

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 must seek the Registry's comments 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").

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").	Chairman & 2 Committee Members
(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.