

## Building Maintenance & Strata Management Portal (BMSM Portal) eAGM (Electronic Annual General Meeting System)

### 1. Purpose of Document

This document provides a general overview of the e-AGM system and guides users through all its functions. It is designed to help you navigate and utilise the system effectively.

### 2. Accessing the BMSM Portal

Open your web browser and navigate to [http://www.bca.gov.sg/bmsm\\_eservice/](http://www.bca.gov.sg/bmsm_eservice/) (see Figure 1).

**Singapore Government**  
Integrity • Service • Excellence  
[Contact Info](#) | [Feedback](#) | [Sitemap](#)

# BMSM

Building Maintenance & Strata Management

**New Announcement**

**AGM Login:**

- Login Via CorpPass**  
Using the MCST's CorpPass Account to access BMSM Portal (click [here](#)) to apply)
- Login Via SingPass**  
If you don't have a CorpPass Account, council members should nominate an authorised person with SingPass to access BMSM Portal (Click [here](#)) to apply)

**Please Note :** User ID and Password login access has been discontinued. Please register for CorpPass or SingPass for AGM login.

**SVA Login:**  
Registered surveyor to log in using their SingPass.

**Guides for eSVA System**

eSVA Submission	<a href="#">User Guide</a>
-----------------	----------------------------

**Guides for eAGM System**

eAGM Submission	<a href="#">Click Here (New)</a>
eAGM FAQs	<a href="#">Click Here (New)</a>

**Report Vulnerability**

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

**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](#)

**For eSVA Login**

**For Individual Users**  
*Log in with Singpass*

**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 MCST issued on 1<sup>st</sup> November 2016
- Installation of Safety Grilles at windows and Balconies of a lot - issued on 16 February 2015
- Advisory on Control of Renovation Works Involving Demolition of Non-structural

Figure 1 – BMSM Portal

### 3. Login to e-AGM

To submit AGM returns, authorised personnel from the MCST (i.e. Office Bearer, Council Member, Managing Agent, Owner Developer, etc.) should navigate to the login page. Please refer to the following options of login access (see Figure 2):

- a) 'For Business Users' or
- b) 'For Individual Users'



Figure 2 – AGM Login Access

#### 3.1 CorpPass Login Access

To use CorpPass login, MCST must first obtained a MCST CorpPass's account from GovTech (see Figure 3).

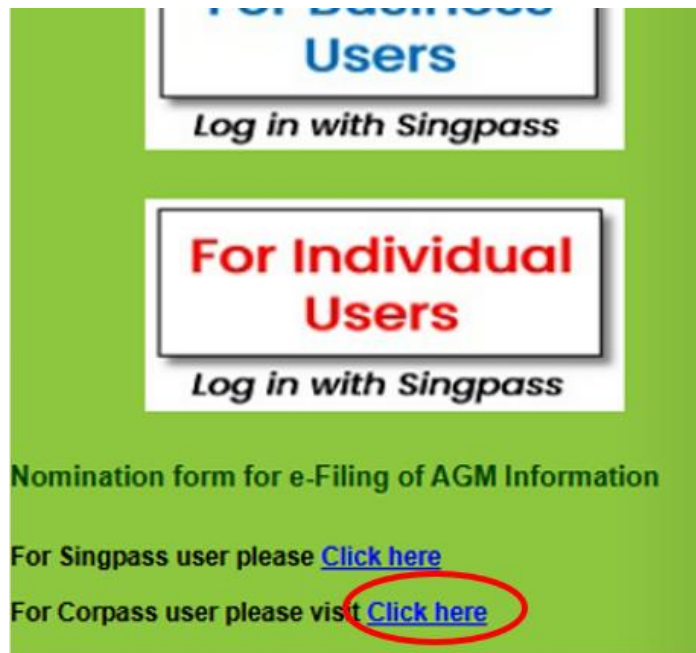


Figure 3 – CorpPass registration

### 3.2 SingPass Login Access

To use SingPass login, council members are required to complete the online Nomination Form to register for SingPass login (see Figure 4).



