

CORPORATE INSOLVENCY DIVISION

Submit Preliminary Information

User Guide for Corporate Insolvency E-Services

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

Last updated on 06 Apr 2022

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Submit Preliminary Information



General Information

- 1) Corporate Insolvency E-services Internet URL: https://eservices.mlaw.gov.sg/io
- 2) This is for submission of Preliminary Information by officers of company to the Official Receiver ("OR") for cases where OR is appointed its liquidator.
- 3) Please ensure that you access the Portal using the latest versions of Chrome, Microsoft Edge or Safari.
- 4) Singpass login is required to access the e-services.
- 5) You may click on → Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 6) You may input a date field using the 🗰 Calendar icon to select a date.
- 7) If you encounter any issue, please contact us at ContactUs@OneMinLaw.

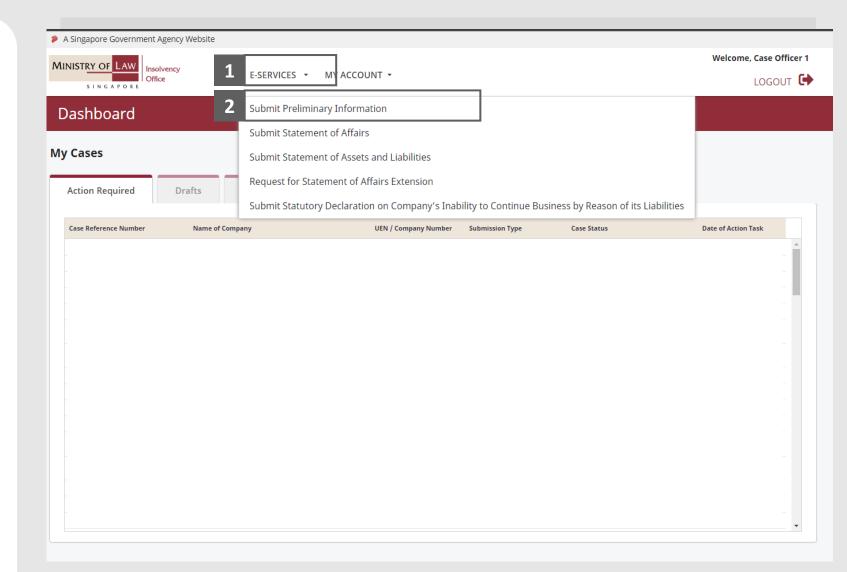
Preliminary Information – Dashboard



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

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

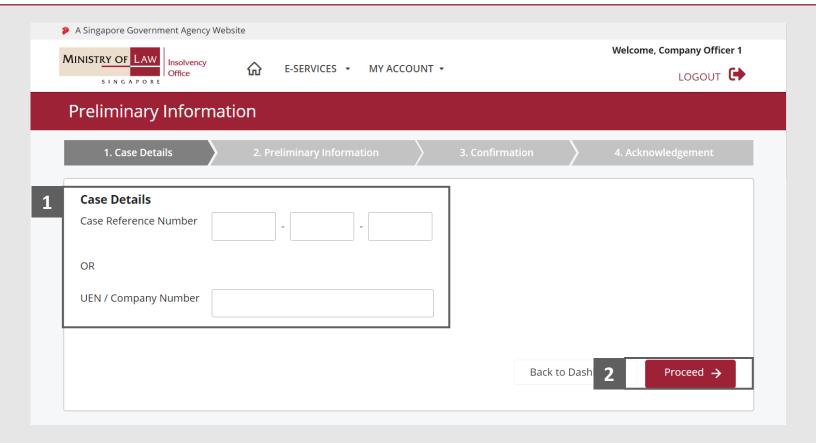
2 Select the **Submit Preliminary**Information



Preliminary Information – Case Details



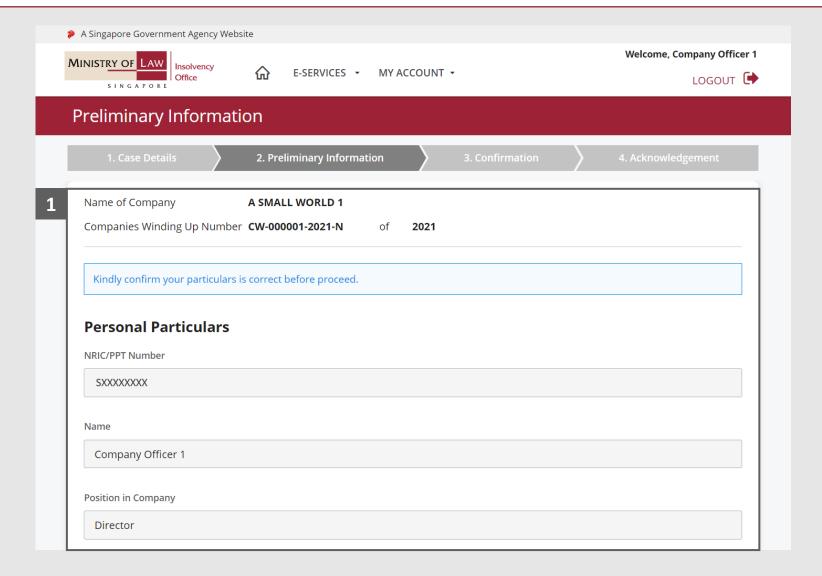
- 1 Enter the Case Reference
 Number or the UEN /
 Company Number.
- 2 Click on the **Proceed** button.



