

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

ePRACTICE DIRECTION NO. 1 OF 2006

CHANGE TO MODE OF COMMENCEMENT OF MATRIMONIAL PROCEEDINGS

1. The Statutes (Miscellaneous Amendments) (No. 2) Act 2005 was passed by Parliament on 21 November 2005 and assented to by the President on 7 December 2005. Under this Act, several statutes have been amended to reduce the number of modes of commencement of proceedings from four to two. Consequential changes have also been made to the relevant subsidiary legislation. The first phase of these statutory amendments commenced on 1 January 2006. The second phase will be operative on 1 April 2006 and affects matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition).

2. In the second phase, the writ of summons will replace the petition as the mode of commencement of matrimonial proceedings. The amended Part X of the Women's Charter and the Women's Charter (Matrimonial Proceedings) Rules 2005 will provide for this change. Solicitors may refer to articles and other materials concerning these amendments on the Family Court website at <http://www.familycourtofsg.gov.sg>.

3. This Practice Direction makes consequential amendments to *The Subordinate Courts Practice Directions (2006 Ed.)* to reflect this change. Consequential amendments are made to Forms 18 to 35 of Appendix B, and to Appendix E. This Practice Direction introduces a new Paragraph 92A, Form 21A and Form 21B for the filing of an Affidavit of Evidence in Chief to expedite the hearing of uncontested matrimonial proceedings. A new Form 35A is also introduced to facilitate the hearing of the ancillary matters.

4. This Practice Direction also makes miscellaneous amendments to Paragraph 118 and Form 41 of *The Subordinate Courts Practice Directions (2006 Ed.)* to bring the provisions in line with current practice.

5. This Practice Direction takes effect on **1 April 2006**.

6. A complete and updated version of *The Subordinate Courts Practice Directions (2006 Ed.)* may be downloaded in .PDF Adobe Acrobat format or Mobipocket format (for use on Personal Digital Assistants and Smartphones) at the Subordinate Courts website at http://www.subcourts.gov.sg/practice_directions.htm.

7. For manual and loose-leaf updating, the specific new and amended paragraphs and the directions for amendments may also be downloaded at the Subordinate Courts website at http://www.subcourts.gov.sg/practice_directions.htm.

Dated this 21st day of March 2006.



TOH HAN LI
REGISTRAR
SUBORDINATE COURTS

**MAIN CHANGES TO THE SUBORDINATE COURTS PRACTICE DIRECTIONS
ARISING FROM THE CHANGE OF MODE OF COMMENCEMENT OF
MATRIMONIAL PROCEEDINGS**

Part	Paragraph	Heading	Contents
II	12	Application for substituted service or dispensation of service for originating processes under Part X of the Women's Charter (Cap 353, 1997 Rev Ed)	All references to "divorce petition" have been replaced by "originating process". All references to "petitioner" and "respondent" have been replaced by "plaintiff" and "defendant" respectively. A savings provision has been added to provide that this Paragraph is applicable to proceedings under Part X of the Women's Charter ("matrimonial proceedings") commenced before 1 April 2006.
IV	28	Form of affidavits	Consequential amendments have been made to reflect the use of summons in interlocutory applications filed in matrimonial proceedings begun by writ. A savings provision has been added to provide that this Paragraph is applicable to proceedings under Part X of the Women's Charter commenced before 1 April 2006.
VII	52	Documents for use in trials in open court of contested matrimonial proceedings	All references to "divorce proceedings" have been replaced by "matrimonial proceedings", as this Paragraph also applies to other types of matrimonial proceedings. A savings clause has been added to sub-paragraph (1) to provide that this Paragraph is applicable to proceedings under Part X of the Women's Charter commenced before 1 April 2006.
IX	61	Documents which must be filed, served, delivered, etc., using the Electronic Filing Service	Sub-paragraph (1) has been amended to include the reference to Rule 64 of the Women's Charter (Matrimonial Proceedings) Rules 2005 ('the MPR 2005').

	62	Preparation and submission of a document to the Court	Sub-paragraph 3(e)(iii) has been included to provide for auto-generation of documents to be filed under the MPR 2005.
	65	Filing of documents	Sub-paragraph (1)(dd) has been included to provide for the documents to which the Court will assign a case number or document number under the MPR 2005.
X	81 to 116		All references to “petition”, “petitioner” and “respondent” have been replaced by “writ”, “plaintiff” and “defendant” respectively. Where appropriate, all references to “divorce petition” have been replaced by “matrimonial proceedings.” Where necessary, a savings provision has been added to provide that these Paragraphs are applicable to proceedings under Part X of the Women’s Charter (“matrimonial proceedings”) commenced before 1 April 2006.
	89	Pre-trial conferences for matrimonial proceedings under Part X of the Women’s Charter (Cap 353, 1997 Rev Ed)	Sub-paragraph (4) introduces a requirement for the filing and exchange of an Ancillary Matters Fact and Position Sheet in Form 35A no less than 5 working days before the hearing of the ancillary matters, to expedite the said hearing.
	92A	Affidavit of Evidence in Chief for uncontested matrimonial proceedings under Part X of the Women’s Charter (Cap 353, 1997 Rev Ed)	This Paragraph introduces a requirement for the filing of an Affidavit of Evidence in Chief in uncontested matrimonial proceedings to expedite the open court hearing of the same. The Affidavit serves to affirm the veracity of the contents of the pleadings, and to expedite the hearing of the uncontested matrimonial proceedings.

Directions for Amendments

- (1) The existing Part II of the Table of Contents to be removed and the new amended Part II of the Table of Contents substituted therefor.
- (2) The existing Part VII of the Table of Contents to be removed and the new amended Part VII of the Table of Contents substituted therefor.
- (3) The existing Part X of the Table of Contents to be removed and the new amended Part X of the Table of Contents substituted therefor.
- (4) The existing Table of Contents from the page containing Appendix A to be removed and the new amended pages of the Table of Contents substituted therefor.
- (5) The existing Appendix A to be removed and the new amended Appendix A substituted therefor.
- (6) The existing Paragraph 12 to be removed and the new amended Paragraph 12 substituted therefor.
- (7) The existing Paragraph 28 to be removed and the new amended Paragraph 28 substituted therefor.
- (8) The existing Paragraph 52 to be removed and the new amended Paragraph 52 substituted therefor.
- (9) The existing Paragraph 61 to be removed and the new amended Paragraph 61 substituted therefor.
- (10) The existing Paragraph 62 to be removed and the new amended Paragraph 62 substituted therefor.
- (11) The existing Paragraph 65 to be removed and the new amended Paragraph 65 substituted therefor.
- (12) The existing Paragraph 80 to be removed and the new amended Paragraph 80 substituted therefor.
- (13) The existing Part X to be removed and the new amended Part X substituted therefor.
- (14) The existing Paragraph 118 to be removed and the new amended Paragraph 118 substituted therefor.
- (15) The existing Forms 18 to 35 to be removed and the new amended Forms 18 to 35 substituted therefor.
- (16) The new Paragraph 35A should be inserted immediately after the existing Paragraph 35.

- (17) The existing Form 39 to be removed and the new amended Form 39 substituted therefor.
- (18) The existing Form 41 to be removed and the new amended Form 41 substituted therefor.
- (19) The existing Appendix E to be removed and the new amended Appendix E substituted therefor.

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***PRACTICE DIRECTIONS ISSUED
TO AMEND THE SUBORDINATE COURTS
PRACTICE DIRECTIONS (2006 ED.)***

As at 1 April 2006

The following Practice Directions are issued to amend The Subordinate Courts Practice Directions (2006 Ed.):

1. ePD 1 of 2006 Change to Mode of Commencement of Matrimonial Proceedings

12. Application for substituted service or dispensation of service for originating processes under Part X of the Women’s Charter (Cap 353, 1997 Revised Edition)

(1) Application for substituted service by way of posting on the front door at the defendant’s last known address in Singapore (“the address”)

- (a) At least two recent attempts at personal service should be made at the address, in accordance with the Directions set out in Paragraph 11 of these Directions. The affidavit should state the dates, times and outcomes of the said attempts.
- (b) If there is no response for both attempts at personal service (i.e. the door was locked and no one came to the door during both attempts), the plaintiff needs to state in the affidavit:
 - (i) that to the best of the plaintiff’s knowledge, the defendant is currently residing at the address; and
 - (ii) the grounds for the plaintiff’s belief that the defendant is currently residing at the address, for example, that the plaintiff is also residing at the same address, and sees the defendant every day.
- (c) If the plaintiff is not able to state both of the matters set out in sub-paragraph (1)(b)(i)-(ii) above in the affidavit, he or she should make attempts to locate the defendant by contacting the defendant’s relatives, friends, and employer(s) (if any), in order to discover the address at which the defendant is currently residing. The affidavit should then include the following matters:
 - (i) Details of the plaintiff’s last contact with the defendant, including the date, the mode of contact (i.e. over the telephone, a letter, or a meeting), and the contents of any communications made, whether written or oral.
 - (ii) Details of the plaintiff’s knowledge of the defendant’s relatives and friends, and those person(s)’ knowledge of his/her whereabouts (“the defendant’s contacts”), including their names, addresses and their relationship to

the defendant and whether they live in Singapore or overseas.

- (iii) Details of the plaintiff's attempts to contact the defendant's contacts, including the number of such attempts made, the dates and mode of the said attempts (i.e. whether by telephone, letter, or meeting), and the contents of any communications made, whether written or oral.
 - (iv) The name and address of the defendant's last known employer (if any), and the result of enquiries the plaintiff has made of that employer as to the defendant's whereabouts, including the date of such enquiries, the mode of the said enquiries (i.e. whether by telephone, letter, or meeting), and the contents of any communications made, whether written or oral.
 - (v) Details of the defendant's nationality.
- (d) If the local address at which the defendant is currently residing (not being the matrimonial home) is discovered by the plaintiff pursuant to sub-paragraph (1)(c) above, personal service on the defendant should be attempted at that address in accordance with Paragraph 11 of these Directions. Details of the dates, times and outcomes of the personal service are required in the affidavit.
- (e) If the response to the attempt at personal service is that the process server is told that the defendant "is overseas", evidence is required in the affidavit as to what date the defendant will be back in the country.
- (f) If it appears from the response to the attempt at personal service that the defendant is permanently overseas, evidence is required in the affidavit as to how the documents will come to the defendant's attention by being posted on the front door.
- (g) If the response to the attempt at personal service is that the defendant has "moved away", and the plaintiff is alleging that the defendant is evading service, evidence is required in the affidavit

to support the plaintiff's belief that the defendant is evading service.

(2) **Application for substituted service by way of prepaid registered post/ordinary post**

- (a) An application for substituted service need not be made where an originating process is sent by prepaid registered post to the defendant, and the defendant returns the acknowledgement of service, signed by him, in accordance with Rule 11(4) of the Women's Charter (Matrimonial Proceedings) Rules 2005. In such a situation, the originating process would be deemed to be duly served on the defendant by registered post.
- (b) On an application for substituted service by way of prepaid registered post/ordinary post, the plaintiff must state the following matters in the affidavit:
 - (i) The grounds for the plaintiff's belief that the defendant is *currently* resident at the particular address in respect of which the plaintiff is applying for substituted service by way of prepaid registered post/ordinary post.
 - (ii) If the application for substituted service by way of prepaid registered post/ordinary post is to an overseas address, that the defendant is not ordinarily resident in Singapore.
 - (iii) If the application for substituted service by way of prepaid registered post/ordinary post is to an overseas address, the grounds for the plaintiff's belief as to why the defendant is not ordinarily resident in Singapore.

(3) **Application for substituted service by way of advertisement**

- (a) Before an application for substituted service by way of advertisement can be granted, the plaintiff should make attempts to locate the defendant by contacting the defendant's relatives, friends, and employer(s) (if any), in order to discover the address at which the defendant is currently residing.
- (b) The affidavit must include the following:

- (i) The matters set out in sub-paragraph (1)(c)(i)-(v) above.
 - (ii) Details of the defendant's literacy, and in what language.
 - (iii) If the advertisement is to be placed in an overseas newspaper, the grounds for the plaintiff's belief as to why the defendant is thought to be in that particular country.
- (4) **Application for dispensation of service**
 - (a) Before an application for dispensation of service can be granted, the plaintiff should make attempts to locate the defendant by contacting the defendant's relatives, friends, and employer(s) (if any), in order to discover the address at which the defendant is currently residing.
 - (b) The affidavit must include the following:
 - (i) The matters set out in sub-paragraph (1)(c)(i)-(v) above.
 - (ii) An explanation as to why advertisement would not be effective in bringing the divorce proceedings to the defendant's notice. For example, that it is not known which country the defendant is currently residing in.
- (5) This Paragraph is applicable to proceedings under Part X of the Women's Charter (Cap. 353, 1997 Revised Edition) filed before 1 April 2006 as if:
 - (a) any reference to the plaintiff and defendant were a reference to the petitioner and respondent respectively; and
 - (b) the reference in sub-paragraph (2)(a) to Rule 11(4) of the Women's Charter (Matrimonial Proceedings) Rules 2005 were a reference to Rule 10(3) of the Women's Charter (Matrimonial Proceedings) Rules 2003.

28. Form of affidavits

Affidavits filed electronically

- (1) This sub-paragraph shall apply to affidavits which are to be filed through the Electronic Filing Service (EFS).
 - (a) Affidavits may be sworn in one of the two ways described in Order 63A, Rule 15, of the Rules of Court.
 - (b) Affidavits shall have a blank margin of not less than 35mm wide on all 4 sides of the page. They shall be printed or typed and must be double-spaced.
 - (c) The textual portion of the affidavits, as opposed to the exhibits, must be white.
 - (d) At the top right hand corner of the first page of every affidavit there shall be typed or printed in a single line the following:
 - (i) the party on whose behalf the affidavit is filed;
 - (ii) the name of the deponent;
 - (iii) the ordinal number of the affidavit in relation to the affidavits filed in the cause or matter by the deponent;
 - (iv) the date the affidavit is to be filed; and
 - (v) for affidavits filed in respect of proceedings under Section 59 and Part X of the Women's Charter (Cap. 353, 1997 Revised Edition), proceedings under the Administration of Muslim Law Act (Cap. 3, 1999 Revised Edition), section 17A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) or the Guardianship of Infants Act (Cap. 122, 1985 Revised Edition):
 - (I) the top right hand corner of the first page of every affidavit shall also state whether the affidavit has been filed in respect of a contested divorce ("CD"), uncontested divorce ("UD"), summons ("SUM"), ancillary matters ("AM") or originating summons ("OS") hearing, and if the

affidavit is filed in respect of a summons hearing, it shall state the number of the said summons, where the number is available.

For example, “Defendant: Tan Ah Kow: 4th: 15.4.2000: AM hearing”; and “Defendant: Tan Ah Kow: 4th: 15.4.2000: SUM hearing: SUM no. 1234 of 2000”; and

- (II) the document name that is selected in the EFS for an affidavit for ancillary matters hearing shall be “Affidavit for AM”.
- (e) Every page of the affidavit (*including* separators and exhibits) shall be paginated consecutively, and the page number shall be placed at the centre top of the page.
- (f) Sub-paragraph 1(d)(v) is applicable to proceedings under Part X of the Women’s Charter (Cap. 353, 1997 Revised Edition) filed before 1 April 2006 as if:
 - (i) any reference to the defendant were a reference to the respondent; and
 - (ii) any reference to summons (“SUM”) were a reference to summons-in-chambers (“SIC”).”

Affidavits that are not filed electronically

- (2) This sub-paragraph applies to affidavits which are not required to be filed through the EFS.
 - (a) **Form of affidavits generally**
 - (i) Affidavits shall be on A4-ISO paper of durable quality with a blank margin not less than 35 mm wide on all 4 sides of the page.
 - (ii) The paper used shall be white.
 - (iii) Affidavits shall be produced by printing, lithography or typewriting, and in any case not by carbon copying. A document produced by a photographic or similar process giving a positive and permanent representation free from blemishes will be treated, to the extent that it contains a

facsimile of matter produced by one of the above processes, as if it were so produced. Photographic copies which are not clearly legible will be rejected.

- (iv) Affidavits shall be printed or typed, double-spaced, on one side of the paper only.

(b) **Markings on affidavits**

At the top right hand corner of the first page of every affidavit, and also on the backing sheet, there shall be typed, printed or written clearly and in a single line:

- (i) the party on whose behalf it is filed;
- (ii) the name of the deponent;
- (iii) the number of affidavits in relation to the deponent; and
- (iv) the date of filing.

For example, “2nd Deft: Tan Ah Kow: 4th: 23.08.2005”.

(c) **Markings on affidavits filed in respect of family proceedings**

In respect of proceedings filed under Section 59 and Part X of the Women’s Charter (Cap. 353, 1997 Revised Edition), proceedings under the Administration of Muslim Law Act (Cap. 3, 1999 Revised Edition), section 17A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) or the Guardianship of Infants Act (Cap. 122, 1985 Revised Edition), at the top right hand corner of the first page of every affidavit, and also on the backing sheet, there shall be typed or printed in a single line the following:

- (i) the party on whose behalf the affidavit is filed;
- (ii) the name of the deponent;
- (iii) the ordinal number of the affidavit in relation to the affidavits filed in the cause or matter by the deponent;
- (iv) the date the affidavit is to be filed; and
- (v) whether the affidavit has been filed in respect of a contested divorce (“CD”), uncontested divorce (“UD”), summons (“SUM”), ancillary matters (“AM”) or originating summons (“OS”) hearing, for example,

“Defendant: Tan Ah Kow: 4th: 15.4.2006: AM hearing”;
and

- (vi) if the affidavit is filed in respect of a summons hearing, to state the number of the said summons, where the number is available, for example, “Defendant: Tan Ah Kow: 4th: 15.4.2006: SUM hearing: SUM no. 1234 of 2006”.

(d) **Binding of affidavits**

Affidavits of 30 pages or less (including exhibits and dividing and backing sheets) may be stapled at the top left hand corner of the paper firmly. Any affidavit (including exhibits, dividing and backing sheets) exceeding 30 pages shall be bound with plastic ring binding or plastic spine thermal binding (the plastic rings or spines to be red for plaintiffs/appellants, and blue for defendants/respondents) with a transparent plastic cover in front and at the back.

(e) **Pagination of affidavits**

Every page of the affidavit shall be paginated consecutively, and the page number shall be placed at the centre top of the page.

- (f) Sub-paragraph 2(c) is applicable to proceedings under Part X of the Women’s Charter (Cap. 353, 1997 Revised Edition) filed before 1 April 2006 as if:

- (i) any reference to the defendant were a reference to the respondent; and
- (ii) any reference to summons (“SUM”) were a reference to summons-in-chambers (“SIC”).

52. Documents for use in trials in open Court of contested matrimonial proceedings under Part X of the Women’s Charter (Cap 353, 1997 Revised Edition)

- (1) This Paragraph shall apply to trials in open Court of contested matrimonial proceedings. For matrimonial proceedings filed before 1 April 2006, any reference in this Paragraph to the plaintiff and defendant shall be read as a reference to the petitioner and respondent respectively.
- (2) To improve the conduct of contested matrimonial proceedings and to reduce the time taken in the presentation of cases in Court, the following documents shall be prepared by the respective solicitors of the parties:
 - (a) a bundle of documents (an agreed bundle where possible);
 - (b) a bundle of authorities; and
 - (c) an opening statement.
- (3) **Bundle of documents**
 - (a) Documents to be used at trial should be consolidated into bundles paginated consecutively throughout at the top right hand corner. An index of contents of each bundle in the manner and form set out in Form 11 of Appendix B must also be furnished. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.
 - (b) It is the responsibility of solicitors for all parties to agree and prepare an agreed bundle as soon as possible. The scope to which the agreement extends must be stated in the index sheet of the agreed bundle.
 - (c) In cases where certain documents cannot be agreed upon, these should be separately bundled as the plaintiff’s bundle, the defendant’s bundle or such other party’s bundle as the case may be.
 - (d) The documents in the bundles should:
 - (i) be firmly secured together with plastic ring binding or plastic spine thermal binding. The rings or spines should

be red for plaintiffs and blue for defendants with a transparent plastic cover in front and at the back;

- (ii) have flags to mark out documents to which repeated references will be made in the course of the hearing. Such flags shall bear the appropriate indicium by which the document is indicated in the index of contents. Flags shall be spaced out evenly along the right side of the bundle so that as far as possible they do not overlap one another; and
 - (iii) be legible. Clear legible photocopies of original documents may be exhibited instead of the originals provided the originals are made available for inspection by the other parties before the hearing and by the Judge at the hearing.
- (e) Where originals and copies of documents are included in one bundle, it should be stated in the index which documents are originals and which are copies.
 - (f) Only documents which are relevant or necessary for the trial shall be included in the bundles. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary documents, the Court will have no hesitation in making a special order for costs against the relevant person.
 - (g) A core bundle should (unless clearly unnecessary) also be provided containing the most important documents upon which the case will turn or to which repeated reference will have to be made. The documents in this bundle should normally be paginated but should also be cross-referenced to copies of the documents included in the main bundles. The bundle supplied to the Court should be contained in a loose-leaf file which can easily have further documents added to it if required.

