



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

FILING OF ORIGINATING SUMMONS PURSUANT TO SECTION 46A(4) OF THE AMLA

Syariah Court Detailed User Guide for Corporate Users

Filing Of Originating Summons Pursuant to Section 46A(4) of the AMLA



Filing of OS Pursuant Section 46A(4) Of the AMLA

Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA

Overview	Page 4
Originating Summons Pursuant to Section 46A(4) of the AMLA	Page 13
Affidavit-in-Support	Page 28
Notice of Appointment of Solicitor	Page 32
Provisional Grant of Aid / Grant of Aid	Page 36
Payment	Page 40

Filing of Originating Summons
Pursuant to Section 46A(4) of the
AMLA

Filing of OS Pursuant to S.46A(4) of the AMLA

- 1 To file Originating Summons pursuant to s46A(4) of the AMLA, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to Start a New Case**
- 4 Select **Divorce**.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Dashboard', 'Inheri', '1 Divorce', and 'Others'. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. The main content area includes a search bar for 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with an input field and a 'Search' button labeled '2'. To the right is a 'Divorce E-Services' button labeled '2'. On the left, there are three dropdown menus: 'Ongoing Case', 'Completed Case', and 'Court File'. Below these is a table with columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'.

This screenshot shows a dropdown menu titled 'Start a New Case' with a downward arrow. The menu items are: 'Marriage Counselling Programme', 'Divorce', 'Reconciliation', and 'Nullity'. Below these items is another dropdown menu labeled 'I want to.. for Case with Originating Summons Number' with a downward arrow.

Filing of OS Pursuant 46A(4) of the AMLA

5 Locate and select **Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA**.

6 Before you click on **Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA**, please read the description and list of documents required.

To continue, click on **Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA** which is in blue text.

The screenshot shows a web interface for starting a new case. On the left, there is a sidebar with a dropdown menu 'Start a New Case' containing options: 'Marriage Counselling Programme', 'Divorce', 'Reconciliation', and 'Nullity'. Below this is another dropdown 'I want to.. for Case with Originating Summons Number'. The main content area has a dark red header 'Applications' and a blue link 'Filing of Originating Summons For Divorce'. Underneath, there are two columns: 'Description' and 'Documents Required (Soft copies for upload)'. The description includes: 'To file the Originating Summons for divorce.', 'Estimated time required: 30 mins', and 'Estimated maximum total filing fee for Plaintiff: \$135'. The documents required are: 'NRIC or valid Passport (for foreigner)', 'Deed Poll (if applicable where a party have changed his/her name)', and 'Marriage/Revocation Certificate (front and back page)'. A blue link 'View Full List' is at the bottom right of this section. Below the main content, there are two highlighted boxes. The first box, labeled '5', contains the blue text: 'Filing of Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A)'. The second box, labeled '6', contains a 'Description' and 'Document Required' section. The description is: 'To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A)' and 'Estimated time required: 30 mins'. The documents required are: 'NRIC or valid Passport (for foreigner)', 'Marriage Certificate', and 'Affidavit-in-Support'.

Filing of OS Pursuant 46A(4) of the AMLA

- 7 Answer the question : “Are you Filing a Provisional Grant of Aid/Grant of Aid?” (YES/NO)
- 8 If you select YES, please select the type of Grant. If you select NO, skip this step and go to step no. 9.
- 9 Click on the **Proceed** button to continue with Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA.
- 10 Alternatively, you can click on **Back to Divorce E-Services** to go back to Divorce E-Services.

Before you may proceed to file Originating Summons Pursuant to Section 46A(4) of the AMLA to commence the divorce proceedings, please answer the following question and select the filing of Provisional Grant of Aid or Grant of Aid.

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

Back to Divorce E-services Proceed

Filing of OS Pursuant 46A(4) of the AMLA

- 11 You will be re-directed to the **Important Notes** page. Please read through the Important Notes.
- 12 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 13 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue. To proceed to file the Originating Summons, click on **Agree and Proceed**.
- 14 To cancel and go back to **Divorce E-Services**, click on **Back to Divorce E-Services**.

