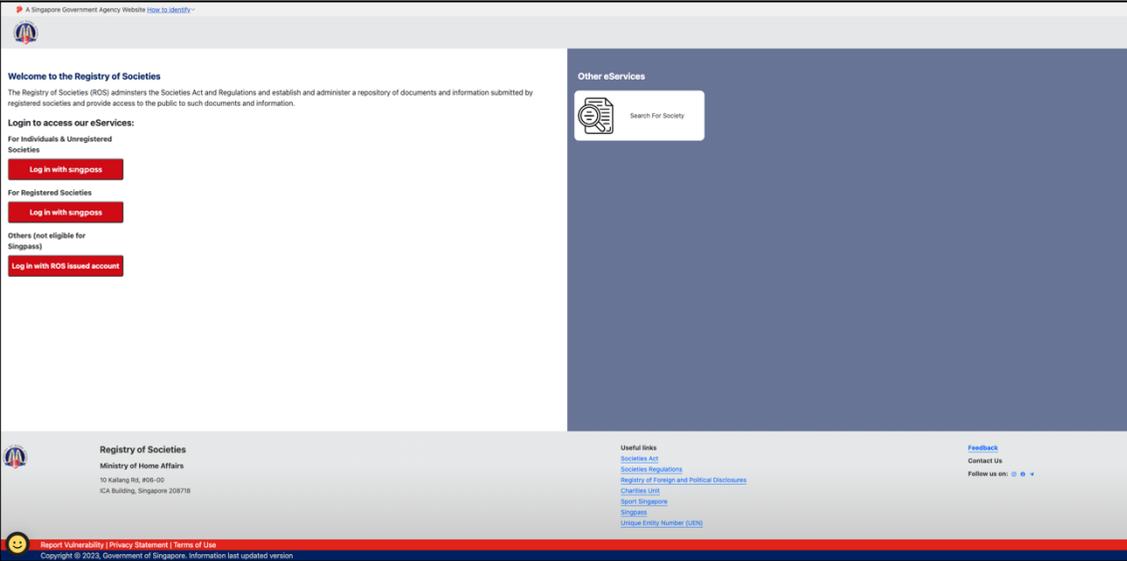
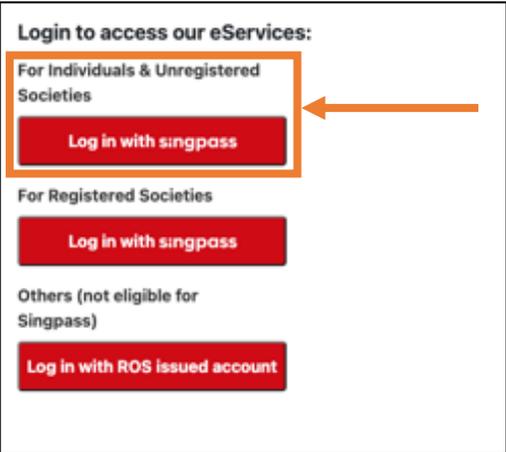
