

State Courts, Singapore

ICMS – Training Guide – Return of Travel Document

Prepared by Ecquaria Technologies Pte Ltd

1.1.000



About this document

Section 1-1 Contacts

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Section 1-2 Copyright Information

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Section 1-3 General Information

This is a managed document. For identification of amendments each page contains a version number, section identification and a page number within the section. Changes will only be issued as complete replacement sections along with a new release notice. All replaced sections shall be destroyed immediately and copies of any obsolete forms destroyed.

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Chapter 2 Step by Step - Screenshots

Section 2-1 Login

Refer to TRG-Login for Counsel login

Step 1: Once login is successful, you will be redirected to the homepage.

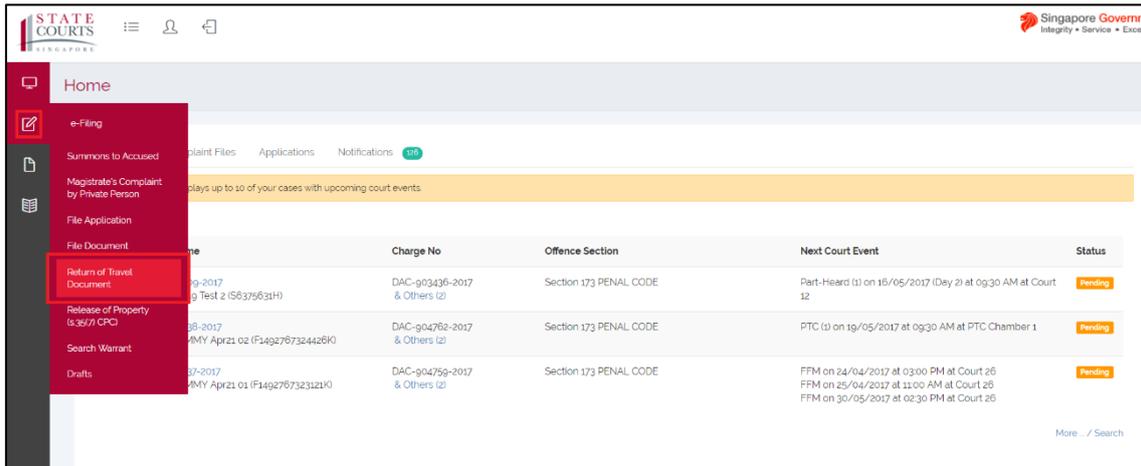
The screenshot shows the State Courts Singapore homepage. At the top left is the State Courts Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below the logo is a navigation bar with 'Home' selected. A sidebar on the left contains icons for Home, Add, Document, and Bookmarks. The main content area has tabs for 'Case Files', 'Complaint Files', 'Applications', and 'Notifications' (with a badge of 120). A yellow banner states: 'The listing below displays up to 10 of your cases with upcoming court events.' Below this is a table with the following data:

S/N	Case Name	Charge No	Offence Section	Next Court Event	Status
1	SC-900009-2017 PP v. 68149 Test 2 (S6375631H)	DAC-903436-2017 & Others (2)	Section 173 PENAL CODE	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 AM at Court 12	Pending
2	SC-900638-2017 PP v. DUMMY Apr21 02 (F1492767324426K)	DAC-904762-2017 & Others (2)	Section 173 PENAL CODE	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1	Pending
3	SC-900637-2017 PP v. DUMMY Apr21 01 (F1492767323121K)	DAC-904759-2017 & Others (2)	Section 173 PENAL CODE	FFM on 24/04/2017 at 03:00 PM at Court 26 FFM on 25/04/2017 at 11:00 AM at Court 26 FFM on 30/05/2017 at 02:30 PM at Court 26	Pending

At the bottom right of the table area, there is a link: 'More ... / Search'. At the bottom of the page, there is a footer with 'Privacy Statement | Terms of Use' on the left and '© 2017 State Courts. All Rights Reserved.' on the right.

Section 2-2 Filing a Return of Travel Document

Step 1: Mouse over to the second icon on the left panel to get redirected to the Return of Travel Document page.



Step 1a: Click on “Return of Travel Document”.

Step 2: Fill in the required information under Application Information. Fields marked with asterisk are mandatory

Application for Return of Travel Document

Application Information Upload Document Confirmation Receipt

Applicant Information

Enter the particulars of the applicant.

* Full Name:

* Nationality: Singapore Citizen Foreigner Stateless

* Travel document No.:

* Residential Address Type: Local Overseas

Block/House No.:

Street Name:

Floor Unit:

Building Name:

Postal Code:

Mobile No.:

Step 2: Fill in the required information under Counsel Information. Fields marked with asterisk are mandatory

Step 2a: If the Counsel is the same as the Filer, check the “Same As filer” box.

Step 2b: If the Counsel is different, click on “Add”.

Counsel Information							
Name of Filer:	Lawyer Alpha						
Designation/Rank of Filer:							
Counsel:	<input type="checkbox"/> Same as filer						
* Name:	<table border="1"><thead><tr><th>S/N</th><th>Name of Counsel</th><th>Action</th></tr></thead><tbody><tr><td><input type="button" value="Add"/></td><td></td><td></td></tr></tbody></table>	S/N	Name of Counsel	Action	<input type="button" value="Add"/>		
S/N	Name of Counsel	Action					
<input type="button" value="Add"/>							
Law Firm:	ALPHA LAW CORPORATION						
UEN No:	200910207N						
Address of Law Firm:	24 PECK SEAH STREET #02-12 NEHSONS BUILDING SINGAPORE 079314						
Email:	<input type="text"/>						
* Phone:	64725502						
Ref. No.:	<input type="text"/>						

Step 2b.1: Enter the name of the counsel. Click on “Save” to confirm.

Counsel

* Name of Counsel:

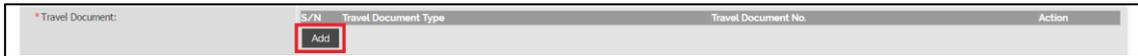
Step 3: Fill in the required information under Offence Information. Fields marked with asterisk are mandatory

Offence Information	
State the details of the investigations	
* Name of Investigation Officer:	<input type="text"/>
Designation/Rank:	<input type="text"/>
* Organisation:	Airport Police Division
Contact No.:	<input type="text"/>
* Nature of Alleged Offence(s):	<input type="text"/>

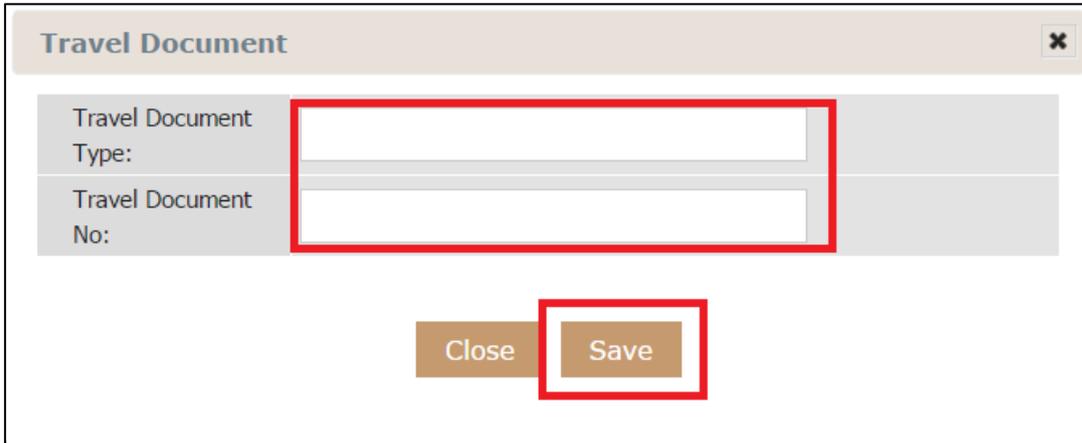
Step 4: Fill in the required information under Grounds of Application. Fields marked with asterisk are mandatory.

