Enhanced Repo Facility
User Guide
(For Primary Dealers)

Revision Notice

| Version	Changes	Updated By	Date
1.0	Initial Version	MAS	01/06/2010
1.1	Updated due to requirement changes raised by user during UAT	MAS	31/08/2010
1.2	Updated screenshots and overview	MAS	05/08/2013
1.3	Updated withdrawal function	MAS	26/11/2014
1.4	Updated with CorpPass login	MAS	06/09/2020
1.5	Updated with Singpass Login page	MAS	30/03/2021

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1   Introduction

This document specifies the System requirements and procedures for the submission and withdrawal of applications through the Enhanced Repo Facility, a function of eApps.

In order to use this System, you must have a Corppass account. For instructions on the registration process, please refer to the FAQ *"How do I register for a new login account?"*

2   Overview

The following diagram describes the process of submitting ERF bids and viewing allotment results (Figure 1):
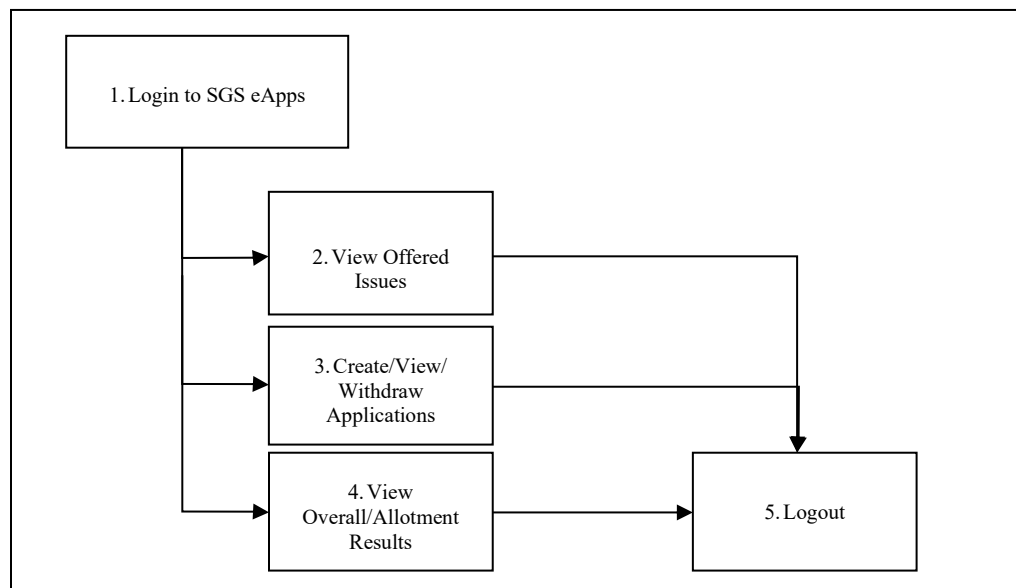
Figure 1 Bids Submission Process

1. Please login to eApps to access the Enhanced Repo (ERF). Before using the functions offered on ERF, you must agree to the Terms and Conditions of use of the ERF. You may also download a copy of the ERF guidelines from the same page.

2. Upon a successful login, you will be able to view the list of issues that are opened for bidding. The list of issues available for bidding will typically be uploaded at 10am on an allotment day.

3. You can apply for issues or view current/submitted applications for issues which are open for bidding. You will also be able to withdraw submitted applications. Submission and withdrawal of applications mustbe performed before the allotment cutoff time.

4. After the allotment is performed by MAS, you can view the allotment results.

5. After completing any ERF activities, users may logout of eApps System. You may also click on the eApps logo to go to eApps.

3   Minimum System Requirements

- Microsoft® Internet Explorer v9.0 or higher

4 Procedures

4.1 Login

1. **eApps for Primary Dealers** can be accessed via the following link (https://eservices.mas.gov.sg/sgeapps/).

