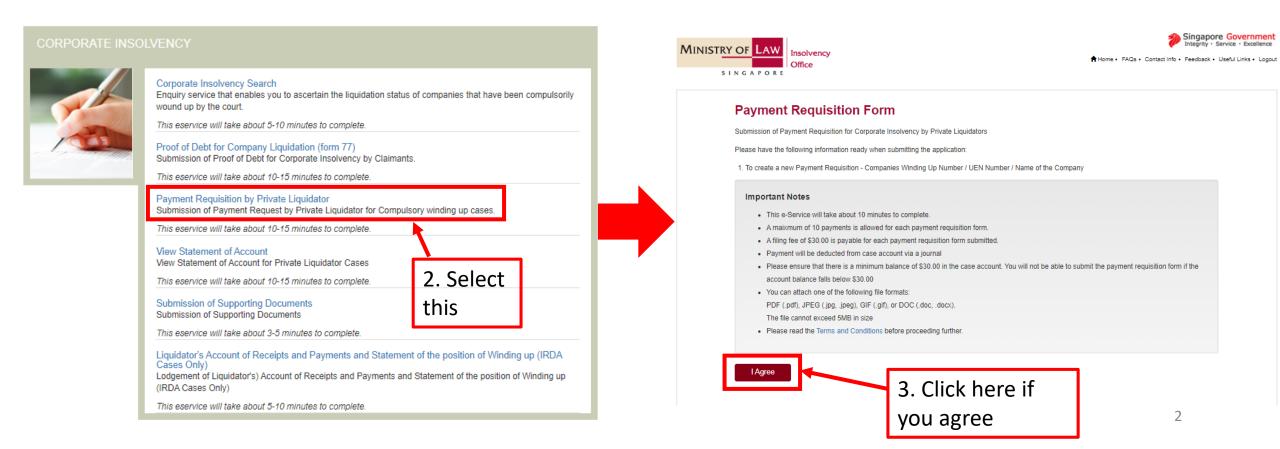
GUIDE FOR SUBMISSION OF PAYMENT REQUISITION VIA MINLAW E-SERVICES

12 August 2020

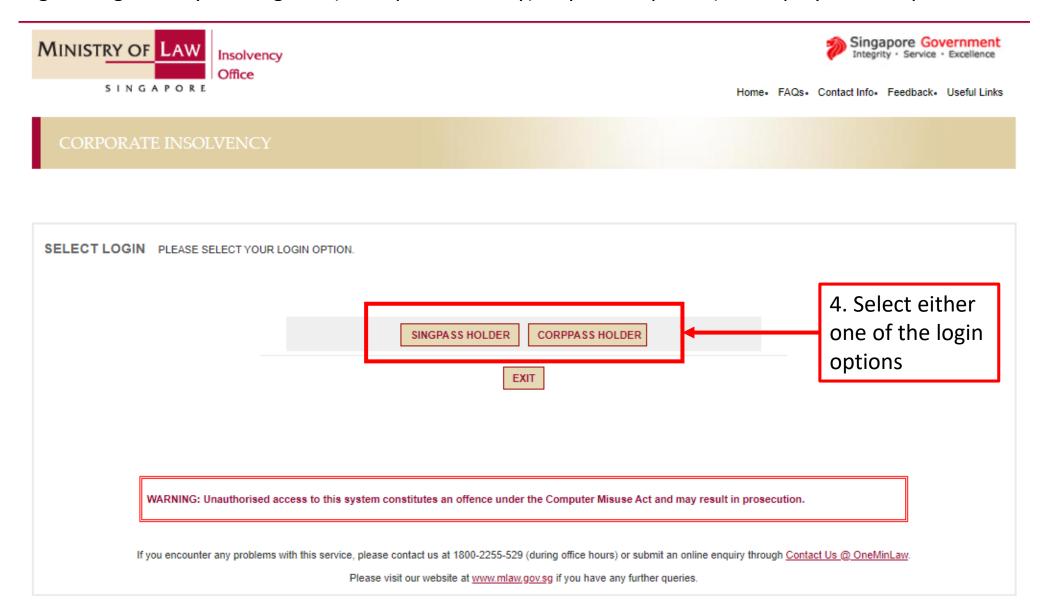


Guide to submit payment requisition form via e-services

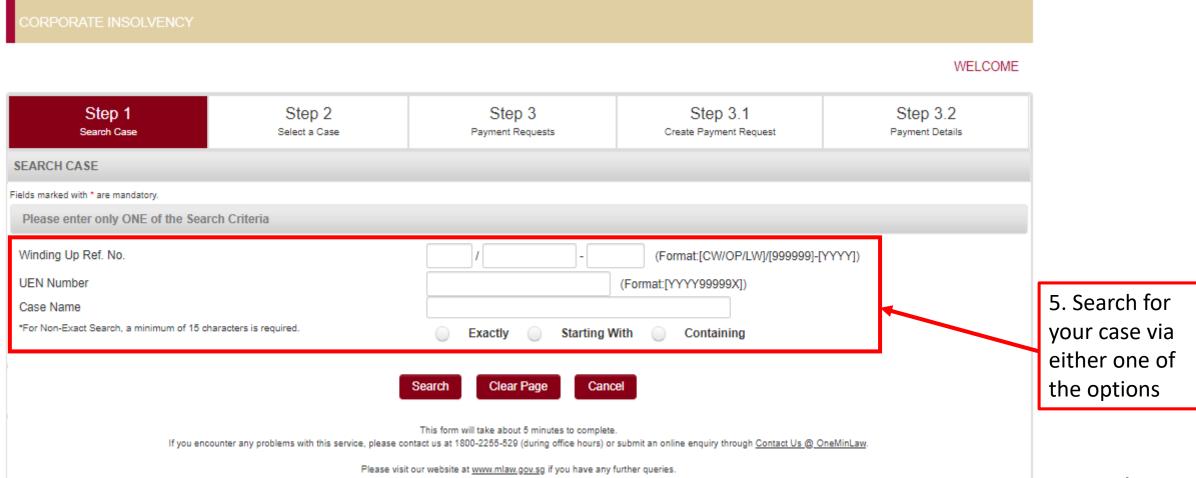
- 1. Liquidators are required to submit their Payment Requisition Form via our online e-services at https://eservices.mlaw.gov.sg/io/.
- 2. Select "Payment Requisition by Private Liquidator" located under Corporate Insolvency.
- 3. Read through the Important Notes and click "I Agree" to proceed.



