

**THE OFFICIAL RECEIVER  
PRACTICE CIRCULAR NO. 1 OF 2010**

**OPERATION OF A COMPANY'S LIQUIDATION ACCOUNT FOR WHICH YOU  
ACT AS LIQUIDATOR, IN THE COMPANIES LIQUIDATION ACCOUNT  
MAINTAINED BY THE OFFICIAL RECEIVER**

1. Liquidators who have not obtained the necessary leave of Court to open and operate a bank account in the course of their administration of companies in compulsory winding up, and who are forwarding any monies to the Companies Liquidation Account maintained by the Official Receiver are to make their requests using either of the following forms where appropriate:

1.1 Cheque Depository Form (Annex 1)

This Form is to be used for cheques/bank drafts which are to be deposited into the Companies Liquidation Account for the companies in which you act as liquidator. All receipts into this account are to be denominated in Singapore dollars.

In addition, information stated in the column "Nature of Receipt" in the Form must state specifically the nature of the receipt, e.g. refund of deposit, recovery of book debt, etc.

A fee of \$30/- per application will be imposed on each duly completed Form, authorized by the Liquidator.

1.2 Requisition Form for Statement of Accounts (Annex 2)

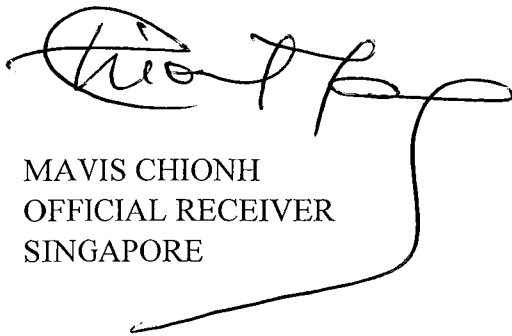
This Form is to be used when you request for the statement of accounts for the purpose of meeting your obligations to IRAS in respect of the company for which you act as liquidator. Liquidators are strongly advised to ensure that they keep and maintain a set of complete liquidation accounts for their own reference or for production to the OR when required to do so. Please ensure that the receipts into the accounts are reflected in gross, and that all expenses are to be separately reflected in the appropriate format as payments.

A fee of \$30/- per application will be imposed on each duly completed Form, authorized by the liquidator.

Please allow at least 7 working days from the date of receipt of your request for our office to furnish the Statement.

2. This Practice Circular will come into effect on 7 July 2010.
3. Please direct any queries regarding this Practice Circular in writing to [ipto\\_enquiry@ipto.gov.sg](mailto:ipto_enquiry@ipto.gov.sg).

Dated this 6<sup>th</sup> day of July 2010



MAVIS CHIONH  
OFFICIAL RECEIVER  
SINGAPORE

(This Practice Circular, Annex 1 and Annex 2 are also available on the website of the Insolvency & Public Trustee's Office at <http://www.ipto.gov.sg>)