

## **IMPORTANT INFORMATION**

### **Filing of Summons to Vary Order of Court (Revocation of divorce/Remarriage)**

**Please bring along the documents listed in the Checklist when you file the Summons to vary Order of Court at the Syariah Court. All forms must be printed one-sided only.**

**You may download the forms from our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg). Please refer to the checklist attached to ensure the documents are completed, and compiled in the order for submission.**

This information is applicable if you wish to file a Summons to vary Order of Court where previously you have agreed not to have ancillary matters determined on the ground that you and your ex-spouse wish to reconcile (revocation of divorce) or remarry and:

- The divorce was registered at the Syariah Court Singapore.
- You are issued with Original Divorce certificate, with the endorsement that it is valid for purpose of revocation/remarriage only.
- You do not wish to proceed with revocation/remarriage with your ex-spouse.

2 After you have filed the Summons, you are required by law to serve the Summons (together with relevant documents) on your ex-spouse. Service may be effected by personal service or registered post.

3 If service of the Summons (and related documents) cannot be effected by personal service or by registered post, you are required to apply to the Court for substituted service.

#### **Operating hours for filing of Summons:**

##### **Mondays to Wednesdays**

8.30am - 11.30am  
2.00pm - 4.00pm

##### **Thursdays & Fridays**

8.30am - 11.30am

**We are closed on Saturdays, Sundays and Public Holidays.**

**Total maximum filing fees for Summons: \$129.00**

**Filing fee for Acknowledgement of Service form: \$12.00**

Syariah Court accepts payments by NETS or CashCard only. Please ensure that there is sufficient value in your card.

For clarification, you can call our hotline at 63548371 or visit our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

#### **Note:**

All persons must be appropriately and decently attired attending at the Syariah Court and must conduct themselves with decorum.

If you require legal advice, it would be in your best interests to consult a lawyer. You may refer to the list of lawyers on the website of the Law Society of Singapore <http://www.lawsociety.org.sg/forPublic/FindaLawFirmLawyer/FindaLawFirm.aspx>.

Syariah Court, Family Link @ Lengkok Bahru, 8 Lengkok Bahru, #03-01, Singapore 159052 Hotline: 6354 8371, Fax: 6471 6051 Email: [mccy\\_syariah@mccy.gov.sg](mailto:mccy_syariah@mccy.gov.sg) Website: [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg)

**Checklist for Applicant  
Filing of Summons to Vary Order of Court  
(Revocation of divorce/Remarriage)**

Documents Required	Explanatory Notes
<b>ORIGINAL DOCUMENTS</b>	
1. Original Identity Card or valid passport ONLY	<p>No other forms of identification will be accepted for entry into the Court's premises.</p> <p>Foreigners must bring his/ her valid original passport. A work permit /employment pass for identification purposes will NOT be accepted.</p>
2. Original Divorce Certificate (with the endorsement that it is valid for purpose of revocation / remarriage)	<p>For divorces registered at the Syariah Court, Singapore.</p> <p>If you have misplaced your original divorce certificate, you may request for an extract copy from the Syariah Court, with a fee of \$13 (Nets / CashCard).</p> <p>Your original divorce certificate must be surrendered to the Court on your appointment date. You may wish to retain a copy for your personal reference.</p>
3. Original Birth Certificate of each Child of the parties below the age of 21 years	<p>If you have misplaced the original copy of your child's birth certificate, you may request for an extract copy from the Immigration and Checkpoints Authority (ICA) for a fee.</p> <p>For more information, you may log on to <a href="http://www.ica.gov.sg">www.ica.gov.sg</a>.</p>
4. Original (and copy) of the Decree of Court	<p>The order on the ancillary matters should generally reflect the following: "No order is made on ancillary matters as parties wish to reconcile".</p>
<b>COURT FORMS</b>	
5. <b>Completed and affirmed</b> Form 10 (variation) with supporting affidavit	<p>Please download: Form 10 ((Summons to Vary Order of Court) + Affidavit-in-Support of Summons to Vary Order) from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a></p> <p>Please complete the Form 10 and Affidavit In Support, or your application will not be processed.</p>
6. <b>Completed</b> Agreed Parenting Plan Form (Form 11) <b>OR</b>	<p>You <b>are required</b> to submit either one of the Parenting Plan forms at the time of filing the Summons, depending on whether you have an agreement with your ex-spouse on the parenting plan for your child/children. You may download the forms from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p>

