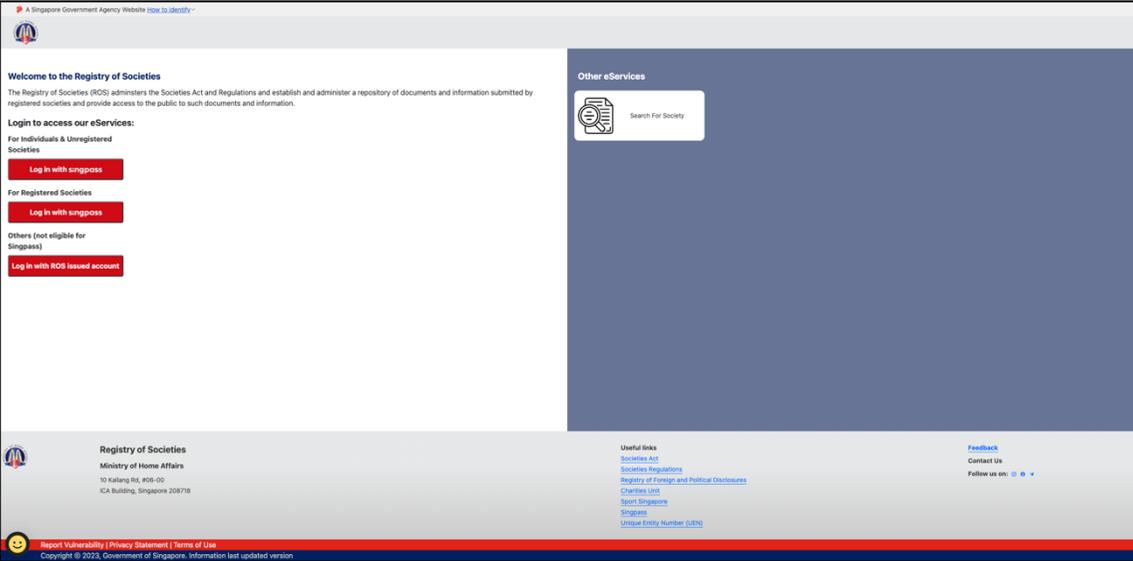
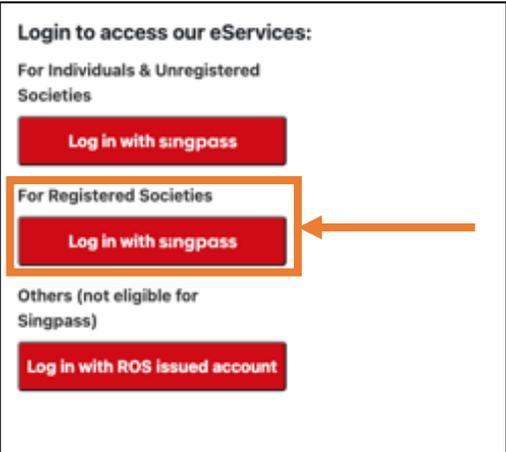
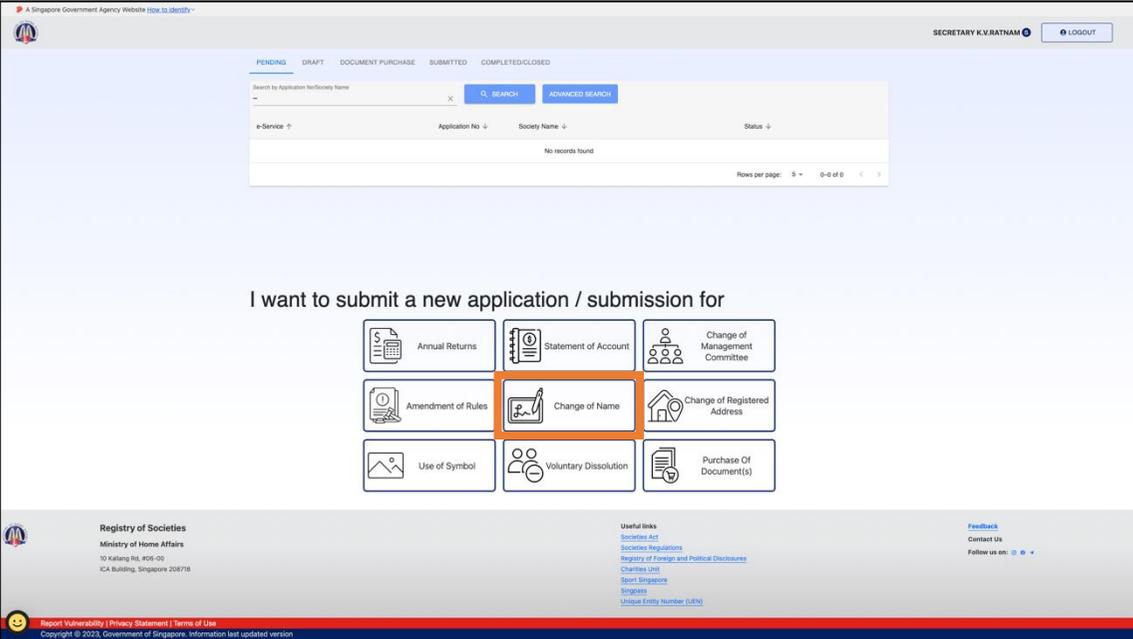


