

THE VARIABLE CAPITAL COMPANIES ACT
(ACT 44 OF 2018)
("THE ACT")

(A) SECTION 270(1) OF THE COMPANIES ACT (CHAPTER 50) (AS APPLIED BY SECTION 33(2) OF THE ACT)

STATEMENT OF AFFAIRS OF SUB-FUND TO BE SUBMITTED
TO OFFICIAL RECEIVER OR LIQUIDATOR

(B) SECTION 270(1) OF THE COMPANIES ACT (CHAPTER 50) (AS APPLIED BY SECTION 130(1) OF THE ACT)

STATEMENT OF AFFAIRS OF A VCC TO BE SUBMITTED TO
OFFICIAL RECEIVER OR LIQUIDATOR

FORM
VCR10

Name of VCC/Name of umbrella VCC and the sub-fund (that is being wound up):
.....

Unique Entity Number (UEN) of VCC/UEN of umbrella VCC and the sub-fund number of the sub-fund (that is being wound up):
.....

Statement of Assets and Liabilities of the VCC/the sub-fund as at the day of
.....

Winding Up No:

1	ASSETS NOT CHARGED	Re: Sch	Cost or Book Value*		Estimated Realisable Value	
			S\$	Cts	S\$	Cts
	(a) Sundry Debtors (including Loan Debtors)	A				
	(b) Real Estates	B				
	(c) Cash in Hand	C				
	(d) Cash at Bank	C				

	(e)	Stocks/Plant & Equipment/Furniture & Fittings/Pagers & Phones/Vehicles/Vessels/Planes	C					
	(f)	Other Assets (Deposits, Investments, etc.)	D					
2		ASSETS SUBJECT TO CHARGES	E					
3		CONTINGENT ASSETS	F					
4		UNPAID ISSUED SHARE CAPITAL	G					
TOTAL ESTIMATED REALISABLE ASSETS								
LESS:								
5		PREFERENTIAL CLAIMS EXCLUDING TAX	H					
6		PREFERENTIAL TAX CLAIMS	I					
7		CLAIMS SECURED BY CHARGES	J					
8		CONTINGENT CLAIMS	K					
9		UNSECURED CLAIMS	L					
TOTAL LIABILITIES								
ESTIMATED *DEFICIT/SURPLUS								
(Subject to costs of administration/liquidation)								

STATEMENT OF THE CAUSE(S) OF WINDING-UP

The VCC/the sub-fund has been wound up for the following reason(s):

- | | | |
|--|---|---|
| <input type="checkbox"/> Business Failure | <input type="checkbox"/> Bad Management | <input type="checkbox"/> Cash Flow Problem |
| <input type="checkbox"/> Depression/Economic Recession | <input type="checkbox"/> Inability to Collect Debts | <input type="checkbox"/> Insolvency of Affiliated Corporation |

6										
7										
8										
9										
10										
11										
12										
* SUB-TOTAL/TOTAL										

Schedule A (Pg ___ of ___)

**SCHEDULE B
REAL ESTATES**

S/N	PROPERTY ADDRESS / DESCRIPTION	COST / BOOK VALUE (IN SGD)	ESTIMATED REALISABLE VALUE (IN SGD)	PARTICULARS OF OWNERSHIP (TICK ONE BOX)	PARTICULARS OF TENANCY
				(1) Freehold: <input type="checkbox"/> Leasehold: <input type="checkbox"/> (2) Sole Owner: <input type="checkbox"/> Joint Owner: <input type="checkbox"/> Tenant-in-common: <input type="checkbox"/> Beneficial Owner: <input type="checkbox"/>	(1) Tenant's Name: (2) UEN/NRIC/FIN/Passport No: (3) Rental Deposit Paid [Indicate Currency]: (4) Date Paid [DD/MM/YYYY]: (5) Monthly Rental [Indicate Currency]: (6) Tenancy Period-From: To:
				(1) Freehold: <input type="checkbox"/> Leasehold: <input type="checkbox"/> (2) Sole Owner: <input type="checkbox"/> Joint Owner: <input type="checkbox"/>	(1) Tenant's Name: (2) UEN/NRIC/FIN/Passport No: (3) Rental Deposit Paid [Indicate Currency]:

				Tenant-in-common: <input type="checkbox"/>	(4)	Date Paid [DD/MM/YYYY]:
				Beneficial Owner: <input type="checkbox"/>	(5)	Monthly Rental [Indicate Currency]:
					(6)	Tenancy Period-From: To:
*SUB-TOTAL/TOTAL						

Schedule B (Pg ___ of ___)

**SCHEDULE C
CASH IN HAND**

S/N	AMOUNT (INDICATE CURRENCY CODE)	CONVERTED AMOUNT (IN SGD)	S/N	AMOUNT (INDICATE CURRENCY CODE)	CONVERTED AMOUNT (IN SGD)	*SUB-TOTAL/TOTAL

CASH AT BANK

S/N	BANK & BRANCH OF BANK	ADDRESS	ACCOUNT NO	BOOK BALANCE (INDICATE CURRENCY)	ESTIMATED REALISABLE VALUE (IN SGD)
*SUB-TOTAL/TOTAL					

Schedule C (Page ___ of ___)

