

Submission of Semi-Annual Return

Step-by-Step Guide for Regulated Dealers in the

Precious Stones and Precious Metals Dealers Sector

Updated on 22 December 2025

Note: The updated information is highlighted in yellow. Screenshots provided are for demonstration purposes. Dealer should complete the submission using their business and transaction information.

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1. Summary of Information Required for your Semi-Annual Return

 Before you submit your Semi-Annual Return, please ensure that you have prepared the following information and documents:

Login Method	 Desktop computers/Mobile devices (e.g. handphones or tablets) Latest Google Chrome, Microsoft Edge (which replaced Internet Explorer), Mozilla Firefox and Safari (for Apple devices) internet browsers Ensure that you are a Corppass administrator or user (authorised by a Corppass administrator via Corppass website) Singpass log in details for the Corppass administrator or user 		
Business and Transaction Information	Company Profile Product Information	 Headcount Whether wholly owned by foreigners Business outside of Singapore (e.g. international/regional presence, details) Whether business is part of a local, regional or international group Product types Business activity Product source (countries/regions) Goods channel/movement 	
		 Payment mode(s) used % of total cash and cash equivalent transaction Total sales amount per payment mode for the reporting period Total number of sales transactions per payment mode for the reporting period Total sales amount and number of non-face-to-face transactions (if dealer conducts non-face-to-face transactions e.g online platform) for the reporting period Highest priced precious stone precious metal (PSPM) product sold over reporting period 	
		 Highest priced PSPM product carried over reporting period Details of 5 highest valued transactions over reporting period Details of gold certificate offered (if any) Details of asset-backed token offered (if any) Total amount of stablecoins received for the reporting period (if any) 	
	Designated Transactions Entity-Based Requirements	 Details of designated transactions (if any) Details of designated transactions involving politically exposed persons (PEPs) (if any) Maximum limit for cash transactions (if any) Whether procedures established to file Cash Transaction Reports (CTR) and Suspicious Transaction Reports (STR), perform Customer Due Diligence (CDD) and Enhanced Due Diligence (ECDD), ongoing monitoring and conduct employee checks List of Anti-Money Laundering/Countering the Financing of Terrorism/Countering Proliferation 	

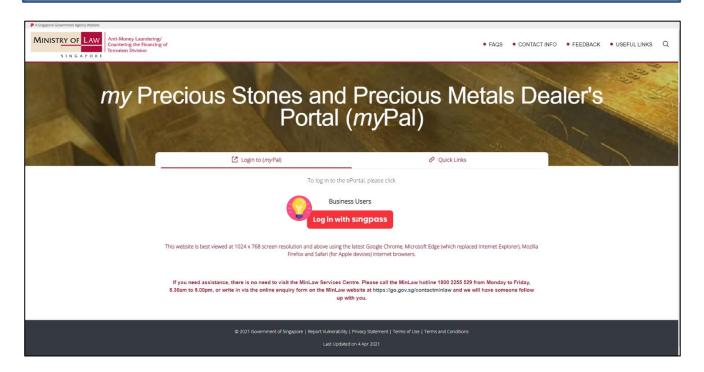
	Financing (AML/CFT/CPF) training programmes which you and/or employees have attended and details Internal Policies, Procedures and Controls (IPPC) document (for upload) Risk Assessment document (for upload)
Provision of Vaulting Services to Customers	 Types of precious stones, precious metals and precious products stored Estimated total value of precious stones, precious metals and precious products stored for the reporting period In-force insurance certificate (for upload) Name and address of the vaulting facility
	- Name and address of the validing facility

2. Access myPal to Submit Semi-Annual Return

- Type in myPal website at https://www.go.gov.sg/mypal.
- Login using Singpass.
- For Corppass users, click <Log in with Singpass> under <Business Users>.



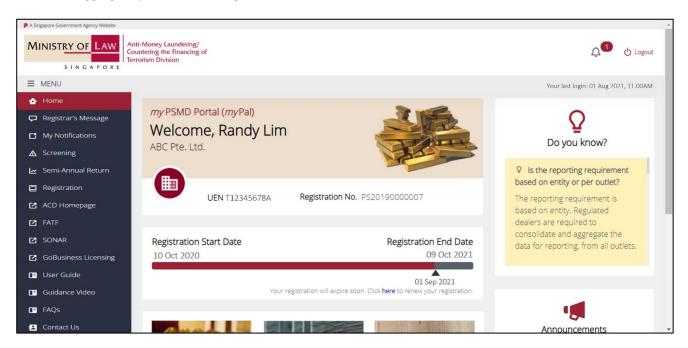
Corppass users can grant their staff access to myPal via their Corppass accounts.



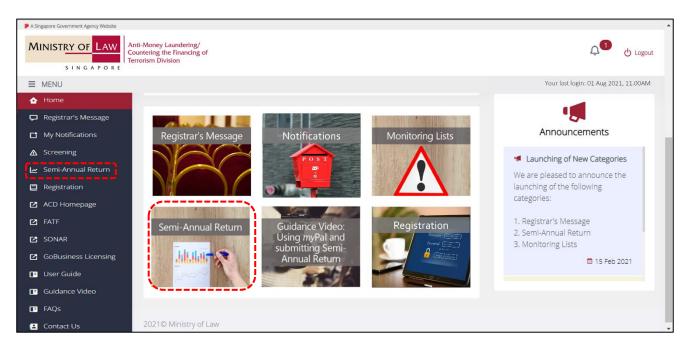
• Fill in your Singpass details or scan QR code using your mobile device.



After logging in, you will be brought to <Home>.



Scroll down and click on <Semi-Annual Return> or select it from <MENU> on the left side.



3. Create New Submission

• Click <+ New Submission> or the current reporting period with <New> icon.



Past submissions will also be displayed.



There are 7 sections in the Semi-Annual Return. All the fields in a section have to be filled in before you can move on to the next section.

