

# **Appendix A1**

**Form 1**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

Case No.: \_\_\_\_\_

Filed: \_\_\_\_\_

Between

( \_\_\_\_\_ )

... Claimant(s)

And

( \_\_\_\_\_ )

... Defendant(s)

**LIST OF DOCUMENTS**

The following is a list of the documents relating to the matters in question in this action which are in the claimant's / defendant's\* possession or control, served in compliance with an order of court or as required by Orders 11 and 65 of the Rules of Court 2021, dated ( date ).<sup>1</sup>

*(Enumerate in a convenient order the documents in the claimant's / defendant's possession or control, which fall within one or more of the following categories:*

1. *all documents that the party in question will be relying on;*
2. *all known adverse documents; and*
3. *where applicable, documents that fall within a broader scope of discovery —*
  - a. *as may be agreed between the parties or any set of parties; or*
  - b. *as ordered by the Court.)*

S/No	Date	Description of document	Remarks
1			
2			

<sup>1</sup> Pursuant to Order 11, Rule 2(4) of the Rules of Court 2021, it is not necessary for parties to exchange documents common to them that are in their possession or control to avoid duplication and to save costs. However, these documents should still be listed in this Form.

**Form 2**

**REQUEST FOR CDR CASE CONFERENCE/COURT ADR**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

Case No.: \_\_\_\_\_

Filed: \_\_\_\_\_

Between

\_\_\_\_\_ ...Claimant(s)

And

\_\_\_\_\_ ...Defendant(s)

**REQUEST FOR CDR CASE CONFERENCE/COURT ADR**

The claimant(s) / defendant(s), requests for a CDR Case Conference (“CC”)/Court ADR\* to be fixed.

Other details:

(a) Nature of Case: \_\_\_\_\_ \*

(b) Type of hearing: CDR CC/Court ADR\*

(c) Quantum of claim: \_\_\_\_\_ \*

(d) The stage of proceedings in this case: \_\_\_\_\_ \*

(e) All relevant parties have joined in this action: \_\_\_\_\_ \*

(f) Consent for CDR CC/Court ADR\* has been obtained from all relevant parties: \_\_\_\_\_ \*

(g) Availability of parties for CDR CC/Court ADR\*:

S No.	Party Type and Party Name	Law Firm Name & Reference Number	Solicitor Name	Unavailable Dates

\*Input to be selected from the options available on the electronic form.

**Form 3**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

Case No.: \_\_\_\_\_

Filed: \_\_\_\_\_

Between

( \_\_\_\_\_ )

... Claimant(s)

And

( \_\_\_\_\_ )

... Defendant(s)

**CONSENT FOR THE APPLICATION OF ORDER 65 (SIMPLIFIED PROCESS)  
TO PROCEEDINGS IN THE DISTRICT COURT**

Pursuant to Order 65, Rule 1(2) of the Rules of Court 2021, the claimant(s) and the defendant(s)<sup>1</sup> hereby agree that Order 65 of the Rules of Court 2021 shall apply to these proceedings, and that the District Court shall hear these proceedings using the simplified process under that Order.

Dated this ( \_\_\_\_\_ )

\_\_\_\_\_  
Signature of claimant(s) / solicitor\*

Name:

Law firm (if applicable):

Date:

*\* Delete where inapplicable.*

\_\_\_\_\_  
Signature of defendant(s) / solicitor\*

Name:

Law firm (if applicable):

Date:

*\* Delete where inapplicable.*

<sup>1</sup> Parties may modify this form to include the certification of any additional parties.

**Form 4**

**SAMPLE LETTER OF OFFER**

To: [claimant(s)/defendant(s)]

**WITHOUT PREJUDICE**

[Address]

**SAVE AS TO COSTS**

Dear Sir,

[Heading, *eg*, as per letter of claim]

We offer to settle [your/your client's claim OR the present matter] on the following terms:

[Set out the offer]

Yours faithfully,

**Form 5**

**CLAIMANT’S/ DEFENDANT’S LIST OF ISSUES IN DISPUTE  
AND LIST OF WITNESSES**

The list of issues in dispute in the claim is as follows:

<b>No.</b>	<b>Issue /Matter in Dispute</b>	<b>Information claimant/defendant<sup>1</sup> is Relying on in Support</b>

The witnesses whom the claimant/defendant intends to call to give evidence in support of its claim if the matter goes to court are as follows:

<b>No.</b>	<b>Full Name of Witness</b>	<b>Reason for calling the Witness</b>

Dated this                      day of                      20                      .

\_\_\_\_\_  
**SOLICITORS FOR THE CLAIMANT/DEFENDANT**

<sup>1</sup> Parties may modify this form for the purposes of including the position(s) of additional parties in the action.

**Form 6**

**COURT ALTERNATIVE DISPUTE RESOLUTION (COURT ADR) FORM**

The State Courts regard Court Alternative Dispute Resolution (“Court ADR”) as a crucial step in the cost-effective and amicable resolution of disputes. Early identification of cases is essential to help the parties save costs and improve settlement prospects. To assist in this regard, this Form should be completed by you and your client

- (a) *before the first Civil Simplified Case Conference, for Originating Claims filed in the Magistrate’s Court on or after 1 January 2022 and by consent, Originating Claims in the District Court (pursuant to Order 65 of the Rules of Court 2021 and Practice Direction 36);*
- (b) *before the first General Process Case Conference (pursuant to Practice Direction 37)*
- (c) *before the first Specially Managed Civil List (“SMCL”) Case Conference (pursuant to Practice Direction 35); or*
- (d) *in compliance with any directions or orders given by the Court at any Case Conference or otherwise.*

Information concerning Court ADR is provided on the second page of this Form.

*This section is to be completed by solicitors*

<b>Case details</b>	MC/DC* OC _____ / ____ (year)		SUM _____ / _____ (year)	
<b>Number of witnesses</b>	Claimant		Defendant	
<b>Nature of claim</b>				

Signature of solicitor

Name of solicitor for claimant/defendant\*:

Law Firm:

Date:

*\*delete where inapplicable*

***This section is to be read by your client***

### **What are my Court ADR options?**

The State Courts' Court Dispute Resolution Cluster ("CDRC") oversees the provision of Court ADR modalities such as **mediation**, **conciliation** and **neutral evaluation**. You should choose the Court ADR modality that best addresses your needs. Most litigants are concerned about issues such as legal costs, the duration of the litigation process, confidentiality and whether they have control over the outcome of the case. Some other concerns may include the desire to preserve the relationship with the other party, discomfort over the formal proceedings and a need to be vindicated.

### **Different ADR options**

**Mediation** is a process in which a mediator (*ie*, a neutral third party) helps you and the other party negotiate for a settlement of your dispute. The mediator does not focus on who is at fault for the dispute. Instead, the mediator will help you and the other party discuss and reach a solution that will meet the concerns of both parties. Apart from mediation by the CDRC, mediation services are also privately provided by the Singapore Mediation Centre (<http://www.mediation.com.sg>), the Singapore International Mediation Centre (<http://www.simc.com.sg>), as well as the Law Society under the Law Society Mediation Scheme (LSMS) (<http://www.lawsociety.org.sg>). More information and details may be found on the respective organisation's website.

**Conciliation** is a process in which a conciliator (*ie*, a neutral third party) possessing expertise in the subject matter assists you and the other party to negotiate for a settlement of the dispute. A judge of the CDRC will play a more direct role in the resolution of the dispute and assist parties to arrive at an optimal solution by developing and suggesting proposals for the settlement. Ultimately, the decision whether or not to accept the settlement proposal still remains with the parties.

**Neutral Evaluation** involves an early assessment of the merits of the case by a neutral evaluator (*ie*, a neutral third party). Parties' lawyers will present the case to the neutral evaluator, who will review the evidence and provide an evaluation based on the merits of the case. The evaluation can be binding or non-binding, depending on what the parties choose. When neutral evaluation is conducted by the CDRC, a judge of the CDRC will provide the early assessment. Apart from neutral evaluation by the CDRC, neutral evaluation services are also privately provided by the Singapore Mediation Centre, and the Law Society under the Law Society Neutral Evaluation and Determination Scheme (LSNEDS). More information and details may be found on the respective organisation's website.

More information and details on the Court ADR modalities of mediation, conciliation and neutral evaluation may be found at <http://www.judiciary.gov.sg>.

In **arbitration**, there will be a determination of who is at fault. However, the decision is made by a private individual, the arbitrator, instead of a judge. Arbitration services are privately provided by the Law Society under the Law Society Arbitration Scheme (LSAS). More information and details of the scheme may be found on their website.

To help you decide the best option for you, we have provided a diagram on the following page highlighting the features of each option. Your solicitor will also be able to advise you on the pros and cons of each ADR option.

**Which option should I use to resolve my dispute?**

I want to control how the dispute should be resolved

I want someone else to decide on the outcome of the dispute

**Mediation**

Low cost  
Fast  
Confidential and without prejudice  
Can achieve win-win solutions  
Preserves relationships  
**But ...**  
User-friendly  
No guaranteed outcome

**Conciliation**

Low cost  
Fast  
Confidential and without prejudice  
Can achieve win-win solutions  
Preserves relationships  
Judge possesses expert knowledge on the subject matter, proposes solutions and guides proceedings  
**But ...**  
No guaranteed outcome

**Neutral Evaluation**

Low cost (but may involve more costs compared to mediation)  
Fast (but may involve more time compared to mediation)  
Confidential  
Benefit of an evaluation on your likely chances of success  
**But ...**  
No guaranteed outcome

**Arbitration**

Allows for privacy and confidentiality  
A binding decision by an arbitrator  
Simplified procedure  
**But ...**  
More expensive than mediation  
*(Arbitration can be suitable for tenancy / construction disputes but not economical for complicated matters involving modest claims)*  
More time consuming than mediation  
Limited avenues of appeal

**Trial**

Public vindication  
Adjudication of the case by a Judge  
Avenues of appeal  
**But ...**  
Costly  
Time-consuming  
Win-lose outcomes  
Likely destructive impact on relationships  
Highly stressful

Settled?

Yes

No

Proceed for trial / arbitration

Dispute resolved

*This section is to be completed by your client*

**FOR MAGISTRATE’S COURT CASES ONLY**

1. This is to certify that my solicitor has explained to me the available Court Alternative Dispute Resolution (“Court ADR”) modalities, and I am aware of the benefits of settling my case by Court ADR.
2. I have been advised and understand that the Judge may take the view that Court ADR is suitable for my case, and that any unreasonable refusal on my part to resolve this matter via mediation or other means of Court ADR may then expose me to adverse costs orders pursuant to either Order 5 or Order 21 of the Rules of Court 2021.
3. My decision concerning Court ADR is as follows:-

*(Tick the relevant boxes)*

- I wish to opt out from Court ADR for the following reasons:-
  - I have already attempted ADR, *ie*, \_\_\_\_\_
  - The dispute involves a question of law / To establish legal precedence.
  - Other good reasons, *ie*, \_\_\_\_\_

*(Note: Your view that the other party has a weak case is not considered a good reason)*
- I would like to be referred for the following Court ADR modality/ attempt the following ADR services privately:\*-
  - Mediation by the State Courts’ Court Dispute Resolution Cluster (“CDRC”)
  - Conciliation by the CDRC
  - Neutral Evaluation by the CDRC
  - Mediation at Singapore Mediation Centre (SMC)\*\* / at Singapore International Mediation Centre (SIMC)\*\* / under Law Society Mediation Scheme (LSMS)\*\*
  - Neutral Evaluation at Singapore Mediation Centre (SMC)\*\* / under Law Society Neutral Evaluation and Determination Scheme (LSNEDS)\*\*
  - Arbitration under Law Society Arbitration Scheme (LSAS)\*\*
  - Others (Please specify): \_\_\_\_\_

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Signature of claimant/defendant\*

Name:

Date:

*\* Delete where inapplicable*

*\*\*Please refer to the organisation’s website for more information and details of the fee structure of the services.*

*This section is to be completed by your client*

**FOR DISTRICT COURT CASES ONLY**

1. This is to certify that my solicitor has explained to me the available Court Alternative Dispute Resolution (“Court ADR”) modalities, and I am aware of the benefits of settling my case by Court ADR.
2. I have been advised and understand that my case will be referred for Court ADR unless any of the parties opt out of Court ADR.
3. I have been advised and understand that the Judge may take the view that Court ADR is suitable for my case, and that any unreasonable refusal on my part to resolve this matter via mediation or other means of Court ADR may then expose me to adverse costs orders pursuant to either Order 5 or Order 21 of the Rules of Court 2021.
4. My decision concerning Court ADR is as follows: *(Tick the relevant boxes)*

- I wish to opt out from Court ADR.

Reason(s): \_\_\_\_\_  
\_\_\_\_\_

- I would like to be referred for the following Court ADR modality/attempt the following ADR services privately\*-

- Mediation by the State Courts’ Court Dispute Resolution Cluster (“CDRC”)  
*I am aware that each party in this case is required to pay Court ADR fees of \$250 in accordance with Order 25, Rule 8 of the Rules of Court 2021 (except for any action under the Protection from Harassment Act (Cap 256A) or Community Disputes Resolution Act 2015) (Act 7 of 2015).*
- Conciliation by the CDRC  
*I am aware that each party in this case is required to pay Court ADR fees of \$250 in accordance with Order 25, Rule 8 of the Rules of Court 2021 (except for any action under the Protection from Harassment Act (Cap 256A) or Community Disputes Resolution Act 2015) (Act 7 of 2015).*
- Neutral Evaluation by the CDRC  
*I am aware that each party in this case is required to pay Court ADR fees of \$250 in accordance with Order 25, Rule 8 of the Rules of Court 2021 (except for any action under the Protection from Harassment Act (Cap 256A) or Community Disputes Resolution Act 2015) (Act 7 of 2015).*
- Mediation at Singapore Mediation Centre (SMC)\*\* / at Singapore International Mediation Centre (SIMC)\*\* / under Law Society Mediation Scheme (LSMS)\*\*
- Neutral Evaluation at Singapore Mediation Centre (SMC)\*\* / under Law Society Neutral Evaluation and Determination Scheme (LSNEDS)\*\*
- Arbitration under Law Society Arbitration Scheme (LSAS)\*\*

Others (Please specify): \_\_\_\_\_

\_\_\_\_\_  
Signature of claimant / defendant\*

Name:

Date:

*\* Delete where inapplicable.*

*\*\*Please refer to the organisation's website for more information and details of the fee structure of the services.*

**Form 7**

**RECORDING SETTLEMENT / ENTERING JUDGMENT BY CONSENT (NIMA/PI/PIMA)**

Case Number: DC/MC\* OC \_\_\_\_\_ of \_\_\_\_\_ Date : \_\_\_\_\_

Claimant's Law Firm / Solicitor: \_\_\_\_\_

Defendant's Law Firm / Solicitor: \_\_\_\_\_

Other party's Law Firm(s) / Solicitor(s): \_\_\_\_\_

**(I) Settlement**  
**(a)NIMA / PI**  
**AND**  
**(b)PIMA**  
**matters where**  
**the "relevant**  
**amount"**  
**relating to**  
**damages for**  
**death / bodily**  
**injury does not**  
**exceed \$5,000**

**Terms of Settlement:**  
By consent, and in full & final settlement of the claimant's claim, the \_\_\_\_\_ shall pay the following to the claimant / \_\_\_\_\_:

\$ \_\_\_\_\_ as damages  inclusive of costs, disbursements, interest\*.

\$ \_\_\_\_\_ as costs.\* / Costs to be taxed if not agreed.\*

\$ \_\_\_\_\_ as disbursements.\* / Disbursements to be taxed if not agreed.\*

\$ \_\_\_\_\_ as interest from \_\_\_\_\_

Payment is to be made within \_\_\_\_\_ weeks from the date this settlement is recorded.

In default of payment, the claimant is at liberty to extract the order of court for enforcement.

The claimant / \_\_\_\_\_ shall file the Notice of Discontinuance within \_\_\_\_\_ days of receiving final payment from the \_\_\_\_\_.

*Please file the necessary application supported by affidavit if the claimant/dependent is a person under disability pursuant to Order 44 of the Rules of Court 2021 and the settlement requires the Court's approval under O 44 r 10 of the Rules of Court 2021.*

**(II) Interlocutory Judgment**

**Consent Interlocutory Judgment:**

By consent, interlocutory judgment is entered for the claimant against the \_\_\_\_\_ for [ \_\_\_\_% of]\* the damages to be assessed and costs reserved to the Registrar assessing the damages.

By consent, the third party is to indemnify the defendant for [ \_\_\_\_% of]\* the damages, costs, reasonable disbursements and interests payable to the claimant.

By consent, interlocutory judgment is entered for the claimant against the \_\_\_\_\_ on the following terms: \_\_\_\_\_

**(III) Final Judgment**  
**(a)NIMA /**  
**PI AND**  
**(b)PIMA**  
**matters where**  
**the "relevant**  
**amount"**  
**relating to**  
**damages for**  
**death / bodily**  
**injury exceeds**  
**\$5,000**

**Consent Final Judgment:**  
By consent, final judgment is entered for the claimant against the \_\_\_\_\_ whereby the \_\_\_\_\_ shall pay the following to the \_\_\_\_\_:

\$ \_\_\_\_\_ as damages  inclusive of costs, disbursements, interest\*.

\$ \_\_\_\_\_ as general damages, \$ \_\_\_\_\_ as injury related special damages and \$ \_\_\_\_\_ as non-injury related special damages (inclusive of interest)\*.

The claim being a fatal accident claim, general damages comprises \$ \_\_\_\_\_ for bereavement for the benefit of [ \_\_\_\_\_ ], \$ \_\_\_\_\_ for loss of dependency for the benefit of [ \_\_\_\_\_ ], \$ \_\_\_\_\_ for loss of dependency for the benefit of [ \_\_\_\_\_ ] and \$ \_\_\_\_\_ for loss of dependency for the benefit of [ \_\_\_\_\_ ].

\$ \_\_\_\_\_ in special damages (excluding the sum for funeral expenses) to [ \_\_\_\_\_ ] and \$ \_\_\_\_\_ for funeral expenses to [ \_\_\_\_\_ ].

		<input type="checkbox"/> \$ _____ as interest from _____. <input type="checkbox"/> \$ _____ as costs.* / Costs to be taxed if not agreed.* <input type="checkbox"/> \$ _____ as disbursements.* / Disbursements to be taxed if not agreed.* <input type="checkbox"/> (Insert any other terms not provided for above) _____ <hr/>
<p><b>Usual Consequential Orders</b> ONLY For PIMA cases where the “relevant amount” relating to damages for death / bodily injury exceeds \$5,000</p>	<input type="checkbox"/>	<p><b>Usual Consequential Orders when entering Final Judgment for PIMA Cases</b></p> <p><input type="checkbox"/> <u>Usual Consequential Orders (Where claimant is NOT a Specified Person)</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> <li>1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act (Cap 189) and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and</li> <li>2. the balance of the judgment sums due to the claimant shall be paid by the defendant to the claimant.</li> </ol> <p><input type="checkbox"/> <u>Usual Consequential Orders where claimant / dependant is a Specified Person AND a Person Under Disability</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> <li>1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act (Cap 189) and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and</li> <li>2. as the claimant / dependant is a person under disability pursuant to Order 44 of the Rules of Court 2021, the balance of the judgment sums shall be paid by the defendant to: <ul style="list-style-type: none"> <li><input type="checkbox"/> the litigation representative of the claimant / dependant; OR <input type="checkbox"/> the Public Trustee as trustee on trust for the claimant / dependant for his/her maintenance or otherwise for his/her benefit.”</li> </ul> </li> </ol> <p><input type="checkbox"/> <u>Usual Consequential Orders where claimant is a Specified Person BUT NOT a Person Under Disability</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> <li>1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act (Cap 189) and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and</li> <li>2. as the claimant is <i>not represented by a public officer or an advocate and solicitor / isolated in a hospital or other place under section 15(1) or (2) of the Infectious Diseases Act (Cap 137)/ a person under legal custody or in a place of detention</i>, the balance of the judgment sums shall be paid by the defendant to: <ul style="list-style-type: none"> <li><input type="checkbox"/> the Public Trustee as trustee on trust for the claimant OR; <input type="checkbox"/> the claimant in the following manner: _____</li> </ul> </li> </ol> <p><input type="checkbox"/> (Insert any other terms of payment not provided for above) _____</p>
<p><b>Public Trustee’s Fee</b></p>		<p><input type="checkbox"/> The claimant’s disbursements shall include \$ _____ as the Public Trustee’s fee*/ (where payment is to be made to Public Trustee on trust) the Public Trustee’s fee to be determined by the Public Trustee in accordance with the rules for the time being in force*.</p>
<p><b>Costs</b></p>	<input type="checkbox"/>	<p><b>Indication on costs:</b>  Claimant’s counsel: \$ _____; Defendant’s counsel: \$ _____; _____ counsel: \$ _____</p> <p>Claimant’s counsel costs submissions: _____</p>

		Defendant's counsel costs submissions: _____ _____ counsel costs submissions: _____	
Judge's Orders / Directions	<input type="checkbox"/>	<b>Settlement is recorded / Judgment is entered as per terms stated in Section I, II or III.</b>	<b>Judge's Signature &amp; Stamp</b>
	<input type="checkbox"/>	<b>Costs indicated at \$_____ / plus reasonable disbursements* / plus GST.*</b>	
	<input type="checkbox"/>	<b>Other directions _____</b>	

# This Form may be downloaded from: <http://www.judiciary.gov.sg>

\*delete where appropriate

**Form 8**

*Confidential and Without Prejudice*

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**[CASE NUMBER]**

**OPENING STATEMENT FOR CLAIMANT/DEFENDANT (MEDIATION/CONCILIATION)**

**1. Parties attending the mediation session**

- (a) Claimant/defendant/other party to suit
- (b) [Name of any other party attending; reason for attending]
- (c)

*Where party is a corporate entity,*

- (a) [Name and position of authorised representative of claimant/defendant]

**2. Brief summary of facts**

[Summarise your version of facts that gave rise to your claim/defence.]

**3. Claim/Defence/Counterclaim/Defence to Counterclaim**

[Summarise your legal claim or defence.]

**4. Evidence supporting claim**

**A. Essential documents**

The following *essential* documents are currently being relied on to support our claim/defence (without prejudice to modification after production of documents):

- (a) [Provide very brief details on how document supports your case. Append a copy of document to opening statement.]
- (b)

**B. Essential witnesses**

We currently intend to rely on the following *essential* witnesses if the case goes to trial (without prejudice to modification after extracting order of court containing court's directions for exchange of affidavits of evidence-in-chief):

- (a) [Provide very brief outline of what you believe each essential witness will say.]
- (b)

**5. Negotiation history**

The parties have not engaged in any negotiations to settle the dispute OR

The parties have been engaging in discussions to attempt to settle the dispute privately. The parties have made the following offers on a "without prejudice" basis:

- (a) [Provide details on the offer, and why it was not accepted.]
- (b)

**6. Suggested Possible Solution/s at Resolving Dispute**

The claimant/defendant suggests the following to resolve the dispute:

- (a) [Provide details on the suggested solution/s and reason/s why the party thinks it is viable and effective. If the suggested solution is premised on statute or legal precedents, set out the statutory provision(s) or points of law briefly.]

**7. Other relevant information for settlement**

[Provide any other information that may be beneficial in reaching a settlement.]

Dated this [-] day of [-] 20\_\_

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**SOLICITORS FOR THE [CLAIMANT/DEFENDANT]**

**Form 9**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**[CASE NUMBER]**

**OPENING STATEMENT FOR CLAIMANT/DEFENDANT (NEUTRAL  
EVALUATION)**

**1. Parties attending the Neutral Evaluation**

- (a) Claimant/defendant/other party to suit
- (b) [Name of any other party attending; reason for attending]
- (c)

*Where party is a corporate entity,*

- (a) [Name and position of authorised representative of claimant/defendant]

**2. Brief summary of facts**

[Summarise your version of facts that gave rise to your claim/defence.]

**3. Claim/Defence/Counterclaim/Defence to Counterclaim**

[Summarise your legal claim or defence.]

**4. Issues for Neutral Evaluation and Evidence supporting claim**

**A. Legal issues in dispute**

- (a) [Summarise legal issue and refer to relevant legal authorities supporting your submission.]
- (b)
- (c)

**B. Disputes of Fact and supporting evidence**

- (a) [Summarise dispute of fact.]

[Refer to *essential* documents you are currently relying on to support your position. This is without prejudice to modification after production of documents. Append a copy of the relevant documents to the Opening Statement.]

Refer to *essential* witnesses you are relying on, and provide brief outline of what you believe the witnesses will say. This is without prejudice to modification after extracting order of court containing directions for exchange of affidavits of evidence-in-chief.]

- (b)
- (c)

Dated this [-] day of [-] 20\_\_

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**SOLICITORS FOR THE [CLAIMANT/DEFENDANT]**

**Form 10**

**CHECKLIST FOR ASSESSMENT OF DAMAGES COURT DISPUTE RESOLUTION CONFERENCES  
("ADCDR")**

Case Number: DC/MC OC \_\_\_\_\_ of \_\_\_\_\_ Interlocutory judgment entered on: \_\_\_\_\_

Directions to file NOAD issued on: \_\_\_\_\_ Date on which this Checklist is filed: \_\_\_\_\_

*This Checklist is to be duly completed by all legally represented parties. Please provide the confirmations in respect of all the conditions in Sections (A), (B) and (C) below with the necessary deletions made where required to ensure that confirmations provided are accurate.*

*A duly completed Checklist is to be filed as a supporting document to the Notice of Appointment for Assessment of Damages, under the document name "NOAD Checklist" on eLitigation.*

\*\*\*

I/We, counsel acting for the **claimant and defendant, intervener and third/fourth party (\*delete as applicable)** do confirm as follows:

**(A)** All expert reports that the claimant, the defendant, intervener and/or third/fourth party intend to rely on at the Assessment of Damages (including any medical re-examination, clarification report(s) and/or any report(s) necessary to update the evidence available on the claimant's medical condition or claimant's claim for loss and damage up to the date of this checklist) have been filed and/or exchanged between parties and are available for parties to tender to the Court as at the date on which this Checklist is filed;

**OR**

No expert reports will be tendered at the said conference and the Assessment of Damages; **(\*delete as applicable)**

**(B)** All affidavits of evidence-in-chief that the claimant, the defendant, intervener and/or third/fourth party intend to rely on at the Assessment of Damages (including any supplementary affidavits of evidence-in-chief which are required to update the evidence relied on by parties up to the date of this checklist) have been filed and/or exchanged between parties and are available for parties to tender to the Court as at the date on which this Checklist is filed; and

**(C)** The claimant has already attended medical re-examination by the medical expert of the defendant/ intervener / third party.

**OR**

The defendant/intervener/third party confirms that no medical re-examination of the claimant is required.