<p>Plaintiff's Proposed Parenting Plan Form (<i>Form 12</i>)</p> <p>(For parties with at least one child below 21 years old)</p>	<p>The "Agreed Parenting Plan" <b>must be affirmed by the Respondent</b> before a Commissioner for Oaths. If you and the Respondent are not represented by solicitors, and the Respondent is present together with you at the time of filing the Summons, he/she may affirm the document before our Commissioner for Oaths at our counter.</p>
<p>7. <b>Completed</b> Agreed Matrimonial Property Plan Form (<i>Form 13</i>) <b>OR</b> Plaintiff's Proposed Matrimonial Property Plan Form (<i>Form 15</i>)</p> <p>(For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)</p>	<p>You <b>are required</b> to submit either one of the Matrimonial Property Plan forms <b>together with</b> the Particulars of Arrangements for Housing (Form 14) at the time of filing the Summons, depending on whether you have an agreement with your ex-spouse on the matrimonial property. You may download the forms from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p> <p><i>What to serve on HDB:</i></p> <p>If you are filing the "Plaintiff's Proposed Matrimonial Property Plan" (Form 15):</p> <ol style="list-style-type: none"> <li>a) You must first serve the "HDB Standard Query Form" on the HDB.</li> <li>b) The <b>written reply and cover letter/email from HDB</b> must be filed together with the "Plaintiff's Proposed Matrimonial Property Plan" <b>and</b> the "Particulars of Arrangements for Housing" (Form 14).</li> </ol> <p>If you are filing the "Agreed Matrimonial Property Plan" (Form 13), you must first serve the following documents on the HDB:</p> <ol style="list-style-type: none"> <li>a) The "Agreed Matrimonial Property Plan"; and</li> <li>b) The "Particulars of Arrangements for Housing (Form 14)"; and</li> <li>c) The "HDB Standard Query Form"; and</li> <li>d) The "Request for Checking of Eligibility Form" (<i>if applicable</i>).</li> </ol> <p><b>*You must serve the "Request for Checking of Eligibility Form" on the HDB if parties have agreed that the matrimonial property is to be retained by one party (Option 4 or Option 5 in the Form 14).</b></p> <p>All the documents and the <b>written reply from HDB</b> must be filed together at the time of filing of Originating Summons.</p> <p>You may also refer to HDB InfoWeb to check your eligibility (Living in HDB flats &gt; Change Owners or Occupier &gt; Retain Flat Ownership &gt; Divorce).</p> <p>The "Agreed Matrimonial Property Plan" <b>must be affirmed by the Respondent</b> before a Commissioner for Oaths. If you and the Respondent are not represented by solicitors, and the Respondent is present together with you at the time of filing the Summons, he/she may affirm the document before our Commissioner for Oaths at our counter.</p> <p>Please also refer to item 9.</p>

<p>8. <b>Completed</b> Particulars of Arrangements for Housing (<i>Form 14</i>)</p>	<p>You <b>are required</b> to prepare this form based on the option selected in the “Agreed Matrimonial Property Plan” (Form 13) or the “Plaintiff’s Proposed Matrimonial Property Plan” Form (Form 15).</p> <p>Please also refer to item 6.</p>										
<p><b>HDB DOCUMENTS</b></p>											
<p>9. Returned HDB Standard Query Form</p> <p>There are 2 different forms for HDB flats:</p> <p>(i) For parties who own a HDB flat; or</p> <p>(ii) For parties who have signed an Agreement for Lease e.g. for new/BTO HDB flat</p>	<p>You <b>are required</b> to serve the correct “HDB Standard Query” on the HDB if you are filing the “Agreed Matrimonial Property Plan” (Form 13) or the “Plaintiff’s Proposed Matrimonial Property Plan” Form (Form 15).</p> <p>Please refer to the table below for illustration on the applicability of this form:</p> <table border="1" data-bbox="619 779 1382 1106"> <thead> <tr> <th>HDB Flat</th> <th>Standard Query</th> </tr> </thead> <tbody> <tr> <td>Applicant is an owner (owned HDB flat)</td> <td>√</td> </tr> <tr> <td>Applicant is a permitted occupier (owned HDB flat)</td> <td>√</td> </tr> <tr> <td>Applicant is an applicant for a new HDB flat/BTO flat</td> <td>√</td> </tr> <tr> <td>Applicant is a tenant (rental HDB flat)</td> <td>X</td> </tr> </tbody> </table> <p>You may download the documents from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>. Please refer below for instructions on how to serve the Standard Query on the HDB.</p> <p>This must be done before you file the Summons.</p> <p>The <b>written reply and cover letter/email from HDB</b> must be submitted at the time of filing the Summons. The HDB may take up to 1 month to give the written reply.</p> <p>Please also refer to item 6.</p>	HDB Flat	Standard Query	Applicant is an owner (owned HDB flat)	√	Applicant is a permitted occupier (owned HDB flat)	√	Applicant is an applicant for a new HDB flat/BTO flat	√	Applicant is a tenant (rental HDB flat)	X
HDB Flat	Standard Query										
Applicant is an owner (owned HDB flat)	√										
Applicant is a permitted occupier (owned HDB flat)	√										
Applicant is an applicant for a new HDB flat/BTO flat	√										
Applicant is a tenant (rental HDB flat)	X										
<p>10. Request for Checking Eligibility Form</p>	<p>If you are filing the “Agreed Matrimonial Property Plan” (Form 13) and parties have agreed that the HDB matrimonial asset is to be retained by one party (Option 4 or Option 5 in Form 14), you are required to serve the Request for Checking Eligibility Form on the HDB.</p> <p>The <b>written reply from HDB</b> may be submitted at the time of filing the Summons. The HDB may take up to 1 month to give the written reply.</p> <p>Please also refer to item 6.</p>										

