

Submission of Semi-Annual Return

Step-by-Step Guide for Regulated Dealers in the
Precious Stones and Precious Metals Dealers Sector

Updated on 23 June 2021

Note: Screenshots provided are for demonstration purposes. Dealer should complete the submission using their business and transaction information.

Table of Contents

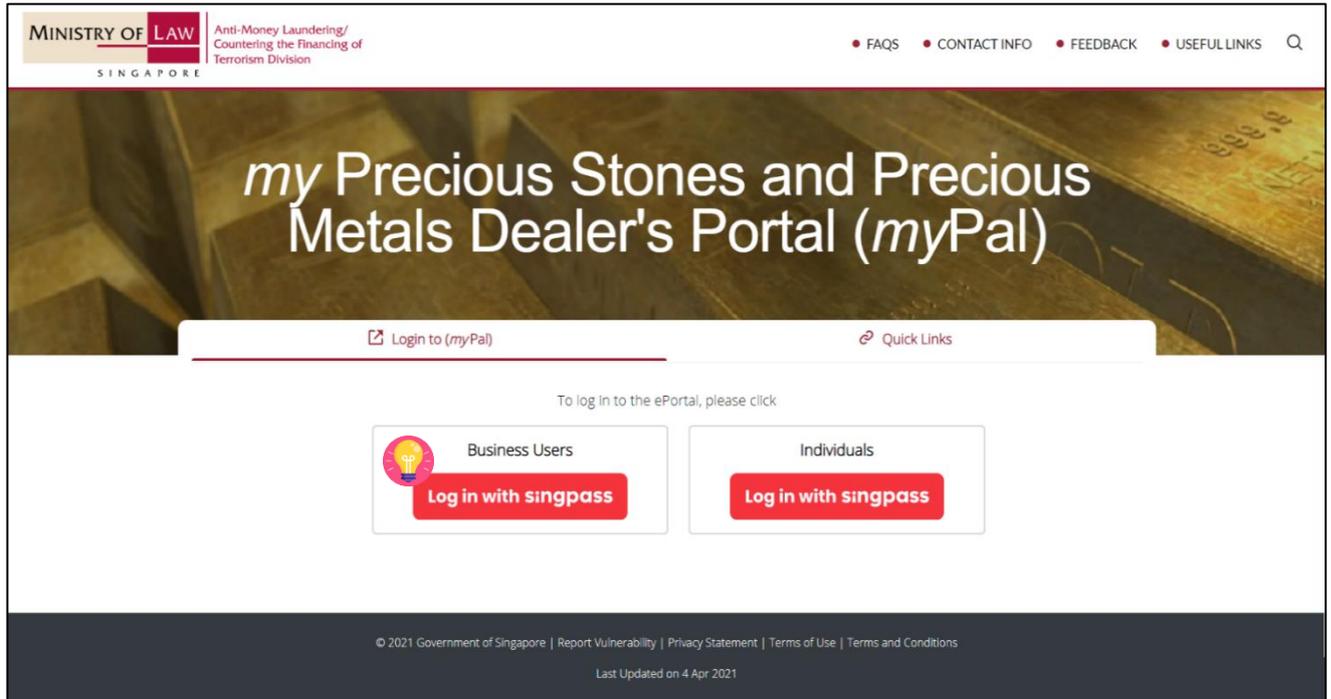
1.	Access <i>myPal</i> to Submit Semi-Annual Return	3
2.	Create New Submission.....	5
3.	Complete SECTION 1: General Information	6
4.	Complete SECTION 2: Company Profile	9
5.	Complete SECTION 3: Product Information	11
6.	Complete SECTION 4: Designated Transactions.....	19
7.	Complete SECTION 5: Entity-Based Requirements	21
8.	Complete SECTION 6: Confirmation and Acknowledgement	25
9.	Cancel Submission	29
10.	Useful Tips	30
11.	Useful Contacts and Resources	34