**OR**

No medical re-examination is applicable in the present matter. **(\*delete as applicable).**

\_\_\_\_\_  
Counsel for the claimant

Name of law firm:

DID fax number:

\_\_\_\_\_  
Counsel for the defendant/intervener/third/fourth party **(Delete where necessary or mark as "N.A.")**

Name of law firm:

DID fax number:

*Note: This Checklist shall be filed via eLitigation in PDF format. Please note that the claimant need not obtain the endorsement of unrepresented individual(s)/entit(ies) for the purposes of completing the Checklist, as per the State Courts Practice Direction 45(4)(b) and should choose the option "N.A" in the signature block above.*

**Form 11**

**QUANTUM NEUTRAL EVALUATION FORM**

Case Number: DC/MC\* OC \_\_\_\_ of \_\_\_\_ Interlocutory judgment entered at \_\_\_\_% in claimant's favour

Nature of claim: PIMA/ IA\*/\_\_\_\_ (\*delete as applicable)

*Note: Neutral evaluations will only be given in matters where the claimant and at least one other party is represented, and will only be given for claims listed in State Courts Practice Direction 45(9).*

Heads of claim		Claimant's submissions	Defendant's submissions <sup>1</sup>
<b>(I) Pain and suffering</b>		<i>Please state:</i> <ul style="list-style-type: none"> <li>- The severity of/treatment applied to the injuries, and residual disabilities (if any);</li> <li>- <u>All relevant references</u> to documents exhibited within the Court papers filed via eLitigation and/or attachments of the relevant documents to parties' electronic mail; and</li> <li>- The relevant sections of the Guidelines for the Assessment of General Damages in Personal Injury Cases applicable (if any).</li> </ul>	
1.	<b>Nature of injury:</b>  <b>Pg ____ of medical report by Dr _____</b>		
2.	<b>Nature of injury:</b>  <b>Pg ____ of medical report by Dr _____</b>		
<b>(II) Loss of future earnings / loss of earning capacity</b>		<i>Where parties rely on a multiplier and multiplicand in their submissions, parties are to ensure that their submissions also address and make reference to State Courts Practice Direction 109 and the "Actuarial Tables with Explanatory Notes for use in Personal Injury and Death Claims" referred to therein (if applicable).</i>	
		Multiplier: _____ Multiplicand: _____  Claimant's pre-accident age / occupation / salary: _____  Claimant's current age / occupation / salary: _____	Multiplier: _____ Multiplicand: _____
<b>(III) Loss of dependency</b>		<i>Where parties rely on a multiplier and multiplicand in their submissions, parties are to ensure that their submissions also address and make reference to State Courts Practice Direction 109 and the "Actuarial Tables with Explanatory Notes for use in Personal Injury and Death Claims" referred to therein (if applicable).</i>	
		(State dependants' age / relationship to the deceased and the proposed multiplier and multiplicand)	(State the proposed multiplier and multiplicand for each dependant)

<sup>1</sup> Parties may modify the table above for the purposes of including the position(s) of additional parties in the action.



(d) Claimant's occupation at time of accident:

(e) Claimant's income per month at time of accident:

(f) Claimant's present age:

(g) Claimant's present occupation:

(h) Claimant's present income per month:

4. A summary table of the parties' respective positions on quantum is annexed herewith as an "Annexure" to the opening statement.

5. Item number(s) ( ) of the claimant's claim has/have been agreed between the parties.

Dated this ( )

\_\_\_\_\_  
**SOLICITORS FOR THE CLAIMANT**

\_\_\_\_\_  
**SOLICITORS FOR THE DEFENDANT/  
INTERVENER/ THIRD/ FOURTH PARTY  
(Delete/Amend where necessary or mark as "N.A")**

**ANNEXURE<sup>1</sup>**

<b><u>NO.</u></b>	<b><u>HEAD OF DAMAGES CLAIMED</u></b>	<b><u>CLAIMANT'S SUBMISSIONS ON QUANTUM</u></b>	<b><u>CLAIMANT'S EXPERT REPORT</u></b> <i>[Please include pg ref. from Bundle of Documents]</i>	<b><u>CLAIMANT'S DOCUMENTS IN SUPPORT</u></b> <i>[Please include pg ref. from Bundle of Documents]</i>	<b><u>DEFENDANT'S SUBMISSIONS ON QUANTUM</u></b>	<b><u>DEFENDANT'S EXPERT REPORT</u></b> <i>[Please include pg ref. from Bundle of Documents]</i>	<b><u>DEFENDANT'S DOCUMENTS IN SUPPORT</u></b> <i>[Please include pg ref. from Bundle of Documents]</i>
<b><u>(I)</u></b>	<b>PAIN AND SUFFERING</b>						
1	Nature of Injury	\$  <u>Authorities:</u> (1) Case Name Award Given  (2) Case Name Award Given	1) Medical Report by Dr _____ Pg _____  2) Medical Report by Dr _____ Pg _____	1) _____ Pg _____  2) _____ Pg _____	\$	1) Medical Report by Dr _____ Pg _____  2) Medical Report by Dr _____ Pg _____	1) _____ Pg _____  2) _____ Pg _____

<sup>1</sup> Parties may modify the table above for the purposes of including the position(s) of additional parties in the action.

2	Nature of Injury	<p>\$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____</p> <p>Pg _____</p> <p>2) Medical Report by Dr _____</p> <p>Pg _____</p>	<p>1) _____</p> <p>Pg _____</p> <p>2) _____</p> <p>Pg _____</p>	<p>\$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____</p> <p>Pg _____</p> <p>2) Medical Report by Dr _____</p> <p>Pg _____</p>	<p>1) _____</p> <p>Pg _____</p> <p>2) _____</p> <p>Pg _____</p>
3	Nature of Injury	<p>\$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____</p> <p>Pg _____</p> <p>2) Medical Report by Dr _____</p> <p>Pg _____</p>	<p>1) _____</p> <p>Pg _____</p> <p>2) _____</p> <p>Pg _____</p>	<p>\$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____</p> <p>Pg _____</p> <p>2) Medical Report by Dr _____</p> <p>Pg _____</p>	<p>1) _____</p> <p>Pg _____</p> <p>2) _____</p> <p>Pg _____</p>

(II)	LOSS OF EARNING CAPACITY	<p>\$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____ Pg _____</p> <p>2) Medical Report by Dr _____ Pg _____</p>	<p>1) _____ Pg _____</p> <p>2) _____ Pg _____</p>	<p>\$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____ Pg _____</p> <p>2) Medical Report by Dr _____ Pg _____</p>	<p>1) _____ Pg _____</p> <p>2) _____ Pg _____</p>
(III)	LOSS OF FUTURE EARNINGS	<p>Multiplier: _____ years x Multiplicand: \$ _____ = \$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____ Pg _____</p> <p>2) Medical Report by Dr _____ Pg _____</p>	<p>1) _____ Pg _____</p> <p>2) _____ Pg _____</p>	<p>Multiplier: _____ years x Multiplicand: \$ _____ = \$</p> <p><u>Authorities:</u> (1) Case Name Award Given</p> <p>(2) Case Name Award Given</p>	<p>1) Medical Report by Dr _____ Pg _____</p> <p>2) Medical Report by Dr _____ Pg _____</p>	<p>1) _____ Pg _____</p> <p>2) _____ Pg _____</p>

(IV)	FUTURE MEDICAL EXPENSES & TREATMENTS	\$	1) Medical Report by Dr _____ Pg _____  2) Medical Report by Dr _____ Pg _____	1) _____ Pg _____  2) _____ Pg _____	\$	1) Medical Report by Dr _____ Pg _____  2) Medical Report by Dr _____ Pg _____	1) _____ Pg _____  2) _____ Pg _____
(V)	OTHER ITEMS OF GENERAL DAMAGES [Includes Dependency Claims]	\$	1) Medical Report by Dr _____ Pg _____  2) Medical Report by Dr _____ Pg _____	1) _____ Pg _____  2) _____ Pg _____	\$	1) Medical Report by Dr _____ Pg _____  2) Medical Report by Dr _____ Pg _____	1) _____ Pg _____  2) _____ Pg _____

(VI)	SPECIAL DAMAGES						
1	Medical Expenses	\$		1) _____ Pg _____  2) _____ Pg _____	\$		1) _____ Pg _____  2) _____ Pg _____
2	Transport Expenses	\$		1) _____ Pg _____  2) _____ Pg _____	\$		1) _____ Pg _____  2) _____ Pg _____
3	Pre-Trial Loss of Earnings	\$ _____ per month for _____ month = \$		1) _____ Pg _____  2) _____ Pg _____	\$ _____ per month for _____ month = \$		1) _____ Pg _____  2) _____ Pg _____

4	Other items of Special Damages	\$		1) _____ Pg _____	\$		1) _____ Pg _____
	TOTAL	\$			\$		
	(at _____%)	\$ _____			\$ _____		



<u>NO.</u>	<u>HEAD OF DAMAGES CLAIMED</u>	<u>CLAIMANT'S SUBMISSIONS ON QUANTUM</u>	<u>CLAIMANT'S SUPPORTING DOCUMENTS</u> <i>[Please include pg ref. from Bundle of Documents]</i>	<u>DEFENDANT'S SUBMISSIONS ON QUANTUM</u>	<u>DEFENDANT'S SUPPORTING DOCUMENTS</u> <i>[Please include pg ref. from Bundle of Documents]</i>
1.	Costs of Repairs	\$ _____	1)  Pg _____  2)  Pg _____	\$ _____	1)  Pg _____  2)  Pg _____
2.	Loss of Use	\$____ per day for ____ days = \$ _____		\$____ per day for ____ days = \$ _____	
3.	Costs/Loss of Rental	\$____ per day for ____ days = \$ _____		\$____ per day for ____ days = \$ _____	
4.	Loss of Earnings	\$____ per day for ____ days = \$ _____		\$____ per day for ____ days = \$ _____	
	TOTAL  (at ____%)	\$ _____  \$ _____		\$ _____  \$ _____	

4. Item number(s) ( ) of the claimant's claim has/have been agreed between the parties.

Dated this ( )

\_\_\_\_\_  
SOLICITORS FOR THE CLAIMANT

\_\_\_\_\_  
SOLICITORS FOR THE DEFENDANT/  
INTERVENER/ THIRD/ FOURTH PARTY  
(Delete/Amend where necessary or mark as "N.A")



4. Item number(s) ( ) of the claimant's claim has/have been agreed between the parties.

Dated this ( )

---

**SOLICITORS FOR THE CLAIMANT**

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**SOLICITORS FOR THE DEFENDANT/  
INTERVENER/ THIRD/ FOURTH PARTY  
(Delete/Amend where necessary or mark as  
"N.A")**

**ANNEXURE<sup>1</sup>**

<b><u>NO.</u></b>	<b><u>DESCRIPTION OF ITEM CLAIMED BY CLAIMANT</u></b>	<b><u>CLAIMANT'S SUBMISSIONS ON QUANTUM</u></b>	<b><u>CLAIMANT'S SUPPORTING DOCUMENTS INCLUDING ANY EXPERT REPORT</u></b> <i>[Please include pg ref. from Bundle of Documents]</i>	<b><u>DEFENDANT'S COMMENTS ON ITEM CLAIMED</u></b>	<b><u>DEFENDANT'S SUBMISSION ON QUANTUM</u></b>	<b><u>DEFENDANT'S SUPPORTING DOCUMENTS INCLUDING ANY EXPERT REPORT</u></b> <i>[Please include pg ref. from Bundle of Documents]</i>
1		\$	1) _____ Pg _____  2) _____ Pg _____		\$	1) _____ Pg _____  2) _____ Pg _____
2						
	<b>TOTAL</b>	\$			\$	
	(at _____%)	\$			\$	

<sup>1</sup> Parties may modify the table above for the purposes of including the position(s) of additional parties in the action.

**Form 15**

**Receiver's Security by Undertaking**

I, \_\_\_\_\_, of \_\_\_\_\_ the receiver (and manager) appointed by order dated \_\_\_\_\_ (or proposed to be appointed) in this action hereby undertake with the Court to duly account for all moneys and property received by me as such receiver (or manager) or for which I may be held liable and to pay the balances from time to time found due from me and to deliver any property received by me as such receiver (or manager) at such times and in such manner in all respects as the Court or a Judge shall direct.

And we \_\_\_\_\_ hereby jointly and severally (in the case of a Guarantee or other Company strike out "jointly and severally") undertake with the Court to be answerable for any default by the said \_\_\_\_\_ as such receiver (or manager) and upon such default to pay to any person or persons or otherwise as the Court or a Judge shall direct any sum or sums not exceeding in the whole \$ \_\_\_\_\_ that may from time to time be certified by the Registrar to be due from the receiver and we submit to the jurisdiction of the Court in this action to determine any claim made under this undertaking.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

(Signatures of receiver and his surety or sureties. In the case of a surety being a guarantee or other company, it must be sealed or otherwise duly executed).

**Form 16**

**REQUEST FORM FOR CIVIL TRIAL OR ASSESSMENT OF DAMAGES TO BE  
CONDUCTED ON A DOCUMENTS-ONLY BASIS**

<b>Case details</b>	MC/DC* OC _____ / _____(year)		SUM _____ / _____ (year)	
<b>Parties<sup>1</sup></b>	Claimant		Defendant	
<b>Nature of claim</b>	Tort	Defamation / Medical Negligence*		
	Contract	Construction / Renovation / Supply of Goods & Services*		
	Others (Specify)			
<b>Particulars supporting request for Documents-Only Civil Trial/Assessment of Damages</b>	<p><i>(Tick where applicable)</i></p> <p><input type="checkbox"/> Issues in dispute centre on the interpretation of documents</p> <p><input type="checkbox"/> Cross-examination is not necessary as:</p> <p style="margin-left: 20px;"><input type="checkbox"/> There are no disputes of fact</p> <p style="margin-left: 20px;"><input type="checkbox"/> Parties have agreed to admit Affidavits of Evidence-in-Chief (“AEICs”) without the attendance of witnesses due to <i>inter alia</i> the simplicity of the issues in dispute and/or the small value of the claim in dispute;</p> <p style="margin-left: 20px;"><input type="checkbox"/> The determination of existing disputes of fact can be made based on contemporaneous documentation alone; and/or</p> <p style="margin-left: 20px;"><input type="checkbox"/> Any other reasons: _____</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">_____</p> <p><input type="checkbox"/> Cross-examination is not an option for the present dispute because:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Relevant witnesses are not willing to give evidence;</p> <p style="margin-left: 20px;"><input type="checkbox"/> Relevant witnesses are not able to give evidence as they cannot be located/have passed away/are ill; and/or</p> <p style="margin-left: 20px;"><input type="checkbox"/> Any other reasons: _____</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">_____</p>			

<sup>1</sup> Parties may modify this form for the purposes of including the position(s) of additional parties in the action.

	<input type="checkbox"/> The issues between parties can be resolved by legal submissions/arguments; and/or <input type="checkbox"/> Any other good reasons: _____ _____ _____
<b>Oral Submissions at Documents-Only Civil Trial or Assessment</b>	<i>(Tick where applicable)</i> <u>Parties:</u> <input type="checkbox"/> Confirm that they do not require oral submissions to be made before the judicial officer hearing the Civil Trial/Assessment for the present claim and will be proceeding on the basis of written submissions at the Civil Trial/Assessment; OR <input type="checkbox"/> Request that a date be fixed for oral submissions to be made before the judicial officer hearing the Civil Trial/Assessment for the present claim in addition to written submissions at the Civil Trial/Assessment.

This document is filed:

- (a) To certify that we wish to conduct the Civil Trial/Assessment of Damages in this present Suit on a Documents-Only basis as provided for in Practice Direction No 34; and
- (b) To submit a request to the Court for the present dispute to be resolved solely by documents.

Having considered the nature and specific features of this dispute, it appears desirable and possible that our arguments be expressed only in writing and the facts which support them be proven only by the production of documents and/or AEICs.

We confirm that we are choosing not to exercise (our right to be personally heard, our right to have witnesses heard and/or our right to oral submissions)\* before this Court at the Civil Trial or Assessment of Damages in the present Suit.

However, we do reserve the right at the appropriate juncture to make the necessary application to Court (if necessary) for the withdrawal of this Request and the waivers made in this Request should any of the factors listed above and/or the relevant facts or circumstances in the present dispute materially change as the present matter proceeds.

(\*Delete where not applicable)

<hr/> <p>Signature of claimants(s)/defendant(s)*</p> <p>Name(s):</p> <p>Date:</p> <p><i>* Delete where inapplicable</i></p>
---

**Form 17**

**REQUEST FOR PRODUCTION OF DOCUMENT FILED IN COURT OR COURT'S RECORDS**

To: The Registrar  
State Courts  
1 Havelock Square  
Singapore 059724

**Part I**

Application by :  Law Firm  Individual

Name of applicant/law firm : \_\_\_\_\_

Name of counsel in charge of matter : \_\_\_\_\_

Address : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Telephone and mobile numbers : \_\_\_\_\_

Case number : \_\_\_\_\_

Names of parties : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of hearing : From \_\_\_\_\_ to \_\_\_\_\_

**Part II**

Please specify the document(s) filed in Court or Court's records that is/are required for the hearing:

**Part III**

Please state the brief reasons why the document(s)/records mentioned in Part II above is/are required for the hearing:

**Part IV**

Please state whether there are any alternative means by which the document(s)/records mentioned in Part II above can be obtained by the applicant:

We / I\* undertake to pay any applicable fee prescribed by the Rules of Court 2021 immediately upon approval of the request.

\*delete as appropriate

*[Applicant / solicitors for the Applicant]*

**Form 18**

**NOTICE OF OBJECTIONS TO CONTENTS OF  
AFFIDAVITS OF EVIDENCE-IN-CHIEF**

[Title as in cause or matter]

Take notice that the [claimant or defendant or as the case may be] intends to object to the contents of the several affidavits hereunder specified [or the identified portions thereof] at the trial or hearing of the cause or matter for which these were filed for the reasons stated below.

1. The first [or second or as the case may be] affidavit of [maker of affidavit] filed on [date] on behalf of the [claimant or defendant or as the case may be].

OR

1. Paragraphs 1, 2 and 3, and exhibits AB-1 and AB-2 of the first [or second or as the case may be] affidavit of [maker of affidavit] filed on [date] on behalf of the [claimant or defendant or as the case may be].

2. The grounds for this objection are [state the grounds].

Dated this            day of            20            .

Solicitors for

## **Form 19**

### **NOTE TO EXPERT WITNESS**

If you have been approached to act as an expert witness in Court proceedings or asked to prepare an expert's report for Court proceedings, you should be aware of

- Your duties to the Court as an expert witness; and
- The mandatory requirements in expert reports.

These requirements are prescribed in greater detail in Order 12 of the Rules of Court 2021. Please check with the person instructing you if you require further clarification.

**Note: Your evidence may be discredited or rejected by the Court if you do not comply with Order 12 of the Rules of Court 2021.**

#### **Your Duties to the Court as an Expert Witness**

1. It is the duty of the expert to familiarise himself with the general duties set out herein before accepting an appointment to provide an expert report or to give expert evidence.
2. It is the duty of the expert to assist the Court on matters within his expertise. This duty is paramount and overrides any obligation to the person from whom the expert has received instructions or by whom he is paid.
3. It is the duty of the expert to be independent and unbiased in the formation of his opinion. In this context, an expert will be independent if he would give the same opinion if given the same instructions by the opposing party.
4. In expressing his opinion, it is the duty of the expert to consider all relevant and material facts, including those which might detract from his opinion.
5. The expert should clearly state the literature or any other materials on which he has relied upon in forming his

opinion and in the case when he is not able to reach a definite opinion, for example because he has insufficient information, the extent to which such opinion may be provisional or qualified by further information or facts.

6. When the opinion is based upon experiments or joint inspections, the expert should clearly state the methodology, results and conclusions of these experiments and joint inspections and the extent to which such information has been relied upon for his opinion.
7. It is the duty of the expert to only confine his opinion to matters which are material to the dispute between the parties and to provide opinions in relation only to matters that lie within his own expertise. An expert should make it clear when a question or issue falls outside his expertise.
8. If after producing a report, an expert changes his view on any material matter, such a change of view should be communicated to all parties without delay, and when appropriate, to the Court.

### **Mandatory Requirements in Expert Reports**

You must comply with the mandatory requirements of Order 12, Rule 5 of the Rules of Court 2021 if you are preparing an expert's report for purposes of Court proceedings. To avoid inadvertent non-compliance with Order 12, Rule 5 of the Rules of Court 2021, your report should follow the following format:

1. Please state your qualifications – Order 12, Rule 5(2)(a) of the Rules of Court 2021:
  - Relevant professional or academic qualifications;
  - Specific training and experience; and
  - The number of times you appeared as an expert witness in litigation proceedings and the number of occasions for claimants and defendants.
2. Please state the issues you were asked to consider and the basis upon which evidence is given – Order 12, Rule 5(2)(c) of the Rules of Court 2021, including:
  - List the issues referred to you;

- A statement of the common set of agreed or assumed facts provided by parties leading to your opinion; and
  - What were the facts you have assumed.
3. Please state a one-paragraph summary of your conclusions reached – Order 12, Rule 5(2)(h) of the Rules of Court 2021.
  4. If you had to rely on the work of others - Order 12, Rule 5(2)(d) of the Rules of Court 2021:
    - Identify the literature or other material you relied on in making this report;
    - State whether you had the opportunity to verify the literature or other material;
    - State the identity and qualifications of the author of the literature or other material; and
    - Include only extracts of the literature or other material which are necessary to understand this report
  5. If you are aware of experiments, tests, examinations, inspections or surveys conducted – Order 12, Rule 5(2)(e) of the Rules of Court 2021:
    - Identify the person(s) conducting those tests *etc*;
    - State the qualifications of such person(s);
    - State whether those tests were conducted under your instruction or supervision;
    - State whether you relied on those tests *etc*; and
    - State the extent to which your opinion may be qualified by inaccuracies or mistakes in such tests *etc*.
  6. If there is a range of differing opinions amongst experts on the matters dealt with in your report – Order 12, Rule 5(2)(f) of the Rules of Court 2021:
    - Summarise the range you consider to be acceptable and the reasons why; and
    - Summarise the range you consider unacceptable and the reasons why.

After completing your report

7. You must make the following declaration which is – Order 12, Rule 5(2)(b) and (g) of the Rules of Court 2021:
  - a statement of belief of correctness of your opinion; and

- a statement that you understand that in giving this report, your duty is to the Court, and that you have complied with that duty.

*“I confirm that insofar as the facts stated in my report are within my own knowledge I have made clear they are and I believe them to be correct, and that the opinions I have expressed represent my accurate and complete professional opinion.*

*I also confirm that in preparing this report, I am aware that my primary duty is to the Court and not the person(s) from whom I have received my instructions or by whom I am paid”.*

**Form 20**

**Form of Table for the Last Pleading Under Order 9, Rule 25(10)(a) of the Rules of Court 2021**

<b>Case Number</b>	
<b>Case Title</b>	
<b>Trial Dates</b>	

**I. Table of Parties' Positions on Material Facts/Allegations in Latest Pleadings**

S/N	Statement of Claim (*Amdt No X)		Defence (*and Counterclaim) (*Amdt No X)		(*Reply (*and Defence to Counterclaim)) (*Amdt No X)	
	Para	Claimant's Position	Para	Defendant's Position	Para	Claimant's Position
1.						

**II. Table of Claimant's Positions on Material Facts/Allegations in Previous Pleadings**

Claimant							
S/N	Statement of Claim		Statement of Claim (Amdt No 1)		Statement of Claim Amdt No 2)		...
	Para	Position	Para	Position	Para	Position	...
1.							

**III. Table of Defendant's Positions on Material Facts/Allegations in Previous Pleadings**

Defendant							
S/N	Defence (*and Counterclaim)		Defence (*and Counterclaim) (Amdt No 1)		Defence (*and Counterclaim) Amdt No 2)		...
	Para	Position	Para	Position	Para	Position	...
1.							

\* Omit as necessary

**Form 21**

**VOLUME II**

**INDEX TO AGREED BUNDLE OF DOCUMENTS**

<b>No. (To be numbered serially)</b>	<b>Description</b>	<b>Original/ Copy</b>	<b>Page</b>

**Form 22**

**VOLUME III**

**INDEX TO DISPUTED BUNDLE OF DOCUMENTS**

<b>No. (To be numbered serially)</b>	<b>Description</b>	<b>Original/ Copy</b>	<b>Page</b>
	<b>Claimant's Documents</b>		
	<b>Defendant's Documents</b>		

**Form 23**

(Title as in the action)

**QUESTIONNAIRE FOR THE EXAMINATION OF  
(NAME OF INDIVIDUAL ENFORCEMENT RESPONDENT)**

Please be informed that you, (name of enforcement respondent), have been summoned by the abovementioned enforcement applicant to attend at the State Courts on (date and time) to —

- (a) provide answers to the questions set out herein; and
- (b) produce documents set out below:
  - (i) your bank statements for the past 6 months;
  - (ii) your pay slips for the past 3 months;
  - (iii) your income tax returns and Form IR8A for the last period of assessment;
  - (iv) your last 3 statements from the Central Provident Fund (CPF) Board;
  - (v) your last 3 statements from the Central Depository (CDP) and/or your securities broker or fund manager in respect of your shares, bonds and/or unit trusts;
  - (vi) your motor vehicle log card/printout of your vehicle registration details and hire purchase agreement in respect of your motor vehicle;
  - (vii) your lease agreements, title deeds or certificates of title in respect of your properties, or your rental agreements.

Please answer these questions carefully as the Court will require you to confirm on oath that your answers are true to the best of your knowledge, information and belief. Please bring this completed questionnaire and the documents with you at the Court hearing.

**IMPORTANT NOTICE:** You are required to attend the hearing unless you have obtained the consent of the enforcement applicant to dispense with your attendance in Court or to discharge the Order requiring your attendance. If you fail to attend the hearing without obtaining the consent of the enforcement applicant, the enforcement applicant may commence committal proceedings against you for your failure to attend Court. The penalty that may be imposed by Court for such failure is fine and/or imprisonment.

You may therefore wish to contact the solicitor for the enforcement applicant (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the enforcement applicant for the necessary dispensation and discharge. You may also choose to engage your own solicitor to advise you on your rights and duties in relation to these proceedings.

**Personal particulars**

1.	Full Name:
2.	NRIC/Passport No.:
3.	Home Address:
4.	Mobile Number:
5.	Email Address:

**Work particulars**

6.	Occupation:
----	-------------

7	If you are an employee, please state the following:
(a)	the name and address of your employer;
(b)	your monthly income; and
(c)	when your monthly income is paid to you and how you are paid (whether by GIRO or otherwise).

 Income includes salary, allowances, commissions and bonuses

8.	If you are self-employed, please state the following:
(a)	the name and address of your business (sole proprietorship or partnership);
(b)	the nature of the business; and
(c)	your monthly income including salary, allowances, commissions and bonuses.