(h) The bundles of documents including the agreed bundle and core bundle, if applicable, shall be filed and served on all relevant parties at least 3 days before trial.

(4) **Bundle of authorities**

The requirements set out in Paragraph 50(9) to (11) shall, *mutatis mutandis*, be complied with in respect of proceedings falling within this Paragraph.

(5) **Opening statements**

The requirements set out in Paragraph 50(12) shall, *mutatis mutandis*, be complied with.

(6) **Timeline for tendering documents**

Paragraphs 50(13) and 50(14) shall apply, *mutatis mutandis*, to proceedings to which this Paragraph applies.

61. Documents which must be filed, served, delivered etc., using the Electronic Filing Service

- (1) Pursuant to Order 63A, Rules 1 and 8, of the Rules of Court, Rule 47 of the Women's Charter (Matrimonial Proceedings Rules) 2003, and Rule 64 of the Women's Charter (Matrimonial Proceedings) Rules 2005, the Registrar hereby specifies that all documents to be filed with, served on, delivered or otherwise conveyed to the Registrar in all proceedings, subject to the exceptions which appear later in this Paragraph, must be so filed, served, delivered or otherwise conveyed using the Electronic Filing Service (EFS).
- (2) It shall not be necessary to use the EFS in respect of the following proceedings:
 - (a) any proceedings commenced by a writ of summons before 1 March 2000, subject to the provisions in sub-paragraph (2)(b), (c), (d) and (e);
 - (b) any proceedings commenced by an originating summons before 18 December 2001 and before 15 December 2003 for those filed under the Administration of Muslim Law Act (Cap 3, 1999 Revised Edition), section 17A of the Supreme Court of Judicature Act (Cap 322, 1999 Revised Edition), the Guardianship of Infants Act (Cap 122, 1985 Revised Edition) and the Women's Charter (Cap 353, 1997 Revised Edition);
 - (c) any proceedings for taxation commenced by a bill of costs, including proceedings resulting or arising from such proceedings, filed before 18 December 2001;
 - (d) any proceedings commenced by an originating summons or summons for interpleader relief, including proceedings resulting or arising from such proceedings, filed before 18 December 2001;
 - (e) any notices of appeal under Order 55D of the Rules of Court including proceedings resulting or arising from such appeals, filed before 18 December 2001;

- (f) any proceedings commenced by a petition of course filed before 28 May 2002;
 - (g) any proceedings commenced by a petition under the Adoption of Children Act (Cap 4, 1985 Revised Edition) filed before 9 December 2002;
 - (h) any proceedings commenced by a petition under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) filed before 15 December 2003; and
 - (i) any proceedings commenced by a petition under the Probate and Administration Act (Cap 251, 2000 Revised Edition) filed before 15 December 2003.
- (3) Parties are to note that the documents which are to be filed pursuant to Order 34, Rule 3A(1), of the Rules of Court may, instead of being filed through the EFS, be filed in accordance with the procedure outlined in Paragraph 50(3)-(7).
 - (4) In respect of appeals under Order 55D, it shall not be necessary to file, deliver or convey any document at the High Court using the EFS if its filing, service, delivery or conveyance is not required under Order 55D of the Rules of Court.
 - (5) In respect of all proceedings stipulated in sub-paragraph (2), any application which was previously brought by way of a notice for directions, a notice for further directions or a notice under the summons for directions must be brought by way of a summons.
 - (6) Bundles of authorities can be filed, served, delivered or otherwise conveyed using the EFS. A party may also choose not to file bundles of authorities and may instead use hardcopies for hearings in accordance with the Directions contained in this Part.

62. Preparation and submission of a document to the Court

- (1) A document must be submitted to the Court in one of two ways, as stated in Order 63A, Rule 8, of the Rules of Court:
 - (a) by electronic transmission; or
 - (b) via a service bureau.
- (2) With effect from 2 July 2001, submission by electronic transmission shall include filing via Internet at the Electronic Filing Service (EFS) website (<http://www.efs.com.sg>).
- (3) A document shall be prepared for submission to Court in the following way:
 - (a) A submission must be created using the computer system provided by the network service provider. This submission can contain more than one document, subject to a number of restrictions. The main restrictions are that:
 - (i) All the documents in the submission must be filed in relation to the same case. For example, a memorandum of appearance for one case and a defence for another case must be included in different submissions.
 - (ii) Each submission, with one exception, can only include one document to which the Court will assign a case number or a document number. The exception is where a fresh writ of summons is filed with a fresh *ex parte* summons for an interim injunction.
 - (iii) All documents in the submission must be processed on the same basis of urgency. For example, documents which are to be processed on the Normal basis and the Urgent basis must be included in separate submissions. In this regard, it should be noted that there are three bases of urgency for submissions to the Court:
 - (I) Normal.
 - (II) Urgent. These submissions will be given a higher priority than Normal submissions. Additional

fees as specified in items 71D(1)(a), 71D(2)(a) and 71D(2A)(a) of Appendix B to the Rules of Court are payable for Urgent submissions.

(III) Immediate. These submissions will be given the highest priority. The approval of the Duty Registrar must be sought before a submission can be submitted as an Immediate submission. Immediate submissions can only be submitted via the service bureau.

(iv) A document cannot be submitted to more than one counter or section of the Court. The counter or section of Court to which the filing party wishes to submit the documents need not be specified. However, if this is specified by the filing party, then all the documents in the submission must be submitted to this one counter or section.

(b) Information and data pertaining to the case, the parties to the case and the documents in the submission are then entered into an electronic template.

(c) Subject to sub-paragraph (3)(e), the actual documents can be created using word processing software or otherwise, and these documents must be converted into an electronic format known as the *Portable Document Format* (PDF) using the Adobe Acrobat Exchange programme.

(d) Subject to sub-paragraph (3)(e), the documents are attached to the submission, and the submission is sent to the Court.

(e) The following documents shall be submitted by entering the relevant information in the appropriate electronic template without attaching the document in the PDF format:

(i) Adoption proceedings

(I) Originating Summonses and Statements;

- (II) Orders for the appointment of Guardian In Adoption under Order 68 of the Rules of Court; and
 - (III) Orders for the dispensation of consent of and/or the service of documents on the natural parent(s) or guardian of an infant under Order 68 of the Rules of Court;
- (ii) Matrimonial proceedings under Part X of the Women’s Charter (Cap. 353, 1997 Revised Edition) commenced on or after 15 December 2003 and before 1 April 2006
- (I) Petitions (Forms 3 to 6 of the Women’s Charter (Matrimonial Proceedings) Rules 2003) (“the Matrimonial Proceedings Rules 2003”), except petitions for rescission of decrees of judicial separation;
 - (II) Decrees Nisi (Form 21 of the Matrimonial Proceedings Rules 2003);
 - (III) Decrees of Judicial Separation (Form 23 of the Matrimonial Proceedings Rules 2003); and
 - (IV) Certificates of Making Decree Nisi Absolute (Form 22 of the Matrimonial Proceedings Rules 2003).
- (iii) Matrimonial proceedings under Part X of the Women’s Charter (Cap. 353, 1997 Revised Edition) commenced on or after 1 April 2006
- (I) Writs (Form 3 of the Women’s Charter (Matrimonial Proceedings) Rules 2005) (“the Matrimonial Proceedings Rules 2005”);
 - (II) Statements of Claim (Forms 6 to 10 of the Matrimonial Proceedings Rules 2005);
 - (III) Interim Judgments (Form 23 of the Matrimonial Proceedings Rules 2005);

- (IV) Judgments of Judicial Separation (Form 24 of the Matrimonial Proceedings Rules 2005); and
 - (V) Certificates of Making Interim Judgment Final (Form 26 of the Matrimonial Proceedings Rules 2005).
- (iv) Probate and Administration proceedings
 - (I) Originating Summonses and Statements under the Probate and Administration Act (Cap. 251, 2000 Revised Edition); and
 - (II) Checklists for Originating Summons (Probate) (Form 12 of Appendix B).
- (f) Upon the Court's acceptance of the submission of the documents under sub-paragraph (3)(e) above, the EFS will auto-generate the document in the PDF format, based on the information furnished by the parties in the electronic template, and a copy of the said document will be sent to the party who made the submission.
- (g) An order of Court under sub-paragraph (3)(e)(i)(II) to (III), a decree under sub-paragraph (3)(e)(ii)(II) and (III) and a judgment under sub-paragraph (3)(e)(iii)(III) and (IV) above shall be submitted, at the earliest, after one working day from the date of the making of the order, decree or judgment, unless the Court directs otherwise.
- (h) Save as provided in Paragraph 118 of these Directions, sub-paragraph (3)(e) above will not apply to the filing of an amended document and Paragraph 13 of these Directions will continue to apply.

65. Filing of documents

- (1) The documents to which the Court will assign a case number or a document number (which will be referred to hereinafter in this part as Main Documents) are the following:
 - (a) writs of summons;
 - (b) summonses;
 - (c) orders of Court;
 - (d) judgments;
 - (e) notices of appeal under Order 55B of the Rules of Court;
 - (f) notices of appeal under Order 55C of the Rules of Court;
 - (g) notices of assessment of damages;
 - (h) notices of taking of accounts;
 - (i) notices of inquiry before the Registrar;
 - (j) writs of subpoena;
 - (k) warrants for committal;
 - (l) orders of arrest;
 - (m) writs of execution;
 - (n) orders of attachment;
 - (o) judgment debtor summonses;
 - (p) judgment notices;
 - (q) requests for setting down;
 - (r) bundles of documents for setting down;
 - (s) bundles of documents;
 - (t) all originating summonses;
 - (u) writs of distress;
 - (v) interpleader summonses;
 - (w) directions to Accountant-General for payment into and out of Court;
 - (x) bills of costs;
 - (y) notices of objection;

- (z) originating summonses or summonses under sections 120 or 124 of the Legal Profession Act (Cap 161, 2001 Revised Edition);
- (aa) all requests;
- (bb) notices of hearing of originating summons under Order 68, Rule 8, of the Rules of Court;
- (cc) for matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) commenced on or after 15 December 2003 and before 1 April 2006:
 - (i) memoranda of appearance;
 - (ii) decrees nisi;
 - (iii) decrees nisi absolute (Nullity);
 - (iv) decrees nisi absolute (Divorce)
 - (v) decrees nisi absolute (Presumption of Death and Divorce);
 - (vi) decrees of judicial separation;
 - (vii) notices of proceedings (Respondent);
 - (viii) notices to a co-respondent/party cited/person entitled to intervene/other party;
 - (ix) summonses-in-chambers;
- (dd) for matrimonial proceedings under Part X of the Women's Charter commenced on or after 1 April 2006:
 - (i) memoranda of appearance;
 - (ii) interim judgments;
 - (iii) certificates of making interim judgment final (Nullity);
 - (iv) certificates of making interim judgment final (Divorce);
 - (v) certificates of making interim judgment final (Presumption of Death and Divorce);
 - (vi) judgments of judicial separation;
 - (vii) notices to a co-defendant/defendant in counterclaim/person entitled to intervene/other party;
- (ee) caveats against grant of probate.

- (2) If documents which are related to Main Documents (referred to in this sub-paragraph as related documents) are filed, the following directions will apply:
- (a) If the related documents are filed in the same submission as a Main Document, then the Court's computer system will automatically create a logical link between the Main Document and the related documents.
 - (b) If the related document is filed after the Main Document in a different submission, then the person filing the related document must include the document number of the Main Document as the Reference Document Number in the electronic template of the submission containing the related document. This is to ensure that the documents related to Main Documents may be easily located in the Court's electronic case file.
 - (c) Examples of related documents are:
 - (i) Affidavits filed in support of or in opposition to an application brought by way of summons. If the affidavits are filed in a different submission from the summons, the document number of the summons must be entered as the Reference Document Number of the affidavits in the electronic template of the submission containing the affidavits.
 - (ii) A notice of appeal filed against a decision made upon application brought by way of summons. The document number of the summons must be entered as the Reference Document Number of the notice of appeal in the electronic template of the submission containing the notice of appeal.

80. Filing of records of appeal and written Cases for District Court appeals under Order 55D, Rules 6 and 7, of the Rules of Court and appeals on ancillary matters or custody matters from the Family Court to the High Court under Order 55C of the Rules of Court

- (1) Under Order 55D, Rule 6(1), of the Rules of Court, the appellant is required to file the record of appeal and the Appellant's Case. Under Order 55D, Rule 7(2), of the Rules of Court, the respondent has to file the Respondent's Case.
- (2) Appeals against final orders made by a District Judge in chambers on ancillary matters in matrimonial proceedings under the Women's Charter (Cap. 353, 1997 Revised Edition), custody proceedings under the Guardianship of Infants Act (Cap. 122, 1985 Revised Edition) or proceedings pursuant to section 17A(2) of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) are governed by Order 55C of the Rules of Court. Pursuant to the Supreme Court Practice Directions (2006 Ed.), the appellant has to file a submission, the record of appeal and where the record of appeal exceeds 1000 pages, a core bundle, and the respondent has to file a submission and a supplemental core bundle, where necessary.
- (3) The following Directions apply to District Court appeals that arise from proceedings which have been commenced using the Electronic Filing Service (EFS) pursuant to Paragraph 61. To avoid repeated filing of documents which already exist in the electronic case file, the Registrar has directed that for the purpose of complying with Order 55D, Rules 6 and 7, of the Rules of Court, the parties are required to file the following documents using the EFS in accordance with the applicable time frames in Order 55D, Rules 6(1) and 7(2), of the Rules of Court:
 - (a) The appellant is required to file a single copy of the following:
 - (i) Form of the record of appeal in lieu of the record of appeal; and
 - (ii) Appellant's Case.

- (b) The respondent is required to file a single copy of the Respondent's Case.
- (4) The form of the record of appeal filed pursuant to sub-paragraph (3) must be in accordance with Form 17 of Appendix B.
- (5) A document which a party intends to list in the form of the record of appeal, either in whole or in part, need not be filed again if the document already exists in the electronic case file. Such documents are deemed to be filed. However, a party is required to provide the following information:
 - (a) document control number (DCN) of the document;
 - (b) filing date of the document;
 - (c) description of the document; and
 - (d) where only a portion of the document is referred to, the specific pages of the document must be stated.
- (6) If a party wishes to rely on a document which does not exist in the electronic case file, he must file the document *together* with the form of the record of appeal. Further, a table of contents must be included for these documents. These documents must be paginated consecutively at the centre top of the page and the solicitor must ensure that the pagination takes into account the pages comprising the form of the record of appeal and the table of contents for these additional documents. For example, if the form of the record of appeal is 5 pages and the table of contents for the additional documents is 2 pages, the first page of the first document should be paginated as page 8.
- (7) When filing the records of appeal for appeals in proceedings commenced on or after 15 December 2003 against final orders referred to in sub-paragraph (2) above, there is no need to file documents which already exist in the electronic case file again. Appellants should take note of Paragraph 73 when filing such records. Appellants should also include in the records of appeal an index page setting out the list of documents in the records of appeal.

- (8) The Registrar further directs that the appellant and the respondent tender the requisite copies of the record of appeal and the written Cases in accordance with Order 55D, Rules 6(1) and 7(2), of the Rules of Court in hard copy form to assist the Judge of the High Court. For the avoidance of doubt, the documents contained in the record of appeal must coincide with the documents listed in the form of the record of appeal.
- (9) The appellant and the respondent are also to tender the requisite hardcopies of the record of appeal, submissions and the core bundle, where applicable, in accordance with the Supreme Court Practice Directions (2006 Ed.) to assist the Judge of the High Court.
- (10) The fees payable for the filing of the written Cases or submissions are found in items 69A, 69B, 71D(1)(c) and 71D(2)(c) of Appendix B to the Rules of Court. The fees payable for the filing of the form of record of appeal are found in items 70A, 71D(1)(c) and 71D(2)(c).
- (11) In the event that a party files a document together with the form of record of appeal which need not be filed pursuant to sub-paragraph (5), the fees under items 71D(1)(c) or 71D(2)(c) of Appendix B to the Rules of Court will be charged on this document and such fees shall not be refundable.
- (12) For District Court appeals that arise from proceedings that were not commenced by the filing of documents through the EFS pursuant to Paragraph 61, the following Directions shall apply. To comply with Order 55D, Rules 6 and 7, of the Rules of Court, the parties are required to file the record of appeal and written Cases using the EFS. The Directions in sub-paragraph (8) continue to apply to these District Court appeals.
- (13) The fees payable for the filing of the written Cases are found in items 69A, 69B, 71D(1)(c) and 71D(2)(c) of Appendix B to the Rules of Court. The fees payable for the filing of the record of appeal using the EFS are found in items 71D(1)(c) and 71D(2)(c).

PART X

PROCEEDINGS IN THE FAMILY COURT: DIVORCE, MATRIMONIAL CAUSES, GUARDIANSHIP OF INFANTS, ADOPTION AND PROCEEDINGS PURSUANT TO SECTION 17A(2) OF THE SUPREME COURT OF JUDICATURE ACT

81. Transfer of divorce proceedings, matrimonial causes and matters relating to the guardianship of infants to the Family Court

- (1) The Honourable the Chief Justice had on 12 March 1996 made an order under section 28A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) for all proceedings under section 59 and Part X of the Women's Charter (Cap. 353, 1997 Revised Edition) and the Guardianship of Infants Act (Cap 122, 1985 Revised Edition) (referred to in this direction as "family proceedings") commenced in the High Court on or after 1 April 1996 to be transferred to and be heard and determined by a District Court. The order was gazetted on 15 March 1996 ("the 1996 Transfer Order").
- (2) Pursuant to the 1996 Transfer Order -
 - (a) all family proceedings commenced in the High Court on or after 1 April 1996 shall be transferred to and be heard and determined by a District Court; and
 - (b) all family proceedings commenced before 1 April 1996 as well as any proceedings ancillary thereto shall continue to be heard and determined by the High Court.
- (3) The Honourable the Chief Justice had on 11 November 2003 made an order under section 28A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) for all family proceedings commenced in the High Court on or after 15 December 2003 to be transferred to and be heard and determined by a District Court. The order was gazetted on 1 December 2003 ("the 2003 Transfer Order").

- (4) The Honourable the Chief Justice had on 28 December 2005 made an order under section 28A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) for all family proceedings commenced in the High Court on or after 1 April 2006 to be transferred to and be heard and determined by a District Court. The order was gazetted on 28 December 2005 (“the 2005 Transfer Order”).
- (5) Pursuant to the 2003 Transfer Order and 2005 Transfer Order –
 - (a) all family proceedings commenced in the High Court on or after 15 December 2003 shall be transferred to and be heard and determined by a District Court; and
 - (b) proceedings under Part X of the Women’s Charter (Cap 353, 1997 Revised Edition) transferred to a District Court as stated in sub-paragraph 5(a) above, in which there is a contested application for the division of matrimonial assets asserted by any party to the proceedings to be worth a gross value of \$1.5 million or more shall, upon the direction of the Registrar of the Subordinate Courts that the ancillary issues are ready for hearing, be transferred to and be heard and determined by the High Court.
- (6) A sub-registry of the Registry of the Supreme Court (referred to in this Direction as the “sub-registry of the Supreme Court”) and sub-registry of the Registry of the Subordinate Courts (referred to in this Direction as the “sub-registry of the Subordinate Courts”) have been set up in the Family and Juvenile Court Building at No. 3 Havelock Square (“the Family and Juvenile Court”).

82. Documents to be filed at the Legal Registry of the Supreme Court at the Supreme Court Building

All documents relating to family proceedings which are to be heard and determined by the High Court shall be filed at the Legal Registry of the Supreme Court at the Supreme Court Building. These include:

- (1) all originating processes to commence family proceedings before 1 April 1996;
- (2) all subsequent applications and documents in or ancillary to family proceedings commenced before 1 April 1996;
- (3) all applications and documents in or ancillary to family proceedings commenced on or after 15 December 2003 involving the division of matrimonial assets with a gross value of \$1.5 million or more, which have been transferred to the High Court upon the direction of the Registrar of the Subordinate Courts; and
- (4) all applications and documents to vary any Order of the High Court in the proceedings referred to in sub-paragraphs (1) to (3).

83. Documents to be filed at the sub-registry at the Family and Juvenile Court

All documents relating to family proceedings which are to be heard and determined by the Subordinate Courts shall be filed at the sub-registries at the Family and Juvenile Court.

