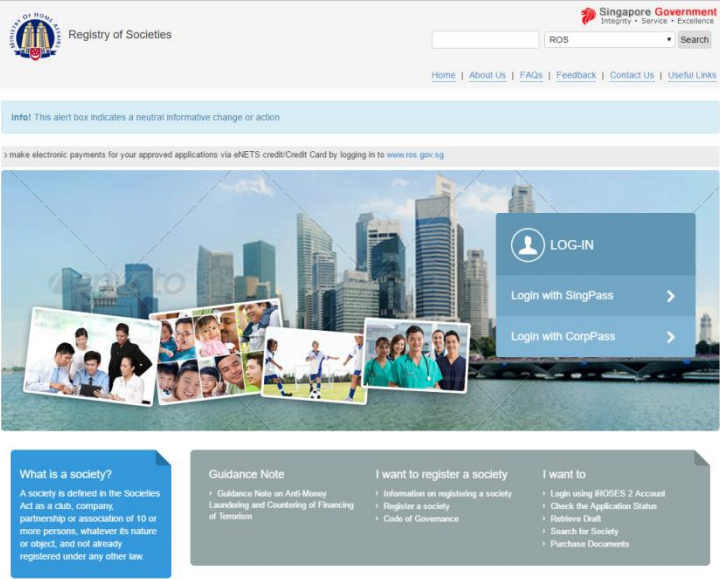
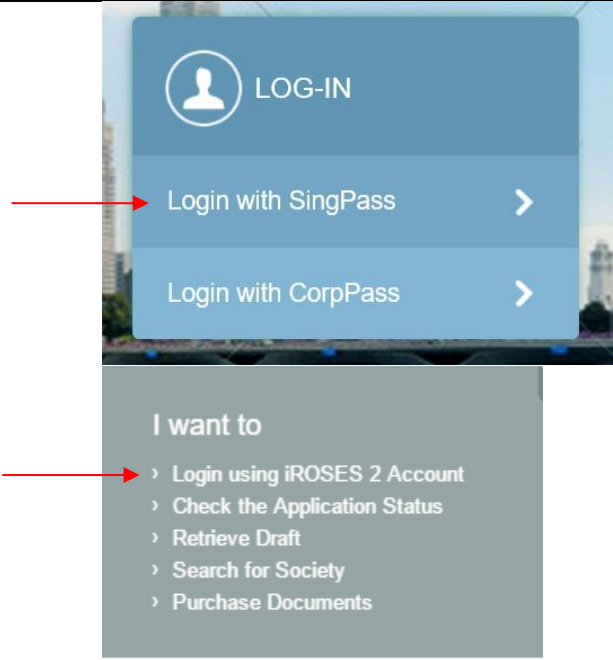
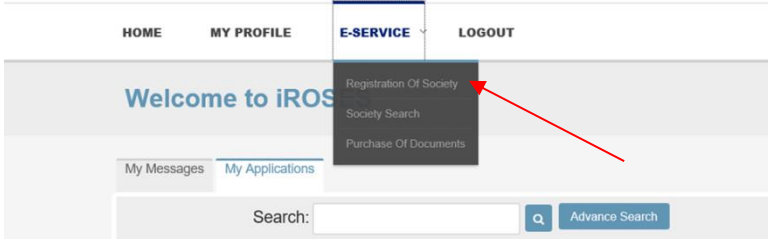


## Guide for Registration of Society

SN	Step	Screenshot
1	Go to Registry of Societies website <a href="http://www.ros.mha.gov.sg/c">http://www.ros.mha.gov.sg/c</a> <a href="#">C</a>	
2	Login to the system via: <ul style="list-style-type: none"> <li>• <b>SingPass</b> for persons eligible for Singpass</li> <li>OR</li> <li>• <b>iROSES</b> account for persons ineligible for SingPass</li> </ul>	
3	Go to E-service and click on " <b>Registration of Society</b> ".	