4. Login using either your SingPass (for Liquidators only) or your CorpPass (for employees of Liquidator's Firm).

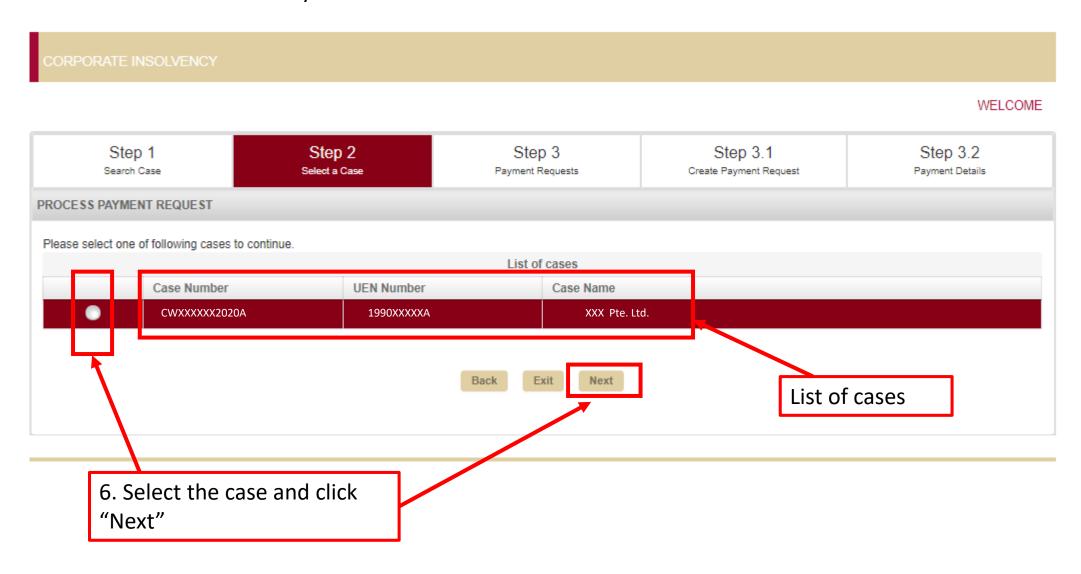


- 5. Once you have successfully login, key in either one of the information:
 - a) Winding Up Ref. No. (e.g. | CW | / | xxxxxx | | xxxx |)
 - b) UEN Number
 - c) Case Name

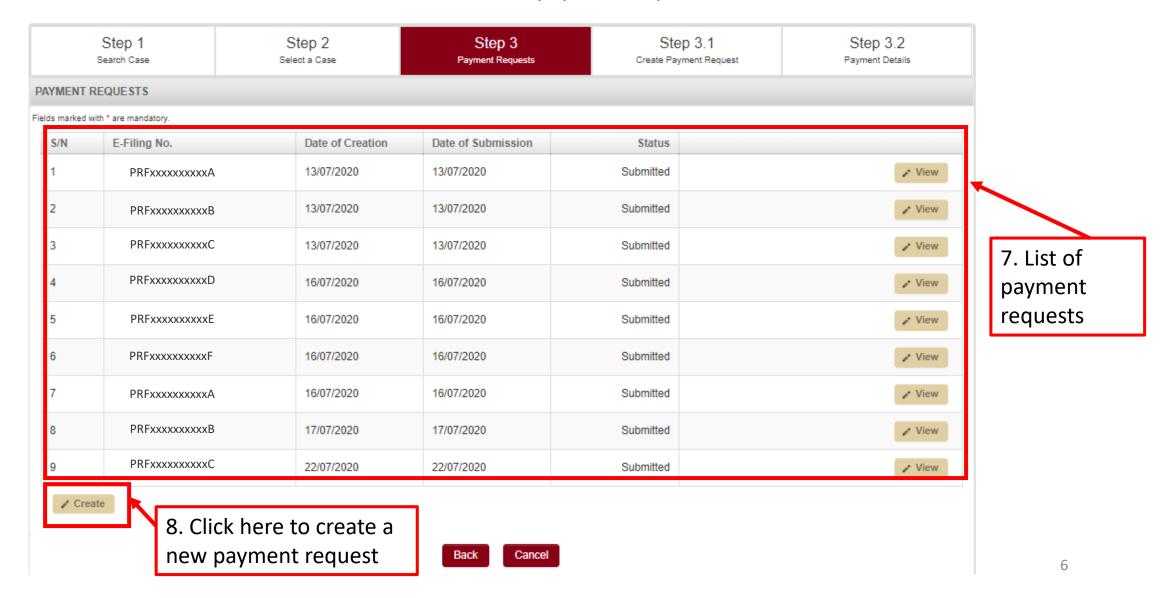


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6. The list of cases that matches your search will be listed as shown. Select the case number and click "Next".

