



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

REGISTRY AND PRAECIPE REQUESTS

Syariah Court Detailed User Guide for Corporate Users

Registry and Praecipe Requests



Contents (click on the page numbers to go to the section)



Registry and Praecipe Request

Registry and Praecipe Request

Login to SYC Portal for E-Services Using CorpPass [Page 4](#)

Submission of Registry Request [Page 7](#)

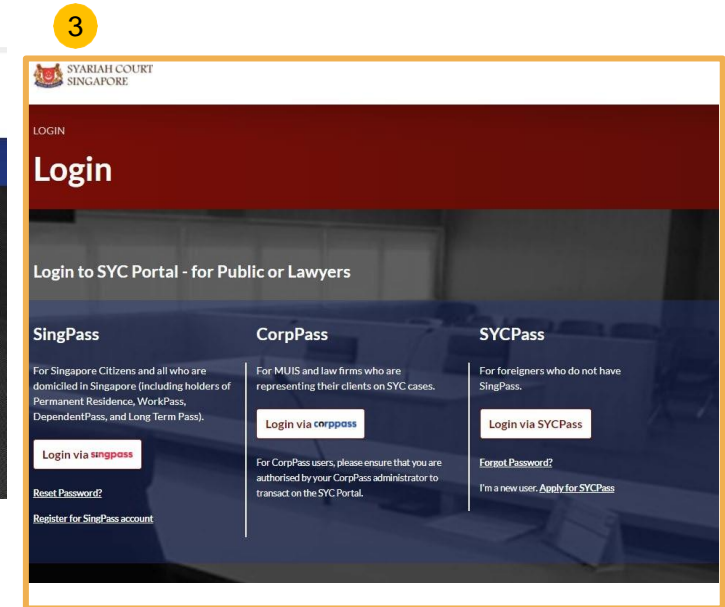
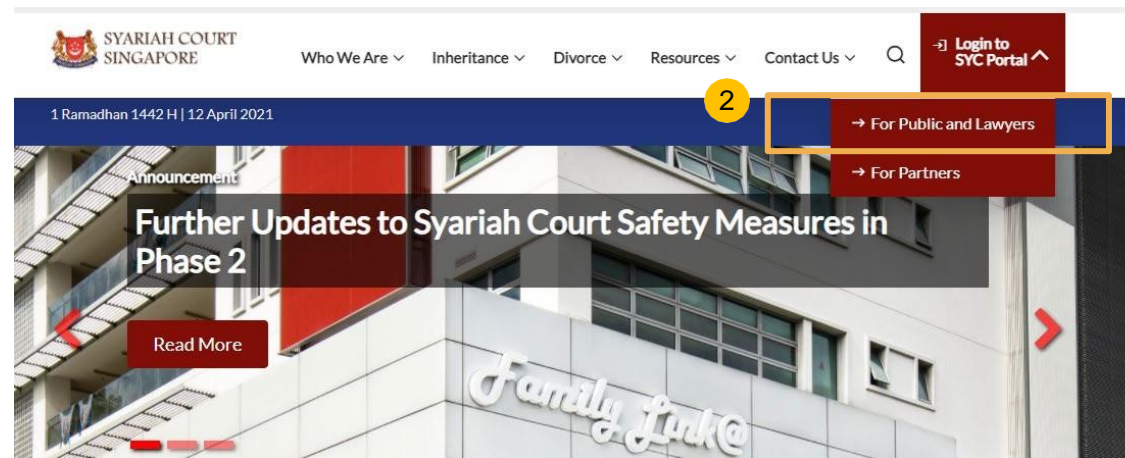
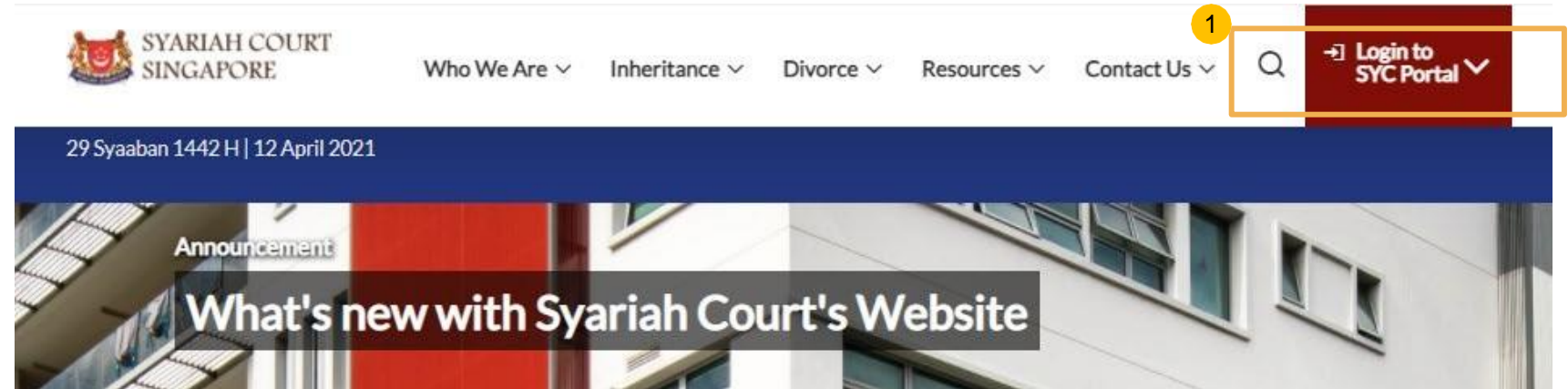
Filing of Praecipe Request [Page 15](#)

