



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL FILING OF SUMMONS

Syariah Court Detailed User Guide for Corporate Users

Filing of Summons



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



Filing of Summons

Filing of Summons

Login to SYC Portal Divorce E-Services Using CorpPass	Page 4
List of Summons that are available in E-Services	Page 7
Filing of Summons (Application to be Joined as an Intervener)	Page 9
Payment	Page 38
Filing of Summons Application to Vary Court Order under Section 52(6) A of the AMLA	Page 44
Payment	Page 64
Filing of Summons Application for Substituted Service and Affidavit	Page 70
Filing of Summons (Other Application)	Page 75
Payment	Page 90
Newly added Filing of Summons (Application for Miscellaneous Interim Order)	Page 96
Newly added Filing of Summons (Application to Represent a Person Under Disability)	Page 116
Newly added Filing of Summons (Amended Summons)	Page 136

Login to SYC Portal Divorce
E-Services Using CorpPass

Login to SYC Portal for e-Services Using CorpPass

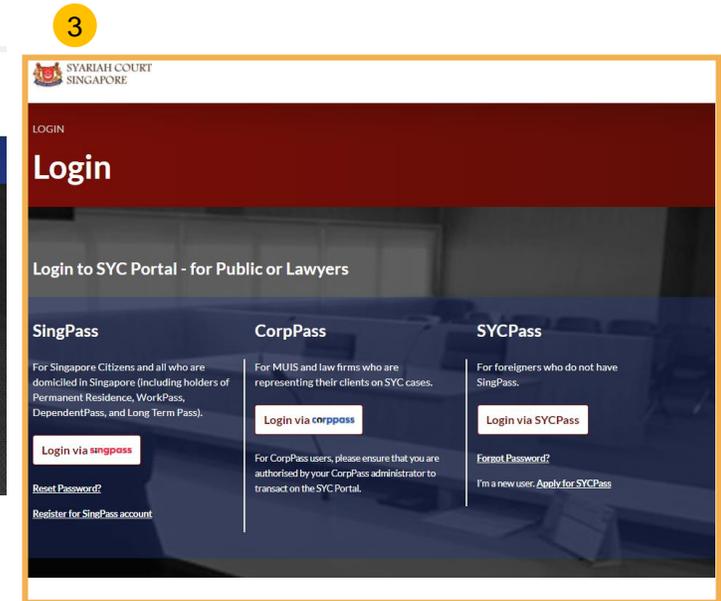
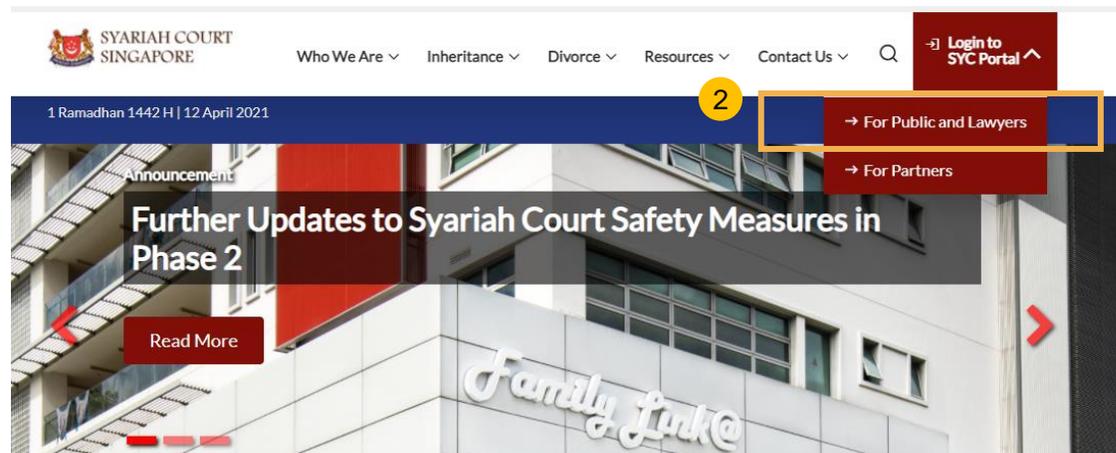
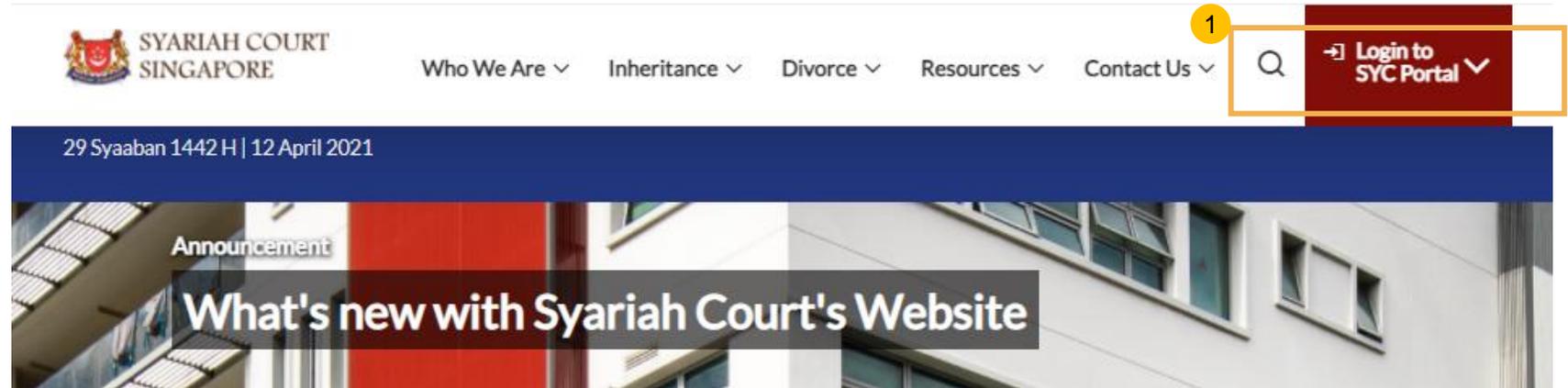
[Return to Contents](#)

1 On the Syariah Court website, click **Login to SYC Portal** and the login types are displayed.

- For Public and Lawyers:
- For Partners

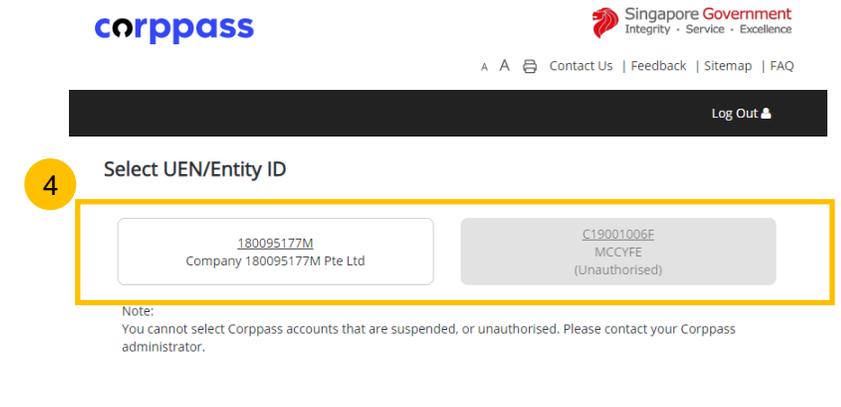
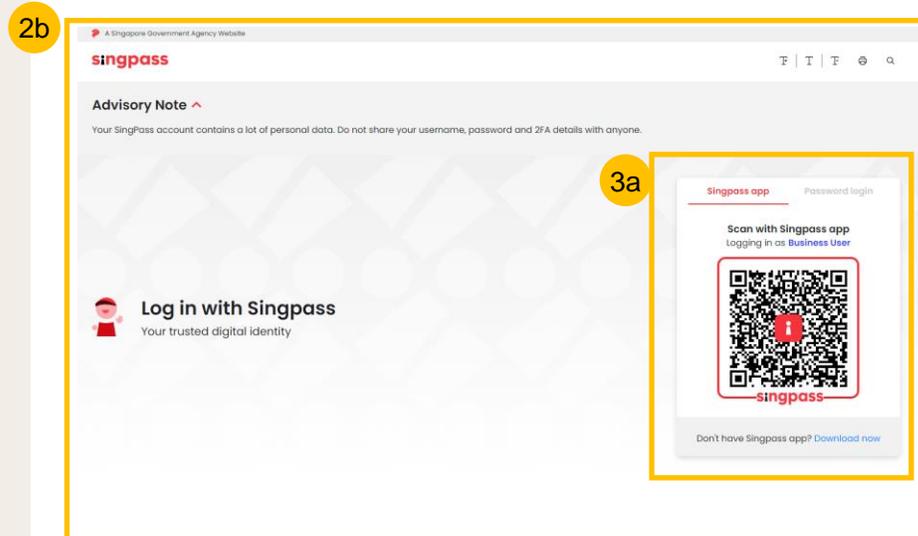
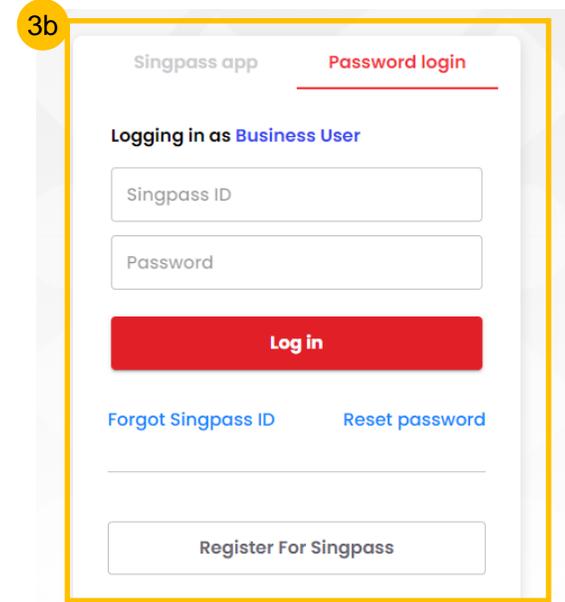
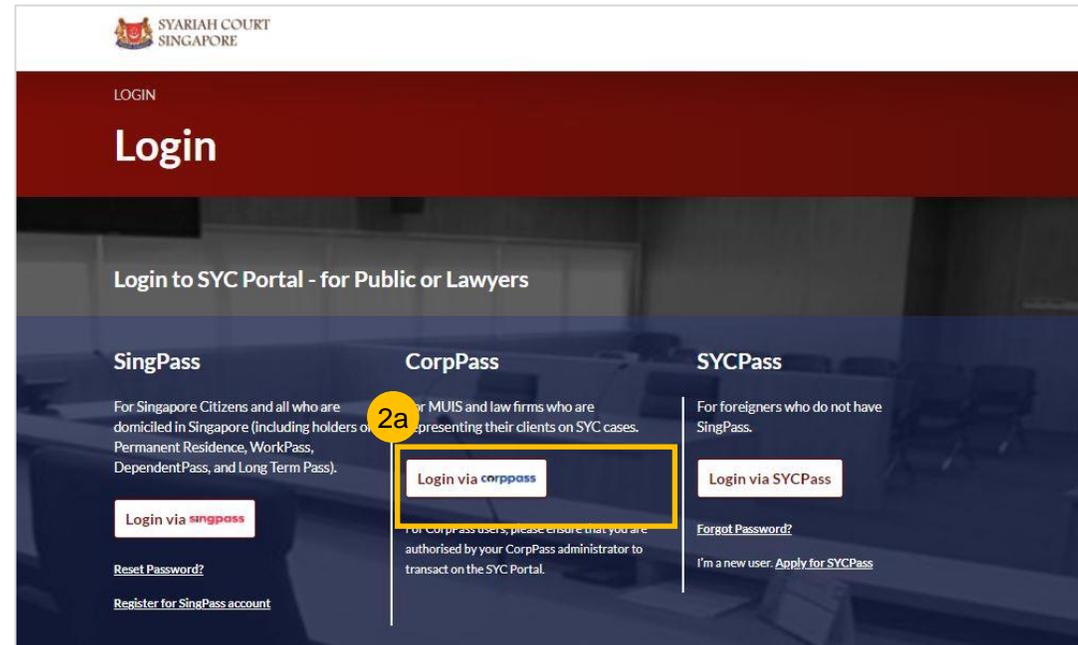
2 To login to SYC Portal, click on **For Public and Lawyers**.

3 On clicking **For Public and Lawyers**, you will be redirected to the login page.



Login to SYC Portal for e-Services using CorpPass

- 1 Corporate users i.e. lawyers, MUIS officers or officers from other Authorities must use their CorpPass to login.
- 2 Click **Login via CorpPass**. You will be redirected to the SingPass business user login page.
- 3 On the SingPass login as a Business User 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 redirected to the CorpPass page. Select the UEN of your Company/Authority. You will be brought to the Dashboard for SYC e-Services.



List of Summons that are available on E-Services

S.N	Summons Name	Type of Form to be used	Remarks
1	Application to be Joined as an Intervener	E-Form	
2	Application to Reinstate Struck Out Case	PDF Upload	
3	Application to Extend Validity of Originating Summons	E-Form	
4	Application for Discharge of Solicitor	E-Form	
5	Application for Discovery	PDF Upload	
6	Application for Interim Custody, Care and Control of and Access to Child	PDF Upload	
7	Application for Leave under Section 35A of the AMLA (Application to commence / continue civil proceedings)	PDF Upload	
8	Application Pursuant to Section 46A(4) of the AMLA (Application to be exempted from counselling)	PDF Upload	
9	Application to Vary Order of Court under Section 52(6) of the AMLA	E-Form	
10	Application for Substituted Service	E-Form	Only for cases where the Service of Originating Summons Module is used to update the method and status of service of the OS. For other categories of application for substituted service, to be filed as Other Application by way of PDF upload and insert description as Application for Substituted Service
11	Other Application (mandatory to state the type of Summons or Provision under AMLA for the application)	Summons	

Filing of Summons (Application to be
Joined as an Intervener)

Filing of Summons (Application to be Joined as an Intervener)

- 1 To file Summons (Application to be Joined as an Intervener), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**.
- 4 Select **File Summons**.

The screenshot shows the 'Divorce' tab selected in the top navigation bar, indicated by a yellow circle with the number '1'. Below the navigation bar, the page title 'DASHBOARD / DIVORCE' is followed by a large 'DIVORCE' header. On the left, there are three dropdown menus: 'Ongoing Case', 'Completed Case', and 'Court File'. To the right, there is a search bar labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with a 'Search' button, annotated with a yellow circle and the number '2'. Further right is a button labeled 'Divorce E-Services', also annotated with a yellow circle and the number '2'. Below these elements is a table with columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'.

The screenshot shows a dropdown menu titled 'Start a New Case'. The first option, 'I want to.. for Case with Originating Summons Number', is highlighted with a yellow box and a yellow circle with the number '3'. Below it are the options 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', 'Praecipe (Request)', 'Submit Registry Request', and 'Submit Correspondence'. The 'File Summons' option is highlighted with a yellow box and a yellow circle with the number '4'.

Filing of Summons (Application to be Joined as an Intervener)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, e.g. : **Add party/parties as an Intervener**. You will be then directed to the Application to be Joined as an Intervener section.

- 6 Alternatively, you can locate "**Application to be Joined as an Intervener**" from the list of Summons in the Divorce tab under “I want to... for Originating Summons” > File Summons.

- 7 Please read the description and documents required.

- 8 To continue, click on **Proceed to Application to be joined as an Intervener**.

What would you like to apply for?
What would you like to apply for?

Add party/parties as Intervener 5

Application to be Joined as an Intervener 6

7

<p>Description</p> <p>To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.</p> <p>Estimated time required: 30 min</p> <p>Filing fee: \$16</p> <p>Filing fee for Affidavit-in-Support per document: \$12</p>	<p>Documents Required (Soft copies for upload)</p> <ul style="list-style-type: none">• Affidavit-in-Support• Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat
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8

Proceed to Application to be joined as an Intervener

Filing of Summons (Application to be Joined as an Intervener)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file the Summons (Application to be Joined as an Intervener).
- 11 If you do not have case access, you will see this message and will be required to key in the ID Nos. of the Plaintiff and the Defendant used in the Originating Summons.
- 12 Key in Minimum 9 Digits (for NRIC & FIN) and Maximum 20 Digits (For Passport and Other ID type) for the Plaintiff's ID No.
- 13 Key in Minimum 9 Digits (for NRIC & FIN) and Maximum 20 Digits (For Passport and Other ID type) for the Defendant's ID No.
- 14 Click **Submit** to validate both ID Nos. that you have entered.
- 15 If you have entered the correct ID Nos., you will find this message.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (APPLICATION TO BE JOINED AS AN INTERVENER)

Filing of Summons (Application to be Joined as an Intervener)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to be joined as an Intervener.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000298

i The Originating Summons Number is valid. You do not have case access. Please provide the Plaintiff and Defendant's ID Numbers used in these proceedings, to be allowed to file the Application to be Joined as an Intervener

Plaintiff's ID No.
Plaintiff's ID No.

S9125321F

Defendant's ID No.
Defendant's ID No.

REGID09021123

✓ The Originating Summons Number is valid. You have case access. You may file the Application to be Joined as an Intervener.

11

15

Filing of Summons (Application to be Joined as an Intervener)

16 If one or both ID No(s). provided is/are incorrect, you will see this message.

17 If both ID Nos. provided are correct, you will be able to select for which case(s) you would like to file the Application to be Joined as an Intervener. The system will display the case(s) in the Originating Summons. Select the applicable cases.

18 Answer the following question: “Are you filing the application on behalf of existing party for whom you have filed a Notice of Appointment?” (YES/NO)

19 If you select NO to the question at step no. 18, i.e. you are NOT filing on behalf of an existing party, answer the next question: “Are you filing a Provisional Grant of Aid/Grant of Aid) (YES/NO)

If you select YES to the question at step no. 19, select the type of Grant:

- Provisional Grant of Aid
- Grant of Aid

1 One or more of the ID numbers provided is/are invalid. Please provide the ID Numbers used in these proceedings. 16

Please select for which case(s) you would like to file the Application to be joined as an Intervener
Sila pilih kes-kes yang anda ingin failkan permohonan untuk disertakan sebagai Intervener

OS-2022-000184: Originating Summons for Divorce 17a

OS-2022-000184/S003:Form 30 - Application for Leave Under Section 35A (Leave/ Commence) 17b

OS-2022-000184/S002:Form 29 - Application to be joined as intervener

OS-2022-000184/S001:Form 24 - Application for Discovery

Are you filing the application on behalf of an existing party for whom you have filed a Notice of Appointment?
Adakah anda sedang memfailkan permohonan bagi pihak yang sedia ada dan yang telah anda memfailkan Notis Pelantikan?

Yes No 18

Are you filing a Provisional Grant of Aid/Grant of Aid?
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?

