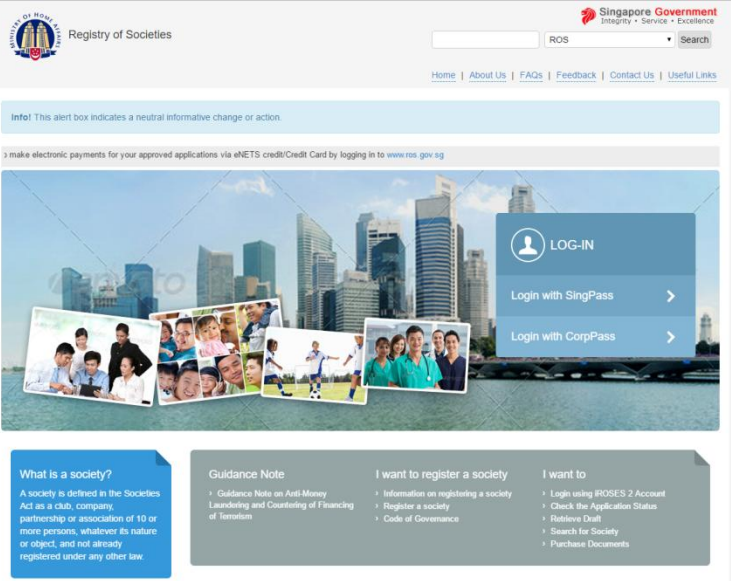
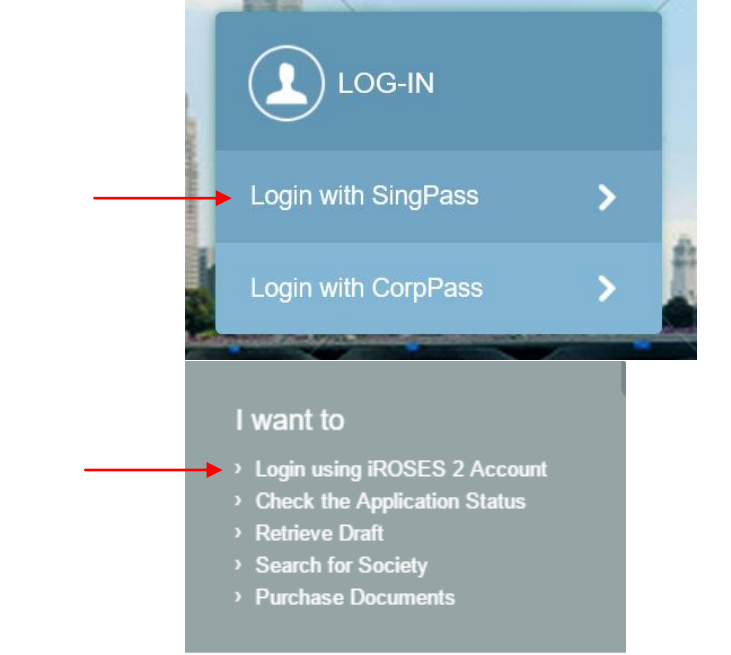
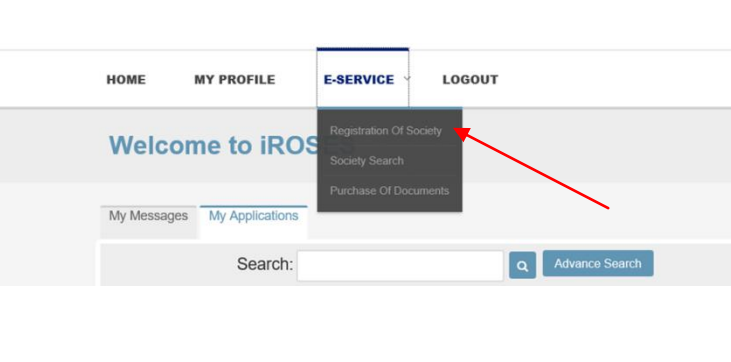
