SYARIAH COURT SINGAPORE

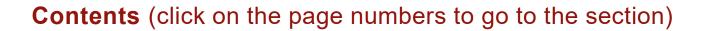# USER GUIDE FOR SYC PORTAL

MARRIAGE COUNSELLING PROGRAMME

Syariah Court Detailed User Guide for Corporate Users
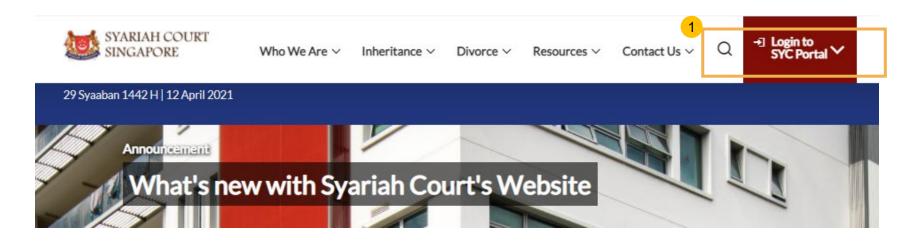
Marriage Counselling Programme

Contents (click on the page numbers to go to the section)

Marriage Counselling Programme

Login to SYC Portal for E-Services Using CorpPass

Login to SYC Portal for e-Services Using CorpPass

1. On the Syariah Court website, click **Login to SYC Portal** and the login types are displayed**.**
   - **For Public and Lawyers**:
   - **For Partners**

2. To login to SYC Portal, click on **For Public and Lawyers.**

3. On clicking **For Public and Lawyers,** you will be redirected to the login page.

4

Login to SYC Portal for e-Services using CorpPass

1. Corporate users i.e. lawyers, MUIS officers or officers from other Authorities must use their CorpPass to login.

2. Click **Login via CorpPass**. You will be redirected to the SingPass business user login page.

3. On the SingPass login as a Business User page, select either Password Login or SingPass app, whichever is applicable.
   - For Password login, enter your SingPass credentials and OTP for validation.
   - For SingPass app, a QR code will appear. Use the QR code to login with your SingPass app. On desktop devices, launch the SingPass application on a mobile device and scan the code. On mobile devices, tap the QR code to launch the SingPass application.

4. After successful login, you will be redirected to the CorpPass page. Select the UEN of your Company/Authority. You will be brought to the Dashboard for SYC e-Services.

5

Registration for Marriage Counselling Programme

Registration for Marriage Counselling Programme

1. To register for the Marriage Counselling Programme, navigate to the **Divorce** tab on your Dashboard.
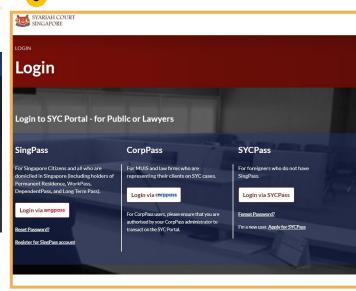
2. To create a registration for Marriage Counselling, under Divorce Tab, click on "**Divorce E-Services**".

3. **Divorce E-Services** page is displayed.

4. Click on **Start a New Case** and select **Marriage Counselling Programme**.

5. Under **Registration for Marriage Counselling Programme**, you will find a **description** of the application, **estimated time required** to apply for Marriage Counselling and **documents required.**

6. Click on the hyperlink of the text **Registration for Marriage Counselling Programme** to continue to register for the Marriage Counselling Programme.

7

Registration for Marriage Counselling Programme

7 Upon clicking **Registration for Marriage Counselling Programme**, the **Important Notes** page is displayed. Please read through the **Important Notes.**

8 Click on the links for Privacy Statement and Terms of Use, to read each item. Tick on the checkbox to confirm you have read and agree to the Privacy Statement and Terms of Use and to indicate your understanding of the Privacy Statement and Terms of Use.

9 To proceed and create Registration for Marriage Counselling Programme, click on **Agree and Proceed.**

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

7 **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.

8 ☑ I have read and agree to the **Privacy Statement** and **Terms of Use**.

10 Back to Dashboard   Agree and Proceed **9**

8

Registration for Marriage Counselling Programme

11 The initial status of Registration for Marriage Counselling is **Draft.**

12 On the header you will find a navigation bar to guide you on the steps for completing the Registration for Marriage Counselling Programme which are:
a) **Registration Form**
b) **Preview**
c) **Declaration & Submit**
d) **Complete**

13 In the registration form, these are the sections that need to be filled up:
a) **Lawyer**
b) **Registrant**
c) **Spouse**
d) **Marriage Details**
e) **Information on Children**
f) **Information on Housing**
g) **Reason for Application**
h) **Exemption from Counselling**
i) **Domicile/Habitual Residence in Singapore** (this additional section is enabled if both Registrant & Spouse are Foreigners).

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

15 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.

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

---

12 **11** Status: Draft

1 Registration Form — 2 Preview — 3 Declare & Submit — 4 Complete

13

A. Lawyer	❗
B. Registrant	❗
C. Spouse	❗
D. Marriage Details	❗
E. Information on Child(ren)	❗
F. Information on Housing	❗
G. Reason for application	❗
H. Exemption from Counselling	❗

- All fields are mandatory unless otherwise stated.
- You can save the form as draft copy for future completion
- User Guide☐ (PDF,XXB)

16 ✅ Complete ❗ Incomplete

☐ I am instructed by my client, the Registrant.

Reason for registering on behalf of the Registrant *
Sebab pendaftaran dibuat bagi pihak Pendaftar

Select ⌄

Lawyer's Details

Lawyer's Full Name (as per NRIC/ID) *
Nama Penuh Peguam (seperti di Kad Pengenalan)

Enter Text

Lawyer's Practicing Certificate Number *
No. Sijil Pengamal guaman

Enter Text

Lawyer's Office Phone Number *
Telefon Bimbit Peguam

Please Sel ⌄ | Enter Text

Lawyer's Email Address *
Alamat Emel Peguam

Enter Text

15 Next: B. Registrant ❯

14 Save as Draft | Preview

A. Lawyer ✅

9

Registration for Marriage Counselling Programme

Section A (Lawyer)

17   Tick on the checkbox "**I am instructed by my client, the Registrant**."

18   Specify **Reason for Registering on behalf of the Registrant.**

19   Key in **Lawyer's Details.** All mandatory fields are marked with * (red asterisk).
a) Lawyer's Full Name (as per NRIC/ID)
b) Lawyer's Practicing Certificate Number
c) Lawyer's Office Phone Number
d) Lawyer's Email Address

20   Please upload the **Letter of Authorisation** from the Registrant, by clicking on **Choose File**.

A. Lawyer ✓

B. Registrant !

C. Spouse !

D. Marriage Details !

E. Information on Child(ren) !

F. Information on Housing !

G. Reason for application !

H. Exemption from Counselling !

☑ I am instructed by my client, the Registrant.   17

Reason for registering on behalf of the Registrant *
Sebab pendaftaran dibuat bagi pihak Pendaftar

