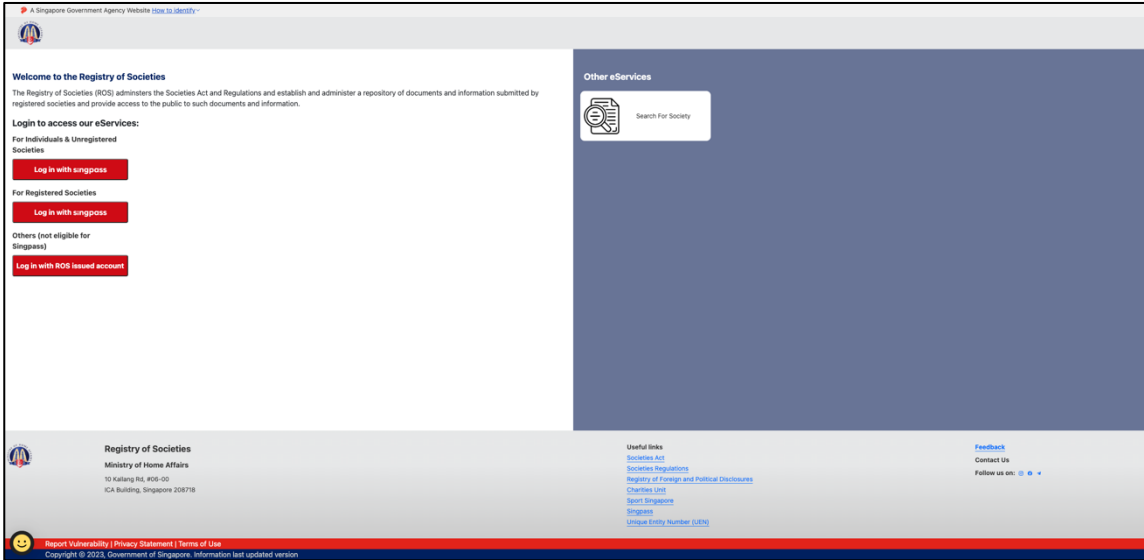
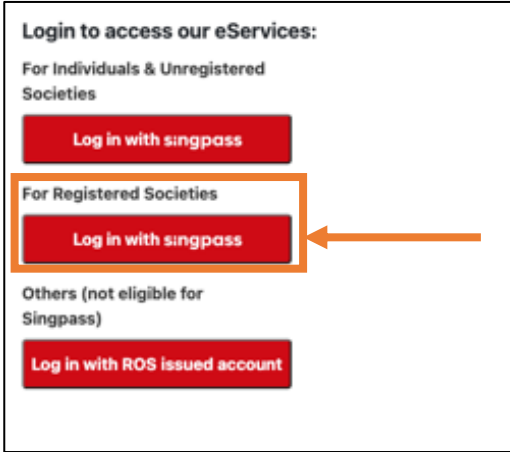
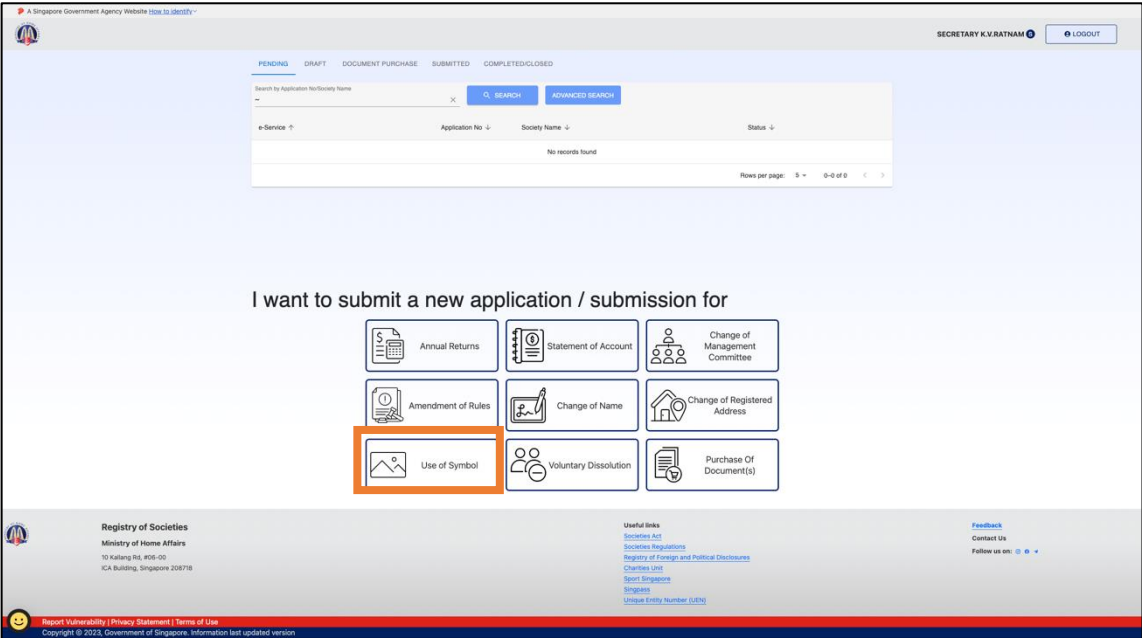


Guide for Application for Use of Symbol

S/N	Steps	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 Application for Use of Symbol

S/N	Steps	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Use of Symbol” .	 <p>The screenshot displays the Singapore Government Agency Website interface. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED/CLOSED. A search bar is present with a search button and an 'ADVANCED SEARCH' link. Below the search bar, there are filters for e-Service, Application No, Society Name, and Status. A table below these filters 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 icons. The 'Use of Symbol' icon, which depicts a landscape with a flag, is highlighted with an orange border. Other icons include Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, Change of Registered Address, 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 Application for Use of Symbol

S/N	Steps	Illustration
4	<ul style="list-style-type: none"> Read the instructions on application for “Use of Symbol” and terms and conditions. Complete the “Application Details” and “Applicant’s Contact Information”. Click “Next” to go to the “Preview Page”. 	