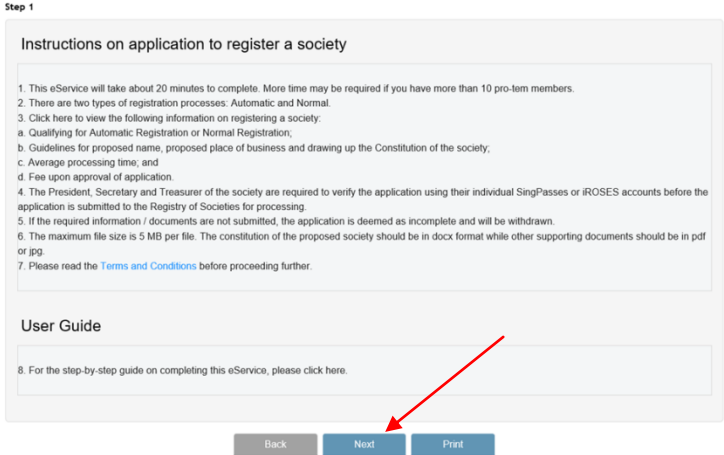
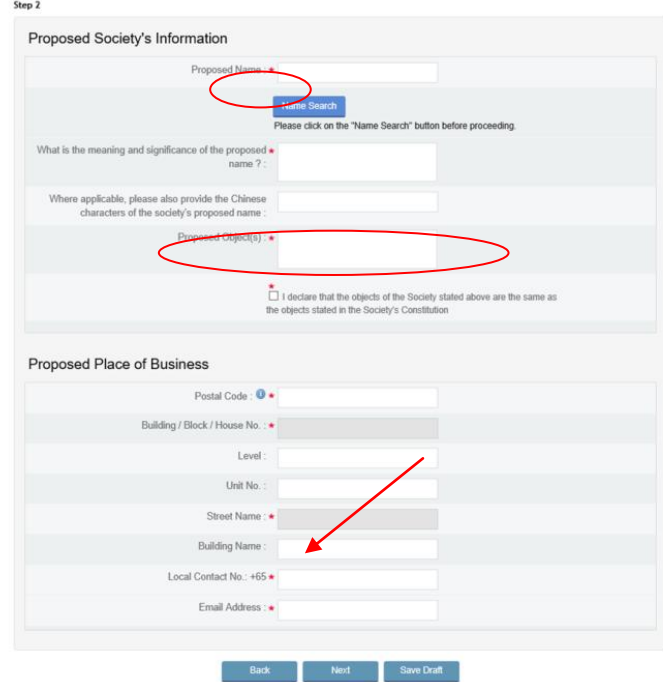
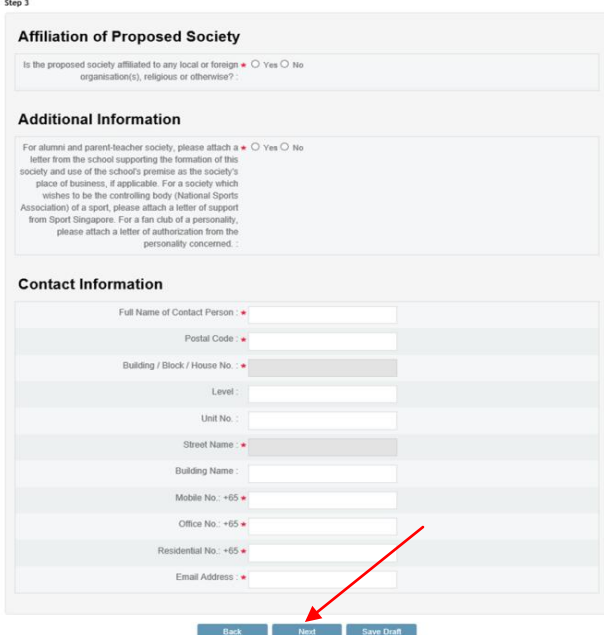


