

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2021
AMENDMENT NO. 2 OF 2023

It is hereby notified for general information that amendments have been made to Part XIII, Appendix A1 and Appendix A2 of the State Courts Practice Directions 2021. The amendments are summarised below:

- (1) amendments to Practice Direction 97 on Seizure or attachment under an Enforcement Order;
- (2) amendments to Form 30 (Application for Records of Criminal Proceedings) of Appendix A1;
- (3) amendments to the following Forms of Appendix A2:
 - (a) Form 88 (Order for Registration of Foreign Judgment / Commonwealth Judgment);
 - (b) Form 90 (Certificate under the Reciprocal Enforcement of Foreign Judgments Act); and
- (4) deletion of Form 89 (Certificate under the Reciprocal Enforcement of Commonwealth Judgments Act) of Appendix A2.

2 The amendments set out at sub-paragraphs (3) and (4) above will take effect on 1 March 2023 and will be reflected at <https://epd-statecourts-2021.opendoc.gov.sg/> from 1 March 2023. The amendments at sub-paragraphs (1) and (2) will take effect on 6 March 2023 and will be reflected at <https://epd-statecourts-2021.opendoc.gov.sg/> from 6 March 2023.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2021.

Dated this 27th day of February 2023.



CHRISTOPHER TAN
REGISTRAR
STATE COURTS

PART XIII: ENFORCEMENT MATTERS

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97. Seizure or attachment under an Enforcement Order

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(1A) Where, under Order 22, Rule 6(4) of the Rules of Court 2021, an EO is carried out by the Bailiff serving:

- (a) a notice of seizure on any person or entity;
- (b) a notice of seizure on the Singapore Land Authority; or
- (c) a notice of attachment on any financial institution or non-party;

the Bailiff may engage, or direct the enforcement applicant to engage, the services of any appropriate persons or service provider, including the enforcement applicant's solicitors, to effect service of such notice of seizure or attachment.

(1B) Where, under Order 22, Rule 6(6) of the Rules of Court 2021, a copy of the notice of seizure or attachment must be served on the enforcement respondent, the Bailiff may engage, or direct the enforcement applicant to engage, the services of any appropriate persons or service provider, including the enforcement applicant's solicitors, to effect service of such copy of the notice of seizure or attachment.

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Appendix A1

Form 30 APPLICATION FOR RECORDS OF CRIMINAL PROCEEDINGS

Name of Applicant / Solicitor's Firm : NRIC No. : Address : File Reference No: Email: Telephone No: Facsimile No:	<i>Date of Application</i> Solicitor Acting For :- (✓ where applicable) <input type="checkbox"/> Complainant <input type="checkbox"/> Respondent <input type="checkbox"/> Others: (please specify)
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DOCUMENTS APPLIED FOR

NRIC/ Name of Accused / Complainant / Respondent / Deceased:

Case No:
 (Please specify Case Reference No.)

DAC/MAC No(s):

Coroner's Inquiry No:

Others:
 (please specify)

Type of Document (✓ where applicable)

Charges

Complaint Form

Notes of Evidence:
 (please specify hearing dates)

Registrar's Certificate and charges
[Please note that this certificate can only be issued together with the charges, which will be charged separately]

Statement of Facts

Others:
 (please specify)

Reasons For Application (please elaborate)

(1) I understand that I am to pay the required fees for the above in accordance with regulation 2(1)(a) (ii), and 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 or paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, as applicable, upon submission of the application Form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.

(2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.

(3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

_____ Date

Signature of Applicant

FOR OFFICIAL USE ONLY

The application is: Approved Not approved
 (✓ where applicable) Reasons for rejection (where applicable):

Name and Signature of District Judge/Magistrate/Deputy Registrar

- Total Fees payable : - Minimum Fees payable (\$15 x no. of document types applied): - Paid on: _____ Receipt No: - Balance Fees payable (\$0.50 per page, where applicable): - Paid on: _____ Receipt No:	No. of documents collected: No. of Pages:	Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date:
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Collection Time: Mondays to Fridays – 9:00 am to 12:30 pm & 2:00 pm to 5:00 pm

1. All requests for copies of the records of any criminal proceedings are subject to the approval of the Court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

Prescribed Fees

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Registrar's Certificate ¹ and charges	\$35, payable upon application. (This includes a fixed fee of \$20 for the Registrar's Certificate and a minimum fee of \$15 for charges.)	Payable upon Application <i>Note: An additional amount based on the number of pages for charges is payable before collection.</i>
All other documents (including a copy of any Judgment, Sentence, Order, Deposition or other part of the record of any criminal proceedings ²)	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
Application for an additional copy of the record of any criminal proceedings or the Grounds of Decision ³	\$0.50 for each page thereof, subject to a minimum of \$10 for each copy of the record of proceedings and grounds of decision	Minimum of \$10 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

Refund of Fees Paid

5. The \$5 application fee is non-refundable.
6. A refund of the minimum fee already collected will only be made through directly crediting the applicant's bank account. The applicant is required to furnish the bank account details.

