



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

Filing of Memorandum of Defence

Syariah Court Detailed User Guide for Public Users

Filing of Memorandum of Defence



Contents (click on the page numbers to go to the section)



Filing of Memorandum of Defence

Filing of Memorandum of Defence

Filing Memorandum of Defence [Page 4](#)

Memorandum of Defence With Cross Application [Page 11](#)

Memorandum of Defence Without Cross Application [Page 17](#)

Memorandum of Defence With or Without Cross Application [Page 19](#)

Parenting Plan [Page 42](#)

Matrimonial Property Plan [Page 46](#)

Payment [Page 51](#)

Filing of Memorandum of Defence from Dashboard

Filing of Memorandum of Defence from Dashboard

Filing Memorandum of Divorce from Divorce Dashboard

1 If the Plaintiff has chosen to Serve the Originating Summons by SYC Portal, you will receive a task on your dashboard to accept the service of Documents via SYC Portal. Click on the Hyperlink of this case.

2 Tick to Accept the Service and Click on **Submit**.

Notes:

For details about Service of Originating Summons, please refer to Service of Originating Summons user guide.

Assalamualaikum!

Welcome TAN MING HENG TERENCE, [Update My Particulars](#)

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

What I need to do... - 32 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000199	Accept Service of Documents via SYC Portal	1 Service	09/12/2022	⋮

Case ID: OS-2022-000199

Status: Pending Action

I agree to accept service of all documents in this Originating Summons via SYC Portal.

Cancel

Submit

2

Filing Memorandum of Divorce from Dashboard

3

Once you have accepted Service of Documents, you will receive another task on your dashboard for “[Filing Memorandum of Defence and accompanying documents](#)”. Click on the hyperlink of this case to get to the Filing Memorandum of Defence page. Please refer to page 11 to continue.

Assalamualaikum!

Welcome TAN MING HENG TERENCE, [Update My Particulars](#)

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

What I need to do... - 32 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000199	Filing of Memorandum of Defence and accompanying documents	Pending Action	3 09/12/2022	⋮
Divorce	OS-2022-000199	Appointment - Mediation	Booked	02/05/2022	⋮

Filing of Memorandum of Defence from Divorce E-Services

Filing of Memorandum of Defence from Divorce E-Services

Filing Memorandum of Divorce from Divorce E-services

- 1 To file the Memorandum of Defence from Divorce E-Services, navigate to the **Divorce** tab on your Dashboard.
- 2 Under Divorce Tab, click on "**Divorce E-Services**".

The screenshot shows a web dashboard with a navigation bar at the top containing 'Dashboard', 'Int', '1', 'Divorce', and 'Others'. The 'Divorce' tab is highlighted with a yellow box. Below the navigation bar, a dark red header contains 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white letters. On the left, there are three menu items: 'Ongoing Filing' (underlined), 'Completed Filing', and 'Court File' with a dropdown arrow. To the right, there is a search bar with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and an input field labeled 'Enter Case ID'. A 'Search' button is next to the input field, with a yellow circle containing the number '2' over it. To the right of the search bar is a button labeled 'Divorce E-Services', which is also highlighted with a yellow box. Below these elements is a table with a dark red header and white text. The table has six columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'.

Filing of Memorandum of Defence from Divorce E- Services

3 At the Divorce E-Services page, click on **I want to.. For Case with Originating Summons Number**.

4 Select **File Court Documents**.

5 Locate **Memorandum of Defence**.

6 You will find a description of the application, estimated time required to file the Memorandum of Defence, filing fee, and documents required. Please read through the Description and Documents Required.

7 Click on **Proceed to Memorandum of Defence** to continue.

The screenshot displays the 'Memorandum of Defence' filing interface. On the left, a sidebar menu contains the following options: 'Start a New Case' (dropdown), 'I want to.. for Case with Originating Summons Number' (dropdown), 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', 'Praecipe (Request)', 'Submit Registry Request', and 'Submit Correspondence'. The 'I want to.. for Case with Originating Summons Number' and 'File Court Documents' options are highlighted with yellow boxes and circles labeled 3 and 4, respectively. The main content area is titled 'Memorandum of Defence' and is highlighted with a yellow box and circle labeled 5. It includes a 'Description' section with the text: 'To be filed by a husband/wife who is responding to wife/husband's Case Statement (called the Defendant). Estimated time required: 60 min. Filing fee: \$12'. To the right of the description is a 'Documents Required (Soft copies for upload)' section, highlighted with a yellow box and circle labeled 6, listing the following requirements: NRIC or valid Passport (for foreigner), Deed Poll (if applicable where parties have changed his/her name), Marriage/Revocation Certificate (attested foreign marriage certificate and the attested translation, if any), Birth Certificate/NRIC/Citizenship Certificate of each child of the marriage, Documentary proof of your stay in Singapore for the past 3 consecutive years before the date of filing the Originating Summons (for parties who are both non-Singapore citizens), CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)*, CPF Statement showing NIL withdrawal details for property (for those who do not own any HDB flat or private property)*, and Outstanding mortgage loan statement (for HDB or bank, whichever is applicable)*. At the bottom of the main content area, a dark red button labeled 'Proceed to Memorandum of Defence' is highlighted with a yellow box and circle labeled 7.

Filing of Memorandum of Defence from Divorce E-Services

- 8 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 9 Click on **Submit** to validate the Originating Summons Number and whether you have case access to file the Memorandum of Defence.
- 10 If the Originating Summons Number is valid and the system has verified you as the Defendant in the case, you will see this message.
- 11 Click on **Proceed** to continue.
- 12 If your ID No. is invalid or you are not the Defendant or you have appointed a solicitor in the case, you will see this message. You will not be able to continue.

DIVORCE E-SERVICES / MEMORANDUM OF DEFENCE / MEMORANDUM OF DEFENCE

Memorandum of Defence

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Memorandum of Defence and accompanying documents.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000183

The Originating Summons Number is valid. You have case access. You may file the Memorandum of Defence and accompanying documents.

The Originating Summons Number is valid. But you do not have case access. You cannot file the Memorandum of Defence and accompanying documents.

Filing of Memorandum of Defence from Divorce E-Services

13 You will be redirected to the Important Notes. Please read through the Important Notes.

14 Tick the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).

15 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree & Proceed** to continue.

