



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

REGISTRY AND PRAECIPE REQUESTS

Syariah Court Detailed User Guide for Public Users

Registry and Praecipe Requests



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Registry and Praecepte Request

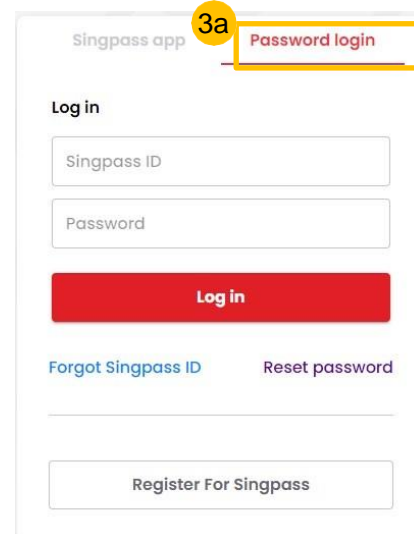
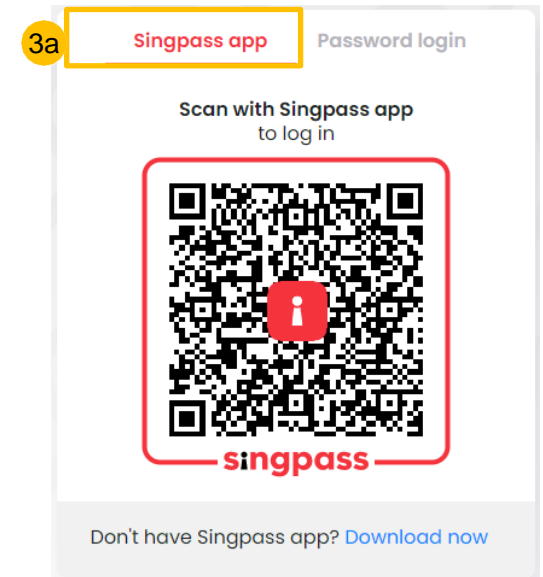
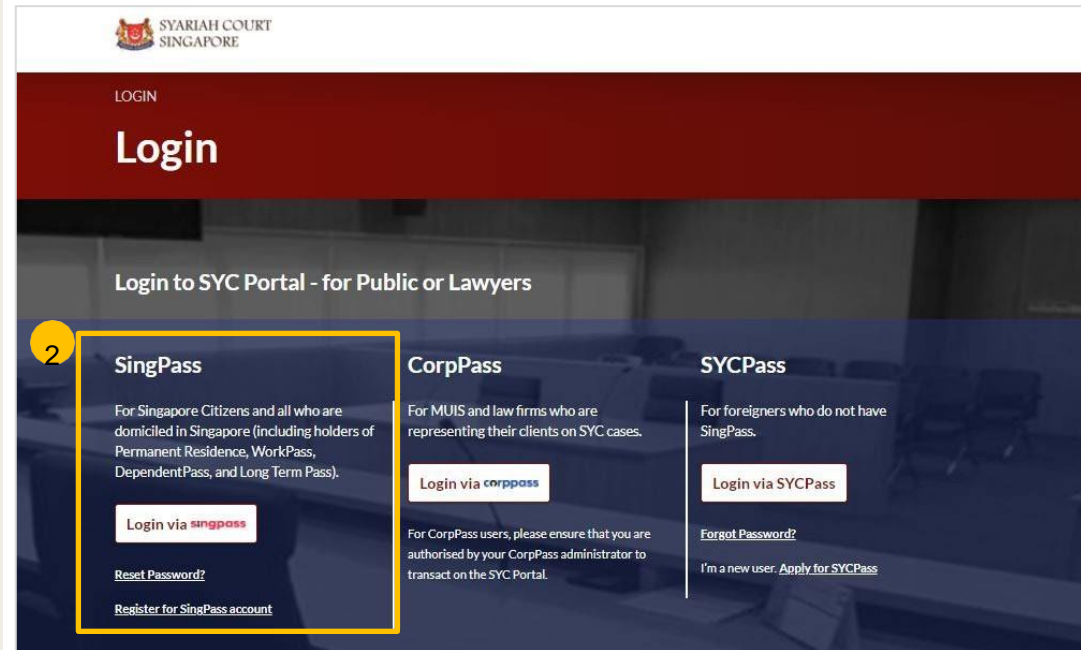
Registry and Praecepte Request

