

RCS Co-op Portal Guide

Audited Financial Statements Form

Last updated in April 2026

Definitions, Acronyms and Abbreviations

No.	Abbreviation / Acronym	Definition
1	AFS	Audited Financial Statements
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

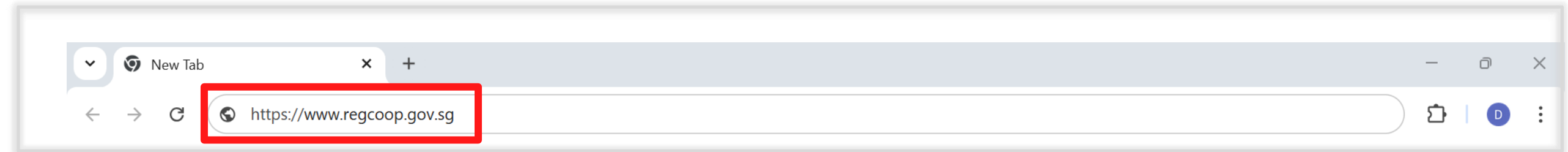
- ✓ Ensure your Co-op has assigned you as a Corppass User for the RCS Co-op Portal.
- ✓ This step is crucial for accessing and managing Co-op-related services on the Portal.
- ✓ For more information on Corppass User, you can refer to the Corppass website (www.corppass.gov.sg).

Authorised Personnel Registration

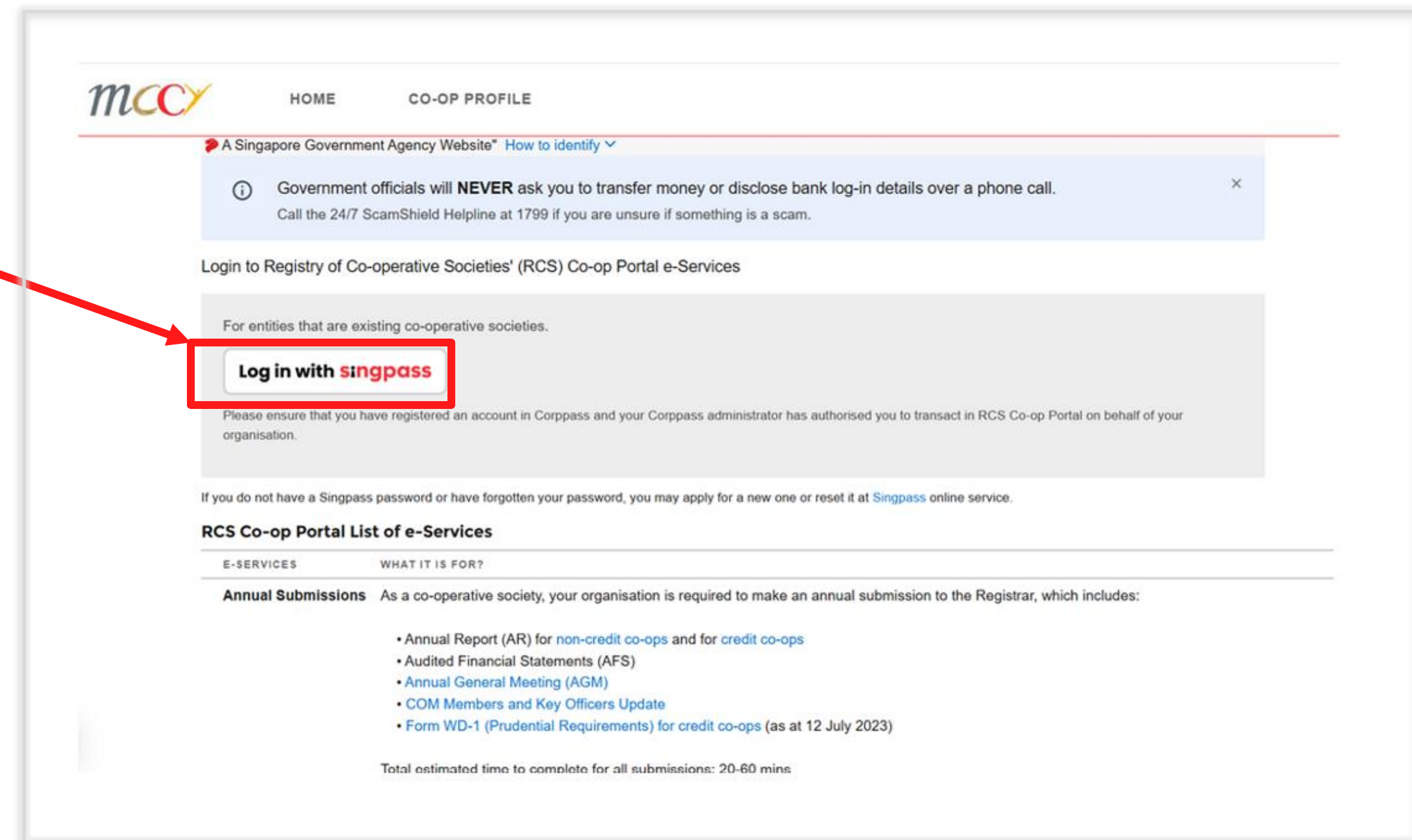
- ✓ Your Co-op has given approval for you to be an authorised personnel for the RCS Co-op Portal.
- ✓ This registration is necessary to assign a Salesforce license to you so that you can transact on the RCS Co-op Portal on behalf of your Co-op.
- ✓ If you are a Corppass User for the RCS Co-op Portal,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