Guide for Application for Use of Symbol

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- Under **“Preview Page”**, confirm that your application details and documents are captured correctly.
- Click on the **“Declaration Box”** if all information is in order.
- Click on **“Submit”** to submit the application for verification.

A Singapore Government Agency Website [How to Identify](#)

TREASURER MARY LOW [LOGOUT](#)

Home / Use of Symbol


Applicant Preview

DANCING WITH STARS
UEN: T05E3CA53

Application Details
Provide the necessary application details.

Application Details

Existing Registered Symbols



Submission Type *

Add New Replace

Meaning & Significance of the proposed symbol *

ok

Significance of the colours used in the proposed symbol *

ok

Image symbol : Browse Files (Only supports file type: .png, .jpg, .jpeg, size: <= 5MB)

✓ logo.png

Applicant's Contact Information
Provide the necessary applicant's contact information.

Applicant's Contact Information

Full Name of Contact Person *
Mary Low

Mobile Number/ Residential Number *
99988888

Office Number

Email Address *
anghuey@ncs.com.sg

I declare that the information provided above is correct to the best of my knowledge and understanding. *

[SAVE AND EXIT](#) [SAVE DRAFT](#) [BACK](#) [SUBMIT](#)

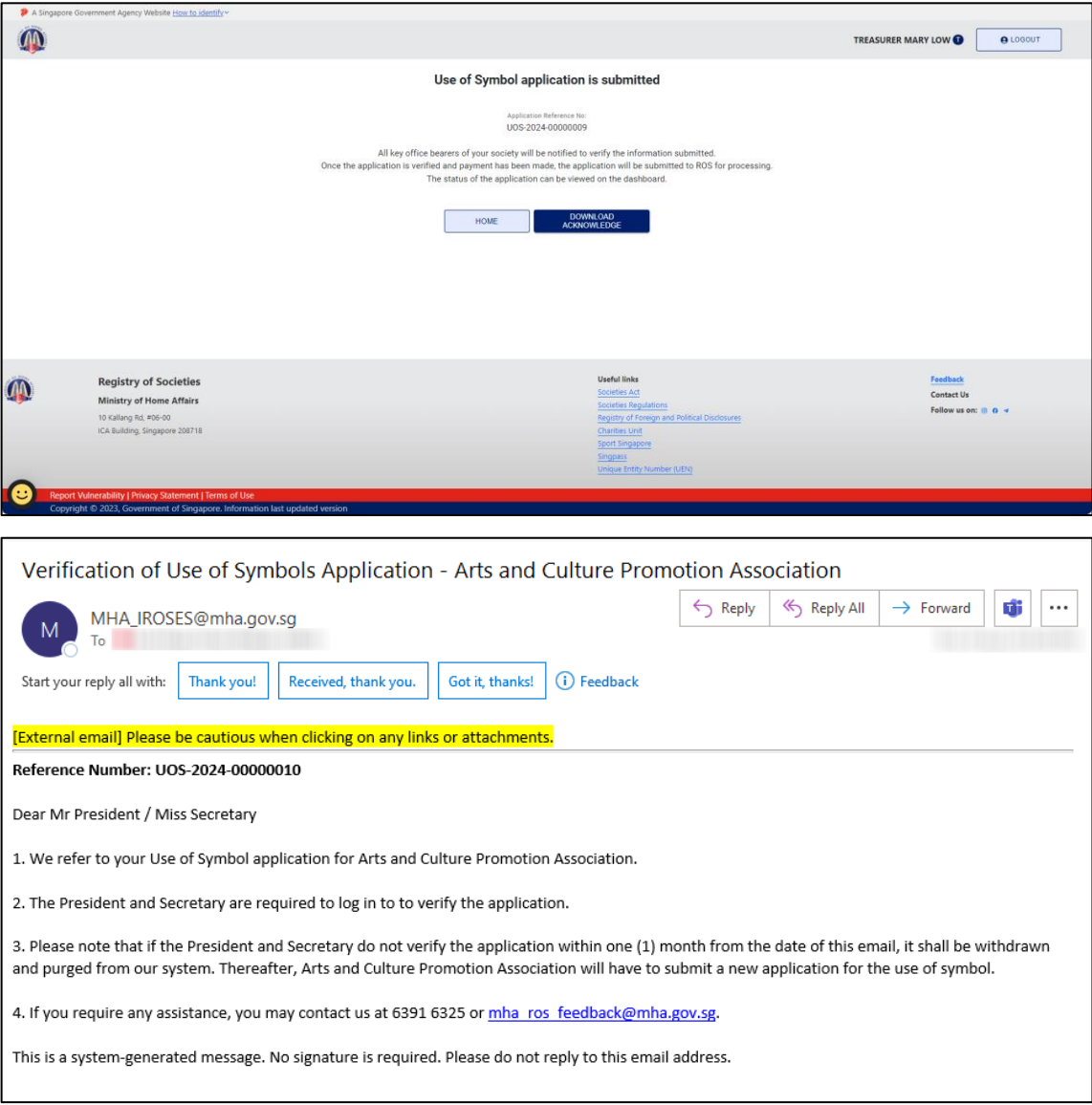
Registry of Societies
Ministry of Home Affairs
10 Kallang Rd, #06-00
ICA Building, Singapore 208718

