

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**  
**PRACTICE DIRECTIONS**  
**AMENDMENT NO. 1 OF 2016**

It is hereby notified for general information that, with effect from 1 July 2016, the Family Justice Courts Practice Directions will be amended as follows:-

- a) the existing paragraph 33 will be deleted and replaced by the following paragraph:

New paragraph 33

- b) the existing paragraph 46 will be deleted and replaced by the following paragraph:

New paragraph 46

- c) the existing paragraph 54 will be deleted and replaced by the following paragraph:

New paragraph 54

- d) the existing paragraph 79 will be deleted and replaced by the following paragraph:

New paragraph 79

- e) the existing paragraph 84 will be deleted and replaced by the following paragraph:

New paragraph 84

- f) the existing paragraph 86 shall be deleted and replaced by the following paragraph:

New paragraph 86

- g) the existing paragraph 109 shall be deleted and replaced by the following paragraph:

New paragraph 109

- h) the existing paragraph 110 shall be deleted and replaced by the following paragraph:

New paragraph 110

- i) the existing Forms 6, 8, 18, 21, 30, 191, 206, 209 and 242 shall be deleted and replaced by the following new forms:

New Form 6

New Form 8

New Form 18

New Form 21

New Form 30

New Form 191

New Form 206

New Form 209

New Form 242

- j) the existing Forms 96 to 98 shall be deleted and replaced with the following new forms:

New Form 96

New Form 97

New Form 98

- k) the existing Form 211 shall be deleted and replaced with the following new form:

New Form 211

- l) the existing Forms 217, 218, 219, 220, 222 and 224 shall be deleted and replaced with the following new forms:

New Form 217

New Form 218

New Form 219

New Form 220

New Form 222

New Form 224

m) the existing Form 229 shall be deleted and replaced with the following new form:

New Form 229

n) the existing Form 239 shall be deleted and replaced with the following new form:

New Form 239

o) the existing Form 240 shall be deleted and replaced with the following new form:

New Form 240

p) the existing Form 243 shall be deleted and replaced with the following new form:

New Form 243

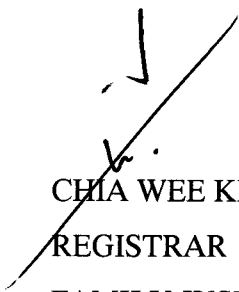
2. The amendments in (a) and (k) set out the fees payable for applications for copies of documents in Court Proceedings.
3. The amendments in (b) explain that the Court may reject documents that are not in compliance with the Family Justice Rules, the Practice Directions or any other directions made by the Court.
4. The amendments in (c) clarify that where there are multiple plaintiffs, applicants or deputies, a single affidavit instead of multiple affidavits should be filed. The following search results are required to be exhibited in the supporting affidavit – (a) Wills Registry search result showing if P has registered a Will,

(b) Office of the Public Guardian search result showing if P has registered a Lasting Power of Attorney, and (c) Office of the Public Guardian search result showing if there is a past Mental Capacity Act or Mental Disorders And Treatment Act Order in respect of P. Any medical report on P should also be based on a recent examination of P and should contain sufficient information to justify the doctor's opinions and conclusions.

5. The amendment in (d) provides for substituted service applications on a company's alternate address, giving effect to the new Section 173 of the Companies Act (Cap. 50) (effective from 3 January 2016) which allows the company's officers to stipulate an alternate address and sets out the conditions of an alternate address.
6. The amendments to (e), (n) and (o) clarify the requirements and undertakings in a Mareva injunction, in line with the practice applicable in the Supreme Court.
7. The amendment in (f) clarifies the types of cases which are to be transferred to be heard in the Family Division of the High Court.
8. The amendments in (g) and (h) set out instructions on the making of references to page numbers of exhibits in an affidavit and the listing out of related documents in a table of contents.
9. The amendments in (i) are due to the new Sections 11A and 69(1A) and amendment to Section 113 of the Women's Charter.
10. The amendments in (j) and (m) are to replace the forms for Offer to Contribute, List of Documents, Affidavit Verifying List of Documents and Plaintiff's Affidavit for Application under Section 121B of the Women's Charter.
11. The amendments in (l) concerning Forms 217, 218, 219, 220, 222 and 224 are to give effect to minor amendments to the forms that serve to clarify their contents.

12. The amendment in (p) amends the contents of a Joint Summary of Relevant Information for Ancillary Matters hearings.

Dated this 29<sup>th</sup> day of June 2016

  
CHIA WEE KIAT  
REGISTRAR  
FAMILY JUSTICE COURTS

### **33. Application for Court Records for Youth Court matters and non-electronically filed cases**

- (1) This paragraph shall apply only in respect of Youth Courts proceedings.
- (2) An application for a copy of any part of the record of any proceedings for a case registered via the Integrated Criminal case filing and Management System (“ICMS”) must be made via the ICMS portal under “Request for Court Records”.
- (3) Applications for all other cases (including cases under Part VII and VIII of the Women’s Charter) must be made in Form 211 in Appendix A to these Practice Directions.
- (4) On approval of an application that has been e-filed via the ICMS, the record of proceedings will be available for online downloading via the ICMS portal or collection depending on the delivery mode chosen.
- (5) Upon approval of an application for all other cases, and for ICMS cases where the mode of collection chosen is at the counter, the requisite number of copies of the record of proceedings applied for shall be made available for collection by the applicant for a period of 21 calendar days from the date specified in the notification given to the applicant by the Youth Courts Registry or Family Justice Courts Registry (as the case may be).
- (6) Where the copy of any record of proceedings applied for is not collected by the applicant within the time given by sub-paragraph (5), the copy of the record of proceedings shall be disposed of and the applicant must make a fresh application if he still requires a copy of the relevant record of proceedings.
- (7) The relevant fee prescribed by the Criminal Procedure Code (Prescribed Fees) Regulations 2013, or the Family Justice Rules (as the case may be) must be paid by the applicant at the time he makes the application.
- (8) The applicant shall be allowed to download or collect the copy of the record of proceedings applied for only if the fees payable therefor, including any balance fee payable, have been fully paid by him.

- (9) Any application for the waiver or remission of any fee payable for a copy of any record of proceedings may be made to the Registrar of the Family Justice Courts and the grant of such an application shall be in the absolute discretion of the Registrar.

## **46. Documents to be filed**

- (1) The originating summons and supporting affidavits for mental capacity proceedings are to be filed in the Family Justice Courts.
- (2) The Court may reject any document filed if there are errors or if the document does not comply with the Family Justice Rules, the Practice Directions, or any other directions made by the Court.



## **54. Applications involving the appointment of deputies**

### **The prayers**

- (1) The originating summons to be filed for the appointment of a deputy or deputies shall be in Form 217 in Appendix A to these Practice Directions.
- (2) It must be stated clearly in the originating summons whether the declaration sought in respect of P's lack of capacity concerns either P's personal welfare or P's property and affairs or both.
- (3) The plaintiff or applicant should ensure that the originating summons, the supporting affidavit and the doctor's affidavit exhibiting the medical report are consistent as to whether P lacks capacity in relation to his personal welfare or his property and affairs or both.
- (4) If there is more than one deputy sought to be appointed, the originating summons must state whether the deputies are to act jointly or jointly and severally.
- (5) The powers sought for the deputies are to be drafted appropriately to suit the purpose of each application.
- (6) Any other specific orders or reliefs that are required on the particular facts of each case are to be included.

### **The supporting affidavit by the plaintiff or applicant and the deputies**

- (7) The affidavit to be filed by the plaintiff or applicant and all proposed deputies in support of the application for the appointment of a deputy or deputies shall be in Form 218 in Appendix A to these Practice Directions.
- (8) In the case of applications for direct payment of P's hospital and/or nursing home charges from P's funds or P's insurance and where no deputy is to be appointed, the affidavit to be filed by the plaintiff or applicant in support of the application shall be in Form 219 in Appendix A to these Practice Directions.
- (8A) If there is more than one plaintiff or applicant or proposed deputy, a single affidavit should be made by all the plaintiffs, applicants or proposed deputies.

The plaintiffs, applicants or proposed deputies should not file separate supporting affidavits.

- (8B) The following search results must be exhibited in the supporting affidavit:
- (a) Office of the Public Guardian search result showing if P has registered a Lasting Power of Attorney;
  - (b) Office of the Public Guardian search result showing if there is a past Mental Capacity Act or Mental Disorders And Treatment Act Order in respect of P; and
  - (c) Wills Registry search result showing if P has registered a Will.

**The doctor's affidavit exhibiting the medical report**

- (9) In order to assist the Court, the medical report shall —
- (a) distinguish clearly between observations or conclusions based on information given to the doctor and those that are based on the doctor's examination of P;
  - (b) contain a clear opinion as to whether P lacks capacity in relation to the matters specified in the application;
  - (c) be current and shall not be made more than 6 months before the date of the application;
  - (d) contain a clear opinion on P's prognosis; and
  - (e) the affidavit and medical report to be filed by P's doctor in support of the application for the appointment of a deputy or deputies shall be in Form 224 in Appendix A to these Practice Directions.
- (9A) The medical report should be based on a recent examination of P by the doctor making the report and it should contain sufficient information to justify the doctor's opinions and conclusions.

**The affidavit by the successor deputy or deputies**

- (10) If the plaintiff or applicant seeks to apply for the appointment of a successor deputy or deputies, the application must also be accompanied by an affidavit of the proposed successor deputy or deputies in Form 220 in Appendix A to these Practice Directions.

## **79. Substituted and Dispensation of 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.

### **Application for substituted service by way of posting on the front door at the defendant's last known address in Singapore ("the address")**

- (2) The applicant should, where appropriate, 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.
- (3) 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 file a supporting affidavit stating the dates, times and outcomes of the said attempts and why he or she believes that such attempts made were reasonable.
- (4) If there is no response for both attempts at personal service (i.e. the door was locked and no one came to the door during both attempts), the plaintiff needs to state in the affidavit —
  - (a) the evidence that the defendant is currently residing or can be located at the address (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); and
  - (b) the grounds for the plaintiff's belief that the defendant is currently residing or can be located at the address, for example, that the plaintiff is also residing at the same address, and sees the defendant every day.

- (5) If the plaintiff is not able to state both of the matters set out in sub-paragraph (4)(a) and (b) above in the affidavit, he or she should make attempts to locate the defendant by contacting the defendant's relatives, friends, and employer(s) (if any), in order to discover the address at which the defendant is currently residing. The affidavit should then include the following matters:
- (a) details of the plaintiff's last contact with the defendant, including the date, the mode of contact (i.e. over the telephone, a letter, or a meeting), and the contents of any communications made, whether written or oral;
  - (b) details of the plaintiff's knowledge of the defendant's relatives and friends, and those person(s)' knowledge of his / her whereabouts ("the defendant's contacts"), including their names, addresses and their relationship to the defendant and whether they live in Singapore or overseas;
  - (c) details of the plaintiff's attempts to contact the defendant's contacts, including the number of such attempts made, the dates and mode of the said attempts (i.e. whether by telephone, letter, or meeting), and the contents of any communications made, whether written or oral;
  - (d) the name and address of the defendant's last known employer (if any), and the result of enquiries the plaintiff has made of that employer as to the defendant's whereabouts, including the date of such enquiries, the mode of the said enquiries (i.e. whether by telephone, letter, or meeting), and the contents of any communications made, whether written or oral;
  - (e) details of the defendant's nationality.
- (6) If the local address at which the defendant is currently residing (not being the matrimonial home) is discovered by the plaintiff pursuant to paragraph (5) above, personal service on the defendant should be attempted at that address in accordance with paragraph (3). Details of the dates, times and outcomes of the personal service are required in the affidavit.
- (7) If the response to the attempt at personal service is that the process server is told that the defendant "is overseas", evidence is required in the affidavit as to what date the defendant will be back in the country.
- (8) If it appears from the response to the attempt at personal service that the defendant is permanently overseas, evidence is required in the affidavit as to

how the documents will come to the defendant's attention by being posted on the front door.

- (9) If the response to the attempt at personal service is that the defendant has "moved away", and the plaintiff is alleging that the defendant is evading service, evidence is required in the affidavit to support the plaintiff's belief that the defendant is evading service.

**Application for substituted service by way of prepaid AR registered post / ordinary post**

- (10) An application for substituted service need not be made where an originating process is sent by prepaid AR registered post to the defendant, and the defendant returns the acknowledgement of service, signed by him, in accordance with rule 48(5) and rule 49(3) of the Family Justice Rules. In such a situation, the originating process would be deemed to be duly served on the defendant by registered post.

- (11) On an application for substituted service by way of prepaid AR registered post / ordinary post, the plaintiff must state the following matters in the affidavit—

- (a) the grounds for the plaintiff's belief that the defendant is currently resident at the particular address in respect of which the plaintiff is applying for substituted service by way of prepaid AR registered post / ordinary post;
- (b) if the application for substituted service by way of prepaid AR registered post / ordinary post is to an overseas address, that the defendant is not ordinarily resident in Singapore;

- (12) For the avoidance of doubt, substituted service by prepaid 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).

**Application for substituted service by way of email**

- (13) 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.

**Application for substituted service by way of advertisement**

- (14) Before an application for substituted service by way of advertisement can be granted, the plaintiff should make attempts to locate the defendant by contacting the defendant's relatives, friends, and employer(s) (if any), in order to discover the address at which the defendant is currently residing.
- (15) The affidavit must include the following:
- (a) the matters set out in sub-paragraph (5)(a) to (e) above;
  - (b) details of the defendant's literacy, and in what language;
  - (c) if the advertisement is to be placed in an overseas newspaper, the grounds for the plaintiff's belief as to why the defendant is thought to be in that particular country.
- (16) 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.

#### **Application for dispensation of service**

- (17) Before an application for dispensation of service can be granted, the plaintiff should make attempts to locate the defendant by contacting the defendant's relatives, friends, and employer(s) (if any), in order to discover the address at which the defendant is currently residing.
- (18) The affidavit must include the following:
- (a) the matters set out in sub-paragraph (5)(a) to (e) above;
  - (b) an explanation as to why advertisement would not be effective in bringing the divorce proceedings to the defendant's notice (for example, that it is not known which country the defendant is currently residing in).

- (19) For the avoidance of doubt, posting on the Notice Board of the Registry of the Family Justice Courts is not available as a proposed mode of substituted service.

## 84. Mareva injunctions

- (1) Applicants for *Mareva* injunctions are required to prepare their orders in accordance with the following forms in Appendix A:
  - (a) Form 239: Worldwide *Mareva* injunction; and
  - (b) Form 240: *Mareva* injunction limited to assets within the jurisdiction.

When composing the summons electronic form online through the Electronic Filing Service, these Forms shall be prepared in Portable Document Format (PDF) and attached to the summons electronic form for an Order of Court in Form 4 or 118 of Appendix A to these Practice Directions.

- (2) These forms, inevitably, are complicated, but their language and layout are intended to make it easier for persons served with these orders to understand what they mean. These standard form orders should be used save to the extent that the Judge hearing a particular application considers there is a good reason for adopting a different form. Any departure from the terms of the prescribed forms should be justified by the applicant in his supporting affidavit(s).
- (3) The applicant should undertake not to inform any third party of the proceedings until after the return date.
- (4) Wherever practicable, applications should be made sufficiently early so as to ensure that the Judge has sufficient time to read and consider the application in advance.
- (5) On an *ex parte* application for a *Mareva* injunction, an applicant may be required, in an appropriate case, to support his cross-undertaking in damages by a payment to be made into Court, a bond to be issued by an insurance company with a place of business within Singapore, a written guarantee to be issued from a bank with a place of business within Singapore or a payment to the applicant's solicitor to be held by the solicitor as an officer of the Court pending further order.



## 86. Case conferences

(1) Pre-trial conferences known as case conferences will be conducted for proceedings under:—

- (a) Guardianship of Infants Act;
- (b) Inheritance (Family Provision) Act;
- (c) International Child Abduction Act;
- (d) Intestate Succession Act;
- (e) Legitimacy Act;
- (f) Mental Capacity Act;
- (g) Mental Health (Care and Treatment) Act;
- (i) Status of Children (Assisted Reproduction Technology) Act 2013;
- (j) Section 17A(2) of the Supreme Court of Judicature Act;
- (k) Voluntary Sterilization Act
- (l) Section 59 and Part X Women's Charter; and
- (m) Probate and Administration Act

before a hearing date is given. Notification of the Case Conference shall be Form 241 of Appendix A to these Practice Directions.

(2) At the case conference, the matters to be considered include the following, where applicable:

- (a) the service of documents;
- (b) the likelihood of settlement of the contested issues;
- (c) the ages of the child / children of the marriage;

- (d) directions for parties to attend with counsel;
- (e) for parties to attend mandatory counselling and mediation at the Child Focused Resolution Centre;
- (f) the dates of the mediation and counselling sessions;
- (g) directions on the conduct of mediation and counselling at the Family Resolution Chambers;
- (h) the witnesses who will be called and whether they need interpretation;
- (i) the filing of affidavits, reports, summonses and any other necessary documents;
- (j) the necessity (if any) for an order for the Central Provident Fund Board to furnish information relating to the utilisation of CPF monies or CPF account balances where there is a claim for the division of a matrimonial property or CPF-related assets;
- (k) the necessity (if any) to transfer the proceedings to the Family Division of the High Court for hearing and determination. In determining whether to transfer the case to the Family Division of the High Court, the Family Court will take into account whether:
  - (i) there is an important question of law;
  - (ii) the matter is a test case; and/or
  - (iii) there is any other sufficient reason to transfer the proceedings;
- (l) the value of the property in question or matrimonial assets. Generally, in a case where the property in question or matrimonial assets are asserted by any party to the proceedings to be worth a gross value of \$5 million or more, the matter will be transferred to the Family Division of the High Court for hearing and determination;
- (m) the number of days required for the hearing and the fixing of hearing dates; and
- (n) the administrative arrangements for the next hearing (e.g. whether it will be conducted over JOL or whether interpreters are required, etc.).

