

# PTIB Portal User Guide

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## **CHANGE LOG**

Date	Version	Changes Made
03 Aug 2016	1.0	First Version
20 Mar 2018	1.1	Updated OA's contact details ; Added paragraph numbers in the document ; Added paragraphs 9.4 to 9.8 ; Edited the equation in Part 11 ; and Added Part 13, 14 and 15.

# Foreword

This PTIB Portal User Guide contains instructions on using the PTIB Portal for daily administration of bankruptcy cases under the PTIBs.

For a start, you may refer to the ***“Handbook on Bankruptcy Administration for a Private Trustee In Bankruptcy (PTIB)”*** for an overview of bankruptcy administration, including the functions, duties and powers of a PTIB.

You are advised to be well-versed in the amended Bankruptcy Act and its subsidiary legislation, which can be found at <https://sso.agc.gov.sg>.

For any queries pertaining to the PTIB Portal, you may contact us through the following channels:

- Call us at 1800 2255 529
- Send your queries via our website at [www.mlaw.gov.sg](http://www.mlaw.gov.sg)

For case specific enquiries, we will reply within 3 to 14 working days. For complex enquiries where we need more time to conduct further checks and investigation, we seek your patience and understanding if we take a longer time to respond.

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## 1. Getting Started - Accessing the PTIB Portal

1.1 You may access the PTIB Portal via the MinLaw Insolvency Office's e-Services webpage at <https://www.mlaw.gov.sg/eservices/io/>.

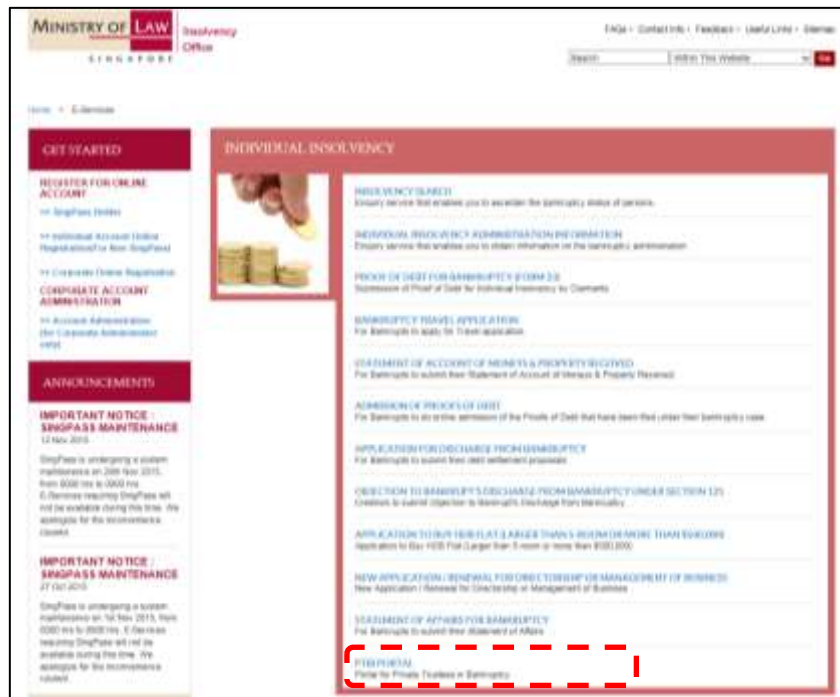


Figure 1: Accessing the PTIB Portal

1.2 After clicking on “PTIB Portal”, you may either log in using your (PTIB’s) Singpass or the non-Singpass account created for you. If you need assistance to create a non-Singpass account, please send us your requests via [www.mlaw.gov.sg](http://www.mlaw.gov.sg) with the relevant subject header for example: “PTIB/GEN/PTIB Portal for Mr XYZ”

Please note that there can only be 1 non-Singpass account created for a PTIB.



Figure 2: Log in to the PTIB Portal

## 2. Landing Page

2.1 The first screen which you see after you log in is the landing page. On this page, you can update your contact details such as telephone number, fax number and postal address. You may also download a copy of the PTIB Handbook from the link located below your contact details.

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Welcome [Name] [Last Name] [Email Address] [Phone Number] [Fax Number] [Address] [City] [State] [Zip Code] [Country]

Update Contact Details

Please update your contact details with the Insolvency Office in order to receive notifications and alerts.

PTIB Number: 00000412

PTIB Name: [Name]

Telephone No. (Mobile): 00000000

Telephone No. (Office): 00000000

Email Address: [Email Address]

Email Correspondence Address: [Email Address]

Postal Code: 000000 [Postcode]

Old House No.: 0

New House No.: 0 [House No.] [Unit No.]

Street Name: CHANGI VILLAGE ROAD

Building Name: [Building Name]

Local PTIB Office / Foreign Address: [Address]

[Update]

The PTIB handbook is available for download. [Download]

Download

Page: 1 of 1

Figure 3: Updating your Contact Details

2.2 At the bottom of the landing page, you will see reminders which you need to take action on. These include payment of (additional) security deposits, fines or reports which are due for submission. To proceed into your workspace, click on “Next” to continue.

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Welcome [Name] [Last Name] [Email Address] [Phone Number] [Fax Number] [Address] [City] [State] [Zip Code] [Country]

Update Contact Details

Please update your contact details with the Insolvency Office in order to receive notifications and alerts.

PTIB Number: 00000412

PTIB Name: [Name]

Telephone No. (Mobile): 00000000

Telephone No. (Office): 00000000

Email Address: [Email Address]

Email Correspondence Address: [Email Address]

Postal Code: 000000 [Postcode]

Old House No.: 0

New House No.: 0 [House No.] [Unit No.]

Street Name: CHANGI VILLAGE ROAD

Building Name: [Building Name]

Local PTIB Office / Foreign Address: [Address]

[Update]

The PTIB handbook is available for download. [Download]

Download

Page: 1 of 1

Reminders

S/N	Reminder Date (DD/MM/YYYY)	Reminding No.	Reminding ID No.	Reminder Type	Reminder Details
1	04/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
2	04/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
3	04/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
4	04/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
5	04/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
6	08/01/2016	0 000000		Additional Security Deposit Not Paid	Required Additional Security Deposit for the assigned case
7	08/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
8	08/01/2016	0 000000		Fine Not Paid	Required to Pay Fine
9	14/01/2016	0 000000		Additional Security Deposit Not Paid	Required Additional Security Deposit for the assigned case
10	14/01/2016	0 000000		Additional Security Deposit Not Paid	Required Additional Security Deposit for the assigned case

Page: 1 of 1

[Next] [Back]

Figure 4: Reminders on the Landing Page

### 3. Main Workspace Screen

3.1 After you have logged in and the page has completed loading, you will be taken to your main workspace screen. On this screen, you will be able to see all pending applications awaiting your review, cases under your administration and cases which you have completed or transferred administration. You may also use the case search function to find a specific case which you wish to access.

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Welcome [User Name]

Search [Search] When This Website [Go]

### Bankruptcy Case Details

**Search Bankruptcy Case**

Please enter at least one search criteria to search bankruptcy case

Bankruptcy Case No. B / [ ] / [ ]

Bankrupt ID No. [ ]

Bankrupt Name [ ]

[Reset] [Search]

### Pending Applications

Page 1 of 1 [1] Go to Page: [1]

SNO.	Application Type	Total Pending Applications	Action
1	Application For Travel	11	[Select]
2	Statement of Affairs	1	[Select]
3	Proof of Debt for Adjudication	18	[Select]

Page 1 of 1 [1] Go to Page: [1]

### Allocated Bankruptcy Case

**Cases under Administration**

Page 1 of 3 [1] [2] [3] Go to Page: [1]

SNO.	Bankruptcy No.	Bankrupt Name	Bankruptcy Order Date	ID No. in Application	Appointment Date	Case blocked due to insufficient security deposit?	Case blocked due to overdue fee?	Action
1	B 602/2016	TETS31MAY16	2001/2016		11/05/2016	No	No	[Select]
2	B 886/2016	TEST0106	06/06/2016		01/06/2016	No	No	[Select]
3	B 333/2016	TEST 4MAY2016	06/02/2016		02/05/2016	No	No	[Select]

Figure 5: Main Workspace Screen





3.2 On this screen, the top section provides you with quick access to outstanding applications at an administrator's level. For example, by clicking on the quick link "Select" under "Application for Travel", you will be able to see all outstanding travel applications filed by the bankrupts under your administration. For clarity, we will focus on explaining how to use the PTIB Portal at the case level. You are free to make use of quick links when you are more familiar with how the portal works.

**Bankruptcy Case Details**

**Search Bankruptcy Case**

Please enter at least one search criteria to search bankruptcy case

Bankruptcy Case No. B7:

Bankrupt ID No.

Bankrupt Name

**Pending Applications**

Page: 1 of 1 -- -- 1 -- -- Go to Page: 1

SNO.	Application Type	Total Pending Applications	Action
1	Application For Travel	11	<input type="button" value="Select"/>
2	Statement of Affairs	1	<input type="button" value="Select"/>
3	Proof of Debt for Adjudication	10	<input type="button" value="Select"/>

Page: 1 of 1 -- -- 1 -- -- Go to Page: 1

**Allocated Bankruptcy Case**

**Cases under Administration**

Page: 1 of 2 -- -- 1 2 -- -- Go to Page: 1

SNO.	Bankruptcy No.	Bankrupt Name	Bankruptcy Order Date	ID No. In Application	Appointment Date	Case blocked due to insufficient security deposit?	Case blocked due to overdue fee?	Action
1	B 502/2016		2001/2016		31/05/2016	No	No	<input type="button" value="Select"/>
2	B 505/2016		05/05/2016		01/06/2016	No	No	<input type="button" value="Select"/>
3	B 333/2016		05/02/2016		02/05/2016	No	No	<input type="button" value="Select"/>
4	B 334/2016		16/02/2016		13/05/2016	No	No	<input type="button" value="Select"/>
5	B 403/2016		14/04/2016		14/04/2016	Yes	No	<input type="button" value="Select"/>
6	B 0950/2016		20/05/2016		27/06/2016	No	No	<input type="button" value="Select"/>

Figure 8: Quick Links on Workspace Page

## 4. Selecting Cases

4.1 To view a specific case, you can either search for that case or select it from the list of cases under your administration. Click on “Select” to open the case view of any case you wish to work on.

3 Proof of Debt for Adjudication 18 Select

Page 1 of 1 1 Go to Page: 1

Allocated Bankruptcy Case

Cases under Administration

Page 1 of 3 1 2 3 Go to Page: 1

S/N/O.	Bankruptcy No.	Bankrupt Name	Bankruptcy Order Date	ID No. in Application	Appointment Date	Case blocked due to insufficient security deposit?	Case blocked due to overdue fee?	Action
1	B 402/2016		20/1/2016		31/05/2016	No	No	Select
2	B 369/2016		05/05/2016		01/06/2016	No	No	Select
3	B 333/2016		05/02/2016		02/05/2016	No	No	Select
4	B 334/2016		16/02/2016		13/05/2016	No	No	Select
5	B 403/2016		14/04/2016		14/04/2016	Yes	No	Select
6	B 9969/2016		20/05/2016		27/06/2016	No	No	Select
7	B 4005/2016		19/05/2016		19/05/2016	No	No	Select
8	B 6001/2016		15/07/2016		15/07/2016	No	No	Select
9	B 981/2016		21/04/2016		02/05/2016	No	No	Select
10	B 1/2009		29/01/2009		24/12/2015	No	No	Select

Page 1 of 3 1 2 3 Go to Page: 1

Discharged / Annulled / Transferred Cases

Page 1 of 1 1 Go to Page: 1

S/N/O.	Bankruptcy No.	Bankrupt Name	ID No. in Application	Discharge / Transfer Date	Case status	Action
1	B 333/2016	TEST 4MA3/2016		04/06/2016	Ceased	
2	B 707/2016	TEST2121		22/05/2016	Ceased	
3	B 707/2016	TEST2121		20/05/2016	Ceased	
4	B 444/2016	TEST444		04/05/2016	Ceased	

Page 1 of 1 1 Go to Page: 1

Figure 9: Selecting a Case

4.2 You will be brought to the case profile page once you have selected the case you wish to view. On this page, you will be able to view and update the contact details of the bankrupt.

The screenshot shows the 'Bankruptcy Case Profile' page. On the left is a 'Menu List' with options: Bankruptcy Case Profile, Statement of Affairs, Proof of Debt, Monthly & Target Contribution, Total Application, Payment, Recommendations for Discharge, Recommendations and Proceedings, Reports, and Back. The main content area has two tabs: 'Bankruptcy Details' (selected) and 'Application Details'. Under 'Bankruptcy Details', there are two sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for Bankruptcy No. (S 000012009), Bankrupt Name, ID No. in Application, ID Type in Application (Singapore Citizen), Business Name, Latest ID No. (if any), Gender (Male), Latest Name (if any), Race (Chinese), Nationality (Singapore Citizen), Date of Birth (DDMMYYYY) (17-10-1972), Date of Death (DDMMYYYY), and Death Cert. No. The 'Contact Details' section includes fields for Home No., Office No., Handphone No., Email Address, Correspondence Address\*, Postal Code, Mailing No., Latest Unit #, Street Name, Building Name, and Unit, and a section for Local P.O. Box/Foreign Address.

Figure 10: Bankrupt's Details

4.3 On the second tab, you will be able to see the bankruptcy application details of the case. These will include information such as the applicant, date of application and the hearing outcome.

