



# **SYC Portal Quick Guide for Public & Lawyers**

Divorce Processes

V1.0



**SYARIAH COURT  
SINGAPORE**





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All processes are for both **Public (Plaintiff/Defendant)** and **Lawyers**, unless otherwise stated.



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All processes are for both **Public (Plaintiff/Defendant)** and **Lawyers**, unless otherwise stated.



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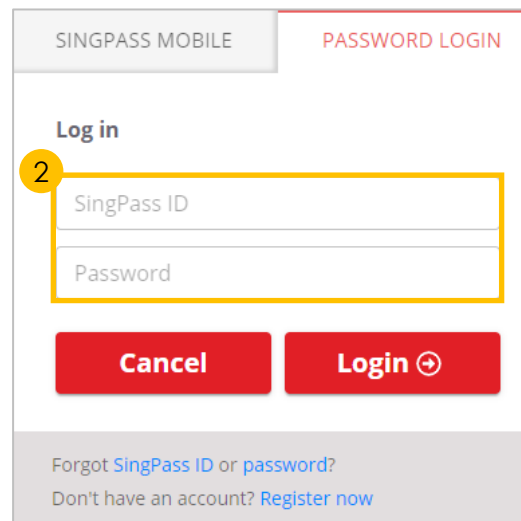
# Login to E-Services Portal



- 1 On E-Services Portal, **login** with either **SingPass**, **CorpPass** or **SYCPass**.
  - Singaporeans, PRs, and foreigners with SingPass, please use **SingPass**.
  - Foreigners without SingPass, please use **SYCPass**.
  - Corporate users, please use your **CorpPass**.

- 2 Enter your **SingPass/CorpPass/SYCPass Credentials** and **OTP** for validation.

After successful login, the page will redirect to the E-Services Portal.



# Registration for Marriage Counselling Programme

SYC



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- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on '**Divorce E-Services**' button.
- 3 On Divorce E-Services page:
  - a) Click on '**Start a New Case**'
  - b) Select '**Marriage Counselling Programme**'.
- 4 Click on '**Registration for Marriage Counselling Programme**'.
- 5
  - a) Read through the **Important Notes**
  - b) Click on the links to read the [Privacy Statement](#), and [Terms of Use](#).
  - c) Tick on the **checkbox** to agree.
- 6 Click on '**Agree and Proceed**' to continue your Registration for Marriage Counselling Programme.

- To register as a lawyer on behalf of an applicant, proceed to '[Section A \(Lawyer\)](#)'
- To register as a registrant, proceed to '[Section B \(Registrant\)](#)'

## Important Notes

1. This service will take you approximately 30 minutes to complete.
2. Please ensure you have the following documents:
  - Marriage Certificate/Revocation Certificate
  - Identity Card (front and back) or Passport
  - Children's Birth Certificates
  - Protection Order/ Maintenance Order/Conversion Letter to Islam
  - Documentary Proof of Domicile/Habitual Residence in Singapore (if neither the Registrant nor his/her spouse is a Singapore Citizen)
  - (For Lawyer) Document to show that you are instructed to submit this registration on behalf of your client
3. The registration will not be accepted if the form is incomplete and/or insufficient documents are attached.
4. Your application will be processed within 3 working days.

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

[Back to Dashboard](#)

[Agree and Proceed](#)

# Registration for Marriage Counselling Programme



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## Section A (Lawyer)

- 7 Tick on the **checkbox** to agree.
- 8 Select a **reason** from the drop-down menu.
- 9 Key in **Lawyer's Details**.
- 10 Click on '**Choose File**' button to upload the **Letter of Authorisation** from the applicant.
- 11 Key in **Name of Law Firm**.
- 12 Specify **Law Firm's Address**.
- 13 Click on '**Next: B. Registrant**' to continue.

**A. Lawyer**  I am instructed by my client, the Registrant. **7**

**B. Registrant**  Reason for registering on behalf of the Registrant \*

**C. Spouse**  Sebab pendaftaran dibuat bagi pihak Pendaftar **8**

**D. Marriage Details**  My client (Registrant) is currently overseas **8**

**E. Information on Child(ren)**

**F. Information on Housing**

**G. Reason for application**

**H. Exemption from Counselling**

**Lawyer's Details** **9**

**Lawyer's Full Name (as per NRIC/ID) \***  
Nama Penuh Peguam (seperti di Kad Pengenalan)  
JAMES MADISSON LANGLEY

**Lawyer's Practicing Certificate Number \***  
No. Sijil Pengamal guaman  
91918717

**Lawyer's Office Phone Number \***  
Telefon Bimbit Peguam  
Singapore 98177166

**Lawyer's Email Address \***  
Alamat Emel Peguam  
email@mail.com

**Lawyer's Office Fax Number (Optional)**  
Nombor Faks pejabat Peguam (tidak diwajibkan)  
Please Sel Enter Text

Please upload the Letter of Authorisation

Drag and drop your document here **Choose File** **10**

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

**PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness Issue.005.pdf**

**Type of Document**  
Jenis Dokumen  
Letter of Authorisation

**Law Firm's Detail**

**Name of Law Firm \***  
Nama firma guaman  
Law Firm LLC **11**

**UEN \***  
No. UEN  
201700531K

**Law Firm's Address** **12**

**Postal Code**  
Poskod  
119960 **Retrieve Address**

**Does the address contain Level no. and/or Unit no.?**  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?  
 Yes  No

**Blk/House No.**  
No. Blok/No. Rumah  
450

**Level No. \***  
No. Aras  
Enter Text

**Unit. No. \***  
Unit No.  
11

**Street Name \***  
Nama Jalan  
ALEXANDRA ROAD

**Building Name (Optional)**  
Nama Bangunan (Jika ada)  
ALEXANDRA ROAD

**Next: B. Registrant** **13**

# Registration for Marriage Counselling Programme

SYC



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## Section B (Registrant)

- 14 a) Please specify **Registrant's** details.  
b) Click on '**Choose File**' button to upload **Deed Poll**, if applicable.
- 15 Specify registrant's **Residential Address & Mailing Address**.
- 16 Specify **Past Marital Information** for the Registrant.
- 17 Specify **Employment Information** for the Registrant.
- 18 Select '**Yes**' or '**No**' from the radio buttons.  
If you select **Yes**, specify **Inmate No. (Optional)**, and **Release Date (Optional)**.
- 19 Click on '**Next: C. Spouse**' to continue.

14a

<b>Full Name (as per ID No.)</b> Nama Penuh (seperti di Kad Pengenalan)	<b>Alias (Optional)</b> Alias (Jika ada)
<input type="text" value="JANE SMITH"/>	<input type="text" value="Type here..."/>
<b>ID Type</b> Jenis Pengenalan	<b>ID No.</b> No. Kad Pengenalan
<input type="text" value="SG PINK"/>	<input type="text" value="S0538082J"/>
<b>Citizenship</b> Kewarganegaraan	<b>Nationality</b> Kerakyatan
<input type="text" value="Singapore Citizen"/>	<input type="text" value="SINGAPORE CITIZEN"/>
<b>Date of Birth</b> Tarikh Lahir	<b>Gender</b> Jantina
<input type="text" value="14/01/1970"/>	<input type="text" value="Male"/>
<b>Race</b> Bangsa	<b>Highest Educational Qualification *</b> Kelayakan Pendidikan Tertinggi
<input type="text" value="JORDANIAN"/>	<input type="text" value="Master's and Doctorate or Equivalent"/>
<b>Dialect *</b> Bahasa Daerah	
<input type="text" value="ARABIC"/>	

Is the Registrant's full name as per NRIC/ID the same as in the Marriage Certificate?  
Adakah nama penuh Pendaftar di Sijil Nikah sama seperti yang di kad pengenalan?

Yes  No

Please upload Deed Poll  
Sila muat naik Surat Ikatatan Penukaran Nama

14b

Drag and drop your document here

14c

Residential Address

Location  
Lokasi

Local  Overseas

Postal Code  
Poskod

Does the address contain Level no. and/or Unit no.?  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No

<b>Blk No.</b> No. Blok	<b>Level No. *</b> No. Aras	<b>Unit No. *</b> No. Unit
<input type="text" value="450"/>	<input type="text" value="11"/>	<input type="text" value="11"/>

**Street Name \***  
Nama Jalan

**Building Name (Optional)**  
Nama Bangunan (Jika ada)

Mailing Address

Same as Residential Address

15

Past Marital Information

<b>Marital Status Before this Marriage *</b> Status perkahwinan sebelum pernikahan semasa	<b>No. of Previous Marriages (exclude current)</b> Bilangan perkahwinan sebelum pernikahan semasa
<input type="text" value="Divorced"/>	<input type="text" value="2"/>

16

**Occupation \***  
Pekerjaan

**Gross Monthly Salary \***  
Gaji Kasar Bulanan

17

Is the Registrant in prison/incarcerated?  
Adakah anda di dalam penjara?

Yes  No

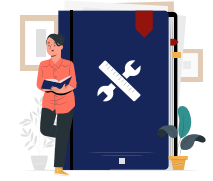
**Inmate No. (Optional)**  
Nombor Banduan (tidak diwajibkan)

**Release Date (Optional)**  
Tarikh dibebaskan (tidak diwajibkan)

18

19

# Registration for Marriage Counselling Programme



## Section C (Spouse)

- 20 Please specify **Spouse's details**.
- 21 Specify **Spouse's Mailing Address**.
- 22 Specify **Spouse's Contact Details**.
- 23 Specify **Spouse's Past Marital Information**.
- 24 Specify Spouse's **Employment Information**.
- 25 Select '**Yes**' or '**No**' from the radio buttons.  
If you select **Yes**, specify **Inmate No.** (Optional), and **Release Date** (Optional).
- 26 Click on '**Next: D. Marriage Details**' to continue.

**20**

<b>Full Name (as per ID No.) *</b> Nama Penuh (seperti di Kad Pengenalan)	<b>Alias (Optional)</b> Alias (Jika ada)
<input type="text" value="NANCY SMITH"/>	<input type="text" value="Type here..."/>
<b>ID Type *</b> Jenis Pengenalan	<b>NRIC/ID No. *</b> No. Kad Pengenalan
<input type="text" value="SG BLUE"/>	<input type="text" value="S8194654Z"/>
<b>Citizenship *</b> Kewarganegaraan	<b>Nationality *</b> Kerakyatan
<input type="text" value="Permanent Resident"/>	<input type="text" value="FRENCH"/>
<b>Gender *</b> Jantina	<b>Race *</b> Bangsa
<input type="text" value="Female"/>	<input type="text" value="FRENCH"/>
<b>Dialect *</b> Bahasa Daerah	<b>Highest Educational Qualification *</b> Kelayakan Pendidikan Tertinggi
<input type="text" value="FRENCH"/>	<input type="text" value="Master's and Doctorate or Equivalent"/>

Is the Spouse's full name as per NRIC/ID the same as in the Marriage Certificate?  
Adakah nama penuh pasangan di Sijil Nikah sama seperti yang di kad pengenalan?

Yes  No

**Spouse's Date of Birth \***  
Tahukah anda tarikh lahir pasangan anda?

Known  Unknown

**Date of Birth \***  
Tarikh Lahir

**21**

**Mailing Address**

**Location**  
Lokasi

Local  Overseas  Unknown

**Postal Code**  
Poskod

Does the address contain Level no. and/or Unit no.?  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No

<b>Blk No.</b> No. Blok	<b>Level No. *</b> No. Aras	<b>Unit No. *</b> No. Unit
<input type="text" value="450"/>	<input type="text" value="11"/>	<input type="text" value="11"/>

**Street Name \***  
Nama Jalan

**Building Name (Optional)**  
Nama Bangunan (Jika ada)

**22**

**Contact Details**

**Handphone \***  
Telefon bimbit

Singapore(+65)

**Home (Optional)**  
Rumah (Jika ada)

Please Select..

**Email Address \***  
Alamat emel

**23**

**Spouse's Past Marital Information**

<b>Marital Status Before this Marriage *</b> Status perkahwinan sebelum pernikahan semasa	<b>No. of Previous Marriages (exclude current)</b> Bilangan perkahwinan sebelum pernikahan semasa
<input type="text" value="Divorced"/>	<input type="text" value="2"/>

**24**

**Occupation \***  
Pekerjaan

**Gross Monthly Salary \***  
Gaji Kasar Bulanan

**25**

**Spouse's Status**

Is the Spouse in prison/incarcerated?  
Adakah Pasangan anda di dalam penjara?

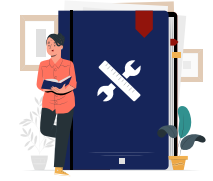
Yes  No

<b>Inmate No. (Optional)</b> Nombor Banduan (tidak diwajibkan)	<b>Release Date (Optional)</b> Tarikh dibebaskan (tidak diwajibkan)
<input type="text" value="S1234567T"/>	<input type="text" value="15/06/2038"/>

**26**



# Registration for Marriage Counselling Programme



## Section D (Marriage Details)

- 27 Specify **Marriage Details**.
- 28 Specify **Divorce Pronouncement** details (if applicable).
- 29 To confirm, click on '**Add Divorce Pronouncement**' button.
- 30 Key in **Divorce Pronouncement** details and click on '**Save**' button, if applicable.  
You may key in 1-3 pronouncements.
- 31 If **Divorce was pronounced more than 3 times**, tick on the **checkbox**.
- 32 Click on '**Next: E. Information on Child(ren)**' to continue.

Marriage Registration Location  
Lokasi Pendaftaran Pernikahan

Registry of Muslim Marriages, Singapore (RO ▾)

Marriage Certificate Number \* ⓘ  
Nombor Sijil Pernikahan

75162555

Date of Marriage for Current Marriage \*  
Tarikh pernikahan semasa

18/08/2016

Divorce Pronouncement

Divorce Pronounced in Current Marriage?  
Sudahkah talak dilafazkan dalam pernikahan semasa?

Yes  No

Add details on Divorce Pronouncement  
Berikan keterangan lanjut lafaz talak

S/N	When was divorce pronounced	Divorce pronounced on	More Options
To add the list of divorce pronouncements, please click on "Add Divorce Pronouncement"			

Add Divorce Pronouncement

When was the divorce pronounced?  
Bilakah talak dilafazkan?

Specific Date  Unspecified Date

Date Divorce Pronounced  
Tarikh Lafaz Talak

25/08/2016

Cancel Save

S/N	When was divorce pronounced	Divorce pronounced on	More Options
✓ 1	Specific Date	25/08/2016	⋮
✓ 2	Unspecific Date	Around Hari Raya Haji 2022	⋮
✓ 3	Unspecific Date	Around December 2019	⋮

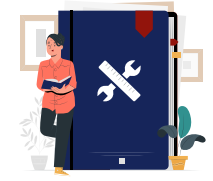
Divorce was pronounced more than 3 times

Edit  
Delete

Previous: C. Spouse

Next: E. Information on Child(ren)

# Registration for Marriage Counselling Programme



## Section E (Information on Children)

- 33 Select 'Yes' or 'No' from the radio buttons.  
If you select 'Yes', click on **Add Child** button to furnish each child's details.
- 34 a) Fill in **Child's details**  
b) Click on '**Confirm**' button to add Child's details.
- 35 Click on '**Next: F. Information on Housing**' to continue.

Does the Registrant and/or the Spouse have any child(ren)?  
Adakah anda (pasangan anda) mempunyai anak?  
 Yes  No

Select and click on the child's Name to furnish the details of the child.

S/N	Full Name	ID Type	NRIC/ID No.	DOB	Details	More Options
-----	-----------	---------	-------------	-----	---------	--------------

**33b** Add Child

**34a**

Full Name (as per ID No.) \*  
Nama Penuh (seperti di Kad Pengenalalan)  
Enter Text

Gender \*  
Jantina  
Select Gender...

ID Type \*  
Jenis Pengenalalan  
Select ID Type

ID No. \*  
No. Kad Pengenalalan  
Enter Text

Citizenship \*  
Kewarganegaraan  
Select Citizenship...

Nationality \*  
Kerakyatan  
Select Nationality...

Birth Certificate No. \*  
Nombor Sijil Lahir  
Enter Text

Please upload the supporting documents  
Drag and drop your document here

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

Date of Birth \*  
Tarikh Lahir  
20/08/2008

Age  
Umur  
14

Which Marriage is this child from? \*  
Anak ini hasil dari perkahwinan yang ke berapa?  
From this marriage

Does the child have any medical conditions?  
Adakah anak ini mempunyai keadaan perubatan?  
 Yes  No

Intellectual disability  Autism  
 Down syndrome  Physical disability  
 Attention Deficit Hyperactivity Disorder  Others: Please specify  
Eczema

Was the medical condition diagnosed by a doctor?  
Adakah keadaan perubatan didiagnosis oleh doktor?  
 Yes  No

**34b** Close **Confirm**

**35** Previous: D. Marriage Details Next: F. Information on Housing

## Section F (Information on Housing)

- 36 Indicate Registrant and Spouse's **Information on Housing**.
- 37 Click on '**Next: G. Reason for application**' to continue.

Do the Registrant and the Spouse have a purchased matrimonial home? 36  
Adakah anda mempunyai rumah beli milik bersama?  
 Yes  No

Type of Purchased Matrimonial Home  
Jenis rumah beli milik bersama  
Terrace house

Is the Registrant staying in the purchased matrimonial home?  
Adakah anda tinggal di rumah beli milik bersama?  
 Yes  No

Current Living Arrangement  
Tempat tinggal semasa  
Overseas

Is the Spouse staying in your purchased matrimonial home?  
Adakah pasangan anda tinggal di rumah beli milik bersama?  
 Yes  No

Spouse's Current Living Arrangement  
Tempat tinggal semasa pasangan  
Living with family/relatives

37 Previous: E. Information on Child(ren) Next: G. Reason for application

# Registration for Marriage Counselling Programme



## Section G (Reason for Application)

- 38 a) Select **Main Issue Faced in Marriage** in the drop-down menu.
- b) Select/provide **details**.
- 39 Click on **'Next: H. Exemption from Counselling'** to continue.

## Section H (Exemption from Counselling)

- 40 a) Select **'Yes'** or **'No'** from the radio buttons to indicate your response for any of the exemptions.
- b) Upload **supporting documents** if required.
- 41 Click on **'Preview'** button to continue.

38a

**Main Issue Faced in Marriage \***  
Isu utama yang dihadapi dalam perkahwinan

Domestic Violence

Please Select Issue...

**Addiction (Substance abuse)**

Children Related Issues

Desertion by spouse for more than 3 months

Domestic Violence

Extra Marital Affairs/Infidelity

Financial problem

Health Issues (chronic illness)

Incarceration/Imprisonment

Mental illness

Other factors affecting marriage (please specify)

Parents/Parents-In-Law

Personality differences

Religion Related Issues

Sex related matters

38b

Physical  Verbal/psychological/emotional

Isolation (controlling behaviour, disallowing you from going out or visiting own family/friends)  My spouse uses physical violence on me only

My spouse uses physical violence on me and my children  I use physical violence on my spouse

I use physical violence on my children  I have obtained a PPO

My spouse has obtained a PPO  I have not obtained a PPO

My spouse has not obtained a PPO

Previous: [F. Information on Housing](#)

Next: [H. Exemption from Counselling](#) 39

40a

**Do you have a critical or terminal illness which makes it impracticable for you to attend counselling?**  
Adakah anda menghadapi penyakit kritikal atau terminal yang memustahilkan anda menghadiri kaunseling?

Yes  No

**Do you have a physical disability or infirmity (such as any visual, auditory or speech impairment) that renders it impracticable for you to attend counselling?**  
Adakah fizikal anda kurang upaya (seperti penglihatan, pendengaran atau pertuturan yang tidak jelas) yang memustahilkan anda menghadiri kaunseling?

Yes  No

Please upload the supporting documents

Drag and drop your document here

Choose File 40b

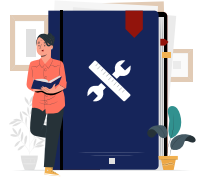
Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \*: < > ? / | . - { }.

Previous: [G. Reason for application](#)

Save as Draft

Preview 41

# Registration for Marriage Counselling Programme



## Section I (Domicile / Habitual Residence in Singapore)

Only applicable if both registrant and spouse are **foreigners**.

42 Please specify **Years residing in Singapore** and click on '**Choose File**' button to upload supporting documents.

43 Click on the '**Preview**' button to check & verify all the saved information.

## Preview Mode

44 In **Preview mode**, click on '**Previous**' or '**Next**' button to verify all information.

45 If you need to amend the saved information, click on '**Back to Edit**' button and the registration form will revert to the **Edit mode**.

46 To confirm that all information is correct, click on '**Submit**' button.

**Years residing in Singapore**  
Bilangan tahun menetap di Singapura

Please Select Year... ▾

Please upload the supporting documents

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

← Previous:  
H. Exemption from Counselling

Save as Draft Preview 43

**Employment Information**

**Occupation**  
Pekerjaan  
Professional

**Gross Monthly Salary**  
Gaji Kasar Bulanan  
\$4000 to \$4999

**Registrant's Status**

**Is the Registrant in prison/incarcerated?**  
Adakah anda di dalam penjara?  
Yes

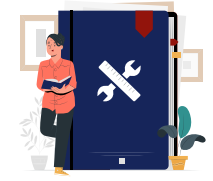
**Inmate No. (Optional)**  
Nombor Banduan (tidak diwajibkan)

**Release Date (Optional)**  
Tarikh dibebaskan (tidak diwajibkan)  
01/01/1970

← Previous:  
A. Lawyer Next:  
C. Spouse → 44b

Back to Edit Submit 45 46

# Registration for Marriage Counselling Programme



## Declare and Submit

- 47 Read through the declaration form and select the **checkbox** beside each point to agree.
- 48 Click **Agree and Proceed** button to submit the Registration for Marriage Counselling Programme.
- 49 a) If successful, a **submitted message** will be displayed.  
b) If unsuccessful, an **error message** will be displayed.

DIVORCE E-SERVICES / REGISTRATION FOR MARRIAGE COUNSELLING PROGRAMME

## Registration for Marriage Counselling Programme

Registration Form    Preview    3 Declare & Submit    4 Complete

47

- I declare that the information in this form is true and correct.
- The aim of Marriage Counselling Programme is to ensure that the Registrant and the Spouse are fully aware of the impact of the decision to divorce and where necessary, the counsellor will assist to advise both the Registrant and the Spouse on the relevant agencies to approach for specific forms of support. The Registrant will only be allowed to file the Originating Summons for divorce after the Registrant attends the counselling at the Syariah Court's appointed agency. Please note that failure to attend counselling for whatever reason will result in the case being automatically closed.
- I confirm that I will convey the above to the Registrant.

48

[Back to Preview](#) [Agree and Proceed](#)

49a

Case ID: R-2022-000342    Status : Pending Acceptance

**Submitted!**

Your Case Reference No: R-2022-000342

Submission Date: 29/08/2022 11:01:47  
Your case/application will be processed within 3 working days. An acknowledgement has been sent to: Lawyer@email.com

49b

**Error!** ×

This registration cannot be submitted. A registration was accepted with the same Registrant and Spouse Details. (Case ID: R-2022-000336 Status: Accepted)

# Schedule the Marriage Counselling Appointment



Your **'Registration for Marriage Counselling Programme'** must be accepted before this step.

- To schedule the 1<sup>st</sup> Appointment, proceed to **'Login to E-Services Portal'**, then continue with the steps below.
- To re-schedule the 1<sup>st</sup> Appointment, proceed to **'Re-schedule the Marriage Counselling Appointment'**.

- 1 On your dashboard, click on the **three dots** under **More Options** of the relevant case.
- 2 Select **'Book appointment'**.
- 3
  - a) Read through the **Important Notes**
  - b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
  - c) Tick on the **checkbox** to agree and indicate your understanding of the **Privacy Statement** and **Terms of Use**.
- 4 Click on **'Agree and Proceed'** to proceed.

• **Lawyers** - please proceed to **'Section 1 (Lawyer)'**

• **Registrants** - please proceed to **'Section 2 (Appointment Form)'**

Dashboard Inheritance Divorce Others

Assalamualaikum!  
Welcome S4102109H,  
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... - 114 items [Request for case access.](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Pre-Divorce	<a href="#">MCP-2022-000350</a>	Schedule 1st Appointment	Pending 1st Appointment	03/09/2022	⋮

ONGOING CASE / MCP APPOINTMENT

## MCP Appointment

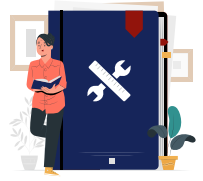
### Important Notes

1. This service will take you approximately 5 minutes to complete.
2. You will need to make your first MCP Appointment based on the available slots at the assigned agency.
3. The Marriage Counselling Programme is compulsory. It aims to provide the registrant and spouse with a safe and neutral platform to discuss your marriage and understand the impact of divorce.
4. The counsellor will also facilitate a Parenting Programme if you have at least one child below 21 years old.
5. If you require additional support, the counsellor may refer you to other relevant agencies.
6. You are only allowed to reschedule once, at least 2 weeks before your intended appointment date.

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

[Back to Dashboard](#) [Agree and Proceed](#)

# Schedule the Marriage Counselling Appointment



## Section 1 (Lawyer's Details)

Only applicable for **lawyers**.

- 6 Indicate a tick on 'I am instructed by my client, the Applicant'.
- 7 Verify **Lawyer's Details** which are auto-populated from the Registration for Marriage Counselling form. Amend details if necessary.
- 8 Verify **Law Firm's Address**, which are auto-populated from the Registration for Marriage Counselling form. Amend details if necessary.
- 9 To continue booking an appointment, click on '**Select Appointment**' button.

Case ID: MCP-2022-000352 Status: Pending 1st Appointment

1 Lawyer's Detail — 2 Appointment Form — 3 Preview — 4 Complete

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

I am instructed by my client, the Applicant. \* 6

### Lawyer's Details

Lawyer's Full Name (as per NRIC/ID) * Nama Penuh Peguam (seperti di Kad Pengenalan) JAMES MADISSON LANGLEY	Lawyer's Practicing Certificate Number * No. Sijil Pengamal guaman 91918717
Lawyer's Handphone Telefon Bimbit Peguam Singapore(+65) 98177166	Lawyer's Email Address Alamat Emel Peguam email@mail.com
Lawyer's Office Fax Number (Optional) Nombor Faks Pejabat Peguam (tidak diwajibkan) Please Select.. Enter Text	

### Law Firm's Address

Postal Code  
Poskod  
119960 Retrieve Address

Blk/House No.  
No. blok/rumah  
450

Level No. \*  
No. Aras  
11

Unit No. \*  
Unit No.  
11

Street Name \*  
Nama Jalan  
ALEXANDRA ROAD

Building Name (Optional)  
Nama Bangunan (Jika ada)  
ALEXANDRA ROAD

Save as Draft Select Appointment 9

# Schedule the Marriage Counselling Appointment



## Section 2 (Appointment Form)

Only applicable for **registrants**.

