



# SYARIAH COURT SINGAPORE

## USER GUIDE FOR SYC PORTAL FILING OF COURT DOCUMENTS

### **Syariah Court Detailed User Guide for Public Users**

Filing of Court Documents



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### Filing Court Documents

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#### Filing Court Documents

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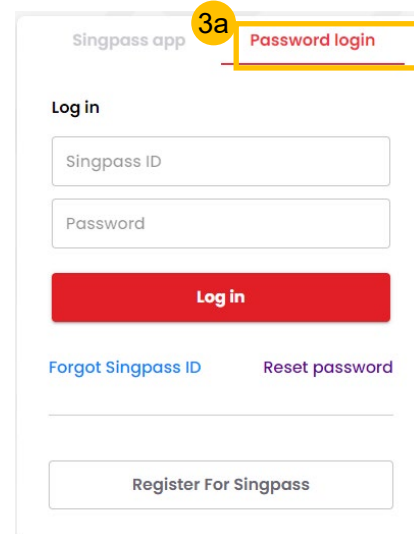
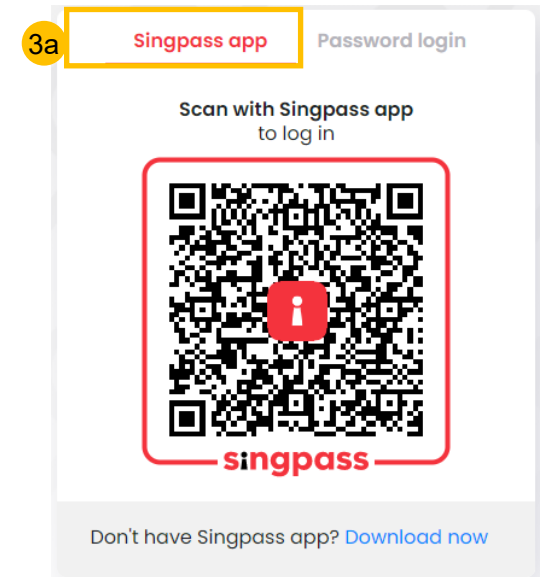
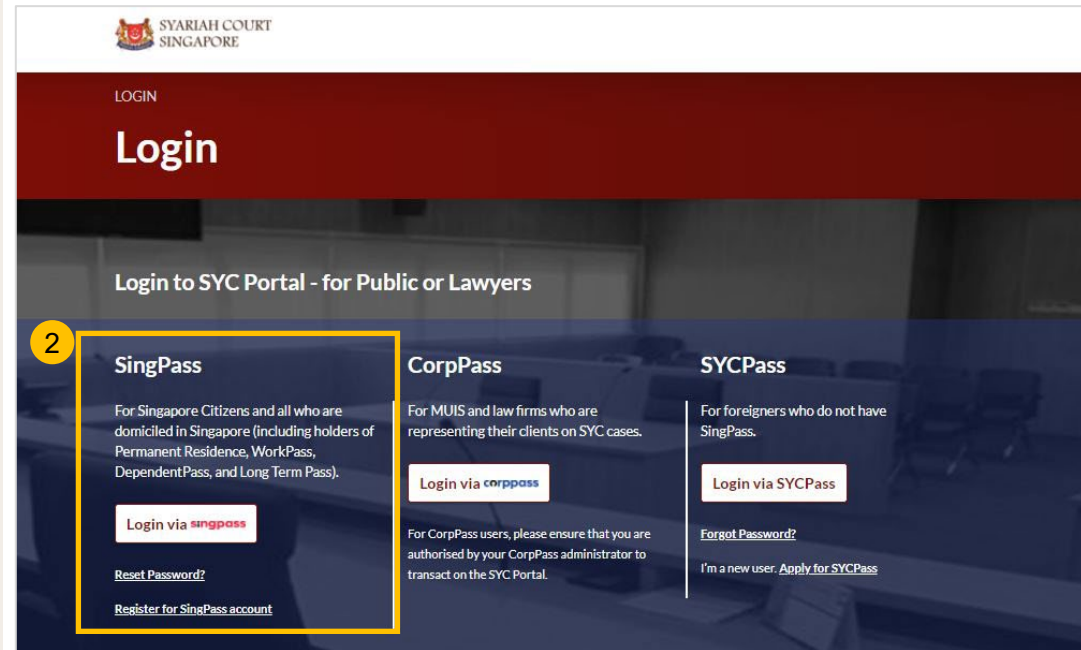
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# Login to SYC Portal e-Services Using SingPass

# Login to SYC Portal for e-Services using SingPass

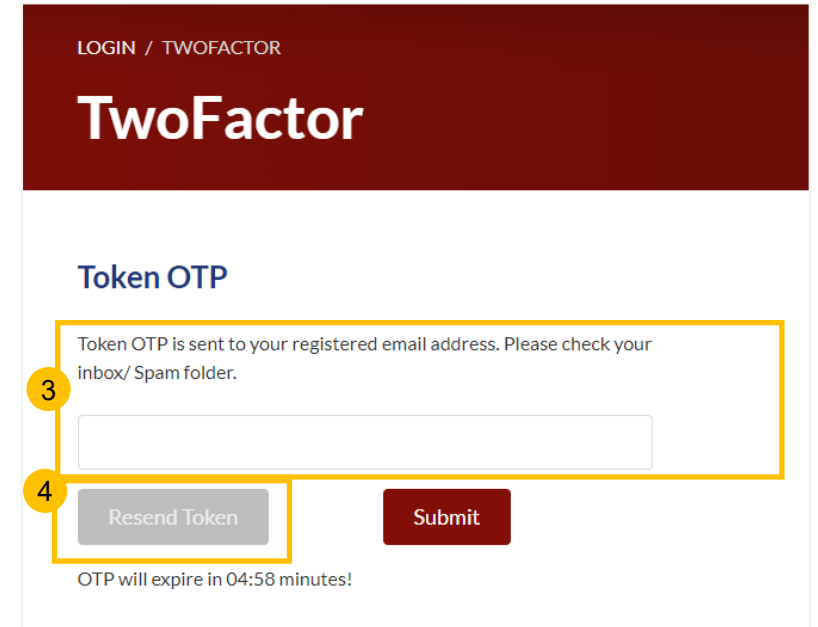
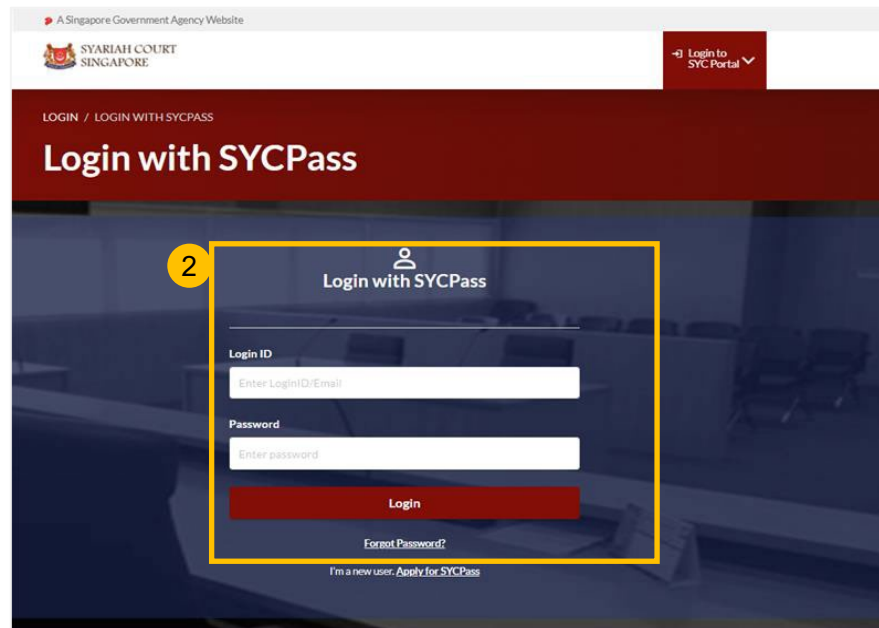
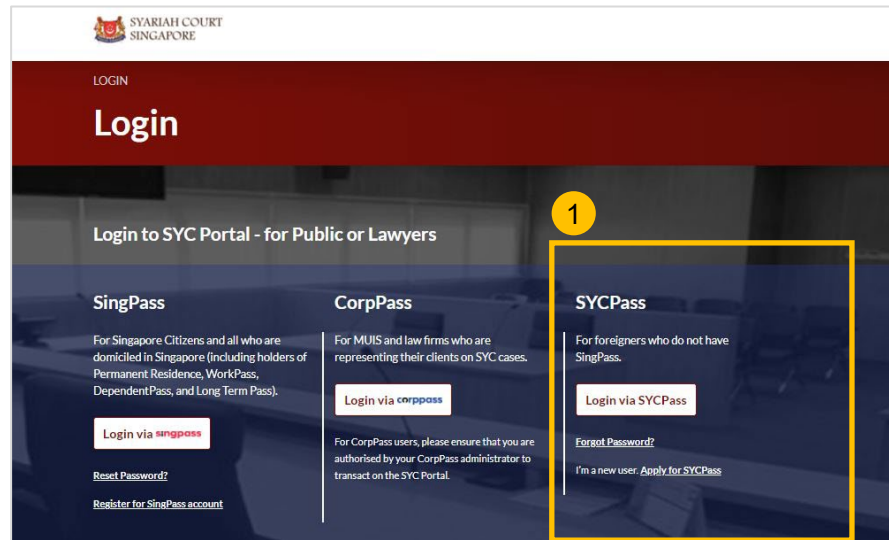
- 1 Singaporeans, Permanent Residents and other individuals with SingPass, please use your individual **SingPass**. Foreigners without SingPass, please apply for and use **SYCPass**.
- 2 Click **Login via SingPass**. You will be redirected to the SingPass login page.
- 3 On the SingPass login page, select either Password Login or SingPass app, whichever is applicable.
  - For Password login, enter your SingPass credentials and OTP for validation.
  - For SingPass app, a QR code will appear. Use the QR code to login with your SingPass app. On desktop devices, launch the SingPass application on a mobile device and scan the code. On mobile devices, tap the QR code to launch the SingPass application.
- 4 After successful login, you will be brought to your Dashboard for SYC e-Services.



