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CORPORATE INSOLVENCY DIVISION

# Submit Application to Lay Claim on Assets of Dissolved / Struck Off Company

User Guide for CIMS Internet Portal

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

*Last updated on 28 Feb 2022*

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# Submit Application to Lay Claim on Assets of Dissolved / Struck Off Company

## 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)

# Application to Lay Claim on Assets – 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 Application to Lay Claim on Assets of Dissolved / Struck Off Company**.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Creditor 01

1 E-SERVICES MY ACCOUNT

LOGOUT

Dashboard

- Submit Proof of Debt
- 2 Submit Application to Lay Claim on Assets of Dissolved / Struck Off Company
- Submit Renunciation on Rights to Claim Share of Assets of Defunct Company

My Cases

Action Required Draft Processing

Case Reference Number	Name of Company	UEN / Company Number	Submission Type	Activity
-----------------------	-----------------	----------------------	-----------------	----------

# Application to Lay Claim on Assets – Introduction

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

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Home E-SERVICES MY ACCOUNT

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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

**1 Please note the following:**


1. A filing fee of \$10.00 is payable for each application submitted.
2. Please note that if you click CANCEL in the payment page, the entire transaction will be aborted and will not be processed, unless you have saved these transactions.
3. You can save your application(s) for up to 5 calendar days, after which the record(s) will be deleted.
4. Please ensure that the total value of your claim meets the following minimum threshold amounts, failing which the amount claimed may be insufficient to cover our processing fees to enable the payment of monies to you.:
  - (a) Monetary assets (e.g. cash) - At least \$25.00
  - (b) Non-monetary assets (e.g. shares) - At least \$50.00

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

You will need:

- Company's UEN / Company Number
- Company's Name
- Asset(s) Details

**Maximum file size submitted must not exceed 5 MB individually.**

 Submit or Edit Application to Lay Claim on Assets of Dissolved / Struck Off Company.

**2** Proceed

# Application to Lay Claim on Assets – Company Details

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

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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

1. Company Details 2. Applicant Details 3. Asset Details 4. Confirmation 5. Payment 6. Acknowledgement

### Company Details

1 UEN / Company Number

Back to Dash 2 Proceed

1 In the **Applicant Details** page, review the **Particulars of Claimant** information

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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

1. Company Details 2. Applicant Details 3. Asset Details 4. Confirmation 5. Payment 6. Acknowledgement

### Particulars of Company

Company Name	GFD GFD SGF G FGD GDF (PRIVATE) LIMITED
UEN / Company Number	2020XXXXXX
Company Status	STRUCK OFF
Dissolved / Struck Off Date	05/05/2020

### Particulars of Claimant

I am filing a claim on a personal capacity

UEN / Company Number / NRIC Number / Passport Number / Others

ID Type

## 2 Continue to review the Particulars of Claimant information.

**2**

Name  
Creditor 01

Address Type  
 Local Address  Foreign Address

Please inform the liquidator / Official Receiver of any change in address.  
For foreign and other entities / individuals where no address is available, please select 'Foreign Address' and key in 'NA'.

Postal Code  
680705

Blk/House Number  
705

Street Name  
CHOA CHU KANG STREET 53

Level

Unit

Building Name



**3** Update the Claimant's contact information and Relationship with the Defunct Company.

**3**

Contact Number

Email Address

Relationship with the Defunct Company

Creditor    Shareholder    Others

[Back to Dashboard](#)   [Save](#)   [Proceed](#)

**4** For **Shareholder** of the Defunct Company with known outstanding amount(s) due, fill in the Creditor's details.

Relationship with the Defunct Company  
 Creditor  Shareholder  Others

Does the company have any known debt(s)?  
 Yes  No

[List of Creditors](#)

---

**4** ID Number

ID Type

Name

Contact Number

Email

Creditor Amount

**5** Continue to enter the Creditor information.

**6** Click on the **Add** button.

**5**

Address Type  
 Local Address  Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

