USER GUIDE FOR SYC PORTAL

General Navigation

Syariah Court Detailed User Guide for Public Users

General Navigation

Contents (click on the page numbers to go to the section)
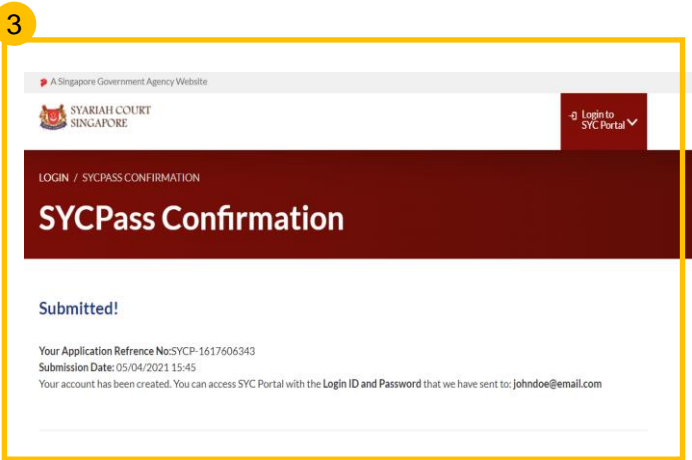
General Navigation of E-Services Portal

General Navigation of E-Services Portal for SingPass and SYC Pass Users

Apply for SYCPass

Apply for SYCPass

1. To apply for a SYCPass, click **Apply for SYCPass** under the SYCPass section. You will be redirected to the SYCPass application page.

2. Fill in the required fields, type the Captcha code and click **Submit**. All fields in the application form are mandatory.

3. Upon successful registration, there will be a **SYCPass Confirmation** message with the **Application Reference Number** and **Submission Date**. You may now login to the SYC Portal using the Username and Password that has been sent to the email address provided in your application for SYCPass.

4

SYCPass - Reset Password

Apply for SYCPass - SYCPass Reset

1. When logging in for the first time with SYCPass, you will be prompted to reset your password. The new password must meet all the conditions displayed on the screen.

2. Key in your new password at **New Password** and **Confirm Password**.

3. Click **Reset Password**.

4. Upon clicking **Reset Password**, you will be redirected to your Dashboard for SYC E-Services.

LOGIN / SYCPASS RESET

SYCPass Reset

Password Reset

- Your password must meet the following conditions:

- At least 12 characters; - Contain characters from at least two of the following four categories:

• at least one Upper case (A - Z);

• at least one Lower case (a - z);

• at least one number (0 - 9)

• at least one special character (! $, #, %, etc.).

- Should not be the same as your login ID;

- Should not be a commonly used or expected password, for example, "password"; "P@ssword"; "Pass123" etc; and

- Should not be the same as any of the last three generations of passwords

Enter and confirm your new password below to access your account.

New Password

Confirm Password

Reset Password

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SYCPass - Forgot Password

SYCPass – Forgot Password

1 To reset your password, click **Forgot Password** under the SYCPass section of the login page.

2 You will be brought to the **Forgot Password** page. Enter your Email Address and click **Send**. A password reset link will be sent to your email address.

3 After clicking on the link in your email, you will be redirected to the **SYCPass Reset** page.

4 The new password must meet all the conditions displayed on the screen.

5 Key in your **New Password** and retype to **Confirm Password**. Click **Reset Password**.

3

LOGIN / SYCPASS RESET

SYCPass Reset

Password Reset

4

- Your password must meet the following conditions:
- At least 12 characters; - Contain characters from at least two of the following four categories:
- at least one Upper case (A - Z);
- at least one Lower case (a - z);
- at least one number (0 - 9);
- at least one special character (! $, #, %, etc.).
- Should not be the same as your login ID;
- Should not be a commonly used or expected password, for example, "password"; "P@ssword"; "Pass123" etc; and
- Should not be the same as any of the last three generations of passwords

