



# **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.**

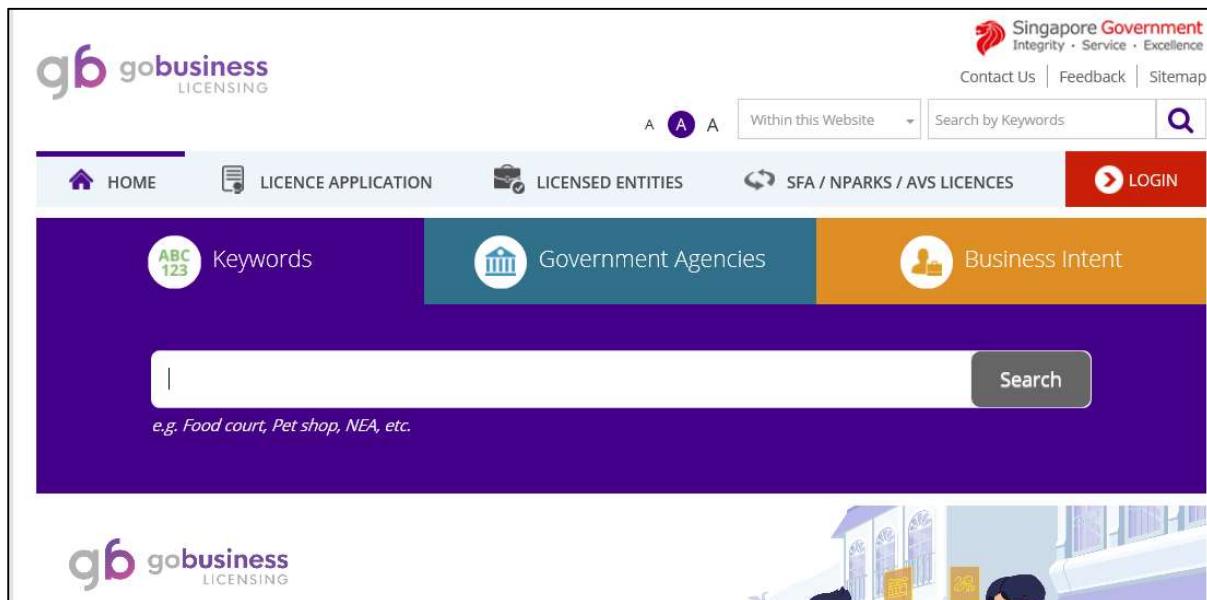
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# 1. Accessing the GoBusiness Portal

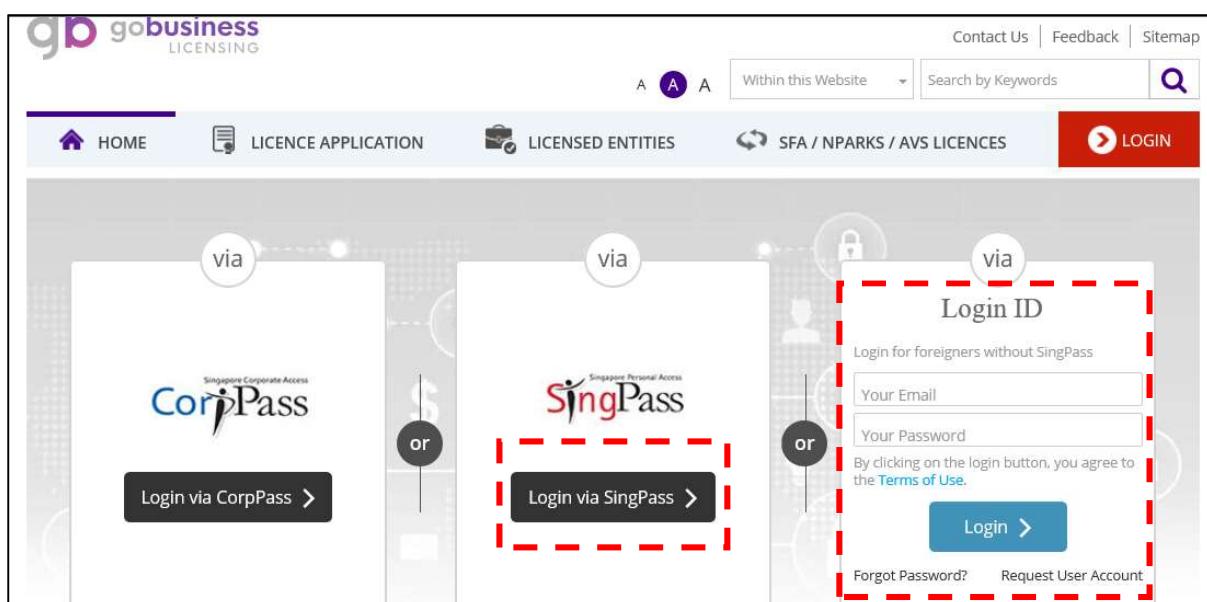
## 1.1 Logging in

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>.