# Guide for Registration of Society

SN	Step	Screenshot
1	<p>Go to Registry of Societies website  <a href="http://www.ros.mha.gov.sg/">http://www.ros.mha.gov.sg/</a></p>	
2	<p>Login to the system via:</p> <ul style="list-style-type: none"> <li>• <b>SingPass</b> for persons eligible for Singpass</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>iROSES</b> account for persons ineligible for SingPass</li> </ul>	
3	<p>Go to E-service and click on <b>“Registration of Society”</b>.</p>	

<p>4</p>	<ul style="list-style-type: none"> <li>• Read the instructions on application to register a society and terms and conditions.</li> <li>• Click “<b>Next</b>” to go to Step 2.</li> </ul>	 <p>Step 1</p> <p>Instructions on application to register a society</p> <ol style="list-style-type: none"> <li>1. This eService will take about 20 minutes to complete. More time may be required if you have more than 10 pro-tem members.</li> <li>2. There are two types of registration processes: Automatic and Normal.</li> <li>3. Click here to view the following information on registering a society:       <ol style="list-style-type: none"> <li>a. Qualifying for Automatic Registration or Normal Registration;</li> <li>b. Guidelines for proposed name, proposed place of business and drawing up the Constitution of the society;</li> <li>c. Average processing time; and</li> <li>d. Fee upon approval of application.</li> </ol> </li> <li>4. The President, Secretary and Treasurer of the society are required to verify the application using their individual SingPasses or iROSES accounts before the application is submitted to the Registry of Societies for processing.</li> <li>5. If the required information / documents are not submitted, the application is deemed as incomplete and will be withdrawn.</li> <li>6. The maximum file size is 5 MB per file. The constitution of the proposed society should be in docx format while other supporting documents should be in pdf or jpg.</li> <li>7. Please read the <a href="#">Terms and Conditions</a> before proceeding further.</li> </ol> <p>User Guide</p> <p>8. For the step-by-step guide on completing this eService, please click here.</p> <p>Back Next Print</p>
<p>5</p>	<ul style="list-style-type: none"> <li>• Key in “Proposed Name” of the society.</li> <li>• Click on “<b>Name Search</b>” to check if the “Proposed Name” is available.</li> <li>• Complete the sections on “Proposed Society’s Information” and “Proposed Place of Business”.</li> <li>• Click “<b>Next</b>” to go to Step 3.</li> </ul>	 <p>Step 2</p> <p>Proposed Society's Information</p> <p>Proposed Name: <input type="text"/> <input type="button" value="Name Search"/> <small>Please click on the "Name Search" button before proceeding.</small></p> <p>What is the meaning and significance of the proposed name?: <input type="text"/></p> <p>Where applicable, please also provide the Chinese characters of the society's proposed name: <input type="text"/></p> <p>Proposed Object(s): <input type="text"/></p> <p><input type="checkbox"/> I declare that the objects of the Society stated above are the same as the objects stated in the Society's Constitution</p> <p>Proposed Place of Business</p> <p>Postal Code: <input type="text"/></p> <p>Building / Block / House No.: <input type="text"/></p> <p>Level: <input type="text"/></p> <p>Unit No.: <input type="text"/></p> <p>Street Name: <input type="text"/></p> <p>Building Name: <input type="text"/></p> <p>Local Contact No.: +65 <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Back Next Save Draft</p>
<p>6</p>	<ul style="list-style-type: none"> <li>• Complete the sections on “Affiliation of Proposed Society”, “Additional Information” and “Contact Information”.</li> <li>• Click “<b>Next</b>” to go to Step 4.</li> </ul>	 <p>Step 3</p> <p>Affiliation of Proposed Society</p> <p>Is the proposed society affiliated to any local or foreign organisation(s), religious or otherwise?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Information</p> <p>For alumni and parent-teacher society, please attach a letter from the school supporting the formation of this society and use of the school's premise as the society's place of business, if applicable. For a society which wishes to be the controlling body (National Sports Association) of a sport, please attach a letter of support from Sport Singapore. For a fan club of a personality, please attach a letter of authorisation from the personality concerned.</p> <p>Contact Information</p> <p>Full Name of Contact Person: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Building / Block / House No.: <input type="text"/></p> <p>Level: <input type="text"/></p> <p>Unit No.: <input type="text"/></p> <p>Street Name: <input type="text"/></p> <p>Building Name: <input type="text"/></p> <p>Mobile No.: +65 <input type="text"/></p> <p>Office No.: +65 <input type="text"/></p> <p>Residential No.: +65 <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Back Next Save Draft</p>

- 7
- Click **“Add Member”** to reveal **“Member’s Particulars”**, **“Present Employment Status”** and **“Present Membership in Other Registered Societies”**.
  - Complete the **“Member’s Particulars”**, **“Present Employment Status”** and **“Present Membership in Other Registered Societies”**.
  - Click **“Update”**.
  - Please ensure there are at least 10 members, including a President, a Secretary and a Treasurer before proceeding.

