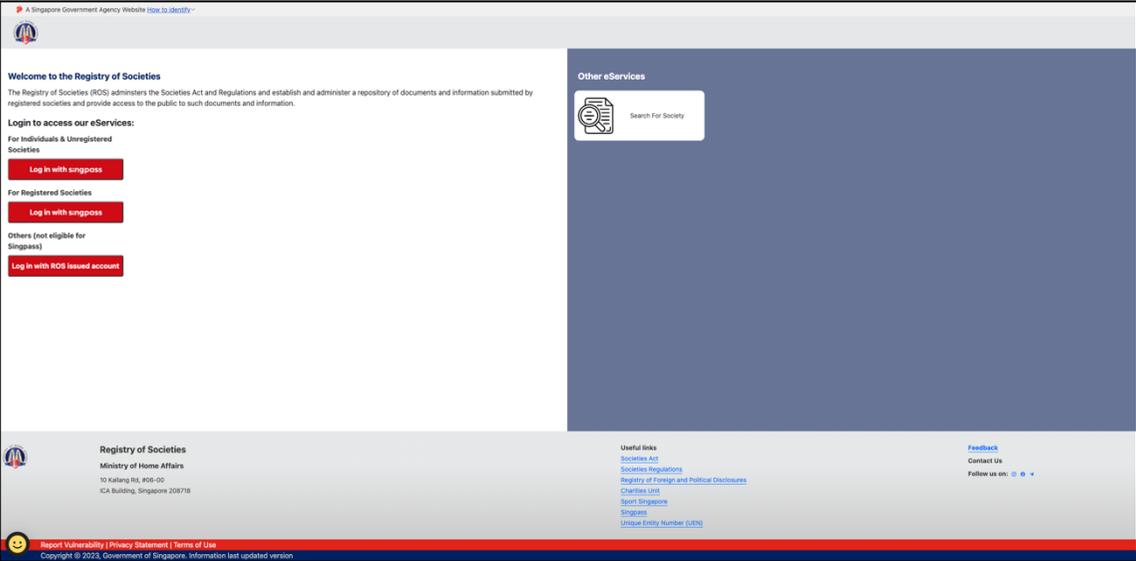
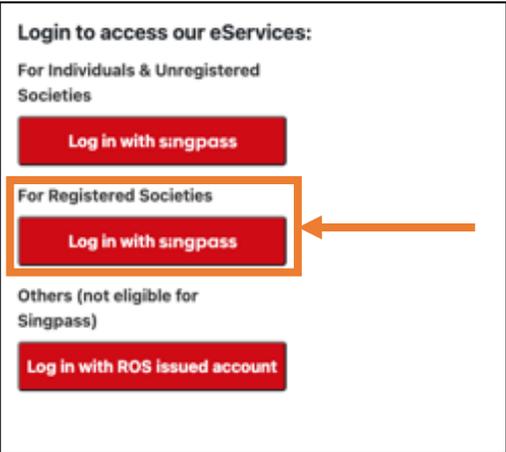
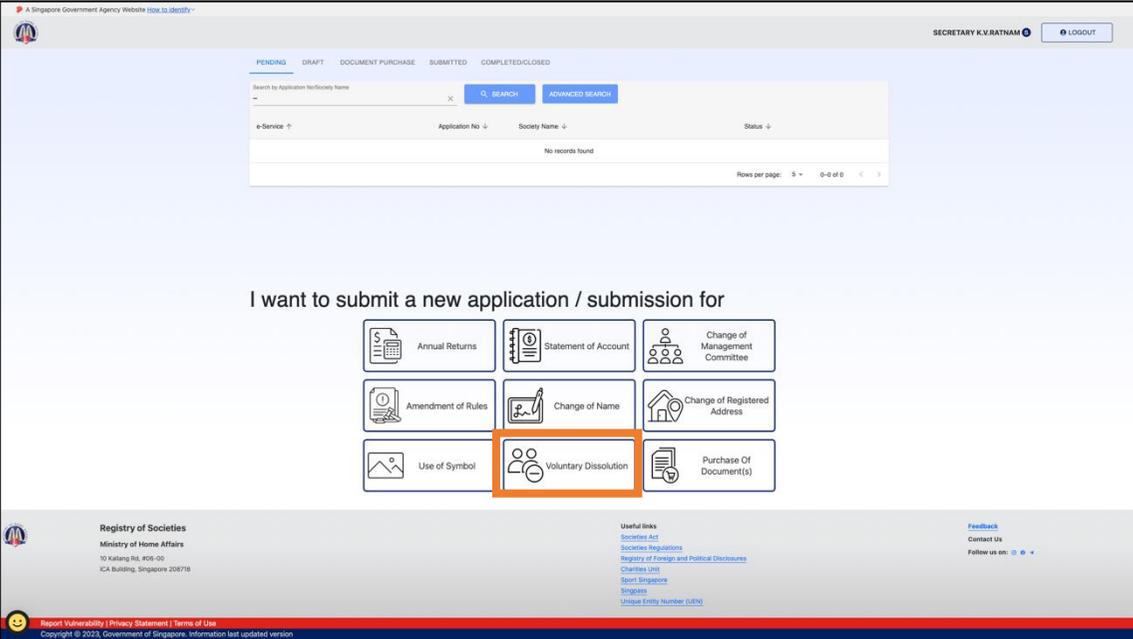


