

# RCS Co-op Portal Guide

## General Functions of RCS Co-op Portal

Last updated in April 2026

# Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	COM	Committee of Management
2	FYE	Financial Year End
3	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

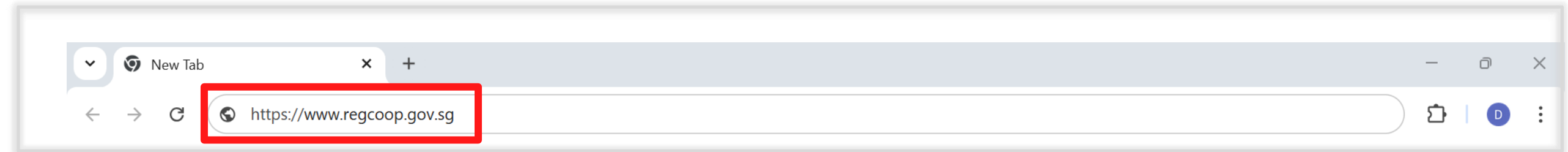
- ✓ Ensure your Co-op has assigned you as a Corppass User for the RCS Co-op Portal.
- ✓ This step is crucial for accessing and managing Co-op-related services on the Portal.
- ✓ For more information on Corppass User, you can refer to the Corppass website ([www.corppass.gov.sg](http://www.corppass.gov.sg)).

## Authorised Personnel Registration

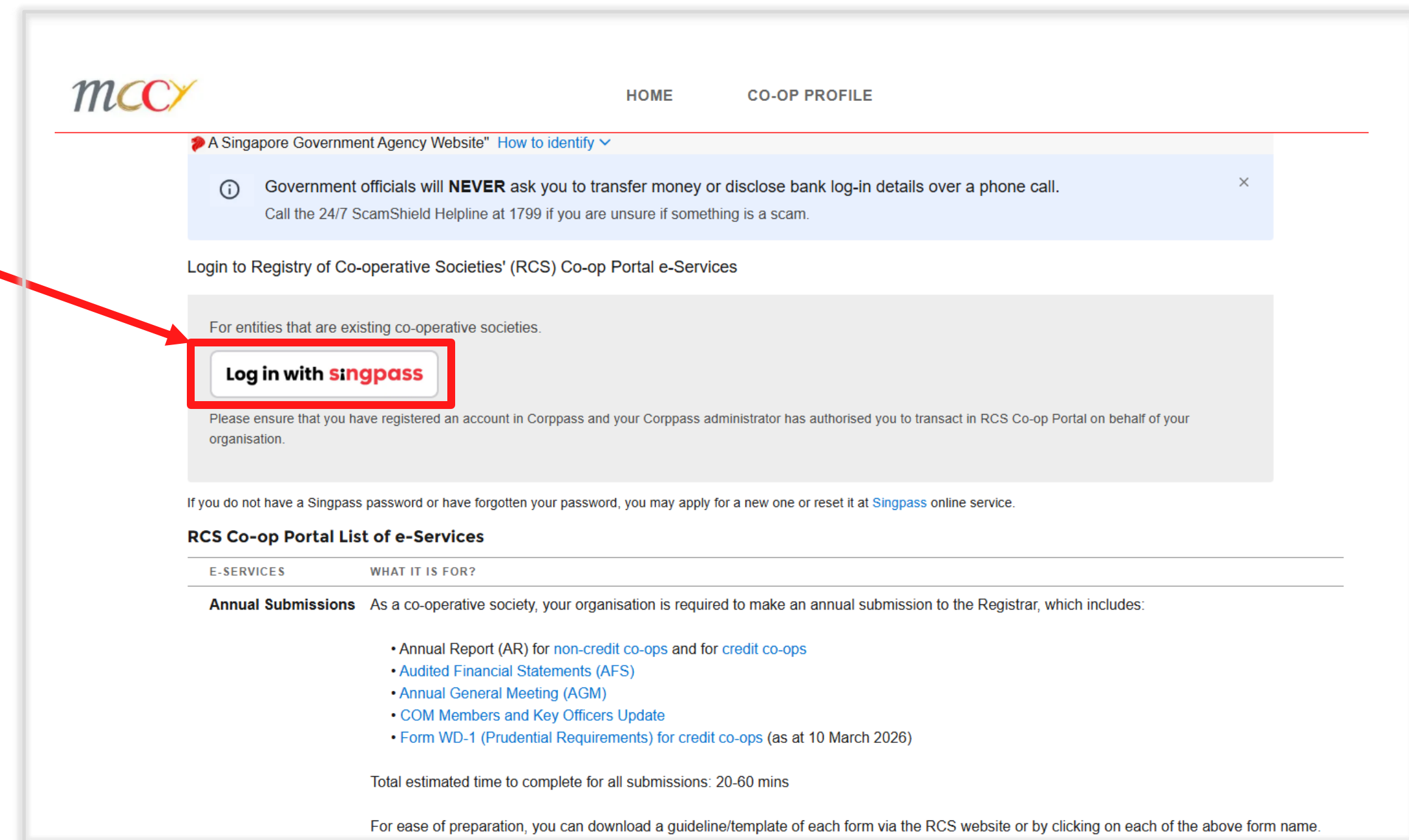
- ✓ Your Co-op has given approval for you to be an authorised personnel for the RCS Co-op Portal.
- ✓ This registration is necessary to assign a Salesforce license to you so that you can transact on the RCS Co-op Portal on behalf of your Co-op.
- ✓ If you are a Corppass User for the RCS Co-op Portal, 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's login page. The page features the MCCY logo in the top left, navigation links for "HOME" and "CO-OP PROFILE" in the top right, and a security warning banner. The main heading is "Login to Registry of Co-operative Societies' (RCS) Co-op Portal e-Services". Below this, there is a section for existing co-operative societies with a button labeled "Log in with singpass" highlighted by a red box. A red arrow points from the text "Log in with singpass" in the instructions to this button. Below the button, there is a note about account registration and a list of e-services under the heading "RCS Co-op Portal List of e-Services".

