

CORPORATE INSOLVENCY DIVISION

Submit Statement of Affairs

User Guide for Corporate Insolvency E-Services

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

Last updated on 21 Apr 2022

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General Information

- 1) Corporate Insolvency E-services Internet URL: <https://eservices.mlaw.gov.sg/io>
- 2) This is for submission of Statement of Affairs by officers of company to the Official Receiver (“OR”) for cases where OR is appointed its liquidator.
- 3) Please ensure that you access the Portal using the latest versions of Chrome, Microsoft Edge or Safari.
- 4) Singpass login is required to access the e-services.
- 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.

Statement of Affairs – Dashboard

1 After you have logged in to the **Corporate Insolvency E-Services Portal**:

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

2 Select the **Submit Statement of Affairs**.

The screenshot shows the Corporate Insolvency E-Services Portal dashboard. At the top, there is a navigation bar with the Ministry of Law logo and the text 'A Singapore Government Agency Website'. The user is logged in as 'Case Officer 1' and has a 'LOGOUT' button. The main navigation menu includes 'E-SERVICES' and 'MY ACCOUNT'. The 'E-SERVICES' menu is expanded, showing options: 'Submit Preliminary Information', 'Submit Statement of Affairs', 'Submit Statement of Assets and Liabilities', 'Request for Statement of Affairs Extension', and 'Submit Statutory Declaration on Company's Inability to Continue Business by Reason of its Liabilities'. The 'Submit Statement of Affairs' option is highlighted with a red box and a '2' in a dark square. Below the navigation bar, there is a 'Dashboard' section with a 'My Cases' tab. The 'My Cases' section has two sub-tabs: 'Action Required' and 'Drafts'. Below these tabs is a table with the following columns: 'Case Reference Number', 'Name of Company', 'UEN / Company Number', 'Submission Type', 'Case Status', and 'Date of Action Task'. The table is currently empty.

Statement of Affairs – Introduction (1 / 2)

1 Read the notes carefully.

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Welcome, Company Officer 1

LOGOUT

Statement of Affairs

1 This is an online filing required for officers of a wound up company to submit their Statement of Affairs. Pursuant to section 141(3) of the Insolvency, Restructuring and Dissolution Act 2018 ("IRDA"), a Statement of Affairs ("SA") pertaining to the company is required to be submitted to the OR within 14 days after the date of the winding up order or within such extended time as the OR or the Court for special reasons specifies.

It should take about 30-45 minutes with complete information on hand to complete your application.

You will need:

- Reason of Winding-Up
- Schedule A – Trade and Other Receivables
- Schedule B – Other Assets
- Schedule C – Assets Held as Security
- Schedule D – Contingent Assets
- Schedule E – Unpaid Issued Share Capital
- Schedule F – Preferential Claims
- Schedule G – Unsecured Claims
- Schedule H – Contingent Claims

Note: Please refer to the [Explanatory Note](#) below for guidance in completing the Statement of Affairs.

Maximum file size submitted must not exceed 5 MB individually.

Statement of Affairs – Introduction (2 / 2)

2 Click on the **Proceed** button.



STATEMENT OF AFFAIRS FORM
Submit or edit your application form.

2

Proceed

Statement of Affairs – Case Details

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

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1. Case Details 2. Statement of Affairs 3. Confirmation 4. Acknowledgement

1 **Case Details**

Case Reference Number - -

OR

UEN / Company Number

Back to Dashboard **2** **Proceed**

1 In the **Statement of Assets and Liabilities** main page, review the Particulars in Company and enter the company **Assets and Liabilities** information.

2 In the Summary of Assets and Liabilities table, click on the **Trade and other Receivables** link to enter the company assets in Schedule A.

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Particulars in Company

1	Name of Company	A SMALL WORLD 1
	UEN / Company Number	2020XXXXXX
	Case Reference Number	CW-000001-2021-N
	Statement of Assets and Liabilities as at	
	Statement of Affairs Submission Due Date	06/08/2020

Summary of Assets and Liabilities

No.	Assets	Schedule	Cost or Book Value (\$)	Estimated Realisable Value (\$)
2	1 Trade and other Receivables	A	0.00	0.00
	2 Other Assets	B	0.00	0.00
	3 Assets held as Security	C1	0.00	0.00
	4 Contingent Assets	D	0.00	0.00
	5 Unpaid Issued Share Capital	E	0.00	0.00

1 In the **Schedule A – Trade and Other Receivables** page, select either **Yes** or **No** whether there are any trade and other receivables due to the company.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

Statement of Affairs

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Schedule A – Trade and Other Receivables

1 Q1. Are there any trade or other receivables due to the Company?
E.g. Goods sold on credit, unpaid fees for services rendered, loans or outstanding payments for delivered goods etc.

Yes No

No.	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Details of Receivable
-----	----------------	-------------	------------------	--------------------------	----------------------------------	-----------------------

(A) Sub-Total of Cost or Book Value (S\$)

S\$ 0.00

(A) Sub-Total of Estimated Realisable Value (S\$)

S\$ 0.00

2 Enter the **Details of Trade and Other Receivables** information.

Details of Trade and Other Receivables

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

ID Type

Please select ▼

For foreign and other entities / individuals where no ID No is available, please select "Others" under "ID Type" and key in "NA" as the ID No.

Name of Debtor

Debtor's Address

Address Type

Local Address Foreign 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

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

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

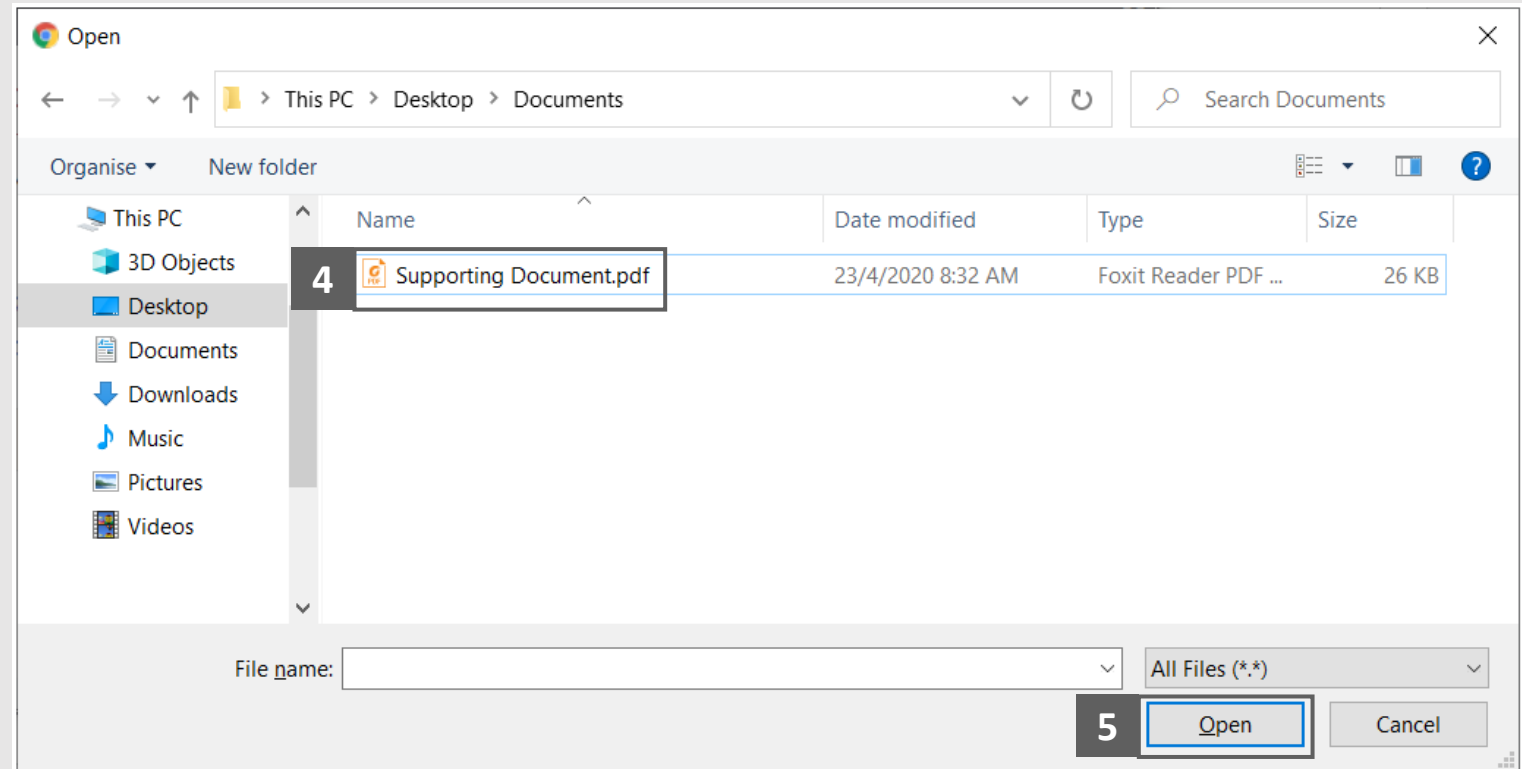
3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

No file chosen

4 Select a document to be uploaded

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



6 Verify the added supporting document record.

7 To upload another supporting document type, select document type and click on **Choose File** button.


The screenshot displays the 'Supporting Documents' section of a web application. At the top, there is a table with the following structure:

No.	Description	Supporting Document	Delete
1	Receivables	Supporting Documents.pdf	▼

Below the table, there is a section titled 'Supporting Document's Description' which contains a text input field. Below the input field, there is a prompt: 'Please specify the description of document and upload supporting document below.' At the bottom of this section, there is a 'Choose File' button and the text 'No file chosen'. At the very bottom of the interface, there are two buttons: 'Cancel' and 'Add'.