Important Notes

13

1. This service will take you approximately 60 minutes to complete.
2. You are required to file the Memorandum of Defence and accompanying documents within 21 days after the date of service of the Originating Summons and Case Statement.
3. Please ensure that you have read and prepared the documents in the [Important Information](#) and [Checklist for Defendant on filing Memorandum of Defence](#).
4. You may wish to refer to the Plaintiff's Case Statement or amended Case Statement ([Court Documents](#)), whichever is applicable, before you proceed to file in the Memorandum of Defence.
5. The service of the Memorandum of Defence and accompanying documents on the Plaintiff/Plaintiff's Solicitor may be effected via SYC Portal. Service fee \$2 per document will be payable.
6. The estimated maximum filing fee will be \$48 and the estimated maximum service fee will be \$8. Payment can only be made using PayNow or eNETS/Credit Card.

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

14

[Back to Dashboard](#)

Agree and Proceed

15

Filing of Memorandum of Defence from Divorce E- Services

[Return to Contents](#)

16 The initial status of Filing of Memorandum of Defence is **Draft**. On the header you will find a navigation bar to guide you on the steps for completing the Memorandum of Defence which are:

- Memorandum of Defence
- Make Payment
- Complete

17 There will be completion indicators to show any Incomplete (Yellow) section.

1 3. Parenting Plan

✓ 3. Parenting Plan

18 Under the Memorandum of Defence form, these are the sections that need to be filled up :

- Memorandum of Defence
- Parenting Plan
- Matrimonial Property Plan

Case ID: OS-2022-000183

16

Status: Draft

1 Memorandum of Defence

2 Make Payment

3 Complete

1 1. Memorandum of Defence

18a

Do you want to file a Cross-Application for Divorce? ⓘ *

Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

Has the Defendant attended a Marriage Counselling Programme? *

Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes No

Description

To be filed by a wife (called the Defendant) who is responding to husband's - [Plaintiff's Case Statement](#)

Estimated time required: 30mins

Filing fee: \$12

Service fee: \$2

Documents Required (Soft copies for upload)

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

[View Full List](#) ⌵

[Proceed to Memorandum of Defence \(Wife\) without Cross-Application for Divorce](#)

Filing of Memorandum of Defence from Divorce E- Services

18

(Continued) Under the Memorandum of Defence form, these are the sections that need to be filled up :

- a) **Memorandum of Defence**
- b) **Parenting Plan**
- c) **Matrimonial Property Plan**

19

You can only click **Submit and Make Payment** after all the mandatory sections are marked as Completed (Green). Alternatively, you can click **Save as Draft** to save the Memorandum of Defence as a draft.

✓ 2. Parenting Plan

18b

Are you filing a Parenting Plan (Defendant's Agreement to Plaintiff's Parenting Plan/Defendant's Proposed Parenting Plan) ? *

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur/Pelan keibubapaan anak-anak di bawah umur oleh Defendan?

Yes No or No children

No action required.

✓ 3. Matrimonial Property Plan

18c

Are you filing a Matrimonial Property Plan (Defendant's Agreement to Plaintiff's Matrimonial Property Plan/Defendant's Proposed Proposed Matrimonial Property Plan) ? *

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai harta perkahwinan (HDB flat)/Pelan harta perkahwinan (HDB flat) oleh Defendan?

Yes No or No Matrimonial Property (HDB Flat)

No action required.

Save as Draft

Submit & Make Payment

19

Memorandum of Defence With Cross Application

Filing of Memorandum of Defence

MOD with Cross Application – Attended MCP

- 1 You can file Memorandum of Defence **with Cross Application** if you meet any of these criteria:
 - a) Have attended the Marriage Counselling Programme.
 - b) Have been from attending the Marriage Counselling Programme.
 - c) Have obtained an Order of Court allowing him to do so.

Select YES for the question “**Do you want to file a Cross-Application for Divorce?**” (YES/NO), if criteria (a) is met.

- 2 If you have attended the Marriage Counselling Programme, select YES as the answer to the question “**Has the Defendant attended a Marriage Counselling Programme?**” (YES/NO).

- 3 Key in the case ID indicated on the Pre-Originating Summons Letter or Email, upon the completion of Marriage Counselling Programme.

- 4 Click on **Submit**.

- 5 If you have entered a valid Case ID, you will see this message.

- 6 The **Proceed to Memorandum of Defence (Husband/Wife)** button will be enabled and you can file Memorandum of Defence with Cross Application.

Do you want to file a Cross-Application for Divorce?[?] *

Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

Has the Defendant attended a Marriage Counselling Programme? *

Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes No

Case ID for the Pre-Originating Summons Letter/Email *[?]

ID Kes di surat/emel Pra-Saman Pemula

MCP-2022-000508

The Case ID is valid. You may proceed to file the Memorandum of Defence with Cross-Application.

Description	Documents Required (Soft copies for upload)
<p>To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement</p> <p>Estimated time required: 30mins</p> <p>Filing fee: \$12</p> <p>Service fee: \$2</p>	<ul style="list-style-type: none"> NRIC or valid Passport (for foreigner) Deed Poll (if applicable where a party has changed his/her name) Marriage/Revocation Certificate <p style="text-align: right;">View Full List ⌵</p>

Proceed to Memorandum of Defence (Wife)

Filing of Memorandum of Defence

MOD with Cross Application – Attended MCP

- 7 If the Case ID is invalid, or the Pre-Originating Summons letter was received in hard copy, you will see this message. The Case ID may not be available in the system.
- 8 You are required to upload in PDF format the Pre-Originating Letter or email that you received. Click on **Choose File** to upload the letter.
- 9 The **Proceed to Memorandum of Defence (Husband/Wife)** button will only be enabled when you have uploaded the Pre-Originating Summons Letter.

! The Case ID is invalid. You cannot file Cross-Application.

7

Case ID on Pre-Originating Summons Letter
ID Kes di dalam surat Pra-Saman Pemula

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

8

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Deed Poll (if applicable where a party has changed his/her name)• Marriage/Revocation Certificate
Estimated time required: 30mins	View Full List ∨
Filing fee: \$12	
Service fee: \$2	

Proceed to Memorandum of Defence (Wife)

9

MOD with Cross Application – Excluded Party

- 10 You can file Memorandum of Defence **with Cross Application** if you meet one of these criteria:
 - a) Have attended the Marriage Counselling Programme.
 - b) Have been excluded from the Marriage Counselling Programme.
 - c) Have obtained an Order of Court allowing him to do so.

