



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

Filing of Originating Summons for Divorce

Syariah Court Detailed User Guide for Corporate Users

Filing of Originating Summons for Divorce



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Filing of Originating Summons for Divorce

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Filing of Originating Summons for Divorce

Filing of Originating Summons

- 1 To File an Originating Summons for Divorce, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 **Divorce E-Services** page will be displayed. Click on **Start a New Case**.
- 4 Select **Divorce**.
- 5 Under **Filing of Originating Summons For Divorce**, you will find a **description** of the application, **estimated time required** to file an OS, **filing fee**, and the list of **documents required**.
- 6 Click on the hyperlink of the text **Filing of Originating Summons For Divorce** to continue to file the Originating Summons for Divorce.

Dashboard Inheri **1** Divorce Others

DASHBOARD / DIVORCE

DIVORCE

Ongoing Case

Completed Case ▾

Court File ▾

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

Enter Case ID

Search **2** Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
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Dashboard Inheritance Divorce Others

DIVORCE E-SERVICES / DIVORCE E-SERVICES

Divorce E-Services

Start a New Case **3**

Marriage Counselling Programme

Divorce **4**

Reconciliation

Nullity

I want to.. for Case with Originating Summons Number ▾

Applications

Filing of Originating Summons For Divorce **6**

Description

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

Documents Required (Soft copies for upload)

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

[View Full List](#) ▾

5

7

Please answer the following question “**Have you/the parties completed the Marriage Counselling Programme within the required time?**” Select

- **Yes**, if the parties have completed the Marriage Counselling Programme (MCP) and wish to proceed with divorce (refer to step no. 8).
- **Excluded**, if the parties have been excluded from MCP at the Registration for MCP stage (refer to step no. 13).
- **No (allowed by Order of Court – Pursuant to section 46(4) of the AMLA**, if the applicant has obtained an Order of Court pursuant to section 46(4) of the AMLA (refer to step no. 17).

DIVORCE E-SERVICES / FILING OF ORIGINATING SUMMONS FOR DIVORCE

Filing of Originating Summons for Divorce

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

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

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

Select

Select

Yes

Excluded

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

7

[Back to Divorce E-Services](#)

Proceed

Yes – Completed Marriage Counselling Programme

- 8 If you select “YES” to the question “**Have you/the parties completed Marriage Counselling Programme within the required time**”, you are required to key in further information. Key in the date of the Pre-Originating Summons Letter/Email received upon completion of MCP.
- 9 Key in the Case ID on the Pre-Originating Summons Letter or Email, with the prefix ‘MCP’.
- 10 Click on the **Submit** button.
- 11 If any of the information is incorrect, you will see this message.
- 12 If you have keyed in the valid Issuance date and Case ID, you will see this message. Refer to page 10 to proceed.

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

Yes 8a

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

28/10/2022 8b

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

MCP-2022-000513 9 **Submit** 10

11 i Originating Summons cannot be filed for this Case ID. Please check with your MCP agency and the date of the Pre-Originating Summons letter.

12 ✓ The Case ID is valid. You may proceed to file the Originating Summons.

Excluded

- 13 If you select “Excluded” to the question “**Have you/the parties completed the Marriage Counselling Programme within the required time**”, you are required to key in further information. Key in the MCP Registration number with the prefix ‘R’.
- 14 Click on the **Submit** button.
- 15 If the MCP Registration number is incorrect or the party is not excluded, you will see this message.
- 16 If you have keyed in the valid MCP Registration number and the party is excluded, you will see this message. Refer to page 10 to proceed.

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

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

Excluded

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

R-2022-000543

Submit

! Originating Summons cannot be filed for the mentioned Case ID – Not Excluded

✓ The Case ID is valid. You may proceed to file the Originating Summons.

Filing of Originating Summons

Allowed by Order of Court

- 17 If you select No (allowed by Order of Court – Pursuant to section 46(4) of the AMLA) to the question “**Have you/the parties completed the Marriage Counselling Programme within the required time**”, you are required to key in the Order of Court Issuance Date.
- 18 Key in Order of Court Number.
- 19 Click on the **Submit** button to validate the Order of Court Issuance Date and the Order of Court Number.
- 20 If you have received the Order of Court in hardcopy or email format, you are required to upload the Order of Court. Click on **Choose File** to upload the Order of Court in PDF format. If you have keyed in the valid Order of Court Issuance date and Order of Court Number or Uploaded the Order of Court, please refer to page 10 to proceed.

