

VARIABLE CAPITAL COMPANIES (VOLUNTARY WINDING UP) REGULATIONS 2026

S/No	Reg No.	Form No	Form Name
1.	5(1)(b)	VCC(VWU)-1	DIRECTORS' DECLARATION OF VCC'S OR SUB-FUND'S INABILITY TO CONTINUE BUSINESS BY REASON OF ITS LIABILITIES
2.	6(1)	VCC(VWU)-2	AFFIDAVIT OF POSTING OF NOTICES OF MEETING
3.	6(2)	VCC(VWU)-3	LIST OF CREDITORS ASSEMBLED TO BE USED AT EVERY MEETING
4.	7(a)	VCC(VWU)-4	NOTICE OF APPOINTMENT AND SITUATION OF OFFICE OF LIQUIDATOR(S)
5.	7(b)	VCC(VWU)-5	NOTICE OF CHANGE IN SITUATION OF OFFICE OF LIQUIDATOR(S)
6.	7(c)	VCC(VWU)-6	NOTICE OF CESSATION OF APPOINTMENT OF LIQUIDATOR(S)
7.	8(1)	VCC(VWU)-7	LIQUIDATOR'S ACCOUNTS OF RECEIPTS AND PAYMENTS AND STATEMENT OF THE POSITION IN THE WINDING UP
8.	8(2)	VCC(VWU)-8	NOTICE OF LIQUIDATOR'S ACCOUNTS OF RECEIPTS AND PAYMENTS AND STATEMENT OF THE POSITION IN THE WINDING UP
9.	9	VCC(VWU)-9	STATEMENT OF AFFAIRS
10.	10	VCC(VWU)-10	NOTICE OF HOLDING OF MEETING OF CREDITORS
11.	14(1) & 21(1)	VCC(VWU)-11	PROOF OF DEBT FORM
12.	23(2)(a)	VCC(VWU)-12	NOTICE OF INTENDED DIVIDEND
13.	23(2)(b)	VCC(VWU)-13	NOTICE TO CREDITORS OF INTENTION TO DECLARE DIVIDEND
14.	24(2)	VCC(VWU)-14	NOTICE OF REJECTION OF PROOF OF DEBT
15.	28(1)	VCC(VWU)-15	GENERAL PROXY
16.	28(2)	VCC(VWU)-16	SPECIAL PROXY
17.	36(1)	VCC(VWU)-17	NOTICE OF DISCLAIMER UNDER SECTION 230 OF THE INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018 AS APPLIED BY SECTION 33(2) OR 130 OF THE VARIABLE CAPITAL COMPANIES ACT 2018
18.	39(6)(b)	VCC(VWU)-18	NOTICE OF DIVIDEND
19.	39(9)	VCC(VWU)-19	AUTHORITY TO LIQUIDATOR TO PAY DIVIDENDS TO ANOTHER PERSON
20.	44(1)(b)	VCC(VWU)-20	LIQUIDATOR'S TRADING ACCOUNT
21.	51	VCC(VWU)-21	CERTIFICATE OF RECEIPT OF MONEYS BY THE OFFICIAL RECEIVER

FORM VCC(VWU)-1

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

DIRECTORS' DECLARATION OF VCC'S OR SUB-FUND'S INABILITY TO
CONTINUE BUSINESS BY REASON OF ITS LIABILITIES

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

*I / We, [name of declarant] of [declarant's address], NRIC / Passport No. have made and lodged with the Official Receiver a statutory declaration on the day of [month] [year] stating that:

- (1) *I / We *am / are (a) director(s) of the abovenamed *VCC / umbrella VCC (in respect of the abovenamed sub-fund);
- (2) the abovenamed *VCC / umbrella VCC (in respect of the abovenamed sub-fund) is unable by reason of the liabilities of the *VCC / umbrella VCC (in respect of the abovenamed sub-fund) continue the business of the *VCC / umbrella VCC (in respect of the abovenamed sub-fund); and
- (3) the meetings of the *abovenamed VCC / holders of shares issued in respect of the abovenamed sub-fund, and of the creditors of the abovenamed *VCC / sub-fund have been summoned for the day of [month] [year], being a date within one month of the date of this Statutory Declaration;

Declared at [country] this day of [month] [year]

Signature:

[Name of Director]

Signature:

[Name of Director]

**Delete where inapplicable.*

FORM VCC(VWU)-2

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

AFFIDAVIT OF POSTING OF
NOTICES OF MEETING

(Title)

I,[name of deponent] a (a) , *make
oath / affirm and say as follows:

1. That I did on the..... day of [month].....[year] send to each creditor (or
contributory) of mentioned in the above named *VCC's / sub-fund's statement of affairs a notice of
the time and the place of the (b).. in the form hereunto annexed marked "A".