Login

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

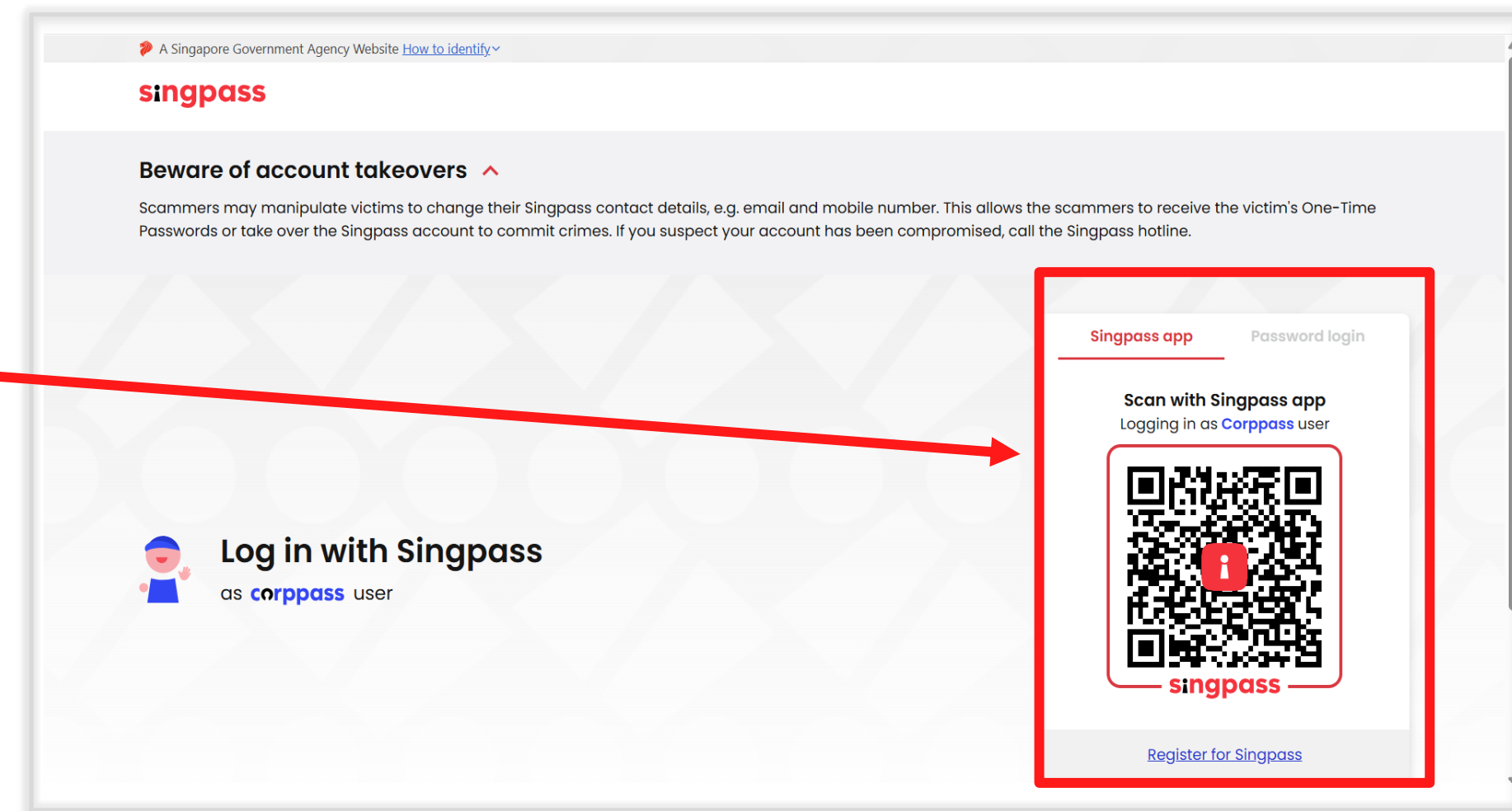


2. Click on the **Log in with singpass** button.

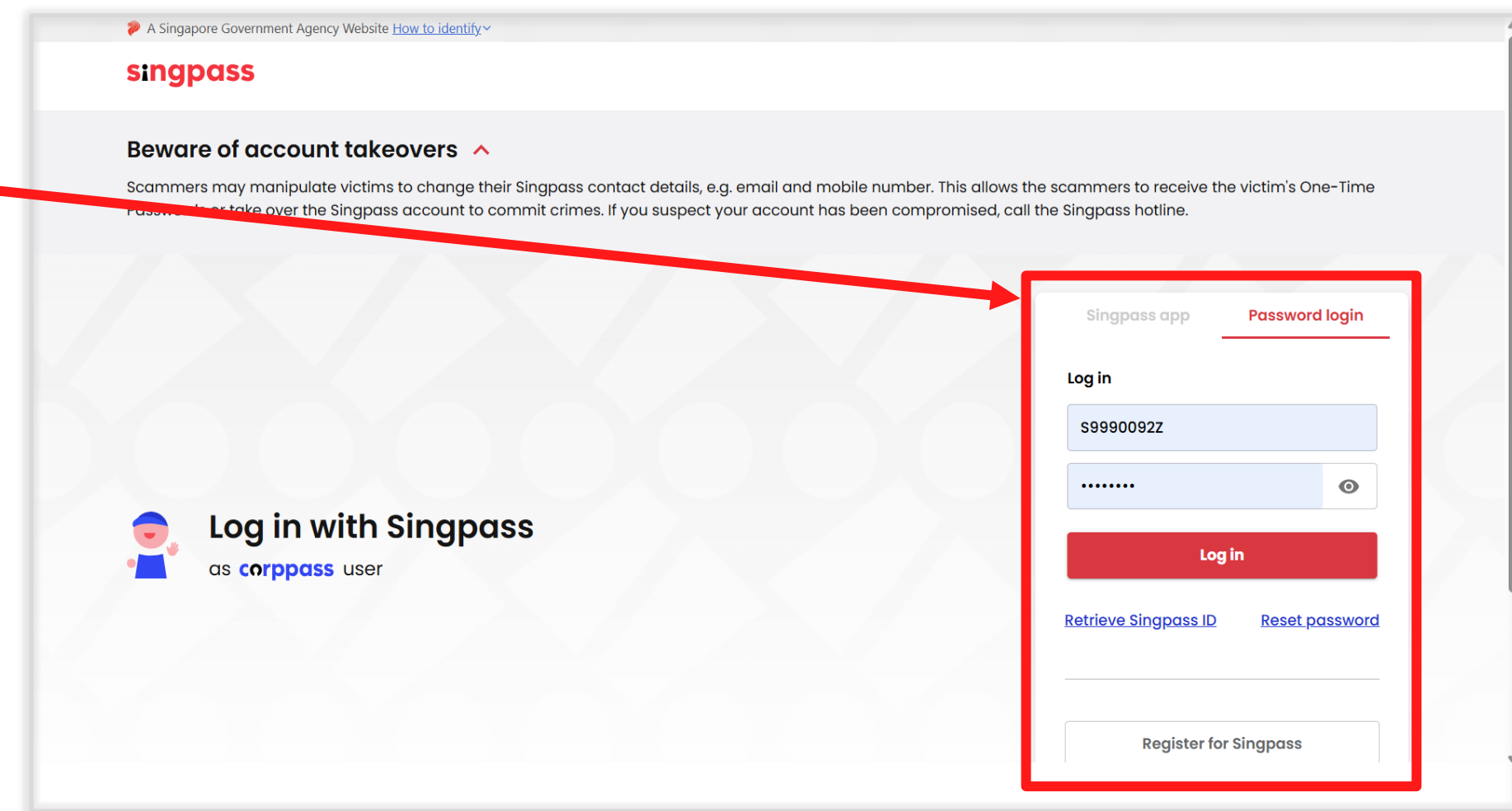


Login

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



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



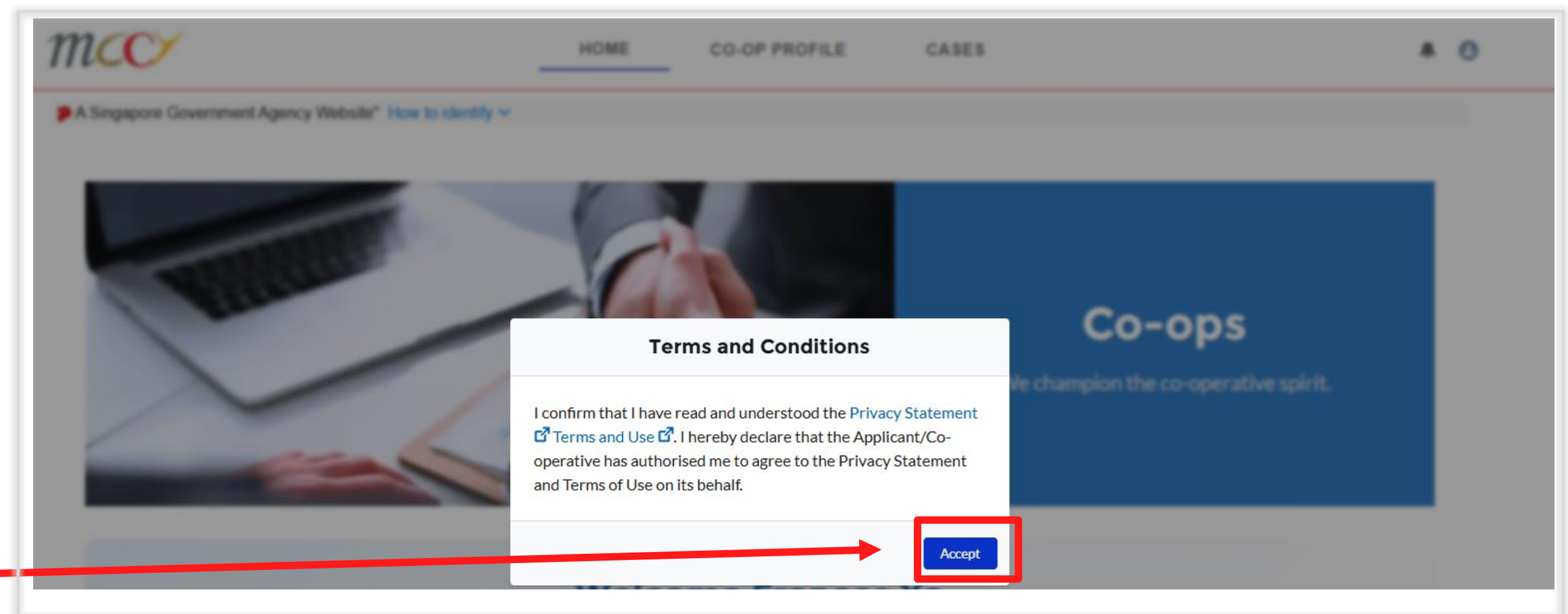
Homepage – Log-in for the First Time

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 AFS box.

