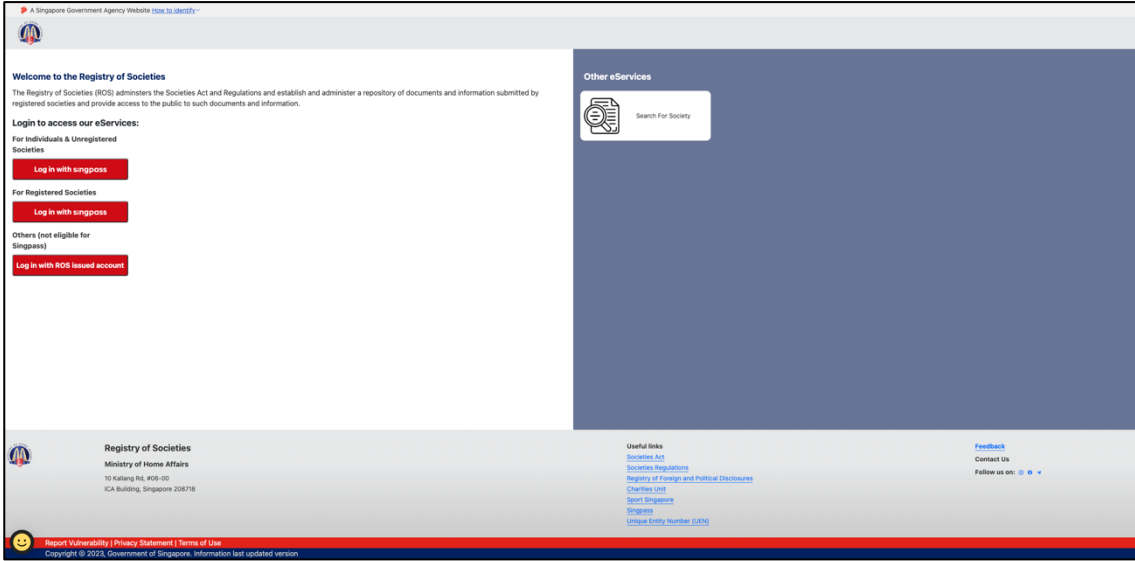
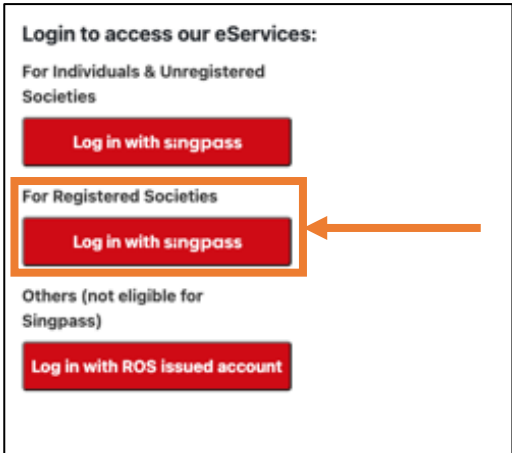
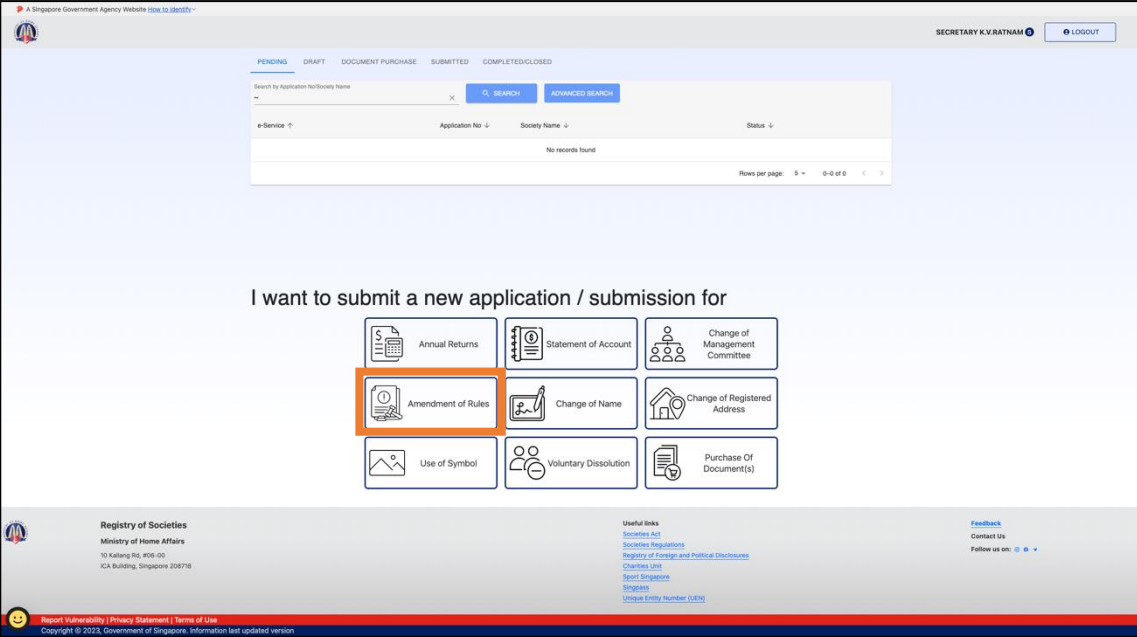
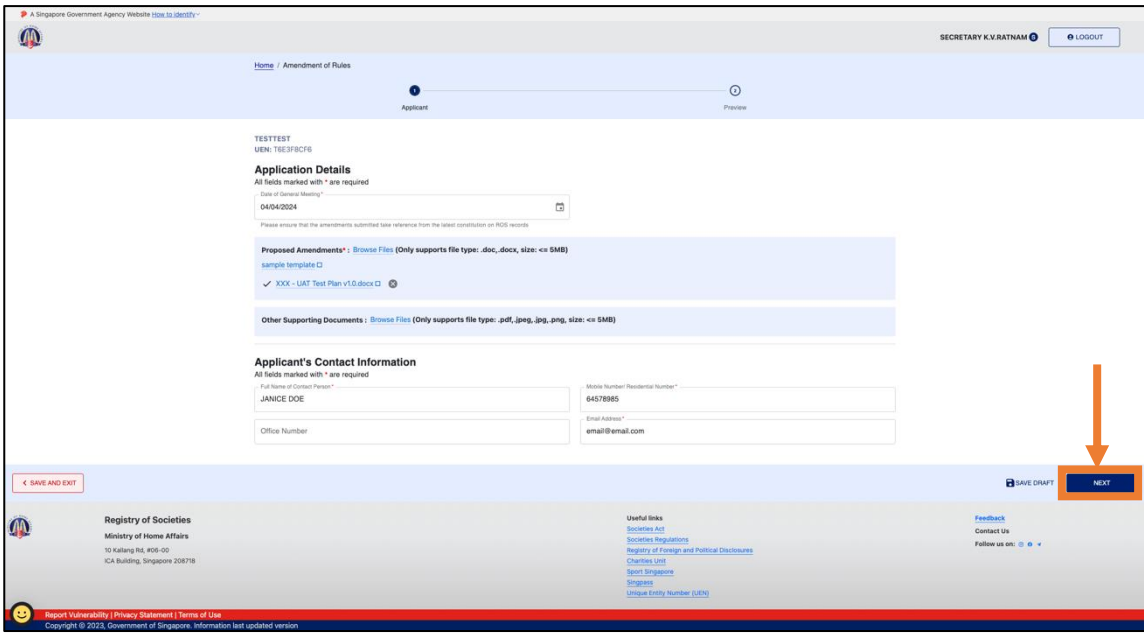


# Guide for Amendment of Rules

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

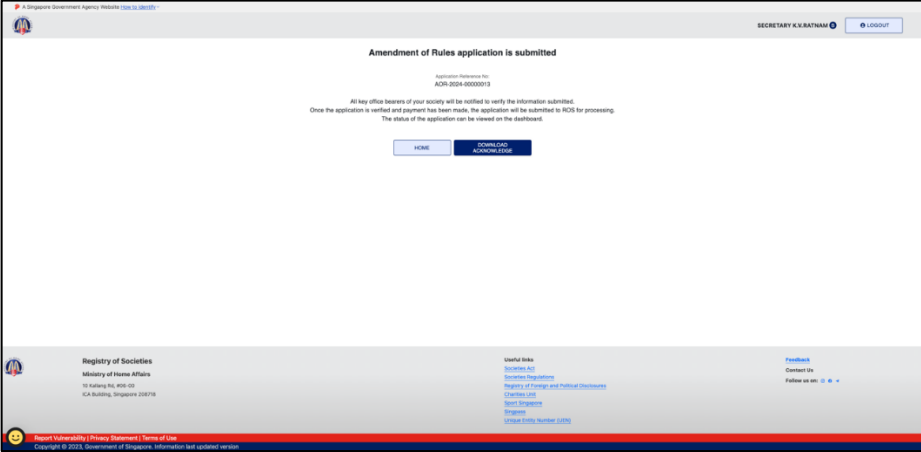
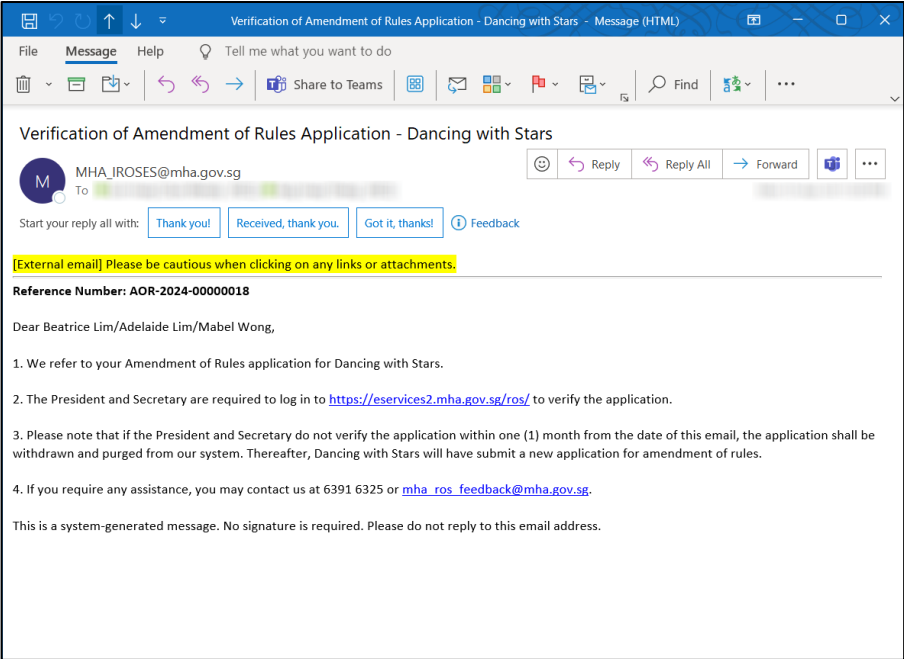
## Guide for Amendment of Rules

