 2.10-2**.

Figure 2.10-3 Create CIS Form 6 project

3. Select ⦿ New/ Updated Prospectus to lodge draft prospectus, prospectus or updated prospectus or Offer Information Statement. Enter the 'Prospectus Name' and select the 'Scheme Type'.

Figure 2.10-4 Create CIS Form 6 project for Authorised Scheme

4. Check on the checkbox next to the name of the scheme(s) to select the scheme(s) that the prospectuses applicable to. See **Figure 2.10-4**.
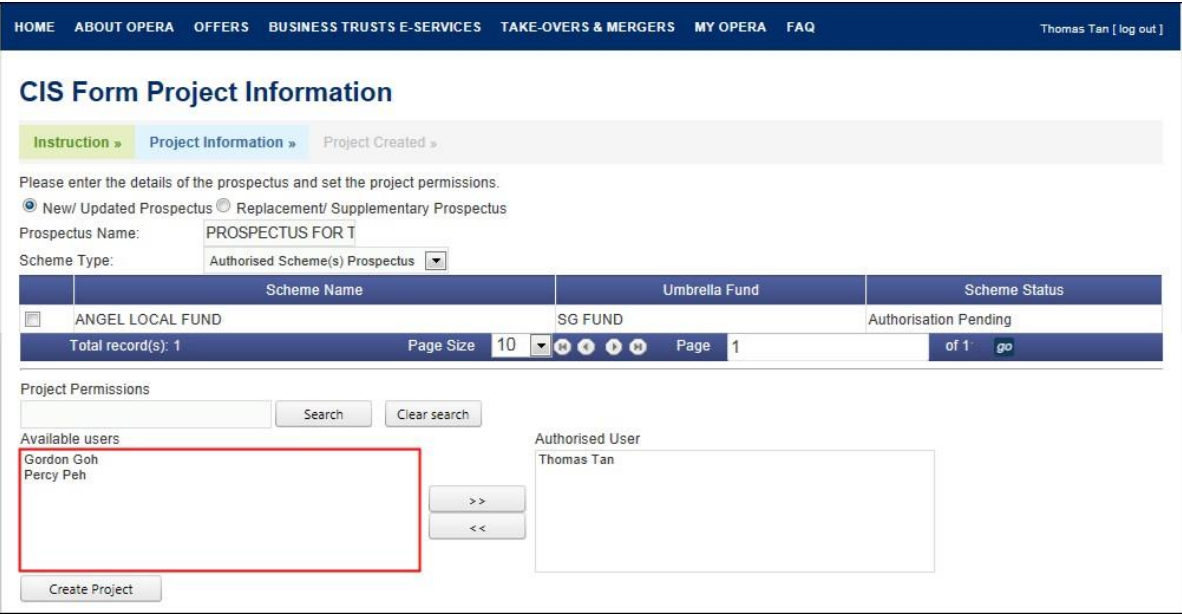
Figure 2.10-5 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.10-5**.

6.   Click [Search] . See **Figure 2.10-5**.
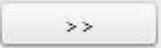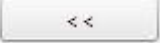
Figure 2.10-6 Add/ Remove authorised users

7.   To grant an available user access to the project, select the user name in the 'Available users'
list and click [>>] . The name(s) of the user(s) will be displayed in the 'Authorised
User' list. See **Figure 2.10-6**.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.10-6, the user "Thomas Tan" may be removed from the 'Authorised User' list.

    Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project].

Figure 2.10-7 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See Figure 2.10-7. Click on 'View project details' to proceed with lodgement.

Figure 2.10-8 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.10-7.** You may now proceed to lodge documents by clicking on 'Start Submission' to continue with the lodgement. See **Figure 2.10-8**.

Figure 2.10-9 CIS Form 6 – Particular of person making the offer (1)

12. If is a person, other than the responsible person, making the offer, select ⦿ Yes. See **Figure 2.10-9**.

Figure 2.10-10 CIS Form 6 – Particular of person making the offer (2)

13. Then click on Add Person . See **Figure 2.10-10**.

Figure 2.10-11 CIS Form 6 – Particular of person making the offer (3)

14. Fill out the form. All fields marked with asterisks are mandatory fields and click on 'Save'.
See **Figure 2.10-11**.

Figure 2.10-12 CIS Form 6 – Particular of person making the offer (4)

15. To add more person making the offer, click on Add Person . To delete the person, click on
Remove Person . See **Figure 2.10-12**.

Figure 2.10-13 CIS Form 6 – Type of Document being lodged/submitted

16. Select the documents to be lodged/submitted using the checkboxes. See **Figure 2.10-13**.

17. To add additional documents, select the document from the 'Document Type' dropdown list and click ⬚ Add Document .

Figure 2.10-14 CIS Form 6 – Lodged with the Authority

18. Select 'Person making the offer' if the person making the offer is submitted. Enter all the mandatory fields and click on ⬚ Next . See **Figure 2.10-14**.

Figure 2.10-15 CIS Form 6 – Lodged with the Authority through an advocate

19. If the lodgement is made through an advocate or solicitor, select 'Person making the offer through an advocate and solicitor acting on his behalf'. Enter all the mandatory fields and click on [Next]. See **Figure 2.10-15**.

Figure 2.10-16 Upload documents

20. Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on [Next] once you have attached all the documents. **See Figure 2.10-16**.

Figure 2.10-17 Submission Summary

21. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.10-17**.
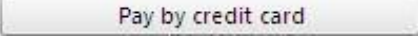
Figure 2.10-18 Payment details

22. A payment page is displayed. Click [Pay by credit card] button to make payment. See **Figure 2.10-18**.

23. Refer to section 2.23 – Online Payment on how to perform online payments.

Figure 2.10-19 Payment reference number

24. After successful payment, a payment reference number is provided. See Figure 2.10-19

25. Click [Go To Receipt] to view/print the receipt.

Figure 2.10-20 Receipt

26. The receipt is shown and the submission process is completed. See **Figure 2.10-20**.

2.11   Create Project for Lodgement of Amended Prospectus (Form 6)

This section will show you how to create a Form 6 to lodge amended prospectus/ profile statement/ Product Highlights Sheet that are related to a lodgement that was previously made (using the steps under section 2.10).

📖   Only authorised users are allowed to perform this function. Refer to section 2.1 – Log in for log-in steps.
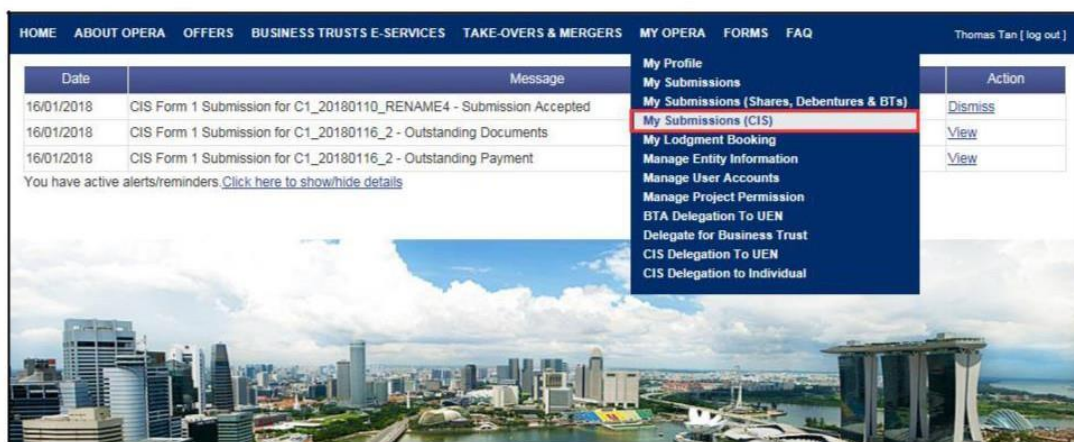
Figure 2.11-1 Homepage of MAS OPERA

1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.11-1**.

Figure 2.11-2 Manage Offer Overview

2. Select 'Open' for the 'Project Status' and 'Form 6/ 6R' for the 'Form type' to filter for CIS Form 6/ 6R projects that are still 'Open'. See **Figure 2.11-2**.

3. Click on 'View' of the project that you want to lodge amended prospectus/ profile statement/ Product Highlights Sheet. See **Figure 2.11-2**.

Figure 2.11-3 Project Information

4. Click on [Create Form6 Amendment] to create a new Form 6 for 'Amendment'. See **Figure 2.11-3**.

   Note: The button 'Create Form6 Amendment' is only available for CIS Form 6 with 'Processing' status.

Figure 2.11-4 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.11-4**.

6. Click [Search]. See **Figure 2.11-4**.

Figure 2.11-5 Add/ Remove authorised users

7. To grant an available user access to the project, select the user name in the 'Available users' list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised User' list. See **Figure 2.11-5**.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.11-5, the user "Thomas Tan" may be removed from the 'Authorised User' list.

    Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project].

Figure 2.11-6 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See Figure 2.11-6. Click on 'View project details' to proceed with the lodgement.

Figure 2.11-7 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.11-7.** You may now proceed to lodge the amendment by clicking on [Start Submission].

Figure 2.11-8 CIS Form 6 – Payment

12. Select 'Yes' if payment is required for this lodgement. See **Figure 2.11-8.**

Figure 2.11-9 CIS Form 6 – Person making the offer

13. Refer to steps 12 - 15 in section 2.10 on how to fill up the 'Particulars of Person(s) Making the Offer (Other than the Responsible Person)'.

Figure 2.11-9 CIS Form 6 – Document

14. Refer to steps 16 - 17 in section 2.10 on how to fill up the 'Type of document being lodged/ submitted'.

Figure 2.11-10 CIS Form 6 – Payment Waived

15. Select 'Yes' if payment has been waived by MAS for this lodgement. See **Figure 2.11-10.**

Figure 2.11-11 CIS Form 6 – Lodged with Authority

16. Refer to steps 18 - 19 in section 2.10 on how to fill up the 'Lodged with the Authority'. After you have enter all the mandatory fields, click on [Next]. See **Figure 2.11-11**.

