
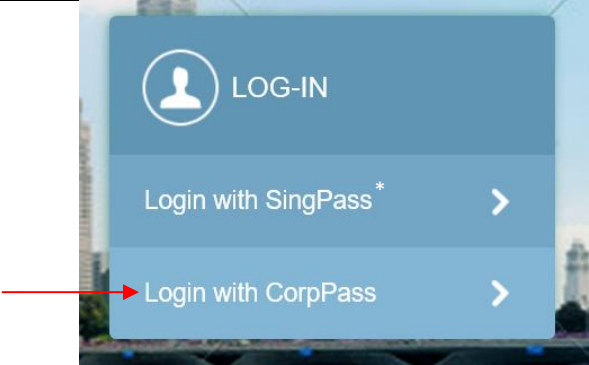
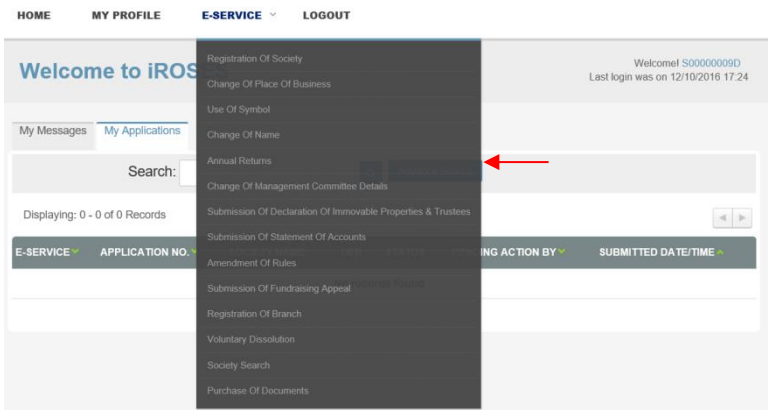


Guide to Submission of Annual Returns

SN	Step	Screenshot
1.	Go to Registry of Societies website. http://www.ros.mha.gov.sg	
2.	Login to the system via CorpPass account.	 *SingPass login is for registration of society and verification of applications created via SingPass accounts before 1 September 2018.
3.	Go to “E-Service” and click “Annual Returns”.	

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4.	<ul style="list-style-type: none">Read the instructions on submission of “Annual Returns” and terms and conditions.Click “Next” to go to Step 2.	<div><div>Step 1</div><div><div>Instructions on submission of Annual Return</div><div><div>1. This eService will take about 20 minutes to complete. More time may be required if the society has more than 10 members in the Committee.</div><div>2. Click here to view the guidelines for the submission of Annual Return. If there is a change of Management Committee Members before the end of the term of office, a "Change of Management Committee Details" eService should be used instead.</div><div>3. The President, Secretary and Treasurer of the society are required to verify the application using their individual SingPasses or iROSES accounts before the Annual Return can be 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>User Guide</div><div>6. For the step-by-step guide on completing this eService, please click here.</div></div><div><div>Back</div><div>Next</div><div>Print</div></div></div>																				
5.	<ul style="list-style-type: none">Complete the sections on “Society Details”, “Society’s Member”, “Membership Size” 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>Local Contact No : +65</div><div>Local Fax No : +65</div><div>Have the Society conducted its Annual General Meeting? <input checked="" type="radio"/> Yes <input type="radio"/> No</div><div>Date of Annual General Meeting : </div><div>Reporting Year of Annual Returns : *</div><div>Reporting Period for Statement of Accounts From : *</div><div>Reporting Period for Statement of Accounts To : *</div><div>Gross Income : *</div><div>Gross Expenditure : *</div><div>Is there any changes to the Society's Members : <input type="radio"/> Yes <input checked="" type="radio"/> No</div></div><div><div>Society's Member</div><div><table><tr><th>No.</th><th>NRIC/FIN/Passport No.</th><th>Name</th><th>Title of Office Bears</th><th>Action</th></tr><tr><td>1</td><td>S***9007F</td><td>Ong Choon Sheng</td><td>President</td><td></td></tr><tr><td>2</td><td>S***4567D</td><td>Shane Wee</td><td>Secretary</td><td></td></tr><tr><td>3</td><td>S***9408A</td><td>June Swee</td><td>Treasurer</td><td></td></tr></table></div></div><div><div>Membership Size</div><div><div>No. of Voting Members : *</div><div>No. of Non Voting Members : *</div><div>Total Members :</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>Back</div><div>Next</div><div>Save Draft</div></div></div></div></div>	No.	NRIC/FIN/Passport No.	Name	Title of Office Bears	Action	1	S***9007F	Ong Choon Sheng	President		2	S***4567D	Shane Wee	Secretary		3	S***9408A	June Swee	Treasurer	
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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”.																													
7.	<ul style="list-style-type: none">Under the “Confirmation Page”, confirm that your submission details and documents are correctly captured.	<table><thead><tr><th colspan="2">Society Details</th></tr></thead><tbody><tr><td>UEN :</td><td>1050827802H</td></tr><tr><td>Society Name :</td><td>Haha Society</td></tr><tr><td>Place of Business</td><td>28 MARINA MALL Singapore 18993</td></tr><tr><td>Local Contact No :+65</td><td>91234567</td></tr><tr><td>Local Fax No :+65</td><td>61234567</td></tr><tr><td>Have the Society conducted its Annual General Meeting?</td><td><input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr><tr><td>Date of Annual General Meeting :</td><td>01/10/2016</td></tr><tr><td>Reporting Year of Annual Returns :</td><td>2016</td></tr><tr><td>Reporting Period for Statement of Accounts From :</td><td>03/10/2016</td></tr><tr><td>Reporting Period for Statement of Accounts To :</td><td>05/10/2016</td></tr><tr><td>Gross Income :</td><td>10</td></tr><tr><td>Gross Expenditure :</td><td>10</td></tr><tr><td>Is there any changes to the Society's Members :</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Society Details		UEN :	1050827802H	Society Name :	Haha Society	Place of Business	28 MARINA MALL Singapore 18993	Local Contact No :+65	91234567	Local Fax No :+65	61234567	Have the Society conducted its Annual General Meeting?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Annual General Meeting :	01/10/2016	Reporting Year of Annual Returns :	2016	Reporting Period for Statement of Accounts From :	03/10/2016	Reporting Period for Statement of Accounts To :	05/10/2016	Gross Income :	10	Gross Expenditure :	10	Is there any changes to the Society's Members :	<input type="radio"/> Yes <input checked="" type="radio"/> No
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8.	<ul style="list-style-type: none">Click on the “Declaration Box” if all information is in order.Click on “Submit” to submit the Annual Returns for verification.																													
9.	<ul style="list-style-type: none">The President, Secretary and Treasurer would receive an email requesting them to verify the submission.The submission status is reflected in the “Acknowledgement Page” after verification.To check on the application status, please use the “Home” tab.																													