

**SGS & MAS Bill
Auction Bid Submission
User Guide
(For Primary Dealers)**

Revision History

<u>Version</u>	<u>Changes</u>	<u>Updated By</u>	<u>Date</u>
1.0	Initial Version	MAS	26/11/2014
1.1	Updated for adding Application Type in Bid Submission	MAS	04/12/2018
1.2	Updated with CorpPass login	MAS	06/09/2020
1.3	Updated with Singpass Login page	MAS	30/03/2021
1.4	Updated for View/Withdraw submitted bids	MAS	12/10/2022

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1 Introduction

This document specifies the System requirements and procedures for the submission and withdrawal of SGS and MAS Bill auction bids via 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? How do I register for a new login account?”*

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2 Overview

The following diagram describes the process of submitting auction bids and viewing allotment results (Figure 1):

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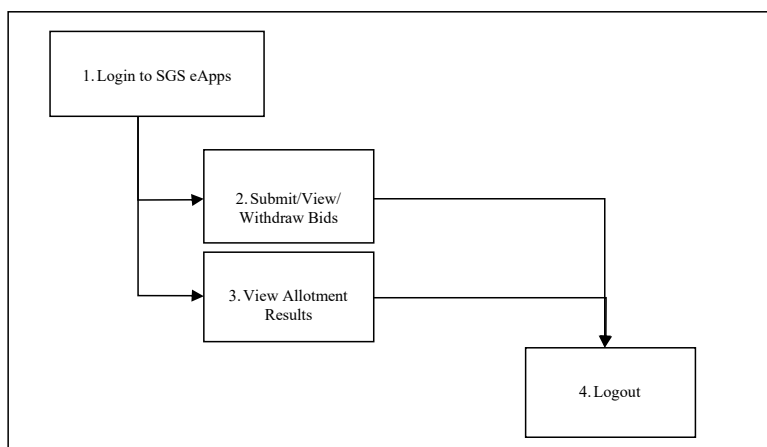


Figure 1 Bids Submission Process

1. Please login to eApps.
2. Upon successful login, you will be able to submit bids for available auctions. You will also be able to withdraw submitted bids. **The submission and withdrawal of bids must be performed before the auction cutoff time.**
3. After the allotment is performed by MAS, you can view the allotment results.
4. After completing auction activities, you may logout of eApps System. 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.