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

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

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

Order of Court Issuance Date *
Tarikh Perintah Mahkamah dikeluarkan

28/11/2022

Order of Court Number *
Nombor Perintah Mahkamah

ORC-2022-000117

Submit

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

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

Order of Court Issuance Date *
Tarikh Perintah Mahkamah dikeluarkan

28/11/2022

Order of Court Number *
Nombor Perintah Mahkamah

132451

Submit

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

Please upload the Order of Court
Sila muat naik Perintah Mahkamah

Drag and drop your document here

Choose File

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

Filing of Originating Summons

- 21 If you have keyed in the valid Case ID and Pre-Originating Summons letter/email issuance date, further questions will be enabled. Answer each Yes/No question by selecting the relevant radio button.
Are you filing for the Plaintiff (Husband) or Plaintiff (Wife)?
 - Plaintiff (Husband)
 - Plaintiff (Wife)
- 22 **Do you/the parties have any children (below 21 years old) from this marriage?" (YES/NO)**
- 23 **Do you/the parties have a Matrimonial Property (HDB Flat)? (YES/NO)**
- 24 **Are you filing a Provisional Grant of Aid/Grant of Aid? (YES/NO)**
- 25 If you select YES to the question at step no. 24, select the **"Type of Grant"** using the drop-down button and menu.
- 26 Once you have answered all questions, the **Proceed** button will be enabled. Click on the **Proceed** button to continue.
- 27 Alternatively, you can click on **Back to Divorce E-Services** and go back to Divorce E-Services page.

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

22 **Do you/ the parties have any children (below 21 years old) from this marriage?**
Adakah anda/kedua pihak mempunyai anak di bawah umur 21 tahun dari perkahwinan ini?
 Yes No

23 **Do you/ the parties have a Matrimonial Property (HDB flat)?** ⓘ
Adakah anda/kedua pihak memiliki harta perkahwinan (flat HDB)?
 Yes No

24 **Are you filing a Provisional Grant of Aid/Grant of Aid? ***
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?
 Yes No

Type of Grant *
jenis Geran

25 **Provisional Grant of Aid** ▾

26 **Proceed**

27 **Back to Divorce E-Services**

Filing of Originating Summons

28 Upon clicking on **Proceed**, the **Important Notes** page will be displayed. Please read through the **Important Notes**.

29 Click on the links for [Privacy Statement](#), [Terms of Use](#), to read each item. Tick on the checkbox to confirm that you have read and agreed to the Privacy Statement and Terms of Use.

30 To proceed, click on **Agree and Proceed**.

31 To cancel and go back to the Dashboard, click on **Back to Dashboard**.

28 **Important Notes**

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

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

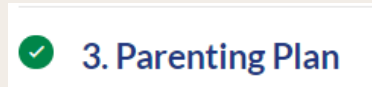
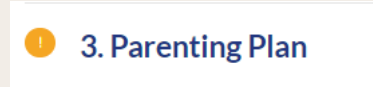
31 [Back to Dashboard](#) [Agree and Proceed](#) 30

Filing of Originating Summons

32 The initial status of the Originating Summons is **Draft**. On the header, you will find a navigation bar to guide you on the steps to completing the filing of Originating Summons which are:

- a) **Filing of Originating Summons**
- b) **Agreement**
- c) **Make Payment**
- d) **Complete**

33 There will be completion indicators to show if any step is Incomplete (Yellow) or Completed (Green).



34 In the main Filing of Originating Summons page, the following sections must be completed: :

- a) **Originating Summons (Issued by the Court)**
- b) **Case Statement**
- c) **Parenting Plan**
- d) **Matrimonial Property Plan**
- e) **Notice of Appointment of Solicitor**
- f) **Grant of Aid/Provisional Grant of Aid**

Filing of Originating Summons for Divorce

32 Case ID: POS-2022-000285 Status: Draft



- 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.
 - [User Guide "placeholder"](#).
 - If you have difficulties filling up the forms, please seek [legal advice](#).

33 Complete Incomplete

34a 1. Originating Summons (Issued by the Court)

No action required. This document will be issued by the Court when your filing is accepted.

34b 2. Case Statement

Description

To be filed by a Husband who wishes to commence divorce proceedings (called the Plaintiff).

Estimated time required: 30 mins

Filing fee: \$12

Documents Required

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

[View full list](#) ▾

[Proceed to Case Statement \(Husband\)\(Form 7\)](#)

3. Parenting Plan

34 (Continued) In the main Filing of Originating Summons page, the following sections must be completed:

- a) Originating Summons (Issued by the Court)
- b) Case Statement
- c) Parenting Plan
- d) Matrimonial Property Plan
- e) Notice of Appointment Solicitor
- f) Grant of Aid/Provisional Grant of Aid

1 3. Parenting Plan34c

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

Yes No

Description

To be filed when there is no agreement on the parenting plan of a minor child/children.