Yes No 19a

Type of Grant *
Jenis Geran

Provisional Grant of Aid 19b

Back to Divorce E-Services Proceed

Filing of Summons (Application to be Joined as an Intervener)

20 Once you have completed all the required fields, the **Proceed** button will be enabled. Click on **Proceed** to continue with the filing.

21 Alternatively, you can click on **Back to Divorce E-Services** and will be redirected to the Divorce E-Services page.

! One or more of the ID numbers provided is/are invalid. Please provide the ID Numbers used in these proceedings.

Please select for which case(s) you would like to file the Application to be joined as an Intervener
Sila pilih kes-kes yang anda ingin failkan permohonan untuk disertakan sebagai Intervener

- OS-2022-000184: Originating Summons for Divorce
- OS-2022-000184/S003:Form 30 - Application for Leave Under Section 35A (Leave/ Commence)
- OS-2022-000184/S002:Form 29 - Application to be joined as intervener
- OS-2022-000184/S001:Form 24 - Application for Discovery

Are you filing the application on behalf of an existing party for whom you have filed a Notice of Appointment?
Adakah anda sedang memfailkan permohonan bagi pihak yang sedia ada dan yang telah anda memfailkan Notis Pelantikan?

Yes No

Are you filing a Provisional Grant of Aid/Grant of Aid?
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda?

Yes No

Type of Grant *
Jenis Geran

Provisional Grant of Aid

21 **Back to Divorce E-Services** **Proceed** 20

Filing of Summons (Application to be Joined as an Intervener)

- 22 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 23 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 24 The **Agree and Proceed** button will then be enabled. Click on **Agree and Proceed** to continue. .
- 25 Alternatively, you can click on **Back to Divorce E-Services** to be redirected to the Divorce E-Services page.

Important Notes

22

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application to be Joined as an Intervener) is \$16; and for each Affidavit is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 23

25 [Back to Divorce E-Services](#) [Agree and Proceed](#) 24

Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

26 The Initial status of Filing of Summons (Application to be Joined as an Intervener) is **Draft**.

27 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:

- a) **Summons & Affidavit**
- b) **Make Payment**
- c) **Complete**

28 In the main Filing of Summons (Application to be Joined as an Intervener) page, the following sections must be completed:

- a) **Summons (Application to be Joined as an Intervener)**
- b) **Affidavit-in-Support**
- c) **Affidavit Consenting to Summons**
- d) **Notice of Appointment of a Solicitor** (this section will only be enabled if you are NOT filing on behalf an existing party for whom you have filed a Notice of Appointment).

Case ID: OS-2022-000298

26

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

27

1. Summons (Application to be Joined as an Intervener)

28a

Description

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

Estimated time required: 30min

Estimated filing fee: \$16

[Proceed to Summons \(Application to be Joined as an Intervener\)](#)

Documents Required (Soft copies for upload)

N/A

2. Affidavit-in-Support

28b

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

[Proceed to Affidavit-in-Support](#)

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Filing of Summons (Application to be Joined as an Intervener)

28 (Continued) In the main Filing of Summons (Application to be Joined as an Intervener) page, the following sections must be completed:

- a) **Summons (Application to be Joined as an Intervener)**
- b) **Affidavit-in-Support**
- c) **Affidavit Consenting to Summons**
- d) **Notice of Appointment of a Solicitor** (this section only enabled if you are NOT filing on behalf existing Party for whom you have filed an NOA.

29 For each section, you will find a flag whether the section is Completed (Green) or Incomplete (Yellow).

 2. Affidavit-in-Support

 2. Affidavit-in-Support

30 You can only click **Submit** to proceed to payment and submit the filing of Summons once all the mandatory sections have been marked as Completed (Green).

Alternatively, you can click **Save as Draft** to save the Summons Filing as a draft or you can click **Back** and will be redirected to the Divorce > Ongoing Filing section.

3. Affidavit Consenting to Summons

28c

Are you filing an Affidavit Consenting to Summons by the proposed intervener(s)?
Adakah anda ingin memohon bersama lain-lain pihak sebagai Intervener?

Yes No

Description

To file the Affidavit Consenting to Summons.

Estimated time required: 30min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Scanned or PDF copy of completed and affirmed Affidavit Consenting to Summons.

Proceed to Affidavit Consenting to Summons

Affidavit Consenting to Summons is not required if you are not applying with other person(s) as an intervener.

4. Notice of Appointment of Solicitor

28d

Description

For lawyer to file Notice of Appointment of Solicitor.

Estimated time required: 30min

Estimated filing fee: \$12

Proceed to Notice of Appointment of Solicitor

Back

Save as Draft

Submit

30

Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

31 Click on the button **Proceed to Summons (Application to be Joined as an Intervener)**.

32 You will be directed to the **Important Notes** page. Please read through the Important Notes.

33 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.

34 Click on the **Agree and Proceed** button to continue.

Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

1. Summons (Application to be Joined as an Intervener)

Description	Documents Required (Soft copies for upload)
To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit. Estimated time required: 30min Estimated filing fee: \$16	N/A

Proceed to Summons (Application to be Joined as an Intervener) 31

Important Notes

1. This service will take you approximately 20 minutes to complete.
2. The filing fee for Summons (Application to be Joined as an Intervener) is \$16.
3. Your case/application will be processed within 3 working days.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 33

34b **Back to Filing of Summons (Application to be Joined as an Intervener)** **Agree and Proceed** 34a

Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

- 35 The initial status of Summons (Application to be Joined as an Intervener) is **Incomplete**.
- 36 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Application to be Joined as an Intervener), which are:
 - a) **Summons**
 - b) **Preview**
 - c) **Declare & Save**
- 37 Answer the question ‘Do you want to use the standard orders?’ (YES/NO). Step nos. 38 to 49 are applicable for both answers.

Refer to step no. 50 if you select YES, and to step no. 52 if you select NO.
- 38 **Order #1**, is a fixed order. You will find the case(s) that you had selected in step no. 17.

You are required to add at least one person as an intervener in Order #1. To provide the details of the proposed intervener, click on **Add Intervener**.

Case ID: OS-2022-000298
35
Status: Incomplete

1 Summons
 36
2 Preview
 3 Declare & Save

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

Do you want to use the standard orders? * ⓘ

Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes
 No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

Order #1

That the following person(s) be added as Intervener(s) in these proceedings:

- OS-2022-000298: Originating Summons for Divorce
- OS-2022-000298/S003: Form 10 - Application to Vary Order of Court
- OS-2022-000298/S001: Form 29 - Application to be joined as intervener
- OS-2022-000298/S002: Form 29 - Application to be joined as intervener

Please add and furnish the details of Intervener(s)
Sila tambah dan berikan perincian

S/N	Full Name	ID No.
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Intervener 38b </div>		

Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

- 39 At the **Add Intervener** page, key in details, such as :
- Full Name
 - Alias (if any)
 - ID Type
 - ID No.
 - Email address
- 40 Specify intervener's residential address, whether the location is Local or Overseas.
- 41 If you select Local address, key in the postal code and click on **Retrieve Address**.
- 42 Block No, Street Name and Building Name will be auto populated. Please verify the auto populated information.
- 43 Key in Level No and Unit No.
- 44 If the address does not have Level No & Unit No, select NO as the answer to the question "**Does the address contain Level no. and/or Unit no.?**"

Add Intervener

Full Name (as per ID) *
Nama Penuh (seperti di Kad Pengenalan)
MARY JANE BINTI IRWANSYAH

Alias (Optional)
Alias (Jika ada)
Enter Text

ID Type *
Jenis Pengenalan
SG PINK

ID No. *
No. Kad Pengenalan
T9862850E

Email Address *
Alamat emel
maryjaneT9862850E@email.com

Location
Lokasi
 Local Overseas

Postal Code
Poskod
119960

Retrieve Address

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

Blk/House No. No. Blok/No. Rumah	Level No. No. Aras	Unit No. No. Unit
450	12	11

Street Name
Nama Jalan
ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)
Enter Text

39

40

41a

41b

42

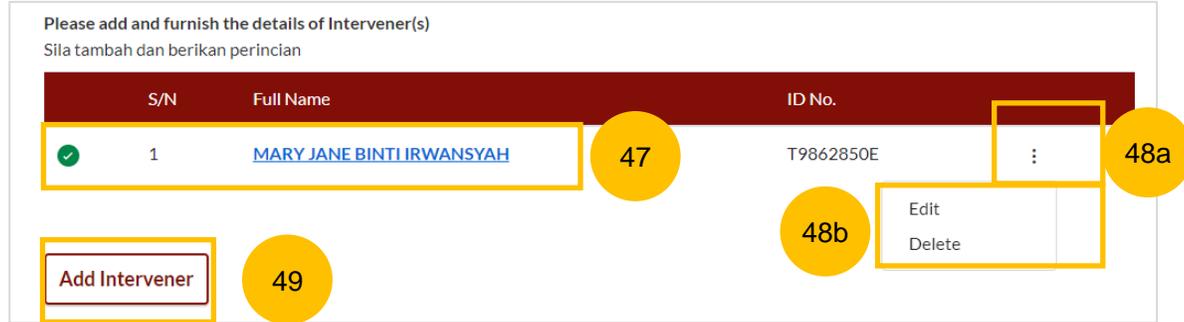
43

44

Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

- 45 Once you have completed the fields in the Add Intervener page, click **Save** to save the details.
- 46 You can click **Cancel** to delete the details and click **OK** to confirm the deletion.
- 47 Once you have saved the Intervener details, the information will be added for **Order #1**.
- 48 You can click on the three dots and select:
 - a) **Edit**, to edit the intervener's details; or
 - b) **Delete**, to delete the intervener's details.
- 49 To add more interveners, click on **Add Intervener**.



Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

- 50 If you select YES at step no. 37 (i.e. to use the standard orders), **Order #2**, **Order #3** and **Order #4** will be auto populated and non-editable.
- 51 You can click **Preview** to review the Summons in preview mode before completion. Alternatively, click on **Save as Draft** to save the details, or click **Back to Filing of Summons (Application to be Joined as an Intervener)** to be redirected to the previous filing page.
- 52 If you select NO at step no. 37 (i.e. not to use the standard orders), the system will display a text box for you to key in the order(s) you would like to be made for the application.
- 53 If you need to add more orders, click on **Add Order**. The maximum number of orders that you can add is **4**. If you need to delete the draft order, click on **Delete**.
- 54 You can click **Preview** to review the Summons in preview mode before completion. Alternatively, you can click on **Save as Draft** to save the details, or click on **Back to Filing of Summons (Application to be Joined as an Intervener)** to be redirected to the previous filing page.

This screenshot shows the preview mode for a summons application. It features three pre-populated orders:

- Order #2:** That the title of the Originating Summons/Summons be amended by adding the said person(s) as Intervener(s).
- Order #3:** That the said person(s) be at liberty to file an affidavit within 3 weeks from the date of this order.
- Order #4:** That the costs of this application be provided for.

At the bottom, there are three buttons: "Back to Filing of Summons (Application to be Joined as an Intervener)", "Save as Draft", and "Preview".

This screenshot shows the editing interface for a summons application. It includes a rich text editor for "Order #2" with a toolbar and a "Delete" button. Below the editor is a text box for "Non-Standard Order sample - please stated here|".

At the bottom left, there is an "Add Order" button. At the bottom right, there are three buttons: "Back to Filing of Summons (Application to be Joined as an Intervener)", "Save as Draft", and "Preview".

Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

- 55 In the Preview Mode, you will view the prayer(s)/order(s) in non-editable format. Please read through and verify the information that you have keyed in.
- 56 Click **Complete** to complete this section.
- 57 If you need to edit, click on **Back to Edit**.

55

Order #1

That the following person(s) be added as Intervener(s) in these proceedings:

- OS-2022-000298: Originating Summons for Divorce
- OS-2022-000298/S003: Form 10 - Application to Vary Order of Court
- OS-2022-000298/S001: Form 29 - Application to be joined as intervener
- OS-2022-000298/S002: Form 29 - Application to be joined as intervener

Please add and furnish the details of Intervener(s)
Sila tambah dan berikan perincian

Intervener #1

Full Name (As per ID)	Alias
Nama Penuh (seperti di Kad Pengenalan)	Alias
MARY JANE BINTI IRWANSYAH	
ID Type	ID No.
Jenis Pengenalan	No. Kad Pengenalan
SG Pink	T9862850E

Order #2

That the title of the Originating Summons/Summons be amended by adding the said person(s) as Intervener(s).

Order #3

That the said person(s) be at liberty to file an affidavit within 3 weeks from the date of this order.

Order #4

That the costs of this application be provided for.

57

Back to Edit

Complete

56

Filing of Summons (Application to be Joined as an Intervener)

Section 1 Summons (Application to be Joined as an Intervener)

- 58 After clicking **Complete**, you will be directed to the declaration section. Please confirm the declaration by selecting the checkbox.
- 59 Click on **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)** to continue.
- 60 Once you have clicked **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**, this section will be marked as Completed (Green) and you will be redirected to the main Filing of Summons (Application to be Joined as an Intervener) page.
- 61 Alternatively, you can click on **Back to Preview** to go back to the preview page.
- 62 If you click **Edit/View Summons (Application to be Joined as an Intervener)** this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 59 to mark this section as Completed.

Summons (Application to be Joined as an Intervener)

Case ID: OS-2022-000295 Status: Draft

Summons Preview 3 Declare & Save

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

61 Back to Preview Complete & Back to Filing of Summons (Application to be Joined as an Intervener) 59

60 1. Summons (Application to be Joined as an Intervener)

Description	Documents Required (Soft copies for upload)
To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.	N/A
Estimated time required: 30min	
Estimated filing fee: \$16	

62 Edit/View Summons (Application to be Joined as an Intervener)

Filing of Summons (Application to be Joined as an Intervener)

Section 2 Affidavit-in-Support

- 63 To start this section, click on **Proceed to Affidavit-in-Support**. Please read through the Description before proceeding.
- 64 You will be directed to the **Important Notes** page. Please read through the Important Notes and select the checkboxes in the Pre-Requisites.
- 65 Select the checkbox to confirm you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 66 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 67 Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

2. Affidavit-in-Support

Description	Documents Required (Soft copies for upload)
To file the Affidavit-in-Support Estimated time required: 10min Estimated filing fee: \$12	Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support 63

Important Notes

Pre-Requisites

- I have downloaded a template of the [Affidavit-in-Support of Summons to be Joined as Intervener](#) (DOC) or I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.
2. The filing fee for each Affidavit-in-Support is \$12.

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

67 **Back to Filing of Summons (Application to be Joined as an Intervener)** **Agree and Proceed** 66

64

65

66

Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 68 The Initial status of Affidavit-in-Support is **Incomplete**.
- 69 On the header you will find a navigation bar to guide you on the steps to complete the filing of Affidavit-in-Support which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 70 Click on **Choose File** to upload the completed affirmed Affidavit-in-Support.
- 71 Key in the Deponent's Name.
- 72 You can add additional Affidavit-in-Support by clicking on **Add Affidavit-in-Support**. You can upload a maximum of 2 Affidavit-in-Support for each Summons.
- 73 The **Preview** button will be enabled after step nos. 70 and 71 are completed. You may press the tab key or refresh the page to enable the Preview button to verify the keyed in information in non-editable format before completion. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

Case ID: OS-2022-000295 68 **Status: Incomplete**

1 Affidavit-in-Support 69 2 Preview & Save

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 70 **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 \(002\).pdf](#)

Type of Document
Jenis Dokumen

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

 71

Add Affidavit-in-Support 72

Back to Filing of Summons (Application to be Joined as an Intervener)Save as DraftPreview 73

Filing of Summons (Application to be Joined as an Intervener)

Section 2 Affidavit-in-Support

- 74 Verify the uploaded affidavit information in preview mode.
- 75 Once you have verified, click on **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to be Joined as an Intervener) page.
- 76 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 77 On the Filing of Summons (Application to be Joined as an Intervener) page you will find the section for Affidavit-in-Support marked as Green (Completed).
- 78 If you click the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 75 to mark this section as Completed.

The screenshot shows a multi-step process for filing an affidavit. At the top, there are two progress indicators: a checked circle labeled '1 Affidavit-in-Support' and a circle with the number '2' labeled 'Preview & Save'. Below this is a grey warning box: '- Before submission, please verify all the details in the completed form are accurate.'

The main section is titled 'Affidavit-in-Support #1'. It contains the instruction: 'Please upload the affirmed Affidavit-in-Support' and the Malay text: 'Sila muat naik 'Affidavit-in-Support' yang telah diperakui'. Below this is a file upload area with a yellow border. It shows a file named 'PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue(002).pdf' with a file description of 'Affidavit-in-Support'. There is a text input field for the deponent's name, labeled 'Please enter the Deponent's Name(s)' and 'Sila berikan nama Deponen', with the name 'Beatrice Smith' entered.

At the bottom of the form area, there are two buttons: 'Back to Edit' and 'Complete & Back to Filing of Summons (Application to be Joined as an Intervener)'. The 'Complete & Back...' button is highlighted in dark red.

Below the form is a summary card for '2. Affidavit-in-Support' which is marked as completed with a green checkmark. It includes a 'Description' section with details: 'To file the Affidavit-in-Support', 'Estimated time required: 10min', and 'Estimated filing fee: \$12'. To the right is a 'Documents Required (Soft copies for upload)' section: 'Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.' At the bottom of the summary card is an 'Edit/View Affidavit-in-Support' button.

Filing of Summons (Application to be Joined as an Intervener)

Section 3 Affidavit Consenting to Summons

- 79 This section is optional. If you selected **YES** to the question : “**Are you applying with other person(s) as an Intervener?**”, you are required to complete this section before proceeding to submit the filing of the Summons. If you selected **NO** to the question, this section is not required.
- 80 To continue with this section, click on the **Proceed to Affidavit Consenting to Summons** button.
- 81 You will be directed to the **Important Notes** page. Please read through the Important Notes and select the checkboxes to confirm the Pre-requisites field.
- 82 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 83 The **Agree and Proceed** button will be enabled after you have done so. Click on **Agree and Proceed** to continue.
- 84 Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

1 3. Affidavit Consenting to Summons

Are you applying with other person(s) as an intervener?
Adakah anda ingin memohon bersama lain-lain pihak sebagai Intervener?

Yes No

79

Description	Documents Required (Soft copies for upload)
To file the Affidavit Consenting to Summons.	N/A
Estimated time required: 30min	
Estimated filing fee: \$12	

Proceed to Affidavit Consenting to Summons

80

Important Notes

Pre-Requisites

- I have downloaded a template of the [Affidavit Consenting to Summons](#) (DOC) or I will prepare my own own Affidavit Consenting to Summons.
- I have completed the Affidavit Consenting to Summons with all the required information.
- I have printed and affirmed the Affidavit Consenting to Summons before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit Consenting to Summons.

