



INSOLVENCY PRACTITIONER'S LICENCE APPLICATION GUIDE

A step by step guide on applying for an Insolvency Practitioner's licence to perform insolvency work in Singapore. The application is submitted via the GoBusiness government portal.

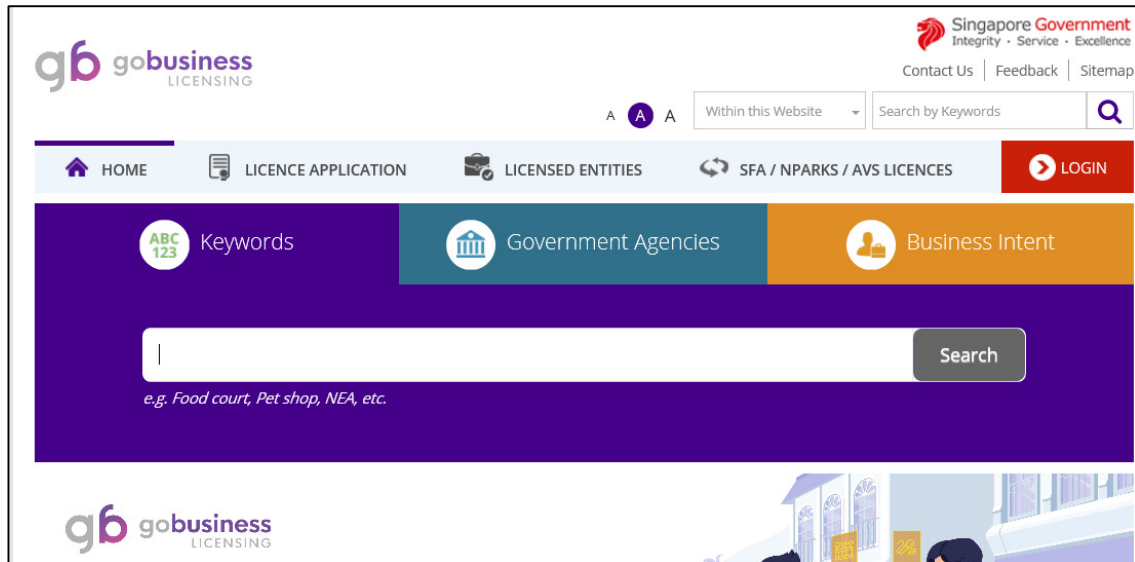
Table of Contents

1. Accessing the GoBusiness Portal	2
1.1 Logging in	2
2. Apply for New Licence	4
2.1 Select Licence	4
2.2 Add General Information	6
2.3 Provide Application Details	8
2.4 Upload Supporting Documents	15
2.5 Review & Submit Application	16
2.6 Acknowledgement	18
3 Amend Existing Licence	20
3.1 Select Licence	20
3.2 Amendment Profile	21
3.3 Add General Information	22
3.4 Provide Application Details	23
3.5 Upload Supporting Documents	26
3.6 Review and Submit Application	27
3.7 Acknowledgement	28
4 Renew Expiring Licence	29
4.1 Select Licence	29
4.2 Renew Profile	30
4.3 Add General Information	31
4.4 Provide Application Details	32
4.5 Upload Supporting Documents	37
4.6 Review and Submit Application	38
4.7 Acknowledgement	40
5 Cancel Existing Licence	41
5.1 Select Licence	41
5.2 Cancel Profile	42
5.3 Add General Information	42
5.4 Provide Application Details	43
5.5 Upload Supporting Documents	44
5.6 Review and Submit Application	45
5.7 Acknowledgement	46
6 Useful Contacts	47

1. Accessing the GoBusiness Portal

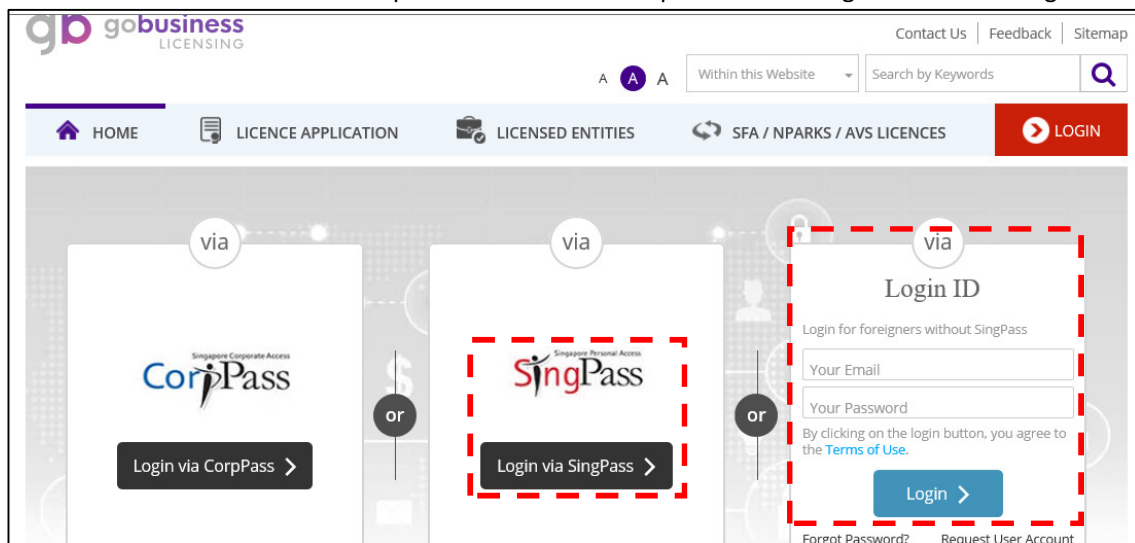
1.1 Logging in

1.1.1 You can access the GoBusiness webpage at <https://www.gobusiness.gov.sg>. Click <Login>.

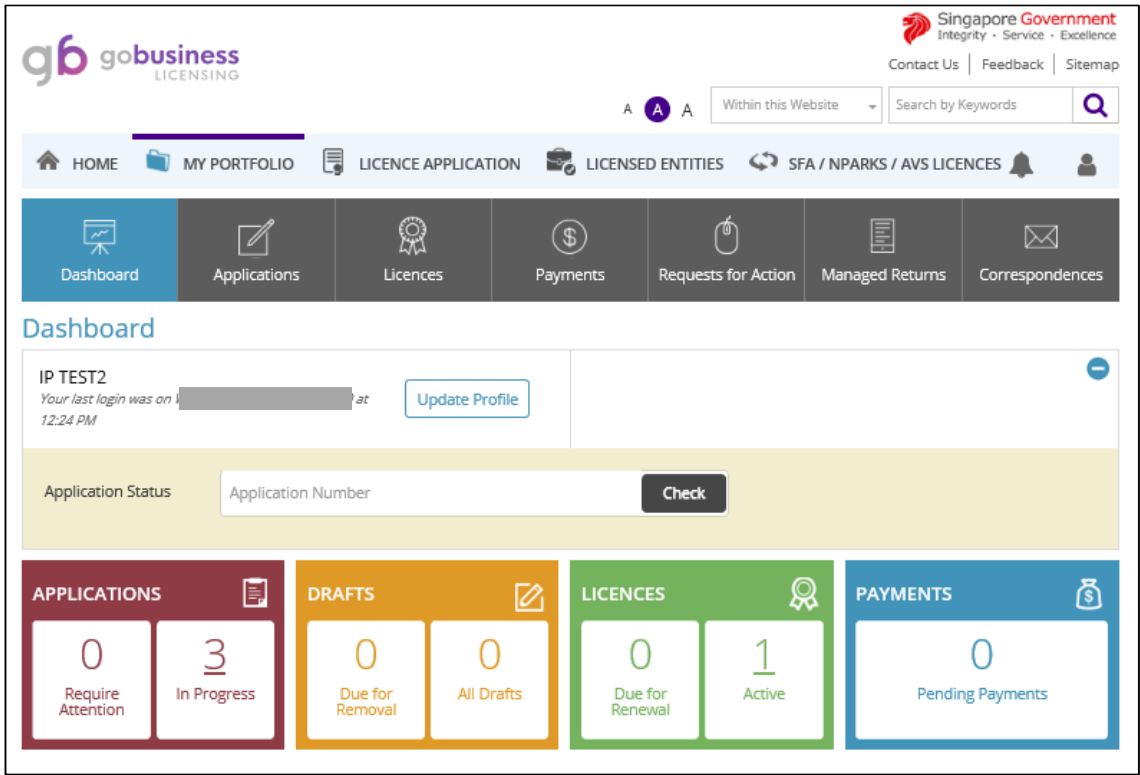


1.1.2 Click the <Login via Singpass> button and use your SingPass account (For Singaporean / Singapore Permanent Resident) to login. You will not be able to use a CorpPass account to apply for an Insolvency Practitioner's licence.

