

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**  
**FAMILY JUSTICE COURTS PRACTICE DIRECTIONS 2024**  
**AMENDMENT NO. 3 OF 2024**

1. It is notified for general information that amendments have been made to the Family Justice Courts Practice Directions 2024. The amendments are summarised below:-
  - (a) Amendments to paragraphs 29, 33, 34, 35, 37 and 39, and addition of paragraph 36A, in Part 3 on Quasi-criminal proceedings;
  - (b) Amendment to paragraph 200 on Request for court interpreters;
  - (c) Amendments to paragraph 247 on Table of Forms for forms 23D, 24, 29-A, 30-A, 32-A and 32-B;
  - (d) Amendments to Form 23A (Written Complaint (Maintenance related matters)) at Appendix A;
  - (e) Addition of Form 23D (Written Complaint for Recovery of Sums Expended to Maintain Child(ren) Accepted as Member(s) of the Family) at Appendix A;
  - (f) Amendments to Form 24 (Consent for Service by way of Email or Mobile Phone Number for Summonses made under Section 71 and Section 72 of the Women's Charter 1961) at Appendix A;
  - (g) Addition of Form 29-A (Request by Maintenance Enforcement Officer for Information under Part 3, Rule 22N of the Family Justice (General) Rules 2024) at Appendix A;
  - (h) Addition of Form 30-A (Request to Examine the Maintenance Enforcement Officer) at Appendix A;
  - (i) Addition of Form 32-A (Notice to Court by Person Who is No Longer the Respondent's Employer) at Appendix A; and
  - (j) Addition of Form 32-B (Notice to Court by Person Who Becomes the Respondent's Employer) at Appendix A.
  
2. The amendments will take effect on 16 January 2025 and will be reflected at <https://epd2024-familyjusticecourts.judiciary.gov.sg> from 16 January 2025.

3. Please find attached the marked-up amendments to the Family Justice Courts Practice Directions 2024.

Dated this 20<sup>th</sup> day of December 2024

A handwritten signature in black ink, consisting of a stylized 'K' followed by a series of loops and a long horizontal stroke extending to the right.

KENNETH YAP YEW CHOH  
REGISTRAR  
FAMILY JUSTICE COURTS

**PART 3**  
**QUASI-CRIMINAL PROCEEDINGS**

**3A: General**

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**29. Other requests**

- (1) The following requests for a case registered via the iFAMS must be made via the iFAMS:
- (a) Requests for permission to leave jurisdiction;
  - (b) Requests to cancel a warrant of arrest;
  - (c) Requests to change court appointments;
  - (d) Requests to restore or reinstate a struck-off case; ~~and/or~~
  - (e) Requests to withdraw an application-; and/or
  - (f) Request by maintenance enforcement officer for an information order or information permission.

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**3B: Category 1 Proceedings**

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**33. Pre-hearing matters**

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- (2) All applications in relation to Parts 7, ~~and~~ 8, 9 and 11 of the Women's Charter 1961 under Part 3 of the Family Justice (General) Rules 2024, other than for (a) the main applications and interlocutory applications in family violence and maintenance proceedings and (b) applications for disclosure, shall be made via the iFAMS under "Other applications".

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**34. Service of summons under Part 8 or 9 of the Women’s Charter 1961 (except an application made under section 69, ~~or 70~~ or 70A)**

- (1) The prior written consent of the party referred to in Part 3, Rules 9(3)(a) and 9(4)(a) of the Family Justice (General) Rules 2024 shall be in Form 24 of Appendix A of these Practice Directions. This Form can be submitted in its physical form or by using the QR Code provided for this purpose which is made available at the Court premises and also found on the Singapore Courts website at <http://www.judiciary.gov.sg>.

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**35. Documents and affidavits in respect of proceedings under Parts 7, and 8 and 9 of the Women’s Charter 1961**

- (1) Affidavits to be filed under Part 3, Rule 19(1)(a) or 19(2) of the Family Justice (General) Rules 2024 should contain only facts relevant to the application and shall, as far as possible, be in Form 27, 27-B, 27-C, 28A, 28B, 28C, 28D, 28E or 28F (as the case may be) of Appendix A of these Practice Directions. Parties may depart from the standard form to meet their case as necessary.

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**36A. Referral of maintenance enforcement application to maintenance enforcement officer**

- (1) Where a maintenance enforcement application has been referred to a maintenance enforcement officer (“MEO”), the parties shall prepare a set of documents as directed by the Court and as prescribed under Regulation 3 of the Women’s Charter (Enforcement of Maintenance Orders under Division 3 of Part 9) Regulations 2024.
- (2) The documents referred to in sub-paragraph (1), together with any report prepared under Section 89 of the Women’s Charter 1961 (“MEO report”) (including an interim MEO report) and any other documents that may be directed by the Court, shall be submitted to the Court prior to the hearing of the maintenance enforcement application and in accordance with such directions as the Court may give.
- (3) Upon the referral of the maintenance enforcement application, the MEO shall contact the parties directly to make the necessary arrangements and appointments for the purposes of Section 84 of the Women’s Charter 1961. The parties shall keep to the appointments to avoid any postponement of the hearing of the maintenance enforcement application.

