

RCS Co-op Portal Guide

COM Members and Key Officers Update

Last updated in April 2026

Definitions, Acronyms and Abbreviations

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

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

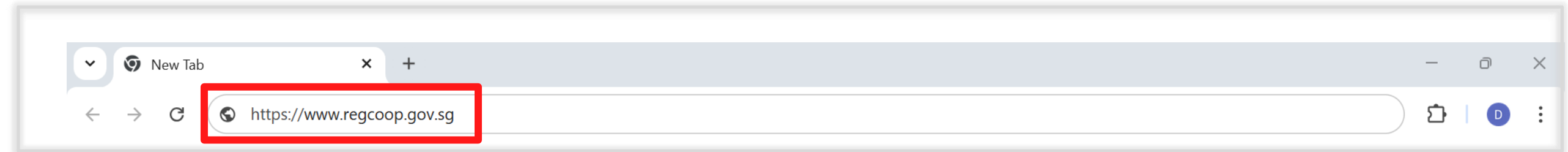
- ✓ Ensure your Co-op has assigned you as a Corppass User for the RCS Co-op Portal.
- ✓ This step is crucial for accessing and managing Co-op-related services on the Portal.
- ✓ For more information on Corppass User, you can refer to the Corppass website (www.corppass.gov.sg).

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>.

