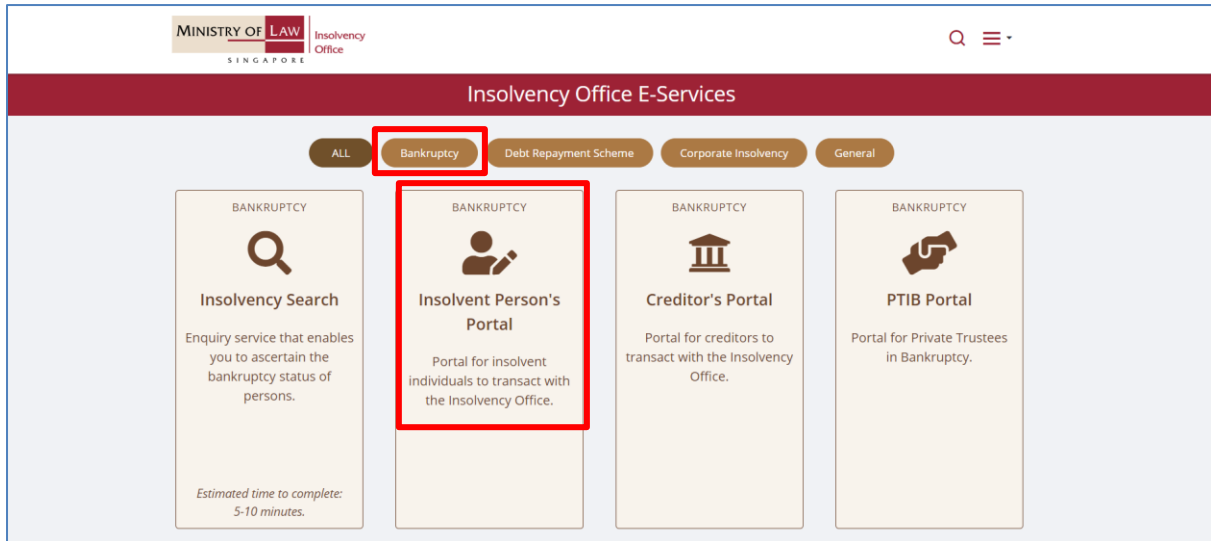


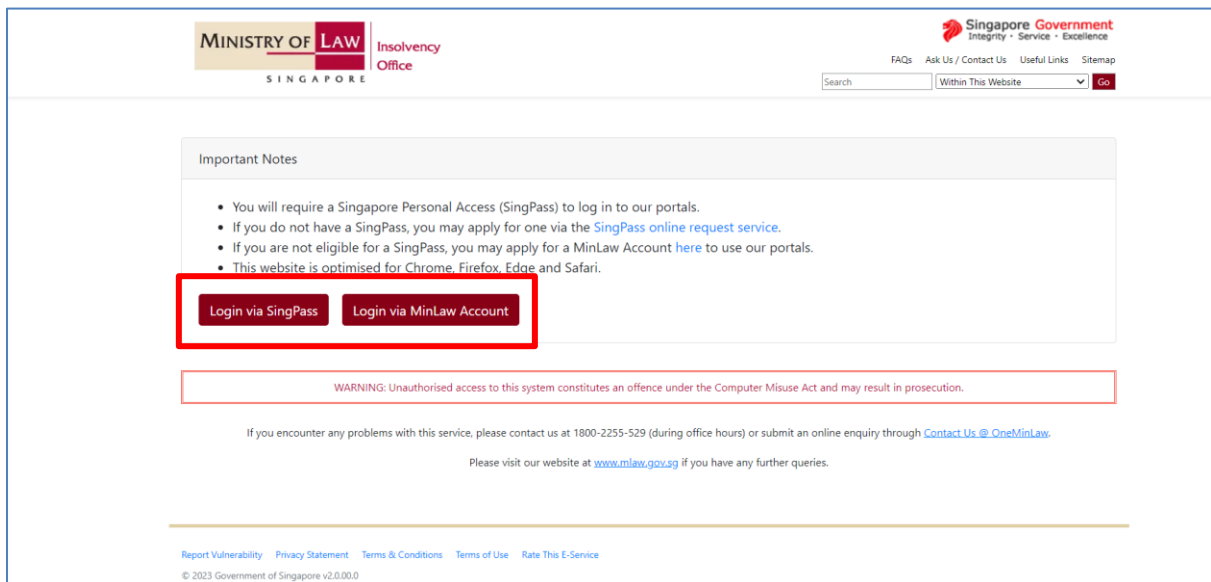
Guide to Submitting A Travel Application Online

