

**Maintenance-related Matters:  
General Guide on How to Prepare Documents for Submission to the Court**

1. There are **3 types** of Maintenance-related matters:
  - a) **“Fresh maintenance”** (for spouse and/or children or incapacitated husband) à No existing maintenance order and the Complainant now seeks an order.
  - b) **“Variation/rescission/suspension”** à There is an existing maintenance order (excluding any divorce court order) and either party seeks to vary, rescind, or suspend it.
  - c) **“Enforcement”** à There is an existing court order mandating maintenance to be paid, which a Complainant alleges the Respondent has not complied with and wishes to enforce.

**For 1a) and 1b), please submit the ‘Electronic Template Statement’ (ETS).  
For 1c), please fill in the monthly expenses form, calculation of arrears form, and other supporting financial documents you wish to rely on during court proceedings.**

2. Refer to this guide carefully on how to prepare your documents.
  - a) **Paginate your documents**, i.e. there must be a page number on every page which has contents. à Please refer to the infographics on Page 2.
  - b) **Combine your documents into one single set of documents** à Please refer to the infographics on Page 2, illustrating how to prepare your documents.
  - c) **Scan and Upload your set of documents as one single file** onto the Family Justice Courts’ online system (**iFAMS**) à Please refer to Annex A (‘Pictorial Guide on Preparing Documents for Online Submission’).  
*(Please note that the file size must be kept to **20MB or below per upload**. Hence, please submit only what is relevant for your case. à Please refer to Annex B (‘Maintenance-related Matters: Documents and Evidence Checklist’ for the relevant documents).*
3. Any document not in English must be translated before submission to court. Both the original and translated version are to be exhibited, with the translation certified. Translations that are not certified may be disregarded.

## USEFUL INFORMATION

4. You can also refer to the following for further information:

Information on how to file an ‘Electronic Template Statement’ (ETS) for selected maintenance applications’, at <https://www.judiciary.gov.sg/family/file-maintenance-application>

**QR Code** for ETS (*IMPORTANT: Please use the correct ETS, depending on the type of matter and whether you are the Complainant or the Respondent*):



After scanning the QR Code, please refer to the section, ‘Filing an E-Template Statement for maintenance applications’, for the relevant ETS.

Note: All information and infographics below are for illustration. The documents needed depends on what your matter is, and whether you are the Complainant or the Respondent.

**FAMILY JUSTICE COURTS**  
SINGAPORE

ATTACHMENT A

**Maintenance Matters Documents & Evidence Checklist**

Name of Party: \_\_\_\_\_

Case Number(s): \_\_\_\_\_  
*Include all related maintenance matters that are dealt with together. Use a separate checklist if your related matter is a PPO matter. For each case number, indicate if you are the Complainant or Respondent.*

Next Court Event Date: \_\_\_\_\_ (Date) / \_\_\_\_\_ (Month) / 20\_\_\_\_

Court Number: \_\_\_\_\_

**PAGE NUMBER IS NOT REQUIRED FOR THE CHECKLIST.**

13 I am claiming maintenance from the respondent as follows:

a) For myself, the amount of \$\_\_\_\_\_ with effect from \_\_\_\_\_ Date \_\_\_\_\_

b) For my child/children\*, the amount of \$\_\_\_\_\_ with effect from \_\_\_\_\_ Date \_\_\_\_\_

c) Payment to be made to my designated bank account: \_\_\_\_\_ Bank Account & Number \_\_\_\_\_

Signature \_\_\_\_\_

**DEPENDING ON THE TYPE OF APPLICATION, THIS IS HOW THE LAST PAGE OF THE AFFIDAVIT OR STATEMENT OF EVIDENCE (MAINTENANCE) FORM LOOKS LIKE. THIS WILL BE THE LAST PAGE OF YOUR DOCUMENTS BUNDLE IF DOCUMENT M IS NOT APPLICABLE TO YOU.**

Attachment A1

**MONTHLY EXPENSES FORM**

Please note that a free mediation service may also be provided on the date for service of summons and also the court mentions date. This service will help you to explore options for a possible settlement, thereby saving you costs and time. You are encouraged to make use of the service to facilitate a quick and effective management of the case.

