

Online Nomination Form for SingPass Login

1. Introduction

This guide provides step-by-step instructions for registering the Online Nomination Form to access the SingPass Login for Annual General Meeting (AGM) submission.

2. Accessing the BMSM Portal

Open your web browser and navigate to https://www.bca.gov.sg/bmsm_eservice/ (see Figure 1).

BMSM
Building Maintenance & Strata Management

New Announcement

Options for AGM Login:

- CorpPass:** Please register with a CorpPass account (click [here](#)) to apply for MCST's CorpPass
- SingPass:** Council members to register using the online nomination form (click [here](#)) to authorise any of its members or Managing Agent as the Authorised Person

Option for SVA Login:

- SingPass:** Registered surveyor to log in using their SingPass.

Guides for eSVA System

eSVA Submission	User Guide
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Guides for eAGM System

eAGM Submission	Click Here (New)
eAGM FAQs	Click Here (New)

Report Vulnerability

- [Click Here \(New\)](#)

For eSVA Login

For AGM Login

For Business Users
Log in with Singpass

For Individual Users
Log in with Singpass

Nomination form for e-Filing of AGM Information

For Singpass user please [Click here](#)

For CorpPass user please visit [Click here](#)

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Welcome to Building Maintenance & Strata Management e-submission portal. This portal is for:

- MCST to submit AGM's return
- Share Value Allotment

If you are a **building owner** or logging in on behalf on the building owner or MCST, please log in with your User ID and Password.

If you need any assistance, please contact us at 1800-3425222 (1800-DIAL BCA)

BMSM's Circulars for MCST's Information

- [Joint Circular on FSPS and CACS by BCA and SCDF \(7 Feb 2019\)](#)
- [Fee Revision for Application for Acceptance of Schedule of Strata Units](#)
- [BMSM Amendment Act issued on 03 December 2018](#)
- [Joint-Circular by SLA and BCA - Clarification on Date of Constitution of Management Corporation](#)
- [Notes of Briefing on Amendments to the BMSMA](#)
- [Summary table for the amendments to the BMSMA](#)
- [Commencement Circular for the BMSM Amendment Act issued on 03 December 2018](#)
- [Electronic Filing of AGM Information Of](#)

Figure 1 – BMSM Portal

Online Nomination Form for SingPass Login

2.1 Online Nomination Form for SingPass Login

Click on the red circled area to load the Online Nomination Form (see Figure 2). You will be directed to the SingPass login page. Enter your SingPass ID and Password. Once authenticated, you will be redirected to the Online Nomination Form.



Figure 2 – Online Nomination Form for SingPass user

3. Navigating the Online Nomination Form

This Form consists of several sections and is to be filled by an elected office bearer, council member or owner developer (e.g. for new MCST). Complete each section accurately.

3.1 Section I

Ensure all information matches your SingPass records. Select the MCST number, designation and application type by clicking the dropdown menu (see Figure 3). Please note that you will not be able to select an MCST that has already registered for CorpPass.

Authority
all environment.
Electronic Annual General Meeting System

Welcome to Building Maintenance & Strata Management e-submission portal.

Please get in touch with our officers by using the [BCA Feedback form](#), if you require any assistance:

INSTRUCTIONS
 (1) The form is to be endorsed only by an elected Council Member.
 (2) The Council may authorize any of its members / managing agent as the Authorised Person.
 (3) *Tick / delete as appropriate.
 * - Mandatory fields.

Section I Particulars of Application

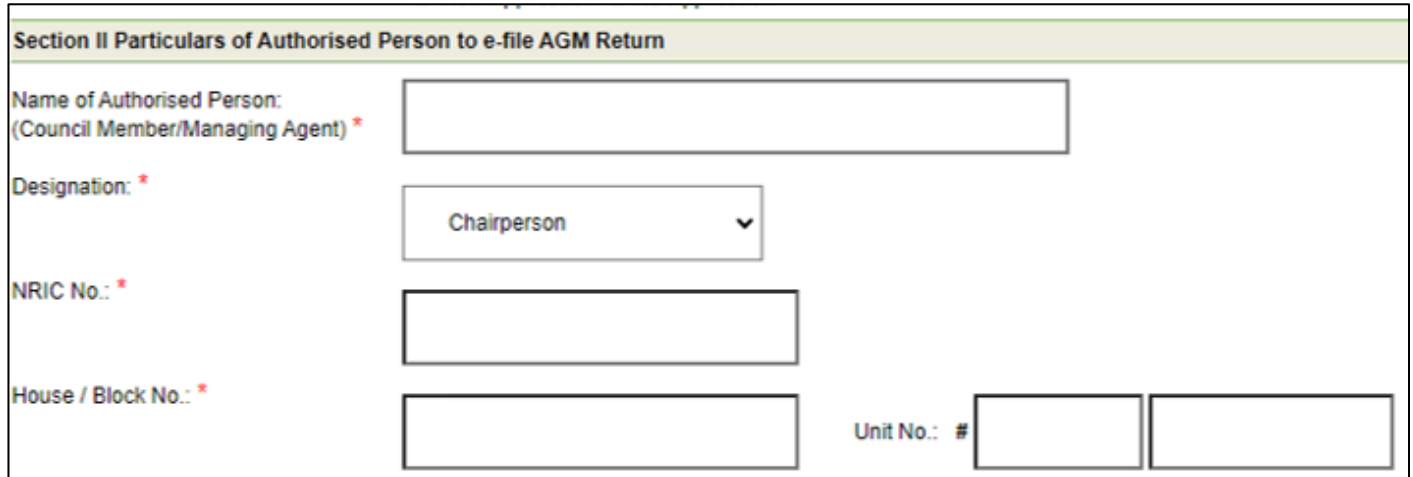
NRIC No:	xxxx270B
MCST Plan No.: *	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> --- SELECT MCST --- ▼ </div>
Designation: *	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> Chairperson ▼ </div>
Application Type: *	<input type="radio"/> New Application <input type="radio"/> Re-Application