5 Enter and confirm your new password below to access your account.
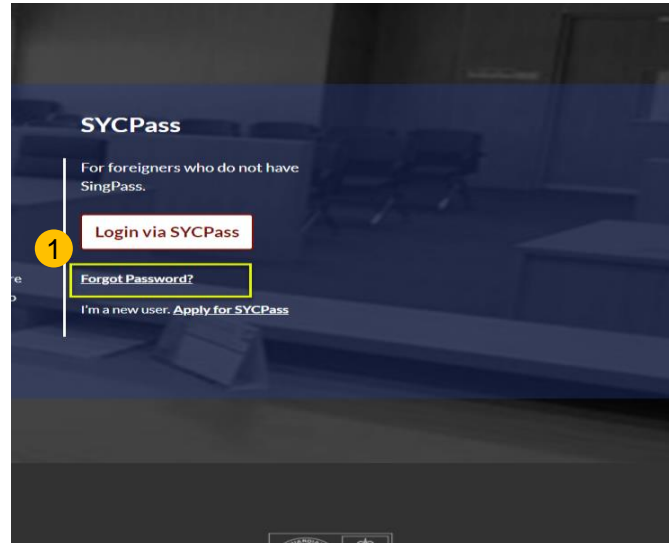
New Password

Confirm Password

Reset Password

SYCPass

For foreigners who do not have SingPass.

Login via SYCPass

1

Forgot Password?

I'm a new user. **Apply for SYCPass**

LOGIN / FORGOT PASSWORD

Forgot Password

2

Forgot your password?

Enter your email address and we will send you a link to reset your password.

Email Address

Cancel   Send

Update Particulars

Update Particulars

1 For first time and existing users who wish to make changes to their contact details, you may update your particulars in the SYC Portal.

2 There are two ways to update your particulars.

(a) Click on **Update My Particulars** on your Dashboard.

Or

(b) Click on the downward arrow beside the profile icon, which is next to the bell, at the top-right hand side of any of the pages in the E-Services and select **Update My Particulars**.
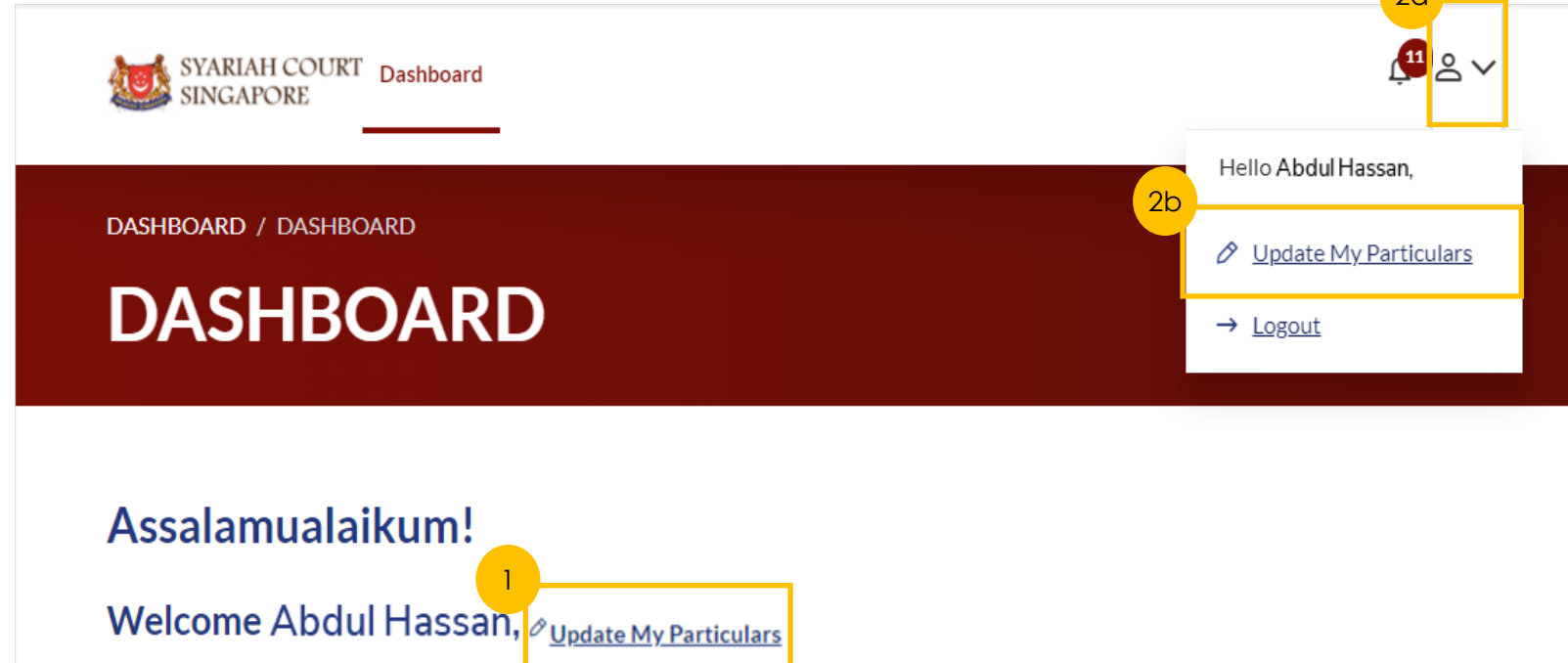
Update Particulars for users logging in with SingPass