Preliminary Information – Personal Particulars (1 / 3)



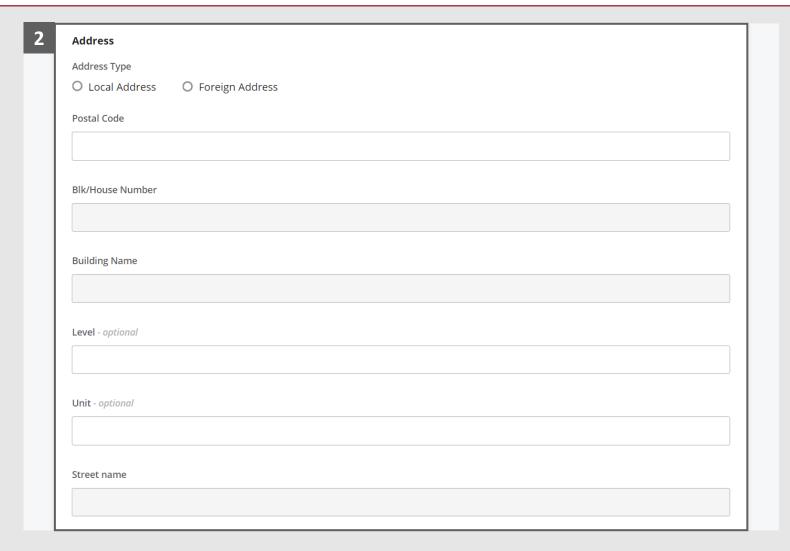
In the Preliminary
Information page, Personal
Particulars information are
pre-populated based on ID of
person logged in.



Preliminary Information – Personal Particulars (2 / 3)



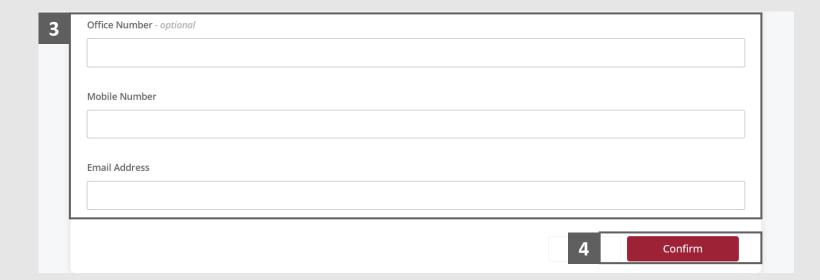
Continue to update the Personal Particulars address information.



Preliminary Information – Personal Particulars (3 / 3)



- Continue to update the Personal Particulars contact information
- 4 Click on the **Confirm** button to save the changes.



Preliminary Information – Officers Particulars (1 / 4)



of Company section, please indicate if you are the Managing Director of the Company.

If you are not, please fill in particulars of the Managing

Director.

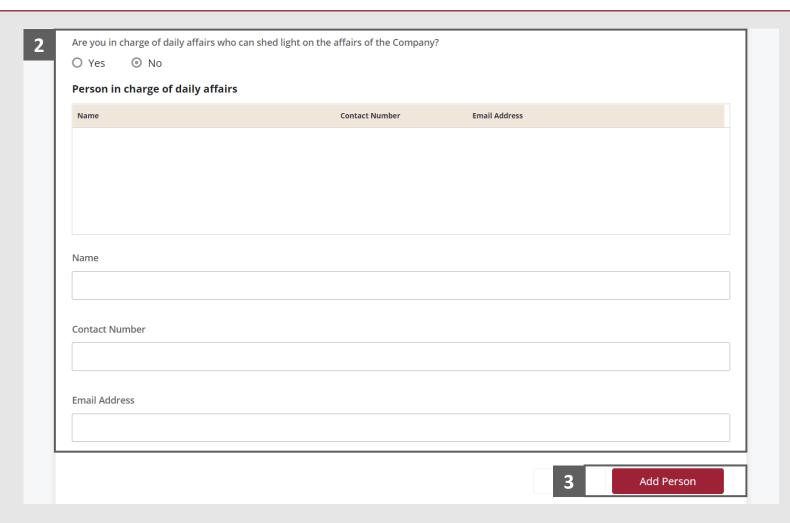


Preliminary Information – Officers Particulars (2 / 4)



- Please indicate if you are the Person in charge of the daily affairs of the Company.

