

# RCS Co-op Portal Guide

## Annual General Meeting Form

Last updated in April 2026

# Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	AGM	Annual General Meeting
2	FM	Founder Institutional Members
3	FYE	Financial Year End
4	IM	Institutional Members
5	OM	Ordinary Members
6	RCS	Registry of Co-operative Societies

# Pre-Requisites

As an authorised personnel of the Co-op, you must ensure the following steps are completed for proper registration and Salesforce license assignment:

## Corppass Account Registration

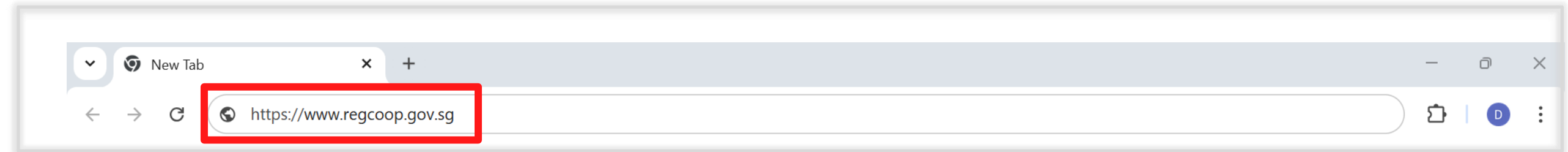
- ✓ Ensure your Co-op has assigned you as a Corppass User for the RCS Co-op Portal.
- ✓ This step is crucial for accessing and managing Co-op-related services on the Portal.
- ✓ For more information on Corppass User, you can refer to the Corppass website ([www.corppass.gov.sg](http://www.corppass.gov.sg)).

## Authorised Personnel Registration

- ✓ Your Co-op has given approval for you to be an authorised personnel for the RCS Co-op Portal.
- ✓ This registration is necessary to assign a Salesforce license to you so that you can transact on the RCS Co-op Portal on behalf of your Co-op.
- ✓ If you are a Corppass User for the RCS Co-op Portal, you can submit your authorised personnel form via this [link](#).