Step 4

Society's Member

No.	Title of Office Bearer	Equivalent Post	Citizenship	NRIC/FIN/Passport No.	Name	Action
1	chairperson	President	Singaporean	S1234567D	steven lee	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Member](#)

**Member's Particulars**

Title of Office Bearer : \* chairperson

Equivalent Post : \* President

Citizenship : \*  Singapore Citizen  Singapore Permanent Resident  Others with FIN  Others without FIN

Country of Birth : \* SINGAPORE

NRIC : \* S1234567D

Full Name of Proposed Member : \* steven lee

Email Address : \* test@email.com

Religion : \* -Please Select-

Highest Education Level : \* -Please Select-

Residential Telephone No. : \* 12345678

Mobile No. : \* 87654321

Marital Status : \* -Please Select-

**Present Employment Status**

Present Employment Status : \*  Unemployed  Self-Employed  Employed

**Present Membership in Other Registered Societies**

No.	Name of Society	Position in Society
1	society 1	chairperson
2	society 2	chairperson X
3		
4		
5		
6		
7		
8		
9		
10		

[Update](#)

[Back](#) [Next](#) [Save Draft](#)

- 8
- Complete **“Declaration of Eligibility Criteria”**.
  - Click **“Next”**.
  - If you are eligible for **Automatic Registration**, please proceed to **Step 10**. Otherwise, please proceed to **Step 9**.

Step 5

**Declaration Of Eligibility Criteria**

2.1 The object, purpose or activity, whether primary or otherwise, at our proposed society:

(a) is intended to represent, promote any cause or interest or discuss any issue relating to any religion, ethnic group, clan, nationality, or a class of persons defined by reference to their gender or sexual orientation. :  Yes  No

(b) is intended to represent persons who advocate, promote, or discuss any issue relating to any civil or political right (including human rights, environmental rights and animal rights). :  Yes  No

(c) is intended to discuss any matter relating to governance of the Singapore Society. :  Yes  No

(d) is intended to promote or discuss the use or status of any language. :  Yes  No

(e) is intended to promote, discuss any issue relating to, or to provide training in any form of pugilistic or martial arts. :  Yes  No

2.2 Our proposed society:

(a) is a political association. :  Yes  No

(b) does not use the word "National" or "Singapore" in its name except where the word "Singapore" or any abbreviation thereof is used to indicate the Society's place of registration. :  Yes  No

(c) is formed under the instruction of a foreign government or an organisation/entity affiliated to a foreign government. :  Yes  No

(d) is formed under the instruction of a foreign organisation/entity or is affiliated to a foreign organisation/entity. (for the purpose of this paragraph, a foreign organization does not include the Rotaract Club, Rotary Club, Toastmaster's Club or the Lions Club). :  Yes  No

(e) is not an alumni or an educational institution that is not established in Singapore. :  Yes  No

