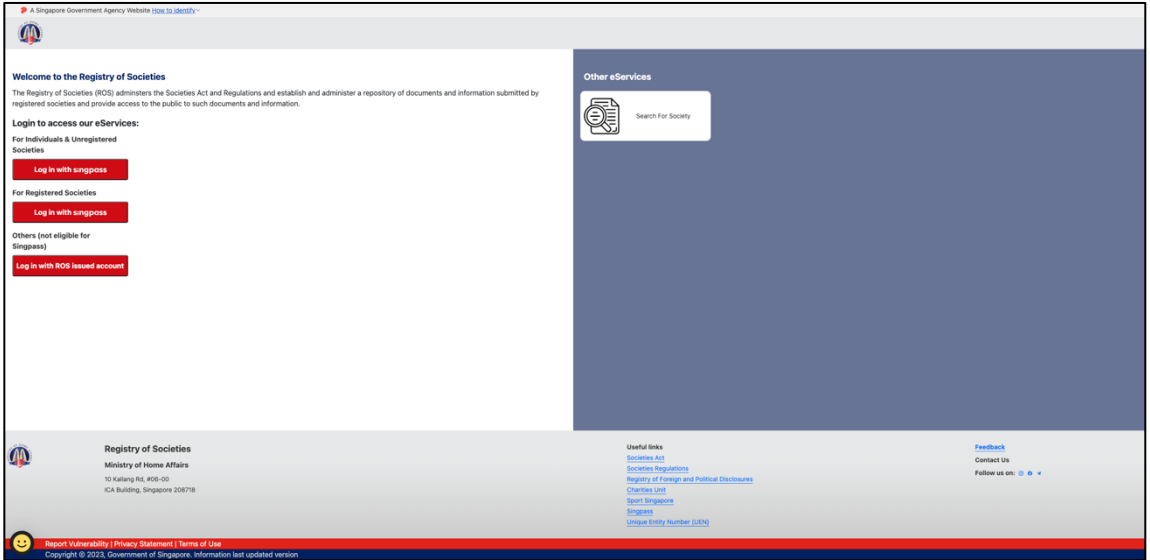
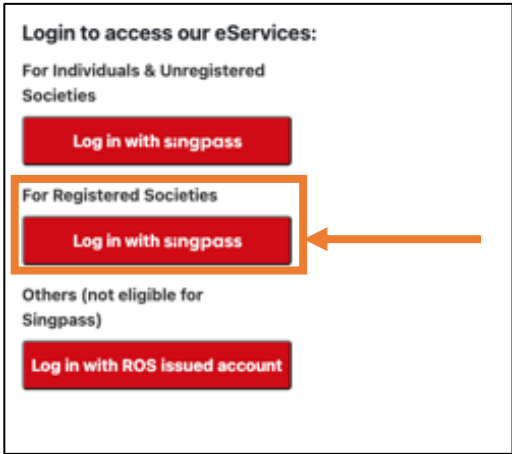
