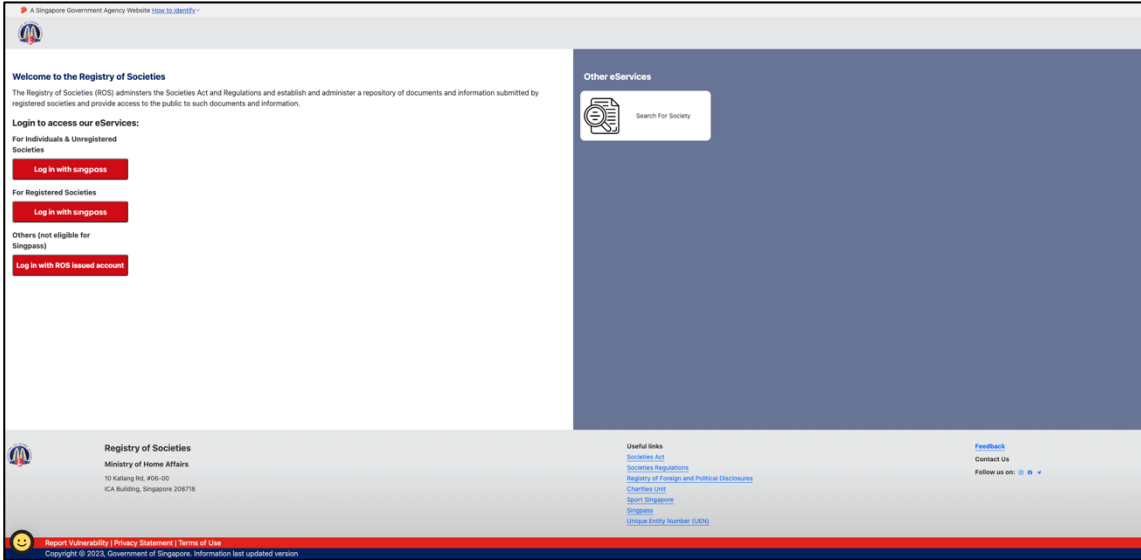
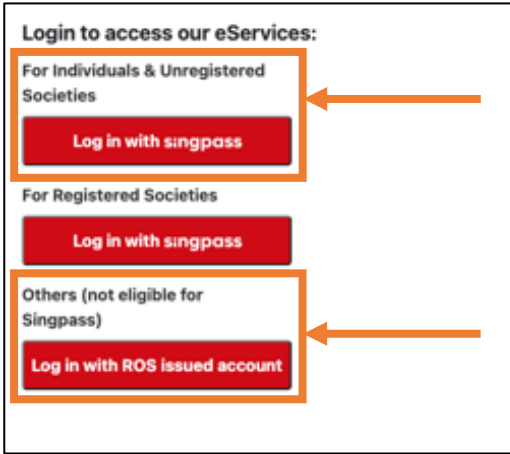
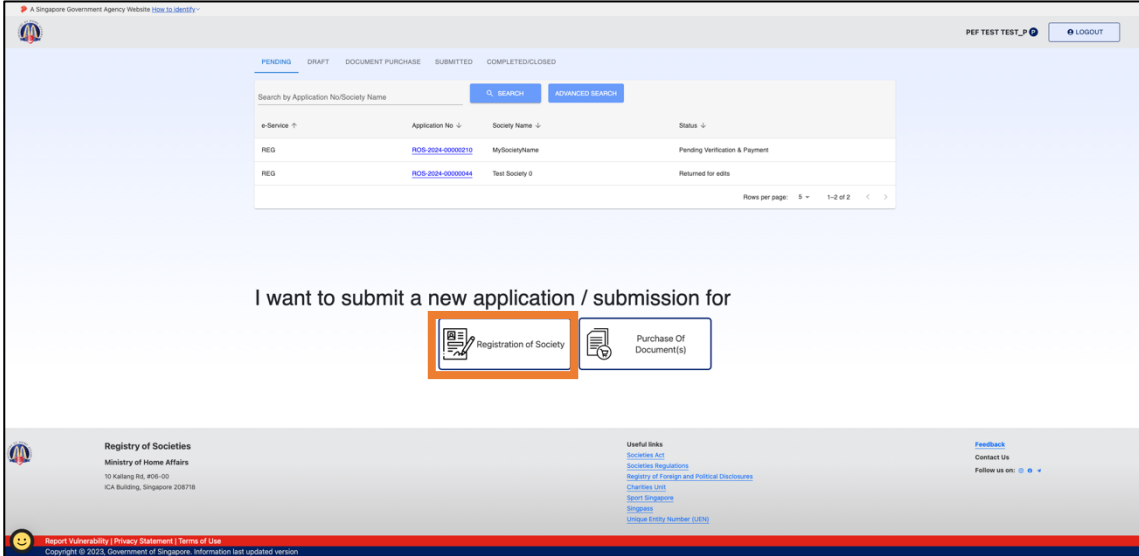
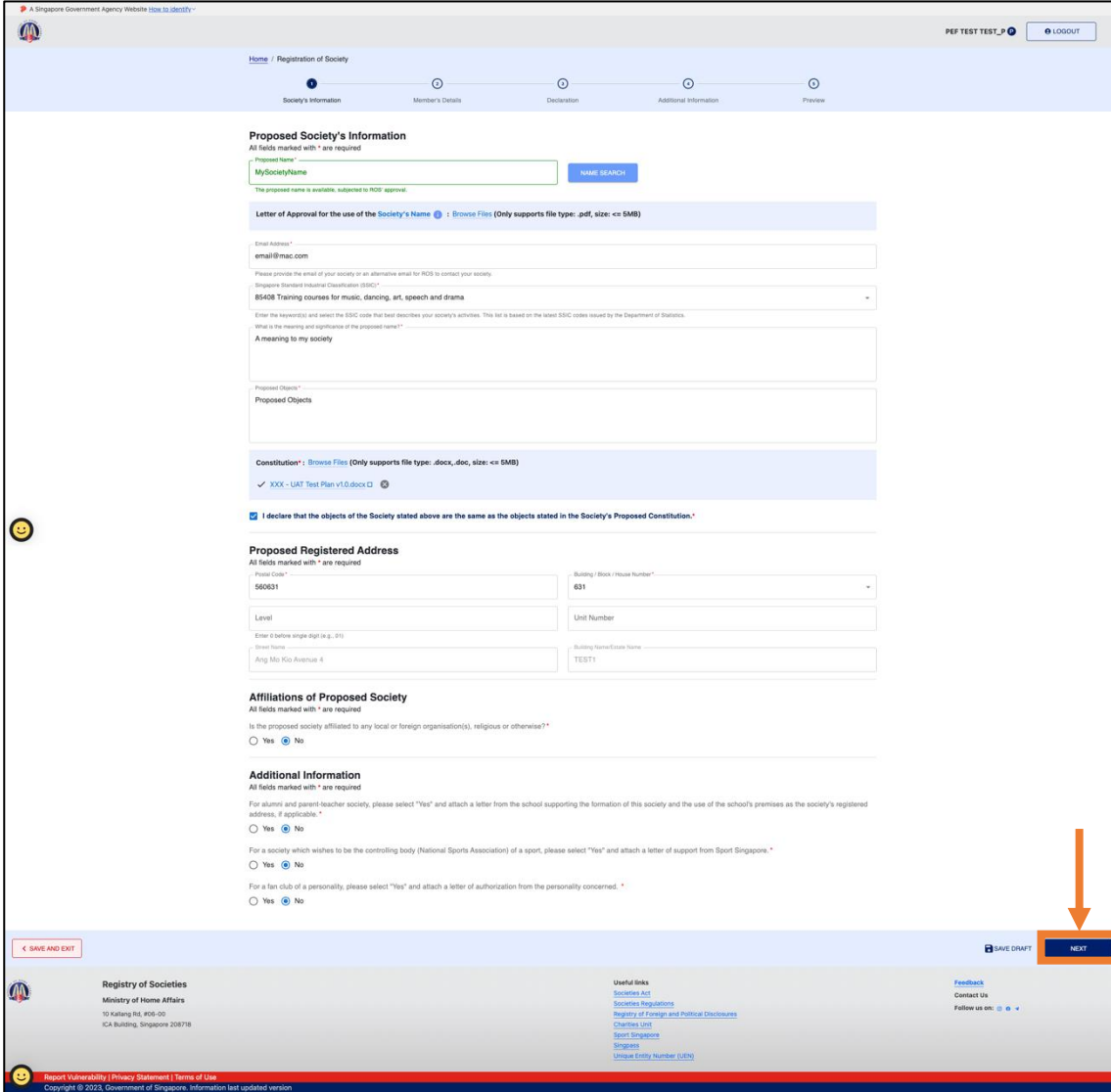