Figure 4 – Online Nomination Form for SingPass Login

**[Note: Users are strongly advised to register CorpPass Login for easy access to all BCA e-services (i.e. LEAPS).]**

### 4. AGM Submission Inbox

After logging in, user will be directed to the AGM main menu page (see Figure 5). User to select the type of AGM submission.

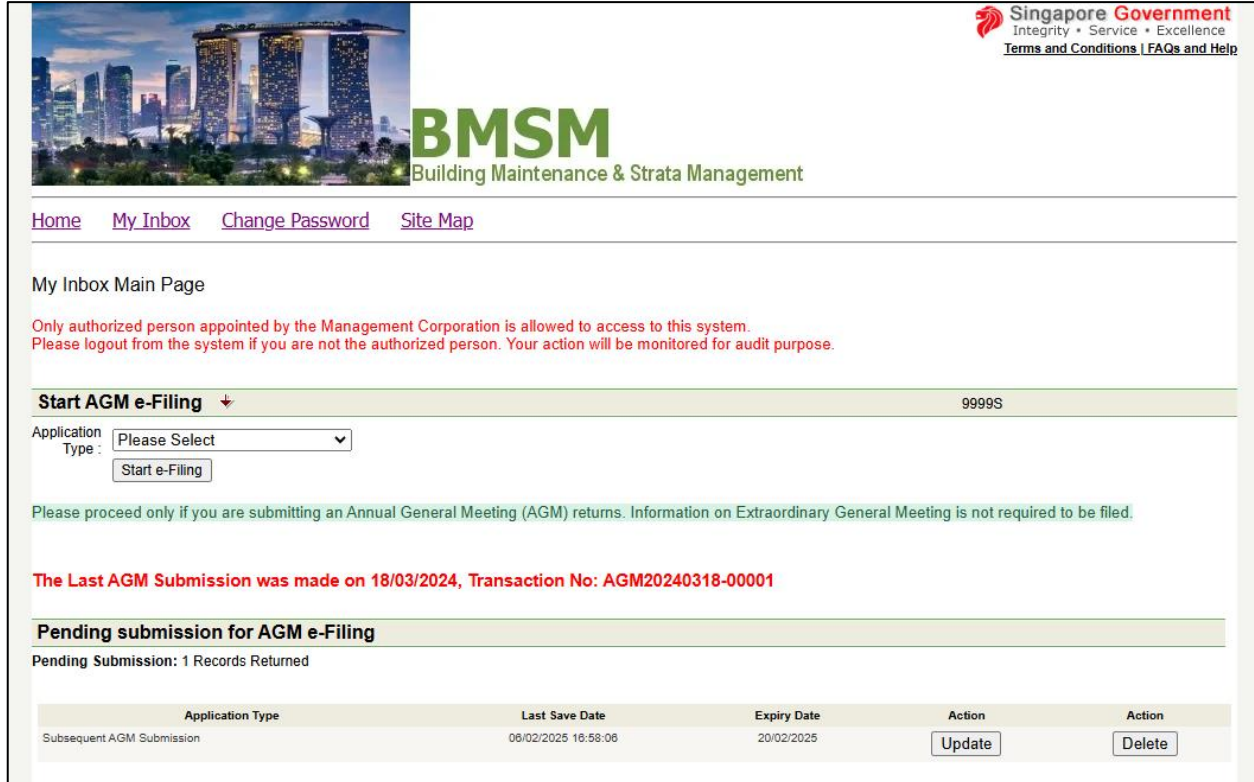


Figure 5 – AGM Submission inbox page

## 5. Navigating the AGM Submission Main Menu

### 5.1 First AGM Submission

On the main menu, select 'First AGM Submission' to submit the first AGM returns for newly constituted MCSTs (see Figure 6). Left click on the **Start e-Filing** to start the e-AGM submission.

