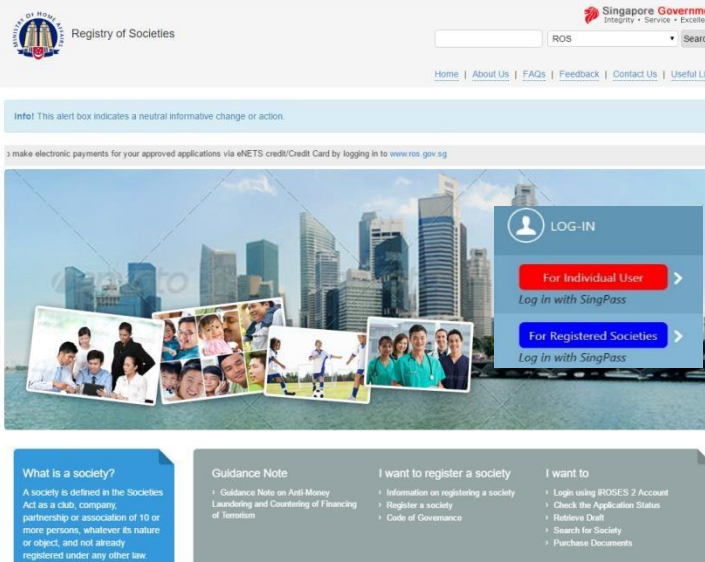
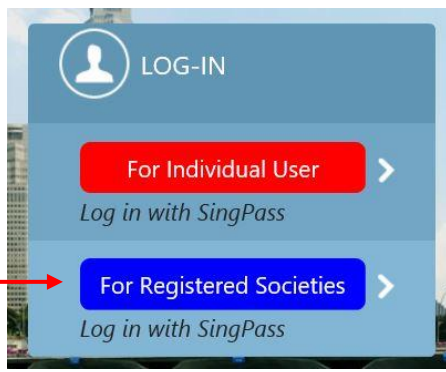
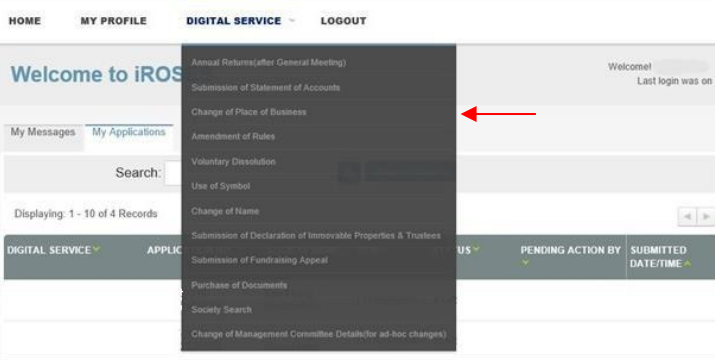
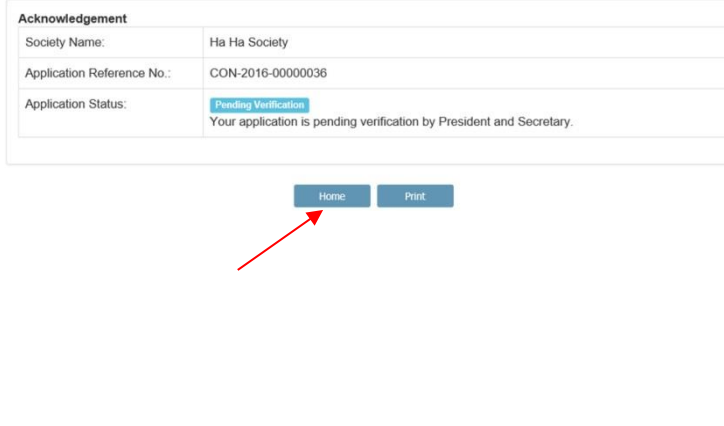
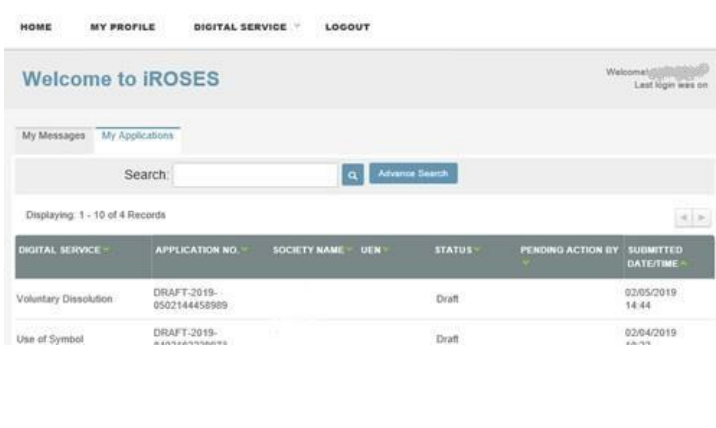
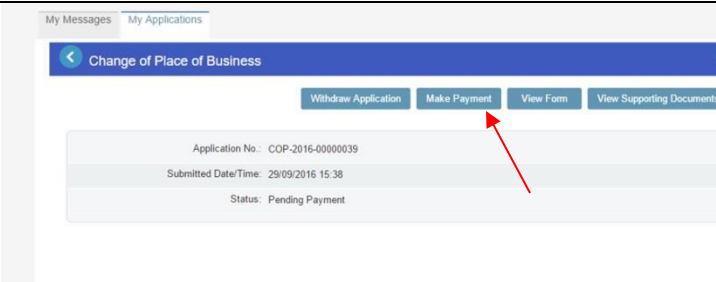


