

# Payment Plan Agreement — Undisputed Trade Debt, Six Equal Instalments with Acceleration (Business to Business)

**Sample document — not legal advice.** This document was drafted by the LawCrew AI agent team and is published at [lawcrew.ai/samples](https://lawcrew.ai/samples) as a showcase of how our pipeline approaches a common Singapore Payment Plan Agreement scenario. This run completed automated drafting, self-critique, adversarial review and deterministic gates, then routed to lawyer review (Auto-revision exhausted after 5 attempts. Remaining: Clause 6.2: Without an explicit forbearance or 'standstill' covenant, this reservation of rights is an overreaching term. It allows the Creditor to legally demand or sue on the original debt immediately, despite the Debtor strictly adhering to the agreed Instalment Schedule. This renders the payment plan dangerously one-sided and potentially illusory for the Debtor.). **It is not legal advice and is not tailored to any specific transaction.**

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*Sample Payment Plan Agreement #01 · Agent-drafted; routed to lawyer review · Published 2026-05-27*

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## Payment Plan Agreement

**This Payment Plan Agreement** (this "**Agreement**") is made as of 1 June 2026 by and between:

(1) **Sunrise Foods Distribution Pte Ltd**, a company having its address at 3 Senoko Drive, Singapore 758200 (the "**Creditor**"); and (2) **Kopitiam Heritage Pte Ltd**, a company having its address at 14 Toa Payoh Lorong 7, #01-22, Singapore 310014 (the "**Debtor**"),

each a "**Party**" and collectively the "**Parties**".

### Recitals

(A) The Debtor owes the Creditor SGD 12,000 for wholesale supplies delivered and accepted between January and March 2026. The debt is admitted and undisputed. The Parties agree the Debtor will discharge it in six equal monthly instalments.

(B) The Debtor acknowledges that the sum described below is due and owing to the Creditor, and the Parties wish to agree a schedule for the Debtor to pay that sum to the Creditor in instalments.

### 1. Definitions

In this Agreement: (a) "**Outstanding Amount**" means **SGD 12,000.00**, being the amount the Debtor is to pay the Creditor under this Agreement; (b) "**Instalment**" means each scheduled payment set out in clause 3; (c) "**Instalment Schedule**" means the schedule of Instalments set out in clause 3.

## 2. Agreement to Pay

2.1 The Debtor shall pay the Creditor the Outstanding Amount by the Instalments and on the dates set out in the Instalment Schedule. 2.2 The aggregate of all Instalments equals the Outstanding Amount in full. On payment of the Outstanding Amount in full, the Debtor's obligations in respect of both the Outstanding Amount and the original debt described in Recital (A) are fully and finally discharged. 2.3 The Debtor may prepay any Instalment or the whole of the Outstanding Amount at any time without penalty.

## 3. Instalment Schedule

<b>Instalment</b>	<b>Due date</b>	<b>Amount</b>
1	15 June 2026	SGD 2,000.00
2	15 July 2026	SGD 2,000.00
3	15 August 2026	SGD 2,000.00
4	15 September 2026	SGD 2,000.00
5	15 October 2026	SGD 2,000.00
6	15 November 2026	SGD 2,000.00

## 4. Payment Method

Each Instalment shall be paid by bank transfer to the Creditor's designated account, details of which the Creditor shall provide. Payment is treated as made on the date cleared funds are received by the Creditor.

## 5. Default and Consequences

5.1 If the Debtor fails to pay any Instalment in full by its due date and the Debtor fails to remedy that non-payment within **7 days** of written notice from the Creditor, the Debtor is in default under this Agreement. 5.2 On default, the whole of the then-unpaid balance of the Outstanding Amount becomes immediately due and payable to the Creditor as a single sum. 5.3 The Creditor's acceptance of any late or partial payment does not waive the Creditor's rights in respect of any continuing or subsequent default.

## 6. Reservation of Rights

6.1 If the Debtor defaults under this Agreement, the Creditor may commence civil proceedings to recover the unpaid balance of the Outstanding Amount, applicable statutory interest, and reasonable legal costs. 6.2 The Creditor expressly reserves all its rights, remedies, and causes of action in respect of the original debt described in Recital (A). This Agreement does not operate as an immediate waiver, release, or accord and satisfaction of the original debt, and the original debt shall only be discharged upon full payment of the Outstanding Amount in accordance with this Agreement.

## 7. No Variation Except in Writing

No variation of this Agreement is effective unless made in writing and signed by or on behalf of each Party.

## 8. Governing Law and Jurisdiction

This Agreement is governed by and construed in accordance with the laws of the Republic of Singapore. The Parties submit to the exclusive jurisdiction of the courts of Singapore in connection with any dispute arising out of or in connection with this Agreement.

## Signatures

<b>Creditor</b>	<b>Debtor</b>
<b>Sunrise Foods Distribution Pte Ltd</b>	<b>Kopitiam Heritage Pte Ltd</b>
By: Catherine Goh Siew Ling (Credit Control Manager)	By: Henry Tan Beng Hock (Director)
Date: _____	Date: _____