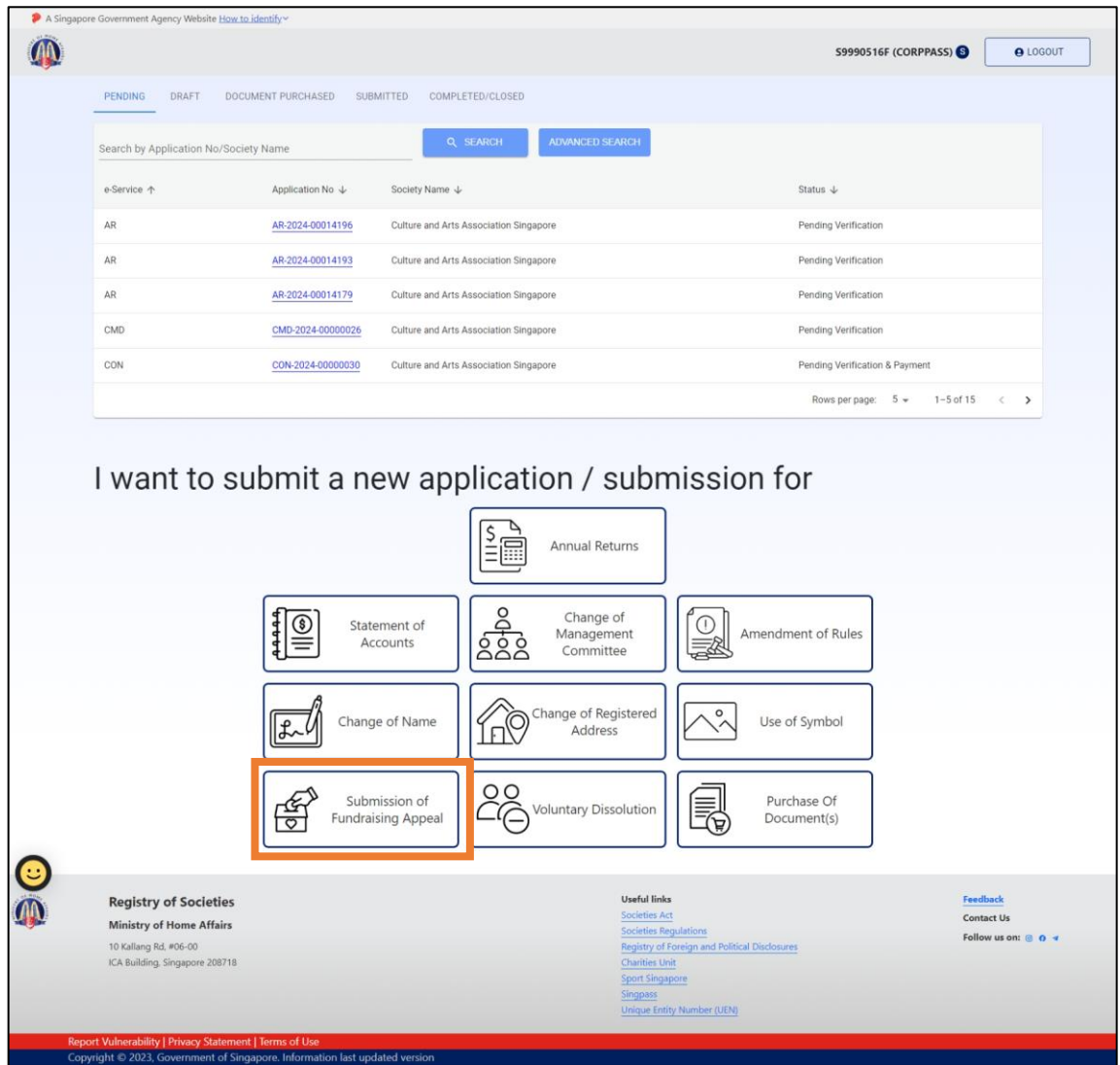