Login to SYC Portal e-Services Using  
SYCPass

# Login to SYC Portal for e-Services using SYCPass

- 1 To login via SYCPass, please click on **Login via SYCPass**. You will be redirected to the SYCPass login page.
- 2 Enter your **SYCPass** Login ID and password and click **Login**.
- 3 A One Time Password (OTP) will be sent to your email. Key in the OTP to login and view the dashboard.
- 4 If the OTP has expired, click on **Resend Token**.
- 5 After successful login, you will be brought to your Dashboard for SYC e-Services.



# Filing Notice of Withdrawal

# Filing Notice of Withdrawal

- 1 To file Notice of Withdrawal, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on **Divorce E-Services**.
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **File Court Documents**.

The screenshot shows a web dashboard with a top navigation bar containing 'Dashboard', 'Inher', '1 Divorce', and 'Others'. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. A search bar is present with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and a 'Search' button. A yellow box labeled '2' highlights the 'Divorce E-Services' button. Below the search bar is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. On the left side, there is a 'Start a New Case' dropdown menu. A yellow box labeled '3' highlights the option 'I want to.. for Case with Originating Summons Number'. A second yellow box labeled '4' highlights the 'File Court Documents' option within this dropdown. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praeipce)', 'Submit Registry Request', and 'Submit Correspondence'.



# Filing Notice of Withdrawal

- 5 From the list of Court Documents, locate **Notice of Withdrawal**.
- 6 There are 2 options to filing Notice of Withdrawal :
  - a) Notice of Withdrawal for Originating Summons for a Plaintiff/Plaintiff's Lawyer to withdraw the Originating Summons.
  - b) Notice of Withdrawal for Summons, for an applicant/ applicant's lawyer to withdraw any Summons filed by the applicant in the Originating Summons.
- 7 Click on **Proceed to Notice of Withdrawal for Originating Summons**, if you, as a Plaintiff, would like to withdraw the Originating Summons.
- 8 Click on **Proceed to Notice of Withdrawal for Summons**, if you, as the applicant of a Summons, would like to withdraw the Summons.

**Notice of Withdrawal** 5

**Description**

6a 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)

**Proceed to Notice of Withdrawal for Originating Summons** 7

**Description**

6b 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

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

- Consent in writing of other party/ parties (if applicable)  
ConsenttoWithdrawal\_Template (DOC, XXkb)

**Proceed to Notice of Withdrawal for Summons** 8

# Filing Notice of Withdrawal for Originating Summons

# Filing Notice of Withdrawal for Originating Summons

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number.
- 11 If you have keyed in an incorrect Originating Summons Number, you will see this message.
- 12 If you are not appointed as a solicitor for the Originating Summons, you will see this message.
- 13 If you are appointed as a solicitor for the Originating Summons, you will see this message. Please proceed to answer the further question.

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 9 Submit 10

Back to Divorce E-services Proceed

- 11 ! The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.
- 12 ! The Originating Summons Number is valid. You do not have case access. You may not proceed to file the Notice of Withdrawal for this Originating Summons.
- 13 ✓ The Originating Summons Number is valid. You have Case Access. You may proceed to file the Notice of Withdrawal.

# Filing Notice of Withdrawal for Originating Summons

- 14 Please answer the further question “Has talak has been Pronounced by the Husband in the Originating Summons?”
- 15 If your answer is YES, you will see this message.
- 16 The **Proceed** button is disabled. 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.**
- 17 If your answer is NO, the **Proceed** button is enabled.
- 18 Click on **Proceed** to continue to file Notice of Withdrawal. You will be directed to the Important Notes page.
- 19 Alternatively, you can click on **Back to Divorce E-Services.** You will be directed back to Divorce E-Service page.

Has talak been pronounced by the husband in the Originating Summons?  
Adakah talak telah dilafazkan oleh suami dalam Saman Pemula?

Yes  No

14

15 You may not file the Notice of Withdrawal for the Originating Summons. Please attend the scheduled appointment.

16

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

Has talak been pronounced by the husband in the Originating Summons?  
Adakah talak telah dilafazkan oleh suami dalam Saman Pemula?

Yes  No

17

19

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

18

# Filing Notice of Withdrawal for Originating Summons

- 20 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 21 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before you can continue.
- 22 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 23 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and be directed back to the Divorce E-Services page.

**Important Notes**

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.