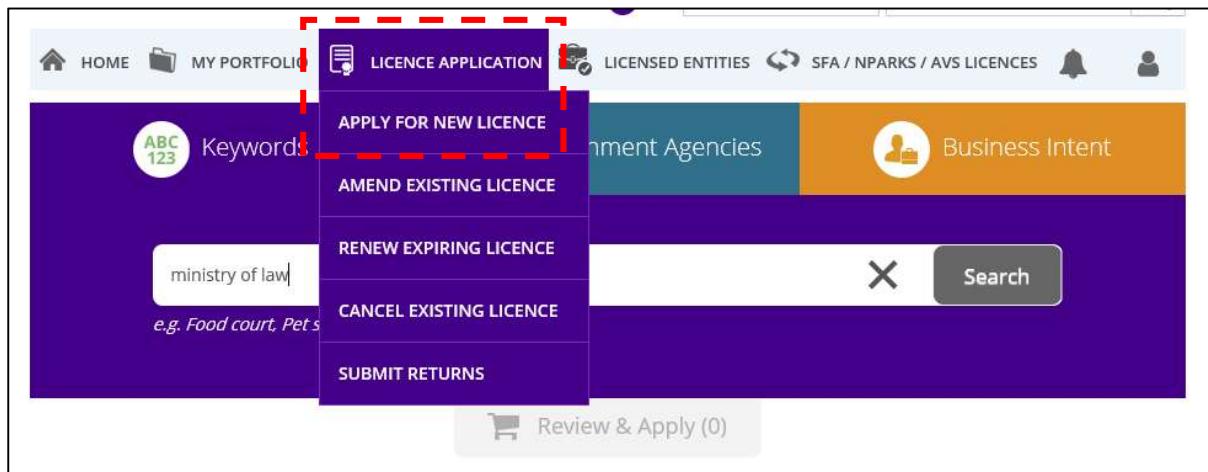
1.1.4 A dashboard page will appear on your screen after you have login-ed successfully. This dashboard provides a summary of all the applications you have submitted to the different Government agencies, ongoing drafts and the status of your active licences.

The screenshot shows the gobusiness LICENSING dashboard. At the top, there's a navigation bar with links for HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and a user profile icon. Below the navigation is a secondary menu with icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main area is titled 'Dashboard' and displays a profile section for 'IP TEST2' with a last login timestamp of '12:24 PM' and a 'Update Profile' button. Below this is a search bar with fields for 'Application Status' and 'Application Number' and a 'Check' button. The bottom section features four colored boxes summarizing application counts: 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).

## 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".

The screenshot shows the 'LICENCE APPLICATION' tab selected. The 'Keywords' search bar and the 'Government Agencies' tab are both highlighted with red dashed boxes. Below the search bar, the text 'Ministry of Law' is entered. A 'Review & Apply (0)' button is visible at the bottom.

