

ANNUAL GENERAL MEETING

E-FILING GUIDE

Building Management Department
Building & Construction Authority

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PC Requirements

Minimum PC requirements:-

Windows 98 Second edition or higher version

CPU: Pentium III 800 MHz or higher

Memory: 256MB or higher

Best view in Microsoft Internet Explorer 6.0 and above

Internet access

Management Corporation Strata Title E-Filing Letter

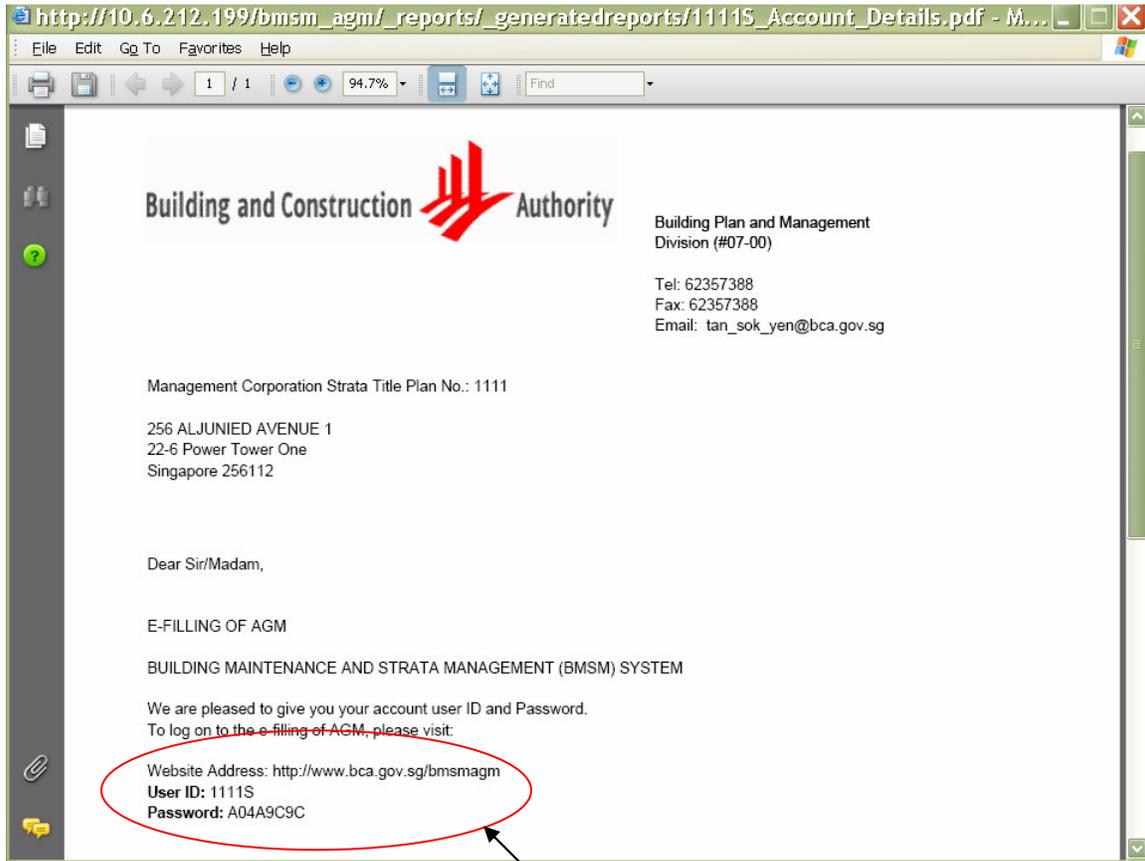


Figure 1. Sample of MCST eFiling Letter

This is the User ID, Password & the eFiling of AGM website for your MCST AGM Submission.

1. MCST would be issued with login User ID and Password for E-Filing of AGM.
2. The E-Filing website <http://www.bca.gov.sg/bmsmagm>

Note:

- ❖ If you have forgotten your password or have not received the E-Filing letter, kindly contact Mrs Tan Sok Yen, Tel:6325 7791, Email: tan_sok_yen@bca.gov.sg or Mr Zhang Zhi Bin, Tel:6325 8673, Email: zhang_zhi_bin@bca.gov.sg for assistance.
- ❖ You can change your password upon login into the BMSM E-Filing system.

