



Monetary Authority of Singapore

# **Short Position Reporting System (SPRS)**

## Reporting of Short Position User Guide

Version 1.2

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## **1. ABOUT THIS GUIDE**

This is a step-by-step guide on how to report your short positions.

A short position holder or reporting agent can report short positions by completing and submitting the details in the SPRS online form, or by uploading XML to populate the online form.

Submissions for a particular position date can only be made at the start of each reporting cycle.

You can amend an earlier submission by making a resubmission. A resubmission made before the reporting cut-off date will overwrite the original submission.

## 2. HOW TO REPORT SHORT POSITIONS

Step 1. To complete and submit the online form, click on **Manage Submission** under **MY SPRS** in the main menu, or click **Manage Submission** in the right column of the homepage. See **Figure 2-1**.

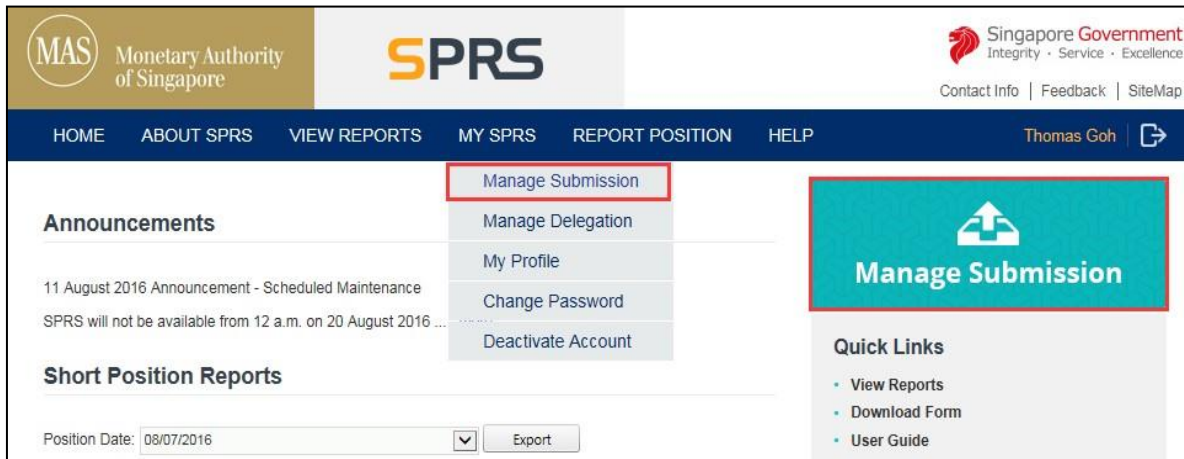


Figure 2-1 SPRS Homepage

Step 2(a). In the Make a New Submission page, enter the Short Position details in the online form section. See **Figure 2-2**.

The screenshot shows the 'Make a New Submission' form. The title is 'SECURITIES AND FUTURES ACT SECURITIES AND FUTURES (SHORT SELLING) REGULATIONS SHORT POSITION REPORTING FORM'. A note says 'Please ensure that all mandatory fields marked \* are completed'. The form is divided into three sections: A. Reporting Cycle, B. Particulars of Short Position Holder, and C. Particulars of Agent. Section A has a 'Position as At \*' field with a date format 'dd/mm/yyyy'. Section B has 'Type of Holder \*' (dropdown set to 'Individual'), 'SPRID \*', 'NRIC/ FIN/ Passport No./Others \*', and 'Name of Position Holder \*' fields. Section C has 'Is this form being submitted by an agent on behalf of the position holder?' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Agent's SPRID \*', 'Agent's Identity Type' (radio buttons for 'an individual' and 'an entity', with 'an individual' selected), 'NRIC/ FIN/ Passport No./Others \*', and 'Name of Agent \*' fields.

