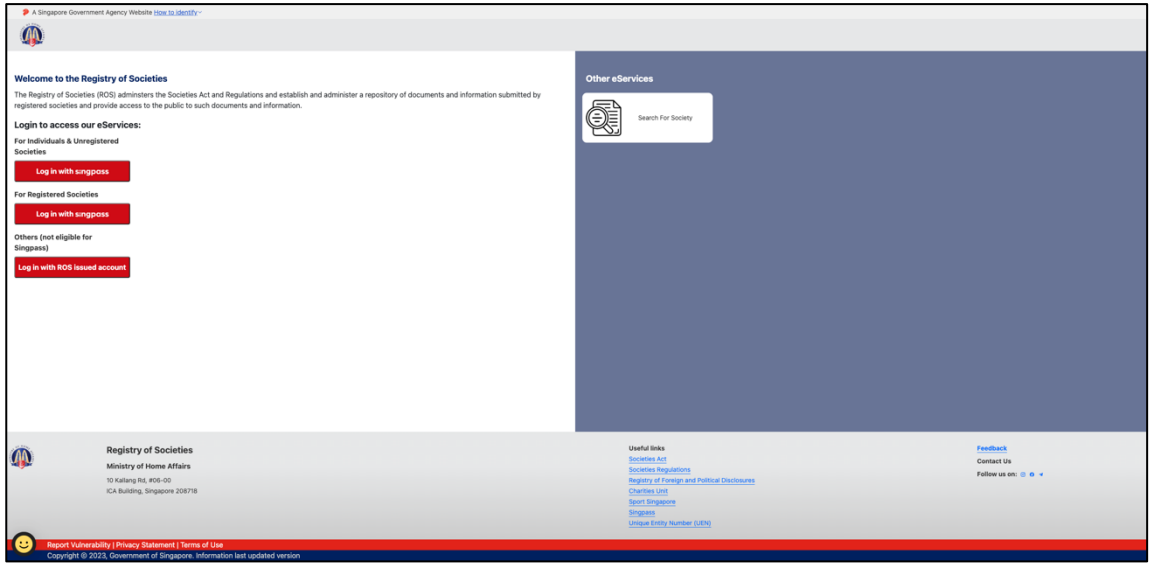
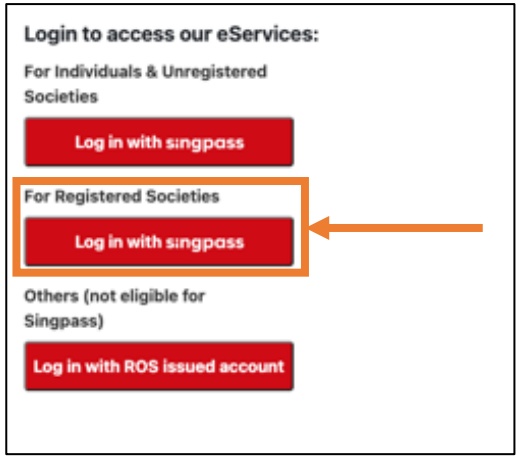
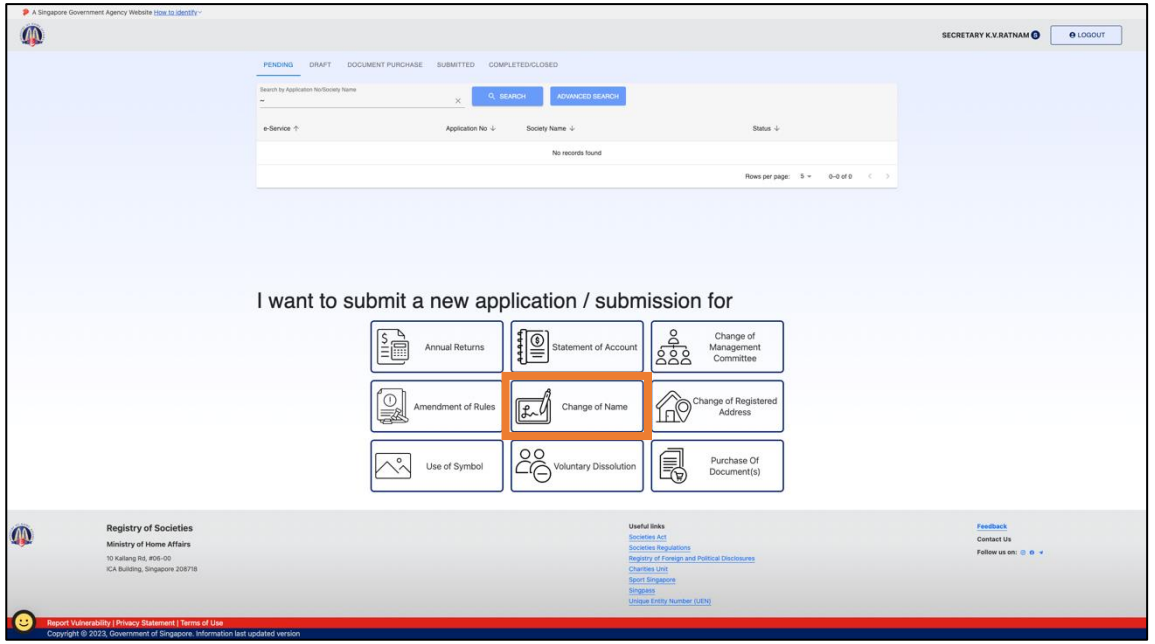
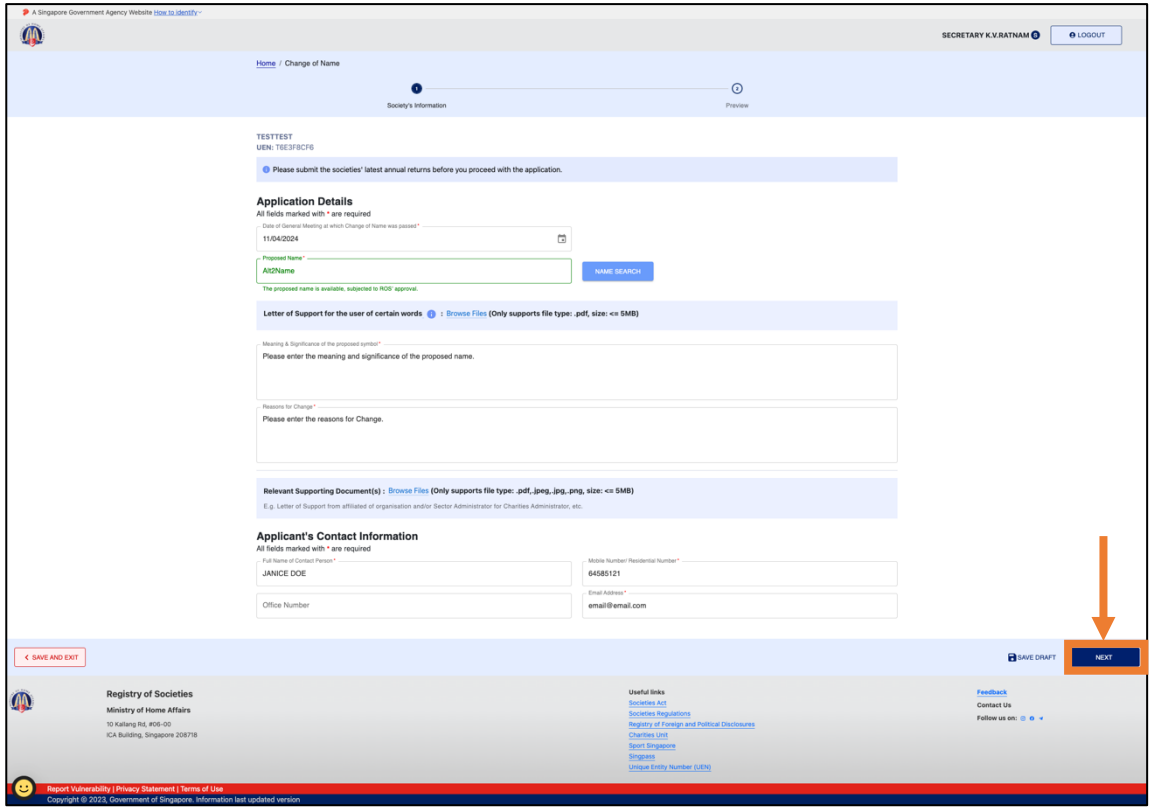
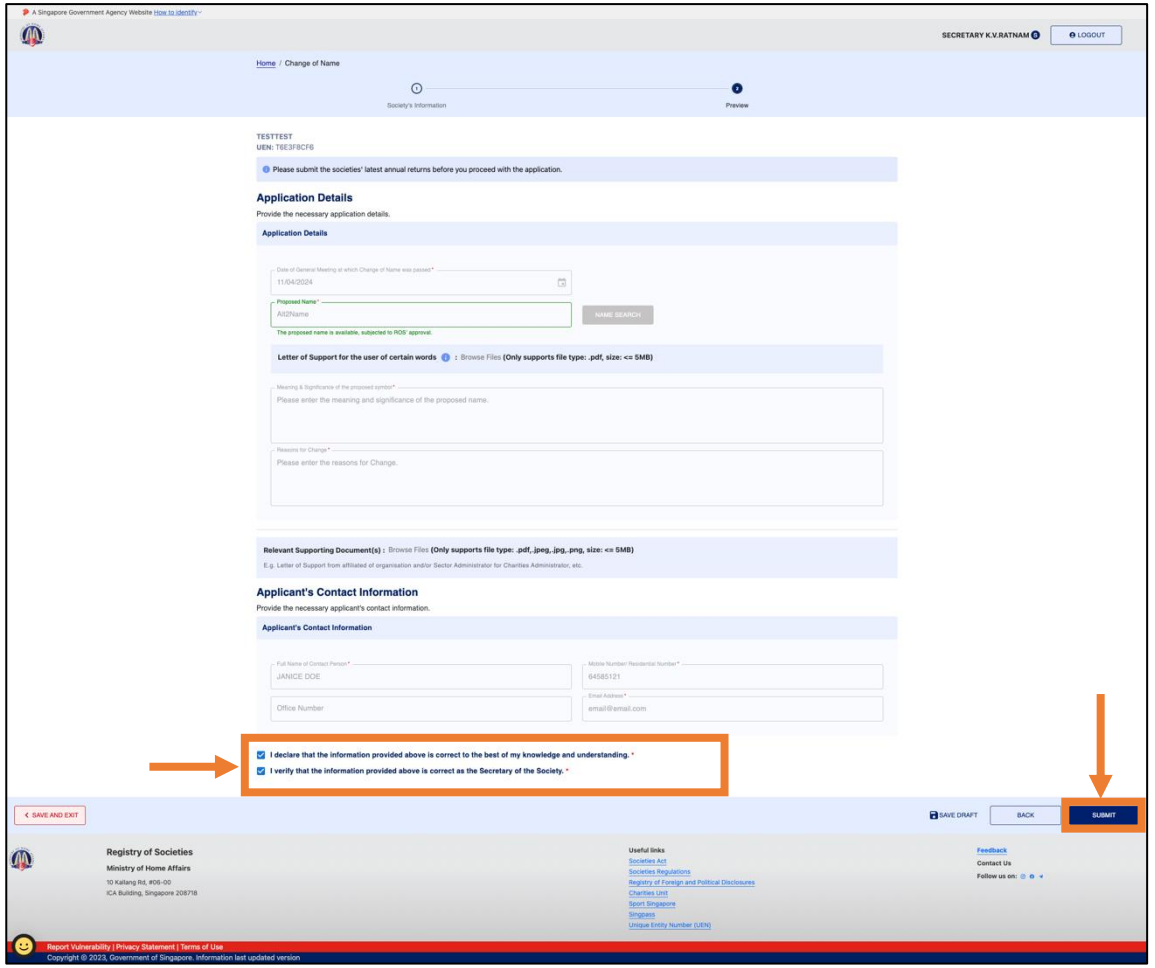
