

**IMPORTANT INFORMATION**


**Please bring along the documents required below and the checklist when you file the Memorandum of Defence at the Syariah Court. All forms must be printed one-sided only.**

**You may download the forms from our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg). Please refer to the checklist attached to ensure the documents are completed, and compiled in the order for submission.**

Documents Required	Explanatory Notes
ORIGINAL DOCUMENTS	
1. ^Digital IC via SingPass App, 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> <p>^ Digital IC – Please show your watermarked digital IC or tap the barcode button via your SingPass App to prove your identity upon request.</p>
2. Original Marriage/ Revocation Certificate	<p>A copy of your original or extract marriage/revocation certificate must be enclosed in the Memorandum of Defence.</p> <p>For marriages registered at the Registry of Muslim Marriages (ROMM), Singapore:</p> <p>If you have misplaced your marriage/revocation certificate, you may request for an extract copy from the ROMM for a fee. For more information, you may log on to <a href="http://www.romm.gov.sg">www.romm.gov.sg</a>.</p> <p>For marriages registered outside Singapore:</p> <p>Please provide a copy of the original attested foreign marriage certificate and the attested translation (if applicable). A foreign marriage certificate without attestation will not be accepted.</p> <p>Attestation can be done at the following locations:</p> <ul style="list-style-type: none"> <li>- In the country of marriage, at any law firm</li> <li>- In Singapore, e.g at the embassy of the country you were married in</li> </ul>

	<p>If your marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of your marriage certificate in the English language.</p> <p>If you have misplaced your marriage certificate, please obtain an extract copy from the country you were married in or the respective embassy.</p>
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COURT FORMS	
<p>3. <b>Completed</b> Memorandum of Defence (Form 17/ Form 18)</p>	<p>Please download:</p> <p>Form 17 (For Husband) or Form 18 (For Wife) from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a></p> <p>Please complete the Memorandum of Defence, or your application will not be processed.</p>
<p>4. Completed Agreement to Plaintiff's Proposed Parenting Plan (Form 20)</p> <p><b>OR</b></p> <p>Completed Defendant's Proposed Parenting Plan (Form 21)</p> <p>(For parties with at least one child below 21 years old)</p>	<p>You may submit either one of the Parenting Plan forms at the time of filing the Memorandum of Defence, depending on whether you have an agreement with your spouse on the parenting plan for your child/children.</p> <p>If you disagree with the Plaintiff's proposal on the Parenting Plan, you may submit your proposal on the Parenting Plan by filling up the 'Defendant's Proposed Parenting Plan' form. You may download the forms from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p>
<p>5. Completed Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (Form 22)</p> <p><b>OR</b></p> <p>Completed Defendant's Proposed Matrimonial Property Plan (Form 23)</p> <p>(For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO)</p>	<p>You may submit either one of the Matrimonial Property Plan forms at the time of filing the Memorandum of Defence.</p> <p>If you disagree with the Plaintiff's proposal on the Matrimonial Property Plan, you may submit your proposal on the Matrimonial Property Plan <b>together with</b> the Particulars of Arrangements for Housing (Form 14) at the time of filing the Memorandum of Defence. You may download the forms from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p>

