

# Submit Unclaimed Assets to be Paid to the Official Receiver (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).

# Unclaimed Assets – 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 Unclaimed Assets to be Paid to the Official Receiver**.

The screenshot shows the CIMS E-Service Portal dashboard. At the top, there is a navigation bar with the Ministry of Law logo, 'Insolvency Office', and a welcome message '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, featuring a 'My Cases' table with columns for 'Case Reference Number', 'Case Type', and 'Name of'. A dropdown menu is open, listing various services under different categories: 'Compulsory Winding Up', 'Voluntary Winding Up', and 'Every Mode of Winding Up'. The option 'Submit Unclaimed Assets to be Paid to the Official Receiver' is highlighted with a '2' in a box.

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Welcome, Insolvency Practitioner 01

LOGOUT

**1** E-SERVICES MY ACCOUNT

**Dashboard**

**My Cases**

Action Required Drafts

Case Reference Number	Case Type	Name of
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**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

**2** Submit Unclaimed Assets to be Paid to the Official Receiver

- Submit Early Dissolution Report

**Scheme of Arrangement:**

- Submit Notice of Appointment as Scheme Manager

# Unclaimed Assets – Introduction

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

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## Unclaimed Assets to be paid to the Official Receiver

- 1 **This e-Service will take about 30-45 minutes to complete.**  
You will need:
  - Company's UEN / Company Number
  - Company's Name
  - Unclaimed dividends / monies details
    - a. Name of Creditor / Shareholder / Other Persons
    - b. NRIC / Passport / UEN Number
    - c. Registered Address
    - d. Amount
    - e. Description of Unclaimed Money or Dividend**Maximum file size submitted must not exceed 5 MB individually.**

 **Submit Unclaimed Assets to be paid to the Official Receiver.**

- 2 **Proceed**

# Unclaimed Assets – 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

## Unclaimed Assets to be paid to the Official Receiver

1. Company Details 2. Unclaimed Assets 3. Confirmation 4. Acknowledgement

### Company Details

1

Case Reference Number

-  -

OR

UEN / Company Number

Back to Dashboard 2 Proceed

# Unclaimed Assets – Enter Details

**1** Enter the **Particulars of Creditor(s) / Shareholder (s) / Other Person(s)** information.

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### Unclaimed Assets to be paid to the Official Receiver

1. Company Details    2. Unclaimed Assets    3. Confirmation    4. Acknowledgement

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**Particulars of Company**

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

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**Particulars of Creditor(s) / Shareholder(s) / Other Person(s)**

**1** Particulars of

Creditor     Shareholder     Others

ID Number

ID Type

Please select ▼

Name of Creditor / Shareholder / Other Persons

# Unclaimed Assets – Enter Details

**2** Continue to enter the **Particulars of Creditor(s) / Shareholder (s) / Other Person(s)** information.

**2**

Email Address

email@address.com

**Address of Creditor / Shareholder / Other Persons**

Address Type

Local Address  Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name



# Unclaimed Assets – Enter Details

- 3 Continue to enter the **Particulars of Creditor(s) / Shareholder (s) / Other Person(s)** information.
- 4 Click on the **Add** button to save the entered information.
- 5 Verify the added record.
- 6 Turn on the option **Add Creditor / Shareholder / Other Persons** to add another record.

3 Unclaimed Amount (S\$)

0.00

Description of Unclaimed Money or Dividend

4 Add

Particulars of Creditor(s) / Shareholder(s) / Other Person(s)

No.	Name of Creditor / Shareholder	ID Number	Address	Amount (\$)	Description of Unclaimed Money
5 1	Shareholder	SXXXXXXXX	Singapore	1,000.00	Unclaimed Money

Total Amount (\$)

S\$ 1,000.00

Add Creditor / Shareholder / Other Persons

6

# Unclaimed Assets – Enter Details

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

**8** Edit the **Creditor / Shareholder / Other Persons** information if needed.

Particulars of Creditor(s) / Shareholder(s) / Other Person(s)

No.	Name of Creditor / Shareholder	ID Number	Address	Amount (\$)	Description of Unclaimed Money
1	Test	123	test	100.00	Test

Total Amount (\$)

S\$ 100.00

Add Creditor / Shareholder / Other Persons

**8** **Update or Delete Creditor / Shareholder / Other Persons**

ID Number

123

ID Type

Unknown (Non-Individual) ▼

Name of Creditor

Test

# Unclaimed Assets – Enter Details

**9** Continue to edit the **Creditor / Shareholder / Other Persons** information if needed.

**9**

Email Address

Address Type  
 Local Address  Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

