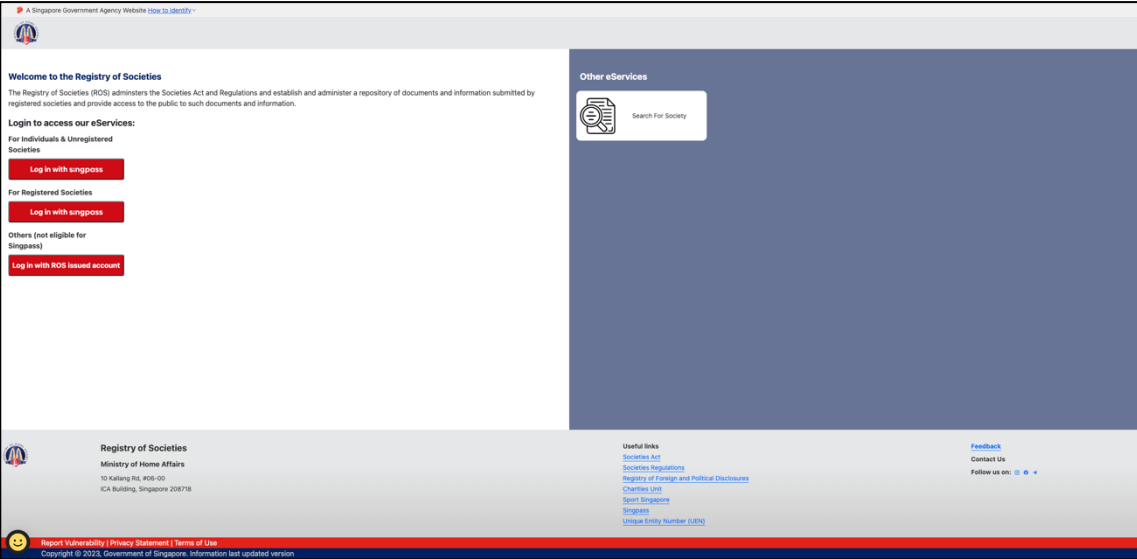

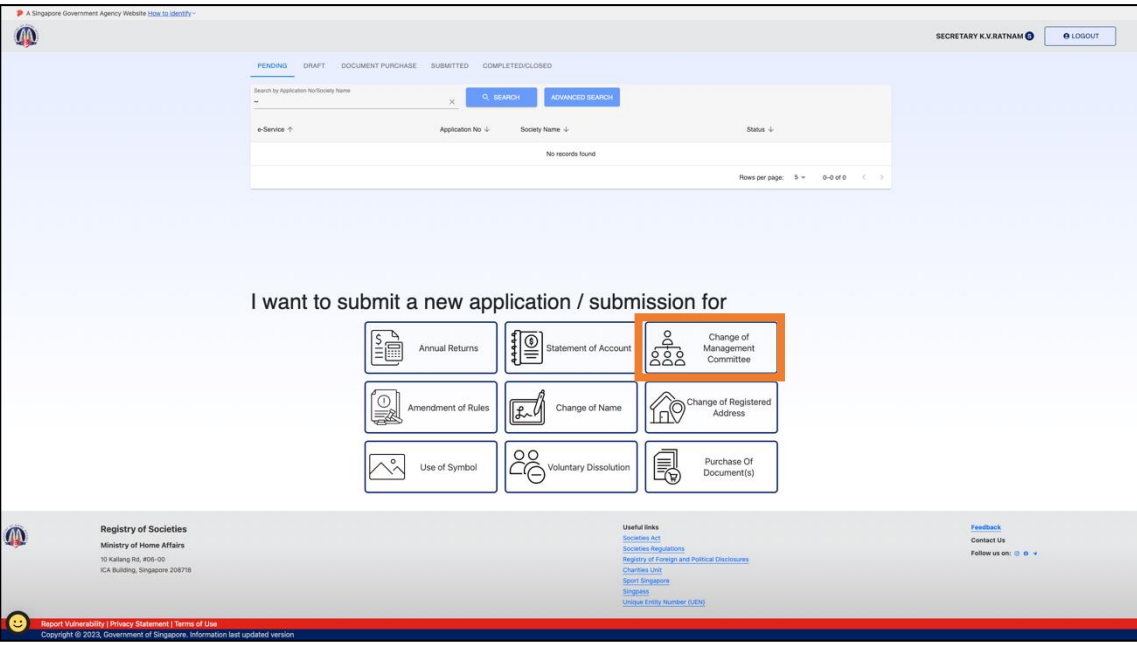


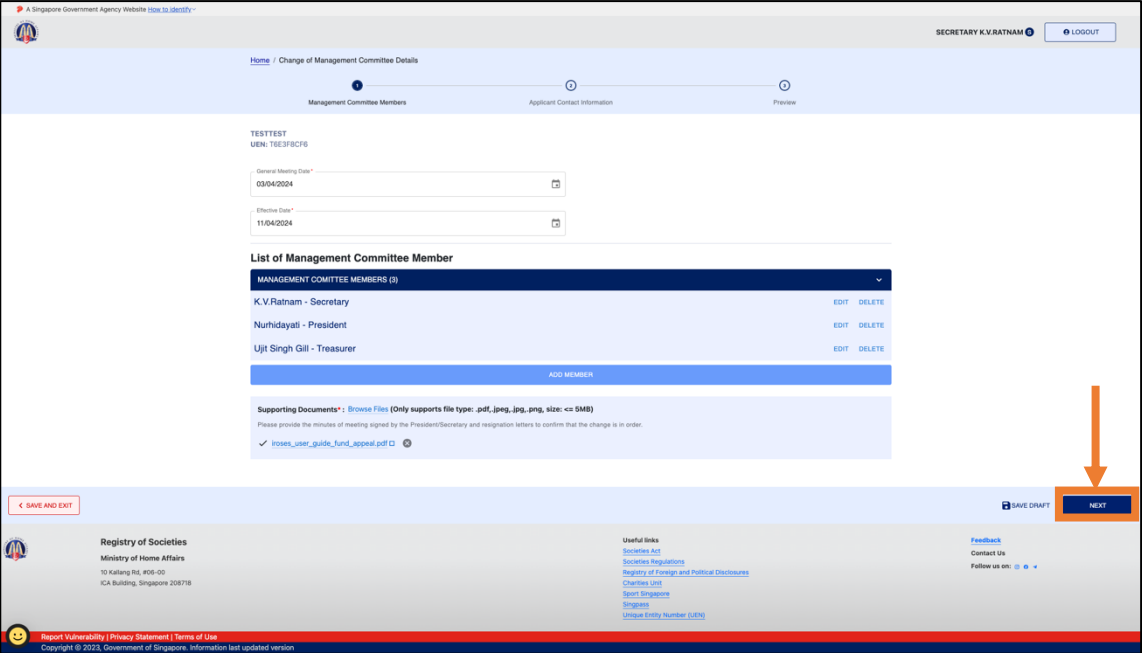
# Guide for Change of Management Committee Details

S/N	Step	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 "For Registered Societies".</p>	