Important Notes 11

1. This service will take you approximately 30 minutes to complete.
2. The estimated maximum fee will be \$XX. Payment can only be made using PayNow or eNETS/ Credit Card.
3. If you are requesting for fee waiver, please make ensure you have the supporting documents e.g. letter issued by SSO (Social Support Office) for financial assistance for a current period; or for appointed Lawyer, to have the Provisional Grant of Aid valid for current period, or Grant of Aid.
4. Your case/application will be processed within 3 working days.
5. Should there be any missing documents, you will be required to make a re-submission at a cost of \$X per re-submission.
6. Once payment has been made, you will receive the Originating Summons Number. This will be the reference number for your case.
7. You will be required to serve the Originating Summons and other supporting documents on the Respondent.

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

12

14

[Back to Divorce E-Services](#)

Agree and Proceed

13

15

Status: Draft

16



15

The initial status of the Originating Summons Pursuant to Section 46A(4) is **Draft**.

16

On the header you will find a navigation bar to guide you on the steps to completing the Filing of OS Pursuant to Section 46A(4), which are:

- a) **Filing if Originating Summons Pursuant to Section 46A(4) of the AMLA**
- b) **Agreement**
- c) **Make Payment**
- d) **Complete**

17

For the filing of OS Pursuant to Section 46A(4), these sections must be completed:

- a) **Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA).**
- b) **Affidavit-in-Support**
- c) **Notice of Appointment of a Solicitor**
- d) **Provisional Grant of Aid / Grant of Aid** (this section is enabled if you had answered YES at step no. 7)

17a

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

Complete Incomplete

1. Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)

Description	Documents Required
To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Marriage Certificate
Estimated time required: 30 mins	
Filing fee: \$x	

[Proceed to Originating Summons Pursuant to Section 46A\(4\) of the Administration of Muslim Law Act \(AMLA\)](#)

Filing of OS Pursuant 46A(4) of the AMLA

17 (Continued) For the filing of OS Pursuant to Section 46A(4), these sections must be completed:

- a) **Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA).**
- b) **Affidavit-in-Support**
- c) **Notice of Appointment of a Solicitor**
- d) **Provisional Grant of Aid / Grant of Aid** (this section is enabled if you had answered YES at step no. 7)

2. Affidavit-in-Support

17b

Description

To file the Affidavit-in-Support

Estimated time required: 10 mins

Filing fee per document: \$12

[Proceed to Affidavit-in-Support](#)

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

3. Notice of Appointment of Solicitor

17c

Description

For solicitors to file Notice of Appointment of Solicitor.

Estimated time required: 15 mins

Filing fee: \$12

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

Documents Required

N/A

Filing of OS Pursuant 46A(4) of the AMLA

[Return to Contents](#)

17 (Continued) For the filing of Originating Summons Pursuant to Section 46A(4), these sections must be completed:

- a) **Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA).**
- b) **Affidavit-in-Support**
- c) **Notice of Appointment of a Solicitor**
- d) **Provisional Grant of Aid / Grant of Aid** (this section is enabled if you had answered YES at step no. 7)

18 There will be completion indicators to show if any section is still incomplete (Completed (Green) /Incomplete (Yellow))

 2. Affidavit-in-Support

 2. Affidavit-in-Support

 4. Provisional Grant of Aid

17d

Description	Documents Required
For solicitors to file Provisional Grant of Aid.	N/A
Estimated time required: 5 mins	
Filing fee: \$12	

Proceed to Provisional Grant of Aid

Back to Divorce E-Services

Complete

Originating Summons Pursuant to Section 46A(4) of the AMLA

Section 1 Originating Summons Pursuant to Section 46A(4) of the AMLA

19 Click on the **Proceed to Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)** button.

20 You will be redirected to the **Important Notes** page. Please read through the Important Notes.

21 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).

22 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

23 Alternatively, you can click on **Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA** to go back to the previous filing page.

1. Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)

Description

To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)

Estimated time required: 30 mins

Filing fee: \$x

Documents Required

- NRIC or valid Passport (for foreigner)
- Marriage Certificate

Proceed to Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)

19

Important Notes

1. This service will take you approximately 20 minutes to complete.
2. The filing fee for Originating Summons Pursuant to Section 46A(4) of the AMLA is \$X.
3. You will need to make a Pre-Trial Conference appointment 2 to 4 weeks in advance. Read more on [Pre-Trial Conference](#).
4. If necessary, you are only allowed to reschedule once, at least 1 week before the intended appointment date.
5. Your case/application will be processed within X working days.

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

23

Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA

Agree and Proceed

22

Section 1 Originating Summons Pursuant to Section 46A(4) of the AMLA

24 On the header you will find navigation bar to guide you on the steps to completing the filing of the Originating Summons which are:

- Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA
- Preview
- Declare & Save

25 On the side Navigation bar, you will find the different sections to be completed. Any incomplete section will be marked with a yellow icon. Once completed, it will turn green.

- Applicant
- Respondent
- Marriage Details
- Jurisdiction
- Orders

26 Click **Save as a Draft** to save the filled-up data.

27 You can move to the **next section** by clicking on the arrow at the bottom of the page, and the information will automatically be saved as a draft.

Upon filling all the mandatory fields, a green tick will appear for each section in the vertical tab. (see example below)



Case ID: POS/AE-2022-000022 Status: Draft

1 Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA — 24 — 2 Preview — 3 Declare & Save

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

Complete Incomplete

1. Applicant !	Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
2. Respondent !	<input type="text" value="Enter Text"/>	<input type="text" value="Enter Text"/>
3. Marriage Details !	ID Type * Jenis Pengenalan	ID No. * Nombor Kad Pengenalan
4. Jurisdiction !	<input type="text" value="Please Select.."/>	<input type="text" value="Enter Text"/>
5. Orders !	Citizenship * Kewarganegaraan	Nationality Kerakyatan
	<input type="text" value="Please Select.."/>	<input type="text" value="Please Select.."/>

26

Next: 2. Respondent >

27

Back to Filing of Originating Summons Save as Draft Preview

1. Applicant

28 This section will set out the Applicant's particulars. Please key in these details:

- a) Full Name (Alias – if any)
- b) ID Type
- c) ID No
- d) Citizenship
- e) Nationality
- f) Date of Birth
- g) Gender
- h) Race
- i) Highest Educational Qualification
- j) Dialect

28

<p>Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan)</p> <input style="width: 90%;" type="text" value="JAMES ALLEN"/>	<p>Alias (Optional) Alias (Jika ada)</p> <input style="width: 90%;" type="text" value="Enter Text"/>
<p>ID Type * Jenis Pengenalan</p> <input style="width: 90%;" type="text" value="SG PINK"/>	<p>ID No. * Nombor Kad Pengenalan</p> <input style="width: 90%;" type="text" value="S8578139A"/>
<p>Citizenship * Kewarganegaraan</p> <input style="width: 90%;" type="text" value="Singapore Citizen"/>	<p>Nationality Kerakyatan</p> <input style="width: 90%;" type="text" value="SINGAPORE CITIZEN"/>
<p>Date of Birth Tarikh Lahir</p> <input style="width: 90%;" type="text" value="01/01/1997"/>	<p>Gender Jantina</p> <input style="width: 90%;" type="text" value="Male"/>
<p>Race Bangsa</p> <input style="width: 90%;" type="text" value="ANGLO THAI"/>	<p>Highest Educational Qualification * Kelayakan Pendidikan Tertinggi</p> <input style="width: 90%;" type="text" value="Master's and Doctorate or Equivalent"/>

1. Applicant

- 29 If the Applicant's Full Name is not as per NRIC/ID, complete the following:
- a) Click on **Choose File** and upload the Deed Poll in PDF format as a supporting document.
 - b) Specify the reason for the change in names.

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

Yes No

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

Drag and drop your document here 29a Choose File

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

Please specify reason
Sila nyatakan sebab

29b

1. Applicant

- 30 Provide further details on the Applicant such as :
- a) Residential Address
 - b) Mailing Address
 - c) Contact Details
 - d) Past Marital Information
 - e) Employment Information
 - f) Applicant's incarceration status
- 31 You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **2. Respondent**.