Step 1 Log in to Insolvent Person Portal

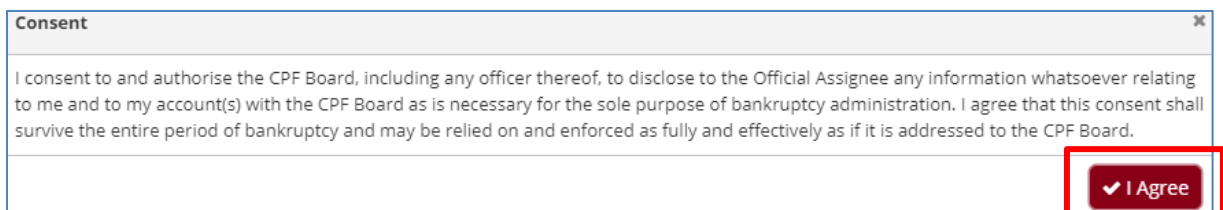
1.1 You can access our e-services at <https://go.gov.sg/bankruptcy>. Please select “Bankruptcy”, followed by “Insolvent Person’s Portal”.



1.2 Please select the appropriate login method.

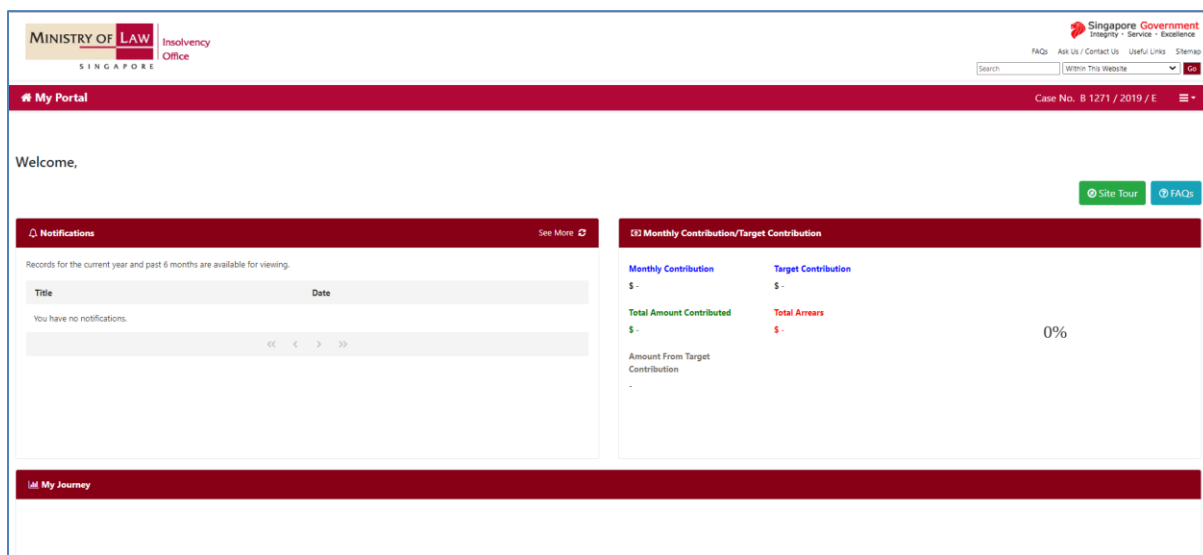


1.3 After successful login, you are required to provide your consent for disclosure of information (for first time login).