mccy HOME CO-OP PROFILE

A Singapore Government Agency Website\* [How to identify](#) ✓

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.

Login to Registry of Co-operative Societies' (RCS) Co-op Portal e-Services

For entities that are existing co-operative societies.

**Log in with singpass**

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.

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.

**RCS Co-op Portal List of e-Services**

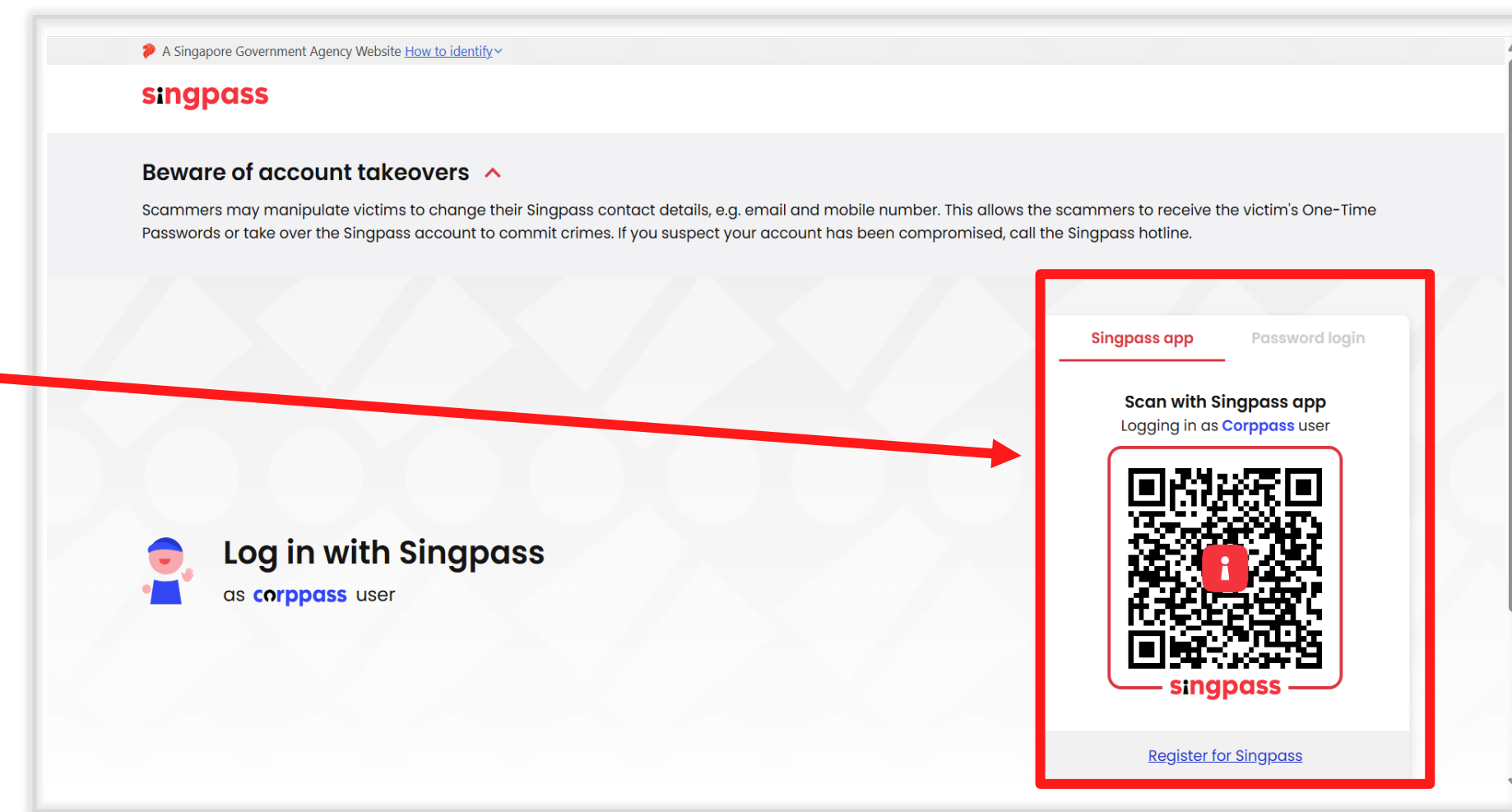
E-SERVICES	WHAT IT IS FOR?
<b>Annual Submissions</b>	As a co-operative society, your organisation is required to make an annual submission to the Registrar, which includes: <ul style="list-style-type: none"><li>• Annual Report (AR) for <a href="#">non-credit co-ops</a> and for <a href="#">credit co-ops</a></li><li>• Audited Financial Statements (AFS)</li><li>• Annual General Meeting (AGM)</li><li>• COM Members and Key Officers Update</li><li>• Form WD-1 (Prudential Requirements) for <a href="#">credit co-ops</a> (as at 10 March 2026)</li></ul>

