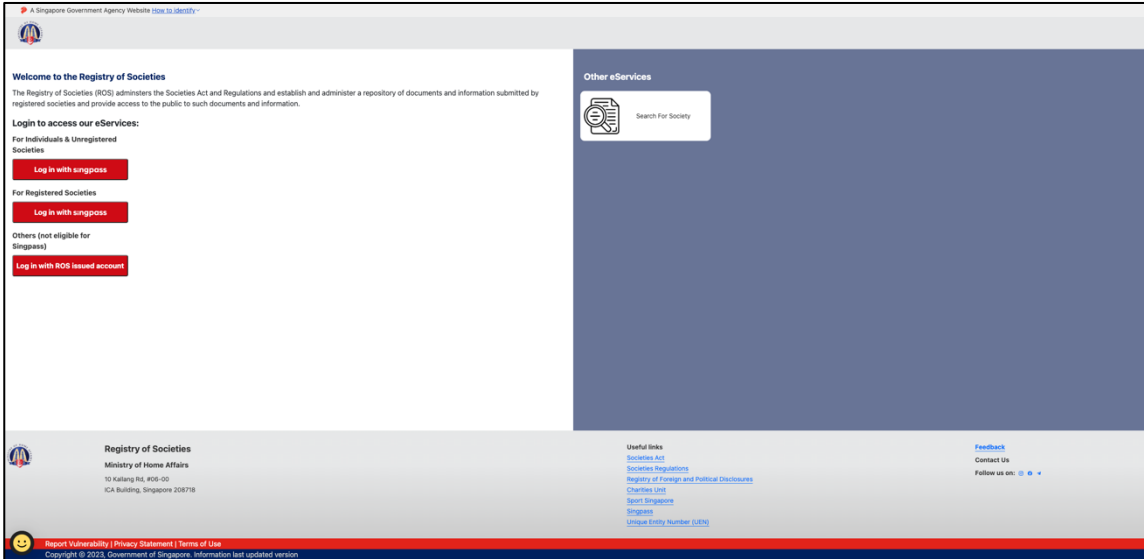
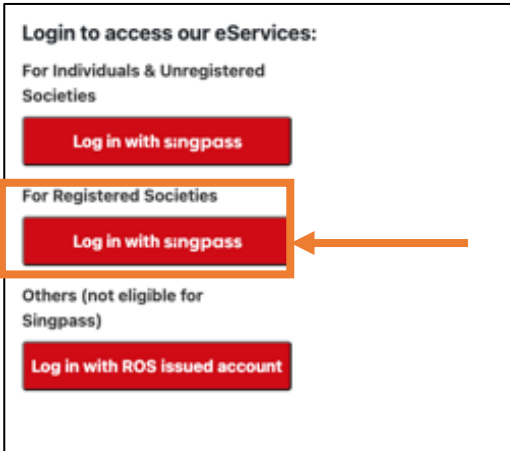
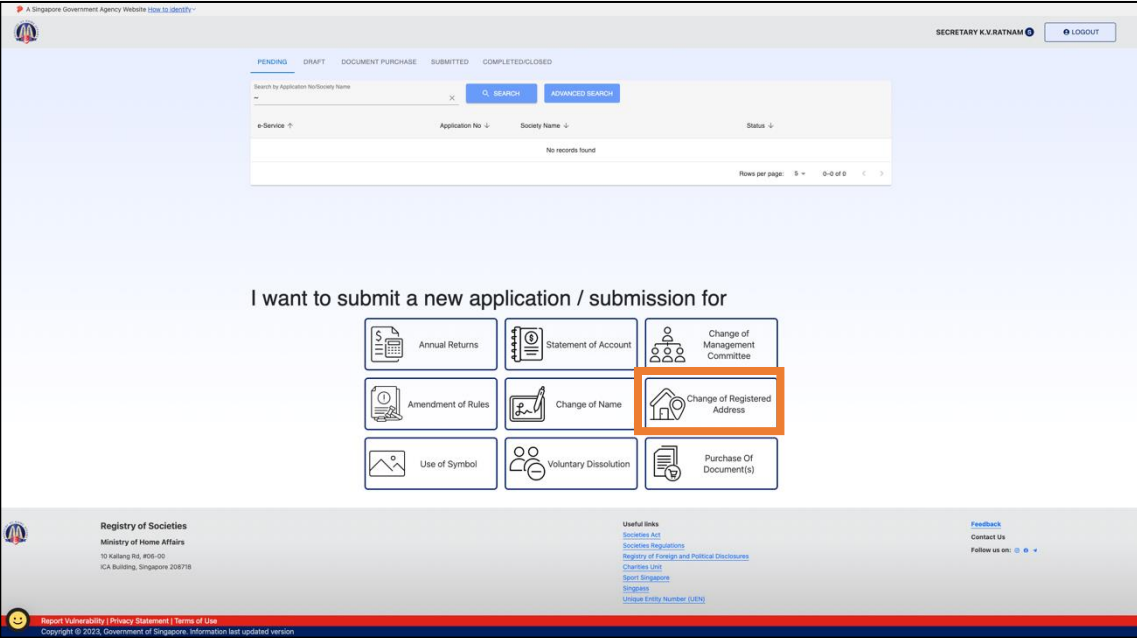