The screenshot shows the 'Bankruptcy Case Profile' page with the 'Application Details' tab selected. The 'Bankruptcy Application Details' section includes fields for Bankruptcy No. (S 000012009), Bankruptcy Type (Individual), ID No. in Application, ID Type in Application (Singapore Citizen), Business Name, Date of Application (DDMMYYYY) (22-01-2009), Date of First Hearing (DDMMYYYY) (29-1-2009), Date of Appointment of Interim Receiver (DDMMYYYY), Address, Hearing Outcome, Outcome Date (DDMMYYYY), Next Hearing Date (DDMMYYYY), Other Hearing Outcome, Other Outcome Date (DDMMYYYY), Solicitor Firm Name, Solicitor Firm Ref No. (NA), Amount Included (S\$) (S\$7,380.82), and Amount Excluded (S\$) (S\$0.00). Below this is the 'Applicant Details' section with fields for Self Application (Yes) and Trustee Appointment Date (DDMMYYYY). At the bottom, there is a table of applicants:

S#	Applicant ID Type	Applicant ID No.	Applicant Name
1	Singapore Citizen		SELF PETITION

The table has pagination controls: (1 of 1) and a 'BACK' button.

Figure 11: Details of Bankruptcy Application of the Case Selected

4.4 You may notice that there is a side menu on the left side of the screen. This menu contains quick links to the various applications related to the case. The superscripted numbers beside the “Proof of Debt” and “Travel Application” links reflect the number of applications pending your action.

The screenshot displays the 'Bankruptcy Case Profile' page. On the left, a sidebar menu lists various application types with superscripted numbers indicating pending actions. A red dashed box highlights the 'Proof of Debt' and 'Travel Application' links. The main content area shows the details for a selected application, including bankruptcy information, application details, and applicant details.

Bankruptcy Case Profile											
<b>Bankruptcy Case Info</b> Bankruptcy No. B 123456 Bankruptcy Name: [Name]											
<b>Bankruptcy Application Details</b>											
Bankruptcy No.	B 123456	Bankruptcy Type	Individual								
ET Type in Application	Singapore Citizen	ID No. in Application									
Bankruptcy Name	[Name]	Business Name									
Latest ID No. (if any)	[ID No.]	Date of Application (DDMMYYYY)	02/01/2018								
Date of First Hearing (DDMMYYYY)	29/01/2018	Date of Appointment of Interim Receiver (DDMMYYYY)									
Address											
Hearing Outcome		Outcome Date (DDMMYYYY)									
Next Hearing Date (DDMMYYYY)											
Other Hearing Outcome		Other Outcome Date (DDMMYYYY)									
Solicitor Firm Name		Solicitor Firm Ref No.									
Amount Included (\$)		\$57,888.82									
Amount Excluded (\$)		\$222.80									
<b>Applicant Details</b>											
Self Application		Yes									
Trustee Appointment Date (DDMMYYYY)											
<table border="1"> <thead> <tr> <th>SN</th> <th>Applicant ID Type</th> <th>Applicant ID No.</th> <th>Applicant Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Singapore Citizen</td> <td></td> <td>SELF PETITION</td> </tr> </tbody> </table>				SN	Applicant ID Type	Applicant ID No.	Applicant Name	1	Singapore Citizen		SELF PETITION
SN	Applicant ID Type	Applicant ID No.	Applicant Name								
1	Singapore Citizen		SELF PETITION								

Figure 12: Quick Access Links for Applications related to the Selected Case

## 5. Reviewing Statement of Affairs

5.1 The first application which you will be reviewing is the bankrupt's "Statement of Affairs". To access it, click on the quick link and select the pending "Statement of Affairs" to view the submission.

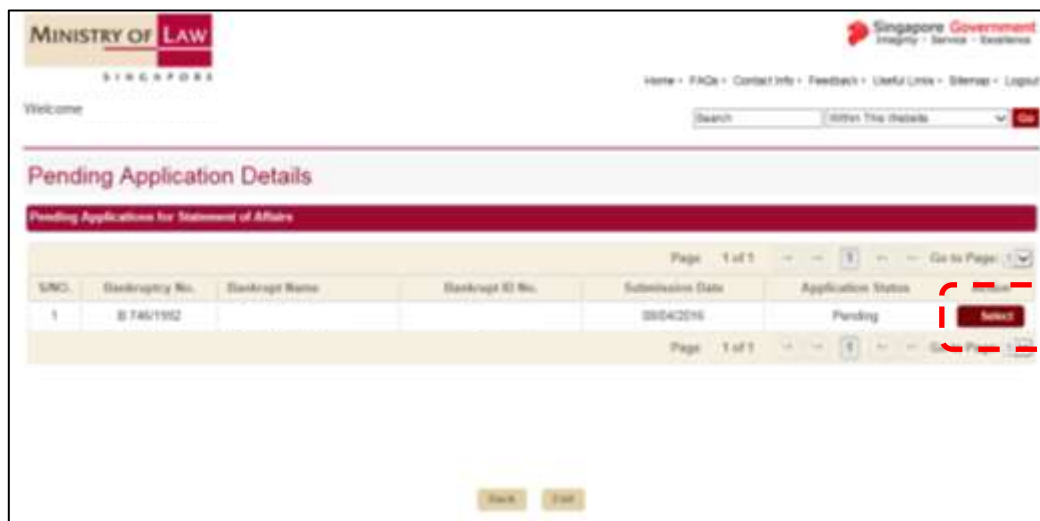


Figure 13: Selecting a Bankrupt's Statement of Affairs

5.2 In the next screen, you will see a listing of all submission(s) which a bankrupt has filed. You may print out a copy of his submitted Statement of Affairs for reference by choosing the "Print" function.

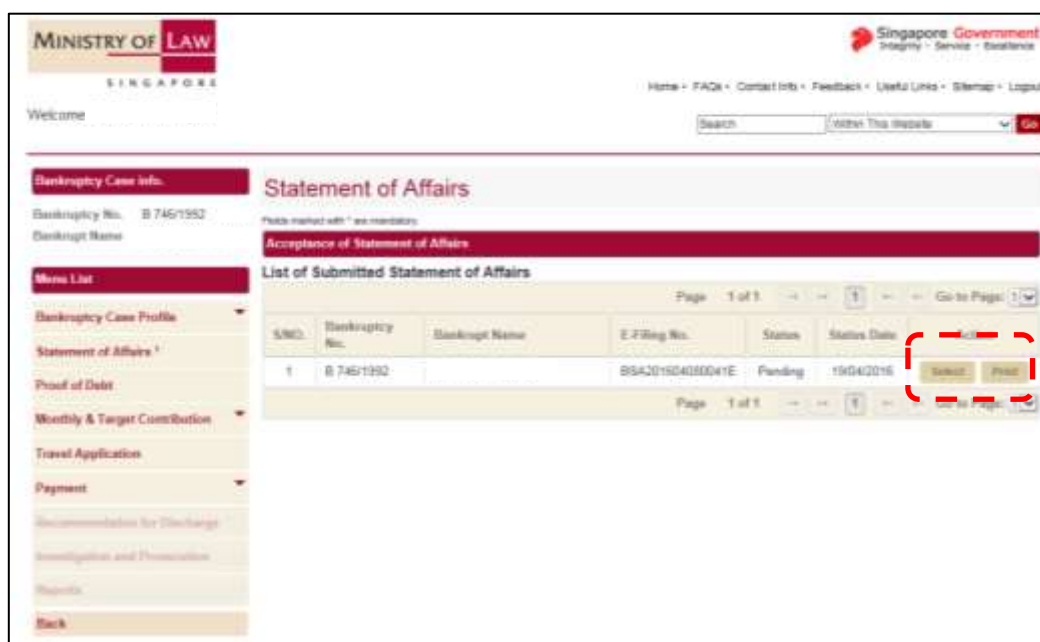


Figure 14: Printing of Statement of Affairs

5.3 You may review specific parts of a bankrupt's submission using the shortcut tabs and/or breadcrumbs. However, PTIBs are advised to review the entire submission to ensure its completeness and accuracy. To avoid overlooking any part of the submission, we recommend using the "Next" button at the bottom of each page to scroll through the submission.

The screenshot displays the PTIB Portal interface for a bankruptcy case. The header includes the Ministry of Law Singapore logo and the Singapore Government logo. The user is logged in as TAY PIJAY CHENG. The main content area is titled 'STATEMENT OF AFFAIRS FOR BANKRUPTCY'. A sidebar on the left contains a 'Menu List' with options like 'Bankruptcy Case Profile', 'Statement of Affairs', 'Proof of Debt', etc. The main content area has a 'PERSONAL PARTICULARS' section with fields for Name, Date of Birth, Nationality, Gender, etc. A red dashed box highlights the 'Assets' tab and the 'Personal Particulars' section.

Figure 15: Shortcut Tabs and Breadcrumbs in SA

**Bankruptcy Case Info.**

Bankruptcy No. B 746/1902  
Bankrupt Name

**Menu List**

- Bankruptcy Case Profile
- Statement of Affairs <sup>1</sup>
- Proof of Debt
- Monthly & Target Contribution
- Travel Application
- Payment
- Recommendation for Discharge
- Investigation and Prosecution
- Reports
- Back

**STATEMENT OF AFFAIRS FOR BANKRUPTCY**

Fields marked with \* are mandatory

Particulars Assets Liabilities Disposed Assets & Debt Repayment Statement Summary

**Personal Particulars** **Family Particulars** **Employment Details** **Bankruptcy Details**

**PARTICULARS OF BANKRUPT'S FAMILY**

Marital Status \* Married  
Spouse Name \* SPOUSENAME  
Spouse ID type \* Singapore Citizen  
Spouse ID No. \* S12345678  
Spouse Net Income(S\$) \* 1,800.00

**HDB/FLAT DETAILS**

Do you own any HDB flat? \* YES  
Address of Flat \*  
Postal Code 680423  
District No. 423  
#Level/Unit # 01 - 01  
Street name JURONG WEST AVENUE 1  
Building Name  
Type of Flat \* Executive Apartment  
Ownership \* Joint Tenancy  
Shareholding (%) \* 50  
Co-Owner(s) Details  
S.No. Name of Co-Owner  
1. CO-OWNER NAME

**CHILDREN / DEPENDANT'S DETAILS**

(Please provide the Name(s), Age(s) of all your children and individuals who are financially dependent on you)

S.No.	Name	Age	Relationship	Employment Status
1	CHILD NAME	5	Child	
2	CHILD NAME	6	Child	

Figure 16: Scrolling through the Statement of Affairs (Family Particulars)

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**Bankruptcy Case Info.**

Bankruptcy No. B 746/1902  
Bankrupt Name

**Menu List**

- Bankruptcy Case Profile
- Statement of Affairs <sup>1</sup>
- Proof of Debt
- Monthly & Target Contribution
- Travel Application
- Payment
- Recommendation for Discharge
- Investigation and Prosecution
- Reports
- Back

**STATEMENT OF AFFAIRS FOR BANKRUPTCY**

Fields marked with \* are mandatory

Particulars Assets Liabilities Disposed Assets & Debt Repayment Statement Summary

**Personal Particulars** **Family Particulars** **Employment Details** **Bankruptcy Details**

**BANKRUPT'S EMPLOYMENT DETAILS**

I am currently \* Employed

**CURRENT EMPLOYMENT DETAILS**

Name of Employer \* EMP NAME  
Job Title \* DRIVER  
Length of Service \* 2 Year(s) 3 Month(s)  
Net Monthly Salary (after CPF deduction) (S\$) \* 4,000.00

**SOURCES OF INCOME DETAILS**

Do you have any other Sources of Income (e.g. income from rental of flatroom, any part time job)? \* YES

S.No.	Source of Income	Other Source of Income	Amount (S\$)
1	Company Allowances		500.00

Back Next Cancel

Figure 17: Scrolling through the Statement of Affairs (Employment &amp; Income)



**Bankruptcy Case Info.**

Bankruptcy No.: B 746/1992  
Bankrupt Name:

**More List**

Bankruptcy Case Profile  
Statement of Affairs \*  
Proof of Debt  
Monthly & Target Contribution  
Travel Application  
Payment  
Recommendation for Discharge  
Investigation and Prosecution  
Reports  
Back

## STATEMENT OF AFFAIRS FOR BANKRUPTCY

Fields marked with \* are mandatory

Particulars Assets Liabilities Disposed Assets & Debt Repayment Statement Summary

[Personal Particulars](#) [Family Particulars](#) [Employment Details](#) **[ Bankruptcy Details ]**

### BANKRUPTCY DETAILS

#### PREVIOUS BANKRUPTCY DETAILS

Were you previously adjudged a Bankrupt? \* YES

Please provide previous Bankruptcy details (if any) in the table below.

S.No.	Bankruptcy Number	Date of Discharge/ Arrangement/ Settling Aside (DDMMYYYY)
1	B 1651/1991	
2	B 1/2011	

#### CURRENT BUSINESS OWNERSHIP DETAILS

Are you currently a Director of any Company or involved in the management of a Company / Business? \* YES

If you are currently a director of any company or involved in the management of a company/ business, please provide Company details in the table below.

S.No.	Name of Company/Business	Registration No. / UEN	Nature of Business	Other Nature of Business	Position in Company
1	XYZ PTE LTD	RTY5687	Business Services		MANAGER

#### LEGAL PROCEEDINGS DETAILS

Are you presently involved in any Legal Proceedings? \* YES

Details that presently involved in Legal Proceedings

Page 1 of 1 -- -- 1 -- -- Go to Page: 1

S.No.	Description of Case	Case Reference Number	Name of Solicitor	Address of Solicitor
1	CASE DESCRIPTION	CSR3446	BOLC NAME	2 CHANGI VILLAGE ROAD #01-02 SINGAPORE 500002

Page 1 of 1 -- -- 1 -- -- Go to Page: 1

### CAUSE(S) OF BANKRUPTCY

Figure 18: Scrolling through the Statement of Affairs (Bankruptcy Details &amp; Other Proceedings)

**Travel Application**

**Payment**

**Recommendation for Discharge**

**Investigation and Prosecution**

**Reports**

**Back**

S.No.	Bankruptcy Number	Aside (DDMMYYYY)
1	B 1651/1991	
2	B 1/2011	

#### CURRENT BUSINESS OWNERSHIP DETAILS

Are you currently a Director of any Company or involved in the management of a Company / Business? \* YES

If you are currently a director of any company or involved in the management of a company/ business, please provide Company details in the table below.

