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CORPORATE INSOLVENCY OFFICE

# Submission of Post-Administration Report

User Guide for CIMS Internet Portal

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

*Last updated on 23 Jan 2026*

# Table of Content

S/No.	User Guide	Start of Page	End of Page
1.	General Information	<a href="#">3</a>	<a href="#">3</a>
2.	Simplified Insolvency Programme - Dashboard	<a href="#">4</a>	<a href="#">4</a>
3.	Introduction	<a href="#">5</a>	<a href="#">5</a>
4.	Company Details	<a href="#">6</a>	<a href="#">6</a>
5.	Report Details	<a href="#">7</a>	<a href="#">12</a>
6.	Confirmation	<a href="#">13</a>	<a href="#">14</a>
7.	Acknowledgement	<a href="#">15</a>	<a href="#">15</a>

# General Information

- 1) CIMS Internet URL: <https://eservices.mlaw.gov.sg/ipto/forms/io/io-home.form>
- 2) Please ensure that you access the Portal using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) Upon accessing the Portal URL, please select the **Corporate Insolvency** tab.
- 4) Select **For Liquidators / Restructuring Advisers / Scheme Managers** listed under Corporate Insolvency.
- 5) Please login – Business User or Individual

# Simplified Insolvency Programme – Dashboard

- 1** After you have logged in to the **CIMS E-Service Portal**:  
From the top menu, click on **E-SERVICES**
- 2** Select **Submission of Post-Administration Report**.

The screenshot shows the dashboard of the Ministry of Law Insolvency Office E-Services Portal. At the top, there is a header with the logo 'A Singapore Government Agency Website' and the 'MINISTRY OF LAW SINGAPORE Insolvency Office' branding. The top navigation bar includes 'E-SERVICES' (with a dropdown arrow), 'MY ACCOUNT' (with a dropdown arrow), 'Welcome, Insolvency Practitioner 01', and 'LOGOUT'. A large red banner at the top says 'Dashboard'. Below it, a section titled 'My Cases' lists 'Action Required' and 'Drafts'. To the right, a vertical sidebar lists various submission options: 'Submit Gazette and Newspaper Advertisement', 'Submit Statement of Concurrence', 'Submit Payment Requisition', 'Submit Depository Request', 'View Statement of Account', 'Voluntary Winding Up' (with a sub-item 'Submit Advertisement on Holding of a Final Meeting Voluntary Winding Up'), 'Every Mode of Winding Up' (with sub-items 'Submit Liquidator's Account of Receipts and Payments and Statement of the Position in the Winding Up' and 'Submit Unclaimed Assets to be Paid to the Official Receiver'), 'Submit Early Dissolution Report', 'Scheme of Arrangement' (with a sub-item 'Submit Notice of Appointment as Scheme Manager'), 'Simplified Insolvency Programme' (with sub-items 'Publication of SIP Notices' and 'Application to the Official Receiver for Extension of Moratorium Period under S72Q (2) IRDA'), and finally 'Submission of Post-Administration Report'.

# Introduction

- 1** Read the notes carefully.
- 2** Click on the **Proceed** button.

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MINISTRY OF LAW | Insolvency Office SINGAPORE

Home E-SERVICES MY ACCOUNT

Welcome, Insolvency Practitioner 01 LOGOUT

## Submission of Post-Administration Report

**1** Please note the following:

1. There are no fees chargeable for this application.

**This e-Service will take about 5-10 minutes to complete.**

You will need:

- Case Reference Number or Company's UEN / Company Number
- Supporting Document(s)
- Details of report for:
  - Simplified Debt Restructuring Programme
  - Simplified Winding Up Programme

 Submit your Post-Administration Report

**2** **Proceed**

# Company Details

- 1 Enter the **UEN / Company Number** or the **Case Reference Number**.

If a company has more than one Simplified Winding Up or Debt Restructuring Case, you will be prompted to provide the Case Reference Number instead.

- 2 Click **Proceed**.