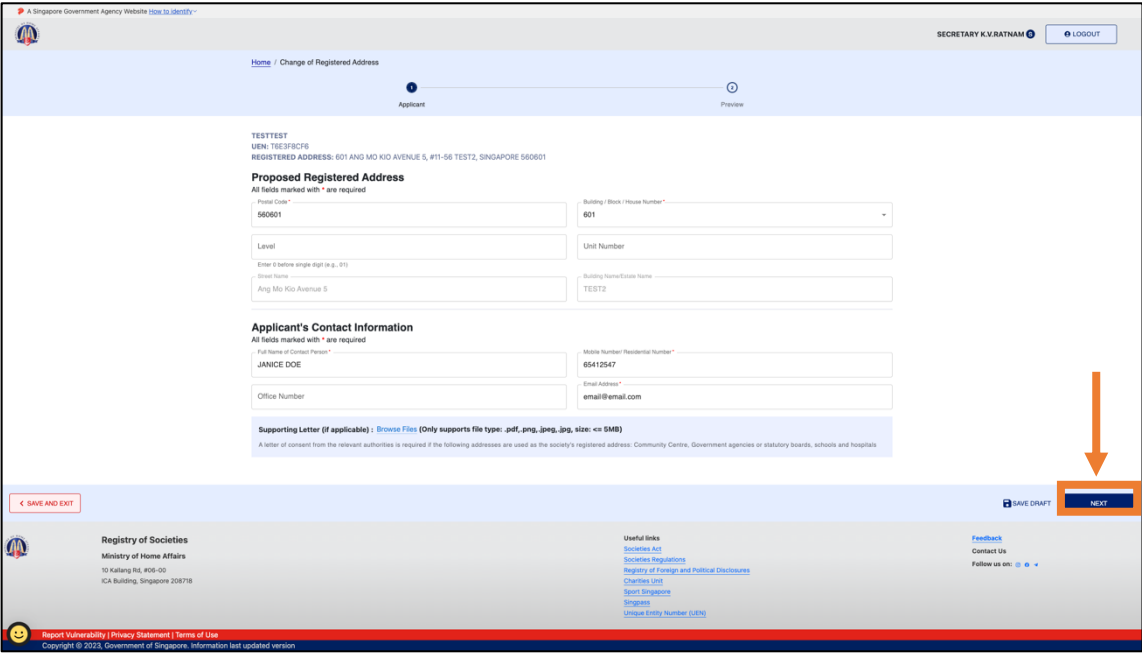
# Guide for Application for Change of Registered Address

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 Application for Change of Registered Address

S/N	Steps	Illustration
3	Go to <b>“I want to submit a new application / submission for”</b> and click on <b>“Change of Registered Address”</b> .	 <p>The screenshot shows 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 states '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 'Change of Registered Address' option is highlighted with an orange border. Other options include Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, 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>

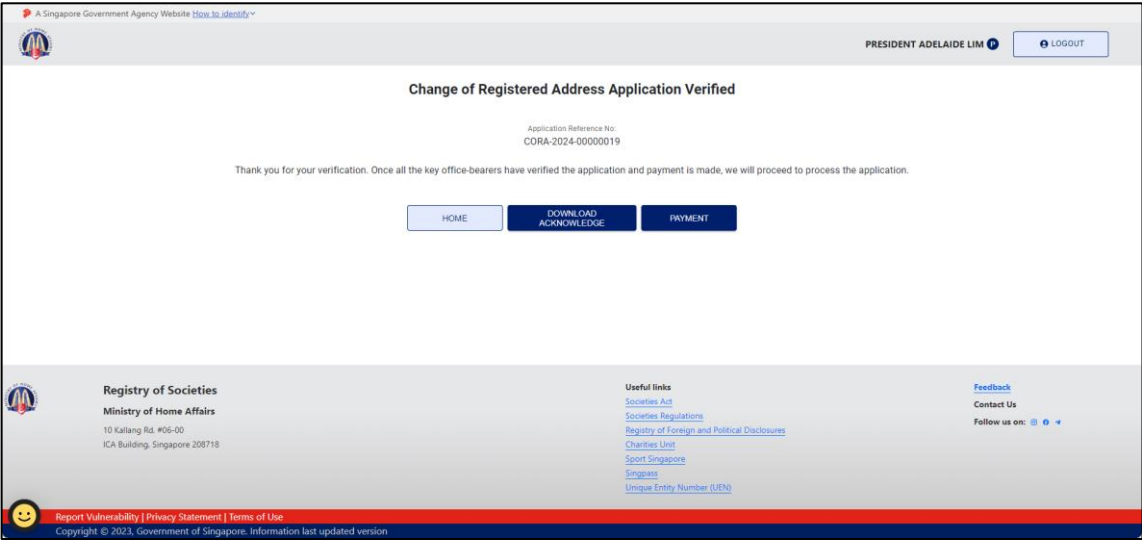
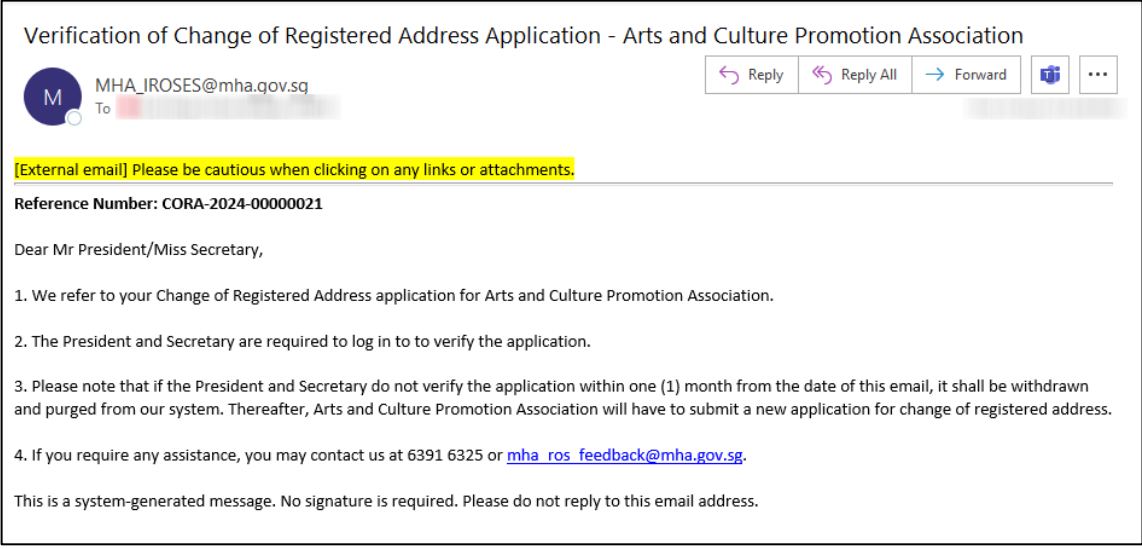
## Guide for Application for Change of Registered Address