# Login

1. Go to the URL  
<https://www.regcoop.gov.sg>.

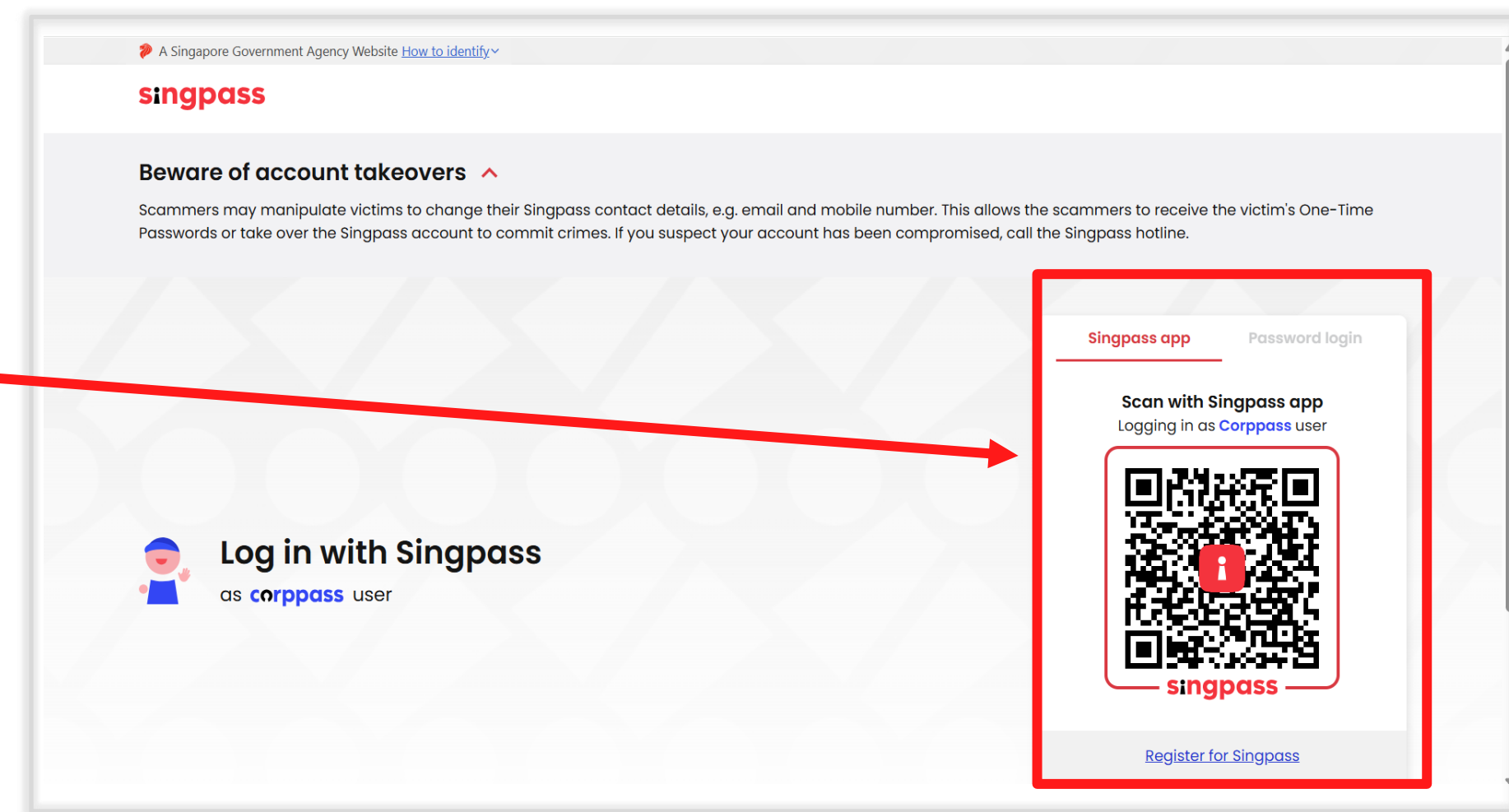


2. Click on the **Log in with singpass** button.

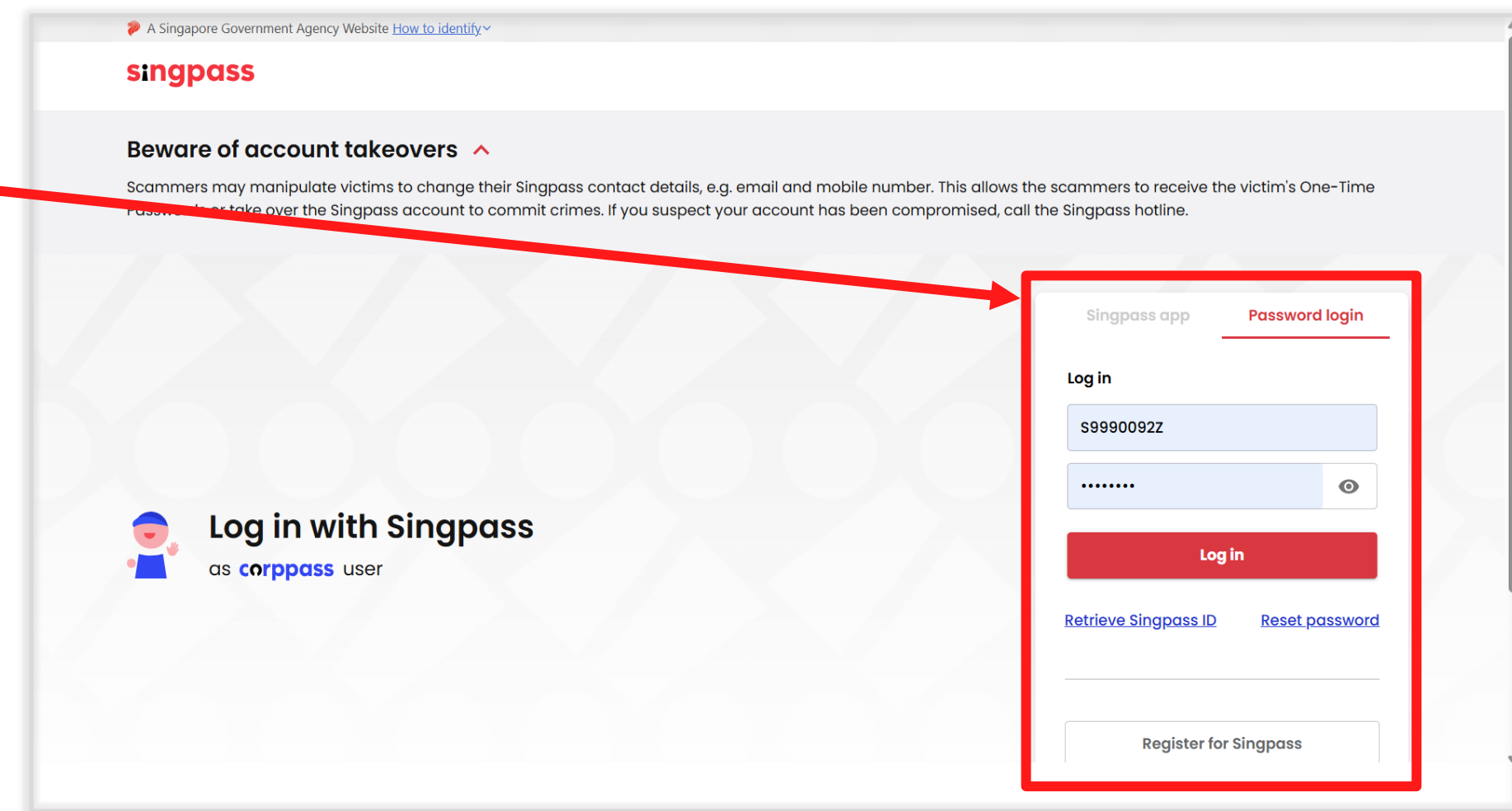
A screenshot of the MCCY website. The page header includes the MCCY logo and navigation links for "HOME" and "CO-OP PROFILE". A blue banner at the top contains a warning: "A Singapore Government Agency Website" with a "How to identify" link. Below this is a light blue notification box with a red circle icon containing the number 1, stating: "Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 if you are unsure if something is a scam." The main content area is titled "Login to Registry of Co-operative Societies' (RCS) Co-op Portal e-Services". It contains a grey box with the text "For entities that are existing co-operative societies." and a red-bordered button labeled "Log in with singpass". A red arrow points from the text "Log in with singpass" in the instruction above to this button. Below the button, there is a note: "Please ensure that you have registered an account in Corppass and your Corppass administrator has authorised you to transact in RCS Co-op Portal on behalf of your organisation." Further down, a link is provided: "If you do not have a Singpass password or have forgotten your password, you may apply for a new one or reset it at Singpass online service." The page also features a section titled "RCS Co-op Portal List of e-Services" with a table. The table has two columns: "E-SERVICES" and "WHAT IT IS FOR?". Under "Annual Submissions", it states: "As a co-operative society, your organisation is required to make an annual submission to the Registrar, which includes:" followed by a bulleted list: "Annual Report (AR) for non-credit co-ops and for credit co-ops", "Audited Financial Statements (AFS)", "Annual General Meeting (AGM)", "COM Members and Key Officers Update", and "Form WD-1 (Prudential Requirements) for credit co-ops (as at 12 July 2023)". At the bottom of this section, it says: "Total estimated time to complete for all submissions: 20-60 mins".

# Login

3. Login via Corpass either by
  - a. Scanning the **QR Code** using the App.



- a. Key-in **NRIC and Password** manually.