Praecipe Request Outcome [Page 25](#)

Login to SYC Portal for E-Services Using CorpPass

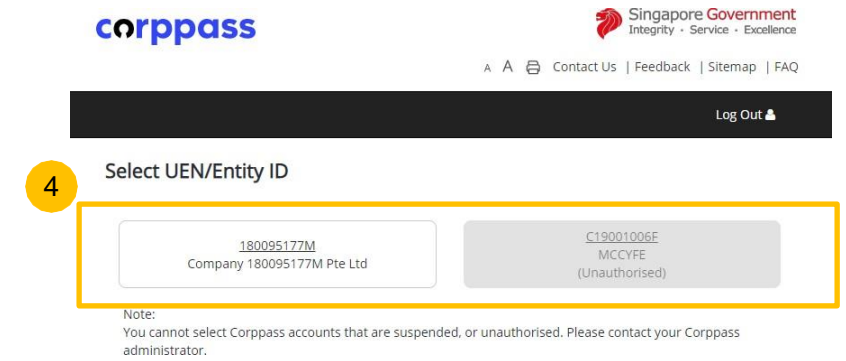
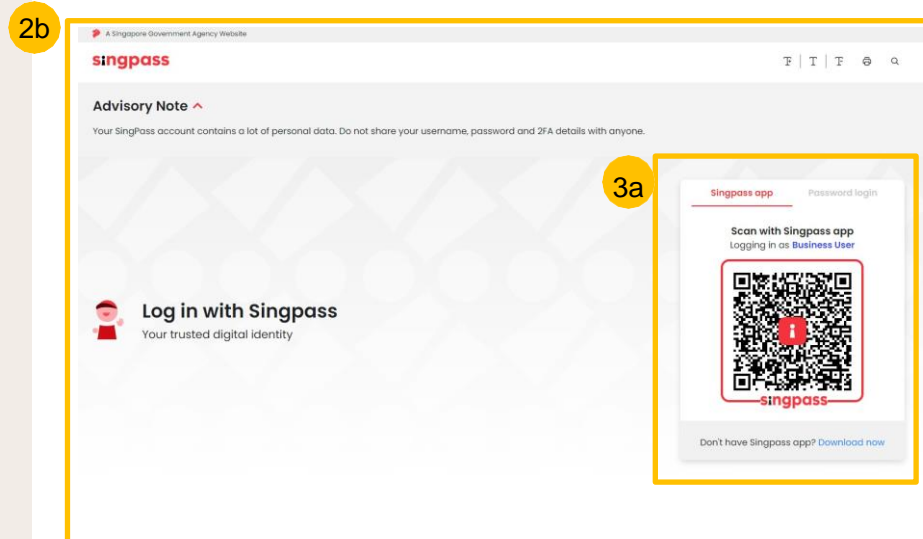
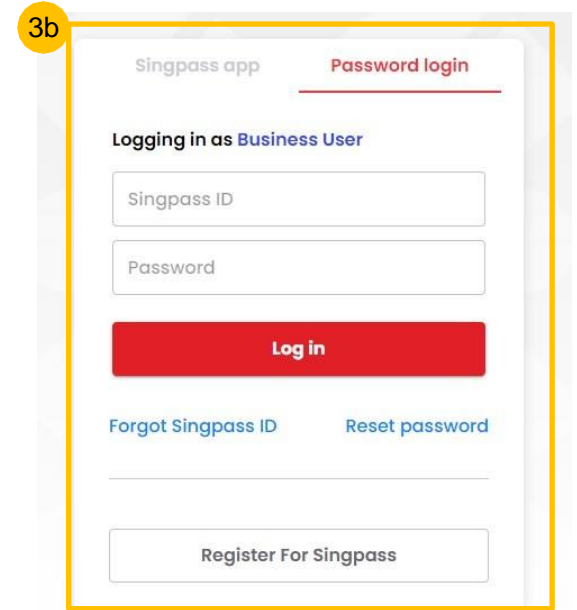
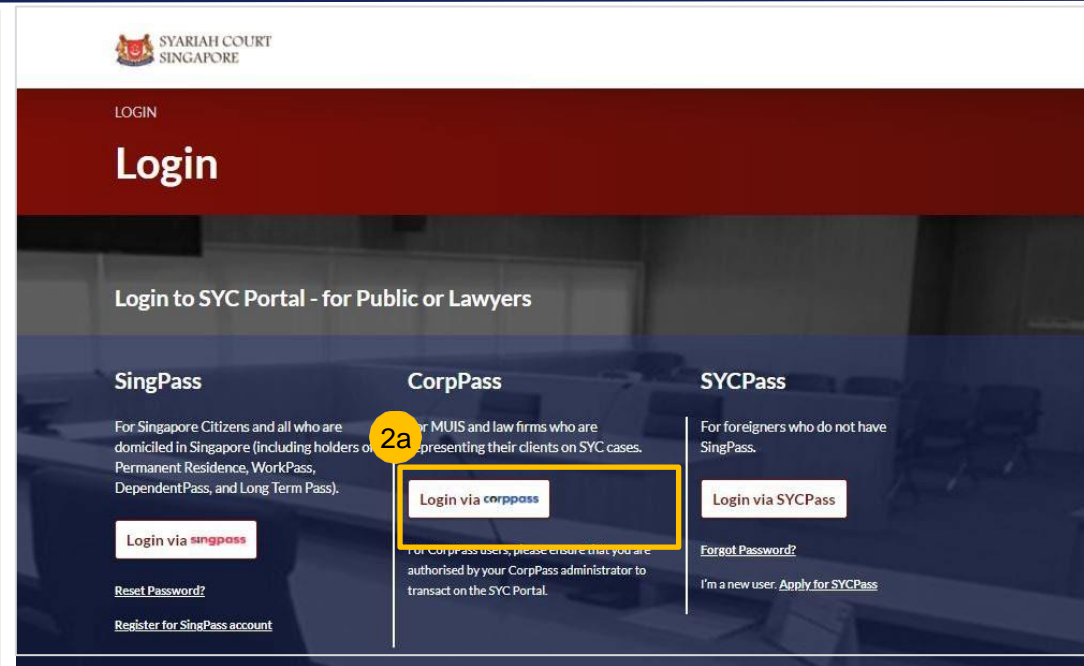
Login to SYC Portal for e-Services Using CorpPass

[Return to Contents](#)



Login to SYC Portal for e-Services using CorpPass

- 1 Corporate users i.e. lawyers, MUIS officers or officers from other Authorities must use their CorpPass to login.
- 2 Click **Login via CorpPass**. You will be redirected to the SingPass business user login page.
- 3 On the SingPass login as a Business User page, select either Password Login or SingPass app, whichever is applicable.
 - For Password login, enter your SingPass credentials and OTP for validation.
 - For SingPass app, a QR code will appear. Use the QR code to login with your SingPass app. On desktop devices, launch the SingPass application on a mobile device and scan the code. On mobile devices, tap the QR code to launch the SingPass application.
- 4 After successful login, you will be redirected to the CorpPass page. Select the UEN of your Company/Authority. You will be brought to the Dashboard for SYC e-Services.



Submission of Registry Request

- 1 To submit Registry Request, navigate to the **Divorce** tab on your Dashboard.
- 2 Under the Divorce Tab, click on “**Divorce E-Services**”.
- 3 **Divorce E-Services** page is displayed. Click on **I want to.. For Case with Originating Summons Number** and select **Submit Registry Request**
- 4 Under **Registry Request**, you will find a **description** of the requests. Please read through and find the type of request that you require and download the relevant template. Fill up the template and save in PDF format.
- 5 Prepare the additional supporting document(s), if necessary, in PDF format.
- 6 Click on **Proceed to Submit Registry Request** to continue.