1. This service will take you approximately 15 minutes to complete.

2. The filing fee for each Affidavit Consenting to Summons is \$12.

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

81

82

83

84

Back to Filing of Summons (Application to be Joined as an Intervener) Agree and Proceed

Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

Section 3 Affidavit Consenting to Summons

- 85 Click on **Choose File** to upload the completed affirmed Affidavit Consenting to Summons.
- 86 Key in Deponent's Name
- 87 You can add an additional Affidavit Consenting to Summons by clicking on the **Add Affidavit Consenting to Summons** button. You can add a maximum of 2 affidavit files.
- 88 The **Preview** button will be enabled after step nos. 85 and 86 are completed. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion
- 89 Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** to go back to the main filing page, or click **Save as Draft** to save the details as a draft.

Affidavit Consenting to Summons #1

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

Drag and drop your document here 85 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 \(006\).pdf](#)

Type of Document
Jenis Dokumen

Affidavit-Consent

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

Jane Smith 86

Add Affidavit Consenting to Summons 87

89Back to Filing of Summons (Application to be Joined as an Intervener)Save as DraftPreview88

Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

Section 3 Affidavit Consenting to Summons

- 90 Verify the uploaded affidavit information in preview mode.
- 91 Once you have verified, click **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to be Joined as an Intervener) page.
- 92 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 93 On the Filing of Summons (Application to be Joined as an Intervener) page you will find the section for Affidavit Consenting to Summons marked as Green (Completed).
- 94 If you click the button **Edit/View Affidavit Consenting to Summons**, this section will revert to Yellow (Incomplete) until you have completed up to step no. 91 to mark this section as Completed.

Case ID: OS-2022-000166 Status: Incomplete

1 Affidavit-in-Support 2 Preview & Save

- Before submission, please verify all the details in the completed form are accurate.

Affidavit Consenting to Summons #1

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

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue.\(006\).pdf](#)

File Description
Affidavit Consenting to Summons

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

Jane Smith

92 [Back to Edit](#) [Complete & Back to Filing of Summons \(Application to be Joined as an Intervener\)](#) 91

3. Affidavit Consenting to Summons

Are you applying with other person(s) as an intervener?
Adakah anda ingin memohon bersama lain-lain pihak sebagai Intervener?

Yes No

Description	Documents Required (Soft copies for upload)
To file the Affidavit Consenting to Summons.	N/A
Estimated time required: 30min	
Estimated filing fee: \$12	

[Edit/View Affidavit Consenting to Summons](#) 94

Filing of Summons (Application to be Joined as an Intervener)

Section 4 Notice of Appointment of a Solicitor

- 95 This section will be enabled if you selected **NO** to the question: “**Are you filing the application on behalf of an existing party for whom you have filed a Notice of Appointment?**”. You will be required to file the Notice of Appointment of as Solicitor for the new Party to be included in the Case.
- 96 To continue, click on **Proceed to Notice of Appointment of Solicitor**.
- 97 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 98 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 99 The **Agree and Proceed** button will be enabled once you have done so. Click on **Agree and Proceed** to continue.
- 100 Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

4. Notice of Appointment of Solicitor

95

Description	Documents Required (Soft copies for upload)
For lawyer to file Notice of Appointment of Solicitor.	N/A
Estimated time required: 30min	
Estimated filing fee: \$12	

Proceed to Notice of Appointment of Solicitor

96

Important Notes

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice of Appointment of Solicitor (Form 47) is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card.
4. If you are filing with the Provisional Grant of Aid/Grant of Aid, you will be informed if the fee waiver request approved or rejected before the documents are processed.

97

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

98

Back to Filing of Summons (Application to be Joined as an Intervener)

Agree and Proceed

100

99

Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

Section 4 Notice of Appointment of a Solicitor

- 101 The initial status of Notice of Appointment of Solicitor is **Draft**.
- 102 On the header, you will find a navigation bar to guide you on the steps to completing the Filing of the Notice of Appointment of Solicitor which are:
- Notice of Appointment of Solicitor
 - Preview
 - Complete
- 103 The sections which need to be completed in the Notice of Appointment of Solicitor are:
- Details of Originating Summons or Summons (the case for which you are appointed)
 - Provisional Grant of Aid or Grant of Aid (If applicable)
- 104 Under each Originating Summons or Summons, the Plaintiff's and Defendant's details will be populated.
- 105 The system will auto populate the party that you are representing for the case, and this field will be non-editable.

Case ID: OS-2022-000184 101 Status: Draft

1 Notice of Appointment of Solicitor 102 2 Preview 3 Complete

103a 1. OS-2022-000184: Originating Summons for Divorce

103b 2. Provisional Grant of Aid

Plaintiff's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)	Alias (Optional) Alias (Jika ada)
ALAKNANDA D/O ABIMANYU	
ID Type Jenis Pengenalan SG Blue	ID No. Nombor Kad Pengenalan S9812350D

Defendant's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)	Alias (Optional) Alias (Jika ada)
TERENCE TAN MING HO	
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9812388A

105 I have been appointed to act as the lawyer for the: *
Saya dilantik sebagai peguam untuk
Intervener

Filing of Summons (Application to be Joined as an Intervener)

Section 4 Notice of Appointment of a Solicitor

- 106 Under the **Lawyer's Details**, key in:
- Lawyer's Full Name
 - Lawyer's Practising Certificate Number
 - Lawyer's Office Phone Number
 - Lawyer's Email Address
 - Lawyer's Office Fax Number (Optional)

- 107 Under **Law Firm's Details**, key in:
- Name of Law Firm
 - UEN
 - Law Firm's Address

Lawyer's Details

Lawyer's Full Name (as per ID) * Nama penuh peguam (seperti di Kad Pengenalan atau ID)	Lawyer's Practising Certificate Number * Nombor Sijil Amalan Peguam
<input type="text" value="JAMES GRANT"/>	<input type="text" value="8181717"/>
Lawyer's Office Phone Number * Nombor Telefon Pejabat Peguam	Lawyer's Email Address * Alamat Emel Peguam
<input type="text" value="Singapore"/> <input type="text" value="81717666"/>	<input type="text" value="jm23@emil.com"/>
Lawyer's Office Fax Number (Optional) Nombor Faks Pejabat Peguam (tidak diwajibkan)	
<input type="text" value="Please S"/> <input type="text" value="Enter Fax Number..."/>	

106

Law Firm's Details

Name of Law Firm * Nama firma guaman
<input type="text" value="JAMES GRANT AND PARTNERS LLC"/>
UEN * No. UEN
<input type="text" value="201700533M"/>

107

Filing of Summons (Application to be Joined as an Intervener)

Section 4 Notice of Appointment of a Solicitor

- 108 Optional: you may key in the name and address of another party in the case (e.g : Plaintiff, Defendant, Intervener) on whom the Notice of Appointment will need to be served
- 109 Once you have Completed the case details section (marked as Green), you can navigate to the next section (if selected) to file the Grant (PGA/GA)

The Defendant's Intervener/Intervener's lawyer's Address (Optional)
Alamat pihak Defendan Intervener/ peguam bagi Intervner (Jika ada)

Enter Address...

0 / 200

The Plaintiff's Intervener/Intervener's lawyer's Address (Optional)
Alamat pihak Plaintiff Intervener/ peguam bagi Intervener (Jika ada)

Enter Address...

0 / 200

108

- 1. OS-2022-000184: **Originating Summons for Divorce** ✓
- 2. Provisional Grant of Aid !

109a

Next: **2. Provisional Grant of Aid** ➔

109b

Filing of Summons (Application to be Joined as an Intervener)

Section 4 Notice of Appointment of a Solicitor

- 110 Click on **Choose file** button to upload the PGA/GA.
- 111 If you have chosen to upload PGA, specify the **Start Date** and **End Date** of the PGA.
- 112 Once the PGA/GA file has been uploaded and the Start and End Dates have been specified for the PGA, the system will enable the **Preview** button. Click on **Preview** to verify the details in non-editable mode before submission.
- 113 Alternatively, you can click on **Save as Draft** to save the filing as a draft or click **Back** to be redirected to the previous filing page.

1. OS-2022-000184: Originating Summons for Divorce ✓

2. Provisional Grant of Aid !

Please upload the Provisional Grant of Aid
Sila muat naik Geran Bantuan Sementara

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

Start Date *
Bermula dari tarikh

End Date *
Hingga ke tarikh

111

Previous:
1. OS-2022-000184: Originating Summons for Divorce

113 Back Save as Draft Preview 112

Filing of Summons (Application to be Joined as an Intervener)

114

Section 4 Notice of Appointment of a Solicitor

- 114 In the Preview Mode verify the information that you have entered in non-editable format.
- 115 Click on **Submit** to proceed with the filing of the Notice of Appointment of a Solicitor.
- 116 Alternatively, you can click **Back to Edit** to revert to edit mode.

1. OS-2022-000184: **Originating Summons for Divorce** ✓

2. Provisional Grant of Aid ✓

Law Firm's Address

Postal Code
Poskod
119960

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

Yes

Blk/House No. No. blok/rumah	Level No. No. Aras	Unit No. No. Unit.
450	11	11

Street Name
Nama Jalan
ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

This document will need to be served on:
Penyerahan dokumen ini harus dilakukan ke atas:

The Defendant's Intervener/Intervener's lawyer's Address (Optional)
Alamat pihak Defendan Intervener/ peguam bagi Intervner (Jika ada)

116

Back to Edit

Submit

115

Filing of Summons (Application to be Joined as an Intervener)

Section 4 Notice of Appointment of a Solicitor

- 117 At the declaration section, confirm the declaration by clicking on the checkbox.
- 118 Click on **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)** to proceed with the filing. You will be redirected to the main filing page for filing of Summons (Application to be Joined as an Intervener).
- 119 Alternatively, you can click on **Back to Preview** to revert to the Preview Mode.

The screenshot displays a web form for Case ID: OS-2022-000184, currently in Draft status. A progress bar at the top shows three steps: 'Notice of Appointment of Solicitor' (completed), 'Preview' (completed), and 'Complete' (3 steps remaining). Below the progress bar is a declaration section with a checked checkbox and the text 'I declare that the information provided in this form is true and correct.' At the bottom, there are two buttons: 'Back to Preview' and 'Complete & Back to Filing of Summons (Application to be Joined as an Intervener)'. Yellow callout boxes highlight the declaration checkbox (labeled 117) and the 'Complete & Back to Filing of Summons' button (labeled 118). A yellow circle labeled 119 is positioned near the 'Back to Preview' button.

Payment

Payment

- 1 All sections need to be marked as Completed (Green) before you can proceed to submit the filing of Summons (Application to be Joined as an Intervener).
- 2 Once all the required section(s) are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing of the Summons and to make payment.
- 3 Alternatively, you can click on **Save as Draft** to save the filing as a draft or click **Back** to be redirected to the Divorce > Ongoing Filing section.

 1. Summons (Application to be Joined as an Intervener)	1a
Description To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit. Estimated time required: 30min Estimated filing fee: \$16	Documents Required (Soft copies for upload) N/A
Edit/View Summons (Application to be Joined as an Intervener)	
 2. Affidavit-in-Support	1b
Description To file the Affidavit-in-Support Estimated time required: 10min Estimated filing fee: \$12	Documents Required (Soft copies for upload) Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.
Edit/View Affidavit-in-Support	
 3. Affidavit Consenting to Summons	1c
Description To file the Affidavit Consenting to Summons. Estimated time required: 30min Estimated filing fee: \$12	Documents Required (Soft copies for upload) N/A
Edit/View Affidavit Consenting to Summons	
<div style="display: flex; justify-content: space-between; align-items: center;">3<div style="border: 1px solid black; padding: 5px;">Back Save as Draft Submit</div>2</div>	

Payment - PayNow

- 3 On the payment page, verify the breakdown of filing 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-2022-000166 Status: Draft

✓ Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000561

Breakdown of Fees
Butiran Yuran

- Filing fee for Summons (Application to be Joined as an Intervener): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

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 Summons & Affidavit](#) Verify Payment

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 and 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-2022-000561

Breakdown of Fees
Butiran Yuran

- Filing fee for Summons (Application to be Joined as an Intervener): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

[Back to Summons & Affidavit](#)

Request Fee Waiver

- 11 On the payment page, verify the breakdown of items, fees and the total amount.
- 12 Payment Mode is set as **Request Fee Waiver** and the reason for fee waiver is **Provisional Grant of Aid or Grant of Aid** (according to the type of grant that you selected in the main filing page). These fields are non-editable.
- 13 Click on **Submit Request for Fee Waiver** to submit the Summons (Application to be Joined as Intervener) and accompanying documents for filing along with the Provisional Grant of Aid or Grant of Aid.

Case ID: OS-2022-000195 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001112

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Affidavit-in-Support #2: \$12
- Filing fee for Notice of Appointment of Solicitor: \$12
- Filing fee for Summons (Application to be Joined as an Intervener): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$52

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Grant of Aid ▼

13

Complete

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

Case ID: OS-2022-000295 Status: Pending Waiver Approval

✓ Notice of Withdrawal — ✓ Preview — ✓ Declare — ✓ Make Payment — 5 Complete

Submitted!

Case ID: OS-2022-000295
Your Payment Advice Number: PM-2022-000505
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: fsfs@ddsds.com.

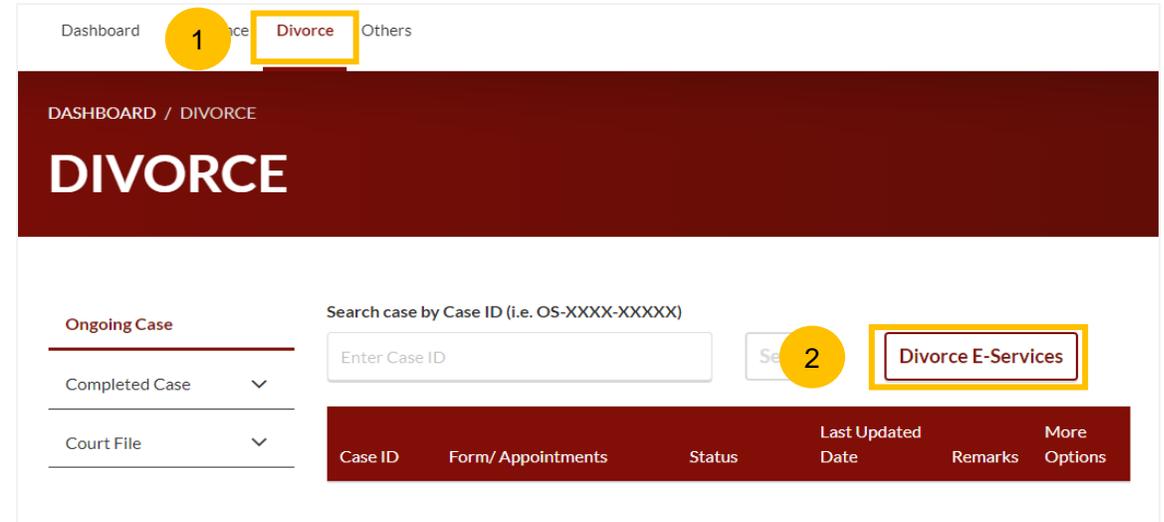
Your document will be processed within X working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

14 Save as PDF Back to Dashboard 15

Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Filing of Summons (Application to Vary Order of Court)

- 1 To file Summons (Application to Vary Order of Court), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **File Summons**.



Filing of Summons (Application to Vary Order of Court)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, e.g. : **Vary Order of Court**. You will then be directed to the **Application to Vary Order of Court under Section 52(6) of the AMLA** section.
- 6 Alternatively, you can locate **Application to Vary Order of Court under Section 52(6) of the AMLA** from the list of Summons in the Divorce tab under “I want to... for Originating Summons” > File Summons.
- 7 Please read the description and documents required.
- 8 To continue, click on **Proceed to Application to Vary Order of Court under Section 52(6) of the AMLA**.

Start a New Case

To act on a Case with Originating Summons, please ensure you have a valid Originating Summons Number (i.e OS-2020-123456)

I want to.. for Case with Originating Summons Number

What would you like to apply for?
Apakah yang anda ingin mohonkan?

Vary an Order of Court

Summons

5

Application to Vary Order of Court under Section 52(6) of the AMLA

Description	Documents Required
<p>To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.</p> <p>Read Section 52(6) of the AMLA (Cap 3)</p> <p>Estimated time required: 30 min</p> <p>Filing fee for Summons: \$16</p> <p>Filing fee for Affidavit-in-Support per document: \$12</p>	<ul style="list-style-type: none">Affidavit-in-Support <p>Documents to be included in the Affidavit-in- Support - For full details, please refer to the Registrar's Circular(s) on Supporting Affidavits for Specific Applications</p> <p>View full list</p>

Proceed to Application to Vary Order of Court under Section 52(6) of the AMLA

6

7

8

Filing of Summons (Application to Vary Order of Court)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file the Summons (Application to Vary Order of Court under Section 52(6) of the AMLA).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number but you do not have case access, you will see this message.
- 13 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.

Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3).

Originating Summons Number *
Nombor Saman Pemula

OS-2021-000298 9 Submit 10

- 11 The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.
- 12 The Originating Summons Number is valid. You do not have case access. 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).
- 13 The Originating Summons Number is valid. You have case access. You may file the Application to Vary Order of Court under Section 52(6) of the AMLA.

Filing of Summons (Application to Vary Order of Court)

- 14 Under the question “**Please select for which Order of Court you would like to file the Application to Vary Order of Court under Section 52(6) of the AMLA**”, the system will display all Court Order Numbers issued for this Originating Summons. You will have to select at least one Order of Court to be varied:
- If the Order of Court Number is available, select the Court Order Number
 - If Order of Court Number is not available, select **other Order of Court**.

- 15 If you select **Other Order of Court**, you are required to key in :
- Order of Court Number (for cases filed in hardcopy, key in the case number for which the Order of Court was issued)
 - Order of Court Issuance Date

- 16 Specify if you are filing a Provisional Grant of Aid or Grant of Aid and the type of Grant.

- 17 To continue with the filing, click on **Proceed**. Alternatively, you can click **Back to Divorce E-Services** and will be redirected to the Divorce E-Services page.

Please select for which Order of Court you would like to file the Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3)
Sila pilih kes-kes yang anda ingin failkan permohonan untuk mengembalikan kes yang telah digugurkan.

ORC-2022-000016 14a
 Other Order of Court 14b

Other Order of Court#1

Order of Court Number *
Nombor Perintah Mahkamah 15a
OS123456R

Order of Court Issuance Date
Tarikh Perintah Mahkamah dikeluarkan 15b
17/09/2015

[Add Other Order of Court](#)

Are you filing a Provisional Grant of Aid/Grant of Aid?
Pemfailan untuk Geran Bantuan Sementara/Geran Bantuan akan dibuat oleh anda? 16

Yes No

Type of Grant *
Jenis Geran
Provisional Grant of Aid

[Back to Divorce E-services](#) [Proceed](#) 17

Filing of Summons (Application to Vary Order of Court)

- 18 You will be directed to the **Important Notes** page. Please read the Important Notes.
- 19 Select the checkbox to confirm you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 20 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 21 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and go back to the Divorce E-Services page.

Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is \$16; and for each Affidavit-in-Support is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

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

[21](#) **Back to Divorce E-Services** **Agree and Proceed** [20](#)

18

19

21

20

Filing of Summons (Application to Vary Order of Court)

[Return to Contents](#)

22 The initial status of Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is **Draft**.

23 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:
a) **Summons & Affidavit**
b) **Make Payment**
c) **Complete**

24 In the main filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page, the following sections must be completed:
a) **Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**
b) **Affidavit-in-Support**

Case ID: OS-2022-000295

22

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

23

1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

24a

Description

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.

[Read Section 52\(6\) of the AMLA \(Cap 3\)](#)

Estimated time required: 30 mins

Filing fee: \$XX

Filing fee for Affidavit-in-Support per document: \$XX

Documents Required

N/A

Proceed to Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

2. Affidavit-in-Support

24b

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$X

Documents Required

Documents to be included in the Affidavit-in-Support - For full details, please refer to the [Registrar's Circular\(s\)](#) on Supporting Affidavits for Specific Applications:

[View full list](#)

Proceed to Affidavit-in-Support

Filing of Summons (Application to Vary Order of Court)

25 For each section, you will find a flag whether the section is Completed (Green) or Incomplete (Yellow).

 2. Affidavit-in-Support

 2. Affidavit-in-Support

26 You can only click **Submit** to proceed to payment and submit the filing of Summons once all the mandatory sections have been marked as Completed (Green).

27 Alternatively, you can click **Save as Draft** to save the Summons Filing as a draft or you can click **Back** and will be redirected to the Divorce > Ongoing Filing section.

26a



1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Description

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.

[Read Section 52\(6\) of the AMLA \(Cap 3\)](#)

Estimated time required: 30 mins

Filing fee: \$XX

Filing fee for Affidavit-in-Support per document: \$XX

Documents Required

N/A

[View Summons \(Application to Vary Order of Court under Section 52\(6\) of the AMLA\)](#)

26b



2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$X

Documents Required

Documents to be included in the Affidavit-in-Support - For full details, please refer to the [Registrar's Circular\(s\)](#) on Supporting Affidavits for Specific Applications:

[View full list](#) ▾

[View Affidavit-in-Support](#)

27

Back

Submit

26c

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

- 28 Click on the button **Proceed to Summons (Application to Vary Order of Court)**. You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 29 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 30 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 31 Alternatively, you can click on **Back to Filing of Summons (Application to Vary Order of Court)** and will be redirected to the previous filing page.

DIVORCE E-SERVICES / SUMMONS / SUMMONS (APPLICATION TO VARY ORDER OF COURT UNDER SECTION 52(6) OF THE AMLA)

Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Important Notes

1. This service will take you approximately 10 minutes to complete.
2. The filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is \$16.
3. 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 Filing of Summons \(Application to Vary Order of Court under Section 52\(6\) of the AMLA\)](#)

Agree and Proceed

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

- 32 The initial status of Summons (Application to Vary Order of Court) is **Incomplete**.
- 33 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:
- Summons**
 - Preview**
 - Declare & Save**
- 34 In the Summons form, you will find these sections:
- Plaintiff**, auto completed, all details retrieved from the Originating Summons.
 - Defendant**, auto completed, all details retrieved from the Originating Summons.
 - Intervener**, this section is enabled and auto completed if there is an intervener for the Originating Summons, all details retrieved from the Originating Summons.
 - Orders**, to be completed (marked as Yellow).

You can navigate to the Orders section directly by clicking on section 4, or by clicking on the Next tab at the bottom of the page of each section.

Case ID: OS-2022-000155

32
Status: Incomplete

1 Summons

2 Preview

3 Declare & Save

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 1. Plaintiff 34a ✓ </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> 2. Defendant ✓ </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> 3. Intervener ✓ </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> 4. Orders ! </div> </div>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> - All fields are mandatory unless otherwise stated. - You may save the form as draft copy for future completion. </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> ✓ Complete ! Incomplete </div>
<p>Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)</p> <p>TAN MING HENG TERENCE</p>	<p>Alias (Optional) Alias (Jika ada)</p>
<p>ID Type Jenis Pengenalan</p> <p>SG Pink</p>	<p>ID No. Nombor Kad Pengenalan</p> <p>S9812388A</p>

34c
Next: ➤

33

34b

34c

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

- 35 Verify Plaintiff's Details which are non-editable
- 36 Verify Defendant's Details, which are non-editable
- 37a If the Originating Summons has an Intervener, select on each intervener's name > under **more options** > click on **3 dots** > **edit**

1. Plaintiff
 2. Defendant
 3. Intervener
 4. Orders

- 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 atau ID) TAN MING HENG TERENCE	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9812388A

35

1. Plaintiff
 2. Defendant
 3. Intervener
 4. Orders

- 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 atau ID) WATTNA TIWARAT	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan FIN	ID No. Nombor Kad Pengenalan F1612351W

36

1. Plaintiff
 2. Defendant
 3. Intervener
 4. Orders

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

Complete Incomplete

S/N	Full Name	ID No.	More Options
1	MARC CUCURELLA	T1696785D	⋮
2	FRANKIE DE JONG	T3950	Edit

37a

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

- 37b Verify the Intervener’s details
- 37c Specify “Do the matters in the present application affect any orders relating to the intervener?” (YES/NO)
- 37d Click on **Save**.

Intervener ×

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias Alias	37b
MARC CUCURELLA	ELLA	
ID Type Jenis Pengenalan	ID No. No. Kad Pengenalan	
SG Pink	T1696785D	

Do the matters in the present application affect any orders relating to the intervener?
Adakah permohonan perkara ini menjejaskan Perintah Mahkamah kepada Intervener?

Yes No 37c

Save 37d

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

38 In the Orders section (section 4), answer the question “Do you want to use the standard orders?” (YES/NO).

If you select YES, and you had selected more than one Order of Court Numbers in the initial summons page (i.e. you want to vary more than one order of court), you will find the all the Order of Court Numbers that you had selected listed as Order #1, Order #2, Order #3, and Order #4 respectively.

39 For each Order of Court Number, you need to specify the details of each order to be varied and how the new order is to be stated. To edit, click on the **Add Paragraph** button, for each corresponding court order.

Do you want to use the standard orders? * ⓘ

Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

38a

Yes No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

38b

Order #1

I am applying to vary the following paragraph(s) of the Order of Court given on 16 May 2018(OS01881) as follow(s):

Please add the details of the order to be varied

Please add the details of the order to be varied

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
Add Paragraph		

Add Paragraph

39

38c

Order #2

I am applying to vary the following paragraph(s) of the Order of Court given on 23 September 2022(ORC-2022-000017) as follow(s):

Please add the details of the order to be varied

Please add the details of the order to be varied

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
Add Paragraph		

Add Paragraph

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

By clicking on **Add Paragraph**, the form will be opened. You will need to:

- 40 1) Specify the paragraph number of the Order of Court to be varied
- 41 2) Key in the details of the original order made in that paragraph and which you now want to vary.
- 42 3) State exactly how the new order is to be stated.
- 43 To save the draft in respect of this paragraph, click **Save**. You can click **Cancel** to cancel the action and delete the draft in respect of this paragraph.

Add Paragraph

Paragraph No.
No. perenggan

5 40

Order to be varied
Perintah yang bakal diubah

Normal **B** *I* U ~~S~~ " " < > | | x₂ x² | | ¶ A 
Sans Serif **B** *I* U ~~S~~

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In gravida dui a imperdiet pretium. Nulla facilisis, tellus sed rutrum cursus, elit felis ultrices nunc, id consequat lorem lorem blandit est. Suspendisse sit amet molestie eros, vel mollis leo. Sed pharetra dui ac condimentum ornare. Aenean molestie aliquet pretium. Vestibulum aliquam nibh nec lectus condimentum aliquam. Cras sodales consequat dapibus.

|

Exactly how the new order is to be stated
Nyatakan perkara-perkara yang harus diterapkan dalam perintah yang baharu

Normal **B** *I* U ~~S~~ " " < > | | x₂ x² | | ¶ A 
Sans Serif **B** *I* U ~~S~~

Nunc convallis magna purus, a fermentum arcu ornare quis. Integer leo tortor, maximus non libero at, aliquet pretium sapien. Duis vel felis nisi. Etiam justo magna, cursus vitae blandit sed, viverra eget mauris. Praesent pharetra nec metus a interdum. Fusce lobortis, neque ac imperdiet hendrerit, augue felis placerat sem, non mollis orci lorem a ex. Nunc ut turpis vel diam ornare vulputate nec in lectus. Ut ut ligula urna. Nam suscipit mi vel est semper porttitor. Ut cursus et enim sed scelerisque. Fusce facilisis nibh sit amet est sodales venenatis. Donec nec mattis ligula. Maecenas placerat nibh vel suscipit iaculis. Suspendisse porttitor, leo sit amet viverra mollis, ante orci hendrerit ex, vel fringilla metus odio et sapien. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Phasellus et est lorem.

Cancel Save 43

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

44 Once you have saved the details in relation to a paragraph, the details will be shown in the table at the Summons page. If you need to edit or delete the details, you can click on the **three dots** menu  and select **Edit** or **Delete**.

45 If there are more paragraphs to be varied in that Order of Court Number, click on **Add Paragraph**, and repeat step nos. 39 to 42.

46 Once you have added the details of at least one paragraph to be varied in each Order of Court Number, the **Preview** button will be enabled. Click **Preview** to verify the Summons in non-editable format before completion.

Alternatively, you can click **Save as Draft** to save the summons as a draft. Or you can click **Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA** and will be redirected to the previous filing page.

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
3	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



44

Add Paragraph

45

Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3))

Save as Draft Preview

46

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

47 In the preview page, verify all information in non-editable format.

48 Once verified, click on **Complete** to continue. Alternatively, you can click **Back to Edit** to revert to edit mode.

47

1. Plaintiff ✓	<ul style="list-style-type: none">- All fields are mandatory unless otherwise stated.- You may save the form as draft copy for future completion. <div style="display: flex; justify-content: space-between; align-items: center;">✓ Complete! Incomplete</div>	
2. Defendant ✓	Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)	Alias (Optional) Alias (Jika ada)
3. Intervener ✓	TAN MING HENG TERENCE	
4. Orders ✓	ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9812388A

Next: ➤
2. Defendant

48b

Back to Edit

Complete

48a

Filing of Summons (Application to Vary Order of Court)

Section 1 Summons (Application to Vary Order of Court)

49 You will be directed to the declaration. Select the checkbox to confirm the declaration. Click **Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**.

Once you have clicked **Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**, the system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page.

50 Alternatively, you can click on **Back to Preview** to go back to the preview page.

51 On the main Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page, you will find the section for the Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) marked as **Green (Completed)**.

52 If you click the button **Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**, this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 49 to mark this section as Completed.

Case ID: OS-2022-000155 Status: Incomplete

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 49a

[Back to Preview](#) 50

Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA(Cap 3)) 49b

1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) 51

Description	Documents Required
To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.	N/A
Read Section 52(6) of the AMLA (Cap 3)	
Estimated time required: 30 mins	
Filing fee: \$XX	
Filing fee for Affidavit-in-Support per document: \$XX	

Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) 52

Filing of Summons (Application to Vary Order of Court)

Section 2 Affidavit-in-Support

- 53 To start this section, click on the button **Proceed to Affidavit-in-Support**.
- 54 You will be directed to the **Important Notes** page. Please read the Important notes and confirm the Pre-requisites by selecting each checkbox.
- 55 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 56 Once you have done so, the **Agreed and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 57 Alternatively, you can click on **Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)** and will be redirected to the previous filing page.

2. Affidavit-in-Support

Description	Documents Required (Soft copies for upload)
To file the Affidavit-in-Support Estimated time required: 10min Estimated filing fee: \$12	Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support 53

Important Notes

Pre-Requisites

- I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.
2. The filing fee for each Affidavit-in-Support is \$12.

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

57 **Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**

Agree and Proceed 56

54

55

56

Filing of Summons (Application to Vary Order of Court)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 58 The Initial status of Affidavit-in-Support is **Incomplete**.
- 59 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Affidavit-in-Support, which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 60 Click on **Choose file** to upload the completed affirmed Affidavit-in-Support.
- 61 Key in Deponent's Name.
- 62 If required, you can add additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 affidavit files for each Summons.
- 63 The **Preview** button will be enabled after step nos. 60 and 61 are completed. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

The screenshot shows the 'Affidavit-in-Support #1' page. At the top right, the Case ID is OS-2022-000295 and the status is 'Incomplete' (58). A navigation bar at the top contains '1 Affidavit-in-Support' (59) and '2 Preview & Save'. The main area has a 'Drag and drop your document here' section with a 'Choose File' button (60). Below this, a file named 'PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue.(002).pdf' is listed with a dropdown menu set to 'Affidavit-in-Support'. A text input field for the deponent's name contains 'Beatrice Smith' (61). At the bottom, there is an 'Add Affidavit-in-Support' button (62) and a 'Preview' button (63) next to a 'Back to Filing of Summons' link.

Filing of Summons (Application to Vary Order of Court)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 64 Verify the uploaded affidavit information in preview mode.
- 65 Once you have verified, click **Complete & Back to Filing of Summons (Application to Vary Order of Court)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page.
- 66 Alternatively, you can click **Back to Edit** to edit the Affidavit page.
- 67 On the Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page, you will find the section for Affidavit-in-Support marked as Green (Completed).
- 68 If you click the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You will have to complete this section up to the step no. 65 to mark this section as Completed.

1 Affidavit-in-Support 2 Preview & Save

- Before submission, please verify all the details in the completed form are accurate.

Affidavit-in-Support #1

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

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue.\(002\).pdf](#)

File Description
Affidavit-in-Support

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

[Back to Edit](#) [Complete & Back to Filing of Summons \(Application to Vary Order of Court under Section 52\(6\) of the AMLA\)](#)

2. Affidavit-in-Support

Description
To file the Affidavit-in-Support
Estimated time required: 10min
Estimated filing fee: \$12

Documents Required (Soft copies for upload)
Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

[Edit/View Affidavit-in-Support](#)

Payment

Payment

- 1 All sections need to be marked as Completed (Green) before you can proceed to submit the filing of Summons (Application to Vary Order of Court).
- 2 Once all required section(s) are completed, the system will enable the **Submit** button. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click **Save as Draft** to save the details as draft or click **Back** and you will be redirected to the Divorce > Ongoing Filing section.

<p>✓ 1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)</p>	<p>1a</p>
<p>Description</p> <p>To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.</p> <p>Read Section 52(6) of the AMLA (Cap 3)</p> <p>Estimated time required: 30 mins</p> <p>Filing fee: \$XX</p> <p>Filing fee for Affidavit-in-Support per document: \$XX</p> <p>Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)</p>	<p>Documents Required</p> <p>N/A</p>
<p>✓ 2. Affidavit-in-Support</p>	<p>1b</p>
<p>Description</p> <p>To file the Affidavit-in-Support</p> <p>Estimated time required: 15 mins</p> <p>Filing fee per document: \$X</p> <p>Edit/View Affidavit-in-Support</p>	<p>Documents Required</p> <p>Documents to be included in the Affidavit-in-Support - For full details, please refer to the Registrar's Circular(s) on Supporting Affidavits for Specific Applications:</p> <p>View full list ▾</p>
<p>3 Back Save as Draft Submit 2</p>	

Payment - PayNow

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

Case ID: OS-2022-000155 Status: Draft

✓ Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001114

Breakdown of Fees
Butiran Yuran

- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA): \$16
- Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow 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 Summons & Affidavit Verify Payment

Payment – E-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000579

Breakdown of Fees
Butiran Yuran

- Affidavit-in-Support #1: \$12
- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3)): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

Cash eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

Request Fee Waiver

- 13 On the payment page, verify the breakdown of items, fees and total amount.
- 14 Payment Mode is set as **Request Fee Waiver** and the reason for fee waiver is **Provisional Grant of Aid** or **Grant of Aid** (according to the type of grant that you selected). These fields are non-editable.
- 15 Click on **Submit Request for Fee Waiver** to submit the Summons for filing.

Case ID: OS-2022-000198 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001111

Breakdown of Fees
Butiran Yuran

- Affidavit-in-Support #1: \$12
- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver 14a

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

Provisional Grant of Aid 14b

Back to Summons & Affidavit Submit Request for Fee Waiver 15

Complete

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

Case ID: OS-2022-000155 Status: Pending Waiver Approval

✓ Summons & Affidavit ————— ✓ Make Payment ————— 3 Complete

Submitted!

Case ID: OS-2022-000155
Your Payment Advice Number: PM-2022-000579
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: fsfss@ddsds.com.

Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.

16 Save as PDF Back to Dashboard 17

Filing Summons (Application for Substituted Service)

Filing of Summons (Application for Substituted Service)

- 1 To file Summons (Application for Substituted Service), navigate to the **Divorce** tab on your Dashboard.
- 2 Under Divorce Tab, click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**.
- 4 Select **File Summons**.

The screenshot shows the top navigation bar with 'Dashboard', 'Divorce', and 'Others' tabs. The 'Divorce' tab is highlighted with a yellow box and a '1' in a yellow circle. Below the navigation bar is a dark red header with 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white text. On the left, there are three dropdown menus: 'Ongoing Case', 'Completed Case', and 'Court File'. On the right, there is a search box labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with a 'Search' button. The 'Divorce E-Services' button is highlighted with a yellow box and a '2' in a yellow circle. Below the search box is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options.

The screenshot shows a dropdown menu titled 'Start a New Case'. The menu items are: 'I want to.. for Case with Originating Summons Number' (highlighted with a yellow box and a '3' in a yellow circle), 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons' (highlighted with a yellow box and a '4' in a yellow circle), 'Praecipe (Request)', 'Submit Registry Request', and 'Submit Correspondence'.

Filing of Summons (Application for Substituted Service)

- 5 Locate from the available menu **Application for Substituted Service**.
- 6 Please read through the description of the filing, documents required, estimated time, and filing fee.
- 7 Click on **Proceed to Application for Substituted Service**, to continue to file the Summons.

Note: Use this E-Service only for cases where the Service of Originating Summons Module is used to update the method and status of service of the Originating Summons.

For other categories of application for substituted service, to be filed using the E-Service File Summons > Other Application, which will be by way of PDF upload. The description of the 'Other Application' should be keyed in as Application for Substituted Service. Refer to pages 75 to 95.

Application for Substituted Service5^

Description	Document Required
<p>If personal service, or service by registered post, of the Originating Summons for divorce is unsuccessful or impossible (such as because your spouse's (Defendant's) whereabouts are unknown), the divorce proceedings must still be brought to your spouse's (Defendant's) notice. This may be done by alternative methods (known as substituted service) such as newspaper advertisement, registered post (without the need for Defendant to return the Acknowledgment of Service) or electronic mail. You may apply to the Court for an order for substituted service. The application is made by filing a summons with a supporting affidavit.</p> <p>Estimated time required: 30 min</p> <p>Filing fee for Summons: \$16</p> <p>Filing fee for Affidavit-in-Support per document: \$12</p>	<ul style="list-style-type: none">Scanned copy in PDF format of the completed Affidavit-in-Support

Proceed to Application for Substituted Service7

6

Filing of Summons Application for Substituted Service

- 8 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 9 Click **Submit** to validate whether you have access to file the Summons (Application for Substituted Service).
- 10 If you are not the solicitor for the Plaintiff in the Originating Summons, or if you have not filed the necessary Notice, you will see one of these messages and will be unable to continue.

