

CHECKLIST

INSTRUCTIONS:

- (1) You are required to bring along this checklist when you file the Memorandum of Defence at the Syariah Court.
- (2) This checklist is a guide for you to check that you have prepared all the required documents for the filing of the Memorandum of Defence.
- (3) Please arrange the documents (original & copies) according to the checklist.
- (4) You may wish to refer to the Explanatory Notes in your letter which contains information on the required documents.
- (5) To make it easy during the filing process, please tick the documents you are submitting.
- (6) If you wish to affirm any document before a Commissioner for Oaths at the Syariah Court, you need to produce 1 original only. If any document has been affirmed before a Commissioner for Oaths and is ready to be filed, you need to produce 1 original and 2 copies.
- (7) In addition to the documents stated in the checklist, you are required to produce your ^Digital IC, Original Identity Card or valid Passport.
- (8) **If your documents are incomplete, you will not be able to proceed to file the Memorandum of Defence.**

^Digital IC – Please show your watermarked digital IC or tap the barcode button via your SingPass App to prove your identity upon request.

No	Documents to be produced	No of copies (Refer to item (6) above)	Attached (please tick)	For official use only (L3)
Memorandum of Defence Bundle				
1.	Completed Memorandum of Defence (<i>Form 17/ Form 18</i>)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
2.	A copy of the original or extract of Marriage/ Revocation certificate must be enclosed in the Memorandum of Defence.	3 copies		
3.	For parties who are both non-Singapore citizens, please provide documentary proof of your stay in Singapore for the past 3 consecutive years before the date of filing the Memorandum of Defence.	3 copies		

4.	<p>CPF Statements showing</p> <ul style="list-style-type: none"> - account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all); <p>AND</p> <ul style="list-style-type: none"> - public housing withdrawal details (for HDB flats OR private properties withdrawal details (for private properties) <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>			
5.	<p>HDB Flat and/or Private Property details</p> <p>For HDB: You may obtain your current flat details at www.hdb.gov.sg.</p> <p>For private property: You may obtain the title search at www.sla.gov.sg/MyProperty/#/home</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		
6.	<p>Financial Information on HDB Flat and/or Private Property</p> <p>Outstanding Mortgage Loan Statement (from HDB or bank, whichever is applicable)</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		
7.	<p>Completed Particulars of Arrangements for Housing Form (<i>Form 14</i>)</p> <p>(For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)</p>	1 original & 2 copies		

8.	Returned CPF Standard Query (Only for a CPF Member aged 55 and above who owns a matrimonial property financed using CPF monies)	1 original & 2 copies		
Matrimonial Property Plan Bundle				
9.	Completed Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (<i>Form 22</i>) OR Defendant's Proposed Matrimonial Property Plan (<i>Form 23</i>) (For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flats)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
10.	HDB Returned Housing Guidance Form (optional) (For parties with at least one child below 21 years old and living in a HDB flat)	1 original & 2 copies		
Parenting Plan Bundle				
11.	Completed Defendant's Agreement to Plaintiff's Proposed Parenting Plan (<i>Form 20</i>) OR Defendant's Proposed Parenting Plan (<i>Form 21</i>) (optional) (For parties with at least one child below 21 years old)	1 original only or 1 original & 2 copies		

Defendant's Signature: _____

Date: _____

For official use only

Checked by: _____(L3)

Date: _____