S/N	Steps	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Amendment of Rules”.	 <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 message 'No records found' is displayed in the search results area. The main content area features a heading 'I want to submit a new application / submission for' followed by a grid of service tiles. The 'Amendment of Rules' tile is highlighted with an orange border. Other tiles include Annual Returns, Statement of Account, Change of Management Committee, 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 a list of useful links.</p>

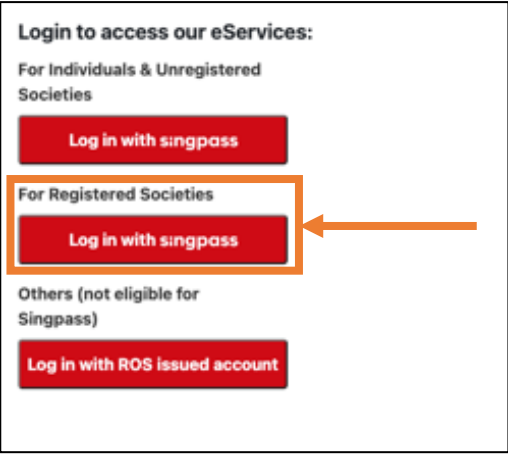
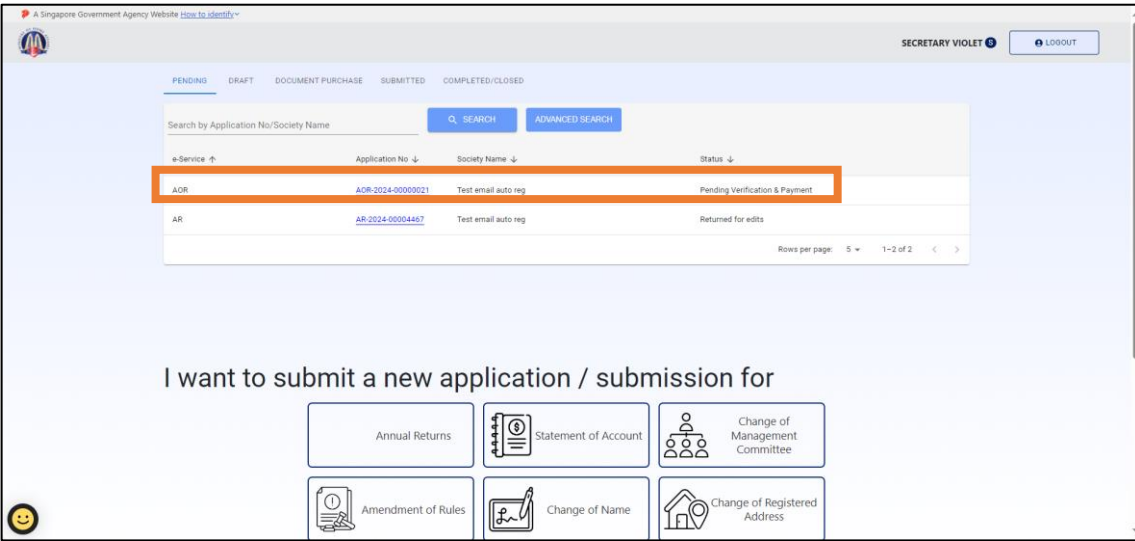
S/N	Steps	Illustration
4	<ul style="list-style-type: none"> <li>Complete the Sections on “Application Details” and “Applicant Contact Information”.</li> <li>Attach the relevant supporting documents where applicable.</li> <li>Click “Next” to go to the “Preview Page”.</li> </ul>	 <p>The screenshot shows a web form titled "Amendment of Rules" with a progress indicator showing "Applicant" and "Preview" steps. The "Application Details" section includes a date of general meeting (04/04/2024) and a list of proposed amendments, with one file "XXX - UAT Test Plan v1.0.docx" attached. The "Applicant's Contact Information" section has fields for full name (JANICE DOE), mobile number (64578985), email address (email@email.com), and office number. At the bottom right, a blue "NEXT" button is highlighted with an orange arrow.</p>