SCHEDULE C
STOCK/PLANT & EQUIPMENT/FURNITURE & FITTINGS/PAGERS & PHONES/VEHICLES/VESSELS/PLANES

S/N	LOCATION OF ASSETS	ITEM DESCRIPTION	QUANTITY	REGISTRATION/ SERIAL NO	COST/BOOK VALUE (FOR EACH CATEGORY OF ASSETS) [IN SGD]	ESTIMATED REALISABLE VALUE (FOR EACH CATEGORY OF ASSETS) [IN SGD]
*SUB-TOTAL/TOTAL						

SCHEDULE D
OTHER ASSETS (INVESTMENTS)
JOINT VENTURES

S/N	NAME OF JOINT VENTURE WHICH A VCC OR UMBRELLA VCC (FOR THE PURPOSE OF THE SUB-FUND) HAS INVESTED IN / BRIEF DESCRIPTION OF PROJECT	AMOUNT INVESTED (IN SGD)	ESTIMATED REALISABLE VALUE (IN SGD)
*SUB-TOTAL/TOTAL			

SECURITIES INVESTMENTS

S/N	NAME OF ENTITY WHOSE SECURITIES A VCC OR UMBRELLA VCC (FOR THE PURPOSE OF THE SUB-FUND) HAS INVESTED IN	DETAILS OF SECURITIES FOR ITEMS(1) to (3)-TICK ONLY ONE BOX EACH (*EXPIRY DATE IS REQUIRED ONLY FOR WARRANTS OR OPTIONS)	ESTIMATED REALISABLE VALUE (IN SGD)	CERTIFICATE NO	QUANTITY	PAR VALUE (INDICATE CURRENCY)
		(1) Warrants: <input type="checkbox"/> Shares: <input type="checkbox"/> Bonds: <input type="checkbox"/> Options: <input type="checkbox"/> Others: <input type="checkbox"/> Specify: _____ ----- (2) Listed Shares: <input type="checkbox"/> Unlisted Shares: <input type="checkbox"/> (3) Scrip: <input type="checkbox"/> Scripless: <input type="checkbox"/> (Shares/Warrants) (4) *Expiry Date (DD/MM/YYYY): _____ (Warrants/Options)				
		(1) Warrants: <input type="checkbox"/> Shares: <input type="checkbox"/> Bonds: <input type="checkbox"/> Options: <input type="checkbox"/> Others: <input type="checkbox"/> Specify: _____ ----- (2) Listed Shares: <input type="checkbox"/> Unlisted Shares: <input type="checkbox"/> (3) Scrip: <input type="checkbox"/> Scripless: <input type="checkbox"/> (Shares/Warrants)				

		(4) *Expiry Date (DD/MM/YYYY):_____ (Warrants/Options)				
		(1) Warrants: <input type="checkbox"/> Shares: <input type="checkbox"/> Bonds: <input type="checkbox"/> Options: <input type="checkbox"/> Others: <input type="checkbox"/> Specify: _____ ----- (2) Listed Shares: <input type="checkbox"/> Unlisted Shares: <input type="checkbox"/> (3) Scrip: <input type="checkbox"/> Scripless: <input type="checkbox"/> (Shares/Warrants) (4) *Expiry Date (DD/MM/YYYY):_____ (Warrants/Options)				
		(1) Warrants: <input type="checkbox"/> Shares: <input type="checkbox"/> Bonds: <input type="checkbox"/> Options: <input type="checkbox"/> Others: <input type="checkbox"/> Specify: _____ ----- (2) Listed Shares: <input type="checkbox"/> Unlisted Shares: <input type="checkbox"/> (3) Scrip: <input type="checkbox"/> Scripless: <input type="checkbox"/> (Shares/Warrants) (4) *Expiry Date (DD/MM/YYYY):_____ (Warrants/Options)				
		(1) Warrants: <input type="checkbox"/> Shares: <input type="checkbox"/> Bonds: <input type="checkbox"/> Options: <input type="checkbox"/> Others: <input type="checkbox"/> Specify: _____ ----- (2) Listed Shares: <input type="checkbox"/> Unlisted Shares: <input type="checkbox"/> (3) Scrip: <input type="checkbox"/> Scripless: <input type="checkbox"/> (Shares/Warrants) (4) *Expiry Date (DD/MM/YYYY):_____ (Warrants/Options)				
*SUB-TOTAL/TOTAL						

SCHEDULE D
OTHER ASSETS (DEPOSITS / PATENTS / TRADEMARKS / MISCELLANEOUS)
DEPOSITS

S/N	DESCRIPTION CODE	ACCOUNT/RECEIPT NO	WITH WHOM DEPOSITED	AMOUNT DEPOSITED (IN SGD)	ESTIMATED REALISABLE VALUE (IN SGD)

*SUB TOTAL/TOTAL					

PATENTS / TRADEMARKS / MISCELLANEOUS

S/N	ASSET DESCRIPTION	REGISTRATION NO	REGISTRATION DATE	BOOK VALUE (IN SGD)	ESTIMATED REALISABLE VALUE (IN SGD)
*SUB-TOTAL/TOTAL					

Schedule D (Pg ___ of ___)

