

CORPORATE INSOLVENCY DIVISION

Submit Depository Request
(Compulsory Winding Up)

User Guide for CIMS Internet Portal

<https://eservices.mlaw.gov.sg/io>

Last updated on 28 Feb 2022

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General Information

- 1) CIMS Internet URL: <https://eservices.mlaw.gov.sg/io>
- 2) Please ensure that you access the Portal using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) Singpass login is required to access the e-services.
- 4) This e-service is for companies under compulsory liquidation with no special account being operated by the liquidator under Rule 139 of the Insolvency, Restructuring And Dissolution (Corporate Insolvency And Restructuring) Rules 2020.
- 5) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 6) You may input a date field using the 📅 Calendar icon to select a date.
- 7) If you encounter any issue, please contact us at ContactUs@OneMinLaw.

Depository Request – Dashboard

- 1 After you have logged in to the **CIMS E-Service Portal**:
From the top menu, click on **E-SERVICES**
- 2 Select the **Submit Depository Request**.

The screenshot displays the CIMS E-Service Portal dashboard. At the top, the Ministry of Law Singapore logo is visible on the left, and the user's name 'Welcome, Insolvency Practitioner 01' and a 'LOGOUT' button are on the right. A navigation bar contains 'E-SERVICES' and 'MY ACCOUNT' menus. The 'E-SERVICES' menu is open, showing a list of options. The 'Submit Depository Request' option is highlighted with a black box and a '2' in a grey square. Below the menu, the 'Dashboard' section is visible, featuring a 'My Cases' table with columns for 'Case Reference Number' and 'Case Type'. The table is currently empty. The 'Action Required' and 'Drafts' tabs are also visible.

Depository Request – Introduction

1 Read the notes carefully.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Home E-SERVICES MY ACCOUNT

Welcome, Insolvency Practitioner 01

LOGOUT

Depository Request

1 Please note the following:

1. An application fee of \$30.00 is payable for each Depository Request submitted.
2. A maximum of 10 deposits is allowed for each Depository Request submitted.
3. Please note that if you CANCEL before it is processed, the entire transaction will be aborted, unless you have saved these transactions.
4. Your pending application(s) can only be saved up to 5 days, after which the record(s) will be deleted.

This e-Service will take about 10-15 minutes to complete.

You will need:

- Company's UEN / Company Number
- Case Reference Number
- Deposit Details

Maximum file size submitted must not exceed 5 MB individually.

Depository Request – Introduction

2 Click on the **Proceed** button.



Submit your Depository Request.

2

Proceed

Depository Request – Company Details

- 1 Enter the **Case Reference Number** or the **UEN / Company Number**
- 2 Click on the **Proceed** button.

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Home E-SERVICES MY ACCOUNT

Welcome, Insolvency Practitioner 01

LOGOUT

Depository Request

1. Company Details
2. Create Depository Record
3. Confirmation
4. Acknowledgement

Company Details

1

Case Reference Number

- -

OR

UEN / Company Number

Back to Dashboard

2 Proceed

Depository Request – Create Depository Record

1 Enter the **Particulars of Deposits** information.

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MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Insolvency Practitioner 01

E-SERVICES MY ACCOUNT LOGOUT

Depository Request

1. Company Details 2. Create Depository Record 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company	TESTING ONE PRIVATE LTD.
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000040-2021-T

Case Account Summary

Current Account Balance	SGD 1,000,000.00
Investment Balance	SGD 100,000.00
Available Balance	SGD 965,230.00

Particulars of Deposits

1 Payer ID Number

ID Type

Please select

Depository Request – Create Depository Record

2 Continue to enter the **Particulars of Deposits** information.

2

Name

Contact Number

Email Address

Address Type
 Local Address Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Depository Request – Create Depository Record

3 Continue to enter the **Particulars of Deposits** information.

3

Building Name

Nature of Deposit

Mode of Transfer
 Cheque Deposit Cashier's Order / Bank Draft Fund Transfer / Telegraphic Transfer
 Cash (DBS Cash Deposit Machine)