1. Access myPal to Submit Semi-Annual Return

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



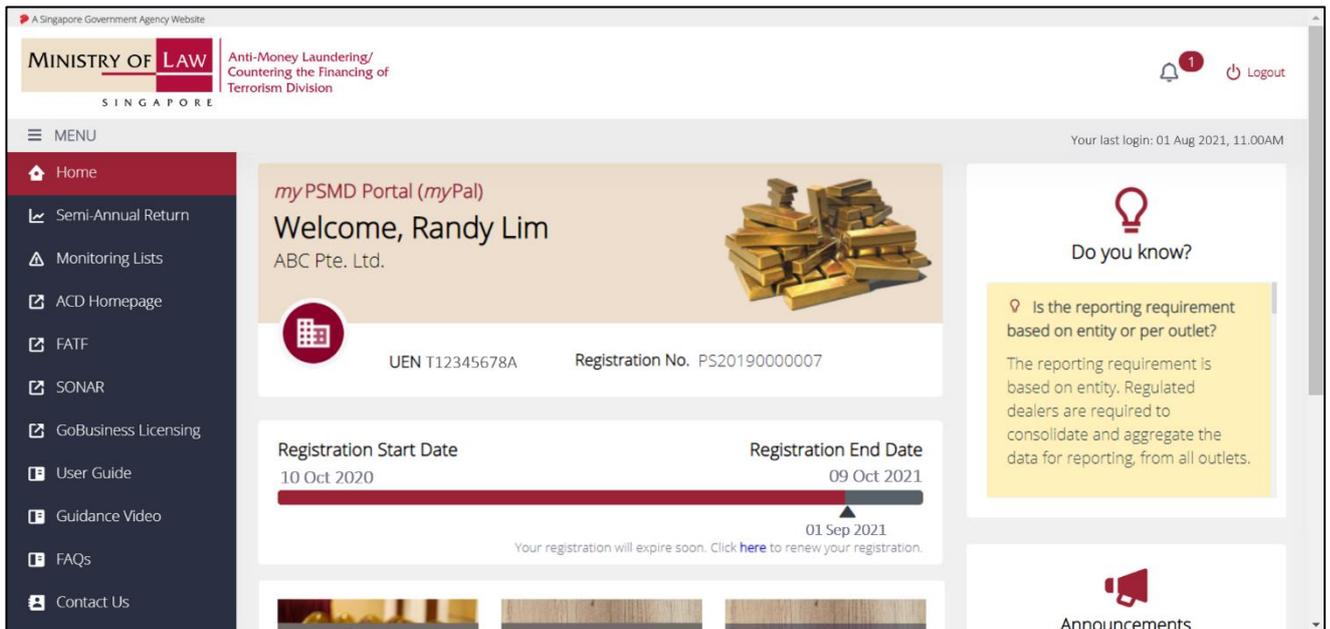
Corppass users can grant their staff access to myPal via their Corppass accounts.