Select Yes for the question **“Do you want to file a Cross-Application for Divorce?”** (YES/NO), if criteria (b) is met.

- 11 If you are excluded from attending the Marriage Counselling Programme i.e. the outcome of your Registration for the Marriage Counselling Programme was EXCLUDED, select NO as the answer to the question **“Has the Defendant attended a Marriage Counselling Programme?”** (YES/NO).

- 12 Answer the further question **“Is the Defendant an excluded party or obtained an Order of Court?”** Select the answer as AN EXCLUDED PARTY.

- 13 The **Proceed to Memorandum of Defence (Husband/Wife)** button will be enabled and you can file the Memorandum of Defence with Cross Application.

1. Memorandum of Defence

10 Do you want to file a Cross-Application for Divorce? *
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?
 Yes No

11 Has the Defendant attended a Marriage Counselling Programme? *
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?
 Yes No

12 Is the Defendant an excluded party or has obtained an Order of Court? *
Adakah Defendan dikecualikan dari menghadiri kaunseling atau telah mendapatkan Perintah Mahkamah dalam hal ini?
 An excluded party Has obtained an Order of Court No

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Deed Poll (if applicable where a party has changed his/her name)• Marriage/Revocation Certificate
Estimated time required: 30mins	
Filing fee: \$12	View Full List
Service fee: \$2	

13 **Proceed to Memorandum of Defence (Wife)**

MOD with Cross Application – Obtained Order of Court

- 14 You can file Memorandum of Defence **with Cross Application** if you have meet one of these criteria:
 - a) Have attended Marriage Counselling Programme.
 - b) Have excluded to attend Marriage Counselling Programme.
 - c) Have obtained an Order of Court.Select Yes for the question “**Do you want to file a Cross-Application for divorce?**” (YES/NO).

- 15 If the Defendant has obtained an Order of Court, select NO to the question “**Has the Defendant attended a Marriage Counselling Programme?**” (YES/NO).

- 16 Please answer the further question “**Is the Defendant an excluded party or obtained an Order of Court?**” Select the answer as HAS OBTAINED AN ORDER OF COURT.

- 17 Key in the Order of Court Issuance Date.

- 18 Key in Order of Court Number and click on **Submit**.

- 19 The **Proceed to Memorandum of Defence (Husband/Wife)** button will be enabled and you can file the Memorandum of Defence with Cross Application.

1. Memorandum of Defence

14 Do you want to file a Cross-Application for Divorce? *
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?
 Yes No

15 Has the Defendant attended a Marriage Counselling Programme? *
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?
 Yes No

16 Is the Defendant an excluded party or has obtained an Order of Court? *
Adakah Defendan dikecualikan dari menghadiri kaunseling atau telah mendapatkan Perintah Mahkamah dalam hal ini?
 An excluded party Has obtained an Order of Court

17 Order of Court Issuance Date *
Tarikh Perintah Mahkamah dikeluarkan
10/06/2022

18 Order of Court Number *
Nombor Perintah Mahkamah
ORC-2022-000020

19 Submit

20 Proceed to Memorandum of Defence (Wife)

✓ The Order of Court Number is valid. You may proceed to file the Memorandum of Defence with Cross-Application.

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Deed Poll (if applicable where a party has changed his/her name)• Marriage/Revocation Certificate
Estimated time required: 30mins	
Filing fee: \$12	View Full List
Service fee: \$2	

MOD with Cross Application – Obtained Court Order

- 7 If your Court Order Number is invalid, or you have received the Order of Court before the implementation of E-Services, you will see this message. The Order of Court number may not be available in the system.
- 8 You are required to upload the Order of Court in PDF format. Click on **Choose File** to upload the Order of Court.
- 9 The **Proceed to Memorandum of Defence (Husband/Wife)** button will only be enabled once you have uploaded the Order of Court.

21

The Order of Court Number is invalid. You cannot file the Memorandum of Defence with Cross-Application.

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

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement	<ul style="list-style-type: none"> • NRIC or valid Passport (for foreigner) • Deed Poll (if applicable where a party has changed his/her name) • Marriage/Revocation Certificate
Estimated time required: 30mins	
Filing fee: \$12	View Full List
Service fee: \$2	
Proceed to Memorandum of Defence (Wife)	

23

Memorandum of Defence Without Cross Application

MOD without Cross Application

- 1 If you are not filing a Cross-Application, select NO as the answer to the question **“Do you want to file a Cross-Application for Divorce?”** (YES/NO).

- 2 Answer the answer to the question, **“Has the Defendant attended a Marriage Counselling Programme?”** (YES/NO).

- 3 The **Proceed to Memorandum of Defence (Husband/Wife) without Cross-Application for Divorce** button will then then be enabled and you can file the Memorandum of Defence without Cross Application.

1. Memorandum of Defence

Do you want to file a Cross-Application for Divorce?Ⓞ *

Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

1

Has the Defendant attended a Marriage Counselling Programme? *

Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes No

2

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement ↗	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Deed Poll (if applicable where a party has changed his/her name)• Marriage/Revocation Certificate
Estimated time required: 30mins	
Filing fee: \$12	View Full List ∨
Service fee: \$2	

Proceed to Memorandum of Defence (Wife) without Cross-Application for Divorce

3

Request Referral to Attend MCP to
file Cross Application

Request Referral to Attend MCP to File Cross Application

1 If the Defendant has not attended Marriage Counselling Programme, and would like to file Cross Application for Divorce, the Defendant can request a referral to Attend Marriage Counselling Programme.

2 The **Submit Request** button will be enabled in the following circumstances:

- The answer to “Do you want to File Cross Application for Divorce?” is **YES**
- The answer to “Has the Defendant attended a Marriage Counselling Programme?” is **NO**
- The answer to “Is the Defendant an excluded party or has obtained an Order of Court?” is **NO**

Once the request is submitted, the Defendant will be contacted to arrange for his/her attendance at the Marriage Counselling Programme. After he/she has completed the Marriage Counselling Programme, please refer to page 14 to file Memorandum of Defence with Cross Application for Divorce.

1. Memorandum of Defence

Do you want to file a Cross-Application for Divorce? *
Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

1a

Has the Defendant attended a Marriage Counselling Programme? *
Sudahkah Defendan menghadiri Program Kaunseling Perkahwinan?

Yes No

1b

Is the Defendant an excluded party or has obtained an Order of Court? *
Adakah Defendan dikecualikan dari menghadiri kaunseling atau telah mendapatkan Perintah Mahkamah dalam hal ini?

