



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.

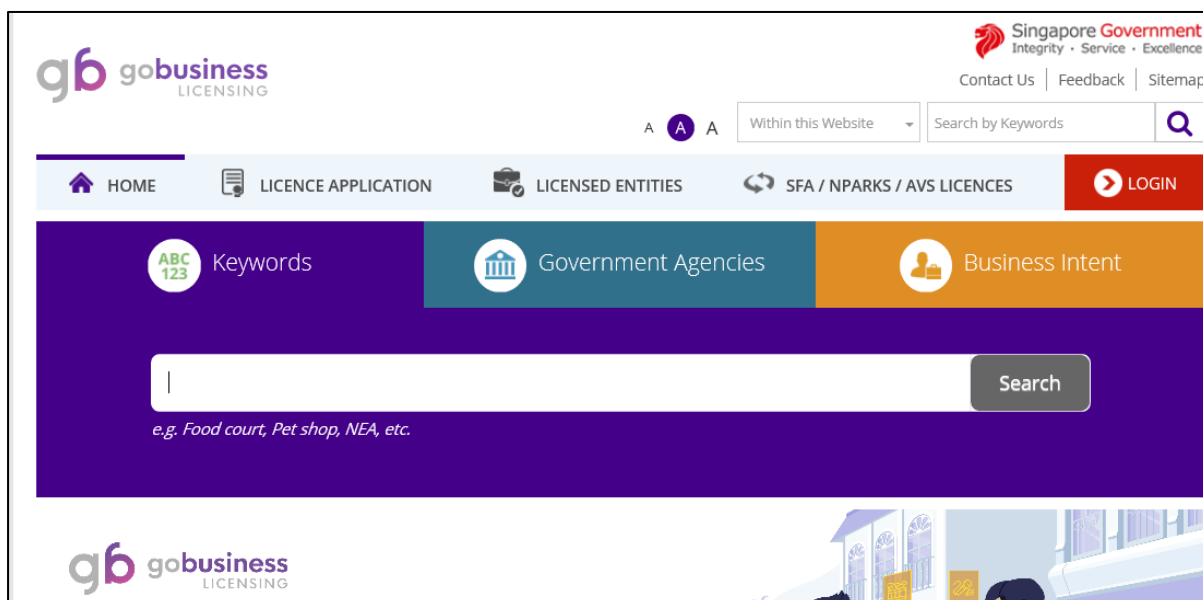
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1. Accessing the GoBusiness Portal

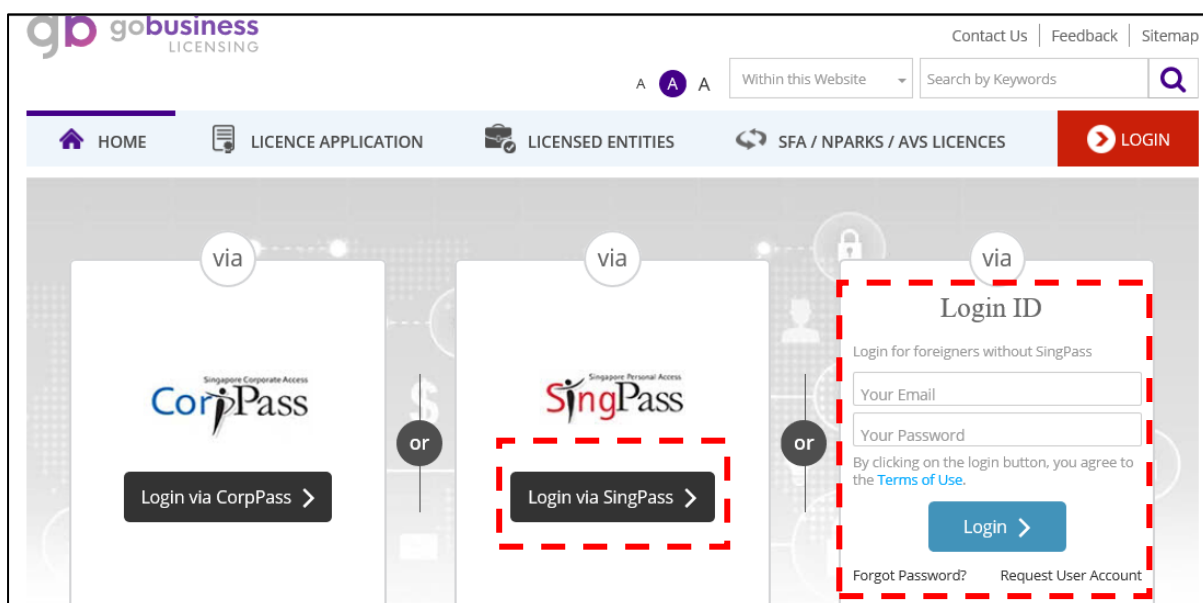
1.1 Logging in

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.