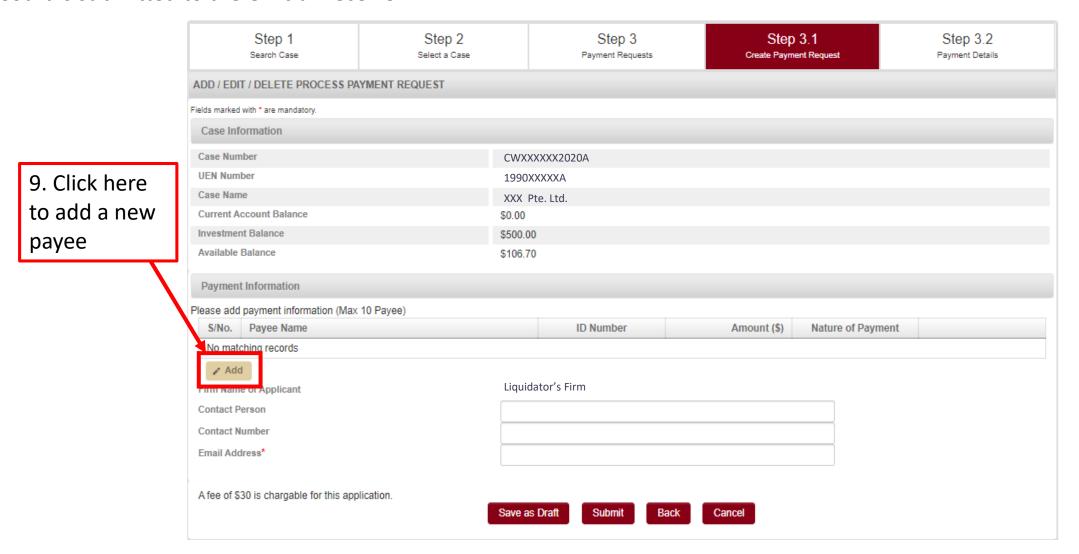


- 7. You will be able to see a list of payment requests that were previously submitted to the Official Receiver.
- 8. Click "Create" at the bottom of the screen to create a new payment request.



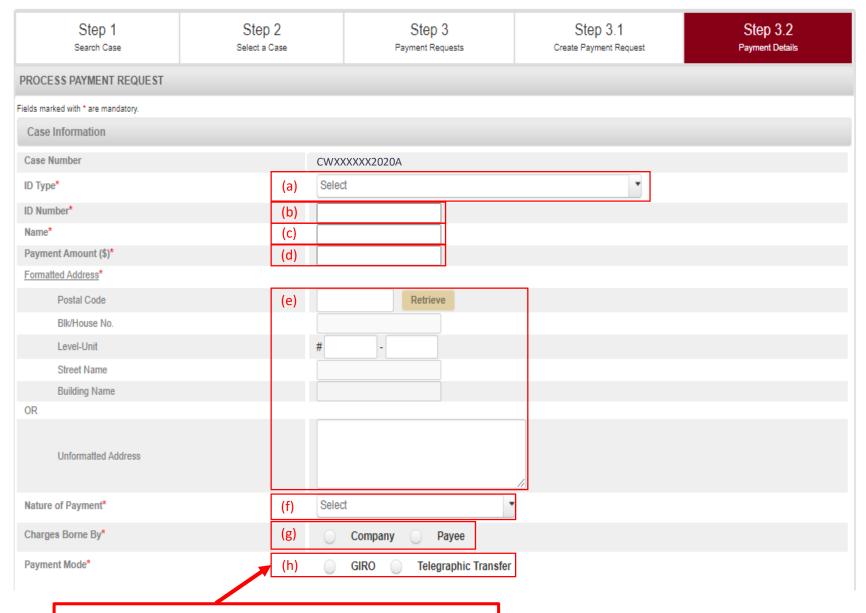
9. At the payment request page, click "Add" to add a new payee into your payment request.

A maximum of 10 payees is allowed for each payment request. Please do <u>not</u> include the Official Receiver's fees as mentioned in the Order of Court as a payment item. This amount will be processed separately when the Order of Court is submitted to the Official Receiver.



10. Complete the following information: -

- a) Select an "ID type"
- b) ID Number(e.g. NRIC/FIN/UEN number)
- a) Name of payee
- d) Payment Amount (\$)
- e) Payee's address
- f) Select a "Nature of Payment"
- g) Charges to be borne by Company or Payee
- h) Payment mode (GIRO or Telegraphic Transfer)