Estimated time required: 5 mins

Filing fee: \$12

Document Required

Completed Plaintiff's Proposed Parenting Plan. Please click [here](#) to download the template.

Proceed to Upload Plaintiff's Proposed Parenting Plan

1 4. Matrimonial Property Plan34d

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

Yes No

Plaintiff's Date of Birth * ⓘ
Tarikh lahir Plaintiff

📅 17/05/1960

Description

To be filed when there is no agreement on the matrimonial property (HDB flat).

Estimated time required: 5 mins

Filing fee: \$12

Document Required

Complete Plaintiff's Proposed Matrimonial Property Plan. Please click [here](#) to download the template.

34 (Continued) In the main Filing of Originating Summons page, the following sections must be completed:

- a) **Originating Summons (Issued by the Court)**
- b) **Case Statement**
- c) **Parenting Plan**
- d) **Matrimonial Property Plan**
- e) **Notice of Appointment Solicitor**
- f) **Grant of Aid/Provisional Grant of Aid**

35 You can only click **Submit** to proceed to payment and submission of the Filing of Originating Summons once all the mandatory sections have been marked as Completed (Green tick). Alternatively, you can click **Back to Dashboard** to go back to the Dashboard.

5. Notice of Appointment of Solicitor

34e

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

Proceed to Notice of Appointment of Solicitor

6. Provisional Grant of Aid

34f

Description	Documents Required
For solicitors to file Provisional Grant of Aid. Estimated time required: 5 mins Filing fee: \$12	Provisional Grant of Aid issued under the Legal Aid and Advice Act

Cancel

Proceed to Provisional Grant of Aid

Back to Dashboard

Submit

35

Case Statement

Section 1 Case Statement

- 1 Please read through the Description, and list of Documents Required. Click on the **Proceed to Case Statement** button. Depending on the Plaintiff's gender, this button will identify the applicable e-form :
 - a) **Proceed to Case Statement (Husband)(Form7)**
 - b) **Proceed to Case Statement (Wife)(Form8)**

- 2 The **Important Notes** page will be displayed. Please read through the **Important Notes**.

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

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

- 5 Alternatively, you can click **Back to Filing of Originating Summons** to go back to the previous filing page.

2. Case Statement

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

Proceed to Case Statement (Wife)(Form 8)

1

Important Notes

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

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

Back to Filing of Originating Summons

Agree and Proceed

4

54

Case Statement

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

- a) **Case Statement**
- b) **Preview**
- c) **Declare & Save**

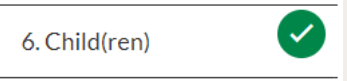
7 On the side navigation bar, you will find the different sections to be completed. Any incomplete section will be marked with a yellow icon. Once completed, it will turn green.

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

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

9 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-2022-000389 Status: Draft

1 Case Statement 6 2 Preview 3 Declare & Save

7

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

- If you are filing without a lawyer, please note that "Plaintiff" refers to you, and "Defendant" refers to your spouse.

- All fields are mandatory unless otherwise stated.

- You can save the form as draft copy for future completion.

✔ Complete
! Incomplete

<p>Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan)</p> <input type="text" value="WATTNA TIWARAT"/>	<p>Alias (Optional) Alias (Jika ada)</p> <input type="text" value="Enter Text"/>
<p>ID Type * Jenis Pengenalan</p> <input type="text" value="FIN"/>	<p>ID No. * Nombor Kad Pengenalan</p> <input type="text" value="F1612351W"/>
<p>Citizenship * Kewarganegaraan</p> <input type="text" value="Pasipasar"/>	<p>Age Umur</p> <input type="text" value="62"/>

Next: ➤ 8

2. Defendant

Back to Filing of Originating Summons

Save as Draft

Preview

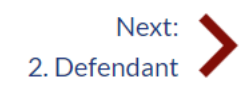
Case Statement – 1. Plaintiff

- 10 This section will set out the Plaintiff’s particulars. Please verify these details (which are non-editable):
 - a) Full Name (Alias – if any)
 - b) ID Type
 - c) ID No
 - d) Citizenship
 - e) Age

- 11 Specify further details such as:
 - a) Religion
 - b) Educational Level
 - c) If the Plaintiff’s gender is female, please answer the question “Is the Plaintiff/are you currently pregnant?” (YES/NO)
 - d) Occupation
 - e) Gross Salary
 - f) Current Address
 - g) Last Address (at which parties to the marriage have lived together as husband and wife).

