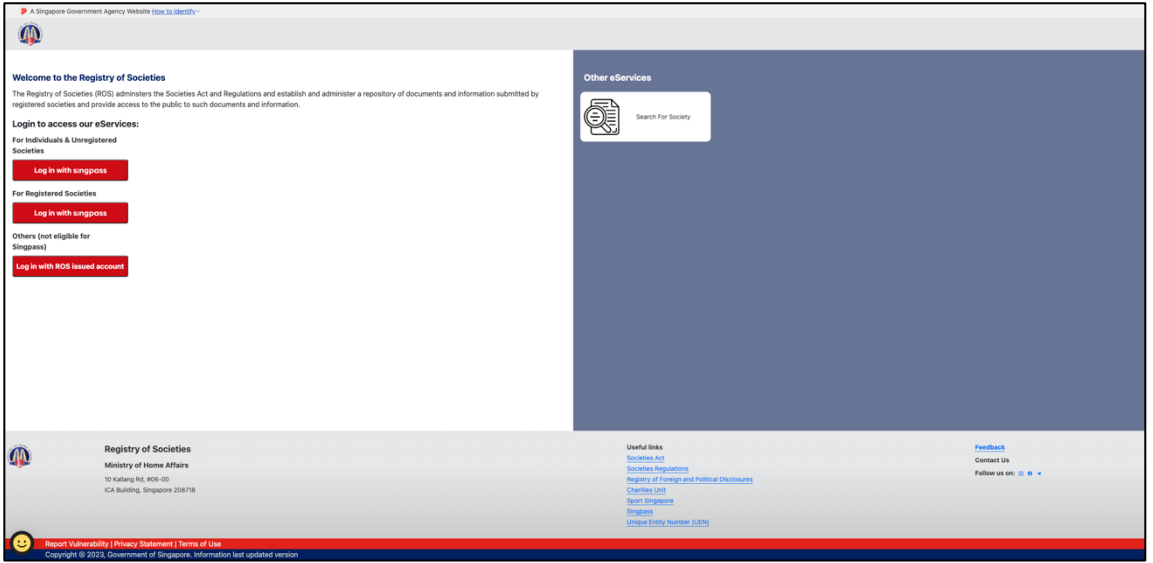
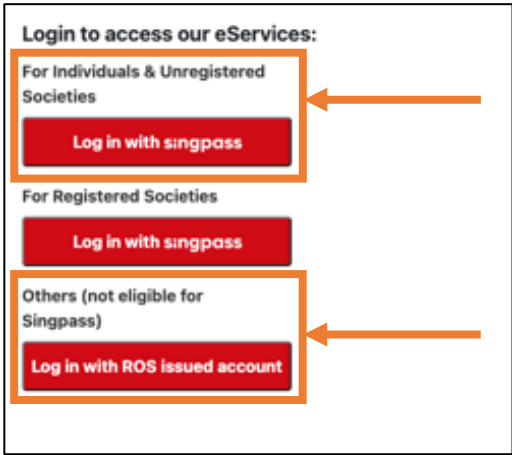
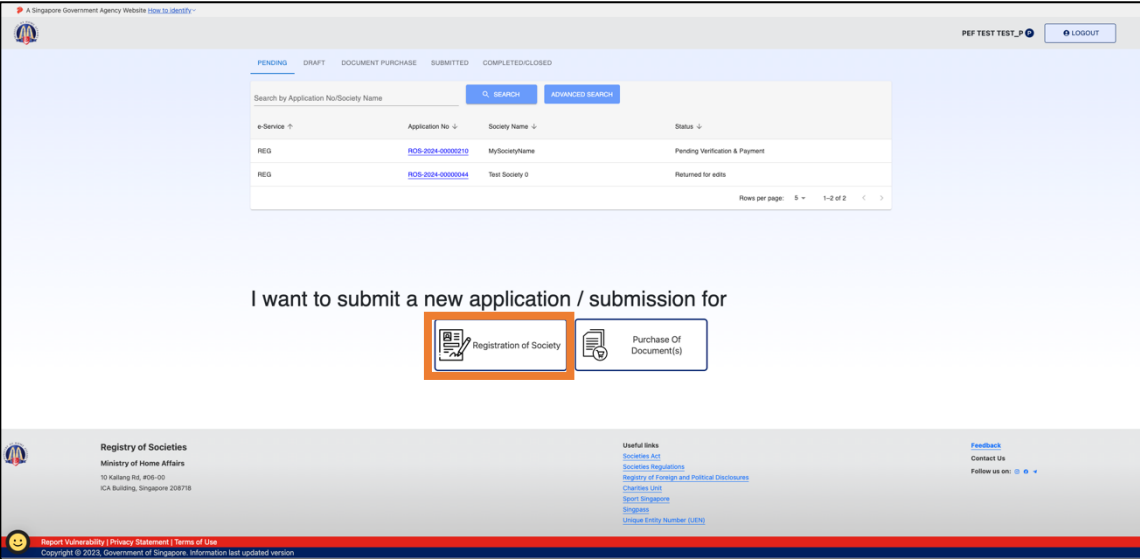


## Guide for Registration of Society

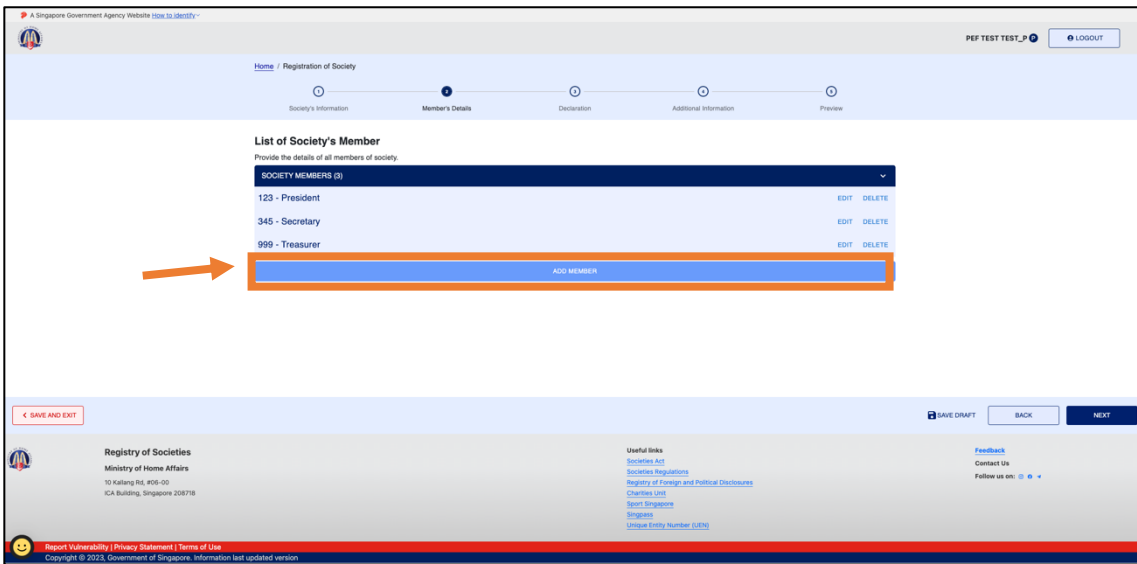
S/N	Step	Illustration
1	Go to Registry of Societies website: <a href="https://eservices2.mha.gov.sg/ros">https://eservices2.mha.gov.sg/ros</a>	 <p>The screenshot shows the official website of the Registry of Societies (ROS) under the Ministry of Home Affairs. The header includes the Singapore Government Agency Website link. The main content area welcomes users and provides login instructions. There are three login paths: 'For Individuals &amp; Unregistered Societies' (Log in with singpass), 'For Registered Societies' (Log in with singpass), and 'Others (not eligible for Singpass)' (Log in with ROS issued account). A search bar for 'Search For Society' is available on the right. The footer contains contact information, useful links, and a copyright notice for 2023.</p>
2	Log in to the system via: <ul style="list-style-type: none"> <li><b>Singpass</b> for Individuals &amp; Unregistered Societies</li> <li><b>OR</b></li> <li><b>ROS-issued</b> account if not eligible for Singpass</li> </ul>	 <p>This diagram highlights the login options from the website screenshot. It uses orange boxes and arrows to point to the specific login buttons. The first box points to the 'Log in with singpass' button for 'For Individuals &amp; Unregistered Societies'. The second box points to the 'Log in with singpass' button for 'For Registered Societies'. The third box points to the 'Log in with ROS issued account' button for 'Others (not eligible for Singpass)'.</p>