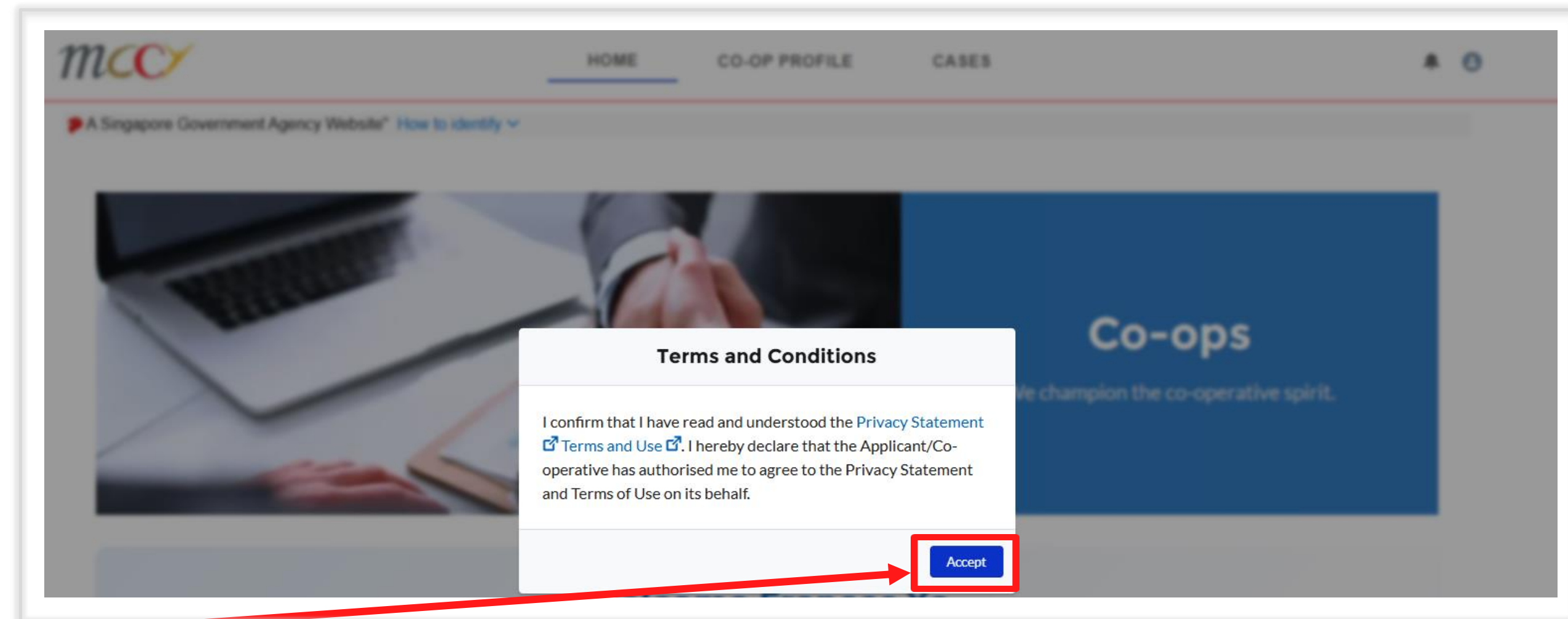
# Homepage – Log-in for the First Time

Upon your first login to Co-op portal, you will be prompted to review the platform's *Privacy Statement* and *Terms and Use*.

Click on each link. Ensure you understand the platform's rules of engagement, privacy policies, and user responsibilities.

Click the **Accept** button to confirm your agreement and proceed to access to the RCS Co-op Portal.

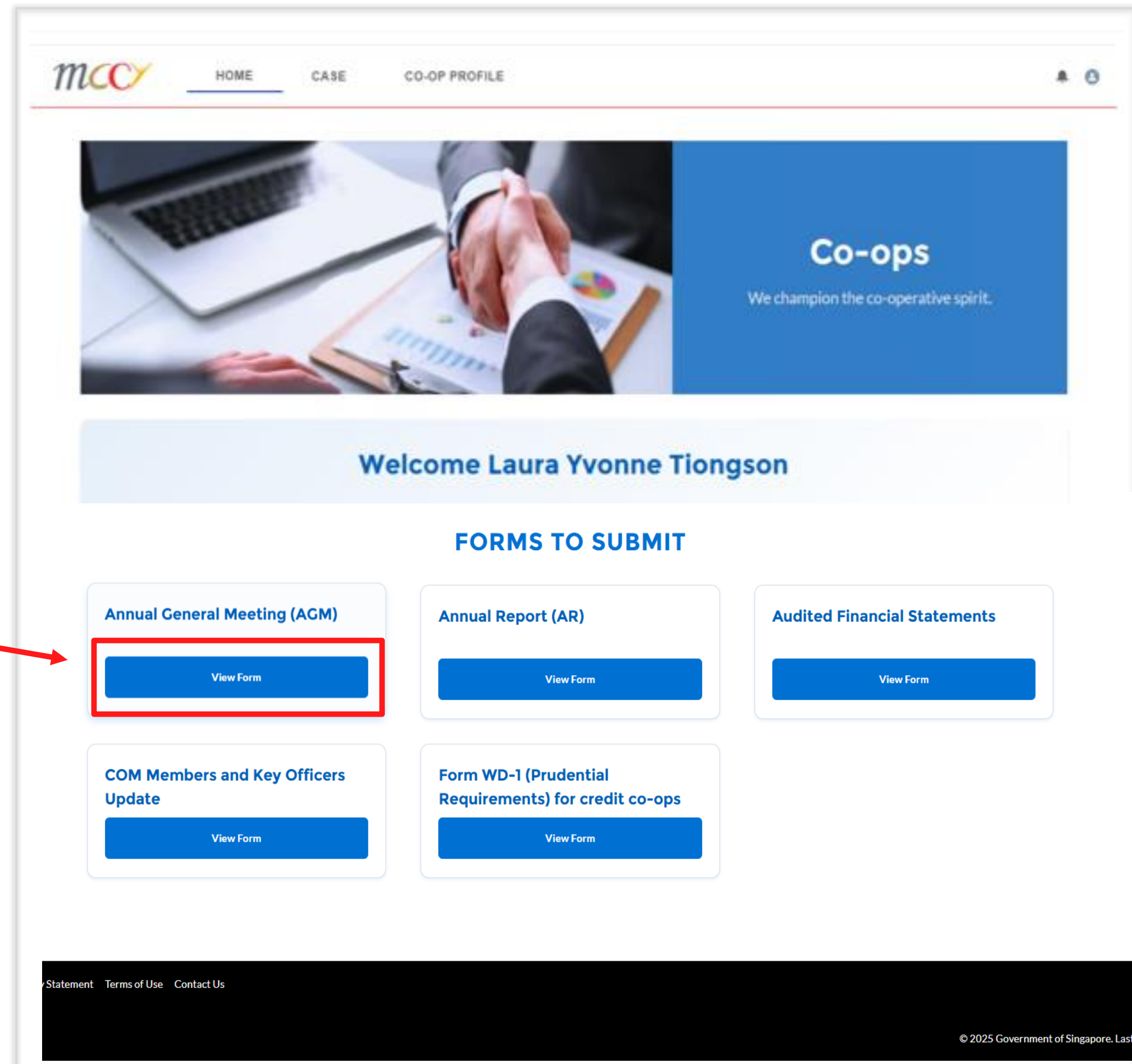
However, if you choose not to accept, you are unable to proceed further.



# Homepage

After successful login, you'll be routed to the RCS Co-op Portal's landing page.

Click **View Form** inside the AGM box.



