

Summary of resolved Bizfile issues pertaining to the following transaction types:

- 1. File Winding Up**
- 2. Manage Winding Up**

S/N	Transaction Type	Issue Encountered	Solution
1.	File Winding Up - Notice of appointment of provisional liquidator/liquidator	<p><u>Error message when appointing Insolvency Practitioner</u></p> <p>You encountered an error message stating “Sorry, the server encountered an unexpected error” when appointing an insolvency practitioner.</p>	The issue has been resolved. You can proceed to re-file your transactions.
2.	Manage Winding Up - Notice of Appointment / Cessation of Provisional Liquidator / Liquidator	<p><u>eService is unavailable</u></p> <p>The eService is unavailable when selected from the mega menu.</p>	The issue has been resolved. You can proceed to file your transactions.
3.	Manage Winding Up - Liquidator's Account of Receipts and Payments and Statement of Position in Winding Up	<p><u>eService is unavailable</u></p> <p>The eService is not available in the mega menu.</p>	<p>You can submit the transaction using the “General lodgement” eService. Follow these steps:</p> <ol style="list-style-type: none"> 1. Log in to Bizfile using Corppass. 2. Select your profile and entity on the “My profile – select profile” page. 3. From the mega menu, select “Others” > “General Lodgement”.

			<p>4. Scroll to the introduction page, select "Other General Lodgement" from the dropdown list.</p> <p>5. Download the form, complete and upload it as part your submission.</p> <p>The eform will display the lodger's entity name and UEN. We will update this to the liquidating entity and UEN after the transaction has been submitted and processed.</p>
4.	File Winding Up - Creditors' Voluntary Winding Up	To file a "Notice of resolution", the system requires you to first file "Declaration of inability to continue business by reason of its liabilities" transaction, which may not be applicable in all cases.	<p>File the "Declaration of inability to continue business by reason of its liabilities" transaction to proceed with the "Notice of resolution" transaction.</p> <p>After filing, contact ACRA with your transaction number to remove this transaction from the liquidating entity's record.</p>
5.	File Winding Up	<p><u>Filing of winding up by non-CSP</u></p> <p>You are a non-CSP appointed by a third party (e.g. creditor, court) to file Winding up but you are unable to submit the transaction in Bizfile.</p>	<p>You can submit the transaction using the "General lodgement" eService. Follow these steps:</p> <ol style="list-style-type: none"> 1. Log in to Bizfile using Corppass. 2. Select your profile and entity on the "My profile – select profile" page. 3. From the mega menu, select "Others" > "General Lodgement". 4. Scroll to the introduction page, select "Other General Lodgement" from the dropdown list. 5. Download the form, complete and upload it as part your submission.

			<p>The eform will display the lodger’s entity name and UEN. We will update this to the liquidating entity and UEN after the transaction has been submitted and processed.</p>
<p>6.</p>	<p>File Winding Up – third party CSP endorsement</p>	<p><u>Filing of winding up by CSP</u></p> <p>You are a CSP appointed by a third party (e.g. creditor, court) to file Winding up but are unable to obtain endorsement of your appointment from the liquidating entity.</p>	<p>You can submit the transaction using the “General lodgement” eService. Follow these steps:</p> <ol style="list-style-type: none"> 1. Log in to Bizfile using Corppass. 2. Select your profile and entity on the “My profile – select profile” page. 3. From the mega menu, select “Others” > “General Lodgement”. 4. Scroll to the introduction page, select “Other General Lodgement” from the dropdown list. 5. Under “Description of lodgement” field, include the following: <ul style="list-style-type: none"> • Please add Client into CSP Client List • CSP UEN: • CSP Name: • Client UEN: • Client Name: 6. Under “Date of document”, indicate the current date. 7. Upload relevant supporting documents such as the authorised letter or court order.

			After submission and processing, the entity will be added to your CSP Client List, allowing you to file the Winding Up transactions for the entity.
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