S/N	Step	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Registration of Society”.	 The screenshot shows the Singapore Government Agency Website. At the top, there's a navigation bar with links like 'PENDING', 'DRAFT', 'DOCUMENT PURCHASE', 'SUBMITTED', 'COMPLETED/CLOSED'. Below this is a search bar with 'SEARCH' and 'ADVANCED SEARCH' buttons. A table lists applications with columns for 'e-Service', 'Application No.', 'Society Name', and 'Status'. Two rows are visible: one for 'REG' with application number 'RCS-2024-0000270' and status 'Pending Verification & Payment', and another for 'REG' with application number 'RCS-2024-0000044' and status 'Returned for edits'. Below the table, there's a section titled 'I want to submit a new application / submission for' with two buttons: 'Registration of Society' (highlighted with an orange box) and 'Purchase Of Document(s)'. The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and various useful links.

## Guide for Registration of Society

S/N	Step	Illustration
4	<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 “<b>Proposed Society’s Information</b>”, “<b>Proposed Registered Address</b>”, “<b>Affiliation of Proposed Society</b>” and “<b>Additional Information</b>”.</li> <li>Click “<b>Next</b>”.</li> </ul>	

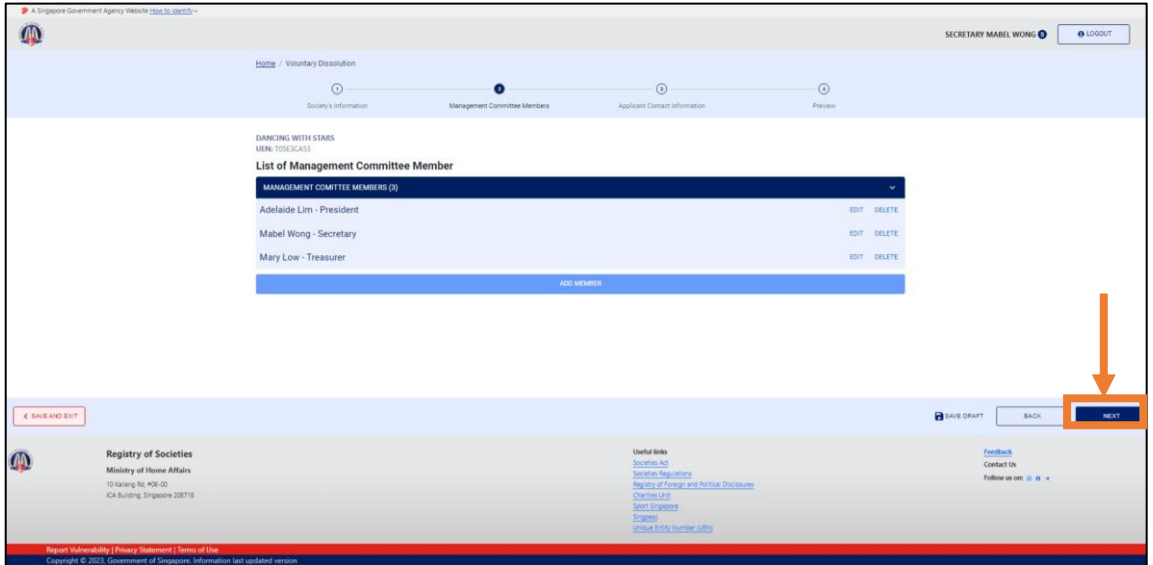
## Guide for Registration of Society

S/N	Step	Illustration
5	<ul style="list-style-type: none"> <li>Click <b>"Add Member"</b> to reveal "Member's Particulars", "Present Employment Status" and "Present Membership in Other Registered Societies".</li> <li>Complete the "Member's Particulars", "Present Employment Status" and "Present Membership in Other Registered Societies".</li> <li>Click <b>"Save"</b>.</li> <li>Please ensure that there are at least 10 members, including a President, a Secretary and a Treasurer before proceeding.</li> <li>Click <b>"Next"</b>.</li> </ul>	 <p>The screenshot shows the 'Registration of Society' page on the Singapore Government Agency Website. The page has a progress bar at the top with five steps: Society's Information, Member's Details, Declaration, Additional Information, and Preview. The 'Member's Details' step is currently active. Below the progress bar, there is a section titled 'List of Society's Member' with the instruction 'Provide the details of all members of society.' A table lists the current members: 123 - President, 345 - Secretary, and 999 - Treasurer. Each member has 'EDIT' and 'DELETE' buttons. At the bottom of the table, there is a blue button labeled 'ADD MEMBER', which is highlighted with an orange rectangle and an orange arrow. Below the table, there is a 'SAVE AND EXIT' button and a 'SAVE DRAFT' button. At the bottom of the page, there is a footer with the 'Registry of Societies' logo, contact information, and a list of useful links.</p>

