

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.

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**.

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Welcome, Insolvency Practitioner 01

1 E-SERVICES MY ACCOUNT LOGOUT

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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Home E-SERVICES MY ACCOUNT

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LOGOUT

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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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

Particulars of Company

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

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.

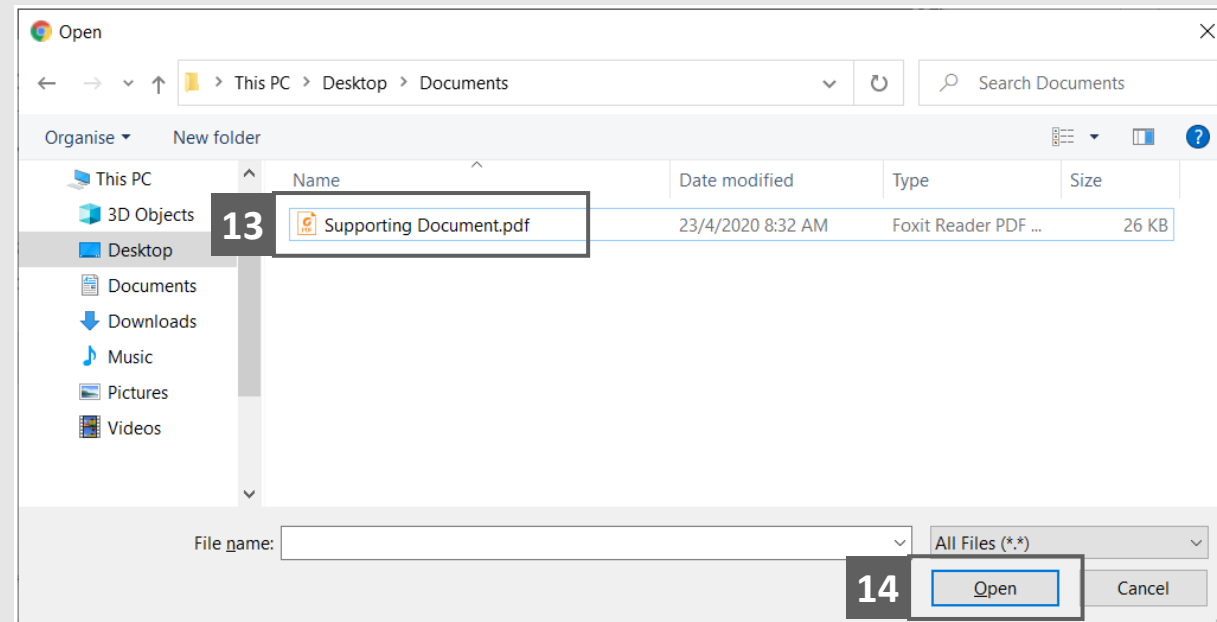
13 Select a document to be uploaded.

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 Action

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 Action

16 [Delete](#)

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

17

Unclaimed Assets – Enter Details

18 Update the Contact Information.

19 Click on the **Proceed** button.

18

Contact Information

Name of Contact Person

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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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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