



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.

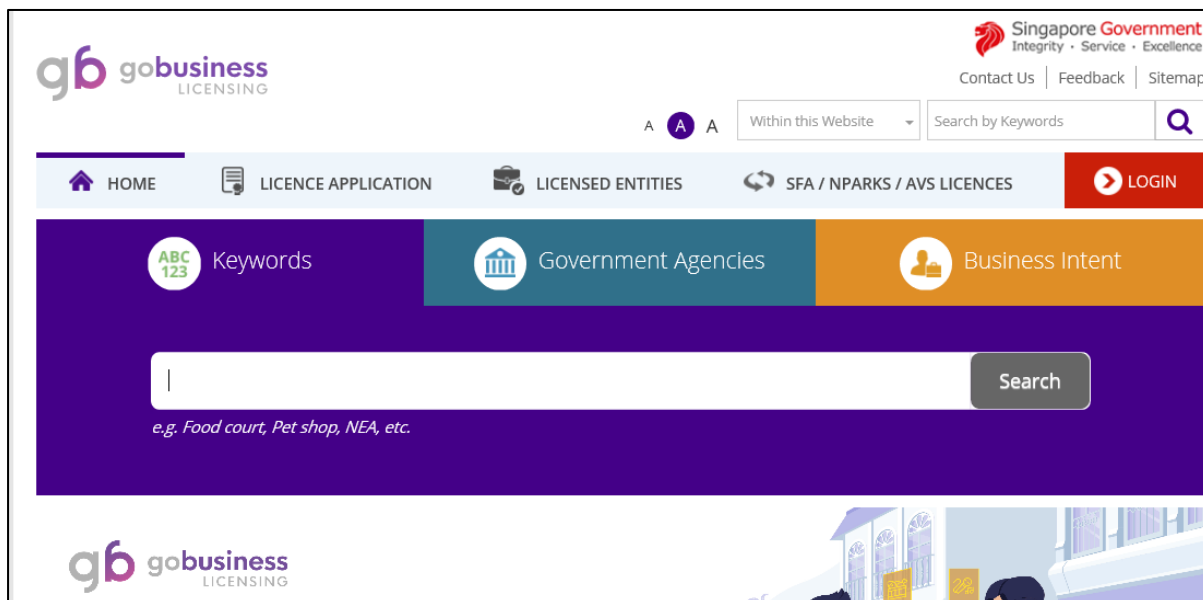
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1. Accessing the GoBusiness Portal

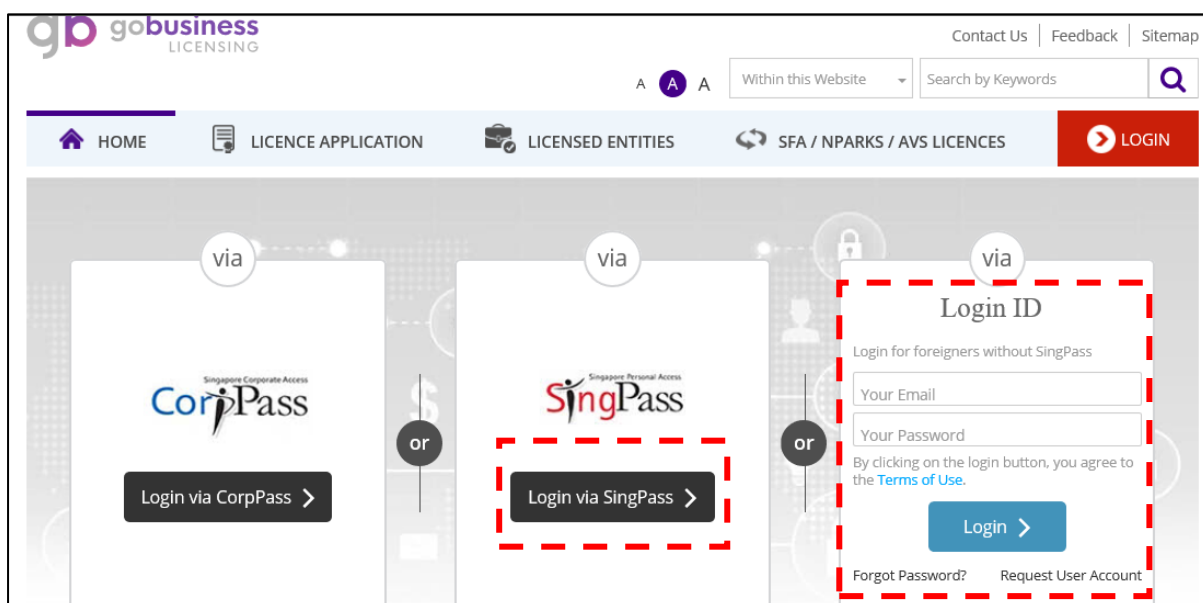
1.1 Logging in

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 logged in 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.