An excluded party Has obtained an Order of Court No

1c

You may **ONLY** file a Cross-Application for Divorce if you satisfy one of the following:

- Attended a Marriage Counselling Programme
- Are an excluded party
- Obtained an Order of Court

The Defendant would like to request for Referral to Attend Marriage Counselling Programme to file Cross-Application.
Defendan ingin mendapatkan rujukan ('referral') untuk menghadiri Program Kaunseling Perkahwinan supaya dapat memfailkan Permohonan Silang untuk Perceraian

Submit Request

2

Memorandum of Defence With & Without Cross Application

Filing of Memorandum of Defence

1 Once you have clicked on **Proceed to Memorandum of Defence (Husband/Wife)** or **Proceed to Memorandum of Defence (Husband/Wife) without Cross-Application for Divorce** you will be redirected to the Important Notes. Please read through the Important Notes.

2 Select the checkbox to confirm that you have read and agreed to the [Privacy Statement](#) and [Terms of Use](#).

3 The **Agree and Proceed** button will be enabled once you have done so. Click on **Agree and Proceed** to continue.

Important Notes

1

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Memorandum of Defence is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Memorandum of Defence and accompanying documents.
4. You may wish to refer to the [Plaintiff's Case Statement](#) before you proceed to fill in the Memorandum of Defence.

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

2

[Back to Filing of Memorandum of Defence and accompanying documents](#)

Agree and Proceed

3

Filing of MOD with or Without Cross Application

4 On the header you will find a navigation bar to guide you on the steps for completing the Memorandum of Defence which are:
a) Memorandum of Defence
b) Preview
c) Declare & Save

5 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. Defence
6. Child(ren)
7. Related Court Proceedings
8. Relief Claimed
9. Cross-Application for Divorce (this section is only enabled if you have met the criteria in the initiation pages. Please refer to slides 33 to 37)

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

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

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

Case ID: OS-2022-000178 Status: Draft

1 Memorandum of Defence 4 2 Preview 3 Declare & Save

1. Plaintiff 5 !

2. Defendant !

3. Date and Place of Marriage !

4. Jurisdiction !

5. Defence !

6. Child(ren) !

7. Related Court Proceedings !

8. Relief Claimed !

9. Cross-Application for Divorce ✓

1. Plaintiff 5 !

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

✓ Complete ! Incomplete

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan) TAN CHONG HO	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9812351B

Employment Information

Occupation *
Pekerjaan
Professional v

Next: ➤ 6

2. Defendant

Back to Filing of Originating Summons

Save as Draft

Preview

6. Child(ren) ✓

MOD - 1. Plaintiff

- 8 Please verify these details which are non-editable:
 - a) Full Name (Alias – if any)
 - b) ID Type
 - c) ID No

- 9 Specify further details such as:
 - a) Occupation
 - b) Gross Salary

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



Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
TAN CHONG HO	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	S9812351B

8

Employment Information

Occupation *
Pekerjaan

Professional

Gross Salary *
Gaji Kasar

Monthly Annual

Amount of Gross Salary (\$) *
Jumlah Gaji Kasar (\$)

11900

9

Filing of MOD with or Without Cross Application

MOD - 2. Defendant

- 10 Please verify these details which are non-editable:
 - Full Name (Alias – if any)
 - ID Type
 - ID No

- 11 Specify further details such as:
 - Religion, Educational Level
 - If the Defendant (i.e. you) is female, please answer the question “Is the Defendant/are you currently pregnant?” (YES/NO)

- 12 If you have changed your name:
 - Select “**The Defendant has changed name...**”
 - Key in New Full Name (as per ID)
 - Click on **Choose File** and upload Deed Poll in PDF format as a supporting document.

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
SITI AMINAH BINTI SCHMIDT	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	T6019967H
Citizenship Kewarganegaraan	Age Umur

10

Religion * Agama	Educational Level * Peringkat Pendidikan
Islam	Master's and Doctorate or Equivalent
<input type="checkbox"/> The Defendant has changed name and requests for change in Title of Action.	

11

The Defendant has changed name and requests for change in Title of Action.

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

SITI AMINAH BINTI SCHMIDT ROWE

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

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

12a

12b

12c

MOD – 2. Defendant

- 13 Under **Employment Information** answer the question “**Do you confirm paragraph 8 of the Plaintiff’s Case Statement?**” Click the hyperlink on **Plaintiff’s Case Statement**, and the generated PDF file for Plaintiff’s Case Statement will be downloaded. Please read through Paragraph 8 of the Case Statement.
- 14 Once you have read, please answer the question by selecting either one:
a) Confirm
b) Do not confirm
- 15 Provide other details such as :
a) Occupation
b) Gross Salary.
c) Current Address
d) Last Address (which parties to the marriage have lived together as husband and wife).

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

Next: 
3. Date and Place of Marriage

Employment Information

Do you confirm paragraph 8 of the [Plaintiff’s Case Statement](#)? *

Adakah anda mengesahkan perenggan 8 Pernyataan Kes pihak Plaintiff?

Confirm Do not confirm

Occupation *

Pekerjaan

Not Working

Gross Salary *

Gaji Kasar

Monthly Annual

Amount of Gross Salary (\$) *

Jumlah Gaji Kasar (\$)

41000

Filing of MOD with or Without Cross Application

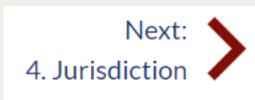
MOD – 3. Date and Place of Marriage

16 The fields for Place of Marriage Registration, Marriage Certificate Number, Date of Marriage for Current Marriage are auto retrieved from the Originating Summons and are non-editable.

17 You are required to upload the Marriage Certificate in PDF format. Click **Choose File** to upload the Marriage Certificate.

18 If you would like to edit the Marriage details, select “**The Defendant would like to provide other marriage details**”.

You can move to the **Next section** by clicking on the arrow at the bottom of the page, to continue fill up section **4. Jurisdiction**.



The Defendant would like to provide other marriage details

18

Place of Marriage Registration *
Tempat Pendaftaran Perkahwinan

Singapore

Marriage Certificate Number * ⓘ Nombor Sijil Pernikahan	Date of Marriage for Current Marriage * Tarikh Perkahwinan Bagi Perkahwinan Semasa
99188178	19/09/2019

16

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

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

17

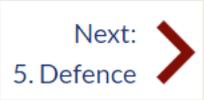
MOD – 4. Jurisdiction

- 19 Select the Court’s 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”.

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

- 21 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. Defence**.



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

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.

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

Filing of MOD with or Without Cross Application

MOD – 5. Defence

- 22 Click on the hyperlink on **Plaintiff's Case Statement**, to download the generated PDF of the Plaintiff's Case Statement and read through the Paragraph 4a.

- 23 Select the answer to the question “**Do you confirm paragraph 4a of the Plaintiff's Case Statement?**”

- 24 If you select **Do not confirm**, provide the full particulars of the facts relied on but not the evidence by which they are to be proved.

Do you confirm paragraph 4(a) of the [Plaintiff's Case Statement](#)? 22

Adakah anda mengesahkan perenggan 4(a) Pernyataan Kes pihak Plaintiff?

Confirm Do not confirm 23

State full particulars of the facts relied on but not the evidence by which they are to be proved ⓘ

Nyatakan butiran penuh fakta-fakta yang disandarkan tetapi bukan bukti yang harus disahkan.

Normal ▾ B I U x₂ x²

Sans Serif ▾

Enter text 24

Filing of MOD with or Without Cross Application

MOD – 5. Defence

- 25 Click on the hyperlink on [Plaintiff’s Case Statement](#), to download the generated PDF of the Plaintiff’s Case Statement and read through the Paragraph 4b.
- 26 Select the answer to the question “Do you confirm paragraph 4b of the Plaintiff’s Case Statement)?”
- 27 If you select **Disagree**, provide the full particulars of the facts relied on but not the evidence by which they are to be proved.

You can move to the **Next section** by clicking on the arrow in the bottom of the page, to continue fill up section **6. Child(ren)**.

Next: 
6. Child(ren)

Do you agree with paragraph 4(b) of the [Plaintiff’s Case Statement](#)? 25

Adakah anda setuju dengan perenggan 4(b) Pernyataan Kes pihak Plaintiff?

Agree Disagree N/A 26

State full particulars of the facts relied on but not the evidence by which they are to be proved ?

Nyatakan butiran penuh fakta-fakta yang disandarkan tetapi bukan bukti yang harus disahkan.

Normal **B** *I* U  ” ‹›   x₂ x²     **A** 

Sans Serif  

Enter text 27

Filing of MOD with or Without Cross Application

MOD – 6. Child(ren)

28 If the children’s particulars were provided in the Case Statement, the children’s names will be auto populated. Click on each Child’s name to furnish the details or click on the 3 dots under More Options and select **Edit**. Provide the required details.

29 Click on **Add Child** to add another child and provide the 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 **7. Related Court Proceedings**.

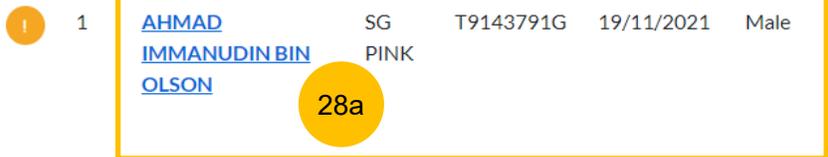


Select/ click on the child’s name to furnish the details of the child. If the child has passed away, please include his/her death certificate

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	AHMAD IMMANUDIN BIN OLSON	SG PINK	T9143791G	19/11/2021	Male	⋮

Add Child



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	AHMAD IMMANUDIN BIN OLSON	SG PINK	T9143791G	19/11/1999	Male	⋮

Add Child



MOD – 7. Related Court Proceedings

Bankruptcy Status

30 In this section, answer the question: “Is the Defendant an undischarged bankrupt?” (YES/NO). If you select YES, you are required to furnish the bankruptcy details.

31 Click on **Add Bankruptcy Details** to provide details :
a) Suit No
b) Date of Bankruptcy Order
c) Bankruptcy Details

32 Answer the question “Are there any pending bankruptcy proceedings against the Defendant” (YES/NO). If you select YES, you are required to furnish the pending bankruptcy proceeding details.

33 Click on **Add Pending Bankruptcy Proceedings** to specify 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 Defendant an undischarged bankrupt? *
Adakah Defendan seorang bankrap/mufilis yang belum lepas?
 Yes No

30

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

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

Add Bankruptcy Details

31

Are there any pending bankruptcy proceedings against the Defendant? *
Adakah sebarang prosiding kemufilsan yang belum selesai terhadap Defendan pada masa ini?
 Yes No

32

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

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

Add Pending Bankruptcy Proceedings

33

MOD – 7. Related Court Proceedings

34 Other Court Proceedings

In this section, answer the question (YES/NO). If you select YES, you are required to provide details of other court proceedings.

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

35 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 34

Does the Defendant 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 Defendan sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau anak-anak kedua pihak, atau antara kedua pihak dalam isu nafkah, atau berkaitan dengan hartanah salah satu dari mereka atau kededuanya?

Yes No

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

35

MOD – 7. Related Court Proceedings

36 (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 proceedings related to?”.

If you select
a) Syariah Court, specify the details.

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

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

Syariah Court Any Court other than the Syariah Court

The Plaintiff and the Defendant have previous matrimonial proceedings.

First Divorce

Date of Divorce * Tarikh Perceraian	Date of Rujuk/Remarriage * Tarikh Rujuk/Nikah Semula
<input type="text"/>	<input type="text"/>

Second Divorce

Date of Divorce (Optional) Tarikh Perceraian (Jika ada)	Date of Rujuk/Remarriage (Optional) Tarikh rujuk/nikah semula (Jika ada)
<input type="text"/>	<input type="text"/>

Cancel **Save** 37

MOD – 7. Related Court Proceedings

(Continued) Other Court Proceedings

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

39 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

Country where proceedings filed *
Negara di mana prosiding difailkan

Select

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

39

MOD – 8. Relief Claimed

40 Under this section, relief “a) That the marriage be dissolved” will be auto-checked and will be non-editable. Select one of the options in the **Dissolution of Marriage** field.

Specify the amount and details required for each of the following Reliefs claimed:

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

a) That the marriage be dissolved. 40a

Dissolution of Marriage *
Pembubaran Perkahwinan

Agree on the Plaintiff's grounds.

Disagree, the Defendant does not wish for the marriage to be dissolved.

