

**Form 24**

(Title as in the action)

**QUESTIONNAIRE FOR THE EXAMINATION OF  
(NAME OF OFFICER OF ENFORCEMENT RESPONDENT)**

Please be informed that you, (name of officer of enforcement respondent), have been summoned by the abovementioned enforcement applicant to attend at the State Courts on (date and time) to —

- (a) provide answers to the questions set out herein; and
- (b) produce documents set out below:
  - (i) the Company's bank statements for the past 6 months;
  - (ii) the Company's audited returns for the last period of assessment;
  - (iii) the Company's last 3 statements from the Central Provident Fund (CPF) Board;
  - (iv) the Company's last 3 statements from the Central Depository (CDP) and/or its securities broker or fund manager in respect of its shares, bonds and/or unit trusts;
  - (v) the Company's motor vehicle log card/printout of its motor vehicle registration details and hire purchase agreement in respect of the Company's motor vehicle;
  - (vi) the Company's lease agreements, title deeds or certificates of title in respect of its properties, or its rental agreements.

Please answer these questions carefully as the Court will require you to confirm on oath that your answers are true to the best of your knowledge, information and belief. Please bring this completed questionnaire and the documents with you at the Court hearing.

**IMPORTANT NOTICE:** You are required to attend the hearing unless you have obtained the consent of the enforcement applicant to dispense with your attendance in Court or to discharge the order requiring your attendance. If you fail to attend the hearing without obtaining the consent of the enforcement applicant, the enforcement applicant may commence committal proceedings against you for your failure to attend Court. The penalty that may be imposed by Court for such failure is fine and/or imprisonment.

You may therefore wish to contact the solicitor for the enforcement applicant (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the enforcement applicant for the necessary dispensation and discharge. You may also choose to engage your own solicitor to advise you on your rights and duties in relation to these proceedings.

**Personal particulars**

1.	Full Name:
2.	NRIC/Passport No.:
3.	Home Address:
4.	Mobile Number:
5.	Email Address:

6.	Please state the position you are holding in the enforcement respondent (“the Company”).
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**Company particulars**

7.	Please state if the Company is still carrying on business:
(a)	Yes/No.      If yes, please state:
(i)	the business that the Company is presently engaged in;
(ii)	the present location of the Company’s business operations; and
(iii)	whether the Company is making trading profits or losses.

8. Please state whether the Company declared any dividends this year or the last year:

Yes/ No. If yes, please state when the dividends were declared, and how much was declared.

### Remuneration

9. Please state if the officers of the Company, including yourself, receive remuneration for work done for the Company (i.e. salary or director's fees).

Yes/No. If yes, please state how much remuneration each officer receives.

### Auditors

10. Please state the name and address of the accountants and auditors of the Company.

11. Please state the date when the accounts of the Company were last audited.

12. Please state the date when the Company last filed its Annual Returns with the Accounting and Corporate Regulatory Authority.

### Particulars of the Company's Debtors

13. Please state whether anyone owes the Company money.

Yes / No. If yes, please provide the details in Annex A


14. Please state whether the Company has taken any steps to apply or is it in the process of applying to Court for a Scheme of Arrangement to compromise its debts with its creditors under the Companies Act.

Yes/No. If yes, please state particulars.

**Particulars of immovable properties situated locally or overseas**

15. Please state whether the Company owns any immovable property locally or overseas.

Yes/No. If yes, please provide details in Annex B.

 Immovable property means houses, apartments etc.

16. Please state the following if the Company is leasing any immovable property:

(a) name of landlord and address of rented property;

(b) period of tenancy, amount of monthly rental paid and due date of rental; and

(c) whether there is any written tenancy agreement.

17. Please state whether the Company has any tenants/subtenants in respect of the owned or leased properties.

Yes/No. If yes, please provide details in Annex B.

**Particulars of the Company's motor vehicles**

18. Please state if the Company owns any motor vehicle.

Yes/No. If yes, please provide the details in Annex B.

### Particulars of the Company's bank accounts

19.	Please state the following if the Company has any bank accounts (held solely and/or jointly) or safe deposit boxes:
(a)	name and branch of the Bank where the account or safe deposit box is maintained;
(b)	the account number;
(c)	type of account held (e.g. current, savings, fixed deposit, overdraft);
(d)	name of joint account holder (if any);
(e)	the balance due to the Company at this date (for fixed deposits, please state the date of maturity and the amount due to the Company at that date)

### Particulars of the Company's other assets

20.	Please state if the Company has any insurance policies.  Yes/No.      If yes, please provide details in Annex C
21.	Please state if the Company owns any shares and/or unit trusts,  Yes/No.      If yes, please provide details in Annex C
22.	Please state if the Company owns any other assets, savings or investments not listed thus far.  Yes/No.      If yes, please provide details in Annex C

 Assets include antiques, collectibles, jewellery, paintings, royalties from intellectual property, club membership etc.

**Other Matters**

23. Are there any goods on the Company's premises that do not belong to the Company but belong to other people or are jointly owned with others? If so, please list the goods and how such ownership can be established.
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24. What offer of repayment do you wish to make to the enforcement applicant?
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**Additional questions by the enforcement applicant**

25. (Please state additional questions if any.)

**Confirmation statement**

I, \_\_\_\_\_ (name of officer of enforcement respondent and NRIC No.) confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

\_\_\_\_\_

(Signature of officer of enforcement respondent)

Dated this      day of                      20

**ANNEX A**

**Particulars of Debtors**

**(From Question 13)**

- (1) Please list the names of the Company's **debtors** (*ie*, people who owe the Company money):

<u>Name</u>	<u>Contact Particulars</u>	<u>Amount owed</u>	<u>Due date for payment</u>	<u>How did the debt arise?</u>

- (2) Please state the following if the Company has commenced legal proceedings against its debtors to recover its debt:

<u>Name of debtor</u>	<u>MC/DC OC/OA No.</u>	<u>Amount claimed</u>	<u>Status of action</u>



**ANNEX B**

**Particulars of Property Owned or Leased**

**(From Question 15)**

- (3) Please provide details of the properties owned by the Company:
- (a) Addresses of properties owned:
  - (b) Names of joint-owners (if any):
  - (c) Names of mortgagee/chargee (if any) and amount outstanding:

**(From Question 17)**

- (4) Please provide details of the tenancy of any immovable property that the Company owns:
- (a) Name of tenant and address of tenanted property:
  - (b) Period of tenancy, amount of monthly rental received and due date of rental:
  - (c) Whether there is any written tenancy agreement:

**(From Question 18)**

- (5) Please provide details of the vehicles the Company owns:
- (a) The registration number, make and colour of the motor vehicle(s):
  - (b) Whether the motor vehicle(s) is/are on hire purchase:
  - (c) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

## ANNEX C

### Particulars of Other Assets

#### Insurance Policies (From Question 20)

<u>Name of insurer</u>	<u>Type of policy/ Policy No.</u>	<u>Amount insured</u>	<u>Monthly premium payable</u>

- (6) Please identify the beneficiaries under the policies apart from the Company.
- (7) If applicable, please state the dates when each of the Company's policies will mature and the surrender value as at this date.

#### Shares/Unit Trusts (From Question 21)

- (8) If the Company owns shares in another company, please state the name of the company and the number of shares held. If the Company has a securities broker, please provide particulars of the same:
- (9) If the Company owns unit trusts, please state the name of the bank/financial institution managing the unit trusts:
- (10) Please state the estimated value of the shares/unit trusts and the basis for estimation:

#### Other Assets (From Question 22)

- (11) Please provide details of the assets listed in Question 22 and state the estimated value of each asset and the basis of the estimation: