

Whether employed or unemployed, you must complete the following Forms 1 and 2 and bring along with you the completed forms and relevant certification documents to the Official Receiver's Office or its Appointed Firm's Office on the day of interview.

To : The Official Receiver

Bankruptcy Ref. No. of the bankrupt : B10/ /

Bankruptcy Ref. No. of your spouse, if also a bankrupt : B10/ /

Form 1 Monthly Income and Expenditure Needs of myself and my family are as follows:

Monthly Income (\$)		Monthly Expenditure Needs (\$)	
Items of Income	Income of the Bankrupt	Items of Expenditure	Expenditure of the Bankrupt
Basic Salary and Wages		Rent	
		Rates	
Commission		Management fee	
		Water charges	
Allowances		Electricity charges	
		Gas / LPG charges	
Earnings from self-employment		Domestic telephone charges	
		Mobile phone charges	
Pensions/Payments from Retirement Scheme or Provident Fund		Family meals	
		Travelling expenses	
Comprehensive Social Security Assistance		Family miscellaneous expenditure	
		School fee	
Maintenance for Separation / Divorce		School miscellaneous items (text books, school uniforms, etc.)	
		Mandatory Provident Fund	
Amount of family expenditure borne by Spouse [Spouse's income (\$ monthly)]		Provident Fund	
		Reserved sum for tax payment	
Other income / Amounts paid by other parties, please specify :		Other expenses, please specify :	
Total		Total	

Starting from (date) _____, I am willing to make financial contributions of \$ _____ per month.

Signature of the Bankrupt : _____

Name : _____

Date : _____

Notes

1. The actual amounts of income and expenditure needs converted into average monthly figures shall be reported.
2. Expenditure needs are limited to only the bankrupt and his/her family's **basic needs**. **If the bankrupt's spouse has any income, he/she shall share the family's expenditure needs.**
3. **If the bankrupt fails to produce the above information, or conceals information, or provides false information, or transfers his/her assets fraudulently, his/her discharge from bankruptcy will be affected and he/she is liable to criminal prosecution.**

Form 2 Certification of Income and Expenditure Needs

Copies of certification of the monthly income and expenditure needs of myself and my family are attached herewith:

- .. Certification of income (Post title : _____)
- .. Certification of other income
- .. Demand Note / Receipt for rent
- .. Demand Note / Receipt for rates
- .. Demand Note / Receipt for management fee
- .. Demand Note / Receipt for water charges
- .. Demand Note / Receipt for electricity charges
- .. Demand Note / Receipt for gas/LPG charges
- .. Demand Note / Receipt for domestic telephone charges
- .. Demand Note / Receipt for mobile phone charges
- .. Demand Note / Receipt for school fee
- .. Demand Note / Receipt for school miscellaneous items
- .. Certification for Mandatory Provident Fund
- .. Certification for Provident Fund
- .. Tax returns
- .. Certification for medical treatment / doctor's certification
- .. Separation / Divorce Agreement / Court Order
- .. Demand Note/ Receipt of other payment, please specify : _____

.. Dependents :

Name	Relationship	Age	Present Situation
			.. employed .. unemployed .. student
			.. employed .. unemployed .. student
			.. employed .. unemployed .. student
			.. employed .. unemployed .. student
			.. employed .. unemployed .. student