- 10 View **Registrant Details**.
- 11 View the available **MCP Agencies** and click on '**Select**' to indicate registrant's preferred agency.
- 12 Select the available **date** and **time** for the appointment.
- 13 Click on '**Preview**' button to continue.

**Registrant Details**

Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
<input type="text" value="JOHN SMITH"/>	<input type="text" value="Type here..."/>
ID Type Jenis Pengenalan	NRIC/ID No. No. Kad Pengenalan
<input type="text" value="FIN"/>	<input type="text" value="M8579984X"/>

**Session Details**  
Please select an agency

MCP Agency 1	MCP Agency 2	MCP Agency 3
<b>MCP Agency 1 Serenity</b> ADDRESS Blk 12 KIM TIAN ROAD #2-23 Singapore 163006  CONTACT Tel: 69384859 Email: MCPJail@gmail.com	<b>Agency Happy Family</b> ADDRESS Blk #- Singapore  CONTACT Tel: +123 4002049993 Email:	<b>MCP Agency</b> ADDRESS Blk KIM TIAN ROAD #4-11 Singapore 163006  CONTACT Tel: 0000000 Email: MCPAgency@gmail.com
<input type="button" value="Selected"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>

Date\*  
Tarikh

Time\*  
Masa



# Schedule the Marriage Counselling Appointment



## Section 3 (Preview Mode)

- 14 a) Do **read through details**.
- b) Click on '**Submit**' button to verify that all information is accurate.

## Section 4 (Completed)

- 15 A successful 1<sup>st</sup> appointment booking will display a **Case Reference Number, Submission date and time, and Scheduled Marriage Counselling appointment date and time.**

*Both Registrant and Spouse will be notified via their email addresses specified in the Registration form regarding the **scheduled appointment date and time.***

Case ID: MCP-2022-000352 Status: Pending 1st Appointment

✓ Lawyer's Detail — ✓ Appointment Form — 3 Preview — 4 Complete

Before submission, please verify the following details are accurate.

### Registrant Details

Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
JOHN SMITH	
ID Type Jenis Pengenalan	NRIC/ID No. No. Kad Pengenalan
FIN	M8579984X

### Session Details

MCP Agency 1 Serenity

**ADDRESS**  
Blk 12 KIM TIAN ROAD #2-23  
Singapore 163006

**CONTACT**  
Tel: 69384859  
Email: MCPJail@gmail.com

Date *	Time *
Tarikh	Masa
14/09/2022	13:00 - 14:00

[Back to Select Appointment](#) [Submit](#) 14b

ONGOING CASE / MCP APPOINTMENT

## MCP Appointment

Case ID: MCP-2022-000350 Status: Scheduled

✓ Lawyer's Detail — ✓ Appointment Form — ✓ Preview — 4 Complete

### Appointment Scheduled!

Your Case Reference No: MCP-2022-000350

Submission Date: 29/08/2022 14:55:10  
Your MCP appointment on 14/09/2022 09:00 - 10:00 has been booked and an email confirmation has been sent to:  
PerfCatherine@yahoo1.com and PTH20220824141347@yahoo1.com

15

# Re-schedule the Marriage Counselling Appointment



You will be able to re-schedule the 1<sup>st</sup> appointment once only, up to 2 weeks before the original selected appointment.

If you have not scheduled a 1<sup>st</sup> appointment before, proceed to '[Schedule the Marriage Counselling Appointment](#)'.

- 1 a) Under your Dashboard, choose the **MCP Case ID** to re-schedule by clicking on the **three dots** under '**More Options**'.  
b) Select '**Reschedule**'.

## Section 2 (Appointment Form)

- 2 Under '**Session Details**', indicate the **New Scheduled Date** and **New Scheduled Time**.
- 3 Specify **Reason for changing appointment**.
- 4 Click on '**Preview**' button to continue.

Welcome S4102109H,  
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... - 114 items [Request for case access.](#) ©

Category	Case ID	Case/ Appointments/Tasks	Status	Date	More Options
MCP Appointment	<a href="#">MCP-2022-000350</a>	MCP Appointment	Scheduled	14/09/2022	⋮

**Session Details**  
MCP Agency 1 Serenity

ADDRESS  
Blk 12 KIM TIAN ROAD #2-23  
Singapore 163006

CONTACT  
Tel: 69384859  
Email: MCPJail@gmail.com

Scheduled Date and Time  
Tarikh dan Masa yang Dijadualkan  
14/09/2022 09:00 - 10:00

New Scheduled Date \*  
Tarikh baru yang dijadualkan

New Scheduled Time \*  
Masa baru yang dijadualkan

Reason for changing appointment \*  
Sebab temu janji ditukar

Back to Dashboard Preview

1a  
1b  
2  
3  
4

# Re-schedule the Marriage Counselling Appointment



## Section 3 (Preview Mode)

- 5 a) Do **read through details**.
- b) Click on '**Submit**' button to verify that all information is accurate.

## Section 4 (Complete)

- 6 A successful re-scheduled appointment will display a **Case Reference Number, Submission date and time, and Scheduled Marriage Counselling appointment date and time.**

*Both Registrant and Spouse will be notified via their email addresses specified in the Registration form regarding the **re-scheduled appointment date and time.***

Case ID: MCP-2022-000350 Status: 1st Appointment Scheduled

✓ Lawyer's Detail — ✓ Appointment Form — 3 Preview — 4 Complete

Before submission, please verify the following details are accurate.

### Session Details

**MCP Agency 1 Serenity** 5a

**ADDRESS**  
Blk 12 KIM TIAN ROAD #2-23  
Singapore 163006

**CONTACT**  
Tel: 69384859  
Email: MCPJail@gmail.com

**Scheduled Date and Time**  
Tarikh dan Masa yang Dijadualkan  
14/09/2022 09:00 - 10:00

**New Scheduled Date \*** **New Scheduled Time \***  
Tarikh baru yang dijadualkan Masa baru yang dijadualkan  
14/09/2022 17:00 - 18:00

**Reason for changing appointment \***  
Sebab temu janji ditukar

Unable to apply leave

[Back to Select Appointment](#) [Submit](#) 5b

ONGOING CASE / MCP APPOINTMENT

## MCP Appointment

Case ID: MCP-2022-000350 Status: Scheduled

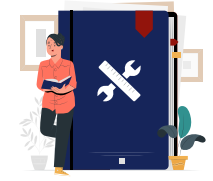
✓ Lawyer's Detail — ✓ Appointment Form — ✓ Preview — 4 Complete

**Appointment Scheduled!** 6

Your Case Reference No: MCP-2022-000350

**Submission Date:** 29/08/2022 14:55:10  
Your MCP appointment on 14/09/2022 09:00 - 10:00 has been booked and an email confirmation has been sent to:  
PerfCatherine@yahoo1.com and PTH20220824141347@yahoo1.com

# Filing of Originating Summons for Divorce



- 1 a) Navigate to the **Divorce** tab on your Dashboard.  
b) Click on '**Divorce E-Services**'.
- 2 a) Click on '**Start a New Case**'  
b) Select '**Divorce**'.
- 3 Click on '**Filing of Originating Summons For Divorce**'.
- 4 Select an answer from the **drop-down menu**.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID  Search

**Divorce E-Services**

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

DIVORCE E-SERVICES / DIVORCE E-SERVICES

## Divorce E-Services

Start a New Case

Marriage Counselling Programme

**Divorce**

Reconciliation

Nullity

Applications

**Filing of Originating Summons For Divorce**

**Description**  
To file the Originating Summons for divorce.  
Estimated time required: 30 mins  
Estimated maximum total filing fee for Plaintiff: \$135

**Documents Required (Soft copies for upload)**

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where a party have changed his/her name)
- Marriage/Revocation Certificate

DIVORCE E-SERVICES / FILING OF ORIGINATING SUMMONS FOR DIVORCE

## Filing of Originating Summons for Divorce

Before you may proceed to file the Originating Summons for divorce to commence the divorce proceedings, please answer the following question and enter the Case ID or Order of Court Number to check the validity of the case.

Have you/the parties completed the Marriage Counselling Programme within the required time? \*

Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

Select

Select

Yes

Excluded

No (allowed by Order of Court - Pursuant to Section 46A(4) of the AMLA)

# Filing of Originating Summons for Divorce



5 Depending on your answer for Step 4, continue to **fill in the relevant fields**:

- a) **'Yes'** – Completed Marriage Counselling Programme and provide the Case ID with prefix 'MCP'.
- b) **'Excluded'** – Provide the Case ID with prefix 'R'.
- c) **'No'** - Allowed by Order of Court and provide the Order of Court date and Number with prefix 'ORC'.

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

Yes

Pre-Originating Summons Letter/Email Issuance Date \*  
Tarikh surat/emel Pra-Saman Pemula dikeluarkan

28/10/2022

Case ID for the Pre-Originating Summons Letter/Email \*  
ID Kes di surat/emel Pra-Saman Pemula

MCP-2022-000513

Submit

5a

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

Excluded

Case ID in the Registration for Marriage Counselling Programme \*  
Kes ID dalam Pendaftaran untuk Program Kaunseling Perkahwinan

R-2022-000543

Submit

5b

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

No (allowed by Order of Court - Pursuant to Section 46A(4) of t)

Order of Court Issuance Date \*  
Tarikh Perintah Mahkamah dikeluarkan

28/11/2022

Order of Court Number \*  
Nombor Perintah Mahkamah

ORC-2022-000117

Submit

Please complete the following questions to determine the documents you need to submit for Filing of Originating Summons:  
Sila jawab soalan-soalan berikut untuk memastikan dokumen-dokumen yang anda perlukan semasa pemfiallan Saman Pemula:

Please upload the Order of Court  
Sila muat naik Perintah Mahkamah

Drag and drop your document here

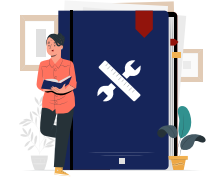
Choose File

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

5c

# Filing of Originating Summons for Divorce

SYC



[Return to Agenda](#)

6 Answer the following questions by indicating your answer in the radio buttons.

7 Click on the 'Proceed' button.

6a

Are you filing for the Plaintiff (Husband) or Plaintiff (Wife)?  
Pemfailan ini dibuat oleh anda bagi pihak Plaintiff (Suami) atau Plaintiff (Isteri)?

Plaintiff (Husband)  Plaintiff (Wife)

Do you/ the parties have any children (below 21 years old) from this marriage?  
Adakah anda/kedua pihak mempunyai anak di bawah umur 21 tahun dari perkahwinan ini?

Yes  No

Do you/ the parties have a Matrimonial Property (HDB flat)? ⓘ  
Adakah anda/kedua pihak memiliki harta perkahwinan (flat HDB)?

Yes  No

Are you filing a Provisional Grant of Aid/Grant of Aid? \*  
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?

Yes  No

Type of Grant \*  
Jenis Geran

Provisional Grant of Aid ▾

Please complete the following questions to determine the documents you need to submit for Filing of Originating Summons:  
Sila jawab soalan-soalan berikut untuk memastikan dokumen-dokumen yang anda perlukan semasa pemfailan Saman Pemula:

6b

Do you/ the parties have any children (below 21 years old) from this marriage? \*  
Adakah anda/kedua pihak mempunyai anak di bawah umur 21 tahun dari perkahwinan ini?

Yes  No

Do you/ the parties have a Matrimonial Property (HDB flat)? ⓘ \*  
Adakah anda/kedua pihak memiliki harta perkahwinan (flat HDB)?

Yes  No

7

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

# Filing of Originating Summons for Divorce



- 8 a) Read through the **Important Notes**.
  - b) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.
  - c) Tick on the **checkbox** to agree and indicate your understanding of the Privacy Statement and Terms of Use.
- 9 Click on '**Agree and Proceed**' button to proceed.

*Proceed to complete the following sections:*

- **[Case Statement](#)**
- **[Parenting Plan](#)** (if there is any child/children)
- **[Matrimonial Property Plan](#)** (if there is a matrimonial property which is a HDB flat)
- **[Notice of Appointment of Solicitor](#)** (Lawyers only)

### Important Notes 8a

1. This service will take you approximately 30 minutes to complete.
2. Please ensure you have the following documents:
  - Marriage Certificate/Revocation Certificate
  - Identity Card (front and back) or Passport
  - Children's Birth Certificates
  - Protection Order/ Maintenance Order/Conversion Letter to Islam
  - Documentary Proof of Domicile/Habitual Residence in Singapore (if neither the Registrant nor his/her spouse is a Singapore Citizen)
  - (For Lawyer) Document to show that you are instructed to submit this registration on behalf of your client
3. The registration will not be accepted if the form is incomplete and/or insufficient documents are attached.
4. Your application will be processed within 3 working days.

8c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#). 8b

Back to Dashboard Agree and Proceed 9

# Filing of Originating Summons for Divorce – Case Statement



- 1 Click on either of the following **buttons**, depending on your gender:
  - **Proceed to Case Statement (Husband)(Form 7)** *or*
  - **Proceed to Case Statement (Wife)(Form 8)**
- 2
  - a) Read through the **Important Notes**.
  - b) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.
  - c) Tick on the **checkbox** to agree and indicate your understanding of the Privacy Statement and Terms of Use.
- 3 Click on '**Agree and Proceed**' button to proceed.

### 2. Case Statement

Description	Documents Required
To be filed by a Wife who wishes to commence divorce proceedings (called the Plaintiff).  Estimated time required: 30 mins  Filing fee: \$12	<ul style="list-style-type: none"><li>• NRIC or valid Passport (for foreigner)</li><li>• Deed Poll (if applicable where the Plaintiff has changed his/her name)</li><li>• Marriage/Revocation Certificate (front and back page)</li></ul> <a href="#">View full list</a> ▾

**1** Proceed to Case Statement (Wife)(Form 8)

### Important Notes

**2a**

1. This service will take you approximately 60 minutes to complete.
2. The filing fee for Case Statement is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Filing of Originating Summons.
4. For parties who are both non-Singapore Citizens, please provide documentary proof of residence in Singapore for the past 3 consecutive years before the date of filing the Originating Summons.

**2c**  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) **2b**

**3**

[Back to Filing of Originating Summons](#) [Agree and Proceed](#)



# Filing of Originating Summons for Divorce – Case Statement



## Section 1 (Plaintiff)

4 Read through and verify that pre-filled details are accurate and fill in required fields.

5 Click on 'Next: 2. Defendant' to continue.

## Section 2 (Defendant)

6 Read through to validate that pre-filled details are accurate and fill in required fields (if relevant).

7 Click on 'Next: 3. Date and Place of Marriage' to continue.

## Section 3 (Date and Place of Marriage)

8 Read through to validate that pre-filled details are accurate and fill in required fields.

9 Click on 'Next: 4. Jurisdiction' to continue.

Case ID: POS-2022-000389 Status: Draft

1 Case Statement 2 Review 3 Declare & Save

1. Plaintiff 1  
2. Defendant 1  
3. Date and Place of Marriage 1  
4. Jurisdiction 1  
5. Grounds of Divorce 1  
6. Child(ren) 1  
7. Related Court Proceedings 1  
8. Relief Claimed 1

Complete Incomplete

If you are filing without a lawyer, please note that "Plaintiff" refers to you, and "Defendant" refers to your spouse.  
All fields are mandatory unless otherwise stated.  
You can save the form as draft copy for future completion.

Full Name (As per ID) \*  
Nama Penuh (seperti di Kad Pengenalan)  
WATTNA TIWARAT

Alias (Optional)  
Alias (Jika ada)  
Enter Text

ID Type \*  
Jenis Pengenalan  
FIN

ID No. \*  
Nombor Kad Pengenalan  
F1612351W

Citizenship \*  
Kewarganegaraan  
Foreigner

Age  
Umur  
62

Religion \*  
Agama  
Islam

Educational Level \*  
Peringkat Pendidikan  
Master's and Doctorate or Equivalent

The Plaintiff has changed her name

New Full Name (as per ID) \*  
Nama Penuh Baru (seperti di Kad Pengenalan)  
SITI ZAENAB BINTI TIRAWATI

Please upload the Deed Poll  
Sila muat naik Surat Iktan Penukaran Nama

Drag and drop your document here Choose File

Next: 2. Defendant

Full Name (As per ID) \*  
Nama Penuh (seperti di Kad Pengenalan)  
KAYLEIGH OLSON

Alias (Optional)  
Alias (Jika ada)  
Enter Text

ID Type \*  
Jenis Pengenalan  
SG Pink

ID No. \*  
Nombor Kad Pengenalan  
55282952F

The Defendant has changed his name

Defendant's Employment Information

Occupation \*  
Pekerjaan  
Professional

The Defendant has changed his name

New Full Name (as per ID) \*  
Nama Penuh Baru (seperti di Kad Pengenalan)  
MUHAMMAD USMAN KAYLEIGH BIN OLSON

Please upload the Deed Poll  
Sila muat naik Surat Iktan Penukaran Nama

Drag and drop your document here Choose File

Next: 3. Date and Place of Marriage

Place of Marriage Registration \*  
Tempat Pendaftaran Perkahwinan  
Singapore

Marriage Certificate Number \* \*  
Nombor Sijil Pernikahan  
1234567890

Date of Marriage for Current Marriage \*  
Tarikh Perkahwinan Bagi Perkahwinan Semasa  
28/10/2022

Please upload the Marriage Certificate and any supporting documents \*  
Sila muat naikkan Sijil Pernikahan dan Dokumen sokongan anda

For marriages registered overseas, please provide the foreign marriage certificate with attestation. If the marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of the marriage certificate in the English language.

Drag and drop your document here Choose File

Have the Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)? \*  
Pernakah Plaintiff dan Defendan mendaftar perceraian dan mendapatkan Sijil Rujuk dari Pejabat Pendaftaran Pernikahan Orang Islam (ROMM)?

Yes No

Revocation Certificate Number \*  
Nombor Sijil Rujuk  
Enter Text

Date of Registration of Revocation \*  
Tarikh Pendaftaran Rujuk  
Enter Text

Please upload your Revocation Certificate  
Sila muat naik Sijil Rujuk

Drag and drop your document here Choose File

Next: 4. Jurisdiction

# Filing of Originating Summons for Divorce – Case Statement

SYC



[Return to Agenda](#)

## Section 4 (Jurisdiction)

10 **Select the radio buttons** to indicate the **Court's Jurisdiction** and answer the follow-up questions for:  
a) Domicile  
b) Habitual Residence

11 Click on **'Next: 5. Grounds of Divorce'** to continue.

## Section 5 (Grounds of Divorce)

12 **Provide other/additional grounds of divorce** in the free text field (if relevant).

13 a) Select the **'Yes'** or **'No'** radio buttons and answer the related follow-up questions.

b) If you selected **'Yes'**, click on the **'Add Talak Details'** button and fill in the required details.

14 Click on **'Next: 6. Child(ren)'** to continue.

The Court's Jurisdiction ©  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

The Court has jurisdiction based on domicile. Choose one of the following:  
Mahkamah mempunyai bidang kuasa berdasarkan domisil. Sila pilih salah satu yang berikut:

The Plaintiff is a Singapore citizen

The Defendant is a Singapore citizen

Both the Plaintiff and the Defendant are Singapore citizens

Neither the Plaintiff nor the Defendant is a Singapore citizen

10a

The Court's Jurisdiction ©  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

The Court has jurisdiction based on habitual residence. Choose one of the following:  
Mahkamah mempunyai bidang kuasa berdasarkan kediaman yang biasa. Sila pilih salah satu yang berikut:

The Plaintiff has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of this Originating Summons.

The Defendant has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of this Originating Summons.

State the relevant details  
Nyatakan butiran yang relevan

S/N	Postal	Status	Stayed From	Stayed To	More Options
-----	--------	--------	-------------	-----------	--------------

Please add 'Residential Details'

[Add Residential Details](#)

10b

Next:  
5. Grounds of Divorce [>](#)

11

The following other/additional grounds of divorce may be applied for:

- Cerai Taklik
- Dissolution of Marriage by Fasakh
- Divorce by Redemption (Khuluk)

Enter the other/additional ground of divorce in the section below and provide the particulars of each other/additional ground.

Has the husband pronounced talak on the wife? \*  
Adakah talak telah dilafazkan oleh suami?

Yes  No

Normal

Sans Serif

Enter text

12

Has the husband pronounced talak on the wife? \*  
Adakah talak telah dilafazkan oleh suami?

Yes  No

Please furnish the details of talak  
Sila berikan perincian talak yang dilafazkan

S/N	Date Divorce Pronounced	Mode of Pronouncement	Words used	More Options
-----	-------------------------	-----------------------	------------	--------------

[Add Talak Details](#)

Next:  
6. Child(ren) [>](#)

13a

13b

14

# Filing of Originating Summons for Divorce – Case Statement





## Section 6 (Child(ren))

15 **Read through and verify** that child(ren)'s pre-filled details are accurate.

16 To edit details:  
 a) Click on the **3 dots** under 'More Options' and select 'Edit' or  
 b) Click on 'Add Child' button

17 **Read through and verify** that pre-filled details are accurate and **fill in required fields** for children who are:  
 a) Below 21 years old  
 b) Above 21 years old

Then click on 'Save' button to continue.

18 **Verify** that icon has turned from  to .

19 Click on 'Next: 7. Related Court Proceedings' to continue.

Select/ click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate

Select/ click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
1	<a href="#">HAKEEM ZIYECH BIN OLSON</a>	SG PINK	S8552361I	01/11/1999	Male	⋮
2	<a href="#">AHMAD IMMANUDIN BIN OLSON</a>	SG PINK	T1203059I	12/11/2020	Male	Edit

**Add Child** 16b

**Edit Child Details** 17a

Full Name (as per ID) \*  
 Nama Penuh (seperti di Kad Pengenalan)  
 AHMAD IMMANUDIN BIN OLSON

Gender \*  
 Jantina  
 Male

ID Type \*  
 Jenis Pengenalan  
 SG PINK

ID No. \*  
 No. Kad Pengenalan  
 T1203059I

Birth Certificate No. \*  
 Nombor Sijil Lahir  
 T1203059I

Date of Birth \*  
 Tarikh Lahir  
 12/11/2020

Age \*  
 Umur  
 2

Please upload the child's Birth Certificate/NRIC/Citizenship Certificate  
 Sila muat naik sijil lahir/kad pengenalan/sijil kewarganegaraan anak ini

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 # % & \* : < > ? / | . - [ ] .

Child has passed away

Does the child have any medical conditions? \*  
 Adakah anak ini mempunyai keadaan perubatan?  
 Yes  No

Is the child under the care or custody of an approved school or approved home established under the Children and Young Persons Act (Cap 38)?  
 Adakah anak ini di bawah penjagaan atau hak jagaan sekolah atau rumah kebajikan yang diluluskan di bawah Akta Kanak-kanak dan Orang Muda (Bab 38)?  
 Yes  No

**Cancel** **Save**

**Edit Child Details** 17b

Full Name (as per ID) \*  
 Nama Penuh (seperti di Kad Pengenalan)  
 HAKEEM ZIYECH BIN OLSON

Gender \*  
 Jantina  
 Male

ID Type \*  
 Jenis Pengenalan  
 SG PINK

ID No. \*  
 No. Kad Pengenalan  
 S8552361I

Birth Certificate No. \*  
 Nombor Sijil Lahir  
 S8552361I

Date of Birth \*  
 Tarikh Lahir  
 01/11/1999

Age \*  
 Umur  
 23

Please upload the child's Birth Certificate/NRIC/Citizenship Certificate  
 Sila muat naik sijil lahir/kad pengenalan/sijil kewarganegaraan anak ini

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 # % & \* : < > ? / | . - [ ] .

Child has passed away

The child is currently  
 Pada masa ini, anak ini sedang  
 Select

Does the child have any medical conditions? \*  
 Adakah anak ini mempunyai keadaan perubatan?  
 Yes  No

**Cancel** **Save** 17c

18

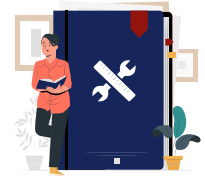
S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
1	<a href="#">HAKEEM ZIYECH BIN OLSON</a>	SG PINK	S8552361I	01/11/1999	Male	⋮
2	<a href="#">AHMAD IMMANUDIN BIN OLSON</a>	SG PINK	T1203059I	12/11/2020	Male	⋮

**Add Child**

Previous: 5. Grounds of Divorce

Next: 7. Related Court Proceedings 19

# Filing of Originating Summons for Divorce – Case Statement



## Section 7 (Related Court Proceedings)

20 Select the 'Yes' or 'No' radio buttons.

If you selected 'Yes' for any field, click on the 'Add Bankruptcy Details' or 'Add Pending Bankruptcy Proceedings' button and fill in the required details.

21 Select the 'Yes' or 'No' radio buttons.

If you selected 'Yes', click on the 'Add Court Proceedings' button and fill in the required details.

22 Click on 'Next: 8. Relief Claimed' to continue.

### Bankruptcy Status

20

Is the Plaintiff an undischarged bankrupt? \*  
Adakah Plaintiff seorang bankrap/mufils yang belum lepas?

Yes  No

Please furnish the details of bankruptcy below:  
Sila berikan perincian kemufisan di bawah ini:

S/N	Suit No.	Date of Bankruptcy Order	Bankruptcy Details	More Options
-----	----------	--------------------------	--------------------	--------------

[Add Bankruptcy Details](#)

Are there any pending bankruptcy proceedings against the Plaintiff? \*  
Adakah sebarang prosiding kemufisan terhadap Plaintiff pada masa ini?

Yes  No

Please furnish the details of the pending bankruptcy proceedings below  
Sila berikan perincian mengenai prosiding kemufisan di bawah ini

S/N	Suit No.	Type of Bankruptcy Application	Amount of Debt	More Options
-----	----------	--------------------------------	----------------	--------------

[Add Pending Bankruptcy Proceedings](#)

### Other Court Proceedings

21

Does the Plaintiff have any other Court proceedings in Singapore/elsewhere with reference to the marriage, or to any children of the parties, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both the Plaintiff and the Defendant? \*  
Adakah Plaintiff sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau mengenai anak-anak kedu-dua pihak? Adakah sebarang prosiding Mahkamah antara Plaintiff dan Defendant mengenai pembiayaan nafkah atau melibatkan hartanah atau kededuannya?

