

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

**FAMILY JUSTICE COURTS PRACTICE DIRECTIONS 2024**

**AMENDMENT NO. 1 OF 2025**

1. It is notified for general information that amendments have been made to Parts 3, 7 and 12 and Appendix A of the Family Justice Courts Practice Directions 2024. The amendments are summarised below:
  - (a) Amendments to paragraph 38 on Showing proof of payment;
  - (b) Amendments to paragraph 90 on Amendment of documents;
  - (c) Amendments to paragraph 103 on Seeking assistance from the Immigration and Checkpoints Authority (“ICA”) to enforce Court orders or injunctions restraining or prohibiting the taking of a child out of Singapore;
  - (d) Amendments to Form 36B of Appendix A (Physical Capacity Assessment Report (VAA));
  - (e) Amendments to Form 117A of Appendix A (Request for Assistance from the Immigration and Checkpoints Authority (“ICA”)); and
  - (f) Amendments to Form 117B of Appendix A (Letter of Consent for International Travel of Child(ren)).
2. The amendments will take effect on 18 July 2025 and will be reflected at <https://epd2024-familyjusticecourts.judiciary.gov.sg> from 18 July 2025.
3. Please find attached a document reflecting the marked-up amendments to the Family Justice Courts Practice Directions 2024.

Dated this 11<sup>th</sup> day of July 2025



KENNETH YAP YEW CHOH  
REGISTRAR  
FAMILY JUSTICE COURTS

**PART 3**  
**QUASI-CRIMINAL PROCEEDINGS**

**3B: Category 1 Proceedings**

**38. Showing proof of payment**

...

- (3) If the proof of payment shown via the iFAMS is for any reason unsatisfactory, the Court may reject the proof of payment and notify the party required to show proof of payment, by the modes of communication specified in sub-paragraph (2).
- (4) To avoid doubt, if the proof of payment shown via the iFAMS is rejected, or if the party required to show proof of payment does not receive any notification from the Court exempting him or her from attending Court on the acceptance of the proof of payment, the party must attend personally at ~~the Maintenance Mediation Chambers, Level 2 Service Hub 8 at Level 1~~ of the Family Justice Courts Building, to show proof of payment on or before the date specified in the order of Court.

**PART 7**  
**JUDGE-LED APPROACH IN RESOLVING FAMILY DISPUTES**

**7D: Amendment of Documents**

...

**90. Amendment of documents**

...

*Other requirements for amendment of documents (except ~~Court orders~~ any originating process, summons or other electronic form which ~~are~~ is composed online through the Electronic Filing Service)*

- (7) The changes made in the document from the latest version of the document filed in Court should be indicated in the following way:
- (a) deletions shall be made by drawing a single line across the words to be deleted;  
and
  - (b) insertions must be underlined.

...

**PART 12**  
**INJUNCTIONS AND OTHER INTERIM RELIEF BEFORE HEARING**

**103. ~~Providing~~ Seeking assistance from the Immigration and Checkpoints Authority (“ICA”) ~~with~~ to enforce Court orders or injunctions restraining or prohibiting the taking of a child out of Singapore**

- (1) This paragraph applies to ~~parents and / or~~ parties who intend to seek assistance from the ICA to ~~stop prevent~~ a child from being taken out of Singapore, in breach of a Court order or injunction.
- (2) In proceedings under the Women’s Charter 1961, the Guardianship of Infants Act 1934 or the International Child Abduction Act 2010, a Court may grant an order or injunction (referred to in this paragraph as an “order”) restraining ~~one or both parent(s) or~~ any ~~other~~ party from taking the child out of Singapore ~~without an order of Court or the consent of the other or both parent(s) / parties, except in certain circumstances (e.g. with the written consent of the other party or parties to the proceedings in which the order was obtained)~~.
- (3) Any ~~parent and / or~~ party (~~hereinafter~~ referred to in this paragraph as “the requestor”) who has been granted an order referred to in sub-paragraph (2) and who intends to seek assistance from the ICA to ~~stop prevent~~ the child from being taken out of Singapore must do the following:
  - (a) notify the ICA by providing the ICA with either a copy of the extracted or unextracted ~~Court~~ order referred to in sub-paragraph (2) and a copy of Form 117A of Appendix A of these Practice Directions, duly completed and signed; ~~at least 1 working day before the ICA is required to act on the order~~; and
  - (b) where the requestor provides an unextracted order\* referred to in sub-paragraph (3)(a), he or she must provide a copy of the extracted order to the ICA within 8 working days from the date of notification to the ICA of the order.