2. Click on **the login button** and proceed to login.
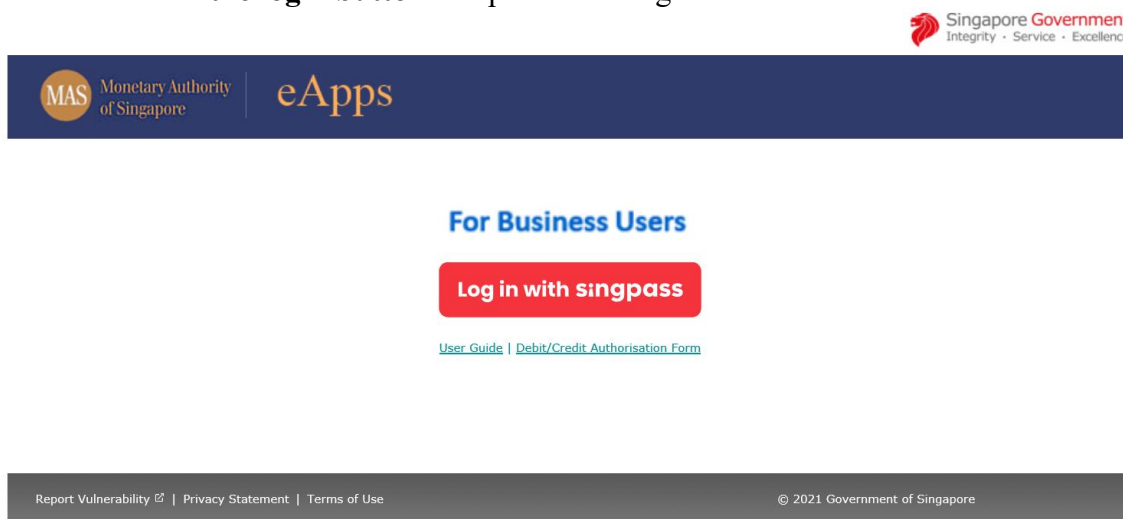
Figure 2 eApps Login

3. Upon successful login, click on **MAS Enhanced Repo Facility** in the eApps home page.
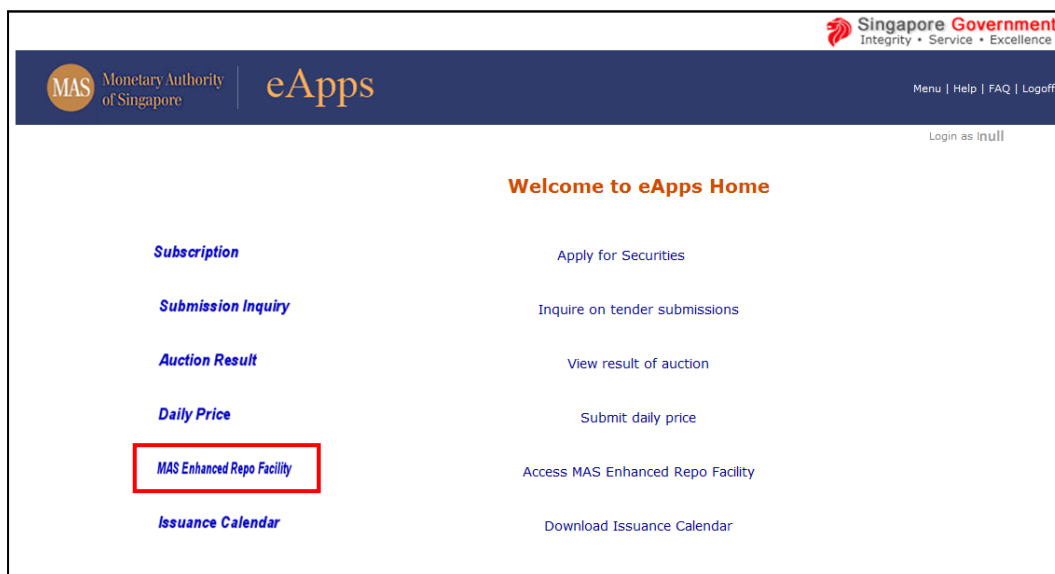
Figure 3 eApps main menu

4. Next, you will be prompted to agree to the Terms and Conditions of use of the Enhanced Repo Facility. Click on **ERF Guidelines** for more information on the guidelines for use of the enhanced repo facility.

Figure 4 Enhanced Repo Facility Agreement

5. Upon clicking on **I Agree**, users will be able to view the menu, and access the various functions.
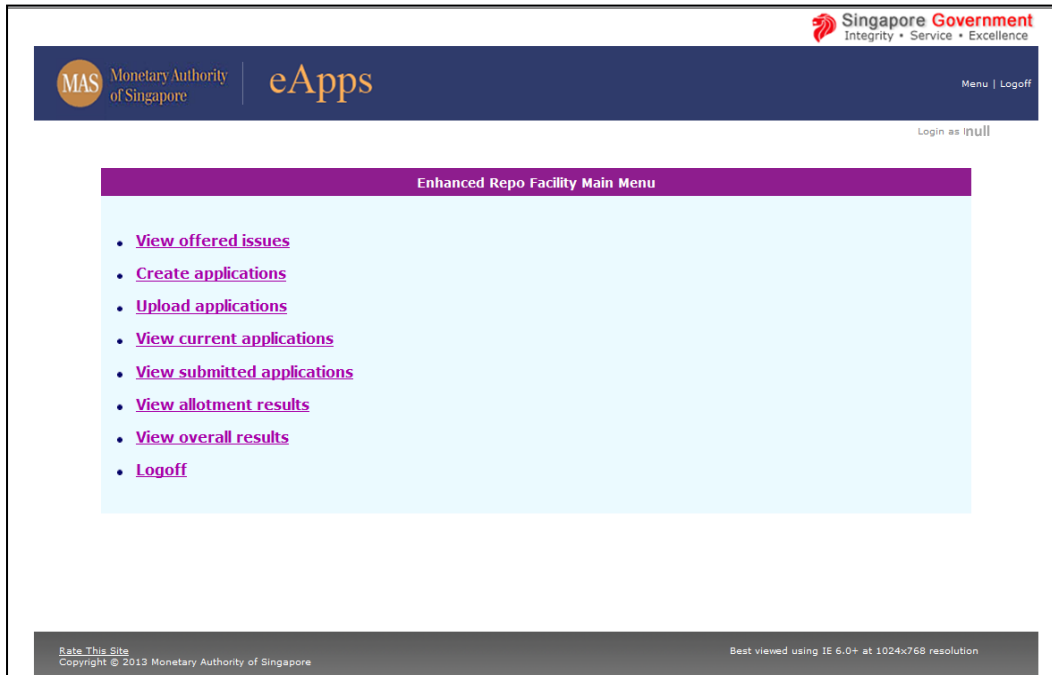

