



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

Filing of Memorandum of Defence

Syariah Court Detailed User Guide for Corporate Users

Filing of Memorandum of Defence



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Filing of Memorandum of Defence

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Filing Notice of Appointment of Solicitor

Filing of Notice of Appointment of Solicitor

- 1 To file Memorandum of Defence on behalf of the Defendant, you must be appointed as a Solicitor for the Defendant in the case. To file **Notice of Appointment of Solicitor**, 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 navigation bar at the top containing 'Dashboard', 'Inheri', '1 Divorce', and 'Others'. The 'Divorce' tab is highlighted with a yellow box and a '1' in a yellow circle. Below the navigation bar is a dark red header with 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white text. The main content area has a search bar with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and an input field 'Enter Case ID'. To the right of the search bar is a 'Search' button with a '2' in a yellow circle, and a 'Divorce E-Services' button with a yellow box around it. 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 with a '3' in a yellow circle. The dropdown is open, showing 'I want to.. for Case with Originating Summons Number' with an upward arrow and a yellow box around it, and 'File Court Documents' with a yellow box around it and a '4' in a yellow circle. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praeipce)', 'Submit Registry Request', and 'Submit Correspondence'.

Filing of Notice of Appointment of Solicitor

- 5a From the list of Court Documents, locate **Notice of Appointment of Solicitor**.
- 5b Click on the arrow button; details, description and a list of documents required will be shown. Please read through this section.
- 5c You can collapse the section by clicking on the arrow sign.
- 6 To continue, click on **Proceed to Notice of Appointment of Solicitor**.

Dashboard Inheritance Divorce Others

- Bundle of Authorities
- Memorandum of Defence
- Notice of Appeal against Registrar's Decision or Order
- Notice of Appointment of Solicitor**

Description	Documents Required (Soft copies for upload)
For lawyers to file Notice of Appointment of Solicitor.	<ul style="list-style-type: none">• N/A
Estimated time required: 30 min	
Estimated filing fee: \$12	

Proceed to Notice of Appointment of Solicitor

Filing of Notice of Appointment of a Solicitor

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- 7 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 8 Click on the **Submit** button to validate the Originating Summons Number.
- 9 If you have keyed in an incorrect Originating Summons Number, you will see this error message.

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

Notice of Appointment of Solicitor

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

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000152 7 Submit 8

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

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000295 Submit

! The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number. 9


Filing of Notice of Appointment of a Solicitor

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- 10 If you have keyed in the correct Originating Summons Number, you will see this message.
- 11 Please specify for which party you have been appointed as a Solicitor:
 - a) Plaintiff
 - b) **Defendant** (select this option before filing Memorandum of Defence)
 - c) Intervener
 - d) Litigation Representative for Plaintiff
 - e) Litigation Representative for Defendant
 - f) Other Party
- 12 Key in the ID No. of the party.
- 13 Click on **Submit**.
- 14 If you have keyed in the correct ID number, you will see this confirmation message.
- 15 If you have keyed in an incorrect ID number, you will see this error message.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000152


 The Originating Summons Number is valid. You do not have case access. Please provide the ID No. of the party who has appointed you to act as the solicitor to be allowed to file the Notice of Appointment of Solicitor. 10

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

Defendant 11


Defendant's ID No. *
No. kad pengenalan Defendan

S2568574A 13

 You may proceed to file the Notice of Appointment of Solicitor. 14

Defendant's ID No. *
No. kad pengenalan Defendan

S2568574C

 Invalid ID Number. Please verify and check the ID Number. 15

Filing of Notice of Appointment of a Solicitor

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- 16 If there is any Summons filed under this Originating Summons, you will be asked whether you would like to file the Notice of Appointment of Solicitor for the related Summons as well (YES/NO). If you select NO, continue to step no.18.
- 17 If you select YES, select the Summon(s) number for which you would like to be appointed.
- 18 Specify if you are filing a Provisional Grant of Aid/Grant of Aid for the current Notice of Appointment of Solicitor (Yes/No). If you select NO, continue to step no. 20.
- 19 If you select **YES**, select the type of Grant, either:
 - a) Provisional Grant of Aid
 - b) Grant of Aid
- 20 Click on **Proceed** to continue filing the Notice of Appointment of Solicitor.
- 21 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and go back to the Divorce E-Services page.

Do you want to file for Notice of Appointment of Solicitor for related Summons(es) as well?
Do you want to file for Notice of Appointment of Solicitor for related Summons(es) as well?

Yes No 16

Please select for which Summons(es) you would like to file the Notice of Appointment of Solicitor
Please select for which Summons(es) you would like to file the Notice of Appointment of Solicitor

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

Are you filing a Provisional Grant of Aid/Grant of Aid?
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda? 18

Yes No

Type of Grant*
Jenis Geran
Provisional Grant of Aid 19

21 20

Filing of Notice of Appointment of a Solicitor

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

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

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

- 25 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 22

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

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 23

25 [Back to Divorce E-services](#) **Agree and Proceed** 24

Filing of Notice of Appointment of Solicitor

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26 The initial status of the Notice of Appointment of Solicitor is **Draft**.

27 On the header you will find a navigation bar to guide you on the steps to completing the Filing of the Notice of Appointment of Solicitor which are:

- a) **Notice of Appointment of Solicitor**
- b) **Preview**
- c) **Declaration**
- d) **Make Payment**
- e) **Complete**

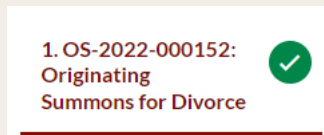
28 The sections which need to be completed in the Notice of Appointment of Solicitor are:

- a) Details of Originating Summons or Summons (the case for which you are appointed)
- b) Provisional Grant of Aid or Grant of Aid (If applicable)

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

30 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.

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



Case ID: OS-2022-000152 Status: Draft

1 Notice of Appointment of Solicitor — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete

28

1. OS-2022-000152: Originating Summons for Divorce	Plaintiff's Details
2. Provisional Grant of Aid	

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

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

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

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

Defendant

Next: 2. Provisional Grant of Aid >

29

Back Save as Draft Preview

26

27

28

29

30

Section 1 Originating Summons for Divorce

32 The **Plaintiff's** details from the case will be displayed in non-editable format. Verify the information:

- a) Full Name
- b) Alias (if any)
- c) ID Type
- d) ID Number

33 The **Defendant's** details from the case will be displayed in non-editable format. Verify the information :

- a) Full Name
- b) Alias (if any)
- c) ID Type
- d) ID Number

34 Verify the party for whom you have been appointed to act as the lawyer.

Plaintiff's Details		32
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) MY.INFO:CC	Alias (Optional) Alias (Jika ada)	
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S6005055D	
Defendant's Details		33
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) JASMINE	Alias (Optional) Alias (Jika ada)	
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S2568574A	
I have been appointed to act as the lawyer for the: * I have been appointed to act as the lawyer for the: Defendant		34

Section 1 Originating Summons for Divorce

- 35 Under the **Lawyer's Details** section, key in Lawyer's Full Name;
- 36 Lawyer's Practising Certificate Number;
- 37 Lawyer's Office Phone Number (Country Code + Phone number);
- 38 Lawyer's Email Address; and
- 39 Lawyer's Office Fax Number (optional).