Name: Mr / Ms _____		Care No. MSS _____ / 201_____			
NRIC / Passport No. : _____		Occupation : _____			
Gross Income per month : S\$ _____		Net Income per month : S\$ _____			
D PERSONAL EXPENSES	Per Month S\$	(I) DEBT / LOAN	Per Month S\$	Debt / Loan Profile	
Mortgages / Leas	Cash	Credit Cards (total min payment)		Credit Card Issuing Bank	Total outstanding amount as of today
	CPE				
Rental		Hire Purchase (total min payment)		1.	\$
Telephone (Residence & Mobile)		Others:		2.	\$
Electricity / Water / Gas		1.		3.	\$
Conservancy Charges		2.		4.	\$
Cable TV / Internet		3.		5.	\$
Food / Groceries				Total:	
Eating Out		Sub Total (B)	\$		

**IF YOU DO NOT FILL IN THE ETS FORM, THEN THIS WILL BE PAGE 1 OF YOUR DOCUMENTS BUNDLE.**

**THE FOLLOWING IS APPLICABLE ONLY IF YOU FILL IN THE ETS FORM:**

**ATTACHMENT A**

**FAMILY JUSTICE COURTS  
SINGAPORE**

**Maintenance Matters  
Documents & Evidence Checklist**

Name of Party: \_\_\_\_\_

Case Number/s: \_\_\_\_\_  
*Include all related maintenance matters that are dealt with together. Use a separate checklist if your related matter is a PPO matter.  
For each case number, indicate if you are the Complainant or Respondent.*

Next Court Event Date: (Date) / (Month) / 20\_\_\_\_

Court Number: \_\_\_\_\_

**PAGE NUMBER IS NOT REQUIRED FOR THE CHECKLIST.**

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**DECLARATION**

I, Mdm ABC, confirm and declare that:

(a) The matters stated in this Statement are true and correct;

(b) I understand that I am committing an offence under section 199 of the Penal Code (Cap. 224) if I make any statement which is false, and which I know or believe to be false or do not believe to be true, touching any point material to the object for which the statement is made or used; and

(c) The documents which I wish to rely on at the trial for this matter are filed together with this Statement. I understand that if there are documents which I want to rely on which are not filed with this Statement, I may not be able to rely on them later at trial.

ABC  
Signature: \_\_\_\_\_  
Name: Mdm ABC  
Date: 19 Jan 2024

**IF YOU FILL IN THE ETS FORM, THIS ACKNOWLEDGEMENT PAGE SHOULD BE THE LAST PAGE OF YOUR DOCUMENTS BUNDLE.**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**  
**MSS - 123 of 2024**

**COMPLAINANT'S STATEMENT**  
*(application for maintenance for self and/or child(ren) only)*

**PART A: (1) PERSONAL PARTICULARS**

Full Name:	Mdm ABC
NRIC / Passport No:	XXXX1232
Email address:	<small>(Please note that this is the email address which will be used to: (i) receive subsequent court notifications, and (ii) as the address for the respondent to send relevant documents in these proceedings.)</small>
Highest educational qualification(s):	Diploma
"Medical conditions disability/incapacity":	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>(This only applies for incapacitated husbands claiming for maintenance.)                      If Yes, please state the nature of the physical or mental disability or illness causing you to be incapacitated from earning a livelihood:                      [Please also provide a report prepared by a registered medical practitioner which complies with Rule 67A of the Family Justice Rules. Such by a registered medical practitioner must state, (a) the nature of the disability or illness causing you to be incapacitated, (b) the date you began to suffer such disability or illness, (c) the extent you are incapacitated from earning a livelihood, and (d) the period to time you are or have been incapacitated from earning a livelihood.]</small>
Confirmation of submission of	<input type="checkbox"/> Documents relating to my medical disability or incapacity (where applicable)

I confirm that I have provided the following required documents, where applicable, and uploaded them on iFAMS as "Complainant's Part A Documents"

Page 1 of 15

**IF YOU ARE FILLING IN THE ETS FORM, THEN THIS WILL BE PAGE 1.**

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**Please provide feedback on this General Guide by completing the feedback form accessible via this QR Code. The feedback form should take 5 minutes or less of your time.**

