



# 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.**

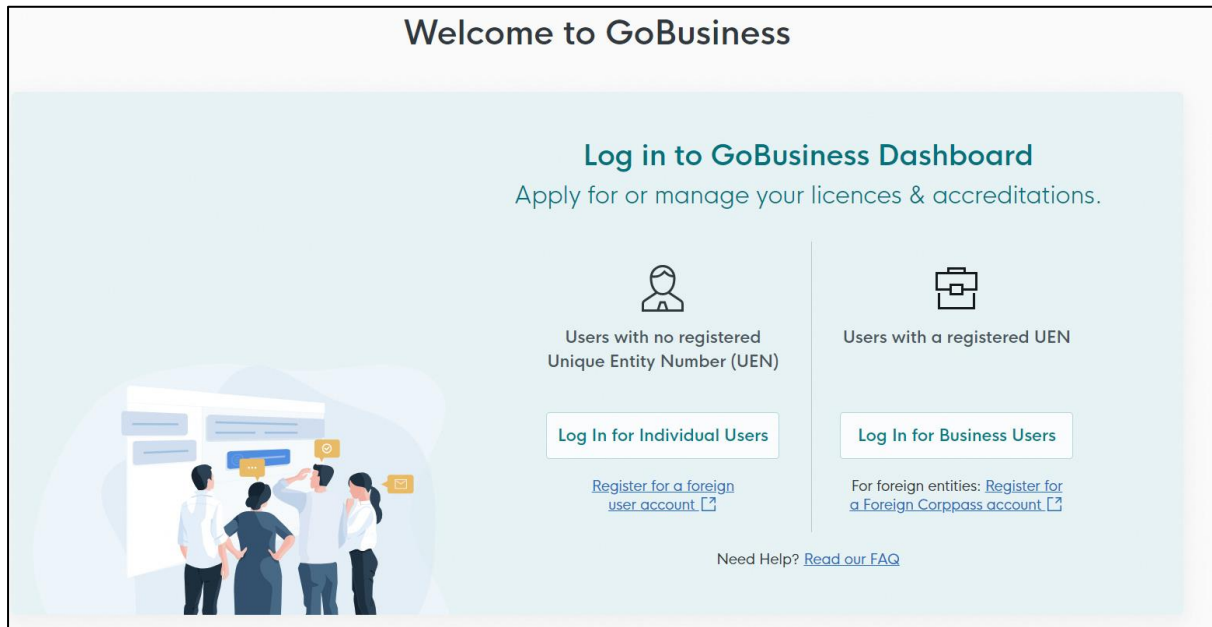
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## 1. Accessing the GoBusiness Portal

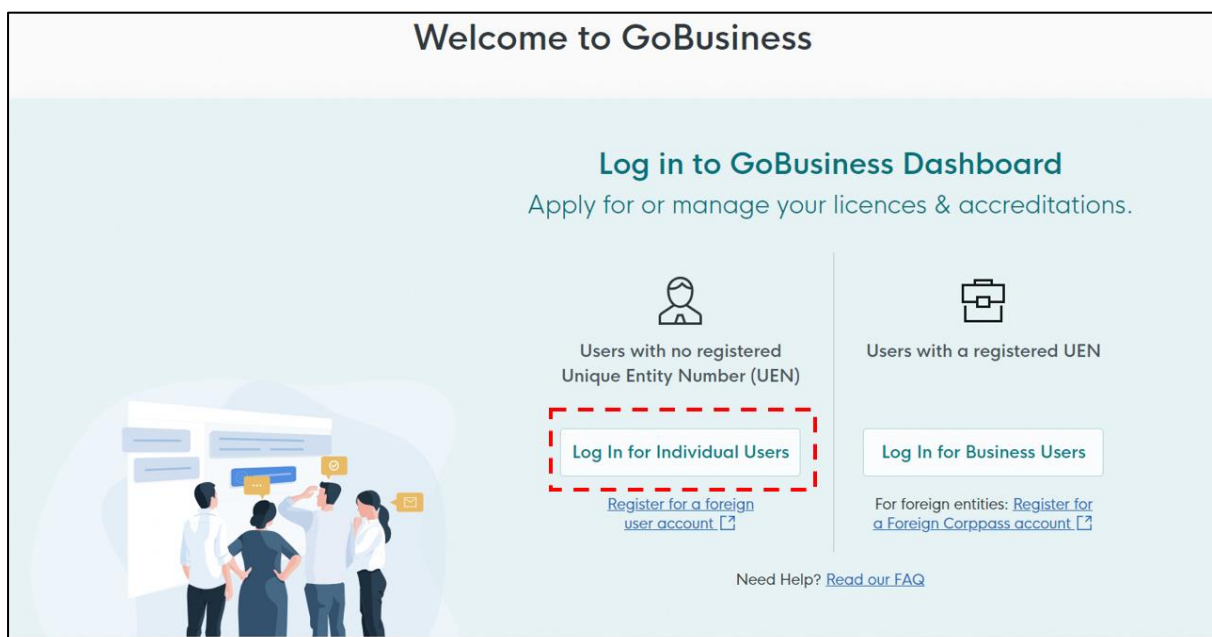
### 1.1 Logging in

1.1.1 You can access the GoBusiness webpage at <https://dashboard.gobusiness.gov.sg/login>.



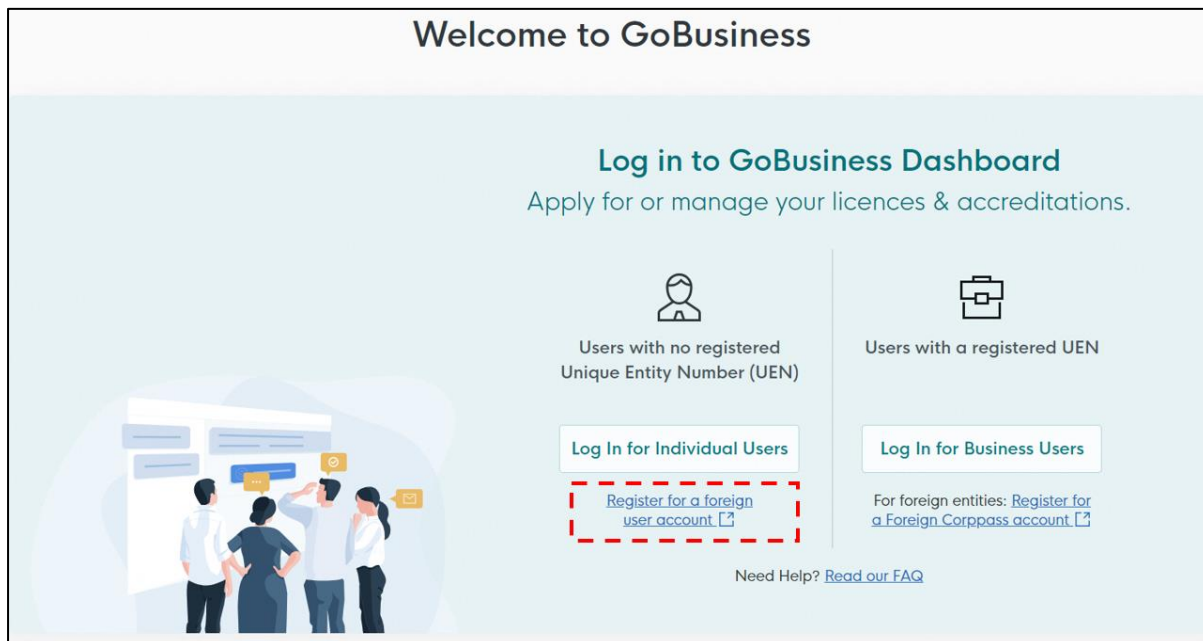
### 1.2 For Singaporean / Singapore Permanent Resident

