

Supreme Court Practice Directions 2021 (Amendment No. 2 of 2023)

Part 2: Registry, Administration and Finance

10. Business of the Registry

...

(2) There is to be ~~a Divisional Registrar~~ one or more Divisional Registrars for the Court of Appeal and the Appellate Division, ~~a Divisional Registrar~~ for the General Division, and ~~a Divisional Registrar~~ for the Singapore International Commercial Court. The Divisional Registrar or Divisional Registrars for each division of the Registry will have control and supervision of the affairs of that division. Overall control and supervision of the Registry will remain with the Registrar of the Supreme Court.

...

(4) Appendix C of these Practice Directions sets out the names of the Registrar, Deputy Registrar, Senior Assistant Registrars, Divisional Registrars and Deputy Divisional Registrars, ~~and Senior Assistant Registrars~~.

...

20. Filing directions to the Accountant-General for payment in or payment out or furnishing security for costs by depositing monies in the Registry

...

Furnishing security for costs by depositing monies in the Registry

(6) Where a party wishes to furnish security for costs for an appeal or an application filed in the Supreme Court by depositing monies in the Registry, he or she must deposit the monies in one of the following manners:

(a) By electronic payment: The party is to send his or her case details by email to the Finance ~~Directorate~~ Division of the ~~Supreme Court~~ Judiciary at FPD_Revenue@judiciary.gov.sg. The party will be provided with a QR code or the bank account details for electronic payment to be made. Upon receipt of monies, a receipt will be emailed to the party by the Finance ~~Directorate~~ Division of the Judiciary.

...

(7) Where security for costs is to be paid out to any party pursuant to the Rules of Court 2021 or an order or direction of the Court, the party entitled to payment of the security may write to the Registry to request payment out. Once the request for payment out is approved by the Registry, the party entitled to the payment must send a copy of the Registry's approval to the Finance ~~Directorate~~ Division of the ~~Supreme Court~~ Judiciary at FPD_Revenue@judiciary.gov.sg. The Finance ~~Directorate~~ Division of the ~~Supreme Court~~ Judiciary will provide instructions on the documents to be furnished to process the release of the monies.

...

Part 8: Originating Processes, Documents, and Service In or Out of Singapore

63. Application for service out of Singapore of originating process or other court document

...

(3) For the purposes of sub-paragraph 2(a), the claimant should refer to any of the following non-exhaustive list of factors (as may be applicable) in the supporting affidavit:

...

- (s) the claim concerns the construction, effect or enforcement of any written law; ~~or~~
- (t) the claim is for a committal order under Order 23 of the Rules of Court 2021; ~~or~~
- (u) the application is for the production of documents or information:
 - (i) to identify possible parties to proceedings before the commencement of those proceedings in Singapore;
 - (ii) to enable tracing of property before the commencement of proceedings in Singapore relating to the property; or
 - (iii) where the production of the documents or information is in the interests of justice.

Part 10: Evidence – Witnesses, Affidavits and Exhibits

84A. Notice to Admit Hearsay Evidence

(1) For the purposes of Order 15, Rule 16(9) of the Rules of Court 2021, the notice in Order 15, Rule 16(7) of those Rules must be in Form B13A of Appendix B of these Practice Directions.

(2) For the purposes of Order 15, Rule 16(10) of the Rules of Court 2021, the notice in Order 15, Rule 16(7) of those Rules must be in Form B13B of Appendix B of these Practice Directions.

Appendix B

B13A.

Para. 84A(1)

Notice to Admit Documentary Hearsay Evidence

Date:

To:

Title of action

Please note that the claimant (or defendant) in this action, pursuant to paragraph [number] of section 32(1) of the Evidence Act 1893, intends to introduce in evidence the statement made in the document(s) specified below, of which a copy (each) of item(s) [number(s)] is/are attached:

Description of document(s)*	Time and place at which statement was made#	Name of maker of the statement and (unless the maker is dead) the maker's address, if known#	If the maker of the statement is dead, the date of the death of the maker, if known**	Name of maker of the document and (unless the maker is dead), the address of the maker, if known##	If the maker of the document is dead, the date of the death of the maker, if known**
1.					
2.					
3.					
4.					