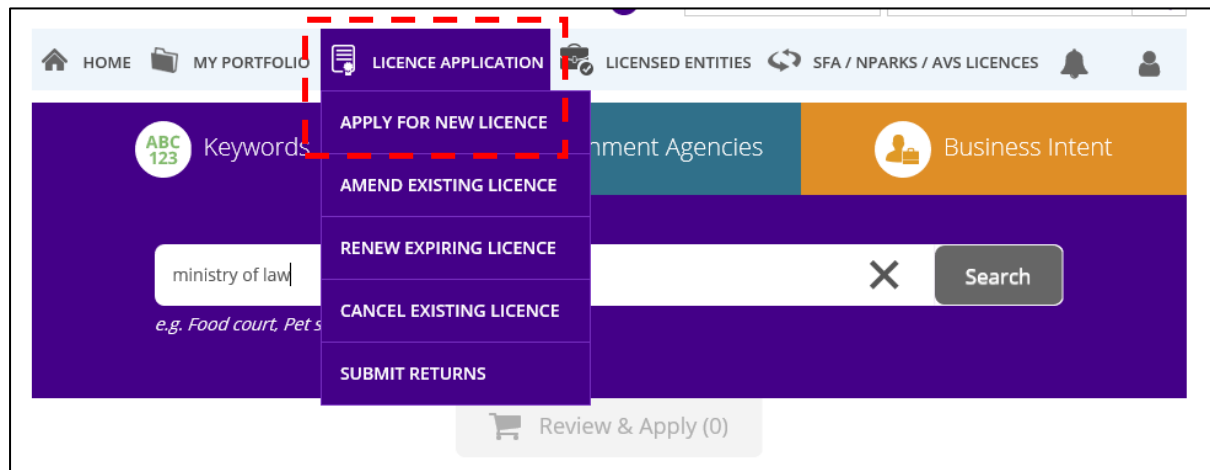
The screenshot displays the gobusiness LICENSING dashboard. At the top, the gobusiness LICENSING logo is on the left, and the Singapore Government logo with the tagline 'Integrity · Service · Excellence' is on the right. Below the logo, there are links for 'Contact Us', 'Feedback', and 'Sitemap'. A search bar with the text 'Search by Keywords' and a magnifying glass icon is also present. The main navigation bar includes links for 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and a user profile icon. Below the navigation bar, there is a row of icons for 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The 'Dashboard' section is highlighted. Below this, the user profile 'IP TEST2' is shown with an 'Update Profile' button. A search bar for 'Application Status' and 'Application Number' with a 'Check' button is also visible. The dashboard is divided into four main sections: APPLICATIONS (0 Require Attention, 3 In Progress), DRAFTS (0 Due for Removal, 0 All Drafts), LICENCES (0 Due for Renewal, 1 Active), and PAYMENTS (0 Pending Payments).

| APPLICATIONS | DRAFTS | LICENCES | PAYMENTS |
|------------------------|----------------------|----------------------|-----------------------|
| 0 Require Attention | 0 Due for Removal | 0 Due for Renewal | 0 Pending Payments |
| 3 In Progress | 0 All Drafts | 1 Active | |

