

**FAMILY INTEGRATED
APPLICATION
MANAGEMENT SYSTEM
(iFAMS)
For
FAMILY JUSTICE COURTS**

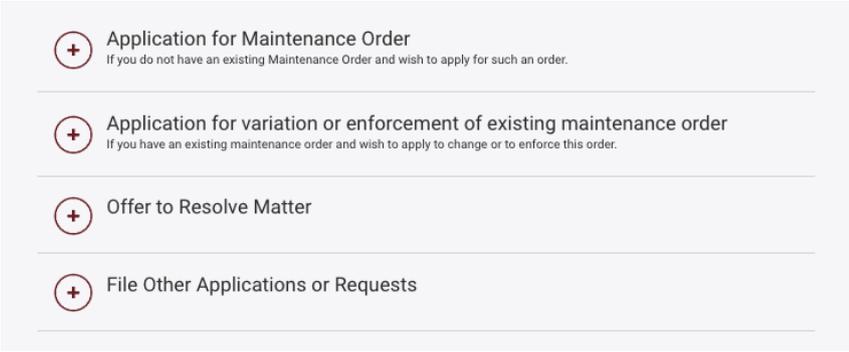
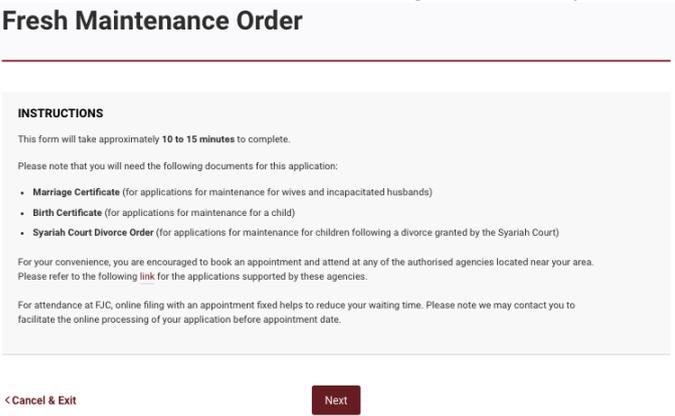
**USER GUIDE for
Maintenance Application**

Terms of Use

Disclaimer of Warranties and Liabilities

The contents in this User Guide are provided on an "as is" basis without warranties of any kind. As a condition of the use of this User Guide, the user expressly agrees to assume all risks, howsoever arising, associated with its use. Nothing in this User Guide shall be construed as containing any legal advice by the Family Justice Courts. If in doubt, the user should seek qualified legal advice with respect to any queries or issues arising in connection with the use of this User Guide. To the fullest extent permitted by law, the Family Justice Courts disclaim all warranties and representations (express or implied) as to the accuracy, correctness, reliability, timeliness, or fitness for any particular purpose of any and all contents of this User Guide. Under no circumstances shall the Family Justice Courts be liable to any person for any direct, indirect, consequential, incidental or special loss or damage of any kind, howsoever described or arising, resulting from the reliance, use or misuse by any person of any information contained in this User Guide.

Guide for Maintenance Order Application via iFAMS

1.	<p>You will see the screen below when you reached iFAMS homepage (https://iFAMS.gov.sg).</p>  <p>The screenshot shows a grid of four application options on a dark red background. Each option has a title, a brief description, and a downward arrow icon.</p> <ul style="list-style-type: none">MAINTENANCE ORDER APPLICATION: Applications for maintenance orders and applications for enforcement, variation and rescission of existing maintenance orders.PROTECTION ORDER APPLICATION: Applications for personal protection orders and applications to vary, suspend or revoke personal protection orders.MENTAL CAPACITY ACT APPLICATION: Applications for appointment of a deputy and/or orders under the MCA.VULNERABLE ADULTS ACT APPLICATION: Applications for Orders under the VAA.
2.	<p>Click on the 'Maintenance Order Application' option and select the option 'Application for Maintenance Order' (similarly for other application types).</p>  <p>The screenshot shows a list of four application options, each with a plus icon in a circle and a horizontal line below it.</p> <ul style="list-style-type: none">Application for Maintenance Order: If you do not have an existing Maintenance Order and wish to apply for such an order.Application for variation or enforcement of existing maintenance order: If you have an existing maintenance order and wish to apply to change or to enforce this order.Offer to Resolve MatterFile Other Applications or Requests
3.	<p>Please read the instructions before clicking the 'Next' option to proceed.</p>  <p>The screenshot shows a page titled 'Fresh Maintenance Order' with a section for 'INSTRUCTIONS'. The instructions state that the form takes 10 to 15 minutes to complete and list required documents: Marriage Certificate, Birth Certificate, and Syariah Court Divorce Order. It also encourages booking an appointment and provides a link for supported agencies. At the bottom, there are buttons for '< Cancel & Exit' and 'Next'.</p> <p>Fresh Maintenance Order</p> <p>INSTRUCTIONS</p> <p>This form will take approximately 10 to 15 minutes to complete.</p> <p>Please note that you will need the following documents for this application:</p> <ul style="list-style-type: none">• Marriage Certificate (for applications for maintenance for wives and incapacitated husbands)• Birth Certificate (for applications for maintenance for a child)• Syariah Court Divorce Order (for applications for maintenance for children following a divorce granted by the Syariah Court) <p>For your convenience, you are encouraged to book an appointment and attend at any of the authorised agencies located near your area. Please refer to the following link for the applications supported by these agencies.</p> <p>For attendance at FJC, online filing with an appointment fixed helps to reduce your waiting time. Please note we may contact you to facilitate the online processing of your application before appointment date.</p> <p>< Cancel & Exit Next</p>

4. Click on the 'Login' option and select 'Individuals' option to login using your Singpass.

Fresh Maintenance Order

Please proceed to create a draft application for a Maintenance Order.