The screenshot shows the 'Divorce' section of a web application. At the top, there are navigation tabs for 'Dashboard', 'Divorce', and 'Others', with 'Divorce' highlighted and a yellow circle '1' next to it. Below the navigation is a dark red header with 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white letters. A search bar for 'Case ID' is present, with a yellow circle '2' next to it. To the right of the search bar is a button labeled 'Divorce E-Services', also highlighted with a yellow circle '2'. Below the search bar is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. On the left side, there is a sidebar with a dropdown menu 'Start a New Case' and a list of options: 'I want to.. for Case with Originating Summons Number', 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', and 'Praeipce (Request)'. The 'I want to.. for Case with Originating Summons Number' option is expanded, and 'Submit Registry Request' is highlighted with a yellow circle '3'. On the right side, there is a 'Registry Requests' section with a 'Registry Request' sub-section. The 'Description' area contains a list of request types, with the first item 'To request for:' highlighted by a yellow circle '4'. To the right of the description is a 'Documents Required' section with a list of requirements, highlighted by a yellow circle '5'. At the bottom of the page, there is a dark red button labeled 'Proceed to Submit Registry Request', highlighted with a yellow circle '6'.

Registry Request

- 7 Key in minimum 5, maximum 20 digits of Originating Summons Number.
- 8 Click on **Submit** to validate the Originating Summons Number.
- 9 If you have been appointed as a lawyer for a party and have case access, you will see this message.
- 10 Click on **Proceed** to continue.
- 11 If you key in an incorrect Originating Summons number, you will see this message and will not be able to proceed.
- 12 If you are not appointed for the case or do not have case access, you will see this message and will not be able to proceed until you file the necessary Notice.

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to submit the Registry Request

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000195 **7** **Submit** **8**

9 ✓ The Originating Summons Number is valid. You have case access. You may proceed to submit the Registry Request.

10 **Back to Divorce E-Services** **Proceed**

11 ⚠ The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.

12 ⚠ The Originating Summons Number is valid. You do not have case access. You may not proceed to submit the Registry Request for this Originating Summons/ Summons. You need to file the necessary Notice before proceeding (Notice of Appointment of Solicitor/Notice of Change Solicitor/Notice of Intention to act in Person).

Registry Request

- 13 You will be directed to the **Important Notes** page. Please read through the Important Notes.
 - 14 Select the checkbox to confirm you had read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled after you have done so.
 - 15 Click on **Agree and Proceed** to continue.
- Alternatively, you can click on **Back to Divorce E-Services** and will be redirected to the Divorce E-Services Page.

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Important Notes

- 1. This service will take you approximately 15 minutes to complete.
- 2. Your case/application will be processed within 3 working days.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

[Back to Divorce E-Services](#) **Agree and Proceed**

- 16 The Initial status of Registry Request is **Draft**.
- 17 On the header you will find a navigation bar to guide you on the steps to complete the submission of the Registry Request, which are:
- Registry Request**
 - Preview**
 - Declare**
 - Complete**
- 18 Click on **Choose File** and upload the completed Registry Request template in PDF format.
- 19 Once the Registry request is uploaded, select **Type of Document** from the following:
- Request for Re-Fixing Appointment Date
 - Request for Remote Hearing via Webex
 - Request for Interpreter
 - Request to Amend the Order of Court or Divorce Certificate for Clarification/clerical errors
 - Request Marriage Counselling Programme Referral to file Cross Application for Divorce

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Case ID: OS-2022-000182 16 Status: Draft

1 Registry Request — 17 — 2 Preview — 3 Declare — 4 Complete

Registry Request

Please upload the completed Registry Request
Sila muat naik 'Registry Request' yang lengkap

Drag and drop your document here 18 [Choose File](#)

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

× [Other Documents.pdf](#)

Type of Document
Jenis Dokumen

Request for Re-fixing Appointment Date

19

- Please Select Description
- Request for Re-fixing Appointment Date
- Request for Remote Hearing via Webex
- Request for Interpreter
- Request to Amend the Order of Court or Divorce Certificate for Clarification/ clericals errors
- Request Marriage Counselling Programme Referral to file Cross Application for Divorce

- 20 Under the Supporting Document section, click on **Choose File** to attach a supporting document if necessary.
- 21 Choose Type of Document from the following:
 - Other Documents
 - Notification & Consent by Other Party
- 22 Click on **Preview** to navigate to the preview section.