1.1.3 If you are a non-Singaporean / Singapore Permanent Resident, please register a user account with Gobusiness under the <Request User Account> option before login in under <Login ID>.



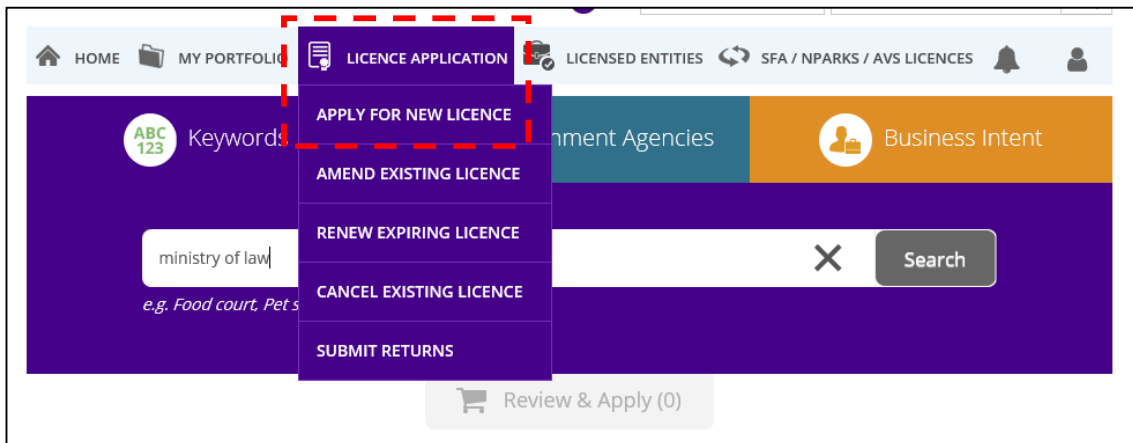
1.1.4 A dashboard page will appear on your screen after you have login-ed successfully. This dashboard provides a summary of all the applications you have submitted to the different Government agencies, ongoing drafts and the status of your active licences.



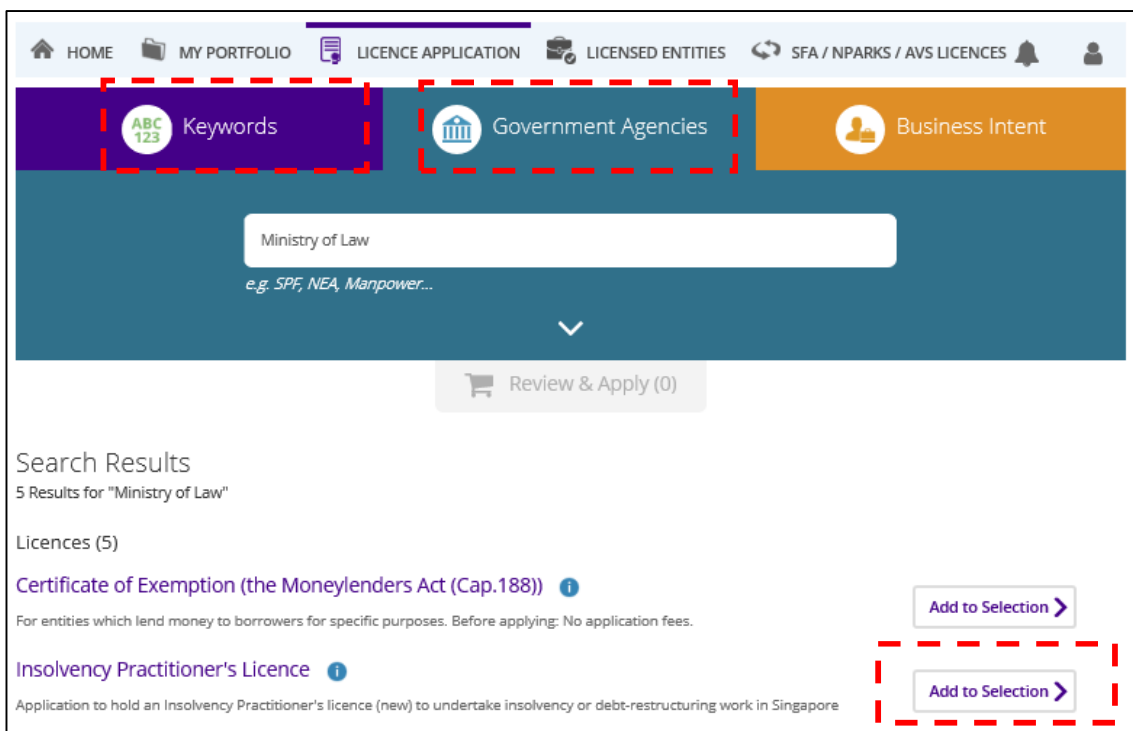
2. Apply for New Licence

2.1 Select Licence

2.1.1 Under <Licence Application>, select <Apply for New Licence> under the drop-down list.



2.1.2 At this screen, you can search for the Insolvency Practitioner's licence using either (i) the key words search (i.e. keywords like "ministry of law" or "insolvency practitioner"); or (ii) click <Ministry of Law> under the <Government Agencies> tab. After the search results are generated, click <Add to Selection> beside "Insolvency Practitioner Licence".



2.1.3 Click on the <Review & Apply> box and then click <Proceed>. Thereafter, you will arrive at Stage 1 of the licence application.

The screenshot shows the 'Licence Application' page. At the top, there is a navigation bar with links: HOME, MY PORTFOLIO, LICENCE APPLICATION (active), LICENSED ENTITIES, and SFA / NPARKS / AVS LICENCES. Below the navigation bar, there are three tabs: 'Keywords' (with a green circle icon containing 'ABC 123'), 'Government Agencies' (with a blue building icon), and 'Business Intent' (with an orange person icon). The 'Government Agencies' tab is selected, showing a search bar with 'Ministry of Law' and a dropdown menu with 'e.g. SPF, NEA, Manpower...'. Below the search bar, there is a section titled 'Selected Licences' containing a single entry: 'MINLAW | Insolvency Practitioner's Licence'. A red dashed box highlights the 'Proceed' button next to this entry. Another red dashed box highlights the 'Review & Apply (1)' button at the bottom of the page.

2.1.4 Select the licence and click <Apply>.

The screenshot shows the 'Apply for New Licence' page. At the top, there is a progress bar with six steps: 1. SELECT Licence(s) (active), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Below the progress bar, the title 'Apply for New Licence' is displayed. A message states: 'You may need the following licence(s) for your business'. Below this, it says 'To be applied at GoBusiness Licensing'. A table lists the licences to be applied for:

<input checked="" type="checkbox"/> Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
<input checked="" type="checkbox"/> MINLAW Insolvency Practitioner's Licence <i>i</i>	30 mins	Details	14 working days

A red dashed box highlights the 'MINLAW | Insolvency Practitioner's Licence' entry. At the bottom of the page, there are three buttons: '< Previous', 'Email Me >', and 'APPLY'. The 'APPLY' button is highlighted with a red dashed box.

2.2 Add General Information

2.2.1. Read and agree to the Terms of Use by clicking on the checkbox.

1
SELECT
Licence(s)

2
ADD
General Information

3
PROVIDE
Application Details

4
UPLOAD
Supporting Document(s)

5
REVIEW & SUBMIT
Application
(Payment if applicable)

6
ACKNOWLEDGEMENT

Apply for New Licence

Terms of Use

I. Agreement

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

☐ By clicking on the checkbox, I agree to be bound by the Terms of Use.

2.2.2 Your personal details recorded in your GoBusiness User Profile will be automatically populated under “Applicant’s Particulars”. Do note that amendments to these populated details cannot be made in the application itself as it is done separately on your User Profile page. Alternatively, you may tick the <Use MyInfo> box and relevant details available from the MyInfo service will be populated in the application. Likewise, amendments to these populated details cannot be made in the application itself.