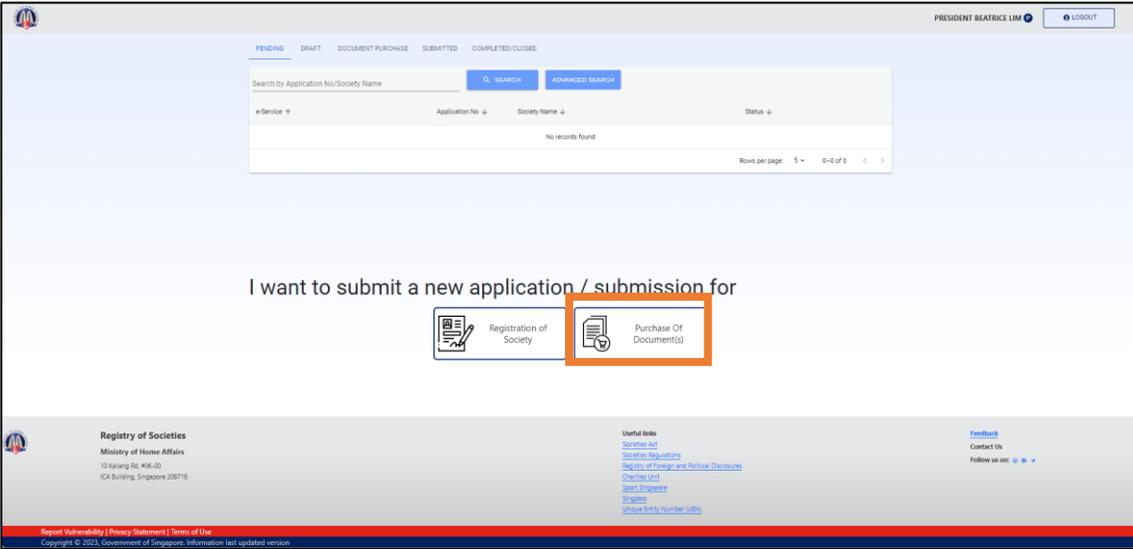
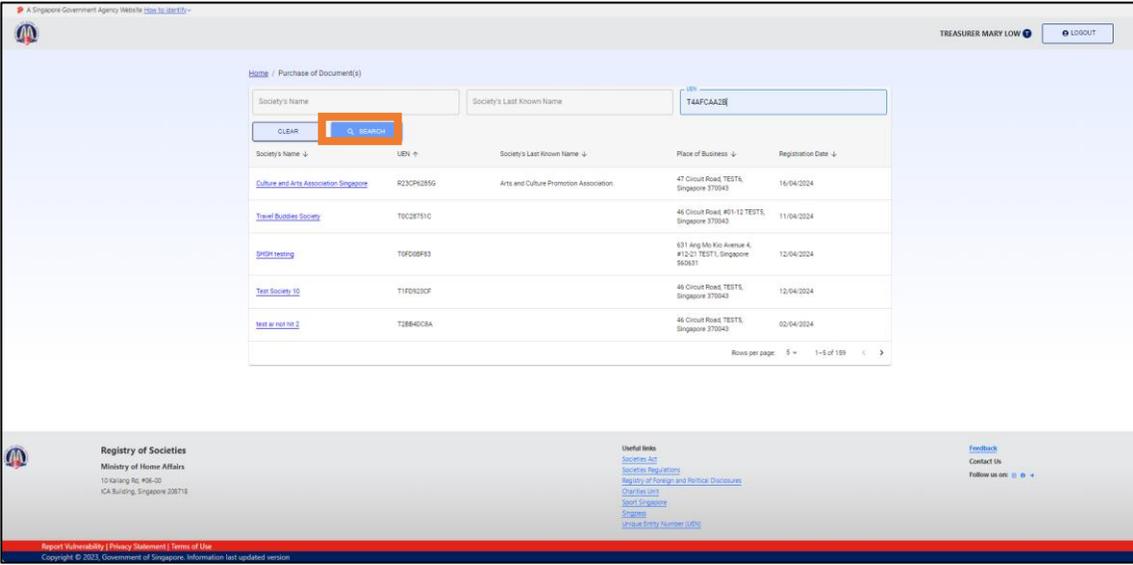


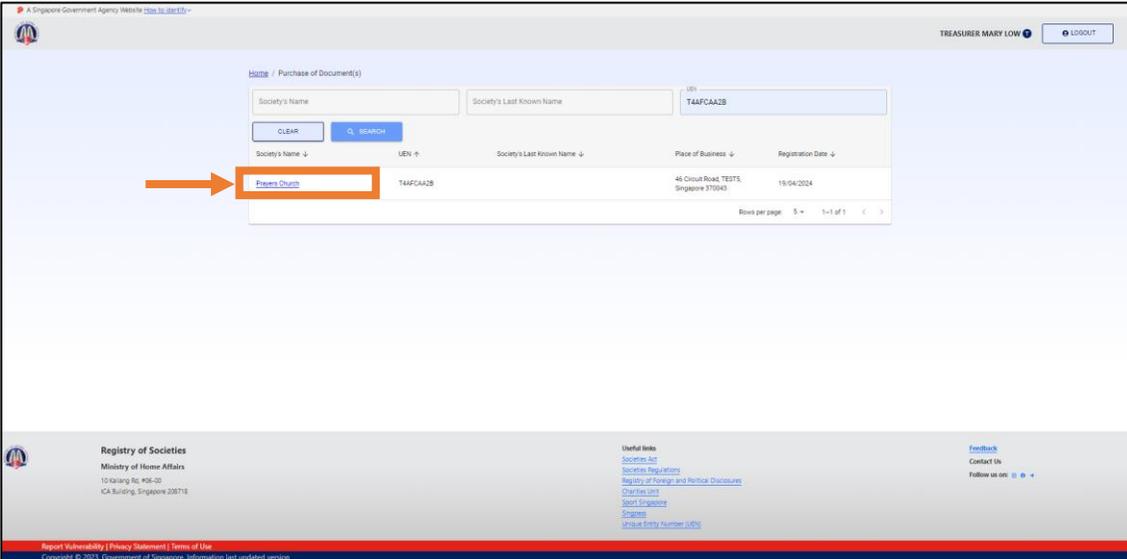
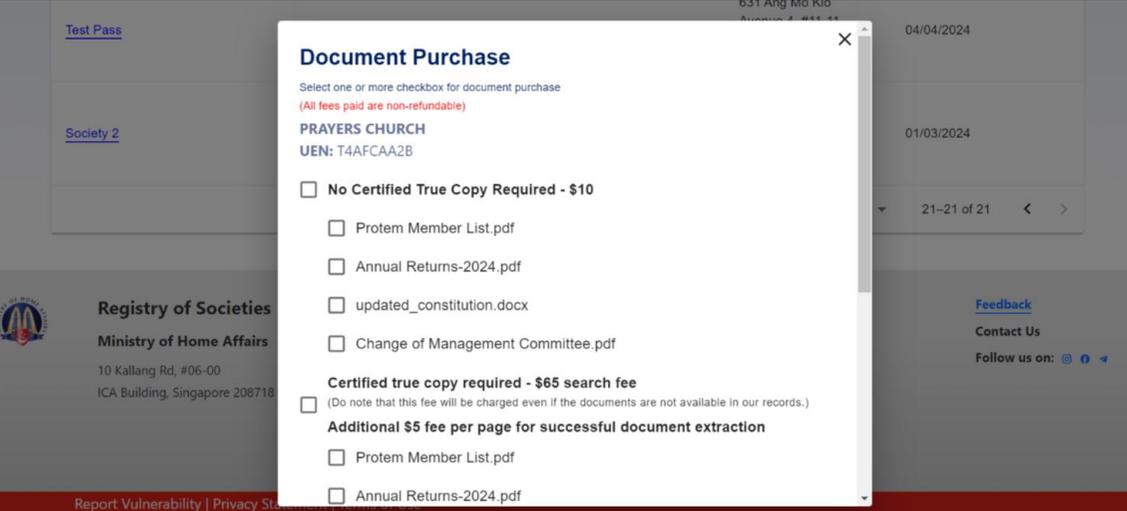
Guide for Purchase of Documents