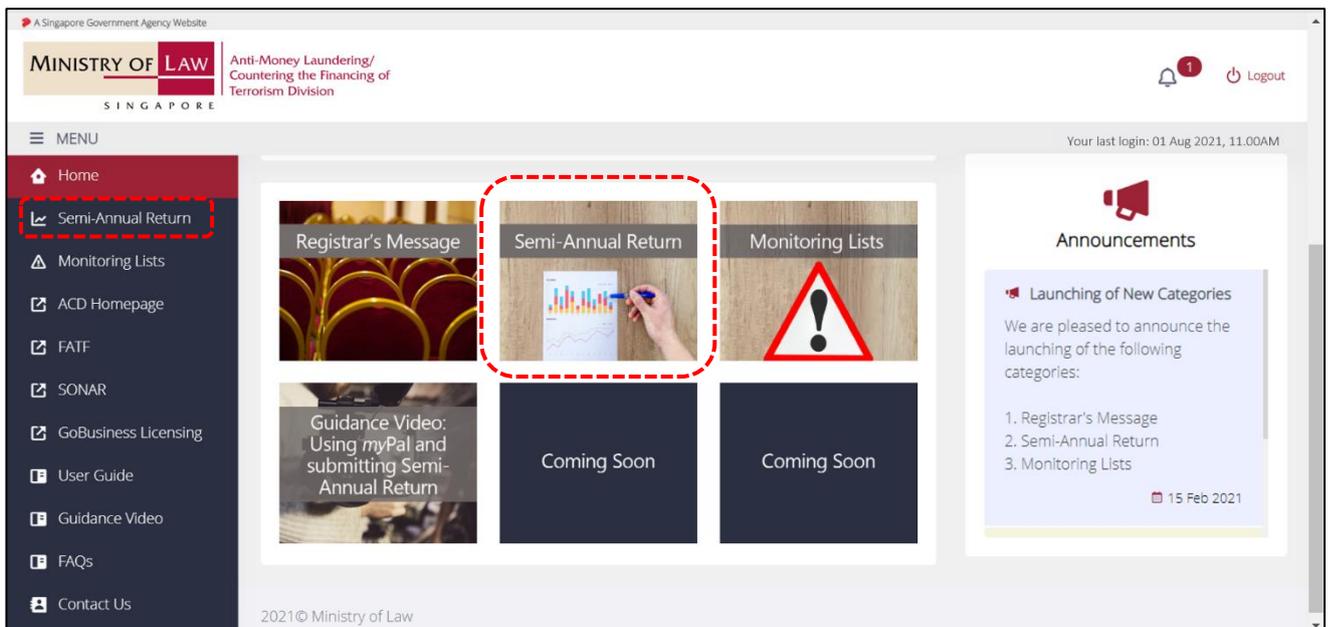
- Fill in your Singpass details or scan QR code using your mobile device.



- 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.



2. Create New Submission

- Click <+ New Submission>.



Past submissions will also be displayed.

Semi-Annual Return

Please click 'New Submission' to complete your Semi-Annual Return for this period. Please click 'Draft' if you have an incomplete Semi-Annual Return.

<p>SEMI-ANNUAL RETURN +</p> <p>PS20190000007</p> <p>Jul – Dec 2021 Submission Deadline: 30 Jan 2022 Date of Submission:</p> <p>New</p>	<p>SEMI-ANNUAL RETURN ✓</p> <p>PS20190000007</p> <p>Jan - Jun 2021 Submission Deadline: 30 Jul 2021 Date of Submission: 01 Jul 2021</p> <p>Submitted ↓</p>
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× Cancel Submission **+ New Submission**

- There are 6 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.

01	02	03	04	05	06
General Information	Company Profile	Product Information	Designated Transactions	Entity-based Requirements	Confirmation & Acknowledgement

3. Complete SECTION 1: General Information

- Enter <Filer's Particulars>:
 - <Filer's Name>
 - <Filer's Designation>
 - <Filer'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.

Section 1 : General Information

Entity Name ABC Pte. Ltd. UEN T12345678A

Filer's Particulars 

Filer's Name	Filer's Designation
<input type="text" value="Randy Lim"/>	<input type="text" value="Compliance Officer"/>
Filer's Contact No.	Filer's Email Address
<input type="text" value="+6591234567"/>	<input type="text" value="randylim@gold.sg"/>

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

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

Local Address:

Blk/House Number	Street Name
<input type="text" value="31"/>	<input type="text" value="SCIENCE PARK ROAD"/>
Level	Unit
<input type="text"/>	<input type="text"/>
Building Name	Postal Code
<input type="text" value="THE CRIMSON"/>	<input type="text" value="117611"/>

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

🏠 Type of Address:

Office

Retail Outlet

Home Address

Address of Corporate Service Provider/Company Secretary

Address of Shared Service Office

Others

- 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.

🏠 ACRA-registered address currently remains unchanged as above:

Yes No

 Delete  Exit  Save Changes  Next >

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

 If you have changed your ACRA-registered address and what is shown is inaccurate, refer to <https://acd.mlaw.gov.sg/other-regulatory-requirements> 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 may be addressed, 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.

🏠 ACRA-registered address currently remains unchanged as above: 

Yes No

Please refer to <https://acd.mlaw.gov.sg/other-regulatory-requirements> and submit an amendment application in GoBusiness Licensing Portal (<https://www.gobusiness.gov.sg/licences>).