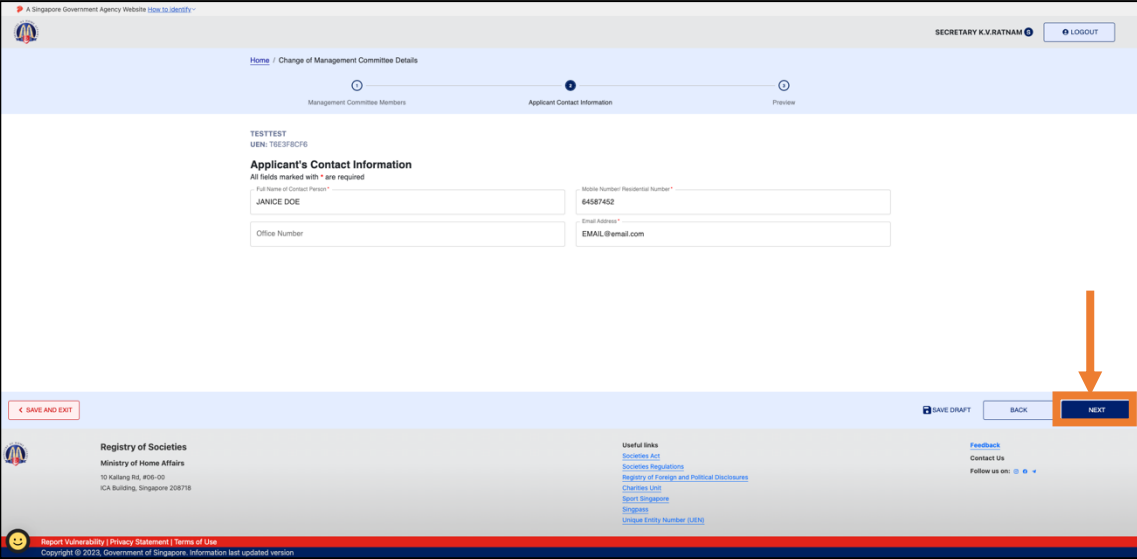
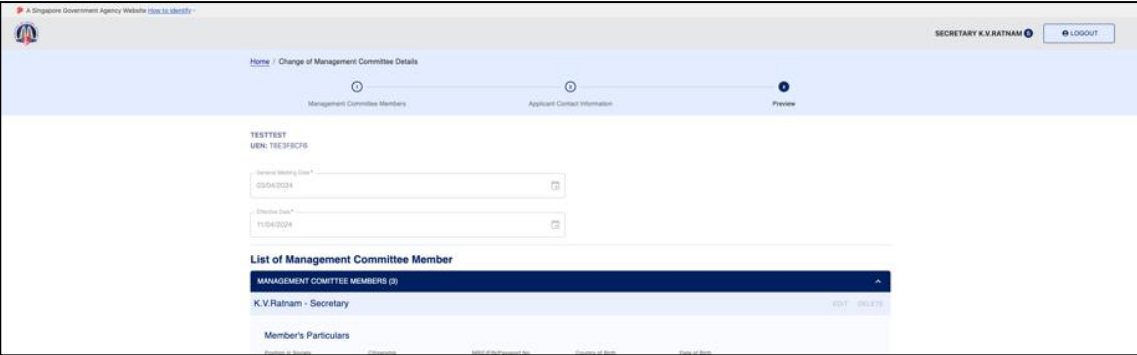
## Guide for Change of Management Committee Details

S/N	Step	Illustration
3	Go to “ <b>I want to submit a new application / submission for</b> ” and click on “ <b>Change of Management Committee</b> ”:	 <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 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 Management Committee' option is highlighted with an orange border. Other options include Annual Returns, Statement of Account, Amendment of Rules, 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 various useful links.</p>