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

You may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to the next section **2. Defendant**



Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan) WATTNA TIWARAT	Alias (Optional) Alias (Jika ada) Enter Text
ID Type * Jenis Pengenalan FIN	ID No. * Nombor Kad Pengenalan F1612351W
Citizenship * Kewarganegaraan Foreigner	Age Umur 62

10

Religion * Agama Islam	Educational Level * Peringkat Pendidikan Master’s and Doctorate or Equivalent
-------------------------------------	--

11

The Plaintiff has changed her name 12a

New Full Name (as per ID) *
 Nama Penuh Baru (seperti di Kad Pengenalan)
 SITI ZAENAB BINTI TIRAWAT 12b

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

Drag and drop your document here 12c Choose File

Case Statement – 2. Defendant

- 13 This section will set out the Defendant’s particulars. Please verify these details (which area non-editable):
 - a) Full Name (Alias – if any)
 - b) ID Type
 - c) ID No

- 14 Specify further details of the Defendant such as:
 - a) If the Defendant is female, answer the question “Is the Defendant currently pregnant?” (YES/NO)
 - b) Occupation
 - c) Gross Salary
 - d) Defendant’s Residential Address
 - e) Defendant’s contact details (email address)
 - f) Is the Defendant in prison/incarcerated (YES/NO)
 - g) Additional information, related to question (enabled if the answer is YES) : Inmate Number, Length of Imprisonment, Release date (optional)

- 15 If the Defendant has changed his or her name, do the following :
 - a) Select the checkbox “**The Defendant has changed his/her name**”
 - b) Key in New Full Name (as per ID).
 - c) Click on **Choose File** and upload a Deed Poll in PDF format as a supporting document.

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

Next: 
3. Date and Place of Marriage

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

Alias (Optional)
Alias (Jika ada)

ID Type *
Jenis Pengenalan

ID No. *
Nombor Kad Pengenalan

The Defendant has changed his name

13

Defendant's Employment Information

Occupation *
Pekerjaan

14

The Defendant has changed his name

15a

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

15b

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

Drag and drop your document here

15c

Case Statement – 3. Date and Place of Marriage


- 16 The following particulars are auto retrieved from the Registration for MCP form. Please amend or update the information if required:
 - a) Place of Marriage Registration
 - b) Marriage Certificate Number
 - c) Date of Marriage for Current Marriage

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

- 18 Answer the question “Have the Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)” (YES/NO).

- 19 If you select “YES”, key in the Revocation Certificate Number & Date of Registration of Revocation”. You are also required to upload the Revocation Certificate in PDF format. Click on the **Choose File** button to upload the Revocation Certificate.

- 20 You may 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 Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)? *
Pernahkah Plaintiff dan Defendan mendaftarkan perceraian dan mendapatkan Sijil Rujuk dari Pejabat Pendaftaran Pernikahan Orang Islam (ROMM)?

Yes No

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**

- 16

- 17

- 18

- 19

- 20


Case Statement – 4. Jurisdiction

- 21 Specify how the Court has jurisdiction :
 - a) Domicile
 - b) Habitual Residence

- 22 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”.

- 23 If you select “**Habitual Residence**”, select one of the options in that section. 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 may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to the next section **5. Grounds of Divorce**

Next: 
 5. Grounds of Divorce

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

The Court's Jurisdiction ⓘ
Bidang Kuasa Mahkamah

Domicile Habitual Residence

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

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

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

State the relevant details
Nyatakan butiran yang relevan

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

Please add 'Residential Details'

Add Residential Details


Case Statement – 5. Grounds of Divorce

24 Take note of the other/additional grounds of divorce and provide the information in the free text field.

25 Answer the question “Has the husband pronounced talak on the wife” (YES/NO).

26 If you select “YES”, you are required to furnish the details of talak. Click on **Add Talak Details** and specify :
a) Date Divorce Pronounced (specific date or unspecific/estimated date)
b) Mode of Pronouncement (Verbal/Text)
c) Witness #1 & Witness #2 (Optional)
d) Words used

You may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to the next section **6. Child(ren)**

Next: 
6. Child(ren)








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



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

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

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

Yes No

Normal ⌵ **B** *I* U  ” ‹ †   x₂ x²    

Sans Serif ⌵  

Enter text

24

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

Yes No

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

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

Add Talak Details

25

26

Case Statement – 6. Child(ren)

27 If children's particulars were provided in the Registration for MCP form, the children's names will be auto populated. Click on each child's name to furnish details .

