

Using SAM Machines to Make Your DRS Payments

Your case has been referred to the DRS for an assessment for your suitability to be placed on the scheme. Pursuant to the Bankruptcy (Debt Repayment Scheme) Rules, you are required to pay for the various fees involved for the assessment of your case as stated in the Fees Schedule.

There are 3 ways available for you to make these payments:

1) Payment at our cash deposit machine

Please enter your DRS Case Number (e.g. D000XXX-2014) and the nature of your payment e.g. Preliminary Fee, Review Fee etc.

2) Payment at SingPost Post Office branches

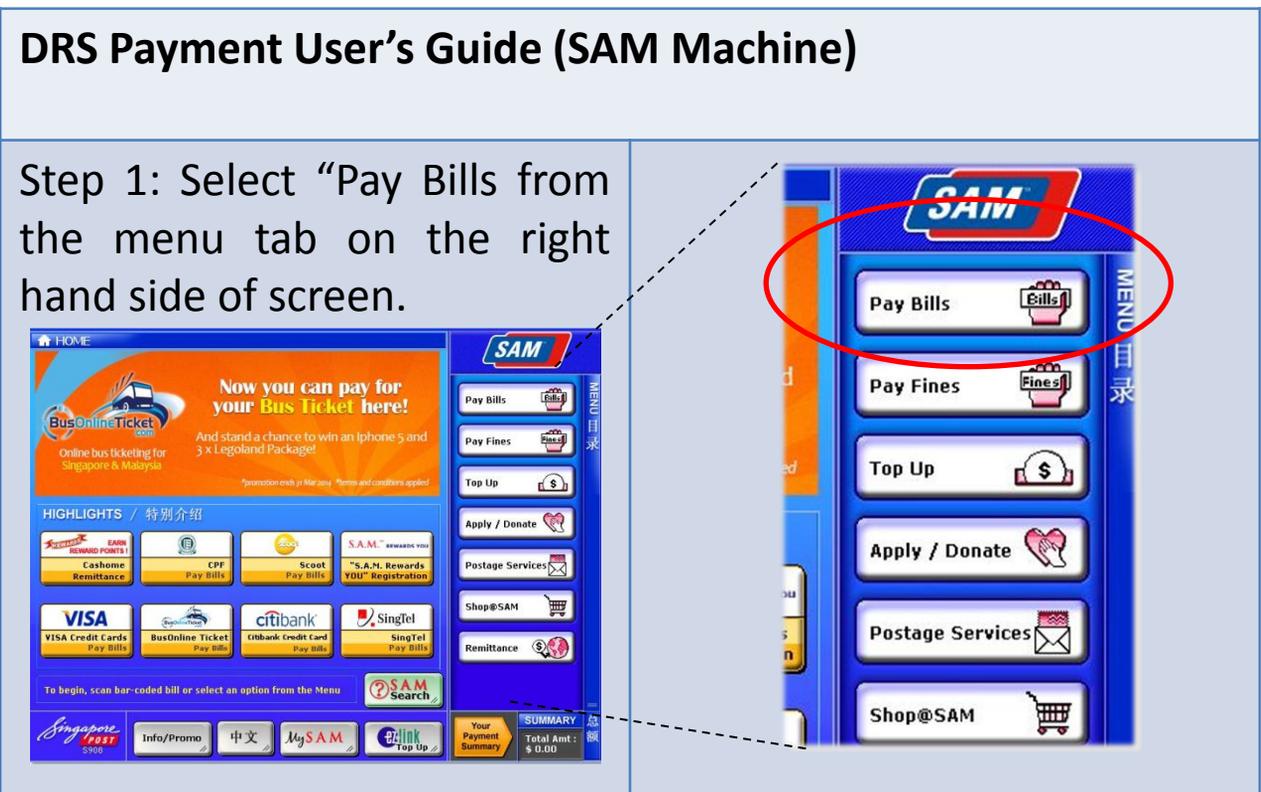
Please provide the SingPost staff with your DRS Case Number (e.g. D000XXX-2014) and the nature of your payment e.g. Preliminary Administration Fee.