Gross Salary *
Gaji Kasar

Monthly Annual

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

119950

ⓘ The following section will be used for the purpose of processing your application and may not appear in the generated Case Statement.

Applicant's Status

Is the Applicant in prison/incarcerated? *
Adakah Pemohon di dalam penjara/ditahan?

Yes No

31

Next:  2. Respondent

2. Respondent

32

This section will set out the Respondent's particulars. Please key in these details:

- a) Full Name (Alias – if any)
- b) ID Type
- c) ID No
- d) Citizenship
- e) Nationality
- f) Date of Birth
- g) Gender
- h) Race
- i) Highest Educational Qualification
- j) Dialect

Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan) <input type="text" value="KAMALA HARRIS"/>	Alias (Optional) Alias (Jika ada) <input type="text" value="Enter Text"/>
ID Type * Jenis Pengenalan <input type="text" value="SG PINK"/>	ID No. * Nombor Kad Pengenalan <input type="text" value="T6138491F"/>
Citizenship * Kewarganegaraan <input type="text" value="Singapore Citizen"/>	Nationality * Kerakyatan <input type="text" value="SINGAPORE CITIZEN"/>
Gender * Jantina <input type="text" value="Female"/>	
Dialect * Bahasa Daerah <input type="text" value="ARABIC"/>	Highest Educational Qualification * Kelayakan Pendidikan Tertinggi <input type="text" value="Master's and Doctorate or Equivalent"/>

32

2. Respondent

- 33 If the Respondent's Full Name is not as per NRIC/ID, complete the following:
- a) Click on **Choose File** and upload the Deed Poll in PDF format as a supporting document.
 - b) Specify the reasons for the change in names.

Is the Respondent's full name as per NRIC/ID the same as in the Marriage Certificate?

Adakah nama penuh Responden di Sijil Nikah sama seperti yang di kad pengenalan?

Yes No

Please upload the Deed Poll

Sila muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here

33a

Choose File

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

Please specify reason *

Sila nyatakan sebab

33b

/200

2. Respondent

- 34 Provide further details on the Respondent such as :
 - a) Residential Address
 - b) Mailing Address
 - c) Contact Details
 - d) Past Marital Information
 - e) Employment Information
 - f) Respondent's incarceration status

- 35 You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **3. Marriage Details**

Gross Salary *
Gaji Kasar

Monthly Annual

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

8900

ⓘ This section will be used for the purpose of processing your application and may not appear in the generated Case Statement.

Respondent's Status

Is Respondent in prison/incarcerated? *
Adakah Responden di dalam penjara?

Yes No

34

Previous:
1. Applicant

35

Next: **3. Marriage Details**

3. Marriage Details

- 36 **Marriage Details.** Specify the following details of the marriage: Place of Marriage Registration, Marriage Certificate Number, Date of Marriage for Current.
- 37 You are required to upload a copy of the Marriage Certificate in PDF format. Click on **Choose File** to upload a copy of the Marriage Certificate.
- 38 Please answer the following question “Have the Applicant and the Respondent previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)” (YES/NO).
- 39 If you answer “YES”, please key in the Revocation Certificate Number and Date of Registration of Revocation.
- 40 If you answer “YES”, you are also required to upload a copy of the Revocation Certificate in PDF format. Click on **Choose File** to upload a copy of the Revocation Certificate.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **4. Jurisdiction**

Next: 
4. Jurisdiction

Place of Marriage Registration *
Tempat Pendaftaran Perkahwinan

Singapore

Marriage Certificate Number * ⓘ
Nombor Sijil Pernikahan

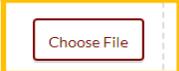
1234567890

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 

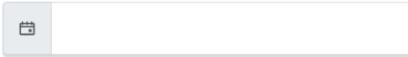
Have the Applicant and the Respondent previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)? *
Pernahkah Pemohon dan Responden mendaftarkan perceraian dan mendapatkan Sijil Rujuk dari Pejabat Pendaftaran Pernikahan Orang Islam (ROMM)?