The screenshot displays the RCS Co-op Portal homepage. At the top, there is a navigation bar with the MCCY logo and links for HOME, CASE, and CO-OP PROFILE. Below the navigation bar is a hero section with a blue background and the text "Co-ops" and "We champion the co-operative spirit." A light blue banner below the hero section says "Welcome Laura Yvonne Tiongson". The main content area is titled "FORMS TO SUBMIT" and contains five cards, each with a "View Form" button. The first card, "Annual General Meeting (AGM)", has its "View Form" button highlighted with a red box. A red arrow points from the text "Click View Form inside the AGM box." to this button. The other cards are "Annual Report (AR)", "Audited Financial Statements", "COM Members and Key Officers Update", and "Form WD-1 (Prudential Requirements) for credit co-ops". The footer contains links for Privacy Statement, Terms of Use, and Contact Us, along with the copyright notice "© 2025 Government of Singapore. Last".

# How to Begin

Select How You Want to Begin Your Submission :

*a. Start with Last Year's data –*

Choose this option to pre-fill the form using your previous financial year's submission. This is useful for updating existing data, making corrections, or reporting similar information as last year.

*b. Start from Scratch –*

Select this option to create a new submission from blank. This gives you the flexibility to enter all required details afresh, without carrying over any prior data.

Upon selection, click **Create Form**.

The screenshot shows the 'Welcome Usain Bolt' dashboard with a 'Create AGM Form' modal open. The modal has two radio button options: 'Start with Last Year's Data' (which is selected and highlighted with a red box) and 'Start from Scratch'. Below the options are 'Cancel' and 'Create Form' buttons. The background dashboard shows several form categories: 'Annual General Meeting (AGM)', 'Audited Financial Statements', 'COM Members and Key Officers Update', and 'Form WD-1 (Prudential Requirements) for credit co-ops', each with a 'View Form' button.

This screenshot is similar to the one above, but the 'Start from Scratch' radio button is selected and highlighted with a red box. Additionally, the 'Create Form' button at the bottom right of the modal is also highlighted with a red box. A red arrow points from the text 'Upon selection, click Create Form.' to this button. The background dashboard is the same as in the previous screenshot.

# AGM Form (1/3)

AGM form will be displayed with various sections.

Populate the fields for each section accordingly. Pay special attention to the fields labeled **FY From** and **FY To**. These fields indicate the financial year for which the AGM submission applies. Enter the correct start and end dates for the financial year.

**Form Details**

**Co-op's Details**

**Membership Information**

**Declarant's Details**

**Case AGM FORM** Submit

Case Number	Status	Initial Submission Date	Re-Submission Date	Deadline Date	Compliance Status
20250904-00001701	Draft				Not submitted

**Co-op's Details**

Name of Co-operative Society(Co-op): Maplewood Paper Co-operative  
 UEN: 180045297C  
 FY From:  FY To:   
 Date of Annual General Meeting:  Name of Presiding Chairperson:   
 Time that Meeting Commenced:  Time that Meeting Ended:   
 Was Quorum Met?:

**Membership Information**

**No. of Members or Delegates and No. of Votes Entitled**

Member Type	Entitled	Votes Entitled
Founder Institutional Members (FM)	<input type="text"/>	<input type="text"/>
FM Delegates	<input type="text"/>	<input type="text"/>
Institutional Members (IM)	<input type="text"/>	<input type="text"/>
IM Delegates	<input type="text"/>	<input type="text"/>
Ordinary Members (OM)	<input type="text"/>	<input type="text"/>
OM Delegates	<input type="text"/>	<input type="text"/>
Other Members	<input type="text"/>	<input type="text"/>

**No. of Members or Delegates Present and No. of Votes Exercised**

Member Type	Present	Votes Exercised
FM Present	<input type="text"/>	<input type="text"/>
FM Delegates Present	<input type="text"/>	<input type="text"/>
IM Present	<input type="text"/>	<input type="text"/>
IM Delegates Present	<input type="text"/>	<input type="text"/>
OM Present	<input type="text"/>	<input type="text"/>
OM Delegates Present	<input type="text"/>	<input type="text"/>
Other Members Present	<input type="text"/>	<input type="text"/>

**Declarant's Details**

Field	Value
Full Name as per ID	Ms. Laura Yvonne Tiongson
ID Number	S9990092Z
Email Address	bohnph@yahoo.com
Contact Number	97213471
Designation in Co-op	Secretary

**Upload Files**

File upload is non-mandatory. If you wish to submit your AGM documents (such as resolutions), please upload these documents in PDF format using the 'Upload Files' function below.

Total upload limit is 20MB for all files combined. For files larger than 20MB, compress your PDF using <https://smallpdf.com/compress-pdf> before uploading.

Please do not upload any password protected files.

**Upload Files**

Upload Files  Or drop files

Title:  File Type:  Size:

We will endeavour to reply to your query within 3 working days. For time-sensitive matters, please email your query directly to [MCCY\\_Regcoop@mccy.gov.sg](mailto:MCCY_Regcoop@mccy.gov.sg) or contact us on 63373832.

**Post**

**Activity**

bohnph (Customer) created this case. 1m ago

20250904-00001701

Statement Terms of Use Contact Us

# AGM Form (2/3)

## Parts of the Form

a. Form Details – contains case ID, status and the submission information.

Case Number 20250909-00001711	Status Draft	Initial Submission Date	Re-Submission Date	Deadline Date	Compliance Status Not submitted
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b. Co-op's Details – general information related to the AGM event, e.g. date and meeting time started / ended, presiding Chairperson.

Name of Co-operative Society(Co-op) Maplewood Paper Co-operative	UEN 180045297C
FY From ⓘ	FY To ⓘ
Date of Annual General Meeting	Name of Presiding Chairperson
Time that Meeting Commenced	Time that Meeting Ended
Was Quorum Met? ⓘ	

c. Membership Information – this section provides the current registered count of members of the co-operative. The count is divided by groups, and the number of votes entitled for each group is specified.

▼ No. of Members or Delegates and No. of Votes Entitled	
Founder Institutional Members (FM)	FM Votes Entitled
FM Delegates	FM Delegates Votes Entitled
Institutional Members (IM)	IM Votes Entitled
IM Delegates	IM Delegates Votes Entitled
Ordinary Members (OM) ⓘ	OM Votes Entitled
OM Delegates ⓘ	OM Delegates Votes Entitled
Other Members ⓘ	

# AGM Form (3/3)

d. Membership Information (Cont') – this section provides the count of members present and voted during the AGM.