9. Aside from your income from your employment, please state all your other sources of income and the amount received.

 Sources of income includes rental, dividends, royalties from intellectual property.

### Particulars of your Debtors

10. Please state whether you have any debtors.  
Yes / No. If yes, please provide the details in Annex A

 Debtors are people who owe you money.

### Particulars of your immovable properties situated locally or overseas

11. Please state the following if you own any immovable property locally or overseas:

(a) the address(es) of property owned;

(b) the names of joint-owners (if any); and

(c) the names of mortgagee/chargee (if any) and the amount outstanding.

 Immovable property means houses, apartments etc.

12. Please state if you are leasing any immovable property.

Yes / No. If yes, please provide the details in Annex B.

13. Please state if you have any tenants/subtenants in respect of your owned or leased properties.

Yes/No. If yes, please provide the details in Annex B.

### Particulars of your motor vehicles

14. Please state if you own a motor vehicle. Yes/No. If yes, please provide the details in Annex B.
--

### Particulars of your bank accounts

15. Please state the following if you have any bank accounts or safe deposit boxes:
(a) name and branch of the Bank where your account or safe deposit box is maintained;
(b) the account number;
(c) type of account held (eg, current, savings, fixed deposit, overdraft);
(d) name of joint account holder (if any);
(e) the balance due to you at this date (for fixed deposits, please state the date of maturity and the amount due to you at that date)

 Bank accounts include accounts held in your sole name or jointly with others.

### Particulars of your other assets

16. Please state if you have any insurance policies. Yes/No. If yes, please provide details in Annex C
17. Please state if you own any shares and/or unit trusts. Yes/No. If yes, please provide details in Annex C
18. Please state if you are a beneficiary under any trust, will or estate in intestacy. Yes/No. If yes, please provide details in Annex C
19. Please state if you are a member (whether in Singapore or overseas) of any country clubs, timeshare holiday clubs. Yes/No. If yes, please provide details in Annex C

20. Please state if you own any other assets, savings or investments not listed thus far (eg, antiques, collectibles, jewellery, paintings).

Yes/No. If yes, please provide details in Annex C

21. What offer of repayment do you wish to make to the enforcement applicant?

**Additional questions by the enforcement applicant**

22. (Please state additional questions if any.)

**Confirmation statement**

I, \_\_\_\_\_ (name of enforcement respondent and NRIC No.) confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

\_\_\_\_\_

(Signature of enforcement respondent)

Dated this      day of                      20

**ANNEX A**

**Particulars of Debtors and Creditors**

**(From Question 10)**

(1) Please list the names of your **debtors** (*ie*, people who owe you money) as follows:

<u>Name</u>	<u>Contact Particulars</u>	<u>Amount owed</u>	<u>Due date for payment</u>	<u>How did the debt arise?</u>

(2) Please state the following if you have commenced legal proceedings against your debtors to recover your debt:

<u>Name of Debtor</u>	<u>MC/DC OC/OA No.</u>	<u>Amount claimed</u>	<u>Status of action</u>

**ANNEX B**

**Particulars of Property Owned or Rented**

**(From Question 12)**

Please provide details of the immovable property that you have leased out:

- (1) Name of landlord:
- (2) Address of rented property:
- (3) Period of tenancy:
- (4) Amount of monthly rental paid and due date of rental:
- (5) Whether there is any written tenancy agreement:

**(From Question 13)**

Please provide details of the tenancy of any immovable property that you own:

- (6) Name of tenant:
- (7) Address of tenanted property:
- (8) Period of tenancy:
- (9) Amount of monthly rental received and due date of rental:
- (10) Whether there is any written tenancy agreement:

**(From Question 14)**

Please provide details of any motor vehicles that you own:

- (11) The registration number of the motor vehicle(s):
- (12) The colour and make of the motor vehicle(s):
- (13) Whether the motor vehicle(s) is/are on hire purchase:
- (14) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

## ANNEX C

### Particulars of Other Assets Insurance Policies (From Question 16)

<u>Name of Insurer</u>	<u>Type of policy/ Policy No.</u>	<u>Amount insured</u>	<u>Monthly premium payable</u>

- (1) Please identify the beneficiaries under your insurance policies apart from yourself:
- (2) If applicable, please state the dates when each of your insurance policies will mature and the surrender value as at this date:

### Shares (From Question 17)

- (3) If you own shares, please state the name of the company and the number of shares held. If you use a securities broker, please give particulars:
- (4) If you own unit trusts, please state the name of the bank/financial institution managing your unit trusts:
- (5) Please state the estimated value of the shares/unit trusts:

### Beneficiary of trust, will or estate in intestacy (From Question 18)

- (6) Please state the name of the person managing your beneficial interest, *ie*, your trustee, executor (where the deceased left a will) or administrator (where the deceased left no will):
- (7) Please state the name of the party leaving you the beneficial interest:
- (8) Please state the value of your interest:
- (9) If probate or letters of administration have been granted, please state the case no. for the grant:

### Other Assets (From Question 20)

- (10) Please provide details of the assets listed in Question 20 and state the estimated value of each asset and the basis for the estimation:

**Form 24**

(Title as in the action)

**QUESTIONNAIRE FOR THE EXAMINATION OF  
(NAME OF OFFICER OF ENFORCEMENT RESPONDENT)**

Please be informed that you, (name of officer of enforcement respondent), have been summoned by the abovementioned enforcement applicant to attend at the State Courts on (date and time) to —

- (a) provide answers to the questions set out herein; and
- (b) produce documents set out below:
  - (i) the Company's bank statements for the past 6 months;
  - (ii) the Company's audited returns for the last period of assessment;
  - (iii) the Company's last 3 statements from the Central Provident Fund (CPF) Board;
  - (iv) the Company's last 3 statements from the Central Depository (CDP) and/or its securities broker or fund manager in respect of its shares, bonds and/or unit trusts;
  - (v) the Company's motor vehicle log card/printout of its motor vehicle registration details and hire purchase agreement in respect of the Company's motor vehicle;
  - (vi) the Company's lease agreements, title deeds or certificates of title in respect of its properties, or its rental agreements.

Please answer these questions carefully as the Court will require you to confirm on oath that your answers are true to the best of your knowledge, information and belief. Please bring this completed questionnaire and the documents with you at the Court hearing.

**IMPORTANT NOTICE:** You are required to attend the hearing unless you have obtained the consent of the enforcement applicant to dispense with your attendance in Court or to discharge the order requiring your attendance. If you fail to attend the hearing without obtaining the consent of the enforcement applicant, the enforcement applicant may commence committal proceedings against you for your failure to attend Court. The penalty that may be imposed by Court for such failure is fine and/or imprisonment.

You may therefore wish to contact the solicitor for the enforcement applicant (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the enforcement applicant for the necessary dispensation and discharge. You may also choose to engage your own solicitor to advise you on your rights and duties in relation to these proceedings.

**Personal particulars**

1.	Full Name:
2.	NRIC/Passport No.:
3.	Home Address:
4.	Mobile Number:
5.	Email Address:

6.	Please state the position you are holding in the enforcement respondent (“the Company”).
----	--

**Company particulars**

7.	Please state if the Company is still carrying on business:
(a)	Yes/No.      If yes, please state:
(i)	the business that the Company is presently engaged in;
(ii)	the present location of the Company’s business operations; and
(iii)	whether the Company is making trading profits or losses.

8. Please state whether the Company declared any dividends this year or the last year:

Yes/ No. If yes, please state when the dividends were declared, and how much was declared.

### Remuneration

9. Please state if the officers of the Company, including yourself, receive remuneration for work done for the Company (i.e. salary or director's fees).

Yes/No. If yes, please state how much remuneration each officer receives.

### Auditors

10. Please state the name and address of the accountants and auditors of the Company.

11. Please state the date when the accounts of the Company were last audited.

12. Please state the date when the Company last filed its Annual Returns with the Accounting and Corporate Regulatory Authority.

### Particulars of the Company's Debtors

13. Please state whether anyone owes the Company money.

Yes / No. If yes, please provide the details in Annex A

14. Please state whether the Company has taken any steps to apply or is it in the process of applying to Court for a Scheme of Arrangement to compromise its debts with its creditors under the Companies Act.

Yes/No. If yes, please state particulars.

**Particulars of immovable properties situated locally or overseas**

15. Please state whether the Company owns any immovable property locally or overseas.

Yes/No. If yes, please provide details in Annex B.

 Immovable property means houses, apartments etc.

16. Please state the following if the Company is leasing any immovable property:

(a) name of landlord and address of rented property;

(b) period of tenancy, amount of monthly rental paid and due date of rental; and

(c) whether there is any written tenancy agreement.

17. Please state whether the Company has any tenants/subtenants in respect of the owned or leased properties.

Yes/No. If yes, please provide details in Annex B.

**Particulars of the Company's motor vehicles**

18. Please state if the Company owns any motor vehicle.

Yes/No. If yes, please provide the details in Annex B.

### Particulars of the Company's bank accounts

19.	Please state the following if the Company has any bank accounts (held solely and/or jointly) or safe deposit boxes:
(a)	name and branch of the Bank where the account or safe deposit box is maintained;
(b)	the account number;
(c)	type of account held (e.g. current, savings, fixed deposit, overdraft);
(d)	name of joint account holder (if any);
(e)	the balance due to the Company at this date (for fixed deposits, please state the date of maturity and the amount due to the Company at that date)

### Particulars of the Company's other assets

20.	Please state if the Company has any insurance policies.  Yes/No.      If yes, please provide details in Annex C
21.	Please state if the Company owns any shares and/or unit trusts,  Yes/No.      If yes, please provide details in Annex C
22.	Please state if the Company owns any other assets, savings or investments not listed thus far.  Yes/No.      If yes, please provide details in Annex C

 Assets include antiques, collectibles, jewellery, paintings, royalties from intellectual property, club membership etc.

**Other Matters**

23. Are there any goods on the Company's premises that do not belong to the Company but belong to other people or are jointly owned with others? If so, please list the goods and how such ownership can be established.
--

24. What offer of repayment do you wish to make to the enforcement applicant?
---

**Additional questions by the enforcement applicant**

25. (Please state additional questions if any.)

**Confirmation statement**

I, \_\_\_\_\_ (name of officer of enforcement respondent and NRIC No.) confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

\_\_\_\_\_

(Signature of officer of enforcement respondent)

Dated this      day of                      20

**ANNEX A**

**Particulars of Debtors**

**(From Question 13)**

- (1) Please list the names of the Company's **debtors** (*ie*, people who owe the Company money):

<u>Name</u>	<u>Contact Particulars</u>	<u>Amount owed</u>	<u>Due date for payment</u>	<u>How did the debt arise?</u>

- (2) Please state the following if the Company has commenced legal proceedings against its debtors to recover its debt:

<u>Name of debtor</u>	<u>MC/DC OC/OA No.</u>	<u>Amount claimed</u>	<u>Status of action</u>

**ANNEX B**

**Particulars of Property Owned or Leased**

**(From Question 15)**

- (3) Please provide details of the properties owned by the Company:
- (a) Addresses of properties owned:
  - (b) Names of joint-owners (if any):
  - (c) Names of mortgagee/chargee (if any) and amount outstanding:

**(From Question 17)**

- (4) Please provide details of the tenancy of any immovable property that the Company owns:
- (a) Name of tenant and address of tenanted property:
  - (b) Period of tenancy, amount of monthly rental received and due date of rental:
  - (c) Whether there is any written tenancy agreement:

**(From Question 18)**

- (5) Please provide details of the vehicles the Company owns:
- (a) The registration number, make and colour of the motor vehicle(s):
  - (b) Whether the motor vehicle(s) is/are on hire purchase:
  - (c) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

## ANNEX C

### Particulars of Other Assets

#### Insurance Policies (From Question 20)

<u>Name of insurer</u>	<u>Type of policy/ Policy No.</u>	<u>Amount insured</u>	<u>Monthly premium payable</u>

- (6) Please identify the beneficiaries under the policies apart from the Company.
- (7) If applicable, please state the dates when each of the Company's policies will mature and the surrender value as at this date.

#### Shares/Unit Trusts (From Question 21)

- (8) If the Company owns shares in another company, please state the name of the company and the number of shares held. If the Company has a securities broker, please provide particulars of the same:
- (9) If the Company owns unit trusts, please state the name of the bank/financial institution managing the unit trusts:
- (10) Please state the estimated value of the shares/unit trusts and the basis for estimation:

#### Other Assets (From Question 22)

- (11) Please provide details of the assets listed in Question 22 and state the estimated value of each asset and the basis of the estimation:

**Form 25**

**BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**MC/DC OC No.** of 20

**Bill of Costs No.** of 20

**GST Reg. No. (solicitors for [state the party]):** [Set out the GST number]

**GST Reg. No. (state the party):** [Indicate the GST number or “No GST No.” and the percentage of input tax applicable to each party entitled to costs.]

Between

..... Claimant(s)

And

..... Defendant(s)

**BILL OF COSTS FOR CONTENTIOUS BUSINESS – TRIALS**

**Applicant:** [State the party for whom the bill is filed].

**Nature of bill:** [State whether the bill is a party-and-party or solicitor-and-client bill].

**Basis of assessment:** [State the basis of assessment, that is, standard or indemnity basis].

**Basis for assessment:** Judgment dated \_\_\_\_\_ ordering [set out the order on costs under which the bill is to be assessed, including such details as the party who is ordered to pay costs and the party entitled to claim costs].

<b>Section 1: Work done except for assessment of costs</b>			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
<b>1.</b>	<b>The claim</b>		
1.1	Nature of claim	[Give a brief description of the nature of claim].	
<b>2.</b>	<b>Pleadings</b>		
2.1	Originating Claim & statement of claim	[Set out the number of pages in each pleading].	

2.2	Defence or Defence & counterclaim	[Set out the number of pages in each pleading].	
2.3	Reply or Reply & defence to counterclaim (if allowed)	[Set out the number of pages in each pleading].	
2.4	Relief claimed	[Set out succinctly the reliefs claimed in the statement of claim and counterclaim, if any].	
2.5	Affidavits deemed or ordered to stand as pleadings	[Set out the number of pages in each affidavit].	
<b>3.</b>	<b>Interlocutory attendances</b>		
3.1	Interlocutory applications costs fixed by Court	[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded].	[Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application].
3.2	Interlocutory applications – costs not fixed by Court	[Set out in relation to each interlocutory application, the application number, the number of affidavits filed, the nature of the application and the orders made on costs].	[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application].

3.3	Appeals to Judge in Chambers	[Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any].	<i>[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal].</i>
3.4	Case conferences (“CCs”)	[Set out the dates of the CCs].	<i>[Provide details if a substantial application is heard during a CC and the amount of time taken.]</i>
3.5	Other attendances	[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]	<i>[Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.]</i>
<b>4.</b>	<b>Production of documents</b>		
4.1	Number of lists of documents	<i>[Set out the number of lists of documents, including supplementary lists, filed by each party.]</i>	
4.2	Total number of documents disclosed	<i>[Set out the number of documents, with the total number of pages, disclosed by each party.]</i>	<i>[Provide such information as is relevant, such as the number of pages that overlap.]</i>
<b>5.</b>	<b>Trial</b>		
5.1	Opening statement	<i>[Set out the number of pages of opening statement filed by each party.]</i>	

5.2	Number of days and date(s) of trial.	<i>[Indicate the total number of days fixed for trial, the actual number of days taken and the date(s) of the trial.]</i>	<i>[Provide such information as is relevant, such as whether digital or mechanical recording was used during the trial].</i>
5.3	Affidavits of evidence-in-chief – text and exhibits	<i>[Set out the number of affidavits filed by each party and the total number of pages of text and exhibits of all affidavits filed].</i>	
5.4	Bundle of documents	<i>[Set out the number of volumes and the total number of pages in each bundle filed in respect of the trial].</i>	
5.5	Witnesses at trial	<i>[Set out the number of witnesses of fact and expert witnesses for each party].</i>	
5.6	Closing submissions and authorities cited	<i>[Set out the number of pages and authorities cited in the closing submissions, if any, of each party].</i>	
5.7	Submissions in reply and authorities cited	<i>[Set out the number of pages and authorities cited in the reply submissions, if any, of each party].</i>	
5.8	Other post-trial filings/matters	<i>[Set out the number of pages and authorities cited in any other documents, filed by each party].</i>	
<b>6.</b>	<b>Complexity of Cases</b>		
6.1	Legal issues	<i>[Set out succinctly all the legal issues raised].</i>	
6.2	Factual issues	<i>[Set out succinctly all the factual issues raised].</i>	
6.3	Complexity	<i>[Set out succinctly the matters that affect the complexity of the case].</i>	

6.4	Grounds of decision	<i>[Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised].</i>	
<b>7.</b>	<b>Urgency and importance to client</b>		
7.1	Urgency	<i>[Set out the factors that rendered the suit one of urgency for the party entitled to claim costs].</i>	
7.2	Importance to client	<i>[Set out the factors that rendered the suit one of importance for the party entitled to claim costs].</i>	
<b>8.</b>	<b>Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor</b>		
8.1	Number of letters/faxes/emails exchanged between the parties	<i>[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].</i>	
8.2	Number of letters/faxes/emails to client	<i>[Set out the total amount of correspondence between the party entitled to claim costs and counsel].</i>	
8.3	Meetings with opposing counsel	<i>[Set out the total number of meetings, and the time taken for them].</i>	
8.4	Time spent	<i>[Set out the total number of hours spent on the case by each counsel or solicitor].</i>	
8.5	Others	<i>[Set out any other relevant factors for the Court's consideration].</i>	
<b>9.</b>	<b>Number of solicitors involved</b>		

9.1	Counsel and solicitors	[List all the lawyers acting for each party and their seniority].	
<b>10.</b>	<b>Proportionality</b>		
10.1	Amount claimed	<p><b>Amount claimed for</b> [specify name of counsel or solicitor]: \$ [insert amount].</p> <p>[Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –</p> <ul style="list-style-type: none"> <li>a) the amount claimed for work done by the counsel or solicitor;</li> <li>b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</li> <li>c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</li> <li>d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</li> </ul>	
<b>11.</b>	<b>Conduct of the parties</b>		
11.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution		
<b>Section 2:- Work done for and in the assessment of costs</b>			

12.	Work done	<i>[Describe the work done for the preparation of the bill of costs and the assessment of the bill].</i>	
13.	Amount claimed	<p><b>Total amount claimed:</b> \$ <i>[insert amount]</i>.</p> <p><i>[Set out the amount of costs claimed for Section 2, with a breakdown of –</i></p> <p><i>(a) the amount claimed for work done for Section 2;</i></p> <p><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></p> <p><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></p> <p><i>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></p>	
<b>Section 3: Disbursements</b>			
14.	Set out in different rows the dates or period of time when each disbursement is incurred.	<i>[Set out the description and amount of each disbursement claimed].</i>	

[ ]	-	<p><b>Total amount claimed: \$</b> <i>[insert amount]</i>.</p> <p><i>[Set out the total amount of disbursements claimed for Section 3, with a breakdown of –</i></p> <ul style="list-style-type: none"><li><i>(a) the amount claimed for disbursements for Section 3;</i></li><li><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></li><li><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></li><li><i>(d) the GST claimed for disbursements, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i></li></ul>	
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**Form 26**

**BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

MC/DC\* OC/OA\* No. \_\_\_\_\_ of 20 [*\*please delete as applicable*]  
Bill of Costs No. \_\_\_\_\_ of 20

GST Reg. No. (solicitors for [*state the party*]): [*Set out the GST number*]  
GST Reg. No. (*state the party*): [*Indicate the GST number or "No GST No." and the percentage of input tax applicable to each party entitled to costs.*]

Between

..... Claimant(s)

And

..... Defendant(s)

**BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS**

Applicant: [*State the party for whom the bill is filed.*]  
Nature of bill: [*State whether the bill is a party-and-party or solicitor--and--client bill.*]  
Basis of assessment: [*State the basis of assessment, that is, standard or indemnity basis.*]  
Basis for assessment: Judgment dated \_\_\_\_\_ ordering [*set out the order on costs under which the bill is to be assessed, including such details as the party who is ordered to pay costs and the party entitled to claim costs.*].

<b>Section 1: Work done except for assessment of costs</b>			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
<b>1.</b>	<b>The Claim</b>		
1.1	Nature of claim	[ <i>Give a brief description of the nature of claim, such as whether the substantive claim is for breach of contract or negligence.</i> ]	
<b>2.</b>	<b>Application / Proceedings</b>		

2.1	Nature of application or proceedings for assessment of costs	[Give a brief description of the nature of proceedings or application to which the bill relates, eg., for an appeal or interlocutory application].	
<b>3.</b>	<b>Interlocutory attendances</b>		
3.1	Interlocutory applications – costs fixed by Court	[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded].	[Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application].
3.2	Interlocutory applications – costs not fixed by Court	[Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed and the orders made on costs].	[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application].
3.3	Appeals to Judge in Chambers	[Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any].	[Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal].
3.4	Other attendances	[Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.]	[Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.]
<b>4.</b>	<b>Hearing</b>		
4.1	Number of days/hours and date(s) of hearing	[Indicate the total number of days or hours fixed for the hearing, the actual number of days or hours taken and the date(s) of the hearing.]	[Provide such information as is relevant, such as whether digital or mechanical recording was used].

4.2	Documents (apart from written submissions and authorities)	<i>[Set out the number of volumes and the total number of pages in each bundle filed in respect of the hearing].</i>	
4.3	Witnesses (if any)	<i>[Set out the number of witnesses of fact and expert witnesses for each party, if any].</i>	
4.4	Written submissions	<i>[Set out the number of pages of the submissions, if any, filed by each party].</i>	
4.5	Authorities cited	<i>[Set out the number of authorities cited by each party].</i>	
4.6	Other post-hearing filings	<i>[Set out the number of pages and authorities cited in any other documents, filed by each party].</i>	
<b>5.</b>	<b>Complexity of case</b>		
5.1	Legal issues	<i>[Set out succinctly all the legal issues raised].</i>	
5.2	Factual issues	<i>[Set out succinctly all the factual issues raised].</i>	
5.3	Complexity	<i>[Set out succinctly the matters that affect the complexity of the case].</i>	
5.4	Grounds of decision	<i>[Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised].</i>	
<b>6.</b>	<b>Urgency and importance to client</b>		
6.1	Urgency	<i>[Set out the factors that rendered the suit one of urgency for the party entitled to claim costs].</i>	
6.2	Importance to client	<i>[Set out the factors that rendered the suit one of importance for the party entitled to claim costs].</i>	
6.3	Amount involved	<i>[Set out the amount involved in the substantive dispute between the parties].</i>	
<b>7.</b>	<b>Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor</b>		

7.1	Number of letters/ faxes/emails exchanged between the parties	[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].	
7.2	Number of letters/ faxes/emails to client	[Set out the total amount of correspondence between the party entitled to claim costs and counsel].	
7.3	Meetings with opposing counsel	[Set out the total number of meetings, and the time taken for them].	

7.4	Time spent	[Set out the total number of hours spent on the case by each counsel or solicitor].	
7.5	Others	[Set out any other relevant factors for the Court's consideration].	

**8. Number of solicitors involved**

8.1	Counsel and solicitors	[List all the lawyers acting for each party and their seniority].	
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**9. Proportionality**

9.1	Amount claimed	<b>Amount claimed for</b> [specify name of counsel or solicitor]: \$ [insert amount]. [Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of – (a) the amount claimed for work done by the counsel or solicitor; (b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; (c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and (d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]	
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**10. Conduct of the parties**

10.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution		
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<b>Section 2: Work done for and in the assessment of costs</b>			
11.	Work done	[Describe the work done for the preparation of the bill of costs and the assessment of the bill].	
12.	Amount claimed	<p><b>Total amount claimed: \$ [insert amount].</b>                      [Set out the amount of costs claimed for Section 2, with a breakdown of –</p> <p>(a) the amount claimed for work done for Section 2;</p> <p>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</p> <p>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</p>	
<b>Section 3: Disbursements</b>			
13.	[Set out in different rows the dates or period of time when each disbursement is incurred].	[Set out the description and amount of each disbursement claimed].	
[ ]	-	<p><b>Total amount claimed: \$ [insert amount].</b>                      [Set out the total amount of disbursements claimed for Section 3, with a breakdown of –</p> <p>(a) the amount claimed for disbursements for Section 3;</p> <p>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</p> <p>(d) the GST claimed for disbursements, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</p>	

**Form 27**

**BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

Bill of Costs No.        of 20

GST Reg. No. (solicitors for [state the party]): [Set out the GST number]

GST Reg. No. (state the party): [Indicate the GST number or “No GST No.” and the percentage of input tax applicable to each party entitled to costs.]

In the matter of ...

**BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS**

Applicant:                [State the party for whom the bill is filed].

Nature of bill:            *Solicitor-and-client bill*

Basis of assessment:    *Indemnity basis*

Basis for assessment: [Set out the basis under which the bill of costs may be assessed.]

<b>Section 1: Work done except for assessment of costs</b>			
<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
<b>1.</b>	<b>The work done</b>		
1.1	Nature of work	[Give a brief description of the nature of work to which the bill relates].	
1.2	Scope of engagement	[Give a brief description of the scope of the engagement].	

	(including relevant Court orders, if any)		
1.3	Period of work	<i>[State the period(s) of time in which the work was done].</i>	
<b>2.</b>	<b>Complexity of matter</b>		
2.1	Legal issues	<i>[Set out succinctly all the legal issues raised].</i>	
2.2	Factual issues	<i>[Set out succinctly all the factual issues raised].</i>	
2.3	Complexity	<i>[Set out succinctly the matters that affect the complexity of the work].</i>	

2.4	Amount involved	<i>[Set out the amount involved in relation to the work done].</i>	
<b>3.</b>	<b>Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor</b>		
3.1	Number of letters/faxes/emails exchanged with others	<i>[Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court].</i>	
3.2	Number of letters/faxes/emails to client	<i>[Set out the total amount of correspondence between the party entitled to claim costs and counsel].</i>	

3.3	Meetings with client	<i>[Set out the total number of meetings and the time taken].</i>	
3.4	Meetings with other parties (by class)	<i>[Set out the total number of meetings and the time taken].</i>	
3.5	Documents (including legal opinions)	<i>[Set out the total number of pages of documents perused and legal opinions rendered.]</i>	
3.6	Time spent	<i>[Set out the total number of hours spent on the case by each counsel or solicitor].</i>	
3.7	Other relevant work	<i>[Set out any other relevant factors for the Court's consideration].</i>	
<b>4.</b>	<b>Number of solicitors involved</b>		
4.1	Solicitor	<i>[List all the lawyers acting for each party and their seniority].</i>	
<b>5.</b>	<b>Urgency and importance to client</b>		
5.1	Urgency	<i>[Set out the factors that rendered the matter one of urgency for the client]</i>	
5.2	Importance to client	<i>[Set out the factors that rendered the matter one of importance for the client].</i>	

<b>6.</b>	<b>Proportionality</b>		
6.1	Amount claimed	<p><b>Amount claimed for</b> [<i>specify name of counsel or solicitor</i>]:</p> <p>\$ [<i>insert amount</i>].</p> <p>[<i>Set out in relation to each counsel or solicitor, the amount of costs claimed for</i></p> <p><i>Section 1, with a breakdown of –</i></p> <p>(a) <i>the amount claimed for work done by the counsel or solicitor;</i></p> <p>(b) <i>the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></p> <p>(c) <i>the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></p> <p>(d) <i>the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</i>]</p>	
<b>Section 2: Work done for and in the assessment of costs</b>			
7.	Work done	[ <i>Describe the work done for the preparation of the bill of costs and the assessment of the bill</i> ].	

