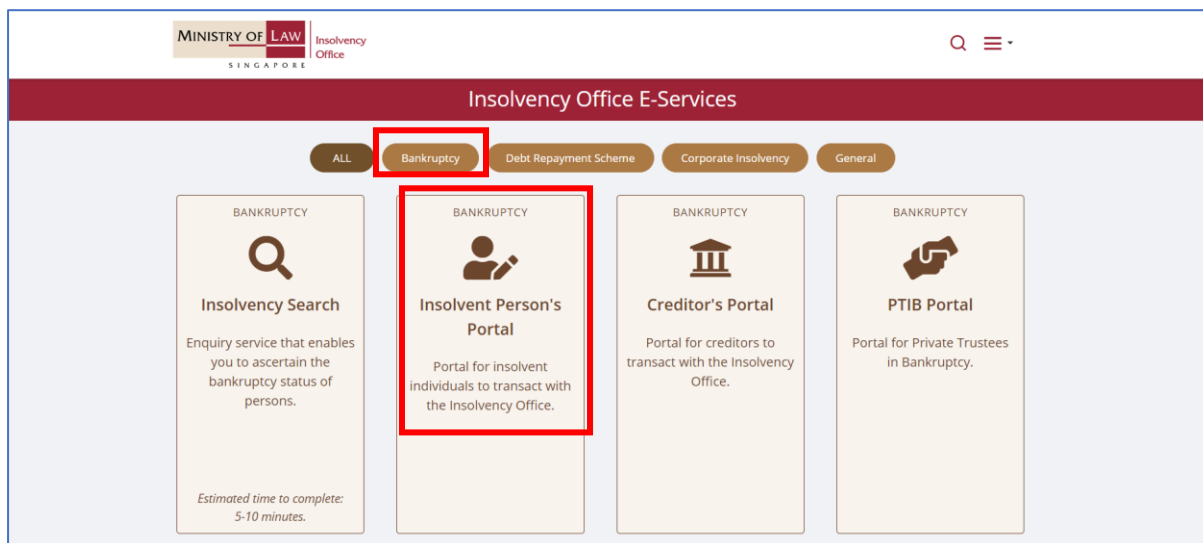


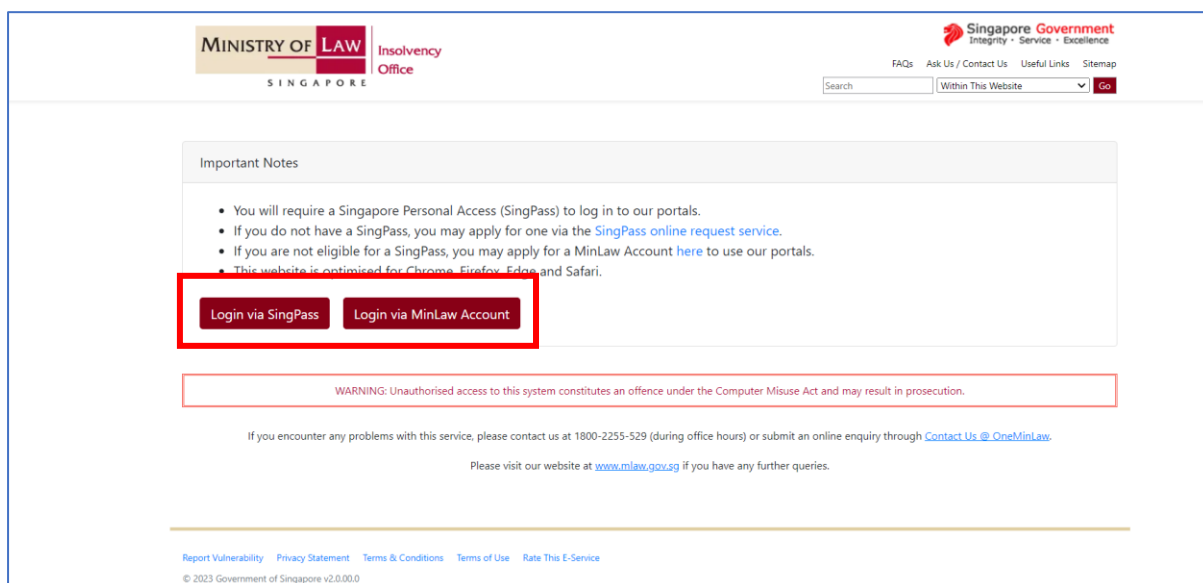
How to file Statement of Account of Moneys and Property Received

