

**OFFICIAL ASSIGNEE / OFFICIAL RECEIVER
PRACTICE CIRCULAR NO. 1 OF 2020**

SAFE DISTANCING MEASURES FOR MEETINGS

This Practice Circular is issued to highlight the alternative arrangements for the conduct of meetings prescribed under the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings) (Bankruptcy) Order 2020 and the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings) (Corporate Insolvency) Order 2020 (collectively, “Orders”) pursuant to the COVID-19 (Temporary Measures) Act (“COVID-19 Act”).

BACKGROUND

2. As part of Singapore’s efforts to combat and prevent the spread of COVID-19, the Infectious Diseases (Measures to Prevent Spread of COVID-19) Regulations 2020 (“ID Regulations”) that came into force on 27 March 2020 prohibited certain activities and events, limited attendance for non-prohibited events, and imposed safe distancing measures for non-prohibited events held in public places. More stringent measures were subsequently introduced as part of a nation-wide circuit breaker to break the chain of COVID-19 transmissions. The COVID-19 (Temporary Measures) (Control Order) Regulations 2020 (“Control Regulations”) that came into force on 7 April 2020 imposed further restrictions on the movement of people and on the operation of businesses and premises.

ALTERNATIVE ARRANGEMENTS FOR MEETINGS

3. In view of the above, all trustees-in-bankruptcy and liquidators are reminded to comply with the safe distancing measures under the ID Regulations and Control Regulations by considering adopting the alternative arrangements provided for in the Orders when holding meetings with the relevant stakeholders and members-of-public during case administration. These alternative arrangements include, *inter alia*, convening a meeting, whether wholly or partly, by electronic communication, video conferencing, teleconferencing and other electronic means etc., whichever appropriate.

4. These arrangements provide an alternative way to conduct meetings, where personal attendance is otherwise provided for in written law. The existing statutory requirements for the conduct of meetings may still be observed and relied on if in doing so, the safe distancing measures under the ID Regulations and Control Regulations are to be fully complied with.

5. The alternative arrangements apply to the period starting on 27 March 2020 and ending on 30 September 2020.

Court-ordered meetings / Court-directed meetings

6. In respect of meetings already ordered or directed by the Court and which have not been held, trustees-in-bankruptcy and liquidators may apply to the court to seek directions or variation of court orders if they so require, as to the safe distancing measures that they propose to implement at such meetings.

EFFECTIVE DATE

7. This Practice Circular shall take immediate effect.

CLARIFICATIONS

8. For queries regarding this Practice Circular, please contact us at Tel: 1800-2255-529 or through our online enquiry form at our website <https://eservices.mlaw.gov.sg/enquiry/>.

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(This Practice Circular is also available on the website of The Insolvency & Public Trustee's Office at: <https://io.mlaw.gov.sg>)