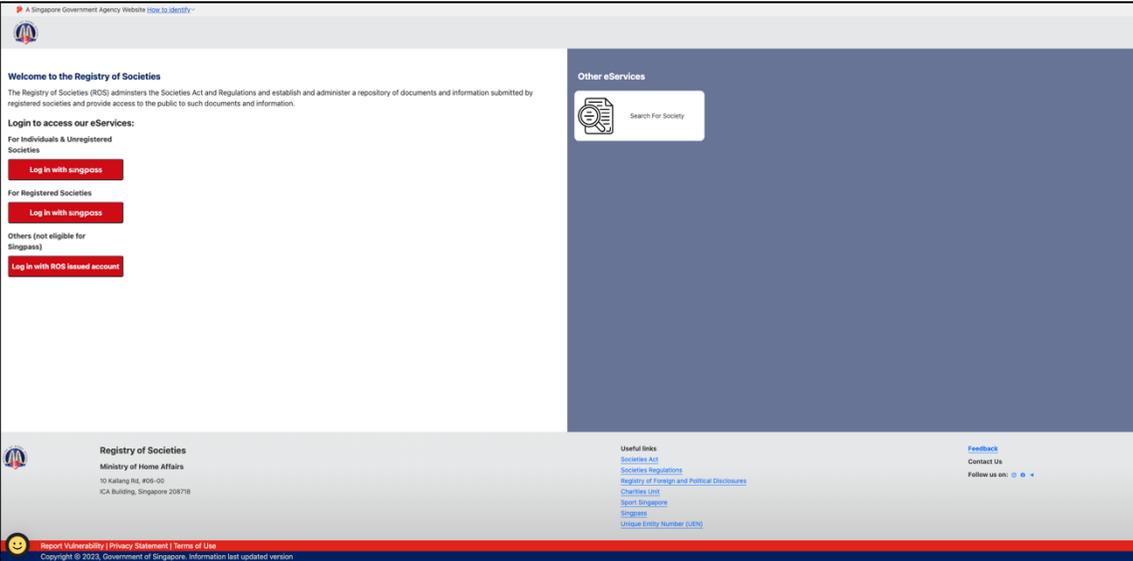
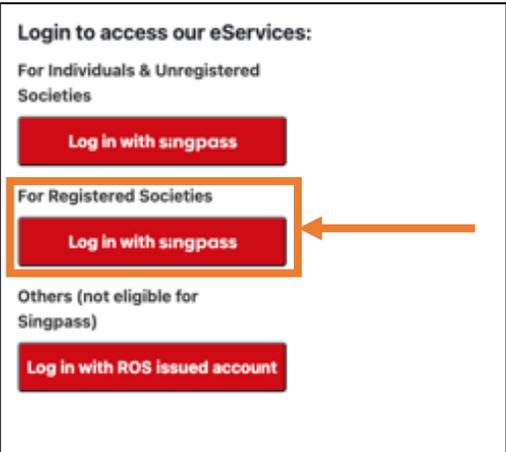
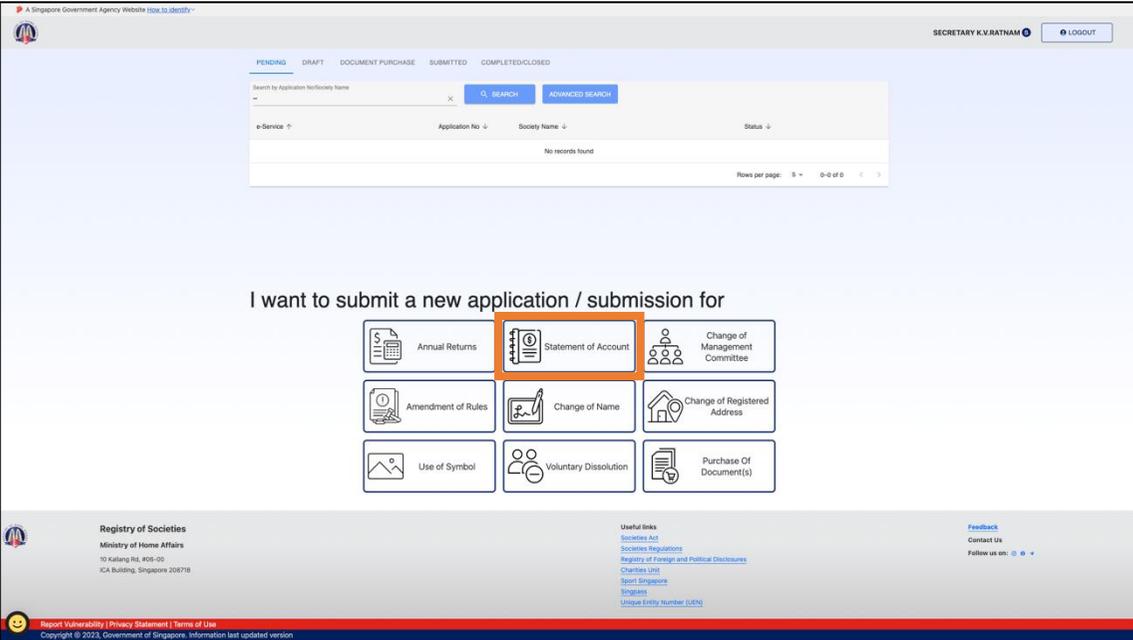