Step 1 Log in to Insolvent Person Portal

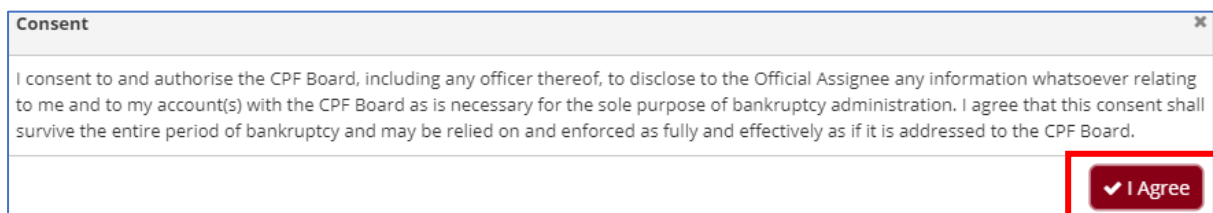
1.1 You can access our e-services at <https://go.gov.sg/bankruptcy>. Please select “Bankruptcy”, followed by “Insolvent Person’s Portal”.



1.2 Please select the appropriate login method.

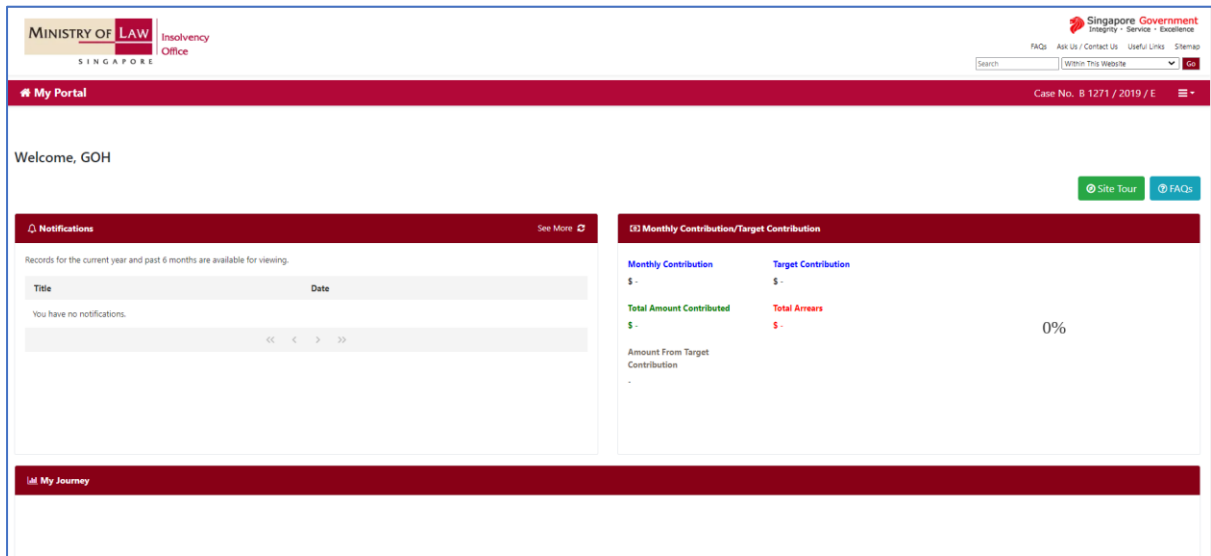


1.3 After successful login, you are required to provide your consent for disclosure of information (for first time login).