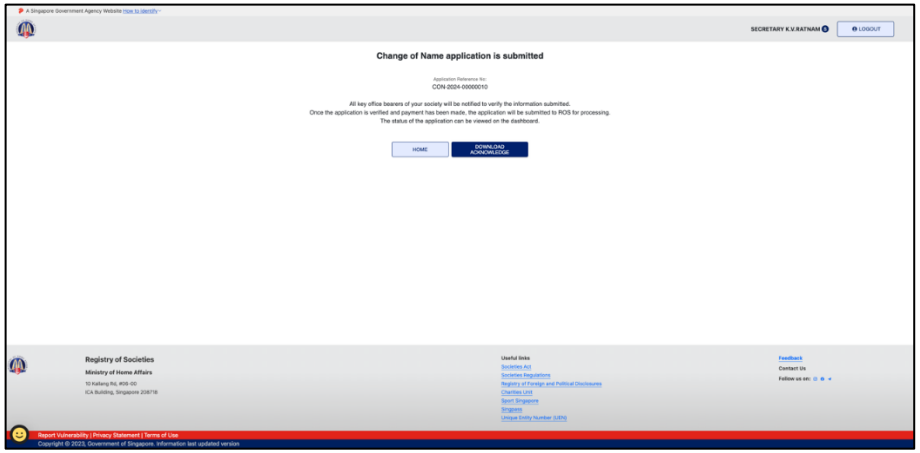
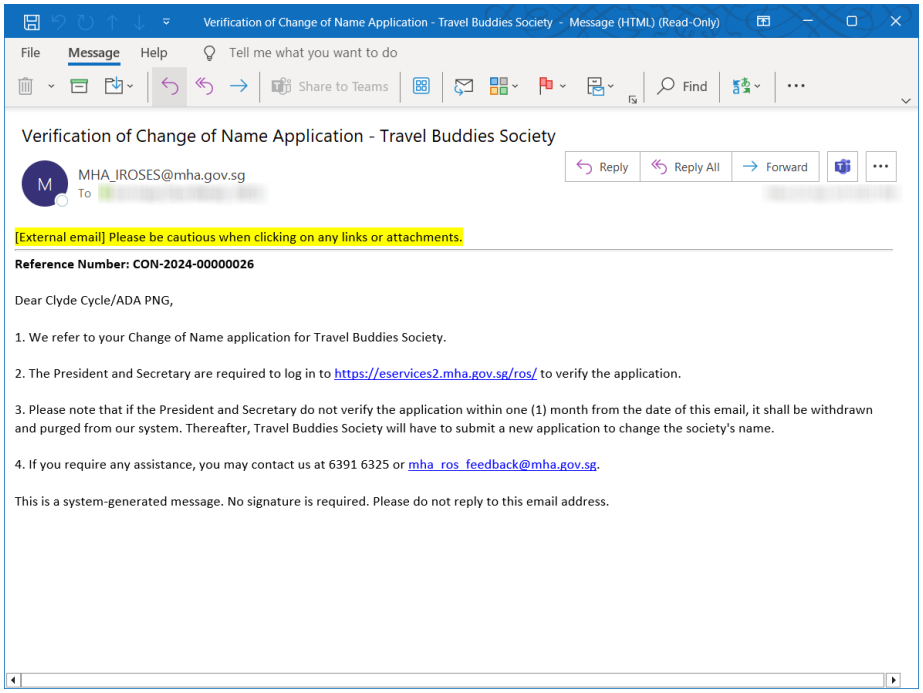
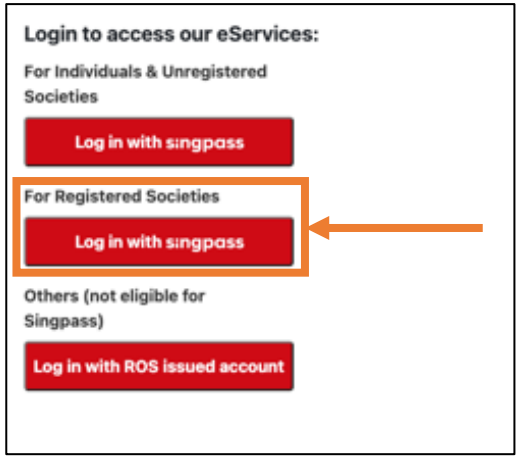
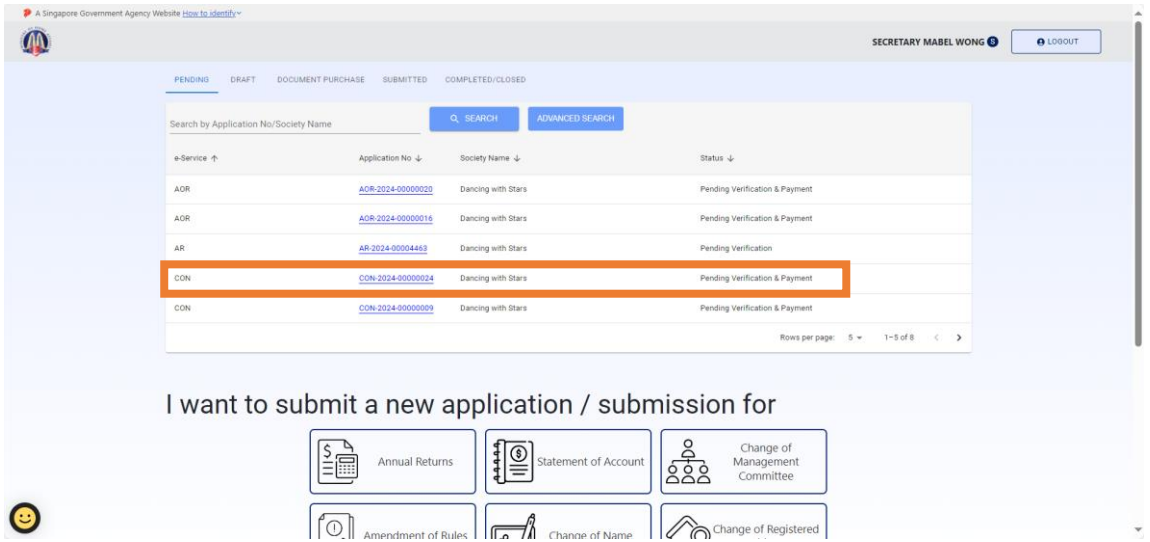
S/N	Steps	Illustration
1	Go to Registry of Societies website: https://eservices2.mha.gov.sg/ros	
2	Log in to the system via Singpass account by selecting “For Registered Societies”.	

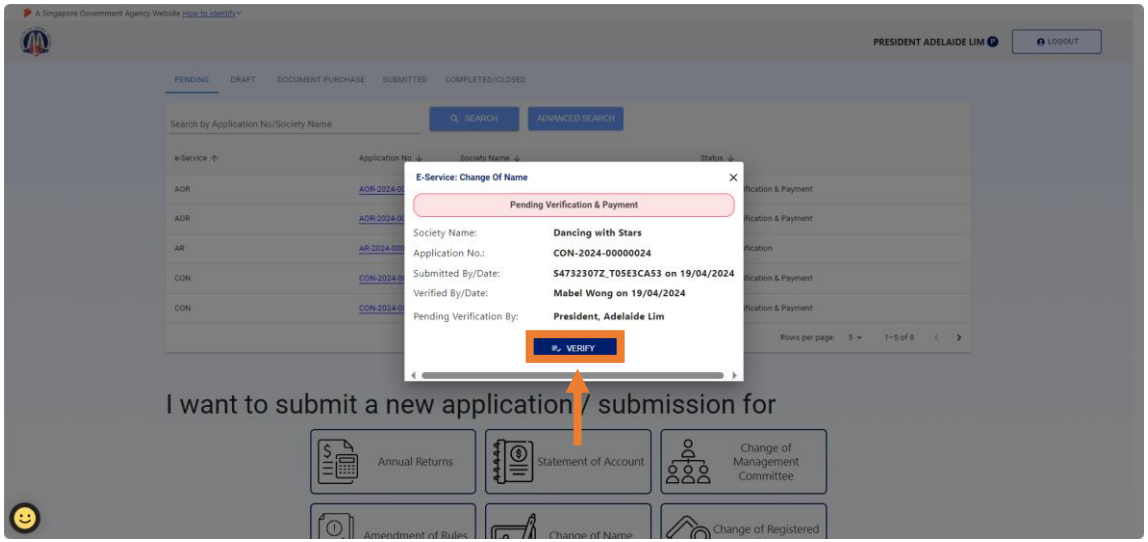
S/N	Steps	Illustration