MyInfo

☒ Use MyInfo

Please click [here](#) for MyInfo details

Applicant's Particulars

Note: Name, Nationality, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for your convenience.

Salutation *	Mr	Designation	Managing Director
Name *	xxx	Office Tel Number	
Nationality *	SINGAPORE CITIZEN	Home Tel Number	+6500000000
Gender *	Male	Fax Number	
Date Of Birth *	30/11/0002	Mobile Number *	+6500000000
Primary Contact Mode *	<input checked="" type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Email *	
		Alternative Email	
		<input type="checkbox"/> Tick if you prefer to receive status updates of licence application via SMS	

2.2.3 Select “Residential” under “Type of Premises” and provide your residential address. You will not be able to proceed with the next step if any other drop-down options are selected.

Applicant's Address

Address Type *
☒ Local
☐ Foreign

Type of Premises *
Please Select

Postal Code *

Please enter your postal code and click "Retrieve Address".

Block / House Number *

Street Name *

Level

E.g. 05-01 Key in:05

Unit Number

E.g. 05-01 Key in:01

Building Name

2.2.4 For the “Mailing Address”, please provide the address where you would be operating and receiving correspondence in relation to your work as an Insolvency Practitioner. After all fields are completed, please click <Next>. You may save the application by clicking on <Save as Draft> or <Save as Draft & Exit> at any point if you would like to complete the application another time. You will be able to retrieve the information stored in the draft application for 90 days.

The screenshot shows the 'Mailing Address' form. A red dashed box highlights the left-hand section containing the following fields: 'Applicant Address' with a 'Copy' button, 'Address Type*' with radio buttons for 'Local' (selected) and 'Foreign', 'Type of Premises*' with a dropdown menu showing 'Please Select', 'Postal Code*' with a text input and a 'Retrieve Address' button, and 'Block / House Number' with a dropdown menu showing 'Please Select'. Below these fields is a note: 'Please enter your postal code and click "Retrieve Address".'. To the right of this section are four more fields: 'Street Name*', 'Level', 'Unit Number', and 'Building Name', each with a text input. Below the 'Level' input is the text 'E.g. 05-01 Key in:05', and below the 'Unit Number' input is 'E.g. 05-01 Key in:01'. At the bottom of the form, a red dashed box highlights the navigation buttons: 'Next >', 'Save as Draft', and 'Save as Draft & Exit'.

2.3 Provide Application Details

2.3.1 Select the appropriate “Applicant Type” based on your profession.

The screenshot shows the 'Apply for New Licence' page. At the top is a progress bar with six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details (highlighted with a green circle), 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Below the progress bar is the title 'Apply for New Licence' and the subtitle 'Insolvency Practitioner's Licence'. The main section is titled 'Registration Details'. A red dashed box highlights the 'Applicant Type*' field, which has a dropdown menu with the following options: 'Please Select', 'Advocates & Solicitors', and 'Public / Chartered Accountants'.

2.3.2 Enter your company UEN details and click <Retrieve>. The company details will be automatically populated.

Applicant's Company Details

Company UEN *

Retrieve

(Please enter UEN and click "Retrieve")

Company Name *

Company Type

2.3.3 Please provide the details of your practical work experiences, your involvement and experiences in insolvency and restructuring related work. You may use the <Add> button to include multiple work experiences.

Practical Work Experience(s)

From Date *

(DD/MM/YYYY)

Employer Name *

Job Duties *

Current Job

To Date *

(DD/MM/YYYY)

Designation *

Add

From Date	To Date	Current Job	Employer Name	Designation	Job Duties
No records available					

For Public / Chartered Accountants

2.3.4 You are required to confirm that you are a member of the Institute of Singapore Chartered Accountants and / or a registered public accountant with the Accounting and Corporate Regulatory Authority.

2.3.5 If you have memberships in other local or foreign professional accounting bodies, please include the details as well.

Professional Accreditations / Memberships

Public / Chartered Accountants

Are you a registered Chartered Accountant (Singapore) member/ fellow member of Institute of Singapore Chartered Accountants? *

☒ Yes ☐ No

Are you a registered Public Accountant with the Accounting and Corporate Regulatory Authority? *

☒ Yes ☐ No

PA Registration No. *

Do you hold membership(s) in other local / foreign Accounting Professional Bodies? *

☒ Yes ☐ No

Add in other Accounting Professional Bodies

Professional Body Name *	<input type="text"/>	Professional Body Country *	<input type="text" value="Please Select"/>
Type(s) of Membership Held *	<input type="text"/>		
Membership Validity Period - From Date *	<input type="text" value="(DD/MM/YYYY)"/>	Membership Validity Period - To Date *	<input type="text" value="(DD/MM/YYYY)"/>

Other Remarks (if any)

For Solicitors

2.3.6 You are required to confirm if you are admitted to the Singapore Bar and a member of the Law Society of Singapore.

2.3.7 If you have memberships in other professional legal bodies, local or foreign, please include the details as well.

Professional Accreditations / Memberships

Solicitors Only

Have you been admitted to the Singapore Bar? *

☒ Yes ☐ No

Do you hold a valid Practising Certificate to perform legal practice in Singapore? *

☒ Yes ☐ No

Practising Certificate Number *

Do you hold membership(s) in other local / foreign Legal Professional Bodies? *

☒ Yes ☐ No

Add in other Legal Professional Bodies

Professional Body Name *

Professional Body Country *

Please Select

Type(s) of Membership Held *

Membership Validity Period - From Date *

(DD/MM/YYYY)

Membership Validity Period - To Date *

(DD/MM/YYYY)

Other Remarks (if any)

For Public Accountants / Chartered Accountants / Solicitors

2.3.8 Scroll down and provide details of your Insolvency Practitioner Licence obtained in another country (if any).

Approved Insolvency Practitioner Licence(s) Obtained Elsewhere

Are you an approved Insolvency Practitioner in another country? *

☒ Yes

☐ No

Add Insolvency Practitioner Licence

Name of Country *

Please Select

Details of Licence Held *

Licence Validity Period - From Date *

Licence Validity Period - To Date *

Other Remarks (if any)

Add

12

2.3.9 Under “Declaration”, please check the applicable boxes. For questions which you have answered “Yes”, please set out briefly the background and details under the free-text box provided.

Declaration

1) Have you ever had any approved licence(s) (e.g. public accountant, approved liquidator or insolvency practitioner) issued by ACRA and / or the Licensing Officer revoked or suspended? *

☐ Yes ☐ No

If Yes, please specify

2) Have you ever been convicted in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude? *

☐ Yes ☐ No

If Yes, please specify

3) Have you ever had a judgment entered against you in civil proceedings that involves a finding of fraud, dishonesty or breach of fiduciary duty on your part? *

☐ Yes ☐ No

If Yes, please specify

4) Have you ever had or received any treatment for or plan to be treated for any mental disorder? *

☐ Yes ☐ No

If Yes, please specify

5) Are you an undischarged bankrupt? ☐ Yes ☐ No

*

If Yes, please specify

6) Have you ever been adjudged a bankrupt in Singapore or under the laws of any foreign country? ☐ Yes ☐ No

*

If Yes, please specify

7) Have you ever been subject to a disqualification order made under section 149 of the Companies Act or a similar order under the laws of any foreign country? ☐ Yes ☐ No

*

If Yes, please specify

8) Have you ever been subject to a Voluntary Arrangement and / or Debt Repayment Scheme under the Insolvency, Restructuring and Dissolution Act or the Bankruptcy Act, or a similar arrangement or scheme outside Singapore? ☐ Yes ☐ No

*

If Yes, please specify

9) Have you ever been convicted of an offence under the Insolvency, Restructuring and Dissolution Act, the Bankruptcy Act or the Companies Act? ☐ Yes ☐ No

*

If Yes, please specify

10) Have you ever been a subject of any investigation(s) by governmental, statutory or professional bodies in respect of any offence involving dishonesty or any complaint against your professional misconduct? ☐ Yes ☐ No

*

If Yes, please specify

2.3.10 Click <Proceed> after you have answered all the questions.

11) Have you ever been refused entry to any professional body or had your membership or registration with such professional body cancelled, revoked or suspended? *

☐ Yes

☐ No

If Yes, please specify

< Previous

Proceed >

Save as Draft

Save as Draft & Exit

2.4 Upload Supporting Documents

2.4.1 Please upload the relevant supporting documents in their acceptable file formats and sizes. Multiple attachments can be uploaded for each category of document. However, the total file size under each document category is capped at a limit of 5 MB. Please note that the first 3 document categories are mandatory and are marked with a *.

