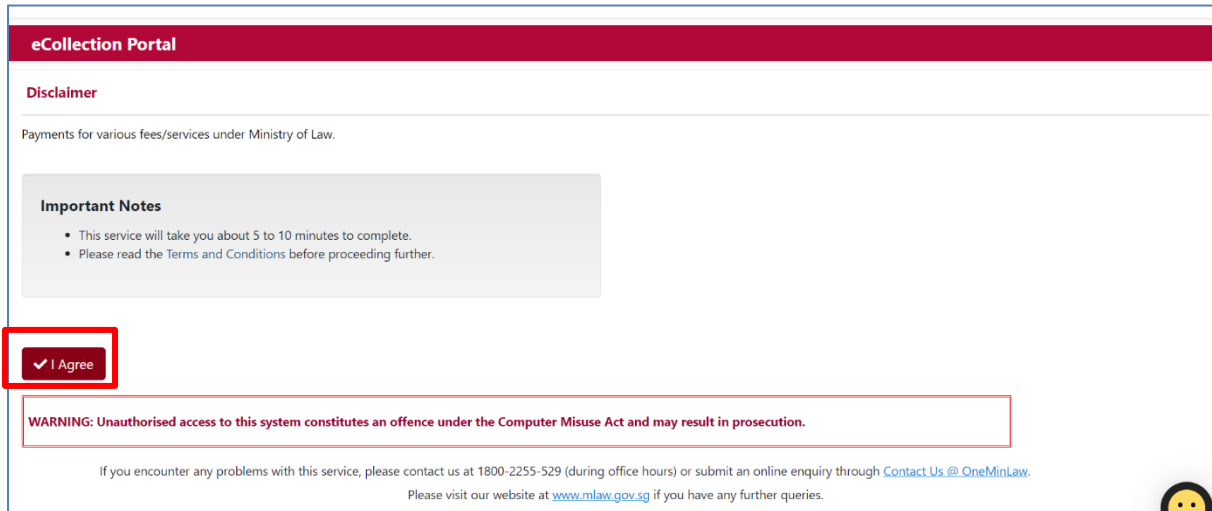


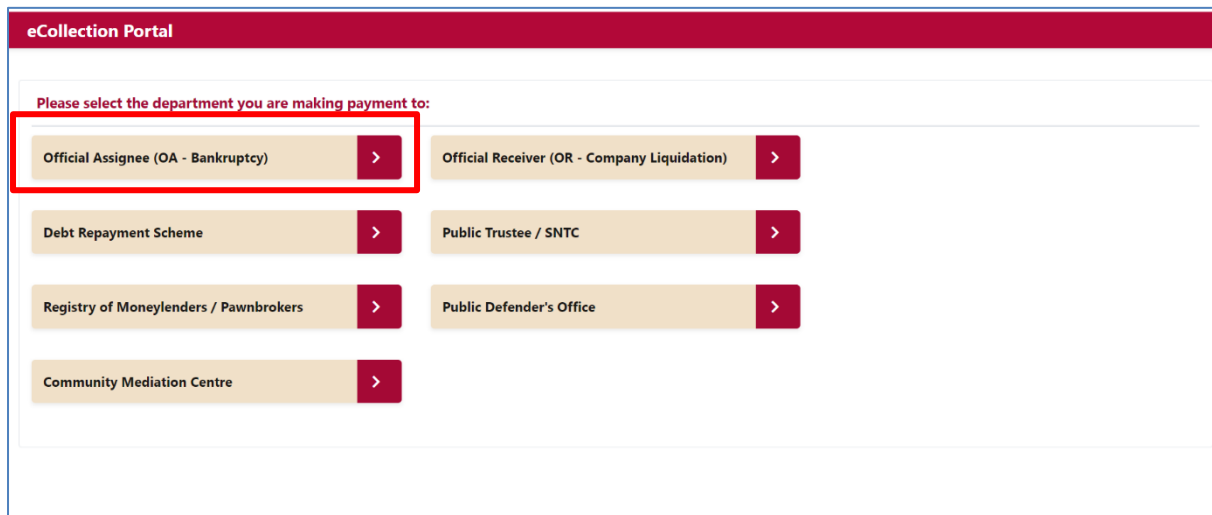
How to make payments via MinLaw's eCollection Portal

Step 1 Accessing MinLaw's eCollection Portal

1.1 You can access our Minlaw e-Collection portal via <https://go.gov.sg/ecp> and clicking the "I Agree" icon to proceed.



1.2. Select the Official Assignee (OA-Bankruptcy) for transactions to be made to the Official Assignee's office.



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1.3. Select the type of payment to be made using the drop-down box below.

