

How to File Your Statement of Affairs for Bankruptcy - Online

A step-by-step guide on how to e-file your Statement of Affairs for Bankruptcy



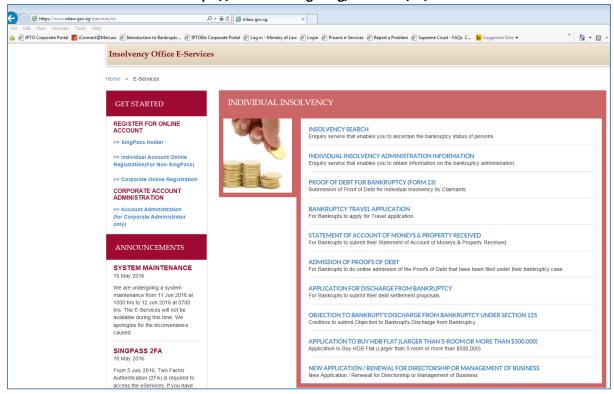
STATEMENT OF AFFAIRS FOR BANKRUPTCY For Bankrupts to submit their Statement of Affairs.

Contents

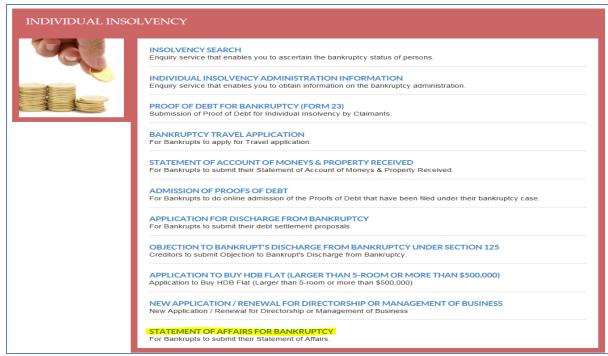
1)	Getting Started – How to file your Statement of Affairs?	1
2)	Particulars	5
	2.1 Personal Particulars	5
	2.2 Family Particulars	7
	2.3 Employment Details	9
	2.4 Bankruptcy Details	12
3)	Assets	14
	3.1 Cash in Hand	14
	3.2 Cash at Local Banks	14
	3.3 Cash at Overseas Banks	16
	3.4 Sundry Debtors	17
	3.5 Real Estates (Exclude HDB Flats)	19
	3.6 Other Personal Assets	20
	3.7 Business Assets	21
	3.8 Contingent Assets	23
4)	Liabilities	25
	4.1 Preferential Creditors	25
	4.2 Secured Creditors	27
	4.3 Unsecured Creditors	28
	4.4 Contingent Liabilities	30
5)	Disposed Assets & Debt Repayment	32
	5.1 Disposed Assets	32
	5.2 Repayment of Debt(s) to Creditors	33
6)	Statement Summary	36
7)	Confirm Submission	37
۵۱	Transaction Completion	20

1) Getting Started - How to file your Statement of Affairs?

Please access our website via https://www.mlaw.gov.sg/eservices/io/.



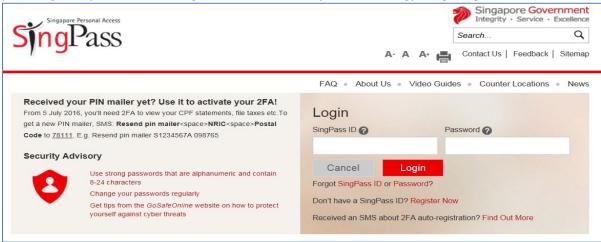
Please click on the link "STATEMENT OF AFFAIRS FOR BANKRUPTCY".



Please select your login option; SingPass Holder or Non-SingPass Holder.



For **SingPass Holder**, please login with your **SingPass ID** and **Password**. If you require assistance with your SingPass, please access SingPass' website via **https://www.singpass.gov.sg**.



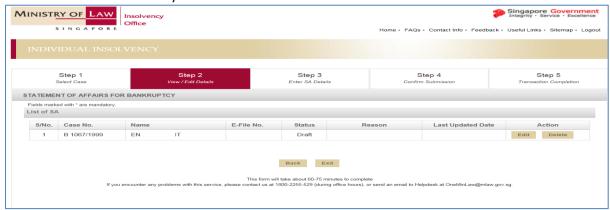
For Non-SingPass Holder, please access our website via https://www.mlaw.gov.sg/eservices/io/and click on the link "Individual Account Online Registration (For Non-SingPass)" to request for a Login ID and Password.



After you have obtained the Login ID and password, please login with the given **Login ID** and **Password**.

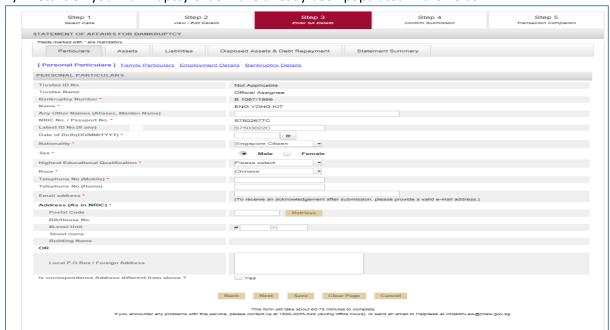


Once you have successfully logged in, your case number and name will be displayed in the List of SA. Please click on "Edit" to file your Statement of Affairs.