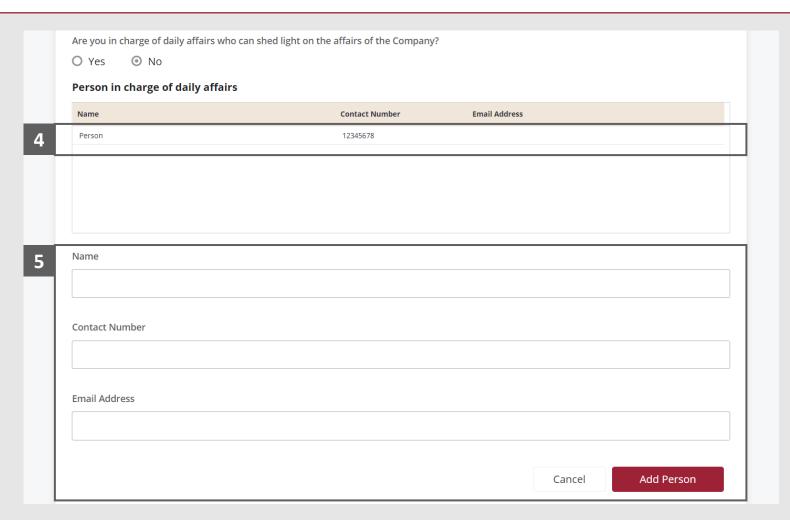
 If you are not, please fill in particulars of such person.
- Click on the **Add Person** to save the entered information.



Preliminary Information – Officers Particulars (3 / 4)



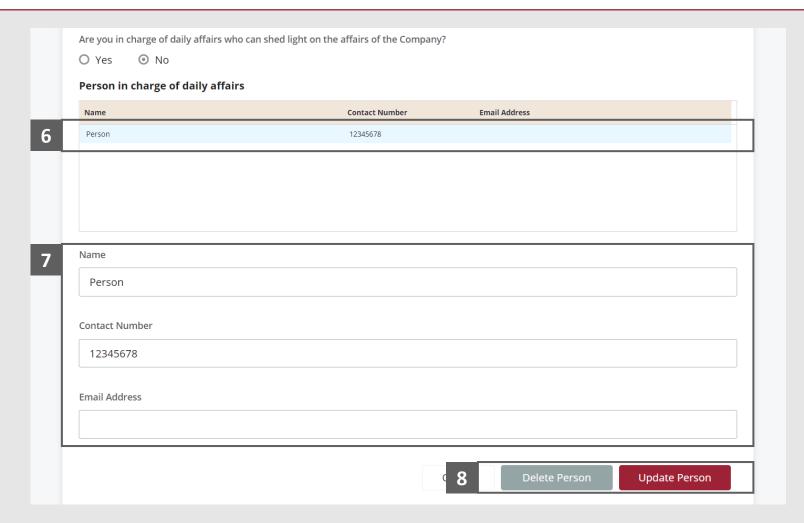
- 4 Verify the added Person in charge of daily affairs record.
- You may add another **Person**in charge of daily affairs
 information if needed.



Preliminary Information – Officers Particulars (4 / 4)

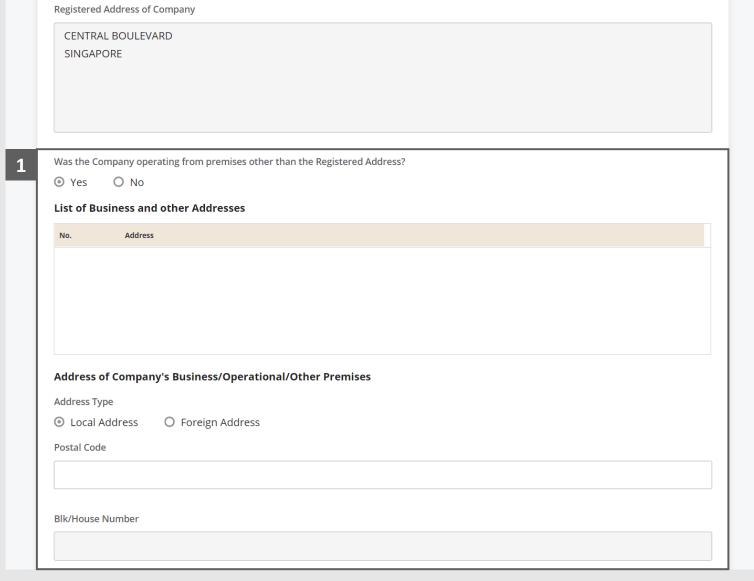


- To update or delete a record, select and click on the record.
- 7 Edit the Person in charge of daily affairs information if needed.
- Click on the **Update Person**button to save the changes or **Delete Person** button to
 delete the record.



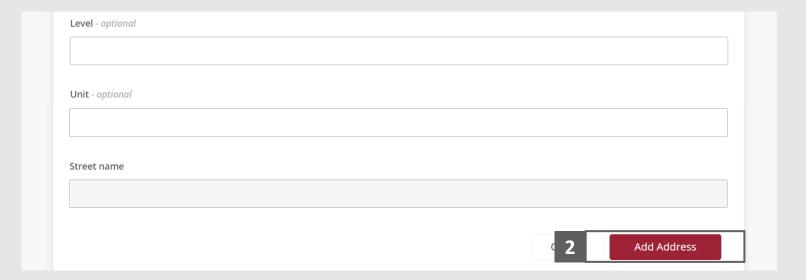


Please confirm if the company is operating from the Registered Address. If not, please indicate the business where operations took place.