Useful links
[Societies Act](#)
[Societies Regulations](#)
[Registry of Foreign and Political Disclosures](#)
[Charities Unit](#)
[Sport Singapore](#)
[Singers](#)
[Unique Entity Number \(UEN\)](#)

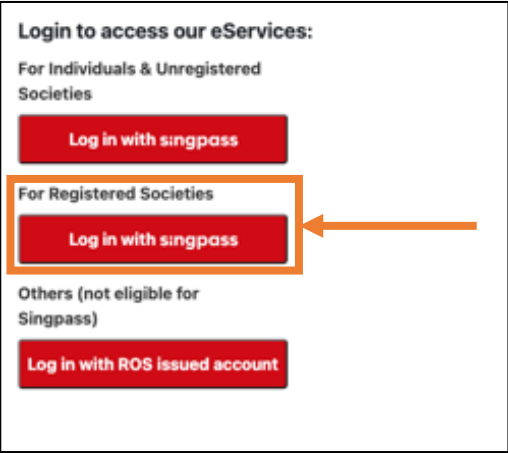
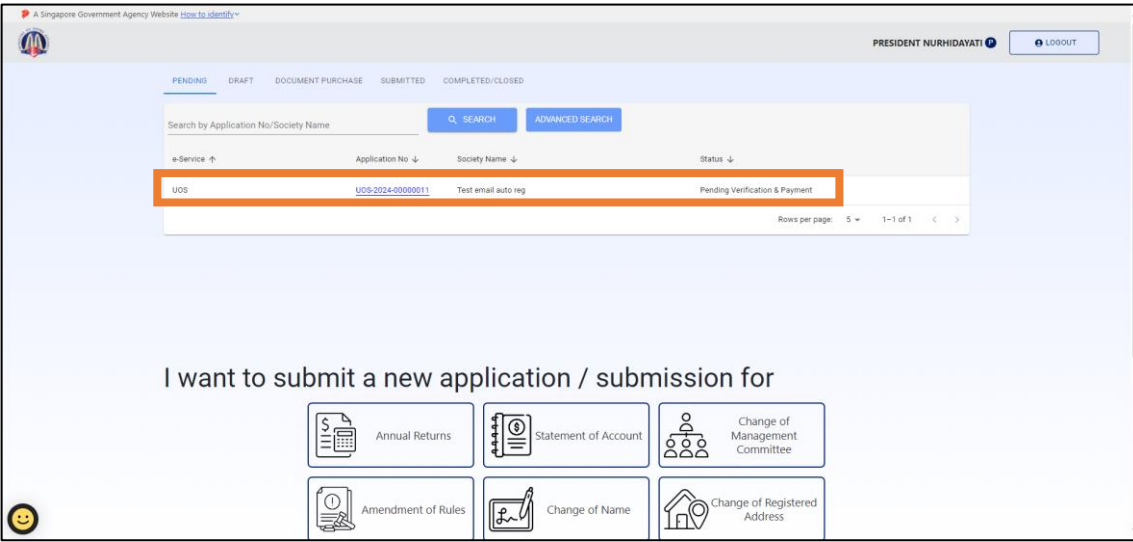
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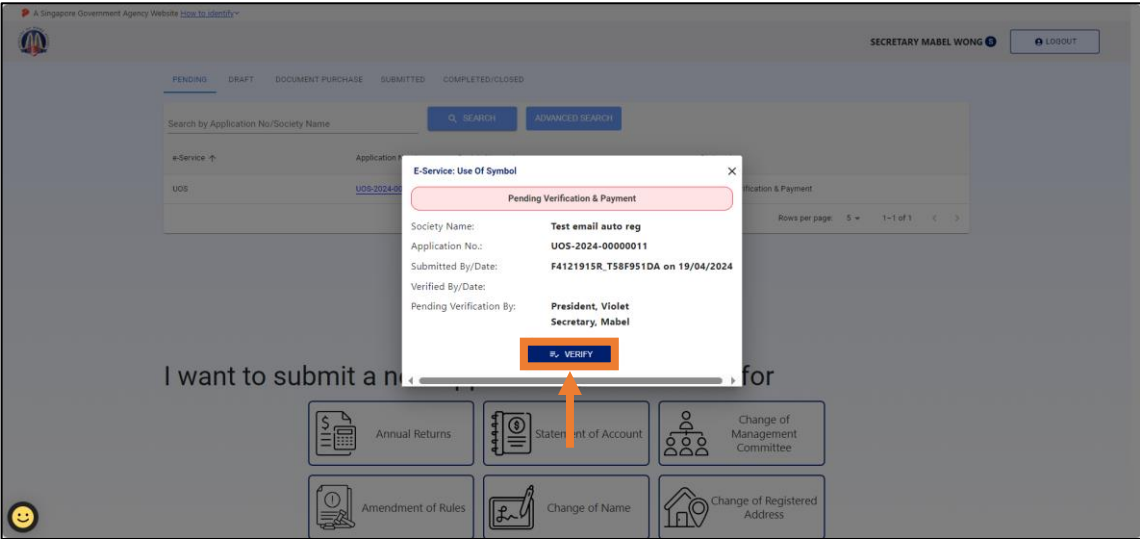
Guide for Application for Use of Symbol