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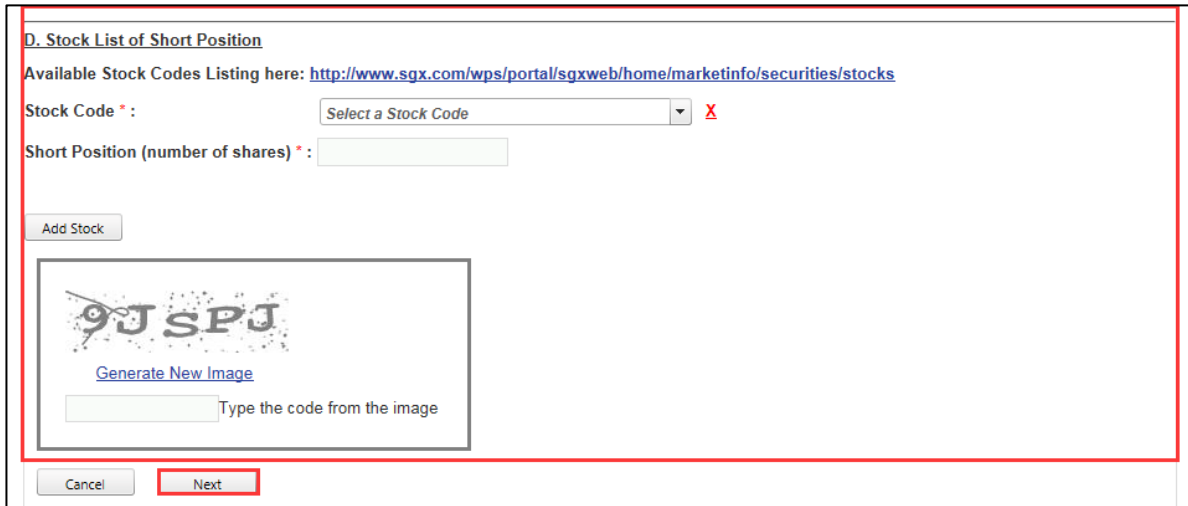


Figure 2-2 Online Form


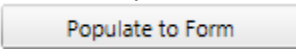
Step 2(b). Alternatively, click  to select a valid XML file, and click  to populate the XML data to the online form. See **Figure 2-3**.



Figure 2-3 XML Upload

 **NOTE**

- A sample of the XML file can be downloaded at [https://eservices.mas.gov.sg/sprs/Public/FAQ/SPR\\_Form1\\_template1.xml](https://eservices.mas.gov.sg/sprs/Public/FAQ/SPR_Form1_template1.xml)

Step 3. Ensure that all mandatory fields are entered/populated. (fields marked with \* are mandatory). Please refer to **Annex A** for a sample of a completed form.

Step 4. The “Particulars of Agent” section is mandatory if the delegated agent is submitting the form on behalf of the position holder. If the position holder is submitting the form for himself, this section will be disabled. See **Figure 2-4**.

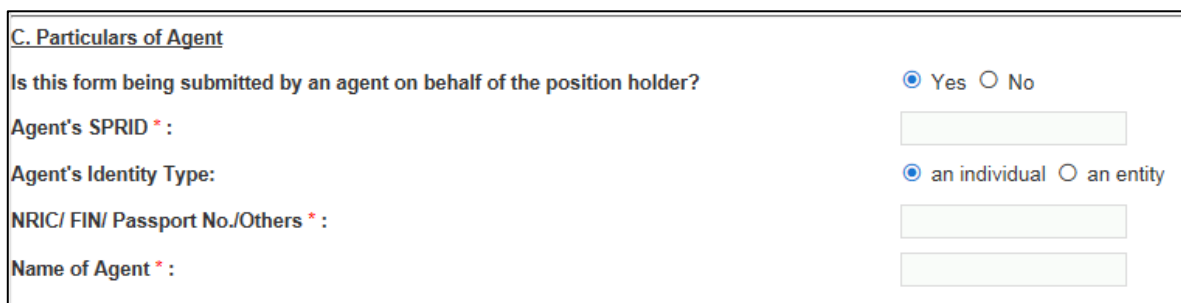
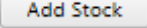