- For <Type of address currently remains unchanged:>, 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.

▲ Type of address currently remains unchanged:

Yes No

▲ Type of address has changed to:

Office

Retail Outlet

Home Address

Address of Corporate Service Provider/Company Secretary

Address of Shared Service Office

Others

4. 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 whether if 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?>.

Singapore permanent resident (PR) is not considered as foreigner. Select <No> if company is owned by PR.

Section 2 : Company Profile

Company Details

How many employees are 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? 

Yes 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.

 Delete

< Previous

 Exit

 Save Changes

Next >

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

Please elaborate on your business outside of Singapore e.g. international/ regional presence and the details.

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

5. 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 . For full details of the definition, refer to <https://acd.mlaw.gov.sg/guidance-materials/>.
- 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/or there were 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 whether the item(s) was sold over the past 6 months.

If you are dealing with online non-retail business, select <Online> for your business activity.

If you are only dealing with online retail business, select <Retail (Online Shop)> for your business activity. You do not need to select <Online>, unless you also deal with online non-retail business.

Section 3 : Product Information

What are the types of PSPM products that your business dealt with, and your business activity/activities for these PSPM products over the past 6 months? (You may select more than 1 option) 

1. Precious Metals

i. Gold bullion (e.g. pure gold in the form of bars, ingots, or plates)

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input checked="" type="checkbox"/> Retail (Physical Shop) | <input checked="" type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

ii. Precious metals, except gold bullion (e.g. gold, silver, platinum, iridium, osmium, palladium, rhodium, ruthenium and alloy with at least 2% in weight of any of the above mentioned metals)

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

2. Precious Stones i

i. Loose diamonds

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

ii. Loose precious stones, except diamonds (e.g. sapphire, ruby, emerald, jade (including nephrite and jadeite) and pearl)

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

3. Precious Products (set / affixed with precious stones and/or precious metals) i

i. Jewellery, except costume/ fashion jewellery

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

ii. Costume / fashion jewellery i

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

iii. Watches

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

iv. Luxury ornaments, accessories and apparel ❗

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

v. Fortune telling / feng shui / astrology products

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

vi. Antiques and collector products (e.g. coinage)

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

vii. Other ornaments, accessories and apparel, except luxury products, fortune telling / feng shui / astrology products, and antiques and collector products ⓘ

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

viii. Others (please specify):

Please specify

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

4. Asset-Backed Tokens ⓘ

i. Virtual assets (e.g. cryptocurrency, crypto-asset)

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

ii. Asset-backed tokens, except virtual assets (e.g. gold receipts / certificates)

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing and Production | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail (Physical Shop) | <input type="checkbox"/> Retail (Online Shop) |
| <input type="checkbox"/> Retail (Department Store) | <input type="checkbox"/> Retail (Second-hand goods dealing) |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Commissioned Agent, Brokerage or Investment |
| <input type="checkbox"/> Exchange or Trading/Clearing Facility Provider | <input type="checkbox"/> Online |
| <input type="checkbox"/> Others (please specify): | |

Please specify

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



This question allows multiple options. 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/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)



x China x India |

- Select options that best describe your goods channel/movement.



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

Describe your goods channel/movement. (You may select more than 1 option)

- Goods only move within Singapore
- Goods move from Singapore to customer in foreign country/countries
- Goods move from supplier in foreign country/countries to Singapore
- Goods move directly from supplier in foreign country/countries to customer in foreign country/countries
- No physical movement as I am dealing with virtual assets only; or I am an online platform provider
- Others (please specify):

Please specify

- Select options which indicate the payment modes used by your business.



If you have not commenced business/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 modes accepted by your business, regardless whether the payment mode was used over the past 6 months.