Figure 5 ERF home page

4.2 Session Timeout

1. If there is no activity for a specific time (approx. 15 min), the System will direct the current page to the Timeout page, and the session will be logout. To access ERF, please re-login.
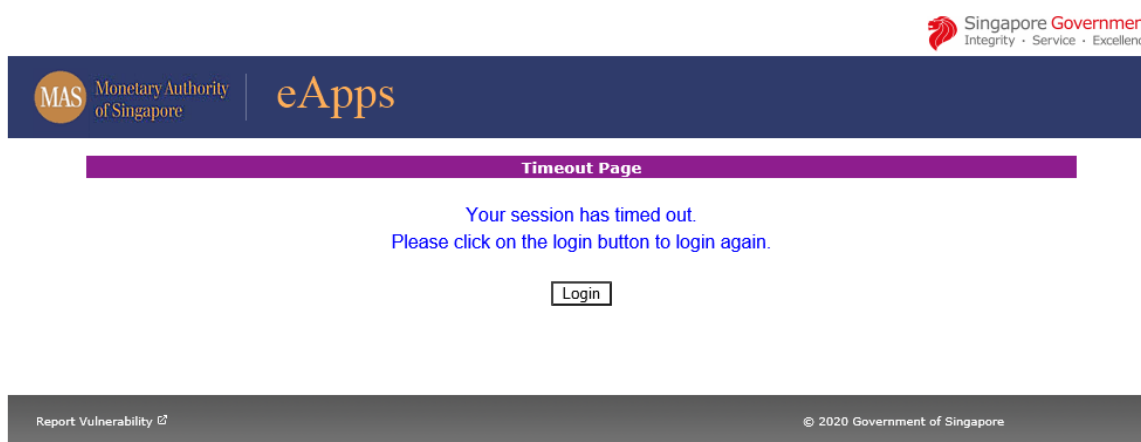

Figure 6 Session Timeout

4.3 Logout

1. Click **Logout** to end the session. The link is available at the top right-hand corner of every screen.

2. The System will prompt for your confirmation. Please note that all entries will be lost if the browser is closed, or when the user logs off without confirming the applications.
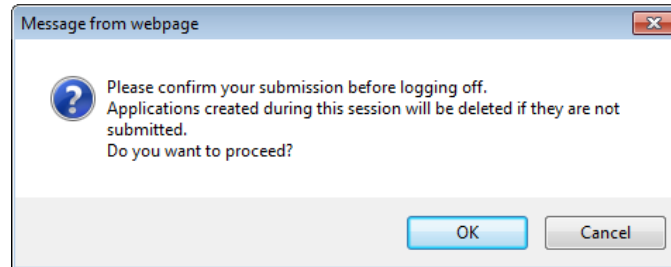

Figure 7 Confirmation to Logout

3. Upon confirming the logout, the System will end the session. To access the ERF, please log in again.
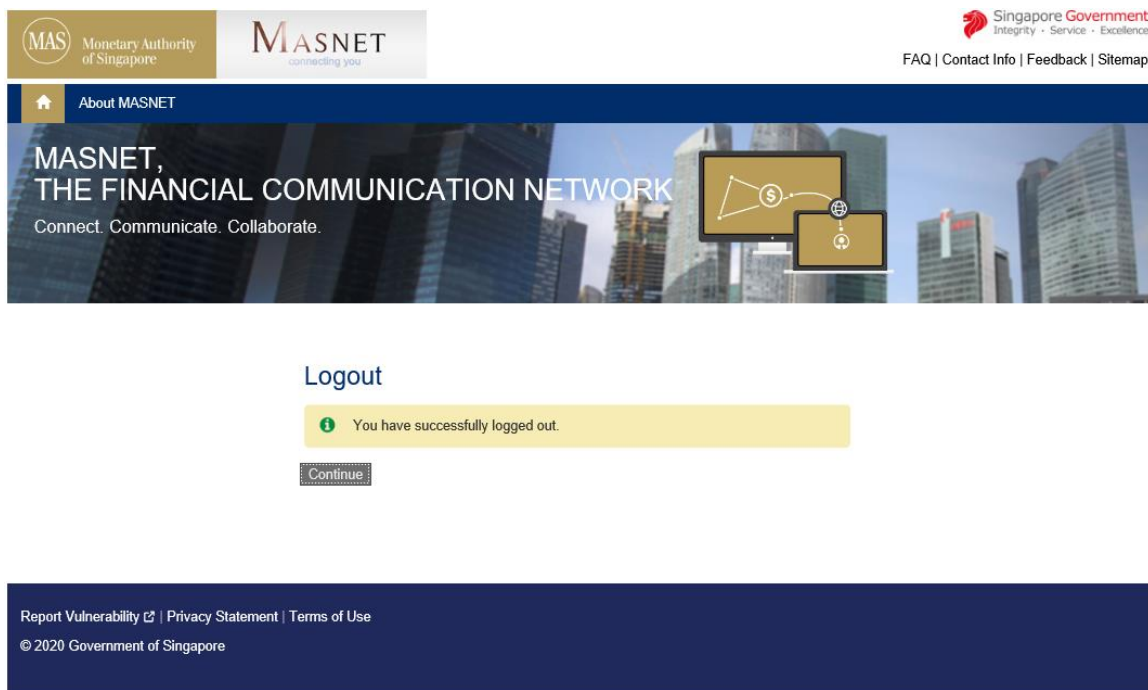