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Login to SYC Portal E-Services Using SingPass

Login to SYC Portal for e-Services using SingPass

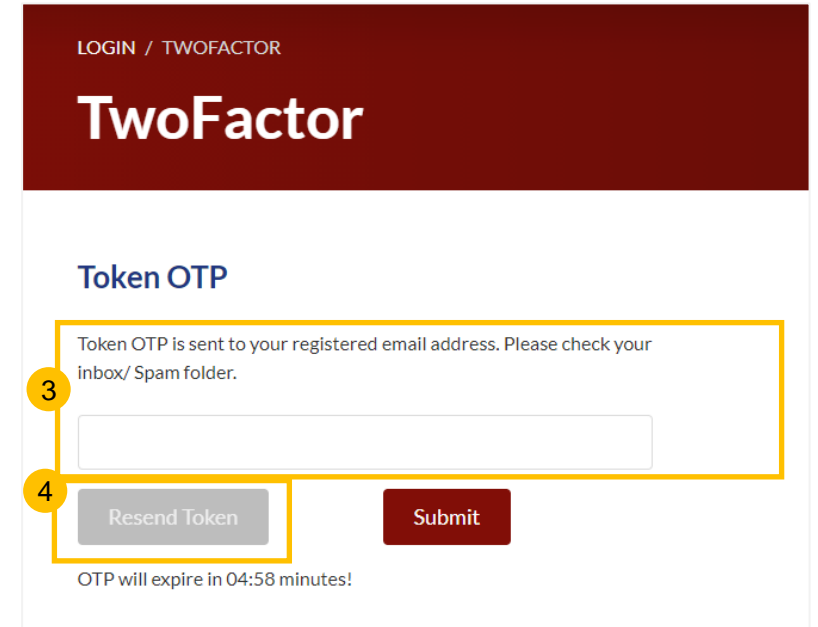
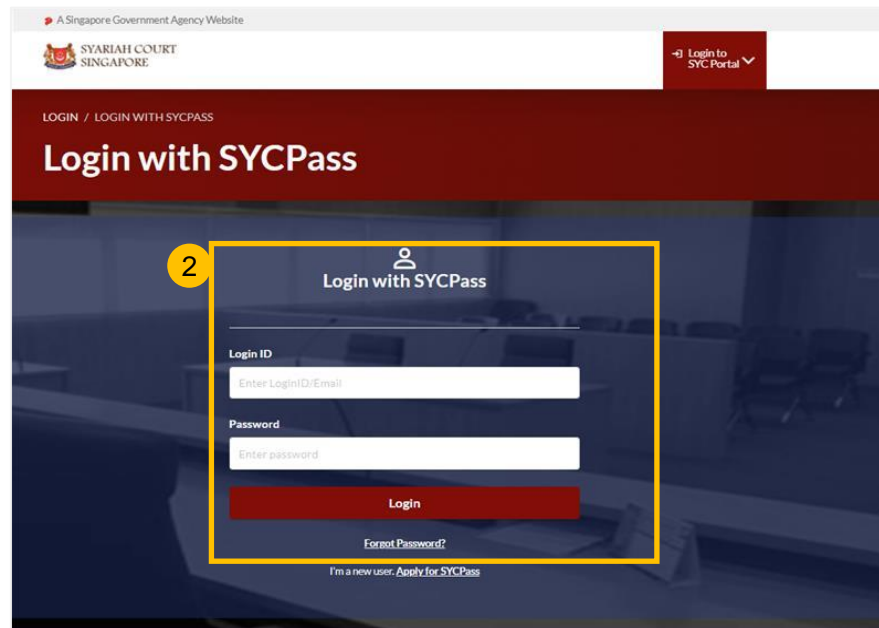
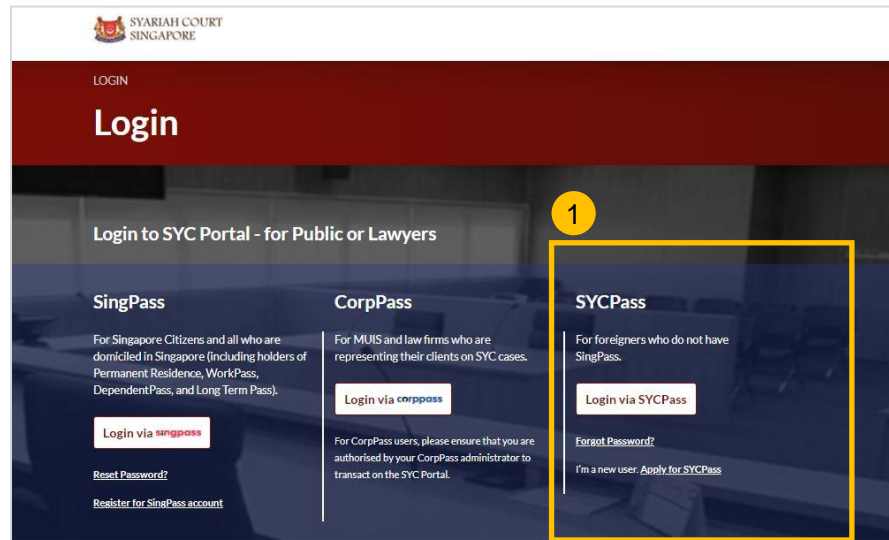
- 1 Singaporeans, Permanent Residents and other individuals with SingPass, please use your individual **SingPass**. Foreigners without SingPass, please apply for and use **SYCPass**.
- 2 Click **Login via SingPass**. You will be redirected to the SingPass login page.
- 3 On the SingPass login page, select either Password Login or SingPass app, whichever is applicable.
 - For Password login, enter your SingPass credentials and OTP for validation.
 - For SingPass app, a QR code will appear. Use the QR code to login with your SingPass app. On desktop devices, launch the SingPass application on a mobile device and scan the code. On mobile devices, tap the QR code to launch the SingPass application.
- 4 After successful login, you will be brought to your Dashboard for SYC e-Services.