No. of Members or Delegates Present and No. of Votes Exercised			
FM Present	<input type="text"/>	FM Votes Exercised	<input type="text"/>
FM Delegates Present	<input type="text"/>	FM Delegates Votes Exercised	<input type="text"/>
IM Present	<input type="text"/>	IM Votes Exercised	<input type="text"/>
IM Delegates Present	<input type="text"/>	IM Delegates Votes Exercised	<input type="text"/>
OM Present	<input type="text"/>	OM Votes Exercised	<input type="text"/>
OM Delegates Present	<input type="text"/>	OM Delegates Votes Exercised	<input type="text"/>
Other Members Present	<input type="text"/>		

d. Declarant's Information – this section captures details about the individual who submits the form. It includes essential contact information, such as email address and mobile number, to facilitate communication.

Declarant's Information			
Full Name as per ID	<input type="text"/>	ID Number	<input type="text"/>
	Ms. Laura Yvonne Tiongson		S9990092Z
Email Address	<input type="text"/>	Contact Number	<input type="text"/>
	bohnph@yahoo.com		97213471
Designation in Co-op	<input type="text"/>		
	Secretary		

# Edit AGM Form (1/2)

## Enter Edit Mode:

Click on any of the **pencil** icons next to the fields you need to populate. This action will open the form in edit mode.

Thumbnail showing the AGM form with pencil icons next to fields: Name of Co-operative Society(Co-op), UEN, FY From, FY To, Date of Annual General Meeting, Name of Presiding Chairperson, Time that Meeting Commenced, Time that Meeting Ended, and Was Quorum Met?.

## Populate the Fields:

Enter the required information into each field. Ensure you follow any specific format requirements (e.g., date format) and fill in all mandatory fields.

Case AGM FORM

Case Number: 20250904-00001701 | Status: Draft | Initial Submission Date: | Re-Submission Date: | \* = Required Information

Name of Co-operative Society(Co-op): Maplewood Paper Co-operative | UEN: 180045297C

FY From: 1/1/2023 | FY To: 31/12/2023

Date of Annual General Meeting: 3/5/2025 | Name of Presiding Chairperson: Thomas Lim

Time that Meeting Commenced: 10:30 am | Time that Meeting Ended: 3:00 pm

Was Quorum Met?: Yes

**No. of Members or Delegates and No. of Votes Entitled**

Founder Institutional Members (FM): 5	FM Votes Entitled: 5
FM Delegates: 10	FM Delegates Votes Entitled: 10
Institutional Members (IM): 10	IM Votes Entitled: 10
IM Delegates: 5	IM Delegates Votes Entitled: 5
Ordinary Members (OM): 50	OM Votes Entitled: 10
OM Delegates: NA	OM Delegates Votes Entitled: NA
Other Members: NA	

**No. of Members or Delegates Present and No. of Votes Exercised**

FM Present: 5	FM Votes Exercised: 5
FM Delegates Present: 10	FM Delegates Votes Exercised: 3
IM Present: 10	IM Votes Exercised: 5
IM Delegates Present: 5	IM Delegates Votes Exercised: 2
OM Present: 50	OM Votes Exercised: 7
OM Delegates Present: NA	OM Delegates Votes Exercised: NA

Buttons: Cancel, Save

# Edit AGM Form (2/2)

## Save the Form:

Once you have entered all the necessary information, click the **Save** button.

The system will validate the data you have entered.

## Field Validations:

If there are any errors, the system will flag them. Review the flagged errors, correct the information, and save again.

The screenshot displays the 'Case AGM FORM' interface with the following details:

- Case Information:** Case Number 20250904-00001701, Status Draft, Initial Submission Date, Re-Submission Date.
- Co-operative Society:** Name of Co-operative Society(Co-op) Maplewood Paper Co-operative, UEN 180045297C.
- Meeting Dates:** FY From 1/1/2023, FY To 31/12/2023, Date of Annual General Meeting 3/5/2025, Time that Meeting Commenced 10:30 am, Time that Meeting Ended 3:00 pm.
- Chairperson:** Name of Presiding Chairperson Thomas Lim.
- Quorum:** Was Quorum Met? Yes.
- Members and Votes Entitled:**
  - Founder Institutional Members (FM): 5, FM Votes Entitled: 5
  - FM Delegates: 10, FM Delegates Votes Entitled: 10
  - Institutional Members (IM): 10, IM Votes Entitled: 10
  - IM Delegates: 5, IM Delegates Votes Entitled: 5
  - Ordinary Members (OM): 50, OM Votes Entitled: 10
  - OM Delegates: NA, OM Delegates Votes Entitled: NA
  - Other Members: NA
- Members and Votes Exercised:**
  - FM Present: 5, FM Votes Exercised: 5
  - FM Delegates Present: 10, FM Delegates Votes Exercised: 3
  - IM Present: 10, IM Votes Exercised: 5
  - IM Delegates Present: 5, IM Delegates Votes Exercised: 2
  - OM Present: 50, OM Votes Exercised: 7
  - OM Delegates Present: NA, OM Delegates Votes Exercised: NA
  - Other Members Present: NA
- Buttons:** Cancel, Save (highlighted with a red box).

# File Upload and Chatter Functions

Declarant can **attach supporting documents** for the submission (non mandatory), to provide additional context or information.

- Only PDF files are accepted.
- Maximum file size: 20 MB per form submission.

If you have multiple documents, ensure the total combined size does not exceed the 20 MB limit.

Use **chatter function** if there are queries in relation to the submission. The RCS officer assigned to the Co-op will receive the query.

**Case AGM FORM 2025**

Case Number: 20250904-00001701 | Status: Draft | Initial Submission Date: | Re-Submission Date: | Deadline Date: | Compliance Status: Not submitted

Name of Co-operative Society(Co-op): Maplewood Paper Co-operative | UEN: 180045297C

FY From: 1/1/2023 | FY To: 31/12/2023

Date of Annual General Meeting: 3/5/2025 | Name of Presiding Chairperson: Thomas Lim

Time that Meeting Commenced: 10:30:00 am | Time that Meeting Ended: 3:00:00 pm

Was Quorum Met?: Yes

**No. of Members or Delegates and No. of Votes Entitled**

Founder Institutional Members (FM)	5	FM Votes Entitled	5
FM Delegates	10	FM Delegates Votes Entitled	10
Institutional Members (IM)	10	IM Votes Entitled	10
IM Delegates	5	IM Delegates Votes Entitled	5
Ordinary Members (OM)	50	OM Votes Entitled	10
OM Delegates	NA	OM Delegates Votes Entitled	NA
Other Members	NA		

**No. of Members or Delegates Present and No. of Votes Exercised**

FM Present	5	FM Votes Exercised	5
FM Delegates Present	10	FM Delegates Votes Exercised	3
IM Present	10	IM Votes Exercised	5
IM Delegates Present	5	IM Delegates Votes Exercised	2
OM Present	50	OM Votes Exercised	7
OM Delegates Present	NA	OM Delegates Votes Exercised	NA
Other Members Present	NA		

**Declarant's Information**

Full Name as per ID	Ms. Laura Yvonne Tiongson	ID Number	S9990092Z
Email Address	laurayvonne@yahoo.com	Contact Number	97213471
Designation in Co-op	Secretary		

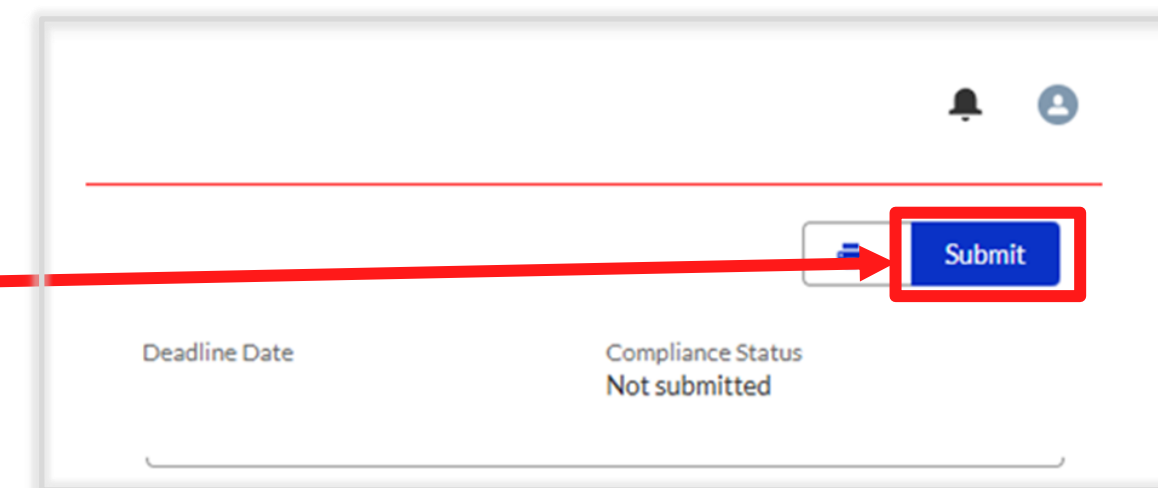
**File Upload Section:** File upload is non-mandatory. If you wish to submit your AGM documents (such as resolutions), please upload these documents in PDF format using the 'Upload Files' function below. Total upload limit is 20MB for all files combined. For files larger than 20MB, compress your PDF using <https://smallpdf.com/compress-pdf> before uploading. Please do not upload any password protected files. Upload Files:  Or drop files

**Chatter Section:** Post:  Share an update...

**Footer:** [Home](#) [Terms of Use](#) [Contact Us](#)

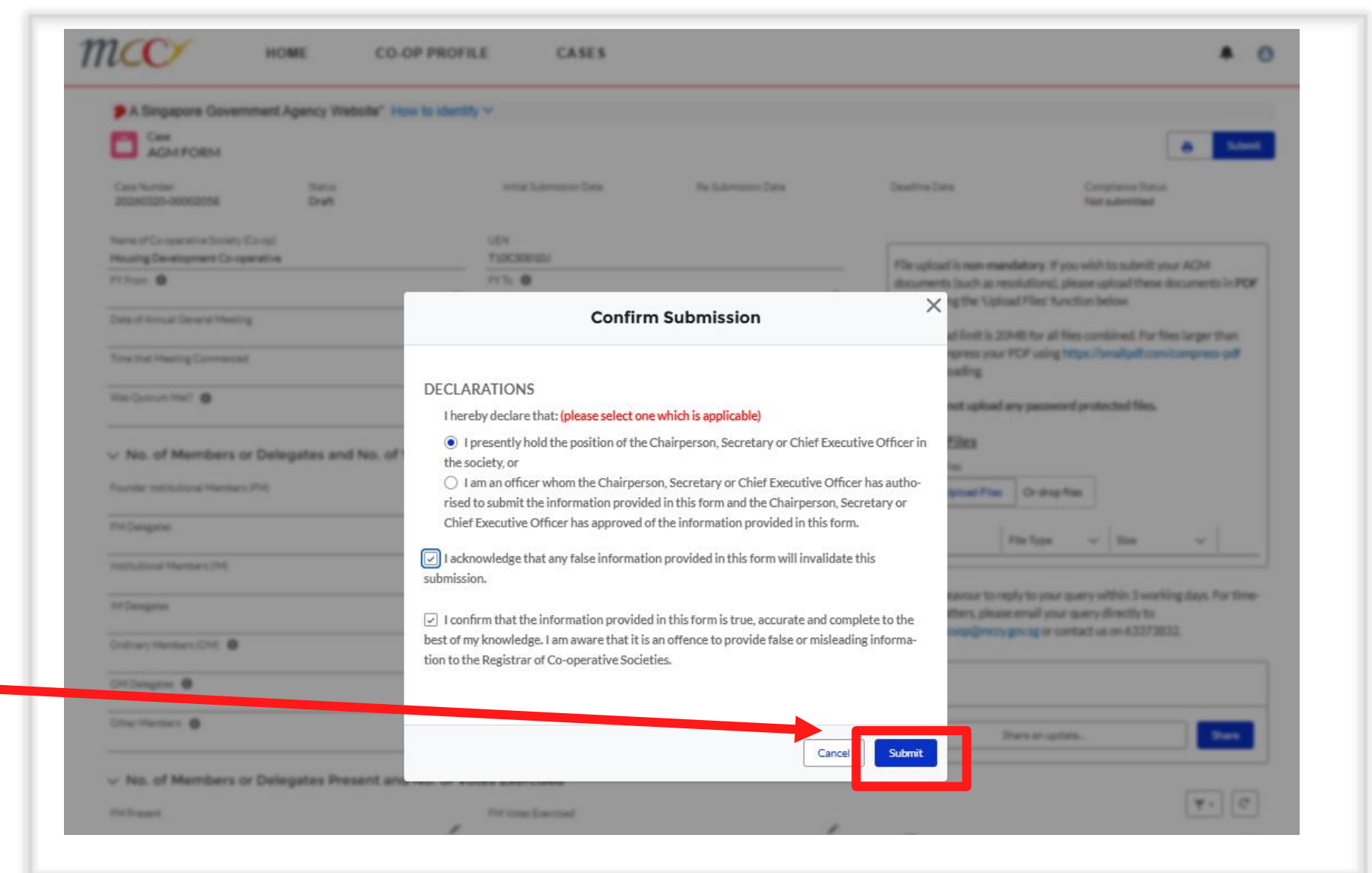
# Submit Form

Once the form is ready for submission, click the **Submit** button.

