

Form BR-1

Regulation 16(3)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**NOTICE OF MEETING (GENERAL FORM)**

Take notice that a meeting of creditors in the above matter will be held at

*(Venue)*

on the      day of      20      ,      .

*(Time)*

(Forms of general and special proxy are enclosed herewith)

**AGENDA**

*[insert the purpose for which the meeting is called]*

Dated this      day of      20      .

*Official Assignee/Trustee*  
Address

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Form BR-2

Regulation 17(1)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT  
2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**ORDER OF COURT FOR  
GENERAL MEETING OF CREDITORS**

Upon the application of

\_\_\_\_\_  
*(Name and address of applicant)*

it is ordered that the Official Assignee / Trustee of this court do summon  
a meeting of the creditors of the bankrupt to be held  
at \_\_\_\_\_

*(Venue)*

on the day of 20 , at \_\_\_\_\_ to/for

*(Time)*

\_\_\_\_\_  
*(Purpose for which meeting is to be called)*

Dated this day of 20 .

By the Court,

*Registrar*

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Form BR-3

Regulation 25(6)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**GENERAL PROXY**

I, \_\_\_\_\_, hereby appointed the  
*(Name and address of creditor)*

Official Assignee in the above matter [or Mr. \_\_\_\_\_ of.

\_\_\_\_\_, a person in my regular employ] to be my

general proxy in the above matter [excepting as to the receipt of dividend].

Dated this    day of            20    .

*(Signature of Witness)*

*(Signature)*

Address

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**Notes**

1. When the creditor desires that his general proxy should receive dividends he should strike out the words, "excepting as to the receipt of dividend", putting his initials thereto. The creditor must fill up the blanks in his own handwriting.
2. The authorised agent of a Corporation may fill up blanks, and sign for the corporations, e.g.  
"For the \_\_\_\_\_ Company.

[Signed] \_\_\_\_\_  
(Duly authorised under the seal of the Company)"

3. A proxy given by a firm or person carrying on business, may be filled up and signed by a person having a general authority in writing to sign for such firm or person. Such person shall sign –

*[Signed]* \_\_\_\_\_ *(Name of person signing).*

Duly authorised by a general authority in writing to sign on behalf of [name of creditor]

4. The Official Assignee may require the authority to sign to be produced for inspection.

5. **Certificate to be signed by witness blind or incapable of filling up the above proxy**

I, \_\_\_\_\_, of \_\_\_\_\_,  
hereby certify that all insertions in the above proxy are in my own handwriting and have been made by me at the request of the abovenamed and in his presence before he attached his signature (or mark) thereto.

Signature \_\_\_\_\_

Address \_\_\_\_\_

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Form BR-4

Regulation 25(7)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**SPECIAL PROXY**

I, \_\_\_\_\_, hereby appointed  
the

*(Name and address of creditor)*

Official Assignee / Trustee in the above matter [or Mr.  
\_\_\_\_\_ of.

\_\_\_\_\_ ] as my proxy at the meeting of creditors

to be held on the    day of            20    or at any adjournment thereof, to

vote ([for][against] particulars of resolution)

Dated this    day of            20    .

*(Signature of Witness)*

*(Signature)*

Address

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**Notes**

1. The authorised agent of a Corporation may fill up blanks, and sign for the corporations, e.g.  
 “For the \_\_\_\_\_ Company.

[Signed] \_\_\_\_\_  
 (Duly authorised under the seal of the Company)”

2. A proxy given by a firm or person carrying on business, may be filled up and signed by a person having a general authority in writing to sign for such firm or person. Such person shall sign –

*[Signed]* \_\_\_\_\_ *(Name of person signing).*

Duly authorised by a general authority in writing to sign on behalf of [name of creditor]

3. The Official Assignee may require the authority to sign to be produced for inspection.

4. **Certificate to be signed by witness blind or incapable of filling up the above proxy**

I, \_\_\_\_\_, of \_\_\_\_\_, hereby certify that all insertions in the above proxy are in my own handwriting and have been made by me at the request of the abovenamed and in his presence before he attached his signature (or mark) thereto.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Form BR-5

Regulation (33)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**STATEMENT OF AFFAIRS**