S/N	Steps	Illustration
6	<ul style="list-style-type: none"> The application status is reflected in the “Acknowledgement Page” after submission. The President and Secretary would receive an email requesting them to verify the application. 	 <p>The illustration consists of two parts. The top part is a screenshot of the Singapore Government Agency Website. The page title is 'Use of Symbol application is submitted'. It displays the application reference number 'UOS-2024-00000009'. Below this, it states: 'All key office bearers of your society will be notified to verify the information submitted. Once the application is verified and payment has been made, the application will be submitted to ROS for processing. The status of the application can be viewed on the dashboard.' There are two buttons: 'HOME' and 'DOWNLOAD ACKNOWLEDGE'. The footer includes the Registry of Societies, Ministry of Home Affairs, contact information, and various useful links.</p> <p>The bottom part is a screenshot of an email verification message. The subject is 'Verification of Use of Symbols Application - Arts and Culture Promotion Association'. The sender is 'MHA_IROSES@mha.gov.sg'. The email body contains the following text: <p>Reference Number: UOS-2024-0000010</p> <p>Dear Mr President / Miss Secretary</p> <ol style="list-style-type: none"> We refer to your Use of Symbol application for Arts and Culture Promotion Association. The President and Secretary are required to log in to to verify the application. Please note that if the President and Secretary do not verify the application within one (1) month from the date of this email, it shall be withdrawn and purged from our system. Thereafter, Arts and Culture Promotion Association will have to submit a new application for the use of symbol. If you require any assistance, you may contact us at 6391 6325 or mha_ros_feedback@mha.gov.sg. <p>This is a system-generated message. No signature is required. Please do not reply to this email address.</p> </p>