Guide for Application for Voluntary Dissolution

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>	

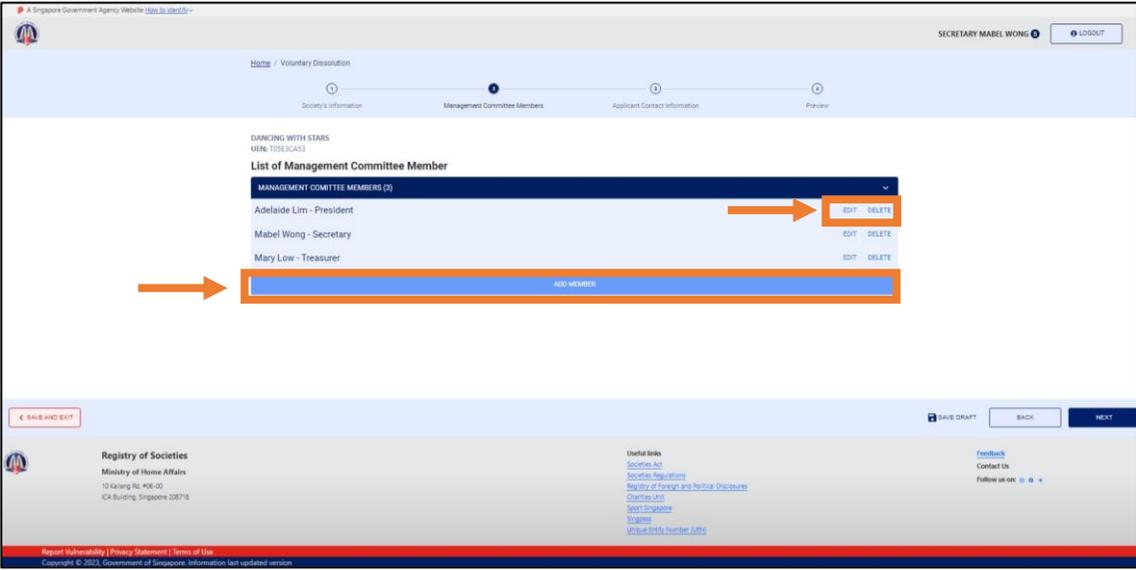
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Voluntary Dissolution” .	 <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 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 'Voluntary Dissolution' icon, which shows two people, is highlighted with an orange border. Other icons include Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, Change of Registered Address, Use of Symbol, 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>