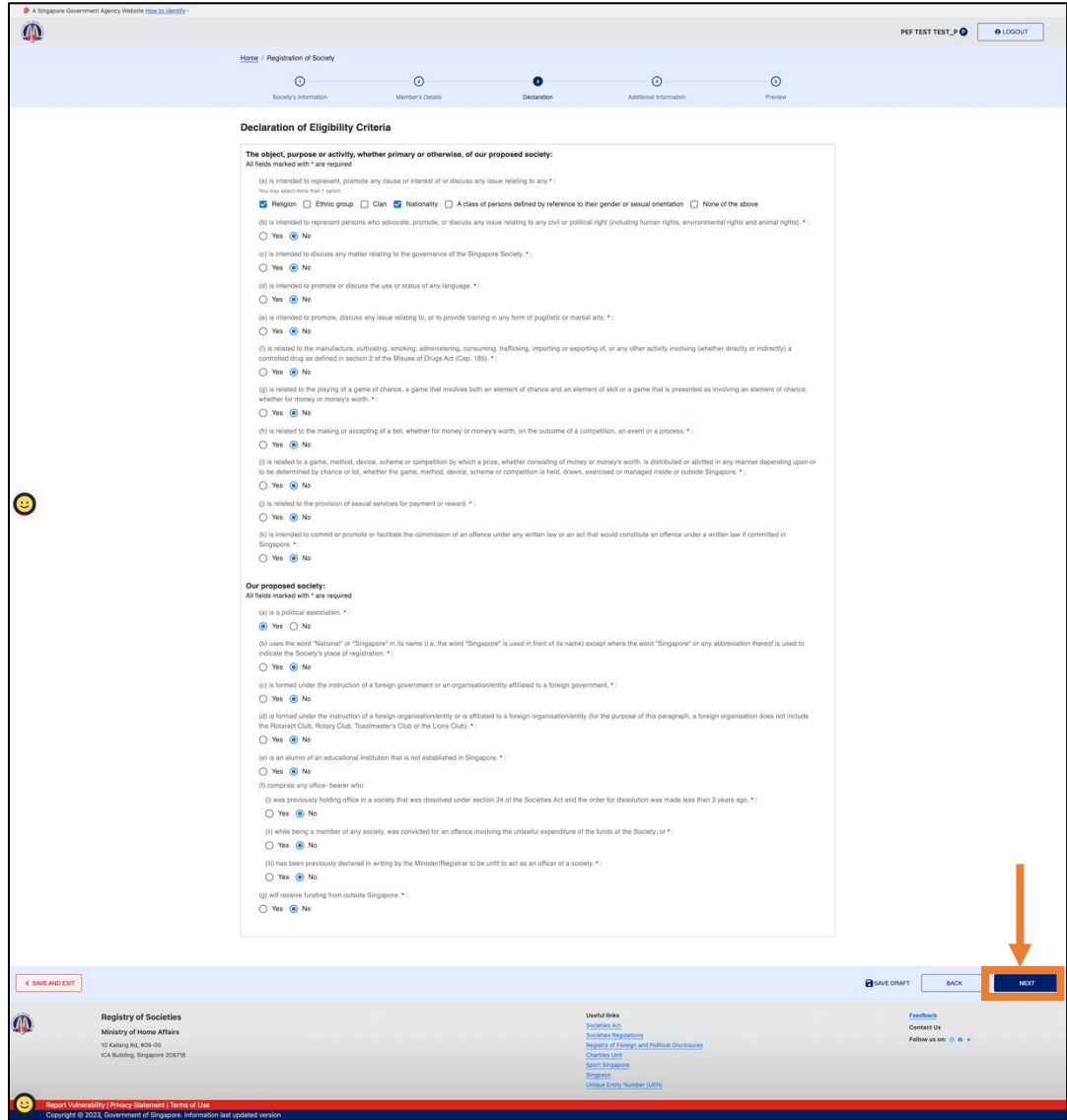
## Guide for Registration of Society

S/N	Step	Illustration
	<ul style="list-style-type: none"> <li>Complete the section on “<b>Member’s Particulars</b>”.</li> <li>Click “<b>Next</b>”.</li> </ul>	<p>The screenshot shows the 'Member's Particulars' form. The 'SAVE' button is highlighted with a red box and a red arrow pointing to it. The form includes fields for personal details, contact information, and employment status. The 'Present Membership in Other Registered Societies' section has a table with columns for 'Name of Society' and 'Post in Society'.</p>

