

RCS Co-op Portal Guide

Annual Report Form

Last updated in April 2026

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	AR	Annual Report
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

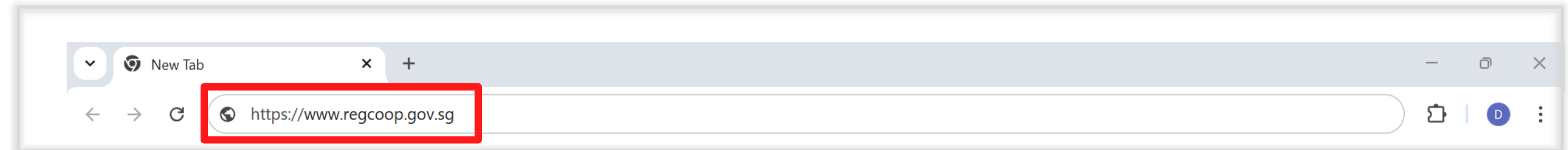
- ✓ Ensure your Co-op has assigned you as a Corppass User for the RCS Co-op Portal.
- ✓ This step is crucial for accessing and managing Co-op-related services on the Portal.
- ✓ For more information on Corppass User, you can refer to the Corppass website (www.corppass.gov.sg).

Authorised Personnel Registration

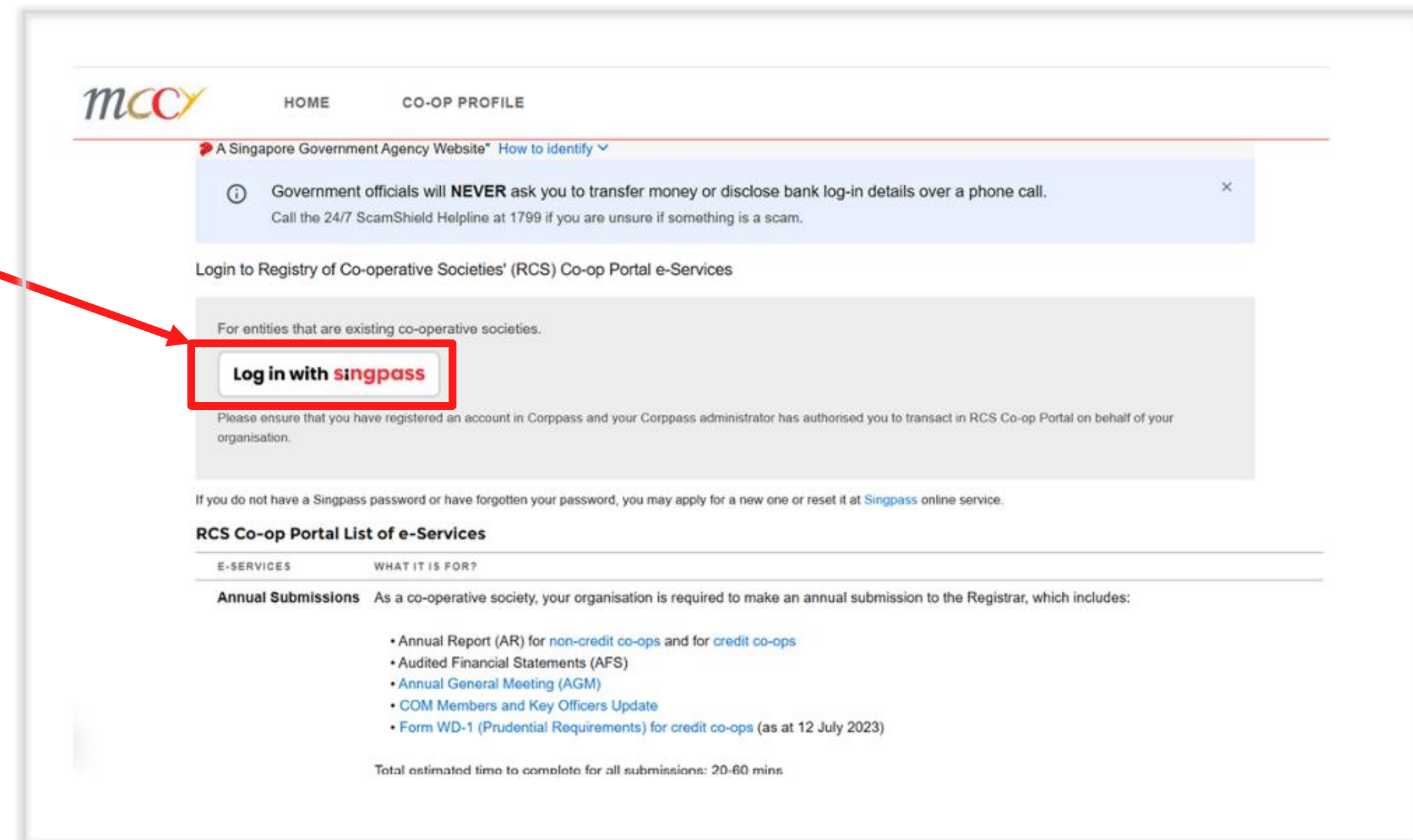
- ✓ Your Co-op has given approval for you to be an authorised personnel for the RCS Co-op Portal.
- ✓ This registration is necessary to assign a Salesforce license to you so that you can transact on the RCS Co-op Portal on behalf of your Co-op.
- ✓ If you are a Corppass User for the RCS Co-op Portal,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