Grounds of Application									
Enter the details of when the travel document was surrendered to the enforcement agency									
* Date of Surrender:	<input type="text"/>								
	<input type="radio"/> Voluntary surrender <input type="radio"/> Surrender pursuant to court order under s. 112 CPC								
* Travel Document:	<table border="1"><thead><tr><th>S/N</th><th>Travel Document Type</th><th>Travel Document No.</th><th>Action</th></tr></thead><tbody><tr><td><input type="button" value="Add"/></td><td></td><td></td><td></td></tr></tbody></table>	S/N	Travel Document Type	Travel Document No.	Action	<input type="button" value="Add"/>			
S/N	Travel Document Type	Travel Document No.	Action						
<input type="button" value="Add"/>									
Has a request been made to the law enforcement agency for the return of the travel document? <input type="radio"/> Yes <input type="radio"/> No									

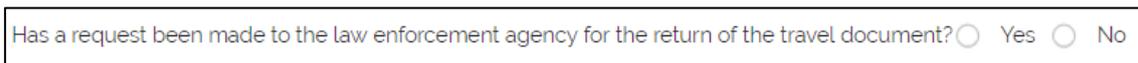
Step 4a: To attach Travel document, click on “Add” under Travel Document.



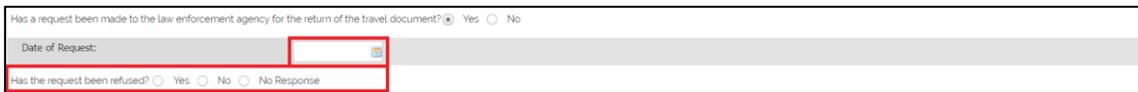
Step 4b: Fill in the required information. Click “Save” to confirm.



Step 5: State if a request has been made.



Step 5a: If yes, state the date of request and if the request was refused.



Step 5a.1: If the request was refused, please state the reason. It is mandatory to state a reason if the request was refused.



Step 5a.2: If the request did not get any response, please state the reason if so.



Application for Return of Travel Document

Application Information **Upload Document** Confirmation Receipt

Upload Document

Upload the supporting documents, if any

Supporting document(s):	S/N	Document Name	Document Title	Action
				Add

Request for urgent hearing date

Back Cancel Save Submit

Step 6: Click on “Next” to continue. Note only when a request made to the enforcement agency for the return of a travel document that has been refused, can the application in ICMS be made.

Application for Return of Travel Document

Application Information **Upload Document** Confirmation Receipt

Upload Document

Upload the supporting documents, if any

Supporting document(s):	S/N	Document Name	Document Title	Action
				Add

Request for urgent hearing date

Back Cancel Save Submit

Step 7: To attach a document, click on “Add” under Upload Document.