S/N	Steps	Illustration
4	<ul style="list-style-type: none"> <li>Complete the sections on <b>“Proposed Registered Address”</b> and <b>“Applicant Contact Information”</b>.</li> <li>Attach the relevant supporting documents where applicable.</li> <li>Click <b>“Next”</b> to go to the <b>“Preview Page”</b>.</li> </ul>	

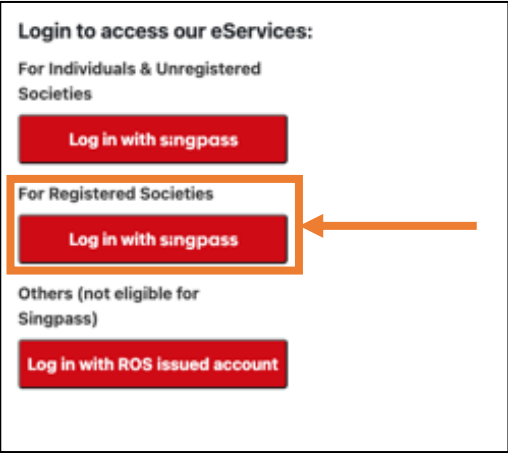
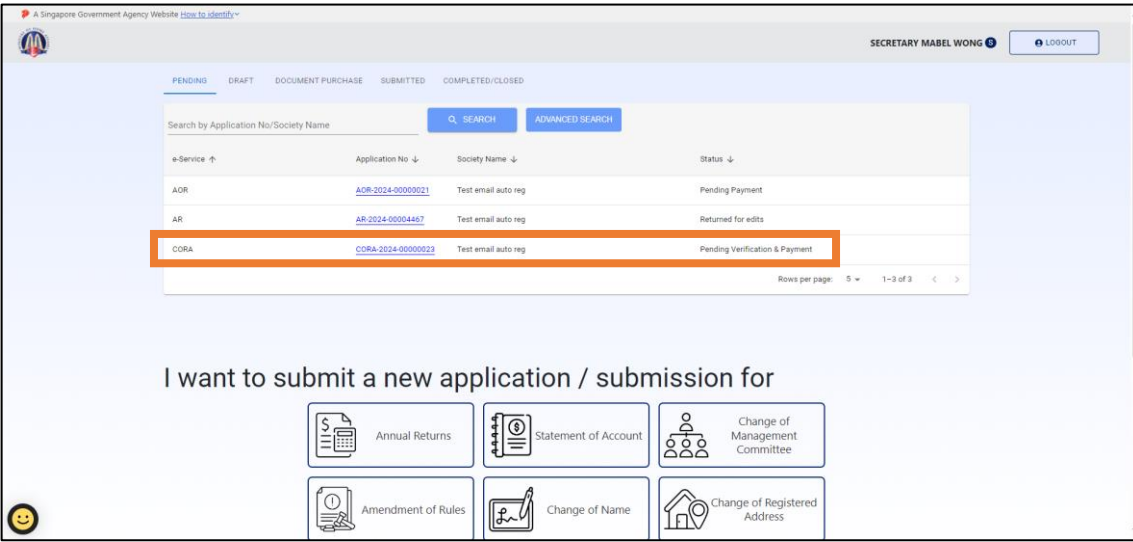
## Guide for Application for Change of Registered Address