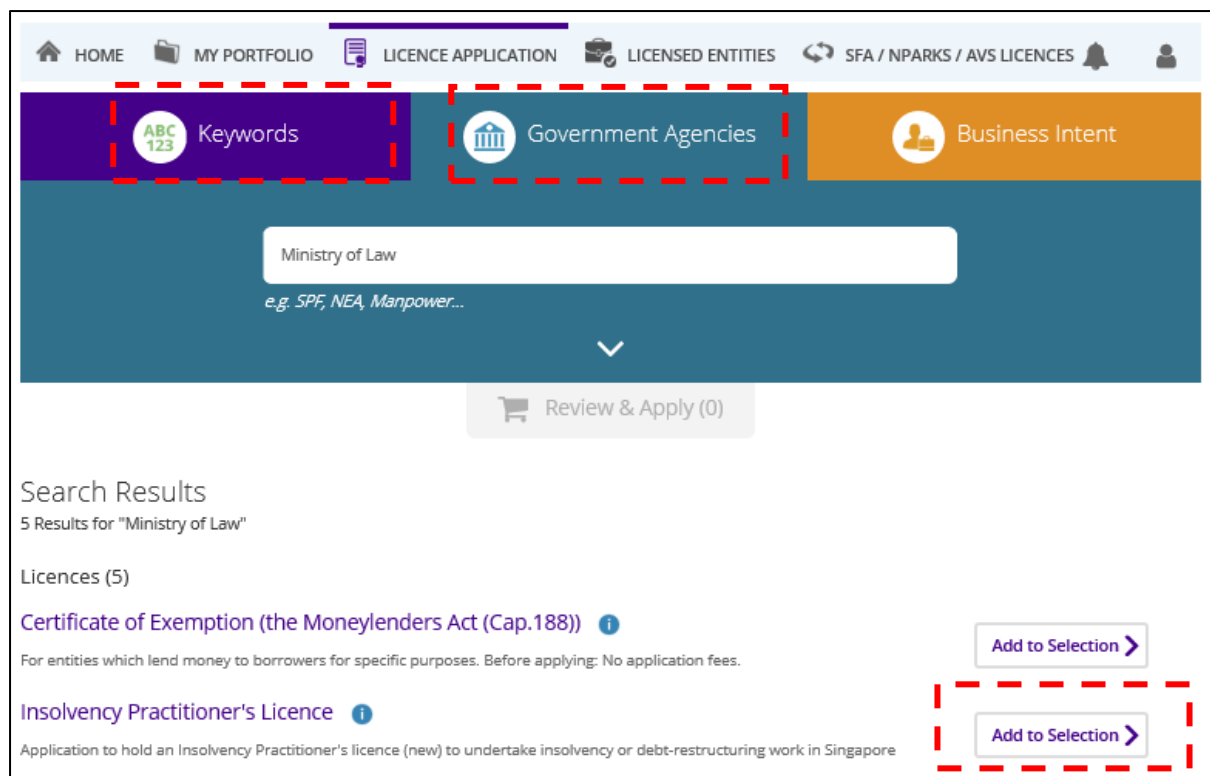
2. Apply for New Licence

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 keywords 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.

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES

Keywords Government Agencies Business Intent

Ministry of Law
e.g. SPF, NEA, Manpower...

Selected Licences

MINLAW | Insolvency Practitioner's Licence

Proceed

Review & Apply (1)

2.1.4 Select the licence and click <Apply>.

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

You may need the following licence(s) for your business

To be applied at GoBusiness Licensing

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

< Previous Email Me > APPLY

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: Salutation, Name, Citizenship, 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"/> |
| Citizenship * | <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"/> |

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*

Retrieve Address

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

Block / House Number*

Please Select

Street Name*

Level

Unit Number

E.g. 05-01 Key in:05

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.

Mailing Address

Applicant Address

Copy

Address Type*

☒ Local ☐ Foreign

Type of Premises*

Please Select

Postal Code*

Retrieve Address

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

Block / House Number

Please Select

Street Name*

Level

Unit Number

E.g. 05-01 Key in:05

Building Name

Next >

Save as Draft

Save as Draft & Exit

2.3 Provide Application Details

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

The screenshot shows a progress bar at the top with six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details (highlighted in green), 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. Underneath, it says "Insolvency Practitioner's Licence (MINLAW)".

The "Registration Details" section is highlighted with a blue line. Below this, the "Applicant Type" field is marked with a red asterisk and is highlighted with a red dashed box. A dropdown menu is open, showing the following options: "Please Select", "Accountants", and "Advocates & Solicitors".

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

The screenshot shows the "Applicant's Company Details" section. The "Company UEN" field is marked with a red asterisk and is highlighted with a red dashed box. To its right is a "Retrieve" button. Below the UEN field, there is a note: "(Please enter UEN and click 'Retrieve')".

Below the UEN field, the "Company Name" field is marked with a red asterisk and is highlighted with a red dashed box. Below the Company Name field, the "Company Type" field is visible.

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.

The screenshot shows the "Practical Work Experience(s)" section. The "Add" button is highlighted with a red dashed box.

Below the "Add" button, there is a table with the following columns: From Date, To Date, Current Job, Employer Name, Designation, and Job Duties. The table currently shows "No records available".

2.3.4 To select a year that is not found within the displayed range, click on either the upper or lower limit (whichever applicable) of the displayed range. The calendar will be updated to display a different year range based on your initial selection.

Practical Work Experience(s)

From Date * 21/08/2020

Employer Name *

Job Duties *

Add

From Date **To Date *** **Designation ***

Employer Name **Designation** **Job Duties**

40 records available

For example, if you would like to select the year “2000”, click on “2010” (lower limit) in the dropdown box. Re-open the dropdown box and the year range will be updated to include the year “2000”.

Practical Work Experience(s)

From Date * 21/08/2020

Employer Name *

Job Duties *

Add

From Date **To Date *** **Designation ***

Employer Name **Designation** **Job Duties**

No records available

For Accountants

2.3.4 You are required to indicate if you are a registered chartered accountant and member / fellow 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 accounting professional bodies, please include the details as well.