Submission of First AGM / Subsequent AGM

1. Launch **Internet Explorer** browser by clicking on the following icon on the desktop.



Figure 2. Internet Explorer icon

2. (a) Login to E-Filing of AGM Website <http://www.bca.gov.sg/bmsmagm>



Figure 3a. Internet Address

- (b) Go to BCA Website <http://www.bca.gov.sg>, click on the **eServices** link.



Figure 3b. BCA Website

(c) Click on the **E-Filing of AGM link**.



Figure 3c. eServices website

3. Key in your **User ID & Password** and click on the **Login** button.

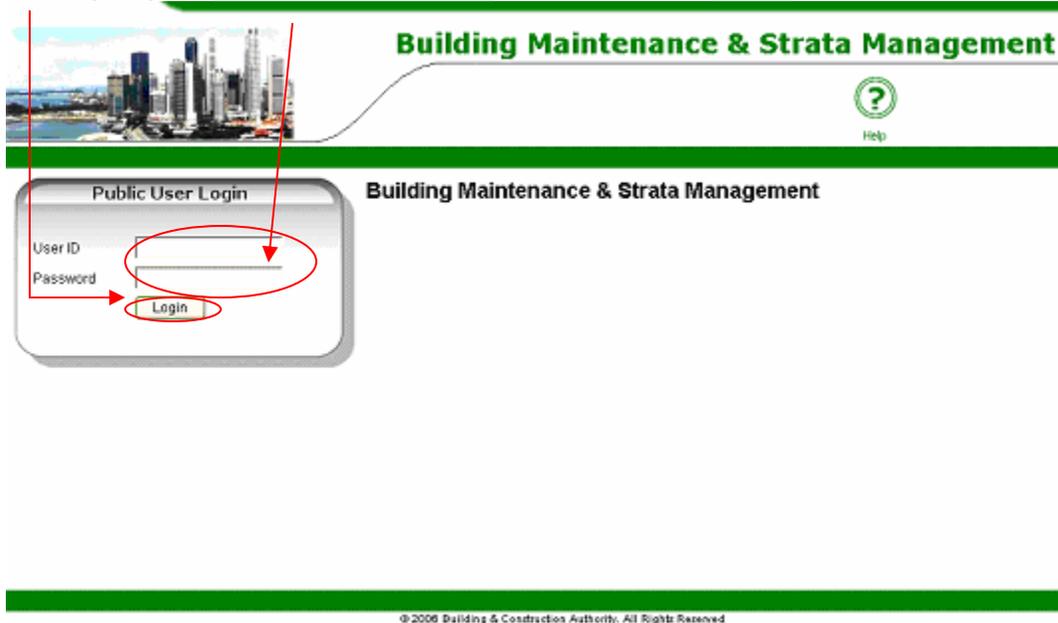


Figure 4. BMSM Website

4. Upon successful login, you will be directed to **My Inbox**. In the **My Inbox**, you are able to select to do E-Filing for **First AGM Submission** or **Subsequent AGM Submission**.

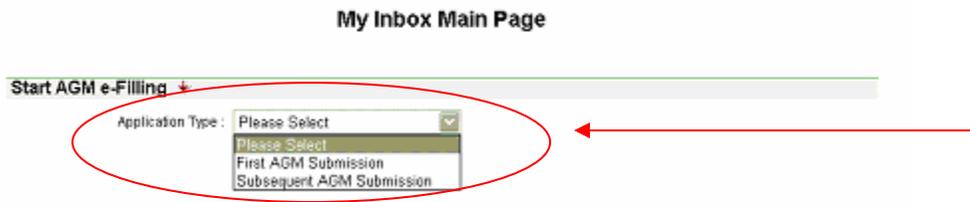


Figure 5. My Inbox

5. To commence the E-Filing of AGM, select the appropriate AGM submission under the **drop down list** and click on the **Start e-Filing** button.

