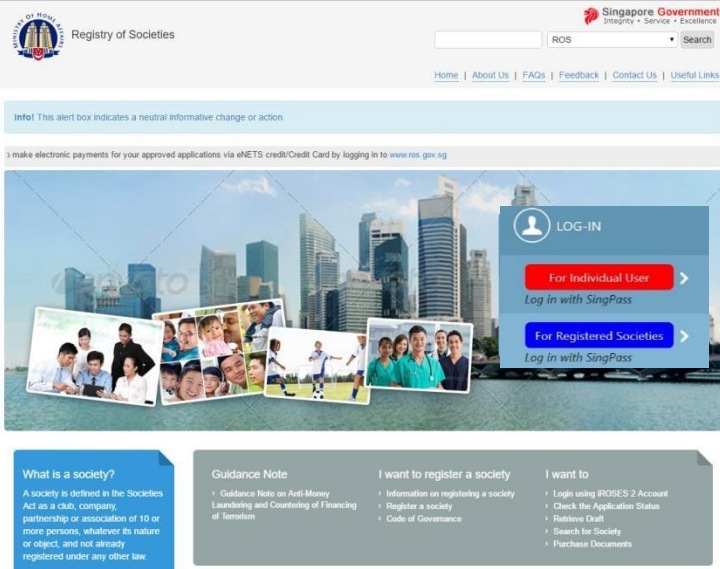

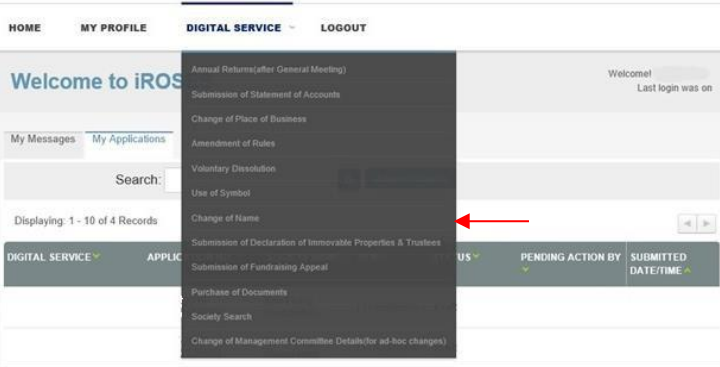
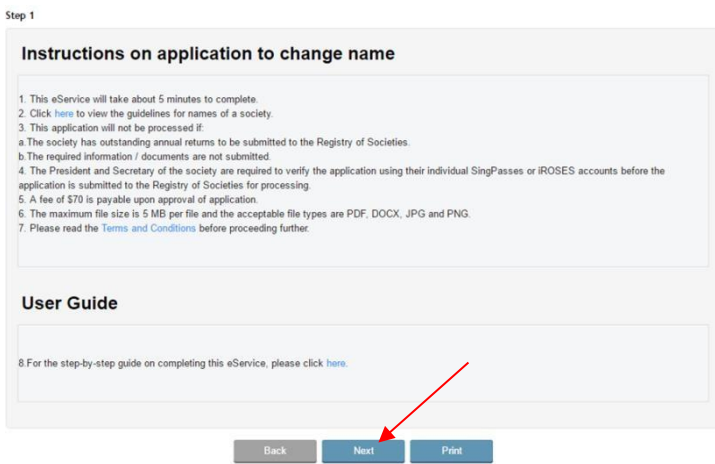
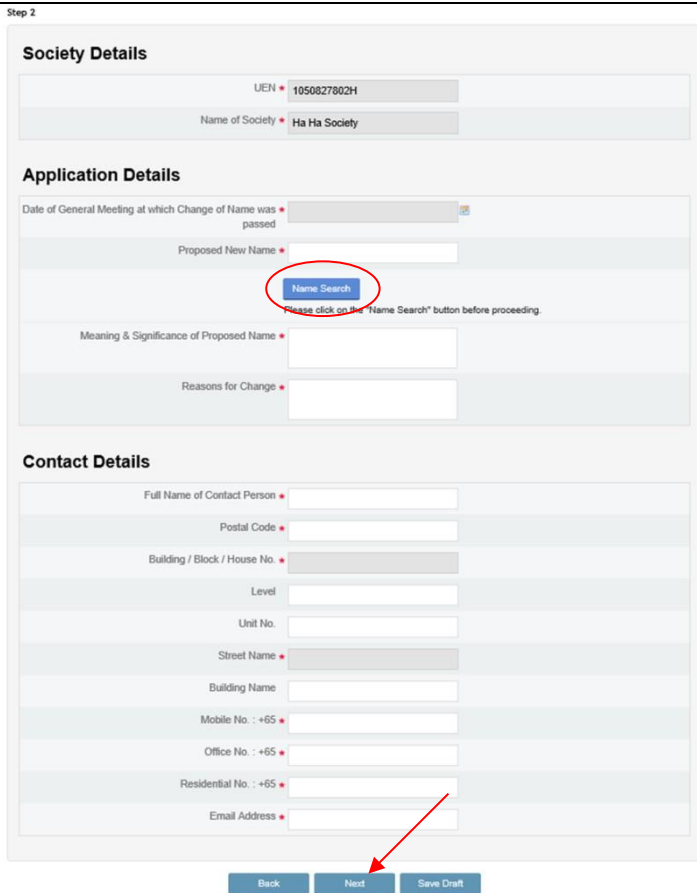
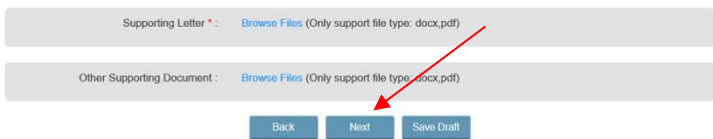