# Guide for Amendment of Rules

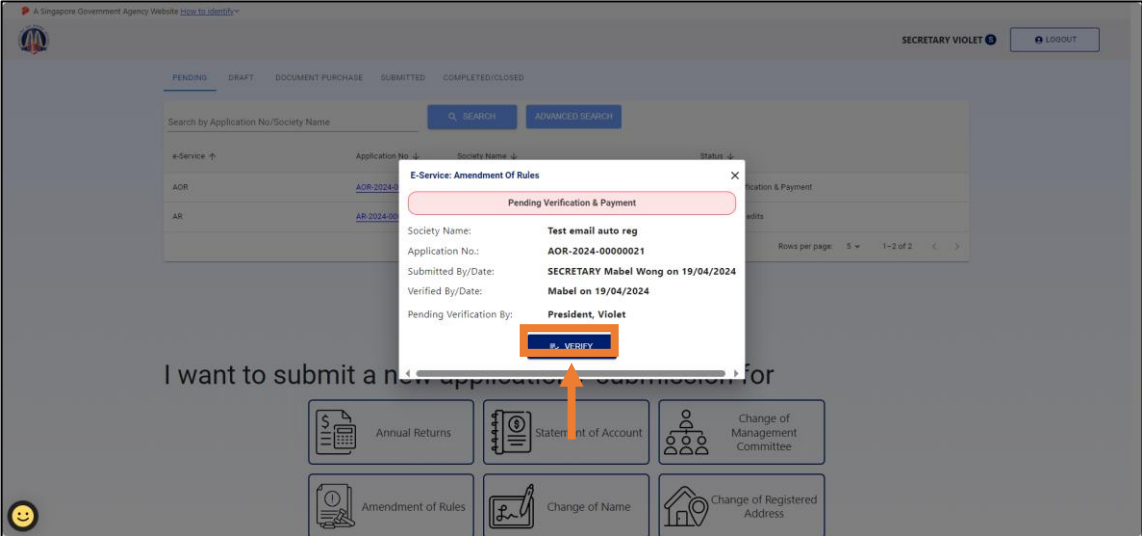
S/N	Steps	Illustration
5	<ul style="list-style-type: none"> <li>Under the <b>“Preview Page”</b>, confirm that your application details and documents are captured correctly.</li> <li>Click on the <b>“Declaration Box”</b> if all information is in order.</li> <li>Click on <b>“Submit”</b> to submit the application for verification.</li> </ul>	<p>The screenshot shows the 'Preview' stage of the 'Amendment of Rules' process. At the top, there's a progress bar with 'Applicant' and 'Preview' steps. The main content area includes:</p> <ul style="list-style-type: none"> <li><b>Application Details:</b> A date field for 'Date of General Meeting' (04/04/2024), a section for 'Proposed Amendments' with a file upload (XXX - UAT Test Plan v1.0.docx), and a section for 'Other Supporting Documents'.</li> <li><b>Applicant's Contact Information:</b> Fields for 'Full Name of Contact Person' (JANICE DOE), 'Mobile Number/Residential Number' (84678989), 'Office Number', and 'Email Address' (email@email.com).</li> <li><b>Declaration Section:</b> Three checkboxes with the following text:             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> I declare that the information provided above is correct to the best of my knowledge and understanding.</li> <li><input checked="" type="checkbox"/> I verify that the information provided above is correct as the Secretary of the Society.</li> <li><input checked="" type="checkbox"/> I declare that the amendments have been passed in a general meeting of members in accordance with the Society's constitution.</li> </ul> </li> <li><b>Navigation:</b> Buttons for 'SAVE AND EXIT', 'SAVE DRAFT', 'BACK', and 'SUBMIT'.</li> </ul> <p>Orange arrows point to the 'SUBMIT' button and the declaration section.</p>

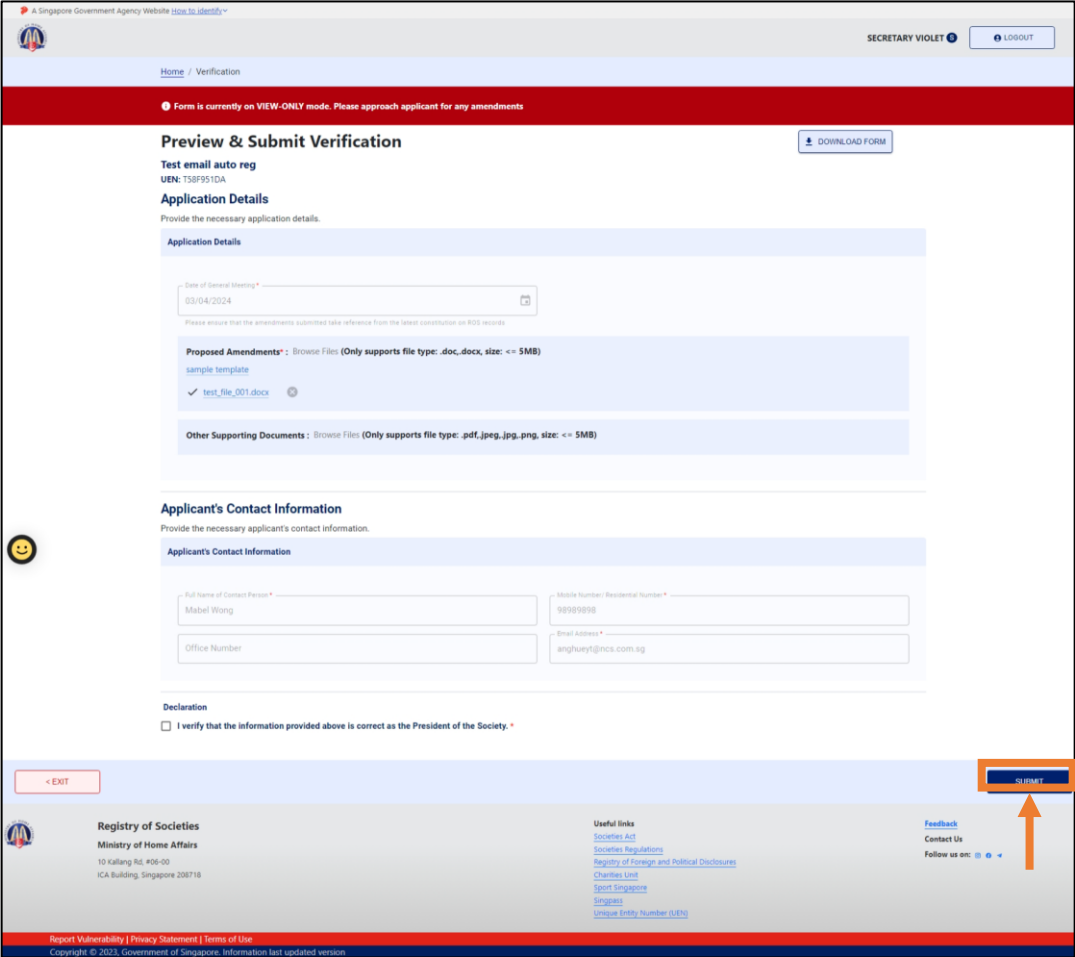
<p>6</p>	<ul style="list-style-type: none"> <li>The application status is reflected in the <b>“Acknowledgement Page”</b> after submission.</li> <li>The President, Secretary and Treasurer would receive an email requesting them to verify the submission.</li> </ul>	 
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Guide for Amendment of Rules