Supporting Document

Please upload the supporting documents
Sila muat naik dokumen sokongan

Drag and drop your document here

20 Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

× [Other Documents.pdf](#)

Type of Document
Jenis Dokumen

Notification & Consent by Other Party ▾

Please Select Description

Other Documents

Notification & Consent by Other Party

21

Back Preview 22

Registry Request

- 23 In the preview mode, verify the uploaded Registry Request and supporting document (if any).
- 24 Click on **Next** to navigate to the declaration section. Alternatively, click on **Back** to revert to the **Registry Request** section or to amend the uploaded file(s).

Case ID: OS-2022-000182 Status: Draft

Registry Request 2 Preview 3 Declare 4 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.

✔ Complete ! Incomplete

Registry Request 23

[Other Documents.pdf](#)

File Description

Request for Re-fixing Appointment Date

Supporting Document

[Other Documents.pdf](#)

File Description

Notification & Consent by Other Party

Back Next 24

Registry Request

- 25 Read through the declaration form. Once you have read and confirmed the declaration, select the **check box**.
- 26 You may click on **Back to Preview** to navigate back to the preview mode if you need to re-verify the Registry Request and supporting document. Alternatively, click on **Submit** to submit the Registry Request.
- 27 On the completion page, click on **Back to Dashboard** to be directed back to the Dashboard.

Case ID: Status: Draft

Registry Request — Preview — 3 Declare — 4 Complete

I confirm that all the matters set out in this Registry Request are true and correct. 25

[Back to Preview](#) [Submit](#) 26

Case ID: OS-2022-000198 Status: Pending Acceptance

Submitted!

Your Case Reference No: OS-2022-000182

Submission Date: 21/12/2022 12:15:13
An acknowledgement has been sent to: Alber@hotmail.com.

Your request will be processed within 3 days, after which you will be informed of the outcome.

[Back to Dashboard](#) 27

Filing of Praecipe (Request)

Praecipe (Request)

- 1 To file a Praecipe (Request), navigate to the **Divorce** tab on your Dashboard.
- 2 Under the Divorce Tab, click on “**Divorce E-Services**”.
- 3 The **Divorce E-Services** page will be displayed. Click on **I want to... For Case with Originating Summons Number**, and select **Praecipe (Request)**.
- 4 Under **Praecipe Request**, you will find a **description** of the types of Praecipe (Request). Please read through to find the type of request that you require and download the relevant template. Fill up the template and save in PDF format.
- 5 Prepare the additional supporting document, if necessary, in PDF format.
- 6 Click on **Proceed to Submit Praecipe (Request)** to continue.

The screenshot shows the 'Divorce' dashboard with the following elements:

- 1**: 'Divorce' tab in the top navigation bar.
- 2**: 'Divorce E-Services' button in the top right.
- 3**: 'File Praecipe' option in the left sidebar menu.
- 4**: 'Praecipe (Request)' sub-header in the main content area.
- 5**: 'Documents Required' list on the right side of the page.
- 6**: 'Proceed to Submit Praecipe (Request)' button at the bottom.

Dashboard / DIVORCE

DIVORCE

Ongoing Case
Completed Case
Court File

Search case by Case ID (i.e. OS-XXXX-XXXXX)
Enter Case ID

Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
---------	--------------------	--------	-------------------	---------	--------------

Start a New Case

I want to.. for Case with Originating Summons Number

- File Court Documents
- Serve Originating Summons for Divorce
- File Summons
- File Praecipe**
- Submit Registry Request

Please download and complete the applicable Praecipe (Request) form from the website. Upload the completed form in PDF format. Select the correct Type of Document from the dropdown list for your Praecipe (Request) as the fee payable may differ.

Praecipe (Request)

Praecipe (Request)

Description
To request for Search of the Divorce Register, copy of documents, or execution of documents under Section 53A of AMLA.

- Please click [here](#) to download the form for Praecipe (Request) for Search of Divorce Register.
- Please click [here](#) to download the form for Praecipe (Request) for Copy of Court Document.
- Please click [here](#) to download the form for Praecipe (Request) including Notes of Proceedings.
- Please click [here](#) to download the form for Praecipe (Request) for Execution of Documents under Section 53A of AMLA.

