

4

Swear/Affirm Documents

Swear/affirm your completed forms **PIR-10** and **PIR-12** before a **Commissioner for Oaths (CFO)**. For an appointment to attend before a **CFO**, please scan the QR code below.



5

File Documents at the Service Bureau in Court

File your bankruptcy application at the **Crimson Logic Service Bureau (SB)** at the Supreme Court or the State Courts and pay the applicable fees. For an appointment to file at the **SB**, please scan the QR code below.



- Please collect the Court endorsed documents from the **SB** upon receipt of their notification.
- You will then be informed of the hearing date and time.

6

Attend Hearing

You will receive a letter with the hearing details 3 days before the date of the hearing.

Scan the QR code below to learn what you need to prepare for Zoom hearings.



During the hearing, the Court may:

- Make a bankruptcy order or any other appropriate order; OR
- Refer you to the **OA** for assessment of eligibility for the **Debt Repayment Scheme**.

Please read the complete information on the Ministry of Law website (<https://io.mlaw.gov.sg>) before submitting the application for bankruptcy. For further assistance, contact 1800 587 8423 or visit the Judiciary website.

The Bankruptcy Process In 6 Steps

A Guide for Self-Petition for Bankruptcy

1

Nominate a Private Trustee in Bankruptcy (PTIB)

The **PTIB** is a licensed insolvency practitioner who will manage your financial affairs in bankruptcy and ensure you fulfil your duties as a bankrupt.

- Please obtain the consent of the licensed insolvency practitioner you wish to nominate as the PTIB and a copy of their practicing license. Scan the QR code below to view a Register of Licensed Insolvency Practitioners that may be appointed as the PTIB.



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The fees payable to the **PTIB** can vary, depending on, for example, the complexity of the case.

2

Pay Deposit of \$1,850 to the Official Assignee (OA)

The **Official Assignee**, appointed by the Ministry of Law, administers the Bankruptcy Estate Accounts of bankrupt individuals.

\$

Please place a sum of \$1,850 with the OA as Bankruptcy Petition Deposit.

- To make payment of the deposit, please scan the QR code below.
- Please select payment for “**Official Assignee (OA-Bankruptcy)**” and then “**OA-Bankruptcy Petition Deposit**”.



3

Prepare Documents for Bankruptcy Application

1. Nominated **PTIB's** Consent to Act
2. Copy of Nominated **PTIB's** practicing licence
3. Receipt showing payment of the Bankruptcy Petition Deposit
4. **Form PIR-9:** Debtor's Bankruptcy Application
5. **Form PIR-10:** Affidavit in Support of Debtor's Bankruptcy Application
6. **Form PIR-11:** Statement of Affairs
7. **Form PIR-12:** Affidavit Verifying Statement of Affairs

For **PIR Forms 9-12**, please scan the QR code below.



Note: All forms must be typed except for the Statement of Affairs, which may be handwritten.