*This may refer to any document in any list of documents that a party may serve, in which case a copy of the document need not be attached.

#This information is to be included only if the information is not readily apparent from the document or the relevant part of the document.

** This information is to be given to the best of the information and belief of the party serving the notice.

This information is to be included only if the maker of the document is different from the maker of the statement and the information is not readily apparent from the document or the relevant part of the document.

Signature of solicitor

Solicitor for the [party]

B13B.

Para. 84A(2)

Notice to Admit Non-Documentary Hearsay Evidence

Date:

To:

Title of action

Please note that the claimant (or defendant) in this action, pursuant to paragraph [number] of section 32(1) of the Evidence Act 1893, intends to introduce in evidence the statement specified below:

Time and place at which the statement was made	Name of maker of the statement and (unless the maker is dead) the maker's address, if known	If the maker of the statement is dead, the date of the death of the maker, if known*	Manner in which the statement was made (whether oral or otherwise)	Name and address of person who heard or perceived the statement being made	Substance of the statement or, if it was made orally and the exact words used in making it are material, the actual words used
1.					
2.					
3.					
4.					

*This information is to be given to the best of the information and belief of the party serving the notice.

Signature of solicitor

Solicitor for the [party]

Appendix C

Para. 10(4)

**Registrar, Deputy Registrar,
Senior Assistant Registrars,
Divisional Registrars and Deputy Divisional Registrars,
and Senior Assistant Registrars**

REGISTRAR AND DEPUTY REGISTRAR

	Name	Appointment date
Registrar	Mr Tan Boon Heng	1 August 2022
Deputy Registrar	Mr Phang Hsiao Chung	9 April 2019

SENIOR ASSISTANT REGISTRARS

Senior Assistant Registrar	Appointment date
Ms Cornie Ng	15 April 2011
Ms Chong Chin Chin	1 October 2018
Ms Cheng Pei Feng	1 October 2018
Mr David Lee	6 January 2020

DIVISIONAL REGISTRARS

Divisional Registrar	Name	Appointment date
Court of Appeal and Appellate Division of the High Court	Ms Chong Chin Chin	9 April 2019 (re-designated on 2 January 2021)
General Division of the High Court (Civil)	Ms Cornie Ng	1 January 2015 (re-designated on 2 January 2021)
	Mr David Lee	1 July 2023

General Division of the High Court (Crime)	Ms Cheng Pei Feng	1 July 2023
	Ms Janice Wong	1 July 2023
Singapore International Commercial Court	Mr Phang Hsiao Chung	9 April 2019

SENIOR ASSISTANT REGISTRARS

Senior Assistant Registrar	Appointment date
Ms Cornie Ng	15 April 2011
Mr Edwin San	1 May 2016
Ms Chong Chin Chin	1 October 2018
Ms Cheng Pei Feng	1 October 2018
Mr David Lee	6 January 2020

DEPUTY DIVISIONAL REGISTRARS

Deputy Divisional Registrar	Name	Appointment date
Court of Appeal and Appellate Division of the High Court	Ms Janice Wong Mr Justin Yeo	9 April 2019 (re-designated on 2 January 2021)
	Mr Rajaram Vikram Raja	2 January 2021
	Ms Elaine Liew	15 July 2022
	Mr Randeep Singh	1 July 2023
General Division of the High Court (Civil)	Ms Constance Tay	1 July 2023
	Ms Gan Kam Yui	1 July 2023
	Ms Karen Tan	1 July 2023
General Division of the High Court (Crime)	Mr Kenneth Choo	1 July 2023
	Mr Randeep Singh	1 July 2023

Singapore International Commercial Court	Ms Carol Liew	6 January 2020
	Ms Crystal Tan	6 January 2020
	Mr James Low	1 July 2023