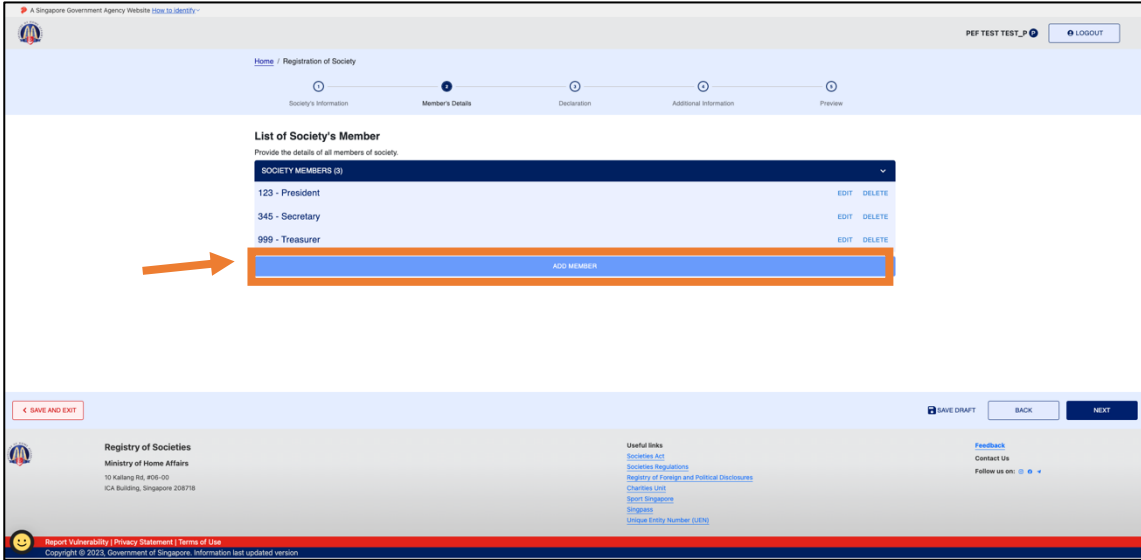
S/N	Step	Illustration
1	<p>Go to Registry of Societies website: https://eservices2.mha.gov.sg/ros</p>	
2	<p>Log in to the system via:</p> <ul style="list-style-type: none"> • Singpass for Individuals & Unregistered Societies <p>OR</p> <ul style="list-style-type: none"> • ROS-issued account if not eligible for Singpass 	

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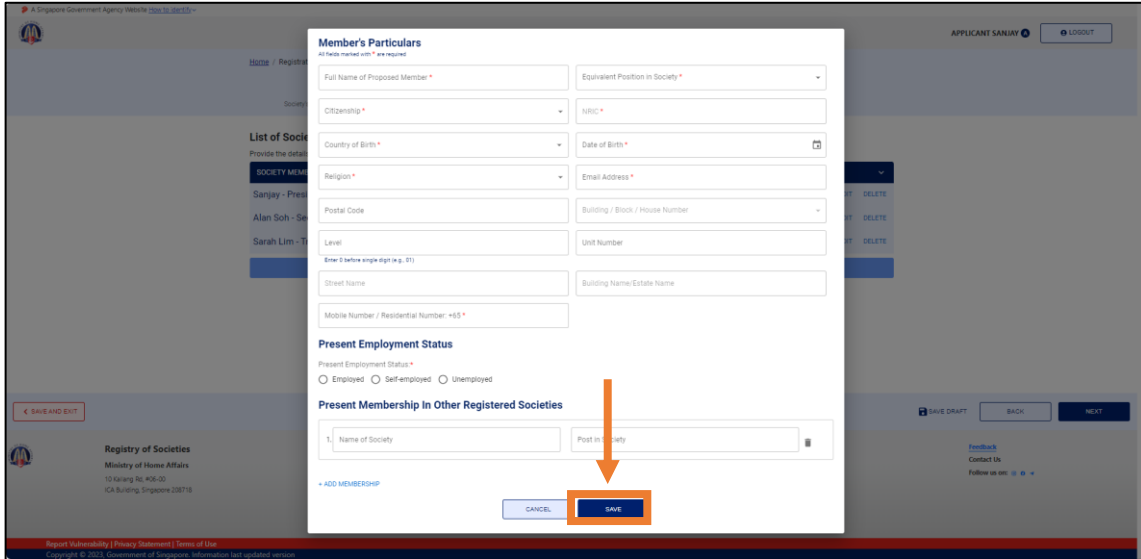
S/N	Step	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Registration of Society”.	 <p>The screenshot shows the Singapore Government Agency Website interface. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED/CLOSED. Below these is a search bar with 'SEARCH' and 'ADVANCED SEARCH' buttons. A table displays application records with columns for e-Service, Application No., Society Name, and Status. Below the table, the text 'I want to submit a new application / submission for' is followed by two buttons: 'Registration of Society' (highlighted with an orange box) and 'Purchase Of Document(s)'. The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and various useful links.</p>

