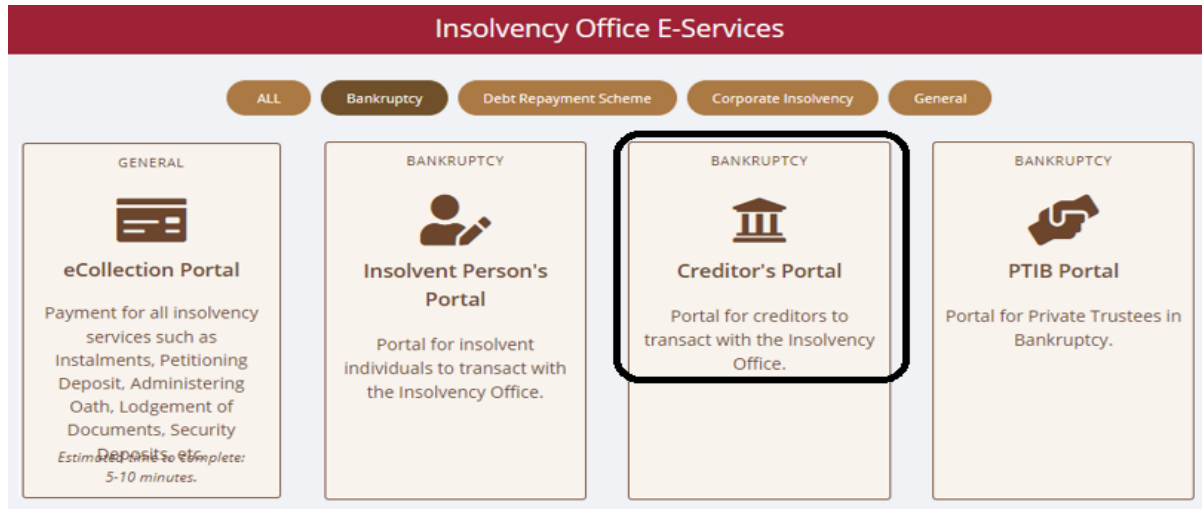
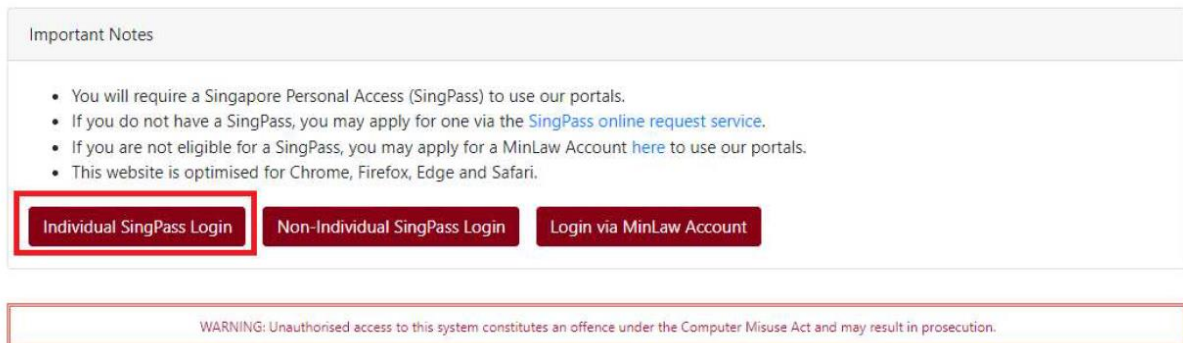


## Steps to file a Proof of Debt on behalf of an Organisation

**Step 1 :** Visit <https://eservices.mlaw.gov.sg/ipto/io/io-home.form> and select the “Creditor’s Portal”.



**Step 2 :** Select “Individual SingPass Login” button to access.

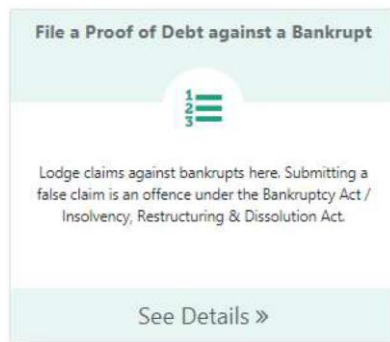


If you are a foreigner and not eligible for a SINGPASS, please refer to the other user guide to apply for a SINGPASS Foreign-user Account to use the digital services.

**Step 3 :** After the SINGPASS authentication, the Dashboard to the Creditor’s Portal will be displayed.



**Step 4 :** In the Creditor’s Portal, scroll down the page and select the “File a Proof of Debt against a Bankrupt” widget.