1.2.1 Click the <Log in for Individual Users> 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.

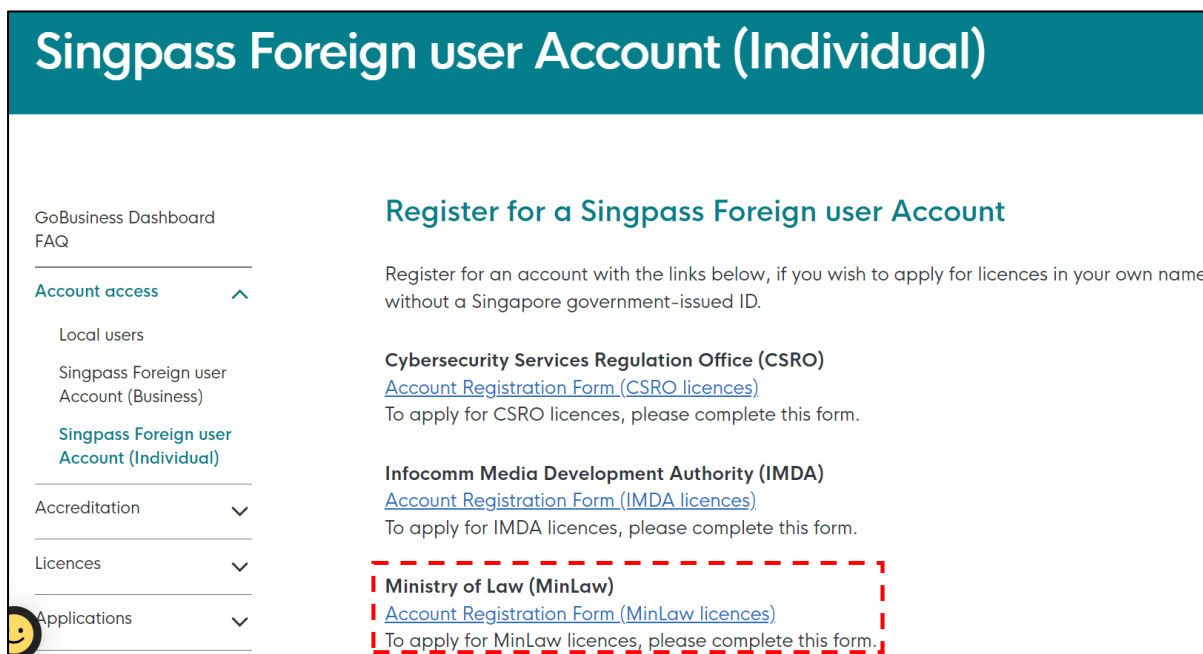


## 1.3 For foreigners without Singpass

1.3.1 For foreigners without a Singpass, please register a user account with GoBusiness by clicking the <Register for a foreign user account> link.



1.3.2 Scroll down to MinLaw and click on <Account Registration Form (IP Licences)>, and you will be brought to a page to submit a request to create a “New User Account”.



## SFA Registration for Insolvency Practitioner's Licence

⌚ 5 mins estimated time to complete

### Instructions

#### Instructions

Register for a Singpass Foreign user Account (SFA) for GoBusiness.

This form is for foreign individuals who needs to transact with GoBusiness and:

- (1) who do not have a Singapore Government-issued ID or
- (2) whose Singapore Government-issued ID is about to expire.

All Singapore Citizens, Permanent Residents, Passholders (e.g. Employment Pass, S-Pass etc) and Work Permit holders are eligible for a Singpass Account and do not need to apply for a Singpass Foreign user Account. Refer to [www.singpass.gov.sg](http://www.singpass.gov.sg) for more information.

Note for users with Singpass Foreign Account issued by other organisations.

If a different organisation (e.g. Corppass, IRAS) has issued your account, and you have not registered with GoBusiness, you would be required to register with us to access GoBusiness.

Please use the same Foreign ID information that was submitted to the other SFA organisation (e.g. IRAS, Corppass). Upon processing, your existing SFA account will be linked to GoBusiness.

?

#### 1. Full Name

As per identification document

#### 2. Email

Your SFA ID will be sent to this email address

#### 3. Foreign ID Number

Enter your government issued ID or passport number

#### 4. Foreign ID Expiry Date (optional)

If your ID does not have an expiry date, leave this field empty.



#### 5. Country Where ID Was Issued



Submit now

1.3.3 Complete the required fields and click <Submit now>. The account will take up to 3 working days to be created.

1.3.4 Once the account is created, you will receive an email notification from Singpass to setup your user account (see below). Once the setup is completed, you may proceed to login to your GoBusiness individual account at <https://dashboard.gobusiness.gov.sg/login> to submit your application.

You have been issued a Singpass Foreign user Account (SFA) by GT-G2B-SPO to access digital services.

Your User ID (UID) is:

[Redacted User ID]

Please set up the Singpass app on your mobile device to start accessing digital services. Simply follow these instructions:

**Step 1: Download the Singpass app** from the official app stores

- Search for 'Singpass' on the App Store (for iOS devices), Google Play Store (for Android devices) or Huawei AppGallery (for Huawei devices).
- Check that the developer is Government Technology Agency before you download the app.

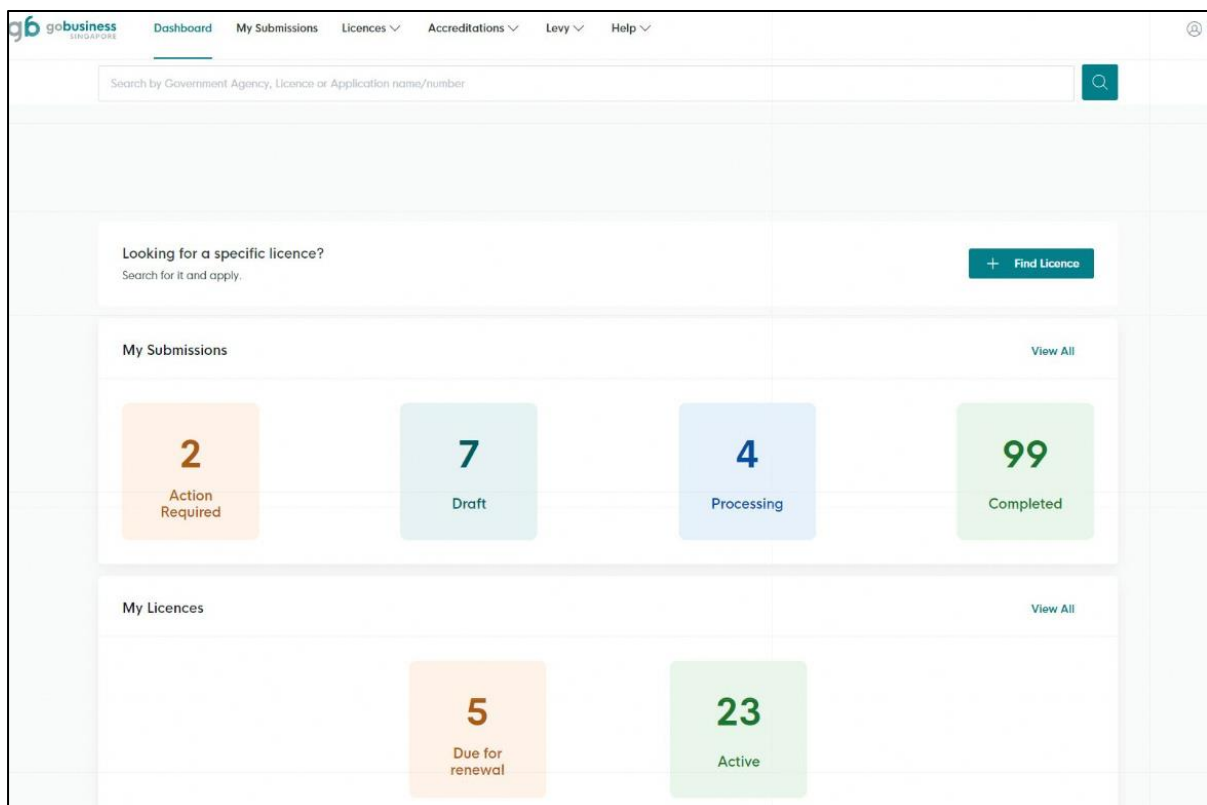
**Step 2: Complete a one-time setup** of the Singpass app

- On the login screen, find the section at the bottom called *Singpass Foreign user Account (SFA)*.
- Tap on *Start here*.
- Follow the instructions on screen to complete the setup.

Please note that the setup **must be completed within 90 days** from the date of this email.