Figure 2.11-12 Upload documents

17. Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on [Next]
once you have attached all the documents. See **Figure 2.11-12**.

Figure 2.11-13 Submission Summary

18. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.11-13**.
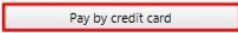
Figure 2.11-14 Payment details

19. A payment page is displayed. Click [Pay by credit card] button to make payment. See **Figure 2.11-14**.

20. Refer to section 2.23 – Online Payment on how to perform online payments.
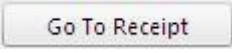
Figure 2.11-15 Payment reference number

21. After successful payment, a payment reference number is provided. See **Figure 2.11-15**.

22. Click [Go To Receipt] to view/print the receipt.

Figure 2.11-16 Receipt

23. The receipt is shown and the submission process is completed. See Figure 2.11-16.

2.12 Create Project for Lodgement of Replacement/ Supplementary Prospectus (Form 6)

This section will show you how to create a project for lodgement of replacement/ supplementary prospectus/ profile statement/ Product Highlights Sheet.

    📖   Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
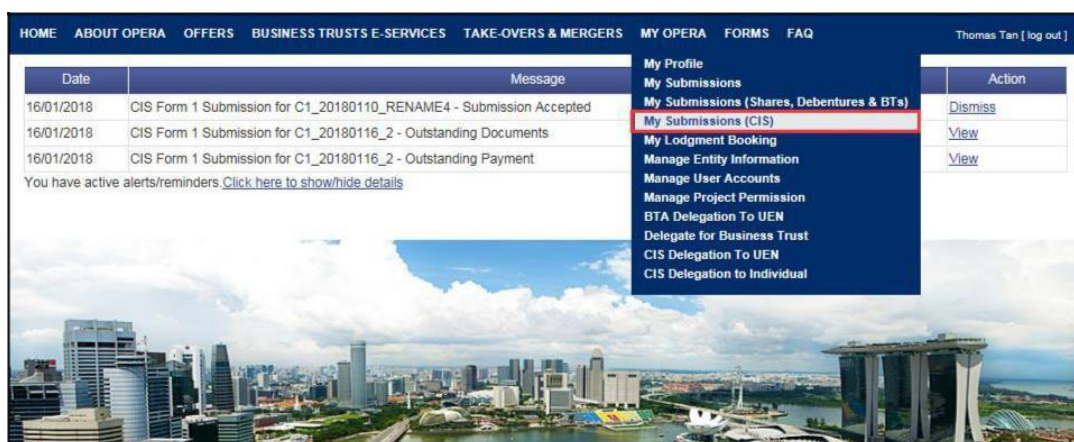
Figure 2.12-1 Homepage of MAS OPERA

1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.12-1**

Figure 2.12-2 Manage CIS Submission

2. To create a CIS Form 6 project for non-REIT scheme, click on [Form 6 Project]. To create a CIS Form 6 project for REIT scheme, click on [Form 6R Project]. See **Figure 2.12-2**.
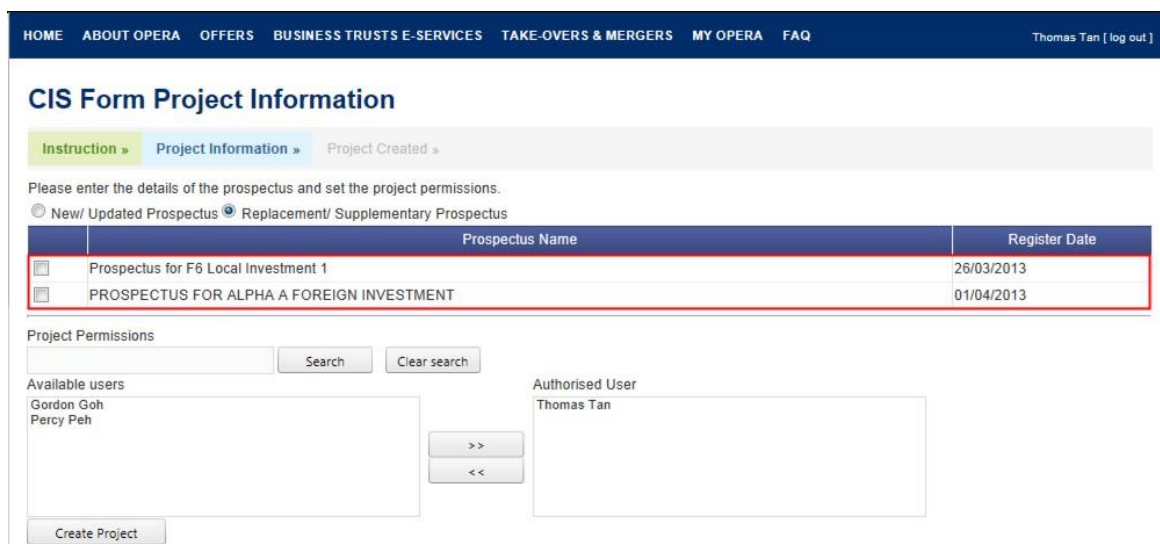
Figure 2.12-3 Create CIS Form 6 project

3. Select ⊙ Replacement/ Supplementary Prospectus to lodge replacement/ supplementary prospectus.
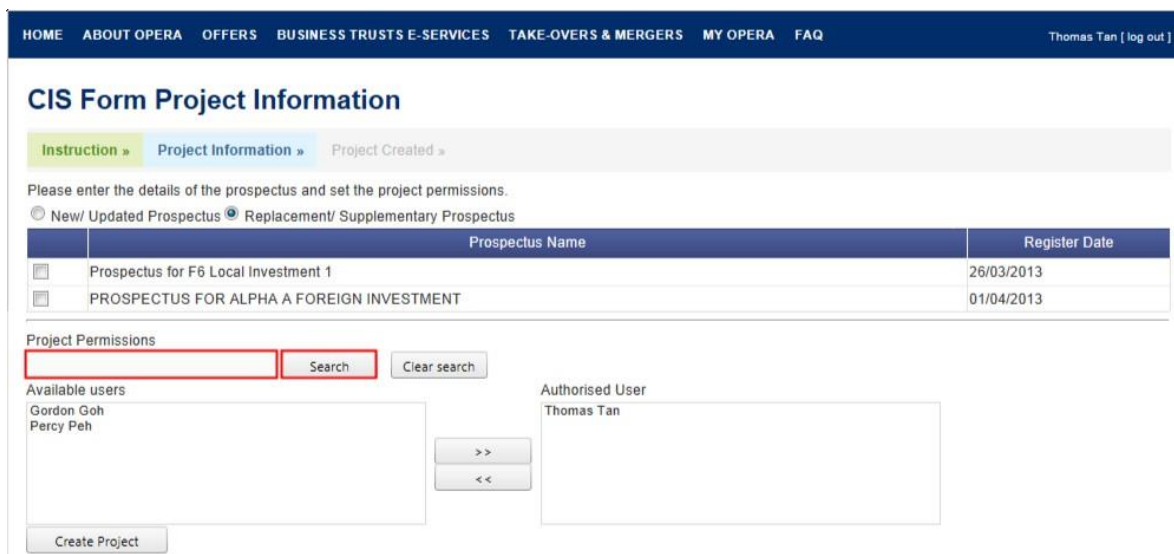
Figure 2.12-4 Create CIS Form 6 project for replacement/ supplementary prospectus

4. Check on the checkbox next to the name of the prospectus that this current submission (i.e this replacement or supplementary prospectus) is replacing or supplementing. See **Figure 2.12-4**.

Figure 2.12-5 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.12-5**.

6. Click [Search]. See **Figure 2.12-5**.
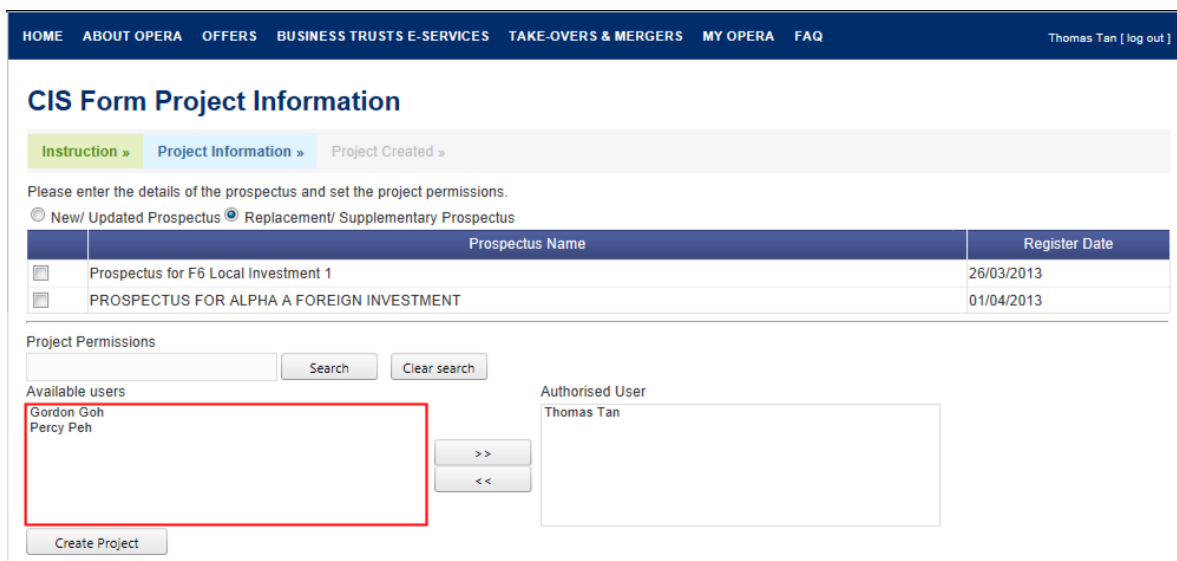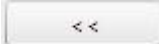
Figure 2.12-6 Add/ Remove authorised users

7. To grant an available user access to the project, select the user name in the 'Available users' list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised User' list. See **Figure 2.12-6**.