S.No.	Name of Company/Business	Registration No. / UEN	Nature of Business	Other Nature of Business	Position in Company
1	XYZ PTE LTD	RTY5687	Business Services		MANAGER

#### LEGAL PROCEEDINGS DETAILS

Are you presently involved in any Legal Proceedings? \* YES

Details that presently involved in Legal Proceedings

Page 1 of 1 -- -- 1 -- -- Go to Page: 1

S.No.	Description of Case	Case Reference Number	Name of Solicitor	Address of Solicitor
1	CASE DESCRIPTION	CSR3446	BOLC NAME	2 CHANGI VILLAGE ROAD #01-02 SINGAPORE 500002

Page 1 of 1 -- -- 1 -- -- Go to Page: 1

### CAUSE(S) OF BANKRUPTCY

Main Cause of Bankruptcy *	Business Failure
Sources of Debt contributing to Bankruptcy *	Credit facilities from financial institutions Hire purchase facilities
Details on the cause(s) of bankruptcy	

Back Next Cancel

Figure 19: Scrolling through the Statement of Affairs (Causes of Bankruptcy)



5.4 In the “Assets” category of the Statement of Affairs, you will be able to find the bankrupt’s declaration of his assets. These assets may be further broken down into the various asset categories, ranging from bank accounts to other miscellaneous assets.

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Search [Enter the details] Go

**Bankruptcy Case Info.**  
Bankruptcy No. B 786/1992  
Bankrupt Name

**Menu List**  
Bankruptcy Case Profile  
Statement of Affairs \*  
Proof of Debt  
Monthly & Target Contribution  
Travel Application  
Payment  
Recommendation for Discharge  
Investigation and Prosecution  
Reports  
Back

**STATEMENT OF AFFAIRS FOR BANKRUPTCY**  
Please marked with \* as mandatory

Particulars Assets Liabilities Disposed Assets & Debt Repayment Statement Summary

**CASH IN HAND**

S.No.	Currency type	Amount
1	SGD	1,000.00

**CASH AT LOCAL BANKS**  
(Cash at Bank (Savings/Current/Joint Accounts/Fixed Deposits))  
Do you have any cash in Local banks? \* YES

Page 1 of 1

S.No.	Name of Bank	Type of A/C	Account No.	Currency type	Amount	No. of account holders
1	BANK OF SINGAPORE LTD	Joint Savings Account	125-234	SGD	2,588.00	2

Page 1 of 1

**CASH AT OVERSEAS BANKS**  
(Cash at Bank (Savings/Current/Joint Accounts/Fixed Deposits))  
Do you have any cash in Overseas Banks / Account? \*

Page 1 of 1

S.No.	Name of Bank	Address	Type of A/C	Account No.	Currency type	Amount	No. of account holders
1	BANK NAME	OVERSEAS	Joint Savings	125-6567	SGD	2,500.00	2

Figure 20 Scrolling through the Statement of Affairs (Assets)

**Sundry Debtors Details**  
(Individuals / Companies / Businesses that owe you money)  
Do you have any Sundry Debtors? ☒ YES

Page 1 of 1

S.No.	Debtor Name	Debtor ID Type	NOC/Passport/ID No.	Address	Date of Debt Secured (DDMMYYYY)	Contact No.	Email	Currency type
1	XXXXXXXX	Local Business Firm			06/04/2011	678678	9@YAHOO.COM	SGD

Page 1 of 1

**REAL ESTATES (EXCLUDE HDB FLATS)**  
(Including Foreign Properties, HUDC and HDB Executive Condominiums)  
Note: If you have any property currently under mortgage (i.e., not fully paid), please declare it here and also under "Secured Creditors" Section

Page 1 of 1

S.No.	Description of Asset	Property Address	Ownership	Currently Servicing Loan	Currency type	Value
1	PRIVATE PROPERTY		Joint Tenancy	YES	SGD	457,000.00

Page 1 of 1

**OTHER PERSONAL ASSETS**  
(Including Safe Deposit Box Items, Insurance Policy, Vehicle, VOT, Public Listed or Private Limited Company Shares or Club Memberships)  
Note: If you have any asset still under hire purchase (i.e., not fully paid), please declare it here and also under "Secured Creditors" section

Page 1 of 1

S.No.	Type of Asset	Description of Asset	Currently Servicing Loan	Registration/Account No.	Name of Administrator/Executor	Address	Quantity	Currency type	Value
						278 Robinson			

Figure 21: Scrolling through the Statement of Affairs (Assets - Book Debts, Real Estates, Others)

**BUSINESS ASSETS (SOLE PROPRIETOR & PARTNERSHIPS)**  
(Including Cash in Bank, Real Estates, Safe Deposit Box Items, Insurance Policy, Vehicle, Public Listed or Private Limited Company Shares, Club Memberships, Inventory, Plant, Equipment, Furniture and Fittings)

Page 1 of 1

S.No.	Type of Asset	Description of Asset	Name of Bank	Type of A/c	SEN Reg No.	Address	Quantity	Share (%)	Currency type	Value
1	Equipment	LAPTOP			#343243		5	50	SGD	10,000.00

Page 1 of 1

**CONTINGENT ASSETS**  
(Note: This is for pending law suits or legal claims that you have against another party (i.e. you are the plaintiff). If there is a counter-claim against you in the law suit, please declare the counter claim under Contingent Liabilities Section. The relevant documents evidencing the law suit/legal claim must also be submitted. If there are outstanding loans owed to you currently being serviced and there is a guarantor for the loan, please declare said guarantor in this section.)

Page 1 of 1

S.No.	Nature of Contingency	Other Nature of Contingency	ID Number	Name	Address	Currency type	Amount	Action
1	Arbitration					SGD	25,000.00	<a href="#">View</a>

Page 1 of 1

Back Next Cancel

Figure 22: Scrolling through the Statement of Affairs (Assets - Business, Contingent)

5.5 Under the “Liabilities” section of the Statement of Affairs, you will find the bankrupt’s declaration of his creditors and the respective amounts owed to them. You may wish to check for completeness in this section as some bankrupts may omit the applicant creditor in their submissions.

**STATEMENT OF AFFAIRS FOR BANKRUPTCY**

**PRE-EXISTING CREDITORS / PRE-EXISTING CLAIMS INCLUDING TAX**

(Employed e.g. wages, work injury compensation, ROD e.g. income tax, property tax, Goods and Services Tax, CPF e.g. CPF contribution, foreign worker levy)

S/N	Liability Type	Creditor Name	Creditor ID Type	Creditor ID No.	Address	Amount
1	Personal Tax	L&E TRANSPORT AUTHORITY OF SINGAPORE	Government & Statutory Body	T082803270	1 L&E TRANSPORT AUTHORITY SINGAPORE 219420	2,000.00
2	Salary	SIP ASIA	Singapore Other	S1204670	2 401-02 SINGAPORE 208802	5,000.00

**SECURED CREDITORS**

(Either Fully or Partly Secured) (e.g. Mortgages/Pledge/Purchase Agreements)

S/N	Type of Loan	Details	Type of Creditor	Address	Creditor ID	Creditor Name	Currency Type	Tax Value	Action
1	Residential/Commercial Property	PRIVATE PROPERTY				DBS BANK LTD	SGD	457,888.00	<a href="#">View</a>

**UNSECURED CREDITORS**

(Personal Creditors, Licensed Moneylenders, Banks/Financial Institutions, other Businesses and Service Providers e.g. Telcos, utilities)

S/N	Type of Creditor	Description of Debt	Creditor Name	Creditor ID No.	Address	Currency type	Amount
1	Personal Creditor	DEBT DETAILS	PERSON NAME	S1234567D	2 TEBAN GARDENS ROAD SINGAPORE 600052	SGD	4,500.00
2	Others	OTHER DEBTS	FORUM COMPANY NAME	FR046534E	ADDRESS	SGD	35,000.00

**CONTINGENT LIABILITIES**

Note: This is for law suits or legal claims that another party has against you (i.e. you are the defendant). If there is a counter-claim by you against the plaintiff in the law suit, please declare the counter claim under Contingent Assets in above. The relevant documents evidencing the law suit/legal claims must also be submitted. If you are currently a guarantor for any hire-purchase or personal loans and these hire-purchase or loans are still being serviced and have not been defaulted upon, please declare in this section.

S/N	Nature of Contingency	Other Nature of Contingency	ID Number	Name	Address	Currency type	Value	Action
1	Warranty/Guarantee				7500A	SGD	20,000.00	<a href="#">View</a>

Figure 23: Scrolling through the Statement of Affairs (Liabilities)

**UNSECURED CREDITORS**

(Personal Creditors, Licensed Moneylenders, Banks/Financial Institutions, other Businesses and Service Providers e.g. Telcos, utilities)

S/N	Type of Creditor	Description of Debt	Creditor Name	Creditor ID No.	Address	Currency type	Amount
1	Personal Creditor	DEBT DETAILS	PERSON NAME	S1234567D	2 TEBAN GARDENS ROAD SINGAPORE 600052	SGD	4,500.00
2	Others	OTHER DEBTS	FORUM COMPANY NAME	FR046534E	ADDRESS	SGD	35,000.00

**CONTINGENT LIABILITIES**

Note: This is for law suits or legal claims that another party has against you (i.e. you are the defendant). If there is a counter-claim by you against the plaintiff in the law suit, please declare the counter claim under Contingent Assets in above. The relevant documents evidencing the law suit/legal claims must also be submitted. If you are currently a guarantor for any hire-purchase or personal loans and these hire-purchase or loans are still being serviced and have not been defaulted upon, please declare in this section.

S/N	Nature of Contingency	Other Nature of Contingency	ID Number	Name	Address	Currency type	Value	Action
1	Warranty/Guarantee				7500A	SGD	20,000.00	<a href="#">View</a>

Figure 24: Scrolling through the Statement of Affairs (Liabilities - Unsecured, Contingent)

5.6 The bankrupts are also required to declare how the assets were disposed of (sold/transferred/given away) and the whereabouts of the proceeds in the “Disposed Assets & Debt Repayment” section. Trustees have the right to look into and claw back any proceeds from transactions which are deemed to be at an undervalue or fraudulently disposed. For more information on this, please refer to sections 98 to 102 of the Bankruptcy Act.

The screenshot displays the PTIB Portal interface for a bankruptcy case. The main heading is "STATEMENT OF AFFAIRS FOR BANKRUPTCY". The left sidebar contains a "Menu List" with options like "Bankruptcy Case Info", "Bankruptcy Case Profile", "Statement of Affairs", "Proof of Debt", "Monthly & Target Contribution", "Trust Application", "Payment", "Recommendation for Discharge", "Recommendation for Protection", "Review", and "Back". The main content area shows the "Disposed Assets & Debt Repayment" section. It includes a table for "PROPERTY DISPOSED 5 YEARS PRIOR TO DATE OF BANKRUPTCY" with columns for S/N, Type of Asset, Asset Description, Value (S\$), Date (DDMMYYYY), Name of Transferee, and Net Sale(S\$). Below this is a table for "REPAYMENT OF DEBTS TO CREDITORS" with columns for S/N, Type of Creditor, Creditor Name, Creditor ID Type, Creditor ID No., Amount Owed (S\$), Amount Paid(S\$), and Date. Navigation buttons like "Back", "Next", and "Cancel" are at the bottom.

Figure 25: Scrolling through the Statement of Affairs (Details of Disposed Assets and Proceeds)

5.7 Once you have reviewed the “Disposed Assets & Debt Repayment” section, you will be brought to the summary page, where you will get an overview of the bankrupt’s declaration on his assets and liabilities.

The screenshot displays the "STATEMENT SUMMARY" page. It provides an overview of the assets and liabilities declared. The "ASSETS" section lists various assets with their estimated realizable values. The "LIABILITIES" section lists various liabilities with their estimated realizable values. At the bottom, there is a "Submission of Documents" section with a note: "Documents can be viewed only on the next working day." and a "View" button.

S/N	Assets Name	Estimated Realizable Value
1	CASH IN HAND	S\$0 1,155.00
2	CASH AT LOCAL BANKS	S\$0 2,000.00
3	CASH AT OVERSEAS BANKS	S\$0 2,300.00
4	BUNNY DEPOSIT DETAIL	S\$0 2,000.00
5	REAL ESTATES (EXCLUDE HDB FLATS)	S\$0 497,000.00
6	OTHER PERSONAL ASSETS	S\$0 75,000.00
7	BUSINESS ASSETS	S\$0 10,000.00
8	CONTINGENT ASSETS	S\$0 25,000.00
<b>TOTAL ESTIMATED ASSETS</b>		<b>S\$0 967,000.00</b>
		<b>S\$0 8,300.00</b>

S/N	Liability Type	Estimated Realizable Value
1	PREFERENTIAL CREDITORS - PREFERENTIAL CLAIMS INCLUDING TAX	S\$0 7,200.00
2	SECURED CREDITORS	S\$0 275,000.00
3	UNSECURED CREDITORS	S\$0 4,100.00
4	CONTINGENT LIABILITIES	S\$0 25,000.00
<b>TOTAL ESTIMATED LIABILITIES</b>		<b>S\$0 306,300.00</b>
		<b>S\$0 25,000.00</b>

Figure 26: Summary of Statement of Affairs

5.8 At the bottom of the screen, you will be able to view the documents which are uploaded by the bankrupt to substantiate his submission. There is a turnaround time of one working day before a successfully uploaded document becomes accessible to you.

**Submission of Documents**

Documents can be viewed only on the next working day.