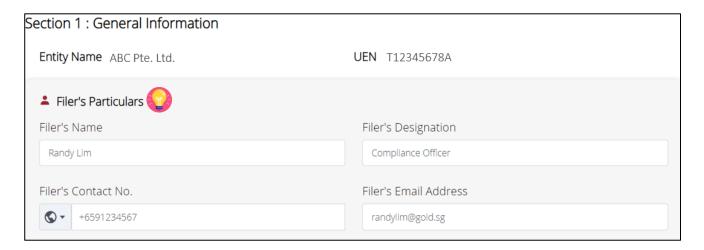


4. Complete SECTION 1: General Information

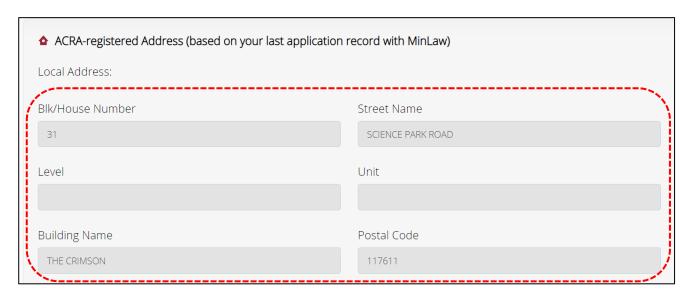
- Enter <Filer's Particulars>:
 - o <Filer's Name>
 - o <Filer's Designation>
 - < Filter's Contact No.>
 - < Filer's Email Address>



The filer does not need to be the compliance officer. The filer can be another person that works in the registered entity.



• <ACRA-registered Address> will be auto-populated based on the registration record with MinLaw.



Select option for the <Type of Address> for your company.



- If your current ACRA-registered address is the same as your company's record with MinLaw, select the option <Yes> for <ACRA-registered address currently remains unchanged as above>.
- Click <Next> to continue.



If your current ACRA-registered address is different from the record with MinLaw, select the option <No>
for <ACRA-registered address currently remains <u>unchanged</u> as above>.

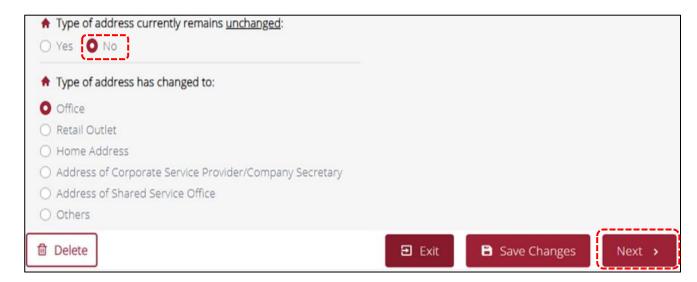


If you have changed your ACRA-registered address and what is shown is inaccurate, refer to the "Other Regulatory Requirements" section of the ACD website at https://www.go.gov.sg/acd on how to update the address.

The ACRA-registered address refers to the address that the regulated dealer has registered with ACRA. This address is where all communications and notices to the dealer will be sent, and the place where the dealer's register and records are kept. It may not be the same as the business address where sales operations or business activities take place.



- For <Type of address currently remains <u>unchanged</u>:>, select <Yes> if the type of address for your current ACRA-registered address remains unchanged.
- If the type of address for your current ACRA-registered address has changed, select <No> and select the option on the <Type of address has changed to:>.
- Click <Next> to continue.



5. Complete SECTION 2: Company Profile

- Enter the number of employees currently employed by your company.
- Enter the number of directors in your company who are NRIC holders.
- Select option on whether your company is wholly owned by foreigners.



The total number of employees must include the business owner.

In the case of sole proprietorship and partnership with no directors, indicate "0" for the question <How many directors currently employed by your company are NRIC holders?>.

The question "Is your company wholly owned by foreigners?" does not apply to Singapore permanent residents (PR). If your company is wholly owned by Singapore PR, select <No>.



Select option that best describes your company's business profile and click <Next> to continue.



If more than 50% of your overall sales for the 6-months reporting period were conducted outside of Singapore, your business outside of Singapore would be considered to contribute significantly to your business.

Which one of the following best describes your business outside of Singapore?

My business outside of Singapore does not contribute significantly to my overall business.

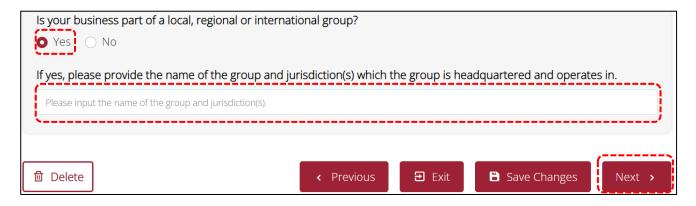
My business outside of Singapore contributes significantly to my overall business.

Not Applicable. I do not conduct PSPM related business activities outside of Singapore.

• Elaborate on your business outside of Singapore if your business outside of Singapore contributes significantly to your overall business.



- Select option on whether your business is part of a local, regional or international group. If you have selected <Yes>, please provide the name of the group and jurisdiction(s) which the group is headquartered and operates in.
- Click <Next> to continue.



6. Complete SECTION 3: Product Information

- Select options that best describe the PSPM products your business was dealing with over the past 6 months.
- If you are unclear with the definition of terms where there is an (i) icon, hover your mouse cursor over the (i) icon Please note that the mouse-over definitions are for illustrative purposes only and meant for general reference.
- If none of the options represent the products your business was dealing with over the past 6 months, select <Others> and provide the details.



If you have not commenced business/have no transactions over the past 6 months, you would still have to complete this section based on your intended business. For questions which require details of transactions for the past 6 months, you can indicate "0" transactions. The PSPM products refer to the stocks carried by the regulated dealer, regardless of whether the item(s) was sold over the past 6 months.

t are the types of PSPM products that your business dealt with, and may select more than 1 option) •	your business activity/activities for these PSPM products in <u>Singapore</u> over the past 6 months
I. Precious Metals	
i. Manufactured precious metals, gold bullion (e.g. pure gold in the Manufacturing and Production	form of bars, ingots, or plates) Wholesale
Retail (Physical Shop)	Retail (Department Store)
Retail (Second-hand goods dealing)	Auction
Commissioned Agent, Brokerage or Investment 1	 Exchange or Trading/Clearing Facility Provider 6
☐ Commodity Trading 1	☐ Refinery ①
☐ Recycling ①	☐ Sole Booking Centre ①
Online	Others (please specify):
Please specify	
. Manufactured precious metals, <u>except</u> gold bullion (e.g. gold, silve reight of any of the above mentioned metals)	er, platinum, iridium, osmium, palladium, rhodium, ruthenium and alloy with at least 2% in
Manufacturing and Production	☐ Wholesale
Retail (Physical Shop)	Retail (Department Store)
Retail (Second-hand goods dealing)	☐ Auction
Commissioned Agent, Brokerage or Investment (1	 Exchange or Trading/Clearing Facility Provider (1)
Commodity Trading 10	Refinery 1
Recycling 1	☐ Sole Booking Centre ①
Online	Others (please specify):
Please specify	
ii. Unmanufactured precious metals (e.g. ores and concentrates, go	
Manufacturing and Production	☐ Wholesale
Retail (Physical Shop)	Retail (Department Store)
Retail (Second-hand goods dealing) Commissioned Agent, Brokerage or Investment	☐ Auction☐ Exchange or Trading/Clearing Facility Provider
Commodity Trading 1	Refinery 6
	Sole Booking Centre 1
Online	Others (please specify):

2. Precious Stones (1)		
i. Loose diamonds Manufacturing and Production Retail (Physical Shop) Retail (Second-hand goods dealing) Commissioned Agent, Brokerage or Investment Recycling Online	 Wholesale Retail (Department Store) Auction Exchange or Trading/Clearing Facility Provider Refinery Sole Booking Centre Others (please specify): 	
Please specify		
ii. Loose precious stones, except diamonds (e.g. sapphire, ruby, emerald, jad Manufacturing and Production Retail (Physical Shop) Retail (Second-hand goods dealing) Commissioned Agent, Brokerage or Investment Recycling Online Please specify 3. Precious Products (set/affixed with precious stones and/or precious metals) i. Jewellery, except costume / fashion jewellery Manufacturing and Production Retail (Physical Shop) Retail (Second-hand goods dealing) Commissioned Agent, Brokerage or Investment Commodity Trading	 Wholesale Retail (Department Store) Auction Exchange or Trading/Clearing Facility Provider Refinery Sole Booking Centre Others (please specify): Wholesale Retail (Department Store) Auction Exchange or Trading/Clearing Facility Provider Refinery 	
Recycling ① Online Others (please specify): Please specify	☐ Sole Booking Centre ①	
ii. Costume / fashion jewellery	 Wholesale Retail (Department Store) Auction Exchange or Trading/Clearing Facility Provider Refinery Sole Booking Centre 	
iii. Watches	 Wholesale Retail (Department Store) Auction Exchange or Trading/Clearing Facility Provider Refinery Sole Booking Centre 	

	iv. Luxury ornaments, accessories and apparel 📵		
	Manufacturing and Production	☐ Wholesale	
	Retail (Physical Shop)	Retail (Department Store)	
	Retail (Second-hand goods dealing)	Auction	
	☐ Commissioned Agent, Brokerage or Investment 1	☐ Exchange or Trading/Clearing Facility Provider 1	
	Commodity Trading 1	Refinery 1	
l	Recycling ①	Sole Booking Centre 1	
		Sole Booking Centre	
l	Online		
	Others (please specify):		
	Please specify		11
	v. Fortune telling / feng shui / astrology products		
	☐ Manufacturing and Production	☐ Wholesale	
	Retail (Physical Shop)	Retail (Department Store)	
	Retail (Second-hand goods dealing)	Auction	
	☐ Commissioned Agent, Brokerage or Investment 1	 Exchange or Trading/Clearing Facility Provider 1 	
	Commodity Trading 1	☐ Refinery 1	
	Recycling 1	Sole Booking Centre 1	
	Online		
l			
	Others (please specify):		
	Please specify		11
	vi. Antiques and collector products (e.g. coinage)		
	☐ Manufacturing and Production	☐ Wholesale	
	Retail (Physical Shop)	Retail (Department Store)	
	Retail (Second-hand goods dealing)	Auction	
	☐ Commissioned Agent, Brokerage or Investment ①	 Exchange or Trading/Clearing Facility Provider 1 	
	☐ Commodity Trading 1	☐ Refinery 1	
	☐ Recycling ①	☐ Sole Booking Centre ①	
	Online		
l	Others (please specify):		
	Please specify		
L			11
	vii. Other ornaments, accessories and apparel, <u>except</u> luxury products, fortune t		
	Manufacturing and Production	Wholesale	
ı	Retail (Physical Shop)	Retail (Department Store)	
ı	Retail (Second-hand goods dealing)	Auction	
	Commissioned Agent, Brokerage or Investment 1	 ☐ Exchange or Trading/Clearing Facility Provider 	
	Commodity Trading 1	Refinery 1	
	☐ Recycling ①	☐ Sole Booking Centre 1	
	Online		
	Others (please specify):		
	Please specify		
	all Others (also as a self.)		11
	viii. Others (please specify): Please specify		
		O WILL I	11
ı	Manufacturing and Production	☐ Wholesale	
	Retail (Physical Shop)	Retail (Department Store)	
	Retail (Second-hand goods dealing)	Auction	
	Commissioned Agent, Brokerage or Investment 1	Exchange or Trading/Clearing Facility Provider 1	
(Commodity Trading 1	Refinery 1	
(☐ Recycling ①	Sole Booking Centre 1	
(Online		
(Others (please specify):		
	Please specify		11

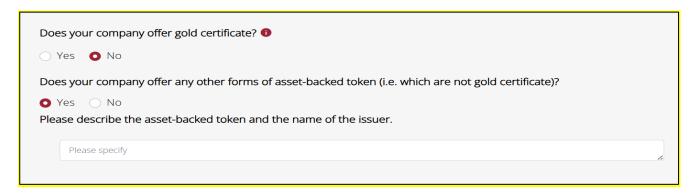
Select option on whether your business offers gold certificate. If you have selected <Yes>, please provide
the name of entity that issues the gold certificate and whether it is transferrable to and/or redeemable by
a third-party.



If you have not commenced business/have no transactions over the past 6 months, fill in this section based on your intended business.



 If your business does not offer gold certificate, select option on whether your business offers any other forms of asset-backed token. If you have selected <Yes>, please describe the asset-backed token and provide the name of the issuer.



Enter the countries/regions where your business sourced PSPM products from.



This question allows multiple options to be selected. You can select the countries/regions from the drop-down box or by keying the first few letters of the countries/regions.

If you have not commenced business/have no transactions over the past 6 months, fill in this section based on the countries/regions where your business intends to source PSPM products from.

Which countries/regions do you source your PSPM products from? (You may select more than 1 option)



×China ×India

Select options that best describe your goods channel/movement.