   Note: Only users listed in the 'Authorised User' list will be able to access the project, and make submissions as part of the project.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.12-6, the user "Thomas Tan" may be removed from the 'Authorised User' list.

   Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project].

Figure 2.12-7 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See **Figure 2.12-7.** Click on 'View project details' to proceed with lodgement.

Figure 2.12-8 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.12-7.**

    You may now proceed to lodge documents by clicking on 'Start Submission' to continue with the lodgement. See **Figure 2.12-8**.

    You may also amend the list of authorised users by clicking on 'Manage Permissions'.

Figure 2.12-9 CIS Form 6 – Person making the offer

12. Refer to steps 12 - 15 in section 2.10 on how to fill up the 'Particulars of Person(s) Making the Offer (Other than the Responsible Person)'.

Figure 2.12-10 CIS Form 6 – Document

13. Refer to steps 16 - 17 in section 2.10 on how to fill up the 'Type of document being lodged / submitted'.

Figure 2.12-11 CIS Form 6 – Lodged with Authority

14. Refer to steps 18 - 19 in section 2.10 on how to fill up the section 'Lodged with the Authority'.

After you have entered all the mandatory fields, click on Next. See **Figure 2.12-11**.

Figure 2.12-12 Upload documents

15. Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on ☐ Next ☐
    once you have attached all the documents. See **Figure 2.12-12**.

Figure 2.12-13 Submission Summary

16. A summary page with the Payment Preview is displayed. Click ☐ Submit ☐ to submit the
    application. See **Figure 2.12-13**.

Figure 2.12-14 Payment details

17. A payment page is displayed. Click [Pay by credit card] button to make payment. See **Figure 2.12-14**.

18. Refer to section 2.23 – Online Payment on how to perform online payments.

Figure 2.12-15 Payment reference number

19. After successful payment, a payment reference number is provided. See **Figure 2.12-15**.

20. Click [Go To Receipt] to view/print the receipt.

Figure 2.12-16 Receipt

21. The receipt is shown and the submission process is completed. See **Figure 2.12-16**.

2.13   Request for Extension of Registration Period

An applicant may request to extend the registration period for a Form 6/Form 6R submission in 'My Submissions (CIS)' under 'My OPERA'. This section will show you how to request for extension of registration period.

    Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
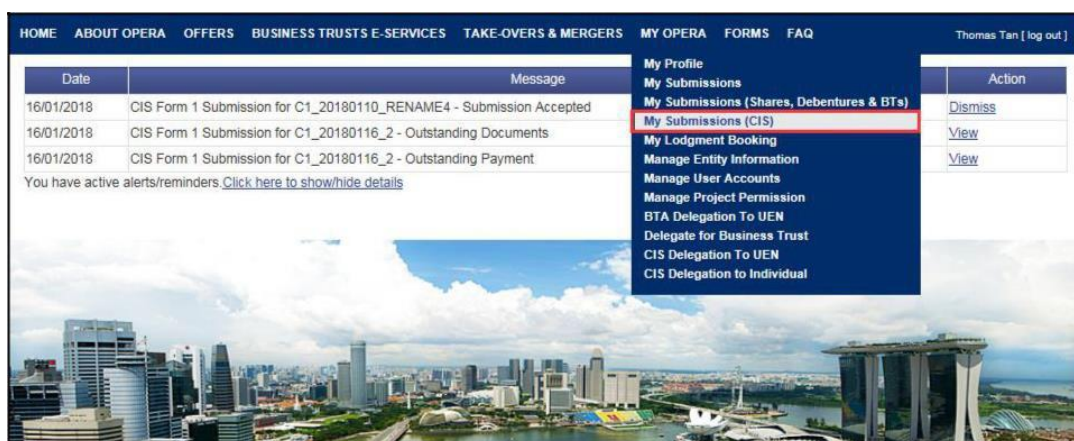
Figure 2.13-1 Homepage of MAS OPERA

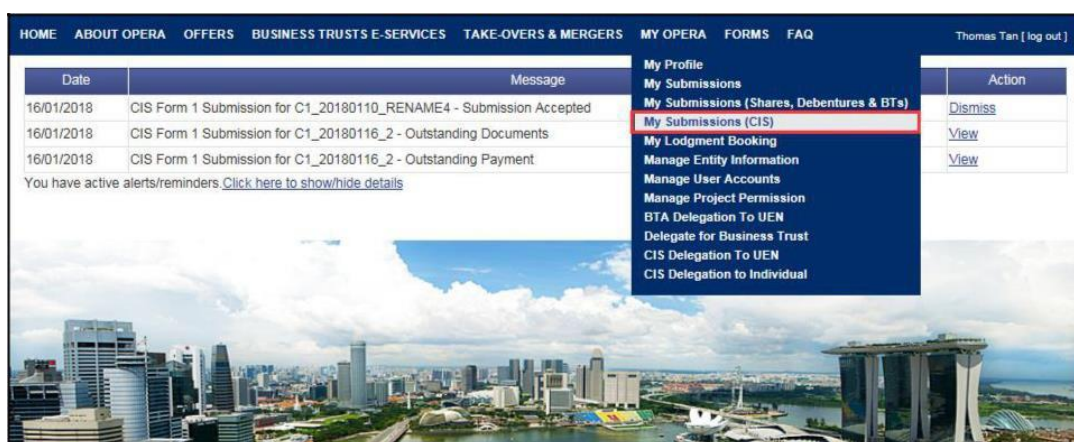1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.13-1**.
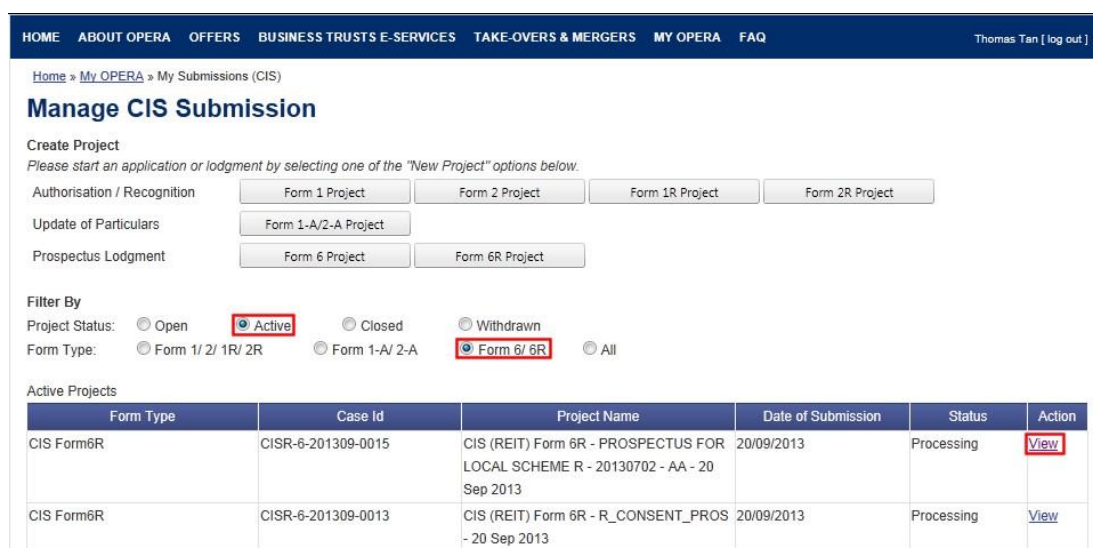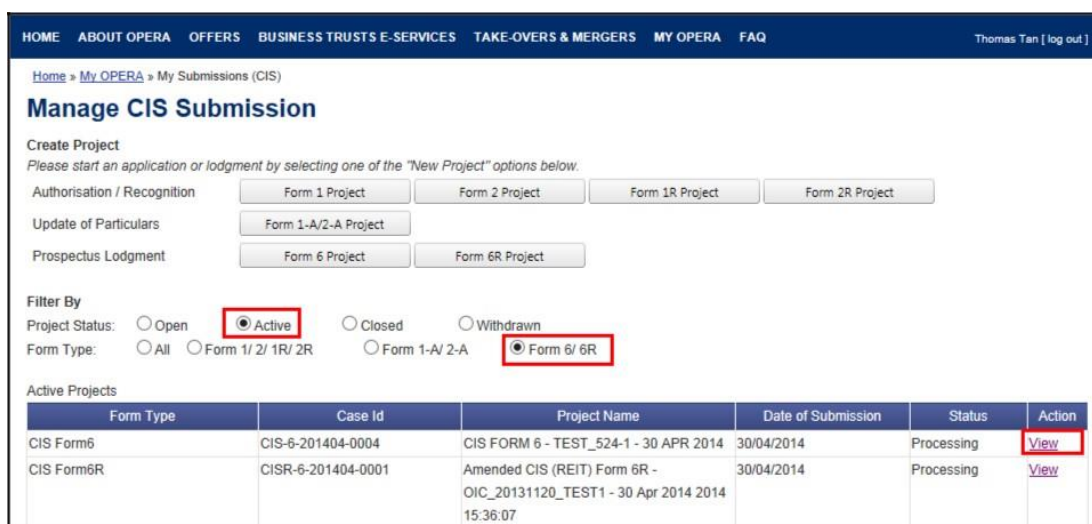

Figure 2.13-2 Manage Offer Overview

2. Select 'Active' for the 'Project Status' and 'Form 6/ 6R' for the 'Form type' to filter for CIS Form 6/ 6R projects that are 'Active'. See **Figure 2.13-2**.

3. Click on 'View' to select of the project for which that you want to lodge amended prospectus / profile statement / Product Highlights Sheet. See **Figure 2.13-2**.

Figure 2.13-3 Project Information

4. Click on [Request Extension of Registration Period] to apply for extension of registration period. See **Figure 2.13-3**.

Note: The button 'Request Extension of Registration Period' is only available for CIS Form 6 with 'Processing' status.

Figure 2.13-4 Application to Extend Registration Period
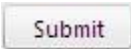
5. Enter date in the mandatory field 'Request for extension of registration period to:' and click on
   Submit . See **Figure 2.13-4**.