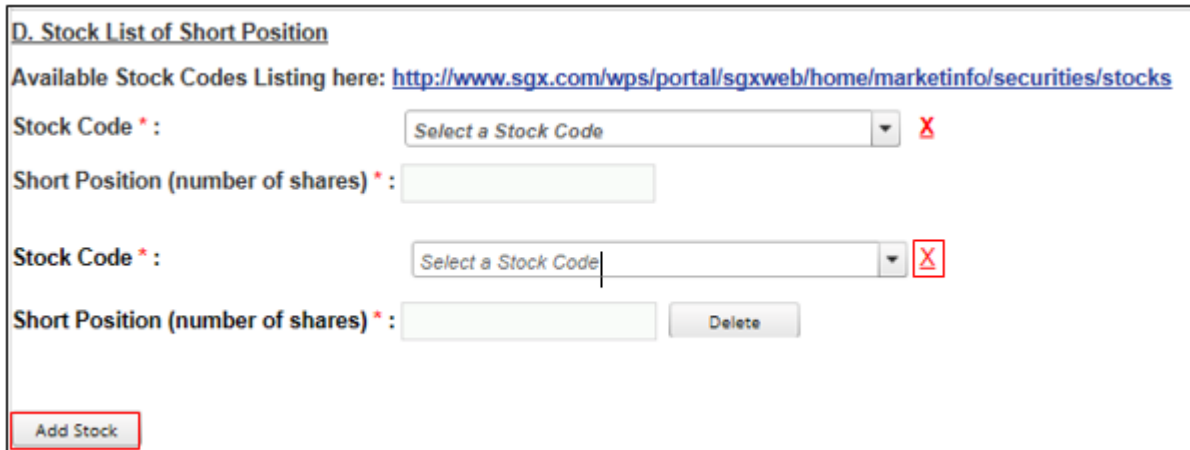
Figure 2-4 SPRS Submission Form

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Step 5. If reporting short positions in multiple stocks, click  to add additional stock information in the form. See **Figure 2-5**.


Step 6. To delete a stock, click .



**D. Stock List of Short Position**  
Available Stock Codes Listing here: <http://www.sgx.com/wps/portal/sgxweb/home/marketinfo/securities/stocks>

Stock Code \* :  

Short Position (number of shares) \* :

Stock Code \* :  

Short Position (number of shares) \* :

Figure 2-5 Add/delete stock

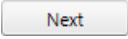
Step 7. Enter the Captcha verification code (case-sensitive). See **Figure 2-6**

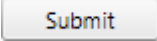
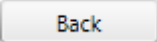


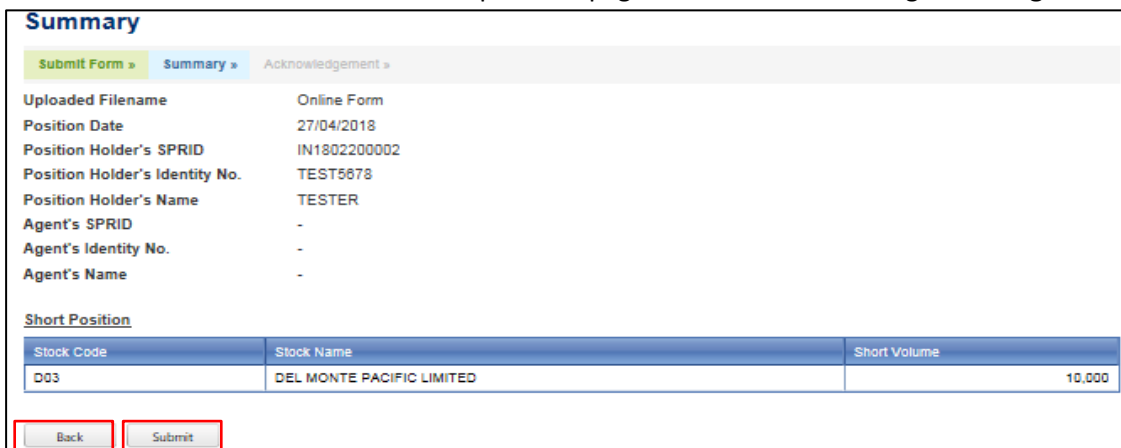
  
[Generate New Image](#)

 Type the code from the image

Figure 2-6 Captcha

Step 8. Click  to make submission.

Step 9. If there are no errors in the online form, a Summary page showing the short position details will be displayed. Click  to complete the submission, or click  to return to the previous page to make further changes. See **Figure 2-7**.



**Summary**

[Submit Form](#) » [Summary](#) » [Acknowledgement](#) »

Uploaded Filename: Online Form  
Position Date: 27/04/2018  
Position Holder's SPRID: IN1802200002  
Position Holder's Identity No.: TEST5078  
Position Holder's Name: TESTER  
Agent's SPRID: -  
Agent's Identity No.: -  
Agent's Name: -

**Short Position**

Stock Code	Stock Name	Short Volume
D03	DEL MONTE PACIFIC LIMITED	10,000

Figure 2-7 Summary of submission

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Step 10. An acknowledgement page will be displayed upon successful submission. See **Figure 2-8**.