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

23

[Back to Divorce E-services](#)

**Agree and Proceed**

22

20

21

# Filing Notice of Withdrawal for Originating Summons

24 The initial status of Notice of Withdrawal for Originating Summons is **Draft**.

25 On the header, you will find a navigation bar to guide you on the steps to completing the Filing of the Notice of Withdrawal which are:

- a) Notice of Withdrawal for Originating Summons
- b) Preview
- c) Declare
- d) Make Payment
- e) Complete

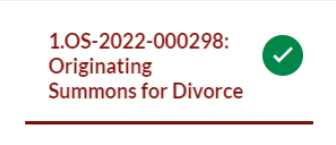
26 Under the Notice of Withdrawal form, this section must be completed:

- a) **Originating Summons for Divorce** (to withdraw)

27 Click **Preview** to view the form, which will be non-editable.

28 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be re-directed back to the Case access page to validate the Originating Summons Number.

29 Upon filling all the mandatory fields, a green tick will appear in the vertical tab section.



Case ID: OS-2022-000298 24 Status: Draft

1 Notice of Withdrawal — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete 25

26 1.OS-2022-000298: Originating Summons for Divorce ✓

- 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)	Alias (Optional) Alias (Jika ada)
PTS09021823	SPOUSE
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	S9125321F

28 Back Save as Draft Preview 27

# Filing Notice of Withdrawal for Originating Summons

## Originating Summons for Divorce (to withdraw)

- 30 Verify Plaintiff's Details; the information is non-editable
- 31 Verify Defendant's Details; the information is non-editable
- 32 Answer the question "Has the Originating Summons been served on the Defendant/Defendant's Lawyer?"  
If you select NO, continue to step no. 34.

<b>Plaintiff's Details</b>		30
<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID) NAGAIMO	<b>Alias (Optional)</b> Alias (Jika ada)	
<b>ID Type</b> Jenis Pengenalan SG Pink	<b>ID No.</b> Nombor Kad Pengenalan S7187915A	
<b>Defendant's Details</b>		31
<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID) TERENCE TAN MING HO	<b>Alias (Optional)</b> Alias (Jika ada)	
<b>ID Type</b> Jenis Pengenalan SG Pink	<b>ID No.</b> Nombor Kad Pengenalan S9812388A	
<b>Has the Originating Summons been served on the Defendant/Defendant's Lawyer? *</b> Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan?		32
<input type="radio"/> Yes <input checked="" type="radio"/> No		

# Filing Notice of Withdrawal for Originating Summons

- 33 If you select YES, you will be required to upload the consent of the Defendant to the Withdrawal. Click on **Choose File** to upload the file.
- 34 Verify **Notice#1** and **Notice#2**. The information is non-editable and will be generated on the endorsed Notice of Withdrawal.
- 35 Click **Preview** to view the Notice of Withdrawal.
- 36 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be directed back to the Case access page to validate the Originating Summons Number.

**Has the Originating Summons been served on the Defendant/Defendant's Lawyer? \***  
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan?

Yes  No 33a

**Please upload the consent of the Defendant to the withdrawal**  
Sila muat naik persetujuan Defendan dengan pengunduran ini

Drag and drop your document here 33b Choose File

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

1.OS-2022-000298: ✔  
Originating Summons for Divorce

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**Notice #1**  
The Plaintiff/ Applicant withdraws this action. 34

**Notice #2**  
The Plaintiff states that he/ the husband has not pronounced talak.

36

BackSave as DraftPreview

35



# Filing Notice of Withdrawal for Originating Summons

## Preview Mode

- 37 In the preview mode, you will see all the information in non-editable format. Verify all the details before submitting the filing.
- 38 Once you have verified all the information in the Notice of Withdrawal, click **Submit** to continue with the filing of Notice of Withdrawal.
- 39 Alternatively, you can click **Back to Edit** to go back to edit mode and update or amend the information.

1.05-2022-000298: **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.

37

39 **Back to Edit** **Submit** 38

# Filing Notice of Withdrawal for Originating Summons

## Declare

- 40 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration.
- 41 Click **Make Payment** to make payment.
- 42 Alternatively, you can click **Back to Preview** to return to preview mode or **Back to Edit** to edit or amend the information if necessary.

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. 40

---

42 Back to Preview Make Payment 41

# Filing Notice of Withdrawal for Originating Summons

## Payment - PayNow

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

- 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**  
Buliran Yuran  
- Notice of Withdrawal: \$12

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

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card



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](#)

# Filing Notice of Withdrawal for Originating Summons

## Payment – E-Nets/Credit Card

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

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

**Payment Advice Number**  
Nombor Yuran Pembayaran  
**PM-2022-000478**


**Breakdown of Fees**  
Butiran Yuran  
· **Notice of Withdrawal: \$12**

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

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card

### Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

# Filing Notice of Withdrawal for Originating Summons

## Payment – Request Fee Waiver

- 52a If you login via SingPass, you will be able to select **Request for Fee Waiver**
- 52b Once you have selected Request for Fee Waiver, specify the **reason for request for fee waiver**
- 53 You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on the **Choose File** button and upload the document.
- 54 Click on **Submit Request for Fee Waiver** to submit the Summons (Application to be Joined as Intervener) and accompanying documents for filing.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-001140

Breakdown of Fees  
Butiran Yuran  
• Filing fee for Notice of Withdrawal of Originating Summon OS-2022-000181: \$12

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

Payment Mode  
Cara Pembayaran  
 PayNow  eNETS / Credit Card  Request for Fee Waiver 52a

Reason for request for fee waiver ⓘ  
Sebab bagi permohonan pengeneapan yuran  
Poverty 52b

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

Drag and drop your document here 53

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

54

# Filing Notice of Withdrawal for Originating Summons

## Complete

- 80 You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 81 Or you can click **Back to Dashboard** and you will be redirected to the Dashboard.

Case ID: OS-2022-000181 Status: Pending Waiver Approval

✓ Notice of Withdrawal — ✓ Preview — ✓ Declare — ✓ Make Payment — 5 Complete

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**Submitted!**

Case ID: OS-2022-000181  
Your Payment Advice Number: PM-2022-001140  
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 3 working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

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80 Save as PDF Back to Dashboard 81

# Filing Notice of Withdrawal for Summons

# Filing Notice of Withdrawal for Summons

- 1 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 2 Click **Submit** to validate the Summons Number.
- 3 If you have keyed in an incorrect Summons Number, you will see this message.
- 4 If you are not appointed as a solicitor for the Summons, you will see this message.
- 5 If you are appointed as a solicitor for the Summons, you will see this message.
- 6 Click the **Proceed** button to continue or alternatively, you can click **Back to Divorce E-Services** to go back to Divorce E-Services.

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

Submit

1 2

3 **!** The Summons Number is invalid. Please check and enter a valid Originating Summons Number.

4 **!** The Originating Summons Number is valid. You do not have case access. You may not proceed to file the Notice of Withdrawal for this Originating Summons.

5 **✓** The Summons Number is valid. You have Case Access. You may proceed to the Notice of Withdrawal

Back to Divorce E-services Proceed

6



# Filing Notice of Withdrawal for Summons

- 7 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 8 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before you can continue.
- 9 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 10 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and go back to the Divorce E-Services page.

### Important Notes

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.

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

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

7

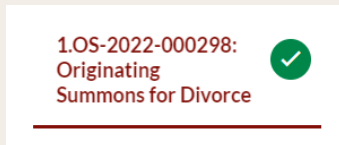
8

10

9

# Filing Notice of Withdrawal for Summons

- 11 The initial status of Notice of Withdrawal for Summons is **Draft**.
- 12 On the header, you will find a navigation bar to guide you on the steps to completing the filing of the Notice of Withdrawal which are:
  - a) **Notice of Withdrawal for corresponding Summons**
  - b) **Preview**
  - c) **Declare**
  - d) **Make Payment**
  - e) **Complete**
- 13 Under the Notice of Withdrawal form, this section needs to be completed:
  - a) **Summons** (to withdraw)
- 14 Click **Preview** to view the form, which will be non-editable.
- 15 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be directed back to the Case access page to validate the Originating Summons Number.
- 16 Upon filling all the mandatory fields, a green tick will appear in the vertical tab section.



