

Serba Dinamik Development Sdn. Bhd. (In Liquidation) ("the Company" or "SDDSB")

Proof of Debt ("POD") User Guide

September 2024



Important Notice (1/2)

- If you wish to make a claim against the Company, you are required to complete the Form 55, Proof of Debt General Form and return it together with document(s) to support your claim by **9 October 2024, 5 p.m.**
- The Form 55, Proof of Debt General Form as at 17 August 2023 together with document(s) to support your claim must be lodged to the Liquidator at the following address by **9 October 2024, 5 p.m.:**

The Liquidator
Serba Dinamik Development Sdn. Bhd. (In Liquidation)
c/o Level 10, Menara TH 1 Sentral
Jalan Rakyat
Kuala Lumpur Sentral
50470 Kuala Lumpur

- Please be informed that failure of a creditor to lodge the Form 55, Proof of Debt General Form within the stipulated time i.e. by **9 October 2024, 5 p.m.** will result in its claim to be excluded by the Liquidator from the benefit of any distribution specified.

Important Notice (2/2)

- You are strongly encouraged to submit the Form 55, Proof of Debt General Form along with the relevant supporting document(s) electronically.
- Each creditor is allowed to submit one (1) Form 55, Proof of Debt General Form or one (1) submission only.

Please refer to the following pages for the step-by-step guideline to assist you in your Proof of Debt submission.

Item checklist for Proof of Debt Submission

No.	Documents	Purpose	Next steps	Deadline	Checkbox
1	Form 55: Proof of Debt (“POD”) General Form	Form 55 <ul style="list-style-type: none"> To prove your claims against the company in liquidation to the liquidator. 	<ul style="list-style-type: none"> Mandatory to be completed and attested. Please lodge Proof of Debt claims on the Creditor Engagement Portal (“CEP”). Refer to page 7 to 14 for more information. 	9 October 2024, 5pm (GMT+8) <i>(regardless of mode of submission)</i>	<input type="checkbox"/>
2	Supporting documents	Supporting documents <ul style="list-style-type: none"> Required to substantiate your claims e.g. invoices, agreements, payment slips, bank statements, statement of accounts etc. 	<ul style="list-style-type: none"> Mandatory to be annexed together with Form 55. For electronic submission, documents are to be uploaded to the CEP. 	9 October 2024, 5pm (GMT+8) <i>(regardless of mode of submission)</i>	<input type="checkbox"/>

Submitting your Proof of Debt claim: Suggested approach

Stage 1: Register to access CEP

1. Access the google form via the following link:

[Registration form to access the Creditors Engagement Portal \("CEP"\)](#)

1. Fill up the form to register yourself to access the CEP.

Note: You will receive an invitation email to access the CEP upon successful verification. Please refer [page 16](#) for more information.

Stage 2: Prepare the documents

While waiting for the invitation email to access the CEP, please get ready with the necessary documents (including but not limited to the Proof of Debt General Form and any other supporting documents) to be submitted to substantiate your POD claims.

Please refer [page 7 to 14](#) for guided instructions on how to fill the Proof of Debt General Form.

Stage 3: Lodge your POD claims via CEP

Once you have been granted the access to the CEP, you can then begin to lodge your submissions via the CEP.

Please refer [page 16 to 19](#) for guided instructions on how to navigate the CEP and lodge your POD claims via the CEP.

Stage 4: Hardcopy submission

Send hard copies of your submission to the following address:

The Liquidator
Serba Dinamik Development Sdn. Bhd. (In Liquidation)
c/o Level 10, Menara TH 1 Sentral, Jalan Rakyat Kuala Lumpur Sentral
50470 Kuala Lumpur

by **9 October 2024, 5 p.m.**

Stage 2 – Prepare the documents

Step	Description	Reference page
1	Prepare your documents	<u>7</u>
2	Fill in the Proof of Debt General Form	<u>8</u>
	2.1 Creditor Information	<u>9 - 11</u>
	2.2 Claim Information	<u>12 - 13</u>
	2.3 Claim Information (cont'd) and Attestation	<u>14</u>

Step-by-step guidelines – Stage 2

Step 1: Prepare all the necessary documents

- You are to submit the Form 55, Proof of Debt General Form as at 17 August 2023 together with document(s) to support your claim. You may refer to [page 8 to 14](#) for instructions to fill up the form.