SCHEDULE E
ASSETS SUBJECT TO CHARGES

S/N	ASSET DESCRIPTION	BOOK VALUE (IN SGD)	ESTIMATED REALISABLE VALUE (IN SGD)	TYPE OF CHARGE (*DELETE IF NOT APPLICABLE)	PARTICULARS OF HOLDER OF CHARGE (CREDITOR)	PARTICULARS OF CHARGE (*DELETE IF NOT APPLICABLE)	AMOUNT OWING UNDER CHARGE (IN SGD)	RECEIVERS & MANAGERS APPOINTED? (YES/NO)
1				*Mortgage *Pledge	Name: _____	<u>Date Charge Created:</u>		

				*Hire Purchase *Lien *Others: _____	_____	*Fixed Charge *Floating Charge *Fixed & Floating Charge		
2				*Mortgage *Pledge *Hire Purchase *Lien *Others: _____	Name: _____ UEN/NRIC/FIN/Passport No: _____	Date Charge Created: *Fixed Charge *Floating Charge *Fixed & Floating Charge		
SUB TOTAL/TOTAL:								

Schedule E (Pg ___ of ___)

SCHEDULE F
CONTINGENT ASSETS

S/N	NATURE OF CONTINGENCY (*DELETE IF NOT APPLICABLE) (Suit No. – Indicate Code-No-Year)	COURT (*DELETE IF NOT APPLICABLE)	PARTICULARS OF DEBTOR	BOOK VALUE (IN SGD)	ESTIMATED REALISABLE VALUE (IN SGD)
1	*Pending Suit (Suit No: _____) *Arbitration (Suit No: _____) *Warranty (Date of Expiry: _____) *Others: _____	*High Court *State Court *Foreign Court	Name: _____ UEN/NRIC/FIN/Passport No: _____ Address: _____		
2	*Pending Suit (Suit No: _____) *Arbitration (Suit No: _____) *Warranty (Date of Expiry: _____) *Others: _____	*High Court *State Court *Foreign Court	Name: _____ UEN/NRIC/FIN/Passport No: _____ Address: _____		
SUB TOTAL/TOTAL:					

SCHEDULE G
UNPAID ISSUED SHARE CAPITAL

S/N	SHAREHOLDER'S NAME	UEN/NRIC/FIN/ PASSPORT NO.	ADDRESS	NO. OF SHARES ALLOTTED	VALUE PER SHARE	BALANCE UNPAID (IN SGD)	ESTIMATE REALISABLE VALUE (IN SGD)	EXPLANATION FOR DEFICIT
SUB TOTAL/TOTAL:								

Schedule F (Pg ___ of ___)/Schedule G (Page ___ of ___)

SCHEDULE H
PREFERENTIAL CLAIMS (EMPLOYEES' CLAIMS/WORK INJURY COMPENSATION)
EMPLOYEES' CLAIM

S/N	PARTICULARS OF EMPLOYEE	NATURE & DESCRIPTION OF CLAIM	TOTAL AMOUNT OWING (IN SGD)
1	Name: _____ _____ NRIC/FIN/Passport No: _____ Address: _____ _____	Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature – Others (Specify Nature of Claim): _____)	
2	Name: _____ _____ NRIC/FIN/Passport No: _____ Address: _____ _____	Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature – Others (Specify Nature of Claim): _____)	
3	Name: _____ _____ NRIC/FIN/Passport No: _____ Address: _____ _____	Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____ Nature – Others (Specify Nature of Claim): _____)	
4	Name: _____ _____	Nature (see notes): ____ Period of Claim: From ____ to ____ Amount Owning: SGD ____	

	NRIC/FIN/Passport No: _____ Address: _____ _____	Nature (see notes): _____ Period of Claim: From _____ to _____ Amount Owing: SGD _____	
		Nature (see notes): _____ Period of Claim: From _____ to _____ Amount Owing: SGD _____	
		Nature (see notes): _____ Period of Claim: From _____ to _____ Amount Owing: SGD _____	
		Nature – Others (Specify Nature of Claim): _____)	
SUB-TOTAL/TOTAL			

WORK INJURY COMPENSATION

S/N	EMPLOYEE'S PARTICULARS	CLAIMANT'S PARTICULARS (WHERE EMPLOYEE DECEASED)	EMPLOYEE'S/CLAIMANT'S ADDRESS	AMOUNT AWARDED (IN SGD)
1	Name: _____ NRIC/FIN/Passport No. _____	Name: _____ NRIC/FIN/Passport No.: _____		
2	Name: _____ NRIC/FIN/Passport No. _____	Name: _____ NRIC/FIN/Passport No.: _____		
SUB-TOTAL/TOTAL				

Schedule H (Pg ___ of ____)

SCHEDULE H
 PREFERENTIAL CLAIMS (CPF/OTHERS)
 CENTRAL PROVIDENT FUND CONTRIBUTION

AMOUNT PAYABLE BY VCC OR THE SUB-FUND (IN SGD)	PERIOD (MM-YYYY) - FROM	PERIOD (MM-YYYY) - TO

OTHERS

S/N	CREDITOR'S NAME/IDENTIFICATION NO.	CREDITOR'S ADDRESS	AMOUNT OWING	NATURE OF CLAIM
1	Name:			
	NRIC/FIN/Passport No:			
2	Name:			
	NRIC/FIN/Passport No:			
3	Name:			
	NRIC/FIN/Passport No:			
4	Name:			
	NRIC/FIN/Passport No:			
5	Name:			
	NRIC/FIN/Passport No:			
SUB TOTAL/TOTAL:				