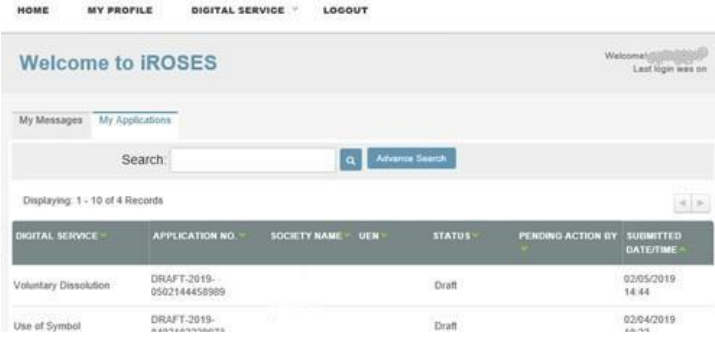
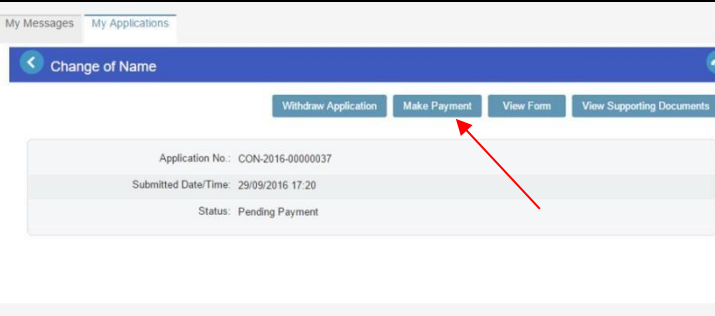


Guide to Application for Change of Name

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 Name”.	