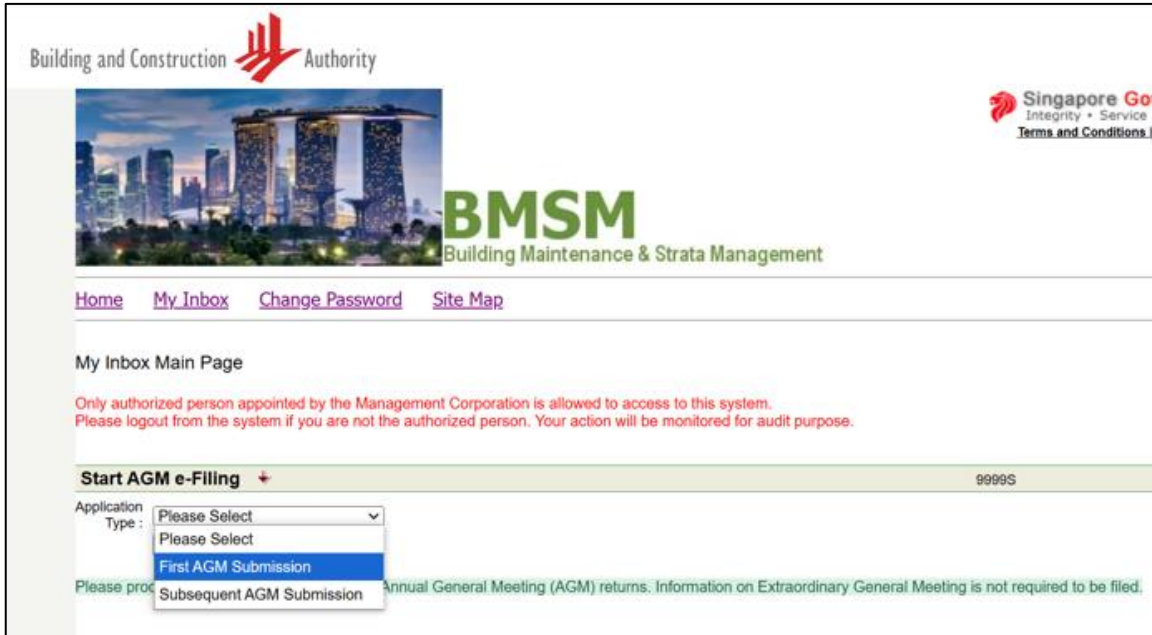


Figure 6 – First AGM Submission

### 5.2 Subsequent AGM Submission

On the main menu, select 'Subsequent AGM Submission' on the dropdown list of application type (see Figure 7). Left click on the **Start e-Filing** to start the e-AGM submission.

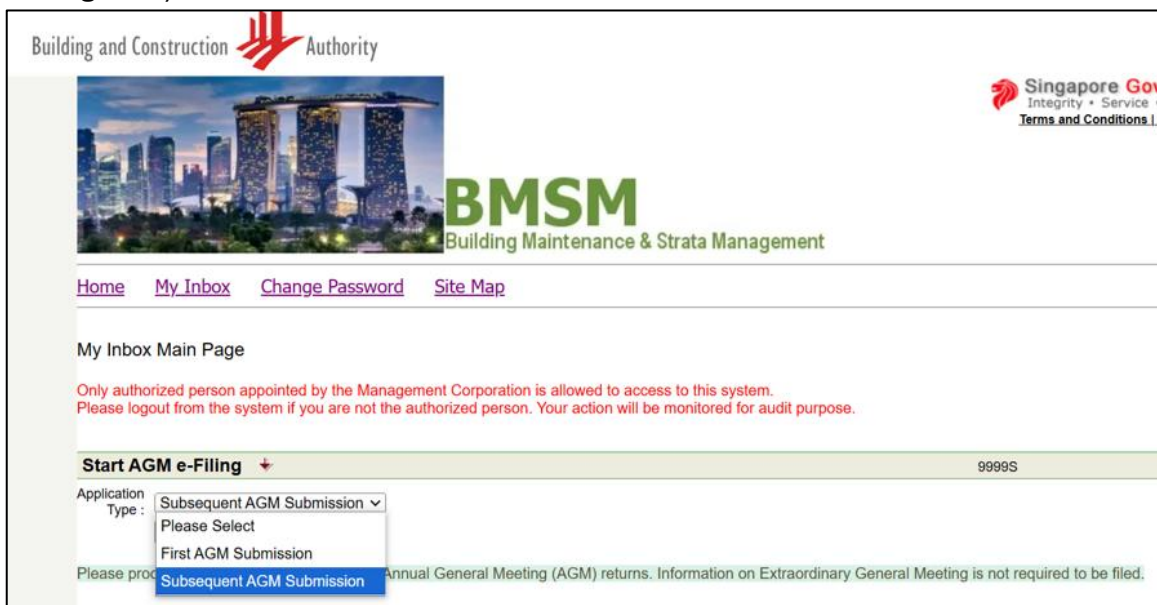


Figure 7 – Subsequent AGM Submission

## 6. E-AGM Submission Form

Fill in the relevant AGM information in the online form. The online form contains various fields that require specific details about the AGM. Enter the required information accurately in each field.