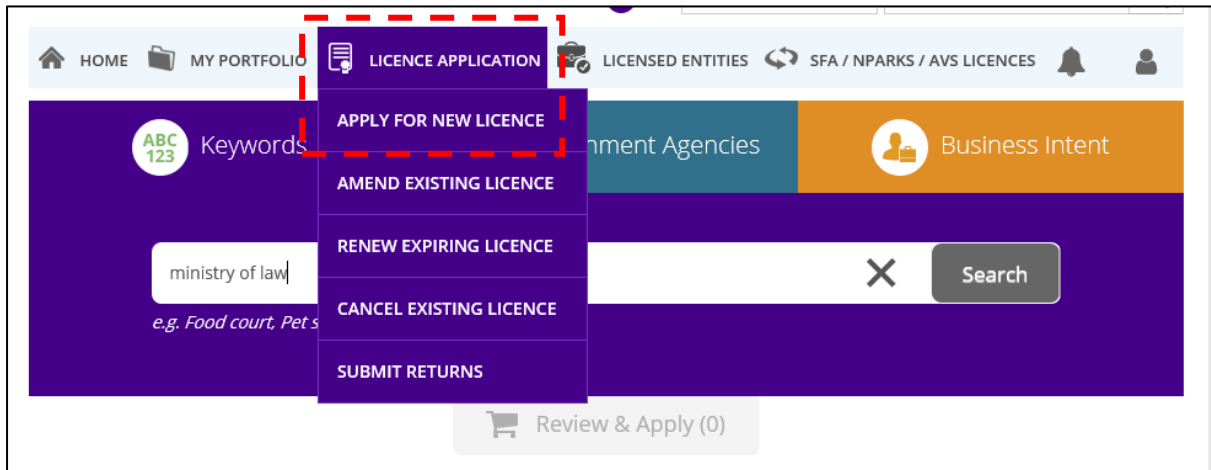
The dashboard interface includes the following elements:

- Header:** gobusiness LICENSING logo, Singapore Government logo with tagline "Integrity · Service · Excellence", and navigation links: Contact Us, Feedback, Sitemap.
- Navigation Bar:** HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and a user profile icon.
- Dashboard Menu:** Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, Correspondences.
- User Profile:** IP TEST2, Update Profile button.
- Application Status Search:** Application Status, Application Number input field, Check button.
- Summary Cards:**
 - APPLICATIONS:** 0 Require Attention, 3 In Progress.
 - DRAFTS:** 0 Due for Removal, 0 All Drafts.
 - LICENCES:** 0 Due for Renewal, 1 Active.
 - PAYMENTS:** 0 Pending Payments.