- (3) The principal solicitors having conduct of the case are to personally attend the case conference. They are expected to be thoroughly prepared to discuss all relevant matters as the Registrar conducting the case conference will take a holistic approach to the case and consider all relevant matters relating to the case.
- (4) Solicitors should ensure that their clients are fully informed of the option of using alternative dispute resolution before attending the case conference. They are expected to advise their clients and to take instructions on the desirability of referring the dispute for mediation and / or counselling.
- (5) The following sub-paragraphs shall apply in matrimonial proceedings under Part X of the Women's Charter where any of the ancillary relief claimed is contested and section 17A(2) of the Supreme Court Judicature Act.
  - (a) The parties or their counsel attending the case conference shall ensure that all affidavits, reports, Ancillary Matters Fact and Position Sheet in Form 242 in Appendix A to these Practice Directions and any other necessary documents have been filed and all interlocutory applications and appeals therefrom have been dealt with before seeking a date for the hearing of the ancillary matters.
  - (b) Where the contested ancillary matters include the division of matrimonial assets, the parties or their counsel shall, upon the direction of the court, file the in Form 243 in Appendix A to these Practice Directions stating the contested issues, the net value of the matrimonial assets as at the date of the Declaration, the status of the proceedings.
  - (c) At any time before the commencement of the hearing of the contested ancillary matters, where it is necessary to do so, the parties or their counsel may, upon the direction of the court, file another in Form 243 in Appendix A to these Practice Directions.
- (6) In proceedings under the Guardianship of Infants Act,
  - (a) where the parties are or were married under the provisions of Muslim law or are Muslims, both parties shall notify the Family Justice Courts Registry, by way of a letter in the prescribed format in Form 244 in Appendix A to these Practice Directions, a day before each hearing as to whether proceedings involving the same parties have been commenced in the Syariah Court.

## 109. Form of affidavits

### *Affidavits filed electronically*

- (1) This sub-paragraph shall apply to affidavits which are to be filed through the Electronic Filing Service.
  - (a) When filing affidavits for use during a hearing of an interlocutory application, the summons number of the interlocutory application must be provided in the Electronic Filing Service in addition to the case number of the suit or matter.
  - (b) Affidavits shall have a blank margin of not less than 35mm wide on all 4 sides of the page. They shall be printed or typed and must be double-spaced.
  - (c) The textual portion of the affidavits, as opposed to the exhibits, must be white.
  - (d) At the top right hand corner of the first page of every affidavit there shall be typed or printed in a single line the following:
    - (i) the party on whose behalf the affidavit is filed;
    - (ii) the name of the deponent;
    - (iii) the ordinal number of the affidavit in relation to the affidavits filed in the cause or matter by the deponent;
    - (iv) the date the affidavit is filed;
    - (v) the top right hand corner of the first page of every affidavit shall also state whether the affidavit has been filed in respect of a contested divorce ("CD"), uncontested divorce ("UD"), summons ("SUM"), ancillary matters ("AM") or originating summons ("OS") hearing, and if the affidavit is filed in respect of a summons hearing, it shall state the number of the said summons, where the number is available, for example:

“Defendant: Tan Ah Kow: 4th: 15.4.2013: AM hearing”; and “Defendant: Tan Ah Kow: 4th: 15.4.2013: SUM hearing: SUM no. 1234 of 2013”; and

the document name that is selected in the Electronic Filing Service for an affidavit for ancillary matters hearing shall be “Affidavit for Ancillary Matters Hearing”.

- (e) Every page of the affidavit (*including* separators and exhibits) shall be paginated consecutively, and the page number shall be placed at the top right hand corner of the page. Every reference to an exhibit (or a document in an exhibit) shall include, where appropriate, the page number(s) where the exhibit (or document) can be located.
- (f) Sub-paragraph 1(d)(v) is applicable to proceedings under Part X of the Women’s Charter (Cap. 353) filed before 1 April 2006 as if any reference to the defendant were a reference to the respondent.

***Affidavits that are not filed electronically***

- (2) This sub-paragraph applies to affidavits which are not required to be filed through the Electronic Filing Service.

- (a) **Form of affidavits generally**

- (i) Affidavits shall be on A4-ISO paper of durable quality with a blank margin not less than 35 mm wide on all 4 sides of the page.
- (ii) The paper used shall be white.
- (iii) Affidavits shall be produced by printing, lithography or typewriting, and in any case not by carbon copying. A document produced by a photographic or similar process giving a positive and permanent representation free from blemishes will be treated, to the extent that it contains a facsimile of matter produced by one of the above processes, as if it were so produced. Photographic copies which are not clearly legible will be rejected.
- (iv) Affidavits shall be printed or typed, double-spaced, on one side or both sides of the paper.

(b) **Markings on affidavits**

At the top right hand corner of the first page of every affidavit, and also on the backing sheet, there shall be typed or printed in a single line the following:

- (i) the party on whose behalf the affidavit is filed;
- (ii) the name of the deponent;
- (iii) the ordinal number of the affidavit in relation to the affidavits filed in the cause or matter by the deponent;
- (iv) the date the affidavit is filed;
- (v) whether the affidavit has been filed in respect of a contested divorce (“CD”), uncontested divorce (“UD”), summons (“SUM”), ancillary matters ("AM") or originating summons ("OS") hearing, for example, “Defendant: Tan Ah Kow: 4th: 15.4.2013: AM hearing”; and
- (vi) if the affidavit is filed in respect of a summons hearing, the number of the said summons, where the number is available, for example, “Defendant: Tan Ah Kow: 4th: 15.4.2013: SUM hearing: SUM no. 1234 of 2013”.

(c) **Binding of affidavits**

Affidavits of 30 pages or less (including exhibits and dividing and backing sheets) may be stapled at the top left hand corner of the paper firmly. Any affidavit (including exhibits, dividing and backing sheets) exceeding 30 pages shall be bound with plastic ring binding or plastic spine thermal binding (the plastic rings or spines to be red for plaintiffs/appellants, and blue for defendants/respondents) with a transparent plastic cover in front and at the back.

(d) **Pagination of affidavits**

Every page of the affidavit shall be paginated consecutively, and the page number shall be placed at the top right hand corner of the page. Every reference to an exhibit (or a document in an exhibit) shall include, where appropriate, the page number(s) where the exhibit (or document) can be located.

- (e) Sub-paragraph 2(b) is applicable to proceedings under Part X of the Women's Charter (Cap. 353) filed before 1 April 2006 as if any reference to the defendant were a reference to the respondent.

## 110. Exhibits to affidavits

### *Non-documentary exhibits*

- (1) Non-documentary exhibits (e.g., tapes, samples of merchandise, etc.) shall be clearly marked with the exhibit mark in such a manner that there is no likelihood of the exhibit being separated or lost.
- (2) Where the exhibit consists of more than one item (e.g., cassettes in a box) each and every such separate item of the exhibits shall similarly be separately marked with enough of the usual exhibit mark to ensure precise identification.
- (3) Where it is impracticable to mark on the article itself, such article or the container thereof shall be tagged or labelled with the exhibit mark securely attached to the exhibit in such a manner that it is not easily removable.
- (4) Very small non-documentary exhibits shall be enclosed or mounted in a sealed transparent container, tagged or labelled as aforesaid. An enlarged photograph showing the relevant characteristics of such exhibits shall, where applicable, be exhibited in the affidavit.

### *Exhibits to affidavits filed electronically*

- (5) The directions in this sub-paragraph shall apply to exhibits to affidavits that are filed through the Electronic Filing Service:
  - (a) Every page of every exhibit must be fully and clearly legible. Where necessary, magnified copies of the relevant pages should be inserted in appropriate places.
  - (b) Every page of the exhibits, *including dividing sheets or separators between exhibits*, shall be consecutively numbered at the top right hand corner of each page, taking as its first number the number that follows the number of the last sheet of the affidavit.
  - (c) Each exhibit in the affidavit must be separately book-marked in the Portable Document Format document that is filed. For this purpose —
    - (i) the names of the book-marks should follow the initials of the deponent of the affidavit, e.g., "TAK-1", "TAK-2"; and



- (ii) where a deponent deposes to more than one affidavit to which there are exhibits in any one action, cause or proceedings, the numbering of the exhibits in all subsequent affidavits shall run consecutively throughout, and not begin again with each affidavit.
  
- (d) Related documents (e.g., correspondence and invoices) may be collected together and collectively exhibited as one exhibit arranged in chronological order, beginning with the earliest at the top, paginated in accordance with sub-paragraph (5)(b) above, and the exhibit must have a front page showing the table of contents of the items in the exhibit.

*Exhibits to affidavits that are not filed electronically*

- (6) This sub-paragraph applies to exhibits to affidavits that are not required to be filed through the Electronic Filing Service.
  - (a) Every page of every exhibit must be fully and clearly legible. Where necessary, magnified copies of the relevant pages should be inserted in appropriate places.
  - (b) All documentary exhibits in an affidavit shall be prefaced by a dividing sheet in a light colour other than white, marked, typed or stamped clearly with an exhibit mark as follows:

“This is the exhibit marked \_\_\_\_ [letter of the alphabet or a number] referred to in the affidavit of \_\_\_\_\_ [name of the deponent] and sworn/affirmed before me this \_\_\_\_\_ [date on which the affidavit is sworn or affirmed].

Before me,

SGD

A Commissioner for Oaths”

(c) When there are more than 10 different documentary exhibits in an affidavit, there shall be —

(i) a table of contents of the documentary exhibits inserted before the first of such exhibits enumerating every exhibit in the affidavit in the manner of the example set out below:

Reference in affidavit	Nature of exhibit	Page No.
“TAK-1”	Certificate of marriage	6
“TAK-2”	Certificate of birth	7

(ii) each document shall be flagged by means of a plastic tag, marked in accordance with the exhibit reference and such flags shall run vertically down the right edge of the exhibits evenly spaced out so as not to overlap one another. The table of contents itself shall bear the top most flag, marked “TABLE”; and

(iii) exhibits shall be bound in the sequence in which references are made to them in the affidavit.

(d) **Pagination**

Every page of the exhibits (but not the dividing sheets mentioned in subparagraph (6)(b) above) shall be consecutively numbered at the top right hand corner of each page, taking as its first number the number that follows the number of the last sheet of the affidavit.

(e) **Numbering**

Where a deponent deposes to more than one affidavit to which there are exhibits in any one action, cause or proceedings, the numbering of such exhibits in all subsequent affidavits shall run consecutively throughout, and not begin again with each affidavit.

(f) **References to exhibits in other affidavits**

Where a deponent wishes to refer to a document already exhibited in some other deponent's affidavit, he shall not also exhibit it to his own affidavit.

(g) **Related documents**

Related documents (e.g., correspondence and invoices) may be collected together and collectively exhibited as one exhibit arranged in chronological order, beginning with the earliest at the top, paginated in accordance with sub-paragraph (6)(d) above, and the exhibit must have a front page showing the table of contents of the items in the exhibit.

FORM 6

R. 44, 48, 83

(STATEMENT OF CLAIM (DIVORCE/JUDICIAL SEPARATION) FORM)  
 IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE  
 Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No. ) *Plaintiff*

And

[*Defendant's Name*] (ID No. ) *Defendant*

STATEMENT OF CLAIM FOR NULLITY\*/DIVORCE\*/JUDICIAL  
 SEPARATION\*/PRESUMPTION OF DEATH AND DIVORCE\*

1. The Marriage between Plaintiff and Defendant (the marriage)
  - (a) Date and place of solemnization of the marriage:
  - (b) Date and place of registration of the marriage:
  - (c) \*Marriage Certificate Number (for marriage registered in Singapore):
  - (d) \*The date of the marriage is less than 3 years before the date of filing of this Writ. The court has granted leave to the Plaintiff to file this Writ before the said 3 years have passed on [*to state date*] in Originating Summons Number [*to state number*]\*.

[*The Statement of Particulars shall annex a copy of the marriage certificate.*]

2. Particulars of Parties

(a) Plaintiff

<b>Age:</b>		<b>Citizenship:</b>	
<b>Religion:</b>		<b>Education Level:</b>	
<b>Occupation:</b>		<b>Current address:</b>	

(b) Defendant

<b>Age:</b>		<b>Citizenship:</b>	
<b>Religion:</b>		<b>Education Level:</b>	
<b>Occupation:</b>		<b>Current address:</b>	

- (c) The last address at which the parties to the marriage have lived together as husband and wife:

[to state address]

3. Jurisdiction

(a) \*The court has jurisdiction based on domicile. [Choose one of the following]

(i) The Plaintiff/The Defendant/Both the Plaintiff and the Defendant\* is a/are\* Singapore citizen(s).

(ii) Neither the Plaintiff nor the Defendant is a Singapore citizen. [The Statement of Particulars shall set out the reasons for which the court has jurisdiction based on domicile.]

(b) \*The court has jurisdiction based on habitual residence. [Choose one of the following]

(i) The Plaintiff has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of the writ.

(ii) The Defendant has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of the writ.

[The Statement of Particulars is to state the relevant details in either case, including:

(A) Address(es) of the place(s) of residence; and

(B) The length of residence at each place.]

4. Children

[To state, in respect of each living child of the marriage]

S/N	Name of child:		BC/ID number:	
	Date of Birth:		Gender:	
	Any disability or illness?	[If the child is suffering from serious disability or chronic illness or from the effects of that illness, state the nature of the disability or illness and in the Statement of Particulars, attach a copy of any up-to-date medical report which is available.]		
	Child over 21 (whether in educational institution, national service, or mentally/physically disabled)	[In the case of a child above the age of 21 years, to state whether he is receiving instruction at an educational establishment or undergoing training for a trade, profession or vocation and whether he is suffering from a mental or physical disability and whether he is or will be serving full-time national service.*]		
	Is child under care?	[If the child is under the care or custody of an approved school or approved home established under the Children and Young Persons Act (Cap. 38), give details, and state the date of any order for care or custody and the circumstances which gave rise to its being made.]		

The following child(ren) are born to the wife during the marriage:

S/N.	Name of child:		BC/ID number:	
	Date of Birth:		Gender:	
	Is there a dispute whether the living child is a child of the marriage?			

5. Related Proceedings

To state if there are or have been other proceedings in [Singapore/elsewhere (to specify)] with reference to the marriage, or to any children of the marriage, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both of them.

If there are or have been such proceedings, to complete the following section:

S/N	Nature of proceedings:		
	Suit number:		Date of Decree/order/judgment:
	Date of application		Country where proceedings filed:
	Details of Order applied/made:		
	Status of Proceedings if no Decree/order/judgment made:		
	If the Plaintiff is a bankrupt, to indicate if OA's sanction has been obtained: <i>[The Statement of Particulars shall annex a copy of the document bearing the sanction of the Official Assignee.]</i>		
	Plaintiff Bankruptcy Details:		
	Pending Bankruptcy Details:	<i>[The Statement of Particulars is to state details of the pending bankruptcy proceedings.]</i>	

6. Ground on which Relief is Sought *[Choose one of the following]*

The marriage is void

- (a) \*(For marriages that took place after 1st June 1981) The marriage is not valid under section 105 of the Women's Charter: *[Choose one or more of the following]*
- (i) by virtue of section 3(4)/5/9/10/11/12/22\* of the Women's Charter
  - (ii) *(for marriages celebrated outside Singapore)* for the lack of capacity
  - (iii) *(for marriages celebrated outside Singapore)* under the law of the place in which the marriage was celebrated.
- (b) \*(For marriages that took place on or before 1st June 1981) The marriage is not valid for the reasons stated in the Statement of Particulars.
- (c) \*(For marriages that took place on or after 1 July 2016) The marriage is not valid by virtue of s11A of the Women's Charter.

OR

The marriage is voidable

- (a) \*(For marriages that took place after 1st June 1981) The marriage is voidable under section 106 of the Women's Charter on the following ground(s): *[Choose one or more of the following]*

- (i) That the marriage has not been consummated owing to the incapacity of either party [*please specify*] to consummate it.
  - (ii) That the marriage has not been consummated owing to the wilful refusal of the Defendant to consummate it.
  - (iii) That the Plaintiff/Defendant\* did not validly consent to the marriage, in consequence of duress and/or mistake\* and/or unsoundness of mind/lack of capacity\* and/or the facts stated in the Statement of Particulars [*please specify in the Statement of Particulars*].
  - (iv) That at the time of the marriage the Plaintiff/Defendant\* though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Health (Care and Treatment) Act (Cap. 178A) of such a kind or to such an extent as to be unfit for marriage.
  - (v) That at the time of the marriage the Defendant was suffering from venereal disease in a communicable form, and the Plaintiff was at the time of the marriage ignorant of the facts alleged.
  - (vi) That at the time of the marriage the Defendant was pregnant by some person other than the Plaintiff and the Plaintiff was at the time of the marriage ignorant of the facts alleged.
- (b) \*(For marriages that took place on or before 1st June 1981) The marriage is voidable for the reasons stated in the Statement of Particulars.

*[Full particulars of the individual facts relied on but not the evidence by which they are to be proved, and any other relevant information, to be stated in the Statement of Particulars.]*

OR

The marriage has broken down irretrievably\*

Fact(s) relied upon for the irretrievable breakdown of the marriage (for the purposes of section 95(3) of the Women's Charter): [*Choose one or more of the following*]

- (a) That the Defendant has committed adultery and the Plaintiff finds it intolerable to live with the Defendant.
- (b) That the Defendant has behaved in such a way that the Plaintiff cannot reasonably be expected to live with the Defendant.
- (c) That the Defendant has deserted the Plaintiff for a continuous period of at least 2 years immediately preceding the filing of the writ.
- (d) That the parties to the marriage have lived apart for a continuous period of at least 3 years immediately preceding the filing of the writ and the Defendant consents to a judgment being granted. [*The Statement of Particulars is to annex a copy of the Defendant's consent if available.*]



(e) That the parties to the marriage have lived apart for a continuous period of at least 4 years immediately preceding the filing of the writ.