Agree, the Defendant wishes to make a Cross-Application for Divorce. ⓘ

b) That the Plaintiff pays nafkah iddah for the period of iddah. ⓘ 40b

Amount of Nafkah Iddah per month (\$) *
Jumlah nafkah iddah setiap bulan (\$)

300000

c) That the Plaintiff pays mutaah for the duration of marriage. ⓘ 40c

Type of Mutaah *
Jenis mutaah

Fixed amount Amount per day Others

Amount of Mutaah (\$) *
Jumlah mutaah (\$)

4800000

Duration of Marriage
Jangka masa perkahwinan

Years * 3 **Months *** 1

d) That the Plaintiff pays the outstanding emas kahwin. ⓘ 40d

e) That the Plaintiff pays the outstanding marriage expenses (hantaran belanja). 40e

MOD – 8. Relief Claimed

41 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* ⓘ 41a

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

Care and Control* ⓘ 41b

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

Access 41c

Type of Access*
Jenis Akses

Reasonable access Reasonable access with overnight stay Specified access ⓘ

MOD – 8. Relief Claimed

42 Relief g) Division of the Matrimonial Property – the matrimonial home

Select the type of Matrimonial Home

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

43 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

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

Yes No

Blk/House No. * No. blok/rumah	Level No. * No. Aras	Unit No. * No. Unit.
<input type="text" value="450"/>	<input type="text" value="11"/>	<input type="text" value="11"/>

Street Name *
Nama Jalan

42

43

MOD – Relief Claimed

44 (Continued) Relief g) Division 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.

45 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/the Defendant and a third party/ a third party.
- That the Defendant's share in the Flat be sold/transferred to the Plaintiff/the Plaintiff and a third party/ a third party.
- Others (please state full details of the agreement).

44

State Claim *
Nyatakan Tuntutan

Normal ▾ B I U ☒ ” ‹› ☰ ☷ x₂ x² ☰ ☷ •↑ A ✖

Sans Serif ▾ ☰ I_x

Enter text

45

MOD – 8. Relief Claimed

46 (Continued) Relief g) Division of the Matrimonial Property – the matrimonial home

For any of the selected options, you are required to upload supporting documents. Click on the **Choose File** button and upload supporting documents in PDF format.

Supporting documents to be attached:

a) HDB Flat :

- CPF Statements showing account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all)*
- CPF Statement showing public housing withdrawal details*
- HDB Statements showing Flat Details and Minimum Occupation Period (MOP), Financial Information and Housing Loan Information
- HDB current flat details
- Outstanding mortgage loan statement from bank (if applicable)*

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, 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* (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

46

Choose File

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

Filing of MOD with or Without Cross Application

MOD – Relief Claimed

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

48 Relief **i) Others**. If the checkbox is selected, provide details of the other claims.

If your MOD is without Cross-Application for Divorce, this is the last section for your MOD. Once all sections are complete, they will be marked Green (Completed):

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

The **Preview** button will then be enabled to review all submitted information in non-editable format. Click on **Preview**.

[Back to Filing of Memorandum of Defence and accompanying documents](#)

Save as Draft

Preview

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

Claims *

Tuntutan

Normal ⚙ **B** *I* U ~~S~~ ” ‹› ☰ ☷ x₂ x² ☰ ☷ ↶ ↷ A 🌐

Sans Serif ⚙ ☰ *I*_x

Enter text

47

i) Others

Other Claims *

Tuntutan Lain

Normal ⚙ **B** *I* U ~~S~~ ” ‹› ☰ ☷ x₂ x² ☰ ☷ ↶ ↷ A 🌐

Sans Serif ⚙ ☰ *I*_x

Enter text

48

MOD – 9. Cross Application for Divorce

- 49 On the question “Has the Plaintiff/Defendant (Husband) pronounce talak on the Plaintiff/Defendant (Wife)?”, (YES/NO), the answer will be auto-populated and auto retrieved from the Plaintiff’s Case Statement.
- 50 If Talak details are provided by the Plaintiff in the Case Statement, you can click on the **3 dots** under More Options and select **Edit** to edit the talak details, select **Delete** to delete the talak details.
- 51 You can click on **Add Talak Details** to add other Talak Details.

Has the Plaintiff pronounced talak on the Defendant? *
Adakah talak telah dilafazkan oleh Plaintiff?

Yes No

Please furnish the details of talak
Sila berikan perincian talak yang dilafazkan

S/N	Date Divorce Pronounced	Mode of Pronouncement	Words used	More Options
1	Around Hari Raya Haji 2021	Verbal	talak talak	⋮ Edit Delete

Add Talak Details

49

50

51

MOD – 9. Cross Application for Divorce

52a If you are filing Memorandum of Defence (Wife) you will find this question **“The Defendant wishes to apply for divorce from the Plaintiff based on the following grounds”**, select from the following:

- a) Cerai Taklik
- b) Dissolution of Marriage by Fasakh
- c) Divorce by Redemption (Khuluk)

52b If you are filing Memorandum of Defence (Husband) you will find this question **“Grounds for Applying for divorce”**. Please provide the details.

The Defendant wishes to apply for divorce from the Plaintiff based on the following grounds:
Defendan ingin memohon perceraian atas sebab-sebab berikut:

- i) Cerai Taklik
- ii) Dissolution of Marriage by Fasakh
- iii) Divorce by Redemption (Khuluk)

52a

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

Complete Incomplete

Grounds for applying for divorce

Sebab-sebab memohon perceraian

Normal B I U ¶ ” ‹ › ¶ ¶ x₂ x² ¶ ¶ A ¶

Sans Serif ¶ ¶ ¶

FASAKH

52b

MOD – 9. Cross Application for Divorce

53 For each selected ground, you are required to specify **Details for the ground chosen**.

If your MOD is with Cross-Application for Divorce, this is the last section for your MOD. Once all the sections are complete, they will be marked Green (Completed):

1. Plaintiff	<input checked="" type="checkbox"/>
2. Defendant	<input checked="" type="checkbox"/>
3. Date and Place of Marriage	<input checked="" type="checkbox"/>
4. Jurisdiction	<input checked="" type="checkbox"/>
5. Defence	<input checked="" type="checkbox"/>
6. Child(ren)	<input checked="" type="checkbox"/>
7. Related Court Proceedings	<input checked="" type="checkbox"/>
8. Relief Claimed	<input checked="" type="checkbox"/>
9. Cross-Application for Divorce	<input checked="" type="checkbox"/>

The **Preview** button will then be enabled to review all submitted information in non-editable format. Click on **Preview**.

