

WITNESSES' ALLOWANCES BY PROSECUTION

Please note that a witness has to be subpoenaed by the State Courts to attend court proceedings to be eligible for Witness Allowance. For Local Witness, please refer to Part 2 to claim for Witness Allowance. For Foreign Witness, please refer to Parts 1 & 2 to claim for Witness Allowance.

PART 1 | PRIOR TO TRIAL: For Foreign Witness only

The submission of application by the IO/Prosecutor to Finance should be at least 14 working days prior to the trial date.

- 1 COMPLETION OF APPLICATION**
Investigation Officer (IO)/Prosecutor to complete the Application Form for Foreign Witness (**Form W2**) and prepare required supporting documents.* Deputy Public Prosecutor (DPP) to endorse on **Form W2** before submission.
**Form(s) and checklist of supporting documents can be downloaded below.*
- 2 SUBMISSION OF APPLICATION**
IO/Prosecutor to submit **Form W2** and required supporting documents to Finance via contact@statecourts.gov.sg.
- 3 PROCESSING OF APPLICATION**
Finance to process the application.
- 4 OUTCOME OF APPLICATION**
 - a) If application is approved: Finance to inform IO/Prosecutor of the approved amount.
 - b) If application is rejected: Finance to inform IO/Prosecutor that the application has been rejected.

PART 2 | POST TRIAL: For Local and Foreign Witness

Rule (10) of the Regulations states that the claim form and supporting documents are to be submitted to the Court no later than 2 months after accrual of the claim (i.e. date of last day of court attendance by the witness)

- 1 APPLICATION OF CLAIM**
 - a) For Local Witness: Witness to complete Local Witness Allowances Claim Form (**Form W1**) and submit **Form W1** and supporting documents* to IO/Prosecutor (Certifying Officer).
 - b) For Foreign Witness: Witness to complete Foreign Witness Allowances Claim Form (**Form W3**) and submit **Form W3** and supporting documents* to IO/Prosecutor (Certifying Officer).
**Form(s) and checklist of supporting documents can be downloaded below.*
- 2 CERTIFICATION OF CLAIM**
IO/Prosecutor to certify the claim form and supporting documents.
- 3 SUBMISSION OF CLAIM**
 - a) If case is registered on ICMS: IO/Prosecutor to submit the claim on ICMS to the Trial Judge for approval, together with the supporting documents.
 - b) If case is not registered on ICMS: IO/Prosecutor to submit the claim to the relevant Court Officer, who will forward the claim to the Trial Judge for approval.
- 4 APPROVAL OF CLAIM**
Trial Judge to review the claim.
- 5 OUTCOME OF CLAIM**
 - a) If claim is approved: Finance to process the claim and transfer the approved amount to the bank account stated in the claim form.
 - b) If claim is rejected: Finance/Court Officer to inform IO/Prosecutor that the claim has been rejected.

WITNESSES' ALLOWANCES BY DEFENCE

Please note that a witness has to be subpoenaed by the State Courts to attend court proceedings to be eligible for Witness Allowance. For Local Witness, please refer to Part 2 to claim for Witness Allowance. For Foreign Witness, please refer to Parts 1 & 2 to claim for Witness Allowance.

PART 1 | PRIOR TO TRIAL: For Foreign Witness only

The submission of application by the DC to Finance should be at least 14 working days prior to the trial date.

- 1 SUBMISSION OF APPLICATION**
Defence Counsel (DC) to complete the Application Form for Foreign Witness (**Form W2**) and submit **Form W2** and required supporting documents* to Finance via contact@statecourts.gov.sg.
**Form(s) and checklist of supporting documents can be downloaded below.*
- 2 PROCESSING OF APPLICATION**
Finance to process the application.
- 3 OUTCOME OF APPLICATION**
 - a) If application is approved: Finance to inform DC of the approved amount.
 - b) If application is rejected: Finance to inform DC that the application has been rejected.

PART 2 | POST TRIAL: For Local and Foreign Witness

Rule (10) of the Regulations states that the claim form and supporting documents are to be submitted to the Court no later than 2 months after accrual of the claim (i.e. date of last day of court attendance by the witness)

- 1 APPLICATION OF CLAIM**
 - a) For Local Witness: Witness to complete Local Witness Allowances Claim Form (**Form W1**) and submit **Form W1** and supporting documents* to DC (Verifying Officer).
 - b) For Foreign Witness: Witness to complete Foreign Witness Allowances Claim Form (**Form W3**) and submit **Form W3** and supporting documents* to DC (Verifying Officer).
**Form(s) and checklist of supporting documents can be downloaded below.*
- 2 VERIFICATION OF CLAIM**
DC to verify and submit the claim form and supporting documents to the relevant Court Officer (Certifying Officer).
- 3 CERTIFICATION OF CLAIM**
Court Officer to certify and submit the claim to the Trial Judge for approval.
- 4 APPROVAL OF CLAIM**
Trial Judge to review the claim.
- 5 OUTCOME OF CLAIM**
 - a) If claim is approved: Finance to process the claim and transfer the approved amount to the bank account stated in the claim form.
 - b) If claim is rejected: Court Officer to inform DC that the claim has been rejected.