

CORPORATE INSOLVENCY DIVISION

Submit Payment Requisition
(Compulsory Winding Up)

User Guide for CIMS Internet Portal

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

Last updated on 28 Feb 2022

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General Information

- 1) CIMS Internet URL: <https://eservices.mlaw.gov.sg/io>
- 2) Please ensure that you access the Portal using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) Singpass login is required to access the e-services.
- 4) This e-service is for companies under compulsory liquidation with no special account being operated by the liquidator under Rule 139 of the Insolvency, Restructuring And Dissolution (Corporate Insolvency And Restructuring) Rules 2020.
- 5) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 6) You may input a date field using the 📅 Calendar icon to select a date.
- 7) If you encounter any issue, please contact us at ContactUs@OneMinLaw.

Payment Requisition - Dashboard

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

2 Select the **Submit Payment Requisition**.

The screenshot shows the CIMS E-Service Portal dashboard. At the top, there is a navigation bar with the Ministry of Law logo, the text 'A Singapore Government Agency Website', and the user's name 'Welcome, Insolvency Practitioner 01'. The 'E-SERVICES' menu is highlighted with a '1' in a box. Below the navigation bar, the 'Dashboard' section is visible, with a 'My Cases' table. The 'Action Required' tab is selected, and the 'Submit Payment Requisition' option is highlighted with a '2' in a box. The table has columns for 'Case Reference Number' and 'Case Type'. The 'E-SERVICES' dropdown menu is open, showing various options under different categories: 'Compulsory Winding Up', 'Voluntary Winding Up', 'Every Mode of Winding Up', and 'Scheme of Arrangement'.

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Welcome, Insolvency Practitioner 01

1 E-SERVICES MY ACCOUNT LOGOUT

Dashboard

My Cases

Action Required Drafts

Case Reference Number Case Type

2 Submit Payment Requisition

Compulsory Winding Up:

- Submit Preliminary Report
- 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

1 Read the notes carefully.

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E-SERVICES MY ACCOUNT LOGOUT

Payment Requisition

1 Please note the following:

1. An application fee of \$30.00 is payable for each Payment Requisition submitted.
2. A maximum of 10 payments is allowed for each Payment Requisition submitted.
3. Payment of application fee will be deducted from the case account.
4. Please ensure that there is at least a minimum balance of \$30.00 in the case account. You will not be able to submit a payment requisition should the account balance falls below \$30.00.
5. Please note that if you CANCEL payment before it is processed, the entire transaction will be aborted, unless you have saved these transactions.
6. Your pending application(s) can only be saved up to 5 days, after which the record(s) will be deleted.

This e-Service will take about 10-15 minutes to complete.

You will need:

- Company's UEN / Company Number
- Case Reference Number
- Invoices and Payment Details

Maximum file size submitted must not exceed 5 MB individually.

Payment Requisition - Introduction

2 Click on the **Proceed** button.



Submit your Payment Requisition.

2

Proceed

Payment Requisition - Company Details

- 1 Enter the **Case Reference Number** or the **UEN / Company Number**
- 2 Click on the **Proceed** button.

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E-SERVICES MY ACCOUNT LOGOUT

Payment Requisition

1. Company Details
2. Create Payment Request
3. Confirmation
4. Acknowledgement

Company Details

1

Case Reference Number

- -

OR

UEN / Company Number

Back to Dashboard 2 **Proceed**

Payment Requisition – Create Payment Request

- 1 In the **Create Payment Request** page, review the Case Account Summary.
- 2 Enter the **Particulars of Payment** information.

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E-SERVICES MY ACCOUNT LOGOUT

Payment Requisition

1. Company Details 2. Create Payment Request 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company	COMPANY ABC PTE. LTD.
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000046-2021-K

Case Account Summary

1	Current Account Balance	SGD 23,519.00
	Investment Balance	SGD 0.00
	Available Balance	SGD 9,189.00

Particulars of Payment

2

UEN / Company Number / NRIC Number / Passport Number / Others

ID Type

Please select

3 Continue to enter the **Particulars of Payment** information.

3

Name

Contact Number

Email Address

Address Type
 Local Address Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Payment Requisition – Create Payment Request

- 4 Enter the **Payment Amount**.
- 5 For Payment via **GIRO**, continue to enter the required bank information.

Building Name

Payment Amount (\$)

0.00

Payment Mode

GIRO Telegraphic Transfer PayNow

For payment in foreign currency, please select [Telegraphic Transfer](#)

5 For payment via GIRO

Name of Bank

Please select

Bank Account Number

Without dashes

Bank Account Type

Please select

Narration

6 For Payment via **Telegraphic Transfer (TT)**, continue to enter the required bank information.

*Please note that all **SGD payments** to **local banks** are to be paid via **GIRO** instead of other modes of payments. Should such payments to requested by way of **TT**, the **OR's** office reserves the right to reject the payment or process it as pending **GIRO** on our end.*

6

Payment Mode
 GIRO Telegraphic Transfer PayNow

For payment via Telegraphic Transfer (Applicable to payment to Foreign Bank Accounts only)

Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount paid. Please do not use the Telegraphic Transfer payment mode for SGD payment to local account. Such a payment will be rejected.