S/NO.	Document Type	View
1	Identity Card (Photocopies of both front and back)	20160714_B_0007461992X_BSA201604080041E_ESA01_test.pdf
2	Passport/Travel documents (For Permanent Residents and Foreigners)	20160714_B_0007461992X_BSA201604080041E_ESA02_Tulips.jpg
3	Letter of employment / Latest payslip / CPF Statements (if any)	20160714_B_0007461992X_BSA201604080041E_ESA03_Chrysanthemum.jpg
4	Passport/Travel documents (For Permanent Residents and Foreigners)	ACRA_RE-RUN PDF
5	Identity Card (Photocopies of both front and back)	20160426_B_0007461992X_BSA201604080041E_ESA01_test.pdf
6	Passport/Travel documents (For Permanent Residents and Foreigners)	20160426_B_0007461992X_BSA201604080041E_ESA02_Tulips.jpg
7	Letter of employment / Latest payslip / CPF Statements (if any)	20160426_B_0007461992X_BSA201604080041E_ESA03_Chrysanthemum.jpg
8	Identity Card (Photocopies of both front and back)	20160512_B_0007461992X_BSA201604080041E_ESA01_test.pdf
9	Passport/Travel documents (For Permanent Residents and Foreigners)	20160512_B_0007461992X_BSA201604080041E_ESA02_Tulips.jpg
10	Letter of employment / Latest payslip / CPF Statements (if any)	20160512_B_0007461992X_BSA201604080041E_ESA03_Chrysanthemum.jpg

**DECLARATION**

I declare that I am fully aware of my duties and responsibilities as a Bankrupt as I have watched the "Introduction to Bankruptcy Video" as well as read through the "Responsibilities and Rights of a Bankrupt".

I hereby declare that all information that I have provided is true and complete to the best of my knowledge and belief. I am aware that I may be held liable for any false declaration or material omission.

☒ I agree to the declaration

TOP

**Acceptance Details**

E-Filing No. \* BSA201604080041E

Remarks \*

Figure 27: Supporting Documents Uploaded by the Bankrupts

5.9 Should you wish to reject the bankrupt's submission, you are to provide clear instructions on the specific parts of his submission that require amendments to be made, in the remarks for rejection. You are strongly encouraged to contact the bankrupt and clarify the corrections required either in a face-to-face setting or by a phone call to ensure that the bankrupt understands what is required of him.

5.10 You should also be aware that the Administration Date of the bankrupt commences when the Statement of Affairs is accepted. Therefore, you should only accept the Statement of Affairs submission when you are satisfied with its completeness and accuracy.

6	Passport/Travel documents (For Permanent Residents and Foreigners)	20160426_B_0007461952X_BSA201604000041E_ESA02_Tulips.jpg
7	Letter of employment / Latest payslip / CPF Statements (if any)	20160426_B_0007461952X_BSA201604000041E_ESA03_Chrysanthemum.jpg
8	Identity Card (Photocopies of both front and back)	20160512_B_0007461952X_BSA201604000041E_ESA01_test.pdf
9	Passport/Travel documents (For Permanent Residents and Foreigners)	20160512_B_0007461952X_BSA201604000041E_ESA02_Tulips.jpg
10	Letter of employment / Latest payslip / CPF Statements (if any)	20160512_B_0007461952X_BSA201604000041E_ESA03_Chrysanthemum.jpg

**DECLARATION**

I declare that I am fully aware of my duties and responsibilities as a Bankrupt as I have watched the "Introduction to Bankruptcy Video" as well as read through the "Responsibilities and Rights of a Bankrupt".

I hereby declare that all information that I have provided is true and complete to the best of my knowledge and belief. I am aware that I may be held liable for any false declaration or material omission.

☒ I agree to the declaration

**Acceptance Details**

E Filing No. \* BSA201604000041E

Remarks \* Type your rejection reasons here.

Status *	Pending	Status Date (DDMM/YYYY) *	15/04/2016
Created By *	ESERVICE	Created Date (DDMM/YYYY) *	06/04/2016
Updated By *	XXXXVICE	Updated Date (DDMM/YYYY) *	06/04/2016

Back Print Reject Accept Cancel

Figure 28: Rejection Reason(s) for Statement of Affairs



## 6. Monthly & Target Contribution

6.1 A Monthly Contribution and Target Contribution (MCTC) Calculator is provided in the PTIB Portal to allow you to compute the suggested MCTCs. While this calculator is used by the Official Assignee (OA) to determine the MCTC of a bankrupt under his administration, PTIBs may opt to use other methods of computation.

6.2 In general, MCTCs are calculated by the OA taking into consideration the disposable income of a bankrupt, and the amount required to maintain himself and his family. The base reference figures for the deductibles in the calculator are adapted from the “Household Expenditure Survey” by Singstat while the proxy income figures for industry and position of employment are adapted from the “Median Wages of Common Occupations By Industry/Age” compiled by the Ministry of Manpower.

6.3 To use the MC & TC Calculator, simply key in the mandatory fields marked by a red asterisk (\*). If the bankrupt is unemployed, choose the best fit “Industry of Previous Employment” and “Last Held Position in Industry”.

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**Bankruptcy Case Info.**

Bankruptcy No. [ ]  
Bankrupt Name [ ]

**Menu List**

- Bankruptcy Case Profile
- Statement of Affairs
- Proof of Debt
- Monthly & Target Contribution**
- Travel Application
- Payment
- Recommendation for Discharge
- Investigation and Prosecution
- Reports
- Back

**MC & TC Calculator**

Fields marked with \* are mandatory.

**Details For MC & TC Calculation**

Step 1. Please key in all information required below.

Net Income (S\$) \* [2,500.00]  
Age \* [40]  
Marital Status \* [Married]  
Spouse's Income (S\$) \* [1,000.00]  
No. of Non-working Dependents \* [2]  
Industry of Previous Employment \* [Please Select]  
Last Held Position in Industry \* [Please Select]

**List of Extra-Ordinary Deductions**

S/N	Extra-Ordinary Deduction	Action
No records found.		

Step 2. Click the 'Compute' button.

**COMPUTE** **RESET**

**Computation Outcome**

Variation of Median Wage computation outcome base on the different criteria of Employment, Industry & Position and Position & Age respectively.

Area	Employment	Industry & Position	Position & Age
No records found.			

Figure 29: Using the MC & TC Calculator (Selection of Industry & Position Information)

6.4 Once the required fields are filled, you may also add any other deductibles which are applicable to the bankrupt. You may consider including these deductibles if they cause a material impact on his disposable income and are not transient in nature.

**Bankruptcy Case Info.**

Bankruptcy No.  
Bankrupt Name

**Menu List**

- Bankruptcy Case Profile
- Statement of Affairs
- Proof of Debt
- Monthly & Target Contribution
- Travel Application
- Payment
- Recommendation for Discharge
- Investigation and Prosecution
- Reports
- Back

**MC & TC Calculator**

Fields marked with \* are mandatory

**Details For MC & TC Calculation**

Step 1: Please key in all information required below.

Net Income (\$\$) \* 2,500.00

Age \* 40

Marital Status \* Married

Spouse's Income (\$\$) \* 1,500.00

No. of Non-working Dependents \* 2

Industry of Previous Employment \* BUSINESS SERVICES

Last Held Position in Industry \* Accountant

**List of Extra-Ordinary Deductibles**

S/N	Extra-Ordinary Deductibles Type	Amount (\$\$)	Action
1	Please Select		Delete

Step 2: Click

**Computation**

Median Wage. Outcome is presented in the table below.

COMPUTE RESET

Variation of Age respectively.

Area	Employment	Industry & Position	Position & Age
Monthly Contribution(SGD)	360.00	1,220.00	1,260.00
Target Contribution(SGD)	27,360.00	92,720.00	96,750.00

TOP

Figure 30: Using the MC & TC Calculator (Inclusion of Extra-Ordinary Deductibles)

6.5 Once the fields are filled, click on “Compute” to view the suggested MCTC located at the bottom of the screen. To reiterate, you are free to use any other method(s) to calculate the MCTC of a bankrupt. However, you should be able to explain your basis of determination in the event that an application is made to Court to review your determination of MCTC under section 86C of the Bankruptcy Act.

6.6 Therefore, your assessment of the bankrupt’s MCTC should be fair and should consider both the interests of the bankrupt and his creditors, and not by merely selecting the highest figure displayed in the calculator.

**Computation Outcome**

Variation of Median Wage computation outcome base on the different criteria of Employment, Industry & Position and Position & Age respectively.

Area	Employment	Industry & Position	Position & Age
Monthly Contribution(SGD)	240.00	1,100.00	1,140.00
Target Contribution(SGD)	18,240.00	83,600.00	86,640.00

TOP

Figure 31: Using the MC & TC Calculator (Computation Outcomes)



## 7. Debt Settlement Plan

7.1 Once you have completed the computation of a bankrupt's MCTC, you will need to capture the MCTC details into the Debt Settlement Plan (DSP). The DSP will provide the OA with the necessary information on the bankrupt's monthly and target contribution so that the OA can make the necessary arrangements for follow up actions (such as GIRO standing instructions) when required.

7.2 To create a DSP, click on "Create" and you will be prompted to key in the required fields with the figures you have calculated either from the MCTC Calculator or your preferred method of calculation.

Figure 32: Updating the Debt Settlement Plan

7.3 You may wish to note that the number of monthly contributions to be paid by a "first-time" bankrupt and a "repeat" bankrupts is 52 and 76 respectively. Once you click on the "Submit" button, the DSP will be transmitted to the OA for record purposes. You are advised to update the DSP as soon as the MCTC of the bankrupt is determined.

7.4 In addition to updating the DSP in the PTIB Portal, you are reminded to serve the Notice of Determination on all the relevant stakeholders under section 86A(2) and in addition, the basis of determination to the OA under section 86A(3) of the Bankruptcy Act.

7.5 In the event there are revisions of the MCTC by the Court or through the Certificate of OA, you may create new DSPs to supercede the existing ones. However, you will need to be mindful of the remaining number of months the bankrupt is required to make his contributions so that the new DSPs can be created accurately.

## 8. Viewing Statement of Account

8.1 You can also view the Statement of Account of the bankrupt's bankruptcy estate by selecting the "View Statement of Account" option. By referring to the Statement of Account, you will be able to determine if the bankrupt has been consistent in his monthly contributions or if the remittances made to OA are successfully received.

Bankruptcy Case Info.		View Statement of Account				
Bankruptcy No. Bankrupt Name		Fields marked with * are mandatory				
Menu List		Statement of Account Details				
Bankruptcy Case Profile		Search Transaction Details				
Statement of Affairs		From * 01/01/1992 To * 26/07/2016				
Proof of Debt		GO PRINT PDF				
Monthly & Target Contribution		Transaction History as at 27 Jul 2016				
Debt Settlement Plan		(1 of 1)				
MC & TC Calculator		Transaction Date (DD/MM/YYYY)	Payer/Payee Name/Transaction	Debit (\$)	Credit (\$)	Balance (\$)
View Statement of Account		13/04/1992	WILLIAM LAI & ALAN WONG PETITIONING CREDITOR'S DEBTOR'S DEPOSIT	0.00	900.00	900.00
Travel Application		17/08/1992	FEEs, REALISATION REALISATION FEES	20.15	0.00	1,081.34
Payment		17/08/1992	POST OFFICE SAVINGS BANK PROCEEDS FROM CLOSURE OF BANK ACCOUNT	0.00	201.49	1,101.49
Recommendation for Discharge		21/08/1992	FEEs, REALISATION REALISATION FEES	13.30	0.00	1,201.04
Investigation and Prosecution		21/08/1992	BANK OF CHINA PROCEEDS FROM CLOSURE OF BANK ACCOUNT	0.00	133.00	1,214.34
Reports		28/08/1992	SINGAPORE PRESS HOLDINGS LTD NOTICES IN NEWSPAPER	60.64	0.00	1,150.40
Back		28/08/1992	SINGAPORE NATIONAL PRINTERS LTD NOTICES IN GAZETTE	32.96	0.00	1,117.44
		31/08/1992	FEEs, OTHERS FEEs (ADMINISTRATION )	800.00	0.00	317.44
		16/07/1993	REGISTRAR SUPREME COURT STAMP FEES	4.00	0.00	313.44
		26/01/1995	FEEs, REALISATION REALISATION FEES	993.31	0.00	9,320.13
		26/01/1995	TAN LEE & CHOO SALE OF REAL ESTATE	0.00	10,000.00	10,313.44
		13/03/2006	SEARCHES, E-FILING & MISCELLANEOUS SEARCHES, E-FILING & MISCELLANEOUS	32.55	0.00	9,287.58
		14/02/2007	FILE MANAGEMENT CHARGES FILE MANAGEMENT EXPENSES	100.00	0.00	9,187.58
		03/06/2008	SEARCHES, E-FILING & MISCELLANEOUS SEARCHES, E-FILING & MISCELLANEOUS	33.17	0.00	9,154.41

Figure 33: Viewing Statement of Account

## 9. Creating and Reviewing Travel Applications

9.1 The travel applications made by a bankrupt can be assessed from the “Travel” – “Travel Application” link. By accessing the link, you will be able to view all the applications which were made by the bankrupt. You may then select the travel application which you wish to view by clicking on the “View” button (to view previous applications), or click on the “Select” button to approve/reject the travel application.

