CORPORATE INSOLVENCY DIVISION

Submit Notice of Appointment as Scheme Manager

User Guide for CIMS Internet Portal

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

Last updated on 28 Feb 2022

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Submit Notice of Appointment as Scheme Manager

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.

Notice of Appointment as Scheme Manager - 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 Notice of Appointment as Scheme Manager.**

Notice of Appointment as Scheme Manager - Introduction

1 Read the notes carefully.

2 Click on the **Proceed** button.

Notice of Appointment as Scheme Manager – Company Details

1 Enter the **UEN / Company Number**

2 Click on the **Proceed** button.

Notice of Appointment as Scheme Manager – Enter Details

1 Enter the **Particulars of Scheme Manager(s)** information.

2 Continue to **Particulars of Scheme Manager(s)** information.

2

Firm or Company's UEN / Company Number

Firm's Name

Office Address

Address Type

○ Local Address   ○ Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

Notice of Appointment as Scheme Manager – Enter Details

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

4 Verify the added Scheme Manager record.

5 Turn on the option **Add Scheme Manager** to add another Scheme Manager record.

Pursuant to

○ General Meeting of the Company   ○ Order of Court

Date of Appointment

3 Add

Particulars of Scheme Manager(s)

No.	ID Type	ID Number	Name	Firm UEN	Firm's Name	Date of Appointment	Office Address
4 1	Singapore Citizen	SXXXXXXXX	Scheme Manager	2020XXXXXX	Firm	09/02/2022	Singapore

Add Scheme Manager

5 ☐✕

6 To update or delete a record, select and click a record.

7 Edit the **Scheme Manager Details** information if needed.

Particulars of Scheme Manager(s)

No.	ID Type	ID Number	Name	Firm UEN	Firm's Name	Date of Appointment	Office Address
1	Singapore Citizen		Scheme Manager	2022XXXXX	Firm	09/02/2022	Singapore

6

Scheme Manager Details

7

NRIC / Passport Number

SXXXXXXXX

Name

Scheme Manager

Firm or Company's UEN / Company Number

2022XXXXXX

Firm's Name

Firm

Office Address

Address Type

◉ Local Address   ○ Foreign Address

Notice of Appointment as Scheme Manager – Enter Details

8 Continue to edit the **Scheme Manager** record if needed.

9 Click on the **Update** button to save the changes or **Delete** button to delete the record.

8

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

Pursuant to

◉ General Meeting of the Company   ○ Order of Court

Date of Appointment

09/02/2022

Cancel   **9**   Delete   Update

Notice of Appointment as Scheme Manager – Enter Details

10 Select the document type and click on the **Choose File** button to upload supporting document.

11 Select a document to be uploaded.

12 Click **Open** to upload the selected file.

Supporting Documents

10 Choose type of supporting document to add, if any

Choose File   No file chosen

Open

This PC > Desktop > Documents

Organise ▾   New folder

	Name	Date modified	Type	Size
This PC				
3D Objects	**11** Supporting Document.pdf	23/4/2020 8:32 AM	Foxit Reader PDF ...	26 KB
Desktop				
Documents				
Downloads				
Music				
Pictures				
Videos				

File name: [   ]   All Files (*.*)

12 Open   Cancel

Notice of Appointment as Scheme Manager – Enter Details

13 Verify the added Supporting Document record.

14 To delete the uploaded document, click on the arrow down under Delete column and select **Delete.**

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

Supporting Documents

No.	File Type	Description	Supporting Document	Delete
1	Notice of Appointment as Scheme Manager		Download	▼

Choose type of supporting document to add, if any

Supporting Documents

No.	File Type	Description	Supporting Document	Delete
1	Notice of Appointment as Scheme Manager		Download	▼

Delete

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

15 Yes No

Notice of Appointment as Scheme Manager – Enter Details

16 Update the Contact Information

17 Click on the **Proceed** button.

Contact Information

Name of Contact Person

Insolvency Practitioner 03

16 Contact Number

Email Address

Back to Dashboard **17** Proceed

Notice of Appointment as Scheme Manager – Confirmation

1 Review the information on the confirmation page.

Notice of Appointment as Scheme Manager – Confirmation

2 Continue to review the information.

Supporting Documents

No.	File Type	Description	Supporting Document
1	Notice of Appointment as Scheme Manager		Download

Contact Information

Name of Contact Person

Insolvency Practitioner 03

Contact Number

Email Address

Notice of Appointment as Scheme Manager – Confirmation

3 Read the notes carefully and turn on the option to make the declaration.

4 Click on the **Submit** button.

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

Ba **4** Submit

Notice of Appointment as Scheme Manager – 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 | Insolvency Office | SINGAPORE

Welcome, Insolvency Practitioner 03

E-SERVICES ▾   MY ACCOUNT ▾

LOGOUT

Notice of Appointment as Scheme Manager

| 1. Company Details | 2. Appointment as Scheme Manager | 3. Confirmation | 4. Acknowledgement |

Thank you for using our eService

Your Appointment as Scheme Manager 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: SA-000635-2021-L

E Filing Number: CDU202112294569Q

Date of Submission: 29/12/2021 02:49:54 PM

1 Back to Dashboard   Print