- (1) All processes to commence family proceedings on or after 1 April 1996 shall be filed at the sub-registry of the Supreme Court and shall bear the title “In the High Court of the Republic of Singapore”.
- (2) As regards the documents accompanying a writ that is filed on or after 1 April 2006:
 - (a) the following documents shall bear the title “In the High Court of the Republic of Singapore”:-
 - (i) Statement of Claim (Forms 6, 7, 8, 9 or 10 of the Women’s Charter (Matrimonial Proceedings) Rules 2005 (“the Matrimonial Proceedings Rules 2005”));
 - (ii) Statement of Particulars (Form 11 of the Matrimonial Proceedings Rules 2005);
 - (iii) Agreed Parenting Plan or Proposed Parenting Plan (By Plaintiff); and
 - (iv) Agreed Matrimonial Property Plan or Proposed Matrimonial Property Plan (By Plaintiff);
 - (b) the following documents shall bear the title “In the Subordinate Courts of the Republic of Singapore”:-
 - (i) Notice to a Co-Defendant/Defendant in Counterclaim/ Person Entitled to Intervene/Other Party (Form 15 of the Matrimonial Proceedings Rules 2005);
 - (ii) Acknowledgment of Service (Defendant) (Form 16 of the Matrimonial Proceedings Rules 2005);
 - (iii) Acknowledgment of Service (Co-Defendant/Defendant in Counterclaim/Person Entitled to Intervene/Other Party) (Form 17 of the Matrimonial Proceedings Rules 2005);

(iv) Memorandum of Appearance (Defendant) (Form 18 of the Matrimonial Proceedings Rules 2005); and

(v) Memorandum of Appearance (Co-Defendant/Defendant in Counterclaim/Person Entitled to Intervene/Other Party) (Form 19 of the Matrimonial Proceedings Rules 2005);

and the references to the “Registrar of the Supreme Court” in these forms shall be replaced by the “Registrar of the Subordinate Courts” and the references to “the High Court” shall be replaced by “the Subordinate Courts”.

(3) Subject to Paragraph 82(3) of these Directions, all subsequent applications and documents in or ancillary to these family proceedings shall be filed at the sub-registry of the Subordinate Courts and shall bear the title “In the Subordinate Courts of the Republic of Singapore”, except for:

(a) any cross-petition or answer and cross-petition in proceedings commenced before 1 April 2006; and

(b) any counterclaim or defence and counterclaim in proceedings commenced on or after 1 April 2006,

which shall be filed at the sub-registry of the Supreme Court and shall bear the title “In the High Court of the Republic of Singapore”.

(4) Subject to Paragraph 82(4) of these Directions, all applications and documents to vary any order of the Subordinate Courts in family proceedings shall be filed at the sub-registry of the Subordinate Courts and shall bear the title “In the Subordinate Courts of the Republic of Singapore”.

84. Particulars of Statement of Claim

- (1) Under Rule 7(2) of the Matrimonial Proceedings Rules 2005, the plaintiff is required to furnish in the statement of particulars the particulars of the facts pleaded in the statement of claim but not the evidence by which they are to be proved.
- (2) Where a statement of claim pleads facts that are based on section 95(3)(d) or (e) of the Women's Charter (Cap. 353, 1997 Revised Edition) (i.e. 3 years' separation with consent and 4 years' separation respectively), the statement of particulars shall specifically contain the following particulars:
 - (a) the date which the plaintiff and the defendant commenced their separation;
 - (b) the length of the separation;
 - (c) the respective residential addresses of each party during the period of separation (if known); and
 - (d) if parties have been living in separate households under the same roof for the period of the separation, to give details on how the parties have been living in separate households.

For the avoidance of doubt, the reasons for the parties' separation need not be particularised.

- (3) This Paragraph is applicable to matrimonial proceedings filed before 1 April 2006 as if:
 - (a) the reference in sub-paragraph (1) to Rule 7(2) of the Matrimonial Proceedings Rules 2005 were a reference to Rule 6(2) of the Matrimonial Proceedings Rules 2003; and
 - (b) any reference to the statement of claim, statement of particulars, plaintiff and defendant were a reference to the petition, affidavit in support of petition, petitioner and respondent respectively.

85. Appeals

- (1) Any appeal against the decision or order of a District Judge made in family proceedings shall be made to the High Court; and any appeal against the decision or order of the Registrar or a Deputy Registrar of the Subordinate Courts made in family proceedings shall be made to a District Judge in chambers.
- (2) For family proceedings commenced before 15 December 2003:
 - (a) any document in relation to an appeal against the decision of a District Judge made in family proceedings shall be filed at the Registry of the Subordinate Courts at No. 1 Havelock Square; and
 - (b) any document in relation to an appeal against the decision of the Registrar or a Deputy Registrar of the Subordinate Courts made in family proceedings shall be filed at the sub-registry of the Subordinate Courts at the Family and Juvenile Court.
- (3) All documents in relation to appeals arising from family proceedings commenced on or after 15 December 2003 shall be filed by the Electronic Filing Service.

86. Agreed Parenting Plan and Proposed Parenting Plan

Pursuant to Rule 8(3) of the Matrimonial Proceedings Rules 2003, or Rule 8(3) of the Matrimonial Proceedings Rules 2005, as the case may be, parties may seek the assistance of a court counsellor to resolve their dispute relating to the arrangements for the welfare of their children so as to enter into an agreed parenting plan before the commencement of proceedings under Part X of the Women's Charter (Cap. 353, 1997 Revised Edition). To make a counselling appointment, parties may write to the Director, Family and Juvenile Justice Centre, or make an application at the Family Court website at <http://www.familycourtofsgapore.gov.sg>.

87. Agreed Matrimonial Property Plan and Proposed Matrimonial Property Plan

- (1) Rule 9(3)(b) of the Matrimonial Proceedings Rules 2005 provides that the plaintiff shall serve a copy of the agreed matrimonial property plan on the Housing and Development Board (“HDB”) prior to the filing of the agreed matrimonial property plan.
- (2) Where parties have agreed that the HDB matrimonial asset is to be retained by one party (that is, Option 4 or 5 in Form 35 of the Matrimonial Proceedings Rules 2005), the party seeking to file the agreed matrimonial property plan shall serve the “Request for Checking of Eligibility” in accordance with Form 18 of Appendix B on the HDB in addition to the agreed matrimonial property plan. The agreed matrimonial property plan and Form 18 shall be served on the HDB at:
 - (a) the Branch Office which is in charge of the estate where the HDB flat is located, where the HDB matrimonial asset is an HDB flat; and
 - (b) the Sales Section at HDB Centre, where the HDB matrimonial asset is an Agreement for the Lease of an HDB flat.
- (3) Rule 9(3) of the Matrimonial Proceedings Rules 2005 provides that the CPF standard query and the HDB standard query which are required to be served on the Central Provident Fund (“CPF”) Board and the HDB pursuant to Rule 9(3) itself and Rule 18(9) of the said Rules shall be in such manner as the Registrar may require, and that the replies to the standard queries shall be within such time and such manner as the Registrar may require.
- (4) Where the HDB matrimonial asset is an HDB flat, the HDB standard query shall be in accordance with Form 19 of Appendix B and shall be served on the HDB at the Branch Office which is in charge of the estate in which the HDB flat is located. Where the HDB matrimonial asset is an Agreement for the Lease of an HDB flat, the HDB standard query shall be in accordance with Form 20 of Appendix B and shall be served on the HDB at the Sales Section at HDB Centre. The Housing and

Development Board shall give the written answers to the standard query within one month of the service of the query.

- (5) The CPF standard query may be made in the following manner:
- (a) *For parties below the age of 55 years:*
- (i) by using the Statement Request, an online service provided in the CPF website at <http://www.cpf.gov.sg>, (“the CPF website”) in order to obtain copies of the relevant CPF statements, i.e. statements which show:
 - (I) the amount of CPF monies and the amount of accrued interest thereon utilised by the party towards the purchase of any property (i.e. the Public Housing Scheme - Withdrawal Statement); and
 - (II) the amount of CPF monies standing in the party’s ordinary, medisave and special accounts respectively (i.e. the Statement of Account); or
 - (ii) by attending, either personally or through an authorised representative, at any of the CPF Board offices and making a personal request for the relevant CPF statements. A party or his authorised representative is to produce, for the CPF Board’s verification:
 - (I) the National Registration Identity Card or passport of the party; and
 - (II) where applicable, the original letter of authorisation signed by the party (i.e. the CPF member) and the National Registration Identity Card or passport of the authorised representative.
 - (iii) Where the party using the online service described at sub-paragraph (5)(a)(i) is unable to obtain copies of the relevant CPF statements due to technical faults or any other reason, the party is to use the standard query mode set out in sub-paragraph (5)(a)(ii).

- (b) *For parties aged 55 years and above:*
by serving the original copy of Form 21 of Appendix B on the CPF Board at the Public Housing Section, Main Office of the CPF Board. Solicitors who wish to complete Form 21 on behalf of their clients shall annex a covering letter to Form 21 stating that they are the solicitors representing the CPF member for whom the enquiries are made. The CPF Board shall give the respective parties the written answers to the standard query within one month of the service of Form 21.
- (6) The date of the relevant CPF statements obtained must be no earlier than 3 months from the date of the filing of the writ.
- (7) The instructions to a defendant on how to make the standard query to the CPF Board as required by the Writ for Divorce, Judicial Separation or Nullity of Marriage (Form 3 of the Matrimonial Proceedings Rules 2005) shall be in Appendix E of these Practice Directions.
- (8) The replies of the HDB and the CPF Board to the standard queries shall be retained by the parties and shown to the Court at the mediation or hearing of the ancillary matters, if necessary.
- (9) This Paragraph, the Forms prescribed therein, and Appendix E are applicable to divorce, judicial separation or nullity proceedings filed before 1 April 2006 as if:
- (a) any reference to the plaintiff and defendant were a reference to the petitioner and respondent respectively;
- (b) the reference in sub-paragraphs (1) and (3) to Rule 9(3)(b) of the Matrimonial Proceedings Rules 2005 were a reference to Rule 9(3)(b) of the Matrimonial Proceedings Rules 2003;
- (c) the reference in sub-paragraph (3) to Rule 18(9) of the Matrimonial Proceedings Rules 2005 were a reference to Rule 18(7) of the Matrimonial Proceedings Rules 2003;
- (d) the reference in sub-paragraph (7) to the Writ for Divorce, Judicial Separation or Nullity of Marriage (Form 3 of the Matrimonial Proceedings Rules 2005) were a reference to

Appendix C to the Notice of Proceedings (Form 12 of the Matrimonial Proceedings Rules 2003); and

- (e) any reference in the prescribed Forms or in Appendix E to the writ, plaintiff and defendant were a reference to the petitioner, petitioner and respondent respectively.

88. Status conferences for matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition)

- (1) Status conferences will be conducted (pursuant to Order 34A of the Rules of Court) for matrimonial proceedings under Part X of the Women's Charter (Cap. 353, 1997 Revised Edition) before the case is set down for hearing. A status conference will be fixed 6 weeks from the date of the filing of an originating process. Where a case is set down for hearing before a status conference, the status conference will be vacated.
- (2) Status conferences are conducted for the purpose of ensuring that cases are dealt with and disposed of without delay and to assign time frames for the disposition of cases. At a status conference, the matters to be considered include the following:
 - (a) service of the originating process and the affidavit of service;
 - (b) filing of all necessary documents;
 - (c) the likelihood of settlement;
 - (d) the date of setting down; and
 - (e) the dates of the mediation and counselling sessions.

89. Pre-trial conferences for matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition)

- (1) Pre-trial conferences will be conducted (pursuant to Order 34A of the Rules of Court) for matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) after the case is set down, where the case or any of the ancillary relief claimed is contested.
- (2) At the pre-trial conference, the matters to be considered include the following:
 - (a) the likelihood of settlement of the contested issues;
 - (b) directions on the conduct of mediation and counselling;
 - (c) the witnesses who will be called;
 - (d) the filing of affidavits, reports, summonses and any other necessary documents;
 - (e) the gross value of the matrimonial assets for division and the necessity to transfer the proceedings to the High Court for hearing and determination; and
 - (f) the number of days required for hearing and the fixing of hearing dates.
- (3) The Deputy Registrar shall, before fixing a date for the hearing of the ancillary matters, ensure that all affidavits, reports and any other necessary documents have been filed and all interlocutory applications and appeals therefrom have been dealt with. The parties or their counsel attending the pre-trial conference shall ensure that such documents have been filed and all such matters dealt with before seeking a date for the hearing of the ancillary matters.
- (4) Unless otherwise directed by the Deputy Registrar, for the purpose of expediting the hearing of contested ancillary matters, the parties or their counsel shall file and exchange an Ancillary Matters Fact and Position Sheet in Form 35A of Appendix B at least 5 working days prior to the hearing of the contested ancillary matters.

- (5) Where the contested ancillary matters include the division of matrimonial assets, the parties or their counsel shall, upon the direction of the Deputy Registrar, file the Declaration of Value of Matrimonial Assets and Status of Proceedings in Form 22 of Appendix B stating the gross value of the matrimonial assets as at the date of the Declaration, and the status of the proceedings.
- (6) At any time before the commencement of the hearing of the contested ancillary matters, where it is necessary to do so, the parties or their counsel shall, upon the direction of the Deputy Registrar, file another Declaration of Value of Matrimonial Assets and Status of Proceedings in Form 22 of Appendix B, stating the gross value of the matrimonial assets as at the date of the fresh Declaration, and the status of the proceedings.
- (7) The principal solicitors having conduct of the case are to personally attend the pre-trial conference. They are expected to be thoroughly prepared to discuss the matters listed in sub-paragraphs (2), (3), (4), (5) and (6) above.
- (8) Solicitors should ensure that their clients are fully informed of the option of using alternative dispute resolution before attending the pre-trial conference. They are expected to advise their clients and to take instructions on the desirability of referring the dispute for mediation and/or counselling.
- (9) The Forms prescribed in this Paragraph are applicable to matrimonial proceedings filed before 1 April 2006 as if any reference therein to the writ, summons, plaintiff and defendant were a reference to the petition, summons-in-chambers, petitioner and respondent respectively.

90. Mediation

- (1) Mediation is conducted (pursuant to section 50(1) of the Women's Charter (Cap. 353, 1997 Revised Edition)) to encourage and assist parties in reaching an agreement or to narrow the issues in contention.
- (2) Counsel and parties must personally attend mediation on the date appointed by the Court. Any request for a change of the mediation appointment shall be made at least 3 working days before the appointed date.
- (3) Counsel and parties are expected to be prepared to discuss their respective cases during the mediation. All relevant documents such as the private investigator's report, medical reports, statements from the Housing and Development Board and the Central Provident Fund Board, salary slips, income tax returns, bank statements and credit card statements shall be produced at the mediation, if necessary.
- (4) Mediation will be conducted on a without prejudice basis. All communications made in the course of mediation will be treated in strict confidence and will not be admissible in any court. If the dispute is not resolved at the mediation session, the District Judge or Deputy Registrar will give the necessary directions to enable the case to proceed to trial, and the case will be heard by a Judge other than the District Judge or Deputy Registrar conducting the mediation.

91. Counselling

- (1) Counselling is conducted (pursuant to section 50(2) of the Women's Charter (Cap. 353, 1997 Revised Edition)) for the purpose of exploring the possibility of reconciliation, assisting parties to deal with the emotional aspects of a divorce, facilitating an amicable settlement of the facts supporting the breakdown of a marriage, advising parties on the arrangements which can be made for the welfare of children and facilitating an amicable settlement of the arrangements to be made for the welfare of children.
- (2) Counsel need not attend a counselling session unless their clients desire their attendance.
- (3) Any request for a change of the counselling appointment shall be made at least 3 working days before the appointed date.
- (4) Counselling sessions will be conducted on a without prejudice basis. The outcome after counselling shall be recorded by the counsellor and signed by the parties. A copy of the outcome form shall be given to each party. The outcome form and all communications made in the course of counselling will be treated in strict confidence and shall not be admissible in any court.

92. Uncontested Matrimonial Proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition)

- (1) For the open court hearings of uncontested matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition), there is no need for the plaintiff to be made to confirm every paragraph of the statement of claim and statement of particulars. Counsel will only need to put to the plaintiff in the witness box the questions which will prove the following matters:
 - (a) the marriage (including the production of the marriage certificate);
 - (b) the particulars of children (if any);
 - (c) the ground on which the action is founded; and
 - (d) the relief claimed.
- (2) For this purpose and to facilitate the proceedings, counsel should supply a copy each of the statement of claim and statement of particulars to their respective plaintiffs.
- (3) If the hearing is for an uncontested matter commenced before 15 December 2003, counsel shall tender two copies of the draft decree nisi to the Court at the hearing. If an agreement has been reached between the parties on the custody of children, access to them, maintenance, division of matrimonial assets or other ancillary matters ("the ancillary matters agreement"), and the parties intend to have the ancillary matters agreement recorded at the hearing, the draft decree nisi shall incorporate the terms of the said agreement.
- (4) If the hearing is for an uncontested matter commenced on or after 15 December 2003, and if the parties have reached an ancillary matters agreement, and intend to have it recorded at the hearing, counsel shall file the draft consent order incorporating the terms of the said agreement at least 5 working days prior to the hearing. The document name selected for the draft consent order in the Electronic Filing Service shall be "Draft Consent Order for Hearing".

- (5) Notwithstanding the adoption of this simplified procedure, counsel will still be expected to bring to the attention of the Court any specific matters in connection with or arising from the proceedings of which the Court should be aware. In particular, if section 123 of the Women's Charter (Cap. 353, 1997 Revised Edition) is applicable, the Directions set out in Paragraph 93 below shall be complied with.
- (6) Subject to the extent specified in sub-paragraphs (3) and (4), this Paragraph is applicable to matrimonial proceedings filed before 1 April 2006 as if any reference to the plaintiff, statement of claim and statement of particulars were a reference to the petitioner, petition and affidavit in support of petition respectively.

92A. Affidavit of Evidence in Chief for Uncontested Matrimonial Proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition)

- (1) To facilitate the open court hearings of uncontested matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) commenced on or after 1 April 2006:
 - (a) where the plaintiff is proceeding on the statement of claim, the plaintiff is required to file an Affidavit of Evidence in Chief in the prescribed format in Form 21A of Appendix B to attest to the veracity of the contents found in the statement of claim and statement of particulars; and
 - (b) where the defendant is proceeding on the counterclaim, the defendant is required to file an Affidavit of Evidence in Chief in the prescribed format in Form 21B of Appendix B to attest to the veracity of the contents found in the counterclaim.
- (2) The Affidavit of Evidence in Chief may be filed together with or after the filing of the Request for Setting Down Action for Trial (Form 22 of the Matrimonial Proceedings Rules 2005), but in any event, no later than 10 working days before the open court hearing.

93. Arrangements for the welfare of children

- (1) Section 123 of the Women's Charter (Cap. 353, 1997 Revised Edition) sets out the restrictions on the making of the interim judgment final for divorce or nullity of marriage before proper arrangements for the welfare of the children have been made.
- (2) To enable the Court to discharge its duty under section 123, counsel should, *at the hearing of the proceedings*, inform the Court:
 - (a) that there are no relevant children to whom the section applies;
 - (b) that arrangements have or have not been made for the welfare of the children and that if arrangements have been made, they are satisfactory or are the best that can be devised in the circumstances;
 - (c) whether or not it is impracticable for the party or parties appearing before the Court to make such agreements; or
 - (d) whether or not the circumstances make it desirable that the interim judgment should be made final without delay.
- (3) This Paragraph is applicable to divorce or nullity proceedings filed before 1 April 2006 as if the references in sub-paragraphs (1) and (2)(d) to the interim judgment being made final were references to the decree nisi being made absolute.

94. Examination of children

- (1) Applicants for the leave of the Court for a child to be examined or assessed under Rule 41 of the Matrimonial Proceedings Rules 2005 are required to draft their applications in the prescribed format in Form 23 of Appendix B, with the appropriate modifications to suit the individual case.
- (2) A draft Letter of Instruction to Expert Witness in the prescribed format in Form 24 of Appendix B, together with the relevant Schedules, must be annexed to the application.
- (3) This Paragraph and the Forms prescribed therein are applicable to matrimonial proceedings filed before 1 April 2006 as if:
 - (a) the reference in sub-paragraph (1) to Rule 41 of the Matrimonial Proceedings Rules 2005 were a reference to Rule 26A of the Matrimonial Proceedings Rules 2003; and
 - (b) any reference in the Forms to the Divorce Suit, plaintiff and defendant were a reference to the Divorce Petition, petitioner and respondent respectively.

95. Draft Consent Orders

- (1) If an agreement has been reached between the parties on the custody of children, access to them, maintenance, division of matrimonial assets or other ancillary matters subsequent to the granting of a decree nisi (for proceedings commenced before 1 April 2006) or an interim judgment (for proceedings commenced on or after 1 April 2006) (“the agreement”), counsel shall file a copy of the draft consent order incorporating the agreement at least 5 working days prior to the hearing of the ancillary matters (“the hearing”). The draft consent order shall be accompanied by a cover letter in the prescribed format in Form 25 of Appendix B. For proceedings commenced before 1 April 2006, Form 25 shall be modified so that any references therein to the Divorce Suit, plaintiff and defendant are substituted with references to the Divorce Petition, petitioner and respondent respectively.
- (2) A hard copy of the draft consent order bearing the signature of both parties or their counsel, shall be submitted in court for the approval of the Court during the hearing, if parties are required to attend the hearing.
- (3) The draft consent orders shall be signed:
 - (a) in cases where both parties are represented, by both parties’ counsel; or
 - (b) in cases where any party is unrepresented, by that party personally, and the signature of that party in person must be witnessed by an advocate and solicitor or a commissioner for oaths.
- (4) The Court hearing the ancillary matters may consider and approve the draft consent order submitted by the parties pursuant to sub-paragraph (1) above, and grant an order in terms of the same before the hearing date thus obviating the need for the parties to attend the hearing for the sole purpose of recording the consent order.
- (5) The list of consent orders approved by the Court in the absence of parties will be published on the Family and Juvenile Court website (<http://www.familycourtofsg.gov.sg>) and the Family and

Juvenile Court notice board before the day fixed for hearing, to inform the relevant parties that they need not attend Court.

