

CORPORATE INSOLVENCY DIVISION

# Submit Notice of Appointment as Scheme Manager

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).

- 1 After you have logged in to the **CIMS E-Service Portal**:  
From the top menu, click on **E-SERVICES**
- 2 Select the **Submit Notice of Appointment as Scheme Manager**.

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 under three categories: 'Compulsory Winding Up', 'Voluntary Winding Up', and 'Scheme of Arrangement'. The 'Submit Notice of Appointment as Scheme Manager' option is highlighted with a red box and a '2' in a black square. Below the navigation bar, the 'Dashboard' section is visible, featuring a 'My Cases' table with columns for 'Case Reference Number', 'Case Type', and 'Name of'. The table is currently empty.

- 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

## Notice of Appointment as Scheme Manager

- 1 **It should take about 5-10 minutes with complete information on hand to complete your application.**  
You will need:
  - Company's Particular: Name and UEN / Company Number
  - Scheme Manager's Particulars: Name, NRIC, Firm's Name, Address
  - Date of General Meeting or Order of Court**Maximum file size submitted must not exceed 5 MB individually.**
- 2  **Submit your Appointment as Scheme Manager.** **Proceed**

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

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## Notice of Appointment as Scheme Manager

1. Company Details 2. Appointment as Scheme Manager 3. Confirmation 4. Acknowledgement

### Company Details

1 UEN / Company Number

Back to Dashboard 2 Proceed

# Notice of Appointment as Scheme Manager – Enter Details

**1** Enter the **Particulars of Scheme Manager(s)** information.

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## Notice of Appointment as Scheme Manager

1. Company Details 2. Appointment as Scheme Manager 3. Confirmation 4. Acknowledgement

### Particulars of Company

UEN / Company Number

Name of Company

### Particulars of Scheme Manager(s)

**1** NRIC / Passport Number

Name

## 2 Continue to **Particulars of Scheme Manager(s)** information.

2

Firm or Company's UEN / Company Number

Firm's Name

**Office Address**

Address Type

Local Address  Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name



# Notice of Appointment as Scheme Manager – Enter Details


**3** Click on the **Add** button to save the entered information.

**4** Verify the added Scheme Manager record.

**5** Turn on the option **Add Scheme Manager** to add another Scheme Manager record.

Pursuant to  
 General Meeting of the Company  Order of Court

Date of Appointment



**3**

Particulars of Scheme Manager(s)

No.	ID Type	ID Number	Name	Firm UEN	Firm's Name	Date of Appointment	Office Address
<b>4</b> 1	Singapore Citizen	SXXXXXXX	Scheme Manager	2020XXXXXX	Firm	09/02/2022	Singapore

**5**

# Notice of Appointment as Scheme Manager – Enter Details

**6** To update or delete a record, select and click a record.

**7** Edit the **Scheme Manager Details** information if needed.

Particulars of Scheme Manager(s)

No.	ID Type	ID Number	Name	Firm UEN	Firm's Name	Date of Appointment	Office Address
6	1	Singapore Citizen	Scheme Manager	2022XXXXX	Firm	09/02/2022	Singapore

**7**

**Scheme Manager Details**

NRIC / Passport Number  
SXXXXXXXX

Name  
Scheme Manager

Firm or Company's UEN / Company Number  
2022XXXXXX

Firm's Name  
Firm

**Office Address**  
Address Type  
 Local Address  Foreign Address

# Notice of Appointment as Scheme Manager – Enter Details

- 8 Continue to edit the **Scheme Manager** record if needed.
- 9 Click on the **Update** button to save the changes or **Delete** button to delete the record.

8

Postal Code

Blk/House Number

Street name

Level


Unit

Building Name

Pursuant to

General Meeting of the Company     Order of Court

Date of Appointment



Can

9

Delete

Update

# Notice of Appointment as Scheme Manager – Enter Details

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

**11** Select a document to be uploaded.

**12** Click **Open** to upload the selected file.

The screenshot shows a web application interface for uploading supporting documents. The top section, titled "Supporting Documents", contains a dropdown menu for selecting the document type and a "Choose File" button. Below this, a Windows File Explorer window is open, showing the "Documents" folder on the Desktop. A file named "Supporting Document.pdf" is selected. The File Explorer window has a search bar, navigation buttons, and a table of files. The "Open" button in the File Explorer window is highlighted.

**10** Choose type of supporting document to add, if any

Choose File No file chosen

Open

This PC > Desktop > Documents

Search Documents

Organise New folder

Name	Date modified	Type	Size
Supporting Document.pdf	23/4/2020 8:32 AM	Foxit Reader PDF ...	26 KB

File name: All Files (\*.\*)

**12** Open Cancel

# Notice of Appointment as Scheme Manager – Enter Details

- 13 Verify the added Supporting Document record.
- 14 To delete the uploaded document, click on the arrow down under Delete column and select **Delete**.
- 15 Click on the **Yes** button to acknowledge the confirmation message.

Supporting Documents

No.	File Type	Description	Supporting Document	Delete
1		Notice of Appointment as Scheme Manager	<a href="#">Download</a>	▼

Choose type of supporting document to add, if any

Supporting Documents

No.	File Type	Description	Supporting Document	Delete
1		Notice of Appointment as Scheme Manager	<a href="#">Download</a>	▼

14

Delete

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

15

Yes No

# Notice of Appointment as Scheme Manager – Enter Details

**16** Update the Contact Information

**17** Click on the **Proceed** button.

**16** **Contact Information**

Name of Contact Person

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**16** Contact Number

Email Address

Back to Dashboard **17** **Proceed**

# Notice of Appointment as Scheme Manager – Confirmation

1 Review the information on the confirmation page.

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E-SERVICES MY ACCOUNT LOGOUT

## Notice of Appointment as Scheme Manager

1. Company Details 2. Appointment as Scheme Manager 3. Confirmation 4. Acknowledgement

### Particulars of Company

1 Name of Company **COMPANY CDM**  
UEN / Company Number **2022XXXXXX**

### Particulars of Scheme Manager(s)

No.	ID Type	ID Number	Name	Firm UEN	Firm's Name	Date of Appointment	Office Address
1	Singapore Citizen	SXXXXXXX	Scheme Manager	2022XXXXXX	Firm	09/02/2022	Singapore

**2** Continue to review the information.

**2** Supporting Documents

No.	File Type	Description	Supporting Document
1		Notice of Appointment as Scheme Manager	<a href="#">Download</a>

**Contact Information**

Name of Contact Person

Contact Number

Email Address



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

**4** Click on the **Submit** button.

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

Ba **4**

- 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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## Notice of Appointment as Scheme Manager

1. Company Details 2. Appointment as Scheme Manager 3. Confirmation 4. Acknowledgement

Thank you for using our eService

Your Appointment as Scheme Manager 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: SA-000635-2021-L  
E Filing Number: CDU202112294569Q  
Date of Submission: 29/12/2021 02:49:54 PM

1 Back to Dashboard Print