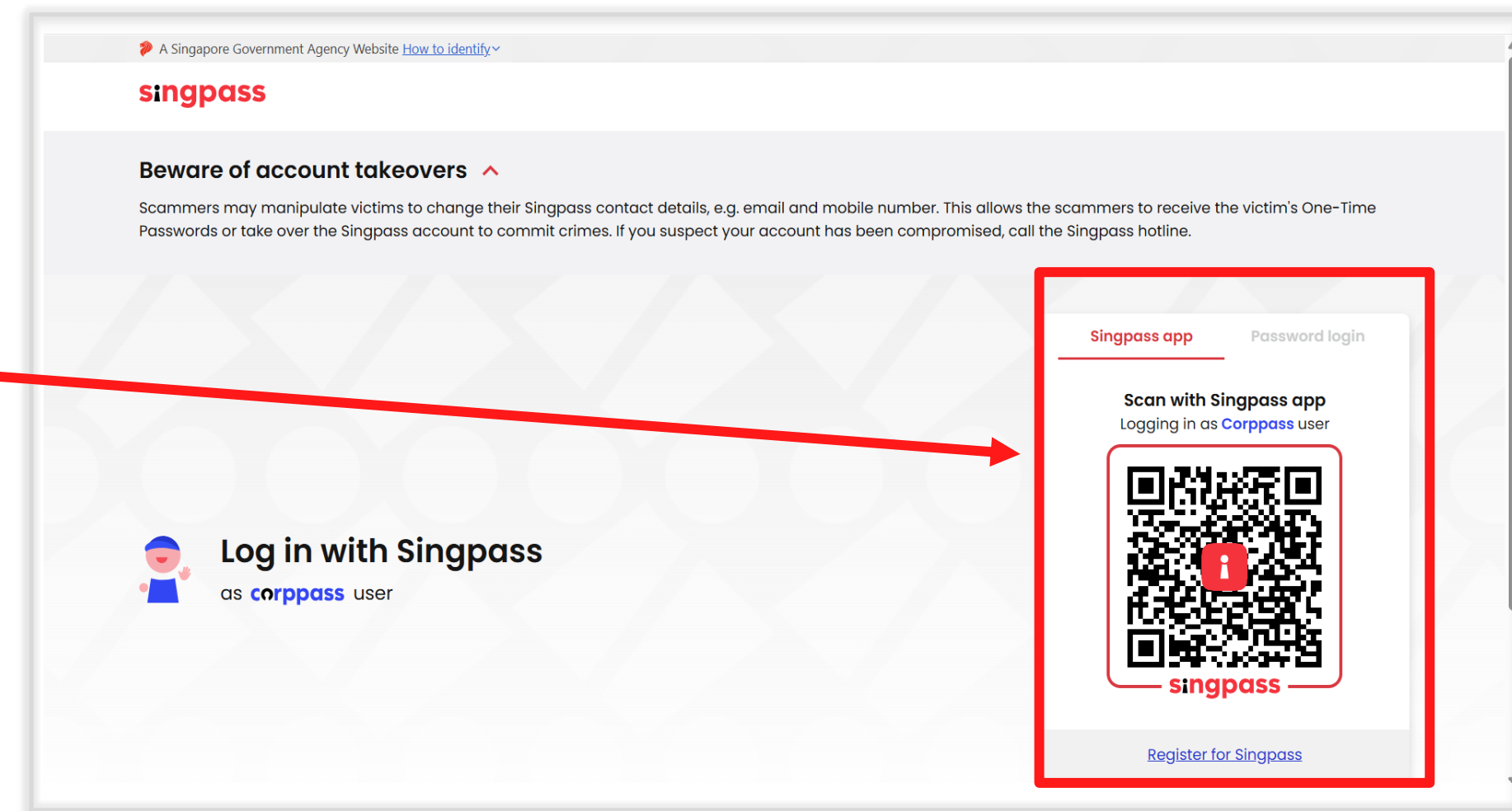


2. Click on the **Log in with singpass** button.

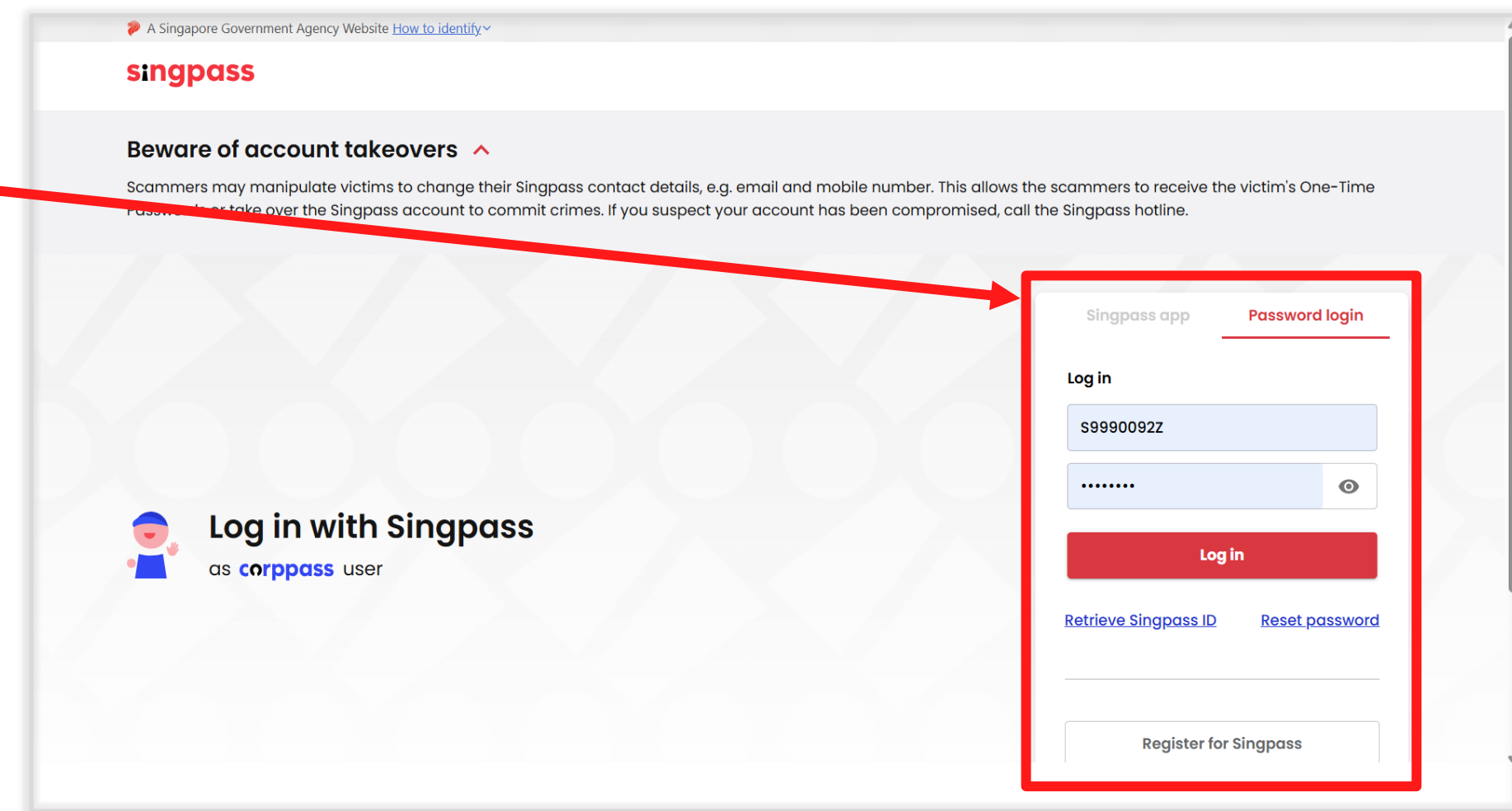
A screenshot of the MCCY website. The page header includes the MCCY logo and navigation links for 'HOME' and 'CO-OP PROFILE'. A blue banner at the top contains a security warning: 'A Singapore Government Agency Website' and 'Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call.' Below this, the page title is 'Login to Registry of Co-operative Societies' (RCS) Co-op Portal e-Services'. A grey box contains 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 button' in the previous block 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 section titled 'RCS Co-op Portal List of e-Services' is visible, with a sub-section for 'Annual Submissions' listing various reports and updates. The total estimated time to complete all submissions is noted as 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.



