

FAMILY ORDERS GUIDE

2021 EDITION



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Introduction

Properly drafted Court Orders are an important part of the administration of justice at the Family Justice Courts. Clarity in the language of Orders stand to benefit all Court users, including judges, lawyers and self-represented litigants.

This Family Orders Guide (FOG), initiated by the Family Justice Courts, seeks to provide guidance to Court users on the language of commonly used orders. Each order is assigned a Code that will be a common reference point for all Court users and judges. The FOG is designed as a guide and a tool with which court users can craft their bespoke Court orders by selecting individual orders they require based on the needs of their case.

The FOG is not intended as, nor should it replace, legal advice. The FOG user should ensure that the legal effect(s) of the order(s) that he/she chooses to adopt is well understood. In the event that there are questions or concerns, legal advice should be sought.



(A) Child-related Orders

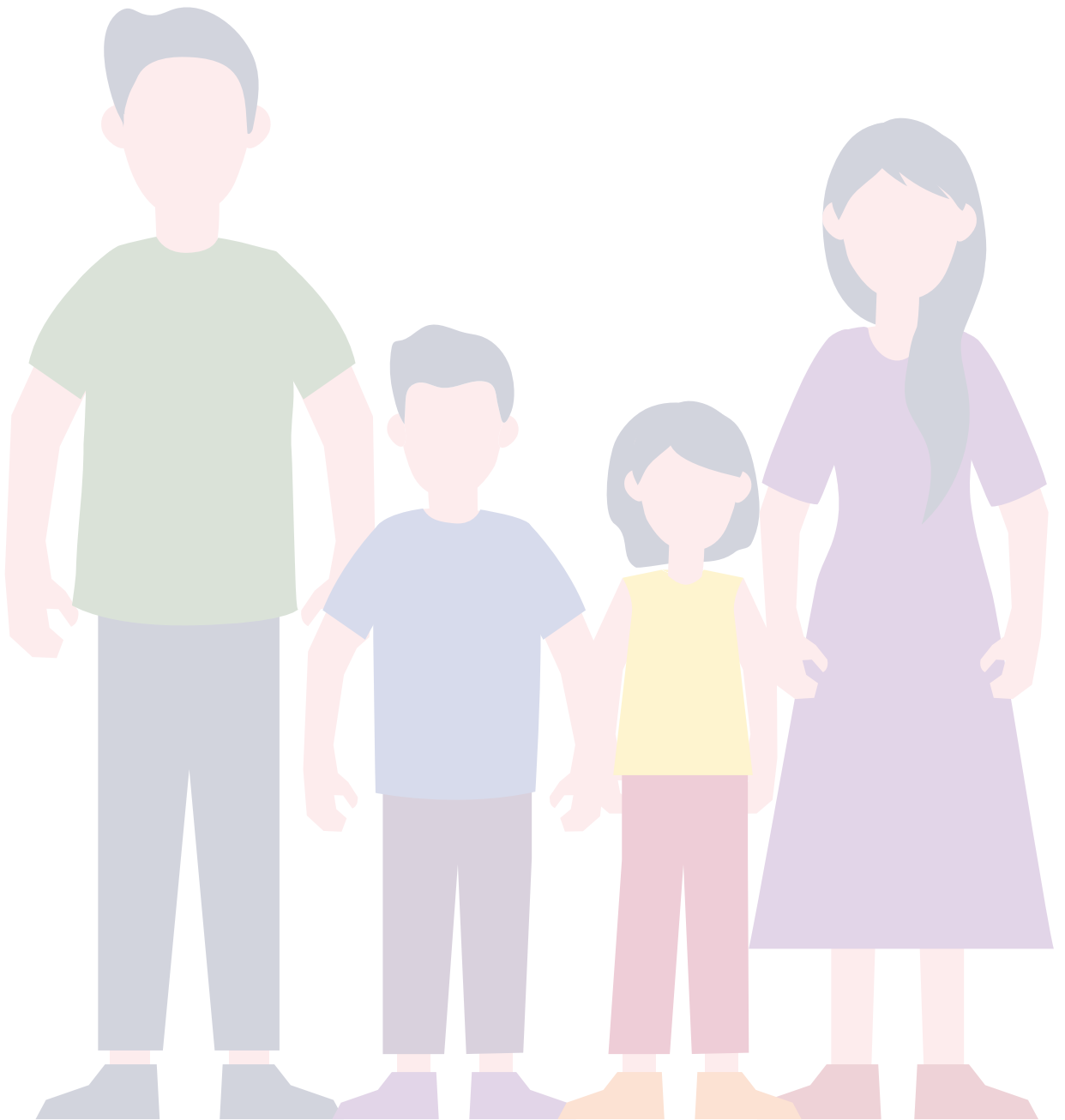
Code	Purpose Of Order	Suggested Language Of Order
01	Both parents to be jointly responsible for making major decisions regarding the child/ren	The Parties shall have joint custody of the child/ren of the marriage [insert full name of child/ren and identification number].
02	One parent to be solely responsible for making major decisions regarding the child/ren	[insert full name of party] shall have sole custody of the child/ren of the marriage, [insert full name of child/ren and identification number].
03	Both parents to be jointly responsible for making daily care decisions for the child/ren	<p>The Parties shall have shared care and control of the child/ren of the marriage [insert full name of child/ren and identification number].</p> <p>The shared care and control arrangements shall be as follows:-</p> <p>a) The child/ren shall reside with [insert full name of Party 1] from [day] at [time] to [day] at [time].</p> <p>b) The child/ren shall reside with [insert full name of Party 2] from [day] at [time] to [day] at [time].</p>
04	One parent to be responsible for making daily care decisions for the child/ren	[insert full name of party] shall have care and control of the child/ren of the marriage, [insert full name of child/ren and identification number].
05	Provides for which parent is responsible for the daily care decisions for children who do not live together	[insert full name of party] shall have care and control of [insert full name of child/ren and identification number] and [insert full name of party] shall have care and control of [insert full name of child/ren and identification number].
06	Generous access by a parent to the child/ren with no specific fixed timing	[insert full name of party] shall have liberal access to the child/ren.
07	Regular access by a parent to the child/ren with no specific fixed timing	[insert full name of party] shall have reasonable access to the child/ren.
08	Regular access by a parent to the child/ren, and for the child/ren to be accompanied by a designated person	[insert full name of party] shall have supervised access to [insert full name of child/ren and identification number]. [Options to specify day / time]. [insert full name of person] shall accompany the child during access.

