

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.

Table of Contents

1.	Accessing the GoBusiness Portal	2
2.	 1.1 Logging in 1.2 For Singaporean / Singapore Permanent Resident 1.3 For foreigners without Singpass	2 2 3 6
2	 2.1 Select Licence	6 7 8 . 17 . 18 . 19
ა		. 22
	3.1 Select Licence	. 22
	3.2 Amendment Profile	. 22
	3.3 Provide Application Details	. 23 27
	3.5 Review Form	. <i>21</i> 28
	3.6 Declaration	. 29
	3.7 Acknowledgement	. 29
4	Renew Expiring Licence	. 31
	4.1. Select Licence	31
	4.2 Renew Profile	. 31
	4.3 Add General Information	. 32
	4.5 Review Form	. 45
	4.6 Declaration	. 46
_	4.7 Make Payment	. 47
5	Cancel Existing Licence	. 50
	5.1 Select Licence	. 50
	5.2 Cancel Profile	. 50
	5.3 Provide Application Details	. 51
	5.4 Review Form	. 52
	5.5 Declaration	. 52
c	5.6 ACKNOWIEdgement	. 52
O	USEIUI CONTACTS	. 54

1. Accessing the GoBusiness Portal

1.1 Logging in

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



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 <u>not</u> 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".

Singpass Foreign user Account (Individual)			
GoBusiness Dashba FAQ	bard	Register for a Singpass Foreign user Account	
Account access	^	Register for an account with the links below, if you wish to apply for licences in your own name without a Singapore government-issued ID.	
Local users			
Singpass Foreig Account (Busine	n user ss)	Cybersecurity Services Regulation Office (CSRO) Account Registration Form (CSRO licences) To apply for CSRO licences, please complete this form.	
Singpass Foreig Account (Individ	n user dual)		
Accreditation	~	Infocomm Media Development Authority (IMDA) Account Registration Form (IMDA licences) To apply for IMDA licences, please complete this form.	
Licences	~		
Applications	~	Account Registration Form (MinLaw licences) To apply for MinLaw licences, please complete this form.	



SFA Registration for Insolvency Practitioner's Licence

5 mins estimated time to complete

structions	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 <u>www.singpass.gov.sg</u> [2] 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	
	a Farrina ID Number	
	S. Foreign D Namber 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.	
	dd/mm/www	
	u u u u u u u u u u u u u u u u u u u	
	5. Country Where ID Was Issued	
	Select an option 🐱 🗙	
	Cubrait 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:
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. Sollow the instructions on corean to complete the actual
• 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.

b gobusiness SINDAPORE Dashboard My Submissions	Licences \lor Accreditations \lor Levy \lor	Help \sim	(
Search by Government Agency, Licence of	r Application name/number		Q
Looking for a specific licence?			+ Find Licence
Search for it and apply.			
My Submissions			View All
2	7	4	99
Action Required	Draft	Processing	Completed
My Licences			View All
	5	23	
	Due for renewal	Active	

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.

Gobusiness SINGAPORE Dashboard My Submissions Licences V Help V	
insolvency practitioner	Q
Search Results for "insolvency"	
All Results (23) My Licences (4) My Submissions (18) Available Services (1)	
1 available service(s) found.	
Ministry of Law (MinLAW)	
Apply for Insolvency Practitioner's Licence (IP)	Apply

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.

Apply for Insolvency Practitioner's Licence	(IP)	Apply
Details Application to hold an insolvency practitioner's licence to undertake		
insolvency or debt restructuring work in Singapore. FAQ	Fees and additional information	
1. How do I log in to GoBusiness to apply for an insolvency practitioner's licence if I do not have a Singpass account as a foreigner? Foreigners without a Singpass account can request for a foreign user	Fee Application fee <u>(strictly non-</u> <i>refundable</i>) of \$650.00 (for New	
account to submit their licence annlication	Application) or \$400.00 (for Done	Apply

2.2 Add General Information

2.2.1 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>.

General Info	
2 Application Details	You are applying for Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)
(a) Review Form	En includ and internationality of enclas active and operative inter processing and may be delayed in incomplete of indecadate information a source. Estimated 30 Minutes to complete
(4) Declaration	
(5) Make Payment	
	STEP 1 General Information Review and fill the following details for application.
	Profile
	I am applying
	As an applicant
	Dr behalf of applicant
	Applicant Detail
	Sektotion
	Salar V
	Name
	ID Type
	ID No.

