



# SYARIAH COURT SINGAPORE

## USER GUIDE FOR SYC PORTAL

### Filing of Originating Summons for Divorce

## **Syariah Court Detailed User Guide for Public Users**

### Filing of Originating Summons for Divorce



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### Filing of Originating Summons for Divorce

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#### Filing of Originating Summons for Divorce

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# Filing of Originating Summons for Divorce

- 1 To File an Originating Summons for Divorce, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 **Divorce E-Services** page is displayed.
- 4 Click on **Start a New Case**, select **Divorce**.
- 5 Under **Filing of Originating Summons For Divorce**, you will find a **description** of the application, **estimated time required** to file an OS, **filing fee**, and the list of **documents required**.
- 6 Click on the hyperlink of text **Filing of Originating Summons For Divorce** to continue to file an OS.

Dashboard Inheri **1** Divorce Others

DASHBOARD / DIVORCE

## DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

Search **2** Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
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Dashboard Inheritance Divorce Others

DIVORCE E-SERVICES / DIVORCE E-SERVICES

## Divorce E-Services

**3** Start a New Case

Marriage Counselling Programme

**4** Divorce

Reconciliation

Nullity

I want to.. for Case with Originating Summons Number

**5** Applications

**6** Filing of Originating Summons For Divorce

**5**

**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

[View Full List](#)

7 Please answer the following question “**Have you/the parties completed the Marriage Counselling Programme within the required time?**” Select

- **Yes**, if you have completed the Marriage Counselling Programme (MCP) and wish to proceed with divorce.
- **Excluded**, if you have been excluded from MCP at the Registration for MCP stage.
- **No (allowed by Order of Court – Pursuant to section 46(4) of the AMLA)**, if you have obtained an Order of Court pursuant to Section 46(4) of AMLA.

## Filing of Originating Summons for Divorce

Before you may proceed to file the Originating Summons for divorce to commence the divorce proceedings, please answer the following question and enter the Case ID or Order of Court Number to check the validity of the case.

Have you/the parties completed the Marriage Counselling Programme within the required time? \*

Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

Select

Select

Yes

Excluded

No (allowed by Order of Court - Pursuant to Section 46A(4) of the AMLA)

7

## Yes – Completed Marriage Counselling Programme

- 8 If you select “**YES**” for the question “**Have you/the parties completed Marriage Counselling Programme within the required time**”, you are required to key in further information. Key in the completion date of your Marriage Counselling Programme session indicated in the Pre-Originating Summons email notification.
- 9 Key in the Case ID in the Email, with the prefix ‘MCP’.
- 10 Click on the **Submit** button.
- 11 If any of the information is incorrect, you will see this message.
- 12 If you have keyed in the valid Issuance date and Case ID, you will see this message. Refer to page 10 to proceed.

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

Yes 8a

Pre-Originating Summons Letter/Email Issuance Date \*  
Tarikh surat/emel Pra-Saman Pemula dikeluarkan

28/10/2022 8b

Case ID for the Pre-Originating Summons Letter/Email \*  
ID Kes di surat/emel Pra-Saman Pemula

MCP-2022-000513 9 **Submit** 10

11 **i** Originating Summons cannot be filed for this Case ID. Please check with your MCP agency and the date of the Pre-Originating Summons letter.

12 **✓** The Case ID is valid. You may proceed to file the Originating Summons.

## Excluded

- 13 If you select “Excluded” for the question “**Have you/the parties completed the Marriage Counselling Programme within the required time**”, you are required to key in further information. Key in the MCP Registration number with the prefix 'R'.
- 14 Click on the **Submit** button.
- 15 If the MCP Registration number is incorrect or the party is not excluded, you will see this message.
- 16 If you have keyed in the valid MCP Registration number, you will see this message. Refer to page 10 to proceed.

Before you may proceed to file the Originating Summons for divorce to commence the divorce proceedings, please answer the following question and enter the Case ID or Order of Court Number to check the validity of the case.

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

Excluded

Case ID in the Registration for Marriage Counselling Programme \*  
Kes ID dalam Pendaftaran untuk Program Kaunseling Perkahwinan

R-2022-000543

Submit

! Originating Summons cannot be filed for the mentioned Case ID - Not Excluded

✓ The Case ID is valid. You may proceed to file the Originating Summons.

# Filing of Originating Summons

## Allowed by Order of Court

- 17 If you select No (allowed by Order of Court – Pursuant to section 46(4) of the AMLA) to the question “**Have you/the parties completed the Marriage Counselling Programme within the required time**”, you are required to key in the Order of Court Issuance Date.
- 18 Key in Order of Court Number.
- 19 Click on the **Submit** button to validate the Order of Court Issuance Date and Order of Court Number.
- 20 If you have received the Order of Court in hardcopy/email format, you are required to upload the Order of Court. Click on **Choose File** to upload the Order of Court in PDF format. If you have keyed in the valid Order of Court Issuance date and Order of Court Number or Uploaded the Order of Court, please refer to page 10 to proceed.

Before you may proceed to file the Originating Summons for divorce to commence the divorce proceedings, please answer the following question and enter the Case ID or Order of Court Number to check the validity of the case.

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

No (allowed by Order of Court - Pursuant to Section 46A(4) of ti

Order of Court Issuance Date \*  
Tarikh Perintah Mahkamah dikeluarkan

28/11/2022

Order of Court Number \*  
Nombor Perintah Mahkamah

ORC-2022-000117

Submit

Have you/the parties completed the Marriage Counselling Programme within the required time? \*  
Sudahkah anda/kedua pihak selesai menghadiri Program Kaunseling Perkahwinan dalam jangka masa yang ditetapkan?

No (allowed by Order of Court - Pursuant to Section 46A(4) of ti

Order of Court Issuance Date \*  
Tarikh Perintah Mahkamah dikeluarkan

28/11/2022

Order of Court Number \*  
Nombor Perintah Mahkamah

132451

Submit

Please complete the following questions to determine the documents you need to submit for Filing of Originating Summons:  
Sila jawab soalan-soalan berikut untuk memastikan dokumen-dokumen yang anda perlukan semasa pemfailan Saman Pemula:

Please upload the Order of Court  
Sila muat naik Perintah Mahkamah

Drag and drop your document here

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / . - [ ] .

21 If you have keyed in the valid Case ID and Pre-Originating Summons letter/email issuance date, further questions will be enabled. Answer each Yes/No question by selecting the relevant radio button.

**“Do you/the parties have any children (below 21 years old) from this marriage?” (YES/NO)**

22 **“Do you/the parties have a Matrimonial Property (HDB Flat)” (YES/NO)**

23 Once you have answered all questions, the **Proceed** button will be enabled. Click on the **Proceed** button to continue Filing of Originating Summons.

24 Alternatively, you can click on **Back to Divorce E-Services** and go back to Divorce E-Services page.

Please complete the following questions to determine the documents you need to submit for Filing of Originating Summons:  
Silalah jawab soalan-soalan berikut untuk memastikan dokumen-dokumen yang anda perlukan semasa pemfailan Saman Pemula:

21 Do you/ the parties have any children (below 21 years old) from this marriage? \*  
Adakah anda/kedua pihak mempunyai anak di bawah umur 21 tahun dari perkahwinan ini?  
 Yes  No

22 Do you/ the parties have a Matrimonial Property (HDB flat)? ⓘ \*  
Adakah anda/kedua pihak memiliki harta perkahwinan (flat HDB)?  
 Yes  No

---

24 [Back to Divorce E-Services](#) **Proceed** 23

# Filing of Originating Summons

- 25 Upon clicking on Proceed, the **Important Notes** page will be displayed. Please read through the **Important Notes**.
  