# Unclaimed Assets – Enter Details

**10** Continue to edit the **Creditor / Shareholder / Other Persons** information if needed.

**11** Click on the **Update** button to save the changes or **Delete** button to delete the record.

**10** Unclaimed Amount (S\$)

S\$ 1,000.00

Description of Unclaimed Money or Dividend

Unclaimed Money

Ca **11** Delete Update

# Unclaimed Assets – Enter Details

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

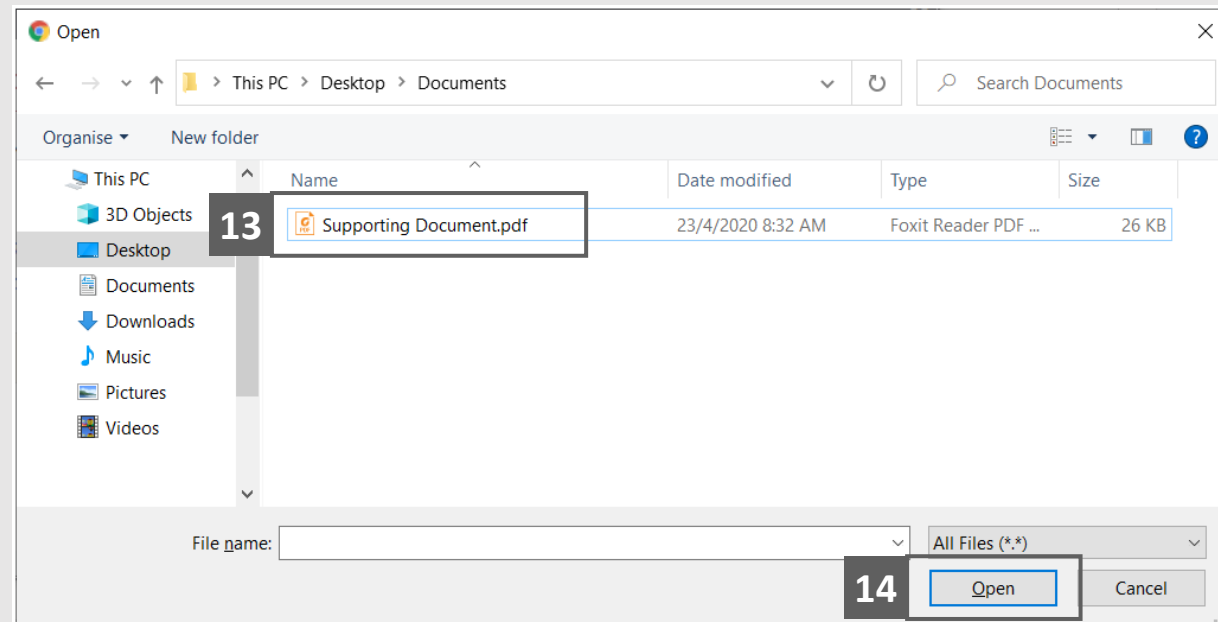
**13** Select a document to be uploaded.

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

**Supporting Documents**

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

Choose File No file chosen



# Unclaimed Assets – Enter Details

- 15 Verify the added Supporting Document record.
- 16 To delete a Supporting Document, click on the **Action** dropdown and select **Delete**.
- 17 Click on the **Yes** button to acknowledge the confirmation message.

Supporting Documents

No.	Date	File Type	Description	Supporting Documents
1	04/01/2022	Notices and Letters		Supporting Documents.pdf <span>Action ▼</span>

Choose type of supporting document to add, if any

Supporting Documents

No.	Date	File Type	Description	Supporting Documents
1	04/01/2022	Notices and Letters		Supporting Documents.pdf <span>Action ▼</span>

16 Delete

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

17 Yes No

# Unclaimed Assets – Enter Details

**18** Update the Contact Information.

**19** Click on the **Proceed** button.

**Contact Information**

Name of Contact Person  
Insolvency Practitioner 03

**18** Contact Number

Email Address

Back to Dashboard **19** Proceed →

# Unclaimed Assets – Confirmation

1 Review the information on the confirmation page.

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## Unclaimed Assets to be paid to the Official Receiver

1. Company Details 2. Unclaimed Assets 3. Confirmation 4. Acknowledgement

1

### Particulars of Company

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

### List of Creditor/ Shareholder / Other Persons

No.	Name of Creditor/ Shareholder	ID Number	Address	Amount (\$)	Description of Unclaimed Money
1	Shareholder	SXXXXXXXX	Singapore	1,000.00	Unclaimed Money

### Supporting Documents

No.	Date	File Type	Description	Supporting Documents
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# Unclaimed Assets – Confirmation

- 2 Continue to review the information.
- 3 Select either **Yes** or **No** whether to transfer the amount to the unclaimed monies account.
- 4 Read the notes carefully and turn on the option to make the declaration.
- 5 Click on the **Submit** button.

**Contact Information**

2 Name of Contact Person  
Insolvency Practitioner 01

Contact Number

Email Address

3 I confirmed to transfer S\$1000.00 to the unclaimed monies account.  
 Yes  No

**Declaration**

4

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

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.

*Important: For Monies that have to be submitted from bank accounts of the Liquidators, please print a copy of the PDF document and submit together with the payment to the Official Receiver's office.*

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E-SERVICES MY ACCOUNT LOGOUT

## Unclaimed Assets to be paid to the Official Receiver

1. Company Details 2. Unclaimed Assets 3. Confirmation 4. Acknowledgement

**Thank you for using our eService**

Your Unclaimed Assets to be paid to the Official Receiver 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-000052-2021-K

E Filing Number: CDU202211080013K

Date of Submission: 08/11/2022 03:58:04 PM

1 Back to Dashboard Print