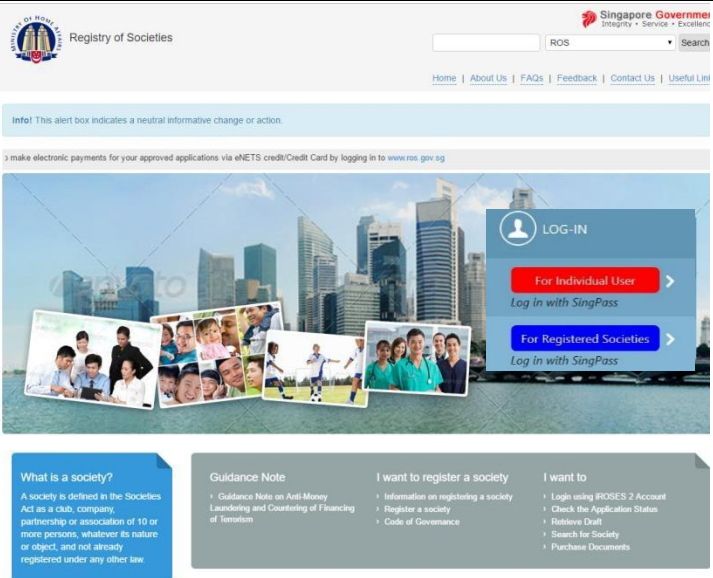

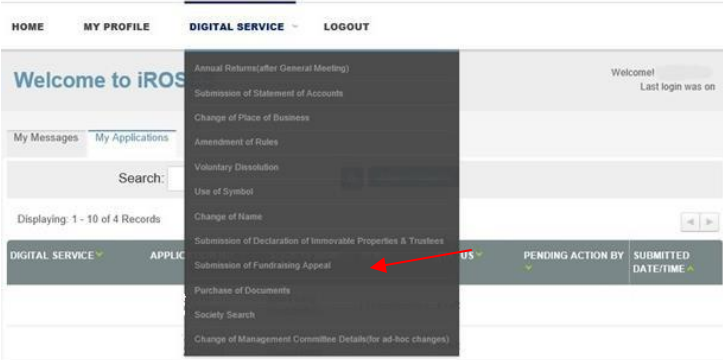
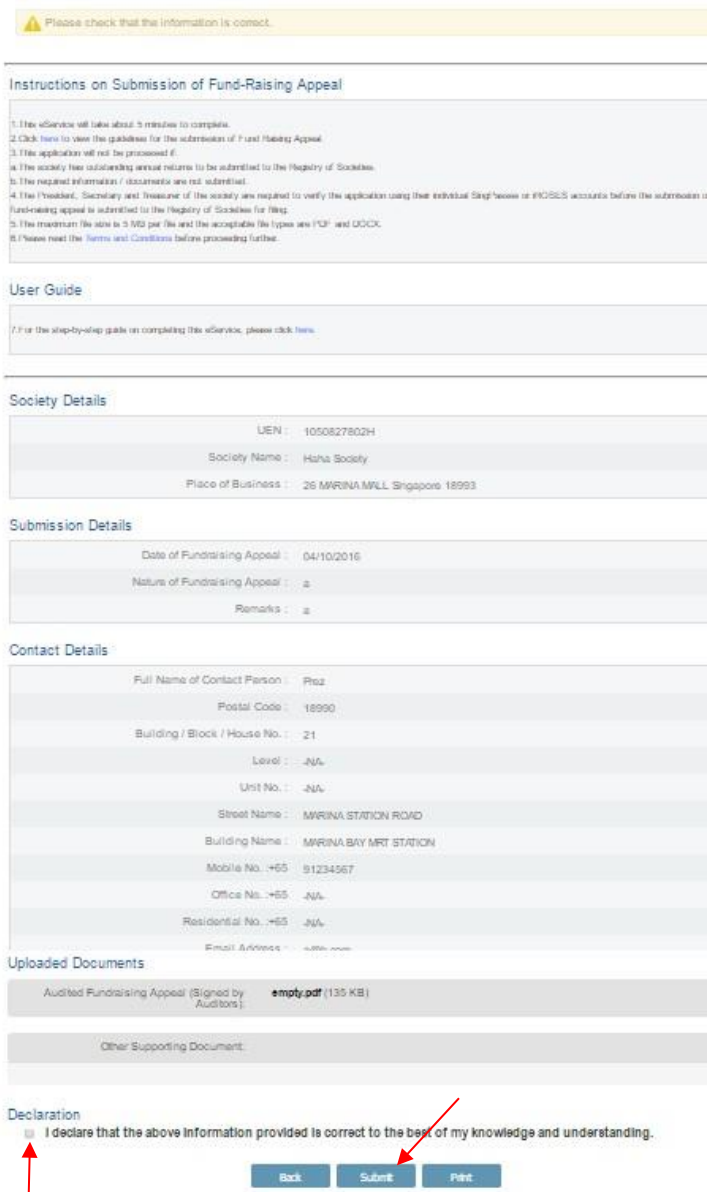
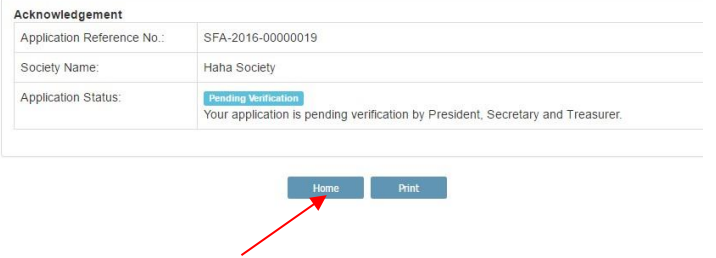