- 8 To delete a Supporting Document, click on the arrow down under Delete column and select **Delete**.
- 9 Click on the **Yes** button to acknowledge the confirmation message.
- 10 Click on the **Add** button to save the entered information.

Supporting Documents

No.	Description	Supporting Document	Delete
1	Receivables	Supporting Documents.pdf	 8 <input type="button" value="Delete"/>

Supporting Document's Description

Please specify the description of document and upload supporting document below.

Ca **10**

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

9


11 Verify the added **Trade and other Receivables** record, Sub-Total of Cost of Book Value and Estimated Realisable Value.

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Schedule A – Trade and Other Receivables

Q1. Are there any trade or other receivables due to the Company?
E.g. Goods sold on credit, unpaid fees for services rendered, loans or outstanding payments for delivered goods etc.

Yes No

No.	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Details of Receivable
1	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE	1,000.00	1,000.00	Loans 

(A) Sub-Total of Cost or Book Value (S\$)

S\$ 1,000.00

(A) Sub-Total of Estimated Realisable Value (S\$)

S\$ 1,000.00

12 To edit a **Trade and Other Receivables** record, click on the arrow down and select **Edit**.

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Schedule A - Trade and Other Receivables

Q1. Are there any trade or other receivables due to the Company?
E.g. Goods sold on credit, unpaid fees for services rendered, loans or outstanding payments for delivered goods etc.

Yes No

No.	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Details of Receivable
1	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE	1,000.00	1,000.00	Goods sold on cre

(A) Sub-Total of Cost or Book Value (S\$)
S\$ 1,000.00

(A) Sub-Total of Estimated Realisable Value (S\$)
S\$ 1,000.00

12 Edit Delete

13 Edit the **Details of Trade and Other Receivables** information if needed.

13 **Details of Trade and Other Receivables**

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

2020XXXXXX

ID Type

Local Incorporated Company

For foreign and other entities / individuals where no ID No is available, please select "Others" under "ID Type" and key in "NA" as the ID No.

Name of Debtor

SIRI TESTING TWO LIMITED

Debtor's Address

Address Type

Local Address Foreign 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

14 Edit the **Details of Trade and Other Receivables information** if needed.

14 Level - *optional*

Unit - *optional*

Building Name

Cost or Book Value (S\$)

Estimated Realisable Value (S\$)

Details of Receivable

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

Supporting Documents

No.	Description	Supporting Document	Delete
1	Receivables	Supporting Documents.pdf	▼

Supporting Document's Description

Please specify the description of document and upload supporting document below.

Cancel DE **15** UPDATE

16 To delete a record, click on the arrow down and select **Delete**.

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

18 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button.

You may also click on the **NEXT** button to enter Other Assets.

1. Case Details 2. Statement of Affairs 3. Confirmation 4. Acknowledgement

Schedule A – Trade and Other Receivables

Q1. Are there any trade or other receivables due to the Company?
E.g. Goods sold on credit, unpaid fees for services rendered, loans or outstanding payments for delivered goods etc.

Yes No

No.	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (\$S)	Estimated Realisable Value (\$S)	Details of Receivable
1	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE 521131	1,000.00	1,000.00	Goods sold on credit

17 Edit
Delete

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

18 Yes No

Back to Dash **19** RETURN TO SUMMARY NEXT

19 Verify the Total Cost or Book Value and Estimated Realisable Value in Schedule A AND Click on the **Other Assets** link to enter company assets in Schedule B.

Summary of Assets and Liabilities				
No.	Assets	Schedule	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)
1	Trade and other Receivables	A	1000.00	1000.00
19	Other Assets	B	0.00	0.00
3	Assets held as Security	C1	0.00	0.00
4	Contingent Assets	D	0.00	0.00
5	Unpaid Issued Share Capital	E	0.00	0.00
Total Assets			0.00	0.00
Less				
No.	Liabilities	Schedule	Amount Owing (\$\$)	
6	Secured Claims	C2	0.00	
7	Preferential Claims	F	0.00	
8	Unsecured Claims	G	0.00	
9	Contingent Claims	H	0.00	
Total Liabilities			0.00	
Estimated *Deficit / Surplus			0.00	
(Total Assets – Total Liabilities)				

- 1 In the **Schedule B – Real Estate (B1A)** page, select either **Yes** or **No** whether the company own real estate. If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

- 1 Q2. Does the Company own the following assets?
B1 Real Estate
E.g. Land or building, but does not include those held on trust (see Q3) or as security (see Schedule C)
 Yes No

No.	Assets Description	Location of Assets	Ownership Type	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
-----	--------------------	--------------------	----------------	--------------------------	----------------------------------

(B1) Sub-Total of Cost or Book Value (S\$)

S\$ 0.00

(B1) Sub-Total of Estimated Realisable Value (S\$)

S\$ 0.00

2 Enter the **Details of Real Estate** information.

2 **Details of Real Estate**

Assets Description

Location of Assets

Address Type

Local Address Foreign 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

Level - optional

Unit - optional

Building Name

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

4 Please follow the same steps in the following [slides reference](#).

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

Ownership Type
Please select

Cost or Book Value (S\$)
0.00

Estimated Realisable Value (S\$)
0.00

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

5 Verify the added **Real Estate** record, **Sub-Total of Cost of Book Value** and **Estimated Realisable Value**.

1. Case Details 2. Statement of Affairs 3. Confirmation 4. Acknowledgement

Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

Q2. Does the Company own the following assets?
B1 Real Estate
 E.g. Land or building, but does not include those held on trust (see Q3) or as security (see Schedule C)

Yes No

No.	Assets Description	Location of Assets	Ownership Type	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	Real Estate	SINGAPORE	Sole Ownership	5,000.00	5,000.00

(B1) Sub-Total of Cost or Book Value (S\$)
 S\$ 5,000.00

(B1) Sub-Total of Estimated Realisable Value (S\$)
 S\$ 5,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter **Other Assets**.

You may also click on the **RETURN TO SUMMARY** button to proceed to **Statement of Affairs** main page.

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Schedule B - Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

Q2. Does the Company own the following assets?

B1 Real Estate
E.g. Land or building, but does not include those held on trust (see Q3) or as security (see Schedule C)

Yes No

No.	Assets Description	Location of Assets	Ownership Type	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Real Estate	SINGAPORE	Sole Ownership	5,000.00	

6 Edit Delete

Back to Dash 7 RETURN TO SUMMARY NEXT

1 In the **Schedule B – Real Estate (B1B)** page, select either **Yes** or **No** whether the company hold any real estate on behalf of a third party. If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

2 Enter the **Details of Real Estate on behalf of a Third Party** information.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 Q3. Does the Company hold any Real Estate on behalf of a third party?

Yes No

No.	Assets Description	Location of Assets	Name of Owner	Owner's ID	Owner's Address	Any Other Details
-----	--------------------	--------------------	---------------	------------	-----------------	-------------------

2 Details of Real Estate on behalf of a Third Party

Assets Description

3 Proceed to enter the **Details of Real Estate on behalf of a Third Party** information.

3 **Location of Assets**

Address Type
 Local Address Foreign 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

Level - optional

Unit - optional

Building

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

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

5 Please follow the same steps in the following [slides reference](#).

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

Unit - optional

Building Name

Any Other Details - optional

Supporting Documents

No.	Description	Supporting Document	Delete

4 Supporting Document's Description

Please specify the description of document and upload supporting document below.

No file chosen

Ca **5**

6 Verify the added **Real Estate** record.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

Q3. Does the Company hold any Real Estate on behalf of a third party?

Yes No

No.	Assets Description	Location of Assets	Name of Owner	Owner's ID	Owner's Address	Any Other Details
1	Real Estate	SINGAPORE	BIZ LABEL CHNAGES	2020XXXXX	Singapore	

7 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

8 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

Q3. Does the Company hold any Real Estate on behalf of a third party?

Yes No

No.	Assets Description	Location of Assets	Name of Owner	Owner's ID	Owner's Address	Any Other Details
1	Real Estate	SINGAPORE	BIZ LABEL CHNAGES	SXXXXXXXX	Singapore	

7 Edit Delete

8 Back to Dash RETURN TO SUMMARY NEXT

1 In the **Schedule B – Other Assets (B2)** page, select either **Yes** or **No** whether the company have Cash in Hand / Cash held by other persons on behalf of the Company.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B **B2** B3 B4 B5 B6 B7 B8 B9

1 Q4. Does the Company own any of the following assets?
B2 Cash in Hand / Cash held by other persons on behalf of the Company

Yes No

No.	Held with	Address	Foreign Currency	Amount in Foreign Currency	Cost or Book Value (\$)	Estimated Realisable Value (\$)
-----	-----------	---------	------------------	----------------------------	-------------------------	---------------------------------

(B2) Sub-Total of Cost or Book Value (\$)

S\$ 0.00

(B2) Sub-Total of Estimated Realisable Value (\$)

S\$ 0.00

2 Proceed to enter the **Details of Cash in Hand / Cash held by other persons** information.

2 **Details of Cash in Hand / Cash held by other persons**

Held with

Address
Address Type - *optional*
 Local Address Foreign 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

Level - *optional*

Unit - *optional*

Building Name

Statement of Affairs – Other Assets (Cash in Hand / Cash held - B2) (3 / 5)

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

4 Please follow the same steps in the following [slides reference](#).

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

Foreign Currency - optional

Please select

Cost or Book Value (S\$)

0.00

Estimated Realisable Value (S\$)

0.00

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

Statement of Affairs – Other Assets (Cash in Hand / Cash held - B2) (4 / 5)

5 Verify the added **Cash in Hand / Cash held by other persons** record, Sub-Total of Cost of Book Value and Estimated Realisable Value.

