

CORPORATE INSOLVENCY DIVISION

Submit Early Dissolution Report  
(Compulsory & Voluntary 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) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 5) You may input a date field using the  Calendar icon to select a date.
- 6) If you encounter any issue, please contact us at [ContactUs@OneMinLaw](mailto:ContactUs@OneMinLaw).

# Early Dissolution Report - 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 Early Dissolution Report**.

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 a welcome message 'Welcome, Insolvency Practitioner 03'. The main navigation menu includes 'E-SERVICES' and 'MY ACCOUNT'. A dropdown menu is open under 'E-SERVICES', listing various services. A red box highlights the 'Submit Early Dissolution Report' option. The dashboard also features a 'My Cases' section with tabs for 'Action Required' and 'Drafts', and a table with columns for 'Case Reference Number', 'Case Type', and 'Name of'.

1 E-SERVICES MY ACCOUNT

Dashboard

My Cases

Action Required Drafts

Case Reference Number Case Type Name of

1 2

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

Scheme of Arrangement:

- Submit Notice of Appointment as Scheme Manager

# Early Dissolution Report - Introduction

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

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Home E-SERVICES MY ACCOUNT

Welcome, Insolvency Practitioner 03

LOGOUT

## Early Dissolution Report

- 1 **This e-Service will take about 5-10 minutes to complete.**  
You will need:
  - Company's UEN / Company Number
  - Case Reference Number
  - Early Dissolution Report**Maximum file size submitted must not exceed 5 MB individually.**

 **Submit your Early Dissolution Report.**

- 2 **Proceed**

# Early Dissolution Report – 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

## Early Dissolution Report

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

### Company Details

1 Case Reference Number

-  -

OR

UEN / Company Number

Back to Dashboard 2 Proceed

# Early Dissolution Report

- 1 Read the notes carefully and turn on the option to make the declaration.
- 2 Use the **Choose File** function to upload supporting document.

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E-SERVICES MY ACCOUNT LOGOUT

## Early Dissolution Report

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

### Particulars of Company

Name of Company	COMPANY CDM
UEN / Company Number	2022XXXXXX
Case Reference Number	CW-000046-2021-K

### Declaration

1 I declare that

- (a) the realisable assets of the company are insufficient to cover the expenses of the winding up; and
- (b) the affairs of the company do not require any further investigation.

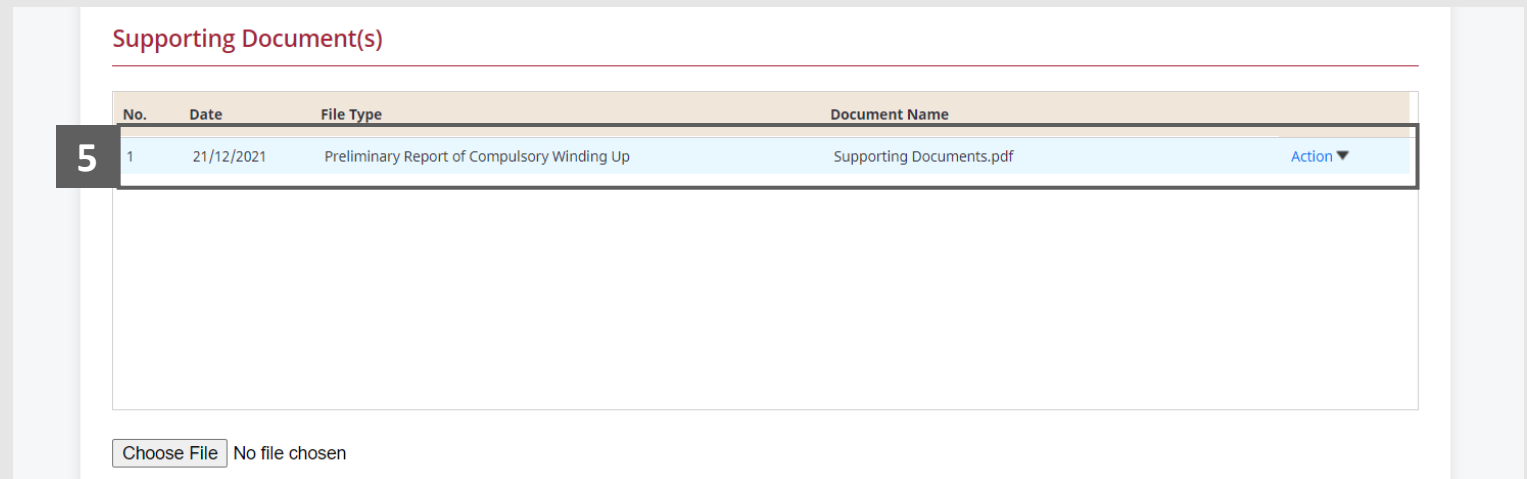
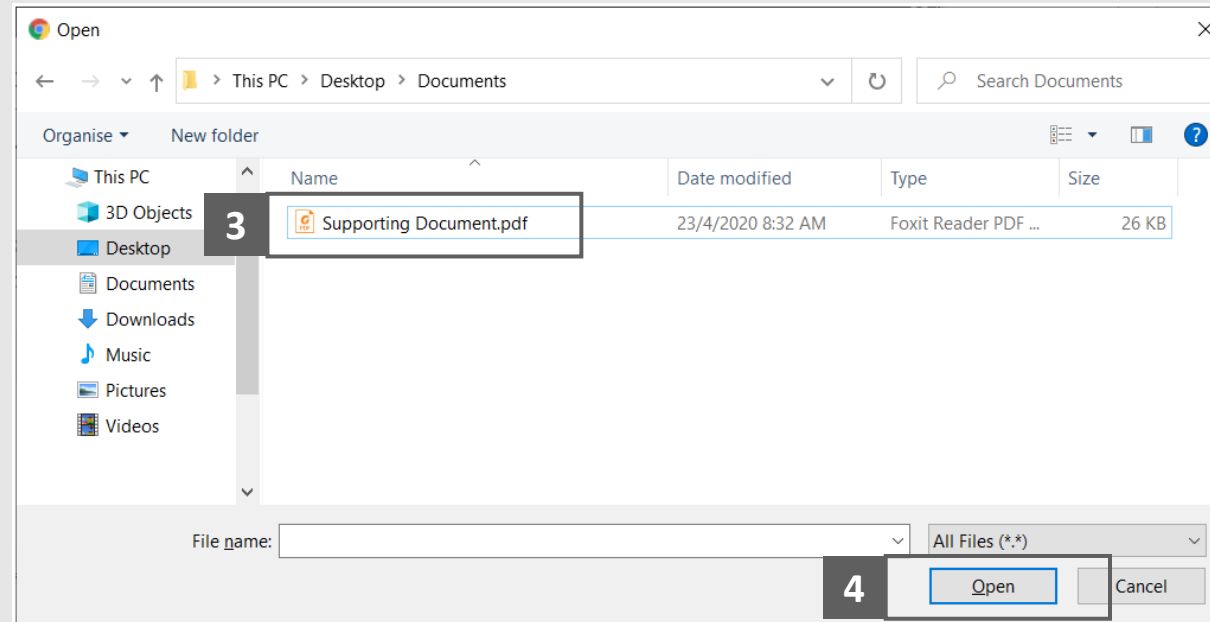
Yes, I agree.