S/N	Steps	Illustration
5	<ul style="list-style-type: none"> <li>Under “<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>	

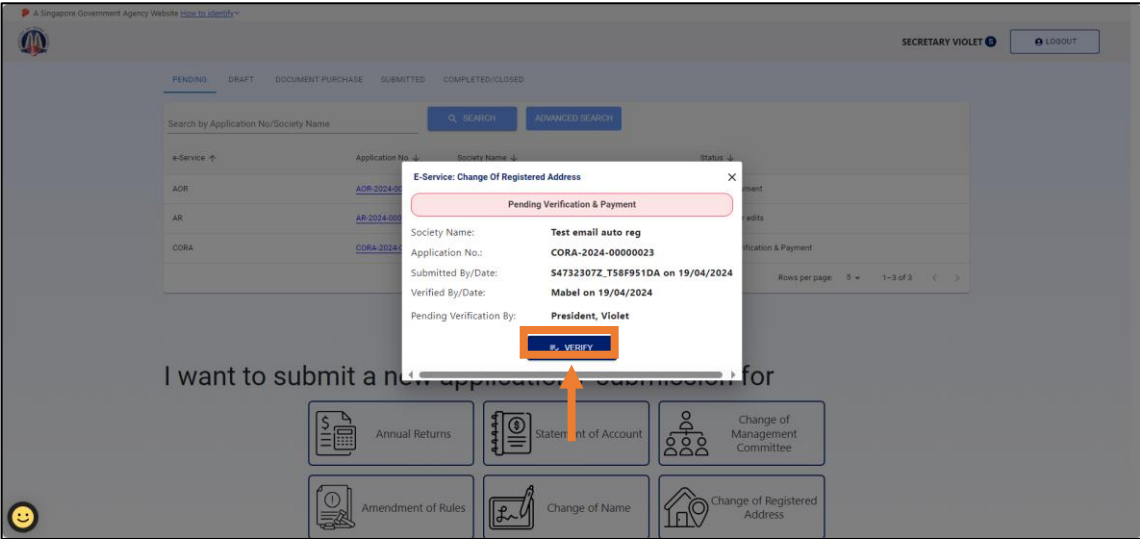
## Guide for Application for Change of Registered Address

S/N	Steps	Illustration
6	<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>	 <p>The screenshot shows the 'Change of Registered Address Application Verified' page on the Singapore Government Agency Website. The page header includes the user name 'PRESIDENT ADELAIDE LIM' and a 'LOGOUT' button. The main content area displays the application reference number 'CORA-2024-0000019' and a message: 'Thank you for your verification. Once all the key office-bearers have verified the application and payment is made, we will proceed to process the application.' Below this message are three buttons: 'HOME', 'DOWNLOAD ACKNOWLEDGE', and 'PAYMENT'. The footer contains information about the Registry of Societies, Ministry of Home Affairs, and various useful links.</p>  <p>The screenshot shows an email titled 'Verification of Change of Registered Address Application - Arts and Culture Promotion Association' from MHA_IROSES@mha.gov.sg. The email contains a reference number 'CORA-2024-0000021' and a list of instructions for the President and Secretary. The instructions are:</p> <ol style="list-style-type: none"> <li>We refer to your Change of Registered Address application for Arts and Culture Promotion Association.</li> <li>The President and Secretary are required to log in to verify the application.</li> <li>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 change of registered address.</li> <li>If you require any assistance, you may contact us at 6391 6325 or <a href="mailto:mha_ros_feedback@mha.gov.sg">mha_ros_feedback@mha.gov.sg</a>.</li> </ol> <p>The email also includes a warning: '[External email] Please be cautious when clicking on any links or attachments.' and a note: 'This is a system-generated message. No signature is required. Please do not reply to this email address.'</p>

## Guide for Application for Change of Registered Address

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 "For Registered Societies" for the President, Secretary and Treasurer to verify the application</li> </ul>	 <p><b>Login to access our eServices:</b></p> <p>For Individuals &amp; 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"> <li>At the dashboard page, search for the application with "Pending Verification &amp; Payment" status.</li> <li>Click on the application.</li> </ul>	 <p>Singapore Government Agency Website <a href="#">How to identify</a></p> <p>SECRETARY MABEL WONG <span>LOGOUT</span></p> <p>PENDING DRAFT DOCUMENT PURCHASE SUBMITTED COMPLETED/CLOSED</p> <p>Search by Application No/Society Name <span>SEARCH</span> <span>ADVANCED SEARCH</span></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>AOR</td> <td><a href="#">AOR-2024-0000021</a></td> <td>Test email auto reg</td> <td>Pending Payment</td> </tr> <tr> <td>AR</td> <td><a href="#">AR-2024-0004467</a></td> <td>Test email auto reg</td> <td>Returned for edits</td> </tr> <tr> <td>CORA</td> <td><a href="#">CORA-2024-0000023</a></td> <td>Test email auto reg</td> <td>Pending Verification &amp; Payment</td> </tr> </tbody> </table> <p>Rows per page: 5 1-3 of 3</p> <p>I want to submit a new application / submission for</p> <ul style="list-style-type: none"> <li>Annual Returns</li> <li>Statement of Account</li> <li>Change of Management Committee</li> <li>Amendment of Rules</li> <li>Change of Name</li> <li>Change of Registered Address</li> </ul>	e-Service ↑	Application No ↓	Society Name ↓	Status ↓	AOR	<a href="#">AOR-2024-0000021</a>	Test email auto reg	Pending Payment	AR	<a href="#">AR-2024-0004467</a>	Test email auto reg	Returned for edits	CORA	<a href="#">CORA-2024-0000023</a>	Test email auto reg	Pending Verification & Payment
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## Guide for Application for Change of Registered Address

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 illustration shows a screenshot of the Singapore Government Agency Website. A modal window titled "E-Service: Change Of Registered Address" is open, displaying the following information:</p> <ul style="list-style-type: none"><li>Status: Pending Verification &amp; Payment</li><li>Society Name: Test email auto reg</li><li>Application No.: CORA-2024-0000023</li><li>Submitted By/Date: S4732307Z_T58F951DA on 19/04/2024</li><li>Verified By/Date: Mabel on 19/04/2024</li><li>Pending Verification By: President, Violet</li></ul> <p>A blue button labeled "VERIFY" is highlighted with an orange box, and an orange arrow points to it from below. The background shows a table of applications and a navigation menu with options like Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, and Change of Registered Address.</p>

## Guide for Application for Change of Registered Address

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 “<b>Submit</b>” button to verify the submitted application.</li> </ul>	<p>The screenshot shows the 'Preview &amp; Submit Verification' page. At the top, there is a navigation bar with 'Home / Verification' and 'SECRETARY VIOLET' with a 'LOGOUT' button. A red banner indicates 'Form is currently on VIEW-ONLY mode. Please approach applicant for any amendments.' Below this, the page title is 'Preview &amp; Submit Verification' with a 'DOWNLOAD FORM' button. The main content area is divided into sections: 'Test email auto reg' (UEN: TSBF951DA, Registered Address: 46 Circuit Road, TEST5, Singapore 370048), 'Proposed Registration Address' (with fields for Postal Code, Building/Block/Phase Number, Unit Number, Street Name, and Building Name/Block Name), 'Applicant's Contact Information' (with fields for Full Name of Contact Person, Mobile Number, Office Number, and Email Address), and 'Supporting Letter (if applicable)'. At the bottom, there is a 'Declaration' section with a checkbox and a 'SUBMIT' button highlighted with an orange box and an arrow.</p>



## Guide for Application for Change of Registered Address

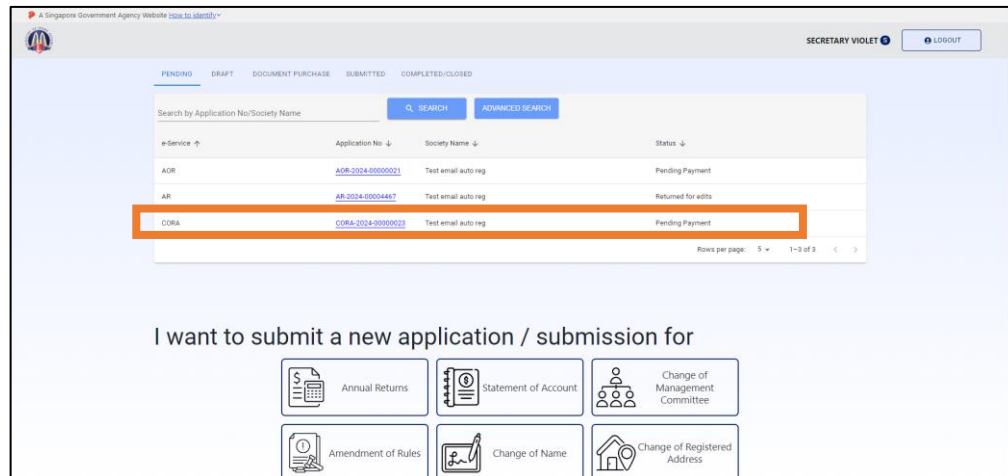
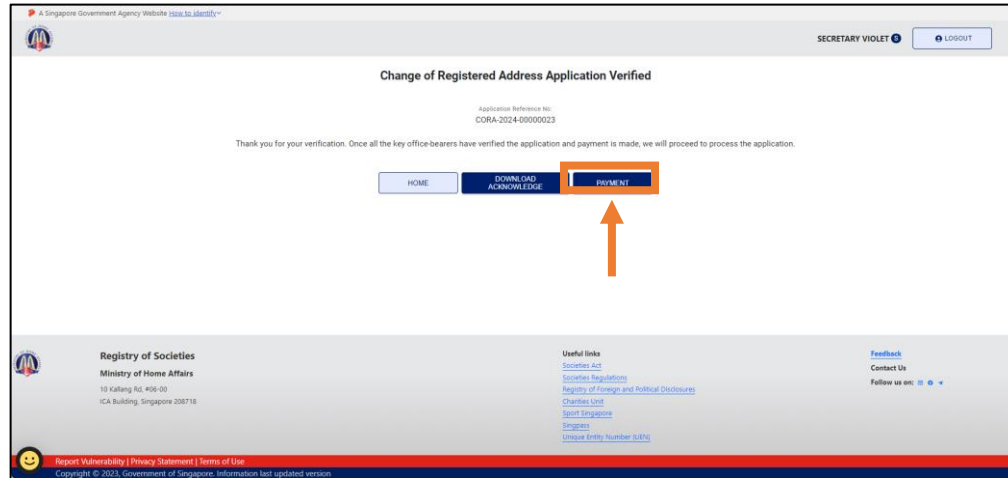
11

- 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.

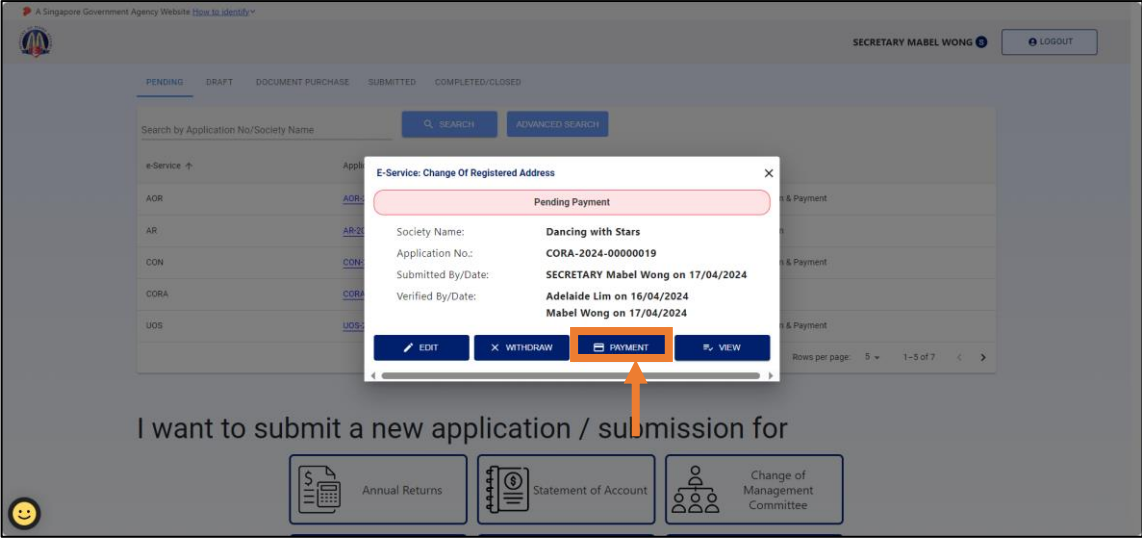
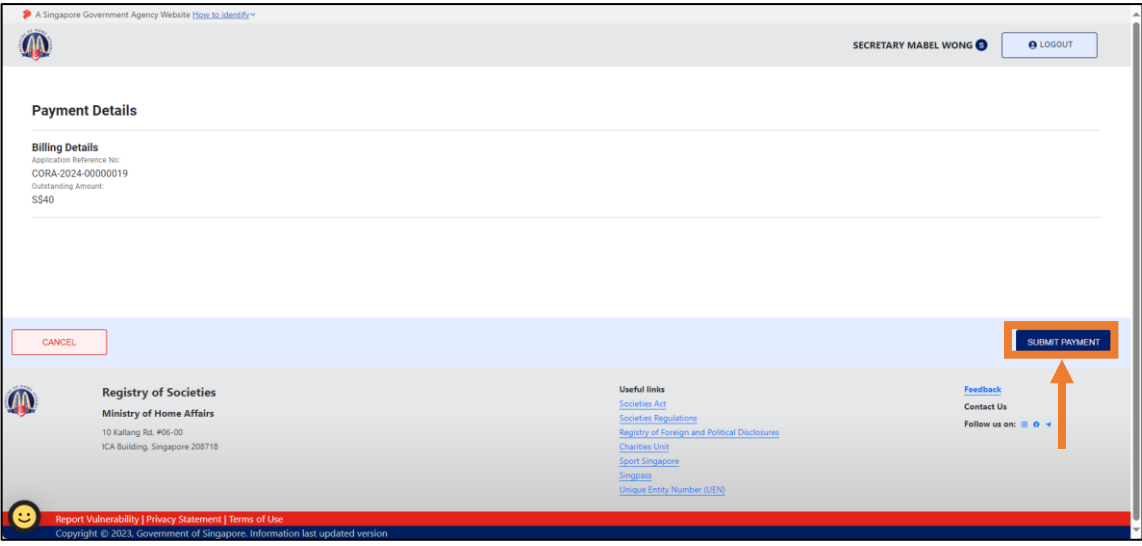
Or

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

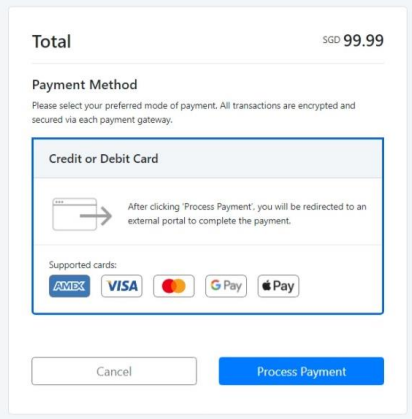
Click on the application.



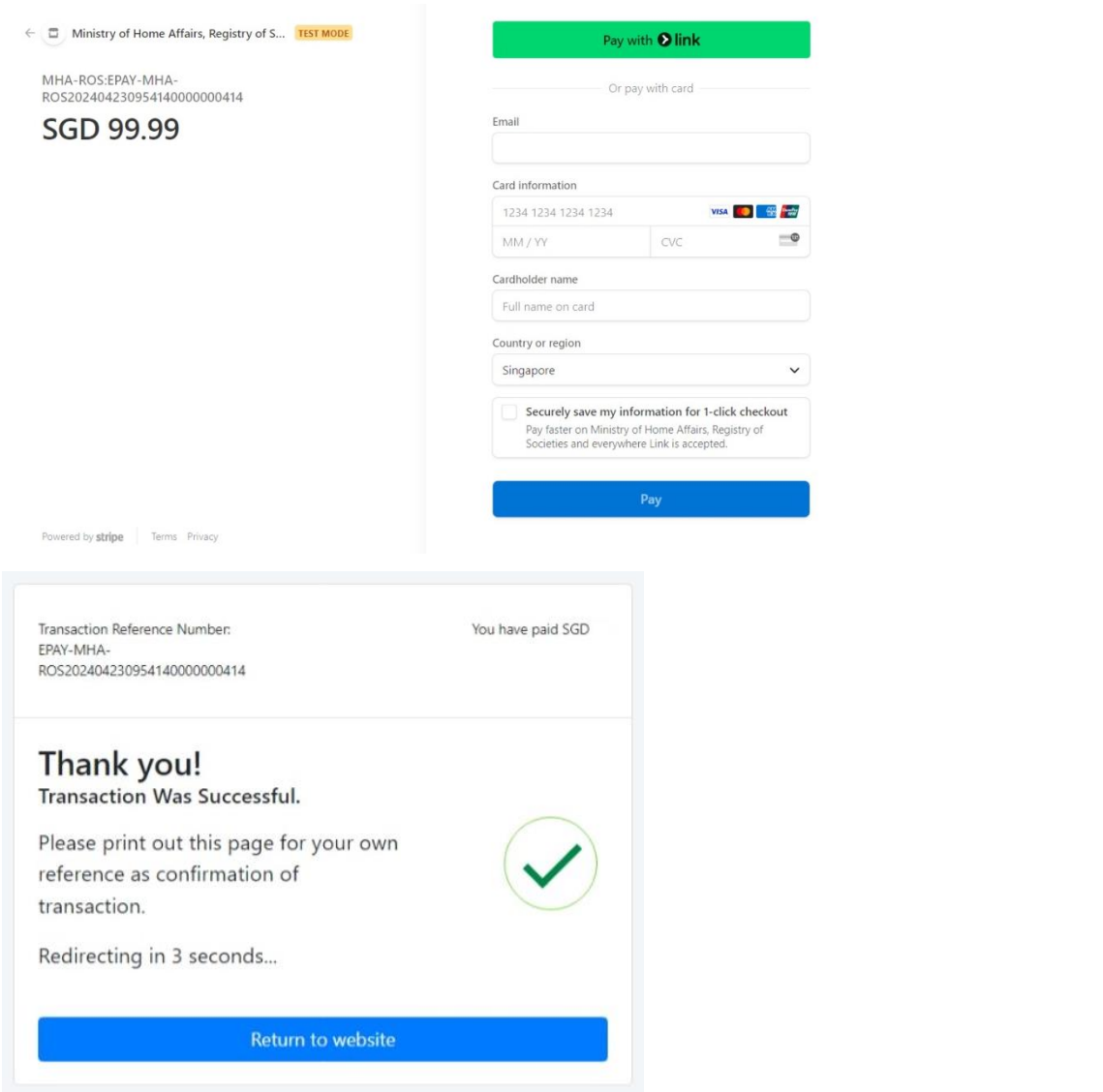
## Guide for Application for Change of Registered Address

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>“Change of Registered Address”</b> application.</li> </ul>	 <p>The screenshot shows the user interface for the 'Change of Registered Address' application. A modal window titled 'E-Service: Change Of Registered Address' is open, displaying the following information:</p> <ul style="list-style-type: none"> <li><b>Pending Payment</b></li> <li>Society Name: Dancing with Stars</li> <li>Application No.: CORA-2024-00000019</li> <li>Submitted By/Date: SECRETARY Mabel Wong on 17/04/2024</li> <li>Verified By/Date: Adelaide Lim on 16/04/2024</li> <li>Mabel Wong on 17/04/2024</li> </ul> <p>At the bottom of the modal, there are four buttons: 'EDIT', 'WITHDRAW', 'PAYMENT' (highlighted with an orange box and an arrow), and 'VIEW'. Below the modal, the text 'I want to submit a new application / submission for' is visible, along with icons for 'Annual Returns', 'Statement of Account', and 'Change of Management Committee'.</p>
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>	 <p>The screenshot shows the 'Payment Details' page. The 'Billing Details' section contains the following information:</p> <ul style="list-style-type: none"> <li>Application Reference No: CORA-2024-00000019</li> <li>Outstanding Amount: S\$40</li> </ul> <p>At the bottom of the page, there are two buttons: 'CANCEL' and 'SUBMIT PAYMENT' (highlighted with an orange box and an arrow). The footer includes the 'Registry of Societies' logo and contact information, as well as 'Useful links' and 'Feedback' options.</p>

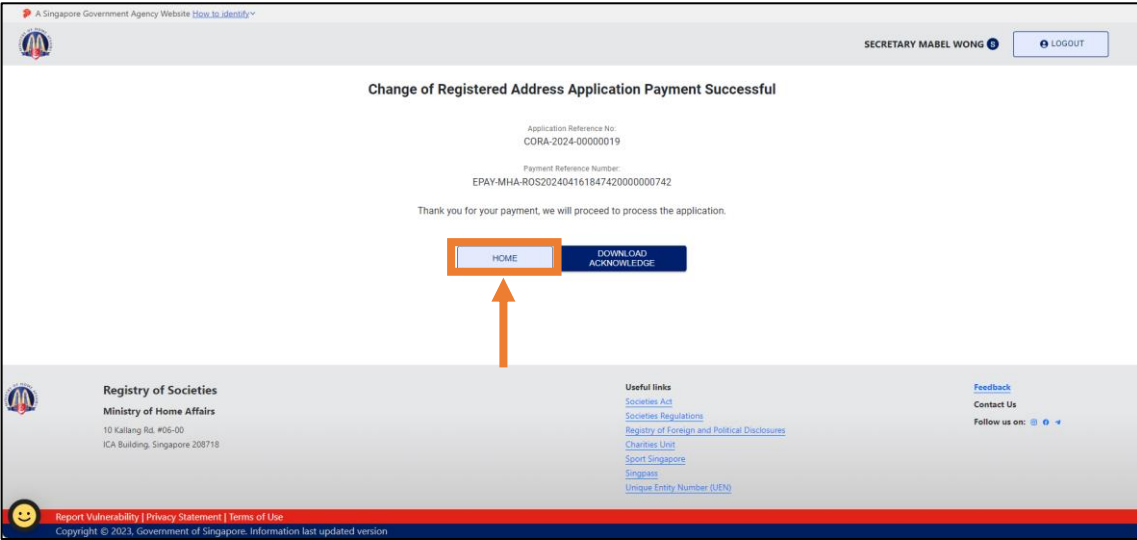
## Guide for Application for Change of Registered Address

S/N	Steps	Illustration
13	<ul style="list-style-type: none"><li>Click on the Credit or Debit Card and click on the “Process Payment” button</li></ul>	 <p>The illustration shows a payment gateway interface. At the top, it displays 'Total' as SGD 99.99. Below this, the 'Payment Method' section is active, with a sub-section titled 'Credit or Debit Card'. A note states: 'After clicking 'Process Payment', you will be redirected to an external portal to complete the payment.' Underneath, there are logos for supported cards: AMEX, VISA, Mastercard, G Pay, and Apple Pay. At the bottom of the interface, there are two buttons: a white 'Cancel' button and a blue 'Process Payment' button.</p>

Guide for Application for Change of Registered Address

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 a payment interface for the Ministry of Home Affairs, Registry of Societies. It features a 'Pay with link' button at the top, followed by an option to 'Or pay with card'. Below this are input fields for 'Email', 'Card information' (including card number, MM/YY, and CVC), and 'Cardholder name'. A dropdown menu for 'Country or region' is set to 'Singapore'. There is a checkbox for 'Securely save my information for 1-click checkout'. A blue 'Pay' button is at the bottom. Below the payment form is a confirmation message: 'Transaction Reference Number: EPAY-MHA-ROS202404230954140000000414', 'You have paid SGD', and a large green checkmark icon. The message says 'Thank you! Transaction Was Successful.' and 'Please print out this page for your own reference as confirmation of transaction.' It also indicates 'Redirecting in 3 seconds...' and has a blue 'Return to website' button.</p>

## Guide for Application for Change of Registered Address

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>The screenshot shows a web page titled "Change of Registered Address Application Payment Successful". At the top, it identifies the user as "SECRETARY MABEL WONG" and includes a "LOGOUT" button. The main content area displays the following information:</p> <ul style="list-style-type: none"><li>Application Reference No: CORA-2024-00000019</li><li>Payment Reference Number: EPAY-MHA-ROS202404161847420000000742</li><li>Thank you for your payment, we will proceed to process the application.</li></ul> <p>Below this information are two buttons: "HOME" and "DOWNLOAD ACKNOWLEDGE". An orange arrow points to the "HOME" button. The footer contains the Registry of Societies logo and contact information, a "Useful links" section with various links, and a "Feedback" section with "Contact Us" and social media icons. At the very bottom, there is a red bar with a smiley face icon and the text: "Report Vulnerability   Privacy Statement   Terms of Use" and "Copyright © 2023, Government of Singapore. Information last updated version".</p>