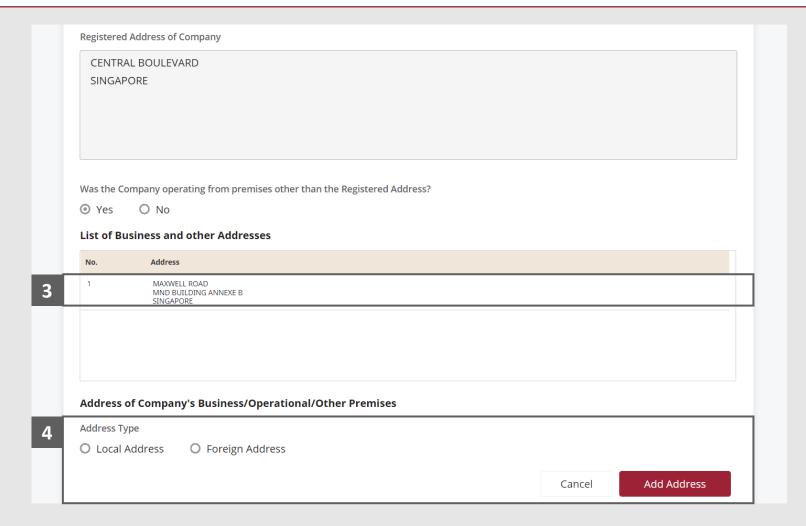


2 Click on the **Add Address**button to save the entered information.





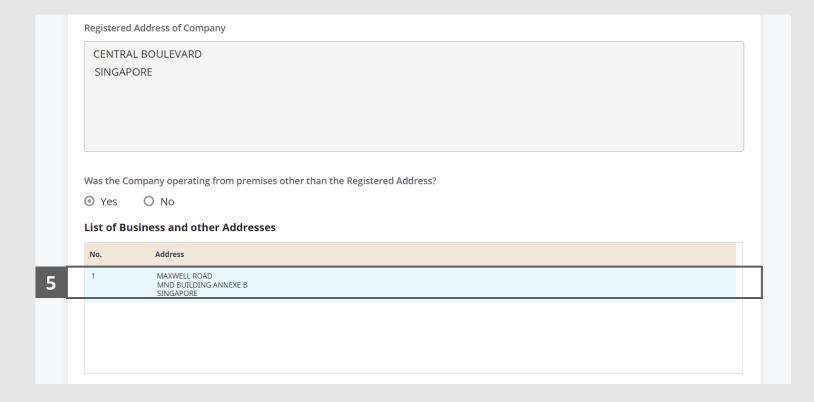
- Werify the added Business or other address record.
- 4 You may add another **Business** and other addresses information if needed.





To update or delete an address record, select and click on the record.

Please follow the same steps in the following <u>slide</u> <u>reference</u>.

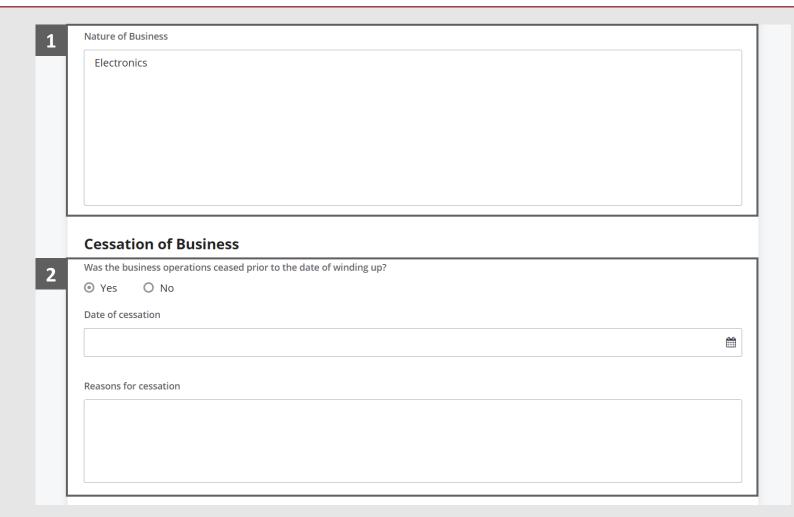


Preliminary Information – Cessation of Business



- 1 Continue to enter Nature of Business information.
- In the Cessation of Business section, please confirm if the business was ceased prior to the date of winding up.

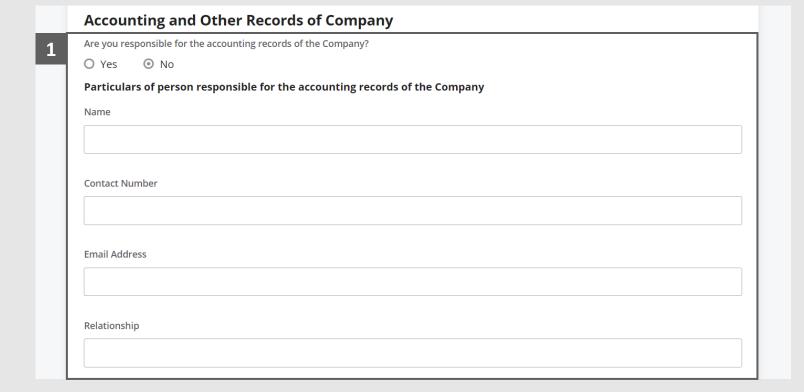
 If so, please insert date and reasons for cessation.