- 26 Click on the links for [Privacy Statement](#) and [Terms of Use](#), to read each item. Tick on the checkbox to confirm that you have read and agreed to the Privacy Statement and Terms of Use.
  
- 27 To proceed to file the Originating Summons, click on **Agree and Proceed**.
  
- 28 To cancel and go back to Dashboard, click on **Back to Dashboard**.

25 **Important Notes**

1. This service will take you approximately 30 minutes to complete.
2. Please ensure you have the following documents:
  - Marriage Certificate/Revocation Certificate
  - Identity Card (front and back) or Passport
  - Children's Birth Certificates
  - Protection Order/ Maintenance Order/Conversion Letter to Islam
  - Documentary Proof of Domicile/Habitual Residence in Singapore (if neither the Registrant nor his/her spouse is a Singapore Citizen)
  - (For Lawyer) Document to show that you are instructed to submit this registration on behalf of your client
3. The registration will not be accepted if the form is incomplete and/or insufficient documents are attached.
4. Your application will be processed within 3 working days.

26  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#).

28 [Back to Dashboard](#) [Agree and Proceed](#) 27

29 The initial status of the Originating Summons is a **Draft**.

On the header, you will find a navigation bar to guide you on the steps to completing the filing of OS which are:

- Filing of Originating Summons**
- Agreement**
- Make Payment**
- Complete**

30 There will be completion indicators to show user if any step is still incomplete.

3. Parenting Plan

3. Parenting Plan

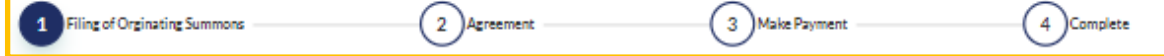
31 In the main Filing of Originating Summons page, the following sections must be completed:

- Originating Summons (Issued by the Court)**
- Case Statement**
- Parenting Plan**
- Matrimonial Property Plan**

## Filing of Originating Summons for Divorce

29 Case ID: POS-2022-000285

Status: Draft



- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.
- [User Guide "placeholder"](#).
- If you have difficulties filling up the forms, please seek [legal advice](#).

Complete Incomplete

30

1. Originating Summons (Issued by the Court)

31a

No action required. This document will be issued by the Court when your filing is accepted.

2. Case Statement

31b

### Description

To be filed by a Husband who wishes to commence divorce proceedings (called the Plaintiff).

Estimated time required: 30 mins

Filing fee: \$12

### Documents Required

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where the Plaintiff has changed his/her name)
- Marriage/ Revocation Certificate

[View full list](#)

Proceed to Case Statement (Husband)(Form 7)

3. Parenting Plan

31 In the main Filing of Originating Summons page, the following sections must be completed:

- a) Originating Summons (Issued by the Court)
- b) Case Statement
- c) Parenting Plan
- d) Matrimonial Property Plan

32 You can only click **Submit** to proceed to payment and submit the Filing of Originating Summons once all the mandatory sections have been marked as Completed (Green). Alternatively, you can click **Back to Dashboard** to go back to Dashboard.

**3. Parenting Plan** 31c

Is there an agreement between the Plaintiff and the Defendant on the parenting plan of a minor child/children?  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur?

Yes  No

**Description**  
To be filed when there is no agreement on the parenting plan of a minor child/children.  
Estimated time required: 5 mins  
Filing fee: \$12

**Document Required**  
Completed Plaintiff's Proposed Parenting Plan. Please click [here](#) to download the template.

[Proceed to Upload Plaintiff's Proposed Parenting Plan](#)

**4. Matrimonial Property Plan** 31d

Is there an agreement between the Plaintiff and the Defendant on the matrimonial property (HDB flat)?  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai harta perkahwinan (flat HDB)?

Yes  No

**Plaintiff's Date of Birth \*** ⓘ  
Tarikh lahir Plaintiff

**Description**  
To be filed when there is no agreement on the matrimonial property (HDB flat).  
Estimated time required: 5 mins  
Filing fee: \$12

**Document Required**  
Complete Plaintiff's Proposed Matrimonial Property Plan.  
Please click [here](#) to download the template.

[Back to Dashboard](#) [Submit](#) 32

# Case Statement

## Section 1 Case Statement

- 1 Please read through the Description, and list of Documents Required. Click on the **Proceed to Case Statement** button. Depending on your gender, this button will identify the applicable e-form:
  - a) **Proceed to Case Statement (Husband)(Form7)**
  - b) **Proceed to Case Statement (Wife)(Form8)**
  
- 2 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
  
- 3 Tick the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
  
- 4 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
  
- 5 Alternatively, you can click **Back to Filing of Originating Summons** to go back to the previous filing page.

### 2. Case Statement

<b>Description</b> To be filed by a Wife who wishes to commence divorce proceedings (called the Plaintiff).  Estimated time required: 30 mins  Filing fee: \$12	<b>Documents Required</b> <ul style="list-style-type: none"><li>• NRIC or valid Passport (for foreigner)</li><li>• Deed Poll (if applicable where the Plaintiff has changed his/her name)</li><li>• Marriage/Revocation Certificate (front and back page)</li></ul> <a href="#">View full list</a> v
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**Proceed to Case Statement (Wife)(Form 8)**

1

### Important Notes

- 1. This service will take you approximately 60 minutes to complete.
- 2. The filing fee for Case Statement is \$12.
- 3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Filing of Originating Summons.
- 4. For parties who are both non-Singapore Citizens, please provide documentary proof of residence in Singapore for the past 3 consecutive years before the date of filing the Originating Summons.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

3

**Back to Filing of Originating Summons**

**Agree and Proceed**

4

52

## Case Statement

6 On the header you will find a navigation bar to guide you on the steps to completing the filing of OS which are :

- a) Case Statement
- b) Preview
- c) Declare & Save

7 On the side Navigation bar, you will find the different sections to be completed. Any incomplete section will be marked with a yellow icon. Once completed, it will turn green.

- 1. Plaintiff
- 2. Defendant
- 3. Date and Place of Marriage
- 4. Jurisdiction
- 5. Grounds of Divorce
- 6. Child(ren)
- 7. Related Court Proceedings
- 8. Relief Claimed

8 Click **Save as a Draft** to save the filled-up data.

9 You can move to the **next section** by clicking on the arrow at the bottom of the page, and the information will automatically be saved as a draft.

Upon filling all the mandatory fields, a green tick will appear for each section in the vertical tab. (see example below)

6. Child(ren)	
---------------	--

Case ID: POS-2022-000389
Status: Draft

1 Case Statement
6
2 Preview
3 Declare & Save

7
1. Plaintiff

---

2. Defendant

---

3. Date and Place of Marriage

---

4. Jurisdiction

---

5. Grounds of Divorce

---

6. Child(ren)

---

7. Related Court Proceedings

---

8. Relief Claimed

Complete Incomplete

- If you are filing without a lawyer, please note that "Plaintiff" refers to you, and "Defendant" refers to your spouse.
- All fields are mandatory unless otherwise stated.
- You can save the form as draft copy for future completion.