3) Payment using SAM machines

Please refer to the guide below.

DRS Payment User's Guide (SAM Machine)

Step 1: Select "Pay Bills from the menu tab on the right hand side of screen.



The image shows a screenshot of the SAM machine interface. The main screen displays various service options like 'BusOnline Ticket', 'Cashmere Remittance', 'CPF Pay Bills', 'Scout Pay Bills', 'S.A.M. Rewards YOU Registration', 'VISA Credit Cards Pay Bills', 'BusOnline Ticket Pay Bills', 'Citibank Credit Card Pay Bills', and 'SingTel Pay Bills'. On the right side, there is a vertical menu with options: 'Pay Bills', 'Pay Fines', 'Top Up', 'Apply / Donate', 'Postage Services', 'Shop@SAM', and 'Remittance'. The 'Pay Bills' option is circled in red. Below the main screen, there is a 'SUMMARY' section showing 'Total Amt: \$ 0.00'.

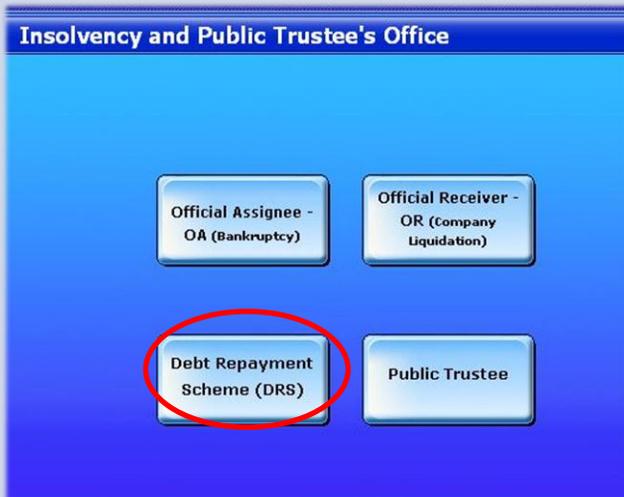
Step 2: Select "Government".



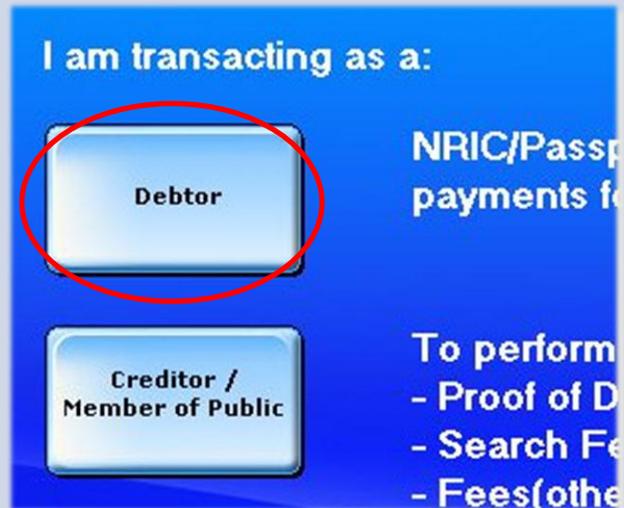
Step 3: Select "Insolvency Service-IPTO"



Step 4: Select "Debt Repayment Scheme"



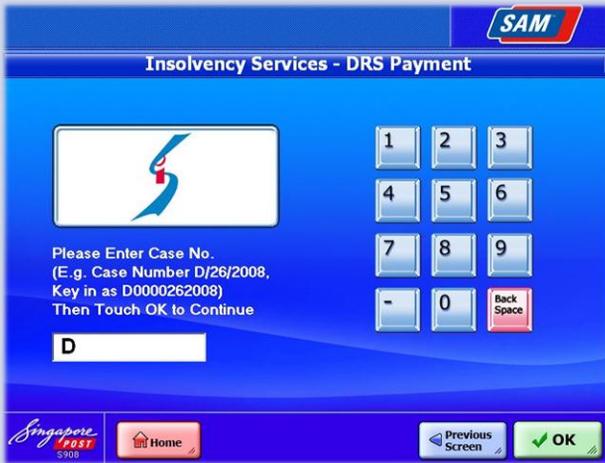
Step 5: Select "Debtor"



