



# e-Services Guide

## Dashboard

Last updated on April 2021

# Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	UEN	Unique Entity Number

# Homepage

Your name is populated from:

- Corppass for registered/exempt charities OR organisations who are CLGs or Societies; or
- MyInfo if your organisation does not have an existing UEN (such as Trusts/Funds) and is registering as a charity.

Click on **Logout** to log out of the Charity Portal e-Services.

The screenshot shows two versions of the Charity Portal homepage. The top version is for a user named Vishal Berry, who is applying as a new charity. The bottom version is for an existing user named John Smith, who is representing STAR PRODUCTION PTE. LTD. Both pages show a 'Logout' button in the top right corner. The bottom page also displays a table of application records.

S/N	Reference No.	Name of Form	Last Updated Date	Status
1	<a href="#">APP-101120-11282028</a>	Application for Registration as a Charity	16/05/2020	Draft

# View and Manage Draft Application/Submission

To view created Draft application/submission, go to **Your Forms**.

Click the **ellipsis button** to view, edit, and delete your draft application/submission.

Select **Print** to save or print a copy of the application/submission.

Click the **Reference No. hyperlink** to open the application/submission directly.

Drafts that are more than 90 days will be automatically deleted.

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
1	<a href="#">APP-15092020-1600151224</a>	Application for Registration as a Charity	15/09/2020	Draft

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

View  
 Edit  
 Print  
 Delete

# View and Manage Submitted Application/Submission

To view submitted applications/submissions and check the current status, go to **Your Submissions**.

Click the **ellipsis button** to view and edit your application/submission.

Select **Print** to save or print a copy of the application/submission.

Click the **Submission No. hyperlink** to open the application/submission directly.

Submitted records cannot be deleted.

Your Submission(s): 20 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status
1	CPAR-201020-000020	FY2018 Annual Reports	05/12/2020	Pending Applicant Action
2	CPGE-201020-000020	FY2018 Governance Evaluation Checklist	04/12/2020	Submitted
3	CPFS-201020-000020	FY2018 Financial Statement	04/12/2020	Submitted
4	CPGE-200908-000001	FY2021 Governance Evaluation Checklist	04/12/2020	Pending
5	CPGE-201020-000022	FY2020 Governance Evaluation Checklist	04/12/2020	

View  
 Edit  
 Print

# View and Manage Applications/Submissions

The grid for **Your Forms** and **Your Submissions** displays maximum of 5 records. If there are more than 5 records, use the **pagination bar** to view other applications/submissions.

Your Submission(s): 22 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status	
1	CPPR-210310-000001	Application for Extension as an Institution of a Public Character (IPC)	10/03/2021	Pending Approval	⋮
2	CPCU-210226-000001	Update Charity Basic Profile	26/02/2021	Processing	⋮
3	CPTD-210201-000001	2020 Annual Return for Tax Deductible Donations (for Payroll Deductions only)	01/02/2021	Pending Applicant Action	⋮
4	CPAR-200806-000001	FY2019 Annual Reports	28/12/2020	Pending Applicant Action	⋮
5	CPAR-200806-000003	FY2021 Annual Reports	15/12/2020	Pending Applicant Action	⋮

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# Contact Us



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# Thank You



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