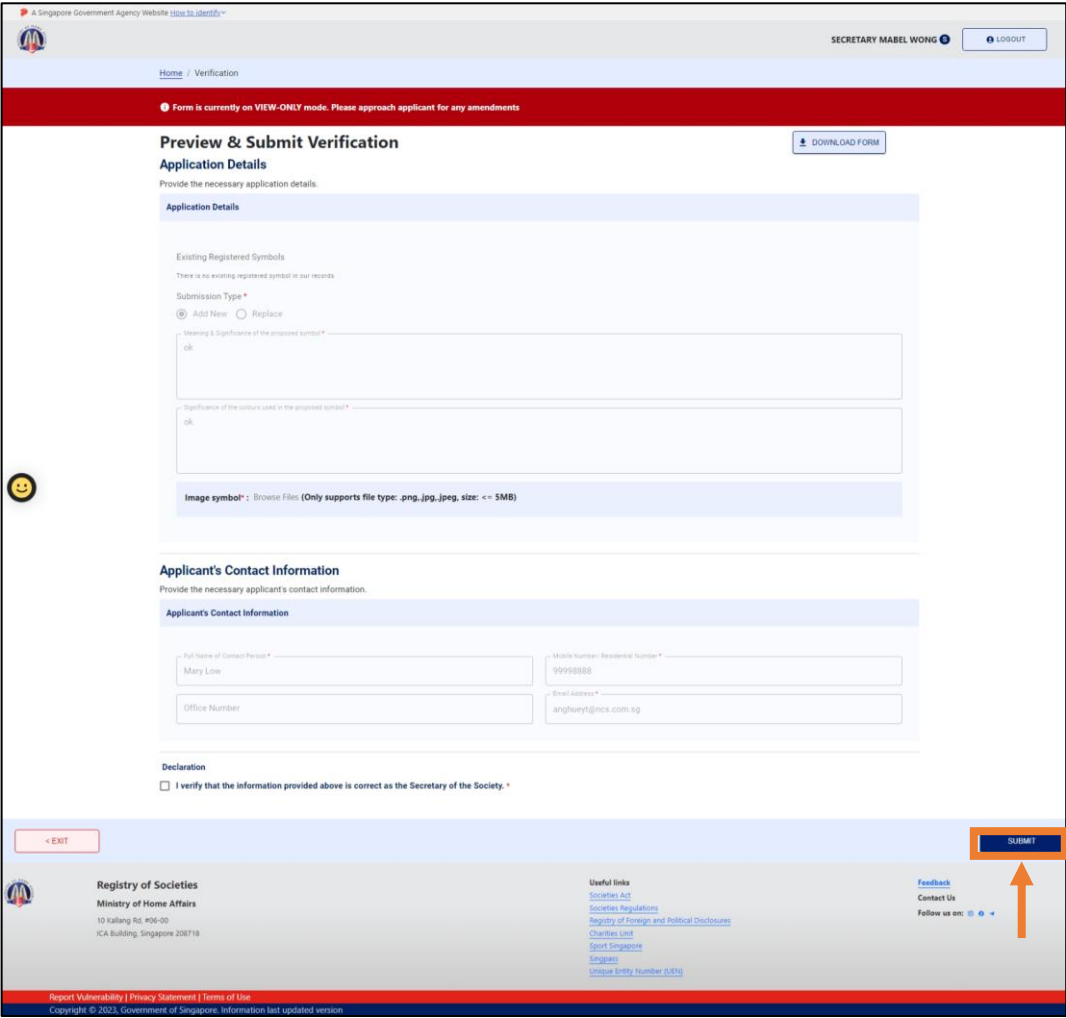
Guide for Application for Use of Symbol

S/N	Steps	Illustration								
7	<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>Login to access our eServices:</p> <p>For Individuals & Unregistered Societies</p> <p>Log in with singpass</p> <p>For Registered Societies</p> <p>Log in with singpass</p> <p>Others (not eligible for Singpass)</p> <p>Log in with ROS issued account</p>								
8	<ul style="list-style-type: none"> At the dashboard page, search for the application with "Pending Verification & Payment" status. Click on the application. 	 <p>Singapore Government Agency Website How to identify</p> <p>PRESIDENT NURHIDAYATI LOGOUT</p> <p>PENDING DRAFT DOCUMENT PURCHASE SUBMITTED COMPLETED/CLOSED</p> <p>Search by Application No./Society Name SEARCH ADVANCED SEARCH</p> <table border="1"> <thead> <tr> <th>e-Service</th> <th>Application No.</th> <th>Society Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>UOS</td> <td>UOS/2024-0000011</td> <td>Test email auto reg</td> <td>Pending Verification & Payment</td> </tr> </tbody> </table> <p>Rows per page: 5 1-1 of 1</p> <p>I want to submit a new application / submission for</p> <ul style="list-style-type: none"> Annual Returns Statement of Account Change of Management Committee Amendment of Rules Change of Name Change of Registered Address 	e-Service	Application No.	Society Name	Status	UOS	UOS/2024-0000011	Test email auto reg	Pending Verification & Payment
e-Service	Application No.	Society Name	Status							
UOS	UOS/2024-0000011	Test email auto reg	Pending Verification & Payment							

Guide for Application for Use of Symbol

S/N	Steps	Illustration
9	<ul style="list-style-type: none">Click on the “Verify” button to preview the submitted application.	 <p>The screenshot displays the Singapore Government Agency Website interface. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED/CLOSED. A search bar is present with 'SEARCH' and 'ADVANCED SEARCH' buttons. Below the search bar, there is a table of applications. One application is highlighted, showing details in a modal window titled 'E-Service: Use Of Symbol'. The modal window displays the following information:</p> <ul style="list-style-type: none">Society Name: Test email auto regApplication No.: UOS-2024-0000011Submitted By/Date: F4121915R_T58F951DA on 19/04/2024Verified By/Date:Pending Verification By: President, Violet Secretary, Mabel <p>At the bottom of the modal window, there is a blue button labeled 'VERIFY' with a red box around it and an orange arrow pointing to it. Below the modal window, there is a section titled 'I want to submit a...' with several service icons: Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, and Change of Registered Address.</p>

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S/N	Steps	Illustration
10	<ul style="list-style-type: none"> System will display the Preview & Submit Verification page in “VIEW-ONLY mode” Click on the “Submit” button to verify the submitted application. 	 <p>The screenshot shows the 'Preview & Submit Verification' page in 'VIEW-ONLY mode'. The page is titled 'Preview & Submit Verification' and includes a 'DOWNLOAD FORM' button. The 'Application Details' section shows 'Existing Registered Symbols' (none), 'Submission Type' (Add New selected), and two text boxes for 'Meaning & Significance of the proposed symbol' and 'Significance of the context used in the proposed symbol', both containing 'ok'. The 'Image symbol' section has a 'Browse Files' button. The 'Applicant's Contact Information' section includes fields for 'Full Name of Contact Person' (Mary Low), 'Mobile Number/ Residential Number' (99998888), 'Office Number', and 'Email address' (anghuay@ines.com.sg). A 'Declaration' checkbox is present. At the bottom, a red box highlights the 'SUBMIT' button, with an orange arrow pointing to it.</p>

