# Excel To XFDF Converter For MAS Forms User Guide

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#### Licence / Response Code Activation

- Click on the <Licence> button.

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- Call us at 6293 0128 during office hours to obtain the response code.
- Check the respective purchased forms converter versions (as shown in the red box).
- Key in the response code and click <OK>.

RESPONSE CODE REQUIRED (one time only)							
This screen will only appear once. A correct response is required to install this program as this is our copy protection mechanism.							
Be warned that piracy is a crime punishable by law. This program is protected by the International Copyright Laws. Any unauthorised modification, copying or usage will be prosecuted in court to the maximum.							
Only authorised staff are allowed to enter the response code. Please call Hiwire at Tel : 62930128 (Mon-Fri 10am-6pm) Please quote: MAS XFDF Converter registration:							
<ul> <li>A. General Insurer Reinsurance Management Form</li> <li>B. General Insurer Quarterly Return</li> <li>C. General Insurer Annual Return (Audited)</li> <li>D. General insurer Annual Return (Unaudited)</li> </ul>	Challenge code:1690816933Serial Number3301Response code:						
<ul> <li>E. Quarterly Income &amp; Expenditure</li> <li>F. Life Insurer Quarterly Return</li> <li>G. Life Insurer Annual Return (Audited)</li> <li>H. Life Insurer Annual Return (Unaudited)</li> </ul>	OK Exit						

## Keying In Company Name and Company Code

Click on <Config>



- Key in your MAS Company Code and the Name then click <Save>.

Lonng	
Customise your c	onfiguration.
Company Code: 👖	1555C
Company Name: 🛛	Hiwire Data & Security Pte Ltd
	Save Exit

## Converting An Excel File To XFDF Format For Submission

- Click on <Proceed>



- Select the reporting cycle month and click <Continue>. Reporting Cycle



- Select the Excel file that you want to convert and click <OK>.

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Excel File	GD_QForm21_v2-2.xls			OK
Files of type:	*XLS) *XLSM; *XLSX; *.	ODS	1	Cancel Help
				Code Page

- Wait for the conversion to be completed then click <OK>.

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How To Check And Compare XFDF Forms For Errors Before Submission

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Hiwire Data & Security Pte Ltd 200 Jalan Sultan #08-06 Textile Centre Sing	apara 100018		
Tel: 62930128 Fax: 62931984 http://www. Copyrights 2014			
and the second second			. *

 Select the xfdf file created earlier (sort by <Date Created> if unsure of which file was created) and double click or right click and select <Open With> Adobe Reader.

Please ensure that you have opened the file using Adobe Reader, otherwise, the <Export Form> function within the MAS form may not work.

File Edit View Favorites 1	ools Help			<b>.</b>
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#### Click on <Export Form>

Reporting Cycle : 09/2014	(MM/YYYY)
Company Code : 1555C	
Company Name: Hiwire I	Data & Security Pte Ltd
Reset Form	Reset all figures in this return to zero
Import Form	Import from xfdf file
Export Form	Export to xfdf file for submission to MAS (Please make sure you entered all forms required for your company before export)

- Save as a new file (e.g. test.xfdf) and click <Save>.



Next, click on <Compare>



Select the file to be submitted and the file exported earlier for comparison (e.g. test.xfdf) and click <Start>. If there are no errors, the system will prompt: "There is no difference detected".

In other words, the file created for submission (e.g. GD\_QForm21~.xfdf) is errorfree and can be submitted to MAS.

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	Comparing 2 XFDF files	🎊 🐼
L		vs Test.xfdf Start Exit
ľ	Field Name	Value Differences
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ľ	1	Information ×
l		1 There is no difference detected.
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If there are errors/differences, the field name and value differences will be displayed as shown below. Please check that you have the right files for comparison. Otherwise, give us a call at 6293 0128 during office hours.