Login

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

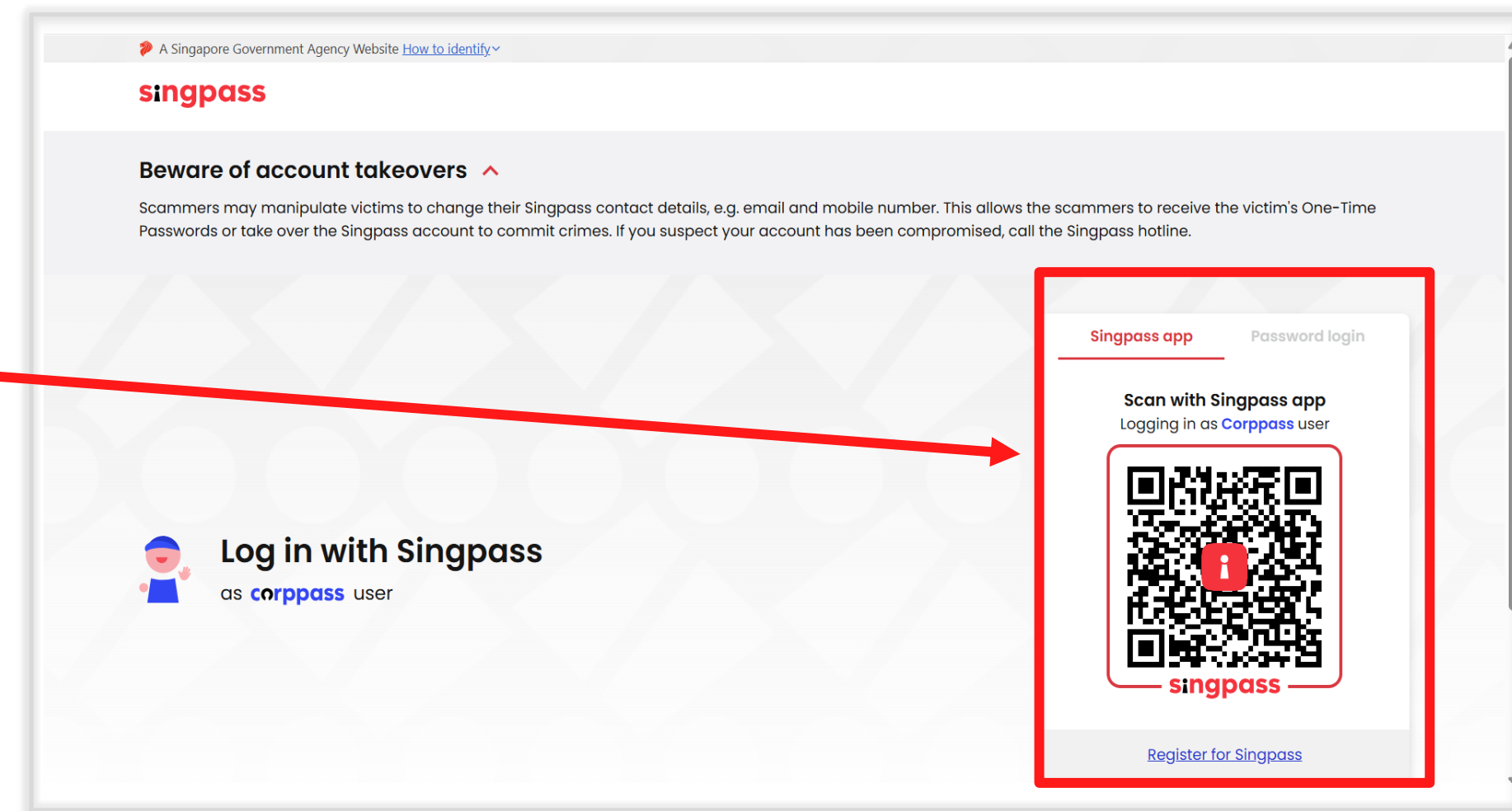


2. Click on the **Log in with singpass** button.

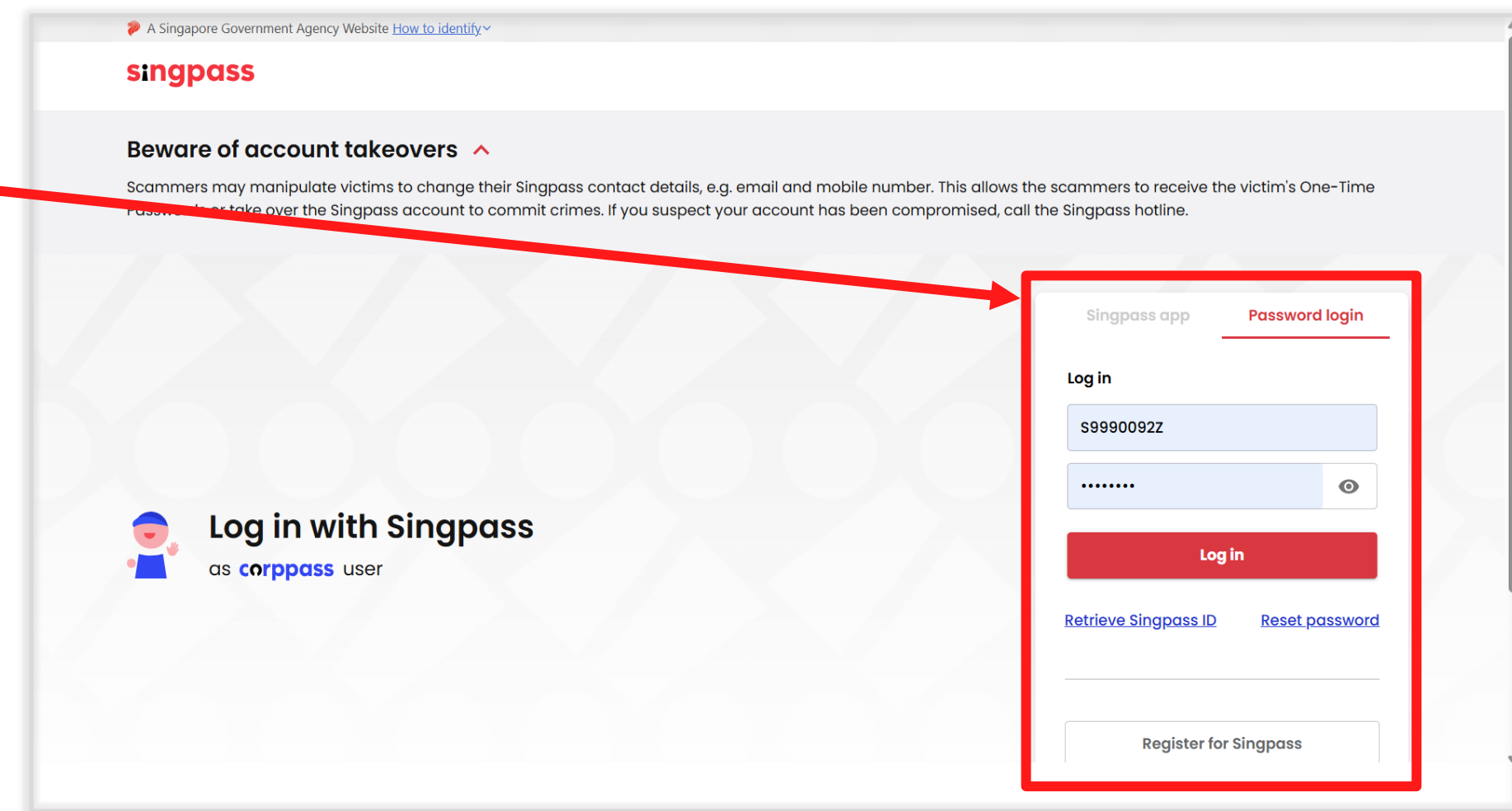


Login

