

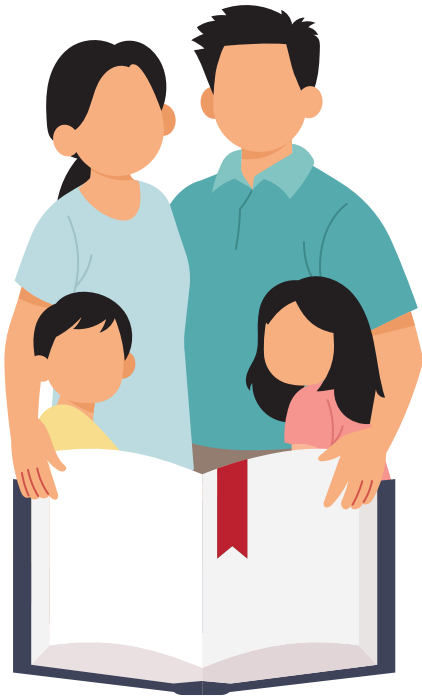
FAMILY ORDERS GUIDE

2024 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.

The 2024 Edition captures updates to the CPF Suggested Clauses.

(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	Provides for the parent who is living with the child/ren to be responsible for making daily care decisions	[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 the parent who 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.
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].

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
10	Access by a parent to the child/ren that is supervised at an MSF Appointed 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 the FAM Centre (under the MSF supervised visitation programme)</p> <p>[insert number of sessions and/or number of times a week or month]. Parties may be required to attend any other programme including counselling and/or assessment at the FAM Centre, as determined by the MSF. A review shall be fixed by the Court after a report is submitted by FAM Centre to the Court.</p> <p>(If applicable) Costs of any Supervised Visitation *programme at the FAM Centre 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	<p>[insert full name of party] shall have supervised exchange for 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 the exchange.</p>
12	Access by a parent to the child/ren where handovers are supervised at an MSF Appointed Agency <i>via</i> the Supervised Exchange programme	<p>[insert full name of party] shall have access to the child/ren via the Supervised Exchange programme on Saturdays/ weekdays from ___am to ___pm. (One-way / Two-way) Supervised exchange shall take place at the FAM Centre for ___ sessions. (up to 8). [If one-way Supervised Exchange is ordered, details may be required to clarify the arrangements for the exchange] A review shall be fixed by the court after a report is submitted by FAM Centre to the Court.</p> <p>(If applicable) Costs of any Supervised Visitation *programme at the FAM Centre 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	<p>[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].</p>
14	Access by a parent to the child/ren on school holidays	<p>[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.</p>
15	Arrangements if special events fall within a parent's access to the child/ren	<p>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 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.</p>

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
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 [insert full name of child 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 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.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
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 an MSF Appointed Agency	[insert full name of party / Parties] and the child/ren are to attend Counselling at FAM Centre.
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 at FAM Centre.
26	Appointment of a Parenting Coordinator	[Name of appointed parenting coordinator] is appointed parenting coordinator in this matter ("the Parenting Coordinator") for a period of [insert duration] from the date of the order.
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 "Response by Parenting Coordinator". In the event that the Parenting Coordinator does not submit the "Response by Parenting Coordinator" 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.
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>

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		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.
31	Appointment of a Child Representative	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.
32	Payment of Child Representative fees	First tier costs fixed at \$[insert 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.

(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 to [insert full name of party] 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] to [insert full name of party] 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] to [insert full name of party] 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 [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 [insert full name of party] with effect from [insert date] and thereafter on the [insert date] of each subsequent month.
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].

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
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 to the vendor	[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

Parties may refer to the full CPF Suggested Clauses which are available on the One Judiciary and CPF Board websites.

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 [his / her] sole name. [Within [x] months of the Final Judgment / By [insert 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].
02A	<p>Sale of the matrimonial flat and the manner of distribution of the sale proceeds</p> <p><i>This clause only applies to sale of HDB flats with HDB loans or without any loans. To refer to the full CPF Suggested Clauses</i></p>	<p>The matrimonial flat at [insert full address] shall be sold on the open market [within [x] months of the Final Judgment / by [insert date]]. The sale proceeds shall be applied as follows: -</p> <ol style="list-style-type: none"> To make full payment of the outstanding housing loan (if any) to the HDB To pay the HDB resale levy (if any) To pay the requisite CPF refunds in accordance with applicable CPF Rules and Regulations to the Parties' respective CPF accounts To pay all costs and expenses incidental and relating to the sale of the property 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].
02B	<p>Sale of the matrimonial flat and the manner of distribution of the sale proceeds</p> <p><i>This clause only applies to sale of HDB flats financed with bank loans or private properties financed with or without bank loans. To refer to the full CPF Suggested Clauses</i></p> <p><i>Note: For a private property bought before 1 September 2002, if there has been no refinancing after that date for the property, the priority of distribution of sale proceeds is as set out in the Deed of Arrangement between the Board, the member(s) and the mortgagee</i></p>	<p>The matrimonial flat/property at [insert full address] shall be sold on the open market [within [x] months of the Final Judgment / by [insert date]]. The sale proceeds shall be applied as follows: -</p> <ol style="list-style-type: none"> To make full payment of the outstanding housing loan to the bank (if any); To pay the requisite CPF refunds in accordance with applicable CPF laws to all owners' respective CPF accounts; [to indicate other payments including the HDB resale levy (if any) and how net proceeds, if any, are to be apportioned.]

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
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 / by [insert 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, [within [x] months of the Final Judgment / by [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 \$[insert 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 / by [insert date]]. [insert full name of party] shall bear the costs related to the transfer.
05A	Part-share resale of one party's share of the matrimonial flat	[insert full name of party] shall sell his/her rights, title and interest in the matrimonial flat at [insert full address] to [insert full name of party] by way of part-share resale [within [x] months of the Final Judgment / by [insert date]]. Upon [insert full name of party] paying [insert full name of party] the sum of [x]% of the net value of the matrimonial flat. The net value of the matrimonial flat shall be the market value of the matrimonial flat based on a valuation obtained through an HDB-appointed valuer or a private valuer appointed [solely / jointly] by the parties. [insert full name of party] shall bear the costs related to the sale.
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 / by [insert 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 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

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		[x] months of the Final Judgment / By [insert 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	<p>The property at [insert full address] shall be sold on the open market [within [x] months of the Final Judgment / by [insert date]]. The sale proceeds shall be applied as follows: -</p> <ul style="list-style-type: none"> 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 [insert full name of party / Parties]'s 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].
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 / by [insert 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 / by [insert 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 / by [insert date]]. [insert full name of party] shall bear the costs related to the transfer.
13	Party/Parties 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.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER										
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 / by [insert 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 / by [insert date]]. [insert full name of party] shall bear the costs related to the said transfer.										
17	Payment of cash as a proportion of the asset pool between Parties	[insert full name of party] shall make a cash payment of \$[insert 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 / by [insert 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 \$[insert 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 (the "Ordered Amount").										
19	Instructions to the CPF Board for transferring funds from one CPF account to another	<div>The Board shall transfer, from 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):<table><tr><th>[Member]'s CPF account(s) to transfer from</th><th>Amount to Transfer</th></tr><tr><td>Ordinary Account</td><td>\$[insert amount]</td></tr><tr><td>Special Account</td><td>\$[insert amount]</td></tr><tr><td>Medisave Account</td><td>\$[insert amount]</td></tr><tr><td>Retirement Account</td><td>\$[insert amount]</td></tr></table></div>	[Member]'s CPF account(s) to transfer from	Amount to Transfer	Ordinary Account	\$[insert amount]	Special Account	\$[insert amount]	Medisave Account	\$[insert amount]	Retirement Account	\$[insert amount]
[Member]'s CPF account(s) to transfer from	Amount to Transfer											
Ordinary Account	\$[insert amount]											
Special Account	\$[insert amount]											
Medisave Account	\$[insert amount]											
Retirement Account	\$[insert amount]											
20	Sale of investments and transfer of CPF money after refund of investments	<div>[Member] is ordered to sell or liquidate the following investment(s) held by [Member] under the CPF Investment Scheme.<table><tr><th>Description of Specific Investment to be sold</th><th>Description of CPF Scheme under which Investments Are held (CPFIS-OA, CPFIS-SA or SDS)</th><th>No. of Units to be sold</th></tr><tr><td></td><td></td><td></td></tr></table></div>	Description of Specific Investment to be sold	Description of CPF Scheme under which Investments Are held (CPFIS-OA, CPFIS-SA or SDS)	No. of Units to be sold							
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CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER										
		<p>All obligations to effect the sale of the investments shall be on [Member] and not on the Board.</p> <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> <table><tr><th>[Member]'s CPF account(s) to transfer from</th><th>Amount to Transfer</th></tr><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></table> <p>The Board shall only transfer the amount specified in this order after the Board has been notified of the sale of the investments and the refunds have been credited into the CPF account(s) of the Member.</p>	[Member]'s CPF account(s) to transfer from	Amount to Transfer	Ordinary Account	\$()	Special Account	\$()	Medisave Account	\$()	Retirement Account	\$()
[Member]'s CPF account(s) to transfer from	Amount to Transfer											
Ordinary Account	\$()											
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Medisave Account	\$()											
Retirement Account	\$()											
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, [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> <table><tr><th>[Member]'s CPF account(s) to transfer from</th><th>Amount to Transfer</th></tr><tr><td>Ordinary Account</td><td>\$(insert amount)</td></tr><tr><td>Special Account</td><td>\$(insert amount)</td></tr><tr><td>Medisave Account</td><td>\$(insert amount)</td></tr><tr><td>Retirement Account</td><td>\$(insert amount)</td></tr></table> <p>The Board shall only transfer the amount specified in this order after the Board has been notified of the sale of the matrimonial home and the refunds have been credited into the CPF account(s) of the Member.</p>	[Member]'s CPF account(s) to transfer from	Amount to Transfer	Ordinary Account	\$(insert amount)	Special Account	\$(insert amount)	Medisave Account	\$(insert amount)	Retirement Account	\$(insert amount)
[Member]'s CPF account(s) to transfer from	Amount to Transfer											
Ordinary Account	\$(insert amount)											
Special Account	\$(insert amount)											
Medisave Account	\$(insert amount)											
Retirement Account	\$(insert amount)											
22	Prescribes cash balance(s) payable (if any) following the transfer of CPF monies	[Member] shall pay to [Spouse] \$(insert amount) [towards / being] the balance payable by [Member] to [Spouse] under paragraph [x] of this order.										
23	Orders are subject to the CPF Act and its subsidiary legislation	This Order is made subject to the Central Provident Fund Act ("CPF Act") and the subsidiary legislation made thereunder										