- **GIRO**: Local payments

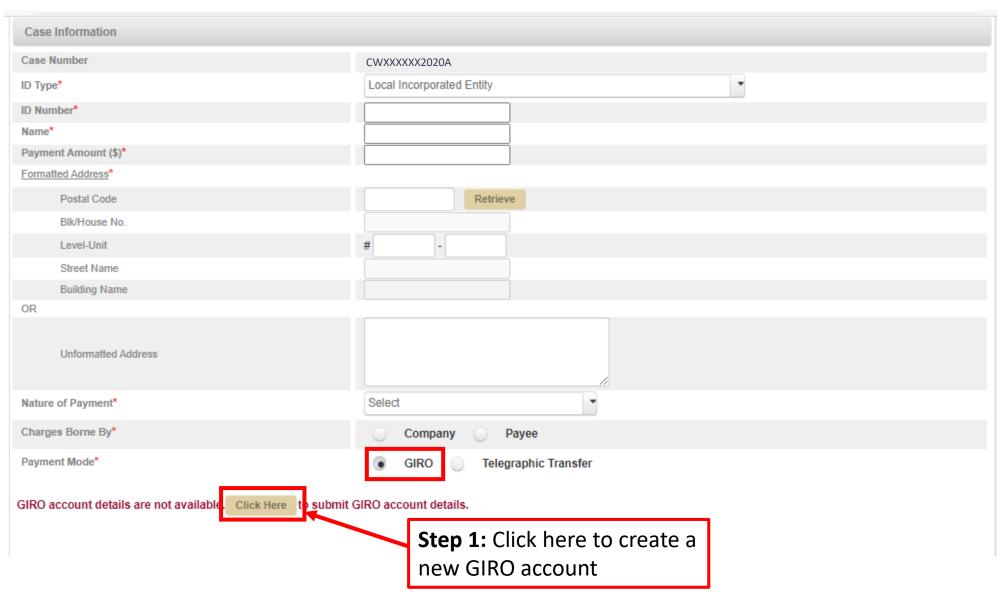
- **Telegraphic Transfer** : Overseas payments

10h) Payment mode

- i) GIRO (Local payments)
- ii) Telegraphic Transfer (Overseas payments)

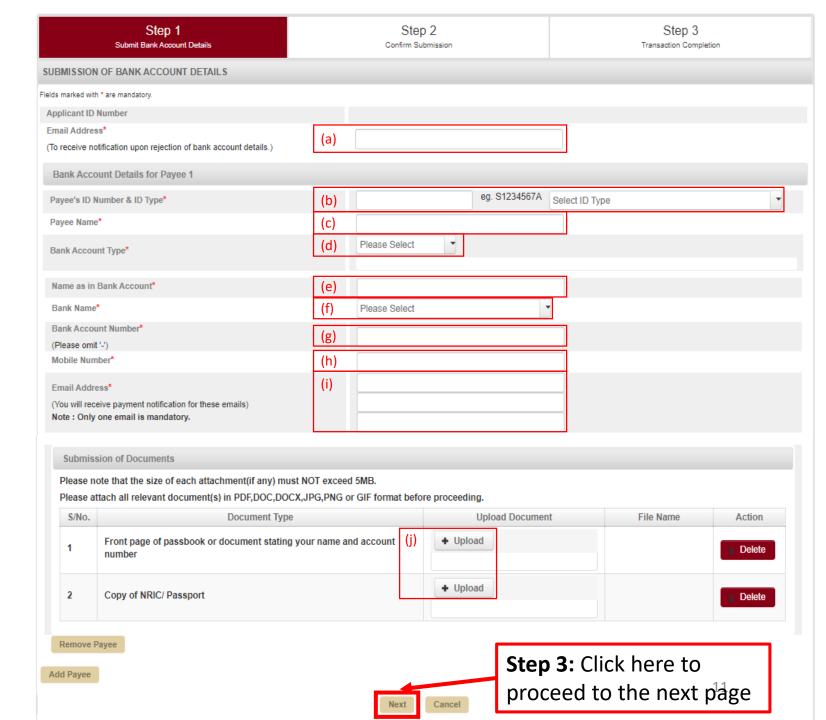
i) Payment mode – GIRO (For local payments only)

Step 1: If there is no GIRO details in the system, create a GIRO account before proceeding to the next step.