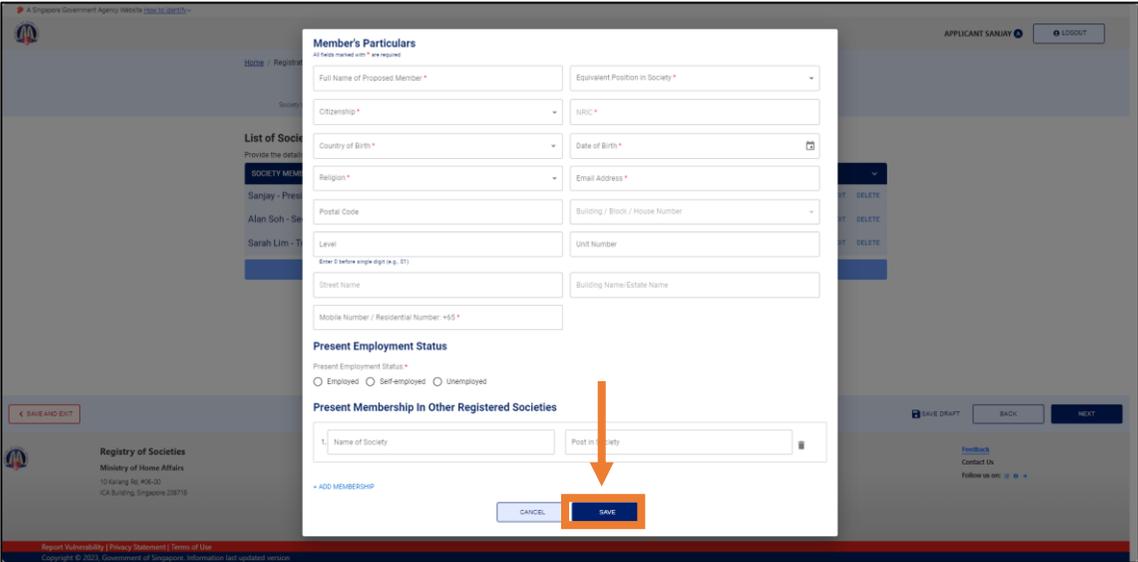
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
4	<ul style="list-style-type: none"> Complete the Sections on “Society Information”. Mandatory fields are indicated with “ * ” Attach the relevant supporting documents where applicable by clicking on “Browse Files” links. Click “Next” to go to the “Management Committee Members Page” if there is a change in committee members. 	

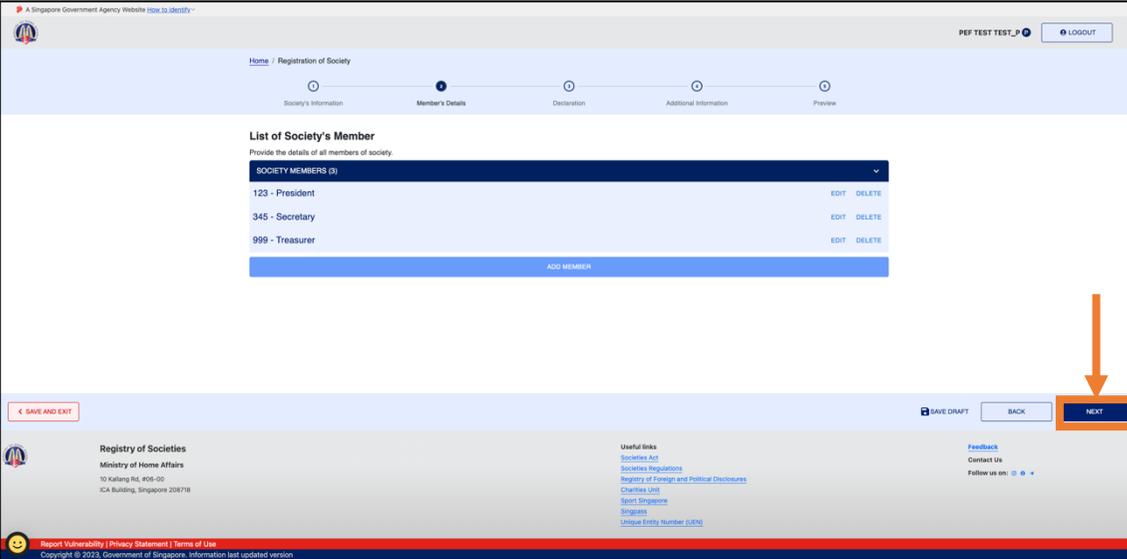
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
5	<ul style="list-style-type: none">Click on “Edit” or “Delete” link to edit the committee members details.Add “Management Committee Members” (where applicable) by clicking on “ADD MEMBER” button.	 <p>The screenshot shows the 'List of Management Committee Member' page on the Singapore Government Agency Website. The page displays a list of members: Adelaide Lim - President, Mabel Wong - Secretary, and Mary Low - Treasurer. Each member has 'EDIT' and 'DELETE' links. An 'ADD MEMBER' button is highlighted with an orange box and an arrow. The page also shows a progress bar at the top and a footer with contact information and useful links.</p>