DIVORCE E-SERVICES / SERVICE OF ORIGINATING SUMMONS / SERVICE OF ORIGINATING SUMMONS

Service of Originating Summons

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to serve the Originating Summons via SYC Portal.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000158

Submit

Back to Divorce E-Services

10a The Originating Summons Number is valid. You do not have Case Access. If you wish to proceed with Service of Originating Summons, you will need to Request for Case Access and file a Notice of Appointment of Solicitor (Form 47).

10b The Originating Summons Number is valid. You do not have Case Access. If you wish to proceed with Service of Originating Summons, you will need to Request for Case Access and file Notice of Change of Solicitor (Form 48).

- 11 If you have case access to File Summons (Application for Substituted Service), you will see these options available to Serve the Originating Summons :
 - A. Attempt Service via Registered Post
 - B. Attempt Service via SYC Portal
 - C. File Summons (Application for Substituted Service and Affidavit). If you have selected Method A & B before but have not completed the service and have elected to update the status of service, you will only see this method (C) from the available list.**

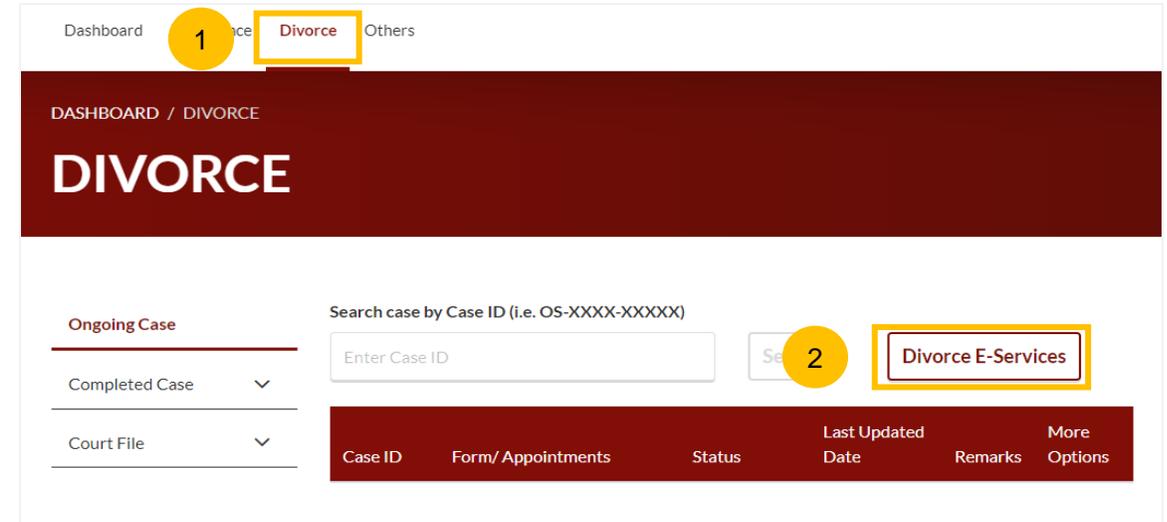
- 12 Please refer to the [Service of Originating Summons](#) user guide for more details on how to file the **Summons (Application for Substituted Service)**.

C. File Summons (Application for Substituted Service)	11c
<p>Description</p> <p>Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.</p> <p>If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:</p> <ul style="list-style-type: none">• newspaper advertisement• registered post (without the need for Defendant to return the Acknowledgement of Service)• electronic mail <p>You may apply to the Court for an order for substituted service. The application is made by filing a summons with a supporting affidavit.</p> <p>Important: You should not carry out the substituted service until you have obtained the Order of Court.</p> <p>Service fee: N/A</p>	
File Summons (Application for Substituted Service)	12

Filing of Summons (Other Applications)

Filing of Summons (Other Applications)

- 1 To file Summons for Other Applications, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**.
- 4 Select **File Summons**.



Filing of Summons (Other Applications)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, i.e. **Others** and you will be directed to the **Summons for Other Applications**
- 6 Alternatively, you can locate **Other Applications** from the list of Summons in the Divorce tab under “I want to... for Originating Summons” > File Summons.
- 7 Please read the description and documents required.
- 8 To continue, click on **Proceed to Other Applications**.

What would you like to apply for?
Apakah yang anda ingin mohonkan?

Others

Select

- Add party/parties as Intervener
- Amend previously filed Summons
- Be granted interim custody, care and control of and access to child(ren)
- Discovery (disclosure) of document(s)
- Miscellaneous Interim Order
- Extend validity of Originating Summons for service
- Reinstate struck out case
- Represent a person under disability
- Substituted Service
- Leave to commence or continue civil proceedings
- Vary an Order of Court
- Others**
- Cease to be the lawyer acting for a party
- Permission to apply for divorce notwithstanding that party have not attended the marriage counselling programme and, if applicable, the parenting programme

Other Applications

Description	Documents Required (Soft copies for upload)
To file any other application not stated above. It must be filed with a supporting affidavit.	<ul style="list-style-type: none">• Scanned copy in PDF format of the completed Summons• Scanned copy in PDF format of the completed and affirmed Affidavit-in-Support
Estimated time required: 30 min	
Filing fee for Summons: \$16	
Filing fee for Affidavit-in-Support per document: \$12	

Proceed to Other Applications

Filing of Summons (Other Applications)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits)..
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file Summons (Other Applications).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.
- 13 The **Proceed** button will be enabled. Click on the **Proceed** button to continue.
- 14 Alternatively, you can click on **Back to Divorce E-Services** to go back to Divorce E-Services.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (OTHER APPLICATIONS)

Filing of Summons (Other Applications)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Other Applications.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000328

Submit

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

The Originating Summons Number is valid. You have case access. You may file the Other Applications.

Back to Divorce E-Services

Proceed

Filing of Summons (Other Applications)

- 15 If you have keyed in a valid Originating Summons Number but you do not have case access, you will see this message.
- 16 You will be required to key in both Plaintiff's & Defendant's ID Nos. Key in minimum 9 digits (for NRIC/FIN) or maximum 20 digits (for Passport & Other ID's).
- 17 Click **Submit** to validate both ID Nos.
- 18 If both ID Nos. are correct the **Proceed** button will be enabled. Click on the **Proceed** button to continue.
- 19 Alternatively, you can click on **Back to Divorce E-Services** to go back to the Divorce E-Services page.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (OTHER APPLICATIONS)

Filing of Summons (Other Applications)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Other Applications.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000328

Submit

1 The Originating Summons Number is valid. You do not have Case Access. Please provide the particulars of the Plaintiff and Defendant's ID number to be allowed to file the Other Applications.

Plaintiff's ID No. *
No. ID Plaintiff

S9992201Z

Defendant's ID No. *
No. ID Defendan

S9992202H

Submit

Back to Divorce E-Services

Proceed

15

16

17

19

18

Filing of Summons (Other Applications)

- 20 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 21 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 22 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 23 Alternatively, you can click on **Back to Divorce E-Services** to go back to Divorce E-Services page.

Filing of Summons (Other Applications)

Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Other Applications) is \$16; and for each Affidavit-in Support is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

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

23

[Back to Divorce E-Services](#)

Agree and Proceed

22

20

21

Filing of Summons (Other Applications)

24 The initial status of Filing of Summons (Other Application) is **Draft**.

25 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:
a) **Summons & Affidavits**
b) **Make Payment**
c) **Complete**

26 In the main Filing of Summons (Other Applications) page, the following sections must be completed:
a) **Summons (Other Applications)**
b) **Affidavit-in-Support**

Case ID: OS-2022-000328 24 **Status: Draft**

1 Summons & Affidavit — 25 — 2 Make Payment — 3 Complete

1. Summons (Other Applications) 26a

Description	Documents Required
To file any other applications. It must be filed with a supporting affidavit.	<ul style="list-style-type: none">Scanned copy in PDF format of the completed Summons
Estimated time required: 15 mins	
Filing fee: \$16	
Proceed to Summons (Other Applications)	

2. Affidavit-in-Support 26b

Description	Documents Required
To file the Affidavit-in-Support	<ul style="list-style-type: none">Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.
Estimated time required: 15 mins	
Filing fee per document: \$12	
Proceed to Affidavit-in-Support	

Filing of Summons (Other Applications)

For each section, you will find a flag whether the section is Completed (Green) or Incomplete (Yellow).

 2. Affidavit-in-Support

 2. Affidavit-in-Support

27 You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Completed (Green).

28 Alternatively, you can click **Back** and will be redirected to the Divorce > Ongoing Filing page.

1. Summons (Other Applications)

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- Scanned copy in PDF format of the completed Summons

[Edit/View Summons \(Other Applications\)](#)

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Edit/View Affidavit-in-Support](#)

28

[Back](#)

[Submit](#)

27

Filing of Summons (Other Applications)

Section 1 Summons (Other Applications)

- 29 Click on **Proceed to Summons (Other Applications)**.
- 30 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 31 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 32 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 33 Alternatively, you can click on **Back to Filing of Summons (Other Applications)** and will be directed to the previous filing page.

1. Summons (Other Applications)

Description	Documents Required
To file any other applications. It must be filed with a supporting affidavit. Estimated time required: 15 mins Filing fee: \$16	<ul style="list-style-type: none">Scanned copy in PDF format of the completed Summons

Proceed to Summons (Other Applications) 29

Important Notes

30

- This service will take you approximately 30 minutes to complete.
- The filing fee for Summons (Other Applications) is \$16.
- Your case/application will be processed within 3 working days.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 31

33 **Back to Filing of Summons (Other Applications)** **Agree and Proceed** 32

Filing of Summons (Other Applications)

Section 1 Summons (Other Applications)

- 34 The Initial status of Summons (Other Applications) is **Incomplete**.
- 35 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Other Applications), which are:
 - a) **Summons**
 - b) **Preview**
 - c) **Declare & Save**
- 36 You are required to state the type of Summons or the specific provision under AMLA for the application. Key in the information.
- 37 Click on **Choose File** to upload the completed Summons (Other Application) in PDF format.
- 38 Once you have completed step nos. 36 and 37, the **Preview** button will be enabled. Click **Preview** to review the details in non-editable format. Alternatively, you can click on **Back to Filing of Summons (Other Applications)** and you will be redirected to the initial filing page.

Case ID: OS-2022-000337
34
Status: Incomplete

1 Summons
 35
2 Preview
 3 Declare & Save

Please state the type of Summons or specify the provision under AMLA for the Application

Sila nyatakan jenis saman atau seksyen dalam AMLA untuk permohonan ini

Pursuant to Section 51 of AMLA

36

Summons (Other Applications)

Please upload the completed Summons (Other Applications)

Sila muat naik Saman (Lain-lain Permohonan) yang telah dilengkapkan

Drag and drop your document here

Choose File

37

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

Back to Filing of Summons (Other Applications)

Preview

38

Filing of Summons (Other Applications)

Section 1 Summons (Other Applications)

- 39 In the Preview Mode, verify the information that you have keyed in and uploaded in non-editable format.
- 40 Once verified, click **Complete** to continue with the filing.
- 41 Alternatively, you can click **Back to Edit** to revert to edit mode and update the fields.

1. Orders 

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have completed, printed and the Summons (Other Applications).

 Complete  Incomplete

39

These are the case(s) you would like to file for Summons (Other Applications)
Ini adalah kes yang anda ingin memfailkan untuk Saman (Lain-lain Permohonan)
OS-2022-000337: Originating Summons for Divorce

Please state the type of Summons or specify the provision under AMLA for the Application
Sila nyatakan jenis saman atau seksyen dalam AMLA untuk permohonan ini
Pursuant to Section 51 of AMLA

Summons (Other Applications)

Please upload the completed Summons (Other Applications)
Sila muat naik Saman (Lain-lain Permohonan) yang telah dilengkapkan

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

File Description

Other Applications

41 **Back to Edit** **Complete** 40

Filing of Summons (Other Applications)

Section 1 Summons (Other Applications)

- 42 After clicking **Complete**, you will be directed to the declaration page. Confirm the declaration by selecting the checkbox.
- 43 Once you have done so, the **Complete & Back to Filing of Summons (Other Applications)** button will be enabled. Click to continue.
- 44 Alternatively, you can click on **Back to Preview** to go back to the Preview page.
- 45 On the main Filing of Summons (Other Applications) page, you will find the section for the Summons (Other Applications) marked as Green (Completed).
- 46 If you click the **Edit/View Summons (Other Applications)** button, this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 43 to mark this section as Completed.

Case ID: OS-2022-000337 Status: Incomplete

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 42

44 Back to Preview Complete & Back to Filing of Summons (Other Applications) 43

1. Summons (Other Applications) 45

<p>Description</p> <p>To file any other applications. It must be filed with a supporting affidavit.</p> <p>Estimated time required: 15 mins</p> <p>Filing fee: \$16</p>	<p>Documents Required</p> <ul style="list-style-type: none">• Scanned copy in PDF format of the completed Summons
--	--

46 Edit/View Summons (Other Applications)

Filing of Summons (Other Applications)

Section 2 Affidavit-in-Support

- 47 To complete this section, click on **Proceed to Affidavit-in-Support**.
- 48 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 49 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 50 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 51 Alternatively, you can click on **Back to Filing of Summons (Other Applications)** and will be directed the previous filing page.

2. Affidavit-in-Support

Description	Documents Required (Soft copies for upload)
To file the Affidavit-in-Support Estimated time required: 10min Estimated filing fee: \$12	Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support 47

Important Notes

Pre-Requisites

- I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for each Affidavit-in-Support is \$12.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 49

51 **Back to Filing of Summons (Other Applications)** **Agree and Proceed** 50

Filing of Summons (Other Applications)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 48 The Initial status of Affidavit-in-Support is **Incomplete**.
- 49 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Affidavit-in-Support, which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 50 Click on **Choose File** to upload the completed affirmed Affidavit-in-Support.
- 51 Key in Deponent's Name.
- 52 If required, you can add additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 affidavit files for each Summons.
- 53 Once you have completed step nos. 50 and 51, the **Preview** button will be enabled. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

Case ID: OS-2022-000295 48 Status: Incomplete

1 Affidavit-in-Support 49 2 Preview & Save

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 50 Choose File

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

X [affidavits.pdf](#)

Type of Document
Jenis Dokumen

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

 51

Add Affidavit-in-Support 52

Back to Filing of Summons (Other Applications) Preview 53

Filing of Summons (Other Applications)

Section 2 Affidavit-in-Support

- 54 Verify the uploaded affidavit information in preview mode.
- 55 Once you have verified, click **Complete & Back to Filing of Summons (Other Applications)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Other Applications) page.
- 56 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 57 On the main **Filing of Summons (Other Applications)** page you will find the section for Affidavit-in-Support marked as Green (Completed).
- 58 If you click on the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You will have to complete the section up to step no. 55 to mark this section as Completed.

Affidavit-in-Support #1

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

[affidavits.pdf](#)

File Description
Affidavit-in-Support

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

54

56

Back to Edit

Complete & Back to Filing of Summons (Other Applications)

55

✓
2. Affidavit-in-Support

57

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Edit/View Affidavit-in-Support

58

Payment

Payment

- 1 All sections must be marked as Completed (Green) before you can proceed to submit the filing of Summons (Other Applications).
- 2 Once all required sections are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click on **Back** to go back to the Divorce > Ongoing Filing page.

1. Summons (Other Applications) 1a

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- Scanned copy in PDF format of the completed Summons

Edit/View Summons (Other Applications)

2. Affidavit-in-Support 1b

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

Edit/View Affidavit-in-Support

3 Back Submit 2

Payment - PayNow

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000579

Breakdown of Fees
Butiran Yuran

- Affidavit-in-Support #1: \$12
- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3)): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

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](#)

Payment – E-Nets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000579

Breakdown of Fees
Butiran Yuran

- Affidavit-in-Support #1: \$12
- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA (Cap 3)): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

Cash eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

Request Fee Waiver

- 13 On the payment page, verify the breakdown of items, fees and total amount.
- 14 Payment Mode is set as Request Fee Waiver and the reason for fee waiver is Provisional Grant of Aid or Grant of Aid (according to the type of grant that you selected previously, and which is still valid). These fields are non-editable.
- 15 Click on **Submit Request for Fee Waiver** to submit the Summons (Other Applications) for filing.

Case ID: OS-2022-000198 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001116

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Summons (Other Applications): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Grant of Aid

Back to Declaration **Submit Request for Fee Waiver**

Payment

Complete

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

Case ID: OS-2022-000155 Status: Pending Waiver Approval

✓ Summons & Affidavit ————— ✓ Make Payment ————— 3 Complete

Submitted!

Case ID: OS-2022-000155
Your Payment Advice Number: PM-2022-000579
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: fsfss@ddsds.com.

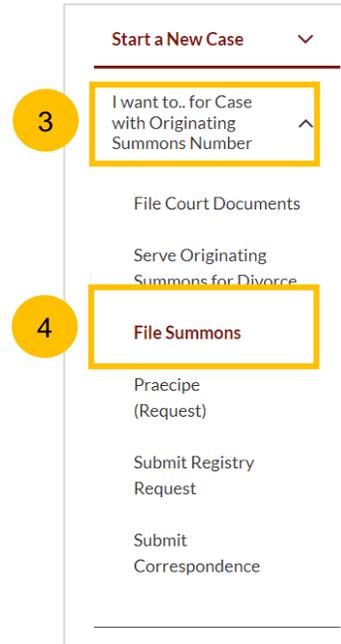
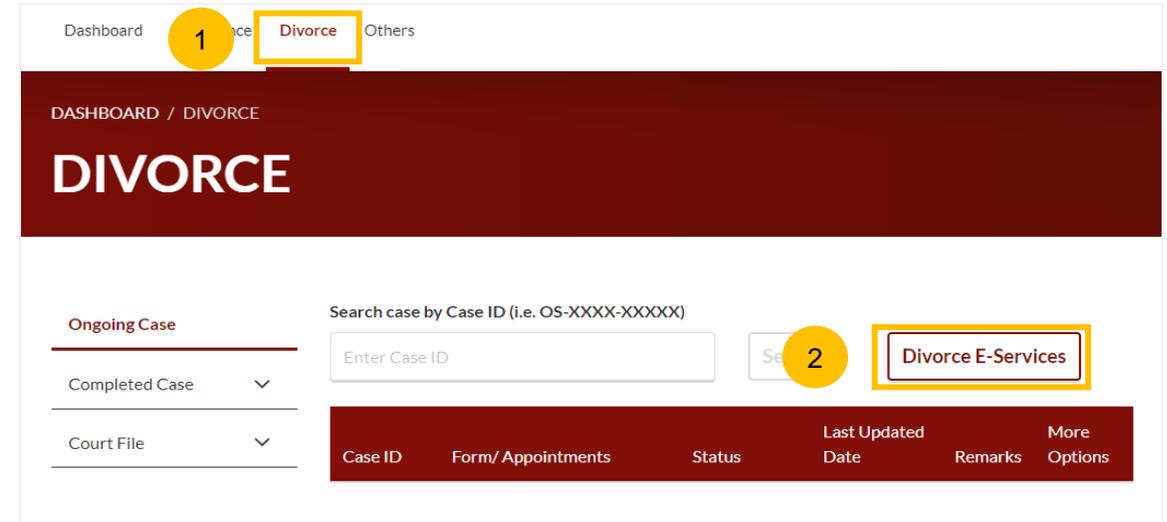
Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.

