

CORPORATE INSOLVENCY DIVISION

Submit Gazette and Newspaper Advertisement  
(Compulsory Winding Up)

User Guide for CIMS Internet Portal


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

*Last updated on 28 Feb 2022*

# Table of Content

S/No.	User Guide	Page
1.	General Information	<a href="#">3</a>
2.	Gazette and Newspaper Advertisement – Dashboard	<a href="#">4</a>
3.	Gazette and Newspaper Advertisement – Introduction	<a href="#">5</a>
4.	Gazette and Newspaper Advertisement – Company Details	<a href="#">6</a>
5.	Gazette and Newspaper Advertisement	<a href="#">7</a>
6.	Gazette and Newspaper Advertisement – Confirmation	<a href="#">14</a>
7.	Gazette and Newspaper Advertisement – Acknowledgement	<a href="#">16</a>

## 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](mailto:ContactUs@OneMinLaw).

1 After you have logged in to the **CIMS E-Service Portal**:

From the top menu, click on **E-SERVICES**

2 Select the **Submit Gazette and Newspaper Advertisement**.

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. The main menu includes 'E-SERVICES' and 'MY ACCOUNT'. The 'E-SERVICES' dropdown menu is open, showing various options under different categories: 'Compulsory Winding Up', 'Voluntary Winding Up', 'Every Mode of Winding Up', and 'Scheme of Arrangement'. The 'Submit Gazette and Newspaper Advertisement' option is highlighted with a red box and a '2' in a black box. The dashboard also features a 'My Cases' section with a table for 'Action Required' and 'Drafts'.

Action Required	Drafts
Case Reference Number	Case Type
Name of	

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


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E-SERVICES MY ACCOUNT LOGOUT

## Gazette and Newspaper Advertisement (Compulsory Winding Up)

- 1 **This e-Service will take about 5-10 minutes to complete.**  
You will need:
  - Company's UEN / Company Number
  - Case Reference Number
  - Copies of the Gazette and Newspaper Advertisement**Maximum file size submitted must not exceed 5 MB individually.**
- 2  **Submit your Gazette and Newspaper Advertisement (Compulsory Winding Up).** **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

## Gazette and Newspaper Advertisement (Compulsory Winding Up)

1. Company Details 2. Gazette and Newspaper Advertisement 3. Confirmation 4. Acknowledgement

### Company Details

1

Case Reference Number

-  -

OR

UEN / Company Number

Back to Dashboard 2 Proceed

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

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E-SERVICES MY ACCOUNT LOGOUT

## Gazette and Newspaper Advertisement (Compulsory Winding Up)

1. Company Details 2. Gazette and Newspaper Advertisement 3. Confirmation 4. Acknowledgement

### Particulars of Company

Name of Company	A SMALL WORLD 3
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000003-2020-N

### Particulars of Gazette and Newspaper Advertisement

1

Date of Publication

Description

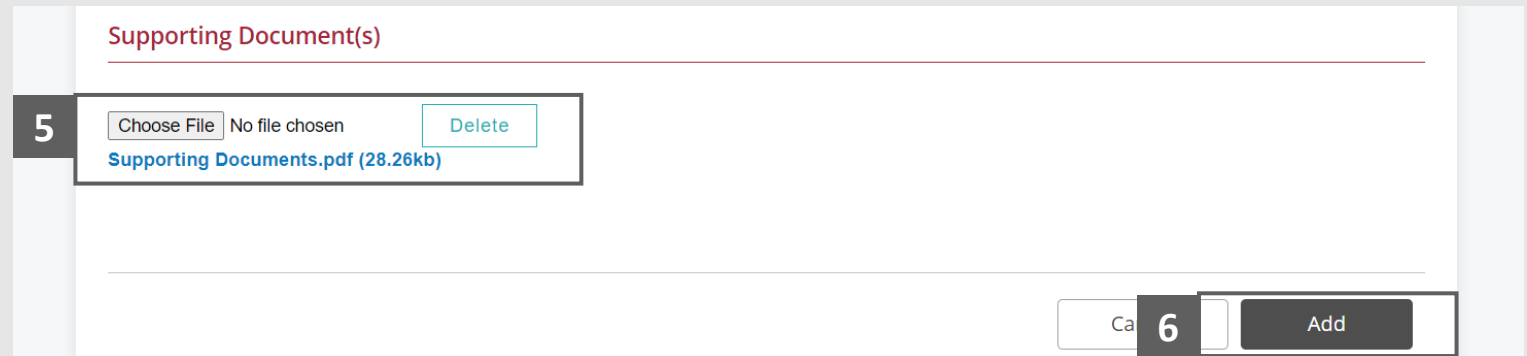
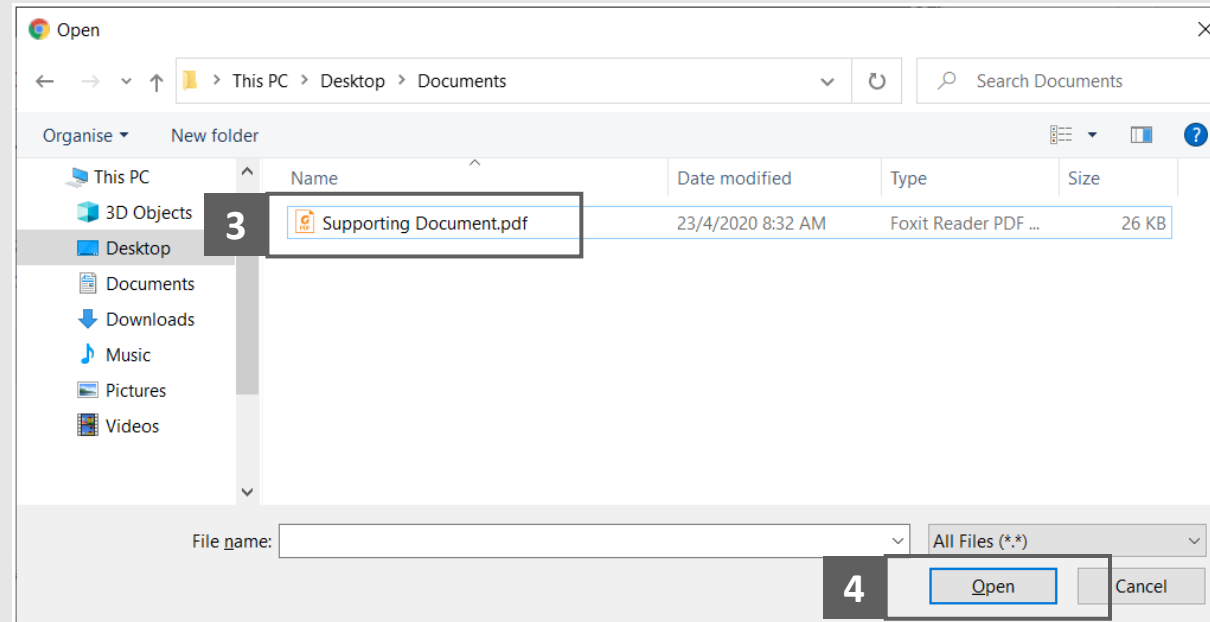
### Supporting Document(s)