Documents Required

- Completed Praecipe (Request) form in PDF format.
- Completed and affirmed Affidavit-in-Support in PDF format (only for Execution of Documents under section 53A of AMLA, if applicable).
- Other Supporting Documents (if applicable).

Proceed to Submit Praecipe (Request)

Praecipe (Request)

- 7 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 8 Select the checkbox to confirm you had read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled after you have done so.
- 9 Click on **Agree and Proceed** to continue.

Alternatively, you can click on **Back to Divorce E-Services** and will be directed to the Divorce E-Services Page.

DIVORCE E-SERVICES / PRAECIPE REQUEST / PRAECIPE REQUEST

Praecipe Request

Important Notes 7

1. This service will take you approximately 30 minutes to complete.
2. Please download and complete the relevant forms. The completed form in PDF format must be uploaded.
3. Payment is required for filing any Praecipe (Request). Additional payment may be required on approval of the request.
4. You will be required to make payment via PayNow or eNETS/Credit Card.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

8

[Back to Divorce E-Services](#)

Agree and Proceed

9

Praecipe (Request)

- 10 The Initial status of Praecipe (Request) is **Draft**.
- 11 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Praecipe (Request), which are:
 - a) **Praecipe (Request)**
 - b) **Affidavit-in-Support**
 - c) **Supporting Documents**
 - d) **Make Payment**
 - e) **Complete**
- 12 Click on **Choose File** and upload the completed Praecipe (Request) template in PDF format.
- 13 Once the Praecipe (Request) is uploaded, select **Type of Document** from the following:
 - Praecipe (Request) for Search of Divorce Register
 - Praecipe (Request) for Copy of Court Document
 - Praecipe (Request) for Notes of Proceedings
 - Praecipe (Request) for Execution of Documents under Section 53A AMLA
 - Praecipe (Request) for Certified Copy of Certificate for Divorce
- 14 Click on **Next** to navigate to Affidavit-in-Support section.

Status: Draft 10

1 Praecipe (Request) 11 2 Affidavit-in-Support 3 Supporting Documents 4 Make Payment 5 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.

Praecipe (Request)

Please upload the completed Praecipe (Request)
Sila muat naik Praecipe (Permintaan)

Drag and drop your document here 12 Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

× [Praecipe Copy of documents.pdf](#)

Type of Document
Jenis Dokumen

Please Select Description
Praecipe (Request) for Search of Divorce Register
Praecipe (Request) for Copy of Court Document
Praecipe (Request) for Notes of Proceedings
Praecipe (Request) for Execution of documents under Section 53A AMLA
Praecipe (Request) for Certified Copy of Certificate for Divorce

13

Save as Draft Next 14

Praecipe (Request)

- 15 Under the Affidavit-in-Support section, specify: **Are you filing an Affidavit-in-Support?** (YES/NO).
- 16 If you choose “YES”, you are required to upload the Affidavit-in-Support. Click on **Choose File** to upload the completed Affidavit-in-Support.
- 17 Key in the Deponent’s Name.
- 18 If you choose “NO” or once the Affidavit-in-Support is uploaded and the deponent’s name has been specified, the **Next** button is enabled to move to the next section.

Click on **Next** to navigate to the **Supporting Documents** section. Alternatively, you can click on **Back** to navigate to the previous section, Praecipe (Request), or you can click on **Save as Draft** to save the request as a draft.

Are you filing an Affidavit-in-Support?
Adakah anda ingin memfailkan Afdavit Sokongan (Affidavit-in-Support)?

Yes No

15

Affidavit-in-Support #1

Please upload the affirmed Affidavit-in-Support
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

Drag and drop your document here

16 [Choose File](#)

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

× [affidavits.pdf](#)

Type of Document
Jenis Dokumen

Affidavit-in-Support

Please enter the Deponent's Name(s) ⓘ
Sila berikan nama Deponen

BEATRICE SMITH

17

Are you filing an Affidavit-in-Support?
Adakah anda ingin memfailkan Afdavit Sokongan (Affidavit-in-Support)?