Professional Accreditations / Memberships

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/Region * | <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) | <input type="text"/> | | |

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 legal professional bodies, local or foreign, please include the details as well.

Professional Accreditations / Memberships

Solicitors

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/Region *

Type(s) of Membership Held *

Membership Validity Period - From Date *

Membership Validity Period - To Date *

Other Remarks (if any)

For Accountants / Solicitors

2.3.8 Scroll down and provide details of your Insolvency Practitioner's 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 *

Details of Licence Held *

Licence Validity Period - From Date *

Licence Validity Period - To Date *

Other Remarks (if any)

Add

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? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |
| 2) Have you ever been convicted in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |
| 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? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |
| 4) Have you previously received, or are presently receiving any treatment for any mental disorder? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |

| | |
|--|--|
| 5) Are you an undischarged bankrupt? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |
| 6) Have you ever been adjudged a bankrupt in Singapore or under the laws of any foreign country? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |
| 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? * | <input type="radio"/> Yes <input type="radio"/> No |
| If Yes, please specify | |
| <div></div> | |

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 document categories that are marked with a * are mandatory to be provided.

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 |
|--|---------------|----------------------------------|---------------------------------------|
| Curriculum Vitae * Curriculum Vitae <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |
| Professional Accreditations * Documentary proof evidencing that you are a qualified Accountant or Solicitor. <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |
| Professional Membership(s) * Documentary proof evidencing your membership in any local/foreign professional bodies <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |

2.4.2 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: doc, docx, 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: doc, docx, 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

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 | |
| Salutation | | Office Tel Number | |
| Name | | Home Tel Number | |
| Nationality | | Fax Number | |
| Gender | | Mobile Number | |

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

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

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

Submission Number

Submission Date

Submission Name

Submitted with Payment

Payment Advice Number

Payment Status

Payment Amount(SGD)

Estimated Processing Time

\$650.00

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

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

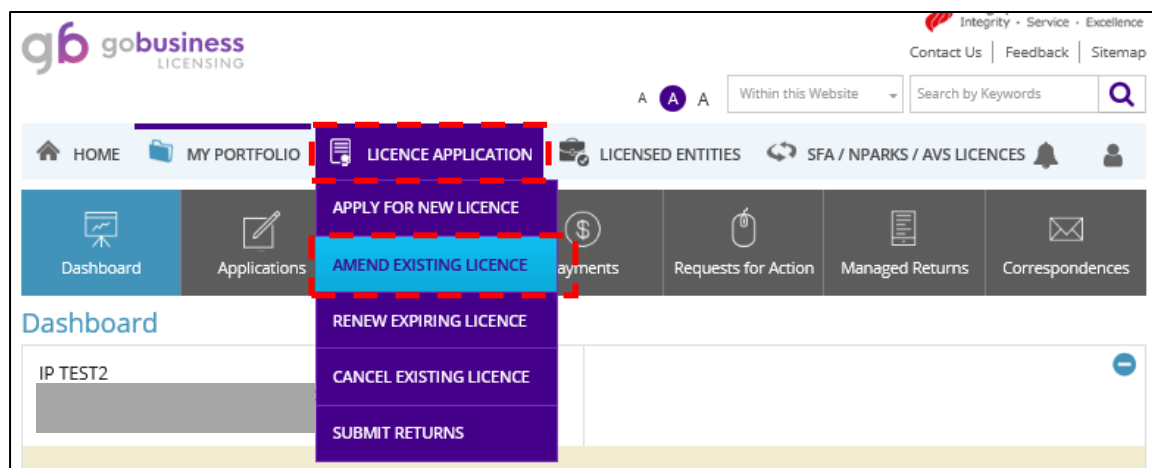
2.6.3 Once your application is reviewed, you will be notified of the outcome via email and post.