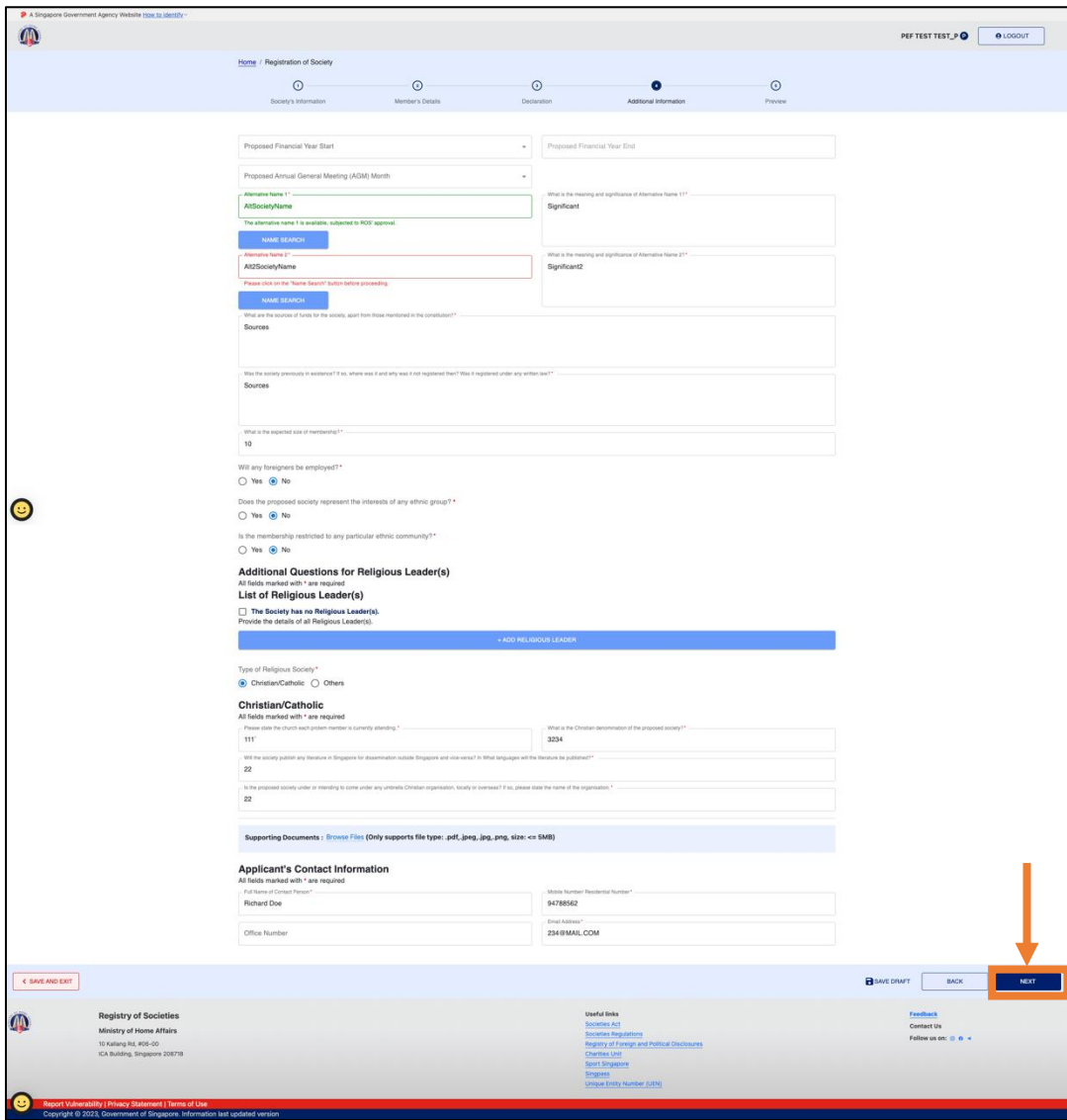
## Guide for Registration of Society

S/N	Step	Illustration
	<ul style="list-style-type: none"> <li>Complete the section on <b>“Management Committee Members”</b>.</li> <li>Click <b>“Next”</b>.</li> </ul>	 <p>The screenshot shows the 'Management Committee Members' section of the Singapore Government Agency Website. The page displays a list of members: Adelaide Lim - President, Mabel Wong - Secretary, and Mary Low - Treasurer. An orange arrow points to the 'NEXT' button at the bottom right of the page.</p>

## Guide for Registration of Society

S/N	Step	Illustration
6	<ul style="list-style-type: none"> <li>Complete “Declaration of Eligibility Criteria”.</li> <li>Click “Next”.</li> <li>If you are eligible for Automatic Registration, please proceed to Step 9. Otherwise, please proceed to Step 7.</li> </ul>	 <p>The screenshot shows the 'Declaration of Eligibility Criteria' form. The form is titled 'Declaration of Eligibility Criteria' and contains two main sections: 'The object, purpose or activity, whether primary or otherwise, of our proposed society:' and 'Our proposed society:'. Both sections contain multiple-choice questions with 'Yes' and 'No' options. The 'Next' button at the bottom right is highlighted with an orange arrow.</p>

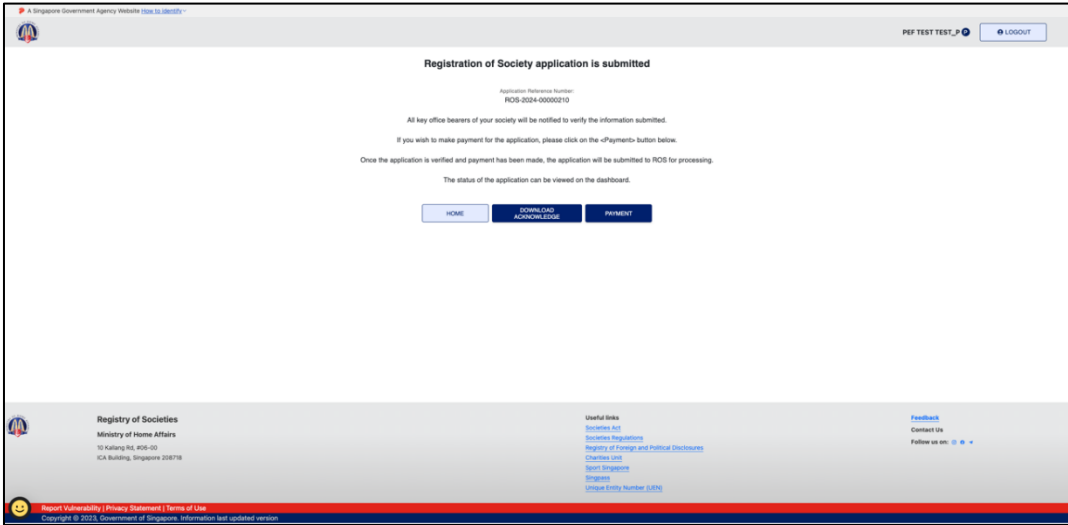
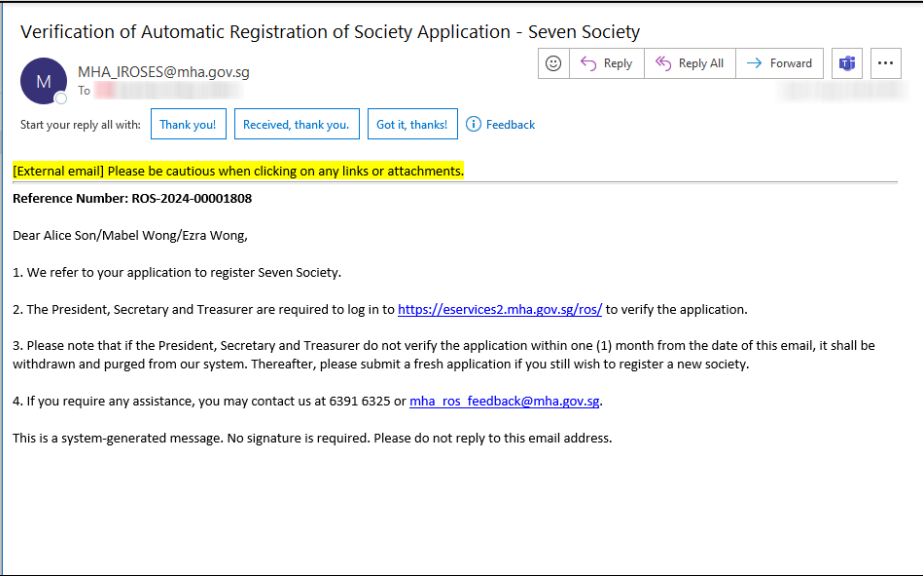
## Guide for Registration of Society

S/N	Step	Illustration
7	<ul style="list-style-type: none"> <li>Complete the section on “<b>Additional Information</b>”.</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 go to “Preview Page”.</li> </ul>	