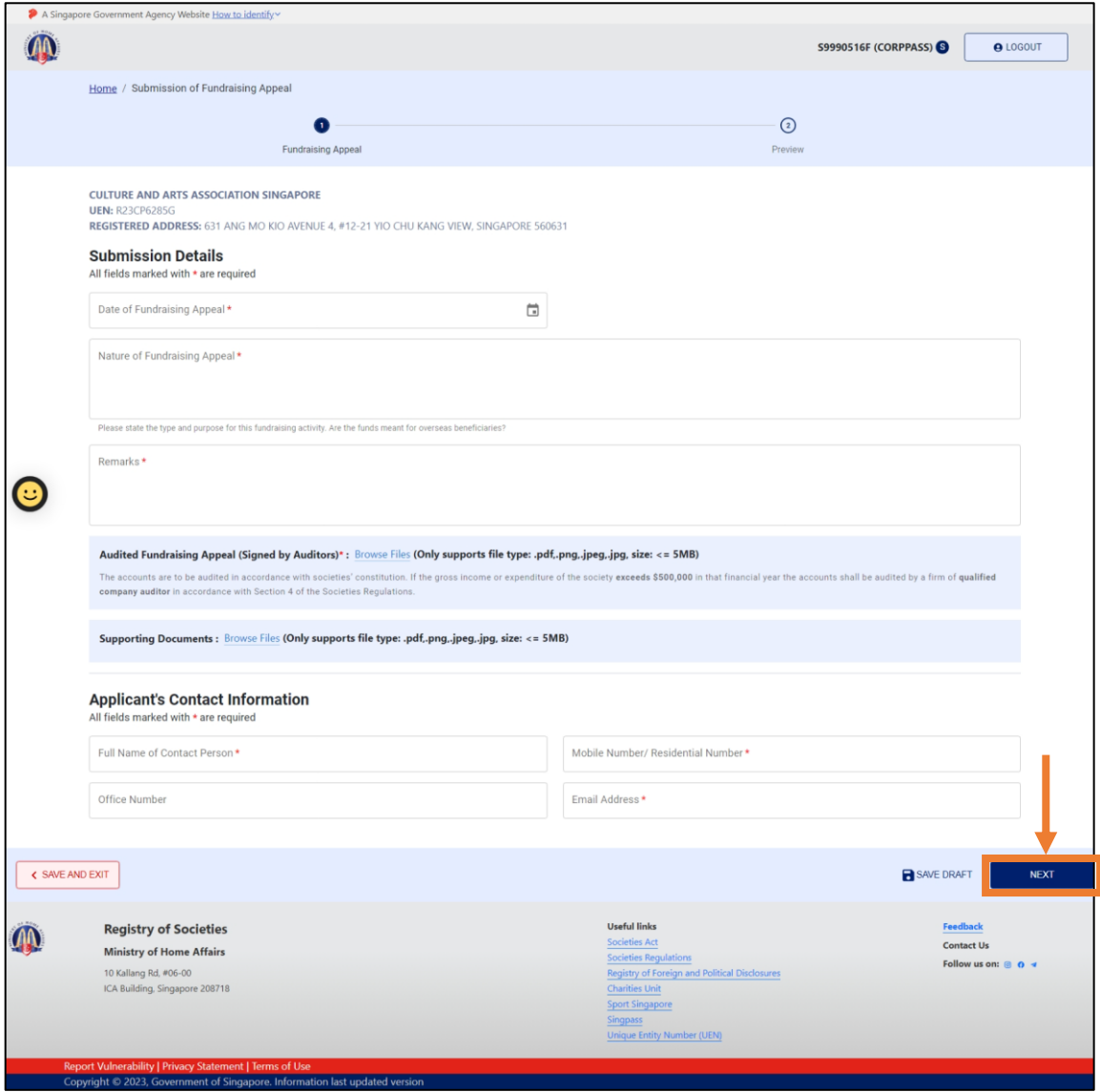
Guide for Application for Submission of Fundraising Appeal