3	Go to “**I want to submit a new application / submission for**” and click on **“Change of Name”**.	

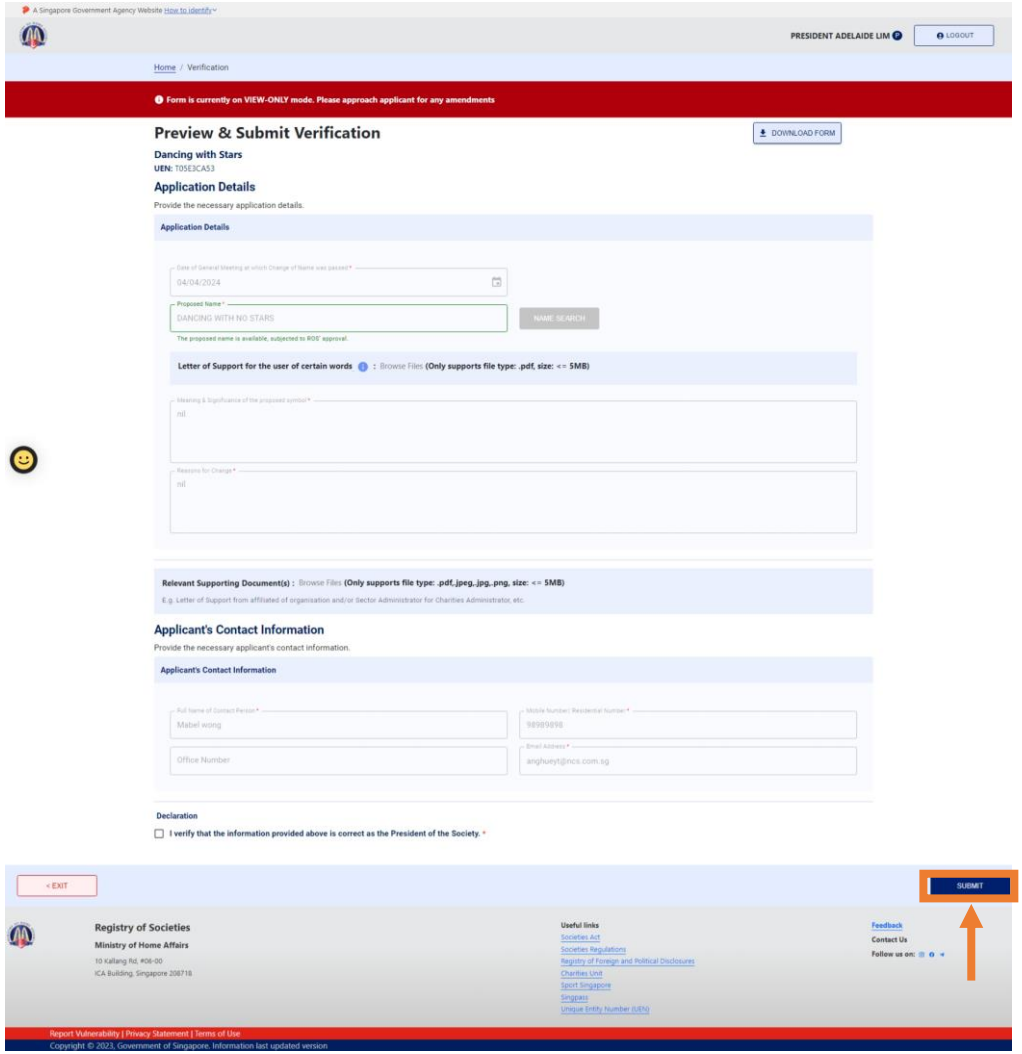
S/N	Steps	Illustration
4	• Complete the “**Application Details**” and “**Applicant Contact Information**”. • Click on **“Name Search”** to check if the “**Proposed New Name**” is available. • Attach the relevant supporting documents where applicable. • Click **“Next”** to go to the “**Preview Page**”.	