Login to SYC Portal E-Services Using SYCPass

Login to SYC Portal for E-Services using SYCPass

- 1 To login via SYCPass, please click on **Login via SYCPass**. You will be redirected to the SYCPass login page.
- 2 Enter your SYCPass Login ID and password and click **Login**.
- 3 A One Time Password (OTP) will be sent to your email. Key in the OTP to login.
- 4 If the OTP has expired, click on **Resend Token**.
- 5 After a successful login, you will be brought to your Dashboard for SYC E-Services.



Submission of Registry Request

- 1 To submit Registry Request, navigate to the **Divorce** tab on your Dashboard.
- 2 Under the Divorce Tab, click on “**Divorce E-Services**”.
- 3 **Divorce E-Services** page is displayed. Click on **I want to.. For Case with Originating Summons Number** and select **Submit Registry Request**
- 4 Under **Registry Request**, you will find a **description** of the requests. Please read through and find the type of request that you require and download the relevant template. Fill up the template and save in PDF format.
- 5 Prepare the additional supporting document, if necessary, in PDF format
- 6 Click on **Proceed to Submit Registry Request** to continue.

The screenshot displays the 'Divorce' section of a web portal. At the top, the 'Divorce' tab is highlighted with a yellow box and a '1' in a yellow circle. Below the navigation bar, the 'DASHBOARD / DIVORCE' header is visible. A search bar for 'Case ID' is present, with a '2' in a yellow circle next to it. A yellow box highlights the 'Divorce E-Services' button, also marked with a '2' in a yellow circle. On the left sidebar, the 'Start a New Case' dropdown is expanded, and 'I want to.. for Case with Originating Summons Number' is selected. The 'Submit Registry Request' button is highlighted with a yellow box and a '3' in a yellow circle. The main content area shows the 'Registry Request' section. The 'Description' box, containing a list of request types and links, is highlighted with a yellow box and a '4' in a yellow circle. The 'Documents Required' box, listing 'Consent of other party' and 'Other Supporting Documents', is also highlighted with a yellow box and a '5' in a yellow circle. At the bottom, the 'Proceed to Submit Registry Request' button is highlighted with a yellow box and a '6' in a yellow circle.

Registry Request

[Return to Contents](#)

- 7 Key in minimum 5, maximum 20 digits of Originating Summons Number.
- 8 Click on **Submit** to validate the Originating Summons Number.
- 9 If you have case access, you will see this message.
- 10 Click on **Proceed** to continue.
- 11 If you key in an incorrect Originating Summons number, you will see this message and will not be able to proceed.
- 12 If you do not have case access, you will see this message and will not be able to proceed until you file the necessary Notice.

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to submit the Registry Request

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000195 7 **Submit** 8

✓ The Originating Summons Number is valid. You have case access. You may proceed to submit the Registry Request. 9

Back to Divorce E-Services **Proceed** 10

! The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number. 11

! The Originating Summons Number is valid. You do not have case access. You may not proceed to submit the Registry Request for this Originating Summons/ Summons. You need to file the necessary Notice before proceeding (Notice of Appointment of Solicitor/Notice of Change Solicitor/Notice of Intention to act in Person). 12

Registry Request

- 13 You will be directed to the **Important Notes** page. Please read through the Important Notes.
 - 14 Select the checkbox to confirm you had read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled after you have done so.
 - 15 Click on **Agree and Proceed** to continue.
- Alternatively, you can click on **Back to Divorce E-Services** and will be redirected to the Divorce E-Service Page.

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Important Notes

- 1. This service will take you approximately 15 minutes to complete.
- 2. Your case/application will be processed within 3 working days.

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

[Back to Divorce E-Services](#) **Agree and Proceed**

- 16 The Initial status of Registry Request is **Draft**.
- 17 On the header you will find a navigation bar to guide you on the steps to complete the submission of the Registry Request, which are:
 - a) **Registry Request**
 - b) **Preview**
 - c) **Declare**
 - d) **Complete**
- 18 Click on **Choose File** and upload the completed Registry Request template in PDF format.
- 19 Once the Registry request is uploaded, select **Type of Document** :
 - Request for Re-Fixing Appointment Date
 - Request for Remote Hearing via Webex
 - Request for Interpreter
 - Request to Amend the Order of Court or Divorce Certificate for Clarification/clericals errors
 - Request Marriage Counselling Programme Referral to file Cross Application for Divorce

DIVORCE E-SERVICES / REGISTRY REQUEST / REGISTRY REQUEST

Registry Request

Case ID: OS-2022-000182 16 Status: Draft

1 Registry Request 17 2 Preview 3 Declare 4 Complete

Registry Request

Please upload the completed Registry Request
Sila muat naik 'Registry Request' yang lengkap

Drag and drop your document here 18 [Choose File](#)

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

× [Other Documents.pdf](#)

Type of Document
Jenis Dokumen

Request for Re-fixing Appointment Date 19

- Please Select Description
- Request for Re-fixing Appointment Date**
- Request for Remote Hearing via Webex
- Request for Interpreter
- Request to Amend the Order of Court or Divorce Certificate for Clarification/ clericals errors
- Request Marriage Counseling Programme Referral to file Cross Application for Divorce

- 20 Under the Supporting Document section, click on **Choose File** to attach a supporting document if necessary.
- 21 Choose Type of Document from the following:
 - Other Documents
 - Notification & Consent by Other Party
- 22 Click on **Preview** to navigate to preview section.