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Schedule B – Other Assets

B1A B1B **B2** B3 B4 B5 B6 B7 B8 B9

Q4. Does the Company own any of the following assets?
B2 Cash in Hand / Cash held by other persons on behalf of the Company

Yes No

No.	Held with	Address	Foreign Currency	Amount in Foreign Currency	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	CZC	SINGAPORE		0.00	5,000.00	5,000.00

(B2) Sub-Total of Cost or Book Value (S\$)
S\$ 5,000.00

(B2) Sub-Total of Estimated Realisable Value (S\$)
S\$ 5,000.00

Statement of Affairs – Other Assets (Cash in Hand / Cash held - B2) (5 / 5)

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B - Other Assets

B1A B1B **B2** B3 B4 B5 B6 B7 B8 B9

Q4. Does the Company own any of the following assets?
B2 Cash in Hand / Cash held by other persons on behalf of the Company

Yes No

No.	Held with	Address	Foreign Currency	Amount in Foreign Currency	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)
1	CZC	1 TANJONG PAGAR PLAZA HDB SINGAPORE 082001		0.00	5,000.00	6.00

Edit
Delete

Back to Dash **7** RETURN TO SUMMARY NEXT

Statement of Affairs – Other Assets (Cash in Bank or other Institutions - B3) (1 / 5)

1 In the **Schedule B – Other Assets (B3)** page, select either **Yes** or **No** whether the company have cash in bank or other Institutions.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 B3 Cash in Bank or other Institutions

Yes No

No.	Name of Bank / Institution	Bank / Institution's Address	Account No.	Cost or Book Value (\$)	Estimated Realisable Value (\$)
-----	----------------------------	------------------------------	-------------	-------------------------	---------------------------------

(B3) Sub-Total of Cost or Book Value (\$)

S\$ 0.00

(B3) Sub-Total of Estimated Realisable Value (\$)

S\$ 0.00

2 Proceed to enter the **Details of Cash in Bank or other Institutions** information.

2 **Details of Cash in Bank or other Institutions**

UEN Number of Bank / Institution

Name of Bank / Institution

Bank / Institution's Address

Address Type

Local Address Foreign 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

Level - *optional*

Unit - *optional*

Statement of Affairs – Other Assets (Cash in Bank or other Institutions - B3) (3 / 5)

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

4 Please follow the same steps in the following [slides reference](#).

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

Building Name

Account Number

Cost or Book Value (S\$)

Estimated Realisable Value (S\$)

Supporting Documents

No.	Description	Supporting Document	Delete

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

No file chosen

Statement of Affairs – Other Assets (Cash in Bank or other Institutions - B3) (4 / 5)

6 Verify the added **Details of Cash in Bank or other Institutions** record.

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Schedule B - Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B3 Cash in Bank or other Institutions

Yes No

No.	Name of Bank / Institution	Bank / Institution's Address	Account No.	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	Bank	Singapore	111122223333	1,000.00	1,000.00

(B3) Sub-Total of Cost or Book Value (S\$)

S\$ 1,000.00

(B3) Sub-Total of Estimated Realisable Value (S\$)

S\$ 1,000.00

Statement of Affairs – Other Assets (Cash in Bank or other Institutions - B3) (5 / 5)

7 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

8 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B3 Cash in Bank or other Institutions

Yes No

No.	Name of Bank / Institution	Bank / Institution's Address	Account No.	Cost or Book Value (\$S)	Estimated Realisable Value (\$S)
1	Bank	Singapore	111122223333	1,000.00	1,000.00

7

Edit
Delete

Back to Dash 8 RETURN TO SUMMARY NEXT

1 In the **Schedule B – Other Assets (B4)** page, select either **Yes** or **No** whether company have Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 B4 Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets

Yes No

No.	Assets Category	Assets Description	Location of Assets	Quantity	Registration / Serial No.	Cost or Book Value (\$)	Estimated Realisable Value (\$)
-----	-----------------	--------------------	--------------------	----------	---------------------------	-------------------------	---------------------------------

(B4) Sub-Total of Cost or Book Value (\$)

\$ 0.00

(B4) Sub-Total of Estimated Realisable Value (\$)

\$ 0.00

2 Proceed to enter the **Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets** information.

2 **Details of Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets**

Assets Category
Please select

Assets Description

Location of Assets
Address Type
 Local Address Foreign 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

Level - optional

Unit - optional

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

Please follow the same steps in the following [slides reference](#).

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

The screenshot shows a web interface for adding supporting documents. At the top, there is a table titled "Supporting Documents" with columns for "No.", "Description", "Supporting Document", and "Delete". Below the table is a form for adding a new document. The form has a section titled "Supporting Document's Description" with a text input field. Below the input field is a grey box containing the instruction: "Please specify the description of document and upload supporting document below." At the bottom of the form, there is a "Choose File" button and the text "No file chosen". At the bottom right of the form, there is a "Ca" button, a "4" button, and an "ADD" button.

5 Verify the added **Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets** record.

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Schedule B - Other Assets

B1A B1B B2 B3 **B4** B5 B6 B7 B8 B9

B4 Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets

Yes No

No.	Assets Category	Assets Description	Location of Assets	Quantity	Registration / Serial No.	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	Inventory	Inventory	SINGAPORE	10		1,000.00	1,000.00

(B4) Sub-Total of Cost or Book Value (S\$)

S\$ 1,000.00

(B4) Sub-Total of Estimated Realisable Value (S\$)

S\$ 1,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B4 Inventory / Plant & Equipment / Furniture & Fittings / Vehicles / Other Movable Assets

Yes No

No.	Assets Category	Assets Description	Location of Assets	Quantity	Registration / Serial No.	Cost or Book Value (\$S)	Estimated Realisable Value (\$S)
1	Inventory	Inventory	SINGAPORE	10		1,000.00	

Back to Dash 7 RETURN TO SUMMARY NEXT

1 In the **Schedule B – Other Assets (B5)** page, select either **Yes** or **No** whether the company have joint ventures. If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 B5 Joint Ventures

Yes No

No.	Name of Joint Venture	UEN / Company Number	Description of Project Involved	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)

(B5) Sub-Total of Cost or Book Value (S\$)

S\$ 0.00

(B5) Sub-Total of Estimated Realisable Value (S\$)

S\$ 0.00

2 Enter the **Details of Joint Ventures** information.

2 **Details of Joint Ventures**

UEN / Company Number / Others

ID Type

Please select ▼

For foreign and other entities / individuals where no ID Number is available, please select "Others" under "ID Type" and key in "NA" as the ID Number.

Name of Joint Venture

Description of Project Involved - *optional*

Cost or Book Value (S\$)

Estimated Realisable Value (S\$)

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

Please follow the same steps in the following [slides reference](#).

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

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

5 Verify the added **Joint Ventures** record.

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Schedule B - Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B5 Joint Ventures

Yes No

No.	Name of Joint Venture	UEN / Company Number	Description of Project Involved	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	SIRI TESTING TWO LIMITED	2020XXXXX		1,000.00	1,000.00

(B5) Sub-Total of Cost or Book Value (S\$)

S\$ 1,000.00

(B5) Sub-Total of Estimated Realisable Value (S\$)

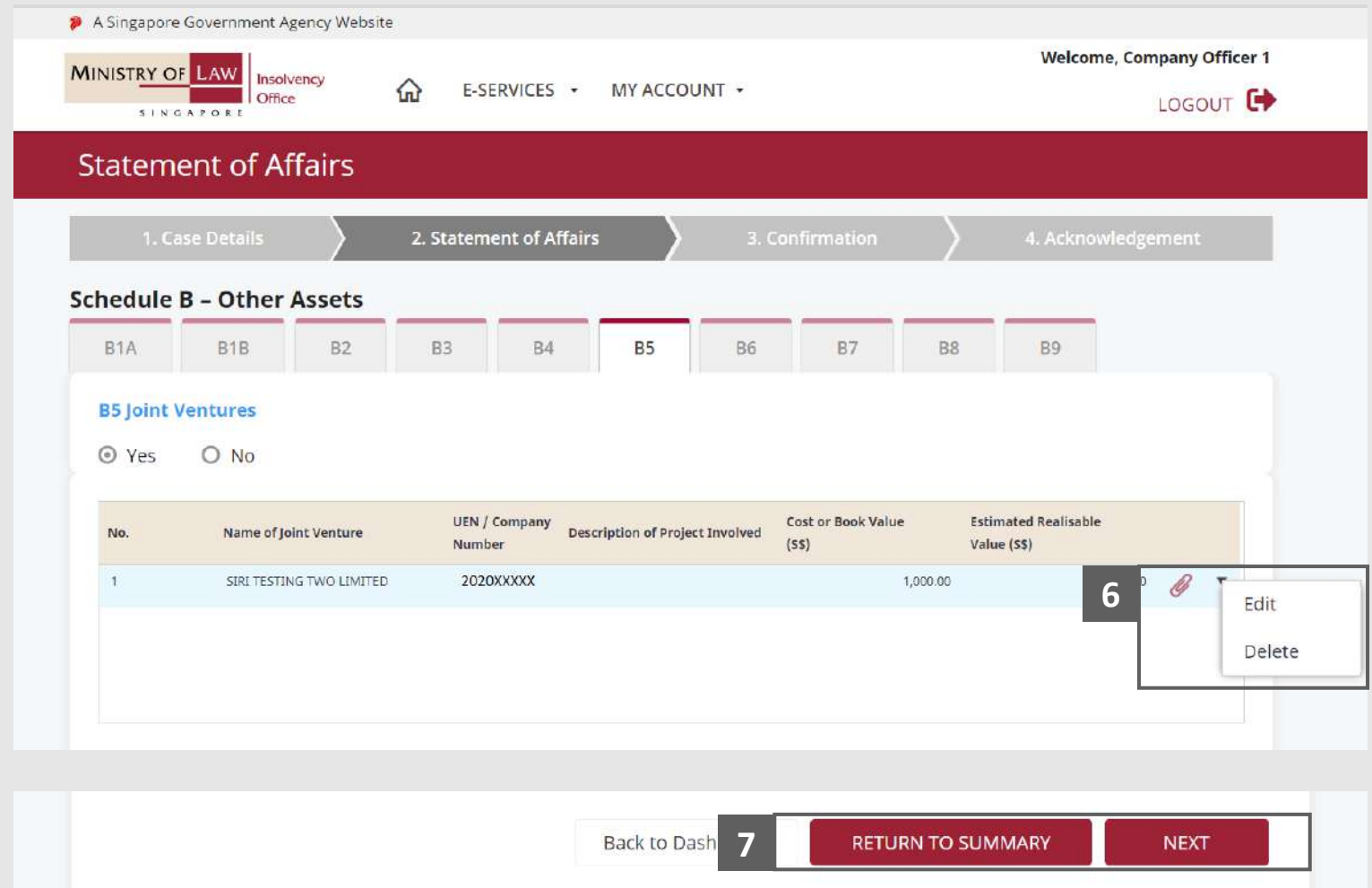
S\$ 1,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.