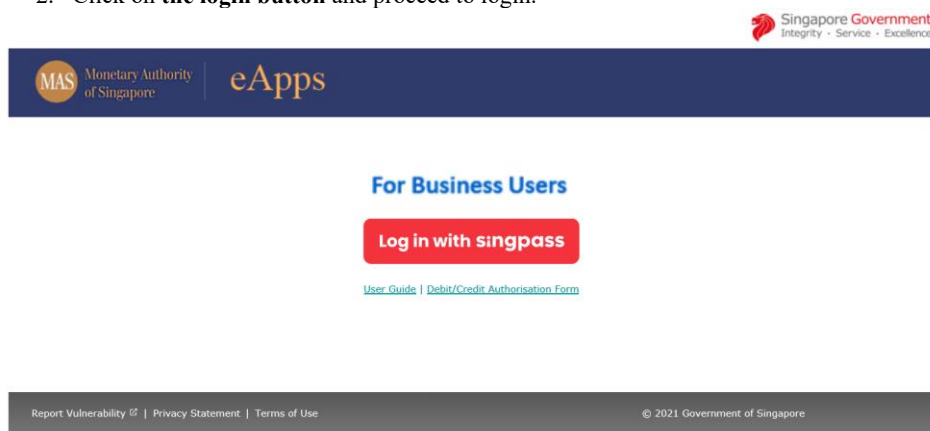


Figure 2 eApps Login

3. Upon successful login, the eApps main menu will be displayed.

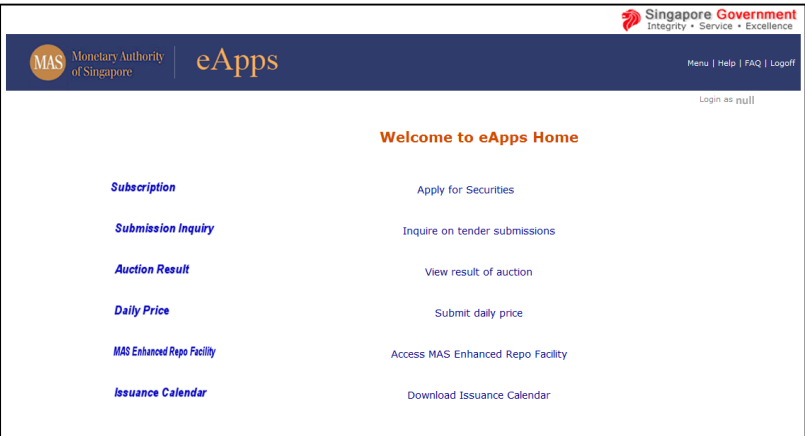


Figure 3 eApps main menu

4.2 Session Timeout

1. If there is no activity for some time (approx. 15 min), the System will direct the current page to the Timeout page, and the session will logout. To access eApps, please login again.

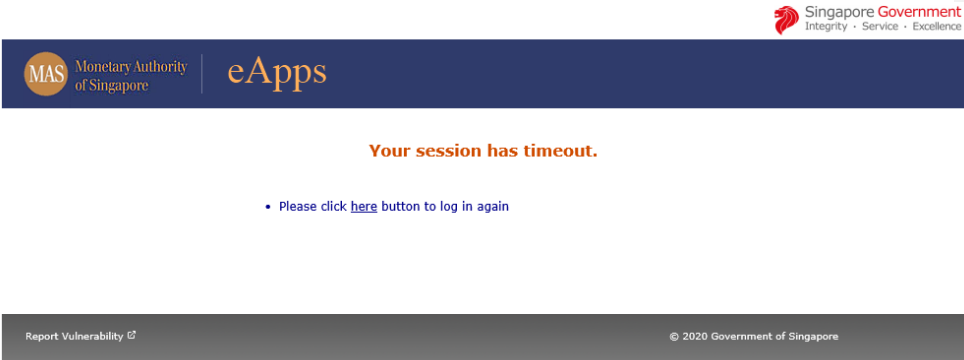


Figure 4 Session Timeout

4.3 Logoff

1. Click **Logoff** to end the session. The link is available at the top right-hand corner of every screen.
2. Upon confirming the logoff, the System will end the session. To access eApps, please login again.