Supporting Document

Please upload the supporting documents
Sila muat naik dokumen sokongan

Drag and drop your document here

20 Choose File

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

× [Other Documents.pdf](#)

Type of Document
Jenis Dokumen

Notification & Consent by Other Party ▼

Please Select Description

Other Documents

Notification & Consent by Other Party

21

Back Preview 22

Registry Request

- 23 In the preview mode, verify the uploaded registry request and supporting document (if any).
- 24 Click on **Next** to navigate to the declaration section. Alternatively, click on **Back** to revert to the **Registry Request** section or to amend the uploaded file(s).

Case ID: OS-2022-000182 Status: Draft

Registry Request 2 Preview 3 Declare 4 Complete

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

✔ Complete ! Incomplete

Registry Request 23

[Other Documents.pdf](#)

File Description

Request for Re-fixing Appointment Date

Supporting Document

[Other Documents.pdf](#)

File Description

Notification & Consent by Other Party

Back Next 24

Registry Request

- 25 Read through the declaration form. Once you have read and confirmed the declaration, select the **check box**.
- 26 You may click on **Back to Preview** to navigate back to the preview mode if you need to re-verify the Registry Request and supporting document. Alternatively, click on **Submit** to submit the Registry Request.
- 27 On the completion page, click on **Back to Dashboard** to be directed back to the Dashboard.

Case ID: Status: Draft

Registry Request — Preview — 3 Declare — 4 Complete

I confirm that all the matters set out in this Registry Request are true and correct. 25

Back to Preview Submit 26

Case ID: OS-2022-000198 Status: Pending Acceptance

Submitted!

Your Case Reference No: OS-2022-000182

Submission Date: 21/12/2022 12:15:13
An acknowledgement has been sent to: Alber@hotmail.com.

Your request will be processed within 3 days, after which you will be informed of the outcome.

Back to Dashboard 27

Filing of Praecipe Request

Praecipe (Request)

1 To file a Praecipe (Request), navigate to the **Divorce** tab on your Dashboard.

2 Under the Divorce Tab, click on “**Divorce E-Services**”.

3 The **Divorce E-Services** page will be displayed. Click on **I want to.. For Case with Originating Summons Number** and select **Praecipe (Request)**

4 Under **Praecipe Request**, you will find a **description** of the types of Praecipe (Request). Please read through to find the type of request that you require and download the relevant template. Fill up the template and save in PDF format.

5 Prepare the additional supporting document, if necessary, in PDF format.

6 Click on **Proceed to Submit Praecipe (Request)** to continue.

The screenshot shows the 'DASHBOARD / DIVORCE' interface. At the top, a navigation bar includes 'Dashboard', 'Divorce' (highlighted with a yellow box and callout 1), and 'Others'. Below this, a dark red header contains 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white text. A search bar for 'Case ID' is present, with a search button (callout 2) and a 'Divorce E-Services' button (callout 2). A table with columns 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options' is visible. On the left, a sidebar menu includes 'Start a New Case', 'I want to.. for Case with Originating Summons Number' (expanded), 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', 'File Praecipe' (highlighted with a yellow box and callout 3), 'Submit Registry Request', and 'Request'. A central instruction box states: 'Please download and complete the applicable Praecipe (Request) form from the website. Upload the completed form in PDF format. Select the correct Type of Document from the dropdown list for your Praecipe (Request) as the fee payable may differ.' Below this, a 'Praecipe (Request)' section is shown. It includes a 'Description' (callout 4) with three bullet points: 'Please click here to download the form for Praecipe (Request) for Search of Divorce Register.', 'Please click here to download the form for Praecipe (Request) for Copy of Court Document.', and 'Please click here to download the form for Praecipe (Request) including Notes of Proceedings.'. A 'Documents Required' section (callout 5) lists: 'Completed Praecipe (Request) form in PDF format.', 'Completed and affirmed Affidavit-in-Support in PDF format (only for Execution of Documents under section 53A of AMLA, if applicable).', and 'Other Supporting Documents (if applicable)'. At the bottom, a dark red button labeled 'Proceed to Submit Praecipe (Request)' is highlighted with a yellow box and callout 6.

Praecipe (Request)

- 7 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 8 Select the checkbox to confirm you had read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled after you have done so.
- 9 Click on **Agree and Proceed** to continue.

