

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 are also available on <http://www.mlaw.gov.sg/io>.

For uploading onto Statement of Affairs (1 to 6)

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

For uploading onto Income and Expenditure Statement (7 to 10)

- | | | |
|---|---|---------------------------|
| <ol style="list-style-type: none"> 7. Salary slips for the past 3 months 8. CPF contribution history statement for the past 15 months 9. Contract or letter of employment 10. Notice of tax assessment for the past 2 years | } | <i>as proof of income</i> |
|---|---|---------------------------|

For uploading onto DRS Supporting Documents (11 to 34)

11. A Credit Report of yourself from Credit Bureau Singapore*

* The above search (item 11) is **mandatory** and can be conducted at **Service Bureau – Supreme Court**, located at 1 Supreme Court Lane, Level 1, Supreme Court Building Singapore 178879 or **Service Bureau – State Courts**, located at 1 Havelock Square, Level 2, Singapore 059724. You may request for soft copies of the documents (if available) for your ease of use.

12. Moneylenders Credit Bureau Report (www.mlcb.com.sg)
13. Updated bank passbook/statement
14. CPF contribution history statement for the past 15 months
15. Notice of tax assessment for the past 2 years
16. Contract or letter of employment
17. Salary slips for the last 3 months
18. Bills for utilities and conservancy charges
19. Bills for residential / mobile phone
20. Bills for internet / cable
21. Statements from creditors on credit cards and loans

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

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