Payment Modes

7. Local Applicants: Cash, NETS, local Solicitor's cheque, PayNow or Credit Card
[For cheque payment, please make the cheque payable to "Registrar, State Courts" and indicate the Case Number at the back of the cheque]
8. Overseas Applicants: Telegraphic Transfer in Singapore Currency (payable to Registrar, State Courts)
Payment due to State Courts excludes all bank charges
[Note: The bank/agent charges are to be paid to the bank/agent directly which is different from the amount payable for the documents]

Contact Us

For enquiries pertaining to Court records, please email us at contact@judiciary.gov.sg contact@statecourts.gov.sg or call us at (65) 6587 8423 for assistance.

¹ Pursuant to section 45A(4) of the Evidence Act 1893.

² Pursuant to paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, and regulation 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 426(1) of the Criminal Procedure Code 2010.

³ Pursuant to regulation 2(1)(a)(ii) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 377(6) of the Criminal Procedure Code 2010.

88.

O. 60, r. 5(1)

ORDER FOR REGISTRATION OF
FOREIGN JUDGMENT ~~/~~
~~COMMONWEALTH JUDGMENT~~

IN THE GENERAL DIVISION OF THE HIGH COURT
OF THE REPUBLIC OF SINGAPORE

Originating Application No.)
of 20 .)

Filed: [date]

Between

Judgment Creditor

And

Judgment Debtor

In the matter of the [state the relevant Act].

And in the matter of a judgment of the [describe the foreign Court] obtained in [describe the proceedings] and dated [date].

Upon the application of [name] the judgment creditor in this action and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] (and upon the judgment creditor giving security in the sum of \$ [sum] by payment into Court, or bond to the satisfaction of the Registrar).

It is ordered that:

(1) the judgment dated [date], of the [describe the foreign Court] whereby it was adjudged that the abovenamed [name of judgment creditor] of [address] do recover against the abovenamed [name of judgment debtor] of [address] [state the amount due under the judgment] be registered as a judgment of the General Division of the High Court pursuant to the Act.

(2) the abovenamed [name of judgment debtor] may apply to set aside the said registration within [number] days after service upon him or her within Singapore (or name of foreign country if to be served abroad) of notice of such registration pursuant to Order 60, Rule 7 of the Rules of Court 2021 if he or she has grounds for so doing, and an enforcement order to enforce the said judgment will not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration until such application has been disposed of.

(3) the costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

O. 60, r. 13(4)

**CERTIFICATE UNDER THE
RECIPROCAL ENFORCEMENT OF
COMMONWEALTH JUDGMENTS ACT**

(Title as in action)

I, [name], Registrar of the Supreme Court of the Republic of Singapore, hereby certify that the judgment, a certified copy of which is annexed, was obtained by the claimant (or defendant) against the defendant (or claimant) in this action on [date] for payment of the sum of \$ [sum] and \$ [sum] for costs, and carries interest at the rate of [number]% per year calculated on the said sums of \$ [sum] and \$ [sum] for [period for which interest is payable].

(Seal of the Court and signature of the Registrar)

O. 60, r. 13(35)

CERTIFICATE UNDER THE
RECIPROCAL ENFORCEMENT OF
FOREIGN JUDGMENTS ACT

(Title as in action)

I, [name], Registrar of the Supreme Court of the Republic of Singapore, hereby certify that —

1. The originating claim (or as may be), a copy of which is annexed, was issued out of the Registry of the Supreme Court on [date] by the abovenamed claimant against the abovenamed defendant, for payment of the sum of \$ [sum] in respect of [state shortly nature of claim or ground of action];

2. The said originating claim was duly served on [date] upon the said defendant by [mode of service] and the said defendant duly filed a notice of intention to contest or not contest on [date]);

3. The said claimant obtained judgment against the said defendant, a certified copy of which is annexed, for payment of the sum of \$ [sum] in respect of [state shortly nature of claim or terms of judgment], together with the sum of \$ [sum] for costs;

4. The said judgment was obtained [state grounds on which judgment was based];

5. The said judgment carries interest at the rate of [number]% per year calculated on the said sums of \$ [sum] and \$ [sum] for [period for which interest is payable];

6. *(No) objection has been made to the jurisdiction of the Court (on the grounds that [state the grounds of objection if any]); and

7. The pleadings in the action consisted of: [state the pleadings].

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)