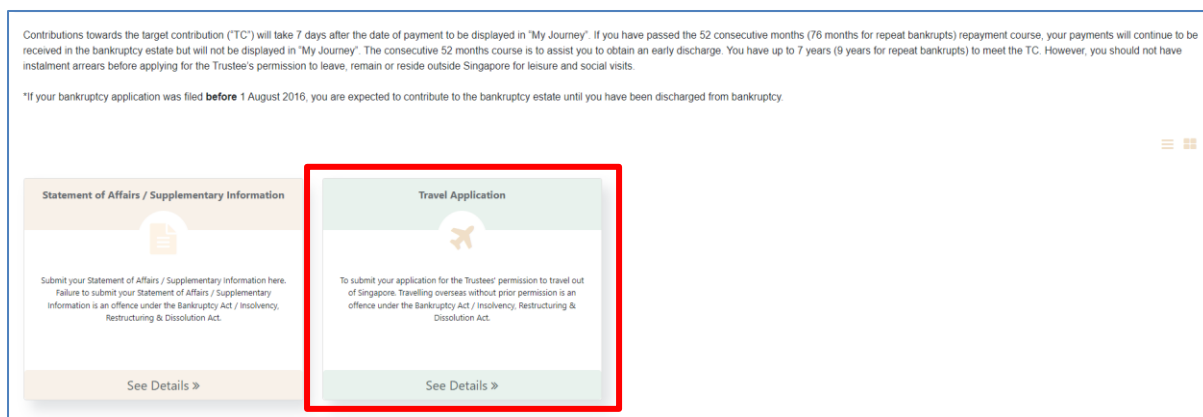


Guide to Submitting A Travel Application Online

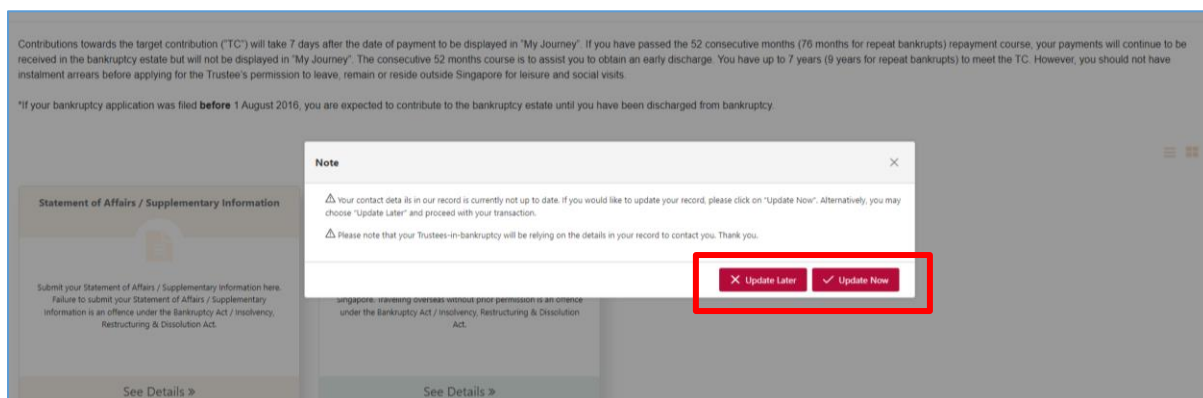
1.4 You will be able to view the Dashboard Homepage.



1.5 Next, scroll down to the bottom of the webpage and please select “Travel Application” to proceed with your application.



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



Guide to Submitting A Travel Application Online

Step 2: Submitting a Travel Application (“TA”)

2.1 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.

2.2 Please click on “Create” to start the process of submitting your TA.

Welcome,

Travel Application

To submit your application for the Trustees' permission to travel out of Singapore. Travelling overseas without prior permission is an offence under the Bankruptcy Act / Insolvency, Restructuring & Dissolution Act.

Select Case | Enter Details | Confirm Submission | Transaction Completion

Points to Note

- You will need:
 - Supporting documents for your purpose of travel (if any)
 - Details of financial sponsor
- 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 10-15 minutes to complete.
- By using this e-service, you would have agreed to the [Terms and Conditions](#).

Draft

To create a new request, please click 'Create'.

Create

2.3 Click on Create New Application.

Create Travel Application

How would you like to create your Travel Application?

