

IMPORTANT INFORMATION


Below is the list of documents required when you file the Originating Summons for Divorce at the Syariah Court through the Divorce E-Services Portal.

You may download the forms, where applicable, from our website at www.syariahcourt.gov.sg > [Resources](#) > [Forms](#). Please ensure the documents listed below are completed and compiled for submission.

Please refer to the date of Pre-Originating Summons Letter / Email that will be issued to you once you have completed your Marriage Counselling Programme (MCP) from the Counselling Agency.

Documents Required	Explanatory Notes
COPY OF ORIGINAL DOCUMENTS	
1. Deed Poll	If your name or your spouse's name is not as per your marriage certificate due to a change of name, you are required to upload a PDF copy of the Deed Poll as a supporting document.
2. Original Marriage/ Revocation Certificate	<p>A PDF copy of your original or extract of marriage/revocation certificate (front and back) must be enclosed in the Case Statement.</p> <p>For marriages registered at the Registry of Muslim Marriages (ROMM), Singapore:</p> <p>If you have misplaced your original marriage/revocation certificate, you may request for an extract copy from the ROMM for a fee. For more information, you may log on to www.romm.gov.sg.</p> <p>For marriages registered outside Singapore:</p> <p>Please provide a PDF copy of the original attested foreign marriage certificate and the attested translation (if applicable). A foreign marriage certificate without attestation will not be accepted.</p> <p>Attestation of a marriage certificate is usually done by the Ministry of Foreign Affairs (or its equivalent) of the country in which the marriage certificate was issued. Depending on the country of issue, attestation may also be done by that country's overseas embassy/high commission/consulate general or equivalent foreign mission, or by a designated agency. Please check with the relevant Ministry of Foreign Affairs (or its equivalent) of the country in which your marriage certificate was issued on where to obtain the attestation.</p> <p>If your marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of your marriage certificate in the English language.</p> <p>If you have misplaced your marriage certificate, please obtain an extract copy from the country you were married in or the respective embassy.</p>

<p>3. PDF copy of original copy or digital Birth Certificate of each Child of the parties below the age of 21 years</p>	<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 www.ica.gov.sg.</p>
<p>COURT FORMS</p>	
<p>4. Completed Agreed Parenting plan (<i>Form 11</i>)</p> <p>OR</p> <p>Completed Plaintiff’s Proposed Parenting Plan (<i>Form 12</i>)</p> <p>(For parties with at least one child below 21 years old)</p>	<p>You are required to submit either one of the Parenting Plan forms in PDF format at the time of filing the Originating Summons, depending on whether you have an agreement with your spouse on the parenting plan for your child/children. You may download the forms from www.syariahcourt.gov.sg.</p> <p>The “Agreed Parenting Plan” must be affirmed by the Defendant before a Commissioner for Oaths.</p>
<p>5. Completed Agreed Matrimonial Property Plan (<i>Form 13</i>)</p> <p>OR</p> <p>Completed Plaintiff’s Proposed (<i>Form 15</i>) Matrimonial Property Plan</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 are required to submit either one of the Matrimonial Property Plan forms in PDF format together with the Particulars of Arrangements for Housing (<i>Form 14</i>) at the time of filing the Originating Summons, depending on whether you have an agreement with your spouse on the matrimonial property. You may download the forms from www.syariahcourt.gov.sg.</p> <p>You may also refer to HDB InfoWeb to check your eligibility (Living in HDB flats > Change Owners or Occupier > Retain Flat Ownership > Divorce).</p> <p>The “Agreed Matrimonial Property Plan” must be affirmed by the Defendant before a Commissioner for Oaths.</p>
<p>6. Completed Particulars of Arrangements for Housing (<i>Form 14</i>)</p>	<p>You are required to prepare this form based on the option selected in the “Agreed Matrimonial Property Plan” (<i>Form 13</i>) or the “Plaintiff’s Proposed Matrimonial Property Plan Form” (<i>Form 15</i>).</p> <p>Please also refer to item 5.</p>
<p>HDB DOCUMENTS</p>	
<p>7. HDB Flat Financial Information</p> <p>Outstanding Mortgage Loan Statement (HDB loan or Bank loan)</p>	<p><u>HDB Loan</u> You must provide a PDF copy of your latest HDB mortgage loan statement. You may obtain it from www.hdb.gov.sg.</p> <p><u>Bank Loan</u> You must provide a PDF copy of your latest bank mortgage loan statement. You may obtain it from your respective banks.</p>