*[Full particulars of the individual facts relied on but not the evidence by which they are to be proved, and any other relevant information, to be stated in the Statement of Particulars.]*

OR

That the Defendant be presumed dead and the divorce be granted\*

(a) Circumstances in which Parties Ceased to Cohabit

*[To state the circumstances in which the parties ceased to cohabit, and the last place at which they cohabited.]*

(b) Last Contact with Defendant

(i) Date when the Defendant was last heard of:

(ii) Place where the Defendant was last seen:

(c) Steps Taken to Trace the Defendant

*[To state particulars of steps taken to trace the Defendant and any other relevant information in the Statement of Particulars.]*

In the circumstances, from *[to state date]* until now, the Defendant has been continually absent from the marriage life with the Plaintiff and the Plaintiff has no reason to believe that the Defendant has been living within this time.

7. Relief Claimed

To state the particulars of relief claimed by the Plaintiff, including any claim for ancillary relief. *[Choose one or more of the following]*

(a) That the marriage be declared null and void\*.

OR

That the marriage be dissolved\*.

OR

That a judgment of judicial separation be granted\*.

OR

That a judgment of presumption of death and divorce be granted\*.

(b) Custody\* of and/or care and control\* of the child/children\* of the marriage

That the Plaintiff/Defendant\* be granted sole/joint\* custody of the child/children\* of the marriage with care and control to the Defendant/Plaintiff\*.

(c) Access to the child/the children\* of the family

That the Plaintiff/Defendant\* be granted reasonable/liberal\* access to the child/children\* of the marriage or access as follows: *[to state terms of access]*

(d) Division of the matrimonial home

That the matrimonial home at [to state the address of the matrimonial home] be sold in the open market and the sale proceeds/loss\*, after deducting the outstanding loan and costs and expenses of sale are to be divided [to state the manner of division]. Parties are to refund moneys into their respective CPF accounts from their own share of the sale proceeds.

OR

That Plaintiff's/Defendant's\* right, title and interest in the matrimonial flat at [to state the address of the matrimonial home] shall be transferred (other than by way of a sale) to the Defendant/Plaintiff\* upon the Plaintiff/Defendant\* [to state the consideration for the transfer]. The Plaintiff/Defendant\* is to bear the cost and expenses of the transfer.

OR

That Plaintiff's/Defendant's\* right, title and interest in the matrimonial flat at [to state the address of the matrimonial home] shall be sold to the Defendant/Plaintiff\* upon the Plaintiff/Defendant\* [to state the consideration for the sale]. The Plaintiff/Defendant\* is to bear the cost and expenses of the sale.

OR

That the matrimonial home at [to state the address of the matrimonial home] be surrendered to the Housing Development Board and any proceeds/loss\* to be divided [to state the manner of division] between the parties.

OR

Others [please specify]

(e) Division of the matrimonial assets (other than the matrimonial home)

[To specify the asset and the nature of division]

(f) Maintenance for the wife / incapacitated husband\*

That the Plaintiff/Defendant\* shall pay \$[to state the amount] each month as maintenance for the Plaintiff/Defendant\* with effect from [date] and thereafter on the [day of the month] of each month. Payment into the Plaintiff's/Defendant's [to state name of bank] bank account number [to state the bank account number].

OR

That there be no maintenance for Plaintiff/Defendant\*.

OR

Others [please specify]

(g) Maintenance for the child/children\* of the marriage

That the Plaintiff/Defendant\* shall pay \$[*to state the amount*] each month as maintenance for the child/children\* of the marriage with effect from [*date*] and thereafter on the [*day of the month*] of each month. Payment into the Plaintiff's/Defendant's/Child's [*to state the name of the child*] [*to state name of bank*] bank account number [*to state the bank account number*].

(h) Costs

That there is no order as to costs.

OR

That the Defendant pay costs of the divorce proceedings fixed at [*to state amount of costs*].

(i) Others [*please specify*]:

8. Housing and Development Board (HDB) flat

One of the matrimonial assets in respect of which relief is being sought is an HDB flat.

(a) The Agreed/Proposed\* Matrimonial Property Plan (For Housing and Development Board flats only) is filed together with this Writ.

(b) The Plaintiff/Plaintiff's Solicitor\* has made enquiries with HDB/HDB and the Central Provident Fund Board (CPFBoard)\* on [*to set out respective dates*] and has not received any reply from HDB/CPFBoard/HDB and CPFBoard\*. [*The Statement of Particulars shall annex copies of the said letters.*]

\*Delete where inapplicable.

FORM 8

R. 44, 48, 83

(STATEMENT OF PARTICULARS FORM)  
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF  
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No.    )    *Plaintiff*

And

[*Defendant's Name*] (ID No.    )    *Defendant*

STATEMENT OF PARTICULARS

1. The particulars of paragraph(s) [*to state the relevant paragraphs*] of the Statement of Claim are set out below:  
[*to state particulars*]
2. \*If there are any pending bankruptcy proceedings stated in paragraph 5 of the Statement of Claim, to state the following particulars of the bankruptcy proceedings:
  - (a) The suit number:
  - (b) Whether creditor's bankruptcy application or debtor's bankruptcy application:
  - (c) Name of Creditor:
  - (d) Amount of debt claimed:
  - (e) Status of proceedings:
3. The following documents are annexed herein:
  - (a) Copy of the Marriage Certificate (Exhibit [*to state number*])
  - (b) \*Consent of the Defendant to a judgment being granted on the ground of 3 years' separation (Exhibit [*to state number*])
  - (c) Copy of the search result on information relating to bankruptcy proceedings against the Plaintiff and the Defendant pending as at (*to state date, which shall not be later than 7 days immediately preceding the date of filing of this Writ*). (Exhibit [*to state number*])
  - (d) \*Sanction of the Official Assignee to the Plaintiff's commencement of the action\* (Exhibit [*to state number*])
  - (e) \*Any relevant up-to-date medical report for a maintenance claim by an incapacitated husband (Exhibit [*to state number*])
  - (f) Any other document(s) [*please specify*] (Exhibit [*to state number*])

4. The Plaintiff is aware of\*, or has been informed by the solicitor acting for him about\*, the options of family mediation or counselling, before filing the writ.

Signature:

Name of Plaintiff/Plaintiff's Solicitor\*

Date:

\*Delete where inapplicable.

FORM 18

R. 48, 54, 56,

(MEMORANDUM OF APPEARANCE (DEFENDANT) FORM)  
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF  
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No.    )    *Plaintiff*

And

[*Defendant's Name*] (ID No.    )    *Defendant*

MEMORANDUM OF APPEARANCE (DEFENDANT)

1. I am the Defendant and I intend/do not intend\* to defend the action.

I am/am not\* a bankrupt.

I received the Writ of Summons (Writ) and Statement of Claim on [*to state date*] at [*to state address*]:

2. \*The Statement of Claim alleges that there has been 3 years' separation and that you the Defendant consent to a judgment being granted. I consent/do not consent\* to a judgment being granted.

*(Note: Before you answer this question, you should understand that —*

- (a) *if the Plaintiff satisfies the court that the Plaintiff and you have lived apart for 3 years immediately before the filing of the Writ and that you consent to a judgment being granted, the court will grant one unless it considers that the marriage has not broken down irretrievably; and*
- (b) *a final judgment will end your marriage and may have consequences in your case depending on your particular circumstances. If you are unsure about the consequences, you should consult a lawyer.*

*If after consenting you wish to withdraw your consent, you must immediately inform the court and give notice to the Plaintiff.)*

3. \*The Plaintiff is also making various claims for relief in this Writ. I wish to be heard on all these claims/some of these claims\*.

*(To choose one or more of the following, circle the relevant item(s))*

- (a) Custody\* of and/or care and control\* of the child/children\* of the marriage
- (b) Access to the child/children\* of the marriage. I will be filing my Agreement to Plaintiff's Proposed Parenting Plan/Defendant's Proposed Parenting Plan\*

- (c) Division of the matrimonial home. I will be filing my Agreement to Plaintiff's Proposed Matrimonial Property Plan/Defendant's Proposed Matrimonial Property Plan\*
- (d) Division of the matrimonial assets (other than the matrimonial home)
- (e) Maintenance for the wife / incapacitated husband\*
- (f) Maintenance for the child/children\* of the marriage
- (g) Costs
- (h) Others [to specify]:

*(Please note that you may be heard on these claims even if you do not defend the action and do not file a Defence or Defence and Counterclaim in court.)*

4. \*I wish to make claims for relief in the following matters, which have not been dealt with in the Writ:

*(To choose one or more of the following, circle the relevant item(s))*

- (a) Custody\* of and/or care and control\* of the child/children\* of the marriage
- (b) Access to the child/children\* of the marriage
- (c) Division of the matrimonial home
- (d) Division of the matrimonial assets (other than the matrimonial home)
- (e) Maintenance for the wife
- (f) Maintenance for the child/children\* of the marriage
- (g) Costs
- (h) Others [to specify]:

5. \*I am a wife Defendant /incapacitated husband Defendant\*.

I wish to/do not wish to\* make a claim for maintenance for myself.

6. The address to which communications to me should be sent is:

*(Note: This must be an address in Singapore. If a solicitor is acting for you, give the name and address of your solicitor in Singapore. If you do not give an address in Singapore, you will have no right to be heard in these proceedings.)*

7. My other contact particulars are:

Telephone:

Handphone Number:

Fax:

Signed (Defendant/Defendant's solicitor\*):

Name:

ID No.:

Date:

\*Delete where inapplicable.



FORM 21

R. 56

(DEFENCE AND/OR COUNTERCLAIM FORM)  
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF  
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No. ) *Plaintiff*

And

[*Defendant's Name*] (ID No. ) *Defendant*

DEFENCE\* AND COUNTERCLAIM\*

1. Particulars of Defendant

Age:

Citizenship:

Religion:

Educational Level:

Current occupation:

Current address:

2. Defence

- (a) To deny or admit the paragraphs of the Statement of Claim (and Statement of Particulars). To state full particulars of the facts relied on but not the evidence by which they are to be proved.
- (b) To state whether any, and if so what, agreement or arrangement has been made or is proposed to be made between the parties for the support of the wife or any child of the marriage.
- (c) If any statements set out in the Statement of Claim concerning the living children of the marriage are disputed, full particulars of the facts relied on are to be stated in the Defence.
- (d) If any information on the following matters has not been provided in the Statement of Claim, or if any statement set out in relation to the following matters in the Statement of Claim is disputed, the Defence is to furnish information on the same, with the details as set out in sub-paragraphs (i) and (ii) below:

Whether there are or have been other proceedings in Singapore or elsewhere with reference to the marriage, or to any children of the marriage, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both of them.

(i) Nature of the proceedings, i.e. whether:

(A) Matrimonial proceedings; and/or

- (B) Family violence (between the Plaintiff, Defendant and any children of the marriage); and/or
- (C) Custody, care and control and/or access to the children of the marriage; and/or
- (D) Proceedings in any juvenile or youth court in respect of the children of the marriage; and/or
- (E) Maintenance (for wife, incapacitated husband and any children of the marriage); and/or
- (F) Matrimonial Property; and/or
- (G) Other proceedings which may be relevant to the present proceedings (such as bankruptcy proceedings).

(ii) Details of the proceedings

*[to state in relation to each of the proceedings set out in paragraph (i) above]*

- (A) The suit number:
- (B) The date of any decree or order or judgment:
- (C) Decree or order or judgment made:
- (D) If no decree or order or judgment has been made, the status of the proceedings:

(iii) There are bankruptcy proceedings against the Defendant pending as at *[to state date, which shall not be later than 7 days immediately preceding the filing of the Defence and/or Counterclaim]*:

- (A) The suit number:
- (B) Whether creditor's bankruptcy application or debtor's bankruptcy application:
- (C) Name of Creditor:
- (D) Amount of debt claimed:
- (E) Status of proceedings:

3. Counterclaim\*

- (1) The Defendant repeats paragraph(s) *[to state the numbers of the relevant paragraphs]* of the Statement of Claim.
- (2) The Defendant is a bankrupt and has/has not\* obtained the previous sanction of the Official Assignee to file a Counterclaim in this action. *[The counterclaim shall annex a copy of the document bearing the sanction of the Official Assignee.]*
- (3) Ground on which Relief is Sought.

The marriage is void

- (a) \*(For marriages that took place after 1st June 1981) The marriage is not valid under section 105 of the Women's Charter: (*Choose one or more of the following*)
- (i) by virtue of section 3(4)/5/9/10/11/12/22\* of the Women's Charter
  - (ii) (*for marriages celebrated outside Singapore*) for the lack of capacity
  - (iii) (*for marriages celebrated outside Singapore*) under the law of the place in which the marriage was celebrated.
- (b) \*(For marriages that took place on or before 1st June 1981) The marriage is not valid for the reasons stated in the Counterclaim.
- (c) \*(For marriages that took place on or after 1 July 2016) The marriage is not valid by virtue of s11A of the Women's Charter.

OR

The marriage is voidable

- (a) \*(For marriages that took place after 1st June 1981) The marriage is voidable under section 106 of the Women's Charter on the following ground(s): (*Choose one or more of the following*)
- (i) That the marriage has not been consummated owing to the incapacity of either party [*please specify*] to consummate it.
  - (ii) That the marriage has not been consummated owing to the wilful refusal of the Plaintiff to consummate it.
  - (iii) That the Plaintiff/Defendant\* did not validly consent to the marriage, in consequence of duress\* and/or mistake\* and/or unsoundness of mind/lack of capacity\* and/or the facts stated in the Statement of Particulars [*please specify in the Statement of Particulars*]\*.
  - (iv) That at the time of the marriage the Plaintiff/Defendant\* though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Health (Care and Treatment) Act (Cap. 178A) of such a kind or to such an extent as to be unfit for marriage.
  - (v) That at the time of the marriage the Plaintiff was suffering from venereal disease in a communicable form, and the Defendant was at the time of the marriage ignorant of the facts alleged.
  - (vi) That at the time of the marriage the Plaintiff was pregnant by some person other than the Defendant and the Defendant was at the time of the marriage ignorant of the facts alleged.
- (b) \*(For marriages that took place on or before 1st June 1981) The marriage is voidable for the reasons stated in the Counterclaim.

*[Full particulars of the individual facts relied on but not the evidence by which they are to be proved.]*

OR

The marriage has broken down irretrievably

Fact(s) relied on for the irretrievable breakdown of the marriage (for the purposes of section 95(3) of the Women's Charter):

*(Choose one of the following)*

- (a) That the Plaintiff has committed adultery and the Defendant finds it intolerable to live with the Plaintiff.
- (b) That the Plaintiff has behaved in such a way that the Defendant cannot reasonably be expected to live with the Plaintiff.
- (c) That the Plaintiff has deserted the Defendant for a continuous period of at least 2 years immediately preceding the filing of the writ.
- (d) That the parties to the marriage have lived apart for a continuous period of at least 3 years immediately preceding the filing of the writ and the Plaintiff consents to a judgment being granted. The Plaintiff's consent is exhibited at Annex *[to state number]\** (if available).
- (e) That the parties to the marriage have lived apart for a continuous period of at least 4 years immediately preceding the filing of the writ.

*[Full particulars of the individual facts relied on to be stated but not the evidence by which they are to be proved.]*

4. Relief Claimed

*[To state the particulars of relief claimed by the Defendant.]*

- (a) That the claim be dismissed
- (b) Costs
- (c) Others *[please specify]*

For cases where a Counterclaim has been filed\*:

*(Choose one or more of the following, providing particulars of the relief claimed where possible.)*

- (a) That the claim be dismissed.
- (b) On the counterclaim: That the marriage be declared null and void\*.

OR

That the marriage be dissolved\*.

OR

That a judgment of judicial separation be granted\*.

- (c) Custody\* of and/or care and control\* of the child/children\* of the marriage

- (d) Access to the child/children\* of the marriage
  - (e) Division of the matrimonial home
  - (f) Division of the matrimonial assets (other than the matrimonial home)
  - (g) Maintenance for the wife/incapacitated husband\*
  - (h) Maintenance for the child/children\* of the marriage
  - (i) Costs
  - (j) Others [*please specify*]
5. Persons to be served with this Defence/Defence and Counterclaim\*
- (a) Plaintiff  
Name:  
Address: Plaintiff is a person under a disability\*.  
[*To state particulars of Plaintiff's disability*]
  - (b) Co-Defendant/Defendant in Counterclaim/Other Party (*please specify*)\*  
Name:  
Address:  
Co-Defendant/Defendant in Counterclaim/Other Party (*please specify*)\* is a person under a disability\*.  
[*To state particulars of Co-Defendant's/Defendant in Counterclaim's/Other Party's disability*]
6. The Defendant is aware of\*, or has been informed by the solicitor acting for him about\*, the options of family mediation or counselling, before filing the defence.

Signature:

Name of Defendant/Defendant's Solicitor\*:

Date:

\*Delete where inapplicable.

FORM 30

R. 95

(INTERIM JUDGMENT FORM)  
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF  
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No. ) *Plaintiff*

And

[*Defendant's Name*] (ID No. ) *Defendant*

INTERIM JUDGMENT

1. Particulars of Marriage to which this Interim Judgment Relates (the Marriage)
  - (a) Date and place of solemnization of marriage:
  - (b) Date and place of registration of marriage:
2. Interim Judgment Granted in Open Court/Chambers\*
  - (a) Parties present: [*Choose one or more of the following*]
    - (i) Plaintiff\*
    - (ii) Plaintiff's Counsel\*
    - (iii) Defendant\*
    - (iv) Defendant's Counsel\*
    - (v) Other Party [*to specify*]\*
  - (b) Pronouncement by the Judge:
    - (i) \*That the Plaintiff has sufficiently proven the contents of the Statement of Claim;  
\*That the Defendant has sufficiently proven the contents of the Counterclaim;  
\*That the Plaintiff has sufficiently proven the contents of the Statement of Claim and that the Defendant has sufficiently proven the contents of the Counterclaim;  
and
    - (ii) that the Marriage is dissolved by reason that/is declared void by virtue of\*:  
  
[*To set out ground of divorce in the Statement of Claim/Counterclaim/Statement of Claim and Counterclaim\* respectively*]

OR

That the Defendant be presumed dead and that the Marriage is dissolved\* unless sufficient cause be shown to the court within [*to set out the number of weeks/months*] from the date of this Judgment why the said Judgment should not be made Final.

