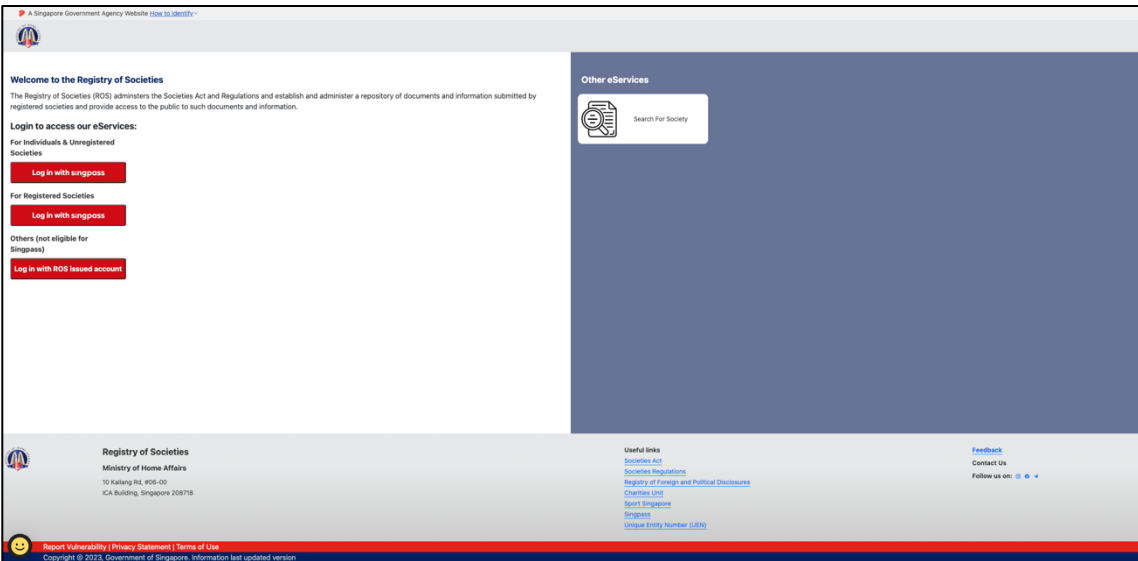

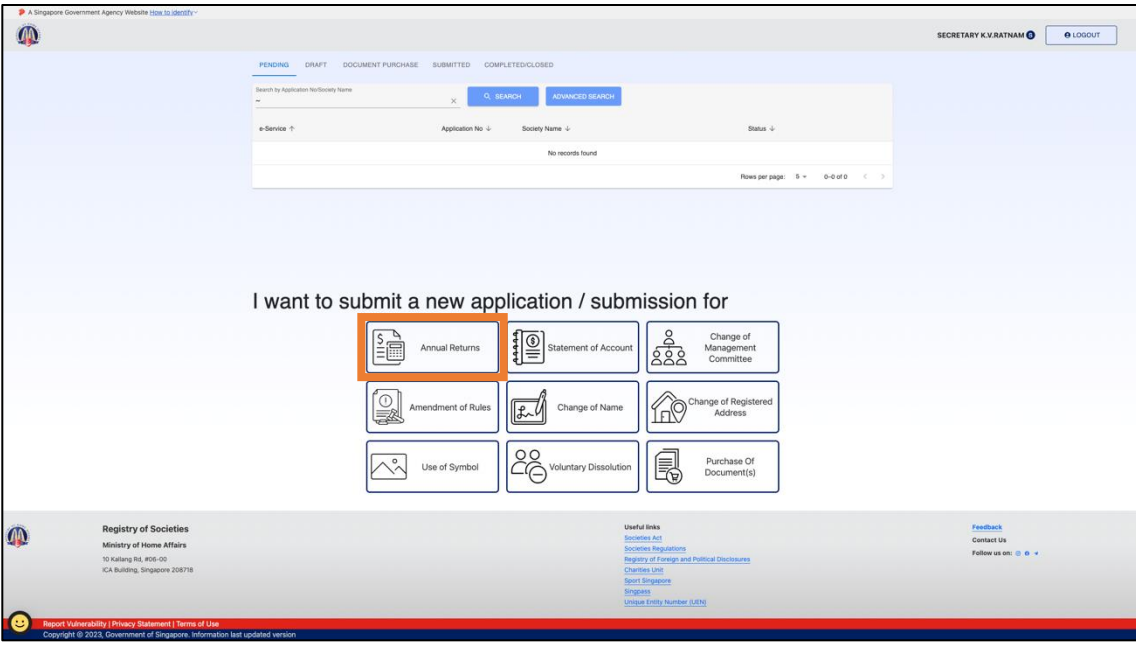


Guide for Submission of Annual Returns

S/N	Step	Illustration
1	<p>Go to Registry of Societies website: https://eservices2.mha.gov.sg/ros</p>	
2	<p>Log in to the system via Singpass account by selecting “For Registered Societies”.</p>	