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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B5 Joint Ventures

Yes No

No.	Name of Joint Venture	UEN / Company Number	Description of Project Involved	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	SIRI TESTING TWO LIMITED	2020XXXXX		1,000.00	

6

Edit
Delete

Back to Dash 7 RETURN TO SUMMARY NEXT

Statement of Affairs – Other Assets (Securities Investment - B5) (1 / 5)

1 In the **Schedule B – Other Assets (B6)** page, select either **Yes** or **No** whether the company have securities investment.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 **B6 Securities Investment**
E.g. Investment in shares, bonds, options or other financial securities etc.

Yes No

No.	Name of Company Invested in	UEN / Company Number	Financial Security Type	Quantity	Cost or Book Value (\$)	Estimated Realisable Value (\$)
-----	-----------------------------	----------------------	-------------------------	----------	-------------------------	---------------------------------

(B6) Sub-Total of Cost or Book Value (\$)

\$ 0.00

(B6) Sub-Total of Estimated Realisable Value (\$)

\$ 0.00

Statement of Affairs – Other Assets (Securities Investment - B5) (2 / 5)

2 Enter the **Details of Securities Investment** information.

2 **Details of Securities Investment**

UEN / Company Number / Others

ID Type

Please select ▼

For foreign and other entities / individuals where no ID Number is available, please select "Others" under "ID Type" and key in "NA" as the ID Number.

Name of Company Invested in

Financial Security Type

Please select ▼

Listed / Unlisted Shares

Please select ▼

CDP Account Number

No. of Share

0.00

Quantity

0.00

Statement of Affairs – Other Assets (Securities Investment - B5) (3 / 5)

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

Please follow the same steps in the following [slides reference](#).

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

Cost or Book Value (S\$)

0.00

Estimated Realisable Value (S\$)

0.00

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

Supporting Document Type

Please select

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

Statement of Affairs – Other Assets (Securities Investment - B5) (4 / 5)

- 5 Verify the added **Securities Investment** record, Sub-Total of Cost or Book Value and the Sub-Total of Estimated Realisable Value.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B6 Securities Investment

E.g. Investment in shares, bonds, options or other financial securities etc.

Yes No

No.	Name of Company Invested in	UEN / Company Number	Financial Security Type	Quantity	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	SIRI TESTING TWO LIMITED	2020XXXXX	Shares	10	1,000.00	1,000.00

(B6) Sub-Total of Cost or Book Value (\$)

\$ 1,000.00

(B6) Sub-Total of Estimated Realisable Value (\$)

\$ 1,000.00

Statement of Affairs – Other Assets (Securities Investment - B5) (5 / 5)

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B - Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B6 Securities Investment

E.g. Investment in shares, bonds, options or other financial securities etc.

Yes No

No.	Name of Company Invested in	UEN / Company Number	Financial Security Type	Quantity	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	SIRI TESTING TWO LIMITED	202000125D	Shares	10	1,000.00	1,000.00

Edit
Delete

Back to Dash 7 RETURN TO SUMMARY NEXT

1 In the **Schedule B – Other Assets (B7)** page, select either **Yes** or **No** whether the company have deposits.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 **B7 Deposits**
E.g. Rental deposit, down payment made by the company or deposit to obtain a licence etc.

Yes No

No.	Assets Description	Account Number	Held with	Address of whom the deposit is held with	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
-----	--------------------	----------------	-----------	--	--------------------------	----------------------------------

(B7) Sub-Total of Cost or Book Value (S\$)

S\$ 0.00

(B7) Sub-Total of Estimated Realisable Value (S\$)

S\$ 0.00

2 Enter the **Address of whom the deposit is held with** information.

2 **Address of whom the deposit is held with**

Address Type
 Local Address Foreign 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

Level - optional

Unit - optional

Building Name

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

Please follow the same steps in the following [slides reference](#).

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

Cost or Book Value (S\$)

0.00

Estimated Realisable Value (S\$)

0.00

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

Supporting Document Type

Please select

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

5 Verify the added **Deposits** record.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 **B7** B8 B9

B7 Deposits
E.g. Rental deposit, down payment made by the company or deposit to obtain a licence etc.

Yes No

No.	Assets Description	Account Number	Held with	Address of whom the deposit held with	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Rental Deposit		SIRI TESTING TWO LIMITED	SINGAPORE	1,000.00	1,000.00

(B7) Sub-Total of Cost or Book Value (\$)

\$ 1,000.00

(B7) Sub-Total of Estimated Realisable Value (\$)

\$ 1,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B7 Deposits

E.g. Rental deposit, down payment made by the company or deposit to obtain a licence etc.

Yes No

No.	Assets Description	Account Number	Held with	Address of whom the deposit is held with	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	Rental Deposit		SIRI TESTING TWO LIMITED	SINGAPORE	1,000.00	1,000.00

6

Edit
Delete

Back to Dash 7 RETURN TO SUMMARY NEXT

Statement of Affairs – Other Assets (Intangible Assets – B8) (1 / 5)

1 In the **Schedule B – Other Assets (B8)** page, select either **Yes** or **No** whether the company has Intangible Assets.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 **B8** B9

1 **B8 Intangible Assets**
E.g. patents, trademarks, copyright, etc.
 Yes No

No.	Assets Description	Registration / Serial Number	Country of Registration	Cost or Book Value (\$)	Estimated Realisable Value (\$)
-----	--------------------	------------------------------	-------------------------	-------------------------	---------------------------------

(B8) Sub-Total of Cost or Book Value (\$)

S\$ 0.00

(B8) Sub-Total of Estimated Realisable Value (\$)

S\$ 0.00

2 Enter the **Details of Intangible Assets** information.

2 **Details of Intangible Assets**

Assets Description

Please select

Registration / Serial Number - *optional*

Country of Registration - *optional*

Cost or Book Value (S\$)

0.00

Estimated Realisable Value (S\$)

0.00

Statement of Affairs – Other Assets (Intangible Assets – B8) (3 / 5)

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

Please follow the same steps in the following [slides reference](#).

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

The screenshot shows a web interface for adding supporting documents. At the top, there is a table titled "Supporting Documents" with columns for "No.", "Description", "Supporting Document", and "Delete". Below the table is a form section titled "Supporting Document's Description" which contains a text input field and a "Choose File" button. A message below the input field reads "Please specify the description of document and upload supporting document below." At the bottom right of the form, there is a "Ca" label, a "4" in a box, and an "ADD" button.

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

No file chosen

Ca **4**

Statement of Affairs – Other Assets (Intangible Assets – B8) (4 / 5)

5 Verify the added **Intangible Assets** record.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 **B8** B9

B8 Intangible Assets

E.g. patents, trademarks, copyright, etc.

Yes No

No.	Assets Description	Registration / Serial Number	Country of Registration	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Patent			1,000.00	1,000.00

(B8) Sub-Total of Cost or Book Value (\$)

S\$ 1,000.00

(B8) Sub-Total of Estimated Realisable Value (\$)

S\$ 1,000.00

Statement of Affairs – Other Assets (Intangible Assets – B8) (5 / 5)

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter Other Assets.

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

B8 Intangible Assets

E.g. patents, trademarks, copyright, etc.