Figure 2.13-5 Confirmation screen

6. Click OK to confirm submission of the application. See **Figure 2.13-5**.

Figure 2.13-6 Submission Completed

7. After successful submission of request, a confirmation message is displayed. See **Figure 2.13-6**.

2.14   Change Scheme Name

An applicant may request to change the name of a scheme before the scheme is authorized/recognized, in 'My Submissions (CIS)' under 'My OPERA'. This section will show you how to request for change of scheme name.

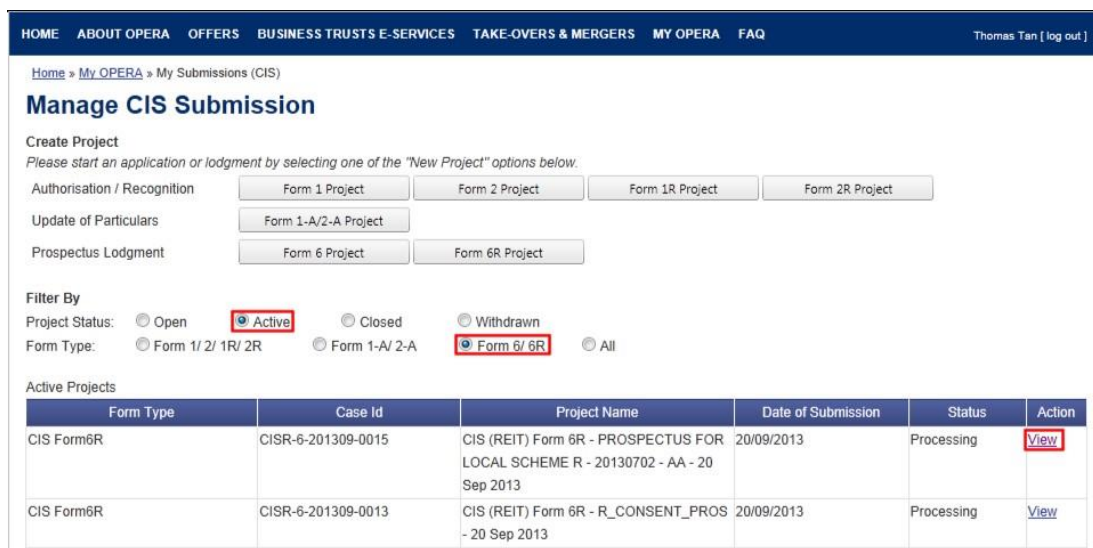 Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
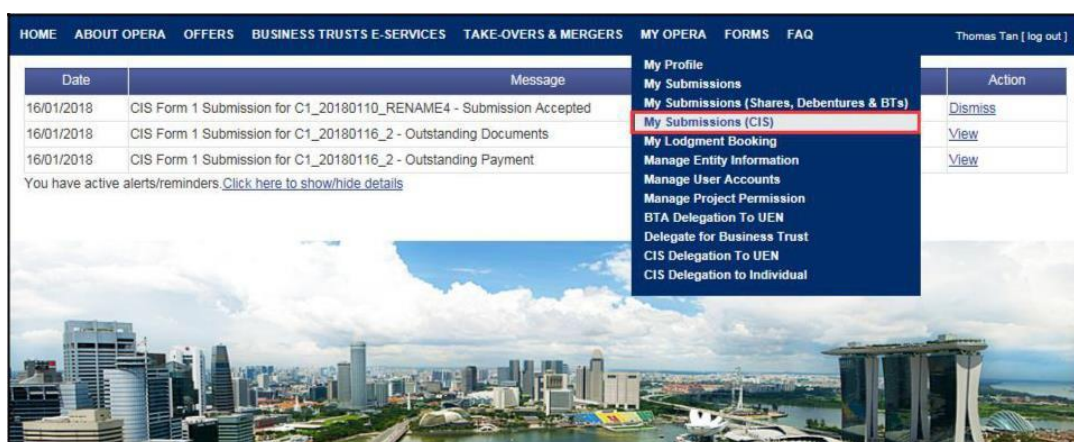
Figure 2.14-1 Homepage of MAS OPERA

1. After successful log-in, click My Submissions (CIS) under MY OPERA in the main menu. See **Figure 2.14-1**.
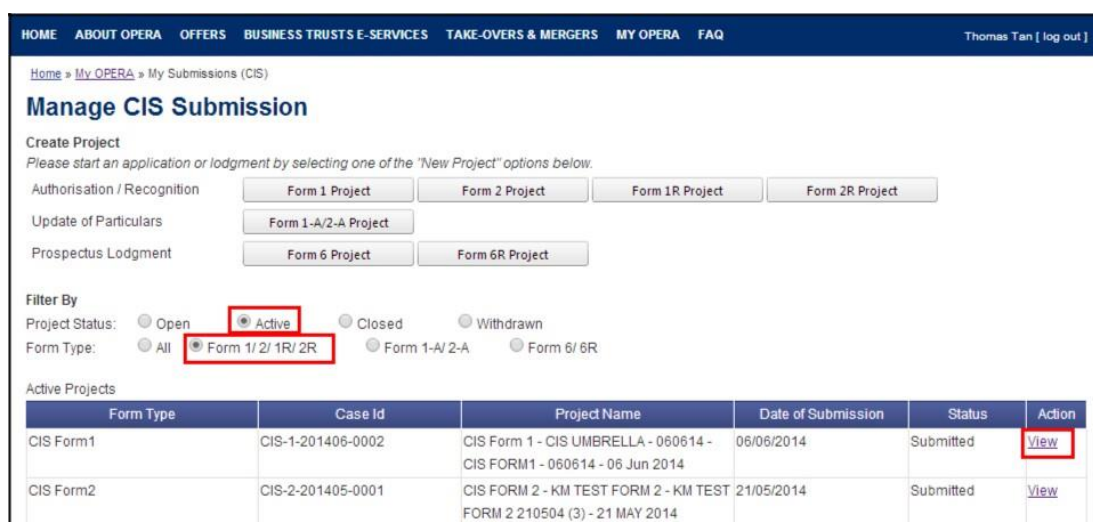
Figure 2.14-2 Manage CIS Submission Overview

2. Select 'Active' for the 'Project Status' and 'Form 1/ 2/ 1R/ 2R' for the 'Form type' to filter for CIS Form 1/ 2/ 1R/ 2R projects that are 'Active'. See **Figure 2.14-2**.

3. Click on 'View' to select of the project for which that you want to request for change of scheme name. See **Figure 2.14-2**.

Figure 2.14-3 Project Information

4. Click on to submit a request to change the name of a scheme. See **Figure 2.14-3**.

Figure 2.14-4 Change Scheme Name

5. Enter the new scheme name and click on . See **Figure 2.14-4**.

Figure 2.14-5 Confirmation dialog
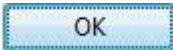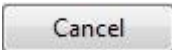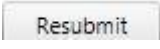
6. A confirmation dialog is displayed. Click on [OK] to proceed with the request to change of the name of the scheme, or [Cancel] to cancel request. See **Figure 2.14-5**.

Figure 2.14-6 Request Submitted

7. After successful submission of request, a confirmation message is displayed. Application status is updated to 'Returned For Amendment'. The applicant can then click on [Resubmit] to resubmit the updated Form 1/ 2/ 1R/ 2R, consisting of the new scheme name. See **Figure 2.14-6**.

8. The steps to resubmit the submission are the same as the steps to submit the lodgement. Please refer to section 2.7 for details.

9. The change of scheme name will take effect once the resubmission is successful.

2.15   Change Prospectus Name

An applicant may request to change the name of a prospectus before the prospectus is registered, in 'My Submissions (CIS)' under 'My OPERA'. This section will show you how to request for change of prospectus name.

📖   Only authorised 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.   After successful log-in, click My Submissions (CIS) under MY OPERA in the main menu. See **Figure 2.15-1**.

Figure 2.15-2 Manage CIS Submission Overview

2. Select 'Active' for the 'Project Status' and 'Form 6/ 6R' for the 'Form type' to filter for CIS Form 6/ 6R projects that are 'Active'. See **Figure 2.15-2**.

3. Click on 'View' to select of the project for which that you wish to request for change of prospectus name. See **Figure 2.15-2**.

Figure 2.15-3 Project Information

4. Click on [Change Prospectus Name] to submit a request to change the name of a prospectus. See **Figure 2.15-3**.

Figure 2.15-4 Change Prospectus Name

5. Enter the new prospectus name and click on [Submit]. See **Figure 2.15-4**.

Figure 2.15-5 Confirmation dialog

6. A confirmation dialog is displayed. Click on [OK] to proceed with change of prospectus name, or [Cancel] to cancel request. See **Figure 2.15-5**.
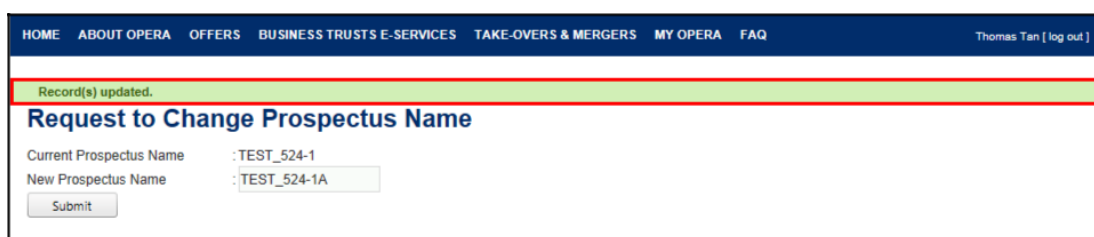
Figure 2.15-6 Record Updated

7. After successful submission of request, a confirmation message is displayed. See **Figure 2.15-6**. The change of prospectus name will take effect immediately.

2.16   Request for Consent to Amendments

An applicant may request for Consent to Amendments, in 'My Submissions (CIS)' under 'My OPERA'. This section will show you how to request for consent to amendments.