16 Save as PDF Back to Dashboard 17

Filing of Summons (Application for Miscellaneous Interim Order)

Filing of Summons (Application for Miscellaneous Interim Order)

- 1 To file Summons (Application for Miscellaneous Interim Order), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to.. for Case with Originating Summons Number**.
- 4 Select **File Summons**.



Filing of Summons (Application for Miscellaneous Interim Order)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, i.e. **Application for Miscellaneous Interim Order** and you will be directed to the **Summons for Miscellaneous Interim Order**.
- 6 Alternatively, you can locate **Application for Miscellaneous Interim Order** from the list of Summons in the Divorce tab under “I want to.. for Originating Summons” > File Summons.
- 7 Please read the description and documents required.
- 8 To continue, click on **Proceed to Application for Miscellaneous Interim Order**.

What would you like to apply for?
Apakah yang anda ingin mohonkan?

Application for Miscellaneous Interim Order

Summons

Amended Summons

Application for Discharge of Solicitors

Application for Discovery

Application for Interim Custody, Care and Control of and Access to Child

Application for Leave under Section 35A of AMLA

Application for Miscellaneous Interim Order

Description	Documents Required
To file an application for miscellaneous interim orders such as: <ul style="list-style-type: none">- To facilitate or expedite the hearing of the proceedings on specified terms- To obtain leave to amend the Case Statement/Memorandum of Defence- To strike out or expunge a specified affidavit/part of the affidavit- To correct a clerical error in a specified filed document- To extend the time limited for a specified action and/or document- To set aside the order made in absence of any party to the proceedings on a specified date It must be filed with a supporting affidavit.	<ul style="list-style-type: none">• Scanned or PDF copy of the completed Summons (Application for Miscellaneous Interim Orders)• Scanned copy in PDF format of the completed Affidavit-in-Support

Estimated time required: 20 min

Filing fee for Summons: \$16

Filing fee for Affidavit-in-Support per document: \$12

Proceed to Application for Miscellaneous Interim Order

Filing of Summons (Application for Miscellaneous Interim Order)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file Summons (Application for Miscellaneous Interim Order).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number but you do not have case access, you will see this message.
- 13 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.
- 14 The **Proceed** button will be enabled. Click on the **Proceed** button to continue.

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

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (APPLICATION FOR MISCELLANEOUS INTERIM ORDER)

Filing of Summons (Application for Miscellaneous Interim Order)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application for Miscellaneous Interim Order.

Originating Summons Number *

Nombor Saman Pemula

OS-2023-000211

Submit

✓ The Originating Summons Number is valid. You have case access. You may file the Application for Miscellaneous Interim Order.

14b

Back to Divorce E-services

Proceed

14a

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

! The Originating Summons Number is valid. You do not have case access. 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).

Filing of Summons (Application for Miscellaneous Interim Order)

- 15 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 16 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 17 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 18 Alternatively, you can click on **Back to Divorce E-Services** to go back to the Divorce E-Services page.

Filing of Summons (Application for Miscellaneous Interim Order)

Important Notes

1. This service will take you approximately 20 minutes to complete.
2. The filing fee for Summons (Application for Miscellaneous Interim Order) is \$16; and for each Affidavit-in Support is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. 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](#)

Filing of Summons (Application for Miscellaneous Interim Order)

[Return to Contents](#)

19 The initial status of Filing of Summons (Application for Miscellaneous Interim Order) is **Draft**.

20 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:

- a) **Summons & Affidavit**
- b) **Make Payment**
- c) **Complete**

21 In the main Filing of Summons (Application for Miscellaneous Interim Order) page, the following sections must be completed:

- a) **Summons (Application for Miscellaneous Interim Order)**
- b) **Affidavit-in-Support**

Case ID: OS-2023-000211

19

Status: Draft



- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

✓ Complete ⚠ Incomplete

1. Summons (Application for Miscellaneous Interim Order)

21a

Description

To file an application for miscellaneous interim orders such as:

- To facilitate or expedite the hearing of the proceedings on specified terms
- To amend the Case Statement/Memorandum of Defence
- To strike out or expunge a specified affidavit/part of the affidavit
- To correct a clerical error in a specified document
- To extend the time limited for a specified action and/or document
- To set aside the order made in absence of any party to the proceedings on a specified date

Estimated time required: 10 mins

Filing fee for Summons: \$16

[Proceed to Summons \(Application for Miscellaneous Interim Order\)](#)

Documents Required

- Scanned or pdf copy of the Summons (Application for Miscellaneous Interim Order)

2. Affidavit-in-Support

21b

Description

Documents Required

Filing of Summons (Application for Miscellaneous Interim Order)

[Return to Contents](#)

For each section, you will find a flag whether the section is Complete (Green) or Incomplete (Yellow).

✓ 2. Affidavit-in-Support

ⓘ 2. Affidavit-in-Support

22 You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Complete (Green).

23 Alternatively, you can click **Back** and will be redirected to the Divorce > Ongoing Filing page.

✓ 1. Summons (Other Applications)

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- Scanned copy in PDF format of the completed Summons

Edit/View Summons (Other Applications)

✓ 2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

Edit/View Affidavit-in-Support

23

Back

Submit

22

Filing of Summons (Application for Miscellaneous Interim Order)

Section 1 Summons (Application for Miscellaneous Interim Order)

- 24 Click on **Proceed to Summons (Application for Miscellaneous Interim Order)**.
- 25 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 26 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 27 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 28 Alternatively, you can click on **Back to Filing of Summons (Application for Miscellaneous Interim Order)** and will be directed to the previous filing page.

1. Summons (Application for Miscellaneous Interim Order)

Description	Documents Required
To file an application for miscellaneous interim orders such as: <ul style="list-style-type: none">- To facilitate or expedite the hearing of the proceedings on specified terms- To amend the Case Statement/Memorandum of Defence- To strike out or expunge a specified affidavit/part of the affidavit- To correct a clerical error in a specified document- To extend the time limited for a specified action and/or document- To set aside the order made in absence of any party to the proceedings on a specified date	<ul style="list-style-type: none">• Scanned or pdf copy of the Summons (Application for Miscellaneous Interim Order)

Estimated time required: 10 mins

Filing fee for Summons: \$16

Proceed to Summons (Application for Miscellaneous Interim Order)

Important Notes

1. This service will take you approximately 10 minutes to complete.
2. The filing fee for Summons (Application for Miscellaneous Interim Order) is \$16.
3. 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 Filing of Summons (Application to Miscellaneous Interim Order) **Agree and Proceed**

Filing of Summons (Application for Miscellaneous Interim Order)

29

Status: Incomplete

Section 1 Summons (Application for Miscellaneous Interim Order)

- 29 The Initial status of Summons (Application for Miscellaneous Interim Order) is **Incomplete**.
- 30 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Application for Miscellaneous Interim Order), which are:
a) **Summons**
b) **Preview**
c) **Declare & Save**
- 31 Click on **Choose File** to upload the completed Summons (Application for Miscellaneous Interim Order) in PDF format.
- 32 Once you have completed, the **Preview** button will be enabled. Click **Preview** to review the details in non-editable format. Alternatively, you can click on **Back to Filing of Summons (Application for Miscellaneous Interim Order)** and you will be redirected to the initial filing page.

Case ID: OS-2023-000211

1 Summons 30 2 Preview 3 Declare & Save

1. Orders

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have a PDF copy of the completed Summons (Application for Miscellaneous Interim Order).

Complete Incomplete

Case in which the Summons (Application for Miscellaneous Interim Order) will be filed.
Kes dimana Summons (Application for Miscellaneous Interim Order) akan difailkan.
OS-2023-000211: Originating Summons for Divorce

Summons (Application for Miscellaneous Interim Order)

Please upload the completed Summons (Application for Miscellaneous Interim Order)
Sila muat naik Summons (Application for Miscellaneous Interim Order) yang telah dilengkapi

Drag and drop your document here

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

× Test File 1.pdf

Type of Document
Jenis Dokumen
Application for Miscellaneous Interim

Filing of Summons (Application for Miscellaneous Interim Order)

Section 1 Summons (Application for Miscellaneous Interim Order)

- 33 In the Preview Mode, verify the information and document that you have uploaded in non-editable format.
- 34 Once verified, click **Complete** to continue with the filing.
- 35 Alternatively, you can click **Back to Edit** to revert to edit mode and update the fields.

Case ID: OS-2023-000211 Status: Incomplete

Summons 2 Preview 3 Declare & Save

1. Orders 33

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have a PDF copy of the completed Summons (Application for Miscellaneous Interim Order).

Complete Incomplete

Case in which the Summons (Application for Miscellaneous Interim Order) will be filed.
Kes dimana Summons (Application for Miscellaneous Interim Order) akan difailkan.
OS-2023-000211: Originating Summons for Divorce

Summons (Application for Miscellaneous Interim Order)

Please upload the completed Summons (Application for Miscellaneous Interim Order)
Sila muat naik Summons (Application for Miscellaneous Interim Order) yang telah dilengkapi

[Test File 1.pdf](#)

File Description
Application for Miscellaneous Interim Order

34 **Back to Edit** **Complete** 35

Filing of Summons (Application for Miscellaneous Interim Order)

Section 1 Summons (Application for Miscellaneous Interim Order)

- 36 After clicking **Complete**, you will be directed to the declaration page. Confirm the declaration by selecting the checkbox.
- 37 Once you have done so, the **Complete & Back to Filing of Summons (Application for Miscellaneous Interim Order)** button will be enabled. Click to continue.
- 38 Alternatively, you can click on **Back to Preview** to go back to the Preview page.
- 39 On the main Filing of Summons (Application for Miscellaneous Interim Order) page, you will find the section for the Summons (Application for Miscellaneous Interim Order) marked as Complete (Green).
- 40 If you click the **Edit/View Summons (Application for Miscellaneous Interim Order)** button, this section will revert to Incomplete (Yellow). You will have to complete this section up to step no. 37 to mark this section as Complete.

Case ID: OS-2023-000211 Status: Incomplete

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 36

38 Back to Preview Complete & Back to Filing of Summons (Application for Miscellaneous Interim Order) 37

1. Summons (Application for Miscellaneous Interim Order) 39

Description	Documents Required
<p>To file an application for miscellaneous interim orders such as:</p> <ul style="list-style-type: none"> - To facilitate or expedite the hearing of the proceedings on specified terms - To amend the Case Statement/Memorandum of Defence - To strike out or expunge a specified affidavit/part of the affidavit - To correct a clerical error in a specified document - To extend the time limited for a specified action and/or document - To set aside the order made in absence of any party to the proceedings on a specified date <p>Estimated time required: 10 mins</p> <p>Filing fee for Summons: \$16</p>	<ul style="list-style-type: none"> • Scanned or pdf copy of the Summons (Application for Miscellaneous Interim Order)

40

Edit/View Summons (Application for Miscellaneous Interim Order)

Section 2 Affidavit-in-Support

- 41 To complete this section, click on **Proceed to Affidavit-in-Support**.
- 42 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 43 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 44 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 45 Alternatively, you can click on **Back to Filing of Summons (Application for Miscellaneous Interim Order)** and will be directed the previous filing page.

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support 41

Important Notes

Pre-Requisites

- I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.

2. The filing fee for each Affidavit-in-Support is \$12.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 43

Back to Filing of Summons (Application to Miscellaneous Interim Order) **Agree and Proceed** 44

Filing of Summons (Application for Miscellaneous Interim Order)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 46 The Initial status of Affidavit-in-Support is **Incomplete**.
- 47 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Affidavit-in-Support, which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 48 Click on **Choose File** to upload the completed affirmed Affidavit-in-Support.
- 49 Key in the Deponent's Name.
- 50 If required, you can add an additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 affidavit files for each Summons.
- 51 Once you have completed step nos. 48 and 49, the **Preview** button will be enabled. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

Case ID: OS-2022-000295 46 Status: Incomplete

1 Affidavit-in-Support 47 2 Preview & Save

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 48 Choose File

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

✕ [Test File 1.pdf](#)

Type of Document
Jenis Dokumen

Affidavit-in-Support v

Please enter the Deponent's Name(s) 49 ⓘ
Sila berikan nama Deponen

Halima Coleman

Add Affidavit-in-Support 50

Back to Filing of Summons (Application for Miscellaneous Interim Order)

Preview 51

Filing of Summons (Application for Miscellaneous Interim Order)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 52 Verify the uploaded affidavit information in preview mode.
- 53 Once you have verified, click **Complete & Back to Filing of Summons (Application for Miscellaneous Interim Order)**. This section will be marked as Complete (Green) and you will be redirected to the main Filing of Summons (Application for Miscellaneous Interim Order) page.
- 54 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 55 On the main **Filing of Summons (Application for Miscellaneous Interim Order)** page you will find the section for Affidavit-in-Support marked as Complete (Green).
- 56 If you click on the **Edit/View Affidavit-in-Support** button, this section will revert to Incomplete (Yellow). You will have to complete the section up to step no. 53 to mark this section as Complete.

Affidavit-in-Support #1

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

[Test File 1.pdf](#) 52

File Description

Affidavit-in-Support

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

Halima Coleman

54 [Back to Edit](#) [Complete & Back to Filing of Summons \(Application for Miscellaneous Interim Order\)](#) 53

✓ 2. Affidavit-in-Support 55

<p>Description</p> <p>To file the Affidavit-in-Support</p> <p>Estimated time required: 10min</p> <p>Estimated filing fee: \$12</p>	<p>Documents Required (Soft copies for upload)</p> <p>Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.</p>
---	---

[Edit/View Affidavit-in-Support](#) 56

Payment

Payment

- 1 All sections must be marked as Complete (Green) before you can proceed to submit the filing of Summons (Application for Miscellaneous Interim Order).
- 2 Once all required sections are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click on **Back** to go back to the Divorce > Ongoing Filing page.

✓ 1. Summons (Application for Miscellaneous Interim Order)1a

<p>Description</p> <p>To file an application for miscellaneous interim orders such as:</p> <ul style="list-style-type: none">- To facilitate or expedite the hearing of the proceedings on specified terms- To amend the Case Statement/Memorandum of Defence- To strike out or expunge a specified affidavit/part of the affidavit- To correct a clerical error in a specified document- To extend the time limited for a specified action and/or document- To set aside the order made in absence of any party to the proceedings on a specified date <p>Estimated time required: 10 mins</p> <p>Filing fee for Summons: \$16</p> <div style="background-color: #800000; color: white; text-align: center; padding: 5px; margin-top: 10px;">Edit/View Summons (Application for Miscellaneous Interim Order)</div>	<p>Documents Required</p> <ul style="list-style-type: none">• Scanned or pdf copy of the Summons (Application for Miscellaneous Interim Order)
---	---

✓ 2. Affidavit-in-Support1b

<p>Description</p> <p>To file the Affidavit-in-Support</p> <p>Estimated time required: 10 mins</p> <p>Filing fee per document: \$12</p> <div style="background-color: #800000; color: white; text-align: center; padding: 5px; margin-top: 10px;">Edit/View Affidavit-in-Support</div>	<p>Documents Required</p> <ul style="list-style-type: none">• Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.
---	--

3

BackSubmit

2

Payment - PayNow

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

Case ID: OS-2023-000211 Status: Draft

✓ Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-000276

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Summons (Application for Miscellaneous Interim Order): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode 5
Cara Pembayaran

PayNow eNETS / Credit Card

 6

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 Summons & Affidavit](#) [Verify Payment](#) 7

Payment

Payment – eNets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001119

8

Breakdown of Fees
Butiran Yuran

- Filing fee for Summons (Other Applications): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card 9

Payment Methods

Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

12 11 10

Request Fee Waiver

- 13 On the payment page, verify the breakdown of items, fees and total amount.
- 14 Payment Mode is set as Request Fee Waiver and the reason for fee waiver is Provisional Grant of Aid or Grant of Aid (according to the type of grant that you selected previously, and which is still valid). These fields are non-editable.
- 15 Click on **Submit Request for Fee Waiver** to submit the Summons (Other Applications) for filing.

Case ID: OS-2022-000198 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001116

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Summons (Other Applications): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Reason for request for fee waiver
Sebab bagi permohonan pengenepian yuran

Grant of Aid

[Back to Declaration](#) [Submit Request for Fee Waiver](#)

Complete

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

Case ID: OS-2023-000211 Status: Pending Waiver Approval

✓ Summons & Affidavit ✓ Make Payment 3 Complete

Submitted!

Case ID: OS-2023-000211
Your Payment Advice Number: PM-2023-000276
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: myinfotesting1@gmail.com.

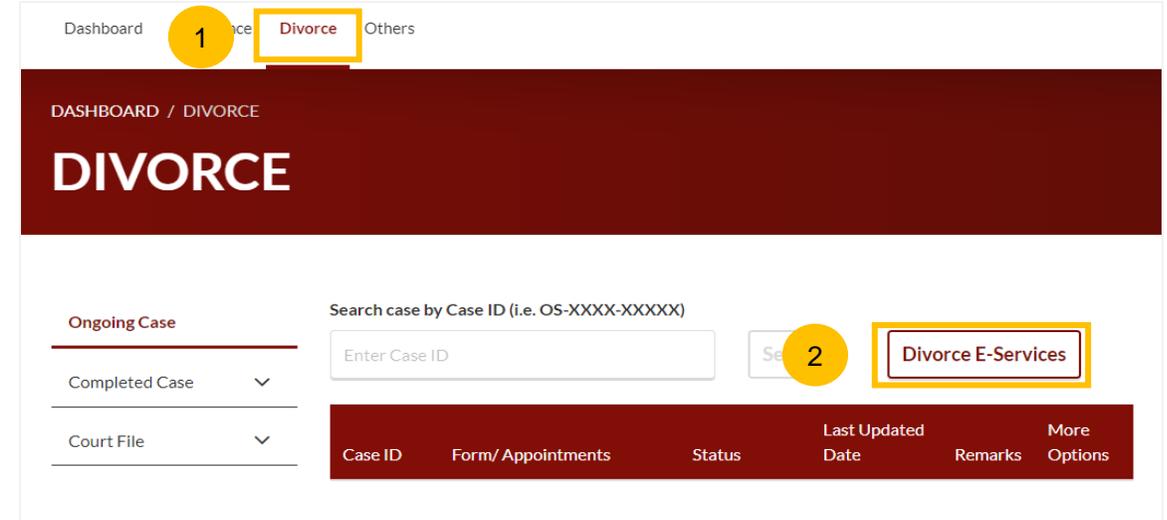
Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties via post, in person or electronically.

