



**User Procedures Manual (Application User Manual)**  
**of the Electronic Submission System (ESS) –**  
**PIPs Portal**  
**For Official Receiver's Office (ORO)**

**Version:** 0.6  
**Date:** Dec 2023  
**Document Reference:** T355-2

**Submitted By**



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## **1. SYSTEM SUMMARY**

### **1.1 INTRODUCTION OF ESS PIPS PORTAL**

The PIPs Portal facilitates PEQ agents and OTs/OLs dealing with the tasks assigned for bankruptcy and liquidation cases. It mainly serves the purposes as below:

- Enables PEQ agents to submit the case related PEQ e-Form together with scanned supporting documents to ORO for taking necessary actions.
- Allows OTs/OLs to submit data sheets and e-Forms in response to the requests for call return made by ORO, additionally, to report and submit cases to ORO for considering prosecutions and provide supplement(s) on case referrals, if necessary.

### **1.2 SYSTEM FUNCTIONS**

The below modules are launched in Phase 1:

- Login ESS with iAM Smart
- Case List/Case Overview
- PEQ Report Submission / Re-submission
- Generate Detailed Ledger (now for ad-hoc single case and in PDF format only, this function will be further enhanced by Q1 of 2024 to cater for batch processing and downloading of ledgers in CSV and/or PDF format as requested by PIPs)
- Return Submission
- B1/B2/B3 Submission / Re-submission
- User Account Administration

### **1.3 SYSTEM REQUIREMENT**

<b>Component</b>	<b>Requirement</b>
Processors	2GHz processor or above
Memory	4GB or above
Hard disk	200GB SATA hard drive (5400RPM) or above
Display	At least 1280 x 720
Interface	At least 1 x Keyboard Port and 1 x Mouse Port
Operating System	Microsoft Windows 10 or above
Mobile OS	Android 10.0 or above iOS 13 or above
Network	Internet
Software	Google Chrome version 114 or above Microsoft Edge version 114 or above



	Mozilla Firefox version 115 or above
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## **1.4 CONVENTIONS**

<b>Abbreviations/Acronyms</b>	<b>Description</b>
BO	Bankruptcy Order
IEFAS	The Insolvency Estate Funds and Accounting System
ORMIS	The Official Receiver's Management Information System
ORO	Official Receiver's Office
OTP	One-Time Password
PA	Principal Account
PDD	Prosecution and Director Disqualification Section
PEQ	Preliminary Examination Questionnaire
PL/OL	Outside Provisional Liquidator /Liquidator
PIP	Private Insolvency Practitioners
PT/OT	Outside Provisional Trustee / Outside Trustee
SMS	Short Message Service



## **2. OPERATIONAL PROCEDURES**

### **2.1 Login Page**

- ❖ Provide feasible login options, including (1) username and password (2) iAM Smart authentication.
- ❖ For iAM Smart authentication, the binding or system integration concerned can be performed after the login action is initiated by using the designated authentication credentials provided.



### 2.1.1 Login Page Layout

The screenshot shows the login page of the Official Receiver's Office Electronic Submission System (PIPs). The page has a blue header with the system name and logo (callout 1). The main content area has a blue background with the text 'Welcome to Official Receiver's Office Electronic Submission System (PIPs)'. On the right, there is a white 'User Login' box (callout 3) containing input fields for 'Login Name', 'Password', and a 'Captcha' section. Below the captcha is a 'Type the word above' input field. At the bottom of the login box are 'Login' and 'Login with iAM Smart' buttons, and links for 'Forgot password' and 'More Info'. A font size adjustment icon 'Aa' is in the top right corner (callout 2). The footer contains copyright information and links to 'Important Notices', 'Terms and Conditions', and 'Privacy Policy'.

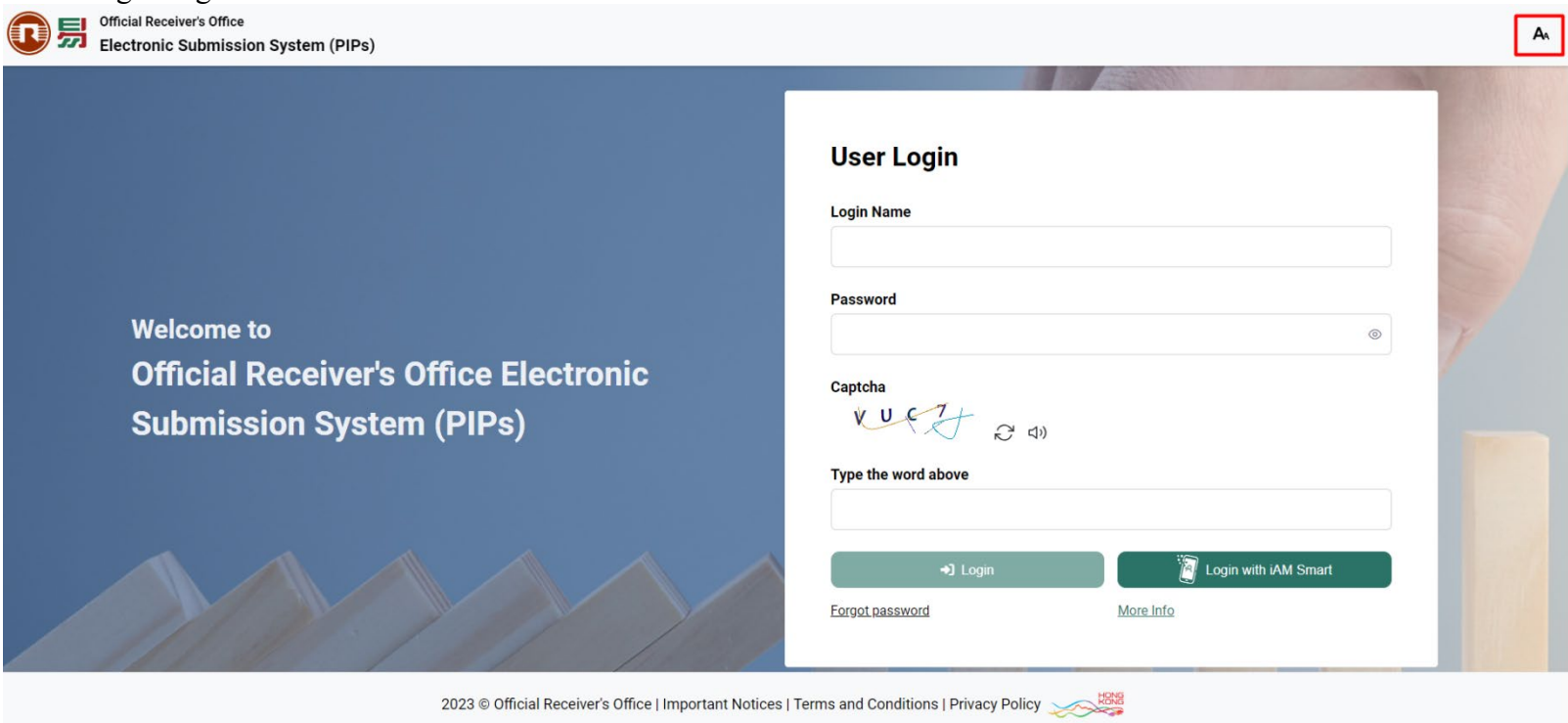
The following information is shown on Login Page:

No.	Function / Item	Description
1.	Logos	Titles and logos of both ORO and ESS are put in the upper left corner.
2.	Font Size	User gets redirected to the “How to Change Text Size on GovHK” web page, wherein the user could follow the instruction to change font size.
3.	Login Area	User logs in PIPs Portal with Login Name and Password, or via iAM Smart.



	User may reset password by “Forget Password” hyperlink.
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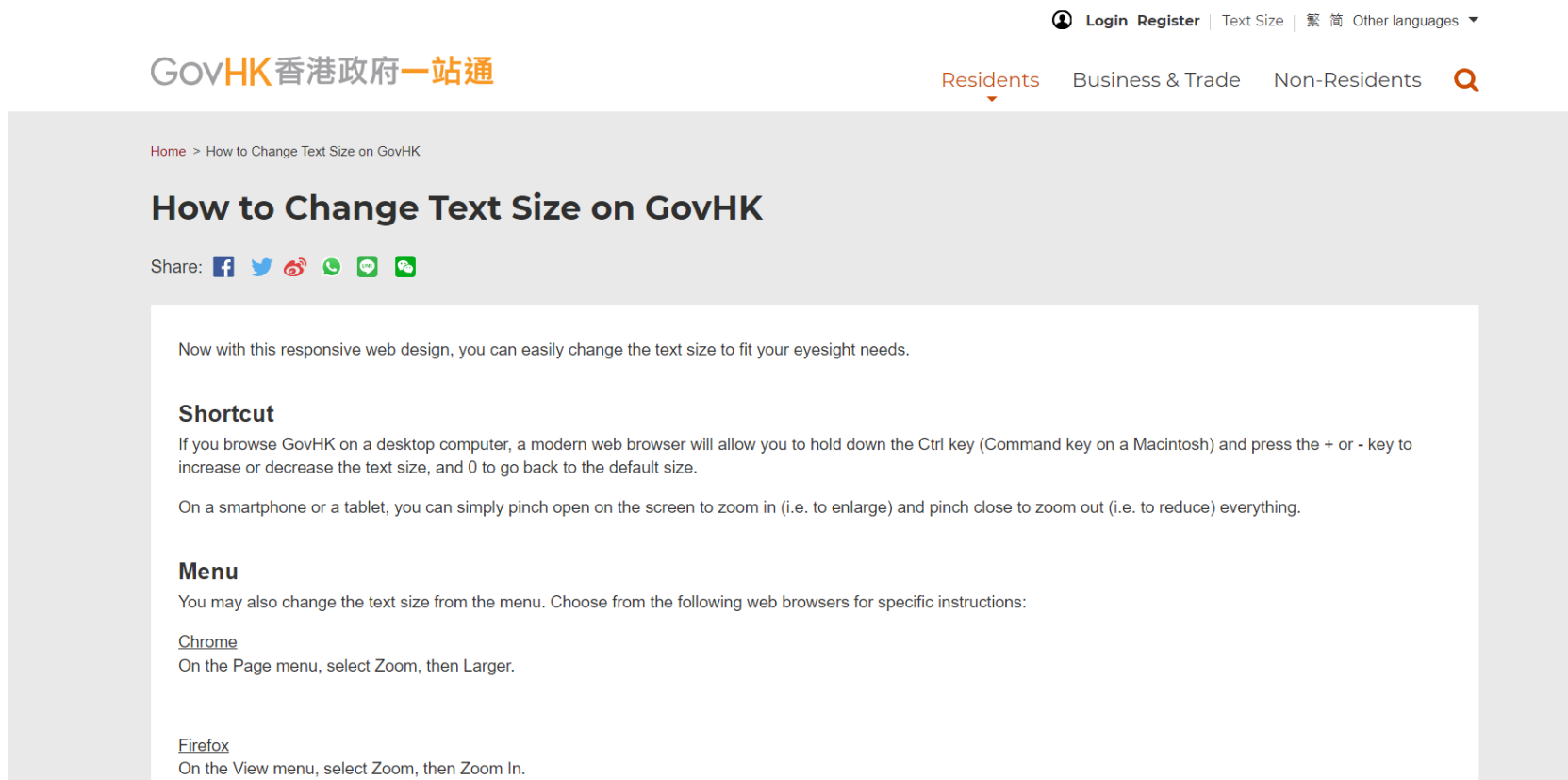
## 2.1.2 Change Font Size

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>Go to Login Page</li> </ul>  <ul style="list-style-type: none"> <li>Click the “Font Size” button in the upper right corner</li> </ul>



- Get redirected to “How to Change Text Size on GovHK” web page.

2.



- Follow the instruction to change text size

## 2.1.3 Login

Step #	Step Details & Screen
--------	-----------------------



1.

- Log in with Login Name and Password

The screenshot shows the login interface for the Official Receiver's Office Electronic Submission System (PIPs). The page has a blue header with the system name and logo. The main content area has a blue background with the text "Welcome to Official Receiver's Office Electronic Submission System (PIPs)". On the right, there is a white "User Login" form. The form contains fields for "Login Name", "Password", and a "Captcha" section. The "Captcha" section shows a distorted image of the text "K 5 K H" and a "Type the word above" input field. Below the form are two buttons: "Login" and "Login with iAM Smart". There are also links for "Forgot password" and "More Info".

Official Receiver's Office  
Electronic Submission System (PIPs)

Welcome to  
Official Receiver's Office Electronic Submission  
System (PIPs)

**User Login**

Login Name

Password

Captcha  
K 5 K H  
Type the word above

[Forgot password](#) [More Info](#)

[Login](#) [Login with iAM Smart](#)

- Type in the “Captcha” and click “Login” button.
- User gets redirected to the Landing page.



2.

- Log in with iAM Smart

Official Receiver's Office  
Electronic Submission System (PIPs)

Welcome to  
Official Receiver's Office Electronic Submission  
System (PIPs)

**User Login**

Login Name


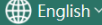


Password

Captcha  
K 5 K H  
Type the word above

[Forgot password](#) [More info](#)

- Scan the QR code with iAM Smart app on mobile phone



	<div><div> iAM Smart</div><div></div></div> <div><a href="#">&lt; Back to online service</a></div> <div><p><b>Log in with iAM Smart :</b></p><ol style="list-style-type: none"><li>1. Please open iAM Smart App in your mobile</li><li>2. Tap the scan button in iAM Smart App</li></ol><div></div><ol style="list-style-type: none"><li>3. Scan the QR Code</li></ol><div></div></div> <div><ul style="list-style-type: none"><li>• User gets redirected to the Landing page</li></ul></div>
--	--

## **2.2 Landing Page**

- ❖ Provides a comprehensive overview of the task updates and navigation to different sections.