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

Guide for Application for Submission of Fundraising Appeal

S/N	Steps	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Submission of Fundraising Appeal”.	 <p>The screenshot shows the Singapore Government Agency Website. At the top, there is a header with the logo, a link to 'How to Identify', and a user ID 'S9990516F (CORPPASS)' with a 'LOGOUT' button. Below the header, there is a navigation bar with tabs: 'PENDING', 'DRAFT', 'DOCUMENT PURCHASED', 'SUBMITTED', and 'COMPLETED/CLOSED'. A search bar is present with a 'SEARCH' button and an 'ADVANCED SEARCH' button. Below the search bar, there is a table with columns: 'e-Service', 'Application No.', 'Society Name', and 'Status'. The table contains five rows of data, all for 'Culture and Arts Association Singapore'. The 'Submission of Fundraising Appeal' option is highlighted with an orange box in the 'I want to submit a new application / submission for' section. The footer contains contact information for the Registry of Societies, Ministry of Home Affairs, and a list of useful links.</p>

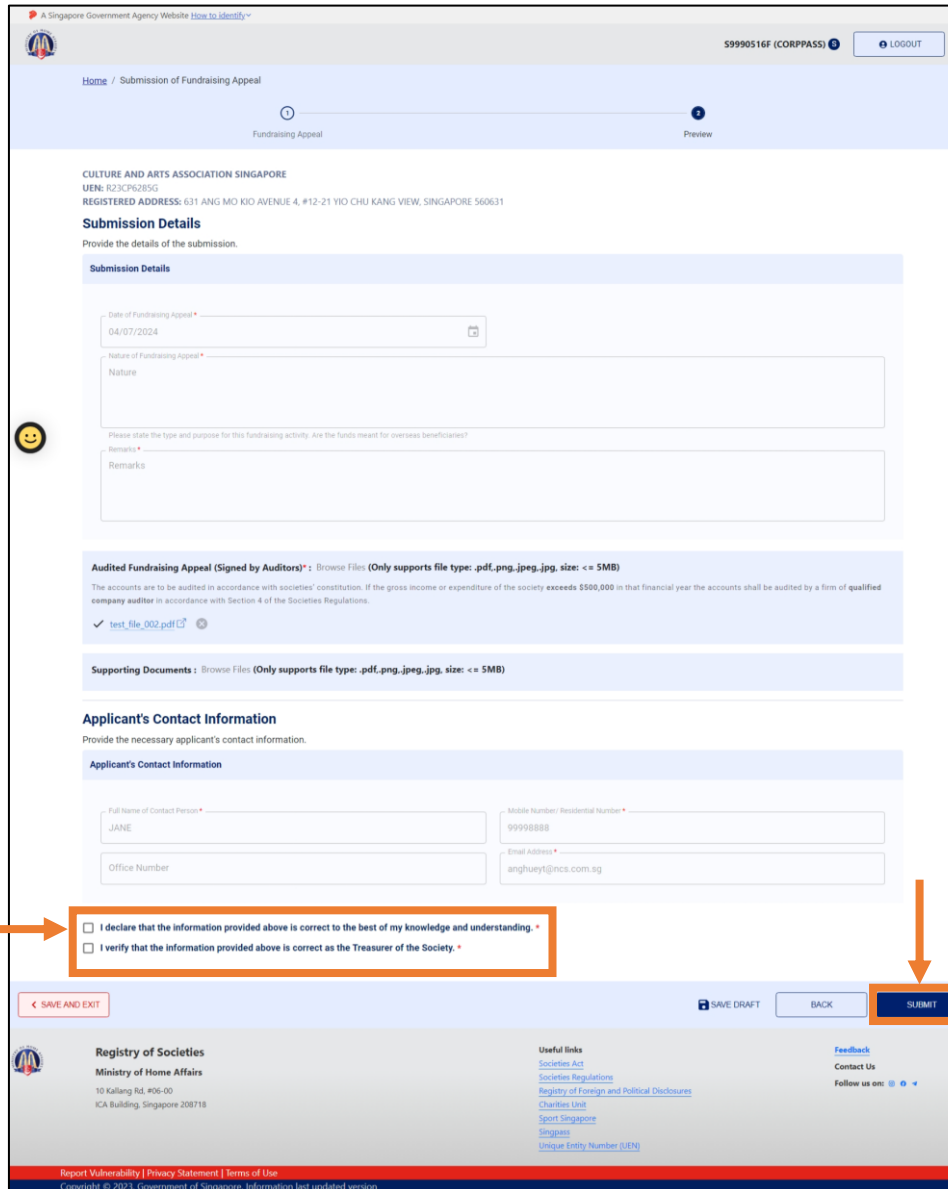
Guide for Application for Submission of Fundraising Appeal

S/N	Steps	Illustration
4	<ul style="list-style-type: none"> Complete the sections on “Submission Details” and “Applicant’s Contact Information”. Attach the relevant supporting documents where applicable. Click “Next”. 	 <p>The screenshot shows the 'Submission of Fundraising Appeal' form. The form is titled 'Submission of Fundraising Appeal' and shows the 'Fundraising Appeal' step. It includes sections for 'Submission Details' (Date of Fundraising Appeal, Nature of Fundraising Appeal, Remarks) and 'Applicant's Contact Information' (Full Name of Contact Person, Mobile Number/ Residential Number, Office Number, Email Address). The 'Next' button is highlighted with an orange arrow.</p>

Guide for Application for Submission of Fundraising Appeal

5

- 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.



The screenshot displays the 'Submission of Fundraising Appeal' page on the Singapore Government Agency Website. The page is titled 'Home / Submission of Fundraising Appeal' and shows a progress bar with 'Fundraising Appeal' and 'Preview' steps. The user is logged in as 'S9990516F (CORPASS)'.