Guide for Application for Use of Symbol

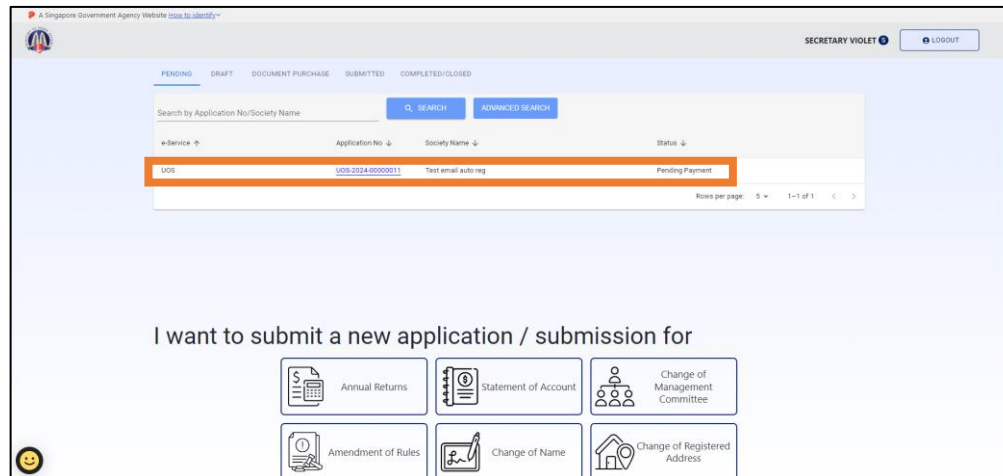
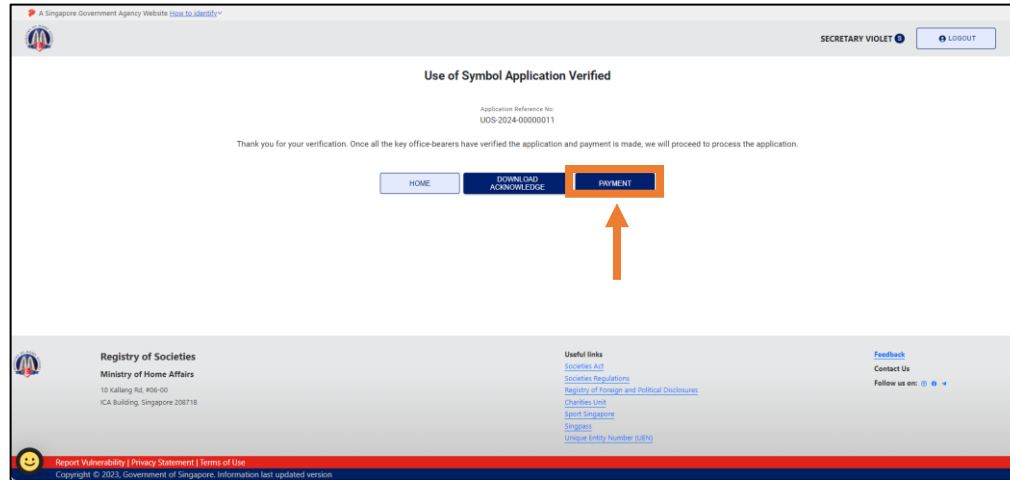
11

- The application status is reflected in the **“Acknowledgement Page”** after verification.
- To check on the application status, please use the **“Home”** button and click on the tabs on the dashboard
- To make payment for the application, please click on the **“Payment”** button.

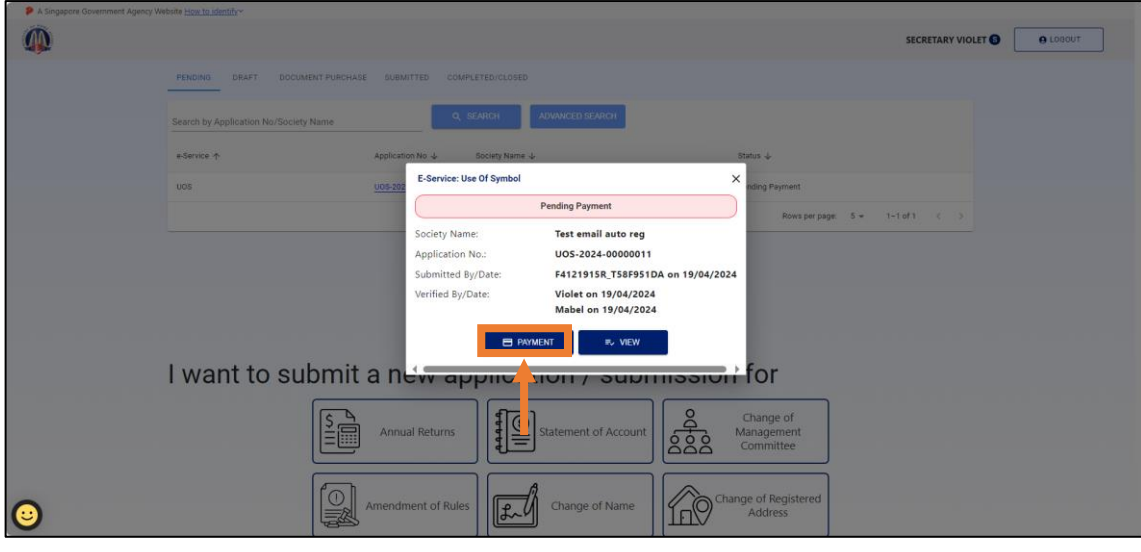
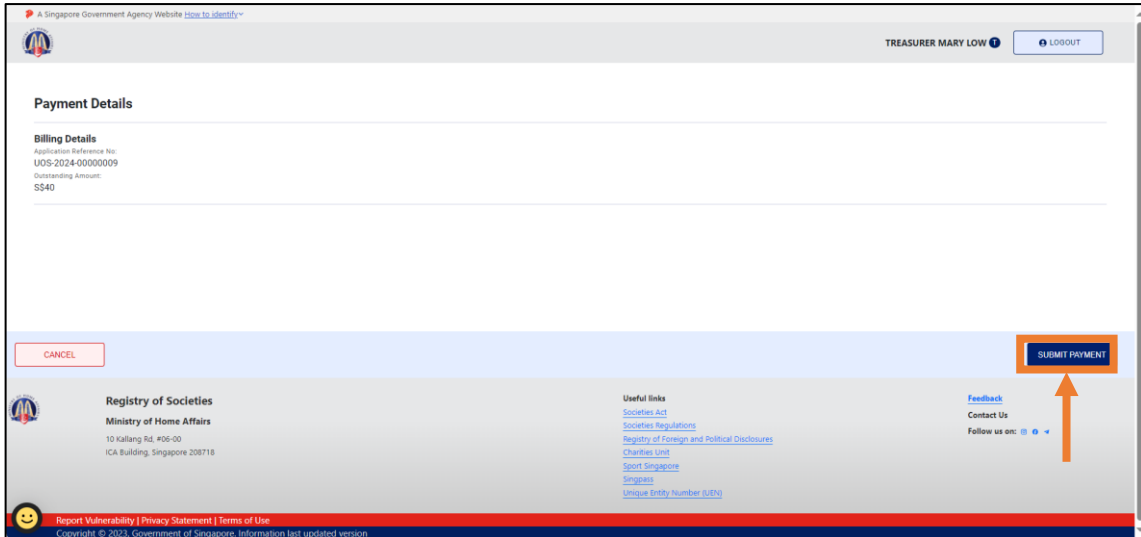
Or