Yes  No

Please furnish the details of the court proceedings below  
Sila berikan perincian prosiding Mahkamah di bawah ini

S/N	Court	Nature of proceedings	Suit No.	More Options
-----	-------	-----------------------	----------	--------------

[Add Court Proceedings](#)

22 [Next: 8. Relief Claimed](#)

# Filing of Originating Summons for Divorce – Case Statement



## Section 8 (Relief Claimed)

23 For relief (b) to (e) - select each relief the Plaintiff would like to claim by:

- a) Ticking on the **checkboxes** and
- b) Specifying the **amount and details** required for each claim.

24 If the parties have any child below 21 years old, **select the radio buttons** to specify for each child the:

- a) 'Custody'
- b) 'Care and Control'
- c) 'Type of Access'

23a

a) That the marriage be dissolved.

b) That the Plaintiff pays nafkah Iddah for the period of Iddah. 23b

Amount of Nafkah Iddah per month (\$) \*  
 Jumlah nafkah iddah setiap bulan (\$)

c) That the Plaintiff pays mutaah for the duration of marriage. 23b

Type of Mutaah \*  
 Jenis mutaah  
 Fixed amount     Amount per day     Others

Amount of Mutaah (\$) \*  
 Jumlah mutaah (\$)

Duration of Marriage  
 Jangka masa perkahwinan  
 Years \*  Months \*

d) That the Plaintiff pays the outstanding emas kahwin. 23b

e) That the Plaintiff pays the outstanding marriage expenses (hantaran belanja). 23b

f) Custody/Care and Control of/Access to the child/children of the parties.

Custody \* 24c

Child #	Full Name (as per ID)	Joint Custody	Sole Custody to the Plaintiff	Sole Custody to the Defendant
1	HAKEEM ZIYECH BIN OLSON	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	AHMAD IMMANUDIN BIN OLSON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Care and Control \* 24b

Child #	Full Name (as per ID)	Care and Control to the Plaintiff	Care and Control to the Defendant
1	HAKEEM ZIYECH BIN OLSON	<input checked="" type="radio"/>	<input type="radio"/>
2	AHMAD IMMANUDIN BIN OLSON	<input type="radio"/>	<input type="radio"/>

Access 24c

Type of Access \*  
 Jenis Akses  
 Reasonable access     Reasonable access with overnight stay     Specified access 24c

# Filing of Originating Summons for Divorce – Case Statement



**(For Divorce only)**

## Section 8 (Relief Claimed) – continued

- 25 a) Select the **radio buttons** to indicate the **type of Matrimonial Home**.  
b) Input **location details**.
- 26 **Answer the follow-up questions** if you selected these types of Matrimonial Homes:  
a) **'HDB Flat'**  
b) **'Private Property'**
- 27 Click on **'Choose File'** button to upload **supporting documents** in PDF format.
- 28 a) Tick on the **checkbox** to claim for **Division of other Matrimonial Property/Assets**.  
b) Provide **details for the claim**.
- 29 a) Tick on the **checkbox** to make **Other Claims**.  
b) Provide **details for the claim**.
- 30 Click on the **'Preview'** button to proceed.

g) Division of the Matrimonial Property - the matrimonial home.

What type of Matrimonial Home? \*  
Jenis Rumah Kediaman

HDB flat (the Flat)  Private Property  NIL

Location

Local  Overseas

Postal Code \*  
Poskod

119960 Retrieve Address

Does the address contain Level no. and/or Unit no.? \*  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No

Blk/House No. * No. blok/rumah	Level No. * No. Aras	Unit No. * No. Unit.
450	11	11

Street Name \*  
Nama Jalan

ALEXANDRA ROAD

Division of the Flat \*  
Pembahagian rumah flat HDB

That the Flat be surrendered to the HDB.

That the Agreement for Lease with the HDB be terminated.

That the Flat be sold in the open market.

That the Plaintiff's share in the Flat be sold/transferred to the Defendant/the Defendant and a third party/ a third party.

That the Defendant's share in the Flat be sold/transferred to the Plaintiff/the Plaintiff and a third party/ a third party.

Others (please state full details of the agreement).

State Claim \*  
Nyatakan Tuntutan

Normal **B I U G** **» «** **≡** **x<sub>2</sub> x<sup>2</sup>** **≡** **†** **A** **↻**

Sans Serif **≡** **℞**

Enter text

Please upload the supporting documents  
Sila muat naik dokumen sokongan

- CPF Statements showing account balances in the Ordinary, Social, Medisave, Retirement and Investment accounts (for all)\*
- Outstanding mortgage loan statement (for HDB)\*
- CPF Statement showing public housing withdrawal details\*
- HDB current flat details\* ([www.hdb.gov.sg](http://www.hdb.gov.sg))

\*Must not be dated earlier than 1 month from the date of filing the Originating Summons.

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

h) Division of other Matrimonial Property/ Assets (including CPF monies).

Claims \*  
Tuntutan

Normal **B I U G** **» «** **≡** **x<sub>2</sub> x<sup>2</sup>** **≡** **†** **A** **↻**

Sans Serif **≡** **℞**

Enter text

i) Others

Other Claims \*  
Tuntutan Lain

Normal **B I U G** **» «** **≡** **x<sub>2</sub> x<sup>2</sup>** **≡** **†** **A** **↻**

Sans Serif **≡** **℞**

Enter text

Back to Filing of Originating Summons Save as Draft Preview

# Filing of Originating Summons for Divorce – Case Statement



**(For Divorce only)**

## Preview Mode

- 31 a) Click the **>** arrow button  
b) Read through **details in Sections 1 to 8.**  
c) Click **'Complete'** to verify that all information is accurate.

## Declare & Save

- 32 a) Select the **checkbox** to confirm the declaration.  
b) Click the **'Complete & Back to Filing of Originating Summons'** button to submit.

- 33 **Verify** that the **Case Statement icon** has turned from **!** to **✓**, indicating a **completed** form.

1. Plaintiff	✓	Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
2. Defendant	✓	WATTNA TIWARAT	
3. Date and Place of Marriage	✓	ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
4. Jurisdiction	✓	FIN	F1612351W
5. Grounds of Divorce	✓	Citizenship Kewarganegaraan	Age Umur
6. Child(ren)	✓	Foreigner	62
7. Related Court Proceedings	✓	Religion Agama	Educational Level Peringkat Pendidikan
8. Relief Claimed	✓	Islam	Master's and Doctorate or Equivalent

The Plaintiff has changed name  
Yes

New Full Name (as per ID)  
Nama Penuh Baru (seperti di Kad Pengenalan)  
SITI ZAENAB BINTI TIRAWAT

Back to Edit   **Complete** 31c

Next: **>** 31c  
2. Defendant

Case ID: POS-2022-000389      Status: Draft

Case Statement      Preview      3 Declare & Save

I declare that the information provided in this form is true and correct. 32a

Back to Preview      **Complete and Back to Filing of Originating Summons** 32b

2. Case Statement 33

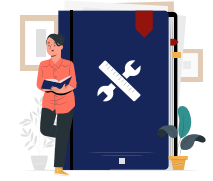
**Description**  
To be filed by a Wife who wishes to commence divorce proceedings (called the Plaintiff).  
Estimated time required: 30 mins  
Filing fee: \$12

**Documents Required**

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where the Plaintiff has changed his/her name)
- Marriage/Revocation Certificate (front and back page)

[View full list >](#)

# Filing of Originating Summons for Divorce – Parenting Plan



- 1 Select the **'Yes'** or **'No'** radio buttons.
- 2 Click on the **hyperlink** under **'Document Required'** to download a template of the Parenting Plan.
- 3 Complete the Parenting Plan and click on **'Proceed to Upload Plaintiff's Proposed Parenting Plan/Agreed Parenting Plan'**.
- 4 a) Read through the **Important Notes**.  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree and indicate your understanding of the Privacy Statement and Terms of Use.
- 5 Click on **'Agree and Proceed'** button to proceed.
- 6 Click on **'Choose File'** button to upload the completed Parenting Plan in PDF format.
- 7 Click on **'Preview'** button.
- 8 a) Verify that upload is **accurate**.  
b) Click on **'Complete & Back to Filing of Originating Summons'** button to confirm.

**3. Parenting Plan**

Is there an agreement between the Plaintiff and the Defendant on the parenting plan of a minor child/children?  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur?

Yes  No

Description	Document Required
To be filed when there is no agreement on the parenting plan of a minor child/children. Estimated time required: 5 mins Filing fee: \$12	Completed Plaintiff's Proposed Parenting Plan. Please click <a href="#">here</a> to download the template.

**Proceed to Upload Plaintiff's Proposed Parenting Plan**

**Important Notes**

1. This service will take you approximately 5 minutes to complete.
2. You must ensure you have completed the Plaintiff's Proposed Parenting Plan, before uploading.
3. The filing fee for Plaintiff's Proposed Parenting Plan is \$12.
4. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Filing of Originating Summons.

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

Back to Filing of Originating Summons
**Agree and Proceed**

Case ID: POS-2022-000389 Status: Draft

**1. Completed Plaintiff's Proposed Parenting Plan**

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

Complete  Incomplete

Please upload completed Plaintiff's Proposed Parenting Plan  
Silalahi muat naik Pelan Keibubapaan pihak Plaintiff yang lengkap

- Completed Plaintiff's Proposed Parenting Plan

Drag and drop your document here

**Choose File**

Back to Filing of Originating Summons
**Preview**

**1. Completed Plaintiff's Proposed Parenting Plan**

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

Complete  Incomplete

Please upload completed Plaintiff's Proposed Parenting Plan  
Silalahi muat naik Pelan Keibubapaan pihak Plaintiff yang lengkap

[PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness Issue \(002\).pdf](#)

File Description  
Proposed Parenting Plan

Back to Edit
**Complete and Back to Filing of Originating Summons**



# Filing of Originating Summons for Divorce – Matrimonial Property Plan



- 1 Select the **'Yes'** or **'No'** radio buttons.
- 2 Click on the **hyperlink** under **'Document Required'** to download a template of the Matrimonial Property Plan.
- 3 Complete the Matrimonial Property Plan and click on **'Proceed to Upload Plaintiff's Proposed / Agreed Matrimonial Property Plan'**.
- 4 a) Read through the **Important Notes**  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 5 Click on **'Agree and Proceed'** button.
- 6 Click on **'Choose File'** button to upload the completed Matrimonial Property Plan in PDF format.
- 7 Click on **'Next: 2. Supporting Documents'**.
- 8 Click on **'Choose File'** button to upload supporting documents.
- 9 Click on **'Preview'** button.
- 10 Verify that accurate Matrimonial Property Plan has been uploaded and click on **'Complete'** button to confirm.

**4. Matrimonial Property Plan**

Is there an agreement between the Plaintiff and the Defendant on the matrimonial property (HDB flat)?  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai harta perkahwinan (flat HDB)?

Yes  No

Plaintiff's Date of Birth \*   
Tarikh lahir Plaintiff

Description	Document Required
To be filed when there is an agreement on the matrimonial property (HDB flat). Estimated time required: 5 mins Filing fee: \$12	Agreed Matrimonial Property Plan signed by Defendant before a Commissioner for Oaths. Please click <a href="#">here</a> to download the template.

**Proceed to Upload Agreed Matrimonial Property Plan**

**Important Notes**

1. This service will take you approximately 5 minutes to complete.
2. You must ensure you have completed the Agreed Matrimonial Property Plan.
3. The Defendant must have signed the Completed Agreed Matrimonial Property Plan before a Commissioner for Oaths.
4. The filing fee for Agreed Matrimonial Property Plan is \$12.
5. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Filing of Originating Summons.

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

**Back to Filing of Originating Summons** **Agree and Proceed**

**1. Upload Agreed Matrimonial Property Plan**

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

Complete  Incomplete

**2. Supporting Documents**

Please upload Agreed Matrimonial Property Plan affirmed by Defendant before a Commissioner for Oaths  
Sila muat naik Pelan Harta Perkahwinan yang Disedujui yang disahkan oleh Defendan di hadapan seorang Pesuruhjaya Sumpah

Drag and drop your document here

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

**Choose File**

Next: **2. Supporting Documents**

**2. Supporting Documents**

Please upload the supporting documents  
Sila muat naik dokumen sokongan

- Returned HDB Housing Guidance Form (Highly encouraged)
- Returned CPF Standard Query (for Plaintiff who is above the age of 55 years old)
- Request for Checking Eligibility

Drag and drop your document here

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

Previous:  
**1. Upload Agreed Matrimonial Property Plan**

**Back to Filing of Originating Summons** **Preview**

**2. Supporting Documents**

[PowerShell Commands To Fix NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(005\).pdf](#)

File Description  
Agreed Matrimonial Property Plan

Next: **2. Supporting Documents**

**Back to Filing of Originating Summons** **Back to Edit** **Complete**

# Filing of Originating Summons for Divorce – Notice of Appointment of Solicitor



This section is only applicable to **Lawyers**.

- 1 Click on 'Proceed to Notice of Appointment of Solicitor' button.
- 2 a) Read through the **Important Notes**.  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 3 Click on 'Agree and Proceed' button to proceed.
- 4 Select 'Plaintiff' option from the drop-down menu.
- 5 Fill in **lawyer's details**.
- 6 Click on 'Preview' button.
- 7 Verify that all details are accurate and click on 'Complete' button to confirm.

### 5. Notice of Appointment of Solicitor

Description	Documents Required
For solicitors to file Notice of Appointment of Solicitor. Estimated time required: 15 mins Filing fee: \$12	N/A

[Proceed to Notice of Appointment of Solicitor](#)

#### Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Notice of Appointment of Solicitor (Form 47) is \$12.
3. 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](#)

[Back to Filing of Originating Summons](#) [Agree and Proceed](#)

#### Plaintiff's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) DAJAH	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S4901349C

#### Defendant's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) WWKAUN	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S6005055D

I have been appointed to act as the lawyer for the: \*

Saya dilantik sebagai peguam untuk

Please Select..

#### Lawyer's Details

Lawyer's Full Name (as per ID) * Nama penuh peguam (seperti di Kad Pengenalan atau ID) Enter Full Name...	Lawyer's Practising Certificate Number * Nombor Sijil Amalan Peguam Enter Certificate Number...
Lawyer's Office Phone Number * Nombor Telefon Pejabat Peguam Please Select.. Enter Phone Number...	Lawyer's Email Address * Alamat Emel Peguam Enter Email Address...
Lawyer's Office Fax Number (Optional) Nombor Faks Pejabat Peguam (tidak diwajibkan) Please Select.. Enter Fax Number...	

[Back to Filing of Originating Summons](#) [Save as Draft](#) [Preview](#)

#### Does the address contain Level no. and/or Unit no.?

Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes

Blk./House No. No. blok/rumah 450	Level No. No. Aras 11	Unit No. No. Unit. 11
---	-----------------------------	-----------------------------

Street Name  
Nama Jalan  
ALEXANDRA ROAD

Building Name (Optional)  
Nama Bangunan (Jika ada)

This document will need to be served on:  
Penyerahan dokumen ini harus dilakukan ke atas:

The Defendant's/Defendant's Lawyer's Address (Optional)  
Alamat pihak Defendan/peguam bagi Defendan (Jika ada)

[Back to Edit](#) [Save as Draft](#) [Complete](#)

# Filing of Originating Summons for Divorce – Payment



All the required sections and documents need to be marked as Completed (✔) before you can submit the Filing of Originating Summons.

- 1 Click on the **'Submit'** button.
- 2 Indicate a **tick** on the checkbox to confirm your agreement.
- 3 Click on **'Make Payment'** button.
- 4 Verify **breakdown of fees** for Filing of Originating Summons.
- 5 Select **Payment Mode** and answer the related follow-up questions.  
If you select **'Request for Fee Waiver'**, the reason for fee waiver will be displayed, according to the type of grant that you selected previously.
- 6 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button
  - b) **'eNETS/Credit Card'** – **'Submit'** button
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 7 A successful payment will display a **Case ID**, **Payment Advice Number**, and **Payment Status**.

Back to Dashboard Submit 1

Case ID: POS-2022-000285 Status: Draft

✔ Filing of Originating Summons 2 Agreement 3 Make Payment 4 Complete

After the Originating Summons is issued by the Court and served, I agree to receive court documents and correspondence served by another party in this case via SYC Portal.

Back to Filing of Originating Summons Make Payment 3

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000901

**Breakdown of Fees**  
Butiran Yuran

- Filing fee for Case Statement: \$12
- Filing fee for Originating Summons: \$22
- Filing fee for Plaintiff's Proposed/Agreed Parenting Plan: \$12
- Filing fee for Plaintiff's Proposed/Agreed Matrimonial Property Plan: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$58

**Payment Mode**  
Cara Pembayaran

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.

Verify Payment 6a

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

**Payment Methods**

VISA  Mastercard

Name on Card

Card Number

CVV/CVW2

Expiry Date Month  Year

Email (Optional)

6b Submit Cancel

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

**Reason for request for fee waiver** ⓘ  
Sebab bagi permohonan pengesahan yuran

Provisional Grant of Aid

Submit Request for Fee Waiver 6c

Case ID: POS-2022-000393 Status: Pending Acceptance

✔ Filing of Originating Summons ✔ Agreement ✔ Make Payment 4 Complete

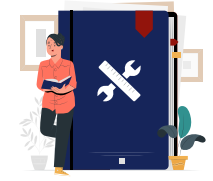
**Submitted!**

Case ID: POS-2022-000393  
Your Payment Advice Number: PM-2022-000903  
Payment Status: Pending Waiver Approval  
An acknowledgement with a copy of submission has been sent to: lala@email.com.  
Your case/application will be processed within 3 working days.

Save as PDF Back to Dashboard

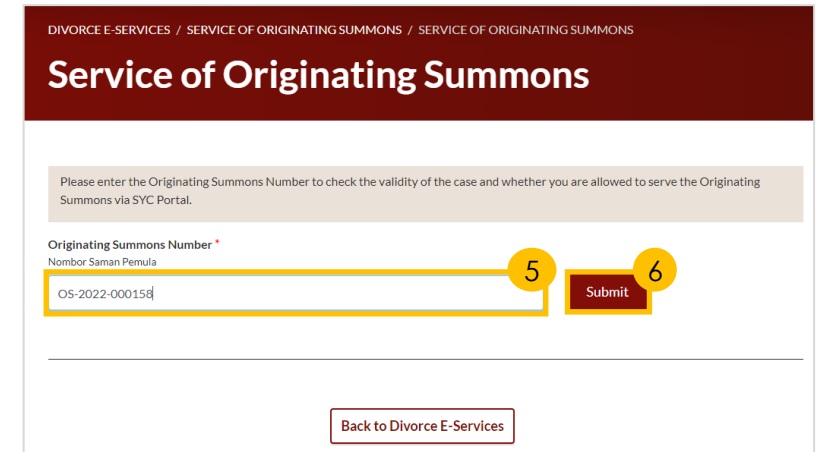
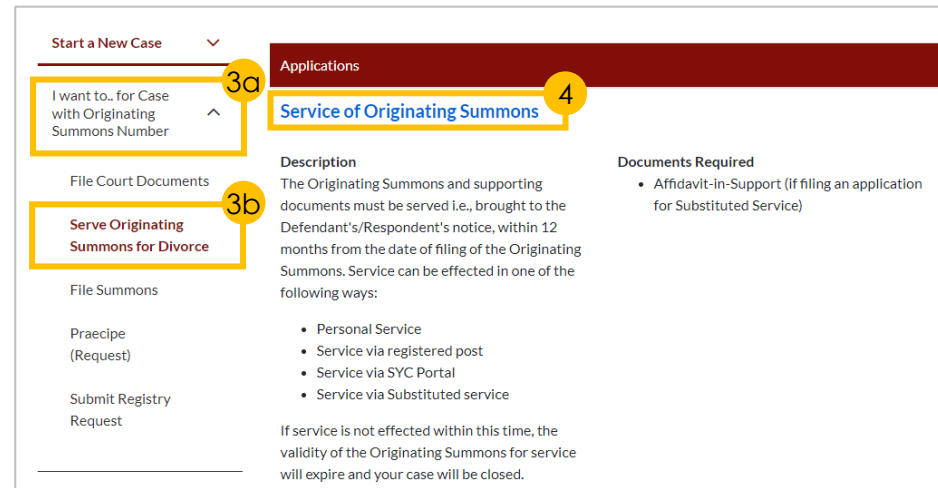
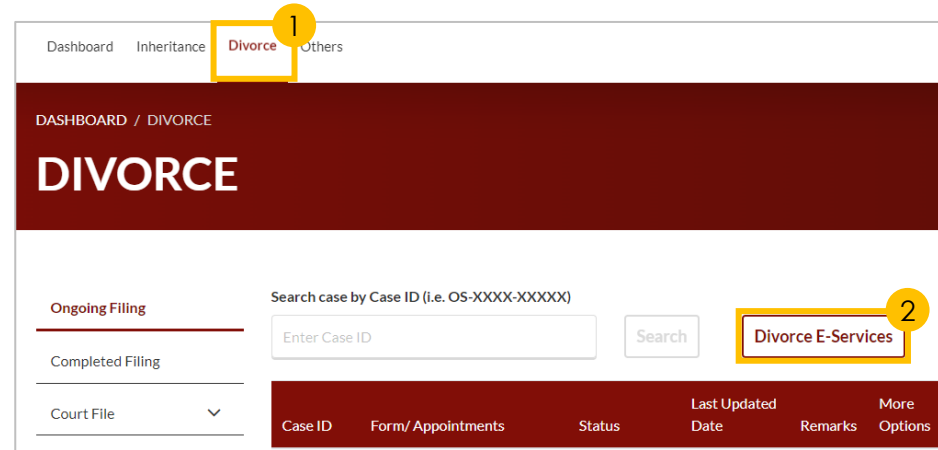
7

# Service of Originating Summons – Initiate from Divorce E-Services



- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on '**Divorce E-Services**' button.
- 3 a) On Divorce E-Services page, click on '**I want to...for Case with Originating Summons Number**' and  
b) Select '**Service of Originating Summons for Divorce**'.
- 4 Click on '**Serve Originating Summons for Divorce**'.
- 5 Enter the **Originating Summons Number**.
- 6 Click on '**Submit**' button to validate the Originating Summons Number.  
  
If you have case access, you will find a selection of available options to serve the Originating Summons.

For more details on the Types of Service of Originating Summons, refer [here](#).



# Service of Originating Summons – Attempt Service via Registered Post & Submit Signed Acknowledgment of Service

SYC



[Return to Agenda](#)

To attempt service of Originating Summons, proceed to complete **this process** first.

## Attempt Service via Registered Post

- 1 To serve the Originating Summons **via Registered Post**, navigate to **Option A** and click on **'Attempt Service via Registered Post'** button.
- 2 Read the **checklist** and **indicate a tick** in the checkboxes to confirm each point.
- 3 Click on **'Update'** button to proceed.
- 4 A successful submission will display a **Case ID**, and **Submission Date**.

**A. Attempt Service via Registered Post**

**Description**

Service by registered post means sending the Originating Summons to the Defendant/Respondent by pre-paid registered post.

For Filing of Originating Summons for Divorce/Nullity, you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form and the blank Memorandum of Defence Form, to the Defendant via registered post.

For Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA (Form 6A), you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form to the Respondent via registered post.

Please note that the following must be done for the service to be considered valid:

- The Defendant/Respondent must sign and return the Acknowledgement of Service to you.
- When you have received the signed Acknowledgement of Service Form from the Defendant/Respondent, you must file it with the necessary payments in SYC Portal.

Service fee: N/A

**1** Attempt Service via Registered Post

Case ID: OS-2022-000178 Status: Draft

Please ensure that you have read the following checklist.

- I will send the Originating Summons documents to the Defendant/Respondent via registered post.
- I will be required to file the Acknowledgment of Service signed by the Defendant/Respondent via SYC Portal for the Originating Summons to be effectively served.
- If the Originating Summons is not effectively served on the Defendant/Respondent, I may be required to file a Summons (Application for Substituted Service).

**2**

[Back to Service of Originating Summons](#) **3** [Update](#)

## Attempt Service via Registered Post

Case ID: OS-2022-000146 Status: Pending Service

**Submitted!**

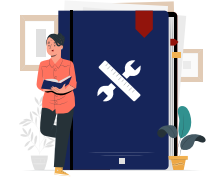
Case ID: OS-2022-000146

Submission Date: 29/09/2022 19:03:25  
An acknowledgement has been sent to: myinfotesting@gmail.com

Once the Originating Summons has been served on the Defendant/Respondent, you will be required to upload and submit the Signed Acknowledgement of Service via SYC Portal.

**4** [Back to Dashboard](#)

# Service of Originating Summons – Attempt Service via Registered Post & Submit Signed Acknowledgment of Service



## Submit Signed Acknowledgment of Service

You are required to send or serve all the documents in the Originating Summons Service Bundle on the Defendant via registered post.

In order for the service to be considered valid, the Defendant must sign and return the Acknowledgement of Service Form to the Plaintiff, to be submitted/filed.

Continue with steps 5 to 11 to Submit the Signed Acknowledgement of Service Form after you have served the Originating Summons Service Bundle on the Defendant.

5 Click on the **3 dots** under 'More Options' and select 'View'.

6 Select the 'Local' or 'Overseas' radio buttons to indicate the location.

7 Answer the follow-up questions for the selected location:  
 a) 'Local'  
 b) 'Overseas'

Assalamualaikum!

Welcome TAN CHONG HO, [Update My Particulars](#)

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... - 67 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<a href="#">OS-2022-000178</a>	Submit Signed Acknowledgement of Service	Pending Service	08/11/2022	⋮

View

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

Date Documents Served  
 Tarikh dokumen diserahkan

Address Documents Served  
 Alamat Dokumen Diserahkan

Location  
 Lokasi  
 Local  Overseas

Does the address contain Level no. and/or Unit no.?  
 Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?  
 Yes  No

Blk/House No.  
 No. Blok/No. Rumah

Level No.  
 No. Aras

Unit No.  
 No. Unit

Street Name  
 Nama Jalan

Building Name (Optional)  
 Nama Bangunan (Jika ada)

Country  
 Negara

Address  
 Alamat

Postal Code  
 Poskod

Please upload the Signed Acknowledgement of Service  
 Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani

Drag and drop your document here

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

# Service of Originating Summons – Attempt Service via Registered Post & Submit Signed Acknowledgment of Service

SYC



[Return to Agenda](#)

- 8 Click on '**Choose File**' button to upload the signed Acknowledgement of Service form.
- 9 Click on the '**Preview**' button.
- 10 a) Verify that all details are accurate and  
b) Click on the '**Submit**' button to confirm.
- 11 a) Select the **checkbox** to confirm the declaration and  
b) Click the '**Make Payment**' button to confirm.

