

UPDATE – ADDITION OR RE-REGISTRATION COMMITTEE OF MANAGEMENT

Step 1 – OBLS Main Page

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ONLINE BUSINESS LICENSING SERVICE (OBLS) apply new **update** renew terminate enquiry

Announcement

1. System Enhancement (2)

Click on "Update"

OBLs Award Winning Service 2005

Online Business Licensing Service (OBLS) allows you to submit one or multiple licence applications to the relevant government agencies for their approval. Please read the options available below.

I want to apply for new ...

New Applications

- Apply new Licence(s)
Eg. Central Registration (CR) Number, Home Office Scheme, Liquor Licence, Employment Agency Licence, Temporary Change of Use & more ...
- Register a New Business, LLP or Company (Bizfile)

My follow up actions ...

Retrieve Draft

- Retrieve Previously Saved Draft(s)

Check Status

- Check the Status of Submitted Applications

Make Payment

- Make Electronic Payment for Applications Pending Payment

I already have an existing Registration or Licence ...

Update Information

- Update Existing Licences
- Update or Change Business Particulars at ACRA's BizFile

Renewal

- Renew Existing Licences
- Renew Registration of Business or Limited Liability Partnership (LLP) at ACRA's BizFile

Termination

- Terminate Existing Licences
- Terminate Existing Business or Limited Liability Partnership (LLP) or Company at ACRA's BizFile
Existing Licences must be terminated first before de-registering your business/company/LLP registration at ACRA.

Enquiry

- Enquire Information about Existing Licences
Eg. Trader Registration Number

Step 2 - Select Licences to Update

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START 1 SELECT LICENCES 2 SUBMIT SINGPASS 3 ENTER PROFILE INFORMATION 4 FILL LICENCE FORMS 5 SEND OUT APPLICATIONS END

Update Licences

Method 1 - By Industries/ Business Activities
Click the most suitable business activity that best describes your business. Doing so generates a list of those registrations, licences and permits relevant to that business activity.

Method 2 - By Government Agencies
If you already know which Government Agency administers the registrations, licences or permits that you wish to apply for, please click on the "Government Agencies" tab, followed by clicking on the relevant Government Agency.

Method 3 - By Search Tool
You can also search for a business activity or licence by entering keywords into the search box below. Please select the relevant category "Industry/ Business Activities" or "Licences" by clicking on the drop-down arrow before clicking on the "Search" button.

Select One or More Licences to Update

Type keyword(s)

Eg. Food Shop Licence -- key in "Food" or "Food Shop"

in

Industries / Business Activities **Government Agencies**

Industries / Business Activities >

Licence Selection (Update)
No Licence Selected

Announcement

- System Enhancement (2)

Click on "Government Agencies"

Step 3 – Scroll down the list of government agencies and click on “Ministry of Education”.

Step 4 - Select Type of Update



Select One or More Licences to update

- To start applying for any of the licences, please tick one (or more) box beside the licence(s) and click on the "Next" button. You may apply for multiple licences at one time by ticking more than one boxes.
- To remove the selected licence(s), please untick the box(es) and click on the "Next" button.
- To view your licence selection, please click on the "Refresh This List" button.

Note: For licence(s) without check box, you will be redirected to the agency's website or will be provided with a contact number for further information.

Licence Selection (Update)

No Licence Selected

[Refresh This List](#)

Announcement

- System Enhancement (2)

Industries / Business Activities **Government Agencies**

Select Government Agency > Ministry of Education

LICENCES	
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Registration of Teacher Registered private schools should inform Ministry of Education (MOE) on registration of teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Change of School Name Registered kindergartens should inform Ministry of Education (MOE) on change of kindergarten name [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Registration of New Teacher Registered kindergartens should inform Ministry of Education (MOE) on registration of new teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management Registered private schools should inform Ministry of Education 	<input type="checkbox"/>

