

Guidelines and Form to Register Amendment to By-laws

A by-law or amendment to a by-law of a society shall only be valid after it has been registered with the Registry of Co-operative Societies.

2. The process to register by-law amendment(s) with the Registry is as follows:

Step 1: Seek Registry's comments on proposed by-law amendments

Co-ops are strongly encouraged to seek the Registry's comments at least two months before tabling the amendments at the general meeting. In seeking the Registrar's comments, the existing and proposed versions of the by-laws are to be submitted in the prescribed form (obtainable from the Registry's website, "www.mccy.gov.sg/coop").

Step 2: Adopt Resolution at General Meeting

A resolution to amend the by-laws is adopted by not less than three-quarters of those members present and voting at the general meeting. A postponed general meeting with a reduced quorum shall not have the power to amend the by-laws.

Step 3: Apply for Registration of the Amendments

Co-op to submit a copy of the following documents to the Registry:

	<u>Type of Document</u>	<u>Signatures of Officials</u>
(a)	Application for registration of amended by-laws (obtainable from the Registry's website, "www.mccy.gov.sg/coop")	Chairman or Secretary
(b)	Extract of the resolution of the general meeting, passing the amendments	Chairman or Secretary
(c)	Corresponding versions of existing and amended by-laws	Chairman or Secretary

3 The standard processing time for a co-operative by-law registration application is 30 working days if all documents are in order. Incomplete applications will be rejected if missing information is not provided upon request.