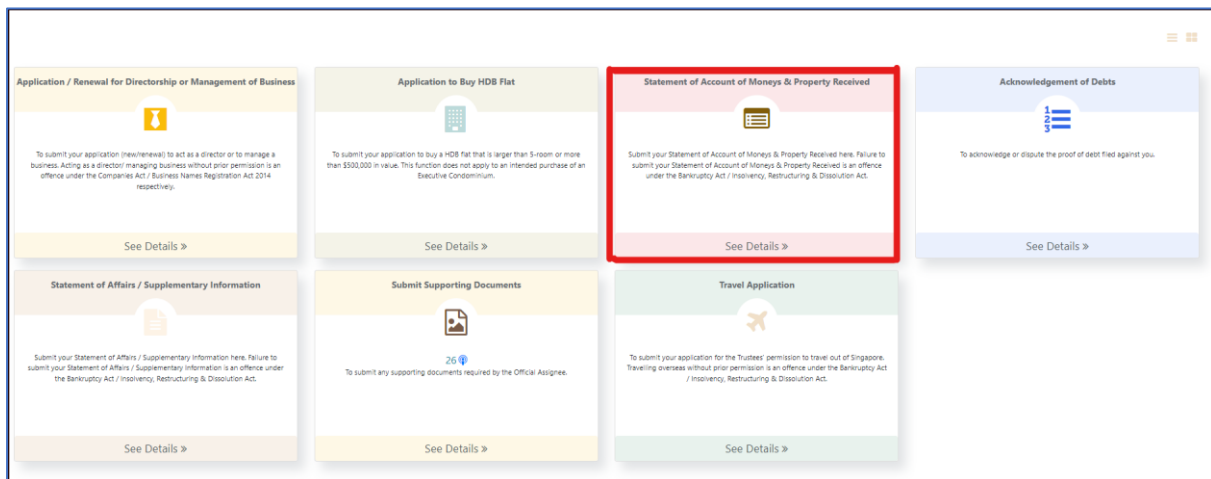


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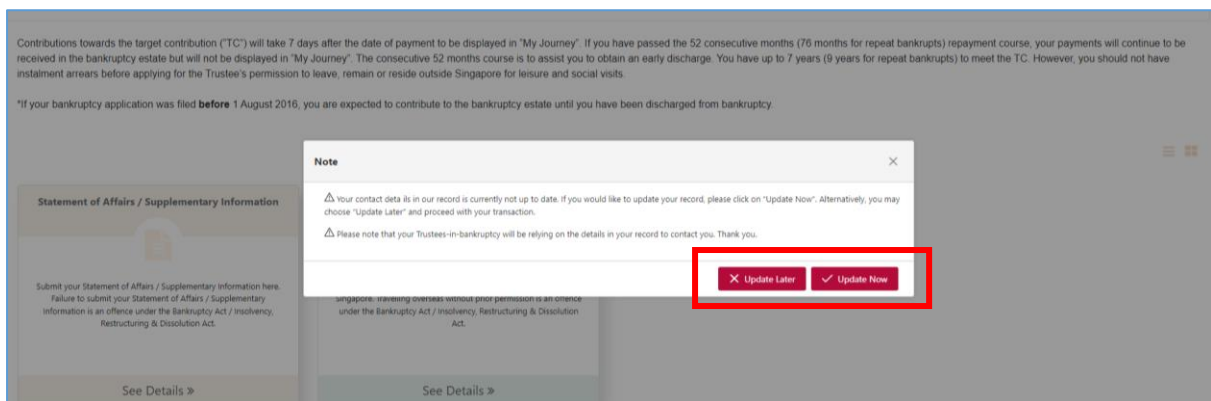
1.4 You will be able to view the Dashboard Homepage



1.5 Next, scroll down to the bottom of the webpage and please select “Statement of Account of Moneys and Property Received” to proceed with your submission.