1
SELECT
Licence(s)

2
ADD
General Information

3
PROVIDE
Application Details

4
UPLOAD
Supporting Document(s)

5
REVIEW & SUBMIT
Application
(Payment if applicable)

6
ACKNOWLEDGEMENT

Apply for New Licence

Insolvency Practitioner's Licence

Document Name	Type	Attachment	Action
<div>Curriculum Vitae *</div> <div>Curriculum Vitae</div> <div>Acceptable File Format: pdf, jpg, gif, png, bmp</div> <div>Acceptable File Size: maximum : 5 MB</div>	ONLINE UPLOAD	<div></div>	<div>Upload</div>
<div>Professional Accreditations *</div> <div>Documentary proof evidencing that you are a qualified Public Accountant, Chartered Accountant or Solicitor.</div> <div>Acceptable File Format: pdf, jpg, gif, png, bmp</div> <div>Acceptable File Size: maximum : 5 MB</div>	ONLINE UPLOAD	<div></div>	<div>Upload</div>
<div>Professional Membership(s) *</div> <div>Documentary proof evidencing your membership in any local/foreign professional bodies</div> <div>Acceptable File Format: pdf, jpg, gif, png, bmp</div> <div>Acceptable File Size: maximum : 5 MB</div>	ONLINE UPLOAD	<div></div>	<div>Upload</div>

2.4.2 The following 3 document categories are not mandatory but you may upload the relevant documents to support your application. Click <Next> after you have uploaded all the required supporting documents.

Relevant Work Experience
Other documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions, approved liquidator's licence with ACRA etc.
Acceptable File Format: pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

Details of Declaration(s)
Documents relating to declaration(s) which you have stated "Yes" under the declaration page
Acceptable File Format: pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

Others
Any other documents which you wish to provide
Acceptable File Format: pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

[< Previous](#) [Next >](#) [Save as Draft](#) [Save as Draft & Exit](#)


2.5 Review & Submit Application

2.5.1 You will be able to preview and print a copy of your application before submitting it.

1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

Information Review



Applicant's Particulars

Agree to Use MyInfo Data	No	Designation	<input type="text"/>
Salutation	<input type="text"/>	Office Tel Number	<input type="text"/>
Name	<input type="text"/>	Home Tel Number	<input type="text"/>
Nationality	<input type="text"/>	Fax Number	<input type="text"/>
Gender	<input type="text"/>	Mobile Number	<input type="text"/>

2.5.2 Click <Submit> after checking the declaration boxes. Please note that you will not be able to make further amendments to your application after you have clicked on <Submit>.

Declaration

General Declaration

1.

I declare that all the information given in this application form is true and correct.
I am aware that legal action may be taken against me if I had knowingly provided false information.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Insolvency Practitioner's Licence

1.

I declare that the information provided in this application is true and to the best of my knowledge and belief.
I understand that any false or misleading statement in this form could lead to disciplinary action being taken against me / or may invalidate any decision reached on this application.

< Previous

Submit

2.5.3 At the payment page, you will be asked to pay an application fee of \$650 (strictly non-refundable). Click <Proceed with Payment>.

1

SELECT
Licence(S)

2

ADD
General Information

3

PROVIDE
Application Details

4

UPLOAD
Supporting Document(S)

5

REVIEW & SUBMIT
Application
(Payment If Applicable)

6

ACKNOWLEDGEMENT

Apply for New Licence

Make Payment

Description	Fee Type	Fee	GST	Payment Due Date	Sub Total
MINLAW - Insolvency Practitioner's Licence	Licence Fee	\$650.00	Not applicable		\$650.00
Grand Total					\$650.00

PROCEED WITH PAYMENT

2.6 Acknowledgement

2.6.1 Upon successful submission and payment, you will see an acknowledgement page with your application number. You can click <View Receipt> to retrieve your payment details. Click <Close> to return to your main dashboard.

1

2

3

4

5

6

SELECT
Licence(S)

ADD
General Information


PROVIDE
Application Details

UPLOAD
Supporting Document(S)

REVIEW & SUBMIT
Application
(Payment If Applicable)


ACKNOWLEDGEMENT

Apply for New Licence



Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.



Ministry of Law
Insolvency Practitioner's Licence

Application Number

Application Status

Submitted with Payment

Submission Number

Submission Date

Submission Name

Payment Advice Number

Payment Status

Payment Amount(SGD)

\$650.00

Estimated Processing Time

14 working days


View your [Applications and Status](#)

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

 View Receipt

PRINT

CLOSE

2.6.2 At the main dashboard, you can view the status of the applications which you have submitted on GoBusiness, either by clicking under “Applications” or by performing a search using your application number.

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

SFA / NPARKS / AVS LICENCES

Dashboard

Applications

Licences

Payments

Requests for Action

Managed Returns

Correspondences

Dashboard

IP TEST2

Your last login was on Thursday 04 June 2020 at 05:58 PM

Update Profile

Application Status

Application Number

Check

APPLICATIONS

1
Require Attention

4
In Progress

DRAFTS

0
Due for Removal

0
All Drafts

LICENCES

0
Due for Renewal

1
Active

PAYMENTS

1
Pending Payments

Application Number

Type

Agency

Licence Name

Application Status

Submission Date

Action

New

MINLAW

Insolvency Practitioner's Licence

Ready for Payment

Action

New

MINLAW

Insolvency Practitioner's Licence

Pending Agency Action

Action

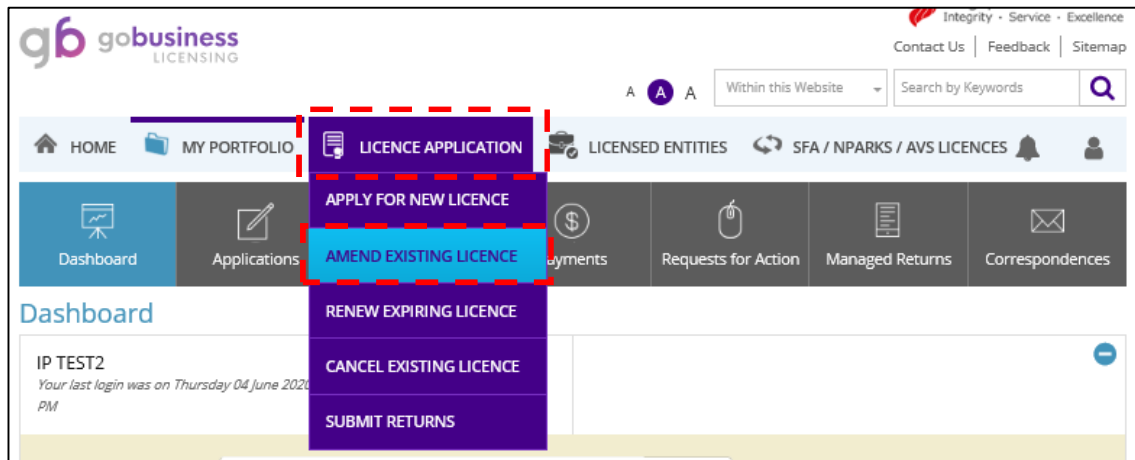
2.6.3 Once your application is reviewed, you will be notified of the outcome via email and post.

3 Amend Existing Licence

3.1 Select Licence

3.1.1 Under <Licence Application>, click on <Amend Existing Licence> to update the following details:

- Applicant's Details (including personal particulars)
- Applicant's Address
- Mailing Address
- Company Details
- Practical Work Experience(s)
- Membership(s) in Professional Bodies
- Approved Insolvency Practitioner Licence(s) Obtained Elsewhere



3.1.2 A list of “Active” licence(s) you possess will be automatically populated on the screen. Click on the licence number relating to your Insolvency Practitioner’s licence.

