



e-Services Guide

Update Governing Board Members, Trustees and Key Officers

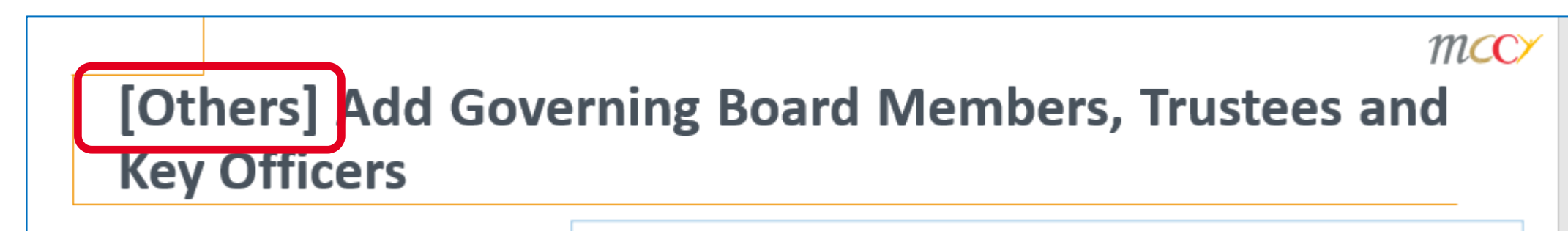
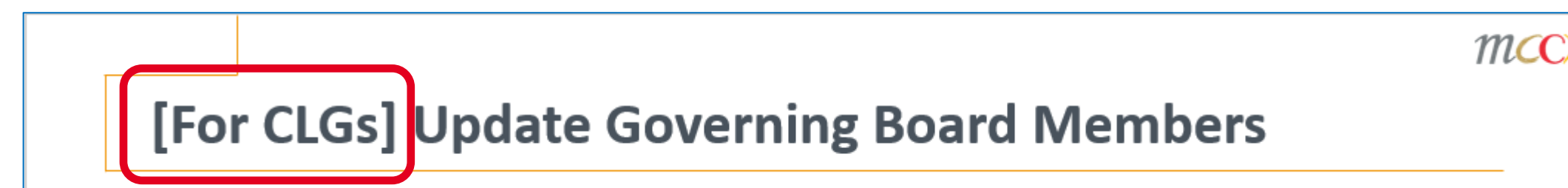
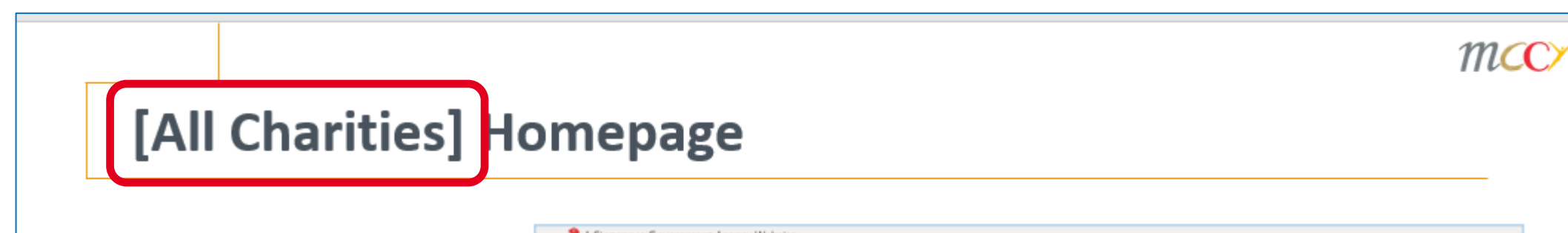
Last updated in July 2025

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	ACRA	Accounting and Corporate Regulatory Authority
2	CLG	Company Limited by Guarantee
3	ROS	Registry of Societies
4	UEN	Unique Entity Number

Before You Begin

This User Guide is split into 3 sections: (a) CLG-charities, (b) society-charities, and (c) Others (i.e. Funds/ Trusts/ Exempt Charities). Where a function is applicable to all charities, it will be indicated as such in the header. Please refer to the section which is applicable to your charity.



[All Charities] Homepage

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

A Singapore Government Agency Website

CHARITY PORTAL (43) Logout

Hi, E [User Name]

HOME

Home

Inbox

Home

Charity Profile ▾

- View Charity Profile
- Update Charity Profile**
- Disclose Public Fund-Raising Appeals

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

Annual Submissions

Application for Deregistration as a Charity

Welcome [User Name]

You are representing: PACITO PRIVATE LIMITED

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 FY21 is in 180 days.
You may download the [Checklist for Annual Submissions](#) to prepare yourself the documents you need. [Submit](#)

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-25092020-	Update Governing Board Members	03/03/2021	Draft

[All Charities] Update Charity Profile Page

Refer to the description on what updates you can make when you submit this form.