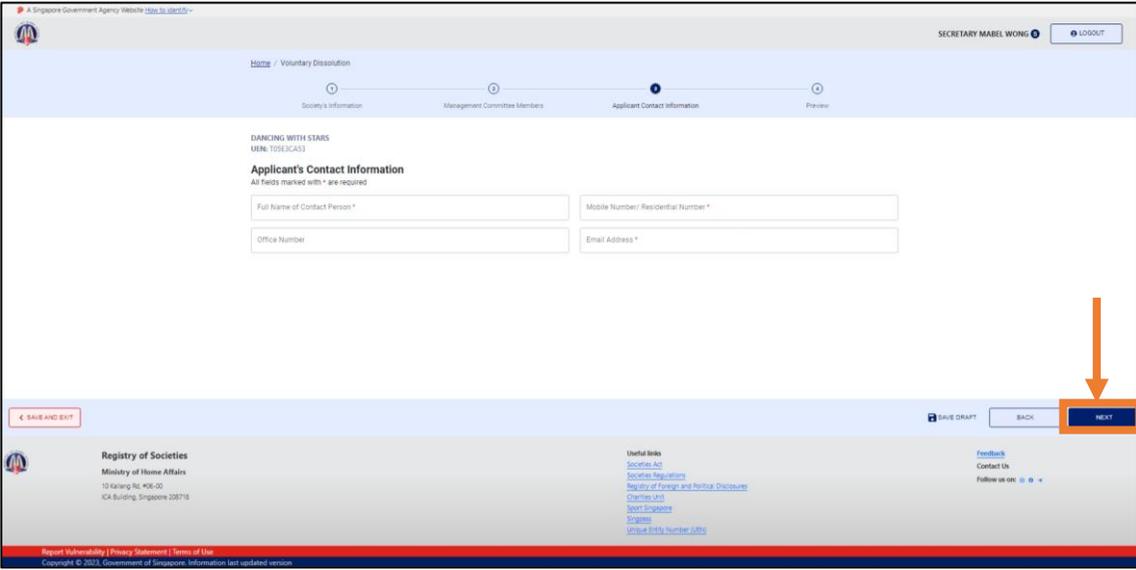
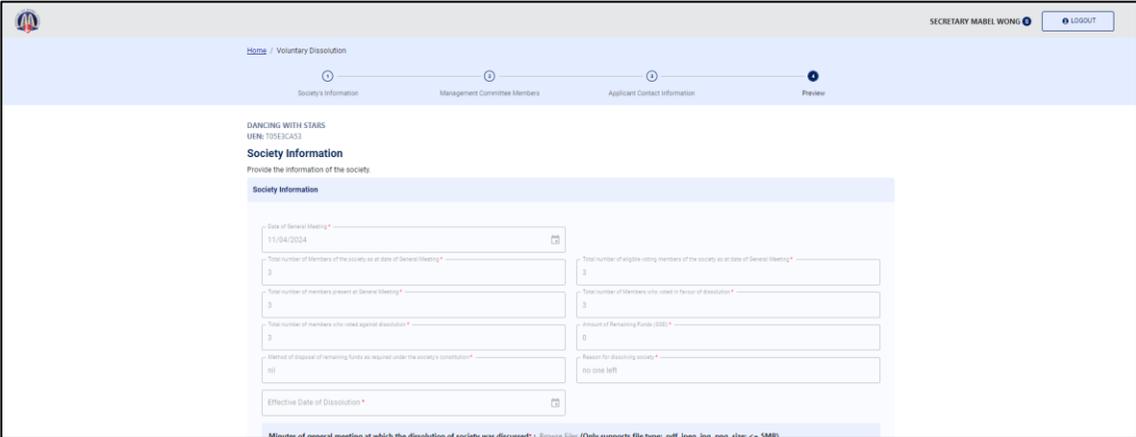
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
6	<ul style="list-style-type: none"> Complete the “Member’s Particulars”, “Present Employment Status” and “Present Membership in Other Registered Societies”. Click “Next”. 	