Lawyer's Details

<p>Lawyer's Full Name (as per ID) * Nama penuh peguam (seperti di Kad Pengenalan atau ID)</p> <p>35 <input type="text" value="Enter Full Name..."/></p>	<p>Lawyer's Practising Certificate Number * Nombor Sijil Amalan Peguam</p> <p>36 <input type="text" value="Enter Certificate Number..."/></p>
<p>Lawyer's Office Phone Number * Nombor Telefon Pejabat Peguam</p> <p>37 <input type="text" value="Please S"/> <input type="text" value="Enter Phone Number..."/></p>	<p>Lawyer's Email Address * Alamat Emel Peguam</p> <p>38 <input type="text" value="Enter Email Address..."/></p>
<p>Lawyer's Office Fax Number (Optional) Nombor Faks Pejabat Peguam (tidak diwajibkan)</p> <p>39 <input type="text" value="Please S"/> <input type="text" value="Enter Fax Number..."/></p>	

Section 1 Originating Summons for Divorce

- 40 Specify **Law Firm's Address**.
 - a) Key in **Postal Code**.
 - b) Click **Retrieve Address**.
 - c) Verify the **Blk/House No**, which is auto populated from the Postal Code and verify the **Street Name & Building Name**, which is also auto populated from the Postal Code.
- 41 Key in **Level No.** and **Unit No.**
- 42 If the address does not contain **level no.** and/or **unit no.**, select **No**.
- 43 Optional: you may key in the name and address of another party in the case (e.g : Plaintiff, Defendant, Intervener) on whom the Notice of Appointment of Solicitor will need to be served.

Law Firm Address

Postal Code *
Poskod

40a 40b

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

Yes No 42

40c

Blk/House No. * No. blok/rumah	Level No. * No. Aras	Unit No. * No. Unit.
<input type="text" value="450"/>	<input type="text" value="11"/>	<input type="text" value="11"/> 41

Street Name *
Nama Jalan

Building Name (Optional)
Nama Bangunan (Jika ada)

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

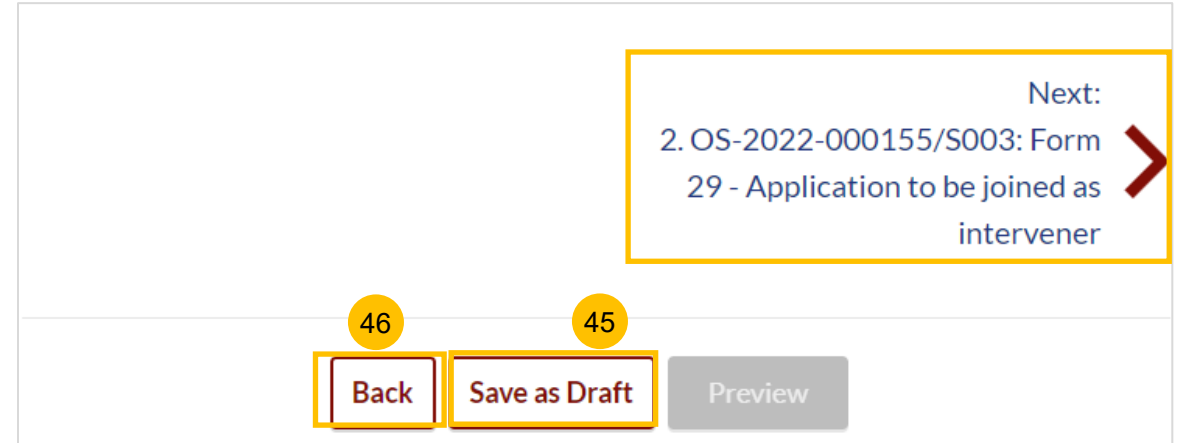
The Plaintiff/Plaintiff's Lawyer's Address (Optional)
Alamat Plaintiff/Peguam Plaintiff (Tidak wajib)

0 / 200

43

Section 1 Originating Summons for Divorce

- 44 Once section 1 (**Originating Summons for Divorce**) is completed, you can continue to the next section by navigating to the **next section**.
- 45 Alternatively, you can click **Save as Draft**, to save your filing as a draft.
- 46 Or you can click **Back** and the system will redirect you to the Divorce E-Services page.



Section 2 Other Summons Case(s)

- 47a This section is enabled if you are appointed for the Originating Summons and other Summons under the same case.
- 47b All the information in the Notice Of Appointment for Summons, will be auto populated from the Notice Of Appointment for the Originating Summons, and will be non-editable. Please verify the lawyer's details & law firm's details sections.
- 48 If you would like to edit, you will need to edit the details in the Notice Of Appointment for the Originating Summons. Click on the **Previous section** to return to the Notice Of Appointment for the Originating Summons.
- 49 Once verified, you can continue to fill up the next section by navigating to the **Next section, 3 (PGA/GA)**, if selected.

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

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

3. Provisional Grant of Aid !

Lawyer's Details

Lawyer's Full Name (as per ID) *
Nama penuh peguam (seperti di Kad Pengenalan atau ID)
BABA

Lawyer's Certificate Number *
Nombor Sijil Amalan Peguam
17166161

Lawyer's Office Phone Number *
Nombor Telefon Pejabat Peguam
Singapore 9818817

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

Lawyer's Office Fax Number (Optional)
Nombor Faks Pejabat Peguam (tidak diwajibkan)
Please S Enter Fax Number...

Law Firm Details

Name of Law Firm *
Nama firma guaman
BABA AND PARTNERS

48 ◀ Previous: 1. OS-2022-000155: Originating Summons for Divorce

Next: ▶ 3. Provisional Grant of Aid 49

Back Save as Draft Preview

Section 3 Provisional Grant of Aid (If selected)

- 50 This section is enabled if you have selected to file the Provisional Grant of Aid in the initial page.
- 51 You will be required to upload the Provisional Grant of Aid in PDF format. Click on the **Choose File** button, select your file and upload. Specify the type of document as Provisional Grant of Aid
- 52 Specify the validity period of the Provisional Grant of Aid in the **Start Date** and **End Date** fields.
- 53 Completed sections will be marked with a green tick.
- 54 After all sections are completed, the **Preview** button will be enabled. Click on **Preview** to continue to the next step in the filing.
- 55 Alternatively, you can click **Save as Draft** if you want to save the Notice Of Appointment of Solicitor as a draft, or click on **Back**, and you will be redirected to the Divorce E-Services page.

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

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

3. Provisional Grant of Aid !

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

Drag and drop your document here

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

Start Date *
Bermula dari tarikh

End Date *
Hingga ke tarikh

01/01/2022 01/02/2024

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

Back Save as Draft Preview

Section 3 Grant of Aid (If selected)

- 56 This section is enabled if you have selected to file the Grant of Aid in the initial page.
- 57 You will be required to upload the Grant of Aid in PDF format. Click on **Choose File**, select your file and upload.
- 58 Specify the type of document as Grant of Aid
- 59 Completed sections will be marked with a green tick.
- 60 After all sections are completed, the **Preview** button will be enabled. Click on **Preview** to continue to the next step in the filing.
- 61 Alternatively, you can click **Save as Draft** if you want to save the Notice Of Appointment of Solicitor as a draft or click on **Back** and you will be redirected to the Divorce E-Services page.

The screenshot displays the online filing interface for a Grant of Aid. It is divided into three main sections:

- Section List (Left):** A list of sections with checkboxes and green checkmarks indicating completion. Section 1, "OS-2022-000149: Originating Summons for Divorce", is completed. Section 2, "Grant of Aid", is also completed and highlighted with a yellow box (56).
- Document Upload Area (Right):** A section titled "Please upload the Grant of Aid" with the instruction "Sila muat naik Geran Bantuan". It features a dashed box for file upload, a "Choose File" button (57), and a file name field containing "PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue (004).pdf". Below this is a "Type of Document" dropdown menu with "Grant of Aid" selected (58). A note specifies a maximum file size of 10MB and that the filename cannot contain invalid characters.
- Navigation Bar (Bottom):** A navigation bar with a "Previous" link and a left-pointing arrow. Below it, three buttons are visible: "Back", "Save as Draft" (59), and "Preview" (60). The "Save as Draft" and "Preview" buttons are highlighted with yellow boxes.

