

**LIST OF DOCUMENTS TO BE SUBMITTED BY DEBTOR**

Please prepare **soft copies** of these documents to be uploaded while using the following e-services at <https://www.mlaw.gov.sg/eservices/io/>. An Introductory Video and e-filing guide on how to use these e-services is also available on <http://www.mlaw.gov.sg/io>.

**For uploading onto Statement of Affairs** (1 to 6)

- |   |   |                               |
|---|---|-------------------------------|
| <ol style="list-style-type: none"> <li>1. Deed poll (if any)</li> <li>2. Contract or letter of employment</li> <li>3. Salary slips for the past 3 months</li> <li>4. CPF contribution statement for the past 15 months</li> <li>5. Insurance policies (if any)</li> <li>6. Supporting documents for monies owed to you</li> </ol> | } | <i>as proof of employment</i> |
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**For uploading onto Income & Expenditure Statement** (7 to 10)

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|---|---|---------------------------|
| <ol style="list-style-type: none"> <li>7. Salary slips for the past 3 months</li> <li>8. CPF contribution statement for the past 15 months</li> <li>9. Contract or letter of employment</li> <li>10. Notice of tax assessment for the past 2 years</li> </ol> | } | <i>as proof of income</i> |
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**For uploading onto DRS Supporting Documents** (11 to 34)

11. An OSB Search/ Cause Book Search of yourself proving that you are not or have not been under a Voluntary Arrangement, or bankruptcy in the past 5 years\*
12. A Credit Report of yourself from Credit Bureau Singapore\*

\*The above searches (items 11 and 12) are **mandatory** and can be conducted at the **LAWNET & CRIMSONLOGIC SERVICE BUREAU**, located at 133 New Bridge Road, #19-01/02, Chinatown Point, Singapore 059413. You may request for soft copies of the documents (if available) for your ease of use.

13. NRIC and Passport
14. Updated bank passbook/statement
15. CPF contribution statements for the past 15 months
16. Notice of tax assessment for the past 2 years
17. Contract or letter of employment
18. Salary slip for the last 3 months
19. Bills of utilities & conservancy charges
20. Bills for residential/ mobile phone
21. Bills for internet/ cable
22. Statements from creditors on credit cards and loans

-----The following documents, if applicable -----

23. Insurance policies
24. Shares certificate
25. Hire purchase agreement for vehicle & Latest Statement of Account
26. Mortgage agreement
27. Maintenance order
28. Court documents of case(s) involved
29. Domestic helper contract
30. Medical bills & reports
31. Rental agreement
32. Central Depository Securities account statements for the past 2 years
33. Documents on club memberships
34. Any other relevant documents