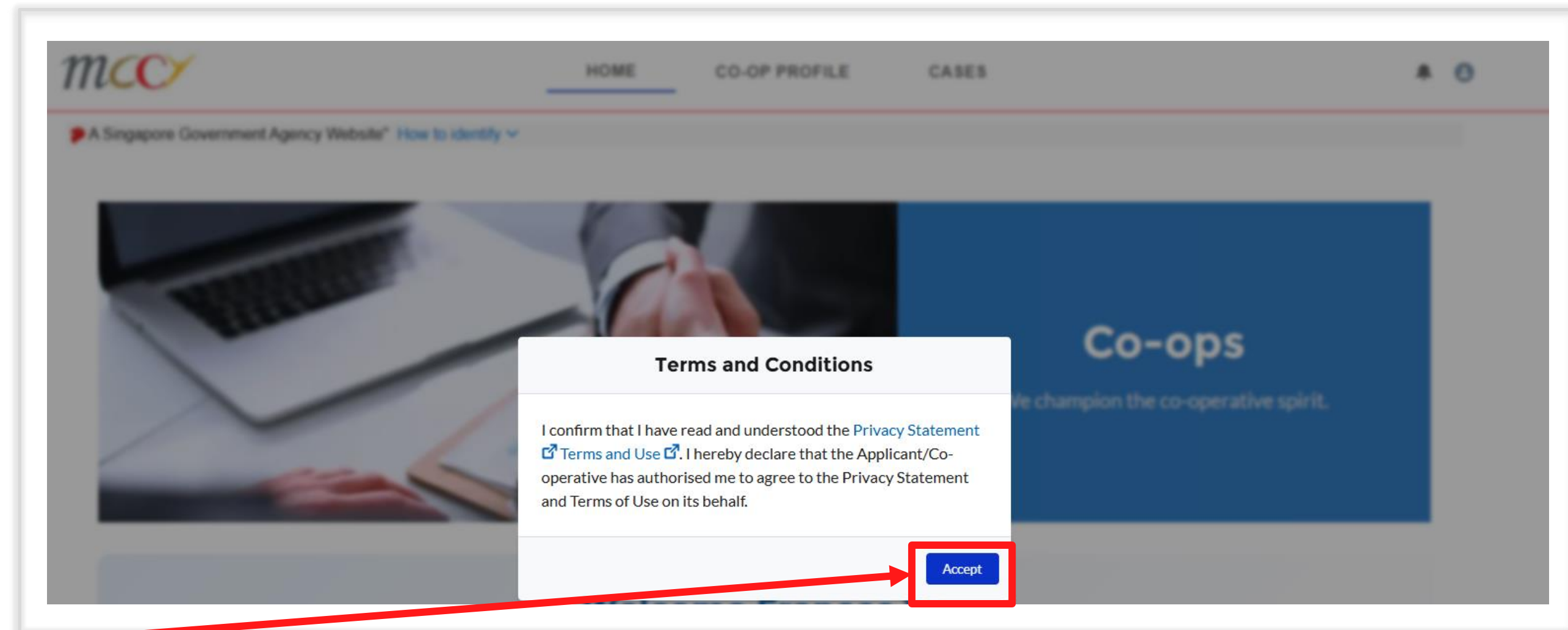
Homepage – Log-in for the First Time

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.

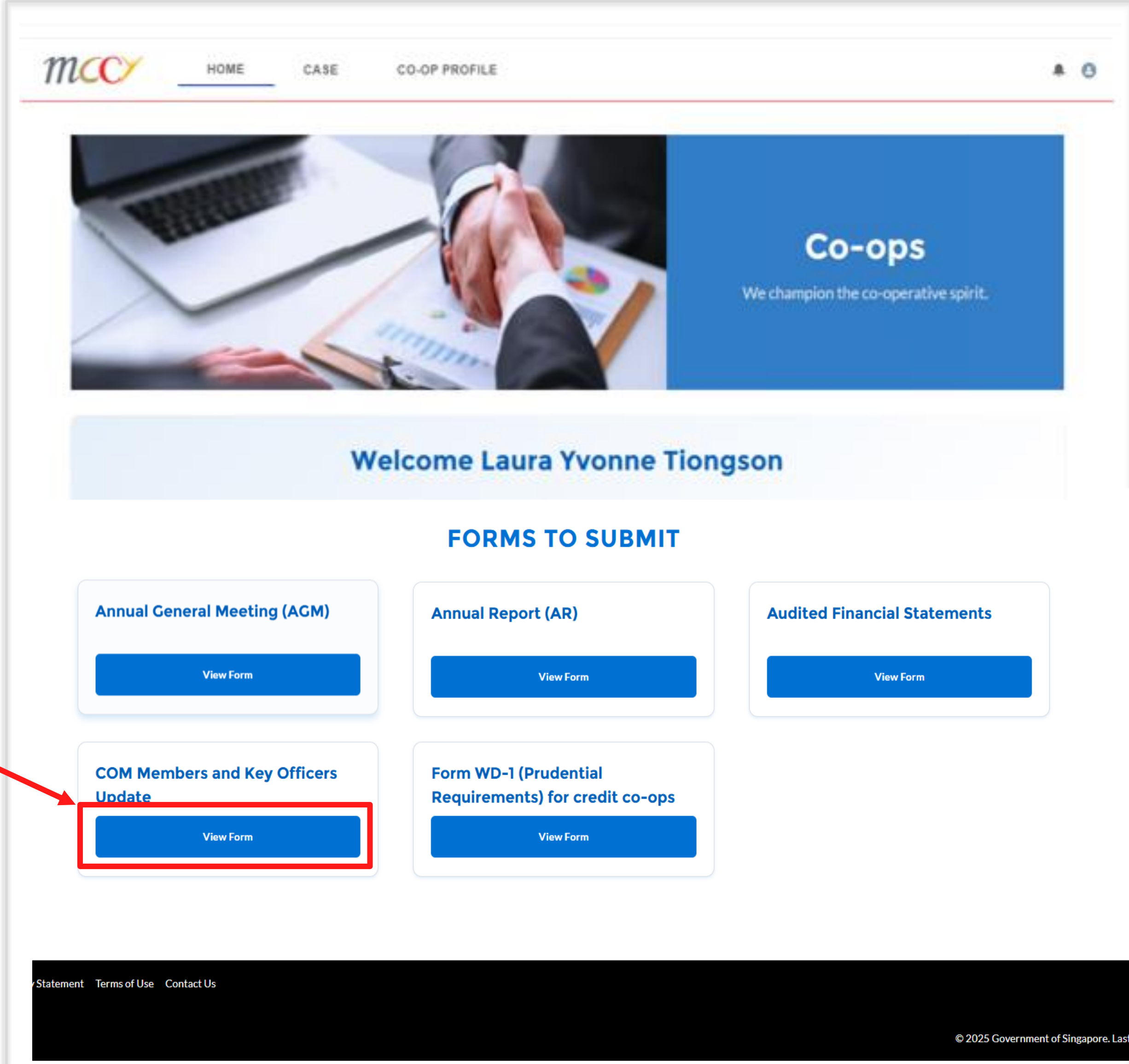
However, if you choose not to accept, you are unable to proceed further.



Homepage

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

Click **View Form** inside the COM Members and Key Officers Update 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 banner image shows two people shaking hands over a laptop and documents. To the right of the banner, the text reads "Co-ops" and "We champion the co-operative spirit." Below the banner, a light blue box says "Welcome Laura Yvonne Tiongson". The main content area is titled "FORMS TO SUBMIT" and contains five cards, each with a "View Form" button. A red arrow points to the "View Form" button in the "COM Members and Key Officers Update" card. The footer includes links for Privacy Statement, Terms of Use, and Contact Us, and a 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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COM Members and Key Officers Update (1/3)

COM Members and Key Officers Update form will be displayed with various sections. System will pull out the current active list of COM members and Key officers from Co-op Profile.