(4) A request by a MEO under Part 3, Rule 22N(4) of the Family Justice (General) Rules 2024 must be made in Form 29-A of Appendix A of these Practice Directions and served on the party against whom production of the documents is sought and the other party.

(5) Unless the Court directs otherwise, a copy of the MEO report under Section 89 of the Women's Charter 1961 shall be prepared and be submitted to the Court and the parties not less than 7 working days before the date of the hearing of the maintenance enforcement application.

### **37. Referral for assessment**

Notwithstanding that an application under Part 8 or 9 of the Women's Charter 1961 has not been made, an applicant may, with his or her consent, be referred by the Registry for an assessment to ascertain the financial circumstances of the applicant or the respondent or both prior to the making of such application.

### **39. Interlocutory and other applications**

Pursuant to Part 3, Rule 12(1)(a) of the Family Justice (General) Rules 2024, Part 3, Rule 12 applies to the following interlocutory applications arising in the course of any Category 1 proceedings:

- (a) An application to recuse a Judge;
- (b) An application to challenge the jurisdiction of the Court;
- (c) An application to stay the proceedings;
- (d) An application to strike out the whole or part of an affidavit;
- (e) An application to strike out the whole or part of an application made under Part 3, Rule 12 of the Family Justice (General) Rules 2024;
- (f) An application under section 28(1) of the Family Justice Act 2014;
- (g) An application for permission under section 62A of the Evidence Act 1893; ~~and~~
- (h) An application for an extension of time; and
- (i) An application to set aside an information order or information permission.

**PART 22**  
**ADMINISTRATIVE MATTERS**

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**200. Request for court interpreters**

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*Proceedings in the Family Courts and proceedings in the Family Division before a Registrar*

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- (16) For proceedings other than proceedings under Parts 7, ~~and 8~~ and 9 of the Women's Charter 1961, the Vulnerable Adults Act 2018, the Children and Young Persons Act 1993 and the Maintenance Orders (Reciprocal Enforcement) Act 1975, the requesting party must file the request for the services of an interpreter through a "Request for Hearing Administrative Support" through the Electronic Filing Service.

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**PART 27**  
**APPLICABILITY OF COURT FORMS**

**247. Table of Forms**

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**Forms in Appendix A (Forms for use in Family Justice (General) Rules 2024)**

<b>Form No.</b>	<b>Form Title</b>	<b>Applicable Rule(s) / PD Paragraph(s)</b>	<b>When should the form be used?</b>	<b>Remarks</b>
...				
23C	Written Complaint for Applications under Maintenance Orders (Reciprocal Enforcement) Act 1975	P.3, r.7(2) FJ(G)R P.3, r.24 FJ(G)R	To apply for orders under the Maintenance Orders (Reciprocal Enforcement) Act 1975.	
<u>23D</u>	<u>Written Complaint for Recovery of Sums Expended to Maintain Child(ren) Accepted as Member(s) of the Family</u>	<u>P.3, r.7(2) FJ(G)R</u>	<u>To apply for recovery of sums expended by a person maintaining child(ren) by virtue of his or her duty under section 70(1) of the Women’s Charter 1961.</u>	
24	Consent for Service by way of Email or Mobile Phone Number for Summonses made under Sections 71, and	Para 34 PD	To consent to service of summons by electronic means.  Only for use in:	

Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
	<del>Section</del> 72 and 80 of the Women's Charter 1961		(a) Maintenance enforcement proceedings; or (b) Variation of Maintenance orders.	
...				
29	Request by Maintenance Record Officer for Party's Documents under Part 3, rule 20 FJ(G)R 2024	P.3, r.20(1) FJ(G)R Para 36(4) PD	To be used by a Maintenance Record Officer to request for documents and/or information from parties.	
<u>29-A</u>	<u>Request by Maintenance Enforcement Officer for Information under Part 3, Rule 22N of the Family Justice (General) Rules 2024</u>	<u>P.3, r.22N FJ(G)R Para 36A(4) PD</u>	<u>To be used by a Maintenance Enforcement Officer to request for documents and/or information from parties.</u>	
30	Request to Examine the Maintenance Record Officer	P.3, r.20(6) FJ(G)R	To request to examine a maintenance record officer during a maintenance hearing.	
<u>30-A</u>	<u>Request to Examine the Maintenance Enforcement Officer</u>	<u>P.3, r.22Q FJ(G)R</u>	<u>To request to examine a Maintenance Enforcement Officer during a maintenance hearing.</u>	
31	Request for / Response to Disclosure	P.3, r.21 FJ(G)R Para 33 PD	For use only in maintenance proceedings under Part 3 FJ(G)R to:	To be used in 3 ways:



Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
			<p>(a) Request for the other party to disclose documents; or</p> <p>(b) Respond to the request for disclosure of documents.</p>	<p>(a) Request for documents to be made within the maintenance statement / affidavit;</p> <p>(b) Respond to (a) above within the maintenance reply statement / affidavit;</p> <p>(c) In conjunction with the Application for Disclosure.</p>
32	Application for Disclosure (iFAMS)	Para 33(3) PD	To make an Application to the Court where the requesting party is dissatisfied with the disclosing party's disclosure of documents.	To annex the completed Request for / Response to Disclosure.
<u>32-A</u>	<u>Notice to Court by Person Who is No Longer the Respondent's Employer</u>	<u>P.3, r.22S(1) FJ(G)R</u>	<u>To be used by the person to whom an attachment of earnings order is directed to notify the court that the person is not or has not been the respondent's employer.</u>	
<u>32-B</u>	<u>Notice to Court by Person Who Becomes the Respondent's Employer</u>	<u>P.3, r.22S(2) FJ(G)R</u>	<u>To be used by the person who becomes the respondent's employer to notify the court of the respondent's employment.</u>	

<b>Form No.</b>	<b>Form Title</b>	<b>Applicable Rule(s) / PD Paragraph(s)</b>	<b>When should the form be used?</b>	<b>Remarks</b>
33	Maintenance Enforcement Order	P.3, r.24 FJ(G)R	An enforcement order for attachment of debt.	
...				

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## Appendix A: Forms for use in Family Justice (General) Rules 2024

23A.

E-FORM

P.3, r.7(2), 24 FJ(G)R 2024

### Written Complaint for

- Spouse and/or  child(ren) maintenance
- Enforcement of maintenance order
- Variation or rescission of maintenance order

This form contains the relevant information to be provided when filing the following applications through the Family Justice Court's IFAMS system:

- (a) Maintenance for spouse or child(ren) under Part 78 of the Women's Charter 1961.
- (b) Variation or rescission of a maintenance order made under paragraph (1)(a)
- (c) Enforcement of the following orders:
  - (i) a maintenance order under paragraphs 1(a) or 1(b)
  - (ii) an order for child or spousal maintenance issued by Family Justice Courts
  - (iii) a maintenance order from the Tribunal of Maintenance of Parents
  - (iv) an order for Nafkah iddah or mutaah from the Singapore Syariah Court.
- (d) Variation or rescission or an enforcement order made under paragraph (1)(c).

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

**APPLICATION NO.** [for official use only]

**NATURE OF APPLICATION** Select the applicable nature of application<sup>1</sup>

## Section 1: Applicant's Details

APPLICANT'S PERSONAL PARTICULARS			
<b>NAME</b> Enter name here		<b>GENDER</b> Enter gender here	
<b>ID NO.</b> Enter ID No. here	<b>ID TYPE</b> Enter ID Type. here	<b>DATE OF BIRTH</b> Enter date of birth here	<b>NATIONALITY</b> Enter nationality here
<b>RACE</b>		Enter race here	
<b>RELIGION</b>		Enter religion here	
<b>EDUCATION</b>		Enter education here	
<b>OCCUPATION</b>		Enter occupation here	
<b>MINIMUM GROSS HOUSEHOLD INCOME EACH MONTH</b>		Enter min. gross household income each month here	
<b>MAXIMUM GROSS HOUSEHOLD INCOME EACH MONTH</b>		Enter max. gross household income each month here	
<b>APPLICANT'S INCOME EACH MONTH</b>		Enter Applicant's income each month here	
<b>STAYING WITH RESPONDENT</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>DATE OF MARRIAGE TO RESPONDENT</b> Enter date of marriage here		<b>PLACE OF MARRIAGE</b> Enter place of marriage here	
<b>MARRIAGE CERTIFICATE NO.</b> Enter Marriage Certificate No. here		<b>STATUS OF MARRIAGE</b> Enter Status of Marriage here	
<b>CAN APPLICANT COMMUNICATE IN ENGLISH IN COURT?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PREFERRED LANGUAGE</b> Enter preferred language here		<b>ALTERNATIVE LANGUAGE</b> Enter alternative language here	

<sup>1</sup> the options are: s.69(1) Maintenance for wife / s.69(1A) Maintenance for incapacitated husband / s.69(2) Maintenance for Child(ren) / s.71 Enforcement of Maintenance Order / s.72 Variation of Maintenance order / s.72 Rescission of Maintenance order.