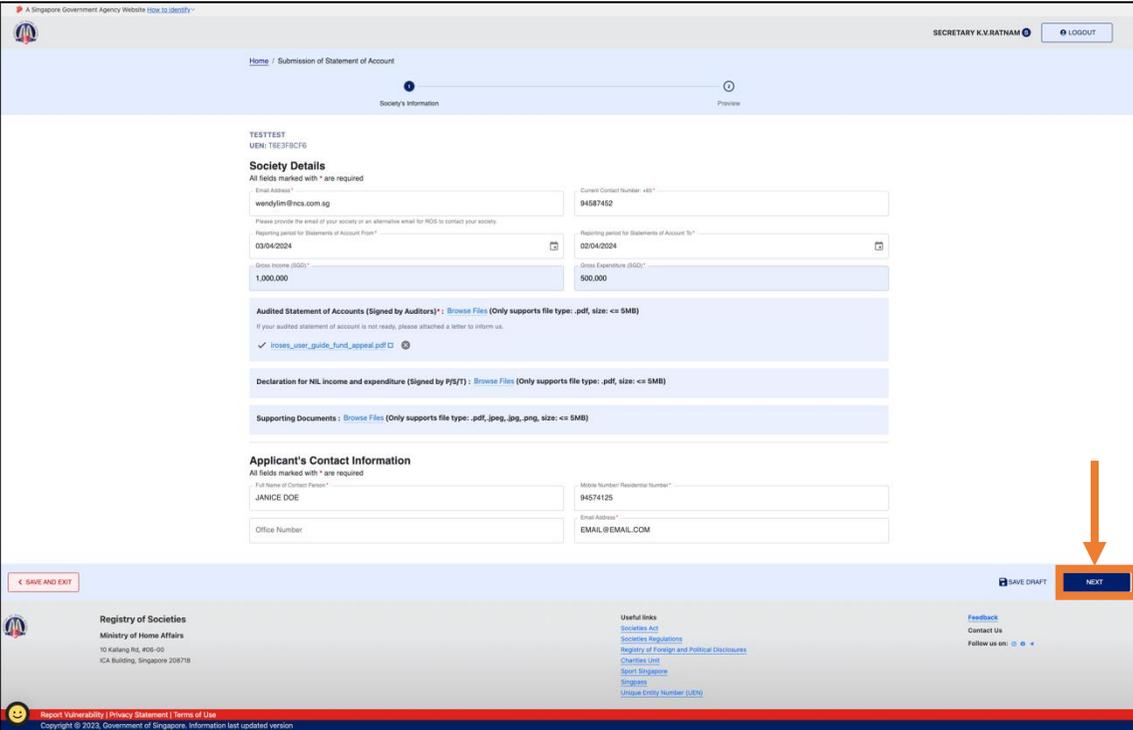
Guide for Submission of Statement of Accounts