Select Government Agency > Ministry of Education

LICENCES	
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Registration of Teacher Registered private schools should inform Ministry of Education (MOE) on registration of teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Change of School Name Registered kindergartens should inform Ministry of Education (MOE) on change of kindergarten name [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Registration of New Teacher Registered kindergartens should inform Ministry of Education (MOE) on registration of new teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management Registered private schools should inform Ministry of Education (MOE) on Addition of Members or Re-registration of Commit... [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Change of School Name Registered private schools should inform Ministry of Education (MOE) on change of school name [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Relocation or Expansion of School Registered private schools should inform Ministry of Education (MOE) on relocation or expansion of school [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Addition of Members or Re-registration of Committee of Management Registered kindergartens should inform Ministry of Education (MOE) on Addition of Members or Re-registration of Committe... [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Relocation or Expansion Registered kindergartens should inform Ministry of Education (MOE) on relocation or expansion of kindergarten [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Registration of New Course Registered private schools should inform Ministry of Education (MOE) on registration of new course(s) [Read more...] 	<input type="checkbox"/>

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Step 5 – Verify selection

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Update

You have chosen the following licences to update:

Licence Name	Agency	Fee ¹	Amt (S\$)	Remove?
Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management	MOE	Processing Fee	45.00	<input type="checkbox"/>
Total (excluding GST) : S\$ 45.00				

¹ The actual fees may vary depending on your application.

Payment modes
Payment by Visa, MasterCard, Direct Debit through Internet Bank Account and FlexiPay

[Re-select Licence\(s\)](#) | [Proceed](#)

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Click "Proceed" after verification

Step 6 – Verify Selection & Fill in ACRA / non-ACRA details

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START 1 SELECT LICENCES 2 SUBMIT SINGPASS 3 ENTER PROFILE INFORMATION 4 FILL LICENCE FORMS 5 SEND OUT APPLICATIONS END

Tell us more about yourself/organisation.

My organisation is:

ACRA registered.
My Registration (RCB) Number is: [See Examples](#) Please ensure that you have your Registration (RCB) will ne Compa
Forget your Registration (RCB) Number?

a non-ACRA registered organisation
Please enter your Organisation Name and Registration
Organization Type:
Organisation Name:
Registration Number:

a business **exempted** from registration with ACRA (e.g. P

Note:
You must be authorised to update your licences. Please click [here](#) to check the various authorisation mechanism available (Does not apply to Professional Firms registered with ACRA.)

** You would be prompted for your SingPass if you click on the "Proceed" button.*

Proceed

Key in ACRA registration number for ACRA registered entity

Key in organization name & number for non-ACRA registered entity

Click "Proceed" to go to the next page

Step 7 – Required Documents for Submission



Required Documents for Submission

You will not be able to complete your submission without these documents. Please check that you have the following document(s) available before proceeding.

Click "Proceed" to log on to SingPass. Or "Return" to go back to the last page.

Note: Uploading of supporting documents is only available after all sections are completed.

The following supporting document(s) are required for submission:

MOE Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management	
a. Form CM	Form CM for registration of Committee of Management
b. Original Certificate of Registration of Outgoing Supervisor/Members	Original Certificate of Registration of Outgoing Supervisor/Members which had been previously issued (<i>for new / change in CM member</i>)(<i>to submit offline only</i>)
c. Appointment Note	Appointment Note (for sole-proprietorship or partnership business or limited liability partnership) or Directors' Resolution on the new appointments (for company owned schools)

[Return](#) [Proceed](#)

Click "Proceed" after reading the necessary document to be submitted with this application

Step 8 – Fill in SingPass Details (I)

Singapore Personal Access
SingPass
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#)

Welcome

to SingPass authentication service

IMPORTANT NOTE
Your SingPass ID is your **Identification Number**.

SingPass ID

(Click here for tips on [Online Security](#))

Key in SingPass ID

Click "Submit"

Step 9 - Fill in SingPass Details (II)

Singapore Personal Access
SingPass
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#)

IMPORTANT NOTE
If you do not have a valid SingPass, please visit the nearest [SingPass Counter Locations](#) with the required identification documents to get it on the spot.
Alternatively, you can request to have your SingPass posted to you by submitting a [SingPass Online Request](#).