The screenshot shows the 'Signed Acknowledgement of Service' form. At the top, it says 'Please upload the Signed Acknowledgement of Service' and 'Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani'. There is a dashed box for file upload with a 'Choose File' button (8). Below this, it says 'Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / | . - { }'. A file named 'PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (004).pdf' is uploaded. The 'Type of Document' dropdown is set to 'Acknowledgement of Service'. There are buttons for 'Back to Dashboard', 'Save as Draft', and 'Preview' (9). A yellow box highlights the 'Street Name' (ALEXANDRA ROAD) and 'Building Name (Optional)' fields (10a). Below this, the 'File Description' is 'Acknowledgement of Service'. At the bottom right, there are 'Back to Edit' and 'Submit' buttons (10b). A dark red banner at the bottom of the form reads 'Signed Acknowledgement of Service'. Below the banner, it shows 'Case ID: OS-2022-000178' and 'Status: Pending Service'. A progress bar shows five steps: 1. Acknowledgement of Service (checked), 2. Preview (checked), 3. Declare (3), 4. Submit & Make Payment (4), 5. Complete (5). A checkbox is checked with the text 'I declare that the information provided in this form is true and correct.' (11a). At the bottom, there are 'Back to Preview' and 'Make Payment' buttons (11b).

# Service of Originating Summons – Attempt Service via SYC Portal



[Return to Agenda](#)

To attempt service of Originating Summons, proceed to complete **this process** first.

## Attempt Service via SYC Portal

- 1 To attempt service of the Originating Summons **via the SYC Portal**, navigate to **Option B** and click on **'Attempt Service via SYC Portal'**.
- 2 a) Read through the **Important Notes** and b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item. c) Tick on the **checkbox** to agree.
- 3 Click on **'Agree and Proceed'** to proceed.
- 4 a) View the list of the documents in the **Originating Summons Service Bundle** and b) Indicate **a tick** to select the party on whom the documents will be served.
- 5 Verify that the Defendant/ Defendant Solicitor's details are accurate and click on **'Preview'** to confirm.
- 7 Click on **'Submit'** to proceed.
- 8 a) Select the **checkbox** to confirm the declaration and b) Click the **'Make Payment'** button to confirm.

To continue to make payment, proceed to **'Make Payment'**.

**B. Attempt Service via SYC Portal**

**Description**

Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.

If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an [alternative method](#).

Service fee: N/A

**1** Attempt Service via SYC Portal

**Important Notes**

2a

1. This service will take you approximately 10 minutes to complete.
2. The service fee for attempting service via SYC Portal is \$2 per document per party.
3. The complete set of filed documents, together with the blank forms will be sent to the Defendant/Respondent via SYC Portal.
4. The Defendant/Respondent will be notified via the email address in our records, which will be shown in the Preview page of this submission. If this is not the Defendant/Respondent's email address or is not a valid email address, please serve the documents via an alternative method of service.
5. If the Originating Summons is not effectively served via SYC Portal on the Defendant/Respondent, you may be required to file an application for substituted service and obtain a Court order allowing the substituted service. Service must then be effected in accordance with the Court order.

2c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 2b

**3** Agree and Proceed

4a

5. [Defendant's Proposed Parenting Plan](#) (DOCX)
6. [Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan](#) (DOCX)
7. [Defendant's Proposed Matrimonial Property Plan](#) (DOCX)
8. [Acknowledgement of Service](#) (DOCX)

Documents will need to be served on  
Dokumen perlu diserahkan kepada

Defendant/Defendant's Solicitor 4b

No. of Party(s) to be served: 1

Defendant/Defendant's Solicitor

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan) VIVEK GARRETT	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan FIN	ID No. Nombor Kad Pengenalan F1612347K
Email Address Alamat emel Vivek@123gmail.com	

5

[Back to Service of Originating Summons](#) [Save as Draft](#) [Preview](#)

[Back to Service of Originating Summons](#) [Back to Edit](#) [Submit](#) 7

Case ID: OS-2022-000060 Status: Draft

Defendant's/ Respondent's Details Preview 3 Declare 4 Make Payment 5 Complete

I declare that the information provided in this form is true and correct. 8a

[Back to Preview](#) [Make Payment](#) 8b



# Service of Originating Summons – Personal Service Attempt



[Return to Agenda](#)

To attempt service of Originating Summons, proceed to complete **this process** first.

This section is only applicable to **Lawyers**.

## Personal Service Attempt

- 1 To serve the Originating Summons **via Personal Service Attempt**, navigate to **Option D** and click on '**Personal Service Attempt**' button.
- 2 Read the **checklist** and **indicate a tick** in the checkboxes to confirm each point.
- 3 Click on '**Submit**' to proceed.
- 4 a) A successful submission will display a **Case ID**, and **Submission Date**.  
b) Click on '**Back to Dashboard**'.

### D. Personal Service Attempt

**Description**

Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a solicitor or an authorised solicitor's clerk.

Service fee: N/A

**Personal Service Attempt** 1

Case ID: OS-2022-000176 Status: Draft

Please ensure that you have read the following checklist.

I or an authorised solicitor's clerk will attempt to serve the Originating Summons and its accompanying documents on the Defendant/Respondent. 2

An Affidavit of Service will be filed if the documents are personally served on the Defendant/Respondent successfully. A completed and signed Notification of Particulars of Process Server will be exhibited if service is done by the authorised solicitor's clerk.

[Back to Service of Originating Summons](#) **Submit** 3

Case ID: OS-2022-000176 Status: Pending Service

**Submitted!**

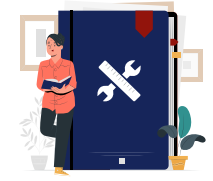
Case ID: OS-2022-000176 4a

Submission Date: 01/11/2022 17:25:21

An acknowledgement has been sent to: LALAEMIL@MIL.COM

**Back to Dashboard** 4b

# Service of Originating Summons – Personal Service Attempt



**(For lawyers only)**  
You are required to file an Affidavit of Service once you have served the Originating Summons on the Defendant.

## File Affidavit of Service

- 5 a) Under your Dashboard, choose the **Case ID** with the **'File Affidavit of Service'** by clicking on the **three dots** under **'More Options'** and  
b) Select **'View'**.
- 6 a) Read through the **Important Notes** and  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 7 Click on **'Agree and Proceed'** to proceed.
- 8 Provide **required details**.
- 9 Click on the **'Preview'** button.

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... - 37 items [Request for case access.](#)

Category	Case ID	Case/ Appointments/Tasks	Status	Date	More Options
Divorce	<a href="#">OS-2022-000184</a>	<a href="#">Appointment - Pre-Trial Conference</a>	Booked	04/10/2022	⋮
Divorce	<a href="#">OS-2022-000183</a>	<a href="#">Appointment - Hearing (President)</a>	Booked	10/10/2022	⋮
Divorce	<a href="#">OS-2022-000176</a>	File Affidavit of Service	Pending Service	08/11/2022	⋮
Divorce	<a href="#">OS-2022-000185</a>	<a href="#">Appointment - Mediation</a>	Booked	20/11/2022	⋮

### Important Notes

**Pre-Requisites**

- This service will take you approximately 5 minutes to complete.
- The filing fee for filing Affidavit of Service is \$12.
- You should complete this section only after affirming the Affidavit of Service.

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

**Agree and Proceed**

1 Affidavit of Service
2 Preview
3 Declare
4 Submit & Make Payment
4 Complete

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

**Date document served \***

Date Documents served

**Documents served by \***

Dokumen diserahkan oleh

**Name \***

Nama

**ID Number \***

Nombor Kad Pengenalan

Our law firm has authorised the clerk to serve documents under the Muslim Marriage and Divorce Rules.

**Please upload the affirmed Affidavit of Service**  
Sila muat naik 'Affidavit of Service' yang telah diperakui

Drag and drop your document here

[Choose File](#)

[Back to Dashboard](#)
[Save as Draft](#)
[Preview](#)

# Service of Originating Summons – Personal Service Attempt

SYC



[Return to Agenda](#)

10 Click on the **'Submit'** button to proceed.

- 11 a) Select the **checkbox** to confirm the declaration and  
b) Click the **'Make Payment'** button to confirm.

To continue to make payment, proceed to **'Make Payment'**.

Date document served * Date Documents served Yes	Documents served by * Dokumen diserahkan oleh Law firm's clerk
Name * Nama ALPHONSO PULGOSO	ID Number * Nombor Kad Pengenalan S3002375G

Our law firm has authorised the clerk to serve documents under the Muslim Marriage and Divorce Rules.

Please upload the affirmed Affidavit of Service  
Sila muat naik 'Affidavit of Service' yang telah diperakui

[PowerShell Commands To Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(001\).pdf](#)

File Description  
Affidavit of Service

[Back to Dashboard](#) [Back to Edit](#) [Submit](#) <sup>10</sup>

Case ID: OS-2022-000176 Status: Pending Service

✓ Affidavit of Service — ✓ Preview — 3 Declare — 4 Submit & Make Payment — 4 Complete

I declare that the information provided in this form is true and correct. <sup>11a</sup>

[Back to Preview](#) [Make Payment](#) <sup>11b</sup>

# Service of Originating Summons – Personal Service Attempt by Court Process Server

SYC



[Return to Agenda](#)

This section is only applicable to **the public**.

If you have indicated that the Defendant is **in prison** in your accepted filing of Originating Summons, the only available method of service of the Originating Summons is **Personal Service Attempt by Court Process Server**.

## Personal Service Attempt

- 1 To serve the Originating Summons **via Personal Service Attempt**, navigate to **Option D** and click on '**Personal Service Attempt**' button.
- 2 a) Read through the **Important Notes** and  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 3 Click on '**Agree and Proceed**' to continue.
- 4 a) Fill in the **required fields**.  
b) Click on '**Preview**'.

As the Defendant/Respondent is in prison, you will need to serve the Originating Summons via Personal Service by Court Process Server:

**Personal Service Attempt by Court Process Server**

**Description**

Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a process server of the Court.

As the Defendant/Respondent is in prison, you may attempt service of the Originating Summons by the Court Process Server. The Court Process Server will make ONE attempt to serve the Originating Summons on the Defendant/Respondent. You will be updated via SYC Portal whether the service was successful. If unsuccessful, you must serve the Originating Summons by an [supporting affidavit](#)?

Service fee: \$29

**1** Pay for Personal Service Attempt by Court Process Server

**Important Notes**

1. This service will take you approximately 5 minutes to complete.
2. The service fee for personal service attempt by court process server is \$29.
3. You must provide the Court with the Defendant's incarceration details.
4. If the Originating Summons is not successfully served on the Defendant/Respondent by the court process server, it may be served via registered post, or via substituted service provided the Plaintiff have obtained a Court order allowing the substituted service.

**2c**  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) **2b**

**3** [Back to Service of Originating Summons](#) [Agree and Proceed](#)

## Personal Service Attempt via Court Process Server

Case ID: OS-2022-000149 Status: Draft

1 Defendant's/ Respondent's Details → 2 Preview → 3 Declare → 4 Make Payment → 5 Complete

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

**Defendant's/Respondent's Details**

Is the Defendant/Respondent in prison/incarcerated? \*  
Adakah Defendan/Responden di dalam penjara/ditahan?

Yes  No

**Inmate No. \*** **Length of Imprisonment \***  
No. Banduan Tempoh Pemenjaraan

22331 More than 6 months

**Release Date (Optional)**  
Tarikh dibebaskan (tidak diwajibkan)

19/01/2023

**Address of Defendant/Respondent after release \***  
Alamat Defendan/Responden selepas pembebasan

Same as residential address  Others

**4b** [Back to Service of Originating Summons](#) [Save as Draft](#) [Preview](#) **4a**

# Service of Originating Summons – Personal Service Attempt by Court Process Server

SYC



[Return to Agenda](#)

5 Click on the **'Submit'** button to proceed.

- 6 a) Select the **checkbox** to confirm the declaration and  
b) Click the **'Make Payment'** button to confirm.

*To continue to make payment, proceed to **'Make Payment'**.*

Case ID: OS-2022-000149 Status: Draft

1  Defendant's/ Respondent's Details — 2  Preview — 3  Declare — 4  Make Payment — 5  Complete

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

**Defendant's/Respondent's Details**

Is the Defendant/Respondent in prison/incarcerated?  
Adakah Defendan/Responden di dalam penjara/ditahan?

Yes

Inmate No. ② No. Banduan	Length of Imprisonment Tempoh Pemenjaraan
22331	More than 6 months

Release Date (Optional)  
Tarikh dibebaskan (tidak diwajibkan)

01/01/1970

Address of Defendant/Respondent after release  
Alamat Defendan/Responden selepas pembebasan

No

5

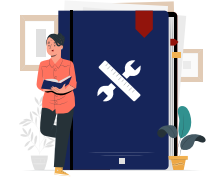
Case ID: OS-2022-000149 Status: Draft

1  Defendant's/ Respondent's Details — 2  Preview — 3  Declare — 4  Make Payment — 5  Complete

I declare that the information provided in this form is true and correct. 6a

6b

# Service of Originating Summons – Payment



- 1 Verify **breakdown of fees** for the applicable documents for the type of service.
- 2 Select **Payment Mode** and answer the related follow-up questions.
- 3 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button
  - b) **'eNETS/Credit Card'** – **'Submit'** button
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 4 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status.**

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000908

**1**


Breakdown of Fees  
Butiran Yuran  
• Filing fee for Acknowledgement of Service: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$12

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

**2**



**3a**


Back to Declaration **Verify Payment**

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.

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)

**3b**

Submit Cancel

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

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

Grant of Aid

**3c**

Back to Declaration **Submit Request for Fee Waiver**

Case ID: POS-2022-000389 Status: Pending Waiver Approval

Filing of Originating Summons  Agreement  Make Payment  **4** Complete

**Submitted!**

**4**

Case ID: POS-2022-000389  
Your Payment Advice Number: PM-2022-000901  
Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: yijie.ng1@ncs.com.sg.

Your case/application will be processed within 3 working days. You will be informed if your fee waiver request has been approved or rejected before the Originating Summons is processed.

# Filing of Memorandum of Defence – Memorandum of Defence With Cross Application



To file a Memorandum of Defence with Cross Application, click on the applicable criteria and follow the steps:

- i. Defendant has attended the Marriage Counselling Programme
- ii. Defendant has been excluded from the Marriage Counselling Programme
- iii. Defendant has obtained an Order of Court allowing him to do so

## (i) Defendant has attended the Marriage Counselling Programme

- 1 Select 'Yes' from the radio buttons.
- 2 Select 'Yes' from the radio buttons.
- 3 a) Key in the **Case ID** with prefix 'MCP' and  
b) Click '**Submit**'.
- 4 a) If a **valid Case ID** was entered, this **message** will be displayed.  
b) If an **invalid Case ID** was entered, click on '**Choose File**' button to upload the Pre-Originating Summons letter or email received by the Defendant.
- 5 Click on '**Proceed to Memorandum of Defence Husband/Wife**' button.

Do you want to file a Cross-Application for Divorce? \*  
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian? 1

Yes  No

Has the Defendant attended a Marriage Counselling Programme? \*  
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan? 2

Yes  No

Case ID for the Pre-Originating Summons Letter/Email \*  
ID Kes di surat/emel Pra-Saman Pemula

MCP-2022-000508 3a

Submit 3b

✓ The Case ID is valid. You may proceed to file the Memorandum of Defence with Cross-Application. 4a

✗ The Case ID is invalid. You cannot file Cross-Application.

Case ID on Pre-Originating Summons Letter  
ID Kes di dalam surat Pra-Saman Pemula

Drag and drop your document here

Choose File 4b

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

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - <a href="#">Plaintiff's Case Statement</a>	<ul style="list-style-type: none"><li>• NRIC or valid Passport (for foreigner)</li><li>• Deed Poll (if applicable where a party has changed his/her name)</li><li>• Marriage/Revocation Certificate</li></ul>
Estimated time required: 30mins	<a href="#">View Full List</a> ∨
Filing fee: \$12	
Service fee: \$2	
<b>Proceed to Memorandum of Defence (Wife)</b> 5	

# Filing of Memorandum of Defence – Memorandum of Defence With Cross Application

SYC



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*(ii) Defendant has been excluded from the Marriage Counselling Programme (i.e., The outcome of the Defendant's Registration for MCP was 'Excluded').*

- 1 Select '**Yes**' from the radio buttons.
- 2 Select '**No**' from the radio buttons.
- 3 Select '**An excluded party**' from the radio buttons.
- 4 Click on '**Proceed to Memorandum of Defence Husband/Wife**' button.

To continue to file a Memorandum of Defence, proceed [here](#).

### 1. Memorandum of Defence

Do you want to file a Cross-Application for Divorce? \*  
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes 1  No

Has the Defendant attended a Marriage Counselling Programme? \*  
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes  No 2

Is the Defendant an excluded party or has obtained an Order of Court? \*  
Adakah Defendan dikecualikan dari menghadiri kaunseling atau telah mendapatkan Perintah Mahkamah dalam hal ini?

An excluded party 3  Has obtained an Order of Court  No

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - <a href="#">Plaintiff's Case Statement</a>	<ul style="list-style-type: none"><li>• NRIC or valid Passport (for foreigner)</li><li>• Deed Poll (if applicable where a party has changed his/her name)</li><li>• Marriage/Revocation Certificate</li></ul>
Estimated time required: 30mins	
Filing fee: \$12	<a href="#">View Full List</a> ∨
Service fee: \$2	

4 [Proceed to Memorandum of Defence \(Wife\)](#)



# Filing of Memorandum of Defence – Memorandum of Defence With Cross Application

SYC



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*(ii) Defendant has obtained an Order of Court allowing him to do so*

- 1 Select '**Yes**' from the radio buttons.
- 2 Select '**No**' from the radio buttons.
- 3 Select '**Has obtained an Order of Court**' from the radio buttons.
- 4 Indicate **Issuance Date** for Order of Court.
- 5 a) Key in the **Order of Court Number** and  
b) Click the '**Submit**' button.
- 6 a) If a **valid Order of Court Number** was entered, this **message** will be displayed.  
b) If an **invalid Order of Court Number** was entered, click on '**Choose File**' button to upload the **Order of Court** document in PDF.
- 7 Click on '**Proceed to Memorandum of Defence Husband/Wife**' button.

To continue to file a Memorandum of Defence, proceed [here](#).

**1. Memorandum of Defence**

Do you want to file a Cross-Application for Divorce? \*  
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes **1**  No

Has the Defendant attended a Marriage Counselling Programme? \*  
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes  No **2**

Is the Defendant an excluded party or has obtained an Order of Court? \*  
Adakah Defendan dikecualikan dari menghadiri kaunseling atau telah mendapatkan Perintah Mahkamah dalam hal ini?

An excluded party  Has obtained an Order of Court **3**  No

Order of Court Issuance Date \*  
Tarikh Perintah Mahkamah dikeluarkan

**4**

Order of Court Number \*  
Nombor Perintah Mahkamah

**5a**  **5b**

**6a** The Order of Court Number is valid. You may proceed to file the Memorandum of Defence with Cross-Application.

#### Description

To be filed by a wife (called the Defendant) who is responding to husband's - [Plaintiff's Case Statement](#)

Estimated time required: 30mins

Filing fee: \$12

Service fee: \$2

#### Documents Required (Soft copies for upload)

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where a party has changed his/her name)
- Marriage/Revocation Certificate

[View Full List](#)

**7** Proceed to Memorandum of Defence (Wife)

**6b** The Order of Court Number is invalid. You cannot file the Memorandum of Defence with Cross-Application.

#### Please upload the Order of Court

Sila muat naik Perintah Mahkamah

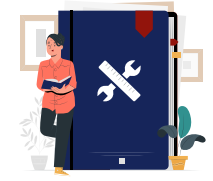
Drag and drop your document here

**6b** Choose File

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

# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

SYC



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- 1 a) Read through the **Important Notes** and  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.

- 2 Click on '**Agree and Proceed**' to proceed.

### Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Memorandum of Defence is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Memorandum of Defence and accompanying documents.
4. You may wish to refer to the [Plaintiff's Case Statement](#) before you proceed to fill in the Memorandum of Defence.

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

[Back to Filing of Memorandum of Defence and accompanying documents](#) [Agree and Proceed](#)

Case ID: OS-2022-000178 Status: Draft

1 Memorandum of Defence 2 Preview 3 Declare & Save

1. Plaintiff
2. Defendant
3. Date and Place of Marriage
4. Jurisdiction
5. Defence
6. Child(ren)
7. Related Court Proceedings
8. Relief Claimed
9. Cross-Application for Divorce

**1. Plaintiff**

- If you are filing without a lawyer, please note that "Defendant" refers to you, and "Plaintiff" refers to your spouse.
- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.

Complete  Incomplete

<b>Full Name (As per ID)</b> Nama Penuh (seperti di Kad Pengenalan)	<b>Alias (Optional)</b> Alias (Jika ada)
TAN CHONG HO	
<b>ID Type</b> Jenis Pengenalan	<b>ID No.</b> Nombor Kad Pengenalan
SG Pink	S9812351B

### Employment Information

**Occupation \***  
Pekerjaan

Professional

**Gross Salary \***  
Gaji Kasar

Monthly  Annual

**Amount of Gross Salary (\$) \***  
Jumlah Gaji Kasar (\$)

11900

[Next: 2. Defendant](#)

[Back to Filing of Originating Summons](#) [Save as Draft](#) [Preview](#)

## Section 1 (Plaintiff)

- 3 **Read through and verify** that pre-filled details are accurate and **fill in required fields**.
- 4 Click on '**Next: 2. Defendant**' to continue.

# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

SYC



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## Section 2 (Defendant)

5 Read through to validate that pre-filled details are accurate and fill in required fields (if relevant).

6 Click on 'Next: 3. Date and Place of Marriage' to continue.

## Section 3 (Date and Place of Marriage)

7 Read through to validate that pre-filled details are accurate and fill in required fields.

8 Click on 'Next: 4. Jurisdiction' to continue.

## Section 4 (Jurisdiction)

9 Select the radio buttons to indicate the Court's Jurisdiction and answer the follow-up questions for:

- 'Domicile'
- 'Habitual Residence'

10 Click on 'Next: 5. Grounds of Divorce' to continue.

5

Full Name (As per ID)  
Nama Penuh (seperti di Kad Pengenalan)  
SITI AMINAH BINTI SCHMIDT

Alias (Optional)  
Alias (Jika ada)

ID Type  
Jenis Pengenalan  
SG Pink

ID No.  
Nombor Kad Pengenalan  
T6019967H

Citizenship  
Kewarganegaraan

Age  
Umur

Religion \*  
Agama  
Islam

Educational Level \*  
Peringkat Pendidikan  
Master's and Doctorate or Equivalent

The Defendant has changed name and requests for change in Title of Action.

The Defendant has changed name and requests for change in Title of Action.

New Full Name (as per ID) \*  
Nama Penuh Baru (seperti di Kad Pengenalan)  
SITI AMINAH BINTI SCHMIDT ROWE

Please upload the Deed Poll  
Sila muat naik Surat Iktan Penukaran Nama

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

Employment Information

Do you confirm paragraph 8 of the Plaintiff's Case Statement [??] \*  
Adakah anda mengesahkan perenggan 8 Pernyataan Kes pihak Plaintiff?  
 Confirm  Do not confirm

Occupation \*  
Pekerjaan  
Not Working

Gross Salary \*  
Gaji Kasar  
 Monthly  Annual

Amount of Gross Salary (\$) \*  
Jumlah Gaji Kasar (\$)   
41000

Next: 3. Date and Place of Marriage > 6

7

The Defendant would like to provide other marriage details

Place of Marriage Registration \*  
Tempat Pendaftaran Perkahwinan  
Singapore

Marriage Certificate Number \*  
Nombor Sijil Pernikahan  
99188178

Date of Marriage for Current Marriage \*  
Tarikh Perkahwinan Bagi Perkahwinan Semasa  
19/09/2019

Please upload the Marriage Certificate and any supporting documents  
Sila muat naik Sijil Pernikahan dan Dokumen sokongan anda

For marriages registered overseas, please provide the foreign marriage certificate with attestation. If the marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of the marriage certificate in the English language.

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

Next: 4. Jurisdiction > 8

The Court's Jurisdiction  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

The Court has jurisdiction based on domicile. Choose one of the following:  
Mahkamah mempunyai bidang kuasa berdasarkan domisil. Sila pilih salah satu yang berikut:

The Plaintiff is a Singapore citizen  
 The Defendant is a Singapore citizen  
 Both the Plaintiff and the Defendant are Singapore citizens  
 Neither the Plaintiff nor the Defendant is a Singapore citizen

9a

The Court's Jurisdiction  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

The Court has jurisdiction based on habitual residence. Choose one of the following:  
Mahkamah mempunyai bidang kuasa berdasarkan kediaman yang biasa. Sila pilih salah satu yang berikut:

The Plaintiff has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of this Originating Summons.  
 The Defendant has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of this Originating Summons.

State the relevant details  
Nyatakan butiran yang relevan

S/N Postal Status Stayed From Stayed To More Options

Please add 'Residential Details'

Add Residential Details

Next: 5. Defence > 10

# Memorandum of Defence With or Without Cross Application



## Section 5 (Defence)

- 11 Click on **Plaintiff's Case Statement** and read through **Paragraph 4a**.
- 12 a) Select the '**Confirm**' or '**Do not confirm**' radio buttons and answer the related follow-up questions.  
b) If you select '**Do not confirm**', in the field box **provide the full particulars of the facts** relied on but not the evidence by which they are to be proved.
- 13 Click on **Plaintiff's Case Statement** and read through **Paragraph 4b**.
- 14 a) Select the '**Agree**' or '**Disagree**' or '**N/A**' radio buttons and answer the related follow-up questions.  
b) If you select '**Disagree**', in the field box **provide the full particulars of the facts** relied on but not the evidence by which they are to be proved.
- 15 Click on '**Next: 6. Child(ren)**' to continue.

11 Do you confirm paragraph 4(a) of the [Plaintiff's Case Statement](#)?  
Adakah anda mengesahkan perenggan 4(a) Pernyataan Kes pihak Plaintiff?

12c  Confirm  Do not confirm

State full particulars of the facts relied on but not the evidence by which they are to be proved ⓘ  
Nyatakan butiran penuh fakta-fakta yang disandarkan tetapi bukan bukti yang harus disahkan.

Normal  B I U  " </>   x<sub>2</sub> x<sup>2</sup>       
Sans Serif

12b Enter text

13 Do you agree with paragraph 4(b) of the [Plaintiff's Case Statement](#)?  
Adakah anda setuju dengan perenggan 4(b) Pernyataan Kes pihak Plaintiff?

14c  Agree  Disagree  N/A ⓘ

State full particulars of the facts relied on but not the evidence by which they are to be proved ⓘ  
Nyatakan butiran penuh fakta-fakta yang disandarkan tetapi bukan bukti yang harus disahkan.