*Note: Please note that all fields are mandatory in the Update My Particulars form, unless otherwise stated.

1. For users with SingPass login, greyed out fields cannot be updated as the information is pre-populated from MyInfo.

2. Enter the Postal Code for the Residential Address and click on **Retrieve Address** to auto-populate the Blk/House No. and Street Name fields. Complete all the other fields.

3. If the **Mailing Address** and **Residential Address** are different, slide the slider to left.

4. The **Save** button will be enabled when all mandatory fields are completed. Click **Save** to update your particulars. You will then be redirected to your Dashboard.

DASHBOARD / UPDATE MY PARTICULARS

Update My Particulars

Full Name (as per ID No.)
Nama Penuh (seperti di Kad Pengenalan)
TAN CHONG HO

Alias (Optional)
Alias (Jika ada)
SUN CHENG HO JOSHUA

ID Type
Jenis ID
SG PINK

ID No.
No. Kad Pengenalan.
S9812351B

Citizenship
Kerakyatan
Singapore Citizen

Nationality
Kewarganegaraan
SINGAPORE CITIZEN

Date of Birth
Tarikh Lahir
06/10/1988

Gender
Jantina
Male

Race
Bangsa
CHINESE

Highest Education Qualification
Kelayakan PendidikanTertinggi
Please Select..

Residential Address

Location
Lokasi
◉ Local ◯ Overseas

Postal Code
Poskod
642698   Retrieve Address

Residential Address

Location
Lokasi
◉ Local ◯ Overseas

Postal Code
Poskod
101092   Retrieve Address

Blk/House No.
No. Blok/No. Rumah
92A

Level No.
No. Aras
Enter Text

Unit. No.
No. Unit
192

Street Name
Nama Jalan
TELOK BLANGAH STREET 31

Building Name (Optional)
Nama Bangunan (Jika ada)
TELOK BLANGAH PARCVIEW

Mailing Address

⬤ Same as Residential Address

Contact Details

Handphone
Telefon bimbit
Singapore(+65)   91743432

Home (Optional)
Rumah(Jika ada)
Singapore(+65)   84544332

Email Address
Alamat emel
email@email.com

Cancel   Save

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Update Particulars for users logging in with SYCPass

*Note: Please note that all fields are mandatory in the Update My Particulars form, unless otherwise stated.

5 For users with SYCPass login, all fields are editable.

6 Enter the Postal Code for the Residential Address and click on Retrieve Address to auto-populate the address.

7 If the **Mailing Address** and **Residential Address** are different, slide the slider to left.

8 Upon filling all the mandatory fields, the **Save** button will be enabled.

9 Once the necessary updates are done, click **Save** at the bottom of the form.

10 Once the changes have been saved, you will be redirected to your Dashboard.

5

DASHBOARD / UPDATE MY PARTICULARS

Update My Particulars

Full Name (as per ID No.)
Nama Penuh (seperti di Kad Pengenalan)
> Lim wei jun xavier

Alias (Optional)
Alias (Jika ada)
> Type here...

ID Type
Jenis ID
> PASSPORT

ID No.
No. Kad Pengenalan.
> T0125412F

Citizenship
Kerakyatan
> Please Select..

Nationality
Kewarganegaraan
> JAPANESE

Date of Birth
Tarikh Lahir
> 01/01/1970

Gender
Jantina
> Male

Race
Bangsa
>

Highest Education Qualification
Kelayakan Pendidikan Tertinggi
> Please Select..

Residential Address

Location
Lokasi
◉ Local   ○ Overseas

6 Postal Code
Poskod
> 101092   [Retrieve Address]

Blk/House No.
No. Blok/No. Rumah
> 92A

Level No.
No. Aras
> Enter Text

Unit. No.
No. Unit
> 192

Street Name
Nama Jalan
> TELOK BLANGAH STREET 31

Building Name (Optional)
Nama Bangunan (Jika ada)
> TELOK BLANGAH PARCVIEW

7 Mailing Address

[🔘] Same as Residential Address

Contact Details

Handphone
Telefon bimbit
> Singapore(+65) | 91743432

Home (Optional)
Rumah(Jika ada)
> Singapore(+65) | 84544332

Email Address
Alamat emel
> email@email.com

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[Cancel] [Save]

Dashboard

Dashboard

1. In the SYC Portal, the Dashboard will show you the open tasks / open appointments across 3 modules :
   a) Inheritance
   b) Divorce
   c) Others
   Dashboard items will be completed once any of these criteria is completed :
   a) Task is completed
   b) Task has passed the due date
   c) Appointment is completed or cancelled

2. You may take actions for any pending task by toggling on a selected case and clicking on the **three dots** under **More Options.**

3. You may view the available actions and choose accordingly.
   a) Edit: to edit when a document/application is returned to you for some revision.
   b) View: to view details of the case.
   c) Withdraw: to withdraw from the Marriage Counselling Programme.
   d) Book Appointment: to select date and time of an appointment or Court session.
   e) View Appointment: to view details of an appointment or Court session.
   f) Change Appointment: to change an appointment or Court session.

4. Some tasks may have further notes or remarks.

DASHBOARD / DASHBOARD

DASHBOARD

Assalamualaikum!

Welcome TAN MING HENG TERENCE, ✎Update My Particulars

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do… - 23 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Pre-Divorce	R-2022-000347	Registration for MCP	Returned as Incomplete (Please see Remarks in Divorce > Ongoing Case folder)	08/09/2022	⋮
MCP Appointment	MCP-2022-000356	MCP Appointment	Scheduled	17/	Edit / Withdraw

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Dashboard

5 If the dashboard task is marked with remarks, you need to navigate to·the related modules (Inheritance/Divorce/Others) > Ongoing Filing and locate the case ID.

6 Click on **View Remarks**, and the remarks field will be opened.

7 Please read through the remarks sent by SYC.

8 Click **Close** to close the remarks field.

9 You may update the case/application according to the remarks by SYC by clicking on the **three dots** under **More Options**, then click Edit.

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing

Completed Filing

Court File

Search case by Case ID (i.e. OS-XXXX-XXXXX)

Enter Case ID

Search

Divorce E-Services

Case ID	Form/Appointments	Status	Last Updated Date	Remarks	More Options
MOD-2022-000008	Filing of Memorandum of Defence and accompanying documents	Returned as Incomplete	23/06/2022	View Remarks	⋮
OS-2022-000157	Filing of Summons (Application to be Joined as an Intervener)	Draft	20/09/2022		⋮

View Remarks: R-2022-000542

Please upload Birth Certificate in English

Close

Divorce E-Services

Divorce E-Services

Divorce E-Services

1 You can access the Divorce module from the **Divorce** tab.

2 All menus and filing forms are on the Divorce E-Services page. Click on the **Divorce E-Services** button to view all the available menus and forms.

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Divorce E-Services

Divorce E-Services – Start a New Case

3 On the Divorce E-Services page, there are 2 main menus on the left:
a) Start a New Case
b) I want to… for Case with Originating Summons Number.

4 On clicking the arrow next to **Start a New Case**, you will see further options for:
a) Marriage Counselling Programme
b) Divorce
Select the new type of case you would like to start.

To register for the Marriage Counselling Programme, select **Marriage Counselling Programme**.

5 On the right, you will then find the available applications for that type of case, with **Description** and **Documents Required**. Click on the hyperlink **Registration for Marriage Counselling Programme** to select the application.