13

Case ID: OS-2022-000298 11 **Status: Draft**

1 Notice of Withdrawal — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete 12

1.OS-2022-000298  
Form 29 - Application  
to be joined as  
intervener ✔

- 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

**Defendant's Details**

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) PTH09021823	Alias (Optional) Alias (Jika ada) REGISTRANT
----------------------------------------------------------------------------------------	----------------------------------------------------

15 **Back** **Save as Draft** **Preview** 14

## Summons (to withdraw)

- 17 Verify Plaintiff's Details; the information is non-editable.
- 18 Verify Defendant's Details; the information is non-editable.
- 19 If the Summons involves an Intervener, verify the Intervener's details.

<b>Plaintiff's Details</b>	17
<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID) PTS09021823	<b>Alias (Optional)</b> Alias (Jika ada) SPOUSE
<b>ID Type</b> Jenis Pengenalan SG Pink	<b>ID No.</b> Nombor Kad Pengenalan S9125321F
<b>Defendant's Details</b>	18
<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID) PTH09021823	<b>Alias (Optional)</b> Alias (Jika ada) REGISTRANT
<b>ID Type</b> Jenis Pengenalan Other IDs	<b>ID No.</b> Nombor Kad Pengenalan REGID09021123

<b>Intervener's Details</b>	19
<b>Full Name (as per ID)</b> Nama penuh (seperti di Kad Pengenalan atau ID) RAHEEM STERLING	<b>Alias (Optional)</b> Alias (Jika ada)
<b>ID Type</b> Jenis Pengenalan SG Blue	<b>ID No.</b> Nombor Kad Pengenalan T8975125F

# Filing Notice of Withdrawal for Summons

- 20 Answer the question “**Has the Summons been served on the Defendant/Defendant’s Lawyer?**” and, if applicable, “**Has the Summons been served on the Intervener/Intervener’s Lawyer?**”
- 21 If you select NO, continue to step no. 21. If you select YES, you will be required to upload the consent of the Respondent/Intervener, whichever is applicable, to the Withdrawal. Click on **Choose File** to upload the file.
- 22 Verify **Notice#1**. The information is non-editable and will be generated on the endorsed Notice of Withdrawal.
- 23 Click **Preview** to view the Notice of Withdrawal.

Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be directed back to the Case access page to validate the Originating Summons Number.

20a

Has the 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

20b

Choose File

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

1.OS-2022-000183/S001 Form 24 - Application for Discovery



Has the Summons been served on the Intervener/Intervener’s Lawyer? \*

Adakah Saman Pemula telah diserahkan kepada pihak Intervener/Peguam Intervener

Yes  No

Has the Summons been served on the Defendant/Defendant’s Lawyer? \*

Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan

Yes  No

Notice #1

The Plaintiff/ Applicant withdraws this action.

21

23

Back

Save as Draft


Preview

22

# Filing Notice of Withdrawal for Summons

## Preview Mode

- 24 In the preview mode, you will see all the information in non-editable format. Verify all the details before submitting the filing.
- 25 Once you have verified all the information in the Notice of Withdrawal, click **Submit** to continue with the filing of Notice of Withdrawal.
- 26 Alternatively, you can click **Back to Edit** to go back to edit mode and update the information.

1.OS-2022-000183/S001 Form 24 - Application for Discovery 

---

**Has the Summons been served on the Intervener/Intervener's Lawyer? \***  
Adakah Saman Pemula telah diserahkan kepada pihak Intervener/Peguam Intervener





Yes  No

**Has the Summons been served on the Defendant/Defendant's Lawyer? \***  
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan

Yes  No

**Notice #1**

The Plaintiff/ Applicant withdraws this action.

24

26

Save as Draft

Preview

25

# Filing Notice of Withdrawal for Summons

## Declare

- 27 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration.
- 28 Click **Make Payment** to make payment.
- 29 Alternatively, you can click **Back to Preview** to return to preview mode, then **Back to Edit** to edit or amend the information if necessary.

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. 27

---

29 Back to Preview Make Payment 28

## Payment - PayNow

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

- 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**  
Buliran Yuran  
- Notice of Withdrawal: \$12

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

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card



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 – E-Nets/Credit Card

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

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

**Payment Advice Number**  
Nombor Yuran Pembayaran  
**PM-2022-000478**


**Breakdown of Fees**  
Butiran Yuran  
· **Notice of Withdrawal: \$12**

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

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card

### Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)



## Payment – Provisional Grant of Aid/Grant of Aid

- 40 On the payment page, verify the breakdown of items, fees and total amount.
- 41 If you are a SingPass user, you will be able to select **Request Fee Waiver**.
- 42 Once you have selected Request Fee Waiver, provide the **Reason for fee waiver request**.
- 43 You will be required to upload the supporting documents, for example, your Financial Assistance Letter. Click on the **Choose File** button and upload the document.
- 44 Click on **Submit Request for Fee Waiver** to submit the request.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-001155

**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

**Reason for request for fee waiver** ⓘ  
Sebab bael permohonan pengenehan yuran  
Poverty

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

Drag and drop your document here

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

Back to Declaration Submit Request for Fee Waiver

# Filing Notice of Withdrawal for Summons

## Complete

- 45 You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 46 Or you can click **Back to Dashboard** and you will be directed back to the Dashboard.

Case ID: OS-2022-000157 Status: Pending Approval

✓ Notice of Withdrawal — ✓ Preview — ✓ Declare — ✓ Make Payment — 5 Complete

**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.

---

45 Save as PDF Back to Dashboard 46

# Filing Amended Case Statement

# Filing Amended Case Statement

- 1 To file Amended Case Statement, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on "**Divorce E-Services**".
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **File Court Documents**.

The screenshot shows a web dashboard for Divorce E-Services. At the top, there are navigation tabs: Dashboard, Inheri, **1 Divorce**, and Others. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. On the left, there are three menu items: Ongoing Case, Completed Case (with a dropdown arrow), and Court File (with a dropdown arrow). To the right of these is a search bar with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)', an input field containing 'Enter Case ID', and a 'Search' button. A yellow box labeled '2' highlights the 'Divorce E-Services' button next to the search bar. Below the search bar is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. On the left side of the main content area, there is a 'Start a New Case' dropdown menu. A yellow box labeled '3' highlights the option 'I want to.. for Case with Originating Summons Number'. A second yellow box labeled '4' highlights the option 'File Court Documents' within this dropdown menu. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praeipce)', 'Submit Registry Request', and 'Submit Correspondence'.

# Filing Amended Case Statement

- 5 From the list of Court Documents, locate **Amended Case Statement**.
- 6a Upon clicking the arrow button, a description and documents required will be shown. Please read through this section.
- 6b You can collapse the section by clicking on the arrow sign.
- 7 To continue with the filing, click on **Proceed to Amended Case Statement**.

5 **Amended Case Statement** ^

6a **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

7 **Proceed to Amended Case Statement**

**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 v](#) 6b

# Filing Amended Case Statement

- 8 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 9 Click Submit to validate the Originating Summons Number.
- 10 If you have keyed in an incorrect Originating Summons Number, you will see this message.
- 11 If you are not the Plaintiff or do not have case access, you will see this message.
- 12 If you are the Plaintiff and have case access, you will see this message. Please proceed to answer the further question.