### 6.1 Particulars of MCST Official Address

Fill in the particular of MCST official address and contact details. Left click on the 'Next' button to proceed to the next page.

**First Annual General Meeting**

<b>Mgmt Corp.</b>	Maintenance Contributions	Building Address	Managing Agent	Auditor	Chairperson	Secretary	Treasurer	Council Member	Attachments	Declaration & Submit
-------------------	---------------------------	------------------	----------------	---------	-------------	-----------	-----------	----------------	-------------	----------------------

Page 1 of 11 | Official Address

**Instructions**  
Please submit this form within 30 days of AGM.  
This application form may take 25 minutes to complete.  
\* - Mandatory fields.

Constitution of Management Corporation / Subsidiary Management Corporation  
Please Select

**Section I Particular of Management Corporation/ Subsidiary Management Corporation**

Type of Management Corporation: Single Tier Management Corporation  
Management Corporation Strata Title Plan No.: 9999  
UEN: T08MC9989D

Development Name: MANAGEMENT CORPN STRATA TITLE PLAN NO 9999

Date of AGM:  (Valid Date Format: dd/mm/yyyy)

**a) To Select the Constitution of MCST/ Sub MC:**

- 1 or 2 Subsidiary Proprietors
- 3 Subsidiary Proprietors
- Not more than 3 lots
- Joint Subsidiary Proprietors for all lots
- None of the above

**b) To Key in Development**

**c) To Key in Date of AGM**

---

**Official Address of the Management Corporation / Subsidiary Management Corporation**

Formatted Address     Unformatted Address

**Formatted Address**

Building Name:

House / Block No.:     Unit No.: #    

Road Name:

Postal Code:

Unformatted Address (e.g. PO Box Address)

Contact Person: Name:

Telephone No.:     Fax No.:

Yes     No  
(Telephone number to be post on BCA website.)

Website:

Email:

Page 1 of 11   

**d) To key in the official address/ corresponding address of MCST**

**e) To key in the contact person of MCST and the contact information**

## 6.2 Maintenance Contribution

Provide the Maintenance Contribution information on page 2 of e-AGM submission form. Left click on the 'Next' button to proceed to the next page.

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

**Page 2 of 11 | Maintenance Contributions**

**Section II Maintenance Contributions**

Management Fund:

SS \*

Other Method  
Please specify the method:

With effect from:   (Valid Date Format dd/mm/yyyy)

---

Sinking Fund:

SS \*

Other Method  
Please specify the method:

With effect from:   (Valid Date Format dd/mm/yyyy)

Interest rate for late payment (%):  % per annum

Page 2 of 11

**f) To key in the Management Fund approved during the AGM and the payment period**

**g) To key in the Sinking Fund approved during the AGM and the payment period**

**h) To key in the interest rate approved during the AGM for late payment**

## 6.3 Building Address

This page is only applicable to 'First AGM Submission'. Fill in the building address of the development. Left click on the 'Next' button to proceed to the next page.

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

**Page 3 of 11 | Building Addresses Within Development**

**Section III Building Addresses Within Development**

(Development with more one or more buildings, please fill in the address of each building as approved by the Inland Revenue Authority of Singapore)

House / Block No.:

Road Name:  <<<-- SELECT HERE -->>>

Postal Code:

Page 3 of 11

**i) To key in the building address of the development as approved by Inland Revenue Authority of Singapore**

### 6.4 Particulars of Managing Agent

Provide the particulars of Managing Agent. Left click on the 'Next' button to get to the next page.