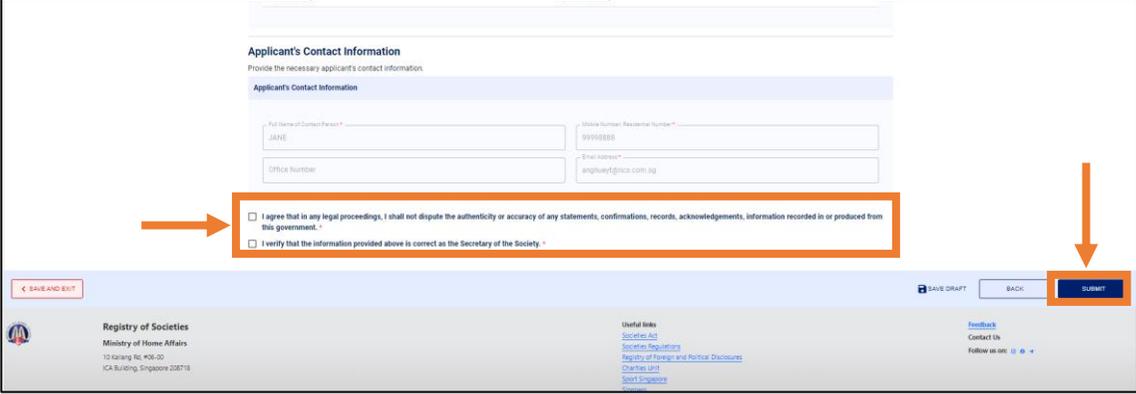
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
7	<ul style="list-style-type: none">• Complete the section on “Management Committee Members”.• Click “Next”.	 <p>The screenshot shows the 'Registration of Society' page on the Singapore Government Agency Website. The page is titled 'List of Society's Member' and prompts the user to 'Provide the details of all members of society.' A table lists three members: 123 - President, 345 - Secretary, and 999 - Treasurer, each with 'EDIT' and 'DELETE' buttons. An 'ADD MEMBER' button is at the bottom of the table. At the bottom of the page, there are buttons for 'SAVE AND EXIT', 'SAVE DRAFT', 'BACK', and 'NEXT'. An orange arrow points to the 'NEXT' button.</p>

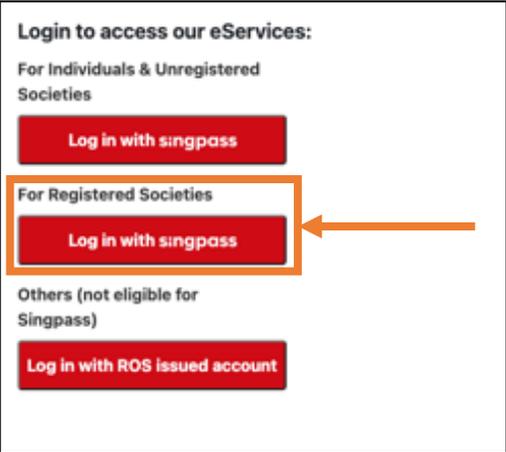
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
8	<ul style="list-style-type: none"> Complete the sections on “Applicant Contact Information”. Click “Next”. 	 <p>The screenshot shows the 'Applicant Contact Information' page for the society 'DANCING WITH STARS' (UEN: T05E3A53). The form contains the following fields:</p> <ul style="list-style-type: none"> Full Name of Contact Person * Office Number Mobile Number/ Residential Number * Email Address * <p>Navigation buttons at the bottom include 'SAVE AND EXIT', 'SAVE DRAFT', 'BACK', and 'NEXT'. The 'NEXT' button is highlighted with an orange arrow.</p>
9	<ul style="list-style-type: none"> Under the “Preview Page”, confirm that your submission details and documents are captured correctly. 	 <p>The screenshot shows the 'Preview' page for the 'Society Information' section. The form displays the following information:</p> <ul style="list-style-type: none"> Date of Service Meeting: 11/04/2024 Total number of Members of the society as at date of Service Meeting: 3 Total number of members present at General Meeting: 3 Total number of members who voted in favour of dissolution: 3 Total number of members who voted against dissolution: 0 Method of disposal of remaining funds as required under the society's constitution: nil Effective Date of Dissolution: [Date] Total number of eligible voting members of the society as at date of General Meeting: 3 Total number of Members who voted in favour of dissolution: 3 Amount of Remaining Funds (S\$): 0 Reason for dissolving society: No one left