Figure 8 Logout page

4.4   View Offered Issues

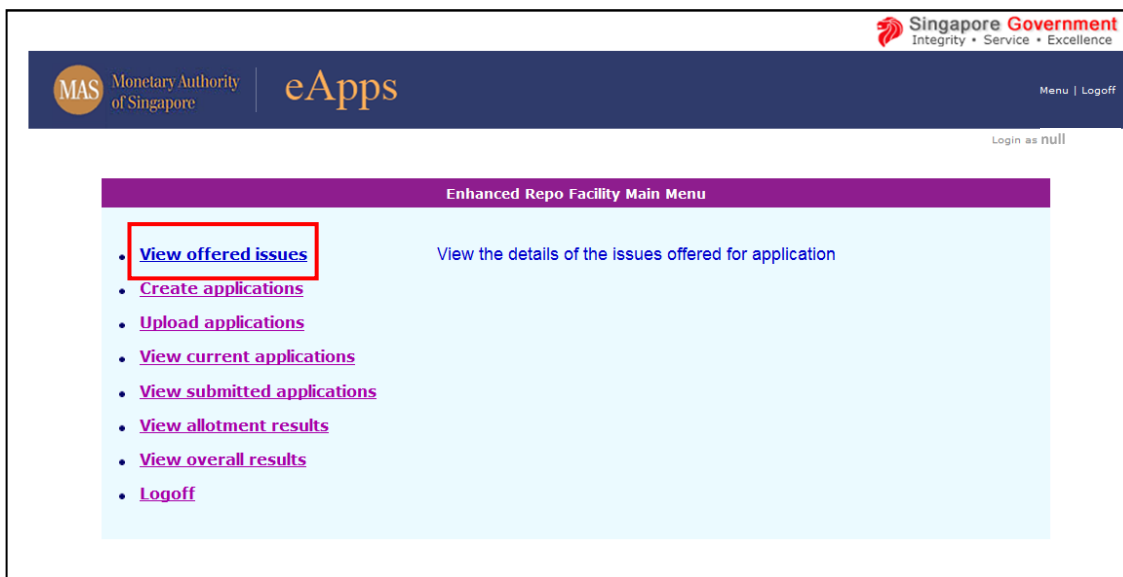1. Click on **View Offered Issues** menu option.

Figure 9 ERF Main menu - View Offered Issues

2. The list of issues that are offered for application will be displayed. Click on the issue code to create an application via a web form. Refer to *Create Applications* for more details.
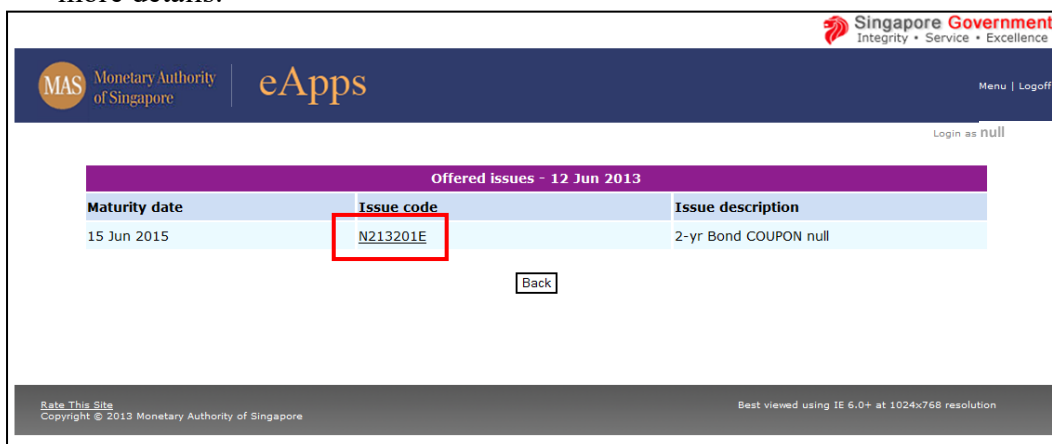
Figure 10 List of Offered Issues

4.5 **Create Applications**

1. Click on **Create Applications** menu option to create a repo transaction[1]. The System will display a web form for you to make your application. <u>Please note that all applications must be made before the allotment cutoff time.</u>

2. The "Required Issue" dropdown list will contain the list of opened issues, while the "Issue in exchange" dropdown list will have the list of valid/ongoing issues, which can be pledged as general collateral.