Alternatively, click on the **3 dots** under **More Options** and select **Edit**. Provide the required details

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

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	HAKEEM ZIYECH BIN OLSON	27a	S8552361I	01/11/1999	Male	⋮ Edit
2	AHMAD IMMANUDIN BIN OLSON	SG PINK	T1203059I	12/11/2020	Male	⋮

[Add Child](#) 27c

Case Statement – 6. Child(ren) Details (Below 21 years old)

- 28 The details for each child are:
 - a) Full Name
 - b) Gender
 - c) ID Type
 - d) ID Number
 - e) Date of Birth
 - f) AgeThese are auto populated from the Registration for MCP form. Edit if necessary.
- 29 You are required to upload the Birth Certificate. Click on **Choose File** and upload the Birth Certificate in PDF format.
- 30 Select the checkbox if the child has passed away.
- 31 If the Child is below 21 years old, provide the following information:
 - a) Does the Child have any medical condition? (YES/NO)
 - b) Specify if the Child is under the care or custody of an approved school or approved home established under the Children and Young Person Act (Cap 38.) (YES/NO)
- 32 Click **Save** to save the Child's details.

Edit Child Details

Full Name (as per ID) * Nama Penuh (seperti di Kad Pengenalan) AHMAD IMMANUDIN BIN OLSON	Gender * Jantina Male
ID Type * Jenis Pengenalan SG PINK	ID No. * No. Kad Pengenalan T1203059I
Birth Certificate No. * Nombor Sijil Lahir T1203059I	
Date of Birth * Tarikh Lahir 12/11/2020	Age * Umur 2

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

Drag and drop your document here

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

Child has passed away

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

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

Cancel Save

28

29

30

31a

41b

32

Case Statement – 6. Child(ren) Details (Above 21 years old)

33 The details for each child are:

- a) Full Name
- b) Gender
- c) ID Type
- d) ID Number
- e) Date of Birth
- f) Age

These are auto populated from the Registration for MCP form. Edit if necessary.

34 You are required to upload Birth Certificate. Click on **Choose File** and upload the Birth Certificate in PDF format.

35 Select the checkbox if the child has passed away.

36 If the Child is above 21 years old, provide the following information:

- a) The child is currently (choose one) :
 - i. Receiving Instruction at an educational establishment
 - ii. Undergoing training for a trade, profession, or vocation
 - iii. Working
 - iv. Is or will be serving full-time national service
 - v. Not applicable
- b) Specify if the Child has any medical condition? (**YES/NO**)

37 Click **Save** to save the details.

Edit Child Details
×

<p>Full Name (as per ID) * Nama Penuh (seperti di Kad Pengenalan)</p> <input style="width: 90%;" type="text" value="HAKEEM ZIYECH BIN OLSON"/>	<p>Gender * Jantina</p> <div style="border: 1px solid #ccc; padding: 2px;">Male</div>
<p>ID Type * Jenis Pengenalan</p> <div style="border: 1px solid #ccc; padding: 2px;">SG PINK</div>	<p>ID No. * No. Kad Pengenalan</p> <input style="width: 90%;" type="text" value="S8552361I"/>
<p>Birth Certificate No. * Nombor Sijil Lahir</p> <input style="width: 90%;" type="text" value="S8552361I"/>	
<p>Date of Birth * Tarikh Lahir</p> <div style="border: 1px solid #ccc; padding: 2px;">01/11/1999</div>	<p>Age * Umur</p> <div style="border: 1px solid #ccc; padding: 2px;">23</div>

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

Drag and drop your document here

34

Choose File

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

35 Child has passed away

The child is currently
Pada masa ini, anak ini sedang

Select

36a

Does the child have any medical conditions? *
Adakah anak ini mempunyai keadaan perubatan?

Yes No

36b

Cancel

Save

37

Case Statement – 6. Child(ren)

38 Once you have furnished the child’s details, that child’s particulars is marked as Completed (Green). Every child’s particulars must be marked as Completed (Green) before section 6. Child(ren) will be marked as Completed (Green).

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**

38a

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	HAKEEM ZIYECH BIN OLSON	SG PINK	S8552361I	01/11/1999	Male	⋮
2	AHMAD IMMANUDIN BIN OLSON	SG PINK	T1203059I	12/11/2020	Male	⋮

Add Child

⏪ Previous:
5. Grounds of Divorce

38b

Next: ⏩
7. Related Court Proceedings

Case Statement – 7. Related Court Proceedings

- 39** **Bankruptcy Status**
Under this section, answer the question:
“Is the Plaintiff an undischarged bankrupt?” (YES/NO). If you select YES, you are required to furnish the bankruptcy details.