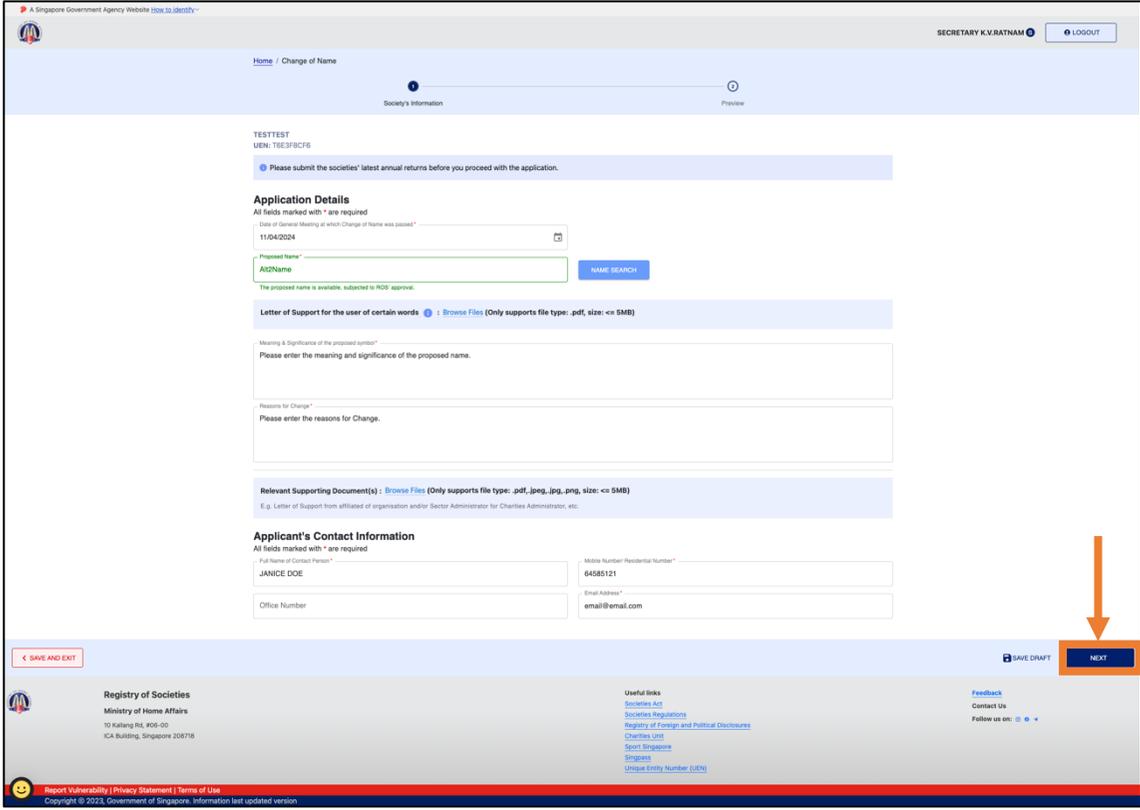
Guide for Application for Change of Name

S/N	Steps	Illustration
1	<p>Go to Registry of Societies website: https://eservices2.mha.gov.sg/ros</p>	
2	<p>Log in to the system via Singpass account by selecting “For Registered Societies”.</p>	

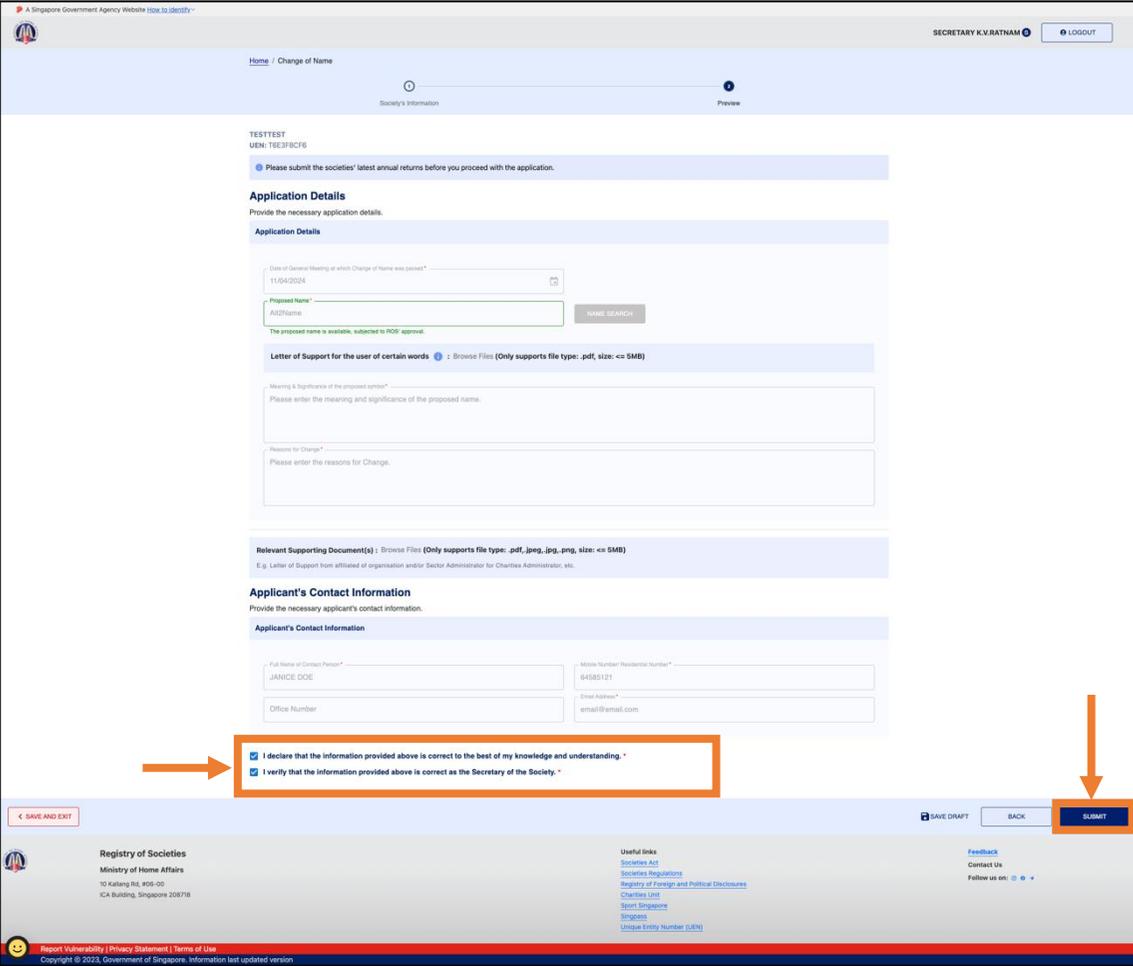
Guide for Application for Change of Name