Preview Mode

- 62 In the preview mode, verify all the information that you have keyed in, which will be in non-editable format.
- 63 Click **Submit** once you have verified.
- 64 Or you can click **Back to Edit** to return to edit mode and edit or amend the information.

1. OS-2022-000149: Originating Summons for Divorce	✓
2. Grant of Aid	✓

62

Defendant's Details


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

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

Defendant

Lawyer's Details

Lawyer's Full Name (as per ID) Nama penuh peguam (seperti di Kad Pengenalan atau ID)	Lawyer's Practicing Certificate Number No. Sijil Pengamal guaman
BABA	1871616
Lawyer's Office Phone Number Nombor Telefon Pejabat Peguam	Lawyer's Email Address Alamat Emel Peguam
+65-19187177	BABA@EMILL.CO

Next:  2. Grant of Aid

64 63

Back to Edit **Submit**

Filing of Notice of Appointment of Solicitor

Declare

- 65 On the declaration page, read the declaration and select the check box to confirm the declaration. The **Make Payment** button will be enabled.
- 66 Click **Make Payment** to make payment.
- 67 Or you can click **Back to Preview** to return to preview mode and edit or amend the information.

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

Notice of Appointment of Solicitor

Case ID: OS-2022-000149 Status: Draft

✓ Notice of Appointment of Solicitor — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

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

65

67 Back to Preview Make Payment 66

Payment - PayNow

- 68 On the payment page, verify the breakdown of items, fees and the total amount.
- 69 Select Payment Mode. The default selection is PayNow.
- 70 Scan the QR code, proceed to pay by your PayNow mobile app.
- 71 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
Butiran Yuran

- Filing fee for Notice of Appointment of Solicitor for Summon OS-2022-000139/S001: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000139: \$12

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card

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

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

Case ID: OS-2022-000139 Status: Draft

1 Notice of Appointment of Solicitor 2 Preview 3 Declare 4 Make Payment 5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000449 72

Breakdown of Fees
Butiran Yuran


- Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
- Filing fee for Notice of Appointment of Solicitor for Summon OS-2022-000139/S001: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000139: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$36

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card 73

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

75 76 74

Filing of Notice of Appointment of Solicitor

Payment – Provisional Grant of Aid/Grant of Aid

- 77 On the payment page, verify the breakdown of items, fees and the total amount.
- 78 Payment Mode is set as **Request Fee Waiver** and the reason for fee waiver is **Provisional Grant of Aid or Grant of Aid** (according to the type of grant that you selected). These fields are non-editable.
- 79 Click on **Submit Request for Fee Waiver** to submit the Notice Of Appointment of Solicitor for filing along with the Provisional Grant of Aid or Grant of Aid.

Case ID: OS-2022-000149 Status: Draft

✓ Notice of Appointment of Solicitor — ✓ Preview — ✓ Declare — 4 Make Payment — 5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000448

Breakdown of Fees
Butiran Yuran

- Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000149: \$12

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Grant of Aid ▼

[Back to Declaration](#) [Submit Request for Fee Waiver](#)

Filing of Notice of Appointment of Solicitor

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 will be redirected 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.

80 Save as PDF Back to Dashboard 81

Filing of Memorandum of Defence

Filing of Memorandum of Defence

- 1 Once the filing of the Notice of Appointment of Solicitor is **accepted** by SYC, you can file the Memorandum of Defence by navigating to the **Divorce** tab on your Dashboard.
- 2 Under the Divorce Tab, click on “**Divorce E-Services**”.

The screenshot shows a web dashboard with a navigation bar at the top containing 'Dashboard', 'Int', '1', 'Divorce', and 'Others'. The 'Divorce' tab is highlighted with a yellow box. Below the navigation bar, the breadcrumb 'DASHBOARD / DIVORCE' is visible, followed by a large 'DIVORCE' header. On the left side, there are three menu items: 'Ongoing Filing' (which is selected and underlined), 'Completed Filing', and 'Court File' with a dropdown arrow. To the right of the menu is a search bar with the placeholder text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and a 'Search' button. A yellow circle with the number '2' is placed over the search bar. To the right of the search bar is a button labeled 'Divorce E-Services', which is also highlighted with a yellow box. Below these elements is a table with a dark red header and the following columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'.

Filing of Memorandum of Defence

- 3 At the Divorce E-Services page, click on **I want to.. For Case with Originating Summons Number**.
- 4 Select **File Court Documents**.
- 5 Locate **Memorandum of Defence**.
- 6 You will find a description of the application, estimated time required to file the Memorandum of Defence, filing fee, and documents required. Please read through the Description and Documents Required.
- 7 Click on **Proceed to Memorandum of Defence** to continue.

The screenshot displays the 'Memorandum of Defence' application page. The sidebar menu on the left contains the following items: 'Start a New Case', 'I want to.. for Case with Originating Summons Number', 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', 'Praecipe (Request)', 'Submit Registry Request', and 'Submit Correspondence'. The main content area is titled 'Memorandum of Defence' and includes a 'Description' section with the text: 'To be filed by a husband/wife who is responding to wife/husband's Case Statement (called the Defendant). Estimated time required: 60 min. Filing fee: \$12'. Below the description is a 'Documents Required (Soft copies for upload)' section with a list of required documents: NRIC or valid Passport (for foreigner), Deed Poll (if applicable where parties have changed his/her name), Marriage/Revocation Certificate (attested foreign marriage certificate and the attested translation, if any), Birth Certificate/NRIC/Citizenship Certificate of each child of the marriage, Documentary proof of your stay in Singapore for the past 3 consecutive years before the date of filing the Originating Summons (for parties who are both non-Singapore citizens), CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)*, CPF Statement showing NIL withdrawal details for property (for those who do not own any HDB flat or private property)*, and Outstanding mortgage loan statement (for HDB or bank, whichever is applicable)*. At the bottom of the page is a 'Proceed to Memorandum of Defence' button.

- 8 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 9 Click **Submit** to validate the Originating Summons Number and whether you have case access to file the Memorandum of Defence.
- 10 If the Originating Summons Number is valid and the system has verified you as the Defendant's solicitor in the case, you will see this message.
- 11 Click on **Proceed** to continue.
- 12 If you have not been appointed as Defendant's solicitor in the case or your Notice of Appointment of Solicitor has not been accepted, you will see this message. You will not be able to continue.

DIVORCE E-SERVICES / MEMORANDUM OF DEFENCE / MEMORANDUM OF DEFENCE

Memorandum of Defence

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Memorandum of Defence and accompanying documents.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000183

The Originating Summons Number is valid. You have case access. You may file the Memorandum of Defence and accompanying documents.

The Originating Summons Number is valid. But you do not have case access. You cannot file the Memorandum of Defence and accompanying documents.

13

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

14

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

15

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

Important Notes

13

1. This service will take you approximately 60 minutes to complete.
2. You are required to file the Memorandum of Defence and accompanying documents within 21 days after the date of service of the Originating Summons and Case Statement.
3. Please ensure that you have read and prepared the documents in the [Important Information](#) and [Checklist for Defendant on filing Memorandum of Defence](#).
4. You may wish to refer to the Plaintiff's Case Statement or amended Case Statement ([Court Documents](#)), whichever is applicable, before you proceed to file in the Memorandum of Defence.
5. The service of the Memorandum of Defence and accompanying documents on the Plaintiff/Plaintiff's Solicitor may be effected via SYC Portal. Service fee \$2 per document will be payable.
6. The estimated maximum filing fee will be \$48 and the estimated maximum service fee will be \$8. Payment can only be made using PayNow or eNETS/Credit Card.