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



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



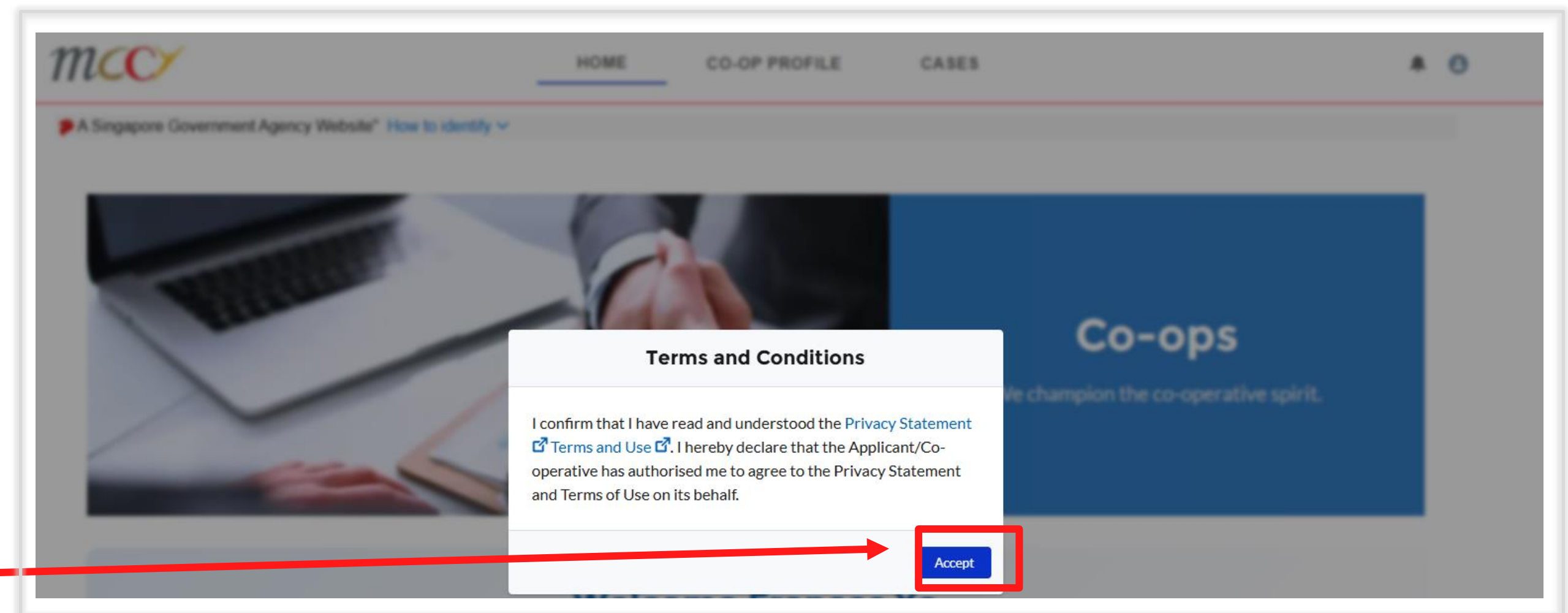
Homepage – Log-in for the First Time

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 AR box.