S/N	Step	Illustration
4	<ul style="list-style-type: none"> • Key in “Proposed Name” of the society. • Click on “Name Search” to check if the “Proposed Name” is available. • Complete the sections on “Proposed Society’s Information”, “Proposed Registered Address”, “Affiliation of Proposed Society” and “Additional Information”. • Click “Next”. 	 <p>The screenshot shows the 'Registration of Society' form on the Singapore Government Agency Website. The form is divided into several sections:</p> <ul style="list-style-type: none"> Proposed Society's Information: Includes a 'Proposed Name' field with the value 'MySocietyName' and a 'NAME SEARCH' button. Below this is a 'Letter of Approval for the use of the Society's Name' section with a 'Browse Files' button. Proposed Registered Address: Includes fields for 'Postal Code' (560631), 'Building / Block / House Number' (431), 'Level', 'Unit Number', 'Street Name' (Ang Mo Kio Avenue 4), and 'Building Name/Case Name' (TEST1). Affiliations of Proposed Society: Includes a question 'Is the proposed society affiliated to any local or foreign organisation(s), religious or otherwise?' with 'Yes' and 'No' radio buttons. Additional Information: Includes questions about whether the society is a parent-teacher society, a controlling body of a sport, or a fan club of a personality, each with 'Yes' and 'No' radio buttons. <p>The 'NEXT' button at the bottom right of the form is highlighted with an orange arrow, indicating the next step in the registration process.</p>

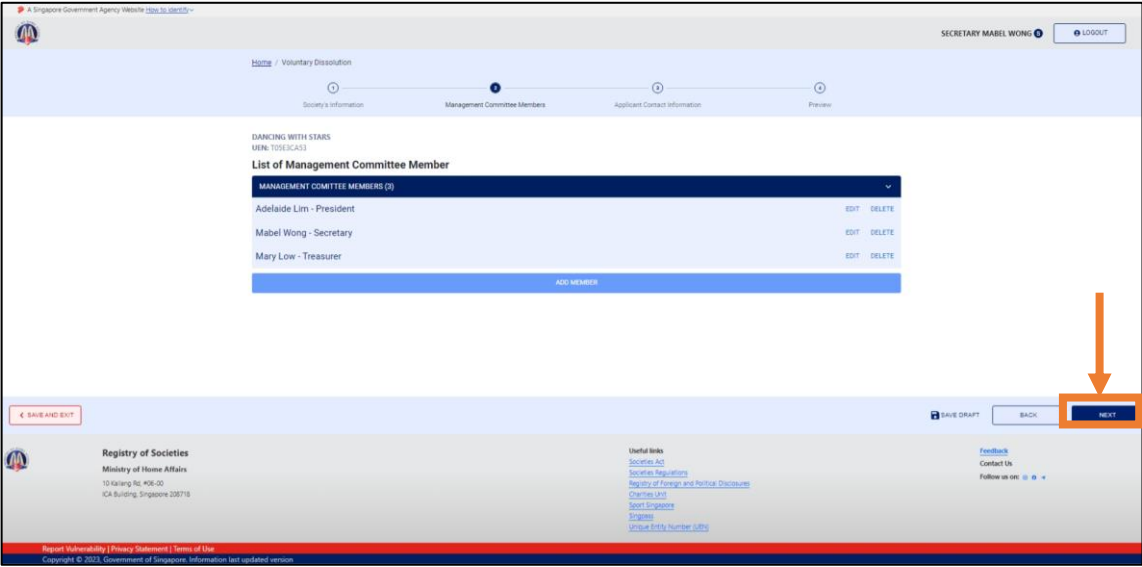
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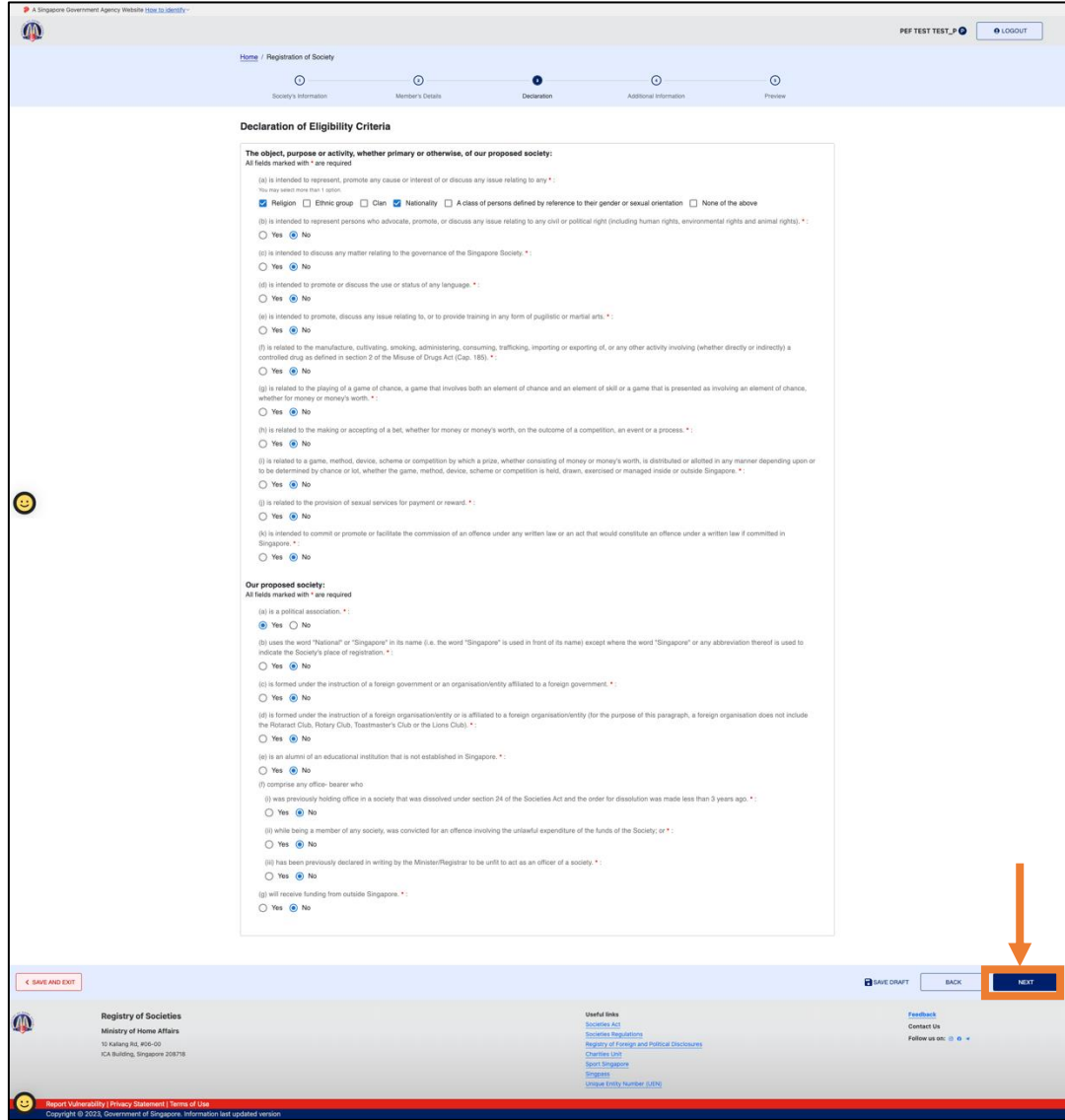
S/N	Step	Illustration
5	<ul style="list-style-type: none">Click “Add Member” to reveal “Member’s Particulars”, “Present Employment Status” and “Present Membership in Other Registered Societies”.Complete the “Member’s Particulars”, “Present Employment Status” and “Present Membership in Other Registered Societies”.Click “Save”.Please ensure that there are at least 10 members, including a President, a Secretary and a Treasurer before proceeding.Click “Next”.	 <p>The screenshot shows the 'List of Society's Member' page on the Singapore Government Agency Website. The page features a progress bar at the top with five steps: Society's Information, Member's Details, Declaration, Additional Information, and Preview. Below the progress bar, there is a table titled 'List of Society's Member' with the subtitle 'Provide the details of all members of society'. The table has three rows of members: '123 - President', '345 - Secretary', and '999 - Treasurer'. Each row has 'EDIT' and 'DELETE' buttons. An orange arrow points to the 'ADD MEMBER' button at the bottom of the table. The page also includes a 'SAVE AND EXIT' button on the left and 'SAVE DRAFT', 'BACK', and 'NEXT' buttons on the right. The footer contains the Registry of Societies logo, contact information, and useful links.</p>

