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| Business Plan for Simplified Debt Restructuring Programme | | | |
| **Applicant Company Information** | | | |
| 1. Name of Applicant Company: | | | |
| Address:      Postal Code: | | | |
| Tel: | E-mail: | | Company UEN/  Business Registration No: |
| Total no. of employees: | | | |
| Name and designation of authorised person: | | | |
| Contact number of authorised person: | | E-mail of authorised person: | |
| **Description of Business** | | | |
| Executive Summary   * Introduction – Company background, main activities. * Please describe your current business strategy, as well as number of years in operation. * List down your company’s present (1) key products/services, (2) key customers/users (e.g. walk-ins – 50%, ABC Pte Ltd – 50%), (3) key competitors and their market share (if available) and (4) key markets. * List down the shareholding structure of the company i.e. list of shareholders and number of shares held. * List down the key management’s name(s) and experience.   Current Situation:   * How has the current economic situation affected the company? * Are there any other business situations leading to company’s current state? * What are the present problems the company is facing? * Does the company have any debtors? If yes, are there any actions taken to collect these debts? | | | |

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| **2. Post-Restructuring Business Strategy** |
| Please provide details of the company’s post-restructuring business strategy to ensure business viability and repayment to creditors |
| * Please describe your future business strategy and implementation timeline (if relevant). * How would this post-restructuring business strategy translate into projected revenue or improved cashflow? State the percentage of projected revenue growth or cost savings.   + Short Term (within the next 1 year)   + Medium Term (>1 year)   + Examples of business strategies:     - Adopting digital solutions to capture online sales     - Rationalising operations and facilities to improve efficiency and release cash * List down your company’s post-restructuring (1) key products/services, (2) key customers/users (e.g. walk-ins – 50%, ABC Pte Ltd – 50%), (3) key competitors and their market share (if available) and (4) key markets. * If the business strategy has already been implemented, how is the implementation result? |

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| **3a. Debt Restructuring Proposal** |
| Total outstanding short-term loans (≤ 1 year): S$  Total outstanding medium to long-term loans (> 1 year): S$  Total outstanding trade-related debts: S$  Total number of creditors: |
| Please provide details of the company’s debt restructuring proposal:  Examples:   * Outstanding sum of unsecured business loans with proposed reduced interest rates and debt rescheduling (e.g. to extend the dates when the loans are due). * Outstanding sum of secured business loans with proposed reduced interest rates and debt rescheduling. * Outstanding trade-related debts (e.g. due to suppliers) with proposed new terms of repayment. * New funds, e.g. shareholders’ proposal to pay off $x of the liabilities. |

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| **3b. Cashflow & Projection Analysis** |
| Please complete and attach (i) a 90-day cashflow projection of the company and (ii) the 2-year projected profit and loss statements, found in the Annexure page.  Note: Please provide a copy of the bank statements of all bank accounts of the company for the last 6 months. |

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| **3bi. Projections and assumptions** |
| Please elaborate on cashflow’s projections and underlying assumptions.  Examples:   * Inflow: resumption of sales at 2% month on month, reasons for this assumption. * Outflow: reduction of specific operating expenses, please name the operating expense and assumptions on savings.      1. 90-day cashflow projection 2. 2-year projected profit and loss statements |

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| **3c. Operational Risks** |
| Please elaborate how these risks could impact company’s projected cashflow and assumptions. Also describe the company’s plans to mitigate the highlighted risks.  Examples:   1. Change in consumer trends 2. Collection risk 3. 90-day cashflow projection 4. 2-year projected profit and loss statements |

**EXPLANATORY NOTES**

**BUSINESS PLAN FOR SIMPLIFIED DEBT RESTRUCTURING PROGRAMME**

**Eligibility**

1. To be considered for the Simplified Debt Restructuring Programme, your company needs to meet a set of qualifying criteria, which includes, but is not limited to the following:
   1. Annual sales turnover for the relevant period[[1]](#footnote-2) does not exceed $10 million
   2. Liabilities do not exceed S$2 million
   3. Number of employees does not exceed 30
   4. Number of creditors does not exceed 50
2. The Official Receiver will also consider the circumstances relating to each applicant company when reviewing each application.
3. For the full list of circumstances, please refer to section 72F(3) of the Insolvency, Restructuring and Dissolution (Amendment) Act 2020.

**Application**

1. The completed Business Plan is to be submitted, together with the online application and other required documents, to Official Receiver.
2. All information furnished in the form must be compete, accurate and verifiable. You may be required by Official Receiver to provide additional information and documents, if necessary.

**General instructions on filling up the Business Plan Proposal**

1. Please fill up all the fields in this application form. Forms with unanswered questions will be deemed incomplete and rejected.
2. If a question is not applicable, please mark “N.A.” in the space provided.