The screenshot shows the 'eCollection Portal' interface. Under the 'Payment Description' section, the 'Payment Type *' dropdown menu is open, displaying a list of options: 'Please Select', 'OA - Instalment for Benefit of Creditors', 'OA - Bankruptcy Petition Deposit', 'OA - Bonus/ Additional Payment', 'OA - Book Debt/ Loan Repayment/ Advance', 'OA - Composition of Offence(s)', 'OA - Cost of Advertisement', 'OA - Debt Settlement Proposal', 'OA - Fees (Others), Oath Fees, etc', 'OA - Search Fees', 'OA - Security Deposit', and 'OA - Amount Received for Administration'. To the right of the dropdown are 'Reset' and 'Add to Cart' buttons. Below the dropdown is a 'List of Payments' table with columns for S/N, Payment Type, Pay, and Action. At the bottom of the form are 'Cancel' and 'Checkout' buttons.

1.4. Please input the amount before you click the “Add to Cart” button. Once you have added all the payments you wish to make, click “Checkout” to complete transaction. Please retain the copies of your receipts for your own reference.

Step 2 Types of Payment

2.1. *OA - Instalment for Benefit of Creditors*: This is for the payment of your monthly contribution / instalment to your bankruptcy estate and you are required to input your case number, NRIC / FIN / Passport number and the amount before you select the “Add to Cart” button.

The screenshot shows the 'eCollection Portal' interface. Under the 'Payment Description' section, the 'Payment Type *' dropdown menu is set to 'OA - Instalment for Benefit of Creditors'. Below it are three input fields: 'Case No. (Format: Case prefix / [999999] / [YYYY]) *' with values 'B', '2345', and '1970'; 'NRIC/ FIN/ Passport No. *' (empty); and 'Amount (S\$) *' (empty). To the right of these fields are 'Reset' and 'Add to Cart' buttons. Below is a 'List of Payments' table with columns for S/N, Payment Type, Payment Details, Amount (SGD), and Action. At the bottom of the form are 'Cancel' and 'Checkout' buttons.

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2.2. *OA - Bankruptcy Petition Deposit:* To make payment for the bankruptcy petition deposit of \$1,850, please select the radio button for the "Petitioner Type". For a self-petition case, please fill in your particulars. To make payment for another case, please enter the debtor and payer's details. Select "Add to Cart" button once details are entered.

Payment Description

Payment Type *

Petitioner Type * Self Petitioner Third Party

ID Type *

NRIC/ FIN/ Passport No. *

Debtor's Name *

Contact No. *

Amount (\$S) *

Payment Description

Payment Type *

Petitioner Type * Self Petitioner Third Party

ID Type *

NRIC/ FIN/ Passport No. *

Debtor's Name *

Payer's ID Type *

Payer's ID No. (NRIC/ FIN/ PASSPORT NO./ UEN) *

Payer's Name *

Contact No. *

Amount (\$S) *

2.3. *OA - Bonus / Additional Payment:* To make an additional payment to your bankruptcy estate, please enter your case number, NRIC / FIN / Passport number and the amount before you select the "Add to Cart" button.

Payment Description

Payment Type *

Case No. (Format: Case prefix / [999999] / [YYYY]) * / /

NRIC/ FIN/ Passport No. *

Amount (\$S) *

2.4. *OA- Book Debt/Loan Repayment/Advance:* This is applicable for book debts or repayment that are owed to the bankruptcy estate. Please enter the case number, payer's details and the amount before you select the "Add to Cart" button.

Payment Description

Payment Type *

Case No. (Format: Case prefix / [999999] / [YYYY]) * / /

NRIC/ FIN/ Passport No./ UEN/ Registration No. *

Payer's Name *

Amount (\$S) *

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2.5. *Composition of Offences:* To make payment of fines for any offences, please enter your case number, NRIC / FIN / Passport number and the amount before you select the "Add to Cart" button.

Payment Description	
Payment Type *	OA - Composition of Offence(s)
Case No. (Format: Case prefix / [999999] / [YYYY]) *	B / 2345 / 1970
NRIC/ FIN/ Passport No. *	
Amount (S\$) *	
Reset Add to Cart	

2.6. *Cost of Advertisement:* To make for the cost of advertisement for discharge, please enter your case number, NRIC / FIN / Passport number and the amount of \$350 before you select the "Add to Cart" button.