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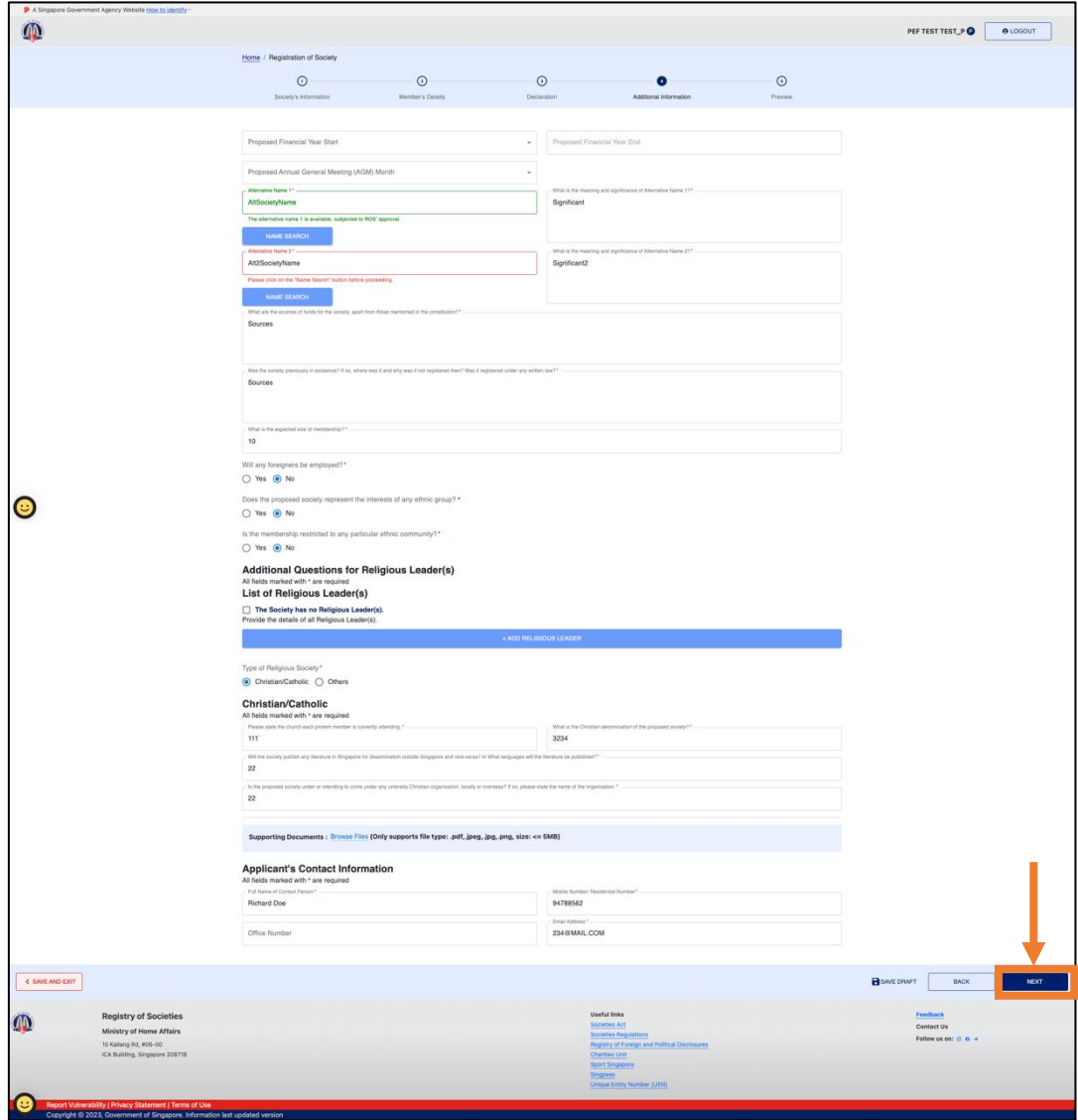
S/N	Step	Illustration
	<ul style="list-style-type: none"> Complete the section on “Member’s Particulars”. Click “Next”. 	