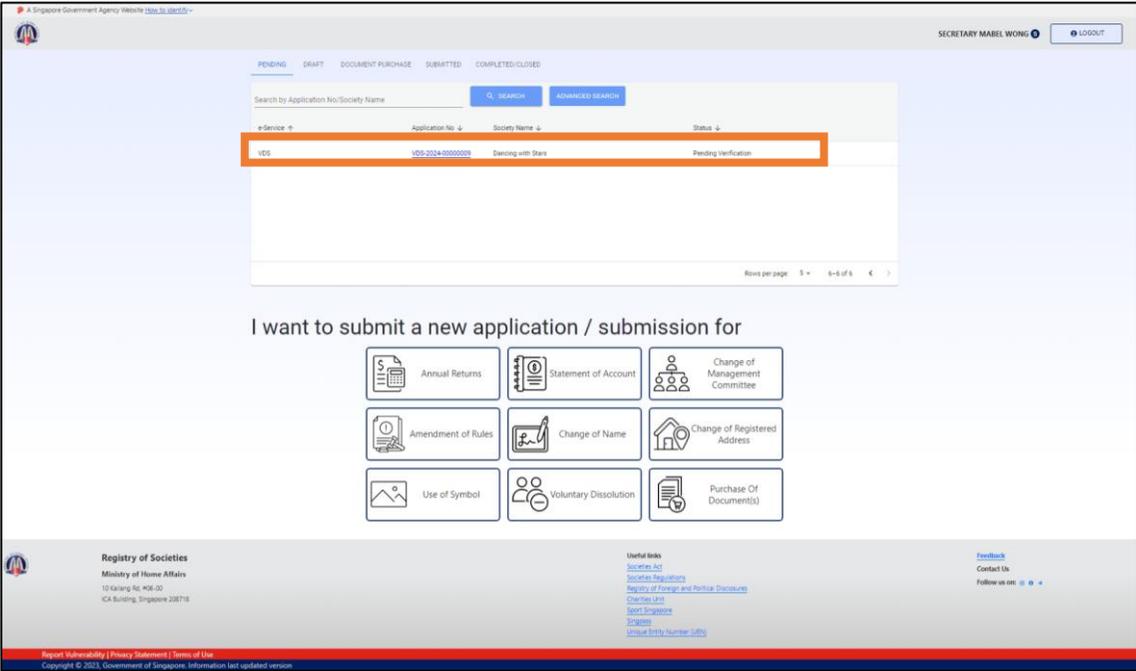
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S/N	Steps	Illustration
10	<ul style="list-style-type: none"> Click on the “Declaration Box” if all information is in order. Click on “Submit” to submit for verification. 	 <p>The illustration shows a web form titled "Applicant's Contact Information". It contains several input fields: "Full Name of Contact Person*" (with "JANE" entered), "Mobile Number/ Residential Number*", "Office Number", and "Email Address*" (with "janeway@gnca.com.sg" entered). Below these fields is a section with two checkboxes: <ul style="list-style-type: none"> <input type="checkbox"/> I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from this government.* <input type="checkbox"/> I verify that the information provided above is correct as the Secretary of the Society.* An orange arrow points from the left to the first checkbox. Another orange arrow points from the right to the "SUBMIT" button, which is highlighted with a red box. At the bottom of the form, there are buttons for "SAVE AND EDIT", "SAVE DRAFT", "BACK", and "SUBMIT". The footer includes the Registry of Societies logo and contact information, along with useful links and social media icons. </p>