2. That the notice to each creditor was sent to the address given in the creditor's proof or, if the
creditor has not proved, to the address given in the statement of affairs of the *VCC / sub-fund, or to
such other address as may be known to the person summoning the meeting. (c)

3. That the notice to each contributory was sent to the address mentioned in the *VCC's / sub-
fund's books as the address of such contributory, or to such other address as may be known to the
person summoning the meeting. (d)

4. That I sent the said notices by putting the notices prepaid into the post office at
a.m. / p.m. on the said day.

Sworn or affirmed, etc.

- (a) State the description of the deponent.
- (b) Insert here "general" or "adjourned general"
- (c) & (d) Delete where inapplicable
- * Delete where inapplicable.

FORM VCC(VWU)-3

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

LIST OF CREDITORS ASSEMBLED
TO BE USED AT EVERY MEETING

(Title)

Meeting held at [place of meeting] this day of
..... [month] [year].

Number	Name of creditors present or represented	Amount of proof
1		
2		
3		
4		
5		
6		
7		
8		
9		
	Total number of creditors present or represented	

FORM VCC(VWU)-4

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF APPOINTMENT AND SITUATION OF OFFICE OF
LIQUIDATOR(S)

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

Notice is hereby given that *Mr. / Ms. [name of liquidator] of
..... [name of liquidator’s firm], NRIC / Passport No.,
has been appointed as liquidator of the abovenamed *VCC / sub-fund pursuant to a resolution passed at
the *members / creditors meeting on the day of [month] [year].

The details of the liquidator’s office address are as follows:

.....

.....

Dated this day of [month] [year]

.....

Liquidator

**Delete where inapplicable*

FORM VCC(VWU)-5

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF CHANGE IN SITUATION OF OFFICE OF LIQUIDATOR(S)

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

Notice is hereby given that the address of *Mr. / Ms. [name of liquidator] of [name of liquidator's firm], NRIC / Passport No., who is the appointed liquidator of the abovenamed *VCC / sub-fund, has been changed to the following on the day of [month] [year]:

.....

.....

The details of the liquidator's new office address are as follows:

.....

.....

Dated this day of [month] [year]

.....

Liquidator

**Delete where inapplicable*

FORM VCC(VWU)-6

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF CESSATION OF APPOINTMENT OF LIQUIDATOR(S)

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

Notice is hereby given that *Mr. / Ms. [name of liquidator] of
..... [name of liquidator’s firm], NRIC / Passport No.,
has ceased to act as liquidator of the abovenamed *VCC / sub-fund on the day of
[month] [year].

Dated this day of [month] [year]

.....

Liquidator

**Delete where inapplicable*

FORM VCC(VWU)-7

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026LIQUIDATOR'S ACCOUNTS OF RECEIPTS AND PAYMENTS AND
STATEMENT OF THE POSITION IN THE WINDING UP

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

Date of commencement of winding up:

The period covered by this account is from to

#ACCOUNTS OF RECEIPTS AND PAYMENTS
(If space is insufficient, please use Continuation Sheet(s))

Date	From whom received / To whom paid	Nature of receipts / payments	Amount \$
Balance brought forward			
+Balance carried forward			

Full details of investments made by the liquidator and of the realisation of the investments are to be given in a separate statement attached to and forming part of this account. Any profit or loss on realisation must appear in the "Account of Receipts and Payments" as a notional receipt or payment, as the case may be, with a reference to the particular investment.

+ A balance is not to be shown on this account. Show only the total receipts and payments which are to be carried forward to the next account.

Note: In the case of a sub-fund of an umbrella VCC, a reference to a receipt or payment is to a receipt or payment made by the umbrella VCC for the purpose of the sub-fund, that is attributable to the sub-fund, or that is allocated to the sub-fund under section 29(3) of the VCC Act.

Continuation Sheet 1

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

ACCOUNTS OF RECEIPTS AND PAYMENTS*
(If space is insufficient, please use Continuation Sheet(s))

Date	From whom received / To whom paid	Nature of receipts / payments	Amount \$
Balance brought forward			
+Balance carried forward			

Continuation Sheet 2

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

ACCOUNTS OF RECEIPTS AND PAYMENTS*

Total receipts	\$
Total payments	\$
							Balance	\$

The balance is made up as follows:-

1.	Cash in hands of liquidator	\$
2.	Cash in bank	\$
	Credit as per pass-book	\$			
	Less unrepresented cheques	\$			
								\$
3.	Amounts invested by liquidator and not converted into cash#							\$
							Balance as above	\$

Full details of investments made by the liquidator and of the realisation of the investments are to be given in a separate statement attached to and forming part of this account. Any profit or loss on realisation must appear in the "Account of Receipts and Payments" as a notional receipt or payment, as the case may be, with a reference to the particular investment.

Continuation Sheet 4

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

**PARTICULARS OF RATES PER SHARE OF RETURN OF SURPLUS ASSETS
PAYABLE TO CONTRIBUTORIES**

Return of surplus assets to contributories at rate of per share paid on
.....

Name of contributories in alphabetical order (If space is insufficient, please use Continuation Sheet)		Amount of return to contributories	
		Paid	Unclaimed
	Total as per Previous return \$	\$	\$
Total			

Continuation Sheet 5

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

STATEMENT OF THE POSITION IN THE WINDING UP

1.	The amount of the estimated assets and liabilities at the date of the commencement of the winding up	#Assets Liabilities Secured creditors Debenture-holders Unsecured creditors
2.	The total amount of the capital paid up at the date of the commencement of the winding up	Paid up in cash Issued as paid up Otherwise than for cash
3.	The general description and estimated value of outstanding assets (if any)	
4.	Total amount of unsecured debts in respect of which proofs have been admitted	
5.	Estimated amount of debts or claims remaining for proof	
6.	Details of any arrangement whereby assets of the *VCC / sub-fund have been disposed of by the liquidator for a consideration other than cash	
7.	Details of any assets of the *VCC / sub-fund that is not realised, and to provide reason(s) for the non-realisation	
8.	The causes which delay the completion of the winding up	
9.	The period within which the winding up may probably be completed	

after deducting amounts charged to secured creditors and debenture-holders.

*Delete where inapplicable

Continuation Sheet 6

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

STATUTORY DECLARATION VERIFYING LIQUIDATOR'S ACCOUNTS AND STATEMENT

*I / We *NRIC / Passport No.
..... of and
..... *NRIC / Passport No.
of..... the liquidator(s) of the abovenamed *VCC / sub-fund do
solemnly and sincerely declare that –

- (a) + [the account of receipts and payments set out above contains a full and true account of my / our receipts and payments in the winding up of the *VCC / sub-fund], from, to, +[and that] I / we have not, nor has any other person by *my / our order or for my use during that period, received or paid any moneys on account of the *VCC / sub-fund +[other than and except the items mentioned and specified in that account];
(b) the particulars contained in the statement of the position in the winding up made up to set out above are true to the best of *my / our knowledge and belief;

and *I / we make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act 2000, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at) #1. Signature:
this day) Name of Liquidator:
of)
) 2. Signature:
) Name of Liquidator:

Before me –

Signature:

.....
Name of Commissioner for Oaths/Notary Public

* Delete where inapplicable
+ If there are no receipts or payments, delete the words within the []
If there is more than one liquidator, all liquidators must sign.

FORM VCC(VWU)-8

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF LIQUIDATOR'S ACCOUNTS OF RECEIPTS AND
PAYMENTS AND STATEMENT OF THE POSITION IN THE WINDING UP

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

Date of commencement of winding up:

The period covered by this account is from: to.....

Date of lodgement of the accounts of the liquidator's receipts and payments and a statement of the
position in the winding up with the Official Receiver:

Details of Liquidator(s)

Name of Liquidator:

NRIC / Passport No. of Liquidator:

Date of appointment of Liquidator:

Date of Cessation of Liquidator (where applicable):

FORM VCC(VWU)-9

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

STATEMENT OF AFFAIRS

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

Statement of Assets and Liabilities as at the day of [month] [year]		
	Cost or Book Value (\$)	Estimated Realisable Value (\$)
Current Assets [insert description of current assets]		
Total Current Assets		
Non-Current Assets [insert description of non-current assets]		
Total Non-Current Assets		
		Amount Owing (\$)
Current Liabilities [insert description of current liabilities]		
Total Current Liabilities		
Non-Current Liabilities [insert description of non-current liabilities]		
Total Non-Current Liabilities		
Total Liabilities		
Net Assets / Liabilities		

	Cost or Book Value (\$)
Estimated Expenses of Winding Up [insert description of estimated expenses]	

***I / We hereby declare that the particulars contained in this Statement of Affairs are true to the best of my / our knowledge and belief.**

Name of Officer: Address:	NRIC / Passport No: Position:	Signature & Date
Name of Officer: Address:	NRIC / Passport No: Position:	Signature & Date
Name of Officer: Address:	NRIC / Passport No: Position:	Signature & Date

**Delete where inapplicable*

FORM VCC(VWU)-10

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF HOLDING OF MEETING OF CREDITORS

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

*I / We, [name of liquidator] of [name of liquidator's firm], NRIC / Passport No., hereby give notice that a meeting of creditors of the abovenamed *VCC / sub-fund was summoned and held on the day of day of [month] [year].

Dated this day of [month] [year]

.....
Signature

Name of Liquidator:

.....
Signature

Name of Liquidator:

FORM VCC(VWU)-11

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

PROOF OF DEBT FORM

1 Particulars of VCC / Particulars of umbrella VCC (in respect of [name of sub-fund])

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

2 Particulars of Creditor Claiming Debt

Name of Creditor:

NRIC / Passport / Unique Entity / Registration No.:

Postal Address (*Please see note a*):

Contact Nos. (Tel / HP):

Fax No.: E-mail Address:

Creditor’s Reference No. (*Please see note b*):

3 Particulars of Debt

Date Incurred	Details of Debt (<i>Please see notes c, d & e</i>)	Currency	Amount (\$) (<i>Please see note f</i>)
Total Amount of Debt Claimed:			

4 Particulars of Interest / Late Charge (*Please indicate "NIL" if interest / late charge is not applicable*)

Date Incurred	Details of Interest / Late Charge (<i>Please see note g</i>)	Currency	Amount (\$)

5 Security Held (*Please indicate whether any securities are held by you*)

Brief Description (*to include the date on which the security was given & its value*):

6 Particulars of Persons Authorised to Complete this Proof of Debt Form
(*If same as box 2 above, please indicate "see box 2 above"*)

Name of Creditor:

NRIC / Passport / Unique Entity / Registration No.:

Postal Address (*Please see note a*):

Contact Nos. (Tel / HP):

Fax No.: E-mail Address:

Creditor's Reference No. (*Please see note b*):

7 Signature of Creditor / Person Authorised to Complete this Proof of Debt Form

7.1 I declare that to the best of my knowledge and belief, the abovenamed *VCC / sub fund incurred the debt amount claimed in boxes 3 and 4.

7.2 I declare that I am duly authorised, by the creditor / under the seal of the creditor company, to complete this proof of debt form.

Signature: Date: _____ / _____ / _____
(Day) (Month) (Year)

WARNING
Lodging a false proof of debt is a criminal offence punishable with fine or imprisonment or both.

Note:

- a. Please inform the liquidator / Official Receiver of any change in address.
- b. Please indicate the reference number that will be quoted in future correspondences with the liquidator.
- c. Examples of Debts are:
 - Goods Supplied - Services Rendered - GST - Others (please specify)
 - Wages and Salaries - Personal Loan - Overdraft Facilities - Income Tax
 - Property Tax - CPF
- d. Please attach copies of documents substantiating the debt. The onus is upon the creditor to prove the debt. In the case where the proof of debt is filed in respect of a sub-fund, please also provide the relevant details of how the debt is attributable or allocated to the sub-fund in question.
- e. For claims made by an authorised person on behalf of a group of persons employed by the VCC or the umbrella VCC for the purpose of the sub-fund, please provide a schedule reflecting the name, identification / passport no., address, debt description, period of which wages are due and the amount due, for each individual employee.
- f. Please state whether the amount claimed includes goods and services tax and if so, the amount of the tax.
- g. Please provide a brief description on the terms of the interest / late charge and attach copies of documents substantiating the amount.

