

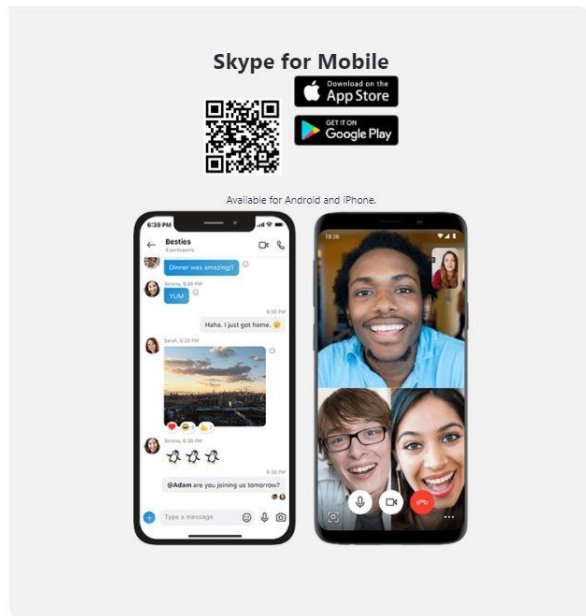
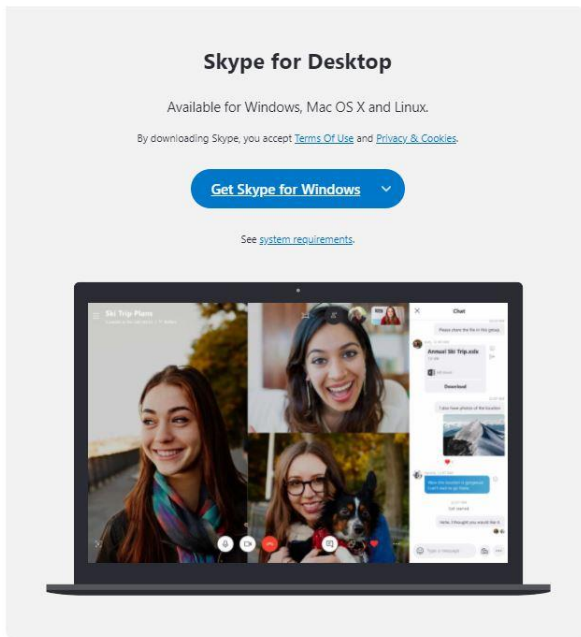
Using Skype For Your Meeting of Creditors

It is a requirement for debtors to attend the Meeting of Creditors. Creditors are also invited to attend the Meeting of Creditors. With Skype, you can now attend the meeting online without making a trip to the Insolvency Office. To prepare you for your Skype meeting, we have prepared a step-by-step guide for your reference.

Downloading the Skype Application

Proceed to Skype's website <https://www.skype.com/en/get-skype/> to download the application to your desktop or mobile.

Download Skype



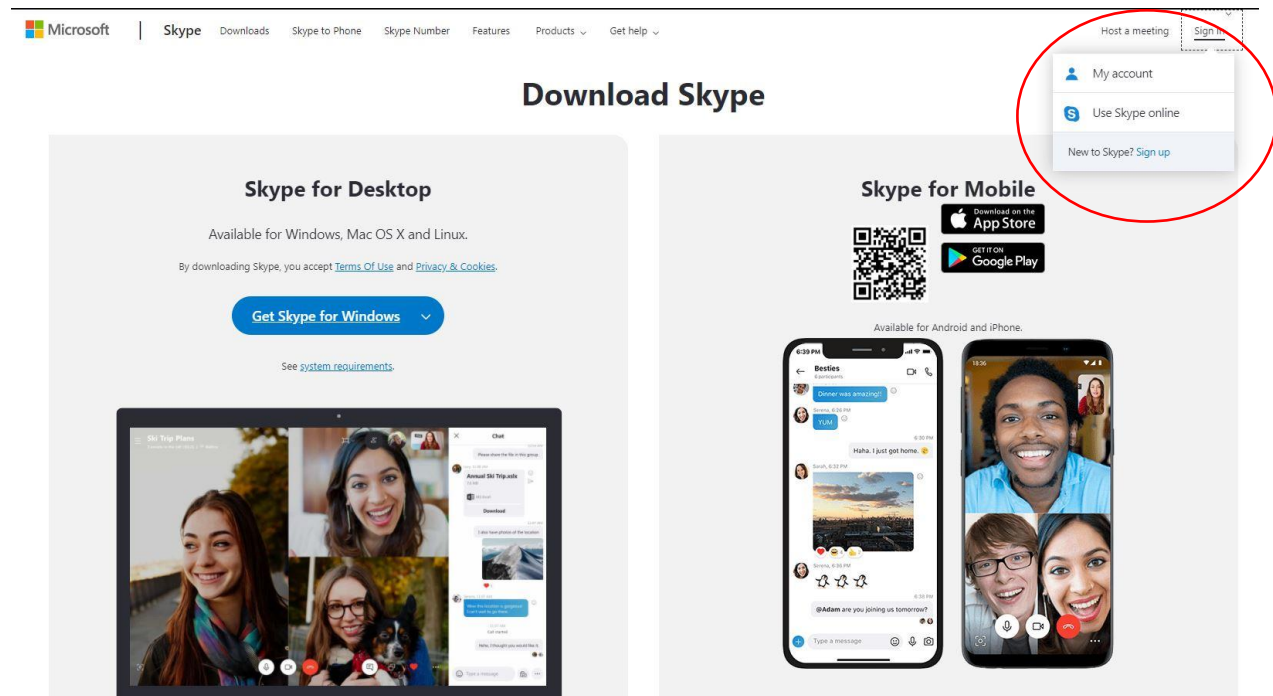
Note: If you are downloading Skype for your desktop, please take note of the requirements.