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

14

[Back to Dashboard](#)

[Agree and Proceed](#)

15

Filing of Memorandum of Defence

16 The initial status of Filing of Memorandum of Defence is **Draft**. On the header, you will find a navigation bar to guide you on the steps to completing the Memorandum of Defence which are:
a) **Memorandum of Defence**
b) **Make Payment**
c) **Complete**

17 There will be completion indicators to show any Incomplete (Yellow) section.



18 Under the Memorandum of Defence form, these are the sections that need to be filled up:
a) **Memorandum of Defence**
b) **Parenting Plan**
c) **Matrimonial Property Plan**

Case ID: OS-2022-000183 16 Status: Draft

1 Memorandum of Defence ————— 2 Make Payment ————— 3 Complete

1. Memorandum of Defence 18a

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

Yes No

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

Yes No

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

Proceed to Memorandum of Defence (Wife) without Cross-Application for Divorce

Filing of Memorandum of Defence

- 18 (Continued) Under the Memorandum of Defence form, these are the sections that need to be filled up :
 - a) Memorandum of Defence
 - b) Parenting Plan
 - c) Matrimonial Property Plan

19 You can only click **Submit and Make Payment** after all the mandatory sections are marked as Completed (Green). Alternatively, you can click **Save as Draft** to save the Memorandum of Defence as a draft.

2. Parenting Plan 18b

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

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur/Pelan keibubapaan anak-anak di bawah umur oleh Defendan?

Yes No or No children

No action required.

3. Matrimonial Property Plan 18c

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

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

Yes No or No Matrimonial Property (HDB Flat)

No action required.

19

Memorandum of Defence With Cross Application

Filing of Memorandum of Defence

MOD with Cross Application – Attended MCP

- 1 You can file Memorandum of Defence with Cross Application if the Defendant meets any of these criteria:
 - a) Has attended the Marriage Counselling Programme.
 - b) Has been excluded from the Marriage Counselling Programme.
 - c) Has obtain an Order of Court allowing him to do so.

Select Yes for the question “**Do you want to file a Cross-Application for Divorce?**” (YES/NO), if criteria (a) is met.

- 2 If the Defendant has attended the Marriage Counselling Programme, select YES as the answer to the question “**Has the Defendant attended a Marriage Counselling Programme?**” (YES/NO).

- 3 Key in the case ID indicated on the Pre-Originating Summons Letter or Email, upon completion of the Marriage Counselling Programme.

- 4 Click on **Submit**.

- 5 If you have entered a valid Case ID, you will see this message.

- 6 The **Proceed to Memorandum of Defence (Husband/Wife)** button will be enabled and you can file the Memorandum of Defence with Cross Application.

Do you want to file a Cross-Application for Divorce?[?] *

Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

Has the Defendant attended a Marriage Counselling Programme? *

Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes No

Case ID for the Pre-Originating Summons Letter/Email [?] *

ID Kes di surat/emel Pra-Saman Pemula

MCP-2022-000508

Submit

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

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

Proceed to Memorandum of Defence (Wife)

MOD with Cross Application – Attended MCP

- 7 If the Case ID is invalid, or the Pre-Originating Summons letter was received in hard copy, you will see this message. The Case ID may not be available in the system.
- 8 You are required to upload in PDF format the Pre-Originating Summons letter or email received by the Defendant. Click on **Choose File** to upload the letter.
- 9 The **Proceed to Memorandum of Defence (Husband/Wife)** button will be enabled once you have uploaded the Pre-Originating Summons Letter.

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

7

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

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

8

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

Proceed to Memorandum of Defence (Wife)

9

MOD with Cross Application – Excluded Party

10 You can file Memorandum of Defence **with Cross Application** if the Defendant meets any of these criteria:

- a) Has attended the Marriage Counselling Programme.
- b) Has been excluded from the Marriage Counselling Programme.
- c) Has obtain an Order of Court allowing him to do so.

Select YES for the question “Do you want to file a Cross-Application for Divorce?” (YES/NO), if criteria (b) is met.

11 If the Defendant has been excluded from the Marriage Counselling Programme i.e. the outcome of the Defendant’s Registration for Marriage Counselling Programme is EXCLUDED, select NO as the answer to the question “Has the Defendant attended a Marriage Counselling Programme?” (YES/NO)

12 Answer the further question “Is the Defendant an excluded party or obtained an Order of Court?”. Select the answer as AN EXCLUDED PARTY.

13 The **Proceed to Memorandum of Defence (Husband/Wife)** button will then be enabled and you can file the Memorandum of Defence with Cross Application.

12

1. Memorandum of Defence

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

Yes No

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

Yes No

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

An excluded party Has obtained an Order of Court No

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

Proceed to Memorandum of Defence (Wife)

MOD with Cross Application – Obtained Order of Court

- 14 You can file Memorandum of Defence **with Cross Application** if the Defendant meets one of these criteria:
- Have attended Marriage Counselling Programme.
 - Have excluded to attend Marriage Counselling Programme.
 - Obtain an Order of Court.

Select Yes for the question “**Do you want to file a Cross-Application for Divorce?**” (YES/NO), if criteria (c) is met.

- 15 If the Defendant has obtained an Order of Court, select NO to the question “**Has the Defendant attended a Marriage Counselling Programme?**” (YES/NO).

- 16 Please answer the further question “**Is the Defendant an excluded party or obtained an Order of Court?**” Select the answer as HAS OBTAINED AN ORDER OF COURT.

- 17 Key in Order of Court Issuance Date.

- 18 Key in Order of Court Number and click on **Submit**.

- 19 The **Proceed to Memorandum of Defence (Husband/Wife)** button will then be enabled and you can file the Memorandum of Defence with Cross Application.

1. Memorandum of Defence

14 Do you want to file a Cross-Application for Divorce? *
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?
 Yes No

15 Has the Defendant attended a Marriage Counselling Programme? *
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?
 Yes No

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

17 Order of Court Issuance Date *
Tarikh Perintah Mahkamah dikeluarkan
10/06/2022

18 Order of Court Number *
Nombor Perintah Mahkamah
ORC-2022-000020 **Submit**

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

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

Proceed to Memorandum of Defence (Wife)

MOD with Cross Application – Obtained Court Order

- 20 If your Order of Court Number is invalid, or you have received the Order of Court before the implementation of E-Services, you will see this message. The Order of Court number may not be available in the system.
- 21 You are required to upload the Order of Court in PDF format. Click on **Choose File** to upload the Order of Court.
- 22 The **Proceed to Memorandum of Defence (Husband/Wife)** will only be enabled once you have uploaded the Order of Court.

20

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

Please upload the Order of Court
Sila muat naik Perintah Mahkamah

Drag and drop your document here

21

Choose File

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

Description

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

Estimated time required: 30mins

Filing fee: \$12

Service fee: \$2

Documents Required (Soft copies for upload)

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

[View Full List](#)

Proceed to Memorandum of Defence (Wife)

22

Memorandum of Defence Without Cross Application

MOD without Cross Application

- 1 If the Defendant is not filing a Cross-Application, select NO as the answer to the question **“Do you want to file a Cross-Application for Divorce?”** (YES/NO).
- 2 Answer the question, **“Has the Defendant attended a Marriage Counselling Programme?”** (YES/NO).
- 3 The **Proceed to Memorandum of Defence (Husband/Wife) without Cross-Application for Divorce** button will then be enabled and you can file the Memorandum of Defence without Cross Application.