For Official Use Only

Adjudicated on day of [month] [year]
Admitted as follows:

Preferential	\$	
Ordinary	\$	
Total Admitted	\$	
Amount Rejected	\$	
Total Amount of Debt	\$	Liquidator

FORM VCC(VWU)-12

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF INTENDED DIVIDEND

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]) :

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund :

Address of Registered Office :

Last Day for Receiving Proofs :

Name of Liquidator :

Address of Liquidator :

Dated :

FORM VCC(VWU)-13

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE TO CREDITORS OF INTENTION TO DECLARE DIVIDEND

(Title)

A (a)..... dividend is intended to be declared in the above matter. *You are mentioned in the statement of affairs / You appear to be a creditor of the *VCC / sub-fund, but you have not yet proved your proof of debt.

If you do not prove your debt by the..... day of [month] [year], you will be excluded from this dividend.

Dated this..... day of [month] [year]

.....
Liquidator

Name and Address of Liquidator:

To: [name of creditor]

..... [address of creditor]

*(a) Insert here "first" or "second" or "final" or as the case may be.
Delete where inapplicable

FORM VCC(VWU)-14

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF REJECTION OF PROOF OF DEBT

(Title)

Take notice that, as liquidator of the abovenamed *VCC / sub-fund, I have this day rejected your claim against the *VCC / sub-fund (a) (to the extent of \$.....) on the following grounds:

[state grounds for rejection]

And further take notice that subject to the power of the Court to extend the time, no application to reverse or vary my decision in rejecting your proof will be entertained after the expiration of (b) days from this date.

Dated this..... day of [month] [year]

.....
Liquidator

To: Address

- (a) *If proof wholly rejected strike out words underlined.*
- (b) *21 days or 7 days, as the case may be.*

**Delete where inapplicable*

FORM VCC(VWU)-15

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

GENERAL PROXY

(Title)

I, (a) of..... [address of person or firm], a creditor [or contributory] hereby appoint (b) as (c) general proxy to vote at the meeting of creditors (or contributories) to be held in the above matter on the day of..... [month] [year], or at any adjournment thereof.

Dated this day of..... [month] [year].

(Signature/ Common Seal) (d)

(Signature) (e).....

Witness:

NOTES

1. The person appointed general proxy must be either the Official Receiver or a person in the regular employ of the creditor [or contributory].
 2. The proxy must be lodged with the liquidator not later than the time named for that purpose in the notice convening the meeting at which it is to be used.
 3. This instrument appointing a proxy or proxies must be under the hand of the appointor or of his attorney duly authorised in writing. Where the instrument appointing a proxy or proxies is executed by a corporation, it must be executed either under its seal or under the hand of any officer or attorney duly authorised.
- (a) If a firm writes “We” instead of “I”, and set out the full name of the firm.
 - (b) Insert “Mr. or a clerk, manager, etc., in my regular employ”, in which case the standing of the person appointed must be clearly set out, or “the Official Receiver in the above matter.
 - (c) “My” or “our”.
 - (d) If a firm, sign the firm’s trading title, and add “by A.B., a partner in the firm”.
 - (e) The signature of the creditor or contributory appointing a proxy must not be attested as witness by the person nominated as proxy.

FORM VCC(VWU)-16

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

SPECIAL PROXY

(Title)

I, (a) of..... [address of person or firm], a creditor (or contributory), hereby appoint (b) as (c) proxy at the meeting of creditors (or contributories) to be held on the.....day of[month][year], or at adjournment thereof, to vote (d)

Dated this.....day of..... [month] [year].

(Signature/ Common Seal) (e)

Signature of witness

Witness:

NOTES

1. A creditor (or contributory) may give a special proxy to any specified meeting or adjournment thereof on all or any of the following matters:
 - (a) for or against the appointment or continuance in office of any specified person as liquidator or as member of the committee of inspection; and
 - (b) on all questions relating to any matter, other than those above referred to, arising at a specified meeting or adjournment thereof.
2. The proxy must be lodged with the Official Receiver or liquidator not later than the time named for that purpose in the notice convening the meeting at which it is to be used.
3. This instrument appointing a proxy or proxies must be under the hand of the appointor or of his attorney duly authorised in writing. Where the instrument appointing a proxy or proxies is executed by a corporation, it must be executed either under its seal or under the hand of any officer or attorney duly authorised.
 - (a) If a firm write “We” instead of “I”, and set out the full name of the firm
 - (b) Insert either “Mr. or the Official Receiver in the above matter”.
 - (c) “My” or “our”.
 - (d) Insert the word “for” or the word “against”, as the case may require, and specify the particular resolution.
 - (e) If a firm, sign the firm’s trading title and add “by A.B., partner in the firm”.

