

**This is a guide to help payees submit bank account details for the purpose of receiving GIRO payments from the Official Assignee.**

Note: This guide is meant for Singpass holders, Corppass holders, and MLaw non-Singpass user account holders only. MLaw non-Singpass user account holders may use their account ID and password when prompted to log in using Singpass.

- If you are a Singapore Citizen or a Permanent Resident without a Singpass, you may apply for a Singpass [here](#).
- If you are a foreigner without a Singpass Foreign-user Account (“SFA”), you may apply for an SFA by following the steps in the guide “How to Register for Singpass Foreign-user Account” at <https://go.gov.sg/userguides>.

### **Step 1: Navigate to the Insolvency Office E-services**

(<https://go.gov.sg/bankruptcy>)

Select “Submission of Bank Account / PayNow Details”

### **Step 2: Select “Log in with Singpass for Individual Users and Corppass for Business Users”**

### **Step 3: Choose the applicable bank account type to receive the payment and complete the fields with the red asterisk\*:**

- **For payments due to an individual/entity holding a non-joint account –**
  - Enter the name of the bank where the **payee’s** account is held
  - Select “Own Account” under “Bank Account Type”
  - Upload a copy of the **payee’s** documents (i) front page of passbook or document stating the bank’s name, name and account number and (ii) NRIC / Passport / document stating UEN
- **For payments due to an individual/entity holding a joint account –**
  - Enter the name of the bank where the **payee’s** joint account is held
  - Select “Joint Account” under “Bank Account Type”
  - Upload a copy of the **payee’s** documents (i) front page of passbook or document stating the bank’s name, name and account number and (ii) NRIC / Passport / document stating UEN

- **For payments due to an individual/entity to be paid into a third-party's account –**

- Enter the name of the bank where the **third party's** bank account is held
- Select "Third Party Account" under "Bank Account Type"
- Click to download and complete the Indemnity Form
- Upload a copy of the **third party's** documents (i) front page of passbook or document stating the bank's name, name and account number, (ii) Indemnity Form, (iii) NRIC/ Passport and (iv) NRIC/ Passport

**Step 4: Verify that the information and document(s) uploaded are correct. Click on the "Submit" button.**

**Step 5: You will see the transaction completion message upon successful submission of the bank account details.**