Create New Application | Copy Prev. Application

2.4 Select your reason to travel by using the drop down list accordingly. There are various reasons for travel to select from and you are required to select the appropriate travel reason and upload the necessary documents.

Reason for Travel

Reason for Travel*

Please Select

- Attending Funeral
- Employment- Job Interview
- Employment- Work Purpose
- Medical Treatment
- Official Duties-Tournaments/Competitions
- Official Duties-National Duties

Guide to Submitting A Travel Application Online

Step 3 Reasons for Travel

3.1 *Attending Funeral:* Please provide details of the party paying for your trip, e.g., costs and expenses of your trip, and upon your return, you are required to provide us with copy of death certificate.

Reason for Travel

Reason for Travel*

Please indicate the particulars of the third party paying for the costs and expenses of your trip.

Person ID Type / ID No.*

Person Name*

Relationship*

3.2 *Employment – Job Interview:* Please provide your potential employer’s details and details of the party who will be paying for the costs and expenses of your trip.

Reason for Travel

Reason for Travel*

Potential Employer Name*

Potential Employer Address*

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)

Please indicate the particulars of the third party paying for the costs and expenses of your trip.

Person ID Type / ID No.*

Person Name*

Relationship*

Guide to Submitting A Travel Application Online

3.3 *Employment - Work Purpose:* Please provide your employer's details and details of the party who will be paying for the costs and expenses of your trip.

Reason for Travel	
Reason for Travel*	Employment- Work Purpose <input type="text"/>
Employer Name*	<input type="text"/>
Employer Address*	
Address type	<input type="radio"/> Local <input checked="" type="radio"/> Overseas
Country*	Please Select
Zip Code (maximum 6 characters)	<input type="text"/>
State (maximum 100 characters)	<input type="text"/>
City*	<input type="text"/>
Address Details Line 1 (maximum 60 characters)*	<input type="text"/>
Address Details Line 2 (maximum 60 characters)	<input type="text"/>
Are you able to make a lump sum contribution to your bankruptcy estate?*	<input type="radio"/> Yes <input type="radio"/> No
Proposed payment to settle your Contribution Arrears (SGD)	<input type="text"/>

3.4 *Medical Treatment:* Please provide name and address of the clinic / hospital and details of the party who will be paying for the costs and expenses of your trip.

Reason for Travel	
Reason for Travel*	Medical Treatment <input type="text"/>
Name of Clinic / Hospital*	<input type="text"/>
Address of the Clinic / Hospital*	
Country*	Please Select
Zip Code (maximum 6 characters)	<input type="text"/>
State (maximum 100 characters)	<input type="text"/>
City*	<input type="text"/>
Address Details Line 1 (maximum 60 characters)*	<input type="text"/>
Address Details Line 2 (maximum 60 characters)	<input type="text"/>
<small>Please indicate the particulars of the third party paying for the costs and expenses of your trip.</small>	
Person ID Type / ID No.*	Singapore-NRIC <input type="text"/> S1234567J
Person Name*	<input type="text"/>
Relationship*	Friend <input type="text"/>

Guide to Submitting A Travel Application Online

3.5 *Religious*: Please provide details of the overseas address and details of the party who will be paying for the costs and expenses of your trip.

Reason for Travel

Reason for Travel*

Address of the overseas social venues*

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)

Are you able to make a lump sum contribution to your bankruptcy estate?* Yes No

Proposed payment to settle your Contribution Arrears (SGD)

Please indicate the particulars of the third party paying for the costs and expenses of your trip.

Person ID Type / ID No.*

Person Name*

Relationship*

3.6 *Resides Overseas*: Please select the type of stay (temporary or permanent) and provide the overseas address and your contact details while overseas.

Reason for Travel

Reason for Travel*

Type of Stay* Temporary Permanent

Overseas Address*

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)

Overseas Contact Number*

Email Address*

Your written proposal on how you intend to settle the debts in bankruptcy or contribute monthly to your bankruptcy estate*

Guide to Submitting A Travel Application Online

3.7 *Social Visit / Personal Errands*: Please provide the address of your overseas social visit and details of the party who will be paying for the costs and expenses of your trip.