DIVORCE E-SERVICES / AMENDED / AMENDED CASE STATEMENT

## 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 8 Submit 9

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

- 10 ! The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.
- 11 ! The Originating Summons Number is valid. You do not have case access. You need to file the necessary Notice before proceeding (Notice of Appointment of Solicitor/Notice of Change of Solicitor/Notice of Intention to Act in Person).
- 12 ✓ The Originating Summon Number is valid. You have case access. You may proceed to file the Amended Case Statement.

# Filing Amended Case Statement

13 If you keyed in the correct Originating Summons Number, and have access to the case, you will see this message.

14 The question “**Has the Case Statement been Served**” (YES/NO) will be displayed.

15 Case Statement not served  
If you select NO, the **Proceed** button will be enabled. Click this button to continue. Alternatively, you can click on **Back to Divorce E-Services**.

16 Case Statement served, leave of Court obtained  
If you select YES for the question at step no. 14, a further question will be displayed “**Have you obtained leave of Court**” (YES/NO)

17 If you select YES for the question at step no. 16, a further field “**Date leave of Court obtained**” will be shown. You can click on the **Calendar Picker** to specify the date or key in the date.

18 Once you have specified the date leave of Court was obtained, the **Proceed** button will be enabled. Click this button to continue. Alternatively, you can click on **Back to Divorce E-Services**.

13 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

14

15b **Back to Divorce E-Services** **Proceed** 15a

Has the Case Statement been served? \*  
Adakah Pernyataan Kes telah diserahkan?

Yes  No

Have you obtained leave of Court? \* ⓘ  
Anda telah mendapatkan keizinan Mahkamah?

Yes  No

16

Date leave of Court obtained \*  
Tarikh keizinan Mahkamah diperolehi

17 19/09/2022

18b **Back to Divorce E-Services** **Proceed** 18a

# Filing Amended Case Statement

**19** Case Statement served, leave of Court not obtained  
If you select YES to the question at step no. 14, a further question “**Have you obtained leave of Court**” (YES/NO) will be displayed.

**20** (i) Defendant’s agreement not obtained  
If you select NO to the question at step no. 16 a further question “**Have you obtained the Defendant’s agreement to this filing?**” (YES/NO) will be displayed.

**21** If you select NO to the question at step no. 20, this message will be shown. Please read the message.

**22** Once you have answered all relevant questions, the **Proceed** button will be enabled. Click this button to continue. Alternatively, you can click on **Back to Divorce E-Services**.

Has the Case Statement been served? \*  
Adakah Pernyataan Kes telah diserahkan?  
 Yes  No

Have you obtained leave of Court? \* ⓘ  
Anda telah mendapatkan keizinan Mahkamah?  
 Yes  No **19**

Have you obtained the Defendant's agreement to this filing? \*  
Anda telah mendapatkan persetujuan Defendan untuk pemfailan ini?  
 Yes  No **20**

ⓘ For amendment without leave of Court and the Defendant's agreement, further directions may be given including refileing the amended document with further payment of fees. **21**

**22b** [Back to Divorce E-Services](#) **Proceed** **22a**



**23** Case Statement served, leave of Court not obtained  
If you select YES to the question at step no. 14, a further question “**Have you obtained leave of Court**” (YES/NO) will be displayed.

**24** (ii) Defendant’s agreement obtained  
If you select NO to the question at step no.19 above, further question “**Have you obtained the Defendant’s agreement to this filing?**” (YES/NO) will be displayed.

**25** If you select YES to the question at step no. 20, upload proof of the Defendant’s agreement to this filing. Click on **Choose File** to upload the document.

Once you have answered the question at step no. 24, the **Proceed** button will be enabled. Click to continue, alternatively you can click on **Back to Divorce E-Services**.

24

Has the Case Statement been served? \*  
Adakah Pernyataan Kes telah diserahkan?  
 Yes  No

Have you obtained leave of Court? \* @  
Anda telah mendapatkan keizinan Mahkamah?  
 Yes  No

Have you obtained the Defendant's agreement to this filing? \*  
Anda telah mendapatkan persetujuan Defendan untuk pemfaiian ini?  
 Yes  No

Please upload the supporting documents stating the Defendant's agreement  
Sila muat naik dokumen menyokong persetujuan Defendan?  
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 # % & \* : < > ? / [ . - { }.

25b   25a

# Filing Amended Case Statement

- 26 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 27 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before you can continue.
- 28 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 29 Alternatively, you can click on **Back to Divorce E-services** to cancel the action and be directed back to the Divorce E-Services page.

### Important Notes

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.

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

29   28

# Filing Amended Case Statement

30 The initial status of Amended Case Statement is **Draft**.

31 On the header, you will find a navigation bar to guide you on the steps to completing the Filing of the Amended Case Statement which are:

- a) **Amended Case Statement**
- b) **Preview**
- c) **Declare**
- d) **Make Payment**
- e) **Complete**

32 Under the Amended Case Statement section, the following information will be retrieved from the submitted Case Statement (only for Case Statements filed through the system) :

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

Case ID: OS-2022-000340 30 **Status: Draft**

---

1 Amended Case Statement **31** 2 Preview 3 Declare 4 Make Payment 5 Complete

32

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

## Amended Case Statement – 1. Plaintiff

- 33 For the section on the Plaintiff, you will find the Plaintiff's particulars, Name, Alias (if any), ID Type, ID No, Citizenship & Age in non-editable format.
- 34 If you would like to change Plaintiff's name, tick on "**The Plaintiff has changed his/her name**"
- 35 Key in the New Full Name (as per ID).
- 36 You will be required to upload a Deed Poll as a supporting document. Click on **Choose File** and upload the Deed Poll in PDF format.

<b>Full Name (As per ID) *</b> Nama Penuh (seperti di Kad Pengenalan) <input type="text" value="Ervira"/>	<b>Alias (Optional)</b> Alias (Jika ada) <input type="text" value="Ervira"/>
<b>ID Type *</b> Jenis Pengenalan <input type="text" value="SG Pink"/>	<b>ID No. *</b> Nombor Kad Pengenalan <input type="text" value="S3002375G"/>
<b>Citizenship *</b> Kewarganegaraan <input type="text" value="Singapore Citizen"/>	<b>Age</b> Umur <input type="text" value="22"/>

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

33

34

34

35

36

## Amended Case Statement – 1. Plaintiff

37 If you would like to amend other particulars relating to the Plaintiff, such as Religion, Educational level, Employment Information, Current Address & Last Address (this refers to where parties to the marriage last lived together as husband and wife), tick on “**I want to amend Plaintiff’s Particulars**”.


38 All the fields in the Plaintiff’s Particulars section will only be editable once you have ticked the field “**I want to amend Plaintiff’s Particulars**”.

Once all the mandatory information in the Plaintiff’s section is completed, this section will be marked with a green tick.

1. Plaintiff



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.

Next:   
2. Defendant

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).

Save as Draft

Preview

I want to amend Plaintiff's particulars

**37a**

**Religion \***  
Agama  
Islam

**Educational Level \***  
Peringkat Pendidikan  
Postgraduate Diploma/ Certificate (Excluding

**Employment Information**

**Occupation \***  
Pekerjaan  
Professional

I want to amend Plaintiff's particulars

**37b**

**Religion \***  
Agama  
Islam

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

**Employment Information**

**Occupation \***  
Pekerjaan  
Legislators, Senior Officials and Managers

38

## Amended Case Statement – 2. Defendant

- 39 For the section on the Defendant, you will find the Defendant's particulars, Name, Alias (if any), ID Type, ID No, in non-editable format.
- 40 If you would like to change the Defendant's name, tick on "The Defendant has changed his/her name".
- 41 Key in the New Full Name (as per ID).
- 42 You will be required to upload a Deed Poll as a supporting document. Click on **Choose File** and upload the Deed Poll in PDF format.