Alternatively, you can click on **Back to Divorce E-Services** and will be directed to the Divorce E-Services Page.

DIVORCE E-SERVICES / PRAECIPE REQUEST / PRAECIPE REQUEST

Praecipe Request

Important Notes 7

1. This service will take you approximately 30 minutes to complete.
2. Please download and complete the relevant forms. The completed form in PDF format must be uploaded.
3. Payment is required for filing any Praecipe (Request). Additional payment may be required on approval of the request.
4. You will be required to make payment via PayNow or eNETS/Credit Card.

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

8

[Back to Divorce E-Services](#)

[Agree and Proceed](#)

9

Praecipe (Request)

- 10 The Initial status of Praecipe (Request) is **Draft**.
- 11 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Praecipe (Request), which are:
 - a) **Praecipe (Request)**
 - b) **Affidavit-in-Support**
 - c) **Supporting Documents**
 - d) **Make Payment**
 - e) **Complete**
- 12 Click on **Choose File** and upload the completed Praecipe (Request) template in PDF format.
- 13 Once the Praecipe (Request) is uploaded, select **Type of Document** :
 - Praecipe (Request) for Search of Divorce Register
 - Praecipe (Request) for Copy of Court Document
 - Praecipe (Request) for Notes of Proceedings
 - Praecipe (Request) for Execution of Documents under Section 53A AMLA
 - Praecipe (Request) for Certified Copy of Certificate for Divorce
- 14 Click on **Next** to navigate to Affidavit-in-Support section.

Status: Draft 10

```
graph LR; 1((1 Praecipe (Request))) --- 2((2 Affidavit-in-Support)); 2 --- 3((3 Supporting Documents)); 3 --- 4((4 Make Payment)); 4 --- 5((5 Complete));
```

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

Praecipe (Request)

Please upload the completed Praecipe (Request)
Sila muat naik Praecipe (Permintaan)

Drag and drop your document here

12 Choose File

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

× [Praecipe Copy of documents.pdf](#)

Type of Document
Jenis Dokumen

Please Select Description

Praecipe (Request) for Search of Divorce Register

Praecipe (Request) for Copy of Court Document

Praecipe (Request) for Notes of Proceedings

Praecipe (Request) for Execution of documents under Section 53A AMLA

Praecipe (Request) for Certified Copy of Certificate for Divorce

Save as Draft Next 14

Praecipe (Request)

- 15 Under the Affidavit-in-Support section, specify : **Are you filing an Affidavit-in-Support?** (YES/NO)
- 16 If you choose “YES”, you are required to upload the Affidavit-in-Support. Click on **Choose File** to upload the completed Affidavit-in-Support.
- 17 Key in the Deponent’s Name.
- 18 If you choose “NO” or once the Affidavit-in-Support is uploaded and the deponent’s name has been specified, the **Next** button is enabled to move to the next section.

Click on **Next** to navigate to the **Supporting Documents** section. Alternatively, you can click on **Back** to navigate to the previous section, Praecipe (Request), or you can click on **Save as Draft** to save the request as a draft.

Are you filing an Affidavit-in-Support?
Adakah anda ingin memfailkan Afidavit Sokongan (Affidavit-in-Support)?

Yes No

15

Affidavit-in-Support #1

Please upload the affirmed Affidavit-in-Support
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

Drag and drop your document here

16 [Choose File](#)

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

× [affidavits.pdf](#)

Type of Document
Jenis Dokumen

Affidavit-in-Support

Please enter the Deponent's Name(s) ⓘ
Sila berikan nama Deponen

BEATRICE SMITH

17

Are you filing an Affidavit-in-Support?
Adakah anda ingin memfailkan Afidavit Sokongan (Affidavit-in-Support)?

Yes No

18a

[Back](#) [Save as Draft](#) [Next](#)

18b

Praecipe (Request)

- 19 Under the Supporting Documents section, specify : **Are you submitting supporting documents?** (YES/NO)
- 20 If you choose “YES”, you are required to upload the supporting document. Click on **Choose File** to upload the supporting document.
- 21 If you choose “NO” or once the supporting document is uploaded and Type of Document has been specified, the **Make Payment** button is enabled to move to the next section.