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**APPLICANT'S CONTACT INFORMATION**

<b>ADDRESS</b> Enter address here	<b>IS ADDRESS CONFIDENTIAL?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>HOME TEL.</b> Enter Home Tel. here	<b>MOBILE TEL.</b> Enter Mobile Tel. here	<b>OFFICE TEL.</b> Enter Office Tel. here	<b>FAX NO.</b> Enter Fax No. here
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<b>EMAIL</b> Enter email here	<b>OTHER CONTACT INFORMATION</b> Enter other contact information, if any
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**RESPONDENT'S PERSONAL PARTICULARS**

<b>NAME</b> Enter name here	<b>GENDER</b> Enter gender here
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<b>ID NO.</b> Enter ID No. here	<b>ID TYPE</b> Enter ID Type. here	<b>DATE OF BIRTH</b> Enter date of birth here	<b>NATIONALITY</b> Enter nationality here
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<b>RACE</b>	Enter race here
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<b>RELIGION</b>	Enter religion here
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<b>EDUCATION</b>	Enter education here
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<b>OCCUPATION</b>	Enter occupation here
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<b>CAN RESPONDENT COMMUNICATE IN ENGLISH IN COURT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>PREFERRED LANGUAGE</b> Enter preferred language here	<b>ALTERNATIVE LANGUAGE</b> Enter alternative language here
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**RESPONDENT'S CONTACT INFORMATION**

<b>ADDRESS</b> Enter address here
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<b>HOME TEL.</b>	<b>MOBILE TEL.</b>	<b>OFFICE TEL.</b>	<b>FAX NO.</b>
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Enter Home Tel. here	Enter Mobile Tel. here	Enter Office Tel. here	Enter Fax No. here
<b>EMAIL</b> Enter email here		<b>OTHER CONTACT INFORMATION</b> Enter other contact information, if any	

**RECIPIENTS BENEFICIARIES OF MAINTENANCE**

<b>PERSON</b>	<b>RELATIONSHIP TO RESPONDENT</b>
Enter name of person here	Enter nature of relationship
Enter name of person here	Enter nature of relationship
Enter name of person here	Enter nature of relationship

**DETAILED INFORMATION ABOUT THE ABOVE-MENTIONED PERSONS**

<b>S/N</b>	<b>Details of the <u>Recipients Beneficiaries</u> of Maintenance</b>
1.	Name: Enter name here NRIC No.: Enter NRIC No. here Relationship to Respondent: Enter relationship to Respondent here Date of birth: Enter date of birth here Gender: Enter gender here
2.	Name: Enter name here NRIC No.: Enter NRIC No. here Relationship to Respondent: Enter relationship to Respondent here Date of birth: Enter date of birth here Gender: Enter gender here
3.	Name: Enter name here NRIC No.: Enter NRIC No. here Relationship to Respondent: Enter relationship to Respondent here Date of birth: Enter date of birth here Gender: Enter gender here

**PAYEE DETAILS**

<b><u>S/N</u></b>	<b><u>BENEFICIARY NAME</u></b>	<b><u>PAYEE NAME</u></b>	<b><u>PAYEE TYPE</u></b>
1.	<u>Enter name of beneficiary here</u>	<u>Enter name of payee here</u>	<u>Enter type of payee here</u>

<u>2.</u>	<u>Enter name of beneficiary here</u>	<u>Enter name of payee here</u>	<u>Enter type of payee here</u>
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### **DETAILED INFORMATION ABOUT PAYEE**

<b><u>S/N</u></b>	<b><u>Details of Payee</u></b>	
<b><u>1.</u></b>	<b><u>Payee Name:</u></b>	<u>Enter name of payee here</u>
	<b><u>Payee Type:</u></b>	<u>Enter type of payee here</u>
	<b><u>Identification No:</u></b>	<u>Enter NRIC/FIN/UEN No. of Payee here</u>
	<b><u>Date of birth:</u></b>	<u>Enter date of birth of payee here</u>
	<b><u>Age:</u></b>	<u>Enter age of payee here</u>
	<b><u>Payment methods:</u></b>	<u>Enter payment method to payee here</u>
	<b><u>Bank Account:</u></b>	<u>Enter bank account details of payee here</u>
	<b><u>PayNow options:</u></b>	<u>Enter Paynow details, if applicable</u>
	<b><u>Address:</u></b>	<u>Enter payee's address</u>
	<b><u>Email:</u></b>	<u>Enter payee's email here</u>
	<b><u>Mobile no.:</u></b>	<u>Enter payee's mobile no. here</u>
<b><u>2.</u></b>	<b><u>Payee Name:</u></b>	<u>Enter name of payee here</u>
	<b><u>Payee Type:</u></b>	<u>Enter type of payee here</u>
	<b><u>Identification No:</u></b>	<u>Enter NRIC/FIN/UEN No. of Payee here</u>
	<b><u>Date of birth:</u></b>	<u>Enter date of birth of payee here</u>
	<b><u>Age:</u></b>	<u>Enter age of payee here</u>
	<b><u>Payment methods:</u></b>	<u>Enter payment method to payee here</u>
	<b><u>Bank Account:</u></b>	<u>Enter bank account details of payee here</u>
	<b><u>PayNow options:</u></b>	<u>Enter Paynow details, if applicable</u>
	<b><u>Address:</u></b>	<u>Enter payee's address</u>
	<b><u>Email:</u></b>	<u>Enter payee's email here</u>
	<b><u>Mobile no.:</u></b>	<u>Enter payee's mobile no. here</u>