compare	
Comparing 2 XFDF files	
Gd_qform1_v2-2_res_01062013_data.xfdf	vs Testxfdf vs Testxfdf
Field Name	Value Differences
DH_BUnit	Gen_Form_1 vs Gen_Form_21
DH_EndDate	30/09/2014 vs (empty)
F1_AddInfo	vs (empty)
F1_AmtOwInsr_OIFG	12452365 vs (empty)
F1_AmtOwInsr_SIFG	58325 vs (empty)
F1_AnntyDuenUnpd_OIFG	0 vs (empty)
F1_AnntyDuenUnpd_SIFG	0 vs (empty)
F1_BkLnnOd_OIFG	D vs (empty)
F1_BkLnnOd_SIFG	0 vs (empty)
F1_BlcDFOthFun_OIFG	215198 vs (empty)
F1_BlcDFOthFun_SIFG	335095 vs (empty)
F1_BlcDTOthFun_OIFG	79501985 vs (empty)
F1_BlcDTOthFun_SIFG	9166213 vs (empty)
F1_CnD_OIFG	34601293 vs (empty)
F1_CnD_SIFG	4901248 vs (empty)
F1_DebtSec_OIFG	193831100 vs (empty)
F1_DebtSec_SIFG	20151610 vs (empty)
F1_DpstWthHelCdnt_OIFG	3575210 vs (empty)
F1_DpstWthHelCdnt_SIFG	D vs (empty)
F1_EquSec_OIFG	0 vs (empty)

### **Other Important Notes**

 Please <u>DO NOT</u> insert or delete any columns to the original spreadsheet template and <u>DO NOT</u> insert or delete any rows below row- "Description, Row No., Amount". Otherwise, the mapping of the cells to convert to XFDF will be changed, thus resulting in errors. Sometimes, text or a single colon ":" is added into column A to avoid having an empty line, so do not remove those characters. Otherwise, the rest of the rows may be converted wrongly.

			l c	- <b>J</b> J	E
	A		U	D	E
1		Direct General Insurer Quarterly Return (GD_QForm21_2)			
2					
3		Reporting Cycle: 09/2014			
4					
		FORM 21 – STATEMENT IN RELATION TO FUND			
5		SOLVENCY			
6		OFFSHORE INSURANCE FUND			
7					
8		Description	Row No.	Amo	ount
9		(i) Financial Resources of Insurance Fund			
10		Balance in the surplus account (of participating fund)	1		999,021,886
11		Add:			
12		Allowance for provision for non-guaranteed benefits			
13		(of participating fund): (lower of 3 or 4)	2		6
14		Policy liabilities - minimum condition liability	3	6	
		Policy liabilities - minimum condition liability 50% of aggregate of provisions for non-guaranteed	3	6	
14			3	999,021,883	

- To link the value of your original spreadsheet to our spreadsheet template, key in this formula: ='C:\ABC-company\MASForms\Excel\[test.xls]SIF'!E10 where "C:\ABC-company\MASForms\Excel\" is the folder path, "test.xls" is your original excel file name, "SIF" is the sheet name in the file and "E10" is the cell address.
- To fill the rest of the cells in the template file, move the cursor to the bottom right corner of the cell, then click and hold, and drag to fill the rest of the cells.
   Note: <u>This is assuming the rest of the cells description in your original file</u> <u>matches those in the template file.</u>

Amo	ount	
	1,234	
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6	0	
0	0	
999,021,883	0	
000,021,000	999,021,938	
1	0	
	999,021,932	
	4,995,109,530	
	0	
999,021,915	0	
999,021,887	0	
999,021,896	0	
999,021,910	0	
999,021,922		
	-4,995,108,284	

- For future changes to reference the source file (i.e. your own company's original spreadsheet name), click on <Edit> then select <Links>.



	Worksheet	A 🖂	Update Now
			Open Source
			Change Source
		-	
C Manual			
	O Manual	C Manual	Manual

- Browse to the folder then select the Excel file then click <OK>



#### Other Useful Information

Updates and installation instruction can be found at <u>http://realsutra.com/download/masforms</u>

Our XFDF program is a fully standalone program and it is not dependent on other applications. You can safely upgrade your other programs without any adverse effect on our program and vice versa. It does not alter the operating systems and does not copy or replace any file into the system folders.

For installation, you can simply unzip all into a single folder such as in C:\masforms and it will work from there.



This is for ease of installation as many insurance companies have security features that make restrictions on automated installation. The installer will also be assured that every component of the full set of program is where it is supposed to be.