HDB flat)	
6. Completed Particulars of Arrangements for Housing ( <i>Form 14</i> )	Additional information on housing arrangement, <b>to be filed together</b> with Defendant's Memorandum of Defence (Form 17) or Proposed Matrimonial Property Plan (Form 23).
<b>HDB DOCUMENTS</b>	
<p>7. Financial Information</p> <p>Outstanding Mortgage Loan Statement (HDB loan or Bank loan)</p> <p>(Must not be dated earlier than 1 (one) month from the date appointment)</p>	<p>HDB Loan You <b>must</b> provide your latest HDB mortgage loan statement. You may obtain it from <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>. Please ensure that your SINGPASS 2FA has been activated.</p> <p>Bank Loan You <b>must</b> provide your latest bank mortgage loan statement. You may obtain it from your respective banks.</p> <p>The mortgage loan statement must not be dated earlier than 1 (one) month from the date of filing the appointment date. A mortgage loan statement older than 1 (one) month will not be accepted.</p>
8. HDB Flat details	<p>You <b>must</b> provide your current flat details. You may obtain it from <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>. 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>
9. HDB Housing Guidance Form (optional)	<p>If you have at least 1 child below 21 years old, you are <b>highly encouraged</b> to attend the Housing Guidance provided by HDB. The HDB Housing Guidance will assist you in making informed decisions on housing issues post-divorce. You may download the form from <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>.</p> <p>You are required to make an e-appointment before approaching the HDB Branch office. You may scan the QR code below or visit the HDB website at <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>.</p> <div style="text-align: center;">  </div> <p>The <b>written reply from HDB and cover letter/email</b> may be submitted at the time of filing the Memorandum of Defence. The HDB may take up to 1 month to give the written reply.</p>
<b><u>Instructions to print HDB Statements</u></b>	

**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**

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

**CPF DOCUMENTS**

12. CPF Statements  (Must not be dated earlier than 1 (one) month from the date of filing of the Originating Summons)	<p>Relevant CPF statements which show, minimally, the account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and Property Statement (Principal Amount Withdrawn and Accrued Interest, Amount to refund when selling your property and monthly CPF deduction) (for HDB flats) or the private properties withdrawal details (for private properties).</p> <p>You <b>must</b> provide your latest CPF statement. You may obtain it from <a href="http://www.cpf.gov.sg">www.cpf.gov.sg</a>. 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 filing the Originating Summons. A CPF statement that is older than 1 (one) month will not be accepted.</p>
13. Returned CPF Standard	In addition to the relevant CPF statement, if you are 55 years


<p>Query</p> <p>(Only for a CPF Member aged 55 and above who owns a matrimonial property)</p>	<p>old and above and own a matrimonial property, you are <b>required</b> to file the 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 <a href="http://www.syariahcourt.gov.sg">www.syariahcourt.gov.sg</a>. Please refer below for further instructions on how to serve the CPF Standard Query on the CPF Board.</p> <p>The <b>written reply and cover letter/email from the CPF Board</b> must be submitted at the time of filing the Originating Summons. 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 Property Statement (Principal Amount and Accrued Interest, Amount to refund when selling your property and monthly CPF deduction) (for HDB Flat Owners only)**

No.	USING DESKTOP	USING MOBILE DEVICE
1)	Go to CPF Website <a href="https://www.cpf.gov.sg">https://www.cpf.gov.sg</a>	
2)	Click on <b>“Login”</b> .	
3)	Choose to log in by <b>“Scan with Singpass app”</b> or <b>“Use password login instead”</b> .	Choose to log in by <b>“Tap QR code to log in with Singpass app”</b> or <b>“Use password login instead”</b> .
4)	If you choose to log in by <b>“Scan with Singpass app”</b> , scan the QR code via the Singpass app, click <b>“Login”</b> and enter your 6 digits pin.	If you choose to log in by <b>“Tap QR code to log in with Singpass app”</b> , tap the QR code, click <b>“Login”</b> and enter your 6 digits pin.
5)	If you choose to log in by <b>“Use password login instead”</b> , enter SingPass ID and Password, click on <b>“GET OTP”</b> . Check your OTP via SMS and key into the space provided and click <b>“Submit”</b> .	