S/N	Steps	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Change of Name” .	 <p>The screenshot displays the Singapore Government Agency Website interface. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED/CLOSED. A search bar is present with a search button and an 'ADVANCED SEARCH' link. Below the search bar, there are filters for e-Service, Application No., Society Name, and Status. A message states 'No records found'. The main content area features a heading 'I want to submit a new application / submission for' followed by a grid of service icons. The 'Change of Name' icon is highlighted with an orange border. Other icons include Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Registered Address, Use of Symbol, Voluntary Dissolution, and Purchase Of Document(s). The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and a list of useful links.</p>

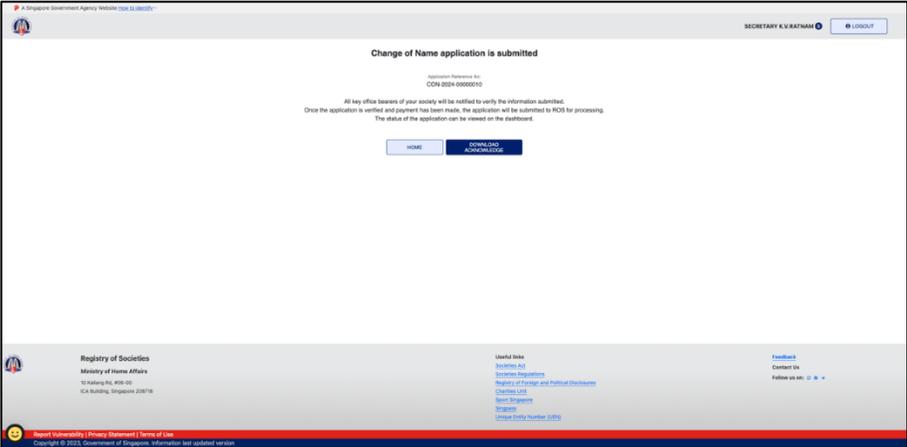
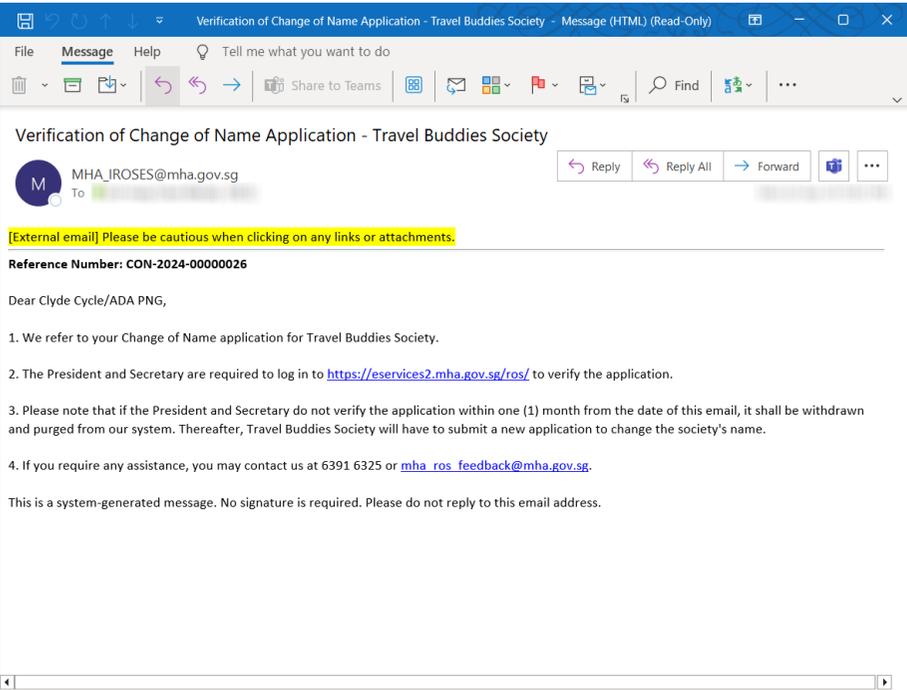
Guide for Application for Change of Name

S/N	Steps	Illustration
4	<ul style="list-style-type: none"> Complete the “Application Details” and “Applicant Contact Information”. Click on “Name Search” to check if the “Proposed New Name” is available. Attach the relevant supporting documents where applicable. Click “Next” to go to the “Preview Page”. 	 <p>The screenshot shows the 'Change of Name' application form on the Singapore Government Agency Website. The form is divided into several sections: 'Application Details' (with a 'NAME SEARCH' button), 'Letter of Support for the user of certain words' (with a 'Browse Files' button), and 'Applicant's Contact Information'. At the bottom right, a blue 'NEXT' button is highlighted with an orange arrow pointing to it from the right.</p>

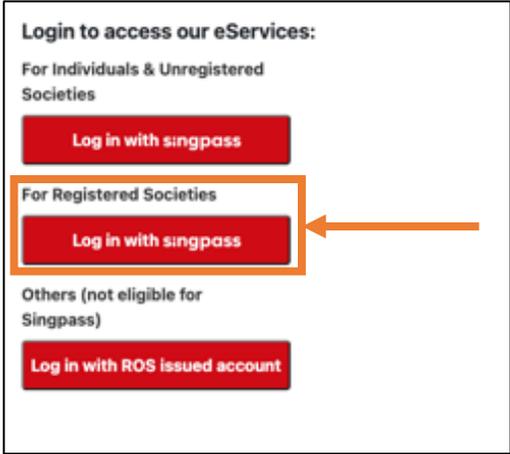
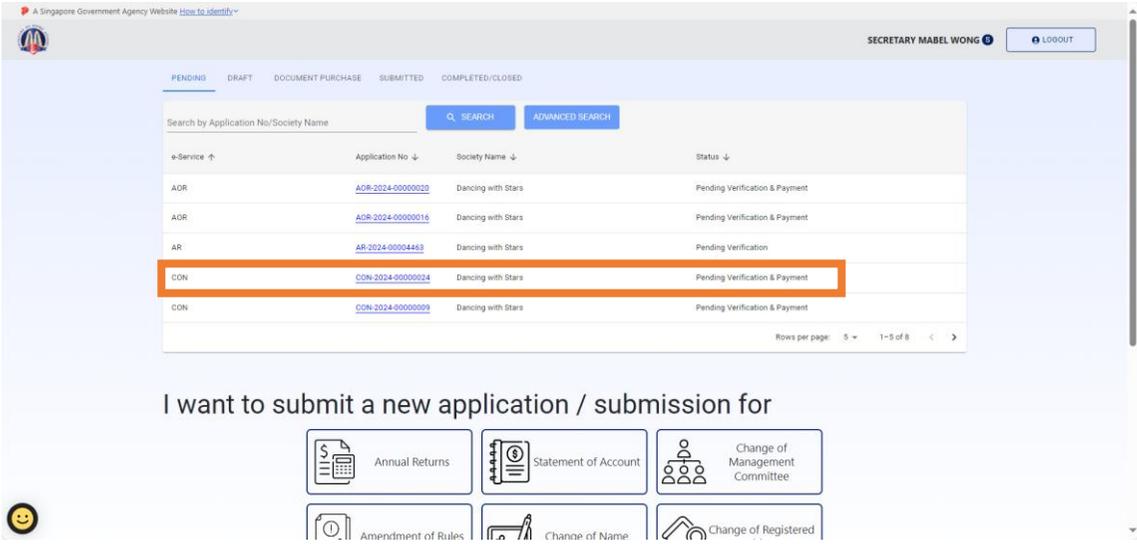
Guide for Application for Change of Name