## **Section 2: Application Details**

Select **only one** option.

### **Option 1: Maintenance for Wife and/or Children**

- I, [Enter name], am applying for maintenance for [Enter name] and [Enter name].
- I am married to the Respondent on [Enter date here] and there are currently  no ongoing  ongoing divorce proceedings in Court

*Notes*

*If there are ongoing divorce proceedings*

between us. (*Where there are ongoing divorce proceedings*) [Divorce number: [Enter details here]]

*between the parties, provide the divorce case number in the following format:*

3. The Respondent has neglected or refused to provide reasonable maintenance for [Enter name(s)] since [Enter date here].
4. I am applying for monthly maintenance of \$[Enter amount here] against the Respondent. This comprises \$[Enter amount here] for myself and \$ [Enter amount here] for [Enter name here]
5. I confirm that I do not have any pending Court application relating to the same matter.

*FC/D [number]/[year]  
e.g. FC/D 100/2020*

### **Option 2: Enforcement of Maintenance Order**

Notes

1. Under the Maintenance Order No. [Enter details here], [Enter name of Respondent] was ordered to pay \$[Enter amount here] towards the maintenance of [Enter name(s)].
2. He/She is in arrears of \$[Enter amount here] as at [Enter date here].
3. I now seek enforcement of the maintenance order.
4. I confirm that I do not have any pending Court application relating to the same matter.

*Provide the Maintenance Order No. in the following format:  
MO [number]/[year]  
e.g. MO 100/2020*

### **Option 3: Variation/ Rescission of Maintenance Order**

Notes

1. Under the Maintenance Order No. [Enter details here], [Enter name of Respondent] was ordered to pay \$[Enter amount here] towards the maintenance of [Enter name(s)].
2. I now seek a  variation  rescission of the maintenance order [Enter details here] dated [Enter date here] due to the following reasons:

*Provide the Maintenance Order No. in the following format:  
MO [number]/[year]  
e.g. MO 100/2020*

[Enter reason(s) here]



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<b><u>Change(s) in Details of Payee</u></b>			
<b><u>PREVIOUS DETAILED INFORMATION ABOUT PAYEE</u></b>		<b><u>CHANGED DETAILED INFORMATION ABOUT PAYEE</u></b>	
<b><u>Payee Name:</u></b>	<u>Enter name of payee here</u>	<b><u>Payee Name:</u></b>	<u>Enter name of payee here</u>
<b><u>Payee Type:</u></b>	<u>Enter type of payee here</u>	<b><u>Payee Type:</u></b>	<u>Enter type of payee here</u>
<b><u>Identification No:</u></b>	<u>Enter NRIC/FIN/UEN No. of Payee here</u>	<b><u>Identification No:</u></b>	<u>Enter NRIC/FIN/UEN No. of Payee here</u>
<b><u>Date of birth:</u></b>	<u>Enter date of birth of payee here</u>	<b><u>Date of birth:</u></b>	<u>Enter date of birth of payee here</u>
<b><u>Age:</u></b>	<u>Enter age of payee here</u>	<b><u>Age:</u></b>	<u>Enter age of payee here</u>
<b><u>Payment methods:</u></b>	<u>Enter payment method to payee here</u>	<b><u>Payment methods:</u></b>	<u>Enter payment method to payee here</u>
<b><u>Bank Account:</u></b>	<u>Enter bank account details of payee here</u>	<b><u>Bank Account:</u></b>	<u>Enter bank account details of payee here</u>
<b><u>PayNow options:</u></b>	<u>Enter Paynow details, if applicable</u>	<b><u>PayNow options:</u></b>	<u>Enter Paynow details, if applicable</u>
<b><u>Address:</u></b>	<u>Enter payee's address</u>	<b><u>Address:</u></b>	<u>Enter payee's address</u>
<b><u>Email:</u></b>	<u>Enter payee's email here</u>	<b><u>Email:</u></b>	<u>Enter payee's email here</u>
<b><u>Mobile no.:</u></b>	<u>Enter payee's mobile no. here</u>	<b><u>Mobile no.:</u></b>	<u>Enter payee's mobile no. here</u>

3. I have not lodged any previous application relating to the same matter.

### **Section 3: Declaration**

The Applicant is aware that a copy of the application form or the application details, and any supporting documents may be provided to the Respondent.