The screenshot displays the RCS Co-op Portal homepage. At the top, there is a navigation menu with the mccy logo, and links for HOME, CASE, and CO-OP PROFILE. A notification bell icon is visible in the top right corner. Below the navigation is a hero banner featuring an image of two people shaking hands over a laptop and documents, with the text "Co-ops" and "We champion the co-operative spirit." Below the banner is a light blue box that 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 "Annual Report (AR)" card is highlighted with a red border, and a red arrow points from the text "Click View Form inside the AR box." to this button. The footer contains links for Privacy Statement, Terms of Use, and Contact Us, along with the copyright notice "© 2025 Government of Singapore. Last".

mccy HOME CASE CO-OP PROFILE

Co-ops
We champion the co-operative spirit.

Welcome Laura Yvonne Tiongson

FORMS TO SUBMIT

- Annual General Meeting (AGM)
View Form
- Annual Report (AR)**
View Form
- Audited Financial Statements
View Form
- COM Members and Key Officers Update
View Form
- Form WD-1 (Prudential Requirements) for credit co-ops
View Form

Privacy Statement Terms of Use Contact Us

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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 modal dialog box titled 'Create Annual Report Submission Credit'. The dialog has two radio button options: 'Start with Last Year's Data' (which is selected) and 'Start from Scratch'. The 'Create Form' button is highlighted with a red box. In the background, there are four form cards: 'Annual General Meeting (AGM)', 'Audited Financial Statements', 'COM Members and Key Officers Update', and 'Requirements) for credit co-ops', each with a 'View Form' button.

The screenshot shows the 'Welcome Usain Bolt' dashboard with the same modal dialog box. In this instance, the 'Start from Scratch' radio button is selected. The 'Create Form' button is highlighted with a red box. A red arrow points from the text 'Upon selection, click Create Form.' to this button. The background form cards are the same as in the previous screenshot.

AR Form (1/4)

AR 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 AR submission applies. Enter the correct start and end dates for the financial year.

Form Details
Co-op's Details

Annual Report Information

Declarant's Details



AR Form (2/4)

Parts of the Form

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

Case Number 20250911-00001722	Status Draft	Initial Submission Date	Re-Submission Date	Deadline Date	Compliance Status Not submitted
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b. Co-op's Details – contains the name of the Co-op, UEN and the financial reporting period.

Name of Co-operative Society(Co-op) Maplewood Paper Co-operative	UEN 180045297C
FY From ⓘ 	FY To ⓘ 

AR Form (3/4)




c. Annual Report Information – this section includes a list of questions that the Declarant must respond to with ‘Yes,’ ‘No,’ or ‘N/A’ (if applicable). If the answer is ‘No,’ providing remarks in the field below the question is mandatory.

▼ The Annual Report contains the following information:

Minutes of AGM ⓘ	
Remarks - AGM Minutes ⓘ	
Minutes of EOGM (if applicable)	
Remarks - EOGM Minutes	
COM composition ⓘ	
Remarks - COM Composition	
Audit Committee Composition	
Remarks - Audit Committee Composition	
Sub Committee(if applicable)	
Remarks - Sub Committee	
Internal auditors composition ⓘ	
Remarks - Internal Auditor Composition	
Number of Members	
Remarks - Number of members	
Past FY key activities and developments ⓘ	
Remarks - Past FY key activities	
Financial matters for past FY ⓘ	
Remarks - Financial matters for past FY	
Prudential ratios (MLA, CAR and RI) ⓘ	
Remarks - Prudential Ratio	
Investment Disclosure ⓘ	
Remarks - Investment Disclosure	

AR Form (4/4)

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 Ms. Laura Yvonne Tiongson	ID Number S9990092Z
Email Address bohnph@yahoo.com 	Contact Number 97213471 
Designation in Co-op Secretary 	

Edit AR 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.

Case ANNUAL REPORT SUBMISSION

Case Number	Status	Initial Submission Date	Re-Submission Date
20250911-00001722	Draft		

Name of Co-operative Society(Co-op)
Maplewood Paper Co-operative

UEN
180045297C

FY From 1/1/2017 **[Pencil Icon]** FY To 31/12/2017 **[Pencil Icon]**

▼ The Annual Report contains the following information:

Minutes of AGM **[Pencil Icon]**

Remarks - AGM Minutes **[Pencil Icon]**

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.

mccy HOME CASE CO-OP PROFILE

Case ANNUAL REPORT SUBMISSION

Case Number	Status	Initial Submission Date	Re-Submission Date
20250911-00001722	Draft		

Name of Co-operative Society(Co-op)
Maplewood Paper Co-operative

UEN
180045297C

FY From 1/1/2017 FY To 31/12/2017

▼ The Annual Report contains the following information:

Minutes of AGM
Yes

Remarks - AGM Minutes

Minutes of EOGM (if applicable)
No

Remarks - EOGM Minutes
No EOGM minutes is found

COM composition
Yes

Remarks - COM Composition

Audit Committee Composition
Yes

Remarks - Audit Committee Composition

Sub Committee(if applicable)
NA

Remarks - Sub Committee

Internal auditors composition
Yes

Remarks - Internal Auditor Composition

Number of Members
No

Remarks - Number of members
Information is missing

Past FY key activities and developments
--None--

Remarks - Past FY key activities

Financial matters for past FY
Yes

Remarks - Financial matters for past FY

Cancel Save

Edit AR 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 ANNUAL REPORT SUBMISSION' form. At the top, there are navigation links for 'HOME', 'CASE', and 'CO-OP PROFILE'. The form includes a header with 'Case ANNUAL REPORT SUBMISSION' and a status of 'Draft'. Below this, there are fields for 'Case Number' (20250911-00001722), 'Initial Submission Date', and 'Re-Submission Date'. A legend indicates that a red asterisk (*) denotes 'Required Information'. The form contains several sections with dropdown menus and text input fields:

- Name of Co-operative Society(Co-op):** Maplewood Paper Co-operative
- UEN:** 180045297C
- FY From:** 1/1/2017
- FY To:** 31/12/2017
- The Annual Report contains the following information:**
 - Minutes of AGM:** Yes
 - Remarks - AGM Minutes:** (Empty text box)
 - Minutes of EOGM (if applicable):** No
 - Remarks - EOGM Minutes:** No EOGM minutes is found
 - COM composition:** Yes
 - Remarks - COM Composition:** (Empty text box)
 - Audit Committee Composition:** Yes
 - Remarks - Audit Committee Composition:** (Empty text box)
 - Sub Committee(if applicable):** NA
 - Remarks - Sub Committee:** (Empty text box)
 - Internal auditors composition:** Yes
 - Remarks - Internal Auditor Composition:** (Empty text box)
 - Number of Members:** No
 - Remarks - Number of members:** Information is missing
 - Past FY key activities and developments:** --None--
 - Remarks - Past FY key activities:** (Empty text box)
 - Financial matters for past FY:** Yes
 - Remarks - Financial matters for past FY:** (Empty text box)

At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow points from the text 'click the Save button' to the 'Save' button, which is also highlighted with a red box.

File Upload and Chatter Functions

Declarant must **upload a copy of its AR** for the submission.

- 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.

The screenshot displays the MCCY Case Annual Report Submission 2017 interface. The page is titled "Case ANNUAL REPORT SUBMISSION 2017" and includes a "Submit" button in the top right corner. The main content area is divided into several sections:

- Case Information:** Case Number (20250911-00001722), Status (Draft), Initial Submission Date, Re-Submission Date, Deadline Date, and Compliance Status (Not submitted).
- Company Details:** Name of Co-operative Society (Maplewood Paper Co-operative), UEN (180045297C), FY From (1/1/2017), and FY To (31/12/2017).
- The Annual Report contains the following information:**
 - Minutes of AGM: Yes
 - Minutes of EOGM (if applicable): No
 - COM composition: Yes
 - Audit Committee Composition: Yes
 - Sub Committee (if applicable): NA
 - Internal auditors composition: Yes
 - Number of Members: No
 - Past FY key activities and developments: Yes
 - Financial matters for past FY: Yes
 - Prudential ratios (MLA, CAR and R1): Yes
 - Investment Disclosure: Yes
- Declarant's Information:** Full Name as per ID (Ms. Laura Yvonne Tiongson), ID Number (S9990092Z), Email Address (bohnp@yahoo.com), Contact Number (97213471), and Designation in Co-op (Secretary).

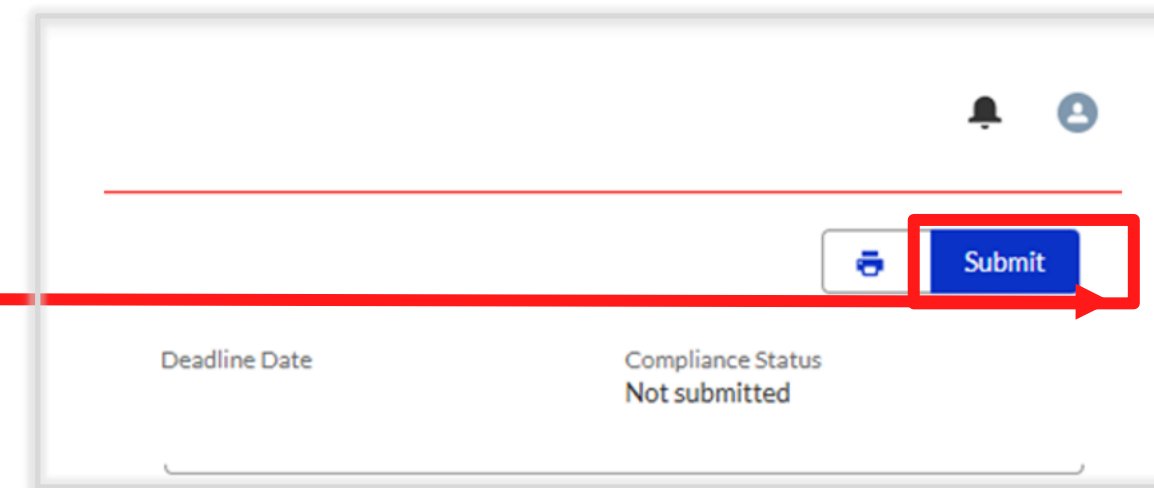
Two red boxes highlight specific features:

- Upload Files:** A section with instructions: "Please upload a PDF copy of your co-op's Annual Report using the 'Upload Files' function below. Additional PDF documents may also be uploaded here. 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." It includes an "Upload Files" button and a table with columns for Title, File Type, and Size.
- Chatter:** A section with a "Post" field, a "Share an update..." button, and a "Share" button. Below it, there is a notification that "bohnp (Customer) created this case." and a "Write a comment..." field.