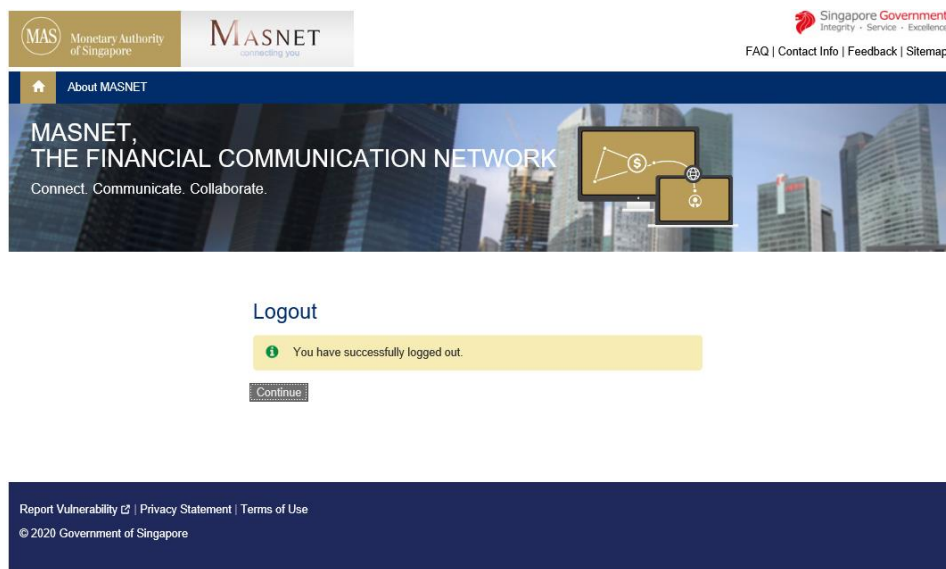


Figure 5 Logout page

4.4 Bid Submission (Overview)

1. To submit auction bids, click on **Subscription** in the eApps home page.

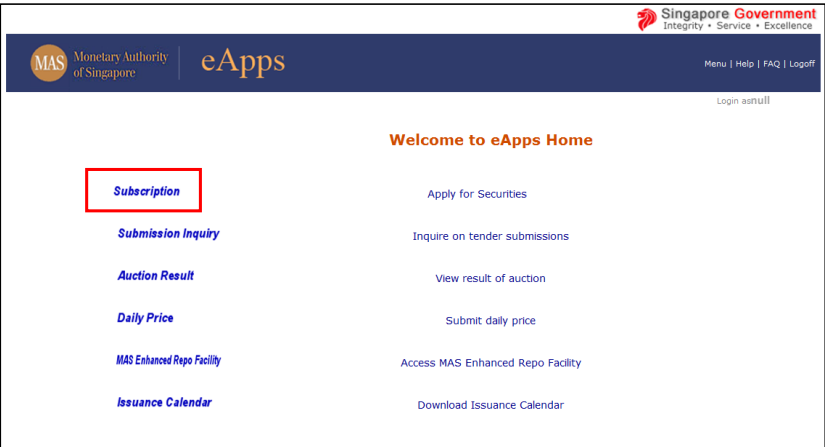


Figure 6 eApps main menu

2. The subscription page will be displayed. Auctions bids can be submitted through:
 - i. Web form; or
 - ii. File upload (only for **ATM retail bids**; cannot be withdrawn; not applicable for MAS Bills)

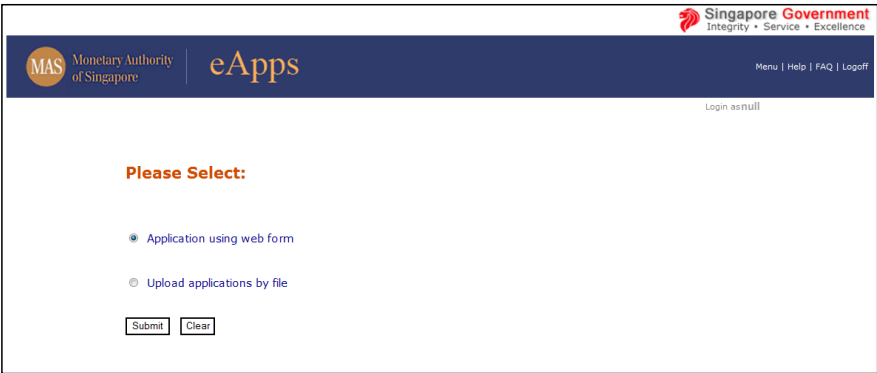


Figure 7 Subscription page

4.5 Bid Submission (Web form: Non-ATM Bids)

1. To submit bids through web form, select **Application using web form** (Figure 7) and click **Submit**.
2. The “Application for Securities” form will be displayed. Figure 8 provides a guide for SGS (bond and T-Bills) auction bids submissions through web form.

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APPLICATION FOR SECURITIES

2018 - Free Play NZ51615F to be issued on 10/12/2018

Nominal Amount is required for each bid.
For all SGS (Bonds & T-Bills) Nominal Amount must be in multiples of 1,000 with a minimum

Up to 5 Nominal Amounts and bids can be submitted. Please input the bids in order.

Nominal amount (\$)	Competitive	Yield
1.		
2.		
3.		
4.		
5.		

(The yield for competitive bids must be in percentage terms up to 2 decimal places)

Yield must be numeric and up to 2 decimal places. Valid range of values for yield is 0.01 - 99.99.
For competitive bids, the Yield must not be empty.

For each bid, please indicate 'Y' for Competitive and 'N' for non-competitive

Type of applicant is a compulsory field. Please select from the drop-down list. Refer to the table below for the full list.

Application Type is a compulsory field. If "CPFIS" or "SRS" selected, then Type of applicant must be Individual and CPF/SRS account no is compulsory

Securities Account No with MAS must be entered. Securities will be allotted to this account.
For e.g. when the type of applicant is "PD", enter the Primary Dealer's account no. with MAS here.

When Type of applicant = "PD", "FB", "RB", "OB", or "MAS", the securities account type must be "Bank".
For other applicant types, securities account type must be "Bank's customer".

Full name of applicant: (For non-bank)

Applicant's address:

NRIC no./Passport no.:

Nationality:

Application Type:

CPF/SRS account no.:

CDP account no.:

Securities account no. with MAS: (e.g. 9999)

The allotted securities will be transferred to the Bank account.