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**Bankruptcy Case Info.**

Bankruptcy No. B 959/2012

Bankrupt Name

**Menu List**

- Bankruptcy Case Profile
- Statement of Affairs
- Proof of Debt
- Monthly & Target Contribution
- Travel Application **8**
- Payment
- Recommendation for Discharge
- Investigation and Prosecution
- Reports
- Back

**Travel Application**

Fields marked with \* are mandatory

**Approval of Travel Application**

Bankruptcy No B 0009592012C

**List of Bankrupt Travel Application**

(1 of 8) -- -- 1 2 3 4 5 6 7 8 -- -- 10 [v]

S/N	E-Filing No	Application Date (DD/MM/YYYY)	Status	Status Date (DD/MM/YYYY)	Action
1	BTA201607260413K	26/07/2016	Pending	26/07/2016	Select
2	BTA201607250365Q	25/07/2016	Rejected	25/07/2016	View
3	BTA201607250366M	25/07/2016	Rejected	25/07/2016	View
4	BTA201607250367C	25/07/2016	Rejected	25/07/2016	View
5	BTA201607250364R	25/07/2016	Approved	25/07/2016	View
6	BTA201607250368K	25/07/2016	Approved	25/07/2016	View
7	BTA201607250369G	25/07/2016	Rejected	25/07/2016	View
8	BTA201607250371A	25/07/2016	Approved	25/07/2016	View
9	BTA201607250372P	25/07/2016	Pending	25/07/2016	Select
10	BTA201607250373E	25/07/2016	Pending	25/07/2016	Select

(1 of 8) -- -- 1 2 3 4 5 6 7 8 -- -- 10 [v]

Figure 34: Listing of Travel Applications Made by the Bankrupt

9.2 Once you have clicked on “Select” for the travel application you wish to review, the details of the application will be displayed.

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Search [input type="text"] [button: Go]

**Bankruptcy Case No.** B 00000120

**Bankrupt Name** [input type="text"]

**More List**

- Bankruptcy Case Profile
- Statement of Affairs
- Proof of Debt
- Monthly & Target Contribution
- Travel Application ?
- Payment

**Travel Application**

**Bankrupt Personal Information**

Bankruptcy No.	B 00000120
ID No. In Application	[input type="text"]
Bankrupt Name	[input type="text"]
Business Name	[input type="text"]
Correspondence Address	[input type="text"]
Email Address	ee@ee.com
Contact Number1	00000000
Contact Number2	00000000
File No.	00000000
Nationality	Singapore Citizen

**Travel Application Details**

Application Date (DDMM/YYYY)	26/07/2016
Period from Date (DDMM/YYYY)	27/07/2016
Period to Date (DDMM/YYYY)	31/07/2016
Passport No.	00000000
Country of Issue	Singapore
Passport Issue Date (DDMM/YYYY)	02/07/2009
Date of Expiry (DDMM/YYYY)	27/07/2017
Destination Country	USA
Purpose of Travel	Medical Treatment

**Medical Treatment Details**

Name of Clinic/Hospital	Name of Clinic / Hospital
Address of the Clinic/Hospital	Address of the Clinic / Hospital
Please indicate the particulars of the third party paying for the costs and expenses of your trip.	
Person ID Type	Singapore Citizen
Person ID No.	012345670
Person Name	PERSON NAME
Relationship	Relationship

Figure 35: Background Information of the Travel Application

9.3 Once you have completed with the review of the application and decided on the outcome, you may approve or reject the travel application by keying in the approved period, where applicable. You should notify the bankrupt of the outcome once you have accepted or rejected his application.

Purpose of Travel: Medical Treatment

**Medical Treatment Details**

Name of Clinic/Hospital	Name of Clinic / Hospital
Address of the Clinic/Hospital	Address of the Clinic / Hospital
Please indicate the particulars of the third party paying for the costs and expenses of your trip.	
Person ID Type	Singapore Citizen
Person ID No.	012345670
Person Name	PERSON NAME
Relationship	Relationship

**Submission of Documents**

Please note that the size of each attachment(if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF, DOC, DOCX, JPG, PNG or GIF format before proceeding.

S/N	Document Type	View
No matching records		

**Approval Details**

Case No.	STA2016072604136
Status	Pending
Approved Period from Date (DDMM/YYYY)	[input type="text"]
Approved Period to Date (DDMM/YYYY)	[input type="text"]
Remarks	[input type="text"]
Status Date (DDMM/YYYY)	26/07/2016
Created by	ESERVICE
Created Date (DDMM/YYYY)	26/07/2016
Updated by	XXXXXX
Updated Date (DDMM/YYYY)	26/07/2016

[button: BACK] [button: REJECT] [button: APPROVE]

Figure 36: Approval or Rejection of Travel Applications

9.4 You may also create manual travel application approvals during exigencies of service when the bankrupts are unable to raise submit their travel applications online in time for your approval. Please note that the creation of such travel application approvals is considered as providing direct approvals for the bankrupts to travel.

9.5 To create a manual travel application approval, click on “Create” while you are on the “Travel Application” page.

The screenshot shows the 'Travel Application' page. At the top, there's a header 'Travel Application' and a sub-header 'Approval of Travel Application'. Below this, there's a field for 'Bankruptcy No' with the value 'B 0001392015P'. A section titled 'List of Bankrupt Travel Application' contains a table with 10 rows of application data. The table has columns for S/N, E-Filing No, Application Date (DD/MM/YYYY), Status, Status Date (DD/MM/YYYY), and Action. The 'Create' button is located at the bottom left of the table, highlighted with a red dashed box.

S/N	E-Filing No	Application Date (DD/MM/YYYY)	Status	Status Date (DD/MM/YYYY)	Action
1	BTA201702080588D	08/02/2017	Pending	08/02/2017	Select
2	BTA201701120578E	12/01/2017	Approved	12/01/2017	View
3	BTA201612190575P	19/12/2016	Pending	19/12/2016	Select
4	BTA201606040862Q	04/06/2016	Rejected	06/06/2016	View
5	BTA201605198208A	19/05/2016	Approved	20/05/2016	View
6	BTA201603268603C	26/03/2016	Rejected	28/03/2016	View
7	BTA201603116274D	11/03/2016	Rejected	14/03/2016	View
8	BTA201603106009E	10/03/2016	Rejected	10/03/2016	View
9	BTA201602192028E	19/02/2016	Approved	22/02/2016	View
10	BTA201602049836R	04/02/2016	Approved	05/02/2016	View

Figure 37: Manual Creation of Travel Application Approvals Using the “Create” Button

9.6 You will be prompted to enter the starting and endings dates of the period of approval. You should also key in the reason(s) explaining why the manual created travel application approval is created in the remarks field. Once the fields are filled up, click on “Next” to review the submission. Once you are satisfied with the submission, you can click on “Submit” to complete the submission.

The screenshot shows the 'Create Travel Application' form. It has a header 'Create Travel Application' and a sub-header 'Travel Application'. Below this, there are two date fields: 'From Date\*' and 'To Date\*', each with a calendar icon. Below these is a large text area for 'Remarks'. At the bottom right, there is a 'Next' button.

Figure 38: Filling Up the Details of Manual Approvals

9.7 You will be able to view the manual travel applications created and you will be able to identify them by the “PTA” prefix in the e-filing number.

**Travel Application**

Fields marked with \* are mandatory.

**Approval of Travel Application**

Bankruptcy No. B 0001392015P

**List of Bankrupt Travel Application**

(1 of 3)

S/N	E-Filing No	Application Date (DD/MM/YYYY)	Status	Status Date (DD/MM/YYYY)	Action
1	PTA201803140088C	14/03/2018	Approved	14/03/2018	<a href="#">View</a>
2	BTA201702080588D	08/02/2017	Pending	08/02/2017	<a href="#">Select</a>

**Figure 39: A Successfully Created Manual Travel Application Approval**

9.8 In addition to the ability to create manual travel applications and review bankrupts’ submissions, you are able to view the bankrupt’s travel records in the “ICA Travel Data” module. This module will list the travel records of the bankrupt and you will be able to use this to aid you in the determination of the bankrupt’s disqualifying period<sup>1</sup> when you are reviewing the bankrupt’s suitability for discharge.

**ICA Travel Data**

Fields marked with \* are mandatory.

**Travel Application**

(1 of 1)

S/N	NRIC	Status IN/OUT	Date of IN/OUT (DD/MM/YYYY)
1	FID9814	IN	26/12/2016
2	FID9814	IN	26/12/2016

(1 of 1)

**Figure 40: Viewing of a Bankrupt's Travel Records**

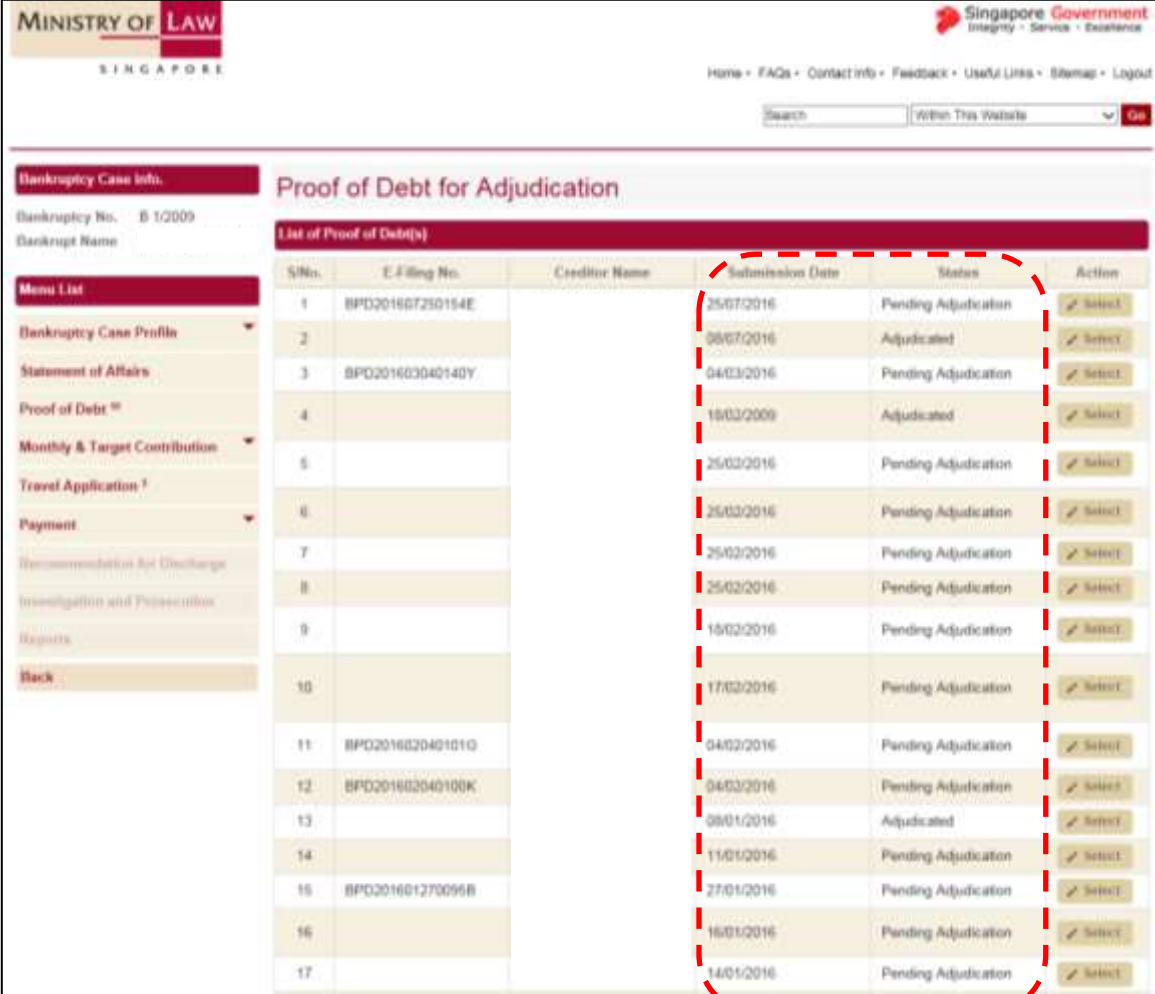
<sup>1</sup> Refer to Section 125(5) for more information on how disqualifying period affects the calculation of the period of time a bankrupt spends in bankruptcy.



## 10. Adjudicating Proof of Debts

10.1 Creditors are required to file their Proof of Debt within 4 months from the Administration Date of the bankruptcy. The PTIB will be required to adjudicate all the Proof(s) of Debt filed against a bankrupt by accessing the submissions through the “Proof of Debt” link.

10.2 Once the page has completed loading, the PTIB will be able to see the list of Proofs of Debt filed by the creditors, submission dates and the status of those submissions.



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**Bankruptcy Case Info.**  
Bankruptcy No. B 12009  
Bankrupt Name

**Menu List**

- Bankruptcy Case Profile
- Statement of Affairs
- Proof of Debt <sup>10</sup>
- Monthly & Target Contribution
- Travel Application <sup>1</sup>
- Payment
- Recommendation for Discharge
- Investigation and Prosecution
- Reports
- Back

**Proof of Debt for Adjudication**

**List of Proof of Debt(s)**

S.No.	E-Filing No.	Creditor Name	Submission Date	Status	Action
1	BPD201607250154E		25/07/2016	Pending Adjudication	<input type="button" value="Select"/>
2			26/07/2016	Adjudicated	<input type="button" value="Select"/>
3	BPD201603040140Y		04/03/2016	Pending Adjudication	<input type="button" value="Select"/>
4			18/03/2009	Adjudicated	<input type="button" value="Select"/>
5			25/02/2016	Pending Adjudication	<input type="button" value="Select"/>
6			25/02/2016	Pending Adjudication	<input type="button" value="Select"/>
7			25/02/2016	Pending Adjudication	<input type="button" value="Select"/>
8			25/02/2016	Pending Adjudication	<input type="button" value="Select"/>
9			18/02/2016	Pending Adjudication	<input type="button" value="Select"/>
10			17/02/2016	Pending Adjudication	<input type="button" value="Select"/>
11	BPD201602040101G		04/02/2016	Pending Adjudication	<input type="button" value="Select"/>
12	BPD201602040100K		04/02/2016	Pending Adjudication	<input type="button" value="Select"/>
13			09/01/2016	Adjudicated	<input type="button" value="Select"/>
14			11/01/2016	Pending Adjudication	<input type="button" value="Select"/>
15	BPD201601270096B		27/01/2016	Pending Adjudication	<input type="button" value="Select"/>
16			16/01/2016	Pending Adjudication	<input type="button" value="Select"/>
17			14/01/2016	Pending Adjudication	<input type="button" value="Select"/>

Figure 41: Overview of Proof of Debts Filed

10.3 To adjudicate a claim, select the entry which has “Pending Adjudication” as the status. Once you do so, you will be able to view the details of the claim.