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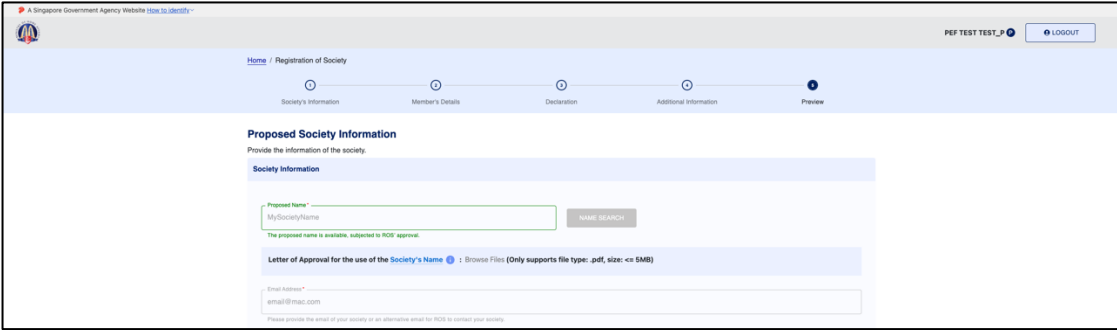
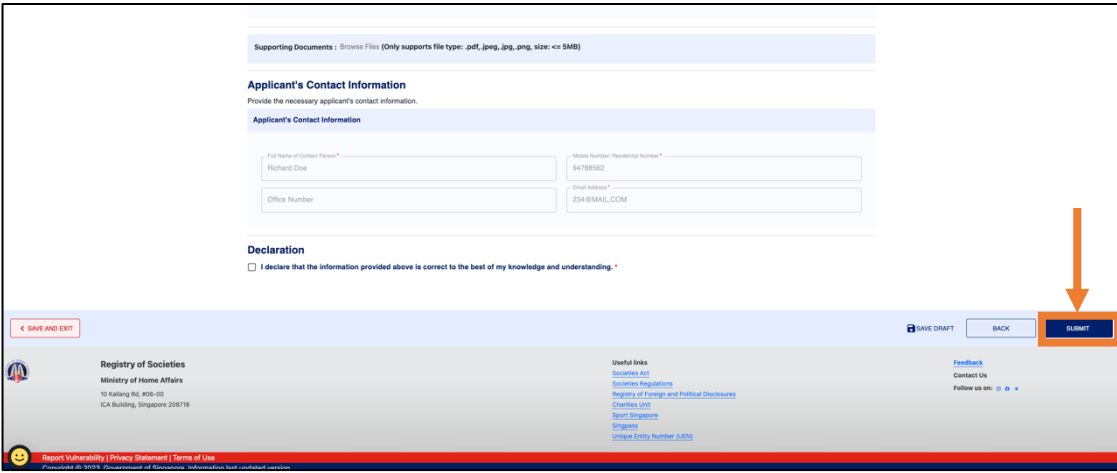
S/N	Step	Illustration
	<ul style="list-style-type: none"> Complete the section on “Management Committee Members”. Click “Next”. 	 <p>The screenshot shows the 'Management Committee Members' page for the society 'DANCING WITH STARS' (UEN: T05E3CA31). The page lists three members: Adelaide Lim - President, Mabel Wong - Secretary, and Mary Low - Treasurer. Each member entry includes 'EDIT' and 'DELETE' links. An 'ADD MEMBER' button is located below the list. At the bottom right of the page, the 'NEXT' button is highlighted with an orange box and an orange arrow pointing to it.</p>

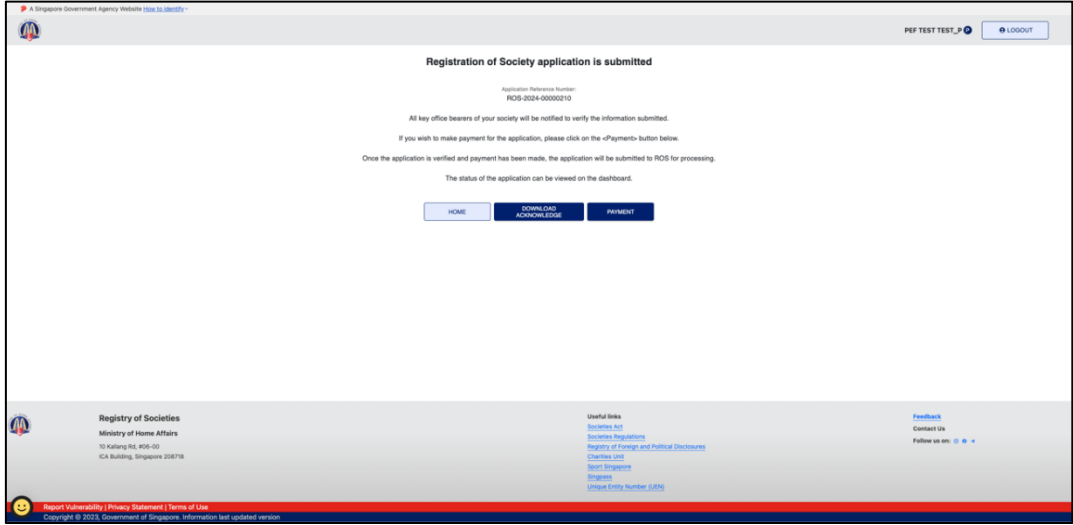
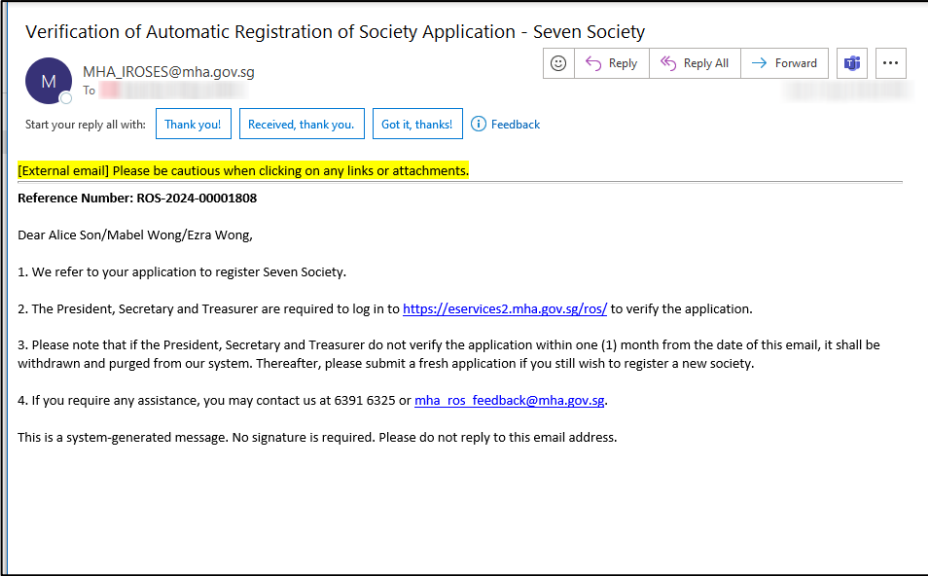
S/N	Step	Illustration
6	<ul style="list-style-type: none"> Complete “Declaration of Eligibility Criteria”. Click “Next”. If you are eligible for Automatic Registration, please proceed to Step 9. Otherwise, please proceed to Step 7. 	 <p>The screenshot shows the 'Declaration of Eligibility Criteria' form on the Singapore Government Agency Website. The form is titled 'Declaration of Eligibility Criteria' and contains two main sections: 'The object, purpose or activity, whether primary or otherwise, of our proposed society:' and 'Our proposed society:'. Both sections have a note that 'All fields marked with * are required'. The first section contains 13 questions (a) through (m) with radio button options for 'Yes' and 'No'. The second section contains 7 questions (a) through (g) with radio button options for 'Yes' and 'No'. At the bottom right of the form area, there are three buttons: 'SAVE AND EXIT', 'SAVE DRAFT', and 'NEXT'. An orange arrow points to the 'NEXT' button.</p>