**PART 1**

**1: Personal Details**

- 1.1 Bankruptcy No. : \_\_\_\_\_
- 1.2 Name : \_\_\_\_\_
- 1.3 Any Other Names  
(Aliases, Maiden Name) : \_\_\_\_\_
- 1.4 NRIC/Passport/FIN No. : \_\_\_\_\_
- 1.5 Latest ID No. (if any) : \_\_\_\_\_
- 1.6 Date of Birth : \_\_\_\_\_
- 1.7 Nationality : \_\_\_\_\_
- 1.8 Sex : **Male / Female**
- 1.9 Highest Educational  
Qualification : \_\_\_\_\_
- 1.10 Race : \_\_\_\_\_
- 1.11 Telephone No. (Home) : \_\_\_\_\_
- 1.12 Telephone No. (Mobile) : \_\_\_\_\_
- 1.13 Email Address : \_\_\_\_\_
- 1.14 Address (As in NRIC) : \_\_\_\_\_
- 1.15 Correspondence Address  
(if different from above) : \_\_\_\_\_

**2: Family Particulars**

- 2.1 Marital Status : \_\_\_\_\_
- 2.2 Name of Spouse : \_\_\_\_\_
- 2.3 Spouse ID Type : \_\_\_\_\_

- 2.4 NRIC/Passport No.  
(Spouse) : \_\_\_\_\_
- 2.5 Spouse Net Income : \_\_\_\_\_
- 2.6 If you own any HDB flat, please complete the following:
- Address of Flat** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Type of Flat** : \_\_\_\_\_
- Sole Owner / Joint Tenancy / Tenancy-In-Common (Share \_\_\_ %)**
- Name of Co-Owner(s)** : \_\_\_\_\_

**If you own a share in property(s) other than an HDB flat, please complete the tables at 2.1.4 and/or 2.2.2 of Part 2, where appropriate.**

2.7 Please provide the Name(s), Age(s) of all your children and individuals who are financially dependent on you.

S/N	Name	Age	Relationship	Employment Status
1				
2				
3				
4				
5				

Please provide details of your personal expenses and the expenses of the persons dependent on you.

Your total monthly expenses : \_\_\_\_\_

Total monthly expenses for your family : \_\_\_\_\_

Please list the expenses below:



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**3: Employment Records**

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- 3.1 Are you : **Employed / Self-employed / Unemployed**
- 3.2 If employed, please provide:
- Name of Employer : \_\_\_\_\_
- Job Title : \_\_\_\_\_
- Length of Service : \_\_\_\_\_
- Net Monthly Salary : \_\_\_\_\_
- 3.3 If self-employed, please provide:
- Name of Business/UEN No. : \_\_\_\_\_
- Address of Business : \_\_\_\_\_
- Nature of Business : \_\_\_\_\_
- Net Monthly Salary : \_\_\_\_\_
- 3.4 If unemployed, please provide:
- Name of Previous Employer : \_\_\_\_\_
- Previous Job Title : \_\_\_\_\_
- Last Date of Employment : \_\_\_\_\_
- Last Net Monthly Salary : \_\_\_\_\_
- Reason for Unemployment : \_\_\_\_\_
- Industry of Previous Employment : \_\_\_\_\_
- Last Held Position in Industry : \_\_\_\_\_

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Name & Relationship of person providing you financial support : \_\_\_\_\_

3.5 Do you have any other Sources of Income (e.g. income from rental of flat/room, any part time job)? Please state details of the source and amount of income received.

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#### **4: Bankruptcy Details and Business Ownership**

4.1 Were you previously adjudged a Bankrupt: **Yes / No**

If "Yes", please provide Bankruptcy Number: \_\_\_\_\_ and Date of Discharge/Annulment: \_\_\_\_\_

4.2 Are you currently a director of any company or involved in the management of a company/ business? **Yes / No**

4.3 Were you previously (in the last 5 years) a director of any company or involved in the management of a company/business? **Yes / No**

4.4 If "Yes" for 4.2 or 4.3 or both, please give details of the company/ business:

S/N	Name of Company/Business	UEN No.	Nature of Business	Position in Company
1				
2				
3				
4				
5				

4.5 Are you presently involved in any Legal Proceedings: **Yes / No**

If Yes, please provide the details requested below:

S/N	Description of Case	Case Reference Number	Name and Address of Solicitors
1			
2			

