

**Checklist for Respondent
Summons to Vary Order of Court
(Revocation of divorce/Remarriage)**

Please bring along a copy of the documents below on your appointment date. These documents will assist the Mediators/President to conduct your case.

Documents Required	Explanatory Notes
ORIGINAL DOCUMENTS	
1. Original Identity Card or valid passport ONLY	<p>No other forms of identification will be accepted for entry into the Court's premises.</p> <p>Foreigners must bring his/ her valid original passport. A work permit /employment pass for identification purposes will NOT be accepted.</p>
2. Original Divorce certificate (with the endorsement that it is valid for purpose of revocation / remarriage)	<p>For divorces registered at the Syariah Court, Singapore.</p> <p>If you have misplaced your original divorce certificate, you may request for an extract copy from the Syariah Court, with a fee of \$13 (Nets / CashCard).</p> <p>Your original divorce certificate must be surrendered to the Court on your appointment date. You may wish to retain a copy for your personal reference.</p>
HDB DOCUMENTS	
3. HDB Financial Information Outstanding Mortgage Loan Statement (HDB loan or Bank loan) (Must not be dated earlier than 1 (one) month from the date of appointment)	<p>HDB Loan You must provide your latest HDB mortgage loan statement. You may obtain it from www.hdb.gov.sg. Please ensure that your SINGPASS 2FA has been activated.</p> <p>Bank Loan You must provide your latest bank mortgage loan statement. You may obtain it from your respective banks.</p>
4. HDB Flat details (Must not be dated earlier than 1 (one) month from the date of appointment)	<p>You must provide your current flat details. You may obtain it from www.hdb.gov.sg. Please ensure that your SINGPASS 2FA has been activated.</p> <p>This statement will show the details of your flat, e.g. date of purchase, purchase price, fire insurance coverage and the flat occupiers' information.</p>

Instructions to print HDB Statements**Relevant HDB Statement – outstanding loan statement and flat details**

- 1) Go to HDB Website <http://www.hdb.gov.sg>
- 2) Click on “**My HDBPage**”.
- 3) Click on “**Login via SingPass**”.
- 4) Enter **SingPass ID** and **Password**.
- 5) Click on “**Get OTP**”.
- 6) Check your **OTP** via **SMS** and key into the space provided and click “**Submit**”.
- 7) Click on “**My Flat**” on the left column.
- 8) Click on “**Purchased Flat**”.
- 9) Click on “**Financial Info**” on the left column and **print** page.
- 10) Click on “**Flat details**” on the left column and **print** page.

PRIVATE PROPERTY DOCUMENTS

5. Private Property Statement / Information (Applicable to private property owners ONLY)	You must provide the title search for your private property. You may obtain it at www.sla.gov.sg/MyProperty/#/home
6. Outstanding Bank Mortgage Loan Statement (Must not be dated earlier than 1 (one) month from the date of appointment)	Bank Loan You must provide your latest bank mortgage loan statement. You may obtain it from your respective banks.

CPF DOCUMENTS

7. CPF Statements (Must not be dated earlier than 1 (one) month from the date of the appointment)	<p>Relevant CPF statements which show, minimally, the account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal details (for HDB flats) or the private properties withdrawal details (for private properties).</p> <p>You must provide your latest CPF statement. You may obtain it from www.cpf.gov.sg. Please ensure that your SINGPASS 2FA has been activated.</p> <p>The CPF statement must not be dated earlier than 1 (one) month from the date of your appointment. A CPF statement that is older than 1 (one) month will not be accepted.</p>
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<p>8. Returned CPF Standard Query</p> <p>(Only for a CPF Member aged 55 and above who owns a matrimonial property)</p>	<p>In addition to the relevant CPF statement, if you are 55 years old and above, you are required to provide the returned CPF Standard Query which show, amongst other things, whether there is any amount which you must set aside or top up into your CPF Retirement Account when you sell, transfer or otherwise dispose of your HDB flat and if yes, the amount.</p> <p>You may download the form from www.syariahcourt.gov.sg. Please refer below for further instructions on how to serve the CPF Standard Query on the CPF Board.</p> <p>The written reply and cover letter/email from the CPF Board must be provided at the appointment. The CPF Board may take up to 1 month to give the written reply.</p>
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Instructions to print CPF statements

Relevant CPF Statements - Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal details (for HDB Flat Owners only)

- 1) Go to CPF Website <http://www.cpf.gov.sg>
- 2) Click on “**Login Here**”.
- 3) Click on “**Login via SingPass**”.
- 4) Enter **SingPass ID** and **Password**.
- 5) Click on “**Get OTP**”.
- 6) Check your **OTP** via **SMS** and key into the space provided and click “**Submit**”.
- 7) Click on “**My Statement**”.
- 8) Click on Printer icon 
- 9) Go to the bottom of the page and click on “**Print**”.
- 10) Click on “**My Statement**” on the left column.
- 11) Click on **Section C “Property”**.
- 12) Click on “**View My Public Housing Withdrawal Details**”.
- 13) Click on Printer icon 
- 14) Go to the bottom of the page and click on “**Print**”.
- 15) Click on “**Investments**”.
- 16) Click on Printer icon 
- 17) Go to the bottom of the page and click on “**Print**”.

Instructions to serve CPF Standard Query on CPF Board

Additional CPF Statements - Returned CPF Standard Query (Only for a CPF Member aged 55 and above who owns a matrimonial property)

- 1) Go to Syariah Court website at www.syariahcourt.gov.sg
- 2) Click on *Divorce > Forms > Relevant Forms* and download the correct form.
- 3) The form can be served on the CPF Board by:
 - a) Mailing to:
CPF Board,
Housing Scheme Department,
Public Housing Section,
Robinson Road.
P.O. Box 3060
Singapore 905060

OR
 - b) Emailing to Public-housing@cpf.gov.sg.

Submit written reply from the CPF Board at the appointment, together with any covering letter or email from CPF Board.