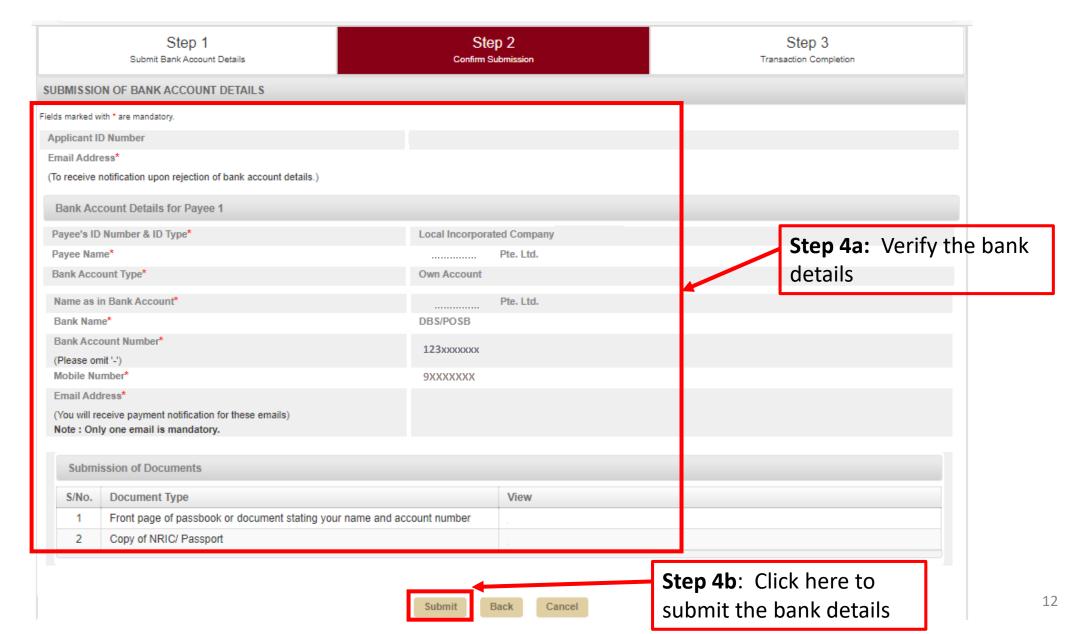


Step 2: Complete the payee's details: -

- a) Email address
- b) NRIC/FIN/UEN number
- c) Name of payee
- d) Type of bank account
- e) Name as in bank account
- f) Bank name
- g) Bank account number (Without the "hyphen")
- h) Contact number
- i) Email address to receive notification of successful payment
- j) Upload supporting documents

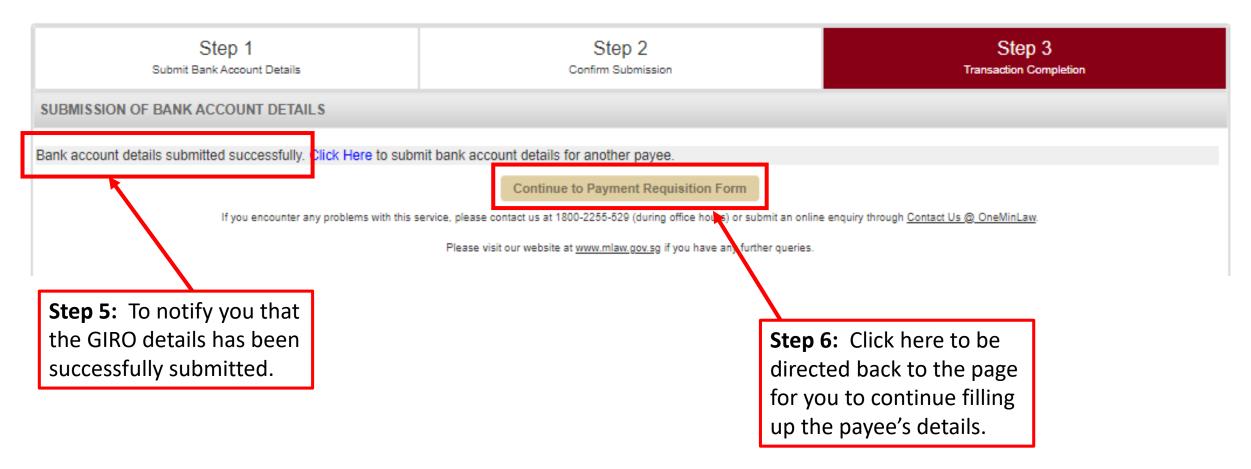


Step 4: Once you have clicked "Next", you will be directed to the confirmation page. Verify the information before clicking "Submit".



