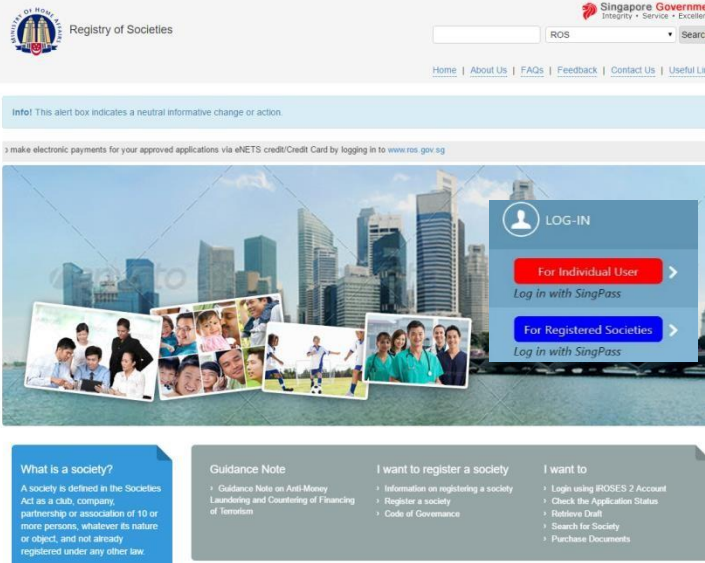

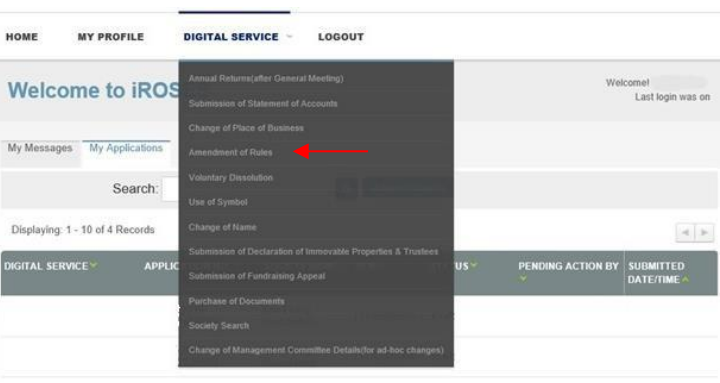
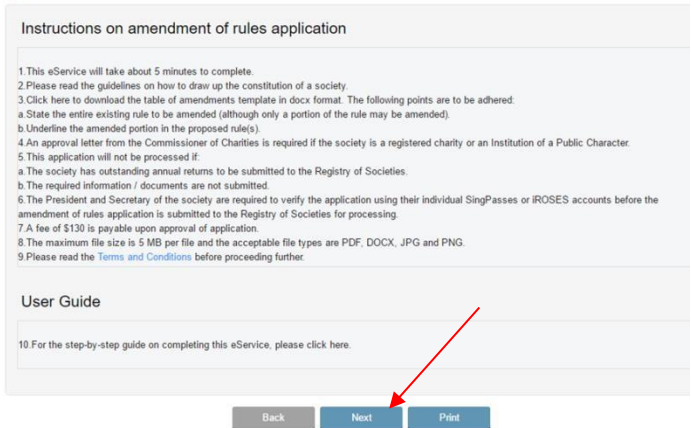
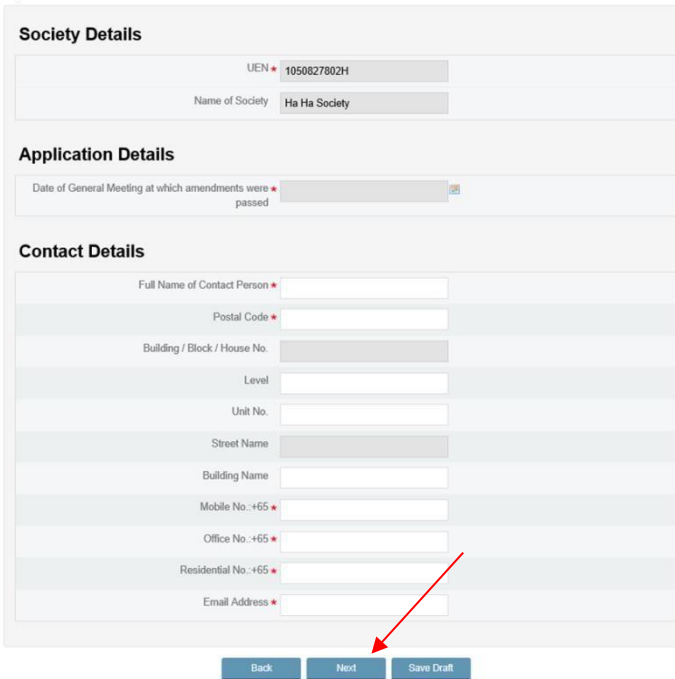
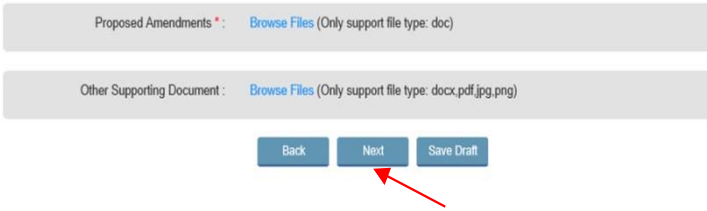


