

(To be completed by the Investigating Officer)

I confirm that the Witness has been subpoenaed by and attended the High Court as a prosecution witness. I have verified and confirm that the information provided by the Witness above is in order and in accordance with the Criminal Procedure Code (Witnesses' Allowances) Regulations 2010. I also confirm that the claim is submitted to the Court within 2 months from the date of the Witness' last attendance at Court.

.....
Signature of IO
Date submitted to Court:

.....
Name, Rank, Police Division and contact number

*Note: The witness is required to submit the following documents-

- a) A copy of his / her NRIC / Passport;
- b) A copy of the Subpoena;
- c) A copy of his/ her Bank passbook / statement evidencing the witness as the account holder of the said bank account number;
- d) A copy of his / her Salary slip or (if self-employed) the IRAS income tax assessment document to show monthly earned income during period of Court Attendance;
- e) Original evidence of transnational travel and all travel receipts (inside and outside Singapore) etc., where applicable;
- f) Original receipt for the production of the written expert opinion / report, where applicable.

B. Certificate Authorising the Payment of Witness Allowance (To be completed by Authorising Officer)

Claim processed by Case Officer:		
_____ Signature	_____ Name & Designation	_____ Date
Claim checked by Verifying Officer from Criminal Trials & Appeals Section:		
_____ Signature	_____ Name & Designation	_____ Date
Computation checked by Finance Officer		
_____ Signature	_____ Name & Designation	_____ Date
Claim approved by Assistant Registrar: I approve the payment of witness allowance of \$ _____ to the Witness as shown in Part (A) above.		
_____ Signature	_____ Name of Assistant Registrar	_____ Date

C. Processing of Payment by the Finance Directorate (To be completed by Authorising Officer)

Payment Voucher Number :	Amount :
Invoice Number :	Account Code / Cost Centre : 282101 / 104260
Processed By: _____ Name & Signature of Finance Officer Date	Certified By: _____ Name & Signature of Finance Supervisory Officer Date