**If the form is unable to load properly, please open your mobile device's Internet browser at the point when you are scanning the QR code.**



<https://go.gov.sg/fjc-mec-feedback-form>

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## ANNEX A: Pictorial Guide On Preparing Documents For Online Submission Onto iFAMS

### Step 1

Go to the iFAMS Homepage – [ifams.judiciary.gov.sg](http://ifams.judiciary.gov.sg)

### Step 2

Select 1 (ONE) of these 3 options:

- 1. Maintenance Order Application**
- 2. Protection Order Application**
- 3. Vulnerable Adults Act Application**

### Step 3

Select “*File Other Applications or Requests*”

### Step 4

Login using *SingPass*, then select “*Individuals*”, if you are a *Litigant-In-Person*

Individuals	→
Lawyers	→
Authorised Agency	→
<input type="button" value="Close"/>	

### Step 5

Select “*File AEIC / Documents for hearing*”

#### Case-related matters

- > File Notice Of Intention To Act In Person ⓘ
- > File request for copy of documents ⓘ
- > **File AEIC / documents for hearing**

### Step 6

Key-in Case Number, then click “*Proceed*”

#### APPLICATION INFORMATION

Application Type\*

File AEIC / documents for hearing

Case No.\*

MSS

▼

1234

×

2021

### Step 7

After reading the instructions, click “*Proceed*”

#### **INSTRUCTIONS**

This form will take approximately **5 minutes** to complete.

### Step 8

Click on “*Add Document*” to upload document.



### Step 9

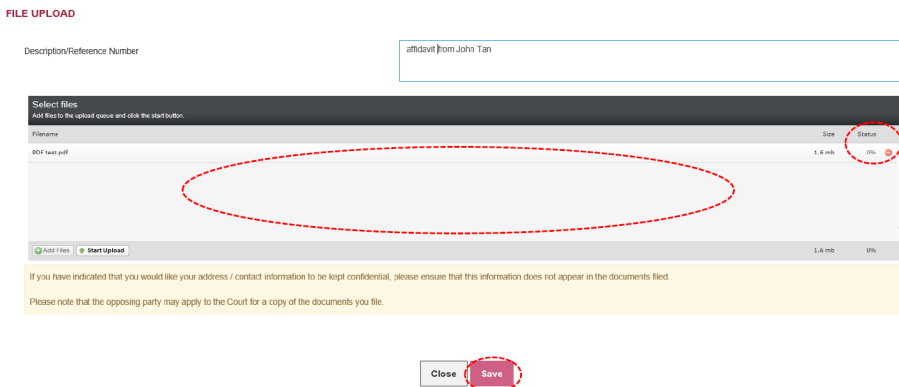
Drag and drop the document (only PDF & JPG file format allowed) in the grey box area. Click on “*Start Upload*” and wait until the document is successfully uploaded (upload status will indicate “100%”).

### Step 10

Key in a description for the document file to be uploaded. For e.g., “Complainant’s/Respondent’s Documents page 1 to page 80”.

### Step 11

Click on “*Save*” (Please ensure each file is less than 20MB by adjusting the scan resolution. If your file size is too large, you can adjust the scan quality to 200dpi or lower).



### Step 12

To submit additional documents, repeat Step 8 to 10.

### Step 13

Click on “*Proceed*” after all documents are uploaded.

### Step 14

Click on the checkbox indicated below and on “*Submit*” Button when the application form is in order.

#### DECLARATION



I confirm that the information I have given for this application is true and correct.

[< Cancel and Exit](#)

[Previous](#)

[Submit](#)

**Step 15**

Take note of your Reference No., for future reference, as shown below:

Your documents have been submitted **successfully** to Family Justice Courts on 06/04/2020 at 03:56 PM.