Yes No

18a

[Back](#) [Save as Draft](#) [Next](#)

18b

Praecipe (Request)

- 19 Under the Supporting Documents section, specify: **Are you submitting supporting documents?** (YES/NO)
- 20 If you choose “YES”, you are required to upload the supporting document. Click on **Choose File** to upload the supporting document.
- 21 If you choose “NO” or once the supporting document is uploaded and Type of Document has been specified, the **Make Payment** button is enabled to move to the next section

Alternatively, you can click on **Back** to navigate to the previous section, Praecipe (Request), or you can click on **Save as Draft** to save the request as a draft.

Supporting Documents

Are you submitting supporting documents?
Adakah anda ingin serahkan dokumen sokongan?

Yes No

Please upload the supporting document
Sila muat naik dokumen sokongan

Drag and drop your document here

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

✕ [Other Documents.pdf](#)

Type of Document
Jenis Dokumen

Other Documents ▾

Back

Save as Draft

Make Payment

Supporting Documents

Are you submitting supporting documents?
Adakah anda ingin serahkan dokumen sokongan?

Yes No

Back

Save as Draft

Make Payment

Payment - PayNow

Status: Draft



- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-003830

Breakdown of Fees
Butiran Yuran

- Praecepte (Request) for Copy of Court Document: \$12
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

22

Payment Mode
Cara Pembayaran

23 PayNow eNETS / Credit Card Request for Fee Waiver



1. Please check that the recipient is Ministry of Culture, Community & Youth.
2. Ensure that your internet banking account is linked to Paynow.
3. PayNow participating banks: DBS/POSB, UOB, OCBC, Citibank, HSBC, Maybank, Standard Chartered, BOC and ICBC.

Back to Declare

Verify Payment

25

Payment – e-Nets/Credit Card

- 26 On the payment page, verify the breakdown of items, fees and the total amount.
- 27 Select E-Nets/Credit Card as the payment mode
- 28 Key in your card details such as Name on Card, Number, CVV/CVV2, card expiry date and optional email address.
- 29 Click on **Submit**. Perform 2FA authorisation to pay on your mobile app/SMS/email if required.
- 30 Or click **Cancel** to cancel the payment.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-003830

Breakdown of Fees
Butiran Yuran


- Praecipe (Request) for Copy of Court Document: \$12
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

[Back to Declare](#)

Payment – Request for Fee Waiver

- 31 On the payment page, verify the breakdown of items, fees and the total amount.
- 32 Select Request for Fee Waiver.
- 33 You are required to upload the supporting documents (e.g the Provisional Grant of Aid or Grant of Aid). Click on **Choose File** and upload the document.
- 34 Click on **Submit Request for Fee Waiver**
- 35 Or click **Back to Declare**.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-003830

Breakdown of Fees
Butiran Yuran

- Praecepte (Request) for Copy of Court Document: \$12
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Please upload the supporting documents
Sila muat naik dokumen sokongan

Drag and drop your document here

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

X Test File 1.pdf

Type of Document
Jenis Dokumen
Provisional Grant of Aid

Back to Declare Submit Request for Fee Waiver

Praecipe (Request) - Payment

- 36 On the completion page, click on **Back to Dashboard** to be directed back to the Dashboard.
- 37 Alternatively, click on **Save as PDF** to save the acknowledgement of submission in PDF format.

Case ID: 0001982 Status: Pending Acceptance

✓ Praecipe (Request) — ✓ Affidavit-in-Support — ✓ Supporting Documents — ✓ Make Payment — 5 Complete

Submitted!

Case ID: 000182
Your Payment Advice Number: PM-2022-001151
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: fsfs@ddsds.com.

37 Save as PDF Back to Dashboard 36

Praecipe (Request) Outcome

Praecepte (Request) Outcome

- 1 You will be notified of the Praecepte (Request) Outcome via e-mail and in the notification section in the SYC Portal.
- 2 If you login to SYC Portal, you will see the outcome in the **Divorce Tab > Court File > Correspondence** section.
- 3 Click on the [hyperlink](#) or click on More Options > 3 dots > and View to download the Praecepte Request Outcome.

Dashboard Inheritance **Divorce** 2a

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing Search case by Case ID (i.e. OS-XXXX-XXXXX)

Completed Filing

Court File 2b

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	000016	Praecepte Request Outcome for Copy of Court Documents.pdf 3a	PDF	10/09/2022	⋮ View 3b

Correspondence 2c

Divorce E-Services

A Singapore Government Agency Website

Accepted Praecepte Request PCP-2023-000003 1

Dear Ervira,

Your Filing of Praecepte Request PCP-2023-000003 is accepted. The accepted document may be viewed in the SYC Portal in the Divorce > Court File > Correspondence.