Reason for Travel

Reason for Travel*

Address of the overseas social venues*

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)

Are you able to make a lump sum contribution to your bankruptcy estate?* Yes No

Proposed payment to settle your Contribution Arrears (SGD)

Please indicate the particulars of the third party paying for the costs and expenses of your trip.

Person ID Type / ID No.*

Person Name*

Relationship*

Step 4 Duration and Destination

4.1 Please select the date of your intended travel and return to Singapore by clicking the “Calendar” button.

Duration of Travel

Duration of Travel (DD/MM/YYYY)*

4.2 You can either select all of the countries you intend to travel from the available list by scrolling or typing the name of the country. Thereafter, click on the single arrow button to move your selection to the column “Selected Countries”.

Destination (please state specific countries)

Destination(Countries)*

Countries

Search by Country

- Luxembourg
- Macau SAR
- Macedonia
- Macedonia, the Former Yugoslav Republic of
- Madagascar
- Malawi
- Malaysia**
- Maldives
- Mali

Guide to Submitting A Travel Application Online

4.3 Please ensure the countries you intend to travel are shown in the column “Selected Countries”.

The screenshot shows a section titled "Selected Countries". Below the title is a search bar with a magnifying glass icon. Underneath the search bar, a list of countries is displayed. The countries "Malaysia" and "Thailand" are highlighted with a red rectangular box.

Step 5 Complete Submission

5.1 You are required to upload all necessary documents to support your application, such as (i) employment letter, (ii) medical appointment card and (iii) third party's undertaking letter.

The screenshot shows a table titled "Submission of Documents". A note above the table states: "Attachments must be in either pdf, png, jpg, jpeg, doc or docx format and each file must not exceed 5MB in size." The table has four columns: S/N, Document Type, Uploaded File, and Action. There are two rows of data, each with an "Upload" button in the Action column.

S/N	Document Type	Uploaded File	Action
1	Third Party's undertaking for your travel expenses		Upload
2	Scanned copy of Third Party's NRIC		Upload

5.2 Complete the application by clicking the undertaking and declaration check boxes before you click Next to proceed with your application.

The screenshot shows the "UNDERTAKING" and "DECLARATION" sections of the application form. Both sections have a checkbox that is currently unchecked. The "UNDERTAKING" section includes the text: "I hereby undertake: a) to return to Singapore before or upon the expiry of the permit; and b) not to incur liabilities abroad." The "DECLARATION" section includes the text: "The information that I have provided is true to the best of my knowledge." At the bottom right of the form, there are three buttons: "Cancel", "Back", and "Next". The "Next" button is highlighted with a red box.

Guide to Submitting A Travel Application Online

Step 6 Confirm Submission

6.1 At this stage, you are ready to submit your TA and you will see a summary of your TA details.

Welcome, GOH TANG HUAY

Travel Application

To submit your application for the Trustees' permission to travel out of Singapore. Travelling overseas without prior permission is an offence under the Bankruptcy Act / Insolvency, Restructuring & Dissolution Act.

Select Case — Enter Details — **Confirm Submission** — Transaction Completion

Contact Details

Mobile No.
E-Mail Address
Correspondence Address
Blk 430, YISHUN STREET #1, Singapore 760630

Reason for Travel

Reason for Travel*	Social Visit/Personal Errands
Address of the overseas social venues*	
Country*	Malaysia
Zip Code	
State	
City*	Johor
Address Details Line 1*	Johor
Address Details Line 2	
Are you able to make a lump sum contribution to your bankruptcy estate**	No

6.2 If there are further amendments to be made, please click on “Back” to navigate back to the section which you intend to amend. Otherwise, please click “Submit”.

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

6.3 Upon successful submission of the travel application, you will receive a confirmation page with an e-filing number. Please scroll down to the bottom of the page and click on “Back to List”. Your submission is now pending review by your appointed trustee.

Transaction Completion

Thank you for using our eService.

Your application has been successfully submitted.

E-Filing No. BTA202308150001C

Date & Time of Submission (DD/MM/YYYY)

Status In-Review

Reject Reason