Dashboard   Inheritance   Divorce

Start a New Case ⌄ **3a**

Applications

Marriage Counselling Programme **4a**

Registration for Marriage Counselling Programme **5**

Divorce **4b**

Description
For an applicant who intends to file a divorce.

Estimated time required: 30 mins

Filing fee: N/A

I want to.. for Case with Originating Summons Number ⌄ **3b**

Documents Required
Singaporean/PR
- Marriage/Revocation Certificate (front and back page)
- Children's Birth Certificates
- Protection Order/Maintenance Order/Conversion Letter to Islam

Foreigners
- Marriage/Revocation Certificate (front and back page) [For foreign marriage, please provide a copy of original attested foreign marriage certificate and the attested translation, if applicable.]
- Children's Birth Certificates
- Protection Order/Maintenance Order/Conversion Letter to Islam
- Proof of Habitual Residence in Singapore

Notes
Once a draft is created from any of the available filing options on the Divorce E-Services menu, you will find it under Divorce > Ongoing Filing with status Draft. Please refer to View & Actions on Divorce Module page for details.

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Divorce E-Services

Divorce E-Services – Start a New Case

6 To start a new divorce case, select **Divorce.**

7 On the right, you will then find the available applications for that type of case, with **Description** and **Documents Required**.

Click on the hyperlink of the application that you wish to make i.e. either **Filing of Originating Summons for Divorce** or **Filing of Originating Summons Pursuant to Section 46(A) of the Administration of Muslim Law Act (AMLA) (Form 6A).**

6a

Start a New Case

Marriage Counselling Programme

Divorce **6b**

I want to.. for Case with Originating Summons Number

Applications

Filing of Originating Summons For Divorce **7a**

Description
To file the Originating Summons for divorce.

Estimated time required: 30 mins

Estimated maximum total filing fee for Plaintiff: $135

Documents Required (Soft copies for upload)
- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where a party have changed his/her name)
- Marriage/Revocation Certificate (front and back page)

View Full List ⌄

Filing of Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A) **7b**

Description

To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A)

Estimated time required: 30 mins

Filing fee: $34

Document Required
- NRIC or valid Passport (for foreigner)
- Marriage Certificate
- Affidavit-in-Support

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Divorce E-Services

Divorce E-Services – I want to… for Case with Originating Summons Number

8 After your Filing of Originating Summons is accepted, you can file other documents or take other actions related to the Originating Summons under the menu **I want to… for Case with Originating Summons Number**. The categories of documents and actions are:

- **File Court Documents**, to file Court Documents related to your main Divorce proceeding. Please refer to the Court Documents user guide for details.

- **Serve Originating Summons for Divorce**, to select and update the method of serving the Originating Summons for Divorce and to file documents/applications relating to service. Please refer to the Service of Originating Summons user guide for details.

- **File Summons**, to file sub-application related to your main Divorce proceeding. Please refer to the Summons user guide for details.

- **Praecipe (Request),** to file praecipe request related to the Divorce Case. Please refer to the Praecipe & Registry Request user guide for details.

- **Registry Request,** to file registry request related to the Divorce Case. Please refer to the Praecipe & Registry Request user guide for details.

Start a New Case

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

File Summons

Praecipe (Request)

Submit Registry Request

To act on a Case with Originating Summons, please ensure you have a valid Originating Summons Number (e.g. OS-2022-123456 or, for cases commenced in hardcopy, OS12345).

What would you like to file?
Apakah yang anda ingin memfail?

Court Documents

Affidavits/Other Documents

Amended Matrimonial Property Plan

Amended Parenting Plan

Amended Case Statement

Memorandum of Defence

Notice of Appeal against Registrar's Decision or Order

Notice of Appointment of Solicitor

Notice of Change of Solicitor

View & Actions on Divorce Modules

View & Actions on Divorce Modules

Ongoing Filing

1 There are 3 folders (menu) under Divorce Module :
a) **Ongoing Filing**
b) **Completed Filing**
c) **Court File**

2 Under **Ongoing Filing**, you will find a list of MCP cases or forms/documents which you are drafting or which have been submitted but not accepted, with any of these status :
a) Pending Acceptance
b) Drafts
c) Returned as Incomplete
d) Ongoing MCP, (such as: Pending 1st Appointment, 1st Appointment Scheduled, or Further MCP)

3 The list of the forms will display this information :
a) **Case ID** (Some Draft Forms will not have Case ID)
b) **Form Name**
c) **Status**
d) **Last Updated Date**
e) **Remarks**
f) **More Options (three dots).** You may take the same actions from the dashboard, or from the Ongoing Filing list.