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09	Weekly access by a parent to the child/ren with specific timing	[insert full name of party] shall have weekly access to the child/ren from [day] at [time] to [day] at [time].
10	Access by a parent to the child/ren that is supervised at a Divorce Support Specialist Agency <i>via</i> the Supervised Visitation programme	<p>[insert full name of party] shall have supervised access to the child/ren <i>via</i> the Supervised Visitation programme at a Divorce Support Specialist Agency (DSSA). A report shall be prepared after [x -- up to a maximum of 8] sessions and the issue of access shall be reviewed thereafter.</p> <p>(If applicable) Costs of the DSSA Supervised Exchange program are to be borne [to state proportion e.g. equally] between the Parties.</p>
11	Regular access by a parent to the child/ren where handovers are supervised by a designated person	[insert full name of party] shall have supervised exchange to [insert full name of child/ren and identification number]. [Options to specify day/time]. [Insert full name of person] shall accompany the child during the exchange.
12	Access by a parent to the child/ren where handovers are supervised at a Divorce Support Specialist Agency <i>via</i> the Supervised Exchange programme	<p>[insert full name of party] shall have access to the child/ren <i>via</i> the Supervised Exchange programme at a Divorce Support Specialist Agency (DSSA). [insert full name of party] is shall have access assisted by at the DSSA [Once / Twice / Thrice] [week / month] up to [x hours]. A report shall be prepared after [x] sessions and the issue of access shall be reviewed thereafter.</p> <p>(If applicable) Costs of the DSSA Supervised Exchange program are to be borne [to state proportion e.g. equally] between the Parties.</p>
13	Access by a parent to the child/ren on public holidays	[insert full name of party] shall have access to [insert full name of child/ren and identification number] on alternate Public Holidays from [time] on the [eve / day] to [time] on the [eve / day].
14	Access by a parent to the child/ren on school holidays	[insert full name of party] shall have access to [insert full name of child/ren and identification number] for [[x weeks]/ half] of the [mid-year / year-end / summer / winter] school holidays. [insert full name of party] shall have the first [x weeks / half] and the [insert full name of party] shall have the second [x weeks / half], on an alternating basis.
15	Arrangements if special events fall within a parent's access to the child/ren	If either parent has a special event (e.g. the Child's birthday, parent's birthday, family gathering, weddings) that he /she wishes for [insert full name of child/ren and identification number] to attend the event, which affects

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		the other parent’s access period, the parents shall discuss and mutually agree on the arrangements to be made (including make-up access, if any), and each parent shall not unreasonably withhold agreement to such requests.
16	Permission for a parent to travel out of Singapore with the child/ren during his/her access time	The Parties shall [not be / be] at liberty to bring [insert full name of child/ren and identification number] out of jurisdiction on an overseas trip during their access period(s).
17	Administrative arrangements for the parent(s) when travelling out of Singapore with the child/ren	The travelling parent shall provide confirmation of the travel date and details at least [x] weeks in advance. The travel itinerary, with details on accommodation, flight, contact numbers, shall be provided at least [x] days prior to travel. Prior to travel, [insert full name of party] shall hand over the passport(s) of [insert full name of child/ren and identification number] to the [insert full name of party] on the day of travel / [x] days prior to travel, which shall be returned to the [insert full name of party] within [x] days after travel.
18	Administrative arrangements relating to the child/ren’s passport and renewal	If either parent wishes to apply for (a) passport(s) for the child/ren, or to renew the child/ren’s existing passport, the other parent shall not withhold his / her consent to the application without reasonable cause.
19	Access by a parent to the child/ren <i>via</i> telephone or video call	[insert full name of party] shall have [telephone / video call] contact to [insert full name of child/ren and identification number] every [night / weekly / weekend], from [time] to [time], on [day]. The timing and duration of phone contact shall accommodate the child/ren’s schedule.
20	Permission for a parent to decide where the child should register for school	[insert full name of party] be allowed to decide on the primary school where the child [insert full name of child/ren and identification number] (“the Child”) is to be registered. In the event that there is no availability at the primary school of the [insert full name of party]’s choice, the Child shall be registered at such other school that the [insert full name of party] may secure.
21	Permission for a parent to relocate the child/ren to another country	[insert full name of party] shall be at liberty to relocate [insert full name of child/ren and identification number] to [insert country name], provided [insert full name of party] be kept informed of [insert full name of party]’s reason for relocation and with the relevant contact details, including

Code	Purpose Of Order	Suggested Language Of Order
		the address and any other details that may be necessary to ensure contact between [insert full name of child/ren and identification number] and [insert full name of party] is preserved.
22	Restrictions on the parent(s) to travel out of Singapore with the child/ren	[insert full name of party/Parties], shall not by [himself / herself], [his / her] agents or [his / her] servants, bring [insert full name of child/ren and identification number], out of Singapore without the prior written consent of the [insert full name of party] or an Order of Court.
23	Specific permission for the parent(s) to travel out of Singapore with the child/ren	Paragraph [x] of the Order of Court dated [x] [the earlier Stop Order] shall remain, save that the [insert full name of party], shall be permitted to bring the [insert full name of child/ren and identification number], out of Singapore to [specify destination] for the period commencing from [date] to [date].
24	Counselling of the parent(s) and / or the child/ren at a Divorce Support Specialist Agency	[insert full name of party/Parties] and the child/ren are to attend Counselling at a Divorce Support Specialist Agency.
25	Specific counselling of the child/ren	[insert full name of party/Parties] and the child/ren are to attend the Children-in-Between programme.
26	Appointment of a Parenting Coordinator	[Name of appointed parenting coordinator] is appointed parenting coordinator in this matter ("the Parenting Coordinator") for a duration of [state duration].
27	Response by the nominated Parenting Coordinator	The Parenting Coordinator shall accept or decline the appointment by filling up and returning to the Court the "Notice of Acceptance / Non-Acceptance". In the event that the Parenting Coordinator does not submit the "Notice of Acceptance / Non-Acceptance" within 3 days of the Court notifying the Parenting Coordinator of the order, the Parenting Coordinator is deemed to have declined the appointment and another parenting coordinator will be appointed in place of the Parenting Coordinator.
28	Payment of Parenting Coordination fees	The Parties shall pay their share of the parenting coordination fees directly to the Parenting Coordinator.

