USER GUIDE FOR SYC PORTAL

REGISTRY AND PRAECIPE REQUESTS

Syariah Court Detailed User Guide for Public Users

Registry and Praecipe Requests
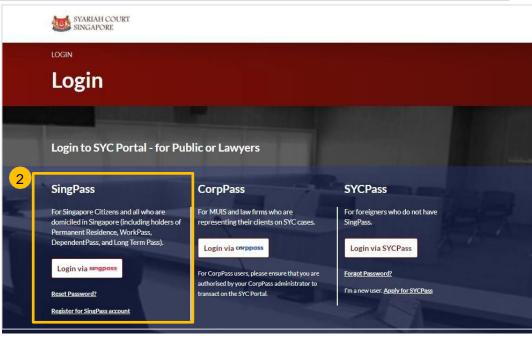
Contents (click on the page numbers to go to the section)
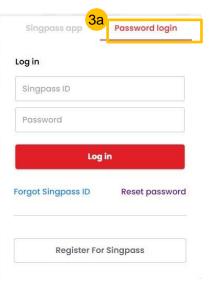
Registry and Praecipe Request

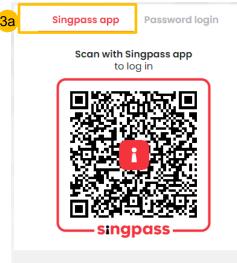# Login to SYC Portal E-Services Using SingPass

Login to SYC Portal for e-Services using SingPass

1. Singaporeans, Permanent Residents and other individuals with SingPass, please use your individual **SingPass**. Foreigners without SingPass, please apply for and use **SYCPass**.

2. Click **Login via SingPass**. You will be redirected to the SingPass login page.

3. On the SingPass login 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 brought to your Dashboard for SYC e-Services.

SYARIAH COURT SINGAPORE

LOGIN

Login

Login to SYC Portal - for Public or Lawyers

SingPass

For Singapore Citizens and all who are domiciled in Singapore (including holders of Permanent Residence, WorkPass, DependentPass, and Long Term Pass).

Login via singpass

Reset Password?

Register for SingPass account

CorpPass

For MUIS and law firms who are representing their clients on SYC cases.

Login via corppass

For CorpPass users, please ensure that you are authorised by your CorpPass administrator to transact on the SYC Portal.

SYCPass

For foreigners who do not have SingPass.

Login via SYCPass

Forgot Password?

I'm a new user. Apply for SYCPass

Singpass app | **Password login**

Log in

Singpass ID

Password

Log in

Forgot Singpass ID   Reset password

Register For Singpass

Singpass app | Password login

Scan with Singpass app to log in
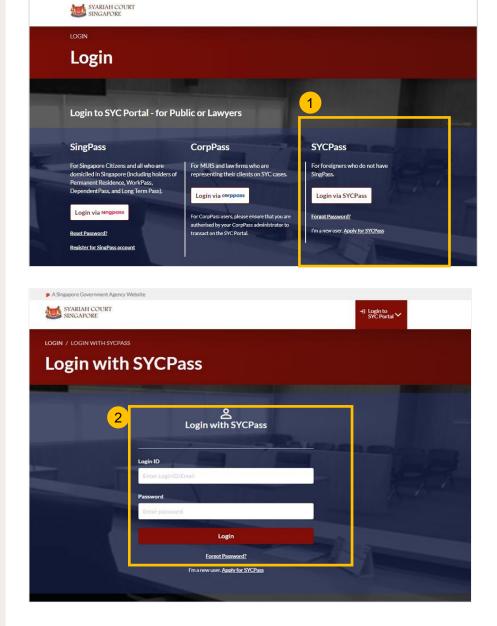
singpass

Don't have Singpass app? Download now

4

Login to SYC Portal E-Services Using SYCPass

Login to SYC Portal for E-Services using SYCPass

1. To login via SYCPass, please click on **Login via SYCPass**. You will be redirected to the SYCPass login page.

2. Enter your SYCPass Login ID and password and click **Login**.

3. A One Time Password (OTP) will be sent to your email. Key in the OTP to login.

4. If the OTP has expired, click on **Resend Token**.

5. After a successful login, you will be brought to your Dashboard for SYC E-Services.

Submission of Registry Request

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, if necessary, in PDF format

6. Click on **Proceed to Submit Registry Request** to continue.

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 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 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**

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

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

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

⚠ 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).   **12**

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-Service Page.

15

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Important Notes

13

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**

14

[Back to Divorce E-Services] [Agree and Proceed] 15

11

Registry Request

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:
a) **Registry Request**
b) **Preview**
c) **Declare**
d) **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** :
- 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

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DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

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

17
1 Registry Request — 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

Please Select Description
Request for Re-fixing Appointment Date   **19**
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 Counseling Programme Referral to file Cross Application for Divorce

Registry Request

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 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 ⌄   **21**

Please Select Description
Other Documents
Notification & Consent by Other Party

Back   Preview   **22**

13

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

14

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**

15

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.