**Subsequent Annual General Meeting**

Mgmt Corp.	Maintenance Contributions	<b>Managing Agent</b>	Auditor	Chairperson	Secretary	Treasurer	Council Member	Attachments	Declaration & Submit
------------	---------------------------	-----------------------	---------	-------------	-----------	-----------	----------------	-------------	----------------------

Page 3 of 10 | Particulars of Managing Agent

**Section III Particulars of Managing Agent**

Remarks:

Any Managing Agent Appointed:  Yes  No

Firm Name: <<<<-- SELECT HERE ---->>>

\*(If the Managing Agent name is not in the dropdown list, please write to us via <https://www2.bca.gov.sg/feedback/> with the Managing Agent name and UEN no. for updating. )

UEN:

\*  Formatted Address  Unformatted Address

**Formatted Address**

Building Name:

House / Block No.:  Unit No.: #  -

Road Name:

Postal Code:

Unformatted Address (e.g. PO Box Address)

Contact Person: Name:

Telephone No.:  Fax No.:

(Please provide an official contact number. The contact number you enter will also be shown on the MCST Enquiry page of the BCA website.)

Email:

Website:

**Accreditation**

Accredited by:  APFM/SISV  ASM  None of the above

Page 3 of 10

**j) To determine the Managing Agent is appointed.** Note: If there is no Managing Agent appointed, please select "No" and indicate the comment in the Remarks field.

**k) To select the firm name of the Managing Agent from the dropdown list.**

**l) To key in the correspondence address of the Managing Agent firm.**

**m) To key in the particular of the main Managing Agent contact person.**

**n) To select the accredited association of the Managing Agent.**

### 6.5 Particulars of Auditor

Provide the particulars of Auditor. Left click on the 'Next' button to proceed to the next page.

Mgmt Corp.	Maintenance Contributions	Building Address	Managing Agent	<b>Auditor</b>	Chairperson	Secretary	Treasurer	Council Member	Attachments	Declaration & Submit
------------	---------------------------	------------------	----------------	----------------	-------------	-----------	-----------	----------------	-------------	----------------------

Page 5 of 11 | Particulars of Auditor

**Section V Particulars of Auditor**

Any Auditor Appointed at AGM?  
 Yes  No

Auditor will be appointed by the council of the management corporation under Section 45(3)(b) of the Act?  
 Exempted from audit by public accountant under Building Maintenance and strata Management (Strata Management Account-Exemption) Order 2005  
 Exempted from audit under Building Maintenance and strata Management (Strata Management Account-Exemption) Order 2005

Select from the list  
Name: \* <<<< SELECT HERE >>>>

Others

UEN:

Address

Building Name:

House / Block No.:  Unit No.: #

Road Name: \* <<<< SELECT HERE >>>>

Postal Code: \*

Telephone No.: \*  Fax No.:

Email:

**Section V Audited Accounts Presented at the AGM**

(The account ending date shall not be earlier than 4 months before the date of the AGM)

Accounting Period: Form:  To:   
(Valid Date Format dd/mm/yyyy)

Previous Page 5 of 11 Next  
Save

**o) To determine whether Auditor is appointed**

**p) To select the name of the Auditor from the drop down list**

**q) To key in the correspondence address and contact number of the Auditor**

**r) To determine the audited account period presented at the AGM**



## 6.6 Particulars of Office Bearers

Provide the particulars of the Chairperson, Secretary and Treasurer. Left click on the 'Next' button to proceed to the next page.

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

Page 6 of 11 | Particulars of Chairperson

**Section VI Particulars of Chairperson**

Any Chairperson Appointed?  
 Yes  No

Remarks:

Appointed on: \*

Name (as in NRIC / Passport): \*

NRIC / Passport no.: \*  
 NRIC  FIN  Passport No.

Strata Unit Owned / Represented: \*

**s) To determine whether the Chairperson is appointed at the AGM**  
Note: If there is the Chairperson is yet to be appointed, please select "No" and indicate "To be appointed during 1<sup>st</sup> council meeting" in the Remarks field. Also applies to Secretary & Treasurer page.