Guide for Submission of Annual Returns

S/N	Step	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Annual Returns”.	 <p>The screenshot displays the Singapore Government Agency Website interface. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED/DISCLOSED. Below these is a search bar with a search button and an advanced search option. A table below the search bar shows 'No records found'. The main content area features a heading 'I want to submit a new application / submission for' followed by a grid of service options. The 'Annual Returns' option is highlighted with an orange border. Other options include Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, Change of Registered Address, Use of Symbol, Voluntary Dissolution, and Purchase Of Document(s). The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and various useful links.</p>

Guide for Submission of Annual Returns

S/N	Step	Illustration
4	<ul style="list-style-type: none"> Complete the sections on “Society Details” and “Membership Size”. Attach the relevant supporting documents where applicable. Click “Next”. 	

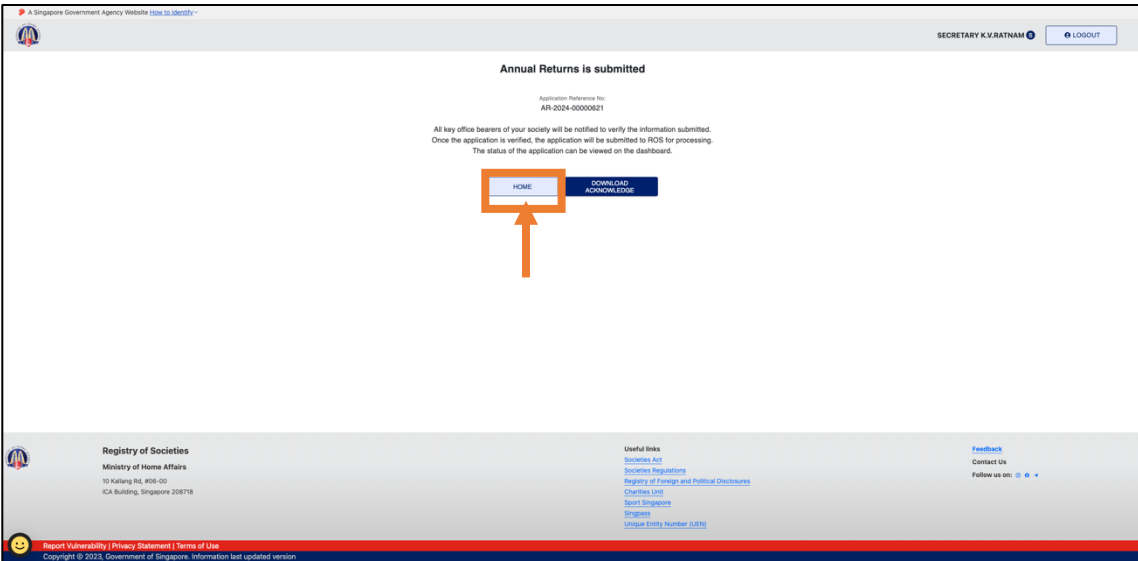
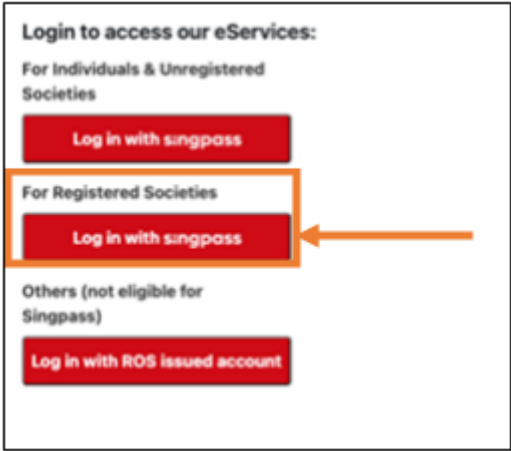
Guide for Submission of Annual Returns

S/N	Step	Illustration
5	<ul style="list-style-type: none"> Complete the sections on “Management Committee Members”. Click “Next”. 	
6	<ul style="list-style-type: none"> Complete the sections on “Applicant Contact Information”. Click “Next” to go to the “Preview Page”. 	