The screenshot shows a web interface for submitting a post-administration report. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. On the right, it displays 'Welcome, Insolvency Practitioner 01' and a 'LOGOUT' link. Below the header, there's a navigation bar with 'HOME', 'E-SERVICES', and 'MY ACCOUNT'. A red banner at the top of the main content area reads 'Submission of Post-Administration Report'. Below this, a horizontal bar indicates the steps: '1. Company Details' (which is active), '2. Report Details', '3. Confirmation', and '4. Acknowledgement'. The 'Company Details' section contains fields for 'Case Reference Number' (with three input boxes separated by dashes) and 'UEN / Company Number' (with a single input box). To the left of the first input box is a large number '1'. To the right of the 'UEN / Company Number' input box is a large number '2'. At the bottom right of the form are two buttons: 'Back' and 'Proceed', with 'Proceed' being highlighted in a red box.

# Report Details

1 Review the Case / Entity Information for which you are submitting a Post-Administration Report for.

2 Enter the name of Restructuring Adviser who administered the simplified debt restructuring programme.

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E-SERVICES ▾ MY ACCOUNT ▾

Welcome, Insolvency Practitioner 01

LOGOUT

Submission of Post-Administration Report for the Simplified Debt Restructuring Programme

1. Company Details > 2. Report Details > 3. Confirmation > 4. Acknowledgement

1 Report Details

Case / Entity Information

Case Reference Number

Company UEN / Company Number

Company Name

2 Name of Restructuring Adviser\*

# Report Details

**3 Enter the information for Report on Company.**

**Report on Company**

**3**

Date of Entry into SDRP\*

Date of Discharge from SDRP

 dd/mm/yyyy

Core Business of the Company\*

Did the Restructuring Adviser or the Company attempt to enter into a voluntary arrangement with one or more of its creditors prior to the Company's entry into the SDRP?\*

Yes       No

The date of appointment of the Restructuring Adviser under section 72D(1) of the Act\*

 dd/mm/yyyy

The Restructuring Adviser's remuneration for the engagement\*

 0.00

# Report Details

4 Please provide details of the Company's top three creditors and the amounts owed to them.

5 For sections applicable to your case, please fill out details. Otherwise, you may select <Not applicable>.

When <Not applicable> is selected, the section will be hidden.

Please list the Company's top three Creditors and the amounts owed to them

1.	<input type="text"/>	, 0.00
2.	<input type="text"/>	, 0.00
3.	<input type="text"/>	, 0.00

Where a compromise or arrangement was proposed to the Company's creditors

Note: Please select "Not applicable" in the checkbox below if there was no compromise or arrangement proposed to the Company's creditors.

Not applicable

The number of creditors involved in the compromise or arrangement\*

The total amount of debts proposed to be restructured\*

0.00

If the compromise or arrangement involves the repayment of cash to creditors, how such cash payment would be funded under the compromise or arrangement

Capital injection from Directors / Shareholders       Projected trading profits of the Company

Capital Injection from Third Party / White knight investor(s)       Sale of Company's assets

Others

The duration of the compromise or arrangement i.e. the proposed period between the date that the compromise or arrangement becomes effective and the date of the date of completion of the compromise or arrangement or the final repayment of any instalment under the compromise or arrangement (whichever is later)

Years\*

Months\*

# Report Details

**6** For sections applicable to your case, please fill out details.

For the **outcome of the Creditors' vote and proposed payout rate**, please select applicable Creditors. A field will be displayed for your input on the percentage vote and payout rate respectively.

Otherwise, you may select <Not applicable>.

When <Not applicable> is selected, the section will be hidden.

## Where a creditors' meeting was held to vote on a proposed compromise or arrangement

Note: Please select "Not applicable" in the checkbox below if there was no creditors' meeting held.

Not applicable

The outcome of the Creditors' vote at the Creditors' meeting i.e. percentage of votes made in favour of the compromise or arrangement, to be filled in as applicable

Preferential Creditors

Secured Creditors

Ordinary Creditors

The proposed payout rate to the creditors under the compromise or arrangement

Preferential Creditors

Secured Creditors

Ordinary Creditors

The number of creditors that are not entitled to vote at the creditors' meeting and the aggregate debt held by these creditors

Number of creditors\*

Total debt held by these creditors\*

0.00

# Report Details

7 For sections applicable to your case, please fill out details.

For the **final payout rate**, please select applicable Creditors. A field will be displayed for your input on the percentage vote and payout rate respectively.