On the main page of the Update Charity Profile, click **Update Governing Board Members, Trustees and Key Officers**.

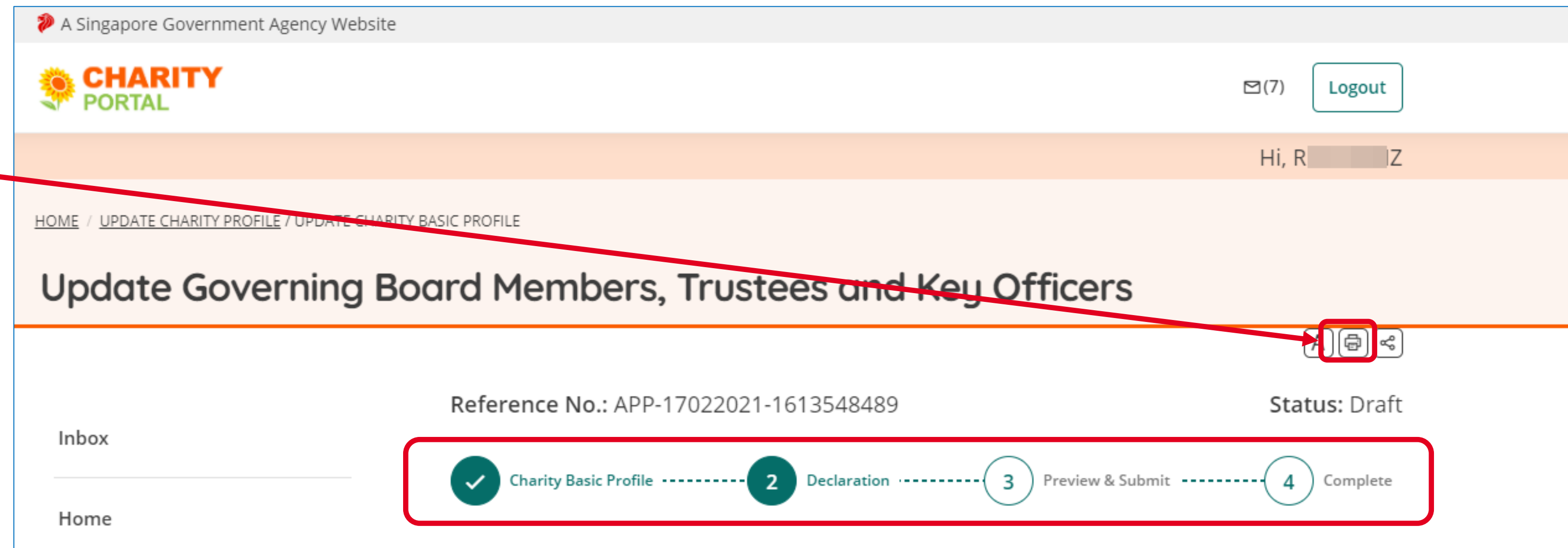
e-Services	Description	Documents Required
Update Charity Basic Profile →	<p>Please submit this form if there are changes to your charity's basic profile on any of the following areas:</p> <ul style="list-style-type: none"> Primary details (No. of staff/ volunteers/ beneficiaries) Objectives, Vision and Mission Principal Activities & Beneficial Area Financial Information (e.g. source of income, government funding) 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>	

[All Charities] 4 Stages of 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 for Update Governing Board Members, Trustees and Key Officers.

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



CLG-charities

[For CLGs] Update Governing Board Members

The list of Board Members are prepopulated with the data from ACRA and adding a new Board Member is not allowed. Only Key Officer can be added/ceased.

Individuals who have stepped down from their office as Governing Board Members will not appear in draft.

Director details will be transferred from ACRA to Charity Portal after 2 to 3 days upon filing with ACRA. Delete any existing Update Governing Board Members draft from the dashboard.

Click the **Full Name hyperlink** to update the Board Member's record.

Governing Board Members, Trustees and Key Officers: 4 Personnel

Please update the required information for each personnel marked with  .