8.	Amount claimed	<p><b>Total amount claimed: \$ [insert amount].</b></p> <p><i>[Set out the amount of costs claimed for Section 2, with a breakdown of –</i></p> <ul style="list-style-type: none"> <li><i>(a) the amount claimed for work done for Section 2;</i></li> <li><i>(b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</i></li> <li><i>(c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</i></li> <li><i>(d) the GST claimed for work done, in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.]</i> </li></ul>	
<b>Section 3: Disbursements</b>			
9.	Set out in different rows the dates or period of time when each disbursement is incurred.	<i>[Set out the description and amount of each disbursement claimed].</i>	

**Form 28**

**NOTICE OF DISPUTE**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

MC/DC\* OC/OA\* No. \_\_\_\_\_ of [*\*please delete as applicable*]

Bill of Costs No. \_\_\_\_\_ of \_\_\_\_\_

GST Reg. No. (solicitors for [*state the party*]): [*Set out the GST number*]

GST Reg. No. (*state the party*): [*Indicate the GST number or “No GST No.” and the percentage of input tax applicable to each party entitled to costs.*]

Between

.... Claimant(s)

And

.... Defendant(s)

Take notice that the solicitors for the \_\_\_\_\_ intend to dispute the following items in Bill of Costs No. \_\_\_\_\_ of \_\_\_\_\_ lodged in the abovenamed cause or matter.

**NOTICE OF DISPUTE**

S/No	ITEM	OBJECTION IN PRINCIPLE (P) /QUANTUM (Q)	GROUNDS OF DISPUTE
1.	<u>Section 1</u> (Party & Party)  [List items disputed]		[Specify <b>grounds</b> of dispute for each item - Stating that “amount claimed is excessive” is not sufficient.]
2.	<u>Section 2</u> (Work done for and in the assessment of costs)		
3.	<u>Section 3</u> (Disbursements)  [List items disputed]		[Specify <b>grounds</b> of dispute for each item - Stating that “amount claimed is excessive” is not sufficient.]

Dated this \_\_\_\_\_ day of \_\_\_\_\_

ABC & Co.  
(Address of solicitors)

To: Solicitors for the \_\_\_\_\_.

**Form 29**

**NOTING OF APPEARANCE OF ADVOCATES/PROSECUTORS /  
MENTION SLIP**

<b>Case No.:</b> ( <i>eg.</i> HC/LTA/SC/TP/Others)	
<b>Or</b>	
<b>Charge No.:</b> ( <i>eg.</i> DAC/MAC/MCN/PS/TRC/Others)	
<b>Solicitor's Name /</b> <b>Prosecutor's Name</b>	
<b>Advocate's Firm /</b> <b>Prosecutor's Department</b>	
<b>Telephone No.:</b>	
<b>Email Address:</b>	
<b>Name of Accused / Party counsel represents:</b>	1.  (to state if accused is on bail or in remand)  2.  (to state if accused is on bail or in remand)  3.  (to state if accused is on bail or in remand)

**Form 30**

**APPLICATION FOR RECORDS OF CRIMINAL PROCEEDINGS FOR NON-ICMS CASES**

Name of Applicant / Solicitor's Firm : ..... NRIC No. : ..... Address : ..... File Reference No: ..... Email: ..... Telephone No: ..... Facsimile No: .....	Date of Application Solicitor Acting For :- (✓ where applicable) <input type="checkbox"/> Complainant <input type="checkbox"/> Respondent <input type="checkbox"/> Others: (please specify)
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**DOCUMENTS APPLIED FOR  
CRIMINAL COURTS CLUSTER**

**NRIC/ Name of Accused / Complainant / Respondent / Deceased:**  
 .....

Case No: .....  
 (Please specify Case Reference No.)

DAC/MAC No(s): .....

Coroner's Inquiry No: .....

Others: .....

Type of Document (✓ where applicable)

Charges

Complaint Form

Notes of Evidence: .....  
 (please specify hearing dates)

Registrar's Certificate

Statement of Facts

Others: .....  
 (please specify)

**Reasons For Application (✓ where applicable)**

Misplaced Original Copy of the Order/Charge/Others

To seek legal advice/ representation

For reference

Others : .....  
 (please specify)

(1) I understand that I am to pay the required fees for the above in accordance with regulation 2(1)(a) (ii), (1)(b) and (2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 or paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, as applicable, upon submission of the application Form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.

(2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.

(3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**FOR OFFICIAL USE ONLY**

**The application is:**  Approved  Not approved  
 (✓ where applicable) Reasons for rejection (where applicable):

\_\_\_\_\_

Name and Signature of District Judge/Magistrate/Deputy Registrar

- Total Fees payable : _____ - Minimum Fees payable (\$15 x no. of document types applied): _____ - Paid on: _____ Receipt No: _____ - Balance Fees payable (\$0.50 per page, where applicable): _____ - Paid on: _____ Receipt No: _____	No. of documents collected: _____ No. of Pages: _____	Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date: _____
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**Collection Time: Mondays to Fridays – 9.00 am to 1:00pm & 2.00pm to 5.00pm**

1. All requests for copies of the records of any criminal proceedings are subject to the approval of the Court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

**Prescribed Fees**

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Registrar's Certificate <sup>1</sup>	\$20	Payable upon Application
All other documents (including a copy of any Judgment, Sentence, Order, Deposition or other part of the record of any criminal proceedings <sup>2</sup>	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
Application for an additional copy of the record of any criminal proceedings or the Grounds of Decision <sup>3</sup>	\$0.50 for each page thereof, subject to a minimum of \$10 for each copy of the record of proceedings and grounds of decision	Minimum of \$10 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

5. There is a \$5 non-refundable application fee for each type of document applied for. A fee of \$0.50 for each page of the document, subject to a minimum fee of \$15 for each type of document requested is also payable. The total sum of \$15 is payable when the application for the records is submitted.
6. The additional amount of fee (based on the actual number of pages provided) is payable before the document(s) can be collected.

**Refund of Fees Paid**

7. The \$5 application fee is non-refundable.
8. A refund of the minimum fee already collected will only be made through directly crediting the applicant's bank account. The applicant must furnish the photocopies of the following:
  - a. applicant's NRIC or Passport; and
  - b. applicant's bank statement or savings passbook (reflecting his name and the account number)

**Payment Modes**

9. Local Applicants: Cash, NETS or local Solicitor's cheque  
[For cheque payment, please make the cheque payable to "Registrar, State Courts" and indicate the Case Number at the back of the cheque]
10. Overseas Applicants: Bank Draft in Singapore Currency (payable to Registrar, State Courts)  
Payment should also include all bank charges

**Contact Us**

For enquiries pertaining to Court records, please email us at [contact@statecourts.gov.sg](mailto:contact@statecourts.gov.sg) or call us at (65) 6587 8423 for assistance.

<sup>1</sup> Pursuant to section 45A(4) of the Evidence Act (Cap 97).

<sup>2</sup> Pursuant to paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014 (S 673 of 2014), and regulation 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 (S 364 of 2013), read with section 426(1) of the Criminal Procedure Code (Cap 68).

<sup>3</sup> Pursuant to regulation 2(1)(b) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 (S 364 of 2013), read with section 377(6) of the Criminal Procedure Code (Cap 68).

**Form 31**

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**CHECKLIST FOR REFERRAL OF CASES TO PROTECTION FROM**  
**HARASSMENT COURT**

Case No : \_\_\_\_\_  
Name of Investigating Officer : \_\_\_\_\_  
Name of Prosecutor : \_\_\_\_\_

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*Instructions:*

1. *This checklist should be completed by the Prosecution (either the Investigating Officer or Prosecuting Officer) where:*
    - (i) *The case involves a charge under the Protection from Harassment Act (Cap 256A) (“POHA”); or*
    - (ii) *The victim has filed a civil application pursuant to Part 3 of the POHA in respect of the offence allegedly committed against him/her by the accused (“Part 3 POHA application”) e.g. an application for a Protection Order.*
  2. *The checklist should be filed in ICMS once the Prosecution is ready with all the charges.*
- 

**Which category does this case fall under?**

- Category 1: POHA charge(s) only
  
- Category 2: Non-POHA charges & corresponding Part 3 POHA application
  - Part 3 POHA application has been filed and the case no is \_\_\_\_\_
  - The criminal charge(s) & Part 3 POHA application arise out of the same facts/same incident.
  
- Category 3: POHA & Non-POHA charge(s) & corresponding Part 3 application
  - Part 3 POHA application has been filed and the case no is \_\_\_\_\_
  - The criminal charge(s) & Part 3 POHA application arise out of the same facts/same incident.
  - ALL the non-POHA charge(s) fall within the list below

<b>Types of non-POHA charges which may be heard by the PHC</b>	
<b>Offences under the Penal Code (Cap 224)</b>	
Section 323	Voluntarily Causing Hurt
Section 336	Punishment for act which endangers life or personal safety of others
Section 337	Causing hurt by an act which endangers life or the personal safety of others
Section 341	Wrongful restraint
Section 342 to 344	Wrongful confinement
Section 352	Using criminal force otherwise than on grave and sudden provocation
Section 357	Assault or criminal force in attempting wrongfully to confine a person
Section 447	Punishment for Criminal Trespass
Section 448	Punishment for house-trespass
Section 506	Criminal Intimidation (non-aggravated)
<b>Any offence under the Miscellaneous Offences (Public Order and Nuisance) Act (Cap 184)</b>	
<b>Any offence under the Liquor Control (Supply and Consumption) Act 2015 (Act 5 of 2015)</b>	

- Category 4: None of the above

*(E.g. there is no Part 3 POHA application / the non-POHA charges do not fall within list in category 3 / The Part 3 POHA application arises from facts which are separate from the criminal proceedings etc.)*

**Form 32**

**SAMPLE LETTER OF REQUEST FOR MEDICAL REPORT AND MEDICAL  
RECORDS**

To: Medical Records Officer / Name of Medical Practitioner

[Name of Hospital / Medical Practice]

[Address]

Dear Sir / Madam

[Patient's full name/ NRIC Number]

We are instructed by [name of claimant] / [deceased's next-of-kin]. The above-named patient received medical treatment / underwent an operation at your hospital / medical practice on [date] to [date].

- 2 Following the medical treatment/operation, our client instructed us that he or she was [briefly describe the patient's present condition or symptoms] / [briefly describe the deceased's symptoms or condition after treatment and date of passing].
- 3 In light of the above, our client is contemplating a medical negligence suit to claim for damages against [name of attending doctors] and/or [the hospital].
- 4 Please let us have a comprehensive medical report stating:
  - (a) the symptoms presented by the claimant or the deceased prior to the treatment;
  - (b) clinical findings;
  - (c) diagnosis;
  - (d) treatment prescribed, risks in such treatment (if any) and when and how these risks were communicated to the claimant or the deceased and/or his or her next-of-kin;
  - (e) whether alternatives to the prescribed treatment were discussed and disclosed to the claimant or deceased and/or his or her next-of-kin and if so, why the prescribed treatment was preferred over these alternatives;
  - (f) assessment of the claimant's condition at the last consultation and the cause of such condition or the cause of the deceased's death (if applicable);
  - (g) prognosis and recommended future treatment, if available.
- 5 We also request copies of all medical records that are in the hospital's possession, including but not limited to the following:

- (a) admission records;
  - (b) medical and clinical notes including the patients' referral letters by doctors (from family clinics, polyclinics or other clinics/institutions);
  - (c) nursing notes;
  - (d) observation charts and documents on the health of the claimant or deceased during the treatment or stay in the hospital;
  - (e) laboratory test results;
  - (f) radiological scans, images and reports;
  - (g) consent forms;
  - (h) surgical records including anaesthetic records;
  - (i) pharmaceutical records, including fluids intake records and outputs records;
  - (j) histological slides, images and reports;
  - (k) blood transfusion records;
  - (l) maternity records and cardiotocography (CTG) records (where claims involve matters relating to maternity and paediatric issues); (m) physiotherapy and rehabilitative treatment records; (n) records of family conferences.
6. Please let us know within 7 days from the receipt of this letter the requisite charges for the medical reports and/or medical records. Upon payment of the requisite charges by our client, please let us have the said medical reports and/or medical records within 6 weeks as prescribed under the Protocol for Medical Negligence Claims found in Appendix E of the State Courts Practice Directions 2021.
7. The consent form authorising the release of the patient's medical records/medical report to us is enclosed.

**Form 33**

**SAMPLE CONSENT FORM AUTHORISING RELEASE OF MEDICAL REPORT  
AND OTHER RELATED MEDICAL RECORDS TO SOLICITORS**

Date:

[Patient's full name/ NRIC Number]

I, [full name of patient] / [full name of executor and/or administrator of deceased's estate] hereby consent to and authorise the Medical Records Officer, [name of hospital / medical practice], to furnish [my] / [the deceased's] medical report and/or other related medical records to my solicitors [name of law firm] pursuant to their letter of request dated [date].

Signature:

NRIC No.

**Form 34**

**PRE-ACTION LETTER OF CLAIM FOR DEFAMATION ACTIONS**

PRIVATE AND CONFIDENTIAL  
TO BE OPENED BY ADDRESSEE ONLY

To: [Potential defendant]  
[Address]

**SECTION 1 - INTRODUCTION**

State that you are / your client is claiming against the potential defendant in connection with [insert nature of publication or broadcast. For example, a letter / an article / a book / an online post] which was [published / said] on [date].

**SECTION 2 – DETAILS OF PARTIES AND WORDS COMPLAINED OF**

- (a) State your / your client's full name and address.
- (b) Identify the publication or occasion where the words complained of were made. Include the date and location of the publication or occasion.
- (c) Identify the person(s) to whom the words complained of were published, broadcasted or spoken.
- (d) Set out the exact words complained of as a quotation.
- (e) Where applicable, set out a translation of the words in the English language.
- (f) Include a copy of the publication, a screenshot, or a copy of the transcript of the words complained of.
- (g) Set out details of any fact and matter which makes you / your client identifiable from the words complained of.

**SECTION 3 – MEANING OF WORDS COMPLAINED OF AND HOW THEY ARE DEFAMATORY**

- (a) Set out the natural and ordinary meaning of the words complained of.

- (b) Where applicable, set out the innuendo meaning<sup>1</sup> of the words complained of and the facts that give rise to the innuendo meaning which are known to the person(s) to whom the words complained of were made.
- (c) Provide an explanation as to why the words complained of are inaccurate or unsupportable.

#### **SECTION 4 – DAMAGE CAUSED AND REMEDIES SOUGHT**

- (a) Set out the damage caused to you / your client by the words complained of.
- (b) Set out the nature of the remedies you / your client seek(s).
- (c) Where applicable, specify the quantum of monetary damages that you / your client seek(s) and as far as possible, refer to relevant case precedents and/or other authorities.
- (d) Where applicable, enclose a draft retraction, clarification, apology and/or undertaking (see Form 35 of Appendix A1 to these Practice Directions).

#### **SECTION 5 – ADR OPTIONS AND CONCLUSION**

State your / your client's preferred mode of ADR:

- mediation at the Singapore Mediation Centre
- mediation at the Singapore International Mediation Centre
- mediation under the Law Society Mediation Scheme
- others: (Please specify)

If you do not / your client does not wish to propose or engage in ADR, please state the reasons.

Request a response to this letter of claim within 14 days of the potential defendant's receipt of this letter. State that the timelines and details set out in the Pre-Action Protocol for Defamation Actions apply.

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<sup>1</sup> In their innuendo meaning, *ie*, in some other meaning (apart from the natural and ordinary meaning) which, although not defamatory from the viewpoint of the ordinary reasonable person, is nonetheless defamatory from the viewpoint of person(s) with knowledge of the special meaning of the offending words or the relevant extrinsic facts.

State that if you do not / your client does not receive an acknowledgement or response from the potential defendant within 14 days, you / your client will be entitled to commence Court proceedings against the potential defendant without further compliance with the said Protocol.

Yours faithfully

[Signed off by claimant / claimant's solicitors]

Enclosures.

**Form 35**

**SAMPLE APOLOGY AND UNDERTAKING FOR DEFAMATION ACTIONS**

To: [Claimant]

Dear Sir

On [date], I published a [letter / article / online post] **OR** I said words to the effect of [set out the substance of the words complained of].

I would like to retract what I [published / said] and withdraw all imputations upon you.

I acknowledge that there was no basis for what I [published / said] and I apologise to you for having [published / said] them.

In consideration of you not commencing legal proceedings against me for the abovementioned publication / words complained of:

- (a) I extend the above apology to you;
- (b) I undertake not to repeat those words or words to that effect in the future;
- (c) [If applicable] I will pay to you the sum of \_\_\_\_\_ as monetary damages by [date]; and
- (d) (Any other remedy sought by the claimant or offered by the potential defendant).

Yours faithfully

[Signed off by potential defendant]

**Form 36**

**RESPONSE TO LETTER OF CLAIM FOR DEFAMATION ACTIONS**

To: [Claimant / claimant's solicitors]  
[Address]

**SECTION 1 - INTRODUCTION**

State that you / your client acknowledge(s) receipt of the letter of claim dated [date] and its enclosures on [date of receipt].

**SECTION 2 – RESPONSE TO THE LETTER OF CLAIM**

- (a) State whether, and to what, extent the claim is accepted, whether more information is required or whether the claim is rejected.
- (b) If the claim is fully accepted, state that you / your client accept(s) the claim and the remedies which you are / your client is willing to offer (for example, retraction, clarification, apology, undertaking, offer of amends<sup>1</sup> and/or monetary payment (in which case, specify the quantum and as far as possible, refer to relevant case precedents and/or other authorities)).
- (c) If the claim is partially accepted:
  - (i) state the areas of the claim which you / your client accept(s);
  - (ii) state the areas of the claim which you / your client dispute(s) and why;
  - (iii) state the remedies which you are / your client is willing to offer, if any (for example, retraction, clarification, apology, undertaking, offer of amends and/or monetary payment (in which case, specify the quantum and as far as possible, refer to relevant case precedents and/or other authorities)).
- (d) If more information in relation to the claim is required, specify the additional information required and why.
- (e) If the claim is rejected:
  - (i) state that you / your client reject(s) the claim;
  - (ii) where applicable, state that you / your client disagree(s) with the claimant's interpretation of the words complained of and identify the meanings which you / your client attribute(s) to those words;

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<sup>1</sup> Please refer to section 7 of the Defamation Act (Cap 75).

- (iii) where applicable, indicate which substantive defence you / your client wish(es) to rely on and the relevant facts in support of that defence (for example, the defences of justification, absolute / qualified privilege or fair comment).
- (f) If there is a counterclaim for defamation, provide the information set out at Form 34 of Appendix A1 to these Practice Directions.

### **SECTION 3 – ADR OPTIONS AND CONCLUSION**

State whether you are / your client is agreeable to any of the ADR options proposed by the claimant in the letter of claim. If you are not / your client is not agreeable to the proposed ADR option(s), counter-propose your / your client's preferred ADR option(s) as a form of dispute resolution.

If you do not / your client does not wish to engage in ADR, please state the reasons.

Yours faithfully

[Signed off by potential defendant / potential defendant's solicitors]

**Form 37**

**SAMPLE ACKNOWLEDGEMENT OF RECEIPT  
FOR DEFAMATION ACTIONS**

To: [Claimant / claimant's solicitors]  
[Address]

Dear Sir

I acknowledge receipt of your letter dated [date] in connection with [insert publication or broadcast containing words complained of].

I am not in a position to fully respond to your allegations within the time limit that you have set.

Please accept this letter as formal notification that I shall respond in full by [date].

Please defer any proposed action until receipt of my letter on [date].

Yours faithfully

[Signed off by potential defendant / potential defendant's solicitors]

**Form 38**

**PRE-ACTION PROTOCOL CHECKLIST  
TO BE FILED WITH STATEMENT OF CLAIM**

**FOR DEFAMATION ACTIONS**

1. Has the defendant acknowledged receipt of the claimant's letter of claim?

Ans: Yes / No

2. Have attempts been made to settle the matter?

Ans: Yes / No

If no, please give reasons.

---

3. Have the parties considered alternative remedies under the Protection from Harassment Act (Cap 256A)?

Ans: Yes / No

If no, please give reasons.

---

4. Are any of the claims made by the claimant admitted by the defendant?

Ans: Yes / No

5. Has the defendant indicated that he has a counterclaim for defamation?

Ans: Yes / No

6. Is that counterclaim or any part thereof admitted by the claimant?

Ans: Yes / No / Not applicable

7. The following documents / information have been exchanged between the claimant and defendant:

*[Claimant to set out list of documents/information]*

**I confirm that I have complied with the Pre-Action Protocol for Defamation Actions.**

[Signed off by claimant]

---

*[This section is to be completed by the claimant's solicitors]*

I have provided my client(s) with an estimate of the costs to be incurred if the matter proceeds to trial.

[Signed off by claimant's solicitors]

*State Courts Practice Directions 2021  
(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

## **Appendix A2**

**Index to Appendix A2: Forms Prescribed in the Rules of  
Court 2021**

<b>Form No.</b>	<b>Form title</b>
1.	Summons
2.	Summons Without Notice
3.	Notice of Appointment / Change of Solicitor
4.	Notice of Intention of Party to Act in Person, in Place of Solicitor
5.	Notice of Ceasing to Act as Solicitor
6.	Summons for Withdrawal of Solicitor
7.	Order for Withdrawal of Solicitor
8.	Originating Claim
9.	Statement of Claim
10.	Notice of Intention to Contest or Not Contest
11.	Application for Judgment for Failing to File Notice of Intention to Contest or Not Contest / When Notice of Intention Not to Contest All or Some Claims is Filed
12.	Memorandum of Service
13.	Defence / Defence and Counterclaim / Defence to Counterclaim
14.	Application for Judgment in Default of Defence / Defence to Counterclaim
15.	Originating Application
16.	Originating Application (Without Notice)
17.	Letter of Request for Examination of Witness Out Of Jurisdiction / Permission for Evidence to be Given By Live Video Or Live Television Link By Witness Out Of Jurisdiction
18.	Undertaking as to Expenses
19.	Notice for Setting Down an Action for Trial
20.	Third Party Notice Claiming Contribution or Indemnity or Other Relief or Remedy
21.	Third Party Notice Where Question or Issue to be Determined
22.	Summons for Permission to Issue a Third Party Notice
23.	Summons for Third Party Directions
24.	Injunction Prohibiting Disposal of Assets in Singapore
25.	Injunction Prohibiting Disposal of Assets Worldwide
26.	Order to Allow Entry and Search of Premises

Form No.	Form title
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30.	Order for Issue of Letter of Request to Relevant Authority Out of Jurisdiction
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33.	Judgment / Order of Court
34.	Withdrawal of Appeal or Application
35.	Notice of Appeal under Order 18 / 19
36.	Certificate for Security for Costs
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38.	Enforcement Order
39.	Consent to Entry of Satisfaction
40.	Notice of Seizure or Attachment
41.	Order for Examination of Enforcement Respondent
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46.	Statutory Declaration
47.	Reference Under Article 100 of the Constitution for Opinion on Constitutional Question
48.	Originating Claim in Action <i>In Rem</i>
49.	Notice of Intention to Contest or Not Contest an Originating Claim in Action <i>In Rem</i>
50.	Application for Judgment for Failing to File Notice of Intention to Contest or Not Contest / When Notice of Intention Not to Contest All or Some Claims is Filed
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52.	Caveat against Arrest
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<b>Form No.</b>	<b>Form title</b>
56.	Withdrawal of Caveat
57.	Bail Bond
58.	Commission for Appraisalment and Sale
59.	Order for Recognition of Foreign Judgment / Recognition and Enforcement of Foreign Judgment / Enforcement of Judicial Settlement under the Choice of Court Agreements Act
60.	Order for Registration of Commitment / Competition Commission Direction / Competition Appeal Board Decision
61.	Search Warrant under Section 34 of the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act
62.	Order to Arrest Judgment Debtor Likely to Leave Singapore
63.	Order to Arrest Non-Appearing Judgment Debtor
64.	Order of Arrest / Attachment of Property before Judgment
65.	Judgment Debtor Summons
66.	Notice of Application for Permission to Issue Judgment Debtor Summons
67.	Affidavit for Permission to Issue a Judgment Debtor Summons
68.	Judgment Notice
69.	Order of Commitment
70.	Certificate of Satisfaction
71.	Order of Discharge
72.	Order Suspending an Order of Commitment or for Discharge of Debtor
73.	Consent of Litigation Representative of Person Under Disability
74.	Certificate by Solicitor for Person Under Disability
75.	Affidavit in Support of Application for Distress
76.	Authority to Distrain
77.	Writ of Distress
78.	Authority to Follow Goods
79.	Search Warrant under Section 34 of the Mutual Assistance in Criminal Matters Act
80.	Certificate of Service of Foreign Process Under Section 38(3)(b)(i) of the Mutual Assistance in Criminal Matters Act
81.	Statement of Reason Preventing Service of Foreign Process Under Section 38(3)(b)(ii) of the Mutual Assistance in Criminal Matters Act
82.	Form of Oath

<b>Form No.</b>	<b>Form title</b>
83.	Form of Affirmation
84.	Order for Particulars (Partnership)
85.	Notice of Service on Partner or Partner and Manager of Partnership
86.	Order for Registration of Personal Data Protection Commission Direction / Personal Data Protection Commission Notice / Data Protection Appeal Committee Decision
87.	Certificate of Order for Costs Against the Government
88.	Order for Registration of Foreign Judgment / Commonwealth Judgment
89.	Certificate under the Reciprocal Enforcement of Commonwealth Judgments Act
90.	Certificate under the Reciprocal Enforcement of Foreign Judgments Act
91.	Advertisement of Application
92.	Show Cause Notice for Order for Disgorgement Against Third Party
93.	Advertisement of Application for Directions on Claims for Compensation under Order for Disgorgement
94.	Certificate of Service of Foreign Process
95.	Order for Possession under Order 66
96.	Enforcement Order for Possession under Order 66
97.	Warrant for Search and Seizure under Section 11(1)(a) of the Terrorism (Suppression of Financing) Act
98.	Request for Hearing Dates / Further Hearing Dates

1.

