Monetary Authority of Singapore

Short Position Reporting System (SPRS)

User Registration User Guide

Version 1.3

16 March 2021

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1.   ABOUT THIS GUIDE

This is a step-by-step guide on how to register a user account to access SPRS.

You are only required to register **once** to get your Short Position Reporting ID ("SPRID"). The SPRID, which is unique to each registrant, will be used for the submission of the Short Position Reporting Form through SPRS.

If you are a reporting agent reporting on behalf of short position holders, you should also register separately for an SPRID.

There are two types of SPRS user accounts – Individual and Company.
- If you are registering as an **individual**, please refer to section 2.1.
- If you are registering as a **company**, please refer to section 2.2.

2. HOW TO REGISTER FOR AN SPRS USER ACCOUNT

2.1 User Registration - Individual

Step 1.   Click User Registration under REPORT POSITION in the SPRS main menu.

Step 2.   Select 'User Type' as 'Individual'. See **Figure 2.1-1**.

> 📖 **NOTE**
>
> - The page will be refreshed when you switch selection between 'Individual' and 'Company'.
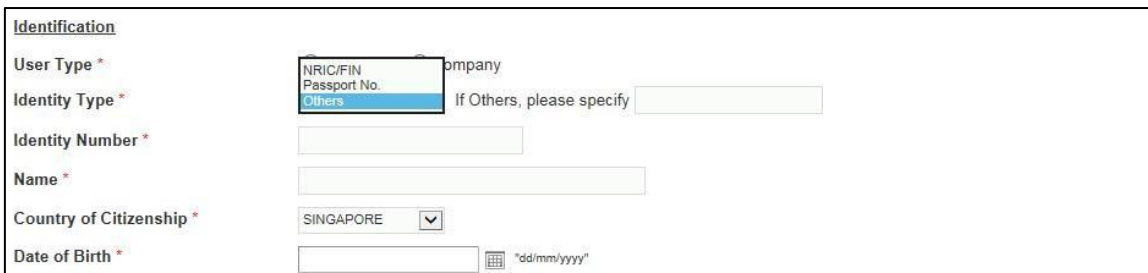
Figure 2.1-1 Registration form for Individual

Step 3.   Fill in the mandatory fields (marked with *).

    a) For Singpass users, please select 'Identity Type' as 'NRIC/FIN'. You will use your Singpass to log in to SPRS subsequently. See **Figure 2.1-2**.

    b) For foreigners <u>without</u> a Singpass account, select 'Identity Type' as 'Passport No.' or 'Others'. For 'Others', please enter the appropriate identity type. You have to set up an account password, and use this password along with your SPRID to log in to SPRS subsequently. To set up the account password, refer to Step 3(f) below.

Figure 2.1-2 Identity Type field

c) If the 'Mailing Address' is different from the 'Residential Address', uncheck "Same as residential address", and enter the mandatory address fields below it. See Figure **2.1-3.**

Figure 2.1-3 Mailing Address

d) If you use more than one brokerage firm to trade, click **Add New** to add more brokerages, and click **Delete** to remove brokerage. See **Figure 2.1-4.**

e) If you are a foreign user, upload supporting documents to verify your identity by clicking **Select** to open your Windows browser and select the file for upload. See **Figure 2.1-4.**

📖 **NOTE**

- The system accepts PDF, JPG and PNG file types.

Figure 2.1-4 Other Details

f)   If the Identity Type is 'Passport No.' or 'Others', you have to set up an account password to log in to SPRS subsequently. See **Figure 2.1-5.**
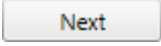
📖 **NOTE**

Your password has to meet the following minimum requirements:

- at least 12 characters long;

- contain alphabets in upper, lower case, digits and special characters;