S/N	Steps	Illustration
7	<ul style="list-style-type: none"> <li>Log in to “<a href="https://eservices2.mha.gov.sg/ros">https://eservices2.mha.gov.sg/ros</a>” via Singpass account by selecting “<b>For Registered Societies</b>” for the President, Secretary and Treasurer to verify the application</li> </ul>	
8	<ul style="list-style-type: none"> <li>At the dashboard page, search for the application with “<b>Pending Verification &amp; Payment</b>” status.</li> <li>Click on the application.</li> </ul>	

## Guide for Amendment of Rules

S/N	Steps	Illustration
9	<ul style="list-style-type: none"><li>Click on the <b>“Verify”</b> button to preview the submitted application.</li></ul>	 <p>The screenshot shows the 'E-Service: Amendment Of Rules' interface. A modal window titled 'Pending Verification &amp; Payment' is open, displaying the following information:</p> <ul style="list-style-type: none"><li>Society Name: Test email auto reg</li><li>Application No: AOR-2024-0000021</li><li>Submitted By/Date: SECRETARY Mabel Wong on 19/04/2024</li><li>Verified By/Date: Mabel on 19/04/2024</li><li>Pending Verification By: President, Violet</li></ul> <p>The 'Verify' button is highlighted with a red box and an orange arrow. The background interface shows a search bar and a list of applications with columns for Application No., Society Name, and Status.</p>

S/N	Steps	Illustration
10	<ul style="list-style-type: none"> <li>System will display the Preview &amp; Submit Verification page in “VIEW-ONLY mode”</li> <li>Click on the “Submit” button to verify the submitted application.</li> </ul>	 <p>The screenshot displays the 'Preview &amp; Submit Verification' page. At the top, it indicates 'Form is currently on VIEW-ONLY mode. Please approach applicant for any amendments'. The page is divided into several sections: 'Application Details' with a date field set to 03/04/2024 and a file upload area for 'Proposed Amendments' (containing 'test_file_001.docx') and 'Other Supporting Documents'. Below this is the 'Applicant's Contact Information' section with fields for name (Mabel Wong), mobile number (99989898), office number, and email address (anghwey@nics.com.sg). A 'Declaration' checkbox is present, which is currently unchecked. At the bottom right, a blue 'SUBMIT' button is highlighted with an orange box and an orange arrow pointing to it. The footer contains contact information for the Registry of Societies and various useful links.</p>