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		<p>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.</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 Ordered Amount 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>
24	Prohibition against removal, disposal, or diminution of assets	<p><u>Disposal of Assets</u></p> <p>[insert full name of party] whether by [his / her] 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 / her] assets which are in Singapore whether in [his / her] own name or not and whether solely or jointly owned up to the value of \$[insert 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 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><u>Exceptions to Injunction Order</u></p> <p>This Order does not prohibit [insert full name of party] from using the monies in [his / her] CPF accounts(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);

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		<p>(ii) CPF (Home Protection Insurance Scheme) Regulations (Rg 11);</p> <p>(iii) CPF (Medisave Account Withdrawals) Regulations (Rg 17);</p> <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> <p>(i) MediShield Life Scheme Act 2015 and any subsidiary legislation made pursuant to that Act;</p> <p>(ii) CareShield Life and Long-Term Care Act 2019 and any subsidiary legislation made pursuant to that Act; and</p> <p>(c) for repayment or for periodic payments towards the repayment of any loan taken by the [insert full name of party] to finance or re-finance the purchase or acquisition of [insert full address of matrimonial property].</p> <p><u>Third Parties</u></p> <p><u>Deductions by the Central Provident Fund Board</u></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>
25	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].
26	Notification to Parties on the effects of non-compliance of Orders	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.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		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.
27	Ability of Parties to apply to the Court for further orders if necessary, in the future	Parties shall be at liberty to apply.
28	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], 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] 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] 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] 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 / 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.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
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] 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	08		
		The marriage has broken down irretrievably*	09	That the Defendant has committed adultery and the Plaintiff finds it intolerable to live with the Defendant.
		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]	10	That the Defendant has behaved in such a way that the Plaintiff cannot reasonably be expected to live with the Defendant.
			11	That the Defendant has deserted the Plaintiff for a continuous period of at least 2 years immediately preceding the filing of the writ.
			12	That the Parties to the marriage have lived apart for a continuous period of at least 3 years immediately preceding the filing of the writ and the Defendant consents to a judgment being granted. <i>[The Statement of Particulars is to annex a copy of the Defendant's consent if available.]</i>

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER		
			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 (For marriages that took place after 1st June 1981) The marriage is not valid under section 105 of the Women's Charter	16	by virtue of 3[(4) / 5 / 9 / 10 / 11 / 12 / 22] of the Women's Charter
			17	<i>(for marriages celebrated outside Singapore) for the lack of capacity.</i>
			18	<i>(for marriages celebrated outside Singapore) under the law of the place in which the marriage was celebrated.</i>
		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 (For marriages that took place after 1st June 1981) The marriage is voidable under section 106 of the Women's Charter on the following ground(s): [Choose one or more of the following]	22	That the marriage has not been consummated owing to the incapacity of either party [<i>please specify</i>] 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

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER	
			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 [<i>please specify in the Statement of Particulars</i>].
		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 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, 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.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		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]".

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER						
40	Remove a document from the Court's record	That the [insert document name] filed in [insert case number / sub-case number] 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] in [insert case number / sub-case number] 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) granted 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 or power, and if not in his possession, custody or power, when he parted with it and what has become of it.						
48	Obtain copies of specific documents from the other party	<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> <table border="1"> <thead> <tr> <th>S/No.</th><th>Name of document</th><th>Date / time frame, if applicable [e.g. quarterly statements from (date) to (date)]</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </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)]						

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER						
49	Obtain specific information from the other party	<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> <table border="1"> <tr> <th>S/No.</th><th>Name of document</th><th>Date / time frame, if applicable [e.g. an explanation of the withdrawal on (insert date)].</th></tr> <tr> <td> </td><td> </td><td> </td></tr> </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].
51A	Request extension of time to file the Notice of Appeal	That an extension of time is granted to [insert full name of party] to file the Notice to Appeal by [insert date].

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 [insert date].
53	One party is found to have breached a Court Order and has acted in contempt of court	<p>That the said [insert full name of party] has been found to be guilty of contempt of Court.</p> <p>It is ordered that for this said contempt, [insert full name of party] shall be fined \$[insert amount] or imprisoned for [insert duration].</p>

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF 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 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 \$[insert amount] (\$[insert amount] debt and \$[insert amount] in costs) (together with the costs of the garnishee proceedings) on which judgment (or Order) the sum of \$[insert amount] remains due and unpaid.
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 ordered 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, 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) \$[insert 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 \$[insert amount] being the costs of the garnishee proceedings, and that the garnishee be at liberty to retain \$[insert 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	To request that the 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 / this application] fixed at \$[insert amount], to [insert full name of party], including / excluding disbursements (of \$[insert amount]).