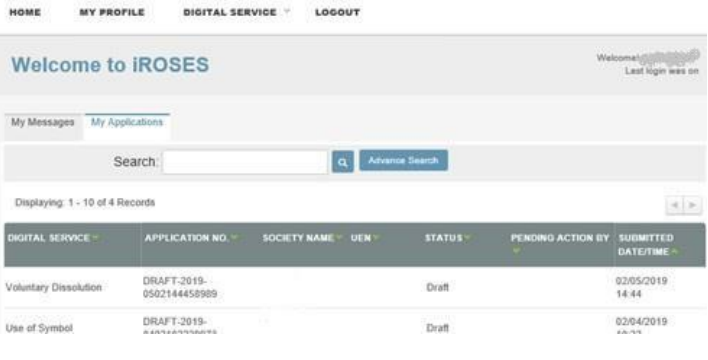
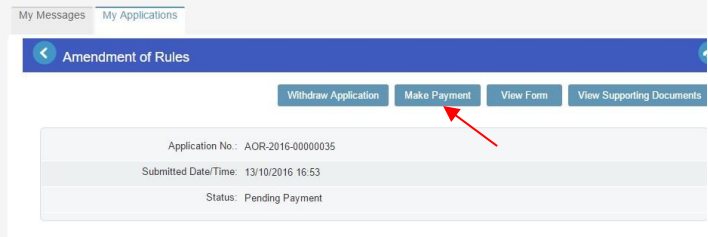
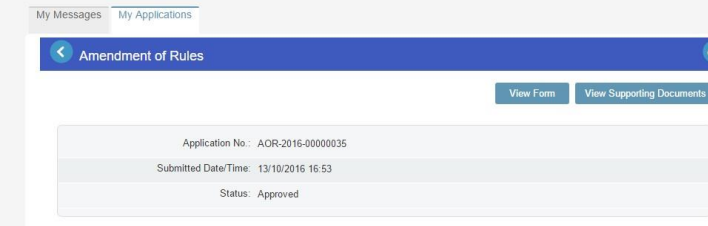
Guide to Application for Amendment of Rules

SN	Step	Illustration
1.	Go to Registry of Societies' website: https://www.ros.mha.gov.sg	
2.	Log in via Singpass account by selecting "For Registered Societies".	
3.	Go to "Digital Service" and click on "Amendment of Rules".	

*Individual User login is for registration of society and verification of applications created via individual Singpass accounts.

SN	Step	Illustration
4.	<ul style="list-style-type: none"> Read the instructions on “Amendment of Rules” application and terms and conditions. Click “Next” to go to Step 2. 	<p>Step 1</p>  <p>Instructions on amendment of rules application</p> <p>1 This eService will take about 5 minutes to complete. 2 Please read the guidelines on how to draw up the constitution of a society. 3 Click here to download the table of amendments template in docx format. The following points are to be adhered: a State the entire existing rule to be amended (although only a portion of the rule may be amended). b Underline the amended portion in the proposed rule(s). 4 An approval letter from the Commissioner of Charities is required if the society is a registered charity or an Institution of a Public Character. 5 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. 6 The President and Secretary of the society are required to verify the application using their individual SingPasses or iROSES accounts before the amendment of rules application is submitted to the Registry of Societies for processing. 7 A fee of \$130 is payable upon approval of application. 8 The maximum file size is 5 MB per file and the acceptable file types are PDF, DOCX, JPG and PNG. 9 Please read the Terms and Conditions before proceeding further.</p> <p>User Guide</p> <p>10 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”, “Application Details” 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>Application Details</p> <p>Date of General Meeting at which amendments were * passed</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>Proposed Amendments * : Browse Files (Only support file type: doc)</p> <p>Other Supporting Document : Browse Files (Only support file type: docx,pdf,jpg,png)</p> <p>Back Next Save Draft</p>