Yes No

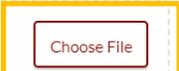
Revocation Certificate Number *
Nombor Sijil Rujuk

Enter Text

Date of Registration of Revocation *
Tarikh Pendaftaran Rujuk



Please upload your Revocation Certificate
Sila muat naik Sijil Rujuk

Drag and drop your document here 

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

36

37

38

39

40

4. Jurisdiction

41 Specify how the Court has jurisdiction:

- a) Domicile
- b) Habitual Residence

If you select “Domicile”, please specify whether :

- a) The Plaintiff is a Singapore Citizen
- b) The Defendant is Singapore Citizen
- c) Both Plaintiff and Defendant are Singapore Citizen
- d) Neither the Plaintiff nor the Defendant is a Singapore Citizen. If this option is selected, you are required to “State reasons for which the Court has jurisdiction based on domicile.”

42 If you select “Habitual Residence”, please select whether the Applicant or Respondent has been habitually resident in Singapore for a period of 3 years immediately preceding the date of filing of the OS.

43 You are also required to provide the residential details of the party selected for a minimum of 3 years immediately preceding the date of filing the Originating Summons. Click on the **Add Residential Details** button to furnish the details. Supporting documents related to the residential details are required. Click on **Choose File** to upload supporting documents in PDF format.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **5. Orders**.

Next: 
5. Orders

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 Applicant is a Singapore citizen

The Respondent is a Singapore citizen

Both the Applicant and the Respondent are Singapore citizens

Neither the Applicant nor the Respondent is a Singapore citizen

41

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

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

42

State the relevant details
Nyatakan butiran yang relevan

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

Please add 'Residential Details'

Add Habitual Residential Details

43

5. Orders

- 47 Select whether you wish to use the standard orders (YES/NO).
- 48 If you select YES, the standard order will be generated automatically in Order #1.
- 49 Click **Add Order** if you wish to key in more orders. A maximum of 4 orders can be added.

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

Complete Incomplete

Do you want to use the standard orders? * ⓘ 47
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?
 Yes No

The Applicant applies for the following orders: 48

Order #1

That the Applicant be allowed to apply for divorce under Section 46A(4) of the Administration of Muslim Law Act 1966 (2020 Rev Ed) notwithstanding that he/she has not attended the prescribed activity within the prescribed 6-month period before the date of intended filing of divorce application.

Add Order 49

 [Previous:](#)
[4. Jurisdiction](#)

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

5. Orders

50 Once all the sections are complete, they will be marked Green (Completed) and the **Preview** button will be enabled.

51 To preview all the keyed in information, click on the **Preview** button.

1. Applicant	✓
2. Respondent	✓
3. Marriage Details	✓
4. Jurisdiction	✓
5. Orders	✓

50

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

✓ Complete | Incomplete

Do you want to use the standard orders? * ⓘ
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes | No

The Applicant applies for the following orders:

Order #1

That the Applicant be allowed to apply for divorce under Section 46A(4) of the Administration of Muslim Law Act 1966 (2020 Rev Ed) notwithstanding that he/she has not attended the prescribed activity within the prescribed 6-month period before the date of intended filing of divorce application.

Add Order

◀ Previous:
4. Jurisdiction

Back to Filing of Originating Summons | **Save as Draft** | **Preview** | 51

Preview Mode

- 52 In the preview mode, you can check and verify all the information that you have keyed in, in non-editable format.
- 53 Click **Complete** once you have verified.
- 54 Alternatively, you can click **Back to Edit** to go back to edit mode and edit or amend the information.

1 Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA 2 Preview 3 Declare & Save

1. Applicant	✓
2. Respondent	✓
3. Marriage Details	✓
4. Jurisdiction	✓
5. Orders	✓

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

✓ Complete | Incomplete

Do you want to use the standard orders? * ⓘ
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?
Yes

Order #1

That the Applicant be allowed to apply for divorce under Section 46A(4) of the Administration of Muslim Law Act 1966 (2020 Rev Ed) notwithstanding that he/she has not attended the prescribed activity within the prescribed 6-month period before the date of intended filing of divorce application.

