

**OFFICIAL ASSIGNEE**  
**PRACTICE CIRCULAR NO. 5 OF 2026**

**PRACTICE CIRCULAR FOR PRIVATE MEMBERS' CLUBS**

**Introduction**

1 This Practice Circular sets out particular operational procedures of the Official Assignee (“OA”) under the personal insolvency regime of the Insolvency Restructuring and Dissolution Act 2018 (“IRDA”) in connection with club memberships owned by bankrupts.

**List of bankruptcy orders**

2 As an administrative measure to assist creditors, the OA will publish, on a weekly basis, lists of new bankruptcy orders made and bankruptcy discharges granted, on the Ministry of Law’s website at <https://io.mlaw.gov.sg>. Each list will be maintained for a period of nine weeks from the date of publication before being removed from the website.

3 Details of the trustee in bankruptcy appointed by the Court (“**the Trustee**”)<sup>1</sup> to administer the respective bankruptcy cases will be included in the list of bankruptcy orders.

4 Section 327(1)(a) and (b) of the IRDA<sup>2</sup> provide that on the making of a bankruptcy order, the property of the bankrupt vests in the Trustee, who is constituted the receiver of the bankrupt’s property, without any further conveyance, assignment or transfer, and becomes divisible amongst the bankrupt’s creditors.

**Agents and holders of bankrupts’ assets**

5 The OA is empowered by law under s 334 of the IRDA to:

- (a) summon various persons for examination in relation to the bankrupt’s affairs, dealings and property; and
- (b) require such persons to produce and surrender any book or document, or copy of such, in the persons’ possession or control that relates to the bankrupt’s affairs, dealings and property and without payment, inspect, keep, copy, photograph or take extracts from the book, document or copy.

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<sup>1</sup> Throughout this Circular, references to the Trustee are references to both private trustees in bankruptcy (“PTIBs”) and the OA, where the OA is appointed by the Court.

<sup>2</sup> Read with s 39(1) and (2) of the IRDA where applied to PTIBs.

6 The persons referred to in paragraph 5 include persons known or suspected by the OA to possess any of the bankrupt's property or any document relating to the bankrupt's affairs, dealings and property and persons the OA believes are able to give information regarding the bankrupt or the bankrupt's affairs, dealings and property. Persons who, without reasonable excuse fail to comply with notices to appear,<sup>3</sup> answer questions or produce or surrender books, documents or copies, commit an offence under s 334(6) of the IRDA, which is punishable with a fine not exceeding \$1,500 or imprisonment for a term not exceeding one month or both.

7 In addition, under s 369(5) of the IRDA,<sup>4</sup> a person who is a banker or agent, or a person who holds property to the account of, or for, a bankrupt, must pay and deliver to the Trustee all moneys in that person's possession or under that person's control which that person is not by law entitled to retain as against the Trustee. Section 369(6) of the IRDA provides that a person who fails to comply with s 369(5) of the IRDA commits an offence which is punishable with a fine of up to \$10,000 or imprisonment of up to 3 years, or both.

8 The OA is empowered by law to investigate offences under ss 334(6) and 369(5) of the IRDA.

9 In view of the foregoing, the management of private members' clubs are advised to do the following:

- (a) provide the Trustee with:
  - (i) the bankrupt's membership number, latest statement of accounts and information as to whether the membership is transferable and the general terms and conditions of transfer;
  - (ii) information as to the bankrupt member or a joint member initiating the sale/transfer or having sold/transferred his/her membership before or after the date of their bankruptcy order;
- (b) suspend the membership account(s) and club access of the bankrupt member until further notice from the Trustee; and
- (c) pay, deliver or remit any cash deposits held by the club to the bankruptcy estate.

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<sup>3</sup> Persons who, without reasonable excuse, fail to appear for examination when required by notice may also be the subject of a Court-issued warrant of arrest under s 334(3)(a) of the IRDA.

<sup>4</sup> Read with s 39(1) and (2) of the IRDA where applied to PTIBs.

**Effective date**

10 This Practice Circular shall take effect from 3 February 2026.

**Clarifications**

11 For any queries on this Practice Circular, please write in to us via our online enquiry form at <https://go.gov.sg/contactminlaw>.



Ng Yong Kiat Francis  
Official Assignee  
Singapore

(This Practice Circular is also available on our website at <https://io.mlaw.gov.sg>)