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

SFA / NPARKS / AVS LICENCES

Licences

Government Agencies

Licence Name, Licence Number

SEARCH

1

2

3

4

5

6

7

SELECT Licence(S)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Licence Number

Agency

Licence Name

Licence Status

Issued Date

Expiry Date

MIN

Insolvency Practitioner's Licence

Active

3.2 Amendment Profile

3.2.1 Click <Next> to proceed.

Amend Licence

1

2

3

4

5

6

7

SELECT Licence(S)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Ministry of Law

Insolvency Practitioner's Licence

Type of Amendment

Fees & Supporting Documents (if required)

Insolvency Practitioner's Licence

Details

Licence Number *

BACK

NEXT

3.3 Add General Information

3.3.1 Please tick the checkbox to agree with the Terms of Use.

1

SELECT
Licence(s)

2

AMENDMENT
Profile

3

ADD
General Information

4

PROVIDE
Application Details

5

UPLOAD
Supporting Document(s)

6

REVIEW & SUBMIT
Application
(Payment if applicable)

7

ACKNOWLEDGEMENT

Amend Existing Licence

Terms of Use

I. **Agreement**

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.

2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.

3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.

4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. **Access To the Website**

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

☒ By clicking on the checkbox, I agree to be bound by the Terms of Use.

3.3.2 The information in your GoBusiness User Profile will be automatically populated. Please make the necessary amendments and click <Next>.

Filer's Particulars

Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience.
Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation*

Mr

Designation*

Name*

Office Tel Number

Nationality*

Home Tel Number

Gender*

Male

Female

Fax Number

Date Of Birth*

Mobile Number*

Primary Contact Mode*

Office Tel Number

Home Tel Number

Mobile Number

Email*

Alternative Email

Tick if you prefer to receive status updates of licence application via SMS

Next >

Save as Draft

Save as Draft & Exit

3.4 Provide Application Details

3.4.1 Details of your licence will be shown here.

1

2

3

4

5

6

7

SELECT Licence(s)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(s)

REVIEW & SUBMIT Application
(Payment if applicable)

ACKNOWLEDGEMENT

Amend Existing Licence

Insolvency Practitioner's Licence

Licence Details

Licence Number*

Applicant Type*

Public / Chartered Accountants

Licence Start Date*

Licence End Date*

3.4.2 Details of your company will be shown here. Tick the “Change of Applicant Company Details” if there are changes to your current company. Enter your company UEN details and click <Retrieve> for the details to be automatically populated.

Applicant's Company Details

☐ Change of Applicant Company Details

Company UEN *

(Please enter UEN and click "Retrieve")

Company Name *

Company Type

3.4.3 Tick the “Change of Mailing Address” if there are changes to your mailing address. Please provide the address where you would be operating and receiving work correspondences as an Insolvency Practitioner.

Change of Mailing Address

☒ Change of Mailing Address

Address Type *
☒ Local
☐ Foreign

Type of Premises *

Level

E.g. 05-01 Key in:05

Postal Code *

Unit Number

Please enter your postal code and click "Retrieve Address"

E.g. 05-01 Key in:01

Block/House Number *

Building Name

Street Name *

3.4.4 Tick the “Change of Applicant Details” if there are changes that need to be made to your contact information displayed under this section.

Change of Applicant Details

☐ Change of Applicant Details

Identity Type *
☒ NRIC
☐ FIN
☐ Passport

Identity No. *
 S8009873A

Salutation *
 Mr

Date of Birth *

(DD/MM/YYYY)

Full Name *
 IP Test2

(As in NRIC or FIN or Passport)

Job Title *
 Managing Director

Nationality *
 SINGAPORE CITIZEN

Contact Number (Work)

Contact Number (Mobile)
 +6598878787

Email Address
 sample1@gmail.com

3.4.5 Tick the “Change of Applicant Address” if there are changes to your residential address. Select “Residential” under “Type of Premises” when providing your residential address. You will not be able to proceed with the next step if any other drop-down options are selected.

Change of Applicant Address

☒ Change of Applicant Address

Address Type*

☒ Local ☐ Foreign

Type of Premises*

Residential

Level

E.g. 05-01 Key in:05

Postal Code*

Retrieve Address

Please enter your postal code and click "Retrieve Address"

Unit Number

E.g. 05-01 Key in:01

Block/House Number*

Building Name

Street Name*

3.4.6 Tick the “Add/Update/Delete Practical Work Experiences” if you wish to update your employment details and work experiences. Click on <Add> button to include more work experiences in relation to insolvency and restructuring work.

Add/Update/Delete Practical Work Experience(s)

☒ Add/Update/Delete Practical Work Experience(s)

From Date*

(DD/MM/YYYY)

Employer Name*

Job Duties*

Current Job

☐

To Date*

(DD/MM/YYYY)

Designation*

Add

3.5 Upload Supporting Documents

3.5.1 You may choose to upload relevant documents which were not submitted previously. Multiple attachments can be uploaded for each document category in the acceptable file formats and sizes. The total file size for each document category remains at 5 MB.

1 SELECT Licence(s) **2** AMENDMENT Profile **3** ADD General Information **4** PROVIDE Application Details **5** UPLOAD Supporting Document(s) **6** REVIEW & SUBMIT Application (Payment if applicable) **7** ACKNOWLEDGEMENT

Amend Existing Licence

Insolvency Practitioner's Licence

Document Name	Type	Attachment	Action
Curriculum Vitae Curriculum Vitae <i>Acceptable File Format: pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i>	ONLINE UPLOAD		
Professional Accreditations Documentary proof evidencing that you are a qualified Public Accountant, Chartered Accountant or Solicitor. <i>Acceptable File Format: pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i>	ONLINE UPLOAD		
Professional Membership(s) Documentary proof evidencing your membership in any local/foreign professional bodies <i>Acceptable File Format: pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i>	ONLINE UPLOAD		

3.5.2 Click <Next> after you have uploaded all the new documents.

Relevant Work Experience
Other documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions, approved liquidator's licence with ACRA etc.
Acceptable File Format: pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

Details of Declaration(s)
Documents relating to declaration(s) which you have stated "Yes" under the declaration page
Acceptable File Format: pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

Others
Any other documents which you wish to provide
Acceptable File Format: pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

3.6 Review and Submit Application

3.6.1 Any amendments made will be shown under "Information Review". You will be able to preview and print a copy of your application before submitting it.

[illegible]

3.6.2 Click <Submit> after checking the declaration boxes. Please note that you will not be able to make further amendments to your application after you have clicked on <Submit>. No fee is imposed for this application.

Declaration

General Declaration

1. I declare that all the information given in this application form is true and correct.
I am aware that legal action may be taken against me if I had knowingly provided false information.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

☒

Insolvency Practitioner Licence (IP)

1. I declare that the information provided in this application is true and to the best of my knowledge and belief.
I understand that any false or misleading statement in this form could lead to disciplinary action being taken against me / or may invalidate any decision reached on this application.

☒

Previous

Submit

3.7 Acknowledgement

3.7.1 Upon successful submission, you will see an acknowledgement page with your application number. Click <Close> to return to your main dashboard.

1

SELECT
Licence(s)

2

AMENDMENT
Profile

3

ADD
General Information

4

PROVIDE
Application Details

5

UPLOAD
Supporting Document(s)

6

REVIEW & SUBMIT
Application
(Payment if applicable)

7

ACKNOWLEDGEMENT

Amend Existing Licence

Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.

Ministry of Law

Insolvency Practitioner's Licence

Application Number

Submission Number

Submission Date

Submission Name

Application Status

Payment Status

Approved

STAGE1 : N.A

STAGE2 : N.A

View your [Applications and Status](#)

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

PRINT

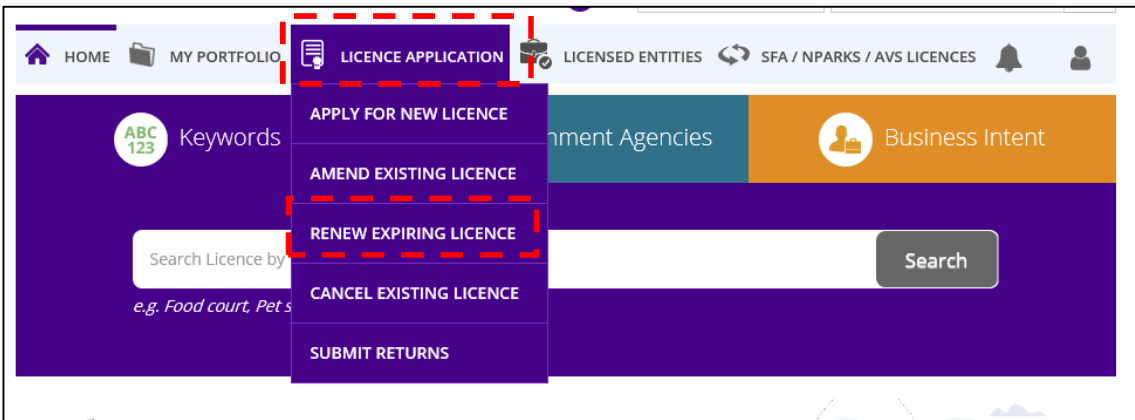
CLOSE

4 Renew Expiring Licence

4.1 Select Licence

4.1.1 You can submit an application to renew your Insolvency Practitioner’s licence anytime between **1 March to 30 April** of the expiry year. Please note that you will not be able to submit a renewal application on or after 1 May of the expiry year. A new application will need to be submitted instead (application fee of \$650) if you pass the renewal deadline.

