



e-Services Guide

Application for Deregistration as a Charity

Last updated on March 2021

Homepage

Click **Application for Deregistration as a Charity** on the left menu.

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Annual Submissions

Application for Deregistration as a Charity

Welcome ! User Name, User Surname

You are representing: Charity Name

📘 Important Notes:
 You are required to update the Objectives, Vision and Mission of your charity. These details are needed to be displayed on the Charity Portal for public viewing. Update

📅 The deadline for the Annual Submission for FY22 is in 513 days. You may download the [Checklist for Annual Submissions](#) to prepare yourself the documents you need. Submit

Your Form(s): 1 Record(s)

To continue with the Application for Registration as a Charity, please select the reference no.

| S/N | Reference No. | Name of Form | Last Updated Date | Status |
|-----|---------------|--------------|-------------------|--------|
| | | | | |

Application for Deregistration as a Charity: Step 1

Read the instructions,
then click **Proceed**.

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Application for Approval as an Institution of a Public Character (IPC)

Annual Submissions

Application for Deregistration as a Charity

Application for Deregistration as a Charity

If your organisation has ceased operations or ceases to be a charity, please submit this Application to remove your organisation from the Charity Register.

✔ **Step 1: Inform the COC or SA on the Cessation of Your Organisation's Operation or if it Ceases to be a Charity**

Please submit the following documents for the COC's or your SA's review. The COC or your SA will inform you on the outcome of the review.

1. Final set of accounts up to date of winding-up or dissolution;
2. Final copy of annual report;
3. Minutes of General Meeting in which resolution was passed to dissolve your charity; and
4. Proof of distribution of remaining funds in accordance with the governing instrument (e.g. receipts from organisation which donations have been made to).

Proceed

4 Stages for Application

Select the **Print** icon at the top right corner if you would like to print any parts of the application.

There are 4 Stages for Application for Deregistration as a Charity.

The current stage will be a solid colour and stages that are completed will be marked with a check.

The screenshot shows the 'CHARITY PORTAL' interface. At the top right, there is a 'Logout' button and a notification icon with '(1)'. Below this, the user is logged in as 'Hi, LL EILL'. The main heading is 'Inform the COC or SA on the Cessation of Your Organisation's Operation or if it Ceases to be a Charity'. A red arrow points from the text 'Select the Print icon...' to a print icon in the top right corner of the page content. Below the heading, the 'Reference No.: APP-30072020-1596102128' and 'Status: Draft' are displayed. A progress bar at the bottom shows four stages: 'Deregistration Information' (completed with a checkmark), 'Declaration' (completed with a checkmark), '3 Preview & Submit' (current stage, highlighted in solid green), and '4 Complete' (not yet started). A red box highlights the entire progress bar area.

Deregistration Information

Mouse over the tooltip (?) icon to view more information on the reasons of deregistration.

Select **Reason for Deregistration** from the dropdown list.

Select at least one option for **Details of Deregistration**.

If **Others** is selected, provide the details of the deregistration.

Reference No.: APP-30072020-1596102128 Status: Draft

1 Deregistration Information ----- 2 Declaration ----- 3 Preview and Submit ----- 4 Complete

- All fields are mandatory unless otherwise specified.
- You can save the application at any time before signature completion.

Reason of Deregistration (?)
Dissolution

Details of Deregistration

No longer Active
 Restructuring by Parent Organisation
 In Liquidation
 Amalgamated
 Others; Please specify:

Enter here

Tooltip: "Please select the reasons for removal from Register of Charities: Dissolution: charity is in process of winding up Inactivity: charity is no longer in operation Change in Objects: governing instrument no longer exclusively charitable Restructuring by parent organisation: change in the organisational structure Outcome of Investigation/Inquiry: the results of a case assessment requiring investigation/inquiry"

Deregistration Information

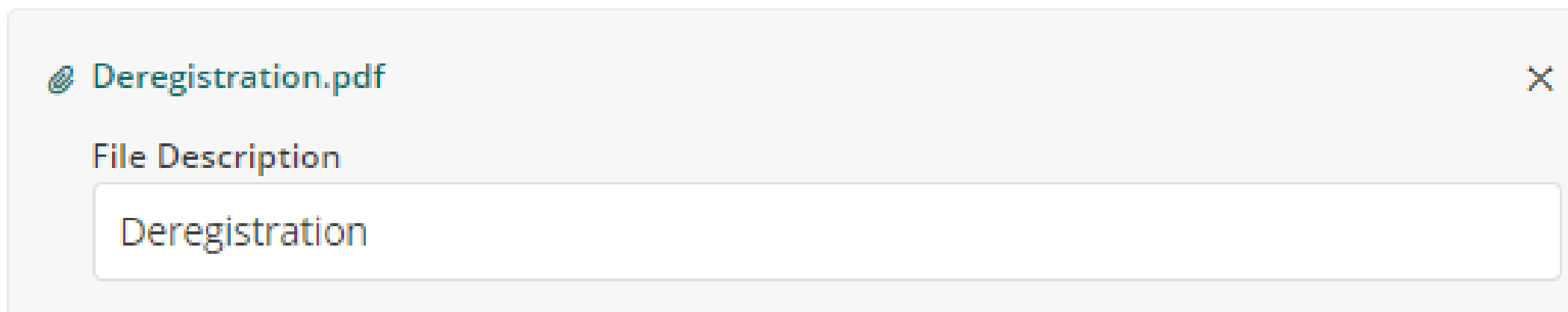
Click **Choose File** to upload the supporting documents. Once uploaded, enter the file description.