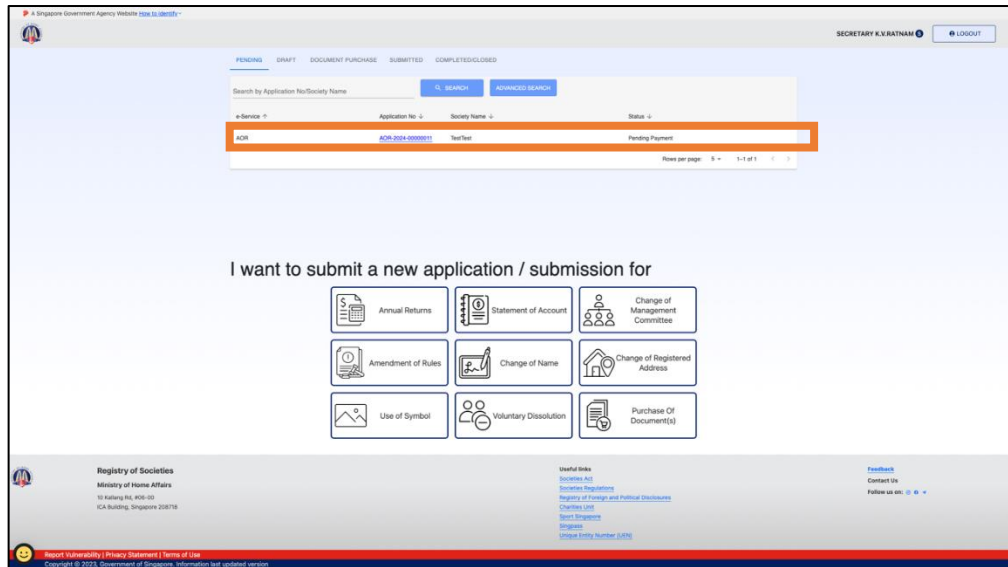
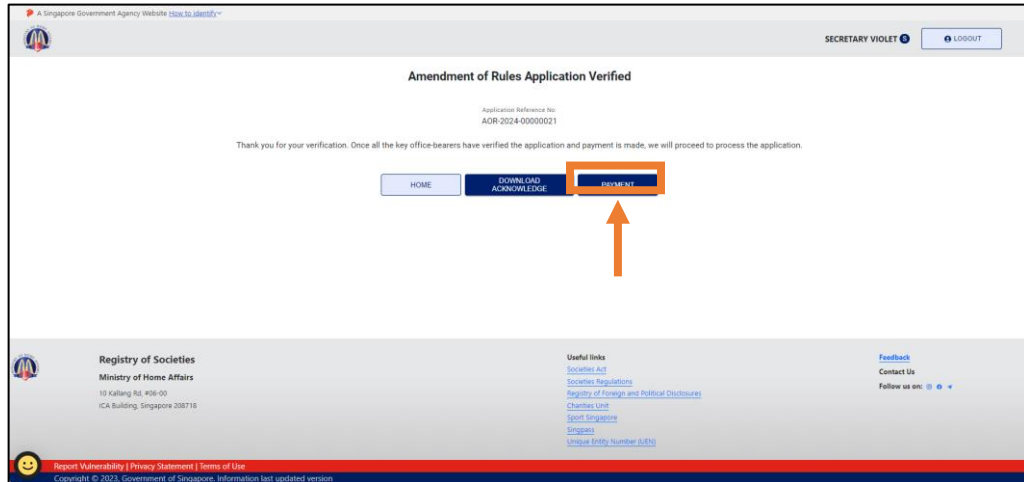


11

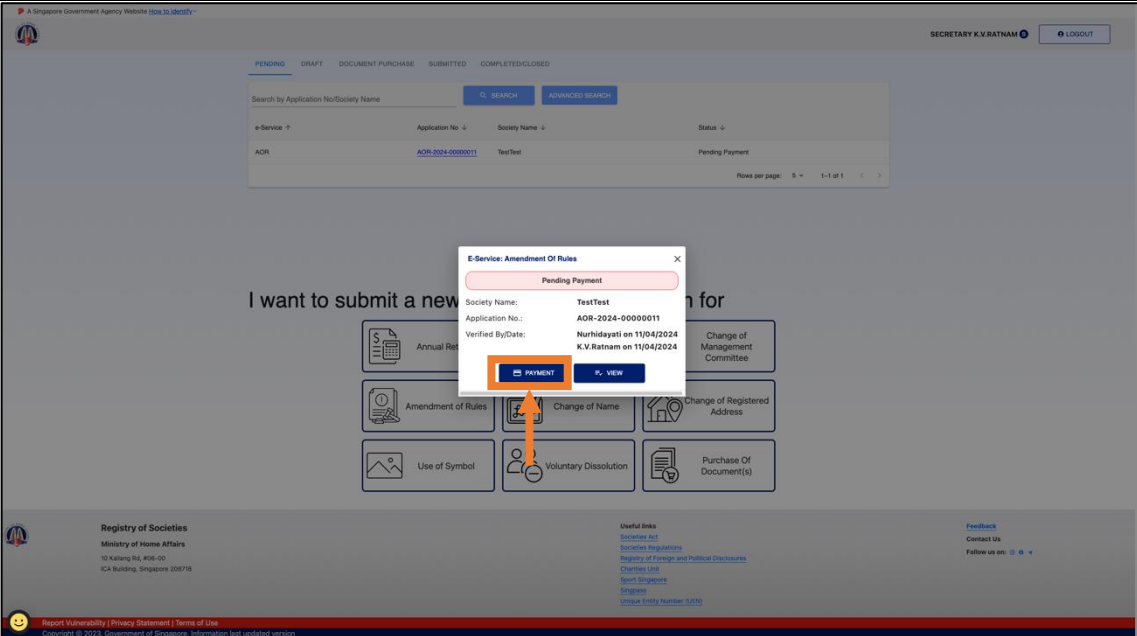
- The application status is reflected in the **“Acknowledgement Page”** after verification.
- To check on the application status, please use the **“Home”** button and click on the tabs on the dashboard
- To make payment for the application, please click on the **“Payment”** button.

