

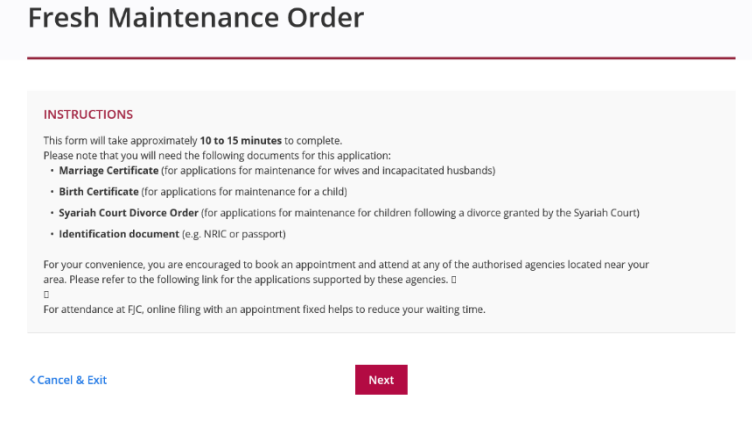
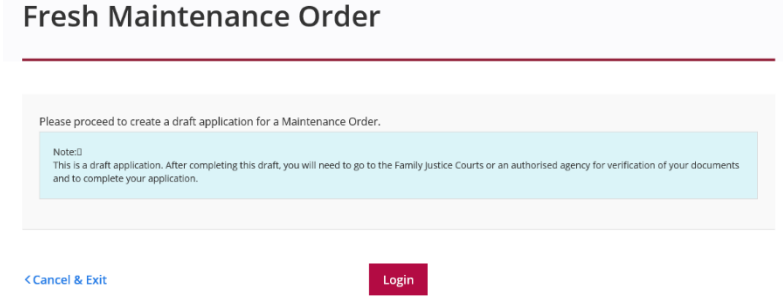
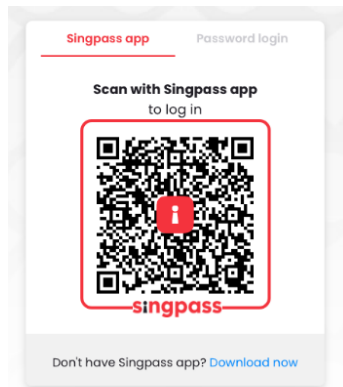


## Guide for Maintenance Order Application via iFAMS

<p>1.</p>	<p>You will see the screen below when you reached iFAMS homepage (<a href="https://iFAMS.gov.sg">https://iFAMS.gov.sg</a>).</p>  <p>The screenshot shows a grid of four application options. The top-left card is red and titled 'MAINTENANCE ORDER APPLICATION' with a subtitle 'Applications for maintenance orders and applications for enforcement, variation and rescission of existing maintenance orders'. The top-right card is dark grey and titled 'PROTECTION ORDER APPLICATION' with a subtitle 'Applications for personal protection orders and applications to vary, suspend or revoke personal protection orders'. The bottom-left card is dark grey and titled 'MENTAL CAPACITY ACT APPLICATION' with a subtitle 'Applications for appointment of a deputy and/or orders under the MCA'. The bottom-right card is red and titled 'VULNERABLE ADULTS ACT APPLICATION' with a subtitle 'Applications for Orders under the VAA'. Each card has a downward-pointing chevron icon at the bottom.</p>
<p>2.</p>	<p>Click on the 'Maintenance Order Application' option and select the option 'Application for fresh Maintenance Order' (similarly for other application types).</p>  <p>The screenshot shows a list of application options for a fresh Maintenance Order. The options are: 'Application for fresh Maintenance Order', 'Enforcement of Maintenance Order', 'Enforcement of Syariah Court Order', 'Enforcement of Tribunal for the Maintenance of Parents Order', 'Application for Variation or Rescission of Maintenance Order', and 'Offer to Settle'. Each option is preceded by a right-pointing chevron icon.</p>
<p>3.</p>	<p>Please read the instructions before clicking the 'Next' option to proceed.</p>  <p>The screenshot shows the 'Fresh Maintenance Order' instructions screen. It includes a title 'Fresh Maintenance Order', a section for 'INSTRUCTIONS' stating the form takes 10 to 15 minutes, and a list of required documents: Marriage Certificate, Birth Certificate, Syariah Court Divorce Order, and Identification document. It also provides information about booking appointments and attending at the Family Justice Courts. At the bottom, there are two buttons: '&lt; Cancel &amp; Exit' and 'Next'.</p>
<p>4.</p>	<p>Click on the 'Login' option and select 'Individuals' option to login using your Singpass.</p>  <p>The screenshot shows the 'Fresh Maintenance Order' login screen. It includes a title 'Fresh Maintenance Order', a note stating 'Please proceed to create a draft application for a Maintenance Order.', and a 'Note' box explaining that this is a draft application and that users need to go to the Family Justice Courts or an authorised agency for verification. At the bottom, there are two buttons: '&lt; Cancel &amp; Exit' and 'Login'.</p>