3 Amend Existing Licence

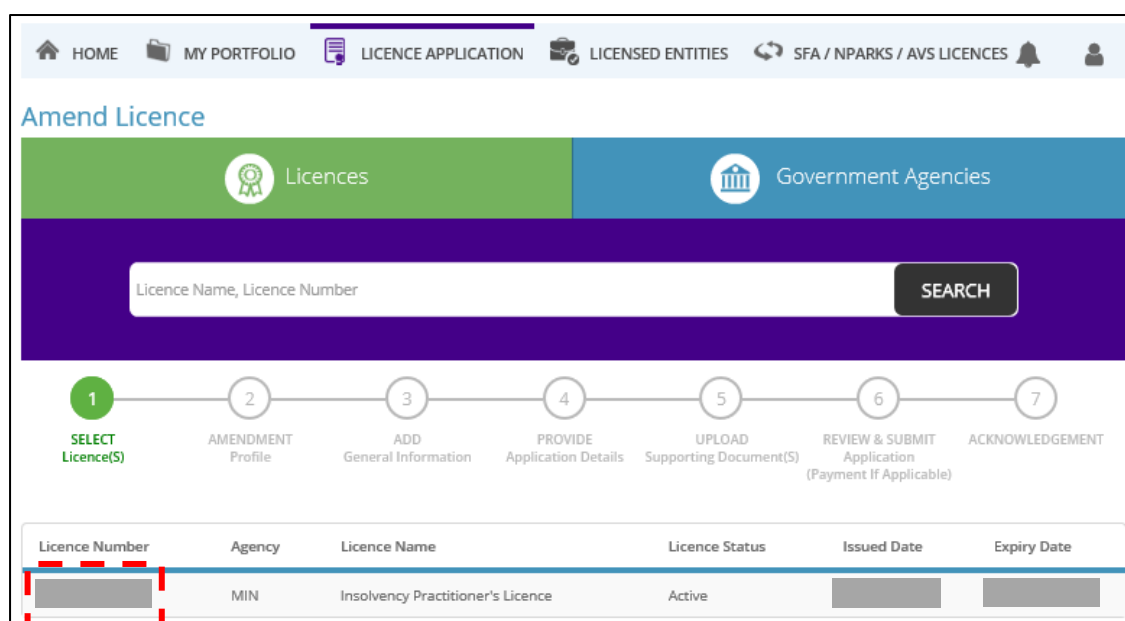
3.1 Select Licence

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.



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

- 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.
- 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.
- 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.
- 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

- 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 * | <input type="text" value="Mr"/> | 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"/> |
| | | <input type="checkbox"/> 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 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

Licence Details

Licence Number *

Applicant Type *

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 * Retrieve

(Please enter your 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 * Retrieve Address
Please enter your postal code and click "Retrieve Address"

Unit Number
E.g. 05-01 Key in:01

Block/House Number *

Street Name *

Building 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

Salutation *

Full Name *

(As in NRIC or FIN or Passport)

Nationality *

Contact Number (Mobile)

Identity No. *

Date of Birth *

(DD/MM/YYYY)

Job Title *

Contact Number (Work)

Email Address

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

Postal Code *

Retrieve Address

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

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

3.4.7 To select a year that is not found within the displayed range, click on either the upper or lower limit (whichever applicable) of the displayed range. The calendar will be updated to display a different year range based on your initial selection.

Add/Update/Delete Practical Work Experience(s)

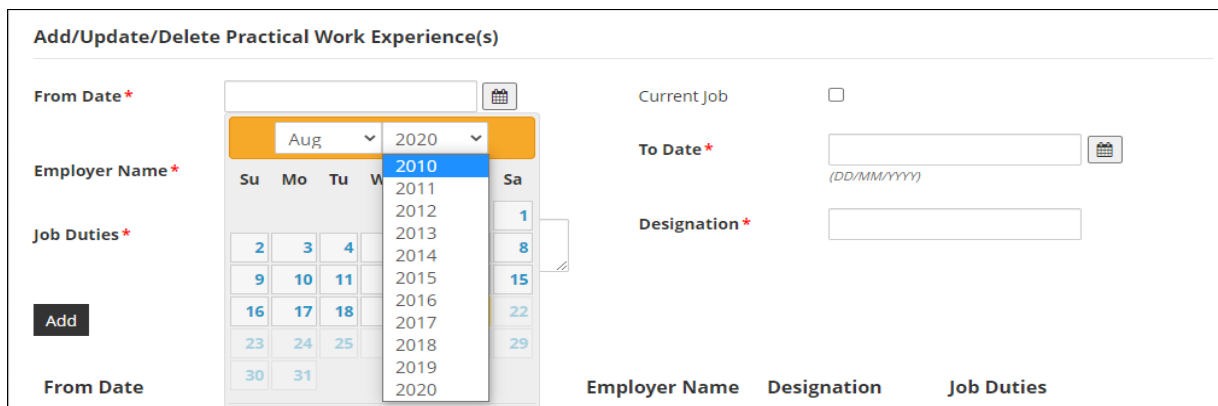
From Date *  **Current Job** ☐

Employer Name * **To Date *** 
(DD/MM/YYYY)

Job Duties * **Designation ***


Add


From Date **Employer Name** **Designation** **Job Duties**



For example, if you would like to select the year “2000”, click on “2010” (lower limit) in the dropdown box. Re-open the dropdown box and the year range will be updated to include the year “2000”.