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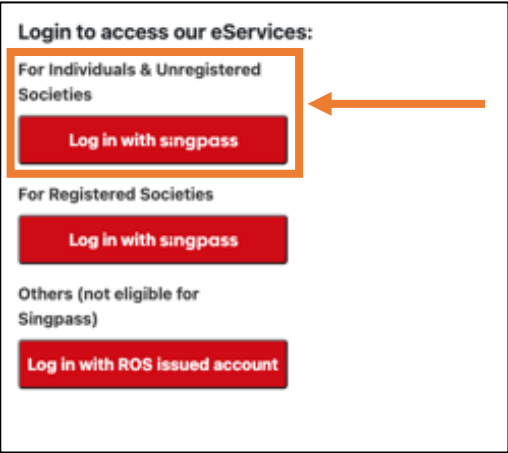
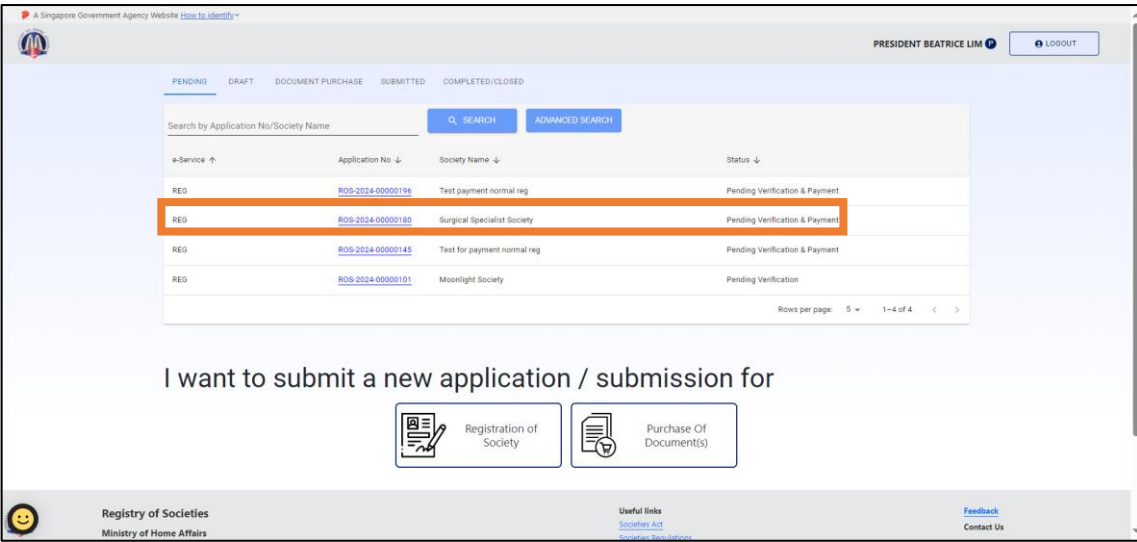
S/N	Step	Illustration
7	<ul style="list-style-type: none"> Complete the section on “Additional Information”. Click on “Name Search” to check if the “Alternative Name 1” and “Alternative Name 2” are available. Click “Next” to go to “Preview Page”. 	 <p>The screenshot shows the 'Additional Information' step of the registration process. The page includes a progress bar at the top with five steps: Society's Information, Member's Details, Declaration, Additional Information (current), and Preview. The form contains several sections: <ul style="list-style-type: none"> Proposed Financial Year: Start and End date pickers. Proposed Annual General Meeting (AGM) Month: A dropdown menu. Alternative Name 1: A text input field with a 'NAME SEARCH' button below it. Alternative Name 2: A text input field with a 'NAME SEARCH' button below it. Sources: Two text input fields for providing sources. Membership Questions: Radio buttons for 'Yes' and 'No' regarding previous registration, foreign employment, ethnic group representation, and membership restrictions. Additional Questions for Religious Leader(s): A section for listing religious leaders, including a dropdown for 'Type of Religious Society' (Christian/Catholic or Others) and a 'Christian/Catholic' sub-section with further details. Supporting Documents: A 'Browse Files' button. Applicant's Contact Information: Fields for Name, Mobile Number, Residential Number, Email Address, and Office Number. At the bottom right of the form area, there are three buttons: 'SAVE DRAFT', 'BACK', and 'NEXT'. The 'NEXT' button is highlighted with an orange border and an orange arrow points to it from the right. </p>

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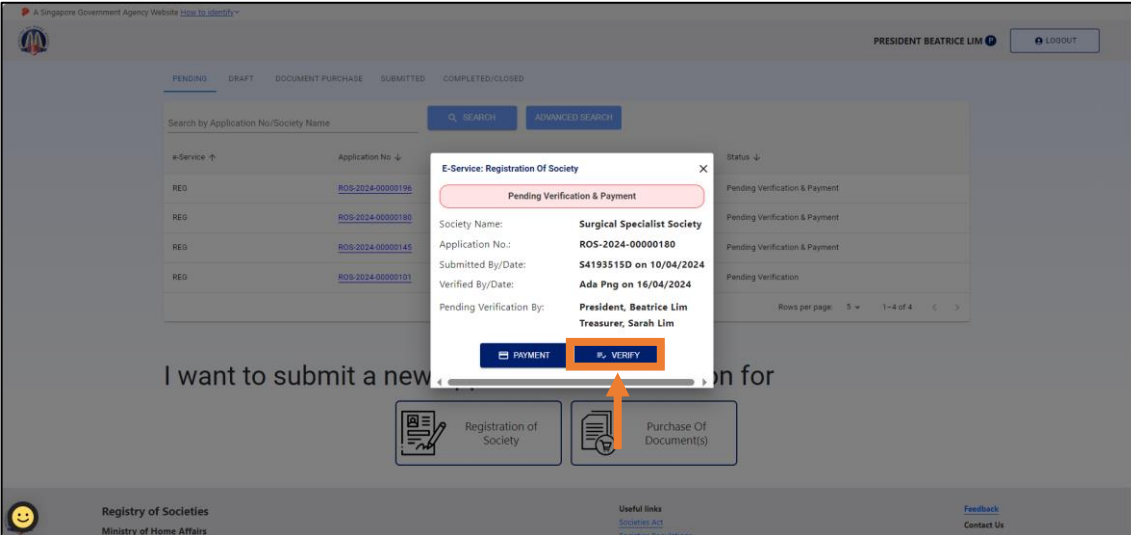
S/N	Step	Illustration
8	<ul style="list-style-type: none"> Under “Preview Page”, confirm that your application details and documents are captured correctly. 	
9	<ul style="list-style-type: none"> Click on the “Declaration Box” if all information is in order. Click on “Submit” to submit the application to the President, Secretary and Treasurer (or “PST”) for verification. 	