Dashboard   [1]   **Divorce**   Others

DASHBOARD / DIVORCE

DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID   [2] **Divorce E-Services**

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

Start a New Case

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.**

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

File Summons

File Praecipe

Submit Registry Request

Praecipe (Request)

Praecipe (Request)

Description
To request for Search of the Divorce Register, copy of documents, or execution of documents under Section53A 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 section53A 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.

9

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
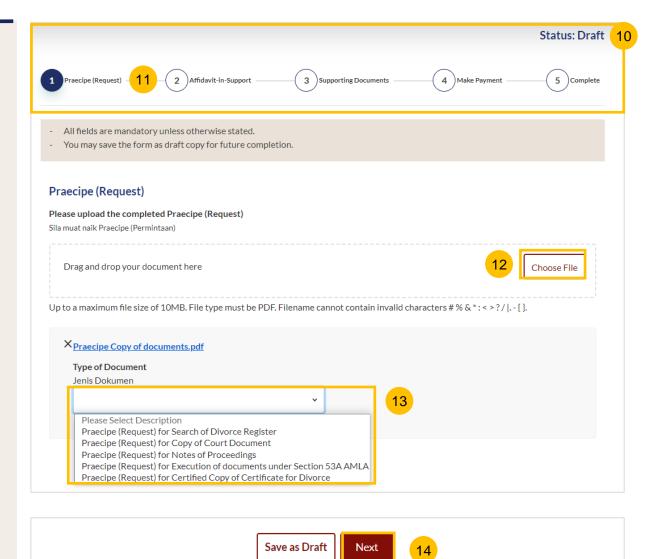
18

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** :
   • 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

[▾]   **13**

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

Save as Draft   Next   **14**

19

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 Afidavit 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 Afidavit Sokongan (Affidavit-in-Support)?

○ Yes   ◉ No   **18a**

Back   Save as Draft   Next   **18b**

20

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?

19

◉ Yes ○ No

Please upload the supporting document
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

Other Documents ⌄

Back   Save as Draft   Make Payment   **21b**

Supporting Documents

Are you submitting supporting documents?
Adakah anda ingin serahkan dokumen sokongan?   **21a**

○ Yes ◉ No

Back   Save as Draft   Make Payment   **21c**

21

Praecipe (Request) - Payment

Payment - PayNow

22   On the payment page, verify the breakdown of filing fees and the total amount.

23   Select Payment Mode. The default selection is PayNow.

24   Scan the QR code, proceed to pay by your PayNow mobile app.

25   Click on **Verify Payment.**

Status: Draft

✓ Praecipe (Request)   ✓ Affidavit-in-Support   ✓ Supporting Documents   4 Make Payment   5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran

PM-2022-002536

Breakdown of Fees
Butiran Yuran

· Filing fee for Affidavit-in-Support #1: $12

· Praecipe (Request) for Copy of Court Document: $12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)

$24

Payment Mode
Cara Pembayaran

23   ◉ PayNow   ○ eNETS / Credit Card

24

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

22

Praecipe (Request) - Payment

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-2022-002536

Breakdown of Fees
Butiran Yuran
· **Filing fee for Affidavit-in-Support #1: $12**
· **Praecipe (Request) for Copy of Court Document: $12**

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

26

Payment Mode
Cara Pembayaran
PayNow   ● eNETS / Credit Card   **27**

Payment Methods

VISA

Name on Card

Card Number

CVV/CVV2

Expiry Date   Month   Year

Email (Optional)

28

29 Submit   Cancel   **30**

Back to Declare

23

Praecipe (Request) - Payment

Request for Fee Waiver

31 If you login via SingPass, you will be able to select **Request for Fee Waiver**.

32 Once you have selected Request for Fee Waiver, specify the **reason for request for fee waiver**.

33 You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on **Choose File** and upload the document.

34 Click on **Submit Request for Fee Waiver** to submit the Praecipe (Request).

Payment Advice Number
Nombor Yuran Pembayaran

PM-2022-001153

Breakdown of Fees
Butiran Yuran

• Praecipe (Request) for Search of Divorce Register: $27

Payment Amount (SGD)
Jumlah Pembayaran (SGD)

$27

Payment Mode
Cara Pembayaran

○ PayNow   ○ eNETS / Credit Card   ● Request for Fee Waiver   **31**

Reason for request for fee waiver ⓘ
Sebab bagi permohonan pengenepian yuran

[Poverty   ˅]   **32**

Please upload the SSO (Social Office) Financial Assistance Letter
Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)

Drag and drop your document here   **33**   [Choose File]

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

[Back to Declaration]   [**Submit Request for Fee Waiver**]   **34**

24

Praecipe (Request)

35 On the completion page, click on **Back to Dashboard** to be directed back to the Dashboard.

36 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: **fsfss@ddsds.com.**

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36 [Save as PDF]   [**Back to Dashboard**] **35**