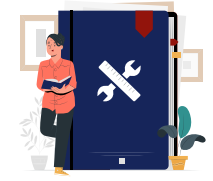
Normal  B I U  " </>   x<sub>2</sub> x<sup>2</sup>       
Sans Serif

14b Enter text

15 Next: **6. Child(ren)**

# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

SYC



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## Section 6 (Child(ren))

- 16 **Read through and verify** that pre-filled details are accurate.
- 17 To edit details:
  - a) Click on the **3 dots** under '**More Options**' and select '**Edit**' or
  - b) Click on '**Add Child**' button.
- 18 Click on '**Next: 7. Related Court Proceedings**' to continue.

Select/ click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate

Select/ click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
1	AHMAD IMMANUDIN BIN OLSON	SG PINK	T9143791G	19/11/1999	Male	⋮ Edit

Add Child

Next: **7. Related Court Proceedings**

## Section 7 (Related Court Proceedings)

- 19 a) Select the '**Yes**' or '**No**' radio buttons.
- b) If you select '**Yes**', click on '**Add Bankruptcy Details**' to fill in the required details.
- 20 a) Select the '**Yes**' or '**No**' radio buttons.
- b) If you select '**Yes**', click on '**Add Pending Bankruptcy Proceedings**' button and fill in the required details.
- 21 a) Select the '**Yes**' or '**No**' radio buttons.
- b) If you select '**Yes**', click on '**Add Court Proceedings**' button and fill in the required details.
- 22 Click on '**Next: 8. Relief Claimed**' to continue.

### Bankruptcy Status

Is the Defendant an undischarged bankrupt? \*

Adakah Defendan seorang bankrap/mufils yang belum lepas?

Yes  No

Please furnish the details of bankruptcy below:

Sila berikan perincian kemufilsan di bawah ini:

S/N	Suit No.	Date of Bankruptcy Order	Bankruptcy Details	More Options
Add Bankruptcy Details				

Are there any pending bankruptcy proceedings against the Defendant? \*

Adakah sebarang prosiding kemufilsan yang belum selesai terhadap Defendan pada masa ini?

Yes  No

Please furnish the details of the pending bankruptcy proceedings below

Sila berikan perincian mengenai prosiding kemufilsan di bawah ini:

S/N	Suit No.	Type of Bankruptcy Application	Amount of Debt	More Options
Add Pending Bankruptcy Proceedings				

### Other Court Proceedings

Does the Defendant have any other Court proceedings in Singapore/elsewhere with reference to the marriage, or to any children of the parties, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both the Plaintiff and the Defendant? \*

Adakah Defendan sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau anak-anak keddua pihak, atau antara keddua pihak dalam isu nafkah, atau berkaitan dengan hartanah salah satu dari mereka atau kedduanya?

Yes  No

Please furnish the details of the court proceedings below

Sila berikan perincian prosiding Mahkamah di bawah ini:

S/N	Court	Nature of proceedings	Suit No.	More Options
Add Court Proceedings				

Next: **8. Relief Claimed**

# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

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## Section 8 (Relief Claimed)

- 23** For reliefs (b) to (e) - select each relief the Defendant would like to claim by **ticking on the checkboxes** and **specify the amount and details** required for each claim.
- 24** If the parties have any child below 21 years old, **select the radio buttons** to specify the **Custody, Care and Control**, and **Type of Access** for each child.

a) That the marriage be dissolved. 23

**Dissolution of Marriage \***  
Pembubaran Perkahwinan

Agree on the Plaintiff's grounds.

Disagree, the Defendant does not wish for the marriage to be dissolved.

Agree, the Defendant wishes to make a Cross-Application for Divorce. ⓘ

b) That the Plaintiff pays nafkah iddah for the period of iddah. ⓘ

**Amount of Nafkah Iddah per month (\$) \***  
Jumlah nafkah iddah setiap bulan (\$)

c) That the Plaintiff pays mutaah for the duration of marriage. ⓘ

**Type of Mutaah \***  
Jenis mutaah

Fixed amount  Amount per day  Others

**Amount of Mutaah (\$) \***  
Jumlah mutaah (\$)

**Duration of Marriage**  
Jangka masa perkahwinan

**Years \***  **Months \***

d) That the Plaintiff pays the outstanding emas kahwin. ⓘ

e) That the Plaintiff pays the outstanding marriage expenses (hantaran belanja).

f) Custody/Care and Control of/Access to the child/children of the parties. 24

**Custody \*** ⓘ

Child #	Full Name (as per ID)	Joint Custody	Sole Custody to the Plaintiff	Sole Custody to the Defendant
1	AHMAD IMMANUDIN BIN OLSON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Care and Control \*** ⓘ

Child #	Full Name (as per ID)	Care and Control to the Plaintiff	Care and Control to the Defendant
1	AHMAD IMMANUDIN BIN OLSON	<input type="radio"/>	<input type="radio"/>

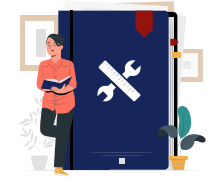
**Access**

**Type of Access \***  
Jenis Akses

Reasonable access  Reasonable access with overnight stay  Specified access ⓘ

# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

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## Section 8 (Relief Claimed) - continued

- 25 a) Select the **radio buttons** to indicate the **type of Matrimonial Home** and  
b) Input **location details**.
- 26 **Answer the follow-up questions** to the selection of Matrimonial Home:  
a) '**HDB Flat**' – Division of the Flat  
b) '**Private Property**' – State Claim
- 27 Click on '**Choose File**' button to upload **supporting documents** in PDF format.
- 28 **Tick on the checkbox** to claim for **Division of other Matrimonial Property/Assets** and **provide details for the claim**.
- 29 **Tick on the checkbox** to make **Other Claims** and **provide details for the claim**.
- 30 Click on the '**Preview**' button to proceed.

g) Division of the Matrimonial Property - the matrimonial home.

What type of Matrimonial Home? \*

Jenis Rumah Kediaman

HDB flat (the Flat)  Private Property  NIL 25a

Location

Local  Overseas 25b

Postal Code \*  
Poskod

119960 Retrieve Address

Does the address contain Level no. and/or Unit no.? \*  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No

Blk/House No. \*  
No. blok/rumah

450

Level No. \*  
No. Aras

11

Unit No. \*  
No. Unit.

11 25b

Street Name \*  
Nama Jalan

ALEXANDRA ROAD

Please upload the supporting documents  
Sila muat naik dokumen sokongan

- CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)\*
- Outstanding mortgage loan statement (for HDB)\*
- CPF Statement showing public housing withdrawal details\*
- HDB current flat details\* ([www.hdb.gov.sg](http://www.hdb.gov.sg))

\*Must not be dated earlier than 1 month from the date of filing the Originating Summons.

Drag and drop your document here Choose File 27

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

Division of the Flat \*

Pembahagian rumah flat HDB

That the Flat be surrendered to the HDB.

That the Agreement for Lease with the HDB be terminated.

That the Flat be sold in the open market.

That the Plaintiff's share in the Flat be sold/transferred to the Defendant/the Defendant and a third party/ a third party.

That the Defendant's share in the Flat be sold/transferred to the Plaintiff/the Plaintiff and a third party/ a third party.

Others (please state full details of the agreement).

State Claim \*  
Nyatakan Tuntutan

Normal

Sans Serif

Enter text 26b

h) Division of other Matrimonial Property/ Assets (Including CPF monies).

Claims \*  
Tuntutan

Normal

Sans Serif

Enter text 28

i) Others

Other Claims \*  
Tuntutan Lain

Normal

Sans Serif

Enter text 29

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[Save as Draft](#)

[Preview](#)

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# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

SYC



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For Memorandum of Defence **With Cross Application** only.

## Section 9 (Cross Application for Divorce)

- 31 Select the 'Yes' or 'No' radio buttons.  
If you select 'Yes', click on the **3 dots** under **More Options** and select **Edit** to edit the talak details (if needed). Click on '**Add Talak Details**' button to add more.
- 32 Complete the following actions if you are filing as a:
  - a) '**Wife**' – **Tick on the checkbox** to select the grounds for divorce and **provide details**.
  - b) '**Husband**' – **Provide details** regarding grounds for divorce.
- 33 Click on the '**Preview**' button to proceed.

Has the Plaintiff pronounced talak on the Defendant? \*  
Adakah talak telah dilafazkan oleh Plaintiff?

Yes  No **31a**

Please furnish the details of talak  
Sila berikan perincian talak yang dilafazkan

S/N	Date Divorce Pronounced	Mode of Pronouncement	Words used	More Options
1	Around Hari Raya Haji 2021	Verbal	talak talak	<b>3 dots</b> Edit <b>31b</b> Delete

**Add Talak Details** **31c**

The Defendant wishes to apply for divorce from the Plaintiff based on the following grounds:  
Defendan ingin memohon perceraian atas sebab-sebab berikut:

i) Cerai Taklik **32a**

ii) Dissolution of Marriage by Fasakh

iii) Divorce by Redemption (Khuluk)

i) Cerai Taklik

Details for the ground chosen \*  
Perincian bagi sebab yang dipilih

Normal **B I U** **¶** **≡** **x<sub>2</sub> x<sup>2</sup>** **≡** **¶** **A** **✖**

Sans Serif **≡** **I<sub>x</sub>**

Enter text **32c**

Grounds for applying for divorce  
Sebab-sebab memohon perceraian

Normal **B I U** **¶** **≡** **x<sub>2</sub> x<sup>2</sup>** **≡** **¶** **A** **✖**

Sans Serif **≡** **I<sub>x</sub>**

FASAKH **32b**

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Save as Draft

Preview **33**



# Filing of Memorandum of Defence – Memorandum of Defence With or Without Cross Application

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## Preview Mode

- 34 a) Click the > arrow button.  
b) Read through **details in Sections 1 to 9**.  
c) Click '**Complete**' to verify that all information is accurate.

## Declare & Save

- 35 a) Select the **checkbox** to confirm the declaration.  
b) Click the '**Complete & Back to Memorandum of Defence and accompanying documents**' button to complete the document.

- 36 **Verify** that the **Memorandum of Defence icon** has turned from  to , indicating a completed document.

1. Plaintiff	✓
2. Defendant	✓
3. Date and Place of Marriage	✓
4. Jurisdiction	✓
5. Defence	✓
6. Child(ren)	✓
7. Related Court Proceedings	✓
8. Relief Claimed	✓
9. Cross-Application for Divorce	✓

**Employment Information**

Occupation  
Pekerjaan  
Professional

Gross Salary \*  
Gaji Kasar  
Monthly

Amount of Gross Salary (\$) \*  
Jumlah Gaji Kasar (\$)  
11900

Next: > 2. Defendant

Back to Edit Complete

Case ID: OS-2022-000178 Status: Draft

Memorandum of Defence Preview 3 Declare & Save

I declare that the information provided in this form is true and correct.

Back to Preview Complete & Back to Memorandum of Defence and accompanying documents

✓ 1. Memorandum of Defence 36

Do you want to file a Cross-Application for Divorce? \*  
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes  No

# Filing of Memorandum of Defence – Parenting Plan



- 1 a) Select the **'Yes'** radio button.  
b) Click on the relevant **document links** to download and **complete the required Parenting Plan template**.
- 2 Click on **'Proceed to Defendant's Parenting Plan'** button.
- 3 a) Read through the **Important Notes**.  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 4 Click on **'Agree and Proceed'** to proceed.
- 5 Click on **'Choose File'** to upload the completed **Parenting Plan**.
- 6 Select **document type** from the **dropdown menu**.
- 7 Click on the **'Preview'** button.
- 8 a) Verify that **uploaded Parenting Plan** is accurate.  
b) Click on **'Complete'** to confirm.

**1 2. Parenting Plan**

Are you filing a Parenting Plan (Defendant's Agreement to Plaintiff's Parenting Plan/Defendant's Proposed Parenting Plan)? \*  
Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur/Pelan keibubapaan anak-anak di bawah umur oleh Defendan?

1a  Yes  No or No children

**Description**  
Defendant to file the Defendant's Proposed Parenting Plan if there is no agreement with the Plaintiff's Proposed Parenting Plan, OR, to file Defendant's Agreement to Plaintiff's Proposed Parenting Plan if there is an agreement.

Estimated time required: 30 mins  
Filing fee: \$12

**Documents Required (Soft copies for upload)** 1b

- Please click [here](#) to download the template for Defendant's Agreement to Plaintiff's Proposed Parenting Plan
- Please click [here](#) to download the template for Defendant's Proposed Parenting Plan

**Proceed to Defendant's Parenting Plan** 2

**Important Notes** 3a

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for the Defendant's Proposed Parenting Plan is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Memorandum of Defence and accompanying documents.

3c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 3b

**Back to Filing of Memorandum of Defence and accompanying documents** **Agree and Proceed** 4

**Please upload completed Defendant's Parenting Plan**  
Sila muat naik kelengkapan Pelan Keibubapaan Defendan

- Completed Defendant's Parenting Plan

Drag and drop your document here **Choose File** 5

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

**PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (005).pdf**

**Type of Document**  
Jenis Dokumen  
Defendant's Proposed Parenting Plan 6

Please Select Description  
Defendant's Agreement to Plaintiff's Parenting Plan  
Defendant's Proposed Parenting Plan

**Back to Filing of Memorandum of Defence and accompanying documents** **Preview** 7

Case ID: OS-2022-000178 Status: Draft

1. Completed Defendant's Parenting Plan  2. Preview  3. Declare & Save

1. Completed Defendant's Parenting Plan  - All fields are mandatory unless otherwise stated.  
- You can save the form as draft copy for future completion.  
2. Complete  1. Incomplete

**Please upload completed Defendant's Parenting Plan**  
Sila muat naik kelengkapan Pelan Keibubapaan Defendan

[PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(005\).pdf](#) 8a

**File Description**  
Defendant's Proposed Parenting Plan

**Back to Edit** **Complete** 8b

# Filing of Memorandum of Defence – Matrimonial Property Plan

SYC



[Return to Agenda](#)

- 1 a) Select the **'Yes'** radio button and  
b) Indicate **Defendant's Date of Birth**.
- 2 Click on the relevant **document links** to download and **complete the required Matrimonial Property Plan template**.
- 3 Click on **'Proceed to Defendant's Matrimonial Property Plan'** button.
- 4 a) Read through the **Important Notes**  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 5 Click on **'Agree and Proceed'** to proceed.
- 6 Click on **'Choose File'** to upload the completed **Matrimonial Property Plan**.
- 7 Select **document type** from the **dropdown menu**.
- 8 Click on the **'Preview'** button.
- 9 a) Verify that uploaded **Matrimonial Property Plan** is accurate and  
b) Click on **'Complete'** to confirm.

**3. Matrimonial Property Plan**

Are you filing a Matrimonial Property Plan (Defendant's Agreement to Plaintiff's Matrimonial Property Plan/Defendant's Proposed Matrimonial Property Plan) ? \*

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai harta perkahwinan (HDB flat)/Pelan harta perkahwinan (HDB flat) oleh Defendan?

1a  Yes  No or No Matrimonial Property (HDB Flat)

Defendant's Date of Birth \*

Tarikh Lahir Defendan

1b

**Description**

Defendant to file the Defendant's Proposed Matrimonial Property Plan if there is no agreement with the Plaintiff's Proposed Matrimonial Property Plan. OR, to file Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan if there is an agreement.

Estimated time required: 30 mins

Filing fee: \$12

**Documents Required (Soft copies for upload)**

- Please click [here](#) to download the template for Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan
- Please click [here](#) to download the template for Defendant's Proposed Matrimonial Property Plan

2

3 **Proceed to Defendant's Matrimonial Property Plan**

**4a Important Notes**

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for the Defendant's Proposed Matrimonial Property Plan is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Memorandum of Defence and accompanying documents.

4c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 4b

5 **Back to Filing of Memorandum of Defence and accompanying documents** **Agree and Proceed**

**1. Upload Defendant's Matrimonial Property Plan**

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

Complete  Incomplete

**2. Supporting Documents**

Please upload completed Defendant's Matrimonial Property Plan

Sila muat naik kelengkapan Pelan harta perkahwinan Defendan

Drag and drop your document here

Choose File 6

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

PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (004).pdf

Type of Document

Jenis Dokumen

Defendant's Proposed Matrimonial Prop... 7

**Back to Memorandum of Defence and accompanying documents** **Preview** 8

PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (004).pdf 9a

**File Description**

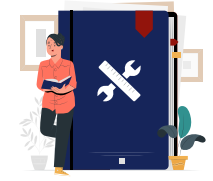
Defendant's Proposed Matrimonial Property Plan

Next: **2. Supporting Documents**

**Back to Memorandum of Defence and accompanying documents** **Back to Edit**

**Complete** 9b

# Filing of Memorandum of Defence – Payment



- 1 Verify **breakdown of fees** for Filing of Memorandum of Defence.
- 2 Select **Payment Mode** and answer the related follow-up questions.
- 3 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button
  - b) **'eNETS/Credit Card'** – **'Submit'** button
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 4 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status.**

Case ID: OS-2022-000178 Status: Draft

Memorandum of Defence Preview Declare & Save

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000930

**Breakdown of Fees**  
Butiran Yuran

- Filing fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$12
- Filing fee for Memorandum of Defence: \$12
- Service fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$2
- Service fee for Memorandum of Defence: \$2
- Service fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$2
- Filing fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$42

Payment Mode  
Cara Pembayaran

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 Declaration Verify Payment 3a

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Payment Methods

VISA

Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

Submit Cancel 3b

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

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

Grant of Aid

Back to Filing of Memorandum of Defence and accompanying documents Submit Request for Fee Waiver 3c

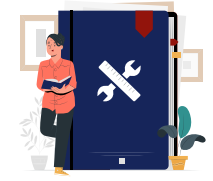
Submitted!

Case ID: OS-2022-000191  
Your Payment Advice Number: PM-2022-000931  
Payment Status: Pending Waiver Approval  
An acknowledgement with a copy of submission has been sent to: gmex990@gmail.com.

Your case/application will be processed within 3 working days. You will be informed if your fee waiver request has been approved or rejected before the Memorandum of Defence and accompanying documents are processed.

Save as PDF Back to Dashboard

# Court Appointments – Book 1<sup>st</sup> Appointment



- 1 a) Under your Dashboard, choose the **Case ID** to book an appointment by clicking on the **three dots** under 'More Options'.  
b) Select '**Book appointment**'.

## Section 1 (Appointment Form)

- 2 Select the available **date** and **time** for the appointment.
- 3 Click on '**Preview**' button to continue.

## Section 2 (Preview Mode)

- 4 a) Read through **details**  
b) Click on '**Submit**' button to verify that all information is accurate.

## Section 3 (Complete)

- 5 A successful scheduled appointment will display a **Case Reference Number, Submission date and time, and Scheduled Marriage Counselling appointment date and time.**

**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... - 38 items [Request for case access.](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<a href="#">OS-2022-000144</a>	<a href="#">Appointment - Mediation</a>	Pending Action		⋮

**Appointment Details**  
Type of Appointment  
Jenis temu janji  
Mediation

Date\*  
Tarikh: 28/12/2022

Time\*  
Masa: 09:00 - 09:30

[Back to Dashboard](#) [Preview](#)

**Plaintiff**

Full Name (as per ID)	ID No.	Lawyer's Firm Name	UEN No.
TAN CHONG HO	*****351B	MohanManual	201700535N

**Defendant**

Full Name (as per ID)	ID No.
ZAENAB BINTI MADISON	*****344D

**Appointment Details**  
Type of Appointment  
Jenis temu janji  
Mediation

Time\*  
Masa: 09:00 - 09:30

[Back to Select Appointment](#) [Submit](#)

Case ID: OS-2022-000177 Status: Booked

Appointment — Preview — Complete

**Appointment Scheduled!**  
Your Case Reference No: OS-2022-000177  
Submission Date: 02/11/2022 15:08:28  
Your appointment on 28/12/2022 09:00 - 09:30 has been booked and an acknowledgement has been sent to: EMIL@MAI.CO

# Court Appointments – View Court Appointment

SYC



[Return to Agenda](#)

- 1 a) Under your Dashboard, choose the **Case ID** to view an appointment by clicking on the **three dots** under '**More Options**'  
b) Select '**View appointment**'.

- 2 View **appointment details** on appointment form.

**Assalamualaikum!**

Welcome TAN CHONG HO, [Update My Particulars](#)

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... - 67 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Filing of OS	<a href="#">OS-2022-000192</a>	Originating Summons Service Bundle	Pending Service	27/10/2023	:
Divorce	<a href="#">OS-2022-000192</a>	<a href="#">Appointment - Mediation</a>	Booked	27/10/2022	:
Divorce	<a href="#">OS-2022-000178</a>	Service of Originating Summons Status Update	Pending Service	27/10/2022	:

Change appointment  
View appointment

Case ID: OS-2022-000192 Status: Booked

### Appointment For

<b>Plaintiff</b>		<b>Plaintiff's Lawyer</b>	
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan	Lawyer's Firm Name Lawyer's Firm Name	UEN No. UEN No.
TAN CHONG HO	*****351B	Mohan	201700535N

---

<b>Defendant</b>			
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan		
JESS	*****323C		

### Appointment Details

**Type of Appointment**  
Jenis temu janji

**Mediation**

**Scheduled Date and Time**  
Tarikh dan Masa yang Dijadualkan

27/10/2022 09:30 - 10:00

# Court Appointments – Notice to Attend Court



- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 a) Click on '**Court File**'  
b) Select '**Court Notices**'.
- 3 a) Identify the relevant Case ID and click on the **three dots** under '**More Options**'  
b) Select '**View**' or click on any of the hyperlinks.
- 4 View **Appointment Details** and **Parties to Attend**.
- 5 Read through the **list of required documents** to bring to the appointment, and other **Important Notes**.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

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

Completed Filing

2a Court File ^

2b Court Notices

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	<a href="#">OS-2022-000071</a>	<a href="#">Notice to Attend Court</a>		06/05/2022	⋮
Ongoing	<a href="#">OS-2022-000192</a>	<a href="#">Notice to Attend Court</a>		27/10/2022	⋮

View

3

Case ID: OS-2022-000192

Date 27/10/2022

Dear SUN CHENG HO JOSHUA

You are required to attend Syariah Court as follows:

### Appointment Details

Type of Court Session  
Mediation

Date	Time
27/10/2022	09:30 - 10:00

### Parties to Attend

Plaintiff		Plaintiff's Lawyer	
Full Name (as per ID)	ID No.	Lawyer's Firm Name	UEN No.
TAN CHONG HO	S9812351B	LALA STINGRAY BBQ PARTNERS	201700535N

Defendant	
Full Name (as per ID)	ID No.
JESS	S9160323C

4

#### To Bring:

1. Identity Card/Passport
2. CPF Public Housing Scheme Withdrawal Statement (from CPF Board).
3. CPF Property Statement (from the CPF Board website)
4. HDB/Bank Statement of Outstanding Housing Loan (from HDB/Bank).
5. Latest CPF Statements showing the Ordinary, Special, Medisave, Retirement & Investment Account Balance (from CPF Board).
6. Property Statements (applicable for private property owners only).
7. \$100.00 for the divorce registration (for Plaintiff) (By NETS, eNets, Paynow or Credit Card).
8. \$13.00 for the certified copy of Certificate of Divorce. (By NETS, eNets, Paynow or Credit Card).
9. \$22.00 for the certified true copy of Order of Court. (By NETS, eNets, Paynow or Credit Card).
10. POSB or other bank account book if you are claiming Nafkah Iddah and Mutaah from your husband.
11. Certified True Copy of Court Order

#### Important Notes:

If you are the Plaintiff/Applicant/Intervener and fail to attend the Court session, the Court may dismiss your case.

If you are the Defendant/Respondent and fail to attend the Court session, the case may proceed and orders may be made by the Court in your absence.

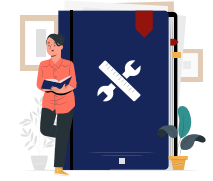
If you are the Defendant, a Warrant of Arrest may also be issued against you.

All parties must be appropriately and decently attired when they come to Syariah Court and must conduct themselves with decorum throughout the proceedings.

A new Notice to Attend Court will be issued for any change of appointment details.

5

# Court Appointments – Change Appointment



You will be able to re-schedule the 1<sup>st</sup> appointment once only, up to 14 days before the original appointment date.

If you have not scheduled a 1<sup>st</sup> appointment before, proceed to '[Book 1st Appointment](#)'.

- 1 a) Under your Dashboard, choose the **Case ID** to re-schedule by clicking on the **three dots** under '**More Options**'.  
b) Select '**Change appointment**'.
- 2 a) Read through the **Important Notes**.  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 3 Click on '**Agree and Proceed**' button to proceed.

## Section 2 (Appointment Form)

- 4 Provide details of **Reason for changing appointment**.

Assalamualaikum!

Welcome TAN CHONG HO, [Update My Particulars](#)

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... - 67 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Filing of OS	<a href="#">OS-2022-000192</a>	Originating Summons Service Bundle	Pending Service	27/10/2023	⋮
Divorce	<a href="#">OS-2022-000192</a>	<a href="#">Appointment - Mediation</a>	Booked	27/10/2022	⋮
Divorce	<a href="#">OS-2022-000178</a>	Service of Originating Summons Status Update	Pending Service		⋮

**Important Notes**

1. This service will take you approximately 5 minutes to complete.
2. You will need to make your appointment 8 to 12 weeks in advance.
3. If required, you are only allowed to reschedule once, at least 2 weeks before your intended appointment date.
4. Read more on [Mediation](#) and [Pre-Trial Conference](#).

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

[Back to Dashboard](#) [Agree and Proceed](#)

Case ID: OS-2022-000192 Status: Booked

1 Appointment 2 Preview 3 Complete

All fields are mandatory unless otherwise stated.

**Appointment For**

**Plaintiff**

Full Name (as per ID) ID No.  
Nama Penuh (seperti di Kad Pengenalan) No. Kad Pengenalan  
TAN CHONG HO \*\*\*\*\*351B

**Defendant**

Full Name (as per ID) ID No.  
Nama Penuh (seperti di Kad Pengenalan) No. Kad Pengenalan  
JESS \*\*\*\*\*323C

**Appointment Details**

Type of Appointment  
Jenis temu janji  
Mediation

Scheduled Date and Time  
Tarikh dan Masa yang Dijadualkan  
27/10/2022 09:30 - 10:00

Reason for changing appointment \*  
Sebab temu janji ditukar

Caught COVID. SHN 15 Days.



# Court Appointments – Change Appointment



[Return to Agenda](#)

## Section 2 (Appointment Form) - continued

Proceed to the following steps to complete these actions:

- Change Appointment Date or Time – Step 5.
- Change Type of Appointment – Step 6.

5 Select the new **date** and **time** for the appointment.

Proceed to Step 7.