Add/Update/Delete Practical Work Experience(s)

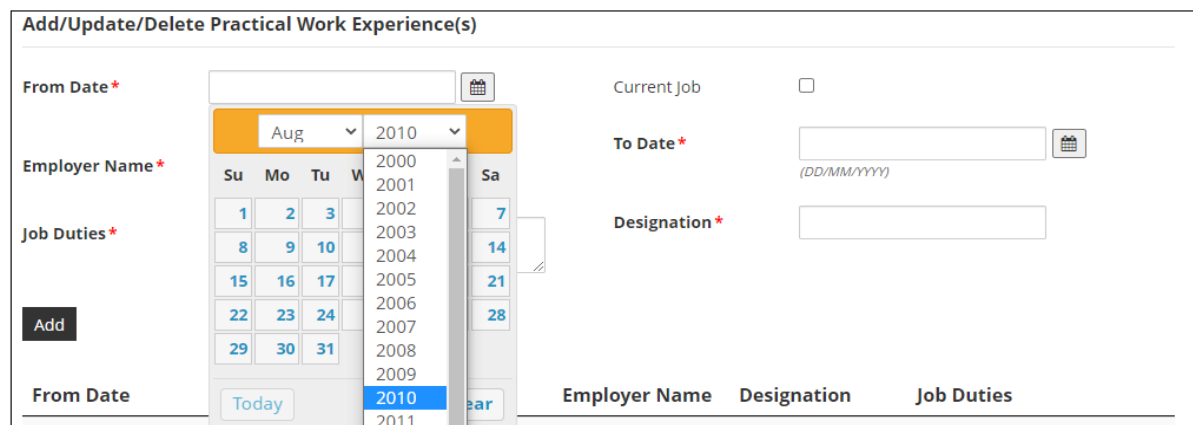
From Date *  **Current Job** ☐

Employer Name * **To Date *** 
(DD/MM/YYYY)

Job Duties * **Designation ***

Add

From Date **Employer Name** **Designation** **Job Duties**



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: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |
| Professional Accreditations Documentary proof evidencing that you are a qualified Accountant or Solicitor. <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |
| Professional Membership(s) Documentary proof evidencing your membership in any local/foreign professional bodies <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="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: doc, docx, 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: doc, docx, 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: doc, docx, pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB



ONLINE UPLOAD

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.

Amend Existing Licence

Information Review



Filer's Particulars

| | | | |
|--------------------------|--|-------------------|--|
| Agree to Use MyInfo Data | | Designation | |
| Salutation | | Office Tel Number | |
| Name | | Home Tel Number | |
| Citizenship | | Fax Number | |
| Gender | | Mobile Number | |

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.

1SELECT Licence(s)

2AMENDMENT Profile

3ADD General Information

4PROVIDE Application Details

5UPLOAD Supporting Document(s)

6REVIEW & SUBMIT Application
(Payment if applicable)

7ACKNOWLEDGEMENT

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 | | Application Status | Approved |
| Submission Number | | Payment Status | STAGE1 : N.A STAGE2 : N.A |
| 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.

PRINT

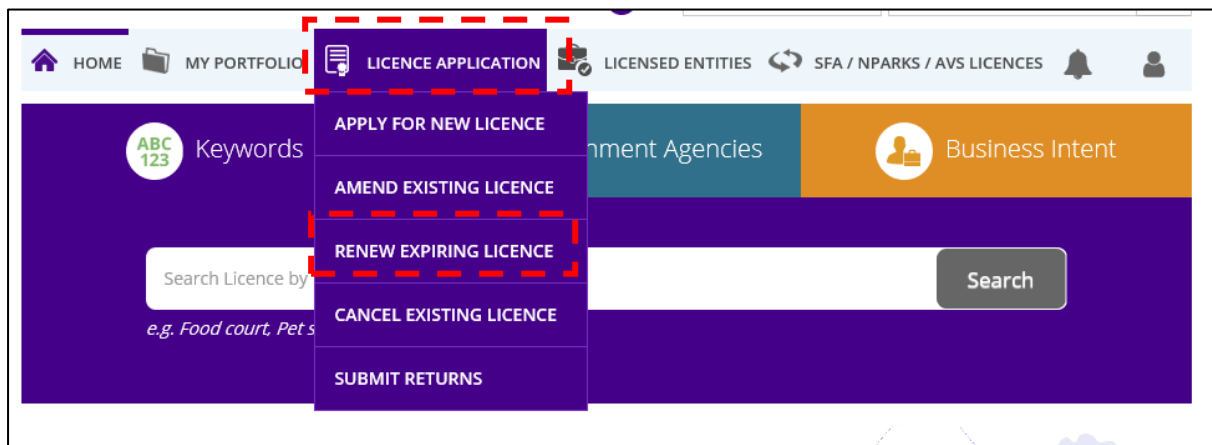
CLOSE

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.