**Annexures:**

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| (i) | 90-day cashflow projection of the company |  |
| (ii) | 2-year projected profit and loss statements |  |

**GLOSSARY OF KEY WORDS**

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| **No.** | **Key word** | **Explanation / Meaning** |
| **1.** | **Financial Statements** | Formal records of the financial activities and position of your company which typically includes the following:   1. Balance sheet 2. Profit and Loss statement; and 3. Cash flow statement. |
|  | **Balance sheet** | **A statement of your company's assets, liabilities and shareholders’ equity at a specific point in time.** |
|  | **(i) Assets**    Non-current assets  Eg. Fixed assets  Current assets  Eg. Trade receivables | An asset is any resource controlled by your company that will bring you future economic benefit. (e.g. property, plant and equipment, inventories or trade and other receivables)  Your company’s assets that are both tangible and intangible; and expected to be held for more than a period of 12 months after the end of your company’s reporting period (e.g. office equipment, motor vehicle, furniture & fittings, patents, licences and copyright).  Your company’s assets that are expected to be realised, sold, consumed, used, exhausted or held for the purpose of trading within 12 months after the end of your company’s reporting period. |
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|  | **(ii) Receivables or**  **Debtors** | An amount due from your customer for sale of goods or rendering of services but not yet paid. |
|  | Trade, related, and/ or  accounts receivable | The amount owed to your company by its customers (i.e. trade debtors) following the sale of goods or services you supplied on credit, amounts due to any other parties for non-trade purposes, or loan payable to related parties. |
|  | **(iii) Liabilities** | Any financial obligations due from your company to another (e.g. loans, mortgages, bank overdraft, unpaid invoices for goods and services provided). |
|  | Non-current liabilities  Eg. Shareholder’s loan  Current liabilities  Eg. Trade creditors | The company’s financial obligations (refer to the definition of “Liabilities”) that are expected to be paid off in more than 1 year the reporting period.  The company’s financial obligations that are expected to be paid off within 12 months after the reporting period or to be held primarily for the purpose of trading. |
|  | **(iv) Payables or**  **Creditors**  Trade, related, and/ or  accounts payables | Anyone, company or individual (i.e. supplier / vendor / bank or financial institution) that whom your company owes money to.  Payables which are related directly to the company’s primary operations, e.g. suppliers for raw materials, payables for services rendered, or any other amounts due to parties for non-trade purposes eg. loans and advancements. |
|  | **Profit and Loss Statement** | **The income statement that summarises the revenues generated, as well as the costs and expenses incurred by your company over a specified period.** |
|  | (i) Revenue | Also known as your “sales”, is the company’s income received from normal business operations and other business activities. |
|  | (ii) Cost of goods sold | The direct material, direct labour and direct manufacturing overheads incurred in the production of goods (includes direct costs, i.e. materials, ingredients and labour excludes indirect costs, i.e. distribution and marketing). |
|  | (iii) Operating expenses | The costs involved in running the day-to-day operations of your company (e.g. rent, utilities, salaries). |
|  | **Cashflow Statement** | **The movement of cash in and out of your company over a period of time.** |
|  | (i) Cash inflow | The amount of cash that your company receives from operating, investing and financing activities. |
|  | (ii) Cash outflow | The amount of cash that your company pays out for operating, investing and financing activities. |
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|  | (iii) Cashflow projection/  Projected cashflow | The estimate or forecast of the cash both in and out of your company over a period of time. |
| **2.** | **Business plan/ strategy** | A long-term plan created for your company to reach its goals and objectives. |
|  | (i) Business viability | Your business' potential for long-term survival and the ability to sustain positive cashflow over a period of time. |
|  | (ii) Implementation  timeline | Estimated time for your company to carry out the business strategy, listing the activities, responsible parties and objectives. |
|  | (iii) Revenue projection | The estimated sales your company is likely to generate over a specific period of time. |
|  | (iv) Restructuring | Action taken by your company that involves modifying the debt, operations, or structure of your company with the aim of reducing losses and improving the business. |
|  | (v) Loans | A form of debt taken by your company, to be repaid in principal and interest. The lender is typically a bank or financial institution. |
|  | (vi) Debt  Trade or related debt | An obligation that requires your company to pay money or other agreed-upon value to another party, i.e. the creditor.  (Refer to the above definition of “Payables or Creditors”)  The amount of money owed by your company to your supplier / vendor for goods and services that they have supplied (excludes loans from banks and financial institutions). |
|  | (vii) Repayment plan | The timeline for paying back previously borrowed money through periodic payments. |
|  | (viii) Cashflow analysis | Review of your company’s cash movements (inflow, outflow) over a period of time. (refer to the above definition of “Cashflow Statement”) |
|  | (ix) Projected profit and  loss statements | The estimated income statement that summarises the future revenues to be generated, as well as the, costs and expenses to be incurred by your company over a specified period. |
|  | (x) Operational risks | The uncertainties that your company faces in the running of the day-to-day business operations (e.g. Loss due to human error/machines breakdown). |
|  | (xi) Short-term | Within the next 12 months. |
|  | (xii) Medium to long-  term | More than 1 year. |

1. **Relevant period**: (a) the business year of the applicant company immediately preceding the date of the application by the applicant company under section 72E; or (b) if there is no such business year, the business commencement period of the applicant company;

   **Business year**: a period in respect of which an applicant company prepares or is required to prepare accounts;

   **Business commencement period**: the period between the date of commencement of the business operations of the applicant company and the date of the application by the applicant company under section 72E (both dates inclusive). [↑](#footnote-ref-2)