Yes No

No.	Assets Description	Registration / Serial Number	Country of Registration	Cost or Book Value (\$S)	Estimated Realisable Value (\$S)
1	Patent			1,000.00	1,000.00

6

Edit
Delete

Back to Dash 7 RETURN TO SUMMARY NEXT

Statement of Affairs – Other Assets (Other Miscellaneous Assets – B9) (1 / 5)

1 In the **Schedule B – Other Assets (B9)** page, select either **Yes** or **No** whether the company have other miscellaneous assets.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

1 Q5. Are there any other assets of the Company not listed above?
B9 Other Miscellaneous Assets
E.g. Club memberships, insurance policies etc.
 Yes No

No.	Assets Description	Cost or Book Value (\$)	Estimated Realisable Value (\$)	Remarks

(B9) Sub-Total of Cost or Book Value (\$)

\$ 0.00

(B9) Sub-Total of Estimated Realisable Value (\$)

\$ 0.00

Statement of Affairs – Other Assets (Other Miscellaneous Assets – B9) (2 / 5)

2 Enter the **Details of Other Miscellaneous Assets** information.

2 **Details of Other Miscellaneous Assets**

Assets Description

Cost or Book Value (S\$)

Estimated Realisable Value (S\$)

Remarks - *optional*

Statement of Affairs – Other Assets (Other Miscellaneous Assets – B9) (3 / 5)

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

Please follow the same steps in the following [slides reference](#).

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

The screenshot shows a web interface for adding supporting documents. At the top, there is a table titled "Supporting Documents" with columns for "No.", "Description", "Supporting Document", and "Delete". Below the table is a form area with a "Supporting Document's Description" label, a text input field, and a "Choose File" button. The text input field contains the instruction "Please specify the description of document and upload supporting document below." The "Choose File" button is currently disabled, showing "No file chosen". At the bottom right of the form area, there is a "Ca" label, a "4" in a box, and an "ADD" button.

Statement of Affairs – Other Assets (Other Miscellaneous Assets – B9) (4 / 5)

5 Verify the added **Other Miscellaneous Assets** record.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

Q5. Are there any other assets of the Company not listed above?
B9 Other Miscellaneous Assets
E.g. Club memberships, insurance policies etc.

Yes No

No.	Assets Description	Cost or Book Value (\$)	Estimated Realisable Value (\$)	Remarks
1	Insurance Policy	1,000.00	1,000.00	

(B9) Sub-Total of Cost or Book Value (\$)

S\$ 1,000.00

(B9) Sub-Total of Estimated Realisable Value (\$)

S\$ 1,000.00

Statement of Affairs – Other Assets (Other Miscellaneous Assets – B9) (5 / 5)

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule B – Other Assets

B1A B1B B2 B3 B4 B5 B6 B7 B8 B9

Q5. Are there any other assets of the Company not listed above?

B9 Other Miscellaneous Assets
E.g. Club memberships, insurance policies etc.

Yes No

No.	Assets Description	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)	Remarks
1	Insurance Policy	1,000.00	1,000.00	

Back to Dash **7** RETURN TO SUMMARY

Statement of Affairs – Other Assets (B)

8 Verify the total Cost or Book Value and Estimated Realisable Value in Schedule B

AND

Click on the **Asset held as Security** link to enter company assets in Schedule C1.

Summary of Assets and Liabilities				
No.	Assets	Schedule	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
8	Assets held as Security	C1	0.00	0.00
4	Contingent Assets	D	0.00	0.00
5	Unpaid Issued Share Capital	E	0.00	0.00
Total Assets			10,000.00	10,000.00
Less				
No.	Liabilities	Schedule	Amount Owing (\$\$)	
6	Secured Claims	C2	0.00	
7	Preferential Claims	F	0.00	
8	Unsecured Claims	G	0.00	
9	Contingent Claims	H	0.00	
Total Liabilities			0.00	
Estimated *Deficit / Surplus				10,000.00
(Total Assets – Total Liabilities)				

1 In the **Schedule C – Assets held as security** page, select either **Yes** or **No** whether the company have any assets held as security.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule C – Assets held as security

1 Q6. Does the company have any assets held as security?
C1 Assets held as security / C2 Security holder
E.g. Mortgage, pledge, hire purchase or lien etc.

Yes No

No.	Assets Descriptions	Location of Assets	Security Type	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Name of Security Holder	Security Holder's ID	Security Holder's Address	Amount Owning (S\$)
-----	---------------------	--------------------	---------------	--------------------------	----------------------------------	-------------------------	----------------------	---------------------------	---------------------

(C1) Sub-Total of Cost or Book Value (S\$)

S\$ 0.00

2 Enter the **Details of Assets held as Security** information.

(C1) Sub-Total of Estimated Realisable Value (S\$)

S\$ 0.00

(C2) Sub-Total of Amount owing (S\$)

S\$ 0.00

2 **Details of Assets held as Security**

Assets Description

Location of Assets

Address Type

Local Address Foreign 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

3 Enter the **Details of Security holder** information.

3 **Details of Security holder**

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

ID Type

Please select ▼

For foreign and other entities / individuals where no ID Number is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID Number.

Name of Security Holder

Security holder's Address

Address Type

Local Address Foreign 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

4 Please indicate if the security holder has taken any steps or actions to enforce his/her security. If so, please insert **Date of enforcement.**

4 Level - *optional*

Unit - *optional*

Building Name

Amount Owning (S\$)

Has security holder taken any steps or actions to enforce his / her security?

Yes No

Date of Enforcement

5 Please indicate whether Receiver or Manager is appointed. If yes, please enter the Receiver or Manager information otherwise enter the Status of Receivership.

5 Receiver or Manager appointed?
 Yes No

Name of Receiver or Manager appointed

Receiver or Manager firm's name

Status of Receivership (e.g. assets seized or pending completion of sale etc.)

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

Please follow the same steps in the following [slides reference](#).

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

The screenshot shows a web interface for adding supporting documents. At the top, there is a table titled "Supporting Documents" with columns for "No.", "Description", "Supporting Document", and "Delete". Below the table is a form area with a "Supporting Document's Description" label, a text input field, and a "Please specify the description of document and upload supporting document below." instruction. A "Choose File" button is present, showing "No file chosen". At the bottom right, there is a "Cancel" button and an "ADD" button. A dark grey box with the number "7" is overlaid on the "ADD" button.

8 Verify the added **Assets held as security** record, Sub-total of Cost or Book Value, Estimated Realisable Value and Amount owing.

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Schedule C – Assets held as security

Q6. Does the company have any assets held as security?

C1 Assets held as security / C2 Security holder

E.g. Mortgage, pledge, hire purchase or lien etc.

Yes No

No.	Assets Descriptions	Location of Assets	Security Type	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Name of Security Holder	Security Holder's ID	Security Holder's Address	Amount Owing (S\$)
1	Real Estate	Singapore	Mortgage	10,000.00	10,000.00	FP11112222	Security Holder	Singapore	1,000.00

(C1) Sub-Total of Cost or Book Value (S\$)

S\$ 10,000.00

(C1) Sub-Total of Estimated Realisable Value (S\$)

S\$ 10,000.00

(C2) Sub-Total of Amount owing (S\$)

S\$ 1,000.00

9 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

10 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule C – Assets held as security

Q6. Does the company have any assets held as security?
C1 Assets held as security / C2 Security holder
E.g. Mortgage, pledge, hire purchase or lien etc.

Yes No

No.	Assets Descriptions	Location of Assets	Security Type	Cost or Book Value (\$)	Estimated Realisable Value (\$)	Name of Security Holder	Security Holder's ID	Security Holder's Address	Amount Owning (\$)
1	Real Estate	Singapore	Mortgage	10,000.00	10,000.00	FP11112222	Security Holder	Singapore	1,000.00

Back to Dash **10** RETURN TO SUMMARY

11 Verify the total Cost or Book Value and Estimated Realisable Value in Schedule C1

AND

Click on the **Contingent Assets** link to enter company assets in Schedule D.

Note: Schedule C2 will also populated from the Amount Owing entered in Schedule C1.

Summary of Assets and Liabilities				
No.	Assets	Schedule	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	10,000.00	10,000.00
11	Contingent Assets	D	0.00	0.00
5	Unpaid Issued Share Capital	E	0.00	0.00
Total Assets			20,000.00	20,000.00
Less				
No.	Liabilities	Schedule	Amount Owing (S\$)	
6	Secured Claims	C2	1,000.00	
7	Preferential Claims	F	0.00	
8	Unsecured Claims	G	0.00	
9	Contingent Claims	H	0.00	
Total Liabilities			1,000.00	
Estimated *Deficit / Surplus			19,000.00	
(Total Assets – Total Liabilities)				

1 In the **Schedule D – Contingent Assets** page, select either **Yes** or **No** whether the company have any contingent assets.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule D – Contingent Assets

1 Q8: Does the Company have any contingent assets?
E.g. Ongoing lawsuit, arbitration involving the company or warranty etc.

Yes No

No	Contingent Assets Description	Details of Contingent Assets	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)
----	-------------------------------	------------------------------	----------------	-------------	------------------	--------------------------	----------------------------------

(D) Sub-Total of Cost or Book Value (S\$)

S\$ 0.00

(D) Sub-Total of Estimated Realisable Value (S\$)

S\$ 0.00

2 Enter the **Details of Contingent Assets** information.

2 **Details of Contingent Assets**

Contingent Assets Description

Please select

Details of Contingent Assets

UEN / Company Number / NRIC Number / Passport Number / Others - *optional*

ID Type - *optional*

Please select

For foreign and other entities / individuals where no ID Number is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID Number.

Name of Debtor - *optional*

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

Please follow the same steps in the following [slides reference](#).

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

Cost or Book Value (S\$)

0.00

Estimated Realisable Value (S\$)

0.00

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

5 Verify the added **Contingent Assets** record, Sub-total of Cost or Book Value and Estimated Realisable Value.

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Schedule D – Contingent Assets

Q8: Does the Company have any contingent assets?
E.g. Ongoing lawsuit, arbitration involving the company or warranty etc.

