

CORPORATE INSOLVENCY DIVISION

Submit Advertisement on Holding of a Final Meeting
(Voluntary Winding Up)

User Guide for CIMS Internet Portal

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


Last updated on 28 Feb 2022

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Submit Advertisement on Holding of a Final Meeting Voluntary Winding Up

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) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 5) You may input a date field using the  Calendar icon to select a date.
- 6) If you encounter any issue, please contact us at ContactUs@OneMinLaw.

Advertisement on Holding of Final Meeting - 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 Advertisement on Holding of a Final Meeting Voluntary Winding Up**

The screenshot shows the CIMS E-Service Portal dashboard. At the top, there is a navigation bar with the Ministry of Law logo, the user's name 'Welcome, Insolvency Practitioner 03', and a 'LOGOUT' button. Below the navigation bar, there is a 'Dashboard' section with a 'My Cases' table. The table has columns for 'Case Reference Number', 'Case Type', and 'Name of'. To the right of the dashboard, there is a list of services under the heading 'E-SERVICES'. The services are categorized into 'Compulsory Winding Up', 'Voluntary Winding Up', 'Every Mode of Winding Up', and 'Scheme of Arrangement'. The 'Submit Advertisement on Holding of a Final Meeting Voluntary Winding Up' option is highlighted with a red box and a '2' in a black square.

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MINISTRY OF LAW SINGAPORE Insolvency Office

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1 E-SERVICES MY ACCOUNT LOGOUT

Dashboard

My Cases

Action Required Drafts

Case Reference Number Case Type Name of

Compulsory Winding Up:

- Submit Preliminary Report
- Submit Gazette and Newspaper Advertisement
- Submit Statement of Concurrence
- Submit Payment Requisition
- Submit Depository Request
- View Statement of Account

Voluntary Winding Up:

2 Submit Advertisement on Holding of a Final Meeting Voluntary Winding Up

Every Mode of Winding Up:

- Submit Liquidator's Account of Receipts and Payments and Statement of the Position in the Winding Up
- Submit Unclaimed Assets to be Paid to the Official Receiver
- Submit Early Dissolution Report

Scheme of Arrangement:

- Submit Notice of Appointment as Scheme Manager

Advertisement on Holding of Final Meeting - Introduction

- 1 Read the notes carefully.
- 2 Click on the **Proceed** button.

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E-SERVICES MY ACCOUNT LOGOUT

Advertisement on Holding of Final Meeting (Voluntary Winding Up)

- 1 **This e-Service will take about 5-10 minutes to complete.**
You will need:
 - Company's UEN / Company Number
 - Company's Name
 - Date of Advertisement**Maximum file size submitted must not exceed 5 MB individually.**

 Submit your Advertisement on Holding of Final Meeting.

- 2 **Proceed**

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

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E-SERVICES MY ACCOUNT LOGOUT

Advertisement on Holding of Final Meeting (Voluntary Winding Up)

1. Company Details 2. Advertisement on Holding of Final Meeting 3. Confirmation 4. Acknowledgement

Company Details

1

Case Reference Number

- -

OR

UEN / Company Number

Back to Dashboard 2 Proceed

Advertisement on Holding of Final Meeting

- 1 Enter the **Particulars of Advertisement** information.
- 2 Use the **Choose File** function to upload supporting document.

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E-SERVICES MY ACCOUNT LOGOUT

Advertisement on Holding of Final Meeting (Voluntary Winding Up)

1. Company Details 2. Advertisement on Holding of Final Meeting 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company	Company CDM
UEN / Company Number	2021XXXXXX
Case Reference Number	VW-000296-2021-C