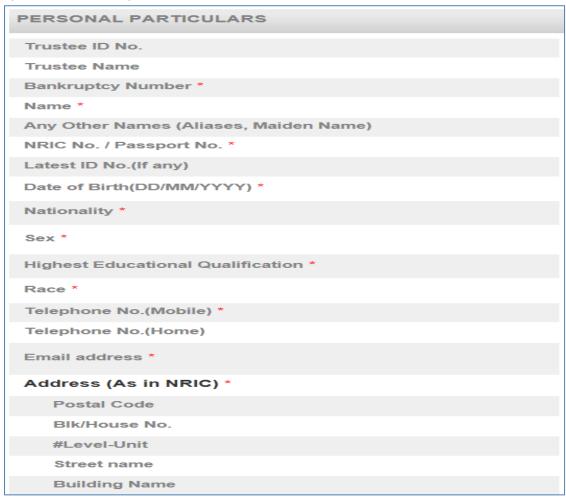


General instructions on completing your Statement of Affairs

A) Details on your Bankruptcy Order have already been populated in the fields.



B) Fields marked with a red "*" are mandatory fields and must be completed. You may select the options from the dropdown list or enter the details in the free text field.



C) At the top of every page, you will see the various tabs that you are required to complete. You may navigate the pages by clicking on the **grey tabs** or **blue links**.

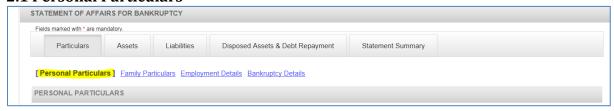


D) Alternatively, please click on "Back" and "Next" to navigate the pages. You can also "Save" your submission at any time.



2) Particulars

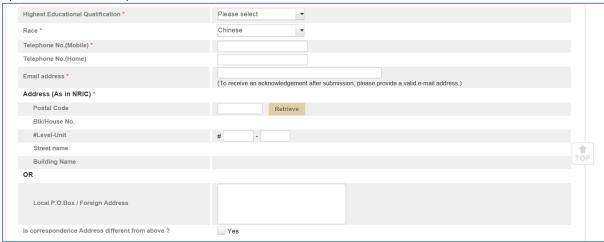
2.1 Personal Particulars



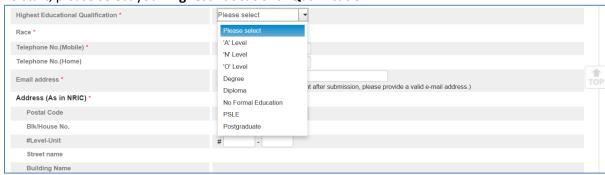
Your bankruptcy number, name and NRIC number will be displayed. Please enter other names (if any) and provide a copy of the Deed Poll. Please also enter your **Date of Birth** and **Nationality**.



Fields marked with a red "*" are mandatory fields and must be completed. You may select the options from the dropdown list or enter the details in the free text field.



To start, please select your **Highest Educational Qualification**.



Please update your Race, Telephone No. (Mobile), Telephone No. (Home) and Email address.

Highest Educational Qualification *	'A' Level
Race *	Chinese
Telephone No.(Mobile) *	9000000
Telephone No.(Home)	67500009
Email address *	EMAIL@email.com (To receive an acknowledgement after submission, please provide a valid e-mail address.)

Please update your **Address (As in NRIC)**. You may search by updating the **Postal Code** and clicking on "**Retrieve**".



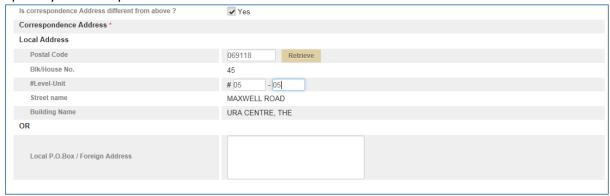
After you clicked the "Retrieve" button, the Street Name and Building Name will be displayed.



Please update the level and unit number of your apartment.



If your correspondence address is different from your NRIC address, please check the tick box and update your correspondence address.



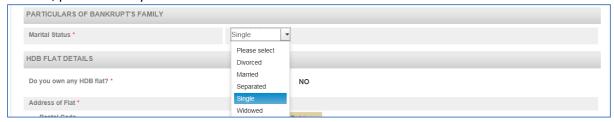
After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.



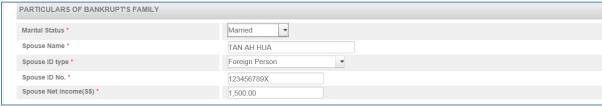
2.2 Family Particulars



To start, please select your Marital Status.



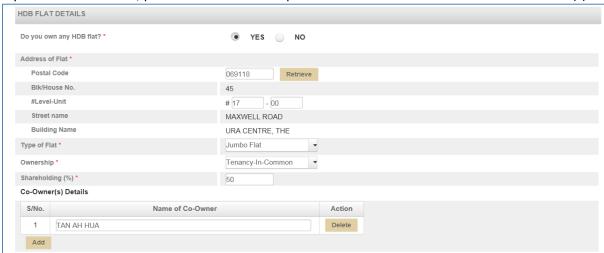
If you are married, please update your spouse's name, ID type and ID number. If your spouse is working, please update his/her net income.



You are required to update this section on whether you own an HDB flat.



If you own an HDB Flat, please select "Yes" and provide the address and details of the co-owner(s).



In the following section, you are required to provide the details of individuals who are financially dependent on you e.g. parents, children or relatives who rely on you for financial support.



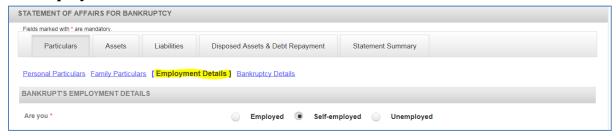
Please list the total monthly expenses you spend on yourself and your family. Please provide a breakdown of these expenses. Please refer to the example below.

