

**THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE**

**REGISTRAR'S CIRCULAR NO 6 OF 2020**

**FORM OF AFFIDAVITS AND AFFIRMATION**

1. An affidavit filed in the Court Registry must conform to the requirements on form of affidavits set out in this Circular. Any affidavit that is not in conformity is liable to be rejected by the Court, notwithstanding that filing fees have been paid.

Form of Affidavits

2. An affidavit must be produced on white A4-ISO paper of durable quality.

3. An affidavit must be printed or typewritten in clear font, double spaced, on one side of the paper. There must be a blank margin of not less than 35mm wide on all 4 sides of the page. *\*The Court Registry has made available only for parties who act in person, and upon request in special circumstances, certain forms and affidavits in handwritten format. These are excepted from this paragraph.*

4. If a documentary exhibit is to be included, the exhibit must be printed on one side of the paper and prefaced with a dividing sheet in a light colour (other than white) which is printed on a single page and marked or typed with the following exhibit mark:

This is the exhibit marked *[insert letter of the alphabet or a number]* referred to in the affidavit of *[insert name of deponent]* and affirmed before me this *[insert date on which the affidavit is affirmed]*.

Before me,

*(seal)*

A Commissioner for Oaths

5. A physical exhibit such as thumbdrive or CD-ROM must not be included in an affidavit, unless leave from the Court has been obtained. Where leave has not been obtained and the party seeks to adduce evidence captured in such devices, such evidence or information must be transcribed before it may be included as part of an affidavit.

6. Every page of an affidavit (including exhibit pages) must be paginated consecutively at the top right hand corner of each page. Every reference to an exhibit (or a document in an exhibit) in the affidavit must include, where appropriate, the page number(s) where the exhibit (or document) can be located.

7. There must be marked at the top right corner of the first page of an affidavit, the next Court event and date.

*Example 1: If an affidavit of evidence-in-chief is filed in respect of an Originating Summons, and the next Court event is a date for Pre-Trial Conference on 1 November 2020, the marking is to read "Originating Summons Pre-Trial Conference. 1 November 2020."*

*Example 2: If an affidavit-of-reply is filed in respect of a Summons, and the next event is a Hearing on 20 November 2020, the marking is to read "Summons Hearing. 20 November 2020."*

8. There must be marked on the first page of an affidavit, appearing immediately below the heading (and before the title of action), the applicable case reference number.

*Example 1: Originating Summons No. 12345*

*Example 2: Summons No 12345/VO/01*

9. All pages of an affidavit must be securely stapled at the top left hand corner of the bundle. If the pages cannot be securely fastened with a stapler, they must be bound with a plastic ring binder or plastic spine thermal binding in the appropriate colours (*for Plaintiff/Applicant: Red; for Defendant/Respondent: Blue; and for Intervener: Black*) with a transparent cover in front and at the back of the bundle.

#### Affirming of Affidavits and Court's Commissioner for Oaths

10. An affidavit must be affirmed before a Commissioner for Oaths who is proficient in the language in which the affidavit is to be affirmed by the deponent (English or Malay). Alternatively, the affidavit's attestation must contain the applicable interpretation clause.

11. The Court's Commissioner for Oaths may take an affirmation only from a party who acts in person in respect of the following documents prepared using the applicable standard forms and exhibiting the required standard documents:

- a) A Case Statement or Amended Case Statement;
- b) A Memorandum of Defence or Amended Memorandum of Defence; and
- c) An affidavit in support of a summons for a variation application or for an intervener application, if the party uses the relevant summons template and supporting affidavit template available from the website.

12. 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](mailto:MCCY_Syariah@mccy.gov.sg). For general information on court processes and procedures, they may visit our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

Dated this 13<sup>th</sup> day of February 2020



SHAHRINAH ABDOL SALAM  
REGISTRAR  
SYARIAH COURT