The complaint is to be signed / declared in accordance the Form of Declaration (Form 107) of the Family Justice (General) Rules 2024.

If the complaint is filed by an applicant who is represented by an advocate and solicitor under Part 8 or 9 of the Women's Charter 1961, the complaint is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

**Written Complaint for Recovery of Sums Expended to Maintain  
Child(ren) Accepted as Member(s) of the Family**

This form contains the relevant information to be provided when filing an application for the recovery of sums expended by a person to maintain child(ren) accepted as member(s) of the family.

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

APPLICATION NO. [for official use only]

NATURE OF APPLICATION S.70A(1) Women's Charter 1961

### **Section 1: Applicant's Details**

<u>APPLICANT'S DETAILS</u>	
<u>NAME</u>	<u>Enter name here</u>
<u>IDENTIFICATION TYPE</u>	<u>Enter ID Type. here</u>
<u>IDENTIFICATION NUMBER</u>	<u>Enter ID No. here</u>
<u>ADDRESS</u>	<u>Enter address here</u>

### **Section 2: Respondent's Details**

<u>RESPONDENT'S DETAILS</u>	
<u>NAME</u>	<u>Enter name here</u>
<u>IDENTIFICATION TYPE</u>	<u>Enter ID Type. here</u>
<u>IDENTIFICATION NUMBER</u>	<u>Enter ID No. here</u>
<u>ADDRESS</u>	<u>Enter address here</u>

### **Section 3: Child(ren) Details**

<u>S/N</u>	<u>CHILD'S NAME</u>	<u>ID TYPE/NO.</u>
<u>1.</u>	<u>Enter child's name here</u>	<u>Enter child's ID type and no. here</u>
<u>2.</u>	<u>Enter child's name here</u>	<u>Enter child's ID type and no. here</u>

### **Section 4: Request**

Currency: [Enter currency]

Request amount: [Enter amount requested]

## **Section 5: Declaration**

1. I, [Enter Applicant's name here], am applying for the recovery of  sums  part of the sum expended by me in the maintenance of the abovementioned child(ren) against the Respondent.
2. To the best of my knowledge and belief, the Respondent is the  father  mother of the child(ren).
3. I have been maintaining the child(ren) as follows:  
[State details of how Applicant has been maintaining the children]
4. I am applying for recovery of a sum of [Enter currency and amount claimed] and attach the Computation of Expenses incurred for the Court's consideration. I will provide further proof of the expenses if necessary.
5. I understand that any sums ordered to be paid by the Court are recoverable as a debt, if not paid by the Respondent as ordered.

The Applicant is aware that a copy of the application form or the application details, and any supporting documents may be provided to the Respondent.

The complaint is to be signed / declared in accordance the Form of Declaration (Form 107) of the Family Justice (General) Rules 2024.

If the complaint is filed by an applicant who is represented by an advocate and solicitor under Part 8 or 9 of the Women's Charter 1961, the complaint is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

Para 34 PD 2024

**Consent for Service By Way of Email or Mobile Phone Number  
for Summonses made under Sections 71, ~~and Section 72~~ and 80 of  
the Women's Charter 1961**

*Note: Only for Variation OR enforcement of maintenance orders (with prefix FJC / MO)*

To: Registrar  
Family Justice Courts

1. A maintenance order has been made in [Enter case number here] dated [Enter date here].
2. I hereby consent to receiving any summons filed against me under section 71 or 80 (for enforcement of the maintenance order) or section 72 (for rescission or variation of the maintenance order) of the Women's Charter 1961 ("the Summons") in the following manner<sup>1</sup>:
  - a.  by way of email to my email address at [Enter email address here]; and/or
  - b.  by way of multimedia messaging service or other messaging communication at my mobile telephone number at [Enter mobile telephone number here].
3. Service in the above manner shall constitute good and sufficient service of the Summons on me. In this regard, I understand that the Court is at liberty to effect service of any summons under section 71, ~~or section 72~~ or 80 of the Women's Charter 1961 on me in accordance with the modes of service permitted at law and is not limited to effecting service by email and/or messaging communication at my mobile phone number.
4. I further acknowledge that:
  - a. It is my responsibility to inform the Court of any changes in my contact details. In the event that there is a change to my email address or my mobile telephone number, I will notify the Court within seven (7) days of such change by writing in to [FJC\\_MAINTPOS@judiciary.gov.sg](mailto:FJC_MAINTPOS@judiciary.gov.sg).
  - b. I understand that this consent continues to be valid until and unless it is revoked. If I wish to revoke my consent, I will inform the Court by writing in to [FJC\\_MAINTPOS@judiciary.gov.sg](mailto:FJC_MAINTPOS@judiciary.gov.sg). If there is revocation of consent, the date of revocation shall be taken to be the date of the email unless it is otherwise specified to take effect on a later date. Unless my consent is revoked in the manner provided, the Court is entitled to rely on this consent for purposes of serving the Summons on me.