(E) PROBATE ORDERS

GRANTS INVOLVING A WILL

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
01	Grant of Probate to an executor named in the Will	Probate be granted to the Applicant(s).
02	Grant of Probate to an executor named in the Will, with power reserved of making like grant to other executor(s) named in the Will	Probate be granted to the Applicant(s), with power reserved of making the like grant to [insert name of the other executor], the other executor(s) named in the Will.
03	Grant of Probate to an executor named in the Will, with power reserved of making like grant to an infant executor named in the Will	Probate be granted to the Applicant(s), with power reserved of making the like grant to [insert name of the infant executor named in the Will], the infant executor named in the Will, upon him/her attaining the age of 21 years.
04	Grant of Probate to an executor named in the Will, with power reserved of making like grant to an executor named in the Will lacking mental capacity	Probate be granted to the Applicant(s), with power reserved of making the like grant to [insert name of the executor named in the Will lacking mental capacity], the other executor named in the will, upon him/her ceasing to lack mental capacity.
05	Grant of Probate or Letters of Administration with Will limited to a particular asset	Probate / Letters of Administration with Will Annexed be granted to the Applicant(s), limited to [describe the movable/immovable asset].
06	Grant of Probate based on a copy or draft of the Will where the original cannot be found or produced	Probate be granted to the Applicant(s), limited until the original Will is admitted to probate.
07	Grant of Letters of Administration with Will Annexed	Letters of Administration with Will Annexed be granted to the Applicant(s).
08	Grant of Letters of Administration with Will Annexed with a Co-administrator	Letters of Administration with Will Annexed be granted to the Applicant(s) and to [insert full name of co-administrator] as Co-administrator.
09	Grant of Letters of Administration with Will Annexed for the unadministered Estate of the deceased	Letters of Administration with Will Annexed for the Unadministered Estate of the deceased be granted to the Applicant(s).

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
10	Grant of Letters of Administration with Will Annexed for the unadministered Estate of the deceased with a Co-administrator	Letters of Administration with Will Annexed for the Unadministered Estate of the deceased be granted to the Applicant(s) and to [insert full name of co-administrator] as Co-administrator.
11	Grant of Letters of Administration with Will Annexed to attorney(s) of absent executor	Letters of Administration with Will Annexed be granted to the Applicant(s) as the duly constituted attorney(s) of [insert full name of executor], the executor named in the Will, for the use and benefit of the donor until the donor obtains a grant to himself/herself.
12	Grant of Letters of Administration with Will Annexed to attorney(s) of absent person entitled to the said Grant	Letters of Administration with Will Annexed be granted to the Applicant(s) as the duly constituted attorney(s) of [insert full name of person entitled to the Grant] ([insert relationship to deceased and capacity]), for the use and benefit of the donor until the donor obtains a grant to himself/herself.
13	Grant of Letters of Administration until Will produced	Letters of Administration with Will Annexed be granted to the Applicant(s), limited until the original Will is admitted to probate.
14	Grant of Letters of Administration with Will Annexed to legal guardians of a minor beneficiary / minor beneficiaries	Letters of Administration with Will Annexed be granted to the Applicants as the legal guardians of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries], limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
15	Grant of Letters of Administration with Will Annexed to a legal guardian(s) of a minor beneficiary / minor beneficiaries, with a Co-administrator	Letters of Administration with Will Annexed be granted to the Applicant(s) as the legal guardian(s) of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries] and to [insert full name of Co-administrator] as Co-administrator, limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
16	Grant of Letters of Administration with Will Annexed to next-of-kin nominated by a minor beneficiary / minor beneficiaries	Letters of Administration with Will Annexed be granted to the Applicants as the nominees of the infant beneficiary / one of the infant beneficiaries / the infant beneficiaries, [insert full name of minor beneficiary / beneficiaries], limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
17	Grant of Letters of Administration with Will Annexed to	Letters of Administration with Will Annexed be granted to the Applicant(s) as the nominee(s) of the infant beneficiary