3. Enter the following information in the Application form displayed:
   a. Issue code of the Required Issue[2] – to be selected from the list of opened issues.
   b. Nominal Amount of Required Issues – subject to a minimum of S$1 million and a maximum of S$50 million, in multiples of S$1 million.
   c. Issue code of the Issue in Exchange – to be selected from the list of valid/ongoing issues (i.e. tendered on or before application date, issued on or before value T+1 date, and not maturing within the next 7 days).

Figure 11 Create Application

4. Click on the **Save** button to add the entry to the list of current applications.

5. The following checks will be applied when saving the entry:
   a. The nominal amount for each application should be a minimum of S$1 millon and a maximum of S$50 millon, in denominations of S$1 millon.
   b. The cumulative sum of the nominal amount applied by a PD for a particular issue does not exceed S$50millon.

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[1] Applications for a specific issue (S) by pledging a collateral issue (G) in exchange via the System.

[2] PDs can apply for specific issues that are maturing within the next 7 days, but cannot pledge issues that are maturing within the next 7 days as general collateral.

6. A summary of current applications will be displayed if the entries are valid.

Figure 12 Summary of Applications

7. To add more entries, click on the **Add** button, and repeat steps 3 and 4.

8. To delete an existing entry, click the checkbox under the first column of the summary page. Then click **Delete** to remove the entry from your list of applications. If there are no applications remaining, the page will display a message "No application(s) submitted for this session".

Figure 13 Summary of Applications without applications

9. To modify/edit an existing entry from the summary page, click on the entry number located under the second column. The application form, with details from the entry will be displayed. Edit the fields and click on the **Save** button to save the modified details into the list of current applications.

10. To submit the list of applications, select the checkbox for each application and click **Submit**. A confirmation screen, showing the applications selected, will be displayed.

11. The dirty prices and nominal amount (for issue in exchange) will be shown in the Confirmation screen only if the submission is done after the daily closing prices are available. If there are no daily prices, a message showing "Daily closing prices are not available" will be displayed. Click on the **Refresh** button to display the prices once they are available in the system.

Figure 14 Confirmation page without closing prices

Figure 15 Confirmation page with closing prices

12. Upon clicking the **Confirm** button to confirm the applications, a confirmation box will appear to verify confirmation and remind users to print out the list of confirmed for reference.
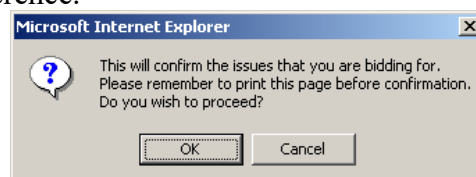
Figure 16 Prompt to confirm applications

13. The following checks will apply upon confirmation:
    a. Cutoff time for application submission is not over.

b. The general collateral must not be maturing within the next 7 days.

14. Upon confirmation, the application details will then be encrypted and stored in the System.

15. Upon successful submission, the system will display an Acknowledgement page with the transaction reference number, time and date.
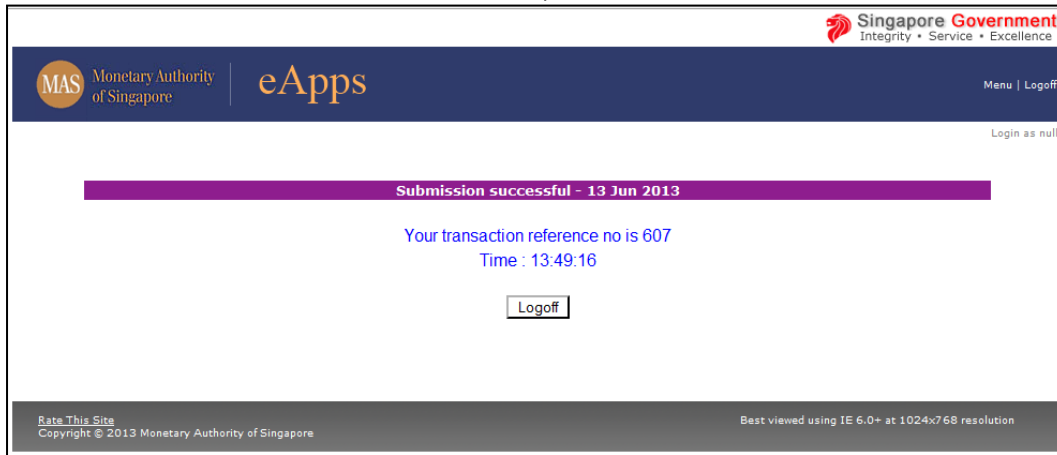
Figure 17 Application acknowledgement page

4.6 Upload Applications

This allows you to upload a list of the repo transactions, i.e. apply for a specific issue (s) by pledging a collateral issue (g) in exchange, into the system. The System only accepts *.csv files. (For a sample of the file, please refer to *FAQ 5.2*)

1. Click on **Upload Applications** to upload a list of the repo transactions[3]. Please note that applications must be made before the allotment cut-off time.