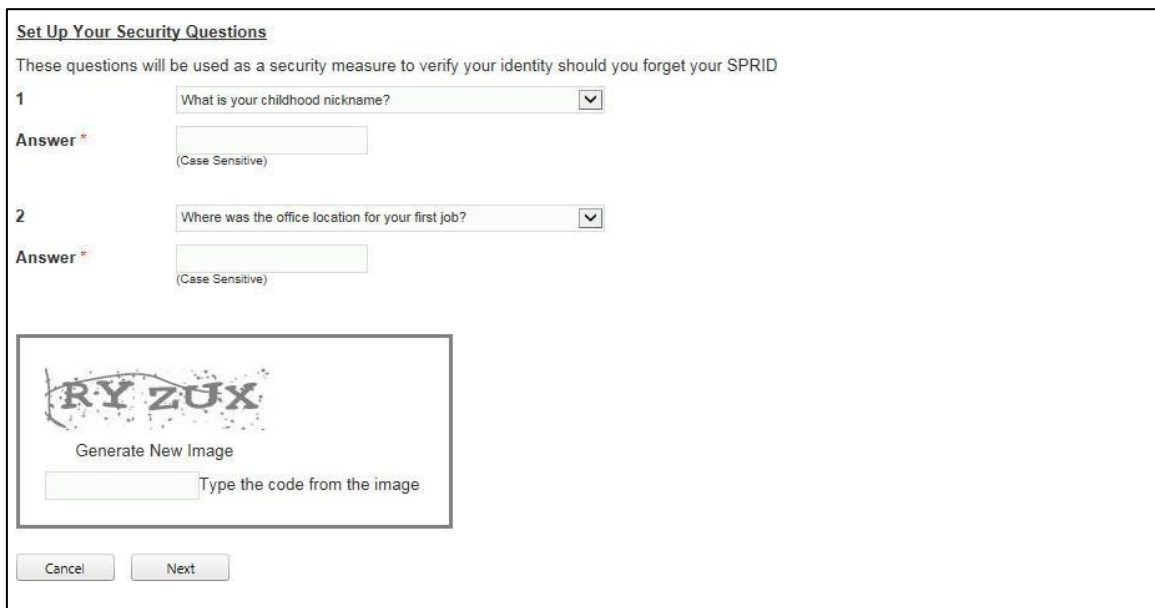- must be different from the previous 10 passwords and user's SPRID;

Set Up Your Account Password	
SPRS Account Password *	
Confirm SPRS Account Password *	

Figure 2.1-5 Set up account password

g)   Select the security questions and enter your answers to the questions. Answers to security questions are case-sensitive. See **Figure 2.1-6.**

h)   Enter the Captcha verification code (case-sensitive). Click [Next]. See **Figure 2.1-6.**

📖   **NOTE**

- If you forget your SPRID or password, these questions will be asked to verify your identity.

Figure 2.1-6 Security questions and Captcha verification

Step 4.   Upon successful registration, an acknowledgement page with your SPRID number will be displayed. See **Figure 2.1-7.**

> 📖 **NOTE**
>
> - Please take note of your SPRID number. This SPRID will be used for log-in and submission of short position reports.
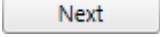
Step 5.   Click [Next] to proceed to account verification.

Figure 2.1-7 Successful registration page

> 📖 **NOTE**
>
> - If Identity Type is 'NRIC/FIN', proceed to Step 6.
> - If Identity Type is "Passport No." or "Others", skip to Step 8.

Step 6.   You will be redirected to the Singpass log-in page. Enter your credentials to log in to Singpass. See **Figure 2.1-8.**

> 📖   **NOTE**
> - Please refer to the Singpass website at https://www.singpass.gov.sg for queries related to Singpass.
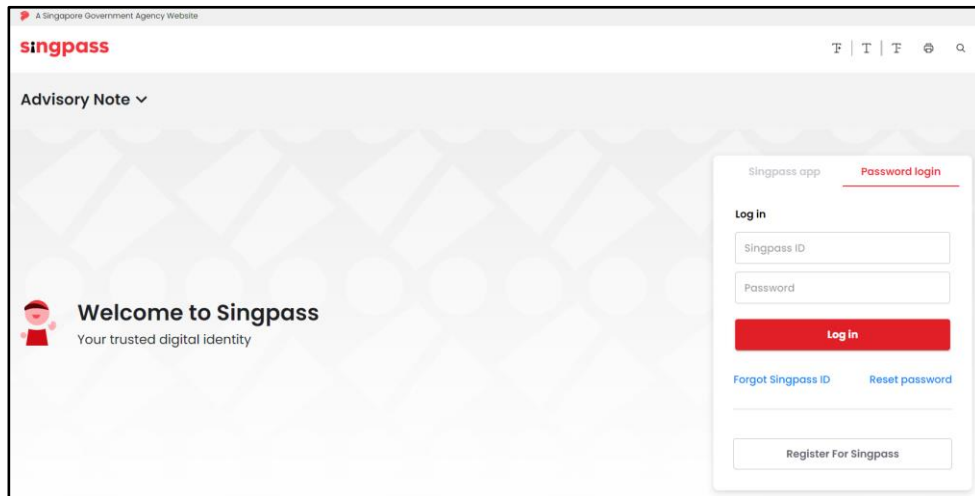

Figure 2.1-8 Singpass log-in page

Step 7.   After logging in to Singpass successfully, you will be redirected back to SPRS to complete the SMS OTP verification. See **Figure 2.1-9.**

Step 8.   An SMS containing the One-Time Password (OTP) will be automatically sent to your registered mobile number. If you do not receive the SMS after 1 minute, click **Get OTP via SMS** to get a new OTP.