Alternatively, you can click on **Back** to navigate to the previous section, Praecipe (Request), or you can click on **Save as Draft** to save the request as a draft.

Supporting Documents

Are you submitting supporting documents?
Adakah anda ingin serahkan dokumen sokongan?

Yes No

Please upload the supporting document
Sila muat naik dokumen sokongan

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 # % & * : < > ? / | . - { }.

Other Documents.pdf

Type of Document
Jenis Dokumen

Other Documents

Back Save as Draft Make Payment

Supporting Documents

Are you submitting supporting documents?
Adakah anda ingin serahkan dokumen sokongan?

Yes No

Back Save as Draft Make Payment

Payment - PayNow

- 22 On the payment page, verify the breakdown of filing fees and the total amount.
- 23 Select Payment Mode. The default selection is PayNow.
- 24 Scan the QR code, proceed to pay by your PayNow mobile app.
- 25 Click on **Verify Payment**.

Status: Draft

✓ Praecepte (Request) — ✓ Affidavit-in-Support — ✓ Supporting Documents — 4 Make Payment — 5 Complete

- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-002536

Breakdown of Fees
Butiran Yuran


- Filing fee for Affidavit-in-Support #1: \$12
- Praecepte (Request) for Copy of Court Document: \$12

22

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

Payment Mode
Cara Pembayaran

23 PayNow eNETS / Credit Card

24

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.

Back to Declare

Verify Payment

25

Payment – e-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-002536

Breakdown of Fees
Butiran Yuran


- Filing fee for Affidavit-in-Support #1: \$12
- Praecipe (Request) for Copy of Court Document: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

[Back to Declare](#)

Request for Fee Waiver

- 31 If you login via SingPass, you will be able to select **Request for Fee Waiver**.
- 32 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.
- 33 You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on **Choose File** and upload the document.
- 34 Click on **Submit Request for Fee Waiver** to submit the Praecipe (Request).

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001153

Breakdown of Fees
Butiran Yuran
· Praecipe (Request) for Search of Divorce Register: \$27

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$27

Payment Mode
Cara Pembayaran
 PayNow eNETS / Credit Card Request for Fee Waiver

Reason for request for fee waiver ⓘ
Sebab bagi permohonan pengenepian yuran

Poverty

Other Grounds

Please Specify *
Sila nyatakan
Enter Text

Please upload Financial Assistance Letter/ Other supporting documents
Sila muat naik surat bantuan kewangan / dokumen sokongan yang lain.

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 # % & * : < > ? / . - { }.

Back to Declaration

Submit Request for Fee Waiver

Praecepte (Request)

- 35 On the completion page, click on **Back to Dashboard** to be directed back to the Dashboard.
- 36 Alternatively, click on **Save as PDF** to save the acknowledgement of submission in PDF format.

Case ID: 0001982 Status: Pending Acceptance

✓ Praecepte (Request) — ✓ Affidavit-in-Support — ✓ Supporting Documents — ✓ Make Payment — 5 Complete

Submitted!

Case ID: 000182
Your Payment Advice Number: PM-2022-001151
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: fsfs@ddsds.com.

36 Save as PDF Back to Dashboard 35

Praecipe (Request) Outcome

Praecipe (Request) Outcome

- 1 You will be notified of the Praecipe (Request) Outcome via e-mail and in the notification section in the SYC Portal.
- 2 If you login to SYC Portal, you will see the outcome in the **Divorce Tab > Court File > Correspondence** section.
- 3 Click on the [hyperlink](#) or click on More Options > 3 dots > and View to download the Praecipe Request Outcome.