4.1.2 Under <Licence Application>, select <Renew Expiring Licence> under the dropdown list.



4.1.3 A list of “Active” licence(s) you possess will be automatically populated on the screen. Click on the licence number relating to the Insolvency Practitioner’s licence.

Renew Licence

Licences Government Agencies By RRN

Licence Name, Licence Number

1 **SELECT Licence(S)** 2 RENEW Profile 3 ADD General Information 4 PROVIDE Application Details 5 UPLOAD Supporting Document(S) 6 REVIEW & SUBMIT Application (Payment If Applicable) 7 ACKNOWLEDGEMENT

Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
	MIN	Insolvency Practitioner's Licence	Active		

4.2 Renew Profile

4.2.1 The licence number of the licence selected is auto-populated according to the licence selected. Click <Next> to proceed.

1

2

3

4

5

6

7

SELECT Licence(S)

RENEW Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Ministry of Law

Insolvency Practitioner's Licence

Application Type

Fees & Supporting Documents (if required)

● Insolvency Practitioner's Licence

Details

Licence Number *

BACK

NEXT

4.3 Add General Information

4.3.1 Tick the checkbox to agree with the Terms of Use.

The screenshot shows a multi-step process flow for renewing an expiring licence. The steps are: 1. SELECT Licence(s), 2. RENEW Profile, 3. ADD General Information (highlighted), 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(s), 6. REVIEW & SUBMIT Application (Payment if applicable), and 7. ACKNOWLEDGEMENT.

Below the flow, the title 'Renew Expiring Licence' is displayed. Underneath, the 'Terms of Use' section is visible, containing several paragraphs of text. The first paragraph states that the website's accessibility and operation are not guaranteed. The second paragraph reserves the right to deny or restrict access. The third section, 'III. Communication With You', mentions contact via telephone, e-mail, or text messages. The fourth section, 'IV. Security', outlines the website's security measures and the user's responsibility to keep their information secure.

At the bottom of the Terms of Use section, there is a checkbox with the text: 'By clicking on the checkbox, I agree to be bound by the Terms of Use.' This checkbox is highlighted with a red dashed border.

4.3.2 Update your contact details if there is any change and click <Next>.

The screenshot displays the 'Filer's Particulars' form. At the top, a note states: 'Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to **Update User Profile** screen to edit these information where necessary.'

The form contains several fields for user information:

- Salutation ***: A dropdown menu.
- Name ***: A text input field.
- Nationality ***: A dropdown menu.
- Gender ***: Radio buttons for 'Male' (selected) and 'Female'.
- Date Of Birth ***: A date picker.
- Primary Contact Mode ***: Radio buttons for 'Office Tel Number', 'Home Tel Number', and 'Mobile Number' (selected).
- Designation ***: A dropdown menu.
- Office Tel Number**: A text input field with a country code dropdown.
- Home Tel Number**: A text input field with a country code dropdown.
- Fax Number**: A text input field with a country code dropdown.
- Mobile Number ***: A text input field.
- Email ***: A text input field.
- Alternative Email**: A text input field.
- Tick if you prefer to receive status updates of licence application via SMS**: A checkbox.

At the bottom of the form, there are three buttons: 'Next >' (highlighted with a red dashed border), 'Save as Draft', and 'Save as Draft & Exit'.

4.4 Provide Application Details

4.4.1 The details of your licence and company details will be reflected. If there is a change in your current company, enter your company UEN details under “Applicant’s Company Details” and click <Retrieve>. The company details will be automatically populated.

1 SELECT Licence(s) 2 RENEW Profile 3 ADD General Information 4 PROVIDE Application Details 5 UPLOAD Supporting Document(s) 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGEMENT

Renew Expiring Licence

Insolvency Practitioner's Licence

Licence Details

Licence Number *

Applicant Type * Public / Chartered Accountants

Licence Start Date *

Licence End Date *

Applicant's Company Details

Company UEN * Retrieve
(Please enter UEN and click "Retrieve")

Company Name *

Company Type

4.4.2 Please provide an updated address, if any, where you are operating and receiving work correspondence as an Insolvency Practitioner.

Mailing Address

Address Type * ☒ Local ☐ Foreign

Type of Premises * Residential Level

Postal Code * Unit Number

Block/House Number * Building Name

Street Name *

4.4.3 Update your personal details if there is any change.

Applicant Details

Identity Type *

☒ NRIC ☐ FIN ☐ Passport

Identity No. *

Salutation *

Date of Birth *

(DD/MM/YYYY)

Full Name *

(As in NRIC or FIN or Passport)

Job Title *

Nationality *

Contact Number (Work)

Contact Number (Mobile)

Email Address

4.4.4 Update your residential address if there is any change.

Applicant's Address

Address Type *

☒ Local ☐ Foreign

Type of Premises *

Residential

Postal Code *

Retrieve Address

Please enter your postal code and click "Retrieve Address"

Level

Unit Number

Block/House Number *

Building Name

Street Name *

4.4.5 Click on the “Add” button to include your work experiences in relation to insolvency and restructuring work.

Add/Update/Delete Practical Work Experience(s)

Add/Update/Delete Practical Work Experience(s)

From Date *

(DD/MM/YYYY)

Current Job

☐

Employer Name *

To Date *

(DD/MM/YYYY)

Job Duties *

Designation *

Add

From Date	To Date	Current Job	Employer Name	Designation	Job Duties
01/01/2010		Yes			

33

For Public / Chartered Accountants

4.4.6 You are required to confirm if you are a member of the Institute of Singapore Chartered Accountants and / or a registered public accountant with the Accounting and Corporate Regulatory Authority.

4.4.7 If you have memberships in other local or foreign professional accounting bodies, please include the details as well.

Professional Accreditations / Memberships

Public / Chartered Accountants

Are you a registered Chartered Accountant (Singapore) member/ fellow member of Institute of Singapore Chartered Accountants? *

☒ Yes ☐ No

Are you a registered Public Accountant with the Accounting and Corporate Regulatory Authority? *

☒ Yes ☐ No

PA Registration No. *

Do you hold membership(s) in other local / foreign Accounting Professional Bodies? *

☐ Yes ☒ No

For Solicitors

4.4.8 You are required to confirm if you are admitted to the Singapore Bar and a member of the Law Society of Singapore.

4.4.9 If you have memberships in other professional legal bodies, local or foreign, please include the details as well.

Membership(s) in Professional Bodies

Solicitors Only

Have you been admitted to the Singapore Bar? *

☐ Yes ☐ No

Do you hold a valid Practising Certificate to perform legal practice in Singapore? *

☐ Yes ☐ No

Do you hold membership(s) in other local / foreign professional legal bodies? *

☐ Yes ☐ No

For Public Accountants / Chartered Accountants / Solicitors

4.4.10 Scroll down and provide details of your Insolvency Practitioner Licence obtained in another country, if you hold any.



Approved Insolvency Practitioner Licence(s) Obtained Elsewhere

Are you an approved Insolvency Practitioner in another country? ☒ Yes ☐ No

Add Insolvency Practitioner Licence

Name of Country*

Details of Licence Held*

Licence Validity Period - From Date*  Licence Validity Period - To Date* 

Other Remarks (if any)

Add

4.4.11 Under “Declaration”, please check the applicable boxes. For questions which you have answered “Yes”, please set out briefly the background and details under the free-text box provided.