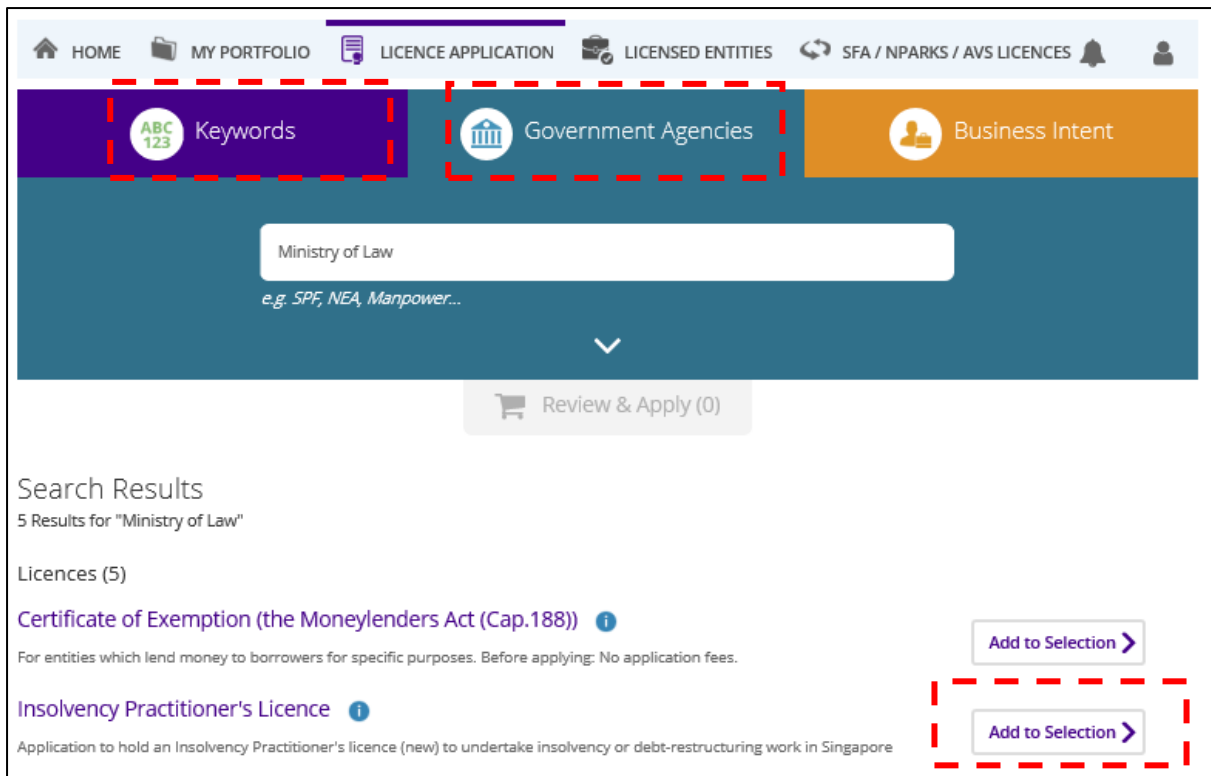
2. Apply for New Licence

2.1 Select Licence

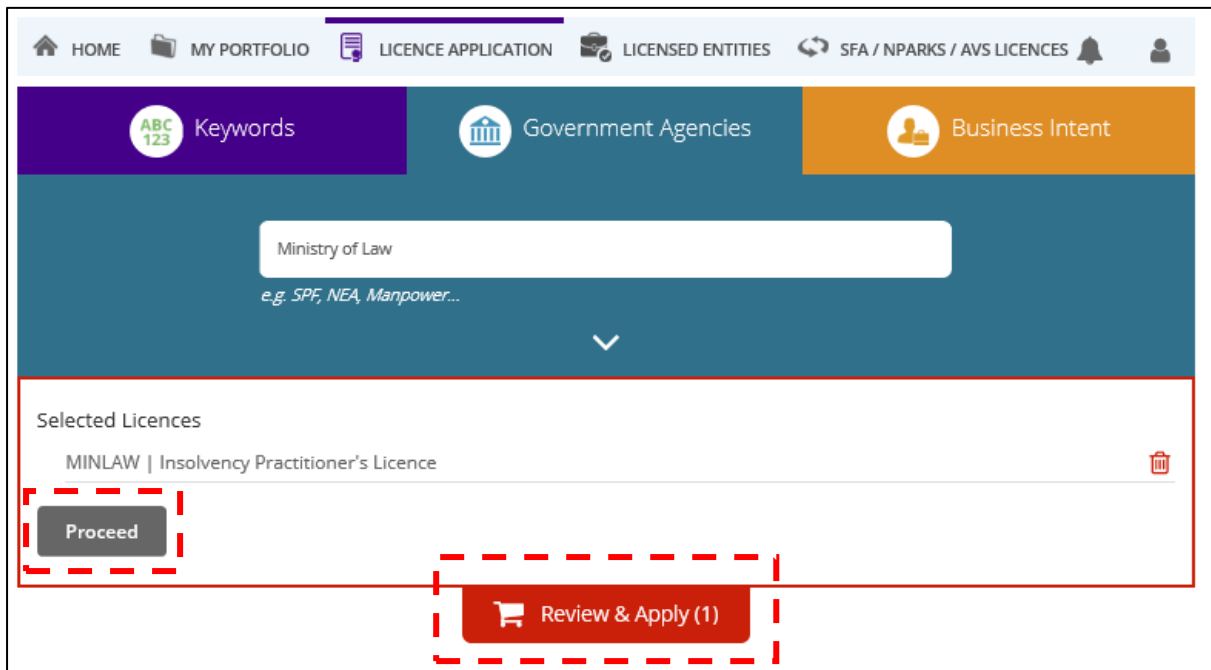
2.1.1 Under <Licence Application>, select <Apply for New Licence> under the drop-down list.



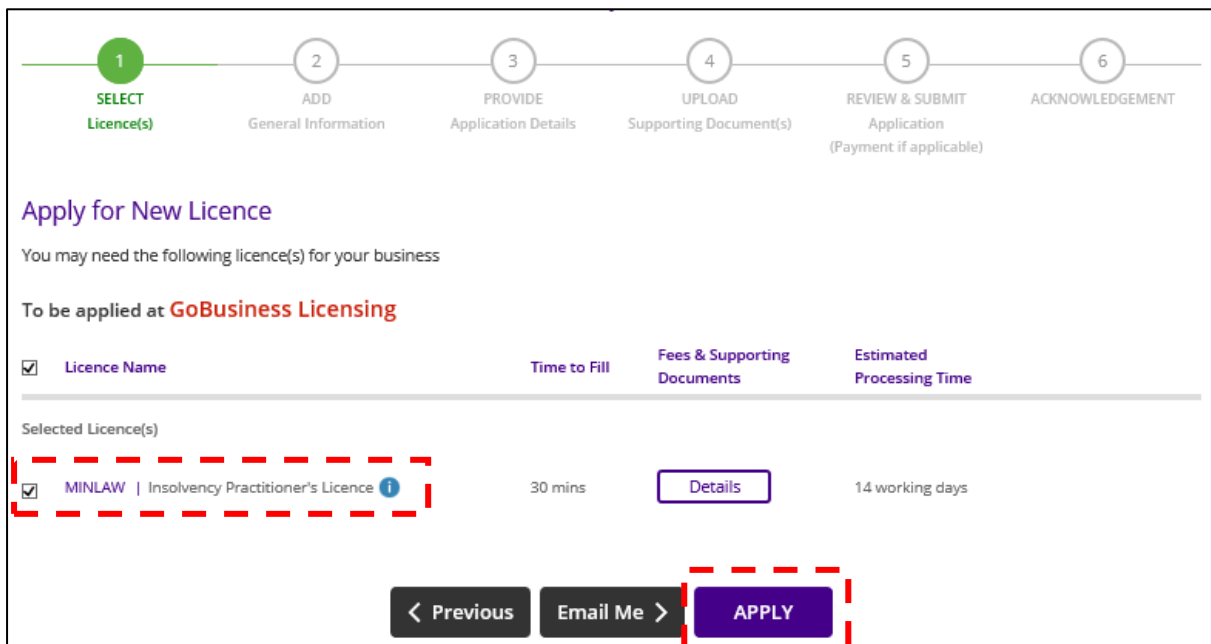
2.1.2 At this screen, you can search for the Insolvency Practitioner's licence using either (i) the keywords search (i.e. keywords like "ministry of law" or "insolvency practitioner"); or (ii) click <Ministry of Law> under the <Government Agencies> tab. After the search results are generated, click 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



2.1.4 Select the licence and click <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 * [Dropdown] **Designation** [Dropdown]

Name * [Text Field] **Office Tel Number** [Text Field]

Citizenship * [Dropdown] **Home Tel Number** [Text Field]

Gender * Male Female **Fax Number** [Text Field]

Date Of Birth * [Text Field] **Mobile Number *** [Text Field]

Primary Contact Mode * Office Tel Number **Email *** [Text Field]

Home Tel Number **Alternative Email** [Text Field]

Mobile Number

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

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

Applicant's Address

Address Type*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name*	<input type="text"/>
Type of Premises*	Please Select <input type="button" value="v"/>	Level	<input type="text"/>
Postal Code*	<input type="text"/> <input type="button" value="Retrieve Address"/>	E.g. 05-01 Key in:05	
	Please enter your postal code and click "Retrieve Address".	Unit Number	<input type="text"/>
Block / House Number*	<input type="text"/> <input type="button" value="v"/>	E.g. 05-01 Key in:01	
		Building Name	<input type="text"/>

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*	Please Select <input type="button" value="v"/>	E.g. 05-01 Key in:05	
Postal Code*	<input type="text"/> <input type="button" value="Retrieve Address"/>	Unit Number	<input type="text"/>
	Please enter your postal code and click "Retrieve Address".	E.g. 05-01 Key in:01	
Building Name		Building Name	<input type="text"/>
Block / House Number	Please Select <input type="button" value="v"/>		

2.3 Provide Application Details

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

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 (MINLAW)

Registration Details

Applicant Type * Please Select
Accountants
Advocates & Solicitors

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 * Current Job
(DD/MM/YYYY)

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

Job Duties * **Designation ***

From Date	To Date	Current Job	Employer Name	Designation	Job Duties
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.