The screenshot displays the RCS Co-op Portal homepage. At the top, there is a navigation menu with the 'mccy' logo on the left and 'HOME', 'CASE', and 'CO-OP PROFILE' links on the right. A hero banner features a photograph of two people shaking hands over a laptop and documents, with the text 'Co-ops' and 'We champion the co-operative spirit.' below it. A light blue bar below the banner 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 'Audited Financial Statements' card is highlighted with a red border, and a red arrow points from the text 'Click View Form inside the AFS box.' to its button. The footer contains links for '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

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 a dashboard titled "Welcome Usain Bolt" with a central modal window titled "Create Audited Financial Statements". The modal contains two radio button options: "Start with Last Year's Data" (which is selected) and "Start from Scratch". Below the options are "Cancel" and "Create Form" buttons. The background dashboard features four form cards: "Annual General Meeting (AGM)", "Audited Financial Statements", "COM Members and Key Officers Update", and "Form WD-1 (Prudential Requirements) for credit co-ops", each with a "View Form" button.

This screenshot is identical to the one above, but the "Start from Scratch" radio button is selected. Additionally, a red box highlights the "Create Form" button, and a red arrow points from the text "Upon selection, click Create Form." to this button.

AFS Form (1/3)

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

- Form Details
- Co-op's Details
- Auditor's Information
- AFS Information
- Declarant's Details

The screenshot displays the MCCY 'Case AUDITED FINANCIAL STATEMENTS' form. The form is divided into several sections, each highlighted with a red border:

- Form Details:** Includes Case Number (20250911-00001724), Status (Draft), Initial Submission Date, Re-Submission Date, Deadline Date, and Compliance Status (Not submitted).
- Co-op's Details:** Includes Name of Co-operative Society (Co-op) (Maplewood Paper Co-operative), UEN (180045297C), FY From, and FY To.
- Auditor's Information:** Includes Name of Audit Firm, UEN of Audit Firm, PA Number of Audit Partner, Name of Audit Partner, and Auditor's First Date of Appointment.
- AFS Information:** Includes 'Raise any material matters?', 'Remarks - Material matters', 'Raise any emphasis of matter?', 'Remarks - Emphasis of Matter', 'Raise any modified opinion?', and 'Remarks - Modified Opinion'.
- Declarant's Details:** Includes Full Name as per ID (Ms. Laura Yvonne Tiongson), ID Number (S9990092Z), Email Address (bohnph@yahoo.com), Contact Number (97213471), and Designation in Co-op (Secretary).

Additional elements on the page include an 'Upload Files' section with instructions, a 'Post' section for sharing updates, and a footer with 'Statement', 'Terms of Use', and 'Contact Us' links.

AFS Form (2/3)

Parts of the Form

- a. Form Details – contains case ID, status and the submission information.
- b. Co-op's Details – contains the name of the Co-op, UEN and the financial reporting period.
- c. Auditor's Information – includes details about the audit firm and partner who conducted the audit for the co-op for the financial reporting period.

Case Number 20250911-00001724	Status Draft	Initial Submission Date	Re-Submission Date	Deadline Date	Compliance Status Not submitted
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Name of Co-operative Society(Co-op) Maplewood Paper Co-operative	UEN 180045297C
FY From ⓘ	FY To ⓘ

▼ Auditor's Information

Name of Audit Firm ⓘ	UEN of Audit Firm
PA Number of Audit Partner ⓘ	Name of Audit Partner ⓘ
Auditor's First Date of Appointment ⓘ	

AFS Form (3/3)

d. AFS Information – includes a list of questions that the Declarant must respond to with ‘Yes’ or ‘No’. If the answer is ‘Yes,’ providing remarks in the field below the question is mandatory.

▼ Did the Auditor

Raise any material matters? ⓘ

Remarks - Material matters

Raise any emphasis of matter? ⓘ

Remarks - Emphasis of Matter

Raise any modified opinion? ⓘ

Remarks - Modified Opinion

e. Declarant’s Information – 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 AFS 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 AUDITED FINANCIAL STATEMENTS

Case Number: 20250911-00001724 | Status: Draft | Initial Submission Date: | Re-Submission Date: |

Name of Co-operative Society(Co-op): Maplewood Paper Co-operative | UEN: 180045297C

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

Auditor's Information

Name of Audit Firm: PWC Audit Ltd | UEN of Audit Firm: T06CS5678C

PA Number of Audit Partner: P3276147 | Name of Audit Partner: Charlotte Chua

Auditor's First Date of Appointment: 1/9/2016

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 AUDITED FINANCIAL STATEMENTS

Case Number: 20250911-00001724 | Status: Draft | Initial Submission Date: | Re-Submission Date: |

Name of Co-operative Society(Co-op): Maplewood Paper Co-operative | UEN: 180045297C