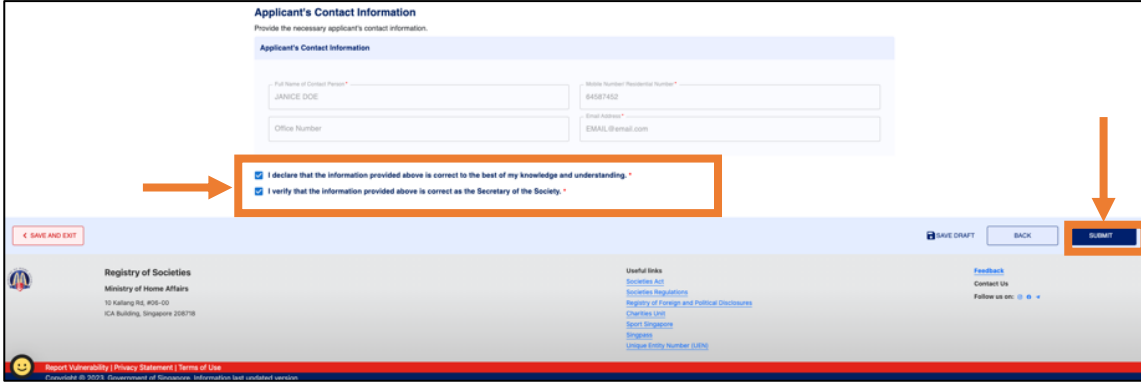
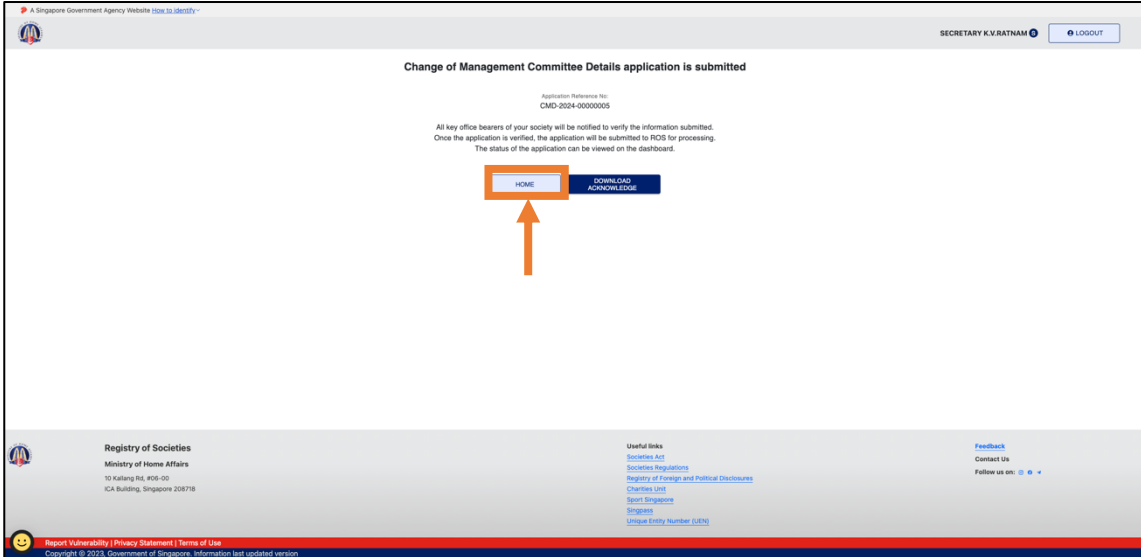
## Guide for Change of Management Committee Details

S/N	Step	Illustration
4	<ul style="list-style-type: none"><li>Complete the section on <b>“Management Committee Members”</b>.</li><li>Attach the relevant supporting documents where applicable.</li><li>Click <b>“Next”</b>.</li></ul>	 <p>The screenshot displays the 'Change of Management Committee Details' page on the Singapore Government Agency Website. The page features a progress indicator with three steps: 'Management Committee Members', 'Applicant Contact Information', and 'Preview'. The 'Management Committee Members' step is active. The form includes fields for 'General Meeting Date' (03/04/2024) and 'Effective Date' (11/04/2024). Below these is a table titled 'List of Management Committee Member' with columns for name and role, and 'EDIT' and 'DELETE' buttons for each member: K.V.Ratnam - Secretary, Nurhidayati - President, and Ujt Singh Gill - Treasurer. An 'ADD MEMBER' button is at the bottom of the table. Below the table is a 'Supporting Documents' section with a 'Browse Files' button and a list of uploaded files, including 'hoses_user_guide_fund_appeal.pdf'. At the bottom right, there are buttons for 'SAVE AND EXIT', 'SAVE DRAFT', and 'NEXT'. An orange arrow points to the 'NEXT' button.</p>