# Landing Page

The screenshot displays the landing page of the Official Receiver's Office Electronic Submission System (PIPs). The page features a top navigation bar with the system name, a date and time display (27 Nov 2023 16:36), and user information (Admin (admin)). A left sidebar menu contains various navigation options. The main content area includes a welcome banner and a notification section. Annotations with red boxes and arrows identify the 'Notification' area at the top right, the 'Left Menu' on the left, and the 'Widgets Area' at the bottom right.

**Notification**

Official Receiver's Office  
Electronic Submission System (PIPs)

27 Nov 2023 16:36 | Admin (admin)

**Left Menu**

- Dashboard
- Case Search
- Case List (Active OT/OL)
- Case List (Former OT/OL)
- PEQ Case List
- BO Made
- Petition
- BO Not Made
- Generate Detailed Ledger
- Returns Submission
- B1/B2/B3 Submission
- Firm Management
- Settings
- User Role
- User Report
- Principal Account Management

**Widgets Area**

Welcome to  
**Official Receiver's Office Electronic Submission System (PIPs)**

**Notification** Enter Keyword to Search Notification

Sort by Select a sort option Select an order Search

**New PIP / PEQ / EssIntCasePanelAbFirms firm from ORMIS**  
New PIP / PEQ / EssIntCasePanelAbFirms firm is created from ORMIS. Please manually map the firm information for the new ORMIS firm.  
27/11/2023 16:00 Read Delete

**New PIP / PEQ / EssIntCasePanelAbFirms firm from ORMIS**  
New PIP / PEQ / EssIntCasePanelAbFirms firm is created from ORMIS. Please manually map the firm information for the new ORMIS firm.  
27/11/2023 15:00 Read Delete

**New PIP / PEQ / EssIntCasePanelAbFirms firm from ORMIS**  
New PIP / PEQ / EssIntCasePanelAbFirms firm is created from ORMIS. Please manually map the firm information for the new ORMIS firm.  
27/11/2023 14:00 Read Delete

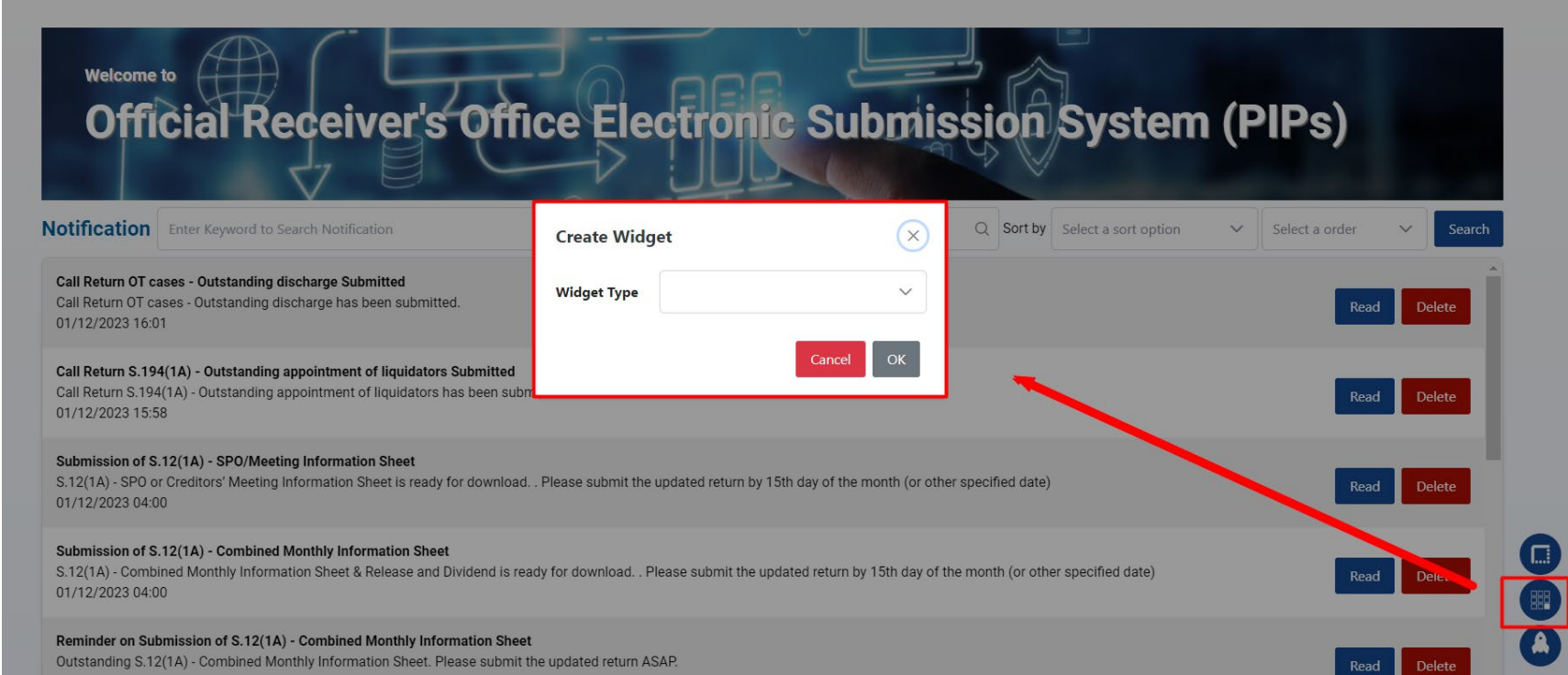
**New PIP / PEQ / EssIntCasePanelAbFirms firm from ORMIS**  
New PIP / PEQ / EssIntCasePanelAbFirms firm is created from ORMIS. Please manually map the firm information for the new ORMIS firm.  
27/11/2023 13:00 Read Delete

**New PIP / PEQ / EssIntCasePanelAbFirms firm from ORMIS**  
New PIP / PEQ / EssIntCasePanelAbFirms firm is created from ORMIS. Please manually map the firm information for the new ORMIS firm.  
27/11/2023 12:00 Read Delete

<< < 1 2 3 4 5 > >> 10



### 2.2.1 Widgets

Step #	Step Details & Screen
1.	<p data-bbox="324 300 571 331">&lt;Create Widgets&gt;</p> <ul data-bbox="380 355 815 387" style="list-style-type: none"><li>Click “Create Widget” button.</li></ul>  <p data-bbox="380 1133 1738 1165">• Select widget type from the drop-down list (different widgets are available for different types of users)</p>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

The screenshot displays the 'Official Receiver's Office Electronic Submission System (PIPs)' interface. The top header includes the system name, a date/time stamp (10 Dec 2023 23:17), and user information (pip\_h\_sa). The main content area is titled 'Welcome to Official Receiver's Office Electronic Submission System (PIPs)'. Below this is a 'Notification' section with a search bar and a list of notifications. A 'Create Widget' dialog box is open, showing a search bar and a list of widget types. A red arrow points from the 'Create Widget' dialog box to the 'Widgets' icon in the bottom right corner of the interface.

**Create Widget**


Widget Type

- Return submission within 7 days
- No. of outstanding return
- Number of Form B1, B2 & B3
- PEQ submission within 7 days





- Click “OK” button, and the selected widget is created on the Landing page.



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL


**Official Receiver's Office**  
 Electronic Submission System (PIPs)

10 Dec 2023 23:20
 

---

**PEQ - Bankruptcy Order made**

1 bankruptcy order(s) were made on (BO date). Please prepare for interview.

05/12/2023 21:54 [\[link to related page\]](#)

Read Delete

---

<< < 1 > >>

10 ▾

### Submissions (B1/B2/B3) within 7 days

Reset


Case Type ↑↓	Case No. ↑↓	Case Year ↑↓	Case Name ↑↓	Submission Type ↑↓	Submit Date Time ↑↓	Action
B	547	2023	明電通株式會社 債務整理		06/12/2023 11:28	
B	547	2023	株式会社 日本郵船 債務整理		06/12/2023 12:10	
B	547	2023	株式会社 日本郵船 債務整理		06/12/2023 15:16	

(1 of 1) << < 1 > >>


10 ▾


### Number of Form B1, B2 & B3



No. of Form B1  
**22**



No. of Form B2  
**6**



No. of Form B3  
**2**



2.

### <Edit Widgets>

- Click “Edit Widget” button to enter Edit Mode.

Official Receiver's Office  
Electronic Submission System (PIPs)

11 Dec 2023 23:02

06/12/2023 10:37 [\[Link to related page\]](#)

Submissions (B1/B2/B3) within 7 days

Enter case no. case name, case year or case type to search

Case Type	Case No.	Case Year	Case Name	Submission Type	Submit Date Time	Action
B		2023			06/12/2023 11:28	
B		2023			06/12/2023 12:10	
B		2023			06/12/2023 15:16	
B		2023			11/12/2023 16:46	
B		2018			11/12/2023 16:30	

Number of Form B1, B2 & B3

No. of Form B1: 22

No. of Form B2: 6

No. of Form B3: 2

Ready to submit

Enter case no. case name, case year or case type to search

Case Type	Case No.	Case Year	Case Name	Prepared On	Prepared By	Action
No data						

(0 of 0) << < > >> 10



Click “X” icon to delete the widget.

Drag on the “L” icon to resize the widget.




Click “Save” button to save the change.




# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL



Official Receiver's Office  
Electronic Submission System (PIPs)



11 Dec 2023 23:02






Ak

06/12/2023 10:37 [Link to related page](#)


<< < 1 2 3 4 5 > >> 10


Submissions (B1/B2/B3) within 7 days


Enter case no, case name, case year or case type to search  

Case Type ↑↓	Case No. ↑↓	Case Year ↑↓	Case Name ↑↓	Submission Type ↑↓	Submit Date Time ↑↓	Action
B		2023			06/12/2023 11:28	
B		2023			06/12/2023 12:10	
B		2023			06/12/2023 15:16	
B		2023			11/12/2023 16:46	
B		2018			11/12/2023 16:30	



Number of Form B1, B2 & B3

 No. of Form B1  
22

 No. of Form B2  
6




 No. of Form B3  
2

Ready to submit

Enter case no, case name, case year or case type to search  

Case Type ↑↓	Case No. ↑↓	Case Year ↑↓	Case Name ↑↓	Prepared On ↑↓	Prepared By ↑↓	Action
No data						

(0 of 0) << < > >> 10





3.

### <Restore Default Widgets>

- Click “Edit Widget” button the enter Edit Mode, and click the “Restore Default Setting” button.

06/12/2023 10:37 [\[Link to related page\]](#)

11 Dec 2023 23:03

Official Receiver's Office  
Electronic Submission System (PIPs)

Submissions (B1/B2/B3) within 7 days

Enter case no. case name, case year or case type to search

Reset

Case Type	Case No.	Case Year	Case Name	Submission Type	Submit Date Time	Action
B		2023			06/12/2023 11:28	
B		2023			06/12/2023 12:10	
B		2023			06/12/2023 15:16	
B		2023			11/12/2023 16:46	
B		2018			11/12/2023 16:30	

Number of Form B1, B2 & B3

No. of Form B1: 22

No. of Form B2: 6

No. of Form B3: 2

Ready to submit

Enter case no. case name, case year or case type to search

Reset

Case Type	Case No.	Case Year	Case Name	Prepared On	Prepared By	Action
No data						

(0 of 0)

Restore Default Setting

- Confirm to restore default widgets.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

The screenshot displays the 'Official Receiver's Office Electronic Submission System (PIPs)' interface. A confirmation dialog titled 'Update Widget' is centered, asking 'Do you want to restore default widgets?' with 'Cancel' and 'OK' buttons. A red arrow points from the 'OK' button to the notification icon in the bottom right corner of the dashboard. The dashboard includes a sidebar with navigation icons, a top navigation bar with the date '11 Dec 2023 23:03', and several widgets. One widget, 'Submissions (B1/B2/B3) within 7 days', contains a table with columns: Case Type, Case No., Case Year, Case Name, Submission Type, Submit Date Time, and Action. Another widget, 'Number of Form B1, B2 & B3', shows counts for Form B1 (22), Form B2 (6), and Form B3 (2). A third widget, 'Submit', shows a search bar and a table with columns: Case No., Case Year, Case Name, Prepared On, Prepared By, and Action. The bottom right corner of the dashboard has three icons: a document, a notification (highlighted with a red box and arrow), and a user profile.

- Default widgets are restored.

### 2.2.2 Notifications

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"><li>• Click the “Notification” button in the top navigation bar.</li></ul>



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

Official Receiver's Office  
Electronic Submission System (PIPs)

11 Dec 2023 23:11

Welcome to  
**Official Receiver's Office Electronic Submission System (PIPs)**

**Notification** Enter Keyword to Search Notification

**Submission of S.194(1A) - SPO Application / First Meetings Information Sheet**  
S.194(1A) - Please provide the updated information for cases with outstanding Summary Procedure Order exceeding 16 weeks within 14 days (link to Return Submission e-workspace)  
11/12/2023 17:45 [Link to related page](#)

**PEQ - Bankruptcy Order made**  
1 bankruptcy order(s) were made on (BO date). Please prepare for interview.  
11/12/2023 01:30 [Link to related page](#)

**PEQ - Bankruptcy Order made**  
1 bankruptcy order(s) were made on (BO date). Please prepare for interview.  
10/12/2023 01:30 [Link to related page](#)

**PEQ - Bankruptcy Order made**  
1 bankruptcy order(s) were made on (BO date). Please prepare for interview.  
09/12/2023 01:30 [Link to related page](#)

**Submission of S.194(1A) - SPO Application / First Meetings Information Sheet**  
S.194(1A) - Please provide the updated information for cases with outstanding Summary Procedure Order exceeding 16 weeks within 14 days (link to Return Submission e-workspace)  
08/12/2023 18:01 [Link to related page](#)

Notification pop-up:

**Notification**

Submission of S.194(1A) - SPO Application / First Meetings Information Sheet 11/12/2023 17:45

PEQ - Bankruptcy Order made 11/12/2023 01:30

PEQ - Bankruptcy Order made 10/12/2023 01:30

PEQ - Bankruptcy Order made 09/12/2023 01:30

Submission of S.194(1A) - SPO Application / First Meetings Information Sheet 08/12/2023 18:01

System notifications pop up with the most recent ones on top.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

2.