Yours Sincerely,  
Singpass Team

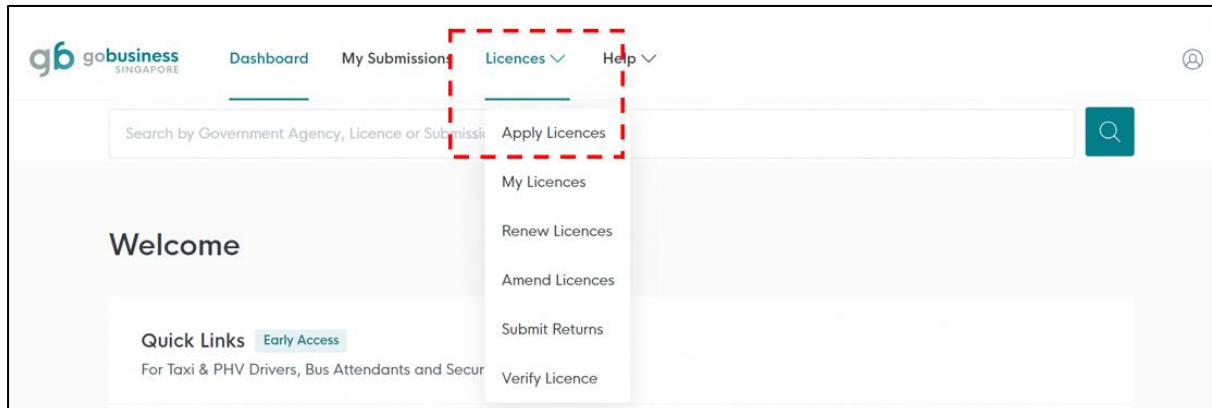
1.3.5 A dashboard page will appear on your screen after you have logged in successfully. This dashboard provides a summary of all the applications you have submitted to the different Government agencies, pending drafts and the status of your active licences.



## 2. Apply for New Licence

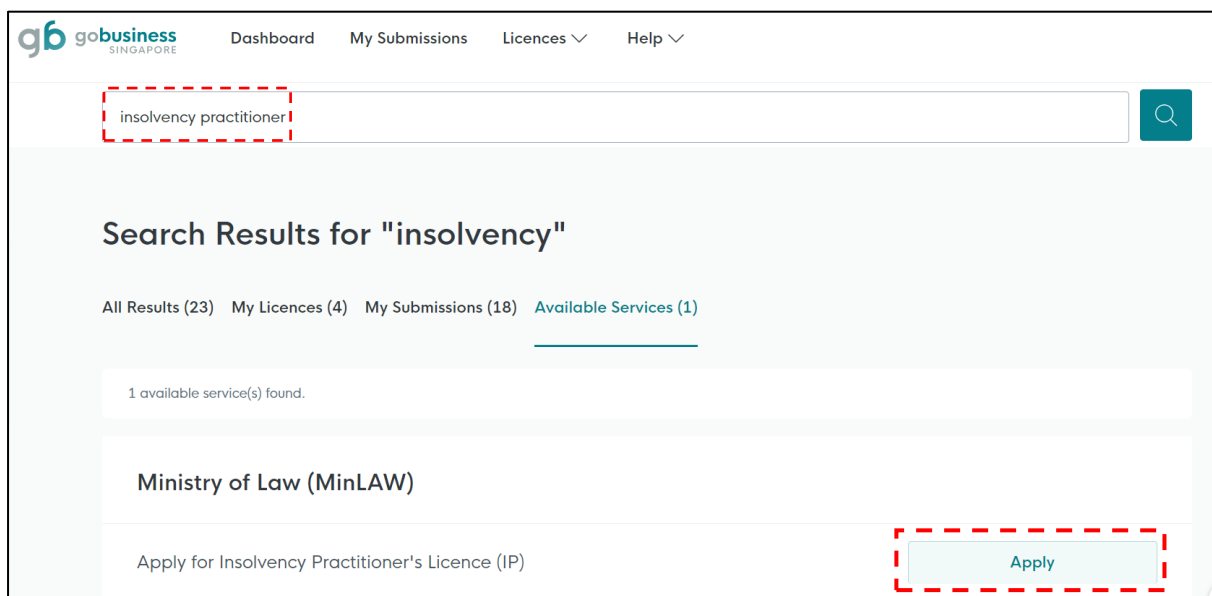
### 2.1 Select Licence

2.1.1 Under <Licences>, select <Apply Licences> 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) scroll down to <Ministry of Law> to look for <Apply for Insolvency Practitioner's Licence (IP)>.

2.1.3 After the search results are generated, click <Apply> beside "Insolvency Practitioner's Licence" to proceed.



2.1.4 You will arrive at the information and FAQ page of the licence application. Click on either of the <Apply> buttons to commence the application process.



Form fields include:

- Email
- Contact Number
- Address Type: ☒ Singapore Address, ☐ Foreign Address
- Postal Code
- Business Address
- Block/House No.
- Street Name
- Floor/Level (Optional)
- Unit (Optional)
- Building Name

Buttons:

## 2.3 Provide Application Details

2.3.1 At the <Application Details> page, please complete your particulars and provide your contact details.

Form fields include:

- Date of Birth
- Gender: ☐ Male, ☐ Female
- Citizenship
- Designation
- Office Number (Optional)
- Home Number (Optional)
- Fax Number (Optional)
- Mobile Number

Buttons:

2.3.2 For Singaporean/Singapore Permanent Resident, please select the appropriate "Applicant Type" under the dropdown list based on your profession, <Accountants> or <Advocates & Solicitors>. For non-Singaporean, the applicable "Applicant Type" will be <Foreign Qualified & Foreign Based Insolvency Practitioners>.

Applicant Type dropdown options:

- Accountants
- Advocates & Solicitors
- Foreign Qualified & Foreign Based Insolvency Practitioners

2.3.3 Indicate whether your company is local or foreign and the appropriate fields will appear for your entry. Please enter your company registration number and name (both fields are free-text).

Local or Foreign Company

☒ Local

☐ Foreign

Applicant's Company Details

Company UEN

0/10

Company Name

Company Type

2.3.4 For local addresses, you may enter the postal code and click <Retrieve Address> to populate the Block/House No., Street Name and Building Name (if any).

Company's Address

Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

Reset Address

2.3.5 For foreign addresses, please enter the company details and address manually.

Local or Foreign Company

☐ Local

☒ Foreign

Applicant's Company Details

Company Registration No.

0/20

Company Name

Company Type

Company's Address

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

Country/Region

Select

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

- 2.3.6 For the “Mailing Address”, please provide the address where you would be operating and receiving the correspondence in relation to your work as an Insolvency Practitioner. You may save the application by clicking on <Save as Draft> 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 28 days.

### Applicant's Mailing Address

Note: All correspondence in relation to your work as an insolvency practitioner will be sent to this address.

**Address Type**

☒ Local

☐ Foreign

**Address**

Postal Code

Block/House No.

Street Name

Floor/Level  (Optional)  
Eg: 01, B1, Q1M

Unit (Optional)  
Eg: #05-01, use 01

Building Name (Optional)

- 2.3.7 Please provide the details of your practical work experiences, your involvement and experience in insolvency and restructuring related work. You may use the <Add> button to include multiple work experiences.

### Practical Work Experience(s)

**Current Job**

☐ Yes

☐ No

**Start Date**

**Employer Name**

**Designation**

**Job Duties**

A minimum of 1 entry is required for Practical Work Experience(s).

Current Job	Start Date	End Date	Employer Name	Designation	Job Duties	Actions
No data available in table						

- 2.3.8 Please provide details of your Insolvency Practitioner's Licence(s) obtained in another country (if any). You may also use the <Add> button to include multiple licences.

**Approved Insolvency Practitioner Licence(s) Obtained Elsewhere**

Are you an approved insolvency practitioner in another country?

☒ YES ☐ NO

**Insolvency Practitioner Licence**

Name of Country

Select

Details of Licence Held

0/1000

**Licence Held Period**

Note: Please set out the entire period in which you have held the indicated licence(s)

Start Date

DD/MM/YYYY

End Date

DD/MM/YYYY

Other Remarks (Optional)

0/1000

☒ Add

**A minimum of 1 entry is required for Insolvency Practitioner Licence.**

Name of Country	Details of Licence Held	Licence Held Period	Other Remarks	Actions
No data available in table				

## For Accountants

2.3.9 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 (“**PA**”) with the Accounting and Corporate Regulatory Authority. For PA, please enter your PA Registration No.

**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.

0/20

2.3.10 If you have memberships in other accounting professional bodies, local or foreign, please include the details as well. You may use the <Add> button to include multiple memberships.

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

☒ Yes

☐ No

### Other Professional Bodies

Professional Body Name

0/66

Professional Body Country

Select ▼

Type(s) of Membership Held

0/100

Membership Held Period

Note: Please set out the entire period in which you have held the indicated membership(s).

