

## **GUIDELINES ON VOLUNTARY DISSOLUTION OF MUTUAL BENEFIT ORGANISATIONS (MBOs)**

- 1 **Dissolution Plan** – The Committee of Management (“COM”) should consider the following in preparing for voluntary dissolution:
  - a) Target date of cessation of operation.
  - b) Intended appropriation/distribution of the assets and funds of the mutual benefit organisation (“MBO”) in accordance with its rules e.g. amount to be set aside to meet outstanding claims and dissolution expenses, basis of distribution of funds to members, etc.
  - c) Plan for general meeting to seek members’ approval on the voluntary dissolution in accordance with its rules.
- 2 **Latest Financial Statements** – As a general rule, the MBO would need to submit the audited financial statements for its last financial year of active operations. The Registry of Mutual Benefit Organisations (“RMBO”) will advise if further audited or management accounts are required.
- 3 **Members’ Approval at General Meeting** – Seek members’ approval at general meeting to wind up MBO voluntarily and for the distribution of net assets of the MBO. The COM should provide relevant information to members such as the timeline, latest financial position, and plan for the dissolution. The COM should check its rules and ensure that quorum for the general meeting is met. The MBO requires the consent of 75% of the members of the MBO (as testified by their signatures on the Instrument of Dissolution) to wind up.
- 4 **Submission of Documents to RMBO** - After obtaining members’ approval, please submit the following documents to RMBO:
  - a) Minutes of general meeting
  - b) Latest financial statements
  - c) "Instrument of Dissolution" which should be signed by at least three-fourths (75%) of the members.
  - d) "Application to Register Instrument of Dissolution" which should be signed by one of the trustees or by 3 members and the Secretary.
  - e) “Statutory Declaration” made by one of the trustees or by 3 members and the Secretary testifying that the provisions in the Mutual Benefit Organisations Act 1960 regarding dissolution have been complied with. The declaration is to be made before Commissioner of Oath/Notary Public.

(Note: The MBO is encouraged to submit draft copies of the documents in paragraph 4 (c) to (e) to RMBO for review before obtaining signatures. These

forms are available for download at <https://www.mccy.gov.sg/sectors/mbos/winding-up-and-dissolving-an-mbo/>)

- 5 **Registrar's Approval** – If documents submitted are complete and in order, Registrar approves the dissolution. A dissolution notice will be published in the Government Gazette and the MBO will be informed.
- 6 **Funds Disbursement** – The MBO may disburse funds 3 months after the date of publication of the Government Gazette notification unless within 3 months from the date of the publication of the notification, a member or subscriber or other person interested in or having any claim on the funds of the MBO commences proceedings to set aside the dissolution of the organisation, and the dissolution is set aside.
- 7 **Closure** – The MBO shall submit to RMBO the supporting documents for disbursement of funds and closure of bank account(s) of the MBO. If documents submitted are in order, RMBO shall issue a letter to the MBO informing that the dissolution process has been completed and the case is now closed.
- 8 **Processing Time** – The standard processing time for a MBO voluntary dissolution application is 30 working days if all documents are in order. Incomplete applications will be rejected if missing information is not provided upon request.

(Note: The entire dissolution process takes about 3 - 6 months from the date application for voluntary dissolution is received.)

Issued by: Registry of Mutual Benefit Organisations (RMBO)

Date: 18 August 2025