[Back to Filing of Memorandum of Defence and accompanying documents](#)

Save as Draft

Preview

i) Cerai Taklik

Details for the ground chosen *

Perincian bagi sebab yang dipilih

Normal B I U S " ' / > x₂ x² A

Sans Serif

Enter text

53

Filing of MOD with or Without Cross Application

MOD – Preview Mode

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

1. Plaintiff	✓	Employment Information Occupation Pekerjaan Professional Gross Salary * Gaji Kasar Monthly Amount of Gross Salary (\$) * Jumlah Gaji Kasar (\$) 11900
2. Defendant	✓	
3. Date and Place of Marriage	✓	
4. Jurisdiction	✓	
5. Defence	✓	
6. Child(ren)	✓	
7. Related Court Proceedings	✓	
8. Relief Claimed	✓	
9. Cross-Application for Divorce	✓	

54

55

Next: **2. Defendant** ➤

56 **Back to Edit** **Complete** 57

Filing of MOD with or Without Cross Application

MOD – Complete

- 58 On the declaration page, read the declaration and select the checkbox to confirm the declaration. The **Complete & Back to Memorandum of Defence and accompanying documents** button will be enabled.
- 59 Once you have clicked **Complete & Back to Memorandum of Defence and accompanying documents**, the Memorandum of Defence section will be marked Completed (Green) and you will be redirected to the main Filing of Memorandum of Defence page.
- 60 Alternatively, you can click on **Preview** to go back to the preview mode.
- 61 On the main Filing Memorandum of Defence page, you will find the section for the Memorandum of Defence marked as Green (Completed).
- 62 If you click **Edit/View Memorandum of Defence (Husband/Wife)** this section will revert to Yellow (Incomplete) until you have completed the Memorandum of Defence up to step 59 to complete this section.

Case ID: OS-2022-000178 Status: Draft

Memorandum of Defence Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 58

60 Back to Preview Complete & Back to Memorandum of Defence and accompanying documents 59

1. Memorandum of Defence 61

Do you want to file a Cross-Application for Divorce? ⓘ *

Adakah anda ingin memfailkan Permohonan Silang untuk Perceraian?

Yes No

Description	Documents Required (Soft copies for upload)
To be filed by a wife (called the Defendant) who is responding to husband's - Plaintiff's Case Statement	<ul style="list-style-type: none">• NRIC or valid Passport (for foreigner)• Deed Poll (if applicable where a party has changed his/her name)• Marriage/Revocation Certificate
Estimated time required: 30mins	
Filing fee: \$12	View Full List ⌵
Service fee: \$2	

Edit/View Memorandum of Defence (Wife) 62

Parenting Plan

Parenting Plan

- 1 Answer the question “Are you filing a Parenting Plan (Defendant’s Agreement to Plaintiff’s Parenting Plan/Defendant’s Proposed Parenting Plan) ?” (YES / NO OR NO CHILDREN)
- 2 Under Documents Required, click the required template for the Parenting Plan from the options:
 - Defendant’s Agreement to Plaintiff’s Proposed Parenting Plan (Form 20)
 - Defendant’s Proposed Parenting Plan (Form 21)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 Defendant’s Parenting Plan** to upload the 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 **Agree and Proceed** to continue.

2. Parenting Plan

Are you filing a Parenting Plan (Defendant’s Agreement to Plaintiff’s Parenting Plan/Defendant’s Proposed Parenting Plan) ? *

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai pelan keibubapaan anak-anak bawah umur/Pelan keibubapaan anak-anak di bawah umur oleh Defendan?

Yes No or No children

Description

Defendant to file the Defendant’s Proposed Parenting Plan if there is no agreement with the Plaintiff’s Proposed Parenting Plan. OR, to file Defendant’s Agreement to Plaintiff’s Proposed Parenting Plan if there is an agreement.

Estimated time required: 30 mins

Filing fee: \$12

Documents Required (Soft copies for upload)

- Please click [here](#) to donwload the template for Defendant’s Agreement to Plaintiff’s Proposed Parenting Plan
- Please click [here](#) to download the template for Defendant’s Proposed Parenting Plan

Proceed to Defendant’s Parenting Plan

Important Notes

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for the Defendant’s Proposed Parenting Plan is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Memorandum of Defence and accompanying documents.

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

Back to Filing of Memorandum of Defence and accompanying documents **Agree and Proceed**

Parenting Plan

- 7 Click on **Choose File** and upload the completed Parenting Plan in PDF format.
- 8 Select the Type of Document from the following:
 - Defendant's Agreement to Plaintiff's Proposed Parenting Plan
 - Defendant's Proposed Parenting Plan
- 76 Once you have uploaded at least one PDF file, the **Preview** button will be enabled. Click **Preview** to navigate to the preview mode.

1. Completed Defendant's 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 Defendant's Parenting Plan
Sila muat naik kelengkapan Pelan Keibubapaan Defendan

- Completed Defendant's Parenting Plan

Drag and drop your document here

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

PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue(005).pdf

Type of Document
Jenis Dokumen

Defendant's Proposed Parenting Plan

Please Select Description
Defendant's Agreement to Plaintiff's Parenting Plan
Defendant's Proposed Parenting Plan

Back to Filing of Memorandum of Defence and accompanying documents

Parenting Plan

Parenting Plan

10 Verify the uploaded Parenting Plan in preview mode. Once you have verified, click **Complete**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Memorandum of Defence page.

Case ID: OS-2022-000178 Status: Draft

1 Proposed Parenting Plan 2 Preview 3 Declare & Save

1. Completed Defendant's 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 Defendant's Parenting Plan
Sila muat naik kelengkapan Pelan Keibubapaan Defendan

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(005\).pdf](#)

File Description
Defendant's Proposed Parenting Plan

Back to Edit Complete 75

Matrimonial Property Plan

Matrimonial Property Plan

Matrimonial Property Plan

- 1 Answer the question “Are you filing a Matrimonial Property Plan (Defendant’s Agreement to Plaintiff’s Matrimonial Property Plan/Defendant’s Proposed Matrimonial Property Plan) ?” (YES / NO OR NO MATRIMONIAL PROPERTY (HDB FLAT))
- 2 Key in the Defendant’s Date of Birth.
- 3 Under Documents Required, click the required template for the Matrimonial Property Plan from the following options:
 - Defendant’s Agreement to Plaintiff’s Proposed Matrimonial Property Plan (Form 22)
 - Defendant’s Proposed Matrimonial Property Plan (Form 23)Complete the relevant Matrimonial Property Plan and save in PDF format.
- 4 Once you have the completed Matrimonial Property plan in PDF format, click on **Proceed to Defendant’s Matrimonial Property Plan**.