Start Date

DD/MM/YYYY 📅

End Date

DD/MM/YYYY 📅

Other Remarks (Optional)

0/1000

+ Add

! A minimum of 1 entry is required for Other Professional Bodies.

Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actions

## For Solicitors

2.3.11 You are required to confirm if you are admitted to the Singapore Bar and a member of the Law Society of Singapore. Please enter your Practising Certificate No.

### 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

0/20

2.3.12 If you have memberships in other legal professional bodies, local or foreign, please include the details as well. You may use the <Add> button to include multiple memberships.

Do you hold membership(s) in other local / foreign Legal Professional Bodies?
  
☒ Yes
  
☐ No

### Other Professional Bodies

Professional Body Name
  

0/66

Professional Body Country

Type(s) of Membership Held
  

0/100

Membership Held Period
  
Note: Please set out the entire period in which you have held the indicated membership(s).

Start Date

End Date

Other Remarks (Optional)
  

0/1000

+ Add

A minimum of 1 entry is required for Other Professional Bodies.

Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actions
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## For Foreign Qualified & Foreign Based Insolvency Practitioners

2.3.13 You are required to confirm if you are applying for an insolvency practitioner's licence to act as an insolvency practitioner in relation to a cross-border insolvency and debt restructuring case commenced in, and heard in the Singapore International Commercial Court.

### Professional Accreditations / Memberships - Foreign Qualified & Foreign Based Insolvency Practitioners

Are you applying for an insolvency practitioner's licence for the sole purpose of undertaking officeholder appointment(s) in insolvency / debt-restructuring case(s) which are commenced in, and heard by the Singapore International Commercial Court (SICC)?

☐ Yes

☐ No

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

☐ Yes

☐ No

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

Other Professional Bodies					
Professional Body Name					
<div>0/66</div>					
Professional Body Country					
<div>Select</div>					
Type(s) of Membership Held					
<div>0/100</div>					
Membership Held Period					
Note: Please set out the entire period in which you have held the indicated membership(s).					
Start Date					
<div>DD/MM/YYYY</div>					
End Date					
<div>DD/MM/YYYY</div>					
Other Remarks (Optional)					
<div>0/1000</div>					
<div>+ Add</div>					
<div> A minimum of 1 entry is required for Other Professional Bodies.</div>					
Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actions

2.3.15 Under "Declaration", please check the applicable boxes. For questions which you have answered "Yes", please set out briefly the background and details in the free-text box provided. See Q11 for reference.

## Declaration

Q1. Have you ever had any approved licence(s) e.g. insolvency practitioner (or its equivalent e.g. registration) revoked, cancelled or suspended?

✓ YES

✗ NO

Q2. Have you ever been convicted in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude?

✓ YES

✗ NO

Q3. 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

Q4. Have you previously received, or are presently receiving any treatment for any mental disorder?

✓ YES

✗ NO

Q5. Are you an undischarged bankrupt?

✓ YES

✗ NO

Q6. Have you ever been adjudged a bankrupt in Singapore or under the laws of any foreign country?

✓ YES

✗ NO

Q7. 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

Q8. 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

Q9. Have you ever been convicted of an offence under the Insolvency, Restructuring and Dissolution Act, the Bankruptcy Act or the Companies Act?

✓ YES

✗ NO

Q10. Have you ever been a subject of any investigation(s) by governmental, statutory, regulatory or professional bodies in respect of any offence involving dishonesty or any complaint against your professional misconduct?

✓ YES

✗ NO

Q11. Have you ever been refused entry to any governmental, statutory, regulatory or professional bodies or had your membership or registration with any of such bodies been cancelled, revoked or suspended?

✓ YES

✗ NO

Q11. If Yes, please specify

0/1000

2.3.16 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.

Supporting Document(s)

Curriculum Vitae

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Curriculum Vitae

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Professional Accreditations

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Documentary proof evidencing your professional accreditations.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Professional Membership(s)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Documentary proof evidencing your membership in any local/foreign professional bodies.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Relevant Work Experience

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Other documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions etc.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Details of Declaration(s) (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Documents relating to declaration(s) which you have stated "Yes" under the declaration page.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Others (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Any other documents which you wish to provide.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

General Information

Save Draft

Review Form

2.3.17 Click <Review Form> after you have uploaded all the required supporting documents.

## 2.4 Review Form

2.4.1 You will be able to review your application before proceeding to the declaration page.

1 General Info

2 Application Details

3 Review Form

4 Declaration

5 Make Payment

**STEP 3**

## Review Form

Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

### General Information

#### Profile

I am applying  
As an applicant

#### Applicant Detail

← Back to Edit

Declaration →

## 2.5 Declaration

- 2.5.1 Click <Make Payment> after checking the declaration box. Please note that you will not be able to make further amendments to your application after you have clicked on <Make Payment>.

## Declaration

Please scroll to read and acknowledge the following clauses.

### 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 (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)

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.

☒ I hereby declare that all of the above is true.

[← Review Form](#)

[Make Payment →](#)

## 2.6 Make Payment

2.6.1. At the payment page, you will be asked to pay an application fee of \$650 (strictly non-refundable). Click <Make Payment>.


## Payment


Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		
Application Fee	-	\$650.00
	Subtotal	\$650.00
	Amount Payable	\$650.00

## Payment method

Please choose a payment method.

☒ **VISA** 

☐  Use A Different Card

[Make Payment →](#)

[← Back to Form](#)

2.6.2. Upon successful submission and payment, you will see an acknowledgement page with your application number. You can click <Download Tax Invoice> to retrieve your payment details.

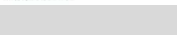
## We have received your application

Thank you for your application. You will receive updates on it via email.


### Payment Summary


DESCRIPTION	GST	AMOUNT
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		
Application Fee	-	\$650.00
	Subtotal	\$650.00
	<b>Total Paid</b>	<b>\$650.00</b>

[Download Tax Invoice](#)

Receipt No. 


2.6.3. At the main dashboard, you can view the status of the applications which you have submitted on GoBusiness, by clicking <My Submissions> to view the status.



Dashboard
**My Submissions**
Licences ▾
Help ▾



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## My Submissions

Last updated at 03:56pm  [Sync](#)


 Unable to retrieve your applications. Click on the Sync button above to try again, or [contact us](#) if the issue persists.

All Submissions
Action Required
Draft
Processing
Completed

---


New
 To download your payment invoice or licence file for your applications:
 

1. Click within the "Select Action ▾" menu
2. Select Download Invoice or Download Licence Files if they are available

---

Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)	<span>Processing</span>	Application: <input type="text"/>	Updated: <input type="text"/>	<span>Select Action ▾</span>
---	-------------------------	-----------------------------------	-------------------------------	------------------------------

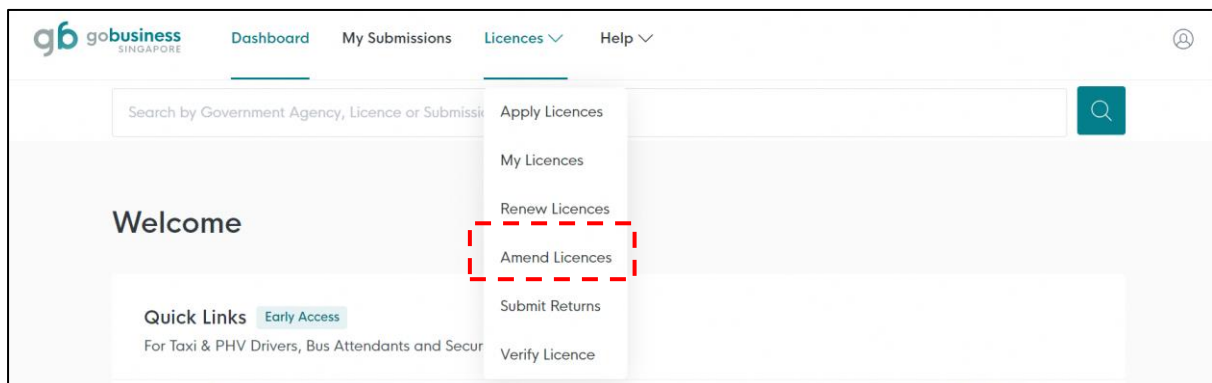
- 2.6.4. You will be able to preview a copy of your application by clicking <View Form> under the <Select Action>. Alternatively, you may also choose to download a copy of your application by clicking <Download> under the <Select Action>.
- 2.6.5. Once your application is reviewed, you will be notified of the outcome via email and post.

