



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 Public 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 Section 46A(4) of the AMLA

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

Filing of OS Pursuant 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 dashboard with a navigation bar containing 'Dashboard', 'Inheri', '1 Divorce', and 'Others'. Below the navigation bar 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 labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with an input field 'Enter Case ID' and a 'Search' button. A yellow circle with the number '2' is placed over the 'Search' button. To the right of the search bar is a button labeled 'Divorce E-Services', which is highlighted with a yellow box. Below these elements is a table with columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'.

The screenshot shows a dropdown menu with the following options: 'Start a New Case' (highlighted with a yellow box and a yellow circle with the number '3'), 'Marriage Counselling Programme', 'Divorce' (highlighted with a yellow box and a yellow circle with the number '4'), 'Reconciliation', and 'Nullity'. Below these options is another dropdown menu labeled 'I want to.. for Case with Originating Summons Number'.

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 filing cases. 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' (To file the Originating Summons for divorce. Estimated time required: 30 mins. Estimated maximum total filing fee for Plaintiff: \$135) and 'Documents Required (Soft copies for upload)' (NRIC or valid Passport (for foreigner), Deed Poll (if applicable where a party have changed his/her name), Marriage/Revocation Certificate (front and back page)). A blue link 'View Full List' is at the bottom right of this section.

5 **Filing of Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A)**

6

Description	Document Required
To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A) Estimated time required: 30 mins	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Marriage Certificate• Affidavit-in-Support

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

- 7 You will be re-directed to the **Important Notes** page. Please read through the Important Notes.

- 8 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).

- 9 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**.

- 10 To cancel and go back to **Divorce E-Services**, click on **Back to Divorce E-Services**.

Important Notes 7

1. This service will take you approximately 30 minutes to complete.
2. The estimated maximum filing fee will be \$34. Payment can only be made using PayNow or eNETS/Credit Card.
3. If you are requesting for fee waiver, please ensure you have the supporting documents e.g. letter issued by SSO (Social Service Office) for financial assistance for the current period; or for an 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. Once payment has been made, you will receive the Originating Summons Number. This will be the reference number for your case.
6. 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](#) 8

10

Back to Divorce E-Services

Agree and Proceed

9

11

Status: Draft

12



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

12 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**

13 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**

- 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)

13a

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)

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

13 (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**

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

2. Affidavit-in-Support

13b

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.

Originating Summons Pursuant 46A(4) of the AMLA

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

- 14 Click on the **Proceed to Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA)** button.
- 15 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 16 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 17 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 18 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	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)

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](#)

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

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

- 1 On the header you will find navigation bar to guide you on the steps to completing the filing of the Originating Summons which are:
 - a) **Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA**
 - b) **Preview**
 - c) **Declare & Save**
- 2 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.
 1. Applicant
 2. Respondent
 3. Marriage Details
 4. Jurisdiction
 5. Orders
- 3 Click **Save as a Draft** to save the filled-up data.
- 4 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 — 2 Preview — 3 Declare & Save

1. Applicant	Full Name (Applicant ID) * Nama Penuh (Kad Pengenalan) AN MIN TERENCE	Alias (Optional) Alias (Jika ada) Enter Text
2. Respondent	ID Type * Jenis Pengenalan SG Pink	ID No. * Nombor Kad Pengenalan S9812388A
3. Marriage Details	Citizenship * Kewarganegaraan Singapore Citizen	Nationality Kerakyatan SINGAPORE CITIZEN
4. Jurisdiction	Date of Birth Tarikh Lahir 01/02/1992	Gender Jantina Male
5. Orders	Race Bangsa ARAB	Highest Educational Qualification * Kelayakan Pendidikan Tertinggi Bachelor's or Equivalent

3 Next: 2. Respondent > 4

Back to Filing of Originating Summons Save as Draft Preview

Section 1 Applicant

5 This section will set out your particulars. Please verify these details (which are non-editable if you are login by SingPass):

- a) Full Name
- b) ID Type
- c) ID No
- d) Citizenship

If you are login by SYC Pass, the values above are auto retrieved from My Particular.

Please specify additional information :

- a) Nationality
- b) Date of Birth
- c) Gender
- d) Race
- e) Highest Educational Qualification
- f) Dialect

Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan) TAN MING HENG TERENCE	Alias (Optional) Alias (Jika ada) Enter Text
ID Type * Jenis Pengenalan SG Pink	ID No. * Nombor Kad Pengenalan S9812388A
Citizenship * Kewarganegaraan Singapore Citizen	Nationality Kerakyatan SINGAPORE CITIZEN
Date of Birth Tarikh Lahir 01/02/1992	Gender Jantina Male
Race Bangsa ARAB	Highest Educational Qualification * Kelayakan Pendidikan Tertinggi Bachelor's or Equivalent
Dialect * Bahasa Daerah ARABIC	



Section 1 Applicant

- 6 If your 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 6a 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

6b

Section 1 Applicant

- 7 Provide further of your details such as :
 - a) Residential Address
 - b) Mailing Address
 - c) Contact Details
 - d) Past Marital Information
 - e) Employment Information
 - f) Applicant's incarceration status

