

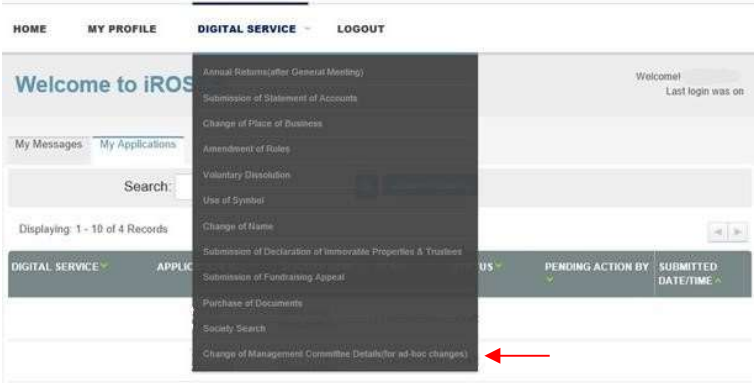
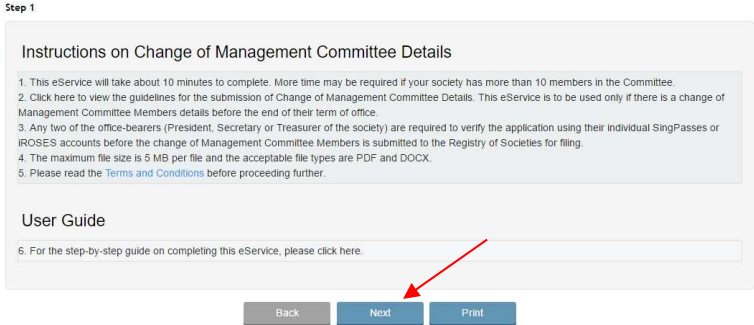


Guide to Change of Management Committee Details

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>

SN	Step	Illustration
3.	Go to “ Digital Service ” and click on “ Change of Management Committee Details ”:	 <p>The screenshot shows the iROS Digital Service interface. A dropdown menu is open under the 'DIGITAL SERVICE' tab. The menu items include: Annual Returns (after General Meeting), Submission of Statement of Accounts, Change of Place of Business, Amendment of Rules, Voluntary Dissolution, Use of Symbol, Change of Name, Submission of Declaration of Immovable Properties & Trustees, Submission of Fundraising Appeal, Purchase of Documents, Society Search, and Change of Management Committee Details (for ad-hoc changes). A red arrow points to the last option.</p>
4	<ul style="list-style-type: none"> Read the instructions on “Change of Management Committee Details” and terms and conditions. Click “Next” to go to Step 2. 	 <p>The screenshot shows the 'Step 1' page titled 'Instructions on Change of Management Committee Details'. It contains a list of instructions (1-5) and a 'User Guide' section with a link. At the bottom, there are three buttons: 'Back', 'Next', and 'Print'. A red arrow points to the 'Next' button.</p>

SN	Step	Illustration																				
5.	<ul style="list-style-type: none">Complete the sections on “Society Details”, “Application Details”, “Society’s Member” and “Contact Details”.Click “Next”.	<div><div>Step 2</div><div><div>Society Details</div><div><div>UEN : * 1050827802H</div><div>Society Name : * Haha Society</div><div>Place of Business 28 MARINA MALL Singapore 18993</div></div></div><div><div>Application Details</div><div><div>Effective Date: <div></div></div></div></div><div><div>Society's Member</div><div><table><thead><tr><th>No.</th><th>NRIC</th><th>Name</th><th>Title of Office Bearers</th><th>Action</th></tr></thead><tbody><tr><td>1</td><td>S***9007F</td><td>Ong Choon Sheng</td><td>President</td><td>Delete</td></tr><tr><td>2</td><td>S***4557D</td><td>Shane Wee</td><td>Secretary</td><td>Delete</td></tr><tr><td>3</td><td>S***9406A</td><td>June Swee</td><td>Treasurer</td><td>Delete</td></tr></tbody></table><div>Add Member</div></div></div><div><div>Contact Details</div><div><div>Full Name of Contact Person : *</div><div>Postal Code : *</div><div>Building / Block / House No. :</div><div>Level :</div><div>Unit No. :</div><div>Street Name :</div><div>Building Name :</div><div>Mobile No. : +65 *</div><div>Office No. : +65</div><div>Residential No. : +65</div><div>Email Address : *</div></div></div><div><div>Back</div><div>Next</div><div>Save Draft</div></div></div>	No.	NRIC	Name	Title of Office Bearers	Action	1	S***9007F	Ong Choon Sheng	President	Delete	2	S***4557D	Shane Wee	Secretary	Delete	3	S***9406A	June Swee	Treasurer	Delete
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6.	<ul style="list-style-type: none">Attach the relevant supporting documents where applicable.Click “Next” to go to the “Confirmation Page”.	<div><div>Supporting Document : Browse Files (Only support file type: docx,pdf)</div><div><div>Back</div><div>Next</div><div>Save Draft</div></div></div>																				

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7.	<ul style="list-style-type: none">Under “Confirmation Page”, confirm that your submission details and documents are captured correctly.	<div><div><div><div><div></div><div>Please check that the information is correct.</div></div></div></div></div> <div><div>Instructions on Change of Management Committee Details</div><div><div>1. This eService will take about 10 minutes to complete. More time may be required if your society has more than 10 members in the Committee.</div><div>2. Click here to view the guidelines for the submission of Change of Management Committee Details. This eService is to be used only if there is a change of Management Committee Members details before the end of their term of office.</div><div>3. Any two of the office-bearers (President, Secretary or Treasurer of the society) are required to verify the application using their individual SingPasses or iROSES accounts before the change of Management Committee Members is submitted to the Registry of Societies for filing.</div><div>4. The maximum file size is 5 MB per file and the acceptable file types are PDF and DOCX.</div><div>5. Please read the Terms and Conditions before proceeding further.</div></div></div> <div><div>User Guide</div><div>6. For the step-by-step guide on completing this eService, please click here.</div></div> <div><div>Society Details</div><div><div><div>UEN : 1050827802H</div><div>Society Name : Haha Society</div><div>Place of Business 26 MARINA MALL Singapore 18993</div></div></div><div><div>Application Details</div><div><div>Effective Date: 08/10/2016</div></div></div></div>
8.	<ul style="list-style-type: none">Click on the “Declaration Box” if all information is in order.Click on “Submit” to submit the “Change of Management Committee Details” for verification.	<div><div>Uploaded Documents</div><div><div>Supporting Document:</div></div></div> <div><div>Declaration</div><div><div><div><input type="checkbox"/></div><div>I declare that the above information provided is correct to the best of my knowledge and understanding.</div></div><div><div>Back</div><div>Submit</div><div>Print</div></div></div></div>
9.	<ul style="list-style-type: none">The President, Secretary and Treasurer would receive an email requesting them to verify the application. Any 2 of these 3 office-bearers are required to verify the application. (For Religious Societies, the President, Secretary and Treasurer of the society are required to verify the application.)The application status is reflected in the “Acknowledgement Page” after the verification.To check on the application status, please use the “Home” tab.	<div><div>Acknowledgement</div><div><div><div>Application Reference No.: CMD-2016-00000031</div><div>Society Name: Haha Society</div><div>Application Status: <div>Pending Verification</div>Your application is pending verification by President, Secretary and Treasurer.</div></div></div><div><div>Home</div><div>Print</div></div></div>