Application for Return of Travel Document

Application Information **Upload Document** Confirmation Receipt

Upload Document

Upload the supporting documents, if any

Supporting document(s):	S/N	Document Name	Document Title	Action
				Add

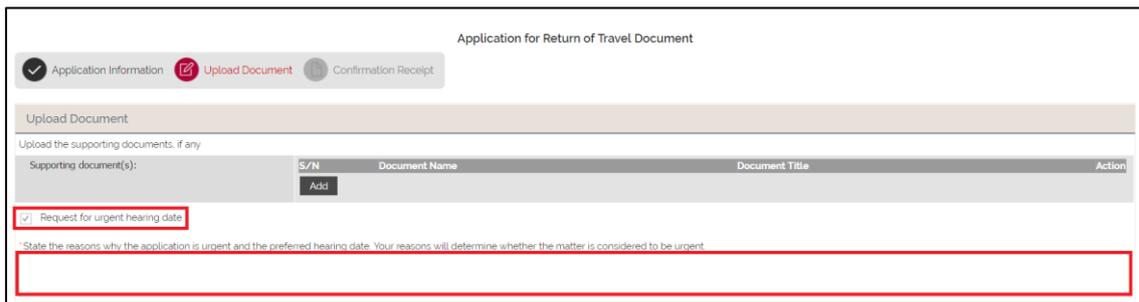
Request for urgent hearing date

Back Cancel Save Submit

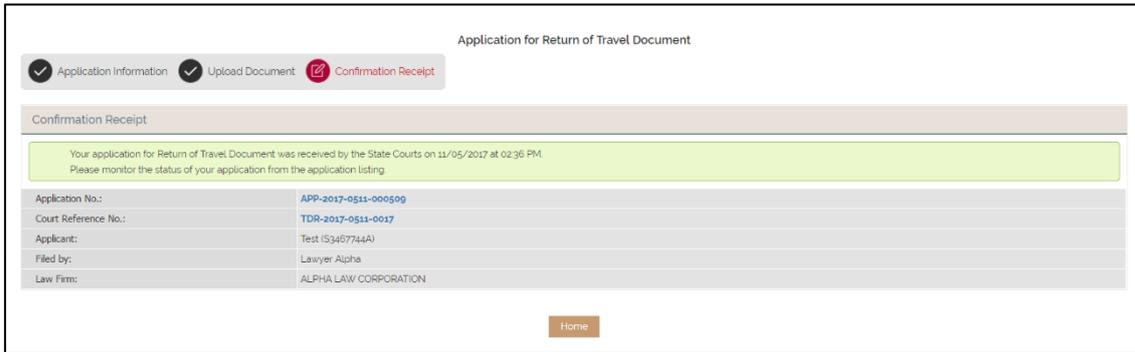
Step 7a: Fill in the Document Title. To upload a file, click “Add files” to locate it. Click on “Start upload” to upload the file that has been attached and click on “Save” to confirm.



Step 8: If there is a need to request for urgent hearing date, check the “Request for urgent hearing date” box, then state the reason for it. It is mandatory to state a reason.



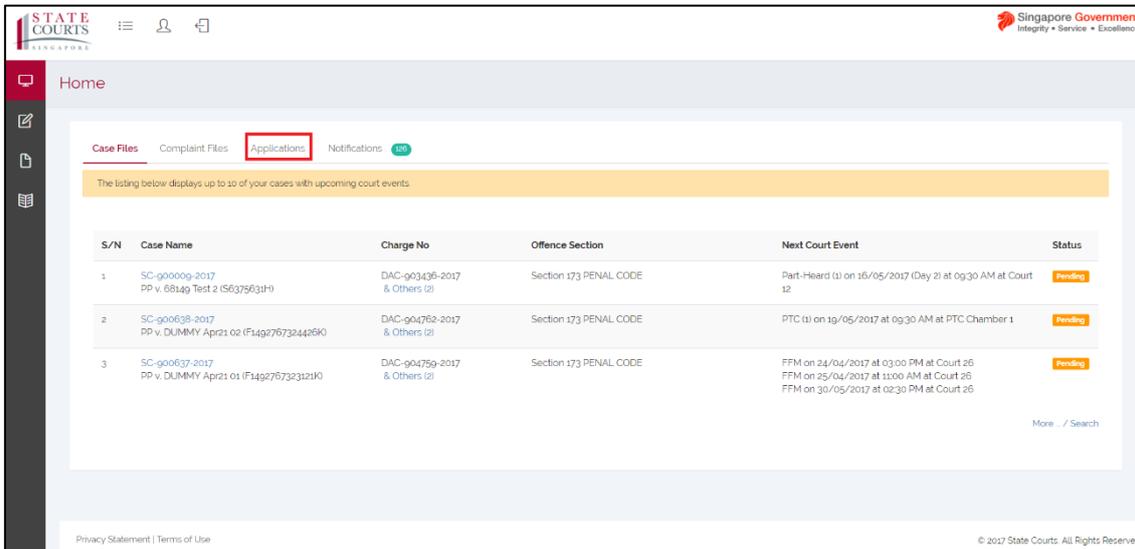
Step 9: When the submission is completed, you will be redirected to Confirmation Receipt tab



Click on the hyperlink under “Application No.” will result in displaying a printable document, in PDF format.

