*Insert the next court event and the next court date*

**IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE**

Originating Summons No.

Summons No. [*if applicable*]

Between

[*Plaintiff’s Name*]

(NRIC No. …...) … Plaintiff

And

[*Defendant’s Name*]

(NRIC No. …...) … Defendant

**AFFIDAVIT IN SUPPORT OF SUMMONS**

**FOR SUBSTITUTED SERVICE**

I, [*state* *Name and NRIC*] of [*state* a*ddress*], affirm and say as follows:

1. I am the Plaintiff/Defendant\* in this action.

2. Where the facts set out in this affidavit are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.

**Background**

*Note: Before your application can be granted, you should make recent attempts to locate the defendant by contacting the defendant’s relatives, friends and employer(s) (if any).*

3. *State details of your last contact with the defendant, including the date/period, the mode of contact (i.e. over the telephone, a letter or a meeting), and the contents of any communications made, whether written or oral.)*

4. *State details of your attempts to contact the defendant including the number of such attempts made, the dates and mode of the said attempts (i.e. whether by telephone, letter or meeting), and the contents of any communications, whether written or oral.*

5*. State details of your knowledge of the defendant’s relatives and/or friends (if any), including their names, addresses and their relationship to the defendant and whether they live in Singapore or overseas. State details of your attempts to contact them to inquire about the defendant’s whereabouts including the number of such attempts made, the dates and mode of the said attempts (i.e. whether by telephone, letter or meeting), the result of your enquiries and the contents of any communications, whether written or oral.*

6*. State the name and address of the defendant’s last known employer (if you have the information). State details of your attempts to contact the defendant’s employer to inquire about the defendant’s whereabouts including the number of such attempts made, the dates and mode of the said attempts (i.e. whether by telephone, letter or meeting), the result of your enquiries and the contents of any communications, whether written or oral.*

7. *If there are any written communications with the defendant or his/her family members and/or friends, the communications must be exhibited.*

**[*Choose one or more of the relevant mode of service below, as applicable (depending on the summons)*]**

**Application for substituted service by way of advertisement**

*a.* *State the defendant’s nationality.*

*b. State details of the defendant’s literacy and in what language.*

*c. State the name of the newspaper and which city/country it is circulating in.*

*d. If the advertisement is to be placed in a local newspaper, state the grounds for your belief that the defendant is still in the country.*

*e. If the advertisement is to be placed in an overseas newspaper, state the grounds for your belief that the defendant is in that particular city/country.*

**Application for substituted service by way of registered post**

 *a. State the address in full.*

*b. If you intend to send the documents by registered post to a local address, state the grounds for your belief that the defendant is currently residing at that particular address in Singapore. For this mode of service, you have to exhibit relevant search results from the Inland Revenue Authority of Singapore, the Singapore Land Authority, the Housing Development Board or the Immigration and Checkpoints Authority of Singapore that the defendant is either the owner of or resident at that property.*

*c. If you intend to send the documents by registered post to an address overseas, state the grounds for your belief that the defendant is not ordinarily resident in Singapore and the overseas address is the last known address of the defendant.*

**Application for substituted service by way of electronic mail**

*State the email address which you intend to use and your belief that the defendant is still using the email address. For this mode of service, you will need to exhibit the email correspondence from the defendant verifying that the defendant is the user of the email address and showing that the defendant has been communicating with the said email address within the last month prior to the filing of this application.*

**Conclusion**

*State the ground of your belief that the mode of service chosen is the best mode to bring the originating summons or application to the defendant’s attention.*

|  |  |
| --- | --- |
| Affirmed at Singapore on [*to state date*] by [*to state name and* *NRIC Number*] through the interpretation of\*: [*to state name*] in [*to state language*]. | ))))) |

Before me,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A COMMISSIONER FOR OATHS**

\*Delete where inapplicable

**Note: This sample is a guide for the sole purpose of assisting you to prepare your affidavit and it does not constitute legal advice. For detailed instructions on how to prepare affidavits, please refer to ‘Instructions for filing court documents’.**

THIS IS THE EXHIBIT COLLECTIVELY MARKED AS “\_\_\_\_\_\_\_\_”

REFERRED TO IN THE AFFIDAVIT OF

(*INSERT YOUR FULL NAME*)

AFFIRMED THIS \_\_\_\_ DAY OF \_\_\_\_ 20\_\_

BEFORE ME

A COMMISSIONER FOR OATHS

|  |  |
| --- | --- |
|  | **IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE**Originating Summons No.Summons No. [*if applicable*]Between[*Plaintiff’s Name*](NRIC No. …. ) …PlaintiffAnd[*Defendant’s Name*](NRIC No. …. ) …Defendant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****AFFIDAVIT IN SUPPORT OF SUMMONS FOR SUBSTITUTED SERVICE****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name: Address:Contact No.:Filed this day of 20 |