

THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO 3 OF 2020

**AUTHORISATION FOR COLLECTION OF COURT DOCUMENTS
(INCLUDING INHERITANCE CERTIFICATE) AND MAIL**

Law firms

Court documents and mail

1. A solicitor whose law firm has filed a Notice of Appointment in any matter may collect Court documents and mail from the Court Registry on behalf of his law firm.
2. If a law firm wishes to authorise a particular person (other than one of its solicitors) including its clerk ("authorised person") to collect Court documents or mail from the Court Registry on its behalf, the law firm is required to indicate its authorisation by providing the authorised person with an authorisation letter which must conform to the following requirements:
 - (a) the letter must state the full name and NRIC number of the authorised person;
 - (b) the letter must contain the validity period of the authorisation;
 - (c) the letter must specify the document(s) to be collected and the case reference number; and
 - (d) the letter must be prepared using the law firm's letterhead, and it must be dated and signed by the law firm.
3. In addition, the authorised person is required to produce his original identification e.g. NRIC or valid passport.
4. For collection of Court documents specifically, the solicitor or authorised person is required to produce the payment receipt for the relevant Court document.
5. Upon collection from the Court Registry, the authorised person is required to write his name, the name of Court document or mail collected, and the date and time of collection in the appropriate manner in the Registry's "Collection Book".

Inheritance Certificates

6. A solicitor whose law firm is the applicant for an Inheritance Certificate may collect the Inheritance Certificate after the supporting documents have been verified.
7. If a law firm wishes to authorise an authorised person (other than one of its solicitors) including its clerk ("authorised person") to collect an Inheritance Certificate from the Court Registry on its behalf, the law firm is required to indicate its

authorisation by providing the authorised person with an authorisation letter which must conform to the requirements set out in paragraphs 2 (a), (b) and (d) above, and the following requirements:

(a) the letter must specify the Inheritance Certificate Application No.(s) to be collected;

(b) the acknowledgement email of receipt of Inheritance Certificate Application (“acknowledgement email”); and

(c) the documents required for verification as stated in the acknowledgement email.

8. In addition, the authorised person is required to produce his original identification e.g. NRIC or valid passport.

Litigants-in-person

Court documents and mail

9. A litigant-in-person may collect Court documents and mail intended for him or her in any matter in which he or she is a party.

10. If a litigant-in-person wishes to authorise a particular person (“authorised person”) to collect Court documents from the Court Registry on his or her behalf, the party is required to indicate his or her authorisation by providing the authorised person with an authorisation letter which must conform to the following requirements:

(a) the letter must state the full name and NRIC number of the authorised person; and

(b) the letter must specify the document(s) to be collected and the case reference number.

11. In addition, the authorised person is required to produce his or her original identification e.g. NRIC or valid passport.

12. For collection of Court documents specifically, the party or authorised person is required to produce the payment receipt for the relevant Court document.

Inheritance Certificates

13. If a litigant-in-person wishes to authorise an authorised person to collect an Inheritance Certificate from the Court Registry on his or her behalf, the party is required to indicate his or her authorisation by providing the authorised person with an authorisation letter which must conform to the requirements set out in paragraph 10 (a) above, and the following requirements:

(a) the letter must specify the Inheritance Certificate Application No.(s) to be collected.


(b) the acknowledgement email of receipt of Inheritance Certificate Application (“acknowledgement email”); and

(c) the documents required for verification as stated in the acknowledgement email.

14. In addition, the authorised person is required to produce his or her original identification e.g. NRIC or valid passport.

15. Court users and members of the public who wish to seek clarification on this matter may call 63548371 or email MCCY_Syariah@mccy.gov.sg. For general information on court processes and procedures, they may visit our website at www.syariahcourt.gov.sg.

Dated this 13th day of February 2020


SHAHRINAH ABDOL SALAM
REGISTRAR
SYARIAH COURT