Or

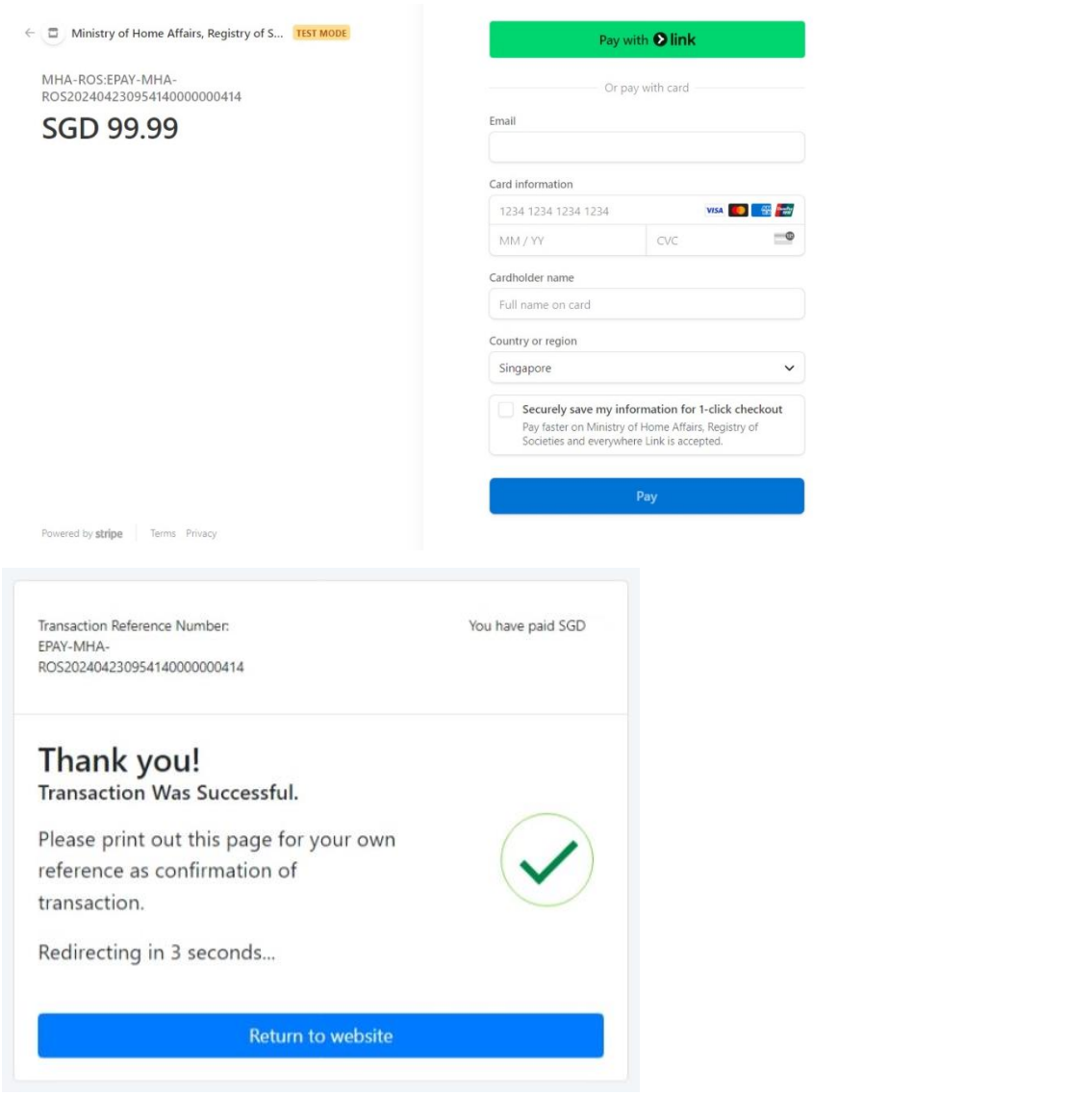
- For payment after verification. Once login to dashboard page, search for the application with **“Pending Payment”** status.  
Click on the application.