- (6) For proceedings filed before 15 December 2003, an additional copy of the draft consent order bearing the signature of both parties or their counsel, shall be submitted in court for the approval of the Court pursuant to sub-paragraph (1) above.
- (7) For proceedings commenced on or after 15 December 2003, the document name selected for the filing of the draft consent order in the Electronic Filing Service shall be “Draft Consent Order for Hearing”.
- (8) Parties need not submit a further draft consent order for approval after the hearing. Counsel need only file the engrossed copy of the consent order after the draft consent order is approved and returned by the Registry.

96. Documents required for the extraction of Certificate of Making Decree Nisi Absolute and Decree Nisi for matrimonial proceedings filed before 15 December 2003

- (1) For matrimonial proceedings filed before 14 April 2003, solicitors are required to submit the following documents when making an application for the Decree Nisi to be made Absolute:
 - (a) Certificate of Making Decree Nisi Absolute (three copies, one of which is to be stamped)
 - (b) Affidavit on application to search the court records (applicable only if the decree nisi was granted before 15 February 2003) (one stamped copy)
 - (c) Notice of Application to Make Decree Nisi Absolute (one stamped copy)
 - (d) Parenting Plan (where applicable) (one copy)
 - (e) Order of court granting leave to make Decree Nisi Absolute out of time (where applicable) (one copy)
 - (f) Decree Nisi (one copy)
 - (g) Order(s) of Court on all ancillary matters (where applicable)(one copy).

The documents listed in sub-paragraphs (1)(a) to (e) above must be original documents, and not photocopies. The documents listed in sub-paragraphs (1)(f) and (g) above may be photocopies.

- (2) For matrimonial proceedings filed on or after 14 April 2003 but before 15 December 2003, solicitors are required to submit the following documents when making an application for the Decree Nisi to be made Absolute:
 - (a) Certificate of Making Decree Nisi Absolute (three copies, one of which is to be stamped)
 - (b) Order of court granting leave to make Decree Nisi Absolute out of time (where applicable) (one copy)
 - (c) Decree Nisi (one copy)

- (d) Order(s) of Court on all ancillary matters (where applicable)(one copy).

The documents listed in sub-paragraphs (2)(a) and (b) above must be original documents, and not photocopies. The documents listed in sub-paragraphs (2)(c) and (d) above may be photocopies.

- (3) As parties seeking to extract a Certificate of Making Decree Nisi Absolute in respect of a Decree Nisi granted on or after 15 February 2003 no longer have to search the court records, nor file the affidavit on application to search the court records, to facilitate the search of the court records by the Family Registry, whenever any:

- (a) application to extend the time for the appealing against the decree nisi whether made in the Family Court, High Court or Court of Appeal; and/or
- (b) memorandum of appearance stating that a party wishes to show cause against the decree being made absolute

is filed, the party filing it shall send a notification to the Family Court Registry in the prescribed form in Form 26 of Appendix B.

- (4) When seeking for approval of a draft Decree Nisi signed by only one party, solicitors are required to submit the following documents:

- (a) draft Decree Nisi signed by the relevant party/relevant party's solicitor (one copy); and
- (b) draft consent order recorded by the Court at the Decree Nisi hearing (where applicable) (one copy).

The documents listed in sub-paragraph 4(a) and (b) may be photocopies. Upon approval and return of the draft Decree Nisi, two copies of the Decree Nisi in terms of the approved draft (one of which is to be stamped) are to be submitted to the Family Registry for processing.

- (5) When seeking the extraction of Decrees Nisi and Orders of Court endorsed with the signatures of all the relevant parties/relevant parties' solicitors, solicitors are required to submit the following documents:

- (a) draft Decree Nisi/Order of Court signed by all relevant parties/relevant parties' solicitors (one copy); and

- (b) Decree Nisi/Order of Court (two copies, one of which is to be stamped) in terms of the draft Decree Nisi/Order of Court signed by all relevant parties/relevant parties' solicitors.

The document listed in sub-paragraph 5(a) above may be a photocopy.

- (6) This Paragraph is only applicable to matrimonial proceedings filed before 15 December 2003.

97. Order of Court for Substituted Service or Dispensation of Service for Originating Processes under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) filed before 15 December 2003

- (1) When filing the draft order of court for Substituted Service or Dispensation of Service, solicitors are required to submit a copy of the summons-in-chambers on which the order in terms was granted by the Court. The above documents may be photocopies.
- (2) Upon approval of the draft order of court, two copies of the order of court in terms of the approved draft (one of which is to be stamped) are to be submitted to the Family Registry for processing.
- (3) This Paragraph is only applicable to originating processes filed before 15 December 2003.

98. Applications made at the Family Court pursuant to an order of court empowering the Registrar or Deputy Registrar of the Subordinate Courts to sign documents on behalf of a party to matrimonial proceedings

- (1) When dealing with the ancillary matters the Court may grant orders under section 45 of the Subordinate Courts Act (Cap. 321, 1999 Revised Edition) empowering the Registrar to sign the documents to effect the sale and transfer of matrimonial assets. These orders fall into two categories:
 - (a) an order empowering the Registrar to sign the relevant documents without any pre-conditions (“Category A orders”); and
 - (b) an order empowering the Registrar to sign the relevant documents only in the event of a default by a party in signing the relevant documents (“the other party”) (“Category B orders”).
- (2) Applications to obtain the signature of the Registrar pursuant to Category A orders and Category B orders shall be made before the Duty Registrar in the Family Court. The documents to be signed by the Duty Registrar shall contain the following endorsements:

“Signed on behalf of {insert name of party in default} by Registrar, Subordinate Courts, pursuant to order of court dated {insert date}”

Counsel shall furnish the following documents to the Duty Registrar when making such applications:

- (a) For Category A orders
 - (i) The sealed copy of the order of court empowering the Registrar to sign the relevant documents; and
 - (ii) A duplicate copy of each of the documents to be signed by the Registrar, which will be retained by the Court.
- (b) For Category B orders
 - (i) The documents set out in sub-paragraph (2)(a)(i) and (ii) above.

- (ii) An affidavit showing the other party's default in signing the relevant documents.

The sealed copy of the order of court empowering the Registrar to sign will be returned after the signing of the documents.

99. Mareva injunctions and search orders

Paragraphs 21 and 22 of these Practice Directions shall be applicable to an application for a *Mareva* injunction and a search order. The order of court for such an application shall contain the text set out in Forms 4 to 6 of Appendix B. However, for those orders made in applications taken out in proceedings by way of a petition under Part X of the Women's Charter (Cap. 353, 1997 Revised Edition), the format of the order shall comply with Form 24 of the Matrimonial Proceedings Rules 2003, and for those orders made in applications taken out in proceedings by way of a writ under Part X of the Women's Charter, the format of the order shall comply with Form 25 of the Matrimonial Proceedings Rules 2005.

100. Discovery, inspection and interrogatories in respect of ancillary relief

(1) Inspection of documents

- (a) The notice to be served on a party requiring him to produce a document or documents for inspection under Rule 27(1) of the Matrimonial Proceedings Rules 2005 shall be in Form 27 of Appendix B.
- (b) The notice to be served by a party (on whom a notice under Rule 27(1) of the Matrimonial Proceedings Rules 2005 has been served) under Rule 27(2) of the Matrimonial Proceedings Rules 2005 shall be in Form 28 of Appendix B.

(2) Request or application for discovery and interrogatories

- (a) In any application for discovery, inspection and interrogatories in respect of ancillary relief, the particular rule, paragraph and sub-paragraph (where applicable) of the Matrimonial Proceedings Rules 2005 under which the application is being taken out shall be stated in the application.
- (b) A request for discovery under Rule 25(4) of the Matrimonial Proceedings Rules 2005 shall be in Form 29 of Appendix B, and a notice under Rule 25(6) of the Matrimonial Proceedings Rules 2005 in response to the request for discovery shall be in Form 30 of Appendix B.
- (c) An application for discovery under Rule 25(1) to (3) of the Matrimonial Proceedings Rules 2005 shall be in Form 31 of Appendix B.
- (d) A request for interrogatories under Rule 31(1) of the Matrimonial Proceedings Rules 2005 shall be in Form 32 of Appendix B, and a notice under Rule 31(3) of the Matrimonial Proceedings Rules 2005 in response to the request for interrogatories shall be in Form 33 of Appendix B.
- (e) An application for interrogatories under Rule 31(5) to (6) of the Matrimonial Proceedings Rules 2005 shall be in Form 34 of Appendix B.

- (f) If more than 5 items are listed in the request (under Rule 25(4) or 31(1) of the Matrimonial Proceedings Rules 2005) or application (under Rule 25(1) to (3) or Rule 31(5) to (6) of the Matrimonial Proceedings Rules 2005) for discovery or interrogatories, the request or application, as the case may be, shall comply with the following requirements:
- (i) The various items under the request or application shall be organised by theme or type (for example, all items relating to bank accounts to be grouped together, all requests relating to companies to be grouped together, all items relating to a particular property to be grouped together). Each group of items under a particular theme or type shall be preceded by a heading.
 - (ii) If there are more than 5 sub-items within each item (for example, if bank statements in relation to more than 5 accounts with the same bank are requested), the sub-items shall be organised in either chronological, numerical, or alphabetical order, or alternatively, by themes (for example, all the sub-items relating to housing loan accounts to be listed together, all the sub-items relating to fixed deposits to be listed together).
 - (iii) The time-frame requested for each discovery item shall be stated (where relevant) (for example, if bank statements for a certain bank account are requested, to state which year(s) and/or month(s) the statements are requested for).
 - (iv) The relevant paragraphs and pages in the affidavit(s) relating to the item shall be stated for each item and sub-item, where applicable.
 - (v) If discovery of bank, trading or investment account statements are being requested, then the relevant account numbers (if known) shall be set out.

- (g) A request (under Rule 25(4) or 31(1) of the Matrimonial Proceedings Rules 2005) or application (under Rule 25(1) to (3) or Rule 31(5) to (6) of the Matrimonial Proceedings Rules 2005) for discovery and interrogatories may be combined into one written request or one application. However, such a combined request or application for discovery and interrogatories shall comply with the requirements set out in sub-paragraph (2)(f) above, as well as with the following requirements:
 - (i) The section containing items relating to discovery shall be separate from the section containing items relating to interrogatories. Each section shall be preceded by a heading stating “Discovery” or “Interrogatories”, as the case may be.
 - (ii) Notwithstanding sub-paragraph (2)(g)(i) above, an item relating to discovery may be listed in the same section as an item relating to interrogatories, provided that the items deal with the same subject matter.
- (3) This Paragraph and the Forms prescribed therein are applicable to matrimonial proceedings filed before 1 April 2006 as if:
 - (a) any reference to Rule 25 of the Matrimonial Proceedings Rules 2005, and sub-paragraphs thereof, were a reference to Rule 24A of the Matrimonial Proceedings Rules 2003, and the corresponding sub-paragraphs thereof;
 - (b) any reference to Rule 27 of the Matrimonial Proceedings Rules 2005, and sub-paragraphs thereof, were a reference to Rule 24C of the Matrimonial Proceedings Rules 2003, and the corresponding sub-paragraphs thereof;
 - (c) any reference to Rule 31 of the Matrimonial Proceedings Rules 2005, and sub-paragraphs thereof, were a reference to Rule 24G of the Matrimonial Proceedings Rules 2003, and the corresponding sub-paragraphs thereof; and

- (d) any reference in the prescribed Forms to the plaintiff, defendant, summons and Form 4 of the Matrimonial Proceedings Rules 2005 were a reference to the petitioner, respondent, summons-in-chambers and Form 25 of the Matrimonial Proceedings Rules 2003 respectively.

101. Affidavit of Assets and Means

- (1) The Affidavit of Assets and Means to be filed pursuant to Rule 51 of the Matrimonial Proceedings Rules 2005 shall be in Form 35 of Appendix B.
- (2) This Paragraph and Form 35 of Appendix B are applicable to matrimonial proceedings filed before 1 April 2006 as if:
 - (a) the reference in sub-paragraph (1) to Rule 51 of the Matrimonial Proceedings Rules 2005 were a reference to Rule 37 of the Matrimonial Proceedings Rules 2003; and
 - (b) any reference in Form 35 of Appendix B to the plaintiff and defendant were a reference to the petitioner and respondent respectively.

102. Applications under the Guardianship of Infants' Act (Cap. 122, 1985 Revised Edition)

- (1) Where the parties to an application under the Guardianship of Infants Act (Cap. 122, 1985 Revised Edition) are or were married to each other (whether or not the marriage has subsequently been dissolved), the marriage certificate shall be exhibited in the affidavit filed by the plaintiff in support of the application.
- (2) Pre-trial conferences will be conducted (pursuant to Order 34A of the Rules of Court) for applications under the Guardianship of Infants Act (Cap. 122, 1985 Revised Edition) before a hearing date is given. Pre-trial conferences will be conducted within 4 weeks of the filing of the originating summons.
- (3) At the pre-trial conference, the matters to be considered include the following:
 - (a) service of the originating summons;
 - (b) the likelihood of settlement of the contested issues;
 - (c) directions on the conduct of mediation and counselling;
 - (d) the filing of affidavits, reports and any other necessary documents; and
 - (e) the number of days required for hearing and the hearing dates.
- (4) The principal solicitors having conduct of the case are to personally attend the pre-trial conference. They are expected to be thoroughly prepared to discuss the matters listed in sub-paragraph (3) above.
- (5) Solicitors should ensure that their clients are fully informed of the option of using alternative dispute resolution before attending the pre-trial conference. They are expected to advise their clients and to take instructions on the desirability of referring the dispute for mediation and/or counselling.
- (6) Where the parties to an application under the Guardianship of Infants Act (Cap. 122, 1985 Revised Edition) are or were married under the provisions of the Muslim law or are Muslims, both parties shall notify

the sub-registry of the Subordinate Courts at the Family and Juvenile Court, by way of a letter in the prescribed format in Form 36 of Appendix B, a day before each hearing as to whether proceedings involving the same parties have been commenced in the Syariah Court.

103. Adoption

- (1) Despite the fact that the High Court has concurrent jurisdiction to receive such processes, solicitors are requested to file all applications for adoption orders in the Subordinate Courts.
- (2) All applications for adoption orders filed on or after 1 January 2006 shall be made by originating summons in the prescribed format in Form 5 of the Appendix of the Rules of Court.
- (3) There shall be filed together with an application for an adoption order, the Statement in the prescribed format in Form 151 of the Appendix of the Rules of Court, through the Electronic Filing Service (EFS) by entering the relevant information in the appropriate electronic template.
- (4) Within 7 days of the filing of the application for an adoption order, there shall be filed an affidavit which shall:
 - (a) state that the statement exhibited therein is the same statement generated by the EFS, and the contents entered into the EFS, and which now appear in the statement are true and accurate;
 - (b) exhibit the auto-generated Statement in Form 151, which shall be labeled as the first exhibit;
 - (c) exhibit a copy of the birth certificate or other means of identification of the infant, the dependant's pass of the infant, the identity card or other means of identification of the applicant(s), the marriage certificate of the applicants, and the consents, where applicable, and all other documents for proving the averments in the application for an adoption order; and
 - (d) state the grounds in support of the prayer to dispense with the consent of and/or service of documents on the natural parent(s) and/or grandparent(s).
- (5) Where the court makes an order granting the applicant(s) leave to amend the application for an adoption order, and where the amendments relate to the particulars of the applicant(s) and/or infant or any information which also appear in the Statement, the applicant(s) shall within 7 days

amend the Statement by amending the information in the appropriate electronic template. The applicant(s) shall within 14 days file an affidavit stating that the amended statement exhibited therein is the same statement generated by the EFS, and the contents entered into the EFS, and which now appear in the statement are true and accurate. The affidavit shall also exhibit the auto-generated amended Statement in Form 151. The amended application for an adoption order and the affidavit (if any) shall be served on the guardian in adoption.

- (6) The applicant(s) may amend the Statement by amending the information in the appropriate electronic template. The following sub-paragraphs shall apply to such amendments of the Statement:
 - (a) Within 7 days of amending the Statement, the applicant(s) shall file an affidavit stating that the amended statement exhibited therein is the same statement generated by the EFS, and the contents entered into the EFS, and which now appear in the amended statement are true and accurate. The affidavit shall also state the grounds for amendments and exhibit the auto-generated amended Statement in Form 151 and all documents proper for proving the averments in the affidavit;
 - (b) Within 3 days of amending the Statement, the applicant(s) shall give written notice to the Family Court in the prescribed format in Form 37 of Appendix B of these Directions unless the Statement was amended pursuant to the directions of the Court; and
 - (c) The affidavit exhibiting the amended Statement shall be served on the guardian in adoption within 7 days of filing of the same.
- (7) To ensure that hearings of application for adoption orders are conducted more expeditiously, the applicant(s) shall generally not be required to file separate summonses for orders such as dispensation of service of documents, dispensation of consent of the natural parents or guardian etc, Such prayers are to be set out in the application for an adoption

order and shall be listed for hearing together with Prayer 1 of the said application.

- (8) The application for an adoption order and the supporting affidavit shall be served on the guardian in adoption.
- (9) Paragraph 12 of these Directions shall be applicable to prayers for substituted service or dispensation of service of documents on a person whose consent is required, save for the case where the person whose consent is required consents to the summons for substituted service or dispensation of service.
- (10) Before dispensation of consent of a person whose consent is required under Section 4 of the Adoption of Children Act (Cap. 4, 1985 Revised Edition) (“the person whose consent is required”), on the basis that the person cannot be found, can be granted, the applicant(s) shall make attempts to locate the person whose consent is required by contacting the person’s relatives, friends and employer(s) (if any), in order to discover the person’s whereabouts. The affidavit in support of the application for an adoption order must include the matters set out in Paragraph 12(1)(c)(i)-(v) of these Directions.
- (11) Where the natural parent(s) is/are below 21 years of age, the written consent of his/her parents or guardians as adapted from the prescribed format in Form 152 of the Appendix of the Rules of Court is required. Where the applicant(s) is unable to obtain the said consent(s), there shall be filed a summons to dispense with the consent of the natural grandparent(s) of the infant, supported by an affidavit explaining why and the efforts made to obtain the said consent(s).
- (12) The original birth certificate and the original translation of the birth certificate (if any) of the infant shall be submitted to the Adoption Counter of the Family Registry at least 7 working days prior to the hearing of the prayer for the appointment of the guardian in adoption accompanied with a cover letter in the prescribed format in Form 38 of Appendix B of these Directions.

- (13) The written consent of the guardian in adoption to be appointed as the guardian in adoption shall be filed at least 7 working days prior to the hearing of the prayer for the appointment of the guardian in adoption.
- (14) The applicant(s) shall ensure that the particulars contained in the infant's birth certificate correspond with those in the Statement, in particular, paragraph 8(c) of the Statement.
- (15) Where the identity of the natural father is unknown, the natural mother of the child shall file an affidavit stating that she is not aware of the identity of the natural father and to give brief reasons as to why that is so.
- (16) It shall not be necessary to apply for the dispensation of consent of the natural parent(s) and for the dispensation of service of documents on the natural parent(s) if the identity of the natural parent(s) is unknown.

104. Request for urgent hearing dates or urgent hearings prior to the filing of the application through the Electronic Filing Service

Counsel requesting an urgent hearing before the Duty Registrar or Duty District Judge, or an urgent hearing date, in respect of an application that has not yet been filed through the Electronic Filing Service (EFS), shall submit a hard copy of the proposed application and any supporting affidavit to the Duty Registrar or Duty District Judge for the Court's retention and shall give an undertaking to file the application and supporting affidavit using the EFS by the next working day.

105. Correspondence and request for re-fixing of hearing dates

(1) All correspondence relating to or in connection with any family proceedings shall be addressed to the Registrar and sent to the sub-registry of the Subordinate Courts at the Family and Juvenile Court. For family proceedings commenced on or after 15 December 2003, solicitors are to comply with Paragraph 139 of these Directions.

(2) In addition, all letters shall be captioned with the number of the cause to which they relate and the names of the parties. For example:

“DIVORCE SUIT 1234 of 2004
Between ABC and DEF”

If the correspondence relates to an interlocutory application(s), the reference number of the application(s) should be stated in the caption below the parties’ names. For example:

“SUMMONS NO. 98765 of 2006”

If the correspondence relates to a particular hearing, the hearing date, time and nature of the hearing should be stated below the parties’ names. For example:

“PRE-TRIAL CONFERENCE ON 1 JANUARY 2004 AT
2.30PM.”

(3) A request for a hearing date to be re-fixed shall be in Form 39 of Appendix B and sent to the sub-registry of the Subordinate Courts at the Family and Juvenile Court.