If you have not commenced business/have no transactions over the past 6 months, fill in this section based on your intended goods channel/movement.

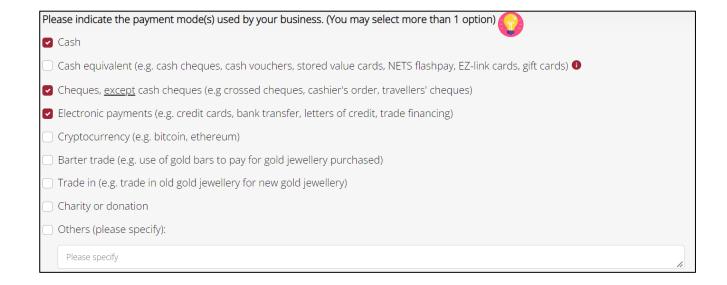


• Select options which indicate the payment mode(s) used by your business.



If you have not commenced business/have no transactions over the past 6 months, fill in this section based on the intended payment mode(s) to be used by your business.

This refers to all payment mode(s) accepted by your business, regardless of whether the payment mode was used over the past 6 months.



• Select option on whether your business accepts stablecoins as a payment mode (directly or indirectly). If you have selected <Yes>, please provide the total amount received (in S\$) over the past 6 months.



If you have not commenced business/have no transactions over the past 6 months, fill in this section based on your intended business and indicate "0" for the total amount of stablecoins received.

oes your company accept stablecoins, such as USDT or XSGD, as payments for the transactions, directly or indirectly	?
Yes O No	
lease indicate the SGD equivalent amount of stablecoins received directly and indirectly for the 6 months period.	
Please specify	
	re

• Select option that best describes your business transactions on cash/cash equivalents over the past 6 months.

What is the percentage of total cash and cash equivalent transactions your business made over the past 6 months?
I have not commenced my business
I have commenced my business but have no transactions over the past 6 months
All cash and cash equivalent transactions
○ > 50% cash and cash equivalent transactions
Roughly 50% cash and cash equivalent transactions
● < 50% cash and cash equivalent transactions
All non-cash and non-cash equivalent transactions

• Enter your <Total sales (in S\$)> and <Total number of transactions> for each payment mode over the past 6 months.

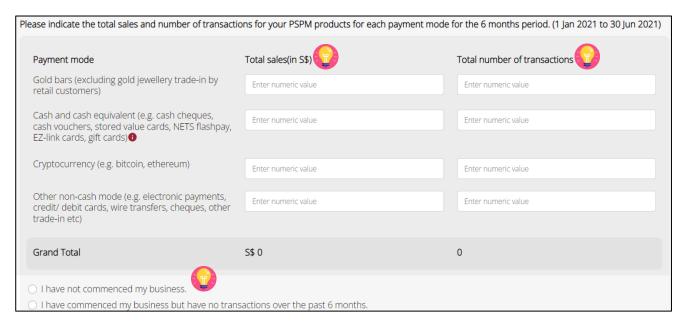


<Total sales (in S\$)> refers to total sales (inclusive of GST) after deducting sales discount.

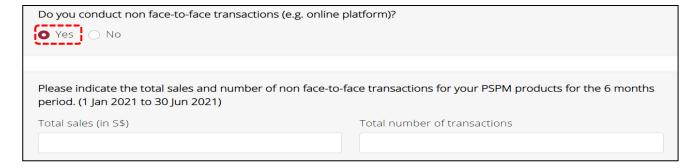
<Total number of transactions> refers to the total number of invoices/receipts issued to the customers.

If you have not commenced business/have no transactions for the past 6 months, indicate "0" for total sales and total number of transactions. Please select <I have not commenced my business> if you have not commenced PSPM business as a regulated dealer.

Please note that advertising the sales of PSPM constitutes 'commencement of business' even if no actual sales materialised. If you have already commenced PSPM business but have no transactions over the 6 months period, please select <I have commenced my business but no transactions over the past 6 months>. Where a transaction consists of multiple payment modes, please key in "1" for <Total number of transactions> for the highest risk payment mode, and "0" for the other payment mode(s). For example, if a transaction consists of partial payments in "Gold bars", "Cryptocurrency" and "Cash and cash equivalent", you can key in "1" for "Gold bars"/ "Cryptocurrency" and "0" for "Cash and cash equivalent". If a transaction consists of partial payments in "Cash and cash equivalent" and "Other non-cash mode", you can key in "1" for "Cash and cash equivalent" and "0" for "Other non-cash mode". For <Total sales (in S\$)>, you should still provide the total sales based on each payment mode.



- Select option on whether your business conducts non face-to face transactions.
- If you have conducted non face-to-face transactions, select <Yes> and indicate the total sales and number of non face-to-face transactions for the past 6 months.



• Select option that indicates your business' highest priced PSPM product sold over the past 6 months.



If you have not commenced business/have no transactions for the past 6 months, select <S\$0 to <S\$2,000>.

Please indicate your highest priced PSPM product sold over the past 6 months.

S\$500,000 and above
S\$100,000 to < S\$500,000
S\$20,000 to < S\$100,000
S\$10,000 to < S\$20,000
S\$5,000 to < S\$10,000
S\$5,000 to < S\$10,000
S\$2,000 to < S\$5,000

Select option that indicates the highest priced PSPM product that your business <u>carried</u> over past 6 months.

Please indicate your highest priced PSPM product that your business carried over the past 6 months.

S\$500,000 and above
S\$100,000 to < S\$500,000
S\$20,000 to < S\$100,000
S\$10,000 to < S\$20,000
S\$5,000 to < S\$10,000
S\$5,000 to < S\$5,000
S\$0 to < S\$5,000

• Enter details of your company's 5 highest valued transactions over the past 6 months and select <Next> to continue.

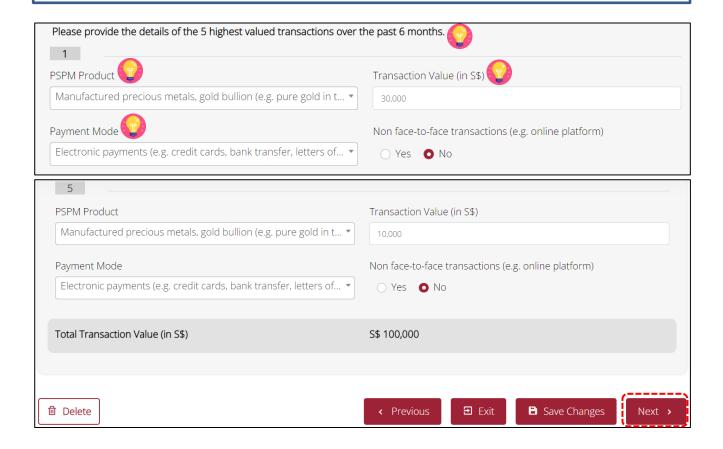


<Transaction Value (in S\$)> refers to the amount stated on the invoice/receipt for the transaction (inclusive of GST).