4.6 Main Cause(s) of Bankruptcy (Please tick only 1 box)

- Business failure (e.g. director/business owner and acted as guarantor for company loans, company hire-purchase)
- Claims against you as a result of criminal offences (e.g. criminal breach of trust, misappropriation of funds)
- Gambling
- Liabilities due to guarantees of a personal nature (e.g. acted as guarantor for friend/family)
- Loss of income due to unemployment or retrenchment
- Loss of income due to medical problems or ill health
- Overspending on consumer goods/services (e.g. family expenses, purchase of luxury items)
- Speculation (e.g. shares, properties, forex trading)
- Others, please indicate \_\_\_\_\_

4.7 Source(s) of Debt Contributing to Bankruptcy (tick all that apply)

- Credit facilities from financial institutions (e.g. overdraft facilities, credit cards, renovation loans, company loans)
- Hire-purchase facilities
- Loans from licensed moneylenders
- Personal loans (e.g. loans from friends/family)
- Others, please indicate \_\_\_\_\_

**You may provide details on the cause(s) of your bankruptcy:**

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**PART 2****2: SUMMARY OF ASSETS AND LIABILITIES (Sections 2.1 & 2.2)**

<b>Assets</b>	<b>Amount</b>	<b>Liabilities</b>	<b>Amount</b>
Cash at Bank/In Hand		Preferential Creditors	
Sundry Debtors		Secured Creditors	
Personal Assets		Unsecured Creditors	
Real Estate Assets		Contingent Liabilities	
Business Assets			
Contingent Assets			
Total Assets (A)		Total Liabilities (B)	

Total Assets (A) - Total Liabilities (B) =	
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**2.1 Assets**

2.1.1 Cash at Bank (Savings/Current/Joint accounts/Fixed Deposits) and in Hand.

S/N	Name of Bank	Type of A/C	A/C No.	Foreign Currency (Indicate currency type)	Amount	Amount (SGD)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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**2.1.2 Sundry Debtors (Individuals/Companies/Businesses that owe you money)**

<b>S/N</b>	<b>Name of Debtor</b>	<b>NRIC/UEN No.</b>	<b>Address</b>	<b>Date Debt Incurred</b>	<b>Foreign Currency (Indicate currency type/amount)</b>	<b>Amount (SGD)</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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2.1.3 Personal Assets (Including Safe Deposit Box items, Insurance Policy, Vehicle, Trust/Will, Public or Private Limited Company Shares or Club Membership)

Note: If you have any asset still under hire purchase [i.e., not fully paid], please declare it here and also under section 2.2.2 “Secured Creditors”.

S/N	Description of Asset	Registration/ Account No.	Location of Asset	Quantity	Value of Asset (SGD)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

2.1.4 Real Estate (Including Commercial, Industrial, Foreign Properties, Executive Condominiums, HUDC property.) (Excludes HDB flat e.g. Maisonette or 5-room flat and below.)

Note: If you have any property currently under mortgage [i.e., not fully paid], please declare it here and also under section 2.2.2 “Secured Creditors”.

S/N	Description of Asset	Address	Particulars of Ownership (*Please select one)	% Share	Value of Asset (SGD)	Foreign Currency (Indicate currency type/amount)
1			Sole Owner / Joint Tenancy / Tenancy-in- Common / Beneficial Owner			
2			Sole Owner / Joint Tenancy / Tenancy-in- Common / Beneficial Owner			
3			Sole Owner / Joint Tenancy / Tenancy-in- Common / Beneficial Owner			
4			Sole Owner / Joint Tenancy / Tenancy-in- Common / Beneficial Owner			



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**2.1.5 Business Assets (Inventory/Plant and Equipment/Furniture and Fittings)**

S/N	Description of Asset	Business Name	Type of Business (*Please select one)	UEN No.	Location of Asset	% Share	Value of Asset (SGD)	Foreign Currency (Indicate currency type/ amount)
1			Sole Proprietor / Pte Ltd / Partnership					
2			Sole Proprietor / Pte Ltd / Partnership					
3			Sole Proprietor / Pte Ltd / Partnership					
4			Sole Proprietor / Pte Ltd / Partnership					
5			Sole Proprietor / Pte Ltd / Partnership					

### 2.1.6 Contingent Assets

Note: This is for pending law suits or legal claims that you have against another party (i.e., you are the plaintiff). If there is a counter-claim against you in the law suit, please declare the counter-claim under section 2.2.4 “Contingent Liabilities”. The relevant documents evidencing the law suit/legal claim must also be submitted. If there are outstanding loans owed to you currently being serviced and there is a guarantor for this loan, please declare said guarantor in this section.