(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)	The mortgage loan statement should show the amount of loan granted, outstanding loan as at the date of enquiry, and the modes of payments made. It must not be dated earlier than 1 (one) month from the date of filing the Originating Summons. A mortgage loan statement older than 1 (one) month will not be accepted.
8. HDB Flat details	<p>You must provide your current flat details, including any BTO flat the keys for which have not been obtained. You may obtain it from www.hdb.gov.sg.</p> <p>This statement will show the details of your flat, e.g. date of purchase, purchase price, fire insurance coverage, the flat occupiers' information and details of the Minimum Occupation Period (eligibility to sell flat).</p>
9. HDB Housing Guidance Form (Optional)	<p>If you have at least 1 child below 21 years old and are residing in a HDB flat, you are highly encouraged 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 www.hdb.gov.sg/efeedback. Please select the subject "Living in an HDB Flat", select category "Change Owners or Occupiers", select sub-category "Housing options after change in Marital Status".</p> <div data-bbox="954 1137 1056 1245" style="text-align: center;">  </div> <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.</p>

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) Choose mode of log in to SingPass by either selecting:
 - a) "**Login via SingPass**", enter **SingPass ID** and **Password**;
 - b) "**Scan with SingPass app**" or "**Use password login instead**", click "**Login**" and enter your 6 digits pin; OR
 - c) "**Tap QR code to log in with Singpass app**" or "**Use password login instead**", and enter your 6 digits pin.
- 4) Click on "**My Flat**" on the left column.
- 5) Click on "**Purchased Flat**".
- 6) Click on "**Financial Info**" on the left column and **print** page.
- 7) Click on "**Housing Loan Information**" and **print** page.

8) Click on “ Flat details ” and “ Minimum Occupation Period (MOP) ” on the left column and print page.		
PRIVATE PROPERTY DOCUMENTS		
10. Private Property Statement / Information (Applicable to private property owners ONLY)	You must provide the title search for your private property. You may obtain it at www.sla.gov.sg/MyProperty/#/home	
11. Outstanding Bank Mortgage Loan Statement (Must not be dated earlier than 1 (one) month from the date appointment)	Bank Loan You must provide your latest bank mortgage loan statement. You may obtain it from your respective banks.	
CPF DOCUMENTS		
12. CPF Statements (Must not be dated earlier than 1 (one) month from the date of filing of the Originating Summons)	Relevant CPF statements which show, minimally, the account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and Property Statement (Principal Amount Withdrawn and Accrued Interest, Amount to refund when selling your property and monthly CPF deduction) (for HDB flats) or the private properties withdrawal details (for private properties). You must provide your latest CPF statement. You may obtain it from your Home Ownership Dashboard on the CPF Board website at www.cpf.gov.sg . Please ensure that your SINGPASS 2FA has been activated. The CPF statement must not be dated earlier than 1 (one) month from the date of filing the Originating Summons. A CPF statement that is older than 1 (one) month will not be accepted.	
13. Information on housing refunds required to be set aside or topped up to Retirement Account (Only for a CPF Member aged 55 and above who owns a matrimonial property)	In addition to the relevant CPF statement, if you are 55 years old and above and own a matrimonial property, you are required to provide the amount of housing refunds to be set aside or topped up in your Retirement Accounts from your Ordinary and/or Special Account(s) in order to meet the required Retirement Sum in the event of a disposal of your flat. You may obtain this information on your Home Ownership Dashboard on the CPF Board website at www.cpf.gov.sg or cpf.gov.sg .	
<u>Instructions to print CPF statements</u>		
Relevant CPF Statements - Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and/or the Property Statement (Principal Amount and Accrued Interest, Amount to refund when selling your property and monthly CPF deduction)		
S/N	USING DESKTOP	USING MOBILE DEVICE
1)	Go to CPF Website https://www.cpf.gov.sg	