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
	<p>next-of-kin(s) nominated by the minor beneficiary / minor beneficiaries with a Co-administrator</p>	<p>/ one of the infant beneficiaries / the infant beneficiaries, [insert full name of minor beneficiary / beneficiaries] and to [insert full name of co-administrator] as Co-administrator, limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.</p>
18	<p>Grant of Letters of Administration with Will Annexed to the assigned guardians of the minor beneficiary / beneficiaries where the deceased died with a will that may involve the following circumstances, for example: (i) there is no named executor; or (ii) the executor has renounced his/her executorship; or (iii) the executor is no longer able to carry out his/her executorship duties (e.g. death, incapacity or bankruptcy), pursuant to Rule 229(3) of the Family Justice Rules 2014</p>	<p>Letters of Administration with Will Annexed be granted to the Applicant(s) as the assigned guardians of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries], limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.</p>
19	<p>Grant of Letters of Administration with Will Annexed to the assigned guardian(s) of the minor beneficiary / beneficiaries where the deceased died with a will that may involve the following circumstances, for example: (i) there is no named executor; or (ii) the executor has renounced his/her executorship; or (iii) the executor is no longer able to carry out his/her executorship duties (e.g. death, incapacity or bankruptcy), pursuant to Rule 229(3) of the Family Justice Rules 2014, with a Co-administrator</p>	<p>Letters of Administration with Will Annexed be granted to the Applicant(s) as the assigned guardian(s) of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries] and to [insert full name of Co-administrator] as Co-administrator, limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.</p>
20	<p>Grant of Letters of Administration with Will Annexed to the donee(s) / deputy / deputies for the use and benefit of a beneficiary who lacks mental capacity</p>	<p>Letters of Administration with Will Annexed be granted to the Applicant(s) as the donee(s) / deputy / deputies of the beneficiary, [insert full name of the beneficiary] for the use and benefit of [insert full name of the beneficiary], limited until [insert full name of the beneficiary] ceases to lack mental capacity and obtains a grant to himself/herself.</p>

GRANTS UPON INTESTACY

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
21	Grant of Letters of Administration	Letters of Administration be granted to the Applicant(s).
22	Grant of Letters of Administration limited to a particular asset	Letters of Administration be granted to the Applicant(s), limited to [describe the movable / immovable asset].
23	Grant of Letters of Administration with Co-administrator	Letters of Administration be granted to the Applicant(s) and to [insert full name of co-administrator] as Co-administrator.
24	Grant of Letters of Administration to attorney(s) of absent person entitled to the said Grant	Letters of Administration be granted to the Applicant(s) as the duly constituted attorney(s) of [insert full name of person entitled to the Grant] ([state relationship and capacity of the donor]), limited until the donor obtains a grant to himself/herself.
25	Grant of Letters of Administration to legal guardians of the minor beneficiary / beneficiaries where the deceased died intestate	Letters of Administration (During Infancy) be granted to the Applicants as the legal guardians of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries], limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
26	Grant of Letters of Administration to legal guardian(s) of the minor beneficiary / beneficiaries where the deceased died intestate , with a Co-administrator	Letters of Administration (During Infancy) be granted to the Applicant(s) as the legal guardian(s) of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries] and to [insert full name of Co-administrator] as Co-administrator, limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
27	Grant of Letters of Administration to next-of-kin nominated by the minor beneficiary / beneficiaries where the deceased died intestate	Letters of Administration (During Infancy) be granted to the Applicant(s) as the nominees of the infant beneficiary / one of the infant beneficiaries / the infant beneficiaries, [insert full name of minor beneficiary / beneficiaries], limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
28	Grant of Letters of Administration to next-of-kin(s) nominated by the minor beneficiary / beneficiaries where the deceased died intestate , with a Co-administrator	Letters of Administration (During Infancy) be granted to the Applicant(s) as the nominee(s) of the infant beneficiary / one of the infant beneficiaries / the infant beneficiaries, [insert full name of minor beneficiary / beneficiaries] and to [insert full name of Co-administrator] as Co-administrator, limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
29	Grant of Letters of Administration to the assigned guardians of the minor beneficiary / beneficiaries where the deceased died intestate , pursuant to Rule 229(3) of the Family Justice Rules 2014	Letters of Administration (During Infancy) be granted to the Applicant(s) as the assigned guardians of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries], limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
30	Grant of Letters of Administration to the assigned guardian(s) of the minor beneficiary / beneficiaries where the deceased died intestate , pursuant to Rule 229(3) of the Family Justice Rules 2014, with a Co-administrator	Letters of Administration (During Infancy) be granted to the Applicant(s) as the assigned guardian(s) of the infant beneficiary / beneficiaries, [insert full name of minor beneficiary / beneficiaries] and to [insert full name of Co-administrator] as Co-administrator, limited until the infant beneficiary / one of the infant beneficiaries attains the age of 21 years and obtains a grant to himself/herself.
31	Grant of Letters of Administration to the donee(s) / deputy / deputies for the use and benefit of a beneficiary who lacks mental capacity	Letters of Administration be granted to the Applicant(s) as the donee(s) / deputy / deputies of the beneficiary, [insert full name of the beneficiary] for the use and benefit of [insert full name of the beneficiary], limited until [insert full name of the beneficiary] ceases to lack mental capacity and obtains a grant to himself/herself.
32	Grant of Letters of Administration to collect and preserve property	Letters of Administration be granted to the Applicant(s), limited to the collection and preservation of the assets of the deceased and giving discharges of debts due to his estate subject to the following conditions – [state the directions the applicant is seeking from the court].