Total estimated time to complete for all submissions: 20-60 mins

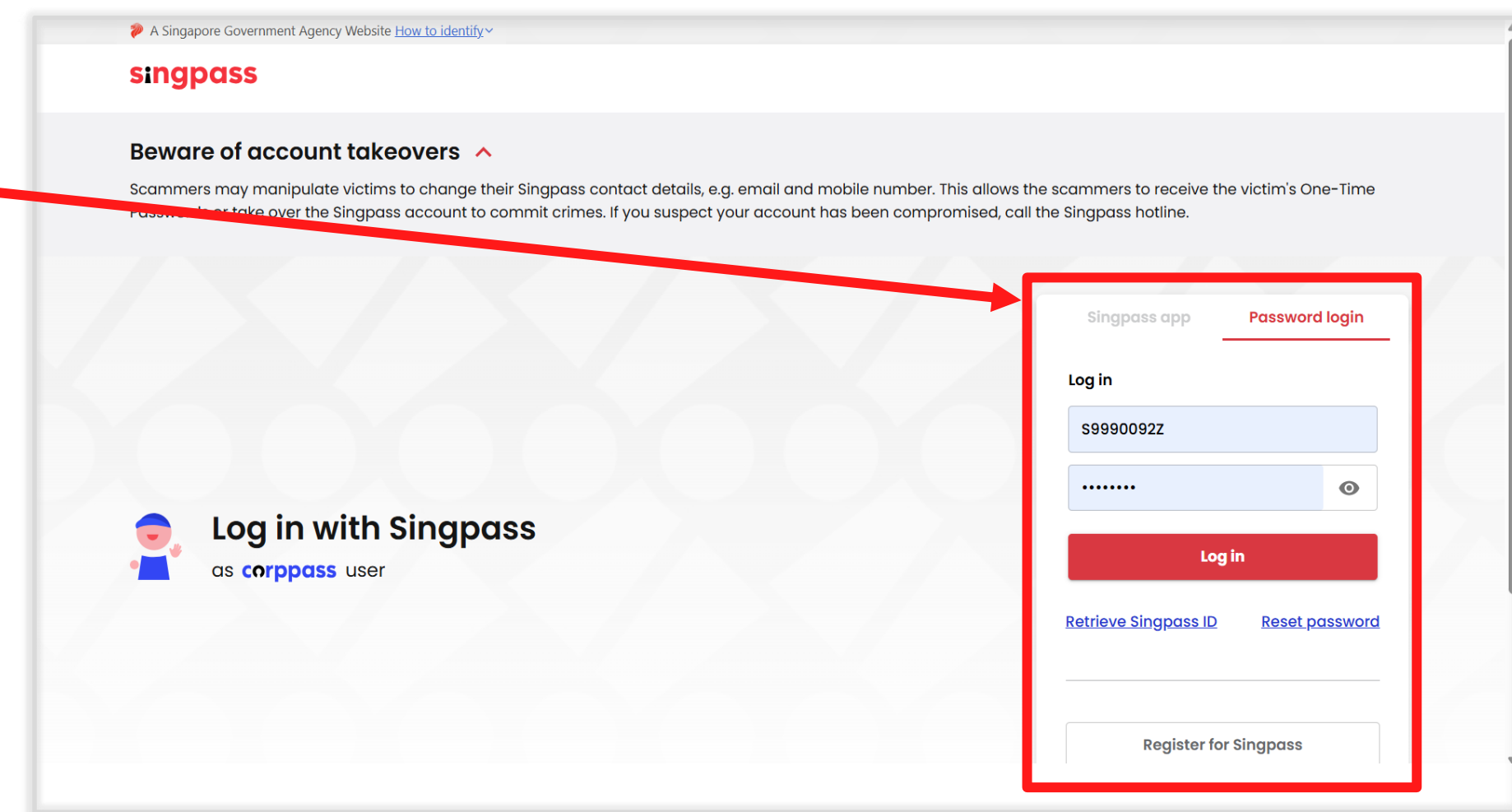
For ease of preparation, you can download a guideline/template of each form via the RCS website or by clicking on each of the above form name.