Step 9.   Enter the last 6 digits of the OTP in the field provided.
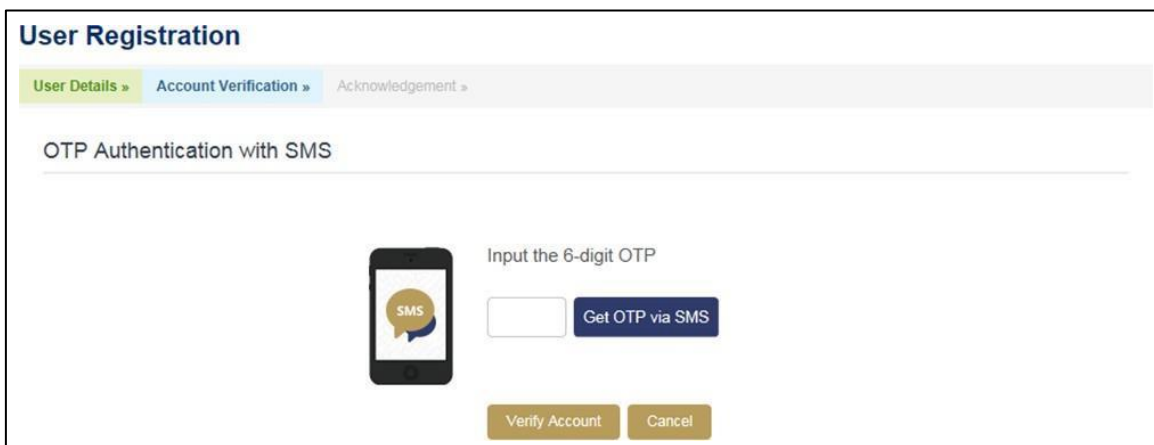
Step 10.   Click **Verify Account** to verify account.

Figure 2.1-9 SMS OTP authentication

Step 11.   Upon successful account activation, an acknowledgement page with the same SPRID number will be displayed. See **Figure 2.1-10.**

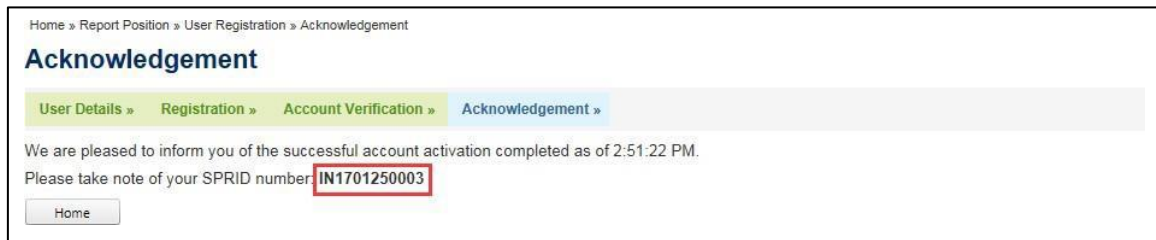Step 12.   An email with the same SPRID will be sent to your registered email address.

Home » Report Position » User Registration » Acknowledgement

Acknowledgement

| User Details » | Registration » | Account Verification » | Acknowledgement » |

We are pleased to inform you of the successful account activation completed as of 2:51:22 PM.
Please take note of your SPRID number: IN1701250003

Home

Figure 2.1-10 Successful account activation

2.2 User Registration - Company

Step 1.   Click ⬚User Registration⬚ under ⬚REPORT POSITION⬚ in the SPRS main menu.

Step 2.   Select 'User Type' as 'Company'. See **Figure 2.2-1**.

> 📖 **NOTE**
>
> - The page will be refreshed when you switch selection between 'Company' and 'Individual'.

Figure 2.2-1 Registration form for Company

Step 3.   Fill in the mandatory fields (marked with *).

    a)   For companies issued with a UEN from a Singapore government agency, select 'Company Identity Type' as 'UEN'. See **Figure 2.2-2**.

    b)   For companies <u>without</u> a UEN, select 'Company Identity Type' as 'BIC', 'LEI', 'ISIN' or 'Others' as appropriate. For 'Others', please enter the appropriate company identity type.

Figure 2.2-2 Company Identity Type field

c) To create a Company account at Company level, the Business Unit name should be left blank. To create a Company account at Business Unit level, the Business Unit name is mandatory. See **Figure 2.2-3.**

📖 **NOTE**

- For a Company account, you can choose to create the account to submit positions at either Company level or Business Unit level.

- For Company level, the reporting entity will have to aggregate all short positions as a legal entity to report as a single submission.

- For Business Unit level, each business unit of a legal entity can separately aggregate its own short positions for submission. This requires multiple user accounts to be created for the company using the same UEN but with different business unit names.