Click **Declare and Submit** after completing the form.

Please upload the following documents:

1. Final set of accounts up to date of winding-up or dissolution;
2. Final copy of annual report;
3. Minutes of general meeting in which resolution was passed to dissolve the charity; and
4. Proof of distribution of remaining funds in accordance with the governing instrument (e.g. receipts from organisation which donations have been made to).

Drag and drop your document here Choose File

 ×

File Description

Deregistration

Up to a maximum file size of 20MB. File type must be .pdf, .jpeg, .jpg, .png or .gif. Filename cannot contain invalid characters # % & * : < > ? / If your document size exceeded 20MB, you can [compress your document online](#) for free.

Cancel Save as Draft Declare and Submit

Declaration

The declarant's Full Name as per ID, ID Type, ID No. and Email Address are pre-populated from Corppass.

Declarant's name is non-editable as it is a Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Read the declaration statements carefully and select declaration checkboxes.

Click **Preview** to proceed to preview page.

Reference No.: APP-05022021-1612505683 Status: Draft

Deregistration Information **2** Declaration 3 Preview & Submit 4 Complete

Declaration

- Your name is pre-populated from Corppass, and is Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Declaration Details:

Full Name as per ID
E [REDACTED] H

ID Type: NRIC (CITIZEN) ID No.: S****803A

Email Address: Es [REDACTED] .com Designation (within Organisation): Director

Please note that any false information provided in this application will invalidate this application.

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I am aware that the provision of false or misleading information in relation to this application to the Commissioner of Charities can constitute a criminal offence, which is punishable by imprisonment and/or a fine.

I hereby declare that the details stated in this application are true, correct and complete.

Preview

Select the **Print** icon at the top right corner if you would like to print application preview.

Verify the information that you have provided.

Click **Submit** to submit the completed form.

Reference No.: APP-30072020-1596102128 Status: Draft

✓ Deregistration Information ----- ✓ Declaration ----- **3** Preview & Submit ----- 4 Complete

Application Preview
Before submission, please verify all the details in the completed form:

Reason of Deregistration
Dissolution

Details of Deregistration
- Amalgamated

Please upload the following documents:

1. Final set of accounts up to date of winding-up or dissolution;
2. Final copy of annual report;
3. Minutes of general meeting in which resolution was passed to dissolve the charity; and
4. Proof of distribution of remaining funds in accordance with the governing instrument (e.g. receipts from organisation which donations have been made to).

📎 **Deregistration.pdf**
 File Description
 Deregistration

Back to Declaration **Submit**

Acknowledgement

You will receive an acknowledgement of the application.

Click **Save a Copy** to download the application in PDF.

Reference No.: APP-05022021-1612505683 Status: Submitted

Deregistration Information ----- Declaration ----- Preview & Submit ----- 4 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Eshaan_Heath@email.com
Submission Date: 24/02/2021 15:23:19

You may save a copy of your submission here: [Save a Copy](#)

[Back to Home](#)

Complete Deregistration: Step 2

Step 2 of the Application for Deregistration as a Charity is only enabled when the application status for Step 1 is **“No Objection”**.

Welcome E [redacted] ATH,

You are representing: AGA [redacted] TION

Your Form(s): 3 Record(s)

To continue with the Application for Registration as a Charity, please select the reference no.

| S/N | Reference No. | Name of Form | Last Updated Date | Status |
|-----|-------------------------|------------------------|-------------------|--------|
| 1 | APP-05112020-1604567273 | Appointment of Auditor | 05/11/2020 | Draft |

Notes: Drafts that are stored for more than 90 days will be automatically deleted. All edits previously made to the drafts will not be retained. Please therefore submit the forms/ applications as soon as possible.

Your Submission(s): 12 Record(s)

| S/N | Submission No. | Name of Form | Last Updated Date | Status |
|-----|--------------------|---|-------------------|--------------|
| 1 | CPCD-210224-000001 | Application for Deregistration as a Charity | 24/02/2021 | No Objection |

« < Prev 1 2 3 Next > »

Homepage for Step 2

Click the **ellipsis icon** to show the option list.

Select **Edit** to proceed to Step 2 application.

Welcome E [redacted] H,

You are representing: AG [redacted] TION

Your Form(s): 3 Record(s)

To continue with the Application for Registration as a Charity, please select the reference no.

| S/N | Reference No. | Name of Form | Last Updated Date | Status | |
|-----|-------------------------|------------------------|-------------------|--------|---|
| 1 | APP-05112020-1604567273 | Appointment of Auditor | 05/11/2020 | Draft | ⋮ |

Notes: Drafts that are stored for more than 90 days will be automatically deleted. All edits previously made to the drafts will not be retained. Please therefore submit the forms/ applications as soon as possible.