As you can only select one product when filling in the details for each transaction, select the product accounting for the highest value amongst the products in that one transaction if the invoice/receipt consists of multiple PSPM products. For example, if the total sales stated in the invoice is \$25,000 which consists of 1 loose diamond (\$8,000), 1 loose sapphire (\$7,000) and 1 gold bar (\$10,000), you can select "Gold Bullion (e.g. pure gold in the form of bars, ingots, or plates)" as the <PSPM Product> and indicate the <Transaction Value (in S\$)> as \$25,000.

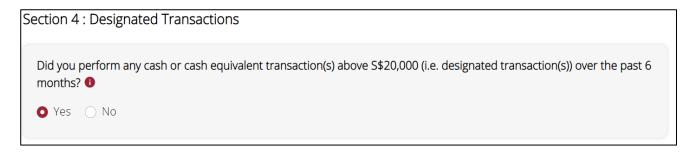
As you can only select one payment mode when filling in the details for each transaction, select the payment mode accounting for the highest value in that one transaction if the invoice/receipt consists of multiple payment modes. For example, if the sales stated in the invoice is \$25,000 and paid in cash (\$15,000) and credit card (\$10,000), you can select "Cash" as the <Payment Mode>.

If you have not commenced business/have no transactions for the past 6 months, you will not be required to fill in this section.



7. Complete SECTION 4: Designated Transactions

- Select option on whether your business had performed designated transaction(s) over the past 6 months.
- Click <Next> to continue.

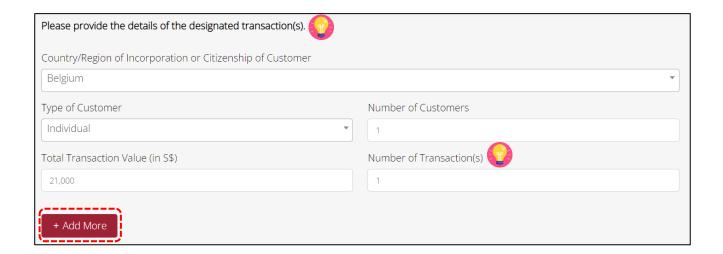


- Enter information on the designated transaction(s) by <Country/Region> if you selected <Yes> for previous option.
- If your customers come from more than 1 country/region, click <+ Add More> to provide the details.



<Number of Transaction(s)> refers to the total number of designated transaction(s). For example, if a customer purchased two PSPM products and each cost S\$15,000 with two receipts issued on the same day, you would consider this as one designated transaction instead of two transactions. This is different from the <Number of Transaction(s)> in Section 3 which refers to the total number of invoices/receipts issued to the customers.

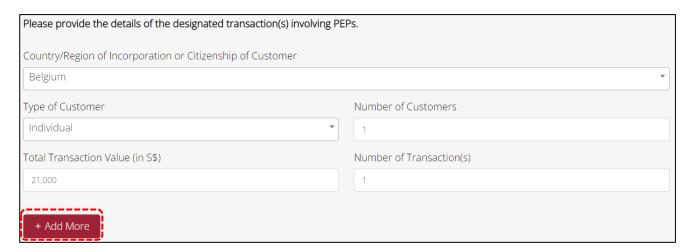
Filing this section does not mean you have filed your Cash Transaction Reports ("CTRs") and Suspicious Transaction Reports ("STRs"). You are still required to file all your CTRs and STRs via SONAR.



• Select option on whether your business conducted designated transaction(s) with PEPs and click <Next> to continue.



- Enter information on the designated transaction(s) involving PEPs by <Country/Region> if you selected <Yes> for previous option.
- If the PEPs come from more than 1 country/region, click <+ Add More> to provide the details.



8. Complete SECTION 5: Entity-Based Requirements

- Select options based on your business practices.
- By now, as a regulated dealer, you should have already developed and put in place Internal Policies,
 Procedures and Controls ("IPPC") and Risk Assessment for your business. If you have not, visit "Guidelines
 for Regulated Dealers" or "Guidance Materials" section of the ACD website at https://www.go.gov.sg/acd
 to download the sample forms and customise them according to your business profile.



Even if you are a sole-proprietor with no employees or operating a small PSPM company or not having any PSPM transactions, you are still required to perform an assessment of the money laundering ("ML"), terrorism financing ("TF") and proliferation financing ("PF") risks faced by your business. You are also required to develop your IPPC and Risk Assessment to manage your ML/TF/PF risks.

Section 5 : Entity-based Requirements
Do you impose any maximum limit for cash transactions that you would accept? Yes No
Please indicate your maximum limit for cash transactions (in S\$).
Enter numeric value
Have you established procedures to identify designated transaction(s) and file Cash Transaction Report(s) (CTRs)? Yes No
Have you established procedures to perform Customer Due Diligence (CDD) measures? Yes No
Have you established procedures to perform screening of customers? ◆ Yes ○ No
Have you established procedures to identify politically-exposed person(s) (PEPs) and higher risk customers? Yes No
Have you established procedures to perform Enhanced Customer Due Diligence (ECDD) measures? Yes No

Have you established procedures to file Suspicious Transaction Report(s) (STRs)?

Yes No

Have you established procedures to keep records on transactions and customers pertaining to Customer Due Diligence (CDD) measures?

Yes No



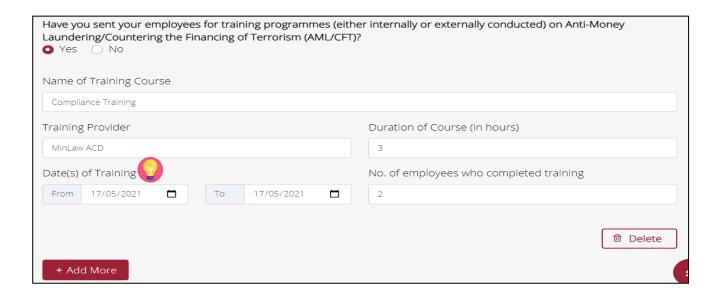
If your business is sole-proprietorship or partnership with no employee, indicate <No> for the question on <Have you conducted employee checks when hiring employees?>.