### 3 Amend Existing Licence

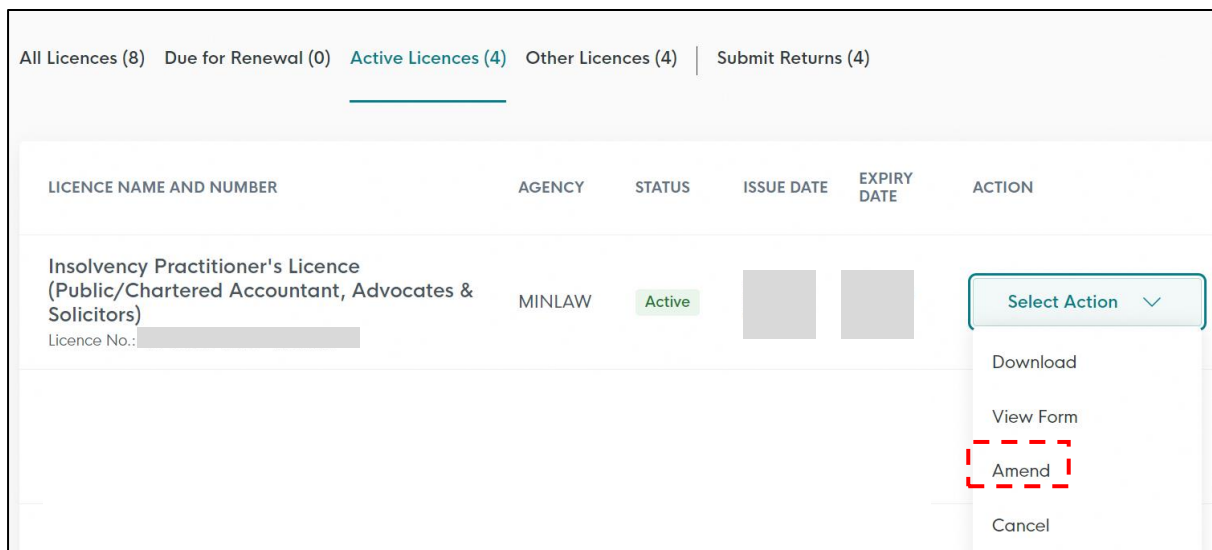
#### 3.1 Select Licence

3.1.1 Under <Licences>, click <Amend Licences> to update the following details:

- Applicant's Details (including personal particulars)
- Applicant's Address
- Mailing Address
- Company Details
- Practical Work Experience(s)



3.1.2 Click <Active Licences> to see the licences you possess. Click <Select Action> button relating to your Insolvency Practitioner's licence to see a dropdown. Click <Amend> to proceed.



#### 3.2 Amendment Profile

3.2.1 The information in your GoBusiness User Profile will be automatically populated at the <General Info> page. Please make the necessary amendments, scroll down to the bottom of the page and click <Application Details> to proceed.

**1 General Info**

2 Application Details

3 Review Form

4 Declaration

## You are applying to amend Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 Minutes to complete

**STEP 1**

### General Information

Review and fill the following details for application.

**Profile**

I am applying

Reset Address

Save Draft

Application Details →

### 3.3 Provide Application Details

#### 3.3.1 Details of your licence will be shown here.

**2 Application Details**

3 Review Form

4 Declaration

**STEP 2**

### Application Details to amend Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)

Fill in the following details.

**Licence Details**

Licence Number (Optional)  
Prepopulate from backend

Applicant Type: (Optional)

Licence Period (Optional)

Start Date

End Date

#### 3.3.2 Tick the amendment(s) you wish to make and the relevant fields will appear for your edits.

Amendments to Licence Application

☐ Change of Mailing Address
☐ Change of Applicant's Details
☐ Change of Applicant's Address
☐ Change of Applicant's Company Details
☐ Add/Update/Delete Practical Work Experience(s)

**3.3.3 Change of mailing address** - Tick the “Change of Mailing Address” if there are changes to your mailing address. Please provide the address where you would be operating from, and receiving work-related correspondences as an Insolvency Practitioner.

Change of Mailing Address

Note: All correspondence in relation to your work as an insolvency practitioner will be sent to this address

Address Type

☒ Local
☐ Foreign

Address

Postal Code

Block/House No.
Street Name

Floor/Level (Optional)
Unit (Optional)
Building Name (Optional)

**3.3.4 Change of applicant’s details** - Tick the “Change of Applicant Details” if there are changes that need to be made to your contact information displayed under this section.

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### Change of Applicant's Details

Date of Birth

Gender

☒ Male

☐ Female

Citizenship

Designation

Office Number (Optional)

+65

Home Number (Optional)

+65

Fax Number (Optional)

+65

Mobile Number

+65

Alternative Email Address (Optional)

**3.3.5 Change of applicant's address** – Tick “Change of Applicant’s Address” if there are changes to your residential address.

### Change of Applicant's Address

Address Type

☒ Local

☐ Foreign

Address

Postal Code

[Retrieve Address](#)

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name (Optional)

[Reset Address](#)

**3.3.6 Change of applicant's company details** - Details of your company will be shown here. Select <Yes> if you are currently employed and would like to make

changes to your current company details. Please note that you will also be required to update your work experiences.

### Change of Applicant's Company Details

Are you currently employed?

✓ YES✕ NO

Local or Foreign Company

☒ Local

☐ Foreign

UEN

Company Name

Company Type

Please also update your Practical Work Experience(s).

3.3.7 Select <No> if you are currently unemployed.

### Change of Applicant's Company Details

Are you currently employed?

✓ YES✕ NO

Please also update your Practical Work Experience(s).

3.3.8 **Add/Update/Delete Practical Work Experiences** – Tick this box if there are changes to your company details and/or employment status. Click on <Add> button to include more work experiences in relation to insolvency and restructuring work.

Add/Update/Delete Practical Work Experience(s)

Current Job

☐ Yes
☐ No

Start Date

DD/MM/YYYY

Employer Name

Designation

Job Duties

0/1000

+

Add

Current Job	Start Date	End Date	Employer Name	Designation	Actions
Yes					<div></div> <div></div>

## 3.4 Upload Supporting Documents

- 3.4.1 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.

Supporting Document(s)

Curriculum Vitae (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Curriculum Vitae

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Professional Accreditations (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Documentary proof evidencing your professional accreditations.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Professional Membership(s) (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Documentary proof evidencing your membership in any local/foreign professional bodies.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Relevant Work Experience (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Other documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions etc.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

Others (Optional)

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
Any other documents which you wish to provide.

Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx  
Acceptable File Size: 5 MB

Drop a file here or click to upload

General Information
Save Draft
Review Form

3.4.2 Click <Review Form> after you have uploaded all the new documents.

## 3.5 Review Form

3.5.1 Any amendments made will be shown under "Review Form".

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3.5.2 Scroll down to the bottom of the page and click on “Declaration” to proceed.

### 3.6 Declaration

3.6.1. Tick the checkbox to acknowledge the declaration. Please note that you will not be able to make further amendments to your application after you have clicked <Submit>. No fee is imposed for this application.

### 3.7 Acknowledgement

3.7.1 Upon successful submission, you will see an Application Status page with your application number. Click <Return to Dashboard> to return to the homepage.

### We have received your application

A confirmation email has been sent to you.

#### Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		2-4 weeks	Submitted

#### Next Steps

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

[Return to Dashboard →](#)

3.7.2 You will be able to preview a copy of your application by clicking <View Form>. Alternatively, you may also choose to download a copy of your application by clicking <Download> under the <Select Action>.