Email			
Contact Number			
*65 ~			
Address			
Address Type			
Singapore Address Foreign Address			
Postal Code			
Block/House No.	Street Name		
Read and B (Contract)	Hard Contracted	Definition Marca	
(Optional)	one (optional)	Lensing reality	
Eg 01, 81, 01M			~
			Save Draft Application Details ->

2.3 Provide Application Details

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

2 Application Details	(114)
(3) Review Form	Application Details for Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)
(4) Declaration	r win ein stearen gewannt
Make Payment	
	Applicant's Details
	Date of Birth
	DD/MM/1YYY
	Gender Male
	C Fende
	Cilizenship
	Eder V
	Designation
	Office Number (Optional)
	465 ∨ Ε _φ 113407
	Home Number (Optional)
	+65 ν Ε ₀ 1024897
	Fax Number (Options)
	+65 ∨ Eg, 8121 4887
	Mobile Number
	405 V Eg. 8123 407
-	

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>.

Select.	
Accountants	
udvocates & Solicitors	
Foreign Qualified & Foreign Based Insolvency Practitioners	

2.3.3 Indicate whether you 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	
Foreign	
Applicant's Company Details	
ompany UEN	
	0/
ompany Name	
ompany 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).

Address			
Postal Code			
	Retrieve Address		
		•	
Block/House No.	Street Name		
~			~
Floor/Level 👩 (Optional)	Unit (Optional)	Building Name (Optional)	

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

Local or Foreign Company	
Foreign	
Applicant's Company Details	
Company Registration No.	
Company Name	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)	0,00
	0/60
Country/Region	
Select	\sim
City (Optional)	
	0.000
State (Optional)	0/60
	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 Addre	255		
Note: All correspondence in relation to y	rour work as an insolvency practitioner will be sent to	this address.	
Address Type			
Local			
O Foreign			
Address			
Postal Code	r		
	Retrieve Address		
Block/House No.	Street Name		
	~		~
Floor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)	
Eg: 01, B1, 01M	Eg. #05-01, use 01		~
C Reset Address			

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	
DD/MM/YYYY	0
Employer Name	
	0/66
Designation	
	2,420
Job Duties	0/100
	le le
© Add	0/1000
A minimum of 1 entry is required for Practical Walk 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 Practitic	oner Licence(s) Obtained Elsewhere			
Are you an approved intolyancy practitionar in and	ther country?			
Are you an approved intervency procession in and	contry?			
✓ YES × NO	1 I			
In the second Departition on Lineare				
Insolvency Practitioner Licence	e			
Name of Country				
Select			\sim	
Details of Licence Held				
-			0/1000	
Licence Held Period				
Note: Please set out the entire period in which you have held	d the indicated licence(s)			
Start Date				
DD/MM/YYYY			0	
End Date				
DD/MM/YYYY			0	
Other Remarks (Ontional)				
Outer Reliance (operatory				
			4	
			0/1000	
Add				
A minimum of 1 entry is required for insolvency Practs	Boner Licence.			
Nome of Country	Datails of Licence kield	Licence Held Pariod	Other Remarks	Actions
Numb G. Goorny	Second of Liberture Ford	MUNITUR FUTURE FUTURE	GUIDT INFIDURE	Partiene
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.	1
	i
	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?		
No.		
○ No		
Other Professional Bodies		
Professional Body Name		
Desfaceing al Radio Country	0/66	
Select	\sim	
Type(s) of Membership Held		
Membership Held Period	0/100	
Note: Please set out the entire period in which you have held the indicated membership(s).		
Start Date		
DD/MM/YTTT	8	
End Date		
DD/MM/YYYY	8	
Other Remarks (Optional)		
	0/1000	
bbA 🕀		
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	

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.

		0/20
Do you hold membership(s) in other local / foreign Legal Professional Bodies?		
Vor		
les les		
○ 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	8	
End Date		
DD/MM/YYYY	8	
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 & 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			
			0/66
Professional Body Country			
Select			\sim
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			8
End Date			
DD/MM/YYYY			8
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

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.