SN	Step	Illustration																																
7.	<ul style="list-style-type: none">Under the “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 amendment of rules application</h3><div><div>1.This eService will take about 5 minutes to complete.</div><div>2.Please read the guidelines on how to draw up the constitution of a society.</div><div>3.Click here to download the table of amendments template in docx format. The following points are to be adhered:<div><div>a.State the entire existing rule to be amended (although only a portion of the rule may be amended).</div><div>b.Underline the amended portion in the proposed rule(s).</div></div></div><div>4.An approval letter from the Commissioner of Charities is required if the society is a registered charity or an Institution of a Public Character.</div><div>5.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>6.The President and Secretary of the society are required to verify the application using their individual SingPasses or iROSES accounts before the amendment of rules application is submitted to the Registry of Societies for processing.</div><div>7.A fee of \$130 is payable upon approval of application.</div><div>8.The maximum file size is 5 MB per file and the acceptable file types are PDF, DOCX, JPG and PNG.</div><div>9.Please read the Terms and Conditions before proceeding further.</div></div></div><div><h3>User Guide</h3><div>10.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 amendments were passed</td><td>08/09/2016</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>18993</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><table><tr><td>Proposed Amendments:</td><td>empty.doc (26 KB)</td></tr><tr><td>Other Supporting Document:</td><td></td></tr></table></div><div><h3>Declaration</h3><div><div><input checked="" type="checkbox"/></div><div>I declare 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>	UEN	1050627802H	Name of Society	Ha Ha Society	Date of General Meeting at which amendments were passed	08/09/2016	Full Name of Contact Person	Terry Leong	Postal Code	18993	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	Proposed Amendments:	empty.doc (26 KB)	Other Supporting Document:	
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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>Application Reference No.:</td><td>AOR-2016-00000030</td></tr><tr><td>Society Name:</td><td>Ha Ha Society</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>	Application Reference No.:	AOR-2016-00000030	Society Name:	Ha Ha Society	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. 	 <p>The screenshot shows the iROSES home page. At the top, there are navigation links: HOME, MY PROFILE, DIGITAL SERVICE, and LOGOUT. Below this is a 'Welcome to iROSES' banner. Under the banner, there are tabs for 'My Messages' and 'My Applications'. A search bar is present with a search icon and a button labeled 'Advance Search'. Below the search bar, it says 'Displaying: 1 - 10 of 4 Records'. A table lists applications with columns: DIGITAL SERVICE, APPLICATION NO., SOCIETY NAME, UEM, STATUS, PENDING ACTION BY, and SUBMITTED DATE/TIME. Two applications are visible: 'Voluntary Dissolution' and 'Use of Symbol', both with a status of 'Draft'.</p>
10.	<ul style="list-style-type: none"> The applicant, President or Secretary is able to click on "Make Payment" to complete the "Amendment of Rules" application. 	 <p>The screenshot shows the 'Amendment of Rules' application page. At the top, there are tabs for 'My Messages' and 'My Applications'. Below the tabs, there is a blue header bar with the title 'Amendment of Rules'. Below the header bar, there are four buttons: 'Withdraw Application', 'Make Payment', 'View Form', and 'View Supporting Documents'. A red arrow points to the 'Make Payment' button. Below the buttons, there is a box containing application details: 'Application No.: AOR-2016-00000035', 'Submitted Date/Time: 13/10/2016 16:53', and 'Status: Pending Payment'.</p>
11.	<ul style="list-style-type: none"> Upon successful payment, the proposed amendment of rules would be effective. 	 <p>The screenshot shows the 'Amendment of Rules' application page after successful payment. The layout is similar to the previous screenshot, but the 'Status' is now 'Approved'. The 'Make Payment' button is no longer visible, and the 'View Form' and 'View Supporting Documents' buttons are present. The application details box shows: 'Application No.: AOR-2016-00000035', 'Submitted Date/Time: 13/10/2016 16:53', and 'Status: Approved'.</p>