\*An “unextracted order” mentioned in this paragraph refers to the draft order of Court that has been duly signed by one party or both parties (as the case may be) and electronically filed through IELS, and that is pending approval by the Family Justice Courts.

~~(4) In the event that:~~

- ~~(a) the order referred to in sub-paragraph (3)(a) ceases to have effect, is varied or discharged pursuant to a further order of Court (hereinafter referred to as “further order”) such that the travel restrictions no longer apply; or~~

~~(b) — consent is given by the relevant party for the other party to take the child out of Singapore (whether for a specific purpose only or generally) (hereinafter referred to as “the consent”) and such consent is provided for in the order referred to in sub-paragraph 3(a);~~

~~the requestor shall immediately notify the ICA of the same (hereinafter referred to as “further notification”), copying the other party, and provide a copy of the extracted further order or a copy of the consent, as the case may be. The consent shall be given in Form 117B of Appendix A of these Practice Directions. The further notification to the ICA must be given at least 1 working day before the ICA is required to stop acting on the order.~~

(4) If the order referred to in sub-paragraph (3)(a) ceases to have effect, or is varied or discharged pursuant to a further Court order (referred to in this paragraph as a “further order”) such that the travel restrictions no longer apply, the requestor shall notify the ICA of the same, provide a copy of the extracted further order in that notification, and copy that notification to the other party or parties to the proceedings in which that further order was obtained. Where the effect of the further order is to remove travel restrictions, ICA will only act on the basis of an extracted further order.

(5) If the order referred to in sub-paragraph (3)(a) is varied pursuant to a further order such that further travel restrictions apply, the requestor shall immediately notify the ICA of the same, provide a copy of the further order in that notification (in which event the requirements set out at sub-paragraphs (3)(a) and (b) would apply, with the necessary modifications in relation to the further order as they apply in relation to the order referred to in sub-paragraph (3)(a)), and copying the other party or parties to the proceedings in which that further order was obtained, and provide a copy of the further order (in which event the requirements set out at sub-paragraphs (3)(a) and (b) would apply). The further notification to the ICA must be given at least 1 working day before the ICA is required to act on the further travel restrictions.

(5A) Where written consent is required to bring the child out of Singapore, such consent shall be given in Form 117B of Appendix A of these Practice Directions, and the ICA shall be notified of such consent.

(5B) All notifications to the ICA referred to in this paragraph must be given at least 1 working day before they are intended to have effect.

(6) The notifications to the ICA referred to in sub-paragraphs (3)(a), (4), (5) and (5A), provision of a copy and the copies of the extracted orders or further orders referred to in sub-paragraphs (3)(b), (4) and (5), and the further notifications to the ICA referred to in sub-paragraphs (4) and (5) must be sent to the ICA via an email (which should not exceed 5MB in size) to the email address set out below (and copied to the other party

(being a party to the proceedings in relation to which the notification was sent to the ICA or the order was obtained) or the party's solicitors via email or ordinary mail, whichever is applicable). All such emails to the ICA will be attended to during the ICA's working hours only:

ICA's email address: ICA\_FJC\_Notification@ica.gov.sg

ICA's working hours are:

- Mondays to Fridays: 8.00 a.m. to 5.00 p.m.
- Public Holiday Eves: 8.00 a.m. to 12.00 p.m.
- Saturdays, Sundays and Public Holidays: Closed.

(7) The ICA will **not provide assistance** to stop the child from being taken out of Singapore or otherwise take any action under this paragraph if any party fails to comply with the requirements **provided** in this paragraph.

~~(8) "Unextracted order" referred to in this paragraph refers to the draft order of Court that has been duly signed by one party or both parties (as the case may be) and electronically filed in the IELS for the Family Justice Courts' approval, but the sealed copy bearing the Court's seal and Registrar's signature has not been returned to the party / parties.~~

(8) If the ICA's assistance to enforce an order referred to in sub-paragraph (3)(a) or a further order referred to in sub-paragraph (5) is no longer required, the requestor shall notify the ICA of the same with brief reasons, and send a copy of the notification and brief reasons to every other party to the proceedings in which that order or further order was obtained.

## Appendix A: Forms for use in Family Justice (General) Rules 2024

36B.

