Monetary Authority of Singapore

Short Position Reporting System (SPRS)

Reporting of Short Position User Guide

Version 1.3

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TABLE OF CONTENTS

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.**

Figure 2-2 Online Form

Step 2(b).   Alternatively, click [Upload XML] to select a valid XML file, and click
[Populate to Form] 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://sprs.mas.gov.sg/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**.
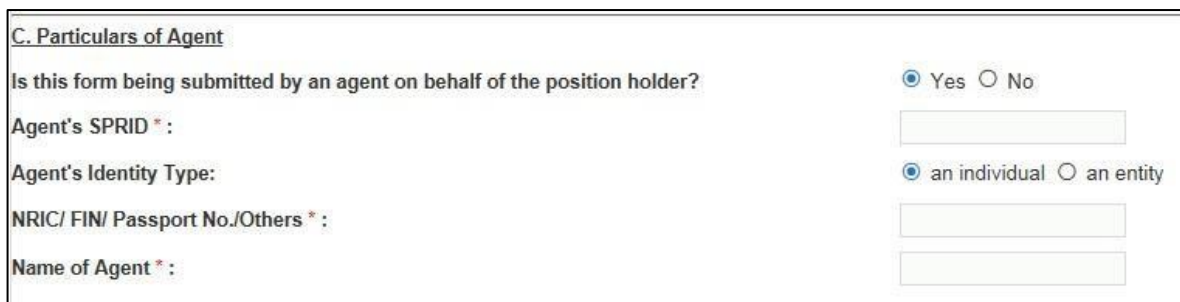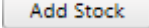

Figure 2-4 SPRS Submission Form

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

Step 6.   To delete a stock, click X.
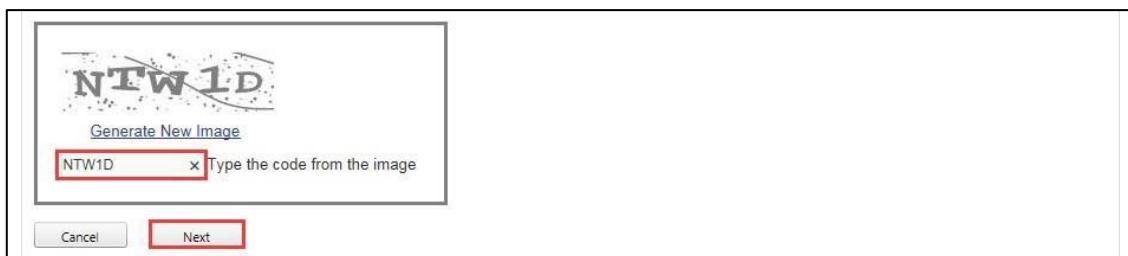
Figure 2-5 Add/delete stock

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

Figure 2-6 Captcha

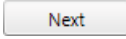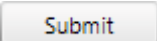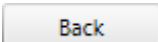Step 8.   Click [Next] to make submission.

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

Figure 2-7 Summary of submission

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

Figure 2-8 Acknowledgement page

Step 11.   Click [Save To PDF] to save the summary of submission details into a PDF file.

Step 12.   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

Manage Submission   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.

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 Next .

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

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.   Click [Save To PDF] to save the summary of resubmission details into a PDF file.

Step 9.   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 * :   27/04/2018   ▦ "dd/mm/yyyy"

B. Particulars of Short Position Holder

Type of Holder * :   Individual ▼

SPRID * :   IN1802200002

NRIC/ FIN/ Passport No./Others * :   TEST5678

Name of Position Holder * :   TESTER

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 * :

D. Stock List of Short Position

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

Stock Code * :   D03-DEL MONTE PACIFIC LIMITED   ▼   X

Short Position (number of shares) * : 10000

[Add Stock]

RO7X7

Generate New Image

RO7X7   X Type the code from the image

[Cancel]   [Next]