SCHEDULE I

PREFERENTIAL TAX CLAIMS (CORPORATE INCOME TAX/GST/PROPERTY TAX/EMPLOYEE TAX)

Tax Reference No:			
GST Reference No:			
TYPE OF TAX	YEAR OF ASSESSMENT	AMOUNT OWING	CREDIT AVAILABLE

SUB TOTAL/TOTAL:		
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Schedule I (Pg ____ of ____)

SCHEDULE J
CLAIMS SECURED BY CHARGES OVER ASSETS OF THE VCC OR THE SUB-FUND

S/N	HOLDER OF CHARGE (CREDITOR)	ADDRESS	RECEIVER & MANAGERS APPOINTED (FIRM)	DATE OF APPOINTMENT (DD/MM/YYYY)	DATE OF DISCHARGE (DD/MM/YYYY)	AMOUNT OWING UNDER CHARGE (IN SGD)
1						
2						
3						
4						
SUB TOTAL/TOTAL:						

Schedule J (Pg ____ of ____)

SCHEDULE K
CONTINGENT CLAIMS

S/N	NATURE OF CONTINGENCY (*DELETE IF NOT APPLICABLE) (SUIT NO. – INDICATE CODE-NO-YEAR)	COURT (*DELETE IF NOT APPLICABLE)	CREDITOR'S PARTICULARS	AMOUNT CLAIMED (IN SGD)	AMOUNT ADMITTED AS OWING (IN SGD)
1	*Pending Suit (Suit No: _____) *Arbitration (Suit No: _____) *Warranty (Date of Expiry: _____) *Others: _____	*High Court *State Court *Foreign Court	Name: _____ UEN/NRIC/FIN/Passport No: _____ Address: _____ _____		

*SUB-TOTAL/TOTAL								

EXPLANATORY NOTES

(1) Preparation Of The Statement Of Affairs

The explanations are meant to guide you in completing and submitting the Statement of Affairs (hereafter 'Statement') to the Official Receiver or the liquidator of the VCC or sub-fund of an umbrella VCC.

Note: You should read these explanations carefully as non-compliance with any of them may result in the Statement being rejected and inconvenience you in having to complete the Statement again.

(2) Date On Which Information Is Based

Information stated in the Statement should be based on information known to you as at the date the winding-up order was made.

(3) Verification Of Statement

The Statement must be accompanied by an affidavit in Form VCR11 verifying the Statement.

(4) Submission/Swearing Of Statement

Upon completing the Statement, you should meet up with the Official Receiver or the liquidator on the appointment date for him/her to go through the Statement and ensure that the Statement is in order.

Once the Official Receiver or the liquidator is satisfied with the Statement, you are to have 3 sets of the Statements sworn/affirmed before a Commissioner for Oaths/Notary Public, and submit them to the Official Receiver or the liquidator.

Note: The procedures may differ if the liquidator is other than the Official Receiver.

(5) General Instructions On Completing The Statement

(a) Please note that the contents of the Statement must be type-written. Where any part of the Statement is hand-written, the Statement will be rejected.

(b) No Schedule or any part thereof is to be left blank. Please state 'Nil' or 'Not Applicable'.

(c) If the space provided for each Schedule is insufficient, please duplicate the relevant page of the Schedule for your use.

(d) Please indicate at the bottom of each page of a Schedule the page number in relation to the Schedule and the total number of pages in the Schedule.

Example: VCC (A) or the sub-fund (A) has 13 debtors. Under Schedule A, each page provides for entry of information on 12 debtors. If there are more than 12 debtors, another copy of Schedule A is to be duplicated for use. In page 1 of the Schedule, debtor with S/N: 0001 up to debtor with 0012 will be stated. Debtor with S/N: 0013 will be stated in page 2. In this case, there is a total of 2 pages for Schedule A. Thus, at the bottom of page 1, to state as Pg 1 of 2 and at the bottom of page 2, to state as Pg 2 of 2.

(e) All amounts and values must be preceded with the relevant currency type e.g. 'SGD' for Singapore dollar. A list of the currency codes can be found at Explanatory Notes - Page 6. There is no need to provide any commas for the amounts or values.

- (f) If the debtor, creditor, tenant, etc is a Singapore registered company or business, please state the Unique Entity Number (UEN). If you do not know the UEN, please enquire at the Accounting and Corporate Regulatory Authority.
- (g) For “UEN of VCC/UEN of umbrella VCC and the sub-fund number of the sub-fund (that is being wound-up)” UEN refers to Unique Entity Number, and if the sub-fund of an umbrella VCC is being wound up, the sub-fund number of the sub-fund refers to the number that was issued to the sub-fund upon its registration.