The screenshot shows a 'Notification' section with a list of five notifications. Each notification includes a title, a description, a date, and a link to the related page. To the right of each notification are two buttons: 'Read' (blue) and 'Delete' (red). The interface also includes a search bar at the top, sort and order dropdowns, and a pagination bar at the bottom.

- 1) Search notifications by keyword.
- 2) Sort out notifications by certain criteria and order.
- 3) Read or unread a notification (read messages will be placed at the bottom below the unread messages)
- 4) Delete a notification upon confirmation.

### 2.2.3 Left Menu

No.	Function / Item	Description	Procedure
1.	Dashboard	Return to Landing page	N/A
2.	Case Search	Full list of Bankruptcy and Liquidation cases (Available to administrator only)	<a href="#">2.3.1</a>



3.	Case List (Active OT/OL)	Cases under the current active OT/OL	<a href="#">2.3.1</a>
4.	Case List (Former OT/OL)	Cases under former/resigned OT/OL	<a href="#">2.3.1</a>
5.	PEQ Case List	BO Made – PEQ cases with BO made. Petition – PEQ cases with Petition submitted. BO Not Made – PEQ cases without BO made.	<a href="#">2.4</a>
6.	Generate Detailed Ledger	Request detailed ledgers from IEFAS.	<a href="#">2.5</a>
7.	Returns Submission	Regularly submit returns to ORO	<a href="#">2.6</a>
8.	B1/B2/B3 Submission	Submit B1/B2/B3 form to OR for its consideration of prosecution.	<a href="#">2.7</a>
9.	Firm Management	Manage master firm(s)/AP panel firm(s)/PEQ Agent firm(s)	<a href="#">2.8</a>

## **2.3 Case List/Case Overview**

- ❖ Enquire the submitted data, forms (including call returns, etc.) and supporting documents from the e-Folder of case, which is maintained on both Intranet and PIPs Portals.
- ❖ Allow ESS users (including PEQ agents and PIPs) to browse e-case folder, which contains scanned copy of petitions, Statement of Affairs, PEQ report forms, B1/B2/B3 forms, and other documents uploaded.

### **2.3.1 Case List(s)**

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>• Log in PIPs Portal as PA/SA/UA</li> </ul>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

- Click “Case List” via left menu (2 categories – Active OT/OL and Former OT/OL, are provided)

**Dashboard**

- Case List (Active OT/OL)
- Case List (Former OT/OL)
- PEQ Case List
- Generate Detailed Ledger
- Returns Submission
- B1/B2/B3 Submission
- PEQ Submission
- Firm Management

### Welcome to Official Receiver's Office Electronic Submission System (PIPs)

**Notification** Enter Keyword to Search Notification   Sort by  Select an order

**Submission of S.194(1A) - SPO Application / First Meetings Information Sheet**  
S.194(1A) - Please provide the updated information for cases with outstanding Summary Procedure Order exceeding 16 weeks within 14 days (link to Return Submission e-workspace)  
11/12/2023 17:45 [Link to related page](#)

**PEQ - Bankruptcy Order made**  
1 bankruptcy order(s) were made on (BO date). Please prepare for interview.  
11/12/2023 01:30 [Link to related page](#)

**PEQ - Bankruptcy Order made**  
1 bankruptcy order(s) were made on (BO date). Please prepare for interview.  
10/12/2023 01:30 [Link to related page](#)

**PEQ - Bankruptcy Order made**  
1 bankruptcy order(s) were made on (BO date). Please prepare for interview.  
09/12/2023 01:30 [Link to related page](#)

**Submission of S.194(1A) - SPO Application / First Meetings Information Sheet**  
S.194(1A) - Please provide the updated information for cases with outstanding Summary Procedure Order exceeding 16 weeks within 14 days (link to Return Submission e-workspace)  
08/12/2023 18:01 [Link to related page](#)

<< < 1 2 3 4 5 > >> 10



2.

- Search Case – select/input search criteria and click “Search” button.

Case List (Active OT/OL)

Search Criteria

Case Type

Case No

Case Year

Case Name

Bankruptcy / Winding up Order Date From

Bankruptcy / Winding up Order Date To

Tender

Search

Reset

Case Type ↑↓	Case No ↑↓	Case Year ↑↓	Case Name ↑↓	Bankruptcy / Winding up Order Date ↑↓	Tender	Action
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		06/04/2017	N/A	
B		2017		14/02/2017	12(1A)	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		06/04/2017	N/A	

- The cases searched are shown below.



3.

- Click “View” button under the Action column on the right.

Case Type ↑↓	Case No ↑↓	Case Year ↑↓	Case Name ↑↓	Bankruptcy / Winding up Order Date ↑↓	Tender	Action
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		06/04/2017	N/A	
B		2017		14/02/2017	12(1A)	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	
B		2017		28/03/2017	N/A	

- “Case Overview” is opened

### 2.3.2 Case Overview

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>Case Information – Case basic information is shown by default.</li> </ul>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

The screenshot shows the 'Case Overview' page of the Electronic Submission System. The interface includes a sidebar on the left with navigation icons and a top navigation bar with tabs for 'Case Overview', 'e-Case File', and 'Activity History'. The main content area is divided into two sections: 'Case Information' and 'Case Assignment'.

**Case Information Section:**

- Case Name:** [Redacted]
- Case Name (Chinese):** [Redacted]

**Case Assignment Section:**

- Case Team:** PW
- Case Officer:** [Redacted]
- Telephone Number of Case Officer:** [Redacted]

The sidebar on the left contains the following navigation options:

- Case Information (highlighted with a red box)
- Petition
- Debtor Information
- Important Date
- Prosecution Referral
- Referral History
- Trustee Information
- Provisional Trustee
- Trustee
- PEQ
- PEQ

The top navigation bar also includes a 'Case Overview' tab, an 'e-Case File' tab, and an 'Activity History' tab. A '81/82/83 submission' dropdown menu is visible in the top right corner.



2.

- Petition – Petition information is shown.

The screenshot displays the 'Petition Information' page within the Electronic Submission System. The interface includes a sidebar on the left with navigation icons and a main content area. The sidebar has a 'Petition' option highlighted with a red box. The main content area shows the 'Petition Information' tab selected, displaying details for a case. The case information includes the Petitioner's name, the Petition Date (17/02/2017), the First Hearing Date (28/03/2017), the Presentation Date (20/02/2017), and the First Hearing Time (09:30). The case is currently active, as indicated by the 'ACTIVE' status in the top right corner.

**Case Overview** e-Case File Activity History

**Case Information**

- Case Information
- Petition**
- Debtor Information
- Important Date

**Prosecution Referral**

- Referral History

**Trustee Information**

- Provisional Trustee
- Trustee

**PEQ**

- PEQ

**Petition Information**

**Petitioner**

**Legal Representative**

**Petition Date**  
17/02/2017

**First Hearing Date**  
28/03/2017

**Presentation Date**  
20/02/2017

**First Hearing Time**  
09:30

B1/B2/B3 submission



3.

- Debtor Information – Debtor information is shown.

The screenshot displays the 'Debtor Information' section of the Electronic Submission System. The interface includes a sidebar with navigation icons, a top navigation bar with tabs for 'Case Overview', 'e-Case File', and 'Activity History', and a main content area. The 'Debtor Information' section is highlighted in the sidebar and the main content area. It contains a table with columns for 'English' and 'Chinese' information. The table includes fields for Name, Alias Name, HKIC/PPIC/CI, Last Phone No. in ORO's Record, Last Address in ORO's Record, Administration Order, and Adjudication Order. The 'Debtor Information' section is also highlighted in the top navigation bar.

English	Chinese
Name	
English	Chinese
Alias Name	
English	Chinese
N/A	N/A
HKIC/PPIC/CI	Multiple Bankruptcy
	No
Last Phone No. in ORO's Record	
66	
Last Address in ORO's Record	
Administration Order	Adjudication Order
N/A	N/A



4

- Important Date – Important dates of the case at different stages are shown.

The screenshot displays the ESS interface for a case. The sidebar on the left contains navigation icons. The top bar shows the user's name '017' and status 'ACTIVE', along with a 'B1/B2/B3 submission' dropdown. The main content area has tabs for 'Case Overview', 'e-Case File', and 'Activity History'. The 'Important Date' tab is selected, showing a table of key dates for the case.

Important Date	
Statement of Affairs Filing Date in ORO's record N/A	
Bankruptcy Order 28/03/2017	Receiving Order N/A
Rescission/Annulment N/A	
Summary Procedure Order N/A	
First Meeting 16/06/2017	
Non-commencement Order N/A	Commencement Notice N/A
Suspension Order Date N/A	Discharge suspended. To be discharged on N/A
Projected Discharge Date 28/03/2021	Discharge Effective Date 13/10/2023



5

- Prosecution Referral – Referral history is shown (only keeps referral forms submitted via this Electronic Submission System )

Case Overview

e-Case File

Activity History

Case Information

Case Information

Petition

Debtor Information

Important Date

Prosecution Referral

Referral History

Trustee Information

Provisional Trustee

Trustee

PEQ

PEQ

Referral History

Note:- Below are the submission history of referral forms submitted via this Electronic Submission System.

B1

Status ↑↓	Re-Submission ↑↓	Last Submission date ↑↓	Last Submitted by	Action
No data				
(0 of 0) << < > >>				

B2

Status ↑↓	Re-Submission ↑↓	Last Submission date ↑↓	Last Submitted by	Action
No data				
(0 of 0) << < > >>				

B3


Status ↑↓	Re-Submission ↑↓	Last Submission date ↑↓	Last Submitted by	Action
No data				
(0 of 0) << < > >>				



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL


6


## • Trustee / Liquidator Information (if any)





Official Receiver's Office  
Electronic Submission System (PIPs)



















12 Dec 2023 09:06


 plp\_h\_sa  
(plp\_h\_sa)





 A









 Case Overview


 e-Case File

 Activity History


Case Information




Prosecution Referral




Trustee Information

 Provisional Trustee




PEQ




Provisional Trustee 1

Person Name



Firm Name



Appoint Date

18/04/2017

Cease Date

09/10/2017

s.12(1A) Indicator

Yes

Tender Reference


N/A

Appointment Role


PT

Provisional Trustee 2

Person Name



Firm Name



Appoint Date

18/04/2017

Cease Date

09/10/2017

s.12(1A) Indicator


Yes

Tender Reference

S12(1A) TENDER FIRM FOR ORC2015

Appointment Role

PT



PAGE 29



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

B1/B2/B3 submission

**Case Overview**

- Case Information
- Petition
- Debtor Information
- Important Date
- Prosecution Referral
- Referral History
- Trustee Information
  - Provisional Trustee
  - Trustee**
- PEQ

**Trustee 1**

<b>Person Name</b>	<b>Firm Name</b>
Appoint Date 09/10/2017	Cease Date N/A
s.12(1A) Indicator Yes	Tender Reference N/A
Appointment Role OT	

**Trustee 2**

<b>Person Name</b>	<b>Firm Name</b>
Appoint Date 09/10/2017	Cease Date N/A
s.12(1A) Indicator Yes	Tender Reference N/A
Appointment Role OT	



7

- PEQ – PEQ-related information is shown (Inputting interview date & time/ submitting PEQ report will be illustrated in later chapter)

### 2.3.3 e-Case File

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>• All case files are shown.</li> </ul>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

Case Overview

e-Case File

Activity History

e-Case File

▼

B10 - Main File

> B10-1

B31 - Proof of Debt

B61 - Prosecution

ESS Shared Folder

L71 - Director Disqualification

Temp - Files

Document Name ↑↓	Description ↑↓	Document Type ↑↓	Electronic/Physical ↑↓	Receive Date ↑↓	Action
1.pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2.pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
1(1).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2(1).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2(2).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
hello5(1).pdf	2342	PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2(3).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2(4).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2(5).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>
2(6).pdf		PDD-B-01-E - Other document	Electronic	24/11/2023	<div><div>📄</div><div>🔍</div><div>⬇️</div></div>

🔔

- Below options of action buttons are available.
  - Action 1 - View document details.
  - Action 2 - Open document in web viewer.
  - Action 3 – Download document to local.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

2.

- Upload Document – Create Electronic Document/Create Physical Document

The screenshot displays the 'e-Case File' section of the system. On the left, a sidebar shows a folder structure: 'B10 - Main File', 'B10-1', 'ESS Shared Folder', 'B31 - Proof of Debt', and 'L71 - Director Disqualification'. The main area contains a table of documents:

Document Name	Document Type	Electronic/Physical	Receive Date	Action
PDD01E_OTHER		Electronic	24/11/2023	[Icons]
PDD01E_OTHER		Electronic	24/11/2023	[Icons]
PDD01E_OTHER		Electronic	24/11/2023	[Icons]
PDD01E_OTHER		Electronic	24/11/2023	[Icons]
PDD01E_OTHER		Electronic	24/11/2023	[Icons]

Annotations on the screenshot include:

- Download Document:** A callout box pointing to the download icon in the 'Action' column of the table.
- Open Document in another tag:** A callout box pointing to the document viewer on the right, which displays a document titled 'Office contrary to Section 31A(1) of the Bankruptcy Ordinance'.
- View Document Details:** A callout box pointing to a modal window showing details for 'pdd01e\_07581991\_202311000940.pdf', including document name, part number, type, date, and user information.

### 2.3.4 Activity History

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>Activity History – Case activities are shown in descending order.</li> </ul>



1 ACTIVE			
Case Overview e-Case File Activity History			
Activity Log			
Date ↑↓	Task Name ↑↓	Activity Type ↑↓	Action By ↑↓
22/11/2023	Case Assignment from A to 503408	Case	Admin
22/11/2023	Case Assignment from A to 503408	Case	E Y N TSANG
23/11/2023	Submit Form	Referral (PDD-B-01-E)	A K H LAM
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
09/11/2023	Submit Form	Referral (PDD-B-01-E)	Admin
« < 3 4 5 6 7 > »			

## 2.4 PEQ Submission

- ❖ Facilitate the submission of the PEQ report with the scanned supporting documents by the PEQ agent by classifying the cases assigned into BO made, Petition (i.e. pending hearing of BO) and BO not made (i.e. hearing of BO completed but BO not made).