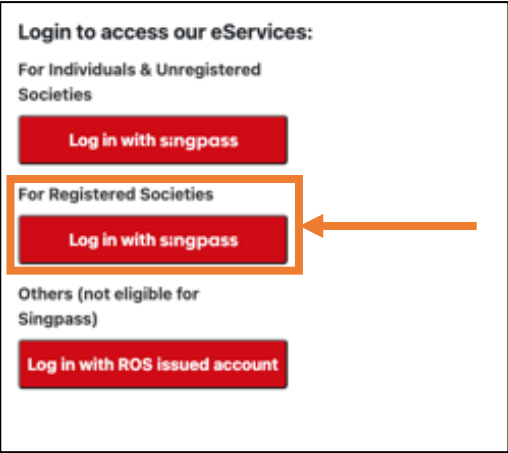
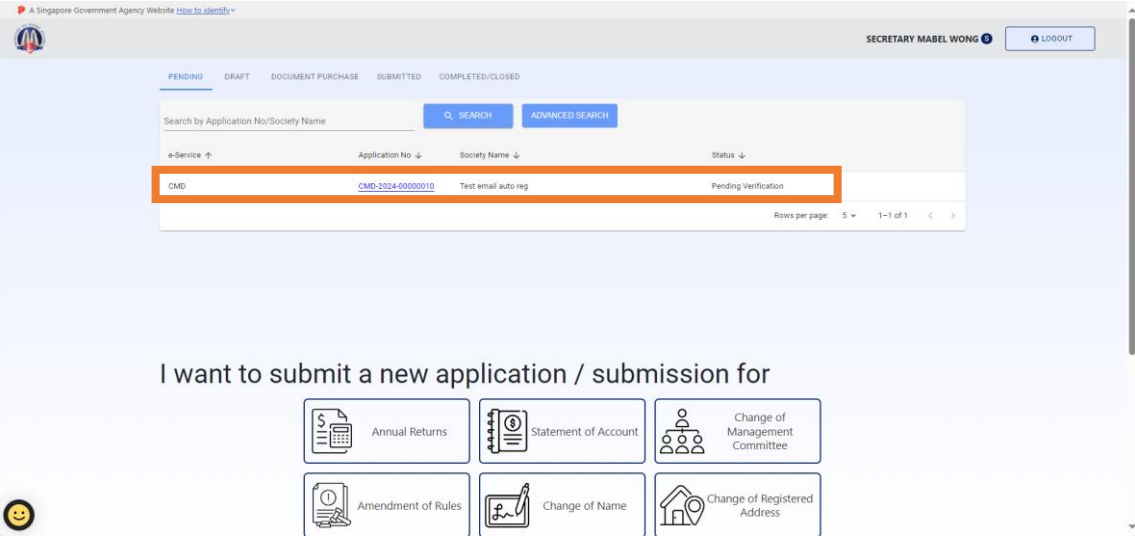
## Guide for Change of Management Committee Details

S/N	Step	Illustration
5	<ul style="list-style-type: none"> <li>Complete the sections on <b>“Applicant Contact Information”</b>.</li> <li>Click <b>“Next”</b>.</li> </ul>	 <p>The screenshot shows the 'Applicant Contact Information' form. The form has a progress indicator at the top with three steps: 'Management Committee Members', 'Applicant Contact Information' (current step), and 'Preview'. The form fields are:         <ul style="list-style-type: none"> <li>TESTTEST</li> <li>URN: TSE3F8CF6</li> <li>Applicant's Contact Information (All fields marked with * are required)</li> <li>Full Name of Contact Person*: JANICE DOE</li> <li>Office Number: [Empty]</li> <li>Mobile Number Residential Number*: 64587452</li> <li>Email Address*: EMAL@email.com</li> </ul>         At the bottom right, there are three buttons: 'SAVE AND EXIT', 'BACK', and 'NEXT'. The 'NEXT' button is highlighted with a blue border and an orange arrow points to it from the right.       </p>
6	<ul style="list-style-type: none"> <li>Under <b>“Preview Page”</b>, confirm that your submission details and documents are captured correctly.</li> </ul>	 <p>The screenshot shows the 'Preview' page. The progress indicator at the top shows three steps: 'Management Committee Members', 'Applicant Contact Information', and 'Preview' (current step). The page displays the submitted information:         <ul style="list-style-type: none"> <li>TESTTEST</li> <li>URN: TSE3F8CF6</li> <li>General Meeting Date*: 05/04/2024</li> <li>Meeting Date*: 11/04/2024</li> <li>List of Management Committee Member</li> <li>MANAGEMENT COMMITTEE MEMBERS (2)</li> <li>K.V.Ratnam - Secretary (EDIT   DELETE)</li> <li>Member's Particulars</li> </ul> </p>