The screenshot shows the 'Practical Work Experience(s)' form. The 'From Date' field is set to 21/08/2020. A calendar dropdown is open, showing the month of August and the year 2020. The calendar grid displays dates from 1 to 31. The year 2020 is highlighted in blue at the bottom of the dropdown. To the right, there are fields for 'Current Job' (checkbox), 'To Date' (calendar icon), and 'Designation' (text input). Below the calendar, there are columns for 'Employer Name', 'Designation', and 'Job Duties'. At the bottom, there are 'Today' and 'Clear' buttons, and a message 'No 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".

The screenshot shows the 'Practical Work Experience(s)' form with the calendar dropdown updated. The 'From Date' field remains 21/08/2020. The calendar dropdown now shows the month of August and the year 2010. The calendar grid displays dates from 1 to 31. The year 2010 is highlighted in blue at the bottom of the dropdown. The 'To Date' and 'Designation' fields are empty. Below the calendar, there are columns for 'Employer Name', 'Designation', and 'Job Duties'. At the bottom, there are 'Today' and 'Clear' buttons, and a message '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) and member / fellow member of the 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 *	<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

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

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

Declaration

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

Yes No

If Yes, please specify

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

Yes No

If Yes, please specify

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

Yes No

If Yes, please specify

4) Have you 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? *

Yes No

If Yes, please specify

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

Yes No

If Yes, please specify

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

If Yes, please specify

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

If Yes, please specify

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

If Yes, please specify

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

11) Have you ever been refused entry to any professional body or had your membership or registration with such professional body cancelled, revoked or suspended? * Yes No

If Yes, please specify

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 * 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. <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"/>
Details of Declaration(s) Documents relating to declaration(s) which you have stated "Yes" under the declaration page <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"/>
Others Any other documents which you wish to provide <i>Acceptable File Format: 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"/>

2.5 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

Print Copy

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

- 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.

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>.

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.

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

View your [Applications and Status](#)

NOTE

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

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

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

View Receipt **PRINT** **CLOSE**

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 dashboard with a navigation bar at the top containing: HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and a user profile icon. Below the navigation bar is a menu with icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main content area is titled "Dashboard" and includes a profile section for "IP TEST2" with an "Update Profile" button. A search bar for "Application Status" and "Application Number" with a "Check" button is highlighted with a red dashed box. Below this are four summary cards: "APPLICATIONS" (1 Require Attention, 4 In Progress), "DRAFTS" (0 Due for Removal, 0 All Drafts), "LICENCES" (0 Due for Renewal, 1 Active), and "PAYMENTS" (1 Pending Payments). A table below these cards, also highlighted with a red dashed box, lists applications with columns for Application Number, Type, Agency, Licence Name, Application Status, Submission Date, and Action. Two rows of data are visible, both for "Insolvency Practitioner's Licence" from "MINLAW".

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

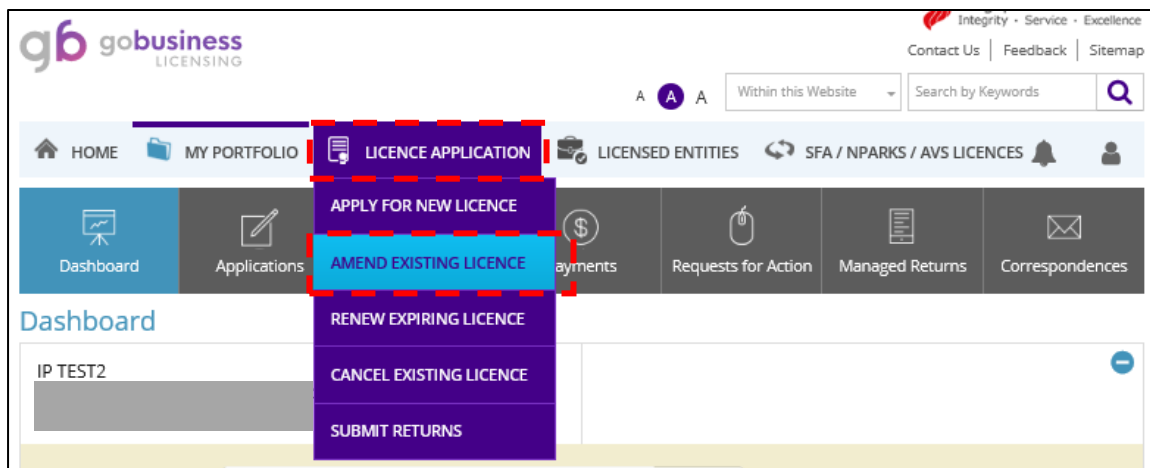
2.6.3 Once your application is reviewed, you will be notified of the outcome via email and post.