**Step 5 :** Click on “New Proof of Debt” under the “Draft Proof of Debts” section.

EB Select Case      Enter Details      Confirm Submission      Payment      Transaction Completion

**Points to Note**

1. Filing fee of \$55.00 is payable for each Proof of Debt filed.  
2. You will need:  
• Bankruptcy case number of the bankrupt  
• Supporting documents of indebtedness (e.g. IOU, loan agreement, statement of accounts, proof of fund transfer, contract etc.)  
• Debt(s)/credit card  
• eNETs for fee payment online  
3. 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. If your document cannot be attached, please complete and upload the [Declaration Form](#).  
4. This e-Service will take about 10-15 minutes to complete.  
5. By using this e-service, you would have agreed to the [Terms and Conditions](#).

**Draft Proof of Debts**

S/N	Case Number	Bankrupt's Name	Creditor's Name	Last Updated Date (DD/MM/YYYY)	Actions
1				24/02/2023 12:00:00 AM	 

<< < 1 > >>

**New Proof of Debt**

**Step 6 :** Choose the option that you are filing on behalf of another creditor and click on the “Continue” button.

**Please choose your identity**

I am/we are a creditor claiming a debt from an insolvent person.

I am/we are representing a creditor claiming a debt from an insolvent person.

**Step 7 :** Provide the required details of the creditor and click on the “Continue” button.

**Search Creditor**
✕

**Creditor Type\***     Entity    Individual

Enter Business Registration No./ID/Passport No. of the Claimant\*

✕ Cancel
✔ Continue

**Step 8 :** Provide the Bankruptcy Case number and click on the “Continue” button.

**Search Bankruptcy Case**
✕

Enter the Bankruptcy Case you wish to file Proof of Debt

B
NNNN
/
YYYY

🔍 Search

Select the Name of the Bankrupt Profile under this case\*

Select a Bankruptcy Case

**Bankrupt's Name\***

**Bankrupt ID Type\***

**Bankrupt ID No.\***

✕ Cancel
➔ Continue

**Step 9 :** Complete the claim details and upload any mandatory documents. Click on the “Next” button to proceed.

**Claim Details**

No.	Date of Debt Incurred (DD/MM/YYYY)	Type of Debt	Account Number	Currency & Amount Claimed	Related Case	Actions
No records found.						
<span>&lt;&lt;</span> <span>&lt;</span> <span>&gt;</span> <span>&gt;&gt;</span>						

+ New Claim

---

**Particulars of Security Held**

Please indicate if there are any securities or assets held in relation to this debt. [\(Click here to see the Annex A Form.\)](#)

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**Supporting Documents**

Note: A secured creditor must complete Annex A - Table of Information on the Secured Debt and upload the document together with the submission of the Proof of Debt. Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please ensure that the Statement of Accounts submitted reflect the amount outstanding up to the Bankruptcy Order date.

S/N	Document Type	Uploaded File	Action

**Step 10 :** Verify the details of your submission and complete the “Declaration”. Click on the “Next” button to proceed.

**WARNING**

Please note that once you have submitted your Proof of Debt, you are no longer able to make any amendments or view your uploaded files.  
All information provided must be true. Lodging a false Proof of Debt is a chargeable offence.

**DECLARATION**

I declare that the above submission is true to the best of my knowledge and belief.

DECLARATION

Cancel

**Step 11 :** Select the completed Proof of Debt and click on the “Check Out” button to proceed with the payment of the filing fee of \$5.00.

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

**List of Proof of Debts Pending Payment**

<input checked="" type="checkbox"/> S/N	Case Number ↑↓	Bankrupt's Name ↑↓	Creditor's Name ↑↓	Submission Date ↑↓
<input checked="" type="checkbox"/> 1	B 621 / 2014	CHUNG JOON LING @ CHEONG YOON MING	ABC	28/07/2022 3:31:04 AM

Please Pay SGD 5.00

Online Payment Service


**Transaction Details**


S/NO.	Transaction No.	Currency Type	Amount	Create Date
1	BPDY486MBA0TF4EH2EL0	SGD	5.00	2022-07-28 15:32:09

**To receive Payment Status**

**Email Address**  
(To receive payment status after submission, please provide a valid email address)

**Payment Method For eNETS**

 For VISA/MasterCard Credit and Debit cards

 For customers with Internet Banking account from DBS/POSB, Citibank, OCBC/Plus! or UOB.

Cancel **Payment**

**Step 12 :** Upon the completion of the payment, the Proof of Debt will be registered against the bankruptcy estate.