

IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 3 of 2024

AFFIDAVITS

1. An affidavit filed in E-Services 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 printed or typed in clear font and double-spaced. There must be a blank margin of not less than 35mm wide on all 4 sides of the page. This paragraph does not apply to affidavits filed by parties in person using templates of certain affidavits made available on the website.

3. If a documentary exhibit is to be included, the exhibit must be prefaced with a dividing sheet 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 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

4. Every page of the affidavit (including separators and exhibits) shall be paginated consecutively, and the page number shall be placed at the top right-hand corner of the page. Every reference to an exhibit (or a document in an exhibit) shall include, where appropriate, the page number(s) where the exhibit (or document) is located.

5. The textual portion of the affidavits, as opposed to the exhibits, must be white.

6. There must be marked on the first page of an affidavit, appearing immediately below the heading (and before the title of the action), the applicable case ID number. If the affidavit is filed in relation to a summons, the applicable summons number must also be marked.

Example 1: Originating Summons No. OS-2023-123456

Example 2: Summons No. OS-2023-123456/S001

Exhibits to Affidavits

7. Every page of every exhibit must be fully and clearly legible. Where necessary, magnified copies of the relevant pages should be inserted in appropriate places.

8. Every page of the exhibits, including dividing sheets or separators between exhibits, shall be consecutively numbered at the top right-hand corner of each page, taking as its first number the number that follows the number of the last sheet of the affidavit.

9. Related documents (eg correspondence and invoices) may be collected together and collectively exhibited as one exhibit arranged in chronological order, beginning with the earliest at the top, paginated in accordance with paragraph 8.

10. A party seeking to adduce evidence captured in a physical exhibit such as thumb drive or CD-ROM must provide such evidence in the form of documentary evidence, namely, transcription or stills, as the case may be, before it may be included as part of an affidavit. The physical exhibit shall not be submitted to the Registry unless otherwise directed by the Court.

Affirming of Affidavits

11. 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.

Filing of Affidavits in E-Services

12. Attention is drawn to paragraph 17 of Registrar's Circular No. 3 of 2022.

13. When filing any affidavit in E-Services with more than 1 file upload, only the same type of affidavit shall be uploaded in the same filing transaction. For example,

an affidavit of evidence-in-chief must not be uploaded with an affidavit of service in the same filing transaction.

14. An affidavit which is meant for the purpose of a summons application must be filed in E-Services using the summons number as the case ID (e.g. OS-2024-000xxx/S001) unless the summons was filed before the implementation of E-Services or unless otherwise allowed by the Court. This paragraph does not apply to an affidavit in support of a summons which is filed together with the summons at first instance.

General

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 30th day of September 2024



MASAYU NORASHIKIN BINTE MOHAMAD AMIN
REGISTRAR
SYARIAH COURT