### **Account Balances**

6)	<b>Ordinary Account, Special Account and Medisave Account</b>	
	<p>i. To view your account balances (Ordinary Account, Special Account and Medisave Account), click on <b>“Account Services”</b>, and select <b>“Viewing your account balances”</b>.</p>	<p>i. Your account balances (Ordinary Account, Special Account and Medisave Account) may be viewed on your dashboard/landing page.</p> <p>ii. Click on PDF icon </p>

	<p>ii. Click on PDF icon </p> <p>iii. Click <b>"Print"</b>.</p>	<p>iii. Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>
7)	<b>Investment Account</b>	
	<p>i. To view your Investment Account, click on <b>"my cpf"</b> and <b>"Investment"</b>, choose <b>"Account details"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Click <b>"Print"</b>.</p>	<p>i. To view your Investment Account, click on <b>"my cpf"</b>, and <b>"My dashboards"</b>, and select <b>"Investment"</b>. Then choose <b>"Account details"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>
8)	<b>Retirement Account</b>	
	<p>i. If you are 55 years old and above and must provide your Retirement Account, click on <b>"my cpf"</b> and <b>"Retirement"</b>, choose <b>"Account details"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Click <b>"Print"</b>.</p>	<p>i. If you are 55 years old and above and must provide your Retirement Account, click on <b>"my cpf"</b>, and <b>"My dashboards"</b>, and select <b>"Retirement"</b>. Then choose <b>"Account details"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>
9)	<b>Property Statement</b>	
	<p>a) To view your property statement, click on <b>"my cpf"</b> and then <b>"Home Ownership"</b>.</p>	<p>a) To view your property statement, click on <b>"my cpf"</b>, and <b>"My dashboards"</b>, and select <b>"Home Ownership"</b>.</p>
	<p>b) <b>Principal amount and accrued interest</b></p> <p>i. Scroll to <b>"Principal amount and accrued interest"</b></p>	

	<p>ii. Click on PDF icon </p> <p>iii. Click/Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>		
	<p>c) <b>Amount to refund when selling property</b></p> <p>i. To view the amount that you need to refund when selling your property, scroll to <b>"What happens if.. If you sell your property"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Click/Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>		
10)	<p><b>Monthly CPF deduction</b></p> <table border="1"> <tr> <td data-bbox="269 842 813 1346"> <p>i. To view your monthly CPF deduction for the property, click on <b>"View your transaction history"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Click <b>"Print"</b>.</p> </td><td data-bbox="813 842 1360 1346"> <p>i. To view your monthly CPF deduction for the property, click on <b>"my cpf"</b>, and <b>"My statements"</b>, and select <b>"Transaction History"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p> </td></tr> </table>	<p>i. To view your monthly CPF deduction for the property, click on <b>"View your transaction history"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Click <b>"Print"</b>.</p>	<p>i. To view your monthly CPF deduction for the property, click on <b>"my cpf"</b>, and <b>"My statements"</b>, and select <b>"Transaction History"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>
<p>i. To view your monthly CPF deduction for the property, click on <b>"View your transaction history"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Click <b>"Print"</b>.</p>	<p>i. To view your monthly CPF deduction for the property, click on <b>"my cpf"</b>, and <b>"My statements"</b>, and select <b>"Transaction History"</b>.</p> <p>ii. Click on PDF icon </p> <p>iii. Select <b>"Print"</b> to print from your device or <b>"Save to Files"</b> to save the document for subsequent printing.</p>		

### 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](http://www.syariahcourt.gov.sg)

2) Click on *Resources > Forms > Relevant Forms* and download the correct form.

Alternatively, you may access the Forms by clicking on the 'Forms' icon found on the main page at the "I am here for..." section.



[Forms](#)

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](mailto:Public-housing@cpf.gov.sg).

- 4) Submit written reply from the CPF Board at the time of filing the Originating Summons, together with any covering letter or email from CPF Board.

#### OTHERS

14. Parties' Current Residential Address	<p>Full local residential address ONLY. Commercial or office address will not be accepted</p> <p><b>Note:</b> For non-Singapore citizens, please provide documentary proof of stay in Singapore for the past 3 consecutive years from the date of filing the Originating Summons. For example, employment pass indicating length of stay, employment agreement or tenancy agreement.</p>
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