**t) To key in the name, NRIC No. and the strata unit represented by the Chairperson**

**Residential Address**

\*  Formatted Address  Unformatted Address

**Formatted Address**

Building Name:

House / Block No.: Unit No.: #

Road Name: \* <<-- SELECT HERE -->>

Postal Code: \*

**Unformatted Address (e.g. PO Box Address)**

Telephone/Handphone No.: \*

Email:

Previous Page 6 of 11 Next  
Save

**u) To key in the correspondence address, contact number and email address of the Chairperson**

## 6.7 Particulars of Council Members

Provide the particulars of the Council Members. Left click on the **Add Council Members** to insert council member.

Key in the council member information and left click on 'Save' to insert the council member on the page. Left click on the 'Next' button to proceed to the next page.

Mgmt Corp.	Maintenance Contributions	Building Address	Managing Agent	Auditor	Chairperson	Secretary	Treasurer	<b>Council Member</b>	Attachments	Declaration & Submit
------------	---------------------------	------------------	----------------	---------	-------------	-----------	-----------	-----------------------	-------------	----------------------

Page 9 of 11 | Particulars of Council Member

Section IX Particulars of Council Members

**Add Council Members**

**v) To key in the name, NRIC No. and strata unit represented by the council member**

Name (as in NRIC / Passport): \*

NRIC / Passport no.: \*  NRIC  FIN  Passport No.

Strata Unit Owned / Represented: \*

**Residential Address**

\*  Formatted Address  Unformatted Address

**Formatted Address**

Building Name:

House / Block No.:  Unit No.: #

Road Name: \* <<-- SELECT HERE -->>

Postal Code: \*

Unformatted Address (e.g. PO Box Address)

Telephone/Handphone No.:

Email:

**w) To key in the correspondence address, contact no. and email address of the council member**

**x) Click save to 'Add Council Member'**

**Add Council Member** **Cancel**

Previous Page 9 of 11 Next **Save**

## 6.7 Attachments

User to upload document (i.e. Notice and Agenda) not exceeding 10MB in a single file (i.e. Word, PDF, etc.) into the system.

To upload document, left click on the **Browse...**, select the file and left click on the **Upload Files** button to save the document in the system.

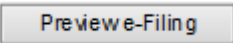
The file uploaded will be displayed on the same page if successfully uploaded. User can also delete the file if they uploaded the wrong file by left click on the **Delete File** button.

The screenshot shows a navigation bar with tabs: Mgmt Corp., Maintenance Contributions, Building Address, Managing Agent, Auditor, Chairperson, Secretary, Treasurer, Council Member, **Attachments**, and Declaration & Submit. Below the navigation bar, the page title is "Page 10 of 11 | Upload Documents". There are two buttons: "Upload Files" and "Continue Submission". Under the heading "Attach Files", there is a prompt "Click 'Browse' to select a file." followed by two file input fields. The first field is labeled "File 1:" and the second "File 2:". Each field has a "Browse..." button to its right.

The screenshot shows a single row with a light green background. On the left, the text "File Name" is displayed above the file name "Notice and Agenda MCST 9999.pdf". On the right side of the row, there is a "Delete File" button.

Left click on the 'Continue Submission' to get to the next page.

## 6.8 Declaration and Submit

In the final section, user to provide their name and NRIC number. User must also declare that the information in this submission is to the best of their knowledge, true and accurate. Once ready, please left click on  button to preview and verify the information again.

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

Page 11 of 11 | 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.

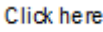
Please remember to submit your Notice of Agenda and other supporting documents within the next three(3) days (with indication of your MCST Plan No. or e-Filing transaction number) to the following methods:

**By Post**  
 Building and Construction Authority  
 52 Jurong Gateway Road  
 #10-01, Singapore 608550  
 (Above JEM)

**By Fax**  
 +65 6334 4287

**By Email**  
[bca\\_agm\\_submission@bca.gov.sg](mailto:bca_agm_submission@bca.gov.sg)

Page 11 of 11

An error message will automatically displayed to advice user what are the missing information that have missed out earlier. User can click on the  button and they will be direct back to the page to provide the information again.