### 2.4.1 Update Interview Date & Time



Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>Log in PIPs Portal as PEQ Agent,</li> <li>Expand PEQ Case List in the left menu.</li> </ul> <div data-bbox="322 341 1933 780"> </div> <ul style="list-style-type: none"> <li>❖ BO Made – PEQ cases with BO (Bankruptcy Order) made.</li> <li>❖ Petition – PEQ cases with Petition submitted.</li> <li>❖ BO Not Made – PEQ cases without BO made.</li> </ul>



2.

- Click “View” button under “Action” column and open the Case Overview

The screenshot displays the 'Case Overview' page. At the top, there are navigation tabs: 'Case Overview' (selected), 'e-Case File', and 'Activity History'. A sidebar on the left contains a menu with sections: 'Case Information' (with sub-items: Case Information, Petition, Debtor Information, Important Date), 'Prosecution Referral' (with sub-item: Referral History), 'Trustee Information' (with sub-items: Provisional Trustee, Trustee), and 'PEQ' (with sub-item: PEQ). The main content area has two expandable panels. The first panel, 'Case Information', shows 'Case Name' and 'Case Name (Chinese)'. The second panel, 'Case Assignment', shows 'Case Team' and 'Case Officer'. A top right button indicates 'B1/B2/B3 submission'.



3

- Click “PEQ” to open PEQ workspace

Case Overview e-Case File Activity History

Case Information  
Case Information  
Petition  
Debtor Information

PEQ  
PEQ

Interview

PEQ Firm  
Interview Date  
N/A

Interview PEQ Agent Name  
admin  
Interview Time  
N/A

Update Reason(s) for Outstanding Interview/Submission

Interview ☒ Yes ☐ No  
Interview Date  
Please select a date  
Interview Time  
Please Select a time  
Save

PEQ Submission - DRAFT  
Edit Draft Submission

- Select “Yes” to “Interview”

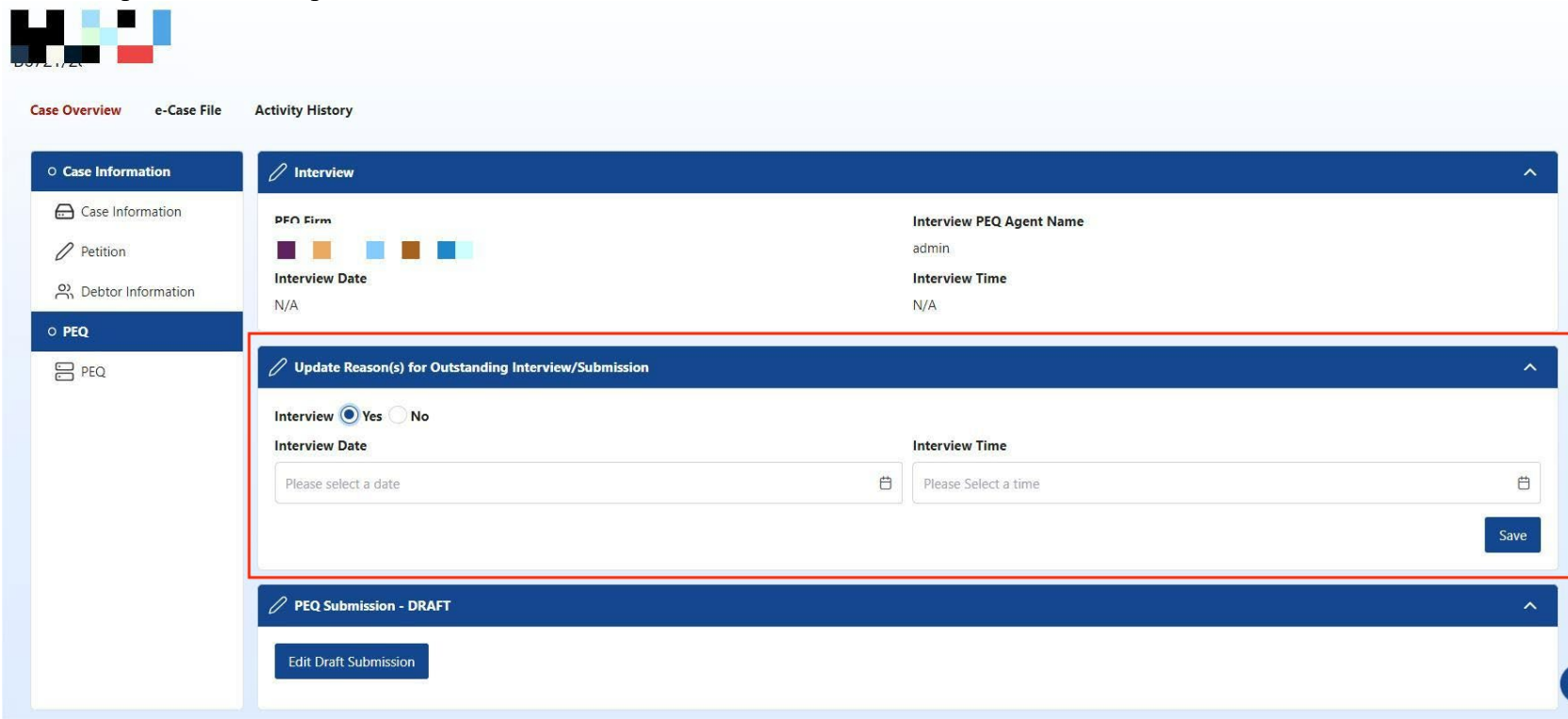
Update Reason(s) for Outstanding Interview/Submission

Interview ☒ Yes ☐ No  
Interview Date  
Please select a date  
Interview Time  
Please Select a time  
Save

- Select a date and time from the date-picker as Interview Date & Time, and click “Save” button.



## 2.4.2 Update Reason(s) for Outstanding Interview/Submission

Step #	Step Details & Screen
1	<div><ul style="list-style-type: none"><li>Open PEQ workspace</li></ul><ul style="list-style-type: none"><li>Select “No” to “Interview” under “Update Reason(s) for Outstanding Interview / Submission</li></ul></div>



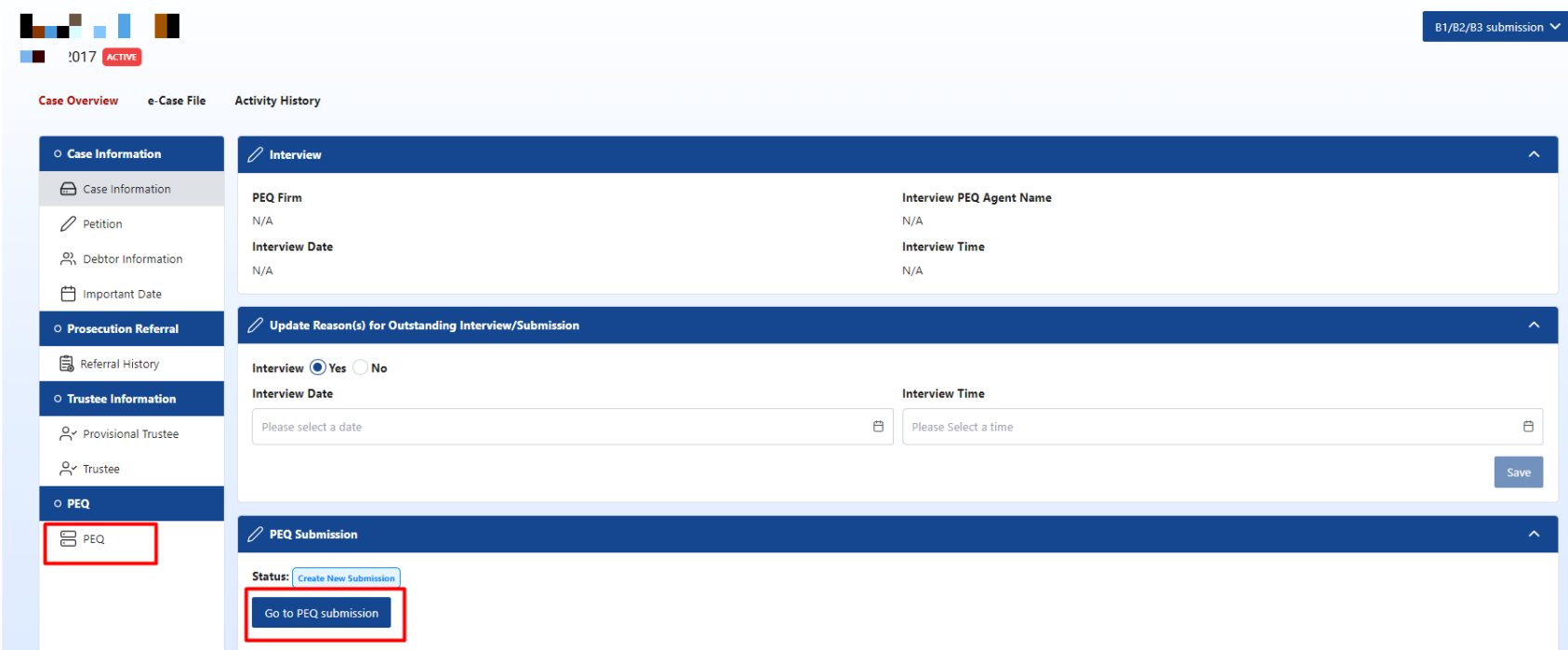
	<div data-bbox="324 199 2029 486"><div data-bbox="347 215 772 236">Update Reason(s) for Outstanding Interview/Submission</div><div data-bbox="347 268 533 292">Interview <input type="radio"/> Yes <input checked="" type="radio"/> No</div><div data-bbox="347 303 533 323">Please state the reason(s)</div><div data-bbox="347 331 1176 403"><div data-bbox="362 347 448 363">Out of town</div></div><div data-bbox="1960 427 2004 446">Save</div></div> <ul style="list-style-type: none"><li>• Input the reason(s) for outstanding interview or submission, and click “Save” button.</li></ul>
--	--

### 2.4.3 Submit PEQ Report

Step #	Step Details & Screen
1	<ul style="list-style-type: none"><li>• Open PEQ tab under Case Overview</li></ul>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

	 <p>• Click “Go to PEQ Submission” button under “PEQ Submission”.</p>
2	<p>• Fill form – fill in the required information</p>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

The screenshot displays the 'Report on Preliminary Examination' form in the Electronic Submission System. The interface includes a sidebar with navigation icons, a header section with case details, and a main form area with various input fields.

**Header Information:**

- Bankrupt's Name: FONG YUK LIN
- Case Status: **ACTIVE**
- Bankruptcy Order Date: 28/03/2017
- Submission Status: **Draft**

**Form Progress:**

- Fill Form (Active)
- Upload Documents
- Preview

**Report on Preliminary Examination**  
Fields marked with \* are mandatory

**Basic Information**

- Date of initial interview\*
- Time of initial interview\* From  To
- Place of initial interview
- Name of bankrupt interviewed
- Bankrupt's telephone number \*
- Interviewer's name\*
- Interviewer's post
- Interviewer's telephone number\*

• Click “Save as draft” any time to save your work.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

	<div><div>^ Follow Up</div><div><div>Assets to be followed Up (e.g. seizure, realization, etc.)*</div><div>1</div><div>- +</div></div><div><div>Liabilities to be followed up (e.g. irregular loan, security, guarantee, etc.)*</div><div>1</div><div>- +</div></div><div><div>Businesses to be followed up (e.g. close down, etc.)*</div><div>2</div><div>- +</div></div><div><div>Documents to be followed up (e.g. seizure of accounting records, etc.)*</div><div>2</div><div>- +</div></div><div><div>Investigations to be followed up (e.g. irregular transfer of assets, assets sold under value, loss of assets, etc.)*</div><div>3</div><div>- +</div></div><div><div>Offences to be followed up (e.g. suspected fraud, etc.)*</div><div>3</div><div>- +</div></div><div><div>Save as Draft</div><div>Preview</div><div>Next</div></div><div><ul style="list-style-type: none"><li>Click “Next” to go to the next page.</li></ul></div></div>
3	<ul style="list-style-type: none"><li>Upload Documents – Upload Required documents (currently 4) and other document(s), if any</li></ul>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

Fill Form

Upload Documents

Preview

Required Documents

Document Type	File Name	Uploaded Date and Time	Action
Acknowledged Receipt of the simple guides (EA/B-12)	<a href="#">Plan Index-A0-Same-07.pdf</a>	03/12/2023 23:41	
Completed and signed preliminary examination questionnaire (EA/B-11)	<a href="#">Plan Paper Size A3.pdf</a>	03/12/2023 23:42	
Completed and signed statement of the bankrupt's monthly income and expenditure (EA/B-7Aa) for the assessment of monthly financial contributions	<a href="#">Scanned 300DPI A3.pdf</a>	03/12/2023 23:42	
Completed Table to EA/B-7AB			

Other Documents

Update other document(s)

Edit

Document Type	File Name	Uploaded Date and Time
List of other things together with those things collected from the bankrupt	<a href="#">Scanned 400DPI A3.pdf</a>	03/12/2023 23:45

Back

Save as Draft

Preview

Next

4

- Preview – preview and confirm to submit.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

Fill Form

Upload Documents

Preview

Report on Preliminary Examination

Fields marked with \* are mandatory

Edit

Basic Information

Date of initial interview\*

01/12/2023

Time of initial interview\*

23:29 to 23:36

Place of initial interview

Name of bankrupt interviewed

Bankrupt's telephone number \*

1234

Interviewer's name\*

Interviewer's post

Interviewer's telephone number\*

8765

Follow Up

Assets to be followed Up (e.g. seizure, realization, etc.)\*

1

Click "Submit to OR" to submit by PA user.