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

Auditor's Information

Name of Audit Firm: PWC Audit Ltd | UEN of Audit Firm: T06CS5678C

PA Number of Audit Partner: P3276147 | Name of Audit Partner: Charlotte Chua

Auditor's First Date of Appointment: 1/9/2016

Did the Auditor

Raise any material matters? Yes

Remarks - Material matters: Material matters are raised

Raise any emphasis of matter? Yes

Remarks - Emphasis of Matter: Emphasis of matter are raised

Raise any modified opinion? Yes

Remarks - Modified Opinion: Modified opinions are raised

Declarant's Information

Full Name as per ID: Ms. Laura Yvonne Tiongson | ID Number: S99900922

Email Address: bohnp@yahoo.com | Contact Number: 97213471

Designation in Co-op: Secretary

Cancel Save

Edit AFS 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 AUDITED FINANCIAL STATEMENTS' form. The form is divided into several sections:

- Case Information:** Case Number (20250911-00001724), Status (Draft), Initial Submission Date, and Re-Submission Date.
- Name of Co-operative Society(Co-op):** Maplewood Paper Co-operative. UEN: 180045297C.
- FY From:** 1/1/2017. **FY To:** 31/12/2017.
- Auditor's Information:**
 - Name of Audit Firm: PWC Audit Ltd. UEN of Audit Firm: T06CS5678C.
 - PA Number of Audit Partner: P3276147. Name of Audit Partner: Charlotte Chua.
 - Auditor's First Date of Appointment: 1/9/2016.
- Did the Auditor:**
 - Raise any material matters? Yes. Remarks - Material matters: Material matters are raised.
 - Raise any emphasis of matter? Yes. Remarks - Emphasis of Matter: Emphasis of matter are raised.
 - Raise any modified opinion? Yes. Remarks - Modified Opinion: Modified opinions are raised.
- Declarant's Information:**
 - Full Name as per ID: Ms. Laura Yvonne Hingson. ID Number: S99900922.
 - Email Address: bohnp@yahoo.com. Contact Number: 97213471.
 - Designation in Co-op: Secretary.

At the bottom of the form, there are 'Cancel' and 'Save' buttons. A red box highlights the 'Save' button, and a red arrow points from the text 'The system will validate the data you have entered.' to this button.

File Upload and Chatter Functions

Declarant must **upload a copy of its AFS** 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.

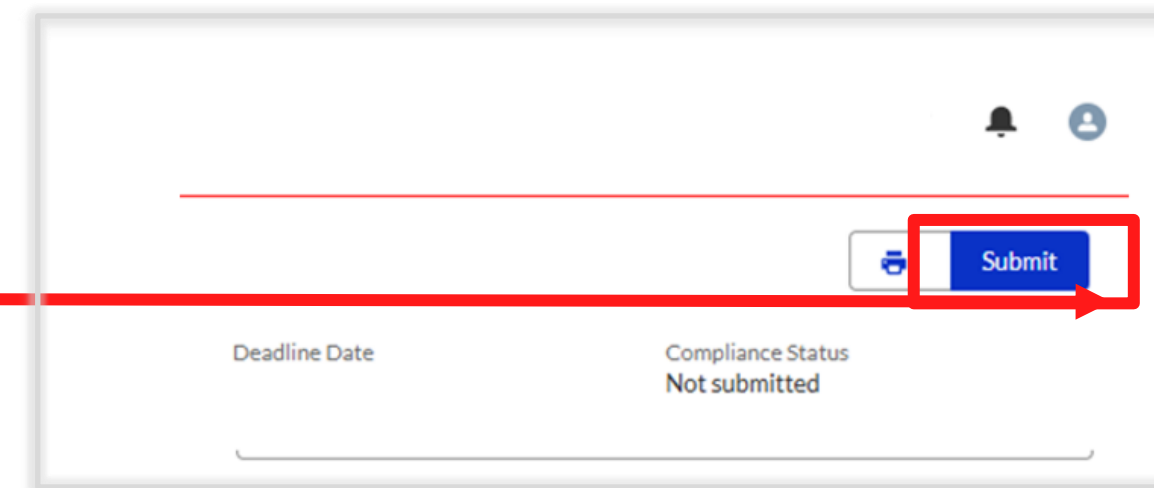
The screenshot displays the MCCY Case Management System interface for a case titled "AUDITED FINANCIAL STATEMENTS 2017". The page is organized into several sections:

- Case Information:** Case Number 20250911-00001724, Status Draft, Initial Submission Date, Re-Submission Date, Deadline Date, and Compliance Status Not submitted.
- Name of Co-operative Society (Co-op):** Maplewood Paper Co-operative, UEN 180045297C, FY From 1/1/2017, FY To 31/12/2017.
- Auditor's Information:** Name of Audit Firm PWC Audit Ltd, UEN of Audit Firm T06CS5678C, PA Number of Audit Partner P3276147, Name of Audit Partner Charlotte Chua, Auditor's First Date of Appointment 1/9/2016.
- Did the Auditor:** Raise any material matters? Yes, Remarks - Material matters Material matters are raised, Raise any emphasis of matter? Yes, Remarks - Emphasis of Matter Emphasis of matter are raised, Raise any modified opinion? Yes, Remarks - Modified Opinion Modified opinions are raised.
- Declarant's Information:** Full Name as per ID Ms. Laura Yvonne Tiongson, ID Number 59990092Z, Email Address bohnph@yahoo.com, Contact Number 97213471, Designation in Co-op Secretary.