Step-by-step guidelines – Stage 2

Step 2: Fill in the Proof of Debt General Form (Form 55)

You would have received a hardcopy of the Proof of Debt General Form attached together with the letter sent to you. Alternatively, you may obtain the soft copy version of the form in PDF [here](#).

Please refer the following pages for instructions on how to complete the Form 55. In addition, you should read the notes on the second page of the Form 55 carefully

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) NO. PETITION: WA-28NCC-422-05/2022

**IN THE MATTER OF SERBA DINAMIK DEVELOPMENT SDN. BHD. (IN LIQUIDATION)
(COMPANY NO: 201801040993 (1303024-U))**

I, (a) I/C No.
make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deposited to was incurred and for the consideration stated, and that such debt, to the best of my knowledge and belief, still

Please ensure that you have the correct Form 55. For the purposes of this exercise, you may only submit your Form 55 for **Serba Dinamik Development Sdn Bhd (In Liquidation)** for this POD Exercise.

Guided Instruction: Proof of Debt General Form (Form 55)

Part 1: Creditor Information – Follow **one of the** Guided Instruction (1A/1B/1C) to complete this section.

Guided Instruction 1A – Filing the Form 55 as an **Individual Creditor**

Guided Instruction (1A):- If you are filling the form as an **individual creditor** (e.g. you are claiming as an ex-employee of the Company), please **fill in only Section (a)**:

- 1 Full Name, Address of person signing the form, and NRIC No. of person signing the form.

Example:

*“I, (a) **Mr ABC, of No. 123, Jalan XYZ, 50000 Kuala Lumpur.** I/C No. **XXXX-XX-XXXX** make oath (solemnly, sincerely and truly affirm) and say:”*

Then, **strike out Section (b) and Section (c)**.

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) NO. PETITION: WA-28NCC-422-05/2022

IN THE MATTER OF SERBA DINAMIK DEVELOPMENT SDN. BHD. (IN LIQUIDATION)
(COMPANY NO: 201801040993 (1303024-U))

I,

1 (a) I/C No.

make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deposited to was incurred and for the consideration stated, and that such debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

(c) That I am duly authorized, under the seal of the company hereinafter named, to make the proof of debts on its behalf.

Guided Instruction: Proof of Debt General Form (Form 55)

Part 1: Creditor Information – Follow **one of the** Guided Instruction (1A/1B/1C) to complete this section.

Guided Instruction 1B – Filing and signing the Form 55 **for your company as a corporate creditor.**

Guided Instruction (1B):- If you are submitting a claim **for** your **company** (e.g. if you are a director, employee, or clerk of the creditor, and you are filing and signing the Form 55 for your company), please **fill in only Section (a) and Section (b)**:

- 1 Full Name and Occupation of person signing the form, and Address of your company
- 2 NRIC No. of person signing the form
- 3 Name of creditor company.

Example:

*“I, (a) **Mr ABC, director of DEF Sdn Bhd** (name of corporate creditor) of No. 123, Jalan XYZ, 50000 Kuala Lumpur (address of corporate creditor). I/C No. **XXXX-XX-XXXX** make oath (solemnly, sincerely and truly affirm) and say:*

*(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by **DEF Sdn Bhd**...”*

Then, **strike out Section (c).**

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
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IN THE MATTER OF SERBA DINAMIK DEVELOPMENT SDN. BHD. (IN LIQUIDATION)
(COMPANY NO: 201801040993 (1303024-U))

I, (a) I/C No.
make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deposed to was incurred and for the consideration stated, and that such debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

(c) That I am duly authorized, under the seal of the company hereinafter named, to make the proof of debts on its behalf.

Guided Instruction: Proof of Debt General Form (Form 55)

Part 1: Creditor Information – Follow **one of the** Guided Instruction (1A/1B/1C) to complete this section.

Guided Instruction 1C – Filing and signing the Form 55 **as an authorised agent** to submit the claims **on behalf of a corporate creditor**.