Submission Details
Provide the details of the submission.

Submission Details

Date of Fundraising Appeal * 04/07/2024

Nature of Fundraising Appeal * Nature

Please state the type and purpose for this fundraising activity. Are the funds meant for overseas beneficiaries?

Remarks *

Remarks

Audited Fundraising Appeal (Signed by Auditors)*: Browse Files (Only supports file type: .pdf, .png, .jpeg, .jpg, size: <= 5MB)
The accounts are to be audited in accordance with societies' constitution. If the gross income or expenditure of the society exceeds \$500,000 in that financial year the accounts shall be audited by a firm of **qualified company auditor** in accordance with Section 4 of the Societies Regulations.

✓ test_file_002.pdf

Supporting Documents: Browse Files (Only supports file type: .pdf, .png, .jpeg, .jpg, size: <= 5MB)

Applicant's Contact Information
Provide the necessary applicant's contact information.

Applicant's Contact Information

Full Name of Contact Person * JANE

Mobile Number / Residential Number * 99998888

Office Number

Email Address * anghuay@nca.com.sg

☐ I declare that the information provided above is correct to the best of my knowledge and understanding. *

☐ I verify that the information provided above is correct as the Treasurer of the Society. *

[SAVE AND EXIT](#) [SAVE DRAFT](#) [BACK](#) [SUBMIT](#)

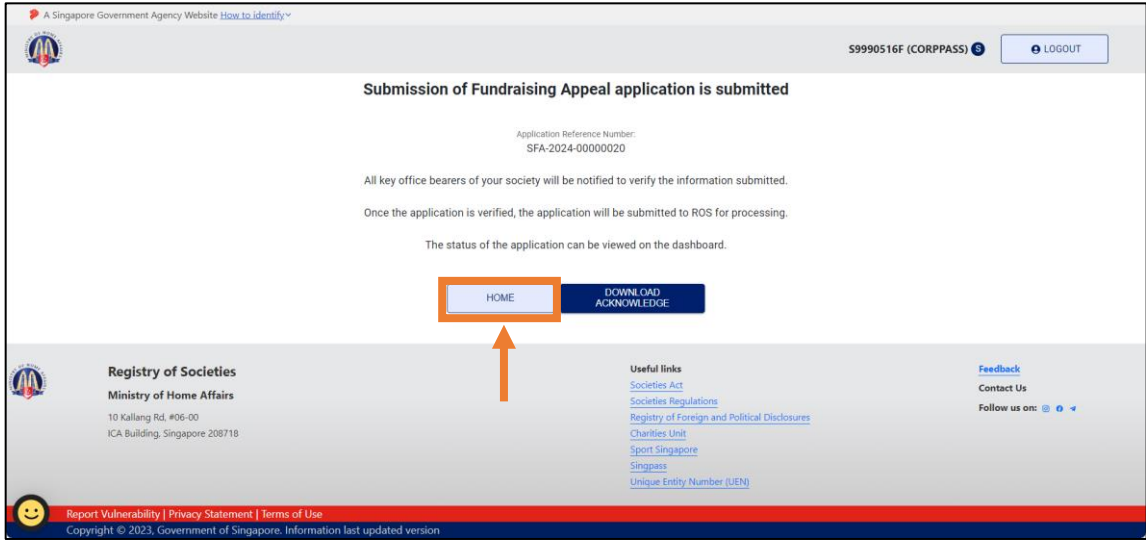
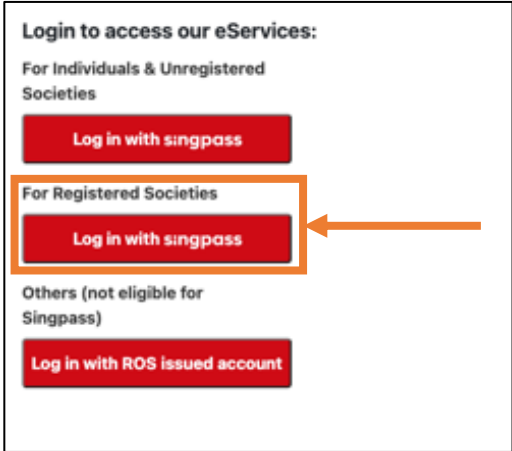
Registry of Societies
Ministry of Home Affairs
10 Kallang Rd, #06-00
ICA Building, Singapore 208718