O. 3, r. 5(1),  
r. 5(2)

**SUMMONS**  
(Title as in action)

To: The claimant/defendant [name]

1. The claimant/defendant [name] of [address] is applying to the Court for the following orders:  
[set out all the orders sought in numbered paragraphs].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
  - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
  - (b) attend at the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

*Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

---

2.

O. 3, r. 5(1),  
r. 5(3)

**SUMMONS WITHOUT NOTICE**

(Title as in action)

1. The claimant/defendant [name] of [address] is applying to the Court for the following orders:  
[set out all the orders sought in numbered paragraphs].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

*Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

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3.

O. 4, r. 8(1),  
r. 8(3)

NOTICE OF APPOINTMENT / CHANGE OF SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor  
and the former solicitor of the defendant/claimant [name]

Take notice that [name of new solicitor], of [name of firm of solicitor],  
has been appointed to act as the solicitor of the abovenamed  
claimant/defendant [name of claimant or defendant, or if for one or more of  
several claimants or defendants, naming the claimants or defendants] in this  
action, in the place of [name of original solicitor].

The address for service of the abovenamed [name of new solicitor]  
is [address of new solicitor].

*Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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4.

O. 4, r. 8(4)

NOTICE OF INTENTION OF PARTY  
TO ACT IN PERSON, IN PLACE OF SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor and the former solicitor of the defendant/claimant [name]

Take notice that I, [name], the abovenamed claimant/defendant intend to act in person in this action in the place of [name of former solicitor] and that my address for service is [address].

*Party*

[Name, address, email address and telephone number of party]

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5.

O. 4, r. 9(1)

NOTICE OF CEASING TO ACT AS SOLICITOR

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor

Take notice that the following solicitor has ceased to act —

Name of solicitor ceasing to act:

Party for whom the solicitor has ceased to act:

Address for service of the party for whom the solicitor has ceased to act:  
[state last known address of the party, if acting in person, or the principal or registered address of the party, if a body corporate].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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6.

O. 4, r. 9(2)

SUMMONS FOR WITHDRAWAL OF SOLICITOR

(Title as in action)

To: [name of party whose solicitor is applying for withdrawal]

1. [Name of solicitor withdrawing] is applying to the Court for the following orders:
  - (a) [Name of solicitor withdrawing] ceases to be the solicitor acting for [name of party represented by that solicitor], the claimant/defendant in this action/matter upon compliance with the requirements of Order 4, Rule 9(1) of the Rules of Court 2021; and
  - (b) Costs of this application be [state costs order being sought].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
  - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
  - (b) attend at the General Division of the High Court/State Courts on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

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7.

O. 4, r. 9(4)

ORDER FOR WITHDRAWAL OF SOLICITOR

(Title as in action)

[Name of solicitor], the solicitor for [name of party], a claimant/defendant in this action/matter having duly served notice of the application on the said claimant/defendant;

Upon the application of [name of solicitor] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date];

It is ordered that upon compliance with the requirements of Order 4, Rule 9(1) of the Rules of Court 2021 the said [name of solicitor] ceases to be the solicitor acting for the said claimant/defendant in this action/matter.

(Seal of the Court and signature of the Registrar)

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8.

O. 6, r. 5(1)

ORIGINATING CLAIM

IN THE GENERAL DIVISION OF THE HIGH COURT / STATE COURTS  
OF THE REPUBLIC OF SINGAPORE

Originating Claim No. \_\_\_\_\_ of 20 \_\_\_\_ .

Filed: [date]

(Renewed for service for \_\_\_\_ months from [date] by an order of Court dated [date])

Between

[Claimant's name and identification number]

*Claimant(s)*

And

[Defendant's name and identification number]

*Defendant(s)*

To: The defendant [name]

1. The claimant of [address] has commenced an action against you in the [General Division of the High Court/State Courts] of Singapore.
2. The claim(s) by the claimant is set out in the statement of claim attached (or briefly in this document).
3. You may do the following:
  - (a) offer to settle the claim(s) or negotiate with the claimant; and
  - (b) in any event, if you believe you have a defence, you must:
    - (i) consult a lawyer unless you want to act in person;
    - (ii) file and serve a notice of intention to contest or not contest the originating claim that is attached to this document within [14 days/21 days] of being served the statement of claim;
    - (iii) file a defence within [21 days/5 weeks] of being served the statement of claim.

4. If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the claimant.
5. If your defence is not filed within the time stated in paragraph 3, the Court may give judgment to the claimant.
6. Parties are to attend a case conference to take directions from the Court on the date and time shown above.

*Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating claim must be served within 3 months after the date of issue, unless renewed by order of the Court. A notice of intention to contest or not contest an originating claim in Form 10 is to be attached to this originating claim when it is served.
2. Where the claimant sues or a defendant is sued in a representative capacity, the originating claim must be endorsed with a statement of the capacity in which the claimant sues or a defendant is sued, as the case may be.
3. If a statement of claim is not attached, to set out a concise statement of the nature of the claim made or the relief or remedy required.

(Seal of the Court and signature of the Registrar)

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9.

O. 6, r. 5(3)

STATEMENT OF CLAIM

1. [Provide a succinct and precise account of the facts justifying the claim in numbered paragraphs]
2. [The following matters must be pleaded –
  - (a) Material facts;
  - (b) Particulars of any misrepresentation, fraud, breach of trust, wilful deceit or undue influence; and
  - (c) Particulars of facts where there is allegation as to the condition of the mind of any person, whether any disorder or disability of mind, or any malice, fraudulent intention or other condition of mind except knowledge].
3. [The following should not be pleaded –
  - (a) Evidence by which material facts are to be proved;
  - (b) Points of law; and
  - (c) Legal arguments and submissions].
4. Claims: [State the relief or remedy, including interest and costs, which the claimant seeks in numbered paragraphs].
5. [State whether the interest claimed is contractual, the rate of interest and the period claimed].
6. [State whether the costs claimed are contractual and the amount of costs claimed].
7. [If this is an action for personal injuries, enclose a medical report and a statement of the special damages claimed. A claim for provisional damages must be pleaded].

*State Courts Practice Directions 2021  
(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

*Certification by claimant and solicitor*

I, [name of claimant], certify that all the statements made above are true to the best of my knowledge and belief.

I, [name of solicitor] certify that I have informed the claimant of his obligation above.

*Signature of claimant*

*Signature of solicitor*

---

Claimant

---

Solicitor for the claimant

[Name]

[Name of solicitor]

---

10.

O. 6, r. 6(3)

O. 10, r. 4(1)

NOTICE OF INTENTION TO CONTEST OR  
NOT CONTEST

(Title as in action)

To: The claimant [name]

The defendant [name] intends:

\*(a) To contest your originating claim;

\*(b) Not to contest your originating claim;

(If the defendant's intention to contest or non-contest is not in respect of all the claims, state the contested claims and those not contested).

*Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

Note:

This notice must be filed and served within (a) 14 days after the statement of claim is served in Singapore on the defendant; or (b) 21 days after the statement of claim is served out of Singapore on the defendant.

(\*Use as appropriate)

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11.

O. 6, r. 6(5)

APPLICATION FOR JUDGMENT FOR  
FAILING TO FILE NOTICE OF  
INTENTION TO CONTEST OR NOT  
CONTEST / WHEN NOTICE OF  
INTENTION NOT TO CONTEST ALL  
OR SOME CLAIMS IS FILED

(Title as in action)

To: The Registrar

1. The statement of claim was served on the defendant —

- (a) On: [Day, date and time of service]
- (b) At: [Place of service]
- (c) Method of service: [State how service was effected].

2. The defendant [did not file and serve a notice of intention to contest or not contest the originating claim/filed and served a notice of intention not to contest all or some of the claims] within [14 days/21 days] from the date of service of the statement of claim or such date as the Court has directed.

3. We therefore apply under Order 6, Rule 6(5) for judgment [for failing to file and serve the notice of intention to contest or not contest the originating claim/because the defendant has filed and served a notice of intention not to contest all or some of the claims].

*Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

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12.

O. 6, r. 6(6);  
O. 16, r. 2(6);  
O. 33, r. 11(4)

MEMORANDUM OF SERVICE

(Title as in action)

To: The Registrar

The originating claim herein was served on —

Name of person served:

Capacity in which person is served: Defendant (or as may be)

On: [Day, date and time of service]

At: [Place of service]

Method of service: [State how service was effected].

Issued by: *Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

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13.

O. 6, r. 7(3),  
r. 8(2), r. 9(2)

DEFENCE / DEFENCE AND COUNTERCLAIM  
/ DEFENCE TO COUNTERCLAIM

(Title as in action)

Defence/Defence to Counterclaim

1. [Defence/defence to counterclaim is to be a paragraph-by-paragraph response to the whole statement of claim/counterclaim in this format:
  - (1): [Set out claimant's claim]
  - (1): [Set out defendant's defence]
  - (2): [Set out claimant's claim]
  - (2): [Set out defendant's defence]Note: The last pleading must incorporate all previous pleadings].
2. [State whether defendant is contending that the Court has no jurisdiction over the case].
3. [State whether defendant is contending that the Court should not exercise jurisdiction over the case].
4. [State whether the proceedings should be stayed or struck out or that the Court should grant some other relief].
5. [State whether defendant is admitting the claim and will immediately pay the amount of the claim and/or comply with the non-monetary remedies sought in the statement of claim].
6. [State whether defendant is admitting the claim but offering an alternative remedy to that requested in the statement of claim].
7. [Defendant must succinctly and precisely explain his or her denial(s) and/or non-admission(s) as well as the essential facts upon which he or she relies].
8. [Defendant must state specifically any matter, for example, performance, release, any relevant statute of limitation, fraud or any fact showing illegality –
  - (a) Which he or she alleges makes any aspect of the statement of claim unmaintainable;
  - (b) Which, if not specifically stated, might take the claimant by surprise; or
  - (c) Which raises issues of fact not arising out of the statement of claim].

9. [The following matters must be pleaded –
  - (a) Material facts;
  - (b) Particulars of any misrepresentation, fraud, breach of trust, wilful deceit or undue influence; and
  - (c) Particulars of facts where there is allegation as to the condition of the mind of any person, whether any disorder or disability of mind, or any malice, fraudulent intention or other condition of mind except knowledge].
10. [The following should not be pleaded –
  - (a) Evidence by which material facts are to be proved;
  - (b) Points of law; and
  - (c) Legal arguments and submissions].

#### Counterclaim

1. [State the jurisdictional basis upon which the counterclaim is founded and, if the basis is statutory, to make reference to the relevant source legislation or its provision(s)].
2. [Provide a succinct and precise account of the facts justifying the counterclaim in numbered paragraphs].
3. [State the relief or remedy, including interest and costs, which the defendant seeks in numbered paragraphs].
4. [State whether the interest claimed is contractual, the rate of interest and the period claimed].
5. [State whether the costs claimed are contractual and the amount of costs claimed].
6. [If this is an action for personal injuries, enclose a medical report and a statement of the special damages claimed. A claim for provisional damages must be pleaded].

*State Courts Practice Directions 2021  
(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

*Certification by defendant and solicitor*

I, [name of defendant], certify that all the statements made above are true to the best of my knowledge and belief.

I, [name of solicitor] certify that I have informed the defendant of his obligation above.

*Signature of defendant*

*Signature of solicitor*

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Defendant

Solicitor for the defendant

[Name]

[Name of solicitor]

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14.

O. 6, r. 7(7),  
r. 9(3)

APPLICATION FOR JUDGMENT  
IN DEFAULT OF DEFENCE /  
DEFENCE TO COUNTERCLAIM

(Title as in action)

To: The Registrar

1. The statement of claim/counterclaim was served on the defendant/claimant —
  - (a) On: [Day, date and time of service]
  - (b) At: [Place of service]
  - (c) Method of service: [State how service was effected].
2. The defendant/claimant did not file and serve his or her [defence within 21 days/defence within 5 weeks/defence to counterclaim within 14 days] from the date of service (or such date as the Court has directed).
3. We therefore apply for judgment in default of defence under Order 6, Rule 7(7)/Order 6, Rule 9(3).

*Solicitor for the claimant/defendant*

[Name, address, email address and telephone number of solicitor]

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15.

O. 6, r. 11(1),  
r. 11(2)

ORIGINATING APPLICATION

IN THE COURT OF APPEAL / APPELLATE DIVISION OF THE HIGH  
COURT / GENERAL DIVISION OF THE HIGH COURT / STATE  
COURTS OF THE REPUBLIC OF SINGAPORE

Originating Application No. \_\_\_\_\_ of 20 \_\_\_\_ .

Filed: [date]

(Renewed for service for \_\_\_\_ months from [date] by an order of Court dated  
[date])

Between

[Claimant's/Applicant's name and identification number]

*Claimant(s)/Applicant(s)*

And

[Defendant's/Respondent's name and identification number]

*Defendant(s)/Respondent(s)*

To: The defendant/respondent [name]

1. The [claimant/applicant] of [address] has commenced an action against you in the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] of Singapore.
2. The [claimant/applicant] is applying to the Court for the following orders:  
[Set out all the orders sought in numbered paragraphs].
3. The evidence supporting this originating application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

4. You may do the following:
  - (a) offer to settle the claim or negotiate with the [claimant/applicant]; and
  - (b) in any event, if you wish to contest the originating application, you must:
    - (i) consult a lawyer unless you want to act in person; and
    - (ii) file an affidavit in reply if you also wish to introduce evidence in the originating application against you within [21 days/5 weeks] of being served the [claimant's/applicant's] supporting affidavit(s).
5. Parties are to attend a case conference to take directions from the Court on the date and time shown above.
6. If you do not attend personally or by lawyer, the Court may make appropriate orders.

*Solicitor for the claimant/applicant*

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating application must be served within 3 months after the date of issue, unless renewed by order of the Court.
2. Where the claimant/applicant sues or a defendant/respondent is sued in a representative capacity, this originating application must be endorsed with a statement of the capacity in which the claimant/applicant sues or a defendant/respondent is sued, as the case may be.

(Seal of the Court and signature of the Registrar)

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16.

O. 6, r. 11(1),  
r. 11(3)

ORIGINATING APPLICATION  
(WITHOUT NOTICE)

IN THE COURT OF APPEAL / APPELLATE DIVISION OF THE HIGH  
COURT / GENERAL DIVISION OF THE HIGH COURT / STATE COURTS  
OF THE REPUBLIC OF SINGAPORE

Originating Application No.            of 20       .

Filed: [date]

[Claimant's/Applicant's name and identification number]

*Claimant(s)/Applicant(s)*

1. The [claimant/applicant] of [address] is applying to the Court for the following orders:  
[Set out all the orders sought in numbered paragraphs].
2. The evidence supporting this originating application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

*Solicitor for the claimant/applicant*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

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17.

O. 9, r. 24(5);  
O. 15, r. 5(5)

**LETTER OF REQUEST FOR EXAMINATION OF WITNESS  
OUT OF JURISDICTION / PERMISSION FOR EVIDENCE TO BE GIVEN  
BY LIVE VIDEO OR LIVE TELEVISION LINK BY  
WITNESS OUT OF JURISDICTION**

1.	Sender	
----	--------	--

2.	Central Authority of the Requested State	
----	--	--

3.	Person to whom the executed request is to be returned	
----	---	--

4.	Specification of the date by which the requesting authority requires receipt of the response to the Letter of Request		
	Date		
	Reason for urgency*		

5.	a	Requesting authority	
	b	To the Competent Authority of	
	c	Names of the case and any identifying number	

6.	Names and addresses of the parties and their representatives (including representatives in the Requested State*)		
	a	Plaintiff/Claimant	
		Representatives	
	b	Defendant	

	Representatives	
c	Other parties	
	Representatives	

7. a	Nature of the proceedings (divorce, paternity, breach of contract, product liability, etc.)	
b	Summary of complaint	
c	Summary of defence and counterclaim*	
d	Other necessary information or documents*	

8. a	Evidence to be obtained or other judicial act to be performed	
b	Purpose of the evidence or judicial act sought	

9.	Identity and address of any person to be examined*	
----	--	--

10.	Questions to be put to the persons to be examined or statement of the subject matter about which they are to be examined*	
-----	---	--

11.	Documents or other property to be inspected*	
-----	--	--

12.	Any requirement that the evidence be given on oath or affirmation and any special form to be used*	
-----	--	--

13.	Special methods or procedure to be followed (e.g., oral or in writing, verbatim transcript or summary, cross-examination, etc.)*	
14.	Request for notification of the time and place for the execution of the Request and identity and address of any person to be notified*	
15.	Request for attendance or participation of judicial personnel of the requesting authority at the execution of the Letter of Request*	
16.	Specification of privilege or duty to refuse to give evidence under the law of the Requesting State*	
17.	The fees and costs incurred which are reimbursable will be borne by*	

Date of Request: [State date]

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

\_\_\_\_\_

18.

O. 9, r. 24(5);  
O. 15, r. 5(8)

**UNDERTAKING AS TO EXPENSES**

(Title as in action)

I/We, [name of party or solicitor], hereby undertake to be responsible for all expenses incurred by an issuing authority or transmitting authority in respect of the letter of request issued herein on [state date], and on receiving due notification of the amount of such expenses, undertake to pay the same as directed by the Registrar of the Supreme Court.

The following have been appointed as agents for the parties in connection with the execution of the above letter of request.

Claimant's Agent: [State name and firm].

Defendant's Agent: [State name and firm].

*Party or Solicitor*

[Name, address, email address and telephone number]

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19.

O. 9, r. 25(6)

NOTICE FOR SETTING DOWN AN  
ACTION FOR TRIAL

(Title as in action)

To: The Registrar and the other parties to the action

1. The claimant/defendant hereby sets down this action for trial for [number] days on the following days:
  - (a) [State the trial dates].
2. The witnesses whom the claimant intends to call are:
  - (a) [Specify the witnesses].
3. The witnesses whom the defendant intends to call are:
  - (a) [Specify the witnesses].

Issued by: *Solicitor for the [state the party]*  
[Name, address, email address and telephone number of solicitor]

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20.

O. 10, r. 1(1)

THIRD PARTY NOTICE CLAIMING  
CONTRIBUTION OR INDEMNITY OR  
OTHER RELIEF OR REMEDY

IN THE GENERAL DIVISION OF THE HIGH COURT / STATE COURTS  
OF THE REPUBLIC OF SINGAPORE

Originating Claim )  
No. of 20 . )

Between

*Claimant*

And

*Defendant*

And

*Third Party*

THIRD PARTY NOTICE

(Issued pursuant to the order of [name of Judge] dated [state date].)

To \_\_\_\_\_ of \_\_\_\_\_

1. The claimant has commenced an action against the defendant in the [General Division of the High Court/State Courts] of Singapore. In it, the claimant claims against the defendant [state the nature of the claimant's claim] as appears from the [originating claim/originating application], a copy of which is served herewith (together with a copy of the statement of claim/affidavit).
2. The defendant now claims against you [state the nature of the claim against the third party, for instance, to be indemnified against the claimant's claim and the costs of this action or contribution to the extent of [state the proportion or percentage] of the claimant's claim or the following relief or remedy], on the grounds that [state the grounds of the claim].
3. You may do the following:
  - (a) offer to settle the claim or negotiate with the defendant; and
  - (b) in any event, if you believe you have a defence, you must
    - (i) consult a lawyer unless you want to act in person;
    - (ii) \*[file and serve a notice of intention to contest or not contest the third party notice in Form 10 within [14 days/21 days] of being served this notice.]

4. \*[If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the defendant against you and find you liable to (indemnify the defendant or contribute to the extent claimed or otherwise stating the relief or remedy), and you will be bound by any judgment or decision given in the action, and the judgment may be enforced against you in accordance with Order 10 of the Rules of Court 2021.]

*Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

(\*Use as appropriate)

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21.

O. 10, r. 1(1)

**THIRD PARTY NOTICE WHERE QUESTION  
OR ISSUE TO BE DETERMINED**

(Title etc., as in Form 20 down to end of first paragraph)

The defendant requires that the following question or issue [state the question or issue required to be determined] should be determined not only between the claimant and the defendant but also between either or both of them and yourself.

(*Note:* In an action begun by originating claim, the following notice must be inserted.)

And take notice that if you wish to be heard on the said question or issue or to dispute the defendant's liability to the claimant or your liability to the defendant, a notice to contest or not contest the third party notice in Form 10 must be filed and served on your behalf within [14 days/21 days] of being served with this notice, otherwise you will be bound by any judgment or decision given in the action in so far as it is relevant to the said question or issue, and the judgment may be enforced against you in accordance with Order 10 of the Rules of Court 2021.

*Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

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22.

O. 10, r. 2(1);  
O. 62, r. 7(2)

SUMMONS FOR PERMISSION TO ISSUE  
A THIRD PARTY NOTICE

(Title as in action)

The defendant [name] of [address] is applying to the Court for the following order(s):

1. Permission to issue a third party notice, a copy of which is attached herein.
2. The costs of this application be [state costs order being sought].

Grounds of application: [State the grounds here]/(As set out in the affidavit of [state the name of the person making the affidavit]).

Issued by: *Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

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23.

O. 10, r. 4(1),  
r. 4(2), r. 8(4)

**SUMMONS FOR THIRD  
PARTY DIRECTIONS**

(Title as in Form 20)

To: All parties to the action and their solicitors

1. The [defendant/third party] is applying to the Court for the following orders:
  - (a) The defendant serve a statement of claim on the third party within [number] days from this date, who must file his or her defence within [number] days;
  - (b) [State any other directions as may be required];
  - (c) The said third party be allowed to appear at the trial (or hearing) of this action, and take such part as the Judge may direct, and be bound by the result of the trial (or hearing);
  - (d) The question of the liability of the said third party to indemnify the defendant be determined at the trial (or hearing) of this action, but subsequent thereto; and
  - (e) The costs of this application be [state costs order being sought] and in the third party proceedings.

(Note: where the third party is applying for an order to set aside the third party notice, the following order should be sought.)

\*(a) That the third party notice issued on [date] be set aside.
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
  - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
  - (b) attend at the General Division of the High Court/State Courts on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

*State Courts Practice Directions 2021*  
*(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

Issued by: *Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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24.

O. 13, r. 1(6)

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE**

(Title as in action)

Case No:

\*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE**

To: The defendant

1. This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.

2. If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.<sup>14</sup>

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<sup>14</sup> This notice is not a substitute for the endorsement of a penal notice.

## **THE ORDER**

### Disposal of assets

1. (a) The defendant must not remove from Singapore, in any way dispose of or deal with or diminish the value of, any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value \$ [ ].
- (b) This prohibition includes the following assets, in particular:
  - (i) the property known as [ ] or the net sale money after payment of any mortgages if it has been sold;
  - (ii) the property and assets of the defendant's business known as [ ] (or carried on at [ ]) or the sale money if any of them has been sold; and
  - (iii) any money in the accounts numbered [ ] at [ ].
- (c) If the total unencumbered value of the defendant's assets in Singapore exceeds \$ [ ], the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remains not less than \$ [ ].

### Disclosure of information

2. The defendant must inform the claimant in writing at once of all his assets in Singapore whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets. The information must be confirmed in an affidavit which must be served on the claimant's solicitor within [ ] days after this order has been served on the defendant.

## **EXCEPTIONS TO THIS ORDER**

3. This order does not prohibit the defendant from spending \$ [ ] a week towards his ordinary living expenses and also \$ [ ] a week (or a reasonable sum) on legal advice and representation. But before spending any money, the defendant must tell the claimant's solicitor where the money is to come from.

4. This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant must account to the claimant [state interval] for the amount of money spent in this regard.
5. The defendant may agree with the claimant's solicitor that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

#### **EFFECT OF THIS ORDER**

6. A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
7. A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

#### **THIRD PARTIES**

##### Effect of this order

8. It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.

##### Set-off by banks

9. This injunction does not prevent any bank from exercising any right of set-off it may have in respect of any facility which it gave to the defendant before it was notified of the order.

##### Withdrawals by the defendant

10. No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

#### **(SERVICE OUT OF SINGAPORE AND SUBSTITUTED SERVICE**

11. (a) The claimant may serve the originating claim on the defendant at [ ] by [mode of service].  
(b) If the defendant wishes to defend the action he must file and serve

a notice of intention to contest or not contest within [ ] days of being served with the originating claim.)

### **UNDERTAKINGS**

12. The claimant gives to the Court the undertakings set out in Schedule 1 to this order.

### **DURATION OF THIS ORDER**

13. This order will remain in force until the trial or further order.

### **VARIATION OR DISCHARGE OF THIS ORDER**

14. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the claimant's solicitor.

### **NAME AND ADDRESS OF CLAIMANT'S SOLICITOR**

15. The claimant's solicitor is:  
[Name of lawyer(s) having conduct of action or charge of matter.]  
[Name of law firm.]  
[Address of law firm.]  
Email : [Email address.]  
Tel : [Telephone number.]  
Ref : [File reference of law firm.]

### **INTERPRETATION OF THIS ORDER**

16. (a) In this order references to "he", "him" or "his" include "she" or "her" and "it" or "its".
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to "the defendants" mean both or all of them;
  - (ii) An order requiring "the defendants" to do or not to do anything requires each defendant to do or not to do the specified thing; and
  - (iii) A requirement relating to service of this order or of any legal proceedings on "the defendants" means service on each of them.

(Seal of the Court and signature of the Registrar).

**SCHEDULE 1**

*Undertakings given to the Court by the claimant*

1. If the Court later finds that this order has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the claimant will comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
  - (a) on or before [date] provide to the defendant security in the sum of \$ [ ] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]\*; and
  - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
3. As soon as practicable the claimant will (issue and) serve on the defendant (an) (the) originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief) together with this order.
4. The claimant will cause an affidavit to be sworn and filed (substantially in the terms of the draft affidavit produced to the Court) (confirming the substance of what was said to the Court by the claimant's solicitor).
5. As soon as practicable the claimant will serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the claimant.
6. Anyone notified of this order will be given a copy of it by the claimant's solicitor.
7. The claimant will pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant's assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the claimant will comply with any order the Court may make.

*State Courts Practice Directions 2021*  
*(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

8. If this order ceases to have effect, the claimant will immediately take all reasonable steps to inform in writing anyone to whom he has given notice of this order, or who he has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.

*(\*Use as appropriate)*

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25.

O. 13, r. 1(7)

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE**

(Title as in action)

Case No:

\*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE**

To: The defendant

1. This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.

2. If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.<sup>15</sup>

**THE ORDER**

Disposal of assets

1. (a) The defendant must not:
  - (i) remove from Singapore any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value of \$ [ ]; or
  - (ii) in any way dispose of or deal with or diminish the value

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<sup>15</sup> This notice is not a substitute for the endorsement of a penal notice.

of any of his assets whether they are in or outside Singapore whether in his own name or not and whether solely or jointly owned up to the same value.