1.6 You may select either ‘Update Later’ or ‘Update Now’ to provide your latest contact details.



How to file Statement of Account of Moneys and Property Received

Step 2: General Instructions on filing your Statement of Account of Moneys and Property Received (“SMP”)

2.1 Please click on “Edit” to start the process of filing your SMP for the outstanding reporting period.

The screenshot shows the 'My Portal' interface for filing a Statement of Account of Moneys & Property Received. The page title is 'Statement of Account of Moneys & Property Received'. Below the title, there is a progress bar with four steps: 'Start Application', 'Enter Details', 'Confirm Submission', and 'Transaction Completion'. A 'Points to Note' section lists the following requirements:

- You will need:
 - List of property received during reporting period
 - Latest Tax Assessment Form (TAF)
 - Last 18 months CPF contribution history
 - Income documents
 - Receipts for recurring expenses
- You can attach one of the following file formats: PDF (.pdf), JPEG (.jpg, .jpeg), GIF (.gif) or DOC (.doc, .docx). Each file cannot exceed 5MB in size.
- This e-Service will take about 15-20 minutes to complete.
- By using this e-service, you would have agreed to the [Terms and Conditions](#).

2.2 You will need the details of (i) any property received during reporting period, (ii) your employment details, (iii) your spouse details and (iv) details of your dependants.

2.3 Fields marked with a red “*” are mandatory fields and must be completed. You may select the options from the dropdown list or enter the details in the free-text field.

2.4 You may also click on “Back” and “Next” to navigate the pages. You can “Save” your submission at any time.

The screenshot shows a navigation bar with four buttons: 'Cancel', 'Back', 'Save', and 'Next'.

Step 3 Submitting your application

3.1 Enter your Personal Particulars, Spouse Details (if applicable) and details of your residence.

The screenshot shows the application form with the following sections:

- Personal Particulars**
 - Education Level: Please select
 - Marital Status: Married
- Spouse Details**
 - Name: [Text Field]
 - ID No.: [Text Field]
 - Occupation: [Text Field]
 - Net Monthly Salary (SGD): [Text Field]
- Details of Residential Property**
 - Type of Residential Property Owned: HDB flat
 - Type of HDB Flat: Please select

How to file Statement of Account of Moneys and Property Received

3.2 Select yes if you are employed during the reporting period. Enter your employment details and income.

Confirmation of your employment status

Were you employed during the above period. * Yes No

Employment Details

Current Occupation *

Name of Employer *

Address of Employer:

Address type Local Overseas

Country

Zip Code (maximum 6 characters)

State (maximum 100 characters)

City

Address Details Line 1 (maximum 60 characters)

Address Details Line 2 (maximum 60 characters)

Net Monthly Salary (SGD)
(after CPF deduction)

Are you the Sole Breadwinner of your family? * Yes No

3.3 Select No if you are unemployed during the reporting period. Enter details of your last occupation.

Confirmation of your employment status

Were you employed during the above period. * Yes No

Employment Details

Last Occupation Date of Last Employment*

Name of Employer *

Address of Employer:

Address type Local Overseas

Country

Zip Code (maximum 6 characters)

State (maximum 100 characters)

City

Address Details Line 1 (maximum 60 characters)

Address Details Line 2 (maximum 60 characters)

Last Drawn Salary (SGD)

Are you the Sole Breadwinner of your family? * Yes No

3.4 Enter details of other sources of income such as commission and bonus for the reporting period (if applicable).

Other Sources of Income

S/N	Source of Income	If Others, please specify	Amount (SGD)	Action
No matching records.				