**Instructions to serve HDB Standard Query on HDB.**

- 1) Go to Syariah Court website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg)
- 2) Click on *Divorce > Forms > Relevant Forms* and download the correct form.
- 3) If you and/or your spouse own a HDB flat, you must serve the “HDB Standard Query-HDB Flat” form at your HDB Branch Office, which is in charge of the estate in which the HDB flat is located.
- 4) If you or your spouse have applied for a HDB flat and there is an Agreement for the Lease of a HDB flat, you must serve the “HDB Standard Query – Agreement for Lease” form at the Sales Section at HDB Centre.
- 5) Additional: \*You must also serve the “Request for Checking of Eligibility Form” on the HDB if you are filing the Agreed Matrimonial Property Plan where parties have agreed that the matrimonial property is to be retained by one party (Option 4 or Option 5 in the Form 14).

Submit written reply from the HDB at the time of filing the Summons.

<p>11. HDB Financial Information</p> <p>Outstanding Mortgage Loan Statement (HDB loan or Bank loan)</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Summons)</p>	<p>HDB Loan You <b>must</b> provide your latest HDB mortgage loan statement. You may obtain it from <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>. Please ensure that your SINGPASS 2FA has been activated.</p> <p>Bank Loan You <b>must</b> provide your latest bank mortgage loan statement. You may obtain it from your respective banks.</p> <p>The mortgage loan statement must not be dated earlier than 1 (one) month from the date of filing the Summons. A mortgage loan statement older than 1 (one) month will not be accepted.</p>
<p>12. HDB Flat details</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Summons)</p>	<p>You <b>must</b> provide your current flat details. You may obtain it from <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>. Please ensure that your SINGPASS 2FA has been activated.</p> <p>This statement will show the details of your flat, e.g. date of purchase, purchase price, fire insurance coverage and the flat occupiers’ information.</p>
<p>13. HDB Housing Guidance Form</p>	<p>If you have at least 1 child below 21 years old and are residing in a HDB flat, you are <b>highly encouraged</b> to attend the Housing Guidance provided by the HDB. The HDB Housing Guidance will assist you in making informed decisions on housing issues post-divorce.</p> <p>You are required to make an e-appointment before approaching the HDB Branch office. You may scan the QR code below, or visit the HDB website at <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>.</p>



The **written reply from HDB and cover letter/email** may be submitted at the time of filing the Originating Summons. The HDB may take up to 1 month to give the written reply.

**Instructions to print HDB Statements**

**Relevant HDB Statement – outstanding loan statement and flat details**

- 1) Go to HDB Website <http://www.hdb.gov.sg>
- 2) Click on **“My HDBPage”**.
- 3) Click on **“Login via SingPass”**.
- 4) Enter **SingPass ID** and **Password**.
- 5) Click on **“Get OTP”**.
- 6) Check your **OTP** via **SMS** and key into the space provided and click **“Submit”**.
- 7) Click on **“My Flat”** on the left column.
- 8) Click on **“Purchased Flat”**.
- 9) Click on **“Financial Info”** on the left column and **print** page.
- 10) Click on **“Flat details”** on the left column and **print** page.