3 Amend Existing Licence

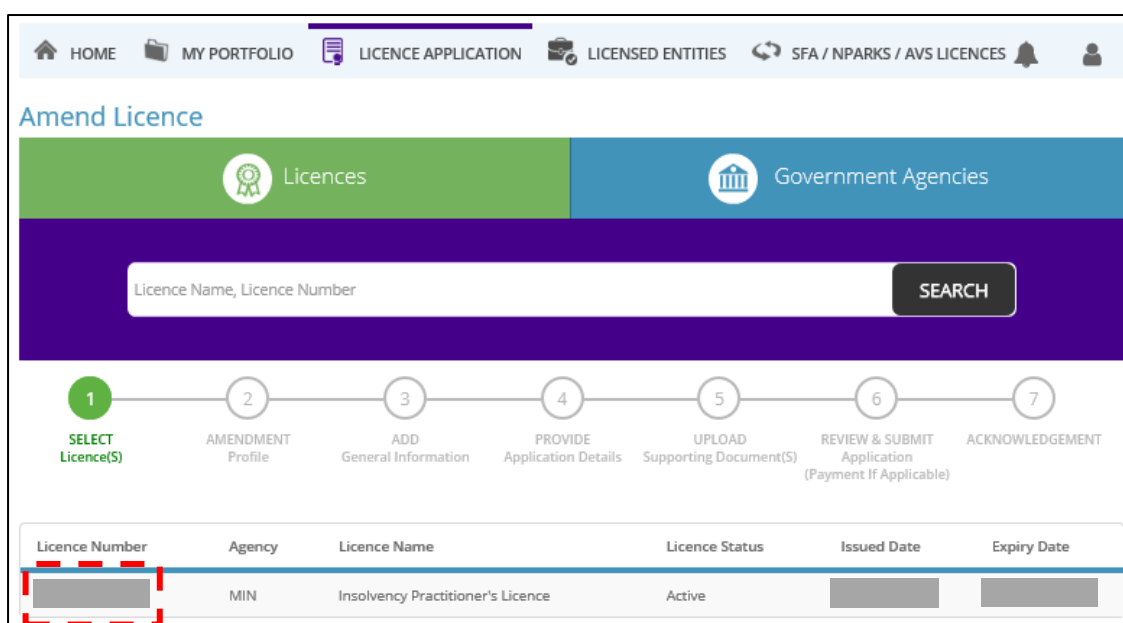
3.1 Select Licence

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.



3.2 Amendment Profile

3.2.1 Click <Next> to proceed.

Amend Licence

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

Ministry of Law
Insolvency Practitioner's Licence

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

Licence Number *

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

3.3 Add General Information

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

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

Amend Existing Licence

Terms of Use

I. Agreement

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

II. Access To the Website

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

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

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

Filer's Particulars

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

Salutation * Mr **Designation ***

Name * **Office Tel Number**

Nationality * **Home Tel Number**

Gender * Male Female **Fax Number**

Date Of Birth * **Mobile Number ***

Primary Contact Mode * Office Tel Number **Email ***

Home Tel Number **Alternative Email**

Mobile Number **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 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 * Building Name

Street Name *

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

Change of Applicant Details

Change of Applicant Details

<p>Identity Type * <input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport</p> <p>Salutation * <input type="text"/></p> <p>Full Name * <input type="text"/> <small>(As in NRIC or FIN or Passport)</small></p> <p>Nationality * <input type="text"/></p> <p>Contact Number (Mobile) <input type="text"/></p>	<p>Identity No. * <input type="text"/></p> <p>Date of Birth * <input type="text"/> <small>(DD/MM/YYYY)</small></p> <p>Job Title * <input type="text"/></p> <p>Contact Number (Work) <input type="text"/></p> <p>Email Address <input type="text"/></p>
---	--

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

<p>Type of Premises * <input type="text" value="Residential"/></p> <p>Postal Code * <input type="text"/> Retrieve Address <small>Please enter your postal code and click "Retrieve Address"</small></p> <p>Block/House Number * <input type="text"/></p> <p>Street Name * <input type="text"/></p>	<p>Level <input type="text"/> <small>E.g. 05-01 Key in:05</small></p> <p>Unit Number <input type="text"/> <small>E.g. 05-01 Key in:01</small></p> <p>Building Name <input type="text"/></p>
---	--

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)


<p>From Date * <input type="text"/> <small>(DD/MM/YYYY)</small></p> <p>Employer Name * <input type="text"/></p> <p>Job Duties * <input type="text"/></p>	<p>Current Job <input type="checkbox"/></p> <p>To Date * <input type="text"/> <small>(DD/MM/YYYY)</small></p> <p>Designation * <input type="text"/></p>
--	---

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)

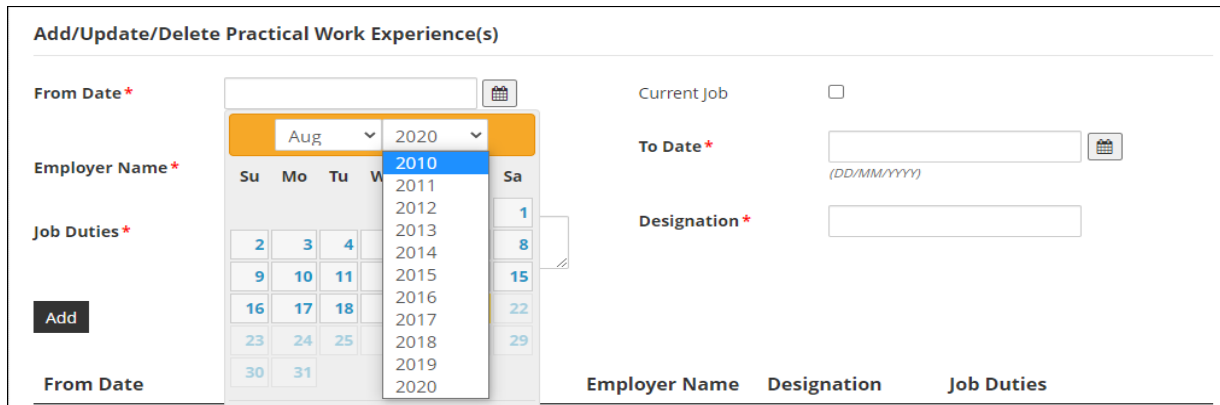
From Date*  Current Job

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)

