

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*

# Table of Content

S/No.	User Guide	Page
1.	General Information	<a href="#">3</a>
2.	Preliminary Information – Dashboard	<a href="#">4</a>
3.	Preliminary Information – Case Details	<a href="#">5</a>
4.	Preliminary Information – Personal Particulars	<a href="#">6</a>
5.	Preliminary Information – Officers Particulars	<a href="#">9</a>
6.	Preliminary Information – Business and other Addresses	<a href="#">13</a>
7.	Preliminary Information – Cessation of Business	<a href="#">17</a>
8.	Preliminary Information – Accounting and Other Records	<a href="#">18</a>
9.	Preliminary Information – Company’s Assets	<a href="#">20</a>
10.	Preliminary Information – Submission Dates	<a href="#">30</a>
11.	Preliminary Information – Confirmation	<a href="#">31</a>
12.	Preliminary Information – Acknowledgement	<a href="#">33</a>

## 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](mailto: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**

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Case Officer 1

LOGOUT

**1** E-SERVICES

**2** Submit Preliminary Information

Submit Statement of Affairs

Submit Statement of Assets and Liabilities

Request for Statement of Affairs Extension

Submit Statutory Declaration on Company's Inability to Continue Business by Reason of its Liabilities

Dashboard

My Cases

Action Required Drafts

Case Reference Number	Name of Company	UEN / Company Number	Submission Type	Case Status	Date of Action Task
-----------------------	-----------------	----------------------	-----------------	-------------	---------------------

# Preliminary Information – Case Details

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

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Company Officer 1

E-SERVICES MY ACCOUNT LOGOUT

## Preliminary Information

1. Case Details 2. Preliminary Information 3. Confirmation 4. Acknowledgement

**1** **Case Details**

Case Reference Number  -  -

OR

UEN / Company Number

Back to Dash **2** Proceed →

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

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Home E-SERVICES MY ACCOUNT

Welcome, Company Officer 1

LOGOUT

## Preliminary Information

1. Case Details 2. Preliminary Information 3. Confirmation 4. Acknowledgement

**1** Name of Company **A SMALL WORLD 1**

Companies Winding Up Number **CW-000001-2021-N** of **2021**

Kindly confirm your particulars is correct before proceed.

### Personal Particulars

NRIC/PPT Number

SXXXXXXXX

Name

Company Officer 1

Position in Company

Director

**2** Continue to update the **Personal Particulars** address information.

**2** **Address**

Address Type  
 Local Address  Foreign Address

Postal Code

Blk/House Number

Building Name

Level - *optional*

Unit - *optional*

Street name

**3** Continue to update the **Personal Particulars** contact information

**4** Click on the **Confirm** button to save the changes.

**3** Office Number - *optional*

Mobile Number

Email Address

**4** Confirm



**1** In the **Particulars of Officers 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.

**Particulars of Officers of Company**

**1** Are you the Managing Director?  
 Yes  No

**Particulars of Managing Director**

Name

Contact Number

Email Address

- 2 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.
- 3 Click on the **Add Person** to save the entered information.

2 Are you in charge of daily affairs who can shed light on the affairs of the Company?  
 Yes  No

**Person in charge of daily affairs**

Name	Contact Number	Email Address

Name

Contact Number

Email Address

3

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

Are you in charge of daily affairs who can shed light on the affairs of the Company?  
 Yes  No

**Person in charge of daily affairs**

Name	Contact Number	Email Address
Person	12345678	

4

5

Name

Contact Number

Email Address

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

Are you in charge of daily affairs who can shed light on the affairs of the Company?  
 Yes  No

**Person in charge of daily affairs**

Name	Contact Number	Email Address
Person	12345678	

6

7

Name  
Person

Contact Number  
12345678

Email Address

8

Delete Person Update Person

# Preliminary Information – Business and other Addresses (1 / 4)

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

Registered Address of Company

CENTRAL BOULEVARD  
SINGAPORE

**1** Was the Company operating from premises other than the Registered Address?  
 Yes  No

**List of Business and other Addresses**

No.	Address
-----	---------

**Address of Company's Business/Operational/Other Premises**

Address Type  
 Local Address  Foreign Address

Postal Code

Blk/House Number

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

Level - *optional*

Unit - *optional*

Street name

2 Add Address

# Preliminary Information – Business and other Addresses (3 / 4)

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

Registered Address of Company

CENTRAL BOULEVARD  
SINGAPORE

Was the Company operating from premises other than the Registered Address?  
 Yes  No

List of Business and other Addresses

No.	Address
3 1	MAXWELL ROAD MND BUILDING ANNEXE B SINGAPORE

Address of Company's Business/Operational/Other Premises

4 Address Type  
 Local Address  Foreign Address

Cancel Add Address

- 5** To update or delete an address record, select and click on the record.
- Please follow the same steps in the following [slide reference](#).*

Registered Address of Company

CENTRAL BOULEVARD  
SINGAPORE

Was the Company operating from premises other than the Registered Address?  
 Yes  No

**List of Business and other Addresses**

No.	Address
1	MAXWELL ROAD MND BUILDING ANNEXE B SINGAPORE



- 1 Continue to enter **Nature of Business** information.
- 2 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.