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<sup>1</sup> You may select both options if preferred.

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Signature of consenting party

Name of consenting party: Enter name here

Date: Enter date here

Interpreted by (if required): Enter name of court interpreter or consenting party's solicitor

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Para 36A(4) PD 2024

## Request by Maintenance Enforcement Officer for Information under Part 3, Rule 22N of the Family Justice (General) Rules 2024

NATURE OF APPLICATION Select the applicable nature of application<sup>1</sup>

### **Section 1: Application Information**

<u>Application No.:</u>	<u>Enter application number here</u>
<u>Application Date:</u>	<u>Enter application date here</u>
<u>Application Type:</u>	<u>Enter application type here</u>

### **Section 2: Case Information**

<u>Case No.:</u>	<u>Enter case number here</u>
<u>Parties:</u>	<u>Enter applicant and respondent's names here</u>

### **Section 3: Ministry of Law Maintenance Enforcement Officer Information**

<u>Officer Name:</u>	<u>Enter officer's name here</u>
<u>Email Address:</u>	<u>Enter email address here</u>
<u>Mobile No.:</u>	<u>Enter mobile number here</u>

### **Section 4: Application Details**

Option 1: Application under Section 86(2)

<sup>1</sup> The options are: s.86(2) Request for Court order for party to provide information / s.86(3) Request for Court order for bank to provide information / s.86(4) Request for Court order for Third Party to provide information.



1. I, [Enter MEO's name], the Maintenance Enforcement Officer ("MEO") for [Enter case number], hereby request the Court to order [Enter name of party and identification number of party] to provide the following information relevant to the maintenance enforcement application referred by the court to the MEO under Section 84(1) of the Women's Charter 1961 (the referred application):

<u>S/N</u>	<u>Information requested and time frame for which the information is needed</u>	<u>State relevance of information to referred application</u>
<u>1.</u>	<u>Enter information requested and timeframe for which information is needed</u>	<u>Enter relevance of information to the referred application</u>
<u>2.</u>	<u>Enter information requested and timeframe for which information is needed</u>	<u>Enter relevance of information to the referred application</u>

2. I request that the information be provided in the following manner [Enter manner information is to be provided] and for the information to be provided by [Enter date by which information is to be provided].

**□ Option 2: Application under Section 86(3)**

1. I, [Enter MEO's name], the Maintenance Enforcement Officer ("MEO") for [Enter case number], hereby request the Court to order [Enter name of bank and UEN of bank] to provide the following information relevant to the maintenance enforcement application referred by the court to the MEO under Section 84(1) of the Women's Charter 1961 (the referred application):

<u>S/n</u>	<u>Information requested and time frame for which the information is needed</u>	<u>State relevance of information to referred application</u>
<u>1.</u>	<u>Enter information requested and timeframe for which information is needed</u>	<u>Enter relevance of information to the referred application</u>
<u>2.</u>	<u>Enter information requested and timeframe for which information is needed</u>	<u>Enter relevance of information to the referred application</u>

2. I confirm that:
- The following conditions prescribed by the regulations in relation to the bank have been met: [Enter regulations in relation to the bank].
  - The information belongs to a category of information that is prescribed by the regulations in relation to the bank.

3. I request that the information be provided in the following manner [Enter manner information is to be provided] and for the information to be provided by [Enter date by which information is to be provided].

**Option 3: Application under Section 86(4)**

1. I, [Enter MEO's name], the Maintenance Enforcement Officer ("MEO") for [Enter case number], hereby request the Court to grant permission to the MEO to direct [Enter name of third party] to provide the following information relating to [Enter name of party and identification number of party] relevant to the maintenance enforcement application referred by the court to the MEO under Section 84(1) of the Women's Charter 1961 (the referred application):

<u>S/n</u>	<u>Information requested and time frame for which the information is needed</u>	<u>State relevance of information to referred application</u>
<u>1.</u>	<u>Enter information requested and timeframe for which information is needed</u>	<u>Enter relevance of information to the referred application</u>
<u>2.</u>	<u>Enter information requested and timeframe for which information is needed</u>	<u>Enter relevance of information to the referred application</u>

2. I request that the information be provided in the following manner [Enter manner information is to be provided] and for the information to be provided by [Enter date by which information is to be provided].