# Guide to Submission of Fundraising Appeal

| SN | Step  | Illustration  |
|----|---|---|
| 1. | Go to Registry of Societies website:<br><br><a href="https://www.ros.mha.gov.sg">https://www.ros.mha.gov.sg</a> |   |
| 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 “Submission of Fundraising Appeal”.  |   |

| SN | Step   | Illustration  |
|----|--|---|
| 4. | <ul style="list-style-type: none"> <li>Read the instructions on <b>“Submission of Fundraising Appeal”</b> and terms and conditions.</li> <li>Click <b>“Next”</b> to go to Step 2.</li> </ul> | <p>Step 1</p> <p>Instructions on Submission of Fund-Raising Appeal</p> <p>1.This eService will take about 5 minutes to complete.<br/> 2.Click here to view the guidelines for the submission of Fund Raising Appeal.<br/> 3.This application will not be processed if:<br/> a.The society has outstanding annual returns to be submitted to the Registry of Societies.<br/> b.The required information / documents are not submitted.<br/> 4.The President, Secretary and Treasurer of the society are required to verify the application using their individual SingPasses or iROSES accounts before submission of fund-raising appeal is submitted to the Registry of Societies for filing.<br/> 5.The maximum file size is 5 MB per file and the acceptable file types are PDF and DOCX.<br/> 6.Please read the <a href="#">Terms and Conditions</a> before proceeding further.</p> <p>User Guide</p> <p>7 For the step-by-step guide on completing this eService, please click here.</p> <p><a href="#">Back</a> <a href="#">Next</a> <a href="#">Print</a></p> |
| 5. | <ul style="list-style-type: none"> <li>Complete the sections on <b>“Society Details”</b>, <b>“Submission Details”</b> and <b>“Contact Details”</b>.</li> <li>Click <b>“Next”</b>.</li> </ul> | <p>Step 2</p> <p><b>Society Details</b></p> <p>UEN : * 1050827802H</p> <p>Society Name : Haha Society</p> <p>Place of Business : 26 MARINA MALL Singapore 18993</p> <p><b>Submission Details</b></p> <p>Date of Fundraising Appeal : *</p> <p>Nature of Fundraising Appeal : *</p> <p>Remarks : *</p> <p><b>Contact Details</b></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><a href="#">Back</a> <a href="#">Next</a> <a href="#">Save Draft</a></p>   |
| 6. | <ul style="list-style-type: none"> <li>Attach the relevant supporting documents where applicable.</li> <li>Click <b>“Next”</b> to go to the <b>“Confirmation Page”</b>.</li> </ul>           | <p>Audited Fundraising Appeal (Signed by Auditors) * : <a href="#">Browse Files</a> (Only support file type: pdf)</p> <p>Other Supporting Document : <a href="#">Browse Files</a> (Only support file type: docx,pdf,png,jpg)</p> <p><a href="#">Back</a> <a href="#">Next</a> <a href="#">Save Draft</a></p>  |

| SN | Step  | Illustration   |
|----|---|--|
| 7. | <ul style="list-style-type: none"> <li>Under the <b>“Confirmation Page”</b>, confirm that your submission details and documents are captured correctly.</li> <li>Click on the <b>“Declaration Box”</b> if all information is in order.</li> <li>Click on <b>“Submit”</b> to submit for verification.</li> </ul>                                 |  <p>The screenshot shows the 'Instructions on Submission of Fund-Raising Appeal' page. It includes sections for 'User Guide', 'Society Details' (UEN: 1050827802H, Society Name: Haha Society, Place of Business: 26 MARINA MALL Singapore 18993), 'Submission Details' (Date of Fundraising Appeal: 04/10/2016, Nature of Fundraising Appeal: a, Remarks: a), 'Contact Details' (Full Name of Contact Person: Rez, Postal Code: 18990, Building / Block / House No.: 21, Level: -N/A-, Unit No.: -N/A-, Street Name: MARINA STATION ROAD, Building Name: MARINA BAY MRT STATION, Mobile No.: +65 91234567, Office No.: +65 -N/A-, Residential No.: +65 -N/A-, Email Address: -N/A-), 'Uploaded Documents' (Audited Fundraising Appeal (Signed by Auditors): empty.pdf (135 KB), Other Supporting Document:), and a 'Declaration' section with a checkbox and the text 'I declare that the above information provided is correct to the best of my knowledge and understanding.' Below the declaration are 'Back', 'Submit', and 'Print' buttons. Red arrows point to the 'Declaration' checkbox and the 'Submit' button.</p> |
| 8. | <ul style="list-style-type: none"> <li>The President, Secretary and Treasurer would receive an email requesting them to verify the application.</li> <li>The application status is reflected in the <b>“Acknowledgement Page”</b> after verification.</li> <li>To check on the application status, please use the <b>“Home”</b> tab.</li> </ul> |  <p>The screenshot shows the 'Acknowledgement' page. It displays 'Application Reference No.: SFA-2016-00000019', 'Society Name: Haha Society', and 'Application Status: Pending Verification'. Below the status, it says 'Your application is pending verification by President, Secretary and Treasurer.' At the bottom, there are 'Home' and 'Print' buttons. A red arrow points to the 'Home' button.</p>   |