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>	

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S/N	Steps	Illustration
3	Go to “I want to submit a new application / submission for” and click on “Statement of Account” .	 <p>The screenshot displays the Singapore Government Agency Website interface. At the top, there is a navigation bar with tabs for '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 'No records found' is displayed in the search results area. The main content area features a heading 'I want to submit a new application / submission for' followed by a grid of service options. The 'Statement of Account' option is highlighted with an orange border. Other options include Annual Returns, 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, Ministry of Home Affairs, and various useful links.</p>

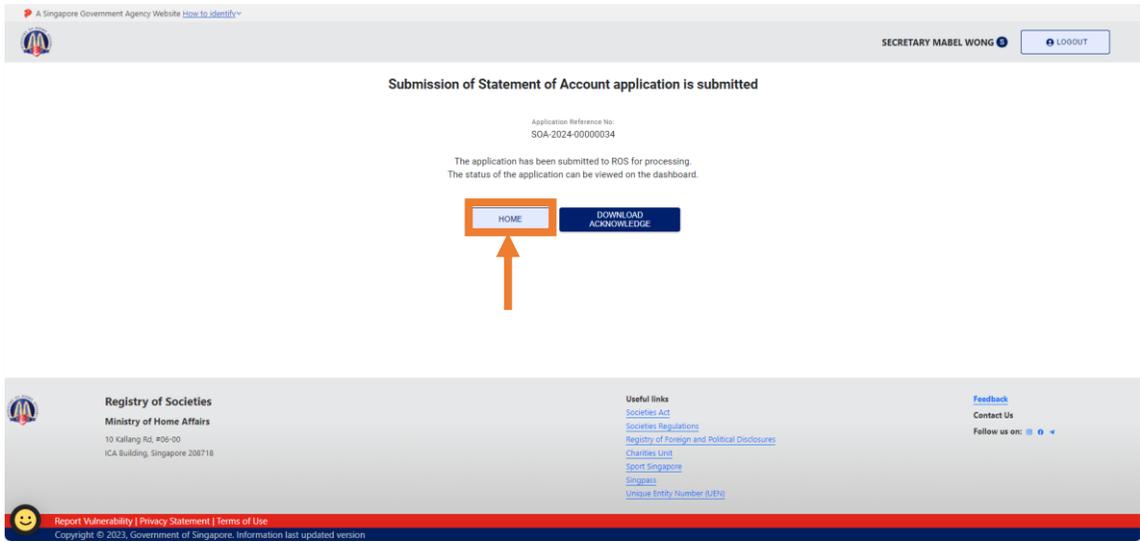
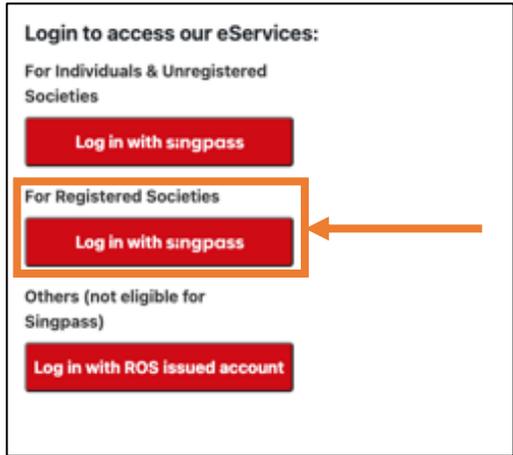
Guide for Submission of Statement of Accounts

S/N	Steps	Illustration
4	<ul style="list-style-type: none"> Complete the sections on “Society Details” and “Applicant Contact Information”. Attach the relevant supporting documents where applicable. Click “Next” to go to the “Preview Page”. 	 <p>The screenshot displays the 'Submission of Statement of Account' form on the Singapore Government Agency Website. The form is titled 'Society Information' and 'Preview'. It contains two main sections: 'Society Details' and 'Applicant's Contact Information'. The 'Society Details' section includes fields for 'Email Address' (wendylin@nics.com.sg), 'Current Contact Number' (94587452), 'Reporting period for Statements of Account From' (03/04/2024), and 'Reporting period for Statements of Account To' (02/04/2024). It also has fields for 'Gross Income (S\$)' (1,000,000) and 'Gross Expenditure (S\$)' (500,000). There are sections for 'Audited Statement of Accounts (Signed by Auditors)', 'Declaration for Nil Income and Expenditure (Signed by PYS/T)', and 'Supporting Documents'. The 'Applicant's Contact Information' section includes fields for 'Full Name of Contact Person' (JANICE DOE), 'Mobile Number/Residential Number' (94574125), 'Email Address' (EMAIL@EMAIL.COM), and 'Office Number'. At the bottom right, a 'NEXT' button is highlighted with a red box and an orange arrow pointing to it. The footer contains the 'Registry of Societies' logo and contact information, along with 'Useful links' and 'Feedback' options.</p>

