

CORPORATE INSOLVENCY DIVISION

Submit Preliminary Report
(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) 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.

Preliminary 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 Preliminary Report**.

The screenshot shows the CIMS E-Service Portal dashboard. At the top, there is a navigation bar with the Ministry of Law logo, 'E-SERVICES' dropdown menu (highlighted with a '1'), 'MY ACCOUNT' dropdown menu, and a 'LOGOUT' button. Below the navigation bar is a 'Dashboard' header. Underneath, there is a 'My Cases' section with tabs for 'Action Required' and 'Drafts'. A dropdown menu is open from the 'E-SERVICES' menu, showing a list of options. The 'Submit Preliminary Report' option is highlighted with a '2'. The dropdown menu is organized into sections: '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), and 'Scheme of Arrangement' (Submit Notice of Appointment as Scheme Manager).

Preliminary Report - Introduction

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


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Welcome, Insolvency Practitioner 03

E-SERVICES MY ACCOUNT LOGOUT

Preliminary Report (Compulsory Winding Up)

- 1 **This e-Service will take about 5-10 minutes to complete.**
You will need:
 - Company's UEN / Company Number
 - Case Reference Number
 - Preliminary Report**Maximum file size submitted must not exceed 5 MB individually.**
- 2  **Submit your Preliminary Report (Compulsory Winding Up).** **Proceed**

Preliminary 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

Preliminary Report (Compulsory Winding Up)

1. Company Details 2. Preliminary Report (Compulsory Winding Up) 3. Confirmation 4. Acknowledgement

Company Details

1

Case Reference Number

- -

OR

UEN / Company Number

Back to Dashboard 2 Proceed

Preliminary Report

1 Use the **Choose File** function to upload supporting document.

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Home E-SERVICES MY ACCOUNT

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LOGOUT

Preliminary Report (Compulsory Winding Up)