On the right side of the page, there is a "Submit" button and a "Chatter" section. The "Chatter" section includes a "Post" field, a "Share" button, and a comment area. A red box highlights the "Upload Files" section, which contains instructions for uploading PDFs and a file upload interface. Another red box highlights the "Chatter" section, which includes a "Post" field, a "Share" button, and a comment area.

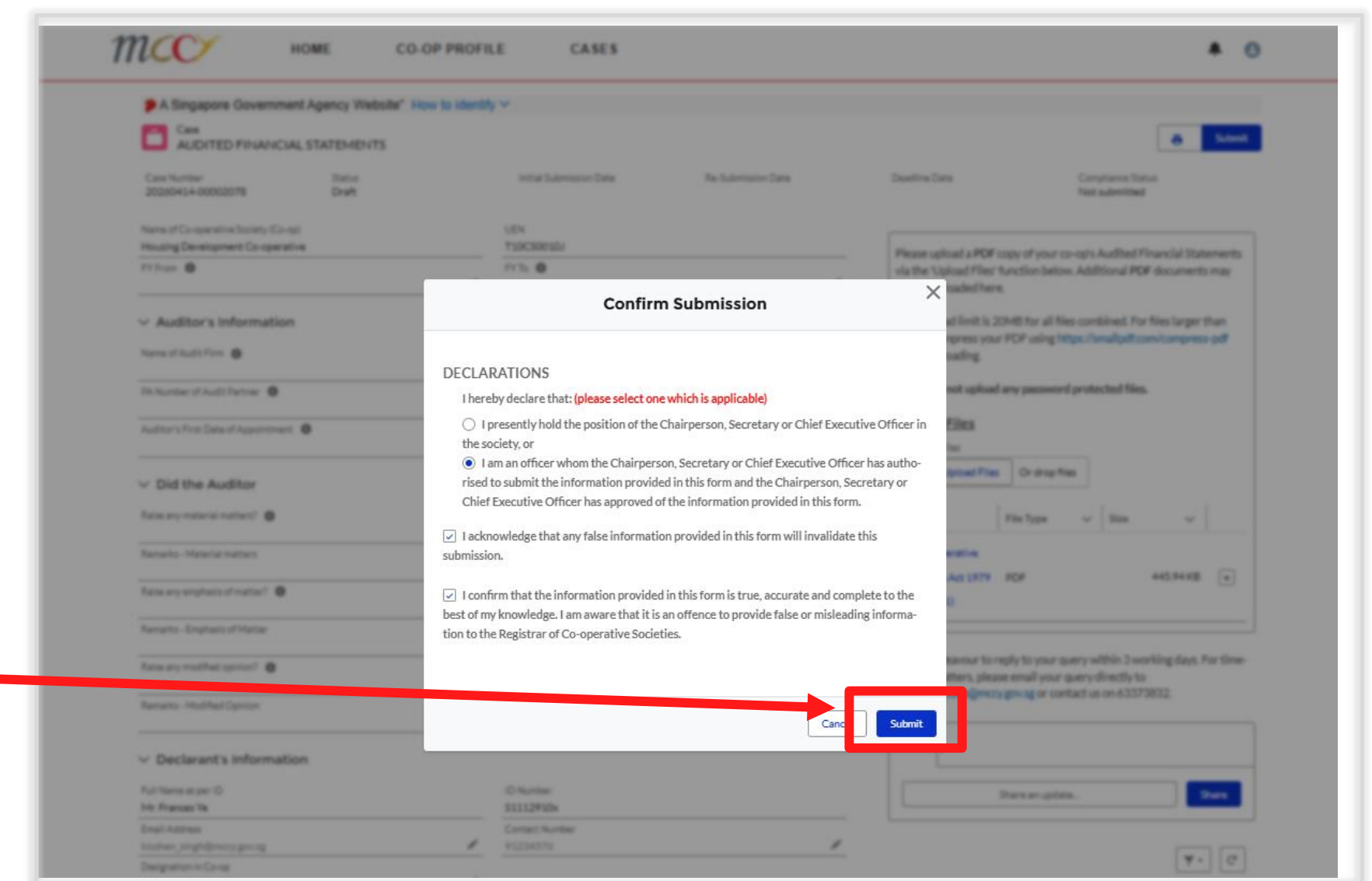
Submit Form

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

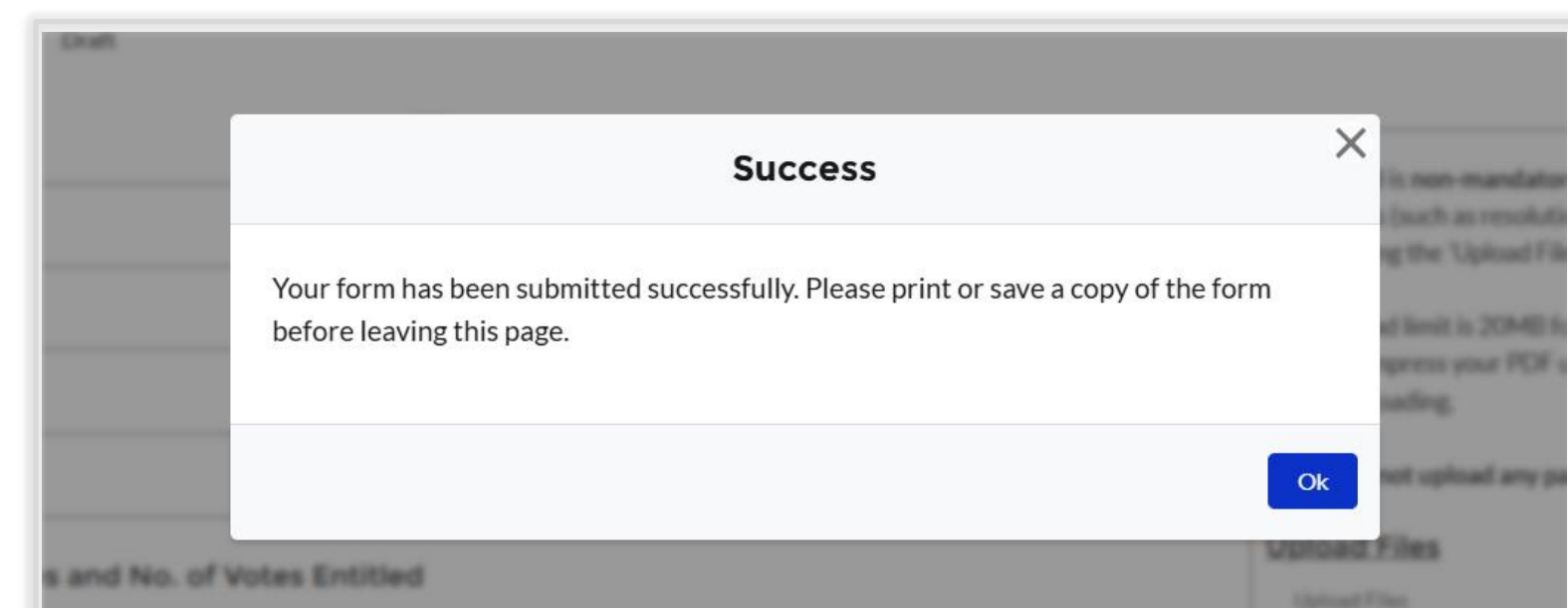