Step 5: Once you have submitted the payee's bank details, you will be directed to a page indicating "Bank account details submitted successfully."

Step 6: Click "Continue to Payment Requisition Form" and you will be directed back to the previous page for you to continue filling up the payee's details.



ii) Payment mode - Telegraphic Transfer (For overseas payments only)

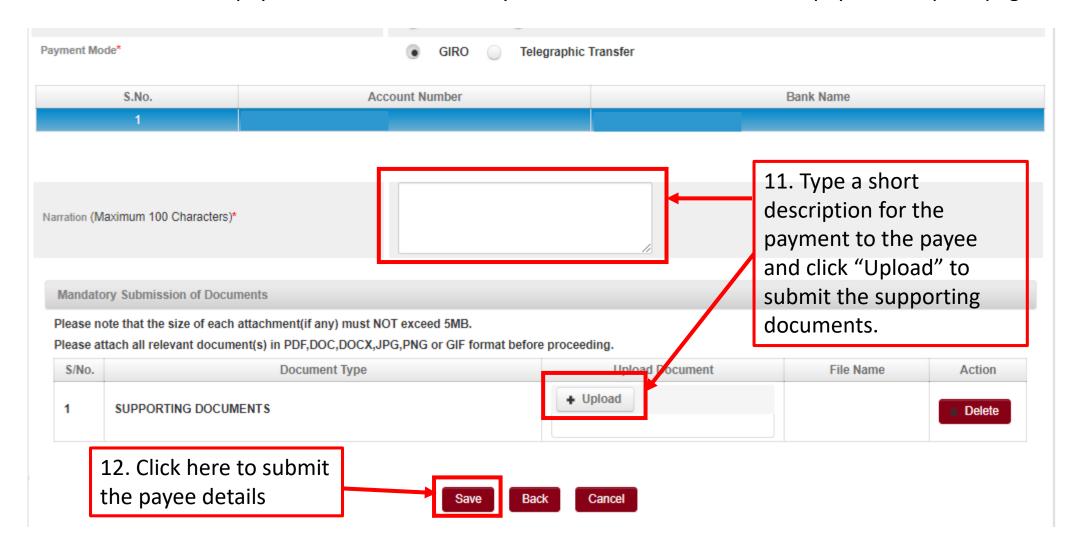
(e.g. bank details that are required for the

payment transfer)

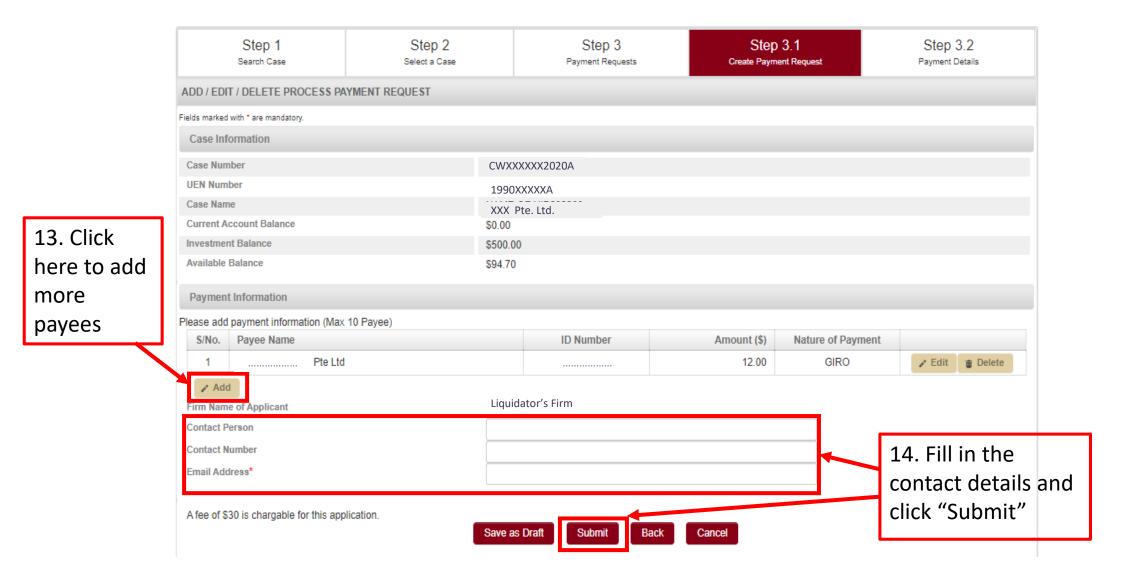
Payment Mode* Telegraphic Transfer **Step 1:** Complete the payee's bank details: Bank Name* (a) Payee's Bank Account No.* (b) Bank name Swift Code* (c) (d) Currency Type of Payment Instruction* SGD Bank account number Currency Type of Receiving Party* SGD Address of the Bank* SWIFT code (e) Unformatted Address (Maximum 180 Characters) Currency of payment instructions & Currency of receiving party **Mandatory 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. Bank's address Document Type Upload Document S/No. File Name Action (f) Upload BANK DETAILS Upload supporting documents