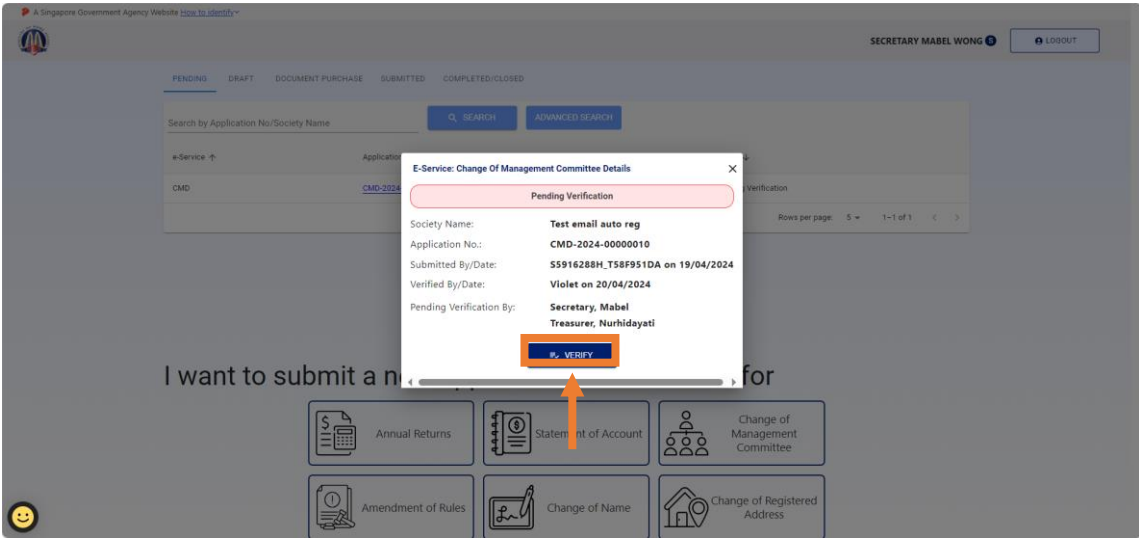
## Guide for Change of Management Committee Details

S/N	Step	Illustration
7	<ul style="list-style-type: none"> <li>Click on the <b>“Declaration Box”</b> if all information is in order.</li> <li>Click on <b>“Submit”</b> to submit the <b>“Change of Management Committee Details”</b> for verification.</li> </ul>	
8	<ul style="list-style-type: none"> <li>The President, Secretary and Treasurer would receive an email requesting them to verify the application.</li> </ul> <p>Any 2 of these 3 office-bearers are required to verify the application. (For Religious Societies, the President, Secretary and Treasurer (all 3 office-bearers) of the society are required to verify the application.)</p>	

## Guide for Change of Management Committee Details

S/N	Step	Illustration								
9	<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>								
10	<ul style="list-style-type: none"> <li>At the dashboard page, search for the application with "Pending Verification" status.</li> <li>Click on the application.</li> </ul>	 <p>A 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>CMD</td> <td>CMD-2024-00000010</td> <td>Test email auto reg</td> <td>Pending Verification</td> </tr> </tbody> </table> <p>Rows per page: 5 1-1 of 1</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	CMD	CMD-2024-00000010	Test email auto reg	Pending Verification
e-Service	Application No.	Society Name	Status							
CMD	CMD-2024-00000010	Test email auto reg	Pending Verification							

## Guide for Change of Management Committee Details

S/N	Step	Illustration
11	<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 Singapore Government Agency Website interface. A modal window titled "E-Service: Change Of Management Committee Details" is open, displaying the following information:</p> <ul style="list-style-type: none"><li><b>Pending Verification</b></li><li>Society Name: Test email auto reg</li><li>Application No.: CMD-2024-00000010</li><li>Submitted By/Date: SS916288H_T58F951DA on 19/04/2024</li><li>Verified By/Date: Violet on 20/04/2024</li><li>Pending Verification By: Secretary, Mabel Treasurer, Nurhidayatli</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 search bar and a list of applications, with the "Change of Management Committee" service icon visible in the bottom navigation bar.</p>

12

- System will display the Preview & Submit Verification page in “VIEW-ONLY mode”
- Click on the “Submit” button to verify the submitted application.