My client (Registrant) is currently overseas ▾   18

Lawyer's Details   19

Lawyer's Full Name (as per NRIC/ID) *
Nama Penuh Peguam (seperti di Kad Pengenalan)

JAMES MADISSON LANGLEY

Lawyer's Practicing Certificate Number *
No. Sijil Pengamal guaman

91918717

Lawyer's Office Phone Number *
Telefon Bimbit Peguam

Singapore ▾   98177166

Lawyer's Email Address *
Alamat Emel Peguam

email@mail.com

Lawyer's Office Fax Number (Optional)
Nombor Faks pejabat Peguam (tidak diwajibkan)

Please Sel ▾   Enter Text

Please upload the Letter of Authorisation

Drag and drop your document here   20   Choose File

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

Letter of Authorisation ▾

10

Registration for Marriage Counselling Programme

Section A (Lawyer)

21 Key in **Law Firm's Details**
a) Name of Law Firm

22 Specify **Law Firm's Address.**
a) Key in **Postal Code** and click **Retrieve Address.**
b) Verify **Blk/House No** which is auto populated from the Postal Code.
c) Verify **Street Name & Building Name** which is auto populated from the Postal Code.

23 Key in **Level No.** and **Unit No.**

24 If the address does not contain **level no.** and/or **unit no.,** specify the answer as **No.**

25 Once section **A (Lawyer)** is completed, you can continue to fill up the registration form by navigating to the **next section B. (Registrant).**

Law Firm's Detail

Name of Law Firm *
Nama firma guaman

Law Firm LLC   **21**

UEN *
No. UEN

201700531K

Law Firm's Address

Postal Code
Poskod

119960   Retrieve Address   **22a**

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

◉ Yes   ○ No   **24**

22b Blk/House No.
No. Blok/No. Rumah

450

Level No. *
No. Aras

Enter Text

Unit. No. *
Unit No.

11   **23**

22c Street Name *
Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

ALEXANDRA ROAD

Next:
B. Registrant   **25**

11

Registration for Marriage Counselling Programme

Section B (Registrant)

27 Provide the **Registrant's** details.
a) Full Name
b) Alias (if any)
c) ID Type
d) ID No

28 If the Registrant's ID Type is **FIN** or **Passport** (i.e. Citizenship is Foreigner), select the ID Type, key in the ID No. and upload the Proof of Identity by clicking on **Choose File**.

27

Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
JANE SMITH	Type here...

ID Type Jenis Pengenalan	ID No. No. Kad Pengenalan
SG PINK	S0538082J

Citizenship Kewarganegaraan	Nationality Kerakyatan
Singapore Citizen	SINGAPORE CITIZEN

ID Type Jenis Pengenalan	ID No. No. Kad Pengenalan
FIN	G2151089R

Please Upload Proof of Identity (FIN card or Passport)

Drag and drop your document here   Choose File

28

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

12

Registration for Marriage Counselling Programme

Section B (Registrant)

29 Provide the **Registrant's** details**.**
a) Citizenship
b) Nationality
c) Date of Birth
d) Gender
e) Race
f) Highest Educational Qualification
g) Dialect

30 Select the answer whether the **Registrant's full name as per NRIC/ID is the same as the name in the Marriage Certificate** (YES/NO).

31 If the answer is No, please upload the **Deed Poll** by clicking on the **Choose File** button.

32 Specify the **reason** for the difference in the Registrant's name.

Citizenship
Kewarganegaraan
Foreigner

Nationality
Kerakyatan
JORDANIAN

29

Date of Birth
Tarikh Lahir
14/01/1970

Gender
Jantina
Male

Race
Bangsa
JORDANIAN

Highest Educational Qualification *
Kelayakan PendidikanTertinggi
Master's and Doctorate or Equivalent

Dialect *
Bahasa Daerah
ARABIC

Is the Registrant's full name as per NRIC/ID the same as in the Marriage Certificate?
Adakah nama penuh Pendaftar di Sijil Nikah sama seperti yang di kad pengenalan?
○ Yes ● No

30

Please upload Deed Poll
Sila muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here   Choose File   **31**

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

Please specify reason *
Sila nyatakan sebab

Change of Name.

15/200   **32**

13

Registration for Marriage Counselling Programme

Section B (Registrant)

33 In the **Residential Address** section, select **Location** as either **Local** or **Overseas.** For Overseas, refer to step no. 37

If you select **Local**,
a) Key in **Postal Code** and click **Retrieve Address.**
b) Verify **Blk/House No.** which is auto populated from the Postal Code.
c) Verify **Street Name & Building Name** which is auto populated from the Postal Code.

34 Key in **Level No.** and **Unit No.**

35 If the address does not contain **level no.** and/or **unit no.,** select the answer as **No.**

36 If the Mailing Address is the same as the Residential Address, tick on the checkbox **Same as Residential Address**. If it is not the same, leave the checkbox unticked and key in the Mailing Address of the Registrant.

Proceed to step no. 42.

14

Registration for Marriage Counselling Programme

Section B (Registrant)

37 In the **Residential Address** section, select **Location** as either **Local** or **Overseas.** If you select **Overseas**, refer to the steps below.

38 Select the Overseas **Country** from the dropdown list.

39 Key in **Address.**

40 Key in **Postal Code.**

41 If the Mailing Address is the same as the Residential Address, tick on the checkbox **Same as Residential Address**. If it is not the same, leave the checkbox unticked and key in the Mailing Address of the Registrant.

Location
Lokasi

Local   ⊙ Overseas   **37**

Country *
Negara

UNITED KINGDOM OF GREAT BRITAIN AN ⌄   **38**

Address *
Alamat

SW 6 Fullham Road 1609   **39**

Postal Code
Poskod

172655   **40**

Mailing Address

☑ Same as Residential Address   **41**

15

Registration for Marriage Counselling Programme

Section B (Registrant)

42 In the **Past Marital Information** section,
a) Specify **Marital Status Before this Marriage**.
b) If the Registrant's marital status is Divorced, or Widowed, or Married, specify **Number of Previous Marriages (exclude current)**

43 Provide **Employment Information** for the Registrant :
a) Specify **Occupation**. If occupation is **Others** (not listed in the selection), please provide details.
b) Specify **Gross Monthly Salary.**

44 Answer the question **Is the Registrant in prison/incarcerated** (Yes/No).

45 If you select Yes, you may specify **Inmate No.** (Optional), and **Release Date** (Optional).

46 You may move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to fill up section **C. (Spouse)**, or you may navigate to **Previous Section A. (Lawyer)**.

.

Past Marital Information

Marital Status Before this Marriage *
Status perkahwinan sebelum pernikahan semasa

| Divorced ▾ |

No. of Previous Marriages (exclude current)
Bilangan perkahwinan sebelum pernikahan semasa

| 2 ▾ |

42

Occupation *
Pekerjaan

| Professional ▾ |

43

Gross Monthly Salary *
Gaji Kasar Bulanan

| $5000 to $5999 ▾ |

Is the Registrant in prison/incarcerated?
Adakah anda di dalam penjara?