17 [Save as PDF](#) [Back to Dashboard](#) 18

Filing of Summons (Application to Represent a Person Under Disability)

Filing of Summons (Application to Represent a Person Under Disability)

- 1 To file Summons (Application to Represent a Person Under Disability), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to.. for Case with Originating Summons Number**.
- 4 Select **File Summons**.



Filing of Summons (Application to Represent a Person Under Disability)

[Return to Contents](#)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, i.e. **Application to Represent a Person Under Disability** and you will be directed to **Application to Represent a Person Under Disability**
- 6 Alternatively, you can locate Application to Represent a Person Under Disability from the list of Summons in the Divorce tab under “I want to.. for Originating Summons” > File Summons.
- 7 Please read the description and documents required.
- 8 To continue, click on **Proceed to Application to Represent a Person Under Disability** .

What would you like to apply for?
Apakah yang anda ingin mohonkan?

Application to Represent a Person Under Disability 5

Summons

- Amended Summons
- Application for Discharge of Solicitors
- Application for Discovery
- Application for Interim Custody, Care and Control of and Access to Child
- Application for Leave under Section 35A of AMLA
- Application for Miscellaneous Interim Order
- Application for Substituted Service
- Application Pursuant to Section 46A(4) of the AMLA
- Application to be Joined as an Intervener
- Application to Extend Validity of Originating Summons
- Application to Reinstate Struck Out Case

Application to Represent a Person Under Disability 6

Description	Documents Required
To file an application to represent a person under disability. It must be filed with a supporting affidavit. Estimated time required: 20 min Filing fee for Summons: \$16 Filing fee for Affidavit-in-Support per document: \$12	<ul style="list-style-type: none">Scanned or PDF copy of the completed Summons (Application to Represent a Person Under Disability)Scanned copy in PDF format of the completed Affidavit-in-Support

Proceed to Application to Represent a Person Under Disability 8

Filing of Summons (Application to Represent a Person Under Disability)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file Summons (Application to Represent a Person Under Disability).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number but you do not have case access, you will see this message.
- 13 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.
- 14 The **Proceed** button will be enabled. Click on the **Proceed** button to continue.

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

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (APPLICATION TO REPRESENT A PERSON UNDER DISABILITY)

Filing of Summons (Application to Represent a Person Under Disability)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to Represent a Person Under Disability.

Originating Summons Number * 9

Number Saman Pemuda

OS-2023-000211 Submit 10

✓ The Originating Summons Number is valid. You have case access. You may file the Application to Represent a Person Under Disability. 13

14b Back to Divorce E-Services Proceed 14a

! 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 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

Filing of Summons (Application to Represent a Person Under Disability)

- 15 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 16 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 17 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 18 Alternatively, you can click on **Back to Divorce E-Services** to go back to the Divorce E-Services page.

Filing of Summons (Application to Represent a Person Under Disability)

15

Important Notes

1. This service will take you approximately 20 minutes to complete.
2. The filing fee for Summons (Application to Represent a Person Under Disability) is \$16; and for each Affidavit-in Support is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

16

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

18 17

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

Filing of Summons (Application to Represent a Person Under Disability)

[Return to Contents](#)

19 The initial status of Filing of Summons (Application to Represent a Person Under Disability) is **Draft**.

20 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:

- a) **Summons & Affidavit**
- b) **Make Payment**
- c) **Complete**

21 In the main Filing of Summons (Application to Represent a Person Under Disability) page, the following sections must be completed:

- a) **Summons (Application to Represent a Person Under Disability)**
- b) **Affidavit-in-Support**

Case ID: OS-2023-000211 19 **Status: Draft**

1 Summons & Affidavit — 20 — 2 Make Payment — 3 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

✓ Complete ⓘ Incomplete

1. Summons (Application to Represent a Person Under Disability) 21a

Description	Documents Required
To file an application to represent a person under disability. It must be filed with a supporting affidavit. Estimated time required: 10 mins Filing fee: \$16	<ul style="list-style-type: none">Scanned or pdf copy of the Summons (Application to Represent a Person Under Disability)

Proceed to Summons (Application to Represent a Person Under Disability)

2. Affidavit-in-Support 21b

Description	Documents Required
To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	<ul style="list-style-type: none">Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

Proceed to Affidavit-in-Support

Filing of Summons (Application to Represent a Person Under Disability)

[Return to Contents](#)

For each section, you will find a flag whether the section is Complete (Green) or Incomplete (Yellow).

 2. Affidavit-in-Support

 2. Affidavit-in-Support

22 You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Complete (Green).

23 Alternatively, you can click **Back** and will be redirected to the Divorce > Ongoing Filing page.

1. Summons (Other Applications)

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

[Edit/View Summons \(Other Applications\)](#)

Documents Required

- Scanned copy in PDF format of the completed Summons

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

[Edit/View Affidavit-in-Support](#)

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

23

[Back](#)

[Submit](#)

22

Section 1 Summons (Application to Represent a Person Under Disability)

24 Click on **Proceed to Summons (Application to Represent a Person Under Disability)**.

25 You will be directed to the **Important Notes** page. Please read through the Important Notes.

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

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

28 Alternatively, you can click on **Back to Filing of Summons (Application to Represent a Person Under Disability)** and will be directed to the previous filing page.

Case ID: OS-2023-000211 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

✔ Complete ! Incomplete

1. Summons (Application to Represent a Person Under Disability)

Description	Documents Required
To file an application to represent a person under disability. It must be filed with a supporting affidavit. Estimated time required: 10 mins Filing fee: \$16	<ul style="list-style-type: none">Scanned or pdf copy of the Summons (Application to Represent a Person Under Disability)

24

Proceed to Summons (Application to Represent a Person Under Disability)

Important Notes

- This service will take you approximately 10 minutes to complete.
- The filing fee for Summons (Application to Represent a Person Under Disability) is \$16.
- Your case/application will be processed within 3 working days.

25

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

26

28 **Back to Filing of Summons (Application to Represent a Person Under Disability)** **Agree and Proceed** 27

Filing of Summons (Application to Represent a Person Under Disability)

Section 1 Summons (Application to Represent a Person Under Disability)

- 29 The Initial status of Summons (Application to Represent a Person Under Disability) is **Incomplete**.
- 30 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Application to Represent a Person Under Disability), which are:
a) **Summons**
b) **Preview**
c) **Declare & Save**
- 31 Click on **Choose File** to upload the completed Summons (Application to Represent a Person Under Disability) in PDF format.
- 32 Once you have completed, the **Preview** button will be enabled. Click **Preview** to review the details in non-editable format. Alternatively, you can click on **Back to Filing of Summons (Application to Represent a Person Under Disability)** and you will be redirected to the initial filing page.

Case ID: OS-2023-000211 29 **Status: Incomplete**

1 Summons **30** 2 Preview 3 Declare & Save

1. Orders ✔

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have a PDF copy of the completed Summons (Application to Represent a Person Under Disability).

✔ Complete ! Incomplete

Case in which the Summons (Application to Represent a Person Under Disability) will be filed.
Kes dimana Summons (Application to Represent a Person Under Disability) akan difailkan
OS-2023-000211: Originating Summons for Divorce

Summons (Application to Represent a Person Under Disability)

Please upload the completed Summons (Application to Represent a Person Under Disability)
Sila muat naik Summons (Application to Represent a Person Under Disability) yang telah dilengkapi

Drag and drop your document here 31 **Choose File**

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

✕ [Test File 1.pdf](#)

Type of Document
Jenis Dokumen
Application to Represent a Person Un ▾

Back to Filing of Summons (Application to Represent a Person Under Disability) 32

Preview

Filing of Summons (Application to Represent a Person Under Disability)

Section 1 Summons (Application to Represent a Person Under Disability)

- 33 In the Preview Mode, verify the information and document that you uploaded in non-editable format.
- 34 Once verified, click **Complete** to continue with the filing.
- 35 Alternatively, you can click **Back to Edit** to revert to edit mode and update the fields.

Case ID: OS-2023-000211 Status: Incomplete

1 Summons 2 Preview 3 Declare & Save

1. Orders ✓

33

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have a PDF copy of the completed Summons (Application to Represent a Person Under Disability).

✓ Complete ! Incomplete

Case in which the Summons (Application to Represent a Person Under Disability) will be filed.
Kes dimana Summons (Application to Represent a Person Under Disability) akan difailkan
OS-2023-000211: Originating Summons for Divorce

Summons (Application to Represent a Person Under Disability)

Please upload the completed Summons (Application to Represent a Person Under Disability)
Sila muat naik Summons (Application to Represent a Person Under Disability) yang telah dilengkapi

[Test File 1.pdf](#)

File Description

Application to Represent a Person Under Disability

34 Back to Edit Complete 35

Filing of Summons (Application to Represent a Person Under Disability)

Section 1 Summons (Application to Represent a Person Under Disability)

- 36 After clicking **Complete**, you will be directed to the declaration page. Confirm the declaration by selecting the checkbox.
- 37 Once you have done so, the **Complete & Back to Filing of Summons (Application to Represent a Person Under Disability)** button will be enabled. Click to continue.
- 38 Alternatively, you can click on **Back to Preview** to go back to the Preview page.
- 39 On the main Filing of Summons (Application to Represent a Person Under Disability) page, you will find the section for the Summons (Application to Represent a Person Under Disability) marked as Complete (Green).
- 40 If you click the **Edit/View Summons (Application to Represent a Person Under Disability)** button, this section will revert to Incomplete (Yellow). You will have to complete this section up to step no. 37 to mark this section as Complete.

Case ID: OS-2023-000211 Status: Incomplete

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 36

38 Back to Preview Complete & Back to Filing of Summons (Application to Represent a Person Under Disability) 37

39 1. Summons (Application for Miscellaneous Interim Order)

Description	Documents Required
To file an application for miscellaneous interim orders such as: <ul style="list-style-type: none">- To facilitate or expedite the hearing of the proceedings on specified terms- To amend the Case Statement/Memorandum of Defence- To strike out or expunge a specified affidavit/part of the affidavit- To correct a clerical error in a specified document- To extend the time limited for a specified action and/or document- To set aside the order made in absence of any party to the proceedings on a specified date	<ul style="list-style-type: none">• Scanned or pdf copy of the Summons (Application for Miscellaneous Interim Order)

Estimated time required: 10 mins

Filing fee for Summons: \$16

40 Edit/View Summons (Application for Miscellaneous Interim Order)

Section 2 Affidavit-in-Support

- 41 To complete this section, click on **Proceed to Affidavit-in-Support**.
- 42 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 43 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 44 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 45 Alternatively, you can click on **Back to Filing of Summons (Application to Represent a Person Under Disability)** and will be directed the previous filing page.

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support 41

Important Notes 42

Pre-Requisites

- I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.

2. The filing fee for each Affidavit-in-Support is \$12.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 43

45 **Back to Filing of Summons (Application to Represent a Person Under Disability)** **Agree and Proceed** 44

Filing of Summons (Application to Represent a Person Under Disability)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 46 The Initial status of Affidavit-in-Support is **Incomplete**.
- 47 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Affidavit-in-Support, which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 48 Click on **Choose File** to upload the completed affirmed Affidavit-in-Support.
- 49 Key in the Deponent's Name.
- 50 If required, you can add additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 affidavit files for each Summons.
- 51 Once you have completed step nos. 48 and 49, the **Preview** button will be enabled. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

Case ID: OS-2022-000295 46 Status: Incomplete

1 Affidavit-in-Support 47 2 Preview & Save

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 48 Choose File

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

✕ [Test File 1.pdf](#)

Type of Document
Jenis Dokumen

Affidavit-in-Support v

Please enter the Deponent's Name(s) 49
Sila berikan nama Deponen

Halima Coleman

Add Affidavit-in-Support 50

Back to Filing of Summons (Application for Miscellaneous Interim Order)

Preview 51

Filing of Summons (Application to Represent a Person Under Disability)

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 52 Verify the uploaded affidavit information in preview mode.
- 53 Once you have verified, click **Complete & Back to Filing of Summons (Application to Represent a Person Under Disability)**. This section will be marked as Complete (Green) and you will be redirected to the main Filing of Summons (Application to Represent a Person Under Disability) page.
- 54 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 55 On the main **Filing of Summons (Application to Represent a Person Under Disability)** page you will find the section for Affidavit-in-Support marked as Complete (Green).
- 56 If you click on the **Edit/View Affidavit-in-Support** button, this section will revert to Incomplete (Yellow). You will have to complete the section up to step no. 53 to mark this section as Complete.

Affidavit-in-Support #1

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

[Test File 1.pdf](#)

File Description

Affidavit-in-Support

Please enter the Deponent's Name(s) ⓘ

Sila berikan nama Deponen

Tyrese Tate

52

54

[Back to Edit](#)

[Complete & Back to Filing of Summons \(Application to Represent a Person Under Disability\)](#)

53



2. Affidavit-in-Support

55

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

[Edit/View Affidavit-in-Support](#)

56

Payment

Payment

- 1 All sections must be marked as Complete (Green) before you can proceed to submit the filing of Summons (Application to Represent a Person Under Disability).
- 2 Once all required sections are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click on **Back** to go back to the Divorce > Ongoing Filing page.

Case ID: OS-2023-000211 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

✓ Complete ⚠ Incomplete

✓ 1. Summons (Application to Represent a Person Under Disability) 1a

Description	Documents Required
To file an application to represent a person under disability. It must be filed with a supporting affidavit. Estimated time required: 10 mins Filing fee: \$16	<ul style="list-style-type: none">Scanned or pdf copy of the Summons (Application to Represent a Person Under Disability)

Edit/View Summons (Application to Represent a Person Under Disability)

✓ 2. Affidavit-in-Support 1b

Description	Documents Required
To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	<ul style="list-style-type: none">Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

Edit/View Affidavit-in-Support

3 Back Submit 2

Payment - PayNow

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

Case ID: OS-2023-000211 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-000277

Breakdown of Fees
Butiran Yuran

- Filing fee for Summons (Application to Represent a Person Under Disability): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode 5
Cara Pembayaran

PayNow eNETS / Credit Card

 6

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 Summons & Affidavit](#) [Verify Payment](#) 7

Payment

Payment – eNets/Credit Card

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-000277

Breakdown of Fees
Butiran Yuran

- Filing fee for Summons (Application to Represent a Person Under Disability): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

This screenshot shows the 'Payment Advice Number' section with a yellow box highlighting the 'Breakdown of Fees' and 'Payment Amount (SGD)'. A yellow circle with the number 8 is positioned at the top right of the highlighted area.

9

Payment Methods

VISA

Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

This screenshot shows the 'Payment Methods' section with a yellow box highlighting the card details input fields. Yellow circles with the numbers 10, 11, and 12 are positioned around the form: 10 is on the right, 11 is at the bottom right, and 12 is at the bottom left.

Request Fee Waiver

- 13 On the payment page, verify the breakdown of items, fees and total amount.
- 14 Payment Mode is set as Request Fee Waiver and the reason for fee waiver is Provisional Grant of Aid or Grant of Aid (according to the type of grant that you selected previously, and which is still valid). These fields are non-editable.
- 15 Click on **Submit Request for Fee Waiver** to submit the Summons (Other Applications) for filing.

Case ID: OS-2022-000198 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001116

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Summons (Other Applications): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Reason for request for fee waiver
Sebab bagi permohonan pengenepian yuran

Grant of Aid

Back to Declaration **Submit Request for Fee Waiver**

Complete

- 17 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 18 Or you can click **Back to Dashboard** to redirected to the Dashboard.

Case ID: OS-2023-000211 Status: Pending Waiver Approval

✓ Summons & Affidavit ✓ Make Payment 3 Complete

Submitted!

Case ID: OS-2023-000211
Your Payment Advice Number: PM-2023-000276
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: myinfotesting1@gmail.com.

Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties via post, in person or electronically.

17 [Save as PDF](#) [Back to Dashboard](#) 18

Filing of Summons (Amended Summons)

Filing of Summons (Amended Summons)

- 1 To file Summons (Amended Summons), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to.. for Case with Originating Summons Number**.
- 4 Select **File Summons**.

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

The screenshot shows a dropdown menu titled 'Start a New Case'. The menu items are: 'I want to.. for Case with Originating Summons Number' (highlighted with a yellow box and a yellow circle containing the number 3), 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons' (highlighted with a yellow box and a yellow circle containing the number 4), 'Praecipe (Request)', 'Submit Registry Request', and 'Submit Correspondence'.

Filing of Summons (Amended Summons)

[Return to Contents](#)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, i.e. **Amended Summons** and you will be directed to the Amended Summons
- 6 Alternatively, you can locate **Amended Summons** from the list of Summons in the Divorce tab under “I want to.. for Originating Summons” > File Summons.
- 7 Please read the description and documents required.
- 8 To continue, click on **Proceed to Amended Summons** .

What would you like to apply for?
Apakah yang anda ingin mohonkan?

Amended Summons 5

Summons

Amended Summons 6

Description 7	Document Required
<p>To be filed by the applicant when there is an amendment to a filed summons. Please do not use this E-service if you are intending to file an application to vary a previous Order of Court.</p> <p>Estimated time required: 20 min</p> <p>Filing fee for Summons: \$16</p> <p>Filing fee for Supplementary Affidavit per document (if applicable): \$12</p>	<ul style="list-style-type: none">• Scanned or PDF copy of the completed Amended Summon• Scanned copy in PDF format of the completed Supplementary Affidavit

Proceed to Amended Summons 8

Filing of Summons (Amended Summons)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file Summons (Amended Summons).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number and you do not have case access, you will see this message.
- 13 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.
- 14 Select the Summons you would like to amend and Select either Yes or No for “**Has the Summons been served?**” and then click on the **Proceed** button to continue.

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

Originating Summons Number * 9

Nombor Saman Pemula 10

OS-2023-000211 Submit

✓ The Originating Summons Number is valid. You have case access. You may file the Amended Summons. 13

Please select which Summons you would like to amend * 14a

Sila pilih Saman yang anda ingin pinda

OS-2023-000211/S001 : Form 28 - Application for Miscellaneous Interim Orders

Has the Summons been served? * 14b

Adakah Saman telah diserahkan?

Yes No

14d **Back to Divorce E-services** **Proceed** 14c

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

1 The Originating Summons Number is valid. You do not have case access. 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

Filing of Summons (Amended Summons)

- 15 If you select “Yes” for “**Has the Summons been served?**”, you then need to select either **Yes** or **No** for “**Have you obtained leave of Court?**”
- 16 If you select “**Yes**” for “**Have you obtained leave of Court?**” then provide the **Date leave of Court obtained**.
- 17 If you select “**No**” for “**Have you obtained leave of Court?**” then select **Yes** or **No** for “**Have you obtained the Other Party’s agreement to this filing?**”
- 18 If you select “Yes” for “**Have you obtained the Other Party’s agreement to this filing?**”, then click on **Choose file** and upload the supporting documents stating the other party’s agreement.
- 19 The **Proceed** button will then be enabled.