Yes No

No	Contingent Assets Description	Details of Contingent Assets	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)		
5	1	Ongoing lawsuit	Ongoing lawsuit	Debtor	FP112233	Singapore	1,000.00	1,000.00	 ▼

(D) Sub-Total of Cost or Book Value (S\$)

S\$ 1,000.00

(D) Sub-Total of Estimated Realisable Value (S\$)

S\$ 1,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule D - Contingent Assets

Q8: Does the Company have any contingent assets?
E.g. Ongoing lawsuit, arbitration involving the company or warranty etc.

Yes No

No	Contingent Assets Description	Details of Contingent Assets	Name of Debtor	Debtor's ID	Debtor's Address	Cost or Book Value (\$S)	Estimated Realisable Value (\$S)
1	Ongoing lawsuit	Ongoing lawsuit	Debtor	FP112233	Singapore	1,000.00	1,000.00

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8 Verify the total Cost or Book Value and Estimated Realisable Value in Schedule D
AND
Click on the **Unpaid Issued Share Capital** link to enter Asset in Schedule E.

Summary of Assets and Liabilities				
No.	Assets	Schedule	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	10,000.00	10,000.00
4	Contingent Assets	D	1,000.00	1,000.00
5	Unpaid Issued Share Capital	E	0.00	0.00
Total Assets			21,000.00	21,000.00
Less				
No.	Liabilities	Schedule	Amount Owing (\$\$)	
6	Secured Claims	C2	1,000.00	
7	Preferential Claims	F	0.00	
8	Unsecured Claims	G	0.00	
9	Contingent Claims	H	0.00	
Total Liabilities			1,000.00	
Estimated *Deficit / Surplus			20,000.00	
(Total Assets – Total Liabilities)				

1 In the **Schedule E – Unpaid Issued Share Capital** page, select either **Yes** or **No** whether the company have any unpaid issued share capital.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule E – Unpaid Issued Share Capital

1 Q9. Does the Company have any unpaid issued share capital?

Yes No

No.	Name of Shareholder	ID Number	Shareholder's Address	No. of Shares Allotted	Value per Share	Cost or Book Value of Unpaid Share Capital (S\$)	Estimated Realisable Value of Unpaid Share Capital (S\$)
-----	---------------------	-----------	-----------------------	------------------------	-----------------	--	--

(E) Sub-Total of Cost or Book Value of Unpaid Share Capital (S\$)

S\$ 0.00

(E) Sub-Total of Estimated Realisable Value of Unpaid Share Capital (S\$)

S\$ 0.00

2 Enter the **Details of Unpaid Issued Share Capital** information.

Details of Unpaid Issued Share Capital

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

ID Type

Please select

For foreign and other entities / individuals where no ID Number is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID Number.

Name of Shareholder

Shareholder's Address

Address Type

Local Address Foreign 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

3 Enter the **Value per share**.

Level - *optional*

Unit - *optional*

Building Name

Number of Share Allotted

3 Value per share

Currency Type

Amount

- 4 Enter the **Value of Unpaid Share**.
- 5 Select the document type and click on the **Choose File** button to upload supporting document.
Please follow the same steps in the following [slides reference](#).
- 6 Click on the **Add** button to save the entered information.

4 **Value of Unpaid Share Capital**

Cost or Book Value of Unpaid Share Capital (S\$)

Estimated Realisable Value of Unpaid Share Capital (S\$)

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

5 **Supporting Document's Description**

Please specify the description of document and upload supporting document below.

No file chosen

Ca **6**

7 Verify the added **Unpaid Share Capital** record and the sub-total of Cost or Book Value and the Estimated Realisable Value of Unpaid Share Capital.

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Schedule E – Unpaid Issued Share Capital

Q9. Does the Company have any unpaid issued share capital?

Yes No

No.	Name of Shareholder	ID Number	Shareholder's Address	No. of Shares Allotted	Value per Share	Cost or Book Value of Unpaid Share Capital (S\$)	Estimated Realisable Value of Unpaid Share Capital (S\$)
1	Shareholder	PN112233	Singapore	10	1,000.00	1,000.00	1,000.00

(E) Sub-Total of Cost or Book Value of Unpaid Share Capital (S\$)

S\$ 1,000.00

(E) Sub-Total of Estimated Realisable Value of Unpaid Share Capital (S\$)

S\$ 1,000.00

8 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

9 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule E - Unpaid Issued Share Capital

Q9. Does the Company have any unpaid issued share capital?

Yes No

No.	Name of Shareholder	ID Number	Shareholder's Address	No. of Shares Allotted	Value per Share	Cost or Book Value of Unpaid Share Capital (S\$)	Estimated Realisable Value of Unpaid Share Capital (S\$)
1	Shareholder	PN112233	Singapore	10	1,000.00	1,000.00	1,000.00

Back to Dashboard **9** RETURN TO SUMMARY

- 10** Verify the total Cost or Book Value and Estimated Realisable Value in Schedule E
- 11** Verify the Total Assets of Cost or Book Value and the Estimated Realisable Value.
- 12** Click on the **Secured Claims** link to enter company liabilities in Schedule C2.

Summary of Assets and Liabilities				
No.	Assets	Schedule	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	10,000.00	10,000.00
4	Contingent Assets	D	1,000.00	1,000.00
10	5 Unpaid Issued Share Capital	E	1,000.00	1,000.00
11	Total Assets		22,000.00	22,000.00
Less				
No.	Liabilities	Schedule	Amount Owing (\$)	
12	6 Secured Claims	C2	1,000.00	
7	Preferential Claims	F	0.00	
8	Unsecured Claims	G	0.00	
9	Contingent Claims	H	0.00	
Total Liabilities			1,000.00	
Estimated *Deficit / Surplus			21,000.00	
(Total Assets - Total Liabilities)				

1 Verify the **C1 Assets held as security / C2 Security holder** record.

Please follow the same steps in the following [slides reference](#) to add C2 Security holder.

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Schedule C – Assets held as security

Q6. Does the company have any assets held as security?

C1 Assets held as security / C2 Security holder
E.g. Mortgage, pledge, hire purchase or lien etc.

Yes No

No.	Assets Descriptions	Location of Assets	Security Type	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Name of Security Holder	Security Holder's ID	Security Holder's Address	Amount Owing (S\$)
1	Real Estate	Singapore	Mortgage	1,000.00	1,000.00	Security Holder	FP11112222	Singapore	1,000.00

2 Verify the **C1 Assets held as security / C2 Security holder** record and the sub-total of Cost or Book Value / Estimated Realisable Value / Amount Owing.

3 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

Schedule C – Assets held as security
Q6. Does the company have any assets held as security?
[C1 Assets held as security / C2 Security holder](#)
E.g. Mortgage, pledge, hire purchase or lien etc.

Yes No

No.	Assets Descriptions	Location of Assets	Security Type	Cost or Book Value (S\$)	Estimated Realisable Value (S\$)	Name of Security Holder	Security Holder's ID	Security Holder's Address	Amount Owing (S\$)
2 1	Pledge	Singapore	Pledge	1,000.00	1,000.00	Security Holder	PN112233	Singapore	1,000.00
2	Real Estate	Singapore	Mortgage	1,000.00	1,000.00	Security Holder	FP11112222	Singapore	1,000.00

(C1) Sub-Total of Cost or Book Value (S\$)
S\$ 2,000.00

(C1) Sub-Total of Estimated Realisable Value (S\$)
S\$ 2,000.00

(C2) Sub-Total of Amount owing (S\$)
S\$ 2,000.00

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3

RETURN TO SUMMARY

4 Verify the total Amount Owing Value in Schedule C2.

AND

Click on the **Preferential Claims** link to enter company liabilities in Schedule F.

Summary of Assets and Liabilities

No.	Assets	Schedule	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	11,000.00	11,000.00
4	Contingent Assets	D	1,000.00	1,000.00
5	Unpaid Issued Share Capital	E	1,000.00	1,000.00

Total Assets 23,000.00 23,000.00

Less

No.	Liabilities	Schedule	Amount Owing (\$)
6	Secured Claims	C2	2,000.00
7	Preferential Claims	F	0.00
8	Unsecured Claims	G	0.00
9	Contingent Claims	H	0.00

Total Liabilities 2,000.00

Estimated *Deficit / Surplus 21,000.00

(Total Assets – Total Liabilities)

- 1 In the **Schedule F – Preferential Claims (F1)** page, select either **Yes** or **No** whether the company have employees' claims.
If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule F - Preferential Claims

F1 F2 F3 F4

Q10. Does the Company have any of the following preferential claims?

1 **F1 Employees' Claims**
E.g. Wages & salaries, allowance or vacation leave, etc.

Yes No

No.	Name of Employee	Employee's ID	Employee's Address	Type of Claim	Start Date of Claim	End Date of Claim	Amount Owning (S\$)
-----	------------------	---------------	--------------------	---------------	---------------------	-------------------	---------------------

(F1) Sub-Total of Amount Owning (S\$)

S\$ 0.00

2 Enter the **Details of Employees** information.

2

Details of Employees

NRIC Number / Passport Number / FIN Number / Others

ID Type

Please select

For foreign and other entities / individuals where no ID No is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID No.

Name of Employee

Employee's Address

Address Type

Local Address Foreign Address


For foreign and other entities / individuals where no address is available, please select 'Foreign Address' and key in 'NA'.

Postal Code

- 3 Continue to enter the Details of Employee information and the Amount Owning.
- 4 Select the document type and click on the **Choose File** button to upload supporting document.
Please follow the same steps in the following [slides reference](#).
- 5 Click on the **Add** button to save the entered information.