◉ Yes   ◯ No

44

Inmate No. (Optional)
Nombor Banduan (tidak diwajibkan)

| Type here... |

Release Date (Optional)
Tarikh dibebaskan (tidak diwajibkan)

| 📅 |

45

‹ Previous:
A. Lawyer

Next:
C. Spouse ›

46

Registration for Marriage Counselling Programme

Section C (Spouse)

47 Provide the **Spouse's** details**.**
   a) Full Name
   b) Alias (If Any)
   c) ID Type
   d) NRIC/ID No.
   e) Citizenship
   f) Nationality
   g) Gender
   h) Race
   i) Dialect
   j) Highest Educational Qualification

48 Select the answer whether the **Spouse's full name as per NRIC/ID is the same as in the Marriage Certificate** (YES/NO).

49 If the answer is No, please upload the **Deed Poll** by clicking on **Choose File** and provide the **reason** for the difference in name.

47

Full Name (as per ID No.) *
Nama Penuh (seperti di Kad Pengenalan)

NANCY SMITH

Alias (Optional)
Alias (Jika ada)

Type here...

ID Type *
Jenis Pengenalan

SG BLUE

NRIC/ID No. *
No. Kad Pengenalan

S8194654Z

Citizenship *
Kewarganegaraan

Permanent Resident

Nationality *
Kerakyatan

FRENCH

Gender *
Jantina

Female

Race *
Bangsa

FRENCH

Dialect *
Bahasa Daerah

FRENCH

Highest Educational Qualification *
Kelayakan PendidikanTertinggi

Master's and Doctorate or Equivalent

48

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

○ Yes   ◉ No

Please upload Deed Poll
Sila muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here   Choose File

49

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

17

Registration for Marriage Counselling Programme

Section C (Spouse)

50 Provide the Spouse's Date of Birth. If unknown, select **Unknown.**

51 Provide the Spouse's **Mailing Address.** Select **Location** as either **Local** or **Overseas.**
If you select **Local**,
a) Key in **Postal Code** and click **Retrieve Address.**
b) Verify **Blk/House No.** which is auto populated from the Postal Code.
c) Verify **Street Name & Building Name** which is auto populated from the Postal Code

52 Key in **Level No.** and **Unit No.**

53 If the address does not contain **level no.** and/or **unit no.**, select the answer as **No.**

50

Spouse's Date of Birth?
Tahukah anda tarikh lahir pasangan anda?

◉ Known   ○ Unknown

Date of Birth *
Tarikh Lahir

📅 01/01/1970

Mailing Address

Location
Lokasi

◉ Local   ○ Overseas   ○ Unknown   **51a**

Postal Code
Poskod

119960   **Retrieve Address**   **51b**

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

◉ Yes   ○ No   **53**

Blk No.
No. Blok

Level No. *
No. Aras

Unit No. *
No. Unit

51c 450   11   11   **52**

Street Name *
Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

ALEXANDRA ROAD

18

Registration for Marriage Counselling Programme

Section C (Spouse)

54 Provide the Spouse's **Contact Details :**
a) Handphone Number
b) Home Number (Optional / Non-Mandatory)
c) Email Address

55 Specify the Spouse's **Past Marital Information.**
a) Specify **Marital Status Before this Marriage**.
b) If the Spouse's marital status is Divorced, or Widowed, or Married, specify **Number of Previous Marriages (exclude current)**

56 Provide the Spouse's **Employment Information**:
a) Specify **Occupation**. If occupation is **Others** (not listed in the selection), please provide details.
b) Specify **Gross Monthly Salary.**

54

Contact Details

Handphone *
Telefon bimbit

| Singapore(+65) ⌄ | 87171651 |

Home (Optional)
Rumah (Jika ada)

| Please Select.. ⌄ | Type here... |

Email Address *
Alamat emel

| NancySmithRoe@email.com |

55

Spouse's Past Marital Information

Marital Status Before this Marriage *
Status perkahwinan sebelum pernikahan semasa

| Divorced ⌄ |

No. of Previous Marriages (exclude current)
Bilangan perkahwinan sebelum pernikahan semasa

| 2 ⌄ |

56

Occupation *
Pekerjaan

| Please Select.. ⌄ |

Gross Monthly Salary *
Gaji Kasar Bulanan

| Please Select.. ⌄ |

19

Registration for Marriage Counselling Programme

Section C (Spouse)

57 Answer the question **Is the Spouse in prison/incarcerated** (Yes/No).

58 If you select Yes, you may specify **Inmate No.** (Optional), and **Release Date** (Optional).

59 You may move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to fill up section **D. (Marriage Details)**, or you may navigate to the **Previous Section B. (Registrant)**.

Spouse's Status

57

Is the Spouse in prison/incarcerated?
Adakah Pasangan anda di dalam penjara?

◉ Yes   ○ No

58

Inmate No. (Optional)
Nombor Banduan (tidak diwajibkan)

S1234567T

Release Date (Optional)
Tarikh dibebaskan (tidak diwajibkan)

📅 15/06/2038

❮ Previous:
B. Registrant

59

Next:
D. Marriage Details ❯

20

Registration for Marriage Counselling Programme

Section D (Marriage Details)

60 Select the **Marriage Registration Location** from the following:
a) Registry of Muslim Marriages Singapore (ROMM)
b) Registry of Marriages, Singapore (ROM)
c) Overseas, and select Overseas Country. For overseas Marriage, you must upload the marriage certificate or supporting document.

61 Specify **Marriage Certificate Number**

62 Specify **Date of Marriage for Current Marriage**

63 Specify **Divorce Pronouncement** :
a) Whether **Divorce Pronounced in Current Marriage** (Yes/No)
b) If you select **Yes,** you must **Add details on Divorce Pronouncement**
c) Click **Add Divorce Pronouncement**

Marriage Registration Location
Lokasi Pendaftaran Pernikahan

60 Registry of Muslim Marriages, Singapore (RO ⌄)

Marriage Certificate Number * ⓘ
Nombor Sijil Pernikahan

61 75162555

Date of Marriage for Current Marriage *
Tarikh pernikahan semasa

📅 18/08/2016 62

Divorce Pronouncement

63a **Divorce Pronounced in Current Marriage?**
Sudahkah talak dilafazkan dalam pernikahan semasa?
◉ Yes   ○ No

63b **Add details on Divorce Pronouncement**
Berikan keterangan lanjut lafaz talak

S/N	When was divorce pronounced	Divorce pronounced on	More Options

To add the list of divorce pronouncements, please click on "Add Divorce Pronouncement"

63c **Add Divorce Pronouncement**

21

Registration for Marriage Counselling Programme

Section D (Marriage Details)

64 For **When was the divorced pronounced**, select **Specific Date** or **Unspecified Date**.

65 If you select **Specific Date,** key in **Date Divorce Pronounced**.

66 Click **Save** to save the pronouncement details or **Cancel** if you wish to cancel the details.

67 If you select **Unspecified Date**, follow the steps below.

68 Key in a description/explanation on **Date Divorce Pronounced**.

69 Click **Save** to save the pronouncement details or **Cancel** if you wish to cancel the details.

Add Pronouncements

When was the divorce pronounced?
Bilakah talak dilafazkan?