Other Documents

Document Type	File Name	Uploaded Date and Time
List of documents together with those documents (paper form and electronic form) collected from the bankrupt	<a href="#">20231109_S1941A_Long_OS_ActiveCases_Template(2).xlsx</a>	24/11/2023 10:11
	<a href="#">20231109_S1941A_SPO_Meeting_Result(2).xlsx</a>	24/11/2023 10:11
List of other things together with those things collected from the bankrupt	<a href="#">20231109_S1941A_SPO_Meeting_Result(1)(1).xlsx</a>	24/11/2023 10:11
Special report about the initial interview	<a href="#">20231109_S1941A_SPO_Meeting_Result.xlsx</a>	24/11/2023 10:11

ACKNOWLEDGEMENT

1. I hereby acknowledge that I have collected and examined the completed and signed preliminary examination questionnaire and all documents provided by the bankrupt in relation to his/her bankruptcy. I confirm that the information provided to the Official Receiver are accurate and complete.

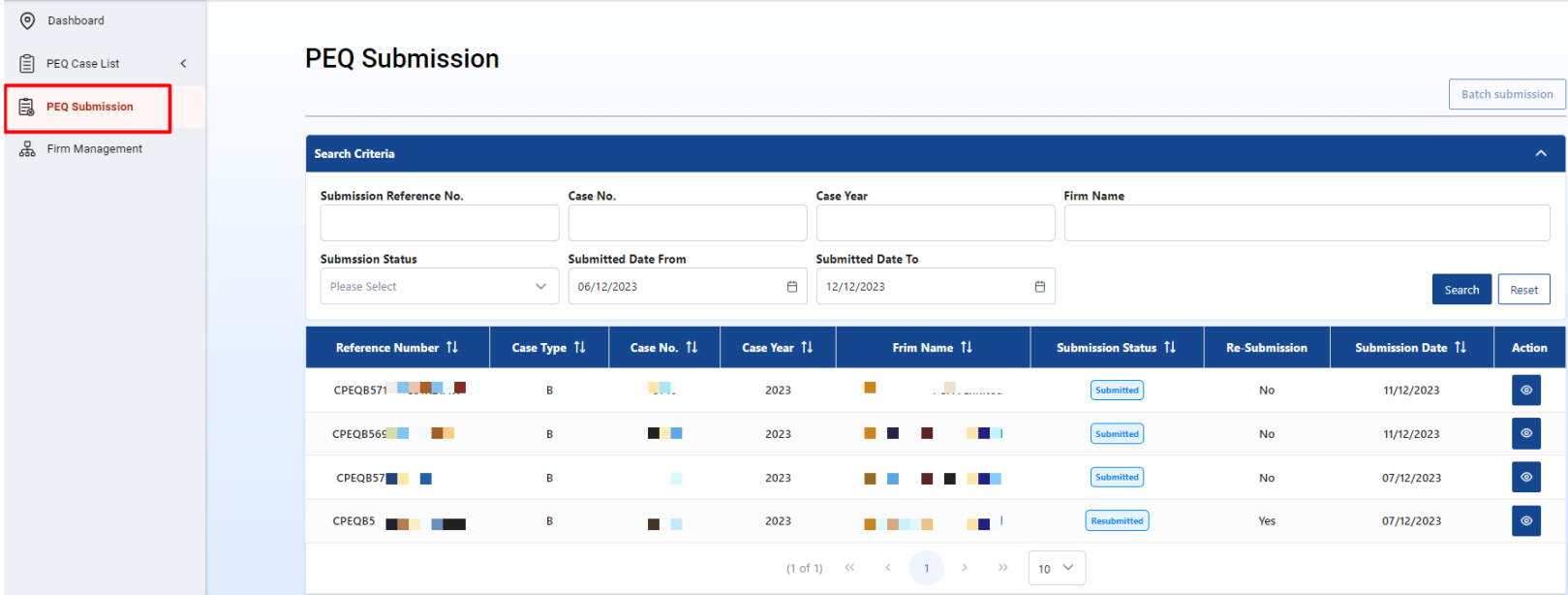
2. I undertake to provide any further assistance to the Official Receiver as required in connection with the PEQ Documents submitted

Return to Preparer

Submit to OR



## 2.4.4 PEQ Submission Summary

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>Log in PIPs Portal as PEQ Agent.</li> <li>Go to “PEQ Submission” for the cases submitted/resubmitted to OR</li> </ul> 

## 2.5 Generate Detailed Ledger

- ❖ Allow ESS users to request for detailed ledgers of a certain case from IEFAS via interface and upon receipt of system notification, download the detailed ledger in CSV and/or PDF format within 1-2 working days. Currently, the features of this function have not been completed and



user can only request for detailed ledger for ad-hoc single case in PDF format only. It is expected to complete all the features of this function by Q1 of 2024.

Step #	Step Details & Screen																																										
1.	<div><div><div><div><div></div><div>Dashboard</div></div><div><div></div><div>Case List (Active OT/OL)</div></div><div><div></div><div>Case List (Former OT/OL)</div></div><div><div></div><div>Generate Detailed Ledger</div></div><div><div></div><div>Returns Submission</div></div><div><div></div><div>B1/B2/B3 Submission</div></div><div><div></div><div>Firm Management</div></div></div></div><div><div><div>Generate Detailed Ledger</div><div><div>Report Type</div><div>Detailed Ledger Report</div></div><div><div>Case Number</div><div>B12345/1234</div></div><div><div>Report Period(From/to)</div><div><div></div><div></div></div></div><div><div>Report Format</div><div><div><input type="radio"/> PDF</div></div></div><div><div>Clear</div><div>Request</div></div></div><div><div>Detailed Ledger History</div><table><tr><th>Requested Date ↑↓</th><th>Detailed Ledger Name ↑↓</th><th>Case ID ↑↓</th><th>Status ↑↓</th><th>Received Date ↑↓</th><th>Expiry Date ↑↓</th><th>Action</th></tr><tr><td>04/12/2023</td><td>Detailed Ledger_04/12/23_03</td><td><div></div> /2015</td><td>Ready for download</td><td>04/12/2023</td><td>03/01/2024</td><td><div></div></td></tr><tr><td>05/12/2023</td><td>Detailed Ledger_05/12/23_02</td><td><div></div> , 2018</td><td>Ready for download</td><td>05/12/2023</td><td>04/01/2024</td><td><div></div></td></tr><tr><td>07/12/2023</td><td>Detailed Ledger_07/12/23_01</td><td><div></div> /2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr><tr><td>07/12/2023</td><td>Detailed Ledger_07/12/23_02</td><td><div></div> /2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr><tr><td>07/12/2023</td><td>Detailed Ledger_07/12/23_03</td><td><div></div> ,_015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr></table></div></div></div>	Requested Date ↑↓	Detailed Ledger Name ↑↓	Case ID ↑↓	Status ↑↓	Received Date ↑↓	Expiry Date ↑↓	Action	04/12/2023	Detailed Ledger_04/12/23_03	<div></div> /2015	Ready for download	04/12/2023	03/01/2024	<div></div>	05/12/2023	Detailed Ledger_05/12/23_02	<div></div> , 2018	Ready for download	05/12/2023	04/01/2024	<div></div>	07/12/2023	Detailed Ledger_07/12/23_01	<div></div> /2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_02	<div></div> /2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_03	<div></div> ,_015	Pending	-	06/01/2024	
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	<div><div><div>Fill in the required information and click “Request”</div></div></div>																																										



2.

## Generate Detailed Ledger

### Generate Detailed Ledger

**Report Type**

Detailed Ledger Report

**Case Number**

B12345/1234

**Report Period(From/to)**

 -  

**Report Format**













☐ PDF

Clear

Request

- The request to generate detailed ledger is interfaced to IEFAS, and the status of the request is updated as “Pending”.



	<div data-bbox="342 199 564 229">Detailed Ledger History</div> <table border="1"> <thead> <tr> <th>Requested Date ↑↓</th><th>Detailed Ledger Name ↑↓</th><th>Case ID ↑↓</th><th>Status ↑↓</th><th>Received Date ↑↓</th><th>Expiry Date ↑↓</th><th>Action</th></tr> </thead> <tbody> <tr> <td>04/12/2023</td><td>Detailed Ledger_04/12/23_03</td><td>15</td><td>Ready for download</td><td>04/12/2023</td><td>03/01/2024</td><td></td></tr> <tr> <td>05/12/2023</td><td>Detailed Ledger_05/12/23_02</td><td>/2018</td><td>Ready for download</td><td>05/12/2023</td><td>04/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_01</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_02</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_03</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_04</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_05</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_06</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> </tbody> </table> <div data-bbox="969 668 1373 705">(2 of 2) &lt;&lt; &lt; 1 2 &gt; &gt;&gt; 10</div>	Requested Date ↑↓	Detailed Ledger Name ↑↓	Case ID ↑↓	Status ↑↓	Received Date ↑↓	Expiry Date ↑↓	Action	04/12/2023	Detailed Ledger_04/12/23_03	15	Ready for download	04/12/2023	03/01/2024		05/12/2023	Detailed Ledger_05/12/23_02	/2018	Ready for download	05/12/2023	04/01/2024		07/12/2023	Detailed Ledger_07/12/23_01	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_02	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_03	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_04	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_05	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_06	2015	Pending	-	06/01/2024	
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3.	<ul style="list-style-type: none"> <li>Once the requested detailed ledger is ready for download, the status of request will be updated to “Ready for Download” by the system.</li> </ul> <div data-bbox="342 826 564 857">Detailed Ledger History</div> <table border="1"> <thead> <tr> <th>Requested Date ↑↓</th><th>Detailed Ledger Name ↑↓</th><th>Case ID ↑↓</th><th>Status ↑↓</th><th>Received Date ↑↓</th><th>Expiry Date ↑↓</th><th>Action</th></tr> </thead> <tbody> <tr> <td>04/12/2023</td><td>Detailed Ledger_04/12/23_03</td><td>15</td><td>Ready for download</td><td>04/12/2023</td><td>03/01/2024</td><td></td></tr> <tr> <td>05/12/2023</td><td>Detailed Ledger_05/12/23_02</td><td>/2018</td><td>Ready for download</td><td>05/12/2023</td><td>04/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_01</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_02</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_03</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_04</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_05</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> <tr> <td>07/12/2023</td><td>Detailed Ledger_07/12/23_06</td><td>2015</td><td>Pending</td><td>-</td><td>06/01/2024</td><td></td></tr> </tbody> </table> <div data-bbox="969 1302 1373 1337">(2 of 2) &lt;&lt; &lt; 1 2 &gt; &gt;&gt; 10</div> <ul style="list-style-type: none"> <li>Click “Download” button and the requested detailed ledger will be downloaded to the requestor’s local as a zip file.</li> </ul>	Requested Date ↑↓	Detailed Ledger Name ↑↓	Case ID ↑↓	Status ↑↓	Received Date ↑↓	Expiry Date ↑↓	Action	04/12/2023	Detailed Ledger_04/12/23_03	15	Ready for download	04/12/2023	03/01/2024		05/12/2023	Detailed Ledger_05/12/23_02	/2018	Ready for download	05/12/2023	04/01/2024		07/12/2023	Detailed Ledger_07/12/23_01	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_02	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_03	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_04	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_05	2015	Pending	-	06/01/2024		07/12/2023	Detailed Ledger_07/12/23_06	2015	Pending	-	06/01/2024	
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07/12/2023	Detailed Ledger_07/12/23_06	2015	Pending	-	06/01/2024																																																											



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## **2.6 Return Submission**

- Enable ESS users (including PTs/OTs and PLs/OLs) to submit call return e-Forms in response to the requests following the general procedures for handling call return.
- Perform call return e-Form validation according to the prescribed and built-in data validation and business rules.
- Synchronize the data (including statistical data and SPO application date / 1st GMC date, etc. where appropriate) to the ORMIS and trigger the ORMIS to update the transferred data therein after ESS users (i.e. PTs/OTs and PLs/OLs) submitted call return e-Forms as requested.