Guided Instruction (1C):- If you are **not an employee** of a corporate creditor, but an authorised agent to file and sign the Form 55 **on behalf** of the **corporate creditor** (e.g. if you are a lawyer submitting the claims on behalf of your client), please **fill in only Section (a)**:

- 1 Full Name and Occupation of person signing the form, and Address of your company
- 2 NRIC No of person signing the form

Example:

“I, (a) Mr ABC, lawyer/clerk/agent from Messrs XXX, No. 123, Jalan XYZ, 50000 Kuala Lumpur (name and address of your firm/company). I/C No. XXXX-XX-XXXX make oath (solemnly, sincerely and truly affirm) and say:

Then, **strike out Section (b)**.

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) NO. PETITION: WA-28NCC-422-05/2022

IN THE MATTER OF SERBA DINAMIK DEVELOPMENT SDN. BHD. (IN LIQUIDATION)
(COMPANY NO: 201801040993 (1303024-U))

I,

(a) I/C No.

make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deposed to was incurred and for the consideration stated, and that such debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

(c) That I am duly authorized, under the seal of the company hereinafter named, to make the proof of debts on its behalf.

Guided Instruction: Proof of Debt General Form (Form 55)

Part 2: Claim Information

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) NO. PETITION: WA-28NCC-422-05/2022

IN THE MATTER OF SERBA DINAMIK DEVELOPMENT SDN. BHD. (IN LIQUIDATION)
(COMPANY NO: 201801040993 (1303024-U))

I, (a) I/C No.
make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deposed to was incurred and for the consideration stated, and that such debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

(c) That I am duly authorized, under the seal of the company hereinafter named, to make the proof of debts on its behalf.

1. That the above-named company was, at the date of the order for winding-up the same, viz: the 17th day of August, 2023, and still is justly and truly indebted to (d) in the sum of for (e) as shown by the account endorsed hereon, or by the following account, viz: for which sum or any part thereof I say that I have not nor hath (f) or any person by (g) order to my knowledge or belief for (g) used had or received any manner of satisfaction or security whatsoever, save and except the following (h):

Guided Instruction (2):-

All steps here are **mandatory** to complete.

- 4 Name of creditor
 - If you are an **individual creditor**, please fill in your Full Name, e.g. “Mr ABC”.
 - If you are **joint-individual creditors**, please fill in all the Full Names of the creditors. For example, if you are joint-owners of a property claiming for outstanding rentals from SDDSB, e.g. “Mr ABC and Mr XYZ”.
 - If you are filing for/on behalf of a **corporate creditor**, please fill in the Creditor Company’s Name.
- 5 **Total** amount of your claim (in denominated currency).
 - Claim is in **one (1) currency**:
Example 1: RM1,000.00 only
Example 2: USD150.00 only
 - Claim is in **multiple currencies**:
Example: RM1,000.00 and SGD2,000.00 only
- 6 Nature/description of your claim
 - e.g. “goods sold and delivered by me / us”
 - e.g. “supply of service by me / us”
 - e.g. “outstanding wages for the period from...”
 - e.g. “rental outstanding for the period from...”
- 7 You may use the following (as the case may be):
 - “the above-named creditor(s)”; or
 - Full Name(s) of Creditor(s) as per Item (4).

Guided Instruction: Proof of Debt General Form (Form 55)

Part 2: Claim Information (cont'd)

To be filled
by the
Liquidator's
office.

SCHEDULE

	8	9	10	11		12
	<i>Date</i>	<i>Drawer</i>	<i>Acceptor</i>	<i>RM</i>	<i>Sen</i>	<i>Due Date</i>
Admitted to vote for RM this day of 20	1 Jan 202X	Creditor(s)' Names	Serba Dinamik Development Sdn. Bhd. (In Liquidation)	XX	XX	31 Jan 202X
	1 Mar 202x	Creditor(s)' Names	Serba Dinamik Development Sdn. Bhd. (In Liquidation)	XX	XX	31 Mar 202X
 Last invoice date Creditor(s)' Names Serba Dinamik Development Sdn. Bhd. (In Liquidation) XX XX Last due Date
Admitted to rank for dividend for RM..... this day of..... 20	Total Amount Claimed			YYY	YY	
	OR					
Official Receiver or Liquidator	1 Jan 202X	Creditor(s)' Names	Serba Dinamik Development Sdn. Bhd. (In Liquidation)	USD YYY	Cent YY	31 Jan 202X
	The total amount claimed is USD YYY, kindly refer to Annexure(s) attached with this Form 55 for the breakdown of the claims.					
Sworn or affirmed atin the State ofthisday of,20.....						

