

1. Go to iFAMS Homepage – <https://ifams.gov.sg> and select on the *Maintenance Order Application* or the *Protection Order Application* option.

The screenshot shows the iFAMS homepage. At the top left is the Family Justice Courts Singapore logo, and at the top right are links for Contact Info, Feedback, and FAQ. The main heading is "INTEGRATED FAMILY APPLICATION MANAGEMENT SYSTEM" in large black letters, with a red line-art illustration of a building behind it. Below the heading are four application categories in colored boxes, each with a description and a downward arrow:

- MAINTENANCE ORDER APPLICATION** (dark red box): Applications for maintenance orders and applications for enforcement, variation and rescission of existing maintenance orders.
- PROTECTION ORDER APPLICATION** (dark blue box): Applications for personal protection orders and applications to vary, suspend or revoke personal protection orders.
- MENTAL CAPACITY ACT APPLICATION** (dark blue box): Applications for appointment of a deputy and/or orders under the MCA.
- VULNERABLE ADULTS ACT APPLICATION** (dark red box): Applications for Orders under the VAA.

2. Select on the below option:

A light grey rectangular button with a blue circle containing a white plus sign on the left, followed by the text "File Other Applications or Requests".

3. Login using *SingPass*.

SELECT LOGIN METHOD

Login for Individuals
via SingPass



4. Once login to SingPass, select the ‘File AEIC / documents for hearing’ option under ‘Applications and requests’ Section as shown below:

Applications and requests

Case-related matters

- > File Notice Of Intention To Act In Person ⓘ
- > File request for copy of documents ⓘ
- > **File AEIC / documents for hearing**

Proceed

5. Key-in your Case Number, as shown below, and click on the **Proceed** button:

APPLICATION INFORMATION

Application Type*

Submit documents to Court for your case

Case No. *

MSS



1193

2019



Proceed

6. Click on the **Proceed** button after reading the instructions:

INSTRUCTIONS

This form will take approximately **5 minutes** to complete.

7. Click on **+ Add Document** to submit document(s) to Court as shown below:

Submit documents to Court for your case

DOCUMENTS

S/N	File	Description/Reference Number	Action
No records found.			

+ Add Document

8. Drag and drop the document (*only PDF & JPG file format allowed*) in the grey box area and



9. Click on **Save** Button.

10. Repeat Step 7 to 9 for the need to submit additional document.

FILE UPLOAD

Description/Reference Number

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
PDF test.pdf	1.6 mb	0%

Add Files **Start Upload**

If you have indicated that you would like your address / contact information to be kept confidential, please ensure that this information does not appear in the documents filed.

Please note that the opposing party may apply to the Court for a copy of the documents you file.



11. Click on **Proceed** button when all documents are uploaded.

12. Click on the checkbox indicated below and on **Submit** Button when the application form is in order.

DECLARATION

I confirm that the information I have given for this application is true and correct.

[< Cancel and Exit](#)



13. Take note of your Reference No., for future reference, as shown below:

Submit documents to Court for your case

Your documents have been submitted **successfully** to Family Justice Courts on 06/04/2020 at 03:56 PM.

Reference No. **APP 283/2020**

Application Type : **Submit documents to Court for your case**

[Print Acknowledgement Page](#)

[View Application](#)

[Main Page](#)

14. You can print the Reference No., the submitted Application Form or return to the Main iFAMS Page as shown below:

[Print Acknowledgement Page](#)

[View Application](#)

[Main Page](#)