

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

SN	Steps	Screenshot
1	<p>Access the link below to begin declaration process.</p> <p>www.go.gov.sg/governingbody-mrha</p> <p>Read the Instructions before proceeding to login with your Singpass.</p> <p><i>Note: Your religious group's Corporate entity ID is also required for the login process.</i></p>	
2	<p>Details of Religious Group <i>(Compulsory section)</i></p> <p>Key in the following particulars of the Religious Group:</p> <ul style="list-style-type: none"> 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 	<p>Details of Religious Group</p> <ol style="list-style-type: none"> Name of Religious Group To indicate in full the registered name of the religious group <input type="text"/> 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. <input type="text" value="Enter UEN"/> Date of Incorporation <input type="text"/> Registered Address of Religious Group Please indicate the address in the following format: Block/House Number, Street Name, Level & Unit Number, Building Name and Postal Code. <input type="text"/> Group's Official Website (if any) <input type="text"/> Group's Social Media Handle (if any) Facebook, Instagram, TikTok etc <input type="text"/>

3 **Details of the Religious Group's Governing Body**
(Compulsory section)

Read the definitions of the terms "Governing Body" before proceeding to key in the details of the RG's Governing Body

- 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

Governing Body of Religious Group

"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

Full Name of Office-bearer	NRIC / FIN / Passport No.	Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>

(1 out of max 20 rows)

+ ADD MORE

↑
For more than one office-bearer, click on 'ADD MORE' to continue

↖ Slide on bar in FormSG to move and fill more details.

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.

8. 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

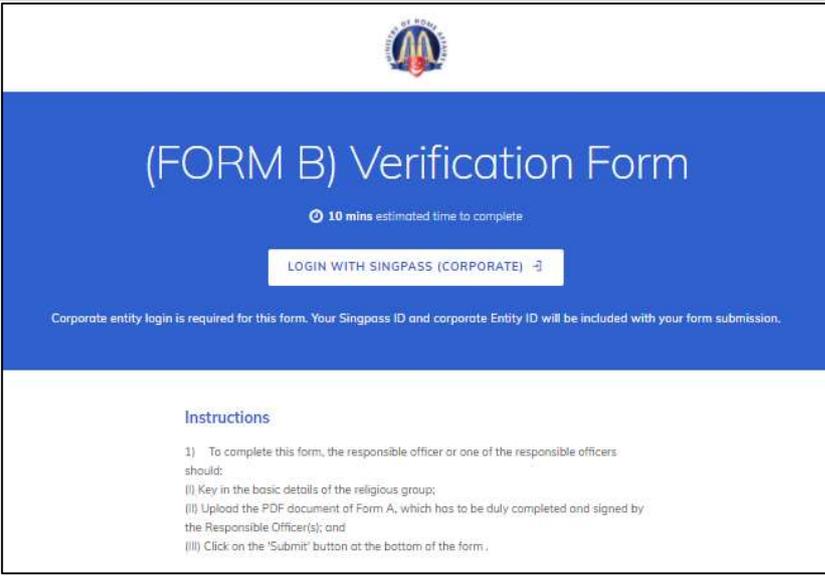
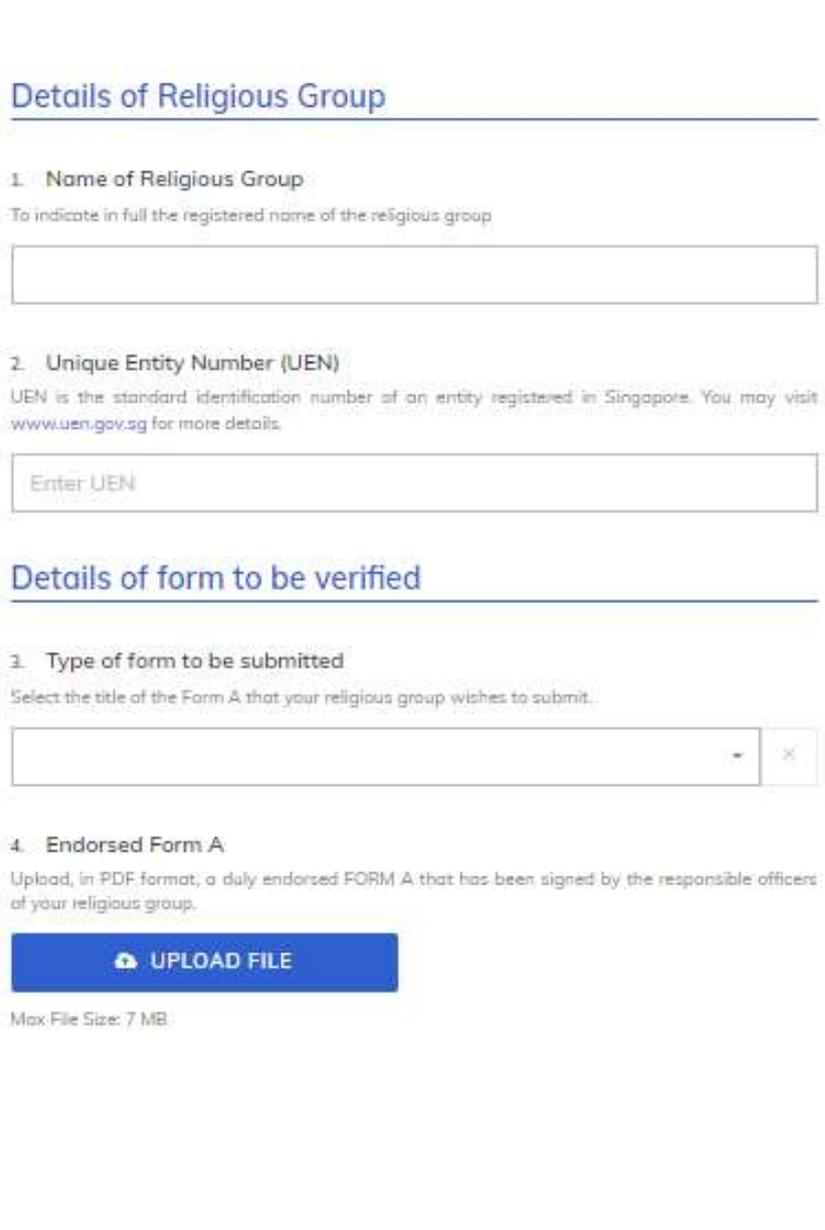
9. Other relevant documents, if any (optional)
(Only support file type: docx, xlsx, pdf)



