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).

4. Select either one of the login options

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

CORPORATE INSOLVENCY

WELCOME

Step 1	Step 2	Step 3	Step 3.1	Step 3.2
Search Case	Select a Case	Payment Requests	Create Payment Request	Payment Details

SEARCH CASE

Fields marked with * are mandatory.

Please enter only ONE of the Search Criteria

Winding Up Ref. No.   [   ] / [   ] - [   ]   (Format:[CW/OP/LW]/[999999]-[YYYY])

UEN Number   [   ]   (Format:[YYYY99999X])

Case Name   [   ]

*For Non-Exact Search, a minimum of 15 characters is required.

○ Exactly   ○ Starting With   ○ Containing

5. Search for your case via either one of the options

[Search]   [Clear Page]   [Cancel]

This form will take about 5 minutes to complete.
If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through Contact Us @ OneMinLaw.

Please visit our website at www.mlaw.gov.sg if you have any further queries.

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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".

CORPORATE INSOLVENCY

WELCOME

Step 1 Search Case	Step 2 Select a Case	Step 3 Payment Requests	Step 3.1 Create Payment Request	Step 3.2 Payment Details

PROCESS PAYMENT REQUEST

Please select one of following cases to continue.

List of cases

	Case Number	UEN Number	Case Name
⦿	CWXXXXXX2020A	1990XXXXXA	XXX Pte. Ltd.

Back   Exit   Next

List of cases

6. Select the case 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.

	Step 1	Step 2	Step 3	Step 3.1	Step 3.2
	Search Case	Select a Case	Payment Requests	Create Payment Request	Payment Details

PAYMENT REQUESTS

Fields marked with * are mandatory.

S/N	E-Filing No.	Date of Creation	Date of Submission	Status	
1	PRFxxxxxxxxxxA	13/07/2020	13/07/2020	Submitted	View
2	PRFxxxxxxxxxxB	13/07/2020	13/07/2020	Submitted	View
3	PRFxxxxxxxxxxC	13/07/2020	13/07/2020	Submitted	View
4	PRFxxxxxxxxxxD	16/07/2020	16/07/2020	Submitted	View
5	PRFxxxxxxxxxxE	16/07/2020	16/07/2020	Submitted	View
6	PRFxxxxxxxxxxF	16/07/2020	16/07/2020	Submitted	View
7	PRFxxxxxxxxxxA	16/07/2020	16/07/2020	Submitted	View
8	PRFxxxxxxxxxxB	17/07/2020	17/07/2020	Submitted	View
9	PRFxxxxxxxxxxC	22/07/2020	22/07/2020	Submitted	View

7. List of payment requests

Create

8. Click here to create a new payment request

Back   Cancel

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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 **not** 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.

Step 1 Search Case	Step 2 Select a Case	Step 3 Payment Requests	Step 3.1 Create Payment Request	Step 3.2 Payment Details

ADD / EDIT / DELETE PROCESS PAYMENT REQUEST

Fields marked with * are mandatory.

Case Information

Case Number	CWXXXXXXX2020A
UEN Number	1990XXXXXA
Case Name	XXX Pte. Ltd.
Current Account Balance	$0.00
Investment Balance	$500.00
Available Balance	$106.70

Payment Information

Please add payment information (Max 10 Payee)

S/No.	Payee Name	ID Number	Amount ($)	Nature of Payment	
	No matching records				

✎ Add

9. Click here to add a new payee

Firm Name of Applicant	Liquidator's Firm
Contact Person	
Contact Number	
Email Address*	

A fee of $30 is chargeable for this application.

Save as Draft Submit Back Cancel

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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)

Step 1 Search Case	Step 2 Select a Case	Step 3 Payment Requests	Step 3.1 Create Payment Request	Step 3.2 Payment Details

PROCESS PAYMENT REQUEST

Fields marked with * are mandatory.

Case Information

Case Number	CWXXXXXX2020A
ID Type*	(a) Select
ID Number*	(b)
Name*	(c)
Payment Amount ($)*	(d)

Formatted Address*

Postal Code	(e)	Retrieve
Blk/House No.		
Level-Unit	# -	
Street Name		
Building Name		

OR

Unformatted Address	

Nature of Payment*	(f) Select
Charges Borne By*	(g) ◯ Company ◯ Payee
Payment Mode*	(h) ◯ GIRO ◯ Telegraphic Transfer

- **GIRO** : Local payments
- **Telegraphic Transfer** : Overseas payments

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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.

Case Information

Case Number	CWXXXXXX2020A
ID Type*	Local Incorporated Entity ▼
ID Number*	
Name*	
Payment Amount ($)*	
Formatted Address*	

Postal Code	[Retrieve]
Blk/House No.	
Level-Unit	# [ ] - [ ]
Street Name	
Building Name	

OR

Unformatted Address	

Nature of Payment*	Select ▼
Charges Borne By*	○ Company ○ Payee
Payment Mode*	● GIRO ○ Telegraphic Transfer

GIRO account details are not available. [Click Here] to submit GIRO account details.

Step 1: Click here to create a new GIRO account

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 1 Submit Bank Account Details	Step 2 Confirm Submission	Step 3 Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Fields marked with * are mandatory.

