

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2021
AMENDMENT NO. 7 OF 2023

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

- (1) amendments to Practice Direction 27 on Personal service of processes and documents;
- (2) amendments to Practice Direction 97 on Seizure or attachment under an Enforcement Order; and
- (3) amendments to the following Forms under Appendix A2:
 - (a) Form 8 (Originating Claim); and
 - (b) Form 15 (Originating Application).

2 The amendments will take effect on 1 January 2024 and will be reflected at <https://epd2021-statecourts.judiciary.gov.sg/> from 1 January 2024.

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

Dated this 22nd day of December 2023.



EDWIN SAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2021 (Amendment No. 7 of 2023)

PART III: ORIGINATING PROCESSES AND DOCUMENTS

...

27. Personal service of processes and documents

...

*Application for service out of Singapore of originating process or other court document **and for extension of validity of originating process***

...

- (8) A claimant applying for the Court's approval to serve an originating process out of Singapore should consider whether an application should also be made to extend the validity of the originating process. If the claimant is able to demonstrate that the originating process will not or is not likely to be served on all or any of the defendants out of Singapore before the originating process expires, the claimant is to consider making the application for the extension of the validity of the originating process in a single summons, together with the application for approval to serve the originating process out of Singapore, notwithstanding the provisions of Practice Direction 50. In any application for an extension of the validity of the originating process, the claimant is to seek a period of extension which is appropriate by reference to the length of time which is likely to be needed to effect service on all or any of the defendants out of Singapore.

PART XIII: ENFORCEMENT MATTERS

...

97. Seizure or attachment under an Enforcement Order

...

- (1C) Without affecting paragraphs (1A) and (1B), in respect of an EO for attachment of a debt due to the enforcement respondent from a financial institution or any other non-party, where the enforcement applicant is represented in the enforcement proceedings by solicitors, the Bailiff will direct the enforcement applicant to engage the services of the enforcement applicant's solicitors:
- (a) to serve the notice of attachment on the financial institution or non-party under Order 22, Rule 6(4) of the Rules of Court 2021; and
 - (b) to serve a copy of the notice of attachment on the enforcement respondent under Order 22, Rule 6(6) of the Rules of Court 2021.
- (1D) Where the enforcement applicant's solicitors have served the notice of attachment and copy of the notice of attachment as directed by the Bailiff under paragraph (1C), the enforcement applicant's solicitors must notify the Bailiff in writing of the date, time and mode of service of each document within three (3) working days after the date that document is served.
- (1E) To avoid doubt, where the enforcement applicant's solicitors have served the notice of attachment and copy of the notice of attachment as directed by the Bailiff under paragraph (1C):
- (a) the Bailiff's commission under Order 22, Rule 9(2) of the Rules of Court 2021 continues to be payable to the Bailiff; but
 - (b) items 13 and 14 of Part 3 of the Fourth Schedule to the Rules of Court 2021 are not payable to the Bailiff, or to the enforcement applicant's solicitors, in respect of the service of the notice of attachment and copy of the notice of attachment.

...

Appendix A2

8.

O. 6, r. 5(1)

ORIGINATING CLAIM

IN THE GENERAL DIVISION OF THE HIGH COURT / STATE COURTS OF THE REPUBLIC OF SINGAPORE

Originating Claim No. _____ of 20 ____ .

Filed: [date]

(Renewed for service for ____ months from [date] by an order of Court dated [date])

Between

[Claimant's name and identification number]

Claimant(s)

And

[Defendant's name and identification number]

Defendant(s)

To: The defendant [name]

1. The claimant of [address] has commenced an action against you in the [General Division of the High Court/State Courts] of Singapore.
2. The claim(s) by the claimant is set out in the statement of claim attached (or briefly in this document).
3. You may do the following:
 - (a) offer to settle the claim(s) or negotiate with the claimant; and
 - (b) in any event, if you believe you have a defence, you must:
 - (i) consult a lawyer unless you want to act in person;
 - (ii) file and serve a notice of intention to contest or not contest the originating claim that is attached to this document within [14 days/21 days] of being served the statement of claim;
 - (iii) file a defence within [21 days/5 weeks] of being served the statement of claim.

4. If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the claimant.
5. If your defence is not filed within the time stated in paragraph 3, the Court may give judgment to the claimant.
6. Parties are to attend a case conference to take directions from the Court on the date and time shown above.

Issued by: *Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating claim must be served within 3 months **or 6 months, as the case may be**, after the date of issue, unless renewed by order of the Court. **In this regard, please note that the period for service is 3 months, except where the originating claim is to be served out of Singapore, in which case the period for service is 6 months.** A notice of intention to contest or not contest an originating claim in Form 10 is to be attached to this originating claim when it is served.
2. Where the claimant sues or a defendant is sued in a representative capacity, the originating claim must be endorsed with a statement of the capacity in which the claimant sues or a defendant is sued, as the case may be.
3. If a statement of claim is not attached, to set out a concise statement of the nature of the claim made or the relief or remedy required.

(Seal of the Court and signature of the Registrar)

15.

O. 6, r. 11(1),
r. 11(2)

ORIGINATING APPLICATION

IN THE COURT OF APPEAL / APPELLATE DIVISION OF THE HIGH
COURT / GENERAL DIVISION OF THE HIGH COURT / STATE
COURTS OF THE REPUBLIC OF SINGAPORE

Originating Application No. _____ of 20 ____ .

Filed: [date]

(Renewed for service for ____ months from [date] by an order of Court dated
[date])

In the matter of

Between

[Claimant's/Applicant's name and identification number]

Claimant(s)/Applicant(s)

And

[Defendant's/Respondent's name and identification number]

Defendant(s)/Respondent(s)

To: The [defendant/respondent] [name]

1. The [claimant/applicant] of [address] has commenced an action against you in the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] of Singapore.
2. The [claimant/applicant] is applying to the Court for the following orders:
[Set out all the orders sought in numbered paragraphs].
3. The evidence supporting this originating application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

4. You may do the following:
 - (a) offer to settle the claim or negotiate with the [claimant/applicant]; and
 - (b) in any event, if you wish to contest the originating application, you must:
 - (i) consult a lawyer unless you want to act in person; and
 - (ii) file an affidavit in reply if you also wish to introduce evidence in the originating application against you within [21 days/5 weeks] of being served the [claimant's/applicant's] supporting affidavit(s).
5. Parties are to attend a case conference to take directions from the Court on the date and time shown above.
6. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by: *Solicitor for the claimant/applicant*

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating application must be served within 3 months **or 6 months, as the case may be**, after the date of issue, unless renewed by order of the Court. **In this regard, please note that the period for service is 3 months, except where the originating application is to be served out of Singapore, in which case the period for service is 6 months.**
2. Where the claimant/applicant sues or a defendant/respondent is sued in a representative capacity, this originating application must be endorsed with a statement of the capacity in which the claimant/applicant sues or a defendant/respondent is sued, as the case may be.

(Seal of the Court and signature of the Registrar)