### Supporting Document(s)

2  No file chosen

# Early Dissolution Report

- 3 Select a document to be uploaded
- 4 Click **Open** to upload the selected file.
- 5 Verify the uploaded document.





# Early Dissolution Report

**6** Click on the **Action** dropdown and select **Delete** to delete uploaded document.

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

Supporting Documents

No.	Date	File Type	Description	Supporting Documents
1	29/12/2021	Notices and Letters		Supporting Documents.pdf

**6** Action ▾  
Delete

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

**7** Yes No

# Early Dissolution Report

- 8 Update the Contact Information.
- 9 Click on the **Proceed** button.

**Contact Information**

Name of Contact Person  
Insolvency Practitioner 03

**8** Contact Number

Email Address

Back to Dashboard **9** **Proceed →**

# Early Dissolution Report – Confirmation

1 Review the information on the confirmation page.

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E-SERVICES MY ACCOUNT LOGOUT

## Early Dissolution Report

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

### 1 Particulars of Company

Name of Company	COMPANY CDM
UEN / Company Number	2022XXXXXX
Case Reference Number	CW-000046-2021-K

#### Declaration

I declare that

- (a) the realisable assets of the company are insufficient to cover the expenses of the winding up; and
- (b) the affairs of the company do not require any further investigation.

#### Supporting Document(s)

No.	Date	File Type	Document Name
1	29/12/2021	Dissolution Report	Supporting Documents.pdf

# Early Dissolution Report – Confirmation

- 2 Continue to review the information.
- 3 Read the notes carefully and turn on the option to make the declaration.
- 4 Click on the **Submit** button.

### Contact Information

2

Name of Contact Person

Contact Number

Email Address

### Declaration

3

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

Submit

# Early Dissolution Report – Acknowledgement

1 Click on the **Print** button to view the PDF document of the submitted application

You may also click on the **Back to Dashboard** button for the other E-services.

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Welcome, Insolvency Practitioner 03

E-SERVICES MY ACCOUNT LOGOUT

## Early Dissolution Report

1. Company Details 2. Advertisement on Holding of Final Meeting 3. Confirmation 4. Acknowledgement

Thank you for using our eService

Your Early Dissolution Report has been successfully submitted.  
Please print or save 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: CDU202112294568E  
Date of Submission: 29/12/2021 02:37:37 PM

1 Back to Dashboard Print