Declaratio	on	
Q1. Have you eve	er had any appro	ved licence(s) e.g. insolvency practitioner (or its equivalent e.g. registration) revoked, cancelled or suspended?
V YES	× NO	
Q2. Have you eve	er been convicted	d in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude?
V YES	× NO	
Q3. Have you eve	er had a judgmen	It 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 pre	viously received,	, or are presently receiving any treatment for any mental disorder?
V YES	× NO	
Q5. Are you an u	ndischarged bani	
VYES	× NO	
Q6. Have you eve	er been adjudged	a bankrupt in Singapore or under the laws of any foreign country?
V YES	× NO	
Q7. Have you eve	er 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?
V YES	× NO	
Q8. Have you eve	er 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 a	irrangement or sci	heme outside Singapore?
V YES	× NO	
Q9. Have you eve	er been convicted	of an offence under the Insolvency, Restructuring and Dissolution Act, the Bankruptcy Act or the Companies Act?
VES	× NO	
· 165	~ 110	
Q10 Have you ev	ver been a subject	t of any investigation(s) by governmental, statutory, regulatory or professional bodies in respect of any offence involving disbonesty or any
complaint agains	t your professiona	al misconduct?
YES	× NO	
V 123	~ 110	
Q11. Have you ev	ver been refused (entry to any agvernmental, statutory, regulatory or professional bodies or had your membership or registration with any of such bodies
been cancelled, r	evoked or suspen	ided?
Y YES	× NO	
	~	
Q11. If Yes, please	e specify	
		// 0/1000
		0,100

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	ക
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.	ß
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.	ନ୍ତ
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 M Bor 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.	ନ
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gtf, .png, .xts, .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.	A
Acceptable File Format: .doc, .docx, .pdf, .jpg, .gff, .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.	A
Acceptable File Format: doc, docx, .pdf, .jpg, .gif, .png, .xls, .xlsx Acceptable File Size: 5 MB	
Drop a file here or click to upload	
Ceneral Information Save Dra	

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.





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>.

n aware that legal action may be taken against me if I had knowingly provided false information. gree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements firmations, records, acknowledgements, information recorded in or produced in this application. olvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW) eclare that the information provided in this application is true and to the best of my knowledge and ief.	I declare that all the information given in this application form is true and correct
gree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements firmations, records, acknowledgements, information recorded in or produced in this application. olvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW) eclare that the information provided in this application is true and to the best of my knowledge and ief.	am aware that legal action may be taken against me if I had knowingly provided false information
olvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW) eclare that the information provided in this application is true and to the best of my knowledge and ief.	agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any stateme confirmations, records, acknowledgements, information recorded in or produced in this application.
eclare that the information provided in this application is true and to the best of my knowledge and ief.	nsolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW
derstand that any false or misleading statement in this form could lead to disciplinary action being	declare that the information provided in this application is true and to the best of my knowledge ar belief.
en against me / or may invalidate any decision reached on this application.	understand that any false or misleading statement in this form could lead to disciplinary action bein aken against me / or may invalidate any decision reached on this application.

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>.

Payn	nent		
Please r	eview your fees and make payment.		
	DESCRIPTION	GST	AMOUNT
	Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		
	Application Fee	2	\$650.00
		Subtotal	\$650.00
		Amount Payable	\$650.00

Payment metho Please choose a payment m	d ethod.		
VISA			
○ E Use A Different	Card		
Make Payment $ o$]		
- 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.

ave received your application		
u 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	U.	\$650.00
	Subtotal	\$650.00
	Total Paid	\$650.00
Co Download Tax Invoice		
	ave received your application u for your application. You will receive updates on it via email. Payment Summary DESCRIPTION Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) Application Fee	a dor your application. You will receive updates on it via email. Payment Summary DESCRIPTION ost Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) ost Application Fee - Subtotal Total Poid

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.

GG gobusiness SINGAPORE Dashboard My Submissions Licences ∨ Help ∨	
Search by Government Agency, Licence or Application name/number	Q
My Submissions Last updated at 03:56pm 📀 Sync	
() Unable to retrieve your applications. Click on the Sync button above to try again, or <u>contact us</u> [] if the issue persists.	
All Submissions Action Required Draft Processing Completed	
 · ŷ· 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)	Select Action 🗸 🗸

- 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)

Gousiness Dashboard My Submissions L	.icences∨ Help∨ (2)
Search by Government Agency, Licence or Submissio	Apply Licences Q
	My Licences
Welcome	Renew Licences
	Amend Licences
Quick Links Early Access	Submit Returns
For Taxi & PHV Drivers, Bus Attendants and Secur	Verify Licence

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.