- For payment after verification. Once login to dashboard page, search for the application with **“Pending Payment”** status.

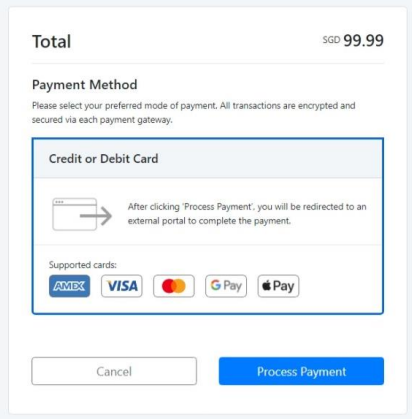
Click on the application.

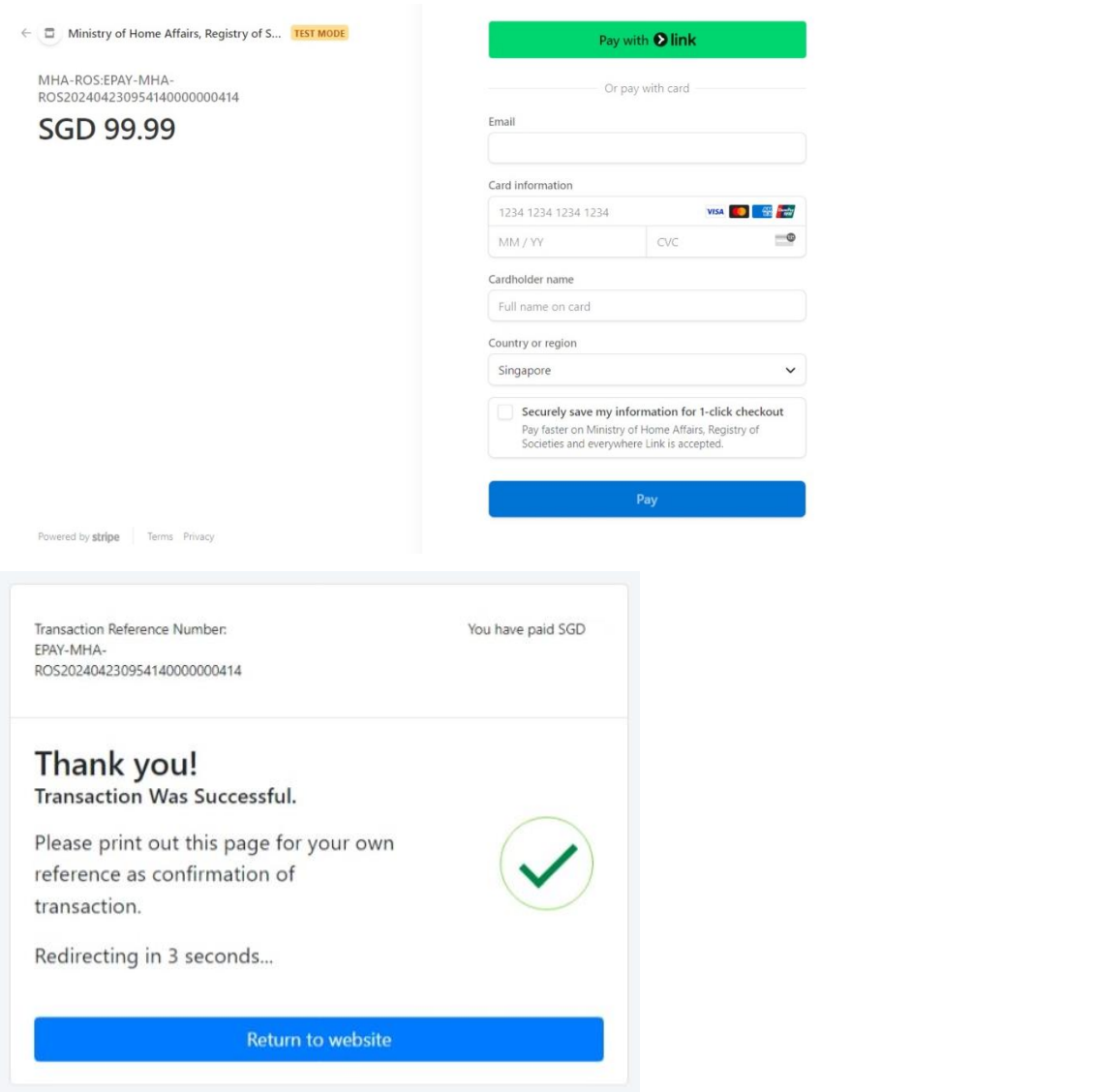


Guide for Application for Use of Symbol

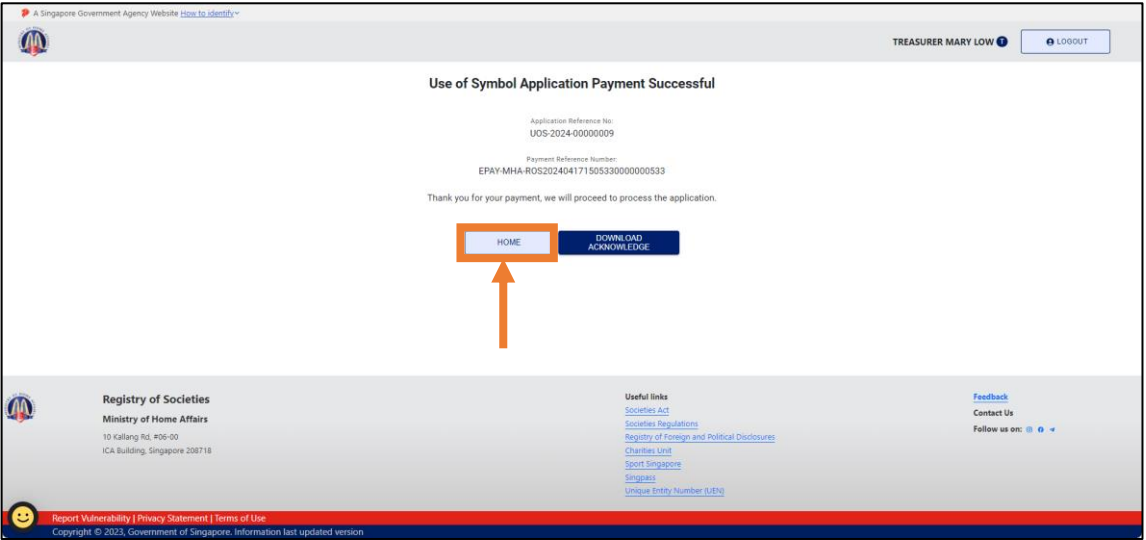
S/N	Steps	Illustration
	<ul style="list-style-type: none"> The applicant, President or Secretary are able to click on “Payment” to complete the “Use of Symbol” application. 	 <p>The screenshot shows the 'E-Service: Use of Symbol' modal window. The modal contains the following information:</p> <ul style="list-style-type: none"> Pending Payment Society Name: Test email auto reg Application No.: UOS-2024-0000011 Submitted By/Date: F4121915R_T58F951DA on 19/04/2024 Verified By/Date: Violet on 19/04/2024, Mabel on 19/04/2024 <p>At the bottom of the modal, there are two buttons: PAYMENT (highlighted with an orange box and an arrow) and VIEW.</p>
12	<ul style="list-style-type: none"> System will display the payment details. To proceed with the payment, click on “Submit Payment” button. 	 <p>The screenshot shows the 'Payment Details' page. The page displays the following information:</p> <ul style="list-style-type: none"> Payment Details Billing Details Application Reference No: UOS-2024-00000009 Outstanding Amount: S\$40 <p>At the bottom of the page, there are two buttons: CANCEL and SUBMIT PAYMENT (highlighted with an orange box and an arrow).</p>

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S/N	Steps	Illustration
13	<ul style="list-style-type: none">Click on the Credit or Debit Card and click on the “Process Payment” button	 <p>The illustration shows a payment confirmation screen. At the top, it displays 'Total' as 'SGD 99.99'. Below this is the 'Payment Method' section, which includes a note: 'Please select your preferred mode of payment. All transactions are encrypted and secured via each payment gateway.' The 