Bank's reference no.: 7171-

Primary Dealer's token user id: A717101

Important: By clicking the 'Submit' button below, you are indicating your agreement by the terms and conditions set out in the SGS Electronic Application Service Agreement

Submit Clear

Other Notes:

- Singapore NRIC no. must be of the format S1234567A or T1234567A
- Applicants using CPF funds must fill in their CPF account numbers.
 - o Singaporean's CPF account no. must be of the format S1234567A.
 - o Foreigner's CPF account no. must be of the format *234567A, where * is "A", "B", "C", "D" or "F".
- For banks who apply as customers of another bank, select "Other Bank" for Type of applicant and "Bank's customer" for securities account type.

List of options for Type of applicant:

- Primary Dealer (PD)
- Full Bank (FB)
- Restricted Bank (RB)
- Offshore Bank (OB)
- Other Bank – customer of another bank (NB)
- Merchant Bank (MB)
- Investment Advisor (IA)
- Finance Company (FC)
- Insurance Company (INS)
- Statutory Board, Government-Linked Company (SB)
- Individual (IND)
- Singapore Exchange (SGX)
- Monetary Authority of Singapore (MAS)
- Others (OTH)

Figure 8 SGS bids submission

3. After all the relevant fields are filled in correctly, click on **Submit**.
4. If there are errors in the form inputs, the “Application for Securities” form will be displayed again with a list of error messages under the page title.

APPLICATION FOR SECURITIES
[Help](#)

Please re-enter the entries labeled in red

We either had trouble understanding those fields, or need additional information.

- For row 1 of Bid section, 'Nominal Amount' must not be empty!
- Select the 'Type of Applicant'!
- Application Type must be selected CASH if the applicant is not an individual!
- Securities account no. must be entered!
- Bank's reference no. must not be empty!

20YR BOND 2018 - Free Play NZ51615F to be issued on 10/12/2018

	Nominal Amount (\$)	Competitive	Yield
1.		<input type="checkbox"/>	
2.		<input type="checkbox"/>	
3.		<input type="checkbox"/>	
4.		<input type="checkbox"/>	
5.		<input type="checkbox"/>	

(The yield for competitive bids must be in percentage terms up to 2 decimal places.)

Type of applicant: (For non-bank only)

Full name of applicant:

Applicant's address:

NRIC no./Passport no.:

Nationality:

Application Type:

Figure 9 SGS bids submission with errors

- After amending the incorrect values as highlighted by the error messages, click on **Submit**.
- When the SGS bids are successfully submitted, the SGS application confirmation page will be displayed ([Figure 10](#)). Please print out the confirmation for your own reference.

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Please Confirm Your Application.

- You submitted an application for security code: NZ51615F
 - Your user id with eApps is: XXXX T01.
 - Date/Time: 04-12-2018 13:56:45.
- Please click on the button below to confirm your application.

20YR BOND 2018 - Free Play NZ51615F to be issued on 10/12/2018

	Nominal amount (\$)	Competitive	Yield
1.	120,000	C	1.96
2.	150,000	C	1.5
3.	160,000	C	1.45
4.	170,000	C	1.25
5.	85,000	N	

Type of applicant: Primary Dealer
Application Type: CASH

Securities account no. with MAS: XXXX
Bank name: XXXX BANK LTD
The allotted securities will be transferred to the bank account with MAS.

Bank's reference no.: XXXX-0001

Figure 10 SGS application confirmation page

- To confirm the SGS bids application submission, click on **Confirm**.
- [Figure 11](#) provides a guide for **MAS Bill** auction bids submissions through web form.

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Instructions for completion of the e-Tender form

Nominal Amount is required for each bid. For MAS Bills **Nominal Amount** must be in multiples of 1,000 with a minimum value of 1,000.

APPLICATION FOR MAS BILLS

[Help](#)

DUE 171218MA1 MA50500H to be issued on 05/12/2018

Nominal amount (\$)	Competitive	Yield
1. <input type="text"/>	Y	<input type="text"/>
2. <input type="text"/>	Y	<input type="text"/>
3. <input type="text"/>	Y	<input type="text"/>
4. <input type="text"/>	Y	<input type="text"/>
5. <input type="text"/>	Y	<input type="text"/>

(The yield for competitive bids must be in percentage terms up to 2 decimal places.)