Your Submission(s): 12 Record(s)

| S/N | Submission No. | Name of Form | Last Updated Date | Status | |
|-----|--------------------|--|-------------------|----------|---|
| 1 | CPCD-210224-000001 | Application for Deregistration as a Charity | 24/02/2021 | No | ⋮ |
| 2 | CPPN-201106-000001 | Application for Approval as an Institution of a Public Character (IPC) | 05/11/2020 | | ⋮ |
| 3 | CPCN-200718-000001 | Application for Registration as a Charity | 18/07/2020 | Approved | ⋮ |

« < Prev 1 2 3 Next > »

No Objection Letter

Click the **No Objection Letter hyperlink** under Notification to download the letter.

Click **Proceed** to Step 2.

Application for Deregistration as a Charity

If your organisation has ceased operations or ceases to be a charity, please submit this Application to remove your organisation from the Charity Register.

| Submission No.: | Status: | Notification: |
|--------------------|--------------|-------------------------|
| CPCD-210224-000001 | No Objection | No Objection Letter.pdf |

✔ **Step 1: Inform the COC or SA on the Cessation of Your Organisation's Operation or if it Ceases to be a Charity**

Please submit the following documents for the COC's or your SA's review. The COC or your SA will inform you on the outcome of the review.

1. Final set of accounts up to date of winding-up or dissolution;
2. Final copy of annual report;
3. Minutes of General Meeting in which resolution was passed to dissolve your charity; and
4. Proof of distribution of remaining funds in accordance with the governing instrument (e.g. receipts from organisation which donations have been made to).

Proceed

✔ **Step 2: Complete Deregistration**

If your organisation is registered with ACRA or ROS, please submit a copy of following documents for the finalising of the deregistration application.

1. The approval of deregistration from the ROS; or
2. Notification of closure of the company lodged with ACRA.

Proceed

Details for Deregistration

Click **Choose File** to upload the approval of deregistration from the ROS or notification of closure of the company lodged with ACRA and supporting documents (if any). Once uploaded, enter the file description.

Click **Declare and Submit** after completing the form.

Reference No.: CPCD-210224-000001 Status: No Objection


1 Deregistration Information — 2 Declaration — 3 Preview and Submit — 4 Complete

- All fields are mandatory unless otherwise stated.
- You can save the application form as draft copy for future completion.

If your organisation is registered with ACRA or ROS, please upload a copy of the:

- approval of deregistration from the ROS; or
- notification of closure of the company lodged with ACRA.

Drag and drop your document here **Choose File**

 Deregistration.pdf ×

File Description

Deregistration

Up to a maximum file size of 20MB. File type must be .pdf, .jpeg, .jpg, .png or .gif. Filename cannot contain invalid characters # % & * : < > ? / (). If your document size exceeded 20MB, you can compress your document online for free.

Cancel
Save as Draft
Declare and Submit

Declaration

The declarant's Full Name as per ID, ID Type, ID No. and Email Address are prepopulated from Corppass.

Declarant's name is non-editable as it is a Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Read the declaration statements carefully and select declaration checkboxes.

Click **Preview** to go to Preview page.

Reference No.: APP-05022021-1612505683 Status: No Objection

Deregistration Information
 2 Declaration
 3 Preview & Submit
 4 Complete

Declaration

- Your name is pre-populated from Corppass, and is Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Declaration Details:

Full Name as per ID

ID Type ID No.

Email Address Designation (within Organisation)

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I am aware that the provision of false or misleading information in relation to this application to the Commissioner of Charities can constitute a criminal offence, which is punishable by imprisonment and/or a fine.

I hereby declare that the information given in this form and the attached supporting documents to be true, correct and complete.

Preview

Select the **Print** icon at the top right corner if you would like to print application preview.

Verify the information that you have provided.

Click **Submit** to submit the completed form.

Reference No.: CPCD-210224-000001 Status: No Objection

✓ Deregistration Information ----- ✓ Declaration ----- **3** Preview & Submit ----- 4 Complete

Submission Preview

Before submission, please verify all the details in the completed form:

If your organisation is registered with ACRA or ROS, please upload a copy of the:

1. approval of deregistration from the ROS; or
2. notification of closure of the company lodged with ACRA.

Deregistration.pdf

File Description
Deregistration


Back to Declaration **Submit**

Acknowledgement

You will receive an acknowledgement of the application.

Click **Save a Copy** to download the application in PDF.

Reference No.: APP-05022021-1612505683 Status: Pending Approval



Submitted!

An acknowledgement of your submission will be sent to your email: E: [redacted]@i.com

Submission Date: 24/02/2021 16:47:09

You may save a copy of your submission here: [Save a Copy](#)

[Back to Home](#)

Contact Us



Helpdesk (6337 6597)



MCCY_Charities@mccy.gov.sg

Thank You



@MCCYsg



mccy.gov.sg