Choose file or drag and drop here

Maximum file size: 3 MB

<p>5</p>	<p>Contact Details of Submitter <i>(Compulsory section)</i></p> <p>Complete the contact details for submitter.</p> <p>Provide a valid email account as an OTP will be sent to the email account as verification is required</p> <p>Once you receive the OTP and have made verification, you can proceed to click 'Submit'.</p>	<p>Contact details of Submitter</p> <p>10. Name of Submitter Full Name in NRIC/FIN/Passport</p> <input type="text"/> <p>11. Local Address Please indicate an address in the following format: Block/House Number, Street Name, Level & Unit Number, Building Name and Postal Code.</p> <input type="text"/> <p>12. Local Mobile Number</p> <input type="text" value="8123 4567"/> <p>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.</p> <input type="text" value="me@example.com"/> <input type="button" value="VERIFY"/>						
<p>6</p>	<p>Declaration by Responsible Officers <i>(Compulsory section)</i></p> <p>Steps for Submitter:</p> <p>Step 1 – Key in the details of <u>only</u> the Responsible Officers (i.e. Name and Position).</p> <p>Step 2 – Check that all information keyed in the form are correct.</p> <p>Step 3 – Click on 'Submit'</p> <p>Step 4 – Proceed to access your email account for an acknowledgement email.</p> <p>Note: Due to system restrictions, firewalls, and differing bandwidths, among other reasons, the acknowledgment email to your submission may not be immediate, and at times, delayed.</p>	<p>Declaration by Responsible Officers</p> <p>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.</p> <p>"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 group; (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 vacant.</p> <p>I/We, as the Responsible Officer(s) of the Religious 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.</p> <p>14. DECLARED BY :</p> <table border="1"> <thead> <tr> <th>Full Name of Responsible Officer</th> <th>Position Held in the Religious Group</th> <th>Signature of Respons (To append signature document) (optional)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>+ ADD MORE </p> <p>If there is more than one Responsible Officer, click on 'ADD MORE'</p> <p>Slide on bar in FormSG to move and fill more details. No action required for signature /date field </p> <p>SUBMIT</p>	Full Name of Responsible Officer	Position Held in the Religious Group	Signature of Respons (To append signature document) (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name of Responsible Officer	Position Held in the Religious Group	Signature of Respons (To append signature document) (optional)						
<input type="text"/>	<input type="text"/>	<input type="text"/>						

<p>9</p>	<p>Access Form B <i>(Compulsory step)</i></p> <p>Steps for any one of the Responsible Officer (s)/ Submitter:</p> <p>Access the link for Form B: www.go.gov.sg/verificationform-mrha</p> <p>Read the Instructions before proceeding to login with your Singpass for Business Account.</p> <p><i>Note: Your religious group's Corporate entity ID is also required for the login process.</i></p>	
<p>10</p>	<p>Completion and submission of Form B <i>(Compulsory step)</i></p> <p>Steps for any one of the Responsible Officer (s)/ Submitter:</p> <p>Step 1 – Key in the basic details of the religious group</p> <p>Step 2 – Please select the option ‘Declaration of Governing Body for Religious Group’ under Section 3 (drop down list) and upload the <u>duly endorsed Form A</u> saved as PDF doc under Section 4.</p>	

11

Contact Details of Submitter
(Compulsory section)

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

Once you receive the OTP and have made verification, you can proceed to click 'Submit'.

Note: You will receive an acknowledgement email to indicate that the declaration is completed.

Contact Details of Submitter

5. Name of the Submitter

Full Name in NRIC/FIN/Passport

6. Position held in the religious group

7. Local Mobile Number

8. Email Address

- END -