Please select which Summons you would like to amend *
Sila pilih Saman yang anda ingin pinda

OS-2023-000211/S001 : Form 28 - Application for Miscellaneous Interim Orders

Has the Summons been served? *
Adakah Saman telah diserahkan? 15

Yes No

Have you obtained leave of Court? * ⓘ
Anda telah mendapatkan keizinan Mahkamah? 16

Yes No

Have you obtained the Other Party's agreement to this filing? *
Adakah anda telah mendapatkan persetujuan Pihak yang lain bagi pemfailan ini? 17

Yes No

ⓘ For amendment without leave of Court and the Other Party's agreement, further directions may be given in a separate document with further payment of fees.

Has the Summons been served? *
Adakah Saman telah diserahkan? 16

Yes No

Have you obtained leave of Court? * ⓘ
Anda telah mendapatkan keizinan Mahkamah? 16

Yes No

Date leave of Court obtained *
Tarikh keizinan Mahkamah diperolehi 16

01/11/2023

Have you obtained the Other Party's agreement to this filing? *
Adakah anda telah mendapatkan persetujuan Pihak yang lain bagi pemfailan ini? 18a

Yes No

Upload file
Please upload the supporting documents stating the Other Party's agreement
Sila muat naik dokumen sokongan mengenai persetujuan Pihak yang lain

Drag and drop your document here

Choose File 18b

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

Test File 1.pdf

Type of Document
Jenis Dokumen

Other Documents

Back to Divorce E-Services Proceed 19

Filing of Summons (Amended Summons)

- 20 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 21 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 22 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 23 Alternatively, you can click on **Back to Divorce E-Services** to go back to the Divorce E-Services page.

DIVORCE E-SERVICES / SUMMONS / AMENDED SUMMONS

Amended Summons

Important Notes

1. This service will take you approximately 20 minutes to complete.
2. The filing fee for Amended Summons is \$16; and for each Supplementary Affidavit is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. 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](#)

20

21

23

22

Filing of Summons (Amended Summons)

[Return to Contents](#)

24 The initial status of Filing of Summons (Amended Summons) is **Draft**.

25 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:

- a) **Summons & Affidavit**
- b) **Make Payment**
- c) **Complete**

26 In the main Filing of Summons (Amended Summons) page, the following sections must be completed:

- a) **Summons (Amended Summons)**
- b) **Supplementary Affidavit**

Case ID: OS-2023-000211 24 Status: Draft

1 Summons & Affidavit 25 2 Make Payment 3 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

✔ Complete ⓘ Incomplete

1 1. Amended Summons 26a

<p>Description</p> <p>To be filed when there is an amendment to a filed summons by the applicant to that summons.</p> <p>Estimated time required: 10 mins</p> <p>Filing fee for Summons: \$16</p> <p style="text-align: center;">Proceed to Amended Summons</p>	<p>Documents Required</p> <ul style="list-style-type: none">• Scanned or pdf copy of the Amended Summons
---	---

1 2. Supplementary Affidavit (Optional) 26b

Are you a filing Supplementary Affidavit?
Adakah anda ingin memfailkan Affidavit Tambahan?

Yes No

<p>Description</p> <p>To file the Supplementary Affidavit.</p> <p>Estimated time required: 10 mins</p> <p>Filing fee per document: \$12</p> <p style="text-align: center;">Proceed to Supplementary Affidavit</p>	<p>Documents Required</p> <ul style="list-style-type: none">• Scanned or pdf copy of the Supplementary Affidavit affirmed before a Commissioner for Oaths.
---	---

Filing of Summons (Amended Summons)

For each section, you will find a flag whether the section is Complete (Green) or Incomplete (Yellow).

 2. Affidavit-in-Support

 2. Affidavit-in-Support

27 You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Complete (Green).

28 Alternatively, you can click **Back** and will be redirected to the Divorce > Ongoing Filing page.

1. Summons (Other Applications)

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- Scanned copy in PDF format of the completed Summons

[Edit/View Summons \(Other Applications\)](#)

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Edit/View Affidavit-in-Support](#)

28

[Back](#)

[Submit](#)

27

Filing of Summons (Amended Summons)

Section 1 Summons (Amended Summons)

- 29 Click on **Proceed to Amended Summons**.
- 30 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 31 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 32 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 33 Alternatively, you can click on **Back to Filing of Summons (Amended Summons)** and will be directed to the previous filing page.

Case ID: OS-2023-000211 Status: Draft

1 Summons & Affidavit ————— 2 Make Payment ————— 3 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.
- You may only submit after you have completed all documents.

Complete Incomplete

1. Amended Summons

Description	Documents Required
To be filed when there is an amendment to a filed summons by the applicant to that summons.	<ul style="list-style-type: none">• Scanned or pdf copy of the Amended Summons
Estimated time required: 10 mins	
Filing fee for Summons: \$16	

Proceed to Amended Summons 29

Important Notes

- 1. This service will take you approximately 10 minutes to complete.
- 2. The filing fee for Amended Summons is \$16.
- 3. Your case/application will be processed within 3 working days.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 31

33 **Back to Filing of Summons (Amended Summons)** **Agree and Proceed** 32

Filing of Summons (Amended Summons)

Section 1 Summons (Amended Summons)

- 34 The Initial status of Summons (Amended Summons) is **Incomplete**.
- 35 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Amended Summons), which are:
a) **Summons**
b) **Preview**
c) **Declare & Save**
- 36 Click on **Choose File** to upload the completed Summons (Amended Summons) in PDF format.
- 37 Once you have completed, the **Preview** button will be enabled. Click **Preview** to review the details in non-editable format. Alternatively, you can click on **Back to Filing of Summons (Amended Summons)** and you will be redirected to the initial filing page.

Case ID: OS-2023-000211 Status: Incomplete

1 Summons 35 2 Preview 3 Declare & Save

1. Orders ✓

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have a PDF copy of the completed Amended Summons.

Complete Incomplete

Summons (Amended Summons)

Please upload the completed Summons (Amended Summons)
Sila muat naik 'Amended Summons' yang telah dilengkapi

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

× Test File 1.pdf

Type of Document
Jenis Dokumen
Amended Summons

Back to Filing of Summons (Amended Summons) **Preview**

Filing of Summons (Amended Summons)

Section 1 Summons (Amended Summons)

- 38 In the Preview Mode, verify the information and documents uploaded in non-editable format.
- 39 Once verified, click **Complete** to continue with the filing.
- 40 Alternatively, you can click **Back to Edit** to revert to edit mode and update the fields.

Case ID: OS-2023-000211 Status: Incomplete

Summons 2 Preview 3 Declare & Save

1. Orders ✓

- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have a PDF copy of the completed Amended Summons.

✓ Complete ! Incomplete

38 **Summons (Amended Summons)**

Please upload the completed Summons (Amended Summons)
Sila muat naik 'Amended Summons' yang telah dilengkapi

[Test File 1.pdf](#)

File Description

Amended Summons

40 Back to Edit Complete 39

Filing of Summons (Amended Summons)

Section 1 Summons (Amended Summons)

- 41 After clicking **Complete**, you will be directed to the declaration page. Confirm the declaration by selecting the checkbox.
- 42 Once you have done so, the **Complete & Back to Filing of Summons (Amended Summons)** button will be enabled. Click to continue.
- 43 Alternatively, you can click on **Back to Preview** to go back to the Preview page.
- 44 On the main Filing of Summons (Amended Summons) page, you will find the section for the Summons (Amended Summons) marked as Complete (Green).
- 45 If you click the **Edit/View Summons (Amended Summons)** button, this section will revert to Incomplete (Yellow). You will have to complete this section up to step no. 42 to mark this section as Complete.

Case ID: OS-2023-000211 Status: Incomplete

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct. 41

43 Back to Preview Complete & Back to Filing of Summons (Amended Summons) 42

✔ 1. Amended Summons 44

Description	Documents Required
To be filed when there is an amendment to a filed summons by the applicant to that summons. Estimated time required: 10 mins Filing fee for Summons: \$16	<ul style="list-style-type: none">Scanned or pdf copy of the Amended Summons

Edit/View Amended Summons 45

Filing of Summons (Amended Summons)

Section 2 Supplementary Affidavit (Optional)

- 46 Select either **Yes** or **No** for “**Are you filing Supplementary Affidavit?**”. If you select **No**, the **Submit** button will be enabled.
- 47 If you select **Yes**, the **Proceed to Supplementary Affidavit** button will be enabled.
- 48 To complete this section, click on **Proceed to Supplementary Affidavit**.

✓ 2. Supplementary Affidavit (Optional)

Are you a filing Supplementary Affidavit?
Adakah anda ingin memfailkan Affidavit Tambahan? 46a

Yes No

Description
To file the Supplementary Affidavit.
Estimated time required: 10 mins
Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Supplementary Affidavit affirmed before a Commissioner for Oaths.

Proceed to Supplementary Affidavit

Back Save as Draft **Submit** 46b

! 2. Supplementary Affidavit (Optional)

Are you a filing Supplementary Affidavit?
Adakah anda ingin memfailkan Affidavit Tambahan? 47

Yes No

Description
To file the Supplementary Affidavit.
Estimated time required: 10 mins
Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Supplementary Affidavit affirmed before a Commissioner for Oaths.

Proceed to Supplementary Affidavit 48

Back Save as Draft Submit

Filing of Summons (Amended Summons)

Section 2 Supplementary Affidavit (Optional)

- 49 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 50 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 51 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 52 Alternatively, you can click on **Back to Filing of Summons (Amended Summons)** and will be directed the previous filing page.

DIVORCE E-SERVICES / SUMMONS / SUPPLEMENTARY AFFIDAVIT

Supplementary Affidavit

Important Notes

Pre-Requisites

- I will prepare my own Supplementary Affidavit.
- I have completed the Supplementary Affidavit with all the required information.
- I have printed and affirmed the Supplementary Affidavit before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Supplementary Affidavit.

1. This service will take you approximately 10 minutes to complete.

2. The filing fee for each Supplementary Affidavit is \$12.

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

52 [Back to Filing of Summons \(Amended Summons\)](#) **Agree and Proceed** 51

Filing of Summons (Amended Summons)

Section 2 Supplementary Affidavit (Optional)

- 53 The Initial status of Supplementary Affidavit is **Incomplete**.
- 54 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Supplementary Affidavit, which are:
 - a) **Supplementary Affidavit**
 - b) **Preview & Save**
- 55 Click on **Choose File** to upload the completed affirmed Supplementary Affidavit.
- 56 Key in the Deponent's Name.
- 57 If required, you can add an additional Supplementary Affidavit by clicking on the **Add Supplementary Affidavit** button. You can add a maximum of 2 affidavit files for each Summons.
- 58 Once you have completed step nos. 54 and 55, the **Preview** button will be enabled. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

The screenshot displays the 'Supplementary Affidavit #1' filing page. At the top, the Case ID is OS-2023-000211. A navigation bar shows 'Supplementary Affidavit' as the active step (1) and 'Preview & Save' as the next step (2). The status is 'Incomplete'. A list of instructions is provided: 'All fields are mandatory unless otherwise stated.', 'You may save the form as draft copy for future completion.', and 'Please ensure that you have completed, printed and affirmed the Affidavit before a Commissioner for Oaths.' The main section is titled 'Supplementary Affidavit #1' and asks the user to upload the affirmed affidavit. A 'Choose File' button is present. Below this, a file named 'Test File 1.pdf' is shown with a dropdown menu for 'Type of Document' set to 'Supplementary Affidavit'. A text input field for 'Please enter the Deponent's Name(s)' contains 'Malika Finley'. An 'Add Supplementary Affidavit' button is located at the bottom left. At the bottom right, there are two buttons: 'Back to Filing of Summons (Amended Summons)' and a red 'Preview' button.

Filing of Summons (Amended Summons)

[Return to Contents](#)

Section 2 Supplementary Affidavit (Optional)

- 59 Verify the uploaded affidavit information in preview mode.
- 60 Once you have verified, click **Complete & Back to Filing of Summons (Amended Summons)**. The section will be marked as Complete (Green) and you will be redirected to the main Filing of Summons (Amended Summons) page.
- 61 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 62 On the main **Filing of Summons (Amended Summons)** page you will find the section for Supplementary Affidavit marked as Complete (Green).
- 63 If you click on the **Edit/View Supplementary Affidavit** button, this section will revert to Incomplete (Yellow). You will have to complete the section up to step no. 60 to mark this section as Complete.

Supplementary Affidavit #1

Please upload the affirmed Supplementary Affidavit
Sila muat naik Afidavit Tambahan yang telah diperakui

59

[Test File 1.pdf](#)

File Description

Supplementary Affidavit

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

Malika Finley

61 [Back to Edit](#) [Complete & Back to Filing of Summons \(Amended Summons\)](#) 60

✔ 2. Supplementary Affidavit (Optional) 62

Are you a filing Supplementary Affidavit?
Adakah anda ingin memfailkan Afidavit Tambahan?

Yes No

Description

To file the Supplementary Affidavit.

Estimated time required: 10 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Supplementary Affidavit affirmed before a Commissioner for Oaths.

63 [Edit/View Supplementary Affidavit](#)

Payment

Payment

- 1 All sections must be marked as Complete (Green) before you can proceed to submit the filing of Summons (Amended Summons).
- 2 Once all required sections are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click on **Back** to go back to the Divorce > Ongoing Filing page.

1. Amended Summons 1a

Description

To be filed when there is an amendment to a filed summons by the applicant to that summons.

Estimated time required: 10 mins

Filing fee for Summons: \$16

Documents Required

- Scanned or pdf copy of the Amended Summons

Edit/View Amended Summons

2. Supplementary Affidavit (Optional) 1b

Are you a filing Supplementary Affidavit?
Adakah anda ingin memfailkan Affidavit Tambahan?

Yes No

Description

To file the Supplementary Affidavit.

Estimated time required: 10 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Supplementary Affidavit affirmed before a Commissioner for Oaths.

Edit/View Supplementary Affidavit

3 **Back** **Save as Draft** **Submit** 2

Payment - PayNow

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

Case ID: OS-2023-000211 Status: Draft

✓ Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran

PM-2023-000279

Breakdown of Fees
Butiran Yuran

- Filing fee for Supplementary Affidavit #1: \$12
- Filing fee for Amended Summons: \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode 5
Cara Pembayaran

PayNow eNETS / Credit Card

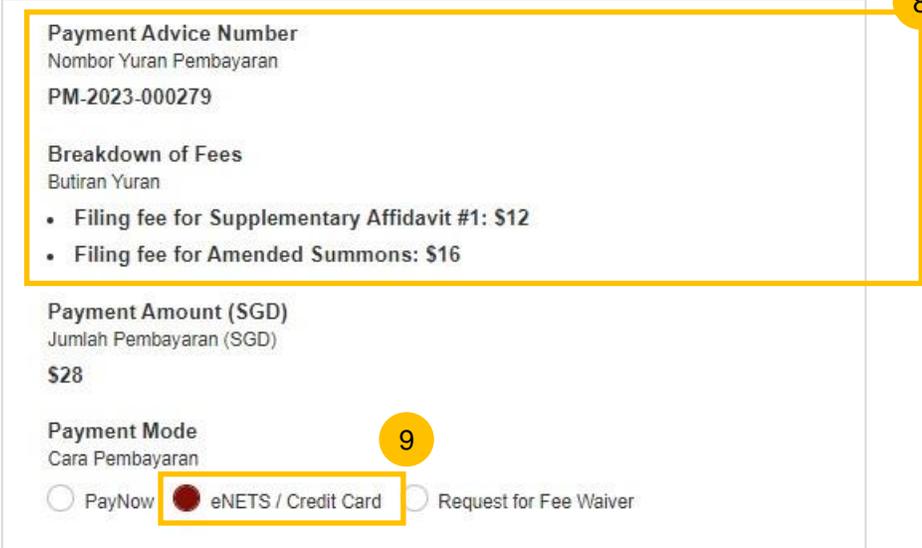
 6

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 Summons & Affidavit](#) [Verify Payment](#) 7

Payment – eNets/Credit Card

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



Payment Advice Number
Nombor Yuran Pembayaran
PM-2023-000279

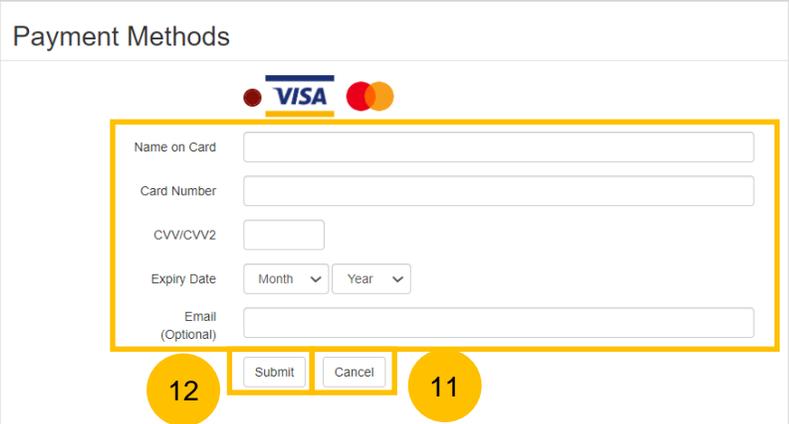
Breakdown of Fees
Butiran Yuran

- Filing fee for Supplementary Affidavit #1: \$12
- Filing fee for Amended Summons: \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver



Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Request Fee Waiver

- 13 On the payment page, verify the breakdown of items, fees and total amount.
- 14 Payment Mode is set as Request Fee Waiver and the reason for fee waiver is Provisional Grant of Aid or Grant of Aid (according to the type of grant that you selected previously, and which is still valid). These fields are non-editable.
- 15 Click on **Submit Request for Fee Waiver** to submit the Summons (Other Applications) for filing.

Case ID: OS-2022-000198 Status: Draft

1 Summons & Affidavit 2 Make Payment 3 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-001116

Breakdown of Fees
Butiran Yuran

- Filing fee for Affidavit-in-Support #1: \$12
- Filing fee for Summons (Other Applications): \$16

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$28

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Grant of Aid

Back to Declaration **Submit Request for Fee Waiver**

Complete

- 17 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 18 Or you can click **Back to Dashboard** to redirected to the Dashboard.

Case ID: OS-2023-000211 Status: Pending Waiver Approval

✓ Summons & Affidavit ✓ Make Payment 3 Complete

Submitted!

Case ID: OS-2023-000211
Your Payment Advice Number: PM-2023-000276
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: myinfotesting1@gmail.com.

Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties via post, in person or electronically.

17 [Save as PDF](#) [Back to Dashboard](#) 18