Carefully review the declaration statements. Declarant must answer each declaration statement by selecting the checkbox, and the **Submit** button will become active.

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:

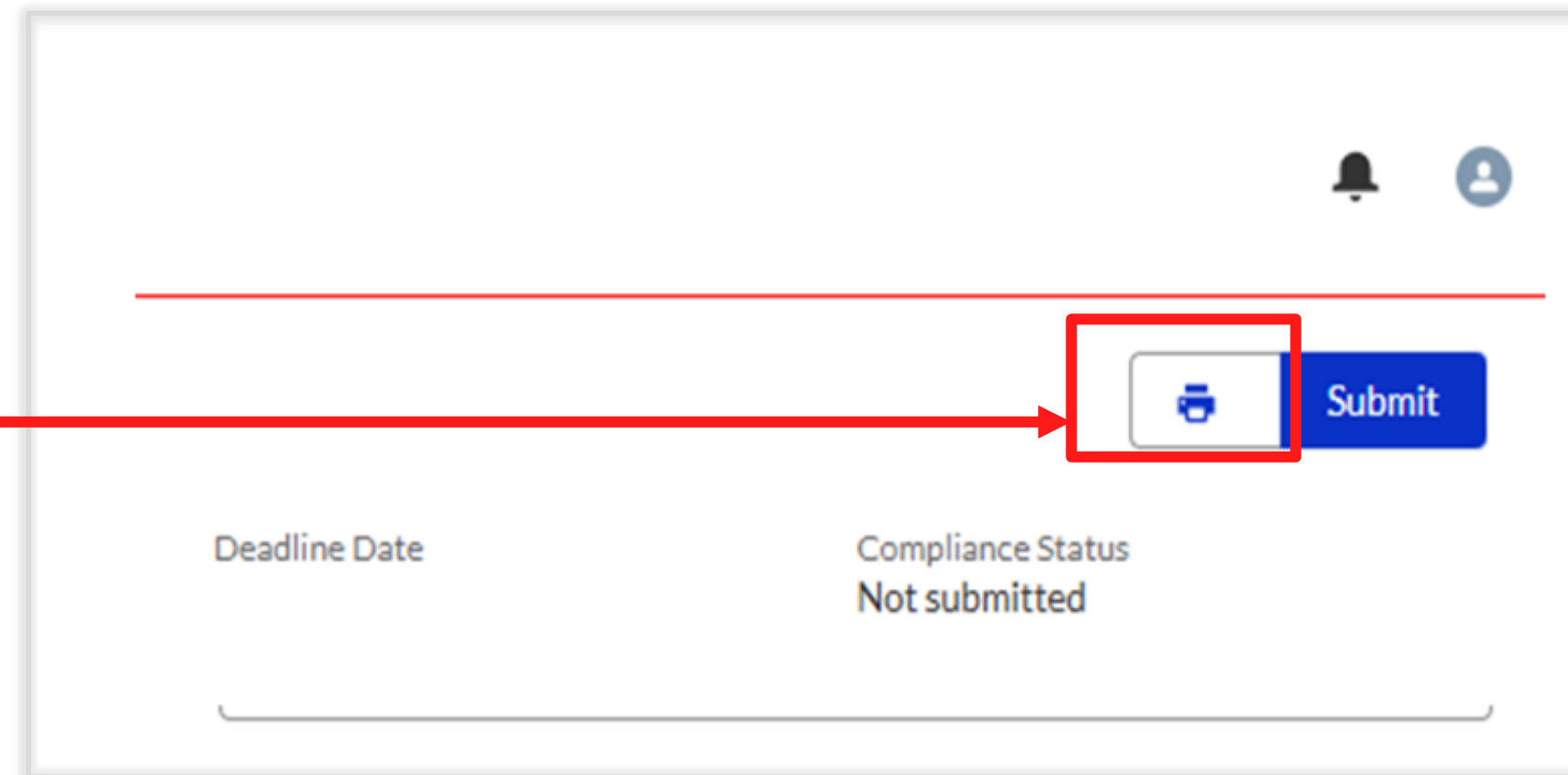
- ✓ The status of the form will be updated to reflect the successful submission.
- ✓ After the form is submitted to RCS, the submitted form will be in read only mode. Declarant can no longer amend the form.
- ✓ The initial submission date will be updated accordingly.
- ✓ An acknowledgment email will be sent to the Declarant's email address, confirming the successful submission of the form.