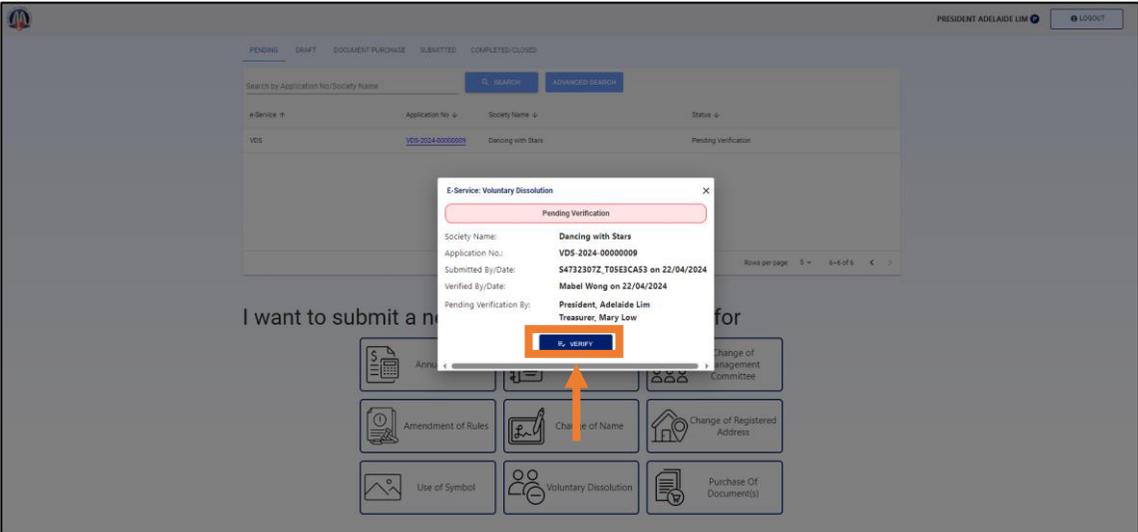
Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
12	<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>

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S/N	Steps	Illustration
13	<ul style="list-style-type: none"> At the dashboard page, search for the application with “Pending Verification” status. Click on the application. 	 <p>The screenshot shows the Singapore Government Agency Website dashboard. 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 button. Below the search bar, a table displays search results. The first row is highlighted with an orange border and contains the following information: Service: VDS, Application No.: VDS-2024-00000000, Society Name: Dancing with Stars, and Status: Pending Verification. Below the table, there is a section titled "I want to submit a new application / submission for" with a grid of service icons: Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, Change of Registered Address, Use of Symbol, Voluntary Dissolution, and Purchase Of Document(s). The footer contains contact information for the Registry of Societies and various useful links.</p>

Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration								
14	<ul style="list-style-type: none">Click on the “Verify” button to preview the submitted application.	 <p>The illustration shows a screenshot of the Registry of Societies portal. At the top, there are navigation tabs: PENDING, DRAFT, DOCUMENT PURCHASE, SUBMITTED, and COMPLETED-CLOSED. A search bar is visible with filters for 'SEARCH' and 'ADVANCED SEARCH'. Below the search bar, there is a table of applications. One application is highlighted with a red box, showing the following details:</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>VDS</td><td>VDS-2024-00000009</td><td>Dancing with Stars</td><td>Pending Verification</td></tr></tbody></table> <p>A modal window titled 'E-Service: Voluntary Dissolution' is open, displaying the following information:</p> <ul style="list-style-type: none">Pending VerificationSociety Name: Dancing with StarsApplication No.: VDS-2024-00000009Submitted By/Date: S4732307Z_T05E3CAS1 on 22/04/2024Verified By/Date: Mabel Wong on 22/04/2024Pending Verification By: President, Adelaide Lim Treasurer, Mary Low <p>A red box highlights the 'VERIFY' button in the modal. An orange arrow points to this button from the 'Voluntary Dissolution' icon in the bottom navigation bar. The background shows a grid of service icons including 'Amendment of Rules', 'Change of Name', 'Change of Registered Address', 'Use of Symbol', 'Voluntary Dissolution', and 'Purchase Of Document(s)'.</p>	e-Service	Application No.	Society Name	Status	VDS	VDS-2024-00000009	Dancing with Stars	Pending Verification
e-Service	Application No.	Society Name	Status							
VDS	VDS-2024-00000009	Dancing with Stars	Pending Verification							

Guide for Application for Voluntary Dissolution

15

- System will display the Preview & Submit Verification page in “VIEW-ONLY mode”.
- Click on the “**Submit**” button to verify the submitted application.

