

**THE OFFICIAL ASSIGNEE  
PRACTICE DIRECTION NO. 2 OF 2014**

**MANDATORY ELECTRONIC FILING OF DOCUMENTS**

1. Amendments have been made to the Bankruptcy Rules and Bankruptcy (Debt Repayment Scheme) Rules to mandate that the following documents or applications be filed with the Official Assignee electronically through <http://www.iptoonline.gov.sg> on or after **1 August 2014**:
  - (a) a creditor's objection to a bankrupt's discharge from bankruptcy under section 126(2) of the Bankruptcy Act;
  - (b) a creditor's Proof of Debt against a bankrupt under rule 174(1) of the Bankruptcy Rules; and
  - (c) a creditor's Proof of Debt in respect of a Debt Repayment Scheme under section 56C(2) and 56G(2) of the Bankruptcy Act.
  
2. In the event the documents supporting the claim in a creditor's Proof of Debt cannot be filed electronically with the Proof of Debt without unreasonable expense or unreasonable inconvenience, the creditor must file, with the Proof of Debt, a copy of a signed declaration stating why this is the case. The supporting documents shall be sent to the Official Assignee within 14 days from the date of submission of the Proof of Debt through any of the following modes:
  - (a) by hand at the Insolvency and Public Trustee's Office at *The URA Centre (East Wing), 45 Maxwell Road #06-11, Singapore 069118*;
  - (b) by post to the Insolvency and Public Trustee's Office at the abovementioned address;
  - (c) by facsimile at 6325 1417; or
  - (d) by email at [ipto\\_enquiry@ipto.gov.sg](mailto:ipto_enquiry@ipto.gov.sg). Please state the e-filing number of the submission in the subject heading of the email.

A sample declaration (Form DC1) can be downloaded from <http://www.ipto.gov.sg>.

3. In the event a creditor does not have any documents to support his claim in the Proof of Debt, he must file, with the Proof of Debt, a copy of a signed declaration to confirm that he has no supporting documents. A sample declaration (Form DC2) can be downloaded from <http://www.ipto.gov.sg>.
  
4. In the event the operation of the electronic filing system fails, is unavailable or otherwise interrupted, the documents stated in paragraph 1 can be downloaded from <http://www.ipto.gov.sg>. Upon the completion of these documents, the same can be filed with the Official Assignee manually through any of the following modes:

- (a) by hand at the Insolvency and Public Trustee's Office at the abovementioned address;
  - (b) by post to the Insolvency and Public Trustee's Office at the abovementioned address;
  - (c) by facsimile at 6325 1417; or
  - (d) by email at [ipto\\_enquiry@ipto.gov.sg](mailto:ipto_enquiry@ipto.gov.sg). Please state the Bankruptcy/Debt Repayment Scheme number and the type of document/application in the subject heading of the email.
5. Please note that a creditor's Proof of Debt against a bankrupt (Form 23) and a creditor's Proof of Debt in respect of a Debt Repayment Scheme (Form 1) filed manually in the event of a failure of the electronic filing system will only be accepted upon the payment of the relevant fees at the Insolvency and Public Trustee's Office.
6. This Practice Direction will come into effect on 1 August 2014.
7. For any queries on this Practice Direction, please contact Ms Teo Hwee Lian, Senior Assistant Director, Individual Insolvency and Debt Repayment Scheme Division at telephone no. 6325 1500 or email at [ipto\\_enquiry@ipto.gov.sg](mailto:ipto_enquiry@ipto.gov.sg).

Dated this 4 July 2014



MS SIA AIK KOR  
OFFICIAL ASSIGNEE  
SINGAPORE

(This Practice Direction is also available on the website of the Insolvency and Public Trustee's Office at <http://www.ipto.gov.sg>)