OTHERS

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
33	For revocation of a Grant	That the Grant of [insert type of Grant] dated [insert date of Grant] be revoked.
34	For resealing of a Foreign Grant	That the foreign Grant of [insert type of Foreign Grant to be resealed] be sealed with the seal of this Court.
35	For constructive renunciation of a person with prior right to the Grant pursuant to citation proceedings	That [insert full name of the person and identification number] be deemed to have renounced his/her right to the Grant of [insert type of Grant here] for the Estate of [insert full name of deceased person and identification number], deceased.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
36	For leave to apply for a Grant for the Estate of a deceased person pursuant to citation proceedings	That leave be granted to [insert full name of the Applicant and identification number] to apply for [insert type of Grant] for the Estate of [insert full name of deceased person and identification number], deceased.
37	For a copy of the Will of a deceased person to be admitted to proof	That the Last Will and Testament of [insert name of deceased person and identification number], deceased dated [insert date of Will] as contained in a copy exhibited in the affidavit of [insert full name of person who deposed the affidavit] filed on [insert filing date of the affidavit] be admitted to proof for the purpose of an application under Section 9 of the Probate and Administration Act.
38	For dispensation of sureties to the administration bond	That sureties to the administration bond be dispensed with pursuant to Section 29(3) of the Probate and Administration Act.
39	For reduction of the amount of the administration bond	That the amount of the administration bond be reduced to [insert the proposed amount] pursuant to Section 29(3) of the Probate and Administration Act.
40	For an increase/ a decrease in the number of sureties to be provided to the administration bond	That the number of sureties to be provided be increased/ decreased to [insert the number of sureties to be provided] pursuant to Section 29(3) of the Probate and Administration Act.

(F) MENTAL CAPACITY ACT ORDERS

GENERAL ORDERS IN APPLICATIONS FOR DEPUTYSHIP

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
01	Dispensation of notification of person ("P"), who lacks mental capacity, of the deputyship application	The notification of P of this application be dispensed with.
02	Dispensation of attendance of P at the hearing of the deputyship application	The attendance of P at the hearing of this application be dispensed with.
03	Dispensation of attendance of the doctor who assessed P's mental capacity at the hearing of the deputyship application	The attendance of Dr. [insert the name of the doctor] c/o [insert name of clinic / hospital] at the hearing for this originating summons be dispensed with.
04	Dispensation of service of the deputyship application on the relevant persons who have consented to dispensation of service	<p>The service of this application on the following relevant persons be dispensed with:</p> <p>(1) [insert name of relevant person and identification number], [insert relationship of relevant person to P]</p> <p>(2) [insert name of relevant person and identification number], [insert relationship of relevant person to P].</p>
05	Appointment of the Applicant(s) as deputy / deputies for P	[Insert name of Applicant(s) and identification number(s)] is/are appointed as deputy / deputies to make decisions on behalf of P in relation to the matters set out herein. This appointment will last until further Order.
06	Appointment of successor deputy for P	[Insert name of Successor Deputy and identification number] is appointed as successor deputy. In the event the deputy dies, becomes bankrupt or lack mental capacity to act as deputy, the successor deputy is to inform the Office of the Public Guardian and apply to Court with evidence of the event for the Court to confirm the appointment of the successor deputy.
07	Authorisation of deputy / deputies to make decisions for P in relation to certain matters that P lacks mental capacity in	The deputy / deputies shall be authorised to [insert powers of deputy here]. Please refer to the sections on "Powers in relation to P's Personal Welfare" and "Powers in relation to P's property and affairs" for details].

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
08	Deputies to act jointly / jointly and severally	The deputies are authorised to act jointly / jointly and severally in relation to P's personal welfare / property and affairs / personal welfare and property and affairs.
09	Deputy / Deputies to keep a record of all decisions made and acts done for P	The deputy / deputies is required / are jointly required to keep a record of any decisions made or acts done for P as well as all relevant documents.
10	Deputy / Deputies to submit annual report to the Public Guardian	The deputy / deputies is to complete / are to jointly complete and file an annual report relating to P's affairs to the Public Guardian and such further reports as required by the Public Guardian. These reports are to be in such form as may be required by the Public Guardian.

POWERS IN RELATION TO P'S PERSONAL WELFARE

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
11	Decide where P lives and with whom	To decide where and with whom P should live.
12	Decide on care services for P	To decide on provision of care services for P.
13	Decide on medical and dental treatments and examinations for P	To consent to medical and dental examination and treatment on P's behalf.
14	Decide on complaints on behalf of P in relation to P's care or treatment	To make complaints, if necessary, about P's care or treatment.
15	Decide on overseas travel for P	To decide on overseas travel arrangements for P.
16	Execute or sign any necessary deeds or documents to give effect to any decision relating to P's personal welfare	For the purpose of giving effect to any decision, the deputy / deputies may execute or sign any necessary deeds or documents.