- 8 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

7

8

Next: **2. Respondent** 

Section 2 Respondent

- 9 **Respondent.** 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) KAMALA HARRIS	Alias (Optional) Alias (Jika ada) Enter Text
ID Type * Jenis Pengenalan SG PINK	ID No. * Nombor Kad Pengenalan T6138491F
Citizenship * Kewarganegaraan Singapore Citizen	Nationality * Kerakyatan SINGAPORE CITIZEN
Gender * Jantina Female	
Dialect * Bahasa Daerah ARABIC	Highest Educational Qualification * Kelayakan Pendidikan Tertinggi Master's and Doctorate or Equivalent



Section 2 Respondent

- 10 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 reason 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

10a

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

10b

/200

Section 2 Respondent

- 11 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
- 12 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

11

← Previous:
1. Applicant


12

Next: →
3. Marriage Details

Section 3 – Marriage Details

- 13 Specify the following details of the marriage: Place of Marriage Registration, Marriage Certificate Number, Date of Marriage for Current.
- 14 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.
- 15 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).
- 16 If you answer “YES”, please key in the Revocation Certificate Number and Date of Registration of Revocation.
- 17 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 **Choose File**

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 **Choose File**

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

13

14

15

16

17

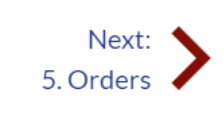
Section 4 - Jurisdiction

18 Specify how the Court has jurisdiction:
a) Domicile
b) Habitual Residence
If you select “Domicile”, please specify whether :
a) The Applicant is a Singapore Citizen
b) The Respondent is Singapore Citizen
c) Both Applicant and Respondent are Singapore Citizen
d) Neither the Applicant nor the Respondent is a Singapore Citizen. If this option is selected, you are required to “State reasons for which the Court has jurisdiction based on domicile.”

19 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.

20 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**.



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

18

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.

19

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

20

Section 5 - Orders

- 24 Select whether you wish to use the standard orders (YES/NO).
- 25 If you select YES, the standard order will be generated automatically in Order #1.
- 26 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? * ⓘ 24
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes No

The Applicant applies for the following orders: 25

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 26

◀ Previous:
4. Jurisdiction

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

Section 5 - Orders

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

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

1. Applicant	27	✓
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 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

28

Preview Mode

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

1. Applicant ✓

2. Respondent ✓

3. Marriage Details ✓

4. Jurisdiction ✓

5. Orders ✓

29

- 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

30 31

Back to Edit Complete

Affidavit-in-Support

Section 2 Affidavit-in-Support

- 1 To complete on this section, click on the button **Proceed to Summons Affidavit-in-Support**
- 2 You will be re-directed to the **Important Notes** page. Please read through the Important Notes. You will need to tick all the Pre-Requisite on the Important Notes, 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 steps: 1 Affidavit-in-Support, 7 (highlighted), and 2 Preview & Save. The main section is titled 'Affidavit-in-Support #1' and contains instructions to upload a document. A dashed box labeled '8' contains a 'Drag and drop your document here' area and a 'Choose File' button. Below this, a file upload area shows a document named 'affidavits.pdf' with a dropdown menu for 'Type of Document' set to 'Affidavit-in-Support'. A text input field labeled '9' contains the name 'BEATRICE SMITH'. At the bottom, there is an 'Add Affidavit-in-Support' button (labeled '10') and a 'Preview' button (labeled '11') next to a link 'Back to Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA'.

Affidavit-in-Support

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

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](#)

[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-2022-001024


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



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 Filing of Originating Summons Pursuant to Section 46A\(4\) of the AMLA](#) **Verify Payment**

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)

4

Submit

Cancel

5

1

2

3

Request Fee Waiver

- 1 On the payment mode, verify the breakdown of items, fees and the total amount.
- 2 If you are a Singpass user, you will be able to select **Request for Fee Waiver**.

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

- 3 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.
- 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.

The screenshot shows a web form for requesting a fee waiver. It includes the following sections:

- Payment Advice Number:** Nombor Yuran Pembayaran PM-2022-001024. A yellow callout '1' is placed to the right of this section.
- Breakdown of Fees:** Butiran Yuran. It lists two items: 'Filing fee for Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act(AMLA): \$22' and 'Filing fee for Affidavit-in-Support #1: \$12'. A yellow callout '1' is placed to the right of this section.
- Payment Amount (SGD):** Jumlah Pembayaran (SGD) \$34.
- 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 pengenehan yuran. A dropdown menu is shown with 'Poverty' selected.
- Document Upload:** A section titled 'Please upload the SSO (Social Office) Financial Assistance Letter' with the instruction 'Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)'. It features a dashed box for document upload, a 'Choose File' button highlighted with a yellow box and callout '3', and a note: 'Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }'.
- Navigation:** At the bottom, there are two buttons: 'Back to Filing of Originating Summons Pursuant to Section 46A(4) of the' 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 dashboard

Case ID: POS/AE-2022-000024

Status: Pending Waiver Approval



Submitted!

Case ID: POS/AE-2022-000024

Your Payment Advice Number: PM-2022-001024

Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: fsfss@ddsds.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 2