



IAIS

INTERNATIONAL ASSOCIATION OF
INSURANCE SUPERVISORS

We are pleased to invite you to
Capital Related Stakeholder Meeting, 11 March 2016

Hosted by:

The Monetary Authority of Singapore (MAS)

REGISTRATION FORM

Kindly use the following link to register for these events **by 22 February 2016**:

https://events.ebis.org/v19/reg/reg_p1_form.aspx?oc=10&ct=IAISREG&eventid=21791

Please use the guidance notes on pages 7-11 for information on registering and resetting your password.

Sessions	Time	Meeting Information
11 March 2016	09:00 - 18:00	Capital Related Stakeholder Meeting The Stakeholder Meeting is open to all parties interested in the development of ICS. The discussions will be held at Auditorium of Capital Tower Building. The Capital Tower is located in the Tanjong Pagar area, near the MAS Building. Please see Annex A for a location map of Capital Tower Building and its surroundings. Capital Tower Address: 168 Robinson Road, Singapore 068912

Please arrange your own accommodation and travel. If you have any questions please contact gemma.schneider@bis.org

Participants requiring an invitation letter for visa purposes should contact
Ms Chua Hui Shan at CHUA_Hui_Shan@mas.gov.sg

Please arrive approximately **30 minutes** before the meeting
in order to facilitate the registration process

Registration deadline for the meeting: 22 February 2016

Transportation

Upon arrival at the Singapore Changi Airport, there are several modes of transportation that can bring you to your hotel.

(i) Airport Shuttle Service

Changi Airport has a Ground Transport Desk which offers several options. You can make arrangements at the Ground Transport Desk upon arrival or contact them at +65 6241 3818. Transportation options available to the Ground Transport Desk include:

- Airport Shuttle Bus (S\$9 per adult/S\$6 per child below 12 years of age to most downtown hotels)*
- 4-seater Vehicle (S\$55 per trip to any destination in Singapore)
- 7-seater Vehicle (S\$60 per trip to any destination in Singapore)

*Estimated wait time for Airport Shuttle takes up to 15 minutes during peak hours (6.00am - 9.00am and 5.00pm - 1.00am) and up to 30 minutes during non-peak hours. The journey to the city centre will take approximately 25 minutes under normal traffic conditions

(ii) Taxis

You can catch a taxi to any destination at the taxi stands at the Arrival Hall of the Airport. Taxis are readily available. Taxi charges run by the meter. This service is available 24 hours daily.

Travel Fare/Destination (From Airport to City)

- Approx. S\$20.00–S\$35.00 (excluding surcharges)
- Airport surcharge: S\$5.00, Friday–Sunday, from 5pm to midnight and S\$3.00 at all other times

Other surcharges (could) include:

- Peak hour surcharge: 25% of metered fare, Monday–Friday, from 6am to 9.30am and Monday-Sunday, from 6pm to midnight
- Late night surcharge after midnight to 5.59am: 50% of metered fare
- Central Business District area surcharge: up to S\$3.00, Monday-Sunday, 5pm to midnight
- Electronic Road Pricing (ERP) surcharge: up to S\$3.00, during peak hours

Taxis can be flagged down 24 hours a day on most roads, with well-marked taxi-stands available outside most major shopping centres and hotels. Flag-down rate is S\$3.00–S\$3.40

for a normal taxi. Advance bookings can be made with taxi companies with a booking charge. You can call for a taxi from any of the taxi companies with one convenient number: (65) 6342 5222 or tap out the alphabetical prompter 6-DIAL-CAB, and you will be channeled to all the taxi companies' call centres, one at a time. Alternatively, you can also call the advance booking numbers of the taxi companies directly. The booking numbers for some of these taxi companies are:

Comfort or Citycab	- Tel: (65) 6552 1111
Comfort Limo	- Tel: (65) 6552 2828
Premier Taxis	- Tel: (65) 6363 6888
SMART Cab	- Tel: (65) 6485 7777
SMRT Taxis	- Tel: (65) 6555 8888

(iii) Trains (MRT)

Singapore's Mass Rapid Transit (MRT) rail system connects various parts of the city and offers an easy way to get around the island. MRT fares range from S\$1.10 to \$2.20 for a single-trip standard ticket. Trains operate from about 5.30am to 12 midnight daily. The Singapore Changi Airport MRT station is located next to Terminal 2 of the Airport and a journey by MRT from the Airport into the city will take about 30 minutes.