6 a) Select the **New type of Appointment**.

b) Submit any **supporting documents**.

c) Indicate a **Preferred Date Range**.

Proceed to Step 7.

7 Click on '**Preview**' button to proceed.

## Section 3 (Preview Mode)

8 a) **Read through details**

b) Click on '**Submit**' button to verify that all information is accurate.

**New Scheduled Date \***  
Tarikh baru yang dijadualkan

5
Select

**New Scheduled Time \***  
Masa baru yang dijadualkan

5
Select

**New type of Appointment \***  
Jenis temu janji baru

6a
Pre-Trial Conference

Please Select..

Mediation

Pre-Trial Conference

**Please upload the supporting documents (Optional)**  
Sila muat naik dokumen sokongan (Jika ada)

6b

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

**Preferred Date Range \***  
Julat Tarikh Pilihan

6c

January 2023 1st Week

7
Back to Dashboard

7
Preview

**Reason for changing appointment \***  
Sebab temu janji ditukar

Defendant has flee out of country.

**New type of Appointment \***  
Jenis temu janji baru

Pre-Trial Conference

Changing type of appointment is subject to the Court's approval. You will be notified when the new appointment is approved or not approved.

PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue(001).pdf

File Description

Supporting Documents

**Preferred Date Range \***  
Julat Tarikh Pilihan

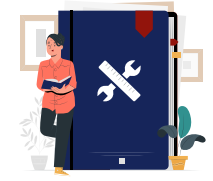
January 2023 1st Week

8a
Back to Select Appointment

8a
Submit

# Filing Court Documents – Filing Notice of Appointment of Solicitor

SYC



[Return to Agenda](#)

This section is only applicable to **Lawyers**.

- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on '**Divorce E-Services**' button.
- 3 a) On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**'.  
b) Select '**File Court Documents**'.
- 4 Click on '**Notice of Appointment of Solicitor**' and read through the section.
- 5 Click on the **Proceed to Notice of Appointment of Solicitor** button to proceed.
- 6 a) Key in the **Originating Summons Number**  
b) Click on '**Submit**'.
- 7 a) Fill in **details** of the party you have been appointed as a Solicitor for.  
b) Click on '**Submit**'.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

Search

**Divorce E-Services**

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

3a Start a New Case

3b I want to..for Case with Originating Summons Number

File Court Documents

Bundle of Authorities

Memorandum of Defence

Notice of Appeal against Registrar's Decision or Order

**4 Notice of Appointment of Solicitor**

Description	Documents Required (Soft copies for upload)
For lawyers to file Notice of Appointment of Solicitor.	<ul style="list-style-type: none"><li>N/A</li></ul>

Estimated time required: 30 min

Estimated filing fee: \$12

**5 Proceed to Notice of Appointment of Solicitor**

DIVORCE E-SERVICES / FILING / NOTICE OF APPOINTMENT OF SOLICITOR

## Notice of Appointment of Solicitor

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Notice of Appointment of Solicitor.

Originating Summons Number \*

Nombor Saman Pemula

6a OS-2022-000152

Submit 6b

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-000152

Submit

7a The Originating Summons Number is valid. You do not have case access. Please provide the ID No. of the party who has appointed you to act as the solicitor to be allowed to file the Notice of Appointment of Solicitor.

I have been appointed to act as the lawyer for the: \*

Saya dilantik sebagai peguam untuk

Defendant

Defendant's ID No. \*

No. kad pengenalan Defendan

S2568574A

Submit 7b

✔ You may proceed to file the Notice of Appointment of Solicitor.

# Filing Court Documents – Filing Notice of Appointment of Solicitor

SYC



[Return to Agenda](#)

- 8 Select the **'Yes'** or **'No'** radio buttons and proceed to the subsequent steps:
  - **Yes** – Continue to Step 9.
  - **No** – Continue to Step 10.
- 9 Select the **Summon(s) number** for which you would like to be appointed.
- 10 Select the **'Yes'** or **'No'** radio buttons and proceed to the subsequent steps:
  - **Yes** – Continue to Step 11.
  - **No** – Continue to Step 12.
- 11 Select the **type of Grant** (if applicable) and proceed to the subsequent steps:
  - **Provisional Grant of Aid** – Continue with Steps 12 to 19, and [Section 3a \(Provisional Grant of Aid\)](#)
  - **Grant of Aid** – Continue with Steps 12 to 19, and [Section 3b \(Grant of Aid\)](#)
- 12 Click on the **'Proceed'** button.
- 13 a) Read through the **Important Notes**.  
b) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.  
c) Tick on the **checkbox** to agree.
- 14 Click on the **'Agree and Proceed'** button to proceed.

Do you want to file Notice of Appointment of Solicitor for related Summons(es) as well?  
Anda ingin memfailkan Notis Pelantikan bagi sama berkenaan juga?

Yes  No 8

Please select for which Summons(es) you would like to file the Notice of Appointment of Solicitor  
Adakah anda ingin memfailkan Notis Pelantikan Peguam (Notice of Appointment of Solicitor) untuk Saman-saman yang berkaitan?

OS-2022-000190/S001: Form 24 - Application for Discovery 9

Are you filing a Provisional Grant of Aid/Grant of Aid?  
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?

Yes  No 10

Type of Grant \*  
Jenis Geran

Provisional Grant of Aid 11

Back to Divorce E-services Proceed 12

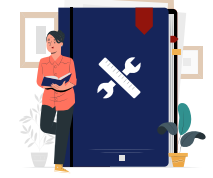
**Important Notes** 13c

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice Appointment of Solicitor (Form 47) is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card.
4. If you are filing with the Provisional Grant of Aid/Grant of aid, you will be informed if the fee waiver requests approved or rejected before the documents are processed.

13b  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 13c

Back to Divorce E-services Agree and Proceed 14

# Filing Court Documents – Filing Notice of Appointment of Solicitor



## Section 1 (Originating Summons for Divorce)

15 Read through and validate that **Plaintiff's and Defendant's Details** are accurate.

- 16 a) Select from the drop-down menu **the party who appointed you** to act as the Lawyer.  
b) Provide **Lawyer's Details and Law Firm's Address**.

17 Click on '**Next: 2. OS-2022-000155/S003: Form 29 – Application to be joined as an intervener**' to continue.

**Plaintiff's Details** 15

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) MY.INFO:CC	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	S6005055D

**Defendant's Details**

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) JASMINE	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	S2568574A

I have been appointed to act as the lawyer for the: \*

I have been appointed to act as the lawyer for the:

Defendant 16a

---

**Lawyer's Details** 16b

Lawyer's Full Name (as per ID) * Nama penuh peguam (seperti di Kad Pengenalan atau ID) Enter Full Name...	Lawyer's Practising Certificate Number * Nombor Sijil Amalan Peguam Enter Certificate Number...
Lawyer's Office Phone Number * Nombor Telefon Pejabat Peguam Please S... Enter Phone Number...	Lawyer's Email Address * Alamat Emel Peguam Enter Email Address...
Lawyer's Office Fax Number (Optional) Nombor Faks Pejabat Peguam (tidak diwajibkan) Please S... Enter Fax Number...	

**Law Firm's Address**

Postal Code \*  
Poskod  
119960 Retrieve Address

Does the address contain Level no. and/or Unit no.? \*  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?  
 Yes  No

Blk/House No. * No. blok/rumah 450	Level No. * No. Aras Enter Level Number...	Unit No. * No. Unit Enter Unit Number...
--	--	--

Street Name \*  
Nama Jalan  
ALEXANDRA ROAD

Building Name (Optional)  
Nama Bangunan (Jika ada)  
Enter Building Name...

2. OS-2022-000155/S003: Form 29 - Application to be joined as intervener 17

## Section 2 (Summons - e.g., Application to be joined as an intervener)

Only applicable if you selected the 'Yes' radio button in Step 8.

18 Read through and validate that **Lawyer's Details** are accurate.

19 (If applicable) Click on '**Next: 3. Provisional Grant of Aid/Grant of Aid**' to continue.

1. OS-2022-000155: Originating Summons for Divorce 18

2. OS-2022-000155/S003: Form 29 - Application to be joined as intervener

3. Provisional Grant of Aid

**Lawyer's Details**

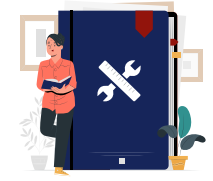
Lawyer's Full Name (as per ID) * Nama penuh peguam (seperti di Kad Pengenalan atau ID) BABA	Lawyer's Certificate Number * Nombor Sijil Amalan Peguam 17166161
Lawyer's Office Phone Number * Nombor Telefon Pejabat Peguam Singapore 9818817	Lawyer's Email Address * Alamat Emel Peguam email@mail.co
Lawyer's Office Fax Number (Optional) Nombor Faks Pejabat Peguam (tidak diwajibkan) Please S... Enter Fax Number...	

**Law Firm Details**

Name of Law Firm \*  
Nama firma guaman  
BABA AND PARTNERS

Previous:  
1. OS-2022-000155: Originating Summons for Divorce
Next:  
3. Provisional Grant of Aid
19

# Filing Court Documents – Filing Notice of Appointment of Solicitor



## Section 3a (Provisional Grant of Aid)

Only applicable if you selected 'Provisional Grant of Aid' in the drop-down menu in Step 11.

20a Click on '**Choose File**' to upload the required document.

21a Specify the validity period of the Provisional Grant of Aid in the **Start Date and End Date** fields.

22a Click on the '**Preview**' button.

## Section 3b (Grant of Aid)

Only applicable if you selected 'Grant of Aid' in the drop-down menu in Step 11.

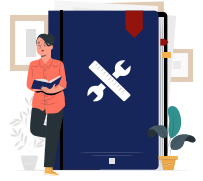
20b Click on '**Choose File**' to upload the required document.

21b Select '**Grant of Aid**' as the document type in the drop-down menu.

22b Click on '**Preview**' to continue.

# Filing Court Documents – Filing Notice of Appointment of Solicitor

SYC



[Return to Agenda](#)

## Preview Mode

- 23 a) Read through **details**.
- b) Click on '**Submit**' button to verify that all information is accurate.

## Declare

- 24 a) Select the **checkbox** to confirm the declaration
- b) Click the '**Make Payment**' button to proceed.

1. OS-2022-000149: Originating Summons for Divorce ✓

2. Grant of Aid ✓

### Defendant's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)	Alias (Optional) Alias (Jika ada)
MARIA OTTEINGER	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	

I have been appointed to act as the lawyer for the:  
Saya dilantik sebagai peguam untuk

Defendant

### Lawyer's Details

Lawyer's Full Name (as per ID) Nama penuh peguam (seperti di Kad Pengenalan atau ID)	Lawyer's Practising Certificate Number No. Sijil Pengamal guaman
BABA	1871616
Lawyer's Office Phone Number Nombor Telefon Pejabat Peguam	Lawyer's Email Address Alamat Emel Peguam
+65-19187177	BABA@EMILL.CO

Next: 2. Grant of Aid >

[Back to Edit](#) [Submit](#)

DIVORCE E-SERVICES / FILING / NOTICE OF APPOINTMENT OF SOLICITOR

## Notice of Appointment of Solicitor

Case ID: OS-2022-000149 Status: Draft

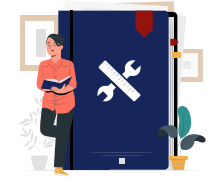
✓ Notice of Appointment of Solicitor — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

I declare that the Information provided in this form is true and correct.

[Back to Preview](#) [Make Payment](#)

# Filing Court Documents – Filing Notice of Appointment of Solicitor

SYC



[Return to Agenda](#)

## Payment

- 25 Verify **breakdown of fees** for Filing of Notice of Appointment of Solicitor.
- 26 Select **Payment Mode** and answer the related follow-up questions.
- 27 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button.
  - b) **'eNETS/Credit Card'** - **'Submit'** button.
  - c) **'Request for Fee Waiver'** - **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 28 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status.**

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000449


**Breakdown of Fees**  
Butiran Yuran

- Filing fee for Notice of Appointment of Solicitor for Summon OS-2022-000139/S001: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000139: \$12

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

Payment Mode  
Cara Pembayaran

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 Declaration](#) [Verify Payment](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date  Month  Year

Email (Optional)

[Submit](#) [Cancel](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Reason for request for fee waiver ©  
Sebab bagi permohonan pengeneplan yuran

[Back to Declaration](#) [Submit Request for Fee Waiver](#)

Submitted!

Case ID: OS-2022-000157  
Your Payment Advice Number: PM-2022-000501  
Payment Status: Waived  
An acknowledgement with a copy of submission has been sent to:

Your document will be processed within X working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

[Save as PDF](#) [Back to Dashboard](#)

# Filing Court Documents – Filing Notice of Withdrawal

SYC



[Return to Agenda](#)

- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on '**Divorce E-Services**' button.
- 3 On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**' and select '**File Court Document**'.

There are 2 options to filing **Notice of Withdrawal**.

Click on the links below to proceed to the relevant steps:

1. [Notice of Withdrawal for \*\*Originating Summons\*\*](#)
2. [Notice of Withdrawal for \*\*Summons\*\*](#)

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID  Search

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  3a

File Court Documents  3b

Serve Originating Summons for Divorce

File Summons

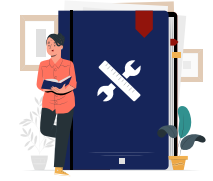
File a Request (Praecipe)

Submit Registry Request

Submit Correspondence



# Filing Court Documents – Filing Notice of Withdrawal



## Notice of Withdrawal for Originating Summons (1 of 2)

- 1 Click on **Proceed to Notice of Withdrawal for Originating Summons** tab on your Dashboard.
- 2 a) Key in the **Originating Summons Number**.  
b) Click on **'Submit'** button.
- 3 A correct Originating Summons Number will display this **message**.
- 4 Select the **'Yes'** or **'No'** radio buttons and proceed to the subsequent steps:
  - **Yes** – You will not be able to file the Notice of Withdrawal for Originating Summons, when talak has been pronounced by the husband in the Originating Summons.
  - **No** – Continue to Step 5.
- 5 Click on the **Proceed**.
- 6 a) Read through the **Important Notes**.  
b) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.  
c) Tick on the **checkbox** to agree.
- 7 Click on **'Agree and Proceed'** button to proceed.

**Notice of Withdrawal**

**Description**

The Plaintiff may file the notice of withdrawal if the husband has not pronounced the talak, AND (i) the Originating Summons has not been served on the Defendant; or (ii) if the Originating Summons has been served, the other party/ parties' consent in writing to the withdrawal.

Estimated time required: 30 min  
Estimated filing fee: \$12

**Documents Required (Soft copies for upload)**

- Consent in writing of other party/ parties (if applicable)  
ConsenttoWithdrawal\_Template (DOC XXkb)

**1** Proceed to Notice of Withdrawal for Originating Summons

DIVORCE E-SERVICES / FILING / NOTICE OF WITHDRAWAL FOR ORIGINATING SUMMONS

## Notice of Withdrawal for Originating Summons

Please enter the Originating Summons Number and answer the following questions to check the validity of the case and whether you are allowed to file the Notice of Withdrawal.

**Originating Summons Number \***  
Nombor Saman Pemula

OS-2022-000298 **2a** **2b** Submit

**3**  The Originating Summons Number is valid. You have Case Access. You may proceed to file the Notice of Withdrawal.

Has talak been pronounced by the husband in the Originating Summons?  
Adakah talak telah dilafazkan oleh suami dalam Saman Pemula?

Yes  No **4**

**5** **Proceed** **Back to Divorce E-services**

**Important Notes** **6a**

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice of Withdrawal is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. If the the Originating Summons has been served, you will need to serve the Notice of Withdrawal on the Defendant/ other party.
5. Your case/application will be processed within 3 working days.

**6c**  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) **6b**

**7** **Agree and Proceed** **Back to Divorce E-services**

# Filing Court Documents – Filing Notice of Withdrawal

SYC



[Return to Agenda](#)

## Notice of Withdrawal for Originating Summons (2 of 2)

- 8 Click on the '**Preview**' button.
- 9 Read through and validate that **Plaintiff's and Defendant's Details** are accurate.
- 10 Select the '**Yes**' or '**No**' radio buttons and proceed to the subsequent steps:
  - **Yes** – Continue to Step 11.
  - **No** – Continue to Step 12.
- 11 Click on **Choose File** to upload the consent of the Defendant to the Withdrawal.
- 12 a) Verify **Notice #1 and Notice #2**.  
b) Click on '**Preview**' button.
- 13 a) Verify **information**.  
b) Click on '**Submit**' button to proceed.
- 14 a) Select the **checkbox** to confirm the declaration.  
b) Click the '**Make Payment**' button to proceed.

Proceed to **Payment** section to complete the payment process.

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

Complete  Incomplete

**Plaintiff's Details**

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) PTS09021823	Alias (Optional) Alias (Jika ada) SPOUSE
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9125321F

**Plaintiff's Details**

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) NAGAIMO	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S7187915A

**Defendant's Details**

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) TERENCE TAN MING HO	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9812388A

Has the Originating Summons been served on the Defendant/Defendant's Lawyer? \*  
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan?  
 Yes  No

Has the Originating Summons been served on the Defendant/Defendant's Lawyer? \*  
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan?  
 Yes  No

Please upload the consent of the Defendant to the withdrawal  
Sila muat naik persetujuan Defendan dengan pengunduran ini

Drag and drop your document here

1.OS-2022-000298:  Originating Summons for Divorce

**Notice #1**  
The Plaintiff/ Applicant withdraws this action.

**Notice #2**  
The Plaintiff states that he/ the husband has not pronounced talak.

1.OS-2022-000298:  Originating Summons for Divorce

Has the Originating Summons been served on the Defendant/Defendant's Lawyer? \*  
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan?  
Yes

Please upload the consent of the Defendant to the withdrawal  
Sila muat naik persetujuan Defendan dengan pengunduran ini

[PowerShell Commands To Fix NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(001\).pdf](#)

File Description  
Consent to Withdrawal

**Notice #1**  
The Plaintiff/Applicant withdraws this action.

**Notice #2**  
The Plaintiff states that he/the husband has not pronounced talak.

Case ID: OS-2022-000298 Status: Draft

Notice of Withdrawal  Preview  3 Declare  4 Make Payment  5 Complete

I confirm that all the matters set out in this Notice of Withdrawal are true and correct.

# Filing Court Documents – Filing Notice of Withdrawal

SYC



[Return to Agenda](#)

## Notice of Withdrawal for Summons (1 of 2)

- 1 Click on **Proceed to Notice of Withdrawal for Summons**.
- 2 a) Key in the **Summons Number**.  
b) Click on **'Submit'**.
- 3 A correct Summons Number will display this **success message**.
- 4 Click on the **'Proceed'** button.
- 5 a) Read through the **Important Notes**.  
b) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.  
c) Tick on the **checkbox** to agree.
- 6 Click on **'Agree and Proceed'** to continue.

Description	Documents Required (Soft copies for upload)
The Applicant may file the notice of withdrawal of Summons if (i) the Summons has not been served on the Defendant; or (ii) if the Summons has been served, the other party/ parties' consent in writing to the withdrawal.  Estimated time required: 30 min  Estimated filing fee: \$12	<ul style="list-style-type: none"><li>• Consent in writing of other party/ parties (if applicable) ConsenttoWithdrawal_Template (DOC, XXkb)</li></ul>

**Proceed to Notice of Withdrawal for Summons** 1

DIVORCE E-SERVICES / FILING / NOTICE OF WITHDRAWAL FOR SUMMONS

## Notice of Withdrawal for Summons

Please enter the Summons Number and answer the following questions to check the validity of the case and whether you are allowed to file the Notice of Withdrawal.

Summons Number \*  
Nombor Saman

OS-2022-000298/S001] 2a

**Submit** 2b

The Summons Number is valid. You have Case Access. You may proceed to the Notice of Withdrawal 3

[Back to Divorce E-services](#) **Proceed** 4

### Important Notes

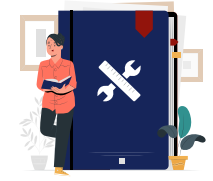
5a

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice of Withdrawal is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. If the the Originating Summons has been served, you will need to serve the Notice of Withdrawal on the Defendant/ other party.
5. Your case/application will be processed within 3 working days.

5c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 5b

[Back to Divorce E-services](#) **Agree and Proceed** 6

# Filing Court Documents – Filing Notice of Withdrawal



## Notice of Withdrawal for Summons (2 of 2)

- 7 Click on the **'Preview'** button.
- 8 Read through and check that **Plaintiff's, Defendant's** and **Intervener's** (if any) **Details** are correct.
- 9 Select the **'Yes'** or **'No'** radio buttons and proceed to the subsequent steps:
  - **Yes** – Continue to Step 10.
  - **No** – Continue to Step 11.
- 10 Click on **Choose File** to upload the consent of the Defendant to the Withdrawal.
- 11 a) Verify **Notice #1**.  
b) Click on the **'Preview'** button.
- 12 a) Verify **information**.  
b) Click on **'Submit'** to proceed.
- 13 a) **Select the checkbox** to confirm the declaration.  
b) Click the **'Make Payment'** button to proceed.

Proceed to **Payment** section to complete the payment process.

# Filing Court Documents – Filing Notice of Withdrawal



## Payment

- 1 Verify **breakdown of fees** for Notice of Withdrawal of Originating Summons/Summons.
- 2 Select **Payment Mode** and answer the related follow-up questions.
- 3 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button.
  - b) **'eNETS/Credit Card'** – **'Submit'** button.
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a *SingPass*, *CorpPass* or *SYCPass* user.
- 4 A successful payment will display a **Case ID**, **Payment Advice Number**, and **Payment Status**.


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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000449

**1** Breakdown of Fees  
Butiran Yuran  
- Notice of Withdrawal: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$12

Payment Mode  
Cara Pembayaran  
 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 Declaration](#)

[Verify Payment](#)

**3a**

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 Declaration](#)

[Submit Request for Fee Waiver](#)

**3c**

Payment Mode  
Cara Pembayaran  
 PayNow  eNETS / Credit Card  Request for Fee Waiver

Reason for request for fee waiver   
Sebab bagi permohonan pengeneplan yuran

Grant of Aid

### Submitted!

Case ID: OS-2022-000157  
Your Payment Advice Number: PM-2022-000501  
Payment Status: Waived  
An acknowledgement with a copy of submission has been sent to:

Your document will be processed within X working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

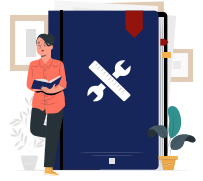
[Save as PDF](#)

[Back to Dashboard](#)

**4**

# Filing Court Documents – Filing Amended Case Statement

SYC



[Return to Agenda](#)

- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on the '**Divorce E-Services**' button.
- 3 a) On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**'.  
b) Select '**File Court Documents**'.
- 4 a) Click on '**Amended Case Statement**'.  
b) Read through the **Description** and **Documents Required**.
- 5 Click on '**Proceed to Amended Case Statement**' button to proceed.
- 6 a) Key in the **Originating Summons Number**.  
b) Click on '**Submit**' button.
- 7 A correct Originating Summons Number will display this **success message**.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

Search

**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 a Request (Praecipe)

### Amended Case Statement

**Description**

To be filed when there is an amended case statement by party who commences divorce proceedings (called the Plaintiff).

Estimated time required: 30 min

Estimated maximum filing fee for Plaintiff: \$12

**Documents Required (Soft copies for upload)**

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where the Plaintiff has changed his/her name)
- Marriage/Revocation Certificate

[View full list](#)

**Proceed to Amended Case Statement**

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Amended Case Statement.

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-000330

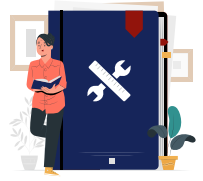
**Submit**

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

✓ The Originating Summon Number is valid. You have case access. You may proceed to file the Amended Case Statement.

# Filing Court Documents – Filing Amended Case Statement

SYC



[Return to Agenda](#)

- 8 Select the **'Yes'** or **'No'** radio buttons.  
*If you selected 'Yes', proceed to answer the subsequent questions.*
- 9 Click on the **Proceed** button.
- 10 a) Read through the **Important Notes**.  
b) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.  
c) Tick on the **checkbox** to agree.
- 11 Click on the **'Agree and Proceed'** button to proceed.

The Originating Summons Number is valid. You have case access. You may proceed to file Amended Case Statement.

Has the Case Statement been served? \*  
Adakah Pernyataan Kes telah diserahkan?

Yes  No 8

[Back to Divorce E-Services](#) [Proceed](#) 9

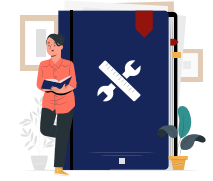
**Important Notes** 10a

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Amended Case Statement is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. You will need to serve the Amended Case Statement on the Defendant.

10c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 10b

[Back to Divorce E-Services](#) [Agree and Proceed](#) 11

# Filing Court Documents – Filing Amended Case Statement



## Section 1 (Plaintiff)

- 12 a) Verify that **Plaintiff's Details** are accurate.  
b) Indicate in the **checkbox** if Plaintiff has changed name.
- 13 a) Key in **Plaintiff's new full name**.  
b) Click on '**Choose File**' button to upload the **Deed Poll**.
- 14 a) Indicate in the **checkbox** to amend other particulars relating to the Plaintiff (if any).  
b) Complete the **subsequent fields**.
- 15 Click on '**Next: 2. Defendant**' to continue.

<b>Full Name (As per ID) *</b> Nama Penuh (seperti di Kad Pengenalan)	<b>Alias (Optional)</b> Alias (Jika ada)
<input type="text" value="Ervira"/>	<input type="text" value="Ervira"/>
<b>ID Type *</b> Jenis Pengenalan	<b>ID No. *</b> Nombor Kad Pengenalan
<input type="text" value="SG Pink"/>	<input type="text" value="S3002375G"/>
<b>Citizenship *</b> Kewarganegaraan	<b>Age</b> Umur
<input type="text" value="Singapore Citizen"/>	<input type="text" value="22"/>
<input checked="" type="checkbox"/> The Plaintiff has changed his/her name	

**New Full Name (as per ID) \***  
Nama Penuh Baru (seperti di Kad Pengenalan)

**Please upload the Deed Poll**  
Sila muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here

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

I want to amend Plaintiff's particulars

<b>Religion *</b> Agama	<b>Educational Level *</b> Peringkat Pendidikan
<input type="text" value="Islam"/>	<input type="text" value="Master's and Doctorate or Equivalent"/>

**Employment Information**

**Occupation \***  
Pekerjaan

Next: **2. Defendant**



# Filing Court Documents – Filing Amended Case Statement

SYC



[Return to Agenda](#)

## Section 2 (Defendant)

- 16 a) Verify that **Defendant's Details** are accurate.  
b) Indicate in the **checkbox** if Defendant has changed name.
- 17 a) Key in **Defendant's new full name**.  
b) Click on '**Choose File**' button to upload the **Deed Poll**.
- 18 a) Indicate in the **checkbox** to amend other particulars relating to the Plaintiff (if any).  
b) Complete the **subsequent fields**.
- 19 Click on '**Next: 3. Date and Place of Marriage**' to continue.