WITH EFFECT FROM 11 APR 2021, YOU WILL BE REQUIRED TO LOG IN WITH SINGPASS:

- Individuals →
  - Lawyers →
  - Authorised Agency →
- Close



Singpass app Password login

Log in

Singpass ID

Password

Log in

5. Select 'Yes' to retrieve your personal details from *Myinfo* for your application.

Do you confirm that you wish to retrieve data from Myinfo \*  Yes  No

6. Complete the *Application Details* and click on 'Next' to proceed. Note that fields marked with \* are mandatory to be filled up.

### Application for Maintenance Order

Application Details | Your Details | Other Party's Details | Relationships | Supporting Documents | Set Appointment

**APPLICATION DETAILS**

I am applying for maintenance for: \*

Myself

**What is your relationship to the opposing party?\***

- I am the opposing party's Wife
- I am the opposing party's Incapacitated Husband
- I am the opposing party's child and I am at least 21 years old
- I am a person the opposing party has accepted as a child of the family and I am at least 21 years old
- The opposing party's child who is less than 21 years old
- A child (who is less than 21 years old) who is not the opposing party's child but who the opposing party has accepted as a member of his/her family

**MAINTENANCE APPLICATION**

The Other Party has neglected or refused to provide reasonable maintenance since\*  YYYY |  MM |  DD |  Unknown

Currency\*  Singapore Dollars  Foreign Currency

Maintenance Requested\*  Monthly Maintenance  Lump Sum Maintenance

What bank account would you like the maintenance to be deposited into?  Name of bank |  Bank Account No.

< Cancel & Exit Previous Save as Draft Next

7. *Your Details* will need to be completed before clicking on 'Next' to submit. Note that fields marked with \* are mandatory to be filled up.

## Application for Maintenance Order

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Application Details
**Your Details**
Other Party's Details
Relationships
Supporting Documents
Settlement Appointment

**YOUR DETAILS**

Identification Details

Language

Address

Contact Details

Nationality & Background

**IDENTIFICATION DETAILS**

Your name\*

Identification type\*

Identification No.\*

Date of birth

Gender\*  Male  Female

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**LANGUAGE**

Will you be able to communicate in English in Court?  Yes  No

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**ADDRESS**

Type\*  Local  Foreign

Business Address  Residential Address

Postal Code\*

Address / Contact Information is Confidential?  Yes  No

I confirm that the other party does not know my address and/or contact information.

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**CONTACT DETAILS**

**Instructions:**  
Please enter at least one mode of contact in this section.

Email

Home Tel.

Mobile Tel.

Office Tel.

Fax No.

Other Contact Information

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**NATIONALITY & BACKGROUND**

Nationality\*  Singapore Citizen  Singapore PR  Foreigner  Stateless

Religion\*

Race\*

Education\*

Occupation\*

Minimum gross household income each month\*

Maximum gross household income each month\*

Your income each month\*

Are you staying together with Other Party?  Yes  No

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[Cancel & Exit](#)

8. Fill up the other party's details (also known as Respondent).

**Application for Maintenance Order**

Complainant

Application Details Your Details Other Party's Details **Relationships** Supporting Documents Set Appointment