- (b) This prohibition includes the following assets, in particular:
- (i) the property known as [ ] or the net sale money after payment of any mortgages if it has been sold;
  - (ii) the property and assets of the defendant's business known as [ ] (or carried on at [ ]) or the sale money if any of them has been sold; and
  - (iii) any money in the accounts numbered [ ] at [ ].
- (c) If the total unencumbered value of the defendant's assets in Singapore exceeds \$ [ ], the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remains not less than \$ [ ]. If the total unencumbered value of the defendant's assets in Singapore does not exceed \$ [ ], the defendant must not remove any of those assets from Singapore and must not dispose of or deal with any of them, but if he has other assets outside Singapore, the defendant may dispose of or deal with those assets so long as the total unencumbered value of all his assets whether in or outside Singapore remains not less than \$ [ ].

#### Disclosure of information

2. The defendant must inform the claimant in writing at once of all his assets whether in or outside Singapore and whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets. The information must be confirmed in an affidavit which must be served on the claimant's solicitor within [ ] days after this order has been served on the defendant.

#### **EXCEPTIONS TO THIS ORDER**

3. This order does not prohibit the defendant from spending \$ [ ] a week towards his ordinary living expenses and also \$ [ ] a week (or a reasonable sum) on legal advice and representation. But before spending any money, the defendant must tell the claimant's solicitor where the money is to come from.

4. This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant must account to the claimant [state interval] for the amount of money spent in this regard.
5. The defendant may agree with the claimant's solicitor that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

### **EFFECT OF THIS ORDER**

6. A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
7. A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

### **THIRD PARTIES**

#### Effect of this order

8. It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.

#### Effect of this order outside Singapore

9. The terms of this order do not affect or concern anyone outside the jurisdiction of this Court until it is declared enforceable or is enforced by a Court in the relevant country and then they are to affect him only to the extent they have been declared enforceable or have been enforced UNLESS such person is:
  - (a) a person to whom this order is addressed or an officer or an agent appointed by power of attorney of such a person; or
  - (b) a person who is subject to the jurisdiction of this Court; and
    - (i) has been given written notice of this order at his residence or place of business within the jurisdiction of this Court; and
    - (ii) is able to prevent acts or omissions outside the

jurisdiction of this Court which constitute or assist in a breach of the terms of this order.

Assets located outside Singapore

10. Nothing in this order will, in respect of assets located outside Singapore, prevent any third party from complying with:
- (a) what it reasonably believes to be its obligations, contractual or otherwise, under the laws and obligations of the country or state in which those assets are situated or under the proper law of any contract between itself and the defendant; and
  - (b) any orders of the Courts of that country or state, provided that reasonable notice of any application for such an order is given to the claimant's solicitor.

Set-off by banks

11. This injunction does not prevent any bank from exercising any right of set-off it may have in respect of any facility which it gave to the defendant before it was notified of the order.

Withdrawals by the defendant

12. No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

**(SERVICE OUT OF SINGAPORE AND SUBSTITUTED SERVICE)**

13. (a) The claimant may serve the originating claim on the defendant at [ ] by [mode of service].
- (b) If the defendant wishes to defend the action, he must file and serve a notice of intention to contest or not contest within [ ] days of being served with the originating claim.)

**UNDERTAKINGS**

14. The claimant gives to the Court the undertakings set out in Schedule 1 to this order.

**DURATION OF THIS ORDER**

15. This order will remain in force until the trial or further order.

**VARIATION OR DISCHARGE OF THIS ORDER**

16. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the claimant’s solicitor.

**NAME AND ADDRESS OF CLAIMANT’S SOLICITOR**

17. The claimant’s solicitor is:  
[Name of lawyer(s) having conduct of action or charge of matter.]  
[Name of law firm.]  
[Address of law firm.]  
Email: [Email address.]  
Tel: [Telephone number.]  
Ref: [File reference of law firm.]

**INTERPRETATION OF THIS ORDER**

18. (a) In this order references to “he”, “him” or “his” include “she” or “her” and “it” or “its”.
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to “the defendants” mean both or all of them;
  - (ii) An order requiring “the defendants” to do or not to do anything requires each defendant to do or not to do the specified thing; and
  - (iii) A requirement relating to service of this order, or of any legal proceedings, on “the defendants” means service on each of them.

(Seal of the Court and signature of the Registrar).

**SCHEDULE 1**

*Undertakings given to the Court by the claimant*

1. If the Court later finds that this order has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the claimant will comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
  - (a) on or before [date] provide to the defendant security in the sum of \$ [ ] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]\*; and
  - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
3. As soon as practicable the claimant will (issue and) serve on the defendant (an) (the) originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief) together with this order.
4. The claimant will cause an affidavit to be sworn and filed (substantially in the terms of the draft affidavit produced to the Court) (confirming the substance of what was said to the Court by the claimant's solicitor).
5. As soon as practicable the claimant will serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the claimant.
6. Anyone notified of this order will be given a copy of it by the claimant's solicitor.
7. The claimant will pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant's assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the claimant will comply with any order the Court may make.
8. If this order ceases to have effect, the claimant will immediately take all reasonable steps to inform in writing anyone to whom he has given notice

of this order, or who he has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.

- (9. The claimant will not without the permission of the Court begin proceedings against the defendant in any other jurisdiction or use information obtained as a result of an order of the Court in this jurisdiction for the purpose of civil or criminal proceedings in any other jurisdiction.
  
10. The claimant will not without the permission of the Court seek to enforce this order in any country outside Singapore (or seek an order of a similar nature including orders conferring a charge or other security against the defendant or the defendant's assets).)\*

*(\*Use as appropriate)*

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26.

O. 13, r. 1(8)

**ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES**

(Title as in action)

Case No:

\*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

**ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES**

To: The defendant

1. This order orders you to allow the persons mentioned below to enter the premises described in the order and to search for, examine and remove or copy the articles specified in the order. This part of the order is subject to restrictions. The order also requires you to hand over any of the articles which are under your control and to provide information to the claimant's solicitor. You are also prohibited from doing certain acts. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible.
2. Before you the defendant or the person appearing to be in control of the premises allow anybody on to the premises to carry out this order, you are entitled to have the solicitor who serves you with this order explain to you what it means in everyday language.
3. You are entitled to insist that there is nobody (or nobody except [name]) present who could gain commercially from anything he or she might read or see on your premises.
4. You are entitled to refuse to permit entry before 9.00 a.m. or after 5.00 p.m. or at all on Saturdays, Sundays and public holidays.
5. You are entitled to seek legal advice, and to ask the Court to vary or discharge this order, provided you do so at once, and provided that meanwhile you permit (the supervising solicitor (who is a solicitor of the Court acting independently of

the claimant) and)<sup>16</sup> the claimant’s solicitor to enter, but not start to search. See paragraph 3 below.

6. If you, [the defendant], disobey this order, you will be guilty of contempt of Court and may be sent to prison or fined.<sup>17</sup>

## **THE ORDER**

1 (a) The defendant must allow the following persons:

[name] (“the supervising solicitor”);  
[name] a solicitor of the Supreme Court from the firm of the claimant’s solicitor; and  
up to [ ] other accompanying persons being [state capacity]

to enter the premises mentioned or described in Schedule 1 to this order and any vehicles on the premises. This is so that they can search for, inspect, photograph or photocopy, and deliver into the safekeeping of the claimant’s solicitor, all the documents and articles which are listed or described in Schedule 2 to this order (“the listed items”) or which [name] believes to be listed items. The defendant must allow those persons to remain on the premises until the search is complete, and if necessary to re-enter the premises on the same or the following day in order to complete the search.

(b) This order must be complied with either by the defendant himself or by a responsible employee of the defendant or by the person appearing to be in control of the premises.

(c) This order requires the defendant or his employee or the person appearing to be in control of the premises to permit entry to the premises immediately when the order is served upon him, except as stated in paragraph 3 below.

### Restrictions on the service and carrying out of paragraph 1 of this order

2. Paragraph 1 of this order is subject to the following restrictions:

(a) This order may only be served between 9.00 a.m. and 5.00 p.m. on a

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[ ] Relevant information to be inserted.

<sup>16</sup> Where a supervising solicitor is ordered.

<sup>17</sup> This notice is not a substitute for the endorsement of a penal notice.

weekday which is not a public holiday.

- (b) This order may not be carried out at the same time as any search warrant.
- (c) (This order must be served by the supervising solicitor, and paragraph 1 of the order must be carried out in his presence and under his supervision.)<sup>18</sup> (At least 1 of the persons accompanying him as provided by paragraph 1 of this order must be a woman.)<sup>19</sup> (At least 1 of the persons carrying out the order must be a woman.)<sup>20</sup>
- (d) This order does not require the person served with the order to allow anyone (or anyone except [name]) who could gain commercially from anything he or she might read or see on the premises if the person served with the order objects.
- (e) No item may be removed from the premises until a list of the items to be removed has been prepared, and a copy of the list has been supplied to the person served with the order, and he or she has been given a reasonable opportunity to check the list.
- (f) The premises must not be searched, and items must not be removed from them, except in the presence of the defendant or a person appearing to be a responsible employee of the defendant.
- ((g) If the supervising solicitor is satisfied that full compliance with subparagraphs (e) or (f) above is impracticable, he or she may permit the search to proceed and items to be removed without compliance with the impracticable requirements.)<sup>21</sup>

### Obtaining legal advice and applying to the Court

3. Before permitting entry to the premises by any person other than (the supervising solicitor and) the claimant's solicitor, the defendant or other person appearing to be in control of the premises may seek legal advice, and apply to the Court to vary or discharge this order, provided he or she does so at once.

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<sup>18</sup> Where a supervising solicitor is ordered.

<sup>19</sup> These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman and the supervising solicitor is a man.

<sup>20</sup> These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman.

<sup>21</sup> Where a supervising solicitor is ordered.

While this is being done, he or she may refuse entry to the premises by any other person, and may refuse to permit the search to begin, for a short time (not to exceed 2 hours, unless (the supervising solicitor or)<sup>22</sup> the claimant's solicitor agrees to a longer period).

Delivery of listed items and computer print-outs

4. (a) The defendant must immediately hand over to the claimant's solicitor any of the listed items which is in his possession or under his control.

(b) If any of the listed items exists only in computer readable form, the defendant must immediately give the claimant's solicitor effective access to the computers, with all necessary passwords, to enable them to be searched, and cause the listed items to be printed out. A print-out of the items must be given to the claimant's solicitor or displayed on the computer screen so that they can be read and copied. All reasonable steps must be taken by the claimant to ensure that no damage is done to any computer or data. The claimant and his representatives may not themselves search the defendant's computers unless they have sufficient expertise to do so without damaging the defendant's system.

Disclosure of information by the defendant

5 (a) The defendant must immediately inform the claimant's solicitor:

(i) where all the listed items are; and

(ii) so far as he or she is aware:

A. the name and address of everyone who has supplied him, or offered to supply him, with listed items;

B. the name and address of everyone to whom he or she has supplied, or offered to supply, listed items; and

C. the full details of the dates and quantities of every such supply and offer.

(b) Within [ ] days after being served with this order, the defendant must prepare and swear an affidavit confirming the above information.

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<sup>22</sup> Where a supervising solicitor is ordered.

- (c) Nothing in this order will abrogate the defendant's right against self-incrimination.

Prohibited acts

- 6 (a) Except for the purpose of obtaining legal advice (or advising his banker), the defendant must not directly or indirectly inform anyone of these proceedings or of the contents of this order, or warn anyone that proceedings have been or may be brought against him by the claimant until [ ].
- (b) (Insert any negative injunctions.)

**EFFECT OF THIS ORDER**

- 7 (a) A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He or she must not do it through others acting on his behalf or on his instructions or with his encouragement.
- (b) A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

**UNDERTAKINGS**

- 8 The claimant, (the supervising solicitor and)<sup>23</sup> the claimant's solicitor give to the Court the undertakings contained in Schedules 3, 4 and 5 respectively to this order.

**DURATION OF THIS ORDER**

9. Paragraph 6(b) of this order will remain in force until the trial or further order.

**VARIATION OR DISCHARGE OF THIS ORDER**

10. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects

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<sup>23</sup> Where a supervising solicitor is ordered.

that person), but anyone wishing to do so must inform the claimant's solicitor.

**NAME AND ADDRESS OF CLAIMANT'S SOLICITOR:**

11. The claimant's solicitor is:

[Name of lawyer(s) having conduct of action or charge of matter.]

[Name of law firm.]

[Address of law firm.]

Email : [Email address.]

Tel : [Telephone number.]

Ref : [File reference of law firm.]

**INTERPRETATION OF THIS ORDER**

- 12 (a) In this order references to "he", "him", or "his" include "she" or "her" and "it" or "its".
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to "the defendants" mean both or all of them;
  - (ii) An order requiring "the defendants" to do or not to do anything requires each defendant to do or not to do the specified thing;
  - (iii) A requirement relating to service of this order, or of any legal proceedings, on "the defendants" means service on each of them; and
  - (iv) Any other requirement that something shall be done to or in the presence of "the defendants" means to or in the presence of one of them.]

(Seal of the Court and signature of the Registrar)

**SCHEDULE 1**

*The premises*

**SCHEDULE 2**

*The listed items*

**SCHEDULE 3**

*Undertakings given to the Court by the claimant*

1. If the Court later finds that this order or the carrying out of it has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the claimant shall comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
  - (a) on or before [date] provide to the defendant security in the sum of \$ [ ] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]\*; and
  - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
- (3. As soon as practicable to issue an originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief.)
4. To (swear and file an affidavit) (cause an affidavit to be sworn and filed) (substantially in the terms of the draft produced to the Court) (confirming the substance of what was said to the Court by the claimant's solicitor.)
5. To serve on the defendant at the same time as this order is served on him, the originating claim and copies of the affidavits and

copiable exhibits containing the evidence relied on by the claimant. (Copies of the confidential exhibits [specify] need not be served, but they must be made available for inspection by or on behalf of the defendant in the presence of the claimant's solicitor while the order is carried out. Afterwards they must be provided to a solicitor representing the defendant who gives a written undertaking not to permit the defendant to see them or make copies of them except in his presence and not to permit the defendant to make or take away any note or record of the exhibits.)

- (6. To serve on the defendant a copy of the supervising solicitor's report on the carrying out of this order as soon as it is received and to produce a copy of the report to the Court.)<sup>24</sup>
7. Not, without the permission of the Court, to inform anyone else of this order or the carrying out of this order or to use any information or documents obtained as a result of carrying out this order except for the purposes of these proceedings or to inform anyone else of these proceedings until the trial or further order.
8. To insure the items removed from these premises.<sup>25</sup>

#### **SCHEDULE 4**

##### *Undertakings given to the Court by the claimant's solicitor*

1. To answer at once to the best of his ability any question as to whether a particular item is a listed item.
2. To return the originals of all documents obtained as a result of this order (except original documents which belong to the claimant) as soon as possible and in any event within 2 working days of their removal.
3. While ownership of any item obtained as a result of this order is in dispute, to deliver the article into the keeping of a solicitor acting for the defendant within 2 working days from receiving a written undertaking by him to retain the article in safekeeping and to produce it to the Court when required.

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<sup>24</sup> Where a supervising solicitor is ordered.

<sup>25</sup> In appropriate cases.

4. To retain in his own safekeeping all other items obtained as a result of this order until the Court directs otherwise.
5. To execute this order calmly and orderly and in a manner respectful of the defendant's business.
6. Not, without the permission of the Court, to inform anyone else of this order or the carrying out of this order or to use any information or documents obtained as a result of the carrying out of this order except for the purposes of these proceedings or to inform anyone else of these proceedings until the trial or further order.

#### **SCHEDULE 5**

*Undertakings given to the Court by the supervising solicitor*

1. To offer to explain to the person served with the order its meaning and effect fairly and in everyday language, and to inform him of his right to seek legal advice and apply to vary or discharge the order as mentioned in paragraph 3 of the order.
2. To make and provide the claimant's solicitor a written report on the carrying out of the order.<sup>26</sup>

*(\*Use as appropriate)*

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<sup>26</sup> Where a supervising solicitor is ordered.

27.

O. 14, r. 1(2)

NOTICE OF PAYMENT INTO COURT

(Title as in action)

To: The Registrar, the claimant and the other defendants

Take notice that —

The defendant [name] has paid \$ [sum] into Court.

The said \$ [sum] is in satisfaction of [the cause of action or all the causes of action] in respect of which the claimant claims (and after taking into account and satisfying the abovenamed defendant's cause of action for [state cause of action] in respect of which he or she counterclaims).

or

The said \$ [sum] is in satisfaction of the following causes of action in respect of which the claimant claims, namely, [state cause of action] (and after taking into account as above).

or

Of the said \$ [sum], \$ [sum] is in satisfaction of the claimant's cause(s) of action for [state cause of action] (and after taking into account as above) and \$ [sum] is in satisfaction of the claimant's cause(s) of action for [state cause of action] (and after taking into account as above).

*Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

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28.

O. 14, r. 3(1)

NOTICE OF ACCEPTANCE OF MONEY  
PAID INTO COURT

(Title as in action)

To: The Registrar and the defendant

Take notice that the claimant accepts the sum of \$ [sum] paid in by the defendant [name] in satisfaction of the cause(s) of action in respect of which it was paid in and in respect of which the claimant claims against that defendant (and abandons the other causes of action in respect of which he or she claims in this action).

*Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

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29.

O. 15, r. 4(1)

ORDER TO ATTEND COURT AND / OR PRODUCE DOCUMENTS

(Title as in action)

To: [Name of person]

1. You are required to attend Court personally until the end of these proceedings:

Hearing date / time: [State date and time]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Before: [Judge/Registrar]

to :

\*(a) give evidence on behalf of the [requesting party] in these proceedings.

\*(b) produce the documents specified below on behalf of the [requesting party] in these proceedings:

[Specify the documents to be produced]

\*(c) give evidence and produce the documents specified below on behalf of the [requesting party] in these proceedings:

[Specify the documents to be produced]

\*Note: If you are only required to produce documents and you ensure that all the documents required are produced in accordance with this Order, you need not attend Court personally.

**This order to attend court is sufficient authority as an order under section 38 of the Prisons Act for the Superintendent to produce the named person in Court at the time and place stated. The requesting party undertakes to pay upon request the costs to be incurred by the prison in complying with the order to attend court.**

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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30.

O. 15, r. 5(1)

ORDER FOR ISSUE OF LETTER OF  
REQUEST TO RELEVANT AUTHORITY  
OUT OF JURISDICTION

(Title as in action)

Upon the application of [state the party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [solicitor for the party] and that the Court wishes to obtain the testimony of [name of person] for the proceedings [specify case number and Court].

It is ordered that a letter of request is to be issued, directed to the relevant authority for permission for evidence to be given by live video or live television link by the following witnesses, namely:

[State name and address of person].

And it is ordered that the costs of and incidental to the application for this order and the said letter of request and giving of evidence [state costs order made].

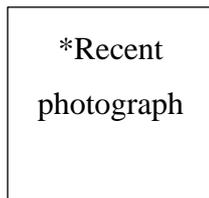
(Seal of the Court and signature of the Registrar)

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31.

O. 15, r. 19(1),  
r. 19(2)

AFFIDAVIT  
(Title as in action)



AFFIDAVIT

Name of maker:

Residential address:

[Alternatively, office address if affirming in official, professional or occupational capacity:]

Occupation:

Description: Claimant/Defendant/Third Party/Witness/Others:

Notes:

1. State the purpose of making the affidavit.
2. State whether the maker knows the facts affirmed are true and if he or she only believes that they are true, state the grounds for his or her belief.
3. Each paragraph is to be numbered consecutively.
4. Dates, sums and other numbers must be expressed in figures and not in words.
5. Facts should be set out clearly and chronologically or in some other logical sequence.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me*  
*Commissioner for Oaths.*

\*A colour photograph is required under Order 15, Rule 19(2) if the affidavit is filed as evidence-in-chief in Originating Claims.

32.

O. 16, r. 2(1),  
r. 2(2)

NOTICE OF DISCONTINUANCE / WITHDRAWAL

(Title as in action)

To: The Registrar and the other parties to the action

Take notice that the claimant/defendant wholly (or specify the part) discontinues this action/withdraws the defence/discontinues his or her counterclaim against the defendant/claimant.

*Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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33.

O. 17, r. 3(2);  
O. 33, r. 46(1)

JUDGMENT / ORDER OF COURT

(Title as in action)

Case No:

\*Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

The Court made the following orders in the above action/application:

[State the orders made]

- 1.
- 2.
- 3.

Date of order:

Notes:

1. The person or entity served with this judgment/order and who/which has been ordered to pay money, to do or not to do any act must comply immediately or within the time specified in the judgment/order, if any.
2. Failure to comply may result in enforcement of judgment/order proceedings, including contempt of Court proceedings, against the said person or entity.

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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34.

- O. 18, r. 12(1), r. 12(2);
- O. 19, r. 10(1), r. 10(2)

WITHDRAWAL OF APPEAL OR APPLICATION

(Title as in action)

To: The Registrar and the other parties to the appeal/application

1. The appellant/applicant withdraws his or her appeal/application in relation to all the parties (or the following parties).
2. \*There are no outstanding issues relating to costs or other matters.

\*[The following are the outstanding issues:

- (a) ....
- (b) ...]

*Solicitor for the appellant/applicant*

[Name, address, email address and telephone number of solicitor]

We confirm the above.

*Solicitor for [the other parties]*

[Name, address, email address and telephone number of solicitor]

(\*Use as appropriate)

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35.

O. 18, r. 15, r. 17(1),  
r. 19(3), r. 24,  
r. 27(1), r. 29(17);  
O. 19, r. 14(1),  
r. 15(3), r. 25(1),  
r. 26(17)

NOTICE OF APPEAL  
UNDER ORDER 18 / 19

(Title as in action)

To: The Registrar and [name of respondent and other parties]

1. The [state the party] appeals to the [\*District Judge in chambers/Judge sitting in the General Division in Chambers/General Division/Appellate Division/Court of Appeal].

\*2. The appeal is against the whole of the decision of the [\*Registrar of the State Courts/Magistrate/District Judge/Registrar of the Supreme Court/Justice/Judicial Commissioner [name] sitting in the General Division/Appellate Division] given on [date(s)].

\*[2. The appeal is against the following parts of the decision of the [\*Registrar of the State Courts/Magistrate/District Judge/Registrar of the Supreme Court/Justice/Judicial Commissioner] [name] sitting in the General Division/Appellate Division]] given on [date(s)]:

(a) ...

(b) ... ]

*Solicitor for the appellant*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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36.

O. 18, r. 20(1),  
r. 30(1), r. 35(5);  
O. 19, r. 16(1),  
r. 27(1), r. 35(6);  
O. 34, r. 6(10),  
r. 7(7)

**CERTIFICATE FOR SECURITY FOR COSTS**

(Title as in action)

This is to certify that the appellant has provided the sum of \$ [sum] by way of security for the respondent's costs of the appeal/application [\*in the form of a solicitor's undertaking in Form 37/by depositing the sum in the Registry/by depositing the sum with the Accountant-General/describe any other form accepted by the parties].

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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37.

O 18, r. 20(4),  
r. 30(4), r. 35(8);  
O. 19, r. 16(4),  
r. 27(4), r. 35(9)

### UNDERTAKING FOR SECURITY FOR COSTS

(Title as in action)

To: The respondent

We, the solicitor for the appellant, undertake to hold the sum of \$ [sum] by way of security for your costs of the appeal/application and, if costs are payable to the respondent under any order made by [the General Division of the High Court/Appellate Division of the High Court/Court of Appeal], to release to you the said amount without set-off unless the [General Division of the High Court/Appellate Division of the High Court/Court of Appeal] otherwise orders.

*Solicitor for the appellant*

[Name, address, email address and telephone number of solicitor]

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38.

O. 22, r. 2(3)

ENFORCEMENT ORDER

(Title as in action)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

This enforcement order authorises the Sheriff to do the following:

\*1. to seize and sell all property belonging to the enforcement respondent and specified in the Schedule below, with a value of up to a maximum of \$ [sum], comprising the following:

(i) amount due to the enforcement applicant (including interest and costs):

\$ [sum];

(ii) amount of enforcement costs estimated at:

\$ [sum] (due to the Sheriff)

\$ [sum] (due to the enforcement applicant);

\*2. to seize and deliver or give possession of property in the possession or control of the enforcement respondent and specified in the Schedule below;

\*3. to attach a debt which is due to the enforcement respondent from any non-party and specified in the Schedule below, with a value of up to a maximum of \$ [sum], comprising the following:

(i) amount due to the enforcement applicant (including interest and costs):

\$ [sum];

(ii) amount of enforcement costs estimated at:

\$ [sum] (due to the Sheriff)

\$ [sum] (due to the enforcement applicant);

\*4. to do the following as specified in the Court order:

[State the orders made]

- 1.
- 2.
- 3.

Date of enforcement order:

Notes:

1. This enforcement order is valid in the first instance for 12 months beginning with the date of issue.
2. The properties, the financial institution and the deposits or money to be seized must be described with sufficient details.
3. Where the property to be seized is immovable property, its address and registration number and details in the Singapore Land Authority must be stated.

(Seal of the Court and signature of the Registrar)

#### Schedule

*\*For seizure of movable property*

Address for seizure:

Property to be seized: All movable property found at the address for seizure/[state description and type of property]

Value or estimated value of property to be seized (if available):

*\*For delivery of possession of property*

Address for seizure:

Property to be seized: [state description and type of property]

*\*For immovable property*

Interest of enforcement respondent in the immovable property specified below:

CT/SSCT/SCT/Lease:

\*\*Volume No.:

*State Courts Practice Directions 2021  
(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

**\*\*Folio No.:**

**Mukim No.:**

**Town Subdivision No.:**

**Whole/part lot:**

**Property Address:**

*\*For attachment of debt*

**Nature of debt to be attached:**

**Name of non-party/financial institution:**

*(\*Use as appropriate)*

*(\*\*If title document is a lease, to cancel the Vol No. and Fol No. and simply state the Lease No.)*

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39.

O. 22, r. 3(1);  
O. 35, r. 3(2)

CONSENT TO ENTRY OF SATISFACTION

(Title as in action)

I, [name] of [address] being the claimant (or as may be) named in and the sole person entitled to the benefit of the judgment herein hereby consent to a memorandum of satisfaction of the said judgment being recorded.

*Claimant (or as may be).*

*\*Solicitor for the Claimant (or as may be)*

[Name, address, email address and telephone number of solicitor]

Or

*\*[Affirmed/sworn] on [date] at [location]  
(through the interpretation of [name of interpreter])*

*Before me  
Commissioner for Oaths.*

*(\*Use as appropriate)*

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40.