Type of applicant: ☒

Full name of applicant: (For non-bank bids)

Applicant's address:

Securities account no. with MAS: (e.g. 9999)

The allotted securities will be transferred to the **account.**

Bank's reference no.: 7171-

Primary Dealer's token user id: A7171T01

Important: By clicking the 'Submit' button below, you are indicating your acceptance of the terms and conditions set out in the SGS Electronic Application Service Agreement.

Yield must be numeric and up to 2 decimal places. Valid range of values for yield is 0.01 – 99.99.

Type of applicant is a compulsory field. Please select from the drop-down list. Refer to the table below for the full list.

Securities Account No with MAS must be entered. Securities will be allotted to this account. For e.g. when the type of applicant is "PD", enter the Primary Dealer's account no. with MAS here.

When **Type of applicant** = "PD", "FB", "RB" or "OB", the **securities account type** must be "Bank".

For other applicant types, **securities account type** must be "Bank's Customer".

Other Notes

For banks who apply as customers of another bank, select "Other Bank" for **Type of applicant** and "Bank's customer" for **securities account type**.

List of options for Type of applicant:

- Primary Dealer (PD)
- Full Bank (FB)
- Restricted Bank (RB)
- Offshore Bank (OB)
- Other Bank – customer of another bank (NB)
- Merchant Bank (MB)
- Finance Company (FC)
- Insurance Company (INS)
- Statutory Board, Government-Linked Company (SB)
- Singapore Exchange (SGX)
- Others (OTH)

Figure 11 MAS Bills bids submission

9. After all the relevant fields are filled in correctly, click on **Submit**.

10. If there are errors in the form inputs, the “Application for MAS Bills” form will be displayed again with a list of error messages under the page title (Figure 12).

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APPLICATION FOR MAS BILLS
[Help](#)

Please re-enter the entries labeled in red
We either had trouble understanding those fields, or need additional information.

- For row 1 of Bid section, 'Nominal Amount' must not be empty!
- Select the 'Type of Applicant'!
- Securities account no. must be entered!
- Bank's reference no. must not be empty!

24-wks m-bills MX14070A to be issued on 18/11/2014

	Nominal Amount (\$)	Competitive	Yield
1.		Y	
2.		Y	
3.		Y	
4.		Y	
5.		Y	

(The yield for competitive bids must be in percentage terms up to 2 decimal places.)

Type of applicant: **NIL**

Full name of applicant: (For non-bank only)

Applicant's address:

Securities account no. with MAS: (e.g. 9999)

The allotted securities will be transferred to the **Bank** account.

Bank's reference no.: xxxxx

Primary Dealer's token user id: AxxxxT01

Important: By clicking the 'Submit' button below, you are indicating your agreement to be bound by the terms and conditions set out in the SGS Electronic Application Service Agreement.

Submit **Clear**

Figure 12 MAS Bills bids submission with errors

11. After amending the incorrect form values as highlighted by the error messages, click on **Submit**.
12. When the bids for SGS MAS Bills are successfully submitted, the application confirmation page will be displayed (Figure 13). Please print out the confirmation for your own reference.

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Please Confirm Your Application.

- You submitted an application for security code: MX14070A
 - Your user id with eApps is: AxxxxT01.
 - Date/Time: 10-11-2014 11:44:39.
- Please click on the button below to confirm your application.

24-wks m-bills MX14070A to be issued on 18/11/2014

	Nominal amount (\$)	Competitive	Yield
1.	100,000,000	Y	1.4

Type of applicant: Primary Dealer

Securities account no. with MAS: xxxxx

Bank name: xxx BANK LTD

The allotted securities will be transferred to the bank account with MAS.

Bank's reference no.: xxxxx-001

Figure 13 SGS application confirmation page

13. To confirm the SGS MAS Bills application submission, click on **Confirm**.

4.6 Bid submission (File Upload: ATM Retail Bids)

- To submit bids through file upload, select **Upload applications by file** (Figure 7) and click **Submit**.
- The file upload page will be displayed. Click on **Browse** to select a file to upload (".txt" file format), and click on **Submit** for the System to process your file.

Note: Submissions through file upload (i.e. ATM retail bids) cannot be withdrawn.