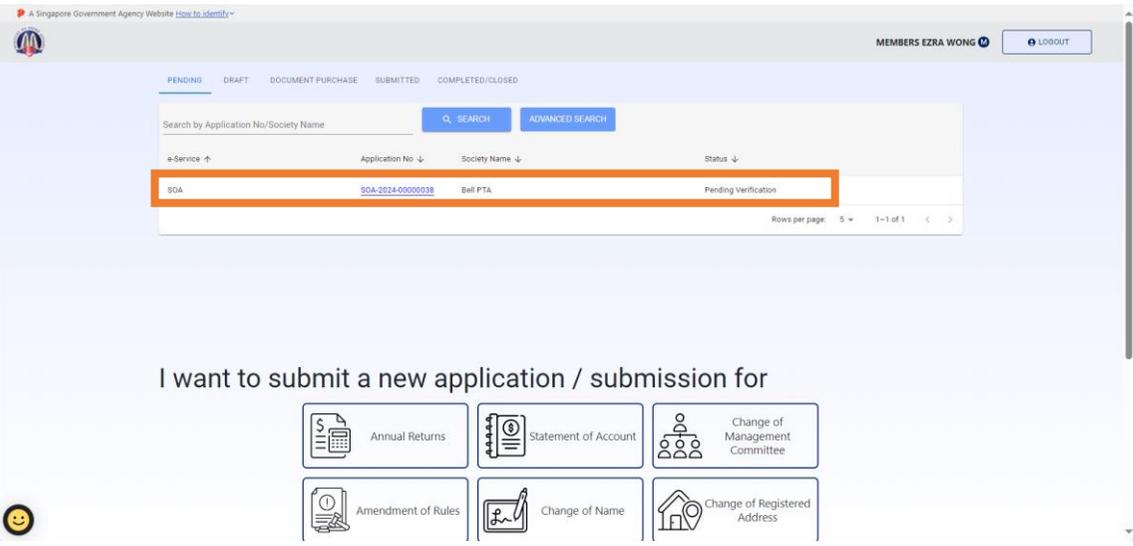
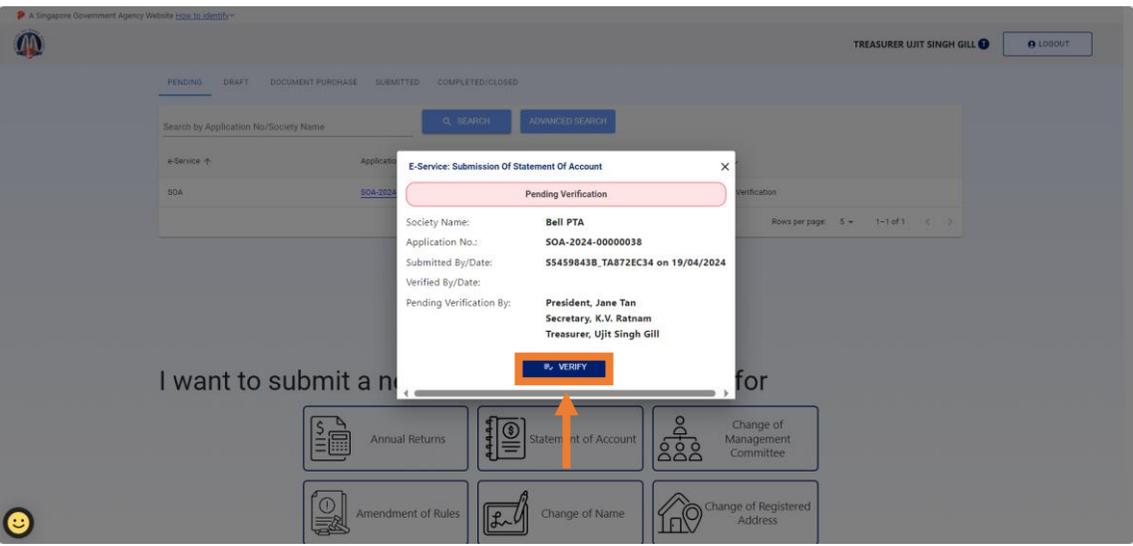
Guide for Submission of Statement of Accounts