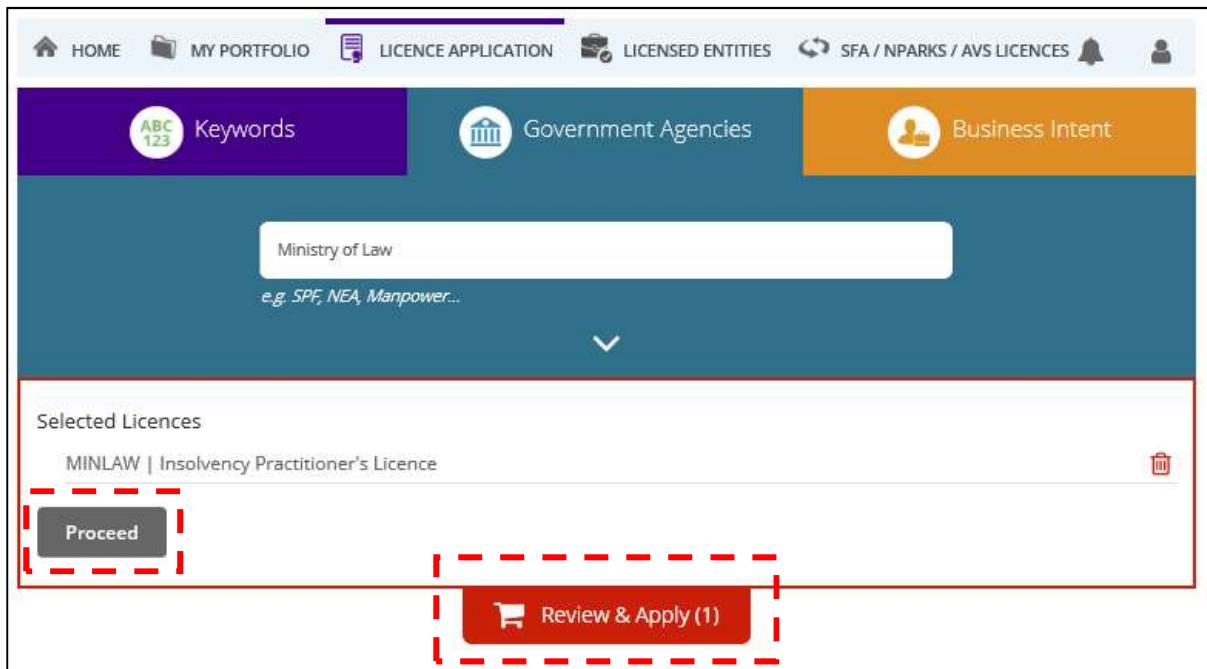
**Search Results**  
5 Results for "Ministry of Law"

**Licences (5)**

**Certificate of Exemption (the Moneylenders Act (Cap.188))** ⓘ  
For entities which lend money to borrowers for specific purposes. Before applying: No application fees.  
**Add to Selection >**

**Insolvency Practitioner's Licence** ⓘ  
Application to hold an Insolvency Practitioner's licence (new) to undertake insolvency or debt-restructuring work in Singapore  
**Add to Selection >**

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



2.1.4 Select the licence and click <Apply>.

The screenshot shows the 'Apply for New Licence' page. At the top, a horizontal timeline shows six steps: 1. SELECT Licence(s) (highlighted in green), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Below this is a section titled 'Apply for New Licence' with the sub-instruction 'You may need the following licence(s) for your business'. It lists 'To be applied at GoBusiness Licensing' and shows a table for 'Selected Licence(s)'. The table includes columns for 'Licence Name', 'Time to Fill', 'Fees & Supporting Documents', and 'Estimated Processing Time'. One row is shown: 'MINLAW | Insolvency Practitioner's Licence' with a time of '30 mins', fees of '\$0', and an estimated processing time of '14 working days'. At the bottom are navigation buttons: '< Previous' and 'Email Me >' on the left, and a large red 'APPLY' button on the right. The 'APPLY' button and the 'Selected Licence(s)' section are both enclosed in a red dashed rectangular box.

## 2.2 Add General Information

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

The screenshot shows a six-step application process: 1. SELECT Licence(s), 2. ADD General Information (highlighted in green), 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT.

**Apply for New Licence**

**Terms of Use**

**I. Agreement**

- Access this service 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.

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
Name *		Office Tel Number
Nationality *		Home Tel Number
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Fax Number
Date Of Birth *		Mobile Number*
Primary Contact Mode*	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Email*
		Alternative Email
		<small>Tick if you prefer to receive status updates of licence application via SMS</small> <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*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name*	<input type="text"/>
Type of Premises*	<input type="text" value="Please Select"/> <input type="button" value="▼"/>	Level	<input type="text"/>
Postal Code*	<input type="text"/> <input type="button" value="Retrieve Address"/>	Unit Number	<input type="text"/> E.g. 05-01 Key in:05
Block / House Number*	<input type="text"/> <input type="button" value="▼"/>	Building Name	<input type="text"/> E.g. 05-01 Key in:01

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

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	<input type="button" value="Copy"/>	Street Name*	<input type="text"/>
Address Type*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Level	<input type="text"/>
Type of Premises*	<input type="text" value="Please Select"/> <input type="button" value="▼"/>	Unit Number	<input type="text"/> E.g. 05-01 Key in:05
Postal Code*	<input type="text"/> <input type="button" value="Retrieve Address"/>	Building Name	<input type="text"/> E.g. 05-01 Key in:01
Block / House Number	<input type="text"/> <input type="button" value="Please Select"/> <input type="button" value="▼"/>	<input type="button" value="Next &gt;"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save as Draft &amp; Exit"/>	