1. Memorandum of Defence

Do you want to file a Cross-Application for Divorce? *

Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

Has the Defendant attended a Marriage Counselling Programme? *

Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes No

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

Proceed to Memorandum of Defence (Wife) without Cross-Application for Divorce

Request Referral to Attend MCP to
file Cross Application

Request Referral to Attend MCP to File Cross Application

1

If the Defendant has not attended Marriage Counselling Programme, and would like to file Cross Application for Divorce, the Defendant can request a referral to Attend Marriage Counselling Programme.

2

The **Submit Request** button will be enabled in the following circumstances:

- The answer to “Do you want to File Cross Application for Divorce?” is **YES**
- The answer to “Has the Defendant attended a Marriage Counselling Programme?” is **NO**
- The answer to “Is the Defendant an excluded party or has obtained an Order of Court?” is **NO**

Once the request is submitted, the Defendant will be contacted to arrange for his/her attendance at the Marriage Counselling Programme. After he/she has completed the Marriage Counselling Programme, please refer to page 33 to file Memorandum of Defence with Cross Application for Divorce.

1. Memorandum of Defence

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

Yes No

1a

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

Yes No

1b

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

An excluded party Has obtained an Order of Court No

1c

You may **ONLY** file a Cross-Application for Divorce if you satisfy one of the following:

- Attended a Marriage Counselling Programme
- Are an excluded party
- Obtained an Order of Court

The Defendant would like to request for Referral to Attend Marriage Counselling Programme to file Cross-Application.
Defendan ingin mendapatkan rujukan ('referral') untuk menghadiri Program Kaunseling Perkahwinan supaya dapat memfailkan Permohonan Silang untuk Perceraian

Submit Request

2

Memorandum of Defence With & Without Cross Application

Filing of Memorandum of Defence

- 1 Once you have clicked on **Proceed to Memorandum of Defence (Husband/Wife)** or **Proceed to Memorandum of Defence (Husband/Wife) without Cross-Application for Divorce** you will be redirected to the Important Notes. Please read through the Important Notes.
- 2 Select the checkbox to confirm that you have read and agreed to the [Privacy Statement](#) and [Terms of Use](#).
- 3 The **Agree and Proceed** button will be enabled once you have done so. Click on **Agree and Proceed** to continue.

Important Notes

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

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

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

Filing of MOD with or Without Cross Application

4 On the header you will find a navigation bar to guide you on the steps for completing the Memorandum of Defence which are:
a) **Memorandum of Defence**
b) **Preview**
c) **Declare & Save**

5 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. Plaintiff
2. Defendant
3. Date and Place of Marriage
4. Jurisdiction
5. Defence
6. Child(ren)
7. Related Court Proceedings
8. Relief Claimed
9. Cross-Application for Divorce (this section is only enabled if you have met the criteria in the initiation pages. Please refer to slides 33 to 37)

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

7 You can move to the **next section** by clicking on the arrow at the bottom of the page, and the information will be automatically 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: OS-2022-000178 Status: Draft

1 Memorandum of Defence 4 2 Preview 3 Declare & Save

1. Plaintiff 5 !

2. Defendant !

3. Date and Place of Marriage !

4. Jurisdiction !

5. Defence !

6. Child(ren) !

7. Related Court Proceedings !

8. Relief Claimed !

9. Cross-Application for Divorce ✓

Instructions:

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

✓ Complete ! Incomplete

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan) TAN CHONG HO	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	59812351B

Employment Information

Occupation *
Pekerjaan

Professional v

Next: **2. Defendant** ➤ 6

Back to Filing of Originating Summons

Save as Draft


Preview

MOD- 1. Plaintiff

- 8 Please verify these details which are non-editable:
 - a) Full Name (Alias – if any)
 - b) ID Type
 - c) ID No

- 9 Specify further details such as:
 - a) Occupation
 - b) Gross Salary

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue fill up section **2. Defendant**.


Next: 
2. Defendant

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

8

Employment Information

Occupation *
Pekerjaan

Professional 

Gross Salary *
Gaji Kasar

Monthly Annual

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

11900

9

Filing of MOD with or Without Cross Application

MOD – 2. Defendant

- 10 Please verify these details which are non-editable:
 - Full Name (Alias – if any)
 - ID Type
 - ID No

- 11 Specify further details such as:
 - Religion, Educational Level
 - If the Defendant is female, please answer the question “Is the Defendant/are you currently pregnant?” (YES/NO)

- 12 If the Defendant has changed name:
 - Select “**The Defendant has changed name...**”
 - Key in New Full Name (as per ID)
 - Click on **Choose File** and upload Deed Poll in PDF format as a supporting document.

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
SITI AMINAH BINTI SCHMIDT	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	T6019967H
Citizenship Kewarganegaraan	Age Umur

10

Religion * Agama	Educational Level * Peringkat Pendidikan
Islam	Master’s and Doctorate or Equivalent
<input type="checkbox"/> The Defendant has changed name and requests for change in Title of Action.	

11

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

New Full Name (as per ID) *
Nama Penuh Baru (seperti di Kad Pengenalan)

SITI AMINAH BINTI SCHMIDT ROWE

Please upload the Deed Poll
Sila muat naik Surat Ikatn 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 # % & * : < > ? / | . - { }.

12a

12b

12c

MOD – 2. Defendant

- 13 Under **Employment Information** answer the question “**Do you confirm paragraph 8 of the Plaintiff’s Case Statement)?**” Click the hyperlink on **Plaintiff’s Case Statement**, and the generated PDF file for Plaintiff’s Case Statement will be downloaded. Please read through Paragraph 8 of the Case Statement.
- 14 Once you have read, please answer the question by selecting either one:
a) Confirm
b) Do not confirm
- 15 Provide other details such as :
a) Occupation
b) Gross Salary.
c) Current Address
d) Last Address (which parties to the marriage have lived together as husband and wife).

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to section **3. Date and Place of Marriage**.

Next: 
3. Date and Place of Marriage

Employment Information

Do you confirm paragraph 8 of the [Plaintiff’s Case Statement](#)? *

Adakah anda mengesahkan perenggan 8 Pernyataan Kes pihak Plaintiff?

Confirm Do not confirm

Occupation *

Pekerjaan

Not Working

Gross Salary *

Gaji Kasar

Monthly Annual

Amount of Gross Salary (\$) *

Jumlah Gaji Kasar (\$)

41000

Filing of MOD with or Without Cross Application

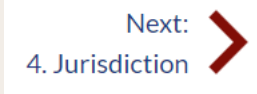
MOD – 3. Date and Place of Marriage

16 The fields for Place of Marriage Registration, Marriage Certificate Number, Date of Marriage for Current Marriage are auto retrieved from the Originating Summons and are non-editable.

17 You are required to upload the Marriage Certificate in PDF format. Click **Choose File** to upload the Marriage Certificate.

18 If you would like to edit the Marriage details, select “**The Defendant would like to provide other marriage details**”.

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



The Defendant would like to provide other marriage details 18

Place of Marriage Registration *
Tempat Pendaftaran Perkahwinan

Singapore

Marriage Certificate Number * ⓘ
Nombor Sijil Pernikahan

99188178

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

19/09/2019 16

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 17

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

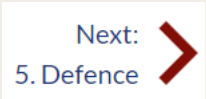
MOD – 4. Jurisdiction

- 19 Select the Court’s Jurisdiction :
 - a) Domicile
 - b) Habitual Residence

If you select “Domicile”, select one of the options in that section. If you select ‘Neither the Plaintiff nor the Defendant is a Singapore Citizen’, you are required to “State reasons for which the Court has jurisdiction based on domicile”.

- 20 If you select “Habitual Residence”, select one of the options in that section. You are also required to provide the residential details for a minimum of 3 years immediately preceding the date of filing the Originating Summons. Click on **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.

- 21 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. Defence**.