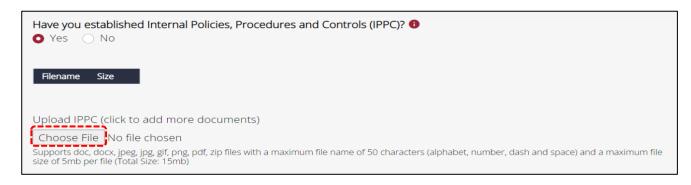
• Enter details of the AML/CFT course(s) your employees have attended if you have selected <Yes>. These include trainings conducted by MinLaw.



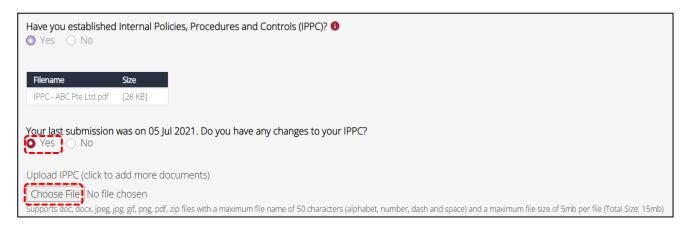
<Date(s) of Training> can be the training date(s) attended by your employees before the current reporting period. For example, if the current reporting period is for 1 Jan 2021 to 30 Jun 2021, you can key in the training date(s) attended before 1 Jan 2021.



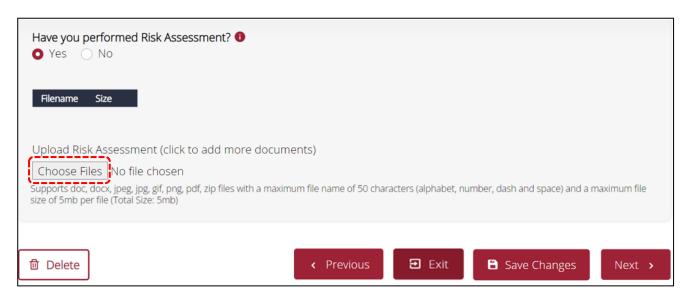
Upload your IPPC document according to the stated file type and size if you selected <Yes>.



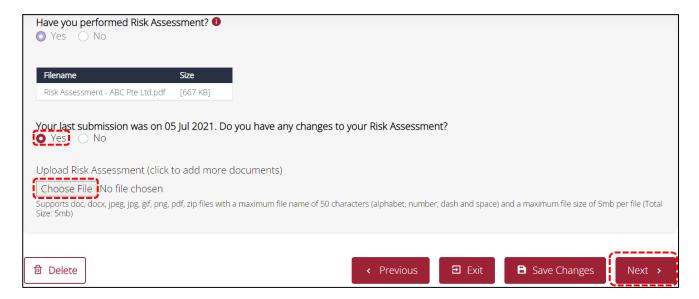
- If you have submitted your IPPC document in the previous submission period, the current submission will display the IPPC document that you previously submitted. Please check if you have any changes. You are required to provide the updated IPPC document in the submission.
- If there is no change to your IPPC document, select <No> for <Do you have any changes to your IPPC?>. Otherwise, select <Yes> and upload your latest IPPC document.



• Upload your Risk Assessment document according to the stated file type and size if you selected <Yes>.



- If you have submitted your Risk Assessment document in the previous submission period, the current submission will display the Risk Assessment document that you previously submitted. Please check if you have any changes. You are required to provide the updated Risk Assessment document in the submission.
- If there is no change to your Risk Assessment document, select <No> for <Do you have any changes to your Risk Assessment?>. Otherwise, select <Yes> and upload your latest Risk Assessment document.
- Click <Next> to continue.



٥	Complete SECTION	6. Provision of Vaulting	Services to Customers
J.	Complete SECTION	o. Provision of vauluits	Services to customers

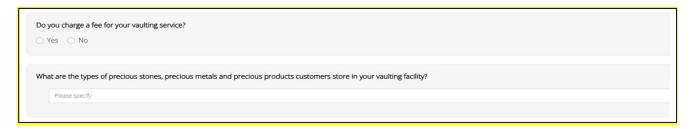
Select option on whether your business provides vaulting services to customers.



If you have not commenced business/have no transactions over the past 6 months, fill in this section based on your intended business.

Does your company provide vaulting services to customers in Singapore? 0 ○ Yes ○ No

If vaulting services to customers are provided, select option whether your business will charge a fee for the service and indicate the types of precious stones, precious metals and precious products customers will store in your vaulting facility.



Select option that indicates your business' estimated total value of the precious stones, precious metals and precious products that customers store in your vaulting facilities over the past 6 months.



If you have not commenced business/have no transactions for the past 6 months, select <Less than S\$5 million>.

What is the estimated total value of the precious stones, precious metals and precious products that customers store in your vaulting facilities as of the end of the 6 months period?



- Less than S\$ 5 million Between S\$5 million to S\$10 million Between S\$10 million to S\$50 million
- Between \$\$50 million to \$\$100 million
- More than S\$100 million

If you have selected <Yes>, state the name, address and upload your certificate of insurance according to the stated file type and size.

Do you have an insurance policy in force covering the precious stones, precious metals and precious products that customers stored in your vaulting facility? O Yes No Please provide the name and address of the insurance company, the period and quantum of insurance coverage, and upload a copy of the in-force certificate of insurance. Please specify Upload IN-FORCE CERTIFICATE (click to add more documents) Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5mb per file (Total Size: 15mb)

- Select option that applies to your business regarding the vaulting facility.
- If you have selected either of the first 2 options, state the name and address of the company which owns and/or manages the vaulting facility.

10. Complete SECTION 7: Confirmation and Acknowledgement

- Click on <+> icon to expand different sections.
- Check if the information you filled is correct.
- Click <Edit> if you would like to make amendments.
- () IMPORTANT: Double check that all the information you have entered are correct before you submit the semi-annual return as you would not be able to amend or cancel your semi-annual return submission after the submission period has ended.