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 COM Members and Key Officers Update submission applies. Enter the correct start and end dates for the financial year.

Form Details

Co-op's Details

Declarant's Details

COM Members Section

Key Officers Section (for credit co-ops only)

The screenshot shows the following form sections:

- Form Details:** Case Number (20250912-00001726), Status (Draft), Initial Submission Date, and Re-Submission Date.
- Co-op's Details:**
 - Maplewood Paper Co-operative (180045297C)
 - FY From (FY To)
 - Date of Annual General Meeting (Ad hoc Submission?)
- 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
- List of COM Members:**
 - Sort By: Position
 - 1. Charlotte Chua Chairperson or equivalent
 - 2. Desmond Lim Secretary or equivalent
 - 3. Chua Lim Benjamin COM Member or equivalent
- List of Key Officers:**
 - Sort By: Position
 - 1. Charlotte Chua Audit Committee Chairman
 - 2. Emily Blunt Audit Committee Chairman
 - 3. Chen Lily Audit Committee Member
 - 4. Wong Hugo Chief Executive Officer or equivalent
 - 5. Yu Smith Chief Investment Officer or equivalent
 - [+] Click here to create Key Officer

COM Members and Key Officers Update (2/3)

Parts of the Form

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

Case Number 20250912-00001726	Status Draft	Initial Submission Date	Re-Submission Date	Deadline Date	Compliance Status Not submitted
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b. Co-op's Details – includes your Co-op's name, UEN, financial year (from/to), and AGM date.

For annual submissions for COM Members and Key Officers Update, enter the AGM date, you do **not** need to check the Ad Hoc Submission.

Name of Co-operative Society (Co-op) Maplewood Paper Co-operative	UEN 180045297C
FY From ⓘ	FY To ⓘ
Date of Annual General Meeting 17/2/2025	Ad hoc Submission? ⓘ

For ad-hoc submissions to COM Members and Key Officers Update, simply check the **Ad hoc Submission** box; you do **not** need to re-enter the AGM date. The FY From and FY To should be for the period of the last AGM held.

Name of Co-operative Society (Co-op) Maplewood Paper Co-operative	UEN 180045297C
FY From ⓘ	FY To ⓘ
Date of Annual General Meeting	Ad hoc Submission? ⓘ <input checked="" type="checkbox"/>

COM Members and Key Officers Update (3/3)

Parts of the Form

c. 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	

d. COM Members Section – this section allows you to manage committee members' records.

List of COM Members
Sort By Position
> 1. Charlotte Chua Chairperson or equivalent
> 2. Desmond Lim Secretary or equivalent
> 3. Chua Lim Benjamin COM Member or equivalent
[+] Click here to create COM Member

e. Key Officers Section – this section allows you to manage key officers' records.

List of Key Officers
Sort By Position
> 1. Charlotte Chua Audit Committee Chairman
> 2. Emily Blunt Audit Committee Chairman
> 3. Chen Lily Audit Committee Member
> 4. Wong Hugo Chief Executive Officer or equivalent
> 5. Yu Smith Chief Investment Officer or equivalent
[+] Click here to create Key Officer

Edit COM Members and Key Officers Update (1/5)

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.

Populate Co-op details section:

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

Save the Form:

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

The system will validate the data you have entered.

mccy HOME CASE CO-OP PROFILE

A Singapore Government Agency Website" [How to identify](#)

Case
COM MEMBERS AND KEY OFFICERS UPDATE

Case Number: 20250912-00001726 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 **FY To**
 1/1/2017 31/12/2017

Date of Annual General Meeting
 1/7/2018

Ad hoc Submission?

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 COM Members and Key Officers Update (2/5)

Under the List of COM Members section, there are 2 possible actions that can be done:

Action 1: Edit existing COM records

- To update one record, click on the **arrow** button at the left side of the record.
- Record will expand to show the details, update the fields as needed. Click **Update** to save the changes.

List of COM Members

Sort By
Position

> 1. Charlotte Chua Chairperson or equivalent

> 2. Chua Lim Benjamin Vice-chairperson or equivalent

[+] Click here to create COM Member

2. Chua Lim Benjamin Vice-chairperson or equivalent

Personal Information

Salutation: Mr. Full Name (as per NRIC/FIN): Chua Lim Benjamin Sex: Male

Date of Birth: 9/9/1979 Nationality: SINGAPORE CITIZEN

Employment Information

Position in the Co-op: Vice-chairperson or equivalent Appointed or Elected: Appointed Date of Appointment/Election: 3/9/2020

Date Tenure Ended: Occupation: Engineer 1 Employer: Maplewood Industries

Residential Address and Contact Information

Block: 287A Street Name: Victoria Street Unit Number: #04-02

Postal Code: 786287 Contact No: 87212543 Email Address: benjamin.chua@maplewood.com.sg

Update Cancel

Edit COM Members and Key Officers Update (3/5)

Action 2: Create COM record

- To create a COM record, click on the active link **[+] Click here to create COM Member**.
- A blank form will appear below. Complete the fields accordingly. Click **Save** to save the changes.

List of COM Members

Sort By
Position

> 1. Charlotte Chua Chairperson or equivalent

> 2. Chua Lim Benjamin Vice-chairperson or equivalent

[+] Click here to create COM Member

[+] Click here to create COM Member

Personal Information

Salutation: Mr. Full Name (as per NRIC/FIN): Robert Lim NRIC/FIN No: 58955471G

Sex: Male Date of Birth: 9/9/1989 Nationality: SINGAPORE CITIZEN

Employment Information

Position in the Co-op: COM Member or equivalent Appointed or Elected: Elected Date of Appointment/Election: 8/9/2020

Date Tenure Ended: Occupation: Member Employer: Singapore Co-op Society

Residential Address and Contact Information

Block: 287A Street Name: Victoria Street Unit Number: 09-05

Postal Code: 786044 Contact No: 92134611 Email Address: reobert.lim@phoenix.com.sg

Save Cancel

Edit COM Members and Key Officers Update (4/5)

NOTE: Key Officers section is applicable to credit co-ops only. Non-credit co-ops will not see this section in COM Members and Key Officers Update.