The footer contains links for "Statement", "Terms of Use", and "Contact Us", and a copyright notice: "© 2025 Government of Singapore".

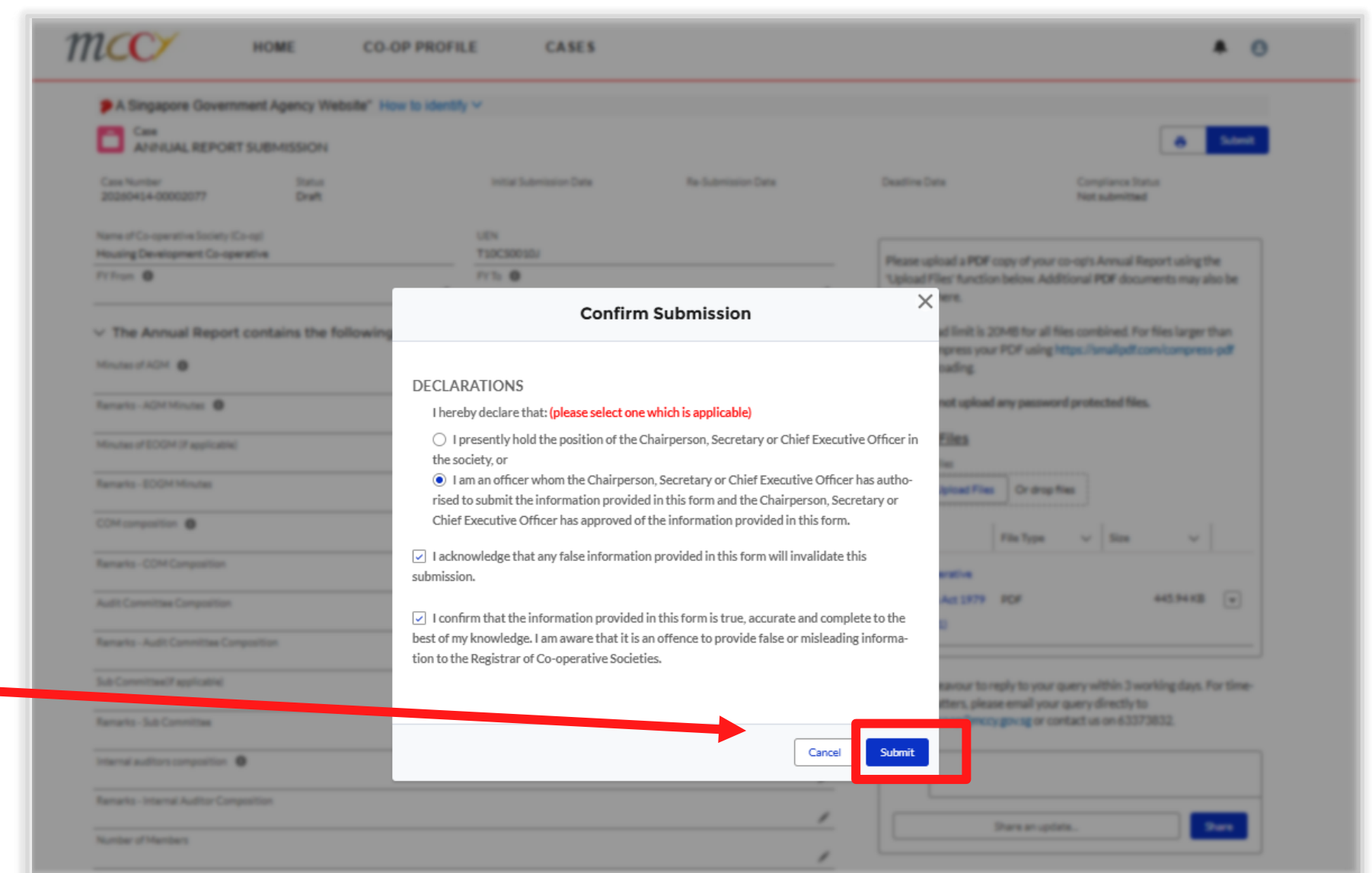
Submit Form

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

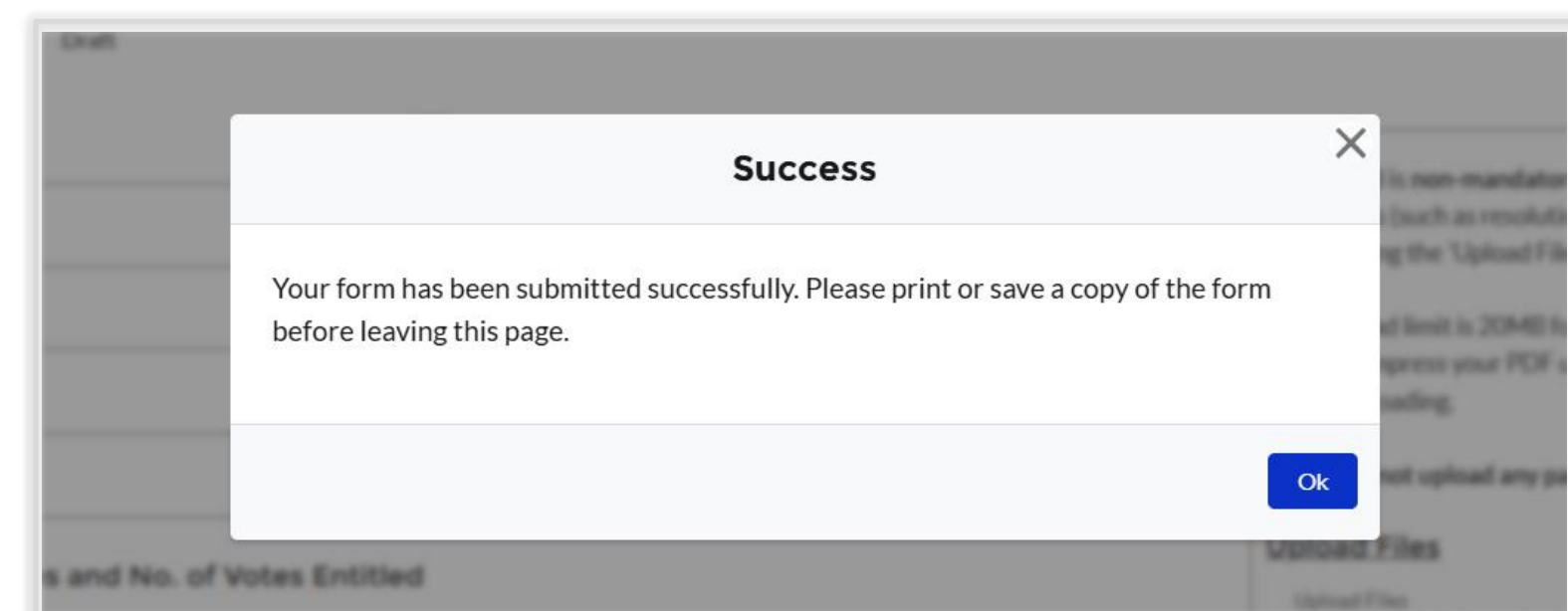