(f) comprise any office- bearer who-

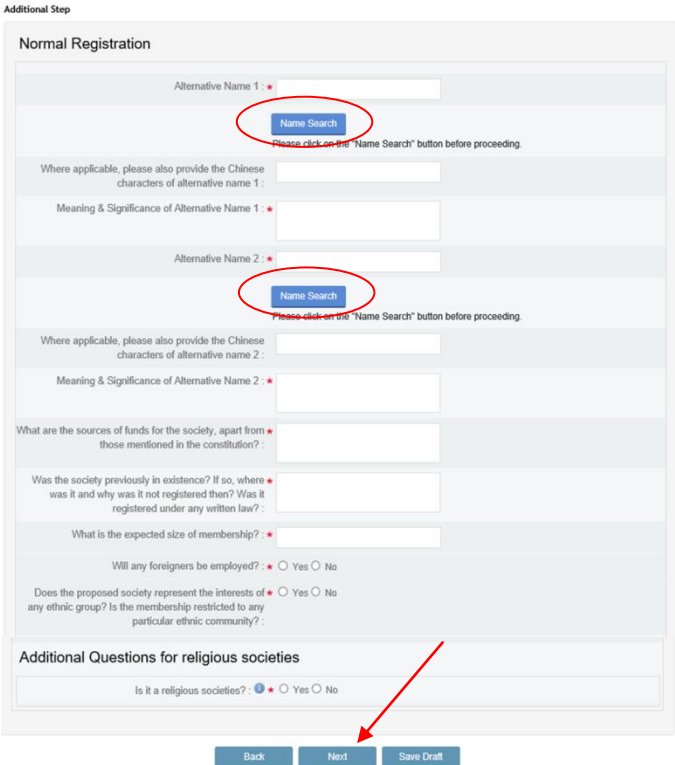
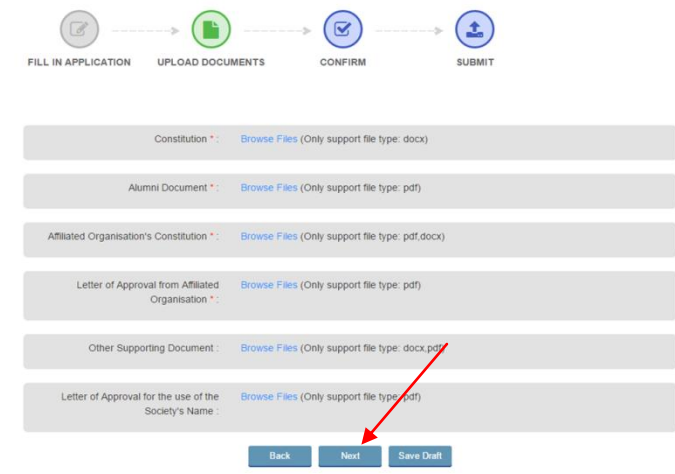
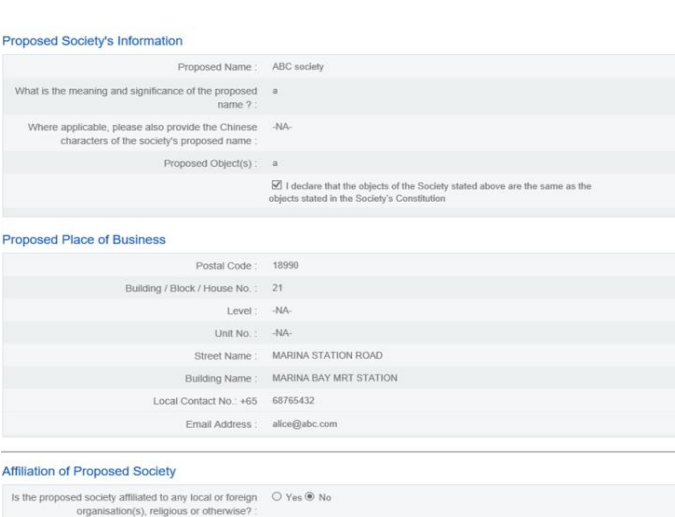
(i) was previously holding office in a society that was dissolved under section 24 of the Societies Act and the order for dissolution was made less than 3 years ago. :  Yes  No

(ii) while being a member of any society, was convicted for an offence involving the unlawful expenditure of the funds of the Society; or

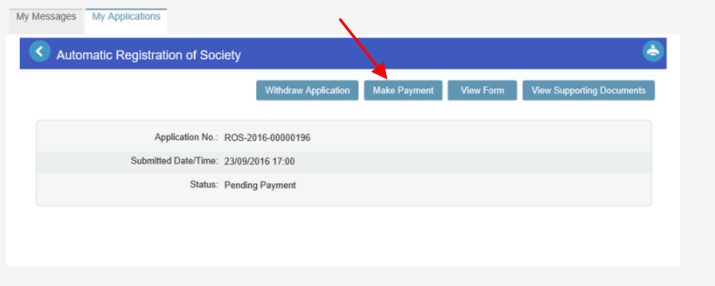
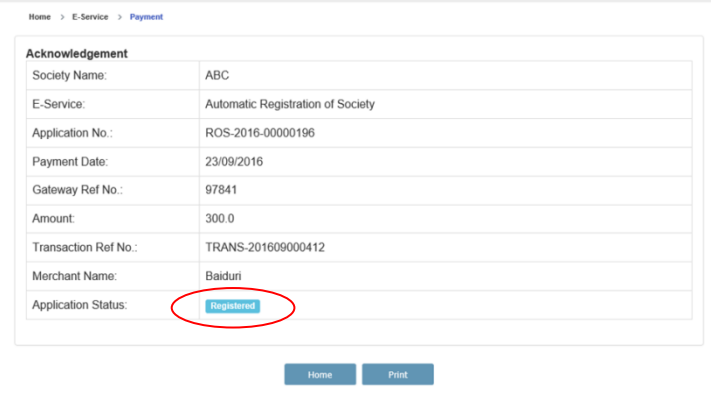
(iii) has been previously declared in writing by the Minister to be unfit to act as an officer of a society. :  Yes  No