Section 2-3 Application Listing

Step 1: To view documents under Return of Travel, click on “Application”.



Step 2: Click on “More.../Search”.

5	CM-g00600-2017 SW-g00024-2017	09/05/2017	Application for search warrant Section 136(g) Copyright Act (Cap 63)	Pending fee for complaint	
6	APP-2017-0508-000506 SC-g00838-2017	08/05/2017	Application to leave jurisdiction	Pending	
7	APP-2017-0508-000505 SC-g00008-2017	08/05/2017	Request for Court Records	Pending calculation of upfront payment	
8	APP-2017-0427-000499 SC-g00009-2017	27/04/2017	Request for vacation of mention/hearing	Order Made	Approved. Part-Heard (t) on 15/05/2017 at 09:30 AM at Court 12 vacated.
9	APP-2017-0427-000498 SC-g00009-2017	27/04/2017	Request for vacation of mention/hearing	Order Made	Approved. Part-Heard (t) on 02/05/2017 at 09:30 AM at Court 12 vacated.
10	APP-2017-0427-000497 TDR-2017-0427-0016	27/04/2017	Return of Travel Document	Pending	

[More... / Search](#)

Step 3: Click on “Advanced Search” beside the search icon.

Applications

SEARCH:  [Advanced Search](#)

Application List

Records 10/839 < First < Previous 1 2 3 4 5 6 ... Next > Last >

Step 4: Under “Nature of Application”, select “Return of Travel Document” in the drop-down list.

Applications

SEARCH:  [Advanced Search](#)

Advanced Search

Application No.:

Case No.:

Court Reference No.:

Investigation Officer: All ▾

Report No.:

Date of Filing: From To

Nature of Application: **Return of Travel Document** ▾

Status: All ▾ Display applications with order made > 30 days ago

JO's direction: All ▾

Alternatively, you can search for the document using Application No. field.

Section 2-4 eCase File

Step 1: To view the case file of an application related to the document, click on the second hyperlink; TDR-XXXX-XXXX-XXXX, under Application ID.

S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action
41	APP-2016-0303-000090 TDR-2016-0303-0003	03/03/2016	Return of Travel Document	Pending	FH on 03/03/2016 at 02:00 PM at Crime Registry	
42	APP-2016-0310-000100 TDR-2016-0310-0004	10/03/2016	Return of Travel Document	Pending		
43	APP-2016-1207-000436 TDR-2016-1207-0007	07/12/2016	Return of Travel Document	Pending		
44	APP-2016-1229-000515 TDR-2016-1229-0008	29/12/2016	Return of Travel Document	Pending	FH on 30/12/2016 at 03:00 PM at Court No. 26	
45	APP-2017-0320-000409 TDR-2017-0320-0015	20/03/2017	Return of Travel Document	Pending	Hearing vacated FH on 24/03/2017 at 04:00 PM at Crime Registry	
46	APP-2017-0427-000497 TDR-2017-0427-0016	27/04/2017	Return of Travel Document	Pending		
47	APP-2017-0511-000509 TDR-2017-0511-0017	11/05/2017	Return of Travel Document	Pending		

Section 2-5 Filing an Application to Return of Travel Document Case

Step 1: In the case file of the application on return of travel, click on “Application”.