Preliminary Information – Accounting and Other Records



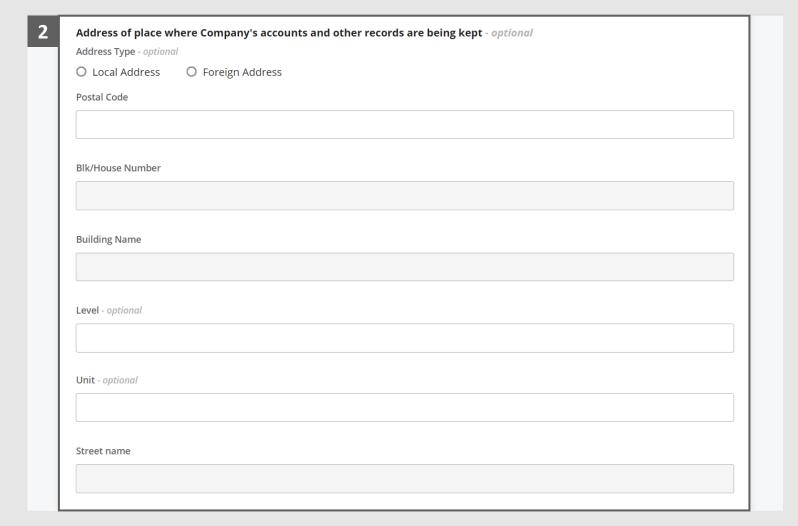
In the Accounting and Other
Records of Company section,
please indicate if you are
responsible for the accounting
records of the Company.
If you are not, please fill in
particulars of such person.



Preliminary Information – Accounting and Other Records



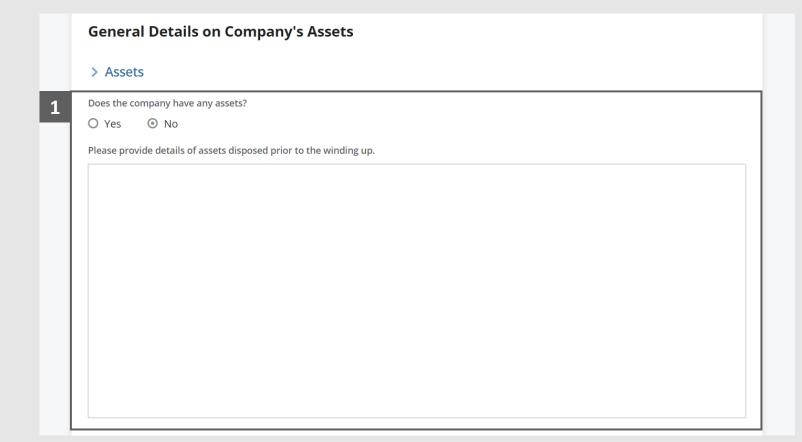
2 Continue to enter the Address of place where Company's accounts and other records are being kept information.



Preliminary Information – Company's Assets (1 / 10)



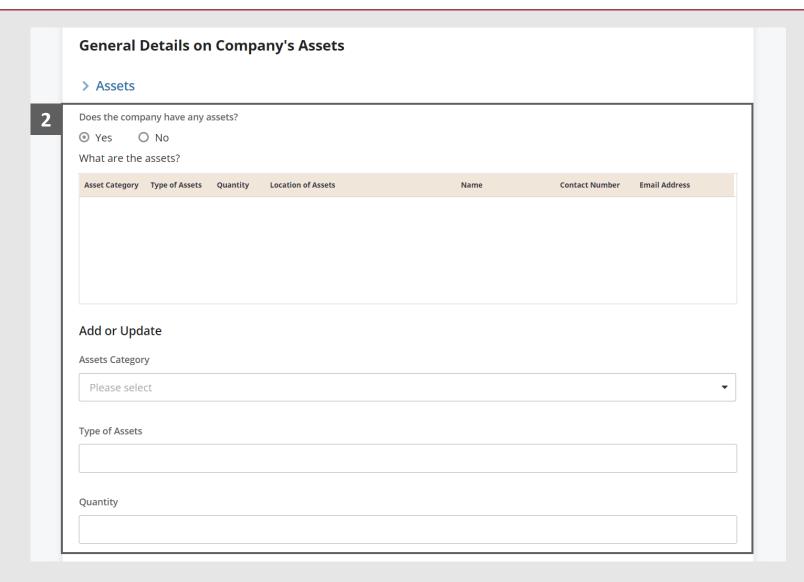
In the General Details on
Company's Assets section,
please indicate if the company
have any assets.
If no, please provide details of
assets disposed prior to the
winding up.