Dashboard Inheritance **Divorce** 2a

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing Search case by Case ID (i.e. OS-XXXX-XXXXX) Enter Case ID Search Divorce E-Services

Completed Filing

Court File 2b

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	000016	Praecipe Request Outcome for Copy of Court Documents.pdf 3a	PDF	20/09/2022	⋮ View 3b

Correspondence 2c

A Singapore Government Agency Website

Accepted Praecipe Request PCP-2023-000003 1

Dear Ervira,

Your Filing of Praecipe Request PCP-2023-000003 is accepted. The accepted document may be viewed in the SYC Portal in the Divorce > Court File > Correspondence.

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

Praecepte (Request) Outcome

- 4 Depending on the Type of Praecepte (Request), additional payment may be required. On your Dashboard, a task to proceed with further payment will shown.
- 5 Click on the [hyperlink](#) on the Case ID or, under More Options, click on the **3 dots** and select **Make Payment**.

Dashboard | **4** | Divorce

DASHBOARD / DASHBOARD

DASHBOARD

Assalamualaikum!

Welcome S4060149Z,

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... - 33 items

Category	Case ID	Case/ Appointments/Tasks	Status	Date	More Options
Praecepte	DRQ-2022-000016	Payment 5a	Pending Payment	15/01/2023	5b ⋮ Make Payment
Filing of OS	OS-2022-000043	Service of the OS	Unsuccessful Attempt	07/07/2022	⋮
Divorce	OS-2022-000176	Appointment - Hearing (President)	Booked	08/11/2022	⋮

Payment – PayNow

- 5 On the payment page, verify the breakdown of filing 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: PM-2022-001133

1 Make Payment 2 Complete

- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001133


Breakdown of Fees
Butiran Yuran

• Document Request Fee for Certificate: \$13

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$13

Payment Mode
Cara Pembayaran

PayNow Credit Card



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.

[Back to Dashboard](#) [Verify Payment](#)

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 and 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-2022-001133


Breakdown of Fees
Butiran Yuran
· Document Request Fee for Certificate: \$13

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$13

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

[Back to Dashboard](#)

Request for Fee Waiver

- 14 If you login via SingPass, you will be able to select **Request for Fee Waiver**.
- 15 Once you have selected Request for Fee Waiver, specify the **reason for request for fee waiver**.
- 16 You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on **Choose File** and upload the document.
- 17 Click on **Submit Request for Fee Waiver** to submit the Praecepte (Request).

The screenshot shows a web form for requesting a fee waiver. It includes a 'Payment Mode' section with radio buttons for 'PayNow', 'eNETS / Credit Card', and 'Request for Fee Waiver'. Below this is a dropdown menu for 'Reason for request for fee waiver' with 'Poverty' selected. There is a file upload area with a 'Choose File' button. At the bottom, there are two buttons: 'Back to Declaration' and 'Submit Request for Fee Waiver'.

14 Payment Mode
Cara Pembayaran
 PayNow eNETS / Credit Card Request for Fee Waiver

15 Reason for request for fee waiver ⓘ
Sebab bagi permohonan pengeneopian yuran
Poverty

16 Please upload the SSO (Social Office) Financial Assistance Letter
Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)
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 # % & * : < > ? / . - { }.

17 Back to Declaration Submit Request for Fee Waiver

- 18 Once additional payment is made, the requested document will be available on the **Divorce Tab > Court File** section.
- 19 If the Requested document is a Court Document or a Certificate or any other document, navigate to the **Court Documents** folder.
- 20 If the Requested document is a Court Order, navigate to the **Court Order** folder.

Dashboard Inheritance **Divorce** 14a

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing

Completed Filing

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

Enter Case ID Search Divorce E-Services

Court File 18b

19 Court Documents

Court Notices

20 Court Orders

Correspondence

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2022-000199	Form 47 - Notice of Appointment of Solicitor.pdf	PDF	02/12/2022	⋮
Ongoing	OS-2022-000199	Grant of Aid.pdf	PDF	02/12/2022	⋮
Ongoing	OS-2022-000199	Originating Summons (Form 6).pdf	PDF	02/12/2022	⋮
Ongoing	D-2022-000014	Certified Copy of Divorce Certificate.pdf	PDF	15/12/2022	⋮