Option 1:

- Detailed breakdown of claims in relation to invoices / agreements etc.
- Mandatory** to provide supporting documents for each claim.

Option 2:

- Summarised total claim.
- Mandatory** to provide breakdown of the claims in separate annexure(s).
- Mandatory** to provide supporting documents for each claim.

Guided Instruction (3):-


- 8 12 **Date** and **Due Date** are in relation to invoices / agreements etc
- 9 **Drawer** would be the creditor(s).
- 10 **Acceptor** would be SDDSB.
- 11 Please strike out "RM" and "Sen" and amend accordingly if claim is not in Ringgit Malaysia.
Please add on to "RM" and "Sen" if claim is in Ringgit Malaysia **AND** other currency.

Guided Instruction: Proof of Debt General Form (Form 55)

Part 3: Claim Information (cont'd) and Attestation

<i>Official Receiver or Liquidator</i>							
--	--	--	--	--	--	--	--

Sworn or affirmed atin the State ofthisday of,20.....



Before me

13

(Signature of Deponent)

NOTE -

To be filled by Commissioner for Oaths / Notary Public (**mandatory**)

Important notice :

Your POD Form must be attested

Guided Instruction (4):-

All steps are mandatory to complete.

13 Please affix signature of:

- individual creditor; OR
- authorised signatory and Company's Seal of corporate creditor.

Stage 3 – Lodge your POD claims

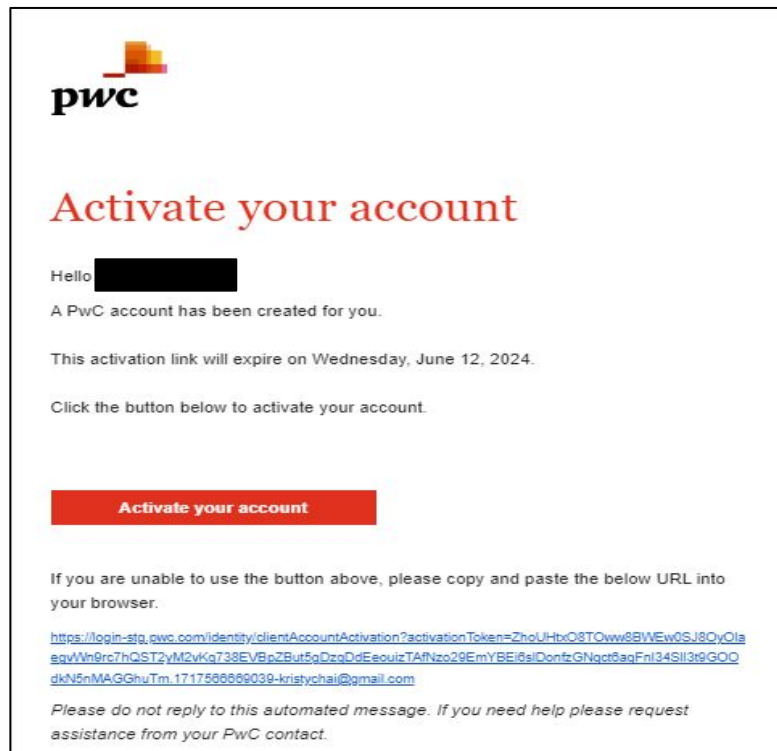
Step	Description	Reference page
1	Activate your account	<u>16 - 20</u>
2	Log into the Creditor Engagement Portal (“CEP”)	<u>21 - 23</u>