S/N	Steps	Illustration
5	<ul style="list-style-type: none"> Under “Preview 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. 	 <p>The screenshot shows the 'Preview' page of the application process. At the top, there is a progress bar with 'Society's Information' and 'Preview' steps. Below this, the user's name 'TESTTEST' and UEN 'TSE3F8C7B' are displayed. A notification states: 'Please submit the societies' latest annual returns before you proceed with the application.' The 'Application Details' section includes a date of general meeting (11/04/2024), a proposed name (AIDName), and a 'NAME SEARCH' button. Below this is a section for 'Letter of Support for the user of certain words' with a file upload button. The 'Applicant's Contact Information' section contains fields for full name (JANICE DOE), mobile number (64585121), email address (email@email.com), and office number. At the bottom, there is a 'Declaration Box' with two checked checkboxes: 'I declare that the information provided above is correct to the best of my knowledge and understanding.' and 'I verify that the information provided above is correct as the Secretary of the Society.' An orange arrow points to the 'SUBMIT' button in the bottom right corner.</p>

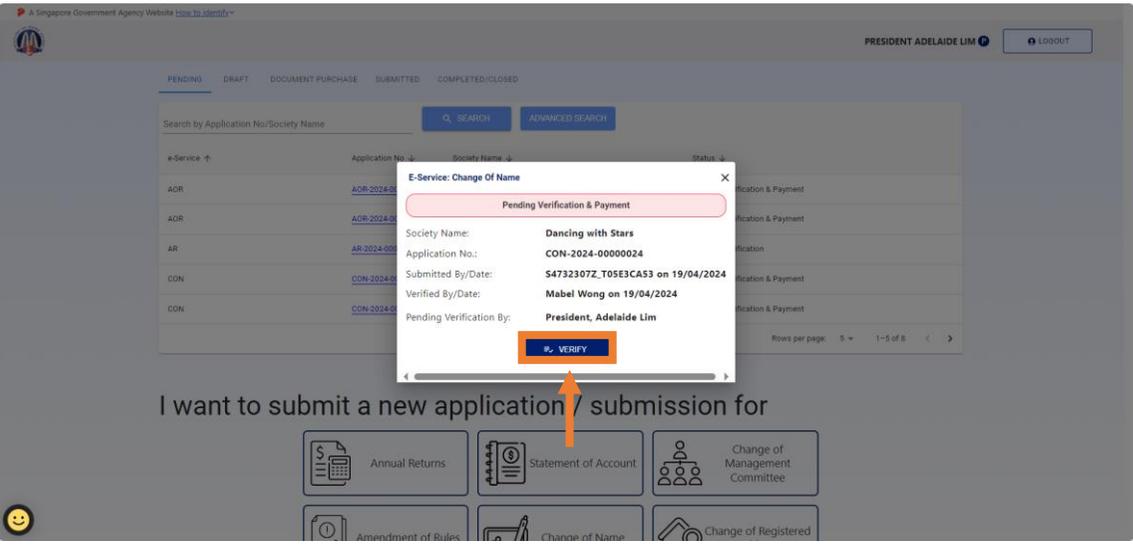
Guide for Application for Change of Name