Declaration

1) Have you ever had any approved licence(s) (e.g. public accountant, approved liquidator or insolvency practitioner) issued by ACRA and / or the Licensing Officer revoked or suspended? ☐ Yes ☒ No

If Yes, please specify

2) Have you ever been convicted in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude? ☐ Yes ☒ No

If Yes, please specify

3) Have you ever had a judgment entered against you in civil proceedings that involves a finding of fraud, dishonesty or breach of fiduciary duty on your part? ☐ Yes ☒ No

If Yes, please specify

4) Have you ever had or received any treatment for or plan to be treated for any mental disorder? *

☐ Yes ☐ No

If Yes, please specify

5) Are you an undischarged bankrupt? *

☐ Yes ☒ No

If Yes, please specify

6) Have you ever been adjudged a bankrupt in Singapore or under the laws of any foreign country? *

☐ Yes ☒ No

If Yes, please specify

7) Have you ever been subject to a disqualification order made under section 149 of the Companies Act or a similar order under the laws of any foreign country? *

☐ Yes ☒ No

If Yes, please specify

8) Have you ever been subject to a Voluntary Arrangement and / or Debt Repayment Scheme under the Insolvency, Restructuring and Dissolution Act or the Bankruptcy Act, or a similar arrangement or scheme outside Singapore? *

☐ Yes ☒ No

If Yes, please specify

9) Have you ever been convicted of an offence under the Insolvency, Restructuring and Dissolution Act, the Bankruptcy Act or the Companies Act? *

☐ Yes ☒ No

If Yes, please specify

10) Have you ever been a subject of any investigation(s) by governmental, statutory or professional bodies in respect of any offence involving dishonesty or any complaint against your professional misconduct? *

☐ Yes ☒ No

If Yes, please specify

11) Have you ever been refused entry to any professional body or had your membership or registration with such professional body cancelled, revoked or suspended? *

☐ Yes ☒ No

If Yes, please specify

< Previous
Proceed >
Save as Draft
Save as Draft & Exit

4.5 Upload Supporting Documents

4.5.1 Please upload the relevant supporting documents in their acceptable file formats and sizes. Multiple attachments can be uploaded for each category of document. However, the total file size under each document category is capped at a limit of 5 MB. Please note that the first 3 document categories are mandatory and are marked with a *.

1
SELECT
Licence(s)

2
RENEW
Profile

3
ADD
General Information

4
PROVIDE
Application Details

5
UPLOAD
Supporting Document(s)

6
REVIEW & SUBMIT
Application
(Payment if applicable)

7
ACKNOWLEDGEMENT

Renew Expiring Licence

Insolvency Practitioner's Licence

Document Name	Type	Attachment	Action
Curriculum Vitae * Curriculum Vitae <small>Acceptable File Format: pdf, jpg, gif, png, bmp</small> <small>Acceptable File Size: maximum : 5 MB</small>	ONLINE UPLOAD	<input type="checkbox"/>	Upload
Professional Accreditations * Documentary proof evidencing that you are a qualified Public Accountant, Chartered Accountant or Solicitor. <small>Acceptable File Format: pdf, jpg, gif, png, bmp</small> <small>Acceptable File Size: maximum : 5 MB</small>	ONLINE UPLOAD	<input type="checkbox"/>	Upload
Professional Membership(s) * Documentary proof evidencing your membership in any local/foreign professional bodies <small>Acceptable File Format: pdf, jpg, gif, png, bmp</small> <small>Acceptable File Size: maximum : 5 MB</small>	ONLINE UPLOAD	<input type="checkbox"/>	Upload

4.5.2 Click <Next> after you have uploaded all the required supporting documents.

Relevant Work Experience

Other documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions, approved liquidator's licence with ACRA etc.

Acceptable File Format: pdf, jpg, gif, png, bmp

Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

Upload

Details of Declaration(s)

Documents relating to declaration(s) which you have stated "Yes" under the declaration page

Acceptable File Format: pdf, jpg, gif, png, bmp

Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

Upload

Others

Any other documents which you wish to provide

Acceptable File Format: pdf, jpg, gif, png, bmp

Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

Upload

< Previous

Next >

Save as Draft

Save as Draft & Exit

4.6 Review and Submit Application

4.6.1 You will be able to preview and print a copy of your application before submitting it.

[illegible]

4.6.2 Click <Submit> after checking the declaration boxes. Please note that you will not be able to make further amendments to your application after you have clicked on <Submit>.

Declaration

General Declaration

1.

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Insolvency Practitioner's Licence

1.

I declare that the information provided in this application is true and to the best of my knowledge and belief.

I understand that any false or misleading statement in this form could lead to disciplinary action being taken against me / or may invalidate any decision reached on this application.

< Previous

Submit

4.6.3 At the payment page, you will be asked to pay an application fee of \$600 (strictly non-refundable). Click <Proceed with Payment>.

Renew Expiring Licence

Make Payment


Description	Fee Type	Fee	GST	Payment Due Date	Sub Total
MINLAW - Insolvency Practitioner's Licence	Licence Fee	\$600.00	Not applicable		\$600.00
Grand Total					\$600.00

PROCEED WITH PAYMENT

4.7 Acknowledgement


4.7.1 Upon successful submission and payment, you will see an acknowledgement page with your application number. You can click <View Receipt> to retrieve your payment details. Click <Close> to return to your main dashboard.

Renew Expiring Licence



Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.



Ministry of Law

Insolvency Practitioner's Licence

Application Number		Payment Advice Number	
Application Status		Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number		Payment Amount(SGD)	\$600.00
Submission Date			
Submission Name			


View your [Applications and Status](#)