Guide to Application for Change of Place of Business

SN	Step	Illustration
1.	Go to Registry of Societies website: https://www.ros.mha.gov.sg	
2.	Log in to the system via Singpass account by selecting “For Registered Societies”.	 <p>*Individual User login is for registration of society and verification of applications created via individual Singpass accounts.</p>
3.	Go to “Digital Service” and click on “Change of Place of Business”.	

SN	Step	Illustration
4.	<ul style="list-style-type: none"> Read the instructions on application to “Change of Place of Business” and terms and conditions. Click “Next” to go to Step 2. 	<p>Step 1</p> <p>Instruction on application to change place of business</p> <p>1. This eService will take about 5 minutes to complete. 2. Click here to view the guidelines for place of business of a society. 3. This application will not be processed if: a. The society has outstanding annual returns to be submitted to the Registry of Societies. b. The required information / documents are not submitted. 4. The President and Secretary of the society are required to verify the application using their individual SingPasses or iROSES accounts before the application is submitted to the Registry of Societies for processing. 5. A fee of \$40 is payable upon approval of application. 6. The maximum file size is 5 MB per file and the acceptable file types are PDF and DOCX. 7. Please read the Terms and Conditions before proceeding further.</p> <p>User Guide</p> <p>8. For the step-by-step guide on completing this eService, please click here.</p> <p>Back Next Print</p>
5.	<ul style="list-style-type: none"> Complete the sections on “Society Details”, “Proposed Place of Business” and “Contact Details”. Click “Next”. 	<p>Step 2</p> <p>Society Details</p> <p>UEN: 1050827802H</p> <p>Name of Society: Ha Ha Society</p> <p>Place of Business: 21 #3-333 MARINA STATION ROAD Singapore 18990</p> <p>Proposed Place of Business</p> <p>Postal Code: <input type="text"/></p> <p>Building / Block / House No.: <input type="text"/></p> <p>Level: <input type="text"/></p> <p>Unit No.: <input type="text"/></p> <p>Street Name: <input type="text"/></p> <p>Building Name: <input type="text"/></p> <p>Contact Details</p> <p>Full Name of Contact Person: <input type="text"/></p> <p>Postal Code: <input type="text"/></p> <p>Building / Block / House No.: <input type="text"/></p> <p>Level: <input type="text"/></p> <p>Unit No.: <input type="text"/></p> <p>Street Name: <input type="text"/></p> <p>Building Name: <input type="text"/></p> <p>Mobile No.: +65 <input type="text"/></p> <p>Office No.: +65 <input type="text"/></p> <p>Residential No.: +65 <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Back Next Save Draft</p>
6.	<ul style="list-style-type: none"> Attach the relevant supporting documents where applicable. Click “Next” to go to the “Confirmation Page”. 	<p>Supporting Letters : Browse Files (Only support file type: docx)</p> <p>Other Supporting Document : Browse Files (Only support file type: docx,pdf,png,jpg)</p> <p>Back Next Save Draft</p>