Setting Up your Account

If you do not have an existing account with Skype, you would need to register an account. Please follow the steps below to create an account.

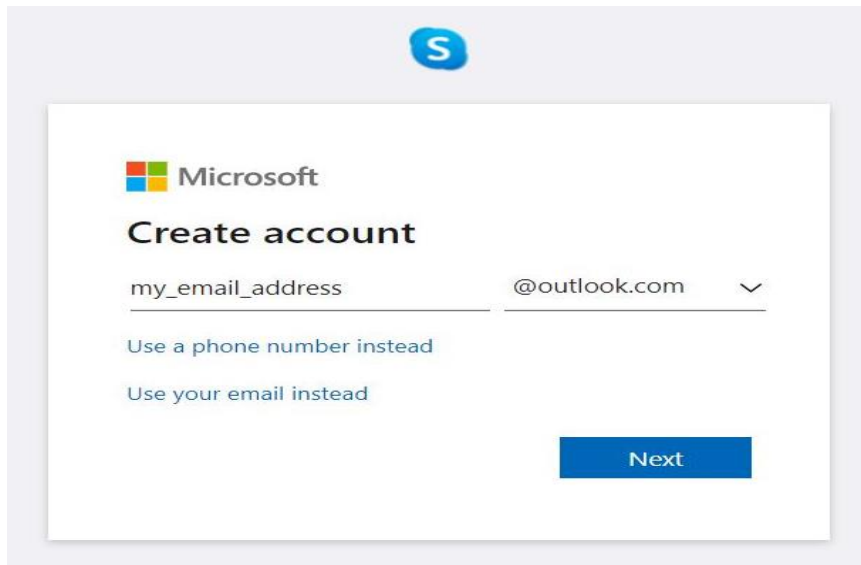
Step 1

Head over to the top right corner of the website and click "Sign in". Select "Sign up" from the dropdown menu to begin your account creation.



Step 2

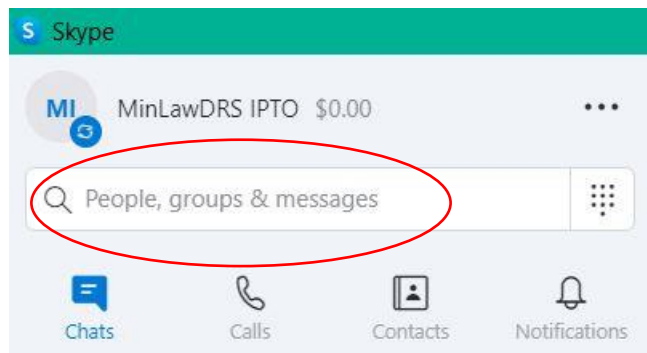
Choose either to create your Skype Account with your email or mobile number and click "Next" to follow the on-screen instructions.



Preparing for your Meeting of Creditors

Once you have created your account/registered your new account, please add the Official Assignee at the following address minlawdrs_cm@outlook.com in the search field shown below.

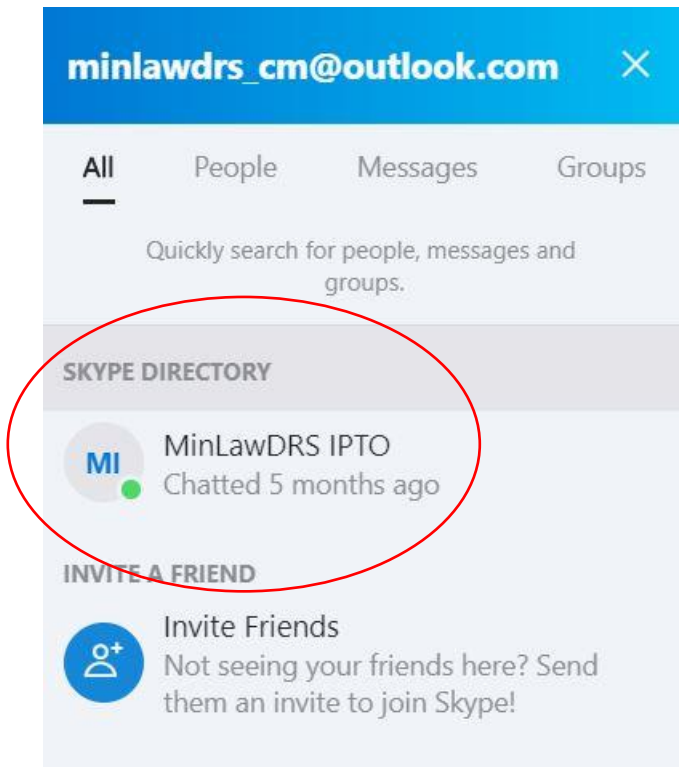
Step 1



Note: The search field is found on the top left-hand corner of the Skype Application.

Step 2

You will see our Profile as shown below. Please click to add us and a chat screen will appear.



Starting your Meeting of Creditors via Video/Audio Call

You have created your account/ signed in and also successfully added us. What's next? You can now start the Video/Audio call by clicking on the respective buttons shown below.