Court Ref No: TDR-2017-0511-0017 Filing Date: 11/05/2017		Applicant: Test Status: Pending
<p>Court Event Application Document Court Notices Court Orders CM & CR</p>		
<p>Refresh</p>		
Court Event	DJ/Mag	Outcome
No Records Found		

Step 2: Click on “Add” under Application Listing.

Court Ref No: TDR-2017-0511-0017 Filing Date: 11/05/2017		Applicant: Test Status: Pending			
<p>Court Event Application Document Court Notices Court Orders CM & CR</p>					
<p>SEARCH: <input type="text"/> Advanced Search</p>					
<p>Application Listing</p>					
<p>To file an application for this case, please click Add</p>					
<p>Records: 1/1 < Previous 1 Next ></p>					
S/N	Application No.	Nature of Application	Filing Party	Status	Outcome
1	APP-2017-0511-000509 PP v. Test (S3467744A)	Return of Travel Document	Counsel, Lawyer Alpha ALPHA LAW CORPORATION	Pending	

Step 4: Once redirected, click on “Request to schedule court event” under File Application, then click “Next”.

Add to Other Filings

Court Reference Information	
Court Reference No.:	TDR-2017-0511-0017
Application Type:	-
Next Court Event:	-

Filing Party Information	
Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
<small>If you are filing on behalf of counsel, please click here to enter his/her particulars</small>	
Law Firm:	ALPHA LAW CORPORATION
UEN:	200910207N

File Application	
<small>All applications made are subject to approval.</small>	
<small>Select the type of application.</small>	
Type of Application	<div style="border: 1px solid gray; padding: 2px;"> Request to reschedule court event </div>
<small>Others</small>	

Step 4: You will be redirected to Reasons for Application tab. Fill in the required field under Reasons for Application.

Add to Other Filings - Request to reschedule court event

✓ Application Information
Reasons for Application
Confirmation Receipt

Court Reference Information		
Court Reference No.:	TDR-2014-0117-0051	
Application Type:	Request to reschedule court event	
Next Court Event:	FH on 17/01/2014 at 06:00 PM at Chambers R	

Filing Party Information		
Name of Filer:	Lawyer Alpha	
Designation/Rank of Filer:		
<small>If you are filing on behalf of counsel, please click here to enter his/her particulars</small>		
Law Firm:	ALPHA LAW CORPORATION	
UEN:	200910207N	

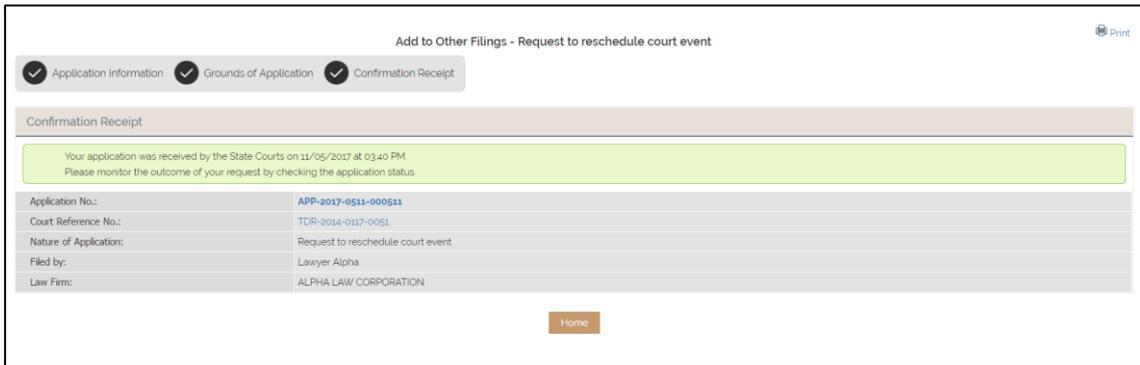
Reasons for Application										
Court Event to be Rescheduled:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Next Court Event</th> <th>Charge No.</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> FH on 17/01/2014 at 06:00 PM at Chambers R</td> <td>-</td> </tr> <tr> <td><input type="radio"/> FH on 17/01/2014 at 06:00 PM at Chambers R</td> <td>-</td> </tr> <tr> <td><input type="radio"/> FM on 31/01/2014 at 02:00 PM</td> <td>-</td> </tr> </tbody> </table>	Next Court Event	Charge No.	<input type="radio"/> FH on 17/01/2014 at 06:00 PM at Chambers R	-	<input type="radio"/> FH on 17/01/2014 at 06:00 PM at Chambers R	-	<input type="radio"/> FM on 31/01/2014 at 02:00 PM	-	
Next Court Event	Charge No.									
<input type="radio"/> FH on 17/01/2014 at 06:00 PM at Chambers R	-									
<input type="radio"/> FH on 17/01/2014 at 06:00 PM at Chambers R	-									
<input type="radio"/> FM on 31/01/2014 at 02:00 PM	-									
The reason(s) are:										