The Court’s Jurisdiction ⓘ
Bidang Kuasa Mahkamah

Domicile Habitual Residence

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

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

19

The Court’s Jurisdiction ⓘ
Bidang Kuasa Mahkamah

Domicile Habitual Residence

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

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

20

State the relevant details
Nyatakan butiran yang relevan

S/N	Postal	Status	Stayed From	Stayed To	More Options
Please add 'Residential Details'					

Add Residential Details

21

Filing of MOD with or Without Cross Application

MOD – 5. Defence

- 22 Click on the hyperlink on **Plaintiff's Case Statement**, to download the generated PDF of the Plaintiff's Case Statement and read through the Paragraph 4a.
- 23 Select the answer to the question “**Do you confirm paragraph 4a of the Plaintiff's Case Statement?**”
- 24 If you select **Do not confirm**, provide the full particulars of the facts relied on but not the evidence by which they are to be proved.

Do you confirm paragraph 4(a) of the [Plaintiff's Case Statement](#)? 22

Adakah anda mengesahkan perenggan 4(a) Pernyataan Kes pihak Plaintiff?

Confirm Do not confirm 23

State full particulars of the facts relied on but not the evidence by which they are to be proved ⓘ

Nyatakan butiran penuh fakta-fakta yang disandarkan tetapi bukan bukti yang harus disahkan.

Normal ▾ B I U x₂ x²

Sans Serif ▾


Enter text 24

Filing of MOD with or Without Cross Application

MOD – 5. Defence

- 25 Click on the hyperlink on [Plaintiff's Case Statement](#), to download the generated PDF of the Plaintiff's Case Statement and read through the Paragraph 4b.
- 26 Select the answer to the question “Do you confirm paragraph 4b of the Plaintiff's Case Statement?”
- 27 If you select **Disagree**, provide the full particulars of the facts relied on but not the evidence by which they are to be proved.

You can move to the **Next section** by clicking on the arrow in the bottom of the page, to continue fill up section **6. Child(ren)**.

Next: 
6. Child(ren)









Do you agree with paragraph 4(b) of the [Plaintiff's Case Statement](#)? 25




Adakah anda setuju dengan perenggan 4(b) Pernyataan Kes pihak Plaintiff?

Agree Disagree N/A 26

State full particulars of the facts relied on but not the evidence by which they are to be proved 27

Nyatakan butiran penuh fakta-fakta yang disandarkan tetapi bukan bukti yang harus disahkan.

Normal  **B** *I* U  ” ‹›   x₂ x²    

Sans Serif    I_x

Enter text

Filing of MOD with or Without Cross Application

MOD – 6. Child(ren)

28 If the children’s particulars were provided in the Case Statement, the children’s names will be auto populated. Click on each Child’s name to furnish the details or click on the 3 dots under More Options and select **Edit**. Provide the required details.

29 Click on **Add Child** to add another child and provide the details.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **7. Related Court Proceedings**.

Next: 
7. Related Court Proceedings

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

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

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
1	AHMAD IMMANUDIN BIN OLSON	SG PINK	T9143791G	19/11/2021	Male	⋮

28a

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

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

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

28b

29

MOD – 7. Related Court Proceedings

Bankruptcy Status

- 30 In this section, answer the question: “Is the Defendant an undischarged bankrupt?” (YES/NO). If you select YES, you are required to furnish the bankruptcy details.
- 31 Click on **Add Bankruptcy Details** to provide details :
 - a) Suit No
 - b) Date of Bankruptcy Order
 - c) Bankruptcy Details
- 32 Answer the question “Are there any pending bankruptcy proceedings against the Defendant” (YES/NO). If you select YES, you are required to furnish the pending bankruptcy proceeding details.
- 33 Click on **Add Pending Bankruptcy Proceedings** to specify details :
 - a) Suit No
 - b) Type of Bankruptcy Application (Creditor/Debtor)
 - c) Name of Creditor
 - d) Amount of Debt
 - e) Status of Proceedings

Bankruptcy Status

Is the Defendant an undischarged bankrupt? *
Adakah Defendan seorang bankrap/mufilis yang belum lepas?

Yes No

30

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

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

Add Bankruptcy Details

31

Are there any pending bankruptcy proceedings against the Defendant? *
Adakah sebarang prosiding kemufilsan yang belum selesai terhadap Defendan pada masa ini?

Yes No

32

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

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

Add Pending Bankruptcy Proceedings

33

MOD – 7. Related Court Proceedings

Other Court Proceedings

34 In this section, answer the question (YES/NO). If you select YES, you are required to provide details of other court proceedings.

35 Click on **Add Court Proceedings** to provide details.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **8. Relief Claimed**.

Next: 
8. Relief Claimed

Other Court Proceedings 34

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

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

Yes No

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

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

Add Court Proceedings

35

MOD – 7. Related Court Proceedings

36 (Continued) Other Court Proceedings

If you select YES, you are required to provide details of other court proceedings. Answer the question “Which court is the proceedings related to?”.

If you select
a) Syariah Court, specify the details

37 Click on **Save** once you have specified the related court proceedings.

Which court is the proceedings related to? *
Prosiding ini berkaitan dengan mahkamah yang mana?

Syariah Court Any Court other than the Syariah Court

The Plaintiff and the Defendant have previous matrimonial proceedings.

First Divorce

Date of Divorce * Tarikh Perceraian	Date of Rujuk/Remarriage * Tarikh Rujuk/Nikah Semula
<input type="text"/>	<input type="text"/>

Second Divorce

Date of Divorce (Optional) Tarikh Perceraian (Jika ada)	Date of Rujuk/Remarriage (Optional) Tarikh rujuk/nikah semula (Jika ada)
<input type="text"/>	<input type="text"/>

Cancel **Save** 37

MOD – 7. Related Court Proceedings

38 (Continued) Other Court Proceedings

If you select “**Any other court other than the Syariah Court**”, specify the details.

39 Click on **Save** once you have specified the related court proceedings.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next- section **8. Relief Claimed**.



Which court is the proceedings related to? *
Prosiding ini berkaitan dengan mahkamah yang mana?

Syariah Court Any Court other than the Syariah Court

Country where proceedings filed *
Negara di mana prosiding difailkan

Select

Nature of Proceedings *
Sifat Prosiding

Select

Suit No. *
No. Guaman

Enter Text

Date of Application
Tarikh Permohonan

Calendar icon

Status of Proceedings
Status Prosiding

Select

38

Cancel **Save** **39**

MOD – 8. Relief Claimed

40 Under this section, relief “a) That the marriage be dissolved” will be auto-checked and will be non-editable. Select one of the options in the **Dissolution of Marriage** field.

Specify the amount and details required for each of the following Reliefs claimed:

- b) Nafkah Iddah
- c) Mutaah
- d) Outstanding emas kahwin
- e) Outstanding marriage expenses (hantaran belanja)

a) That the marriage be dissolved. 40a

Dissolution of Marriage *
Pembubaran Perkahwinan

Agree on the Plaintiff's grounds.

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

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

b) That the Plaintiff pays nafkah iddah for the period of iddah. ? 40b

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

300000

c) That the Plaintiff pays mutaah for the duration of marriage. ? 40c

Type of Mutaah *
Jenis mutaah

Fixed amount Amount per day Others

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

4800000

Duration of Marriage
Jangka masa perkahwinan

Years * 3 **Months *** 1

d) That the Plaintiff pays the outstanding emas kahwin. ? 40d

e) That the Plaintiff pays the outstanding marriage expenses (hantaran belanja). 40e

MOD – 8. Relief Claimed

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

If the parties have any child below 21 years old, specify the **Custody, Care and Control, Type of Access** for each child.