Code	Purpose Of Order	Suggested Language Of Order
29	Allocation of share of Parenting Coordination fees	<p>The Court allocates payment of fees for parenting coordination as follows:-</p> <p>[proportion]% shall be paid by the [insert full name of party]; and</p> <p>[proportion]% shall be paid by the [insert full name of party]</p>
30	Authority and scope of responsibility of the Parenting Coordinator	<p>The Parties must, as far as practicable, provide to the Parenting Coordinator copies of all pleadings, documents and/or Orders as may be requested by the Parenting Coordinator.</p> <p>The Parenting Coordinator may meet with the Parties and/or children together or separately, in person or by any electronic means for [insert frequency of sessions e.g. total number of hours (being a minimum of 6 hours and a maximum of 12 hours at first instance)].</p> <p>Parties agree that they shall not hold the Parenting Coordinator liable for any damage or loss that they may incur in the course of or arising from the parenting coordination process.</p>
31	Appointment of a Child Representative	<p>A Child Representative is to be appointed to represent the best interests of the [child/ren], [insert full name of child/ren and identification number]in these proceedings.</p>
32	Payment of Child Representative fees	<p>First tier costs fixed at [\$ amount] to be paid by [both Parties equally / insert full name of party/ solely] within [x] days upon receipt of the Notice of Address for Service of the Child Representative. This is without prejudice to the Child Representative’s right to ask for further costs to be determined by the Court.</p>





(B) Maintenance Orders

Code	Purpose Of Order	Suggested Language Of Order
01	Designated parent to have the sole responsibility of maintaining the child/ren	The child/ren of the marriage shall be solely maintained by [insert full name of party].
02	Monthly sum to be contributed as maintenance for the child/ren	[insert full name of party] shall pay a monthly maintenance of \$[insert amount] for [each / the] child/ren of the marriage with effect from [insert date] and thereafter on the [insert date] of each subsequent month.
03	Single lump sum to be contributed as maintenance for the child/ren	[insert full name of party] shall pay \$[insert amount] as lump sum maintenance for the child/ren of the marriage. Payment shall be made in one lump sum by [insert date].
04	Lump sum paid over instalments to be contributed as maintenance for the child/ren	[insert full name of party] shall pay \$[insert amount] as lump sum maintenance for the child/ren. Payment shall be made in one sum / equal instalments of \$[insert amount] with effect from insert [date] and thereafter on the [insert date] of each subsequent month / [insert payment schedule].
05	Reimbursement of prescribed expenses for the child/ren by a designated parent	[insert full name of party] shall pay [insert full name of party] [insert proportion]% of the costs related to [Dental / Medical / Tuition / Enrichment / School] as a [full / partial] reimbursement upon [x] days of [notice / receipt of supporting document(s)].
06	Direct payment of prescribed expenses for the child/ren by a designated parent	[insert full name of party] shall pay directly to the vendor, namely [insert name of vendor] as payment for [Dental / Medical / Tuition / Enrichment / School] upon [x] days of [notice/ receipt of supporting document(s)].
07	No maintenance payable for a designated party	There shall be no maintenance for the [insert full name of party].
08	Monthly sum to be contributed as maintenance for the spouse	[insert full name of party] shall pay a monthly maintenance of \$[insert amount] as maintenance for the [insert full name of party] with effect from [insert date] and thereafter on the [insert date] of each subsequent month.

Code	Purpose Of Order	Suggested Language Of Order
09	Single lump sum to be contributed as maintenance for the spouse	[insert full name of party] shall pay \$[insert amount] as lump sum maintenance for [insert full name of party]. Payment shall be made in one lump sum by [insert date].
10	Lump sum paid over instalments to be contributed as maintenance for the spouse	[insert full name of party] shall pay \$[insert amount] as lump sum maintenance for [insert full name of party]. Payment shall be made in one sum / equal instalments of \$[insert amount] with effect from insert [date] and thereafter on the [insert date] of each subsequent month / [insert payment schedule].
11	Reimbursement of prescribed expenses for the spouse	[insert full name of party] shall pay [insert full name of party] [insert proportion]% of the costs related to [Dental / Medical / Rental] as a [full / partial] reimbursement upon [x] days of [notice / receipt of supporting document(s)].
12	Direct payment of prescribed expenses for the spouse	[insert full name of party] shall pay directly to the vendor, namely [insert name of vendor] as payment for [Dental / Medical / Rental] upon [x] days of [notice / receipt of supporting document(s)].
13	Manner and mode in which the maintenance should be paid	All payments shall be made into the [insert full name of party] [insert name of Bank] [Bank account number ###]