**6**

7 Verify the added Creditor record.

8 Turn on the option **Add Creditors** to add another creditor.

Relationship with the Defunct Company  
 Creditor  Shareholder  Others

Does the company have any known debt(s)?  
 Yes  No

List of Creditors

No.	Name	ID Number	Address	Contact Number	Email	Creditor Amount
1	Creditor1	SXXXXXXI	PASIR PANJANG ROAD SINGAPORE 118481	11112222	credortesting@gmail.com	1,000.00

Add Creditors 8

[Back to Dashboard](#)

**9** To update or delete a record, select and click on the record.

**10** Edit the **Creditor** information if needed.

**List of Creditors**

No.	Name	ID Number	Address	Contact Number	Email	Creditor Amount
1	Creditor1	SXXXXXXI	PASIR PANJANG ROAD SINGAPORE 118481	11112222	credortesting@gmail.com	1,000.00

**9**

**Update / Delete Creditor**

**10**

ID Number  
SXXXXXXI

ID Type  
Foreign Non-Individual

Name  
Creditor1

Contact Number  
11112222

Email  
credortesting@gmail.com

Creditor Amount  
1000.00

**11** Continue to edit the **Creditor /** information if needed.

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

**11** Address Type  
 Local Address  Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

**12**

**13** Alternately, you may turn off the option **I am filing a claim on a personal capacity** to enter new claimant record.

**14** Fill in the **Particulars of Claimant** information.

**Particulars of Claimant**

I am filing a claim on a personal capacity **13**

**14** UEN / Company Number / NRIC Number / Passport Number / Others

ID Type

Name

Address Type

Local Address  Foreign Address

Please inform the liquidator / Official Receiver of any change in address.  
For foreign and other entities / individuals where no address is available, please select 'Foreign Address' and key in 'NA'.

Postal Code

Blk/House Number

Street Name

**15** Continue to enter the new Claimant information.

**16** For Shareholder relations with Defunct Company and with known debt, enter the creditor information.

*Please follow the same steps at 10-14.*

**15** Level

Unit

Building Name

Contact Number

Email Address

**16** Relationship with the Defunct Company  
 Creditor  Shareholder  Others



**17** Review and update the **Particulars of Person Authorised to Complete this Application** information.

**17** Particulars of Person Authorised to Complete this Application

ID Number  
SXXXXXXXX

ID Type  
Singapore Citizen

Name  
Creditor 01

Address Type  
 Local Address  Foreign Address

Postal Code  
[Empty field]

Blk/House Number  
[Empty field]

Street Name  
[Empty field]

Level  
[Empty field]

**18** Continue to update the **Particulars of Person Authorised to Complete this Application** information.

**19** Click on the **Proceed** button.

**18**

Unit

Building Name

Contact Number

Email

Back to Dashboard

Save **19** Proceed

# Application to Lay Claim on Assets – Asset Details

**1** In the **Asset Details** page, enter the **Particulars of Asset(s) to Administer** information.

For Asset Type **IRAS Refund** or **MOM Refund**, enter the **Currency** and **Value of Assets**.

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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

1. Company Details 2. Applicant Details 3. Asset Details 4. Confirmation 5. Payment 6. Acknowledgement

### Particulars of Company

Company Name	GFD GFD SGF G FGD GDF (PRIVATE) LIMITED
UEN / Company Number	2020XXXXXX
Company Status	STRUCK OFF
Dissolved / Struck Off Date	05/05/2020

### Particulars of Asset(s) to Administer

**1**

Type of Asset  
IRAS Refund

Currency  
SINGAPORE DOLLAR (SGD)

Value of Asset  
0.00

Add

# Application to Lay Claim on Assets – Asset Details

**2** For Asset Type **Remnant Land**, enter the **Address of Land and MK number**.

**3** For Asset Type **Others**, specify the Assets and enter the **Value of Assets**.

Particulars of Asset(s) to Administer

---

**2** Type of Asset  
Remnant Land

Address of Land and MK number

Add

---

**3** Type of Asset  
Others

If Others, please specify

Value of Asset  
0.00

Add

# Application to Lay Claim on Assets – Asset Details

**4** For Asset Type **Vehicle**, enter the vehicle information.

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

**4** Particulars of Asset(s) to Administer

Type of Asset  
Vehicle

Vehicle Type

Vehicle Number

Are you applying to transfer the vehicle?  
 Yes  No

Transferee ID Number

Transferee ID Type  
Please select

Transferee Name  
As stated in your NRIC / Passport

Location of Asset

**5** Add

# Application to Lay Claim on Assets – Asset Details

- 6 Verify the added Asset record.
- 7 Turn on the option **Add Assets to Administer** to add another asset.