Note:
This is a draft application. After completing this draft, you will need to go to the Family Justice Courts or an authorised agency for verification of your documents and to complete your application.

< Cancel & Exit

Login

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



[Individuals](#)



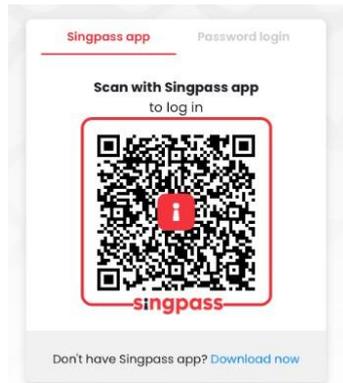
[Lawyers](#)



[Authorised Agency](#)



Cancel



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 Yes No

[Myinfo](#) *

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

1 Application Details (Active) 2 Your Details (Incomplete) 3 Other Party's Details (Incomplete) 4 Relationships (Incomplete) 5 Supporting Documents (Incomplete) 6 Set Appointment (Incomplete)

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

1 Application Details (Completed)
2 **Your Details (Active)**
3 Other Party's Details (Incomplete)
4 Relationships (Incomplete)
5 Supporting Documents (Incomplete)
6 Set Appointment (Incomplete)

YOUR DETAILS

Identification Details

Language

Address

Contact Details

Nationality & Background

IDENTIFICATION DETAILS

Your name*

Identification type*

Identification No.*

Date of birth

Gender* Male Female

LANGUAGE

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

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. *

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

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

< Cancel & Exit

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

Application for Maintenance Order

1 Application Details (Completed)2 Your Details (Completed)3 Other Party's Details (Active)4 Relationships (Incomplete)5 Supporting Documents (Incomplete)6 Set Appointment (Incomplete)

OTHER PARTY'S DETAILS

Identification Details

Language

Address

Contact Details

Nationality & Background

IDENTIFICATION DETAILS

Other Party's name*

Identification type* Unknown

Identification No.* Unknown

Other Party's date of birth

Gender* Male Female

LANGUAGE

Will the Other Party be able to communicate in English in Court?* Yes No Unknown

ADDRESS

Address is known?* Yes No

CONTACT DETAILS

Email

Home Tel.

Mobile Tel.

Office Tel.

Fax No.

Other Contact Information

NATIONALITY & BACKGROUND

Nationality Singapore Citizen
 Singapore PR
 Foreigner
 Stateless
 Unknown

Religion

Race

Education

Occupation

Minimum gross household income each month

Maximum gross household income each month

Other party's income each month

< Cancel & ExitPreviousSave as DraftNext

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

RELATIONSHIP WITH THE OTHER PARTY

The Complainant is the Wife of the Other Party.

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 to Other Party	Date of Birth	Maintenance Requested	Action
1	[REDACTED]	Wife of Other Party	Unknown (Age: Unknown)	\$ 1000	[Edit] [Delete]

+ Add Child

Please check that the names above are correct and delete all inapplicable persons.

< Cancel & Exit

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

SUPPORTING DOCUMENTS

S/N	File Type	File	Action
1	Birth Certificate	[REDACTED]	[Edit] [Delete]

+ Add File

< Cancel & Exit

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

Application for Maintenance Order

Thank you for submitting the application. As the application has to be further processed at an authorised agency, please select from a list below.

Please note that different agencies deal with different types of cases. Please refer to the following table on the agencies:

Type of Cases	Relevant Authorised Agencies
Personal Protection Order	<ul style="list-style-type: none"> Care Corner Project SMART TRANS SAFE Centre PAVE ISFPSC
Fresh Maintenance Order	<ul style="list-style-type: none"> SCWO
Enforcement of Maintenance Order	<ul style="list-style-type: none"> SCWO HELP Family Service Centre (Only for divorcing/divorced parents with dependent children) PPIS As-Salaam Family Support Centre (Only for divorcing/divorced parents with dependent children)

Applicants are strongly encouraged to make an appointment before appearing at the FJC to complete the application process, including affirmation before Duty Judicial Officer (DJO). Applicants with appointments made and appearing at the appointed hearings, will be given priority compared with walk-in applicants. Applicants are advised to book their appointments to come to FJC before 11.00am. Applicants coming in after 11.00am may need to come back after lunch hour to complete the application process.

Complainant Details [Complainant_Details.pdf](#)

Appointment Venue *

Appointment Date *

Time * AM PM

Address

Intake Hours

Contact Number

Email Address

Disclaimer

Please note that the opposing party may be able to apply to the Court for a copy of your application form.

Declaration

I, affirm and declare that -

(i) The matters stated in the written complaint are true and correct, and

(ii) I understand that I commit an offence under section 139 of the Penal Code (Cap. 224) if I make, in the written complaint, 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 written complaint is made or used.

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.

Application for Maintenance Order

ACKNOWLEDGEMENT

Your draft application has been submitted successfully on 24/05/2023 at 05:24 PM.

Please visit Family Justice Courts on 26/05/2023 at 10:30 AM to continue with your application.

Please note that your draft application will expire after 28 days from today.

If you need an interpreter, please make arrangements for one to attend at Family Justice Courts with you.

Please note the following reference number for your case:

MSA 11/2023

Address of Family Justice Courts:
3 Havelock Square,
Singapore 059725

Intake Hours of Family Justice Courts:
Monday-Friday: 09:00AM - 12:00PM (excluding Public Holidays)

Contact Number of Family Justice Court:
64355471

You are required to proceed to Family Justice Courts on 26/05/2023 at 10:30 AM punctually to further proceed with your application. Please note that application at the selected venue will take about 2 - 3 hours.