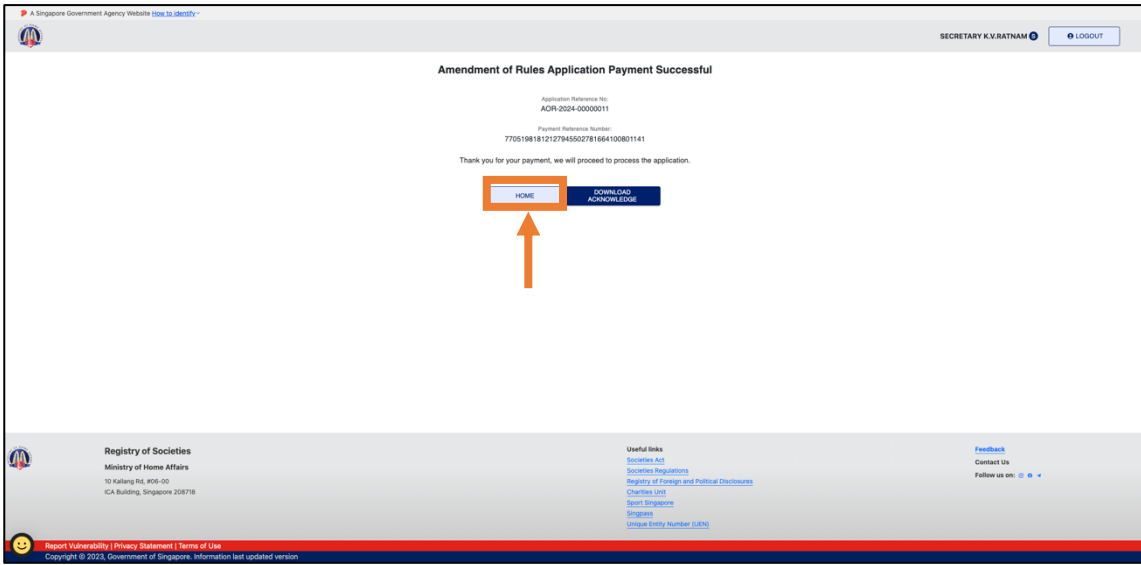
## Guide for Amendment of Rules

S/N	Steps	Illustration
	<ul style="list-style-type: none"><li>The applicant, President or Secretary are able to click on <b>“Payment”</b> to complete the <b>“Amendment of Rules”</b> application.</li></ul>	 <p>The illustration shows a screenshot of the Registry of Societies website. At the top, there is a navigation bar with the text 'A Singapore Government Agency Website Help to Identify' and a user profile for 'SECRETARY K.V.RATNAM' with a 'LOGOUT' button. Below the navigation bar, there is a search bar and a table of applications. The table has columns for 'e-Service', 'Application No.', 'Society Name', and 'Status'. One application is listed with 'e-Service' as 'ADR', 'Application No.' as 'ADR-2024-00000011', 'Society Name' as 'TestTest', and 'Status' as 'Pending Payment'. Below the table, there is a section titled 'I want to submit a new...' with several service tiles: 'Annual Return', 'Amendment of Rules', 'Change of Name', 'Change of Registered Address', 'Use of Symbol', 'Voluntary Dissolution', and 'Purchase Of Document(s)'. A modal window titled 'E-Service: Amendment Of Rules' is open over the 'Amendment of Rules' tile. The modal contains the following information: 'Pending Payment', 'Society Name: TestTest', 'Application No.: ADR-2024-00000011', and 'Verified By/Date: Nurhidayat on 11/04/2024, K.V.Ratnam on 11/04/2024'. There are two buttons at the bottom of the modal: 'PAYMENT' (highlighted with an orange box and an arrow) and 'VIEW'. The footer of the website includes the 'Registry of Societies' logo and contact information, 'Useful links' such as 'Societies Act', 'Societies Regulations', 'Registry of Foreign and Political Disclosures', 'Cricket List', 'Sport Singapore', and 'Singapore', and 'Feedback' options.</p>

S/N	Steps	Illustration
12	<ul style="list-style-type: none"> <li>System will display the payment details. To proceed with the payment, click on “<b>Submit Payment</b>” button.</li> </ul>	
13	<ul style="list-style-type: none"> <li>Click on the Credit or Debit Card and click on the “<b>Process Payment</b>” button</li> </ul>	

S/N	Steps	Illustration
14	<ul style="list-style-type: none"> <li>Complete the payment details and click on “Pay” to make payment.</li> <li>Upon successful transaction, system will display the transaction successful message. It will then redirect you back to the e-service successful payment acknowledgement page.</li> </ul>	 <p>The illustration shows two parts of a payment process. The top part is a payment form for the Ministry of Home Affairs, Registry of Societies, in TEST MODE. It displays a transaction amount of SGD 99.99. The form includes fields for 'Or pay with card', 'Email', 'Card information' (with a masked card number 1234 1234 1234 1234, MM/YY, and CVC), 'Cardholder name' (Full name on card), and 'Country or region' (Singapore). There is a checkbox for 'Securely save my information for 1-click checkout' and a 'Pay' button. The bottom part is a confirmation message: 'Thank you! Transaction Was Successful.' It includes the transaction reference number (EPAY-MHA-ROS202404230954140000000414), a green checkmark icon, and a 'Return to website' button.</p>

## Guide for Amendment of Rules

S/N	Steps	Illustration
15	<ul style="list-style-type: none"><li>• Upon successful payment, the application will be submitted to ROS officer for processing.</li><li>• To check on the application status, please use the "<b>Home</b>" button and click on the tabs on the dashboard.</li></ul>	 <p>A Singapore Government Agency Website <a href="#">Site to Identify</a></p> <p>SECRETARY K.V.RATHNAM <a href="#">LOGOUT</a></p> <h3>Amendment of Rules Application Payment Successful</h3> <p>Application Reference No: ACR 2024-0000011</p> <p>Payment Reference Number: 7705108181212784550278166410080141</p> <p>Thank you for your payment, we will proceed to process the application.</p> <p><a href="#">HOME</a> <a href="#">DOWNLOAD ACKNOWLEDGE</a></p> <p><b>Registry of Societies</b> Ministry of Home Affairs 10 Kallang Rd, #05-00 ICA Building, Singapore 208718</p> <p><b>Useful links</b> <a href="#">Societies Act</a> <a href="#">Societies Regulations</a> <a href="#">Registry of Foreign and Political Disclosures</a> <a href="#">Charities (M)</a> <a href="#">Sport Singapore</a> <a href="#">Singers</a> <a href="#">Unique Entity Number (UEN)</a></p> <p><a href="#">Feedback</a> <a href="#">Contact Us</a> Follow us on: <a href="#">Facebook</a> <a href="#">Twitter</a> <a href="#">LinkedIn</a></p> <p><a href="#">Report Vulnerability</a>   <a href="#">Privacy Statement</a>   <a href="#">Terms of Use</a> Copyright © 2023, Government of Singapore. Information last updated version.</p>