

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2014
AMENDMENT NO. 3 OF 2023

It is hereby notified for general information that amendments have been made to Parts VIII and XIV and Appendix A of the State Courts Practice Directions 2014. The amendments are summarised below:

- (1) amendments to Practice Direction 62 on Certification of transcripts;
- (2) deletion of Practice Direction 99 on Directions for Engaging Authorised Bailiffs under Section 15A State Courts Act (Cap. 321); and
- (3) deletion of Form 15 (Letter of Authority to act as Authorised Bailiff) of Appendix A.

2 The amendments will take effect on 1 July 2023 and will be reflected at <https://epd.statecourts.gov.sg> from 1 July 2023.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2014.

Dated this 26th day of June 2023.



CHRISTOPHER TAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2014 (Amendment No. 3 of 2023)

PART VIII: EVIDENCE – WITNESSES, AFFIDAVITS AND EXHIBITS

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62. Certification of transcripts

~~The transcript(s) of any record of hearing or notes of hearing will be certified by the Judicial Officer having conduct of the proceedings, or in the absence of the Judicial Officer, any other Judicial Officer as directed by the Registrar.~~ Pursuant to Order 38A, Rule 2 of the Rules of Court, the Registrar hereby directs that the transcript(s) of any record of hearing or notes of hearing may be certified by:

- (a) the Judicial Officer having conduct of the proceedings, or in the absence of the Judicial Officer, any other Judicial Officer as directed by the Registrar; or
- (b) with the approval of the Court, the service provider.

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PART XIV: EXECUTION MATTERS

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~~99. Directions for Engaging Authorised Bailiffs under Section 15A State Courts Act (Cap. 321)~~

- ~~(1) Judgment creditors may engage, for the purpose of executing a writ of seizure and sale for movable property or a writ of distress, any person from the Panel of Authorised Bailiffs maintained by the Registrar. They are liable to the Authorised Bailiff they engage for any costs arising from such appointment.~~
- ~~(2) In each case, a request in the form of a Letter of Authority to Act as Authorised Bailiff, is to be made to the Registrar by either the judgment creditors or Authorised Bailiff through the Electronic Filing Service (EFS), using the template provided for in Form 15 of Appendix A to these Practice Directions. Appointments by the Registrar will be made on a case by case basis.~~
- ~~(3) The Letter of Authority to Act as Authorised Bailiff may be filed:
 - ~~(a) together with the writ of seizure and sale or writ of distress; or~~
 - ~~(b) after the issue of a writ of seizure and sale or writ of distress, but before the expiry of the said writ.~~~~
- ~~(4) Judgment creditors intending to engage an Authorised Bailiff must provide the following to the Authorised Bailiff:
 - ~~(a) An indemnity from the judgment creditors to indemnify the Authorised Bailiff on terms specified by the Registrar.~~
 - ~~(b) An undertaking from the solicitors for the judgment creditors that:
 - ~~(i) as and when required by the Authorised Bailiff, sufficient funds will be provided to meet the charges and expenses that may be incurred in consequence of the request to conduct the execution; and~~
 - ~~(ii) if such undertaking is not fulfilled within a reasonable time, the Authorised Bailiff may take such steps as may be necessary to enforce the undertaking against the solicitors concerned.~~~~
 - ~~(c) A deposit of \$300, or such other sum as may be fixed from time to time by the Registrar, to enable the Authorised Bailiff to discharge his duties effectively.~~~~

- ~~(5) The appointment of the Authorised Bailiff will terminate upon discharge by the Registrar.~~
- ~~(6) Solicitors for the judgment creditors must ensure that their clients send a representative to accompany and instruct the Authorised Bailiff at the execution premises. The creditors' representative must decide whether the execution is to be proceeded with, and to point out to the Authorised Bailiff the items to be seized.~~
- ~~(7) The Authorised Bailiff may, at his discretion and without assigning any reason thereto:~~
- ~~(a) take all necessary measures to preserve the movable property seized and/or to ensure the personal safety of all persons involved in the execution;~~
 - ~~(b) where the only occupier of the execution premises at the material time is:
 - ~~(i) a young child and/or elderly person incapable of understanding the execution proceedings, postpone the seizure or sale; or~~
 - ~~(ii) a woman (e.g. housewife or domestic maid), insist that the judgment creditors provide a female representative to be at the execution premises before proceeding with the execution; and~~~~
 - ~~(c) take all necessary measures to ensure that all execution costs and expenses incurred be paid first out of any proceeds of sale.~~

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Appendix A

Form 15

~~LETTER OF AUTHORITY TO ACT AS AUTHORISED BAILIFF~~

~~(a) — Letter of Authority to be filed if the Authorised Bailiff is to be appointed at time of filing of the writ of seizure and sale (WSS) or writ of distress (WD)~~

~~To: — (1) (Requesting Law Firm)
(2) (Authorised Bailiff)~~

~~LETTER OF AUTHORITY TO ACT AS AUTHORISED BAILIFF~~

~~This is to certify that (name) (“the Authorised Bailiff”) of (name and address of law firm) is duly authorised by the Registrar of the State Courts of the Republic of Singapore pursuant to Section 15A State Courts Act (Cap. 321) to exercise the powers and perform the duties of a bailiff in the execution proceedings in (to insert title as in action).~~

~~[*WSS or WD Number: _____] [*Seal
Date of issue of WSS or WD:] _____ Signature of Registrar]~~

~~* Denotes auto-generation by EFS upon acceptance of WSS or WD for filing.~~

~~(b) — Letter of Authority to be submitted if the Authorised Bailiff is to be appointed after the writ of seizure and sale (WSS) or writ of distress (WD) has been issued~~

~~To: — (1) (Requesting Law Firm)
(2) (Authorised Bailiff)~~

~~(Date of filing)~~

~~LETTER OF AUTHORITY TO ACT AS AUTHORISED BAILIFF~~

~~This is to certify that (name) (“the Authorised Bailiff”) of (name and address of law firm) is duly authorised by the Registrar of the State Courts of the Republic of Singapore pursuant to Section 15A State Courts Act (Cap. 321, 1999 Revised Edition) to exercise the powers and perform the duties of a bailiff in the execution proceedings hereunder (WSS or WD No. in {to insert title in action}) issued on (date).~~

~~[*Seal~~

~~Signature of Registrar]~~

~~*Denotes auto-generation by EFS upon acceptance of WSS or WD for filing.~~