Currency Type

Deposit Amount

Narration

Depository Request – Create Depository Record

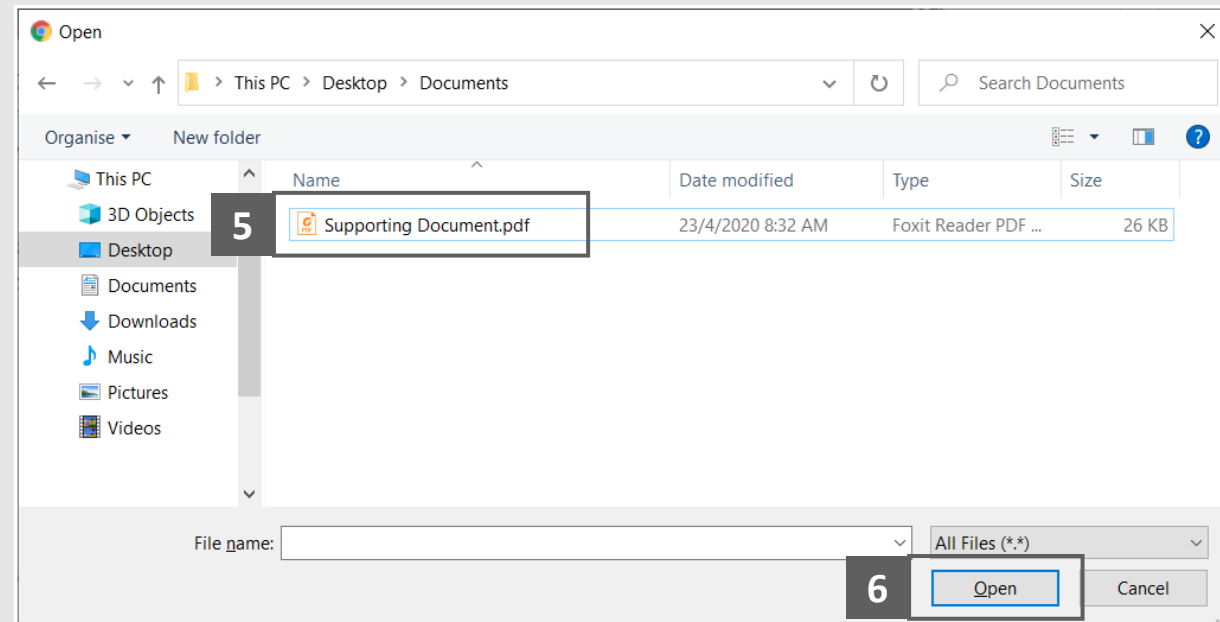
- 4 Select the document type and click on the **Choose File** button to upload supporting document.
- 5 Select a document to be uploaded.
- 6 Click **Open** to upload the selected file.

Supporting Documents

4 Choose type of supporting document to add, if any

Choose File No file chosen

Cancel Add



Depository Request – Create Depository Record

7 Verify the added Supporting Document record.

8 To add another Supporting Document, select the document type and click on the **Choose File** button.

Supporting Documents

No.	Date	Document Type	Description	Document Name	Action
1	04/02/2022	Deposit File		Supporting Documents.pdf	Action ▼

7

8 Choose type of supporting document to add, if any

No file chosen

Depository Request – Create Depository Record

9 To delete a Supporting Document, click on the **Action** dropdown and select **Delete**.

10 Click on the **Yes** button to acknowledge the confirmation message.

11 Click on the **Add** button to save the entered information.

Supporting Documents

No.	Date	Document Type	Description	Document Name
1	04/02/2022	Deposit File		Supporting Documents.pdf

Choose type of supporting document to add, if any

Ca **11** Add

9 Action Delete

Deleted record will be lost. Are you sure you want to delete?

10 Yes No

Depository Request – Create Depository Record

12 Verify the added Deposit record.

13 Turn on the option **Add Deposit** to add another deposit.

1. Company Details 2. Create Depository Record 3. Confirmation 4. Acknowledgement


Particulars of Company

Name of Company TESTING ONE PRIVATE LTD.
UEN / Company Number 2020XXXXXX
Case Reference Number CW-000040-2021-T


Case Account Summary

Current Account Balance SGD 1,000,000.00
Investment Balance SGD 100,000.00
Available Balance SGD 965,230.00

Particulars of Deposits

No.	Payer Name	ID Number	Currency Type	Amount	Nature of Deposit	Mode of Transfer	
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	Recovery of Debt	Cheque Deposit	 Action