3. Matrimonial Property Plan

Are you filing a Matrimonial Property Plan (Defendant’s Agreement to Plaintiff’s Matrimonial Property Plan/Defendant’s Proposed Matrimonial Property Plan) ? *

Anda memfailkan persetujuan antara Plaintiff dan Defendan mengenai harta perkahwinan (HDB flat)/Pelan harta perkahwinan (HDB flat) oleh Defendan?

Yes No or No Matrimonial Property (HDB Flat)

Defendant’s Date of Birth * ⓘ
Tarikh Lahir Defendan

16/11/2000

Description

Defendant to file the Defendant’s Proposed Matrimonial Property Plan if there is no agreement with the Plaintiff’s Proposed Matrimonial Property Plan. OR, to file Defendant’s Agreement to Plaintiff’s Proposed Matrimonial Property Plan if there is an agreement.

Estimated time required: 30 mins

Filing fee: \$12

Documents Required (Soft copies for upload)

- Please click [here](#) to download the template for Defendant’s Agreement to Plaintiff’s Proposed Matrimonial Property Plan
- Please click [here](#) to download the template for Defendant’s Proposed Matrimonial Property Plan

Proceed to Defendant’s Matrimonial Property Plan

1

2

3

4

Matrimonial Property Plan

Matrimonial Property Plan

- 5 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 6 You will need to tick that you have read and agree to the [Privacy Statement](#) and the [Terms of Use](#).
- 7 Once you have ticked, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

Important Notes

5

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for the Defendant's Proposed Matrimonial Property Plan is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card when you submit the Memorandum of Defence and accompanying documents.

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

6

[Back to Filing of Memorandum of Defence and accompanying documents](#)

[Agree and Proceed](#)

7

Matrimonial Property Plan

- 8 Click on **Choose File** and upload the completed Matrimonial Property Plan in PDF format.
- 9 Select the file type from the following:
 - Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan
 - Defendant's Proposed Matrimonial Property Plan
- 10 Once you have uploaded at least one PDF file and the Returned CPF standard query in Supporting document section (for a Defendant above 55 years old), the **Preview** button will be enabled. Click **Preview** to navigate to the preview mode.

1. Upload Defendant's Matrimonial Property Plan ✓

2. Supporting Documents ✓

- All fields are mandatory unless otherwise stated.

- You can save the form as draft copy for future completion.

✓ Complete ● Incomplete

Please upload completed Defendant's Matrimonial Property Plan
Sila muat naik kelengkapan Pelan harta perkahwinan Defendan

Drag and drop your document here

8
Choose File

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

✕ [PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(004\).pdf](#)

Type of Document

Jenis Dokumen

Defendant's Proposed Matrimonial Prope 9

Next: ➤

2. Supporting Documents

Back to Memorandum of Defence and accompanying documents

Preview

10

Matrimonial Property Plan

Matrimonial Property Plan

11 Verify the uploaded Matrimonial Property Plan in preview mode. Once you have verified, click **Complete**. This section will be marked as Completed (Green) and you will be redirected to the main Filing of Memorandum of Defence page.

1. Upload Defendant's Matrimonial Property Plan 

2. Supporting Documents 

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

 Complete  Incomplete

[PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness Issue \(004\).pdf](#)

File Description

Defendant's Proposed Matrimonial Property Plan

Next: 
2. Supporting Documents

[Back to Memorandum of Defence and accompanying documents](#) [Back to Edit](#)

11 [Complete](#)

Payment

Payment

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

<input checked="" type="checkbox"/> 1. Memorandum of Defence	1a	
<input checked="" type="checkbox"/> 2. Parenting Plan	1b	
<input checked="" type="checkbox"/> 3. Matrimonial Property Plan	1c	
<input type="button" value="Save as Draft"/>	<input checked="" type="button" value="Submit & Make Payment"/>	2

Payment - PayNow

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

Case ID: OS-2022-000178 Status: Draft

Memorandum of Defence Preview 3 Declare & Save

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000930

Breakdown of Fees
Butiran Yuran

- Filing fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$12
- Filing fee for Memorandum of Defence: \$12
- Service fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$2
- Service fee for Memorandum of Defence: \$2
- Service fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$2
- Filing fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$42

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver



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 Declaration Verify Payment 6

Payment – E-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000931

Breakdown of Fees
Butiran Yuran

- Filing fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$12
- Filing fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$12
- Filing fee for Memorandum of Defence: \$12
- Service fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$2
- Service fee for Memorandum of Defence: \$2
- Service fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$2

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$42

Payment Mode
Modus Pembayaran

Cash eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Request Fee Waiver

12 On the payment page, verify the breakdown of items, fees and the total amount.

13 If you are a Singpass user, you will be able to select **Request for Fee Waiver**.

Once you have selected Request Fee Waiver, provide the **reason for fee waiver request**.

14 You will be required to upload the supporting documents, for example, your valid Financial Assistance Letter. Click on the **Choose File** button and upload the document.

15 Click on **Submit Request for Fee Waiver** to submit the Memorandum of Defence and accompanying documents for filing.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000931

Breakdown of Fees
Butiran Yuran

- Filing fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$12
- Filing fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$12
- Filing fee for Memorandum of Defence: \$12
- Service fee for Defendant's Proposed Parenting Plan/Agreement to Plaintiff's Parenting Plan: \$2
- Service fee for Memorandum of Defence: \$2
- Service fee for Defendant's Proposed Matrimonial Property Plan/Agreement to Plaintiff's Matrimonial Property Plan: \$2

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$42

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Poverty

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

Submit Request for Fee Waiver

12

13a

13b

14

15

Complete

- 15 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 16 Or you can click **Back to Dashboard** and will be redirected to the Dashboard.

Case ID: OS-2022-000191 Status: Pending Waiver Approval

✓ Memorandum of Defence ————— ✓ Preview ————— 3 Declare & Save

Submitted!

Case ID: OS-2022-000191
Your Payment Advice Number: PM-2022-000931
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: gmex990@gmail.com.

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 Memorandum of Defence and accompanying documents are processed.

15 Save as PDF Back to Dashboard 16