SN	Step	Illustration
7.	<ul style="list-style-type: none">Under “Confirmation 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.	<div><div>Please check that the information is correct.</div><div><div>Instructions on application to change name</div><div><div>1. This eService will take about 5 minutes to complete.</div><div>2. Click here to view the guidelines for names of a society.</div><div>3. This application will not be processed if:<div><div>a. The society has outstanding annual returns to be submitted to the Registry of Societies.</div><div>b. The required information / documents are not submitted.</div></div></div><div>4. The President and Secretary of the society are required to verify the application using their individual SingPasses or iROSES accounts before the application is submitted to the Registry of Societies for processing.</div><div>5. A fee of \$70 is payable upon approval of application.</div><div>6. The maximum file size is 5 MB per file and the acceptable file types are PDF, DOCX, JPG and PNG.</div><div>7. Please read the Terms and Conditions before proceeding further.</div></div></div><div><div>User Guide</div><div>8. For the step-by-step guide on completing this eService, please click here.</div></div><div><div>Society Details</div><div><div><div>UEN</div><div>1050627802H</div></div><div><div>Name of Society</div><div>Ha Ha Society</div></div></div></div><div><div>Application Details</div><div><div><div>Date of General Meeting at which Change of Name was passed</div><div>15/09/2016</div></div><div><div>Proposed New Name</div><div>Haha Society</div></div><div><div>Meaning & Significance of Proposed Name</div><div>a</div></div><div><div>Reasons for Change</div><div>a</div></div></div></div><div><div>Contact Details</div><div><div><div><div>Full Name of Contact Person</div><div>Terry Leong</div></div><div><div>Postal Code</div><div>18903</div></div><div><div>Building / Block / House No.</div><div>26</div></div><div><div>Level</div><div>-NA-</div></div><div><div>Unit No.</div><div>-NA-</div></div><div><div>Street Name</div><div>MARINA MALL</div></div><div><div>Building Name</div><div>GARDEN FOOD CENTRE</div></div><div><div>Mobile No. : +65</div><div>91234567</div></div><div><div>Office No. : +65</div><div>61234567</div></div><div><div>Residential No. : +65</div><div>61234567</div></div><div><div>Email Address</div><div>terryleong@lemon.com</div></div></div></div></div><div><div>Uploaded Documents</div><div><div><div>Supporting Letter:</div><div>empty.docx (11 KB)</div></div><div><div>Other Supporting Document:</div><div></div></div></div></div><div><div>Declaration</div><div><div><input type="checkbox"/> I declare the above information provided is correct to the best of my knowledge and understanding.</div><div><div>Back</div><div>Submit</div><div>Print</div></div></div></div></div>

SN	Step	Illustration																					
8.	<ul style="list-style-type: none">The President and Secretary would receive an email requesting them to verify the application.The application status is reflected in the “Acknowledgement Page” after verification.To check on the application status, please use the “Home” tab.	<div><div>Acknowledgement</div><table><tr><td>Society Name:</td><td>Ha Ha Society</td></tr><tr><td>Application Reference No.:</td><td>CON-2016-00000036</td></tr><tr><td>Application Status:</td><td>Pending Verification Your application is pending verification by President and Secretary.</td></tr></table><div>Home Print</div></div> 	Society Name:	Ha Ha Society	Application Reference No.:	CON-2016-00000036	Application Status:	Pending Verification Your application is pending verification by President and Secretary.															
Society Name:	Ha Ha Society																						
Application Reference No.:	CON-2016-00000036																						
Application Status:	Pending Verification Your application is pending verification by President and Secretary.																						
9.	<p>The application outcome will be sent via email. Upon approval, the applicant, President or Secretary can make payment.</p> <ul style="list-style-type: none">At the home page, search for the application of “Pending Payment” status.Click on the application.	<div><div>HOME MY PROFILE DIGITAL SERVICE LOGOUT</div><div>Welcome to iROSES</div><div>My Messages My Applications</div><div>Search: <input type="text"/> Q Advance Search</div><div>Displaying: 1 - 10 of 4 Records</div><table><tr><th>DIGITAL SERVICE</th><th>APPLICATION NO.</th><th>SOCIETY NAME</th><th>USE</th><th>STATUS</th><th>PENDING ACTION BY</th><th>SUBMITTED DATE/TIME</th></tr><tr><td>Voluntary Dissolution</td><td>DRAFT-2019-0502144455989</td><td></td><td></td><td>Draft</td><td></td><td>02/05/2019 14:44</td></tr><tr><td>Use of Symbol</td><td>DRAFT-2019-0502144455989</td><td></td><td></td><td>Draft</td><td></td><td>02/04/2019 14:44</td></tr></table></div> 	DIGITAL SERVICE	APPLICATION NO.	SOCIETY NAME	USE	STATUS	PENDING ACTION BY	SUBMITTED DATE/TIME	Voluntary Dissolution	DRAFT-2019-0502144455989			Draft		02/05/2019 14:44	Use of Symbol	DRAFT-2019-0502144455989			Draft		02/04/2019 14:44
DIGITAL SERVICE	APPLICATION NO.	SOCIETY NAME	USE	STATUS	PENDING ACTION BY	SUBMITTED DATE/TIME																	
Voluntary Dissolution	DRAFT-2019-0502144455989			Draft		02/05/2019 14:44																	
Use of Symbol	DRAFT-2019-0502144455989			Draft		02/04/2019 14:44																	
10.	<ul style="list-style-type: none">The applicant, President or Secretary is able to click on “Make Payment” to complete the “Change of Place of Business” application.	<div><div>My Messages My Applications</div><div>Change of Place of Business</div><div>Withdraw Application Make Payment View Form View Supporting Documents</div><div>Application No.: COP-2016-00000039</div><div>Submitted Date/Time: 29/09/2016 15:38</div><div>Status: Pending Payment</div></div> 																					
11.	<ul style="list-style-type: none">Upon successful payment, the proposed place of business would be effective.	<div><div>My Messages My Applications</div><div>Change of Place of Business</div><div>View Form View Supporting Documents</div><div>Application No.: COP-2017-00000046</div><div>Submitted Date/Time: 25/01/2017 13:57</div><div>Status: Approved</div></div> 