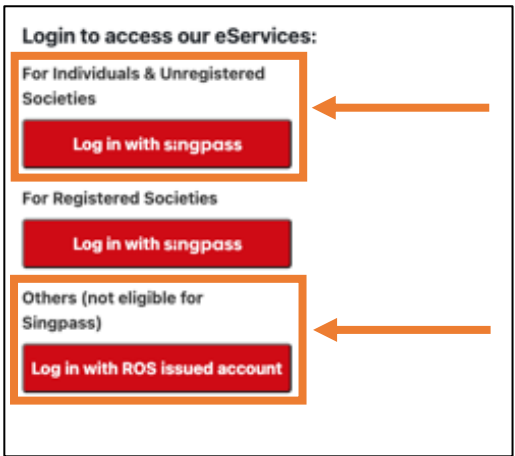
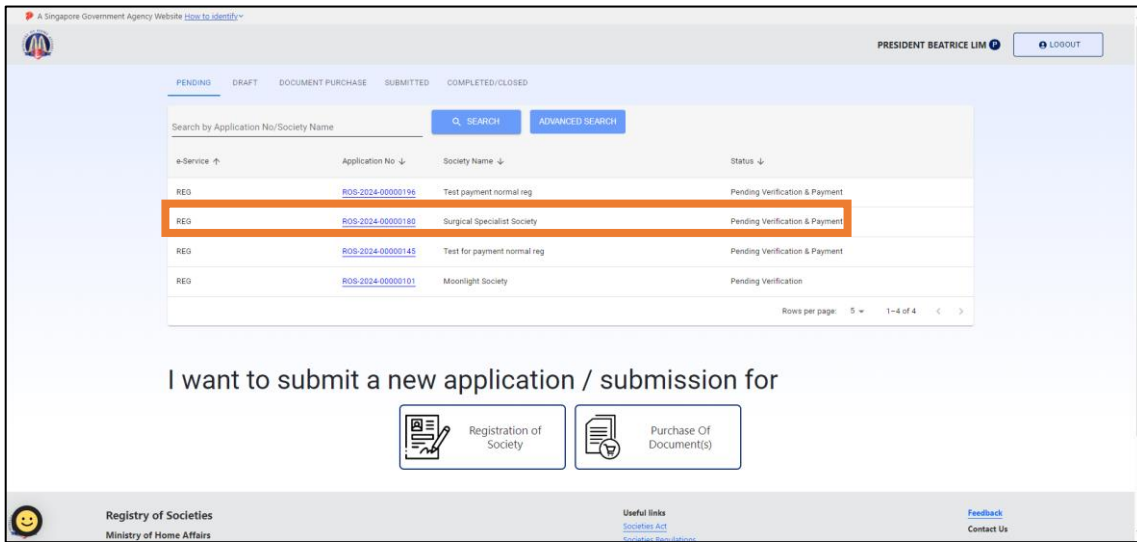


## Guide for Registration of Society

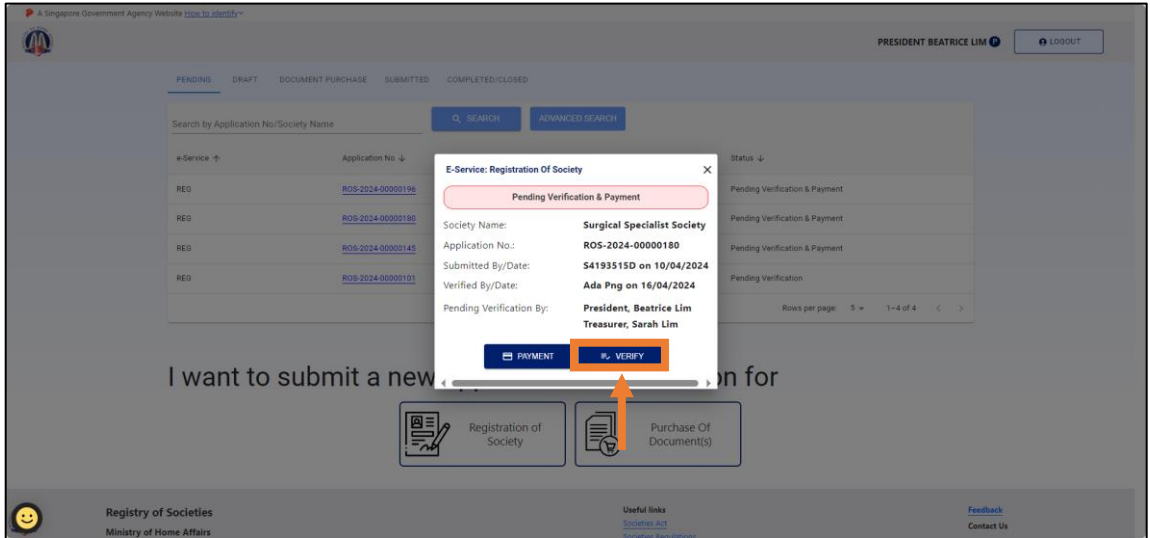
S/N	Step	Illustration
8	<ul style="list-style-type: none"> <li>Under “<b>Preview Page</b>”, confirm that your application details and documents are captured correctly.</li> </ul>	
9	<ul style="list-style-type: none"> <li>Click on the “<b>Declaration Box</b>” if all information is in order.</li> <li>Click on “<b>Submit</b>” to submit the application to the President, Secretary and Treasurer (or “PST”) for verification.</li> </ul>	

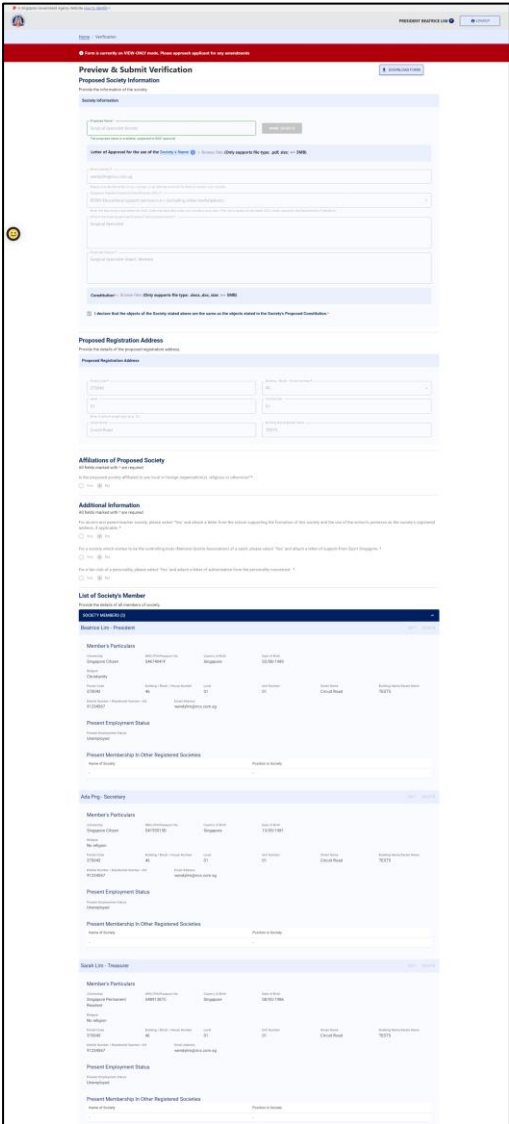
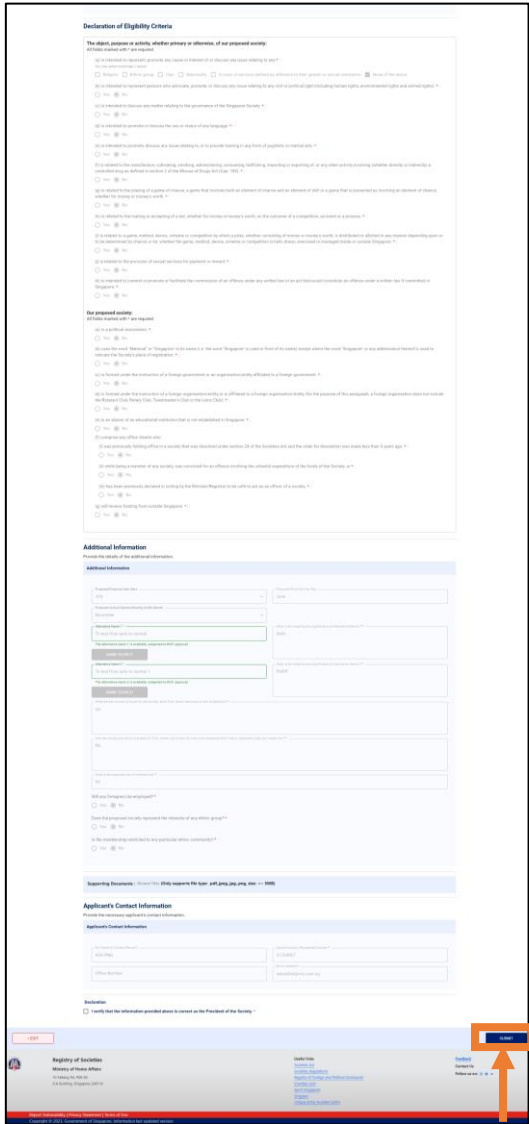
<p>10</p>	<ul style="list-style-type: none"> <li>The application status is reflected in the “<b>Acknowledgement Page</b>” after submission.</li> <li>The President, Secretary and Treasurer would receive an email requesting them to verify the application.</li> </ul>	 
-----------	--	---