2. Click on **Browse** to select the file (*.csv) to be uploaded (see Figure 18 for example of contents). To confirm the upload, click on the **Upload** button.

Figure 18 Sample contents of application csv file

Figure 19 Upload application

3. The following checks will apply upon upload:

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[3] Applications for a specific issue (S) by pledging a collateral issue (G) in exchange via the System.

a. There are issues opened for bidding.
b. The cutoff time is not exceeded.
c. The date specified in the uploaded file is today's date.
d. The specific collateral must be opened for application.
e. The specific collateral must not be the same as the general collateral.
f. The general collateral is valid.
g. The general collateral must have been tendered on or before the application (T) date, and issued on or before the value (T+1) date.
h. The general collateral must not be maturing within the next 7 days.
Note: PDs can apply for specific issues that are maturing within the next 7 days, but cannot pledge issues that are maturing within the next 7 days as general collateral.
i. The nominal amount for each application must have a minimum of S$1 millon and a maximum of S$50 millon, in denomination of S$1 millon.
j. The cumulative sum of the nominal amount applied by a PD for a particular issue does not exceed S$50millon.

4. Next, the list of uploaded applications will be displayed in the Confirmation screen. The dirty prices and nominal amount (for issue in exchange) will be displayed if the submission is done when the daily closing prices are available. If the daily prices are not available, the System will display a message saying that "Daily closing prices are not available." Click on **Refresh** to display the prices once they are available.

Please print this page before confirmation

No	Required issue	Dirty price	Nominal amount	Issue in exchange	Dirty price	Nominal amount
1	N213201E	-	5,000,000	NZ12810N	-	-
2	N213201E	-	5,000,000	NZ10100F	-	-

* Daily closing prices are not yet available

Back   Refresh   Print   Confirm

This application will take 1 day to process.

If you encounter any problems with this e-Service, please contact us at 1800-225-8247, or email helpdesk@mas.gov.sg.

Figure 20 Confirmation page without closing prices

Figure 21 Confirmation page with closing prices

5. To confirm the submission, click **Confirm**.

6. A confirmation box will be displayed to verify confirmation. It will also remind you to print out the list of issues for reference.
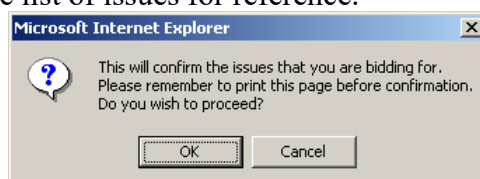

Figure 22 Prompt to confirm applications

7. The following checks will apply upon confirmation:
   a. Check that the cut-off time for application submission is not over.
   b. The general collateral must not be maturing within the next 7 days.

8. Upon confirmation, the application details will be encrypted and stored in the System.

9. Upon successful submission, the System will display an Acknowledgement page with the transaction reference number, time and date.
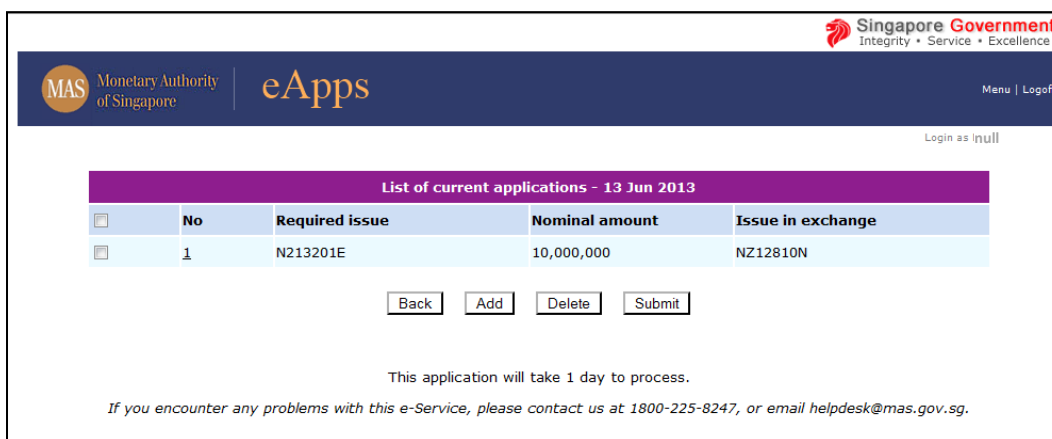
Figure 23 Application acknowledgement page

4.7 **View Current Applications**

1. From the main menu, click on the **View Current Applications** menu option, to view applications that have not been submitted.

2. The System will display a list of applications that you have added, but not submitted.

Figure 24 View current applications

3. For instructions on how to add/delete/edit/submit the applications, please refer to the previous section *Create Applications*.