## 2.3 Provide Application Details

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

**Apply for New Licence**  
Insolvency Practitioner's Licence

**Registration Details**

**Applicant Type \***   
Advocates & Solicitors  
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 \***    
(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 \***

**Employer Name \***

**Job Duties \***

**To Date \***

**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	
<b>Public / Chartered Accountants</b>	
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="radio"/> Yes <input type="radio"/> No
<b>Add in other Accounting Professional Bodies</b>	
Professional Body Name*	<input type="text"/>
Professional Body Country*	<input type="text"/> Please Select <input checked="" type="checkbox"/>
Type(s) of Membership Held*	<input type="text"/>
Membership Validity Period - From Date*	<input type="text"/> (DD/MM/YYYY) <input type="button" value=""/>
Membership Validity Period - To Date*	<input type="text"/> (DD/MM/YYYY) <input type="button" value=""/>
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 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* <input type="text"/>	Professional Body Country* <input type="text"/> <input checked="" type="checkbox"/>
Type(s) of Membership Held* <input type="text"/>	
Membership Validity Period - From Date* <input type="text"/> (DD/MM/YYYY) <input type="button" value=""/>	Membership Validity Period - To Date* <input type="text"/> (DD/MM/YYYY) <input type="button" value=""/>
Other Remarks (if any) <input type="text"/>	

## 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* <input type="text"/> <input type="button" value=""/>	Details of Licence Held* <input type="text"/>
Licence Validity Period - From Date* <input type="text"/> (DD/MM/YYYY) <input type="button" value=""/>	Licence Validity Period - To Date* <input type="text"/> (DD/MM/YYYY) <input type="button" value=""/>
Other Remarks (if any) <input type="text"/>	

**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	
<b>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? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>
<b>2) Have you ever been convicted in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>
<b>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? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>
<b>4) Have you ever had or received any treatment for or plan to be treated for any mental disorder? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>
<b>5) Are you an undischarged bankrupt? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>
<b>6) Have you ever been adjudged a bankrupt in Singapore or under the laws of any foreign country? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>
<b>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? *</b>	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please specify	<input type="text"/>

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? \*

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?  
\*

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? \*

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? \*

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.

Document Name	Type	Attachment	Action
Curriculum Vitae *	ONLINE UPLOAD		Upload
Professional Accreditations *	ONLINE UPLOAD		Upload
Professional Membership(s) *	ONLINE UPLOAD		Upload

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

Relevant Work Experience *	ONLINE UPLOAD	Upload
Details of Declaration(s)	ONLINE UPLOAD	Upload
Others	ONLINE UPLOAD	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.

The screenshot shows a six-step process: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable) (highlighted in green), and 6. ACKNOWLEDGEMENT. The current step is 'REVIEW & SUBMIT Application'. Below the steps is a section titled 'Apply for New Licence' under 'Information Review'. This section contains fields for 'Applicant's Particulars': Agree to Use MyInfo (No), Designation (redacted), Salutation (redacted), Office Tel Number (redacted), Name (redacted), Home Tel Number (redacted), Nationality (redacted), Fax Number (redacted), Gender (redacted), Mobile Number (redacted). A red dashed box surrounds the 'Submit' button in the top right corner of the review area.

### 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>.

The screenshot shows the 'Declaration' step. It contains two sections: 'General Declaration' and 'Insolvency Practitioner's Licence'. Both sections include a list of statements followed by a checkbox. A red dashed box surrounds the declaration text and checkbox for both sections. At the bottom, there are 'Previous' and 'Submit' buttons, with 'Submit' highlighted in a red dashed box.

**General Declaration**

- 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**

- 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.

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>.

The screenshot shows a payment interface for applying for a new licence. At the top, a horizontal progress bar indicates six steps: 1. SELECT Licence(S), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(S), 5. REVIEW & SUBMIT Application (Payment If Applicable), and 6. ACKNOWLEDGEMENT. Step 5 is highlighted with a green circle. Below the progress bar, the title "Apply for New Licence" is displayed. A section titled "Make Payment" contains a table of fees:

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 <b>\$650.00</b>					

At the bottom of the payment section is a black button with white text that reads "PROCEED WITH PAYMENT". This button is enclosed in a red dashed rectangular box.