(g) will receive funding from outside Singapore :  Yes  No

[Back](#) [Next](#) [Save Draft](#)

<p>9</p>	<ul style="list-style-type: none"> <li>Complete the section on “Additional Step”.</li> <li>Click on “<b>Name Search</b>” to check if the “Alternative Name 1” and “Alternative Name 2” are available.</li> <li>Click “<b>Next</b>” to proceed to upload documents.</li> </ul>	
<p>10</p>	<ul style="list-style-type: none"> <li>Attach the relevant supporting documents, where applicable.</li> <li>Click “<b>Next</b>” to go to “Confirmation Page”.</li> </ul>	
<p>11</p>	<ul style="list-style-type: none"> <li>Under “Confirmation Page”, confirm that your application details and documents are correctly captured.</li> </ul>	

<p>12</p>	<ul style="list-style-type: none"> <li>Click on the “Declaration Box” if all information is in order.</li> <li>Click on “<b>Submit</b>” to submit the application to the President, Secretary and Treasurer (or “PST”) for verification.</li> </ul>	<p>Uploaded Documents</p> <p>Constitution: <b>empty.docx</b> (11 KB)</p> <p>Alumni Document: <b>empty.pdf</b> (135 KB)</p> <p>Affiliated Organisation's Constitution: <b>empty.docx</b> (11 KB)</p> <p>Letter of Approval from Affiliated Organisation: <b>empty.pdf</b> (135 KB)</p> <p>Other Supporting Document:</p> <p>Letter of Approval for the use of the Society's Name:</p> <p>Declaration</p> <p>↑ I declare the above information provided is correct to the best of my knowledge and understanding.</p> <p>Back Submit Print</p>																																																																													
<p>13</p>	<ul style="list-style-type: none"> <li>The application status is reflected in the Acknowledgement Page after the PST have verified.</li> <li>The PST would receive an email requesting them to verify the application.</li> <li>Click on “<b>Home</b>” button to go back to application home page to check for application status.</li> </ul>	<p>Acknowledgement</p> <p>Society Name: ABC society</p> <p>Application No.: ROS-2016-00000195</p> <p>Application Status: <b>Pending Verification</b></p> <p>Your application is pending verification by President, Secretary and Treasurer.</p> <p>Home Print</p>																																																																													
<p>14</p>	<p>The application outcome will be sent via email. If it is approved, the applicant can make payment after login, via SingPass/CorpPass/iROS ES account:</p> <ul style="list-style-type: none"> <li>At the home page, search for the application of “Pending Payment” status.</li> <li>Click on the application.</li> </ul>	<p>HOME MY PROFILE E-SERVICE LOGOUT</p> <p>Welcome to iROSES</p> <p>Welcome! S1234567D Last login was on 22/12/2016 13:17</p> <p>My Messages My Applications</p> <p>Search: <input type="text"/> Advance Search</p> <p>Displaying: 1 - 10 of 13 Records</p> <table border="1"> <thead> <tr> <th>E-SERVICE</th> <th>APPLICATION NO.</th> <th>SOCIETY NAME</th> <th>UEN</th> <th>STATUS</th> <th>PENDING ACTION BY</th> <th>SUBMITTED DATE/TIME</th> </tr> </thead> <tbody> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000038</td> <td>Singapore Ceylon-Tamil Association</td> <td>S10SS0004B</td> <td>Pending Verification</td> <td>President,Secretary</td> <td></td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000037</td> <td>Teo Yeonih Hui Kuan, Singapore</td> <td>S64SS0002A</td> <td>Pending Verification</td> <td>President,Secretary</td> <td></td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000036</td> <td>Haha Society</td> <td>1050827802H</td> <td>Submitted to ROS</td> <td></td> <td>13/10/2016 17:27</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000035</td> <td>Haha Society</td> <td>1050827802H</td> <td>Approved</td> <td></td> <td>13/10/2016 16:53</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000034</td> <td>Haha Society</td> <td>1050827802H</td> <td>Submitted to ROS</td> <td></td> <td>03/10/2016 