

## APPLICATION FORM FOR FOREIGN WITNESS

### IMPORTANT

This form must be duly completed and submitted to the State Courts for the Authorising Officer's approval at least 14 working days before the witness is scheduled to arrive in Singapore.

\* Denotes mandatory field

### SECTION 1 - REQUEST DETAILS

\* Request by (*Tick one option only*)

Investigation Officer (IO) - for Prosecution Witness       Defence Counsel (DC) - for Defence Witness

\* Court Number

\* Case Number

\* Name of Witness

\* Country of Residence

\* Trial Date(s)

Estimated Subsistence Allowance<sup>1</sup> [A]

S\$

\* No. of days witness is expected to give testimony

Estimated Trans-national Travel Expense<sup>2</sup> [B]

S\$

\* Total Estimated Cost to bring in witness [A] + [B]

S\$

### NOTES

- 1 (a) The witness may claim Subsistence Allowance of S\$230 for each 24-hour period of absence from his place of residence, and S\$115 for a period of absence exceeding 8 hours but not exceeding 24 hours.  
 (b) Subsistence Allowance shall be payable for a maximum period of 24 hours before the time that the witness' attendance in Court is required, the days which the witness is required to attend Court, and for a maximum period of 24 hours following the time that the witness's attendance in Court is no longer required.  
 (c) Trans-national arrival and departure timings should be used to compute the Subsistence Allowance if the witness arrives/departs within 24 hours before/after his court attendance.
- 2 (a) The witness may be reimbursed for Trans-national travel expenses (air fare, public ferry service or land transport) to attend Court in Singapore on the basis of the economy class fare.  
 (b) A minimum of 3 quotations for trans-national travel fare are to be attached with this application form. Please provide justification for the chosen fare below.
- 3 Any deviation from the above guideline is to be justified below.

\* Please provide reason(s) for the following: (reasons can be attached as a separate cover letter)

- (1) Reason(s) for bringing in the witness (including but not limited to: (a) why the evidence of the witness is required at trial; and (b) why the witness has to give evidence in person and not remotely)
- (2) Reason(s) for trans-national travel fare chosen
- (3) Reason(s) for deviation from above guideline (if any), including calculations in support of any allowance claimed otherwise than in accordance with the said guidelines.

**SECTION 2 - CONFIRMATION BY REQUESTOR**

The following supporting documents are attached with this Application Form (*tick accordingly*):

- A Cover Letter;
- A copy of the Subpoena or firm indication from foreign witness that he/she will be attending Court;
- 3 quotations for the economy class fare for the trans-national travel

\* Name and Signature of IO/DC

\* Date

\* Contact Number

\* Organisation/Agency of IO/DC

**SECTION 3 - ENDORSEMENT BY PROSECUTOR (applicable only for Prosecution Witness)**

I confirm that the above trial date(s) is/are in order and I support the application as the above person is required as a material witness for the proceedings of the above case.

\* Name and Signature of Prosecutor

\* Date

\* Contact Number