Under the List of Key Officer section, there are 2 possible actions that can be done:

List of Key Officers

Sort By
Position

> 1. Charlotte Chua Audit Committee Chairman

> 2. Emily Blunt Audit Committee Chairman

> 3. Chen Lily Audit Committee Member

> 4. Wong Hugo Chief Executive Officer or equivalent

[+] Click here to create Key Officer

Action 1: Edit existing Key Officer records

- To update one record, click on the **arrow** button at the left side of the record.
- Record will expand to show the details, update the fields as needed. Click **Update** button to save the changes.

3. Chen Lily Audit Committee Member

Personal Information

Salutation: Ms. Full Name (as per NRIC/FIN): Chen Lily Nationality: SINGAPORE CITIZEN

Employment Information

Employee of a Co-op: Yes Position in the Co-op: Audit Committee Member Date of Appointment: 25/9/2019

Date of Cessation: Not Available Occupation: Not Available Employer: Not Available

Designation: Not Available

Competencies in Finance, Accounting, Business and/or General Management (if applicable)

Month/Year From: 05/2010 Month/Year To: 12/2021 Number of Years: 12

Designation: Not Available Employer: Not Available Relevant Experience: Not Available

Highest Education: Master's degree or equivalent and ab... Field of Study: Environmental Science Awarded (Institution, Country): Ingram University

Year Attained Highest Education: 2021 Professional Certificates: Not Available Awarded By (Professional Certificates): Not Available

Year Attained (Professional Certificates): Not Available

Update Cancel

Edit COM Members and Key Officers Update (5/5)

Action 2: Create Key Officer Record

- To create a COM record, click on the active link **[+] Click here to create Key Officer**.
- A blank form will appear below. Fill-up the fields accordingly. Click **Save** to save the changes.

List of Key Officers

Sort By
Position

- > 1. Charlotte Chua Audit Committee Chairman
- > 2. Emily Blunt Audit Committee Chairman
- > 3. Chen Lily Audit Committee Member
- > 4. Wong Hugo Chief Executive Officer or equivalent

[\[+\] Click here to create Key Officer](#)

[\[+\] Click here to create Key Officer](#)

Personal Information

Salutation: Ms. Full Name (as per NRIC/FIN): Queenie So NRIC/FIN No.: S7722891F

Nationality: SINGAPORE CITIZEN

Employment Information

Employee of a Co-op: Yes Position in the Co-op: Chief Investment Officer or equivalent Date of Appointment: 3/9/2020

Date of Cessation: Occupation: Analyst Employer: 3M Industries

Designation: Programmer

Competencies in Finance, Accounting, Business and/or General Management (if applicable)

Month/Year From: 11/2020 Month/Year To: 12/2024 Number of Years: Relevant Experience: 2020 - 2021, business management

Designation: Senior Scientist Employer: Ingram

Highest Education: Master's degree or equivalent and ab... Field of Study: Analytics Awarded (Institution, Country): Harvard

Year Attained Highest Education: 2,019 Professional Certificates: Awarded By (Professional Certificates):

Year Attained (Professional Certificates):

[Save](#) [Cancel](#)

File Upload and Chatter Functions

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

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

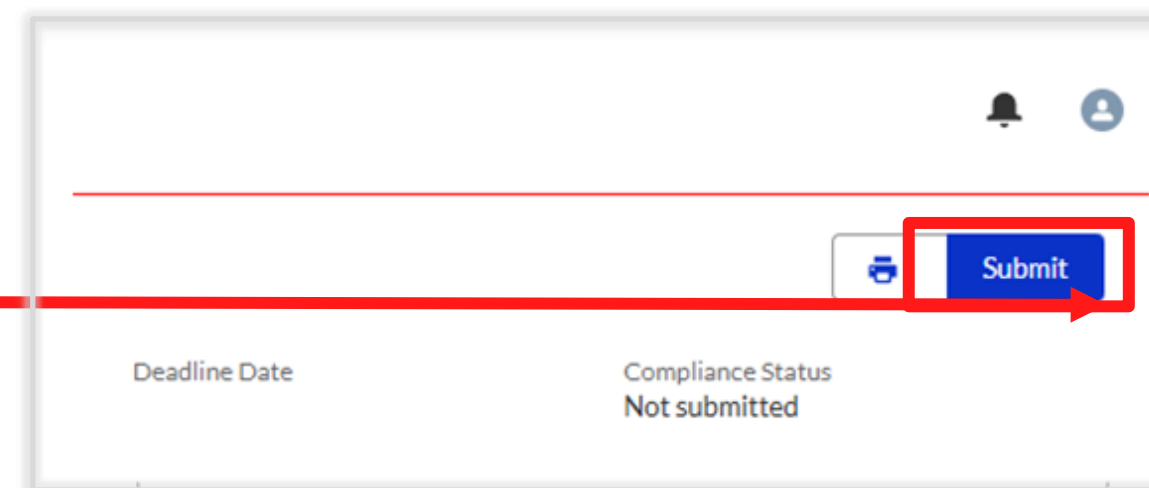
If you have multiple documents, ensure the total combined size does not exceed the 20 MB limit.

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

The screenshot displays the MCCY portal interface for the 'COM MEMBERS AND KEY OFFICERS UPDATE 2017' form. The page includes a navigation bar with 'HOME', 'CASE', and 'CO-OP PROFILE' options. The main content area shows the form details, including the case number (20250912-00001726) and status (Draft). The 'Declarant's Information' section lists details for Ms. Laura Yvonne Tiongson, including her full name, email address, and designation as Secretary. The 'List of COM Members' section shows a list of members, including Charlotte Chua, Desmond Lim, and Robert Lim. The 'List of Key Officers' section shows a list of officers, including Charlotte Chua, Emily Blunt, Chen Lily, Wong Hugo, Queenie So, and Yu Smith. A red box highlights the 'Upload Files' section, which includes a text area for instructions, a file upload button, and a 'Share' button. Another red box highlights the 'Chatter' section, which includes a text area for a message and a 'Share' button.