3. Further Orders Made (if applicable) (By Consent\*)

*[To set out any further orders which were made at the hearing of the Interim Judgment, including consent orders on ancillary matters]*

*[Insert Form 136 in Appendix A of the Practice Directions, if necessary.]*

\*Delete where inapplicable.

FORM 191

Para 11, 12

**SUMMARY FOR MEDIATION**

\_\_\_\_\_ (Plaintiff) vs \_\_\_\_\_ (Defendant)  
(Title as in action)

**Party Filing this Summary:** Plaintiff / Defendant\*

**A. CHILDREN ISSUES:**

No of Children: \_\_\_\_\_

Age of Children: \_\_\_\_\_

(1) **Custody**

State what this party wants regarding custody: Sole / Joint\*

(2) **Care and Control**

State which party to be awarded care and control: Plaintiff / Defendant\*

(3) **Access**

(a) State what this party wants regarding access if:

(i) he / she\* is the parent with care and control

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) he/she\* is not the parent with care and control

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Proposed handover venue and person to hand over the children:

\_\_\_\_\_  
\_\_\_\_\_

**B. DIVISION OF MATRIMONIAL ASSETS:**

(1) **Matrimonial Home**

Address of matrimonial home: \_\_\_\_\_

Current value: \_\_\_\_\_



(Estimated Value/Valuation Report Value)

Outstanding loan amount: \_\_\_\_\_

CPF - Plaintiff \_\_\_\_\_ (Principal) \_\_\_\_\_ (Interest) = \_\_\_\_\_ (Total)

CPF - Defendant \_\_\_\_\_ (Principal) \_\_\_\_\_ (Interest) = \_\_\_\_\_ (Total)

(2) **Direct financial contributions towards purchase, mortgage, renovations, property tax, conservancy, maintenance, repairs:**

\_\_\_\_\_

(3) **Indirect contributions:**

State other payments made (e.g. towards household bills, groceries, children's expenses): \_\_\_\_\_

(4) **Length of marriage:** \_\_\_\_\_ years \_\_\_\_\_ months

(5) **Proposal for Division:** \_\_\_\_\_

(6) **Other Assets**

State other assets and nature of claim: \_\_\_\_\_

State what percentage or monetary amount or claim this party wants as regards above assets:

\_\_\_\_\_

**C. MAINTENANCE**

State occupation: \_\_\_\_\_

State income (nett): \_\_\_\_\_

(1) **Maintenance of children**

State expenses and amount claimed/proposed: \_\_\_\_\_

(2) **Maintenance of wife**

State expenses and amount claimed/proposed: \_\_\_\_\_

(3) **Maintenance of incapacitated husband**

State expenses and amount claimed/proposed: \_\_\_\_\_

**D. OTHER ISSUES (IF ANY)**

\_\_\_\_\_

**Family Justice Courts**

**AFFIDAVIT OF ASSETS AND MEANS**

(Title as in action)

**A. Party Swearing or Affirming this Affidavit:**

Name:  
Age:  
Address:  
Contact Number:

I am the Plaintiff/Defendant\* in the above matter. I *[make oath and say/affirm that\*]* the contents of this Affidavit of Assets and Means are true and correct to the best of my knowledge, information and belief. All the information stated in this Affidavit of Assets and Means is accurate as at *[to state date]*. I have made full and frank disclosure of my assets and means in this Affidavit of Assets and Means, to the best of my knowledge, information and belief, and have no other assets and means aside from what has been disclosed in this Affidavit.

**Summary of Relevant Information on Ancillary Matters**

1. Minor Child(ren) – Please list down the names and ages of all your minor child(ren)

Name of Child(ren)	Age of Child(ren)

2. Income and Occupation – Please state your occupation and average monthly income

Occupation	
Average monthly income	

3. List of Assets – Please list all your assets and their value (in Singapore dollars). If you do not know the value, please provide an estimate of the value.

Assets	Value (in Singapore dollars)

	<u>Total:</u>

4. **List of Liabilities** – *Please list all your liabilities and the amount (in Singapore dollars). If you do not know the amount, please provide an estimate of the amount.*

<b>Liabilities</b>	<b>Amount (in Singapore dollars)</b>
	<u>Total:</u>

**B. Financial Issues**

**I. Assets and Means**

1. I am/am not\* an undischarged bankrupt.

*[If you are an undischarged bankrupt, state the date of the bankruptcy order, and the bankruptcy number.]*

**Work Particulars**

2. My occupation is:

3. I am an employee\*.

*[State the following information in respect of each employer.]*

- (a) The name and address of my employer is:

- (b) My designation is:

- (c) My gross monthly income (including salary, allowances, commissions and bonuses) is:

- (d) My take-home monthly income (including salary, allowances, commissions and bonuses) is:

4. I am self-employed\*.

[State the following information in respect of each of your businesses.]

- (a) The name and address of my business is:
  - (b) It is a sole proprietorship/partnership\*.
  - (c) Nature of business:
  - (d) My monthly income is:
  - (e) The estimated value of my business is:
5. I am unemployed\*.
- (a) Before becoming unemployed, I was an employee.
    - (i) My last drawn gross monthly income (including salary, allowances, commissions, benefits and bonuses) on [to state date] was:
    - (ii) The name and address of my previous employer is:
  - (b) Before becoming unemployed, I was self-employed\*.
    - (i) The name and address of my business was:
    - (ii) It was a sole proprietorship/partnership\*.
    - (iii) Nature of business:
    - (iv) Status of business [e.g. whether business terminated at Accounting and Corporate Regulatory Authority (ACRA), and if so, to state date of termination]:
    - (v) My monthly income on [to state date] was:
6. Aside from my income from my employment/business\*, I have the following/I do not have any additional\* sources of income<sup>1</sup>:

S/No.	Source of Income	Amount (S\$)

<sup>1</sup> This would include rental income from any immovable property owned by you.


**Particulars of my immovable properties situated in Singapore or overseas.**

7. I own the following/do not own any\* immovable properties:

*[State in relation to each property]*

- (a) Address of property owned:
- (b) Whether title to the land is registered or unregistered, and if registered, the Certificate of Title (CT/SSCT/SCT\*) number
- (c) Names of joint-owners (if any) and the manner in which the property is held, i.e. whether as joint tenants or tenants in common:
- (d) Names of mortgagee/chargee (if any), and amounts outstanding to each mortgagee/chargee
- (e) Value/Estimated value\* of property as at *[to state date]*:
- (f) Amount of monthly mortgage payment and how payment is made (i.e. CPF or cash):

**Particulars of motor vehicles in Singapore or overseas\***

8. I own a/do not own any\* motor vehicle/more than one motor vehicle. The particulars of the motor vehicle(s) are as follows:

*[State in relation to each motor vehicle.]*

- (a) The registration number and make of the motor vehicle is:
- (b) The motor vehicle(s) is/are\* on hire purchase.
- (c) The name of the hire purchase company is:
- (d) The estimated value of the motor vehicle as at *[to state date]* is:
- (e) The amount outstanding on the hire purchase agreement is:

9. The motor vehicle is no longer in my possession\*. The reason is that:

**Particulars of my insurance policies in Singapore or overseas\***

10. I have the following/do not have any\* insurance policies:

*[State in relation to each insurance policy.]*

- (a) Name of insurer:
- (b) Type of policy:
- (c) Policy Number:
- (d) Amount insured:
- (e) The beneficiary or beneficiaries under the insurance policy is/are\*:
- (f) Surrender value (if any) as at *[to state date]*:

**Particulars of my shares, unit trusts, etc. in Singapore or overseas\*:**

11. I own/do not own\* shares, warrants, bonds, stock options, and/or\* unit trusts.

- (a) Shares (including shares purchased with Central Provident Fund monies), warrants, bonds, stock options, etc.

The name(s) of the company/companies\* in which I hold shares, warrants, bonds or stock options, and the amount of shares, warrants, bonds or stock options which I hold are as follows:

S/No.	Company Name	No. of Shares, warrants, bonds, stock options, etc.	Estimated value as at: <i>[to state date]</i>

- (b) Unit Trusts

The name of the unit trusts, the financial institution managing them and the number of units I hold are as follows:

S/No.	Unit Trust	Financial Institution	No. of Units	Estimated value as at: [to state date]

**Particulars of my bank accounts in Singapore or overseas\***

12. I have the following/do not have any\* bank accounts (held solely and/or jointly) and/or\* safe deposit boxes:

S/No.	Bank Name and Account Number	Account Type <sup>2</sup>	Balance as at [to state date]	Joint Account Holder's Name (if any)

**Particulars of my Central Provident Fund ("CPF") monies**

13. I have the following/do not have any\* amounts in my CPF account as at [to state date]:

- (a) Ordinary account:
- (b) Medisave account:
- (c) Special account:

14. The details of the amount utilised from my CPF account towards the purchase of immovable property are as follows:

- (a) Address of immovable property:

<sup>2</sup> i.e. Savings, Current, Fixed Deposit, Overdraft, Safe Deposit Box, etc.

(b) Amount withdrawn as at *[to state date]*:

- (i) Principal:
- (ii) Interest:

### **Other Assets**

15. I own the following/do not own any\* other assets:

*[(a) If you own any other assets, savings or investments not listed thus far (e.g. retirement/superannuation/gratuity benefits that you did or are likely to receive, antiques, collectibles, jewellery, paintings), please state the same and the estimated value.*

*(b) If you are a member (whether in Singapore or overseas) of any golf, social or recreational clubs of value, please state the same and the estimated value.]*

### **My Monthly Expenses**

16. I have the following personal expenses each month (for example):

- (a) Food:
- (b) Transport:
- (c) Utilities (water, gas and electricity):
- (d) Telephone/Internet/mobile phone/pager charges:
- (e) Rent:
- (f) Others (please specify):

17. My monthly expenses for the children who are dependent on me are as follows:

*[State in relation to each child.]*

- (a) Name of Child:
- (b) Age of Child:
- (c) Food:
- (d) School Fees:
- (e) Transport:
- (f) Others (please specify):

18. I have the following persons who are financially dependent on me (excluding my children):

*[State in relation to each dependent.]*



- (a) Name of dependent:
- (b) Age:
- (c) Relationship:
- (d) Amount set aside each month for dependent:
- (e) Reason for dependency:
- (f) Names of other persons supporting my dependents:

**Particulars of my Creditors (i.e. people whom I owe money to)**

19. My creditors<sup>3</sup> are as follows/I do not have any creditors\*:

*[State in relation to each creditor.]*

- (a) Name of creditor:
- (b) Amount owed as at *[to state date]*:

20. Legal proceedings have been commenced against me by the following creditors:

*[State in relation to each creditor.]*

- (a) Name of creditor:
- (b) Suit No.:
- (c) Status of action:

**II. Contributions to the Matrimonial Assets**

**Direct financial contributions**

21. I have made the following/I have not made any\* direct financial contributions towards the acquisition or improvement of the matrimonial asset(s):

*[State in relation to each matrimonial asset.]*

**Indirect contributions**

22. I have made the following/I have not made any\* indirect financial and non-financial contributions towards the family during the course of the marriage:

---

<sup>3</sup> Your creditors include government bodies such as the Inland Revenue Authority of Singapore (IRAS), the Central Provident Fund Board (CPF), the Housing Development Board (HDB), etc.

*[State the nature of the indirect financial and non-financial contributions made.]*

**III. Proposal Regarding the Division of Matrimonial Assets and Maintenance**

**Division of Housing Development Board Flat (if applicable) (only to be filled in if you have not filed a Proposed Property Plan, or if you would like to change your proposal from what you have originally set out in your Proposed Property Plan.)**

23. My proposal for the division of the matrimonial HDB flat is as follows:

- Option 1: The flat will be surrendered to the HDB.
- Option 2: The Agreement for Lease with the HDB will be terminated.
- Option 3: The flat will be sold in the open market.
- Option 4: The other party's share in the flat will be sold/transferred\* to:
  - Myself
  - Myself and *[state name and relationship with yourself]*:
  - A third party *[state name and relationship with yourself/the other party]*:
- Option 5: My share in the flat will be sold/transferred\* to:
  - The other party
  - The other party and *[state name and relationship with the other party]*:
  - A third party *[state name and relationship with the other party/yourself]*:
- Option 6: Others (please state brief details)

Particulars of my proposal are attached to this Affidavit of Means.

*[To fill in Option 1, 2, 3, 4, 5 and/or 6 as set out in Form 13 of Appendix A of Practice Directions\*, and to remove the relevant pages and attach the same to this Affidavit of Means.]*

**Division of the matrimonial assets**

24. My proposal on the division of the matrimonial assets is as follows/There are no matrimonial assets:

*[State proposal on the division of the matrimonial assets, giving reasons, if any.]*

#### **Proposal on Maintenance**

25. My proposal on maintenance is as follows:

*[State proposal on maintenance for wife/incapacitated husband and/or children, giving reasons, if any.]*

#### **IV. Any Other Issues/Information**

26. *[State any further issues and information.]*

#### **C. Children's Issues**

27. *[State issues and information on custody, care and control of and access to the child/children.]*

#### **D. Supporting Documents**

28. I am exhibiting the following documents in support of my affidavit<sup>4</sup>:

*[Circle the relevant items and state the relevant exhibit number for each item.]*

- Pay-slips for *[state time frame]*
- Contract of employment/Letter from employer confirming salary
- Notices of Assessment from the Inland Revenue Authority of Singapore (IRAS) dated *[to state date]*
- ACRA search dated *[to state date]* (in respect of the business(es) I own)
- Valuation report(s) for immovable property/properties (in respect of properties listed in paragraph 7 above)
- Tenancy agreement(s)

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<sup>4</sup> Please note that the list of documents in this section is intended as a guide only. It is not intended to set a minimum standard, nor to be an exhaustive list, in relation to each party's duty to disclose all relevant information and documents in this matter. The extent of disclosure which must be made in each case will depend on the facts of that case. Parties must exercise their own minds regarding the extent of disclosure to be made in the light of these facts, and in accordance with their duty of disclosure under Rules 63 and 69 of the Family Justice Rules\*.

- Hire purchase agreement(s) (in respect of the vehicles listed in paragraph 8 above)
- Insurance policies/letters from insurance companies showing the surrender values of the insurance policies (in respect of insurance policies listed in paragraph 10 above)
- Central Depository (Pte) Ltd (CDP) statement(s) dated *[to state date]*
- Central Provident Fund (CPF) Investment account statement(s) dated *[to state date]*
- Bank statement(s) for *[state time frame]*
- CPF statement(s) dated *[to state date(s)]* on contribution to purchase of immovable property
- CPF statement(s) dated *[to state date(s)]* on balances in Special, Medisave and Ordinary Accounts
- Renovation receipt(s)
- Receipt(s) evidencing payment for furnishings
- Receipts supporting expenses, e.g. utilities bills, telephone bills, conservancy charges, school fees, etc.
- [In the case of a maintenance claim by an incapacitated husband] Medical report required under rule 87A of the Family Justice Rules.
- Others (please specify)

**VI. Affidavit\*\***

Sworn/Affirmed\* at Singapore on *[to state date]* by *[to state name and NRIC Number]* through the interpretation of\*: *[to state name]* in *[to state language]*

Before me,

Signed:

Commissioner for Oaths

\*Delete where inapplicable

\*\* The form of the jurat should follow the appropriate form in Form 132 of Appendix A of the Practice Directions

FORM 209

Para 25

*[For applications under section 65 of the Women's Charter]*

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Summons No. SS \_\_\_\_ of 20\_\_

Between

\_\_\_\_\_ Complainant

And

\_\_\_\_\_ Respondent

**COMPLAINANT'S AFFIDAVIT**

I, Name and NRIC of Address am the complainant in this matter.

2 On date, I lodged a Magistrate Complaint against the Respondent for family violence for the purpose of obtaining a Personal Protection Order and Domestic Exclusion Order\* against the Respondent in favour of:

- a) myself
- b) my child or children of the marriage, namely
  - a. Name of child, born on Date of Birth
  - b. Name of child, born on Date of Birth
- c) others: Indicate relationship

3a\* The Respondent was married to me at Place of Marriage on date\*.

3b\* The Respondent is related to me. *[Please explain relationship between the respondent and the "others" seeking protection (if any)]\**

4 The respondent and I are currently living/not living\* together.

**Incidents relied upon in support of application**

5 *(Please set out the date/time and the sequence of events of the latest incident you are relying on in support of your application)*

6 (Please set out the past history of family violence and narrate them according to the date/time the incident occurred, as well as the sequence of events)<sup>2</sup>

7 I ask that a Personal Protection Order and a Domestic Exclusion Order\* be issued against the Respondent.

---

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date (DD/MM/YYYY)**

*[For applications under section 69 of the Women's Charter]*

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Maintenance Summons No MSS \_\_\_\_\_ of 20\_\_

Between

\_\_\_\_\_ Complainant

And

\_\_\_\_\_ Respondent

### COMPLAINANT'S STATEMENT

I, Name and NRIC of Address am the complainant in this matter.

2a\* I am married to the respondent at place of marriage (e.g. Singapore Registry of Marriages, Singapore Registry of Muslim Marriages) and am applying for maintenance for myself.

2b\* I am married to the respondent at place of marriage (e.g. Singapore Registry of Marriages, Singapore Registry of Muslim Marriages) and am applying for maintenance for myself and the child/children\* namely:

\_\_\_\_\_  
\* Delete as applicable.

(a) Name of child, born on Date of Birth

(b) Name of child, born on Date of Birth

2c\* I am married to the respondent at place of marriage (e.g. Singapore Registry of Marriages, Singapore Registry of Muslim Marriages) and am applying for maintenance for the child/children\* namely:

(a) Name of child, born on Date of Birth

(b) Name of child, born on Date of Birth

3 There is currently no divorce proceedings/divorce proceedings pending in state Divorce Case Number / Syariah Court Divorce Number\*.

3(a) *(Where there are divorce proceedings pending and for Civil marriage)* The writ was filed on date. Interim judgement has/has not\* been granted. The next PTC/ hearing date\* for the divorce is on date.