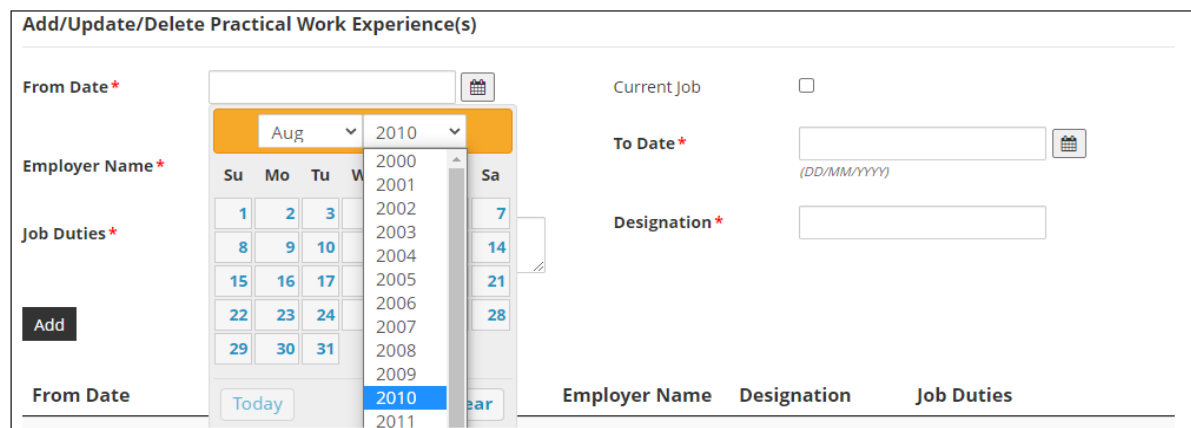
From Date*  Current Job

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.

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

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

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

< 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.

The screenshot shows the 'Amend Existing Licence' application form in the 'Information Review' stage. The page title is 'Amend Existing Licence' and the sub-section is 'Information Review'. In the top right corner, there are icons for printing and copying, which are highlighted with a red dashed box. Below this is a section titled 'Filer's Particulars' with a horizontal line. The form contains two columns of fields, each with a greyed-out input area. The left column includes: 'Agree to Use MyInfo Data', 'Salutation', 'Name', 'Citizenship', and 'Gender'. The right column includes: 'Designation', 'Office Tel Number', 'Home Tel Number', 'Fax Number', and 'Mobile Number'. A vertical scrollbar is visible on the right side of the form.

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.

The screenshot shows the 'Declaration' section of the application form. The page title is 'Declaration'. There are two sections: 'General Declaration' and 'Insolvency Practitioner Licence (IP)'. Each section has a numbered list item with a text box and a checkbox. The checkboxes are checked and are highlighted with a red dashed box. At the bottom of the form, there are two buttons: '< Previous' and 'Submit'. The 'Submit' button is highlighted with a red dashed box.

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 progress bar at the top with seven 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. The current step is 7, which is highlighted in green.

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.