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

View Receipt

PRINT

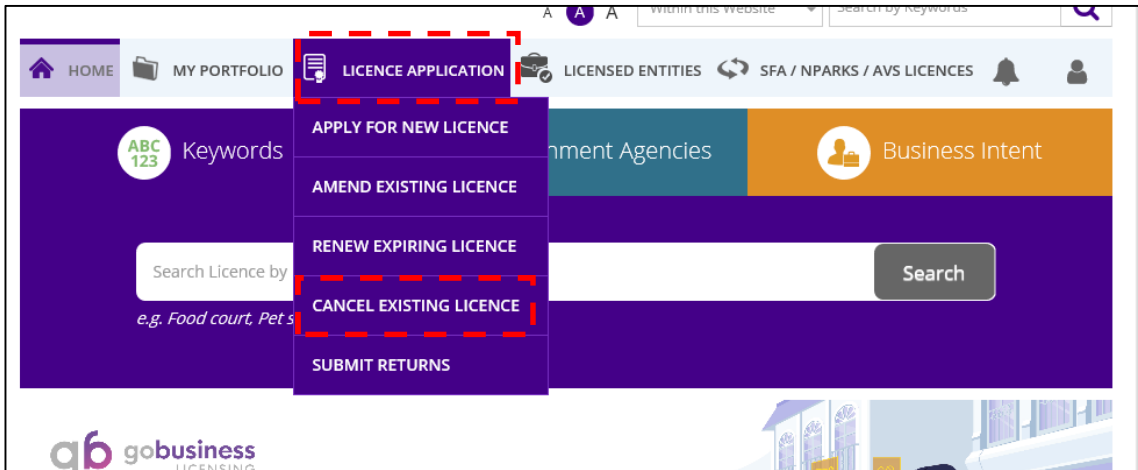
CLOSE

40

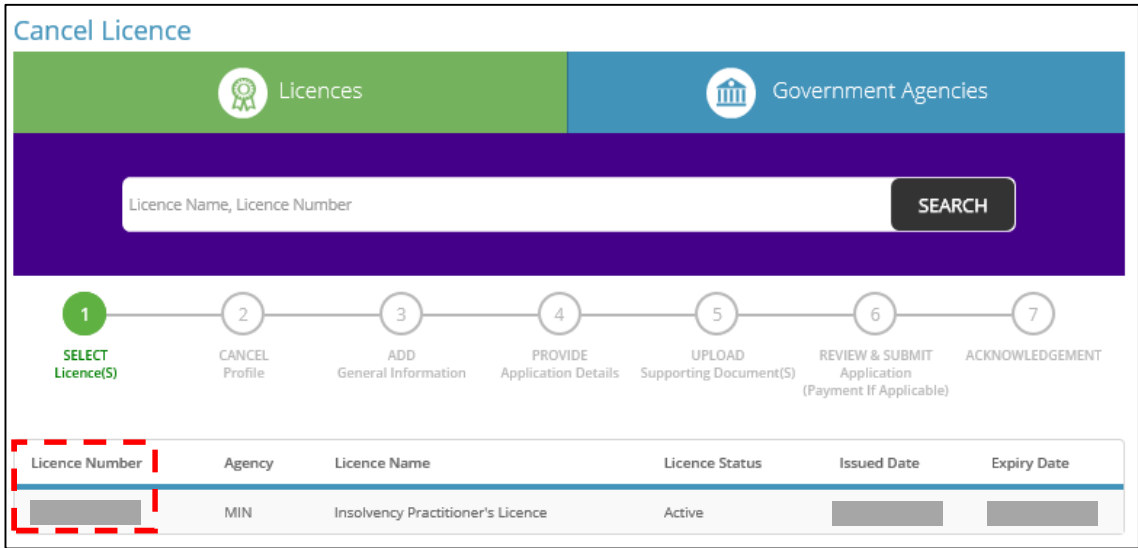
5 Cancel Existing Licence

5.1 Select Licence

5.1.1 Under <Licence Application>, select <Cancel Existing Licence> under the drop-down list.



5.1.2 A list of “Active” licence(s) you possess will be automatically populated on the screen. Click on the licence number relating to your Insolvency Practitioner’s licence.



5.2 Cancel Profile

5.2.1 Click <Next> to proceed.

Cancel Licence

1 SELECT Licence(S) 2 **CANCEL Profile** 3 ADD General Information 4 PROVIDE Application Details 5 UPLOAD Supporting Document(S) 6 REVIEW & SUBMIT Application (Payment If Applicable) 7 ACKNOWLEDGEMENT

Ministry of Law
Insolvency Practitioner's Licence

Application Type Fees & Supporting Documents (if required)

☒ Insolvency Practitioner's Licence [Details](#)

Licence Number *

BACK **NEXT**

5.3 Add General Information

5.3.1 Please tick the checkbox if you agree with the Terms of Use.

1 SELECT Licence(s) 2 CANCEL Profile 3 **ADD General Information** 4 PROVIDE Application Details 5 UPLOAD Supporting Document(s) 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGEMENT

Cancel Existing Licence

Terms of Use

I. Agreement

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

☐ By clicking on the checkbox, I agree to be bound by the Terms of Use.

5.3.2 Update your contact details if required and click <Next>.

Filer's Particulars

Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience.
Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation*	<input type="text"/>	Designation*	<input type="text"/>
Name*	<input type="text"/>	Office Tel Number	<input type="text"/>
Nationality*	<input type="text"/>	Home Tel Number	<input type="text"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female	Fax Number	<input type="text"/>
Date Of Birth*	<input type="text"/>	Mobile Number*	<input type="text"/>
Primary Contact Mode*	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Email*	<input type="text"/>
		Alternative Email	<input type="text"/>
		Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>

Next > **Save as Draft** **Save as Draft & Exit**

5.4 Provide Application Details

5.4.1 The details of your licence will be reflected.

1 SELECT Licence(s) **2 CANCEL Profile** **3 ADD General Information** **4 PROVIDE Application Details** **5 UPLOAD Supporting Document(s)** **6 REVIEW & SUBMIT Application (Payment if applicable)** **7 ACKNOWLEDGEMENT**

Cancel Existing Licence

Insolvency Practitioner's Licence

Licence Details

Licence Number*	<input type="text"/>
Applicant Type*	Public / Chartered Accountants
Licence Start Date*	<input type="text"/>
Licence End Date*	<input type="text"/>

5.4.2 Enter the reason(s) for cancelling your licence. Click <Next> to proceed.

Reason For Cancellation

Reason for Cancellation *

< Previous

Proceed >

Save as Draft

Save as Draft & Exit

5.5 Upload Supporting Documents

5.5.1 There is no need to submit any documents at this step. However, in the event that any clarifications or supporting documents are required, the Licensing Officer will contact you separately. Click <Next> to proceed.

1
SELECT
Licence(s)

2
CANCEL
Profile

3
ADD
General Information

4
PROVIDE
Application Details

5
UPLOAD
Supporting Document(s)

6
REVIEW & SUBMIT
Application
(Payment if applicable)

7
ACKNOWLEDGEMENT

Cancel Existing Licence

Insolvency Practitioner's Licence

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

< Previous

Next >

Save as Draft

Save as Draft & Exit

5.6 Review and Submit Application

5.6.1 You will be able to preview and print a copy of your application before submitting it.

1

2

3

4

5

6

7

SELECT
Licence(s)

CANCEL
Profile

ADD
General Information

PROVIDE
Application Details

UPLOAD
Supporting Document(s)

REVIEW & SUBMIT
Application
(Payment if applicable)

ACKNOWLEDGEMENT

Cancel Existing Licence

Information Review

Printer icon

Copy icon

Filer's Particulars

Agree to Use MyInfo Data

No

Designation

Office Tel Number

Home Tel Number

Fax Number

Mobile Number

Salutation

Name

Nationality

Gender

5.6.2 Click <Submit> after checking the declaration boxes. Please note that you will not be able to make further amendments to your application after you have clicked on <Submit>. There is no fee imposed for this application.

Declaration

General Declaration

1.

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

☒

< Previous

Submit

5.7 Acknowledgement

5.7.1 Upon successful submission, you will see an acknowledgement page with your application number. Click <Close> to return to your main dashboard

1

SELECT
Licence(s)

2

CANCEL
Profile

3

ADD
General Information

4

PROVIDE
Application Details

5

UPLOAD
Supporting Document(s)

6

REVIEW & SUBMIT
Application
(Payment if applicable)

7

ACKNOWLEDGEMENT

Cancel Existing Licence

Submitted successfully: 1 application(s)
You will be notified of the approval of your application via SMS/Email.

Ministry of Law
Insolvency Practitioner's Licence

Application Number

Submission Number

Submission Date

Submission Name

Application Status

Payment Status

Submitted (No Upfront Payment Required)

STAGE1 : N.A
STAGE2 : N.A

View your [Applications and Status](#)

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

PRINT

CLOSE

6 Useful Contacts

SingPass	<p>Tel: 6643 0555 Mon – Fri: 8am – 8pm Sat: 8am – 2pm</p> <p>Email: support@singpass.gov.sg</p> <p>Website: https://www.singpass.gov.sg</p>	<p>For enquiries relating to SingPass matters, e.g.:</p> <ul style="list-style-type: none"> • Register for a SingPass account • Forgot SingPass ID • Forgot SingPass password
GoBusiness Licensing	<p>Tel: 6774 1430 Mon - Fri: 8am - 8pm Sat: 8am – 2pm</p> <p>Email: licenceshelpdesk@crimsonlogic.com.sg</p> <p>Website: https://www.gobusiness.gov.sg/licences</p>	<p>For enquiries relating to GoBusiness Licensing matters, e.g.:</p> <ul style="list-style-type: none"> • GoBusiness Licensing Login ID • Forgot / Reset GoBusiness Licensing password • Apply for new licence • View notifications • Check application status • Check application payment advice • Application for GoBusiness login ID (for foreigners)
Ministry of Law Services Centre	<p>Enquiry Line Operating Hours: Tel: 1800–CALL–LAW (1800 2255 529) Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays)</p> <p>Counter Operating Hours: Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays)</p> <p>Online Enquiry Form: https://eservices.mlaw.gov.sg/enquiry/</p> <p>Website: https://lripd.mlaw.gov.sg</p>	<p>For enquiries relating to the Licensing and Regulation of Insolvency of Insolvency Practitioners, e.g.:</p> <ul style="list-style-type: none"> • Licence Application • Licence Matters • Regulatory Requirements

MyInfo	<p>Helpdesk: +65 6643 0567</p> <p>Mon - Fri: 8am - 8pm Sat: 8am – 2pm (Closed on Sundays & Public Holidays)</p> <p>Email: support@myinfo.gov.sg</p> <p>Feedback form: https://www.singpass.gov.sg/myinfo/common/feedback</p> <p>Website: https://www.singpass.gov.sg/myinfo/intro</p>	<p>For enquiries relating to MyInfo matters, e.g.:</p> <ul style="list-style-type: none"> • Change of Address • Incorrect information • Regulatory Requirements
---------------	--	--