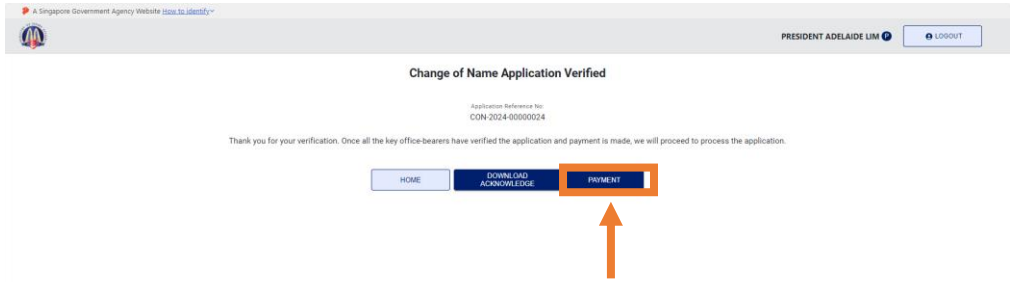
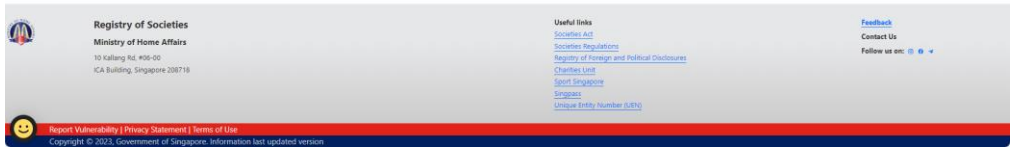
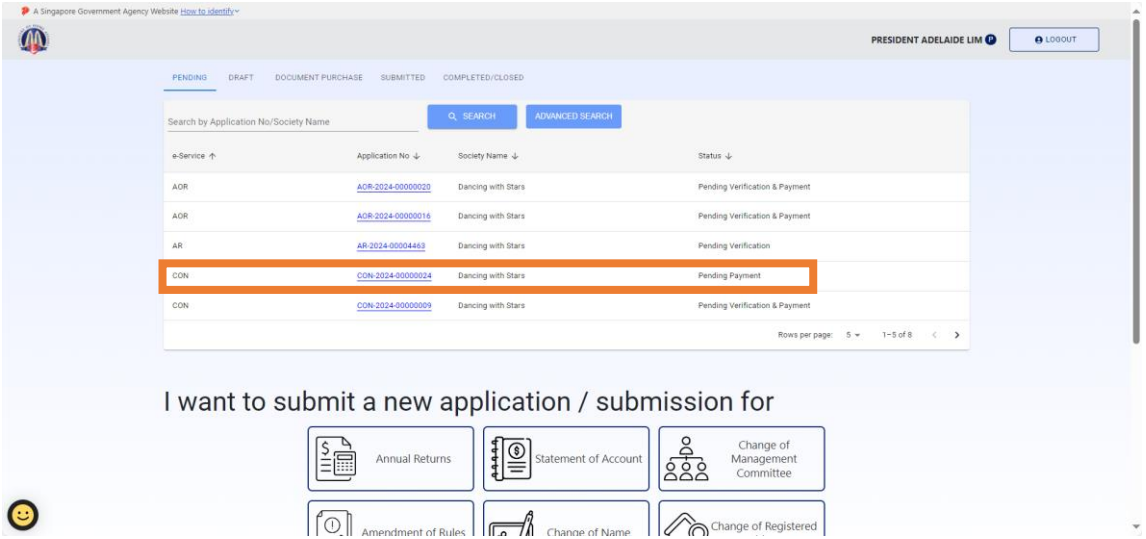
S/N	Steps	Illustration
5	• Under "**Preview Page**", confirm that your application details and documents are captured correctly. • Click on the **"Declaration Box"** if all information is in order. • Click on **"Submit"** to submit the application for verification**.**	

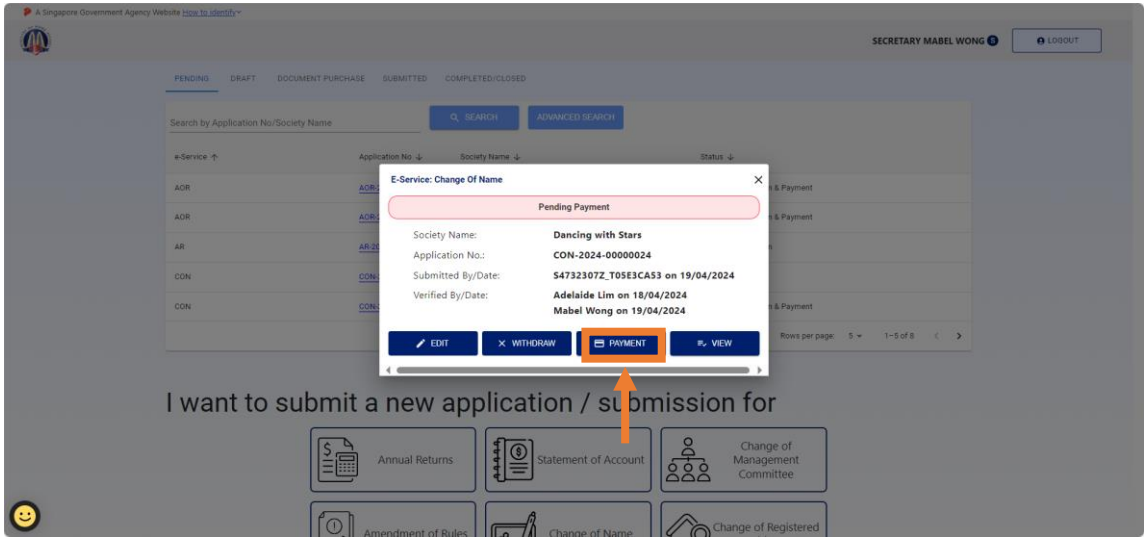
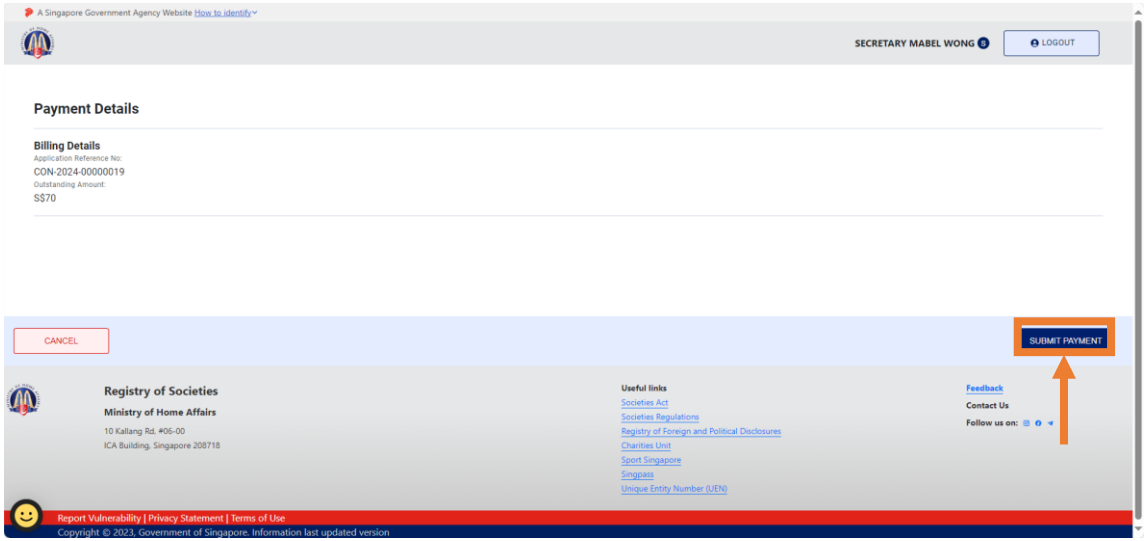
6	• The application status is reflected in the "**Acknowledgement Page**" after submission. • the President and Secretary would receive an email requesting them to verify the application.	 

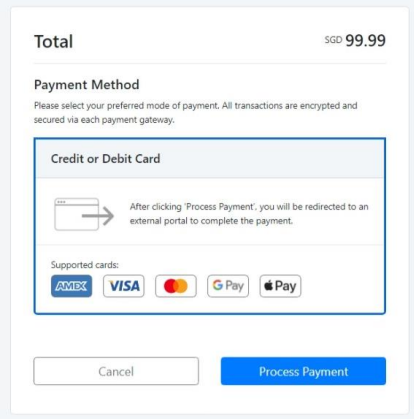
S/N	Steps	Illustration
7	• Log in to "https://eservices2.mha.gov.sg/ros" via Singpass account by selecting "For Registered Societies" for the President, Secretary and Treasurer to verify the application	
8	• At the dashboard page, search for the application with "**Pending Verification & Payment**" status. • Click on the application.	

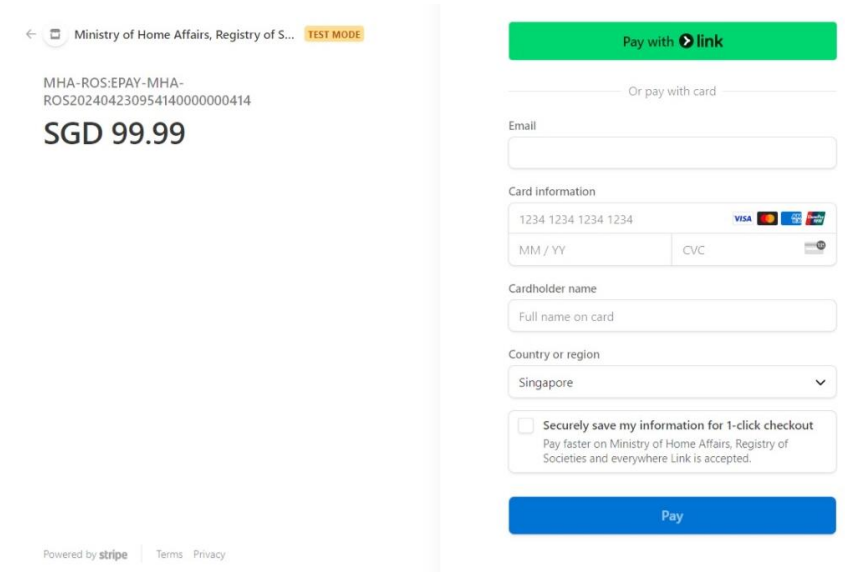
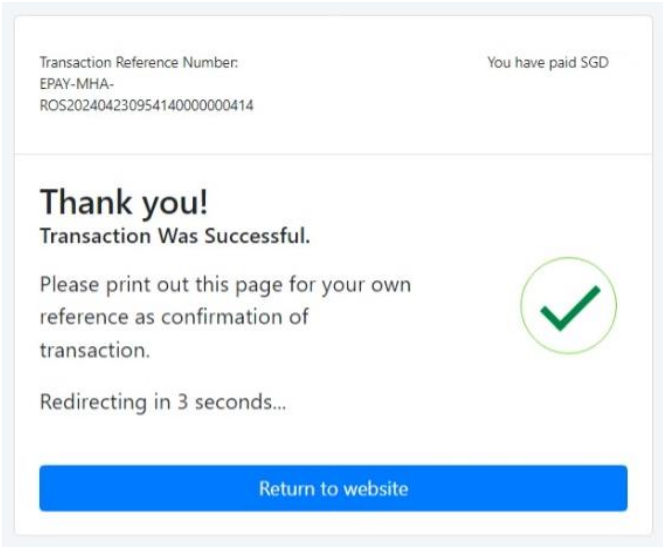
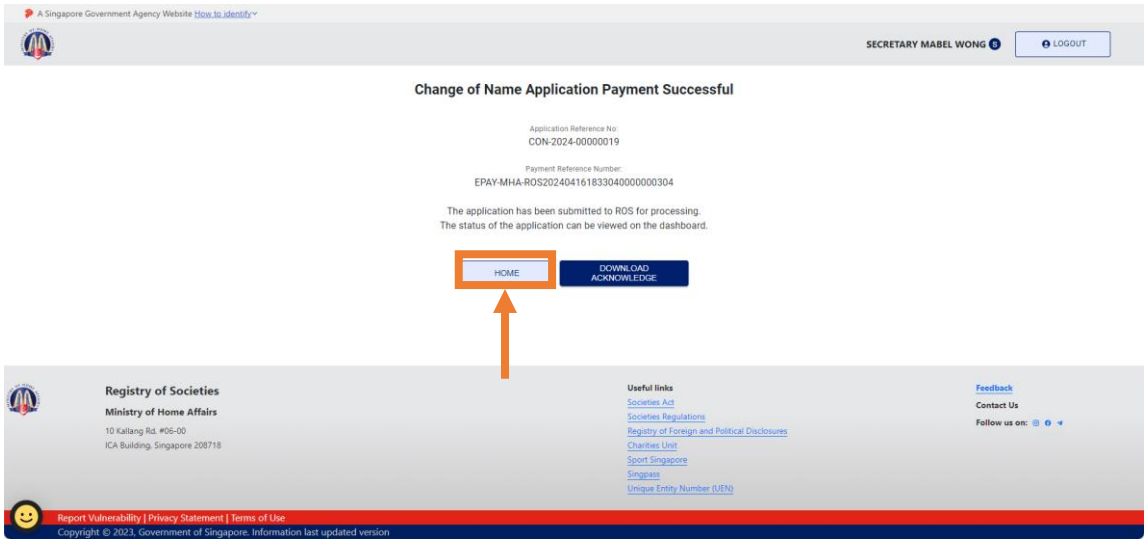
S/N	Steps	Illustration
9	• Click on the **"Verify"** button to preview the submitted application.	

S/N	Steps	Illustration
10	• System will display the Preview & Submit Verification page in “VIEW-ONLY mode” • Click on the **“Submit”** button to verify the submitted application.	

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.	  

S/N	Steps	Illustration
	• The applicant, President or Secretary are able to click on **"Payment"** to complete the application**.**	
12	• System will display the payment details. To proceed with the payment, click on "**Submit Payment**" button.	

S/N	Steps	Illustration
13	• Click on the Credit or Debit Card and click on the “Process Payment” button	

S/N	Steps	Illustration
14	• 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.	 

S/N	Steps	Illustration
15	• Upon successful payment, the application will be submitted to ROS officer for processing. • To check on the application status, please use the "**Home**" button and click on the tabs on the dashboard.