Preliminary Information – Company's Assets (2 / 10)



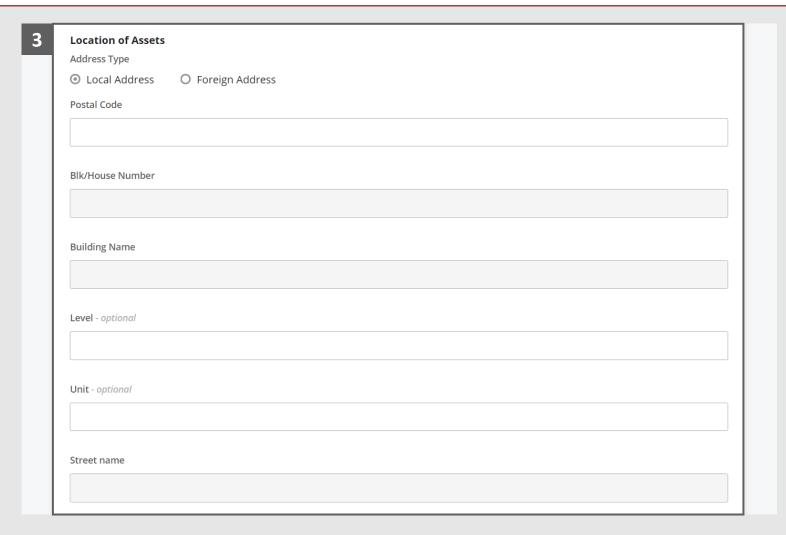
2 For company with assets, enter the assets information.



Preliminary Information – Company's Assets (3 / 10)



3 Continue to enter the Location of Assets information.



Preliminary Information – Company's Assets (4 / 10)



- Please confirm if you are the contact person for the company asset.

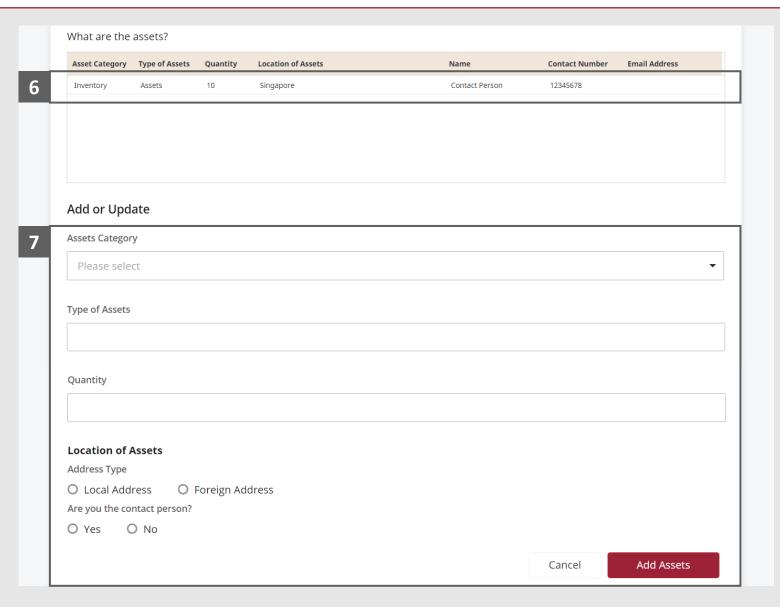
 If not, enter the contact person of the company.
- Click on the Add Assets button to save the entered information.



Preliminary Information – Company's Assets (5 / 10)



- 6 Verify the added asset record.
- 7 You may add another asset information if needed.

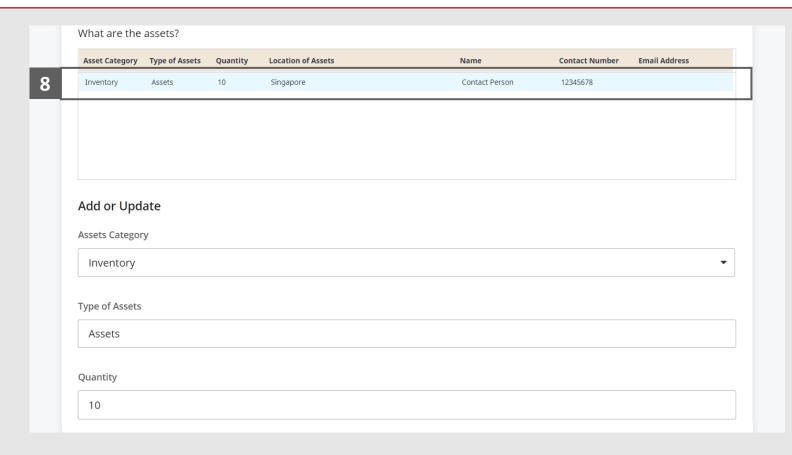


Preliminary Information – Company's Assets (6 / 10)



To update or delete an asset record, select and click on the record.

Please follow the same steps in the following <u>slide</u> <u>reference</u>.