Particulars of Advertisement

1

Date of Advertisement

Description

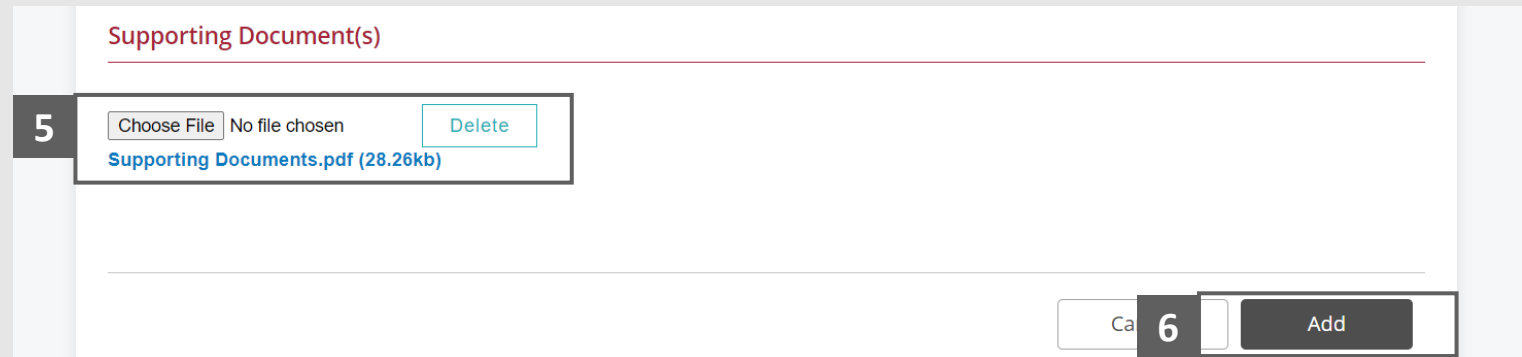
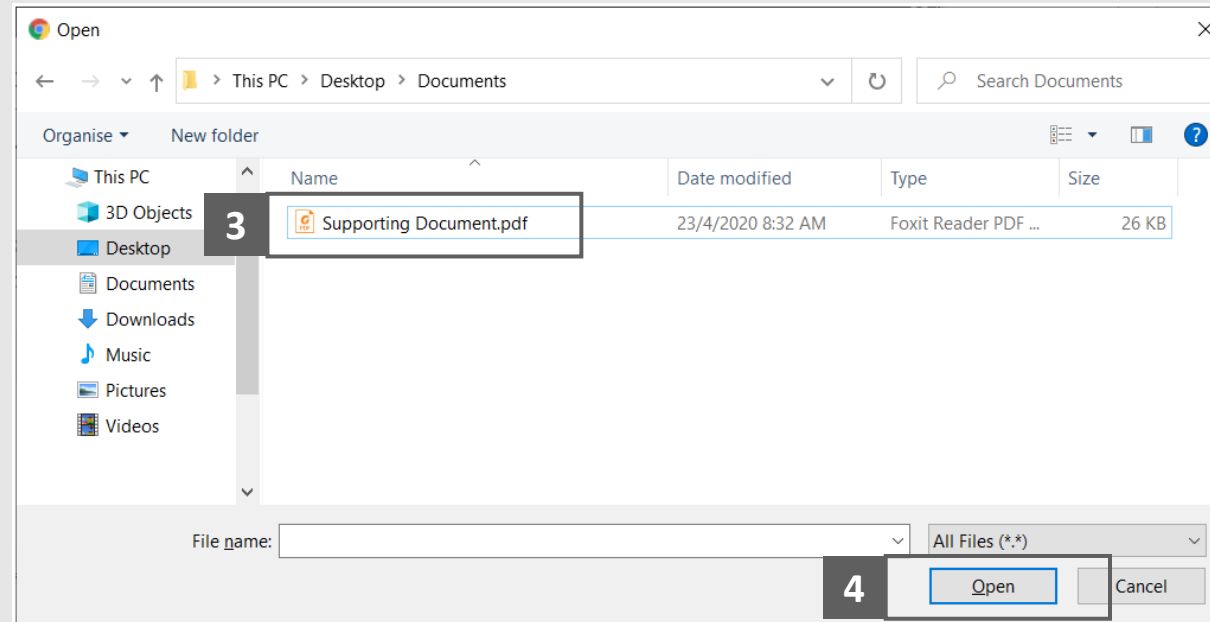
Supporting Document(s)

2

Choose File No file chosen

Advertisement on Holding of Final Meeting

- 3 Select a document to be uploaded
- 4 Click **Open** to upload the selected file.
- 5 Verify the uploaded supporting document .
You may click on the **Delete** button to delete the document.
- 6 Click on the **Add** button to save the entered information



Advertisement on Holding of Final Meeting

- 7 Verify the added Gazette and Newspaper Advertisement record.
- 8 Turn on the option **Add Advertisement** to add another Advertisement.