Figure 42: Adjudication of a Proof of Debt (Claimant Details)

S/N	Date of Incurred (DD/MM/YYYY)	Details of Debt	Related Debts Bankruptcy / DRS No.	Currency	Amount
1	05/07/2016	Credit Card Facilities	-RM-	USD	60,000.00
2	13/07/2016	Goods Supplied	-RM-	USD	65,000.00

Figure 43: Adjudication of a Proof of Debt (Particulars of Debt)



10.4 After the creditors file their claims, the bankrupt will be required to admit or refute each claim through the “Admission of Proofs of Debt” e-service. PTIBs are required to inform the bankrupts of this. If a bankrupt refutes a claim, the PTIB is to request for supporting documents to substantiate the bankrupt’s reasons and basis. After reviewing the bankrupt’s submission, the PTIB may then make the relevant decision to admit (in full or in part) or reject the claim.

**Details of Admitted Claim:**

S/N	Debt Type	Submitted Currency Type	Submitted Amount	Amount Admitted by Bankrupt (SGD)
1	Credit Card Facilities	SGD	\$2,000.00	40,000.00
2	Goods Supplied	SGD	60,000.00	60,000.00

Disputed Reason: REASON FOR DISPUTING

**Submission of Documents**

Documents can be viewed only on the next working day.

S/N	Document Type	View
1	Supporting Document	Chrysanthemum.jpg

**Adjudication Details**

Status of Proof of Debt: Valid Registration

Status Date:

Please add adjudicate information. You may add up to 7 records.

S/N	Priority of Debt	Amount Adjudicated (S)	Action
No matching records			

Created By: ESERVICE  
Created Date: 25/07/2016  
Last Updated By: XXXXXXXX  
Last Updated Date: 25/07/2016

Figure 44: Reviewing Bankrupt's Admission of Proof of Debt

10.5 If there is a need to reject or supercede the Proofs of Debt which were filed earlier by the creditors, you may select the appropriate status to update the Proofs of Debt.

**Particulars of Security Held**

S/N: 101  
Short Description of Securities:

**Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 2MB.  
Please attach all relevant document(s) in PDF, DOC, DOCX, JPG, PNG or GIF format before proceeding.

S/N	Document Type	View
No matching records		

**Bankrupt Admission Details**

Bankrupt Admitted ID: Pending

**Details of Admitted Claim**

S/N	Debt Type	Submitted Currency Type	Submitted Amount	Amount Admitted by Bankrupt (SGD)
1	Credit Card Facilities	SGD	1,000.00	00

**Adjudication Details**

Status of Proof of Debt: Please select

Status Date:

Created By:

Created Date:

Last Updated By:

Last Updated Date: 04/03/2016

Figure 45: Updating the Status of Proof of Debt

10.6 When you are ready to lock in the finalized amount of claim, you may do so by creating adjudication information entries. You will be required to select the appropriate priority and key in the final determined debt amount. For more information on priority of debts, please refer to section 90 of the Bankruptcy Act.

10.7 Once you are satisfied with the entries, you may click on the “Adjudicate” button to save your work.

Date of Admission: 25/07/2016

Admission E-Filing No.: BPA201607250031Q

### Details of Admitted Claim

S/No.	Debt Type	Submitted Currency Type	Submitted Amount	Amount Admitted by Bankrupt (SGD)
1	Credit Card Facilities	SGD	50,000.00	45,000.00
2	Goods Supplied	SGD	65,000.00	50,000.00

Disputed Reasons: REASON FOR DISPUTING

### Submission of Documents

Documents can be viewed only on the next working day.

S/NO.	Document Type	View
1	Supporting Document	Chrysanthemum.jpg

### Adjudication Details

Status of Proof of Debt \*: Valid Registration

Status Date

Please add adjudicate information. You may add up to 7 records.

S/No.	Priority of Debts	Amount Adjudicated (\$\$)	Action
1	Ordinary		Delete

+ Create

Created: P1

Created: P2

Created: P3

Last Updated: P4

Last Updated: P5

Last Updated: P6

Back Adjudicate

TOP

Figure 46: Assigning Debt Priority and Amount

10.8 Once the work is saved, the status of the Proof of Debt will be changed to “Adjudicated” in the Proof of Debt main screen.

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**Bankruptcy Case Info.**  
 Bankruptcy No. B 1/2009  
 Bankrupt Name

**Menu List**  
 Bankruptcy Case Profile  
 Statement of Affairs  
 Proof of Debt **\***  
 Monthly & Target Contribution  
 Travel Application **\***  
 Payment  
 Recommendation for Discharge  
 Investigation and Prosecution  
 Reports  
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Proof of Debt has been adjudicated successfully

**Proof of Debt for Adjudication**

S.No.	E-Filing No.	Creditor Name	Submission Date	Status	Action
1	BPD201607250154E	BISHAN TOWN COUNCIL	25/07/2016	Adjudicated	Select
2		ANG SUAT YEN	08/07/2016	Adjudicated	Select
3	BPD201603040140Y	ALEXANDRA HOSPITAL	04/03/2016	Pending Adjudication	Select
4		UNITED OVERSEAS BANK LIMITED	18/02/2009	Adjudicated	Select
5		SG MOTOR LOANS PTE. LTD.	25/02/2016	Pending Adjudication	Select
6		IFM SOLUTIONS PTE. LTD.	25/02/2016	Pending Adjudication	Select
7		ELLISA1	25/02/2016	Pending Adjudication	Select
8		ELLISA	25/02/2016	Pending Adjudication	Select
9		UNITED OVERSEAS BANK LIMITED	18/02/2016	Pending Adjudication	Select
10		OVERSEA-CHINESE BANKING CORPORATION LIMITED	17/02/2016	Pending Adjudication	Select
11	BPD201602040101G	UNITED OVERSEAS BANK LIMITED	04/02/2016	Pending Adjudication	Select
12	BPD201602040100K	ALEXANDRA HOSPITAL	04/02/2016	Pending Adjudication	Select
13		ELLISA	08/01/2016	Adjudicated	Select
14		ELLISA	11/01/2016	Pending Adjudication	Select
15	BPD201601270095B	A JEYANTHY & CO	27/01/2016	Pending Adjudication	Select
16		ANG MO KIO TOWN	16/01/2016	Pending Adjudication	Select

Figure 47: Adjudication Completed

## 11. Making Payment Requests

11.1 When you need to make payments out of the bankruptcy estate, you can raise payment request(s). To raise a payment request, click on “Create” to initiate the request.

The screenshot shows the 'Payment Request' page in the PTIB Portal. On the left is a 'Menu List' with options like 'Bankruptcy Case Profile', 'Statement of Affairs', 'Proof of Debt', 'Monthly & Target Contribution', 'Travel Application', 'Payment', 'Payment Request', 'Change Request', 'Recommendation for Discharge', 'Investigation and Prosecution', 'Reports', and 'Back'. The 'Payment' section is expanded, showing 'Payment Request' and 'Change Request'. The main content area is titled 'Payment Request' and contains a 'List of Payment Request(s)' table. The table has columns: S.NO., Filing No., Request Date (DDMMYYYY), Amount (\$), and Action. The table is currently empty, showing '- NIL -'. Below the table is a 'Create' button. The page also includes a 'Bankruptcy Case Info' sidebar with fields for 'Bankruptcy No.' (B 10005) and 'Bankrupt Name'. The top navigation bar includes links for Home, FAQs, Contact Info, Feedback, Useful Links, Sitemap, and Logout, along with a search bar.

Figure 48: Creating a Payment Request (1)

11.2 Within each payment request, you are able to include up to 10 payment records / entries.

The screenshot shows the 'Payment Request' page in the PTIB Portal, specifically the 'Payment Request Records' section. The 'Payment Request' form is visible, with fields for 'Private Trustee Name', 'Bankrupt Personal Information', 'Bankruptcy No.' (B 10005), 'ID No. in Application', 'Bankrupt Name', 'Business Name', 'Cash Balance (\$)', 'Third Party Fund (\$)', and 'Processing Fee (\$)'. The 'Payment Request Records' section is titled 'Payment Request Records' and contains a table with columns: S.NO., Payee Name, Amount (\$), Payment Category, and Action. The table is currently empty, showing '- NIL -'. Below the table is an 'Add' button. The page also includes a 'Bankruptcy Case Info' sidebar with fields for 'Bankruptcy No.' (B 10005) and 'Bankrupt Name'. The top navigation bar includes links for Home, FAQs, Contact Info, Feedback, Useful Links, Sitemap, and Logout, along with a search bar.

Figure 49: Creating a Payment Request (2)

11.3 When adding payment records, you will need to select the nature of the payments to be made and specify the amount.

The screenshot shows the 'Payment Request Details' form in the PTIB Portal. The 'Payment Category' dropdown is open, displaying a list of payment types. The 'Amount (\$S)' field is set to 1000. The 'Payee Name' and 'Payee ID Type' fields are also visible. The 'Submission of Documents' section shows a table with columns for S/Ns, Document Type, Upload Document, File Name, and Action. The table is currently empty, with the message 'No records found'.

Figure 50: Creating a Payment Request - Payment Type

11.4 Thereafter, key in the payee information which includes the ID number and the payment mode required.

The screenshot shows the 'Payment Request Details' form in the PTIB Portal. The 'Payee ID Type' dropdown is open, displaying a list of payee types. The 'Amount (\$S)' field is set to 1000. The 'Payee Name' and 'Payee ID Type' fields are also visible. The 'Submission of Documents' section shows a table with columns for S/Ns, Document Type, Upload Document, File Name, and Action. The table is currently empty, with the message 'No records found'.

Figure 51: Creating a Payment Request - Selecting Payee ID Type

The screenshot shows the PTIB Portal interface. At the top, there's a header with the Ministry of Law logo and navigation links. The main content area is titled 'Payment Request Details'. It includes a sidebar with a 'Menu List' containing links like 'Bankruptcy Case Profile', 'Statement of Affairs', 'Proof of Debt', 'Monthly & Target Contribution', 'Travel Application', and 'Payment'. The 'Payment' section is selected. The form fields are as follows:

- Bankruptcy No.: B 1/2009
- Bankruptcy Name: [Empty]
- Payment Category: Applicant Creditor Cost
- Amount (\$): 1000
- Payee Name: Applicant Creditor
- Payee ID Type: Local Incorporated Company
- Payee ID No.: 201312485700
- Payment Mode: [Dropdown menu open showing 'Please select', 'Cheque', and 'GHO']

Below the form fields is a 'Submission of Documents' section with a table for uploading documents. The table has columns for S/No., Document Type, Upload Document, File Name, and Action. The table is currently empty, showing 'No records found'.

Figure 52: Creating a Payment Request - Selecting Payment Mode

11.5 Please note that there is a transaction fee of \$30 which will be deducted from the bankruptcy estate for each payment request submitted (up to a maximum of 10 payment records/entries is allowed for each payment request). Therefore, you are advised to consolidate the payments to minimise the transaction fee per payment record.

11.6 You should also be aware of the number of payment requests you need to put up to complete the required payments. This is especially so for the declaration of final dividends. For example, if the bankruptcy estate has an estate balance of \$10,000 and if you need to make 31 payment transactions for dividends, you will need to reserve \$120 (which will be the cost of the transaction fee) for a total of 4 payment requests. This would translate to an effective estate balance of \$9,880 (before factoring in any other fees payable to the OA) as the amount divisible to creditors instead.

11.7 An equation to assist you to determine the amount available for distribution would be:

$$\begin{aligned}
 &\text{Amount Available for Distribution} \\
 &= \text{Cash Balance} - \left( \frac{\text{No. of payment records required to be raised}}{10} * \$30 \right) \\
 &\quad - \text{Any Other Fees Due to OA for the Filing of Trustee's Report in Support of a Discharge or Annulment}
 \end{aligned}$$

Equation 1: Determining Amount Available for Distribution as Dividends

11.8 As a good practice, you should raise all payment requests and save them as draft(s) for you to countercheck if the payment requests need to be amended. Thereafter, submit them only when you are fully satisfied with the requests.

**Bankruptcy Case Info.**

Bankruptcy No. B 1/2009  
Bankrupt Name

**Payment Request**

Private Trustee Name

**Bankruptcy Personal Information**

Bankruptcy No. B 1/2009  
BI No. in Application  
Bankrupt Name  
Business Name  
Cash Balance (\$\$) 4,862.84  
Third Party Fund (\$\$) 0.00  
Processing Fee (\$\$) 30.00

**Payment Request Records**

Please add payment information. You may add up to 10 records.

S.NO.	Payee Name	Amount (\$\$)	Payment Category	Action
1	Applicant Creditor	1,810.00	Applicant Creditor Cost	<a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 1

[Add](#) [Back](#) [Save](#)

Figure 53: Choosing to Save a Payment Request



## 12. Making Cheque Deposit Requests

12.1 All remittances to the OA should be supported by the relevant Cheque Deposit Requests. Instances where you will need to do so include remittances of (i) asset realisation proceeds; (ii) any balance in excess of the \$2,000 which you are entitled to hold pursuant to section 56(2) of the Bankruptcy Act; and (iii) top-ups when there are insufficient funds in the bankruptcy estate to pay for fees charged by the OA.

12.2 You may create a cheque deposit request by clicking on the “Create” button.

Figure 54: Cheque Deposit Request Main Screen

12.3 Thereafter, you may add up to 10 records in each cheque deposit request. A fee of \$10 will be deducted from the bankruptcy estate upon the submission of the request. Click on “Add” to add more records.