<p>6</p>	<ul style="list-style-type: none">The application status is reflected in the “Acknowledgement Page” after submission. the President and Secretary would receive an email requesting them to verify the application.	 <p>The screenshot shows the Registry of Societies website with a confirmation message: "Change of Name application is submitted". It includes the application reference number "CON-2024-0000010" and instructions for verification. The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and various utility links.</p>  <p>The screenshot shows an email titled "Verification of Change of Name Application - Travel Buddies Society". The sender is MHA_IROSES@mha.gov.sg. The email body contains a reference number "CON-2024-0000026" and a list of instructions for verification, including a deadline of one month and contact information for assistance.</p>
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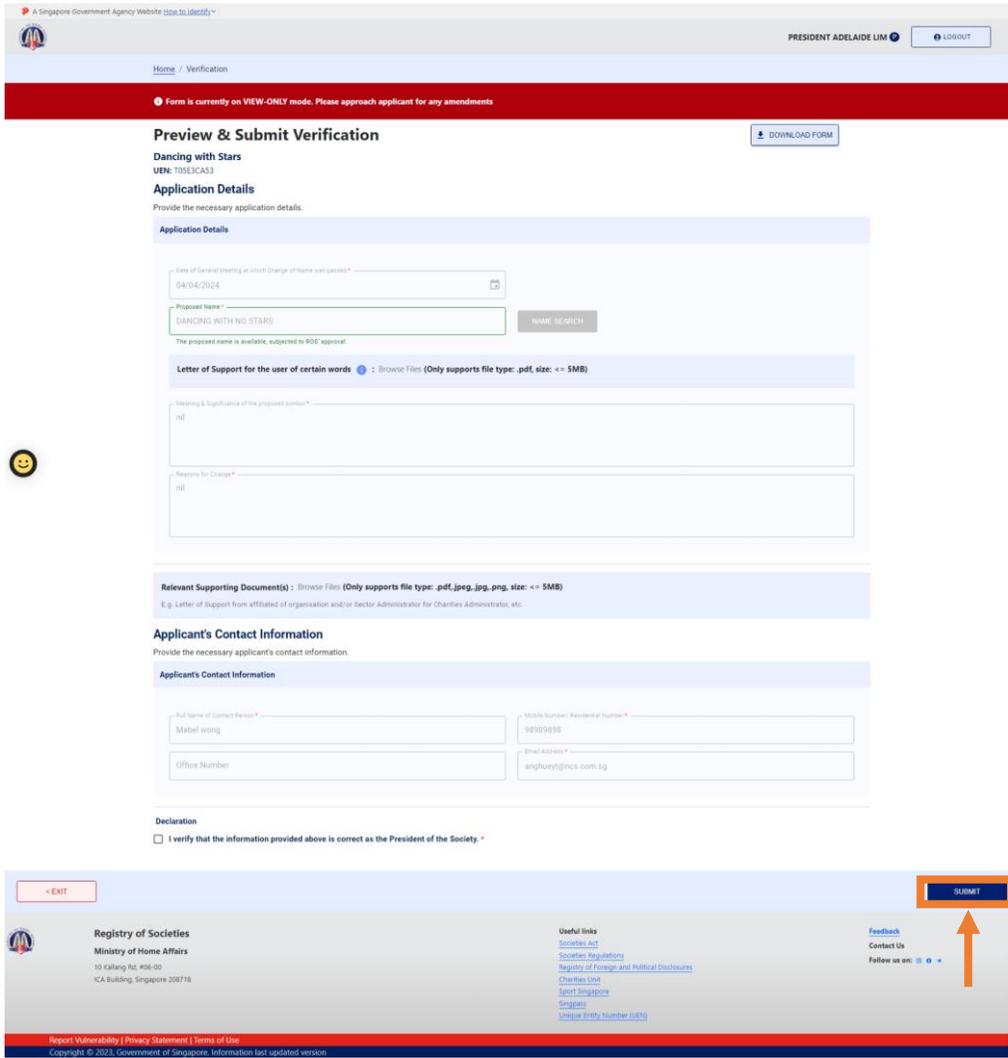
Guide for Application for Change of Name

S/N	Steps	Illustration																								
7	<ul style="list-style-type: none"> Log in to "https://eservices2.mha.gov.sg/ros" via Singpass account by selecting "For Registered Societies" for the President, Secretary and Treasurer to verify the application 	 <p>Login to access our eServices:</p> <p>For Individuals & Unregistered Societies</p> <p>Log in with singpass</p> <p>For Registered Societies</p> <p>Log in with singpass</p> <p>Others (not eligible for Singpass)</p> <p>Log in with ROS issued account</p>																								
8	<ul style="list-style-type: none"> At the dashboard page, search for the application with "Pending Verification & Payment" status. Click on the application. 	 <p>A Singapore Government Agency Website How to identify</p> <p>SECRETARY MABEL WONG LOGOUT</p> <p>PENDING DRAFT DOCUMENT PURCHASE SUBMITTED COMPLETED/CLOSED</p> <p>Search by Application No/Society Name SEARCH ADVANCED SEARCH</p> <table border="1"> <thead> <tr> <th>e-Service ↑</th> <th>Application No ↓</th> <th>Society Name ↓</th> <th>Status ↓</th> </tr> </thead> <tbody> <tr> <td>AGR</td> <td>AGR-2024-0000020</td> <td>Dancing with Stars</td> <td>Pending Verification & Payment</td> </tr> <tr> <td>AGR</td> <td>AGR-2024-0000016</td> <td>Dancing with Stars</td> <td>Pending Verification & Payment</td> </tr> <tr> <td>AR</td> <td>AR-2024-00004463</td> <td>Dancing with Stars</td> <td>Pending Verification</td> </tr> <tr> <td>CON</td> <td>CON-2024-0000024</td> <td>Dancing with Stars</td> <td>Pending Verification & Payment</td> </tr> <tr> <td>CON</td> <td>CON-2024-0000009</td> <td>Dancing with Stars</td> <td>Pending Verification & Payment</td> </tr> </tbody> </table> <p>Rows per page: 5 1-5 of 8</p> <p>I want to submit a new application / submission for</p> <ul style="list-style-type: none"> Annual Returns Statement of Account Change of Management Committee Amendment of Rules Change of Name Change of Registered 	e-Service ↑	Application No ↓	Society Name ↓	Status ↓	AGR	AGR-2024-0000020	Dancing with Stars	Pending Verification & Payment	AGR	AGR-2024-0000016	Dancing with Stars	Pending Verification & Payment	AR	AR-2024-00004463	Dancing with Stars	Pending Verification	CON	CON-2024-0000024	Dancing with Stars	Pending Verification & Payment	CON	CON-2024-0000009	Dancing with Stars	Pending Verification & Payment
e-Service ↑	Application No ↓	Society Name ↓	Status ↓																							
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AR	AR-2024-00004463	Dancing with Stars	Pending Verification																							
CON	CON-2024-0000024	Dancing with Stars	Pending Verification & Payment																							
CON	CON-2024-0000009	Dancing with Stars	Pending Verification & Payment																							

Guide for Application for Change of Name

S/N	Steps	Illustration
9	<ul style="list-style-type: none"> Click on the “Verify” button to preview the submitted application. 	 <p>The screenshot shows the Singapore Government Agency Website interface. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED/CLOSED. A search bar is present with 'SEARCH' and 'ADVANCED SEARCH' buttons. Below the search bar is a table of applications with columns for Service, Application No., Society Name, and Status. A modal window titled 'E-Service: Change Of Name' is open, displaying the following information:</p> <ul style="list-style-type: none"> Pending Verification & Payment Society Name: Dancing with Stars Application No.: CON-2024-00000024 Submitted By/Date: S4732307Z_TO5E3CA53 on 19/04/2024 Verified By/Date: Mabel Wong on 19/04/2024 Pending Verification By: President, Adelaide Lim <p>A blue button labeled 'VERIFY' is highlighted with an orange box. An orange arrow points from the 'VERIFY' button in the modal to the 'Change of Name' icon in the bottom navigation bar. The bottom navigation bar includes icons for Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, and Change of Registered.</p>