[+ Add](#)

Particulars of Financial Supporter

How to file Statement of Account of Moneys and Property Received

Other Sources of Income

S/N	Source of Income	If Others, please specify	Amount (SGD)	Action
1	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

- Company Allowances
- Bonus
- Commission
- CPF Allowances (CPF payments after 55)
- Economic Restructuring Shares (ERS)
- Inheritance

3.5 Enter the particulars of Financial Supporter (if any).

Particulars of Financial Supporter

S/N	Name	Relationship to you	If Others, please specify	Amount Received Per Month by you (SGD)	Action
No matching records.					

Particulars of Financial Supporter

S/N	Name	Relationship to you	If Others, please specify	Amount Received Per Month by you (SGD)	Action
1	<input type="text"/>	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

- Spouse
- Niece
- Grandchild
- Grandfather
- Grandmother
- Others

3.6 Enter the particulars of Dependant (if any).

Particulars of Dependant

S/N	Name	Relationship to you	If Others, please specify	Age	Action
No matching records.					

Particulars of Dependant

S/N	Name	Relationship to you	If Others, please specify	Age	Action
1	<input type="text"/>	<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

- Spouse
- Niece
- Grandchild
- Grandfather
- Grandmother
- Others

3.7 Enter any other information (if any) that you wish to bring to the attention of your appointed trustee. Some examples include medical conditions and change in employment during the reported period.

Other Details

Any other information that you wish to inform the Official Assignee? *

Yes No

How to file Statement of Account of Moneys and Property Received

Other Details

Any other information that you wish to inform the Official Assignee? Yes No

If Yes, please state *

Step 4 Supporting Documents

4.1 You can attach one of the following file formats: PDF (.pdf), JPEG (.jpg, .jpeg), GIF (.gif) or DOC (.doc, .docx). Each file cannot exceed 5MB in size. Alternatively, you can send by post or proceed to MinLaw Services Centre to submit the documents between Monday-Friday from 8:30 am-5.00 pm.

Supporting Documents

S/N	Document Type	Uploaded File	Action
No records found			

[+ Add More Documents](#)

4.2 Examples of documents can be found in the drop down-list:

Additional Document [Close]

Document Type* CPF contribution history statement ▾

File

- CPF contribution history statement
- Household bills eg. Utilities, school fees
- IR&A from IRAS
- Letter of employment
- Medical report
- Notice of Assessment from IRAS

load

Step 5 Confirm Submission

5.1 Please click the checkbox to declare that the information you have provided is correct and click Submit.

WARNING

TAKE NOTICE THAT ANY FALSE STATEMENT OR ANY MATERIAL OMISSION RELATING TO YOUR SUBMISSION IS AN OFFENCE.

Declaration

I declare that the above information given by me is true.

[Cancel](#) [Back](#) [Save](#) [Next](#)

[Report Vulnerability](#) [Privacy Statement](#) [Terms & Conditions](#) [Terms of Use](#) [Rate This E-Service](#)

How to file Statement of Account of Moneys and Property Received

5.2 Once you clicked “Submit”, you will receive a confirmation page with an e-filing number.

The screenshot shows a web portal interface for filing a Statement of Account of Moneys & Property Received. The page has a dark red header with 'My Portal' on the left and 'Case No. B 112 / 1997 / K' on the right. The main content area is white with a red title 'Statement of Account of Moneys & Property Received'. Below the title is a welcome message and a warning: 'Submit your Statement of Account of Moneys & Property Received here. Failure to submit your Statement of Account of Moneys & Property Received is an offence under the Bankruptcy Act / Insolvency, Restructuring & Dissolution Act.' A progress bar shows four steps: 'Start Application' (not completed), 'Enter Details' (not completed), 'Confirm Submission' (not completed), and 'Transaction Completion' (completed with a checkmark). Below the progress bar, a yellow box highlights 'Transaction Completion'. The text says 'Thank you for using our eService.' and 'Your Application has been successfully submitted.' At the bottom, there is a table with the following data:

E-Filing No.	Date / Time of Submission
BIE202308030001Y	03/08/2023 16:16:53