106. Transfer of proceedings pursuant to section 17A(2) of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) to the Family Court

- (1) The Honourable the Chief Justice had on 26 July 1999 made an order under section 28A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) that all proceedings which may be heard and determined by the High Court pursuant to section 17A(2) of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) (referred to in this Direction as “section 17A proceedings”) be transferred to and be heard by a District Court.
- (2) The Honourable the Chief Justice had on 8 October 2004 made an order under section 28A of the Supreme Court of Judicature Act (Cap. 322, 1999 Revised Edition) for all section 17A proceedings commenced in the High Court on or after 1 November 2004 to be transferred to and be heard and determined by a District Court. The order was gazetted on 12 October 2004 (“the 2004 Transfer Order”) and came into operation on 1 November 2004.
- (3) Pursuant to the 2004 Transfer Order -
 - (a) all section 17A proceedings commenced in the High Court on or after 1 November 2004 shall be transferred to and be heard and determined by a District Court; and
 - (b) section 17A proceedings transferred to a District Court as stated in sub-paragraph 3(a) above, in which there is a contested application for the division of matrimonial assets asserted by any party to the proceedings to be worth a gross value of \$1.5 million or more shall, upon the direction of the Registrar of the Subordinate Courts that the proceedings are ready for hearing, be transferred to and be heard by the High Court.

107. Documents to be filed at the sub-registry at the Family and Juvenile Court for section 17A proceedings

- (1) All documents relating to section 17A proceedings which are to be heard and determined by the District Court shall be filed at the sub-registries at the Family and Juvenile Court.
- (2) All processes to commence section 17A proceedings (including the Agreed Matrimonial Property Plan or Proposed Matrimonial Property Plan) shall be filed at the sub-registry of the Supreme Court at the Family and Juvenile Court and shall bear the title “In the High Court of the Republic of Singapore”.
- (3) All subsequent applications and documents in or ancillary to these proceedings shall be filed at the sub-registry of the Subordinate Courts and shall bear the title “In the Subordinate Courts of the Republic of Singapore”.

108. Documents to be filed at the Legal Registry of the Supreme Court at the Supreme Court Building for section 17A proceedings

All documents relating to section 17A proceedings which are to be heard and determined by the High Court shall be filed at the Legal Registry of the Supreme Court at the Supreme Court Building. These include:

- (1) all applications and documents in or ancillary to proceedings commenced on or after 1 November 2004 involving the division of matrimonial assets asserted by any party to the proceedings to be worth a gross value of \$1.5 million or more, which have been transferred to the High Court upon the direction of the Registrar of the Subordinate Courts;
- (2) all applications and documents to vary any Order of the High Court in the proceedings referred to in sub-paragraph (1).

109. Appeals for section 17A proceedings

- (1) Any appeal against the decision or order of a District Judge made in the transferred section 17A proceedings shall be made to the High Court; and any appeal against the decision or order of the Registrar or a Deputy Registrar of the Subordinate Courts made in these proceedings shall be made to a District Judge in chambers.
- (2) Any document in relation to an appeal against the decision of a District Judge made in the transferred section 17A proceedings shall be filed at the Registry of the Subordinate Courts at No. 1 Havelock Square.
- (3) Any document in relation to an appeal against the decision of the Registrar or a Deputy Registrar of the Subordinate Courts made in the transferred section 17A proceedings shall be filed at the sub-registry of the Subordinate Courts at the Family and Juvenile Court.

110. Agreed Matrimonial Property Plan and Proposed Matrimonial Property Plan for section 17A proceedings

- (1) Pursuant to Order 84A Rule 3 of the Rules of Court, Rules 9, 18(9) and 18(10) of the Matrimonial Proceedings Rules 2005 shall apply to section 17A proceedings.
- (2) The Directions set out in Paragraph 87 above (Agreed Matrimonial Property Plan and Proposed Matrimonial Property Plan) shall be applicable, with the appropriate modifications, to section 17A proceedings.

111. Pre-trial conferences for section 17A proceedings

- (1) Pre-trial conferences will be conducted (pursuant to Order 34A of the Rules of Court) for section 17A proceedings before a hearing date is given. Pre-trial conferences will be conducted within 4 weeks of the filing of the originating summons.
- (2) At the pre-trial conference, the matters to be considered include the following:
 - (a) service of the originating summons;
 - (b) the likelihood of settlement of the contested issues;
 - (c) directions on the conduct of mediation and counselling;
 - (d) the filing of affidavits, reports and any other necessary documents;
 - (e) the gross value of the matrimonial assets for division and the necessity to transfer the proceedings to the High Court for hearing and determination; and
 - (f) the number of days required for hearing and the hearing dates.
- (3) The parties or their counsel attending the pre-trial conference shall ensure that all affidavits, reports and any other necessary documents have been filed and all interlocutory applications and appeals therefrom have been dealt with before seeking a date for the hearing of the proceedings.
- (4) Where the contested application includes the division of matrimonial assets on divorce, the parties or their counsel shall, upon the direction of the Deputy Registrar, file the Declaration of Value of Matrimonial Assets and Status of Proceedings in Form 22 of Appendix B stating the gross value of the property as at the date of the Declaration, and the status of the proceedings.
- (5) At any time before the commencement of the hearing of the contested application, where it is necessary to do so, the parties or their counsel shall, upon the direction of the Deputy Registrar, file another Declaration of Value of Matrimonial Assets and Status of Proceedings

in Form 22 of Appendix B, stating the gross value of the property as at the date of the fresh Declaration, and the status of the proceedings.

- (6) The principal solicitors having conduct of the case are to personally attend the pre-trial conference. They are expected to be thoroughly prepared to discuss the matters listed in sub-paragraphs (2), (3), (4) and (5) above.
- (7) Solicitors should ensure that their clients are fully informed of the option of using alternative dispute resolution before attending the pre-trial conference. They are expected to advise their clients and to take instructions on the desirability of referring the dispute for mediation and/or counselling.

112. Mediation for section 17A proceedings

- (1) Mediation is a voluntary process, conducted to encourage and assist parties in reaching an agreement or to narrow the issues in contention. Where a mediation session has been fixed, counsel and parties must personally attend mediation on the date appointed by the Court. Any request for a change or vacation of the mediation appointment shall be made at least 3 working days before the appointed date.
- (2) Counsel and parties are expected to be prepared to discuss their respective cases during the mediation. All relevant documents such as the private investigator's report, medical reports, statements from the Housing and Development Board and the Central Provident Fund Board, salary slips, income tax returns, bank statements and credit card statements shall be produced at the mediation, if necessary.
- (3) Mediation will be conducted on a without prejudice basis. All communications made in the course of mediation will be treated in strict confidence and will not be admissible in any court. If the dispute is not resolved at the mediation session, the District Judge or Deputy Registrar will give the necessary directions to enable the action to proceed to trial and the petition will be heard by a Judge other than the District Judge or Deputy Registrar conducting the mediation.

113. Counselling for section 17A proceedings

- (1) Counselling is a voluntary process conducted for the purpose of advising parties on the arrangements which can be made for the welfare of their children and facilitating an amicable settlement of the arrangements to be made for the welfare of the children.
- (2) Counsel need not attend a counselling session unless their clients desire their attendance.
- (3) Any request for a change or vacation of the counselling appointment shall be made at least 3 working days before the appointed date.
- (4) Counselling sessions will be conducted on a without prejudice basis. The outcome after counselling shall be recorded by the counsellor and signed by the parties. A copy of the outcome form shall be given to each party. The outcome form and all communications made in the course of counselling will be treated in strict confidence and shall not be admissible in any court.

114. Draft Consent Orders for section 17A proceedings

- (1) If an agreement has been reached between the parties in section 17A proceedings (“the agreement”), Counsel shall file a copy of the draft consent order incorporating the agreement at least 5 working days prior to the hearing of the originating summons (“the hearing”). The draft consent order shall be accompanied by a cover letter in the prescribed format in Form 25 of Appendix B.
- (2) A hard copy of the draft consent order bearing the signature of both parties or their counsel, shall be submitted in court for the approval of the Court during the hearing, if parties are required to attend the hearing.
- (3) The draft consent orders shall be signed:
 - (a) in cases where both parties are represented, by both parties’ counsel; or
 - (b) in cases where any party is unrepresented, by that party personally, and the signature of that party in person must be witnessed by an advocate and solicitor or a commissioner for oaths.
- (4) The Court hearing the originating summons may consider and approve the draft consent order submitted by the parties pursuant to sub-paragraph (1) above, and grant an order in terms of the same before the hearing date thus obviating the need for the parties to attend the hearing for the sole purpose of recording the consent order.
- (5) The list of consent orders approved by the Court in the absence of parties will be published on the Family and Juvenile Court website (<http://www.familycourtofsg.gov.sg>) and the Family and Juvenile Court notice board before the day fixed for hearing, to inform the relevant parties that they need not attend Court.
- (6) For originating summonses filed before 15 December 2003, an additional copy of the draft consent order bearing the signature of both parties or their counsel, shall be submitted in court for the approval of the Court pursuant to sub-paragraph (1) above.

- (7) For originating summonses filed on or after 15 December 2003, the document name selected for the filing of the draft consent order in the Electronic Filing Service shall be “Draft Consent Order for Hearing”.
- (8) Parties need not submit a further draft consent order for approval after the hearing. Counsel need only file the engrossed copy of the consent order after the draft consent order is approved and returned by the Registry.

115. Correspondence and request for re-fixing of hearing dates for section 17A proceedings

- (1) All correspondence relating to or in connection with any section 17A proceedings shall be addressed to the Registrar and sent to the sub-registry of the Subordinate Courts at the Family and Juvenile Court.
- (2) In addition, all letters should be captioned with the number of the cause to which they relate and the names of the parties. For example:

“ORIGINATING SUMMONS NO. 1234 OF 2003

Between ABC and DEF”

If the correspondence relates to a particular hearing, the hearing date, time and nature of the hearing should be stated below the parties’ names.

For example:

“PRE-TRIAL CONFERENCE ON 1 SEPTEMBER 2003 AT
2:30 PM.”

- (3) A request for a hearing date to be re-fixed shall be in Form 39 of Appendix B and sent to the sub-registry of the Subordinate Courts at the Family and Juvenile Court.

116. Interim Pre-trial conferences

- (1) Interim pre-trial conferences will be conducted (pursuant to Order 34A of the Rules of Court) for all summonses for interim custody, maintenance and all such matters as may be determined by the Registrar.
- (2) Interim pre-trial conferences will be conducted within 4 weeks of the filing of the summons.
- (3) At the pre-trial conference, the matters to be considered include the following:
 - (a) the likelihood of settlement of the contested issues;
 - (b) directions on the conduct of mediation and counselling;
 - (c) the filing of affidavits, reports and any other necessary documents; and
 - (d) the number of days required for hearing and the hearing dates.
- (4) The parties or their counsel attending the pre-trial conference shall ensure that all affidavits, reports and any other necessary documents have been filed before seeking a date for the hearing of the summons.

118. Originating Summons for grant of probate or letters of administration

- (1) An originating summons for the grant of probate or letters of administration under Order 71 rule 5 of the Rules of Court filed on or after 1 January 2006 shall be submitted together with the statement, through the Electronic Filing Service (EFS) by entering the relevant information in the appropriate electronic template without attaching the document in the *Portable Document Format (PDF)*. Any originating summons filed on or after 1 January 2006 must also be accompanied by a checklist as prescribed in Form 12 of Appendix B to these Directions (“Checklist for OS (Probate)”), which shall also be duly completed and submitted by the filing party by entering the relevant information in the appropriate electronic template.
- (2) The following supporting documents (whichever may be relevant) must be electronically filed in the same submission as related documents, but separately from the originating summons and checklist:
 - (a) in all cases, a certified true copy of the death certificate of the deceased or a certified true copy of the Order of Court for presumption of death of the deceased;
 - (b) where there is a will, a certified true copy of the will;
 - (c) in the case of Muslim estates, a certified true copy of the inheritance certificate; and
 - (d) any other documents in support of the originating summons required under the Probate and Administration Act (Cap. 251, 2000 Revised Edition) or the Rules of Court.
- (3) Prior to filing the originating summons, the applicant or his solicitor must conduct a search on the caveat book for both Courts to ascertain if there are any caveats in force against the estate of the deceased. The Certificate of Result of Caveat Search (Form 173 of Appendix A to the Rules of Court) together with the search reports for both Courts must be submitted when filing the originating summons.

- (4) If the originating summons and the statement are in order, they will be accepted and a Probate Number will be assigned to the originating summons.
- (5) The original death certificate, original will (if any) and original inheritance certificate (if any) must then be submitted to the Probate Counter for verification by 4.30 p.m. of the next working day after the electronic filing of the originating summons. Where the original will has been retained in the custody of a foreign court, a certified true copy of the will by that foreign court must be submitted in place of the original. After verification, the original will shall be retained by the Probate Counter in compliance with Order 71 rule 47A of the Rules of Court. The originals of the other documents may be returned to the filing party 3 days after the acceptance by the Court.
- (6) Order 71 rule 5(2) of the Rules of Court provides that the statement, which is filed together with an originating summons for the grant of probate or letters of administration, must be verified by an affidavit of the applicant. For originating summonses filed on or after 1 January 2006, the supporting affidavit under Order 71 rule 5 (“the supporting affidavit”) shall be in the prescribed format in Form 41 of Appendix B and state that the applicant deposes to the truth of the contents of the statement and the exhibits thereto required under Order 71 rule 5(2) of the Rules of Court. The exhibits, apart from the statement which has already been filed with the originating summons, are to be listed in a “Table of Contents of Exhibits” in the supporting affidavit. These exhibits can then be detached and are not required to be filed together with the supporting affidavit. The supporting affidavit must state that the statement exhibited therein is the same statement generated by the EFS, and the contents entered into the EFS, and which now appear in the statement are true and accurate. The statement bearing the court seal is to be exhibited as the first exhibit in the supporting affidavit filed. In regards to applications by a trust corporation, the supporting affidavit must in addition, state that the applicant company is a trust company and

that it has the power to accept grant, and that the officer has been authorised by the applicant company through a resolution of their board of directors, a certified true copy whereof under the seal of the company is exhibited therein. The supporting affidavit shall be filed within 7 days after the filing of the originating summons.

- (7) No hearing date or order-in-terms of an originating summons for the grant of probate or letters of administration will be given until the supporting affidavit has been filed. An order-in-terms of the originating summons will be granted if all the documents are in order and upon acceptance of the supporting affidavit. Otherwise, a date will be fixed for the hearing of the originating summons.
- (8) If there are errors or missing documents in the originating summons and the statement, the entire set of documents will be rejected and the reason(s) for rejection will be marked up in the Checklist. The onus is on the solicitor concerned to review the rejected documents, having regard to the comments on the Checklist, before re-filing a fresh originating summons and statement.
- (9) Where a party seeks to rectify any errors in the originating summons, an application may be made by way of a summons to amend the originating summons. The draft amended originating summons in PDF format, prepared in accordance with Paragraph 13(2)(b) and (c) of these Directions, should be annexed to the affidavit in support of the summons.
- (10) Where a party seeks to rectify any error in the statement, other than errors that also appear in the originating summons prior to the order for the grant, he may do so by amending the information in the appropriate electronic template *without* attaching the amended statement in *PDF* format, and filing a supplementary affidavit, and stating the reason for the amendments. Where it is necessary to amend the information in the statement after order is made for the grant, an application must be made by way of summons, together with an affidavit in support and the draft amended statement in PDF format must be annexed to the summons.

The Registrar may direct that a fresh supporting affidavit under Order 71 rule 5 be filed by the applicant.

- (11) Where an order-in-terms has been made in the originating summons for the grant of probate or letters of administration and a party seeks to substitute the name of the administrator(s) or add in further administrator(s), an application must be made by way of a summons for the order to be revoked and re-granted. The draft amended originating summons and the amended statement in PDF format, prepared in accordance with Paragraph 13(2)(b) and (c) of these Directions, should be annexed to the summons.
- (12) Where an order-in-terms is made of the application, the party shall, within 14 days of the order or such time as may be permitted in the order of court granting leave to amend, or for the order to be revoked and re-granted, as applicable, file the amended originating summons by entering the relevant amendments in the appropriate electronic template *without* attaching the amended originating summons and the amended statement in *PDF* format. In this respect, Paragraph 13(1), (2)(a), (2)(b) and (4) shall not apply. A fresh supporting affidavit under Order 71 rule 5 must be filed by the applicant together with the amended originating summons and the amended statement.
- (13) As per current practice, all summonses in respect of proceedings under Order 71 rule 5 of the Rules of Court will not be given a hearing date in the first instance. A hearing date will only be given where an order-in-terms is not granted. The hearing date will be indicated on the returned summonses.
- (14) The Court may reject any document which does not comply with the above Directions, or any other directions made by the Court.

Form 18

**REQUEST FOR CHECKING ELIGIBILITY OF PROPOSED
PURCHASER(S)/TRANSFEREE(S) UNDER OPTIONS 4 & 5 OF THE
AGREED MATRIMONIAL PROPERTY PLAN**

*Important: To be completed by the proposed purchaser/transferee.
No space is to be left blank. The word "Nil" or "NA" should be filled where appropriate.*

I ADDRESS OF FLAT: _____

Option 4 of the Agreed Matrimonial Property Plan is selected: the Plaintiff's share in the flat will be sold/transferred* to the Defendant and/or others.

Option 5 of the Agreed Matrimonial Property Plan is selected: the Defendant's/ share in the flat will be sold/transferred* to the Plaintiff and/or others.

II PARTICULARS OF PROPOSED PURCHASER(S)/TRANSFEREE(S)

	Name	NRIC/ FIN	Relationship	Marital Status	Date of Birth	Age (Years)	Citizen- ship	Occupation	Gross Monthly Income	Contact No
1			Self							
2										
3										
4										

III PARTICULARS OF PROPOSED OCCUPIER(S) IN THE FLAT

	Name	NRIC/ FIN	Relationship	Marital Status	Date of Birth	Age (Years)	Citizen- ship	Occupation	Gross Monthly Income	Contact No
5										
6										
7										
8										

IV OTHER INFORMATION

No

a Do you have the sole custody of the child, or if joint custody is agreed upon, the care and control of the child?

b Do you or any person listed above own or have any share or interest in any HDB flat and/or private property# (whether in Singapore or overseas)? (If so state address, property type, share and value):

c Have you or any person listed above disposed of any private property# (whether in Singapore or overseas) within the last 30 months? (If so state address, property type, share and value)

d Have you or any person listed above previously sold two or more HDB flats in the open market?

Includes HUDC and Executive Condominiums
* Delete where inapplicable.

Signature of Plaintiff/Defendant *

Form 19

**STANDARD QUERY TO HOUSING & DEVELOPMENT BOARD ON HDB
MATRIMONIAL ASSET (HDB FLAT)**

AT -

(state address of HDB matrimonial asset)

(hereinafter called "the flat")

PART 1 – PARTICULARS OF PARTIES (To be completed by party making the enquiry)	
Name of Plaintiff	
NRIC No.	
Name of Defendant	
NRIC No.	
Nature of writ	Writ for Divorce / Annulment *
Name of Solicitor for Plaintiff/ Defendant (specify the name of the solicitor representing the party who is making the enquiry)	
Solicitor's address (if there is no solicitor, state the address of the party who is making the enquiry)	
Fax No. (HDB's replies will be sent by fax or ordinary post to this address and number.)	
Contact No.	

* Delete where inapplicable.

Instruction to party making the enquiry: Please complete the address of the flat in subsequent pages.

Address of the Flat: _____

PART 2 - PARTICULARS OF THE FLAT (to be completed by HDB)										
Names of lessee(s)	<i>Name</i>	<i>Relationship with Lessee</i>								
	1	Self								
	2									
	3									
	4									
Names of permitted occupiers and their relationship with Lessee 1.	<i>Name</i>	<i>Relationship with Lessee</i>								
	5									
	6									
	7									
	8									
Holding Type	<input type="checkbox"/> Sole owner/tenant <input type="checkbox"/> Joint Tenancy <input type="checkbox"/> Tenancy in common in the following shares: <div style="text-align: right; margin-right: 20px;"><u>Share</u></div> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Lessee 1</td> <td style="width: 40%; text-align: center;">_____</td> </tr> <tr> <td>Lessee 2</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Lessee 3</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Lessee 4</td> <td style="text-align: center;">_____</td> </tr> </table> <input type="checkbox"/> Others (<i>please specify</i>): _____		Lessee 1	_____	Lessee 2	_____	Lessee 3	_____	Lessee 4	_____
Lessee 1	_____									
Lessee 2	_____									
Lessee 3	_____									
Lessee 4	_____									
Type of Flat	<input type="checkbox"/> 1-room <input type="checkbox"/> 2-room <input type="checkbox"/> 3-room <input type="checkbox"/> 4-room <input type="checkbox"/> 5-room <input type="checkbox"/> Executive <input type="checkbox"/> Others (<i>please specify</i>): _____									

Address of the Flat: _____

PART 3 - PARTICULARS OF OWNERSHIP (to be completed by HDB)			
Effective date of ownership		Eligibility scheme under which the flat was purchased/ transferred*	
Direct purchase from HDB	<input type="checkbox"/> YES <input type="checkbox"/> NO	Original selling price: \$ _____	
Amount of premium on purchase price (if any)	<input type="checkbox"/> \$ _____ <input type="checkbox"/> Not applicable		
Purchase from resale market	<input type="checkbox"/> YES <input type="checkbox"/> NO	Transacted resale price: \$ _____ Purchased with/without* CPF Housing Grant Amount of Grant: \$ _____	
CPF Housing Grant, if applicable, credited to Lessees' CPF accounts	Lessee 1		Lessee 2
	CPF: \$ _____		CPF: \$ _____
	Lessee 3		Lessee 4
	CPF: \$ _____		CPF: \$ _____
Initial capital payment	Lessee 1	Lessee 2	Cash
	CPF: \$ _____	CPF: \$ _____	
	Lessee 3	Lessee 4	
	CPF: \$ _____	CPF: \$ _____	
Conveyancing, stamp, registration and administrative fees	Lessee 1	Lessee 2	Cash
	CPF: \$ _____	CPF: \$ _____	
	Lessee 3	Lessee 4	
	CPF: \$ _____	CPF: \$ _____	

* Delete where inapplicable.