- Once you have confirmed that everything is correct, read through the declaration form.
- Tick on both boxes to acknowledge the declaration.
- Click <Submit>.



Declaration

1. I am aware that section 27 of the Precious Stones and Precious Metals (Prevention of Money Laundering, Terrorism Financing and Proliferation Financing) Act 2019 provides as follows:

"A person who, in any application for registration (or renewal of registration) or in compliance or purported compliance with any requirement under Part 3 or 4 —

- a. provides to the Registrar or an authorised officer any information or document that the person knows or has reason to believe is materially false or misleading;
- b. omits to provide any information to the Registrar or authorised officer for the purposes of this Act, knowing or having reason to believe that such omission will create a materially false or misleading impression;
- c. intentionally alters, suppresses or destroys any document or information which the person has been required to produce or provide; or
- d. in producing any document or providing any information so required, makes any statement which the person knows or ought reasonably to know is, or is reckless as to whether it is, false or misleading in a material particular;

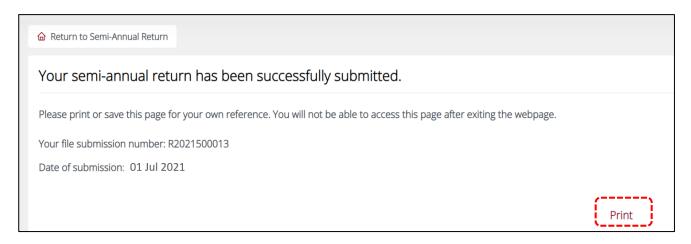
shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$50,000 or to imprisonment for a term not exceeding 2 years or to both."



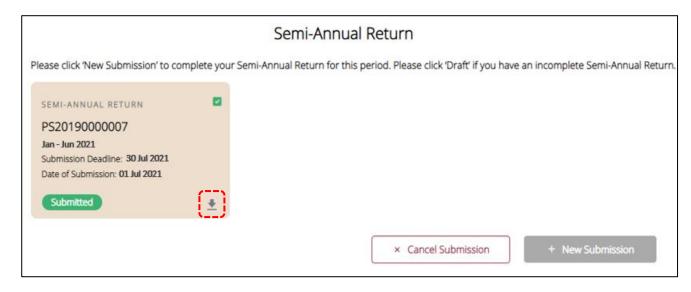
- A confirmation message will be prompted.
- Click <Yes> to confirm the submission.



- After you have submitted the Semi-Annual Return, a submission number will be generated.
- Print this page for record keeping purposes.



- Congratulations, you have completed the submission of the Semi-Annual Return!
- To view your past submissions, access the <Semi-Annual Return> category.
- Click on the download icon 💌 to download a PDF version of the Semi-Annual Return for your own record.



• Sample PDF version of Semi-Annual Return.



SEMI-ANNUAL RETURN

Reporting Period from 1 Jan 2021 to 30 Jun 2021 Date Submitted: 1 Jul 2021 Submission ID: R2021500013

SECTION 1: GENERAL INFORMATION

Entity Name: ABC Pte Ltd. UEN: T12345678A

Registration No.: PS20190000007

Filer's Particulars

Filer's Name: RANDY LIM Filer's Designation: COMPLIANCE OFFICER

Filer's Contact No.: +6591234567 Filer's Email: RANDYLIM@GOLD.SG

ACRA-registered Address (based on your last application record with MinLaw)

Blk/House Number: 31 Street Name: SCIENCE PARK ROAD

Level: null Unit: null

Building Name: THE CRIMSON Postal Code: 117611

Type of Address: Office

ACRA-registered address currently remains unchanged as above: Yes

SECTION 2: COMPANY PROFILE

How many employees currently employed by your company (including the business owner)? 8

How many directors currently employed by your company are NRIC holders? 2 to 5

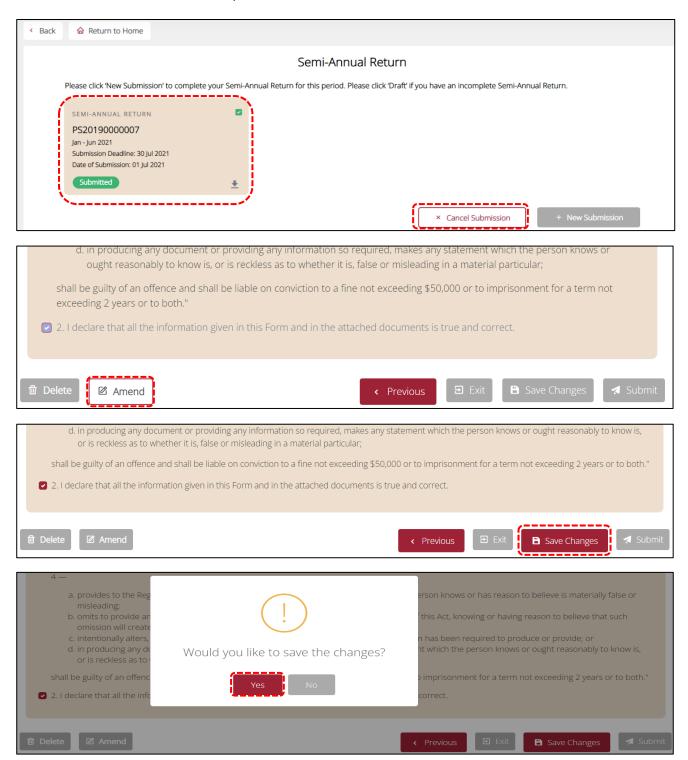
Is your company wholly owned by foreigners? No

Which one of the following best describes your business outside of Singapore? Not Applicable. I do not conduct

PSPM related business activities outside of Singapore.

11. Amend/Cancel Submission

- After the submission period has ended, you would not be able to amend or cancel your semi-annual return submission.
- If you realised there were errors after submitting your semi-annual return, you can click on your semi-annual return submission and click <Amend>. Once you have amended, please click <Save Changes> and click <Yes> when prompted to confirm to save changes.
- Alternatively, you can click <X Cancel Submission> to delete the submission and restart the whole process if it is still within the submission period.

