



e-Services Guide

Amendments To Governing Instrument

Last updated on October 2022

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	ACRA	Accounting and Corporate Regulatory Authority
2	CLG	Companies Limited by Guarantee
3	GI	Governing Instrument
4	ROS	Registry of Societies
5	SA	Sector Administrator

Before You Begin

- a) For amendments of GI, please submit details of the proposed amendments for the COC's or SA's review.
- b) Upon receipt of the Letter of No Objection from the COC or SA, your charity can proceed to seek approval of all amendments at the General Meeting.
- c) Submit the changes to ACRA or ROS (where applicable) with the proposed amendments and COC's or SA's Letter of No Objection.
- d) Submit the following documents on Charity Portal:
 - (i) A copy of ACRA's notification of lodgment or ROS' notification of approval (if applicable)
 - (ii) Minutes of General Meeting at which a Resolution is pass to adopt the amendments; and
 - (iii) A certified true copy of the revised GI.

Homepage

Click **Update Charity Profile** on the left menu.

A Singapore Government Agency Website

CHARITY PORTAL (7) Logout

Hi, RUIZ

HOME

Home

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Home

Charity Profile ▾

View Charity Profile

Update Charity Profile

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

Annual Submissions

Application for Deregistration as a Charity

Welcome RHYS RUIZ,

You are representing: TERRA COLLEGE ENTITY (PRIVATE LTD.)

ⓘ The deadline for the Annual Submission for FY22 is in 529 days. You may download the [Checklist for Annual Submissions](#) to prepare yourself the documents you need. Submit

Your Form(s): 0 Record(s)

We note that you do not have any draft application. If your organisation is interested to be registered as a charity, please submit an [Application for Registration as a Charity](#).

S/N	Reference No.	Name of Form	Last Updated Date	Status
No record found				

Your Submission(s): 18 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status
No record found				

Update Charity Profile Page

On the main page of the Update Charity Profile, click **Amendments to Governing Instrument**.

Update Charity Profile

The governing board members of registered charities are required to notify the Commissioner of Charities (COC) or Sector Administrators (SAs) if there is any change in its Governing Instruments, or in its particulars entered in the Register, and to furnish the COC or SAs with particulars of any such change and copies of any new Governing Instruments or alterations of the Governing Instruments, within 7 days after such change or such longer period as the COC or SAs may, in his discretion, allow.

Please select an e-Service from the following list to update your charity's profile:

e-Services	Description	Documents Required
Update Charity Basic Profile →	<p>Please submit this form if there are changes to your charity's basic profile on any of the following areas:</p> <ul style="list-style-type: none"> Primary details (No. of staff/ volunteers/ trustees/ directors) Affiliation with other organisations Particulars of Patrons <p>Estimated time to complete: 10 - 20 mins</p>	
Update Governing Board Members, Trustees and Key Officers →	<p>If there are changes to your charity's Board composition or details of your governing board members, trustees or key officers (including changes to Corppass Registered Officers for non-ACRA/ ROS organisations), please submit this form to notify the COC or your SA of the changes.</p> <p>Estimated time to complete: 20 - 30 mins</p>	
Amendments to Governing Instrument →	<p>Please submit this form if there are changes to your charity's Governing Instrument.</p> <p>Estimated time to complete: 12 mins</p>	<ul style="list-style-type: none"> Proposed Amendment to Governing Instrument Template .doc, 12.6 kb

Amendments to GI: Step 1

There are 2 steps for Amendments to GI.

HOME / UPDATE CHARITY PROFILE / AMENDMENTS TO GOVERNING INSTRUMENT

Amendments to Governing Instrument

Inbox

Home

Charity Profile ▾

View Charity Profile

Update Charity Profile

Amendments to Governing Instrument

From time to time, your organisation will need to review and update the Governing Instrument to ensure that it remains relevant. Such amendments have to be approved by the respective public agencies:

- Office of Commissioner of Charities (COC) or Sector Administrators (SAs); and
- Accounting and Corporate Regulatory Authority of Singapore (ACRA) if your charity is a Company Limited by Guarantee; or
- Registry of Societies (ROS) if your organisation is a society.