4	<ul style="list-style-type: none"> <li>Read the instructions on application to register a society and terms and conditions.</li> <li>Click “<b>Next</b>” to go to Step 2.</li> </ul>	<p>Step 1</p> <p>Instructions on application to register a society</p> <p>1. This eService will take about 20 minutes to complete. More time may be required if you have more than 10 pro-tem members.  2. There are two types of registration processes: Automatic and Normal.  3. Click here to view the following information on registering a society:  a. Qualifying for Automatic Registration or Normal Registration;  b. Guidelines for proposed name, proposed place of business and drawing up the Constitution of the society;  c. Average processing time; and  d. Fee upon approval of application.  4. The President, Secretary and Treasurer 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. If the required information / documents are not submitted, the application is deemed as incomplete and will be withdrawn.  6. The maximum file size is 5 MB per file. The constitution of the proposed society should be in docx format while other supporting documents should be in pdf or jpg.  7. Please read the <a href="#">Terms and Conditions</a> 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><a href="#">Back</a> <a href="#">Next</a> <a href="#">Print</a></p>
5	<ul style="list-style-type: none"> <li>Key in “Proposed Name” of the society.</li> <li>Click on “<b>Name Search</b>” to check if the “Proposed Name” is available.</li> <li>Complete the sections on “Proposed Society’s Information” and “Proposed Place of Business”.</li> <li>Click “<b>Next</b>” to go to Step 3.</li> </ul>	<p>Step 2</p> <p>Proposed Society’s Information</p> <p>Proposed Name : <input type="text"/> <a href="#">Name Search</a>  Please click on the “Name Search” button before proceeding.</p> <p>What is the meaning and significance of the proposed name ? : <input type="text"/></p> <p>Where applicable, please also provide the Chinese characters of the society’s proposed name : <input type="text"/></p> <p>Proposed Object(s) : <input type="text"/></p> <p><input type="checkbox"/> I declare that the objects of the Society stated above are the same as the objects stated in the Society’s Constitution</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>Local Contact No. : +65 <input type="text"/></p> <p>Email Address : <input type="text"/></p> <p><a href="#">Back</a> <a href="#">Next</a> <a href="#">Save Draft</a></p>
6	<ul style="list-style-type: none"> <li>Complete the sections on “Affiliation of Proposed Society”, “Additional Information” and “Contact Information”.</li> <li>Click “<b>Next</b>” to go to Step 4.</li> </ul>	<p>Step 3</p> <p>Affiliation of Proposed Society</p> <p>Is the proposed society affiliated to any local or foreign organisation(s), religious or otherwise? : <input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Information</p> <p>For alumni and parent-teacher society, please attach a letter from the school supporting the formation of this society and use of the school’s premise as the society’s place of business, if applicable. For a society which wishes to be the controlling body (National Sports Association) of a sport, please attach a letter of support from Sport Singapore. For a fan club of a personality, please attach a letter of authorisation from the personality concerned.</p> <p>Contact Information</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><a href="#">Back</a> <a href="#">Next</a> <a href="#">Save Draft</a></p>

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- Click “Add Member” to reveal “Member’s Particulars”, “Present Employment Status” and “Present Membership in Other Registered Societies”.
- Complete the “Member’s Particulars”, “Present Employment Status” and “Present Membership in Other Registered Societies”.
- Click “Update”.
- Please ensure there are at least 10 members, including a President, a Secretary and a Treasurer before proceeding.

Step 4

Society's Member

No.	Title of Office Bearer	Equivalent Post	Citizenship	NRIC/FIN/Passport No.	Name	Action
1	chairperson	President	Singaporean	S1234567D	steven lee	<a href="#">Edit</a> <a href="#">Delete</a>

Add Member

Member's Particulars

Title of Office Bearer : \* chairperson

Equivalent Post : \* President

Citizenship : \* ☒ Singapore Citizen ☐ Singapore Permanent Resident ☐ Others with FIN ☐ Others without FIN

Country of Birth : \* SINGAPORE

NRIC : \* S1234567D

Full Name of Proposed Member : \* steven lee

Email Address : \* test@email.com

Religion : \* -Please Select-

Highest Education Level : \* -Please Select-

Residential Telephone No. : \* 12345678

Mobile No. : \* 87654321

Marital Status : \* -Please Select-

Present Employment Status

Present Employment Status : \* ☒ Unemployed ☐ Self-Employed ☐ Employed

Present Membership in Other Registered Societies

No.	Name of Society	Position in Society
1	society 1	chairperson
2	society 2	chairperson X
3		
4		
5		
6		
7		
8		
9		
10		

Update

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- Complete “Declaration of Eligibility Criteria”.
- Click “Next”.
- If you are eligible for Automatic Registration, please proceed to Step 10. Otherwise, please proceed to Step 9.