Please indicate the payment mode(s) used by your business. (You may select more than 1 option)

- Cash
- Cash equivalent (e.g. cash cheques, cash vouchers, stored value cards, NETS flashpay, EZ-link cards, gift cards) 
- Cheques, except cash cheques (e.g. crossed cheques, cashier's order, travellers' cheques)
- Electronic payments (e.g. credit cards, bank transfer, letters of credit, trade financing)
- Cryptocurrency (e.g. bitcoin, ethereum, blockchain)
- Barter trade (e.g. use of gold bars to pay for gold jewellery purchased)
- Trade in (e.g. trade in old gold jewellery for new gold jewellery)
- Charity or donation
- Others (please specify):

Please specify

- Select option that best describe 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> over the past 6 months.
- Select option whether if your business conducts non face-to face transactions.



<Total sales (in S\$)> refers to net sales (i.e. 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/no transactions for the past 6 months, indicate "0" for total sales and transactions.

Please indicate the total sales and number of transactions for your PSPM products for the 6 months period. (1 Jan 2021 to 30 Jun 2021)

Total sales (in S\$)

100000

Total number of transactions

10

- 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.

Do you conduct non face-to-face transactions (e.g. online platform)?

Yes No

Please indicate the total sales and number of non face-to-face transactions for your PSPM products for the 6 months period. (1 Jan 2021 to 30 Jun 2021)

Total sales (in S\$)

Total number of transactions

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



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

Please indicate your highest priced PSPM product sold in 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\$2,000 to < S\$5,000
- S\$0 to < S\$2,000

- 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).

Where the semi-annual return form only allows you to select one product, 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.

Where the semi-annual return form only allows you to select one payment mode, 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/no transactions for the past 6 months, you will not be required to fill in this section.

Please provide the details of the 5 highest valued transactions over the past 6 months. 

1

PSPM Product 

Gold Bullion

Transaction Value (in S\$) 

30000

Payment Mode 

Electronic payments (e.g. credit cards, bank transfer, )

Non face-to-face transactions (e.g. online platform)

Yes No

5

PSPM Product

Gold Bullion

Transaction Value (in S\$)

10000

Payment Mode

Electronic payments (e.g. credit cards, bank transfer, )

Non face-to-face transactions (e.g. online platform)

Yes No

 Delete

< Previous

 Exit

 Save Changes

Next >

6. Complete SECTION 4: Designated Transactions

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

Section 4 : Designated Transactions

Did you perform any cash or cash equivalent transaction(s) above S\$20,000 (i.e. designated transaction(s)) over the past 6 months? 

Yes No

- 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.



<Country/Region> refers to the nationality of your 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.

Please provide the details of the designated transaction(s). 

Country/Region 

Belgium

Type of Customer

Individual

Number of Customers

1

Total Transaction Value (in S\$)

21000

Number of Transaction(s)

1

+ Add More

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

Did you conduct any designated transaction(s) with politically-exposed person(s) (PEPs)? ⓘ

Yes No

- 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.

Please provide the details of the designated transaction(s) involving PEPs.

Country/Region
Belgium

Type of Customer: Individual
Number of Customers: 1

Total Transaction Value (in S\$): 21000
Number of Transaction(s): 1



7. Complete SECTION 5: Entity-Based Requirements

- Select options based on your business practices.
- By now, regulated dealers should have already developed and put in place their Internal Policies, Procedures and Controls (“IPPC”) and Risk Assessment. If you have not, visit <https://acd.mlaw.gov.sg/guidelines/> to download the sample forms and customise them according to your business profile.



Even if you are a sole-proprietor with no employee 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”) and terrorism financing (“TF”) risks faced by your business. You are also required to develop your IPPC and Risk Assessment to manage your ML/TF 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?>.

Have you established procedures to perform ongoing monitoring of transactions?

Yes No

Have you conducted employee checks when hiring employees? 

Yes No

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

Have you sent your employees for training programmes (either internally or externally conducted) on Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT)?

Yes No

Name of Training Course

Compliance Training

Training Provider

MinLaw ACD

Duration of Course (in hours)

3

Date(s) of Training

From 17/05/2021 To 17/05/2021

No. of employees who completed training

2

+ Add More

Delete

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

Have you established Internal Policies, Procedures and Controls (IPPC)?

Yes No

Filename	Size
Upload IPPC (click to add more documents)	
Choose Files	No file chosen

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.