**PRIVATE PROPERTY DOCUMENTS**

14. Private Property Statement / Information  (Applicable to private property owners ONLY)	You <b>must</b> provide the title search for your private property. You may obtain it at <a href="http://www.sla.gov.sg/MyProperty/#/home">www.sla.gov.sg/MyProperty/#/home</a>
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15. Outstanding Bank Mortgage Loan Statement  (Must not be dated earlier than 1 (one) month from the date filing the Summons)	Bank Loan  You <b>must</b> provide your latest bank mortgage loan statement. You may obtain it from your respective banks.
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**CPF DOCUMENTS**


16. CPF Statements	Relevant CPF statements which show, minimally, the account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal
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<p>(Must not be dated earlier than 1 (one) month from the date of filing of the Summons)</p>	<p>details (for HDB flats) or the private properties withdrawal details (for private properties).</p> <p>You <b>must</b> provide your latest CPF statement. You may obtain it from <a href="http://www.cpf.gov.sg">www.cpf.gov.sg</a>. Please ensure that your SINGPASS 2FA has been activated.</p> <p>The CPF statement must not be dated earlier than 1 (one) month from the date of filing the Summons. A CPF statement that is older than 1 (one) month will not be accepted.</p>
<p>17. Returned CPF Standard Query</p> <p>(Only for a CPF Member aged 55 and above who owns a matrimonial property)</p>	<p>In addition to the relevant CPF statement, if you are 55 years old and above and own a matrimonial property, you are <b>required</b> to file the CPF Standard Query which show,, amongst other things, whether there is any amount which you must set aside or top up into your CPF Retirement Account when you sell, transfer or otherwise dispose of your HDB flat and if yes, the amount.</p> <p>You may download the form from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>. Please refer below for further instructions on how to serve the CPF Standard Query on the CPF Board.</p> <p>The <b>written reply and cover letter/email from the CPF Board</b> must be submitted at the time of filing the Summons. The CPF Board may take up to 1 month to give the written reply.</p>

**Instructions to print CPF statements**

**Relevant CPF Statements - Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal details (for HDB Flat Owners only)**

- 1) Go to CPF Website <http://www.cpf.gov.sg>
- 2) Click on “**Login Here**”.
- 3) Click on “**Login via SingPass**”.
- 4) Enter **SingPass ID** and **Password**.
- 5) Click on “**Get OTP**”.
- 6) Check your **OTP** via **SMS** and key into the space provided and click “**Submit**”.
- 7) Click on “**My Statement**”.
- 8) Click on Printer icon 
- 9) Go to the bottom of the page and click on “**Print**”.
- 10) Click on “**My Statement**” on the left column.
- 11) Click on **Section C “Property**”.
- 12) Click on “**View My Public Housing Withdrawal Details**”.
- 13) Click on Printer icon 
- 14) Go to the bottom of the page and click on “**Print**”.

<p>15) Click on "<b><u>Investments</u></b>".</p> <p>16) Click on Printer icon </p> <p>17) Go to the bottom of the page and click on "<b>Print</b>".</p>	
<p><b><u>Instructions to serve CPF Standard Query on CPF Board</u></b></p> <p><b>Additional CPF Statements - Returned CPF Standard Query (Only for a CPF Member aged 55 and above who owns a matrimonial property)</b></p> <p>1) Go to Syariah Court website at <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a></p> <p>2) Click on <i>Divorce &gt; Forms &gt; Relevant Forms</i> and download the correct form.</p> <p>3) The form can be served on the CPF Board by:</p> <p>a) Mailing to:  CPF Board,  Housing Scheme Department,  Public Housing Section,  Robinson Road,  P.O. Box 3060  Singapore 905060</p> <p>OR</p> <p>b) Emailing to <a href="mailto:Public-housing@cpf.gov.sg">Public-housing@cpf.gov.sg</a>.</p> <p>4) Submit written reply from the CPF Board at the time of filing the Originating Summons, together with any covering letter or email from CPF Board.</p>	
<b>OTHERS</b>	
18. Parties' Current Residential Address	<p>Full local residential address ONLY. Commercial or office address will not be accepted</p> <p><b>Note:</b> For non-Singapore citizens, please provide documentary proof of stay in Singapore for the past 3 consecutive years from the date of filing the Summons. For example, employment pass indicating length of stay, employment agreement or tenancy agreement.</p>
<b>BLANK FORM</b>	
19. Acknowledgement of Service Form (Form 36)	<p>If you are opting for service on the Respondent by Registered Post, please provide Acknowledgement of Service Form (Form 36).</p>