POWERS IN RELATION TO P'S PROPERTY AND AFFAIRS

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
17	Open and operate a new bank account in P's sole name	To open and to operate a new bank account in P's sole name ("P's New Bank Account") and to use the monies therein for P's welfare, maintenance and benefit. P's New Bank Account is to be opened by [insert date]. All monies due or payable to P are to be deposited into P's New Bank Account.
18	Give good and valid receipt for P's monies and to deposit them into P's bank account	To give a good and valid receipt for all monies received by P or by the Deputies on behalf of P and to deposit all such monies received into P's New Bank Account.
19	Close P's existing bank account and transfer P's share of the monies from P's existing bank account into P's New Bank Account	Subject to the consent of the joint account holders (if any), to close P's bank account [insert bank account details] and transfer P's share of the monies therein into P's New Bank Account by [insert date]. "P's share of the monies" is defined as [insert percentage of monies to be transferred to P's New Bank Account].
20	Place P's monies on fixed deposits	<p>To open a fixed deposit account in the sole name of P ("P's fixed deposit account") by [insert date] and comply with the following:</p> <ul style="list-style-type: none"> (i) to transfer any sum in excess of \$ [insert amount] from P's New Bank Account to P's fixed deposit account. (ii) to place a further fixed deposit in the sole name of P upon the maturity of any fixed deposit placed in P's sole name; (iii) upon the maturity of any fixed deposit and before placing a further fixed deposit, to top up the balance in P's New Bank Account to the sum of \$ [insert amount] if the deputy / deputies is / are of the view that the balance in the said bank account is likely to fall below \$ [insert amount] during the duration of the further fixed deposit; and (iv) to use the monies in P's fixed deposit account for the payment of P's expenses in the event of a medical emergency if there are insufficient funds in P's New Bank account for payment of such expenses.
21	Termination of GIRO arrangements, standing instructions etc. on P's existing bank account	To terminate any GIRO arrangements, standing instructions or any other direct debit payment(s) on P's bank account [insert bank account details].

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
22	Purchase of medical or personal accident insurance policy for P	To purchase any medical and/or personal accident insurance policy for P provided that the total premiums payable for all of the purchased policies is less than \$[insert amount] per year.
23	Purchase of a specified insurance policy for P using P's monies (e.g. travel insurance)	To purchase the Specified Insurance Policy for P and to use P's monies for the payment of premiums and other related expenses for this policy. "Specified Insurance Policy" is defined as [insert details of insurance policy] to be purchased in the future.
24	Apply for government subsidies	Subject to the approval of the relevant authority, to apply to and/or communicate with any Government agency or agency designated by the Government to administer the matter in question on behalf of P to the extent to which P would have been able to if P had mental capacity and to pay any monies received into P's New Bank Account.
25	Enter into employment contracts on behalf of P where P is able to gain employment	To enter into employment contracts on behalf of P provided that the terms are reasonable and in P's best interests and that the monies due to P are to be paid to P and deposited into P's New Bank Account.
26	Set up an account with the Special Needs Trust Company for P	Subject to the approval of the Special Needs Trust Company ("SNTC"), to apply to the SNTC to set up a trust for P and to place P's monies into P's Trust Account with the SNTC by [insert date].
27	Make necessary applications for P under the MediShield Life Scheme	To make the necessary applications for P under the MediShield Life Scheme.
28	Sublet P's HDB flat	Subject to the consent of the joint owners (if any), to apply to the Housing and Development Board ("HDB") for consent to sublet P's flat located at [insert address] ("P's flat"). All monies due to P arising from the subletting of P's flat are to be deposited into P's New Bank Account.
29	Rent out P's private property	Subject to the consent of the joint owners (if any), to rent out P's property located at [insert address] ("P's Property") provided that there are no legal or regulatory restrictions preventing this, and, if necessary, to apply to the relevant authorities to rent out P's Property. All monies due to P arising from the rental of P's flat are to be deposited into P's New Bank Account.
30	Sale of P's motor vehicle	To sell P's motor vehicle [insert license plate number] and to deposit all monies received into P's New Bank Account.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
38	Receive P's share as a beneficiary of an Estate	To receive P's share of the Estate of [insert deceased's name], deceased and to deposit the monies received into P's New Bank Account. "P's share of the Estate" is defined as [insert percentage of the deceased's estate payable to P].
39	<p>Manage, obtain information and make decisions in relation to P's CPF accounts</p> <p>(Applicable to deputyship applications made through IFAMs)</p>	<p>(1) The deputy shall have general authority to collect any notices, applications, agreements, deeds, instruments, securities, documents and forms from CPF Board.</p> <p>(2) The deputy shall have general authority to obtain confidential information about P (including information in respect of P's nomination details) and/or all P's accounts from CPF Board.</p> <p>(3) The deputy / deputies shall have general authority to decide and act on P's behalf for all transactions and applications relating to: -</p> <p>(a) all CPF matters and/or CPF Schemes as permitted under the CPF Act and subsidiary legislation made thereunder, except for the authority to transfer monies standing to the credit of P in his/her CPF Account to a third party as a gift; and</p> <p>(b) Statutory or Government schemes in respect of which the CPF Board is the administrator, agent or trustee.</p> <p>(4) The deputy / deputies shall have general authority to receive all monies on behalf of P from CPF Board, which receipt shall be a good and valid discharge to CPF Board and the Government, as applicable, of its obligations and liabilities towards P.</p> <p>(5) The monies received by the deputy on behalf of P from CPF Board under paragraph 4 above shall not exceed the Specified Sum. This limit shall not apply to monies paid by CPF Board on a regular basis. "Specified Sum" is defined as \$60,000.</p>
40	<p>Manage, obtain information and make decisions in relation to P's CPF accounts (Applicable to deputyship applications made through eLitigation)</p>	<p>(1) The deputy / deputies shall have general authority to decide and act on P's behalf for all transactions and applications relating to: -</p> <p>(a) all CPF matters and/or CPF Schemes as permitted under the CPF Act and subsidiary legislation made thereunder, except for the authority to transfer monies standing to the credit of P in his/her CPF Account to a third party as a gift; and</p> <p>(b) Statutory or Government schemes in respect of which the CPF Board is the administrator, agent or trustee.</p>

