

CORPORATE INSOLVENCY DIVISION

Request for Statement of Affairs Extension

User Guide for Corporate Insolvency E-Services

<https://eservices.mlaw.gov.sg/io>

Last updated on 06 Apr 2022

Table of Content

S/No.	User Guide	Page
1.	General Information	3
2.	Statement of Affairs – Request Extension (Dashboard)	4
3.	Statement of Affairs – Request Extension (Case Details)	5

General Information

- 1) Corporate Insolvency E-services 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.

Statement of Affairs – Request Extension (Dashboard)

1 After you have logged in to the **Corporate Insolvency E-Services Portal**:

From the top menu, click on **E-SERVICES**

2 Select the **Request for Statement of Affairs Extension**.

The screenshot displays the user interface of the Corporate Insolvency E-Services Portal. At the top, the Ministry of Law logo and 'Insolvency Office SINGAPORE' are visible. The user is logged in as 'Case Officer 1'. The main navigation menu includes 'E-SERVICES' and 'MY ACCOUNT'. A dropdown menu under 'E-SERVICES' is open, showing options: 'Submit Preliminary Information', 'Submit Statement of Affairs', 'Submit Statement of Assets and Liabilities', 'Request for Statement of Affairs Extension' (highlighted with a '2'), and 'Submit Statutory Declaration on Company's Inability to Continue Business by Reason of its Liabilities'. Below the menu, there are sections for 'Dashboard' and 'My Cases'. The 'My Cases' section has a table with columns: 'Case Reference Number', 'Name of Company', 'UEN / Company Number', 'Submission Type', 'Case Status', and 'Date of Action Task'. The table is currently empty.

Statement of Affairs – Request Extension (Case Details)

(1 / 5)

1 Enter the **Case Reference Number**.

2 Enter the **Proposed Extended Due Date for Submission** and the **Reason of Extension**.

Note: Maximum extension is 2 weeks from the due date or from the current date if the due date has passed.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Home E-SERVICES MY ACCOUNT

Welcome, Company Officer 1

LOGOUT

Statement of Affairs - Request of Extension

Case Details

1 Case Reference Number

- -

Current Due Date for Submission

2 Proposed Extended Due Date for Submission



Maximum extension is 2 weeks from the due date or from the current date if the due date has passed.

Reason of Extension

Statement of Affairs – Request Extension (Case Details)

(2 / 5)

- 3 Enter the document type and click on the **Choose File** button to upload supporting document.
You may attach any other documents in support of your request for extension in the submission.

Attachments - optional

No.	Description	Attachment	Delete

Please specify the description of document and upload supporting document below.

- 3

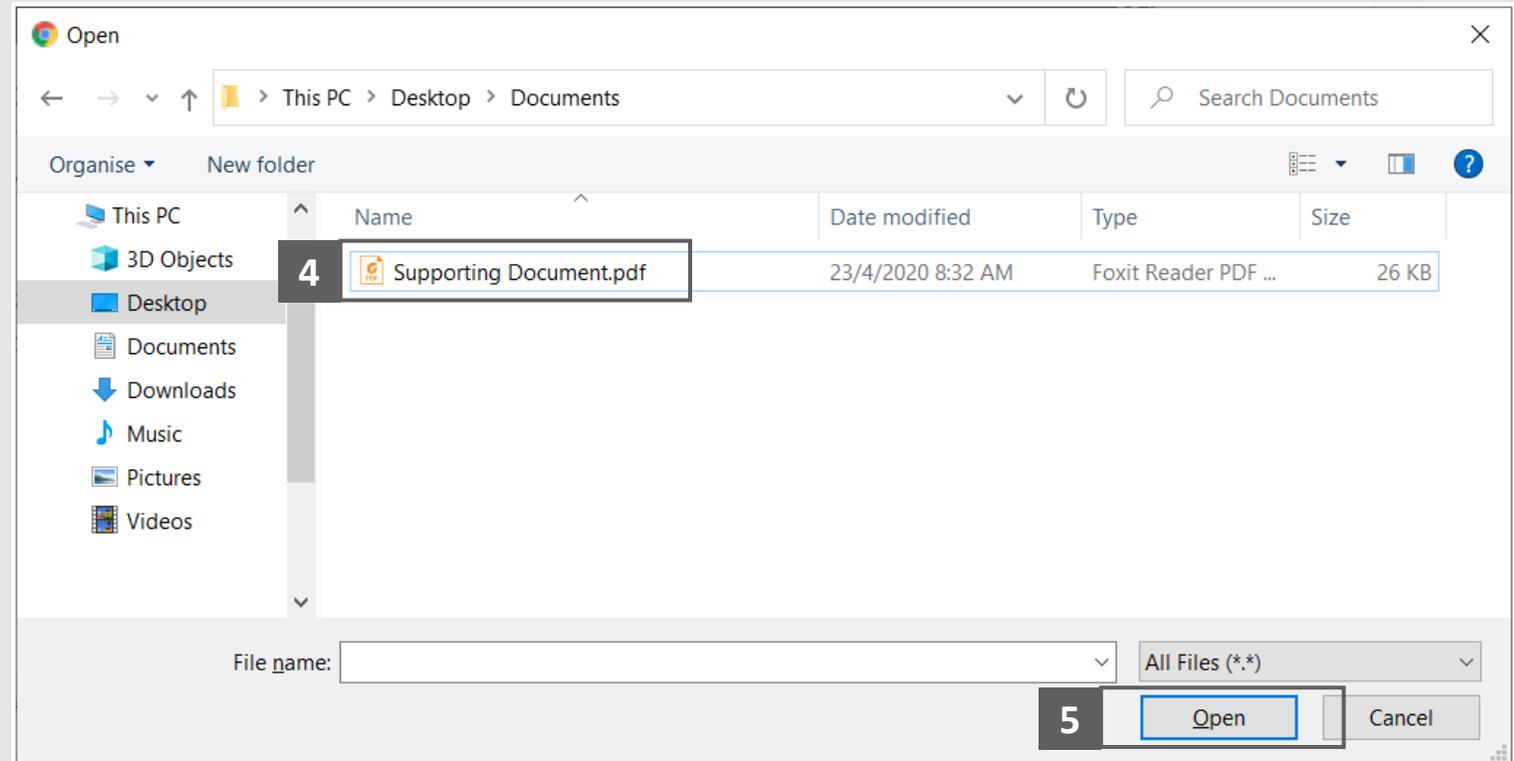
No file chosen

Statement of Affairs – Request Extension (Case Details)

(3 / 5)

4 Select a document to be uploaded

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



Statement of Affairs – Request Extension (Case Details)

(4 / 5)

- 6 Verify the added supporting document record.
- 7 To upload another supporting document type, select document type and click on **Choose File** button.

Attachments - *optional*

No.	Description	Attachment	Delete
6 1	Assets Documentation	Supporting Documents.pdf	▼

Please specify the description of document and upload supporting document below.

7

No file chosen

Statement of Affairs – Request Extension (Case Details) (5 / 5)

- 8 To delete a Supporting Document, click on the arrow down under Delete column and select **Delete**.
- 9 Click on the **Yes** button to acknowledge the confirmation message.
- 10 Scroll down to the bottom of the page and click on the **Submit** button to submit the request for statement of affairs extension.
Note: Your request for extension is subject to approval from the Official Receiver's office.

Attachments - optional

No.	Description	Attachment	Delete
1	Assets Documentation	Supporting Documents.pdf	8 

Please specify the description of document and upload supporting document below.

No file chosen

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

9

10