Useful links
[Societies Act](#)
[Societies Regulations](#)
[Registry of Foreign and Political Disclosures](#)
[Charities Unit](#)
[Sport Singapore](#)
[Singpass](#)
[Unique Entity Number \(UEN\)](#)

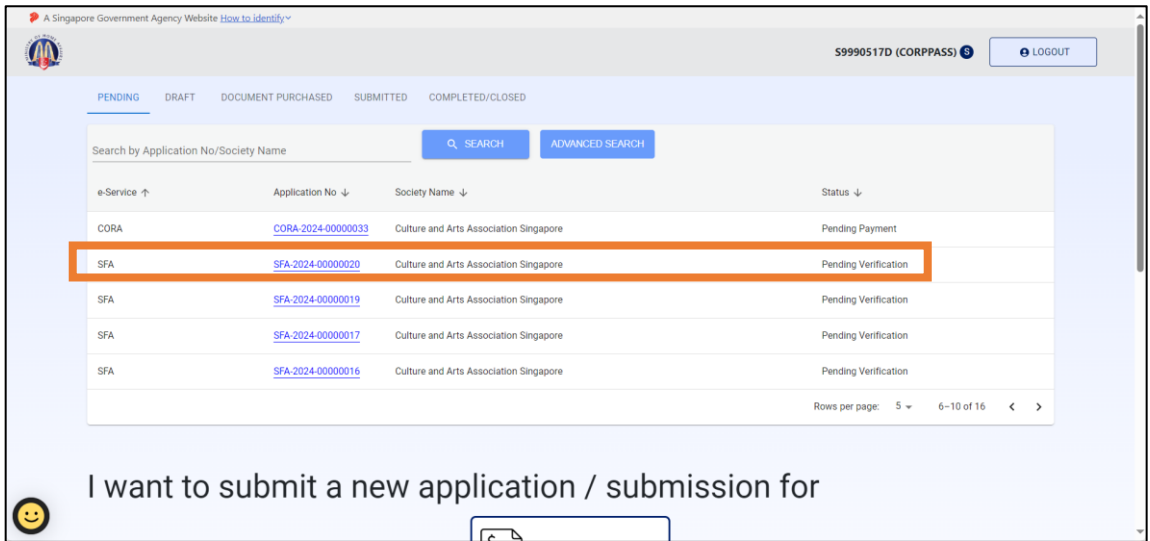
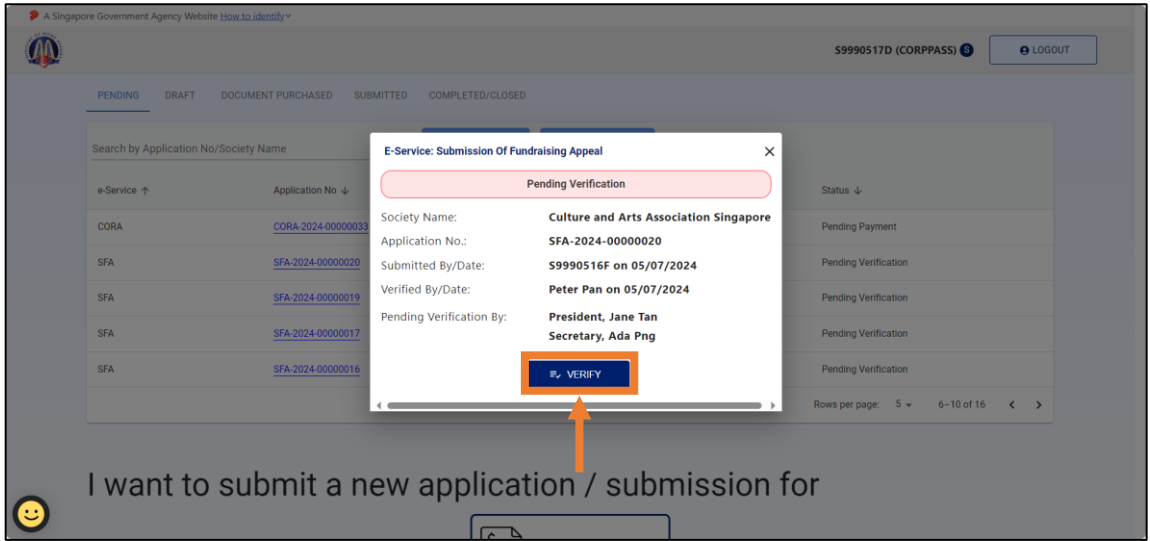
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Guide for Application for Submission of Fundraising Appeal