Carefully review the declaration statements. Declarant must answer each declaration statement by selecting the checkbox, and the **Submit** button will become active.

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.

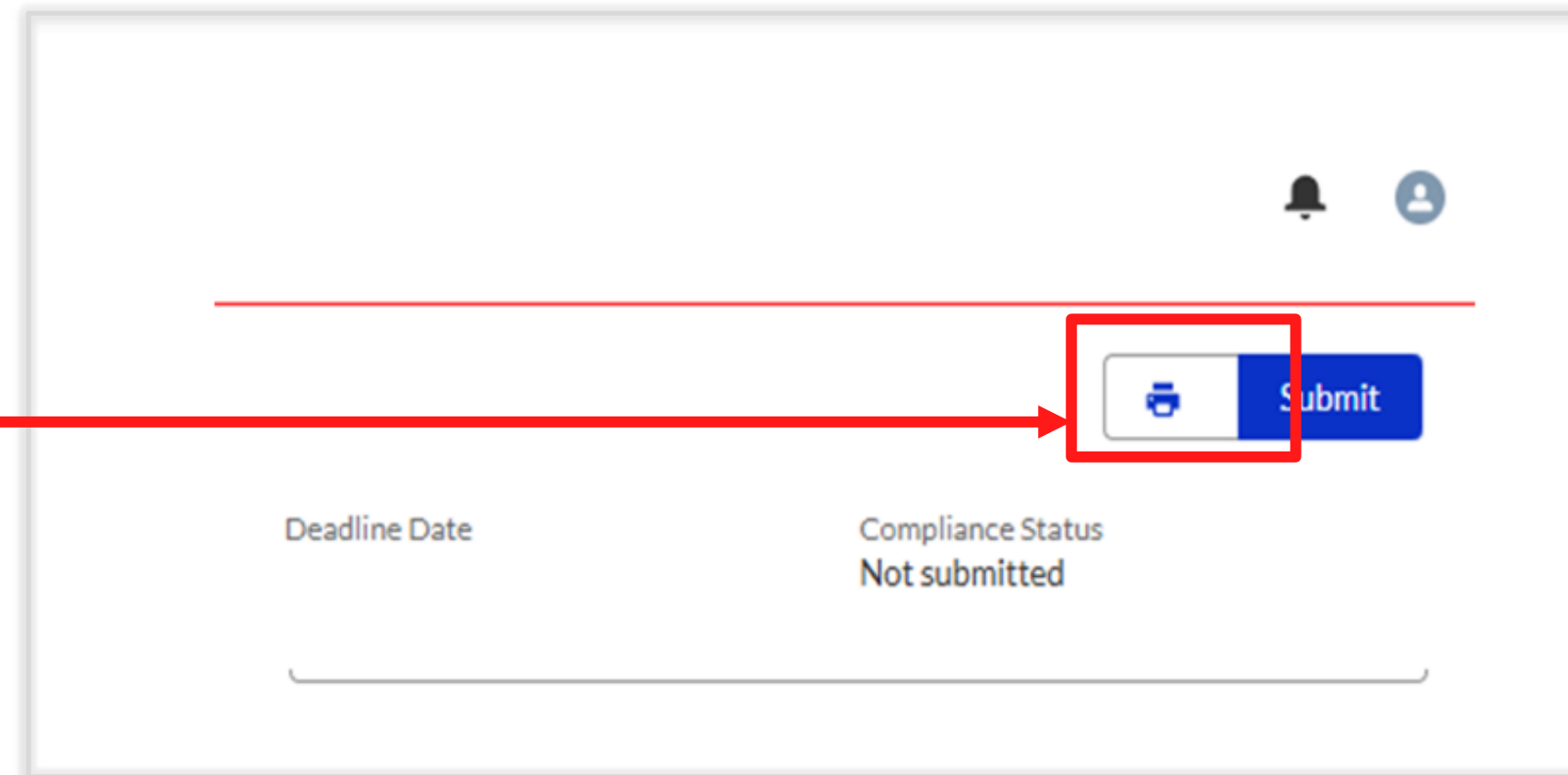
Key Changes to Note:

- ✓ 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 submission confirmation page. At the top, a green success message is highlighted with a red box: "Success Case submitted successfully to officer." Below this, a table shows the case details, with the status "Submitted" and the initial submission date "11/09/2025" also highlighted with a red box. The form is for "ANNUAL REPORT SUBMISSION 2017" for "Maplewood Paper Co-operative". The form includes sections for "The Annual Report contains the following information:" with fields for AGM, EOGM, COM, Audit Committee, Sub-Committee, Internal auditors, Financial matters, and Prudential ratios. A "Submit" button is visible. On the right, there is a file upload section with a table showing a PDF file "MCCY_CasePrintView - AFS Closed" of size 11.49 KB. Below the upload section is a social media-style feed with a post from "bohnp (Customer)" updated the record, showing the case owner "bohnp to dps" and a comment input field.

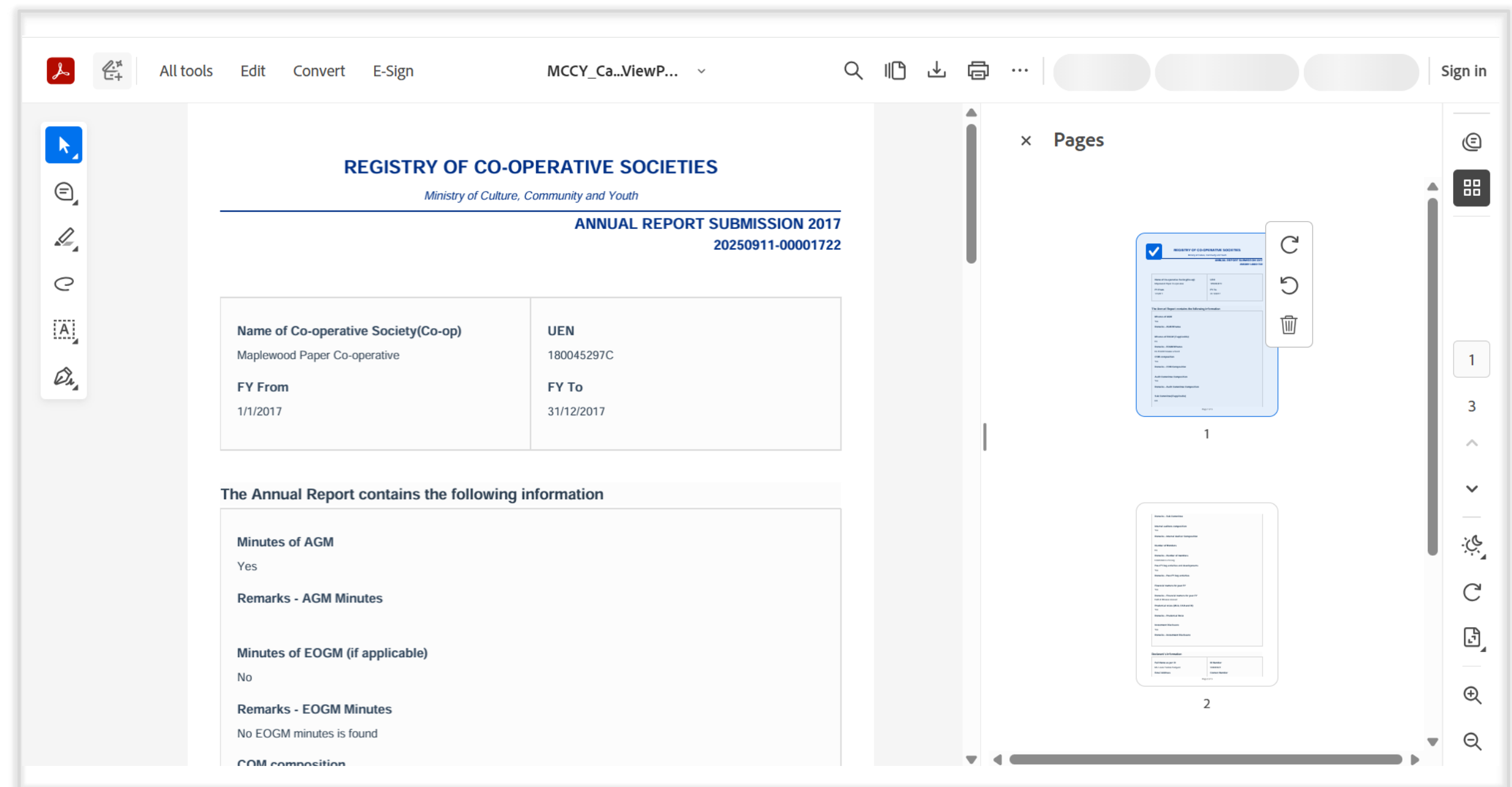
Print Preview

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



Helpdesk (6337 3832)



MCCY_Regcoop@mccy.gov.sg

Thank You



@MCCYsg



mccy.gov.sg