All Licences (8) Due for Renewal (0) **Active Licences (4)** Other Licences (4) | Submit Returns (4)

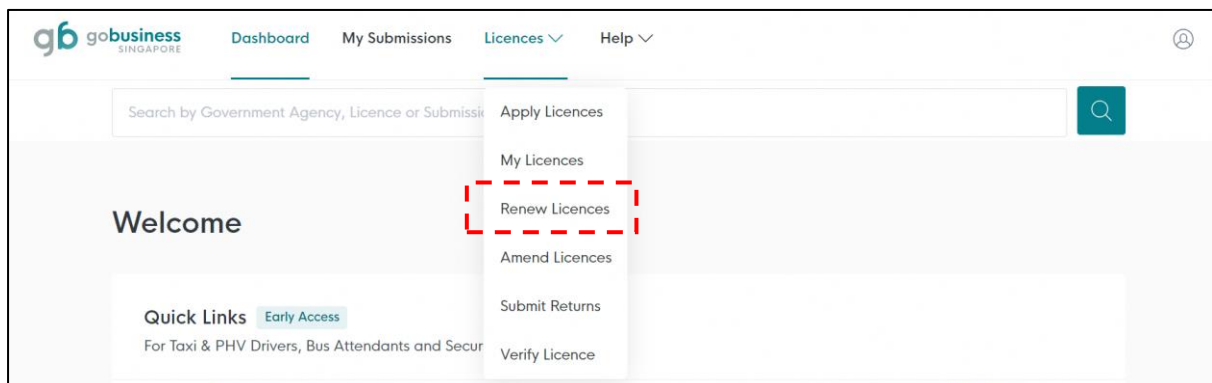
LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) Licence No.:	MINLAW	Active			<div>Select Action</div> <div><div>Download</div><div>View Form</div><div>Amend</div><div>Cancel</div></div>

## 4 Renew Expiring Licence

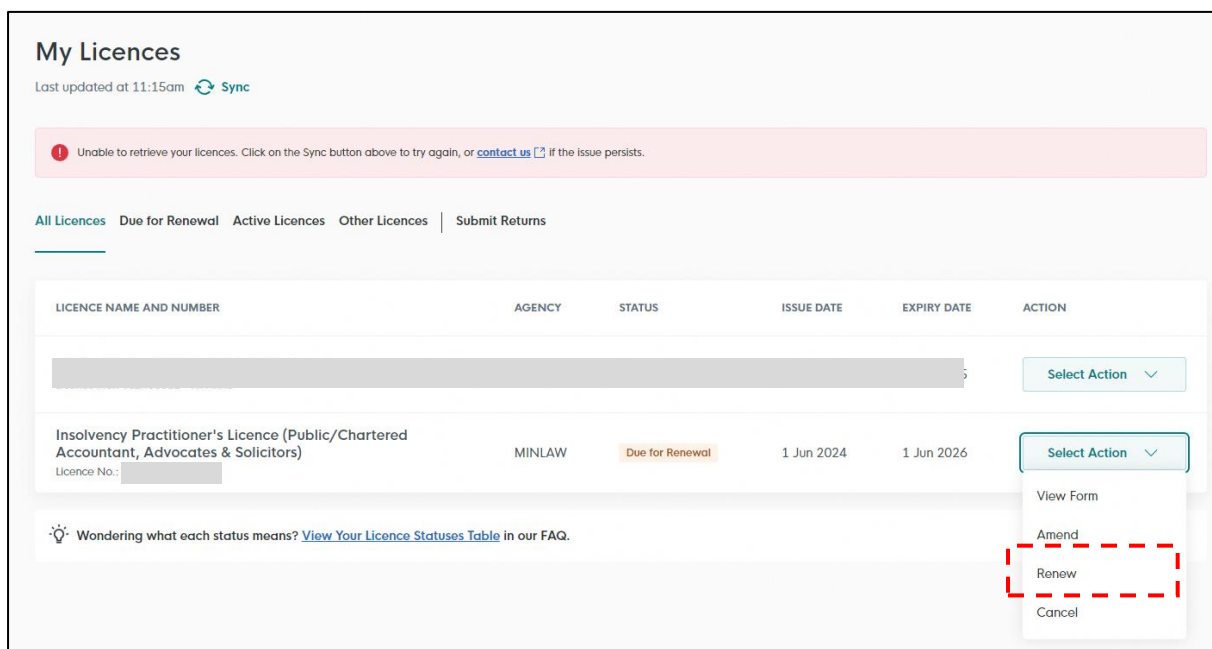
### 4.1 Select Licence

4.1.1 You can submit an application to renew your Insolvency Practitioner's licence anytime between **1 March to 30 April** of the licence's 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 <Licences>, select <Renew Licences> 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.

STEP 2

## Application Details to renew Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)

Fill in the following details.

### Licence Details

Licence Number

Applicant Type

Accountants



Licence Period

Start Date



End Date



Local or Foreign Company



Local



Foreign

### 4.3 Add General Information

- 4.3.1 Your personal details recorded in your GoBusiness User Profile will be automatically populated under “General Information”. 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. If the details are accurate, scroll down to click on <Application Details>.

STEP 1  
General Information  
Review and fill the following details for application.

Profile

I am applying

☒ As an applicant
☐ On behalf of applicant

Applicant Detail

Salutation

Select

Name

ID Type

NRIC

ID No.

Email

Contact Number

+65

Address

Address Type
☒ Singapore Address
☐ Foreign Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)  
Eg: 01, 01L, 01M

Unit (Optional)  
Eg: 805-01, use 01

Building Name

Reset Address

Save Draft

Application Details

## Provide Application Details

- 4.4.1 At the <Application Details> page, please complete your particulars and provide your contact details.
- 4.4.2 The details of your licence and company details will be reflected. For Singaporean/Singapore Permanent Resident, if there is a change in your current company, please submit an “Amend Existing Licence” (see Section 3 above) to update your details before renewing your licence as the company’s UEN is auto-populated from the previous application.

## Applicant's Company Details

UEN

0/20


Company Name

Company Type

## Company's Address


Address

Postal Code

 Retrieve Address

Block/House No.

Street Name


Floor/Level  (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

 Reset Address

4.4.3 Please provide an updated address, if any, where you are operating from, and receiving work-related correspondence as an Insolvency Practitioner.

## Applicant's Mailing Address

Note: All correspondence in relation to your work as an insolvency practitioner will be sent to this address.

### Address Type



Local



Foreign

### Address

#### Postal Code



Retrieve Address

#### Block/House No.

#### Street Name

#### Floor/Level (Optional)

#### Unit (Optional)

#### Building Name (Optional)



Reset Address

4.4.4 Please update your personal details if there is any change.

### Applicant's Details

**Date of Birth**

**Gender**

☒ Male

☐ Female

**Citizenship**

**Designation**

**Office Number (Optional)**

+65  E.g. 8123 4567

**Home Number (Optional)**

+65  E.g. 8123 4567

**Fax Number (Optional)**

+65  E.g. 8123 4567

**Mobile Number**

+65

**Alternative Email Address (Optional)**

- 4.4.5 For Singaporean/Singapore Permanent Resident, please select the appropriate “Applicant Type” under the dropdown list based on your profession, <Accountants> or <Advocates & Solicitors>. For non-Singaporean, the applicable “Applicant Type” will be <Foreign Qualified & Foreign Based Insolvency Practitioners>.

**Applicant Type**

Select

Accountants

Advocates & Solicitors

Foreign Qualified & Foreign Based Insolvency Practitioners

- 4.4.6 Indicate whether your company is local or foreign, and the appropriate fields will appear for your entry. Please enter your company registration number and name (both fields are free-text).

Local or Foreign Company

☒ Local
☐ Foreign

### Applicant's Company Details

Company UEN
0/10

Company Name

Company Type

4.4.7 For local addresses, you may enter the postal code and click <Retrieve Address> to populate the Block/House No., Street Name and Building Name (if any).

### Company's Address

Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

Reset Address

4.4.8 For foreign addresses, please enter the company details and address manually.

Local or Foreign Company

☐ Local
   
☒ Foreign

### Applicant's Company Details

Company Registration No.

0/20

Company Name

Company Type

### Company's Address

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60


Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

Country/Region



City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

4.4.9 For the “Mailing Address”, please provide the address where you would be operating and receiving the correspondence in relation to your work as an Insolvency Practitioner. You may save the application by clicking on <Save Draft> 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 28 days.

### Applicant's Mailing Address

Note: All correspondence in relation to your work as an insolvency practitioner will be sent to this address.


Address Type

☒ Local

☐ Foreign

Address

Postal Code

 Retrieve Address

Block/House No.

Street Name


Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

 Reset Address

4.4.10 Please provide the details of your practical work experiences, your involvement and experience in insolvency and restructuring related work. You may use the <Add> button to include multiple work experiences.

### Practical Work Experience(s)

Current Job

☐ Yes

☐ No

Start Date

DD/MM/YYYY

Employer Name


0/66


Designation

0/100

Job Duties

0/1000

 Add

 A minimum of 1 entry is required for Practical Work Experience(s).

Current Job	Start Date	End Date	Employer Name	Designation	Job Duties	Actions
No data available in table						

4.4.11 Please provide details of your Insolvency Practitioner's Licence(s) obtained in another country (if any). You may also use the <Add> button to include multiple licences.