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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

1. Company Details 2. Applicant Details 3. Asset Details 4. Confirmation 5. Payment 6. Acknowledgement

### Particulars of Company

Company Name	GFD GFD SGF G FGD GDF (PRIVATE) LIMITED
UEN / Company Number	2020XXXXXX
Company Status	STRUCK OFF
Dissolved / Struck Off Date	05/05/2020

### Particulars of Asset(s) to Administer

No.	Type of Asset	Description	Vehicle Number	Vehicle Type	Transferee ID Number	Transferee Name	Location of Asset	Currency	Value of Asset
1	IRAS Refund							SGD	1,000.00

Add Assets to Administer

7

# Application to Lay Claim on Assets – Asset Details

- 8 To update or delete a record, select and click on the record.
- 9 Edit the **Asset** information if needed.
- 10 Click on the **Update** button to save the changes or **Delete** button to delete the record.

Particulars of Asset(s) to Administer

No.	Type of Asset	Description	Vehicle Number	Vehicle Type	Transferee ID Number	Transferee Name	Location of Asset	Currency	Value of Asset
1	IRAS Refund							SGD	1,000.00

Update / Delete Asset(s) to Administer

9 Type of Asset  
IRAS Refund

Currency  
SINGAPORE DOLLAR (SGD)

Value of Asset  
1,000.00

10

# Application to Lay Claim on Assets – Asset Details

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

**12** Select a document to be uploaded

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

**11** Supporting Documents

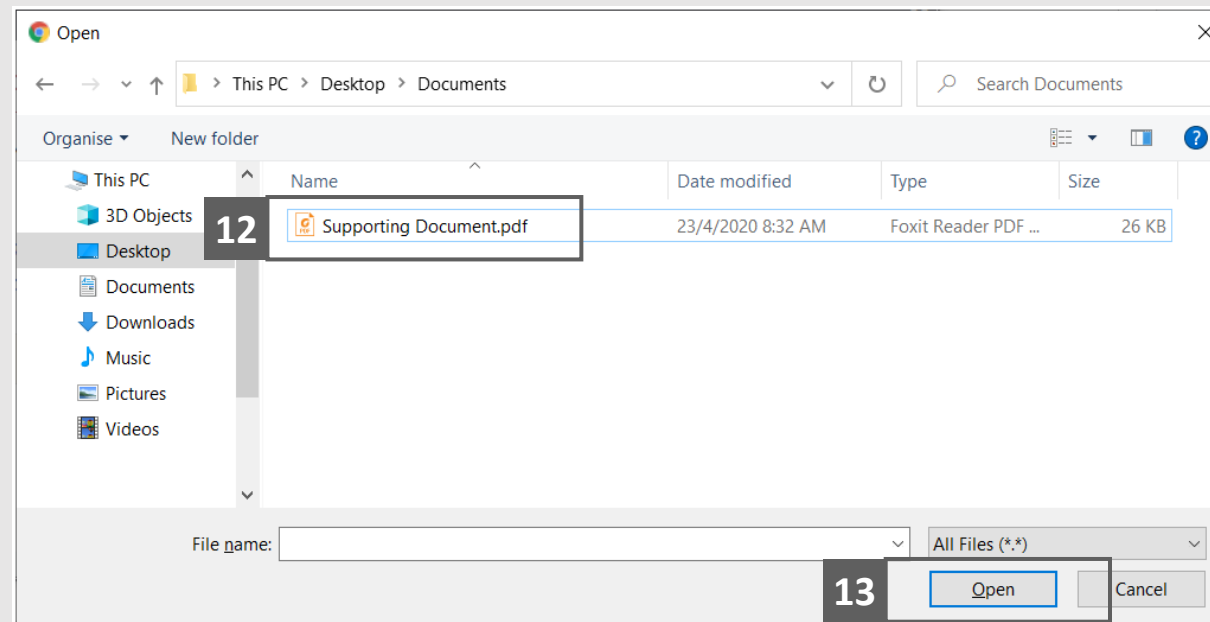
Please attach last financial statements or accounts to show proof that the company was solvent on striking off.