64 ● Specific Date ○ Unspecified Date

Date Divorce Pronounced
Tarikh Lafaz Talak

65 📅 25/08/2016

Cancel **Save** 66

Add Pronouncements

When was the divorce pronounced?
Bilakah talak dilafazkan?

○ Specific Date ● Unspecified Date 67

Date Divorce Pronounced
Tarikh Lafaz Talak

68 Around Hari Raya Haji 2022

Cancel **Save** 69

22

Registration for Marriage Counselling Programme

Section D (Marriage Details)

70a If you would like to amend or delete the divorce pronouncement details, click on the **three dots** under More Options.

70b Select **Edit** to amend or **Delete** to delete the details.

70c If you click on **Delete,** a confirmation message will pop up before the details are deleted. Click **OK** to continue or **Cancel** to cancel the action.

71 If **Divorce was pronounced more than 3 times**, tick on the checkbox.

72 You may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to fill up section **E. (Information on Children)**, or you may navigate to the **Previous Section C. (Spouse).**

S/N	When was divorce pronounced	Divorce pronounced on	More Options
✅ 1	Specific Date	25/08/2016	⋮
✅ 2	Unspecific Date	Around Hari Raya Haji 2022	⋮
✅ 3	Unspecific Date	Around December 2019	⋮

Edit
Delete

☑ Divorce was pronounced more than 3 times

eservices.syariahcourt.gov.sg says

Are you sure want to delete?

OK   Cancel

Previous:
C. Spouse

Next:
E. Information on Child(ren)

23

Registration for Marriage Counselling Programme

Section E (Information on Children)

73 Answer the question **Does the Registrant and/or the Spouse have any child(ren)** (Yes/No).

74 If you select YES, you must add and furnish all children's details. Click on **Add Child** to furnish each child's details.

75 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 fill up section **F. (Information on Housing)**, or you may navigate to **Previous Section D. (Marriage Details).**

Does the Registrant and/or the Spouse have any child(ren)?
Adakah anda/pasangan anda mempunyai anak?

73 ⦿ Yes   ◯ No   **75**

Select and click on the child's Name to furnish the details of the child.

S/N	Full Name	ID Type	NRIC/ID No.	DOB	Details	More Options

74 **Add Child**

Previous:
D. Marriage Details

75 Next:
F. Information on Housing

24

Registration for Marriage Counselling Programme

Section E (Information on Children)

76 After clicking **Add Child**, specify the child's details in the form:
a) Full Name
b) Gender
c) ID Type
d) ID No
e) Citizenship
f) Nationality
g) Birth Certificate No.

76 You must upload the birth certificate and/or other identification documents of the child. Click on **Choose File** to upload the document(s).

Add Child

75

Full Name (as per ID No.) *
Nama Penuh (seperti di Kad Pengenalan)

Enter Text

Gender *
Jantina

Select Gender...

ID Type *
Jenis Pengenalan

Select ID Type

ID No. *
No. Kad Pengenalan

Enter Text

Citizenship *
Kewarganegaraan

Select Citizenship...

Nationality *
Kerakyatan

Birth Certificate No. *
Nombor Sijil Lahir

Enter Text

Please upload the supporting documents

Drag and drop your document here

Choose File   **76**

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

25

Registration for Marriage Counselling Programme

Section E (Information on Children)

(77) Specify **Date of Birth,** and the age will be auto-populated and cannot be edited.

(78) Specify **Which Marriage is this child from**:
a) From this marriage
b) From my previous marriage
c) From my spouse's previous marriage

(79) Answer **Does the child have any medical conditions** (Yes/No). If you select Yes, you must select the medical condition(s) or add a description if **Others** is selected.

(80) If you select Yes for the question **Does the child have any medical conditions**, please answer **Was the medical condition diagnosed by a doctor** (Yes/No).

(81) Click **Confirm** to add and save the child's details or click **Close** if you would like to cancel the details.

Date of Birth *
Tarikh Lahir

(77) 📅 20/08/2008

Age
Umur

14

Which Marriage is this child from? *
Anak ini hasil dari perkahwinan yang ke berapa ?

(78) From this marriage ⌄

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

(79) ⦿ Yes ◯ No

☐ Intellectual disability   ☐ Autism

☐ Down syndrome   ☐ Physical disability

☑ Attention Deficit Hyperactivity Disorder   ☑ Others; Please specify:

Ezcema

(80) **Was the medical condition diagnosed by a doctor?**
Adakah keaadaan perubatan didiagnosis oleh doktor?

⦿ Yes ◯ No

(81) Close   Confirm

26

Registration for Marriage Counselling Programme

82 If you would like to amend or delete the child's details, click on the **three dots** under More Options.
Select **Edit** to amend or **Delete** to delete the details.

83 If you click on **Delete,** a confirmation message will pop up before the details are deleted. Click **OK** to continue or **Cancel** to cancel the action.

84 You may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to fill up section **F. (Information on Housing)**, or you may navigate to the **Previous Section D. (Marriage Details).**
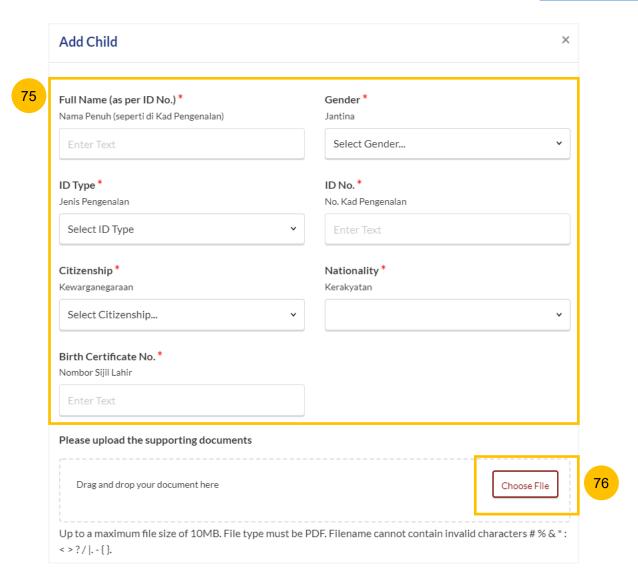
Does the Registrant and/or the Spouse have any child(ren)?
Adakah anda/pasangan anda mempunyai anak?

◉ Yes   ○ No

Select and click on the child's Name to furnish the details of the child.

S/N	Full Name	ID Type	NRIC/ID No.	DOB	Details	More Options
✓ 1	ANNA SMITH	SG PINK	T2206875F	16/08/2007	From this marriage	⋮

82a

Edit
Delete

82b

Previous   1   Next

eservices.syariahcourt.gov.sg says

Are you sure want to delete?

