

CORPORATE INSOLVENCY OFFICE

Submission of Post-Administration Report

User Guide for CIMS Internet Portal

<https://eservices.mlaw.gov.sg/io>

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- 1) CIMS Internet URL: <https://eservices.mlaw.gov.sg/ipto/forms/io/io-home.form>
- 2) Please ensure that you access the Portal using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) Upon accessing the Portal URL, please select the **Corporate Insolvency** tab.
- 4) Select **For Liquidators / Restructuring Advisers / Scheme Managers** listed under Corporate Insolvency.
- 5) Please login – Business User or Individual

Simplified Insolvency Programme – Dashboard

1 After you have logged in to the **CIMS E-Service Portal**:
From the top menu, click on **E-SERVICES**

2 Select **Submission of Post-Administration Report**.

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MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Insolvency Practitioner 01

1 E-SERVICES MY ACCOUNT LOGOUT

Dashboard

My Cases

Action Required Drafts

Case Reference Number	Case Type	Name of Case
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- Submit Gazette and Newspaper Advertisement
- Submit Statement of Concurrence
- Submit Payment Requisition
- Submit Depository Request
- View Statement of Account
- Voluntary Winding Up:**
 - Submit Advertisement on Holding of a Final Meeting Voluntary Winding Up
- Every Mode of Winding Up:**
 - Submit Liquidator's Account of Receipts and Payments and Statement of the Position in the Winding Up
 - Submit Unclaimed Assets to be Paid to the Official Receiver
 - Submit Early Dissolution Report
- Scheme of Arrangement:**
 - Submit Notice of Appointment as Scheme Manager
- Simplified Insolvency Programme:**
 - Publication of SIP Notices
 - Application to the Official Receiver for Extension of Moratorium Period under S72Q (2) IRDA

2 Submission of Post-Administration Report

Introduction

- 1 Read the notes carefully.
- 2 Click on the **Proceed** button.

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Home E-SERVICES MY ACCOUNT

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Submission of Post-Administration Report


1 Please note the following:

1. There are no fees chargeable for this application.

This e-Service will take about 5-10 minutes to complete.

You will need:

- Case Reference Number or Company's UEN / Company Number
- Supporting Document(s)
- Details of report for:
 - Simplified Debt Restructuring Programme
 - Simplified Winding Up Programme

 **Submit your Post-Administration Report**

2 **Proceed**

Company Details

1 Enter the **UEN / Company Number** or the **Case Reference Number**.

If a company has more than one Simplified Winding Up or Debt Restructuring Case, you will be prompted to provide the Case Reference Number instead.

2 Click **Proceed**.

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E-SERVICES MY ACCOUNT LOGOUT

Submission of Post-Administration Report

1. Company Details 2. Report Details 3. Confirmation 4. Acknowledgement

Company Details

Case Reference Number

1 - -

OR

UEN / Company Number

Back to Dashboard Back **2** Proceed

Report Details

1 Review the Case / Entity Information for which you are submitting a Post-Administration Report for.

2 Enter the name of Restructuring Adviser who administered the simplified debt restructuring programme.

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E-SERVICES MY ACCOUNT

Submission of Post-Administration Report for the Simplified Debt Restructuring Programme

1. Company Details 2. Report Details 3. Confirmation 4. Acknowledgement

1 Report Details

Case / Entity Information

Case Reference Number

Company UEN / Company Number

Company Name

2 Name of Restructuring Adviser*

3 Enter the information for Report on Company.

3

Report on Company

Date of Entry into SDRP*

Date of Discharge from SDRP

Core Business of the Company*

Did the Restructuring Adviser or the Company attempt to enter into a voluntary arrangement with one or more of its creditors prior to the Company's entry into the SDRP?*

☐ Yes

☐ No

The date of appointment of the Restructuring Adviser under section 72D(1) of the Act*

The Restructuring Adviser's remuneration for the engagement*

Report Details

4 Please provide details of the Company's top three creditors and the amounts owed to them.

5 For sections applicable to your case, please fill out details. Otherwise, you may select <Not applicable>.

When <Not applicable> is selected, the section will be hidden.

4

Please list the Company's top three Creditors and the amounts owed to them

1.	<input type="text"/>	.	<input type="text" value="0.00"/>
2.	<input type="text"/>	.	<input type="text" value="0.00"/>
3.	<input type="text"/>	.	<input type="text" value="0.00"/>

Where a compromise or arrangement was proposed to the Company's creditors

5

Note: Please select "Not applicable" in the checkbox below if there was no compromise or arrangement proposed to the Company's creditors.