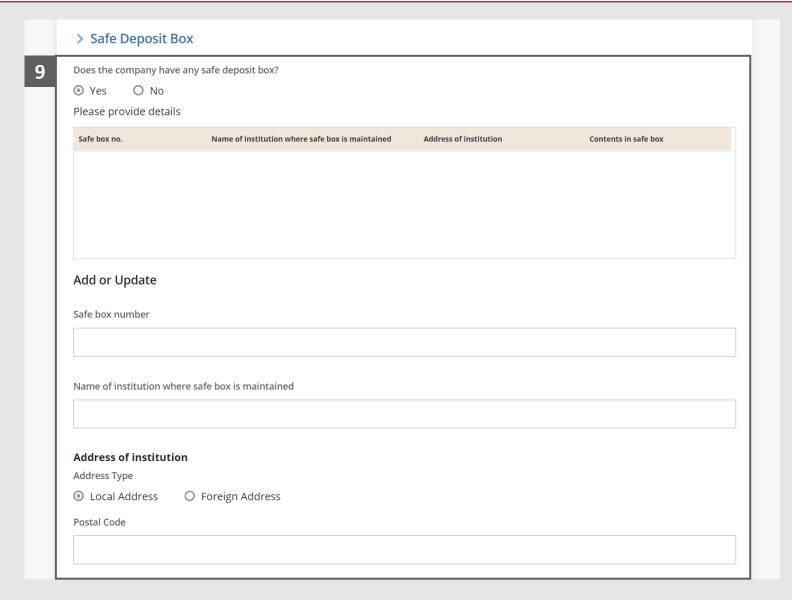


Preliminary Information – Company's Assets (7 / 10)



9 In the Safe Deposit Box section, please indicate if the company have any safe deposit box.

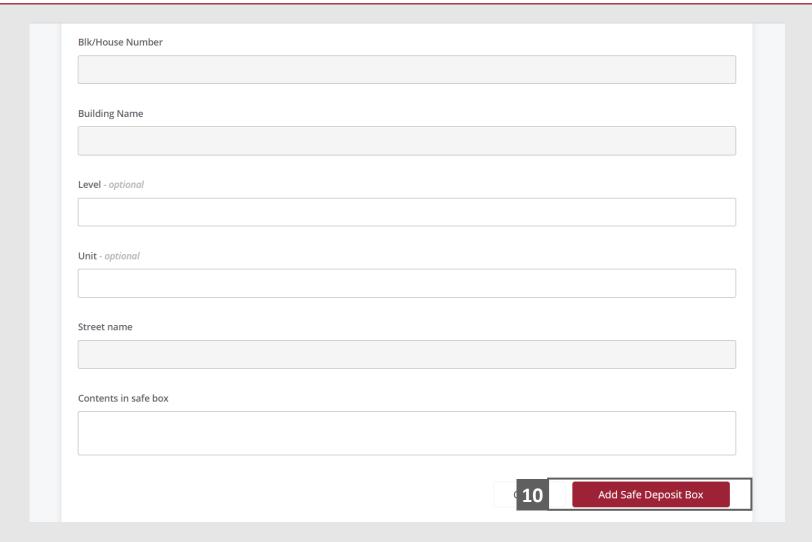
If yes, please enter the safe deposit box information.



Preliminary Information – Company's Assets (8 / 10)



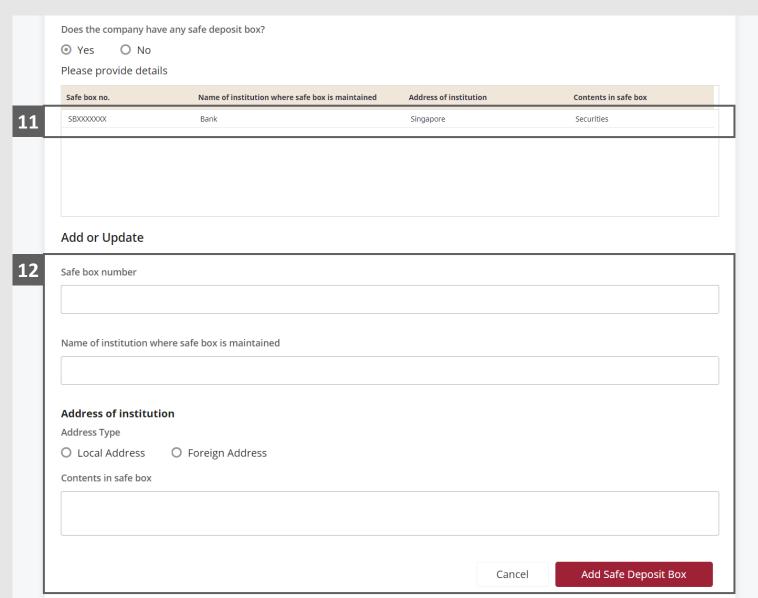
Click on the **Add Deposit Box** button to save the entered information.



Preliminary Information – Company's Assets (9 / 10)



- Verify the added Safe Deposit Box record.
- You may add another Safe Deposit Box information if needed.