## 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.

The screenshot shows an acknowledgement page for a successfully submitted application. At the top, a horizontal progress bar indicates six steps: 1. SELECT Licence(S), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(S), 5. REVIEW & SUBMIT Application (Payment If Applicable), and 6. ACKNOWLEDGEMENT. Step 6 is highlighted with a green circle. Below the progress bar, the title "Apply for New Licence" is displayed. A success message is shown: "Submitted successfully: 1 application(s)" with a green checkmark icon. A note below it states: "You will be notified of the approval of your application via SMS/Email." The page displays application details for the "Ministry of Law Insolvency Practitioner's Licence":

Application Number	[REDACTED]	Payment Advice Number	[REDACTED]
Application Status	Submitted with Payment	Payment Status	[REDACTED]
Submission Number	[REDACTED]	Payment Amount(SGD)	\$650.00
Submission Date	[REDACTED]	Estimated Processing Time	14 working days
Submission Name	[REDACTED]		

Below the application details, there is a link "View your Applications and Status" and a note: "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." There is also a note: "Please note that the "Submission Name" is for your personal reference only." At the bottom, there are three buttons: "View Receipt" (with a red dashed box around it), "PRINT", and "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.

The screenshot shows the GoBusiness main dashboard. At the top, there is a navigation bar with links: HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, a notification bell, and a user profile icon. Below the navigation bar is a secondary menu with icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main area is titled "Dashboard". It features a "User Profile" section for "IP TEST2" with a login history message and a "Update Profile" button. A "Check" button is located next to a dashed red box labeled "Application Status" and "Application Number". Below this is a summary section with four colored boxes: "APPLICATIONS" (red, showing 1 "Require Attention" and 4 "In Progress"), "DRAFTS" (orange, showing 0 "Due for Removal" and 0 "All Drafts"), "LICENCES" (green, showing 0 "Due for Renewal" and 1 "Active"), and "PAYMENTS" (blue, showing 1 "Pending Payments"). At the bottom, there is a table listing two applications with columns for Application Number, Type, Agency, Licence Name, Application Status, Submission Date, and Action. Each row has a "New" application from MINLAW with a greyed-out "Action" dropdown menu.

Application Number	Type	Agency	Licence Name	Application Status	Submission Date	Action
[Redacted]	New	MINLAW	Insolvency Practitioner's Licence	Ready for Payment	[Redacted]	Action
[Redacted]	New	MINLAW	Insolvency Practitioner's Licence	Pending Agency Action	[Redacted]	Action

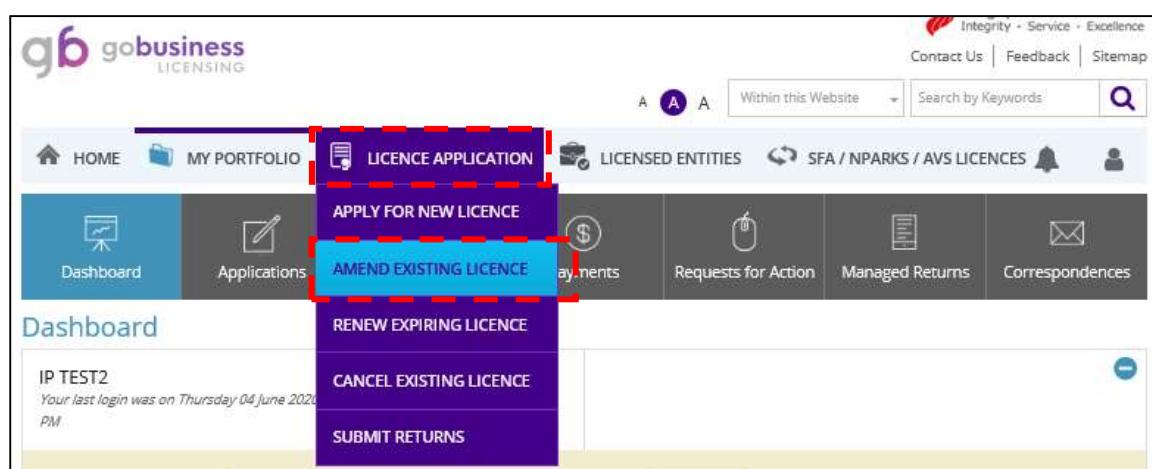
2.6.3 Once your application is reviewed, you will be notified of the outcome via email and post.