Immigration

All visitors are required to possess a passport that is valid for not less than 6 months from the time of entry into Singapore. We would like to advise participants to obtain visas (if necessary) prior to arrival. For more information on visa requirements, please refer to the website of Immigration & Checkpoints Authority at <http://www.ica.gov.sg>

If you require an invitation letter for visa purpose, you may wish to contact Ms Chua Hui Shan at CHUA_Hui_Shan@mas.gov.sg with the following information:

- Full name
- Designation
- Organisation
- Mailing address
- Nationality
- Passport number

Time

Singapore is 8 hours ahead of Greenwich Mean Time. Please note that Daylight Savings Time is not applicable to Singapore.

Weather

At one degree above the equator, the climate in Singapore is typically tropical; hot and humid throughout the year. The temperature usually hovers around 30 degrees Celsius (86 degrees Fahrenheit) with 75 per cent humidity and occasional rain showers.

Business Hours

Offices in Singapore usually open Monday–Friday, from 9am to 5pm, except on public holidays. General banking hours are Monday–Friday, from 9am to 3.30pm. Many stores open 12 hours a day, seven days a week.

Electricity

The electrical system in Singapore uses the British 3-pin plug and runs at 220-240 Volts AC.

Goods & Services Tax (GST)

There is a 7% GST payable on all purchases. As a visitor you can get a refund of the GST you pay on purchases that you are taking home. Ask for Global Refund Cheques or Premier Tax Free Vouchers, which can be issued for purchases of S\$100 and above and a duly completed refund form from the retailer. You may, however, accumulate up to 3 receipts on same day purchase from the same retailer to meet this threshold. If you do qualify, when leaving Singapore, show your Global Refund Cheques or Premier Tax Free Vouchers with your purchases, receipts, refund form and passport to the Custom Officer at the GST Refund Counter (after airport immigration) to have your Global Refund Cheques or Premier Tax Free Vouchers validated and stamped.

Useful Website

For more information on Singapore (including what to do and what to see during your stay in Singapore), please refer to the following website: <http://www.visitsingapore.com>