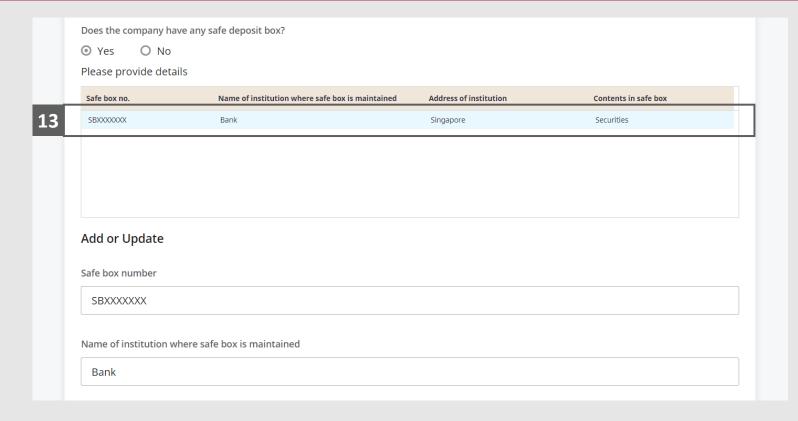


Preliminary Information – Company's Assets (10 / 10)



To update or delete a safe deposit box record, select and click on the record.

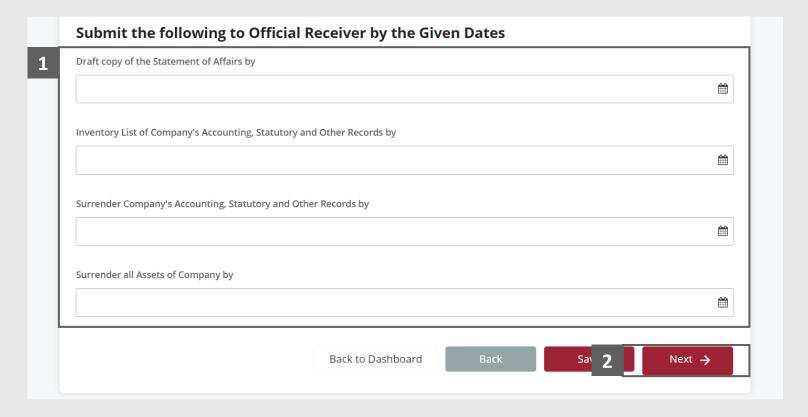
Please follow the same steps in the following <u>slide</u> <u>reference</u>.



Preliminary Information – Submission Dates



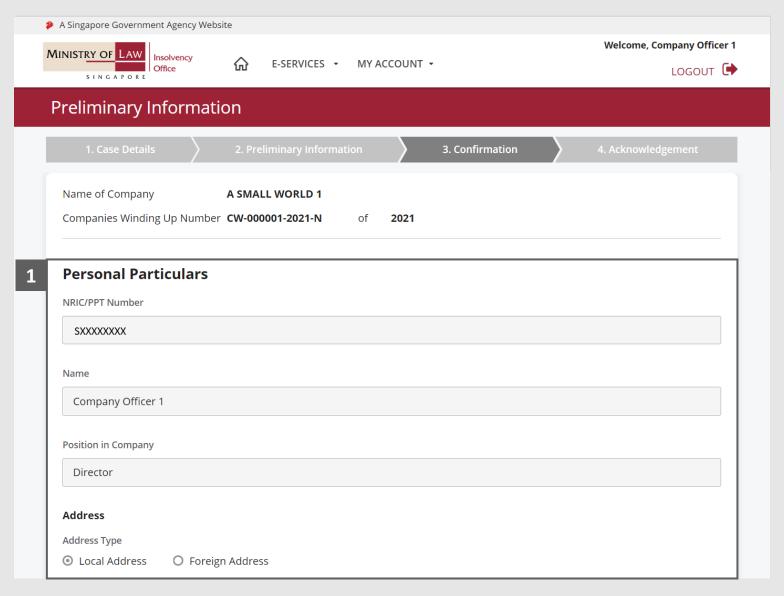
- 1 To confirm the dates of submission for the various documents stated.
- 2 Click on the **Next** button.



Preliminary Information - Confirmation (1 / 2)



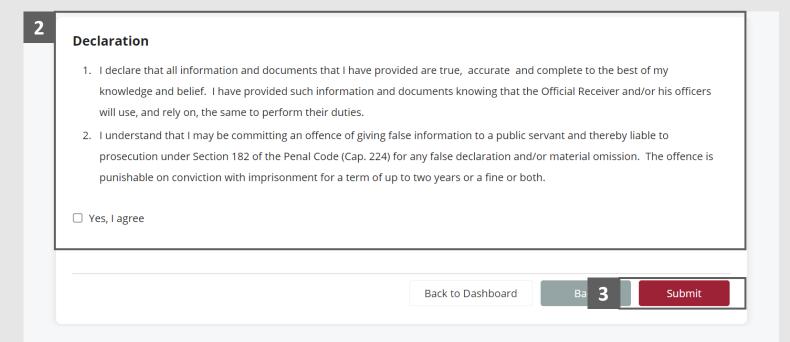
1 Review the information on the confirmation page.



Preliminary Information - Confirmation (2 / 2)



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



Preliminary Information – Acknowledgement



Click on the **Print** button to view the PDF document of the submitted application
OR

Click on the **Exit** button to return to Dashboard for the other E-services.