# Login

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



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



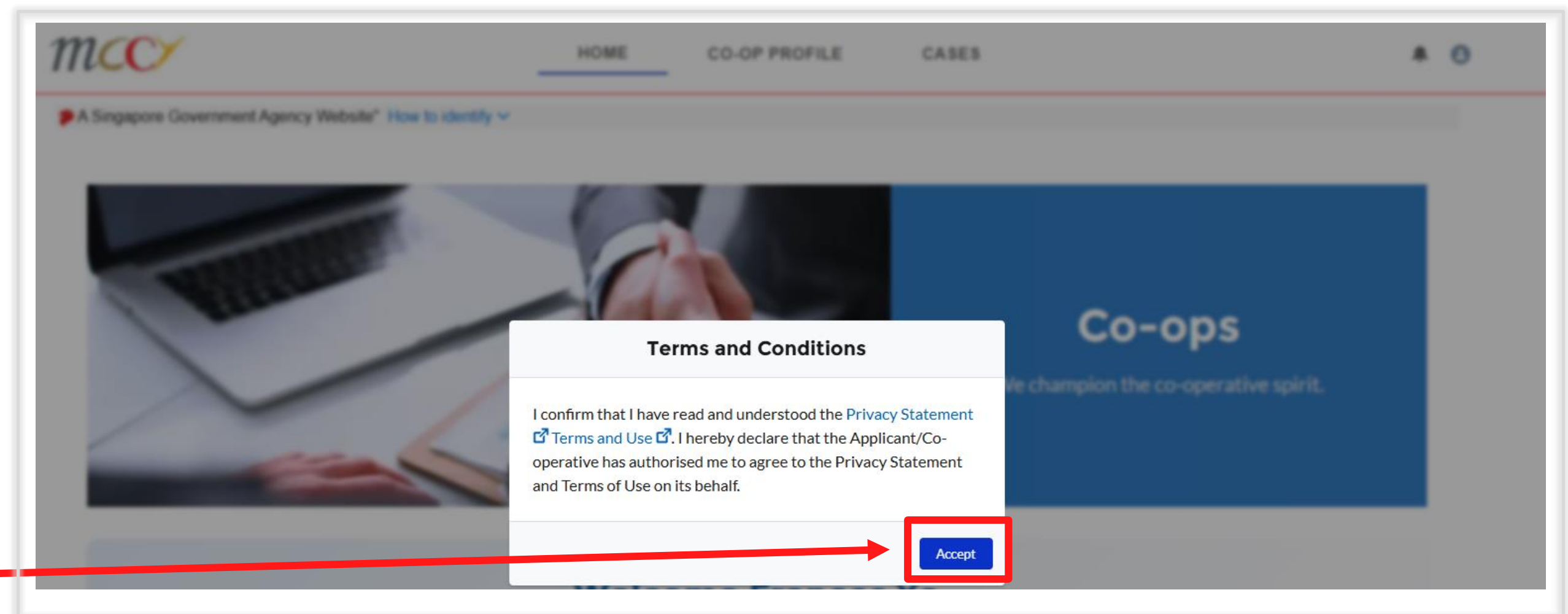
# Homepage – Log-in for the First Time

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.

- Navigation Panel – contains 3 main functions: Landing Page (Home), Case View and Co-op Profile.
- Shortcut Panel – contains the Notifications and Profile View (includes log out function).
- Form Submission – contains the various forms available for your co-op's submission.
- Contact Us – reach out to RCS via this link for any queries relating to your co-op.

## Navigation Panel

## Shortcut Panel

The screenshot displays the RCS Co-op Portal homepage. At the top left is the MCCY logo. The navigation panel (HOME, CO-OP PROFILE, CASES) and the shortcut panel (notifications and profile icons) are highlighted with red boxes. Below the navigation is a banner image of two people shaking hands over a laptop and documents, with the text 'Co-ops We champion the co-operative spirit.' Below the banner is a 'Welcome' message. The 'Form Submission' section is highlighted with a red box and contains a 'FORMS TO SUBMIT' heading and four buttons: 'Annual General Meeting (AGM) View Form', 'Annual Report (AR) View Form', 'Audited Financial Statements View Form', and 'COM Members and Key Officers Update View Form'. At the bottom, the footer contains 'Statement Terms of Use Contact Us' and a large 'Contact Us' button, both highlighted with red boxes. The copyright notice '© 2025 Government of Singapore' is visible in the bottom right corner.