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E-SERVICES MY ACCOUNT LOGOUT

Advertisement on Holding of Final Meeting (Voluntary Winding Up)

1. Company Details
2. Advertisement on Holding of Final Meeting
3. Confirmation
4. Acknowledgement

Particulars of Company

Name of Company	Company CDM
UEN / Company Number	2021XXXXXX
Case Reference Number	VW-000296-2021-C

Particulars of Advertisement

No.	Date of Advertisement	Description	Attachment	Action
1	09/02/2022	Gazette publication	Supporting Documents.pdf	Action

Add Advertisement

Advertisement on Holding of Final Meeting

9 Click on the **Action** dropdown and select **Edit** to update the selected record.

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1. Company Details 2. Advertisement on Holding of Final Meeting 3. Confirmation 4. Acknowledgement

Particulars of Company

Name of Company	Company CDM
UEN / Company Number	2021XXXXXX
Case Reference Number	VW-000296-2021-C

Particulars of Advertisement

No.	Date of Advertisement	Description	Attachment	Action
1	09/02/2022	Gazette publication	Supporting Documents.pdf	9 Edit Delete

Advertisement on Holding of Final Meeting

10 Edit the Advertisement Details.

11 Click on the **Update** button to save the changes.

Particulars of Advertisement

No.	Date of Advertisement	Description	Attachment	
1	29/12/2021	Gazette publication	Supporting Documents.pdf	Action ▾

Advertisement Details

10 Date of Advertisement
29/12/2021

Description
Gazette publication

Supporting Document(s)

Choose File No file chosen Delete

[Supporting Documents.pdf \(28.26kb\)](#)

11 Update

Advertisement on Holding of Final Meeting

12 Click on the **Action** dropdown and select **Delete** to delete a record.

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

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Particulars of Company

Name of Company	Company CDM
UEN / Company Number	2021XXXXXX
Case Reference Number	VW-000296-2021-C

Particulars of Advertisement

No.	Date of Advertisement	Description	Attachment	Action
1	09/02/2022	Gazette publication	Supporting Documents.pdf	12 Edit Delete

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

13 Yes No

Advertisement on Holding of Final Meeting

14 Update the Contact Information.

15 Click on the **Proceed** button.

Contact Information

Name of Contact Person
Insolvency Practitioner 03

14 Contact Number

Email Address

Back to Dashboard **15** Proceed →

Advertisement on Holding of Final Meeting – Confirmation

- 1 Review the information on the confirmation page.

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E-SERVICES MY ACCOUNT LOGOUT

Advertisement on Holding of Final Meeting (Voluntary Winding Up)

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Particulars of Company

Name of Company	Company CDM
UEN / Company Number	2021XXXXXX
Case Reference Number	VW-000296-2021-C

Particulars of Advertisement

No.	Date of Advertisement	Description	Attachment
1	09/02/2022	Gazette publication	Supporting Documents.pdf

Advertisement on Holding of Final Meeting – 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 of Contact Person
Insolvency Practitioner 03

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

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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E-SERVICES MY ACCOUNT LOGOUT

Advertisement on Holding of Final Meeting (Voluntary Winding Up)

1. Company Details 2. Advertisement on Holding of Final Meeting 3. Confirmation 4. Acknowledgement

Thank you for using our eService

Your Advertisement on Holding of Final Meeting (Voluntary Winding Up) 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: VW-000296-2021-C
E Filing Number: CDU202112294565G
Date of Submission: 29/12/2021 12:48:56 PM

1 Back to Dashboard Print