


**IMPORTANT INFORMATION**

Below is the list of documents required when you file the Memorandum of Defence at the Syariah Court via the Divorce E-Services portal.

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

Documents Required	Explanatory Notes
<b>ORIGINAL DOCUMENTS</b>	
1. Deed Poll	If your 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 marriage/revocation certificate (front and back) must be enclosed in the Memorandum of Defence.</p> <p>For marriages registered at the Registry of Muslim Marriages (ROMM), Singapore:</p> <p>If you have misplaced your marriage/revocation certificate, you may request for an extract copy from the ROMM for a fee. For more information, you may log on to <a href="http://www.romm.gov.sg">www.romm.gov.sg</a>.</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>
3. PDF copy of original or digital Birth Certificate of each Child of the parties	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>below the age of 21 years</p>	<p>For more information, you may log on to <a href="http://www.ica.gov.sg">www.ica.gov.sg</a>.</p>
<p><b>COURT FORMS</b></p>	
<p>4. Completed Agreement to Plaintiff's Proposed Parenting Plan (<i>Form 20</i>)</p> <p><b>OR</b></p> <p>Completed Defendant's Proposed Parenting Plan (<i>Form 21</i>)</p> <p>(For parties with at least one child below 21 years old)</p>	<p>You may submit a PDF copy of either one of the Parenting Plan forms at the time of filing the Memorandum of Defence.</p> <p>If you disagree with the Plaintiff's proposal on the Parenting Plan, you may submit your proposal on the Parenting Plan by filling up the 'Defendant's Proposed Parenting Plan' form. You may download the forms from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p>
<p>5. Completed Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (<i>Form 22</i>)</p> <p><b>OR</b></p> <p>Completed Defendant's Proposed Matrimonial Property Plan (<i>Form 23</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 may submit a PDF copy of either one of the Matrimonial Property Plan forms at the time of filing the Memorandum of Defence.</p> <p>If you disagree with the Plaintiff's proposal on the Matrimonial Property Plan, you may submit your proposal on the Matrimonial Property Plan <b>together with</b> the Particulars of Arrangements for Housing (Form 14) at the time of filing the Memorandum of Defence. You may download the forms from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p>
<p>6. Completed Particulars of Arrangements for Housing (<i>Form 14</i>)</p>	<p>Additional information on housing arrangement, <b>to be filed together</b> with Defendant's Memorandum of Defence (Form 17) or Proposed Matrimonial Property Plan (Form 23).</p>
<p><b>HDB DOCUMENTS</b></p>	
<p>7. HDB Flat Financial Information</p> <p>Outstanding Mortgage Loan Statement (HDB loan or Bank loan) (Must not be dated earlier than 1 (one) month from the date of filing the Memorandum of Defence)</p>	<p><u>HDB Loan</u> You <b>must</b> provide a PDF copy of your latest HDB mortgage loan statement. You may obtain it from <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>.</p> <p><u>Bank Loan</u> You <b>must</b> provide a PDF copy of your latest bank mortgage loan statement. You may obtain it from your respective banks.</p> <p>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 Memorandum of Defence.</p>

	<p>A mortgage loan statement older than 1 (one) month will not be accepted.</p>
<p>8. HDB Flat details</p>	<p>You <b>must</b> provide your current flat details, including any BTO flat the keys for which have not been collected. You may obtain it from <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>.</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 and details of the Minimum Occupation Period (eligibility to sell flat).</p>
<p>9. HDB Housing Guidance Form (optional)</p>	<p>If you have at least 1 child below 21 years old, you are <b>highly encouraged</b> to attend the Housing Guidance provided by HDB. The HDB Housing Guidance will assist you in making informed decisions on housing issues post-divorce. You may download the form from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</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/efeedback">www.hdb.gov.sg/efeedback</a>. Please select the subject "<b>Living in an HDB Flat</b>", select category "<b>Change Owners o Occupiers</b>", select sub-category "<b>Housing options after change in Marital Status</b>".</p> <div style="text-align: center;">  </div> <p>The <b>written reply from HDB and cover letter/email</b> may be submitted at the time of filing the Memorandum of Defence. 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.

<b>PRIVATE PROPERTY DOCUMENTS</b>										
<p>10. Private Property Statement / Information</p> <p>(Applicable to private property owners ONLY)</p>	<p>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></p>									
<p>11. Outstanding Bank Mortgage Loan Statement</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing of the Memorandum of Defence)</p>	<p>Bank Loan</p> <p>You <b>must</b> provide your latest bank mortgage loan statement. You may obtain it from your respective banks.</p>									
<b>CPF DOCUMENTS</b>										
<p>12. CPF Statements</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing of the Memorandum of Defence)</p>	<p>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).</p> <p>You <b>must</b> provide your latest CPF statement. You may obtain it from your Home Ownership Dashboard on the CPF Board website at <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 Memorandum of Defence. A CPF statement that is older than 1 (one) month will not be accepted.</p>									
<p>13. Information on housing refunds required to be set aside or topped up to Retirement Account</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 provide information on the housing refunds to be set aside or topped up in 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.</p> <p>You may obtain this information on your Home Ownership Dashboard on the CPF Board website at <a href="http://www.cpf.gov.sg">www.cpf.gov.sg</a> or <a href="http://cpf.gov.sg">cpf.gov.sg</a>.</p>									
<p><b><u>Instructions to print CPF statements</u></b></p> <p><b>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)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 50%;">USING DESKTOP</th> <th style="width: 45%;">USING MOBILE DEVICE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1)</td> <td>Go to CPF Website <a href="https://www.cpf.gov.sg">https://www.cpf.gov.sg</a></td> <td></td> </tr> <tr> <td style="text-align: center;">2)</td> <td>Click on <b>“Login”</b>.</td> <td></td> </tr> </tbody> </table>		No.	USING DESKTOP	USING MOBILE DEVICE	1)	Go to CPF Website <a href="https://www.cpf.gov.sg">https://www.cpf.gov.sg</a>		2)	Click on <b>“Login”</b> .	
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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)

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

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	<p>c) <b>Amount to refund when selling property</b></p> <ul style="list-style-type: none"> <li>i. To view the amount that you need to refund when selling your property, scroll to <b>“What happens if.. If you sell your property”</b>.</li> <li>ii. Click on PDF icon</li> <li>iii. Click/Select <b>“Print”</b> to print from your device or <b>“Save to Files”</b> to save the document for subsequent printing.</li> </ul>		
	<p>d) <b>(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</b></p> <ul style="list-style-type: none"> <li>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 <b>“What happens if.. If you sell your property”</b>.</li> <li>ii. Click on PDF icon.</li> <li>iii. Click/Select <b>“Print”</b> to print from your device or <b>“Save to Files”</b> to save the document for subsequent printing.</li> </ul>		
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