# Navigation Panel – Case (1/2)

Select **CASE** to search and view cases that are tagged under your co-op. There are 2 tables that displays the records:

- Closed and Submitted Cases – This table lists all cases with a status of 'Closed' or 'Submitted'. Records in this table are read-only and cannot be opened or clicked.
- Draft and Pending Co-op Clarification – This table lists all active cases requiring attention. You can click on any record in this table to open and edit the case details.

Both tables display the first 10 earliest records by default. To view the complete list of cases for a specific status, click the **View All** link located below the respective table.

The screenshot shows the MCCY web application interface. The navigation menu at the top includes 'HOME', 'CO-OP PROFILE', and 'CASES'. The 'CASES' menu item is highlighted with a red box and an arrow. Below the navigation menu, there are two tables. The first table is titled 'CLOSED AND SUBMITTED CASES' and contains 10 rows of case data. The second table is titled 'DRAFT AND PENDING CO-OP CLARIFICATION' and contains 5 rows of case data. Both tables have columns for 'Case Number', 'Subject', 'External Status', and 'Initial Submission Date'. Below each table, there is a 'View All' link, which is highlighted with a red box and an arrow.

Case Number	Subject	External Status	Initial Submission Date
20250902-00001698	ANNUAL REPORT SUBMISSION 2022	Submitted	3/9/2025, 12:47 am
20250904-00001706	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2010	Submitted	5/9/2025, 12:09 am
20250909-00001711	AGM FORM 2016	Closed	22/9/2025, 7:17 pm
20250910-00001712	AUDITED FINANCIAL STATEMENTS 2020	Submitted	10/9/2025, 9:24 pm
20250910-00001717	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2021	Closed	10/9/2025, 10:30 pm
20250911-00001720	AUDITED FINANCIAL STATEMENTS 2019	Closed	11/9/2025, 6:19 pm
20250912-00001726	COM MEMBERS AND KEY OFFICERS UPDATE 2017	Submitted	12/9/2025, 3:36 pm
20250925-00001776	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2023	Closed	26/9/2025, 12:37 am

Case Number	Subject	External Status	Initial Submission Date
20250902-00001694	COM MEMBERS AND KEY OFFICERS UPDATE	Draft	
20250904-00001701	AGM FORM 2025	Pending Co-op Clarification	4/9/2025, 5:37 pm
20251009-00001779	AGM FORM 2025	Draft	
20251113-00001794	COM MEMBERS AND KEY OFFICERS UPDATE	Draft	
20251119-00001835	ANNUAL REPORT SUBMISSION 2024	Draft	

# Navigation Panel – Case (2/2)

In this screen, the View All is clicked from the Closed and Submitted cases table. It shows the full list of cases with the given status

Case Number ↑	Subject	External Status	Initial Submission Date
1 20250902-00001698	ANNUAL REPORT SUBMISSION 2022	Submitted	3/9/2025, 12:47 am
2 20250904-00001706	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2010	Submitted	5/9/2025, 12:09 am
3 20250909-00001711	AGM FORM 2016	Closed	22/9/2025, 7:17 pm
4 20250910-00001712	AUDITED FINANCIAL STATEMENTS 2020	Submitted	10/9/2025, 9:24 pm
5 20250910-00001717	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2021	Closed	10/9/2025, 10:30 pm
6 20250911-00001720	AUDITED FINANCIAL STATEMENTS 2019	Closed	11/9/2025, 6:19 pm
7 20250912-00001726	COM MEMBERS AND KEY OFFICERS UPDATE 2017	Submitted	12/9/2025, 3:36 pm
8 20250925-00001776	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2023	Closed	26/9/2025, 12:37 am

Use the **Search** feature to quickly locate submissions. Simply enter a case ID, subject, external status, or any relevant keyword—even partial words work.

External Status	Initial Submission Date
Submitted	3/9/2025, 12:47 am
Submitted	5/9/2025, 12:09 am

After entering your search criteria, press **ENTER**. The Portal will display all submissions that match your criteria.

Case Number ↑	Subject	External Status	Initial Submission Date
1 20250925-00001776	FORM WD-1 (PRUDENTIAL REQUIREMENTS) FOR CREDIT CO-OPS 2023	Closed	26/9/2025, 12:37 am

# Navigation Panel – Co-op Profile

Select **CO-OP PROFILE** to have an overview of your co-op's information, including general details, financial information, and a list of COM members and key officers.

*Note: Information is read-only and up to date. For changes, please contact your RCS Officer via email.*

Shared Files – this section contains the files that RCS wants to share with the co-op such as co-op's By-laws.