Figure 55: Cheque Deposit Request - Adding of Cheque Deposit Records



12.4 As part of the record creation process, you are required to key in details of the cheques such as the last 6 digits of the cheque, the issuing bank, the amount, source of funds and any other description, where applicable. The information is important to the OA for identifying the funds, and for accounting purposes, as they will be received by the OA.

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**Bankruptcy Case Info.**  
Bankruptcy No. B 12009  
Bankrupt Name TAN SOON MENG

**Menu List**  
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Travel Application  
Payment  
Payment Request  
Cheque Deposit  
Recommendation for Discharge  
Investigation and Prosecution  
Reports  
Back

**Cheque Deposit Request**  
Fields marked with \* are mandatory

**Cheque Depository Request Record Details**

Cheque No. \* 123456  
Issuing Bank \* [Select]  
Amount (\$) \*  
Cheque Category \*  
Description of Cheque Deposit

[Select]  
DEN NORMAND BANK ASA  
DEUTSCHE BANK  
DEVELOPMENT BANK OF SINGAPORE  
DRESNER BANK  
FAR EASTERN BANK LTD  
FIRST COMMERCIAL BANK  
FOUR SEAS BANK LIMITED  
FOUR SEAS COMMUNICATION BANK

Figure 56: Cheque Deposit Request - Providing Issuing Bank Information

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Bankruptcy No. B 12009  
Bankrupt Name TAN SOON MENG

**Menu List**  
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Proof of Debt  
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Travel Application  
Payment  
Payment Request  
Cheque Deposit  
Recommendation for Discharge  
Investigation and Prosecution  
Reports  
Back

**Cheque Deposit Request**  
Fields marked with \* are mandatory

**Cheque Depository Request Record Details**

Cheque No. \* 123456  
Issuing Bank \* DEVELOPMENT BANK OF SINGAPORE  
Amount (\$) \* 55,000.00  
Cheque Category \* [Select]  
Description of Cheque Deposit

[Select]  
3rd Party Monies  
Monthly Contribution  
Realisation of Assets  
Top up Estate Account for Fees

Figure 57: Cheque Deposit Request - Selecting Cheque Category (Source of Funds)

12.5 If the remittance arose because of realisation of assets, you are to select the appropriate asset type and key in the amount of sale proceeds accordingly.

The screenshot shows the 'Cheque Deposit Request' form in the PTIB Portal. The 'Assets Details' section is highlighted with a red dashed box. It contains a table with columns: S/N, Asset Type, Asset Amount (S\$), and Action. The 'Asset Type' dropdown menu is open, showing various asset categories. The 'Description of Cheque Deposit' field contains the text: 'For the sale of the following assets'.

Figure 58: Cheque Deposit Request - Specifying the Breakdown of Proceeds Obtained from Realisation of Assets (1)

12.6 When you have completed keying in the description required for the cheque, click on “Save” to save the record.

The screenshot shows the 'Cheque Deposit Request' form in the PTIB Portal. The 'Assets Details' section is highlighted with a red dashed box. It contains a table with columns: S/N, Asset Type, Asset Amount (S\$), and Action. The table contains four rows of asset details. The 'Description of Cheque Deposit' field contains the text: 'For the sale of vehicle SAK3234Y, Insurance Policies 709490123, 65877541 and 215468721'.

Figure 59: Cheque Deposit Request - Specifying the Breakdown of Proceeds Obtained from Realisation of Assets (2)

12.7 You will see the summary of the records which you have created once you save your record.

Bankruptcy Case Info.

Bankruptcy No. B 12309

Bankrupt Name

Menu List

Bankruptcy Case Profile

Statement of Affairs

Proof of Debt

Monthly & Target Contribution

Travel Application

Payment

Payment Request

Cheque Deposit

Recommendation for Discharge

Investigation and Prosecution

Reports

Back

Cheque Deposit Request

Fields marked with \* are mandatory.

Private Trustee Name

Bankrupt Personal Information

Bankruptcy No. B 0000012309F

ID No. in Petition

Bankruptcy Name

Business Name

Available Balance (S\$) 4,982.94

Third Party Fund (S\$) 0.00

Cheque Depository Request Records

Please add cheque depository information. You may add up to 10 records.

S.No.	Cheque No.	Issuing Bank	Amount (S\$)	Cheque Category	Description of Cheque Deposit	Action
1	123456	DEVELOPMENT BANK OF SINGAPORE	56,000.00	Realisation of Assets	For the sale of vehicle SOX1234Y, Insurance Policies 789456123, 65977541 and 215468721	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

[Back](#) [Save Draft](#) [Reset](#)

Figure 60: Cheque Deposit Request - Saved Records (1)

Menu List

Bankruptcy Case Profile

Statement of Affairs

Proof of Debt

Monthly & Target Contribution

Travel Application

Payment

Payment Request

Cheque Deposit

Recommendation for Discharge

Investigation and Prosecution

Reports

Back

Private Trustee Name

Bankrupt Personal Information

Bankruptcy No. B 0000012309F

ID No. in Petition

Bankruptcy Name

Business Name

Available Balance (S\$) 4,982.94

Third Party Fund (S\$) 0.00

Cheque Depository Request Records

Cheque Depository Request Details 1

Cheque No.	123456
Issuing Bank	DEVELOPMENT BANK OF SINGAPORE
Amount (S\$)	56,000.00
Cheque Category	Realisation of Assets
Description of Cheque Deposit	For the sale of vehicle SOX1234Y, Insurance Policies 789456123, 65977541 and 215468721

Cheque Details

S.No.	Asset Type	Asset Amount (S\$)
1	Vehicle	30,000.00
2	Other Personal Assets - Prudential Insurance Policy 789456123	10,000.00
3	Other Personal Assets - Prudential Insurance Policy 65977541	12,000.00
4	Other Personal Assets - AAA Insurance Policy 215468721	14,000.00

[Back](#) [Save Draft](#) [Reset](#)

7/10

Figure 61: Cheque Deposit Request - Saved Records (2)

12.8 You will be prompted of the \$10 transaction fee which will be charged to the bankruptcy estate when you click on “Submit”.

The screenshot shows the 'Cheque Deposit Request' form in the PTIB Portal. A confirmation modal is displayed in the center, stating: "Please be informed that the processing fee of \$10 will be deducted from the bankruptcy estate for this cheque deposit request." The modal has 'Yes' and 'No' buttons. The background form includes sections for 'Bankruptcy Case Info', 'Bankruptcy Personal Information', and 'Cheque Deposit Request Details'. The 'Cheque Deposit Request Details' section shows a cheque number of 123456, issued by DEVELOPMENT BANK OF SINGAPORE, for the sale of vehicle S0012345, Insurance Policy 7890123, 45678901 and 23456789.

Figure 62: Cheque Deposit Request - Submission (1)

12.9 Once you have confirmed and submitted the request, you will be brought to the summary page where you can view, print or save the transaction details.

The screenshot shows the 'Cheque Deposit Request' summary page. It displays the transaction completion status and provides a summary of the request details. The 'Transaction Completion' section shows the request date as 26/07/2016 14:39:47. The 'Cheque Deposit Request Details' section shows the same details as in Figure 62, including the cheque number, issuing bank, amount, and description of the cheque deposit.

Figure 63: Cheque Deposit Request - Submission (2)

## 13. Filing of First Information Report

13.1 You may need to refer bankrupts under your administration to the OA for investigation when there are complaints against them for bankruptcy offences. To start, you may download a copy of the First Information Report ("FIR") from our website at [www.mlaw.gov.sg/io](http://www.mlaw.gov.sg/io) under "Information for Private Trustees" folder. Once the FIR is completed, you may proceed to file it electronically using the FIR function in the PTIB Portal.

When you select the FIR, you will be able to create new or view past submissions.

**First Information Report**

List of Investigation Request(s)

S/No.	E-filing No.	Submission Date	FIR Status	FIR Status Date	Action
No matching records					

Page 1 of 1 |< << >> >| Go to Page:

Figure 64: Creation of a new FIR

13.2 At the creation screen, you will be required to enter details on the nature and source of complaint. Do note that all mandatory fields are marked with a red asterisk (\*).

**First Information Report**

Fields marked with \* are mandatory.

Private Trustee Name: NAME OF FID113947

**Bankruptcy's Personal Information**

Bankruptcy No.: B 0020053018K  
 ID No. in Petition: FID482131  
 Bankruptcy Name: NAME OF FIDP0482131  
 Business Name:

**Complaint Information**

ID Type \*:   
 ID No. \*:   
 Name of Complainant \*:   
 Through:   
 Complainant's Address:  
 Postal Code:    
 Block/Store No.: Auto-retrieved by system  
 Level/Unit: #  -   
 Street Name: Auto-retrieved by system  
 Building Name: Auto-retrieved by system  
 OR  
 Local P.O. Box/Foreign Address:   
 Other Details:

Figure 65: Enter Details on the Complainant and Nature of Complaint (1)

**First Information Report**

Fields marked with \* are mandatory.

**Details of Complaint**

Description of Complaint:

Date of Complaint\*:

Circumstances that led to discovery of bankrupt's bankruptcy:

Was there any payment made to Bankrupt?:

**Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF, DOC, DOCX, JPG, PNG or GIF format before proceeding.

S.No.	Document Type	Upload Document	File Name	Action
No records found.				

**Details of Offence**

Date of Offence:

Date of Offence discovered by PTIB:

Description of Offence:

Figure 66: Enter Details on the Complainant and Nature of Complaint (2)

13.3 Once the details necessary details are provided, proceed to upload supporting documents that will substantiate the basis of your referral, including any evidence for the alleged offence committed by the bankrupt.

Circumstances that led to discovery of bankrupt's bankruptcy:

Was there any payment made to Bankrupt?: ☒ Yes ☐ No

Please enter payment details an circumstances that led to the payment(s) made to the bankrupt.

S.No.	Type of Payment	Date of Transaction	Transaction Amount(\$00)	Purpose of Payment	Action
1	Cash	01/07/2017	20,000.00	Loan	<input type="button" value="Delete"/>

**Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF, DOC, DOCX, JPG, PNG or GIF format before proceeding.

S.No.	Document Type	Upload Document	File Name	Action
1	Documentary evidence to show that Bankrupt does not inform lender or creditor of his bankruptcy at time of providing the guarantee, indemnity or security	<input type="button" value="Upload Document"/>	BTDO_1CMPG137154.pdf	<input type="button" value="Delete"/>
2	Documentary evidence to show that Bankrupt provided a guarantee, indemnity or security for an amount \$1,000 or more for moneys borrowed, charged or credit obtained by another person	<input type="button" value="Upload Document"/>	YLPBG_1CMPG137274.pdf	<input type="button" value="Delete"/>

**Details of Offence**

Date of Offence:

Date of Offence discovered by PTIB:

Description of Offence:

Figure 67: Uploading of Supporting Documents



13.4 Once you have done uploading the supporting documents, you may then upload the FIR which you have completed prior.

**Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF,DOC,DOCX,JPG,PNG or GIF format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	FIR Report	<div> <div>+ Upload</div> <div> <div>FIRST INFORMATION REPORT (PTIB) (IHDRDS_DDF).docx</div> <div>26.6 KB</div> <div></div> <div></div> </div> </div>	FIRST INFORMATION REPORT (PTIB) (IHDRDS_DDF).docx	<div>Delete</div> <div>TOP</div>

Figure 68: Uploading of the FIR which was Completed Prior

13.5 Once you are satisfied with the details and supporting documents uploaded, you may proceed with the submission by clicking on “Next” and confirming your submission thereafter.

**List of Allegation**

S/No.	Description of Allegation	Action
1	Obtaining credit(Providing guarantee, indemnity or security)	<div>Edit</div> <div>Delete</div>

**Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF,DOC,DOCX,JPG,PNG or GIF format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	FIR Report	<div> <div>+ Upload</div> </div>	FIRST INFORMATION REPORT (PTIB) (IHDRDS_DDF).docx	<div>Delete</div>

Email Address of PTIB, to receive notification of status

trustee@trustee.com

Back

Save Draft

Next

TOP

Figure 69: You may Abort, Save or Submit the FIR

**Confirmation**

Are you sure to submit the First Information Report?

☒ Yes
 ☐ No

Figure 70: Confirming the Submission



13.6 Once the submission is successfully completed, you will be able to see the saved transaction record. You may exit the transaction by clicking on the “Exit” button thereafter to end the transaction.

2.	Documentary evidence to show that Bankrupt provided a guarantee, indemnity or security for an amount \$1,000 or more for moneys borrowed, charged or credit obtained by another person	<a href="#">YLPBG_1CMPG137274.pdf</a>
----	--	---------------------------------------

**Details of Offence**

Date of Offence	01/07/2017
Date of Offence discovered by PTIB	11/07/2017
Description of Offence:	Bankrupt borrowed \$20,000 from the complainant without disclosing his bankruptcy status. It is only when the complainant made a insolvency search, he discovered the bankrupt's status.

**Submission of Documents**

S/No.	Document Type	View
1	FIR Report	<a href="#">FIRST INFORMATION REPORT (PTIB) (IIDRDS_DDF).docx</a>

Email Address of PTIB, to receive notification of status	trustee@trustee.com
--	---------------------

Exit

Figure 71: A Successful FIR Submission

## 14. Requesting for Discharge / Annulment of Cases

14.1 When you have completed the administration of the cases under your care, you may proceed to request the OA to issue certificates of annulment or discharge under section 95A, 123A or 125 of the Bankruptcy Act. Do note the ability to raise requests under this module will be subject to the following conditions where relevant:

- a) Payment of the Total Contribution by the bankrupt;
- b) Met minimum tenure in bankruptcy;
- c) Filing of trustee's reports for reporting periods prior to the request;
- d) Raising of Payment Request(s) to pay out all monies from the bankruptcy estates be it in dividends or refunds; and
- e) All other prevailing conditions governing annulment or discharge under the abovementioned sections of the Bankruptcy Act.