**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**  
Sila muat naik Surat Ikatan 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 # % & \* : < > ? / | . - { }.

39

40

41

42

# Filing Amended Case Statement

## Amended Case Statement – 2. Defendant

43 If you would like to amend other particulars relating to the Defendant, such as Employment Information, Residential Address, Defendant’s Contact Details or Defendant’s incarceration status, tick on **“I want to amend Defendant’s Particulars”**.

44 All the fields in the Defendant’s Particulars section will only be editable once you have ticked the field **“I want to amend Defendant’s Particulars”**.

Once all mandatory information in the Defendant’s section is completed, this section will be marked with a green tick.



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.



Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).



I want to amend Defendant's particulars 43a

### Employment Information

Occupation\*  
Pekerjaan  
Professional

Gross Salary\*  
Gaji Kasar  
 Monthly  Annual

Amount of Gross Salary (\$) \*  
Jumlah Gaji Kasar (\$)  
300000

I want to amend Defendant's particulars 43b

### Employment Information

Occupation\*  
Pekerjaan  
Legislators, Senior Officials and Managers

Gross Salary\*  
Gaji Kasar  
 Monthly  Annual

Amount of Gross Salary (\$) \*  
Jumlah Gaji Kasar (\$)  
250000 44


# Filing Amended Case Statement

## Amended Case Statement – 3. Date and Place of Marriage


45 If you would like to amend Date and Place of Marriage, tick on “I want to amend this section”.

46 All the fields in the Date and Place of Marriage section will only be editable once you have ticked the field “I want to amend this section”. You will be required to re-upload the Marriage Certificate or Revocation Certificate (if applicable), whenever you amend this section.

Once the Date and Place of Marriage section is complete, this section will be marked with a green tick.

3. Date and Place of Marriage 

You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.


Next:   
4. Jurisdiction

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked as with a green tick (Completed).

**Save as Draft** Preview

I want to amend this section 45


**Place of Marriage Registration \***  
Tempat Pendaftaran Perkahwinan

Singapore 

**Marriage Certificate Number \* ⓘ**  
Nombor Sijil Pernikahan

89826125


**Date of Marriage for Current Marriage \***  
Tarikh Perkahwinan Bagi Perkahwinan Semasa

 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

**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 46 Choose File

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



# Filing Amended Case Statement

## Amended Case Statement – 4. Jurisdiction

47 If you would like to amend the Jurisdiction section, tick on “I want to amend this section”

48 All the fields in the Jurisdiction section will only be editable once you have ticked the field “I want to amend this section”.

Once all the mandatory information in the Jurisdiction section is complete, this section will be marked with a green tick.



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.



Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed)



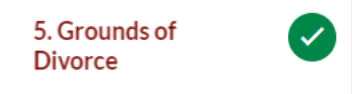
# Filing Amended Case Statement

## Amended Case Statement – 5. Grounds of Divorce

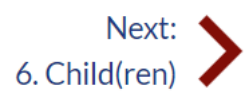
49 If you would like to amend the Grounds of Divorce tick on, “**I want to amend this section**”.

50 All the fields in the Grounds of Divorce section will only be editable once you have ticked the field “**I want to amend this section**”.

Once all the mandatory information in the Grounds of Divorce section is complete, this section will be marked with a green tick.



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.



Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).



I want to amend this section 49

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

Yes  No

**Grounds for applying for divorce**  
Sebab-sebab memohon perceraian

Normal  **B** *I* U ~~S~~ ” ‹› ☰ ☷ x<sub>2</sub> x<sup>2</sup> ≡ ≡ ⌂ A

Sans Serif  ≡ *I<sub>x</sub>*

CERAI TAKLIK

50

# Filing Amended Case Statement

## Amended Case Statement – 6. Child(ren)

51 If you would like to amend the section on Children, tick on, “**I want to amend this section**”.

52 All the fields in the Child(ren) section will only be editable once you have ticked the field “**I want to amend this section**”. To edit each child's details, you can click on the **three dots menu** and click on **Edit**. To add new child, click on the **Add Child** button.

Once the Children section is complete, this section will be marked with a green tick.

6. Child(ren) 



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.

Next:   
7. Related Court Proceedings

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).

I want to amend this section 51a



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	

51b

I want to amend this section 52a

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	

52b

52c

## Amended Case Statement – 7. Related Court Proceedings

52 If you would like to amend the Related Court Proceedings section tick on, **“I want to amend this section”**.

53 All the fields in the Related Court Proceedings section will only be editable once you have ticked the field **“I want to amend this section”**.

Once you have completed the Related Court Proceedings section, this section will be marked with a Green tick.

7. Related Court Proceedings



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.

Next:   
8. Relief Claimed

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).

Save as Draft

Preview

I want to amend this section

53

### 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 kemuflihan 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 keddua pihak? Adakah sebarang prosiding Mahkamah antara Plaintiff dan Defendant mengenai pembiayaan nafkah atau melibatkan hartanah atau kedduanya?

Yes  No

54

# Filing Amended Case Statement

## Amended Case Statement – 8. Relief Claimed

52 If you would like to amend Relief Claimed section tick on “**Amend Relief Claimed**”

53 All the fields on Relief Claimed section will only be editable once you have ticked the field “**Amend Relief Claimed**”.

Once the Reliefs Claimed section is completed, this section will be marked with a green tick.

8. Relief Claimed 

Click on **Save as Draft** to save as a draft. The **Preview** button will only be enabled once all the sections are marked with a green tick (completed). Click on **Preview** to review all amended data in non-editable format before submission.


[Back to Filing of Amended Case Statement](#)

[Save as Draft](#)

[Preview](#)


Amend Relief Claim 54

a) That the marriage be dissolved.

b) That the Defendant pays nafkah iddah for the period of iddah. 

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


123000

c) That the Defendant pays mutaah for the duration of marriage. 

**Type of Mutaah \***  
 Jenis mutaah


Amend Relief Claim

a) That the marriage be dissolved.

b) That the Defendant pays nafkah iddah for the period of iddah.  55

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

123000

c) That the Defendant pays mutaah for the duration of marriage. 

## Amended Case Statement – Preview

- 56 Review the Amended Case Statement in preview mode. Click on the **Submit** button to continue to the declaration page.
- 57 Alternatively, click on the **Back to Edit** button to return to edit mode and continue to update the Amended Case Statement.


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/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

57 **Back to Edit** **Submit** 56

# Filing Amended Case Statement

## Declare

- 58 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration. The **Make Payment** button will be enabled.
- 59 Click **Make Payment** to make payment.
- 60 Or you can click **Back to Preview** to return to preview mode and **Back to Edit** to edit or amend the information if necessary.