2

Choose File No file chosen

# Gazette and Newspaper Advertisement

- 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.





7 Verify the added Gazette and Newspaper Advertisement record.

8 Turn on the option **Add Gazette and Newspaper Advertisement** to add another Advertisement.

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## Gazette and Newspaper Advertisement (Compulsory Winding Up)

1. Company Details 2. Gazette and Newspaper Advertisement 3. Confirmation 4. Acknowledgement

### Particulars of Company

Name of Company	A SMALL WORLD 3
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000003-2020-N

### Particulars of Gazette and Newspaper Advertisement

No.	Date of Publication	Description	Attachment	
1	10/02/2022	Gazette publication	Supporting Documents.pdf	Action

Add Gazette and Newspaper Advertisement

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

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E-SERVICES MY ACCOUNT LOGOUT

## Gazette and Newspaper Advertisement (Compulsory Winding Up)

1. Company Details 2. Gazette and Newspaper Advertisement 3. Confirmation 4. Acknowledgement

### Particulars of Company

Name of Company	A SMALL WORLD 3
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000003-2020-N

### Particulars of Gazette and Newspaper Advertisement

No.	Date of Publication	Description	Attachment	Action
1	10/02/2022	Gazette publication	Supporting Documents.pdf	<b>9</b> Edit Delete

Add Gazette and Newspaper Advertisement

# Gazette and Newspaper Advertisement

**10** Edit the Advertisement Details.

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

Particulars of Gazette and Newspaper Advertisement

No.	Date of Publication	Description	Attachment	
1	21/12/2021	Gazette publication	Supporting Documents.pdf	Action ▼

**Advertisement Details**

**10** Date of Publication  
21/12/2021

Description  
Gazette publication

**Supporting Document(s)**

Choose File No file chosen Delete

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

**11**

**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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E-SERVICES MY ACCOUNT LOGOUT

## Gazette and Newspaper Advertisement (Compulsory Winding Up)

1. Company Details 2. Gazette and Newspaper Advertisement 3. Confirmation 4. Acknowledgement

### Particulars of Company

Name of Company	A SMALL WORLD 3
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000003-2020-N

### Particulars of Gazette and Newspaper Advertisement

No.	Date of Publication	Description	Attachment	Action
1	10/02/2022	Gazette publication	Supporting Documents.pdf	<b>12</b> Edit Delete

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

**13** Yes No

**14** Update the Contact Information.

**15** Click on the **Proceed** button.

**14** Contact Information

Name of Contact Person

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**14** Contact Number

Email Address

Back to Dashboard **15** Proceed →

**1** Review the information on the confirmation page.

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## Gazette and Newspaper Advertisement (Compulsory Winding Up)

1. Company Details 2. Gazette and Newspaper Advertisement 3. Confirmation 4. Acknowledgement

### Particulars of Company

**1**

Name of Company	A SMALL WORLD 3
UEN / Company Number	2020XXXXXX
Case Reference Number	CW-000003-2020-N

### Particulars of Gazette and Newspaper Advertisement

No.	Date of Publication	Description	Attachment
1	10/02/2022	Gazette publication	Supporting Documents.pdf

- 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

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

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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## Gazette and Newspaper Advertisement (Compulsory Winding Up)

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

Thank you for using our eService

Your Gazette and Newspaper Advertisement (Compulsory 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: CW-000003-2020-N  
E Filing Number: CDU202202104769D  
Date of Submission: 10/02/2022 11:25:39 AM

1 Back to Dashboard Print