1 Nature of Business

Electronics

**Cessation of Business**

2 Was the business operations ceased prior to the date of winding up?

Yes  No

Date of cessation

Reasons for cessation

**1** 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.

**Accounting and Other Records of Company**

**1** Are you responsible for the accounting records of the Company?  
 Yes  No

**Particulars of person responsible for the accounting records of the Company**

Name

Contact Number

Email Address

Relationship

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

**2**

Address of place where Company's accounts and other records are being kept - *optional*

Address Type - *optional*

Local Address  Foreign Address

Postal Code

Blk/House Number

Building Name

Level - *optional*

Unit - *optional*

Street name

- 1 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.

**General Details on Company's Assets**

> Assets

- 1 Does the company have any assets?  
 Yes  No

Please provide details of assets disposed prior to the winding up.

**2** For company with assets,  
enter the assets information.

### General Details on Company's Assets

> Assets

**2** Does the company have any assets?  
 Yes  No

What are the assets?

Asset Category	Type of Assets	Quantity	Location of Assets	Name	Contact Number	Email Address
----------------	----------------	----------	--------------------	------	----------------	---------------

**Add or Update**

Assets Category

Type of Assets

Quantity

**3** Continue to enter the Location of Assets information.

**3** **Location of Assets**

Address Type  
 Local Address  Foreign Address

Postal Code

Blk/House Number

Building Name

Level - optional

Unit - optional

Street name

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

If not, enter the contact person of the company.

**5** Click on the Add Assets button to save the entered information.

**4** Are you the contact person?  
 Yes  No

Name

Contact Number

Email Address

**5** Add Assets

**6** Verify the added asset record.

**7** You may add another asset information if needed.

What are the assets?

Asset Category	Type of Assets	Quantity	Location of Assets	Name	Contact Number	Email Address
Inventory	Assets	10	Singapore	Contact Person	12345678	

**6**

Add or Update

**7**

Assets Category

Please select

Type of Assets

Quantity

Location of Assets

Address Type

Local Address  Foreign Address

Are you the contact person?

Yes  No

Cancel Add Assets



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

*Please follow the same steps in the following [slide reference](#).*

What are the assets?

Asset Category	Type of Assets	Quantity	Location of Assets	Name	Contact Number	Email Address
Inventory	Assets	10	Singapore	Contact Person	12345678	

**8**

Add or Update

Assets Category

Inventory

Type of Assets

Assets

Quantity

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.

[> Safe Deposit Box](#)

**9** Does the company have any safe deposit box?  
 Yes  No

Please provide details

Safe box no.	Name of institution where safe box is maintained	Address of institution	Contents in safe box

**Add or Update**

Safe box number

Name of institution where safe box is maintained

**Address of institution**

Address Type  
 Local Address  Foreign Address

Postal Code

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

Blk/House Number

Building Name

Level - *optional*

Unit - *optional*

Street name

Contents in safe box

**10** **Add Safe Deposit Box**

**11** Verify the added Safe Deposit Box record.

**12** You may add another Safe Deposit Box information if needed.

Does the company have any safe deposit box?  
 Yes  No  
Please provide details

Safe box no.	Name of institution where safe box is maintained	Address of institution	Contents in safe box
SBXXXXXX	Bank	Singapore	Securities

**11**

Add or Update

**12**

Safe box number

Name of institution where safe box is maintained

**Address of institution**  
Address Type  
 Local Address  Foreign Address

Contents in safe box

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

*Please follow the same steps in the following [slide reference](#).*

Does the company have any safe deposit box?  
 Yes  No

Please provide details

Safe box no.	Name of institution where safe box is maintained	Address of institution	Contents in safe box
SBXXXXXX	Bank	Singapore	Securities

**13**

Add or Update

Safe box number

Name of institution where safe box is maintained

# Preliminary Information – Submission Dates

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

**Submit the following to Official Receiver by the Given Dates**

1 Draft copy of the Statement of Affairs by

Inventory List of Company's Accounting, Statutory and Other Records by

Surrender Company's Accounting, Statutory and Other Records by

Surrender all Assets of Company by

[Back to Dashboard](#) [Back](#) [Save](#) **2** [Next →](#)

# Preliminary Information - Confirmation (1 / 2)

1 Review the information on the confirmation page.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Company Officer 1

E-SERVICES MY ACCOUNT LOGOUT

## Preliminary Information

1. Case Details 2. Preliminary Information 3. Confirmation 4. Acknowledgement

Name of Company **A SMALL WORLD 1**

Companies Winding Up Number **CW-000001-2021-N** of **2021**

### 1 Personal Particulars

NRIC/PPT Number

SXXXXXXXX

Name

Company Officer 1

Position in Company

Director

**Address**

Address Type

Local Address  Foreign Address

**2** Read the notes carefully and turn on the option to make the declaration.

**3** Click on the **Submit** button.

**2**

## Declaration

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](#)

[Ba](#) **3**

[Submit](#)



# Preliminary Information – Acknowledgement

1 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.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Company Officer 1

E-SERVICES MY ACCOUNT LOGOUT

## Preliminary Information

1. Case Details 2. Preliminary Information 3. Confirmation 4. Acknowledgement

**Thank you for using our eService**  
Your Preliminary Information has been submitted successfully.

1 Print Exit