← Previous:
4. Jurisdiction

54 53

Back to Edit Complete

Affidavit-in-Support

Section 2 Affidavit-in-Support

- 1 To complete this section, click on the **Proceed to Affidavit-in-Support** button.
- 2 You will be redirected to the **Important Notes** page. Please read through the Important Notes. You will need to tick all the Pre-Requisites on the Important Notes page, before you can continue.
- 3 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 4 Once you have done so, the **Agree and Proceed** button will be enabled. Click on the **Agree and Proceed** button to continue.
- 5 Alternatively, you can click on **Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA** to go back to the previous filing page.

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 owners of the flat where proposed Intervener is a co-owner of the HDB flat.
--	--

Proceed to Affidavit-in-Support 1

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.

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](#)

5 **Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA** **Agree and Proceed** 4

Affidavit-in-Support

Section 2 Affidavit-in-Support

- 6 The initial status of Affidavit-in-Support is **Incomplete**.
- 7 On the header you will find the navigation bar to guide you on the steps to completing the Affidavit-in-Support which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 8 Click the **Choose File** button to upload the completed affirmed Affidavit-in-Support.
- 9 Key in the Deponent's Name.
- 10 If required, you can upload an additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 Affidavit-in-Support documents.
- 11 Once you have uploaded at least one document and keyed in the Deponent's Name, click on tab on your keyboard or refresh the page to enable the **Preview** button. Click **Preview** to navigate to preview mode and verify the keyed in information in non-editable format.

The screenshot shows the user interface for filing an Affidavit-in-Support. At the top right, the Case ID is OS-2022-000295 and the status is Incomplete. A navigation bar at the top contains three tabs: 'Affidavit-in-Support' (selected), 'Preview & Save', and a third unlabeled tab. The main section is titled 'Affidavit-in-Support #1' and contains instructions to upload a document. A 'Choose File' button is highlighted. Below this, a file named 'affidavits.pdf' is shown with a dropdown menu set to 'Affidavit-in-Support'. A text input field for the deponent's name contains 'BEATRICE SMITH'. At the bottom, there is an 'Add Affidavit-in-Support' button and a 'Preview' button. A footer bar contains a link back to the filing process and the 'Preview' button.

Section 2 Affidavit-in-Support

- 12 Verify the affidavit you have uploaded in preview mode.
- 13 Once you have verified, click on **Complete & Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA**. This section will be marked as Completed (Green) and you will be redirected to the main Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA page.
- 14 Alternatively, you can click on the **Back to Edit** button to go back to-the-Affidavit-in-Support page.
- 15 On the main Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA page, you will find the Affidavit-in-Support section marked as Green (Completed).
- 16 If you click the **Edit/View Affidavit-in-Support** button ,this section will be marked Yellow (Incomplete) until you have completed the section up to step no. 13 to mark this section as Completed.

Affidavit-in-Support #1

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

[affidavits.pdf](#)

12

File Description

Affidavit-in-Support

Please enter the Deponent's Name(s) 

Sila berikan nama Deponen

BEATRICE SMITH

14

Back to Edit

Complete and Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA

13

2. Affidavit-in-Support

15

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 owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Edit/View Affidavit-in-Support

16

Notice of Appointment of Solicitor

Notice of Appointment of Solicitor

- 1 Click on **Proceed to Notice of Appointment of Solicitor**.
- 2 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 3 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 4 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

5. Notice of Appointment of Solicitor

Description

For solicitors to file Notice of Appointment of Solicitor.

Estimated time required: 15 mins

Filing fee: \$12

Documents Required

N/A

Proceed to Notice of Appointment of Solicitor

1

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.

2

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

3

Back to Filing of Originating Summons

Agree and Proceed

4

Notice of Appointment of Solicitor

- 5 On the Notice of Appointment of Solicitor page, specify “I have been appointed to act as the lawyer for the:”
 - a) Applicant

- 6 Under Lawyer's & Law Firm details, specify:
 - a) Lawyer's Full Name (as per ID)
 - b) Lawyer's Practising Certificate Number
 - c) Lawyer's Office Phone Number
 - d) Lawyer's Email Address
 - e) Lawyer's Office Fax Number
 - f) Name of Law Firm
 - g) UEN
 - h) Law Firm's Address

- 7 Once all the mandatory information is complete, click on **Preview** to navigate to Preview mode to verify all the information.