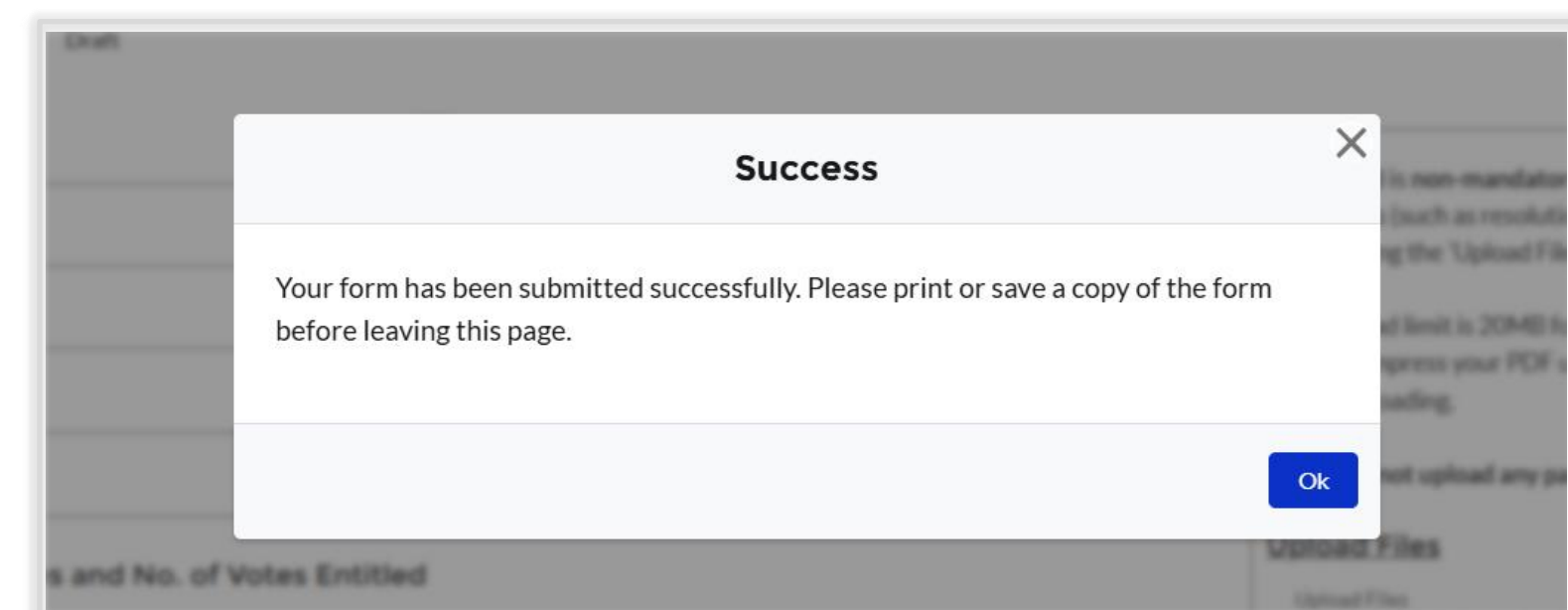


Carefully review the declaration statements. Declarant must answer each declaration statement by selecting the checkbox, and the **Submit** button will become active.

To proceed with the submission, click the **Submit** button.



A pop-up window will appear informing the Declarant to download a copy of the form.



# Confirmation of Submission

Upon successful submission of the form, a pop-up window will appear confirming the submission.

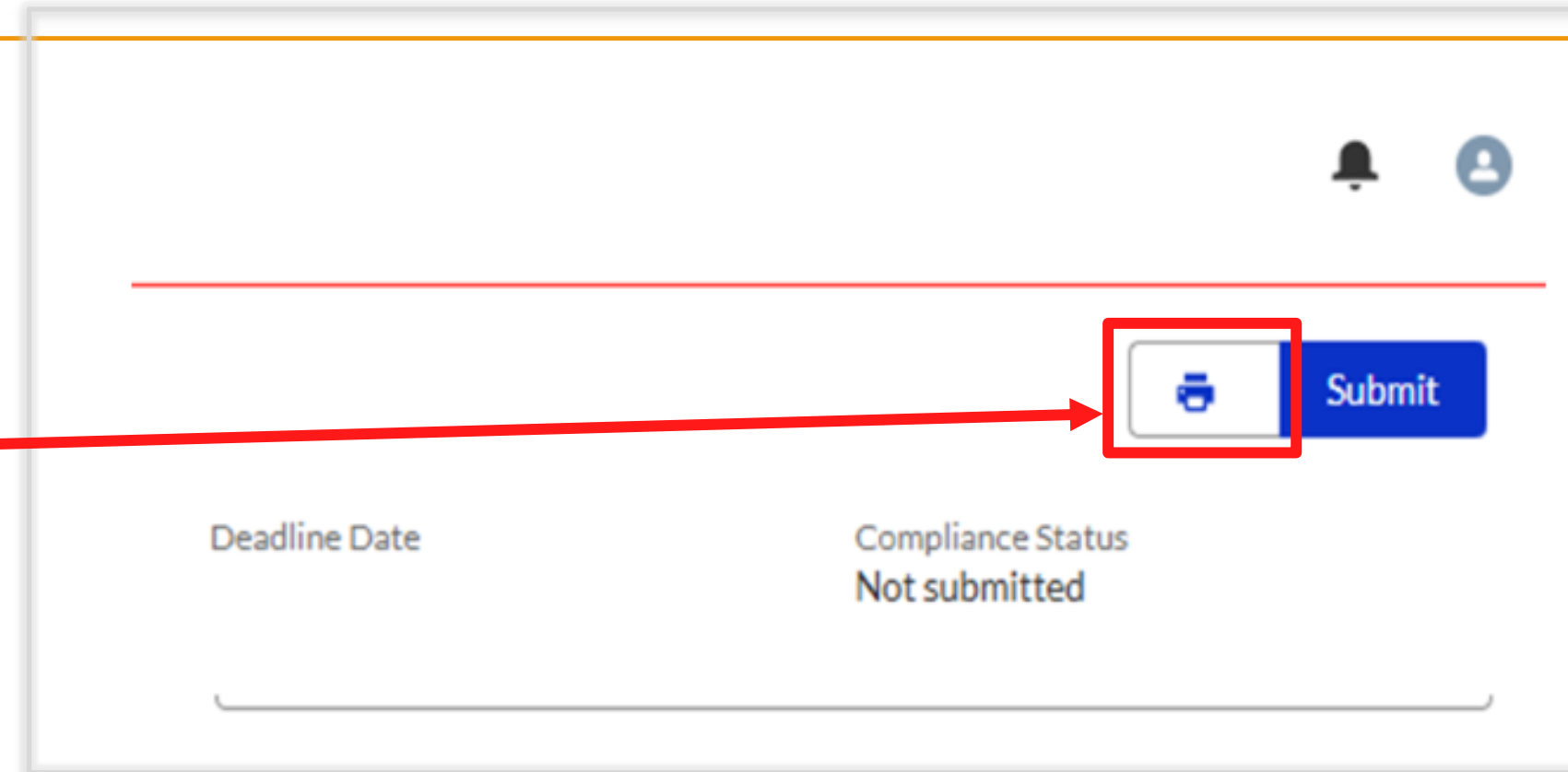
## Key Changes to Note:

- ✓ The status of the form will be updated to reflect the successful submission.
- ✓ After the form is submitted to RCS, the submitted form will be in read only mode. Declarant can no longer amend the form.
- ✓ The initial submission date will be updated accordingly.
- ✓ An acknowledgment email will be sent to the Declarant's email address, confirming the successful submission of the form.

The screenshot displays the MCCY Case AGM FORM 2025 submission confirmation page. A green success message at the top reads: "Success Case submitted successfully to officer." The status is "Submitted" and the initial submission date is "04/09/2025". The page includes fields for Case Number (20250904-00001701), Name of Co-operative Society (Maplewood Paper Co-operative), UEN (180045297C), and various meeting details. A table lists the number of members or delegates and votes entitled for different categories (FM, IM, OM). A "Submit" button is visible in the top right corner. The page also features a "Share an update..." section and a "Case Owner" field.

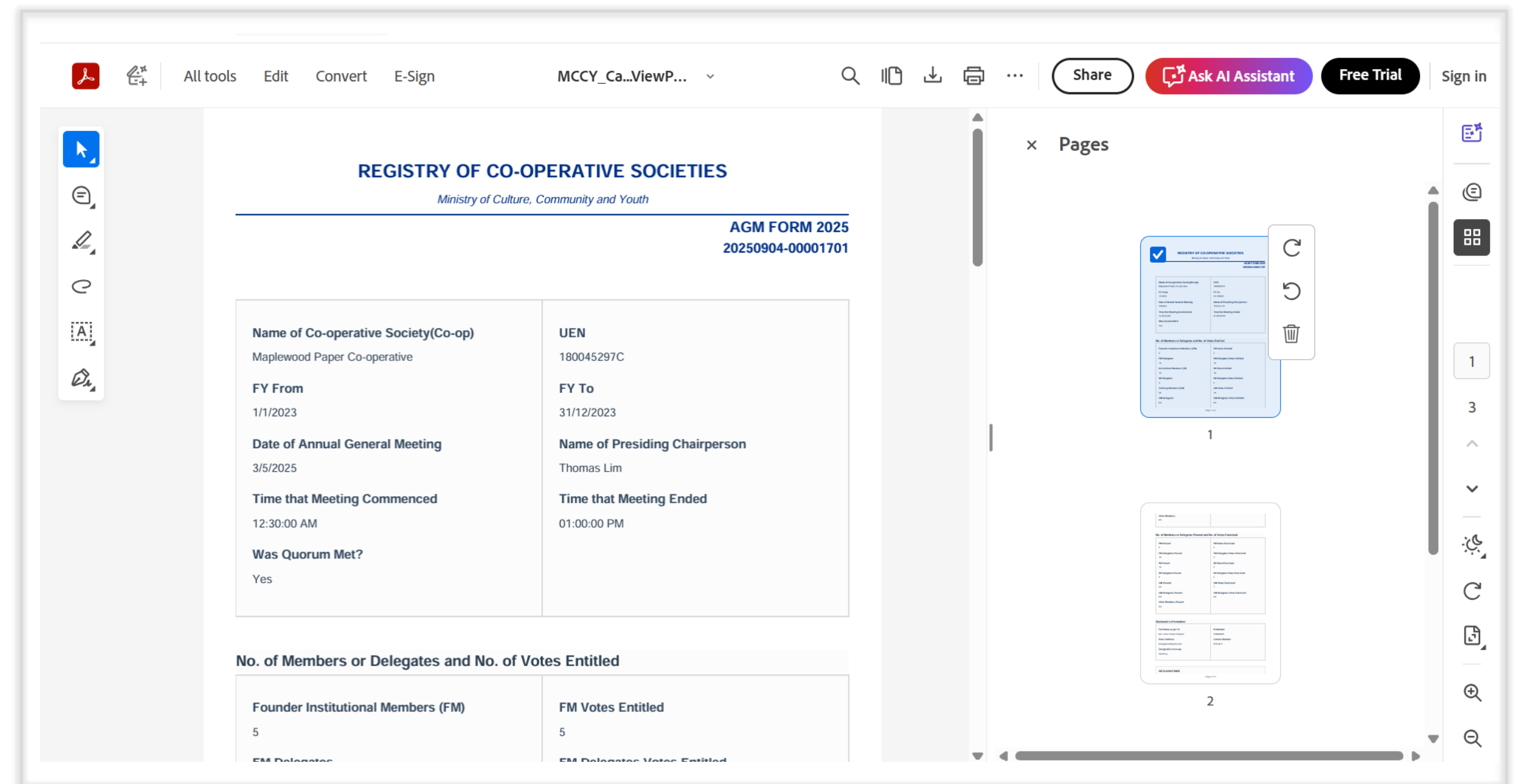
# Print Preview

After submission, Declarant can print or save a copy of the submitted form by clicking on the **printer** icon.



A new tab will open that shows the form in pdf format. Declarant can save a copy into their own device.

[Note: Co-ops are unable to retrieve past submissions in the Portal. Please save or print a copy of the submission before leaving the page.]



# Contact Us

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**Helpdesk (6337 3832)**



**[MCCY\\_Regcoop@mccy.gov.sg](mailto:MCCY_Regcoop@mccy.gov.sg)**

# Thank You



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