Step 5

Declaration Of Eligibility Criteria

2.1 The object, purpose or activity, whether primary or otherwise, at our proposed society:

(a) is intended to represent, promote any cause or interest or discuss any issue relating to any religion, ethnic group, clan, nationality, or a class of persons defined by reference to their gender or sexual orientation. : \* ☐ Yes ☐ No

(b) is intended to represent persons who advocate, promote, or discuss any issue relating to any civil or political right (including human rights, environmental rights and animal rights). : \* ☐ Yes ☐ No

(c) is intended to discuss any matter relating to governance of the Singapore Society. : \* ☐ Yes ☐ No

(d) is intended to promote or discuss the use or status of any language. : \* ☐ Yes ☐ No

(e) is intended to promote, discuss any issue relating to, or to provide training in any form of pugilistic or martial arts. : \* ☐ Yes ☐ No

2.2 Our proposed society:

(a) is a political association. : \* ☐ Yes ☐ No

(b) does not use the word "National" or "Singapore" in its name except where the word "Singapore" or any abbreviation thereof is used to indicate the Society's place of registration. : \* ☐ Yes ☐ No

(c) is formed under the instruction of a foreign government or an organisation/entity affiliated to a foreign government. : \* ☐ Yes ☐ No

(d) is formed under the instruction of a foreign organisation/entity or is affiliated to a foreign organisation/entity. (for the purpose of this paragraph, a foreign organization does not include the Rotaract Club, Rotary Club, Toastmaster's Club or the Lions Club). : \* ☐ Yes ☐ No

(e) is not an alumni or an educational institution that is not established in Singapore. : \* ☐ Yes ☐ No

(f) comprise any office-bearer who-

(i) was previously holding office in a society that was dissolved under section 24 of the Societies Act and the order for dissolution was made less than 3 years ago. : \* ☐ Yes ☐ No



(ii) while being a member of any society, was convicted for an offence involving the unlawful expenditure of the funds of the Society; or

(iii) has been previously declared in writing by the Minister to be unfit to act as an officer of a society. : \* ☐ Yes ☐ No

(g) will receive funding from outside Singapore : \* ☐ Yes ☐ No

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9	<ul style="list-style-type: none"> <li>Complete the section on “Additional Step”.</li> <li>Click on “<b>Name Search</b>” to check if the “Alternative Name 1” and “Alternative Name 2” are available.</li> <li>Click “<b>Next</b>” to proceed to upload documents.</li> </ul>	<p>Additional Step</p> <p>Normal Registration</p> <p>Alternative Name 1 : *</p> <p><b>Name Search</b></p> <p>Please click on the “Name Search” button before proceeding.</p> <p>Where applicable, please also provide the Chinese characters of alternative name 1 :</p> <p>Meaning &amp; Significance of Alternative Name 1 : *</p> <p>Alternative Name 2 : *</p> <p><b>Name Search</b></p> <p>Please click on the “Name Search” button before proceeding.</p> <p>Where applicable, please also provide the Chinese characters of alternative name 2 :</p> <p>Meaning &amp; Significance of Alternative Name 2 : *</p> <p>What are the sources of funds for the society, apart from those mentioned in the constitution? :</p> <p>Was the society previously in existence? If so, where was it and why was it not registered then? Was it registered under any written law? :</p> <p>What is the expected size of membership? :</p> <p>Will any foreigners be employed? : * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Does the proposed society represent the interests of any ethnic group? Is the membership restricted to any particular ethnic community? : * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Questions for religious societies</p> <p>Is it a religious societies? : * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Back Next Save Draft</p> <p>FILL IN APPLICATION → UPLOAD DOCUMENTS → CONFIRM → SUBMIT</p> <p>Constitution * : <a href="#">Browse Files</a> (Only support file type: docx)</p> <p>Alumni Document * : <a href="#">Browse Files</a> (Only support file type: pdf)</p> <p>Affiliated Organisation's Constitution * : <a href="#">Browse Files</a> (Only support file type: pdf, docx)</p> <p>Letter of Approval from Affiliated Organisation * : <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)</p> <p>Letter of Approval for the use of the Society's Name : <a href="#">Browse Files</a> (Only support file type: pdf)</p> <p>Back Next Save Draft</p>
10	<ul style="list-style-type: none"> <li>Attach the relevant supporting documents, where applicable.</li> <li>Click “<b>Next</b>” to go to “Confirmation Page”.</li> </ul>	<p>Proposed Society's Information</p> <p>Proposed Name : ABC society</p> <p>What is the meaning and significance of the proposed name? : a</p> <p>Where applicable, please also provide the Chinese characters of the society's proposed name : -NA-</p> <p>Proposed Object(s) : a</p> <p><input checked="" type="checkbox"/> I declare that the objects of the Society stated above are the same as the objects stated in the Society's Constitution</p> <p>Proposed Place of Business</p> <p>Postal Code : 18999</p> <p>Building / Block / House No. : Z1</p> <p>Level : -NA-</p> <p>Unit No. : -NA-</p> <p>Street Name : MARINA STATION ROAD</p> <p>Building Name : MARINA BAY MRT STATION</p> <p>Local Contact No. : +65 68765432</p> <p>Email Address : alice@abc.com</p> <p>Affiliation of Proposed Society</p> <p>Is the proposed society affiliated to any local or foreign organisation(s), religious or otherwise? : <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
11	<ul style="list-style-type: none"> <li>Under “Confirmation Page”, confirm that your application details and documents are correctly captured.</li> </ul>	

