

WHAT IS JUDICIAL MANAGEMENT (JM)?

Judicial management is a method of restructuring debt. A judicial manager is appointed to manage the operation. Legal proceeding against the company will be suspended during this period. This judicial management can be discharged at any point of time.

WHAT IS LIQUIDATION?

Liquidation is a process whereby the assets of a company is distributed to pay off the company's debt and liabilities to its creditors. It is a part of the process to wind up the company. Once liquidation is completed, the company ceased its operation completely.

WHAT TO DO?

- 1) Approach HR and obtain details of outstanding salary related payment.
- 2) Find out who the JM/ liquidators, use these links:
 - a) [ACRA search](#)
 - b) [Cause Book Search](#)

ACRA search:

- a) You can contact them at 6248 6028 or
- b) Go to [ACRA Website](#)
 - You will need the company's full name (omit Pte Ltd from the search title)
 - There is no fee chargeable for this

Cause Book search:

You can only walk-in to:

- a) CrimsonLogic Service Bureau
133 New Bridge Road
#19-01/02 Chinatown Point
Singapore 059413
 - You will need to select search for either State Court cases or High Court cases. Fees chargeable at \$25 and \$35 respectively. If there is no trace, it is \$12 per search.
 - The search is based on per year per company name.

- 3) Submit **Proof of Debt [Form 77, Companies Act (Cap 50)]** with JM/liquidator
 - i) Within 3 months of the winding order by the court
 - ii) Notice to file Proof of Debt
 - a) May be advertised in the government Gazette
 - b) In the local newspapers
 - c) In writing by liquidators to every person known to the liquidator

Such notices to be made at least 14 days in advance of the submission deadline.

REQUIRE FURTHER ASSISTANCE

- 1) Make appointment to see advisory officer at TADM.
- 2) May also approach the following for further assistance

Type of assistance	Organisation	Contact details
Job and training	e2i	https://e2i.com.sg/locations/# Tel: +65 6474 0606
	WSG	http://www.ssg-wsg.gov.sg/ Tel: +65 6883 5885
Financial AND job	Social Service Office	https://www.msf.gov.sg/Pages/default.aspx To locate the SSO nearest to you: https://www.msf.gov.sg/dfcs/sso/ Tel: 1800 222 0000
Financial, job AND emotional counselling	Family Service Centre	https://www.msf.gov.sg/Pages/default.aspx To locate the FSC nearest to you: https://www.msf.gov.sg/dfcs/familyservice/default.aspx Tel: +65 6353 6695
Legal advice	Law Society of Singapore	https://www.lawsociety.org.sg/ Tel: +65 6538 2500
If you are a NTUC member	NTUC	https://www.ntuc.org.sg/wps/portal/up2/home/ Tel: 1800-255-2828

FOREIGN WORKER

- 1) With unpaid salary
 - a) File **Proof of Debt [Form 77, Companies Act (Cap50)]** to judicial manager / liquidator or make appointment to see advisory officer at TADM.
- 2) No unpaid salary
 - a) Approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946
 - b) Arrange repatriation and cancellation of work passes

Checking the status of work passes issued by the Ministry of Manpower	MOM	https://checkwpstatus.mom.gov.sg/Pages/home.aspx
Assistance with subsistence and shelter	MWC	http://www.mwc.org.sg Tel: +65 65362692

EXPLANATORY NOTES

PROOF OF DEBT (FORM 77) COMPANIES ACT (CAP 50)

- 1) Name of wound up company
 - This refers to the registered company name in ACRA.
- 2) Name of creditor
 - This refers to you if you are owed salary or any outstanding payment
- 3) Particulars of debt
 - If you are owed salary or any other contractual claims, you should include them here. You need to specify clearly the type of claims and period of claims e.g. basic salary and the specific months outstanding, overtime claims and the period of claims, salary in lieu of notice as required under your employment contract.
- 4) Particulars of person submitting form
 - Fill in your personal details
- 5) Signature of creditor
 - You should sign off your completed form here

Here is a guide to help you complete **Proof of Debt [Form 77, Companies Act (Cap 50)]**

Proof of Debt Fee of S\$8.00 payable at the Official Receiver's Office	COMPANIES ACT (CHAPTER 50)	FORM 77								
COMPANIES REGULATIONS (SECTION 327 AND REGULATIONS 42, 44 AND 52)										
PROOF OF DEBT FORM										
1 Companies Winding Up Number <i>(Not applicable to companies under Judicial Management)</i>	2 Name of Wound Up Company/Company under Judicial Management <i>(Delete where inapplicable)</i>									
CW / / (Number) (Year)	Ltd									
3 Particulars Of Creditor Claiming Debt										
Name of Creditor: _____ IC/Passport No/Company/Business Registration No.: _____ Postal Address <i>(Please see note a)</i> : _____ _____ Contact Nos. (Tel/Pager/HP): _____ Fax No.: _____ E-mail Address: _____ Creditor's Reference No. <i>(Please see note b)</i> : _____										
4 Particulars Of Debt										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date Debt Incurred</th> <th style="width: 55%;">Details of Debt <i>(Please see notes c, d & e)</i></th> <th style="width: 10%;">Currency</th> <th style="width: 20%;">Amount (\$)</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date Debt Incurred	Details of Debt <i>(Please see notes c, d & e)</i>	Currency	Amount (\$)					Write the details of the claims here. You should itemise your claims clearly.	
Date Debt Incurred	Details of Debt <i>(Please see notes c, d & e)</i>	Currency	Amount (\$)							
Total Amount Of Debt Claimed (In Figures): _____ Total Amount Of Debt Claimed (In Words): _____ _____										
5 Security Held <i>(Please indicate "NIL" if no securities are held by creditor)</i>										
Brief Description & Value of Securities: _____ _____ _____										

Write the name of the registered company here.

Write the details of the claimant here. Please ensure your contact details are accurate.

Write the details of the claims here. You should itemise your claims clearly.

6 Particulars Of Person Authorised To Complete This Proof Of Debt Form
(If same as in box 3 above, please indicate "see box 3 above")

Name: _____
 NRIC No./Passport No.: _____
 Relationship to Creditor: _____
(State whether director/employee/solicitors/accountant, etc)
 Name of Company/Firm: _____
(Where applicable)
 Contact Nos. (Tel/pager/HP): _____
 Fax No.: _____ E-mail address: _____

Write the details of the one who filled in the form here

7 Signature of Creditor/Person Authorised To Complete This Proof Of Debt Form

7.1 I declare that to the best of my knowledge and belief, the company owes the creditor the amount claimed in box 4.
 7.2 I declare that I am duly authorised, by the creditor/under the seal of the creditor company, to complete this proof of debt form.

Signature: _____ Date: _____ / _____ / _____
(Day) (Month) (Year)

Claimant to acknowledge here

WARNING
Lodging a false proof of debt is a criminal offence punishable with fine or imprisonment or both.

Note:

- a. Please inform the Liquidator/Official Receiver/Judicial Manager of any change in address.
- b. Please indicate the reference number that will be quoted in future correspondences with the liquidator or judicial manager.
- c. Examples of Debts are:
 - Goods Supplied
 - Services Rendered
 - GST
 - Others (please specify)
 - Wages and Salaries
 - Personal Loan
 - Overdraft facilities
 - Income Tax
 - Property Tax
 - CPF
- d. Please attach copies of documents substantiating the debt. The onus is upon the creditor to prove the debt.
- e. For claims made by an authorised person on behalf of a group of workmen and others employed by the company, please provide a schedule reflecting the name, identification/passport no., address, debt description, period for which wages are due and the amount due, for each individual workman/employee.

For Official Use Only

Adjudicated on _____ day of _____ year

Admitted as follows:

Preferential	\$ _____
Ordinary	\$ _____
Total Admitted	\$ _____
Amount Rejected	\$ _____
Total Amount of Debt Claimed	\$ _____

 Signature of Liquidator / Judicial Manager