S/N	Steps	Illustration
5	<ul style="list-style-type: none"> Under the “Preview Page”, confirm that your submission details and documents are captured correctly. Click on the “Declaration Box” if all information is in order. Click on “Submit” to submit the “Statement of Account” for verification. 	<p>The screenshot shows the 'Preview' page of the 'Submission of Statement of Account' process. The page is titled 'Society Information' and 'Preview'. It contains the following sections:</p> <ul style="list-style-type: none"> Society Details: Includes fields for Email Address (wendylin@ncs.com.sg), Current Contact Number (94587452), Reporting period for Statements of Account From (03/04/2024), Reporting period for Statements of Account To (04/04/2024), Gross Income (SGD) (1,000,000), and Gross Expenditure (SGD) (500,000). Audited Statement of Accounts (Signed by Auditors): A file named 'frose_user_guide_fun_d_appeal.pdf' is uploaded. Declaration for NIL income and expenditure (Signed by PYS/T): A file is uploaded. Supporting Documents: A file is uploaded. Applicant's Contact Information: Includes fields for Full Name of Contact Person (JANICE DOE), Mobile Number/Residential Number (94574125), Email Address (EMAIL@EMAIL.COM), and Office Number. <p>At the bottom of the form, there are two checkboxes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I declare that the information provided above is correct to the best of my knowledge and understanding. <input checked="" type="checkbox"/> I verify that the information provided above is correct as the Secretary of the Society. <p>Navigation buttons include 'SAVE AND EXIT', 'SAVE DRAFT', 'BACK', and 'SUBMIT'. The 'SUBMIT' button is highlighted with an orange arrow. The footer contains the Registry of Societies logo and contact information, along with a 'Useful links' section and a 'Report Vulnerability Privacy Statement Terms of Use' link.</p>

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S/N	Steps	Illustration
6	<ul style="list-style-type: none"> The President, Secretary and Treasurer would receive an email requesting them to verify the application. Any one of these three office-bearers is required to verify the application. 	 <p>A Singapore Government Agency Website How to identify</p> <p>SECRETARY MABEL WONG LOGOUT</p> <p>Submission of Statement of Account application is submitted</p> <p>Application Reference No: SOA-2024-00000034</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: Facebook Twitter LinkedIn</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 "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>

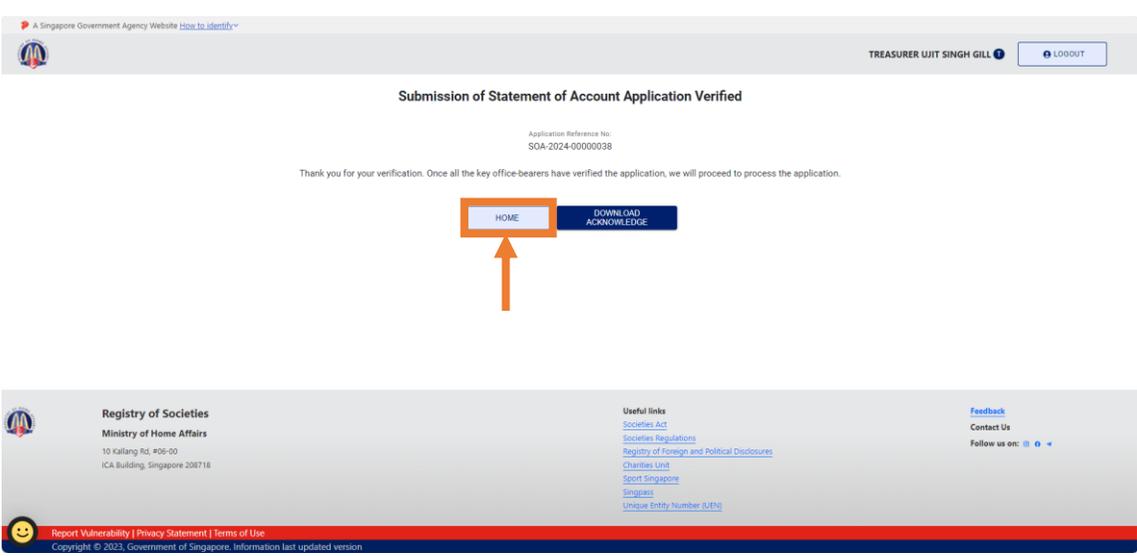
Guide for Submission of Statement of Accounts