### 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.

A screenshot of the 'Amend Licence' application form. The top navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION' (selected), 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and user profile icons. Below the navigation bar, there are two tabs: 'Licences' (selected) and 'Government Agencies'. A search bar at the top right contains the placeholder 'Licence Name, Licence Number' and a 'SEARCH' button. Below the search bar is a horizontal progress bar with seven numbered steps: 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), and 7. ACKNOWLEDGEMENT. Step 1 is highlighted with a green circle and a red dashed box around the 'Licence Number' field. The 'Licence Number' field contains 'MIN' and the 'Agency' field contains 'Insolvency Practitioner's Licence'. The 'Licence Status' field shows 'Active'.

## 3.2 Amendment Profile

3.2.1 Click <Next> to proceed.

**Amend Licence**

Ministry of Law  
Insolvency Practitioner's Licence

Type of Amendment	Fees & Supporting Documents (if required)
<input checked="" type="radio"/> Insolvency Practitioner's Licence	<a href="#">Details</a>

**Licence Number\***

[BACK](#) [NEXT](#)

## 3.3 Add General Information

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

**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.

<b>Salutation*</b>	Mr <input type="button" value="▼"/>	<b>Designation*</b>	<input type="button" value="▼"/>
<b>Name*</b>	<input type="text"/>		
<b>Nationality*</b>	<input type="button" value="▼"/>		
<b>Gender*</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female		
<b>Date Of Birth*</b>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>
<b>Primary Contact Mode*</b>	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number		
	<b>Mobile Number*</b> <input type="text"/> <b>Email*</b> <input type="text"/> <small>Alternative Email <input type="text"/></small>		
	<small>Tick if you prefer to receive status updates of licence application via SMS <input type="checkbox"/></small>		
<input type="button" value="Next &gt;"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save as Draft &amp; Exit"/>			

### 3.4 Provide Application Details

3.4.1 Details of your licence will be shown here.

**Amend Existing Licence**

Insolvency Practitioner's Licence

**Licence Details**

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

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

Postal Code \*  **Retrieve Address**  
E.g. 05-01 Key in:05

Block/House Number \*  Building Name   
E.g. 05-01 Key in:01

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 \*  **Calender**  
(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\***

Level   
Eg. 05-01 Key in:05

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

Unit Number   
Eg. 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)

Current Job

**To Date\***   (DD/MM/YYYY)

**Employer Name\***

**Job Duties\***

**Designation\***

### 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.

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

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	<input type="checkbox"/>	<b>Upload</b>
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	<input type="checkbox"/>	<b>Upload</b>
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	<input type="checkbox"/>	<b>Upload</b>

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

### 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 No 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.

The screenshot shows a process flow with 7 steps: 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), and 7. ACKNOWLEDGEMENT. Step 7 is highlighted in green. Below the steps, a section titled "Amend Existing Licence" displays a success message: "Submitted successfully: 1 application(s)" with a checkmark icon. It also states: "You will be notified of the approval of your application via SMS/Email." A "Ministry of Law Insolvency Practitioner's Licence" header is present. Application details are listed: Application Number (redacted), Application Status (Approved), Submission Number (redacted), Payment Status (STAGE1 : N.A, STAGE2 : N.A), Submission Date (redacted), and Submission Name (redacted). Below this, a link "View your Applications and Status" is provided. A "NOTE" section contains two paragraphs: one about successful submission and another about the "Submission Name". A red dashed box highlights the "PRINT" and "CLOSE" buttons at the bottom.

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**

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	Redacted	Application Status	Approved
Submission Number	Redacted	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	Redacted		
Submission Name	Redacted		

[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.

A screenshot of the 'Renew Licence' application form. At the top, there are three tabs: 'Licences' (green), 'Government Agencies' (blue), and 'By RRN' (orange). Below these are search fields for 'Licence Name, Licence Number' and a 'SEARCH' button. A horizontal progress bar shows seven steps: 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), and 7. ACKNOWLEDGEMENT. Step 1 is highlighted with a green circle. Below the progress bar is a table with columns: Licence Number, Agency, Licence Name, Licence Status, Issued Date, and Expiry Date. The first row shows 'MIN' as the agency, 'Insolvency Practitioner's Licence' as the name, 'Active' as the status, and two greyed-out boxes for dates.

## 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.

**Renew Licence**

Ministry of Law  
Insolvency Practitioner's Licence

**Application Type**

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.

**Renew Expiring Licence**

**Terms of Use**

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.  
2. We reserve all rights to deny or restrict access to this Website by any particular person or to block access from any Internet address to this Website, at any time, without ascribing any reasons whatsoever.

**III. Communication With You**  
1. Where appropriate we may contact you via telephone, e-mail, or text messages for additional information and clarification.