S/N	Nature of Contingency (*Please select one)	Details of Suit or Guarantee	Amount Owed (SGD)	Debtor 's Name	Debtor 's ID No.	Debtor 's Address
1	Pending Suit/Arbitration Guarantee Others: _____ -	High Court / State Courts / Foreign Court Suit No: _____ Guarantee No./Information _____				
2	Pending Suit/Arbitration Guarantee Others: _____ -	High Court / State Courts / Foreign Court Suit No: _____ Guarantee No./Information _____				
3	Pending Suit/Arbitration Guarantee Others: _____ -	High Court / State Courts / Foreign Court Suit No: _____ Guarantee No./Information _____				
4	Pending Suit/Arbitration Guarantee Others: _____ -	High Court / State Courts / Foreign Court Suit No: _____ Guarantee No./Information _____				

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## 2.2 Creditors

2.2.1 Preferential Creditors (Employees e.g. wages, work injury compensation; Inland Revenue Authority of Singapore ('IRAS') e.g. income tax, property tax, Goods and Services Tax; Central Provident Fund ('CPF') Board e.g. CPF contribution, MediShield Life premiums, foreign worker levy)

S/N	Name of Creditor	ID No. (NRIC/FIN)	Description of Liability	Amount Outstanding (SGD)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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2.2.2 Secured Creditors (Either Fully or Partly Secured) (e.g. Mortgages/Pledges/Lien/Charge/Hire Purchase Agreements)

S/N	Name of Creditor	Address	Description of Asset	Amount Owed (SGD) (A)	Estimated Value (SGD) (B)	Estimated Surplus/Deficit (SGD) (B-A)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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2.2.3 Unsecured Creditors (Personal Creditors, Licensed Moneylenders, Banks/Financial Institutions, other Businesses and Service Providers e.g. Telcos, utilities)

S/N	Name of Creditor	Address (and NRIC No. where applicable)	Amount Owed (SGD)	Nature of Debt	Foreign Currency (Indicate currency type/amount)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### 2.2.4 Contingent Liabilities

Note: This is for law suits or legal claims that another party has against you (ie, you are the defendant). If there is a counter-claim by you against the plaintiff in the law suit, please declare the counter-claim under section 2.1.6 “Contingent Assets”. The relevant documents evidencing the law suit/legal claims must also be submitted. If you are currently a guarantor for any hire-purchase or personal loans and these hire-purchase or loans are still being serviced and have not been defaulted upon, please declare in this section.

S/N	Nature of Contingency (*Please select one)	Details of Suit or Guarantee	Amount Owed (SGD)	Creditor's Name	Creditor's ID No.	Creditor's Address
1	Pending Suit/Arbitration Guarantee Others: _____	High Court / State Courts / Foreign Court Suit No: _____  Guarantee No./Information _____				
2	Pending Suit/Arbitration Guarantee Others: _____	High Court / State Courts / Foreign Court Suit No: _____  Guarantee No./Information _____				
3	Pending Suit/Arbitration Guarantee Others: _____	High Court / State Courts / Foreign Court Suit No: _____  Guarantee No./Information _____				
4	Pending Suit/Arbitration Guarantee Others: _____	High Court / State Courts / Foreign Court Suit No: _____  Guarantee No./Information _____				

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**PART 3**

**3: Disposal of Assets before Bankruptcy****3.1 Property Disposed 5 years prior to date of Bankruptcy Application**

Note: Please declare all assets given away, transferred or sold **in the last 5 years**. This includes any assets given away, transferred or sold as a result of divorce proceedings or following a court order.

S/N	Description of Asset	Estimated Market Value or Fair Value of Asset	Date of Sale/ Transfer/ Disposal	Name of Buyer/ Transferee	Net Sale Proceeds
1					
2					
3					
4					
5					

**3.2 Repayment of Debt(s) to creditors before and after date of Bankruptcy Application**

Note: If you made payment to any creditor **in the last 2 years** before the date of Bankruptcy Application or payment to any creditor after the date of the Bankruptcy Application, please provide the information below:

S/N	Creditor	ID No. (NRIC/FIN)	Amount Owed	Amount Paid	Relationship	Date of Repayment
1						
2						
3						
4						
5						

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Form BR-6

Regulation 37

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To [insert name and last known address of debtor]

(Title)

**NOTICE TO DEBTORS  
UNDER SECTION 338 OF INSOLVENCY, RESTRUCTURING AND  
DISSOLUTION ACT**

Take notice that pursuant to section 338 of the Insolvency, Restructuring and Dissolution Act, you have been placed upon the list of Debtors to the above Estate in the sum of \$ \_\_\_\_\_ and that such list has been filed by me in the High Court and that unless you, on or before the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, give notice in writing to the Registrar of your intention to dispute the same, you will be deemed to admit that the amount set opposite your name in such list is due and owing by you to the said Estate and will be settled on such list accordingly and in default of payment execution may be issued against you for the said amount in the same way as if judgment had been entered up against you..