12

Add Deposit **13** 

Depository Request – Create Depository Record

14 To edit a record, click on the **Action** dropdown and select **Edit**.

15 Edit the **Deposit Particulars** information and click on the **Update** button to save the changes.

1. Company Details 2. Create Depository Record 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company TESTING ONE PRIVATE LTD.
UEN / Company Number 2020XXXXXX
Case Reference Number CW-000040-2021-T

Case Account Summary

Current Account Balance SGD 1,000,000.00
Investment Balance SGD 100,000.00
Available Balance SGD 965,230.00

Particulars of Deposits

No.	Payer Name	ID Number	Currency Type	Amount	Nature of Deposit	Mode of Transfer	Action
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	Recovery of Debt	Cheque Deposit	14 Edit Delete

Cancel Del **15** Update

Depository Request – Create Depository Record

16 To delete a record, click on the **Action** dropdown and select **Delete**.

17 Click on the **Yes** button to acknowledge the confirmation message.

1. Company Details 2. Create Depository Record 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company TESTING ONE PRIVATE LTD.
UEN / Company Number 2020XXXXXX
Case Reference Number CW-000040-2021-T

Case Account Summary

Current Account Balance SGD 1,000,000.00
Investment Balance SGD 100,000.00
Available Balance SGD 965,230.00

Particulars of Deposits

No.	Payer Name	ID Number	Currency Type	Amount	Nature of Deposit	Mode of Transfer	Action
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	Recovery of Debt	Cheque Deposit	16 Edit Delete

Deleted record will be lost. Are you sure you want to delete?

17 Yes No

Depository Request – Create Depository Record

18 Update the Contact Information.

19 Click on the **Proceed** button. You may also click **Save** to save depository request as draft.

Contact Information

Name
Insolvency Practitioner 02

Contact Number
12345678

18 Email Address

Back to Dashb **19** Save Proceed

Depository Request – Confirmation

1 Review the information on the confirmation page.

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MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Insolvency Practitioner 01

E-SERVICES MY ACCOUNT LOGOUT

Depository Request

1. Company Details 2. Create Depository Record 3. Confirmation 4. Acknowledgement

Particulars of Company

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Available Balance	SGD 965,230.00

Particulars of Deposits

No.	Payer Name	ID Number	Currency Type	Amount (\$)	Nature of Deposit	Mode of Transfer
1	TESTING TWO LIMITED	2020XXXXXX	SGD	1,000.00	Recovery of Debt	Cheque Deposit

Depository Request – Confirmation

- 2 Continue to review the information.
- 3 Read the notes carefully and turn on the option to make the declaration.
- 4 Click on the **Submit** button.

Contact Information

2

Name

Contact Number

Email Address

Declaration

3

1. I declare that all information and documents that I have provided are true, accurate and complete to the best of my knowledge and belief. I have provided such information and documents knowing that the Official Receiver and/or his officers will use, and rely on, the same to perform their duties.
2. I understand that I may be committing an offence of giving false information to a public servant and thereby liable to prosecution under Section 182 of the Penal Code (Cap. 224) for any false declaration and/or material omission. The offence is punishable on conviction with imprisonment for a term of up to two years or a fine or both.

Yes, I agree.

Back to Dashboard

Back **4** **Submit**

Depository Request – Payment

Note: Payment is only applicable if there is insufficient balance in the case account for the deduction of the application fee of \$30. Please skip to Page 26 if there is sufficient balance in the case account.

- 1 In the **Payment** page, enter the email address.
- 2 Select the **Payment Method**.
- 3 Click on the **Payment** button.