Figure 2-8 Acknowledgement page

Step 11. An email with the Submission ID will be sent to the Position Holder and Agent (if the submission is made by a reporting agent).

### 3. HOW TO MAKE A RESUBMISSION


Step 1. Click on **Manage Submission** under **MY SPRS** in the main menu, or click on the  right column of the homepage. See **Figure 3-1**.



Figure 3-1 SPRS Homepage

Step 2. In the Manage Submission page, click **Make a Resubmission** to expand the section. See **Figure 3-2**.

Step 3. Select the submission for which you wish to resubmit.

#### NOTE

- Position holders can make a resubmission for their own submissions and submissions made by their reporting agent.
- Reporting agents can only make a resubmission for submissions that the reporting agent itself has made.
- Click the 'View' hyperlink to view details (i.e. Stock Code, Stock Name, Short Positions) of your previous submission. You cannot view submission details if the reporting cycle has passed.



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Make a New Submission						
Make a Resubmission						
	Submission ID	Submission Date	Position Date	Submitter's SPRID	Submitter's Name	Action
<input checked="" type="radio"/>	S-180328-000029	28/03/2018 10:23:55	10/11/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	S-180409-000004	09/04/2018 15:05:41	24/03/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	R-180424-000001	24/04/2018 17:50:08	11/11/2016	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	S-180427-000002	27/04/2018 16:48:48	27/04/2018	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	R-180315-000001	15/03/2018 10:09:25	27/01/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	S-180323-000001	23/03/2018 10:43:49	10/03/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	S-180323-000011	23/03/2018 14:46:13	20/10/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	S-180323-000012	23/03/2018 14:54:29	27/10/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	R-180314-000001	14/03/2018 16:05:54	13/01/2017	IN1802200002	TESTER	<a href="#">View</a>
<input type="radio"/>	R-180315-000002	15/03/2018 15:48:43	10/02/2017	IN1802200002	TESTER	<a href="#">View</a>

Page size: 10 17 items in 2 pages

Figure 3-2 Manage Submission

Step 4. Enter the Short Position details in the online submission form, or upload the XML to populate the online submission form.

**NOTE**

- The steps to make a resubmission is the same as the steps of making a new submission in section 2.

Step 5. Enter the Captcha verification code (case-sensitive) and click .

Step 6. If there are no errors in the uploaded form, a Summary page showing the short position details will be displayed. Click  to complete the resubmission, or click  to return to the previous page to re-upload the form. See **Figure 3-3**.

Home » My SPRS » Manage Submission » Submission Summary

### Summary

[Submit Form](#) » [Summary](#) » [Acknowledgement](#) »

Uploaded Filename	Online Form
Position Date	27/04/2018
Position Holder's SPRID	IN1802200002
Position Holder's Identity No.	TEST5678
Position Holder's Name	TESTER
Agent's SPRID	-
Agent's Identity No.	-
Agent's Name	-

**Short Position**

Stock Code	Stock Name	Short Volume
D03	DEL MONTE PACIFIC LIMITED	10,000

Figure 3-3 Summary of submission

Step 7. An acknowledgement page will be displayed upon successful resubmission. See **Figure 3-4**.



Figure 3-4 Acknowledgement page

Step 8. An email with the Submission ID will be sent to the short position holder and Agent (if the submission is made by the reporting agent).

## Annex A – Sample Short Position Reporting Online Form

**SECURITIES AND FUTURES ACT  
SECURITIES AND FUTURES (SHORT SELLING) REGULATIONS  
SHORT POSITION REPORTING FORM**

Please ensure that all mandatory fields marked \* are completed

**A. Reporting Cycle**

Position as At \* :   "dd/mm/yyyy"

---

**B. Particulars of Short Position Holder**

Type of Holder \* :

SPRID \* :

NRIC/ FIN/ Passport No./Others \* :

Name of Position Holder \* :

---

**C. Particulars of Agent**

Is this form being submitted by an agent on behalf of the position holder?  Yes  No

Agent's SPRID \* :

Agent's Identity Type:  an individual  an entity

NRIC/ FIN/ Passport No./Others \* :

Name of Agent \* :


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**D. Stock List of Short Position**

Available Stock Codes Listing here: <http://www.sgx.com/wps/portal/sgxweb/home/marketinfo/securities/stocks>

Stock Code \* :

Short Position (number of shares) \* :



[Generate New Image](#)

Type the code from the image