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 Individuals & Unregistered Societies”.</p>	

Guide for Purchase of Documents

S/N	Steps	Illustration																														
3	Go to “I want to submit a new application / submission for” and click on “Purchase of Documents” .	 <p>The screenshot shows the user interface of the Registry of Societies website. 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 below the search bar shows 'No records found'. In the center, there is a large heading 'I want to submit a new application / submission for' with two buttons: 'Registration of Society' and 'Purchase Of Document(s)'. The 'Purchase Of Document(s)' button is highlighted with an orange box. At the bottom, there is a footer with 'Registry of Societies' information and 'Useful links'.</p>																														
4	Enter the Society Name or UEN in the “Society Name” or “UEN” textbox and click on the “Search” button	 <p>The screenshot shows the search results page for 'Purchase of Document(s)'. At the top, there are input fields for 'Society's name' and 'Society's Last Known Name', and a 'UEN' field containing 'T44FCA23E'. Below these is a 'SEARCH' button highlighted with an orange box. A table below shows the search results with columns: Society's name, UEN, Society's Last Known Name, Place of Business, and Registration Date. The footer contains the same 'Registry of Societies' information and 'Useful links' as the previous screenshot.</p> <table border="1" data-bbox="1137 991 1778 1209"> <thead> <tr> <th>Society's name</th> <th>UEN</th> <th>Society's Last Known Name</th> <th>Place of Business</th> <th>Registration Date</th> </tr> </thead> <tbody> <tr> <td>Culture and Arts Association Singapore</td> <td>R23PR285G</td> <td>Arts and Culture Promotion Association</td> <td>47 Circuit Road, TEST6, Singapore 370483</td> <td>16/04/2024</td> </tr> <tr> <td>Travel Routes Society</td> <td>T0C2T51C</td> <td></td> <td>46 Circuit Road, #01-12 TEST5, Singapore 370483</td> <td>11/04/2024</td> </tr> <tr> <td>SHDn testing</td> <td>T0F0B9F3</td> <td></td> <td>631 Ang Mo Kio Avenue 4, #12-01 TEST1, Singapore 560431</td> <td>12/04/2024</td> </tr> <tr> <td>Test Society 10</td> <td>T1F0R23CF</td> <td></td> <td>38 Circuit Road, TEST6, Singapore 370483</td> <td>12/04/2024</td> </tr> <tr> <td>test @ test no 2</td> <td>T2B84DC3A</td> <td></td> <td>38 Circuit Road, TEST6, Singapore 370483</td> <td>02/04/2024</td> </tr> </tbody> </table>	Society's name	UEN	Society's Last Known Name	Place of Business	Registration Date	Culture and Arts Association Singapore	R23PR285G	Arts and Culture Promotion Association	47 Circuit Road, TEST6, Singapore 370483	16/04/2024	Travel Routes Society	T0C2T51C		46 Circuit Road, #01-12 TEST5, Singapore 370483	11/04/2024	SHDn testing	T0F0B9F3		631 Ang Mo Kio Avenue 4, #12-01 TEST1, Singapore 560431	12/04/2024	Test Society 10	T1F0R23CF		38 Circuit Road, TEST6, Singapore 370483	12/04/2024	test @ test no 2	T2B84DC3A		38 Circuit Road, TEST6, Singapore 370483	02/04/2024
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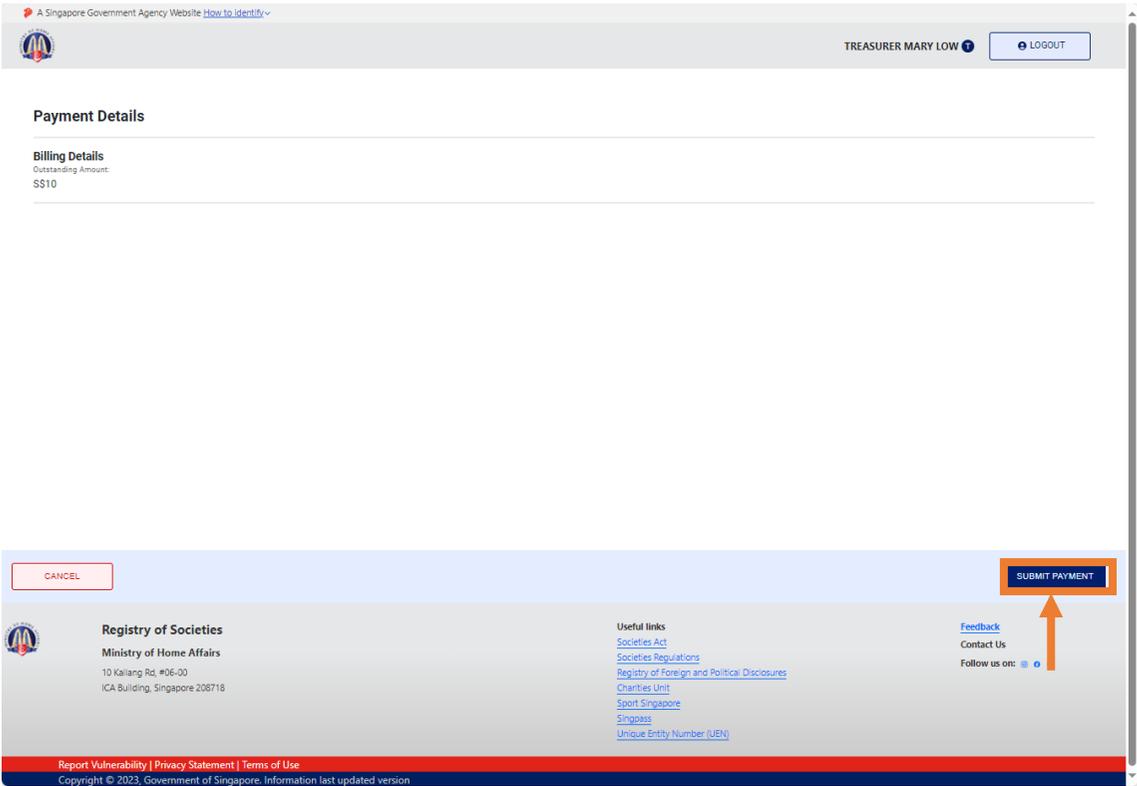
Guide for Purchase of Documents

S/N	Steps	Illustration
5	<p>System will display the searched Society.</p> <p>Click on the Society Name to purchase the documents.</p>	 <p>The screenshot shows the 'Purchase of Document(s)' page on the Registry of Societies website. At the top, there are search filters for 'Society's Name', 'Society's Last Known Name', and 'UEN'. Below the filters, a table lists search results. The first result is for 'Prayers Church' with UEN T4AFCAA2B, located at 46 Circuit Road TESTS, Singapore 370045, and registered on 19/04/2024. An orange arrow points to the 'Prayers Church' link in the table. The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and various utility links.</p>
6	<p>Select the checkbox on the type of document you would like to purchase.</p> <p>Click on the documents to purchase and scroll to the bottom of the page and click on “Add to Cart”.</p>	 <p>The screenshot shows a 'Document Purchase' modal window overlaid on the search results page. The modal title is 'Document Purchase' and includes the text 'Select one or more checkbox for document purchase (All fees paid are non-refundable)'. It identifies the society as 'PRAYERS CHURCH' with UEN 'T4AFCAA2B'. There are two main sections of checkboxes: 'No Certified True Copy Required - \$10' and 'Certified true copy required - \$65 search fee'. Under the first section, there are checkboxes for 'Prottem Member List.pdf', 'Annual Returns-2024.pdf', 'updated_constitution.docx', and 'Change of Management Committee.pdf'. Under the second section, there are checkboxes for 'Prottem Member List.pdf' and 'Annual Returns-2024.pdf'. Below these sections, it states 'Additional \$5 fee per page for successful document extraction'. The background shows the search results for 'Prayers Church' with a date range of 21-21 of 21.</p>

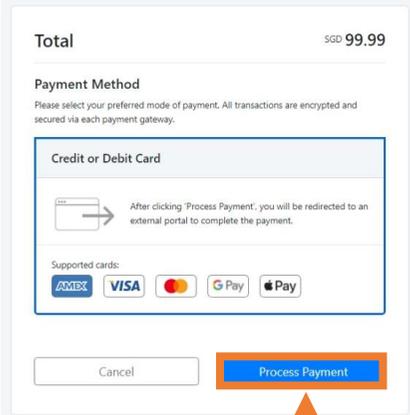
Guide for Purchase of Documents

S/N	Steps	Illustration
7	<ul style="list-style-type: none"> Complete the Sections on “Document Purchase”. Attach the relevant supporting documents where applicable. Click on the “Declaration Box” if all information is in order. Click on “Purchase” to proceed with the purchase. 	<p>The screenshot illustrates the 'Document Purchase' interface on the Singapore Government Agency Website. The user is logged in as 'TREASURER MARY LOW'. The document being purchased is 'Prtem Member List.pdf' for 'PRAYERS CHURCH' (UEN: T4AFCAA28) with a total price of \$10. There are input fields for Name, Contact Number, and Email. A 'Supporting Documents' section is present. A 'Declaration Box' containing three terms and conditions is highlighted with an orange border and an arrow. Below the declaration box are 'BACK' and 'PURCHASE' buttons. The footer includes 'Registry of Societies' contact information and various links.</p>