✓	S/N	Full Name	Organisation Role	Designation	Date Appointed to Designation	
✓	1	M [redacted] T	BOARD MEMBER	DIRECTOR	20/07/2017	⋮
✓	2	Automation BM 1_1	KEY OFFICER	BM_1	10/02/2020	⋮
✓	3	Automation BM 1_2	KEY OFFICER	BM_2	25/05/2013	⋮
✓	4	Automation BM 1_3	KEY OFFICER	BM_3	18/09/2018	⋮

[View the full list of Governing Board Members, Trustees and Key Officers →](#)

[+Add Governing Board Member, Trustee and Key Officer](#)

[For CLGs] Update Governing Board Members

The following Board members details from ACRA will be pre-populated in the form.

- Full Name as per ID
- ID Type
- ID No.
- Nationality
- Designation
- Date Appointed to Designation
- Local Residential Address (if any)
- Foreign Residential Address (if any)

Update Organisation Personnel : MII RT

Salutation: Mr

Full Name as per ID: [REDACTED] RT

Gender: Male

Nationality: SINGAPORE CITIZEN

ID Type: NRIC (CITIZEN) ID No.: S [REDACTED] G

Date of Birth: 04/2/1982

Contact No. Provide at least one contact number

Office: 86787686 Mobile: 67789797 Home: 89687685

Email Address: m [REDACTED] @ [REDACTED].com Highest Education Level Attained (Optional): Master's and Doctorate or Equivalent

Local Residential Address

Postal Code: 18 [REDACTED] 90 Retrieve Address

Blk/ House No.: 264 Street Name: MII [REDACTED] DAD

Building Name: ELIA [REDACTED] NG

Level No. (Optional): 32 Unit No. (Optional): TT

Cancel Save

[For CLGs] Update Governing Board Members

Click **+ Add Role** if the Board Member has other roles within your charity.

Click **Save** to add record.

Role(s) of the Organisation Member:

Role 1

Organisation Role	Designation	Date Appointed to Designation
BOARD MEMBER	PRESIDENT	06/06/2018

Role 2

Organisation Role	Designation	Date Appointed to Designation
KEY OFFICER	KEY OFFICER	05/05/2019

+ Add Role (if this member has other roles or change in designations)

Is the governing board member/trustee a key position holder in an affiliated organisation, if any?

Yes No


Is the governing board member/trustee receiving remuneration directly/indirectly?

Yes No

[For CLGs] Add Key Officers

Click **Add Governing Board Members, Trustee and Key Officer** to add a new Key Officer.

Governing Board Members, Trustees and Key Officers: 4 Personnel

Please update the required information for each personnel marked with .

✓	S/N	Full Name	Organisation Role	Designation	Date Appointed to Designation	
✓	1	M [redacted] T	BOARD MEMBER	DIRECTOR	20/07/2017	⋮
✓	2	Automation BM 1_1	KEY OFFICER	BM_1	10/02/2020	⋮
✓	3	Automation BM 1_2	KEY OFFICER	BM_2	25/05/2013	⋮
✓	4	Automation BM 1_3	KEY OFFICER	BM_3	18/09/2018	⋮

View the full list of Governing Board Members, Trustees and Key Officers →

+Add Governing Board Member, Trustee and Key Officer

[For CLGs] Update Cessation Date of Key Officers

The **cessation date** is mandatory for individuals who have stepped down from their office as Key Officers.

Mouse over the tooltip (?) icon to view more information on the field.

Click **Save** to update the record.

Update Organisation Personnel: AI [redacted] _1 x

Blk/ House No.

Street Name

Building Name

Level No. (Optional)

Unit No. (Optional)

Role(s) of the Organisation Member.

Role 1

Organisation Role	Designation	Date Appointed to Designation	Cessation Date (Optional) (?)
KEY OFFICER	BM_1	10/2/2020	DD/MM/YYYY

+ Add Role (if this member has other roles or change in designations)

Refers to Date of cessation of appointment

(?)

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Society-charities

[For Societies] Update Governing Board Members

The list of Board Members are pre-populated with the data from ROS and adding a new Board Member is not allowed. Only Key Officer can be added/ceased.

Individuals who have stepped down from their office as Governing Board Members will appear in draft. Please enter cessation date.

Management Committee members (i.e. President, Secretary, Treasurer and Committee Members) details will be transferred from ROS to Charity Portal after 2 to 3 days upon the submission status in iROSES is “Filed”. Delete any existing Update Governing Board Members draft from the dashboard.