ASSETS SECTION

(6) Schedule A Sundry Debtors (Including Loan Debtors)

- (a) All the debtors are to be listed in alphabetical order.
- (b) All supporting invoices, delivery notes, judgements, agreements etc must be surrendered upon submission of the Statement.
- (c) If the aggregate amount as evidenced in the supporting documents in respect of each debtor is not the same as the disclosed ‘Amount Owing’, a separate summary of account must be given for the debtor to show how the ‘Amount Owing’ is arrived at.
- (d) ‘Estimated Realisable Value’ refers to the estimated amount that may be recovered from the debtor, after taking into consideration the prospects of recoverability of debt.
- (e) ‘Contra amount’ refers to the sum owed to the debtor by the VCC or the sub-fund.
- (f) If judgment was obtained against the debtor, please state the ‘Date of Judgment’ and ‘Suit No’.
- (g) If legal action is taken against the debtor and the outcome is still pending, do not disclose the debt under this Schedule. The amount sued for should be stated under ‘Contingent Assets’ in Schedule F.
- (h) If ‘Amount Owing’ differs from ‘Realisable Value’, please explain the reason for the difference under ‘Details of Debt’.
- (i) Please use the appropriate code below in relation to ‘Suit No.’:-

(i)	ADM	-	Admiralty Suit
(ii)	B	-	Bankruptcy
(iii)	CA	-	Court of Appeal
(iv)	CAVA	-	Caveat Admiralty Suit

(v)	CW	-	Company Winding Up
(vi)	DC	-	Action commenced in the District Courts
(vii)	DCA	-	District Court Appeal
(viii)	IS	-	Interpleader
(ix)	MC	-	Action commenced in the Magistrate Court
(x)	MCA	-	Magistrate Court Appeal
(xi)	NA	-	Assessment
(xii)	NM	-	Motion
(xiii)	OM	-	Originating Motion
(xiv)	OP	-	Originating Petition
(xv)	OS	-	Originating Summons
(xvi)	S	-	Action commenced in the High Court
(xvii)	OTH	-	Others

(7) Schedule B Real Estates

All title deeds and tenancy agreements must be submitted to the Official Receiver or the liquidator upon submission of the Statement.

(8) Schedule C Cash In Hand

- (a) All Cash In Hand amounts must be remitted to the Official Receiver or the liquidator upon submission of the Statement. If the amount cannot be remitted, an explanation by way of a Statutory Declaration is required.
- (b) If the Cash In Hand is in foreign currency, please indicate the 'Currency Code' based on the codes found in Explanatory Notes and state the estimated amount upon conversion to Singapore currency under 'Converted Value'.

(9) Schedule C Cash At Bank

'Estimated Realisable Value' refers to the estimated amount realised after taking into consideration all bank charges and transactions and after conversation into Singapore Currency (if applicable).

(10) Schedule C Stocks

A copy of the inventory list (if any) in respect of the stocks must be attached.

(11) Schedule D — Other Assets (Investments)

(a) 'Listed' shares refer to shares listed in any stock exchange.

(b) 'Expiry Date' refers to the last date for the exercise of rights on Options or Warrants.

(c) If shares are not scripless, then individual 'Certificate No' must be entered. The 'Quantity' and 'Par Value' as stated on each certificate must be stated.

(d) All contracts or agreements, share certificates and CDP Statements, in relation to the securities investments, must be surrendered to the Official Receiver or the liquidator upon submission of the Statement.

(12) Schedule D Other Assets (Deposits)

(a) Please use the appropriate code below for 'Description Code':-

(i)	RTL	-	Rental Deposit
(ii)	DWN	-	Down Payment made by the VCC or the umbrella VCC (for the purpose of the sub-fund) (e.g. Singapore Telecommunications Ltd, Housing & Development Board, Power & Supply Pte Ltd)
(iii)	LIC	-	Deposit made to obtain a license
(iv)	OTH	-	Others

(b) Either the 'Receipt No' or the 'Account No' for the deposit must be obtained and entered.

(13) Schedule E Assets Subject To Charges

- (a) If there has been no appointment of a receiver or manager for the property of the VCC or the property of the sub-fund, the assets which are subject to charges must also be disclosed in Schedules A to D, as appropriate.
- (b) A copy of the document creating the charge must be attached.

(14) Schedule F Contingent Assets

- (a) All supporting documents against debtors must be compiled and surrendered to the Official Receiver or liquidator upon submission of the Statement.
- (b) If there is any counter-claim by any debtor, please disclose the counter-claim under ‘Contingent Claims’ in Schedule K.
- (c) Please refer to No. (6)(i) for the appropriate code to be used in relation to ‘Suit No’.

(15) Schedule G Unpaid Issued Share Capital

- (a) ‘Share’, in relation to a VCC, means a unit in a collective investment scheme that is part of the VCC, and includes a share taken by a subscriber to the constitution of a VCC, whether or not it is such unit.
- (b) ‘Share’, in relation to a sub-fund, means the shares issued by the umbrella VCC for the purpose of the sub-fund. A reference to a member or a shareholder, in relation to a sub-fund, is to the holder of a share issued in respect of the sub-fund.
- (c) ‘Balance Unpaid’ refers to the total balance outstanding from the shareholder for all the shares allotted to him.
- (d) If there is a difference between the ‘Balance Unpaid’ and the ‘Realisable Value’, this should be explained under ‘Explanation for Deficit’.
- (e) All relevant minutes of meeting on the issue of shares and payment of calls, Register of Members, and other documentary evidence are to be surrendered to the Official Receiver or the liquidator upon submission of the Statement.

