User Guide for DECLARATION OF GOVERNING BODY FOR RELIGIOUS GROUP (RG)

| SN | Steps | Screenshot |
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| 1 | Access the link below to begin declaration process. | |
| | www.go.gov.sg/governingbo dy-mrha Read the Instructions before proceeding to login with your Singpass. Note: Your religious group's <u>Corporate entity ID is also</u> required for the login process. | (FORM A) Declaration of Governing Body for Religious Group © 20 mins estimated time to complete LOGIN WITH SINGPASS (CORPORATE) -9 Corporate entity login is required for this form. Your Singpass ID and corporate Entity ID will be included with your form submission. |
| 2 | Details of Religious Group (Compulsory section) Key in the following particulars of the Religious Group: Name of RG - to indicate registered name UEN Date of incorporation - to indicate the date the religious group was incorporated legally Registered Address of RG- to indicate registered address Group's Official Website (if any) Group's Social Media Handle (if any) - Facebook, Instagram, TikTok etc | Details of Religious Group I. Name of Religious Group To indicate in full the registered name of the religious group |
| | | 6. Group's Social Media Handle (if any) Facebook, Instagram, TikTok etc |
| | | |

| 3 | Details of the Religious | |
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| | Group's Governing Body | Governing Body of Religious Group |
| (Compulsory section) Read the definitions of t terms "Governing Boo before proceeding to key in t details of the RG's Governi Body | (Compulsory section) Read the definitions of the terms "Governing Body" before proceeding to key in the details of the RG's Governing Body | "Governing body" of a religious group means the group of individuals who - (a) is directly involved in the management of the properties (including donations) belonging to the religious group; and (b) has the capacity, on behalf (as the case may be) of the religious group, to influence the appointment of the religious leaders of the religious group or any institutions affiliated or associated with the religious group. 7. Details of Governing Body of the Religious Group |
| | Name – as in NRIC/FIN /Passport NRIC/FIN/Passport Number Nationality – to select from the drop-down list Title of Position Held – to indicate the title held Equivalent Position – to select from the drop-down list Any other positions held in the religious group Date of Birth (dd/mm/yy) Email Address | Full Name of Office-bearer NRIC / FIN / Passport No. Nationality Image: Market of the state |
| 4 | Supporting Documents (Compulsory section) Read the details and upload the latest copy of the RG's constitution/ memorandum/ articles of association, etc, and any other supporting documents if available. Ensure total file size of all attachments do not exceed 6MB. PDF, XLSX and DOCX are the only acceptable file types. | Supporting documents Any relevant supporting documents, such as constitution, memorandums, articles of association, trust deeds, or other equivalent instruments, which are directly/indirectly affecting the religious group's size or composition (or both) of its governing body, should be uploaded in this form. The total file size of all attachments should not exceed 6 MB and the acceptable file types are PDF, XLSX and DOCX. a. Constitution, Memorandums, articles of association, trust deeds, or other equivalent instruments To upload the updated version of the Constitution, Memorandums, articles of association, trust deeds, or other equivalent instruments, whichever application. File type: docx or pdf. Choose file or drag and drop here Maximum file size: 3 MB a. Other relevant documents, if any (optional) (Only support file type: docx, xtex, pdf) Image: Choose file or drag and drop here |
| | | Maximum file size: 3 MB |

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| 5 | Contact Details of Submitter (Compulsory section) | Contact details of Submitter |
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| | | 10. Name of Submitter Full Name in NRIC/FIN/Passport |
| | Complete the contact details for submitter. | 11. Local Address |
| | Provide a valid email account as an OTP will be sent to the email account as verification is required | Please indicate an address in the following format: Block/House Number, Street Name, Level & Unit Number, Building Name and Postal Code. 12. Local Mobile Number |
| | Once you receive the OTP and have made verification, you can proceed to click 'Submit'. | 8123 4567 13. Email Address Note: Please ensure that the email address provided is accurate and valid. An acknowledgement email will be sent to this email address, bearing all the declared information and instructions for completion of Form B. me@example.com VERIFY |
| 6 | Declaration by Responsible Officers (Compulsory section) | Declaration by Responsible Officers Note to Submitter - To complete Form A, please key in the details of the Responsible Officers below with the exception of their signatures and dates, and proceed to click on 'Submit' button at the bottom of the form. Thereafter, refer to the acknowledgement email to be sent to you for more instructions on completion of Form B. |
| | Steps for <mark>Submitter</mark> : | "Responsible officer", for a religious group, means - (a) For corporate bodies, the person for the time being holding the office of chairman, managing director or company secretary of, or any position analogous to any of those offices in, the religious around |
| | Step 1 – Key in the details of <u>only</u> the Responsible Officers (i.e. Name and Position). | (b) For unincorporated bodies, the person for the time being holding the office of President, Secretary or Treasurer of the governing body or a committee (or an equivalent body) of, or any position analogous to any of those offices, in the body of persons for the religious group; or (c) For partnership (including a limited partnership), a partner of the partnership in the religious group; and includes any person carrying out the duties of any such office mentioned in (a), (b) or (c) if that office is uncert. |
| | Step 2 – Check that all | once is vacance |
| | information keyed in the form | I/We, as the Responsible Officer(s) of the Religious |
| | are correct. | Group, declare that (a) the above information provided |
| | Step 3 – Click on 'Submit' | is correct, accurate, and complete to the best of my/our knowledge and understanding; and (b) I/we consent to |
| | Step 4 – Proceed to access | the information submitted. |
| | your email account for an acknowledgement email. | 14. DECLARED BY : |
| | | Full Name of Responsible Officer Position Held in the Religious (To append signature document) (optional) |
| | <u>Note:</u> Due to system restrictions, firewalls, and differing bandwidths, among other | |
| | reasons, the acknowledgment email to your submission may not be immediate, and at times | + ADD MORE If there is more than one Responsible Officer, click on 'ADD MORE' Slide on bar in FormSG to move and fill more details. No action required for signature /date field |
| | delayed. | SUBMIT |
| | | |

| 7 | Retrieval of email for follow- up action (Compulsory step) Locate and open the email titled 'Acknowledgement – (Form A) Declaration of Governing Body for Religious Group' Read the instructions and follow the steps stated within the email | Subject: Acknowledgement - (Form A) Declaration of Governing Body for Religious Group Sender Name: Registry of Foreign and Political Disclosures, MHA Attachments: @response.pdf Response ID: 123456789 Dear Sir/Madam, MHA has received (Form A) Declaration of Governing Body for Religious Group from you. A copy of the submitted information in PDF format is available in the attached document. To complete the entire declaration process, please refer to the steps listed below for the submission of Form B. Step 1: All Responsible Officer(s) is/are to append their signature(s) and date(s) under "Declaration by Responsible Officer(s) is/are to append their signature(s) and date(s) under "Declaration by Responsible Officer(s) is/are to append their softcopy (PDF format). Step 2: Any one of the Responsible Officer(s) has to access Form B and login using his/her SingPass for Business account. Form B can be accessed via MHA e-services website (www.go.gov.sg/mrha-eservices). Step 3: He/She has to upload the PDF document saved in Step 1, and click on "Submit' button at the bottom of the form. For any enquiries, you may email us at MHA_RFPD@mha.gov.sg Thank you. Registry of Foreign and Political Disclosures, MHA |
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| 8 | Verification by Responsible Officer(s) (Compulsory step)Steps for Responsible Officer(s):Step 1 – On the PDF document, verify that the details keyed are correct (including the documents attached by the submitter, if any). For changes, amendments may be made on the PDF document itself. | (FORM A) Declaration of Governing Body for Religious Group Ltter//term ger.at/2014bl/eddeel000014e87f38 Time Submitted 62bfc316c760560014e87f38 Time Submitted Sat, 02 Jul 2022 12:01:26 PM Details of Religious Group |
| | Step 2 – Under 'Declaration' section, append his/her signature and date next to his/her details (using either digital or wet ink on a printed copy). Step 3 – Forward the updated PDF document to the next | Governing Body of Religious Group Details of Governing Body of the Religious Group (Full Name of Office-bearer, NRIC / FIN / Passport No., Nationality, Title of Position Held, Equivalent Position, Any other positions held in the religious group, Date of Right //rtr/yon/sol. Enail Artimees) Contact defails of Submitter Local Address Local Mobile Number Email Address Declaration by Responsible Officers |
| | Responsible Officer, if any, for his/her verification and endorsement. Step 4 - Save the duly verified document endorsed by <u>all</u> the Responsible Officers, in PDF format. | Dectaration by Responsible Officer(s) of the Religious I /We, as the Responsible Officer(s) of the Religious Insert individual Group, declare that (a) the above information provided is correct, accurate, and complete to the best of my/our knowledge and understanding; and (b) I /we consent to the information submitted. DECLARED BY : (Full Name of Responsible Officer, Postion Held in the Religious Group, Signature of Responsible Officer (To append signature in PDF current) DECLARED BY : (Full Name of Responsible Officer, 02 Jul 2022 Postion Held in the Religious Group, Signature of current Responsible Officer (To append signature in PDF current) DECLARED BY : (Full Name of Responsible Officer, Postion Held in the Religious Group, Signature of Responsible Officer (To append signature in PDF document) Declared in the Religious Group, Signature of current Responsible Officer (To append signature in PDF document) document), Date (To append date in PDF document) current |