Otherwise, you may select <Not applicable>.

When <Not applicable> is selected, the section will be hidden.

## Where a compromise or arrangement was approved by the Company's creditors

Note: Please select "Not applicable" in the checkbox below if the compromise or arrangement was not approved by the Company's creditors.

Not applicable

The date of implementation of the debt repayment proposal under the compromise or arrangement.\*

dd/mm/yyyy



The final payout rate to the creditors under the compromise or arrangement

- Preferential Creditors
- Secured Creditors
- Ordinary Creditors

The number of creditors that approved the compromise or arrangement\*

# Report Details

**8** Enter/edit the **Contact Information**.

- Auto-filled based on your login profile.

**9** Click **Proceed**.

**8**

**Contact Information**

Name of Contact Person	Contact Number
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

[Back to Dashboard](#) [Back](#) **Proceed**

**9**

# Confirmation

1 This page will reflect all the details you have provided in the application. Review the information.

- If you wish to make changes, you may click **Back**

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Home E-SERVICES MY ACCOUNT

Welcome, Insolvency Practitioner 01 LOGOUT

Submission of Post-Administration Report for the Simplified Debt Restructuring Programme

1. Company Details > 2. Report Details > 3. Confirmation > 4. Acknowledgement

**Confirmation**

**Case / Entity Information**

Case Reference Number  
Company UEN / Company Number  
Company Name  
Name of Restructuring Adviser

**Report on Company**

Date of Entry into SDRP  
Date of Discharge from SDRP  
What is the Company's Core Business?  
Has the Restructuring Adviser and/or Company attempted Voluntary Workouts with its Creditors prior to SDRP?  
The date of appointment of the Restructuring Adviser under section 72D(1) of the Act  
The Restructuring Adviser's remuneration for the engagement

# Confirmation

- 2** After reviewing the information you have entered, review the **Declaration** section.  
**Select Yes, I agree.**

- 3** Click **Proceed**.

Please list the top three Creditors and the amounts owed to them

1. [REDACTED] S\$ [REDACTED]  
2. [REDACTED] S\$ [REDACTED]  
3. [REDACTED] S\$ [REDACTED]

**Where a compromise or arrangement was proposed to the Company's creditors**

N/A

**Where a creditors' meeting was held**

N/A

**Where a compromise or arrangement was approved by the Company's creditors**

N/A

**Where the company was discharged from the SDRP without obtaining an approved compromise or arrangement, the reason(s) why**

There was a successful out of court workout with the creditors

## Contact Information

Name of Contact Person  
Contact Number  
Email Address

## Declaration

- I declare that all information and documents that I have provided are true, accurate and complete to the best of my knowledge and belief. I have provided such information and documents knowing that the Official Receiver and/or his officers will use, and rely on, the same to perform their duties.
- I understand that I may be committing an offence of giving false information to a public servant and thereby liable to prosecution under Section 182 of the Penal Code 1871 for any false declaration and/or material omission. The offence is punishable on conviction with imprisonment for a term of up to two years or a fine or both.

Yes, I agree

**2**

**3**

# Acknowledgement

Upon successful submission,  
you will be directed to the  
Acknowledgement page.

- 1 You may click **Print** to save a PDF copy of the publication details.

An email will be sent to you for the successful submission.

The screenshot shows a web browser displaying the Ministry of Law Insolvency Office website. The header includes the logo 'MINISTRY OF LAW SINGAPORE' and 'Insolvency Office', along with a welcome message 'Welcome, Insolvency Practitioner 01' and a 'LOGOUT' link. The main content area has a red header bar with the text 'Submission of Post-Administration Report for the Simplified Debt Restructuring Programme'. Below this is a navigation bar with four steps: '1. Company Details', '2. Report Details', '3. Confirmation', and '4. Acknowledgement'. The 'Acknowledgement' step is highlighted. The main body contains a thank-you message: 'Thank you for using our E-Service'. It states that the report has been successfully submitted and advises checking email for reference. It also lists 'Case Reference Number', 'E-Filing No.', and 'Date of Submission' (all redacted with black boxes). At the bottom right is a 'Print' button, and at the very bottom right is a small box containing the number '1'.