Note:
Once the filing of a form/document has been accepted or rejected, or a case undergoing Marriage Counselling Programme (MCP) is completed, the form/document filed or completed MCP case will be moved to the Completed Filing section, and the endorsed Court document will be viewable in the relevant Court File section.

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View & Actions on Divorce Modules

Ongoing Filing

1 You may Search by Case ID, if you need to locate a case directly using the Case Number.
A minimum of 3 digits/letters is required to search, in order for the system to find a similar case number.

E.g : for Case ID : POS-2022-000157
If you key in 157 > and click **Search**, the system will search any Case ID that contains 157 in the Ongoing Filing Folder. This search will show all case/document types, whether Registration for Marriage Counselling Programme, Filing of Originating Summons, Filing of Notice, etc., if it contains '157'.

If you key in POS > and click **Search**, the system will search any Case ID that contains POS in the Ongoing Filing Folder.

If you key in POS-2022 > and click **Search**, the system will search any Case ID that contains POS-2022 in the Ongoing Filing Folder. This search will also show all Filing of Originating Summons (with case ID prefix **POS-**) that is submitted or filed in the year 2022.

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View & Actions on Divorce Modules

Completed Filing

(1) Under **Completed Filing**, you will find a list of forms/documents which you have filed or submitted, and MCP cases, with any of these status:
a) Accepted
b) Rejected
c) Withdrawn
d) MCP which has a final outcome.

(2) The list of the forms will display these information :
a) **Case ID**
b) **Form Name**
c) **Status**
d) **Last Updated Date**
e) **Remark**
f) **More Options (3 dots).** You can take the same actions from the dashboard, or from the Completed Case list.

Ongoing Filing

(1) Completed Filing

Court File ⌄

Search case by Case ID (i.e. OS-XXXX-XXXXX)

| Enter Case ID | Search | Divorce E-Services |

Case ID	Form/Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000198	Filing of Originating Summons (TAN CHONG HO v SPOUSE SPOUSE)	Accepted	19/10/2022		⋮
POS-2022-000365	Filing of Originating Summons (TAN CHONG HO v ZAENAB BINTI MADISON)	Accepted	06/10/2022		⋮
MCP-2022-000507	MCP Case	Refer to Court (Divorce)	03/10/2022		⋮
R-2022-000523	Registration for Marriage Counselling Programme	Accepted	03/10/2022	View Remarks	⋮

View & Actions on Divorce Modules

Completed Filing

1 You may search by Case ID if you need to locate a case directly using the Case Number.
A minimum 3 digits/letters is required to search, in order for the system to find a similar case number.

E.g : for Case ID : POS-2022-000295
If you key in <u>295</u> > and click **Search**, the system will search any Case ID that contains <u>295</u> in the Completed Filing Folder. This search will show all case/document types, whether Registration for Marriage Counselling, Filing of Originating Summons, Filing of Notice, etc., if it contains 295.

If you key in <u>MCP</u> > and click **Search**, the system will search any Case ID that contains <u>MCP</u> in the Completed Filing Folder.

If you key in <u>R-2022</u> > and click **Search**, the system will search any Case ID that contains <u>R-2022</u> in the Completed Filing Folder. This search will also show all Registration for Marriage Counselling Programme (with case ID Prefix **R-**)that submitted or filed in the year 2022.

1a **1b**

Ongoing Filing

1c Completed Filing

Court File

Search case by Case ID (i.e. OS-XXXX-XXXXX)

295 | Search

Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000295	Filing of Originating Summons	Accepted	01/09/2022		⋮

Previous | 1 | Next

1d **1e**

Ongoing Filing

Completed Filing

Court File

Search case by Case ID (i.e. OS-XXXX-XXXXX)

mcp | Search

Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
1f MCP-2022-000355	MCP Case	Refer to Court (Divorce)	01/09/2022		⋮
MCP-2022-000346	MCP Case	Refer to Court (Divorce)	10/08/2022		⋮
MCP-2022-000238	MCP Case	Refer to Court (Divorce)	09/06/2022		⋮