S/N	Steps	Illustration
6	<ul style="list-style-type: none"> The President and Secretary would receive an email requesting them to verify the application. 	 <p>A Singapore Government Agency Website How to identify</p> <p>S9990516F (CORPPASS) LOGOUT</p> <p>Submission of Fundraising Appeal application is submitted</p> <p>Application Reference Number: SFA-2024-00000020</p> <p>All key office bearers of your society will be notified to verify the information submitted.</p> <p>Once the application is verified, the application will be submitted to ROS for processing.</p> <p>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 Singpass Unique Entity Number (UEN)</p> <p>Feedback Contact Us Follow us on: Facebook Twitter Instagram</p> <p>Report Vulnerability Privacy Statement Terms of Use Copyright © 2023, Government of Singapore. Information last updated version</p>
7	<ul style="list-style-type: none"> Log in to the system via Singpass account by selecting “For Registered Societies” for President or Secretary 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>

Guide for Application for Submission of Fundraising Appeal

S/N	Steps	Illustration
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>The screenshot shows the 'A Singapore Government Agency Website' dashboard. At the top right, there is a user ID '59990517D (CORPPASS)' and a 'LOGOUT' button. Below this is a navigation bar with tabs: 'PENDING', 'DRAFT', 'DOCUMENT PURCHASED', 'SUBMITTED', and 'COMPLETED/CLOSED'. The 'PENDING' tab is active. A search bar is present with a 'SEARCH' button and an 'ADVANCED SEARCH' button. Below the search bar is a table of applications. The table has columns: 'e-Service', 'Application No.', 'Society Name', and 'Status'. The application with ID 'SFA-2024-00000020' and status 'Pending Verification' is highlighted with an orange box. Below the table, there is a footer with a smiley face icon and the text 'I want to submit a new application / submission for'.</p>
9	<ul style="list-style-type: none"> Click on the “Verify” button to preview the submitted application. 	 <p>The screenshot shows the same dashboard as in step 8, but with a modal window open. The modal is titled 'E-Service: Submission Of Fundraising Appeal' and has a 'Pending Verification' status. It displays the following information: Society Name: Culture and Arts Association Singapore, Application No.: SFA-2024-00000020, Submitted By/Date: 59990516F on 05/07/2024, Verified By/Date: Peter Pan on 05/07/2024, and Pending Verification By: President, Jane Tan, Secretary, Ada Png. At the bottom of the modal, there is a 'VERIFY' button highlighted with an orange box and an arrow. Below the modal, there is a footer with a smiley face icon and the text 'I want to submit a new application / submission for'.</p>

Guide for Application for Submission of Fundraising Appeal

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

A Singapore Government Agency Website [How to Identify](#)

59990517D (CORPASS) [LOGOUT](#)

[Home](#) / [Verification](#)

Form is currently on VIEW-ONLY mode. Please approach applicant for any amendments

Preview & Submit Verification [DOWNLOAD FORM](#)

Culture and Arts Association Singapore
UEN: R23CP6285G

Submission Details
Provide the details of the submission.

Submission Details

Date of Fundraising Appeal*

Nature of Fundraising Appeal*

Please state the type and purpose for this fundraising activity. Are the funds meant for overseas beneficiaries?
Remarks*

Audited Fundraising Appeal (Signed by Auditors)* : [Browse Files](#) (Only supports file type: .pdf,.png,.jpeg,.jpg, size: <= 5MB)
The accounts are to be audited in accordance with societies' constitution. If the gross income or expenditure of the society exceeds \$500,000 in that financial year the accounts shall be audited by a firm of **qualified company auditor** in accordance with Section 4 of the Societies Regulations.