Not applicable ☐

The number of creditors involved in the compromise or arrangement*

The total amount of debts proposed to be restructured*

If the compromise or arrangement involves the repayment of cash to creditors, how such cash payment would be funded under the compromise or arrangement

- | | |
|--|---|
| <input type="checkbox"/> Capital injection from Directors / Shareholders | <input type="checkbox"/> Projected trading profits of the Company |
| <input type="checkbox"/> Capital Injection from Third Party / White knight investor(s) | <input type="checkbox"/> Sale of Company's assets |
| <input type="checkbox"/> Others | |

The duration of the compromise or arrangement i.e. the proposed period between the date that the compromise or arrangement becomes effective and the date of the date of completion of the compromise or arrangement or the final repayment of any instalment under the compromise or arrangement (whichever is later)

Years*

Months*

6 For sections applicable to your case, please fill out details.

For the **outcome of the Creditors' vote** and **proposed payout rate**, please select applicable Creditors. A field will be displayed for your input on the percentage vote and payout rate respectively.

Otherwise, you may select <Not applicable>.

When <Not applicable> is selected, the section will be hidden.

6

Where a creditors' meeting was held to vote on a proposed compromise or arrangement

Note: Please select "Not applicable" in the checkbox below if there was no creditors' meeting held.

Not applicable ☐

The outcome of the Creditors' vote at the Creditors' meeting i.e. percentage of votes made in favour of the compromise or arrangement, to be filled in as applicable

☐ Preferential Creditors

☐ Secured Creditors

☐ Ordinary Creditors

The proposed payout rate to the creditors under the compromise or arrangement

☐ Preferential Creditors

☐ Secured Creditors

☐ Ordinary Creditors

The number of creditors that are not entitled to vote at the creditors' meeting and the aggregate debt held by these creditors

Number of creditors*

Total debt held by these creditors*

7 For sections applicable to your case, please fill out details.

For the **final payout rate**, please select applicable Creditors. A field will be displayed for your input on the percentage vote and payout rate respectively.

Otherwise, you may select <Not applicable>.

When <Not applicable> is selected, the section will be hidden.

7

Where a compromise or arrangement was approved by the Company's creditors

Note: Please select "Not applicable" in the checkbox below if the compromise or arrangement was not approved by the Company's creditors.

Not applicable ☐

The date of implementation of the debt repayment proposal under the compromise or arrangement;*

dd/mm/yyyy

The final payout rate to the creditors under the compromise or arrangement

☐ Preferential Creditors

☐ Secured Creditors

☐ Ordinary Creditors

The number of creditors that approved the compromise or arrangement*

8 Enter/edit the **Contact Information**.

- Auto-filled based on your login profile.

9 Click **Proceed**.

8

Contact Information

Name of Contact Person	Contact Number
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

Back to Dashboard Back **Proceed**

9

Confirmation

1 This page will reflect all the details you have provided in the application. Review the information.

- If you wish to make changes, you may click **Back**

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E-SERVICES MY ACCOUNT LOGOUT

Submission of Post-Administration Report for the Simplified Debt Restructuring Programme


1. Company Details 2. Report Details 3. Confirmation 4. Acknowledgement

Confirmation

Case / Entity Information

Case Reference Number	
Company UEN / Company Number	
Company Name	
Name of Restructuring Adviser	

Report on Company

Date of Entry into SDRP	
Date of Discharge from SDRP	
What is the Company's Core Business?	
Has the Restructuring Adviser and/or Company attempted Voluntary Workouts with its Creditors prior to SDRP?	
The date of appointment of the Restructuring Adviser under section 72D(1) of the Act	
The Restructuring Adviser's remuneration for the engagement	

2

After reviewing the information you have entered, review the **Declaration** section.
Select **Yes, I agree**.

3

Click **Proceed**.

Please list the top three Creditors and the amounts owed to them

1.

S\$

2.

S\$

3.

S\$

Where a compromise or arrangement was proposed to the Company's creditors

N/A

Where a creditors' meeting was held

N/A

Where a compromise or arrangement was approved by the Company's creditors

N/A

Where the company was discharged from the SDRP without obtaining an approved compromise or arrangement, the reason(s) why

There was a successful out of court workout with the creditors

Contact Information

Name of Contact Person

Contact Number

Email Address

Declaration

1. I declare that all information and documents that I have provided are true, accurate and complete to the best of my knowledge and belief. I have provided such information and documents knowing that the Official Receiver and/or his officers will use, and rely on, the same to perform their duties.

2. I understand that I may be committing an offence of giving false information to a public servant and thereby liable to prosecution under Section 182 of the Penal Code 1871 for any false declaration and/or material omission. The offence is punishable on conviction with imprisonment for a term of up to two years or a fine or both.

Yes, I agree

2

3

Back to Dashboard

Back

Proceed

Acknowledgement

Upon successful submission, you will be directed to the Acknowledgement page.

1 You may click **Print** to save a PDF copy of the publication details.

An email will be sent to you for the successful submission.

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Submission of Post-Administration Report for the Simplified Debt Restructuring Programme

1. Company Details 2. Report Details 3. Confirmation 4. Acknowledgement

Thank you for using our E-Service

The Post-Administration Report for the Simplified Debt Restructuring Programme has been successfully submitted. Please check your email for your reference. You will not be able to access this page after exiting the webpage.

Case Reference Number: [REDACTED]

E-Filing No.: [REDACTED]

Date of Submission: [REDACTED]

Back to Dashboard

1 Print