Guide for Application for Change of Name

S/N	Steps	Illustration
10	<ul style="list-style-type: none"> System will display the Preview & Submit Verification page in “VIEW-ONLY mode” Click on the “Submit” button to verify the submitted application. 	 <p>The screenshot shows the 'Preview & Submit Verification' page on the Singapore Government Agency Website. The page is in 'VIEW-ONLY mode'. It displays the following information:</p> <ul style="list-style-type: none"> Application Details: <ul style="list-style-type: none"> Date of General Meeting or which Change of Name was passed*: 04/04/2024 Proposed Name*: DANCING WITH NO STARS Letter of Support for the user of certain words: (Browse Files) Meaning & Significance of the proposed name*: nil Reason for Change*: nil Relevant Supporting Document(s): (Browse Files) Applicant's Contact Information: <ul style="list-style-type: none"> Full Name of Contact Person*: Mabel Wong NRIC Number/Residential Number*: S8909098 Office Number: (empty) Email Address*: mghuay@nics.com.sg Declaration: <ul style="list-style-type: none"> <input type="checkbox"/> I verify that the information provided above is correct as the President of the Society.* <p>The 'SUBMIT' button is highlighted with a red box and an orange arrow pointing to it.</p>

Guide for Application for Change of Name

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- The application status is reflected in the **“Acknowledgement Page”** after verification.
- To check on the application status, please use the **“Home”** button and click on the tabs on the dashboard
- To make payment for the application, please click on the **“Payment”** button.

Or

- For payment after verification. Once login to dashboard page, search for the application with **“Pending Payment”** status.

Click on the application.

Change of Name Application Verified

Application Reference No:
CON-2024-00000024

Thank you for your verification. Once all the key office-bearers have verified the application and payment is made, we will proceed to process the application.

HOME DOWNLOAD ACKNOWLEDGEMENT PAYMENT

Registry of Societies
Ministry of Home Affairs
10 Kallang Rd. #06-00
ICA Building, Singapore 208718

Useful links
Societies Act
Societies Regulations
Registry of Foreign and Political Donations
Charities Unit
Societies Singapore
Societies Unique Entity Number (UEN)

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PENDING DRAFT DOCUMENT PURCHASE SUBMITTED COMPLETED/CLOSED

Search by Application No/Society Name SEARCH ADVANCED SEARCH

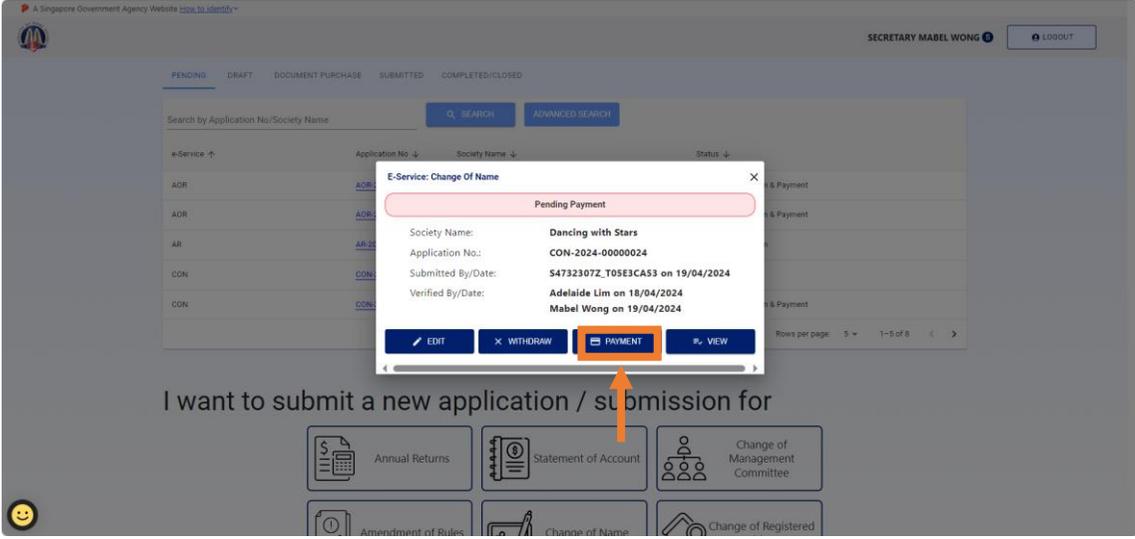
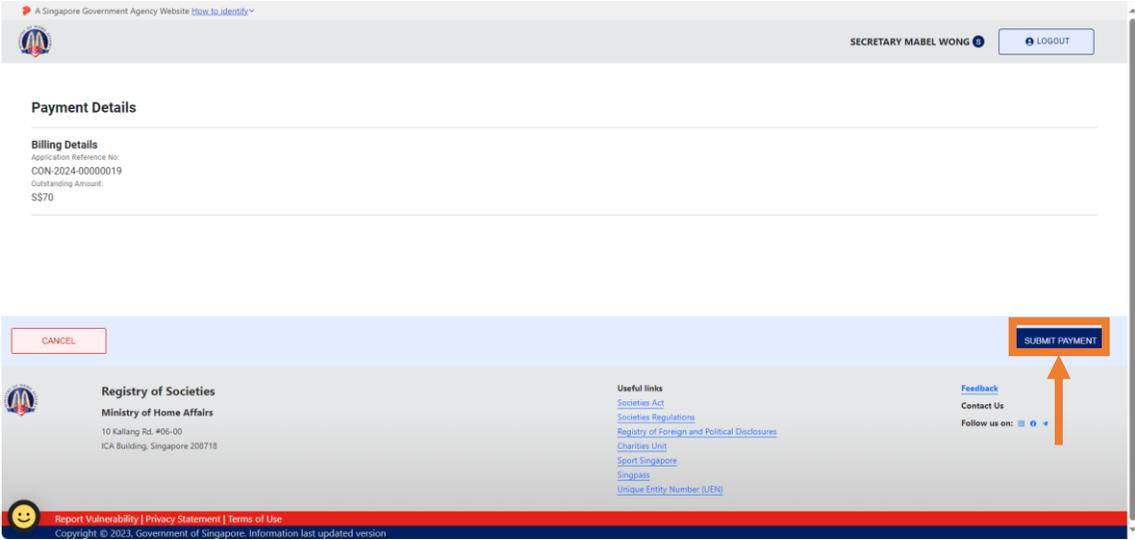
Service	Application No	Society Name	Status
AGR	AGR-2024-00000020	Dancing with Stars	Pending Verification & Payment
AGR	AGR-2024-00000016	Dancing with Stars	Pending Verification & Payment
AR	AR-2024-00004463	Dancing with Stars	Pending Verification
CON	CON-2024-00000024	Dancing with Stars	Pending Payment
CON	CON-2024-00000009	Dancing with Stars	Pending Verification & Payment