(b) *(Where there are divorce proceedings pending for Muslim marriages)* The application for divorce was filed on date.

4 The respondent has neglected/refused\* to provide reasonable maintenance since date.

4(a)\* *(If applicable)* Currently, the respondent is paying for:

<input type="checkbox"/> Utilities bills	:	\$ _____
<input type="checkbox"/> Mortgage loan	:	\$ _____
<input type="checkbox"/> Children's pocket money	:	\$ _____
<input type="checkbox"/> Others (please indicate)	:	\$ _____

### **Complainant's Background**

5 I am currently working as a Occupation of Complainant at Employer's name and address. My Gross Income is \$state amount whilst my net income or take home pay is \$state amount.

6 I have attached to this Statement as Exhibit C1, the following documents:

- a) Salary Slip (latest 6 months) or statement detailing income
- b) Income Tax Returns (past 3 years)

- c) CPF statements (past 3 years)
- d) Bank /financial statements (past 6 months)
- e) Any other documents relevant to determine your income and financial resources such as Letter of Employment/Termination/Retrenchment/Resignation/Proof of Efforts to seek employment or and others.

7 My other sources of income come from state other source and amount/I do not have any other sources of income\*.

8 My monthly expenses are

\* as follows (*Set out Particulars of monthly expenses if you are not attaching the List of Expenses, together with supporting receipts such as bills/receipts (utilities, town council, credit cards, etc.) / tenancy agreement*)

\* as shown in the List of Expenses Form at Exhibit C2 ,together with supporting receipts such as bills/receipts (utilities, town council, credit cards, etc.) / tenancy agreement

9 \*The children's monthly expenses are

\*as follows (*Set out Particulars of monthly expenses if you are not attaching the List of Expenses, together with supporting receipts*)

\* as shown in the List of Expenses Form at Exhibit C3, together with supporting receipts.

10 I would like the Court to take into account the following:

*(To state here any special needs or circumstances such as health, disability etc., if applicable).*

The documentary evidence is at Exhibit C4.

**Other information**

11 (*Please set out what other relevant information you wish to inform the Court.*)

12 I am claiming maintenance from the respondent as follows:

- a) For myself; the amount of \$state maintenance amount with effect from date of default;
- b) For my child/children: the amount of \$state maintenance amount (State Amount) with effect from date of default;



c) Payment to be made to my designated Bank account: state Bank and Account Number

---

Signature

---

Date (DD/MM/YYYY)

*[For an application by an incapacitated husband under section 69(1A) of the Women's Charter]*

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Maintenance Summons No MSS \_\_\_\_\_ of 20\_\_

Between

\_\_\_\_\_ Complainant

And

\_\_\_\_\_ Respondent

### COMPLAINANT'S STATEMENT

I, Name and NRIC of Address am the complainant in this matter.

2 I am married to the respondent at place of marriage (e.g. Singapore Registry of Marriages,) and am applying for maintenance for myself.

3 There is currently no divorce proceedings/divorce proceedings pending [state Divorce Case Number] \*.

3(a) *(Where there are divorce proceedings pending)* The writ was filed on date. Interim judgement has/has not\* been granted. The next PTC/ hearing date\* for the divorce is on date.

4 On or about <date>, I was or became incapacitated from earning a livelihood by a disability/illness\* and since <date>, I have been and continue to be unable to maintain myself. The respondent has neglected/refused\* to provide reasonable maintenance for me since date.

4(a)\* *(If applicable)* Currently, the respondent is paying for:

- Utilities bills : \$ \_\_\_\_\_
- Mortgage loan : \$ \_\_\_\_\_
- Children's pocket money : \$ \_\_\_\_\_

Others (please indicate) : \$ \_\_\_\_\_

### **Complainant's Background**

5 My last job/employment was as Occupation of Complainant at Employer's name and address. My Gross Income was \$state amount whilst my net income or take home pay was \$state amount.

6 I have attached to this Statement as Exhibit C1, the following documents:

- a) Medical report required under rule 87A of the Family Justice Rules.
- b) Salary slips (latest 6 months) or statements detailing income including supporting documentary evidence of my last job/employment and the income and take home pay as set out in paragraph 5.
- c) Income Tax Returns (past 3 years)
- d) CPF statements (past 3 years)
- e) Bank /financial statements (past 6 months)
- f) Any other documents relevant to determine your income and financial resources such as Letter of Employment/Termination/Retrenchment/Resignation/Proof of Efforts to seek employment or and others.

7 My other sources of income come from state other source and amount/I do not have any other sources of income\*.

8 My monthly expenses are

\* as follows (*Set out Particulars of monthly expenses if you are not attaching the List of Expenses, together with supporting receipts such as bills/receipts (utilities, town council, credit cards, etc.) / tenancy agreement*)

\* as shown in the List of Expenses Form at Exhibit C2 ,together with supporting receipts such as bills/receipts (utilities, town council, credit cards, etc.) / tenancy agreement

9 I would like the Court to take into account the following:

*(To state here any other special needs or circumstances, if applicable).*

The documentary evidence is at Exhibit C4.

### **Other information**

10 *(Please set out what other relevant information you wish to inform the Court.)*

11 I am claiming maintenance from the respondent as follows:

- d) For myself; the amount of \$state maintenance amount with effect from date of default;
- e) Payment to be made to my designated Bank account: state Bank and Account Number

---

Signature

---

Date (DD/MM/YYYY)

*[For applications under section 71 of the Women's Charter]*

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE  
Maintenance Summons No MSS \_\_\_\_\_ of 20\_\_

Between

\_\_\_\_\_ Complainant

And

\_\_\_\_\_ Respondent

### COMPLAINANT'S STATEMENT

1. Name and NRIC of Address am the complainant in this matter.

2. Under a Court Order state Maintenance Order Number / Variation Order Number etc dated date, the Respondent was ordered to pay

- a) state maintenance amount towards maintenance for myself with effect from date
- b) state maintenance amount towards maintenance for my child/children with effect from date. The child/children is/are\*:
  - i) Name of child, born on Date of Birth
  - ii) Name of child, born on Date of Birth
- c) *(if applicable)* Other Orders:

A copy of the Order of Court is attached as C1 to this statement.

3 The Respondent is in arrears of state arrears amount as at date. I attach as Exhibit C2, the Computation of Arrears.

**Supporting Evidence of Non-payment**

4a The respondent was ordered to pay the maintenance into a designated account state Bank and Account Number. I attach as C3 documents to prove that payment has not been made. (Complainant to attach a copy of the relevant entries in the Bank Book to show payments received to date or non-payment.)\*

4b I attach documents as evidence of non-payment\* (If payment is to be made direct)

5. I now seek enforcement of the above order.

---

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date (DD/MM/YYYY)**

*\* Delete as applicable*

FORM 242

Para 86

**ANCILLARY MATTERS FACT AND POSITION SHEET**

(Title as in action)

**Party Filing this Ancillary Matters Fact and Position Sheet: Plaintiff/Defendant\***

**A. DIVISION OF MATRIMONIAL ASSETS**

**I. Matrimonial Home (See Annex A for Other Real Property)**

Address of matrimonial home:  
[to specify]

S/No.	Item	Information	Affidavit reference or supporting document
1	Valuation/Surrender value		[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]
2	Current outstanding loan (state amount and date on which that amount is outstanding)		
3	Plaintiff's total CPF contributions	Principal: Interest:  Total:	
4	Defendant's total CPF contributions	Principal: Interest:  Total:	
5	Plaintiff's total cash contributions towards purchase		
6	Defendant's total cash contributions towards purchase		
7	Any other contributions towards this property by Plaintiff, e.g. renovations, furniture, etc.		

S/No.	Item	Information	Affidavit reference or supporting document
8	Any other contributions towards this property by Defendant, e.g. renovations, furniture, etc.		

State what party wants in respect of the matrimonial home, and how sale proceeds, if any, are to be split between parties:  
*[to specify]*

**II. Other Property Owned By This Party (Excluding Real Property)**

S/No.	Item	Value of property	Affidavit reference or supporting document
	<i>[In this column, state the nature of the property: i.e. CPF monies in the party's CPF Accounts, insurance policies, retirement/gratuity benefits etc. For example, ABC Bank account no. 1111111.]</i>	<i>[In this column, also state the date for which the value of the property is given. For example, S\$400 as at 1 January 2006.]</i>	<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>

State what this party wants as regards above assets:  
*[to specify]*

**III. Other Property Owned By the Other Party (Plaintiff/Defendant\*)**

S/No.	Item	Value of property	Affidavit reference or supporting document
	<i>[In this column, state the nature of the property: i.e. CPF monies in party's Ordinary Account, insurance policies, etc. For example, ABC Bank account no. 1111111.]</i>	<i>[In this column, also state the date for which the value of the property is given. For example, S\$400 as at 1 January 2006.]</i>	<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>

State what this party wants as regards the other party's above assets:  
*[to specify]*

**B. MAINTENANCE**

S/No.	Item	Information	Affidavit reference or supporting document
1	Party's income		<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>
2	Party's occupation		
3	Party's total monthly expenses		<i>[State where the breakdown of the party's expenses can be found.]</i>
4	Children's total monthly expenses	<i>[State sub-total for each child, followed by the total amount for all children.]</i>	<i>[State where the breakdown of the children's expenses can be found.]</i>
5	Existing maintenance order/existing voluntary payment for wife/incapacitated husband*		
6	Existing maintenance order/existing voluntary payment for children*		
7	Existing maintenance order/existing voluntary payment for household*		

**I. Maintenance of children**

State how the children's total expenses should be divided (i.e. whether parties are to bear them equally, whether one party is to bear all the expenses, whether the expenses are to be divided 70:30, etc.):

*[to specify]*

**II. Maintenance of wife/incapacitated husband\***

State the amount the wife/incapacitated husband\* is asking for maintenance: *[to specify]*

State the amount being offered (if any) for the wife's/incapacitated husband's\* maintenance: [to specify]

**C. ISSUES RELATING TO THE CHILDREN**

Number of children: [to specify]

Names and ages of each child:

Name of child	Age

**I. Custody**

State what this party wants regarding custody: [to specify]

**II. Care and Control**

State what this party wants regarding care and control: [to specify]

**III. Access**

1. State what this party wants regarding access if:

a. he/she\* is the parent with care and control

School term access:

School holiday access:

Public holiday access:

Others:

b. he/she\* is not the parent with care and control

School term access:

School holiday access:

Public holiday access:

Others:

2. Proposed handover venue and person to hand over the children: [to specify]

3. State the terms of any interim custody and access order/who presently has care and control of children and any existing access arrangements\*: [to specify]

\* Delete where inapplicable.



**Annex A - Other Real Property**

State, in respect of each property:

Address:

Valuation/Surrender value:

S/No.	Item	Information	Affidavit reference or supporting document
1	Valuation/Surrender value		<i>[In this column, state exactly where the document may be found, giving the page number of the relevant affidavit or bundle of documents, as appropriate.]</i>
2	Current outstanding loan (state amount and exact date on which that amount is outstanding)		
3	Plaintiff's total CPF contributions	Principal: Interest:  Total:	
4	Defendant's total CPF contributions	Principal: Interest:  Total:	
5	Plaintiff's total cash contributions towards purchase		
6	Defendant's total cash contributions towards purchase		
7	Any other contributions towards this property by Plaintiff, e.g. renovations, furniture, etc.		
8	Any other contributions towards this property by Defendant, e.g. renovations, furniture, etc.		

State what this party wants in respect of the property, and how sale proceeds, if any, are to be divided between parties:



**SCHEDULE 1**

**PART 1**

(Enumerate in a convenient order the documents (or bundles of documents, if of the same nature, such as invoices) in the possession, custody or power of the party in question which he does not object to produce, with a short description of each document or bundle sufficient to identify it.)

**PART 2**

(Enumerate as aforesaid the documents in the possession, custody or power of the party in question which he objects to produce.)

**SCHEDULE 2**

(Enumerate as aforesaid the documents which have been, but at the date of service of the list are not, in the possession, custody or power of the party in question.)

Dated this      day of                      20 .

Notice to inspect

Take notice that the documents in the above list, other than those listed in Part 2 of Schedule 1 (and Schedule 2), may be inspected at (the office of the solicitor of the abovenamed (plaintiff) (defendant) (insert address) or as may be) on the day of                      20 , between the hours of      and      .

*Solicitor for the*

To the defendant (or plaintiff)  
and his solicitor.

Form 98

R.464      **AFFIDAVIT VERIFYING LIST OF DOCUMENTS**

(Title as in action)

I, the above-named plaintiff (or defendant)                      do make oath  
(or affirm) and say as follows:

1. The statements made by me in paragraphs 1, 3 and 4 of the list of documents now produced and shown to me marked                      are true.

2. The statements of fact made by me in paragraph 2 of the said list are true.

3. The statements made by me in paragraph 5 of the said list are true to the best of my knowledge, information and belief.

4. I am aware that the failure to comply with my obligation under Rule 462 of the Family Justice Rules may result in the Court making any order(s) under Rule 477 and Rule 857.

This affidavit is filed on behalf of the plaintiff (or defendant).

Sworn (or affirmed) as in Form 132.

<b>APPLICATION FOR RECORDS OF COURT PROCEEDINGS</b>		<i>Date of Application</i>
Name of Applicant / Solicitor's Firm : .....	<b>Solicitor Acting For :-</b> (✓ where applicable)  <input type="checkbox"/> Complainant <input type="checkbox"/> Respondent <input type="checkbox"/> Others: ..... (please specify)	
NRIC No. : .....		
Address : .....		
File Reference No: ..... Email: .....		
Telephone No: ..... Facsimile No: .....		
Case No. ....		
<b>Name of Parties cited in case</b>		
Complainant: .....		
Respondent: .....		
Court No. ....		
Hearing/Mention Date: .....		
Name of JO .....		
Other Information: ..... (if any)		
<b>Type of Document (✓ where applicable)</b>		
<input type="checkbox"/> Complaint Form	<input type="checkbox"/> Certified True Copy	
<input type="checkbox"/> Notes of Evidence: ..... (please specify hearing dates)	or	
<input type="checkbox"/> Court Order No: ..... (please specify)	<input type="checkbox"/> Plain Copy	
<input type="checkbox"/> Others ..... (please specify)		
<b>Reasons For Application (✓ where applicable)</b>		
<input type="checkbox"/> Misplaced Original Copy of the Order/Charge/Others	<input type="checkbox"/> To seek legal advice/ representation	
.....	<input type="checkbox"/> Others :	
<input type="checkbox"/> For reference	..... (please specify)	
(1) I understand that I am to pay the required fees for the above in accordance with the relevant rules or regulations, as applicable, upon submission of the application form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.		
(2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.		
(3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a <b>Letter of Authorisation</b> for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.		
_____ Signature of Applicant	_____ Date	
The application is: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
(✓ where applicable) Reasons for rejection (where applicable):		
Name and Signature of Judicial Officer / Authorised Officer		
- Total Fees payable : .....	No. of documents collected:	No. of Pages:
- Paid on: ..... Receipt No: .....	Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date:	

**Collection Time: Mondays to Fridays – 9.00 am to 1:00pm & 2.00pm to 5.00pm**

1. All requests for copies of the records of any court proceedings are subject to the approval of the court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

**Prescribed Fees**

4. The fees payable are as follows:

<b>Document Type</b>	<b>Fee Amount</b>	<b>Remarks</b>
Complaint Form	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Payable upon Application
Notes of Evidence & other documents for MSS and SS Proceedings in non-appeal cases	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
For judgment orders (plain copies) for MSS and SS Proceedings in non-appeal cases	\$5 plus \$0.15 per page.	
Notes of Evidence & other documents for CPO and BPC Proceedings in Youth Courts in non-appeal cases	\$5 plus \$0.50 per page thereof, subject to a minimum of \$15 per document.	
Notes of Evidence & other documents (certified true copies) for MSS and SS Proceedings in non-appeal cases	\$8 plus \$5 per page	
For judgment orders (certified true copies) for MSS and SS Proceedings in non-appeal cases	\$8 plus \$5 per page	

**Refund of Fees Paid**

5. The applicant must furnish the photocopies of the applicant's NRIC or Passport.

**Payment Modes**

6. Local Applicants: Cash, NETS or Ez-Link
7. Overseas Applicants: Bank Draft in Singapore Currency (payable to "Registrar Supreme Court/AG")  
Payment should also include all bank charges.

**Contact Us**

- For enquiries pertaining to family & youth matters, please email to us at [FJCourts\\_MAINTPOS@fjcourts.gov.sg](mailto:FJCourts_MAINTPOS@fjcourts.gov.sg) or contact us at (65) 6435 5471.

FORM 217

Para 54

**ORIGINATING SUMMONS FOR MENTAL CAPACITY PROCEEDINGS**

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OSM No.        )  
of 20            )  
(Seal)            )

In the Matter of Section [section no] of the Mental Capacity  
Act (Cap 177A)

And

In the Matter of [*name of person alleged to lack capacity*]  
(ID No.:                   ), a person alleged to lack capacity  
("P")

Between

(Name and ID No.:                   )     ... Plaintiff<sup>+</sup>

And

(Name and ID No.:                   )     ... Defendant<sup>#</sup>

To THE DEFENDANT(S) [name]  
of [address]<sup>#</sup>

**ORIGINATING SUMMONS**

The plaintiff/applicant\* prays for the following orders:-

[Please select the relevant prayer(s) or add prayers as required.]

1. Permission

The plaintiff/applicant\* be permitted to make an application under section [state the section of the MCA] of the Mental Capacity Act (Cap. 177A) ("MCA") to the Court.

2. Dispensation

- (i) The notification of [Name of P] ("P") of this originating summons and of the date of the hearing for its final disposal is dispensed with.

[Note: There is a general requirement to notify P. As such, if the applicant or plaintiff seeks dispensation of notification, an explanation as to why dispensation is sought has to be included in the supporting affidavit.]

- (ii) The attendance of P at all hearings for this originating summons be dispensed with.  
(iii) The attendance of Dr [state name of doctor] (ID No. [state number]) of (state address) at the hearing for this originating summons is dispensed with.  
(iv) The service of this application on [state names and ID Numbers] be dispensed with.