SingPass

(This is your password) Tick here to change your SingPass

(Click here for tips on [Online Security](#))

Key in SingPass Password

Click "Login"

Step 10 – Verify Personal Particulars



Personal Particulars

UIN	S0750307E
Name	NAME OF S0750307E
Gender	MALE
Nationality	SINGAPORE CITIZEN
Date of Birth	27/07/1968

Check on personal particulars

Your personal particulars as shown above will be shared with other Government agencies for the processing of your application. Please refer to the [privacy statement](#) for more information. If you do not agree, please [logout](#) from this application.

Return Proceed

Click "Proceed" to go to the next page

Step 11 – Verify ACRA/non-ACRA Information

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Progress Bar

START ~~SELECT LICENCES~~ ~~SUBMIT SINGPASS~~ **3 ENTER PROFILE INFORMATION** **4 FILL LICENCE FORMS** **5 SEND OUT APPLICATIONS** END

Company/Business/Limited Liability Partnership Information

Registration (RCB) Number	300000001A
Company/Business/LLP Name	NAME OF COMPANY NUMBER 300000001A
Registration Date	09/08/2002

Check on company/business/LLP particulars

1. Please verify that the Company/Business/LLP information is correct.
2. Click on "Return" to re-enter Registration (RCB) Number if incorrect.

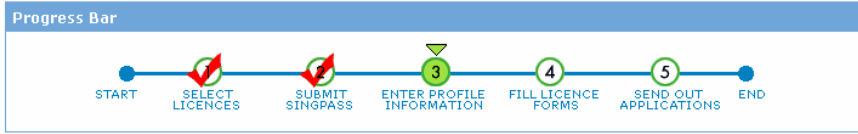
[Return](#) [Proceed](#)

Click "Proceed" to go to the next page

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Step 12 – Fill in Filer and Licence Details



Filer and Licence Information

Please fill in your particulars in the following form:
All fields marked with an asterisk * are compulsory.

Save As Draft Proceed

General Information - Particulars

Filer's Particulars
(Particulars of the staff/member of a Professional Firm or an authorised representative to file this licence application)

Note: Either notify via SMS or email must be checked.

Name	NAME OF S0750307E
NRIC/Passport/FIN	S0750307E
Nationality	SINGAPORE CITIZEN
Gender	MALE
Date of Birth (DD/MM/YYYY)	27/07/1968
Designation	<input type="text"/>
Office Tel No *	<input type="text"/>
Home Tel No	<input type="text"/>
Mobile No	<input type="text"/> (Notify via SMS <input type="checkbox"/>)
Pager No	<input type="text"/>
Fax No	<input type="text"/>

Done

Home Tel No	<input type="text"/>
Mobile No	<input type="text"/> (Notify via SMS <input type="checkbox"/>)
Pager No	<input type="text"/>
Fax No	<input type="text"/>
Email	<input type="text"/> (Notify via email <input type="checkbox"/>)

MOE Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management

Registration Particulars

Name of Private School *	<input type="text"/>
Private School Registration No.	<input type="text"/>
Is the Filer the Supervisor or Committee of Management Member *	<input type="radio"/> Supervisor <input type="radio"/> CM Member

Existing Private School Address(Please indicate school address properly in below section)

Postal Code *	<input type="text"/>
Block/House No. *	<input type="text"/>
Street Name *	<input type="text"/>
Level	<input type="text"/>
Unit No.	<input type="text"/>
Building Name	<input type="text"/>

Save As Draft Proceed


All fields marked with an asterisk * are compulsory.

Key in details (where applicable), fields with "*" are compulsory.

Key in details (where applicable), fields with "*" are compulsory.

Click "Proceed" to go to the next page

Step 13 – Option to View/Update ACRA Details






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Verify Business/Company/LLP-related information with ACRA

Before updating your licensing information, please ensure that the information that you have with ACRA is up-to-date. If pre-approval is required from the Licensing Agency for updating the ACRA information, please ensure that you have obtained the necessary approval before proceeding to update ACRA.

1. If you wish to view your latest business/company/LLP-related information with ACRA, click the "View ACRA Details" button.

2. If you wish to update and follow up with ACRA first, click the "Re-direct to ACRA" button. Note that by doing so, you will exit this system. When you come back to this system after updating ACRA, please click on "Retrieve Draft" to retrieve this draft application.