- 40** Click on **Add Bankruptcy Details** to provide details :
 - a) Suit No.
 - b) Date of Bankruptcy Order
 - c) Bankruptcy Details

- 41** Answer the question: “Are there any pending bankruptcy proceedings against the Plaintiff” (YES/NO). If you select YES, you are required to furnish details of the pending bankruptcy proceedings.

- 42** 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 Plaintiff an undischarged bankrupt? *
Adakah Plaintiff seorang bankrap/muflis yang belum lepas?

Yes No

39

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

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

Add Bankruptcy Details **40**

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

Yes No

41

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

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

Add Pending Bankruptcy Proceedings **42**

Filing of Originating Summons – Case Statement

Case Statement – 7. Related Court Proceedings

43 Other Court Proceedings
Under this section, answer the question (YES/NO).
if you select YES, you are required to provide details of other court proceedings.

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

If you select NO, you may 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

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

Adakah Plaintiff sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau mengenai anak-anak kedua pihak? Adakah sebarang prosiding Mahkamah antara Plantif dan Defendan mengenai pembiayaan nafkah atau melibatkan hartanah atau keduanya?

Yes No

43

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

44

Filing of Originating Summons – Case Statement

Case Statement – 7. Related Court Proceedings

45 (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

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 45a 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 45b
<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"/>

45c

Filing of Originating Summons – Case Statement

Case Statement – 7. Related Court Proceedings

46 (Continued) Other Court Proceedings

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

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 46a

Country where proceedings filed *
Negara di mana prosiding difailkan

Select 46b

Nature of Proceedings *
Sifat Prosiding

Select

Suit No. *
No. Guaman

Enter Text

Date of Application
Tarikh Permohonan

Status of Proceedings
Status Prosiding

Select

Cancel Save 46c

Case Statement – 8. Relief Claimed

48 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 * 48a

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

Care and Control * 48b

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

Access 48c

Type of Access *

Jenis Akses

Reasonable access
 Reasonable access with overnight stay
 Specified access

Case Statement – 8. Relief Claimed

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

Select the type of Matrimonial Home

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

50 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

49

50a

Case Statement – 8. Relief Claimed

51 (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.

52 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).

51

State Claim *
Nyatakan Tuntutan

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

Sans Serif ▾ ≡ I_x

Enter text

52

(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

53

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

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

Drag and drop your document here

Choose File

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

Case Statement – 8. Relief Claimed

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

55 Relief i) **Others**. If the checkbox is selected, provide details of the Other Claims.

Once all the sections are complete, they will be marked Green (Completed).

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

The **Preview** button will be enabled:-

Back to Filing of Originating Summons

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

54

i) Others

Other Claims *

Tuntutan Lain

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

Sans Serif ⚙ ≡ *I*_x


Enter text

55

Case Statement – Preview Mode

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

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

Next:  2. Defendant

58 **Back to Edit** **Complete** 59

57

56

Case Statement – Complete

- 60 On the declaration page, read the declaration and select the check box to confirm the declaration. The **Complete & Back to Filing of Originating Summons button** will be enabled.
- 61 Once you have clicked **Complete & Back to Filing of Originating Summons**, the Case Statement section will be marked Completed (Green) and you will be directed back to the main Filing of Originating Summons page.
- 62 Alternatively, you can click on the **Preview** button to go back to the preview mode.
- 63 On the Filing of Originating Summons page, you will find the section for the Case Statement marked Green (Completed).
- 64 If you click **Edit/View Case Statement** this section will be marked Yellow (Incomplete) until you have completed the Case Statement up to step no. 61.

Case ID: POS-2022-000389 Status: Draft

Case Statement Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 60

62 Back to Preview Complete and Back to Filing of Originating Summons 61

2. Case Statement 63

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

64

Edit/View Case Statement (Wife) (Form 8)

Parenting Plan

Parenting Plan

- 1 Answer the question “Is there an agreement between the Plaintiff and the Defendant on the parenting plan of a minor child/children?” (YES/NO).
- 2 Under the list of documents required, click on the hyperlink for the template of the Parenting Plan. 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 Upload Plaintiff’s Proposed Parenting Plan** or **Proceed to Upload Agreed 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 done so, the **Agree and Proceed** button will be enabled. Click on the **Agree and Proceed** button to continue.

3. Parenting Plan

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

Yes No

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

2 **Proceed to Upload Plaintiff’s Proposed Parenting Plan**

Important Notes

4

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

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

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

Parenting Plan

- 7 Click on **Choose File** and upload the completed Parenting Plan in PDF format.
- 8 Once you have uploaded a PDF file, the **Preview** button will be enabled. Click **Preview** to navigate to the preview mode.
- 9 Verify the uploaded Parenting Plan in preview mode which is non-editable. Once you have verified, click **Complete & Back to Filing of Originating Summons**. This section will be marked Completed (Green) and you will be directed back to the main Filing of Originating Summons page.

Case ID: POS-2022-000389 Status: Draft

1. Completed Plaintiff's Proposed Parenting Plan !

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

✔ Complete ! Incomplete

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

- Completed Plaintiff's Proposed Parenting Plan

Drag and drop your document here Choose File

7

Back to Filing of Originating Summons Preview

8

1. Completed Plaintiff's Proposed Parenting Plan ✔

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

✔ Complete ! Incomplete

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

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

File Description
Proposed Parenting Plan

Back to Edit Complete and Back to Filing of Originating Summons

9

Matrimonial Property Plan

Filing of Originating Summons – MPP

Matrimonial Property Plan

- 1 Answer the question “Is there an agreement between the Plaintiff and the Defendant on the matrimonial property (HDB flat)?” (YES/NO)

The Plaintiff’s Date of Birth is auto retrieved and non-editable if you are a SingPass user. If you are a CorpPass user, this field is editable. Provide the Plaintiff’s date of birth.

- 2 Under the list of documents required, click on the hyperlink for the template of the Matrimonial Property Plan. Complete the relevant Matrimonial Property Plan and save in PDF format.

- 3 Once you have the completed Matrimonial Property Plan in PDF format, click on **Proceed to Upload Plaintiff’s Proposed Matrimonial Property Plan** or **Proceed to Upload Agreed Matrimonial Property 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 the **Agree and Proceed** button to continue.

4. Matrimonial Property Plan

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

Yes No

Plaintiff's Date of Birth * 
Tarikh lahir Plaintiff

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

[Proceed to Upload Agreed Matrimonial Property Plan](#)

Important Notes

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

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

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

Matrimonial Property Plan

- 7 Click on **Choose File** and upload the completed Matrimonial Property Plan in PDF format.
- 8 If the Plaintiff is above 55 years old, you are required to upload the Returned CPF standard query form in PDF format as a Supporting Document. Click on Next Section **2. Supporting Documents** to upload supporting documents.
- 9 Click on **Choose File** and upload the Supporting Documents.

1. Upload Agreed 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
! Incomplete

Please upload Agreed Matrimonial Property Plan affirmed by Defendant before a Commissioner for Oaths

Sila muat naik Pelan Harta Perkahwinan yang Disetujui yang disahkan oleh Defendan di hadapan seorang Pesuruhjaya Sumpah

Drag and drop your document here

7

Choose File

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

8

Next: ➤

2. Supporting Documents

1. Upload Agreed 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
! Incomplete

Please upload the supporting documents

Sila muat naik dokumen sokongan

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

Drag and drop your document here


9

Choose File





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


Matrimonial Property Plan

- 10 Once you have uploaded a PDF file, the **Preview** button will be enabled. Click **Preview** to navigate to the preview mode.
- 11 Verify the uploaded Matrimonial Property Plan in preview mode. Once you have verified, click **Complete & Back to Filing of Originating Summons** and this section will be marked Completed (Green) and you will be directed back to the main Filing of Originating Summons page.

Previous:  1. Upload Agreed Matrimonial Property Plan

[Back to Filing of Originating Summons](#) **Preview** 10

1. Upload Agreed Matrimonial Property Plan 	<ul style="list-style-type: none">- All fields are mandatory unless otherwise stated.- You can save the form as draft copy for future completion. <p> Complete  Incomplete</p>
2. Supporting Documents 	<p>PowerShell Commands To Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue (005).pdf</p> <p>File Description</p> <p>Agreed Matrimonial Property Plan</p>

Next:  2. Supporting Documents

[Back to Filing of Originating Summons](#) [Back to Edit](#) **Complete** 11

Notice of Appointment of Solicitor

Notice of Appointment of Solicitor

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

5. Notice of Appointment of Solicitor

Description

For solicitors to file Notice of Appointment of Solicitor.
Estimated time required: 15 mins
Filing fee: \$12

Documents Required

N/A

Proceed to Notice of Appointment of Solicitor

1

Important Notes

- 1. This service will take you approximately 30 minutes to complete.
- 2. The filing fee for Notice of Appointment of Solicitor (Form 47) is \$12.
- 3. You will be required to make payment via PayNow or eNETS/Credit Card.

2

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

3

[Back to Filing of Originating Summons](#)

Agree and Proceed

4

Notice of Appointment of Solicitor

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

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

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

Plaintiff's Details

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

Defendant's Details

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

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

Saya dilantik sebagai peguam untuk

Please Select... 5

Lawyer's Details

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

Back to Filing of Originating Summons Save as Draft Preview 7

Notice of Appointment of Solicitor

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

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

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

Yes

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

Street Name
Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

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

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

Back to Edit Save as Draft Complete

8 9

Provisional Grant of Aid/Grant of Aid

Provisional Grant of Aid / Grant of Aid

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

6. Provisional Grant of Aid

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

Important Notes

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

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

Provisional Grant of Aid / Grant of Aid

- 5 You will be required to upload the Provisional Grant of Aid/Grant of Aid in PDF format. Click on **Choose File**. Select your file and upload.
- 6 If you are filing a Provisional Grant of Aid, specify the Start and End Dates. If you are filing a Grant of Aid, these fields are not applicable.
- 7 The **Preview** button will be enabled. Click on the **Preview** button to continue to the next step.

Case ID: POS-2022-000393 Status: Draft

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

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

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

Drag and drop your document here 5 Choose File

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

Provisional Grant of Aid
Geran Bantuan Sementara

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

6

Back to Filing of Originating Summons Save as Draft Preview 7

Provisional Grant of Aid / Grant of Aid

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

Case ID: POS-2022-000393 Status: Draft

1 Provisional Grant of Aid 2 Preview 3 Declare & Save

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

Please upload the Provisional Grant of Aid
Sila muat naik Geran Bantuan Sementara 8

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

File Description
Provisional Grant of Aid

Provisional Grant of Aid
Geran Bantuan Sementara

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

10 Back to Edit Save as Draft Complete 9

Payment

Filing of Originating Summons - Payment

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

2 Once all required sections are Complete, the **Submit** button will be enabled. Click on the **Submit** button to make payment and to submit the Filing of Originating Summons.

1. Originating Summons (Issued by the Court) 1a

No action required. This document will be issued by the Court when your filing is accepted.

2. Case Statement 1b

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

Edit/View Case Statement (Wife) (Form 8)

3. Parenting Plan 1c

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

Yes No

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

Edit/View Plaintiff's Proposed Parenting Plan

[Back to Dashboard](#) **Submit** 2

Filing of Originating Summons – Payment

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

Filing of Originating Summons for Divorce

Case ID: POS-2022-000285 Status: Draft

✓ Filing of Originating Summons — 2 Agreement — 3 Make Payment — 4 Complete

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

[Back to Filing of Originating Summons](#) [Make Payment](#) 4

3

Payment - PayNow

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

Case ID: POS-2022-000389 Sta

✓ Filing of Originating Summons — Agreement — 3 Make Payment — 4

- Once payment has been made, you will receive your Originating Summons Number. This will be the reference number for your
- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000901


Breakdown of Fees
Butiran Yuran

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

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver



7

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.

8

Verify Payment

Payment – E-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000901

Breakdown of Fees
Butiran Yuran


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

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

Payment Mode
Cara Pembayaran

10 Cash eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

11

12 13

Request Fee Waiver

- 14 On the payment page, verify the breakdown of items, fees and the total amount.
- 15 The 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.
- 16 Click on **Submit Request for Fee Waiver** to submit the Originating Summons and accompanying documents for filing along with the Provisional Grant of Aid or Grant of Aid.

Case ID: POS-2022-000393 Status: Draft

✓ Filing of Originating Summons — Agreement — 3 Make Payment — 4 Complete

- Once payment has been made, you will receive your Originating Summons Number. This will be the reference number for your case.
- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000903

Breakdown of Fees
Butiran Yuran

- Filing fee for Plaintiff's Proposed/Agreed Parenting Plan: \$12
- Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
- Filing fee for Case Statement: \$12
- Filing fee for Notice of Appointment of Solicitor: \$12
- Filing fee for Originating Summons: \$22
- Filing fee for Plaintiff's Proposed/Agreed Matrimonial Property Plan: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$82

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Provisional Grant of Aid

Submit Request for Fee Waiver

Filing of Originating Summons - Payment

Complete

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

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

✓ Filing of Originating Summons — Agreement — ✓ Make Payment — 4 Complete

Submitted!

Case ID: POS-2022-000393
Your Payment Advice Number: PM-2022-000903
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: lala@mei.com.

Your case/application will be processed within 3 working days.

17 Save as PDF Back to Dashboard 18