Please Select:

File name:

Figure 14 File upload page

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3. A confirmation page will be displayed to inform you if the uploaded file is valid. There are four possible scenarios that may occur at the end of the file validation process:
 - i. The System is not able to accept the file (usually caused by a fatal error);
 - ii. All records in the file are rejected;
 - iii. Some records are accepted, while others are rejected;
 - iv. All records are accepted.
4. ~~Figure 15~~Figure 15 shows the first scenario, where the file is rejected as key information is missing. Click on **Return** to go back to the file upload menu. Kindly follow the instructions shown to resolve the error.

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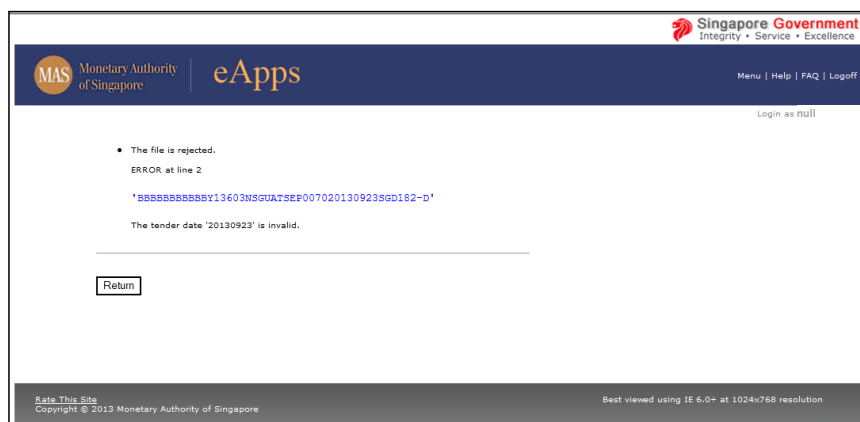


Figure 15 Scenario 1 - File rejected due to fatal error

5. ~~Figure 16~~Figure 16 shows the second scenario, where records in the file are all rejected. All rejected records and reasons for rejections will be displayed in the table. Please follow the instructions provided in the error message to resolve the issue.
6. Since all the records are rejected, there are no valid bids to submit. Click on **Return** to return to the file upload menu.

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APPLICATION FOR SECURITIES

Total number of rejected bids: 3

Line No.	Line content and reject reason			
3	0000000000B135000FB C00120103030000000TE_00000100000C+001110DB Cues 1	B80001166E	71TICMD	123456789012A00000020287612
	B513530U is closed for application.			
4	0000000000B135000FB C00220103030000000TE_00000200000B+000000DB Cues 2	B80206473D	71TICMD	123456789012A0000002039701
	B513530U is closed for application.			
5	0000000000B135000FB C00120103030000000TE_00000300000C+00130DF Cues 3	B81213056B	71TICMD	123456789012A00000020437631
	B513530U is closed for application.			

Total number of accepted bids: 0, Total accepted amount: 0.

Line No.	Security Code	Bank's Ref No.	Applicant's Name	IC/Passport No.	Applied Amt	Campa/Non-Camp	Bid Yield	Submit Method
No accepted record.								

Important: By clicking the "Submit" button below, you are indicating your agreement to be bound by the terms and conditions set out in the SGS Electronic Application Service Agreement.

Submit

Return

Figure 16 Scenario 2 - Invalid records

7. Figure 17 shows the third scenario, where some records are accepted, while others are rejected. All rejected records and reasons for rejections will be displayed in the table. Click on **Return** to go to the file upload menu or click on **Submit** to confirm the submission of the valid bids.

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		Menu Help FAQ Logout	

Login as: null

APPLICATION FOR SECURITIES

Total number of rejected bids: 2

Line No.	Line content and reject reason	Bid Price	Status	Remarks
3	000000000008521199ZD85000012021011130410TF_000000030000-00110Reta1 6 Yield should be 0 for non-competitive bid.	S70000026J	A	0000002036170
4	000000000008521199ZD85000022021011130410TF_00000003000C-00110Reta1 6 The submission method should be 'A' or 'B' or 'C'.	FY1234526J	D	0000002036170

Total number of accepted bids: 2, Total accepted amount : 6,000.

Line No.	Security Code	Bank's Ref. No.	Applicant's Name	IC/Passport No.	Applied Amt	Comp/Non-Comp.	Bid Yield	Submit Method
5	B5221199Z	D8800003	Retail 6	F6789026J	3000	C	1.1	A
6	B5221199Z	D8800004	Retail 6	A5673426J	3000	C	1.1	A

Important: By clicking the "Submit" button below, you are indicating your agreement to be bound by the terms and conditions set out in the SGS Electronic Application Service Agreement.