3. If you are ready to proceed with the updates, click on the "Proceed" button.


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Click "Proceed" to go to the next page

Step 14 – Fill in Update Details (I)

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Complete Update Section(s)

1. Please complete every section of your online application form by clicking on the "Fill Form" button for each section.

A draft has been created. You can retrieve this draft application at a later stage by clicking on "Retrieve Previously Saved Draft(s)" link at the home page. Please take note of your draft ID when you need to retrieve draft applications.

In the event that your licence is stopped with a "Error ->" status, you can click on the "Error ->" hyperlink to see the possible reason(s) and make the necessary corrective measures before coming back to this draft application.

Summary	
Draft ID	189466
Date Saved	29/05/2006 03:21:08 PM

Section	Description	Agency	Time to Fill Form	Status	Actions
A	Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management	MOE	10 mins	Incomplete	Fill Form

[Return](#)

2. If you have problems with completing the online application form, you may wish to contact our helpdesk at 68981595 from Mon - Thur 8.30am to 6pm, Fri 8.30am to 5.30pm or e-mail ORL@spring.gov.sg

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Click "Fill Form"

Step 15 - Fill in Update Details (II)



Edit Section

To update the information, please check on the box next to the heading. If left unchecked, you will not be able to update any information under the heading. Checkbox is only applicable for forms with more than 1 section.

All fields marked with an asterisk * are compulsory.

[Return](#)
[Save As Draft](#)
[Proceed](#)

Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management

Particulars of Proposed Committee of Management

Type of Application *

Re-registration of Committee of Management (No Change in Ownership)
 Addition/Replacement of Committee of Management Members in the Midst of Term (No Change in Ownership)
 Registration of New Committee of Management (Change in Ownership)

Committee Member Details (Maximum 9)

1.

Position in Committee *

Existing Supervisor/Member? * Existing New

Salutation

Name *

Name *

Identification Type * NRIC Passport

NRIC/Passport *

Country of Issue

Date of Birth (DD/MM/YYYY) *

Place of Birth

Gender Male Female

Nationality

Singapore PR Yes No

Occupation

Contact No.

Residential Address

Postal Code * [Retrieve Address](#)

Block/House No. *

Street Name *

Level (fill in, if applicable)

Unit (fill in, if applicable)

Building Name

Any Existing Member to be replaced Yes No

Name of Existing Member

Identification Type NRIC Passport

NRIC/Passport

[Add](#)

[Return](#)
[Save As Draft](#)
[Proceed](#)

Click "Add" if you intend to register more members (up to maximum of 9)

Click "Return" if you want to make changes to details keyed in previously

Click "Proceed" to go to the next page

Key in details (where applicable), fields with "*" are compulsory.

Key in postal code & click "Retrieve Address"
(Note: Block/House No. & Street Name will automatically be shown)

(Note: Applicable to 2nd & 3rd option only)

Step 16 – Attach Supporting Documents



Attach Supporting Documents

NOTE: The maximum file size limit for each attachment is 2MB.

[Return](#) [Proceed](#)

MOE Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management

1	Appointment Note Appointment Note (for sole-proprietorship or partnership business or limited liability partnership) or Directors' Resolution on the new appointments (for company owned schools) Document(s) (*.doc, *.txt, *.jpg, *.gif, *.pdf) Format(s) : *.doc, *.txt, *.jpg, *.gif, *.pdf	<input type="checkbox"/> Submit Offline (Submission Details) Submit Online <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
2	Form CM Form CM for registration of Committee of Management Document(s) (*.doc, *.txt, *.jpg, *.gif, *.pdf) Format(s) : *.doc	<input type="checkbox"/> Submit Offline (Submission Details) Submit Online <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
3	Original Certificate of Registration of Outgoing Supervisor/Members Original Certificate of Registration of Outgoing Supervisor/Members which had been previously issued (for new / change in CM member)(to submit offline only) Document(s) (N/A)	<input type="checkbox"/> Submit Offline (Submission Details) Submit Online <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

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Attach supporting documents online (if available) or select "Submit Offline" (to be sent via fax/post).

Scroll down and click "Proceed" to go to the next page

Step 17 – Verify Update Details & Declaration



Preview, Declare and Submit

1. You can click on the "Return" button to edit your application details, if applicable.
2. Please click on the respective Declaration box(es) before clicking on the "Submit Application" button.