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.

The screenshot displays the 'Renew Licence' application interface. At the top, a progress bar shows seven steps: 1. SELECT Licence(S), 2. RENEW Profile (highlighted in green), 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. Below the progress bar, the text 'Ministry of Law' and 'Insolvency Practitioner's Licence' is shown. The form is divided into two main sections: 'Application Type' and 'Fees & Supporting Documents (if required)'. Under 'Application Type', the 'Insolvency Practitioner's Licence' option is selected with a radio button, and a 'Details' button is visible. The 'Fees & Supporting Documents' section contains a 'Licence Number *' label and a text input field. At the bottom of the form, there are 'BACK' and 'NEXT' buttons, with the 'NEXT' button highlighted by a red dashed border.

Renew Licence

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

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. A red dashed box highlights a checkbox at the bottom of the Terms of Use section, with the text: ☐ By clicking on the checkbox, I agree to be bound by the Terms of Use.

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

The screenshot shows 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 the following fields and options:

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

At the bottom, a red dashed box highlights the 'Next >' button, along with 'Save as Draft' and 'Save as Draft & Exit' buttons.

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 * Licence Start Date * Licence End Date *

Applicant's Company Details

Company UEN * 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 * Office Level Unit Number Building Name

Postal Code * Retrieve Address Please enter your postal code and click "Retrieve Address"

Block/House Number * Street Name *

4.4.3 Update your personal details if there is any change.

Applicant Details

Identity Type *

☒ NRIC ☐ FIN ☐ Passport

Salutation *

Full Name *

(As in NRIC or FIN or Passport)

Nationality *

Contact Number (Mobile)

Identity No. *

Date of Birth *

(DD/MM/YYYY)

Job Title *

Contact Number (Work)

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"

Block/House Number *

Street Name *

Level

Unit Number

Building 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)

Employer Name *

Job Duties *

Current Job

☐

To Date *

(DD/MM/YYYY)

Designation *

Add

| From Date | To Date | Current Job | Employer Name | Designation | Job Duties |
|-----------|---------|-------------|---------------|-------------|-----------------------------------|
| | | Yes | | | <div><div></div><div></div></div> |

31

4.4.6 To select a year that is not found within the displayed range, click on either the upper or lower limit (whichever applicable) of the displayed range. The calendar will be updated to display a different year range based on your initial selection.

Add/Update/Delete Practical Work Experience(s)

From Date *

Aug

2020

2010

2011

2012

2013

2014

2015

2016

2017

2018

2019

2020

Employer Name *

Job Duties *

Add

From Date

Current Job
☐

To Date *

(DD/MM/YYYY)

Designation *

Employer Name
Designation
Job Duties

For example, if you would like to select the year “2000”, click on “2010” (lower limit) in the dropdown box. Re-open the dropdown box and the year range will be updated to include the year “2000”.

Add/Update/Delete Practical Work Experience(s)

From Date *

Aug

2010

2000

2001

2002

2003

2004

2005

2006

2007

2008

2009

2010

2011

Employer Name *

Job Duties *

Add

From Date

Today

Current Job
☐

To Date *

(DD/MM/YYYY)

Designation *

Employer Name
Designation
Job Duties

For Accountants

4.4.7 You are required to indicate 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.

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

| Professional Accreditations / Memberships | |
|--|--|
| Accountants | |
| Are you a registered Chartered Accountant (Singapore) member/ fellow member of Institute of Singapore Chartered Accountants? * | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| Are you a registered Public Accountant with the Accounting and Corporate Regulatory Authority? * | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| PA Registration No. * | <input type="text"/> |
| Do you hold membership(s) in other local / foreign Accounting Professional Bodies? * | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Add in other Accounting Professional Bodies | |
| Professional Body Name * | <input type="text"/> |
| Professional Body Country/Region * | <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) | <input type="text"/> |

For Solicitors

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

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

Professional Accreditations / Memberships

Solicitors

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 * | <input type="text"/> | Professional Body Country/Region * | <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) | <input type="text"/> | | |

For Accountants / Solicitors

4.4.11 Scroll down and provide details of your Insolvency Practitioner's 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

4.4.12 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 previously received, or are presently receiving any treatment 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/region? *

☐ 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/region? *

☐ 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

4.4.13 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

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 document categories that are marked with a * are mandatory to be provided.