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
		<p>(2) The deputy / deputies shall have general authority to receive all moneys on behalf of P from CPF Board, which receipt shall be a good and valid discharge to CPF Board and the Government, as applicable, of its obligations and liabilities towards P.</p> <p>(3) All monies payable by CPF Board may be paid to [state account].</p> <p>(4) The deputy / deputies shall have general authority to collect any notices, applications, agreements, deeds, instruments, securities, documents and forms from CPF Board for purposes connected with CPF legislation.</p> <p>(5) The deputy / deputies shall have general authority to:-</p> <ul style="list-style-type: none"> (a) Obtain confidential information about P (including information in respect of P's nomination details) and/or all P's accounts from CPF Board; and (b) Authorise the disclosure of P's confidential information and/or all P's accounts to third parties for the purposes of making applications and carrying out transactions permitted under CPF legislation, schemes administered by CPF board or this Order of Court. <p>(6) The deputy / deputies shall also have the authority to do all such acts and things as may be necessary or expedient to give effect to the decisions made in respect of all CPF matters and/or CPF Schemes, including, but not limited to, the authority to:</p> <ul style="list-style-type: none"> (a) Execute, sign, seal and deliver all notices, applications, agreements, deeds, instruments, documents, undertakings, declarations and forms; (b) Agree to CPF Board having a charge over any of P's immovable property or any part thereof, whether solely owned or jointly owned with a third party, for securing the payment to CPF Board of P's CPF monies withdrawn; (c) Attend and vote at shareholder meetings; (d) Open, maintain or terminate P's CPF Investment Account or do anything that may be required or permitted with respect to P's CPF Investment Account; and (e) Pay, withdraw, release, transfer or refund monies standing to P's credit in his/her CPF Ordinary, Special or Investment Account, for the purpose of the purchase, renewal, disposal, surrender, termination, release, withdrawal or transfer of securities (as defined in the CPF (Investment Schemes) Regulations) under the CPF Investment Scheme.

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
41	Gives the deputy / deputies authority to do all such acts as may be necessary to give effect to the Order of Court	<p>The deputy / deputies is / are authorised to do all such acts as may be necessary or expedient for giving effect to the decisions made in respect of P's property and affairs by this Order of Court including, but not limited to the authority to:</p> <ul style="list-style-type: none"> (i) execute and sign any necessary deeds or documents; (ii) take control of the property and affairs of P; and (iii) exercise the same powers of management as P has as beneficial owner.

(G) ADOPTION ORDERS

CODE	PURPOSE OF ORDER	SUGGESTED LANGUAGE OF ORDER
01	To appoint the Director-General of Social Welfare as the Guardian in Adoption of the infant	The Director-General of Social Welfare be appointed as the Guardian in Adoption of the infant, [insert full name of the infant to be adopted] to be called [insert new name of infant].
02	Dispensing with the consent of relevant persons (e.g. natural parents of the infant, guardian of the infant, person liable to contribute to the support of the infant etc.)	The consent of the following person(s) be dispensed with: - (i) [insert full name of the person and identification number], [insert relationship of relevant person to the infant]; (ii) [insert full name of the person and identification number], [insert relationship of relevant person to the infant];
03	Dispensing with the need to serve the application and related documents on the relevant persons	The service of the Originating Summons, Notice to hear Originating Summons and all subsequent documents filed in these proceedings on the following persons is dispensed with: - (i) [insert full name of the person and identification number], [insert relationship of the relevant person to the infant]; (ii) [insert full name of the person and identification number], [insert relationship of the relevant person to the infant];
04	Adoption of an infant who is born in Singapore	The Applicant(s) be authorised to adopt the said infant, [insert full name of the infant to be adopted] to be called [insert new name of the infant] born on [insert date of birth of the infant], which date is identical with the entry numbered [insert birth certificate no. of the infant] and made on [insert date the birth was registered] in the Register of Births for the Republic of Singapore.
05	Adoption of an infant who is born overseas	The Applicant(s) be authorised to adopt the said infant, [insert full name of the infant to be adopted] to be called [insert new name of the infant] born on [insert date of birth of the infant].
06	Payment of costs for the adoption proceedings	the Applicant(s) pay(s) the costs of these proceedings to the Director-General of Social Welfare.

**SG
Courts**



FAMILY JUSTICE COURTS
S I N G A P O R E