

**IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE**

**SUPREME COURT PRACTICE DIRECTIONS 2021**

**AMENDMENT NO. 4 OF 2023**

It is hereby notified that amendments have been made to Parts 8 and 16 and Appendix A of the Supreme Court Practice Directions 2021. The amendments are summarised below:

- (1) amendments to paragraph 63 on Application for service out of Singapore of originating process or other court document and for extension of validity of originating process;
- (2) amendments to paragraph 141 on Service of Notice of Seizure or Attachment on the directions of the Sheriff; and
- (3) amendments to the following Forms under Appendix A:
  - (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-supremecourt.judiciary.gov.sg> from 1 January 2024.

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

Dated this 22<sup>nd</sup> day of December 2023.



TAN BOON HENG  
REGISTRAR  
SUPREME COURT

## Supreme Court Practice Directions 2021 (Amendment No. 4 of 2023)

### Part 8: Originating Processes, Documents, and Service In or Out of Singapore

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

...

(4) 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 paragraph 67 of these Practice Directions. 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 16: Enforcement of Judgments and Orders**

### **141. Service of Notice of Seizure or Attachment on the directions of the Sheriff**

(1) Where, under Order 22, Rule 6(4) of the Rules of Court 2021, an enforcement order is carried out by the Sheriff serving:

...

(2) Without affecting sub-paragraph (1), in respect of an enforcement order 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 Sheriff 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; 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.

(3) Where the enforcement applicant's solicitors have served the notice of attachment and copy of the notice of attachment as directed by the Sheriff under sub-paragraph (2), the enforcement applicant's solicitors must notify the Sheriff 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.

(4) 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 Sheriff under sub-paragraph (2):

- (a) the Sheriff's commission under Order 22, Rule 9(2) of the Rules of Court 2021 continues to be payable to the Sheriff; but
- (b) items 13 and 14 of Part 3 of the Fourth Schedule to the Rules of Court 2021 are not payable to the Sheriff, 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 A

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)

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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)

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