Contact

If you require more information or assistance, please contact

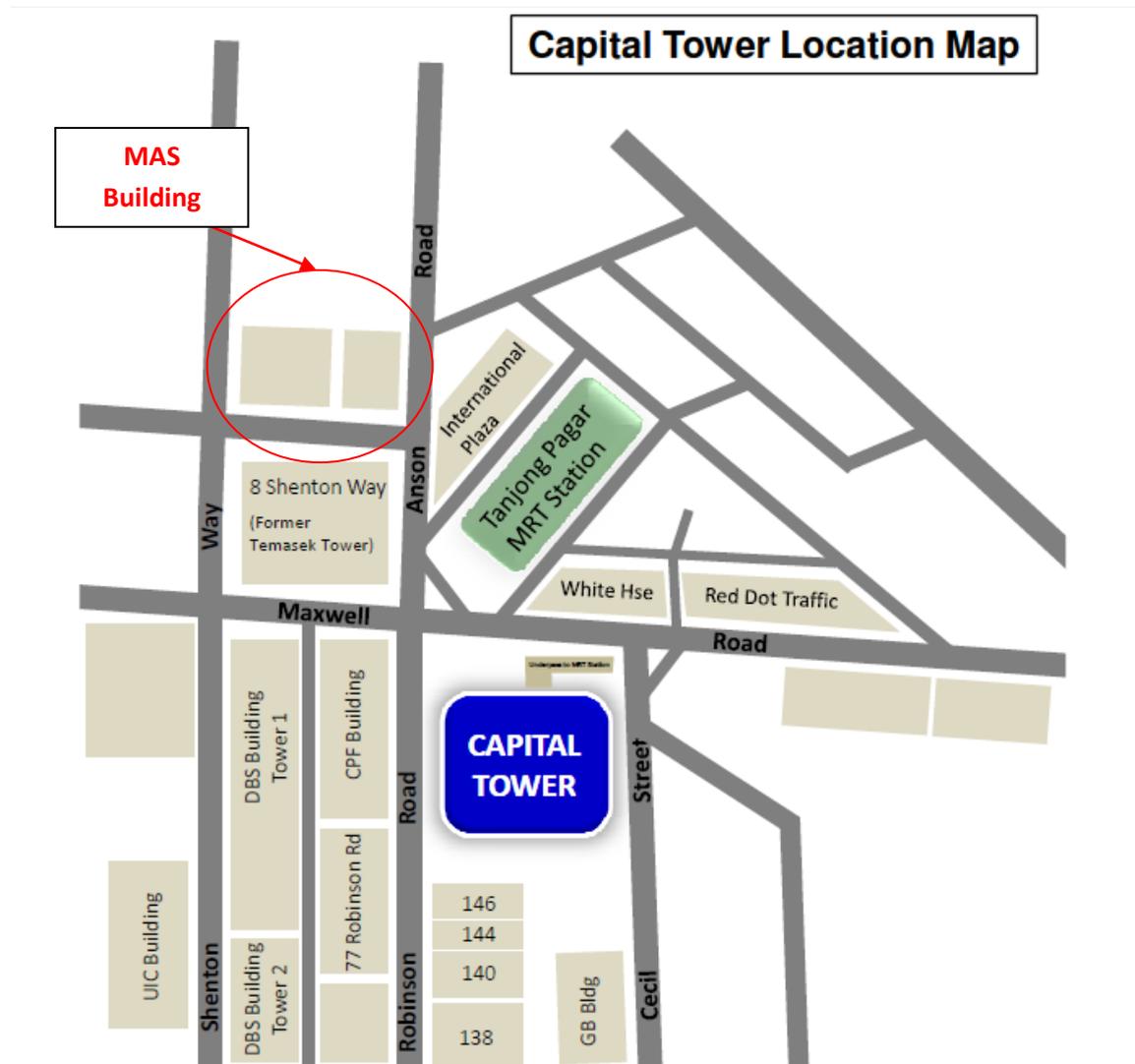
Ms CHUA Hui Shan
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Annex A

Capital Tower

Address: 168 Robinson Road, Singapore 068912



How to request a new password

If you have forgotten or misplaced your eBIS/EBMS password, please follow the registration link, enter your email address, and then please click on the “Request New Password” button. The new password will be sent to your email.



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Please enter your login details

E-mail address

Password

If you do not have a login, [create one now](#).

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How to create an account, if you do not have one already

If you do not hold an account with EBMS or eBIS, you can request an account set up.

Please click on the registration link, then click on “create one now”, then you can enter your contact details (including title and department) and other information. Your request will be approved and your password sent to your email address.



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Please enter your login details

E-mail address

Password

If you do not have a login, [create one now](#).

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Quick guide to online registration

The following guide briefly describes the steps for registering for a BIS event.

Login

- A meeting specific link for the online registration form will be sent via email by the meeting organiser.
- It is recommended to retain a copy of the email containing the link in case changes need to be made later.
- Login using your **email address** AND
 - your current eBIS password (for those with an eBIS account)
 - the password sent to you via email (for those without an eBIS account)

Or Create your Online Registration Profile

This applies only if you do not already own an account.



Fill in the details

The Event Organiser will get a notification and will then activate your account within a few days. An automatically generated email, containing a password, will be sent to your email. You will be able to register online by using that password.

Registering for someone else

If your account is set up for this functionality you will arrive at the following screen after logging in.



- Click on “Sign In As...” next to the name of the person you wish to register for the event.
- You will be directed to the registration form and the next steps can be followed.
- Please contact your meeting organiser if you would like to be able to register other individuals – not appearing on the screen – for an event.

Register for an event

- Indicate if you will attend the event

- Yes, I will attend.
- No, I am not able to attend.

- On the next screen(s) select which parts of the event you will attend, if applicable.

- Monetary policy meeting Sunday, 18. September 2011
- Lunch Sunday, 18. September 2011
- Dinner Sunday, 18. September 2011 20:00 - 23:00

Select a hotel

- Indicate if you would like the BIS to book a hotel room on your behalf.

- ▶ Please select "Yes" from the drop down to have a room reserved on your behalf!

--- Select One ---

--- Select One ---

Yes

No

- Proceed to the next screen and enter your planned arrival and departure dates to find available hotel rooms.

Search available accommodations by date
Please enter a date range for the hotel booking. Press "Search" to con

Arrival:

Departure:

- Click Search to continue to the hotel selection list.
- Select the hotel you desire from the list (*the above is only an example*) and click *Continue* to move to the next step.

Hotel Room Options (2)
Please review and select one of the options below.

- I do not wish to be booked into any of the hotels listed below.

HOTEL HILTON *** - Details**

Room Type	
<input type="radio"/> Hilton - Standard Room - excl. breakfast	

HOTEL VICTORIA *** - Details**

Room Type	
<input type="radio"/> Victoria - Junior Suite - excl. breakfast (non-smoking)	

- Contact Meeting Services if the hotel you desire does not appear.

Add travel information

Enter travel information – please note that it is possible to edit this information at a later date if necessary.

Arrival

To Location:

Date:

Time:

Reference/Flight No:

Departure

From Location:

Date:

Time:

Reference/Flight No:

For assistance please contact your meeting organiser.

- Click Continue to move to review your registration details.

Review and edit your registration details

Before submission it is possible to further edit your registration details.

Registration Details

Vanilla Event

Registration **1**
 Vanessa von Waldow Henriksen - [Edit Items](#) | [Add Spouse/Partner](#)
 - Attendee Registration

Yes, I will attend.

- Registration Details

Monetary policy meeting Sunday, 18. September 2011

Hotel Rooms **2**
 Vanessa von Waldow Henriksen - [Edit Hotel Room](#) | [Add Spouse/Partner](#) | [Remove Hotel Room](#)

	Room Type
HOTEL HILTON ***** Aeschengraben 31 Basel 4002 Phone: + 41 61 275 66 00 Fax: + 41 61 275 80 50	Hilton - Standard Room - excl breakfast

Registrant Details - [Edit Registrant Details](#) **3**
 Vanessa von Waldow Henriksen

	Response
Arrival	
Mode:	

- Edit attendance by clicking on the “Edit Items” link (image above #1) and on the screen which opens clicking the links shown in the image below.
- Edit your hotel selection by clicking on the “Edit Hotel Room” (image above # 2).
- Edit travel by clicking on the “Edit Registrant Details” (image above # 3).

Options
[Edit Attendee Registration](#) | [Edit Registration Details](#) | [Edit Accommodation selection](#) | [Edit Housing](#)

Welcome to the registration for the Vanilla Event!

Will you participate?*

- Yes, I will attend.
- No, I am not able to attend.

Submission, Visa and Dietary requirements

- Once all the details are correct press “Continue” on the bottom of the “Review and Edit” screen.
- You are directed to a page where details relating to visa and dietary requirements can be entered.



Please review the details below and adjust as needed.
 Press “Save and Submit” to complete and submit your online registration form.
 Please note that the BIS does not serve pork products at events taking place in Basel.

Do you require a VISA letter?:

Please indicate dietary restrictions:

Additional dietary details (you may be contacted for more information):

- Press “Save and Submit” to complete the registration process.
- You will receive a confirmation email which provides you a copy of the registration details.

After submission - editing and cancellation

- To change or cancel the registration details, use the original link provided by the meeting organiser.



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Registration Orders

Choose from the options below.

Options

[View Order](#) | [Edit Order](#) | [Cancel Order](#)

Account

Account: Vanessa von Waldow Henriksen
E-Mail: vanessa.vonwaldow@bis.org

Order List

	Order	Order Date	Event Description
<input checked="" type="radio"/>	31842	17/09/12	Vanilla Event

For assistance please contact your meeting organiser.

- Click “Edit Order” to adjust your registration details – see the last section
- Click “Cancel Order” to be removed as a participant in the event.

Submission after the cut-off date

Each event will have a cut-off date for registering online. This should be communicated in the email from the meeting organiser, which contains the link to the event. After this date any new registrations or changes will need to be communicated via email to the meeting organiser with a copy to Meeting Services