# 117A.

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Para 103(3) PD 2024

## Request for Assistance to the Immigration and Checkpoints Authority (“ICA”)

Case No: Enter case no. here

**Request for Assistance to the Immigration and Checkpoints Authority (“ICA”)**

I, [Enter name of requestor here], [Enter NRIC/Passport/Other identification document no. here], am  an applicant  a respondent in the above matter in which there is, in force, an Order of Court from the Family Justice Courts dated [Enter date here] restraining one or both parent(s) from taking the child(ren) out of Singapore without the consent of the Court or the other or both parent(s), which Court Order is currently in effect (hereinafter referred to as “**this Order**”) hereby request ICA assistance to stop the child(ren) from being taken out of Singapore.

2. The following are the relevant information:

Details of Parties

|  |  |
| --- | --- |
| Name of Applicant: | Enter name here |
| NRIC/FIN No.: | Enter NRIC/FIN no. here |
| Passport No.: | Enter passport no. here |
| Address: | Enter address here |
| E-mail address: | Enter e-mail address here |
| Mobile number: | Enter number here |
| Contact details of solicitors (if any): | Enter contact details here |

|  |  |
| --- | --- |
| Name of Respondent: | Enter name here |
| NRIC/FIN No.: | Enter NRIC/FIN no. here |
| Passport No.: | Enter passport no. here |
| Address: | Enter address here |
| E-mail address: | Enter e-mail address here |
| Mobile number: | Enter number here |
| Contact details of solicitors (if any): | Enter contact details here |

Details of Child(ren)[[1]](#footnote-1)

|  |  |
| --- | --- |
| Full name of child involved: | Enter name here |
| BC/NRIC/FIN No.: | Enter BC/NRIC/FIN no. here |
| Passport No.: | Enter passport no. here |

3. In the event I notify the ICA of the Order, I will provide the ICA with:

1. copies of the NRIC/Passport of both parties, where available;
2. copy(ies) of the birth certificate/NRIC of the child(ren), where available;
3. copy(ies) of the passport of the child(ren), where available.

4. If there are any changes to the details of the above information and/or the documents set out in paragraphs 2 and 3, I shall inform the ICA immediately.

5. If I notify the ICA of this Order and this Order subsequently ceases to have effect or is varied or, either party consents for the other party to remove the child(ren), whether for a specific purpose only or generally, I shall **immediately** notify the ICA of the same via e-mail [ICA\_FJC\_Notification@ica.gov.sg](mailto:ICA_FJC_Notification@ica.gov.sg), copying the other party, during the ICA’s working hours only (Mondays to Fridays: 8am to 5pm, Public Holiday Eves: 8am to 12pm, Saturdays, Sundays and Public Holidays: Closed) and at least 1 working day in advance before the ICA is to stop acting on this Order.

6. I shall attach to the email copies of the necessary documentation evidencing the cessation or variation of the Order, or the relevant party’s consent, whichever is applicable. If the party concerned consents for the other party to remove the child(ren), whether for a specific purpose only or generally, the consent shall be given in Form 117B of Appendix A of these Practice Directions.

(7) I understand that

1. due to practical limitations, the ICA may only be able to act on the Order 1 working day after notification;
2. if I notify the ICA outside of the ICA’s working hours, the ICA may only be able to act on the Order after 2 working days; and
3. I can consult a solicitor before giving this form to the ICA.

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

Signature of requestor  Applicant  Respondent  
Date: Enter date here

1. Use a separate table for each child. [↑](#footnote-ref-1)