DIVORCE E-SERVICES / AMENDED / AMENDED CASE STATEMENT

## Amended Case Statement

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. 58

---

60 Back to Preview Make Payment 59

## Payment - PayNow

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000506


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



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 – E-Nets/Credit Card

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

**Payment Advice Number**  
Nombor Yuran Pembayaran  
**PM-2022-000506**


**Breakdown of Fees**  
Butiran Yuran  
- **Filing fee for Amended Case Statement: \$12**

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

**Payment Mode**  
Cara Pembayaran

66  eNETS / Credit Card  Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date Month  Year

Email (Optional)

## Payment – Provisional Grant of Aid/Grant of Aid

- 70 On the payment page, verify the breakdown of items, fees and total amount.
- 71 If you are a SingPass user, you will be able to select **Request Fee Waiver**.
- 72 Once you have selected Request Fee Waiver, provide the **Reason for fee waiver request**.
- 73 You will be required to upload the supporting documents, for example, your Financial Assistance Letter. Click on the **Choose File** button and upload the document.
- 74 Click on **Submit Request for Fee Waiver** to submit the request.

Payment Advice Number  
Nombor Yuran Pembayaran  
UPM-2022-001489

**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

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

Poverty

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

Drag and drop your document here

Choose File

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

Back to Declaration

Submit Request for Fee Waiver

## Complete

- 75 You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 76 Or you can click **Back to Dashboard** and will be redirected to the Dashboard.

### Submitted!

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](mailto: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.

75

Save as PDF

Back to Dashboard

76

# Filing Amended Matrimonial Property Plan

# Filing Amended Matrimonial Property Plan

- 1 To file Amended Matrimonial Property Plan, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **File Court Documents**.

The screenshot shows a web dashboard for Divorce E-Services. At the top, there are navigation tabs: Dashboard, Inheri, **1 Divorce**, and Others. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. On the left, there are three dropdown menus: 'Ongoing Case', 'Completed Case', and 'Court File'. To the right, there is a search bar with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)', an input field 'Enter Case ID', and a 'Search' button. A yellow box labeled '2' highlights the 'Divorce E-Services' button. Below the search bar is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. On the left side of the main content area, there is a 'Start a New Case' dropdown menu. A yellow box labeled '3' highlights the option 'I want to.. for Case with Originating Summons Number'. A second yellow box labeled '4' highlights the option 'File Court Documents' within this dropdown menu. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praeipce)', 'Submit Registry Request', and 'Submit Correspondence'.

# Filing Amended Matrimonial Property Plan

- 5a From the list of Court Documents, locate **Amended Matrimonial Property Plan**.
- 5b Upon clicking on it, a description and list of documents required will be shown. Please read through this section.
- 5c You can collapse the section by clicking on the arrow sign next to Show/Hide List. You can also download the relevant template(s) for Amended Matrimonial Property Plan.
- 6 To continue, click on **Proceed to Amended Matrimonial Property Plan**.

## Amended Matrimonial Property Plan 5a ^

### Description 5b

As a Plaintiff, to file when there is an amended Plaintiff's Proposed Matrimonial Property Plan. Or, when there is an Amended Agreed agreement on the Matrimonial Property Plan.

As a Defendant, to file when there is an amended Defendant's proposed Matrimonial Property Plan.

Estimated time required: 30 min

Estimated maximum filing fee for Plaintiff: \$12

### Documents Required 5c

- Completed Amended Plaintiff's Proposed Matrimonial Property Plan. Please click [here](#) to download the template for Amended Plaintiff's Proposed Matrimonial Property Plan
- Completed Amended Agreed Matrimonial Property Plan signed by the Defendant before a Commissioner for Oaths. Please click [here](#) to download the template for Amended Agreed Matrimonial Property Plan.
- Completed Amended Defendant's Proposed Matrimonial Property Plan. Please click [here](#) to download the template for Defendant's Proposed Matrimonial Property Plan.

[Hide list ^](#)

**Proceed to Amended Matrimonial Property Plan** 6

# Filing Amended Matrimonial Property Plan




- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number.
- 11 If you have keyed in an incorrect Originating Summons Number, you will see this message.
- 12 If you are not a party or do not have case access, you will see this message.
- 13 If you are a party and have case access, you will see this message.

DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

## Amended Matrimonial Property Plan

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Amended Matrimonial Property Plan.

Originating Summons Number \*  
Nombor Saman Pemula

- 11  The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.
- 12  The Originating Summons Number is valid. You do not have case access. You need to file the necessary Notice before proceeding (Notice of Appointment of Solicitor/Notice of Change of Solicitor/Notice of Intention to Act in Person).
- 13  The Originating Summons Number is valid. You have case access. You may proceed to file the Amended Matrimonial Property Plan.

# Filing Amended Matrimonial Property Plan

- 14 You will be re-directed to the **Important Notes** page. Please read through the Important Notes.
- 15 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#), before you can continue.
- 16 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 17 Alternatively, you can click on **Back to Divorce E-services** to cancel the action and be directed back to the Divorce E-Services page.

DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

## Amended Matrimonial Property Plan

### Important Notes

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for Amended Matrimonial Property Plan is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.

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

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



# Filing Amended Matrimonial Property Plan

18 The initial status of Amended Matrimonial Property Plan is **Draft**.

19 On the header you will find a navigation bar to guide you on the steps to completing the Filing of the Amended Matrimonial Property Plan which are:

- a) **Amended Matrimonial Property Plan**
- b) **Preview**
- c) **Declare**
- d) **Make Payment**
- e) **Complete**

20 Under the Amended Matrimonial Property Plan section, click on **Choose File** to upload the completed Amended Matrimonial Property Plan in PDF format.

Case ID: OS-2022-000380 18 Status: Draft

1 Amended Matrimonial Property Plan 2 Preview 3 Declare 4 Make Payment 5 Complete

20a **1. Amended Matrimonial Property Plan**

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

Complete Incomplete

Please upload the completed Amended Matrimonial Property Plan  
Sila muat naik borang 'Amended Matrimonial Property Plan' yang lengkap

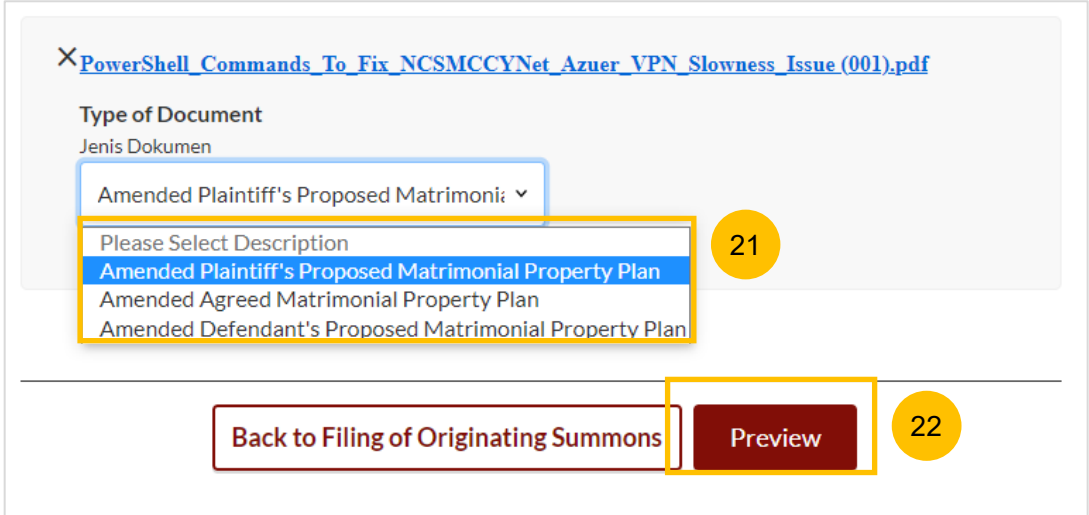
Drag and drop your document here 20b Choose File