1 Submit proposed amendments to the COC or SAs via this form.

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

✓ **Step 1: Seek the COC's or SA's Approval for the Proposed Amendments**

- Please complete and submit the proposed amendment to Governing Instrument to provide details of the proposed amendments for the COC's or your SA's review.
[Proposed Amendment to Governing Instrument Template .doc, 20.5Kb](#)
- Please ensure that your charity's Governing Instrument meets the COC's requirements as appended below. The COC or your SA will inform you on the outcome of the review.
[Guidelines on Governing Instrument for Societies ZIP, 296.9Kb](#)
[Guidelines on Governing Instrument for CLGs ZIP, 296.9Kb](#)

Proceed

4 Stages for the Submission

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

There are 4 stages in Step 1 for Amendments to GI.

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

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CHARITY PORTAL (43) Logout

Hi, EL EN

HOME / UPDATE CHARITY PROFILE / SEEK THE COC'S OR SA'S APPROVAL FOR THE PROPOSED AMENDMENTS

Seek the COC's or SA's Approval for the Proposed Amendments

Reference No.: APP-20102020-1603161235 Status: Draft

Inbox

Home

Progress bar: ✓ Proposed Governing Instrument Amendment --- 2 Declaration --- 3 Preview & Submit --- 4 Complete

Proposed Amendments to GI

Click **Choose File** to upload the proposed amendments to your charity's GI and supporting documents (if any). Once uploaded, enter the file description.

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

Reference No.: APP-20102020-1603161235 Status: Draft

1 Proposed Governing Instrument Amendment
 2 Declaration
 3 Preview & Submit
 4 Complete

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

Please upload the proposed amendments to your organisation's Governing Instrument and supporting documents (if any):

[Proposed Amendment to Governing Instrument Template](#) .docx, 20.5Kb

Drag and drop your document here

Choose File

GI.pdf
×

File Description

GI

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 documents 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-20102020-1603161235 Status: Draft

Proposed Governing Instrument Amendment ---
 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 ██████ EN

ID Type: NRIC (CITIZEN) ID No.: S****149Z

Email Address: Els ██████ il.com Designation (within Organisation): Manager

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

I confirm that the information provided in this submission 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 submission 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 submission are true, correct and complete.

Preview

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

Verify the information that you have provided.

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

Reference No.: APP-20102020-1603161235 Status: Draft

✓ Proposed Governing Instrument Amendment ---
 ✓ Declaration ---
 3 Preview & Submit ---
 4 Complete

Submission Preview

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

Please upload the proposed amendments to your organisation's Governing Instrument and supporting documents (if any):

GI.pdf

File Description
GI

Back to Declaration **Submit**

Acknowledgement

You will receive an acknowledgement of the submission.

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

Reference No.: APP-20102020-1603161235 Status: Submitted

✓ Proposed Governing Instrument Amendment
 ✓ Declaration
 ✓ Preview & Submit
 4 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Elsbeth_Owen@email.com

Submission Date: 03/03/2021 15:22:27

You may save a copy of your submission here: Save a Copy

[Back to Home](#)

Submit Revised GI: Step 2

Once your charity receives the No Objection email to your charity's proposed amendments to the GI, you can proceed to Step 2 to complete the amendment process.

Step 2 of the Amendments to GI is only enabled when the submission status is **"No Objection"**.

Welcome SA [redacted],

You are representing: BLUE [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-22092020-1600771877	Update Governing Board Members Trustees and Key Officers	22/09/2020	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): 15 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status
1	CPCU-210222-000001	Amendments to Governing Instrument	22/02/2021	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 submission.