	Return Type	Return-Triggered Day
--	-------------	----------------------





**ELECTRONIC SUBMISSION SYSTEM  
APPLICATION USER MANUAL**

1.	S.12(1A) - Combined Monthly Information Sheet & Release and Dividend	The 1st day of each month (monthly)
2.	S.12(1A) - SPO or Creditors' Meeting Information Sheet	The 1st day of each month (monthly)
3.	S.12(1A) - Monthly Return on Estate Account Balances and Dividend Declared	The 1st day of each month (monthly)
4.	OT - Monthly Return of Release and Dividend Cases	The 1st day of each month (monthly)
5.	OT - Monthly Return on Estate Account Balances and Dividend Declared	The 1st day of each month (monthly)
6.	OT cases - Statistical data	The 1st day of each month (monthly)
7.	S.194(1A) - SPO Application / First Meetings	Every Friday upon requests from ORO
8.	S.194(1A) - Outstanding appointment of liquidators	Every 3 Weeks on Monday (21 days)
9.	S.194(1A) - Long outstanding active cases	The 1st day of each month (monthly)
10.	OT cases - Outstanding discharge	The 1st day of each month (monthly)

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"><li>Log in PIPs Portal as PA/SA/UA</li><li>Click "Return Submission" via left menu.</li></ul>



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL



Official Receiver's Office  
Electronic Submission System (PIPs)

Dashboard

Case List (Active OT/OL)

Case List (Former OT/OL)





Generate Detailed Ledger

🕒 Returns Submission

B1/B2/B3 Submission





























Firm Management

04 Dec 2023 11:16



## Returns Submission

### Call Return List

Call Date ↑↓	Firm English Name ↑↓	Firm Chinese Name ↑↓	Call Return Type ↑↓	Status ↑↓	Last Updated ↑↓	Action
04/12/2023	Firm H	Firm H	S.12(1A) - Combined Monthly Information Sheet & Release and Dividend	Pending	04/12/2023 10:24	 
24/11/2023	Firm H	Firm H	S.194(1A) - SPO Application / First Meetings	Uploaded	24/11/2023 15:36	  
17/11/2023	Firm H	Firm H	S.12(1A) - Statistical Data	Uploaded	20/11/2023 13:25	  
17/11/2023	Firm H	Firm H	S.194(1A) - Outstanding appointment of liquidators	Uploaded	30/11/2023 16:17	  
15/11/2023	Firm H	Firm H	S.194(1A) - Outstanding appointment of liquidators	Uploaded	15/11/2023 15:09	  
09/11/2023	Firm H	Firm H	OT cases outstanding Discharge	Uploaded	30/11/2023 16:10	  
09/11/2023	Firm H	Firm H	S.194(1A) - Long outstanding active cases	Uploaded	15/11/2023 17:27	  
09/11/2023	Firm H	Firm H	OT - Monthly Return of Release and Dividend Cases	Pending	09/11/2023 20:42	 
09/11/2023	Firm H	Firm H	OT - Monthly Return on Estate Account Balances and Dividend Declared	Uploaded	15/11/2023 17:17	  
09/11/2023	Firm H	Firm H	S.12(1A) - SPO or Creditors' Meeting Information Sheet	Uploaded	15/11/2023 17:15	  

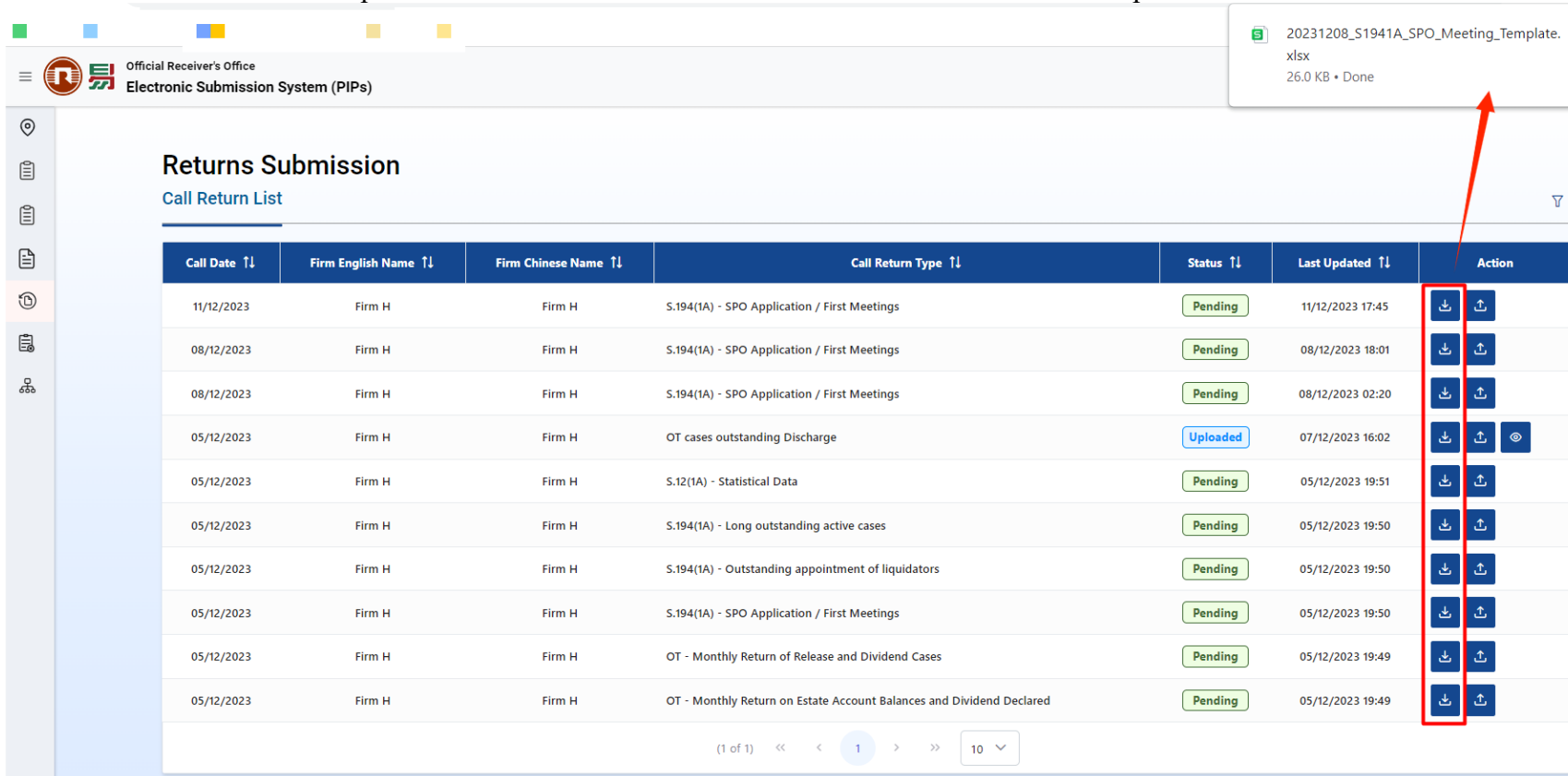
(1 of 2) << < 1 2 > >> 10 ▾



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

- Click “Download template” button under “Action” Column to download the return template in excel format.

2.



Official Receiver's Office  
Electronic Submission System (PIPs)

### Returns Submission

[Call Return List](#)

Call Date ↑↓	Firm English Name ↑↓	Firm Chinese Name ↑↓	Call Return Type ↑↓	Status ↑↓	Last Updated ↑↓	Action
11/12/2023	Firm H	Firm H	S.194(1A) - SPO Application / First Meetings	Pending	11/12/2023 17:45	<a href="#">Download</a> <a href="#">Upload</a>
08/12/2023	Firm H	Firm H	S.194(1A) - SPO Application / First Meetings	Pending	08/12/2023 18:01	<a href="#">Download</a> <a href="#">Upload</a>
08/12/2023	Firm H	Firm H	S.194(1A) - SPO Application / First Meetings	Pending	08/12/2023 02:20	<a href="#">Download</a> <a href="#">Upload</a>
05/12/2023	Firm H	Firm H	OT cases outstanding Discharge	Uploaded	07/12/2023 16:02	<a href="#">Download</a> <a href="#">Upload</a> <a href="#">Refresh</a>
05/12/2023	Firm H	Firm H	S.12(1A) - Statistical Data	Pending	05/12/2023 19:51	<a href="#">Download</a> <a href="#">Upload</a>
05/12/2023	Firm H	Firm H	S.194(1A) - Long outstanding active cases	Pending	05/12/2023 19:50	<a href="#">Download</a> <a href="#">Upload</a>
05/12/2023	Firm H	Firm H	S.194(1A) - Outstanding appointment of liquidators	Pending	05/12/2023 19:50	<a href="#">Download</a> <a href="#">Upload</a>
05/12/2023	Firm H	Firm H	S.194(1A) - SPO Application / First Meetings	Pending	05/12/2023 19:50	<a href="#">Download</a> <a href="#">Upload</a>
05/12/2023	Firm H	Firm H	OT - Monthly Return of Release and Dividend Cases	Pending	05/12/2023 19:49	<a href="#">Download</a> <a href="#">Upload</a>
05/12/2023	Firm H	Firm H	OT - Monthly Return on Estate Account Balances and Dividend Declared	Pending	05/12/2023 19:49	<a href="#">Download</a> <a href="#">Upload</a>

(1 of 1) << < 1 > >> 10

20231208\_S1941A\_SPO\_Meeting\_Template.xlsx  
26.0 KB • Done

- Open the template downloaded and fill in the required data.



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	Case Status	Officer Team	Case Officer	Ad Hoc Case Officer	BO Annulled Date (DD-MM-YYYY)	Automatic Discharge Date (DD-MM-YYYY)	Objection Application Date (DD-MM-YYYY)	Discharge Date per Suspension Order (DD-MM-YYYY)	Date of Release Order (DD-MM-YYYY)	Monthly Contribution Amount of Monthly Contribution (HK\$)	Bank Account Opened (Y/N)	If no bank account opened, Reason :	Other reasons :	Date of application for bank account (DD-MM-YY)	Name of the bank (Insert "Nil" if no account open)	Acco N
2																
3	ACT	A							12-10-2023							
4	ACT	B							12-10-2023							
5	ACT	PW							12-10-2023							
6	ACT	C							12-10-2023							
7	ACT	A							12-10-2023							
8	ACT	C							12-10-2023							
9	ACT	C							05-03-2022							
10	ACT	C							12-10-2023							
11	ACT	C							12-10-2023							
12	ACT	PW							12-10-2023							
13	ACT	C							12-02-2022							
14	ACT	A							12-10-2023							
15	ACT	A							12-02-2022							
16	ACT	A							19-02-2022							
17	ACT	A							26-02-2022							
18	ACT	A							12-10-2023							
19	ACT	PW							12-10-2023							
20	ACT	C							12-10-2023							
21	ACT	PW							12-10-2023							
22	ACT	B							12-10-2023							
23	ACT	G							12-10-2023							
24	ACT	PW							12-10-2023							
25	ACT	B							12-10-2023							
26	ACT	A							19-02-2023							
27	ACT	PW							26-02-2022							
28	ACT	A							12-03-2022							
29	ACT	A							12-10-2023							
30	ACT	PW							12-10-2023							
31	ACT	G							12-10-2023							
32	ACT	A							12-10-2023							
33	ACT	G							12-10-2023							
34	ACT	A							12-10-2023							
35	ACT	G							12-10-2023							
36	ACT	C							12-10-2023							
37	ACT	PW							19-02-2022							
38	ACT	G							19-02-2022							
39	ACT	G							26-02-2022							
40	ACT	G							12-03-2022							
41	ACT	B							12-10-2023							
42	ACT	G							12-10-2023							

- Save the file.



3

- Click “Upload template” button under “Action” column.
- Read “General Information” and upload the filled-out return.

**Official Receiver's Office**  
Electronic Submission System (PI)

Current Time: 15 Dec 2023 09:44 | PA 31 (PA\_31)

### Returns Submission

#### Call Return List

Call Date ↑↓	Firm English Name
14/12/2023	Firm H
12/12/2023	Firm H
12/12/2023	Firm H
05/12/2023	Firm H
04/12/2023	Firm H
24/11/2023	Firm H
17/11/2023	Firm H
17/11/2023	Firm H
15/11/2023	Firm H
09/11/2023	Firm H

#### GENERAL INFORMATION

For s.12(1A) appointment takers ("OT")  
Section 76(4) of the Bankruptcy Ordinance provides that "The trustee shall supply the Official Receiver with such information, and give him such access to and facilities for inspecting the bankrupt's books and documents, and generally shall give him such aid, as may be requisite for enabling the Official Receiver to perform his duties under this Ordinance".

For s.194(1A) appointment takers ("OL")  
Section 195(b) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance provides that where in the winding up of a company by the court a person other than the Official Receiver is appointed provisional liquidator or liquidator under section 194, that person "shall give the Official Receiver such information and such access to and facilities for inspecting the books and documents of the company, and generally such aid as may be requisite for enabling that officer to perform his duties under this Ordinance".

#### POINTS TO NOTE

1. The ESS enables you, as OT or OL, to provide information to the Official Receiver as may be requested by the Official Receiver from time to time timely and readily.
2. In accordance with the tender terms, you are obliged to provide any information to the Official Receiver as and when necessary.
3. For details of the requirements, please refer to the Tender documents and Reference materials provided to your firm by ORO.

Drop file here or click to upload.\*

Accepted file types: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .pdf

CANCEL Agreed & CONTINUE

Last Updated ↑↓	Action
14/12/2023 19:19	Download Upload
15/12/2023 09:35	Download Upload Eye
13/12/2023 12:54	Download Upload Eye
07/12/2023 16:02	Download Upload Eye
04/12/2023 16:26	Download Upload Eye
06/12/2023 09:56	Download Upload Eye
20/11/2023 13:25	Download Upload Eye
30/11/2023 16:17	Download Upload Eye
15/11/2023 15:09	Download Upload Eye
30/11/2023 16:10	Download Upload Eye

- Click “Read & Continue” button.
- The filled-out return will get validated by system, only the verified ones (i.e. without violation of validation rules) can be uploaded successfully.







4

- After the return is successfully submitted, the status of the return will be updated to “Uploaded” by the system

### Returns Submission

[Call Return List](#)

Call Date ↑↓	Firm English Name ↑↓	Firm Chinese Name ↑↓	Call Return Type ↑↓	Status ↑↓	Last Updated ↑↓	Action
04/12/2023	Firm H	Firm H	S.12(1A) - Combined Monthly Information Sheet & Release and Dividend	Pending	04/12/2023 10:24	 
24/11/2023	Firm H	Firm H	S.194(1A) - SPO Application / First Meetings	Uploaded	24/11/2023 15:36	  
17/11/2023	Firm H	Firm H	S.12(1A) - Statistical Data	Uploaded	20/11/2023 13:25	  
17/11/2023	Firm H	Firm H	S.194(1A) - Outstanding appointment of liquidators	Uploaded	30/11/2023 16:17	  
15/11/2023	Firm H	Firm H	S.194(1A) - Outstanding appointment of liquidators	Uploaded	15/11/2023 15:09	  

- Click “View submission” button under “Action” column to download the submitted return.