SN	Step	Illustration
4.	<ul style="list-style-type: none"> Read the instructions on application to “Change Name” and terms and conditions. Click “Next” to go to Step 2. 	 <p>Step 1</p> <p>Instructions on application to change name</p> <ol style="list-style-type: none"> 1. This eService will take about 5 minutes to complete. 2. Click here to view the guidelines for names of a society. 3. This application will not be processed if: <ol style="list-style-type: none"> 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 \$70 is payable upon approval of application. 6. The maximum file size is 5 MB per file and the acceptable file types are PDF, DOCX, JPG and PNG. 7. Please read the Terms and Conditions before proceeding further. <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 “Society Details”, “Application Details” and “Contact Details”. Click on “Name Search” to check if the “Proposed New Name” is available. Click “Next”. 	 <p>Step 2</p> <p>Society Details</p> <p>UEN * 1050827802H</p> <p>Name of Society * Ha Ha Society</p> <p>Application Details</p> <p>Date of General Meeting at which Change of Name was passed *</p> <p>Proposed New Name *</p> <p>Name Search</p> <p>Please click on the "Name Search" button before proceeding.</p> <p>Meaning & Significance of Proposed Name *</p> <p>Reasons for Change *</p> <p>Contact Details</p> <p>Full Name of Contact Person *</p> <p>Postal Code *</p> <p>Building / Block / House No. *</p> <p>Level *</p> <p>Unit No. *</p> <p>Street Name *</p> <p>Building Name *</p> <p>Mobile No. : +65 *</p> <p>Office No. : +65 *</p> <p>Residential No. : +65 *</p> <p>Email Address *</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 Letter * : Browse Files (Only support file type: docx,pdf)</p> <p>Other Supporting Document : Browse Files (Only support file type: docx,pdf)</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><h3>Instructions on application to change name</h3><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><h3>User Guide</h3><div>8. For the step-by-step guide on completing this eService, please click here.</div></div><div><h3>Society Details</h3><table><tr><td>UEN</td><td>1050627802H</td></tr><tr><td>Name of Society</td><td>Ha Ha Society</td></tr></table></div><div><h3>Application Details</h3><table><tr><td>Date of General Meeting at which Change of Name was passed</td><td>15/09/2016</td></tr><tr><td>Proposed New Name</td><td>Haha Society</td></tr><tr><td>Meaning & Significance of Proposed Name</td><td>a</td></tr><tr><td>Reasons for Change</td><td>a</td></tr></table></div><div><h3>Contact Details</h3><table><tr><td>Full Name of Contact Person</td><td>Terry Leong</td></tr><tr><td>Postal Code</td><td>18963</td></tr><tr><td>Building / Block / House No.</td><td>26</td></tr><tr><td>Level</td><td>-NA-</td></tr><tr><td>Unit No.</td><td>-NA-</td></tr><tr><td>Street Name</td><td>MARINA MALL</td></tr><tr><td>Building Name</td><td>GARDEN FOOD CENTRE</td></tr><tr><td>Mobile No. : +65</td><td>91234567</td></tr><tr><td>Office No. : +65</td><td>61234567</td></tr><tr><td>Residential No. : +65</td><td>61234567</td></tr><tr><td>Email Address</td><td>terryleong@lemon.com</td></tr></table></div><div><h3>Uploaded Documents</h3><div>Supporting Letter: empty.docx (11 KB)</div><div>Other Supporting Document:</div></div><div><h3>Declaration</h3><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> <tr><td>8.</td><td><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.</td><td><div><h3>Acknowledgement</h3><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><div>Pending Verification</div><div>Your application is pending verification by President and Secretary.</div></td></tr></table><div><div>Home</div><div>Print</div></div></div></td></tr>	UEN	1050627802H	Name of Society	Ha Ha Society	Date of General Meeting at which Change of Name was passed	15/09/2016	Proposed New Name	Haha Society	Meaning & Significance of Proposed Name	a	Reasons for Change	a	Full Name of Contact Person	Terry Leong	Postal Code	18963	Building / Block / House No.	26	Level	-NA-	Unit No.	-NA-	Street Name	MARINA MALL	Building Name	GARDEN FOOD CENTRE	Mobile No. : +65	91234567	Office No. : +65	61234567	Residential No. : +65	61234567	Email Address	terryleong@lemon.com	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><h3>Acknowledgement</h3><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><div>Pending Verification</div><div>Your application is pending verification by President and Secretary.</div></td></tr></table><div><div>Home</div><div>Print</div></div></div>	Society Name:	Ha Ha Society	Application Reference No.:	CON-2016-00000036	Application Status:	<div>Pending Verification</div> <div>Your application is pending verification by President and Secretary.</div>
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SN	Step	Illustration
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 with “Pending Payment” status. Click on the application. 	
10.	<ul style="list-style-type: none"> The applicant, President or Secretary is able to click on “Make Payment” to complete the “Change of Name” application. 	
11.	<ul style="list-style-type: none"> Upon successful payment, the proposed name would be effective. 	