Choose type of supporting document to add, if any

Copies of Cheques Received

Choose File No file chosen

Back to Dashboard Back Proceed





# Application to Lay Claim on Assets – Asset Details

- 14 Verify the added supporting document record.
- 15 You may select document type to upload another supporting document.

Supporting Documents

Please attach last financial statements or accounts to show proof that the company was solvent on striking off.

No.	Date	File Type	Description	Supporting Document	Action
14	09/11/2022	Copies of Cheques Received		Supporting Document.pdf	Action ▼

15 Choose type of supporting document to add, if any

Back to Dashboard    Back    Proceed

# Application to Lay Claim on Assets – Asset Details

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

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

**18** Click on the **Proceed** button to continue.

Supporting Documents

No.	Date	File Type	Description	Supporting Document
1	20/01/2022	Copies of Cheques Received		Download

Choose type of supporting document to add, if any

Back to Dashboard

Back

Proceed

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

Yes No

# Application to Lay Claim on Assets – Confirmation

1 Review the information on the confirmation page.

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Welcome, Creditor 01

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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

1. Company Details 2. Applicant Details 3. Asset Details 4. Confirmation 5. Payment 6. Acknowledgement

1

### Particulars of Company

Company Name	GFD GFD SGF G FGD GDF (PRIVATE) LIMITED
UEN / Company Number	2020XXXXXX
Company Status	STRUCK OFF
Dissolved / Struck Off Date	05/05/2020

### Particulars of Claimant

ID Number	SXXXXXXXI
Name	Creditor 01
Address	
Contact Number	
Email Address	
Relationship with the Defunct Company	Shareholder
Does the company have any known debt(s)?	Yes

# Application to Lay Claim on Assets – Confirmation

**2** Continue to review the information.

**2**

### List of Creditor(s)

No.	Name	ID Number	Address	Contact Number	Email	Creditor Amount
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### Particulars of Person Authorised to Complete this Application

ID Number: **SXXXXXXI**  
Name: **Creditor 01**  
Address:  
Contact Number:  
Email Address:

### Particulars of Asset(s) to Administer

No.	Type of Asset	Description	Vehicle Number	Vehicle Type	Transferee ID Number	Transferee Name	Location of Asset	Currency	Value of Asset
1	IRAS Refund							SGD	1,000.00

# Application to Lay Claim on Assets – Confirmation

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

**4** Click on the **Submit** button.

*Note: If UEN / Company Number don't have an existing case, system will auto create DF case.*

### Supporting Documents

No.	Date	File Type	Description	Supporting Document
1	09/11/2022	Copies of Cheques Received		<a href="#">Supporting Document.pdf</a>

### 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  **4**

# Application to Lay Claim on Assets – Payment

- 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 logo with the tagline 'Integrity · Service · Excellence' and a search bar. Below the search bar are links for 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Print'. The main content area is titled 'Online Payment Service' and contains a 'Transaction Details' table with one row of data. Below the table is a section 'To receive Payment Status' with an 'Email Address' input field. Below that is a section 'Payment Method For eNETS' with two radio button options: 'VISA' (selected) and 'eNETS'. At the bottom right of the form is a 'Payment' button. Below the form is an 'Important:' section with three numbered instructions.

MINISTRY OF LAW  
SINGAPORE

Singapore Government  
Integrity · Service · Excellence  
FAQs Contact Info Feedback Useful Links Print

Search  
Within This Website  
Go

Online Payment Service

Transaction Details				
S/NO.	Transaction No.	Currency Type	Amount	Create Date
1	CDC2022012000438Y	SGD	10.00	2022-01-20 18:09:57

To receive Payment Status

Email Address **1**  
(To receive payment status after submission, please provide a valid email address)

Payment Method For eNETS

**2**  
 For VISA/MasterCard Credit and Debit cards

For customers with Internet Banking account from DBS/POSB, Citibank, OCBC/Plus! or UOB.