The Designation field will reflect the position of the Board Members (i.e. President, Secretary, Treasurer, Committee Member) received from iROSES system and this field is a non-editable field. Other than the designations of President, Treasurer and Secretary, the remaining Management Committee members’ actual committee post will be reflected in the Charity Portal e-Services.

[For Societies] Update Governing Board Members

The following Board members details from ROS will be pre-populated in the form.

- Full Name as per ID
- ID Type
- ID No.
- Nationality
- Designation (*Only position of the Board Members*)
- Local Residential Address (if any)
- Foreign Residential Address (if any)

Update Organisation Personnel : MII RT

Salutation: Mr

Full Name as per ID: [Redacted] RT

Gender: Male

Nationality: SINGAPORE CITIZEN

ID Type: NRIC (CITIZEN)

ID No.: S [Redacted] G

Date of Birth: 04/2/1982

Contact No. Provide at least one contact number

Office: 86787686 | Mobile: 67789797 | Home: 89687685

Email Address: m [Redacted] @ [Redacted].com

Highest Education Level Attained (Optional): Master's and Doctorate or Equivalent

Local Residential Address

Postal Code: 18 [Redacted] 90 Retrieve Address

Blk/ House No.: 264 | Street Name: MII [Redacted] DAD

Building Name: ELIA [Redacted] NG

Level No. (Optional): 32 | Unit No. (Optional): TT

Cancel Save

[For Societies] Update Governing Board Members

Click **+ Add Role** if the Board Member has other roles within your charity.

Click **Save** to add record.

Role(s) of the Organisation Member:

Role 1

Organisation Role	Designation	Date Appointed to Designation
BOARD MEMBER	PRESIDENT	06/06/2018

Role 2

Organisation Role	Designation	Date Appointed to Designation
KEY OFFICER	KEY OFFICER	05/05/2019

+ Add Role (if this member has other roles or change in designations)

Is the governing board member/trustee a key position holder in an affiliated organisation, if any?

Yes No


Is the governing board member/trustee receiving remuneration directly/indirectly?

Yes No

[For Societies] Add Key Officers

Click **Add Governing Board Members, Trustee and Key Officer** to add a new Key Officer.

Governing Board Members, Trustees and Key Officers: 4 Personnel

Please update the required information for each personnel marked with .

✓	S/N	Full Name	Organisation Role	Designation	Date Appointed to Designation	
✓	1	M [redacted] T	BOARD MEMBER	DIRECTOR	20/07/2017	⋮
✓	2	Automation BM 1_1	KEY OFFICER	BM_1	10/02/2020	⋮
✓	3	Automation BM 1_2	KEY OFFICER	BM_2	25/05/2013	⋮
✓	4	Automation BM 1_3	KEY OFFICER	BM_3	18/09/2018	⋮

[View the full list of Governing Board Members, Trustees and Key Officers →](#)

[+Add Governing Board Member, Trustee and Key Officer](#)

[For Societies] Update Cessation Date of Governing Board Members and Key Officers

The **cessation date** is mandatory for individuals who have stepped down from their office as Governing Board Members or Key Officers.

Mouse over the tooltip (?) icon to view more information on the field.

Click **Save** to update the record.

Update Organisation Personnel: AI [redacted] _1 x

179369 Retrieve Address

Blk/ House No. Street Name

140 H [redacted] EET

Building Name

OLD HILL STREET POLICE STATION

Level No. (Optional) Unit No. (Optional)

5A N2

Role(s) of the Organisation Member.

Role 1	Designation	Date Appointed to Designation	Cessation Date (Optional) (?)
KEY OFFICER	BM_1	10/2/2020	DD/MM/YYYY

+ Add Role (if this member has other roles or change in designations)

Cancel
Save


Refers to Date of cessation of appointment










Funds/ Trusts/ Exempt Charities ("Others")

[Others] Add Governing Board Members, Trustees and Key Officers

Click **Add Governing Board Members, Trustee and Key Officer** to add a new Governing Board Member, Trustee or Key Officer.

Governing Board Members, Trustees and Key Officers: 4 Personnel

Please update the required information for each personnel marked with .

	S/N	Full Name	Organisation Role	Designation	Date Appointed to Designation	
	1	M [redacted] T	BOARD MEMBER	DIRECTOR	20/07/2017	
	2	Automation BM 1_1	KEY OFFICER	BM_1	10/02/2020	
	3	Automation BM 1_2	KEY OFFICER	BM_2	25/05/2013	
	4	Automation BM 1_3	KEY OFFICER	BM_3	18/09/2018	

[View the full list of Governing Board Members, Trustees and Key Officers →](#)

[+Add Governing Board Member, Trustee and Key Officer](#)

[Others] Add Governing Board Members , Trustees and Key Officers

An individual can be either a Board Member or Trustee but cannot be both.