## Guide for Registration of Society

S/N	Step	Illustration
11	<ul style="list-style-type: none"> <li>Log in to "<a href="https://eservices2.mha.gov.sg/ros">https://eservices2.mha.gov.sg/ros</a>" for the President, Secretary and Treasurer to verify the application via Singpass account by selecting "<a href="#">For Registered Societies</a>" or ROS issued account (if not eligible for Singpass) by selecting "<a href="#">Others (not eligible for Singpass)</a>"</li> </ul>	
12	<ul style="list-style-type: none"> <li>At the dashboard page, search for the application with "<b>Pending Verification &amp; Payment</b>" status.</li> <li>Click on the application.</li> </ul>	

## Guide for Registration of Society

S/N	Step	Illustration
13	<ul style="list-style-type: none"> <li>Click on the <b>“Verify”</b> button to preview the submitted application.</li> </ul>	 <p>The screenshot shows the 'E-Service: Registration Of Society' interface on the Singapore Government Agency Website. The interface includes a search bar, a table of applications, and a modal window for viewing application details. The modal window displays the following information:</p> <ul style="list-style-type: none"> <li><b>Society Name:</b> Surgical Specialist Society</li> <li><b>Application No.:</b> ROS-2024-00000180</li> <li><b>Submitted By/Date:</b> S419351SD on 10/04/2024</li> <li><b>Verified By/Date:</b> Ada Png on 16/04/2024</li> <li><b>Pending Verification By:</b> President, Beatrice Lim; Treasurer, Sarah Lim</li> </ul> <p>The modal window also features buttons for 'PAYMENT' and 'VERIFY'. An orange arrow points to the 'VERIFY' button, indicating the next step in the process.</p>

S/N	Step	Illustration
14	<ul style="list-style-type: none"> <li>System will display the Preview &amp; Submit Verification page in “VIEW-ONLY mode”</li> <li>Click on the “<b>Submit</b>” button to verify the submitted application.</li> </ul>	 

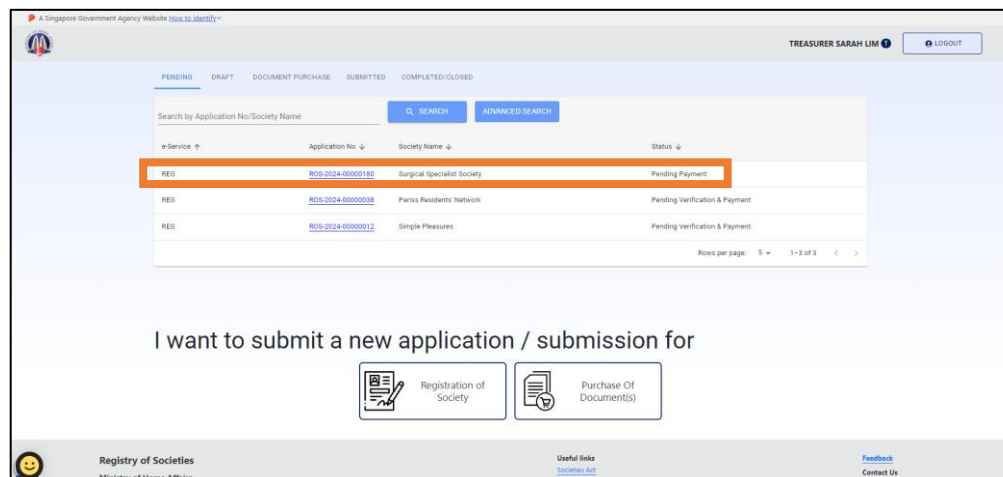
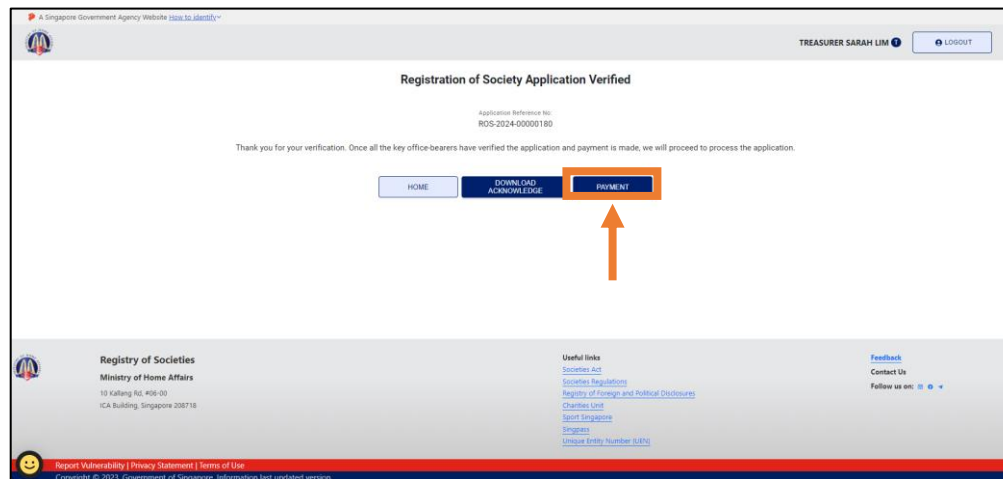
15

- 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.