14.2 Therefore, it is of utmost importance that you follow the procedures stated in the earlier parts of this handbook closely (such as the updating of the bankrupt's DSP stated in part 7).

14.3 To start this process, access the "Request for Discharge / Annulment" module and click on "Create".



Figure 72: Creating a Request for Discharge or Annulment

14.4 When you are creating a new discharge / annulment request, you will be able to see the working balance of the case and you will be able to select the type of certificates available. Please note that you will **NOT** be able make this request unless the working balance of the case is at \$50 or less. Therefore, prior to making this request, ensure that the relevant Payment Request(s) have been raised.

14.5 Pursuant to the Bankruptcy (Fees) Rules, a fee of \$35 will be charged to the bankruptcy estate for the filing of the trustee's report in support of the discharge request. You are required consider this fee while you are determining how much funds to be retained in the bankruptcy estate at the point of distribution of final dividends and you will be required to top up the bankruptcy estate at your own expense if there is insufficient balance available for this purpose (see Part 11 for [equation](#) on how to determine amount available to be distributed).

Figure 73: Main Screen for Request for Discharge / Annulment Module and Fees Involved in Filing the Request

14.6 When you select either of the certificate type, you will be required to answer a number of questions which will help to determine the eligibility of your request.

Figure 74: Answering the Questions Onscreen when required (1)

Bankrupt's Personal Information	
Bankruptcy No.	B 0020052016K
ID No. in Petition	FID489131
Bankrupt Name	NAME OF FIDFID489131
Business Name	
Working Balance (\$\$)	6,967,512.00
Lodgement Fee Amount (\$\$)	35.00
Request Details	
Request For *	<input type="radio"/> Certificate of Discharge <input checked="" type="radio"/> Certificate of Annulment
% of Debt Repayment *	<input type="radio"/> 100% <input type="radio"/> Less than 100%
<input type="button" value="Back"/> <input type="button" value="Next"/>	

Figure 75: Answering the Questions Onscreen when required (2)

14.7 When the system determines that your request is valid, you will be guided to enter the reason for making the request and to upload the required reports.

Fields marked with \* are mandatory

Bankrupt's Personal Information				
Bankruptcy No.	B 0020052016K			
ID No. in Petition	FID489131			
Bankrupt Name	NAME OF FIDFID489131			
Business Name				
Recommendation Details				
State justification for discharge:	<div style="border: 1px dashed red; padding: 5px;">           Bankrupt is able to pay his debts in full and all creditors agreed to the annulment of his bankruptcy.         </div>			
Mandatory Submission of Documents				
Please note that the size of each attachment (if any) must NOT exceed 5MB. Please upload the supporting documents in both the .xlsx(.xls) and .pdf formats, respectively before proceeding.				
S/No.	Document Type	Upload Document	File Name	Action
No records found.				
<div style="border: 1px dashed red; padding: 2px;"> <input type="button" value="+ Add"/> </div>				
Additional Submission of Documents				
Please note that the size of each attachment (if any) must NOT exceed 5MB. Please upload the supporting documents in both the .xlsx(.xls) and .pdf formats, respectively before proceeding.				
S/No.	Document Type	Upload Document	File Name	Action
No records found.				

Figure 76: Enter a Brief Explanation for this Request and Append the Required Reports

14.8 The reports which you are required to file will be in the format of Form 41 (Anniversary Report). This report will be in *Microsoft Excel* format and you can download the report template from our website at [www.mlaw.gov.sg/io](http://www.mlaw.gov.sg/io) under “Information for Private Trustees”.

*Please note that you must not make any changes to the report format or it will be rejected by the system at the point of submission.*

14.9 You are also required to make a PDF copy of the report, complete with the signature(s) of the private trustee to be uploaded in the same session.

State justification for discharge

Bankrupt is able to pay his debts in full and all creditors agreed to the annulment of his bankruptcy.

**Mandatory Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please upload the supporting documents in both the .xlsx(.xls) and .pdf formats, respectively before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Please Select Please Select Form 41 -Trustee's report (Excel Format) Form 41 -Trustee's report (PDF Format)	+ Upload		Delete

**Additional Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please upload the supporting documents in both the .xlsx(.xls) and .pdf formats, respectively before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
No records found.				

+ Add

Back Next

Figure 77: Uploading of Trustee's Report in both XLS and PDF Format

S/No.	Document Type	Upload Document	File Name	Action
1	Form 41 -Trustee's report (Excel Format)	+ Upload	Form 41.xlsx	Delete
2	Form 41 -Trustee's report (PDF Format)	+ Upload	BTBG_1CMPG137194.pdf	Delete

+ Add

**Additional Submission of Documents**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please upload the supporting documents in both the .xlsx(.xls) and .pdf formats, respectively before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Please Select Please Select Others	+ Upload		Delete

+ Add

Back Next

Figure 78: Other Supporting Documents to be Uploaded where Relevant

14.10 When you are satisfied with your submission, you may proceed to click “Next” and you will be able to review your work before you click on the “Submit” button for the actual submission.

**Request for Discharge / Annulment**

**Bankrupt's Personal Information**

Bankruptcy No.	B 0030052016K
ID No. in Petition	PD489131
Bankrupt Name	NAME OF FIDPD489131
Business Name	
Working Balance (\$)	6,987,512.00
Lodgement Fee Amount (\$)	35.00

**Request Details**

Request For	Certificate of Annulment
% of Debt Repayment	00%
% of Creditors Agreeing to the Annulment	100%

**Request Details**

Date justification for discharge	Bankrupt is able to pay his debts in full and all creditors agreed to the annulment of his bankruptcy.
----------------------------------	--

**Mandatory Submission of Documents**

S/No.	Document Type	View
1	Form 41 - Trustee's report (Email Format)	<a href="#">Form 41.xlsx</a>
2	Form 41 - Trustee's report (PDF Format)	<a href="#">BTRG_ICMPQ137194.pdf</a>

**Additional Submission of Documents**

S/No.	Document Type	View
1	Others	<a href="#">VLRG_ICMPQ137118(2).pdf</a>

[Back](#) [Submit](#)

Figure 79: Reviewing your Submission

**Request for Discharge / Annulment**

Thank you for using our eService.  
Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage. [Print](#) or [Save](#)

Your Application has been successfully submitted.  
E-filing No. PRD201707250055K  
Submission Date 25/07/2017 04:09:22

**Bankrupt's Personal Information**

Figure 80: Notification of a Successful Submission

14.11 After you have completed the submission, OA will take approximately 21 days to review the application for discharge or annulment. During this period, you may be contacted to clarify issues, rework your submission or provide more supporting documents. In the meanwhile, you can continue to monitor the status of the application in the module.

**Request for Discharge / Annulment**

**List of Recommendation for Discharge(s)**

S/No.	E-filing No.	Submission Date	Status	Status Date	Action
1	PRD201707250055K	25/07/2017	Pending Official Assignee's Review	25/07/2017	<a href="#">Withdraw</a>
2	PRD201612150019E	15/12/2016	Rejected	15/12/2016	<a href="#">View</a>

Figure 81: Statuses of Requests can be Viewed within the Module



## 15. Trustee's Annual / Anniversary Reports

15.1 Pursuant to section 86F of the Bankruptcy Act and Rule 55 of the Bankruptcy Rules, PTIBs are required to submit reports setting out the progress of their administration to the Official Assignee and the committee of creditors. PTIBs are to submit the reports which are prepared via the Trustee's Annual / Anniversary Reports module.

15.2 Although there is no prescribed format for the Annual Reports for the years prior to the Anniversary Reports, PTIBs are strongly encouraged to make their submissions using the prescribed format for the Anniversary Reports i.e. Form 41 as the details required are similar.

The screenshot displays the PTIB Portal interface. On the left, a vertical menu lists various modules, with 'Submission of Trustee's / Anniversary Report' highlighted. The main area is titled 'Submission of Trustee's / Anniversary Report' and contains a form with the following fields:

Bankruptcy No.	B 0020122016N	Bankrupt Name	NAME OF FIDFID486993
ID No. in Application	FID486993	ID Type in Application	Foreign Person
Business Name			
Latest ID No. (If any)		Latest Name (If any)	
Gender	Female	Race	
Nationality		Date of Birth (DD/MM/YYYY)	05/05/1940
Date of Death (DD/MM/YYYY)		Death Cert. No.	
<b>Contact Details</b>			
Home No.		Office No.	
Handphone No.		Email Address	
Correspondence Address *			

Figure 82: Accessing the Report Submission Module

15.3 You will notice that the system will automatically create reporting period entries when it is due for report submission. The superscript number found in the link also provides you with a quick view whether there is a report due for submission.

The screenshot displays the PTIB Portal interface. On the left, a vertical menu lists various modules, with 'Submission of Trustee's / Anniversary Report' highlighted. The main area is titled 'Submission of Trustee's / Anniversary Report' and contains a table titled 'List of Reports'.

S.No.	Reporting Period	Report Type	Status	Submission Date	Filing No.	Action
1	21/10/2016 - 20/10/2017	Trustee's Report				Create

Figure 83: Reporting Period Entries are Automatically Created



15.4 When you click on “Create”, you will be able to upload your reports for the reporting period.

**Submission of Report**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please upload the Annual Report document in pdf, doc, docx, xls or xlsx format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Please Select	+ Upload		Delete

+ Add

☐ I declare that the report submitted is true and accurate to the best of my knowledge and belief.

Back Submit

The dropdown menu for Document Type is open, showing the following options:

- Please Select
- Supporting documents for Asset Realisation
- Supporting documents for Claiming of Costs
- Supporting documents for variation of MCTC
- Trustee's Report

Figure 84: Selection of Item Description for Uploads

15.5 Continue to upload all relevant documents and to complete the submission, ensure that the declaration check box is checked and click on “Submit”.

**Submission of Report**

Please note that the size of each attachment (if any) must NOT exceed 5MB.

Please upload the Annual Report document in pdf, doc, docx, xls or xlsx format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Trustee's Report	+ Upload	Test report 2.pdf	Delete
2	Supporting documents for Claiming of Costs	+ Upload	Form 2.docx	Delete
3	Supporting documents for variation of MCTC	+ Upload	Form C (Amended Post 01 Aug 2016).docx	Delete

+ Add

☒ I declare that the report submitted is true and accurate to the best of my knowledge and belief.

Back Submit

Figure 85: Declaration for Submission

15.6 When you have successfully completed the submission, a notification will be shown on top of the screen and you will be able to see the submitted entry and its corresponding e-filing number.

The Trustee's Report is submitted successfully. ✕

### Submission of Trustee's / Anniversary Report

List of Reports

S/No.	Reporting Period	Report Type	Status	Submission Date	E-filing No.	Action
1	21/10/2016 - 20/10/2017	Trustee's Report	Pending Official Assignee's Review	27/07/2017 10:35:25	PAR201707270058A	<a href="#" style="background-color: #fff2cc; padding: 2px 5px;">✎ View</a>

Figure 86: A Successful Report Submission

15.7 Upon the submission of the trustee report(s), the OA will review the reports submitted and may accept or reject the submission. In the event when the submission is rejected, you will be required to correct the submission and make a resubmission. The reason(s) of rejection can be found in the entry. Further instructions/clarification may be provided/sought via email when the subject matter is deemed to be complex.

### Submission of Trustee's / Anniversary Report

Bankrupt's Personal Information

Bankruptcy No.	B 0055552017Y
ID No. in Petition	FID68665
Bankrupt Name	NAME OF FID68665
Business Name	

Report Submission Record

Reporting Period	02/12/2016 - 12/02/2017
Report Type	Trustee's Report
Working Balance (\$\$)	
Lodgement Fee Amount (\$\$)	15.00
Reason for Rejection	Test Rejected Reason - trustee report

[↑ TOP](#)

S/No.	Submission Date	Status	E-filing No.	File Name
1	14/02/2017 02:44:32	Rejected	PAR201702140032M	<a href="#">20170214_B_0055552017Y_PAR201702140032M_ANN01_1o.pdf</a>

[✎ Back](#)

Figure 87: Submitted Reports may be Rejected and Reasons will be Provided

15.8 A PTIB can expect to submit a minimum of 5 annual reports and 1 anniversary report for a first time bankrupt case which he is administering. To make things easier, the system will create the required submission entries accordingly and all you require to do is to work on the respective submission entry when they appear.

List of Reports						
S/No.	Reporting Period	Report Type	Status	Submission Date	E-filing No.	Action
1		Anniversary Report	Rejected	27/03/2017 02:58:57	PAR201703270051D	View
2		Anniversary Report	Rejected	15/02/2017 02:37:21	PAR201702150034P	View
3		Anniversary Report	Pending Official Assignee's Review	30/03/2017 11:23:43	PAR201703300053G	View
4		Anniversary Report	Rejected	27/03/2017 04:50:20	PAR201703270052Y	View
5		Trustee's Report	Pending Official Assignee's Review	28/02/2017 02:55:59	PAR201702280043G	View
6		Trustee's Report	Rejected	14/02/2017 02:44:32	PAR201702140032M	View
7		Trustee's Report	Rejected	15/02/2017 11:00:45	PAR201702150033A	View
8		Trustee's Report	Rejected	22/02/2017 03:57:19	PAR201702220041R	View
9		Trustee's Report	Submission Waived			

**Figure 88: System Creates a List of Reports the PTIB is Required to Submit**

15.9 Please note that the fee required to file an Annual and Anniversary Report is at \$15 and \$35 respectively. You will be required to top up the bankruptcy estate if there is insufficient fund for this purpose by using the Cheque Deposit function, by selecting the "Top Up Estate Account for Fees" option and making a cheque payment addressed to the Official Assignee.