

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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Submit Notice of Appointment as Scheme Manager



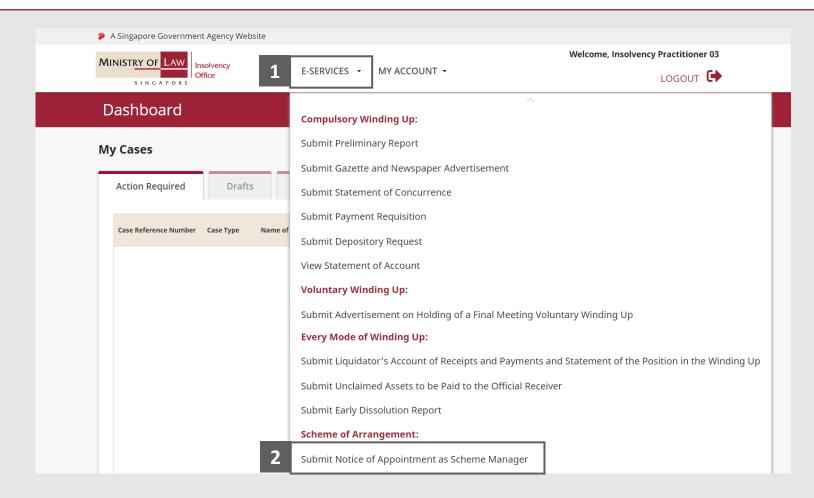
General Information

- 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 Ealendar icon to select a date.
- 6) If you encounter any issue, please contact us at ContactUs@OneMinLaw.

Notice of Appointment as Scheme Manager - Dashboard



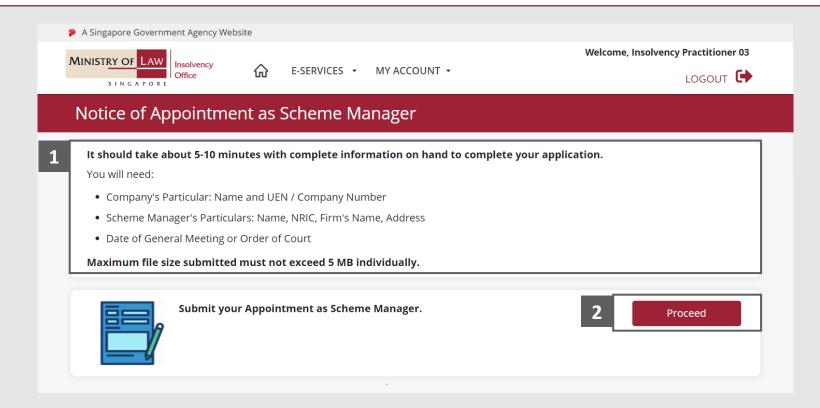
- 1 After you have logged in to the CIMS E-Service Portal:
 - From the top menu, click on **E**-SERVICES
- 2 Select the Submit Notice of Appointment as Scheme Manager.



Notice of Appointment as Scheme Manager - Introduction

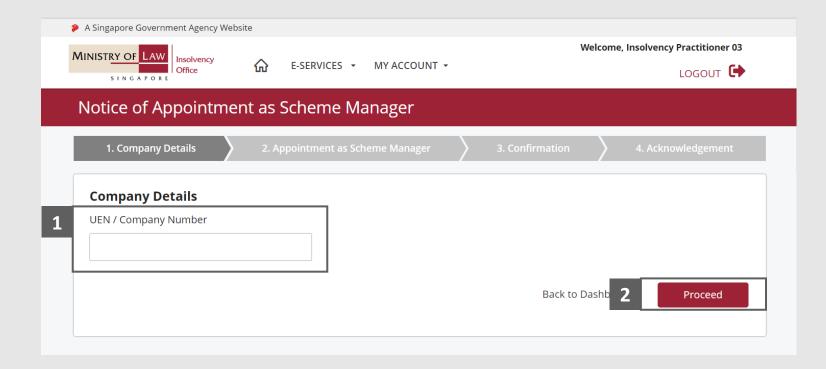


- 1 Read the notes carefully.
- 2 Click on the **Proceed** button.