3

End Date - *optional*

DD/MM/YYYY 

Amount Owning (\$\$)

0.00

Net of any CPF

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

4

Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca 5 ADD

6 Verify the added **Employees Claims** record and the sub-total of Amount Owing.

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Schedule F - Preferential Claims

F1 F2 F3 F4

Q10. Does the Company have any of the following preferential claims?

F1 Employees' Claims
E.g. Wages & salaries, allowance or vacation leave, etc.

Yes No

No.	Name of Employee	Employee's ID	Employee's Address	Type of Claim	Start Date of Claim	End Date of Claim	Amount Owing (S\$)
1	Employee	SXXXXXXXX	SINGAPORE	Wages & salaries	01/01/2021	30/06/2021	5,000.00

(F1) Sub-Total of Amount Owing (S\$)

S\$ 5,000.00

7 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

8 Scroll down at the bottom of the page and click on the **NEXT** button to enter other Preferential Claims

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule F - Preferential Claims

F1 F2 F3 F4

Q10. Does the Company have any of the following preferential claims?

F1 Employees' Claims
E.g. Wages & salaries, allowance or vacation leave, etc.

Yes No

No.	Name of Employee	Employee's ID	Employee's Address	Type of Claim	Start Date of Claim	End Date of Claim	Amount Owning (S\$)
1	Employee	SXXXXXXX	SINGAPORE	Wages & salaries	01/01/2021	30/06/2021	5,000

7 Edit Delete

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Statement of Affairs – Preferential Claims (Workmen Compensation - F2) (1 / 5)

- 1 In the **Schedule F – Preferential Claims (F2)** page, select either **Yes** or **No** whether the company have workmen compensation.
If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule F - Preferential Claims

F1 F2 F3 F4

1 F2 Workmen Compensation

Yes No

No.	Name of Claimant	Claimant's ID	Claimant's Address	Amount Owning (\$)
-----	------------------	---------------	--------------------	--------------------

(F2) Sub-Total of Amount Owning (\$)

S\$ 0.00

Statement of Affairs – Preferential Claims (Workmen Compensation - F2) (2 / 5)

2 Enter the **Details of Claimant** information and the **Amount Owing**.

2 **Details of Claimant**

NRIC Number / Passport Number / FIN Number / Others

ID Type

Please select ▼

For foreign and other entities / individuals where no ID Number is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID Number.

Name of Claimant

Claimant's Address

Address Type

Local Address Foreign 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

Statement of Affairs – Preferential Claims (Workmen Compensation - F2) (3 / 5)

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

Please follow the same steps in the following [slides reference](#).

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

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

Back to Dashboard RETURN TO SUMMARY NEXT

Statement of Affairs – Preferential Claims (Workmen Compensation - F2) (4 / 5)

5 Verify the added **Workmen Compensation** record and the sub-total of Amount Owing.

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Schedule F - Preferential Claims

F1 F2 F3 F4

F2 Workmen Compensation

Yes No

No.	Name of Claimant	Claimant's ID	Claimant's Address	Amount Owing (S\$)
1	Claimant	PN112233	SINGAPORE	1,000.00

(F2) Sub-Total of Amount Owing (S\$)

S\$ 1,000.00

Statement of Affairs – Preferential Claims (Workmen Compensation - F2) (5 / 5)

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter other Preferential Claims

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Welcome, Company Officer 1

MINISTRY OF LAW SINGAPORE Insolvency Office

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Schedule F - Preferential Claims

F1 F2 F3 F4

F2 Workmen Compensation

Yes No

No.	Name of Claimant	Claimant's ID	Claimant's Address	Amount Owning (S\$)
1	Claimant	PN112233	SINGAPORE	1,00

Edit
Delete

Back to Dash RETURN TO SUMMARY NEXT

Statement of Affairs – Preferential Claims (Central Provident Fund Contributions - F3) (1 / 4)

1 In the **Schedule F – Preferential Claims (F3)** page, select either **Yes** or **No** whether the company have Central Provident Fund Contributions.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule F - Preferential Claims

F1 F2 F3 F4

1 **F3 Central Provident Fund Contributions**

Yes No

No.	Start Date of Claim	End Date of Claim	Amount Owing (S\$)
-----	---------------------	-------------------	--------------------

(F3) Sub-Total of Amount Owing (S\$)

S\$ 0.00

Statement of Affairs – Preferential Claims (Central Provident Fund Contributions - F3) (2 / 4)

- 2 Enter the **Period of Claim** information.
- 3 Select the document type and click on the **Choose File** button to upload supporting document.
Please follow the same steps in the following [slides reference](#).
- 4 Click on the **Add** button to save the entered information.

Period of claim

2 Start Month Start Year
Please select

End Month End Year
Please select

Amount Owing (S\$)
0.00

Supporting Documents

No.	Description	Supporting Document	Delete
1			

3 Supporting Document's Description
1
Please specify the description of document and upload supporting document below.
Choose File No file chosen

4 Cancel ADD

Statement of Affairs – Preferential Claims (Central Provident Fund Contributions - F3) (3 / 4)

- 5 Verify the added **Central Provident Fund Contributions** record and the sub-total of Amount Owing.

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Schedule F - Preferential Claims

F1 F2 **F3** F4

F3 Central Provident Fund Contributions

Yes No

No.	Start Date of Claim	End Date of Claim	Amount Owing (S\$)
1	01/01/2021	31/12/2021	5,000.00

(F3) Sub-Total of Amount Owing (S\$)

S\$ 5,000.00

Statement of Affairs – Preferential Claims (Central Provident Fund Contributions - F3) (4 / 4)

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **NEXT** button to enter other Preferential Claims

You may also click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule F - Preferential Claims

F1 F2 F3 F4

F3 Central Provident Fund Contributions

Yes No

No.	Start Date of Claim	End Date of Claim	Amount Owning (S\$)
1	01/01/2021	31/12/2021	5,000

Edit
Delete

Back to Dash 7 RETURN TO SUMMARY NEXT

- 1 In the **Schedule F – Preferential Claims (F4)** page, select either **Yes** or **No** whether the company have Government Tax.
If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule F - Preferential Claims

F1 F2 F3 F4

- 1 **F4 Government Tax**
E.g. Income, goods and services, property or employee etc.
 Yes No

No.	Tax Type	Year of Assessment	Amount Owning (S\$)
-----	----------	--------------------	---------------------

(F4) Sub-Total of Amount owing (\$)

S\$ 0.00

2 Enter the **Details of Government Tax** information and the Amount Owning.

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

Please follow the same steps in the following [slides reference](#).

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

Details of Government Tax

2 Tax Type
Please select

Year of Assessment

Amount Owning (S\$)
0.00

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description
Government Tax
Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

5 Verify the added **Government Tax** record and the sub-total of Amount Owing.

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Schedule F - Preferential Claims

F1 F2 F3 F4

F4 Government Tax
E.g. Income, goods and services, property or employee etc.

Yes No

No.	Tax Type	Year of Assessment	Amount Owing (S\$)
1	Income Tax	2021	5,000.00

(F4) Sub-Total of Amount owing (\$)

S\$ 5,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule F - Preferential Claims

F1 F2 F3 F4

F4 Government Tax

E.g. Income, goods and services, property or employee etc.

Yes No

No.	Tax Type	Year of Assessment	Amount Owning (S\$)
1	Income Tax	2021	5,000

Back to Dash **7** RETURN TO SUMMARY

Statement of Affairs – Preferential Claims (F)

8 Verify the total Amount Owing Value in Schedule F.

AND

Click on the **Unsecured Claims** link to enter company liabilities in Schedule G.

Summary of Assets and Liabilities

No.	Assets	Schedule	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	11,000.00	11,000.00
4	Contingent Assets	D	1,000.00	1,000.00
5	Unpaid Issued Share Capital	E	1,000.00	1,000.00

Total Assets 23,000.00 23,000.00

Less

No.	Liabilities	Schedule	Amount Owing (\$)
6	Secured Claims	C2	2,000.00
7	Preferential Claims	F	16,000.00
8	Unsecured Claims	G	0.00
9	Contingent Claims	H	0.00

Total Liabilities 18,000.00

Estimated *Deficit / Surplus 5,000.00

(Total Assets - Total Liabilities)

1 In the **Schedule G – Unsecured Claims** page, select either **Yes** or **No** whether the company owe any unsecured claims.

If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Schedule G - Unsecured Claims

1 Q11: Does the Company owe any unsecured claims?
E.g. Loans granted to the company, rent, goods or services supplied or unpaid services rendered to the company etc.

Yes No

No	Name of Creditor	Creditor's ID	Creditor's Address	Amount Owing (S\$)	Remarks
----	------------------	---------------	--------------------	--------------------	---------

(G) Sub-Total of Amount Owing (S\$)

S\$ 0.00

2 Enter the **Details of Unsecured Claim** information.

2 **Details of Unsecured Claim**

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

ID Type

Please select

For foreign and other entities / individuals where no ID No is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID No.

Name of Creditor

Creditor's Address

Address Type

Local Address Foreign Address

For foreign and other entities / individuals where no address is available, please select 'Foreign Address' and key in 'NA'.

Postal Code

Bik/House Number

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

Please follow the same steps in the following [slides reference](#).

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

Supporting Documents

No.	Description	Supporting Document	Delete
-----	-------------	---------------------	--------

3 Supporting Document's Description

Please specify the description of document and upload supporting document below.

Choose File No file chosen

Ca **4** ADD

5 Verify the added Unsecured Claims record and the sub-total of Amount Owing.

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Schedule G – Unsecured Claims

Q11: Does the Company owe any unsecured claims?
E.g. Loans granted to the company, rent, goods or services supplied or unpaid services rendered to the company etc.