Figure 3 – Section I Particulars of Application

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4. Section II

Fill in the particulars of the Authorised Person. The Authorised Person can be the Managing Agent or any other council member who can submit AGM returns on behalf of the MCST (see Figure 4). Click submit.



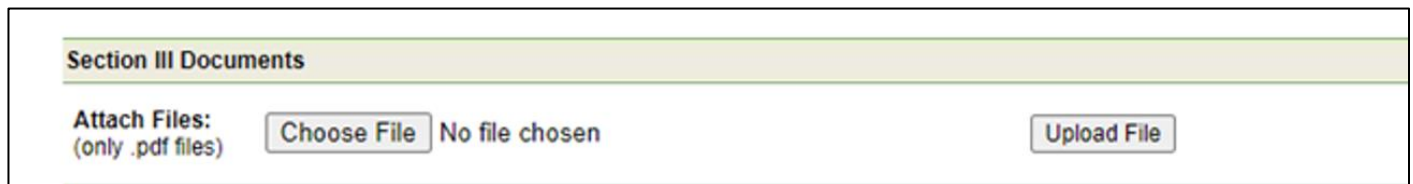
The screenshot shows a form titled "Section II Particulars of Authorised Person to e-file AGM Return". It contains the following fields:

- Name of Authorised Person:** (Council Member/Managing Agent) * - A text input field.
- Designation:** * - A dropdown menu with "Chairperson" selected.
- NRIC No.:** * - A text input field.
- House / Block No.:** * - A text input field.
- Unit No.:** # - Two adjacent text input fields.

Figure 3 – Section II Particulars of Authorised Person to e-fill AGM Returns

5. Section III

If you receive a system prompt to attach supporting documents, please provide the meeting minutes of the AGM. Click “choose file”, select the document and upload the file (see Figure 4).



The screenshot shows a form titled "Section III Documents". It contains the following elements:

- Attach Files:** (only .pdf files) - A label.
- Choose File** - A button.
- No file chosen** - A text label.
- Upload File** - A button.

Figure 4 – Section III Documents

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6. Section IV

Review all entered information for accuracy and complete the declaration by checking the box (see Figure 5)

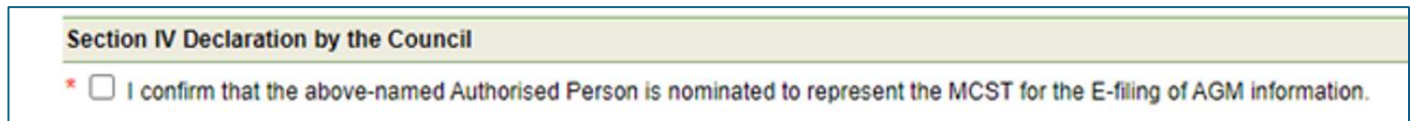
The image shows a screenshot of a web form. At the top, there is a light green header bar with the text "Section IV Declaration by the Council". Below this, there is a single line of text: "* I confirm that the above-named Authorised Person is nominated to represent the MCST for the E-filing of AGM information." The text is in a standard black font, and the checkbox is currently unchecked.

Figure 5 – Section IV Declaration by the Council

[Please note: Do not use your browser's back button during form submission. All entered information will be lost, and you'll need to restart the entire submission process.]

7. Email Notification

A notification will be issued to the Authorised Person if the application has been approved

8. Troubleshooting

For form submission errors, ensure all required fields are completed and documents are properly uploaded. If problems persist, contact <https://www2.bca.gov.sg/feedback/>.

9. Data Privacy and Security

Please logout and close your browser when finished to ensure your session is secure.