**Full Name (As per ID) \***  
Nama Penuh (seperti di Kad Pengenalan)

**Alias (Optional)**  
Alias (Jika ada)

**ID Type \***  
Jenis Pengenalan

**ID No. \***  
Nombor Kad Pengenalan

**Citizenship \***  
Kewarganegaraan

**Age**  
Umur

8

Next:   
2. Defendant

9

Back to Filing of Originating Summons

Save as Draft

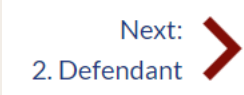
Preview

15

## Case Statement – 1. Plaintiff

- 10 This section will set out your particulars. Please verify these details (which are non-editable):
  - a) Full Name (Alias – if any)
  - b) ID Type
  - c) ID No
  - d) Citizenship
  - e) Age
  
- 11 Specify further details such as:
  - a) Religion
  - b) Educational Level
  - c) If your gender is female, please answer the question “Is the Plaintiff/ are you currently pregnant?” (YES/NO)
  - d) Occupation – Please Specify
  - e) Gross Salary
  - f) Current Address
  - g) Last Address (at which parties to the marriage have lived together as husband and wife).
  
- 12 If you have changed your name:
  - a) Select the check box on “**The Plaintiff has changed her name**”
  - b) Key in the New Full Name (as per ID)
  - c) Click on **Choose File** and a upload Deed Poll in PDF format as a supporting document.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **2. Defendant**



<b>Full Name (As per ID) *</b> Nama Penuh (seperti di Kad Pengenalan) <input type="text" value="WATTNA TIWARAT"/>	<b>Alias (Optional)</b> Alias (Jika ada) <input type="text" value="Enter Text"/>
<b>ID Type *</b> Jenis Pengenalan <input type="text" value="FIN"/>	<b>ID No. *</b> Nombor Kad Pengenalan <input type="text" value="F1612351W"/>
<b>Citizenship *</b> Kewarganegaraan <input type="text" value="Foreigner"/>	<b>Age</b> Umur 62

10

<b>Religion *</b> Agama <input type="text" value="Islam"/>	<b>Educational Level *</b> Peringkat Pendidikan <input type="text" value="Master's and Doctorate or Equivalent"/>
--	---

11

The Plaintiff has changed her name 12a

**New Full Name (as per ID) \***  
 Nama Penuh Baru (seperti di Kad Pengenalan)  
 12b

**Please upload the Deed Poll**  
 Sila muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here 12c

## Case Statement - 2. Defendant

- 13 This section will set out the Defendant's particulars. Please verify these details (which are non-editable):
  - a) Full Name (Alias – if any)
  - b) ID Type
  - c) ID No
  
- 14 Specify further details of your spouse such as:
  - a) If your spouse is female, please answer the question “Is the Defendant you currently pregnant?” (YES/NO)
  - b) Occupation – Please Specify
  - c) Gross Salary
  - d) Defendant’s Residential Address
  - e) Defendant’s contact details (email address)
  - f) Is Defendant in prison/incarcerated (YES/NO)
  - g) Additional information, related to question (f) (enabled if the answer is YES) : Inmate Number, Length of Imprisonment, Release date (optional).
  
- 15 If the Defendant has changed his or her name, do the following :
  - a) Select “**The Defendant has changed his/her name**”
  - b) Key in New Full Name (as per ID)
  - c) Click on **Choose File** and upload a Deed Poll in PDF format as a supporting document.

<p><b>Full Name (As per ID) *</b> Nama Penuh (seperti di Kad Pengenalan)</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">KAYLEIGH OLSON</div>	<p><b>Alias (Optional)</b> Alias (Jika ada)</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">Enter Text</div>
<p><b>ID Type *</b> Jenis Pengenalan</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">SG Pink</div>	<p><b>ID No. *</b> Nombor Kad Pengenalan</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">S5282952F</div>

The Defendant has changed his name

13

**Defendant's Employment Information**

<p><b>Occupation *</b> Pekerjaan</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">Professional <span style="float: right;">▼</span></div>	<p><b>Please Specify *</b> Sila nyatakan</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;">profession</div>
--	---

14

The Defendant has changed his name 15a

**New Full Name (as per ID) \***  
Nama Penuh Baru (seperti di Kad Pengenalan)

MUHAMMAD USMAN KAYLEIGH BIN OLSON 15b

**Please upload the Deed Poll**  
Sila muat naik Surat Ikatan Penukaran Nama

Drag and drop your document here

Choose File 15c


You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **3. Date and Place of Marriage**.

Next:

3. Date and Place of Marriage

## Case Statement – 3. Date and Place of Marriage

- 16 The following particulars are auto retrieved from the Registration for MCP form. Please amend or update this information if required:
  - a) Place of Marriage Registration
  - b) Marriage Certificate Number
  - c) Date of Marriage for Current Marriage
- 17 You are required to upload the Marriage Certificate in PDF format. Click on **Choose File** to upload the Marriage Certificate.
- 18 Answer the following question “Have the Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)” (YES/NO).
- 19 If you select "YES", key in the Revocation Certificate Number & Date of Registration of Revocation”. You are also required to upload the Revocation Certificate in PDF format. Click on **Choose File** to upload Revocation Certificate.
- 20 You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **4. Jurisdiction**

Next:   
4. Jurisdiction

**Place of Marriage Registration \***  
Tempat Pendaftaran Perkahwinan

Singapore

**Marriage Certificate Number \*** ⓘ  
Nombor Sijil Pernikahan

1234567890

**Date of Marriage for Current Marriage \***  
Tarikh Perkahwinan Bagi Perkahwinan Semasa

28/10/2022

**Please upload the Marriage Certificate and any supporting documents** ⓘ  
Sila muat naikkan Sijil Pernikahan dan Dokumen sokongan anda

ⓘ For marriages registered overseas, please provide the foreign marriage certificate with attestation. If the marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of the marriage certificate in the English language.

Drag and drop your document here

Choose File

**Have the Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)? \***  
Pernakah Plaintiff dan Defendan mendaftarkan perceraian dan mendapatkan Sijil Rujuk dari Pejabat Pendaftaran Pernikahan Orang Islam (ROMM)?

Yes  No

**Revocation Certificate Number \***  
Nombor Sijil Rujuk

Enter Text

**Date of Registration of Revocation \***  
Tarikh Pendaftaran Rujuk

**Please upload your Revocation Certificate**  
Sila muat naik Sijil Rujuk

Drag and drop your document here

Choose File

- 16
- 17
- 18
- 19
- 20

## Case Statement – 4. Jurisdiction


- 21 Specify how the Court has jurisdiction:
  - a) Domicile
  - b) Habitual Residence

If you select “Domicile”, select one of the options in that section. If you select ‘Neither the Plaintiff nor the Defendant is a Singapore Citizen’, you are required to “State reasons for which the Court has jurisdiction based on domicile”.

- 22 If you select “Habitual Residence”, please select one of the options in that section. You are also required to provide your residential details for a minimum of 3 years immediately preceding the date of filing the Originating Summons.

- 23 Click on **Add Residential Details** button to furnish the details. Supporting documents related to the residential details are required. Click on **Choose File** to upload supporting documents in PDF format.

You can move to the **Next section** by clicking on the arrow at the bottom of the page to continue to the next section **5. Grounds of Divorce**.

Next:   
5. Grounds of Divorce

**The Court's Jurisdiction** ⓘ  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

**The Court has jurisdiction based on domicile. Choose one of the following:**  
Mahkamah mempunyai bidang kuasa berdasarkan domisil. Sila pilih salah satu yang berikut:

- The Plaintiff is a Singapore citizen
- The Defendant is a Singapore citizen
- Both the Plaintiff and the Defendant are Singapore citizens
- Neither the Plaintiff nor the Defendant is a Singapore citizen

21

**The Court's Jurisdiction** ⓘ  
Bidang Kuasa Mahkamah

Domicile  Habitual Residence

**The Court has jurisdiction based on habitual residence. Choose one of the following:**  
Mahkamah mempunyai bidang kuasa berdasarkan kediaman yang biasa. Sila pilih salah satu yang berikut:

- The Plaintiff has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of this Originating Summons.
- The Defendant has been habitually resident in Singapore for a period of 3 years immediately preceding the date of the filing of this Originating Summons.