Applicant's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) JAMES ALLEN	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S8578139A

Respondent's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) KAMALA HARRIS	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan T6138491F

I have been appointed to act as the lawyer for the: *
Saya dilantik sebagai peguam untuk

Applicant

5

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.. v 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.. v Enter Fax Number...	

6

Back to Filing of Originating Summons Save as Draft **Preview**

7

Notice of Appointment of Solicitor

- 8 In the Preview mode, verify all the information.
- 9 Once verified click on the **Complete** button to complete Notice of Appointment of Solicitor. This section will be marked as Completed and you will be redirected to the main Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA page.

Alternatively, you can click on **Back to Edit** to go back to edit mode or **Save as Draft** to save the form as a draft.

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	Level No. No. Aras	Unit No. 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/Defendant's Lawyer's Address (Optional)
Alamat pihak Defendan/peguam bagi Defendan (Jika ada)

Back to Edit Save as Draft Complete

9

8

Provisional Grant of Aid/Grant of Aid

Provisional Grant of Aid / Grant of Aid

- 1 The last section before completing the Filing of Originating Summons will be the Provisional Grant of Aid/Grant of Aid which was selected at the beginning of the filing process. Depending on the earlier selection, the section will display either Provisional Grant of Aid or Grant of Aid. Click on **Proceed to Provisional Grant of Aid** or **Proceed to Grant of Aid** to continue.
- 2 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 3 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 4 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

6. Provisional Grant of Aid

Description	Document Required
For solicitors to file Provisional Grant of Aid. Estimated time required: 5 mins Filing fee: \$12	N/A

Important Notes

- 1. This service will take you approximately 5 minutes to complete.
- 2. You will be informed if the filing of the Provisional Grant of Aid is approved or rejected.

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

Provisional Grant of Aid / Grant of Aid

5 You will be required to upload the Provisional Grant of Aid/Grant of Aid in PDF format. Click on **Choose File**. Select your file and upload.

6 If you are filing Provisional Grant of Aid, specify the Start and End Dates. If you are filing a Grant of Aid, these fields are not applicable.

7

The **Preview** button will then be enabled. Click on the **Preview** button to continue to the next step.

Case ID: POS-2022-000393 Status: Draft

1 Provisional Grant of Aid ————— 2 Preview ————— 3 Declare & Save

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

Please upload the Provisional Grant of Aid
Sila muat naik Geran Bantuan Sementara

Drag and drop your document here 5 Choose File

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

Provisional Grant of Aid
Geran Bantuan Sementara

Start Date * **End Date ***
Bermula dari tarikh Hingga ke tarikh

6

Back to Filing of Originating Summons Save as Draft Preview 7

Filing of Originating Summons

Provisional Grant of Aid / Grant of Aid

- 8 In the preview mode, verify the uploaded file and all the saved information.
- 9 Once verified, click on the **Complete** button to complete this section which will be marked Completed (Green) and you will be redirected to the main Filing of Originating Summons pursuant to section 46A(4) of the AMLA page. Alternatively, you can click on **Back to Edit** to return to edit mode or click on **Save as Draft** to save as a Draft.

Case ID: POS-2022-000393 Status: Draft

1 Provisional Grant of Aid — 2 Preview — 3 Declare & Save

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

Please upload the Provisional Grant of Aid
Sila muat naik Geran Bantuan Sementara

[PowerShell Commands To Fix NCSMCCYNet_Azuer_VPN_Slowness_Issue\(005\).pdf](#)

File Description
Provisional Grant of Aid

Provisional Grant of Aid
Geran Bantuan Sementara

Start Date Bermula dari tarikh	End Date Hingga ke tarikh
13/10/2022	20/10/2023

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

Payment

Filing of Originating Summons

- 1 All the required sections need to be marked as Completed (Green) before you can submit Filing of Originating Summons pursuant to section 46A(4) of the AMLA.
- 2 Once all required section(s) are completed, the **Complete** button will be enabled. Click on the **Complete** button to continue to payment and to submit the Filing of Originating Summons pursuant to section 46A(4) of the AMLA.