Applicant ID Number	
Email Address* (To receive notification upon rejection of bank account details.)	(a) [ ]

Bank Account Details for Payee 1

Payee's ID Number & ID Type*	(b) [ ] eg. S1234567A	Select ID Type ▾
Payee Name*	(c) [ ]	
Bank Account Type*	(d) Please Select ▾	
Name as in Bank Account*	(e) [ ]	
Bank Name*	(f) Please Select ▾	
Bank Account Number* (Please omit '-')	(g) [ ]	
Mobile Number*	(h) [ ]	
Email Address* (You will receive payment notification for these emails) Note : Only one email is mandatory.	(i) [ ]	

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	Front page of passbook or document stating your name and account number	(j) + Upload		Delete
2	Copy of NRIC/ Passport	+ Upload		Delete

Remove Payee

Add Payee

Next   Cancel

Step 3: Click here to proceed to the next page

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

Step 1	Step 2	Step 3
Submit Bank Account Details	Confirm Submission	Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Fields marked with * are mandatory.

Applicant ID Number	
Email Address*	
(To receive notification upon rejection of bank account details.)	

Bank Account Details for Payee 1

Payee's ID Number & ID Type*	Local Incorporated Company
Payee Name*	.... Pte. Ltd.
Bank Account Type*	Own Account
Name as in Bank Account*	.... Pte. Ltd.
Bank Name*	DBS/POSB
Bank Account Number* (Please omit '-')	123xxxxxxx
Mobile Number*	9XXXXXXX
Email Address* (You will receive payment notification for these emails) Note : Only one email is mandatory.	

Step 4a: Verify the bank details

Submission of Documents

S/No.	Document Type	View
1	Front page of passbook or document stating your name and account number	
2	Copy of NRIC/ Passport	

Submit   Back   Cancel

Step 4b: Click here to submit the bank details

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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.

Step 1	Step 2	Step 3
Submit Bank Account Details	Confirm Submission	Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Bank account details submitted successfully. Click Here to submit bank account details for another payee.

Continue to Payment Requisition Form

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Step 5: To notify you that the GIRO details has been successfully submitted.

Step 6: Click here to be directed back to the page for you to continue filling up the payee's details.

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

Step 1: Complete the payee's bank details:
-

a) Bank name

b) Bank account number

c) SWIFT code

d) Currency of payment instructions &
Currency of receiving party

e) Bank's address

f) Upload supporting documents
(e.g. bank details that are required for the
payment transfer)

Payment Mode*	○ GIRO	● Telegraphic Transfer

Bank Name*	(a)	
Payee's Bank Account No.*	(b)	
Swift Code*	(c)	
Currency Type of Payment Instruction*	(d)	SGD ▼
Currency Type of Receiving Party*		SGD ▼
Address of the Bank*		
Unformatted Address (Maximum 180 Characters)	(e)	

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.

S/No.	Document Type	Upload Document	File Name	Action
1	BANK DETAILS	(f) + Upload		Delete

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.

Payment Mode*	● GIRO ○ Telegraphic Transfer	
S.No.	Account Number	Bank Name
1		

Narration (Maximum 100 Characters)*

11. Type a short description for the payment to the payee and click "Upload" to submit the supporting documents.

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.

S/No.	Document Type	Upload Document	File Name	Action
1	SUPPORTING DOCUMENTS	+ Upload		Delete

12. Click here to submit the payee details

Save   Back   Cancel

13. Click "Add" to add more payees into your payment request.

14. Complete the details of the contact person and click "Submit".

Step 1 Search Case	Step 2 Select a Case	Step 3 Payment Requests	Step 3.1 Create Payment Request	Step 3.2 Payment Details

ADD / EDIT / DELETE PROCESS PAYMENT REQUEST

Fields marked with * are mandatory.

Case Information

Case Number	CWXXXXXX2020A
UEN Number	1990XXXXXA
Case Name	XXX Pte. Ltd.
Current Account Balance	$0.00
Investment Balance	$500.00
Available Balance	$94.70

Payment Information

Please add payment information (Max 10 Payee)

S/No.	Payee Name	ID Number	Amount ($)	Nature of Payment	
1	.... Pte Ltd	....	12.00	GIRO	✎ Edit 🗑 Delete

✎ Add

13. Click here to add more payees

Firm Name of Applicant — Liquidator's Firm

Contact Person	
Contact Number	
Email Address*	

14. Fill in the contact details and click "Submit"

A fee of $30 is chargeable for this application.

Save as Draft   Submit   Back   Cancel

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

Step 1	Step 2	Step 3	Step 3.1	Step 3.2
Search Case	Select a Case	Payment Requests	Create Payment Request	Payment Details

PAYMENT REQUESTS

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4	PRFxxxxxxxxxxD	16/07/2020	16/07/2020	Submitted	View
5	PRFxxxxxxxxxxE	16/07/2020	16/07/2020	Submitted	View
6	PRFxxxxxxxxxxF	16/07/2020	16/07/2020	Submitted	View
7	PRFxxxxxxxxxxA	16/07/2020	16/07/2020	Submitted	View
8	PRFxxxxxxxxxxB	17/07/2020	17/07/2020	Submitted	View
9	PRFxxxxxxxxxxC	22/07/2020	22/07/2020	Submitted	View
10	PRFxxxxxxxxxxD	30/07/2020	30/07/2020	Submitted	View

Create

15. The latest entry will be listed at the bottom of the list

Back   Cancel

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