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

*Official Assignee / Trustee*



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Form BR-7

Regulation 38(1)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To :

(Title)

**NOTICE OF DETERMINATION OF MONTHLY CONTRIBUTION  
AND TARGET CONTRIBUTION**

Take notice, that, as the Administrator of the above estate, I have this day determined your monthly contribution and target contribution to be (i) \$            and (ii) \$            respectively.

You shall pay the monthly contribution of \$            to the Official Assignee commencing for a period of consecutive 52/76 months, with the last payment on            .

For avoidance of doubt, this Notice shall supersede previous Notice(s) issued in the last preceding bankruptcy (if any).

And further take notice that if you are dissatisfied with my decision in respect of the determination, you may apply to the court to review the decision within 21 days from this date.

Dated this    day of            20    .

*Official Assignee/Trustee*

*(Signature)*

Address

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Form BR-8

Regulation 38(2)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**EXPLANATION OF MONTHLY CONTRIBUTION AND TARGET  
CONTRIBUTION**

Take notice, that, as the Administrator of the above estate, I have on day of 20 , determined the bankrupt's monthly contribution and target contribution to be (i) \$ and (ii) \$ respectively.

The basis of my determination is appended herein.

Dated this day of 20 .

*Official Assignee / Trustee*

*(Signature)*

Address

To : [Insert name of recipient]

Form BR-9

Regulation 39(2)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To :

(Title)

**CERTIFICATE OF REDUCTION OF MONTHLY CONTRIBUTION  
AND TARGET CONTRIBUTION UNDER SECTION 342(1) OF  
INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018**

Take notice, that as the Administrator of the above estate, I have this day reduced your monthly contribution and target contribution on the following grounds:

[Details of reasons]

The monthly contribution and target contribution are reduced to be the sums of (i) \$                      and (ii) \$                      respectively.

The reduction of the monthly contribution and target contribution takes effect on                      (Date of the Order).

The reduction of the monthly contribution and target contribution does not affect any payment(s) made by the bankrupt in respect of the monthly contribution or target contribution prior to the date of the reduction, unless the court ordered otherwise.

Dated this    day of                      20    .

*Official Assignee/Trustee**(Signature)*

Address

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Form BR-11

Regulation (58)(4)(a)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To :

(Title)

**NOTICE OF REJECTION OF PROOF OF DEBT**

Take notice, that, as Official Assignee/Trustee of the above estate, I have this day rejected your claim against such estate to the extent of \$ \_\_\_\_\_ on the following grounds :

And further take notice that if you are dissatisfied with my decision in respect of your proof, you may apply to the court to reverse or vary the decision within 21 days from this date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ .

*Official Assignee/Trustee*

*(Signature)*

Address

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Form BR-12

Regulation 58(6)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To :

(Title)

**NOTICE OF CONFIRMATION / NOTICE OF REVOCATION ON  
REJECTION OF PROOF OF DEBT**

Take notice that, as Official Assignee/Trustee of the estate of the abovenamed bankrupt, I have examined all further evidence and information submitted by you, under Regulation 58(4)(b) of the Insolvency, Restructuring and Dissolution (Bankruptcy) Regulations.

I hereby confirm my decision made on [Date of Notice of Rejection] that your claim of \$                    filed against the above estate remained rejected on the ground(s) of                    .

OR

I hereby revoke my decision made on [Date of Notice of Rejection]. Your claim of \$                    filed against the above estate has now been fully admitted / partially admitted / varied to the extent of \$                    .

Dated this    day of                    20    .