Payment Description	
Payment Type *	OA - Cost of Advertisement
Case No. (Format: Case prefix / [999999] / [YYYY]) *	B / 2345 / 1970
NRIC/ FIN/ Passport No. *	
Amount (S\$) *	350
Reset Add to Cart	

2.7. *OA - Debt Settlement Proposal:* If you are making a debt settlement proposal for a bankrupt, please enter the case number, payer's details and the amount before you select the "Add to Cart" button. Please also submit a copy of the payer's identity card and 'Application for Discharge From Bankruptcy Form' in relation to the payment via <https://go.gov.sg/contactminlaw>.

Payment Description	
Payment Type *	OA - Debt Settlement Proposal
Case No. (Format: Case prefix / [999999] / [YYYY]) *	B / 2345 / 1970
NRIC/ FIN/ Passport No./ UEN/ Registration No. *	
Payer's Name *	
Amount (S\$) *	
Reset Add to Cart	

2.8. *OA - Fees (Others), Oath Fees, etc.:* To make payment for any oath fee (\$7 per oath), please enter the payer's details and the number of oaths before you select the "Add to Cart" button. Please also submit the copy of the receipt of payment via <https://go.gov.sg/contactminlaw>.

Payment Description	
Payment Type *	OA - Fees (Others), Oath Fees, etc.
Payer's Name *	
Quantity *	1
Amount (S\$) *	7.00
Reset Add to Cart	

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2.9. *OA - Search Fees:* To make payment for any search fee, please select the type of search request (e.g., discharge certificate) and enter the payer's details before you select the "Add to Cart" button. Please also submit the copy of the receipt of payment via <https://go.gov.sg/contactminlaw>.

Payment Description

Payment Type *

Payer's Name *

Search Type * Discharge (Reprint)
 Statement of Account
 Statement of Affairs
 Others

Amount (S\$) *

2.10. *OA - Security Deposit:* To make a security deposit payment to your bankruptcy estate, please enter your case number, NRIC / FIN / Passport number and the amount before you select the "Add to Cart" button. Please also submit the copy of the receipt of payment via <https://go.gov.sg/contactminlaw>.

Payment Description

Payment Type *

Case No. (Format: Case prefix / [999999] / [YYYY]) * / /

NRIC/ FIN/ Passport No./ UEN/ Registration No. *

Amount (S\$) *

2.11. *Amount Received for Administration:* To make this payment to your bankruptcy estate, please enter your case number, NRIC / FIN / Passport number and the amount before you select the "Add to Cart" button. Please also submit the copy of the receipt of payment via <https://go.gov.sg/contactminlaw>.

Payment Description

Payment Type *

Case No. (Format: Case prefix / [999999] / [YYYY]) * / /

NRIC/ FIN/ Passport No. *

Amount (S\$) *
(Minimum amount is S\$10.00)

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Step 3 Making Payment

3.1 The payment you have added to cart will be shown under the "List of Payments". You can click edit to make any changes to each payment and click remove to delete any payment. Otherwise, click "Checkout" to proceed to payment page.

S/N	Payment Type	Payment Details	Amount (SGD)	Action
1	OA - Fees (Others), Oath Fees, etc	Payer Name: rr Quantity: 2	14.00	Edit Remove

[Cancel](#) [Checkout](#)

3.2 You will be directed to the Payment Summary page where you can review all the payments you have added before you click on "Proceed to Pay". You may also click "Back" to make any changes.

S/N	Payment Type	Payment Description	Amount (S\$)
1	OA - Fees (Others), Oath Fees, etc	Payer Name: rr Quantity: 2	14.00
Total Amount (S\$)			14.00

[Cancel](#) [Back](#) [Proceed to Pay](#)

3.3 At this stage, you will see the transaction details. Please provide your email address for us to send the receipt.

Online Payment Service

Transaction Details

S/N	Transaction Reference	Amount (S\$)	Created Date (DD/MM/YYYY)
1	OAR2023091248586N	14.00	12/09/2023

Payment Status Notification

Email Address *

(Please provide email address for us to send the receipt.)

Note : Only one email is mandatory.

3.3 Please select your preferred payment mode and click "Pay" to proceed. Please follow the instructions for your preferred payment mode. Once successful, you will be directed back to our portal where you will see the payment details. A receipt will also be sent to the email address you has previously provided.

Payment Mode

For VISA/MasterCard Credit and Debit cards
(It will take 2-3 days for us to receive the payment.)

For customers with Internet Banking account from DBS/POSB, Citibank, OCBC/...
(It will take 2-3 days for us to receive the payment.)

For PayNow Payments
(It will take 1-2 days for us to receive the payment.)

[Cancel](#) [Pay](#)