Submit
Return

Figure 17 Scenario 3 - Partial records valid

8. Figure 18 shows the fourth scenario, where all records are accepted. Click on **Submit** to confirm the submission of the valid bids.

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The screenshot shows the MAS eApps interface for 'APPLICATION FOR SECURITIES'. At the top, there are logos for MAS (Monetary Authority of Singapore) and Singapore Government, along with navigation links (Menu, Help, FAQ, Logoff) and a login status 'Login as null'. The main heading is 'APPLICATION FOR SECURITIES'. Below it, a summary states 'Total number of rejected bids: 0'. A table with 2 columns (Line No., Line content and reject reason) shows 'No rejected record.' Below this, another summary states 'Total number of accepted bids: 4, Total accepted amount: 700,000.' A table with 9 columns (Line No., Security Code, Bank's Ref No., Applicant's Name, IC/Passport No., Applied Amt, Comp/Non-Comp, Bid Yield, Submit Method) lists 4 accepted bids. At the bottom, there is an important note about the 'Submit' button and a 'Submit' button.

Line No.	Security Code	Bank's Ref No.	Applicant's Name	IC/Passport No.	Applied Amt	Comp/Non-Comp	Bid Yield	Submit Method
3	BS13202U	Null C01	Null Cust 1	T0199779Z	100000	C	1.11	A
4	BS13202U	Null C02	Null Cust 2	S0206673D	200000	N	0.0	A
5	BS13202U	Null C03	Null Cust 3	F1234567A	300000	C	0.8	A
6	BS13202U	Null C04	Null Cust 4	F1234267A	100000	C	1.3	A

Figure 18 Scenario 4 - All records valid

9. When the transaction is completed, the System will display the list of valid records that are accepted by the System. Please print out the confirmation for your own reference.

The screenshot shows the MAS eApps interface for 'Transaction Completed'. At the top, there are logos for MAS (Monetary Authority of Singapore) and Singapore Government, along with navigation links (Menu, Help, FAQ, Logoff) and a login status 'Login as null'. The main heading is 'APPLICATION FOR SECURITIES'. Below it, the status 'Transaction Completed.' is displayed. A summary states 'Total number of accepted bids: 4, total accepted amount: 700,000.' A table with 9 columns (Line No., Security Code, Bank's Ref No., Transaction Ref No., Applicant's Name, IC/Passport No., Applied Amt, Comp/Non-Comp, Bid Yield, Submit Method) lists 4 accepted bids. Below the table, there are 'Return' and 'Print' buttons.

Line No.	Security Code	Bank's Ref No.	Transaction Ref No.	Applicant's Name	IC/Passport No.	Applied Amt	Comp/Non-Comp	Bid Yield	Submit Method
3	BS13202U	Null C01	2	Null Cust 1	T0199779Z	100000	C	1.11	A
4	BS13202U	Null C02	3	Null Cust 2	S0206673D	200000	N	0.0	A
5	BS13202U	Null C03	4	Null Cust 3	F1234567A	300000	C	0.8	A
6	BS13202U	Null C04	5	Null Cust 4	F1234267A	100000	C	1.3	A

Figure 19 Transaction complete

4.7 View/Withdraw submitted bids

1. Click on **Submission Inquiry** at the main menu

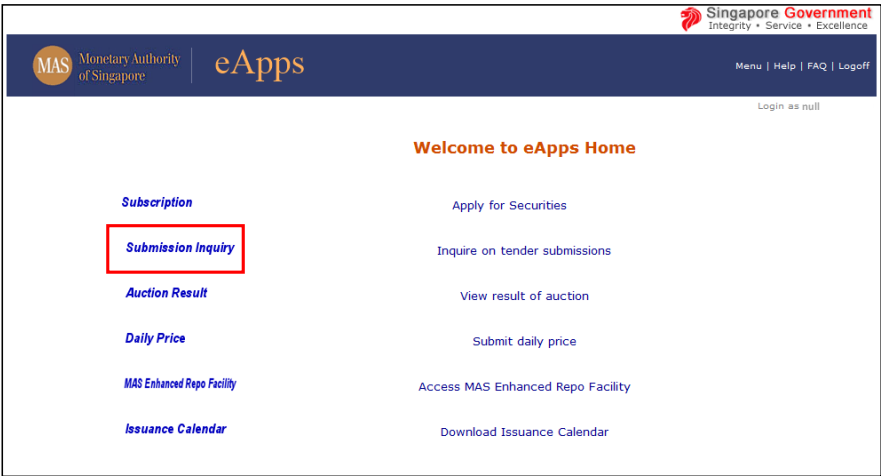


Figure 20 eApps main menu

2. A summary of all submissions (web form and file upload) will be displayed. Click on **Withdraw** next to the form you would like to withdraw. This must be done **before the auction cut-off time**.