Preview & Submit Verification
Society Information

List of Management Committee Member

Adelaide Lim - President

Member's Particulars	Company Name	Company No.	Company of Birth	Date of Birth	
President	Singapore Citizen	480210289999999	Singapore	05/11/1977	
Religion					
Marital Status					
Age	46	Level	15	Club Number	
Home Address	27042	Building Name / House Number	15	Club Name	14/37/1988
Mobile Number / Responder Number (MS)	9124857	Email Address	adelaide@ms.com.sg	Street Name	Circle Road
Building Name/Block Name				Building Name/Block Name	7875

Mabel Wong - Secretary

Member's Particulars	Company Name	Company No.	Company of Birth	Date of Birth	
Secretary	Singapore Citizen	54732372	Singapore	15/11/1988	
Religion					
Marital Status					
Age	35	Level	15	Club Number	
Home Address	27042	Building Name / House Number	15	Club Name	14/37/1988
Mobile Number / Responder Number (MS)	9124857	Email Address	mabel@ms.com.sg	Street Name	Circle Road
Building Name/Block Name				Building Name/Block Name	7875

Mary Low - Treasurer

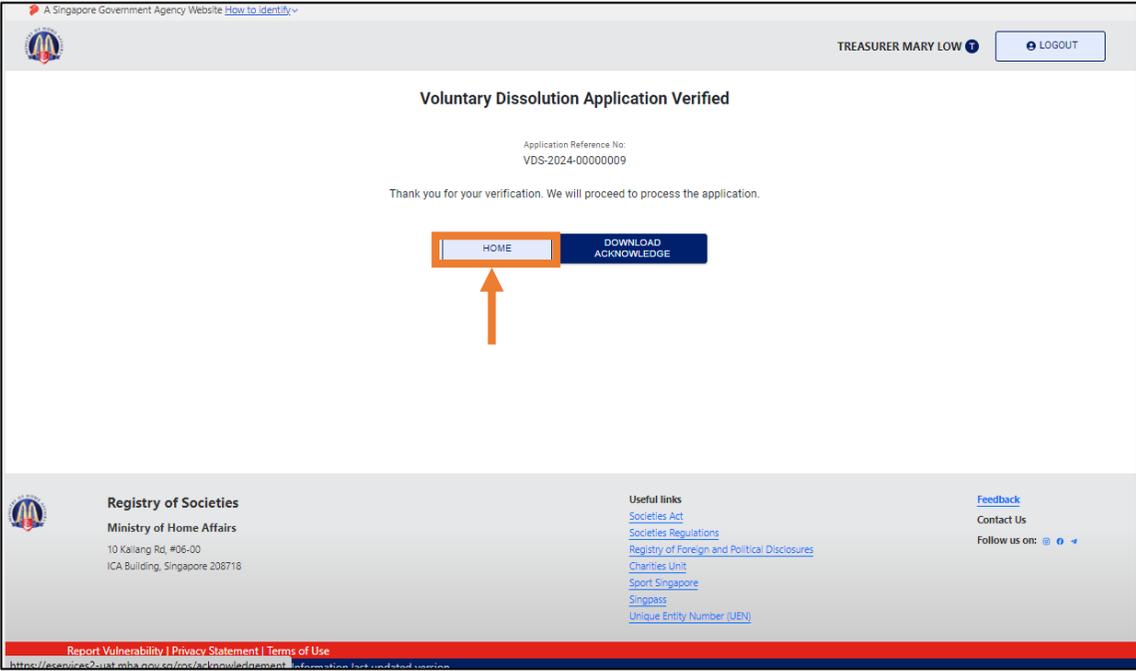
Member's Particulars	Company Name	Company No.	Company of Birth	Date of Birth	
Treasurer	Singapore Citizen	480210289999999	Singapore	14/37/1988	
Religion					
Marital Status					
Age	35	Level	15	Club Number	
Home Address	27042	Building Name / House Number	15	Club Name	14/37/1988
Mobile Number / Responder Number (MS)	9124857	Email Address	mary@ms.com.sg	Street Name	Circle Road
Building Name/Block Name				Building Name/Block Name	7875

Applicant's Contact Information

Verify that the information provided above is correct as the President of the Society.

Submit

Guide for Application for Voluntary Dissolution

S/N	Steps	Illustration
16	<ul style="list-style-type: none">• When the last person had verified the application, 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>TREASURER MARY LOW LOGOUT</p> <h3>Voluntary Dissolution Application Verified</h3> <p>Application Reference No: VDS-2024-00000009</p> <p>Thank you for your verification. We will proceed to process the application.</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 Singpass Unique Entity Number (UEN)</p> <p>Feedback Contact Us Follow us on: </p> <p>Report Vulnerability Privacy Statement Terms of Use https://roservices2.sust.mba.gov.sg/ros/acknowledgement Information last updated: 2023/09/20</p>