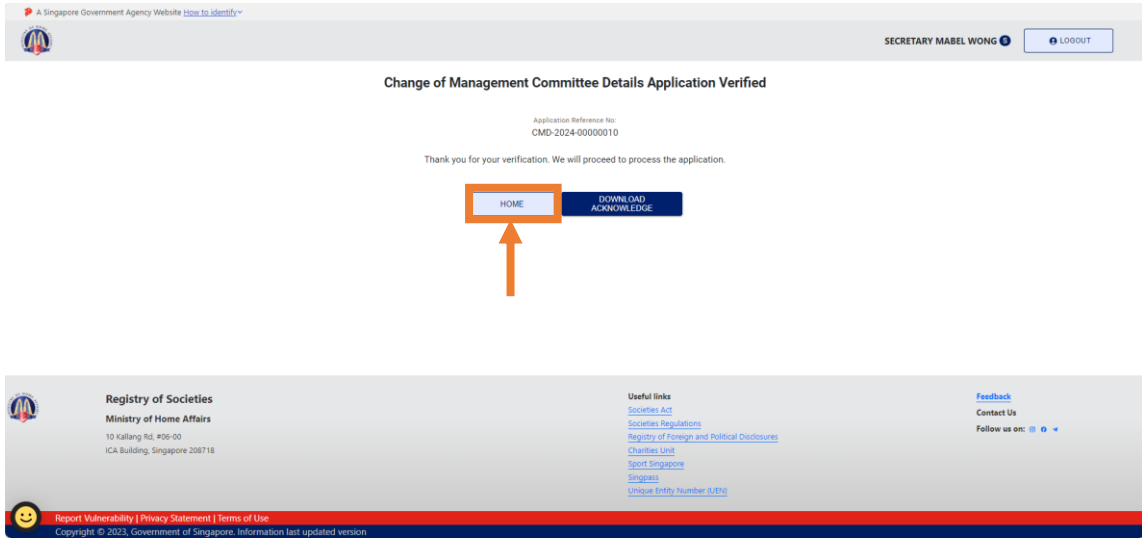
The screenshot displays the 'Preview & Submit Verification' page for a society's management committee details. The page is titled 'Preview & Submit Verification' and includes a 'Test email auto reg' button. Below this, there are two date pickers for 'Date of Birth' and 'Date of Birth'. The main content is divided into three sections, each for a different member:

- President - Mabel:** Position: President, Citizenship: Singapore Citizen, NRIC/Passport No.: S87432889, Date of Birth: 20/07/1987, Address: 37043, Road Name: Circuit Road, Building/Store Name: TESTS.
- Secretary - Mabel:** Position: Secretary, Citizenship: Singapore Citizen, NRIC/Passport No.: S4732372, Date of Birth: 16/09/1986, Address: 37043, Road Name: Circuit Road, Building/Store Name: TESTS.
- Treasurer - Nuthidayal:** Position: Treasurer, Citizenship: Others with FN, NRIC/Passport No.: F41213138, Date of Birth: 22/06/1984, Address: 37043, Road Name: Circuit Road, Building/Store Name: TESTS.

Each member section also includes 'Present Employment Status' (Unemployed) and 'Present Membership in Other Registered Societies' (empty). At the bottom, there is a 'Supporting Document' section and an 'Applicant's Contact Information' section. A red box highlights the 'SUBMIT' button at the bottom right of the page.



## Guide for Change of Management Committee Details

S/N	Step	Illustration
13	<ul style="list-style-type: none"><li>When the last person had verified the application, the application will be submitted to ROS 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 from the Singapore Government Agency Website. At the top, there is a navigation bar with the logo and the text 'A Singapore Government Agency Website <a href="#">How to identify</a>'. On the right, it says 'SECRETARY MABEL WONG' and a 'LOGOUT' button. The main heading is 'Change of Management Committee Details Application Verified'. Below this, it displays 'Application Reference No: CMD-2024-00000010' and a message: 'Thank you for your verification. We will proceed to process the application.' There are two buttons: 'HOME' (highlighted with an orange box and an arrow pointing to it) and 'DOWNLOAD ACKNOWLEDGE'. The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and various useful links.</p>