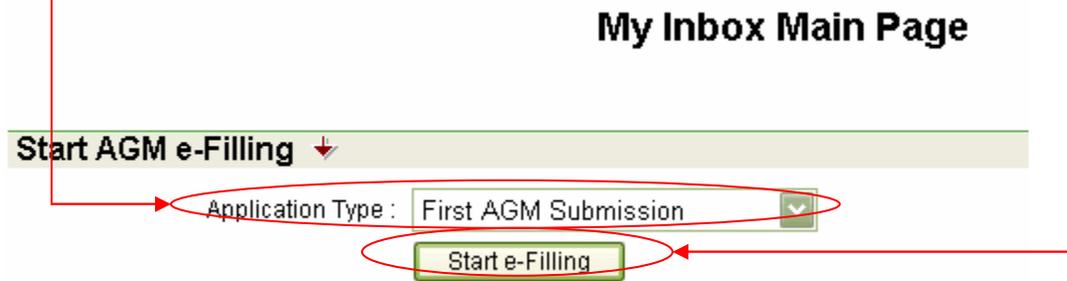


Figure 6. Commence of AGM E-Filing

6. During the E-Filing of AGM, the following screen will show.

Figure 7. AGM E-Filing

Note:

- ❖ All fields marked with Asterix (*) & highlighted with yellow are mandatory. You are allowed to switch between the **tabs** to fill in the information accordingly.

First Annual General Meeting - Maintenance Contributions

Mgmt Corp.	Maintenance Contribution	Building Address	Managing Agent	Auditor	Chairperson	Secretary	Treasurer	Council Member	Declaration & Submit
------------	--------------------------	------------------	----------------	---------	-------------	-----------	-----------	----------------	----------------------

Figure 8. Tabs

- ❖ By click on the different **tabs** or () **navigation** button or **Save** button while filling AGM submission, this would allow the system to capture your last data entry.

First Annual General Meeting - Maintenance Contributions

Mgmt Corp.	Maintenance Contribution	Building Address	Managing Agent	Auditor	Chairperson	Secretary	Treasurer	Council Member	Declaration & Submit
------------	--------------------------	------------------	----------------	---------	-------------	-----------	-----------	----------------	----------------------

Figure 9. Tabs

7. To proceed for official submission of AGM, please click on the **Declaration & Submit** tab, fill in the declaration for your AGM submission and click on the **Preview & Submit** button.

First Annual General Meeting - Declaration & Submit

Mgmt Corp.	Maintenance Contribution	Building Address	Managing Agent	Auditor	Chairperson	Secretary	Treasurer	Council Member	Declaration & Submit
------------	--------------------------	------------------	----------------	---------	-------------	-----------	-----------	----------------	---------------------------------

Section X Declaration

Select Here (Name as in NRIC/Passport) (NRIC/Passport No.)

declare that the information in this submission is to the best of my knowledge true and accurate.

Please submit your Notice of Agenda and other supporting documents (if any) to the following

<p>By Post Building and Construction Authority 5 Maxwell Road #15-00 Tower Block MND Complex Singapore 069110</p>	<p>By Fax 6325 4437</p>
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Figure 10. Declaration & Submit

8. Please check through the E-Filing information you have keyed in earlier. If there are no further changes to be made, please proceed to click on the **Confirm e-Filing** button to make the official AGM submission. Otherwise, click **Back to Edit Submission** button to go back to the E-Filing page to make the necessary changes.

AGM Transaction Number:

Date Submitted:

Type of Management Corporation Single Tier Management Corporation

Section I Particular of Management Corporation/Subsidiary Management Corporation

Management Corporation Strata Title Plan No.:	1111
Development Name:	Evergreen
Date of AGM	12/12/2008

Official Address of the Management Corporation / Subsidiary Management Corporation

Building Name: Power Tower One

Figure 11. Preview & Confirm e-Filing

9. Upon completion of E-Filing of AGM submission, you will see a successful transaction message and the AGM transaction number.

Successfully Submitted the First AGM Submission.

[Back to Inbox](#) [Printer Friendly Page](#)

AGM Transaction Number: AGM20080319-00001
Date Submitted: 9/30/2008
Type of Management Corporation: Single Tier Management Corporation

Section I Particular of Management Corporation/Subsidiary Management Corporation

Management Corporation Strata Title Plan No.: 1111
Development Name: Evergreen
Date of AGM: 12/12/2007

Figure 12. Successful E-Filing of AGM

Note:

- ❖ Upon successful E-Filing of AGM submission, the AGM submission will be sent to BCA for processing. No more editing is allowed.
- ❖ If any field is not filled in properly, an error will be prompted before the submission. Please correct the errors mentioned before re-submit again.