FORM VCC(VWU)-17

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026NOTICE OF DISCLAIMER UNDER SECTION 230 OF THE
INSOLVENCY, RESTRUCTURING AND DISSOLUTION ACT 2018
AS APPLIED BY SECTION 33(2) OR 130 OF THE
VARIABLE CAPITAL COMPANIES ACT 2018

(Title)

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]):

.....

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund:

.....

I, [name of liquidator], the liquidator of the abovenamed *VCC / sub-fund, hereby disclaim all interest in the following property from the date of this notice:

No.	Description of Property Disclaimed	Address of Property Disclaimed (if applicable)	Reasons for Disclaiming

Details of liquidator:

Notice of this disclaimer is given to: *Official Receiver / [name of creditor]
[address of Official Receiver / creditor]

Dated this day of.....[month] [year]

* Delete where inapplicable

FORM VCC(VWU)-18

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

NOTICE OF DIVIDEND

Name of VCC / Name of umbrella VCC (in respect of [name of sub-fund]) :

Unique Entity No. of VCC / Unique Entity No. of umbrella VCC and Registration No. of sub-fund :

Address of Registered Office :

Amount per centum :

First and Final or otherwise :

When payable :

Where payable :

Dated :

FORM VCC(VWU)-19

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

AUTHORITY TO LIQUIDATOR TO PAY DIVIDENDS TO
ANOTHER PERSON

(Title)

To the liquidator

I / We hereby authorise and request you to [name of person] of [address of person], of identification no. (a), all dividends as they are declared in the abovenamed matter, and which may become due and payable to *me / us in respect of the proof of debt for the sum of \$ against the abovenamed *VCC / sub-fund.

It is understood that this authority is to remain in force until revoked by *me / us in writing.

(Signature)

Creditor:

(Signature)

Witness:

- (a) NRIC / Passport No./ Unique Entity No./ Business Registration No.
- (b) For corporate creditors, this form is to be signed by authorised officers. Name and designation are to be indicated.

* Delete where inapplicable

PAYMENTS

Date	To whom paid	Nature of Payments	Amount (\$)
		Total	

STATUTORY DECLARATION VERIFYING LIQUIDATOR'S TRADING ACCOUNT

*I / We *NRIC / Passport No.
 of and
 *NRIC / Passport No.
 of..... the liquidator(s) of the abovenamed *VCC / sub-fund do
 solemnly and sincerely declare that –

+ [the trading account set out above contains a full and true account of my / our receipts and payments
 in the winding up of the *VCC / sub-fund], from, to, +[and that]
 *I / we have not, nor has any other person by *my / our order or for my use during that period, received
 or paid any moneys on account of the *VCC / sub-fund +[other than and except the items mentioned
 and specified in that account];

and *I / we make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act
 2000, and subject to the penalties provided by that Act for the making of false statements in statutory
 declarations, conscientiously believing the statements contained in this declaration to be true in every
 particular.

Declared at)	#1. Signature:
thisday)	Name of Liquidator:
of)	
)	2. Signature:
)	Name of Liquidator:

Before me –

Signature:

.....
 Name of Commissioner for Oaths/Notary Public

** Delete where inapplicable*
+ If there are no receipts or payments, delete the words within the []
If there is more than one liquidator, all liquidators must sign.

*I / We have examined this account with the vouchers and find the same correct, and we are of the
 opinion that the receipts and payments are proper.

Dated this day of [month] [year]

.....
 [Committee of Inspection /
 a member of the Committee of Inspection /
 a person nominated by the creditors]

FORM VCC(VWU)-21

VARIABLE CAPITAL COMPANIES ACT 2018

VARIABLE CAPITAL COMPANIES
(VOLUNTARY WINDING UP) REGULATIONS 2026

CERTIFICATE OF RECEIPT OF MONEYS BY THE
OFFICIAL RECEIVER

(Title)

This is to certify that the Official Receiver has received a sum of \$.....being
the unclaimed funds and undistributed assets of the abovenamed *VCC / sub-fund from the appointed
liquidator of the abovenamed *VCC / sub-fund on the day of [month]
[year].

Dated this day of [month] [year]

.....
Official Receiver

** Delete where inapplicable*