## CHECKLIST

**INSTRUCTIONS:**

- (1) You are required to bring along this checklist when you file the Summons to vary Order of Court at the Syariah Court.
- (2) This checklist is a guide for you to check that you have prepared all the required documents for the filing of the Summons.
- (3) Please arrange the documents (original & copies) according to the checklist.
- (4) You may wish to refer to the Explanatory Notes in your letter which contains information on the required documents.
- (5) To make it easy during the filing process, please tick the documents you are submitting.
- (6) If you wish to affirm any document before a Commissioner for Oaths at the Syariah Court, you need to produce 1 original only. If any document has been affirmed before a Commissioner for Oaths and is ready to be filed, you need to produce 1 original and 2 copies.
- (7) In addition to the documents stated in the checklist, you are required to bring along your Original Identity Card or valid Passport, Original Divorce Certificate (endorsed valid for purpose of revocation / remarriage) and Original Birth Certificate of each Child of the Marriage (below the age of 21 years old).
- (8) If your documents are incomplete, you will not be able to proceed to file the Summons.**

No	Documents to be produced	No of copies (Refer to item (6) above)	Attached (please tick)	For official use only (L3)
<b>Form 10 Bundle (Application to vary Order of Court)</b>				
1	Completed Form 10 (variation) with supporting affidavit	1 original only or 1 original & 2 copies (Refer to item (6) above)		
2	Original Decree of Court	1 original only or 1 original & 3 copies (Refer to item (6) above)		
3	Original Divorce Certificate (with the endorsement that it is valid for purpose of revocation / remarriage).  It must be surrendered to the Syariah Court when filing the Summons.	1 original only or 1 original & 3 copies (Refer to item (6) above)		
4	For parties who are both non-Singapore citizens, please provide	3 copies		

Syariah Court, Family Link @ Lengkok Bahru, 8 Lengkok Bahru, #03-01, Singapore 159052 Hotline: 6354 8371, Fax: 6471 6051 Email: mccy\_syariah@mccy.gov.sg Website: www.syariahcourt.gov.sg

	documentary proof of your stay in Singapore for the past 3 consecutive years before the date of filing the Summons.			
5	<p>CPF Statements showing:</p> <ul style="list-style-type: none"> <li>- account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all);</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>- public housing withdrawal details (for HDB flats OR private properties withdrawal details (for private properties)</li> </ul> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Summons)</p>	3 copies		
6	<p>HDB Flat and/or Private Property details</p> <p>For HDB: You may obtain your current flat details at <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>.</p> <p>For private property: You may obtain the title search at <a href="http://www.sla.gov.sg/MyProperty/#/home">www.sla.gov.sg/MyProperty/#/home</a></p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		
7	<p>Financial Information on HDB Flat and/or Private Property</p> <p>Outstanding Mortgage Loan Statement (from HDB or bank, whichever is applicable)</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		
<b><u>Matrimonial Property Plan Bundle</u></b>				
8	Completed Agreed ( <i>Form 13</i> ) OR Proposed ( <i>Form 15</i> ) Matrimonial Property Plan Form	1 original only or 1 original & 2 copies		

	(For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flats)	(Refer to item (6) above)		
9	Completed Particulars of Arrangements for Housing Form ( <i>Form 14</i> )  (For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
10	Returned HDB Standard Query Form  (Please use the correct form, depending on whether you own a HDB flat or have signed an Agreement for Lease e.g. for new/BTO HDB flat)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
11	Returned HDB Housing Guidance Form (optional)  (For parties with at least one child below 21 years old and living in a HDB flat)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
12	Returned CPF Standard Query  (Only for a CPF Member aged 55 and above who owns a matrimonial property financed using CPF monies)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
<b><u>Parenting Plan Bundle</u></b>				
13	Completed Agreed ( <i>Form 11</i> ) or Proposed ( <i>Form 12</i> ) Parenting Plan Form  (For parties with at least one child below 21 years old)	1 original only or 1 original & 2 copies (Refer to item (6) above)		

Please prepare the following BLANK form for Respondent				
14	Blank Form 36 – Acknowledgement of Service Form  (For service by way of registered post)	1 copy		

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For official use only**

Checked by: \_\_\_\_\_(L3)

Date: \_\_\_\_\_