Reference No. **APP 283/2020**

Application Type : **Submit documents to Court for your case**

[Print Acknowledgement Page](#) | [View Application](#) | [Main Page](#)

**Step 16**

You can print the Reference No., the submitted Application Form or return to the Main iFAMS Page as shown below:

[Print Acknowledgement Page](#) | [View Application](#) | [Main Page](#)

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**IMPORTANT:**

**PLEASE DO NOT UPLOAD YOUR DOCUMENTS IN INDIVIDUAL PAGES (E.G. 1 PAGE PER UPLOAD. SEE THE EXAMPLE BELOW SHOWING WHAT YOU SHOULD NOT DO.)**

S/N	Document Type	Document Reference No.	Issued / Filed Date
6	Affidavit / Statement	Respondent's Documents page 1	19/12/2023 at 11:07 PM
7	Affidavit / Statement	Respondent's Documents page 2	19/12/2023 at 11:07 PM
8	Affidavit / Statement	Respondent's Documents page 3	19/12/2023 at 11:07 PM
9	Affidavit / Statement	Respondent's Documents page 4	19/12/2023 at 11:07 PM
10	Affidavit / Statement	Respondent's Documents page 5	19/12/2023 at 11:07 PM
11	Affidavit / Statement	Respondent's Documents page 6	19/12/2023 at 11:07 PM
12	Affidavit / Statement	Respondent's Documents page 7	19/12/2023 at 11:07 PM

**Annex B: Maintenance-related Matters: Documents and Evidence Checklist**

DOCUMENT	“FRESH MAINTENANCE” MATTERS	“VARIATION/ RESCISSION” MATTERS	“ENFORCEMENT” MATTERS	PAGE NUMBER IN YOUR BUNDLE
	The checklist must be the <b>first document</b> in your bundle, and it forms the <b>Contents Page or Cover Page</b> of your bundle of documents. All details must be filled up.			--
(A) Electronic Template Statement (ETS)*  <i>* Documents (B) to (M) listed below are already required documents stated in the ETS, hence, you do not need to provide them separately if you are filling in the ETS.</i>	√	√	×	<b>Pg 1 onwards, without Documents (B) to (M)</b>
(B) List of your monthly expenses, including expense for children, if applicable <i>(Pls use “List of Expenses” form)</i>	√	√	√ For Respondent only	<b>Pg 1 onwards, if no ETS (A).</b>
(C) Documents and receipts to prove expenses or debts listed in the “List of Expenses” form	√	√	√ For Respondent only	<b>Follows after (B), if no ETS</b>
(D) Payslips for last 6 months	√	√	√ For Respondent only	<b>Follows after (C), if no ETS</b>
(E) CPF Statements for last 6 months	√	√	√ For Respondent only	<b>Follows after (D), if no ETS</b>
(F) Employment evidence (e.g., employment contract)	√	√	√ For Respondent only	<b>Follows after (E), if no ETS</b>
(G) IRAS Notice of Assessment for past 3 years	√	√	√ For Respondent only	<b>Follows after (F), if no ETS</b>
(H) Updated bank passbooks or statements for the past 6 months	√	√	√ For Respondent only	<b>Follows after (G), if no ETS</b>
(I) Evidence of payment of maintenance (e.g. deposit slips or transfer receipts)	√	√	√ For Respondent only	<b>Follows after (H), if no ETS</b>
(J) Computation of Arrears of maintenance <i>(Pls use ‘Calculation of Arrears’ form)</i>	×	×	√	<b>Follows after (I), if no ETS</b>

DOCUMENT	“FRESH MAINTENANCE” MATTERS	“VARIATION/ RESCISSION” MATTERS	“ENFORCEMENT” MATTERS	PAGE NUMBER IN YOUR BUNDLE
(K) Previous Maintenance Order (MO), Variation Order (VO), or Enforcement of Maintenance Order (EMO)	✕	√ For Complainant only	√ For Complainant only	<b>Follows after (J), if no ETS</b>
(L) Affidavit or Statement of Evidence - Maintenance (in English) explaining why your application should be granted (if you are the Complainant) or why it should be dismissed (if you are the Respondent).  <i>Please refer to Form 209 of the FJR Practice Directions for the template: <a href="https://epd2015-familyjusticecourts.judiciary.gov.sg/appendix-a-forms">https://epd2015-familyjusticecourts.judiciary.gov.sg/appendix-a-forms</a></i>	√	√	√	<b>Follows after (K), if no ETS</b>
(M) Bankruptcy Order or any such Order related to bankruptcy (if any)	√	√	√	<b>Follows after (L), only if applicable, otherwise, your documents bundle should end at (L)</b>