*Official Assignee/Trustee*

*(Signature)*

Address

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Form BR-13

Regulation 63(1)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**PROPOSAL FOR A COMPOSITION**

I, \_\_\_\_\_, the abovenamed bankrupt, hereby submit the following proposal for a composition in satisfaction of my debts:

1. That payment in priority to all other of my debts of all debts directed to be so paid in the distribution of the property of a bankrupt shall be provided for as follows:

*(Set out terms of proposal so far as relate to preferential claims)*

2. That provision for payment of all the proper costs, charges, and expenses of and incidental to the proceedings, and all fees and percentages payable to the Official Assignee/Trustee shall be made in the following manner:

*(Set out proposal for provision for fees, charges, costs, etc.)*

3. That the following composition shall be paid as hereinafter mentioned on all provable debts:

*(Set out terms of composition)*

4. That the payment of the composition be secured in the following manner:

*(Set out full names and addresses of sureties (if any) and complete particulars of all securities intended to be given)*

5.        *(Set out any other terms)*

Dated this    day of        20   .

*(Signature)<sup>(1)</sup>*

*Note :* (1) To be signed by the bankrupt, or in case of joint bankrupts, to be signed in the firm's name by such of the bankrupts as the Official Assignee/Trustee shall require.

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Form BR-14

Regulation 63(2)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

(Title)

**PROPOSAL FOR A SCHEME**

I, \_\_\_\_\_, the abovenamed bankrupt, hereby submit the following proposal for a scheme of arrangement of my affairs in satisfaction of my debts:

1. That -

*(Set out terms of scheme)*

2. That payment in priority to all other of my debts of all debts directed to be so paid in the distribution of the property of a bankrupt shall be provided for as follows:

*(Set out, or indicate by reference to the scheme, how it is proposed to satisfy preferential claims)*

3. That provision for payment of all the proper costs, charges, and expenses of and incidental to the proceedings, and all fees and percentages payable to the Official Assignee/Trustee is provided as follows:

*(Set out, or indicate by reference to the scheme, how it is proposed to provide for fees, costs, charges, etc.)*

4. That the payment of the scheme be secured in the following manner:

*(Set out full names and addresses of sureties (if any) and complete particulars of all securities intended to be given)*



5. *(Set out any other terms)*

Dated this    day of            20    .

*(Signature)<sup>(1)</sup>*

*Note* : (1) To be signed by the bankrupt, or in case of joint bankrupts, to be signed in the firm's name by such of the bankrupts as the Official Assignee/Trustee shall require.

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Form BR-15

Regulation 63(3)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

IN BANKRUPTCY NO. \_\_\_\_\_ OF 20\_\_

RE : \_\_\_\_\_

**VOTING LETTER UNDER SECTION 357 OF INSOLVENCY,  
RESTRUCTURING AND DISSOLUTION ACT 2018**

I, \_\_\_\_\_,

of \_\_\_\_\_

request you to record my vote for/against\* the proposed composition (or  
scheme of arrangement) in the said manner.

Dated this    day of            20    .

\_\_\_\_\_  
*(Signature of witness)*

\_\_\_\_\_  
*(Signature)*

To : The Official Assignee / Trustee

\*Delete as appropriate.

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Form BR-16

Regulation 68(1)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To : *Recipient of Notice*

*Address*

(Title)

**NOTICE OF DISCLAIMER UNDER SECTION 373 OF INSOLVENCY,  
RESTRUCTURING AND DISSOLUTION ACT 2018**

On (*date of disclaimer*), I/we, (*name of trustee*), the trustee(s) of the above-named bankrupt's estate disclaimed all my/our interest in the following Property pursuant to section 373(1) of the Insolvency, Restructuring and Dissolution Act:

*(Full particulars/address\* of Property disclaimed)*

The Property disclaimed is unsaleable / is not readily saleable / would have given rise to a liability to pay money / performance of other onerous acts.

Dated this    day of            20    .

*(Signature)*

*Official Assignee/Trustee*

*Address*

*Contact details if trustee is not the Official Assignee*

\*Where the property concerned consists of registered land, a copy of the the notice should be sent to the Registrar of Titles

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Form BR-17

Regulation 74(2)(a)

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018  
(ACT 40 OF 2018)**

**INSOLVENCY, RESTRUCTURING AND DISSOLUTION  
(BANKRUPTCY) REGULATIONS 2020**

To :

(Title)

**NOTICE TO CREDITORS OF INTENTION TO DECLARE  
DIVIDEND**

Take notice that a [first] [second] [final] dividend is intended to be declared in the above matter and that if you do not establish your claim to my satisfaction on or before the            day of            20    , you will be excluded from this dividend and I shall proceed to make the dividend without regard to your claim.

Dated this    day of            20    .

*Official Assignee/ Trustee*