An individual can be assigned with only one “Key Officer” role.

Fill up all the necessary fields on the individual.

Click **Save** to add record.

Add Governing Board Member, Trustee and Key Officer
×

Salutation

Full Name as per ID

Gender

Nationality

ID Type

ID No.

Date of Birth

Contact No.

Provide at least one contact number

Office

Mobile

Home

Email Address

Highest Education Level Attained *(Optional)*

[Others] Update Cessation Date of Governing Board Member Members, Trustees and Key Officers

The **cessation date** is mandatory for individuals who have stepped down from their office as Governing Board Members, Trustees or Key Officers.

Mouse over the tooltip (?) icon to view more information on the field.

Click **Save** to update the record.

Update Organisation Personnel: A [REDACTED] _1

179369 Retrieve Address

Blk/ House No. Street Name

Building Name

Level No. (Optional) Unit No. (Optional)

Role(s) of the Organisation Member.

Role 1	Organisation Role	Designation	Date Appointed to Designation	Cessation Date (Optional) ?
	KEY OFFICER	BM_1	10/2/2020	<input type="text" value="DD/MM/YYYY"/>

+ Add Role (if this member has other roles or change in designations)

Cancel
Save

Refers to Date of cessation of appointment

[Others] Update Corppass Registered Officer

The Corppass Registered Officer section is applicable for charities with Charity Type “Others” where UEN was issued by MCCY (for Trusts/ Funds/ Exempt Charities).

The dropdown will only contain list of Board Members and Trustees.

Select the Board Member on the dropdown list and click **Choose File** to upload the Corppass Authorisation form.

Corppass Registered Officer

Please note that the Registered Officer must be a physical person and holds a valid Singpass account. Please upload a copy of the completed Authorisation Form for CorPass Registered Officer accordingly.
 Authorisation Form for Corppass Registered Officer .pdf, 24 kb

Registered Officer 1

CAMILLA ROBEL

Select Registered Officer 1

CAMILLA ROBEL

John

Drag and drop your document here

Please upload a 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 document size exceeded 20MB, you can compress your document online for free.

Registered Officer 2 (Optional)

Select Registered Officer 2

Please attached the authorisation form for Registered Officer 2 here:

Drag and drop your document here

Up to a maximum file size of 20MB. File type must be .pdf, .jpeg, .jpg, .png or .gif. Filename cannot contain invalid characters # % & * : < > ? / .

[All Charities] Update Order of Governing Board Members

Governing Board Members, Trustees and Key Officers: 7 Personnel

Please update the required information for each personnel marked with by selecting the personnel's name.

	S/N	Full Name	Organisation Role	Designation	Date Appointed to Designation	
	1	MEGAN KAY	BOARD MEMBER	PRESIDENT	06/06/2018	
	2	John Kee	KEY OFFICER	KEY OFFICER	01/01/2019	
	3	MEGAN KAY	KEY OFFICER	KEY OFFICER	05/05/2019	
	4	Janice Choo	KEY OFFICER	KEY OFFICER	01/01/2019	
	5	Karen Garcia	KEY OFFICER	KEY OFFICER	05/05/2019	
	6	Erick Long	KEY OFFICER	KEY OFFICER	01/01/2019	

« < Prev **1** 2 Next > »

[View the full list of Governing Board Members, Trustees and Key Officers →](#)

If there are more than 6 Governing Board Members, Trustees and Key Officers, click **View the full list of Governing Board Members, Trustees and Key Officers** to view the full list.

[All Charities] Update Order of Governing Board Members

Drag and drop the dash icon to rearrange the records.

Click **Save Changes** to apply any changes to the order.

Governing Board Members, Trustees and Key Officers: 5 Personnel ✕

Please update the required information for each personnel marked with ! by selecting the personnel's name.

Drag each row to sort list of personnel based on your organisation's preferences.