**General Information**

**Financial Information**

**Registered Address**

**Main Liaison Officer**

**COM Members**

**Key Officers**

**Shared Files**

The screenshot shows the MCCY website navigation panel with 'CO-OP PROFILE' selected. The main content area is divided into several sections, each highlighted with a red border:

- General Information:** Includes Name of Cooperative (Maglewood Paper Co-operative), UEN (180045297C), Status of Co-op (Registered), Primary or Secondary (Primary), Name of Presiding Chairperson (Chloe Lim), Membership Profile (Lorem ipsum dolor sit amet...), Former Name of Co-operative (N/A), Date of Registration (01/01/2006), Credit or Non-Credit (Credit), Tiered Size of Co-op (Large), Current Case Officer (Dennis PS), and Website (https://thisisawebsite.com.sg).
- Financial Information:** Includes FY From (January), FY To (December), Name of Audit Firm (ABC Financial Services Pvt Ltd), UEN of Audit Firm (T06CS0987D), Name of Audit Partner (Emily Blunt), PA Number of Audit Partner (P8883680), and Audit Partner's 1st Date of Appointment (02/02/2019).
- Registered Address:** Includes Block (299B), Street Name (Kingstown Street), Postal Code (908299), and Unit Number (#05-05).
- Main Liaison Officer Contact Details:** Includes Salutation (Ms.), Full Name (Laura Yvonne Tiongson), Designation in the Co-Op (Secretary), Email Address (bohnp@yahoo.com), and Contact Number (97213471).
- COM Members:** A table with columns: Name, Position in COM, Appointed or Elected, and Date of Appointment/Election.
 

Name	Position in COM	Appointed or Elected	Date of Appointment/Election
Charlotte Chua	Chairperson or equivalent	Appointed	01/09/2016
Desmond Lim	Secretary or equivalent	Appointed	23/09/2020
Chua Lim Benjamin	COM Member or equivalent	Appointed	03/09/2020
- List of Key Officers:** A table with columns: Name, Position, and Date of Appointment.
 