**By Post**  
 Building and Construction Authority  
 52 Jurong Gateway Road  
 #10-01, Singapore 608550  
 (Above JEM)

**By Fax**  
 6334 4031

**Send Feedback**  
[www.bca.gov.sg/FeedbackForm/](http://www.bca.gov.sg/FeedbackForm/)

Page 10 of 10

**Please correct the following input errors.**

**Please check Official Address**  
 - Check date of AGM  
[Click here](#)

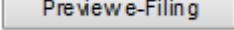
**Please check Maintenance Contribution**  
 - No other method Management Fund  
 - No Management Effect From date  
 - No other method for Sinking Fund  
 - No Sinking Effect From date  
 - No Interest Rate  
[Click here](#)

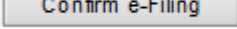
**Please check Particulars Managing Agent**  
 - Please select Firm Name  
[Click here](#)

**Please check Particulars of Auditor**  
 - No Auditor Name  
 - No Unformatted address  
[Click here](#)

**Please check Declaration**  
 - No Position Selected  
 - No Name  
 - No NRIC/Passport No.  
[Click here](#)

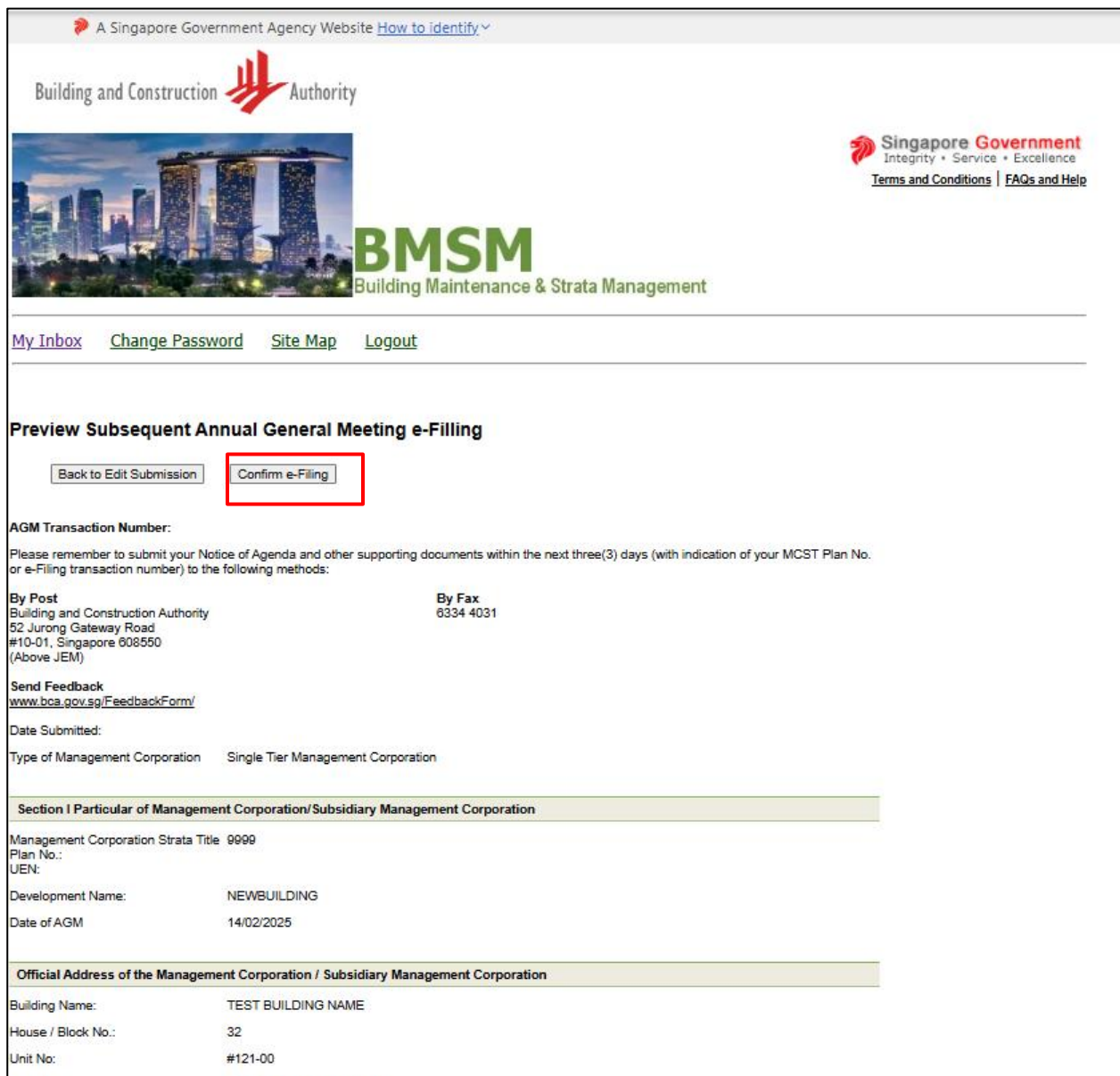
## 6.9 Preview e-Filing

Once the missing information is provided, user can left click on  button again to preview and verify the information. If the submission is in order, they will be able to preview their submission with the keyed information being displayed by the system.

User to verify the AGM information, left click on the  to complete the submission.

**Please note: Do not use your browser's back button whilst filling out the e-filing form.**

**Doing so may result in the loss of all entered information. Use the  within the form instead.**



A Singapore Government Agency Website [How to identify](#) ▾

Building and Construction Authority

Singapore Government  
Integrity • Service • Excellence  
[Terms and Conditions](#) | [FAQs and Help](#)

**BMSM**  
Building Maintenance & Strata Management

[My Inbox](#) [Change Password](#) [Site Map](#) [Logout](#)

### Preview Subsequent Annual General Meeting e-Filing

[Back to Edit Submission](#) **[Confirm e-Filing](#)**

**AGM Transaction Number:**  
Please remember to submit your Notice of Agenda and other supporting documents within the next three(3) days (with indication of your MCST Plan No. or e-Filing transaction number) to the following methods:

**By Post**  
Building and Construction Authority  