22

State the relevant details  
Nyatakan butiran yang relevan

S/N	Postal	Status	Stayed From	Stayed To	More Options
-----	--------	--------	-------------	-----------	--------------

Please add 'Residential Details'

**Add Residential Details**

23



## Case Statement – 6. Child(ren)

26 If children's particulars were provided in the Registration for MCP form, the children's names will be auto populated. Click on each child's name to furnish details.

Alternatively, click on the **3 dots** under **More Options** and select **Edit**. Provide the required details

Click on **Add Child** to add another child and provide the details.

Select/ click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate

Select/ click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
1	<a href="#">HAKEEM ZIYECH BIN OLSON</a>	26a	S8552361I	01/11/1999	Male	⋮
2	<a href="#">AHMAD IMMANUDIN BIN OLSON</a>	SG PINK	T1203059I	12/11/2020	Male	⋮

[Add Child](#) 26c

[Edit](#) 26b

## Case Statement – 6. Child(ren) Details (Below 21 years old)

27 The details for each child are:

- Full Name
- Gender
- ID Type
- ID Number
- Date of Birth
- Age

These are auto populated from the Registration for MCP form. Edit if necessary.

28 You are required to upload the Birth Certificate. Click on **Choose File** and upload the Birth Certificate in PDF format.

29 Select the checkbox if the child has passed away.

30 If the Child is below 21 years old, provide the following information:

- Does the Child have any medical condition? (YES/NO)
- Specify if the Child is under the care or custody of an approved school or approved home established under the Children and Young Persons Act 1993 (2020 Rev Ed) (YES/NO)

31 Click **Save** to save the Child's details.

Edit Child Details
✕

<p><b>Full Name (as per ID) *</b> Nama Penuh (seperti di Kad Pengenalan)</p> <input style="width: 90%;" type="text" value="AHMAD IMMANUDIN BIN OLSON"/>	<p><b>Gender *</b> Jantina</p> <input style="width: 90%;" type="text" value="Male"/>
<p><b>ID Type *</b> Jenis Pengenalan</p> <input style="width: 90%;" type="text" value="SG PINK"/>	<p><b>ID No. *</b> No. Kad Pengenalan</p> <input style="width: 90%;" type="text" value="T1203059I"/>
<p><b>Birth Certificate No. *</b> Nombor Sijil Lahir</p> <input style="width: 90%;" type="text" value="T1203059I"/>	
<p><b>Date of Birth *</b> Tarikh Lahir</p> <input style="width: 90%;" type="text" value="12/11/2020"/>	<p><b>Age *</b> Umur</p> <input style="width: 90%;" type="text" value="2"/>

**Please upload the child's Birth Certificate/NRIC/Citizenship Certificate**  
Sila muat naik sijil lahir/kad pengenalan/sijil kewarganegaraan anak ini

Drag and drop your document here

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / | . - { }.

Child has passed away

**Does the child have any medical conditions? \***  
Adakah anak ini mempunyai keadaan perubatan?

Yes  No

**Is the child under the care or custody of an approved school or approved home established under the Children and Young Persons Act 1993 (2020 Rev Ed)?**  
Adakah anak ini di bawah penjagaan atau hak jagaan sekolah atau rumah kebajikan yang diluluskan di bawah Akta Kanak-kanak dan Orang Muda 1993 (Edisi Semakan 2020)?

Yes  No

## Case Statement – 6. Child(ren) Details (Above 21 years old)

32 The details for each child are:

- a) Full Name
- b) Gender
- c) ID Type
- d) ID Number
- e) Date of Birth
- f) Age

These are auto populated from the Registration for MCP form. Edit if necessary.

33 You are required to upload Birth Certificate. Click on **Choose File** and upload the Birth Certificate in PDF format.

34 Select the checkbox if the child has passed away.

35 If the Child is above 21 years old, provide the following information:

- a) The child is currently (choose one) :
  - i. Receiving Instruction at an educational establishment
  - ii. Undergoing training for a trade, profession, or vocation
  - iii. Working
  - iv. Is or will be serving full-time national service
  - v. Not applicable
- b) Specify if the Child has any medical condition? (**YES/NO**)

36 Click **Save** to save the details.

Edit Child Details
×

<p><b>Full Name (as per ID) *</b> Nama Penuh (seperti di Kad Pengenalan)</p> <input style="width: 90%;" type="text" value="HAKEEM ZIYECH BIN OLSON"/>	<p><b>Gender *</b> Jantina</p> <div style="border: 1px solid #ccc; padding: 2px;">Male</div>
<p><b>ID Type *</b> Jenis Pengenalan</p> <div style="border: 1px solid #ccc; padding: 2px;">SG PINK</div>	<p><b>ID No. *</b> No. Kad Pengenalan</p> <input style="width: 90%;" type="text" value="S8552361I"/>
<p><b>Birth Certificate No. *</b> Nombor Sijil Lahir</p> <input style="width: 90%;" type="text" value="S8552361I"/>	
<p><b>Date of Birth *</b> Tarikh Lahir</p> <div style="border: 1px solid #ccc; padding: 2px;">01/11/1999</div>	<p><b>Age *</b> Umur</p> <div style="border: 1px solid #ccc; padding: 2px;">23</div>

**Please upload the child's Birth Certificate/NRIC/Citizenship Certificate**  
Sila muat naik sijil lahir/kad pengenalan/sijil kewarganegaraan anak ini

Drag and drop your document here

33

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / | . - { }.

34  Child has passed away

**The child is currently**  
Pada masa ini, anak ini sedang

Select

35a

**Does the child have any medical conditions? \***  
Adakah anak ini mempunyai keadaan perubatan?

Yes
  No

35b

Cancel

Save

36

## Case Statement – 6. Child(ren)

37 Once you have furnished the child’s details, that child’s particulars is marked as Completed (Green). Every child’s particulars must be marked as Completed (Green) before section 6. Child(ren) will be marked as Completed (Green).

You can move to the **Next section** by clicking on the arrow at the bottom of the page to continue to the next section **7. Related Court Proceedings**

37a

Select/ click on the child’s name to furnish the details of the child. If the child has passed away, please include his/her death certificate

Select/ click on the child’s name to furnish the details of the child. If the child has passed away, please include his/her death certificate

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
1	<a href="#">HAKEEM ZIYECH BIN OLSON</a>	SG PINK	S8552361I	01/11/1999	Male	⋮
2	<a href="#">AHMAD IMMANUDIN BIN OLSON</a>	SG PINK	T1203059I	12/11/2020	Male	⋮

[Add Child](#)

⏪ Previous: 5. Grounds of Divorce

37b

Next: 7. Related Court Proceedings ⏩

## Case Statement – 7. Related Court Proceedings

- 38 **Bankruptcy Details).** Under this section, answer the question: “Is the Plaintiff an undischarged bankrupt?” (YES/NO). If you select YES, you are required to furnish the bankruptcy details.
  
- 39 Click on **Add Bankruptcy Details** to provide details :
  - a) Suit No.
  - b) Date of Bankruptcy Order
  - c) Bankruptcy Details
  
- 40 Answer the question: “Are there any pending bankruptcy proceedings against the Plaintiff” (YES/NO). If you select YES, you are required to furnish the details of the pending bankruptcy proceedings.
  