The screenshot shows the 'Online Payment Service' page. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. At the top right is the 'Singapore Government Integrity · Service · Excellence' logo with navigation links: 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Print'. Below the navigation is a search bar with the text 'Search' and a dropdown menu set to 'Within This Website', with a 'Go' button. The main heading is 'Online Payment Service'. Below this is a 'Transaction Details' table:

S/NO.	Transaction No.	Currency Type	Amount	Create Date
1	CPD2022010300398Y	SGD	30.00	2022-01-03 18:02:16

Below the table is a section 'To receive Payment Status' with an 'Email Address' input field. A red note below the field says: '(To receive payment status after submission, please provide a valid email address)'. A '1' is placed over the input field. Below this is a 'Payment Method For eNETS' section with two radio button options: 'VISA For VISA/MasterCard Credit and Debit cards' (selected) and 'eNETS For customers with Internet Banking account from DBS/POSB, Citibank, OCBC/Plus! or UOB.'. A '2' is placed over the VISA option. At the bottom right of the form is a green 'Payment' button with a right arrow. A '3' is placed over the button. Below the form is an 'Important:' section with three numbered instructions:

1. eNETS Direct Debit enables Internet Banking users to make real-time payments from their bank accounts. Participating banks include Citibank, DBS/POSB, OCBC, Standard Chartered Bank and UOB.
2. eNETS Credit enables your business to accept major international credit card (VISA, MasterCard) payments online.
3. Please do not use Back or Forward buttons on your browser or double-click a hyperlink, as this may end your transaction.

Depository Request – Payment

4 For VISA/MasterCard Credit and Debit cards, enter the Card information details.

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name
Merchant Reference Code
NETS Reference Code
Amount

TEST: Ministry of Law
CDU20211228172044587
20211228172357247
SGD 20.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

4 CREDIT/DEBIT CARD INFORMATION

Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.

CW / CVC2 [What is CW/CV2/CID]

Expiry Date Month (eg: 2021)

Fast, Secure & Hassle-free transactions

Tuesday, 28 December 2021

Depository Request – Payment

5 Read the notes carefully and tick the checkbox to acknowledge the terms.

6 Click on the **Submit** button.

5 I have read, understood and accepted the following:

- The return & refund policy for the purchase of relevant products / services.
- The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in [NETS Data Protection Policy](#).

6

Important:
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

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Depository Request – Payment

7 For customers with Internet Banking accounts from DBS/POSB, Citibank, OCBC/Plus! or UOB, select the **Bank Name**.

8 Click on the **Submit** button.

Monday, 03 January 2022

debit from bank account

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbsd2pay.dbs.com (for DBS/POSB Account holders)
3. uniservices1.uobgroup.com (for UOB Account holders)
4. www.ocbc.com (For OCBC account holders)
5. www.plus.com.sg (For Plus! account holders)

TRANSACTION INFORMATION

Merchant Name TEST: Ministry of Law
Merchant Reference Code CPD20220103182838759
NETS Reference Code 20220103182857227
Merchant Hostname http://www.mlaw.gov.sg
Amount SGD 30.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