**IV. Security**  
1. We will use available technology to protect the security of communications made through the Website. Notwithstanding the above, we do not accept liability for the security, authenticity, integrity or confidentiality of any transactions or other communications made through the Website. You carry out any transactions or communications at your own risk.  
2. Internet communications may be susceptible to interference or interception by third parties. Despite our best efforts, we make no warranties that the Website is free of infection by computer viruses or other unauthorised software.  
3. You should take appropriate steps to keep your information, software and equipment secure. This includes clearing your Internet browser cache and cookies.

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>.

**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"/> <input type="button" value="Calendar"/>	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"/>	

#### 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.

Renew Expiring Licence

Insolvency Practitioner's Licence

**Licence Details**

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
---	-------------------	---	---------------	---	-------------------------	---	-----------------------------	---	-------------------------------	---	--	---	-----------------

Red dashed boxes highlight the fields for Licence Number, Applicant Type, Licence Start Date, and Licence End Date.

**Applicant's Company Details**

Red dashed boxes highlight the fields for Company UEN and Company Name.

Red dashed box highlights the "Retrieve" button next to the Company UEN input field.

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*	<input checked="" type="radio"/> Local <input type="radio"/> 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 *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Identity No. *	
Salutation *		Date of Birth*	(DD/MM/YYYY)
Full Name *		Job Title *	
(As in NRIC or FIN or Passport)			
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*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign		
Type of Premises*	Residential	Level	
Postal Code*		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*	<input type="text"/>	Current Job	<input type="checkbox"/>		
Employer Name*	<input type="text"/>	To Date*	<input type="text"/>		
Job Duties*	<input type="text"/>	Designation*	<input type="text"/>		
<b>Add</b>					
From Date	To Date	Current Job	Employer Name	Designation	Job Duties
01/01/2010		Yes			<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

#### 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? \*

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

PA Registration No.\*

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

## 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	
<b>Solicitors Only</b>	
Have you been admitted to the Singapore Bar? *	<input type="radio"/> Yes <input type="radio"/> No
Do you hold a valid Practising Certificate to perform legal practice in Singapore? *	<input type="radio"/> Yes <input type="radio"/> No
Do you hold membership(s) in other local / foreign professional legal bodies? *	<input type="radio"/> Yes <input type="radio"/> 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? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Add Insolvency Practitioner Licence</b>	
Name of Country *	<input type="text" value="Please Select"/>
Details of Licence Held *	<input type="text"/>
Licence Validity Period - From Date * <small>(DD/MM/YYYY)</small>	<input type="text"/> 
Other Remarks (if any)	<input type="text"/>
<input type="button" value="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? \***

If Yes, please specify

Yes  No

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

If Yes, please specify

Yes  No

**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? \***

If Yes, please specify

Yes  No

**4.4.12 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? \***

If Yes, please specify

Yes  No

  
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.

**Renew Expiring Licence**

Insolvency Practitioner's Licence

Document Name	Type	Attachment	Action
Curriculum Vitae *	ONLINE UPLOAD	<input checked="" type="checkbox"/>	<b>Upload</b>
Professional Accreditations *	ONLINE UPLOAD	<input checked="" type="checkbox"/>	<b>Upload</b>
Professional Membership(s) *	ONLINE UPLOAD	<input checked="" type="checkbox"/>	<b>Upload</b>

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

<b>Relevant Work Experience *</b> 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	<input checked="" type="checkbox"/>	<b>Upload</b>
<b>Details of Declaration(s)</b> 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	<input checked="" type="checkbox"/>	<b>Upload</b>
<b>Others</b> 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	<input checked="" type="checkbox"/>	<b>Upload</b>

**< 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.

The screenshot shows a step-by-step application process with 7 steps. Step 6, 'REVIEW & SUBMIT Application (Payment if applicable)', is highlighted with a green circle. Below it, the 'Information Review' section is displayed. A red dashed box encloses the 'Filer's Particulars' table, which contains fields for Agree to Use MyInfo (No), Designation, Salutation, Office Tel Number, Name, Home Tel Number, Nationality, Fax Number, Gender, and Mobile Number.

Filer's Particulars	
Agree to Use MyInfo Data	No
Salutation	
Name	
Nationality	
Gender	
Designation	
Office Tel Number	
Home Tel Number	
Fax Number	
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>.

The screenshot shows the 'Declaration' section. It contains two declaration forms:

- General Declaration:**

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:**

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.

At the bottom, there are 'Previous' and 'Submit' buttons. The 'Submit' button is highlighted with a red dashed box.