## 2.7 B1/B2/B3 Submission

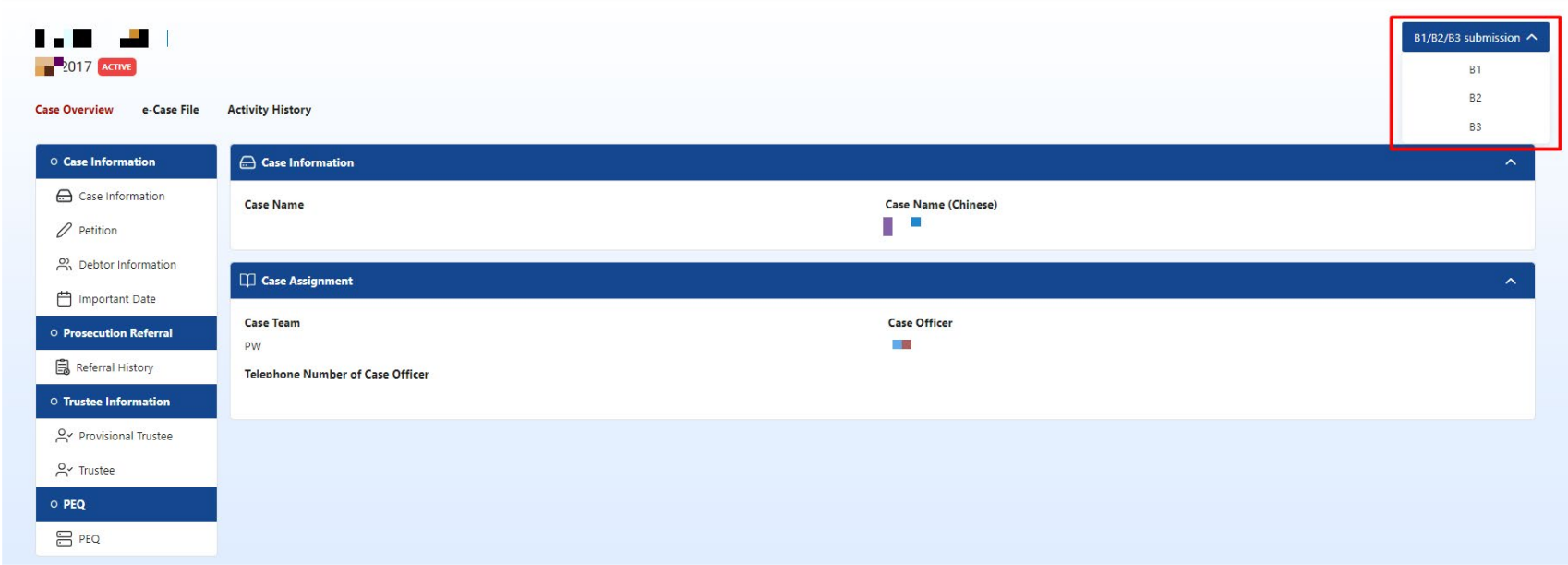
- ❖ Allow PTs/OTs to refer cases with possible bankruptcy offences to OR (by Form B1/B2/B3) for considering prosecutions and providing supporting documents(s) on case referrals, if necessary.
- ❖ Perform e-Form validation according to the prescribed and built-in data validation and business rules.

### 2.7.1 Submit B1/B2/B3 Form

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"> <li>Log in PIPs Portal as PA/SA/UA</li> <li>Find out the case and open Case Overview</li> </ul>



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL



The screenshot displays the Electronic Submission System interface. At the top left, there is a logo and the year '2017' with an 'ACTIVE' status. Below this, there are three tabs: 'Case Overview' (selected), 'e-Case File', and 'Activity History'. On the left side, there is a sidebar with several sections: 'Case Information' (containing Case Information, Petition, Debtor Information, and Important Date), 'Prosecution Referral' (containing Referral History), 'Trustee Information' (containing Provisional Trustee and Trustee), and 'PEQ' (containing PEQ). The main content area is divided into two sections: 'Case Information' and 'Case Assignment'. The 'Case Information' section has a 'Case Name' field and a 'Case Name (Chinese)' field. The 'Case Assignment' section has a 'Case Team' field and a 'Case Officer' field. In the top right corner, there is a red-bordered box containing a drop-down menu labeled 'B1/B2/B3 submission'. The menu is open, showing three options: 'B1', 'B2', and 'B3'.

- Select B1 or B2 or B3 from the “B1/B2/B3 Submission” drop-down



2.

- Fill form – fill out the required information

Fill Form

Upload Document(s)

Preview

Form B1

REPORT ON CONDUCT OF BANKRUPT UNDER SECTION 86A OF THE BANKRUPTCY ORDINANCE (CAP.6)

To: Official Receiver (Attn: Prosecution & Directors Disqual Section)

Ref

Name of the Bankrupt

Date of petition

20/05/2015

self

creditor

Date of bankruptcy order

26/08/2015

Latest address of Bankrupt

123 ABC





- Upload document(s) – upload supporting documents.

3

The screenshot displays the 'Electronic Submission System' interface. At the top, a 'Back' button is visible. Below it, a progress bar shows 7 steps. The main content area is divided into two sections: 'Fill Form' and 'Preview'. The 'Fill Form' section contains a 'Supporting Document(s)' table with columns for 'Document Type' and 'Uploaded Date and Time'. The 'Preview' section shows a red arrow pointing to an 'Upload' button. A modal window titled 'Upload Document(s)' is open, showing a list of documents with their names, types, and sizes. The modal also includes a 'Save' button and a 'Cancel' button.

Back

Bankrupt's Name: LAM CHI WAH  
Case Status: **ACTIVE**

Fill Form

Supporting Document(s)

Document Type
No data

Back

Preview

Upload

Save as draft Next

**Upload Document(s)**

Document Name	Document Type	Size
Plan Index-A0-Same-07.pdf	Complaint letter	936.0KB
Plan Index-A0-Same-08.pdf	Acknowledgement of Receipt	1000.2KB
Plan Index-A0-Same-09.pdf	Acknowledgement of Receipt	1.0MB
Plan Index-A0-Same-10.pdf	Complaint letter	935.9KB

Accepted file types: .doc, .docx, .xls, .xlsx, .jpg, .png, .pdf  
Upload document is limited size of 25 MB

Cancel Save



4

- Preview - preview submission draft

**Supporting Document(s)**

Documentation Type	File Name	Description	Uploaded Date and Time
Acknowledgement of Receipt	<a href="#">Letter to BD Officer.pdf</a>		13/11/2023 15:31
Annual Statement of Earnings and Property Acquired	<a href="#">Plan Index-A0-Same-09.pdf</a>		13/11/2023 15:33
Complaint letter	<a href="#">Site Inspection Report.pdf</a>		13/11/2023 15:30
Preliminary Examination of Bankrupt	<a href="#">Plan Index-A0-Same-07.pdf</a>		13/11/2023 15:33

(1 of 1) << < 1 > >>

Back

Save as draft

Submit to trustee(s)

Submit to OR

- Click “Submit to OR” to submit (available only to PA users)
- Click “Submit to trustee(s)” to submit to the PA account for review and process (available to PA/SA/UA users)



✓ The form status is changed to "Submitted". X

✓ **The Form B1 is submitted to the Official Receiver's Office.**  
A notification and a separate confirmation email will be sent to the trustee(s)' and/or your registered email address(es) as appropriate shortly.

Case Name:  
[Yellow] [Blue] [Brown]

Case Number:  
[Grey] [Orange] [Light Blue]

Submission Date & Time:  
13 November 2023 15:36

Referral Status:  
Submitted

Download PDF

← Back to Home    ← Back to Case Overview

### 2.7.2 B1/B2/B3 Submission Summary

Step #	Step Details & Screen
1.	<ul style="list-style-type: none"><li>Log in PIPs Portal as PA/SA/UA</li><li>Click "B1/B2/B3 Submission" via left menu</li></ul>



# ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

Dashboard

Case Search

Case List (Active OT/OL)

Case List (Former OT/OL)

PEQ Case List

Generate Detailed Ledger

Returns Submission

**B1/B2/B3 Submission**

PEQ Submission

Firm Management

B1/B2/B3 Submission<sup>\*</sup>






































B1

Batch submission


Status: Please Select

Enter case no. or case name to search the referral records

Reset

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
16		Draft	Yes	23/11/2023	PA 101	   
2013		Submitted	Yes	23/11/2023	PA 28	  
18		Draft	Yes	23/11/2023	PA 28	   
018		Draft	Yes	23/11/2023	PA 28	   
18		Draft	Yes	23/11/2023	PA 28	   
18		Draft	Yes	23/11/2023	PA 28	   
g		Submitted	No	23/11/2023	PA 28	  
2013		Draft	Yes	22/11/2023	Admin	   
19		Submitted	No	22/11/2023	PA 5	  
23		Ready for trustee(s) review	Yes	21/11/2023	PA 31	   

(5 of 7) << < 3 4 5 6 7 > >>





2.

- For the “submitted” submission

The screenshot shows the B2 submission interface. On the left is a sidebar with navigation options: Dashboard, Case Search, Case List (Active OT/OL), Case List (Former OT/OL), PEQ Case List, Generate Detailed Ledger, Returns Submission, B1/B2/B3 Submission (highlighted with a red box), PEQ Submission, and Firm Management. The main area displays a table of submissions. The first row is highlighted with a red box. The table has columns: Case No., Case Name, Status, Re-Submission, Last Updated Date, Last Updated By, and Action. The first row shows Case No. 014, Status Submitted, Re-Submission No, Last Updated Date 22/11/2023, Last Updated By PA 101, and Action buttons (refresh, lock, menu, search). The second row shows Case No. 18, Status Submitted, Re-Submission No, Last Updated Date 20/11/2023, Last Updated By PA 64, and Action buttons. The third row shows Case No. 18, Status Draft, Re-Submission Yes, Last Updated Date 20/11/2023, Last Updated By Huen & Partners SA 1, and Action buttons. The fourth row shows Case No. 014, Status Submitted, Re-Submission No, Last Updated Date 20/11/2023, Last Updated By PA 122, and Action buttons. The fifth row shows Case No. 014, Status Submitted, Re-Submission No, Last Updated Date 20/11/2023, Last Updated By PA 122, and Action buttons. The sixth row shows Case No. 017, Status Submitted, Re-Submission No, Last Updated Date 20/11/2023, Last Updated By PA 31, and Action buttons. The seventh row shows Case No. 17, Status Submitted, Re-Submission No, Last Updated Date 19/11/2023, Last Updated By PA 37, and Action buttons. At the bottom, there is a pagination bar showing (4 of 4) and page numbers 1, 2, 3, 4 (selected), and >>.

Below options of actions are available:

- ❖ Re-submit - to submit a revised form to OR, status of submission will be updated to “draft” by the system.
- ❖ View history - all submissions are shown.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

The screenshot displays the B2 Electronic Submission System interface. At the top, there is a 'Batch submission' button and a search bar labeled 'Enter case no. or case name to search the referral records' with a 'Reset' button. Below the search bar is a table with columns: Case No. ↑↓, Case Name ↑↓, Status ↑↓, Re-Submission ↑↓, Last Updated Date ↑↓, Last Updated By ↑↓, and Action. The table lists several cases, including 'Submitted' and 'No' status entries. A 'History' pop-up window is overlaid on the table, showing a table with columns: Submission Date and Time, Form, Attachment, and Submitted By. The pop-up shows a submission from 20/11/2023 15:41 with the form 'b2\_B16072014\_202311200747.pdf' and submitted by 'PA 122 of V... Limited'. The 'Action' column in the main table has icons for refresh, lock, list, and message. The message icon is highlighted with a red box.

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2014		Submitted	No	22/11/2023	PA 101	[Refresh] [Lock] [List] [Message]
2018		Submitted	No	20/11/2023	PA 64	[Refresh] [Lock] [List] [Message]
2018					Partners SA 1	[Edit] [Refresh] [Lock] [List] [Message]
2014					PA 122	[Refresh] [Lock] [List] [Message]
2014					PA 122	[Refresh] [Lock] [List] [Message]
2017					PA 31	[Refresh] [Lock] [List] [Message]
2017		Submitted	No	19/11/2023	PA 37	[Refresh] [Lock] [List] [Message]

Submission Date and Time	Form	Attachment	Submitted By
20/11/2023 15:41	b2_B16072014_202311200747.pdf		PA 122 of V... Limited

- ❖ Follow up (only B2) - to communicate with ORO officer by sending message and uploading documents



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

B2

Status: Please

Case No. ↑↓

2014

2018

2018

014

2014

2017

2017

B3

Status: Please Select

Enter case no. or case name to search the referral records

Batch submission

Reset

Action

Batch submission

Reset

Follow up message

To: Official Receiver (Attn: Prosecution & Directors Disqual Section)  
Ref. [redacted] of 2014

Drop files here or click to upload.

Accepted file types: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .pdf  
Upload document is limited size of 25 MB

Message here...

0/2000

Submitted Date	Submitted By	Upload Document	Message
15/12/2023	Admin of [redacted] Limited	Site Inspection Report.pdf	

Cancel

Submit



3

• For the “draft” submission

**B2**

Batch submission

Status: Please Select

Enter case no. or case name to search the referral records

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2014		Submitted	No	22/11/2023	PA 101	[Icons]
018		Submitted	No	20/11/2023	PA 64	[Icons]
018		Draft	Yes	20/11/2023	SA 1	[Icons]
2014		Submitted	No	20/11/2023	PA 122	[Icons]
2014		Submitted	No	20/11/2023	PA 122	[Icons]
17		Submitted	No	20/11/2023	PA 31	[Icons]
017		Submitted	No	19/11/2023	PA 37	[Icons]

(4 of 4) << < 1 2 3 4 > >>

Below options of actions are available:

- ❖ Edit Form - to continue editing form
- ❖ Withdraw Re-submission - to withdraw the re-submission request, status of submission will be reverted to “submitted” by the system.
- ❖ View history - All submissions are shown.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

**B2**

Batch submission

Status: Please Select

Enter case no. or case name to search the referral records

Reset

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2014		Submitted	No	22/11/2023	PA 101	
2018		Submitted	No	20/11/2023	PA 64	
2018					Partners SA 1	
2014					PA 122	
2014					PA 122	
2017					PA 31	
2017		Submitted	No	19/11/2023	PA 37	

(4 of 4) << < 1 2 3 4 > >>

**History**

Submission Date and Time	Form	Attachment	Submitted By
20/11/2023 15:41	b2_B16072014_202311200747.pdf	PA 122 of V	PA 122 of V Limited

- ❖ Follow up (only B2) - to communicate with ORO officer by sending message and uploading documents



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

B2

Status: Please

Case No. ↑↓

2014

2018

2018

014

2014

2017

2017

B3

Status: Please Select

Enter case no. or case name to search the referral records

Batch submission

Reset

Action

Batch submission

Reset

Follow up message

To: Official Receiver (Attn: Prosecution & Directors Disqual Section)  
Ref. [redacted] of 2014

Drop files here or click to upload.