Step-by-step guidelines – Stage 3

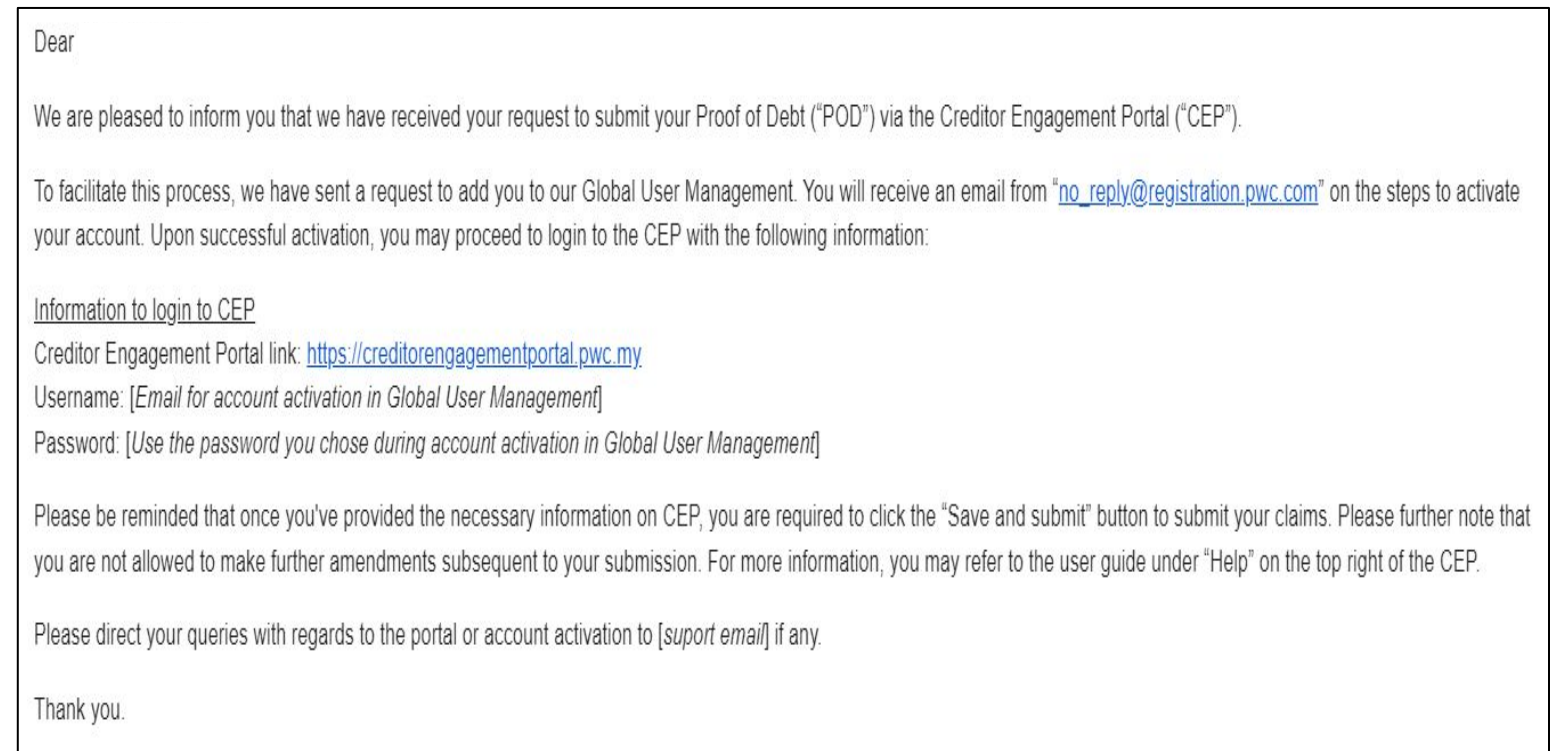
Step 1: Activating your account

Once your email is registered, you will receive two separate emails as follows:

Email 1: Account Activation Email



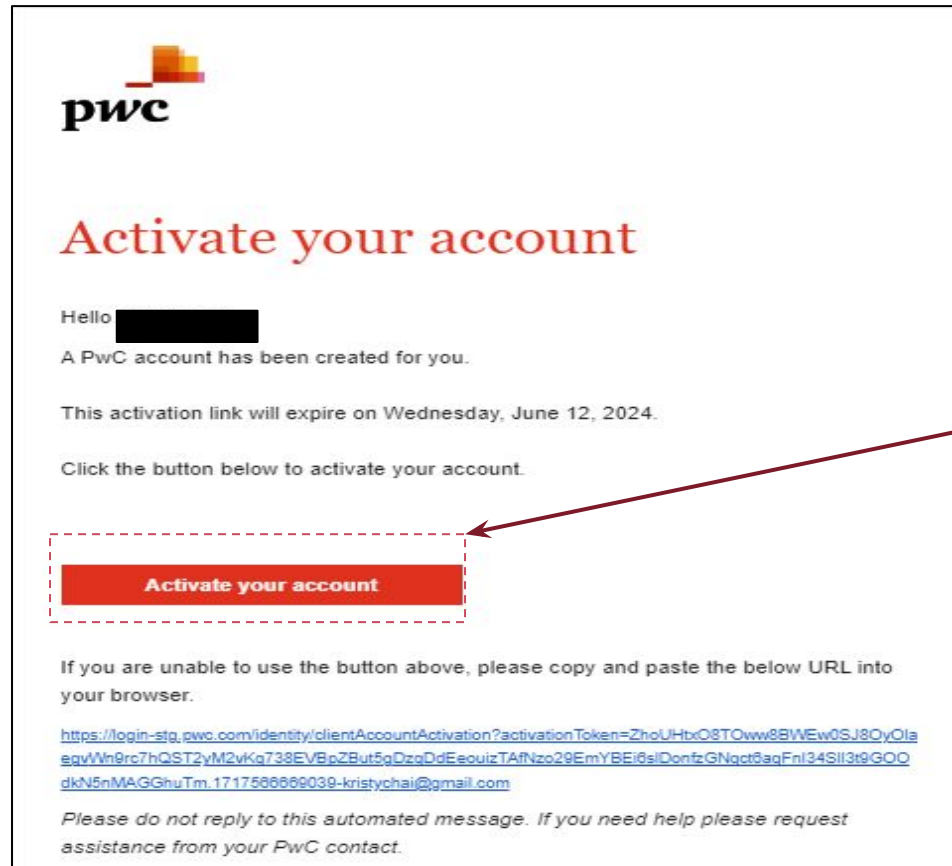
Email 2: Link to the Creditor Engagement Portal (“CEP”)



Step-by-step guidelines – Stage 3

Step 1: Activating your account

(1) Click on “Activate your account” or copy and paste the URL below into your browser



ATTENTION:

Please note that the activation link is valid **for one (1) week**.

Be sure to activate your account before the expiration date as stated in the email.

Step-by-step guidelines – Stage 3

Step 1: Activating your account

(2) Confirm your registered email and create a password for your account.

The screenshot shows a web form titled "Activate your account". At the top, there is a text input field for an email address, partially obscured by a black box and ending in "@hotmail.com". Below this is a "Confirm email (mandatory)" field, indicated by a red circle with the number 1. The next section is for password creation, labeled "Choose password (mandatory)", indicated by a red circle with the number 2. It includes a password input field with an eye icon, a list of requirements (e.g., "Minimum 8 characters in length", "Does not contain first or last name or email", "Satisfy 3 of 4: Contains at least one lowercase letter, Contains at least one uppercase letter, Contains at least one number, Contains at least one of the following: ~ ! @ # \$ % ^ & * _ - + = ` \ \ () { } [] ; : " ' < > , . ? /"), and a "Confirm password (mandatory)" field. Below the password fields is a "Confirm password (mandatory)" field, indicated by a red circle with the number 3. The bottom section contains a "Country code (mandatory)" dropdown menu and a "Primary number (mandatory)" text input field, both indicated by a red circle with the number 3. There is also a "Reset fields" link. At the very bottom is a "Submit" button, indicated by a red circle with the number 4.

1 Please key in your registered email address. It is the same email address of which you have received the account activation email.

2 Create and confirm a password for your account.

3 Select your country code from the drop down, and key in your mobile phone number.

e.g. Country Code: +60

e.g. Primary Number: 172223345

ATTENTION:

The one-time verification code will be sent via SMS or phone call.

4 Click "Submit" once the above fields are filled.

Step-by-step guidelines – Stage 3

Step 1: Activating your account

(3) Choose a method to receive the one-time verification code

Verify your identity

To verify your identity, we will send a one-time verification code to your phone.

Choose 1:

Text me at [REDACTED]

Call me at [REDACTED]

Send

[Assistance required](#)

(4) Enter the one-time verification code and click “Submit”

One time verification code sent.

Note: This session will time out within 15 minutes.

Enter one time verification code

Submit

[I didn't receive a code](#)

[Resend code](#) [Select different method](#)

Step-by-step guidelines – Stage 3

Step 1: Activating your account

(5) Once you see the following prompt, your account has been activated and you may proceed to login to the CEP via the link provided in Email 2.