**RELATIONSHIP WITH THE OTHER PARTY**

The Complainant is the Wife of the Respondent

Place of Marriage\*

Date of Marriage\*

Marriage Certificate Number

Status of Marriage\*

**I AM SEEKING MAINTENANCE FOR THE FOLLOWING PERSONS**

Total Maintenance Amount Requested: \$1,000.00

S/N	Name	Relationship	Date of Birth	Maintenance Requested	Action
1	Complainant S5000960B	Wife of Respondent	Unknown (Age: Unknown)	\$ 1000	<a href="#">✕</a>

[Cancel & Exit](#) [Previous](#) **Next**

9. If you are applying for maintenance order for yourself and you have indicated that your relationship is that of the other party's wife/husband, you will need to fill up your marriage details and also provide details of any children in the marriage including maintenance order for the children. Click on 'Next'.

**Application for Maintenance Order**

Complainant

Application Details Your Details Other Party's Details **Relationships** Supporting Documents Set Appointment

**RELATIONSHIP WITH THE OTHER PARTY**

The Complainant is the Wife of the Respondent

Place of Marriage\*

Date of Marriage\*

Marriage Certificate Number

Status of Marriage\*

**I AM SEEKING MAINTENANCE FOR THE FOLLOWING PERSONS**

Total Maintenance Amount Requested: \$1,000.00

S/N	Name	Relationship	Date of Birth	Maintenance Requested	Action
1	Complainant S5000960B	Wife of Respondent	Unknown (Age: Unknown)	\$ 1000	<a href="#">✕</a>

[Cancel & Exit](#) [Previous](#) **Next** [+ Add Child](#)

10. Proceed to upload all supporting documents. Use the '+ Add File' option to do so. Thereafter click on 'Next' to proceed. Please save your document file in PDF format (less than 4MB per file).

**Application for Maintenance Order**

Complainant

Application Details Your Details Other Party's Details Relationships **Supporting Documents** Set Appointment

**SUPPORTING DOCUMENTS**

S/N	File Type	File	Action
No records found.			

[Cancel & Exit](#) [Previous](#) **Next** [+ Add File](#)

11. Fill up your preferred *Appointment Venue*, *Appointment Date* and *Time* before clicking on 'Submit' to proceed with the application.

The screenshot shows the 'Application for Maintenance Order' form. At the top, there is a search icon and a dropdown menu for 'Complainant'. Below the title, a progress bar indicates the following steps: Application Details, Your Details, Other Party's Details, Relationships, Supporting Documents, and Set Appointment (which is currently selected). A green message box states: 'Thank you for submitting the application. As the application has to be further processed at an authorised agency, please select from a list below.' The form fields are as follows: Complainant Details (Complaint\_Details.pdf), Appointment Venue\* (Family Justice Courts), Appointment Date\* (26/06/2017), Time\* (04:00, AM/PM), Address (Blk 13 Hangzhou Rd. #08-801 Singapore 310000), Operating Hours (9:00AM - 12:00AM, 02:00PM - 04:00PM), Contact Number (83455110), Email Address (FJCourts\_Family\_Registry@fcourts.gov.sg #fams), and Disclaimer (-). A declaration section states: 'Please note that the opposing party may be able to apply to the Court for a copy of your application form. Declaration \* I confirm and declare that the information in this application form is true and correct to the best of my knowledge, information and belief, and I also confirm that I understand that the making of a false statement or the provision of false information in this application form is a criminal offence under the Penal Code.' At the bottom, there are buttons for '< Cancel & Exit', 'Previous', and 'Submit'.

12. Upon successful submission, the following 'ACKNOWLEDGEMENT' page with your case reference number will be generated. Please take note of the reference number for any follow-up queries. You may also print or save a copy of the application submitted.

The screenshot shows the 'ACKNOWLEDGEMENT' page. At the top, there is a search icon and a dropdown menu for 'Complainant'. Below the title, the text reads: 'Your draft application has been submitted successfully with Family Justice Courts on 23/05/2017 at 04:56 PM'. A message box states: 'Please note the following reference number for your case: MSA 800275/2017'. At the bottom, there are three buttons: 'Print Acknowledgement Page', 'View Draft Application', and 'Go to Main Menu'.