Rows per page: 5 1-5 of 8

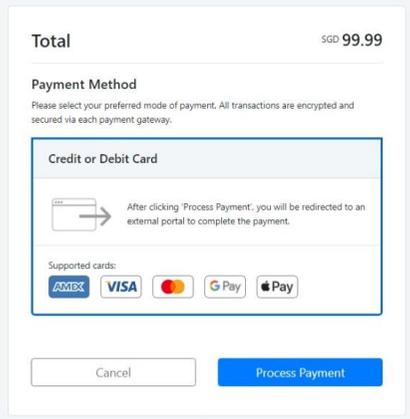
I want to submit a new application / submission for

- Annual Returns
- Statement of Account
- Change of Management Committee
- Amendment of Rules
- Change of Name
- Change of Registered

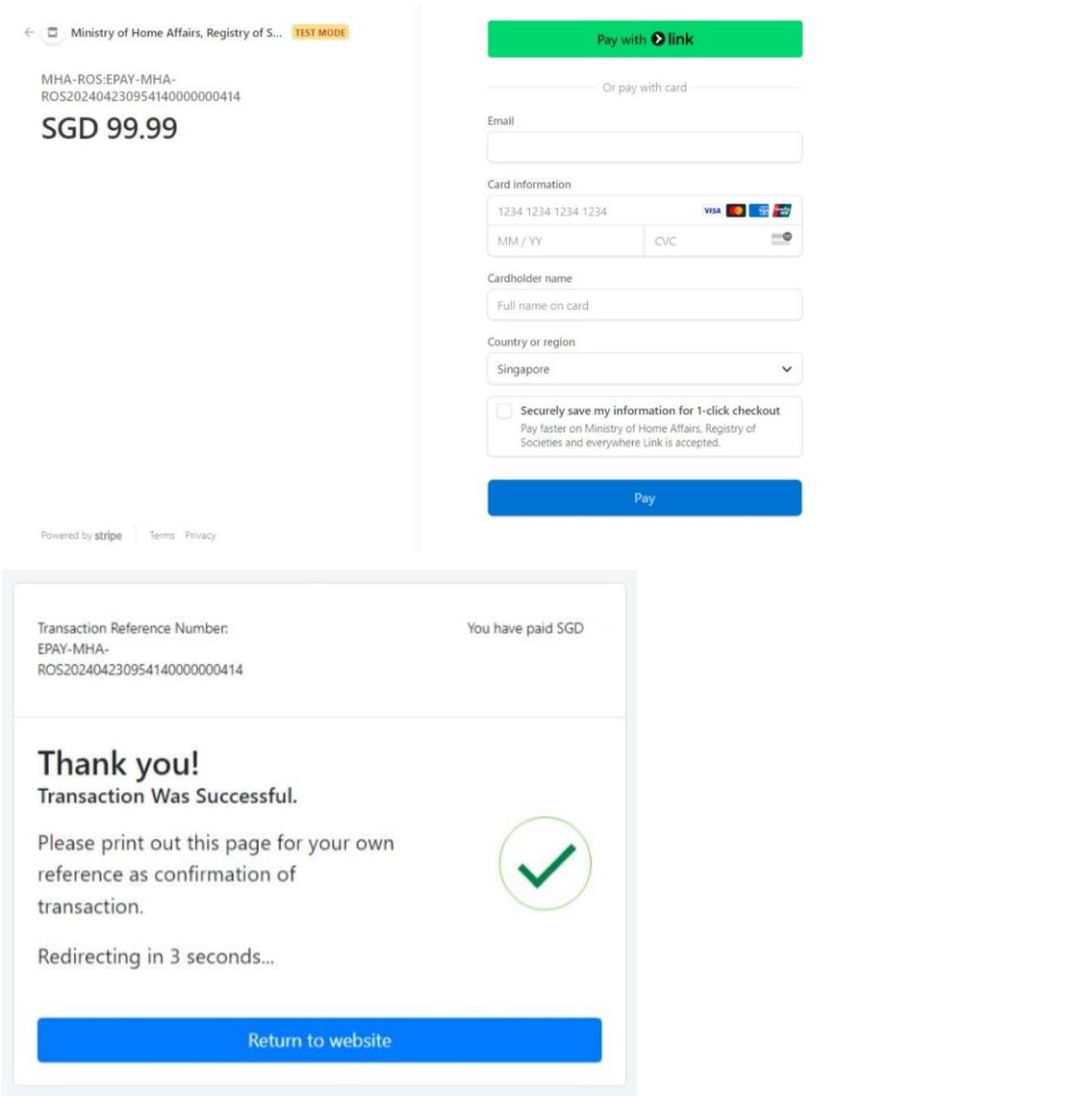
Guide for Application for Change of Name