The screenshot displays the MCCY Case Management System interface. At the top, a green success message box states: "Success Case submitted successfully to officer." Below this, the case details for "AUDITED FINANCIAL STATEMENTS 2017" are shown. The status is updated to "Submitted", and the initial submission date is "12/09/2025". The declarant's information is also visible, including the name "Ms. Laura Yvonne Tjongson" and email address "bohnph@yahoo.com". On the right side, there is a section for uploading PDF files, with a table showing a file named "MCCY_CasePrintView" (PDF, 11.59 KB) has been uploaded. The interface also includes a "Share" button and a "Post" section for updates.



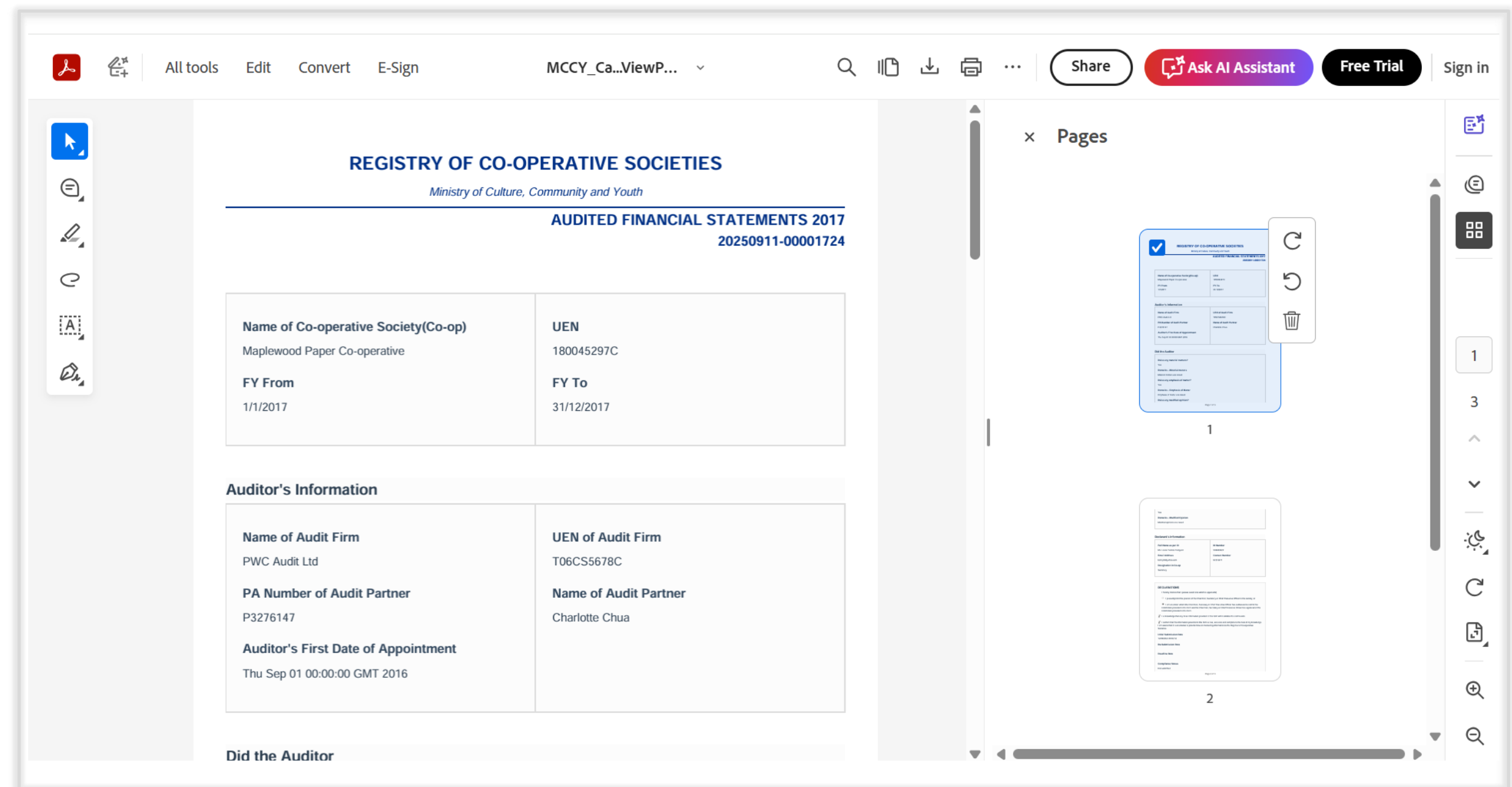
Print Preview

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