🕮   Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
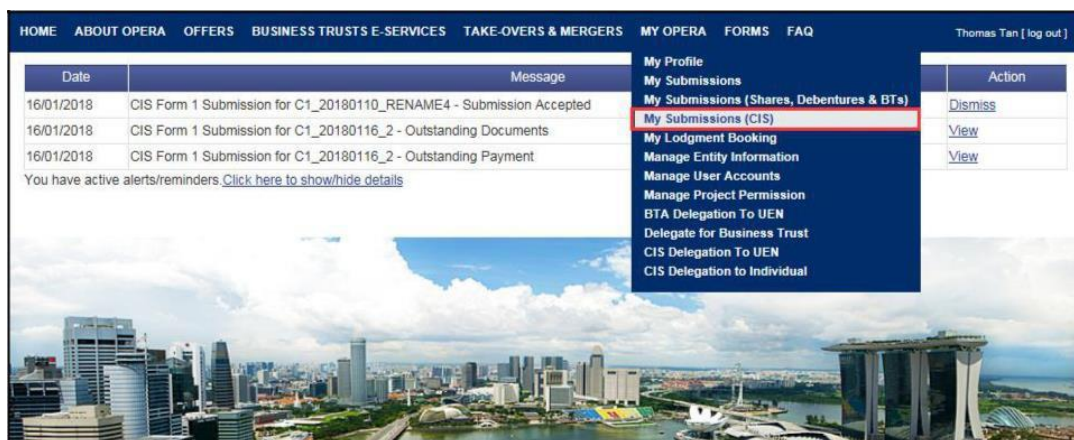
Figure 2.16-1 Homepage of MAS OPERA

1. After successful log-in, click My Submissions (CIS) under MY OPERA in the main menu. See **Figure 2.16-1**.

Figure 2.16-2 Manage Offer Overview

2. Select 'Active' for the 'Project Status' and 'Form 6/ 6R' for the 'Form type' to filter for CIS Form 6/ 6R projects that are 'Active'. See **Figure 2.16-2**.

3. Click on 'View' to select of the project for which that you want to request for MAS' consent to amendments. See **Figure 2.16-2**.

Figure 2.16-3 Project Information

4. Click on [Request for MAS' Consent to Amendments] to submit request for MAS' consent to amendments. See **Figure 2.16-3**.

    Note: The button 'Request for MAS' Consent to Amendments' is only available for CIS Form 6R with 'Processing' status.

Figure 2.16-4 Request for MAS' Consent to Amendment

5. Upload the supporting document and click on [Submit]. See **Figure 2.16-4**.

Figure 2.16-5 Request Submitted

6. After successful submission of request, a confirmation message is displayed. See **Figure 2.16-5**.

2.17   Create Project for Updates of Scheme(s) Particulars (Form 1-A/2-A)

This section will show you how to create a project to update the particulars of scheme(s).

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

Figure 2.17-1 Homepage of MAS OPERA

1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.17-1**.

Figure 2.17-2 Manage CIS Submission

2.   To create a CIS Form 1-A / 2-A, click on ⟦ Form 1-A/2-A Project ⟧ . See **Figure 2.17-2**.

Figure 2.17-3 Create CIS Form 1-A / 2-A project

3.   Select 'Update Particulars for Scheme(s)' for 'Type of Update'. Select either, 'Single Scheme' or 'Multiple Scheme' for 'Single/Multiple Schemes'. Select the 'Scheme Type'. See**Figure 2.17-3**.

Note: Select 'Multiple Schemes' under 'Single / Multiple Schemes' if you want to update the particulars for multiple schemes.

Figure 2.17-4 Create CIS Form 1-A / 2-A project for Authorised Scheme

4.   Check on the checkbox next to the name of the scheme(s) you want to update. Enter the 'Effective Date'. See **Figure 2.17-4**.

Figure 2.17-5 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.17-5**.

6. Click [Search] . See **Figure 2.17-5**.

Figure 2.17-6 Add/ Remove authorised users

7. To grant an available user access to the project, select the user name in the 'Available users'

   list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised
   User' list. See **Figure 2.17-6**.

   Note: Only users listed in the 'Authorised User' list will be able to access the project, and
   make submissions as part of the project.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised

   User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised
   User' list. For example, in Figure 2.17-6, the user "Thomas Tan" may be removed from the
   'Authorised User' list.

   Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project].

Figure 2.17-7 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See **Figure 2.17-7**. Click on 'View project details' to proceed with lodgement.
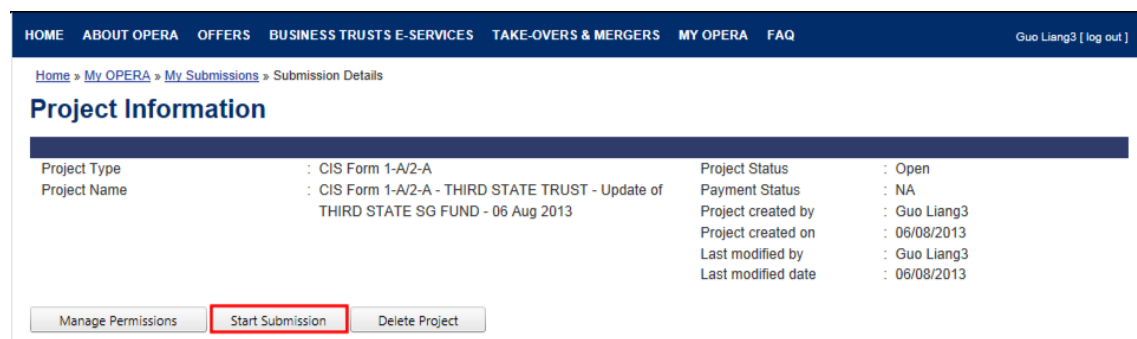
Figure 2.17-8 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.17-8**.

You may now proceed to update the particulars of the scheme(s) by clicking on Start submission .

You may also amend the list of authorised users by clicking on 'Manage Permissions'.

Figure 2.17-9 Submission Instructions

12. Check ☐ to indicate that you have read and understood the submission instructions. See **Figure 2.17-9**.

13. Click [Next] to proceed, or click [Cancel] to return to the previous screen. See **Figure 2.17-9**.

Figure 2.17-10 CIS Form 1-A – Information of the CIS

14. Click on the section you wish to update. See **Figure 2.17-10**.

Figure 2.17-11 CIS Form 1-A – Question 26

15. Check on the box next to the question you want to edit. See **Figure 2.17-11**. Click on Insert to create a new Collective Investment Scheme section. See **Figure 2.17-11**.

Figure 2.17-12 CIS Form 1-A – Question 26 (New CIS)

16. Enter all the mandatory fields and click on Save to save the details. See **Figure 2.17-12**.

Figure 2.17-13 CIS Form 1-A – Information on Investments in other CIS

17. Click on Save Changes to save the changes made in this section. See **Figure 2.17-13**.
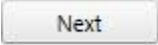
Note: Please remember to click on Save Changes , otherwise, changes made will be lost.
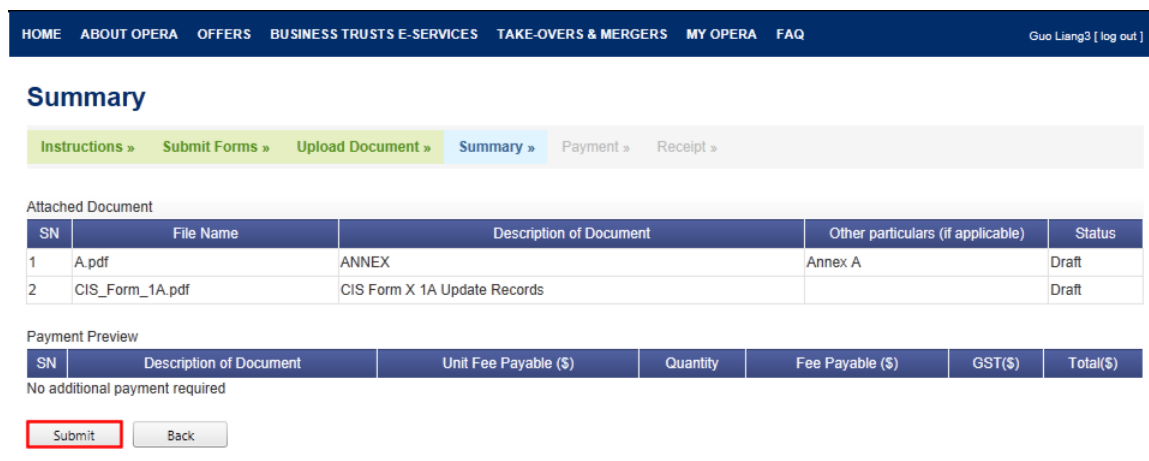
Figure 2.17-14 CIS Form 1-A – Declaration

18. Enter all the mandatory fields in the 'Declaration' section and click on [Proceed] to submit the form.

Figure 2.17-15 Upload documents

19. Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on [Next] once you have attached all the documents. **See Figure 2.17-15**.
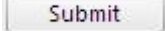
Figure 2.17-16 Submission Summary

20. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.17-16**.

Figure 2.17-17 Payment details

21. The submission process is completed. See **Figure 2.17-17**.

2.18 Create Project for Withdrawal of Authorisation / Recognition of Scheme (Form 1-A/2-A)

This section will show you how to create a project to withdraw the authorisation or recognition of a scheme.

    Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
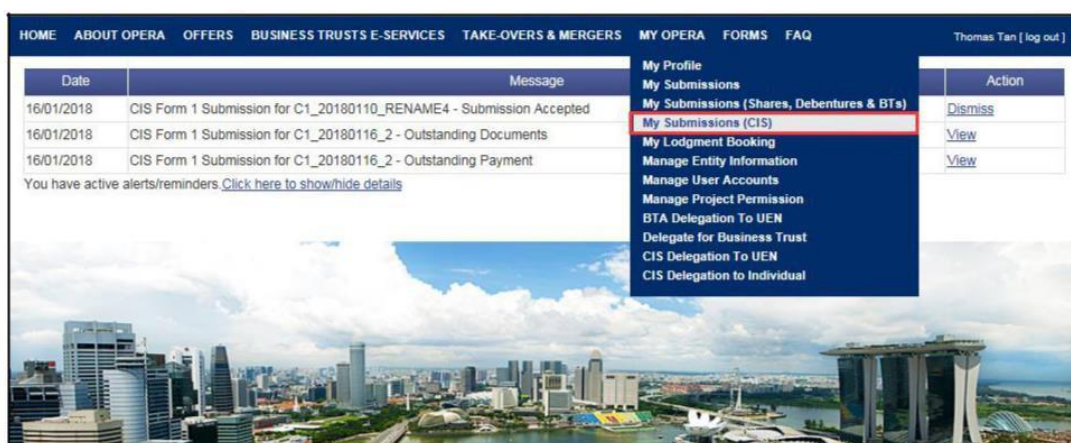
Figure 2.18-1 Homepage of MAS OPERA

1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.18-1**.

Figure 2.18-2 Manage CIS Submission

2. To create a CIS Form 1-A / 2-A, click on [Form 1-A/2-A Project]. See **Figure 2.13-2**.

Figure 2.18-3 Create CIS Form 1-A / 2-A project

3. Select 'Withdraw Authorisation/ Recognition' for 'Type of Update'. Select, 'Single Scheme' for 'Single/ Multiple Schemes'. Select 'Scheme Type'. See **Figure 2.18-3**.

Figure 2.18-4 Create CIS Form 1-A / 2-A project for Withdrawal of Scheme

4. Check on the checkbox next to the name of the scheme you wish to withdraw. Enter the 'Effective Date'. See **Figure 2.18-4**.

Figure 2.18-5 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.18-5**.

6. Click [Search]. See **Figure 2.18-5**.
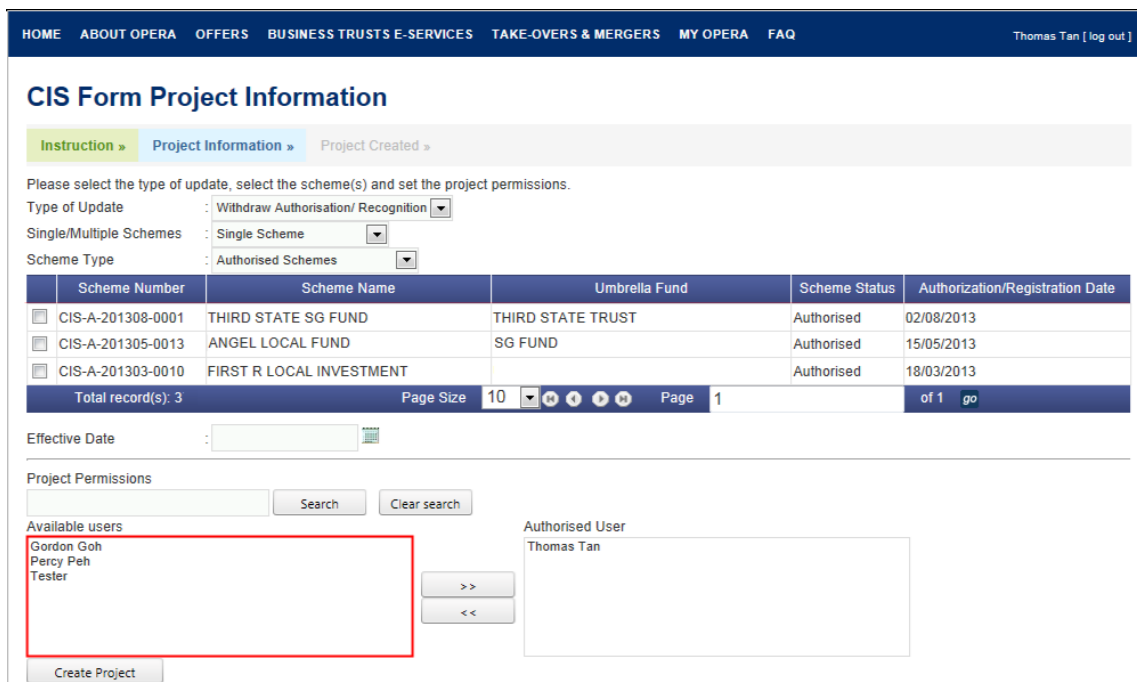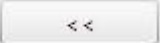
Figure 2.18-6 Add/ Remove authorised users

7. To grant an available user access to the project, select the user name in the 'Available users' list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised User' list. See **Figure 2.18-6**.

    Note: Only users listed in the 'Authorised User' list will be able to access the project, and make submissions as part of the project.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.18-6, the user "Thomas Tan" may be removed from the 'Authorised User' list.

    Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project].

Figure 2.18-7 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See **Figure 2.18-7**. Click on 'View project details' to proceed with lodgement.

Figure 2.18-8 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.18-8**.

You may now proceed to apply for withdrawal of authorisation/recognition of a scheme by clicking on ⌊ Start submission ⌋.

You may also amend the list of authorised users by clicking on 'Manage Permissions'.

Figure 2.18-9 Submission Instructions

12. Check ☐ to indicate that you have read and understood the submission instructions. See **Figure 2.18-9**.

13. Click [Next] to proceed, or click [Cancel] to return to the previous screen. See **Figure 2.18-9**.

Figure 2.18-10 CIS Form 1-A – Withdrawal of Scheme

14. Enter the "Reason for Withdrawal". See **Figure 2.18-10**.
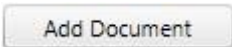
Figure 2.18-11 CIS Form 1-A – Add supporting documents

15. Select a document from 'Document Type', enter the 'Description of document' and click on
Add Document. Repeat this step if you have more documents to add. See **Figure 2.18-11**.

Figure 2.18-12 CIS Form 1-A – Declaration

16. Enter all the mandatory fields in for the Form 1-A and click on **Proceed** to submit the form. See **Figure 2.18-12**.

Figure 2.18-13 Upload documents

17. Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on [Next] once you have attached all the documents. **See Figure 2.18-13**.
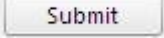
Figure 2.18-14 Submission Summary

18. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.18-14**.

Figure 2.18-15 Payment details

19. The submission process is completed. See **Figure 2.18-15**.

2.19   Create Project for Notification of Winding Up of Scheme (Form 1-A/2-A)

This section will show you how to create a project to submit a notification on the winding up of a scheme.

📖   Only authorised users are allowed to perform this function. Refer to section 2.1 - Log in for log-in steps.
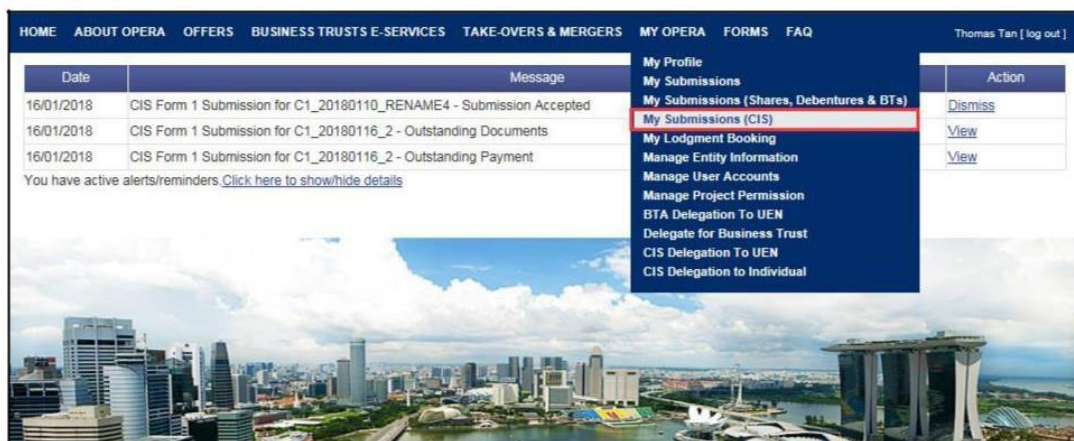
Figure 2.19-1 Homepage of MAS OPERA

1.   After successful log-in, click My Submissions (CIS) under MY OPERA in the main menu. See **Figure 2.19-1**.

Figure 2.19-2 Manage CIS Submission

2.   To create a CIS Form 1-A / 2-A, click on [Form 1-A/2-A Project]. See **Figure 2.19-2**.

Figure 2.19-3 Create CIS Form 1-A / 2A project

3. Select 'Windup Notification' for 'Type of Update'. Select, 'Single Scheme' for 'Single/ 'Multiple Schemes'. Select the 'Scheme Type'. See **Figure 2.19-3**.

Figure 2.19-4 Create CIS Form 1-A / 2-A to notify the winding up of a scheme

4. Check on the checkbox next to the name of the scheme you wish to notify about its winding to wind up. Enter the 'Effective Date'. See **Figure 2.19-4**.

Figure 2.19-5 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.19-5**.

6. Click ⬚Search⬚. See **Figure 2.19-5**.
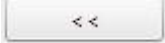
Figure 2.19-6 Add/ Remove authorised users

7. To grant an available user access to the project, select the user name in the 'Available users' list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised User' list. See **Figure 2.19-6**.

   Note: Only users listed in the 'Authorised User' list will be able to access the project, and make submissions as part of the project.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.19-6, the user "Thomas Tan" may be removed from the 'Authorised User' list.

   Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project].

Figure 2.19-7 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See **Figure 2.19-7**. Click on 'View project details' to proceed with lodgement.

Figure 2.19-8 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.19-8**.

You may now proceed to submit a notification of winding up of a scheme by clicking on

Start submission .

You may also amend the list of authorised users by clicking on 'Manage Permissions'.

Figure 2.19-9 Submission Instructions

12. Check ☐ to indicate that you have read and understood the submission instructions. See **Figure 2.19-9**.

13. Click [Next] to proceed, or click [Cancel] to return to the previous screen. See **Figure 2.19-9**.

Figure 2.19-10 CIS Form 1-A – Wind up of Scheme

14. Enter the "Reason for Winding Up". See **Figure 2.19-10**.

Figure 2.19-11 CIS Form 1-A – Add supporting document

15. Select a document from 'Document Type', enter the 'Description of document' and click on [Add Document]. Repeat this step if you have more documents to add. See **Figure 2.19-11**.