3. That the Court be satisfied that:

- (i) [Name of P] ("P") is unable to make various decisions for himself/herself\* in relation to a matter or matters concerning P's personal welfare/property and affairs/personal welfare and property and affairs because of an impairment of, or a disturbance in the functioning of, P's mind or brain;  
(ii) The purpose for which the order is needed cannot be as effectively achieved in a way that is less restrictive of P's rights and freedom of action.

4. That the Court orders as follows:-

(1) **Appointment of Deputy/Deputies\***

- (a) [State name] (ID No. [state number]) of [state address] is/are\* appointed as deputy/deputies\* to make decisions on behalf of P that P is unable to make for himself/herself\* in relation to his/her\* personal welfare/property and affairs/personal welfare and property and affairs\* subject to any conditions or restrictions set out in this order.  
(b) The appointment will last until further order.  
(c) [The deputies shall act jointly/jointly and severally\* in all matters]\*

*[Note: To also include whether or not the deputies act jointly/jointly and severally at the appropriate paragraphs on the deputies' authority and powers in this Originating Summons.]*

- (d) The deputy/deputies\* must apply the principles set out in section 3 of the MCA and have regard to the guidance in the Code of Practice to the MCA.
- (e) The deputy/deputies\* does/do\* not have authority to make a decision on behalf of P in relation to a matter if the deputy/deputies\* know(s) or has/have\* reasonable grounds for believing that P has capacity in relation to the matter.
- (f) In the event the deputy or any of the deputies (where two or more deputies are appointed) dies, becomes a bankrupt (for a property and affairs deputy) or lacks mental capacity to act as deputy, the following are appointed to succeed that deputy in the stated order:
  - (i) [State name] (ID No. [state number]) of [state address].
  - (ii) [State name] (ID No. [state number]) of [state address] etc.
- (g) Upon the happening of such an event in paragraph (f), the surviving deputy or remaining deputy together with the successor deputy are to inform the Office of the Public Guardian and to apply to Court providing evidence of the event for the Court to confirm the appointment of the successor deputy.

*[Note: The prayer for successor deputy or deputies should only be included if there is a need for a successor deputy or deputies to be appointed, for example, if the proposed deputy is likely to predecease P.]*

**(2) Authority of Deputy/Deputies\* in respect of P's personal welfare:**

- (a) The Court grants authority to the deputy/deputies\* to make the following decisions on behalf of P, that P is unable to make for himself/herself\* when the decision needs to be made:
  - (i) where P should live;
  - (ii) with whom P should live;
  - (iii) consenting to medical or dental examination and treatment on P's behalf;
  - (iv) making arrangements for the provision of care services; and
  - (v) complaints about P's care or treatment.
  - (vi) *[to state any other matters for which power is sought for deputy/deputies\* to make decision]*
- (b) For the purpose of giving effect to any decision, the deputy/deputies\* may execute or sign any necessary deeds or documents.
- (c) The deputy/deputies\* does/do\* not have the authority to make the following decisions or to do the following things in relation to P:
  - (i) to prohibit any person from having contact with P;
  - (ii) to direct a person responsible for P's health care to allow a different person to take over that responsibility;
  - (iii) to consent to specific treatment if P has made a valid and applicable advance decision to refuse that specific treatment; and



- (iv) to do an act that is intended to restrain P otherwise than in accordance with the conditions specified in the MCA.

(3) **Authority of Deputy/Deputies\* in respect of the property and affairs of P**

- (a) The court grants general authority to the deputy/deputies\* to take possession or control of the property and affairs of P and to exercise the same powers of management (and investment\*) as P has as beneficial owner, subject to the terms and conditions set out in this order.

- (b) The deputy/deputies\* is/are\* authorised to do the following:

*[Note: To include here the relevant powers sought]*

(4) **Authority of Deputy/Deputies\* in respect of CPF monies and accounts of P** [where applicable]

*[Note: Please refer to the sample CPF orders on the website of the Family Justice Courts]*

(5) **Costs and Expenses**

- (a) The deputy/deputies\* is/are\* authorised to make payment of reasonable legal costs and disbursements of and incidental to these proceedings from P's estate.

(6) **Reports**

- (a) The deputy/deputies\* is/are\* (jointly) required to keep a record of any decisions made or acts done for the personal welfare of P pursuant to this order and the reasons for making or doing them.

*[For example, a decision that P will not undergo a medical procedure is to be recorded and the reason to be provided.]*

- (b) The deputy/deputies\* is/are\* (jointly) required to keep statements, vouchers, receipts and other financial records in the administration of P's property and affairs. The deputy/deputies\* is/are\* also (jointly) required to keep a record of decisions made or acts done relating to P's property and affairs.

*[For example, a decision not to expend monies for a medical procedure for P which is medically indicated is to be recorded and the reason to be provided.]*

- (c) The deputy/deputies\* must (jointly) complete and file an annual report relating to P's personal welfare and property and affairs to the Public Guardian and further reports at any time as may be required by the Public Guardian, which reports must contain such information and be in such form as may be required by the Public Guardian.

- (7) There be liberty to apply.

*Memorandum to be subscribed on the summons<sup>#</sup>*

1. *If you intend to contest the application or any part of it, you are required to file an affidavit stating the grounds of your objection within 21 days of service after the date on which you were served with this summons.*
2. *If you do not attend personally or by your counsel or solicitor at the time and place stated in this summons, such order may be made as the Court may think just and expedient.*
3. *This summons is filed by [name of firm], the solicitor for the said plaintiff whose address is [address].*

*(or where the plaintiff sues in person)*

*This summons is filed by the said plaintiff who resides at [address] and is (state occupation) and (if the plaintiff does not reside within the jurisdiction) whose address for service is [address].*

4. *This summons may not be served more than 6 months after the above date unless renewed by order of the Court.*
5. *Unless otherwise provided in any written law, where the plaintiff intends to adduce evidence in support of an originating summons he must do so by affidavit, and must file the affidavit or affidavits and serve a copy thereof on every defendant not later than 7 days after the service of the originating summons.*

<sup>†</sup> *To use "Applicant" if this is an ex parte application.*

<sup>#</sup> *To delete if this is an ex parte application.*

<sup>\*</sup> *Delete where inapplicable.*

FORM 218

Para 54

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

OSM No.     )

of 20        )

In the Matter of Section 20 of the Mental  
Capacity Act (Cap 177A)

And

In the Matter of \_\_\_\_\_  
[*name of person alleged to lack capacity*]

(NRIC/FIN/Passport No.: \_\_\_\_\_), a  
person alleged to lack capacity ("P")

\_\_\_\_\_  
[*name of applicant*]

(NRIC/FIN/Passport No.: \_\_\_\_\_)

*Applicant*

## AFFIDAVIT

I, \_\_\_\_\_ [*name of Applicant*], of  
\_\_\_\_\_ [*address of Applicant*],  
do make oath / affirm\* and say as follows:

1. I am the Applicant and I make this affidavit in support of my application.
2. The facts contained in this affidavit are within my personal knowledge or are based on documents in my possession.
3. I confirm that the information set out in this affidavit is true and correct.

4. APPLICANT'S PARTICULARS

(a) Full name:

(b) NRIC/FIN/Passport no.:

(c) Date of birth (DD/MM/YYYY):

(d) Age:

(e) Gender:  Male  Female

(f) Telephone number:

(g) Occupation:

(h) Name and address of employer:

(i) Monthly income:

(j) Relationship to P (i.e. the person alleged to lack capacity):

Spouse

Child

Parent

Sibling

Friend

Others – please specify: \_\_\_\_\_

5. INFORMATION ABOUT APPLICANT

(a) Please indicate which options are applicable to you

I am not an undischarged bankrupt

I am not facing any bankruptcy actions

I have not been convicted of a criminal offence

I am not facing any criminal prosecution

I have not been sued as a defendant in civil proceedings

I am not facing any claims in any civil suit

I have not been appointed as a Donee or Deputy for someone else

(b) Please indicate which option is applicable to you

I declare that I do not have any outstanding loans or debts at all

I declare that I do not have any outstanding loans or debts except for the following loans / debts, and I further declare that I am able to pay my loans and debts as and when they become due and payable.

Information about loan / debt <i>(e.g. creditor, reason for loan/debt etc.)</i>	Amount owed

6. INFORMATION ABOUT P

(a) P's Full name:

(b) P's NRIC/FIN/Passport no.:

(c) P's Date of birth (DD/MM/YYYY):

(d) P's Age:

(e) P's Gender:       Male       Female

(f) P's Marital status:

- Single
- Married
- Divorced
- Separated
- Widowed
- Unknown

(g) Address at which P is currently residing:

(h) Is P living in a nursing home?  Yes  No

If "Yes", please state which nursing home:

(i) Do you confirm that, to the best of your knowledge and belief, P's incapacity is as set out in the doctor's affidavit(s) and medical report(s) filed in support of your application?

Yes  No

(j) P's care arrangements:  
*(Please provide information about how P is being cared for)*

(k) P's monthly expenses:

(l) P's monthly income and sources of such income:

(m) P's assets and up to date value (to the best of your knowledge) of these assets:

<b>Assets</b> <i>(e.g. bank accounts, CPF accounts, insurance policies, stocks and shares, property etc.)</i>	<b>Value</b>
<b>TOTAL</b>	

(n) Please indicate which options are applicable and provide details where applicable

P has no outstanding debts or liabilities

P's debts or liabilities are as follows:

<b>Information about loan / debt</b> <i>(e.g. creditor, reason for loan/debt etc.)</i>	<b>Amount owed</b>

P has not received and is not going to receive any form of compensation or award of damages

P has received or is going to receive the following compensation or award of damages:

<b>Information about compensation</b> <i>(e.g. nature of claim etc.)</i>	<b>Amount</b>



(o) **LASTING POWER OF ATTORNEY**

*(Please indicate which of the following is applicable)*

P made a Lasting Power of Attorney and the Registration No. is:

\_\_\_\_\_

P made an instrument intended to create a Lasting Power of Attorney but it has not been registered yet

P has not made a Lasting Power of Attorney and, as far as I am aware, P has not make an instrument intended to create a Lasting Power of Attorney

(p) Has P made a will?  Yes  No  I do not know

(q) **PREVIOUS LEGAL APPLICATIONS CONCERNING P**

*(Please indicate which of the following is applicable)*

There has been no application or order made relating to P under the Mental Capacity Act as well as the repealed Mental Disorders and Treatment Act

There was an application or order made relating to P under the Mental Capacity Act or the repealed Mental Disorders and Treatment Act in case no. \_\_\_\_\_

7. **INFORMATION ABOUT RELEVANT PERSONS**

*(Please do not leave any blanks. Please state "Nil" if there is no one in the category in question. If a Relevant Person has passed away, please state the person's name and indicate "(deceased)" after the name.)*

<b>(a) P'S SPOUSE</b>		
<b>Full name</b>	<b>NRIC/FIN/Passport No.</b>	<b>Age</b>

**(b) P'S PARENTS**

Full name	NRIC/FIN/Passport No.	Age

<b>(c) P'S CHILDREN</b>		
Full name	NRIC/FIN/Passport No.	Age

<b>(d) P'S SIBLINGS</b>		
Full name	NRIC/FIN/Passport No.	Age

<b>(e) OTHER RELEVANT PERSONS WHO ARE LIKELY TO HAVE AN INTEREST IN AN APPLICATION CONCERNING P</b> (e.g. persons who have a close relationship with P, persons who have a legal duty to support P, persons who will benefit from P's estate, persons who are responsible for P's care)			
Full name	NRIC/FIN/Passport No.	Age	Relationship to P


(f) Have you obtained the consent of the Relevant Persons named above?  
 Yes       No

You will normally have to obtain the consent of the Relevant Persons named above. If you have not done so, please explain why.

8. INFORMATION ABOUT ORDERS REQUESTED

(a) Are you asking for an urgent interim order?

Yes       No

If "Yes", please state the nature of the urgent interim order and the reason for the urgency:

(b) How will this application benefit P?

*(Please provide information on how the Court Orders you are asking for can benefit P. If the Orders you are asking for relate to handling P's assets, please explain how P's assets will be used for P's maintenance and well-being.)*

9. I confirm that:

- (a) there are no other relevant persons who may be interested in this application;
- (b) there are no other relatives or friends who have a close relationship with P;
- (c) there are no other persons who have a legal duty to support P;
- (d) there are no other persons who will benefit from P's estate; and
- (e) there are no other persons who are responsible for P's care.

10. I declare and undertake as follows:

- (a) I understand my responsibilities if I am appointed as Deputy or Successor Deputy. In particular, I understand that I must act with honesty and integrity and ensure that my personal interests do not conflict with my duties as P's deputy, and I will not use my position for any personal benefit.
- (b) I will have regard to the Mental Capacity Act Code of Practice and act in accordance with the principles of the Mental Capacity Act. In particular, I will act and make decisions for P in P's best interests.
- (c) I will inform the Public Guardian if I have any reason to believe that P no longer lacks capacity and may be able to make his own decisions about the matters for which a deputy is sought to be appointed. I understand that I will not have the power to make a decision on P's behalf in relation to a matter if I know or have reasonable ground for believing that P has capacity in relation to the matter.

11. I confirm that the documents exhibited herein and marked as "A" are true copies of the originals.

12. Upon the Court declaring that P lacks capacity to make decisions about the matters set out in the Applicant's Form, I seek an order in terms of my application.

Sworn (or affirmed) by )

the abovenamed on )

this day of 20 )

at Singapore )

Before me,

Commissioner for Oaths

This is the exhibit marked "A" referred to in the affidavit  
of \_\_\_\_\_ [*name of applicant*]  
and sworn / affirmed before me on this \_\_\_\_\_  
[*date on which the affidavit is sworn or affirmed*].

Before me,

A Commissioner for Oaths

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<b>Document</b>	<b>Page No.</b>
<b>Documents that prove the applicant's relationship to P</b> (e.g. Birth Certificate, Marriage Certificate, Adoption Order etc.)	
<b>Documents relating to P's assets</b> (e.g. bank statements, CPF statements, CDP statements, insurance documents, title search documents etc.)	
<b>Office of the Public Guardian search result showing if P has registered a Lasting Power of Attorney</b>	
<b>Office of the Public Guardian search result showing if there is a past Mental Capacity Act or Mental Disorders And Treatment Act Order in respect of P</b>	
<b>Wills Registry search result showing if P has registered a Will</b>	
<b>A copy of P's will</b>	
<b>Other documents</b>	

*Note: Please exhibit the documents in the order listed above.*

FORM 219

Para 54

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

OSM No.     )

of 20        )

In the Matter of Section 20 of the Mental  
Capacity Act (Cap 177A)

And

In the Matter of \_\_\_\_\_

*[name of person alleged to lack capacity]*

(NRIC/FIN/Passport No.: \_\_\_\_\_), a  
person alleged to lack capacity ("P")

\_\_\_\_\_  
*[name of applicant]*

(NRIC/FIN/Passport No.: \_\_\_\_\_)

*Applicant*



## AFFIDAVIT

I, \_\_\_\_\_ [*name of Applicant*], of  
\_\_\_\_\_ [*address of Applicant*],  
do make oath / affirm\* and say as follows:

1. I am the Applicant and I make this affidavit in support of my application.
2. The facts contained in this affidavit are within my personal knowledge or are based on documents in my possession.
3. I confirm that the information set out in this affidavit is true and correct.

4. APPLICANT'S PARTICULARS

(a) Full name:

(b) NRIC/FIN/Passport no.:

(c) Age:

(d) Telephone number:

(e) Occupation:

(f) Name and address of employer:

(g) Relationship to P (i.e. the person alleged to lack capacity):

5. INFORMATION ABOUT P

(a) P's Full name:

(b) P's NRIC/FIN/Passport no.:

(c) P's Date of birth (DD/MM/YYYY):

(d) P's Age:

(e) P's Gender:       Male       Female

(f) P's Marital status:

- Single
- Married
- Divorced
- Separated
- Widowed
- Unknown

(g) Address at which P is currently residing:

(h) Is P living in a nursing home?     Yes                       No

If "Yes", please state which nursing home:

(i) Do you confirm that, to the best of your knowledge and belief, P's incapacity is as set out in the doctor's affidavit(s) and medical report(s) filed in support of your application?

Yes                       No

(j) Details in respect of P's medical / nursing home bills and recurrent expenses:

(k) P's monthly income and sources of such income (to the best of your knowledge):

(l) P's assets and up to date value (to the best of your knowledge) of

**these assets:**

<b>Assets</b> <i>(e.g. bank accounts, CPF accounts, insurance policies, stocks and shares, property etc.)</i>	<b>Value</b>
<b>TOTAL</b>	

**(m) Please indicate which options are applicable and provide details where applicable (to the best of your knowledge)**

- P has no outstanding debts or liabilities
- P's debts or liabilities are as follows:

<b>Information about loan / debt</b> <i>(e.g. creditor, reason for loan/debt etc.)</i>	<b>Amount owed</b>

- P has not received and is not going to receive any form of compensation or award of damages
- P has received or is going to receive the following compensation or

award of damages:

Information about compensation <i>(e.g. nature of claim etc.)</i>	Amount

(n) **LASTING POWER OF ATTORNEY**

*(Please indicate which of the following is applicable)*

P made a Lasting Power of Attorney and the Registration No. is:

P made an instrument intended to create a Lasting Power of Attorney but it has not been registered yet

P has not made a Lasting Power of Attorney and, as far as I am aware, P has not make an instrument intended to create a Lasting Power of Attorney

(o) Has P made a will?  Yes  No  I do not know

(p) **PREVIOUS LEGAL APPLICATIONS CONCERNING P**

*(Please indicate which of the following is applicable)*

There has been no application or order made relating to P under the Mental Capacity Act as well as the repealed Mental Disorders and Treatment Act

There was an application or order made relating to P under the Mental Capacity Act or the repealed Mental Disorders and Treatment Act in case no. \_\_\_\_\_

6. **INFORMATION ABOUT RELEVANT PERSONS**

*(Please do not leave any blanks. Please state "Nil" if there is no one in the category in question. If a Relevant Person has passed away, please state the person's name and indicate "(deceased)" after the name.)*

<b>(a) P'S SPOUSE</b>		
<b>Full name</b>	<b>NRIC/FIN/Passport No.</b>	<b>Age</b>

<b>(b) P'S PARENTS</b>		
<b>Full name</b>	<b>NRIC/FIN/Passport No.</b>	<b>Age</b>

<b>(c) P'S CHILDREN</b>		
<b>Full name</b>	<b>NRIC/FIN/Passport No.</b>	<b>Age</b>

<b>(d) P'S SIBLINGS</b>		
-------------------------	--	--

Full name	NRIC/FIN/Passport No.	Age

**(e) OTHER RELEVANT PERSONS WHO ARE LIKELY TO HAVE AN INTEREST IN AN APPLICATION CONCERNING P**  
(e.g. persons who have a close relationship with P, persons who have a legal duty to support P, persons who will benefit from P's estate, persons who are responsible for P's care)

Full name	NRIC/FIN/ Passport No.	Age	Relationship to P

7. I confirm that I am authorised to make this application and the declarations contained herein on behalf of \_\_\_\_\_ [*name of P's hospital / nursing home*] and I further confirm that the aforesaid institution undertakes to make the requisite refunds to P in the event of a wrongful payment and/or overpayment.
8. I confirm that the documents exhibited herein and marked as "A" are true copies of the originals.

