

**THE OFFICIAL RECEIVER
PRACTICE CIRCULAR NO. 1 OF 2013**

**REQUEST FOR PAYMENT BY LIQUIDATORS OUT OF THE COMPANIES
LIQUIDATION ACCOUNT MAINTAINED BY THE OFFICIAL RECEIVER**

1. Liquidators who have not obtained the necessary leave of Court to open and operate a bank account in the course of administration of companies in compulsory winding up and who have forwarded monies to the Companies Liquidation Account maintained by the Official Receiver are required to put in their request for monies to be paid out using the following Payment Requisition Form:

1.1 Payment Requisition Form

This Form is to be used by liquidators who wish to request for the payment of monies out of the Companies Liquidation Account maintained by the Official Receiver where monies were deposited with the Official Receiver previously.

The nature of payment (eg. dividend, petitioning creditor's costs, reimbursement of expenses, etc.) must be clearly stated under the column "Nature of Payment" and be substantiated with supporting document(s).

A fee of \$30/- per application shall be imposed on each duly completed Form submitted by the liquidator. Each Form shall state a maximum of 10 payees. If there are more than 10 payees, an additional Form shall be submitted.

2. This Practice Circular will come into effect on 19 July 2013. This Practice Circular is to be read together with Practice Circular No. 1 of 2010 (Practice Circular on the depository of monies into the Companies Liquidation Account maintained by the Official Receiver).
3. For any queries on this Practice Circular, please contact Ms Ching Wee Ling, Deputy Director, Corporate Insolvency Division at Tel. No.: 6325 1498 or *via* email at [Ching Wee Ling@ipto.gov.sg](mailto:Ching_Wee_Ling@ipto.gov.sg).

Dated this 18 July 2013

MS SIA AIK KOR
OFFICIAL RECEIVER
SINGAPORE

(This Practice Circular is also available on the website of The Insolvency & Public Trustee's Office at <http://www.ipto.gov.sg>)