## 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 <u>https://www.mlaw.gov.sg/eservices/io/</u>. An Introductory Video and e-filing guide on how to use these e-services are also available on <u>http://www.mlaw.gov.sg/io</u>.

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

- 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

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

- 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

## For uploading onto DRS Supporting Documents (11 to 34)

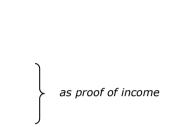
11. A Credit Report of yourself from Credit Bureau Singapore\*

\* The above search (item 11) is <u>mandatory</u> 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



as proof of employment