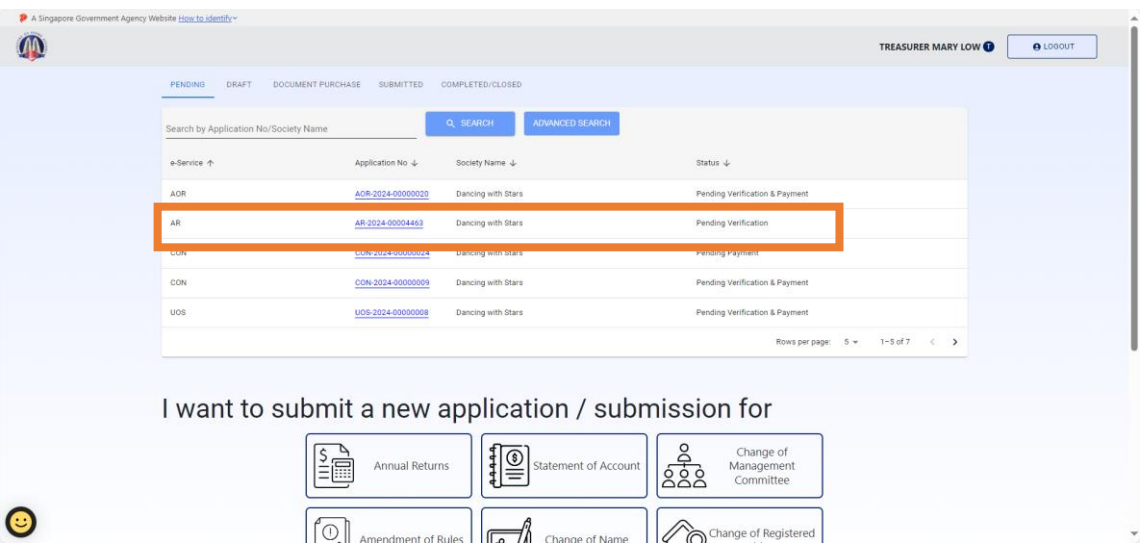
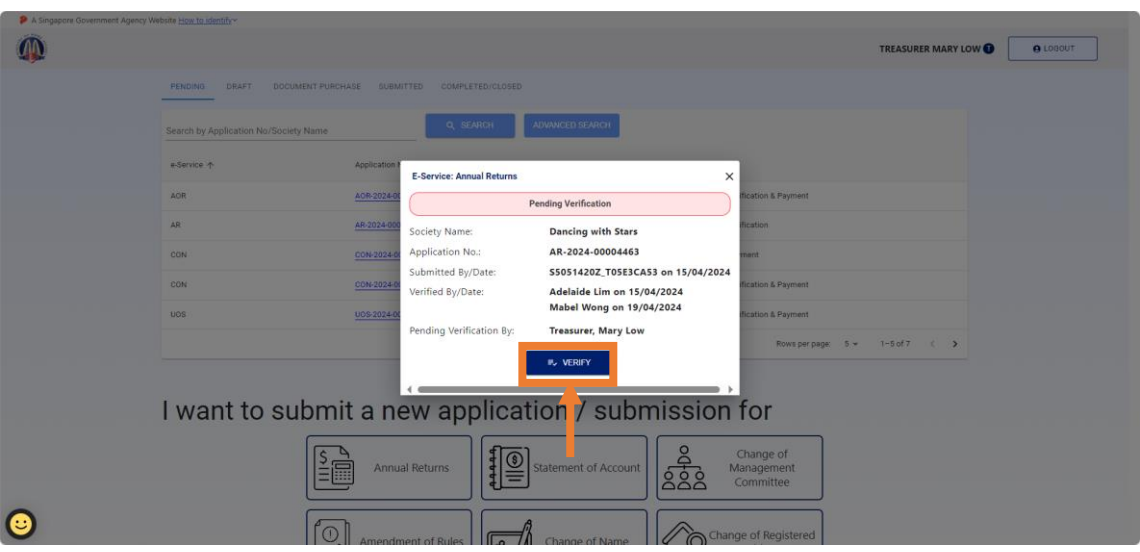
Guide for Submission of Annual Returns

S/N	Step	Illustration
7	<ul style="list-style-type: none"> Under the “Preview Page”, confirm that your submission details and documents are captured correctly. 	
8	<ul style="list-style-type: none"> Click on the “Declaration Box” if all information is in order. Click on “Submit” to submit the Annual Returns for verification. 	

Guide for Submission of Annual Returns

S/N	Step	Illustration
9	<ul style="list-style-type: none"> The President, Secretary and Treasurer would receive an email requesting them to verify the submission. 	 <p>The screenshot shows a confirmation page titled "Annual Returns is submitted". It includes an application reference number (AR-2024-00000621) and instructions for key office bearers to verify the information. A "HOME" button is highlighted with an orange box and an arrow pointing to it from below.</p>
10	<ul style="list-style-type: none"> Log in to "https://eservices2.mha.gov.sg/ros" via Singpass account by selecting "For Registered Societies" for the President, Secretary and Treasurer to verify the application 	 <p>The screenshot shows a login screen titled "Login to access our eServices:". It lists three options: "For Individuals & Unregistered Societies", "For Registered Societies", and "Others (not eligible for Singpass)". The "Log in with singpass" button under "For Registered Societies" is highlighted with an orange box and an arrow pointing to it from the right.</p>

Guide for Submission of Annual Returns

S/N	Step	Illustration
11	<ul style="list-style-type: none"> At the dashboard page, search for the application with “Pending Verification” status. <p>*Note: Once the President, Secretary and Treasure have completed the verifications, the record will be found under “Submitted”. No additional verification is required.</p> <ul style="list-style-type: none"> Click on the application. 	 <p>The screenshot shows the 'PENDING' tab of the dashboard. A table lists applications with columns for e-Service, Application No., Society Name, and Status. The row for 'AR-2024-00004463' is highlighted. Below the table, there are navigation buttons for 'Annual Returns', 'Statement of Account', 'Change of Management Committee', 'Amendment of Rules', 'Change of Name', and 'Change of Registered'.</p>
12	<ul style="list-style-type: none"> Click on the “Verify” button to preview the submitted application. 	 <p>The screenshot shows the same dashboard as above, but with a modal window titled 'E-Service: Annual Returns' open. The modal displays details for the application 'AR-2024-00004463', including the society name 'Dancing with Stars', application number, submission date, verification dates by Adelaide Lim and Mabel Wong, and the pending verification officer 'Treasurer, Mary Low'. A 'VERIFY' button is highlighted with an orange box at the bottom of the modal.</p>

13

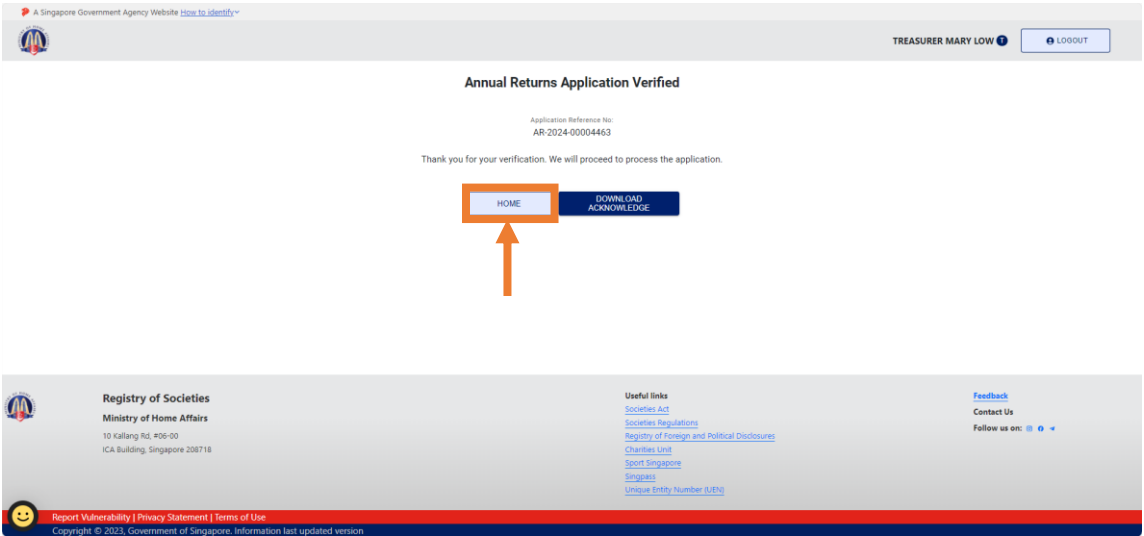
- System will display the Preview & Submit Verification page in “VIEW-ONLY mode”
- Click on the “Submit” button to verify the submitted application.

The screenshot displays the 'Preview & Submit Verification' page for a society named 'Dancing with Stars'. The page is divided into several sections:

- Society Details:** Includes fields for Society Name, Registration Number, and other identifying information.
- Membership Size:** Fields for the number of members and other related data.
- List of Management Committee Member:** A table listing the President, Secretary, and Treasurer, along with their respective details and contact information.
- Applicant's Contact Information:** Fields for the applicant's name, address, and contact details.

At the bottom right of the page, a red box highlights the 'Submit' button, with an orange arrow pointing to it, indicating the next step in the process.

Guide for Submission of Annual Returns

S/N	Step	Illustration
14	<ul style="list-style-type: none">• When the last person had verified the application, the application will be submitted to ROS for processing.• To check on the application status, please use the "Home" button and click on the tabs on the dashboard.	 <p>The screenshot shows a web page titled "Annual Returns Application Verified". At the top right, it says "TREASURER MARY LOW" and "LOGOUT". The main heading is "Annual Returns Application Verified". Below this, it says "Application Reference No: AR-2024-0004463" and "Thank you for your verification. We will proceed to process the application." There are two buttons: "HOME" and "DOWNLOAD ACKNOWLEDGE". The "HOME" button is highlighted with an orange box and an orange arrow points to it from below. The footer contains information about the Registry of Societies, Ministry of Home Affairs, and various useful links.</p>