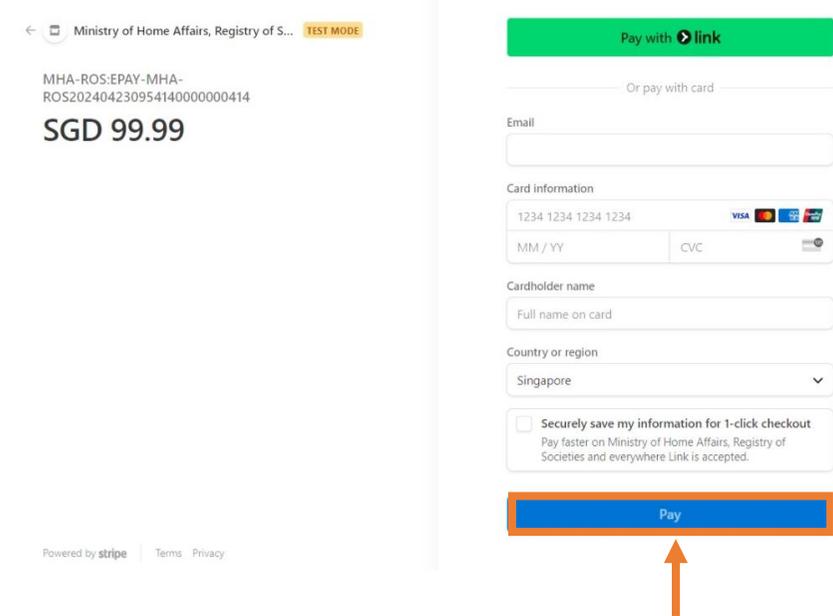
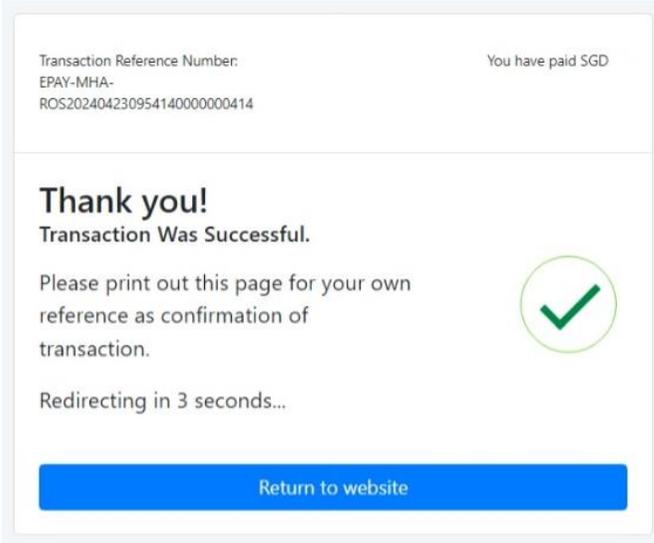
Guide for Purchase of Documents

S/N	Steps	Illustration
8	<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 displays the payment interface on the Registry of Societies website. At the top, the user is identified as 'TREASURER MARY LOW' with a 'LOGOUT' button. The main content area is titled 'Payment Details' and includes a 'Billing Details' section showing an 'Outstanding Amount' of S\$10. At the bottom of the page, there are two buttons: 'CANCEL' and 'SUBMIT PAYMENT'. The 'SUBMIT PAYMENT' button is highlighted with an orange border, and an orange arrow points to it from below. The footer contains the Registry of Societies logo, contact information (10 Kallang Rd, #06-00, ICA Building, Singapore 208718), and a list of 'Useful links' including Societies Act, Societies Regulations, Registry of Foreign and Political Disclosures, Charities Unit, Sport Singapore, Singpass, and Unique Entity Number (UEN). There are also links for 'Feedback' and 'Contact Us'.</p>

Guide for Purchase of Documents

S/N	Steps	Illustration
9	<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, the total amount is displayed as "Total SGD 99.99". Below this, the "Payment Method" section is active, with the heading "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: "Cancel" and "Process Payment". The "Process Payment" button is highlighted with an orange border, and an orange arrow points upwards to it from below the screenshot.</p>

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10	<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 screenshot shows a payment page for the Ministry of Home Affairs, Registry of Societies. The transaction amount is SGD 99.99. The page offers two payment options: 'Pay with link' (highlighted in green) and 'Or pay with card'. The card payment form includes fields for Email, Card information (number, MM/YY, CVC), Cardholder name, and Country or region (Singapore). There is a checkbox for 'Securely save my information for 1-click checkout'. A blue 'Pay' button is highlighted with an orange border and an orange arrow points to it from below.</p>  <p>The screenshot shows a successful transaction confirmation page. It displays the Transaction Reference Number: EPAY-MHA-ROS202404230954140000000414. The message reads: 'Thank you! Transaction Was Successful. Please print out this page for your own reference as confirmation of transaction. Redirecting in 3 seconds...'. A green checkmark icon is visible on the right. A blue button labeled 'Return to website' is at the bottom.</p>
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S/N	Steps	Illustration
11	<ul style="list-style-type: none"> • Upon successful payment, for other documents not available online, ROS will contact you within 3 working days.. • To download the available purchased document(s), click on the link displayed. • Receipt of the purchase can be downloaded from the page. • Alternatively, to access the purchased document(s) or the receipt after closing this page, please use the "Home" button and click on "Document Purchased" tab on the dashboard. 	