Please correct the following input errors.

Please check Official Address

- No Date of AGM

[Click here](#)

Please check Particulars of Auditor

- No Accounting Period from

- No Accounting Period to

[Click here](#)

Please check Particulars of Treasurer

- No date of Re-appointment for Treasurer.

[Click here](#)

Figure 13. Sample of error messages

- ❖ Please submit your Notice of Agenda and other supporting documents (with indication of your MCST Plan number or eFiling transaction number eg. AGM200711290-00001) to the following:-
 - By Post:
Building and Construction Authority
5 Maxwell Road
#07-00 Tower Block MND Complex
Singapore 069110
 - or By Fax: 6325 4437
 - or By softcopy via Email: bca_agm_submission@bca.gov.sg

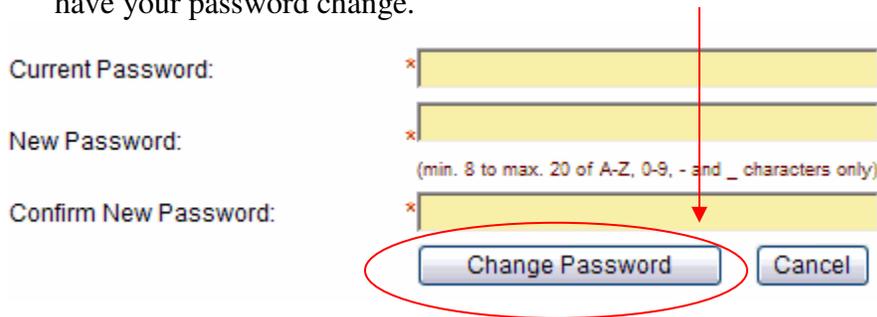
Change Password

1. You are allowed to change your password.
2. To change your password, after login to the E-Filing system, click on the **Change Password** link.



Figure 14. E-Filing Menu

3. Please key in your password and click on the **Change Password** button to proceed to have your password change.



The screenshot shows a form with three password input fields. The first field is labeled "Current Password:", the second "New Password:", and the third "Confirm New Password:". Each field has a small red 'x' icon to its left. Below the fields are two buttons: "Change Password" and "Cancel". The "Change Password" button is circled in red, and a red arrow points to it from the top of the page.

Figure 15. Change Password

Site Map

1. The feature of the site map allow user to navigate around easily and go directly to the function.
2. After login to the E-Filing system, click on the **Site Map** link.

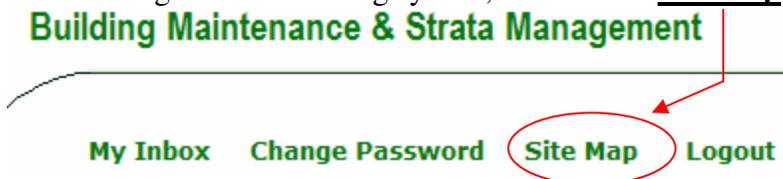


Figure 16. E-Filing Menu

3. Click on the specify function link which will allow the user to go straight to the page itself.

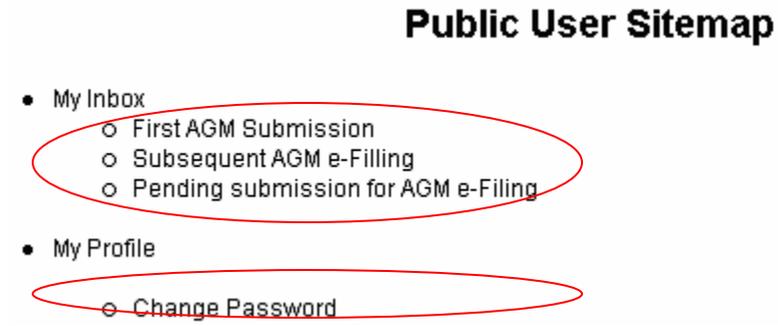


Figure 17. Site Map links