All Licences (8) Due for Renewal (0)	Active Licences (4)) Other Lice	nces (4)	Submit Returns	(4)	
LICENCE NAME AND NUMBER		AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Insolvency Practitioner's Licence (Public/Chartered Accountant Solicitors) Licence No.:	ce , Advocates &	MINLAW	Active			Select Action V Download View Form Amend Cancel

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.

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

0	Save Draft Application Details $ ightarrow$

3.3 Provide Application Details

3.3.1 Details of your licence will be shown here.

Application Details Review Form 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) Prepopilate from backend		
	Applicant Type: (Optional)		
	Licence Period (Optional) Stort Date		
	End Date		

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



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 Add	ress		
Note: All correspondence in relation	to your work as an insolvency	y practitioner will be sent to this address	
Address Type			
Local			
O Foreign			
Address			
Postal Code	Retrieve Address		
Block/House No.	Street Name		
~			~
Floor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)	
			~
C Reset Address			

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.

Change of Applicant's Details			
Date of Birth			
			8 =
Gender			
Male			
C Female			
Citizenship			
			8 ×
Designation			
Office Number (Optional)			
+65 🗸			
Home Number (Optional)			
+65 V E.g. 8123 4567			
Fax Number (Optional)			
+65 🗸 E.g. 8123 4567			
Mobile Number			
+65 🗸			
Alternative Email Address (Optional)	50 		

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			
O Foreign			
Address			
Postal Code			
	Retrieve Address		
Block/House No.	Street Name		
~			~
Floor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)	
Eg: 01, B1, 01M	Eg: #05-01, use 01		\sim
🛞 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?		
VYES X NO		
Local or Foreign Company		
Local		
O Foreign		
UEN		
Company Name		
Company Type		
Diago dia undata vaur Dracting Work Superior 20(2)		
Fieuse also opadle your Flactical Work Experience(s).		

3.3.7 Select <No> if you are currently unemployed.



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/Delet	te Practical Work Expe	rience(s)			
Current Job					
🔿 Yes					
◯ No					
Start Date					
DD/MM/YYYY				8	
Employer Name					
Designation					
Job Dutios					
Job Duttes					
				0/1000	
+ Add					
Current Job	Start Date	End Date	Employer Name	Designation	Actions
Yes					6 0
1					···

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.

urriculum Vitae (Optional) ny 1 filia d5 MB or loss. Is game must bane na pane than 130 characters and po spaces. Only letters (a.z.) numbers (0.9) underscores () and burbless (.) are allowed	G
e name mas nave no more man 130 characters and no spaces. Only letters (a-z), nombers (a-z), undersones (_), and nypriers (-) are dirowed. urriculum Vitae	
cceptable File Strmat: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx cceptable File Size: 5 MB	
rop a file here or click to upload	
rofessional Accreditations (Optional)	
nly 1 file at 5 MB or less. In mame must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. cumentary proce videncing your professional accreditations.	C1
cceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx cceptable File Size: 5 MB	
rop a file here or click to upload	
rofessional Membership(s) (Optional)	G
nly 1 file at 5 MB or less. le name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. cumentary proof evidencing your membership in any local/foreign professional bodies.	
cceptable File Sormat: .doc, .docx, .pdf, .jpg, .glf, .png, .xls, .xlsx cceptable File Size: 5 MB	
rop a file here or click to upload	
elevant Work Experience (Optional)	
nly 1 file at 5 MB or less. e name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. ther documentary proof evidencing your work experiences to be eligible for the grant or renewal of a licence. For e.g. Court Orders, Resolutions etc.	C
cceptable File Sormat: .doc, .docx, .pdf, .jpg, .glf, .png, .xls, .xlsx cceptable File Size: 5 MB	
rop a file here or click to upload	
Dthers (Optional) DN/ 1 flic at 5 MB or less. Ile name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.	C
Iny other documents which you wish to provide. Acceptable File Format: .doc, .docx, .pdf, .jpg, .gif, .png, .xls, .xlsx Acceptable File Series M.M.	
Drop a file here or click to upload	

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".