Should you have any query on the above, please email us at mccy_syariah@mccy.gov.sg or call us at 6354 8371. For details, please log in to <https://eservices.syariahcourt.gov.sg/>.

Thank you.

Syariah Court Singapore
(Please do not reply to this message as it is auto-generated.)

Close

Praecepte (Request) Outcome

- 4 Depending on the Type of Praecepte (Request), additional payment may be required. On your Dashboard, a task to proceed with further payment will be shown.
- 5 Click on the [hyperlink](#) on the Case ID or, under More Options, click on the **3 dots** and select **Make Payment**.

Dashboard | Int | 4 | e | Divorce

DASHBOARD / DASHBOARD

DASHBOARD

Assalamualaikum!

Welcome S4060149Z,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 33 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Praecepte	DRQ-2022-000016	Payment	Pending Payment	15/01/2023	⋮ Make Payment
Filing of OS	OS-2022-000043	Service of the OS	Unsuccessful Attempt	07/01/2023	⋮
Divorce	OS-2022-000176	Appointment - Hearing (President)	Booked	08/11/2022	⋮

Praecipe (Request) Outcome

Payment – PayNow

- 6 On the payment page, verify the breakdown of fees and the total amount.
- 7 Select Payment Mode. The default selection is PayNow.
- 8 Scan the QR code, and proceed to pay by your PayNow mobile app.
- 9 Click on **Verify Payment**.

Case ID: PM-2022-001133

1 Make Payment 2 Complete

- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001133

Breakdown of Fees
Butiran Yuran


- Document Request Fee for Certificate: \$13

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$13

6

Payment Mode
Cara Pembayaran

PayNow 7 S / Credit Card Request for Fee Waiver



8

1. Please check that the recipient is Ministry of Culture, Community & Youth.

2. Ensure that your internet banking account is linked to Paynow.

3. PayNow participating banks: DBS/POSB, UOB, OCBC, Citibank, HSBC, Maybank, Standard Chartered, BOC and ICBC.

Back to Dashboard Verify Payment 9

Payment – e-Nets/Credit Card

- 10 On the payment page, verify the breakdown of fees and the total amount.
- 11 Select E-Nets/Credit Card as the payment mode.
- 12 Key in your card details such as Name on Card, Number, CVV/CVV2, card expiry date and optional email address.
- 13 Click on **Submit**. Perform 2FA authorisation to pay on your mobile app/SMS/email if required.
- 14 Or click **Cancel** to cancel the payment.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001133


Breakdown of Fees
Butiran Yuran
· Document Request Fee for Certificate: \$13

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$13

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

[Back to Dashboard](#)

Payment – Request for Fee Waiver

- 15 Select Request for Fee Waiver.
- 16 You are required to upload the supporting documents (e.g the Provisional Grant of Aid or Grant of Aid). Click on **Choose File** and upload the document.
- 17 Click on **Submit Request for Fee Waiver**.
- 18 Or click **Back to Declare**.

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Please upload the supporting documents
Sila muat naik dokumen sokongan

Drag and drop your document here

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

× Test File 1.pdf

Type of Document
Jenis Dokumen

Provisional Grant of Aid

Back to Declare Submit Request for Fee Waiver

- 19 Once additional payment is made (if required), the requested document will be available in the **Divorce Tab > Court File** section.
- 20 If the Requested document is a Court Document or a Certificate or any other document, navigate to the **Court Documents** folder.
- 21 If the Requested document is a Court Order, navigate to the **Court Order** folder.

Dashboard Inheritance **Divorce** 15a

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing

Completed Filing

Search case by Case ID (i.e. OS-XXXX-XXXXX)

Enter Case ID Search

Court File 19

Court Documents 20

Court Notices

Court Orders 21

Correspondence

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2022-000199	Form 47 – Notice of Appointment of Solicitor.pdf	PDF	02/12/2022	⋮
Ongoing	OS-2022-000199	Grant of Aid.pdf	PDF	02/12/2022	⋮
Ongoing	OS-2022-000199	Originating Summons (Form 6).pdf	PDF	02/12/2022	⋮
Ongoing	D-2022-000014	Certified Copy of Divorce Certificate.pdf	PDF	15/12/2022	⋮