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 <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |
| Professional Accreditations * Documentary proof evidencing that you are a qualified Accountant or Solicitor. <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="Upload"/> |
| Professional Membership(s) * Documentary proof evidencing your membership in any local/foreign professional bodies <i>Acceptable File Format: doc, docx, pdf, jpg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 5 MB</i> | ONLINE UPLOAD | <input type="button" value="v"/> | <input type="button" value="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: doc, docx, 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: doc, docx, 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: doc, docx, pdf, jpg, gif, png, bmp
Acceptable File Size: maximum : 5 MB

ONLINE UPLOAD

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.

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

Information Review

Filer's Particulars

| | | | |
|--------------------------|----|-------------------|--|
| Agree to Use MyInfo Data | No | Designation | |
| Salutation | | Office Tel Number | |
| Name | | Home Tel Number | |
| Nationality | | Fax Number | |
| Gender | | Mobile Number | |

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

Application Status

Submitted with Payment

Submission Number

Submission Date

Submission Name

Payment Advice Number

Payment Status

STAGE1 : PAID
STAGE2 : N.A

Payment Amount(SGD)

\$600.00


[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

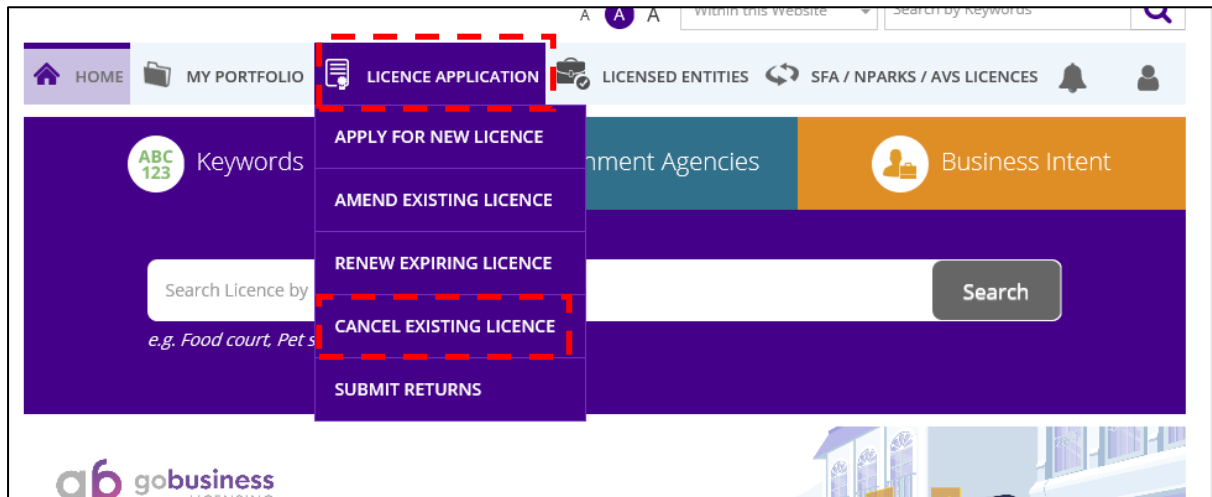
PRINT

CLOSE

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.

Cancel Licence

Licences

Government Agencies

Licence Name, Licence Number

SEARCH

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

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

5.2 Cancel Profile

5.2.1 Click <Next> to proceed.

Cancel Licence

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

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

- 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.
- 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.
- 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.
- 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

- 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 *

Applicant Type *

Licence Start Date *

Licence End Date *

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.

The screenshot shows a 7-step process bar at the top. Step 5, 'UPLOAD Supporting Document(s)', is the current step and is highlighted with a green circle. The other steps are: 1. SELECT Licence(s), 2. CANCEL Profile, 3. ADD General Information, 4. PROVIDE Application Details, 6. REVIEW & SUBMIT Application (Payment if applicable), and 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

Navigation buttons at the bottom: < Previous, Next >, Save as Draft, and 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 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

Information Review



Filer's Particulars

| | | | |
|--------------------------|--|-------------------|--|
| Agree to Use MyInfo Data | | Designation | |
| Salutation | | Office Tel Number | |
| Name | | Home Tel Number | |
| Nationality | | Fax Number | |
| Gender | | Mobile Number | |

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 |  | Application Status | Submitted (No Upfront Payment Required) |
| Submission Number | | Payment Status | STAGE1 : N.A |
| Submission Date | | | STAGE2 : N.A |
| 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.

PRINT

CLOSE

6 Useful Contacts

| | | |
|--|--|---|
| SingPass | <p>Tel: 6643 0555 Mon – Fri: 8am – 8pm Sat: 8am – 2pm (Closed on Sundays & Public Holidays)</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 (Closed on Sundays & Public Holidays)</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 |
|---------------|--|--|