✓ 1. Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)

1a

Description	Documents Required
To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) Estimated time required: 30 mins Filing fee: \$22	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Marriage Certificate

[Edit/View Originating Summons Pursuant to Section 46A\(4\) of the Administration of Muslim Law Act \(AMLA\)](#)

✓ 2. Affidavit-in-Support

1b

Description	Documents Required
To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	<ul style="list-style-type: none">• Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Edit/View Affidavit-in-Support](#)

✓ 4. Grant of Aid

1d

Description	Documents Required
For solicitors to file Grant of Aid. Estimated time required: 5 mins Filing fee: \$12	N/A

[Edit/View Grant of Aid](#)

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

2

Filing of Originating Summons

- 3 Upon clicking Complete, there will be an agreement section. Tick the checkbox to confirm your agreement.
- 4 Click on **Make Payment**.

Status: Draft

✓ Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA — 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 any other party in this case via SYC Portal.

3

[Back to Filing of Originating Summons Pursuant to Section 46A\(4\) of the AMLA](#)

Make Payment

4

Payment - PayNow

- 1 On the payment mode, verify the breakdown of items, fees and the total amount.
- 2 Select Payment Mode. The default selection is PayNow.
- 3 Scan the QR code, proceed to pay by your PayNow mobile app.
- 4 Click on **Verify Payment**.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001021

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
- Filing fee for Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act(AMLA): \$22
- Filing fee for Notice of Appointment of Solicitor: \$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.

Back to Declaration Verify Payment

1

2

3

4

Payment – E-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001024

Breakdown of Fees
Butiran Yuran
· Filing fee for Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act(AMLA): \$22
· Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$34

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)

Request Fee Waiver

- 1 On the payment mode, verify the breakdown of items, fees and the total amount.
- 2 If you are filing a Provisional Grant of Aid/Grant of Aid, the payment mode **Request Fee Waiver** will be automatically selected and non-editable.
- 3 The reason for fee waiver is **Provisional Grant of Aid or Grant of Aid** (according to the type of grant that you selected) and is non-editable.
- 4 Click on **Submit Request for Fee Waiver** to submit the Filing of Originating Summons pursuant to section 46A(4) of the AMLA and its accompanying documents along with the Provisional Grant of Aid or Grant of Aid.

The screenshot shows a web form for requesting a fee waiver. It is divided into several sections:

- Payment Advice Number:** Nombor Yuran Pembayaran PM-2022-001021. This section is highlighted with a yellow box and a callout '1'.
- Breakdown of Fees:** Butiran Yuran. It lists four items:
 - Filing fee for Affidavit-in-Support #1: \$12
 - Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
 - Filing fee for Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act(AMLA): \$22
 - Filing fee for Notice of Appointment of Solicitor: \$12
- Payment Amount (SGD):** Jumlah Pembayaran (SGD) \$58.
- Payment Mode:** Cara Pembayaran. It has three radio buttons: PayNow, eNETS / Credit Card, and Request for Fee Waiver. The 'Request for Fee Waiver' option is selected and highlighted with a yellow box and callout '2'.
- Reason for request for fee waiver:** Sebab bagi permohonan pengene pian yuran. A dropdown menu is open, showing 'Grant of Aid' as the selected reason, highlighted with a yellow box and callout '3'.
- Navigation:** At the bottom, there are two buttons: 'Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA' and 'Submit Request for Fee Waiver'. The 'Submit Request for Fee Waiver' button is highlighted with a yellow box and callout '4'.

Filing of Originating Summons

Complete

- 1 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 2 Or you can click **Back to Dashboard** and will be redirected back to the Dashboard.

Case ID: POS/AE-2022-000022

Status: Pending Acceptance



Submitted!

Case ID: POS/AE-2022-000022

Your Payment Advice Number: PM-2022-001021

Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: ersuroto@gmail.com.

Your application will be processed within 3 working days. Once the application has been accepted, you will be required to serve the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) on the Respondent within 7 days before the Pre-Trial Conference appointment.

1 Save as PDF Back to Dashboard 2