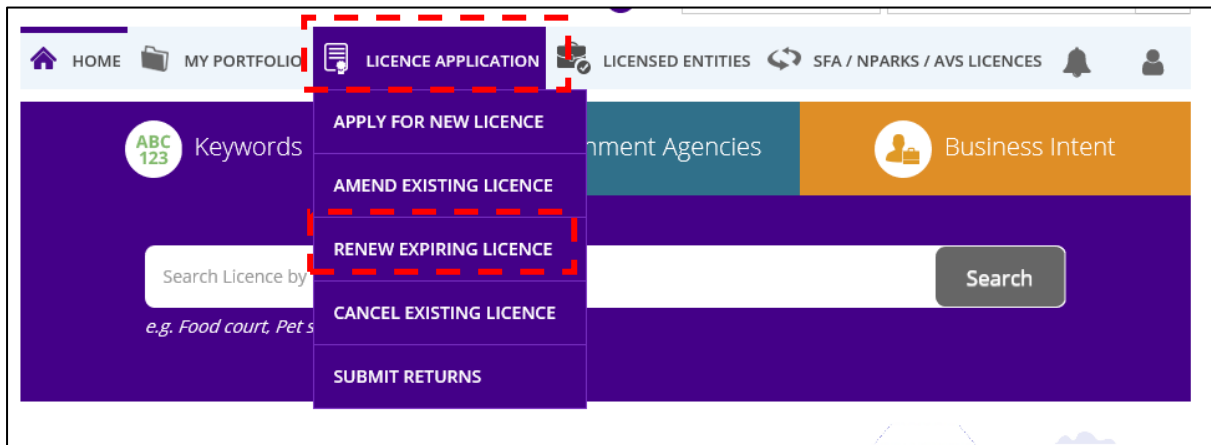
PRINT **CLOSE**

4 Renew Expiring Licence

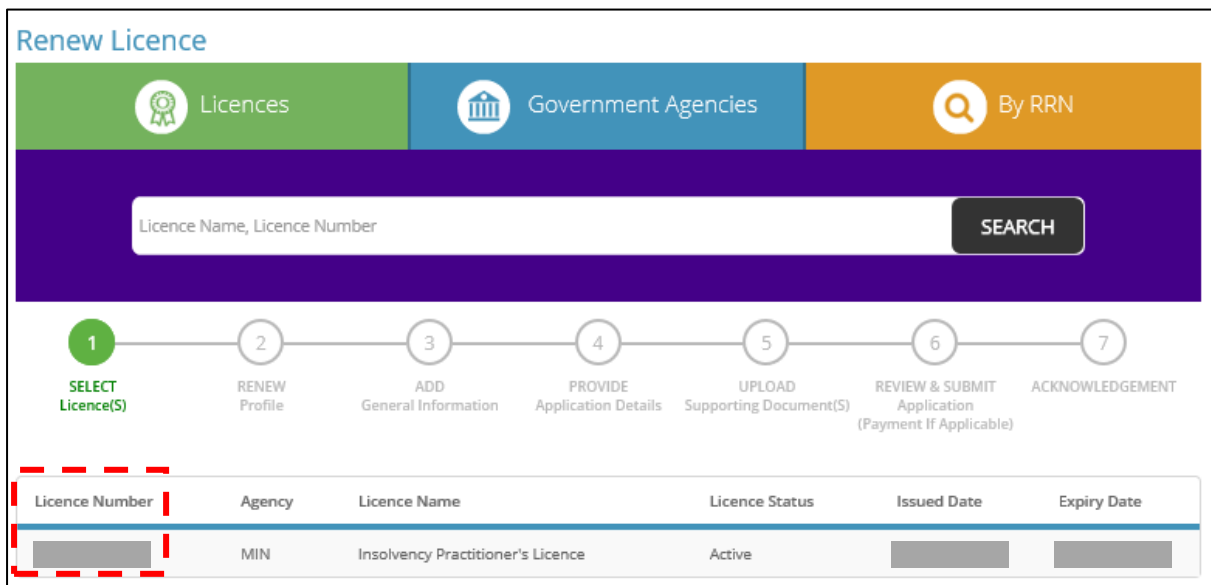
4.1 Select Licence

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.

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 *
[Greyed out]

BACK **NEXT**

4.3 Add General Information

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

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

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

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 * [Dropdown] **Designation *** [Dropdown]

Name * [Text] **Office Tel Number** [Text] [Country]

Nationality * [Dropdown] **Home Tel Number** [Text] [Country]

Gender * Male Female **Fax Number** [Text] [Country]

Date Of Birth * [Text] [Calendar] **Mobile Number *** [Text]

Primary Contact Mode * Office Tel Number **Email *** [Text]

Home Tel Number **Alternative Email** [Text]

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

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

4.4 Provide Application Details

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

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

Renew Expiring Licence

Insolvency Practitioner's Licence

Licence Details

Licence Number * [Text Field]
Applicant Type * [Text Field]
Licence Start Date * [Text Field]
Licence End Date * [Text Field]

Applicant's Company Details

Company UEN * [Text Field] Retrieve
Please enter your UEN and click "Retrieve"
Company Name * [Text Field]
Company Type [Text 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 * Local Foreign

Type of Premises * Office [Dropdown] Level [Text Field]

Postal Code * [Text Field] Retrieve Address
Please enter your postal code and click "Retrieve Address" Unit Number [Text Field]

Block/House Number * [Text Field] [Dropdown] Building Name [Text Field]

Street Name * [Text Field]


4.4.3 Update your personal details if there is any change.

Applicant Details

Identity Type * NRIC FIN Passport

Identity No. *

Salutation *

Date of Birth * 
(DD/MM/YYYY)

Full Name *
(As in NRIC or FIN or Passport)

Job Title *

Nationality *

Contact Number (Work)

Contact Number (Mobile)

Email Address

4.4.4 Update your residential address if there is any change.

Applicant's Address

Address Type * Local Foreign

Type of Premises *

Level

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

Unit Number

Block/House Number *


Building Name

Street Name *

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


Add/Update/Delete Practical Work Experience(s)

Add/Update/Delete Practical Work Experience(s)

From Date * 
(DD/MM/YYYY)

Current Job

Employer Name *



To Date * 
(DD/MM/YYYY)

Job Duties *

Designation *

Add

From Date	To Date	Current Job	Employer Name	Designation	Job Duties
<input type="text"/>	<input type="text"/>	Yes	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

The screenshot shows a web form titled "Add/Update/Delete Practical Work Experience(s)". It contains several input fields: "From Date*" (with a calendar icon), "Employer Name*", "Job Duties*", "Current Job" (checkbox), "To Date*" (with a calendar icon and placeholder "(DD/MM/YYYY)"), and "Designation*". A calendar is displayed over the "From Date" field, showing the month of August and the year 2020. A dropdown menu is open over the year 2020, listing years from 2010 to 2020. The year 2010 is highlighted in blue. Below the calendar is an "Add" button. At the bottom of the form, there are labels for "Employer Name", "Designation", and "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".

This screenshot shows the same form as above, but the dropdown menu for the year 2010 is now open, displaying a wider range of years from 2000 to 2011. The year 2010 is still highlighted in blue. The "From Date" field now shows "Today". The rest of the form, including the "Add" button and labels, remains the same.

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) and member / fellow member of the 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

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 * <small>(DD/MM/YYYY)</small>	<input type="text"/> <input type="calendar"/>	Membership Validity Period - To Date * <small>(DD/MM/YYYY)</small>	<input type="text"/> <input type="calendar"/>
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

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

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

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	No	Designation	
Data		Office Tel Number	
Salutation		Home Tel Number	
Name		Fax Number	
Nationality		Mobile Number	
Gender			

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

- 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.