9. Upon the Court declaring that P lacks capacity to make decisions about the matters set out in the Applicant's Form, I seek an order in terms of my application.

Sworn (or affirmed) by )  
the abovenamed on )  
this day of 20 )  
at Singapore )

Before me,

Commissioner for Oaths



This is the exhibit marked "A" referred to in the affidavit  
of \_\_\_\_\_ [*name of applicant*]  
and sworn / affirmed before me on this \_\_\_\_\_  
[*date on which the affidavit is sworn or affirmed*].

Before me,

A Commissioner for Oaths

**TABLE OF CONTENTS**

<b>Document</b>	<b>Page No.</b>
<b>Documents relating to P's assets (where available)</b> (e.g. bank statements, CPF statements, CDP statements, insurance documents, title search documents etc.)	
<b>Documents relating to P's medical / nursing home expenses</b> (e.g. invoices etc.)	
<b>Office of the Public Guardian search result showing if P has registered a Lasting Power of Attorney</b>	
<b>Office of the Public Guardian search result showing if there is a past Mental Capacity Act or Mental Disorders And Treatment Act Order in respect of P</b>	
<b>Wills Registry search result showing if P has registered a Will</b>	
<b>Other documents</b>	

*Note: Please exhibit the documents in the order listed above.*

FORM 220

Para 54

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

OSM No.     )

of 20        )

In the Matter of Section 20 of the Mental  
Capacity Act (Cap 177A)

And

In the Matter of \_\_\_\_\_  
[*name of person alleged to lack capacity*]

(NRIC/FIN/Passport No.: \_\_\_\_\_), a  
person alleged to lack capacity (“P”)

\_\_\_\_\_  
[*name of applicant*]

(NRIC/FIN/Passport No.: \_\_\_\_\_)

*Applicant*

## AFFIDAVIT

I, \_\_\_\_\_ [*name of Successor Deputy*], of \_\_\_\_\_ [*address of Successor Deputy*], do make oath / affirm\* and say as follows:

1. I am the Successor Deputy proposed to be appointed to make decisions and act on P's behalf.
2. The facts contained in this affidavit are within my personal knowledge or are based on documents in my possession.
3. I confirm that the information set out in this affidavit is true and correct.

4. **SUCCESSOR DEPUTY'S PARTICULARS**

(a) Full name:

(b) NRIC/FIN/Passport no.:

(c) Date of birth (DD/MM/YYYY):

(d) Age:

(e) Gender:             Male     Female

(f) Telephone number:

(g) Occupation:

(h) Name and address of employer:

(i) Monthly income:

(j) Relationship to P (i.e. the person alleged to lack capacity):

Spouse

Child

Parent

Sibling

Friend

Others – please specify: \_\_\_\_\_

5. INFORMATION ABOUT SUCCESSOR DEPUTY

(a) Please indicate which options are applicable to you

I am not an undischarged bankrupt

I am not facing any bankruptcy actions

I have not been convicted of a criminal offence

I am not facing any criminal prosecution

I have not been sued as a defendant in civil proceedings

I am not facing any claims in any civil suit

I have not been appointed as a Donee or Deputy for someone else

(b) Please indicate which option is applicable to you

- I declare that I do not have any outstanding loans or debts at all
- I declare that I do not have any outstanding loans or debts except for the following loans / debts, and I further declare that I am able to pay my loans and debts as and when they become due and payable.

Information about loan / debt <i>(e.g. creditor, reason for loan/debt etc.)</i>	Amount owed

6. INFORMATION ABOUT P

(a) P's Full name:

(b) P's NRIC/FIN/Passport no.:

7. I confirm that:

- (a) I understand the nature of the order which is applied for in these proceedings.
- (b) I have read and understood all the contents of the Originating Summons and the supporting affidavits.
- (c) I consent to the Originating Summons filed in these proceedings.

(d) I consent to the dispensation of service of the Originating Summons, supporting affidavits and all subsequent documents filed in these proceedings on me\*. *(please delete if not applicable)*

8. I declare and undertake as follows:

- (a) I understand my responsibilities if I am appointed as Successor Deputy. In particular, I understand that I must act with honesty and integrity and ensure that my personal interests do not conflict with my duties as P's deputy, and I will not use my position for any personal benefit.
- (b) I will have regard to the Mental Capacity Act Code of Practice and act in accordance with the principles of the Mental Capacity Act. In particular, I will act and make decisions for P in P's best interests.
- (c) I will inform the Public Guardian if I have any reason to believe that P no longer lacks capacity and may be able to make his own decisions about the matters for which a deputy is sought to be appointed. I understand that I will not have the power to make a decision on P's behalf in relation to a matter if I know or have reasonable ground for believing that P has capacity in relation to the matter.

9. I confirm that the documents exhibited herein and marked as "A" are true copies of the originals.

Sworn (or affirmed) by )  
the abovenamed on )  
this day of 20 )  
at Singapore )

Before me,

Commissioner for Oaths

This is the exhibit marked "A" referred to in the affidavit  
of \_\_\_\_\_ [*name of successor  
deputy*] and sworn / affirmed before me on this  
\_\_\_\_\_ [*date on which the affidavit is sworn  
or affirmed*].

Before me,

A Commissioner for Oaths



**TABLE OF CONTENTS**

<b>Document</b>	<b>Page No.</b>
<b>Documents that prove the successor deputy's relationship to P</b> (e.g. Birth Certificate, Marriage Certificate, Adoption Order etc.)	
<b>Other documents</b>	

**Note:** *Please exhibit the documents in the order listed above.*

FORM 222

Para 50

**NOTICE TO RELEVANT PERSONS**

To: [Name of Relevant Person]  
[Address of Relevant Person]

**APPLICATION UNDER MENTAL CAPACITY ACT (CAP 177A)**

1. You have been served with an Originating Summons and the supporting affidavits. The plaintiff/applicant\* is making an application for [*state nature of application*].
2. If you consent to the application, you should sign a written consent in Form 221 in Appendix A of these Practice Directions before a solicitor, a Commissioner for Oaths, a notary public or any person for the time being authorised by law in the place where the document is executed to administer oaths. You should then return the completed and signed consent form to the plaintiff/applicant\* or the plaintiff's /applicant's\* solicitors.

*[Note: If the relevant person is an organisation providing residential accommodation to P, the above paragraph 2 is to be deleted and substituted with the following paragraph:-*

If you wish to furnish any relevant information for the Court's consideration and determination of the application in the best interests of P, you may prepare a report through one of your representatives. The report shall be submitted to the Family Justice Courts with a cover letter addressed to the Registrar of the Family Justice Courts and stating clearly the Originating number (OSM No.) and the names of P and the plaintiff/applicant\*. You must notify the Court by way of letter (stating clearly the Originating Summons number and the names of P and the plaintiff/applicant) within 8 days of the date on which you were served with this Originating Summons that you wish to submit such a report. If such a report is submitted, the Court may require and direct for the attendance of the maker of the report at the hearing of the Originating Summons.]

3. If you intend to contest the application or any part of it, you are required to file an application in Form 4 in Appendix A of these Practice Directions to seek the permission of the Court to be joined as a party to the proceedings. This application

must be supported by an affidavit stating your interest in the application and the grounds of your objection. The application must be filed using the Electronic Filing Service<sup>#</sup> within 21 days after the date on which you were served with this Originating Summons.

*[Note: If the relevant person is an organisation providing residential accommodation to P, the above paragraph 3 is to be deleted.]*

4. If you do not attend personally or by your solicitor at the time and place stated in the Originating Summons, such order may be made as the Court may think just and expedient.

*[Note: If the relevant person is an organisation providing residential accommodation to P, the above paragraph 4 is to be deleted.]*

5. This Originating Summons is filed by [name of firm], the plaintiff's/applicant's\* solicitor whose address is [state address].

(or where the plaintiff/applicant\* acts in person)

This Originating Summons is filed by the plaintiff/applicant\* who resides at [address] and (if the plaintiff/applicant\* does not reside within the jurisdiction) whose address for service is [state address within the jurisdiction].

Name and Signature

Plaintiff/Applicant\* OR Solicitors for the Plaintiff/Applicant\*

*\* To delete where inapplicable.*

*<sup>#</sup> To file a document using the Electronic Filing Service, you may use the Lawnet and Crimsonlogic Service Bureau located at 133 New Bridge Road, Chinatown Point #19-01/02, Singapore 059413.*

FORM 224

Para 54

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

OSM No.     )

of 20        )

In the Matter of Section 20 of the Mental  
Capacity Act (Cap 177A)

And

In the Matter of \_\_\_\_\_

[*name of person alleged to lack capacity*]

(NRIC/FIN/Passport No.: \_\_\_\_\_), a  
person alleged to lack capacity ("P")

\_\_\_\_\_  
[*name of applicant*]

(NRIC/FIN/Passport No.: \_\_\_\_\_)

*Applicant*

**AFFIDAVIT**

I, \_\_\_\_\_ [*name of Doctor*], of  
\_\_\_\_\_ [*address of Doctor*],  
do make oath / affirm\* and say as follows:

1. I am a registered medical practitioner in Singapore.
  
2. The facts contained in this affidavit and the medical report exhibited herein are within my personal knowledge or are based on documents in my possession.
  
3. I confirm that the medical report exhibited herein and marked as "A" is mine and that I accept full responsibility for the said report.
  
4. I am aware that my report is being adduced for the purpose of obtaining a declaration that the person who is the subject of this application, i.e. P, lacks capacity in relation to matters specified in the application.

Sworn (or affirmed) by            )  
the abovenamed on                )  
this            day                )  
of            20                    )  
at Singapore                        )

Before me,

Commissioner for Oaths

This is the exhibit marked "A" referred to in the affidavit  
of \_\_\_\_\_ [*name of doctor*]  
and sworn / affirmed before me on this \_\_\_\_\_  
[*date on which the affidavit is sworn or affirmed*].

Before me,

A Commissioner for Oaths

**MEDICAL REPORT**

*The entries in this form should be typed and not handwritten*

**SECTION 1: PATIENT'S PARTICULARS**

**Full name of patient:**

**NRIC/FIN/Passport no. of patient:**

**Age of patient:**

**SECTION 2: DOCTOR'S PARTICULARS**

**Full name of doctor:**

**NRIC/FIN/Passport no. of doctor:**

**MCR no. of doctor:**

**Hospital / Clinic name and address:**

**Doctor's qualifications and experience in this area of work:**

**Doctor-patient relationship:**

*Please state if you have been seeing the patient regularly over a period of time (if so, please state when you first started seeing the patient and how often you see the patient) or if you saw the patient specifically for this mental capacity assessment only.*

**SECTION 3: PATIENT'S MEDICAL INFORMATION**

**Patient's clinical history:**

*Please note that you should provide sufficient detail to support your opinion in respect of P's mental capacity.*

*Please also state the source of the information (e.g. from medical records, from the patient, from the applicant etc.).*



**Findings from physical examination / mental state examination:**

*Please note that you should provide sufficient detail to support your opinion in respect of P's mental capacity.*

*Please also note that there should not be an overly long period between the date of examination of P and the date of this report.*

**Date of physical examination / mental state examination:** \_\_\_\_\_

**Relevant investigation results:**

**Diagnosis:**

#### **SECTION 4: OPINION ON PATIENT'S MENTAL CAPACITY**

##### **OPINION ON PATIENT'S MENTAL CAPACITY IN RELATION TO PERSONAL WELFARE**

*If you are unable to state "Yes" or "No" in respect of a particular question, please state your opinion of P in respect of that item and provide sufficient supporting information.*

**In your opinion, can the patient understand information relevant to a decision relating to his or her personal welfare?**

- Yes                       No

**In your opinion, can the patient retain information long enough to make a decision relating to his or her personal welfare?**

- Yes                       No

**In your opinion, can the patient weigh information as part of the process of making a decision relating to his or her personal welfare?**

- Yes                       No

**In your opinion, can the patient communicate his or her decision relating to his or her personal welfare?**

- Yes                       No

**Taking into consideration the above, in your opinion, does the patient have mental capacity in respect of personal welfare?**

- Yes                       No

##### **OPINION ON PATIENT'S MENTAL CAPACITY IN RELATION TO PROPERTY AND AFFAIRS**

*If you are unable to state "Yes" or "No" in respect of a particular question, please state your opinion of P in respect of that item and provide sufficient supporting information.*

**In your opinion, can the patient understand information relevant to a decision relating to his or her property and affairs?**

- Yes                       No

**In your opinion, can the patient retain information long enough to make a decision relating to his or her property and affairs?**

Yes

No

**In your opinion, can the patient weigh information as part of the process of making a decision relating to his or her property and affairs?**

Yes

No

**In your opinion, can the patient communicate his or her decision relating to his or her property and affairs?**

Yes

No

**Taking into consideration the above, in your opinion, does the patient have mental capacity in respect of property and affairs?**

Yes

No

**Please state the basis of your opinion above in respect of the patient's mental capacity:**

**PROGNOSIS**

**In your opinion, is the patient likely to regain mental capacity?**

- Yes                       No                       Not Sure

**If “Yes” or “Not Sure”, please suggest when another assessment of the patient’s mental capacity should be carried out:**

**In your opinion, would the patient understand if he/she were to be informed of this application?**

- Yes                       No

**Are you aware of any other doctor who holds a different professional opinion regarding the patient’s mental capacity? If so, please provide details:**

***SECTION 5: DECLARATION***

**I have read and understood the provisions in sections 3, 4 and 5 of the Mental Capacity Act.**

**I understand that my medical report has to contain sufficient detailed information about P’s condition to support my opinion of P’s mental capacity.**

**I believe in the correctness of the opinion set out herein.**

**I understand that in giving this report my duty is to the Court and I confirm that I have complied with this duty.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Explanatory notes:***

1. *“Personal welfare” refers to matters such as deciding where to live and consenting to medical and dental treatment.*
2. *“Property and affairs”, as the name implies, refers to matters concerning the patient’s financial affairs and property.*
3. *When giving your opinion on the patient’s mental capacity, please note that where it is not patently obvious from the clinical history and examination that the patient has or lacks capacity, you will need to explain the basis for your opinion.*

***Section 3 of the Mental Capacity Act***

- (1) The following principles apply for the purposes of this Act.*
- (2) A person must be assumed to have capacity unless it is established that he lacks capacity.*
- (3) A person is not to be treated as unable to make a decision unless all practicable steps to help him to do so have been taken without success.*
- (4) A person is not to be treated as unable to make a decision merely because he makes an unwise decision.*

- (5) *An act done, or a decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his best interests.*
- (6) *Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.*

#### **Section 4 of the Mental Capacity Act**

- (1) *For the purposes of this Act, a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or a disturbance in the functioning of, the mind or brain.*
- (2) *It does not matter whether the impairment or disturbance is permanent or temporary.*
- (3) *A lack of capacity cannot be established merely by reference to —*
  - (a) *a person's age or appearance; or*
  - (b) *a condition of his, or an aspect of his behaviour, which might lead others to make unjustified assumptions about his capacity.*
- (4) *In proceedings under this Act (other than proceedings for offences under this Act), any question whether a person lacks capacity within the meaning of this Act must be decided on the balance of probabilities.*
- (5) *Subject to section 21, no power which a person ("D") may exercise under this Act —*
  - (a) *in relation to a person who lacks capacity; or*
  - (b) *where D reasonably thinks that a person lacks capacity, is exercisable in relation to a person below 21 years of age.*

#### **Section 5 of the Mental Capacity Act**

- (1) *For the purposes of section 4, a person is unable to make a decision for himself if he is unable —*
  - (a) *to understand the information relevant to the decision;*
  - (b) *to retain that information;*
  - (c) *to use or weigh that information as part of the process of making the decision; or*
  - (d) *to communicate his decision (whether by talking, using sign language or any other means).*
- (2) *A person is not to be regarded as unable to understand the information relevant to a decision if he is able to understand an explanation of it given to him in a way that is*

*appropriate to his circumstances (using simple language, visual aids or any other means).*

- (3) The fact that a person is able to retain the information relevant to a decision for a short period only does not prevent him from being regarded as able to make the decision.*
- (4) The information relevant to a decision includes information about the reasonably foreseeable consequences of—*
  - (a) deciding one way or another; or*
  - (b) failing to make the decision.*

FORM 229

Para 74

**PLAINTIFF'S AFFIDAVIT FOR APPLICATION UNDER SECTION 121B OF THE  
WOMEN'S CHARTER (CHAPTER 353)**

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OSF. No.        )  
of 20            )

In the Matter of Section 121B of the Women's Charter  
(Chapter 353)

Between

(ID No.:            )        ... Plaintiff

And

(ID No.:            )        ... Defendant

AFFIDAVIT

I, [Name of deponent], of [address of deponent], do make oath (or affirm)\* and say as follows:

1. I am the Plaintiff and I make this affidavit in support of my application.

*Parties' particulars (including details of marriage)*

2. (Please provide parties' particulars and details of their marriage (including date and place of marriage)).