Upload Document	
<small>Upload the document(s) in support (if applicable)</small>	
Document(s):	Upload

If there is any document to be uploaded, click on “Upload” under Uploaded Document, else proceed to Step 5.

Upload Document	
<small>Upload the document(s) in support (if applicable)</small>	
Document(s):	Upload

Step 5: Click the “Submit” and you will be redirected to the Confirmation Receipt tab.



Click on the hyperlink under “Application No.” will result in displaying a printable document, in PDF format.

Section 2-6 Filing a Document to Return of Travel Document Case

Step 1: In the case file of the application on return of travel, click on “Document”.

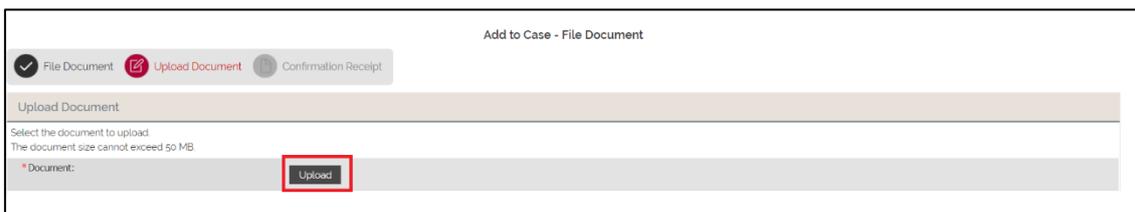


Step 2: Click the ‘Add’ under Document List.



Step 3: Select “Reply” under Document Type. Click “Next” to proceed.

Step 4: In the Upload Document tab, click “Upload” to upload the relevant document.



Step 4a: Click “Add files” to locate the required document, “Start upload” to upload the attached document and “Save” to confirm.

Upload Documents

Document Type: Reply

Document Title: Reply

To upload a file, please click on [Start upload] followed by [Save].

Filename	Size	Status
Drag files here.		

0 b 0%

Close Save

Once the file is uploaded, click “Submit” to proceed.

Add to Case - File Document

File Document Upload Document Confirmation Receipt

Upload Document

Select the document to upload
The document size cannot exceed 50 MB

* Document: Upload

S/N	Document Type	Document Title	File Name	Action
1	Reply	Reply	Sample Document.docx	[Icons]

Back Cancel Submit

Step 5: Once submitted, you will be redirected to the Confirmation Receipt tab.

Add to Other Filings - File Document

File Document Upload Document Confirmation Receipt

Confirmation Receipt

Your document(s) were received successfully on 11/05/2017 at 03:58 PM

Court Reference No.: TDR-2016-1229-0008

Applicant: -

Court Reference No.: TDR-2016-1229-0008

Filed by: Lawyer Alpha

Law Firm: ALPHA LAW CORPORATION

S/N	Document Type	Document Title	File Name	Action
1	Reply	Reply	Sample Document.docx	[Icon]

Home