FREQUENTLY ASKED QUESTION (FAQ) STATEMENT OF AFFAIRS (SOA)

1. Document Checklist

Before filling in the form, please prepare the following documents (where applicable):

Document	Required
MyKad / Passport	✓
Bankruptcy Order	✓
Latest salary slips (3 months)	✓
EPF (KWSP) statement	✓
Bank statements	✓
Property title / Sale & Purchase Agreement	✓
Housing loan statement	✓
Vehicle Registration Certificate	✓
Vehicle loan statement	✓
SSM Business Search	✓ (if applicable)
Income Tax Statement (LHDN)	✓ (if applicable)
Insurance policy	✓ (if applicable)
Investment statements	✓ (if applicable)

2. Document Checklist by Section

Section	Documents Required
A	MyKad, Passport
B	Marriage certificate (if applicable), tenancy agreement

C	Land title, vehicle registration, bank statements, KWSP statement
D	Loan agreements, latest loan statements
E	Court orders, guarantees, legal agreements
F	SSM search, audited accounts, financial statements
G	Previous bankruptcy documents
H	Sale and purchase agreements, transfer documents
I	Proposal letter (if any)

3. Explanation Before Section C (Asset)

What is meant by assets?

- Assets are all property or ownership rights owned by the bankrupt either individually or jointly with others.
- Assets include:
    - ● House
    - ● Land
    - ● Vehicles
    - ● Money in bank accounts
    - ● EPF savings
    - ● Shares
    - ● Investments
    - ● Jewellery
    - ● Cash
    - ● Business
    - ● Property abroad

- Even if the asset still has a loan balance, the asset still needs to be declared
- Example:

Item	Information
Address	No. 25, Jalan Kenanga, Shah Alam, Selangor
Joint Owner	Wife
Secured	Yes
Name of Collateral Holder	Maybank Berhad
Monthly Installment	RM1,850.00

- Documents to be attached

  ✓ Land grant (if any)

  ✓ Latest loan statement

  ✓ Sale and Purchase Agreement (if applicable)

4. Section D – Secured Debt

What is a Secured Debt?

- A secured debt is a loan where the lender has legal rights over your asset if you fail to repay the loan. Examples include:

  - Housing loan
  - Land loan
  - Vehicle loan
  - Industrial property financing

- What should you provide?

  ✓ Name of the bank/ financial institution
  ✓ Loan account number
  ✓ Outstanding balance
  ✓ Monthly instalment
  ✓ Property charged
  ✓ Copy of latest loan statement

- Completed Sample

Example:

Name of Creditor	Amount (RM)
Maybank Berhad	350,000
Bank Islam	42,500
AEON Credit	18,600

Supporting documents

- Latest loan statement
- Loan agreement
- Demand letter (if any)

5. Frequently Asked Questions (FAQ)

- **Question 1:**

  I do not own any assets.

  Answer

  Write **"TIADA"** in the relevant section.

  Do not leave the section blank.

- **Question 2:**

  I cannot remember my bank account number.

  Answer

  State the bank name and indicate that the account number is unknown.

  Obtain the account information from the bank if possible.

- **Question 3:**

  My house is jointly owned with my spouse.

  Answer

  Declare the property.

  State:

  - joint ownership
  - ownership percentage (if known)
  - current outstanding housing loan

- **Question 4:**

  I sold my car four years ago.

  Answer

  Declare the disposal under **Bahagian H** and attach any sale documents if available.

6. Common Mistakes

Common Mistakes to Avoid:

❌ Leaving sections blank

✔ Write "TIADA" or "TIDAK BERKAITAN".

❌ Declaring only one bank account

✔ Declare **all** bank accounts, including:

- savings
- current
- joint accounts
- dormant accounts (if still active)

❌ Forgetting EPF

✔ Declare EPF even if the balance is low.

❌ Forgetting vehicles under hire purchase

✔ All vehicles registered in your name must be declared.

7. Legal Reminder

- The information provided in the SOA forms part of your statutory declaration.
- You must:
  - disclose all assets, whether in Malaysia or overseas;
  - disclose all liabilities and creditors;
  - provide true and complete information; and
  - update the Director General of Insolvency if material information changes before submission.
- Failure to provide complete or accurate information may delay the administration of your bankruptcy case and may have legal consequences under the applicable insolvency laws.

8. Step-by-Step Workflow