09:52</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000033</td> <td>Haha Society</td> <td>1050827802H</td> <td>Withdrawn</td> <td></td> <td>30/09/2016 16:05</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000031</td> <td>Haha Society</td> <td>1050827802H</td> <td>Withdrawn</td> <td></td> <td>30/09/2016 11:00</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000030</td> <td>Ha Ha Society</td> <td>1050827802H</td> <td>Withdrawn</td> <td></td> <td>29/09/2016 17:13</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000029</td> <td>Ha Ha Society</td> <td>1050827802H</td> <td>Acknowledged</td> <td></td> <td>22/09/2016 14:09</td> </tr> <tr> <td>Amendment of Rules</td> <td>ADR-2016-0000028</td> <td>Ha Ha Society</td> <td>1050827802H</td> <td>Pending Payment</td> <td></td> <td>22/09/2016 11:23</td> </tr> </tbody> </table>	E-SERVICE	APPLICATION NO.	SOCIETY NAME	UEN	STATUS	PENDING ACTION BY	SUBMITTED DATE/TIME	Amendment of Rules	ADR-2016-0000038	Singapore Ceylon-Tamil Association	S10SS0004B	Pending Verification	President,Secretary		Amendment of Rules	ADR-2016-0000037	Teo Yeonih Hui Kuan, Singapore	S64SS0002A	Pending Verification	President,Secretary		Amendment of Rules	ADR-2016-0000036	Haha Society	1050827802H	Submitted to ROS		13/10/2016 17:27	Amendment of Rules	ADR-2016-0000035	Haha Society	1050827802H	Approved		13/10/2016 16:53	Amendment of Rules	ADR-2016-0000034	Haha Society	1050827802H	Submitted to ROS		03/10/2016 09:52	Amendment of Rules	ADR-2016-0000033	Haha Society	1050827802H	Withdrawn		30/09/2016 16:05	Amendment of Rules	ADR-2016-0000031	Haha Society	1050827802H	Withdrawn		30/09/2016 11:00	Amendment of Rules	ADR-2016-0000030	Ha Ha Society	1050827802H	Withdrawn		29/09/2016 17:13	Amendment of Rules	ADR-2016-0000029	Ha Ha Society	1050827802H	Acknowledged		22/09/2016 14:09	Amendment of Rules	ADR-2016-0000028	Ha Ha Society	1050827802H	Pending Payment		22/09/2016 11:23
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15	<ul style="list-style-type: none"> <li>The applicant or PST is able to click on <b>“Make Payment”</b> to complete the registration.</li> </ul>	 <p>The screenshot shows a web interface for 'Automatic Registration of Society'. At the top, there are navigation links for 'My Messages' and 'My Applications'. Below this is a blue header with a back arrow and the title 'Automatic Registration of Society'. Underneath the header are four buttons: 'Withdraw Application', 'Make Payment', 'View Form', and 'View Supporting Documents'. A red arrow points to the 'Make Payment' button. Below the buttons, there is a box containing application details: 'Application No.: ROS-2016-00000196', 'Submitted Date/Time: 23/09/2016 17:00', and 'Status: Pending Payment'.</p>																		
16	<ul style="list-style-type: none"> <li>Upon successful payment, the society will be registered and UEN would be issued.</li> </ul>	 <p>The screenshot shows an 'Acknowledgement' page with a breadcrumb trail: 'Home &gt; E-Service &gt; Payment'. The page contains a table with the following information:</p> <table border="1"> <tr><td>Society Name:</td><td>ABC</td></tr> <tr><td>E-Service:</td><td>Automatic Registration of Society</td></tr> <tr><td>Application No.:</td><td>ROS-2016-00000196</td></tr> <tr><td>Payment Date:</td><td>23/09/2016</td></tr> <tr><td>Gateway Ref No.:</td><td>97841</td></tr> <tr><td>Amount:</td><td>300.0</td></tr> <tr><td>Transaction Ref No.:</td><td>TRANS-201609000412</td></tr> <tr><td>Merchant Name:</td><td>Baiduri</td></tr> <tr><td>Application Status:</td><td>Registered</td></tr> </table> <p>The 'Registered' status is circled in red. At the bottom of the page, there are 'Home' and 'Print' buttons.</p>	Society Name:	ABC	E-Service:	Automatic Registration of Society	Application No.:	ROS-2016-00000196	Payment Date:	23/09/2016	Gateway Ref No.:	97841	Amount:	300.0	Transaction Ref No.:	TRANS-201609000412	Merchant Name:	Baiduri	Application Status:	Registered
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