PDF UPLOAD

P.3, r.45(2)(b) FJ(G)R 2024

### Physical Capacity Assessment Report (VAA)

*Assessment for Physical Infirmary/Disability/Incapacity of an Individual*

#### Section 1: Individual's Particulars

<b>Name (as in NRIC):</b>	Enter name here
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>NRIC / FIN / Passport No.:</b>	<input type="checkbox"/> NRIC (Pink) Enter NRIC no. here <input type="checkbox"/> NRIC (Blue) Enter NRIC no. here <input type="checkbox"/> FIN Enter FIN no. here <input type="checkbox"/> Passport Enter passport no. here <input type="checkbox"/> Others [If others, please specify. Please also include identification no.]
<b>Date of Birth:</b>	Enter date of birth here
<b>Place of Assessment:</b>	Enter location here
<b>Date of Assessment:</b>	Enter date of assessment here

#### Section 2: Assessor's Particulars

<b>Name (as in NRIC):</b>	Enter name here
<b>MCR/SRP No.:</b>	Enter MCR/SRP no here
<b>Contact No.:</b>	Enter contact no here
<b>Designation and Department:</b>	Enter Designation/Department here
<b>Assessor's qualifications and experience <del>in assessing mental capacity:</del></b>	Enter details here
<b>Hospital / clinic / organisation and address:</b>	Enter details here
<b>Engagements with VA:</b>	<input type="checkbox"/> I have been seeing the VA regularly over a period of time.

	<p>Date of first consultation/assessment: Enter date here</p> <p>Frequency of consultation/assessment: Enter details here</p> <p>Date of last examination/assessment: Enter date here</p> <p><input type="checkbox"/> I am seeing the VA for this assessment only.</p>
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### Section 3: Individual's Medical Information

<b>Past medical history (if any):</b>	<p>Date of assessment: Enter date here</p> <p>Source of information<sup>1</sup>:</p> <p><input type="checkbox"/> Medical records/report – please specify doctor &amp; clinic/hospital: Enter details here</p> <p><input type="checkbox"/> Vulnerable adult</p> <p><input type="checkbox"/> Others – please specify name &amp; relationship: Enter details here</p>
<b>Current Diagnosis:</b>	Please state nature of physical conditions and/or disabilities the individual is suffering from
<b>Basis of opinion:</b>	Enter details of supporting information/ clinical observations

### Section 4: Any Other Information / Remarks

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<sup>1</sup> Select the applicable option(s).

Enter details here

## **Section 5: Declaration**

I believe in the correctness of the assessment set out herein.

I do not have any family members or friends who have any interest (financial or otherwise) in any matter concerning the person to whom the application relates.

I understand that this report may be used for the purpose of an application for a Court order under the Vulnerable Adults Act 2018.

The assessment ~~is only for decisions covered under this form and~~ cannot be used for any other transactions or purposes at present or in future, whether or not related to the Vulnerable Adults Act 2018.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Para 103(3) PD 2024

## Request for Assistance ~~to~~ from the Immigration and Checkpoints Authority (“ICA”)

Case No: Enter case no. here

### Request for Assistance ~~to~~ from the Immigration and Checkpoints Authority (“ICA”)

I, [Enter name of requestor here], [Enter NRIC/Passport/Other identification document no. here], am  an ~~a~~ Applicant  a ~~r~~ Respondent in the above matter in which there is, in force, an Order of Court from the Family Justice Courts dated [Enter date here] restraining ~~one or both parent(s)~~ [details of persons restrained by Court order, e.g. the Applicant, the Respondent; servants/agents of the Applicant/Respondent] from taking the child(ren) out of Singapore without an Order of Court or the consent of ~~the Court or the other or both parent(s), which Court Order is currently in effect (hereinafter referred to as “this Order”)~~  one party  both parties to the matter. I hereby request ICA’s assistance to stop the child(ren) from being taken out of Singapore.

2. The ~~following are the~~ relevant information is set out below:

#### Details of Parties

Name of Applicant:	Enter name here
<input type="checkbox"/> NRIC/ <input type="checkbox"/> FIN No.:	Enter NRIC/FIN no. here
Passport No.:	Enter passport no. here
Address:	Enter address here
E-mail address:	Enter e-mail address here
Mobile number:	Enter number here
Contact details of solicitors (if any):	Enter contact details here

Name of Respondent:	Enter name here
<input type="checkbox"/> NRIC/ <input type="checkbox"/> FIN No.:	Enter NRIC/FIN no. here
Passport No.:	Enter passport no. here
Address:	Enter address here
E-mail address:	Enter e-mail address here
Mobile number:	Enter number here
Contact details of solicitors (if any):	Enter contact details here

Details of Child(ren)<sup>2</sup>

Full name of child involved:	Enter name here
<input type="checkbox"/> BC/ <input type="checkbox"/> NRIC/ <input type="checkbox"/> FIN No.:	Enter BC/NRIC/FIN no. here
Passport No.:	Enter passport no. here

<u>Full name of child involved:</u>	<u>Enter name here</u>
<u><input type="checkbox"/> BC <input type="checkbox"/> NRIC <input type="checkbox"/> FIN No.:</u>	<u>Enter BC/NRIC/FIN no. here</u>
<u>Passport No.:</u>	<u>Enter passport no. here</u>