(C) Division of Matrimonial Assets Orders

Code	Purpose Of Order	Suggested Language Of Order
01	Retention of the matrimonial flat held in a party's sole name	[insert full name of party] shall be entitled to retain the matrimonial flat located at [insert full address] currently held in his/her sole name. Within [x] months of the Final Judgment / [date], [insert full name of party] shall vacate the property and his/her name shall be removed as an occupier. There shall be no consideration paid to [insert full name of party].
02	Sale of the matrimonial flat and the manner of distribution of the sale proceeds	<p>The matrimonial flat at [insert full address] shall be sold on the open market within [x] months of the Final Judgment / [date]. The sale proceeds shall be applied as follows:-</p> <p>a) To make full payment of the outstanding housing loan to the [bank / HDB].</p> <p>b) To pay the HDB resale levy (if any).</p> <p>c) To pay the requisite CPF refunds in accordance with applicable CPF Rules and Regulations to the Parties' respective CPF accounts.</p> <p>d) To pay all costs and expenses incidental and relating to the sale of the property.</p> <p>e) The balance sale proceeds shall be divided in the following manner: [proportion]% to [insert full name of party] and [proportion]% to [insert full name of party].</p>
03	Transfer of the matrimonial flat without cash payment or CPF refund	[insert full name of party]'s rights, title and interest in the matrimonial flat at [insert full address] shall be transferred (other than by way of sale) to [insert full name of party] with no CPF refunds to be made to [insert full name of party]'s CPF account and no cash consideration to [insert full name of party], within [x] months of the Final Judgment / [date]. [insert full name of party] shall bear the costs of the transfer.
04	Transfer of the matrimonial flat with full CPF refund	[insert full name of party]'s rights, title and interest in the matrimonial flat at [insert full address] shall be transferred (other than by way of sale) to [insert full name of party] upon [insert full name of party] making the full required CPF refunds to [insert full name of party]'s CPF account,

Code	Purpose Of Order	Suggested Language Of Order
		within [x] months of the Final Judgment / [insert date]. [insert full name of party]] shall bear the costs related to the transfer.
05	Transfer of the matrimonial flat with partial CPF refund	[insert full name of party]'s rights, title and interest in the matrimonial flat at [insert full address] shall be transferred (other than by way of sale) to [insert full name of party] upon [insert full name of party] making CPF refunds of [\$ amount] to [insert full name of party]'s CPF account, being only part of the required CPF refunds, within [x] months of the Final Judgment / [date]. [insert full name of party] shall bear the costs related to the transfer.
06	Surrender of matrimonial flat to HDB	The matrimonial flat at [insert full address] shall be surrendered to the HDB, within [x] months of the Final Judgment / [date]. Any losses shall be apportioned between the Parties in accordance with the prevailing HDB / CPF Rules and Regulations.
07	Designates who shall have conduct of the sale of the matrimonial flat	[insert full name of party] / Parties shall to have [sole/joint] conduct of sale of the matrimonial flat.
08	Retention of private property held in a party's sole name	[insert full name of party] shall be entitled to retain the property at [insert address] currently held in his/her sole name. Within [x] months of the Final Judgment / [date], [insert full name of party] shall vacate the property. There shall be no consideration paid to [insert full name of party].
09	Sale of private property and the distribution of the sale proceeds	The property at [insert full address] shall be sold on the open market within [x] months of the Final Judgment / [date]. The sale proceeds shall be applied as follows:- a) To make full payment of the outstanding housing loan to the bank. b) To pay the requisite CPF refunds in accordance with applicable CPF laws to Parties' respective CPF accounts. c) To pay all costs and expenses incidental and relating to the sale of the property. d) The balance sale proceeds shall be divided in the following manner: [proportion]% to [insert full name of party] and [proportion]% to [insert full name of party].

Code	Purpose Of Order	Suggested Language Of Order
10	Transfer of private property without cash payment or CPF refund	[insert full name of party]'s rights, title and interest in the property at [insert full address] shall be transferred (other than by way of sale) to [insert full name of party] with no CPF refunds to be made to [insert full name of party]'s CPF account and no cash consideration to [insert full name of party], within [x] months of the Final Judgment / [date]. [insert full name of party] shall bear the costs related to the transfer.
11	Transfer of private property with full CPF refund	[insert full name of party]'s rights, title and interest in the property at [insert full address] shall be transferred (other than by way of sale) to [insert full name of party] upon [insert full name of party] making the full required CPF refunds to [insert full name of party]'s CPF account, within [x] months of the Final Judgment / [date]. [insert full name of party] shall bear the costs related to the transfer.
12	Transfer of private property with partial CPF refund	[insert full name of party]'s rights, title and interest in the property at [insert full address] shall be transferred (other than by way of sale) to [insert full name of party] upon [insert full name of party] making CPF refunds of [\$ amount] to [insert full name of party]'s CPF account, being only part of the required CPF refunds, within [x] months of the Final Judgment / [date]. [insert full name of party] shall bear the costs related to the transfer.
13	Designates who shall have conduct of the sale of the private property	[insert full name of party / Parties] shall have [sole / joint] conduct of sale of the property.
14	Retention of assets not covered by other orders	Each party shall retain all other assets in their respective names.
15	Sale of a prescribed asset and the distribution of the sale proceeds	Parties shall sell the [insert description of asset] within [x] months of the Final Judgment / [date]. Upon sale of the [insert description of asset], the sale proceeds shall be divided [proportion]% to [insert full name of party] and [proportion]% to [insert full name of party].
16	Transfer of a prescribed asset	[insert full name of party] shall transfer [insert description of asset] to [insert full name of party], within [x] months of the Final Judgment / [date]. [insert full name of party] shall bear the costs related to the said transfer.