LIABILITIES SECTION

(16) Schedule H — Preferential Claims (Employees’ Claim)

- (a) ‘Total Amount Owing’ refers to the total of all amounts owing to the employee.
- (b) Please use the appropriate code below for ‘Nature & Description of Claims’:-

(i)	ALL	-	Allowances
(ii)	AWS	-	Annual Wage Supplement (ie 13th month bonus)
(iii)	BAS	-	Basic Salary

(iv)	BON	-	Bonuses
(v)	COM	-	Commission
(vi)	OCM	-	Other Contractual Monthly Benefits (e.g. car allowances)
(vii)	OTH	-	Others
(viii)	RET	-	Retrenchment Benefits
(ix)	VAC	-	Vacation Leave

(17) Schedule H Work Injury Compensation

- (a) If the employee is deceased, the person making a claim on his behalf must furnish his particulars and address.
- (b) All orders from the Ministry of Manpower on amount awarded for compensation must be surrendered to the Official Receiver or the liquidator upon submission of the Statement.

(18) Schedule H Preferential Claims (Others)

For all other preferential claims disclosed under the 'Others' section, please state clearly the reason why each of these claims are preferential claims.

(19) Schedule I Preferential Claims Tax

- (a) Please specify the Type of Tax for every entry:-

(i)	'C'	-	Corporate Income Tax
(ii)	'G'	-	GST
(iii)	'P'	-	Property Tax
(iv)	'E'	-	Employee Tax

- (b) Please attach copies of the outstanding Notices of Assessment to this Statement.

(c) Please state in the 'Credit Available' the amount shown in the Inland Revenue Statement.

(20) Schedule J Claims Secured By Charge Over Assets of The VCC Or The Sub-Fund

(a) In completing this Schedule, you should refer to Schedule E. Details to be disclosed for each claim must be identical to the corresponding entry in Schedule E.

(b) 'Amount Owing Under Charge' refers to the 'Amount Owing Under Charge' under the same charge in Schedule E.

(21) Schedule K Contingent Claims

(a) If there is a counter-claim by the VCC or umbrella VCC (for the purpose of the sub-fund) in pending suits, please provide relevant details of the counter-claim in Schedule F.

(b) Please refer to No. 6(i) for the appropriate code to be used in relation to 'Suit No'.

(22) Schedule L Unsecured Claims

(a) All creditors are to be listed in alphabetical order.

(b) 'Amount Claimed By Creditor' refers to the amount specified by the creditor as owing to them.

(c) 'Amount Admitted By The VCC Or The Sub-Fund' refers to the amount admitted by the VCC or umbrella VCC (for the purpose of the sub-fund) as owing to the creditors.

(d) 'Contra Amount' refers to the amount which the creditor wishes to offset for debt owing to the VCC or umbrella VCC (in respect of the sub-fund) .

(e) If judgement is obtained by a creditor against the VCC or the umbrella VCC (in respect of the sub-fund), please state the 'Date of Judgement' and 'Suit No'.

(f) If there is pending legal action taken by a creditor against the VCC or the umbrella VCC (in respect of the sub-fund), do not enter the amount sued for under this Schedule. The amount sued for should be entered under 'Contingent Claims' in Schedule K.

(g) If the 'Amount Claimed By Creditor' differs from 'Amount Admitted By The VCC Or The Sub-Fund', please explain the reason for the difference under 'Reasons For Disputed Amount'.

CODES	DESCRIPTION	CODES	DESCRIPTION	CODES	DESCRIPTION
AED	U.A.E. DIRHAM, UNITED ARAB EMIRATES	GTQ	QUETZAL, GUATEMALA	QAR	QATARI RIAL, QATAR
ADP	ANDORRAN PESETA, ANDORRA	GWP	GUINEA-BISSAU PESO, GUINEA-BISSAU	ROL	LEU, ROMANIA
AFA	AFGHANI, AFGHANISTAN	GYD	GUYANA DOLLAR, GUYANA	RUB	RUSSIAN RUBLE, RUSSIAN FEDERATION
ALL	LEK, ALBANIA	HKD	HONG KONG DOLLAR, HONG KONG	RUR	
AMD	ARMENIAN DRAM, ARMENIA	HNL	LEMPIRA, HONDURAS	RWF	RWANDA FRANC, RWANDA