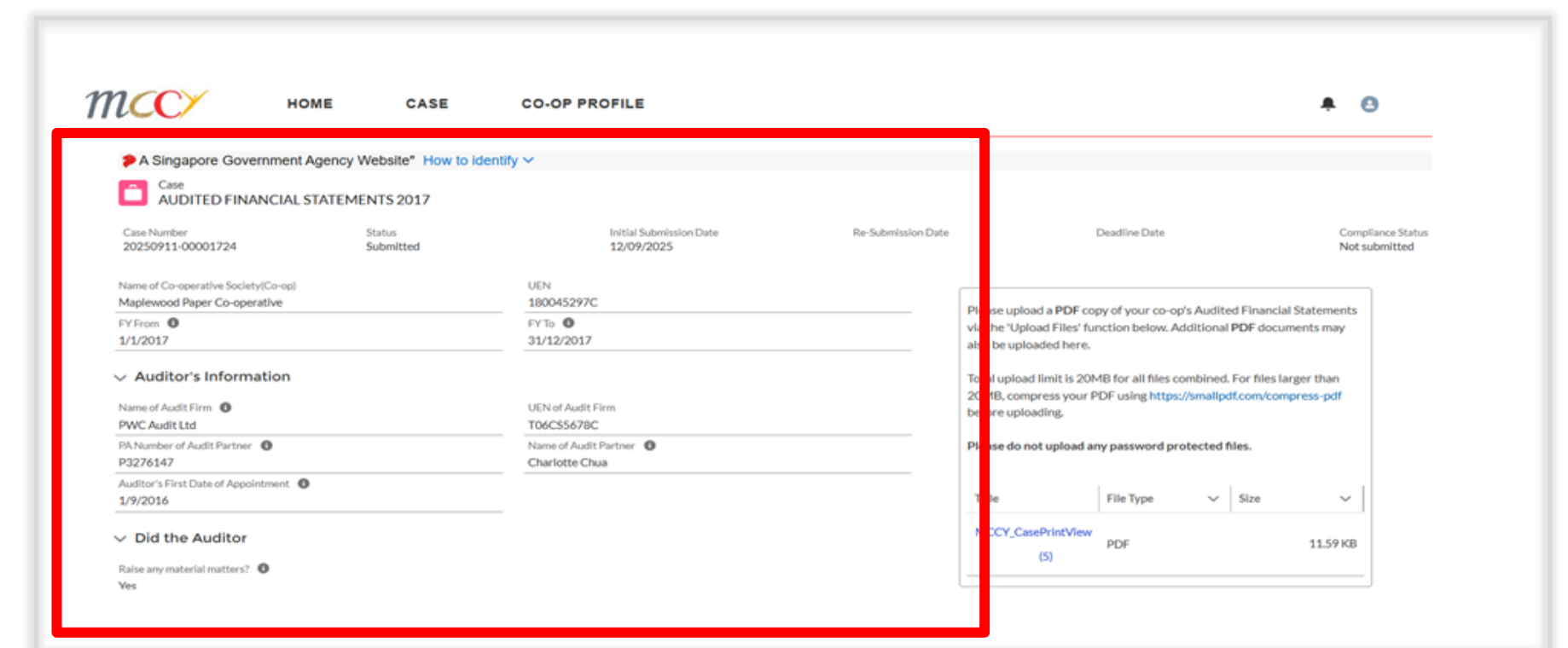
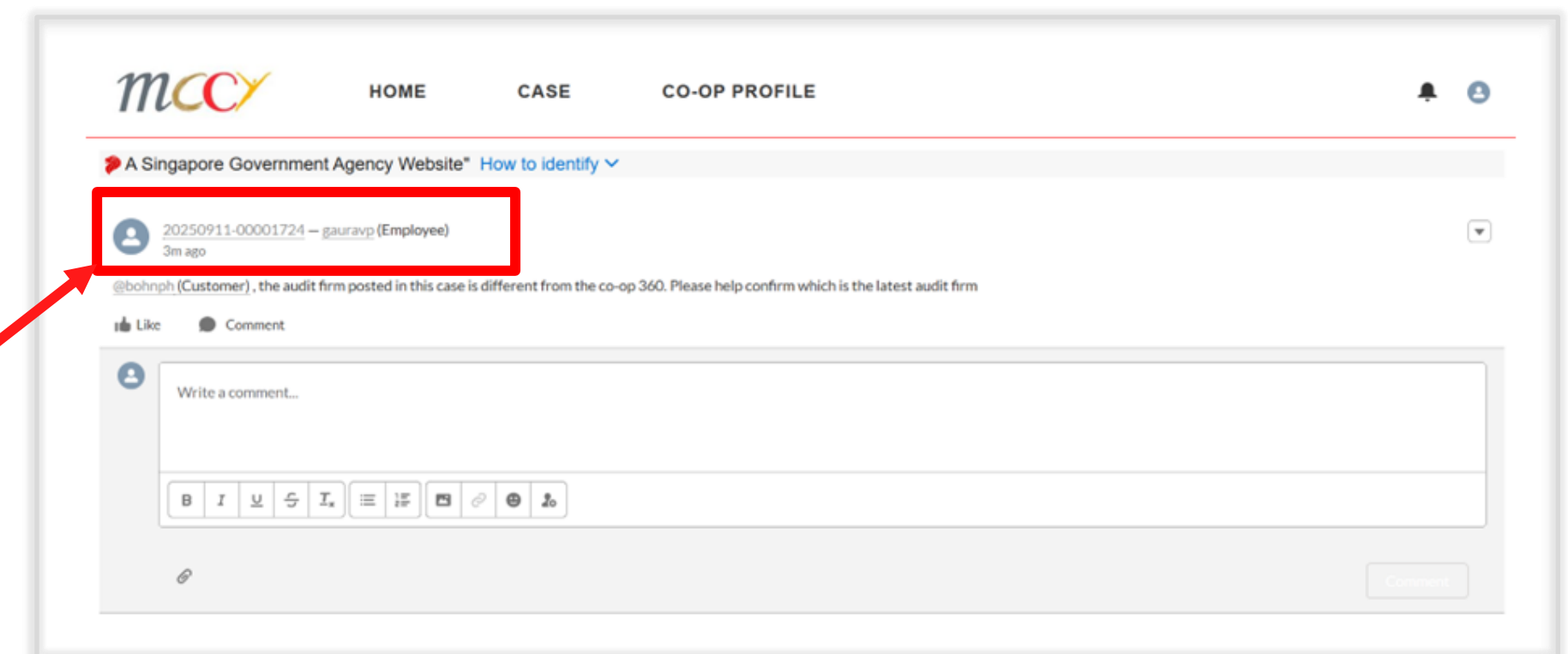
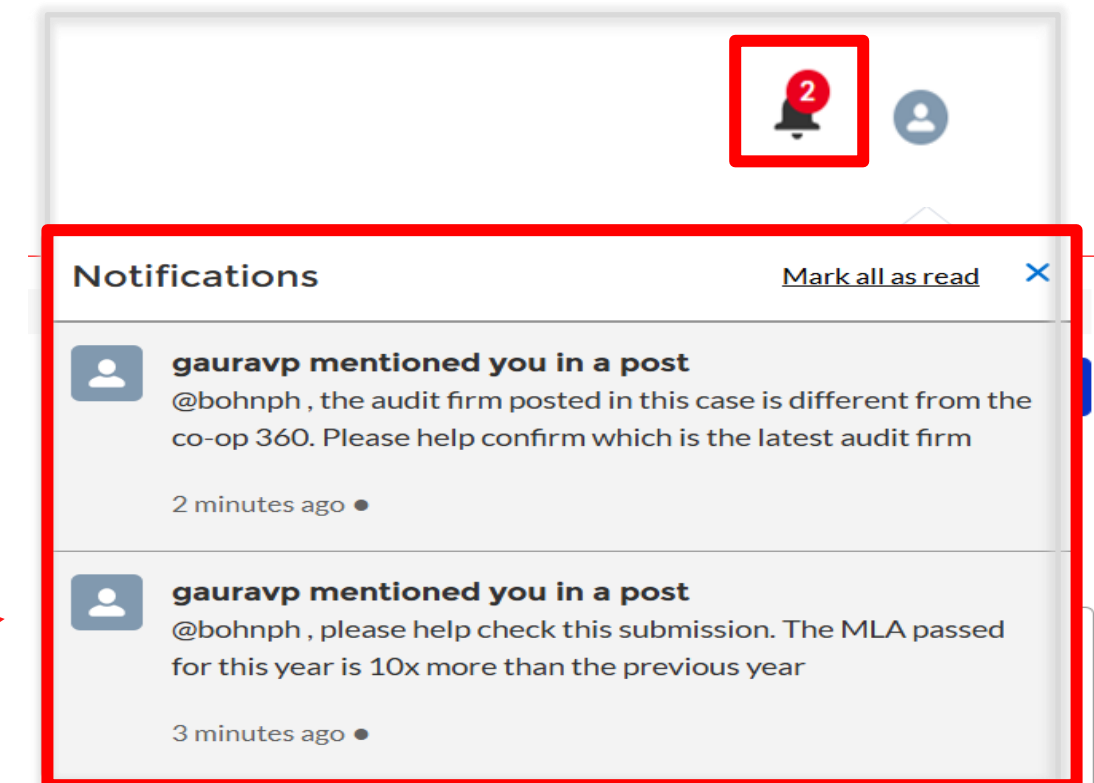
Name	Position	Date of Appointment
Charlotte Chua	Audit Committee Chairman	02/09/2020
Emily Blunt	Audit Committee Chairman	03/09/2019
Chen Lily	Audit Committee Member	25/09/2019
Wong Hugo	Chief Executive Officer or equivalent	03/09/2020
Yu Smith	Chief Investment Officer or equivalent	02/09/2020
- Shared Files:** A table with columns: File Name, File Type, and File Size.
 

File Name	File Type	File Size
AGM Form (4) (2)	PDF	15.56 KB

# Shortcut Panel – Notifications

## Receiving Messages from Your Case Officer

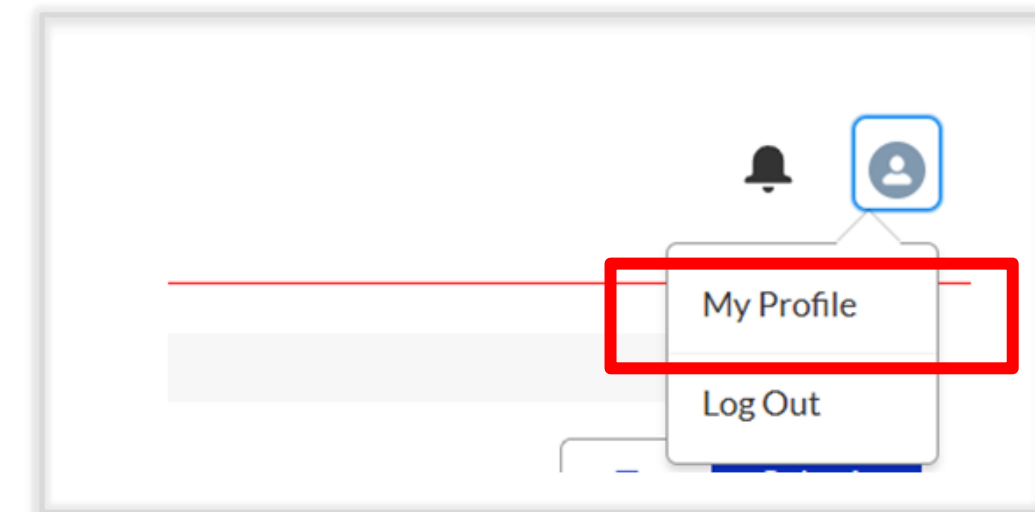
- When you have unread messages, a **flag** will be indicated at the **bell icon** reflecting the number of unread items.
- Click the **bell icon** to view all received messages.
- Select a message to see its content and the associated case ID.
- Within this view, you can reply directly to the message or click the **case ID** to open the case form. Here, you can make any updates as needed based on the message instructions.



# Shortcut Panel – User Profile

**My Profile** displays your contact information as submitted to RCS.

If you need to update your contact information, please inform RCS via this [link](#).

A screenshot of the MCCY user profile page. The page has a navigation bar with "HOME", "CASE", and "CO-OP PROFILE" links. Below the navigation bar, there is a section titled "Contact Information" which is highlighted with a red box. This section contains a table of user details. At the bottom of the page, there is a footer with links for "Report vulnerability", "Privacy Statement", "Terms of Use", and "Contact Us", along with a copyright notice for 2025 Government of Singapore.

Contact Information	
Name	ID Number
Laura Yvonne Tiongson	S9990092Z
Designation in the Co-op	Mobile
N/A	97213471
Email	Name of Co-operative
bohnph@yahoo.com	Maplewood Paper Co-operative

# Contact Us

---



**Helpdesk (6337 3832)**



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

# Thank You



@MCCYsg



mccy.gov.sg