S/N	Steps	Illustration
	<ul style="list-style-type: none"> The applicant, President or Secretary are able to click on “Payment” to complete the application. 	 <p>The screenshot shows a web interface for the Singapore Government Agency. A modal window titled 'E-Service: Change Of Name' is open, displaying 'Pending Payment' details for a society named 'Dancing with Stars'. The application number is CON-2024-0000024. It was submitted by Adelaide Lim on 19/04/2024 and verified by Mabel Wong on 19/04/2024. A 'PAYMENT' button is highlighted with an orange box and an arrow pointing to it.</p>
12	<ul style="list-style-type: none"> System will display the payment details. To proceed with the payment, click on “Submit Payment” button. 	 <p>The screenshot shows the 'Payment Details' page on the Singapore Government Agency website. It displays the following information: <ul style="list-style-type: none"> Billing Details: Application Reference No: CON-2024-0000019, Outstanding Amount: S\$70. A 'CANCEL' button on the left and a 'SUBMIT PAYMENT' button on the right, both highlighted with orange boxes and arrows. Footer information including 'Registry of Societies, Ministry of Home Affairs' and 'Useful links'. </p>

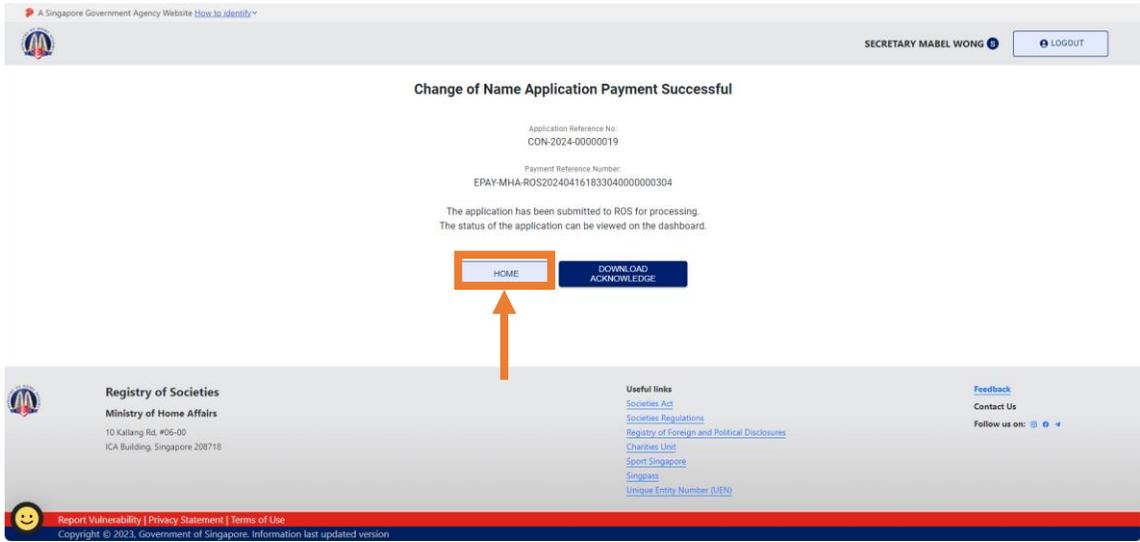
Guide for Application for Change of Name

S/N	Steps	Illustration
13	<ul style="list-style-type: none">Click on the Credit or Debit Card and click on the “Process Payment” button	 <p>The illustration shows a payment gateway interface. At the top, it displays 'Total' as 'SGD 99.99'. Below this is the 'Payment Method' section, which includes a note: 'Please select your preferred mode of payment. All transactions are encrypted and secured via each payment gateway.' The 'Credit or Debit Card' option is highlighted with a blue border. It features a card icon and an arrow pointing right, with the text: 'After clicking 'Process Payment', you will be redirected to an external portal to complete the payment.' Below this, there is a 'Supported cards:' section with logos for AMEX, VISA, Mastercard, G Pay, and Apple Pay. At the bottom of the interface, there are two buttons: a white 'Cancel' button and a blue 'Process Payment' button.</p>

Guide for Application for Change of Name

S/N	Steps	Illustration
14	<ul style="list-style-type: none"> Complete the payment details and click on “Pay” to make payment. Upon successful transaction, system will display the transaction successful message. It will then redirect you back to the e-service successful payment acknowledgement page. 	 <p>The illustration shows two screenshots from a web application. The top screenshot is a payment page for the Ministry of Home Affairs, Registry of Societies, in TEST MODE. It displays a transaction amount of SGD 99.99 and offers a 'Pay with link' option (highlighted in green) and an 'Or pay with card' option. The card payment form includes fields for Email, Card information (number, MM/YY, CVC), Cardholder name, and Country or region (set to Singapore). There is also a checkbox for 'Securely save my information for 1-click checkout'. A blue 'Pay' button is at the bottom. The bottom screenshot is a confirmation page titled 'Thank you! Transaction Was Successful.' It shows the transaction reference number (EPAY-MHA-ROS202404230954140000000414) and a 'You have paid SGD' message. It includes a green checkmark icon and a 'Return to website' button.</p>

Guide for Application for Change of Name

S/N	Steps	Illustration
15	<ul style="list-style-type: none">• Upon successful payment, the application will be submitted to ROS officer for processing.• To check on the application status, please use the "Home" button and click on the tabs on the dashboard.	 <p>A Singapore Government Agency Website How to identify</p> <p>SECRETARY MABEL WONG LOGOUT</p> <h3>Change of Name Application Payment Successful</h3> <p>Application Reference No: CON-2024-00000019</p> <p>Payment Reference Number: EPAY-MHA-ROS202404161833040000000304</p> <p>The application has been submitted to ROS for processing. The status of the application can be viewed on the dashboard.</p> <p>HOME DOWNLOAD ACKNOWLEDGE</p> <p>Registry of Societies Ministry of Home Affairs 10 Kallang Rd, #06-00 ICA Building, Singapore 208718</p> <p>Useful links Societies Act Societies Regulations Registry of Foreign and Political Disclosures Charities Unit Sport Singapore Singapore Unique Entity Number (UEN)</p> <p>Feedback Contact Us Follow us on: </p> <p>Report Vulnerability Privacy Statement Terms of Use Copyright © 2023, Government of Singapore. Information last updated version</p>