12	<ul style="list-style-type: none"> <li>Click on the “Declaration Box” if all information is in order.</li> <li>Click on “<b>Submit</b>” to submit the application to the President, Secretary and Treasurer (or “PST”) for verification.</li> </ul>	<p>Uploaded Documents</p> <p>Constitution: <b>empty.docx</b> (11 KB)</p> <p>Alumni Document: <b>empty.pdf</b> (135 KB)</p> <p>Affiliated Organisation's Constitution: <b>empty.docx</b> (11 KB)</p> <p>Letter of Approval from Affiliated Organisation: <b>empty.pdf</b> (135 KB)</p> <p>Other Supporting Document:</p> <p>Letter of Approval for the use of the Society's Name:</p> <p>Declaration</p> <p> I declare the above information provided is correct to the best of my knowledge and understanding.</p> <p><a href="#">Back</a> <a href="#">Submit</a> <a href="#">Print</a></p>
13	<ul style="list-style-type: none"> <li>The PST would receive an email requesting them to verify the application.</li> <li>The application status is reflected in the Acknowledgement Page after the PST have verified.</li> </ul>	<p>Acknowledgement</p> <p>Society Name: ABC society</p> <p>Application No.: ROS-2016-00000195</p> <p>Application Status: <b>Pending Verification</b></p> <p>Your application is pending verification by President, Secretary and Treasurer.</p> <p><a href="#">Home</a> <a href="#">Print</a></p>
14	<ul style="list-style-type: none"> <li>After the application has been approved , the applicant or PST is able to click on “<b>Make Payment</b>” to complete the registration.</li> </ul>	<p>My Messages My Applications</p> <p> Automatic Registration of Society</p> <p><a href="#">Withdraw Application</a> <a href="#">Make Payment</a> <a href="#">View Form</a> <a href="#">View Supporting Documents</a></p> <p>Application No.: ROS-2016-00000196</p> <p>Submitted Date/Time: 23/09/2016 17:00</p> <p>Status: Pending Payment</p>
15	<ul style="list-style-type: none"> <li>Upon successful payment, the society will be registered and UEN would be issued.</li> </ul>	<p>Home &gt; E-Service &gt; Payment</p> <p>Acknowledgement</p> <p>Society Name: ABC</p> <p>E-Service: Automatic Registration of Society</p> <p>Application No.: ROS-2016-00000196</p> <p>Payment Date: 23/09/2016</p> <p>Gateway Ref No.: 97841</p> <p>Amount: 300.0</p> <p>Transaction Ref No.: TRANS-201609000412</p> <p>Merchant Name: Baiduri</p> <p>Application Status: <b>Registered</b></p> <p><a href="#">Home</a> <a href="#">Print</a></p>