Your account has been activated successfully!

Please proceed to your application to login.

You may close this browser now.

Step-by-step guidelines – Stage 3

Step 2: Log into the Creditor Engagement Portal (“CEP”)

(1) Navigate to the Creditor Engagement Portal link in Email 2

Dear [Creditor Name],

We are pleased to inform you that we have received your request to submit your Proof of Debt (“POD”) via the Creditor Engagement Portal (“CEP”).

To facilitate this process, we have sent a request to add you to our Global User Management. You will receive an email from “no_reply@registration.pwc.com” on the steps to activate your account. Upon successful activation, you may proceed to login to the CEP with the following information:

Information to login to CEP

Creditor Engagement Portal link: <https://creditorengagementportal.pwc.my>

Username: [Email for account activation in Global User Management]


Password: [Use the password you chose during account activation in Global User Management]

Please be reminded that once you've provided the necessary information on CEP, you are required to click the “Save and submit” button to submit your claims. Please further note that you are not allowed to make further amendments subsequent to your submission. For more information, you may refer to the user guide under “Help” on the top right of the CEP.

Please direct your queries with regards to the portal or account activation to [support email] if any.

Thank you.

(2) Login using the credentials you created in “Step 1: Activating your account”



Log In

Email

Remember me?

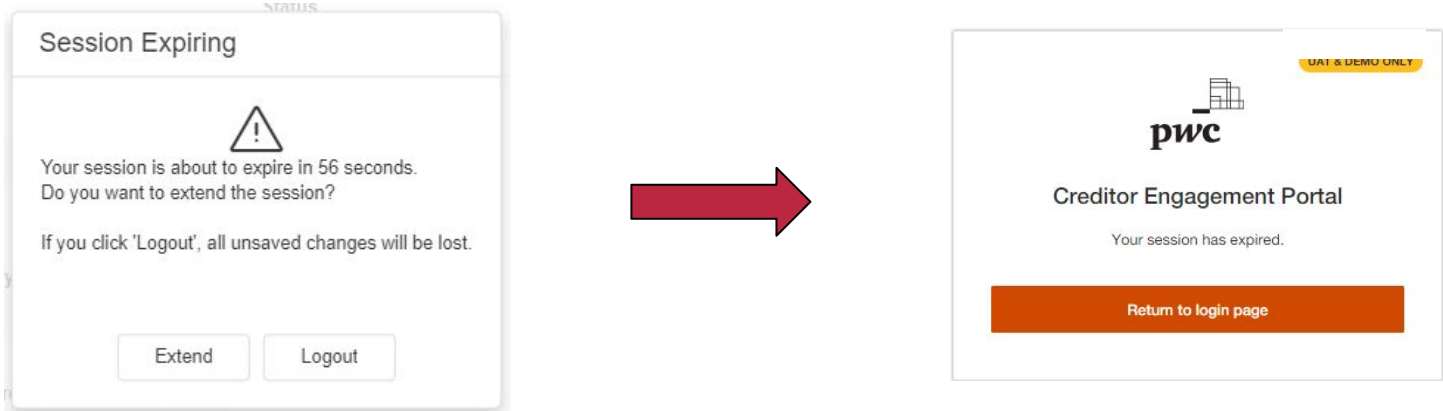
Next

Please read our Cookie Information linked below before clicking 'Next'. It explains how PwC uses cookies.

Step-by-step guidelines – Stage 3

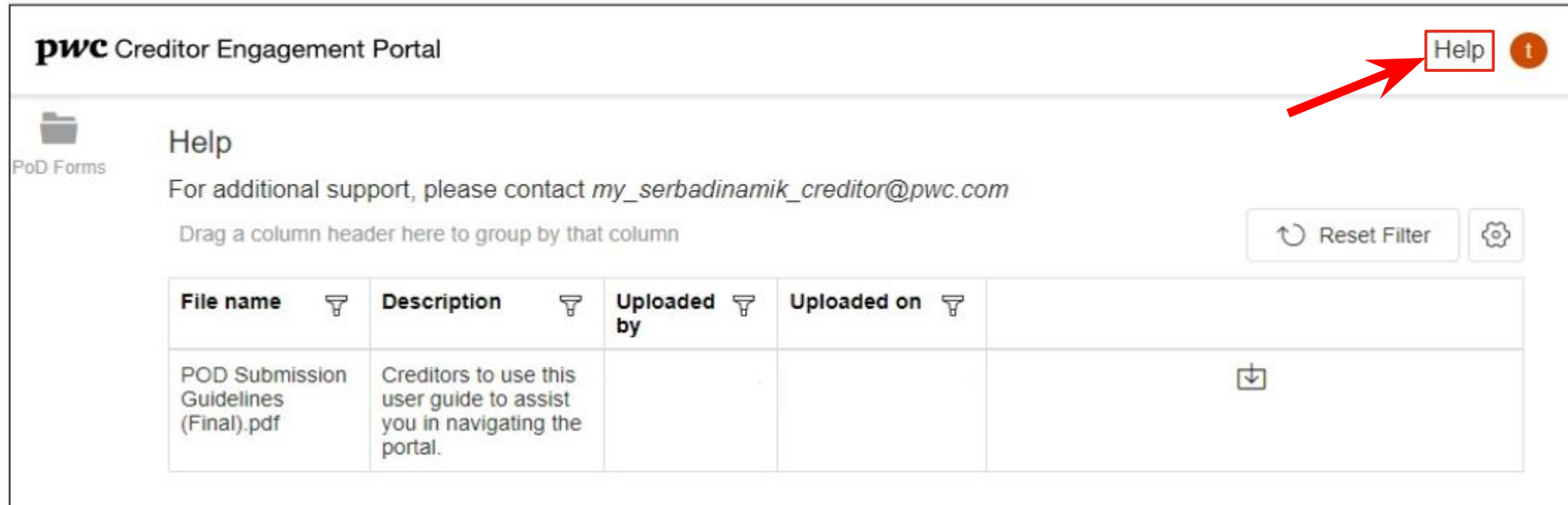
Step 2: Log into the Creditor Engagement Portal (“CEP”)

(3) Please read the guidance notes below for some of the control features in place within the CEP

Control Feature	Guidance Notes
Session timeout	<p>You will be prompted with a Session Expiring warning on the 15th minute of inactivity (i.e. no event movement such as mouse clicks, keyboard press while on CEP portal). You can choose to extend your session or logout.</p> <p>If there is no response on the 15th minute of inactivity, the session will time out and you will be directed to the login page. Any unsaved data prior to logout/ session timeout will not be recovered.</p> 
Navigation	<ul style="list-style-type: none"> • Avoid closing the browser tab as a way to exit the application • Always use the navigation within the application, such as the left panel or tabs within the record • Always click “Save as Draft” while updating the form to avoid data loss in case of session timeout

Step-by-step guidelines – Stage 3

Please refer to the detailed guides to navigate the portal and lodge your POD claims in the “Help” button in the CEP.



pwc Creditor Engagement Portal

Help t


PoD Forms

Help

For additional support, please contact my_serbadinamik_creditor@pwc.com

Drag a column header here to group by that column

Reset Filter

File name	Description	Uploaded by	Uploaded on	
POD Submission Guidelines (Final).pdf	Creditors to use this user guide to assist you in navigating the portal.			

Frequently Asked Questions

No.	Description	Reference page
1	Frequently Asked Questions	<u>25</u>

Frequently Asked Questions

- 1. I have claims in multiple currencies against the Company in liquidation, do I need to prepare multiple Proof of Debt General Form (“POD General Form”) (i.e. Form 55) for each currency?**
 - **Physical POD General Form:** No, you do not have to submit multiple POD General Form. You can aggregate all claims in different denominated currencies in one (1) POD General Form.
 - **POD Form on CEP:** No, when you create a new POD form in CEP, you can input multiple currencies in **Section 2: Proof of Debt General Form ("Form 55")**, and attach the one (1) POD General Form for all the claims in the different currencies that you are claiming for.
- 2. There is no Commissioner for Oaths in my country. How should I get my POD General Form attested?**
 - In the absence of a Commissioner for Oaths, you may obtain attestation from a Notary Public,
- 3. What happens after we submit our claims?**
 - The Liquidator will examine the claims and shall admit, reject or require further evidence. We will inform you accordingly.

Should you require further clarification / information, please email your queries to my_serbadinamik_creditor@pwc.com

Thank you.

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