- 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
					<b>Grand Total    \$600.00</b>
<span style="border: 1px dashed red; padding: 5px; border-radius: 5px;">PROCEED WITH PAYMENT</span>					

## 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
Submission Number	STAGE1 : PAID STAGE2 : N.A
Submission Date	Payment Amount(SGD)
Submission Name	\$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.

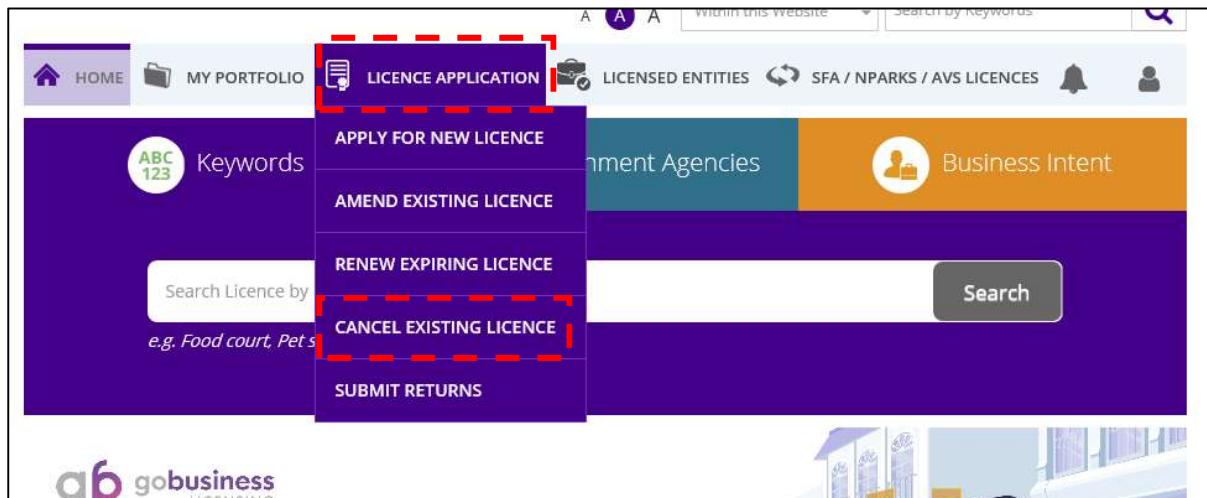
You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

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.

A screenshot of the 'Cancel Licence' page. At the top, there are two tabs: 'Licences' (green) and 'Government Agencies' (blue). Below them is a search bar with placeholder text 'Licence Name, Licence Number' and a 'SEARCH' button. A horizontal progress bar shows seven steps: 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), and 7. ACKNOWLEDGEMENT. Step 1 is highlighted with a green circle. Below the progress bar is a table with columns: Licence Number, Agency, Licence Name, Licence Status, Issued Date, and Expiry Date. One row in the table is highlighted with a red dashed box around the 'Licence Number' column, which contains 'MIN'.

## 5.2 Cancel Profile

5.2.1 Click <Next> to proceed.

**Cancel Licence**

Ministry of Law  
Insolvency Practitioner's Licence

Application Type	Fees & Supporting Documents (if required)
<input checked="" type="radio"/> Insolvency Practitioner's Licence	<a href="#">Details</a>

**Licence Number \***

[BACK](#) [NEXT](#)

## 5.3 Add General Information

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

**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.

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

## 5.4 Provide Application Details

### 5.4.1 The details of your licence will be reflected.



**Cancel Existing Licence**

Insolvency Practitioner's Licence

**Provide Application Details**

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

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.

The screenshot shows a horizontal process bar with seven steps: 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), and 7. ACKNOWLEDGEMENT. Step 6 is highlighted with a green circle. Below the bar, the title 'Cancel Existing Licence' is displayed, followed by 'Information Review'. On the right side of the review section, there are icons for printing and previewing, both enclosed in a red dashed box. The main content area is titled 'Filer's Particulars' and contains fields for personal information like Name, Nationality, Gender, Designation, Office Tel Number, Home Tel Number, Fax Number, and Mobile Number. Most fields have a gray rectangular placeholder over them.

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.

The screenshot shows a 'Declaration' page. It includes a 'General Declaration' section with three checkboxes, the third of which is checked and highlighted with a red dashed box. Below the declaration text is a 'Previous' button and a 'Submit' button, also highlighted with a red dashed box.

## 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 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**

## 6 Useful Contacts

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

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