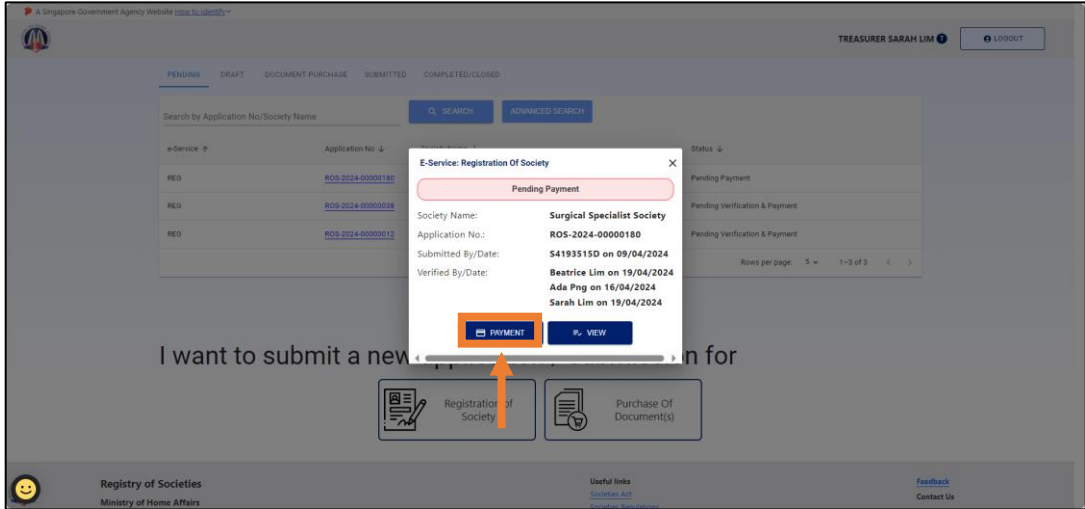
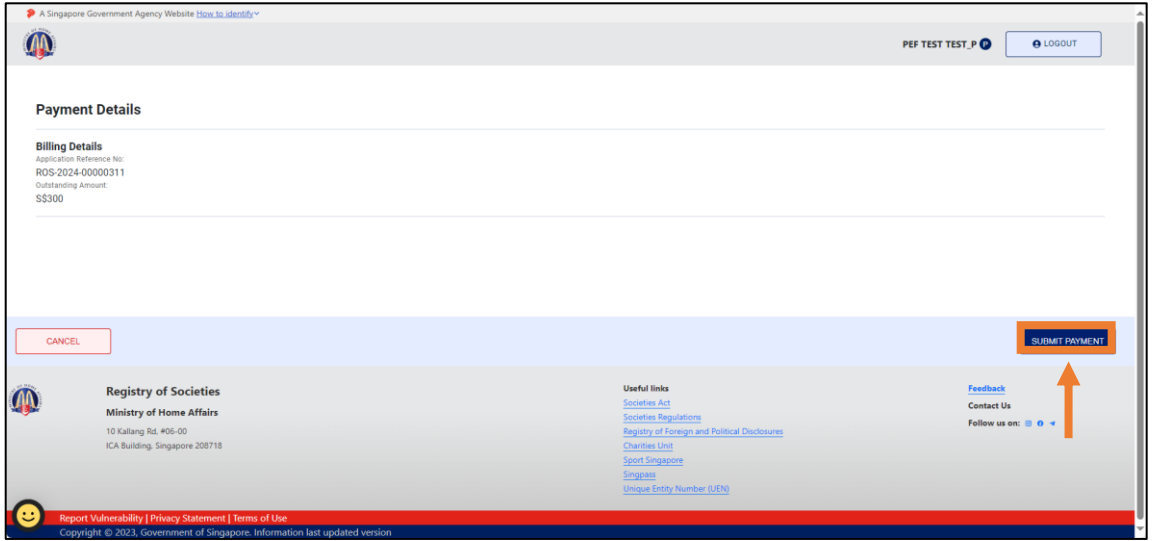
Or

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

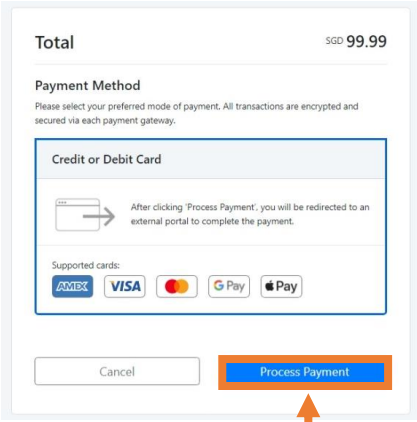
Click on the application.