OK   Cancel

83

Previous:
D. Marriage Details

84

Next:
F. Information on Housing

27

Registration for Marriage Counselling Programme

Section F (Information on Housing)

85 Answer **Do the Registrant and the Spouse have a purchased matrimonial home** (Yes/No)

a) If you select Yes, specify **Type of Purchased Matrimonial Home**. If you select No, this question is not applicable.
b) Answer **Is the Registrant staying in the purchased matrimonial home** (Yes/No).
c) If you select No for (b), specify the **Current Living Arrangement** of the Registrant. If you select Yes, this question is not applicable.
d) Answer **Is the Spouse staying in your purchased matrimonial home** (Yes/No).
e) If you select No for (d), specify **Spouse's Current Living Arrangement**. If you select Yes, this question is not applicable.

86 You may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to fill up section **G. (Reason for Application)**, or you may navigate to **Previous Section E. (Information on Child(ren))**.

85

Do the Registrant and the Spouse have a purchased matrimonial home? ⓘ
Adakah anda mempunyai rumah beli milik bersama?

🔘 Yes   ⚪ No

Type of Purchased Matrimonial Home
Jenis rumah beli milik bersama

[Terrace house   ⌄]

Is the Registrant staying in the purchased matrimonial home?
Adakah anda tinggal di rumah beli milik bersama?

⚪ Yes   🔘 No

Current Living Arrangement
Tempat tinggal semasa

[Overseas   ⌄]

Is the Spouse staying in your purchased matrimonial home?
Adakah pasangan anda tinggal di rumah beli milik bersama?

⚪ Yes   🔘 No

Spouse's Current Living Arrangement
Tempat tinggal semasa pasangan

[Living with family/relatives   ⌄]

◀ Previous:
E. Information on Child(ren)

Next:
G. Reason for application ▶

86

28

Registration for Marriage Counselling Programme

Section G (Reason for Application)

87 Specify the **Main Issue Faced in Marriage.**
Depending on the selected main issue, you may need to select details of the issue or key in a description of the issue.

88 You may move to the **Next section** by clicking on the arrow at the bottom of the page to continue to fill up section **G. (Reason for Application)**, or you may navigate to **Previous Section E. (Information on Child(ren)).**

87

Main Issue Faced in Marriage *
Isu utama yang dihadapi dalam perkahwinan

Domestic Violence

Please Select Issue...
Addiction (Substance abuse)
Children Related Issues
Desertion by spouse for more than 3 months
Domestic Violence
Extra Marital Affairs/Infidelity
Financial problem
Health Issues (chronic illness)
Incarceration/Imprisonment
Mental illness
Other factors affecting marriage (please specify)
Parents/Parents-In-Law
Personality differences
Religion Related Issues
Sex related matters

☑ Physical   ☐ Verbal/psychological/emotional

☐ Isolation (controlling behaviour, disallowing you from   ☐ My spouse uses physical violence on me only
going out or visiting own family/friends)

☐ My spouse uses physical violence on me and my   ☐ I use physical violence on my spouse
children

☐ I use physical violence on my children   ☑ I have obtained a PPO

☐ My spouse has obtained a PPO   ☐ I have not obtained a PPO

☐ My spouse has not obtained a PPO

◄ Previous:
F. Information on Housing

88

Next:
H. Exemption from Counselling ►

29

Registration for Marriage Counselling Programme

Section H (Exemption from Counselling)

89 Answer the questions:
a) "**Do you have critical or terminal illness which makes it impracticable for you to attend counselling**" (Yes/No)
b) "**Do you have a physical disability or infirmity (such as any visual, auditory or speech impairment) that renders it impracticable for you to attend counselling**" (Yes/No)

90 If you have answered "Yes" on any of the questions above, you must upload supporting documents. Click on **Choose File** to upload supporting documents.

91 If the **Registrant** or **Spouse** is either a <u>Singapore Citizen</u> or <u>Singapore Permanent Resident</u>, this is the last section on the Registration form. All sections will be marked with a green tick once completed (see below).

A. Lawyer	✅
B. Registrant	✅
C. Spouse	✅
D. Marriage Details	✅
E. Information on Child(ren)	✅
F. Information on Housing	✅
G. Reason for application	✅
H. Exemption from Counselling	✅

a) The **Preview** button will be enabled for you to check and verify all the saved information in non-editable format.
b) Alternatively, you may click **Save as Draft**, or navigate to the **Previous section** to edit the registration form.

89a
Do you have a critical or terminal illness which makes it impracticable for you to attend counselling?
Adakah anda menghidapi penyakit kritikal atau terminal yang memustahilkan anda menghadiri kaunseling?
⦿ Yes   ◯ No

89b
Do you have a physical disability or infirmity (such as any visual, auditory or speech impairment) that renders it impracticable for you to attend counselling?
Adakah fizikal anda kurang upaya (seperti penglihatan, pendengaran atau pertuturan yang tidak jelas) yang memustahilkan anda menghadiri kaunseling?
⦿ Yes   ◯ No

Please upload the supporting documents

Drag and drop your document here   Choose File   **90**

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

91b ← Previous:
G. Reason for application

Save as Draft   Preview   **91a**

Registration for Marriage Counselling Programme

Section I. (Domicile / Habitual Residence in Singapore)

92   This section is only enabled if <u>both Registrant & Spouse</u> are foreigners. Please specify **Years residing in Singapore**.

93   Upload supporting documents by clicking on **Choose File**.

94   This is the last section on the Registration form. All sections will be marked with a green tick once completed (see below).

a) The **Preview** button will be enabled for you to check and verify all the saved information in non-editable format.

b) Alternatively, you may click **Save as Draft**, or navigate to **previous section** to edit the registration form.

92

Years residing in Singapore
Bilangan tahun menetap di Singapura

Please Select Year...

Please upload the supporting documents

Drag and drop your document here   Choose File   **93**

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

94b

Previous:
H. Exemption from Counselling

Save as Draft   Preview   **94a**

31

Registration for Marriage Counselling Programme

Preview Mode

95   In the **Preview mode**, you may check and verify all information that you have keyed in, in non-editable format. You may verify the information in each section by clicking the **Next** or **Previous** buttons.

96   If you need to amend the saved information, click **Back to Edit** and the registration form will revert to the **Edit mode.**

97   After you have verified the information in **Preview mode**, you may click on **Submit** to move to the next step of the Registration for Marriage Counselling Programme.

Employment Information

Occupation
Pekerjaan

Professional

Gross Monthly Salary
Gaji Kasar Bulanan

$4000 to $4999

Registrant's Status

Is the Registrant in prison/incarcerated?
Adakah anda di dalam penjara?

Yes

Inmate No. (Optional)
Nombor Banduan (tidak diwajibkan)

Release Date (Optional)
Tarikh dibebaskan (tidak diwajibkan)

01/01/1970

A. Lawyer ✓

B. Registrant ✓

C. Spouse ✓

D. Marriage Details ✓

E. Information on Child(ren) ✓

F. Information on Housing ✓

G. Reason for application ✓

H. Exemption from Counselling ✓

I. Domicile/ Habitual Residence in Singapore ✓

< Previous: A. Lawyer   95b

95a   Next: C. Spouse >

96   Back to Edit   Submit   97

Registration for Marriage Counselling Programme

Declare and Submit

98 Read through the declaration form. Once you have read and agree on each point, select the **checkbox** beside each point.

99 You may click on **Back to Preview** to navigate back to **Preview Mode** if you need to re-verify all the information on the registration form

100 The **Agree and Proceed** button is only enabled once you have selected the **checkbox** for all important points on the declaration form. Click **Agree and Proceed** to submit the Registration for Marriage Counselling Programme.

DIVORCE E-SERVICES / REGISTRATION FOR MARRIAGE COUNSELLING PROGRAMME

Registration for Marriage Counselling Programme

✓ Registration Form — ✓ Preview — ③ Declare & Submit — ④ Complete

98
☑ I declare that the information in this form is true and correct.

☑ The aim of Marriage Counselling Programme is to ensure that the Registrant and the Spouse are fully aware of the impact of the decision to divorce and where necessary, the counsellor will assist to advise both the Registrant and the Spouse on the relevant agencies to approach for specific forms of support. The Registrant will only be allowed to file the Originating Summons for divorce after the Registrant attends the counselling at the Syariah Court's appointed agency. Please note that failure to attend counselling for whatever reason will result in the case being automatically closed.

☑ I confirm that I will convey the above to the Registrant.

99 Back to Preview   Agree and Proceed **100**

33

Registration for Marriage Counselling Programme

Completed

101 A successful submission message will display a **Case Reference Number**, **Submission Date and Time**. Your application will be processed within 3 working days, and an acknowledgement will be sent to your email address.

102 You may click on **Save As PDF** to save the acknowledgement of submitted Registration for Marriage Counselling Programme.

103 Alternatively, you may click **Back to Dashboard** and will be re-directed to the Dashboard.

104 If there is a prior accepted registration for the Marriage Counselling Programme for <u>both</u> **Registrant** and **Spouse**, you will receive an unsuccessful submission message.

DIVORCE E-SERVICES / REGISTRATION FOR MARRIAGE COUNSELLING PROGRAMME

Registration for Marriage Counselling Programme

Case ID: R-2022-000342   Status : Pending Acceptance

Submitted! 101

Your Case Reference No: R-2022-000342

Submission Date: 29/08/2022 11:01:47
Your case/application will be processed within 3 working days. An acknowledgement has been sent to: Lawyer@email.com

102 | Save As PDF | Back to Dashboard | 103

Error!   ✕

This registration cannot be submitted. A registration was accepted with the same Registrant and Spouse Details. (Case ID: R-2022-000336 Status: Accepted)   104

34

Schedule & Re-Schedule the Marriage Counselling Appointment

Schedule a Marriage Counselling Session

1. Once your Registration for Marriage Counselling Programme is accepted, you will receive a notification in your email, and if you login to the **E-Service Portal**, a task on the Dashboard to schedule the 1st Appointment for marriage counselling session will be shown.

2a. To schedule the 1st Appointment, click on the **three dots** under **More Options.**

2b. Select **Book appointment.**

Dashboard   Inheritance   Divorce   Others

Assalamualaikum!

Welcome S4102109H,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 114 items

Request for case access. ⓘ

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Pre-Divorce	MCP-2022-000350	Schedule 1st Appointment	Pending 1st Appointment	03/09/2022	⋮

Withdraw
Book appointment
Cease to Act

36

Schedule a Marriage Counselling Session

3 After clicking on **Book appointment**, the **Important Notes** page is displayed. Please read through the **Important Notes.**

4 Click on the links for Privacy Statement, Terms of Use, to read each item. Tick the checkbox to agree to the Privacy Statement and Terms of Use and to indicate your understanding of the Privacy Statement and Terms of Use.

5 To proceed and book an appointment, click on **Agree and Proceed.**

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

ONGOING CASE / MCP APPOINTMENT

MCP Appointment

3 **Important Notes**

1. This service will take you approximately 5 minutes to complete.

2. You will need to make your first MCP Appointment based on the available slots at the assigned agency.

3. The Marriage Counselling Programme is compulsory. It aims to provide the registrant and spouse with a safe and neutral platform to discuss your marriage and understand the impact of divorce.

4. The counsellor will also facilitate a Parenting Programme if you have at least one child below 21 years old.

5. If you require additional support, the counsellor may refer you to other relevant agencies.

6. You are only allowed to reschedule once, at least 2 weeks before your intended appointment date.

4 ☑ I have read and agree to the **Privacy Statement** and **Terms of Use**.

6 Back to Dashboard   Agree and Proceed **5**

37

Schedule a Marriage Counselling Session

Lawyer's Details

7 The initial status of Marriage Counselling Programme (MCP) Appointment is **Pending 1st Appointment.**
On the header you will find a navigation bar to guide you on the steps for completing the appointment booking which are:
a) **Lawyer's Details**
b) **Appointment Form**
c) **Preview**
d) **Complete**

8 Tick on **"I am instructed by my client, the Applicant"**.

9 Under **Lawyer's Details**, the information is auto populated from the Registration for Marriage Counselling form. Verify the information. If required, you may amend the information

---

Case ID: MCP-2022-000352   Status: Pending 1st Appointment

7
1 Lawyer's Detail   2 Appointment Form   3 Preview   4 Complete

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

8 ☐ I am instructed by my client, the Applicant. *

9

Lawyer's Details

Lawyer's Full Name (as per NRIC/ID) *
Nama Penuh Peguam (seperti di Kad Pengenalan)

| JAMES MADISSON LANGLEY |

Lawyer's Practicing Certificate Number *
No. Sijil Pengamal guaman

| 91918717 |

Lawyer's Handphone
Telefon Bimbit Peguam

| Singapore(+65) ⌄ | 98177166 |

Lawyer's Email Address *
Alamat Emel Peguam

| email@mail.com |

Lawyer's Office Fax Number (Optional)
Nombor Faks Pejabat Peguam (tidak diwajibkan)

| Please Select.. ⌄ | Enter Text |

38

Schedule a Marriage Counselling Session

Lawyer's Details

10 Under **Law Firm's Address**, the information is auto populated from the Registration for Marriage Counselling form. Verify the information. If required, you may amend the information

11 To continue booking an appointment, click on **Select Appointment**.

12 Alternatively, you may click on **Save as Draft** to save a draft of the appointment booking.

Law Firm's Address

Postal Code
Poskod

119960

Retrieve Address

Blk/House No.
No. blok/rumah

450

Level No. *
No. Aras

11

Unit No. *
Unit No.

11

Street Name *
Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

ALEXANDRA ROAD

Save as Draft

Select Appointment

39

Schedule a Marriage Counselling Session

Appointment Form

13 Under **Registrant Details**, the registrant's information is shown in non-editable format.

14 Under **Session Details,** you will find a minimum of <u>one</u>, and maximum of <u>three</u> marriage counselling agency to be selected. Each agency's name, address, and contact details (phone number and email address) will be displayed.

15 To continue booking an appointment, select on the registrant's preferred agency, and click **Select**.

16 For each selected agency, the available **date** and **time** (time slot) to be selected for the appointment will be shown.

13

Registrant Details
Full Name (as per ID No.)
Nama Penuh (seperti di Kad Pengenalan)

JOHN SMITH

Alias (Optional)
Alias (Jika ada)

Type here...