AOA	KWANZA, ANGOLA	HRK	CROATIAN KUNA, CROATIA	SAR	SAUDI RIYAL, SAUDI ARABIA
ANG	NETHERLANDS ANTILLIAN GUILDER, NETHERLANDS ANTILLES	HTG	GOURDE, HAITI	SBD	SOLOMON ISLANDS DOLLAR, SOLOMON ISLANDS
		HUF	FORINT, HUNGARY		
ARS	ARGENTINE PESO, ARGENTINA	IDR	RUPIAH, INDONESIA/EAST TIMOR	SCR	SEYCHELLES RUPEE,
ATS	SCHILLING, AUSTRIA	IEP	IRISH POUND, IRELAND	SDD	SUDANESE DINAR, SUDAN
AUD	AUSTRALIAN DOLLAR, AUSTRALIA/ CHRISTMAS ISLAND/COCOS (KEELING) ISLANDS/HEARD ISLAND & MCDONALD ISLANDS/KIRIBATI/ NAURU/NORFOLK ISLAND/TUVALU	ILS	NEW ISRAELI SHEQEL, ISRAEL	SDP	SUDANESE POUND, SUDAN
		INR	INDIAN RUPEE, INDIA/BHUTAN	SEK	SWEDISH KRONA, SWEDEN
		IQD	IRAQI DINAR, IRAQ	SGD	SINGAPORE DOLLAR, SINGAPORE
		IRR	IRANIAN RIAL, IRAN (ISLAMIC REPUBLIC OF)	SHP	SAINT HELENA POUND, SAINT HELENA
AWG	ARUBAN GUILDER, ARUBA	ISK	ICELAND KRONA, ICELAND	SIT	TOLAR, SLOVENIA (YUGOSLAVIA)
AZM	AZERBAIJANIAN MANAT, AZERBAIJAN	ITL	ITALIAN LIRA, ITALY/HOLY SEE (VATICAN CITY STATE)/SAN MARINO	SKK	SLOVAK KORUNA, SLOVAKIA
				SLL	LEONE, SIERRA LEONE
				SOS	SOMALI SHILLING, SOMALI
BAM	CONVERTIBLE MARKS, BOSNIA & HERZEGOVINA	JMD	JAMAICAN DOLLAR, JAMAICA	SRG	SURINAME GUILDER, SURINAME
BBD	BARBADOS DOLLAR, BARBADOS	JOD	JORDANIAN DINAR, JORDAN	STD	DOBRA, SAO TOME & PRINCIPE
BDT	TAKA, BANGLADESH	JPY	YEN, JAPAN	SVC	EL SALVADOR COLON, EL SALVADOR
BEF	BELGIAN FRANC, BELGIUM	KES	KENYAN SHILLING, KENYA		
BGL	LEV, BULGARIA	KGS	SOM, KYRGYZSTAN	SYP	SYRIAN POUND, SYRIAN ARAB REPUBLIC
BGN	BULGARIAN LEV, BULGARIA	KHR	RIEL, CAMBODIA		
BHD	BAHRAINI DINAR, BAHRAIN	KMF	COMORO FRANC, COMOROS	SZL	LILANGENI, SWAZILAND
BIF	BURUNDI FRANC, BURUNDI	KPW	NORTH KOREAN WON, KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	THB	BAHT, THAILAND
BMD	BERMUDIAN DOLLAR, BERMUDA			TJS	SOMONI, TAJIKISTAN
BND	BRUNEI DOLLAR, BRUNEI DARUSSALAM			TMM	MANAT, TURKMENISTAN
BOB	BOLIVIANO, BOLIVIA	KRW	WON, KOREA, REPUBLIC OF	TND	TUNISIAN DINAR, TUNISIA
BRL	BRAZILIAN REAL, BRAZEL	KWD	KUWAITI DINAR., KUWAIT	TOP	PA'ANGA, TONG
BSD	BAHAMIAN DOLLAR, BAHAMAS	KYD	CAYMAN ISLANDS DOLLAR, CAYMAN ISLANDS	TPE	TIMOR ESCUDO, EAST TIMOR
BTN	NGULTRUM, BHUTAN			TRL	TURKISH LIRA, TURKEY
BWP	PULA, BOTSWANA	KZT	TENGE, KAZAKSTAN	TTD	TRINIDAD & TOBAGO DOLLAR, TRINIDAD & TOBAGO
BYR	BELARUSSIAN RUBLE, BELARUS	LAK	KIP, LAO PEOPLE'S DEMOCRATIC REPUBLIC	TWD	NEW TAIWAN DOLLAR, TAIWAN, PROVINCE OF CHINA
BZD	BELIZE DOLLAR, BELIZE	LBP	LEBANESE POUND, LEBANON		
CAD	CANADIAN DOLLAR, CANADA	LKR	SRI LANKA RUPEE, SRI LANKA	TZS	TANZANIAN SHILLING, TANZANIA, UNITED REPUBLIC OF