Figure 2.19-12 CIS Form 1-A – Declaration

16. Enter all the mandatory fields in for the Form 1-A and click on [Proceed] to submit the form. See **Figure 2.19-12**.

Figure 2.19-13 Upload documents

17. Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on [Next] once you have attached all the documents. **See Figure 2.19-13**.
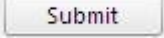
Figure 2.19-14 Submission Summary

18. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.19-14**.

Figure 2.19-15 Payment details

19. The submission process is completed. See **Figure 2.19-15**.

2.20   Create Project for Submission of Other Notification (Form 1-A/2-A)

This section will show you how to create a project to lodge other notifications and supporting documents for authorised / recognised scheme(s).

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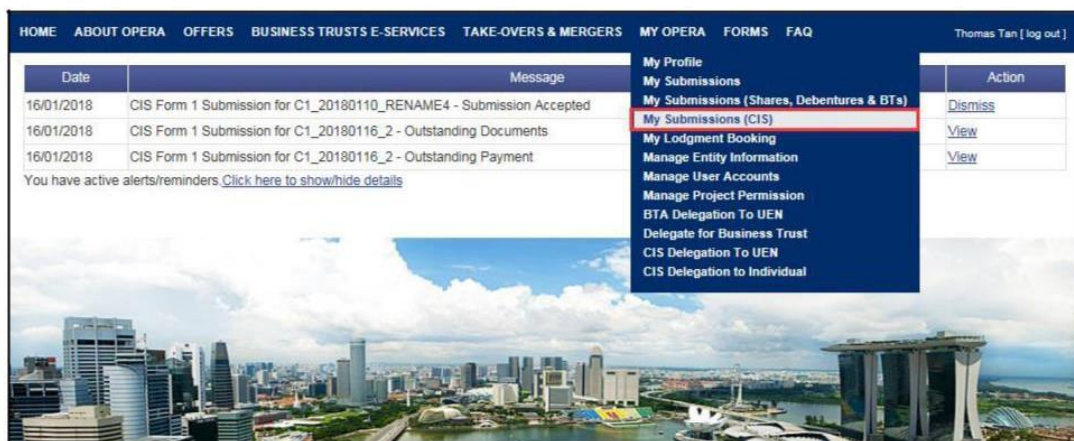

Figure 2.20-1 Homepage of MAS OPERA

1. After successful log-in, click **My Submissions (CIS)** under **MY OPERA** in the main menu. See **Figure 2.20-1**.
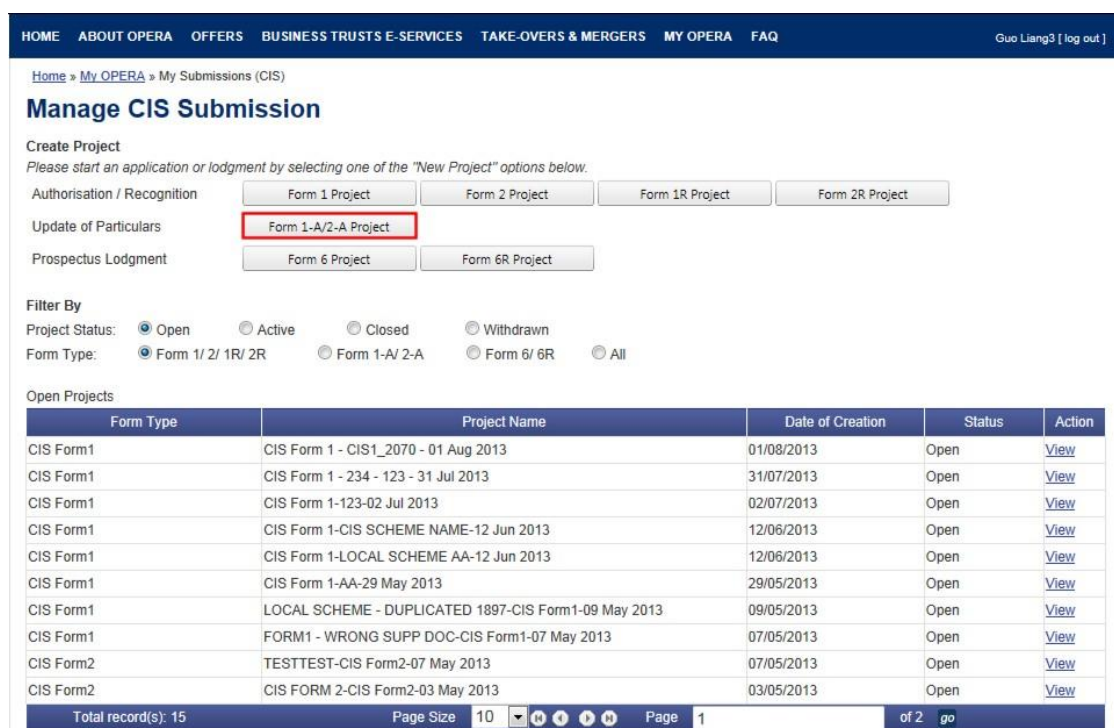

Figure 2.20-2 Manage CIS Submission

2. To create a CIS Form 1-A / 2-A, click on [Form 1-A/2-A Project]. See **Figure 2.20-2**.

Figure 2.20-3 Create CIS Form 1-A / 2-A project

3. Select 'Submit Other Notification' for 'Type of Update'. Select 'Single Scheme' for 'Single/ Multiple Schemes'. Select the 'Scheme Type'. See **Figure 2.20-3**.

Figure 2.20-4 Create CIS Form 1-A / 2-A project for Submission of Notification

4. Check on the checkbox next to the name of the scheme(s) for which you wish to submit a notification. See **Figure 2.20-4**.

Figure 2.20-5 Search for available users

5. To search for available users who may be granted access to the project, enter the user name in the 'search' textbox. See **Figure 2.20-5**.

6. Click [Search]. See **Figure 2.20-5**.

Figure 2.20-6 Add/ Remove authorised users

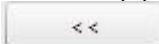7. To grant an available user access to the project, select the user name in the 'Available users' list and click [>>]. The name(s) of the user(s) will be displayed in the 'Authorised User' list. See **Figure 2.20-6**.

    Note: Only users listed in the 'Authorised User' list will be able to access the project, and make submissions as part of the project.

8. To deny authorised user(s) access to the project, select the user name in the 'Authorised User' list. Click [<<]. The name of the user(s) will be removed from the 'Authorised User' list. For example, in Figure 2.20-6, the user "Thomas Tan" may be removed from the 'Authorised User' list.

    Note: You can still manage permissions for the project after the project is created.

9. Click on [Create Project] .

Figure 2.20-7 Project created successfully

10. A confirmation page will be shown when the project is successfully created. See **Figure 2.20-7**. Click on 'View project details' to proceed with lodgement.
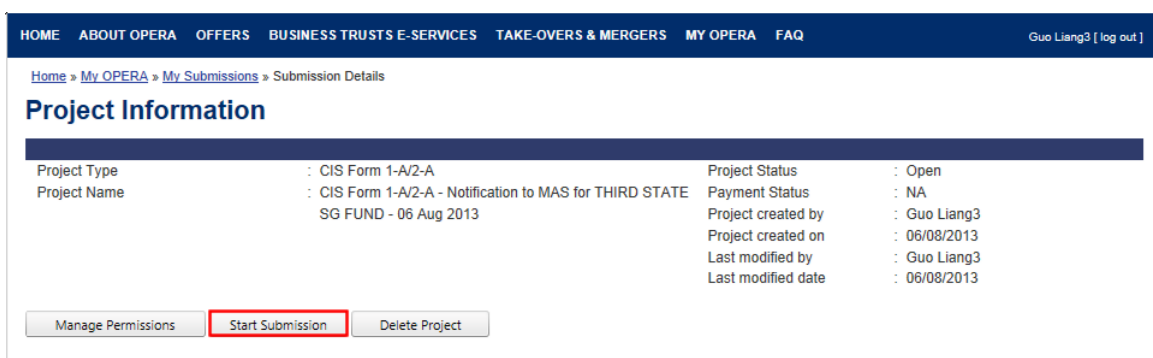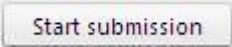

Figure 2.20-8 Project Details

11. After clicking 'View project details', the project information page will be shown. See **Figure 2.20-8**.

    You may now proceed to submit other notifications for authorised / recognised scheme(s) by clicking on [Start submission] .

    You may also amend the list of authorised users by clicking on 'Manage Permissions'.

Figure 2.20-9 Submission Instructions

12. Check ☐ to indicate that you have read and understood the submission instructions. See **Figure 2.20-9**.

13. Click [Next] to proceed, or click [Cancel] to return to the previous screen. See **Figure 2.20-9**.

Figure 2.20-10 CIS Form 1-A – Submit Notification – Add Document

14. Select a document from 'Document Type', enter the 'Description of document' and click on [Add Document]. Repeat this step if you have more documents to add. See **Figure 2.20-10**.

Figure 2.20-11 CIS Form 1-A – Submit Notification – Declaration

15. Enter all the mandatory fields in for the Form 1-A and click on [Proceed] to submit the form. See **Figure 2.20-11**.

Figure 2.20-12 Upload documents

16. Refer to steps 9 - 12 in section 2.7 on how to upload documents. Click on [Next] once you have attached all the documents. **See Figure 2.20-12**.
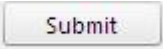
Figure 2.20-13 Submission Summary

17. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.19-12**.

Figure 2.20-13 Payment details

18. The submission process is completed. See **Figure 2.20-14**.

2.21   Withdraw Form Submission

This section will show you how to withdraw a lodgement after submission. These steps are applicable to the withdrawal of

- CIS Form 1/2/1R/2R (before the scheme is authorised or recognised)
- CIS Form 1-A/ 2-A (before the submission is accepted by MAS)
- CIS Form 6/ 6R
  - Lodgement of prospectus or profile statement (before the document is registered)
  - Lodgement of Offer Information Statement, supplementary/ replacement prospectus or supplementary/ replacement profile statement (before the document is lodged)

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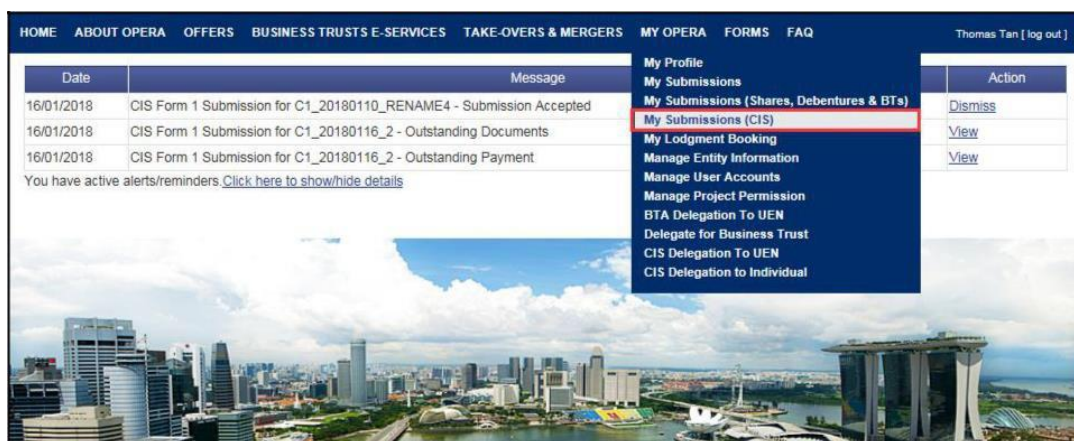

Figure 2.21-1 Homepage of MAS OPERA

1.   After successful log-in, click My Submissions (CIS) under MY OPERA in the main menu. See **Figure 2.21-1**.

Figure 2.21-2 Manage Offer Overview

2. Select 'Open' for the 'Project Status' and 'Form 6/ 6R' for the 'Form type' to filter for CIS Form 6/6R projects that are still 'Open'. See **Figure 2.21-2**.

3. Click on 'View' of the project you want to withdraw. See **Figure 2.21-2**.

Figure 2.21-3 Submission Details

4. Click [Withdraw Submission] to withdraw the application. See **Figure 2.21-3**.

Figure 2.21-4 Upload document

5. Enter the reason for the withdrawal and check ☐ to indicate that you have read and understood the terms of the withdrawal. See **Figure 2.21-4**.

6. You may wish to upload supporting documents (optional).

7. Click [Withdraw Submission] to proceed with the withdrawal, or click [Cancel] to return to the previous page.

Figure 2.21-5 Submission Details page

8. After clicking 'Withdraw Submission', the Project Information page is displayed. The project status is shown as 'withdrawn'. See **Figure 2.21-5**.

2.22   Re-submit form/document 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. Applicant will receive an email notification when the submission is returned.

This section will show you how an applicant can re-submit the entire submission or certain documents after making the amendments.

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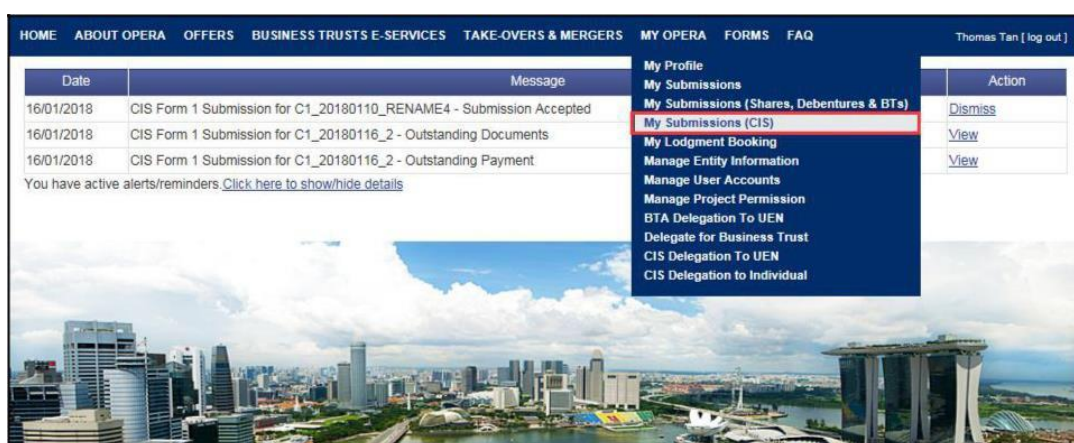

Figure 2.22-1 Homepage of MAS OPERA

1.   After successful log-in, click My Submissions (CIS) under MY OPERA in the main menu. See **Figure 2.22-1**.

Figure 2.22-2 Manage Offer Overview

2. Select 'Open' for the 'Project Status' and 'Form 1/ 2/ 1R/ 2R' for the 'Form type' to filter for CIS Form 1/ 2/ 1R/ 2R projects that are still 'Open'. 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 2.22-2**.

3. Click on 'View' to open the project. See Figure 2.22-2.

For submissions where only certain documents have been returned, refer to steps 4 - 7 for re-submission of those documents. For submissions which have been returned in their entirety, proceed to step 8.

Figure 2.22-3 Certain document(s) returned for amendment

4. To re-submit documents that have been returned, click [Attach Documents] to attach the new document(s). See **Figure 2.22-3**.

Figure 2.22-4 Project Information

5.   Refer to steps 13 - 14 in section 2.7 on how to upload documents. Click on [Next] once you have attached all the documents. **See Figure 2.22-4**.
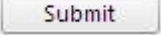

Figure 2.22-5 Summary

6. A summary page with the Payment Preview is displayed. Click [Submit] to submit the application. See **Figure 2.22-5**.
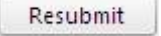

Figure 2.22-6 Payment details

7. A payment page is displayed. See **Figure 2.22-6**.

For submissions that have been returned in their entirety, refer to step 8 on how to re-submit the entire application.

Figure 2.22-7 Resubmit entire submission

8. For submissions that have been returned in their entirety, click [Resubmit] to re-submit the entire application. See **Figure 2.22-7**.

9. The steps to resubmit the submission are the same as the steps to submit the lodgement. Please refer to the earlier sections for details.

2.23   Online Payment

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

Figure 2.23-1 Select Payment Mode

1.   Select the Payment Mode, and enter the Captcha code. See **Figure 2.23-1**
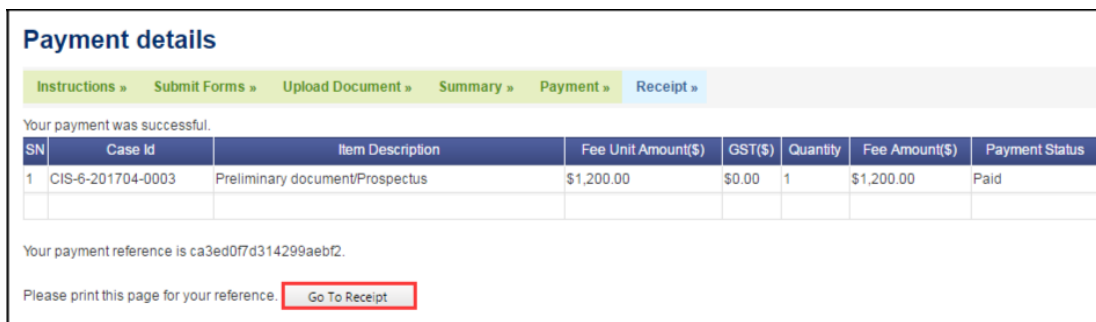
2.   Click on the [Proceed>>] button. See **Figure 2.23-1**

Figure 2.23-2 Enter credit/debit card details

3. Enter the credit or debit card details. See **Figure 2.23-2**

4. Click on the [Submit] button. See **Figure 2.23-2**
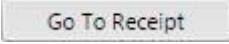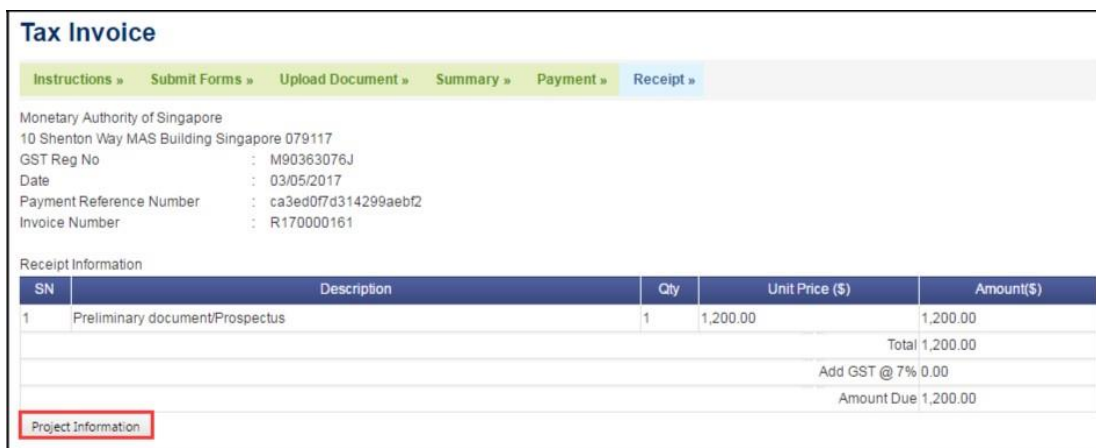
Figure 2.23-4 Successful payment

5. A successful payment acknowledgement is displayed. See **Figure 2.23-4**

6. Click on [Go To Receipt] to view receipt. See **Figure 2.23-4**

Figure 2.23-5 Receipt

7. The receipt is displayed. See **Figure 2.23-5**

8. Click [Project Information] to return to Project Information screen. See **Figure 2.23-5**