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

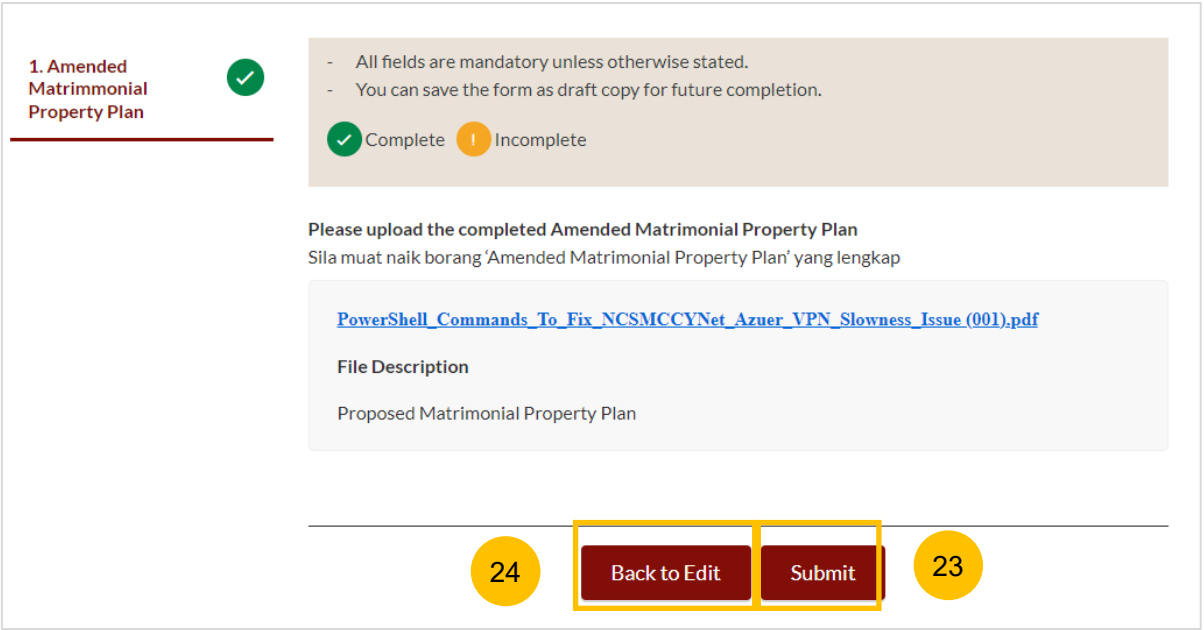
Back to Filing of Amended Matrimonial Property Plan Preview

# Filing Amended Matrimonial Property Plan

- 21 Once the file is uploaded, select the type of document:
  - Amended Plaintiff's Proposed Matrimonial Property Plan
  - Amended Agreed Matrimonial Property Plan
  - Amended Defendant's Proposed Matrimonial Property Plan
  
- 22 Click on the **Preview** button to review the filing in non-editable mode.
  
- 23 Verify the uploaded plan in preview mode. Click on **Submit** to continue filing the Amended Matrimonial Property Plan and you will be directed to the declaration page.
  
- 24 Alternatively, you can click **Back to Edit** to return to edit mode and update the uploaded file.



This screenshot shows a web interface for selecting a document type. At the top, there is a close button (X) and a file name: [PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue\(001\).pdf](#). Below this is the section "Type of Document" with the label "Jenis Dokumen". A dropdown menu is open, showing the selected option "Amended Plaintiff's Proposed Matrimonial Property Plan" and a list of other options: "Please Select Description", "Amended Plaintiff's Proposed Matrimonial Property Plan", "Amended Agreed Matrimonial Property Plan", and "Amended Defendant's Proposed Matrimonial Property Plan". A yellow circle with the number 21 is next to the dropdown. Below the dropdown, there are two buttons: "Back to Filing of Originating Summons" and "Preview". A yellow circle with the number 22 is next to the "Preview" button.



This screenshot shows the completion status of the document. On the left, it says "1. Amended Matrimonial Property Plan" with a green checkmark icon. To the right, there are instructions: "All fields are mandatory unless otherwise stated." and "You can save the form as draft copy for future completion." Below these are two status indicators: a green checkmark for "Complete" and a yellow exclamation mark for "Incomplete". A message says "Please upload the completed Amended Matrimonial Property Plan" and "Sila muat naik borang 'Amended Matrimonial Property Plan' yang lengkap". Below this is a file name: [PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue\(001\).pdf](#) and a "File Description" field containing "Proposed Matrimonial Property Plan". At the bottom, there are two buttons: "Back to Edit" and "Submit". A yellow circle with the number 24 is next to the "Back to Edit" button, and a yellow circle with the number 23 is next to the "Submit" button.

# Filing Amended Matrimonial Property Plan

## Declare

- 25 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration. The **Make Payment** button will be enabled.
- 26 Click **Make Payment** to make payment.
- 27 Or you can click **Back to Preview** to return to preview mode and **Back to Edit** to edit or amend the information if necessary.

DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

## Amended Matrimonial Property Plan

Case ID: OS-2022-000345 Status: Draft

Amended Matrimonial Property Plan — Preview — **3** Declare — 4 Make Payment — 5 Complete

I declare that the information provided in this form is true and correct. 25

---

27 Back to Preview Make Payment 26

# Filing Amended Matrimonial Property Plan

## Declare

- 25 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration. The **Make Payment** button will be enabled.
- 26 Click **Make Payment** to make payment
- 27 Or you can click **Back to Preview** to revert to preview mode and edit or amend the information if necessary.

DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

## Amended Matrimonial Property Plan

Case ID: OS-2022-000345 Status: Draft

✓ Amended Matrimonial Property Plan

✓ Preview

3 Declare

4 Make Payment

5 Complete

I declare that the information provided in this form is true and correct. 25

27

Back to Preview

Make Payment

26

## Payment - PayNow

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000506


**Breakdown of Fees**  
Butiran Yuran

- Filing fee for Amended Plaintiff's Proposed Matrimonial Property Plan: \$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](#)

## Payment – E-Nets/Credit Card

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

**Payment Advice Number**  
Nombor Yuran Pembayaran  
**UPM-2022-001063**

**Breakdown of Fees**  
Butiran Yuran  
· **Filing fee for Amended Plaintiff's Proposed Matrimonial Property Plan: \$12**


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

**Payment Mode**  
Cara Pembayaran

33  Now  eNETS / Credit Card

32

Payment Methods



34

Name on Card

Card Number

CVV/CVV2

Expiry Date Month  Year

Email (Optional)

36   35

## Payment – Provisional Grant of Aid/Grant of Aid

- 37 On the payment page, verify the breakdown of items, fees and total amount.
- 38 If you are a SingPass user, you will be able to select **Request Fee Waiver**.
- 39 Once you have selected Request Fee Waiver, provide the **Reason for fee waiver request**.
- 40 You will be required to upload the supporting documents, for example, your Financial Assistance Letter. Click on the **Choose File** button and upload the document.
- 41 Click on **Submit Request for Fee Waiver** to submit the request.

Payment Advice Number  
Nombor Yuran Pembayaran  
UPM-2022-001490

37

Breakdown of Fees  
Butiran Yuran  
• Filing fee for Amended Agreed Matrimonial Property Plan: \$12

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

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

38

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

Poverty

39

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

Drag and drop your document here

40

Choose File

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

Back to Declaration

Submit Request for Fee Waiver

41

## Complete

- 42 You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 43 Or you can click **Back to Dashboard** and will be directed back to the Dashboard.

### Submitted!

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](mailto: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.

42

Save as PDF

Back to Dashboard

43