- For more information on whether to submit positions at Company level or Business Unit level, please refer to MAS' Guidelines on Short Selling Disclosure.
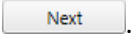

Figure 2.2-3 Business Unit field

d) The company needs to assign <u>at least one representative</u> to act as the primary contact for MAS. The details of this representative should be provided in the "Primary Contact" section. If there is an alternate representative, enter the details in the "Alternate Contact" section. An alternative representative should ideally be appointed to take on the role of the primary representative where the primary representative is unavailable. See **Figure 2.2-4.**

Figure 2.2-4 Primary and Alternate Contact fields

Step 4.   Fill in the remaining mandatory fields (marked with *).

Step 5.   Upon completing the form, enter the Captcha verification code (case-sensitive). Click
[Next] .

Step 6.   Upon successful registration, an acknowledgement page with the SPRID number will be
displayed. See **Figure 2.2-5.**

> 📖   **NOTE**
>
> - Please take note of the SPRID number. This SPRID will be used for log-in and
>   submission of short position reports.

Step 7.   Click [Next] to proceed to account verification.

Home » Report Position » User Registration » Registration Status

Registration

| User Details » | Registration » | Account Verification » | Acknowledgement » |

We are pleased to inform you of the successful registration completed as of 3:28:56 PM. Proceed to verify your account.
Please take note of your SPRID number: CO1701250004

[Next]

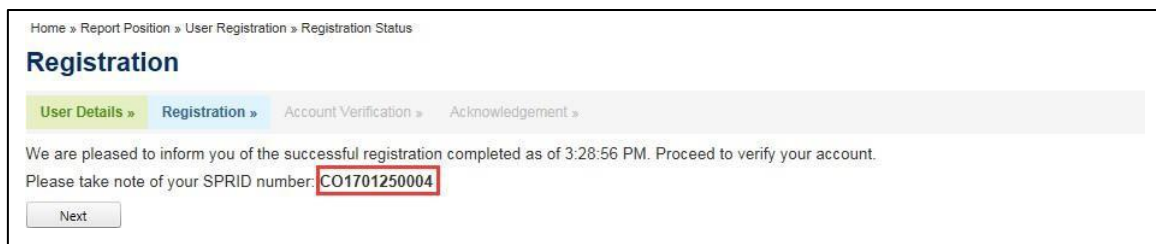Figure 2.2-5 Successful registration

Step 8.   You will be directed to complete the SMS OTP verification. See **Figure 2.2-6**.

Step 9.   An SMS containing the One-Time Password (OTP) will be automatically sent to the
registered   mobile number.   If you do not receive the SMS after 1 minute, click
[Get OTP via SMS] to get a new OTP.

Step 10.   Enter the last 6 digits of the OTP in the field provided.

Step 11.   Click [Verify Account] to verify account.

User Registration

| User Details » | Account Verification » | Acknowledgement » |

OTP Authentication with SMS

Input the 6-digit OTP

[   ] [Get OTP via SMS]
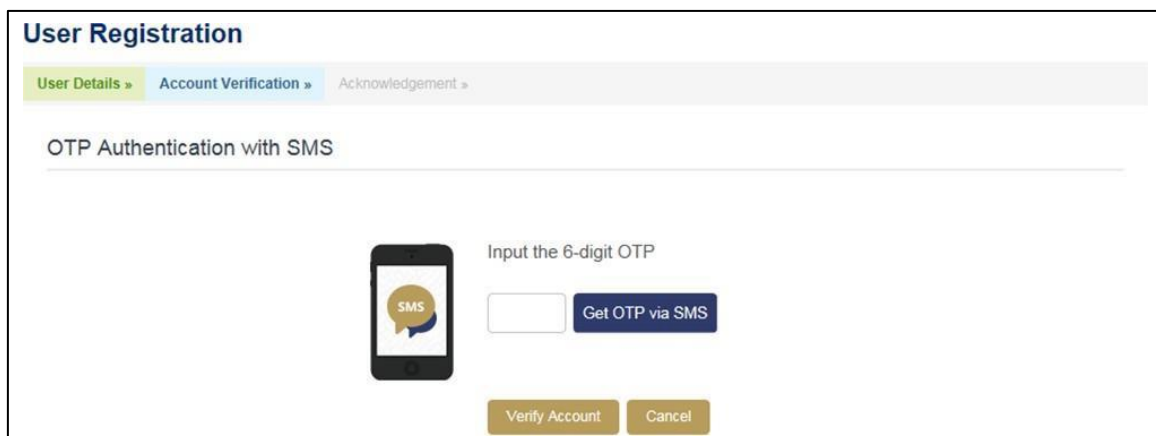
[Verify Account] [Cancel]

Figure 2.2-6 SMS OTP authentication

Step 12.   Upon successful account activation, an acknowledgement page with the same SPRID number will be displayed. See **Figure 2.2-7.**

Step 13.   An email with the same SPRID will be sent to the registered email address.

Figure 2.2-7 Successful account activation