4.8 **View/Withdraw Submitted Applications**

1. From the main menu, click on the **View Submitted Applications** menu option.

2. The System will display the batches of applications submitted for the day. As the information is encrypted, only the transaction reference number and time of receipt are displayed. Click **Back** to go back to the previous page.

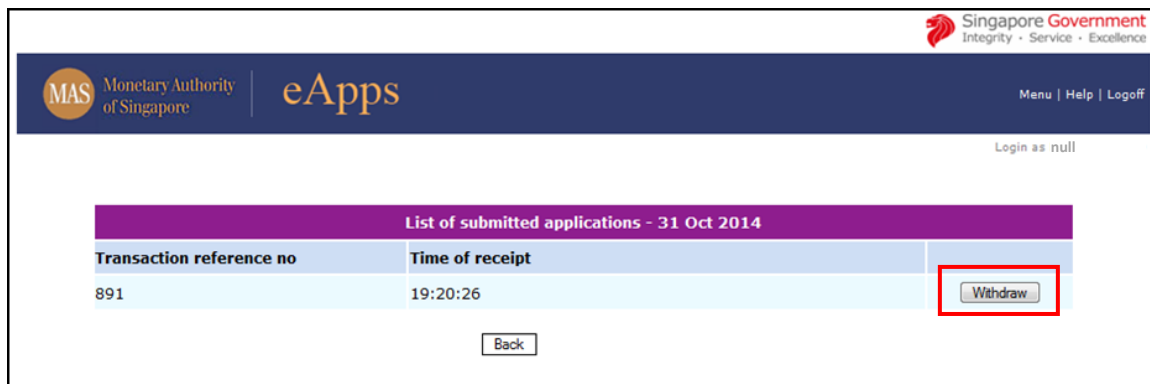3. To withdraw applications, click on **Withdraw** next to the application you would like to withdraw. **This must be done before the ERF cut-off time.**

Figure 25 View submitted applications (before withdrawal)

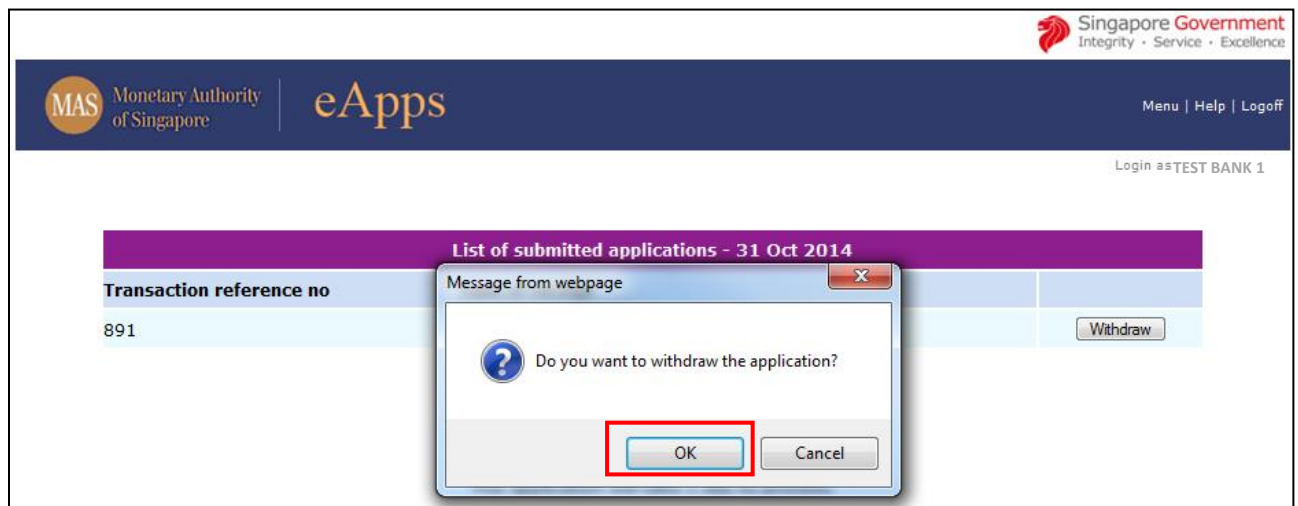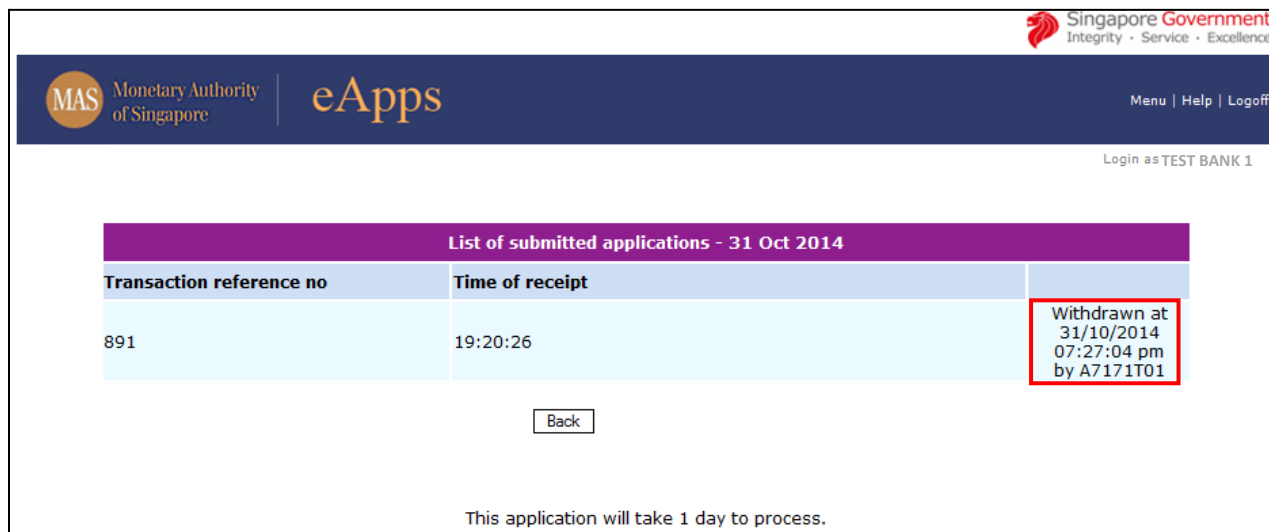4. Click **Ok** in the pop-up box. This must be done **before the ERF cut-off time**.