Full Name (As per ID) \*  
Nama Penuh (seperti di Kad Pengenalan)

Alias (Optional)  
Alias (Jika ada)

ID Type \*  
Jenis Pengenalan

ID No. \*  
Nombor Kad Pengenalan

The Defendant has changed his/her name

New Full Name (as per ID) \*  
Nama Penuh Baru (seperti di Kad Pengenalan)

Please upload the Deed Poll  
Silalah muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here

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

I want to amend Defendant's particulars

### Employment Information

Occupation \*  
Pekerjaan

Legislators, Senior Officials and Managers

Gross Salary \*  
Gaji Kasar

Monthly  Annual

Amount of Gross Salary (\$) \*  
Jumlah Gaji Kasar (\$)

Next: **3. Date and Place of Marriage**

# Filing Court Documents – Filing Amended Case Statement



[Return to Agenda](#)

## Section 3 (Date and Place of Marriage)

- 20 **Indicate a tick** in the checkbox to make amendments to the section.
- 21 **Insert amendments** to the pre-filled details as needed.
- 22 Click on '**Choose File**' button to upload the **Marriage Certificate/Revocation Certificate**.
- 23 Click on '**Next: 4. Jurisdiction**' to continue.

I want to amend this section 20

**Place of Marriage Registration\*** 21  
Tempat Pendaftaran Perkahwinan  
Singapore

**Marriage Certificate Number\*** ⊕ **Date of Marriage for Current Marriage\***  
Nombor Sijil Pernikahan Tarikh Perkahwinan Bagi Perkahwinan Semasa  
89826125 13/11/2016

Have the Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)?\*  
Pernahkah Plaintiff dan Defendan mendaftarkan perceraian dan mendapatkan Sijil Rujuk dari Pejabat Pendaftaran Pernikahan Orang Islam (ROMM)?  
 Yes  No

## Section 4 (Jurisdiction)

- 24 **Indicate a tick** in the checkbox to make amendments to the section.
- 25 **Insert amendments** to the pre-filled details as needed.
- 26 Click on '**Next: 5. Grounds of Divorce**' to continue.

**Please upload the Marriage Certificate and any supporting documents** ⊕  
Sila muat naikkan Sijil Pernikahan dan Dokumen sokongan anda

⊕ For marriages registered overseas, please provide the foreign marriage certificate with attestation. If the marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of the marriage certificate in the English language.

Drag and drop your document here 22

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

Next: 23  
4. Jurisdiction

I want to amend this section 24

**The Court's Jurisdiction** ⊕ 25  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

**The Court has jurisdiction based on domicile. Choose one of the following:**  
Mahkamah mempunyai bidang kuasa berdasarkan domisil. Sila pilih salah satu yang berikut:

The Plaintiff is a Singapore citizen  
 The Defendant is a Singapore citizen  
 Both the Plaintiff and the Defendant are Singapore citizens  
 Neither the Plaintiff nor the Defendant is a Singapore citizen

**State reasons for which the Court has jurisdiction based on domicile**  
Nyatakan sebab-sebab Mahkamah mempunyai bidang kuasa berdasarkan domisil

Normal ⌵ **B** *I* U ⊗ ” ‹ › ≡ ≡ x<sub>2</sub> x<sup>2</sup> ≡ ≡ ⬆ ⬇ **A**

Sans Serif ⌵ ≡ *I<sub>x</sub>*

Enter text

Next: 26  
5. Grounds of Divorce

# Filing Court Documents – Filing Amended Case Statement



## Section 5 (Grounds of Divorce)

- 27 a) Indicate in the **checkbox** to amend the section (if any).
- b) Complete the **subsequent fields**.

- 28 Click on '**Next: 6. Child(ren)**' to continue.

## Section 6 (Child(ren))

- 29 Indicate in the **checkbox** to amend the section (if any). Complete the **subsequent fields**.

- 30 To edit details for each child:
  - a) Click on the **3 dots** under '**More Options**' and select '**Edit**' or
  - b) Click on the '**Add Child**' button.

- 31 Click on '**Next: 7. Related Court Proceedings**' to continue.

## Section 7 (Related Court Proceedings)

- 32 a) Indicate in the **checkbox** to amend the section (if any).
- b) Complete the **subsequent fields**.

- 33 Click on '**Next: 8. Relief Claimed**' to continue.

I want to amend this section **27a**

**Has the Plaintiff pronounced talak on the Defendant? \***  
Adakah talak telah dilafazkan oleh Plaintiff?  
 Yes  No **27b**

**Grounds for applying for divorce**  
Sebab-sebab memohon perceraian

Normal **B I U** **¶** **↔** **≡** **≡** **x<sub>2</sub>** **x<sup>2</sup>** **≡** **≡** **↶** **A** **🔗**  
Sans Serif **=** **I<sub>x</sub>**

CERAI TAKLIK

**Next: 28**  
6. Child(ren) >

I want to amend this section **29**

Select/click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate  
Pilih/klik nama anak untuk berikan perincian mengenai anak tersebut. Jika anak tersebut telah meninggal dunia, sila lampirkan sijil kematian

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
✓ 1	<a href="#">RAHEEM STERLING</a>	SG PINK	T2370023E	18/10/2018	Male	<b>30a</b> Edit

**Add Child** **30b**

**Next: 31**  
7. Related Court Proceedings >

I want to amend this section **32a**

**Bankruptcy Status**

**Is the Plaintiff an undischarged bankrupt? \***  
Adakah Plaintiff seorang bankrap/muflis yang belum lepas?  
 Yes  No

**Are there any pending bankruptcy proceedings against the Plaintiff? \***  
Adakah sebarang prosiding kemufilsan terhadap Plaintiff pada masa ini?  
 Yes  No

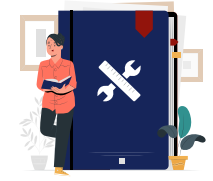
**Other Court Proceedings**

**Does the Plaintiff have any other Court proceedings in Singapore/elsewhere with reference to the marriage, or to any children of the parties, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both the Plaintiff and the Defendant? \***  
Adakah Plaintiff sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau mengenai anak-anak kedua pihak? Adakah sebarang prosiding Mahkamah antara Plaintiff dan Defendant mengenai pembiayaan nafkah atau melibatkan hartanah atau kedua-duanya?  
 Yes  No

**Next: 33**  
8. Relief Claimed >

# Filing Court Documents – Filing Amended Case Statement

SYC



[Return to Agenda](#)

## Section 8 (Relief Claimed)

- 34 a) Indicate in the **checkbox** to amend the section (if any).  
b) Complete the **subsequent fields**.
- 35 Click on the '**Preview**' button to continue.

Amend Relief Claim 34c

a) That the marriage be dissolved.

b) That the Defendant pays nafkah iddah for the period of iddah. ⓘ 34b

**Amount of Nafkah Iddah per month (\$) \***  
Jumlah nafkah iddah setiap bulan (\$)

c) That the Defendant pays mutaah for the duration of marriage. ⓘ

[Back to Filing of Amended Case Statement](#) [Save as Draft](#) [Preview](#) 35

## Preview Mode

- 36 a) Read through **details**.  
b) Click on the '**Submit**' button to proceed.

Does the address contain Level no. and/or Unit no.? 36a  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes

Blk/House No. No. Blok/No. Rumah	Level No. No. Aras	Unit. No. No. Unit
450	11	11

Street Name  
Nama Jalan  
ALEXANDRA ROAD

Building Name (Optional)  
Nama Bangunan (Jika ada)

Next: **2. Defendant** >

[Back to Edit](#) [Submit](#) 36b

## Declare

- 37 a) Select the **checkbox** to confirm the declaration.  
b) Click the '**Make Payment**' button to proceed.

Case ID: OS-2022-000156 - Amendment Status: Draft

Amended Case Statement  Preview  3 Declare  4 Make Payment  5 Complete

I declare that the information provided in this form is true and correct. 37a

[Back to Preview](#) [Make Payment](#) 37b

# Filing Court Documents – Filing Amended Case Statement

SYC



[Return to Agenda](#)

## Payment

- 31 Verify **breakdown of fees** for Filing Amended Case Statement.
- 32 Select **Payment Mode** and answer the related follow-up questions.
- 33 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button.
  - b) **'eNETS/Credit Card'** – **'Submit'** button.
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 34 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status**.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000506


31

Breakdown of Fees  
Butiran Yuran  
- Filing fee for Amended Case Statement: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$12

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver 32



33a

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.


33c

[Back to Declaration](#) [Verify Payment](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date  Month  Year

Email (Optional)  33b

[Submit](#) [Cancel](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Reason for request for fee waiver   
Sebab bagi permohonan pengeneplan yuran

Grant of Aid

33c

[Back to Declaration](#) [Submit Request for Fee Waiver](#)

Submitted!

34

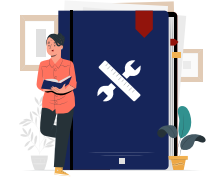
Case ID: OS-2022-000345  
Your Payment Advice Number: UPM-2022-001061  
Payment Status: Waived  
An acknowledgement with a copy of submission has been sent to: asda@ddd.com.

Your document will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.

[Save as PDF](#) [Back to Dashboard](#)

# Filing Court Documents – Filing Affidavit/Other Documents

SYC



[Return to Agenda](#)

- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on the '**Divorce E-Services**' button.
- 3 a) On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**'.  
b) Select '**File Court Documents**'.
- 4 Click on '**Affidavits/Other Documents**' and read through the **Description** and **Documents Required**.
- 5 Click on '**Proceed to File Affidavit/Other Documents**' button to proceed.
- 6 a) Select the type of case '**Originating Summons**' or '**Summons**' in which you would like to file the affidavit.  
b) Click on the '**Proceed**' button.
- 7 Key in the **Originating Summons Number** and click on the '**Submit**' button.
- 8 A correct Originating Summons Number will display this **success message**.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

Search

Divorce E-Services

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

Start a New Case

Court Documents

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

File Summons

File a Request (Praecepte)

### Affidavits/Other Documents

Description

To file an affidavit/other documents.

Estimated time required: 15 mins

Filing fee: \$12

Documents Required (Soft copies for upload)

- Completed and affirmed Affidavit in PDF format in the applicable template (If any). Please click [here](#) to download the template.

Proceed to File Affidavit/Other Documents

Before you proceed to file the Affidavit, please answer the following question.

Select the case in which you would like to file the Affidavit

Pilih kes berkaitan dengan Affidavit yang anda ingin failkan

Originating Summons

Select

Originating Summons

Summons

Back to Others E-services

Proceed

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Amended Case Statement.

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-000330

Submit

Back to Divorce E-Services

Proceed

The Originating Summons Number is valid. You have case access. You may proceed to file for Affidavits for the case.

# Filing Court Documents – Filing Affidavit/Other Documents



- 9 a) Read through the **Important Notes**.
  - b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
  - c) Tick on the **checkbox** to agree.
- 10 Click on '**Agree and Proceed**' button to proceed.
  - 11 Click on '**Choose File**' button to upload the required document.
  - 12 Select from the drop-down menu the **Type of Document**.  
For **other documents**, select '**Other Affidavit**'.
  - 13 Click on '**Preview**' button to continue.

DIVORCE E-SERVICES / FILING OF COURT DOCUMENTS (AFFIDAVIT) / AFFIDAVIT

## Affidavit

9a **Important Notes**

**Pre-Requisites**

- I will prepare my own Affidavit.
- I have completed the Affidavits with all the required information.
- I have printed and affirmed the Affidavit before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit.

1. This service will take you approximately 5 minutes to complete.

2. The filing fee for each Affidavit is \$12.

9c  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 9b

[Back to Filing of Court Documents \(Affidavit\)](#) [Agree and Proceed](#) 10

---

1 Affidavit — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete

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

**Affidavit #1**

Please upload the affirmed Affidavit  
Sila muat naik Affidavit yang telah disahkan

Drag and drop your document here

[Choose File](#) 11

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

For Testing.pdf

Type of Document  
Jenis Dokumen

12

Please Select Description  
Affidavit-in-Support  
Affidavit Consent in Summons  
Supplementary Affidavit  
Affidavit of Service  
Affidavit in Reply  
Other Affidavit  
Affidavit on Parenting Plan/Split Care and Control  
Affidavit of Evidence in Chief  
Affidavit of Foreign Marriage

[Add Affidavit](#)

---

[Back to Filing of Court Documents \(Affidavit\)](#) [Preview](#) 13

# Filing Court Documents – Filing Affidavit/Other Documents



- 14 Fill in the **Deponent's name**.  
Deponent is the person who is giving the testimony in the sworn Affidavit and affirming the Affidavit.

For **other documents**, fill in the name of the document.

- 15 Click on '**Complete**' button to proceed.

## Declare

- 16 a) Select the **checkbox** to confirm the declaration.  
b) Click the '**Make Payment**' button to submit the filing of the Affidavit/Other Document.

**Affidavit #1**

Please upload the affirmed Affidavit  
Sila muat naik Ahdavit yang telah disahkan

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

**For Testing.pdf**

Type of Document  
Jenis Dokumen

Affidavit Consent

Please enter the Deponent's Name(s)

Add Affidavit

Back to Edit Complete

Case ID: OS-2022-000003 Status: Draft

1 Affidavit 2 Preview 3 Declare 4 Make Payment 5 Complete

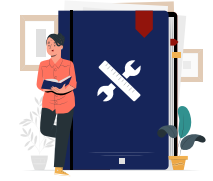
I declare that the information provided in this form is true and correct.

Back to Preview Make Payment



# Filing Court Documents – Filing Affidavit/ Other Documents

SYC



[Return to Agenda](#)

## Payment

- 17 Verify **breakdown of fees** for Filing Affidavit / Other Documents.
- 18 Select **Payment Mode** and answer the related follow-up questions.
- 19 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button
  - b) **'eNETS/Credit Card'** – **'Submit'** button
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 20 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status**.

- Please note that payment will be made to Ministry of Culture, Community & Youth.  
- You must click on the 'Verify Payment' button at the bottom of the page once you have completed your PayNow payment transaction on your banking app.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2023-008226

17

Breakdown of Fees  
Butiran Yuran


- Filing fee for Affidavit Consenting to Summons #1: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$12

18

Payment Mode  
Cara Pembayaran

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.


19a

[Back to Declaration](#) [Verify Payment](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CV2

Expiry Date  Month  Year

Email (Optional)

19b [Submit](#) [Cancel](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Reason for request for fee waiver ©  
Sebab bagi permohonan pengeneplan yuran

Grant of Aid

[Back to Declaration](#) [Submit Request for Fee Waiver](#) 19c

Submitted!

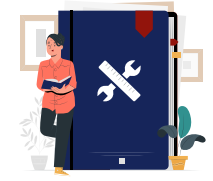
20

Case ID: OS-2022-00157  
Your Payment Advice Number: PM-2022-000501  
Payment Status: Waived  
An acknowledgement with a copy of submission has been sent to:

Your document will be processed within X working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

[Save as PDF](#) [Back to Dashboard](#)

# Filing of Summons – Application to be Joined as an Intervener



- 1 Navigate to the **Divorce** tab on your Dashboard.
  - 2 Click on '**Divorce E-Services**' button.
  - 3 a) On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**'.  
b) Select '**File Summons**'.
  - 4 a) Click on '**Application to be Joined as an Intervener**'.  
b) Read through the **Description and Documents Required**.
  - 5 Click on '**Proceed to Application to be Joined as an Intervener**' button to proceed.
  - 6 a) Key in the **Originating Summons Number**.  
b) Click on the '**Submit**' button.
- If you do not have case access –**
- c) Key in the **ID Nos. of the Plaintiff and the Defendant**.
  - d) Click on the '**Submit**' button.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case Search case by Case ID (i.e. OS-XXXX-XXXXX) **Divorce E-Services** 2

Completed Case

Court File

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

Start a New Case

- I want to.. for Case with Originating Summons Number** 3a
- File Court Documents
- Serve Originating Summons for Divorce
- File Summons** 3b
- Praecipe (Request)
- Submit Registry Request
- Submit Correspondence

**Application to be Joined as an Intervener** 4a

**Description**

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

**Documents Required (Soft copies for upload)** 4b

- Affidavit-in-Support
- Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat

Estimated time required: 30 min

Filing fee: \$16

Filing fee for Affidavit-in-Support per document: \$12

**Proceed to Application to be joined as an Intervener** 5

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (APPLICATION TO BE JOINED AS AN INTERVENER)

## Filing of Summons (Application to be Joined as an Intervener)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to be joined as an Intervener.

Originating Summons Number \* 6a

Nombor Saman Pemula

OS-2022-000298 6a **Submit** 6b

1 The Originating Summons Number is valid. You do not have case access. Please provide the Plaintiff and Defendant's ID Numbers used in these proceedings, to be allowed to file the Application to be Joined as an Intervener

Plaintiff's ID No. 6c

Plaintiff's ID No.

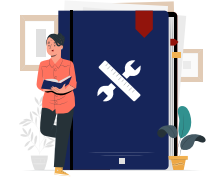
S9125321F

Defendant's ID No. 6d

Defendant's ID No.

REGID09021123 **Submit**

# Filing of Summons – Application to be Joined as an Intervener



- 7 Select the **case(s)** for which to file the **Application to be Joined as an Intervener**.
- 8 Indicate **'Yes'** or **'No'** in the radio button and answer the subsequent questions.
- 9 Click on the **'Proceed'** button.
- 10 a) Read through the **Important Notes**.  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 11 Click on the **'Agree and Proceed'** button to continue.

Please select for which case(s) you would like to file the Application to be joined as an Intervener  
Sila pilih kes-kes yang anda ingin fallkan permohonan untuk disertakan sebagai Intervener

- OS-2022-000184: Originating Summons for Divorce
- OS-2022-000184/S003:Form 30 - Application for Leave Under Section 35A (Leave/ Commence)
- OS-2022-000184/S002:Form 29 - Application to be joined as Intervener
- OS-2022-000184/S001:Form 24 - Application for Discovery

Are you filing the application on behalf of an existing party for whom you have filed a Notice of Appointment?  
Adakah anda sedang memfallkan permohonan bagi pihak yang sedia ada dan yang telah anda memfallkan Notis Pelantikan?

Yes  No

Are you filing a Provisional Grant of Aid/Grant of Aid?  
Pemfallan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?

Yes  No

Type of Grant \*  
Jenis Geran

Provisional Grant of Aid

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

**Important Notes**

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application to be Joined as an Intervener) is \$16; and for each Affidavit is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. 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](#)

**1. Summons (Application to be Joined as an Intervener)**

Description	Documents Required (Soft copies for upload)
To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.  Estimated time required: 30min Estimated filing fee: \$16	N/A

[Proceed to Summons \(Application to be Joined as an Intervener\)](#)

**Important Notes**

1. This service will take you approximately 20 minutes to complete.
2. The filing fee for Summons (Application to be Joined as an Intervener) is \$16.
3. Your case/application will be processed within 3 working days.

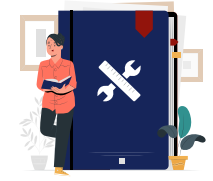
I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

[Back to Filing of Summons \(Application to be Joined as an Intervener\)](#) [Agree and Proceed](#)

## Section 1 (Summons - Application to be Joined as an Intervener)

- 12 a) Read through **Description**  
b) Click on **'Proceed to Summons (Application to be Joined as an Intervener)'** button.
- 13 a) Read through the **Important Notes**  
b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
c) Tick on the **checkbox** to agree.
- 14 Click on the **'Agree and Proceed'** button to continue.

# Filing of Summons – Application to be Joined as an Intervener



## Section 1 (Summons - Application to be Joined as an Intervener) - continued

- 15 Indicate 'Yes' or 'No' in the radio button.
- 16 a) Click on 'Add Intervener' button.  
b) Complete Intervener's Details.
- 17 Click on 'Save' button to proceed.
- 18 Depending on which radio button you selected in Step 15, the following fields will be shown to you:
  - a) 'Yes' – Standard Orders will be auto-populated.
  - b) 'No' – Key in the non-standard orders to be made.
- 19 Click on 'Preview' button to proceed.

Do you want to use the standard orders? \*   
 Adakah anda ingin menggunakan perintah mahkamah

Yes  No 15

**Add Intervener** 16b

Please add and furnish the details of Intervener   
 Sila tambah dan berikan perincian

S/N

**Add Intervener** 16a

Full Name (as per ID) \*   
 Nama Penuh (seperti di Kad Pengenalan)

MARY JANE BINTI IRWANSYAH

Alias (Optional)   
 Alias (Jika ada)

Enter Text

ID Type \*   
 Jenis Pengenalan

SG PINK

ID No. \*   
 No. Kad Pengenalan

T9862850E

Email Address \*   
 Alamat emel

maryjaneT9862850E@email.com

Location   
 Lokasi

Local  Overseas

Postal Code   
 Poskod

119960 Retrieve Address

Does the address contain Level no. and/or Unit no.?   
 Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No

Blk/House No. No. Blok/No. Rumah	Level No. No. Aras	Unit No. No. Unit
450	12	11

Street Name   
 Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)   
 Nama Bangunan (Jika ada)

Enter Text

Cancel Save 17

### Order #2

That the title of the Originating Summons/Summons be amended by adding the said person(s) as Intervener(s).

### Order #3

That the said person(s) be at liberty to file an affidavit within 3 weeks from the date of this order.

### Order #4

That the costs of this application be provided for.

### Order #2

[Delete](#)

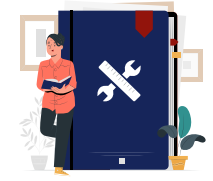
Normal **B I U G** Sans Serif

Non-Standard Order sample - please stated here!

**Add Order**

[Back to Filing of Summons \(Application to be Joined as an Intervener\)](#) [Save as Draft](#) **Preview** 19

# Filing of Summons – Application to be Joined as an Intervener



## Section 1 (Summons - Application to be Joined as an Intervener) - continued

- 20 a) Read through **details**
- b) Click on **'Complete'** button to verify that all information is accurate.
- 21 **Select the checkbox** to confirm the declaration and click the **'Complete'** button.
- 22 Click on **'Complete & Back to Filing of Summons (Application to be Joined as an Intervener)'** button to continue.

Order #1

That the following person(s) be added as Intervener(s) in these proceedings:

- OS-2022-000298: Originating Summons for Divorce
- OS-2022-000298/S003: Form 10 - Application to Vary Order of Court
- OS-2022-000298/S001: Form 29 - Application to be joined as intervener
- OS-2022-000298/S002: Form 29 - Application to be joined as intervener

Please add and furnish the details of Intervener(s)  
Sila tambah dan berikan perincian

Intervener #1	
Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan) MARY JANE BINTI IRWANSYAH	Alias Alias
ID Type Jenis Pengenalan SG Pink	ID No. No. Kad Pengenalan T9862850E

Order #2  
That the title of the Originating Summons/Summons be amended by adding the said person(s) as Intervener(s).

Order #3  
That the said person(s) be at liberty to file an affidavit within 3 weeks from the date of this order.

Order #4  
That the costs of this application be provided for.

[Back to Edit](#) [Complete](#)

Case ID: OS-2022-000295 Status: Draft

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct.

[Back to Preview](#) [Complete & Back to Filing of Summons \(Application to be Joined as an Intervener\)](#)

2. Affidavit-in-Support

Description	Documents Required (Soft copies for upload)
To file the Affidavit-in-Support Estimated time required: 10min Estimated filing fee: \$12	Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

[Proceed to Affidavit-in-Support](#)

### Important Notes

**Pre-Requisites**

- I have downloaded a template of the [Affidavit-in-Support of Summons to be Joined as Intervener](#) (DOC) or I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.  
2. The filing fee for each Affidavit-in-Support is \$12.

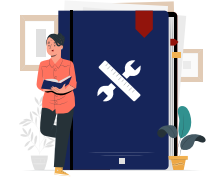
I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

[Back to Filing of Summons \(Application to be Joined as an Intervener\)](#) [Agree and Proceed](#)

## Section 2 (Affidavit-in-Support)

- 23 a) Scroll down to **'2. Affidavit-in-Support'**, read through **Description /Documents Required**
- b) Click on **'Proceed to Affidavit-in-Support'** button.
- 24 **Indicate a tick** in the checkboxes to confirm that **Pre-Requisites** have been met.
- 25 a) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
- b) Tick on the **checkbox** to agree.
- 26 Click on **'Agree and Proceed'** button to continue.

# Filing of Summons – Application to be Joined as an Intervener



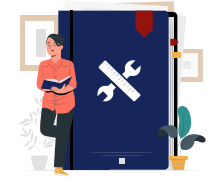
## Section 2 (Affidavit-in-Support) - continued

- 27 a) Click on **'Choose File'** button to upload the completed affirmed **Affidavit-in-Support**
- b) Choose the **Document Type** from the drop-down menu.
- 28 a) Key in **Deponent's Name**.
- b) Click on **'Add Affidavit-in-Support'** button to add another Affidavit-in-Support (if any).
- 29 Click on **'Preview'** button to proceed.
- 30 a) Read through **details**.
- b) Click on **'Complete & Back to Filing of Summons (Application to be Joined as an Intervener)'** button to confirm that all information is accurate.

## Section 3 (Affidavit Consenting to Summons)

- 31 Scroll down to **'3. Affidavit Consenting to Summons'**, indicate **'Yes'** or **'No'** in the radio buttons and proceed with the following steps:
  - a) Yes – Click on **'Proceed to Affidavit Consenting to Summons'** button.
  - b) No – Proceed to [Section 4 \(Notice of Appointment of a Solicitor\)](#) (if required).
- 32 **Indicate a tick** in the checkboxes to confirm that **Pre-Requisites** have been met.
- 33 a) Click on the **links** for [Privacy Statement](#) and [Terms of Use](#) to read each item.
- b) Tick on the **checkbox** to agree.
- 34 Click on **'Agree and Proceed'** button to proceed.

# Filing of Summons – Application to be Joined as an Intervener



## Section 3 (Affidavit Consenting to Summons) - continued

- 35 a) Click on '**Choose File**' button to upload the completed **Affidavit Consenting to Summons**.
- b) Choose the **Document Type** from the drop-down menu.
- 36 a) Key in **Deponent's Name**.
- b) Click on '**Add Affidavit Consenting to Summons**' button to add any (if required).
- 37 Click on '**Preview**' button to proceed.
- 38 a) Read through **details**.
- b) click on '**Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**' button to confirm that all information is accurate.