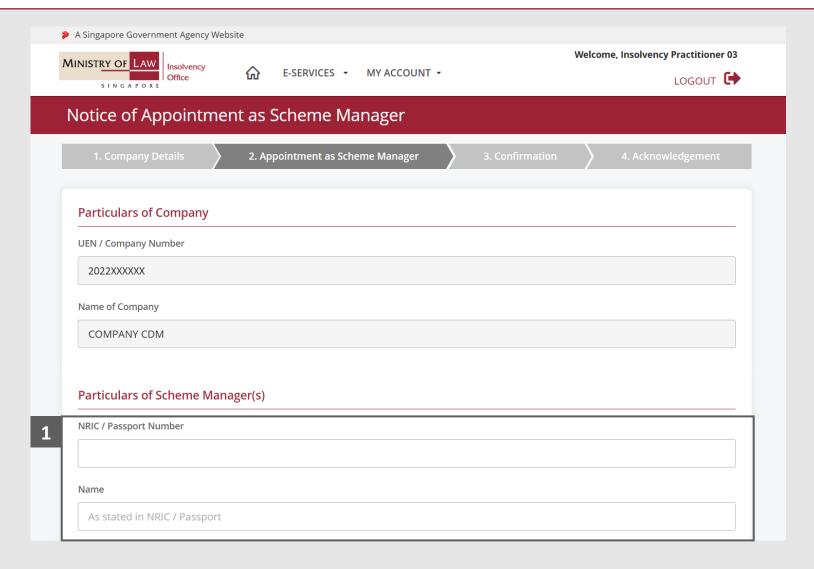


- 1 Enter the UEN / Company Number
- 2 Click on the **Proceed** button.





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



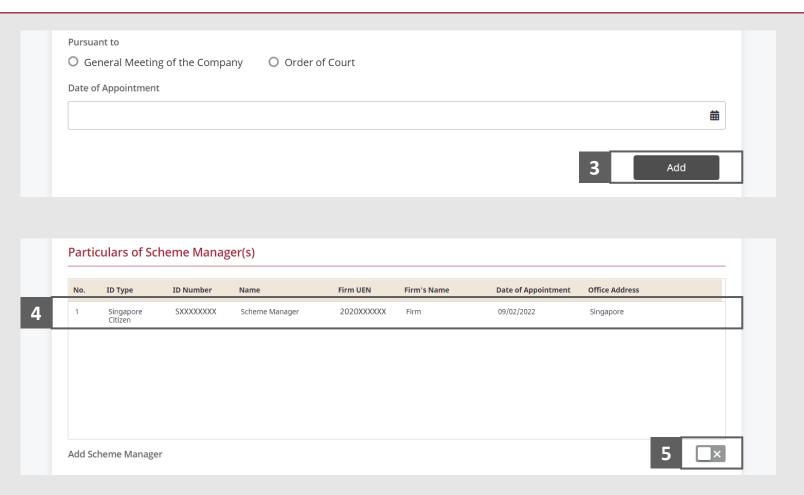


2 Continue to Particulars of Scheme Manager(s) information.

rm's Name Office Address ddress Type D Local Address O Foreign Address
office Address ddress Type Local Address O Foreign Address
ddress Type Local Address O Foreign Address
ddress Type Local Address O Foreign Address
Local Address O Foreign Address
ostal Code
lk/House Number
treet name
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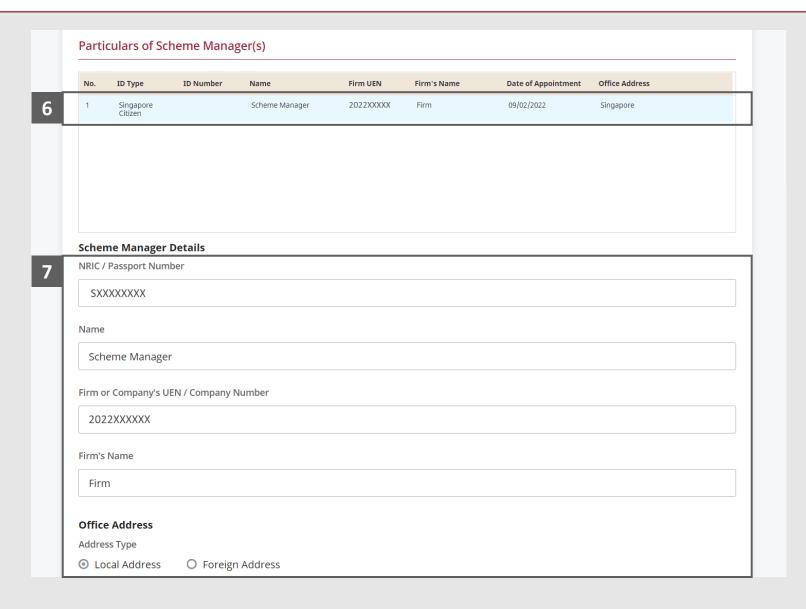


- 3 Click on the **Add** button to save the entered information.
- 4 Verify the added Scheme Manager record.
- Turn on the option Add
 Scheme Manager to add
 another Scheme Manager
 record.