**3**

**Important:**

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.

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

Thursday, 20 January 2022

## 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**

**VISA** **MasterCard**  
SECURE SecureCode

Merchant Name  
Merchant Reference Code  
NETS Reference Code  
Amount

TEST: Ministry of Law  
CDC20220120180957969  
20220120181101270  
SGD 10.00

**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.

CVV / CVC2  [What is CVV/CVV2/CID]

Expiry Date  Month  (eg: 2022)

**VISA**

Fast, Secure & Hassle-free transactions

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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# Application to Lay Claim on Assets – 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.

The screenshot shows the eNETS payment page. On the left is a navigation menu with 'Consumer eNETS', 'Privacy Policy', 'Security Guidelines', and 'Customer Service'. The main content area has the date 'Thursday, 20 January 2022' and the heading 'debit from bank account'. A red warning message states: '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.' Below this is a list of five allowed sites: 1. www.enets.sg, 2. dbasd2pay.dbs.com (for DBS/POSB Account holders), 3. uniservices1.uobgroup.com (for UOB Account holders), 4. www.ocbc.com (For OCBC account holders), and 5. www.plus.com.sg (For Plus! account holders). A 'TRANSACTION INFORMATION' section displays: Merchant Name: TEST: Ministry of Law, Merchant Reference Code: CDC20220120181544847, NETS Reference Code: 20220120182437281, Merchant Hostname: http://www.mlaw.gov.sg, and Amount: SGD 10.00. An 'Important Notice' in red text says: 'Please note down the transaction information in this section just in case you need to raise any query on this transaction.' Below this is a 'SINGAPORE BANK SELECTION' section with a dropdown menu labeled 'Bank' and the text 'Please select a bank'. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons. Red callout boxes with numbers 7 and 8 point to the dropdown menu and the SUBMIT button, respectively.

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 displays the eNETS Consumer portal interface. At the top left is the eNETS logo. The top right corner shows the date 'Thursday, 20 January 2022'. A central warning box with a '9' in a grey square 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 is an 'Important:' notice with the same warning text. 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 make life great'.

**10** Verify the completed Payment transaction.

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

The screenshot displays the Ministry of Law Services website. At the top left is the logo for the Ministry of Law, Singapore. On the top right, there is a search bar with a dropdown menu set to 'Within This Website' and a 'Go' button. Below the search bar is a green banner that reads 'Payment Complete'. The main content area is divided into two columns. The left column, labeled '10 Ministry of Law Services', provides contact information: Address: 45 Maxwell Road, #07-11 The URA Centre (East Wing), Singapore 069118; Call: (65) 1800-2255-529; Website: www.mlaw.gov.sg. The right column, labeled 'Payment Details', shows: Payment Status: Payment Successful; Payment Mode: eNETS Credit Card; EP Reference No.: 20220120182920148; EP Transaction No.: CDC20220120182907711; Transaction Date/Time: 2022-01-20 18:29:20. Below this is a table titled 'Transaction Details' with the following data:

S/NO.	Transaction No	Currency Type	Amount	Create Date
1	CDC2022012000440C	SGD	10.00	2022-01-20 18:29:07

Below the table is a green button labeled '11 Click to complete this transaction >'. At the bottom, there is an 'Important:' section with three numbered points: 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. At the very bottom, there are links for 'Report Vulnerability', 'Privacy Statement', and 'Terms of Use', along with the copyright notice '© 2017 Government of Singapore' and a note 'This site is best viewed using Internet Explorer 9 & above. Last updated on 1 Jun 2017'.

- 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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## Application to Lay Claim on Assets of Dissolved / Struck Off Company

1. Company Details 2. Applicant Details 3. Asset Details 4. Confirmation 5. Payment 6. Acknowledgement

Thank you for using our eService

Your application for the Lay Claim on Assets of Dissolved / Struck Off Company 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: DF-000015-2021-X  
E Filing Number: LCA202201204665A  
Date of Submission: 20/01/2022 06:35:03 PM

1 Back to Dashboard Print