O. 22, r. 6(5);  
O. 45, r. 4

NOTICE OF SEIZURE OR ATTACHMENT

(Title as in action)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of enforcement order:

To:

1. Pursuant to the above enforcement order, the Sheriff now seizes or attaches:

\*(a) [the properties, the financial institution, the non-party and the deposits or money to be seized or attached must be described with sufficient details].

\*(b) [the properties as set out in the Schedule of the enforcement order].

\*(c) ...

2. Once this Notice of Seizure or Attachment is served on you, you are not to deal with or dispose of the properties, deposits or money described in paragraph 1, unless the Court otherwise orders.

3. If the enforcement order is for attachment of deposits or money, (a) you must, within 14 days of service of this Notice of Seizure or Attachment, inform the Sheriff of the amount owing to the enforcement respondent that is available to be attached; and (b) you must not deal with or dispose of the deposits or money until after 21 days have passed after the date of service of this Notice of Seizure or Attachment, or if a notice of objection is filed under Order 22 Rule 10, until after the notice of objection has been determined in the manner set out in Rule 10. If no notice of objection is filed under Rule 10, you are to hand over or pay to the enforcement applicant the deposits or money due to the enforcement respondent and to the Sheriff the commission due to the Sheriff, within 7 days after 21 days have passed after the date of service of this Notice of Seizure or Attachment. If you have received notice of objection given by the enforcement respondent or any non-party objecting to the attachment of the deposits or money, you must not deal with or dispose of the deposits or money and must not hand over or pay the deposits or money until otherwise informed or instructed by the Sheriff.
  
4. If you have made a claim for costs of \$100 from the Sheriff within 14 days of service of this Notice of Seizure or Attachment (see Note 1), you can deduct the costs of \$100 from the amount that you must hand over or pay to the enforcement applicant.
  
5. When you hand over or pay the deposits or money to the enforcement applicant and the commission to the Sheriff, you must state in an accompanying letter signed by you or your solicitor:
  - (a) the amount that is due to the enforcement respondent;
  - (b) the amount that you have deducted/withheld; and
  - (c) the reason for the deduction/withholding of the amount.
  
6. If the enforcement order is for the sale of seized movable property, the Sheriff may take steps to sell the seized movable property after 14 days after a copy of the Notice of Seizure or Attachment has been served on the enforcement respondent, unless the movable property is perishable or unless the Court otherwise orders.
  
7. If the enforcement order is for the sale of seized immovable property, the Sheriff may take steps to sell the seized immovable property after 30 days after a copy of the Notice of Seizure or Attachment has been served on the enforcement respondent, unless the Court otherwise orders.

Notes:

1. A non-party (who is anyone who is not the enforcement respondent or his employee) who is served with this Notice of Seizure or Attachment is entitled to claim costs of \$100 from the Sheriff (to be deducted from the debt owing from the non-party to the enforcement respondent which is attached under this Notice of Seizure or Attachment) provided the claim is made within 14 days of service of this Notice of Seizure or Attachment.

2. Where the enforcement respondent or any non-party (collectively “the objector”) objects to any seizure of property or attachment of debt by the Sheriff, he or she must, within 14 days of service of this Notice of Seizure or Attachment, give notice of his or her objection in writing to the Sheriff by filing a notice of objection and serving a copy of the notice of objection on the enforcement applicant, the enforcement respondent (if not the objector) and any non-party served with this Notice of Seizure or Attachment (if not the objector).

3. The notice of objection must identify the objector, specify the property in dispute, state the grounds of objection and include any evidence supporting the grounds of objection.

4. Contact details of the Sheriff:

[name of officer(s) in charge, address, email address and telephone number].

5. Contact details of the enforcement applicant or his or her solicitor:

[name, address, email address and telephone number].

6. Contact details of the enforcement respondent or his or her solicitor:

[name, address, email address and telephone number].

(Seal of the Court and signature of the Sheriff)

(\*Use as appropriate)

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41.

O. 22, r. 11(5)

ORDER FOR EXAMINATION OF  
ENFORCEMENT RESPONDENT

(Title as in action)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

The Court made the following orders in the above application:

1. \*The [enforcement respondent/officer of the enforcement respondent] must attend before the Registrar on the date and time shown above and be orally examined in court [\*and/or] make an affidavit on the properties which are owned by the enforcement respondent beneficially whether in whole or in part or which the enforcement respondent will be entitled to in the future.
2. \*\*The [enforcement respondent/officer of the enforcement respondent] is to complete the attached questionnaire and to serve the completed questionnaire with the documents specified in the questionnaire within 14 days of service on the [enforcement respondent/officer of the enforcement respondent].
3. \*The [enforcement respondent/officer of the enforcement respondent] is to produce (the documents the Court has ordered production of).
4. [State costs order made].

Date of order:

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

(\*\*This paragraph may be included if the enforcement applicant has obtained such an order from the Court)

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42.

O. 23, r. 11(1)

COMMITTAL ORDER

(Title as in action)

Case No:

\*Application No:

Before: [Judge/Judicial Officer]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

The Court made the following orders in the above action/application:

[State the committal order made and/or the fine]

1.

2.

*(Note: If the order is to arrest or commit the committal respondent, the following notice is to be added.)*

The Sheriff and any Police Officer is hereby directed to arrest [state name, identity number and last known place of residence of the committal respondent] and to bring him or her safely to Court [state which Court] or, if the Court's working hours are over, to prison to be kept in custody until the Court's working hours/to prison to be imprisoned for (state the length of time ordered by the Court) (or until further order).

Date of order:

(Seal of the Court and signature of the Registrar)

*(\*Use as appropriate)*

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43.

O. 24, r. 3(6)

ORDER FOR REVIEW OF DETENTION

(Title as in action)

Originating Application No:

Before: [Judge]

Venue: [Supreme Court] [Court/Chamber number]

Hearing date/time:

The Court made the following orders:

1. An Order for Review of Detention which requires the defendant [state name of defendant or appropriate person or entity] to release the applicant [state name of applicant] immediately [or by a certain time].
2. The said defendant is also to convey the said applicant to [state the location] for his or her release.

Date of order:

*The person or entity served with this order must comply immediately or within the time specified in the order, if any.*

*Failure to comply may result in contempt of Court proceedings against the said person or entity.*

(Seal of the Court and signature of the Registrar)

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44.

O. 27, r. 4(1),  
r. 4(5), r. 8;  
O 36, r. 3(2)

DIRECTIONS TO ACCOUNTANT-GENERAL

(Title as in action)

(a) *For Payments In.*

Ledger Account (if the same as the cause state 'as above').

Pursuant to [insert the provision of law by which payment into Court is made], the Accountant-General is hereby directed to receive (the sum of \$ [sum] paid in on behalf of the defendant [name] in satisfaction of the claim of the claimant [name]) (the funds and securities specified in the Schedule hereto) (or as may be).

(Seal of the Court and signature of the Registrar)

*Note:* Where funds are lodged in Court not being moneys paid in under Order 14 or as security for costs or in satisfaction of a judgment or order, but are to be lodged under an order comprising funds of various nature and directing lodgment by one or more persons, a single direction may be issued, and the particulars stated in a schedule to the direction, e.g.:

SCHEDULE

<i>Particulars of fund to be lodged</i>	<i>Persons to make the lodgment</i>	<i>Amount</i>	
		<i>Money</i>	<i>Securities</i>
		\$	\$

*(b) For Payments Out.*

Ledger Account (if the same as the cause state 'as above').

The Accountant-General is hereby directed to pay to [insert the name of the person to be paid and whether as claimant or defendant or as solicitor for the claimant or defendant] the sum of dollars [state the sum in words at length] \$ [state the sum in numbers], and any interest accrued thereon (if such is payable), lodged in Court in the above cause or matter on behalf of the defendant [name] in satisfaction of the claim of the claimant [name] (or as may be).

(Seal of the Court and signature of the Registrar)

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45.

O. 27, r. 4(3),  
r. 4(4)

**AUTHORITY TO COMPANY  
TO REGISTER TRANSFER**

(Title as in action)

To: [name of company],

Please register transfer of shares Nos. [number] from [name of party]  
to the Accountant-General.

Date:

*Accountant-General.*

**CERTIFICATE OF TRANSFER**

The abovementioned shares have this day been transferred as  
authorised.

Date:

*Secretary of the [name of company]*

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46.

O. 27, r. 10(3)

STATUTORY DECLARATION

(Title as in action)

Ledger Account (if the same as the cause state 'as above'). I [name and address of applicant] solemnly and sincerely declare that I am the [degree of relationship] and next or one of the next-of-kin of [name of deceased] and that I am entitled to take out Letters of Administration to his/her estate and to receive the sum of \$ [sum] directed to be paid to him/her by the Order dated [date].

And I further declare that the total value of the assets of the deceased including the above sum does not exceed \$10,000 and I certify that the funeral and other testamentary expenses of the deceased have been paid.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declarations Act.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me  
Commissioner for Oaths.*

---

47.

O. 30, r. 2(1)

REFERENCE UNDER ARTICLE 100  
OF THE CONSTITUTION FOR OPINION  
ON CONSTITUTIONAL QUESTION

Reference No.    of 20    .  
To: The Chief Justice

1. I [name], President of the Republic of Singapore, pursuant to Article 100 of the Constitution hereby refer to the Tribunal of not less than 3 Supreme Court Judges constituted under that Article for its opinion the following question on the following provisions of the Constitution which has arisen or appears to me likely to arise.

2. (1) *Constitutional Provision*
- (2) *Question*
- (3) *Facts*
- (4) *Relevant Documents*

The relevant documents necessary for the determination of the answer to the question are attached to this Reference as Annex [specify].

---

*President*

(Annexes).

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48.

O. 33, r. 2(1)

ORIGINATING CLAIM IN ACTION *IN REM*  
IN THE GENERAL DIVISION OF THE HIGH COURT  
OF THE REPUBLIC OF SINGAPORE

Admiralty *in Rem*        )

No.    of 20    .)

Filed: [date]

(Renewed for service for \_\_\_\_\_ months from [date] by an order of Court dated [date])

Admiralty action *in rem* against:

[The ship [name of ship] or cargo, etc., as may be]

Between

[The owners of the ship [name of ship] or as may be]

*Claimant(s)*

And

[The owners of the ship [name of ship] or as may be]

*Defendant(s)*

To: The (owners of and other) persons interested in the ship of the port of [name of port] (or cargo, etc., as may be).

1. The claimant of [address] has commenced an action against the property described above in the General Division of the High Court of Singapore.
2. The claim(s) by the claimant is set out in the statement of claim attached (or briefly in this document).
3. You may do the following:
  - (a) offer to settle the claim(s) or negotiate with the claimant; and
  - (b) in any event, if you believe you have a defence, you must:
    - (i) consult a lawyer unless you want to act in person;
    - (ii) file and serve a notice of intention to contest or not contest the originating claim within 14 days of being served the originating claim;
    - (iii) file a defence within 21 days of being served the statement of claim.
4. If you do not file your notice within the time stated in paragraph 3, the Court may give judgment to the claimant and if the property described in this originating claim is then under arrest of the Court it may be sold by order of the Court.
5. If your defence is not filed within the time stated in paragraph 3, the Court may give judgment to the claimant and if the property described in this originating claim is then under arrest of the Court it may be sold by order of the Court.
6. Parties are to attend a case conference to take directions from the Court on the date and time shown above.

*Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating claim must be served within 12 calendar months after the date of issue, unless renewed by order of the Court. A notice of intention to contest or not contest an originating claim in Form 49 is to be attached to this originating claim when it is served.
2. Where the claimant sues or a defendant is sued in a representative capacity, the originating claim must be endorsed with a statement of the capacity in which the claimant sues or a defendant is sued, as the case may be.
3. If a statement of claim is not attached, to set out a concise statement of the nature of the claim made or the relief or remedy required.

(Seal of the Court and signature of the Registrar)

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49.

O. 33, r. 2(6)

NOTICE OF INTENTION TO CONTEST  
OR NOT CONTEST AN ORIGINATING  
CLAIM IN ACTION IN REM

(Title as in action)

To: The claimant [name]

The defendant [name] intends:

- \* (a) To contest your originating claim;
- \* (b) Not to contest your originating claim;

(If the defendant's intention to contest or non-contest is not in respect of all the claims, state the contested claims and those not contested).

*Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

Note:

This notice must be filed and served within (a) 14 days after the originating claim is served in Singapore on the defendant; or (b) 21 days after the originating claim is served out of Singapore on the defendant.

(\*Use as appropriate)

50.

O. 33, r. 2(8)

APPLICATION FOR JUDGMENT FOR  
FAILING TO FILE NOTICE OF  
INTENTION TO CONTEST OR NOT  
CONTEST / WHEN NOTICE OF  
INTENTION NOT TO CONTEST ALL  
OR SOME CLAIMS IS FILED

(Title as in action)

To: The Registrar

1. The originating claim was served on the defendant —

- (a) On: [Day, date and time of service]
- (b) At: [Place of service]
- (c) Method of service: [State how service was effected].

2. The defendant [did not file and serve a notice of intention to contest or not contest the originating claim/filed and served a notice of intention not to contest all or some of the claims] within [14 days/21 days] from the date of service of the originating claim or such date as the Court has directed.

3. We therefore apply under Order 33, Rule 2(8) for judgment [for failing to file and serve the notice of intention to contest or not contest the originating claim/because the defendant has filed and served a notice of intention not to contest all or some of the claims].

*Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

51.

O. 33, r. 4(1),  
r. 4(2)

WARRANT OF ARREST

(Title as in action)

To the Sheriff,

You are directed to arrest the ship [name of ship] of the port of [name of port] (and the cargo now or lately laden therein, together with the freight due for the transportation thereof/and the freight due for the transportation of the cargo now or lately laden therein) and to keep the ship under safe arrest until you shall receive further orders.

The claimant's claim is for [state claim, to be copied from the originating claim].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

[Sheriff's endorsement as to service.]

---

O. 33, r. 5(1)

CAVEAT AGAINST ARREST

[Description of property, giving name if a ship].

We, [firm] of [address], solicitor for [party] of [address] hereby file a caveat against the arrest of [description of property, giving name if a ship] in respect of [description of the kind of proceedings or claim to which the caveat applies]\* and hereby undertake to file and serve a notice of intention to contest or not contest in any action that may be begun in the General Division of the High Court against the said [description of property, giving name if a ship] and, within 3 days after receiving notice that such an action has been begun, to give bail in the action in a sum not exceeding \$ [sum] or to pay that sum into Court. We consent that the originating claim and any other document in the action may be left for us at [address].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

- \* List the kind of proceedings or claim to which the caveat applies, such as “all proceedings”, “any proceedings on a claim mentioned in section 3(1)(g) or (h) of the High Court (Admiralty Jurisdiction) Act”, or “a collision between the vessels “ABC” and “DEF””, as appropriate.
-

53.

O. 33, r. 7(6)

REQUEST FOR SERVICE OF  
ORIGINATING CLAIM  
*IN REM* BY SHERIFF

(Title as in action)

We, [firm] of [address], solicitor for the claimant request that the originating claim left herewith be served on [the property on which the originating claim is to be served] by the Sheriff or the Sheriff's officer.

*Solicitor for the claimant*

[Name, address, email address and telephone number of solicitor]

---

54.

O. 33, r. 13(1),  
r. 13(4)

RELEASE  
(Title as in action)

To the Sheriff,

Whereas in this action you were directed to arrest the [name of ship] and to keep the same under safe arrest until you should receive further orders. Now you are directed to release the said [name of ship] from the arrest effected by virtue of the warrant in this action.

(Seal of the Court and signature of the Registrar)

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

Sheriff's endorsement.

On [date], the [name of ship] was released from arrest pursuant to this Instrument.

*Sheriff.*

---

55.

O. 33, r. 14(1)

CAVEAT AGAINST  
RELEASE AND PAYMENT

(Title as in action)

We, [firm] of [address], solicitor for [party] of [address], hereby file a caveat against the issue of a release with respect to [description of property giving name, if a ship] now under arrest and, should the said property be sold by order of the Court, a caveat against payment out of Court of the proceeds of sale.

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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56.

O. 33, r. 15(1)

WITHDRAWAL OF CAVEAT

(Title as in action)

We withdraw the caveat as follows:

Nature of caveat: [nature]

Entered on: [date]

On behalf of: [party].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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57.

O. 33, r. 16(1)

BAIL BOND

(Title as in action)

Name of sureties:

Residential address:

[Alternatively, office address if affirming in official, professional or occupational capacity:]

Occupation:

Whereas this Admiralty action *in rem* against the abovementioned property is pending in the General Division of the High Court and the parties to the said action are the abovementioned claimant and defendant:

Now, therefore, we [sureties' names], hereby jointly and severally submit ourselves to the jurisdiction of the said Court and consent that if the abovementioned defendant (or claimant, in the case of a counterclaim) does not pay what may be adjudged against him or her in this action, with costs, or does not pay any sum due to be paid by him or her in consequence of any admission of liability therein or under any agreement by which this action is settled before judgment and which is filed in the said Court, an enforcement order may be issued against us, our executors or administrators, or movable property, for the amount unpaid or an amount of \$ [sum] whichever is less.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

Before me,  
*Commissioner for Oaths.*

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58.

O. 33, r. 23(1)

COMMISSION FOR APPRAISEMENT AND SALE

(Title as in action)

To the Sheriff,

Whereas in this action the Court has ordered [description of property giving name, if a ship] to be appraised and sold.

You are hereby authorised and directed to authorise and swear [name of each appraiser, valuer or surveyor] to appraise the said [property described above] according to the true value thereof, and such value having been certified in writing by [him or her or them], to cause the said [property described above] to be sold by [private treaty or public auction] for the highest price that can be obtained for it, but not for less than the appraised value unless the Court on an application allows it to be sold for less.

And you are further directed, immediately upon the sale being completed, to pay the proceeds thereof into Court and to ensure that the certificate of appraisement signed by you and the [appraiser or appraisers], and an account of the sale signed by you, are filed in the Court together with this commission.

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

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59.

O. 37, r. 6(1)

ORDER FOR RECOGNITION OF A FOREIGN  
JUDGMENT / RECOGNITION AND  
ENFORCEMENT OF A FOREIGN  
JUDGMENT / ENFORCEMENT OF A  
JUDICIAL SETTLEMENT UNDER THE  
CHOICE OF COURT AGREEMENTS ACT

IN THE GENERAL DIVISION OF THE HIGH COURT OF  
THE REPUBLIC OF SINGAPORE

Originating Application No.     )  
of 20     )  
Filed: [date]

Between

*Judgment/Settlement Creditor*

And

*Judgment/Settlement Debtor*

In the matter of an application under section 13(1)/20(1) of the Choice of Court Agreements Act.

And in the matter of a foreign judgment/judicial settlement of the [describe the court] in [city/state/country] given/concluded/approved in [case number] on [date].

Upon the application of [name of applicant] the judgment/settlement creditor in relation to the foreign judgment/judicial settlement and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] (and upon the applicant giving security in the sum of \$ [sum] by payment into Court or bond to the satisfaction of the Registrar).

It is ordered that the foreign judgment/judicial settlement for the following matters is to be recognised/is to be recognised and may be enforced/may be enforced as a judgment of the General Division of the High Court:

- (a) that [name of judgment creditor or settlement creditor] do recover against [name of judgment debtor or settlement debtor] [amount due under the judgment/judicial settlement];

- (b) [state the other orders in the foreign judgment/judicial settlement that are the subject of the application].

It is further ordered that [name of judgment debtor or settlement debtor] may apply to set aside this order within 28 days after the date on which this order is served on him/her/it in Singapore/[name of foreign country or territory if the order is to be served abroad].

It is further ordered that this order does not take effect while an application to set aside this order may still be made under Order 37, Rule 7(1) or is pending.

It is ordered that the costs of this application be [state costs order made].

The application for this order was taken out by [name of judgment creditor/settlement creditor or solicitor for the judgment creditor/settlement creditor] whose address for service is [address].

(Seal of the Court and signature of the Registrar)

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60.

O. 39, r. 5(1)

ORDER FOR REGISTRATION OF  
COMMITMENT / COMPETITION COMMISSION  
DIRECTION / COMPETITION  
APPEAL BOARD DECISION

IN THE STATE COURTS  
OF THE REPUBLIC OF SINGAPORE

Originating Application No.    )  
of 20    .)  
Filed: [date]

In the matter of section 85(1) of the Competition Act.

And in the matter of a Commitment accepted by the Competition and Consumer Commission/Competition and Consumer Commission Direction/Competition Appeal Board Decision obtained in [describe the proceedings] on [date].

Upon the application of [state the party], and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] (and upon giving security in the sum of \$ [sum] by payment into Court, or bond to the satisfaction of the Registrar).

It is ordered that the Commitment accepted by the Competition and Consumer Commission/Direction of the Competition and Consumer Commission of Singapore/Decision of the Competition Appeal Board on [date], whereby the [name of the party who provided the Commitment] undertook to [state the full details of the Commitment]/it was directed that [state the full details of the Direction/Decision including the name of the party against whom the Direction/Decision was made] be registered as an order of the District Court pursuant to section 85(1)/section 73(9) read with section 85(1) of the Competition Act.

\*(It is further ordered that [name of the party who provided the Commitment/against whom the Direction/Decision was made] be at liberty to apply to set aside the said registration within \_\_\_\_\_ days after service upon him or her [state whether service is to be within Singapore or in a foreign country, the name of which is to be stated] of notice of such registration pursuant to Order 39, Rule 9 if he or she has grounds for so doing, and an enforcement order to enforce the Commitment/Direction/Decision shall not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration, until such application has been disposed of.)

It is ordered that costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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61.

O. 40, r. 19(2)

SEARCH WARRANT UNDER  
SECTION 34 OF THE CORRUPTION,  
DRUG TRAFFICKING  
AND OTHER SERIOUS CRIMES  
(CONFISCATION OF BENEFITS) ACT

To *(authorised officer to be specified)*

Whereas information has been laid before me that there is (or to be) an investigation into drug dealing or criminal conduct, and it has been established to my satisfaction that [state the ground(s) under section 34(2)(a), (b) or (c) of the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act that has/have been satisfied and on which the search warrant was issued]:

This is to authorise and require you to enter and search (for the said articles specified in the Schedule below in)\* the [describe the premises or part thereof, to which the search is to be confined], (and, if found, to produce the same forthwith before the [state the Court and location])\* (returning this warrant with an endorsement certifying what you have done under it, immediately upon its execution)\*.

Given under my hand and the seal of the Court on [date].

(Seal of the Court and signature of the Judge/Registrar/District  
Judge/Magistrate)

(\*Use as appropriate)

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62.

O. 42, r. 3

ORDER TO ARREST  
JUDGMENT DEBTOR LIKELY TO LEAVE  
SINGAPORE

(Title as in action)

To the Sheriff,

Whereas it appears to the Court that there is probable reason for believing that the judgment debtor is likely to leave Singapore with a view to avoiding payment of money under a judgment or to avoiding examination in respect of his affairs:

You are ordered to arrest the said [name of judgment debtor] and to bring him/her before the Court immediately, and if the Court is not sitting to deliver him/her to the officer-in-charge of the [name of prison] Prison, to be kept there until the next sitting of the Court when you are to bring him or her before the Court immediately.

And you are hereby further required, after the execution of this order, to return the same to Court immediately, with the place, time and mode of execution endorsed on the order.

(Seal of the Court and signature of the Registrar)

---

63.

O. 42, r. 4(2)

**ORDER TO ARREST  
NON-APPEARING JUDGMENT DEBTOR**

(Title as in action)

To the Sheriff,

Whereas a Judgment Debtor Summons was duly served on a judgment debtor.

And whereas the said [name of judgment debtor] failed to appear on [date] (pursuant to the said Judgment Debtor Summons) you are hereby ordered to arrest the said [name of judgment debtor] and bring him/her before the Court immediately, and if the Court is not sitting to deliver him/her to the officer-in-charge of the [name of prison] Prison, to be kept there until the next sitting of the Court when you are to bring him or her before the Court immediately.

And you are hereby further required, after the execution of this order, to return the same to Court immediately, with the place, time and mode of execution endorsed on the order.

(Seal of the Court and signature of the Registrar)

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64.

O. 42, r. 7(2)

ORDER OF ARREST /  
ATTACHMENT OF PROPERTY  
BEFORE JUDGMENT

(Title as in action)

(a) *Order to arrest before judgment.*

To the Sheriff,

Whereas [name] the claimant in the above action has shown to the satisfaction of the Court that the defendant [state the reasons for the order]:

You are hereby ordered to arrest the said [name of defendant] and to bring him/her before the Court immediately and if the Court is not sitting to deliver him/her to the officer-in-charge of the [name of prison] Prison to be kept there until the next sitting of the Court when you are to bring him/her before the Court immediately in order that he/she may show cause why he/she should not furnish security in the sum of \$ [sum] being the amount of the claim and costs for his/her personal appearance before the Court, while the above action is pending and until satisfaction of any order that may be made against him/her in the action.

(Seal of the Court and signature of the Registrar)

The claimant's address for service is [address].

*Note:* The defendant shall not be arrested if he/she pays to you the said sum of \$ [sum] to be deposited by you in Court to abide the trial of the action or further order of the Court.

*(b) Order to attach property before judgment.*

To the Sheriff,

Whereas [name] the claimant in the above action has shown to the satisfaction of the Court that the defendant [state the reasons for the order]:

You are hereby ordered to immediately seize all movable property liable to be seized under an order of attachment of property which shall be identified by or on behalf of [name] the claimant as belonging to the defendant up to the value of \$ [sum] being the amount of the claim and costs as a pledge or surety to answer the just claim of the claimant amounting to \$ [sum] and costs estimated at \$ [sum] until the trial of this action and satisfaction of any judgment that may be given against the defendant herein.

(Seal of the Court and signature of the Registrar)

The claimant's address for service is [address].

*Note:* The property shall not be seized if the defendant pays you the sum of \$ [sum] to be deposited by you in Court to abide the trial of the action or further order of the Court.

---

65.

O. 42, r. 13(1)

JUDGMENT DEBTOR SUMMONS

(Title as in action)

(a) *To a person.*

To [name of person] of [address] the abovenamed Judgment Debtor,

You are hereby summoned to appear before [state the Court] of the State Courts on the date and time shown above to be examined respecting your ability to satisfy the judgment recovered against you in the above action on [date] for \$ [sum] and \$ [sum] costs upon which judgment the sum of \$ [sum] is still due.

Take notice that if you do not appear, an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

(b) *To a partner or person carrying on business in a name other than his or her own.*

To [name of person (one person only to each summons)] alleged to be a partner in, or carrying on business in the name of, the firm against which judgment (or order) has been obtained] of [address],

Whereas the claimant obtained judgment (or an order) against the defendant firm [name] in this Court on [date] for the sum of \$ [sum] and \$ [sum] costs upon which judgment the sum of \$ [sum] is still due:

And whereas (on your admission in the proceedings) (or having been individually served with the originating claim in this action as a partner you failed to appear at the trial) (or having been adjudged to be liable as a partner) you are liable under the said judgment (or order) as (a partner in the defendant firm) (or the person carrying on business in the name of the defendant firm):

And whereas the Court has granted permission to issue this judgment debtor summons against you:

You are hereby summoned to appear before [state the Court] of the State Courts on the date and time shown above to be examined on your ability to satisfy the said judgment (or order).

Take notice that if you do not appear (or if the person to be served has not admitted in the proceedings that he or she is liable as a partner, or has not been adjudged to be liable as a partner, or has not been individually served as a partner and failed to appear at the trial) you will be deemed to admit your liability to pay the amount, due under the said judgment or order, and an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

*(c) To an officer of a corporation.*

To [name] of [address] an officer of the abovenamed defendant corporation,

You are hereby summoned to appear before the [state the Court] of the State Courts on the date and time shown above to be examined on the ability of the abovenamed defendant corporation to satisfy the judgment (or order) recovered (or made) against the said corporation in the above action on [date] for \$ [sum] and costs of \$ [sum] upon which judgment (or order) the sum of \$ [sum] is still due.

Take notice that if you do not appear an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

*(d) In respect of an order of the Commissioner for Labour.*

To the abovenamed judgment debtor,

You are hereby summoned to appear before the [state the Court] of the State Courts on the date and time shown above to be examined on your ability to satisfy the order made against you by the Commissioner for Labour on [date] whereby you were ordered to pay \$ [sum] to [name] and for which a certificate signed and sealed by the Commissioner for Labour was on [date] filed and recorded in this Court under which order the sum of \$ [sum] is still due.

Take notice that if you do not appear an order for your arrest may be issued.

(Seal of the Court and signature of the Registrar)

---

66.

O. 42, r. 15(2)

NOTICE OF APPLICATION FOR  
PERMISSION TO ISSUE JUDGMENT  
DEBTOR SUMMONS

(Title as in action)

Take notice that the abovenamed claimant intends to apply to the [state the Court] of the State Courts, 1 Havelock Square, Singapore, on the date and time shown above for permission to issue a judgment debtor summons against [name] on the ground that the abovenamed is liable as a partner in the firm of [name of defendant firm] or as the person carrying on business in the firm of [name of defendant firm] to pay the sum payable under the judgment (or order).

(Seal of the Court and signature of the Registrar)

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67.

O. 42, r. 15(2)

AFFIDAVIT FOR PERMISSION TO  
ISSUE A JUDGMENT DEBTOR  
SUMMONS

(Title as in action)

I, [name, address and description of deponent] make oath (or affirm) and say as follows:

1. On [date], I (or the claimant) obtained judgment (or an order) in this action in this Court against the defendants [state firm name in which defendants were sued] for the sum of \$ [sum] and \$ [sum] costs and there is now due and payable under the said judgment (or order) the sum of \$ [sum].

2. I allege that [state name, residence and occupation] is liable as a partner in the said firm (or as the person carrying on business in the said firm name) to pay the sum payable under the said judgment (or order), and I make this allegation on the following grounds:

[State any ground on which the person named is alleged to be liable, with the deponent's sources of information and grounds of belief.]

3. \*(Where the claimant does not make the affidavit, add) I am duly authorised by the claimant to make this affidavit on his or her behalf.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me*  
*Commissioner for Oaths.*

(\*Use as appropriate)

---

68.

O. 42, r. 16(1)

**JUDGMENT NOTICE**

(Title as in action)

To the judgment debtor,

Take notice that you are required to attend at the Supreme Court/State Courts on the date and time shown above to show cause why you should not be committed to prison for having disobeyed the order of the Court dated [date], that is to say, in having made default in payment of the [state which] instalment due thereunder [or here state the order disobeyed or not complied with].

(Seal of the Court and signature of the Registrar)

---

69.

O. 42, r. 18

ORDER OF COMMITMENT

(Title as in action)

To the Sheriff,

Whereas an order was made by the Court on [date], whereby it was ordered that [name] the abovenamed judgment debtor pay the judgment debt and costs by instalments of \$ [sum] a month (or as may be):

And whereas he or she has made default in the payment of instalments amounting to \$ [sum] (or as may be):

You are hereby ordered to arrest the said [name] and to deliver him or her to the officer-in-charge of the [name of prison] Prison, to be kept there for the term of [number] days from the arrest under this Order or until earlier payment of the instalment due amounting to \$ [sum] (or as may be).

(Seal of the Court and signature of the Registrar)

*Note:* The judgment debtor shall not be arrested if he or she pays to you the said sum of \$ [sum] to be deposited by you in Court.

---

70.

O. 42, r. 20(1)

CERTIFICATE OF SATISFACTION

(Title as in action)

I, [name] of [address], the judgment creditor, hereby certify that the judgment debt in respect of which the judgment debtor [name] is imprisoned has been satisfied and I request that the said [name] be discharged from detention.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me  
Commissioner for Oaths.*

To the officer-in-charge of the [name of prison] Prison,

This certificate is sufficient authority for the discharge of the judgment debtor from detention under the Order of Commitment No.      of 20      issued in respect of non-payment of the judgment debt.

(Seal of the Court and signature of the Registrar)

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71.

O. 42, r. 20(3)

**ORDER OF DISCHARGE**

(Title as in action)

To the officer-in-charge of the [name of prison] Prison,

Whereas it has been shown to the satisfaction of the Court that the judgment debtor has satisfied the judgment debt in respect of which he or she is imprisoned under an Order of Commitment No.      of 20      dated [date], in the above action.

You are hereby ordered to discharge the said judgment debtor from your custody, for which this order is sufficient authority.

(Seal of the Court and signature of the Registrar)

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72.

O. 42, r. 26

ORDER SUSPENDING AN ORDER OF  
COMMITMENT OR  
FOR DISCHARGE OF DEBTOR

(Title as in action)

On the application of [name] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name] and the Court being satisfied that the debtor is unable to pay the sum recovered against him or her (or any instalment thereof) under the judgment (or order).

It is ordered that the said judgment (or order) be suspended for [period] upon the following terms: [state terms] (or that the defendant be discharged from custody under the Order of Commitment No.      of 20      , upon the following terms, namely: [state terms, including, if so ordered, liability to re-arrest if the terms are not complied with]).

(Seal of the Court and signature of the Registrar)

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73.

O. 44, r. 4(6)

CONSENT OF LITIGATION REPRESENTATIVE  
OF PERSON UNDER DISABILITY

(Title as in action)

I, [name] of [address], consent to be the litigation representative of the abovenamed claimant/defendant, a minor (or a person lacking capacity) in this action, and I authorise [firm] of [address], advocates and solicitors, to act on my behalf.

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me*

*Commissioner for Oaths*

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74.

O. 44, r. 4(6)

CERTIFICATE BY SOLICITOR  
FOR PERSON UNDER DISABILITY

(Title as in action)

I, [name] of [firm], solicitor for [name of litigation representative], the litigation representative, hereby certify that I know (or believe) that:

(1) [name] is a minor (or a person lacking capacity) based on the following grounds [give the grounds of knowledge or belief];

(2) \*(where the person under disability is a person lacking capacity) there is no person authorised under the Mental Capacity Act to conduct the proceedings in the cause or matter in question in the name of [the person lacking capacity] or on his or her behalf; and

(3) the abovenamed [name of litigation representative] has no interest in the cause or matter in question adverse to that of the minor (or the person lacking capacity).

*Solicitor for the [state the party]*

[Name, address, email address and telephone number of the solicitor]

(\*Use as appropriate)

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75.

O. 45, r. 2(1)

**AFFIDAVIT IN SUPPORT OF  
APPLICATION FOR DISTRESS**

(Title as in action)

I, [name] of [address], do swear/affirm and say that I am the landlord (or his or her attorney or duly authorised agent) and that the defendant [name] is justly indebted to [name] in the sum of \$ [sum] being arrears of rent for the premises at [address] due for [number] months from [date] to [date] at the rate of \$ [sum] a month payable in advance (arrears) on the [date] day of each month (less the sum of \$ [sum] paid to account).

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [state name of interpreter])

*Before me  
Commissioner for Oaths.*

---

76.

O. 45, r. 2(2)

**AUTHORITY TO DISTRAIN**

(Title as in action)

I/We, [name] of [address] hereby authorise [firm] of [address] to apply on my/our behalf under the Distress Act for a writ of distress for all the arrears of rent now due to me/us (or to be due in the future) on property situated at [describe property] to which I am (or we are) entitled to distrain as [state capacity such as owner, lessee, trustee, guardian or as may be (or together with [state other person])].

[Affirmed/sworn] on [date] at [location]

(through the interpretation of [name of interpreter])

*Before me  
Commissioner for Oaths*

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77.

O. 45, r. 3(1)

WRIT OF DISTRESS

Distress No.            )  
of 20                    .)

Between

*Claimant*

And

*Defendant*

To the Sheriff,

I hereby direct you to distrain the movable property found on the premises at [address] for the sum of \$ [sum] being the amount of [number] months' rent due to [name] for the same, from [date] to [date], together with costs amounting to \$ [sum] and the prescribed fees and the expenses of executing this Writ, according to the provisions of the Distress Act.

But you are hereby expressly prohibited from taking any property not legally liable to a distress for rent.

(Seal of the Court and signature of the Registrar)

\_\_\_\_\_

78.

O. 45, r. 10(2)

**AUTHORITY TO FOLLOW GOODS**

(Title as in action)

Upon the application of the Sheriff and upon hearing the evidence of [name] (or reading the affidavit of [state the name of the person making the affidavit and the filing date] and it appearing from the said evidence (or affidavit) that on [date] certain property liable to be seized under the Writ of Distress issued herein namely [specify the property liable to be seized alleged to have been removed] was removed from the premises at [address] with the intention of hindering or preventing the distraint of the said property.

It is ordered that the Sheriff do follow and seize the said property in enforcement of the writ, wherever it may be found and deal with it as if it had been seized upon the said premises in accordance with the provisions of the Distress Act.

(Seal of the Court and signature of the Registrar)

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79.

O. 53, r. 20

SEARCH WARRANT UNDER  
SECTION 34 OF THE MUTUAL ASSISTANCE  
IN CRIMINAL MATTERS ACT

To *(authorised officer to be specified)*

Whereas information has been laid before me that there is a criminal matter in respect of a foreign offence and it has been established to my satisfaction that [state the ground(s) under section 34(1)(a) or (b) of the Mutual Assistance in Criminal Matters Act that has/have been satisfied and on which the search warrant was issued]:

This is to authorise and require you to search (for the said articles specified in the Schedule below in)\* the [describe the premises or part thereof, to which the search is to be confined], (and, if found, to produce the same forthwith before that [state the Court and location])\* (returning this warrant with an endorsement certifying what you have done under it, immediately upon its execution)\*.

Given under my hand and the seal of the Court on [date].

(Seal of the Court and signature of the Judge/Registrar/District  
Judge/Magistrate)

(\*Use as appropriate)

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80.

O. 53, r. 21(5)

**CERTIFICATE OF SERVICE OF FOREIGN PROCESS  
UNDER SECTION 38(3)(b)(i) OF THE MUTUAL ASSISTANCE  
IN CRIMINAL MATTERS ACT**

I, [name], Registrar of the Supreme Court of the Republic of Singapore hereby certify that the service of the process annexed hereto as requested by [state the appropriate authority of the foreign country] was effected in accordance with the procedures proposed in the request (or Order 53, Rule 21(2) of the Rules of Court 2021).

The affidavit of service of the process is attached to this Certificate.

(Seal of the Court and signature of the Registrar)

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81.

O. 53, r. 21(6)

STATEMENT OF REASON PREVENTING SERVICE  
OF FOREIGN PROCESS UNDER SECTION 38(3)(b)(ii) OF  
THE MUTUAL ASSISTANCE IN CRIMINAL MATTERS ACT

I, [name], Registrar of the Supreme Court of the Republic of Singapore hereby state that the process annexed hereto was not served upon the person named in the process as requested by [state the appropriate authority of the foreign country].

The reasons which prevented the service of the process are set out in the affidavit of attempted service which is attached to this Statement.

(Seal of the Court and signature of the Registrar)

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82.

O. 54, r. 2(2)

FORM OF OATH

*(a) In the case of persons under section 4(1)(a) of the Oaths and Declarations Act.*

I swear by Almighty God that

(the evidence I shall give in this Court/tribunal/inquiry/such other hearing shall be)

OR

(the contents of this affidavit are)

the truth, the whole truth, and nothing but the truth. So help me God.

Taken and subscribed before me at [location] on [date].

*Officer Administering the Oath*

*(b) In the case of Interpreters under section 4(1)(b) of the Oaths and Declarations Act .*

I, [name], having been appointed an Interpreter of the \_\_\_\_\_, do solemnly swear that I will faithfully interpret, translate and transcribe from the [state language] language into the English language and from the English language into the [state language] language to the best of my knowledge, skill and ability and without fear or favour, affection or ill-will.

Taken and subscribed before me at [location] on [date].

*Officer Administering the Oath*

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83.

O. 54, r. 3(2)

FORM OF AFFIRMATION

*(a) In the case of persons under section 4(1)(a) read with section 5 of the Oaths and Declarations Act.*

I solemnly and sincerely declare and affirm that

(the evidence I shall give in this Court/tribunal/inquiry/such other hearing shall be)

OR

(the contents of this affidavit are)

the truth, the whole truth, and nothing but the truth.

Taken and subscribed before me at [location] on [date].

*Officer Administering the Affirmation*

*(b) In the case of Interpreters under section 4(1)(b) read with section 5 of the Oaths and Declarations Act.*

I, [name], having been appointed an Interpreter of the \_\_\_\_\_, do solemnly affirm that I will faithfully interpret, translate and transcribe from the [state language] language into the English language and from the English language into the [state language] language to the best of my knowledge, skill and ability and without fear or favour, affection or ill-will.

Taken and subscribed before me at [location] on [date].

*Officer Administering the Affirmation*

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84.

O. 56, r. 2(1)

**ORDER FOR PARTICULARS (PARTNERSHIP)**

(Title as in action)

Upon the application of [name] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name].

It is ordered that the [party] furnish the [party] with a statement in writing, verified by affidavit, setting out the names and places of residence of all persons who were partners in the firm at/during [state the time the cause of action accrued], pursuant to the Rules of Court 2021, Order 56, Rule 2, and that the costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

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85.

O. 56, r. 3(3)

NOTICE OF SERVICE ON  
PARTNER OR PARTNER AND  
MANAGER OF PARTNERSHIP

(Endorsed on Originating Claim)

Take notice that the originating claim is served on you as a partner, (or a person having control or management of the partnership business or a partner and a person having control or management of the partnership business).

*Solicitor for the claimant*

[Name, address, email address and telephone number of the solicitor]

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86.

O. 57, r. 5(1)

ORDER FOR REGISTRATION OF  
PERSONAL DATA PROTECTION  
COMMISSION DIRECTION / PERSONAL  
DATA PROTECTION COMMISSION  
NOTICE / DATA PROTECTION APPEAL  
COMMITTEE DECISION  
IN THE STATE COURTS  
OF THE REPUBLIC OF SINGAPORE

Originating Application No.    )  
of 20    .)  
Filed: [date]

In the matter of section 48M(1) of the Personal Data Protection Act 2012.

And in the matter of a Direction of the Personal Data Protection Commission/a Notice of the Personal Data Protection Commission/a Decision of the Data Protection Appeal Committee obtained in [describe the proceedings] and dated [date].

Upon the application of [name], and upon reading the affidavit of [state the name of the person making the affidavit and the filing date].

It is ordered that the Direction of the Personal Data Protection Commission/Notice of the Personal Data Protection Commission/Decision of the Data Protection Appeal Committee dated [date], whereby it was directed that [state the full details of the Direction/Notice/Decision including the name of the party against whom the Direction/Notice/Decision was made] be registered as an order of the District Court pursuant to section 48M(1)/section 48Q(6) read with section 48M(1) of the Personal Data Protection Act 2012.

(It is further ordered that [name of party against whom the Direction/Notice/Decision was made] be at liberty to apply to set aside the said registration within [number] days after service upon him or her [state whether service is to be within Singapore or in a foreign country, the name of which is to be stated] of notice of such registration pursuant to Order 57, Rule 7 of the Rules of Court 2021 if he or she has grounds for so doing, and an enforcement order to enforce the Direction/Notice/Decision shall not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration, until such application has been disposed of.)

*State Courts Practice Directions 2021*  
*(To be read with Rules of Court 2021)*

*With effect from 1 April 2022*

It is ordered that costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

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87.

O. 59, r. 11(3)

**CERTIFICATE OF ORDER FOR COSTS  
AGAINST THE GOVERNMENT**

(Title as in action)

By a judgment/order of this Court dated [date] it was adjudged/ordered that [give particulars of the judgment or order].

I hereby certify that the costs payable to [party] by [party] in pursuance of the said judgment/order are \$ [sum] (or have been assessed and certified by me at \$ [sum]) and interest is payable thereon at the rate of [number]% per year from [date] until payment.

(Seal of the Court and signature of the Registrar)

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88.

O. 60, r. 5(1)

ORDER FOR REGISTRATION OF  
FOREIGN JUDGMENT /  
COMMONWEALTH JUDGMENT

IN THE GENERAL DIVISION OF THE HIGH COURT  
OF THE REPUBLIC OF SINGAPORE

Originating Application No.    )  
of 20    .)

Filed: [date]

Between

*Judgment Creditor*

And

*Judgment Debtor*

In the matter of the [state the relevant Act].

And in the matter of a judgment of the [describe the foreign Court]  
obtained in [describe the proceedings] and dated [date].

Upon the application of [name] the judgment creditor in this action and  
upon reading the affidavit of [state the name of the person making the affidavit  
and the filing date] (and upon the judgment creditor giving security in the sum  
of \$ [sum] by payment into Court, or bond to the satisfaction of the Registrar).

It is ordered that:

(1) the judgment dated [date], of the [describe the foreign Court] whereby it  
was adjudged that the abovenamed [name of judgment creditor] of [address]  
do recover against the abovenamed [name of judgment debtor] of [address]  
[state the amount due under the judgment] be registered as a judgment of the  
General Division of the High Court pursuant to the Act.

(2) the abovenamed [name of judgment debtor] may apply to set aside the said registration within [number] days after service upon him or her within Singapore (or name of foreign country if to be served abroad) of notice of such registration pursuant to Order 60, Rule 7 of the Rules of Court 2021 if he or she has grounds for so doing, and an enforcement order to enforce the said judgment will not be issued until after the expiration of that period or any extension of the period granted by the Court; or if an application be made to set aside the registration until such application has been disposed of.

(3) the costs of this application be [state costs order made].

(Seal of the Court and signature of the Registrar)

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89.

O. 60, r. 13(4)

CERTIFICATE UNDER THE  
RECIPROCAL ENFORCEMENT OF  
COMMONWEALTH JUDGMENTS ACT

(Title as in action)

I, [name], Registrar of the Supreme Court of the Republic of Singapore, hereby certify that the judgment, a certified copy of which is annexed, was obtained by the claimant (or defendant) against the defendant (or claimant) in this action on [date] for payment of the sum of \$ [sum] and \$ [sum] for costs, and carries interest at the rate of [number]% per year calculated on the said sums of \$ [sum] and \$ [sum] for [period for which interest is payable].

(Seal of the Court and signature of the Registrar)

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90.

O. 60, r. 13(5)

CERTIFICATE UNDER THE  
RECIPROCAL ENFORCEMENT OF  
FOREIGN JUDGMENTS ACT

(Title as in action)

I, [name], Registrar of the Supreme Court of the Republic of Singapore, hereby certify that —

1. The originating claim (or as may be), a copy of which is annexed, was issued out of the Registry of the Supreme Court on [date] by the abovenamed claimant against the abovenamed defendant, for payment of the sum of \$ [sum] in respect of [state shortly nature of claim or ground of action];

2. The said originating claim was duly served on [date] upon the said defendant by [mode of service] and the said defendant duly filed a notice of intention to contest or not contest on [date];

3. The said claimant obtained judgment against the said defendant, a certified copy of which is annexed, for payment of the sum of \$ [sum] in respect of [state shortly nature of claim or terms of judgment], together with the sum of \$ [sum] for costs;

4. The said judgment was obtained [state grounds on which judgment was based];

5. The said judgment carries interest at the rate of [number]% per year calculated on the said sums of \$ [sum] and \$ [sum] for [period for which interest is payable];

6. \*(No) objection has been made to the jurisdiction of the Court (on the grounds that [state the grounds of objection if any]); and

7. The pleadings in the action consisted of: [state the pleadings].

(Seal of the Court and signature of the Registrar)

(\*Use as appropriate)

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91.

O. 61, r. 3(6)

**ADVERTISEMENT OF APPLICATION**

(Title as in action)

Notice is hereby given that an application to the Court for directions on claims for compensation in respect of the following matter was made by [party] of [address] on [date]:

[Give date and brief particulars of the subject contravention of the Securities and Futures Act and name of the contravening person, the defendant corporation, the defendant partnership or the defendant individual, as the case may be].

Notice is further given that the Court will sit on the date and time shown above to hear the application; and any person desiring to claim compensation against the contravening person, the defendant corporation, the defendant partnership or the defendant individual, as the case may be, for the same contravention must, at least 7 clear days before the date of hearing, state his or her claim in accordance with the Rules of Court 2021 and must, within 3 days of filing his or her claim, serve it on the contravening person, the defendant corporation, the defendant partnership or the defendant individual, as the case may be. A person who, after filing his or her claim, fails to appear at the hearing in person or by his or her counsel may be barred from bringing any claim against the contravening person, the defendant corporation, the defendant partnership or the defendant individual.

The Applicant's solicitor is [state name, address, email address and telephone number of solicitor].

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92.

O. 63, r. 2(6)

**SHOW CAUSE NOTICE FOR  
ORDER FOR DISGORGEMENT  
AGAINST THIRD PARTY**

(Title as in action)

**SHOW CAUSE NOTICE**

[Issued pursuant to the order of [name of Judge] dated [date].]

To [party] of [address]

Take notice that an application for an order for disgorgement has been brought against you. In it the applicant claims against you [state the nature of the applicant's claim] as appears from the originating application a copy of which is served herewith.

Notice is further given that the Court will sit on the date and time shown above to give you an opportunity to show cause why the order should not be made.

If you do not appear at the hearing for the showing of cause, the Court may make such order as it deems appropriate.

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93.

O. 63, r. 3(4)

ADVERTISEMENT OF APPLICATION  
FOR DIRECTIONS ON CLAIMS  
FOR COMPENSATION UNDER ORDER  
FOR DISGORGEMENT

(Title as in action)

Notice is hereby given that an order for disgorgement under section 236L of the Securities and Futures Act has been made against [name of third party] in respect of the following matter:

[Give date and brief particulars of the subject contravention of the Securities and Futures Act, name of the contravening person and circumstances leading to the third party receiving the whole or any part of the benefit of the relevant contravention].

Notice is further given that an application to the Court for directions on claims for compensation to be paid out of the sum under the order for disgorgement was made by [state name of applicant and date of application].

Notice is further given that the Court will sit on the date and time shown above to hear the application; and any person desiring to claim compensation against [the third party] in respect of the same contravention must, at least 7 clear days before the date of hearing, state his or her claim in accordance with the Rules of Court 2021 and must, within 3 days of filing his or her claim, serve it on [the third party]. A person who, after filing his or her claim, fails to appear at the hearing in person or by his or her counsel may be barred from bringing any claim against [the third party].

The Applicant's solicitor is [state name, address, email address and telephone number of solicitor].

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94.

O. 64, r. 2(8)

**CERTIFICATE OF SERVICE  
OF FOREIGN PROCESS**

I, [name], Registrar of the Supreme Court of the Republic of Singapore hereby certify that the documents annexed hereto are as follows:

- (1) The process received with a Request for Service; and
- (2) A copy of the evidence of service upon the person named in the process.

And I certify that the method of service of the process, and the proof of service thereof, are such as are required by the rules regulating the service of process of the Supreme Court in Singapore (or that service of the process could not be effected for [reasons]).

And I certify that the cost of effecting such service, as duly certified by me, amounts to the sum of \$ [sum].

(Seal of the Court and signature of the Registrar)

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95.

O. 66, r. 7(2)

**ORDER FOR POSSESSION UNDER ORDER 66**

(Title as in summons)

Upon the application of [name] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name], it is ordered that the claimant [name] do recover possession of the land described in the originating application as [describe land] (and the defendant [name] do give possession of the said land on [date]) (and that the defendant [name] do pay the claimant costs of \$ [sum] (or to be assessed)).

(The above costs have been assessed and allowed at \$ [sum] as appears by the Registrar's certificate dated [date].)

(Seal of the Court and signature of the Registrar)

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96.

O. 66, r. 8(3)

ENFORCEMENT ORDER FOR POSSESSION  
UNDER ORDER 66

(Title as in summons)

Case No:

Application No:

Before: [Judge/Registrar]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

This enforcement order authorises the Sheriff to do the following:

1. to seize and deliver or give possession of property in the possession or control of the enforcement respondent and specified in the Schedule below;

\*2. to do the following as specified in the Court order:

[State the orders made]

- 1.
- 2.
- 3.

Date of enforcement order:

(Seal of the Court and signature of the Registrar)

Schedule

*\*For delivery of possession of property*

Address for seizure:

Property to be seized: [state description and type of property]

(\*Use as appropriate)

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97.

O. 67, r. 2(5)

WARRANT FOR SEARCH AND SEIZURE  
UNDER SECTION 11(1)(a) OF THE  
TERRORISM (SUPPRESSION OF FINANCING) ACT

To *(authorised officer to be specified)*

Whereas the Court is satisfied that the property specified in the Schedule below (is owned or controlled by or on behalf of a terrorist or terrorist entity/has been or will be used, in whole or in part, to facilitate or carry out a terrorist act):

This is to authorise and require you to search for the said property specified in the Schedule below in the [describe the building, receptacle or place to which the search is to be confined], and, if found, to seize the property and any other property which you believe, on reasonable grounds, that an order of forfeiture may be made under section 24 of the Act (and produce the same forthwith before the [state the Court and location]),\* (returning this warrant with an endorsement certifying that you have done under it, immediately upon its execution)\*.

Given under my hand and the seal of the Court on [date].

(Seal of the Court and signature of the Judge)

(\*Use as appropriate)

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98.

Fourth  
Schedule,  
Part 2

REQUEST FOR HEARING DATES /  
FURTHER HEARING DATES

(Title as in action)

To: The Registrar

Request for the matter to be fixed for hearing/further hearing before:  
[State name of Judge/Registrar].

Number of hearing/further hearing days requested: [number] days.

Number of hearing days previously expended: [number] days.

Hearing fees payable: \$ [sum].

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

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