S/N	Steps	Illustration
8	<ul style="list-style-type: none"> At the dashboard page, search for the application with “Pending Verification” status. <p>*Note: Once the President, Secretary or Treasurer has completed the verifications, the record will be found under “Submitted”. No additional verification is required.</p> <ul style="list-style-type: none"> 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, there is a table of applications. The first row is highlighted with an orange border and contains the following information: e-Service: SOA, Application No.: SOA-2024-00000038, Society Name: Bell PTA, and Status: Pending Verification. Below the table, there is a section titled "I want to submit a new application / submission for" with several icons representing different services: Annual Returns, Statement of Account, Change of Management Committee, Amendment of Rules, Change of Name, and Change of Registered Address.</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 the previous illustration, but with a modal window open. The modal window is titled "E-Service: Submission Of Statement Of Account" and contains the following information: Pending Verification, Society Name: Bell PTA, Application No.: SOA-2024-00000038, Submitted By/Date: S5459843B_TAB72EC34 on 19/04/2024, Verified By/Date: (blank), and Pending Verification By: President, Jane Tan; Secretary, K.V. Ratnam; Treasurer, Ujit Singh Gill. A blue button labeled "VERIFY" is highlighted with an orange box at the bottom of the modal window.</p>

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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. At the top, it indicates the user is logged in as 'TREASURER UJIT SINGH GILL'. A red banner states 'Form is currently on VIEW-ONLY mode. Please approach applicant for any amendments'. The main content is divided into two sections: 'Society Details' and 'Applicant's Contact Information'. The 'Society Details' section has several input fields: 'Email Address' (pre-filled with 'app_name@mail.com'), 'Current Contact Number: +65' (pre-filled with '98989898'), 'Reporting period for Statements of Account From' (pre-filled with '03/04/2024'), and 'Reporting period for Statements of Account To' (pre-filled with '03/04/2024'). Below these are fields for 'Gross Income (USD)' and 'Gross Expenditure (USD)', both pre-filled with '0'. There are three file upload sections: 'Audited Statement of Accounts (Signed by Auditors)', 'Declaration for NIL income and expenditure (Signed by P/S/T)', and 'Supporting Documents'. The 'Applicant's Contact Information' section has fields for 'Full Name of Contact Person' (pre-filled with 'Mary'), 'Mobile Number/Residential Number' (pre-filled with '98989898'), 'Office Number', and 'Email Address' (pre-filled with 'anghuay@nca.com.sg'). At the bottom, there is a 'Declaration' checkbox with the text 'I verify that the information provided above is correct as the Treasurer of the Society.' and a 'SUBMIT' button highlighted with an orange arrow.</p>

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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 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 UJIT SINGH GILL LOGOUT</p> <h3>Submission of Statement of Account Application Verified</h3> <p>Application Reference No: SOA-2024-00000038</p> <p>Thank you for your verification. Once all the key office-bearers have verified the application, 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 Singapore Unique Entity Number (UEN)</p> <p>Feedback Contact Us Follow us on: Facebook Twitter LinkedIn</p> <p>Report Vulnerability Privacy Statement Terms of Use Copyright © 2023, Government of Singapore. Information last updated version</p>