APPLICATION	
Draft ID	189466
Date	Mon May 29 15:25:14 SGT 2006
LICENCE DETAILS	
Update	
Licence: Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management	
Particulars of Proposed Committee of Management	
Type of Application	Re-registration of Committee of Management (No Change in Ownership)
Committee Member Details (Maximum 9)	
1.	
Position in Committee	Supervisor
Existing Supervisor/Member?	New
Salutation	Ms
Name	dfggg
Salutation	Ms
Name	dfggg
Identification Type	Passport
NRIC/Passport	123
Country of Issue	NEW ZEALAND
Date of Birth (DD/MM/YYYY)	14/05/1995
Place of Birth	
Gender	Female
Nationality	BOTSWANA
Singapore PR	No
Occupation	FTG
Contact No.	67896542
Residential Address	
Postal Code	160046
Block/House No.	46
Street Name	JALAN BUKIT HO SWEE
Level	(fill in, if applicable)
Unit	(fill in, if applicable)
Building Name	
Any Existing Member to be replaced	No
Name of Existing Member	
Identification Type	
NRIC/Passport	
List of Supporting Documents Attached	
MOE Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management	
a. Appointment Note	(Submitting Offline)
b. Form CM	(Submitting Offline)
c. Original Certificate of Registration of Outgoing Supervisor/Members	(Submitting Offline)

Check details

Committee of Management

a. Appointment Note	(Submitting Offline)
b. Form CM	(Submitting Offline)
c. Original Certificate of Registration of Outgoing Supervisor/Members	(Submitting Offline)

DECLARATION

General

- 1. I declare that all the information given in this application form is true and correct.
- 2. I am aware that legal action may be taken against me if I had knowingly provided false information.
- 3. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from Licence Application at Business.gov.sg.

MOE Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management

- For the Registration of the Committee of Management (CM), I declare that: -
 1. All CM members have resided in Singapore for at least 9 months in each year.
 2. All CM members are persons of good character and have never been convicted of any offences punishable with imprisonment.
 3. All CM members have never previously been refused registration as managers of any school or having been so registered had our registration cancelled.
 4. All CM members are not undischarged bankrupt.
 5. All CM members are able to carry out the duties as managers of the above school and all CM members are familiar with the provisions of the Education Act and the provisions made thereunder.

Select "Declaration" checkboxes

[Return](#) [Submit Application](#)

Click "Submit Application"

Step 18 – Successful Submission of Application

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LICENCES apply new update renew terminate enquiry

Progress Bar

START SELECT LICENCES SUBMIT SINGPASS ENTER PROFILE INFORMATION FILL LICENCE FORMS SEND OUT APPLICATIONS END

Thank you for using the Online Business Licensing Service (OBL).
Your application is successfully submitted.

Your application id is U060026016.

You will be informed of any updates or follow-up actions required via email/SMS.

You can click on "Check Status" button below to view your application status / details or return later via <https://qainternet2.business.gov.sg/>.

We welcome all your feedback and suggestions. Click [here](#) to provide your feedback now.

Check Status

Upon successful application, you can click "Check Status"

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Step 19 – Check Status of Application

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LICENCES [apply new](#) [update](#) [renew](#) [terminate](#) [enquiry](#)

Update Status

You may wish to rename the description of your application by clicking on the "Edit" button. If you wish to withdraw any or all of the licences, click on the corresponding "Withdraw" or "Withdraw All" button respectively where applicable. For help, click on [online help](#).

NOTE!: Licences marked "Ready For Payment" requires payment. Click on the "Make Payment" button to do so.

Update Details	
Update ID	U060026016
Description	U060026016 Edit
Date	29/05/2006 03:27:01 PM
Remarks	
■ Please note the Application ID for future references.	

Licence Details	
MOE Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management	Status: Pending Agency Actions Withdraw
Remarks from Government Agency	

[Return](#) [Application Details](#) [Withdraw All](#) [Logout](#)

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Note Update ID

Click on "Withdraw" if you do not wish to proceed with the application (no charge for withdrawal)

Click "Logout" to exit OBLs