'Credit or Debit Card' option is selected and highlighted. A sub-section for 'Credit or Debit Card' contains a card icon and the text: 'After clicking 'Process Payment', you will be redirected to an external portal to complete the payment.' Below this, 'Supported cards' are listed with logos for Amex, Visa, Mastercard, G Pay, and Apple Pay. At the bottom, there are two buttons: a white 'Cancel' button and a blue 'Process Payment' button.</p>

S/N	Steps	Illustration
14	<ul style="list-style-type: none"> Complete the payment details and click on “Pay” to make payment. Upon successful transaction, system will display the transaction successful message. It will then redirect you back to the e-service successful payment acknowledgement page. 	 <p>The illustration shows a payment interface for the Ministry of Home Affairs, Registry of Societies. It features a 'Pay with link' button at the top, followed by a 'Or pay with card' section with input fields for Email, Card information (number, expiry, CVC), Cardholder name, and Country or region. A 'Pay' button is at the bottom. Below this is a confirmation message: 'Thank you! Transaction Was Successful.' with a green checkmark icon and a 'Return to website' button.</p>

Guide for Application for Use of Symbol

S/N	Steps	Illustration
15	<ul style="list-style-type: none">• Upon successful payment, 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 "Use of Symbol Application Payment Successful". It includes the following information:</p> <ul style="list-style-type: none">Application Reference No: UOS-2024-00000009Payment Reference Number: EPAY-MHA-ROS202404171505330000000533Message: "Thank you for your payment, we will proceed to process the application."Buttons: "HOME" (highlighted with an orange box and arrow) and "DOWNLOAD ACKNOWLEDGE". <p>The footer contains the Registry of Societies logo and contact information, along with a "Useful links" section and a "Feedback" section.</p>