If the child(ren) is/are above 21 years old or there is no child/children, this section is not applicable and will be non-editable.

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

Custody* ⓘ 41a

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

Care and Control* ⓘ 41b

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

Access 41c

Type of Access*
Jenis Akses

Reasonable access Reasonable access with overnight stay Specified access ⓘ

MOD – 8. Relief Claimed

42 Relief g) Division of the Matrimonial Property – the matrimonial home

Select the type of Matrimonial Home

- a) HDB Flat
- b) Private Property
- c) NIL

43 If you select (a) or (b) for the question above, you are required to furnish the address or location details for the Matrimonial Home.

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

What type of Matrimonial Home? * ⓘ
Jenis Rumah Kediaman

HDB flat (the Flat) Private Property NIL

Location

Local Overseas

Postal Code *
Poskod

119960 **Retrieve Address**

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

Yes No

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

Street Name *
Nama Jalan

ALEXANDRA ROAD

42

43

MOD – 8. Relief Claimed

44 (Continued) Relief g) Division of the Matrimonial Property – the matrimonial home

If you select type of Matrimonial Home as HDB Flat, you are required to select Division of the Flat.

45 If you select type of Matrimonial Home as Private Property, you are required to furnish the details of your claim.

Division of the Flat * ⓘ
Pembahagian rumah flat HDB

- That the Flat be surrendered to the HDB.
- That the Agreement for Lease with the HDB be terminated.
- That the Flat be sold in the open market.
- That the Plaintiff's share in the Flat be sold/transferred to the Defendant/the Defendant and a third party/ a third party.
- That the Defendant's share in the Flat be sold/transferred to the Plaintiff/the Plaintiff and a third party/ a third party.
- Others (please state full details of the agreement).

44

State Claim *
Nyatakan Tuntutan

Normal ▾ **B** *I* U ~~S~~ ” ‹ › ☰ ☷ x₂ x² ≡ ≡ ↕ A ✖

Sans Serif ▾ ≡ *I_x*

Enter text

45

MOD – 8. Relief Claimed

46 (Continued) Relief g) Division of the Matrimonial Property – the matrimonial home

For any of the selected options, you are required to upload supporting documents. Click on the **Choose File** button and upload supporting documents in PDF format.

Supporting documents to be attached:

a) HDB Flat :

- CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)*
- CPF Statement showing public housing withdrawal details*
- HDB Statements showing Flat Details and Minimum Occupation Period (MOP), Financial Information and Housing Loan Information
- HDB current flat details
- Outstanding mortgage loan statement from bank (if applicable)*

b) Private Property :

- CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)
- Outstanding mortgage loan statement (from bank)
- CPF Statement showing private property withdrawal details*
- Private property title search

c) NIL :

- CPF Statement showing NIL withdrawal details for property

Please upload the supporting documents

Sila muat naik dokumen sokongan

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

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

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 of MOD with or Without Cross Application

MOD – 8. Relief Claimed

47 Relief **h) Division of other Matrimonial Property/ Assets (including CPF monies)**. If the checkbox is selected, provide details of the claims.

48 Relief **i) Others**. If the checkbox is selected, provide details of the other claims.

If your MOD is without Cross-Application for Divorce, this is the last section for your MOD. Once all sections are complete, they will be marked Green (Completed):

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

The **Preview** button will then be enabled to review all submitted information in non-editable format. Click on **Preview**.

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

Save as Draft

Preview

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

Claims *

Tuntutan

Normal ⚙ **B** *I* U ~~S~~ ” ‹› ☰ ☷ x₂ x² ☰ ☷ ↕ A 🗑

Sans Serif ⚙ ☰ *I*_x

Enter text

47

i) Others

Other Claims *

Tuntutan Lain

Normal ⚙ **B** *I* U ~~S~~ ” ‹› ☰ ☷ x₂ x² ☰ ☷ ↕ A 🗑

Sans Serif ⚙ ☰ *I*_x

Enter text

48

MOD – 9. Cross Application for Divorce

- 49 On the question “Has the Plaintiff/Defendant (Husband) pronounced talak on the Plaintiff/Defendant (Wife)?” (YES/NO), the answer will be auto-populated and auto retrieved from the Plaintiff’s Case Statement.
- 50 If Talak details are provided by the Plaintiff in the Case Statement, you can click on the **3 dots** under More Options and select **Edit** to edit the talak details, select **Delete** to delete the talak details.
- 51 You can click on **Add Talak Details** to add other Talak Details.

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

Yes No

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

S/N	Date Divorce Pronounced	Mode of Pronouncement	Words used	More Options
1	Around Hari Raya Haji 2021	Verbal	talak talak	⋮ Edit Delete

Add Talak Details

MOD – 9. Cross Application for Divorce

52a If you are filing Memorandum of Defence (Wife) with Cross-Application you will find this question **“The Defendant wishes to apply for divorce from the Plaintiff based on the following grounds”**, select from the following:

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

52b If you are filing Memorandum of Defence (Husband) you will find this question **“Grounds for applying for divorce”**. Please provide the details.

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

i) Cerai Taklik
 ii) Dissolution of Marriage by Fasakh
 iii) Divorce by Redemption (Khuluk)

52a

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

Complete
 Incomplete

Grounds for applying for divorce
Sebab-sebab memohon perceraian

Normal **B** *I* U x₂ x²

Sans Serif

FASAKH

52b

Filing of MOD with or Without Cross Application

MOD – Preview Mode

- 54 In the **Preview mode**, you can check and verify all information that you have keyed in, in non-editable format.
- 55 You can verify or view the information from each section by clicking **Next** or **Previous**.
- 56 If you need to change any of the saved information, click on the **Back to Edit** button. The Memorandum of Defence form will revert to the **Edit mode**.
- 57 After you have verified the information in **Preview mode**, you can click on **Submit** to confirm completion of the Memorandum of Defence form.

1. Plaintiff	✓	Employment Information Occupation Pekerjaan Professional Gross Salary * Gaji Kasar Monthly Amount of Gross Salary (\$) * Jumlah Gaji Kasar (\$) 11900
2. Defendant	✓	
3. Date and Place of Marriage	✓	
4. Jurisdiction	✓	
5. Defence	✓	
6. Child(ren)	✓	
7. Related Court Proceedings	✓	
8. Relief Claimed	✓	
9. Cross-Application for Divorce	✓	

54

55

Next: **2. Defendant** ➤

56 **Back to Edit** **Complete** 57

Filing of MOD with or Without Cross Application

MOD – Complete

- 58 On the declaration page, read the declaration and select the checkbox to confirm the declaration. The **Complete & Back to Memorandum of Defence and accompanying documents** will be enabled.
- 59 Once you have clicked **Complete & Back to Memorandum of Defence and accompanying documents**, the Memorandum of Defence section will be marked Completed (Green) and you will be redirected to the Filing of Memorandum of Defence page.
- 60 Alternatively, you can click on **Preview** to go back to the preview mode.
- 61 On the main Filing Memorandum of Defence page, you will find the section for the Memorandum of Defence marked as Green (Completed).
- 62 If you click **Edit/View Memorandum of Defence (Husband/Wife)** this section will revert to Yellow (Incomplete) until you have completed the Memorandum of Defence up to step no. 59 to complete this section.

Case ID: OS-2022-000178 Status: Draft

Memorandum of Defence Preview 3 Declare & Save

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

60 Back to Preview Complete & Back to Memorandum of Defence and accompanying documents 59

61 1. Memorandum of Defence

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

Yes No

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

62 Edit/View Memorandum of Defence (Wife)

Parenting Plan

Parenting Plan

- 1 Answer the question “Are you filing a Parenting Plan (Defendant’s Agreement to Plaintiff’s Parenting Plan/Defendant’s Proposed Parenting Plan) ?” (YES / NO OR NO CHILDREN)
- 2 Under Documents Required, click the required template for the Parenting Plan from the options:
 - Defendant’s Agreement to Plaintiff’s Proposed Parenting Plan (Form 20)
 - Defendant’s Proposed Parenting Plan (Form 21)Complete the relevant Parenting Plan and save in PDF format.
- 3 Once you have the completed parenting plan in PDF format, click on **Proceed to Defendant’s Parenting Plan** to upload the Parenting Plan.
- 4 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 5 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 6 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

2. Parenting Plan

Are you filing a Parenting Plan (Defendant’s Agreement to Plaintiff’s Parenting Plan/Defendant’s Proposed Parenting Plan) ? *

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur/Pelan keibubapaan anak-anak di bawah umur oleh Defendan?

Yes No or No children

Description

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

Estimated time required: 30 mins

Filing fee: \$12

Documents Required (Soft copies for upload)

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

Proceed to Defendant’s Parenting Plan

Important Notes

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

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

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

Parenting Plan

- 7 Click on **Choose File** and upload the completed Parenting Plan in PDF format.
- 8 Select the Type of Document from the following:
 - Defendant's Agreement to Plaintiff's Proposed Parenting Plan
 - Defendant's Proposed Parenting Plan
- 9 Once you have uploaded at least one PDF file, the **Preview** button will be enabled. Click **Preview** to navigate to the preview mode.

1. Completed Defendant's Parenting Plan

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

Complete Incomplete

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

- Completed Defendant's Parenting Plan

Drag and drop your document here

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

[PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness Issue \(005\).pdf](#)

Type of Document
Jenis Dokumen

Defendant's Proposed Parenting Plan

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

Back to Filing of Memorandum of Defence and accompanying documents

Preview

Parenting Plan

10 Verify the uploaded Parenting Plan in preview mode. Once you have verified, click **Complete**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Memorandum of Defence page.

Case ID: OS-2022-000178 Status: Draft

1 Proposed Parenting Plan 2 Preview 3 Declare & Save

1. Completed Defendant's Parenting Plan ✔

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

✔ Complete ! Incomplete

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

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(005\).pdf](#)

File Description
Defendant's Proposed Parenting Plan

Back to Edit Complete 75

Matrimonial Property Plan

Matrimonial Property Plan

Matrimonial Property Plan

- 1 Answer the question “Are you filing a Matrimonial Property Plan (Defendant’s Agreement to Plaintiff’s Matrimonial Property Plan/Defendant’s Proposed Matrimonial Property Plan)?” (YES / NO OR NO MATRIMONIAL PROPERTY (HDB FLAT))
- 2 Key in the Defendant’s Date of Birth.
- 3 Under Documents Required, click the required template for the Matrimonial Property Plan from the following options:
 - Defendant’s Agreement to Plaintiff’s Proposed Matrimonial Property Plan (Form 22)
 - Defendant’s Proposed Matrimonial Property Plan (Form 23)Complete the relevant Matrimonial Property Plan and save in PDF format.
- 4 Once you have the completed Matrimonial Property plan in PDF format, click on **Proceed to Defendant’s Matrimonial Property Plan**.

3. Matrimonial Property Plan

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

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

Yes No or No Matrimonial Property (HDB Flat)

Defendant’s Date of Birth * ⓘ
Tarikh Lahir Defendan

16/11/2000

Description

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

Estimated time required: 30 mins

Filing fee: \$12

Documents Required (Soft copies for upload)

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

Proceed to Defendant’s Matrimonial Property Plan

1

2

3

4

Matrimonial Property Plan

Matrimonial Property Plan

- 5 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 6 You will need to tick that you have read and agree to the [Privacy Statement](#) and the [Terms of Use](#).
- 7 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

Important Notes

5

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

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

6

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

7

Matrimonial Property Plan

Matrimonial Property Plan

- 8 Click on **Choose File** and upload the completed Matrimonial Property Plan in PDF format.

- 9 Select the file type from the following:
 - Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan
 - Defendant's Proposed Matrimonial Property Plan

- 10 Once you have uploaded at least one PDF file and the Returned CPF standard query in Supporting document section (for a Defendant above 55 years old), the **Preview** button will be enabled. Click **Preview** to navigate to the preview mode.

1. Upload Defendant's Matrimonial Property Plan ✓

2. Supporting Documents ✓

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

Complete 1 Incomplete

Please upload completed Defendant's Matrimonial Property Plan
Sila muat naik kelengkapan Pelan harta perkahwinan Defendan

Drag and drop your document here 8 Choose File

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

X [PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(004\).pdf](#)

Type of Document

Jenis Dokumen

Defendant's Proposed Matrimonial Prope 9

Next: ➤
2. Supporting Documents

Back to Memorandum of Defence and accompanying documents Preview 10

Matrimonial Property Plan

Matrimonial Property Plan

11 Verify the uploaded Matrimonial Property Plan in preview mode. Once you have verified, click **Complete**. This section will be marked as Completed (Green) and you will be redirected to the main Filing of Memorandum of Defence page.

1. Upload Defendant's Matrimonial Property Plan ✓

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

✓ Complete 1 Incomplete

2. Supporting Documents ✓

[PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness Issue \(004\).pdf](#)

File Description

Defendant's Proposed Matrimonial Property Plan

Next: **2. Supporting Documents** >

[Back to Memorandum of Defence and accompanying documents](#) [Back to Edit](#)

11 **Complete**

Payment

Payment

- 1 All the required sections need to be marked as Completed (Green) before you can submit the Filing of Memorandum of Defence
- 2 Once all required section(s) are completed, the **Submit** button will be enabled. Click **Submit** to continue to payment and to submit the Filing of Memorandum of Defence.

✓ 1. Memorandum of Defence	1a	
✓ 2. Parenting Plan	1b	
✓ 3. Matrimonial Property Plan	1c	
<input type="button" value="Save as Draft"/>	<input type="button" value="Submit & Make Payment"/>	2

Payment - PayNow

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

Case ID: OS-2022-000178 Status: Draft

Memorandum of Defence Preview 3 Declare & Save

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000930


Breakdown of Fees
Butiran Yuran

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

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver



1. Please check that the recipient is Ministry of Culture, Community & Youth.

2. Ensure that your internet banking account is linked to Paynow.

3. PayNow participating banks: DBS/POSB, UOB, OCBC, Citibank, HSBC, Maybank, Standard Chartered, BOC and ICBC.

Back to Declaration Verify Payment 6

Payment – E-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000931

Breakdown of Fees
Butiran Yuran


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

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

Payment Mode
Modus Pembayaran

Cash eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Request Fee Waiver

- 12 On the payment page, verify the breakdown of items, fees and the total amount.
- 13 Payment Mode is set as **Request Fee Waiver** and the reason for fee waiver is **Provisional Grant of Aid or Grant of Aid** (according to the type of grant that you have filed). These fields are non-editable.
- 14 Click on **Submit Request for Fee Waiver** to submit the Memorandum of Defence and accompanying documents for filing.

Payment Advice Number
Nombor Yuran Pembayaran
UPM-2022-001484

Breakdown of Fees 12
Butiran Yuran

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

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver 13a

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

Grant of Aid 13b

14

[Back to Filing of Memorandum of Defence and accompanying documents](#) [Submit Request for Fee Waiver](#)

Complete

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

Case ID: OS-2022-000191 Status: Pending Waiver Approval

✓ Memorandum of Defence ————— ✓ Preview ————— 3 Declare & Save

Submitted!

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

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

15 Save as PDF Back to Dashboard 16