Submit Form

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

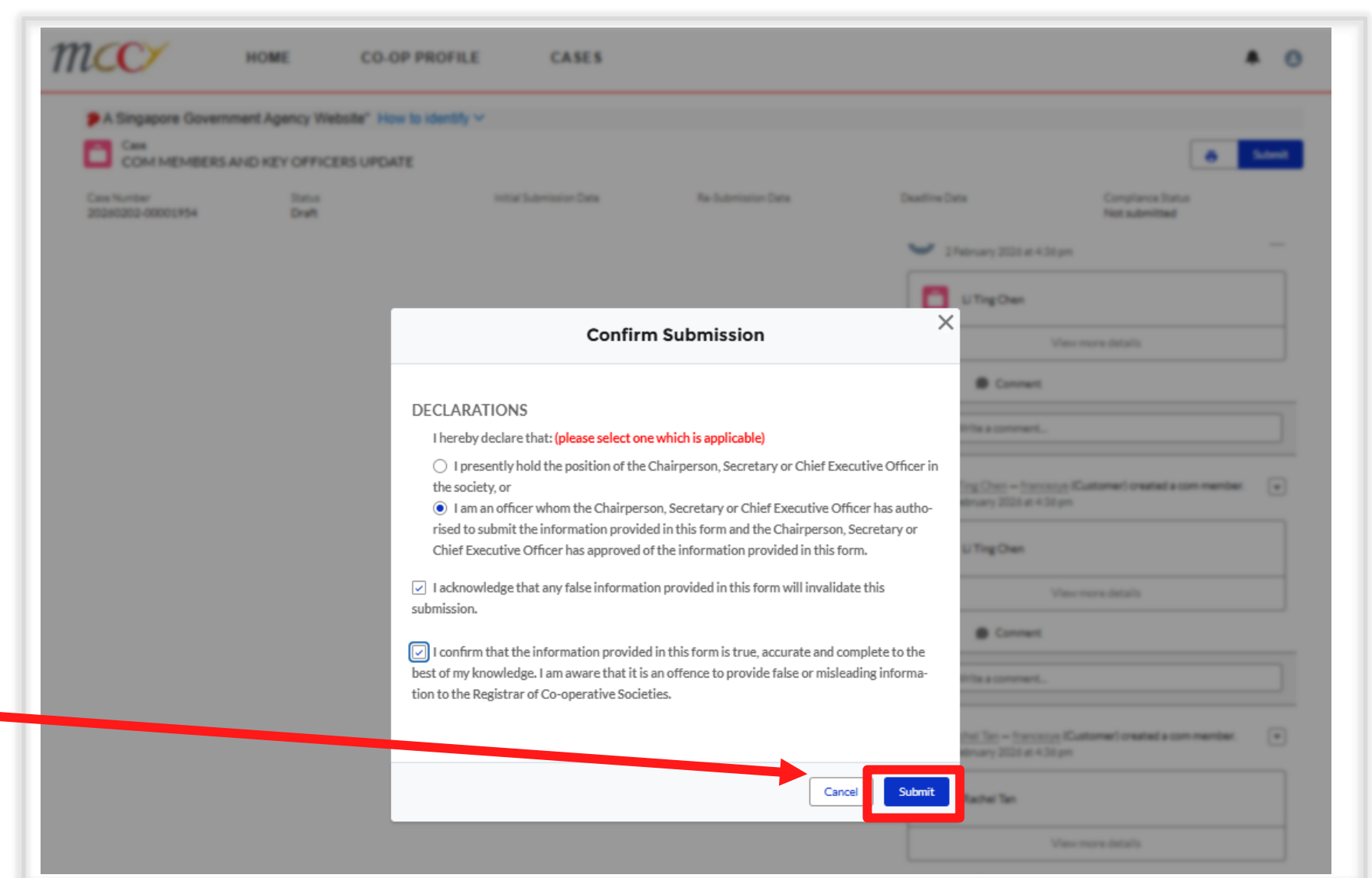


Deadline Date

Compliance Status
Not submitted

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.



Confirm Submission

DECLARATIONS

I hereby declare that: *(please select one which is applicable)*

I presently hold the position of the Chairperson, Secretary or Chief Executive Officer in the society, or