| 9 | Access Form B (Compulsory step) | |
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| | Steps for any one of the Responsible Officer (s)/ Submitter <mark>:</mark> | (FORM B) Verification Form © 10 mins estimated time to complete |
| | Access the link for Form B: www.go.gov.sg/verificationform- mrha | LOGIN WITH SINGPASS (CORPORATE) -] Corporate entity login is required for this form. Your Singpass ID and corporate Entity ID will be included with your form submission. |
| | Read the Instructions before proceeding to login with your Singpass for Business Account. <i>Note: Your religious group's</i> <u>Corporate entity ID is also</u> <u>required</u> for the login process. | Instructions To complete this form, the responsible officer or one of the responsible officers should: |
| 10 | Completion and submission of Form B (Compulsory step) | Details of Religious Group |
| | Steps for any one of the <mark>Responsible Officer (s</mark>)/ <mark>Submitter</mark> : | Name of Religious Group To indicate in full the registered name of the religious group |
| | Step 1 – Key in the basic details of the religious group Step 2 – Please select the | Unique Entity Number (UEN) UEN is the standard identification number of an entity registered in Singapore. You may visit www.uen.gov.sg for more details. |
| | option 'Declaration of | Enter UEN |
| | Group' under Section 3 (drop down list) and upload <u>the duly</u> endorsed Form A saved as PDF | Details of form to be verified |
| | doc under Section 4. | 1. Type of form to be submitted |
| | | Select the title of the Form A that your religious group wishes to submit. |
| | | |
| | | 4. Endorsed Form A. Unland, in PDE format, a data endorsed EORM A that has been stopped by the responsible officers. |
| | | of your religious group. |
| | | UPLOAD FILE |
| | | Max File Size: 7 MB |
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| 11 | Contact Details of Submitter (Compulsory section) | Contact Details of Submitter |
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| | Complete the contact details for submitter. Provide a valid email account as an OTP will be sent to the email account as verification is required | 5. Name of the Submitter Full Name in NRIC/FIN/Passport |
| | Once you receive the OTP and have made verification, you can proceed to click 'Submit'. | 6. Position held in the religious group |
| | Note: You will receive an acknowledgement email to indicate that the declaration is completed. | T. Local Mobile Number ali23 4567 Email Address Me@example.com VERIFY |
| | | SUBMIT |

- END -