Yes No

No	Name of Creditor	Creditor's ID	Creditor's Address	Amount Owing (\$S)	Remarks
1	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE	5,000.00	Loans granted to the company

(G) Sub-Total of Amount Owing (\$S)

S\$ 5,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Schedule G - Unsecured Claims

Q11: Does the Company owe any unsecured claims?
E.g. Loans granted to the company, rent, goods or services supplied or unpaid services rendered to the company etc.

Yes No

No	Name of Creditor	Creditor's ID	Creditor's Address	Amount Owning (\$\$)	Remarks
1	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE	5,000.00	Loans granted to the company

Back to Dash **7** RETURN TO SUMMARY

8 Verify the total Amount Owing Value in Schedule G.

AND

Click on the **Contingent Claims** link to enter company liabilities in Schedule H.

Summary of Assets and Liabilities

No.	Assets	Schedule	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	11,000.00	11,000.00
4	Contingent Assets	D	1,000.00	1,000.00
5	Unpaid Issued Share Capital	E	1,000.00	1,000.00

Total Assets			23,000.00	23,000.00
---------------------	--	--	------------------	------------------

Less

No.	Liabilities	Schedule	Amount Owing (\$\$)
6	Secured Claims	C2	2,000.00
7	Preferential Claims	F	16,000.00
8	Unsecured Claims	G	5,000.00
8	Contingent Claims	H	0.00

Total Liabilities			23,000.00
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Estimated *Deficit / Surplus			0.00
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(Total Assets - Total Liabilities)

- 1 In the **Schedule H – Contingent Claims** page, select either **Yes** or **No** whether the company have any contingent claims.
If Yes, please proceed to next slide. If No, please skip to next section in the following [slide reference](#).

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Welcome, Company Officer 1

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Schedule H – Contingent Claims

1 Q12: Does the Company have any contingent claims?
E.g. Ongoing lawsuit, arbitration involving the company or warranty etc.

Yes No

No	Contingent Claim Description	Details of Contingent Claim	Name of Creditor	Creditor's ID	Creditor's Address	Amount Owing (S\$)

(H) Sub-Total of Amount Owing (S\$)

S\$ 0.00

2 Enter the **Details of Contingent Claims** information and the **Amount Owing**.

Details of Contingent Claims

2 Contingent Claim Description

Please select

Details of Contingent Claim

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

ID Type

Please select

For foreign and other entities / individuals where no ID Number is available, please select 'Others' under 'ID Type' and key in 'NA' as the ID Number.

Name of Creditor

Creditor's Address

Address Type

Local Address Foreign Address

For foreign and other entities / individuals where no address is available, please select 'Foreign Address' and key in 'NA'.

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

Please follow the same steps in the following [slides reference](#).

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

The screenshot shows a web interface for adding supporting documents. At the top, there is a table titled "Supporting Documents" with columns for "No.", "Description", "Supporting Document", and "Delete". Below the table is a form area with a text input field for "Supporting Document's Description". A grey instruction box below the input field reads: "Please specify the description of document and upload supporting document below." Below this is a "Choose File" button and the text "No file chosen". At the bottom right of the form area, there is a "Ca" label, a "4" in a box, and an "ADD" button.

5 Verify the added **Contingent Claims** record and the **sub-total of Amount Owning**.

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Schedule H – Contingent Claims

Q12: Does the Company have any contingent claims?
E.g. Ongoing lawsuit, arbitration involving the company or warranty etc.

Yes No

No	Contingent Claim Description	Details of Contingent Claim	Name of Creditor	Creditor's ID	Creditor's Address	Amount Owning (S\$)
1	Ongoing lawsuit	Ongoing lawsuit	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE	5,000.00

(H) Sub-Total of Amount Owning (S\$)

S\$ 5,000.00

6 To update or delete a record, click on the arrow down and select an action.

Please follow the same steps in the following [slides reference](#).

7 Scroll down at the bottom of the page and click on the **RETURN TO SUMMARY** button to proceed to Statement of Affairs main page.

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Welcome, Company Officer 1

LOGOUT

Statement of Affairs

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Schedule H - Contingent Claims

Q12: Does the Company have any contingent claims?
E.g. Ongoing lawsuit, arbitration involving the company or warranty etc.

Yes No

No	Contingent Claim Description	Details of Contingent Claim	Name of Creditor	Creditor's ID	Creditor's Address	Amount Owning (S\$)
1	Ongoing lawsuit	Ongoing lawsuit	SIRI TESTING TWO LIMITED	2020XXXXXX	SINGAPORE	5,000

Back to Dash | **7** | RETURN TO SUMMARY

8 Verify the total Amount Owing Value in Schedule H.

9 Verify the Total Liabilities and the Estimated Deficit / Surplus.

Note: Estimated Deficit / Surplus is equal to the Total Assets less the Total Liabilities.

Summary of Assets and Liabilities

No.	Assets	Schedule	Cost or Book Value (\$\$)	Estimated Realisable Value (\$\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	11,000.00	11,000.00
4	Contingent Assets	D	1,000.00	1,000.00
5	Unpaid Issued Share Capital	E	1,000.00	1,000.00

Total Assets			23,000.00	23,000.00
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Less

No.	Liabilities	Schedule	Amount Owing (\$\$)	
6	Secured Claims	C2	2,000.00	
7	Preferential Claims	F	16,000.00	
8	Unsecured Claims	G	5,000.00	
8	9	Contingent Claims	H	5,000.00

9	Total Liabilities			28,000.00
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	Estimated *Deficit / Surplus			-5,000.00
--	------------------------------	--	--	-----------

(Total Assets - Total Liabilities)

1 Select from the options that applies to **Statement of the Cause(s) of Winding-up**.

Statement of the Cause(s) of Winding-Up

- 1** The company has been wound up for the following reason(s)
- Depression / Economic Recession
 - High Overheads
 - Cash Flow Problem
 - Bad Management
 - Poor Sales
 - Inability to collect Debts
 - Insolvency of Affiliated Company
 - Others (Please specify details below)

1 You can allow other Company Officer to view your draft.

To add Company Officer granted to view draft, select an officer in the **Company Officer Name** dropdown and click on the **Add Officer** button.

2 Verify the added Company Officer record.

3 You may add another officer from the Add Officer section.

Company Officer Granted to View Draft

No.	Company Officer Name	Decision	Comment	Download	Concurred
-----	----------------------	----------	---------	----------	-----------

Add Officer

1 Company Officer Name

Company Officer Granted to View Draft

No.	Company Officer Name	Decision	Comment	Download	Concurred
1	XXXXX XXXXX				Bank or Institution's Address
2	XXXXX XXXXX				Form Description Order of Court

Add Officer

3 Company Officer Name

4 To remove access of Company Officer to view draft, click on the arrow down and select Remove Access.

Company Officer Granted to View Draft

No.	Company Officer Name	Decision	Comment	Download	Concurred
1	XXXXX XXXXX				Bank Insti Address
2	XXXXX XXXXX				Form Description Order of Court

4 Remove Access

Add Officer

Company Officer Name

Add Officer

- 1 To add Communication with Case Officer, fill in the **New Message** textbox and click on the **Add Message** button.

Communication with Case Officer of Corporate Insolvency Office

Date	Message	From
30/01/2022	Please submit the Statement of Affairs by 06/08/2020	Case Officer 2

1 New Message

Add Message

Statement of Affairs - Communication (2 / 2)

2 Verify the added communication record.

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

You may also click on the **Save** button to save entered information and create a draft record.

Communication with Case Officer of Corporate Insolvency Office

Date	Message	From
30/01/2022	Please submit the Statement of Affairs by 06/08/2020	Case Officer 2
28/02/2022	Remarks to Case Officer.	Company Officer 1

2

New Message

Add Message

Back to Dash **3** Save Proceed →

Statement of Affairs – Confirmation (1 / 2)

1 Review the information on the confirmation page.

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MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Company Officer 1

E-SERVICES MY ACCOUNT LOGOUT

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1 Summary of Assets and Liabilities

No.	Assets	Schedule	Cost or Book Value (\$)	Estimated Realisable Value (\$)
1	Trade and other Receivables	A	1,000.00	1,000.00
2	Other Assets	B	9,000.00	9,000.00
3	Assets held as Security	C1	11,000.00	11,000.00
4	Contingent Assets	D	1,000.00	1,000.00
5	Unpaid Issued Share Capital	E	1,000.00	1,000.00
Total Assets			23,000.00	23,000.00

Statement of Affairs – Confirmation (2 / 2)

- 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.

2 Less

No.	Liabilities	Schedule	Amount Owing (S\$)
6	Secured Claims	C2	2,000.00
7	Preferential Claims	F	16,000.00
8	Unsecured Claims	G	5,000.00
9	Contingent Claims	H	5,000.00
Total Liabilities			28,000.00
Estimated *Deficit / Surplus			-5,000.00
(Total Assets – Total Liabilities)			

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 (slide right to agree)

4

Back to Dashboard Back **4** Submit

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

OR

Click on the **Exit** button to return to Dashboard for the other E-services.

Note: The Case officer will contact you upon review of the Statement of Affairs submitted via this E-Services.

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MINISTRY OF LAW SINGAPORE Insolvency Office

Welcome, Company Officer 1

E-SERVICES MY ACCOUNT LOGOUT

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Thank you for using our eService
Your Statement of Affairs has been successfully submitted.
Please print this page for your own reference. You will not be able to access this page after exiting the webpage.

1 Print Exit