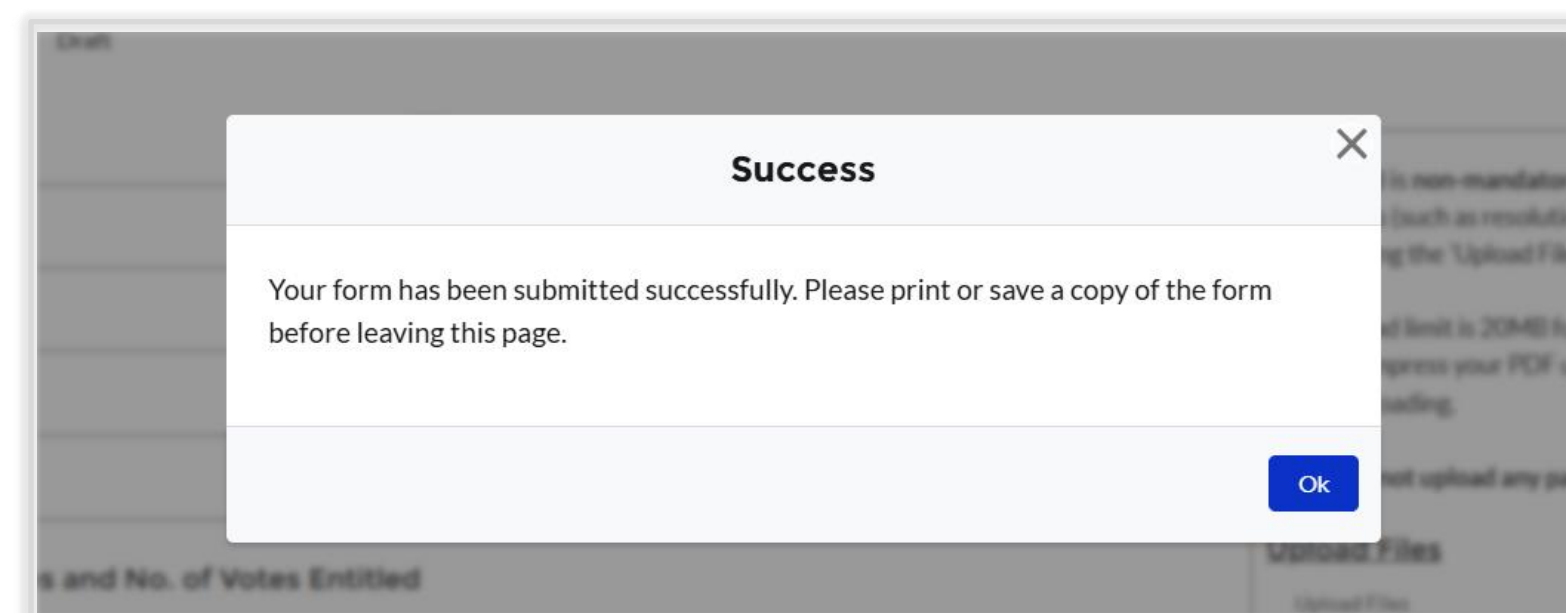
I am an officer whom the Chairperson, Secretary or Chief Executive Officer has authorised to submit the information provided in this form and the Chairperson, Secretary or Chief Executive Officer has approved of the information provided in this form.

I acknowledge that any false information provided in this form will invalidate this submission.

I confirm that the information provided in this form is true, accurate and complete to the best of my knowledge. I am aware that it is an offence to provide false or misleading information to the Registrar of Co-operative Societies.

Cancel Submit

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



Success

Your form has been submitted successfully. Please print or save a copy of the form before leaving this page.

Ok

Confirmation of Submission

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

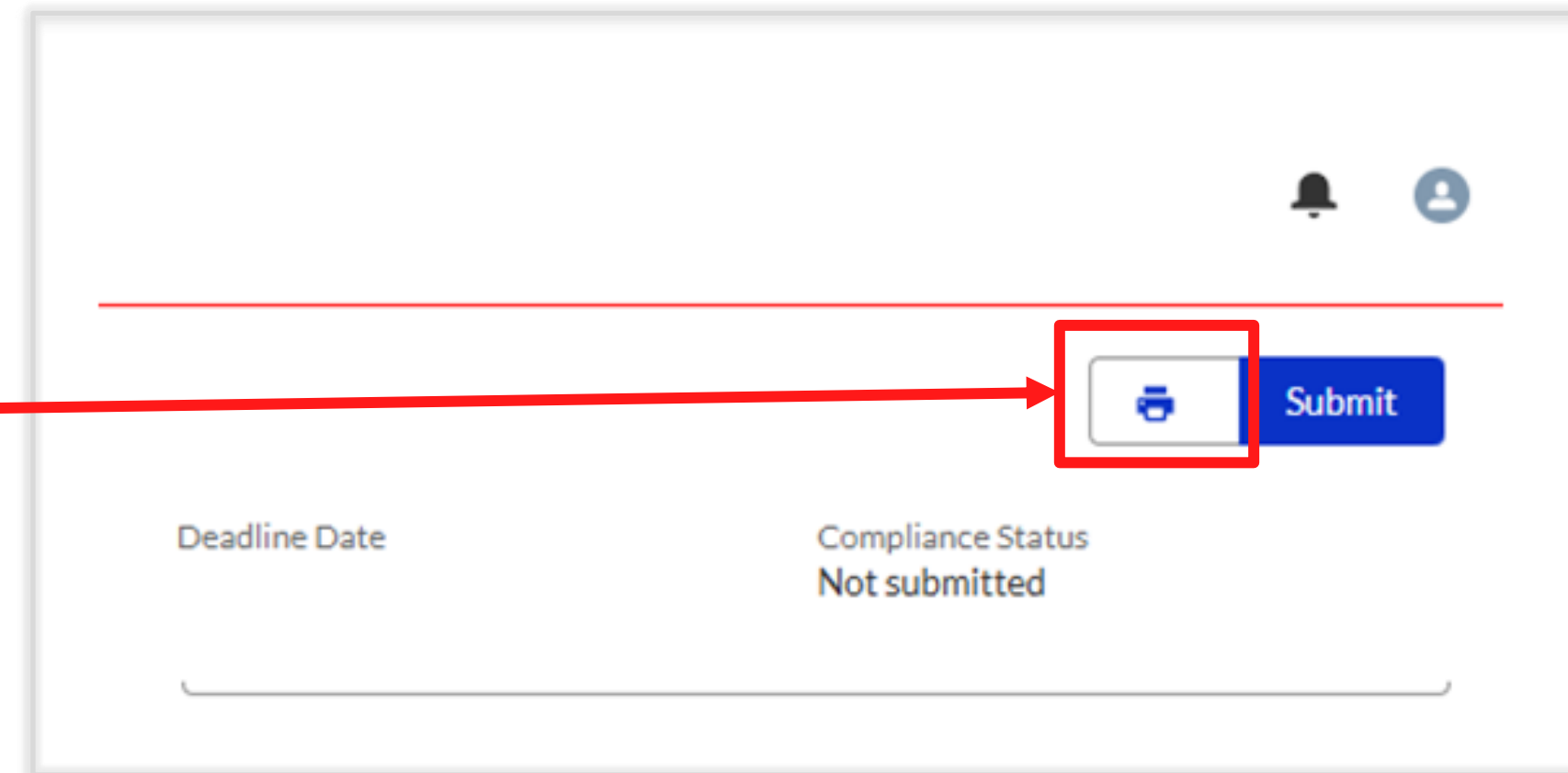
Key Changes to Note:

- ✓ 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 Management System interface. At the top, there are navigation links for HOME, CASE, and CO-OP PROFILE. The main content area shows a case titled 'COM MEMBERS AND KEY OFFICERS UPDATE 2017'. A red box highlights the 'Status' field, which is 'Submitted', and the 'Initial Submission Date', which is '12/09/2025'. Below this, there are fields for 'Case Number' (20250912-00001726), 'Name of Co-operative Society (Co-op)' (Maplewood Paper Co-operative), 'UEN' (180045297C), 'FY From' (1/1/2017), 'FY To' (31/12/2017), 'Date of Annual General Meeting' (1/7/2018), and 'Ad hoc Submission?' (checkbox). A section titled 'Declarant's Information' lists details for Ms. Laura Yvonne Tiongson, including her ID Number (S9990092Z), Email Address (bohnp@yaho.com), and Designation in Co-op (Secretary). Below this, there are two sections: 'List of COM Members' and 'List of Key Officers', each with a 'Sort By' dropdown menu set to 'Position'. The 'List of COM Members' includes Charlotte Chua (Chairperson or equivalent), Desmond Lim (Secretary or equivalent), Robert Lim (COM Member or equivalent), and Chua Lim Benjamin (COM Member or equivalent). The 'List of Key Officers' includes Charlotte Chua (Audit Committee Chairman), Emily Blunt (Audit Committee Chairman), Chen Lily (Audit Committee Member), Wong Hugo (Chief Executive Officer or equivalent), Queenie So (Chief Investment Officer or equivalent), and Yu Smith (Chief Investment Officer or equivalent). At the bottom of the page, there are links for Statement, Terms of Use, and Contact Us.

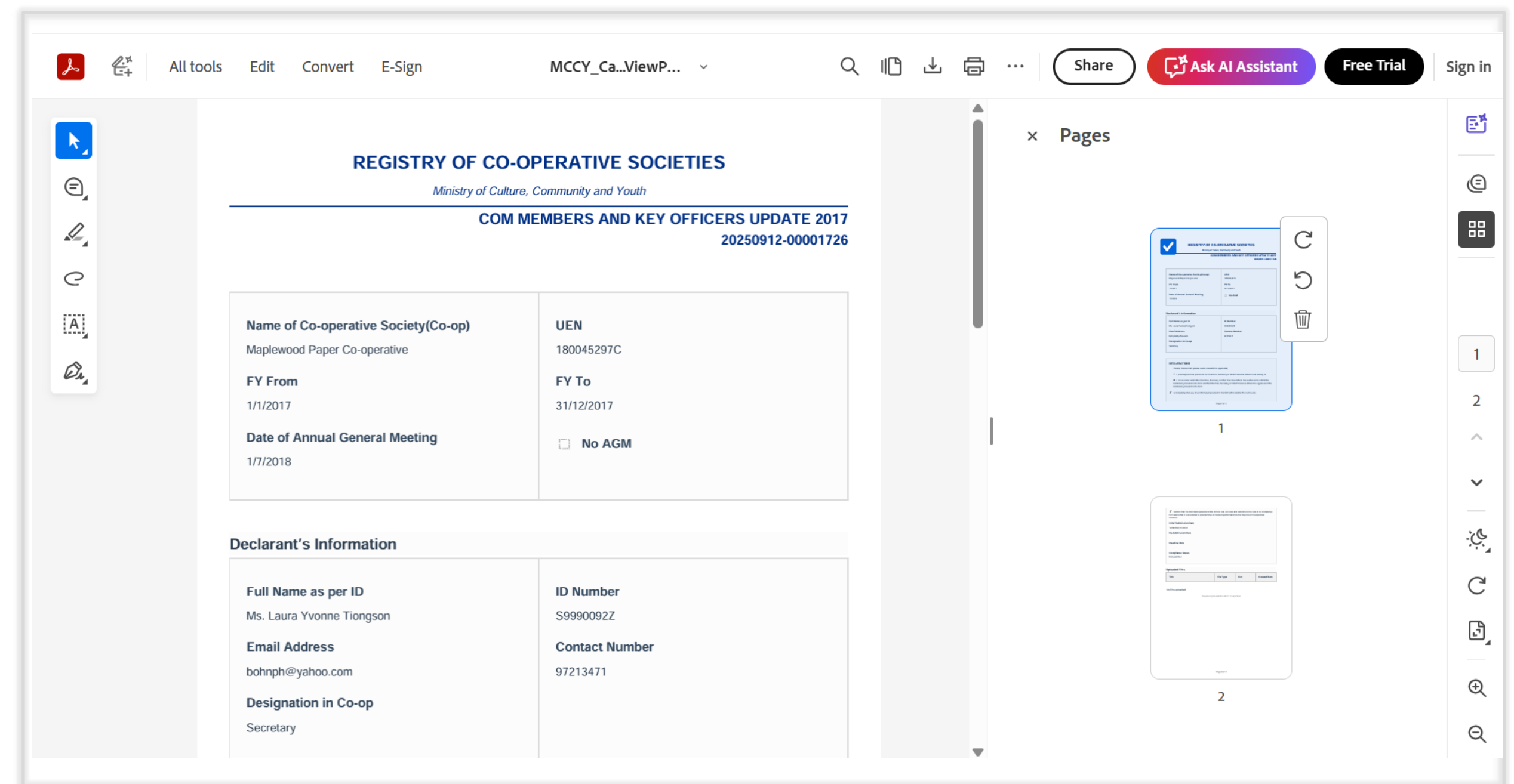
Print Preview

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