Accepted file types: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .pdf  
Upload document is limited size of 25 MB

Message here...

0/2000

Submitted Date	Submitted By	Upload Document	Message
15/12/2023	Admin of [redacted] Limited	Site Inspection Report.pdf	

Cancel

Submit



• For the “Ready for trustee(s)’ review” submission

4

Dashboard

Case Search

Case List (Active OT/OL)

Case List (Former OT/OL)

PEQ Case List

Generate Detailed Ledger

Returns Submission

**B1/B2/B3 Submission**

PEQ Submission

Firm Management






































B1

Batch submission

Status: Please Select

Enter case no. or case name to search the referral records

Reset

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2016		Draft	Yes	23/11/2023	PA 101	   
13		Submitted	Yes	23/11/2023	PA 28	  
18		Draft	Yes	23/11/2023	PA 28	   
018		Draft	Yes	23/11/2023	PA 28	   
118		Draft	Yes	23/11/2023	PA 28	   
018		Draft	Yes	23/11/2023	PA 28	   
018		Submitted	No	23/11/2023	PA 28	  
03		Draft	Yes	22/11/2023	Admin	   
19		Submitted	No	22/11/2023	PA 5	  
023		Ready for trustee(s)' review	Yes	21/11/2023	PA 31	   

(5 of 7) << < 3 4 5 6 7 > >>

Below options of actions are available:

- ❖ View Form - view the submission draft, and click “Submit to OR” if appropriate.
- ❖ Withdraw Re-submission - to withdraw the re-submission request, status of submission will be reverted to “submitted” by the system.
- ❖ Return to preparer for amendment - return the draft to its preparer for amendment.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL






































B1

Batch submission

Status: Please Select

Enter case no. or case name to search the referral records

Reset

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2016		Draft	Yes	23/11/2023	PA 101	   
13		Submitted			PA 28	  
18		Draft			PA 28	   
018		Draft			PA 28	   
18		Draft			PA 28	   
3		Draft			PA 28	   
18		Submitted			PA 28	  
13		Draft	Yes	22/11/2023	Admin	   
1		Submitted	No	22/11/2023	PA 5	  
23		Ready for trustee(s) review	Yes	21/11/2023	PA 31	   

(5 of 7) << < 3 4 5 6 7 > >>


RETURN TO THE PREPARER FOR AMENDMENT

Please insert your message, if any, to the preparer here.

Message here...

0/1000

Cancel Confirm



❖ View history - All submissions are shown.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

**B2**

Batch submission

Status: Please Select

Enter case no. or case name to search the referral records

Reset

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2014		Submitted	No	22/11/2023	PA 101	
2018		Submitted	No	20/11/2023	PA 64	
2018					Partners SA 1	
2014					PA 122	
2014					PA 122	
2017					PA 31	
2017		Submitted	No	19/11/2023	PA 37	

(4 of 4) << < 1 2 3 4 > >>

**History**

Submission Date and Time	Form	Attachment	Submitted By
20/11/2023 15:41	b2_B16072014_202311200747.pdf		PA 122 of V Limited

- ❖ Follow up (only B2) - to communicate with ORO officer by sending message and uploading documents



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

B2

Status: Please

Case No. ↑↓

2014

2018

2018

014

2014

2017

2017

B3

Status: Please Select

Enter case no. or case name to search the referral records

Batch submission

Reset

Action

Batch submission

Reset

Follow up message

To: Official Receiver (Attn: Prosecution & Directors Disqual Section)  
Ref. of 2014

Drop files here or click to upload.

Accepted file types: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .pdf  
Upload document is limited size of 25 MB

Cancel Submit

Message here...

0/2000


































Submitted Date	Submitted By	Upload Document	Message
15/12/2023	Admin of of Limited	Site Inspection Report.pdf	



• For the “Pending preparer’s amendment” submission

5

Dashboard	B1	Batch submission
Case Search	Status: Please Select	Enter case no. or case name to search the referral records
Case List (Active OT/OL)		Reset
Case List (Former OT/OL)		
PEQ Case List		
Generate Detailed Ledger		
Returns Submission		
<b>B1/B2/B3 Submission</b>		
PEQ Submission		
Firm Management		

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2023		Pending preparer's amendment	Yes	21/11/2023	PA 31	   
18		Submitted	No	20/11/2023	PA 64	  
017		Draft	Yes	20/11/2023	PA 54	   
18		Submitted	Yes	20/11/2023	PA 64	  
017		Submitted	Yes	20/11/2023	PA 37	  
48		Submitted	No	20/11/2023	PA 61	  
18		Draft	Yes	20/11/2023	PA 33	   
48		Submitted	No	20/11/2023	PA 59	  
18		Submitted	No	20/11/2023	PA 33	  
18		Submitted	No	20/11/2023	PA 33	  

(6 of 7) << < 3 4 5 6 7 > >>

Below options of actions are available:

- ❖ Edit Form - to continue editing form
- ❖ Withdraw Re-submission - to withdraw the re-submission request, status of submission will be reverted to “submitted” by the system.
- ❖ View history - All submissions are shown.



## ELECTRONIC SUBMISSION SYSTEM APPLICATION USER MANUAL

The screenshot displays the B2 Electronic Submission System interface. At the top, there is a 'Batch submission' button and a search bar labeled 'Enter case no. or case name to search the referral records' with a 'Reset' button. Below the search bar is a table with columns: Case No. ↑↓, Case Name ↑↓, Status ↑↓, Re-Submission ↑↓, Last Updated Date ↑↓, Last Updated By ↑↓, and Action. The table lists several cases, including 'Submitted' cases and 'No' cases. A 'History' pop-up window is overlaid on the table, showing a table with columns: Submission Date and Time, Form, Attachment, and Submitted By. The pop-up shows a submission on 20/11/2023 at 15:41 for form 'b2\_B16072014\_202311200747.pdf' submitted by 'PA 122 of V... Limited'. The 'Action' column in the main table has icons for refresh, lock, list, and message. The message icon is highlighted with a red box.

Case No. ↑↓	Case Name ↑↓	Status ↑↓	Re-Submission ↑↓	Last Updated Date ↑↓	Last Updated By ↑↓	Action
2014		Submitted	No	22/11/2023	PA 101	[Refresh] [Lock] [List] [Message]
2018		Submitted	No	20/11/2023	PA 64	[Refresh] [Lock] [List] [Message]
2018					Partners SA 1	[Refresh] [Lock] [List] [Message]
2014					PA 122	[Refresh] [Lock] [List] [Message]
2014					PA 122	[Refresh] [Lock] [List] [Message]
2017					PA 31	[Refresh] [Lock] [List] [Message]
2017		Submitted	No	19/11/2023	PA 37	[Refresh] [Lock] [List] [Message]

Submission Date and Time	Form	Attachment	Submitted By
20/11/2023 15:41	b2_B16072014_202311200747.pdf		PA 122 of V... Limited

- ❖ Follow up (only B2) - to communicate with ORO officer by sending message and uploading documents



**Follow up message**

To: Official Receiver (Attn: Prosecution & Directors Disqual Section)  
Ref. [redacted] of 2014

Drop files here or click to upload.

Accepted file types: .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .pdf  
Upload document is limited size of 25 MB

Message here...

0/2000

Submitted Date	Submitted By	Upload Document	Message
15/12/2023	Admin of [redacted] Limited	Site Inspection Report.pdf	

**B2**

Status: Please

Case No. ↑↓

2014

2018

2018

2014

2014

2017

2017

**B3**

Status: Please Select

Enter case no. or case name to search the referral records

Batch submission

Reset

Action

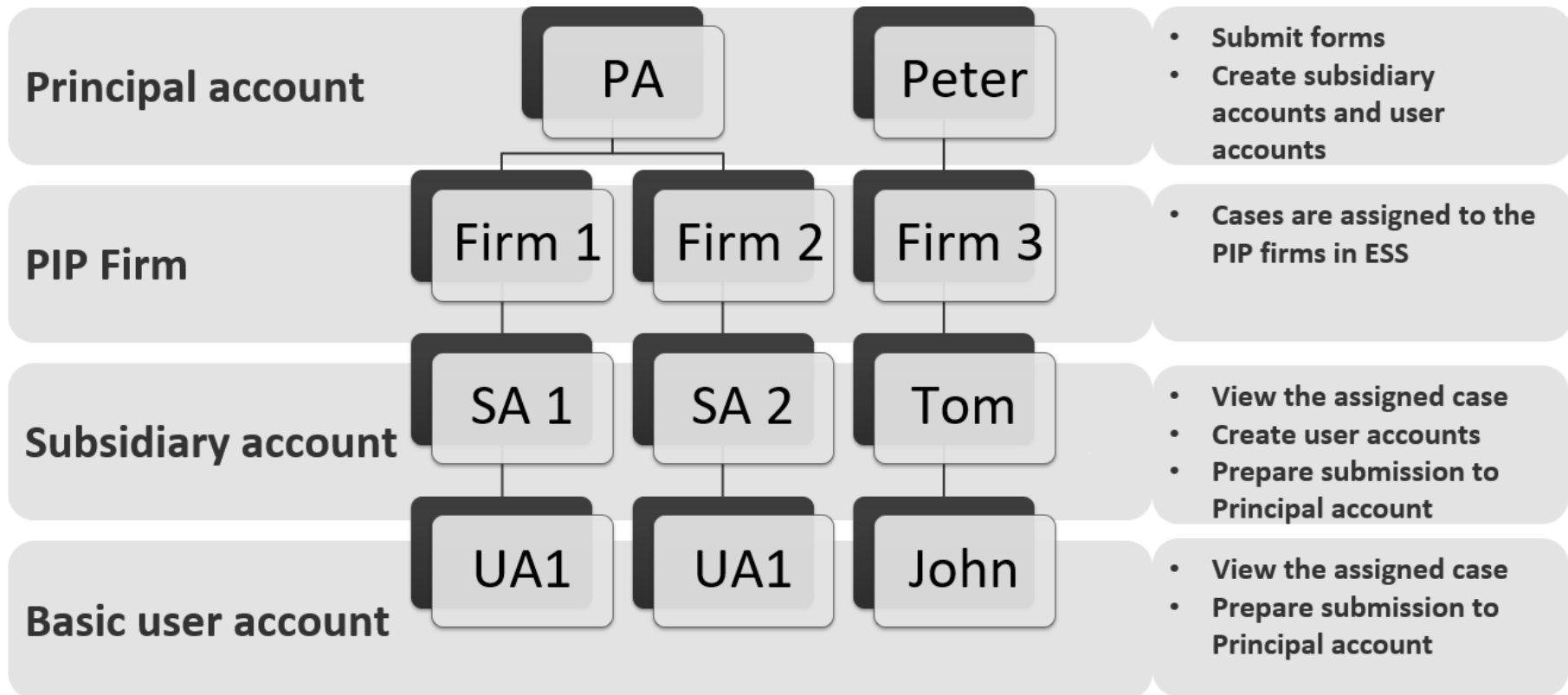
Batch submission

Reset

## 2.8 Firm Management

- ❖ Enable PIP administrator to maintain, enquire, list and search the PIP users on the PIPs Portal.
- ❖ Maximum number of active PIP user accounts is configurable and maintained under the custody of one PIP administrator.





Step #	Step Details & Screen
--------	-----------------------



1

- Log in PIPs Portal as PA
- Click “Firm Management” on left menu

< Back

Firm Management

Firm List

<div>Search Keywords</div>			<div>Reset</div>
Name(Cht) ↑↓		Name(Eng) ↑↓	Action
Firm H		Firm H	<div></div>
(1 of 1) << < 1 > >>			10 ▾









2

### <View Assigned User>

Assigned user(s)

+ Add User

Login Name ↑↓	Full Name ↑↓	User Type ↑↓	Email ↑↓	Active ↑↓	Action
pip_h_pa	pip_h_pa Doe	Principal Account	 example.com	Active	View
pip_h_sa	pip_h_sa	Subsidiary account	 example.com	Active	View
pip_h_ua	pip_h_ua	User account	 example.com	Active	View
userY	User X	Principal Account	 x.com	Active	View
PA_28	PA 28	Principal Account	 @oro.gov.hk	Active	View
PA_29	PA 29	Principal Account	 @oro.gov.hk	Active	View
PA_30	PA 30	Principal Account	 @oro.gov.hk	Active	View
PA_31	PA 31	Principal Account	 @oro.gov.hk	Active	View
PA_32	PA 32	Principal Account	 @oro.gov.hk	Active	View
PA_118	PA 118	Principal Account	 @oro.gov.hk	Active	View

No. of Result : 12

<< < 1 2 > >>

- Click “View” button to view user details, and update user “Status” if necessary.



## View User

Login Name	<input type="text" value="pip_h_ua"/>
Full Name	<input type="text" value="pip_h_ua"/>
Email *	<input type="text" value="pip_h_ua@example.com"/>
Phone	<input type="text" value="87654321"/>
HKID	<input type="text" value="A1234567"/>
User Type	<input type="text" value="Subsidiary account"/>
Status	<div><div><input type="checkbox"/> Inactive</div><div><input checked="" type="checkbox"/> Active</div></div>
<div><div>Cancel</div><div>Update</div></div>	

- Click “+Add User” button to add new user to the firm



	<div><div>Add new user <span>×</span></div><div><div>Login Name*</div><div>Type here</div></div><div><div>Name*</div><div>Type here</div></div><div><div>Email*</div><div>example@com.hk</div></div><div><div>Phone</div><div>Type here</div></div><div><div>HKID</div><div>A1234567</div></div><div><div>User Type*</div><div>Select User Type <span>▼</span></div></div><div><div>Cancel</div><div>Add</div></div></div>	
--	--	--

(The End)