**Section 5: Signature of MEO**

X

\_\_\_\_\_  
Signature of

[Enter full name of MEO as per NRIC/Passport here]

\_\_\_\_\_  
on this [Enter date here]

P.3, r.22Q FJ(G)R 2024

**Request to Examine the Maintenance Enforcement Officer****IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**Maintenance Summons No  
MSS [number]/[year]

Between

[Applicant's name]  
[ID No.]

... Applicant(s)

And

[Respondent's name]  
[ID No.]

... Respondent(s)

**REQUEST TO EXAMINE THE MAINTENANCE ENFORCEMENT OFFICER**

1. I, [Enter your name here], being the  applicant  respondent hereby request to examine the Maintenance Enforcement Officer (MEO) at the hearing on [Enter date here] at [Enter time here, e.g. 10.45]  AM  PM for the purpose of examining him/her on the following matters:

<b><u>S/No.</u></b>	<b><u>Matter to be examined, including paragraph number in the MEO's report, where relevant<sup>1</sup></u></b>	<b><u>Reasons for examining the MEO on this matter</u></b>
1.	[Enter details here]	[Enter reason(s) here]
2.	[Enter details here]	[Enter reason(s) here]

2. I acknowledge that the Court may decline my request if it is not served on the MEO and the other party, or my request is made less than 3 weeks before the hearing date.

<sup>1</sup> Add additional rows, if necessary.

X

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Signature of

[Enter full name as per NRIC/Passport here]

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on this    Select date

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## Notice to Court by Person Who is No Longer the Respondent's Employer

To: Registrar

1. I am the  former employer  authorised representative of the former employer of the Respondent [Enter the Respondent's name here] in Maintenance Application MSS No. [Enter MSS case no. here].
2. An attachment of earnings order [Enter attachment of earnings order no. here] in Maintenance Application MSS No. [Enter MSS case no. here] has been made on [Enter date of attachment of earnings order here].
3. The attachment of earnings order was served on [Enter date of service of the order on the person giving this notice here] ("date of service of the AEO").
4. I hereby notify the Court that  I  the business or company I am authorised to represent am/is not and have not during the period of one month immediately preceding the date of service of the attachment of earnings order been the Respondent's employer.
5. My particulars are as follows:

Particulars of person giving notice

Name of person giving notice: Enter name here

Identification number of person giving notice: Enter identification number here

Business/Company name: Enter business / company name here

Business/Company address: Enter business / company here

Contact Number: Enter contact number here

Email address: Enter email address here

Designation of person authorised to give notice on behalf of the Business/Company<sup>1</sup>:

Enter designation of person here

6. I, [Enter name here], confirm and declare that:
  - (a) The matters stated in this Notice are true and correct; and
  - (b) I understand that I commit an offence under section 199 of the Penal Code 1871 if I make any statement in this notice which is false, and which I know or believe to be false or do not believe to be true, touching any point material to the object for which the notice is made or used.

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<sup>1</sup> Only if filing as an authorised representative of the business/company.

X

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Signature of

[Enter full name as per NRIC/Passport here]

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on this [Enter date here]

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## Notice to Court by Person Who Becomes the Respondent's Employer

To: Registrar

1. I am the  employer  authorised representative of the employer of the Respondent [Enter the Respondent's name here].
2. The Respondent has been employed by  me  the business or company I represent since [Enter date here].
3. I am aware that an attachment of earnings order against the Respondent is in force and have been so aware since [Enter date here].
4. I hereby confirm that  I  the business or company I am authorised to represent am/is the Respondent's employer.
5. The Respondent's earnings are as follows:

Respondent's earnings

Respondent's earnings: Enter Respondent's earnings here

Respondent's anticipated earnings: Enter Respondent's anticipated earnings here

6. My particulars are as follows:

Particulars of person giving notice

Name of person giving notice: Enter name here

Identification number of person giving notice: Enter identification number here

Business/Company name: Enter business / company name here

Business/Company address: Enter business / company here

Contact Number: Enter contact number here

Email address: Enter email address here

Designation of person authorised to give notice on behalf of the Business/Company<sup>1</sup>:

Enter designation of person here

7. I, [Enter name here], confirm and declare that:

(a) \_\_\_\_\_ The matters stated in this Notice are true and correct; and

(b) \_\_\_\_\_ I understand that I commit an offence under section 199 of the Penal Code 1871

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<sup>1</sup> Only if filing as an authorised representative of the business/company.

if I make any statement in this notice which is false, and which I know or believe to be false or do not believe to be true, touching any point material to the object for which the notice is made or used.

X

\_\_\_\_\_  
Signature of

[Enter full name as per NRIC/Passport here]

on this    [Enter date here]  
\_\_\_\_\_