Welcome SA [redacted] RA,

You are representing: BLL [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-22092020-1600771877	Update Governing Board Members Trustees and Key Officers	22/09/2020	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): 15 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status
1	CPCU-210222-000001	Amendments to Governing Instrument	22/02/2021	No
2	CPGE-200806-000037	FY2019 Governance Evaluation Checklist	06/12/2020	Edit
3	CPGE-200806-000052	FY2020 Governance Evaluation Checklist	06/12/2020	Applicant Action

« < Prev 1 2 3 Next > »

No Objection Letter

Amendments to Governing Instrument

From time to time, your organisation will need to review and update the Governing Instrument to ensure that it remains relevant. Such amendments have to be approved by the respective public agencies:

- Office of Commissioner of Charities (COC) or Sector Administrators (SAs); and
- Accounting and Corporate Regulatory Authority (ACRA) if the organisation is Limited by Guarantee; or
- Registry of Societies (ROS)

- 1 Submit proposed amendments
- 2 Upon receipt of Letters of amendments at General Meeting
- 3 Proceed to submit certified amendments; and (if applicable)
- 4 Submit on the Charities notification of approval Resolution is passed and revised Governing Instrument

Submission No.: CPCU-210222-000001	Status: No Objection	Notification: No Objection Letter.pdf
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✔ Step 1: Seek the COC's or SA's Approval for the Proposed Amendments

- Please complete and submit the proposed amendment to Governing Instrument to provide details of the proposed amendments for the COC's or your SA's review.

[Proposed Amendment to Governing Instrument Template .doc, 20.5kb](#)

- Please ensure that your charity's Governing Instrument meets the COC's requirements as appended below. The COC or your SA will inform you on the outcome of the review.

[Guidelines on Governing Instrument for Societies ZIP, 296.9kb](#)

[Guidelines on Governing Instrument for CLGs ZIP, 296.9kb](#)

Your proposed amendments has been reviewed and there is **No Objection** after review. You may [proceed to Step 2](#).

✔ Step 2: Submit Revised Governing Instrument

Having obtained the General Meeting's approval, please submit the below 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. Certified true copy of the governing instrument;
2. Minutes of meeting where the amendments were approved; and
3. A copy of ACRA's notification of lodgement, if applicable; or
4. A copy of ROS's notification of approval, if applicable.

Proceed

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

Click **Proceed** to Step 2.

4 Stages for the Submission

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

There are 4 Stages in Step 2 for Amendments to GI.

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

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CHARITY PORTAL (43) Logout

Hi, E N

HOME / UPDATE CHARITY PROFILE / SUBMIT REVISED GOVERNING INSTRUMENT

Submit Revised Governing Instrument

Reference No.: APP-20102020-1603161235 Status: No Objection

Inbox

Home

1 Revised Governing Instrument ✓ 2 Declaration 3 Preview & Submit 4 Complete

Details for Revised GI

For CLGs, your charity's GI document from ACRA will be prepopulated in this form.

For Societies and Trusts/Funds, click **Choose File** to upload your charity's revised GI and supporting documents (if any). Once uploaded, enter the file description.

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

Reference No.: CPCU-201208-000004 Status: No Objection

1 Revised Governing Instrument -----
 2 Declaration -----
 3 Preview & Submit -----
 4 Complete

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

Please upload the following documents:

1. A certified true copy of the Governing Instrument;
2. Minutes of meeting where amendments were approved; and
3. A copy of ACRA/ ROS' notification, if applicable.

Drag and drop your document here

Choose File

Model Constitution

File Description GI Document

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 documents 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 go to Preview page.

Reference No.: APP-02122020-1606887282 Status: No Objection

Revised Governing Instrument
 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
M [REDACTED]

ID Type: NRIC (CITIZEN) ID No.: S****235H

Email Address: M [REDACTED]@ [REDACTED].com Designation (within Organisation): KEY

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

I confirm that the information provided in this submission 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 submission 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 submission are true, correct and complete.

Preview

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

Verify the information that you have provided.

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

Reference No.: CPCU-210303-000001
Status: No Objection

Submission Preview

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

Please upload the following documents:

1. A certified true copy of the Governing Instrument;
2. Minutes of meeting where amendments were approved; and
3. A copy of ACRA/ ROS' notification, if applicable.

201700535N ModelConstitution.pdf

File Description
GI Attachment 201700535N

Back to Declaration
Submit

Acknowledgement

You will receive an acknowledgement of the submission.

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

Reference No.: APP-02122020-1606887282 Status: Submitted

✓ Revised Governing Instrument ----- ✓ Declaration ----- ✓ Preview & Submit ----- 4 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Maksim_Searle@email.com

Submission Date: 24/02/2021 12:50:52

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