3. ~~In the event I notify the ICA of the Order, I will provide the ICA with I hereby enclose:~~
- (a) copies of the NRIC/Passport of both parties, where available;
  - (b) copy~~(ies)~~/copies of the birth certificate/NRIC of the child(ren), where available;
  - (c) copy~~(ies)~~/copies of the passport of the child(ren), where available.
4. If there are any changes to the ~~details of the above~~ information and/or the documents set out in paragraphs 2 and 3, I shall inform the ICA immediately and provide a copy of each relevant document (where applicable).
5. ~~If I notify the ICA of this Order and this Order subsequently ceases to have effect or is varied or, either party consents for the other party to remove the child(ren), whether for a specific purpose only or generally, I shall~~ immediately ~~notify the ICA of the same via e-mail ICA\_FJC\_Notification@ica.gov.sg, copying the other party, during the ICA's working hours only (Mondays to Fridays: 8am to 5pm, Public Holiday Eves: 8am to 12pm, Saturdays, Sundays and Public Holidays: Closed) and at least 1 working day in advance before the ICA is to stop acting on this Order. If the ICA sustains any loss (including any damages and costs that the ICA incurs) as a result of or due to:~~
- (a) the ICA acting on the Court order after I notify the ICA of the Court order;
  - (b) the ICA not acting on the Court order due to my failure to give timely notification to the ICA of the Court order; and/or
  - (c) my breach of the terms of the Court order,

I shall indemnify the ICA and keep the ICA indemnified at all times, for that loss.

- ~~6. I shall attach to the email copies of the necessary documentation evidencing the cessation or variation of the Order, or the relevant party's consent, whichever is applicable. If the party concerned consents for the other party to remove the child(ren), whether for a~~

<sup>2</sup> Use a separate table for each child.

~~specific purpose only or generally, the consent shall be given in Form 117B of Appendix A of these Practice Directions.~~

76. I understand that

- (a) due to practical limitations, the ICA may only be able to act on the Court Order 1 working day after notification;
- (b) if I notify the ICA outside of the ICA's working hours, the ICA may only be able to act on the Court Order after 2 working days; and
- (c) I can consult a solicitor before giving this form to the ICA.

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Signature of requestor  Applicant  Respondent

Date: Enter date here

Para 103(4) PD 2024

## Letter of Consent for International Travel of Child(ren)

**Case No:** Enter case no. here

I, [Enter full name of consenting parent party here] ([Enter NRIC/FIN/Passport No. here]), do state that under a Court Order, I am the parent party having  sole  joint custody of the following child(ren), which whom the Order prohibits the child(ren) from leaving Singapore without my consent:

*[Note: Please insert particulars of child(ren) travelling. Insert table for more than 2 children.]*

### 1<sup>st</sup> Child

Full name of child:	Enter name here
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Enter date here
Nationality:	Enter nationality here
Passport No.:	Enter passport no. here
<input type="checkbox"/> BC/ <input type="checkbox"/> NRIC/ <input type="checkbox"/> FIN (if applicable) No.:	Enter BC/NRIC/FIN no. here

### 2<sup>nd</sup> Child

Full name of child:	Enter name here
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Enter date here
Nationality:	Enter nationality here
Passport No.:	Enter passport no. here
<input type="checkbox"/> BC/ <input type="checkbox"/> NRIC/ <input type="checkbox"/> FIN (if applicable) No.:	Enter BC/NRIC/FIN no. here

- I ~~have notified and provided confirm that the~~ ICA was provided with a copy of the ~~Order of Court order~~ dated [Enter date here] and ~~my a signed~~ Form 117A on [Enter date here].
- I hereby consent for the above child(ren) to be taken out of Singapore by:

Full name of restricted <b>parent party</b> / restricted <b>parent party</b> 's servant or agent:	Enter name here
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Enter date here
Nationality:	Enter nationality here
Passport No.:	Enter passport no. here
<input type="checkbox"/> NRIC/ <input type="checkbox"/> FIN No. (if applicable):	Enter NRIC/FIN no. here
Local Handphone No.	Enter number here

4. This consent is
- permanent.
- is for any time during the period [Enter date here] to [Enter date here] (both dates inclusive).
5. If there are any questions regarding this consent, I can be contacted at [Enter handphone no. of consenting **parent/legal guardian party** here].
6. I declare that the particulars and information provided are true and correct. I understand that I may be liable for prosecution for any false declarations made herein.

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Signature  
Name: Enter name here  
Date: Enter date here