✓	S/N	Full Name as per ID	Organisation Role	Designation	Date of Appointment	⋮	☰
✓	1	MEGAN KAY	BOARD MEMBER	PRESIDENT	06/06/2018	⋮	☰
✓	2	John Kee	KEY OFFICER	KEY OFFICER	01/01/2019	⋮	☰
✓	3	MEGAN KAY	KEY OFFICER	KEY OFFICER	05/05/2019	⋮	☰
✓	4	Janice Choo	KEY OFFICER	KEY OFFICER	01/01/2019	⋮	☰
✓	5	Karen Garcia	KEY OFFICER	KEY OFFICER	05/05/2019	⋮	☰

Cancel
Save Changes

[All Charities] Update/Appoint Chairman and Treasurer

Select the Chairman and Treasurer information. It is mandatory to have a Chairman in your charity.

The dropdown will only contain list of Board Members.

If your charity has no Treasurer, please select “No Treasurer or equivalent” value.

Appointment of Chairman and Treasurer

Chairman (or equivalent)

M [] RT

Treasurer (or equivalent)

No Treasurer or equivalent

[All Charities] Update Relationship(s) within the Organisation

If there are familial relationships between any Governing Board Members, Trustees or Key Officers, click **Yes** then **+ Add Relationship** to indicate the familial relationships.

Click the **ellipsis icon** to update or delete existing record.

Click **Add** to add the relationship record.

Relationship(s) within the Organisation

Are there any relationship(s) between the Governing Board Members, Trustees or Key Officers?

Yes
 No

S/N	Name of Personnel	Related to	Relationship Type	
1	Erik Lim	CAMILLA ROBEL	Spouse's Sibling	⋮

+ Add Relationship

✎ Update
🗑 Delete

Add Relationship
✕

Full Name of Personnel

Related to

Relationship Type

Cancel
Add

[All Charities] Declare and Submit the Submission

Reference No.: APP-25092020-1601002301 Status: Draft

1 Personnel Information 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.

Governing Board Members, Trustees and Key Officers

Governing Board Members means members of the governing body of a charity or trustees for a charity having the general control and management of the administration of the charity.

Key Officer, in relation to:

(a) a charity;
(b) a person that is a governing board member of a charity; or
(c) a person that is a member of a charity, means an individual who, whether or not an employee of the charity or person (as the case may be) and by whatever name called, and whether acting alone or together with any other person -

(i) has general control and management of all or any aspect (including the financial aspect) of the administration of the charity or person ;or
(ii) provides advice to the charity or person on the control and management mentioned in paragraph (i), other than as a professional engaged or retained pursuant to a contract for service to provide such advice in that professional capacity.

Governing Board Members, Trustees and Key Officers: 4 Personnel

Please update the required information for each personnel marked with !.

✓	S/N	Full Name	Organisation Role	Designation	Date Appointed to Designation	
✓	1	HARSHA	BOARD MEMBER	DIRECTOR	20/07/2017	⋮
✓	2	Automation BM 1_1	KEY OFFICER	BM_1	10/02/2020	⋮
✓	3	Automation BM 1_2	KEY OFFICER	BM_2	25/05/2013	⋮
✓	4	Automation BM 1_2	KEY OFFICER	BM_3	18/09/2018	⋮

Cancel
Save as Draft
Declare and Submit

Once all necessary updates are done.
Click **Declare and Submit**.

[All Charities] 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.

✓ Personnel 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 <input type="text" value="NRIC (CITIZEN)"/>	ID No. <input type="text" value="S****545J"/>
Email Address <input type="text" value="Rh: [REDACTED]@l.com"/>	Designation (within Organisation) <input type="text" value="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, all the Governing Board Members, Trustees and Key Officers have been advised of the disqualification clauses in section 27 of the Charities Act and that none of them named above are disqualified from holding office under section 27 of the Charities Act.
- I hereby declare that the details stated in this submission are true, correct and complete.

[All Charities] 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-17022021-1613556067
Status: Draft

✓ Personnel Information
 ✓ Declaration
 3 Preview & Submit
 4 Complete

Submission Preview

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

Governing Board Members, Trustees and Key Officers

Governing Board Members, Trustees and Key Officers: 4 Personnel

Governing Board Member, Trustee and Key Officer 1

Salutation	Full Name as per ID
Master	Aut [redacted] 1_1
Gender	Nationality
Male	SINGAPORE CITIZEN
ID Type	ID No.
NRIC (CITIZEN)	S [redacted]
Date of Birth	
16/ [redacted] 77	

Back to Declaration
Submit

[All Charities] Acknowledgement

You will receive an acknowledgement of the submission.

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

Reference No.: APP-17022021-1613556067 Status: Submitted

✓ Personnel Information ✓ Declaration ✓ Preview & Submit 4 Complete

Submitted!

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

Submission Date: 26/02/2021 18:55:57

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