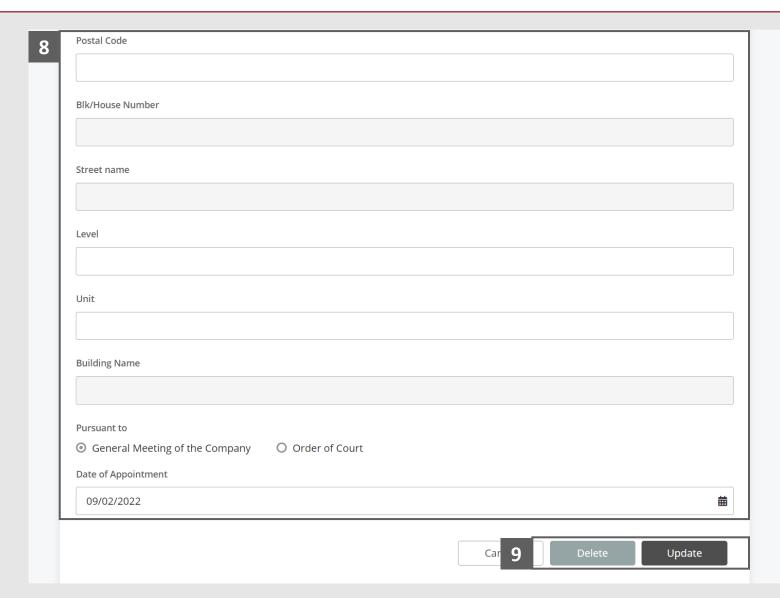


- To update or delete a record, select and click a record.
- 7 Edit the Scheme ManagerDetails information if needed.



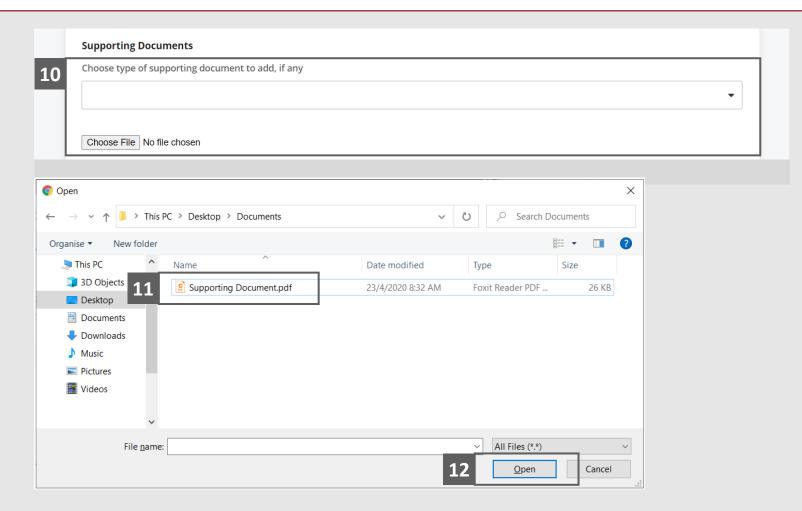


- 8 Continue to edit the **Scheme**Manager record if needed.
- 9 Click on the **Update** button to save the changes or **Delete** button to delete the record.



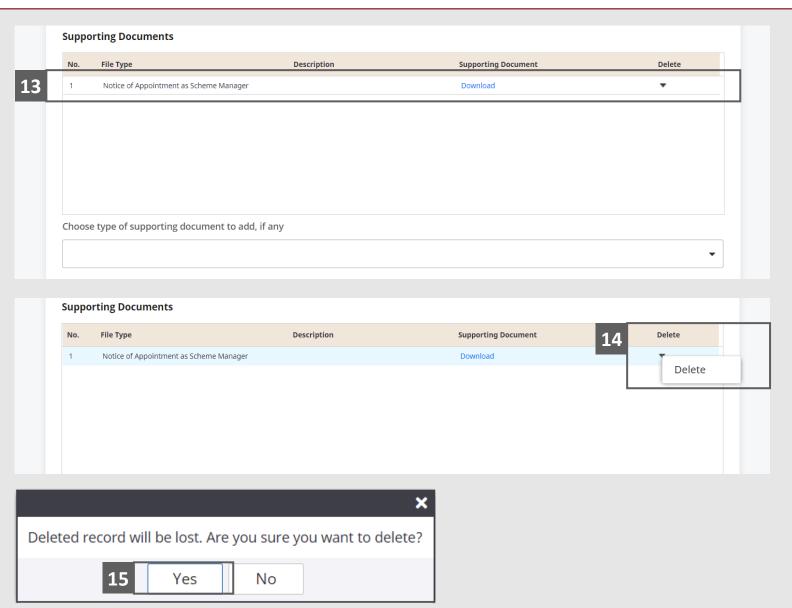


- Select the document type and click on the **Choose File** button to upload supporting document.
- Select a document to be uploaded.
- Click **Open** to upload the selected file.