Step 2: Once you have filled up the telegraphic transfer information, you will need to continue and complete the payee's details.

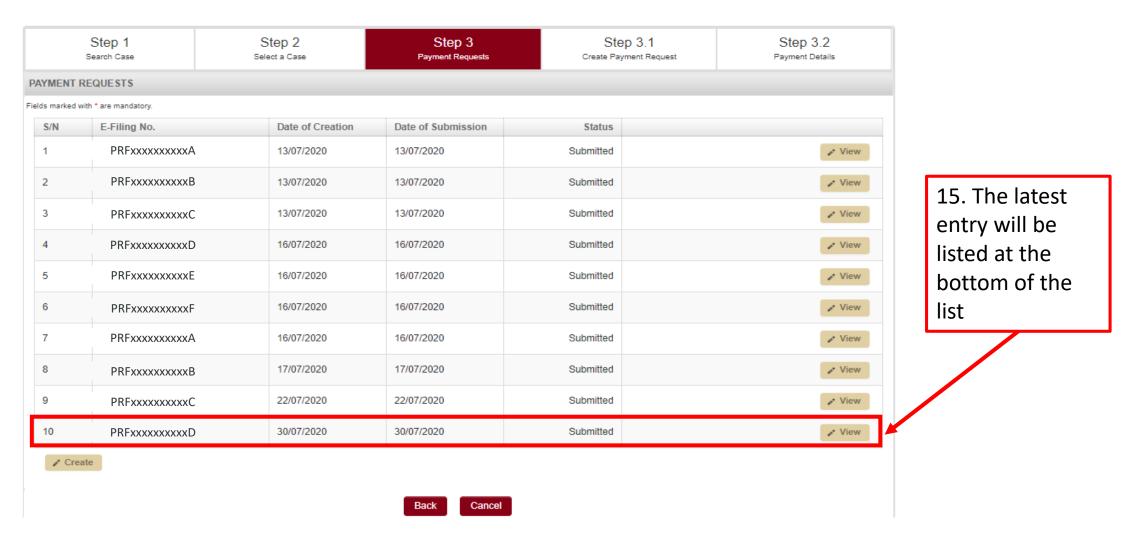
- 11. After completing the payment mode (i.e. GIRO / Telegraphic Transfer), complete the "Narration" field (e.g. a short description of the payment). Click "Upload" to attach the supporting documents (e.g. Invoices, Registrar's certificate, Bill of costs and etc.)
- 12. Click "Save" to save the payee's details. Thereafter, you will be directed back to the payment request page.



- 13. Click "Add" to add more payees into your payment request.
- 14. Complete the details of the contact person and click "Submit".



15. After a successful submission, the payment request will be reflected in the summary page as shown below: -



16. If you would like to rectify an error in your payment request after submission, you may reach out to us via Contact Us @ OneMinLaw (https://eservices.mlaw.gov.sg/enquiry/).

The End