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

Have you performed Risk Assessment? ⓘ

Yes No

Filename	Size
----------	------

Upload Risk Assessment (click to add more documents)

No file chosen

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 15MB per file.

8. Complete SECTION 6: 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 as you would not be able to make any amendments once submitted.**

Section 6 : Confirmation & Acknowledgement 


Confirmation
Semi-Annual Return Summary

1. General Information 

2. Company Profile 

3. Product Information 

4. Designated Transactions 

 Edit

Did you perform any cash or cash equivalent transaction(s) above \$20,000 (i.e. designated transaction(s)) over the past 6 months? No

5. Entity-based requirements 

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



Acknowledgement

Declaration

1. I am aware that section 27 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism 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."

2. I declare that all the information given in this Form and in the attached documents is true and correct.

 Delete
< Previous
 Exit
 Save Changes
 Submit

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



Are you sure you would like to submit this
Semi-Annual Return?

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

[Return to Semi-Annual Return](#)

Your semi-annual return has been successfully submitted.

Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Your file submission number: R2021500013

Date of submission: 01 Jul 2021

[Print](#)

- 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.

Semi-Annual Return

Please click 'New Submission' to complete your Semi-Annual Return for this period. Please click 'Draft' if you have an incomplete Semi-Annual Return.

SEMI-ANNUAL RETURN 

PS20190000007

Jan - Jun 2021

Submission Deadline: 30 Jul 2021

Date of Submission: 01 Jul 2021

[Submitted](#) 

[× Cancel Submission](#) [+ New Submission](#)

- Sample Copy of Semi-Annual Return PDF version.

 <p>MINISTRY OF LAW SINGAPORE</p>	<p>Anti-Money Laundering/ Countering the Financing of Terrorism Division</p>	<h2>SEMI-ANNUAL RETURN</h2>
		<p>Reporting Period from 1 Jan 2021 to 30 Jun 2021 Date Submitted: 1 Jul 2021 Submission ID: R2021500013</p>
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.		

9. Cancel Submission

- After submission, you would not be able to amend any information on your Semi-Annual Return.
- If you realised there were errors after the submission, you would need to click <X Cancel Submission> to delete the submission and restart the whole process.

Semi-Annual Return

Please click 'New Submission' to complete your Semi-Annual Return for this period. Please click 'Draft' if you have an incomplete Semi-Annual Return.

SEMI-ANNUAL RETURN ✔

PS20190000007

Jan - Jun 2021

Submission Deadline: **30 Jul 2021**

Date of Submission: **01 Jul 2021**

Submitted↓

× Cancel Submission

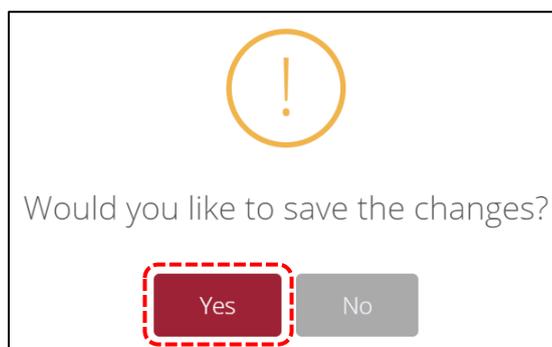
+ New Submission

10. 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 six-month 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. Alternatively, refer to <https://acd.mlaw.gov.sg/guidance-materials/> for a list of the definitions.

Section 3 : Product Information

What are the types of PSPM products that your business dealt with, and your business activity/activities for these PSPM products over the past 6 months? (You may select more than 1 option) 

1. Precious Metals 

i. Gold bullion (e.g. pure gold in the form of bars, ingots, or plates)

<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Wholesale
<input checked="" type="checkbox"/> Retail (Physical Shop)	<input checked="" type="checkbox"/> Retail (Online Shop)
<input type="checkbox"/> Retail (Department Store)	<input type="checkbox"/> Retail (Second-hand goods dealing)
<input type="checkbox"/> Auction	<input type="checkbox"/> Commissioned Agent, Brokerage or Investment
<input type="checkbox"/> Exchange or Trading/Clearing Facility Provider	<input type="checkbox"/> Online
<input type="checkbox"/> Others (please specify):	

