Supreme Court's Witnesses' Allowances Claim Form (made under the Criminal Procedure Code (Witnesses' Allowances) Regulations 2010)

A. Confirmation of attendance as a Witness (To be completed by the Witness).

I confirm that I attended the High Court as a Witness and all information below plus supporting documents provided by me are accurate and

Name of Witness (as per NRIC / Passport) ("the Witness"):		NRIC / Passport Number:		
Address:				
Bank Account Number		Contact Number		
(NB: Account holder must be the witness)		Mobile:		
		Office:		
Attendance as witness in Court No:		Case No:		
Occupation:		Public Officer: Yes No		
		If yes, plse state the reason(s) for the claim in a separate sheet of paper (<u>Note</u> : The CPC (Witnesses' Allowances) Regulations 2010 generally do not allow a public officer to claim any witness allowance.)		
Monthly Income		S\$		
Half-Day Pay (i.e. 1/50th of the monthly earned income subject to a minimum allowance of S\$25 and a maximum allowance of S\$350)		S\$		
Date(s) of court attendance:		L	FOR OFFICIAL	AL PURPOSE vitness in Court verified
Date Date Date Date Date Date Date Date	From: (Hrs) T From: (Hrs) T From: (Hrs) T From: (Hrs) T From: (Hrs) T From: (Hrs) T	Co: (Hrs) Co: (Hrs) Co: (Hrs) Co: (Hrs) Co: (Hrs)	by: Name: PS to Judge	
Computation of witness allowances:			Date:	
Witness allowance	S\$ per half o	day x half day (s)		S\$
Subsistence allowance (for foreign witnesses only)	S\$ per day	x day (s)		S\$
Transport allowance to and from the Supreme Court (maximum claim of S\$20 per day within Singapore)	S\$ per day	x day (s)		S\$
Allowance for written expert opin state details):	ion / report prepared at the	request of the Court / DPP / Defence C	Counsel (plse	S\$
Transnational travel allowance (for foreign witnesses only) (plse state details):				S\$
Total amount of witness allowance(s) claimed (in words):				S\$
Signature of the Witness: Date				

(To be completed by the Investigating Officer)	
confirm that the information provided by the With	y and attended the High Court as a prosecution witness. I have verified a less above is in order and in accordance with the Criminal Procedure Confirm that the claim is submitted to the Court within 2 months from the date
Signature of IO Date submitted to Court:	Name, Rank, Police Division and contact number
*Note: The witness is required to submit the following docur a) A copy of his / her NRIC / Passport;	nents-

- b) A copy of the Subpoena;
 c) A copy of his / her Bank passbook / statement evidencing the witness as the account holder of the said bank account number;
 d) A copy of his / her Salary slip or (if self-employed) the IRAS income tax assessment document to show monthly earned income during period of Court Attendance;
- e) Original evidence of transnational travel and all travel receipts (inside and outside Singapore) etc., where applicable;
- f) Original receipt for the production of the written expert opinion / report, where applicable.

B. Certificate Authorising the Payment of Witness Allowance (To be completed by Authorising Officer)

Claim processed by Case Officer:						
Signature	Name & Designation	Date				
Claim checked by Verifying Officer from Criminal Trials & Appeals Section:						
Signature	Name & Designation	Date				
Computation checked by Finance Officer	O					
Signature	Name & Designation	Date				
Claim approved by Assistant Registrar:						
I approve the payment of witness allowance of \$ to the Witness as shown in Part (A) above.						
Signature	Name of Assistant Registrar	Date				

C. Processing of Payment by the Finance Directorate (To be completed by Authorising Officer)

Payment Voucher Number:	Amount:
Invoice Number:	Account Code / Cost Centre: 282101 / 104260
Processed By:	Certified By:
Name & Signature of Finance Officer Date	Name & Signature of Finance Supervisory Officer Date