✓ [test_file_002.pdf](#)

Supporting Documents : [Browse Files](#) (Only supports file type: .pdf,.png,.jpeg,.jpg, size: <= 5MB)

Applicant's Contact Information
Provide the necessary applicant's contact information.

Applicant's Contact Information

Full Name of Contact Person* Mobile Number / Residential Number*

Office Number Email Address*

Declaration
☐ I verify that the information provided above is correct as the Secretary of the Society.*

[EXIT](#) [SUBMIT](#)

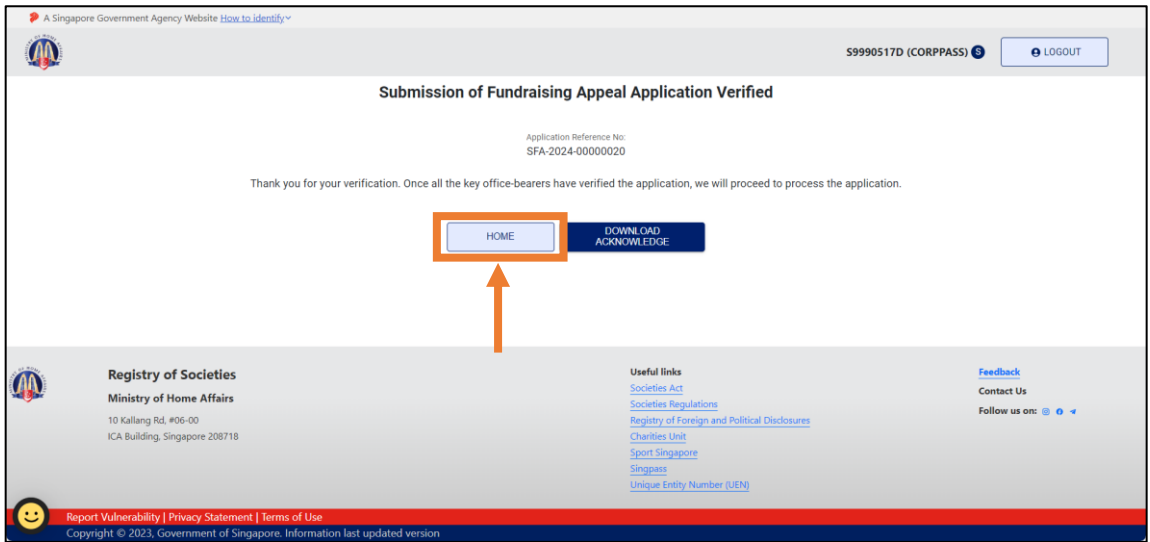
Registry of Societies
Ministry of Home Affairs
10 Kallang Rd, #06-00
ICA Building, Singapore 208718

Useful links
[Societies Act](#)
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[Registry of Foreign and Political Disclosures](#)
[Charities Unit](#)
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Guide for Application for Submission of Fundraising Appeal

S/N	Steps	Illustration
11	<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>The screenshot displays a web page titled "Submission of Fundraising Appeal Application Verified". At the top, it indicates the user is logged in as "S9990517D (CORPPASS)" with a "LOGOUT" button. The main heading is "Submission of Fundraising Appeal Application Verified", followed by the "Application Reference No: SFA-2024-00000020". A message states: "Thank you for your verification. Once all the key office-bearers have verified the application, we will proceed to process the application." Below this message are two buttons: "HOME" and "DOWNLOAD ACKNOWLEDGE". An orange arrow points to the "HOME" button. The footer contains the "Registry of Societies" logo and name, contact information, a list of "Useful links" (Societies Act, Societies Regulations, Registry of Foreign and Political Disclosures, Charities Unit, Sport Singapore, Singpass, Unique Entity Number (UEN)), and a "Feedback" link. A red bar at the bottom contains links for "Report Vulnerability", "Privacy Statement", and "Terms of Use", along with copyright information for 2023.</p>