

This form is to gather feedback on technical issues encountered using the BizFin^x Preparation Tool / Multi Upload Tool.

Fields marked with “ * ” are compulsory.

* Name		* Date											
* Email		* Phone											
* BizFin ^x Preparation Tool	Please fill in this section if the issue was encountered using Preparation Tool. Enter the version of Preparation Tool (e.g. v3.3.0, 3.4.0, 2.8.0, 2.9.0) [Enter version here] <i>Note: To check the version of Preparation Tool installed, either:</i> - Go to Filing information section in the Preparation Tool, scroll down to look for Name and version of software used to generate the XBRL file or Version of software used to generate the XBRL file; or - Go to Programs and Features in the Control Panel, search for BizFinx Preparation Tool v3 or BizFinx Preparation Tool in the Name column, and provide the number in the Version column.												
* BizFin ^x Multi Upload Tool	Please fill in this section if the issue was encountered using Multi Upload Tool. Are you using the latest version of the Multi Upload Tool (v3.4.0) Yes ☐ No ☐ <i>Note: To check the version of BizFin^x Multi Upload Tool installed, go to Programs and Features in the Control Panel, search for BizFinx Multi Upload Tool in the Name column, and provide the number in the Version column.</i>												
* Operating system installed	Please select one answer. <table border="1"> <tr> <td>Windows 7 (32 bit) ☐</td> <td>Windows 7 (64 bit) ☐</td> </tr> <tr> <td>Windows 8 (32 bit) ☐</td> <td>Windows 8 (64 bit) ☐</td> </tr> <tr> <td>Windows 10 (32 bit) ☐</td> <td>Windows 10 (64 bit) ☐</td> </tr> </table> Enter version of Windows 10 installed (e.g. Version 1607): [Enter version here] <i>Note: To check the version of Windows 10 installed, click the Start button, type winver into the Search box, and press Enter.</i> <table border="1"> <tr> <td>Windows Vista ☐</td> <td>Other operating system ☐</td> </tr> <tr> <td></td> <td> [Enter version here] </td> </tr> </table> <i>Note: To check the version of operating system installed, refer to https://support.microsoft.com/en-sg/help/13443/windows-which-version-am-i-running</i>			Windows 7 (32 bit) ☐	Windows 7 (64 bit) ☐	Windows 8 (32 bit) ☐	Windows 8 (64 bit) ☐	Windows 10 (32 bit) ☐	Windows 10 (64 bit) ☐	Windows Vista ☐	Other operating system ☐		[Enter version here]
Windows 7 (32 bit) ☐	Windows 7 (64 bit) ☐												
Windows 8 (32 bit) ☐	Windows 8 (64 bit) ☐												
Windows 10 (32 bit) ☐	Windows 10 (64 bit) ☐												
Windows Vista ☐	Other operating system ☐												
	[Enter version here]												

* MS Office installed	Please fill in this section if the issue was encountered using Preparation Tool. You may select one or more answers.	
		MS Office 2010 Home and Business ☐
	MS Office 2007 Standard ☐	MS Office 2010 Standard ☐
	MS Office 2007 Small Business ☐	MS Office 2010 Professional ☐
	MS Office 2007 Professional ☐	MS Office 2010 Professional Plus ☐
	MS Office 2007 Professional Plus ☐	MS Office 2013 Home and Business ☐
	MS Office 2007 Ultimate ☐	MS Office 2013 Professional ☐
	MS Office 2007 Enterprise ☐	MS Office 2013 Professional Plus ☐
	MS Office 2013 Standard ☐	MS Office 2016 Professional ☐
	MS Office 2016 Standard ☐	MS Office 2016 Professional Plus ☐
	MS Office 2016 Home and Business ☐	MS Office 2019 Professional ☐
	MS Office 2019 Standard ☐	MS Office 2019 Professional Plus ☐
	MS Office 2019 Home and Business ☐	Other MS Office ☐ [Enter version here]
	<i>Note: To check the version of Microsoft Office installed, refer to http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx</i>	
	Browser name and version	<i>Note: To check the version of browser installed, refer to http://www.webdevelopersnotes.com/how-do-i/check-browser-version.php</i>
* Amount of RAM on your machine (e.g. 2GB, 4GB)		
* Summary of issue faced		
* Do you have Administrator	Yes ☐ No ☐	

Right for installation?	
* Are you able to reproduce the error?	Yes ☐ No ☐
* Exact steps to reproduce the error	1. 2. 3.
* Screenshots of the issue for each step	
Other supporting materials	1. Please provide the list of all other applications running on your system when using Preparation Tool or Multi Upload Tool. [Attach list here] 2. If the issue was encountered using BizFin ^x Preparation Tool, please provide the: • Excel workbook or XBRL zip file (saved from the tool); and • Source document (i.e. Word / Excel copy of the AGM financial statements used as source document inside the XBRL file).