Affidavit Consenting to Summons #1

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

Drag and drop your document here 35a

Choose File

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

PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue(006).pdf

Type of Document  
Jenis Dokumen

Affidavit-Consent 35b

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

Jane Smith 36a

Add Affidavit Consenting to Summons 36b

Back to Filing of Summons (Application to be Joined as an Intervener) Save as Draft Preview 37

## Section 4 (Notice of Appointment of a Solicitor)

This section is only applicable to **Lawyers** (if required).

- 39 a) Scroll down to '**4. Notice of Appointment of Solicitor**', read through **Description**
- b) Click on '**Proceed to Notice of Appointment of Solicitor**' button.
- 40 a) Read through the **Important Notes**.
- b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
- c) Tick on the **checkbox** to agree.
- 41 Click on '**Agree and Proceed**' button.

Case ID: OS-2022-000166 Status: Incomplete

1 Affidavit-in-Support 2 Preview & Save

- Before submission, please verify all the details in the completed form are accurate.

Affidavit Consenting to Summons #1

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

PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue(006).pdf

File Description  
Affidavit Consenting to Summons

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

Jane Smith

Back to Edit Complete & Back to Filing of Summons (Application to be Joined as an Intervener) 38b

### 4. Notice of Appointment of Solicitor

Description	Documents Required (Soft copies for upload)
For lawyer to file Notice of Appointment of Solicitor.	N/A
Estimated time required: 30min	
Estimated filing fee: \$12	

Proceed to Notice of Appointment of Solicitor 39b

### Important Notes

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice of Appointment of Solicitor (Form 47) is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card.
4. If you are filing with the Provisional Grant of Aid/Grant of Aid, you will be informed if the fee waiver request approved or rejected before the documents are processed.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 40b

Back to Filing of Summons (Application to be Joined as an Intervener)

Agree and Proceed 41

# Filing of Summons – Application to be Joined as an Intervener



## Section 4 (Notice of Appointment of a Solicitor) - continued

This section is only applicable to **Lawyers** (if required).

42 Key in **Lawyer's Details** and **Law Firm's Details**.

43 (If applicable) Click on '**Next: 2. Provisional Grant of Aid/Grant of Aid**' to continue.

44 Click on '**Choose File**' button to upload the **PGA/GA**.

45 Specify the **Start Date** and **End Date** of the PGA.

46 Click on '**Preview**' button to proceed.

47 a) Read through **details**  
b) Click on '**Submit**' button to proceed.

48 a) Select the **checkbox** to confirm the declaration.  
b) Click the '**Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**' button.

### Lawyer's Details

**Lawyer's Full Name (as per ID) \***  
Nama penuh peguam (seperti di Kad Pengenalan atau ID)  
JAMES GRANT

**Lawyer's Practising Certificate Number \***  
Nombor Sijil Amalan Peguam  
8181717

**Lawyer's Office Phone Number \***  
Nombor Telefon Pejabat Peguam  
Singapore 81717666

**Lawyer's Email Address \***  
Alamat Emel Peguam  
jm23@email.com

**Lawyer's Office Fax Number (Optional)**  
Nombor Faks Pejabat Peguam (tidak diwajibkan)  
Please S Enter Fax Number...

### Law Firm's Details

**Name of Law Firm \***  
Nama firma guaman  
JAMES GRANT AND PARTNERS LLC

**UEN \***  
No. UEN  
201700533M

Next: **2. Provisional Grant of Aid**

Please upload the Provisional Grant of Aid  
Sila muat naik Geran Bantuan Sementara

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

**Start Date \*** **End Date \***  
Bermula dari tarikh Hingga ke tarikh

Previous:  
1. OS-2022-000184: Originating Summons for Divorce

Back
Save as Draft
Preview

### Law Firm's Address

1. OS-2022-000184: Originating Summons for Divorce

Postal Code  
Postkod  
119960

2. Provisional Grant of Aid

Does the address contain Level no. and/or Unit no.?  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?  
Yes

<b>Blk/House No.</b> No. blok/rumah	<b>Level No.</b> No. Aras	<b>Unit No.</b> No. Unit.
450	11	11

**Street Name**  
Nama Jalan  
ALEXANDRA ROAD

**Building Name (Optional)**  
Nama Bangunan (Jika ada)

This document will need to be served on:  
Penyerahan dokumen ini harus dilakukan ke atas:

The Defendant's Intervener/Intervener's lawyer's Address (Optional)  
Alamat pihak Defendan Intervener/ peguam bagi Intervner (Jika ada)

Back to Edit
Submit

Case ID: OS-2022-000184 Status: Draft

Notice of Appointment of Solicitor

Preview

3 Complete

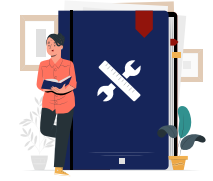
I declare that the information provided in this form is true and correct.

Back to Preview
Complete & Back to Filing of Summons (Application to be Joined as an Intervener)

96



# Filing of Summons – Application to be Joined as an Intervener



## Payment

- 49 Verify **breakdown of fees** for Filing Application to be Joined as Intervener.
- 50 Select **Payment Mode** and answer the related follow-up questions.
- 51 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow' – 'Verify Payment'** button.
  - b) **'eNETS/Credit Card' – 'Submit'** button.
  - c) **'Request for Fee Waiver' – 'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 52 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status.**

Case ID: OS-2022-000166 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000561


Breakdown of Fees  
Butiran Yuran

- Filing fee for Summons (Application to be Joined as an Intervener): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$28

Payment Mode  
Cara Pembayaran

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 Summons & Affidavit](#) [Verify Payment](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CW2

Expiry Date  Month  Year

Email (Optional)

[Submit](#) [Cancel](#)

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

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

[Back to Declaration](#) [Submit Request for Fee Waiver](#)

Submitted!

Case ID: OS-2022-000295

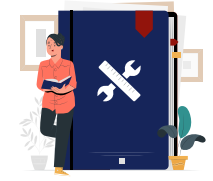
Your Payment Advice Number: PM-2022-000505

Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: [fsfs@ddsds.com](mailto:fsfs@ddsds.com).

Your document will be processed within X working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

# Application to Vary Court Order under Section 52(6) A of the AMLA



[Return to Agenda](#)

- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on '**Divorce E-Services**' button.
- 3 On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**' and select '**File Summons**'.
- 4 Click on '**Application to Vary Order of Court under Section 52(6) of the AMLA**' and read through the **Description**.
- 5 Click on '**Proceed to Application to Vary Order of Court under Section 52(6) of the AMLA**' button.
- 6 a) Key in the correct **Originating Summons Number**  
 b) Click on '**Submit**'.  
 c) This **success message** will be displayed.
- 7 To select the Order of Court to be varied:
  - a) **Indicate a tick** to select the available **Order of Court** and/or **Other Order of Court**
  - b) **Insert details** for **Other Order of Court** (if required)
  - c) **Click button** to **Add other Order of Court** (if required)
- 8 Specify if you are filing a **Provisional Grant of Aid or Grant of Aid** and the **type of Grant** (for lawyers only).
- 9 Click on '**Proceed**'.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case  Search **Divorce E-Services**

Completed Case

Court File

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

Start a New Case

- I want to..for Case with Originating Summons Number** (3a)
- File Court Documents
- Serve Originating Summons for Divorce
- File Summons** (3b)
- Praecipe (Request)
- Submit Registry Request
- Submit Correspondence

**Application to Vary Order of Court under Section 52(6) of the AMLA** (4)

**Description**

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.

[Read Section 52\(6\) of the AMLA \(Cap 3\)](#)

**Documents Required**

- Affidavit-in-Support
- Documents to be included in the Affidavit-in-Support - For full details, please refer to the [Registrar's Circular\(s\)](#) on Supporting Affidavits for Specific Applications

View full list >

Estimated time required: 30 min

Filing fee for Summons: \$16

Filing fee for Affidavit-in-Support per document: \$12

**Proceed to Application to Vary Order of Court under Section 52(6) of the AMLA** (5)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3).

Originating Summons Number \*  
 Nombor Saman Pemula

(6a) **Submit** (6b)

The Originating Summons Number is valid. You have case access. You may file the Application to Vary Order of Court under Section 52(6) of the AMLA. (6c)

Please select for which Order of Court you would like to file the Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3)  
 Sila pilih kes-kes yang anda ingin permohonan untuk mengemalkan kes yang telah digugurkan.

ORC-2022-000016 (7a)  
 Other Order of Court

**Other Order of Court#1**

Order of Court Number \*  
 Nombor Perintah Mahkamah

(7b)

**Add Other Order of Court** (7c)

**Are you filing a Provisional Grant of Aid/Grant of Aid?** (8)  
 Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?

Yes  No

**Type of Grant \***  
 Jenis Geran

**Back to Divorce E-services** **Proceed** (9)



# Application to Vary Court Order under Section 52(6) A of the AMLA

- 10 a) Read through the **Important Notes**
- b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
- c) Tick on the **checkbox** to agree.
- 11 Click on **'Agree and Proceed'** button to proceed.

**Important Notes**

1. This service will take you approximately 30 minutes to complete.

2. The filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is \$16; and for each Affidavit-in-Support is \$12.

3. Payment can be made via PayNow or eNETS/Credit Card.

4. Your case/application will be processed within 3 working days.

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

## Section 1 (Summons (Application to Vary Order of Court))

- 12 Click on **'Proceed to Summons (Application to Vary Order of Court)'** button to continue.
- 13 a) Read through the **Important Notes**.
- b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
- c) Tick on the **checkbox** to agree.
- 14 Click on the **'Agree and Proceed'** button to continue.
- 15 Click through the following sub-sections to validate their details:
  - a) **'Plaintiff'**
  - b) **'Defendant'**
  - c) **'Intervener'** (if applicable) – click on **Edit** to view details and fill in the subsequent fields.
  - d) **'Orders'** – Click on **Add Paragraph** and fill in the subsequent fields.
- 16 Click on the **'Save'** button.

**1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**

Description	Documents Required
To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.	N/A

[Read Section 52\(6\) of the AMLA \(Cap 3\)](#)

Estimated time required: 30 mins  
 Filing fee: \$XX  
 Filing fee for Affidavit-in-Support per document: \$XX

**Important Notes**

1. This service will take you approximately 10 minutes to complete.

2. The filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is \$16.

3. Your case/application will be processed within 3 working days.

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

1. Plaintiff	<input checked="" type="checkbox"/>	- All fields are mandatory unless otherwise stated. - You may save the form as draft copy for future completion.
2. Defendant	<input checked="" type="checkbox"/>	
3. Intervener	<input checked="" type="checkbox"/>	
4. Orders	<input type="checkbox"/>	

Complete  Incomplete

<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID)	<b>Alias (Optional)</b> Alias (Jika ada)
TAN MING HENG TERENCE	
<b>ID Type</b> Jenis Pengenalan	<b>ID No.</b> Nombor Kad Pengenalan
SG Pink	S9812388A

1. Plaintiff	<input checked="" type="checkbox"/>	- All fields are mandatory unless otherwise stated. - You may save the form as draft copy for future completion.
2. Defendant	<input checked="" type="checkbox"/>	
3. Intervener	<input checked="" type="checkbox"/>	
4. Orders	<input type="checkbox"/>	

Complete  Incomplete

<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID)	<b>Alias (Optional)</b> Alias (Jika ada)
WATTNA TIWARAT	
<b>ID Type</b> Jenis Pengenalan	<b>ID No.</b> Nombor Kad Pengenalan
FIN	F1612351W

1. Plaintiff	<input checked="" type="checkbox"/>	- All fields are mandatory unless otherwise stated. - You may save the form as draft copy for future completion.
2. Defendant	<input checked="" type="checkbox"/>	
3. Intervener	<input checked="" type="checkbox"/>	
4. Orders	<input type="checkbox"/>	

Complete  Incomplete

S/N	Full Name	ID No.	More Options
1	MARC CUCURELLA	T1696785D	<input checked="" type="checkbox"/> Edit
		T3950	

Do you want to use the standard orders? \*  
 Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?  
 Yes  No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

**Order #1**

I am applying to vary the following paragraph(s) of the Order of Court given on 16 May 2018(OS01881) as follow(s):

Please add the details of the order to be varied  
 Please add the details of the order to be varied

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
<input checked="" type="button" value="Add Paragraph"/>		



## Section 1 (Summons (Application to Vary Order of Court)) - continued

- 17 Click on **'Preview'** button.
- 18 a) Read through **sections**.  
b) Click on **'Complete'** button to verify that all information is accurate.
- 19 a) Select the **checkbox** to confirm the declaration.  
b) Click the **'Complete & Back to Filing of Summons (Application to Vary Court Order under Section 52(6) A of the AMLA)'** button to submit.

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
3	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, in culpa qui officia deserunt mollit anim id est laborum

- 1. Plaintiff
- 2. Defendant
- 3. Intervener
- 4. Orders

Complete  Incomplete

Full Name (as per ID)  Alias (Optional)

ID Type  ID No.

Summons  Preview  3 Declare & Save

I declare that the information provided in this form is true and correct.

## Section 2 (Summons (Application to Vary Order of Court))

- 20 Click on **'Proceed to Affidavit-in-Support'** button to proceed.
- 21 **Indicate a tick** in the checkboxes to confirm that **Pre-Requisites** have been met.
- 22 a) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
b) Tick on the **checkbox** to agree.
- 23 Click on **'Agree and Proceed'** button to proceed.

2. Affidavit-in-Support

**Description**  
 To file the Affidavit-in-Support  
 Estimated time required: 10min  
 Estimated filing fee: \$12

**Documents Required (Soft copies for upload)**  
 Title search or HDB print-out showing names of present owner and the flat where proposed Intervener is a co-owner of the flat

**Important Notes**

**Pre-Requisites**

- I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

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



Section 2 (Summons (Application to Vary Order of Court)) - continued

- 24 a) Click on '**Choose File**' button to upload the completed **affirmed Affidavit-in-Support**.
- b) Indicate the **document type**.
- 25 a) Key in **Deponent's Name**.
- b) Click on '**Add Affidavit-in-Support**' button to add any additional Affidavit-in-Support.
- 26 Click on '**Preview**' button to proceed.
- 27 a) Do **read through details**.
- b) Click on '**Complete & Back to Filing of Summons (Application to Vary Court Order under Section 52(6) A of the AMLA)**' button to confirm that all information is accurate.

**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

**Choose File** 24a

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

✕ PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (002).pdf

Type of Document  
Jenis Dokumen

Affidavit-in-Support 24b

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

Beatrice Smith 25a

**Add Affidavit-in-Support** 25b

---

Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)
**Preview** 26

✓ Affidavit-in-Support 2 **Preview & Save**

- Before submission, please verify all the details in the completed form are accurate.

**Affidavit-in-Support #1**

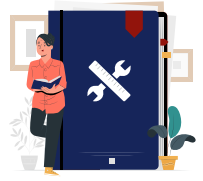
Please upload the affirmed Affidavit-in-Support  
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

[PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(002\).pdf](#) 27a

File Description  
Affidavit-in-Support

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

Back to Edit
**Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)** 27b



## Payment

- 28 Verify **breakdown of fees** for Filing Application to Vary Order of Court.
- 29 Select **Payment Mode** and answer the related follow-up questions.
- 30 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow' – 'Verify Payment'** button.
  - b) **'eNETS/Credit Card' – 'Submit'** button.
  - c) **'Request for Fee Waiver' – 'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 31 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status.**

Case ID: OS-2022-000155 Status: Draft

Summons & Affidavit
  2 Make Payment
 3 Complete

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-001114

Breakdown of Fees  
Butiran Yuran

- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA): \$16
- Affidavit-in-Support #1: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$28

Payment Mode  
Cara Pembayaran

PayNow
  eNETS / Credit Card
  Request for Fee Waiver
 29

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 Summons & Affidavit
Verify Payment 30a

**Payment Mode**  
Cara Pembayaran

PayNow
  eNETS / Credit Card
  Request for Fee Waiver

**Payment Methods**

Name on Card:

Card Number:

CVV/CVV2:

Expiry Date:  Month  Year

Email (Optional):

Submit 30b
Cancel

**Payment Mode**  
Cara Pembayaran

PayNow
  eNETS / Credit Card
  Request for Fee Waiver

**Reason for request for fee waiver** ⓘ  
Sebab bagi permohonan pengeneplan yuran

Grant of Aid

Back to Declaration
Submit Request for Fee Waiver 30c

**Submitted!**

Case ID: OS-2022-000155 31

Your Payment Advice Number: PM-2022-000579

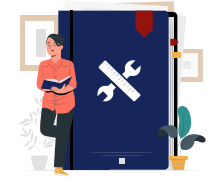
Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: fsfs@ddsds.com.

Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.

# Filing of Summons – Application for Substituted Service and Affidavit

SYC



[Return to Agenda](#)

- 1 Navigate to the **Divorce** tab on your Dashboard.
- 2 Click on '**Divorce E-Services**' button.
- 3 a) On Divorce E-Services page, click on '**I want to ..for Case with Originating Summons Number**'  
b) Select '**File Summons**'.
- 4 a) Click on '**Application for Substituted Service**'  
b) Read through the **section**.
- 5 Click on '**Proceed to Application for Substituted Service**' button to proceed.
- 6 a) Key in the **Originating Summons Number**  
b) Click on the '**Submit**' button.
- 7 Go to **Option C. File Summons (Application for Substituted Service and Affidavit)** button.

Dashboard Inheritance **Divorce** Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

Search

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**

Praecepte (Request)

Submit Registry Request

Submit Correspondence

### Application for Substituted Service

**Description**

If personal service, or service by registered post, of the Originating Summons for divorce is unsuccessful or impossible (such as because your spouse's (Defendant's) whereabouts are unknown), the divorce proceedings must still be brought to your spouse's (Defendant's) notice. This may be done by alternative methods (known as substituted service) such as newspaper advertisement, registered post (without the need for Defendant to return the Acknowledgement of Service) or electronic mail. You may apply to the Court for an order for substituted service. The application is made by filing a summons with a supporting affidavit.

**Document Required**

- Scanned copy in PDF format of the completed Affidavit-in-Support

Estimated time required: 30 min

Filing fee for Summons: \$16

Filing fee for Affidavit-in-Support per document: \$12

**Proceed to Application for Substituted Service**

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to serve the Originating Summons via SYC Portal.

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-00015d

Submit

### C. File Summons (Application for Substituted Service)

#### Description

Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.

If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:

- newspaper advertisement
- registered post (without the need for Defendant to return the Acknowledgement of Service)
- electronic mail

You may apply to the Court for an order for substituted service. The application is made by filing a summons with a [supporting affidavit](#).

**Important:** You should not carry out the substituted service until you have obtained the Order of Court.

Service fee: N/A

**File Summons (Application for Substituted Service)**

# Filing of Summons – Application for Substituted Service and Affidavit



[Return to Agenda](#)

- 8 a) Read through the **Important Notes**.
  - b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
  - c) Tick on the **checkbox** to agree.
- 9 Click on '**Agree and Proceed**' button to proceed.

**Important Notes**

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application for Substituted Service) is \$16; and for each Affidavit-in Support is \$12.
3. You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court.
4. You may find out more about [Service of Originating Summons by Substituted Service](#).

Important: You should not carry out the substituted service until you have obtained the Order of Court.

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

Back to Service of Originating Summons
Agree and Proceed

## Section 1 (Summons (Application for Substituted Service))

- 10 Click on '**Proceed to Summons (Application for Substituted Service)**' button to proceed.
- 11 a) Read through the **Important Notes**.
  - b) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.
  - c) Tick on the **checkbox** to agree.
- 12 Click on '**Agree and Proceed**' button to proceed.
- 13 Indicate a tick in the **checkboxes** to choose **who the documents will be served on** and **the documents to be served**.

**1. Summons (Application for substituted service)**

Description	Documents Required
To file an application for substituted service.	• N/A
Estimated time required: 15 mins	
Filing fee: \$16	

Proceed to Summons (Application for Substituted Service)

**Important Notes**

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Summons (Application for Substituted Service) is \$16.
3. You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court.
4. You may find out more about [Service of Originating Summons by Substituted Service](#).

Important: You should not carry out the substituted service until you have obtained the Order of Court.

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

Back to Filing of Summons (Application for Substituted Service)
Agree and Proceed

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

**Documents will need to be served on \***  
Dokumen perlu diserahkan kepada

Defendant

**Documents to be served \***  
Dokumen yang harus diserahkan

[Case Statement \(Wife\),\(Form 8\),pdf](#) (pdf, 16 KB)  [Acknowledgement of Service](#) (DOCX) KB

[Originating Summons \(Form 6\),pdf](#) (pdf, 16 KB)

[Memorandum of Defence \(Husband\)](#) (DOCX)

Others; please specify

Consent Letter



# Filing of Summons – Application for Substituted Service and Affidavit



## Section 1 (Summons (Application for Substituted Service)) - continued

- 14 Select the **'Yes'** or **'No'** radio buttons, and fill in the subsequent fields:
  - a) **'Yes'** – Indicate the method of service and provide the required details.
  - b) **'No'** – Key in the orders in the text box.
- 15 Click on the **'Preview'** button to proceed.
- 16
  - a) Do **read through details**
  - b) Click on the **'Complete'** button to confirm that all information is accurate.
- 17
  - a) Select the **checkbox** to confirm the declaration.
  - b) Click the **'Complete & Back to Filing of Summons (Application for Substituted Service)'** button.

Do you want to use the standard orders? \*

Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes  No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

**Order #1**

How will the documents be served? \*

Bagaimanakah dokumen akan diserahkan?

By inserting an advertisement

By sending copies of the documents via registered post

By sending an electronic copy of the documents via email

**Order #2**

Such service shall be deemed good and sufficient service of the Originating Summons on the Defendant/Respondent.

[Add Order](#)

Do you want to use the standard orders? \*

Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes  No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

Normal Sans Serif

Non Standard Order Here

[Back to Filing of Summons \(Application for Substituted Service\)](#) [Save as Draft](#) [Preview](#)

Documents will need to be served on

Dokumen perlu diserahkan kepada

Yes

Documents to be served  
Dokumen yang harus diserahkan

- Case Statement (Wife) (Form B).pdf (pdf, 16 KB)
- Memorandum of Defence (Husband) (DOCX)
- Acknowledgement of Service (DOCX)
- Others; please specify  
Consent Letter

Do you want to use the standard orders? \*

Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

**Order #1**

How will the documents be served?  
Bagaimanakah dokumen akan diserahkan?

- By inserting an advertisement

**Publication #1**

Name of Publication  
Nama Penerbitan  
New York Times

[Back to Edit](#) [Save as Draft](#) [Complete](#)

Case ID: OS-2022-000285 Status: Incomplete

Summons  Preview  3 Declare & Save

I declare that the information provided in this form is true and correct.

[Back to Preview](#) [Complete and Back to Filing of Summons \(Application for Substituted Service\)](#)

# Filing of Summons – Application for Substituted Service and Affidavit



## Section 2 (Affidavit-in-Support)

- 18 Click on '**Proceed to Affidavit-in-Support**' button to proceed.
- 19 **Indicate a tick** in the checkboxes to confirm that **Pre-Requisites** have been met.
- 20 a) Click on the **links** for **Privacy Statement** and **Terms of Use** to read each item.  
b) Tick on the **checkbox** to agree.
- 21 Click on the '**Agree and Proceed**' button to proceed.
- 22 a) Click on '**Choose File**' button to upload the completed **affirmed Affidavit-in-Support**  
b) Select **document type**.
- 23 a) Key in **Deponent's Name**.  
b) Click on '**Add Affidavit-in-Support**' button to add any additional Affidavit-in-Support.
- 24 Click on '**Preview**' button to proceed.
- 25 a) Do **read through details**.  
b) Click on '**Complete & Back to Filing of Summons (Application for Substituted Service)**' button to confirm that all information is accurate.

**2. Affidavit-in-Support**

**Description**

To file the Affidavit-in-Support

Estimated time required: 10 mins

Filing fee per document: \$12

**Documents Required**

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

**Proceed to Affidavit-in-Support** 18

**Important Notes**

**Pre-Requisites**

- I have downloaded a template of the [Affidavit-in-Support for subservice application](#) (DOCX) or I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.

2. The filing fee for each Affidavit-in-Support is \$12.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 20a

**Back to Filing of Summons (Application for Substituted Service)** **Agree and Proceed** 21

**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 **Choose File** 22a

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 22b

Please enter the Deponent's Name(s) ©  
Sila berikan nama Deponen  
BEATRICE SMITH 23a

**Add Affidavit-in-Support** 23b

**Back to Filing of Summons (Application for Substituted Service)** **Preview** 24

**Affidavit-in-Support #1**

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

**affidavits.pdf** 25a

File Description  
Affidavit-in-Support

Please enter the Deponent's Name(s) ©  
Sila berikan nama Deponen  
BEATRICE SMITH

**Back to Edit** **Complete and Back to Filing of Summons (Application for Substituted Service)** 25b

# Filing of Summons – Application to Vary Court Order under Section 52(6) A of the AMLA

SYC



[Return to Agenda](#)

## Payment

- 26 Click on **'Make Payment'** button.
- 27 Select **Payment Mode** and answer the related follow-up questions.
- 28 Depending on the **Payment Mode** selected, click on the following buttons to proceed:
  - a) **'PayNow'** – **'Verify Payment'** button
  - b) **'eNETS/Credit Card'** – **'Submit'** button
  - c) **'Request for Fee Waiver'** – **'Submit Request for Fee Waiver'** button and answer the related **follow-up questions** depending on your response as a SingPass, CorpPass or SYCPass user.
- 29 A successful payment will display a **Case ID, Payment Advice Number, and Payment Status.**

✓ 1. Summons (Application for substituted service)

Description	Documents Required
To file an application for substituted service. Estimated time required: 15 mins Filing fee: \$16	• N/A

[Edit/View Summons \(Application for Substituted Service\)](#)

---

✓ 2. Affidavit-in-Support


Description	Documents Required
To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	• Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Edit/View Affidavit-in-Support](#)

[Back to Service of Originating Summons](#) [Make Payment](#) **26**

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver **27**




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

[Back to Summons & Affidavit](#) [Verify Payment](#) **28a**

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date  Month  Year

Email (Optional)

[Submit](#) [Cancel](#) **28b**

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

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

[Back to Declaration](#) [Submit Request for Fee Waiver](#) **28c**

**Submitted!**

Case ID: OS-2022-000155 **29**  
Your Payment Advice Number: PM-2022-000579  
Payment Status: Pending Waiver Approval  
An acknowledgement with a copy of submission has been sent to: [fsfs@ddsds.com](mailto:fsfs@ddsds.com).

Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.



SYARIAH COURT  
SINGAPORE

**nCS** //