- 41 Click on **Add Pending Bankruptcy Proceedings** to provide details :
  - a) Suit No.
  - b) Type of Bankruptcy Application (Creditor/Debtor)
  - c) Name of Creditor
  - d) Amount of Debt
  - e) Status of Proceedings

### Bankruptcy Status

**Is the Plaintiff an undischarged bankrupt? \***  
Adakah Plaintiff seorang bankrap/mufliis yang belum lepas?

Yes  No

38

---

**Please furnish the details of bankruptcy below:**  
Sila berikan perincian kemufliisan di bawah ini:

S/N	Suit No.	Date of Bankruptcy Order	Bankruptcy Details	More Options
-----	----------	--------------------------	--------------------	--------------

**Add Bankruptcy Details** 39

---

**Are there any pending bankruptcy proceedings against the Plaintiff? \***  
Adakah sebarang prosiding kemufliisan terhadap Plaintiff pada masa ini?

Yes  No

40

---

**Please furnish the details of the pending bankruptcy proceedings below**  
Sila berikan perincian mengenai prosiding kemufliisan di bawah ini

S/N	Suit No.	Type of Bankruptcy Application	Amount of Debt	More Options
-----	----------	--------------------------------	----------------	--------------

**Add Pending Bankruptcy Proceedings** 41

## Case Statement – 7. Related Court Proceedings

### 42 Other Court Proceedings

Under this section, answer the question.

If you select YES, you are required to provide details of other court proceedings.

### 43 Click on **Add Court Proceedings** to provide details.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next section **8. Relief Claimed**

Next:   
8. Relief Claimed

## Other Court Proceedings

Does the Plaintiff have any other Court proceedings in Singapore/elsewhere with reference to the marriage, or to any children of the parties, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both the Plaintiff and the Defendant? \*

Adakah Plaintiff sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau mengenai anak-anak kedua pihak? Adakah sebarang prosiding Mahkamah antara Plaintiff dan Defendan mengenai pembiayaan nafkah atau melibatkan hartanah atau keduanya?

Yes  No

42

Please furnish the details of the court proceedings below

Sila berikan perincian prosiding Mahkamah di bawah ini

S/N	Court	Nature of proceedings	Suit No.	More Options
-----	-------	-----------------------	----------	--------------

Add Court Proceedings

43

# Filing of Originating Summons – Case Statement

## Case Statement – 7. Related Court Proceedings

44

### (Continued) Other Court Proceedings

If you select YES, you are required to provide details of other court proceedings. Answer the question “Which court is the proceeding related to?”. If you select

- a) Syariah Court, specify the details

Click on **Save** once you have specified the related court proceeding.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next- section **8. Relief Claimed**

Which court is the proceedings related to? \*

Prosiding ini berkaitan dengan mahkamah yang mana?

Syariah Court 44a Court other than the Syariah Court

The Plaintiff and the Defendant have previous matrimonial proceedings.

### First Divorce

**Date of Divorce \*** 44b **Date of Rujuk/Remarriage \***

Tarikh Perceraian Tarikh Rujuk/Nikah Semula

### Second Divorce

**Date of Divorce (Optional)** **Date of Rujuk/Remarriage (Optional)**

Tarikh Perceraian (Jika ada) Tarikh rujuk/nikah semula (Jika ada)

44c

# Filing of Originating Summons – Case Statement

## Case Statement – 7. Related Court Proceedings

### 45 (Continued) Other Court Proceedings

If you select “Any other court other than the Syariah Court”, specify the details.

Click on **Save** once you have specified the related court proceedings.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue to the next- section **8. Relief Claimed**

**Which court is the proceedings related to? \***  
Prosiding ini berkaitan dengan mahkamah yang mana?

Syariah Court       Any Court other than the Syariah Court      45a

**Country where proceedings filed \***  
Negara di mana prosiding difailkan

Select ▼      45b

**Nature of Proceedings \***  
Sifat Prosiding

Select ▼

**Suit No. \***  
No. Guaman

Enter Text

**Date of Application**  
Tarikh Permohonan

Calendar icon

**Status of Proceedings**  
Status Prosiding

Select ▼

Cancel      Save      45c

## Case Statement – 8. Relief Claimed

46 Under this section, relief “**a) That the marriage be dissolved**” will be auto-checked and will be non-editable.

47 For relief (b) to (e) select each relief you would like to claim by ticking on the checkbox for that relief.

Specify the amount and details required for each claim.

- Relief
- b) Nafkah Iddah
  - c) Mutaah
  - d) Outstanding emas kahwin
  - e) Outstanding marriage expenses (hantaran belanja)

a) That the marriage be dissolved. 46

b) That the Plaintiff pays nafkah iddah for the period of iddah. 47a  
**Amount of Nafkah Iddah per month (\$) \***  
Jumlah nafkah iddah setiap bulan (\$)

c) That the Plaintiff pays mutaah for the duration of marriage. 47b  
**Type of Mutaah \***  
Jenis mutaah  
 Fixed amount     Amount per day     Others  
**Amount of Mutaah (\$) \***  
Jumlah mutaah (\$)

**Duration of Marriage**  
Jangka masa perkahwinan  
**Years \***  **Months \***

d) That the Plaintiff pays the outstanding emas kahwin. 47c

e) That the Plaintiff pays the outstanding marriage expenses (hantaran belanja). 47d

## Case Statement – 8. Relief Claimed

### 48 Relief f) Custody / Care and Control of / Access to the child/children of the parties

If the parties have any child below 21 years old, specify the **Custody, Care and Control, Type of Access** for each child.

If the child(ren) is/are above 21 years old or there is no child/children, this section is not applicable and will be non-editable.

f) Custody/Care and Control of/Access to the child/children of the parties.

### Custody\* 48a

Child #	Full Name (as per ID)	Joint Custody	Sole Custody to the Plaintiff	Sole Custody to the Defendant
1	HAKEEM ZIYECH BIN OLSON	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	AHMAD IMMANUDIN BIN OLSON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Care and Control\* 48b

Child #	Full Name (as per ID)	Care and Control to the Plaintiff	Care and Control to the Defendant
1	HAKEEM ZIYECH BIN OLSON	<input checked="" type="radio"/>	<input type="radio"/>
2	AHMAD IMMANUDIN BIN OLSON	<input type="radio"/>	<input type="radio"/>

### Access 48c

Type of Access\*  
Jenis Akses

Reasonable access
  Reasonable access with overnight stay
  Specified access

## Case Statement – Relief Claimed

49 Relief g) Division of the Matrimonial Property – the matrimonial home.

Select the type of Matrimonial Home

- a) HDB Flat
- b) Private Property
- c) NIL

50 If you select (a) or (b), for the question above, you are required to furnish the address or location details for the Matrimonial Home.

g) Division of the Matrimonial Property - the matrimonial home.

**What type of Matrimonial Home? \*** ⓘ  
Jenis Rumah Kediaman

HDB flat (the Flat)     Private Property     NIL

**Location**

Local     Overseas

**Postal Code \***  
Poskod

119960    **Retrieve Address**

**Does the address contain Level no. and/or Unit no.? \***  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes     No

<b>Blk/House No. *</b> No. blok/rumah	<b>Level No. *</b> No. Aras	<b>Unit No. *</b> No. Unit.
450	11	11

**Street Name \***  
Nama Jalan

ALEXANDRA ROAD

49

50

## Case Statement – Relief Claimed

**50a** (Continued) Relief **gDivision of the Matrimonial Property – the matrimonial home**

If you select type of Matrimonial Home as HDB Flat, you are required to select Division of the Flat.

**50b** If you select type of Matrimonial Home as Private Property, you are required to furnish the details of your claim.