**Approved Insolvency Practitioner Licence(s) Obtained Elsewhere**

Are you an approved insolvency practitioner in another country?

☒ YES ☐ NO

**Insolvency Practitioner Licence**

Name of Country  
Select

Details of Licence Held  
0/1000

Licence Held Period  
Note: Please set out the entire period in which you have held the indicated licence(s)

Start Date  
DD/MM/YYYY

End Date  
DD/MM/YYYY

Other Remarks (Optional)  
0/1000

A minimum of 1 entry is required for Insolvency Practitioner Licence.

Name of Country	Details of Licence Held	Licence Held Period	Other Remarks	Actions
No data available in table				

## For Accountants

4.4.12 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 (“**PA**”) with the Accounting and Corporate Regulatory Authority. For PA, please enter your PA Registration No.

**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.  
0/20

4.4.13 If you have memberships in other accounting professional bodies, local or foreign, please include the details as well. You may use the <Add> button to include multiple memberships.

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

☒ Yes

☐ No

---

### Other Professional Bodies

Professional Body Name

0/66

Professional Body Country

Type(s) of Membership Held

0/100

Membership Held Period


Note: Please set out the entire period in which you have held the indicated membership(s).

Start Date

End Date

Other Remarks (Optional)

0/1000

 A minimum of 1 entry is required for Other Professional Bodies.

Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actions

## For Solicitors

4.4.14 You are required to confirm if you are admitted to the Singapore Bar and a member of the Law Society of Singapore. Please enter your Practising Certificate No.

### 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

0/26

4.4.15 If you have memberships in other legal professional bodies, local or foreign, please include the details as well. You may use the <Add> button to include multiple memberships.

Do you hold membership(s) in other local / foreign Legal Professional Bodies?

☒ Yes
☐ No

### Other Professional Bodies

Professional Body Name

0/66

Professional Body Country

Select

Type(s) of Membership Held

0/100

Membership Held Period

Note: Please set out the entire period in which you have held the indicated membership(s).

Start Date

DD/MM/YYYY

End Date

DD/MM/YYYY

Other Remarks (Optional)

0/1000

+

 Add

A minimum of 1 entry is required for Other Professional Bodies.

Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actions
------------------------	---------------------------	----------------------------	------------------------	---------------	---------

## For Foreign Qualified and Foreign Based Insolvency Practitioners

4.4.16 You are required to confirm if you are applying for an insolvency practitioner's licence to act as an insolvency practitioner in relation to a cross-border insolvency and debt restructuring case heard in the Singapore International Commercial Court.

Professional Accreditations / Memberships - Foreign Qualified & Foreign Based Insolvency Practitioners

Are you applying for an insolvency practitioner's licence for the sole purpose of undertaking officeholder appointment(s) in insolvency / debt-restructuring case(s) which are commenced in, and heard by the Singapore International Commercial Court (SICC)?

☐ Yes
☐ No

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

☐ Yes
☐ No

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

Other Professional Bodies

Professional Body Name

0/66

Professional Body Country

Select

Type(s) of Membership Held

0/100

Membership Held Period

Note: Please set out the entire period in which you have held the indicated membership(s).

Start Date

DD/MM/YYYY

End Date

DD/MM/YYYY

Other Remarks (Optional)

0/1000

+

Add

A minimum of 1 entry is required for Other Professional Bodies.

Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actions
------------------------	---------------------------	----------------------------	------------------------	---------------	---------

4.4.18 Under “Declaration”, please check the applicable boxes. For questions which you have answered “Yes”, please set out briefly the background and details in the free-text box provided. See Q11 for reference.

## Declaration

Q1. Have you ever had any approved licence(s) e.g. insolvency practitioner (or its equivalent e.g. registration) revoked, cancelled or suspended?

✓ YES

✗ NO

Q2. Have you ever been convicted in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude?

✓ YES

✗ NO

Q3. 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

Q4. Have you previously received, or are presently receiving any treatment for any mental disorder?

✓ YES

✗ NO

Q5. Are you an undischarged bankrupt?

✓ YES

✗ NO

Q6. Have you ever been adjudged a bankrupt in Singapore or under the laws of any foreign country?

✓ YES

✗ NO

Q7. 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

Q8. 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

Q9. Have you ever been convicted of an offence under the Insolvency, Restructuring and Dissolution Act, the Bankruptcy Act or the Companies Act?

✓ YES

✗ NO

Q10. Have you ever been a subject of any investigation(s) by governmental, statutory, regulatory or professional bodies in respect of any offence involving dishonesty or any complaint against your professional misconduct?

✓ YES

✗ NO

Q11. Have you ever been refused entry to any governmental, statutory, regulatory or professional bodies or had your membership or registration with any of such bodies been cancelled, revoked or suspended?

✓ YES

✗ NO

Q11. If Yes, please specify

0/1000

4.4.19 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.

Supporting Document(s)

Curriculum Vitae
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.
Curriculum Vitae
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx
Acceptable File Size: 5 MB
Drop a file here or click to upload

Professional Accreditations
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.
Documentary proof evidencing your professional accreditations.
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx
Acceptable File Size: 5 MB
Drop a file here or click to upload

Professional Membership(s)
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.
Documentary proof evidencing your membership in any local/foreign professional bodies.
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx
Acceptable File Size: 5 MB
Drop a file here or click to upload

Relevant Work Experience
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.
Other documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions etc.
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx
Acceptable File Size: 5 MB
Drop a file here or click to upload

Details of Declaration(s) (Optional)
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.
Documents relating to declaration(s) which you have stated "Yes" under the declaration page.
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx
Acceptable File Size: 5 MB
Drop a file here or click to upload

Others (Optional)
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.
Any other documents which you wish to provide.
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx
Acceptable File Size: 5 MB
Drop a file here or click to upload

General Information
Save Draft
Review Form

4.4.20 Click <Review Form> after you have uploaded all the required supporting documents.

## 4.5 Review Form

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

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The screenshot shows a multi-step application process. On the left is a vertical sidebar with five steps: 1. General Info, 2. Application Details, 3. Review Form (highlighted with a green circle), 4. Declaration, and 5. Make Payment. Below the sidebar is a small yellow smiley face icon. The main content area is titled 'STEP 3 Review Form' and includes a warning: 'Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.' Below this warning is a large white box containing the following sections: 'General Information', 'Profile' (with sub-items 'I am applying' and 'As an applicant'), and 'Applicant Detail'.

This screenshot shows the bottom navigation bar of the application process. It contains two buttons: 'Back to Edit' on the left and 'Declaration' on the right. The 'Declaration' button is highlighted with a red dashed rectangular border. Both buttons have arrows pointing outwards from their text.

## 4.6 Declaration

- 4.6.1 Click <Make Payment> 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 <Make Payment>.

## Declaration

Please scroll to read and acknowledge the following clauses.

### 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 (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)

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.

☒ I hereby declare that all of the above is true.

[← Review Form](#)

[Make Payment →](#)

## 4.7 Make Payment

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

## Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		
Application Fee	-	\$600.00
	Subtotal	\$600.00
	Amount Payable	\$600.00

## Payment method

Please choose a payment method.



Use A Different Card

Make Payment →



Back to Form

- 4.7.2 Upon successful submission and payment, you will see an acknowledgement page with your application number. You can click <Download Tax Invoice> to retrieve your payment details.

## We have received your application

Thank you for your application. You will receive updates on it via email.

### Payment Summary

DESCRIPTION	GST	AMOUNT
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		
Application Fee		\$600.00
	Subtotal	\$600.00
	Total Paid	\$600.00



Download Tax Invoice

Receipt No.