Step 6: Select your preferred mode of retrieving your case record

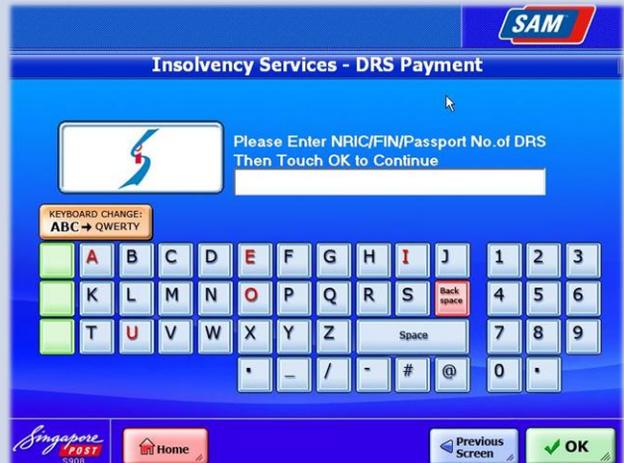


Step 7: Key in your 11-digit DRS case no. inclusive of all zeroes



OR

Step 7: Key in your NRIC number

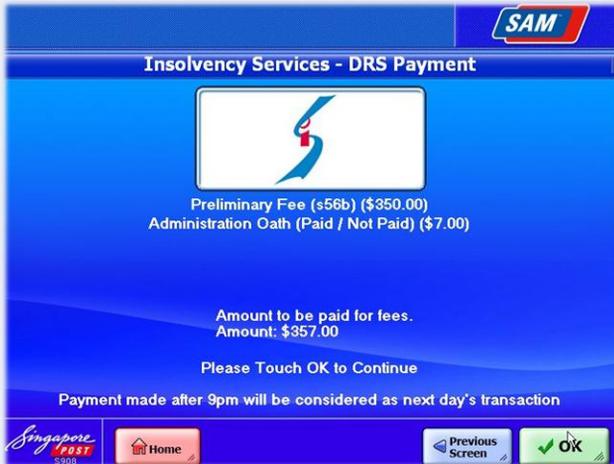


Step 8: A listing of relevant payment will be reflected on the screen, select those you are paying for by checking the boxes on the right and press "OK" to continue



**Please refer to the notice sent to you for more information of the payments which you are required to make*

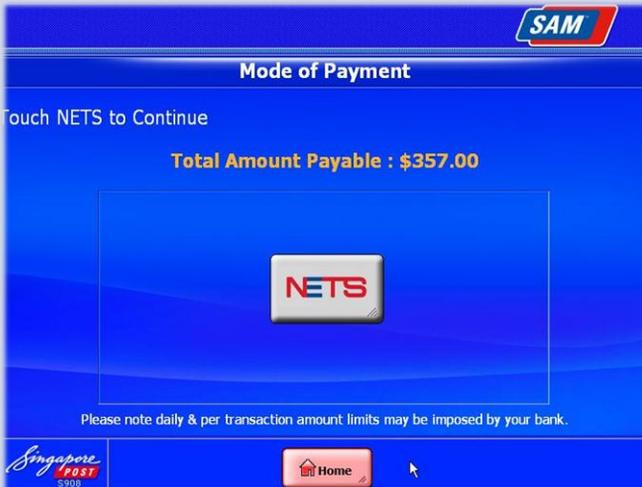
Step 9: Confirm the payment



Step 10: Review the payment summary



Step 11: Proceed to make the payment



Step 12: Complete payment and retain the receipt for future reference.