1. Company Details 2. Preliminary Report (Compulsory Winding Up) 3. Confirmation 4. Acknowledgement

Particulars of Company

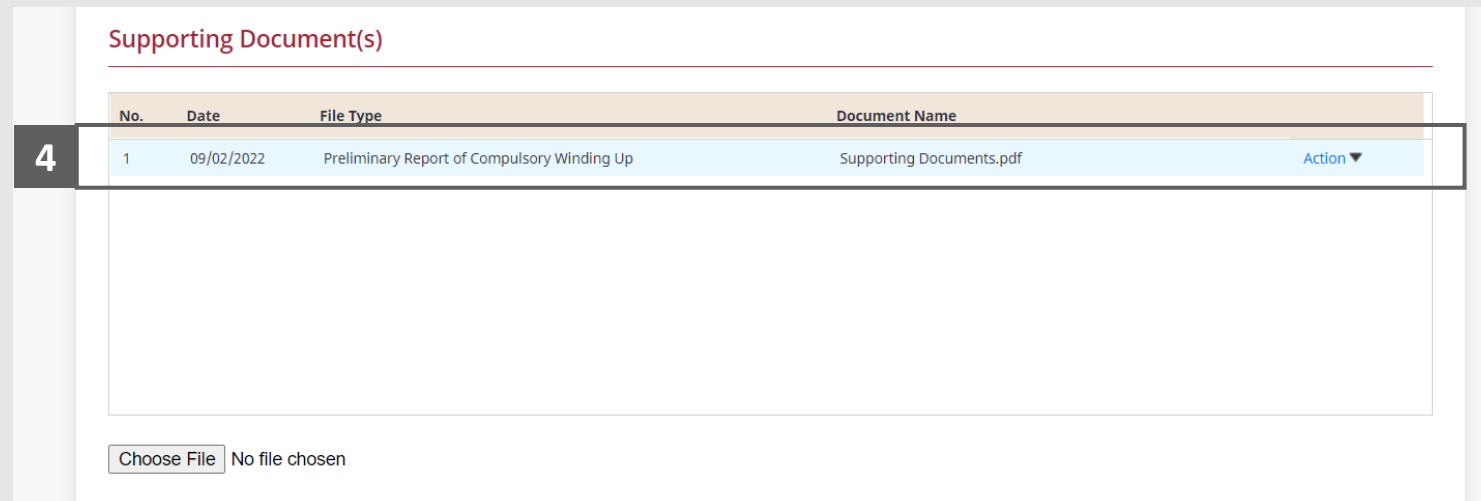
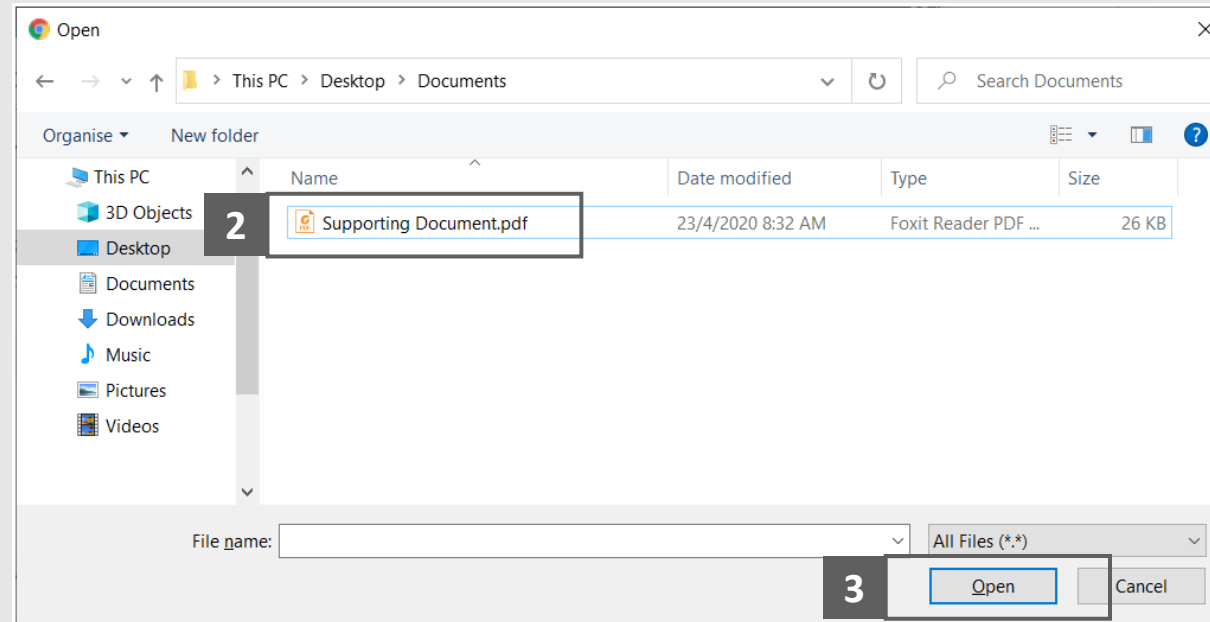
Name of Company	A SMALL WORLD 3
UEN / Company Number	2022XXXXXX
Case Reference Number	CW-000003-2020-N

Supporting Document(s)

1 No file chosen

Preliminary Report

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



Preliminary Report

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

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

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E-SERVICES MY ACCOUNT LOGOUT

Preliminary Report (Compulsory Winding Up)

1. Company Details 2. Preliminary Report (Compulsory Winding Up) 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company	A SMALL WORLD 3
UEN / Company Number	2022XXXXXX
Case Reference Number	CW-000003-2020-N

Supporting Document(s)

No.	Date	File Type	Document Name	Action
1	09/02/2022	Preliminary Report of Compulsory Winding Up	Supporting Documents.pdf	5 Delete

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

6 Yes No

Preliminary Report

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

Contact Information

Name of Contact Person
Insolvency Practitioner 03

7 Contact Number

Email Address

Back to Dashboard 8 Proceed →

Preliminary Report – Confirmation

1 Review the information on the confirmation page.

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Home E-SERVICES MY ACCOUNT

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LOGOUT

Preliminary Report (Compulsory Winding Up)

1. Company Details 2. Preliminary Report (Compulsory Winding Up) 3. Confirmation 4. Acknowledgement

1 **Particulars of Company**

Name of Company **A SMALL WORLD 3**

UEN / Company Number **2022XXXXXX**

Case Reference Number **CW-000003-2020-N**

Supporting Document(s)

No.	Date	File Type	Document Name
1	09/02/2022	Preliminary Report of Compulsory Winding Up	Supporting Documents.pdf

Preliminary 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**

Preliminary 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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E-SERVICES MY ACCOUNT LOGOUT

Preliminary Report (Compulsory Winding Up)

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

Thank you for using our eService

Your Preliminary Report (Compulsory Winding Up) 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-000003-2020-N
E Filing Number:	CDU202202094767H
Date of Submission:	09/02/2022 04:39:54 PM

1 Back to Dashboard Print