Charges Borne By
 Company Payee

Name of Bank

Bank Account Number

Swift Code

Currency Type of Payment Instruction

Currency Type of Receiving Party

Bank Address

Payment Requisition – Create Payment Request

7 For Payment via **PayNow**, the Payee will receive an SMS and email to request that they login to the system to provide their consent.

8 Select the document type and click on the **Choose File** button to upload supporting document.

Payment Mode
 GIRO Telegraphic Transfer PayNow

7 For payment via PayNow
An SMS and email will be sent to this Payee to log in to give consent to receive the monies via PayNow.

Narration

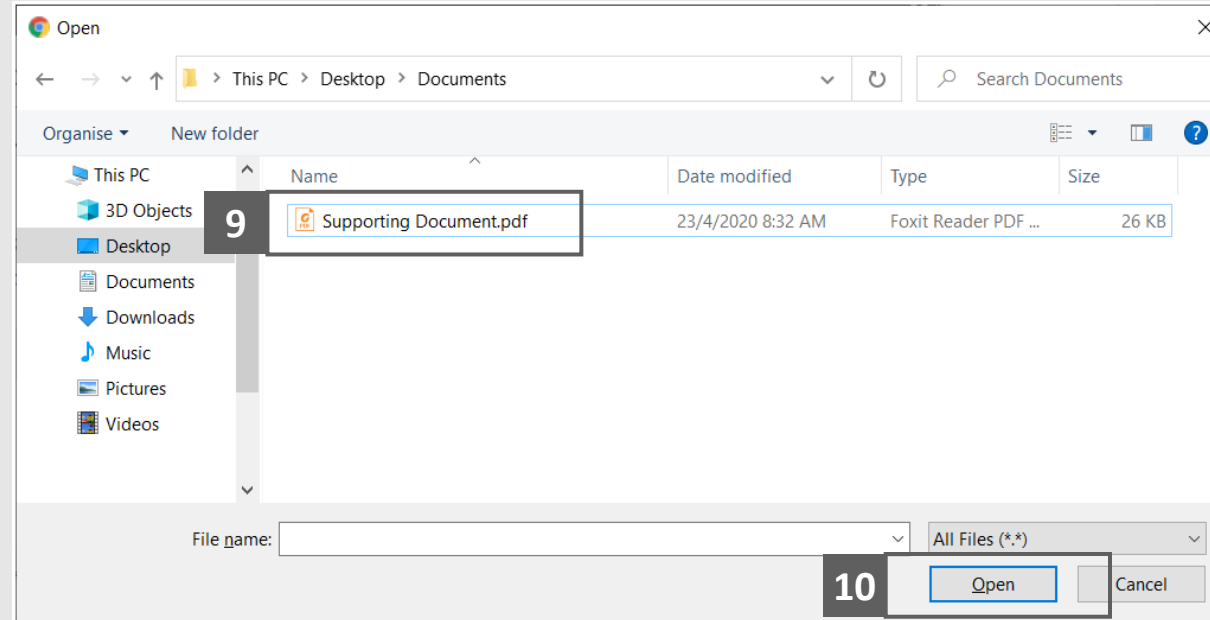
Supporting Documents

8 Choose type of supporting document to add, if any
Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number

No file chosen

Payment Requisition – Create Payment Request

- 9 Select a document to be uploaded.
- 10 Click **Open** to upload the selected file.
- 11 Verify the added Supporting Document record.



Supporting Documents

No.	Date	Document Type	Description	Document Name	Action
11	12/01/2022	Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number		Supporting Documents.pdf	Action ▼

Payment Requisition – Create Payment Request

12 To delete supporting document record, click on the **Action** dropdown and select **Delete**.

13 Click on the **Yes** button to acknowledge the confirmation message.

14 Click on the **Add** button to save the entered information

Supporting Documents

No.	Date	Document Type	Description	Document Name	Action
1	12/01/2022	Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number		Supporting Documents.pdf	12 Action Delete

Choose type of supporting document to add, if any

14 Add

Deleted record will be lost. Are you sure you want to delete?