HOUSEHOLD EXPENSES	
Your Total Monthly Expenses (\$\$) *	1600
Total Monthly Expenses for your Family (S\$) *	1000
List of Expenses *	Utilities \$120 Marketing \$400 Home internet \$80

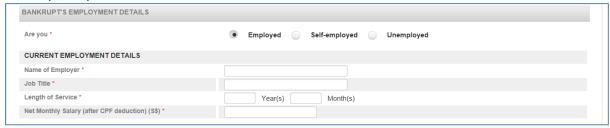
After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.



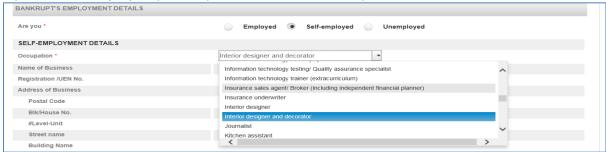
2.3 Employment Details



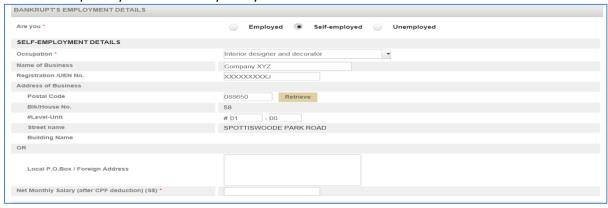
If you are "Employed", please update the employer's name, job title, length of service and net monthly salary.



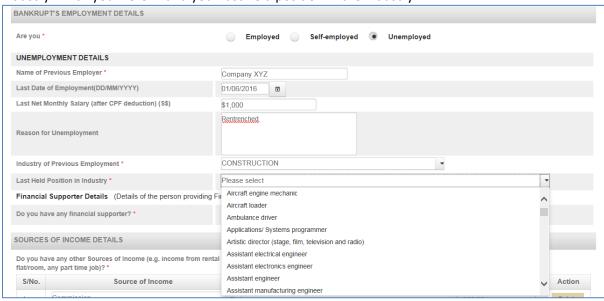
If you are **Self-employed**, please update the information on your business.



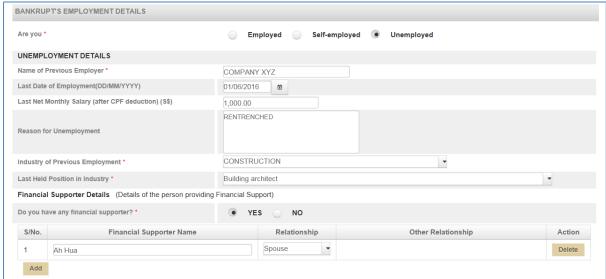
Please also update your net monthly salary.



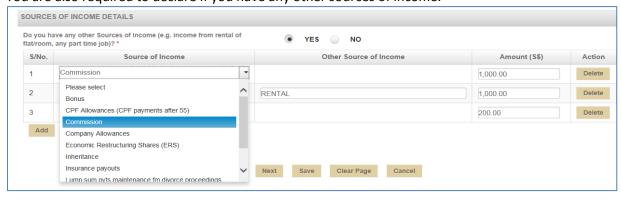
If you are **Unemployed**, you are required to indicate the name of your previous employer, the industry which you were in and your last held position in the industry.



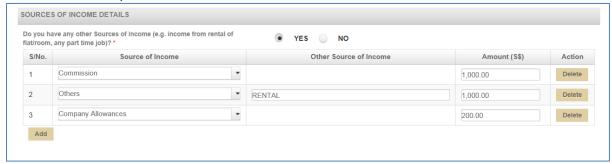
As you are unemployed, please provide the details of your financial supporter.



You are also required to declare if you have any other sources of income.



Please ensure that you declare all sources of income.



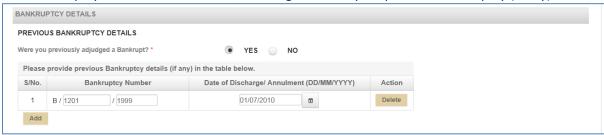
After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.



2.4 Bankruptcy Details



Your bankruptcy details are listed here, including details of your previous bankruptcy (if any).



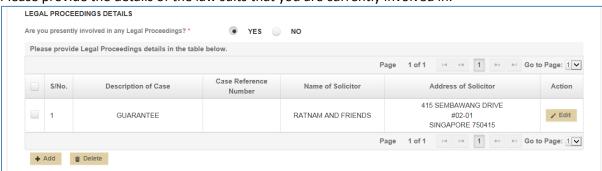
You are required to declare if you are currently a Director of any company or involved in the management of any business.



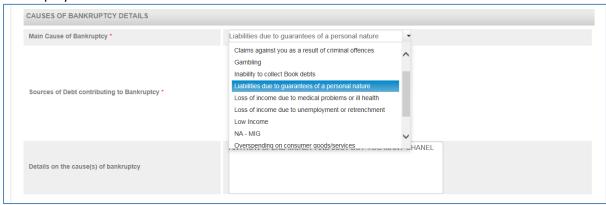
If you are currently a Director of any company or involved in the management of any business, please provide the information in the fields indicated. If you are involved in more than one company or business, please click on "Add" to include them in this section.



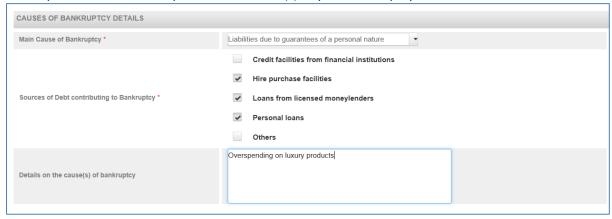
Please provide the details of the law suits that you are currently involved in.