View & Actions on Divorce Modules

Court File

1 Under **Court File**, you will find 4 separate folders. Court File contains documents that are issued and/or endorsed by SYC. These are the 4 folders in the Court File :

a) **Court Documents**, for all generated and accepted filing of forms which are endorsed by SYC. E.g. Originating Summons Form 6, Case Statement (Form 7 or 8), Form 10 – Summons, Divorce Certificate or Extract Copy of Divorce Certificate, etc.

b) **Court Notices**, for notices from SYC. E.g. Notice to Attend Court, Registrar's Directions.

c) **Court Orders,** for issued Court Orders. E.g. Order to Discharge Solicitor, Decree, Order to Extend Validity of OS, etc.

d) **Correspondence**, for correspondence from SCY, including outcomes of filed Praecipe (Request).

2 You may click on the document hyperlink to download the document.

3 Alternatively, for **Court Orders**, you may click on the **three dots** under **More options**, then click **Download Copy of Order of Court.** Court orders must be paid for, or payment must be waived, before you may download a copy.

View & Actions on Divorce Modules

Divorce Certificate availability date

1 Under **Divorce Certificate availability date**, you will see the date on which the divorce certificate for your case(s) will be available for download under the Availability Date section. Once available, the Divorce Certificate may be found in the Court File tab.

2 You may Search by Case ID, if you need to locate a case using its Case Number. A minimum of 3 digits/letters is required to search, in order to find a similar case number.

Ongoing Filing

Completed Filing

Divorce Certificate availability date

Court File

Search case by Case ID (i.e. OS-XXXX-XXXXX)

Enter Case ID   Search   Divorce/Other E-Services

The divorce certificate will be available for download in the "Court File > Court Orders" section after the applicable administrative period, and after payment of the applicable fees.

Case ID	Document number	Availability Date
OS-2022-000178	D-2022-000018	29/01/2022
OS-2023-000006	D-2023-000112	06/04/2023
OS-2024-000231	D-2024-000008	22/07/2024
OS-2025-000118	D-2025-000077	14/06/2025
OS-2025-000236	D-2025-000159	30/09/2025

Previous   1   Next

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Notifications

Check Notifications

1. Click on the **Bell** icon on the dashboard header to view pending notifications.

2. You will be directed to the **Notification page** that displays all notifications, both Read and Unread.

3. Click on **Unread** tab to view unread notifications only. Unread Notifications are marked with a red dot.

4. Click on **Read** tab to view Read notifications only.

5. A **red dot** marks unread notifications.

6. Click on the **hyperlink** on a Notification.

7. The **Notification pop u**p will appear and display the contents of the Notification. The Notification will be marked as Read in the Notification Page and the red dot will no longer be shown beside the hyperlink.

8. Click on **Close** to close the notification pop-up page.

SYARIAH COURT SINGAPORE

Dashboard   Inheritance   Divorce   Others

NOTIFICATION

All (3)	Unread (2)	Read (1)

Notifications	Date
MCP outcome: Divorce	10/08/2022 10:52:41
● MCP: Your appointment is scheduled	10/08/2022 10:51:57
● Pending Approval: Application for Inheritance Certificate (I-2022-000002)	04/07/2022 13:35:23

Accepted Filing of Originating Summons (POS-2022-000105) ✕

Dear ALFRED CHONG BOON HAO,

Your Filing of Originating Summons is accepted. The Case ID of your Originating Summons (OS) is **OS-2022-000146.** Please use this Case ID.

Appointment for Court session
Your appointment for **Mediation** is on **18/7/2022 3:00 PM**.

Service of the Originating Summons
You must serve the Originating Summons on the Defendant before the appointment (where applicable) and in any event, before the expiry of the validity period of the Originating Summons. This task and the expiry date of the Originating Summons is shown on your dashboard in the SYC Portal. For more information on service of the Originating Summons, you may log in to https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons.

Should you have any query on the above, please email us at mccy_syariah@mccy.gov.sg or call us at 6354 8371. For details, please log in to https://eservices.syariahcourt.gov.sg/.

Thank you.

Syariah Court Singapore
(Please do not reply to this message as it is auto generated.)

Close