13 Yes No

Payment Requisition – Create Payment Request

15 Verify the added Payment record.

16 Turn on the option **Add Payment** to add another payment.

1. Company Details 2. Create Payment Request 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company **COMPANY ABC PTE. LTD.**
UEN / Company Number **2020XXXXXX**
Case Reference Number **CW-000046-2021-K**

Case Account Summary

Current Account Balance **SGD 23,519.00**
Investment Balance **SGD 0.00**
Available Balance **SGD 9,189.00**

Particulars of Payment

No.	Payee Name	ID Number	Currency	Amount	Payment Mode	Supporting Documents
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	GIRO	Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number - Unclaimed Assets to be Paid to the Official Receiver_0703202112212 9.pdf

15

16

Add Payment

17 To edit a Payment record, click on the **Action** dropdown and select **Edit**.

18 Edit the **Particulars of Payment** information if needed.

Particulars of Payment

No.	Payee Name	ID Number	Amount (\$)	Payment Mode	Action
1	TESTING TWO LIMITED	2020XXXXXX	1,000.00	PayNow	17 Edit Delete

18 **Update Payment Request**

UEN / Company Number / NRIC Number / Passport Number / Others

ID Type

Name

Contact Number

Email Address

19 Continue to edit the **Particulars of Payment** information if needed.

19

Address Type
 Local Address Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

Payment Amount (\$)

Payment Requisition – Create Payment Request

20 Click on the **Update** button to save the changes.

Payment Mode
 GIRO Telegraphic Transfer PayNow

For payment via PayNow
An SMS and email will be sent to this Payee to log in to give consent to receive the monies via PayNow.

Narration
Narration

Supporting Documents

No.	Date	Document Type	Description	Document Name	Action
1	12/01/2022	Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number		Supporting Documents.pdf	Action ▼

Choose type of supporting document to add, if any

Ca **20** Update

Payment Requisition – Create Payment Request

21 To delete a Payment record, click on the **Action** dropdown and select **Delete**.

22 Click on the **Yes** button to acknowledge the confirmation message.

Particulars of Payment

No.	Payee Name	ID Number	Currency	Amount	Payment Mode	Supporting Documents
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	GIRO	Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number - Unclaimed Assets to be Paid to the Official Receiver_07032021122129.pdf

21 Action
Edit
Delete

Deleted record will be lost. Are you sure you want to delete?

22 Yes No

23 Enter the **Liquidator's Release Fee** information

AND

Click on the **Choose File** button to upload the Order of Court Attachment.

24 Verify the uploaded supporting document.

You may click on the **Delete** button to delete the document.

Liquidator's Release Fee

23 Would you like to submit OR Fees for the liquidator's release?
 Yes No

Amount
0.00

Order of Court Attachment
 No file chosen

Liquidator's Release Fee

24 Would you like to submit OR Fees for the liquidator's release?
 Yes No

Amount
S\$ 1,000.00

Order of Court Attachment
 No file chosen

[Supporting Documents.pdf \(28.26kb\)](#)

Payment Requisition – Create Payment Request

25 Update the Contact Information.

26 Click on the **Proceed** button.

25

Contact Information

Name
Insolvency Practitioner 01

Contact Number

Email Address

Back to Dashboard **26**

Payment Requisition – Confirmation

1 Review the information on the confirmation page.

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E-SERVICES MY ACCOUNT LOGOUT

Payment Requisition

1. Company Details 2. Create Payment Request 3. Confirmation 4. Acknowledgement

Particulars of Company

1

Company Name	COMPANY ABC PTE. LTD.
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000046-2021-K

Case Account Summary

Current Account Balance	SGD 23,519.00
Investment Balance	SGD 0.00
Available Balance	SGD 9,159.00

Particulars of Payment

No.	Payee Name	ID Number	Currency	Amount (\$)	Payment Mode	Supporting Documents
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	GIRO	Front page of Bank Passbook / Bank Statement Reflecting Name and Account Number - Unclaimed Assets to be Paid to the Official Receiver_07032021122129.pdf

2 Continue to review the information.

Liquidator's Release Fee

2 Would you like to submit the liquidator's release fee for Official Receiver? **Yes**

Amount

S\$ 1,000.00

Order of Court Attachment

Supporting Documents.pdf

Contact Information

Name

Insolvency Practitioner 01

Contact Number

Email Address

Payment Requisition – Confirmation

3 Read the notes carefully and turn on the option to make the declaration.

4 Click on the **Proceed** button.

3 **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 (Cap. 224) 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.

Back to Dashboard **4**

Payment Requisition – Acknowledgement

- 1 Click on the **Print** button to view the PDF document of the submitted application
OR
Click on the **Back to Dashboard** button to return to Dashboard for the other E-services.

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E-SERVICES MY ACCOUNT LOGOUT

Payment Requisition

1. Company Details 2. Create Payment Request 3. Confirmation 4. Acknowledgement

Thank you for using our eService
Your Payment Requisition has been successfully submitted.
Please print this page for your own reference. You will not be able to access this page after exiting the webpage.
Case Reference Number: CW-000046-2021-K
E Filing Number: PRF202202114774K
Date of Submission: 11/02/2022

1 Back to Dashboard Print