Please select your main cause of bankruptcy and the sources of debt contributing to your bankruptcy.



Please provide a brief description on the cause(s) of your bankruptcy.



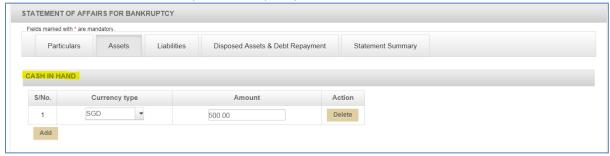
After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.



3) Assets

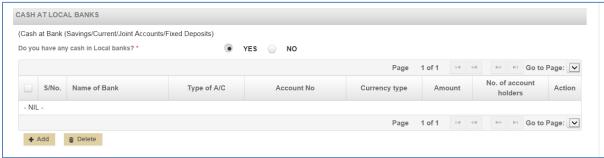
3.1 Cash in Hand

Please declare all the cash that you have in your possession.

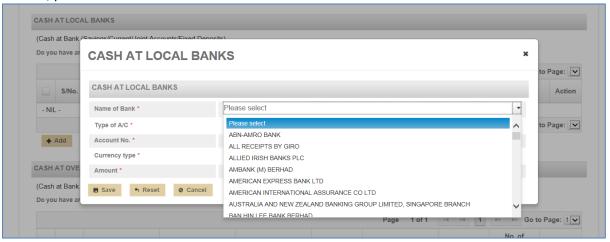


3.2 Cash at Local Banks

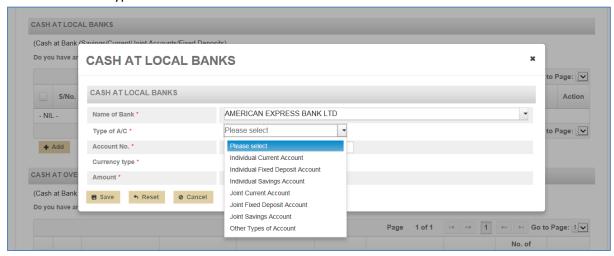
Please declare all your bank accounts and the amounts in these accounts.



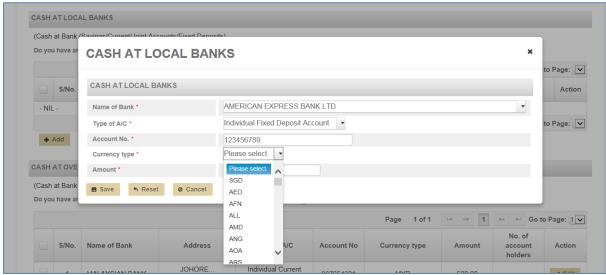
To start, please select the name of the bank.



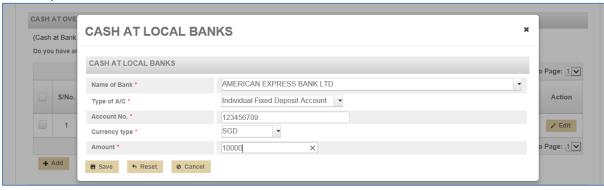
Please select the type of bank account.



Please update the bank account number and currency type.



Please update the amount in the bank account and click on "Save".

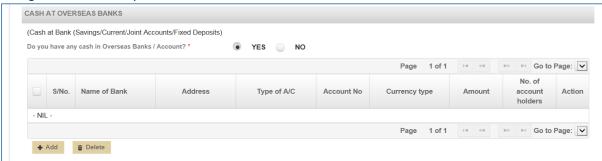


If you have more than one bank account, please click on "Add" to update the additional bank account.

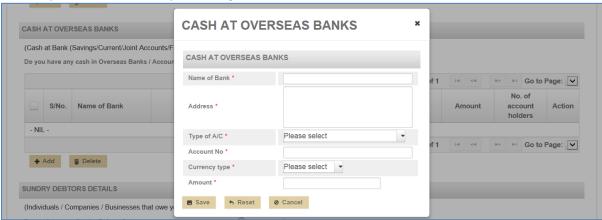


3.3 Cash at Overseas Banks

In this section, you are required to update the details of your foreign bank account(s). If you have a foreign bank account, please click on "Add".



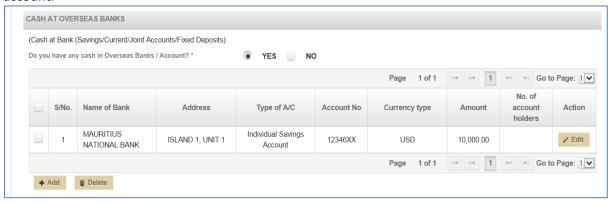
Please update the details of your foreign bank account.



This is an example of a foreign bank account.

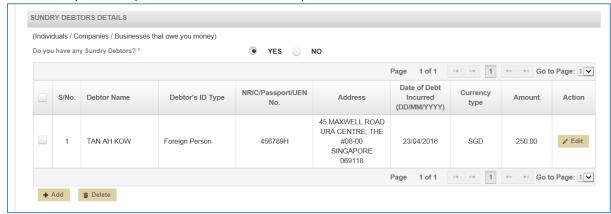


If you have more than one bank account, please click on "Add" to update the additional bank account.

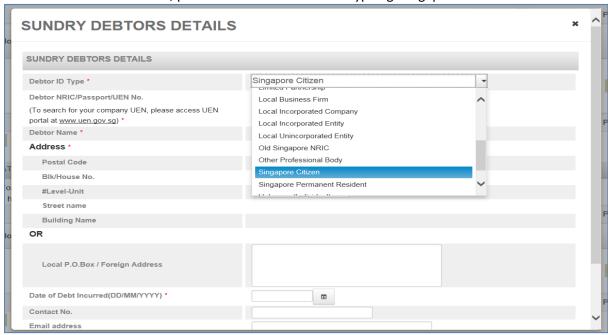


3.4 Sundry Debtors

In this section, you are required to declare if there are any individuals, companies or businesses which owe you money. Please click on "Add" to update the information.



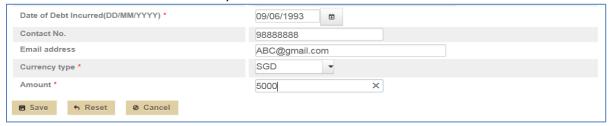
If the debtor is an individual, please select the debtor's ID type eg. Singapore Citizen.



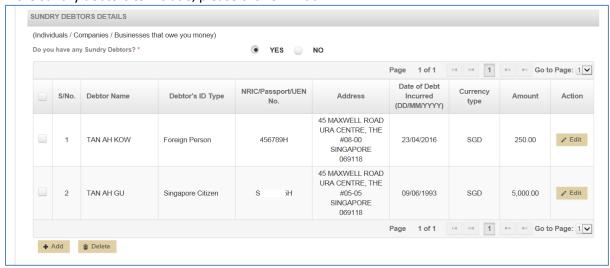
Please update the debtor's ID number, name and address.



Please update when this debt was incurred, the contact details of the debtor, currency type and amount. Please click on "Save" after you are done.

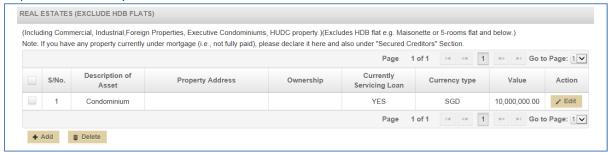


This is an example of two individual sundry debtors; a foreigner and a Singapore Citizen. If you have more sundry debtors to include, please click on "Add".



3.5 Real Estates (Exclude HDB Flats)

In this section, you are required to declare real estate(s) that you own. Please note that you are required to declare your flat if it is an HUDC flat or an executive condominium.



In this section, you are required to update the details of your real estate(s). If you are currently still servicing the loan, you are also required to update the details under the section "Secured Creditors".



After you have updated the details, please click "Save".



If you have more real estates to include, please click on "Add".

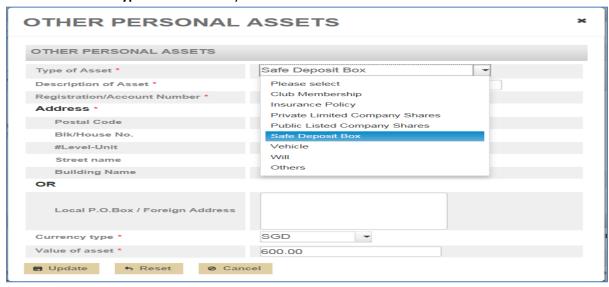


3.6 Other Personal Assets

In this section, you are required to declare if you have any other assets of value. Please click on "Add".



Please select the "Type of Asset" that you own.



You are required to give a brief description of the asset, location and value. Once you are done, please click "**Update**".

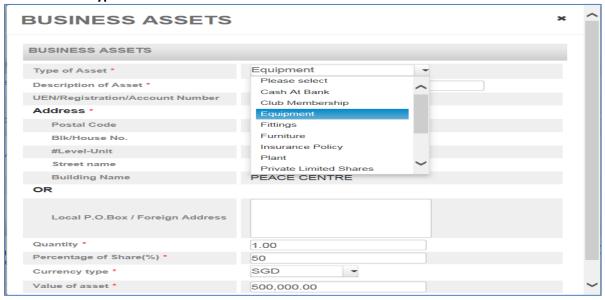


3.7 Business Assets

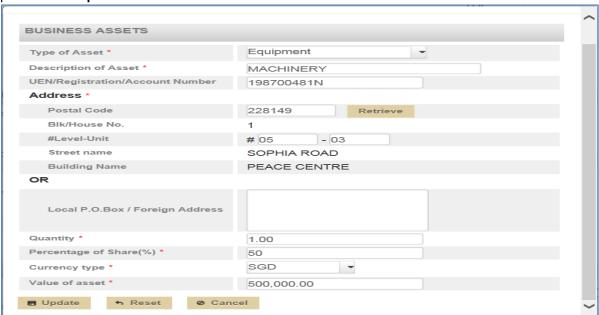
In this section, you are required to declare business assets owned by your sole proprietorship or partnerships. Please click on "Add" to start updating the information.



Please select "Type of Asset".



You are required to give a brief description of the asset, location and value. Once you are done, please click "**Update**".

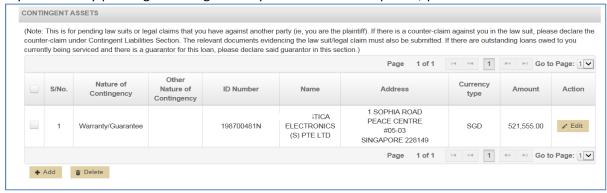


If there are other assets to declare, please click on "Add" to include them.

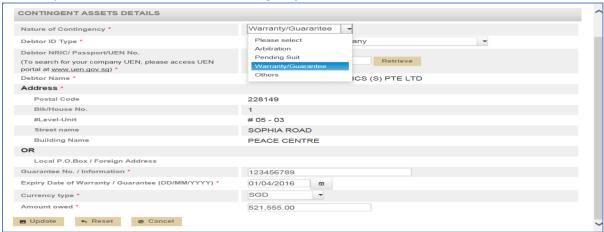


3.8 Contingent Assets

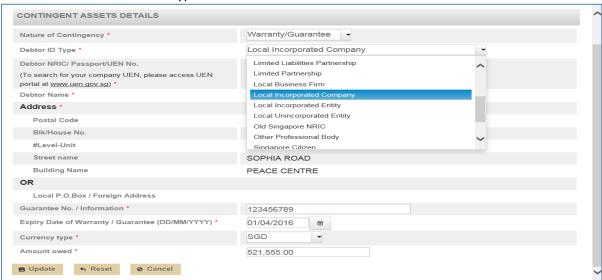
If you have any pending claims against any individuals or companies, please declare in this section.



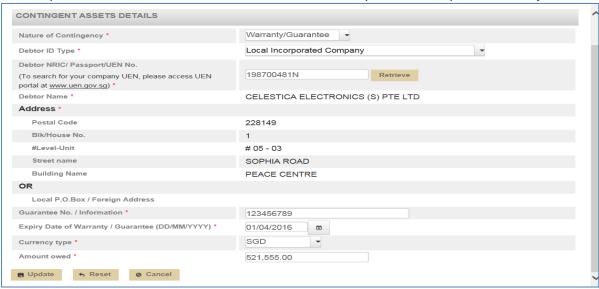
To start, please select the "Nature of Contingency".



Please select the debtor's ID type.



Please update the debtor's address and amount owed. Once you are done, please click "Update".



After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.



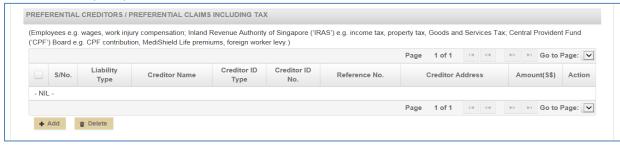
4) Liabilities

In this section, you are required to declare any liabilities incurred by you.

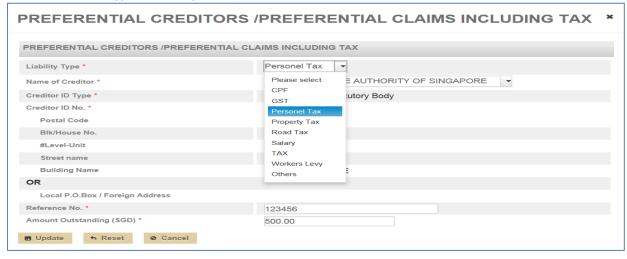


4.1 Preferential Creditors

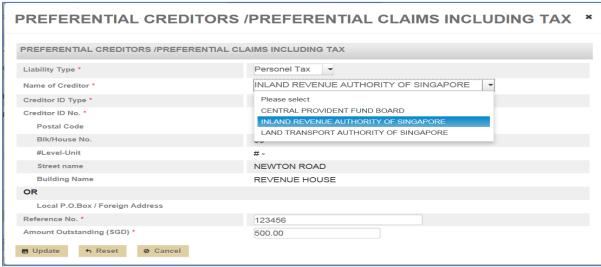
Please declare your preferential creditors.



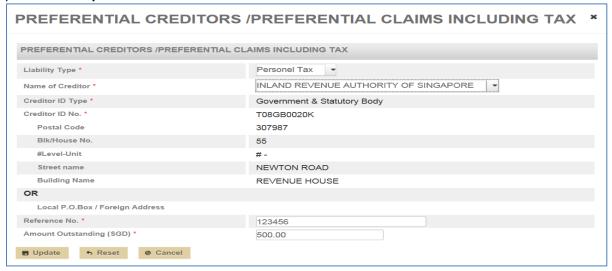
Please select the type of liability.



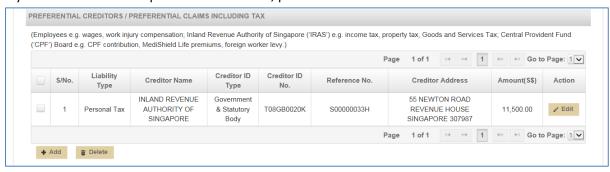
Please select the creditor's name and ID type e.g. personal and property taxes are due to Inland Revenue Authority of Singapore.



Please update the creditor's reference number and the amount outstanding and once you are done please click "**Update**".

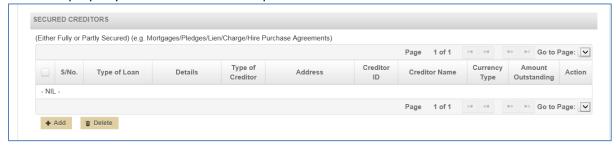


If you have more than 1 preferential creditor, please click "Add" to include them in this list.

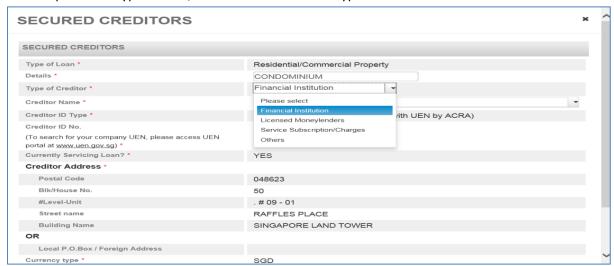


4.2 Secured Creditors

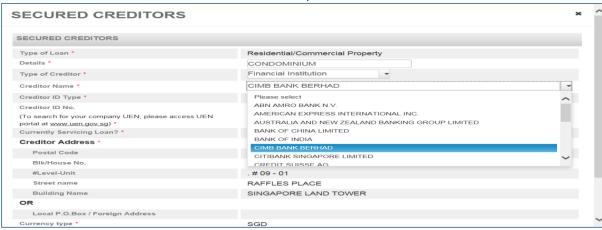
In this section, you are required to declare any creditors whom you took up a hire purchase/mortgage loan to purchase an asset and which you are still servicing the loan e.g. motor vehicle or property. Please click "Add" to update the details of secured creditors.



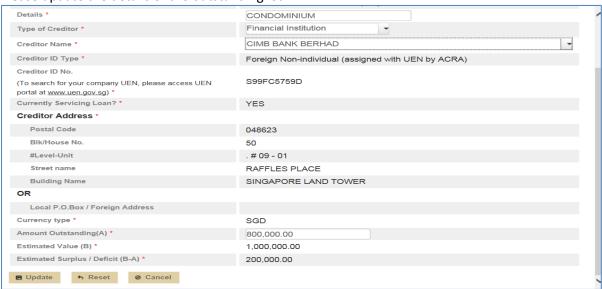
Please update the type of loan, details of the asset and type of creditor.



Please select the name of the creditor from the dropdown list.



Please update the details of the outstanding loan.



If you have more than one secured creditor, please click on "Add".

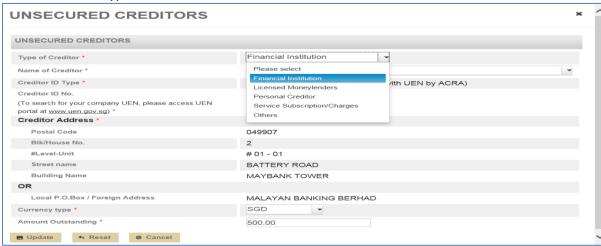


4.3 Unsecured Creditors

In this section, you are required to declare your unsecured creditors e.g. personal creditors, licensed moneylenders, banks/financial institutions, service providers. Please click "Add" to start updating the lists of unsecured creditors.



Please select the type of creditor.



Please select the name of the creditor.



Please update the creditor's address, currency type and amount outstanding.

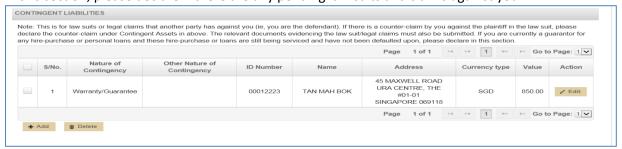


If you have more than one unsecured creditor, please click on "Add" to include more creditors.

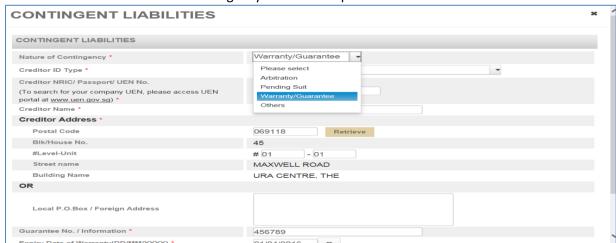


4.4 Contingent Liabilities

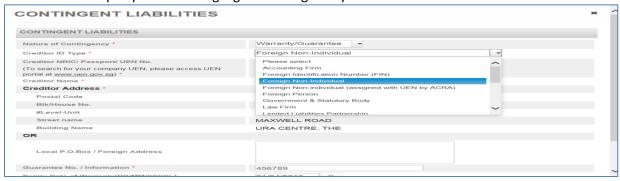
In this section, please declare if there are any pending law suits and claims against you.



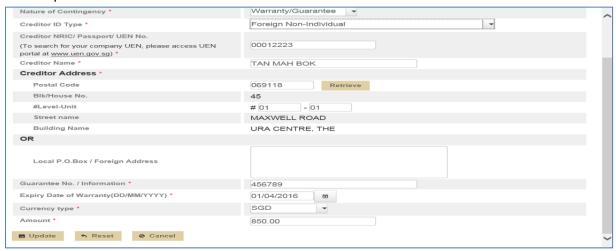
Please select the nature of the contingency from the dropdown list.



Please select the party who is taking legal action against you.



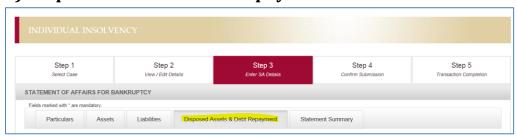
Please update the creditor's address and details of the law suit.



After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.

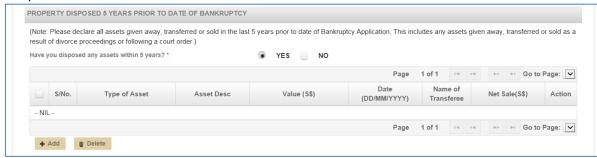


5) Disposed Assets & Debt Repayment

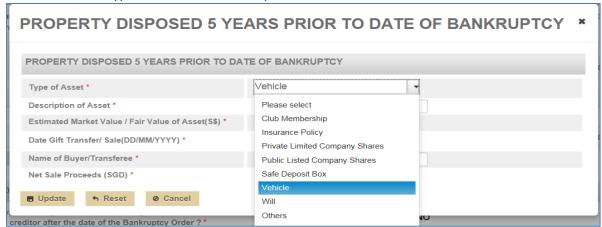


5.1 Disposed Assets

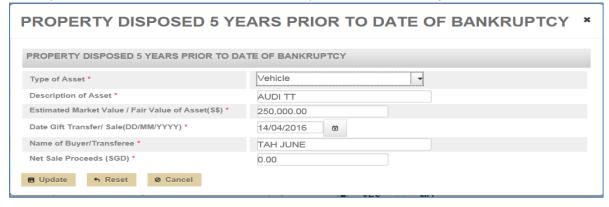
In this section, you are required to declare any assets that you have given away, transferred or sold in the last 5 years. The assets include properties and motor vehicles. Please select "Yes" click "Add" to update the details of the creditors.



Please select the type of asset from the dropdown list.



Please provide the details of the asset that was disposed and click on "Update".

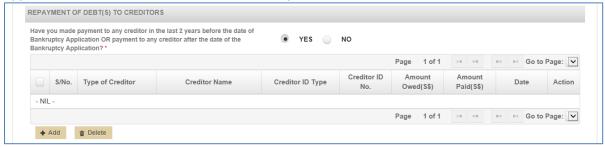


If there are other assets that you have previously disposed of, please click "Add" and include them in this list.



5.2 Repayment of Debt(s) to Creditors

In this section, please declare if you made payment to any creditor <u>in the last 2 years</u> before the date of the Bankruptcy Application or payment to any creditor after the date of the Bankruptcy Application. Please select "Yes" click "Add" to update the details of the creditors.



Please select the type of creditor whether it is an individual, business or corporation.



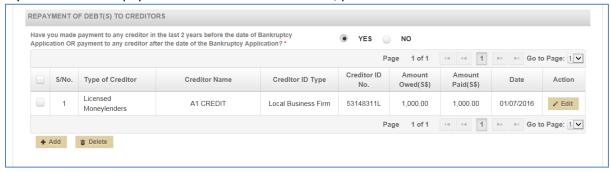
Please update the ID of the creditor.



Please update the creditor's ID number, name, amount owed, amount paid and the date of repayment.



If you have made repayment to more than one creditor, please click on "Add".



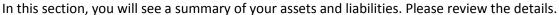
After you have completed this page, please scroll down to the bottom of the page and click on "Next" to proceed to the next page or you may "Save" your progress.

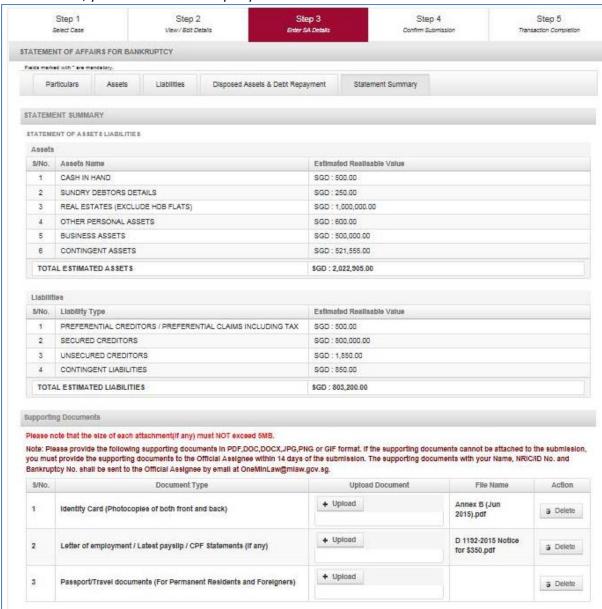
Back Next Save Clear Page Cancel

This form will take about 50-75 minutes to complete

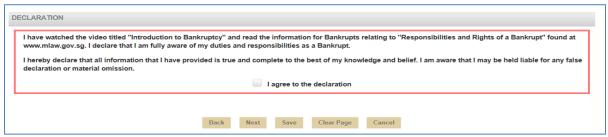
If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours), or send an email to Helpdesk at OneMinLaw@mlaw.gov.sg.

6) Statement Summary



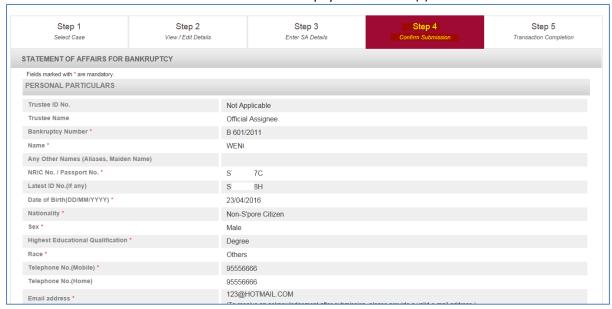


Please click on "Next" to proceed to submit your Statement of Affairs or "Back" to amend your submission at the bottom of the page. If you wish to submit, please ensure that you tick the check box.



7) Confirm Submission

At this stage, you are ready to submit your Statement of Affairs. You will see a summary of your Statement of Affairs from Personal Particulars to Repayment of Debt(s) to Creditors.

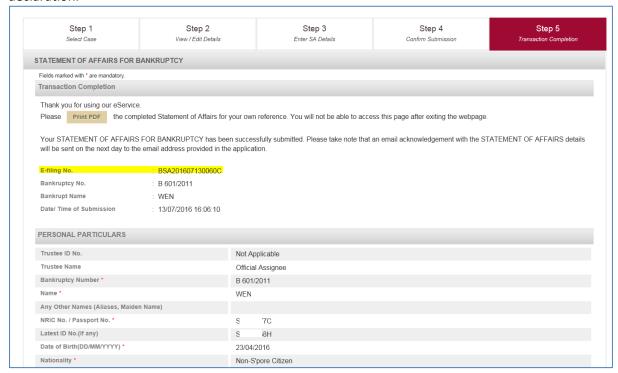


If there are still further amendments to be made to your submission, please click on "Back" to navigate back to the section which you intend to amend. If not, please click on "Submit".



8) Transaction Completion

Once you clicked "Submit", you will receive a confirmation page with an e-filing number. Please click on "Print PDF" to save a copy of your Statement of Affairs for your reference. A copy of your Statement of Affairs has also been sent to your email address which you have provided in your declaration.



Please scroll down to the bottom of the page and click on "Exit". Your submission is now pending review by the Official Assignee.