**Division of the Flat \*** ⓘ  
Pembahagian rumah flat HDB

- That the Flat be surrendered to the HDB.
- That the Agreement for Lease with the HDB be terminated.
- That the Flat be sold in the open market.
- That the Plaintiff's share in the Flat be sold/transferred to the Defendant.
- That the Defendant's share in the Flat be sold/transferred to the Plaintiff.
- Others (please state full details of the agreement).

50a

**State Claim \***  
Nyatakan Tuntutan

Normal   ▾   **B**   *I*   U   Ⓢ   ”   ‹ ›   ☰   ☷   x<sub>2</sub>   x<sup>2</sup>   ☰   ☷   ⬆   ⬇   A   ⚡

Sans Serif   ▾   ≡   *I<sub>x</sub>*

Enter text

50b

50c

## Case Statement – Relief Claimed

### 50c (Continued) Relief g) Division of the Matrimonial Property – the matrimonial home

For any of the selected option, you are required to upload supporting documents:

#### a) HDB Flat :

- CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)\*
- Outstanding mortgage loan statement (for HDB)\*
- CPF Statement showing public housing withdrawal details\*
- HDB current flat details

#### b) Private Property :

- CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)
- Outstanding mortgage loan statement (from bank)\*
- CPF Statement showing private property withdrawal details\*
- Private property title search

#### c) NIL :

- CPF Statement showing NIL withdrawal details for property\*

Please upload the supporting documents

Sila muat naik dokumen sokongan

- CPF Statements showing account balances in the Ordinary, Social, Medisave, Retirement and Investment accounts (for all)\*
- Outstanding mortgage loan statement (for HDB)\*
- CPF Statement showing public housing withdrawal details\*
- HDB current flat details\* ([www.hdb.gov.sg](http://www.hdb.gov.sg))

\*Must not be dated earlier than 1 month from the date of filing the Originating Summons.

Drag and drop your document here

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / | . - { }.

## Case Statement – Relief Claimed

51 Relief h) Division of other Matrimonial Property/ Assets (including CPF monies) . If the checkbox is selected, provide details of the claims.

52 Relief i) Others. If the checkbox is selected, provide details of the Other Claims.

Once all the sections are complete, they will be marked Green (Completed):

- 1. Plaintiff
- 2. Defendant
- 3. Date and Place of Marriage
- 4. Jurisdiction
- 5. Grounds of Divorce
- 6. Child(ren)
- 7. Related Court Proceedings
- 8. Relief Claimed

The **Preview** button will be enabled.

h) Division of other Matrimonial Property/ Assets (including CPF monies).

**Claims \***

Tuntutan

Normal    **B**    *I*    U    ~~S~~    ”    </>    **≡**    **≡**    x<sub>2</sub>    x<sup>2</sup>    **≡**    **≡**    ¶    **A**

Sans Serif    **≡**    *I*<sub>x</sub>

Enter text

51

i) Others

**Other Claims \***

Tuntutan Lain

Normal    **B**    *I*    U    ~~S~~    ”    </>    **≡**    **≡**    x<sub>2</sub>    x<sup>2</sup>    **≡**    **≡**    ¶    **A**

Sans Serif    **≡**    *I*<sub>x</sub>

Enter text

52

## Case Statement – 8. Relief Claimed

**53** Relief j) Other Supporting Documents (applicable for parties who own a private property or where there is no matrimonial property purchased during the duration of the marriage). If this section is applicable, select the checkbox and upload the necessary documents.

- Type of Document can be selected as Other Documents or Matrimonial Property Document

Once all the sections are complete, they will be marked Green (Completed).

1. Plaintiff	✓
2. Defendant	✓
3. Date and Place of Marriage	✓
4. Jurisdiction	✓
5. Grounds of Divorce	✓
6. Child(ren)	✓
7. Related Court Proceedings	✓
<b>8. Relief Claimed</b>	✓

The **Preview** button will be enabled:-

Back to Filing of Originating Summons
Save as Draft
Preview

j) Other Supporting Documents (applicable for parties who own a private property or where there is no matrimonial property purchased during the duration of the marriage)

Please upload the supporting documents  
Sila muat naik dokumen sokongan

- CPF statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)\*
- CPF statements showing housing withdrawal details (for all)\*
- Private Property Statement / Information – title search for private property (for private property owners) (<https://app.sla.gov.sg/MyProperty/#/home>)
- Outstanding Bank Mortgage Loan Statement (for private property owners)\*

\*Must not be dated earlier than 1 month from the date of filing of the Amended Memorandum of Defence

53a

Drag and drop your document here Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / | . - { }.

× [testFile1.pdf](#)

**Type of Document**  
Jenis Dokumen

Matrimonial Property Document ▾

Please Select Description

Other Documents

**Matrimonial Property Document**

53b

## Case Statement – Relief Claimed

54 Relief h) Division of other Matrimonial Property/ Assets (including CPF monies) . If the checkbox is selected, provide details of the claims.

55 Relief i) Others. If the checkbox is selected, provide details of the Other Claims.

Once all the sections are complete, they will be marked Green (Completed):

- 1. Plaintiff
- 2. Defendant
- 3. Date and Place of Marriage
- 4. Jurisdiction
- 5. Grounds of Divorce
- 6. Child(ren)
- 7. Related Court Proceedings
- 8. Relief Claimed

The **Preview** button will be enabled.

Back to Filing of Originating Summons
Save as Draft
Preview

h) Division of other Matrimonial Property/ Assets (including CPF monies).

**Claims \***

Tuntutan

Normal    **B**    *I*    U    ~~S~~    ”    </>    ☰    ☷    x<sub>2</sub>    x<sup>2</sup>    ☰    ☷    ↕    A    🗑️

Sans Serif    ≡    *I*<sub>x</sub>

Enter text

54

i) Others

**Other Claims \***

Tuntutan Lain

Normal    **B**    *I*    U    ~~S~~    ”    </>    ☰    ☷    x<sub>2</sub>    x<sup>2</sup>    ☰    ☷    ↕    A    🗑️

Sans Serif    ≡    *I*<sub>x</sub>

Enter text

55

## Case Statement – Preview Mode

- 56 In the **Preview mode**, you can check and verify all information that you have keyed in, in non-editable format.
- 57 You can verify or view the information from each section by clicking the **Next** or **Previous** button.
- 58 If you need to change any of the saved information, click on the **Back to Edit** button. The Case Statement form will go back to the **Edit mode**.
- 59 After you have verified the information in **Preview mode**, you can click on **Complete** to confirm completion of the Case Statement form.

<b>1. Plaintiff</b> ✓	<b>Full Name (As per ID)</b> Nama Penuh (seperti di Kad Pengenalan) <b>WATTNA TIWARAT</b>	<b>Alias (Optional)</b> Alias (Jika ada)
<b>2. Defendant</b> ✓		
<b>3. Date and Place of Marriage</b> ✓	<b>ID Type</b> Jenis Pengenalan <b>FIN</b>	<b>ID No.</b> Nombor Kad Pengenalan <b>F1612351W</b>
<b>4. Jurisdiction</b> ✓	<b>Citizenship</b> Kewarganegaraan <b>Foreigner</b>	<b>Age</b> Umur <b>62</b>
<b>5. Grounds of Divorce</b> ✓	<b>Religion</b> Agama <b>Islam</b>	<b>Educational Level</b> Peringkat Pendidikan <b>Master's and Doctorate or Equivalent</b>
<b>6. Child(ren)</b> ✓	<b>The Plaintiff has changed name</b> Yes	
<b>7. Related Court Proceedings</b> ✓	<b>New Full Name (as per ID)</b> Nama Penuh Baru (seperti di Kad Pengenalan) <b>SITI ZAENAB BINTI TIRAWAT</b>	
<b>8. Relief Claimed</b> ✓		

56

Next: **>**  
2. Defendant

57

58

Back to Edit

Complete

59

## Case Statement – Complete

- 60 On the declaration page, read the declaration and select the check box to confirm the declaration. The **Complete & Back to Filing of Originating Summons button** will be enabled.
- 61 Once you have clicked **Complete & Back to Filing of Originating Summons**, the Case Statement section will be marked Completed (Green) and you will be directed back to the main Filing of Originating Summons page.
- 62 Alternatively, you can click on the **Back to Preview** button to go back to the preview mode.
- 63 On the Filing of Originating Summons page, you will find the section for the Case Statement marked as Green (Completed).
- 64 If you click **Edit/View Case Statement**, this section will be marked Yellow (Incomplete) until you have completed the Case Statement up to step no. 58.

Case ID: POS-2022-000389 Status: Draft

Case Statement  Preview  3 Declare & Save

I declare that the information provided in this form is true and correct. 60

61 Back to Preview Complete and Back to Filing of Originating Summons 62

**2. Case Statement** 63

<p><b>Description</b></p> <p>To be filed by a Wife who wishes to commence divorce proceedings (called the Plaintiff).</p> <p>Estimated time required: 30 mins</p> <p>Filing fee: \$12</p>	<p><b>Documents Required</b></p> <ul style="list-style-type: none"><li>• NRIC or valid Passport (for foreigner)</li><li>• Deed Poll (if applicable where the Plaintiff has changed his/her name)</li><li>• Marriage/Revocation Certificate (front and back page)</li></ul> <p style="text-align: right;"><a href="#">View full list</a> <span style="font-size: 0.8em;">▼</span></p>
---	--

**Edit/View Case Statement (Wife) (Form 8)** 64

# Parenting Plan

## Parenting Plan

- 1 Answer the question “Is there an agreement between the Plaintiff and the Defendant on the parenting plan of a minor child/children?” (YES/NO)
- 2 Under the list of documents required, click the template for the Parenting Plan. Complete the relevant Parenting Plan and save in PDF format.
- 3 Once you have the completed parenting plan in PDF format, click on **Proceed to Upload Plaintiff’s Proposed Parenting Plan** or **Proceed to Upload Agreed Parenting Plan** to upload Parenting Plan.
- 4 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 5 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 6 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on the **Agree and Proceed** button to continue.

### 3. Parenting Plan

1 **Is there an agreement between the Plaintiff and the Defendant on the parenting plan of a minor child/children?**  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur?

Yes  No

Description	Document Required
To be filed when there is no agreement on the parenting plan of a minor child/children. Estimated time required: 5 mins Filing fee: \$12	Completed Plaintiff’s Proposed Parenting Plan. Please click <a href="#">here</a> to download the template.

2 **Proceed to Upload Plaintiff’s Proposed Parenting Plan**

#### Important Notes

- 1. This service will take you approximately 5 minutes to complete.
- 2. You must ensure you have completed the Plaintiff’s Proposed Parenting Plan, before uploading.
- 3. The filing fee for Plaintiff’s Proposed Parenting Plan is \$12.
- 4. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Filing of Originating Summons.

5  I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

6 **Back to Filing of Originating Summons** **Agree and Proceed**

## Parenting Plan

- 7 Click on **Choose File** and upload the completed Parenting Plan in PDF format.
- 8 Once you have uploaded a PDF file, the **Preview** button will be enabled. Click **Preview** to navigate to preview mode.
- 9 Verify the uploaded Parenting Plan in preview mode which is non-editable. Once you have verified, click **Complete & Back to Filing of Originating Summons**. This section will be marked Completed (Green) and you will be directed back to the main Filing of Originating Summons page.

Case ID: POS-2022-000389 Status: Draft

**1. Completed Plaintiff's Proposed Parenting Plan** !

- All fields are mandatory unless otherwise stated.
- You can save the form as draft copy for future completion.

✔ Complete ! Incomplete

Please upload completed Plaintiff's Proposed Parenting Plan  
Sila muat naik Pelan Keibubapaan pihak Plaintiff yang lengkap

- Completed Plaintiff's Proposed Parenting Plan

Drag and drop your document here Choose File

7

Back to Filing of Originating Summons Preview 8

**1. Completed Plaintiff's Proposed Parenting Plan** ✔

- All fields are mandatory unless otherwise stated.
- You can save the form as draft copy for future completion.

✔ Complete ! Incomplete

Please upload completed Plaintiff's Proposed Parenting Plan  
Sila muat naik Pelan Keibubapaan pihak Plaintiff yang lengkap

[PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness Issue \(002\).pdf](#)

File Description  
Proposed Parenting Plan

Back to Edit Complete and Back to Filing of Originating Summons

9

# Matrimonial Property Plan

# Filing of Originating Summons - MPP

## Matrimonial Property Plan

1 Answer the question “Is there an agreement between the Plaintiff and the Defendant on the matrimonial property (HDB flat)?” (YES/NO)

The Plaintiff’s Date of Birth is auto retrieved and non-editable if you are SingPass user.

2 Under the list of documents required, click the template for the Matrimonial Property Plan. Complete the relevant Matrimonial Property Plan and save in PDF format.

3 Once you have completed the Matrimonial Property plan in PDF format, click on **Proceed to Upload Plaintiff’s Proposed Matrimonial Property Plan** or **Proceed to Upload Agreed Matrimonial Property Plan** to upload Parenting Plan.

4 You will be redirected to the **Important Notes** page. Please read through the Important notes.

5 You will need to tick that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).


6 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on the **Agree and Proceed** button to continue.

4. Matrimonial Property Plan

1

Is there an agreement between the Plaintiff and the Defendant on the matrimonial property (HDB flat)?  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai harta perkahwinan (flat HDB)?

Yes  No

Plaintiff's Date of Birth \*   
Tarikh lahir Plaintiff

Description	Document Required
To be filed when there is an agreement on the matrimonial property (HDB flat). Estimated time required: 5 mins Filing fee: \$12	Agreed Matrimonial Property Plan signed by Defendant before a Commissioner for Oaths. Please click <a href="#">here</a> to download the template.

2

3

Proceed to Upload Agreed Matrimonial Property Plan

4

### Important Notes

1. This service will take you approximately 5 minutes to complete.
2. You must ensure you have completed the Agreed Matrimonial Property Plan.
3. The Defendant must have signed the Completed Agreed Matrimonial Property Plan before a Commissioner for Oaths.
4. The filing fee for Agreed Matrimonial Property Plan is \$12.
5. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Filing of Originating Summons.

5

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

6



Back to Filing of Originating Summons **Agree and Proceed**

## Matrimonial Property Plan


97 Click on **Choose File** and upload the completed Matrimonial Property Plan in PDF format. If you are above 55 years old, you are required to upload the Returned CPF standard query form in PDF format as a supporting document.

98 Once you have uploaded the required documents, the **Preview** button will be enabled. Click **Preview** to navigate to preview mode and verify the uploaded information.

99 Verify the uploaded Matrimonial Property Plan in preview mode. Once you have verified, click **Complete & Back to Filing of Originating Summons** and this section will be marked Completed (Green) and you will be directed back to the main Filing of Originating Summons page.

- 1. Upload Agreed Matrimonial Property Plan 
- 2. Supporting Documents 



Please upload Agreed Matrimonial Property Plan affirmed by Defendant before a Commissioner for Oaths  
Sila muat naik Pelan Harta Perkahwinan yang Disetujui yang disahkan oleh Defendan di hadapan seorang Pesuruhjaya Sumpah

Drag and drop your document here 

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / . - { }.


[Back to Filing of Originating Summons](#)



- 1. Upload Agreed Matrimonial Property Plan 
- 2. Supporting Documents 

[PowerShell Commands To Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue\(005\).pdf](#)

File Description  
Agreed Matrimonial Property Plan

Next:  2. Supporting Documents

[Back to Filing of Originating Summons](#)



Payment

# Filing of Originating Summons – Payment

- 1 All the required sections need to be marked as Completed (Green) before you can submit the Filing of Originating Summons.
- 2 Once all required section(s) are completed, the **Submit** button will be enabled. Click on the **Submit** button to continue to payment and to submit the Filing of Originating Summons.

**1. Originating Summons (Issued by the Court)** 1a

No action required. This document will be issued by the Court when your filing is accepted.

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**2. Case Statement** 1b

<b>Description</b>	<b>Documents Required</b>
To be filed by a Wife who wishes to commence divorce proceedings (called the Plaintiff).	<ul style="list-style-type: none"><li>• NRIC or valid Passport (for foreigner)</li><li>• Deed Poll (if applicable where the Plaintiff has changed his/her name)</li><li>• Marriage/Revocation Certificate (front and back page)</li></ul>
Estimated time required: 30 mins	<a href="#">View full list</a> ▾
Filing fee: \$12	

[Edit/View Case Statement \(Wife\) \(Form 8\)](#)

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**3. Parenting Plan** 1c

Is there an agreement between the Plaintiff and the Defendant on the parenting plan of a minor child/children?  
Adakah satu persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur?

Yes  No

<b>Description</b>	<b>Document Required</b>
To be filed when there is no agreement on the parenting plan of a minor child/children.	Completed Plaintiff's Proposed Parenting Plan. Please click <a href="#">here</a> to download the template.
Estimated time required: 5 mins	
Filing fee: \$12	

[Edit/View Plaintiff's Proposed Parenting Plan](#)

[Back to Dashboard](#) [Submit](#) 2

# Filing of Originating Summons - Payment

3 Upon clicking **Complete**, there will be an agreement section. Tick the checkbox to confirm your agreement.

4 Click on **Make Payment**.

## Filing of Originating Summons for Divorce

Case ID: POS-2022-000285 Status: Draft

✓ Filing of Originating Summons — 2 Agreement — 3 Make Payment — 4 Complete

After the Originating Summons is issued by the Court and served, I agree to receive court documents and correspondence served by another party in this case via SYC Portal.

[Back to Filing of Originating Summons](#) [Make Payment](#) 4

3

## Payment - PayNow

- 5 On the payment page, verify the breakdown of items, fees and the total amount.
- 6 Select Payment Mode. The default selection is PayNow.
- 7 Scan the QR code, proceed to pay by your PayNow mobile app.
- 8 Click on **Verify Payment**.

Case ID: POS-2022-000389 Sta

✓ Filing of Originating Summons — Agreement — 3 Make Payment — 4

- Once payment has been made, you will receive your Originating Summons Number. This will be the reference number for your  
- Please note that payment will be made to Ministry of Culture, Community & Youth.

**Payment Advice Number**  
Nombor Yuran Pembayaran  
PM-2022-000901


**Breakdown of Fees**  
Butiran Yuran

- Filing fee for Case Statement: \$12
- Filing fee for Originating Summons: \$22
- Filing fee for Plaintiff's Proposed/Agreed Parenting Plan: \$12
- Filing fee for Plaintiff's Proposed/Agreed Matrimonial Property Plan: \$12

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
\$58

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

  
7

1. Please check that the recipient is Ministry of Culture, Community & Youth.  
2. Ensure that your internet banking account is linked to Paynow.  
3. PayNow participating banks: DBS/POSB, UOB, OCBC, Citibank, HSBC, Maybank, Standard Chartered, BOC and ICBC.

Verify Payment

8

## Payment – E-Nets/Credit Card

- 9 On the payment page, verify the breakdown of items, fees and the total amount.
- 10 Select E-Nets/Credit Card as the payment mode.
- 11 Key in your card details such as Name on card, Number, CVV/CVV2, card expiry date & optional email address.
- 12 Click on **Submit**. Perform 2FA authorisation to pay on your mobile app/-SMS/email if required.
- 13 Or click **Cancel** to cancel the payment.

**Payment Advice Number**  
Nombor Yuran Pembayaran  
PM-2022-000901

**Breakdown of Fees**  
Butiran Yuran


- Filing fee for Case Statement: \$12
- Filing fee for Originating Summons: \$22
- Filing fee for Plaintiff's Proposed/Agreed Parenting Plan: \$12
- Filing fee for Plaintiff's Proposed/Agreed Matrimonial Property Plan: \$12

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
**\$58**

**Payment Mode**  
Cara Pembayaran

10  Cash  eNETS / Credit Card  Request for Fee Waiver

### Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

11

12   13

## Request Fee Waiver

- 14 On the payment page, verify the breakdown of items, fees and the total amount.
- 15 If you are a Singpass user, you will be able to select **Request Fee Waiver**.
- 16 Once you have selected Request Fee Waiver, provide the reason for fee waiver request. If the reason selected is **Other Grounds**, please specify the other grounds.
- 17 You will be required to upload the supporting documents, for example, your Financial Assistance Letter. Click on the **Choose File** button and upload the document.
- 18 Click on **Submit Request for Fee Waiver** to submit the Originating Summons and accompanying documents for filing.

The screenshot shows a web form for requesting a fee waiver. It includes the following sections:

- Payment Advice Number** (Nombor Yuran Pembayaran): PM-2022-000901 (Callout 14)
- Breakdown of Fees** (Butiran Yuran):
  - Filing fee for Case Statement: \$12
  - Filing fee for Originating Summons: \$22
  - Filing fee for Plaintiff's Proposed/Agreed Parenting Plan: \$12
  - Filing fee for Plaintiff's Proposed/Agreed Matrimonial Property Plan: \$12
- Payment Amount (SGD)** (Jumlah Pembayaran (SGD)): \$58
- Payment Mode** (Cara Pembayaran):
  - PayNow
  - eNETS / Credit Card
  - Request for Fee Waiver (Callout 15)
- Reason for request for fee waiver** (Sebab bagi permohonan pengenehan yuran):
  - Other Grounds (dropdown menu)
  - Poverty (selected, Callout 16)
- Please Specify** (Sila nyatakan):
  - Enter Text (input field)
- Please upload Financial Assistance Letter/ Other supporting documents** (Sila muat naik surat bantuan kewangan / dokumen sokongan yang lain):
  - Drag and drop your document here (Callout 17)
  - Choose File (button, Callout 17)
- Submit Request for Fee Waiver** (button, Callout 18)

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & \* : < > ? / [ . - { } .

# Filing of Originating Summons - Payment

## Complete

- 19 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 20 Or you can click **Back to Dashboard** and will be directed back to the Dashboard.

Case ID: POS-2022-000389 Status: Pending Waiver Approval

✓ Filing of Originating Summons — Agreement — ✓ Make Payment — 4 Complete

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**Submitted!**

Case ID: POS-2022-000389  
Your Payment Advice Number: PM-2022-000901  
Payment Status: Pending Waiver Approval  
An acknowledgement with a copy of submission has been sent to: [yijie.ng1@ncs.com.sg](mailto:yijie.ng1@ncs.com.sg).

Your case/application will be processed within 3 working days. You will be informed if your fee waiver request has been approved or rejected before the Originating Summons is processed.

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19 Save as PDF Back to Dashboard 20