Note: Submissions through file upload (i.e. ATM retail bids) cannot be withdrawn.

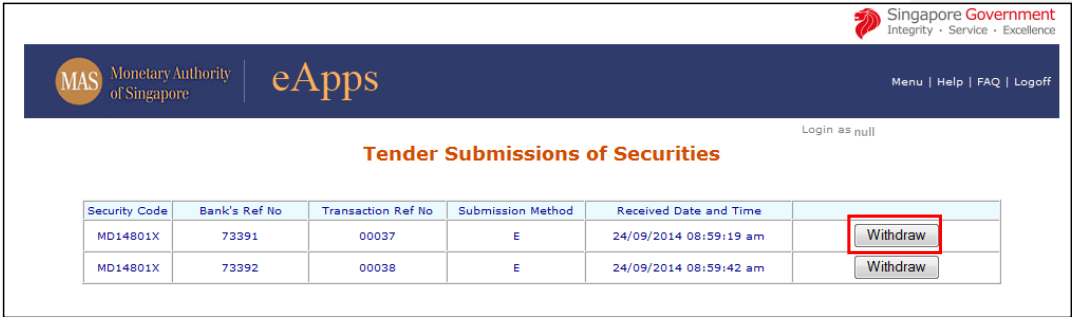


Figure 21 Submission inquiry (before bid withdrawal)

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

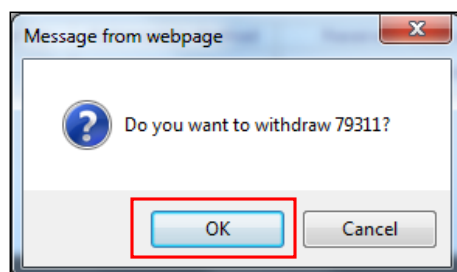




Figure 22 Withdrawal confirmation

- Withdrawal status will be displayed at the “Submission Inquiry” screen. Please print out the confirmation for your own reference. You can continue submitting or withdrawing more bids if required, **before the auction cut-off time**.



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Login as null

Tender Submissions of Securities

Security Code	Bank's Ref No	Transaction Ref No	Submission Method	Received Date and Time	
MD14801X	73391	00037	E	24/09/2014 08:59:19 am	Withdrawn at 24/09/2014 10:15:19 am by A9999T05
MD14801X	73392	00038	E	24/09/2014 08:59:42 am	Withdraw

Figure 23 Submission Inquiry (after bid withdrawal)

- A summary of all submissions of ATM retail bids received via SFTP (backend) can be downloaded as a csv file by clicking on the link “Download Retail Bid Submissions” in the “Submission Inquiry” page

Note: If there are no ATM retail bids Submissions received via SFTP (backend), the link “Download Retail Bid Submissions” will not be displayed

Tender Submissions of Securities

[Download Retail Bid Submissions](#)

Security Code	Bank's Ref No	Transaction Ref No	Submission Method	Received Date and Time	
BS11911Z	71711	00002	E	26/09/2022 03:58:31 pm	Withdraw
BS11911Z	71712	00003	E	26/09/2022 04:05:31 pm	Withdraw

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Sample csv file downloaded on clicking “Download Retail Bid Submissions”

	A	B	C	D	E
1	Security Code	Bank's Ref No	Form No	Submission Method	Received Date and Time
2	BS11911Z	7171DBS C002	2 B		26/9/2022 13:25
3	BS11911Z	7171DBS C003	3 B		26/9/2022 13:25
4	BS11911Z	7171DBS C004	4 B		26/9/2022 13:25
5	BS11911Z	7171DBS C005	5 B		26/9/2022 13:25
6	BS11911Z	7171DBS00001	1 A		26/9/2022 13:25

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.