52 Jurong Gateway Road  
#10-01, Singapore 608550  
(Above JEM)

**By Fax**  
6334 4031

**Send Feedback**  
[www.bca.gov.sg/FeedbackForm/](http://www.bca.gov.sg/FeedbackForm/)

Date Submitted:

Type of Management Corporation    Single Tier Management Corporation

---

**Section I Particular of Management Corporation/Subsidiary Management Corporation**

Management Corporation Strata Title    9999  
Plan No.:  
UEN:

Development Name:            NEWBUILDING  
Date of AGM                    14/02/2025

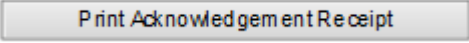
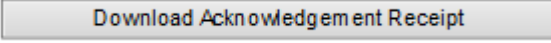
---

**Official Address of the Management Corporation / Subsidiary Management Corporation**

Building Name:                    TEST BUILDING NAME  
House / Block No.:                32  
Unit No.:                            #121-00

## 7. AGM Acknowledgement Receipt

An AGM Transaction number will be provided to the user for the AGM submission made (see Figure 8).

Left click on the  button to print a copy of the acknowledgement receipt for the submission or left click on  button to download the acknowledgement receipt to their computer for their record.



**Successfully Submitted the First AGM Submission.**

[Back to Inbox](#) [Print Acknowledgement Receipt](#) [Download Acknowledgement Receipt](#)

AGM Transaction Number: **AGM20161024-00001**

Please remember to submit your Notice of Agenda and other supporting documents within the next three(3) days (with indication of your MCST Plan No. or e-Filing transaction number) to the following methods:

**By Post**  
Building and Construction Authority  
5 Maxwell Road  
#16-00 Tower Block MND Complex  
Singapore 069110

**By Fax**  
6325 4437

**By Email**  
[bca\\_agm\\_submission@bca.gov.sg](mailto:bca_agm_submission@bca.gov.sg)

Date Submitted: 24/10/2016

Type of Management Corporation: Single Tier Management Corporation

Figure 8 –Acknowledgement of AGM Filing completed

## 8. Troubleshooting

For technical issues or difficulties uploading the document into the system, please contact BCA Feedback Form at <https://www2.bca.gov.sg/feedback/>. Please indicate the MCST Plan number or AGM transaction number (e.g. AGM20161024-0002) as reference number.

## 9. Thank you

Thank you for using our BSM Portal to e-File your AGM returns.