CDF	FRANC CONGOLAIS, CONGO, THE DEMOCRATIC REPUBLIC OF	LRD	LIBERIAN DOLLAR, LIBERIA		
CHF	SWISS FRANC, SWITZERLAND/LIECHTENSTEIN	LUF	LUXEMBURG FRANC, LUXEMBOURG	UAH	HRYVNYIA, UKRAINE
				UGX	UGANDAN SHILLING, UGANDA
CLP	CHILEAN PESO, CHILE	LSL	LOTI, LESOTHO	USD	US DOLLAR, UNITED STATES/ AMERICAN SAMOA/BRITISH INDIAN OCEAN TERRITORY/ECUADOR/ GUAM/HAITI/MARSHALL ISLANDS/MICRONESIA (FEDERATED STATES OF)/NORTHERN MARIANA ISLANDS/PALAU/PANAMA/PUERTO RICO/TURKS & CAICOS ISLANDS/UNITED STATES MINOR OUTLYING ISLANDS/VIRGIN ISLANDS (BRITISH & US)
CNY	RENMINBI YUAN, CHINA	LTL	LITHUANIAN LITUS, LITHUANIA		
COP	COLOMBIAN PESO, COLOMBIA	LVL	LATVIAN LATS, LAIVIA		
CRC	COSTA RICA COLON, COSTA RICA	LYD	LIBYAN DINAR, LIBYAN ARAB JAMAHIRIYA		
CSK	KORUNA, CZECHOSLOVAKIA				
CUP	CUBAN PESO, CUBA	MAD	MOROCCAN DIRHAM, MOROCCO / WESTERN SAHARA		
CVE	CAPE VERDE ESCUDO, CAPE VERDE				
CYP	CYPRUS POUND, CYPRUS	MDL	MOLDOVAN LEU, MOLDOVA REPUBLIC OF		
CZK	CZECH KORUNA, CZECH REPUBLIC				
DEM	DEUTSCHE MARK, EAST GERMANY/GERMANY	MGF	MALAGASY FRANC, MADAGASCAR		
DJF	DJIBOUTI FRANC, DJIBOUTI	MKD	DENAR, MACEDONIA, THE FORMER YUGOSLAV REPUBLIC	UYU	PESO URUGUAYO, URUGUAY
DKK	DANISH KRONE, DENMARK/FAROE ISLANDS/GREENLAND	MMK	KYAT, MYANMAR	UZS	UZBEKISTAN SUM, UZBEKISTAN
		MNT	TUGRIK, MONGOLIA	VEB	BOLIVAR, VENEZUELA
DOP	DOMINICAN PESO, DOMINICAN REPUBLIC	MOP	PATACA, MACAU	VND	DONG, VIETNAM
		MRO	OUGUIYA, MAURITANIA	VUV	VATU, VANUATU
DZD	ALGERIAN DINAR, ALGERIA	MTL	MALTESE LIRA, MALTA	WST	TALA, SAMOA
ECS	SUCRE, ECUADOR	MUR	MAURITIUS RUPEE, MAURITIUS	XAF	CFA FRANC BEAC CAMEROON/CENTRAL AFRICAN REPUBLIC/CHAD/CONGO/ EQUATORIAL GUINEA/GABON
EEK	KROON, ESTONIA	MVR	RUFYAA, MALDIVES		
EGP	EGYPTIAN POUND, EGYPT	MWK	KWACHA, MALAWI		
ERN	NAKFA, ERITREA	MXN	MEXICAN PESO, MEXICO		
ESP	SPANISH PESETA, SPAIN/ANDORRA	MYR	MALAYSIAN RINGGIT, MALYSIA	XCD	EAST CARIBBEAN DOLLAR, ANGUILLA/ANTIGUA & BARBUDA/DOMINICA/GRENADA/ MONTSERRAT/SAINT KITTS & NEVIS/SAINT LUCIA/SAINT VINCENT & THE GRENADINES
ETB	ETHIOPIAN BIRR, ETHIOPIA	MZM	METICAL, MOZAMBIQUE		
EUR	EURO, MEMBER STATES OF THE EUROPEAN UNION	NAD	NAMBIAN DOLLAR, NAMIBIA		
		NGN	NAIRA, NIGERIA		
FIM	MARKKA, FINLAND	NIO	CORDOBA ORO, NICARAGUA		
FJD	FIJI DOLLAR, FIJI	NLG	NETHERLANDS GUIDER, NETHERLANDS		
FKP	FALKLAND ISLANDS POUND, FALKLAND ISLAND (MALVINAS)	NOK	NORWEGIAN KRONE NORWAY/BOUVET ISLAND/SYLBARD & JAN MAYEN	XOF	CFA FRANC BCEAO, BENIN/BURKINA FASO/COTE D' IVOIRE/GUINEA-BISSAU/MALI/NIGER/TOGO/SENEGAL

FRF	FRENCH FRANC, FRANCE/FRENCH GUIANA/FRENCH SOUTHERN TERRITORIES/GUADELOUPE/MARTINIQUE/MAYOTTE/MONACO/REUNION/SAINT PIERRE & MIQUELON/ANDORRA	NPR	NAPALESE RUPEE, NEPAL	XPF	CFP FRANC, FRENCH POLYNESIA/ NEW CALEDONIA/WALLIS & FUTUNA
		NZD	NEW ZEALAND DOLLAR, NEW ZEALAND, COOK ISLANDS/NUE/ PITCAIRN TOKELAU		
GBP	POUND STERLING, UNITED KINGDOM/ CHANNEL ISLANDS/DOMINICA	OMR	RIAL OMANI, OMAN	YDD	YEMEN DINAR, DEMOCRATIC YEMEN
		PAB	BALBOA, PANAMA	YER	YEMENI RIAL, YEMEN
GEL	LARI, GEORGIA	PEN	NUEVO SOL PERU	YUM	YUGOSLAVIAN DINAR, YUGOSLAVIA
GHC	CEDI/GHANA	PGK	KINA, PAPUA NEW GUINEA		
GIP	GIBRALTAR POUND GIBRALTAR	PHP	PHILIPPINE PESO, PHILIPPINES	ZAR	RAND, LESOTHO/NAMIBIA/SOUTH AFRICA
GMD	DALASI, GAMBIA	PKR	PAKISTAN RUPEE, PAKISTAN		
GNF	GUINEA FRANC, GUINEA	PLN	ZLOTY, POLAND	ZMK	KWACHA, ZAMBIA
GQE	EKWELLE, EQUATORIAL GUINEA	PTE	PORTUGUESE ESCUDO, PORTUGAL	ZRZ	ZAIRE, ZAIRE
GRD	DRACHMA, GREECE	PYG	GUARANI, PARAGUAY	ZWD	ZIMBABWE DOLLAR, ZIMBABWE