2)	Click on “Login” .	
3)	Choose to log in by “Scan with Singpass app” or “Use password login instead” .	Choose to log in by “Tap QR code to log in with Singpass app” or “Use password login instead” .
4)	If you choose to log in by “Scan with Singpass app” , scan the QR code via the Singpass app, click “Login” and enter your 6 digits pin.	If you choose to log in by “Tap QR code to log in with Singpass app” , tap the QR code, click “Login” and enter your 6 digits pin.
5)	If you choose to log in by “Use password login instead” , enter SingPass ID and Password, click on “GET OTP” . Check your OTP via SMS and key into the space provided and click “Submit” .	
Account Balances		
6)	Ordinary Account, Special Account and Medisave Account	
	<ul style="list-style-type: none"> i. Your account balances (Ordinary Account, Special Account and Medisave Account) may be viewed on your dashboard/landing page. ii. Click on PDF icon. iii. Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing. 	
7)	Investment Account	
	<ul style="list-style-type: none"> i. To view your Investment Account, click on “my cpf” and “Investment”, choose “Account details”. ii. Click on PDF icon. iii. Click “Print”. 	<ul style="list-style-type: none"> i. To view your Investment Account, click on “my cpf”, and “My dashboards”, and select “Investment”. Then choose “Account details”. ii. Click on PDF icon. iii. Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing
8)	Retirement Account	
	<ul style="list-style-type: none"> i. If you are 55 years old and above and must provide your Retirement Account, click on “my cpf” and “Retirement”, choose “Account details”. ii. Click on PDF icon. iii. Click “Print”. 	<ul style="list-style-type: none"> i. If you are 55 years old and above and must provide your Retirement Account, click on “my cpf”, and “My dashboards”, and select “Retirement”. Then choose “Account details”. ii. Click on PDF icon. iii. Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing.
9)	Property Statement (including Members above the age of 55 years old)	
	<ul style="list-style-type: none"> a) To view your property statement, click on “my cpf” and then “Home Ownership”. 	<ul style="list-style-type: none"> a) To view your property statement, click on “my cpf”, and “My dashboards”, and select “Home Ownership”.

	<p>b) Principal amount and accrued interest</p> <ul style="list-style-type: none"> i. Scroll to “Principal amount and accrued interest”. ii. Click on PDF icon. iii. Click/Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing. 	
	<p>c) Amount to refund when selling property</p> <ul style="list-style-type: none"> i. To view the amount that you need to refund when selling your property, scroll to “What happens if.. If you sell your property”. ii. Click on PDF icon. iii. Click/Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing. 	
	<p>d) (For CPF members aged 55 and above and own a matrimonial property) Information on housing refunds required to be set aside or topped up into Retirement Account</p> <ul style="list-style-type: none"> i. To view the amount you would be required to set aside or top up into your Retirement Account from your Ordinary and/or Special Account(s) in order to meet the required Retirement Sum in the event of a disposal of your flat, scroll to “What happens if.. If you sell your property”. ii. Click on PDF icon. iii. Click/Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing. 	
10)	<p>Monthly CPF deduction</p>	
	<ul style="list-style-type: none"> i. To view your monthly CPF deduction for the property, scroll to “Monthly CPF deduction” and click on “transaction history”. ii. Click on PDF icon. iii. Click “Print”. 	<ul style="list-style-type: none"> i. To view your monthly CPF deduction for the property, click on “my cpf”, and “My statements”, and select “Transaction History”. ii. Click on PDF icon. iii. Select “Print” to print from your device or “Save to Files” to save the document for subsequent printing.
OTHERS		
14. Parties’ Current Residential Address & valid Email Address	<p>Full local residential address ONLY. Commercial or office address will not be accepted.</p> <p>Please provide valid email address for both Plaintiff and Defendant.</p> <p>Note: For non-Singapore citizens, please provide documentary proof of stay in Singapore for the past 3 consecutive years from the date of filing the Originating Summons. For example, employment pass indicating length of stay, employment agreement or tenancy agreement.</p>	