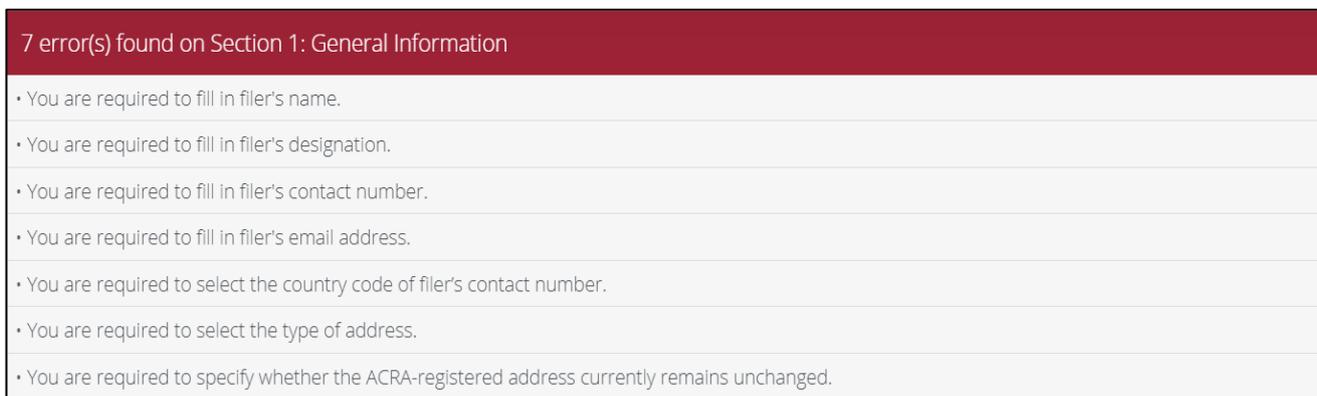
Please specify



- 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 myPal account if it is inactive for 15 minutes.

- Upon submission, a Submission Number (R20xxxxxxx) will be generated. To check your past submissions, select <Return to Semi-Annual Return> or <Semi-Annual Return>, under <Home>.

[Return to Semi-Annual Return](#)

Your semi-annual return has been successfully submitted.

Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Your file submission number: **R2021500013**

Date of submission: 01 Jul 2021

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MINISTRY OF LAW SINGAPORE
Anti-Money Laundering/
Countering the Financing of
Terrorism Division

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MENU

- Home
- Semi-Annual Return**
- Monitoring Lists
- ACD Homepage
- FATF
- SONAR
- GoBusiness Licensing
- User Guide
- Guidance Video
- FAQs
- Contact Us

Your last login: 01 Aug 2021, 11:00AM

Announcements

📢 **Launching of New Categories**

We are pleased to announce the launching of the following categories:

1. Registrar's Message
2. Semi-Annual Return
3. Monitoring Lists

📅 15 Feb 2021

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MINISTRY OF LAW SINGAPORE
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MENU

- Home
- Semi-Annual Return**
- Monitoring Lists
- ACD Homepage
- FATF
- SONAR
- GoBusiness Licensing
- User Guide
- Guidance Video
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Your last login: 01 Aug 2021, 11:00AM

< Back [Return to Home](#)

Semi-Annual Return

Please click 'New Submission' to complete your Semi-Annual Return for this period. Please click 'Draft' if you have an incomplete Semi-Annual Return.

SEMI-ANNUAL RETURN ✔

PS2019000007

Jan - Jun 2021

Submission Deadline: 30 Jul 2021

Date of Submission: 01 Jul 2021

Submitted ↓

× Cancel Submission
+ New Submission

- To download a copy of your submitted semi-annual return in PDF, click on the download icon .

SEMI-ANNUAL RETURN 

PS20190000007

Jan - Jun 2021

Submission Deadline: 30 Jul 2021

Date of Submission: 01 Jul 2021

Submitted 