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17	Payment of cash as a proportion of the asset pool between Parties	[insert full name of party] shall make a cash payment of [\$ amount], equivalent to [proportion]% of the total pool of the matrimonial assets, to [insert full name of party] as [his/her] share of the matrimonial assets. Payment shall be made within [x] months of the Final Judgment / [date] and shall be made into [insert full name of party]’s [insert name of bank] account [insert account number].										
18	Prescribes the sum of CPF monies that a spouse is entitled to from the other spouse’s CPF account(s)	[insert full name of party] [hereinafter referred to as the “Spouse”] shall be entitled to [\$ amount] of the [insert full name of party]’s [hereinafter referred to as the “Member”] Central Provident Fund (“CPF”) monies pursuant to section 112 of the Women’s Charter (Cap. 353).										
19	Instructions to the CPF Board for transferring funds from one CPF account to another	<p>The Board shall [transfer / impose a charge], [from / against] the monies standing to the credit of [Spouse] in the following CPF account(s) of [Member], the amount(s) specified as follows to [Spouse]’s CPF account(s):</p> <p style="padding-left: 40px;">[Member] is ordered to sell or liquidate the following investment(s) held by [Member] under the CPF Investment Scheme: [to state]</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">[Member]’s CPF account(s) to transfer from</th> <th style="text-align: center;">Amount to Transfer / Charge</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Ordinary Account</td> <td style="text-align: center;">[\$ amount]</td> </tr> <tr> <td style="text-align: center;">Special Account</td> <td style="text-align: center;">[\$ amount]</td> </tr> <tr> <td style="text-align: center;">Medisave Account</td> <td style="text-align: center;">[\$ amount]</td> </tr> <tr> <td style="text-align: center;">Retirement Account</td> <td style="text-align: center;">[\$ amount]</td> </tr> </tbody> </table>	[Member]’s CPF account(s) to transfer from	Amount to Transfer / Charge	Ordinary Account	[\$ amount]	Special Account	[\$ amount]	Medisave Account	[\$ amount]	Retirement Account	[\$ amount]
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20	Instructions to the CPF Board for transferring funds from one CPF account to another following the sale or liquidation of CPF investments	<p>Upon the making of the refund of monies from the sale or liquidation of [Member]’s investments indicated in this order (“investment refunds”), the Board shall, from the monies standing to the credit of [Member] in the following CPF account(s) of [Member], transfer the amount(s) specified as follows to [Spouse]’s CPF account(s):</p> <p style="padding-left: 40px;">[Member] is ordered to sell or liquidate the following investment(s) held by [Member] under the CPF Investment Scheme: [to state]</p>										

Code	Purpose Of Order	Suggested Language Of Order										
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21	Instructions to the CPF Board for transferring funds from one CPF account to another following the sale of the matrimonial home	<p>After the making of the refund into [Member]'s CPF account(s) of the required CPF monies in respect of the matrimonial home at [insert full address] [by [Member] / from the sale proceeds of the matrimonial home at [insert full address], the Board shall [transfer / impose a charge], [from / against] the monies standing to the credit of [Member] in the following CPF account(s) of [Member], the amount(s) specified as follows to [Spouse]'s CPF account(s):-</p> <p>[Member] is ordered to sell or liquidate the following investment(s) held by [Member] under the CPF Investment Scheme: [to insert]</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">[Member]'s CPF account(s) to transfer from</th> <th style="width: 30%;">Amount to Transfer / Charge</th> </tr> </thead> <tbody> <tr> <td>Ordinary Account</td> <td>\$ []</td> </tr> <tr> <td>Special Account</td> <td>\$ []</td> </tr> <tr> <td>Medisave Account</td> <td>\$ []</td> </tr> <tr> <td>Retirement Account</td> <td>\$ []</td> </tr> </tbody> </table>	[Member]'s CPF account(s) to transfer from	Amount to Transfer / Charge	Ordinary Account	\$ []	Special Account	\$ []	Medisave Account	\$ []	Retirement Account	\$ []
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22	Sale or liquidation of a party's CPF investments	<p>[Member] is ordered to sell or liquidate the following investment(s) held by [Member] under the CPF Investment Scheme:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Description of Specific Investment to be sold</th> <th style="width: 30%;">Description of CPF Scheme Under which Investments are held (CPFIS-OA, CPF-SA or SDS)</th> <th style="width: 10%;">No. of Units to be sold</th> <th style="width: 40%;">[This is a table where there is free text to be filed up]</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>All obligations to effect the sale of the investments shall be on [Member] and not on the Board.</p>	Description of Specific Investment to be sold	Description of CPF Scheme Under which Investments are held (CPFIS-OA, CPF-SA or SDS)	No. of Units to be sold	[This is a table where there is free text to be filed up]						
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Code	Purpose Of Order	Suggested Language Of Order
23	Prescribes cash balance(s) payable (if any) following the transfer of CPF monies	[Member] shall pay to [Spouse] [\$ amount] [towards / being] the balance payable by [Member] to [Spouse] under paragraph [x] of this order.
24	Orders are subject to the CPF Act and its subsidiary legislation	<p>This Order is made subject to the Central Provident Fund Act (Cap. 36) (“CPF Act”) and the subsidiary legislation made thereunder made in respect of [Member]’s CPF monies, property and investments. The CPF Board shall give effect to the terms of this Order, in accordance with the provisions of the CPF Act and the subsidiary legislation made thereunder. That all obligations to [effect the transfer of / payment to [Spouse] of any amount that has been charged] [the matrimonial flat / CPF monies property and investment] from [Member] to [Spouse] shall be on [insert full name of party] / Parties and not on the Board.</p> <p>Unless expressly provided for in the CPF Act, nothing in the Orders herein shall be taken to affect the Board’s charge on the matrimonial home or any other immovable property owned by one or both of the parties and which is the subject of this Order of Court. The Board shall determine the requisite refunds to be made to the respective parties’ CPF accounts upon the sale, transfer, assignment or otherwise disposal of such immovable property in accordance with the CPF Act and the subsidiary legislation made thereunder.</p> <p>The shortfall, if any, between the Ordinary Account and the payment received by [Spouse] from the Board or transferred to [Spouse]’s CPF account is a debt due from [Member] to [Spouse] and is recoverable as such.</p>
25	Prohibition against removal, disposal, or diminution of assets	<p>[insert full name of party] whether by his agents or employees or otherwise, must not remove from Singapore or 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 of [\$ amount]. This prohibition includes the following assets in particular:</p> <p>(a) the monies in [insert full name of party]’s following Central Provident Fund (“CPF”) accounts:</p> <ul style="list-style-type: none"> (i) Ordinary Account;(ii) Special Account; (iii) MediSave Account; and (iv) Retirement Account, <p>(b) the monies in [insert full name of party]’s Investment Account with an approved agent bank under the Central</p>