<p>10</p>	<ul style="list-style-type: none"> The application status is reflected in the “Acknowledgement Page” after submission. The President, Secretary and Treasurer would receive an email requesting them to verify the application. 	 
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S/N	Step	Illustration
11	<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 	
12	<ul style="list-style-type: none"> At the dashboard page, search for the application with "Pending Verification & Payment" status. Click on the application. 	

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S/N	Step	Illustration
13	<ul style="list-style-type: none"> Click on the “Verify” button to preview the submitted application. 	 <p>The screenshot displays the 'E-Service: Registration Of Society' interface. A modal window titled 'E-Service: Registration Of Society' is open, showing details for a pending application. The modal includes a 'Pending Verification & Payment' status bar and the following information:</p> <ul style="list-style-type: none"> Society Name: Surgical Specialist Society Application No.: ROS-2024-00000180 Submitted By/Date: S419351SD on 10/04/2024 Verified By/Date: Ada Png on 16/04/2024 Pending Verification By: President, Beatrice Lim Treasurer, Sarah Lim <p>At the bottom of the modal, there are two buttons: 'PAYMENT' and 'VERIFY'. The 'VERIFY' button is highlighted with an orange border and an orange arrow points to it from below. The background shows a table of applications with columns for #Service, Application No., and Status. The 'VERIFY' button is also visible in the main interface below the modal.</p>

S/N	Step	Illustration
14	<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. 	

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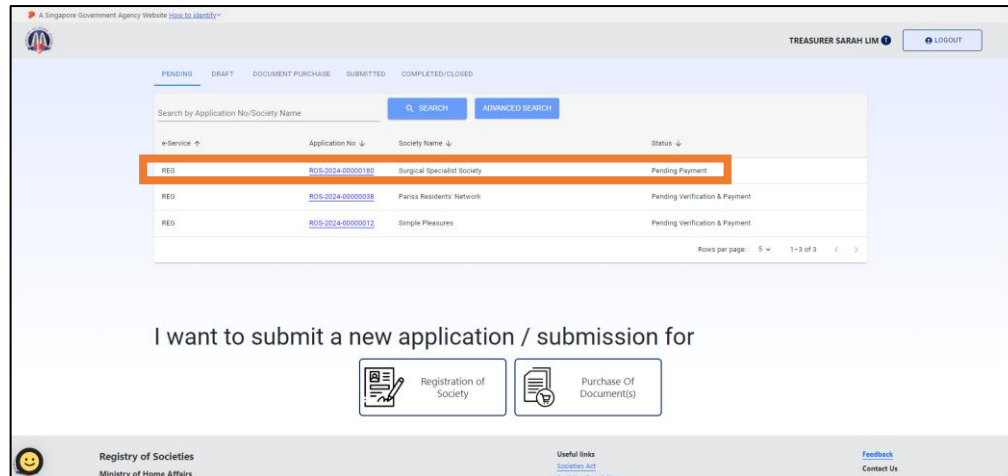
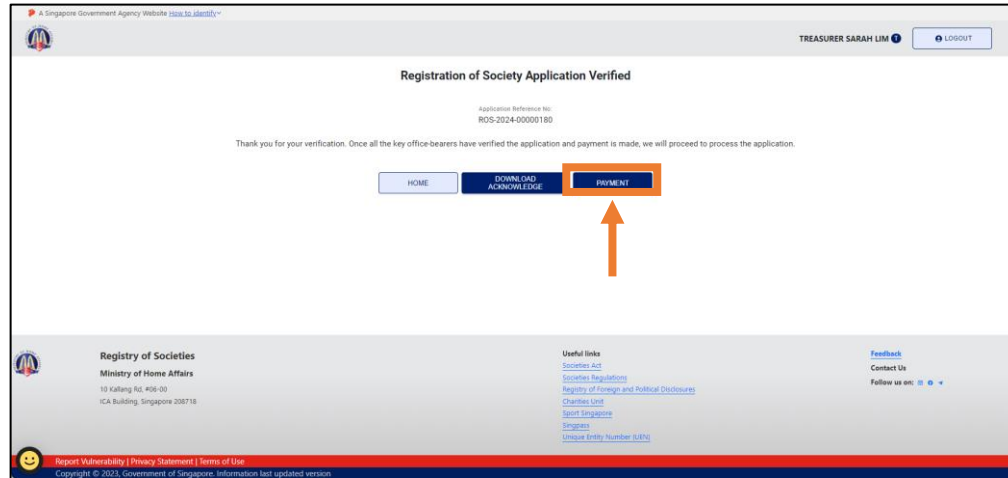
15

- 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.