< Previous Submit

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

Renew Expiring Licence

Make Payment


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

PROCEED WITH PAYMENT

4.7 Acknowledgement

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

Renew Expiring Licence

 **Submitted successfully: 1 application(s)**

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

Ministry of Law
Insolvency Practitioner's Licence

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

[View your Applications and Status](#)

NOTE

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

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

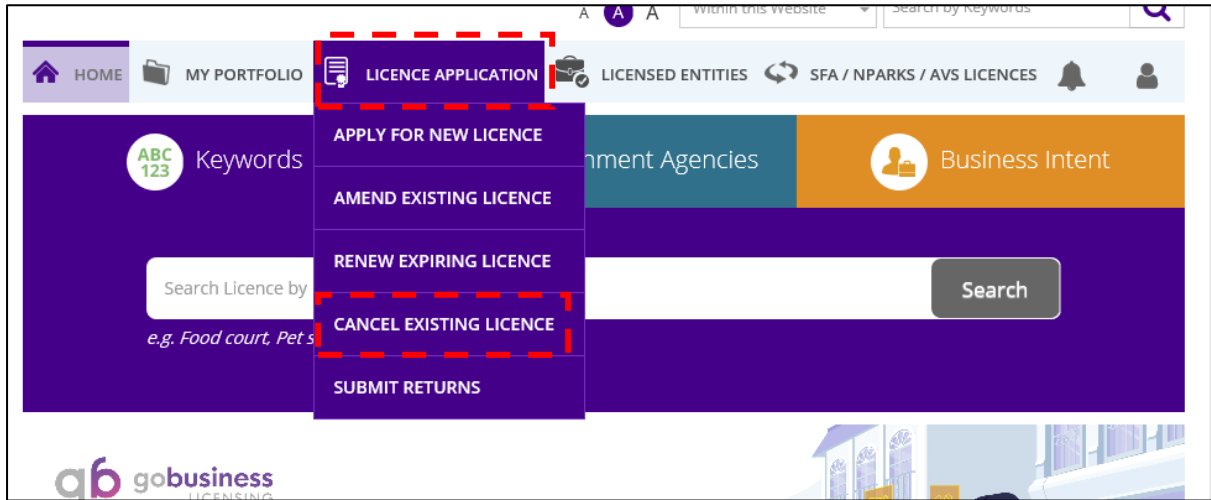
You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

View Receipt **PRINT** **CLOSE**

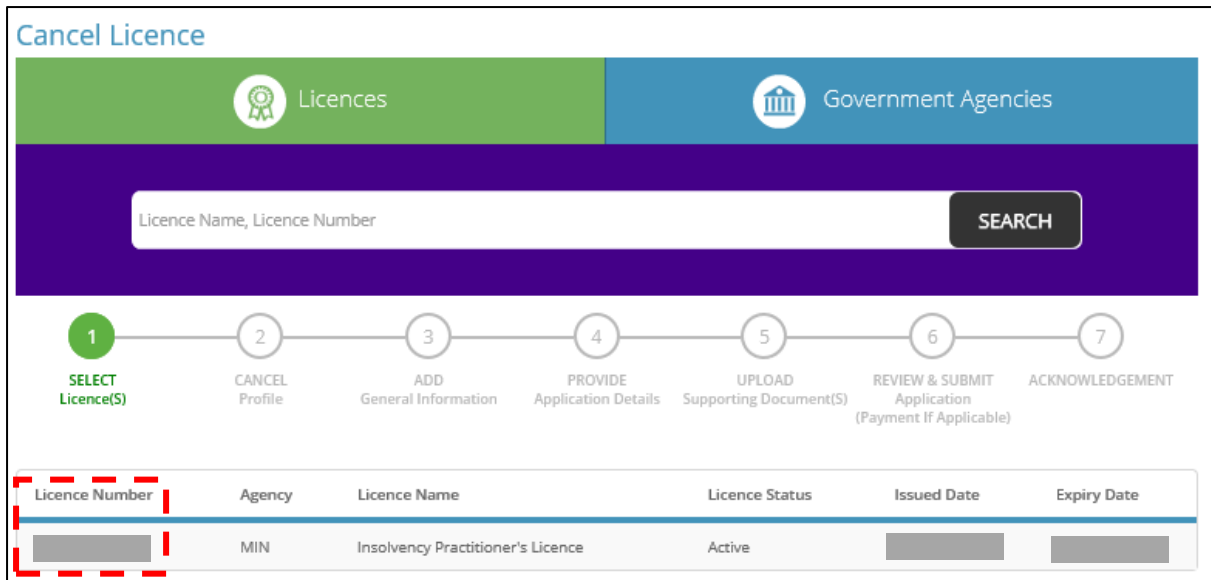
5 Cancel Existing Licence

5.1 Select Licence

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



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



5.2 Cancel Profile

5.2.1 Click <Next> to proceed.

Cancel Licence

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

Ministry of Law
Insolvency Practitioner's Licence

Application Type Fees & Supporting Documents (if required)

Insolvency Practitioner's Licence [Details](#)

Licence Number *

BACK **NEXT**

5.3 Add General Information

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

The screenshot shows a progress bar at the top with seven steps: 1. SELECT Licence(s), 2. CANCEL 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.

Cancel Existing Licence

Terms of Use

I. Agreement

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

II. Access To the Website

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

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

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

Filer's Particulars

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

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

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

5.4 Provide Application Details

5.4.1 The details of your licence will be reflected.

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

Cancel Existing Licence

Insolvency Practitioner's Licence

Licence Details

Licence Number*

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 progress bar at the top with seven steps: 1. SELECT Licence(s), 2. CANCEL Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(s) (highlighted in green), 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

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

5.6 Review and Submit Application

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

1 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

Print and Share icons

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.

Submit



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