- 4.7.3 At the main dashboard, you can view the status of the applications which you have submitted on GoBusiness, by clicking <My Submissions> to view the status.

gb gobusiness SINGAPORE

Dashboard **My Submissions** Licences ▾ Help ▾

Search by Government Agency, Licence or Application name/number

All Submissions Action Required Draft Processing Completed

**New** To download your payment invoice or licence file for your applications:

1. Click within the "Select Action ▾" menu
2. Select Download Invoice or Download Licence Files if they are available

Insolvency Practitioner's Licence  
(Public/Chartered Accountant, Advocates & Solicitors)

Licence [redacted] **Processing** Application: [redacted] Updated: [redacted] **Select Action ▾**

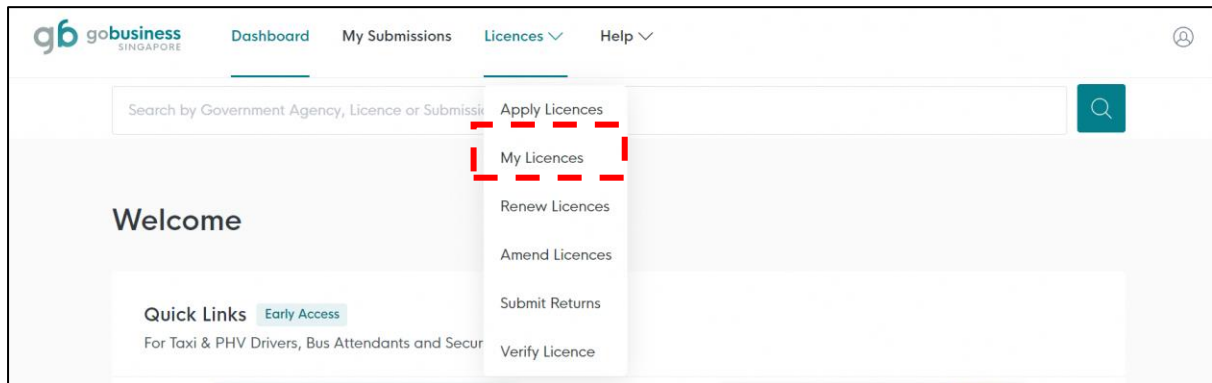
4.7.4 You will be able to preview a copy of your application by clicking <View Form> under the <Select Action>. Alternatively, you may also choose to download a copy of your application by clicking <Download> under the <Select Action>.

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

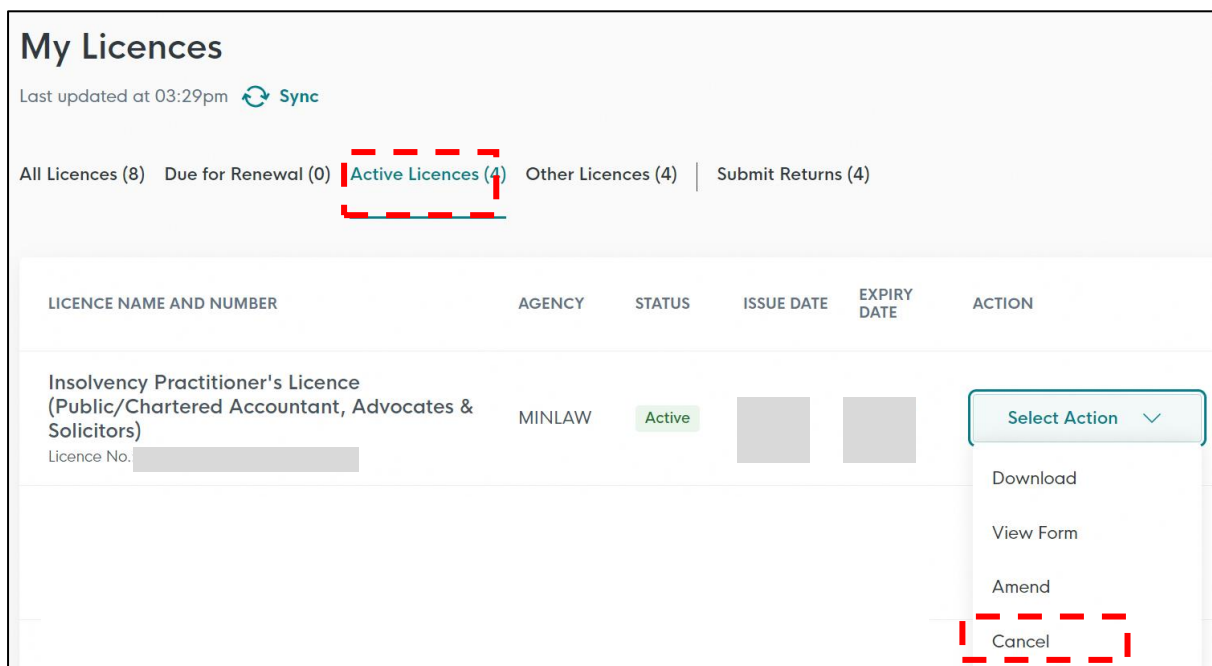
## 5 Cancel Existing Licence

### 5.1 Select Licence

5.1.1 Under <Licences>, select <My Licences> under the drop-down list.



5.1.2 Click on <Active Licences> to see a list of “Active” licence(s) you possess. Under <Select Action>, click on <Cancel> to proceed.



### 5.2 Cancel Profile

5.2.1 The information in your GoBusiness User Profile will be automatically populated at the <General Info> page. Please make the necessary amendments, scroll down to the bottom of the page and click <Application Details> to proceed.

**1 General Info**

**2 Application Details**

**3 Review Form**

**4 Declaration**

**You are applying to cancel Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)**

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 30 Minutes to complete

**STEP 1**

**General Information**

Review and fill the following details for application.

**Profile**

I am applying

☐ As an applicant

[Save Draft](#) [Application Details →](#)

## 5.3 Provide Application Details

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

**2 Application Details**

**3 Review Form**

**4 Declaration**

**STEP 2**

**Application Details to cancel Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)**

Fill in the following details.

**Licence Details**

Licence number  
prepopulate from backend

Applicant Type  
prepopulate from backend

Licence Period  
Prepopulate from backend

Start Date

End Date

### 5.3.2 Scroll down to enter the reason(s) for cancelling your licence. Click <Review Form> to proceed.

**Reason for Cancellation**

Reason for Cancellation

0/300

[← General Information](#) [Save Draft](#) [Review Form →](#)

## 5.4 Review Form

- 5.4.1 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.

The screenshot shows the 'Review Form' interface. On the left is a sidebar with four steps: 1. Application Details, 2. Review Form (highlighted), 3. Declaration, and 4. Declaration. The main content area is titled 'STEP 3 Review Form' and includes a warning: 'Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.' Below this, there are sections for 'General Information', 'Profile' (with radio buttons for 'I am applying' and 'As an applicant'), 'Applicant Detail' (with input fields for Salutation, Name, ID Type & ID Number, Email, Contract Number, and Address), and 'Licence Details' (with a text area for 'Application Details to cancel Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)').

- 5.4.2 Scroll down to the bottom of the page and click on “Declaration” to proceed.

This screenshot shows the bottom of the 'Review Form' page. It features two buttons: 'Back to Edit' with a left arrow and 'Declaration' with a right arrow. The 'Declaration' button is highlighted with a red dashed border.

## 5.5 Declaration

- 5.5.1 Tick the checkbox to acknowledge the declaration. Please note that you will not be able to make further amendments to your application after you have clicked <Submit>. No fee is imposed for this application.

The screenshot shows the 'Declaration' interface. The sidebar on the left has four steps: 1. General Info, 2. Application Details, 3. Review Form, and 4. Declaration (highlighted). The main content area is titled 'STEP 4 Declaration' and includes the instruction: 'Please scroll to read and acknowledge the following clauses.' Below this is a 'General Declaration' box containing three paragraphs of text. At the bottom of this box is a checkbox labeled 'I hereby declare that all of the above is true', which is checked and highlighted with a red dashed border. At the bottom right of the page are two buttons: 'Review Form' with a left arrow and 'Submit' with a right arrow. The 'Submit' button is highlighted with a red dashed border.

## 5.6 Acknowledgement

5.6.1 Upon successful submission, you will see an Application Status page with your application number. Click <Return to Dashboard> to return to the homepage.

We have received your application

A confirmation email has been sent to you.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		2-4 weeks	Submitted

Next Steps

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

Return to Dashboard →

## 6 Useful Contacts

<b>SingPass</b>	<p>Tel: 6335 3533</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 Helpdesk</b>	<p>Tel: 6336 3373 Mon - Fri: 8.30am – 6.00pm (Closed on Weekends &amp; Public Holidays)</p> <p>Email: <a href="mailto:AskGoBiz@crimsonlogic.com.sg">AskGoBiz@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://www.go.gov.sg/contactminlaw">https://www.go.gov.sg/contactminlaw</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 6335 3534</p> <p>Mon - Fri: 8.00am – 8.00pm Sat: 8.00am – 2.00pm (Closed on Sundays &amp; Public Holidays)</p> <p>Email: <a href="mailto:support@myinfo.gov.sg">support@myinfo.gov.sg</a></p> <p>Website: <a href="https://www.singpass.gov.sg/myinfo/intro">https://www.singpass.gov.sg/myinfo/intro</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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