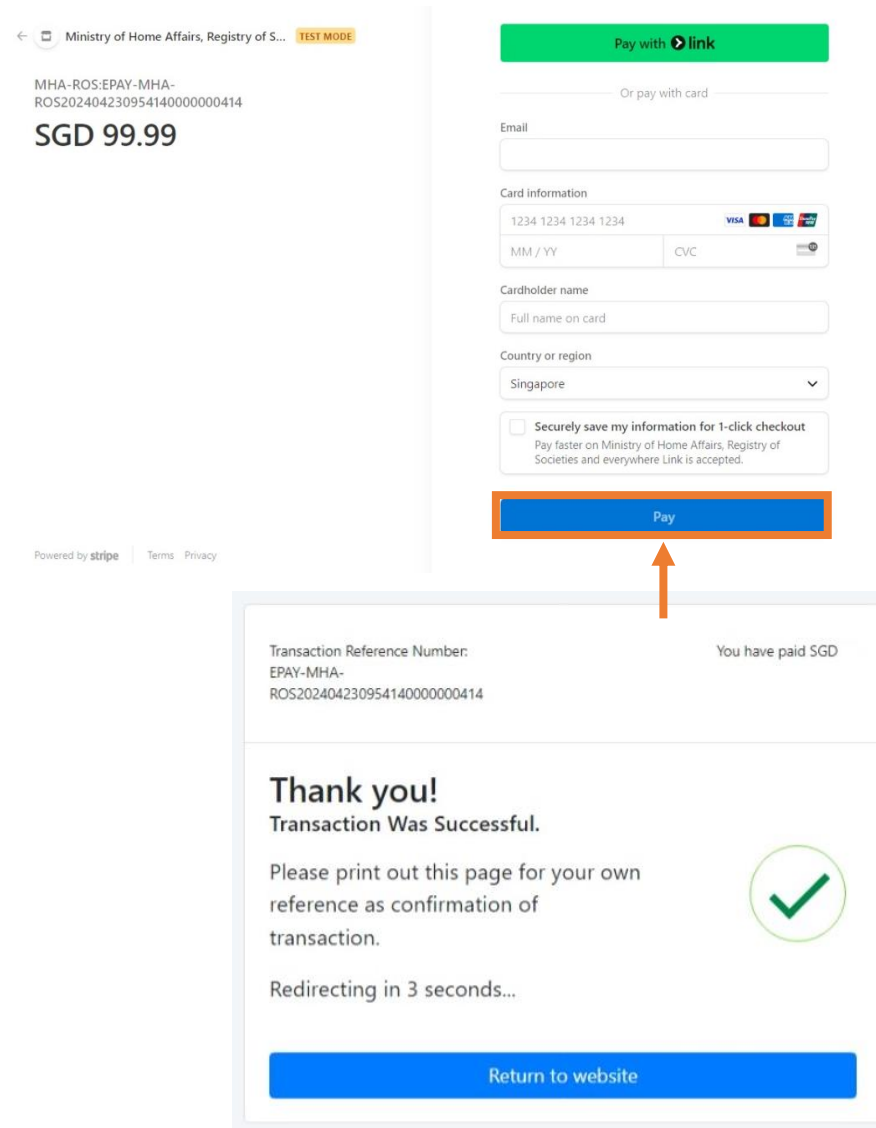
## Guide for Registration of Society

S/N	Step	Illustration
	<ul style="list-style-type: none"> <li>The applicant, President, Secretary or Treasurer are able to click on <b>“Payment”</b> to complete the <b>“Registration of Society”</b> application.</li> </ul>	 <p>The screenshot shows the 'E-Service: Registration of Society' modal. The modal contains the following information:</p> <ul style="list-style-type: none"> <li><b>Pending Payment</b></li> <li><b>Society Name:</b> Surgical Specialist Society</li> <li><b>Application No.:</b> ROS-2024-00000180</li> <li><b>Submitted By/Date:</b> S4193515D on 09/04/2024</li> <li><b>Verified By/Date:</b> Beatrice Lim on 19/04/2024, Ada Png on 16/04/2024, Sarah Lim on 19/04/2024</li> </ul> <p>At the bottom of the modal, there is a <b>PAYMENT</b> button (highlighted with an orange box and an arrow) and a <b>VIEW</b> button.</p>
16	<ul style="list-style-type: none"> <li>System will display the payment details. To proceed with the payment, click on <b>“Submit Payment”</b> button</li> </ul>	 <p>The screenshot shows the 'Payment Details' page. The page displays the following information:</p> <ul style="list-style-type: none"> <li><b>Billing Details</b></li> <li><b>Application Reference No.:</b> ROS-2024-00000311</li> <li><b>Outstanding Amount:</b> S\$300</li> </ul> <p>At the bottom of the page, there is a <b>SUBMIT PAYMENT</b> button (highlighted with an orange box and an arrow) and a <b>CANCEL</b> button.</p>

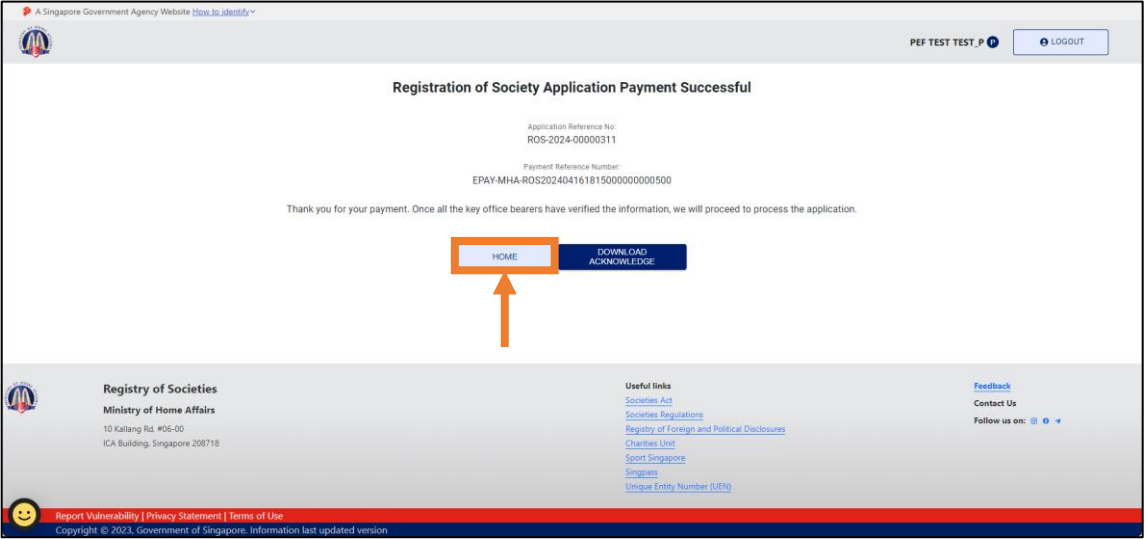
## Guide for Registration of Society

S/N	Step	Illustration
17	<ul style="list-style-type: none"><li>Click on the Credit or Debit Card and click on the “Process Payment” button</li></ul>	 <p>The illustration shows a payment gateway interface. At the top, it displays 'Total' as SGD 99.99. Below this, the 'Payment Method' section is active, showing 'Credit or Debit Card' as the selected option. A note states: 'After clicking Process Payment, you will be redirected to an external portal to complete the payment.' Underneath, there are logos for supported cards: AMEX, VISA, Mastercard, Google Pay, and Apple Pay. At the bottom of the interface, there are two buttons: 'Cancel' and 'Process Payment'. The 'Process Payment' button is highlighted with an orange border, and an orange arrow points upwards towards it from below the interface.</p>



S/N	Step	Illustration
18	<ul style="list-style-type: none"> <li>Complete the payment details and click on “Pay” to make payment.</li> <li>Upon successful transaction, system will display the transaction successful message. It will then redirect you back to the e-service successful payment acknowledgement page.</li> </ul>	 <p>The illustration shows a payment interface for the Ministry of Home Affairs, Registry of Societies. It includes a 'Pay with link' button, a 'Pay with card' section with fields for email, card information, and cardholder name, and a 'Pay' button highlighted with an orange box and an arrow. Below the payment form is a confirmation message: 'Thank you! Transaction Was Successful. Please print out this page for your own reference as confirmation of transaction. Redirecting in 3 seconds...' with a 'Return to website' button.</p>

## Guide for Registration of Society

S/N	Step	Illustration
19	<ul style="list-style-type: none"> <li>Upon successful payment, the application will be submitted to ROS for processing.</li> <li>To check on the application status, please use the <b>"Home"</b> button and click on the tabs on the dashboard.</li> </ul>	 <p>The screenshot displays the 'Registration of Society Application Payment Successful' page. At the top, it shows the application reference number 'ROS-2024-00000311' and the payment reference number 'EPAY-MHA-ROS20240416181500000000500'. A message states: 'Thank you for your payment. Once all the key office bearers have verified the information, we will proceed to process the application.' Below this, there are two buttons: 'HOME' (highlighted with an orange box and an arrow) and 'DOWNLOAD ACKNOWLEDGE'. The footer includes the Registry of Societies logo, contact information (10 Kallang Rd. #06-00, ICA Building, Singapore 208718), and a list of useful links: Societies Act, Societies Regulations, Registry of Foreign and Political Disclosures, Charities Unit, Sport Singapore, Singpass, and Unique Entity Number (UEN). It also features a 'Feedback' section with 'Contact Us' and 'Follow us on' social media icons.</p>