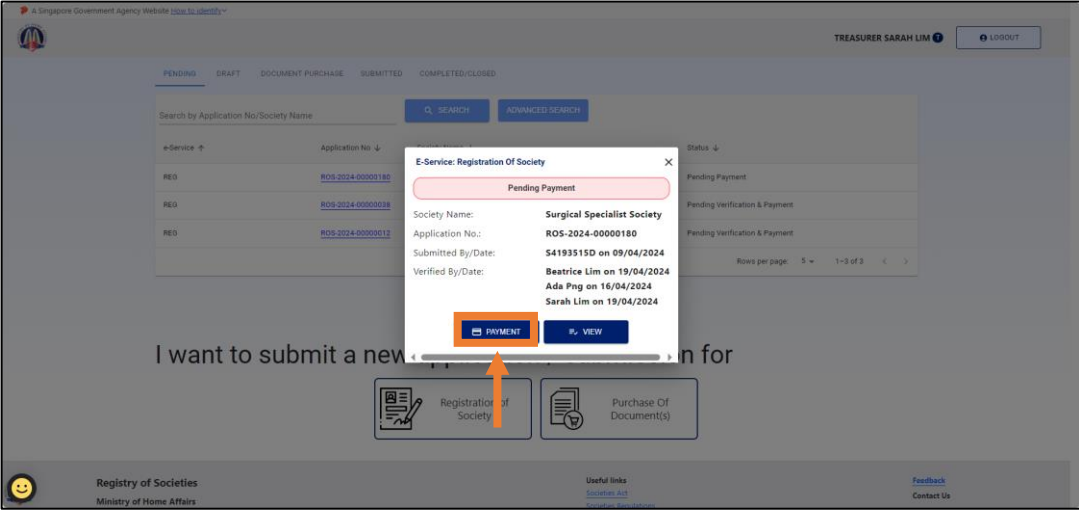
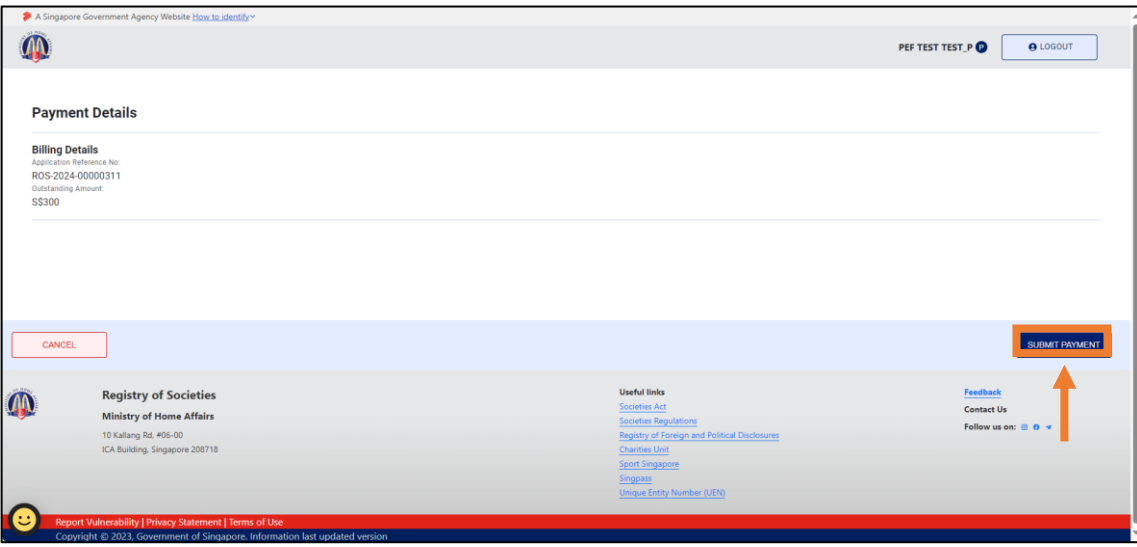
Or

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

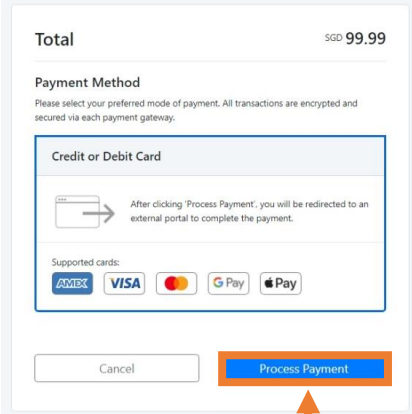
Click on the application.



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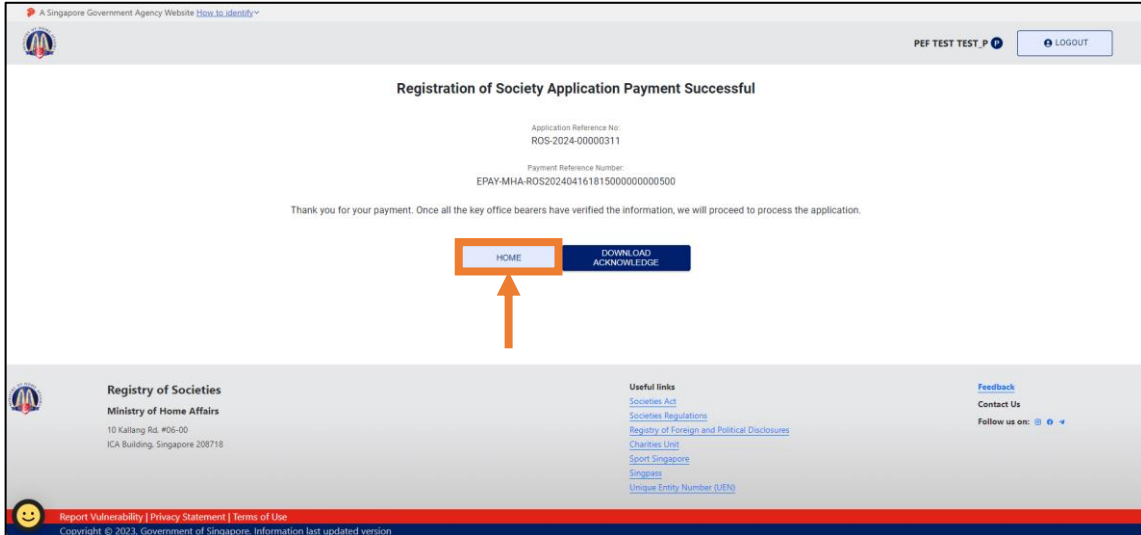
S/N	Step	Illustration
	<ul style="list-style-type: none"> The applicant, President, Secretary or Treasurer are able to click on “Payment” to complete the “Registration of Society” application. 	
16	<ul style="list-style-type: none"> System will display the payment details. To proceed with the payment, click on “Submit Payment” button 	

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S/N	Step	Illustration
17	<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 gateway interface. At the top right, 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' section is highlighted with a blue border and 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, there are logos for supported cards: AMEX, VISA, Mastercard, Google Pay, and Apple Pay. At the bottom of the interface, there are two buttons: 'Cancel' and 'Process Payment'. The 'Process Payment' button is highlighted with an orange border, and an orange arrow points to it from below.</p>

S/N	Step	Illustration
18	<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 'Pay with card' section with fields for Email, Card information (number, MM/YY, CVC), Cardholder name, and Country or region (Singapore). A 'Pay' button is highlighted with an orange box and an arrow. Below this is a confirmation page with the text 'Thank you! Transaction Was Successful.' and a green checkmark icon. The confirmation page also includes the transaction reference number, a 'Return to website' button, and a 'Redirecting in 3 seconds...' message.</p>

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S/N	Step	Illustration
19	<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>A Singapore Government Agency Website How to identify</p> <p>PEF TEST TEST_P LOGOUT</p> <h3>Registration of Society Application Payment Successful</h3> <p>Application Reference No: ROS-2024-00000311</p> <p>Payment Reference Number: EPAY-MHA-ROS20240416181500000000500</p> <p>Thank you for your payment. Once all the key office bearers have verified the information, we will proceed to process the application.</p> <p>HOME DOWNLOAD ACKNOWLEDGE</p> <p>Registry of Societies Ministry of Home Affairs 10 Kallang Rd. #06-00 ICA Building, Singapore 208718</p> <p>Useful links Societies Act Societies Regulations Registry of Foreign and Political Disclosures Charities Unit Sport Singapore Singpass Unique Entity Number (UEN)</p> <p>Feedback Contact Us Follow us on: Facebook Twitter LinkedIn</p> <p>Report Vulnerability Privacy Statement Terms of Use Copyright © 2023, Government of Singapore. Information last updated version</p>