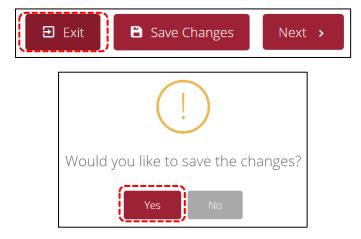


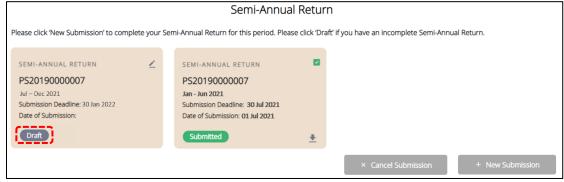
12. Useful Tips

- It should take less than 60 minutes to complete the submission of the semi-annual return if you have all the required information on hand. As a good practice, you should prepare the required information for the semi-annual return consistently throughout the 6 months reporting period.
- In case you are unable to complete the submission in one go, save the submission and continue later. To avoid losing your draft, you should save the changes after completing each section.



• Alternatively, click <Exit>. A pop up message will appear "Would you like to save the changes?". Once you click <Yes>, your draft will be saved and you will be redirected to the <Semi-Annual Return> category.





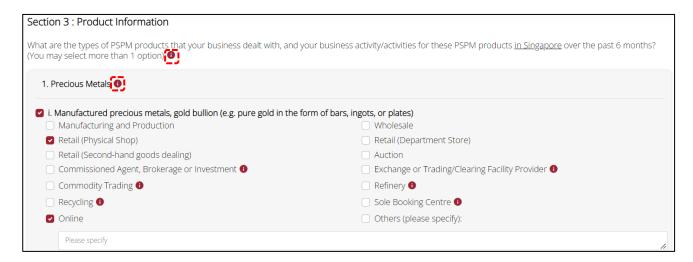
You can select multiple options if it is a checkbox



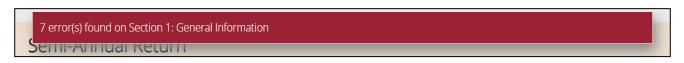
You can only select one option if it is a radio button



• If you are unclear of the meaning of the terms, you can hover your mouse cursor over the (i) icon • for the definition. Please note that the mouse-over definitions are for illustrative purposes only and meant for general reference.



- You will not be able to go to the next page, if there are incomplete/ erroneous entries in your submission.
- When this occurs, an error message will appear at the top of the screen.

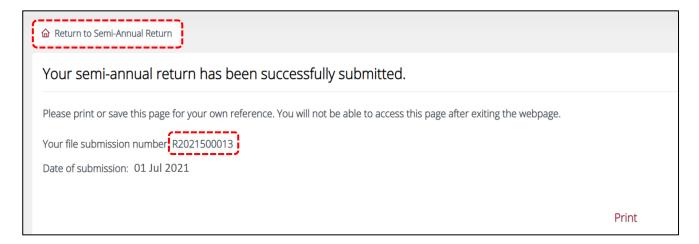


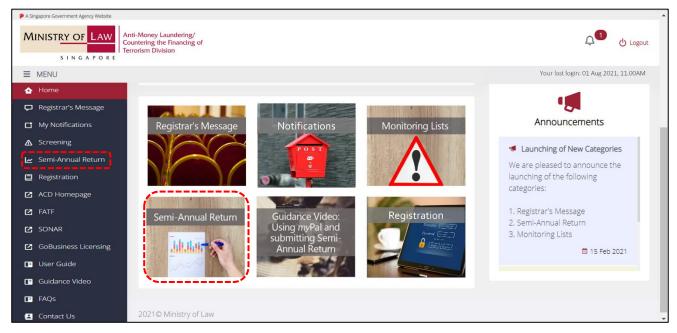
To view details of the error fields, mouse over the error message.

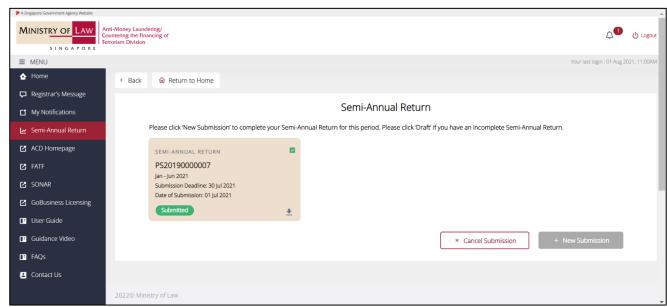


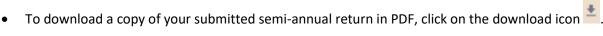
• Note that you will be auto-logged out of your *my*Pal account if it is inactive for 15 minutes.

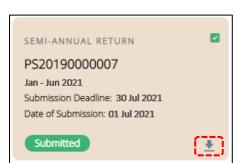
• Upon submission, a Submission Number (R20xxxxxxxxx) will be generated. To check your past submissions, select <Return to Semi-Annual Return> or <Semi-Annual Return>, under <Home>.











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Corppass	Tel: 6643 0577 Mon – Fri: 8am – 8pm Sat: 8am – 2pm Email: support@corppass.gov.sg Website: https://www.corppass.gov.sg	For enquiries relating to Corppass and Singpass matters: • Register and set up Corppass account • Check registration status
Singpass	Tel: 6643 0555 Email: support@singpass.gov.sg Website: https://www.singpass.gov.sg Step-by-step guide on Singpass registration: https://www.singpass.gov.sg/singpass/common/supportmain	 Activate Corppass account Forgot/retrieve Corppass ID Forgot/reset Corppass password Register Corppass Admin Create users Assign digital services
Ministry of Law ("MinLaw") Anti-Money Laundering/ Countering the Financing of Terrorism Division ("ACD") Website	ACD Website https://www.go.gov.sg/acd For FAQs, please refer to the FAQs section. FAQs relating to myPal and semi-annual return can be found at the sub-sections on "myPal" and "Reporting Requirement – Semi-Annual Return" respectively, in the ACD website.	For enquiries relating to Regulatory Regime for Precious Stones and Precious Metals Dealers, including myPal and semi- annual return matters, for example: • when is the submission period for semi-annual return • what are the information required in the semi-annual return
MinLaw Services Centre	Enquiry Line Operating Hours: Tel: 1800–CALL–LAW (1800 2255 529)* *Airtime charges may apply to calls made from mobile phones to '1800' local toll-free numbers. Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays) Online Enquiry Form: https://www.go.gov.sg/contactminlaw Counter Operating Hours: Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays)	For enquiries relating to Regulatory Regime for Precious Stones and Precious Metals Dealers, for example: • queries not covered in the ACD website and FAQs