(1) General Info	
(2) Application Details	step 3 Review Form
Review Form	Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.
(a) Declaration	
	General Information
	Profile
	I am applying As an applicant
	Applicant Detail

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

← Back to Edit	Declaration $ ightarrow$

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.

0	51EP-4
2 Application Details	Declaration
Review Form	Please scroll to read and acknowledge the following clauses.
O 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.
	☑ I hereby declare that all of the above is true.

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.

Application Sta APPLICATION Insolvency Practitioner Advocates & Solicitors)				
APPLICATION Insolvency Practitioner Advocates & Solicitors)	tatus			
Insolvency Practitioner Advocates & Solicitors)		APPLICATION ID	EST. PROCESSING TIME	STATUS
	iner's Licence (Public/Chartered Accountant, tors)		2-4 weeks	Submitted
Next Steps				
Your application is bein	being processed. We will send you an email when yo	our application status changes. You can	also log in below to check its status on your c	Jashboard.
For application enquire	quiries, you may contact GoBusiness Helpdesk at 63'	363373 or email AskGoBiz@crimsonlogir	.c.com.sg.	

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 Lice	ences (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			Select Action V Download View Form Amend Cancel

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 <u>not</u> be able to submit a renewal application on or after 1 May of the expiry year. A <u>new</u> 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.

Gobusiness Dashboard My Submissions L	icences V Help V (a)
Search by Government Agency, Licence or Submissic	Apply Licences Q
	My Licences
Welcome	Renew Licences
	Amend Licences
Quick Links Early Access	Submit Returns
For Taxi & PHV Drivers, Bus Attendants and Secur	Verify Licence

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.

updated at 11:15am 👌 Sync					
Unable to retrieve your licences. Click on the Sync button above to try again	, or <u>contact us</u> [2] if the iss	ue persists.			
icences Due for Renewal Active Licences Other Licences	Submit Returns				
ICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
				5	Select Action V
nsolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)	MINLAW	Due for Renewal	1 Jun 2024	1 Jun 2026	Select Action
					View Form
Your Licence Status means? <u>View Your Licence Statuse</u>	<u>s Table</u> in our FAQ.				Amend Renew

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.

Application Details to renew Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MIN Fill in the following details.	ce ILAW)
Licence Details	
Applicant Type Accountants	8 ~
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 ap	pplication.			
Profile				
I am applying				
As an applicant.				
On behalf of applicant				
Applicant Detail				
Applicant Detail				
Salutation				
Select				~
Name				
ID Туре				
NRIC				\sim
ID No.				
Email				
+65 V				
Address				
Address Type				
angopore Address				
Postal Code				
Block/House No.	Street Name			
~			~	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
Floor/Level @ (Optional) Eg: 01, 81, 01M	Unit (Optional) Eg: #05-01, use 01	Building Name	~	
Floor/Level (Optional)	Unit (Optional) Eg: #05-01, use 01	suiding Name	×	
Floor/Level () (Optional) Egr.01, 81, 01M	Unit (Optional) Eg: #05-01, use 01	Building Nome	~	
Floor/Level () (Optional) Egr-01, 81, 01M	Unit (Optional) Egr. 805-01, une 01	sviting None	~	

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.

	Daily Details		
JEN			
			0/20
Company Name			
Company Type			
Company's Addre	ess		
Company's Addre Address Postal Code	Retrieve Address		
Company's Addre Address Postal Code Block/House No.	ess @ Retrieve Address Street Name		
Company's Address Address Postal Code Block/House No.	ess Retrieve Address Street Name		~
Company's Address Address Postal Code Block/House No.	ess Retrieve Address Street Name Unit (Optional)	Building Name (Optional)	~
Company's Address Address Postal Code Block/House No.	ess Retrieve Address Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional)	~
Company's Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Address Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional)	~
Company's Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Address Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional)	~

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 Mailin	g Address	
Note: All correspondence in	relation to your work as an	insolvency practitioner will be sent to this address.
Address Type		
O Foreign		
Address		
Postal Code		
	Retrieve Addres	5
Block/House No.	Street Name	
\sim		\sim
Elect / avail @ (Optional)	Unit (Optional)	Building Name (Optional)
Eg: 01, B1, 01M	Eg: #05-01, use 01	
C Reset Address		