Code	Purpose Of Order	Suggested Language Of Order
		<p>Provident Fund (Investment Schemes) Regulations (Rg 9); and</p> <p>(c) the investments made under the Central Provident Fund (Investment Schemes) Regulations (Rg 9).</p> <p>This Order does not prohibit [insert full name of party] from using the monies in his/her CPF account(s) for the following purposes only:</p> <p>(a) for all payments required or permitted to be made under the:</p> <ul style="list-style-type: none"> (i) CPF (Dependants' Protection Insurance Scheme) Regulations (Rg 19); (ii) CPF (Home Protection Insurance Scheme) Regulations (Rg 11); (iii) CPF (Medisave Account Withdrawals) Regulations (Rg 17)2; (iv) CPF (Withdrawals for ElderShield Scheme) Regulations (Rg 29); <p>and the relevant provisions under the Central Provident Fund Act, where applicable;</p> <p>(b) for all payments required or permitted to be made under the:</p> <ul style="list-style-type: none"> (i) MediShield Life Scheme Act 2015 and any subsidiary legislation made pursuant to that Act; (ii) CareShield Life and Long-Term Care Act 2019 and any subsidiary legislation made pursuant to that Act; <p>and</p> <p>(c) for repayment or for periodic payments towards the repayment of any loan taken by the Defendant / Respondent to finance or re-finance the purchase or acquisition of [insert full address of matrimonial property]</p> <p>The Central Provident Fund Board shall be entitled to make such deductions from the monies standing to the credit of the CPF account(s) of [insert full name of party] for the following purposes only and need not enquire as to the application or proposed application of any monies withdrawn by [insert full name of party] if the withdrawal appears to be permitted by this Order :</p> <p>(a) for the purposes stated in the exceptions to this order; and</p> <p>(b) for the payment to the Government the amount which the Board is entitled to recover on behalf of the Government under sections 14, 14A and 57C of the CPF Act.</p>

Code	Purpose Of Order	Suggested Language Of Order
26	Empowering the Registrar or Assistant Registrar of the Family Justice Courts to sign prescribed documents under prescribed circumstances	The Registrar/ Assistant Registrar of the Family Justice Courts under section 31 of the Family Justice Act 2014 is empowered to execute, sign, or endorse all necessary documents relating to matters contained in this order on behalf of either party [should either party fail to do so within seven days of written request being made to the party].
27	Notification to Parties on the effects of non-compliance of Orders	<p>If you, [insert full name of party], the within-named Plaintiff, neglect to obey this Order by the time therein limited, you will be liable to process of execution for the purpose of compelling you to obey the same.</p> <p>If you, [insert full name of party], the within-named Defendant, neglect to obey this Order by the time therein limited, you will be liable to process of execution for the purpose of compelling you to obey the same.</p>
28	Ability of Parties apply to the Court for further orders if necessary, in the future	Parties shall be at liberty to apply.
29	Ability of Parties and the CPF Board to apply to the Court for further orders if necessary in the future	The Parties, including the Board, shall be at liberty to apply for further directions or Orders generally.



(D) Procedural Orders

Forum

Code	Purpose Of Order	Suggested Language Of Order
01	Pause the progress of the matter because another country's laws are more appropriately applied to the case	That the proceedings in [insert case number] shall be stayed in view of the ongoing proceedings in [insert name of country].

Service

Code	Purpose Of Order	Suggested Language Of Order
02	Dispensing with the need to serve the application and related documents	That service of the [Writ for Divorce / Originating Summons / Summons for Variation], its accompanying documents and all further documents in relation to this matter on [insert full name of party] is dispensed with.
03	Service of the application and related documents by posting a copy of the documents on the front door of an address	That service of the [Writ for Divorce / Originating Summons / Summons for Variation] and its accompanying documents (collectively, "the documents") filed herein shall be effected on [insert full name of party] by posting a copy of the same on the front door of [insert full address], together with a copy of this Order relating to service. This shall be deemed good service.
04	Service of the application and related documents by mailing a copy of the documents to an address	That service of the [Writ for Divorce / Originating Summons / Summons for Variation] and its accompanying documents, (collectively, "the documents") filed herein shall be effected on [insert full name of party] by way of Registered Mail at the last known address at [insert full address], together with a copy of this Order relating to service. This shall be deemed good service.
05	Service of the application and related documents by transmitting an electronic copy to an email address, phone number or social media account	That service of the [Writ for Divorce / Originating Summons / Summons for Variation] and its accompanying documents, (collectively, "the documents") filed herein shall be effected on [insert full name of party] by way of electronic means namely by [email / social media platform]

Code	Purpose Of Order	Suggested Language Of Order
		/ messaging apps name] to [insert full name of party]'s [email / social media platform / messaging apps name] at [insert email address / social media handle / messaging contact details], together with a copy of this Order relating to service. This shall be deemed good service.
06	Permission for the service of the application and related documents to take place in another country	Leave is granted to [insert full name of party] to serve the [Writ for Divorce / Originating Summons / Summons for Variation] and its accompanying documents, (collectively, “the documents”) on [insert full name of party] out of jurisdiction at [insert overseas address].

Status Of Marriage – Interim/Final Judgment

Code	Purpose Of Order	Suggested Language Of Order	
07	Dissolving a marriage	That the marriage be dissolved.	
08 - 13	Specifying the fact(s) relied upon for the irretrievable breakdown of the marriage	<p>08</p> <p>The marriage has broken down irretrievably*</p> <p>Fact(s) relied upon for the irretrievable breakdown of the marriage (for the purposes of section 95(3) of the Women’s Charter): [Choose one or more of the following]</p>	<p>09</p> <p>That the Defendant has committed adultery and the Plaintiff finds it intolerable to live with the Defendant.</p>
			<p>10</p> <p>That the Defendant has behaved in such a way that the Plaintiff cannot reasonably be expected to live with the Defendant.</p>
			<p>11</p> <p>That the Defendant has deserted the Plaintiff for a continuous period of at least 2 years immediately preceding the filing of the writ.</p>
			<p>12</p> <p>That the Parties to the marriage have lived apart for a continuous period of at least 3 years immediately</p>

Code	Purpose Of Order	Suggested Language Of Order	
			preceding the filing of the writ and the Defendant consents to a judgment being granted. [The Statement of Particulars is to annex a copy of the Defendant's consent if available.]
		13	That the Parties to the marriage have lived apart for a continuous period of at least 4 years immediately preceding the filing of the writ.
14	Declaration that the marriage is null and void	That the marriage be declared null and void.	
15 - 20	Specifying the fact(s) relied upon for declaring that a marriage is invalid	15	16
		(For marriages that took place after 1st June 1981) The marriage is not valid under section 105 of the Women's Charter	by virtue of 3[(4)/5/9/10/11/12/22] of the Women's Charter
			17
			(for marriages celebrated outside Singapore) for the lack of capacity.
			18
			(for marriages celebrated outside Singapore) under the law of the place in which the marriage was celebrated.
		19	(For marriages that took place on or before 1st June 1981) The marriage is not valid for the reasons stated in the Statement of Particulars
		20	(For marriages that took place on or after 1 July 2016) The marriage is not valid by virtue of s11A of the Women's Charter
21 - 28	Specifying the fact(s) relied upon for declaring that a marriage is voidable	21	22
		(For marriages that took place after 1st June 1981) The marriage is	That the marriage has not been consummated owing to the incapacity of either party

Code	Purpose Of Order	Suggested Language Of Order	
		voidable under section 106 of the Women’s Charter on the following ground(s): [Choose one or more of the following]	[please specify] to consummate it.
			23 That the marriage has not been consummated owing to the wilful refusal of the Defendant to consummate it.
			24 That the [Plaintiff/Defendant] did not validly consent to the marriage, in consequence of duress and/or mistake* and/or unsoundness of mind/lack of capacity* and/or the facts stated in the Statement of Particulars [please specify in the Statement of Particulars].
			25 That at the time of the marriage the [Plaintiff/Defendant] though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Health (Care and Treatment) Act (Cap. 178A) of such a kind or to such an extent as to be unfit for marriage.
			26 That at the time of the marriage the Defendant was suffering from venereal disease in a communicable form,

Code	Purpose Of Order	Suggested Language Of Order
		and the Plaintiff was at the time of the marriage ignorant of the facts alleged.
		27 That at the time of the marriage the Defendant was pregnant by some person other than the Plaintiff and the Plaintiff was at the time of the marriage ignorant of the facts alleged.
		28 (For marriages that took place on or before 1st June 1981) The marriage is voidable for the reasons stated in the Statement of Particulars.
29	Judicial separation	That a judgment of judicial separation be granted.
30	Dissolving a marriage when the Defendant is presumed dead	That the Defendant be presumed dead and the divorce be granted.
31	Permission to withdraw a case	That leave is granted for [insert case number] to be withdrawn.
32	Discontinuance of a case	The action in [insert case number] is discontinued.
33	Setting aside Orders made in a case	That the order(s) made on [insert date] by [insert name of Judge] in [insert case number] are set aside.
34	Rescinding Orders made in a case	That the order/s made on [insert date] by [insert name of Judge] in [insert case number] are rescinded.
35	Permission to file for divorce within 3 years of marriage	That the Plaintiff be at liberty to file a writ of summons for dissolution of the marriage notwithstanding that 3 years have not passed since the marriage was registered on [insert date of marriage].

Interlocutory

Code	Purpose Of Order	Suggested Language Of Order
36	Permission to withdraw an application	That leave is granted for [insert case number/ sub-case number] to be withdrawn.
37	Not continuing an application	The action in [insert case number] is discontinued.
38	Permission to change portions of an application	That leave is granted to amend prayer [x] of [insert case number] to [include / be amended] as follows [insert amendment].
39	Permission to change portions of a document	That leave is granted to amend paragraph [x] of [document name] as set out in the draft "[insert document name] - Amendment No. [x]".
40	Remove a document from the Court's record	That [insert document name] shall be [struck out / expunged].
41	Remove portions of a document from the Court's record	That [paragraph(s) [insert number] of the affidavit / the entire affidavit] filed on [date] be struck out.
42	Setting aside Orders made in an application	That the Order/s granted on [insert date] by [insert name of Judge] are set aside.
43	Rescinding Orders made in an application	That the Order/s made on [insert date] by [insert name of Judge] are rescinded.
44	Permission for more time to file a document	That an extension of time is granted to [insert full name of party] to file [insert name of document] by [insert date].
45	Permission to obtain the Final Judgment earlier	That leave is granted for an abridgement of time for [insert full name of party] to file and extract the Certificate of Final Judgment within [insert time period] of the extraction of the Interim Judgment.
46	Shorten the time for documents to be provided to a party	That time for service of these documents shall be abridged to [insert time period].
47	Obtain details on the whereabouts of specific documents from the other party	That [insert full name of party / other party - to specify] shall be required to state on affidavit, pursuant to Rule 63(1) of the Family Justice Rules, in respect of each of the following documents, whether the same is in his possession, custody

Code	Purpose Of Order	Suggested Language Of Order						
		<p>or power, and if not then in his possession, custody or power, when he parted with it and what has become of it.</p>						
<p>48</p>	<p>Obtain copies of specific documents from the other party</p>	<p>That [insert full name of party/other party - to specify] shall exhibit in the affidavit a copy of each of the said documents stated to be in his possession, custody, or power and in respect of each of the said document stated not to be in his possession, custody or power, to state the reasons why, together with supporting documentation of the explanation.</p> <p>[sample table to be inserted]</p> <table border="1" data-bbox="742 808 1461 983"> <thead> <tr> <th data-bbox="742 808 826 931">S/No.</th> <th data-bbox="826 808 1088 931">Name of document</th> <th data-bbox="1088 808 1461 931">Date / time frame, if applicable [e.g. quarterly statements from (date) to (date)]</th> </tr> </thead> <tbody> <tr> <td data-bbox="742 931 826 983"></td> <td data-bbox="826 931 1088 983"></td> <td data-bbox="1088 931 1461 983"></td> </tr> </tbody> </table>	S/No.	Name of document	Date / time frame, if applicable [e.g. quarterly statements from (date) to (date)]			
S/No.	Name of document	Date / time frame, if applicable [e.g. quarterly statements from (date) to (date)]						
<p>49</p>	<p>Obtain specific information from the other party</p>	<p>That [insert full name of party/other party - to specify] shall be required to answer the following interrogatories on affidavit, to the best of his knowledge, information and belief, pursuant to Rule 69 of the Family Justice Rules. The said affidavit is to be filed and served by [insert date].</p> <p>[sample table to be inserted]</p> <table border="1" data-bbox="742 1308 1461 1482"> <thead> <tr> <th data-bbox="742 1308 826 1431">S/No.</th> <th data-bbox="826 1308 1088 1431">Name of document</th> <th data-bbox="1088 1308 1461 1431">Date / time frame, if applicable [e.g. an explanation of the withdrawal on (insert date)].</th> </tr> </thead> <tbody> <tr> <td data-bbox="742 1431 826 1482"></td> <td data-bbox="826 1431 1088 1482"></td> <td data-bbox="1088 1431 1461 1482"></td> </tr> </tbody> </table>	S/No.	Name of document	Date / time frame, if applicable [e.g. an explanation of the withdrawal on (insert date)].			
S/No.	Name of document	Date / time frame, if applicable [e.g. an explanation of the withdrawal on (insert date)].						

Appeals

Code	Purpose Of Order	Suggested Language Of Order
50	Pause the progress of the matter until the completion of the specified event	That pending the conclusion of the [insert description of appeal / variation / other legal proceedings], the proceedings in [insert case number] shall be stayed.
51	Pause the execution of an Order until the completion of the specified event	That the execution of the Order dated [insert date] shall be stayed pending the [insert description of appeal / variation / other legal proceedings].

Enforcement

Code	Purpose Of Order	Suggested Language Of Order
52	Permission to start committal proceedings	That leave is granted to [insert full name of party] to apply for an Order of Committal against [insert full name of party] for his / her failure to comply with the terms of Clause(s) [x] of the Order of Court dated [date].
53	One party is found to have breached a Court Order and has acted in contempt of court	That the said [insert full name of party] has been found to be guilty of contempt of Court. It is ordered that for this said contempt, [insert full name of party] shall be fined [\$ amount] or imprisoned for [insert duration] (or until further Order).
54	Fixes the amount to be attached pending the hearing and conclusion of the garnishee proceedings	That it is ordered by the Judge (or Registrar) that all debts due or accruing due from the abovementioned garnishee to the abovementioned judgment debtor (in the sum of [\$ amount]) be attached to answer a judgment recovered against the said judgment debtor by the abovenamed judgment creditor in the Family Division of the High Court / Family Court on the [insert date] for the sum (or to answer an order made in the Family Division of the High Court / Family Court on the [insert date] ordering payment by the judgment debtor to the judgment creditor of the sum) of [\$ amount] ([\$ amount] debt and [\$ amount] in costs) (together with the costs of the garnishee proceedings) on which judgment (or Order) the sum of [\$ amount] remains due and unpaid.

Code	Purpose Of Order	Suggested Language Of Order
55	Directs the garnishee to attend the hearing in order to provide information to the Court on the amount(s) available to satisfy the judgment	It is ordered that the garnishee shall attend Court on an application by the judgment creditor for Orders that that the garnishee do pay to the judgment creditor the debt due from the garnishee to the judgment debtor, or so much thereof as may be sufficient to satisfy the judgment (or Order), together with the costs of the garnishee proceedings.
56	Fixes the final amount to be attached and directs the garnishee to make the payment to the judgment creditor	It is that the said garnishee do forthwith pay to the judgment creditor (or into Court if the judgment creditor is resident outside the scheduled territories as defined in the Exchange Control Act (Cap. 99), or would receive payment of the said sum on behalf of a person so resident, unless the permission of the Monetary Authority of Singapore under that Act has been given unconditionally or upon conditions which have been complied with) [\$ amount] being so much of the debt due from the garnishee to the judgment debtor as is sufficient to satisfy the said judgment debt and costs, together with [\$ amount] the costs of the garnishee proceedings, and that the garnishee be at liberty to retain [\$ amount] for his costs of this application out of the balance of the debt due from him to the judgment debtor.
57	Examination of Judgment Debtor	[insert full name of party and identification number], do attend and be orally examined as to whether the said [insert full name] has any property or means, before the Registrar and the said [insert full name] do produce any books or documents in his possession or power relating to the same at the time and place appointed for the examination and costs of this application and of the examination thereunder be in the discretion of the Registrar conducting the examination.

Variation

Code	Purpose Of Order	Suggested Language Of Order
58	Varying an Order that was already made	That Paragraph [x] of the Order of Court dated [insert date] shall be varied in the following manner [insert the new Orders made by the Court].

Others

Code	Purpose Of Order	Suggested Language Of Order
59	Permission for a lawyer to stop acting for a party	That leave is granted to M/s [insert full name of law firm] to cease to be the solicitors acting for [insert full name of party] in this action upon compliance with the requirements of Rule 934(1) of the Family Justice Rules.
60	Recusing a Judge from presiding over a case or an application	That the Judge [insert full name of Judge] shall be recused from presiding over these proceedings.
61	Notice of consequences of disobeying an Order	If you, [insert full name of party] disobey this order, you shall be guilty of contempt of Court and may be sent to prison or fined.
62	Court does not make an Order for the costs of the proceedings	That there shall be no Order as to costs of the proceedings.
63	Costs of the proceedings is to be decided by the Court if Parties do not reach an agreement	Costs of these proceedings shall be taxed if not agreed.
64	Determines a fixed amount of costs to be paid by one party to the other	[insert full name of party] shall pay costs of these proceedings fixed at [\$ amount], payable by [insert full name of party] to [insert full name of party], including / excluding disbursements (of [\$ amount]).