SINGAPORE BANK SELECTION

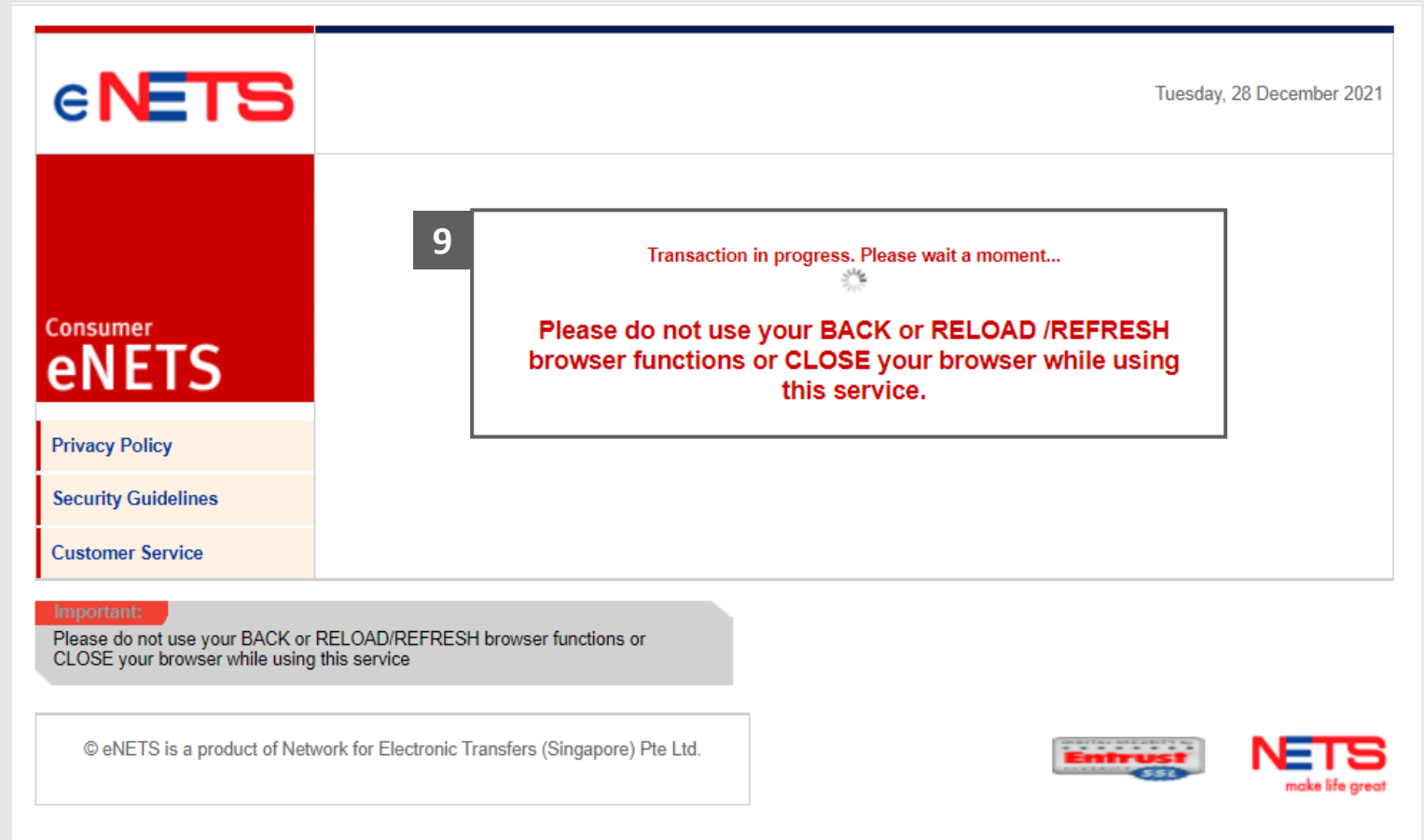
7 Bank

8

Depository Request – Payment

9 Wait for the system to process the Payment.

Note: Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.



The screenshot shows the eNETS website interface. At the top left is the eNETS logo. On the right, the date "Tuesday, 28 December 2021" is displayed. A central warning box contains the text: "Transaction in progress. Please wait a moment..." followed by a loading spinner and "Please do not use your BACK or RELOAD /REFRESH browser functions or CLOSE your browser while using this service." The left sidebar includes links for "Privacy Policy", "Security Guidelines", and "Customer Service". Below the sidebar, an "Important:" notice repeats the warning. At the bottom, there is a copyright notice: "© eNETS is a product of Network for Electronic Transfers (Singapore) Pte Ltd." and logos for Entrust and NETS.

Depository Request – Payment

10 Verify the completed Payment transaction.

11 Click on the **Click to complete the transaction** button to continue.

10 Ministry of Law Services

Address : 45 Maxwell Road
#07-11 The URA Centre (East Wing)
Singapore 069118
Call : (65) 1800-2255-529
Website : www.mlaw.gov.sg

Payment Details

Payment Status : **Payment Successful**
Payment Mode : eNETS Credit Card
EP Reference No. : 20220103180244171
EP Transaction No. : CPD20220103180216293
Transaction Date/Time : 2022-01-03 18:02:44

Transaction Details

S/NO.	Transaction No	Currency Type	Amount	Create Date
1	CPD2022010300398Y	SGD	30.00	2022-01-03 18:02:16

11 [Click to complete this transaction >](#)

Depository Request – Acknowledgement

1 Click on the **Print** button to view the PDF document of the submitted application

You may also click on the **Back to Dashboard** button for the other E-services.

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MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Insolvency Practitioner 01

E-SERVICES MY ACCOUNT LOGOUT

Depository Request

1. Company Details 2. Create Depository Record 3. Confirmation 4. Acknowledgement

Thank you for using our eService

Your Depository Request has been successfully submitted.
Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Case Reference Number:	CW-000040-2021-T
E Filing Number:	DRF202202100001B
Date of Submission:	10/02/2022 06:35:14 PM

1 Back to Dashboard Print