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





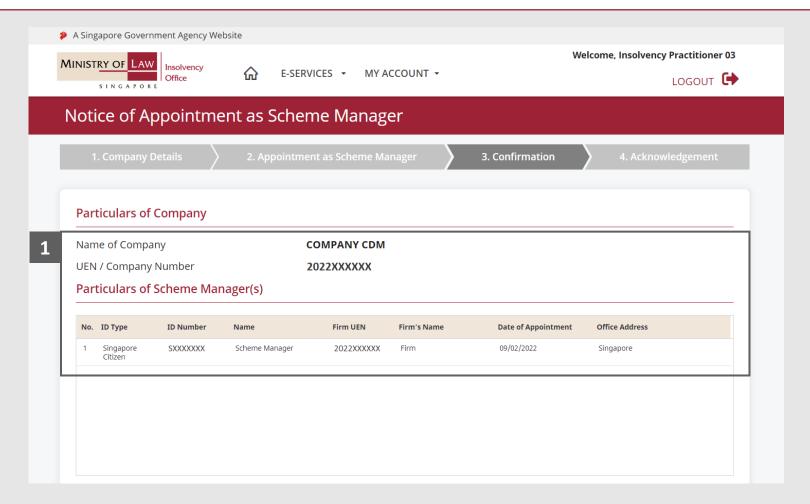
- 16 Update the Contact Information
- 17 Click on the **Proceed** button.



Notice of Appointment as Scheme Manager – Confirmation



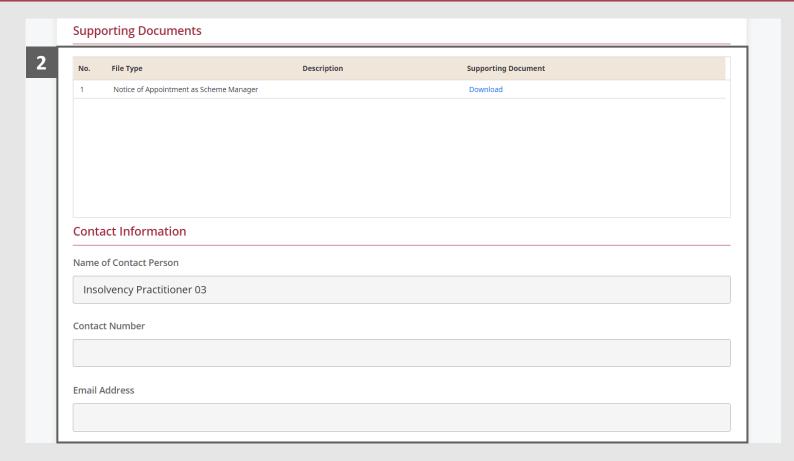
1 Review the information on the confirmation page.



Notice of Appointment as Scheme Manager – Confirmation



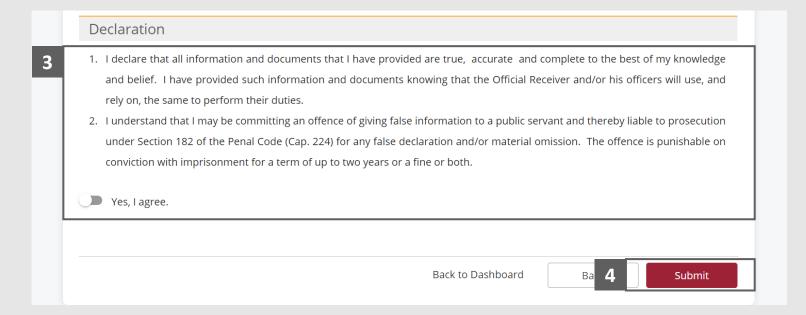
2 Continue to review the information.



Notice of Appointment as Scheme Manager – Confirmation



- Read the notes carefully and turn on the option to make the declaration.
- 4 Click on the **Submit** button.



Notice of Appointment as Scheme Manager – Acknowledgement



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 F-services.