25

Praecipe (Request) Outcome
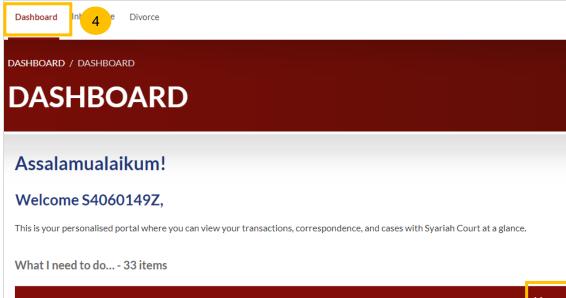
Praecipe (Request) Outcome

1 You will be notified of the Praceipe (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 Praecipe Request Outcome.

Dashboard   Inheritance   **Divorce**   2a

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing

Completed Filing

Court File   2b

Court Documents

Court Notices

Court Orders

Correspondence   2c

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

Enter Case ID   Search   **Divorce E-Services**

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	000016	**Praecipe Request Outcome for Copy of Court Documents.pdf** 3a	PDF	20/09/2022 ⋮	
				View	3b

A Singapore Government Agency Website

SYARI
SINGA

Dashboard

Stat
Acc
Sub
Sub
Sub
Acc
Sub

Accepted Praecipe Request PCP-2023-000003   1   ✕   286 👤 ⌄

Dear Ervira,

Your Filing of Praecipe 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

27

Praecipe (Request) Outcome

4   Depending on the Type of Praecipe (Request), additional payment may be required. On your Dashboard, a task to proceed with further payment will shown.

5   Click on the hyperlink on the Case ID or, under More Options, click on the **3 dots** and select **Make Payment**.

Dashboard   Inh... e   Divorce   4

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
Praecipe	DRQ-2022-000016	Payment 5a	Pending Payment	15/01/2023	5b ⋮
					Make Payment
Filing of OS	OS-2022-000043	Service of the OS	Unsuccessful Attempt	07/04/2023	
Divorce	OS-2022-000176	Appointment - Hearing (President)	Booked	08/11/2022	⋮

28

Praecipe (Request) Outcome

Payment – PayNow

6 On the payment page, verify the breakdown of filing fees and the total amount.

7 Select Payment Mode. The default selection is PayNow.

8 Scan the QR code, 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   **6**
Butiran Yuran

· Document Request Fee for Certificate: $13

Payment Amount (SGD)
Jumlah Pembayaran (SGD)

$13

Payment Mode
Cara Pembayaran

◉ PayNow   **7**   s / Credit Card

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**

29

Praecipe (Request) Outcome
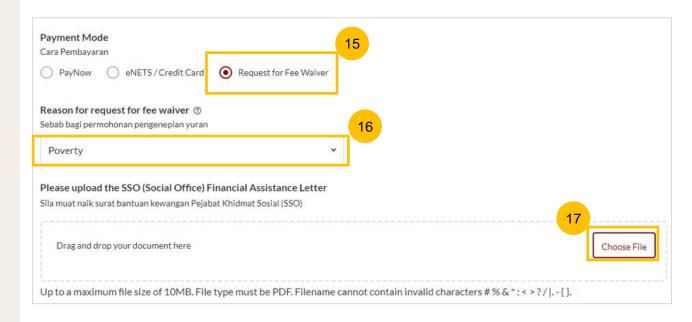
Payment – e-Nets/Credit Card

10 On the payment page, verify the breakdown of items, 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

10

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

Payment Mode
Cara Pembayaran

○ PayNow   ● eNETS / Credit Card   **11**

Payment Methods

VISA (mastercard)

Name on Card   [   ]
Card Number   [   ]   **12**
CVV/CVV2   [   ]
Expiry Date   [Month ▾] [Year ▾]
Email
(Optional)   [   ]

13 [Submit] [Cancel] **14**

Back to Dashboard

30

Praecipe (Request) - Payment

Request for Fee Waiver

15. If you login via SingPass, you will be able to select **Request for Fee Waiver**.

16. Once you have selected Request for Fee Waiver, specify the **reason for request for fee waiver.**

17. You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on **Choose File** and upload the document.

18. Click on **Submit Request for Fee Waiver** to submit the Praecipe (Request).

Payment Mode
Cara Pembayaran

○ PayNow   ○ eNETS / Credit Card   ◉ Request for Fee Waiver

15

Reason for request for fee waiver ⓘ
Sebab bagi permohonan pengenepian yuran

16

Poverty ⌄

Please upload the SSO (Social Office) Financial Assistance Letter
Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)

17

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 # % & * : < > ? / | . - { }.

18

Back to Declaration   Submit Request for Fee Waiver

31

Praecipe (Request) Outcome

19 Once additional payment is made, the requested document will be available on 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**   19a

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing

Completed Filing

Court File   19b

Court Documents   20

Court Notices

Court Orders   21

Correspondence

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

Enter Case ID   Search   **Divorce E-Services**

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	⋮