Address of the Flat: _____

PART 4 - PARTICULARS OF LOAN <i>(to be completed by HDB)</i>			
Amount of Loan granted	\$ _____		
Amount of outstanding loan	\$ _____ as at _____		
Instalment per month	Lessee 1	Lessee 2	Cash
	CPF: \$ _____	CPF: \$ _____	\$ _____
	Lessee 3	Lessee 4	
	CPF: \$ _____	CPF: \$ _____	

Signature, name & designation of HDB officer

Date

Address of the Flat: _____

PART 5 – SURRENDER OF FLAT TO HDB *(to be completed by HDB)*

- | | |
|--|--|
| <p>1. Are the parties required to surrender the flat to HDB?</p> <p>2. If the flat is surrendered to HDB, what is the compensation upon the surrender of the flat?</p> | <p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No.</p> |
|--|--|

Signature, name & designation of HDB officer

Date

Address of the Flat: _____

PART 6 - SALE OF FLAT IN THE OPEN MARKET *(to be completed by HDB)*

- | | |
|--|--|
| <p>(1) Are the parties eligible to sell the flat in the open market?</p> <p>(2) If the answer is “yes”:
(a) is resale levy, upgrading levy or any other monies payable to HDB?;
(b) if so, what is the amount of monies payable?</p> <p>(3) If the answer is “no”, state why parties are not eligible to sell the flat in the open market.</p> | <p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No.</p> |
|--|--|

Signature, name & designation of HDB officer

Date

Address of the Flat: _____

PART 7 - SALE OF INTEREST IN THE FLAT										
Part 7.1 - Sale of interest in the flat from one party to the other <i>(to be completed by the party making the enquiry)</i>										
<p>(i) Where the parties have agreed on custody of the children, state which parent has the sole custody of the children.</p> <p>(ii) Where the parties have agreed on joint custody of the children, state which parent has care and control of the children</p> <p>(iii) If the proposed purchaser(s) of the flat is/are known, furnish the following information:</p>	<p><input type="checkbox"/> Plaintiff. <input type="checkbox"/> Defendant. <input type="checkbox"/> No agreement has been reached.</p> <p><input type="checkbox"/> Plaintiff. <input type="checkbox"/> Defendant. <input type="checkbox"/> No agreement has been reached.</p>									
<i>Proposed Purchasers:</i>										
Name	NRIC/ FIN	Relation- ship	Marital status	Date of birth	Age	Citizen- ship	Occupa- tion	In- come@	Contact No.	
1		Self								
2										
3										
4										
<i>Proposed occupiers who will be residing in the flat:</i>										
Name	NRIC/ FIN	Relation- ship	Marital status	Date of birth	Age	Citizen- ship	Occupa- tion	In- come@	Contact No.	
5										
6										
7										
8										
<p>(iv) Has any of the proposed purchasers or occupiers disposed of any private property#, whether in Singapore or overseas, within the last 30 months? If so, state the address, property type, share and value.</p> <p>(v) Has any of the proposed purchasers or occupiers previously sold two or more HDB flats in the open market?</p> <p>(vi) Has any of the proposed purchasers or occupiers inherited any share/interest in any HDB flat or private property#, whether in Singapore or overseas? If so, state the address, property type, share and value.</p>	<p><input type="checkbox"/> Yes (<i>give details</i>): _____ _____</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes (<i>specify who</i>): _____ _____</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes (<i>give details</i>): _____ _____</p> <p><input type="checkbox"/> No.</p>									

@ Gross monthly income

Includes HUDC and Executive Condominiums

Part 7.2 – Sale of interest in the flat from one party to the other.
(to be completed by HDB)

<p>(1) Is the Plaintiff eligible to purchase the Defendant's interest in the flat? If not, what are the eligibility conditions for the Plaintiff to purchase the Defendant's interest in the flat?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 7.1. <input type="checkbox"/> No, based on the information supplied in Part 7.1 / insufficient information given*. The general eligibility conditions for the Plaintiff to purchase the Defendant's interest in the flat are set out in: _____ _____</p>
<p>(2) Is the Defendant eligible to purchase the Plaintiff's interest in the flat? If not, what are the eligibility conditions for the Defendant to purchase the Plaintiff's interest in the flat?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 7.1. <input type="checkbox"/> No, based on the information supplied in Part 7.1 / insufficient information given*. The general eligibility conditions for the Defendant to purchase the Plaintiff's interest in the flat are set out in: _____ _____</p>
<p>(3) If a party's interest in the flat is sold to the other party: (a) is any resale levy, upgrading levy or any other monies payable to HDB? (b) if so, what is the amount of monies payable?</p>	<p><input type="checkbox"/> Yes, the monies payable are: _____ _____</p> <p><input type="checkbox"/> No.</p>
<p>(4) Is the Plaintiff eligible to obtain a loan from HDB? If not, what are the criteria for obtaining a loan?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 7.1. <input type="checkbox"/> No, based on the information supplied in Part 7.1 / insufficient information given*. The general eligibility conditions for the Plaintiff to obtain a loan are set out in: _____ _____</p>
<p>(5) Is the Defendant eligible to obtain a loan from HDB? If not, what are the criteria for obtaining a loan?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 7.1. <input type="checkbox"/> No, based on the information supplied in Part 7.1 / insufficient information given*. The general eligibility conditions for the Respondent to obtain a loan are set out in: _____ _____</p>

* Delete where inapplicable.

Signature, name & designation of HDB officer

Date

Address of the Flat: _____

PART 8 - TRANSFER OF INTEREST IN THE FLAT										
Part 8.1 – Transfer of interest in the flat from one party to the other <i>(to be completed by the party making the enquiry)</i>										
<p>(i) Where the parties have agreed on custody of the children, state which parent has the sole custody of the children.</p> <p>(ii) Where the parties have agreed on joint custody of the children, state which parent has care and control of the children.</p> <p>(iii) If the proposed transferee(s) of the flat is/are known, furnish the following information:</p>	<p><input type="checkbox"/> Plaintiff. <input type="checkbox"/> Defendant. <input type="checkbox"/> No agreement has been reached.</p> <p><input type="checkbox"/> Plaintiff. <input type="checkbox"/> Defendant. <input type="checkbox"/> No agreement has been reached.</p>									
<i>Proposed Transferee(s):</i>										
Name	NRIC/ FIN	Relation- ship	Marital status	Date of birth	Age	Citizen- ship	Occupa- tion	In- come@	Contact No.	
1		Self								
2										
3										
4										
<i>Proposed occupiers who will be residing in the flat:</i>										
Name	NRIC/ FIN	Relation- ship	Marital status	Date of birth	Age	Citizen- ship	Occupa- tion	In- come@	Contact No.	
5										
6										
7										
8										
<p>(iv) Has any of the proposed transferee(s) or occupier(s) disposed of any private property#, whether in Singapore or overseas, within the last 30 months? If so, state the address, property type, share and value.</p> <p>(v) Has any of the proposed transferee(s) or occupier(s) previously sold two or more HDB flats in the open market?</p> <p>(vi) Has any of the proposed transferee(s) or occupier(s) inherited any share/interest in any HDB flat or private property#, whether in Singapore or overseas? If so, state the address, property type, share and value.</p>	<p><input type="checkbox"/> Yes (<i>give details</i>): _____ _____</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes (<i>specify who</i>): _____ _____</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes (<i>give details</i>): _____ _____</p> <p><input type="checkbox"/> No.</p>									

@Gross monthly income

Includes HUDC and Executive Condominiums

Part 8.2 – Transfer of interest in the flat from one party to the other.

(to be completed by HDB)

<p>(1) Is the Plaintiff eligible to retain the flat? If not, what are the eligibility conditions for the Plaintiff to retain the flat?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 8.1.</p> <p><input type="checkbox"/> No, based on the information supplied in Part 8.1 / insufficient information given*.</p> <p>The general eligibility conditions for the Plaintiff to retain the flat are set out in : _____</p> <p>_____</p>
<p>(2) Is the Plaintiff eligible to obtain a loan from HDB? If not, what are the criteria for obtaining a loan?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 8.1.</p> <p><input type="checkbox"/> No, based on the information supplied in Part 8.1 / insufficient information given*.</p> <p>The general eligibility conditions for the Plaintiff to obtain a loan are set out in : _____</p> <p>_____</p>
<p>(3) Is the Defendant eligible to retain the flat? If not, what are the eligibility conditions for the Defendant to retain the flat?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 8.1.</p> <p><input type="checkbox"/> No, based on the information supplied in Part 8.1 / insufficient information given*.</p> <p>The general eligibility conditions for the Defendant to retain the flat are set out in : _____</p> <p>_____</p>
<p>(4) Is the Defendant eligible to obtain a loan from HDB? If not, what are the criteria for obtaining a loan?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 8.1.</p> <p><input type="checkbox"/> No, based on the information supplied in Part 8.1 / insufficient information given*.</p> <p>The general eligibility conditions for the Defendant to obtain a loan are set out in : _____</p> <p>_____</p>
<p>(5) Can the party retaining the flat hold the outgoing party's interest in the flat on trust for the children of the marriage?</p>	<p><input type="checkbox"/> Yes, provided that: _____</p> <p>_____</p> <p><input type="checkbox"/> No.</p>

* Delete where inapplicable.

Signature, name & designation of HDB officer

Date

Address of the Flat: _____

PART 9 – OTHER INFORMATION (to be completed by HDB)

Part 9(1): Purchase of another HDB flat directly from HDB

(1) Are parties eligible to buy another HDB flat directly from HDB in the event that the flat is:

- (a) surrendered to HDB?
- (b) sold in the open market?

(2) Where a party's share in the flat is sold or transferred to the other party, is the outgoing party eligible to buy another HDB flat directly from HDB?

(Please state the eligibility conditions, if any.)

Signature, name and designation of HDB officer

Date

Address of the Flat: _____

PART 9 – OTHER INFORMATION (to be completed by HDB) (cont'd)

Part 9(2): Purchase of another HDB flat in the open market

- (1) Are parties eligible to buy another HDB flat in the open market in the event that the flat is:
 - (a) surrendered to HDB?
 - (b) sold in the open market?

- (2) Where a party's share in the flat is sold or transferred to the other party, is the outgoing party eligible to buy another HDB flat in the open market?

(Please state the eligibility conditions, if any.)

Signature, name and designation of HDB officer

Date

Address of the Flat: _____

PART 9 – OTHER INFORMATION (to be completed by HDB) (cont'd)

Part 9(3): Rental of HDB flat from HDB

- (1) Are parties eligible to rent an HDB flat from HDB in the event that the flat is:
 - (a) surrendered to HDB?
 - (b) sold in the open market?

- (2) Where a party's share in the flat is sold or transferred to the other party, is the outgoing party eligible to rent an HDB flat from HDB?

(Please state the eligibility conditions, if any.)

Signature, name and designation of HDB officer

Date

Address of the Flat: _____

PART 10 – OTHER COMMENTS (to be completed by HDB)

Signature, name and designation of HDB Officer

Date

IMPORTANT NOTICE

The information provided above is:

- (1) accurate as at the date stated above and is subject to changes from time to time in accordance with HDB's prevailing policies at the relevant point in time; and*
- (2) based on the information provided by the parties.*

Form 20

**STANDARD QUERY TO THE HOUSING & DEVELOPMENT BOARD ON HDB
MATRIMONIAL ASSET (AGREEMENT FOR LEASE OF HDB FLAT)**

AT –

(state address of the HDB matrimonial asset)

Sales Registration No.: _____

(hereinafter called “the flat”)

PART 1 – PARTICULARS OF PARTIES (To be completed by party making the enquiry)	
Name of Plaintiff	
NRIC No.	
Name of Defendant	
NRIC No.	
Nature of writ	Writ for Divorce / Annulment *
Name of Solicitor for Plaintiff /Defendant *	
(specify the name of the solicitor representing the party who is making the enquiry)	
Solicitor's address	
(if there is no solicitor, state the address of the party who is making the enquiry)	
Fax No.	
(HDB's replies will be sent by fax or ordinary post to this address and number.)	
Contact No.	

* Delete where inapplicable.

Instruction to party making the enquiry: Please complete the address and sale registration number of the flat in subsequent pages

Address & sale registration number of the flat: _____

PART 2 - PARTICULARS OF THE FLAT (to be completed by HDB)										
Names of purchaser(s)	<i>Name</i>	<i>Relationship with Purchaser 1</i>								
	1	Self								
	2									
	3									
	4									
Names of permitted occupiers and their relationship with Purchaser 1.	<i>Name</i>	<i>Relationship with Purchaser 1</i>								
	1									
	2									
	3									
	4									
Holding Type	<input type="checkbox"/> Sole owner/tenant <input type="checkbox"/> Joint Tenancy <input type="checkbox"/> Tenancy in common in the following shares: <div style="text-align: right; margin-left: 200px;"><u>Share</u></div> <table style="margin-left: 100px; border: none;"> <tr> <td style="padding-right: 20px;">Lessee 1</td> <td>_____</td> </tr> <tr> <td>Lessee 2</td> <td>_____</td> </tr> <tr> <td>Lessee 3</td> <td>_____</td> </tr> <tr> <td>Lessee 4</td> <td>_____</td> </tr> </table> <input type="checkbox"/> Others (<i>please specify</i>): _____		Lessee 1	_____	Lessee 2	_____	Lessee 3	_____	Lessee 4	_____
Lessee 1	_____									
Lessee 2	_____									
Lessee 3	_____									
Lessee 4	_____									
Type of Flat	<input type="checkbox"/> 1-room <input type="checkbox"/> 2-room <input type="checkbox"/> 3-room <input type="checkbox"/> 4-room <input type="checkbox"/> 5-room <input type="checkbox"/> Executive <input type="checkbox"/> Others (<i>please specify</i>): _____									

Address & sale registration number of the flat: _____

PART 3 - PARTICULARS OF THE AGREEMENT FOR LEASE (to be completed by HDB)			
Address of flat			
Selling price			
Date Agreement signed			
Estimated date of physical completion			
Keys available	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Deposit	Purchaser 1	Purchaser 2	Cash paid : \$
	CPF \$	CPF \$	
	Purchaser 3	Purchaser 4	
	CPF \$	CPF \$	
Stamp Fee	Purchaser 1	Purchaser 2	Cash paid: \$
	CPF \$	CPF \$	
	Purchaser 3	Purchaser 4	
	CPF \$	CPF \$	
Conveyancing fee (inclusive of GST)	Purchaser 1	Purchaser 2	Cash paid: \$
	CPF \$	CPF \$	
	Purchaser 3	Purchaser 4	
	CPF \$	CPF \$	

Note:

No loan has been granted by the HDB as the purchasers have not taken possession of the flat.

Address & sale registration number of the flat: _____

PART 4 - TRANSFER OF AGREEMENT FOR LEASE

**Part 4.1 – Transfer of agreement for lease
(to be completed by the party making the enquiry)**

- | | |
|--|---|
| <p>(i) Where the parties have agreed on custody of the children, state which parent has the sole custody of the children.</p> <p>(ii) Where the parties have agreed on joint custody of the children, state which parent has care and control of the children</p> <p>(iii) If the proposed purchaser(s) of the flat is/are known, furnish the following information:</p> | <p><input type="checkbox"/> Plaintiff.</p> <p><input type="checkbox"/> Defendant.</p> <p><input type="checkbox"/> No agreement has been reached.</p> <p><input type="checkbox"/> Plaintiff.</p> <p><input type="checkbox"/> Defendant.</p> <p><input type="checkbox"/> No agreement has been reached.</p> |
|--|---|

Proposed Purchasers:

Name	NRIC/ FIN	Relation- ship	Marital status	Date of birth	Age	Citizen- ship	Occupa- tion	In- come@	Contact No.
1		Self							
2									
3									
4									

Proposed occupiers who will be residing in the flat:

Name	NRIC/ FIN	Relation- ship	Marital status	Date of birth	Age	Citizen- ship	Occupa- tion	In- come@	Contact No.
5									
6									
7									
8									

- | | |
|---|---|
| <p>(iv) Has any of the proposed purchasers or occupiers disposed of any private property#, whether in Singapore or overseas, within the last 30 months? If so, state the address, property type, share and value.</p> <p>(v) Has any of the proposed purchasers or occupiers previously sold two or more HDB flats in the open market?</p> <p>(vi) Has any of the proposed purchasers or occupiers inherited any share/interest in any HDB flat or private property#, whether in Singapore or overseas? If so, state the address, property type, share and value.</p> | <p><input type="checkbox"/> Yes (<i>give details</i>): _____
_____</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes (<i>specify who</i>): _____
_____</p> <p><input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes (<i>give details</i>): _____
_____</p> <p><input type="checkbox"/> No.</p> |
|---|---|

@ Gross monthly income

Includes HUDC and Executive Condominiums

**Part 4.2 – Transfer of the Agreement For Lease
(to be completed by HDB)**

<p>(1) Can the agreement for lease be transferred to the Plaintiff? If not, what are the eligibility conditions for the Plaintiff to retain the agreement for lease?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 4.1. <input type="checkbox"/> No, based on the information supplied in Part 4.1 / insufficient information given*. The general eligibility conditions for the Plaintiff to retain the agreement for lease are set out in: _____ _____</p>
<p>(2) Is the Plaintiff eligible for a loan from HDB when he takes possession of the flat? If not, what are the criteria for obtaining a loan?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 4.1. <input type="checkbox"/> No, based on the information supplied in Part 4.1 / insufficient information given*. The general eligibility conditions for the Plaintiff to obtain a loan are set out in: _____ _____</p>
<p>(3) Can the agreement for lease be transferred to the Defendant? If not, what are the eligibility conditions for the Defendant to retain the agreement for lease?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 4.1. <input type="checkbox"/> No, based on the information supplied in Part 4.1 / insufficient information given*. The general eligibility conditions for the Defendant to retain the agreement for lease are set out in: _____ _____</p>
<p>(4) Is the Defendant eligible for a loan from HDB when he takes possession of the flat? If not, what are the criteria for obtaining a loan?</p>	<p><input type="checkbox"/> Yes, based on the information supplied in Part 4.1. <input type="checkbox"/> No, based on the information supplied in Part 4.1 / insufficient information given*. The general eligibility conditions for the Defendant to obtain a loan are set out in: _____ _____</p>

** Delete where inapplicable.*

Signature, name & designation of HDB officer

Date

Address & sale registration number of the flat: _____

PART 5 – TERMINATION OF AGREEMENT FOR LEASE

(to be completed by HDB)

<p>(1) Will the deposit be forfeited? If so, how much will be forfeited?</p> <p>(2) How much will be refunded to each party upon the termination of the agreement for lease?</p> <p>(3) Are there any other payments made by each party which will not be refunded?</p>	<p><input type="checkbox"/> Yes, the amount forfeited will be \$ _____.</p> <p><input type="checkbox"/> No.</p>
---	---

Signature, name & designation of HDB officer

Date

Address & sale registration number of the flat: _____

PART 6 – OTHER INFORMATION
(to be completed by HDB)

Part 6(1): Purchase of another HDB flat directly from HDB

- (1) Are parties eligible to buy another HDB flat directly from HDB in the event that the agreement for lease is terminated?
- (2) Where the agreement for lease is transferred to one party, is the outgoing party eligible to buy another HDB flat directly from HDB?

(Please state the eligibility conditions, if any.)

Signature, name & designation of HDB officer

Date

Address & sale registration number of the flat: _____

PART 6 – OTHER INFORMATION
(to be completed by HDB)

Part 6(2): Purchase of another HDB flat in the open market

- (1) Are parties eligible to buy another HDB flat in the open market the event that the agreement for lease is terminated?
- (2) Where the agreement for lease is transferred to one party, is the outgoing party eligible to buy another HDB flat in the open market?

(Please state the eligibility conditions, if any.)

Signature, name & designation of HDB officer

Date

Address & sale registration number of the flat: _____

PART 6 – OTHER INFORMATION
(to be completed by HDB)

Part 6(3): Rental of HDB flat from HDB

- (1) Are parties eligible to rent an HDB flat from HDB in the event that the agreement for lease is terminated?
- (2) Where the agreement for lease is transferred to one party, is the outgoing party eligible to rent an HDB flat from HDB?

(Please state the eligibility conditions, if any.)

Signature, name & designation of HDB officer

Date

Address & sale registration number of the flat: _____

PART 7 – OTHER COMMENTS (to be completed by HDB)

Signature, name & designation of HDB Officer

Date

IMPORTANT NOTICE

The information provided above is:

- (1) accurate as at the date stated above and is subject changes from time to time in accordance with prevailing HDB's policies at the relevant point in time; and*
- (2) based on the information provided by the parties.*

Form 21

STANDARD QUERY TO THE CENTRAL PROVIDENT FUND BOARD

(Applicable for CPF Members aged 55 years and above only)

Name: _____

Address : _____

*(Please specify the name and address of the CPF member or his/her solicitors.
The reply from the CPF Board will be sent to this address.)*

PART A (To be completed by CPF Member or his/her solicitors.)

Name of CPF member:	
CPF Account No:	
Name of CPF member's spouse:	
CPF Account No. of CPF member's spouse:	
Date of Birth of CPF member:	
Age of CPF member:	
The HDB matrimonial asset ("the flat")	<input type="checkbox"/> <i>(state address)</i> _____ _____ <input type="checkbox"/> The CPF member has an agreement for lease with the HDB and has not taken possession of the flat.
Name and address of CPF member's solicitors	
_____	_____
Date	Name and Signature of CPF member/solicitors

PART B (To be completed by the CPF Board)

CPF Account Number: _____

Query 1	Were CPF funds used for the purchase of the flat or for financing the purchase of the flat or for the payment of approved upgrading works carried out by HDB? If yes, what is the principal sum utilised and accrued interest on the principal sum utilised?
Answer:	No. <input type="checkbox"/>
	Yes, as at (<i>specify date</i>): _____ <input type="checkbox"/>
	<i>Amount</i>
	Principal sum utilised \$ _____
	Accrued interest on the principal sum utilised \$ _____
Query 2	Did the CPF member pledge the flat in lieu of setting aside the Minimum Sum or any part thereof in his/her CPF Retirement Account? If yes, what is the pledged Minimum Sum and accrued interest on the pledged Minimum Sum?
Answer:	No. <input type="checkbox"/>
	Yes, as at (<i>specify date</i>): _____ <input type="checkbox"/>
	<i>Amount</i>
	Pledged Minimum Sum to be refunded \$ _____
	Accrued interest to be refunded \$ _____
Query 3	Does the CPF member have any Minimum Sum deficiency (for bankrupts) and if yes, how much is it?
Answer:	No. <input type="checkbox"/>
	Yes, as at (<i>specify date</i>): _____ <input type="checkbox"/>
	<i>Amount</i>
	Minimum Sum deficiency \$ _____

®Notes:

1. On the refund requirements, please refer to section 21B of the Central Provident Fund Act (Cap. 36, 2001 Revised Edition), the provisions of the Central Provident Fund (Revised Minimum Sum Scheme) Regulations/Central Provident Fund (Minimum Sum Scheme) Regulations and the relevant regulations of the Central Provident Fund (Approved Housing Schemes) Regulations.
2. Please obtain fresh statements from the CPF Board on the amount to be refunded into the CPF member's CPF account when the date of sale/transfer/assignment/otherwise disposal of the flat has been finally determined.

Other comments

Name and designation of CPF Board officer

Date

Signature of CPF Board officer

Form 21A

**AFFIDAVIT OF EVIDENCE IN CHIEF
(FOR PLAINTIFF PROCEEDING ON THE STATEMENT OF CLAIM IN
UNCONTESTED MATRIMONIAL PROCEEDINGS)**

(Title as in action)

I, [*state name, address and description of deponent*], make oath/affirm* and say as follows:

1. I am the Plaintiff in this action.
2. Where the facts set out in this affidavit are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.
3. I crave leave of this Court to refer to the Statement of Claim and Statement of Particulars filed in this action.
4. I now confirm that the facts pleaded in the Statement of Claim and the particulars of those facts set out in the Statement of Particulars are true and correct.

[*Sworn (or affirmed) as in Form 78 in the Rules of Court.*]

Form 21B

**AFFIDAVIT OF EVIDENCE IN CHIEF
(FOR DEFENDANT PROCEEDING ON THE COUNTERCLAIM IN
UNCONTESTED MATRIMONIAL PROCEEDINGS)**

(Title as in action)

I, [*state name, address and description of deponent*], make oath/affirm* and say as follows:

1. I am the Defendant in this action.
2. Where the facts set out in this affidavit are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.
3. I crave leave of this Court to refer to the Counterclaim filed in this action.
4. I now confirm that the facts pleaded in the Counterclaim are true and correct.

[*Sworn (or affirmed) as in Form 78 in the Rules of Court.*]

Form 22

DECLARATION OF THE VALUE OF MATRIMONIAL ASSETS

- 1 The Plaintiff/Defendant/Other Party (to specify)* asserts that the gross value[#] of the matrimonial assets is:
- below \$1.5 million.
 - \$1.5 million or above.
- 2 The Plaintiff/Defendant/Other Party (to specify)* has/has not* completed filing the affidavits, reports, summonses and all other documents necessary for the hearing of the contested ancillary matters.
- 3 There is/is no* pending summons* in the ancillary matters proceedings.

Signature of Plaintiff/Solicitors for the Plaintiff/
Defendant/Solicitors for the Defendant/
Other Party (to specify)*

Name of party making declaration/Solicitors' firm:

NRIC Number (for parties who are acting in-person only):

Date:

* Delete where inapplicable

[#] "Gross value of the matrimonial assets" means the total value of the assets, disregarding any outstanding liabilities attaching thereto or any personal liabilities.

Form 23

**APPLICATION FOR THE APPOINTMENT OF EXPERT IN RESPECT OF
CUSTODY AND ACCESS ISSUES**

(Title as in action)

SUMMONS

1. Date and Time of Hearing before Judge in Chambers/Registrar* (*to be completed by the court*)
Date of Hearing:
Time of Hearing:

2. Orders Applied For
 - (a) A report is to be prepared by [*to state name of expert*] (“the expert”) to assist the court in resolving the custody and/or access* issues in this matter (“the report”) in relation to the following child/children* [*to state names and dates of birth of the children*]:
 - (b) The report is to be filed in court by [*to state date*], or such later time as the court may fix, upon application by any party.
 - (c) The costs of preparation of the report are to be borne by [*to state party bearing costs of preparation of the report and/or other arrangements for payment*].
 - (d) The issues to be addressed in the report, and the documents to be furnished to the expert, are to be as set out in the draft Letter of Instruction to Expert Witness annexed to this application (“the draft Letter”).
 - (e) A letter in the form of the draft Letter shall be sent to the expert by [*to state name of party*] (“the party writing to the expert”) on or before [*to state date*], which letter shall be copied to the court and all other relevant parties [*please specify*] to these proceedings.

- (f) To facilitate investigations by the expert in respect of the report:
1. Each party to these proceedings is to furnish to the party writing to the expert, upon request, any information which is necessary in order to enable that party to complete Schedule 1 of the draft Letter. If the contact particulars stated in Schedule 1 change before the report is filed in court, the parties are to update the expert on the same within 3 working days of the said change(s), if this is within their knowledge.
 2. The parties are to co-operate with the expert and comply with any and all requests made by the expert in the course of his/her investigations for the purposes of the report, including, but not limited to:
 - (i) allowing the other party free access to the child/children (notwithstanding any current orders for access or interim access) for the purpose of an interview by the expert;
 - (ii) attending all appointments made with the expert punctually;
 - (iii) allowing the child/children to be interviewed alone (i.e. not in the presence of any party), or with any other person as the expert sees fit, and otherwise examined or assessed by the expert; and
 - (iv) providing any information requested by the expert, for example, on one's educational history, family members, living arrangements.

If any of the orders in paragraph (f) above are not complied with, the expert may, unless the court otherwise orders, proceed to prepare the report with details of any party's non-compliance with the said orders, for the court's information, consideration and/or directions.

3. Grounds of application

[Choose one of the following.]

- (a) The grounds of the application are set out in the affidavit(s)* filed in support of this application.
 - (b) The grounds of the application are set out herein.
4. Party Filing this Summons (e.g. Plaintiff, Defendant, Co-Defendant, etc.)

5. Party/Parties* to be Served with this Summons (e.g. Plaintiff, Defendant, Co-Defendant, etc.)*

6. Consent*

I/We* hereby consent to this Summons.

Signature:

Name and NRIC No. of Party Consenting to this Summons/Name of the Solicitor of Party Consenting to this Summons*:

Date:

This Summons is taken out by [*to state name of party taking out this summons*]

Signed:

Registrar:

Date:

* Delete where inapplicable

Form 24

LETTER OF INSTRUCTION TO EXPERT WITNESS

Dear *[To state name of expert]*

Re: *[Name of child/children]*
Divorce Suit No. *[to state number]*
Order for Custody/Access Evaluation Report

Date by which report has been ordered to be filed in court: *[to state date]*
Summary of the proceedings and applications

1. The particulars of the persons concerned in the above proceedings are listed in Schedule 1 annexed to this letter, with the date(s) of birth of the child/children, and the contact numbers of all the relevant parties. The proceedings consist of:
 - Custody and/or access issues in the ancillary matters in the divorce proceedings *[to state the orders sought by each party]*
 - Applications for custody and/or access in the divorce proceedings *[to state the numbers of the relevant Summonses and the orders sought by each party]*

Issues before the Court

2. The issues before the court are:

[To state what issues the court has to decide, for example:

- Whether the mother/father/third party [please specify] should have care and control of the child/children*
- Whether the mother/father/third party [please specify] should have access/supervised access to the child/children*

Orders Currently in Force

3. The following orders are currently in force:

[To set out the dates and details of all the court orders currently in force in respect of:

- the custody and access issues;*
- any family violence application;*
- any maintenance issues.]*

Documents

4. We enclose with this letter:
 - Schedule 1 (see paragraph 1 above);
 - Schedule 2, which contains a list of the documents which you may wish to consider in preparing your report;
 - A copy of the order giving leave for you to [interview] [examine] the child/children.

Your instructions

5. You have the leave of the court to interview the child/children and any relevant family member[s].
6. Please address the following issues in your report:

[Here set out the specific questions approved by the court or agreed with the other parties in an itemised list, for example:

- (1) *What is your assessment of the mother's relationship with the child and her ability to care for the child and meet his emotional needs during his childhood?*
 - (2) *Would the child be at risk in the father's care during contact either on daytime visits or overnight stays?]*
7. If there are any other issues which, in your opinion, need to be addressed, please state them and explain why it is necessary for the court to consider these issues.

Contact persons

8. Please contact the parties directly to arrange for interviews. Please keep a careful record of all pertinent discussions with all the parties. The contact particulars of all the relevant parties are in Schedule 1.
9. If at any time you anticipate that you will not be able to file your report by the deadline stipulated, please inform us promptly so that we may inform the other parties and the court if appropriate.

Factual issues

10. You should express your opinion regarding your findings on the facts of the case, but you must not seek to resolve disputed facts as this is, of course, to be determined by the judge at the final hearing. Where appropriate, it will be of assistance if you are able to express your opinion on the basis of alternative findings regarding the factual dispute[s].

Your report

11. The report will be disclosed to the court and to all the other parties. Once your report has been prepared, please send a copy to:
- The Plaintiff/Plaintiff's solicitors* at [*to state address*]*
 - The Defendant/Defendant's solicitors* at [*to state address*]*
 - The court at The Family and Juvenile Court, No. 3 Havelock Square, Singapore 059725*
 - The other party/parties [*please specify*]

Please state the case number and name of the case, i.e. [*to state the case number and name of the case*] in the title on the front page of your report.

Fees

12. The fees for your report will be borne by [*to state which party will be bearing the fees for the report and any other arrangements for payment*].

Yours etc

*Delete where inapplicable

SCHEDULE 1—Name and Contact Particulars of Relevant Parties

CASE NO.: Divorce Suit * No. [to state number]

NAMES AND CURRENT CONTACT PARTICULARS OF THE PARTIES

The Plaintiff

	Name	Identity Card No.	Current address and contact no. during office hours*	Relationship to the child
Plaintiff			Tel:	

The Defendant

	Name	Identity Card No.	Current address and contact no. during office hours*	Relationship to the child
Defendant			Tel:	

The Child/Children for whom the report has been ordered (to be completed by parent having care and control of the child)

Name of the Child(ren)	Birth Cert. No.	Date of birth	Gender	Current address and contact no. during office hours*
1				Tel:
2				Tel:
3				Tel:

Other Relevant Persons

Name	Current address and contact no. during office hours*	Relationship to the child
	Tel:	
	Tel:	
	Tel:	

* Parties must inform the expert if the contact address or telephone number is changed during investigation.

SCHEDULE 2—List of Documents

CASE NO.: Divorce Suit No [to state number]

S/No.	Document	Party who had furnished the document (i.e. Plaintiff, Defendant or other party)	Date of document

Form 25

COVER LETTER FOR DRAFT CONSENT ORDERS

Date

To: OFFICER-IN-CHARGE
ANCILLARY MATTERS SECTION

DIVORCE SUIT NO. _____ OF _____
TITLE AS IN ACTION

ANCILLARY MATTERS HEARING ON _____ AT _____
DRAFT CONSENT ORDER FOR APPROVAL

Please find attached two copies of the Draft Consent Order which is to be submitted to the court for its consideration.

2 The Draft Consent Order has been signed by [*please tick one of the following*]:

- () the Plaintiff's Solicitor on behalf of the Plaintiff
- () the Plaintiff-in-person
- () the Plaintiff-in-person witnessed by an advocate and solicitor/a commissioner for oaths*

AND

- () the Defendant's Solicitor on behalf of the Defendant
- () the Defendant-in-person
- () the Defendant-in-person witnessed by an advocate and solicitor/a commissioner for oaths*

3 The ancillary matters have been fixed for hearing as follows:

Date: _____
Time: _____
Court: (if known)

Signature
Name of Solicitor for the Plaintiff
Name of Law Firm

cc Solicitor for the Defendant or Defendant-in-person*

*Delete where inapplicable.

Form 26

**COVER LETTER TO NOTIFY THE COURT OF FILING OF APPLICATION
TO EXTEND TIME FOR APPEALING AGAINST DECREE
NISI/MEMORANDUM OF APPEARANCE TO SHOW CAUSE AGAINST
DECREE NISI BEING MADE ABSOLUTE**

Date

To: Officer-in-charge,
Summons Section
Family Registry,
Family and Juvenile Court

DIVORCE PETITION NO. _____ OF _____
TITLE AS IN ACTION

**APPLICATION TO EXTEND TIME FOR APPEALING AGAINST DECREE NISI/
MEMORANDUM OF APPEARANCE TO SHOW CAUSE AGAINST DECREE NISI
BEING MADE ABSOLUTE***

Please be notified that:

- an application to extend the time for appealing against the decree nisi; and/or
- a memorandum of appearance stating that a party wishes to show cause against the decree being made absolute*

has/have* been filed today.

Signature

Name of Solicitor/Party (Petitioner/Respondent/Other party [please specify]*)

Name of Law Firm

cc Solicitor for the Petitioner and/or Solicitor for the Respondent*

* Delete where inapplicable

This Form is applicable only to divorce petitions filed before 15 December 2003.

Form 27

**NOTICE TO PRODUCE DOCUMENTS REFERRED TO
IN PLEADINGS OR AFFIDAVITS**

(Title as in action)

Take notice that the Plaintiff/Defendant/Other party [*to specify*]* requires you to produce for his inspection, the following documents referred to in your pleading (or affidavit) namely:

(Describe documents required and set them out in a table).

S/No.	Document	Filing date, name of pleading/ deponent of affidavit and number of affidavit in relation to the deponent*, in which document is referred to	Page and paragraph number of pleading/affidavit* where reference to document is made

*Delete where inapplicable

Dated this day of 20 .

Solicitor for the

To the Solicitor for

Form 28

NOTICE WHERE DOCUMENTS MAY BE INSPECTED

(Title as in action)

Take notice that the following documents mentioned in your notice of [to state date] may be inspected at [to state place of inspection] on the [to state date] between the hours of [to state times].*

(Describe documents which may be inspected and set them out in table form.)

S/No.	Document	Filing date, name of pleading/ deponent of affidavit and number of affidavit in relation to the deponent*, in which document is referred to	Page and paragraph number of pleading/affidavit* where reference to document is made

Take notice that the Plaintiff/Defendant/Other Party [to specify]* objects to giving inspection of the following documents mentioned in your notice of [to state date].*

(Describe documents in respect of which inspection is objected to, and set them out in table form, setting out the grounds of objection in respect of each document).

S/No.	Document	Filing date, name of pleading/ deponent of affidavit and number of affidavit in relation to the deponent*, in which document is referred to	Page and paragraph number where reference to pleading/ affidavit is made	Reasons for objection to inspection

*Delete where inapplicable

Dated this day of 20 .

Solicitor for the

To the Solicitor for

Form 29

REQUEST FOR DISCOVERY

(Title as in action)

The Plaintiff/Defendant/Other Party [*to specify*]* is requested to state, pursuant to Rule 25(4) of the Matrimonial Proceedings Rules 2005, in respect of each of the following documents, whether he is willing and able to provide discovery of the same, and, if so, to specify in what mode he is willing to provide such discovery (for example, by exhibiting the documents in an affidavit to be filed in court, by forwarding copies of the documents to the other party, by making the documents available to the other party for inspection):

(Describe the documents required and set them out in table form.)

S/No.	Document	Time-frame for which documents are requested (where applicable)	Reason for request	Paragraph(s) and page(s), filing date, deponent of affidavit (which relates to the request) and number of affidavit in relation to the deponent (where applicable)

*Delete where inapplicable

Dated this day of 20 .

Solicitor for the

To the Solicitor for

Form 30

NOTICE IN RESPONSE TO REQUEST FOR DISCOVERY

(Title as in action)

The Plaintiff/Defendant/Other Party [*to specify*]* is willing and able to provide discovery of the following documents:*

(Describe the documents to be discovered and set them out in table form.)

S/No.	Document	Time-frame (where applicable)	Mode in which discovery will be provided

The Plaintiff/Defendant/Other Party [*to specify*]* is not willing and/or not able to provide discovery of the following documents*:

(Describe the documents which the party is not willing and/or not able to provide discovery of and set them out in table form.)

S/No.	Document	Time-frame (where applicable)	Reason for not being willing and/or able to provide discovery

*Delete where inapplicable

Dated this day of 20 .

Solicitor for the

To the Solicitor for

Form 31

APPLICATION FOR DISCOVERY

(Title as in action)

SUMMONS

1. *[Format as in Form 4 of Matrimonial Proceedings Rules 2005]*

2. Orders Applied For

(a) That the Plaintiff/Defendant/Other Party *[to specify]** be required :

(i) To state on affidavit, pursuant to Rule 25(1) of the Matrimonial Proceedings Rules 2005, in respect of each of the following documents, whether the same is in his possession, custody or power, and if not then in his possession, custody or power, when he parted with it and what has become of it;

(ii) To exhibit in the affidavit a copy of each of the said documents stated to be in his possession, custody or power, pursuant to paragraph (a)(i) above; and

(iii) In respect of each of the said documents stated not to be in his possession, custody or power, pursuant to paragraph (a)(i) above, to state the reasons why, together with supporting documentation for the explanation (if any).

(b) That the affidavit under paragraph (a) above is to be filed and served by *[to state date]*.

(Describe the documents required and set them out in table form).

S/No.	Document	Time-frame for which documents are requested (where applicable)	Reason for request	Paragraph(s) and page(s), filing date, deponent of affidavit (which relates to the request) and number of affidavit in relation to the deponent (where applicable)

3. Etc. *[Format as in Form 4 of Matrimonial Proceedings Rules 2005]*

Dated this day of 20 .

Solicitor for the

To the Solicitor for

*Delete where inapplicable

Form 32

REQUEST FOR INTERROGATORIES

(Title as in action)

The Plaintiff/Defendant/Other Party [*to specify*]* is requested to answer the following interrogatories on affidavit, to the best of his knowledge, information and belief, pursuant to Rule 31 of the Matrimonial Proceedings Rules 2005:

(Set out the interrogatories in the form of concise questions. Each interrogatory is to be set out in a separate paragraph and numbered consecutively, in table form.)

S/No.	Interrogatory	Reason for Interrogatory	Paragraph(s) and page(s), filing date, deponent of affidavit (which relates to the request) and number of affidavit in relation to the deponent (where applicable)

*Delete where inapplicable

Dated this day of 20 .

Solicitor for the

To the Solicitor for

Form 33

NOTICE IN RESPONSE TO REQUEST FOR INTERROGATORIES

(Title as in action)

*The Plaintiff/Defendant/Other Party [*to specify*]* will answer the following interrogatories on affidavit, to the best of his knowledge, information and belief:

Items [*to specify*] listed in your request for interrogatories dated [*to state date*].

*The Plaintiff/Defendant/Other Party [*to specify*]* objects to answering the following interrogatories:

(Set out the interrogatories objected to, in table form.)

S/No.	Interrogatory	Reason for objection to the interrogatory

*Delete where inapplicable

Dated this day of 20 .

Solicitor for the

To the Solicitor for

Form 34

APPLICATION FOR INTERROGATORIES

(Title as in action)

SUMMONS

1. *[Format as in Form 4 of Matrimonial Proceedings Rules 2005]*

2. Orders Applied For

- (a) That the Plaintiff/Defendant/Other Party *[to specify]** be required to answer the following interrogatories on affidavit, to the best of his knowledge, information and belief, pursuant to Rule 31 of the Matrimonial Proceedings Rules 2005.
- (b) That the affidavit under paragraph (a) above is to be filed and served by *[to state date]*.

(Set out the interrogatories in the form of concise questions. Each interrogatory is to be set out in a separate paragraph and numbered consecutively, in table form.)

S/No.	Interrogatory	Reason for Interrogatory	Paragraph(s) and page(s), filing date, deponent of affidavit (which relates to the request) and number of affidavit in relation to the deponent (where applicable)

3. Etc. *[Format as in Form 4 of Matrimonial Proceedings Rules 2005]*

Dated this day of 20 .

Solicitor for the

To the Solicitor for

*Delete where inapplicable

Form 35

AFFIDAVIT OF ASSETS AND MEANS

(Title as in action)

A. Party Swearing or Affirming this Affidavit:

Name:

Age:

Address:

Contact Number:

I am the Plaintiff/Defendant* in the above matter. I *[make oath and say/affirm that*]* the contents of this Affidavit of Assets and Means are true and correct to the best of my knowledge, information and belief. All the information stated in this Affidavit of Assets and Means is accurate as at *[to state date]*. I have made full and frank disclosure of my assets and means in this Affidavit of Assets and Means, to the best of my knowledge, information and belief, and have no other assets and means aside from what has been disclosed in this Affidavit.

B. Financial Issues

I. Assets and Means

1. I am/am not* an undischarged bankrupt.

[If you are an undischarged bankrupt, state the date of the bankruptcy order, and the bankruptcy number.]

Work Particulars

2. My occupation is:

3. I am an employee*.

[State the following information in respect of each employer.]

- (a) The name and address of my employer is:

- (b) My designation is:

(c) My gross monthly income (including salary, allowances, commissions and bonuses) is:

(d) My take-home monthly income (including salary, allowances, commissions and bonuses) is:

4. I am self-employed*.

[State the following information in respect of each of your businesses.]

(a) The name and address of my business is:

(b) It is a sole proprietorship/partnership*.

(c) Nature of business:

(d) My monthly income is:

(e) The estimated value of my business is:

5. I am unemployed*.

(a) Before becoming unemployed, I was an employee.

(i) My last drawn gross monthly income (including salary, allowances, commissions, benefits and bonuses) on *[to state date]* was:

(ii) The name and address of my previous employer is:

(b) Before becoming unemployed, I was self-employed*.

(i) The name and address of my business was:

(ii) It was a sole proprietorship/partnership*.

(iii) Nature of business:

(iv) Status of business *[e.g. whether business terminated at Accounting and Corporate Regulatory Authority (ACRA), and if so, to state date of termination]:*

(v) My monthly income on *[to state date]* was:

6. Aside from my income from my employment/business*, I have the following/I do not have any additional* sources of income¹:

S/No.	Source of Income	Amount (S\$)

Particulars of my immovable properties situated in Singapore or overseas.

7. I own the following/do not own any* immovable properties:

[State in relation to each property]

- (a) Address of property owned:
- (b) Whether title to the land is registered or unregistered, and if registered, the Certificate of Title (CT/SSCT/SCT*) number
- (c) Names of joint-owners (if any) and the manner in which the property is held, i.e. whether as joint tenants or tenants in common:
- (d) Names of mortgagee/chargee (if any), and amounts outstanding to each mortgagee/chargee
- (e) Value/Estimated value* of property as at *[to state date]*:
- (f) Amount of monthly mortgage payment and how payment is made (i.e. CPF or cash):

Particulars of motor vehicles in Singapore or overseas*

8. I own a/do not own any* motor vehicle/more than one motor vehicle. The particulars of the motor vehicle(s) are as follows:

[State in relation to each motor vehicle.]

- (a) The registration number and make of the motor vehicle is:

¹ This would include rental income from any immovable property owned by you.

- (b) The motor vehicle(s) is/are* on hire purchase.
 - (c) The name of the hire purchase company is:
 - (d) The estimated value of the motor vehicle as at [*to state date*] is:
 - (e) The amount outstanding on the hire purchase agreement is:
9. The motor vehicle is no longer in my possession*. The reason is that:

Particulars of my insurance policies in Singapore or overseas*

10. I have the following/do not have any* insurance policies:

[State in relation to each insurance policy.]

- (a) Name of insurer:
- (b) Type of policy:
- (c) Policy Number:
- (d) Amount insured:
- (e) The beneficiary or beneficiaries under the insurance policy is/are*:
- (f) Surrender value (if any) as at [*to state date*]:

Particulars of my shares, unit trusts, etc. in Singapore or overseas*:

11. I own/do not own* shares, warrants, bonds, stock options, and/or* unit trusts.

- (a) Shares (including shares purchased with Central Provident Fund monies), warrants, bonds, stock options, etc.

The name(s) of the company/companies* in which I hold shares, warrants, bonds or stock options, and the amount of shares, warrants, bonds or stock options which I hold are as follows:

S/No.	Company Name	No. of Shares, warrants, bonds, stock options, etc.	Estimated value as at: [<i>to state date</i>]

(b) Unit Trusts

The name of the unit trusts, the financial institution managing them, and the number of units I hold are as follows:

S/No.	Unit Trust	Financial Institution	No. of Units	Estimated value as at: [to state date]

Particulars of my bank accounts in Singapore or overseas*

12. I have the following/do not have any* bank accounts (held solely and/or jointly) and/or* safe deposit boxes:

S/No.	Bank Name and Account Number	Account Type ²	Balance as at [to state date]	Joint Account Holder's Name (if any)

Particulars of my Central Provident Fund (“CPF”) monies

² i.e. Savings, Current, Fixed Deposit, Overdraft, Safe Deposit Box, etc.

13. I have the following/do not have any* amounts in my CPF account as at *[to state date]*:
- (a) Ordinary account:
 - (b) Medisave account:
 - (c) Special account:
14. The details of the amount utilised from my CPF account towards the purchase of immovable property are as follows:
- (a) Address of immovable property:
 - (b) Amount withdrawn as at *[to state date]*:
 - (i) Principal:
 - (ii) Interest:

Other Assets

15. I own the following/do not own any* other assets:
- [(a) If you own any other assets, savings or investments not listed thus far (e.g. antiques, collectibles, jewellery, paintings), please state the same and the estimated value.]*
 - [(b) If you are a member (whether in Singapore or overseas) of any golf, social or recreational clubs of value, please state the same and the estimated value.]*

My Monthly Expenses

16. I have the following personal expenses each month (for example):
- (a) Food:
 - (b) Transport:
 - (c) Utilities (water, gas and electricity):
 - (d) Telephone/Internet/mobile phone/pager charges:
 - (e) Rent:
 - (f) Others (please specify):
17. My monthly expenses for the children who are dependent on me are as follows:
- [State in relation to each child.]*

- (a) Name of Child:
- (b) Age of Child:
- (c) Food:
- (d) School Fees:
- (e) Transport:
- (f) Others (please specify):

18. I have the following persons who are financially dependent on me (excluding my children):

[State in relation to each dependent.]

- (a) Name of dependent:
- (b) Age:
- (c) Relationship:
- (d) Amount set aside each month for dependent:
- (e) Reason for dependency:
- (f) Names of other persons supporting my dependents:

Particulars of my Creditors (i.e. people whom I owe money to)

19. My creditors³ are as follows/I do not have any creditors*:

[State in relation to each creditor.]

- (a) Name of creditor:
- (b) Amount owed as at *[to state date]*:

20. Legal proceedings have been commenced against me by the following creditors:

[State in relation to each creditor.]

- (a) Name of creditor:
- (b) Suit No.:
- (c) Status of action:

II. Contributions to the Matrimonial Assets

Direct financial contributions

³ Your creditors include government bodies such as the Inland Revenue Authority of Singapore (IRAS), the Central Provident Fund Board (CPF), the Housing Development Board (HDB), etc.

21. I have made the following/I have not made any* direct financial contributions towards the acquisition or improvement of the matrimonial asset(s) :

[State in relation to each matrimonial asset.]

Indirect contributions

22. I have made the following/I have not made any* indirect financial and non-financial contributions towards the family during the course of the marriage:

[State the nature of the indirect financial and non-financial contributions made.]

III. Proposal Regarding the Division of Matrimonial Assets and Maintenance

Division of Housing Development Board Flat (if applicable) (only to be filled in if you have not filed a Proposed Property Plan, or if you would like to change your proposal from what you have originally set out in your Proposed Property Plan.)

23. My proposal for the division of the matrimonial HDB flat is as follows:
- Option 1: The flat will be surrendered to the HDB.
 - Option 2: The Agreement for Lease with the HDB will be terminated.
 - Option 3: The flat will be sold in the open market.
 - Option 4: The other party's share in the flat will be sold/transferred* to:
 - Myself
 - Myself and *[state name and relationship with yourself]*:
 - A third party *[state name and relationship with yourself/the other party]*:
 - Option 5: My share in the flat will be sold/transferred* to:
 - The other party
 - The other party and *[state name and relationship with the other party]*:
 - A third party *[state name and relationship with the other party/yourself]*:

- Option 6: Others (please state brief details)

Particulars of my proposal are attached to this Affidavit of Means.

[To fill in Option 1, 2, 3, 4, 5 and/or 6 as set out in Form 35 of the Women's Charter (Matrimonial Proceedings) Rules 2005, and to remove the relevant pages and attach the same to this Affidavit of Means.]

Division of the matrimonial assets

24. My proposal on the division of the matrimonial assets is as follows/There are no matrimonial assets:

[State proposal on the division of the matrimonial assets, giving reasons, if any.]

Proposal on Maintenance

25. My proposal on maintenance is as follows:

[State proposal on maintenance for wife and/or children, giving reasons, if any.]

IV. Any Other Issues/Information

26. *[State any further issues and information.]*

C. Children's Issues

27. *[State issues and information on custody, care and control of and access to the child/children.]*

D. Supporting Documents

28. I am exhibiting the following documents in support of my affidavit⁴:

⁴ Please note that the list of documents in this section is intended as a guide only. It is not intended to set a minimum standard, nor to be an exhaustive list, in relation to each party's duty to disclose all relevant information and documents in this matter. The extent of disclosure which must be made in each case will depend on the facts of that case. Parties must exercise their own minds regarding the extent of disclosure to be made in the light of these facts, and in accordance with their duty of disclosure under Rules 25 and 31 of the Women's Charter (Matrimonial Proceedings) Rules 2005.

[Circle the relevant items and state the relevant exhibit number for each item.]

- Pay-slips for *[state time frame]*
- Contract of employment/Letter from employer confirming salary
- Notices of Assessment from the Inland Revenue Authority of Singapore (IRAS) dated *[to state date]*
- ACRA search dated *[to state date]* (in respect of the business(es) I own)
- Valuation report(s) for immovable property/properties (in respect of properties listed in paragraph 7 above)
- Tenancy agreement(s)
- Hire purchase agreement(s) (in respect of the vehicles listed in paragraph 8 above)
- Insurance policies/letters from insurance companies showing the surrender values of the insurance policies (in respect of insurance policies listed in paragraph 10 above)
- Central Depository (Pte) Ltd (CDP) statement(s) dated *[to state date]*
- Central Provident Fund (CPF) Investment account statement(s) dated *[to state date]*
- Bank statement(s) for *[state time frame]*
- CPF statement(s) dated *[to state date(s)]* on contribution to purchase of immovable property
- CPF statement(s) dated *[to state date(s)]* on balances in Special, Medisave and Ordinary Accounts
- Renovation receipt(s)
- Receipt(s) evidencing payment for furnishings
- Receipts supporting expenses, e.g. utilities bills, telephone bills, conservancy charges, school fees, etc.
- Others (please specify)

VI. Affidavit**

Sworn/Affirmed* at Singapore on *[to state date]* by *[to state name and NRIC Number]* through the interpretation of*: *[to state name]* in *[to state language]*

Before me,

Signed:

Commissioner for Oaths

*Delete where inapplicable

** The form of the jurat should follow the appropriate form in Form 78 of the Rules of Court

Form 35A

ANCILLARY MATTERS FACT AND POSITION SHEET

(Title as in action)

Party Filing this Ancillary Matters Fact and Position Sheet: Plaintiff/Defendant*

A. DIVISION OF MATRIMONIAL ASSETS

I. Matrimonial Home (See Annex A for Other Real Property)

Address of matrimonial home:

[to specify]

S/No.	Item	Information	Affidavit reference or supporting document
1	Valuation/Surrender value		[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]
2	Current outstanding loan (state amount and date on which that amount is outstanding)		
3	Plaintiff's total CPF contributions	Principal: Interest: Total:	
4	Defendant's total CPF contributions	Principal: Interest: Total:	
5	Plaintiff's total cash contributions towards purchase		
6	Defendant's total cash contributions towards purchase		
7	Any other contributions towards this property by Plaintiff, e.g. renovations,		

S/No.	Item	Information	Affidavit reference or supporting document
	furniture, etc.		
8	Any other contributions towards this property by Defendant, e.g. renovations, furniture, etc.		

State what party wants in respect of the matrimonial home, and how sale proceeds, if any, are to be split between parties:
[to specify]

II. Other Property Owned By This Party (Excluding Real Property)

S/No.	Item	Value of property	Affidavit reference or supporting document
	<i>[In this column, state the nature of the property: i.e. CPF monies in the party's Ordinary Account, insurance policies, etc. For example, ABC Bank account no. 1111111.]</i>	<i>[In this column, also state the date for which the value of the property is given. For example, S\$400 as at 1 January 2006.]</i>	<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>

State what this party wants as regards above assets:
[to specify]

III. Other Property Owned By the Other Party (Plaintiff/Defendant*)

S/No.	Item	Value of property	Affidavit reference or supporting document
	<i>[In this column, state the nature of the property: i.e. CPF monies in party's Ordinary Account, insurance policies, etc. For example, ABC Bank account no. 1111111.]</i>	<i>[In this column, also state the date for which the value of the property is given. For example, S\$400 as at 1 January 2006.]</i>	<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>

State what this party wants as regards the other party's above assets:
[to specify]

B. MAINTENANCE

S/No.	Item	Information	Affidavit reference or supporting document
1	Party's income		<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>
2	Party's occupation		
3	Party's total monthly expenses		<i>[State where the breakdown of the party's expenses can be found.]</i>
4	Children's total monthly expenses	<i>[State sub-total for each child, followed by the total amount for all children.]</i>	<i>[State where the breakdown of the children's expenses can be found.]</i>
5	Existing maintenance order/existing voluntary payment for wife*		
6	Existing maintenance order/existing voluntary payment for children*		
7	Existing maintenance order/existing voluntary payment for household*		

I. Maintenance of children

State how the children's total expenses should be divided (i.e. whether parties are to bear them equally, whether one party is to bear all the expenses, whether the expenses are to be divided 70:30, etc.):

[to specify]

II. Maintenance of wife

State the amount the wife is asking for maintenance: *[to specify]*

State the amount being offered (if any) for the wife's maintenance: *[to specify]*

C. ISSUES RELATING TO THE CHILDREN

Number of children: *[to specify]*

Names and ages of each child:

Name of child	Age

I. Custody

State what this party wants regarding custody: *[to specify]*

II. Care and Control

State what this party wants regarding care and control: *[to specify]*

III. Access

1. State what this party wants regarding access if:

a. he/she* is the parent with care and control

School term access:

School holiday access:

Public holiday access:

Others:

b. he/she* is not the parent with care and control

School term access:

School holiday access:

Public holiday access:

Others:

2. Proposed handover venue and person to hand over the children: *[to specify]*

3. State the terms of any interim custody and access order/who presently has care and control of children and any existing access arrangements*: *[to specify]*

* *Delete where inapplicable.*

Annex A - Other Real Property

State, in respect of each property:

Address:

Valuation/Surrender value:

S/No.	Item	Information	Affidavit reference or supporting document
1	Valuation/Surrender value		<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>
2	Current outstanding loan (state amount and exact date on which that amount is outstanding)		
3	Plaintiff's total CPF contributions	Principal: Interest: Total:	
4	Defendant's total CPF contributions	Principal: Interest: Total:	
5	Plaintiff's total cash contributions towards purchase		
6	Defendant's total cash contributions towards purchase		

7	Any other contributions towards this property by Plaintiff, e.g. renovations, furniture, etc.		
8	Any other contributions towards this property by Defendant, e.g. renovations, furniture, etc.		

State what this party wants in respect of the property, and how sale proceeds, if any, are to be divided between parties:

Form 39

REQUEST FOR RE-FIXING OF HEARING DATE

Case No: D/OS* No. _____			
Type of Hearing <i>(please tick)</i>	<input type="checkbox"/> Contested divorce <input type="checkbox"/> Ancillary matters <input type="checkbox"/> OS hearing <input type="checkbox"/> Status conference <input type="checkbox"/> Mediation/Joint conference <input type="checkbox"/> Registrar's Appeal / Taxation / Further arguments*	<input type="checkbox"/> Uncontested divorce <input type="checkbox"/> Recording of consent orders <input type="checkbox"/> SUM hearing <input type="checkbox"/> Pre-trial conference <input type="checkbox"/> Counselling	
Date/Time of Hearing			
A. Particulars of party making the request			
Name of solicitor			
Name of law firm			
Tel No.		Fax No.	
Reasons for request:			
B. Particulars of the other parties			
Name of solicitor			
Name of law firm			
Tel No.		Fax No.	
Name of solicitor			
Name of law firm			
Tel No.		Fax No.	
C. Consent of other parties obtained?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
FOR OFFICIAL USE ONLY			
Request is approved : <u>Yes</u> / <u>No</u> *			
_____	_____		
Date	Name and Signature of Registry Officer		

Form 41

SUPPORTING AFFIDAVIT UNDER ORDER 71 RULE 5

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

OS Probate No.

In the Estate of _____, deceased

SUPPORTING AFFIDAVIT

(a) FOR ALL OTHERS:-

I/We*, (name(s) of applicants) (ID No. _____) of (address(es) of applicant(s)), Singapore, do make oath (or affirm) and say that:-

- (1) the Statement under Order 71 rule 5 of the Rules of Court exhibited herein and marked "A" is the same Statement generated by the Electronic Filing Service (EFS), and the contents entered into EFS and which now appear in the Statement, are to the best of my/our* knowledge and belief in all respects true.
- (2) the documents as stated in the "Table of Contents of Exhibits" exhibited herein and marked "B" have been accepted by the Court and the contents of the documents are to the best of my/our* knowledge and belief in all respects true.

(b) FOR TRUST CORPORATION:-

I/We*, (name(s) (ID No. _____) of (address(es)), Singapore, an officer of the applicant company (name of company) do make oath (or affirm) and say that:-

- (1) the Statement under Order 71 rule 5 of the Rules of Court exhibited herein and marked “A” is the same Statement generated by the Electronic Filing Service (EFS), and the contents entered into EFS and which now appear in the Statement, are to the best of my/our* knowledge and belief in all respects true.
- (2) the documents as stated in the “Table of Contents of Exhibits” exhibited herein and marked “B“ have been accepted by the Court and the contents of the documents are to the best of my/our* knowledge and belief in all respects true.

2. I/We* further state that the applicant company is a trust corporation and that it has power to accept Grant. I/We* have been authorised by the applicant company through a resolution of their Board of Directors. A certified true copy of the resolution under the seal of the company is filed herewith.

Sworn (or affirmed) by the)
abovenamed on)
this day of 20)
at Singapore)

Through the interpretation of (name and
designation of person who interpreted) in
(language of interpretation)*

Before me,

Commissioner for Oaths

**Delete where inapplicable*

APPENDIX E

INSTRUCTIONS TO DEFENDANT ON HOW TO MAKE THE STANDARD QUERY TO THE CENTRAL PROVIDENT FUND BOARD

Obtaining Answers to the Standard Query on the Central Provident Fund Board

If you are 55 years and over at the date you receive this document

You must serve the "Standard Query to the Central Provident Fund Board" (Form 21 of Appendix B of *The Subordinate Courts Practice Directions (2006 Ed.)*) on the Central Provident Fund (CPF) Board at:

Public Housing Section
Central Provident Fund Board
79 Robinson Road
Singapore 068897

A copy of Form 21 may be found at the Subordinate Courts website at http://www.subcourts.gov.sg/practice_dir/PD2006Edition.pdf. The CPF Board shall give you the written answers to the standard query within one month of the service of Form 21 on them.

If you are under 55 years at the date you receive this document.

You may:

- (i) use the Statement Request, an online service provided at the Central Provident Fund website at <http://www.cpf.gov.sg>, ("the CPF website") in order to obtain the relevant CPF statements, i.e. statements which show:
 - (a) the amount of CPF monies and the amount of accrued interest thereon utilised by you towards the purchase of your HDB flat (i.e. the Public Housing Scheme - Withdrawal Statement); and
 - (b) the amount of CPF monies standing in your special, medisave and ordinary accounts respectively (i.e. the Statement of Account).

If you are not able to obtain the relevant CPF statements from the online service due to technical faults or any other reason connected with the breakdown of the CPF website, you must use the standard query mode set out in paragraph (ii).

- (ii) make the request for the relevant CPF statements by attending, either personally or through an authorised representative, at any of the CPF Board offices. You must produce your National Registration Identity Card (NRIC) or passport for the CPF Board's verification. Your authorised representative must produce the original letter of authorisation signed by you and his NRIC or passport in addition to your NRIC or passport.