

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 1 OF 2014

It is hereby notified for general information that, with effect from 20 January 2014, the Subordinate Courts Practice Directions will be amended by deleting the existing paragraph 11 and replacing it with the following new paragraph 11.

New paragraph 11

2. The new paragraph 11 clarifies certain new requirements for an application for substituted service, in line with the practice applicable in the Supreme Court.

Dated this 16 day of January 2014.



JENNIFER MARIE
REGISTRAR
SUBORDINATE COURTS

11. Substituted Service

- (1) In any application for substituted service, the applicant should persuade the Court that the proposed mode of substituted service will bring the document in question to the notice of the person to be served.
- (2) Two reasonable attempts at personal service should be made before an application for an order for substituted service is filed. In an application for substituted service, the applicant shall demonstrate by way of affidavit why he or she believes that the attempts at service made were reasonable.
- (3) The applicant should, where appropriate, also consider other modes of substituted service, such as AR registered post or electronic means (including electronic mail or Internet transmission) in addition to or in substitution of substituted service by posting on doors or gates of residential and business premises.
- (4) An application for substituted service by posting at a residential address or by AR registered post should contain evidence (for example, relevant search results from the Inland Revenue Authority of Singapore, the Singapore Land Authority, the Housing & Development Board or the Accounting and Corporate Regulatory Authority) that the person to be served is either the owner of or resident at the property.
- (5) For the avoidance of doubt, substituted service by AR registered post is deemed to be effective when the postal service has delivered the document, or attempted to deliver the document (in cases where no one is present or willing to accept the document).
- (6) If substituted service is by electronic mail, it has to be shown that the electronic mail account to which the document will be sent belongs to the person to be served and that it is currently active.
- (7) An application for substituted service by advertisement (in one issue of the Straits Times if the person to be served is literate in English, or one issue of the Straits Times and one issue of one of the main non-English language newspapers where his language literacy is unknown) should only be considered as a last resort and should contain evidence that the person to be served is literate in the language of the newspaper in which the advertisement will be placed.

- (8) For the avoidance of doubt, posting on the Notice Board of the Registry of the Subordinate Courts will no longer be available as a proposed mode of substituted service.