Figure 26 Withdrawal confirmation

5. Withdrawal status will be displayed at the "View Submitted Applications" page. You can continue submitting or withdrawing more applications if required, **before the ERF cut-off time**.
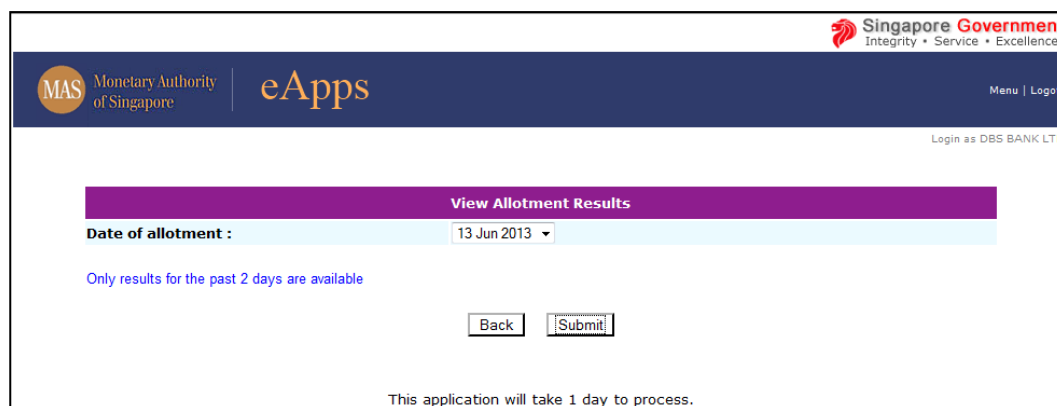

Figure 27 ERF View Submitted Applications (after withdrawal)

4.9 View Allotment Results

1. To view the allotment results, click on the View Allotment Results menu option.

2. Select the date of allotment results and click Submit. Please note that only dates for the past 10 days will be available for selection. Today's date will only be available if today's allotment has been triggered.

Figure 28 Select date of allotment

3. The System will display the allotment results for the selected date. If today's date is selected, the allotment results for the day will be displayed when they are available.

4. Details of the allotment will be shown as below (Figure 29). Applications are allotted successfully unless there is an exception. Please refer to the various Exception Status below.

    Exception Status:
    - Limit = application has been rejected because it has exceeded the S$50 millon limit for that particular issue.
    - Cancel = application has been rejected because MAS has cancelled the particular application.
    - Void = application has been rejected because the allotment has been voided.

Figure 29 Allotment results

4.10 View Overall Results

1. Click on the **View Overall Results** menu option.

2. Next, select the required date from a dropdown list and click on the Submit button. Only the dates for the past 10 days will be available for selection.

Figure 30 Select date for overall results

3. A summary of the allotment results for the selected date will be displayed. Overall results for all the opened issues will be shown (including issues that have no applications).

Figure 31 Overall results

5   Frequently Asked Questions

5.1   How do I register for a new login account?

Approach your entity's Corppass Administrator or Sub-Administrator to create your individual Corppass account and assign EAPPS digital service to the account.

Next, you must complete the '*Form T1 - SGS eApps Registration*' and email it to MAS (Email: sgddiv@mas.gov.sg) with the subject titled 'SGS eApps Registration – *[insert Bank Code]*'.
This form can be found in Annex A of the eApps User Guide.

Upon creation of account, MAS will acknowledge the account creation status.

5.2   Where can I get a sample upload file?

Please download the document attached, and amend the Submission date (dd.mm.yy), Specific Issue, Nominal amount and General Collateral accordingly.

ERF_SampleUploadFil
e_20130731.csv