ID Type
Jenis Pengenalan

FIN

NRIC/ID No.
No. Kad Pengenalan

M8579984X

14

Session Details
Please select an agency

MCP Agency 1	MCP Agency 2	MCP Agency 3
MCP Agency 1 Serenity	Agency Happy Family	MCP Agency
ADDRESS Blk 12 KIM TIAN ROAD #2-23 Singapore 163006	ADDRESS Blk #- Singapore	ADDRESS Blk KIM TIAN ROAD #4-11 Singapore 163006
CONTACT Tel: 69384859 Email: MCPJail@gmail.com	CONTACT Tel: +123 4002049993 Email:	CONTACT Tel: 0000000 Email: MCPAgency@gmail.com

15

Selected	Select	Select

16

Date *
Tarikh

📅 14/09/2022

Time *
Masa

Please Select..

Back to Lawyer's Details   Preview

40

Schedule a Marriage Counselling Session

Appointment Form

17 Open the **calendar picker** under the **date**, to select the date. Click on the **preferred date**. Unavailable dates will be **greyed out**, disabled from selection.

18 Once you have selected the **preferred date,** select the **preferred time** from the drop-down list.

19 If there is no available time slot on the **preferred date,** the message "No available timings on this date" will appear.

20 Once you have selected the preferred date and time, the **Preview** button will be enabled to finalise the appointment booking.

21 Alternatively, you may navigate to the previous section by clicking **Back to Lawyer's Details**.

41

Schedule a Marriage Counselling Session

Preview Mode

22   In the **Preview mode**, you may check and verify all information in non-editable format. You may verify the selected agency, and selected appointment date and time.

23   To confirm the appointment booking, click on **Submit**.

24   Alternatively, you may navigate back to re-select the appointment details by clicking on **Back to Select Appointment.**

Case ID: MCP-2022-000352   Status: Pending 1st Appointment

✓ Lawyer's Detail ———— ✓ Appointment Form ———— 22a ③ Preview ———— ④ Complete

Before submission, please verify the following details are accurate.

Registrant Details   22c

Full Name (as per ID No.)   Alias (Optional)
Nama Penuh (seperti di Kad Pengenalan)   Alias (Jika ada)

JOHN SMITH

ID Type   NRIC/ID No.
Jenis Pengenalan   No. Kad Pengenalan

FIN   M8579984X

Session Details

MCP Agency 1 Serenity

ADDRESS
Blk 12 KIM TIAN ROAD #2-23
Singapore 163006

CONTACT
Tel: 69384859
Email: MCPJail@gmail.com

Date *   Time *
Tarikh   Masa

14/09/2022   13:00 - 14:00

24   [Back to Select Appointment]   [Submit]   23

42

Schedule a Marriage Counselling Session

Completed

25   A successful 1st appointment booking will display a **Case Reference Number**, **Submission date and time**, and **Scheduled Marriage Counselling appointment date and time**

26   You may click on **Save As PDF** to save the acknowledgement of scheduled 1st Appointment for Marriage Counselling Programme.

27   Alternatively, you may click **Back to Dashboard** and will be re-directed to the Dashboard.

Both <u>**Registrant** and **Spouse**</u> will be notified via their email addresses provided in the Registration form regarding the scheduled 1st appointment date and time.

ONGOING CASE / MCP APPOINTMENT

MCP Appointment

Case ID: MCP-2022-000350   Status: Scheduled

✓ Lawyer's Detail   ✓ Appointment Form   ✓ Preview   4 Complete

Appointment Scheduled! 25

Your Case Reference No: MCP-2022-000350

Submission Date: 29/08/2022 14:55:10
Your MCP appointment on 14/09/2022 09:00 - 10:00 has been booked and an email confirmation has been sent to:
PerfCatherine@yahoo1.com and PTH20220824141347@yahoo1.com

27 [Save As PDF] [Back to Dashboard] 26

43

Re-schedule a 1st Appointment for Marriage Counselling Session

1 Once you have scheduled the 1st Appointment for Marriage Counselling session, you will find on the Dashboard the MCP Case ID with MCP appointment status **Scheduled.** You will be able to re-schedule the 1st appointment <u>once only, up to 2 weeks before the original selected appointment.</u>

2 To re-schedule the 1st Appointment, click on the three dots under **More Options**. Select **Reschedule.**

Welcome S4102109H,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 114 items

Request for case access. ⑦

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
MCP Appointment	MCP-2022-000350	MCP Appointment	Scheduled	14/09/2022	⋮

Withdraw
Reschedule
Cease to Act
View

44

Re-schedule a 1st Appointment for Marriage Counselling Session

Appointment Form

3 Under **Registrant Details**, the registrant's information is shown in non-editable format.

4 Under **Session Details,** you will find the current / initial selected agency, appointment date & appointment time

5 To continue to re-schedule an appointment, select the new preferred date in the **New Scheduled Date** and **New Scheduled Time** fields**.**

6 Specify **Reason for changing appointment**, whether
a) Unable to apply Leave
b) Urgent family matter
c) Unwell/medical leave
d) Other (and specify reason)

7 Once you have selected the **New Scheduled Date, New Scheduled Time,** and specified the **Reason for changing appointment**, the **Preview** button will be enabled to finalise the re-scheduled appointment.

8 Alternatively, you may click **Back to Dashboard** to navigate back to Dashboard and cancel the re-scheduling of the 1st appointment.

3

Registrant Details

Full Name (as per ID No.)
Nama Penuh (seperti di Kad Pengenalan)

JOHN SMITH

Alias (Optional)
Alias (Jika ada)

Type here...

ID Type
Jenis Pengenalan

FIN

NRIC/ID No.
No. Kad Pengenalan

M8579984X

4

Session Details

MCP Agency 1 Serenity

ADDRESS
Blk 12 KIM TIAN ROAD #2-23
Singapore 163006

CONTACT
Tel: 69384859
Email: MCPJail@gmail.com

Scheduled Date and Time
Tarikh dan Masa yang Dijadualkan

14/09/2022 09:00 - 10:00

New Scheduled Date *
Tarikh baru yang dijadualkan

New Scheduled Time *
Masa baru yang dijadualkan

5

Please Select..

6

Reason for changing appointment *
Sebab temu janji ditukar

Select Reason For Changing Schedule

8 Back to Dashboard **7** Preview

45

Re-schedule a 1st Appointment for Marriage Counselling Session

Preview Mode

9   In the **Preview mode**, you may can check and verify all information in non-editable format. Verify the selected re-scheduled appointment date and time.

10 To confirm the re-scheduling of the 1st appointment, click on **Submit**.

11 Alternatively, you may navigate back to re-select the appointment timings by clicking on **Back to Select Appointment.**
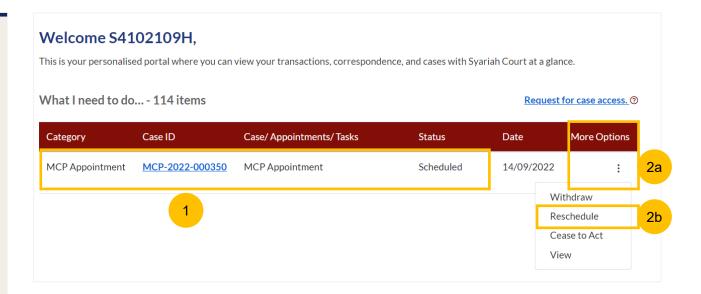

Case ID: MCP-2022-000350   Status: 1st Appointment Scheduled

✓ Lawyer's Detail — — — ✓ Appointment Form — — — **9a** ③ Preview — — — ④ Complete

Before submission, please verify the following details are accurate.

Session Details   9c

MCP Agency 1 Serenity

ADDRESS
Blk 12 KIM TIAN ROAD #2-23
Singapore 163006

CONTACT
Tel: 69384859
Email: MCPJail@gmail.com

Scheduled Date and Time
Tarikh dan Masa yang Dijadualkan

14/09/2022 09:00 - 10:00

New Scheduled Date *   New Scheduled Time *
Tarikh baru yang dijadualkan   Masa baru yang dijadualkan

14/09/2022   17:00 - 18:00

Reason for changing appointment *
Sebab temu janji ditukar

Unable to apply leave

11 [Back to Select Appointment]   [Submit]   10

46

Re-schedule a 1st Appointment for Marriage Counselling Session

Completed

12 A successful re-scheduled 1st appointment will display a **Case Reference Number**, **Submission date and time**, and **Scheduled Marriage Counselling appointment date and time**

13 You may click on **Save As PDF** to save the acknowledgement of re-scheduled 1st Appointment for Marriage Counselling Programme.

14 Or you may click **Back to Dashboard** and will be re-directed to the Dashboard.

Both **Registrant** and **Spouse** will be notified via their email addresses specified in the Registration form regarding the re-scheduled 1st appointment date and time.

ONGOING CASE / MCP APPOINTMENT

MCP Appointment

Case ID: MCP-2022-000350   Status: Scheduled

✓ Lawyer's Detail   ✓ Appointment Form   ✓ Preview   4 Complete

Appointment Scheduled! **12**

Your Case Reference No: MCP-2022-000350

Submission Date: 29/08/2022 14:55:10
Your MCP appointment on 14/09/2022 09:00 - 10:00 has been booked and an email confirmation has been sent to:
PerfCatherine@yahoo1.com and PTH20220824141347@yahoo1.com

13 Save As PDF   Back to Dashboard **14**

47

Withdraw from Marriage Counselling Programme

Withdraw from Marriage Counselling Programme

1. At any point of time during the Marriage Counselling Programme, you may withdraw the Registrant from the Marriage Counselling Programme. To withdraw, navigate to your Dashboard.

2a. Locate the MCP ID that you wish to withdraw the Registrant from and click on the **three dots** under **More Options.**

2b. Select **Withdraw.**

3. Key in the **Reason for Withdrawal.**

4. Click on **Submit** to continue with withdrawal.

5. Alternatively, click **Cancel** to cancel the withdrawal.

Dashboard   Inheritance   Divorce   Others

Assalamualaikum!

Welcome S4102109H,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do… - 114 items   Request for case access. ⊙

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
MCP Appointment	MCP-2022-000352	MCP Appointment	Scheduled	14/09/2022	⋮

Withdraw
Cease to Act
View

Withdraw from Marriage Counselling Programme.   ×

Note: This is a withdrawal from the entire Marriage Counselling Programme.

Reason for withdrawal
Sebab untuk menarik diri

The Couple Have Reconciled.

27 / 200

Cancel   Submit

49

Withdraw from Marriage Counselling Programme

6 Alternatively, you may withdraw from the Marriage Counselling Programme by navigating to the Divorce > Ongoing Filing section. Locate the MCP Case ID to withdraw the Registrant from the Marriage Counselling Programme.

7a Click on the **three dots** under **More Options**.

7b Select **Withdraw.**

8 Key in the **Reason for Withdrawal.**

9 Click on **Submit** to continue with withdrawal.

10 Alternatively, click **Cancel** to cancel the withdrawal.

Dashboard   Inheritance   Divorce   **6a**

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing	**6b**
Completed Filing	
Court File ∨	

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

Enter Case ID   [Search]   **Divorce E-Services**

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
MCP-2022-000676	MCP Case	1st Appointment Scheduled	28/11/2022		⋮
					Withdraw
					Reschedule
OS-2022-000380	Amended Case Statement	Draft	28/11/2022		View

7a   **7b**   **6c**

Withdraw from Marriage Counselling Programme.   ×

Note: This is a withdrawal from the entire Marriage Counselling Programme.

Reason for withdrawal
Sebab untuk menarik diri

The Couple Have Reconciled.

27 / 200

10 [Cancel]   [Submit] **9**   **8**

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Lawyer Ceasing to Act

Lawyer Ceasing to Act

1. To cease acting as a lawyer for the Registrant in the Marriage Counselling Programme, navigate to your Dashboard.

2a. Locate the MCP ID that you wish to cease acting in and click on the **three dots** under **More Options.**

2b. Select **Cease to Act.**

3. Key in the **Reason for Ceasing to Act.**

4. Click on **Submit** to continue Ceasing to Act.

5. Alternatively, click **Cancel** to cancel the action of Ceasing to Act.

Dashboard   Inheritance   Divorce   Others

Assalamualaikum!

Welcome S4102109H,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 114 items

Request for case access. ⓘ

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
MCP Appointment	MCP-2022-000352	MCP Appointment	Scheduled	14/09/2022	⋮

Withdraw
Cease to Act
View

Lawyer Cease to Act: MCP-2022-000352   ✕

Reason for Ceasing to Act *
Sebab Pemberhentian Tindakan

Client has reconciled, do not wish to continue divorce proceedings.

67/200

Cancel   Submit

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Lawyer Ceasing to Act

Return to Contents

6 Alternatively, you may Cease to Act by navigating to Divorce > Ongoing Case > Locate on the preferred MCP Case ID to withdraw

7a Click on **3 dots menu** under **more options**

7b Select **Cease to Act.**

8 Key in the **Reason for Ceasing to Act**

9 Click on **Submit** to continue Ceasing to Act

10 Alternatively, click **Cancel** to cancel the Ceasing to Act.

Dashboard   Inheritance   **Divorce**   6a

DIVORCE

Ongoing Filing   6b   Search case by Case ID (i.e. OS-XXXX-XXXXX)

Completed Filing   Enter Case ID   Search   **Divorce E-Services**

Court File ⌄

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
MCP-2022-000677	MCP Case	1st Appointment Scheduled	28/11/2022		⋮
POS/O-2022-000001	Filing of Originating Summons for Other Application	Draft	22/11/2022		

6c   7a

Withdraw
Reschedule   7b
Cease to Act
View

Lawyer Cease to Act: MCP-2022-000352   ✕

Reason for Ceasing to Act *
Sebab Pemberhentian Tindakan

Client has reconciled, do not wish to continue divorce proceedings.

8

67/200

10   Cancel   Submit   9

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