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

Applica	nt's Details		
Date of Birth			
			⊗ ⊟
Gender			
Male			
Female			
0.1202			
Citizenship			
			8 V
Designation			
Office Numbe	ər (Optional)		
+65 🗸	E.g. 8123 4567		
Home Numbe	er (Optional)		
+65 🗸	E.g. 8123 4567		
Fax Number ((Optional)		
+65 🗸	E.g. 8123 4567		
Mobile Numb	ber		
+65 🗸			
Alternative E	mail 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>.

ielect .		
locountants		
dvocates & Solicitors		
oreign Qualified & Foreign Based Insolvency Practitioners		

4.4.6 Indicate whether you 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		
¹		
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).

Address			
Postal Code			
	Retrieve Address		
		l de la construcción de la constru	
Block/House No.	Street Name		
~			~
loor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)	
	Eau #05 01 upp 01		

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

Local or Foreign Company	
Foreign	
Applicant's Company Datails	
Applicant's Collipany Details	
Company Registration No.	
	0/20
Company Name	
Company Type	
Company's Address	
Address Line 1	
	0./60
Address line 2	0/00
	0/60
Adaress Line 3 (Optional)	
	0/60
Address Line 4 (Optional)	
	0/60
Address Line 5 (Optional)	
	0/60
Country/Region	
Select	\sim
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 th	iis address.	
Address Type			
Local			
O Foreign			
Address			
Postal Code	Retrieve Address		
Block/House No.	Street Name		
~			~
Floor/Level 🚱 (Optional)	Unit (Optional)	Building Name (Optional)	
Eg: 01, B1, 01M	Eg: #05-01, use 01		~
Reset Address			
NH COLORIST			

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				8	
Employer Name					
				0/66	
Designation					
Job Duties				0/100	
				0/1000	
④ Add					
A minimum of 1 entry is required for Practical Work Experience(s).					
Current Job Stort Date	End Date Employ	yer 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 Practitione	r Licence(s) Obtained Elsewnere			
Are you an approved insolvency practitioner in another o	country?			
✓ YES × NO	1			
Insolvency Practitioner Licence				
Name of Country				
Select			~	
Details of Licence meia				
			0/1000	
Licence Held Period				
Note: Please set out the entire period in which you have held the in Struct Date	dicated licence(s)			
DD/MM/YYYY				
End Date				
DD/MM/YYYY			0	
Other Remarks (Optional)				
			7	
			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

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.

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			
Professional Rady Country	0/66		
Select	\sim		
Type(s) of Membership Held			
	0/100		
Membership Held Period			
Note: Heads set out the entitle period in which you have held the indicated inembership(s). Start Date			
DD/MM/YYYY	ė		
End Data			
DD/MM/YYYY	8		
Other Remarks (Optional)			
	// 0/1000		
+ Add			
A minimum of 1 drivy b required on outlin 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.



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.

			0/20
Do you hold membership(s) in other local / foreign Legal Professional Bodies?			
Yes			
O No			
Other Professional Bodies			
Professional Body Name			
	0/66		
Professional Body Country Select			
Joner L	~		
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			
	8		
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 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 Drefessional P	Dadias				
Other Professional E	soares				
Professional Body Name					
			C	/66	
Professional Body Country					
Select			×	/	
Type(s) of Membership Held					
			0/	100	
Membership Held Period					
Note: Piedse set out the entire period in v	which you have held the indicated membership(s).				
Start Date					
DD/MM/YYYY			Ê	3	
End Date					
DD/MM/YYYY			É	5	
Other Remarks (Optional)					
			0/1	000	
+ Add					
A minimum of 1 entry is required f	for Other Professional Bodies.				
Professional Body Name	Professional Body Country	Type(s) of Membership Held	Membership Held Period	Other Remarks	Actio

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.

Declaratio	on	
Q1. Have you eve	er <mark>had any approv</mark>	ved licence(s) e.g. insolvency practitioner (or its equivalent e.g. registration) revoked, cancelled or suspended?
V YES	× NO	
Q2. Have you eve	er been convicted	in Singapore or elsewhere of any offence involving fraud, dishonesty or moral turpitude?
V YES	× NO	
Q3. Have you eve	er had a judgmen	t entered against you in civil proceedings that involves a finding of fraud, dishonesty or breach of fiduciary duty on your part?
VYES	× NO	
Q4. Have you pre	eviously received,	or are presently receiving any treatment for any mental disorder?
V YES	× NO	
Q5. Are you an ur	ndischarged bank	rupt?
VYES	× NO	
Q6. Have you eve	er been adjudged	a bankrupt in Singapore or under the laws of any foreign country?
V YES	× NO	
Q7. Have you eve	er 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?
V YES	× NO	
Q8. Have you eve	er 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 a	arrangement or sch	neme outside Singapore?
✓ YES	× NO	
Q9. Have you eve	er been convicted	of an offence under the Insolvency, Restructuring and Dissolution Act, the Bankruptcy Act or the Companies Act?
✓ YES	× NO	
Q10. Have you ev complaint agains	ver been a subject it your professiona	of any investigation(s) by governmental, statutory, regulatory or professional bodies in respect of any offence involving dishonesty or any I misconduct?
✓ YES	× NO	
Q11. Have you ev been cancelled, r	ver been refused e revoked or suspend	ntry to any governmental, statutory, regulatory or professional bodies or had your membership or registration with any of such bodies ded?
✓ YES	× NO	
Q11. If Yes, please	e 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.

upporting 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			ß
Acceptable File Format: doc, docx, .pdf, .jpg, .glf, .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.			ନ୍ତ
Acceptable File Format: .doc, docx, .pdf, .jpg, .glf, .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.			Ĥ
Acceptable File Format: .doc, .docx, .p.df, .jpg, .glf, .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 et	c.		ß
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.			A
File name must have no more than 130 characters and no spaces. Only letters (a-2), numbers (0-9), underscores (), and hyphens (-) are allowed. Documents relating to declaration(s) which you have stated "Yes" under the declaration page. Acceptable File Size: 5 MB			
Drop a file here or click to upload			
Others (Optional)			٨
Only 1 file at 5 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-2), 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 $ ightarrow $

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.





- Back to Edit	Declaration $ ightarrow$

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>.

aware that legal action may be taken against me if I had knowingly provided false information. ree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements irmations, records, acknowledgements, information recorded in or produced in this application. Ivency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW) clare that the information provided in this application is true and to the best of my knowledge and eff.	declare that all the information	on given in this application form is true and correct
ree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements irmations, records, acknowledgements, information recorded in or produced in this application. Ivency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW) clare that the information provided in this application is true and to the best of my knowledge and eff. Ierstand that any false or misleading statement in this form could lead to disciplinary action being a conjust me (or may invalidate any decision recorded on this application)	am aware that legal action r	nay be taken against me if I had knowingly provided false information.
Ivency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW) clare that the information provided in this application is true and to the best of my knowledge and of. Ierstand that any false or misleading statement in this form could lead to disciplinary action being accepted on this application.	agree that in any legal proce confirmations, records, acknow	eedings, I shall not dispute the authenticity or accuracy of any statements wledgements, information recorded in or produced in this application.
clare that the information provided in this application is true and to the best of my knowledge and of. Iterstand that any false or misleading statement in this form could lead to disciplinary action being accepted on this application.	nsolvency Practitioner's Lice	nce (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)
terstand that any false or misleading statement in this form could lead to disciplinary action being	declare that the information belief.	provided in this application is true and to the best of my knowledge and
n against me y of may invalidate any decision reached on this application.	understand that any false or aken against me / or may inv	misleading statement in this form could lead to disciplinary action being alidate any decision reached on this application.

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>.

Paym	ent		
Please rev	view your fees and make payment.		
	DESCRIPTION	GST	AMOUNT
	Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors)		
			¢ (00 00
	Application Fee	-	\$600.00
		Subtatal	\$600.00
		IbJoique	\$000.00
		Amount Payable	\$600.00

Payment m Please choose a po	ayment method.			
• VISA				
⊖ 🗟 Use /	A Different Card			
Make Paymer	nt \rightarrow			
← Back to Fo	rm			

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 h	ave received your application		
Thank yo	u 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	8	\$600.00
		Subtotal	\$600.00
		Total Paid	\$600.00
	Download Tax Invoice		
1			

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.

Gobusiness SINGAPORE Dashboard My Submissions Licences V Help V	
Search by Government Agency, Licence or Application name/number	Q
All Submissions Action Required Draft Processing Completed	
 - Q- 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	Select Action \lor

- 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.

Gobusiness Dashboard My Submissions Li	cences ∨ Help ∨	6
Search by Government Agency, Licence or Submissio	Apply Licences	Q
L	My Licences	
Welcome	Renew Licences	
	Amend Licences	
Quick Links Early Access	Submit Returns	
For Taxi & PHV Drivers, Bus Attendants and Secur	Verify Licence	

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.

My Licences	
Last updated at 03:29pm 📀 Sync	
All Licences (8) Due for Renewal (0) Active Licences (4) Other Licences (4) Submit Returns (4)	
LICENCE NAME AND NUMBER AGENCY STATUS ISSUE DATE DATE	ACTION
Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & MINLAW Active Solicitors)	Select Action V
Licence No.	Download
	View Form
	Amend
	Cancel

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.

3 General Info	
(2) Application Details	You are applying to cancel Insolvency Practitioner's Licence (Public/Chartered
3 Review Form	ACCOUNTANT, AAVOCATES & SOIICITORS) (IMINLAW) All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.
(4) Declaration	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	ן ו	Application Details	\rightarrow

5.3 Provide Application Details

5.3.1 The details of your licence will be reflected.

2 Application Details	STIP 2	
③ Review Form	Application Details to cancel Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicit	
(i) Declaration	Fill in the following details.	
	Licence Details	
	Licence number prepapation from backend	
	Applicant Typo	
	- prepopular mit lackeda	
	Licence Period	
	Prepopulate from backend	
	Stort Date	
	0 0	
	End Dote	
	6 d	

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	
1	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.

(2) Application Details	5179.3
<u> </u>	Review Form
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.
(a) Declaration	
	General Information
	Profile
	tem repriving As an applicant
	Applicant Detail
	Salutation
	Name
	ID Type & ID Number
	final
	Context Number
	Address
	Application Details to cancel Insolvency Practitioner's Licence (Public/Chartered Accountant, Advocates & Solicitors) (MINLAW)
	Licence Details

5.4.2 Scroll down to the bottom of the page and click on "Declaration" to proceed.



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.

(i) General Info	
0	STEP 4
(2) Application Details	Declaration
(3) Review Form	Please scroll to read and acknowledge the following clauses.
O 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.
	I hereby declare that all of the above is true
	\leftarrow Review Form Submit $ ightarrow$

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.

atic	on 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 applicat For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or e	ion status changes. You can also log in b mail AskGoBiz@crimsonlogic.com.sg.	elow to check its status on your dashboard.	

6 Useful Contacts

SingPass	Tel: 6335 3533 Email: <u>support@singpass.gov.sg</u> Website: <u>https://www.singpass.gov.sg</u>	 For enquiries relating to SingPass matters, e.g.: Register for a SingPass account Forgot SingPass ID Forgot SingPass password
GoBusiness Helpdesk	Tel: 6336 3373 Mon - Fri: 8am - 6pm Sat: 8am – 1pm (Closed on Sundays & Public Holidays) Email: <u>AskGoBiz@crimsonlogic.com.s</u> g Website: <u>https://www.gobusiness.gov.sg/l</u> icences	 For enquiries relating to GoBusiness Licensing matters, e.g.: 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	Enquiry Line Operating Hours: Tel: 1800–CALL–LAW (1800 2255 529) Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays) Counter Operating Hours: Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays) Online Enquiry Form: https://eservices.mlaw.gov.sg/e nquiry/ Website: https://lripd.mlaw.gov.sg	For enquiries relating to the Licensing and Regulation of Insolvency of Insolvency Practitioners, e.g.: • Licence Application • Licence Matters • Regulatory Requirements

MyInfo	Helpdesk: +65 6335 3534	For enquiries relating to MyInfo matters, e.g.:
	Mon - Fri: 8am - 8pm Sat: 8am – 2pm (Closed on Sundays & Public Holidays)	 Change of Address Incorrect information Regulatory Requirements
	Email: support@myinfo.gov.sg	
	Website: https://www.singpass.gov.sg/my info/intro	