*Particulars relating to divorce, annulment or judicial separation*

3. (Please provide particulars relating to the divorce, annulment or judicial separation).

*Particulars of children (if any)*

4. (Please provide particulars of children including age, sex, whether children are schooling or working).

*Connection to Singapore*

5. (Please state connection which the parties to the marriage have with Singapore).

*Connection with country in which marriage was dissolved or annulled or in which judicial separation was obtained*

6. (Please state the connection between parties and the country in which the marriage was dissolved or annulled or judicial separation was obtained).

*Connection that parties have with any other foreign country*

7. (Please state the parties' connection with any other foreign country).





FORM 239

Para 84

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE**  
**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

Suit No.

Between

[Intended] Plaintiff

And

[Intended] Defendant

BEFORE THE HONORABLE JUSTICE/DISTRICT JUDGE\* \_\_\_\_\_ IN  
CHAMBERS

**INJUNCTION PROHIBITING DISPOSAL  
OF ASSETS WORLDWIDE**

**IMPORTANT:-**

**NOTICE TO THE DEFENDANT**

- (1) This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.
- (2) If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.<sup>1</sup>

---

<sup>1</sup> This notice is not a substitute for the endorsement of a penal notice.

## THE ORDER

An application was made today [date] by counsel for ... the plaintiff to Justice/District Judge\* [ ] by way of ex-parte summons no. \_\_\_\_\_ of \_\_\_\_\_. Justice/District Judge\* [ ] heard the application and read the affidavit(s) of [name] filed on [date].

As a result of the application **IT IS ORDERED** by Justice/District Judge\* [ ] that:

### Disposal of assets

- 1 (1) The defendant must not (i) remove from Singapore any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value of \$ \_\_\_\_\_ or (ii) in any way dispose of or deal with or diminish the value of any of his assets whether they are in or outside Singapore whether in his own name or not and whether solely or jointly owned up to the same value. This prohibition includes the following assets in particular:-
  - (a) the property known as ... or the net sale money after payment of any mortgages if it has been sold;
  - (b) the property and assets of the defendant's business known as ... (or carried on at ..) or the sale money if any of them have been sold; and
  - (c) any money in the accounts numbered ..... at .....
- (2) If the total unencumbered value of the defendant's assets in Singapore exceeds \$ \_\_\_\_\_ the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remains above \$ \_\_\_\_\_. If the total unencumbered value of the defendant's assets in Singapore does not exceed \$ \_\_\_\_\_, the defendant must not remove any of those assets from Singapore and must not dispose of or deal with any of them, but if he has other assets outside Singapore the defendant may dispose of or deal with those assets so long as the total unencumbered value of all his assets whether in or outside Singapore remains above \$ \_\_\_\_\_.

### Disclosure of information

- 2 (1) The defendant must inform the plaintiff in writing at once of all his assets whether in or outside Singapore and whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets.
- (2) The information must be confirmed in an affidavit which must be served on the plaintiff's solicitors within ... days after this order has been served on the defendant.

### EXCEPTIONS TO THIS ORDER

- (1) This order does not prohibit the defendant from spending \$ a week towards his ordinary living expenses and also \$ a week [or a reasonable sum] on legal advice and representation. But before spending any money the defendant must tell the plaintiff's solicitors where the money is to come from.
- (2) This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant shall account to the plaintiff [state interval] for the amount of money spent in this regard.
- (3) The defendant may agree with the plaintiff's solicitors that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

### EFFECT OF THIS ORDER

- (1) A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
- (2) A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

### THIRD PARTIES

- (1) Effect of this order  
It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.
- (2) Effect of this order outside Singapore  
The terms of this order do not affect or concern anyone outside the jurisdiction of this Court until it is declared enforceable or is enforced by a Court in the relevant country and then they are to affect him only to the extent they have been declared enforceable or have been enforced **UNLESS** such person is:
  - (a) a person to whom this order is addressed or an officer or an agent appointed by power of attorney of such a person; or

- (b) a person who is subject to the jurisdiction of this Court and (i) has been given written notice of this order at his residence or place of business within the jurisdiction of this Court and (ii) is able to prevent acts or omissions outside the jurisdiction of this Court which constitute or assist in a breach of the terms of this order.
- (3) Set off by banks  
This injunction does not prevent any bank from exercising any right of set off it may have in respect of any facility which it gave to the defendant before it was notified of the order.
- (4) Withdrawals by the defendant  
No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

#### **[SERVICE OUT OF THE JURISDICTION AND SUBSTITUTED SERVICE**

- (1) The plaintiff may serve the writ of summons on the defendant at ... by .... [mode of service].
- (2) If the defendant wishes to defend the action he must enter an appearance within .... days of being served with the writ of summons.]

#### **UNDERTAKINGS**

The plaintiff gives to the Court the undertakings set out in Schedule 1 to this order.

#### **DURATION OF THIS ORDER**

This order will remain in force until the trial or further order.

#### **VARIATION OR DISCHARGE OF THIS ORDER**

The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the plaintiff's solicitors.

#### **NAME AND ADDRESS OF PLAINTIFF'S SOLICITORS**

The plaintiff's solicitors are:-

[Name of lawyer(s) having conduct of action or charge of matter.]  
[Name of law firm.]  
[Address of law firm.]  
Tel: [Contact telephone number.]  
Fax: [Contact facsimile number.]  
Ref: [File reference of law firm.]

**INTERPRETATION OF THIS ORDER**

- (1) In this order references to “he”, “him” or “his” include “she” or “her” and “it” or “its”.
- (2) Where there are 2 or more defendants then (unless the context indicates differently)
  - (a) References to “the defendants” mean both or all of them;
  - (b) An order requiring “the defendants” to do or not to do anything requires each defendant to do or not to do the specified thing; and
  - (c) A requirement relating to service of this order, or of any legal proceedings, on “the defendants” means service on each of them.]

Dated this \_\_\_ day of \_\_\_\_, 20 .

*Registrar*

## SCHEDULE 1

### Undertakings given to the Court by the plaintiff

- (1) If the Court later finds that this order has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the plaintiff shall comply with any order the Court may make.
- (2) The plaintiff, in respect of any order the Court may make pursuant to paragraph (1) above, will:
  - (a) on or before [date] provide to the defendant security in the sum of [\$ ] by causing [payment to be made into Court / a bond to be issued by an insurance company with a place of business within Singapore / a written guarantee to be issued from a bank with a place of business within Singapore / payment to the plaintiff's solicitor to be held by the solicitor as an officer of the Court pending further order]\*; and  
*(\*Delete where appropriate)*
  - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
- (3) As soon as practicable the plaintiff shall [issue and] serve on the defendant [a] [the] writ of summons [in the form of the draft writ produced to the Court] [claiming appropriate relief] together with this order.
- (4) The plaintiff shall cause an affidavit to be sworn and filed [substantially in the terms of the draft affidavit produced to the Court] [confirming the substance of what was said to the Court by the plaintiff's solicitors].
- (5) As soon as practicable the plaintiff shall serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the plaintiff.
- (6) Anyone notified of this order will be given a copy of it by the plaintiff's solicitors.
- (7) The plaintiff shall pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant's assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the plaintiff will comply with any order the Court may make.
- (8) If this order ceases to have effect, the plaintiff will immediately take all reasonable steps to inform in writing anyone to whom he has given notice of this order, or who he has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.
- (9) The plaintiff shall not without the leave of the Court begin proceedings against the defendant in any other jurisdiction or use information obtained as a result of an order

of the Court in this jurisdiction for the purpose of civil or criminal proceedings in any other jurisdiction.

- (10) The plaintiff shall not without the leave of the Court seek to enforce this order in any country outside Singapore [or seek an order of a similar nature including orders conferring a charge or other security against the defendant or the defendant's assets].



Para 84

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE**  
**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

Suit No.

Between

[Intended] Plaintiff

And

[Intended] Defendant

BEFORE THE HONORABLE JUSTICE/DISTRICT JUDGE\* \_\_\_\_\_ IN  
CHAMBERS

**INJUNCTION PROHIBITING DISPOSAL OF ASSETS**  
**IN SINGAPORE**

**IMPORTANT:-**

**NOTICE TO THE DEFENDANT**

- (1) This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.
- (2) If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.<sup>3</sup>

<sup>3</sup> This notice is not a substitute for the indorsement of a penal notice

## THE ORDER

An application was made today [date] by counsel for ... the plaintiff to Justice/District Judge\* [ ] by way of ex-parte summons no. \_\_\_\_\_ of \_\_\_\_\_. Justice/District Judge\* [ ] heard the application and read the affidavit(s) of (name) filed on (date).

As a result of the application IT IS ORDERED by Justice/District Judge\* [ ] that:

### Disposal of assets

- 1 (1) The defendant must not remove from Singapore in any way dispose of or deal with or diminish the value of any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value \$ . This prohibition includes the following assets in particular
  - (a) the property known as ... or the net sale money after payment of any mortgages if it has been sold;
  - (b) the property and assets of the defendant's business known as ... (or carried on at ..) or the sale money if any of them have been sold; and
  - (c) any money in the accounts numbered ..... at .....
- (2) If the total unencumbered value of the defendant's assets in Singapore exceeds \$ , the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remain above \$ .

### Disclosure of information

- 2 The defendant must inform the plaintiff in writing at once of all his assets in Singapore whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets. The information must be confirmed in an affidavit which must be served on the plaintiffs solicitors within ... days after this order has been served on the defendant.

### **EXCEPTIONS TO THIS ORDER**

- (1) This order does not prohibit the defendant from spending \$     a week towards his ordinary living expenses and also \$     a week [or a reasonable sum] on legal advice and representation. But before spending any money the defendant must tell the plaintiff's solicitors where the money is to come from.
- (2) This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant shall account to the plaintiff [state interval] for the amount of money spent in this regard.
- (3) The defendant may agree with the plaintiff's solicitors that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

### **EFFECT OF THIS ORDER**

- (1) A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
- (2) A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

### **THIRD PARTIES**

- (1) Effect of this order  
It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.
- (2) Set off by banks  
This injunction does not prevent any bank from exercising any right of set off it may have in respect of any facility which it gave to the defendant before it was notified of the order.
- (3) Withdrawals by the defendant  
No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

**[SERVICE OUT OF THE JURISDICTION AND SUBSTITUTED SERVICE**

- (1) The plaintiff may serve the writ of summons on the defendant at ... by ....  
(mode of service).
- (2) If the defendant wishes to defend the action he must enter an appearance within ..... days of being served with the writ of summons.]

**UNDERTAKINGS**

The plaintiff gives to the Court the undertakings set out in Schedule 1 to this order.

**DURATION OF THIS ORDER**

This order will remain in force until the trial or further order.

**VARIATION OR DISCHARGE OF THIS ORDER**

The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the plaintiff's solicitors.

**NAME AND ADDRESS OF PLAINTIFF'S SOLICITORS**

The plaintiff's solicitors are:-

[Name of lawyer(s) having conduct of action or charge of matter.]

[Name of law firm.]

[Address of law firm.]

Tel: [Contact telephone number.]

Fax: [Contact facsimile number.]

Tlx: [Contact telex number and answer back code.]

Ref: [File reference of law firm.]

**[INTERPRETATION OF THIS ORDER**

- (1) In this order references to "he", "him" or "his" include "she" or "her" and "it" or "its".

(2) Where there are 2 or more defendants then (unless the context indicates differently)

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- (c) A requirement relating to service of this order or of any legal proceedings on "the defendants" means service on each of them.]

Dated this      day of      , 20      .

*Registrar*

## SCHEDULE 1

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(\*Delete where appropriate)
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- (5) As soon as practicable the plaintiff shall serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the plaintiff.
- (6) Anyone notified of this order shall be given a copy of it by the plaintiff's solicitors.
- (7) The plaintiff shall pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant's assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the plaintiff will comply with any order the Court may make.
- (8) If this order ceases to have effect, the plaintiff will immediately take all reasonable steps to inform in writing anyone to whom he has given notice of this order, or who he has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.

Para 86(5)(b)

**JOINT SUMMARY OF RELEVANT INFORMATION**

**PART A : THE PARTIES AND THEIR INCOME**

S/No	Particulars	Husband	Wife	Remarks
1.	Date of Marriage			
2.	Date of Interim Judgment			
3.	Period of separation (if applicable)			
4.	Occupation			
5.	Monthly Income (take-home, including bonuses) based on latest Notice of Assessment			
6.	Is income disputed?			[e.g. Wife asserts that Husband earns more than what is declared in his Notice of Assessment]

**PART B: THE CHILDREN**

S/No	Particulars	Name	Age	Special Circumstances	Remarks
1.	Children	1. Mabel	11 yrs	[e.g. will be sitting for her PSLE in 2016]	
		2. Michael	8 yrs		
		3. Marie	2 yrs		
2.	Custody	X	[please indicate with an "X"]		[please provide particulars]
			Custody – Agreed		e.g. parties to have joint custody
			Custody – Disputed		e.g. the Wife seeks sole custody. The Husband seeks joint custody.
3.	Care and Control	X	[please indicate with an "X"]		[please provide particulars]
			Care and Control – Agreed		e.g. Wife to have care and control
			Care and Control – Disputed		e.g. Husband wants care and control and Wife also wants care and control
4.	Access	X	[please indicate with an "X"]		[please provide particulars]
			Access – Agreed		e.g. Husband to have reasonable access
			Access – Disputed		



**PART C : MAINTENANCE**

	Maintenance for Wife	Wife's Claim	Husband's Offer	Remarks
1.	Lumpsum: Multiplier x Multiplicand  <b>OR</b> Monthly periodic sum			
2.	Maintenance for Incapacitated Husband  Lumpsum: Multiplier x Multiplicand  <b>OR</b> Monthly periodic sum	Husband's Claim	Wife's Offer	Remarks
3.	Maintenance for Child(ren)  $\frac{1^{st}}{2^{nd}}$ Child: Monthly periodic sum  Monthly Periodic sum	Claim by Wife/Husband (indicate party)	Offer by Wife/Husband (indicate party)	Remarks





**LIABILITIES AGREED AS RELEVANT TO DETERMINE NETT VALUE**

<i>Liabilities (other than liabilities already accounted for above to obtain nett values)</i>				<i>If valuation is not agreed, why value is disputed</i>
<i>S/No</i>	<i>Liabilities Description</i>	<i>Agreed valuation</i>	<i>Husband's valuation</i>	<i>Wife's valuation</i>
	Joint			
1	Husband's liabilities			
2				
3	Wife's liabilities			
4				
Total liabilities				

**ASSETS DISPUTED TO BE MATRIMONIAL ASSETS**

Joint Assets										Why disputed to be a matrimonial asset/ if valuation is not agreed, why value is disputed	
S/No	Asset Description	Agreed valuation		Husband's valuation		Wife's valuation		Gross	Nett		
		Gross	Nett	Gross	Nett	Gross	Nett				
1											
2											
3											
4											
Total											

Wife's Assets										Why disputed to be a matrimonial asset/ if valuation is not agreed, why value is disputed	
S/No	Asset Description	Agreed valuation		Husband's valuation		Wife's valuation		Gross	Nett		
		Gross	Nett	Gross	Nett	Gross	Nett				
1											
2											
3											
4											
Total											

<b>Husband's Assets</b>							<i>Why disputed to be a matrimonial asset/ if valuation is not agreed, why value is disputed</i>
<i>S/No</i>	<i>Asset Description</i>	<i>Agreed valuation</i>		<i>Husband's valuation</i>		<i>Wife's valuation</i>	
		<i>Gross</i>	<i>Nett</i>	<i>Gross</i>	<i>Nett</i>	<i>Gross</i>	<i>Nett</i>
1							
2							
3							
4							
<b>Total</b>							

LIABILITIES DISPUTED AS RELEVANT TO DETERMINE NETT VALUE

<i>Liabilities (other than liabilities already accounted for above to obtain nett values)</i>				<i>Why disputed to be taken into account when calculating matrimonial pool of assets / if valuation is not agreed, why value is disputed</i>
<i>S/No</i>	<i>Liabilities Description</i>	<i>Agreed valuation</i>	<i>Husband's valuation</i>	
	<u>Joint</u>			
1	<u>Husband's liabilities</u>			
2				
3	<u>Wife's liabilities</u>			
4				
Total liabilities				

**PART E : DIRECT AND INDIRECT CONTRIBUTIONS**

S/No	Item	Husband's position	Wife's position	Remarks
1.	Direct Contribution Ratio	(H) _____% : (W) _____%	(H) _____% : (W) _____%	
2.	Basis for Direct Contribution Ratio (i.e. computation giving rise to S/No. 1, above)	[e.g. 1) Property XXXX Husband - \$100,000 CPF \$10,000 Cash Wife - \$100,000 CPF  2) Other assets Husband - Bank account - \$200,000 Shares - \$10,000  Wife - Bank account - \$150,000 Shares - \$20,000		
3.	Indirect Contribution Ratio	(H) _____% : (W) _____%	(H) _____% : (W) _____%	
4.	Basis for Indirect Contribution Ratio (i.e. particulars of indirect contributions)			
5.	Average Ratio	(H) _____% : (W) _____%	(H) _____% : (W) _____%	
6.	Adjustments to Average Ratio (if any)	(H) _____% : (W) _____%	(H) _____% : (W) _____%	



**OTHER INFORMATION**

1. The order is not likely/likely\* to be enforced in another jurisdiction i.e. (please list the jurisdictions)

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2. There is a novel or complex point of law to be determined as follows:- (please state the point of law)

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3. The value of the matrimonial assets is at least S\$5 million (gross value) : Yes/ No

4. Number of affidavits filed to date: Plaintiff \_\_\_\_\_ Defendant \_\_\_\_\_

5. Pending applications:

Signature:

\_\_\_\_\_  
Name of Plaintiff/Plaintiff's Counsel

Date:

\_\_\_\_\_  
Name of Defendant/Defendant's Counsel

Date: