



Tripartite Alliance  
for Dispute Management

# Judicial Management or Liquidation: How To File Your Salary Claims



## 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 (<https://www.bizfile.gov.sg>)
  - b) Cause Book Search (<https://www.elitigation.sg>)

### ACRA search:

- a) You can contact them at 6248 6028 or
- b) Go to ACRA Website (<https://www.bizfile.gov.sg>)
  - 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 (<http://www.tadm.sg>)
- 2) May also approach the following for further assistance

Type of assistance	Organisation	Contact details
Job and training	e2i	<a href="https://www.e2i.com.sg/locations/">https://www.e2i.com.sg/locations/</a> Tel: +65 6474 0606
	WSG	<a href="http://www.ssg-wsg.gov.sg/">http://www.ssg-wsg.gov.sg/</a> Tel: +65 6883 5885
Financial and job	Social Service Office	<a href="https://www.msf.gov.sg/Pages/default.aspx">https://www.msf.gov.sg/Pages/default.aspx</a>  To locate the SSO nearest to you: <a href="https://www.msf.gov.sg/dfcs/sso/">https://www.msf.gov.sg/dfcs/sso/</a>  Tel: 1800 222 0000
Financial, job and emotional counselling	Family Service Centre	<a href="https://www.msf.gov.sg/Pages/default.aspx">https://www.msf.gov.sg/Pages/default.aspx</a>  To locate the FSC nearest to you: <a href="https://www.msf.gov.sg/dfcs/familyservice/default.aspx">https://www.msf.gov.sg/dfcs/familyservice/default.aspx</a>  Tel: +65 6353 6695
Legal advice	Law Society of Singapore	<a href="https://www.lawsociety.org.sg/">https://www.lawsociety.org.sg/</a>  Tel: +65 6538 2500
If you are a NTUC member	NTUC	<a href="https://www.ntuc.org.sg/wps/portal/up2/home/">https://www.ntuc.org.sg/wps/portal/up2/home/</a>  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	<a href="https://service2.mom.gov.sg/workpass/enquiry/prelanding">https://service2.mom.gov.sg/workpass/enquiry/prelanding</a>
Assistance with subsistence and shelter	MWC	<a href="http://www.mwc.org.sg">http://www.mwc.org.sg</a> Tel: +65 65362692

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

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:**

- Please inform the Liquidator/Official Receiver/Judicial Manager of any change in address.
- Please indicate the reference number that will be quoted in future correspondences with the liquidator or judicial manager.
- Examples of Debts are:
 

- Goods Supplied	- Services Rendered	- GST	- Others (please specify)
- Wages and Salaries	- Personal Loan	- Overdraft facilities	
- Income Tax	- Property Tax	- CPF	
- Please attach copies of documents substantiating the debt. The onus is upon the creditor to prove the debt.
- 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



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*All information in this publication is correct as of March 2023. For more information on JM procedure, please visit State Court's website at <https://www.judiciary.gov.sg/>*

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