



SYARIAH COURT  
SINGAPORE

# USER GUIDE FOR SYC PORTAL

Notice of Ceasing to Act as Solicitor

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

Notice of Ceasing to Act as Solicitor (Cancellation of Aid)



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### Notice of Ceasing to Act as Solicitor

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#### Notice of Ceasing to Act as Solicitor

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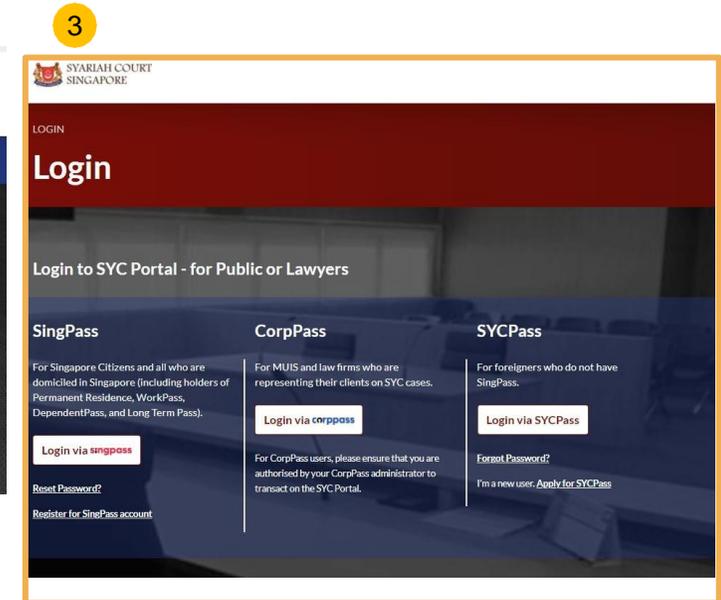
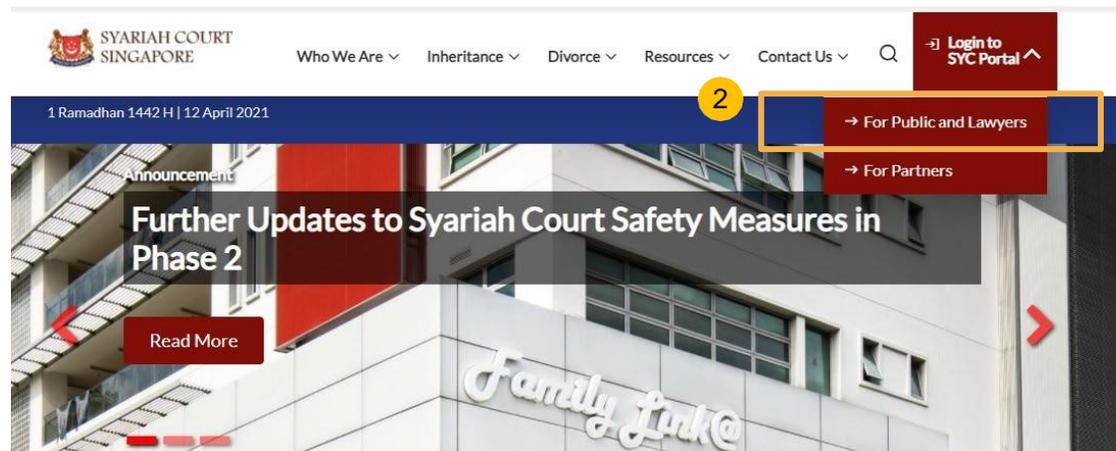
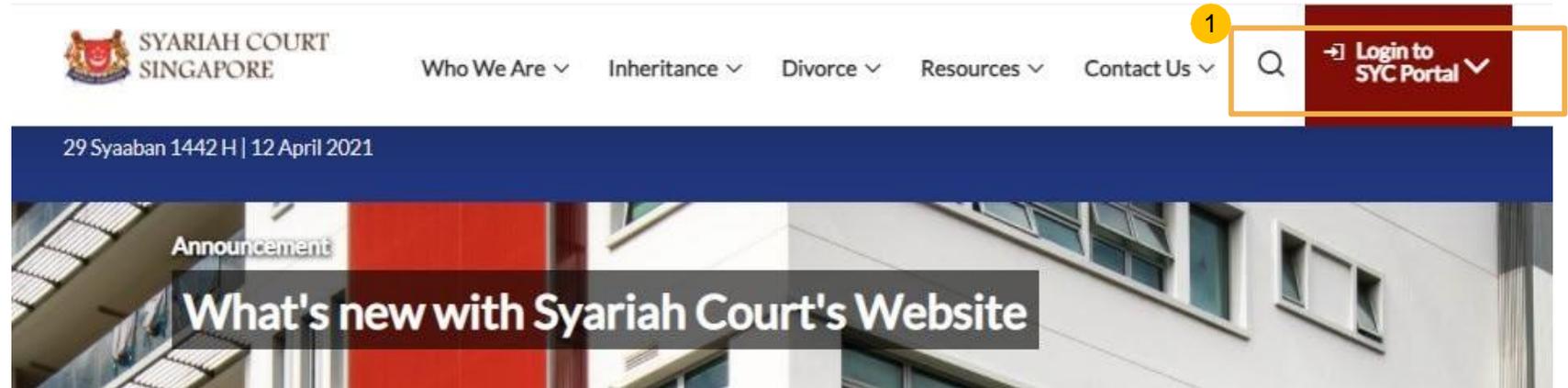
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# Login to SYC Portal for E-Services Using CorpPass

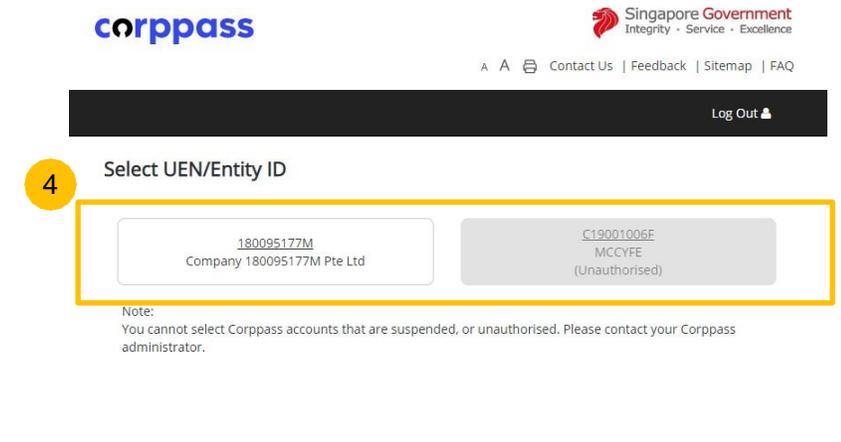
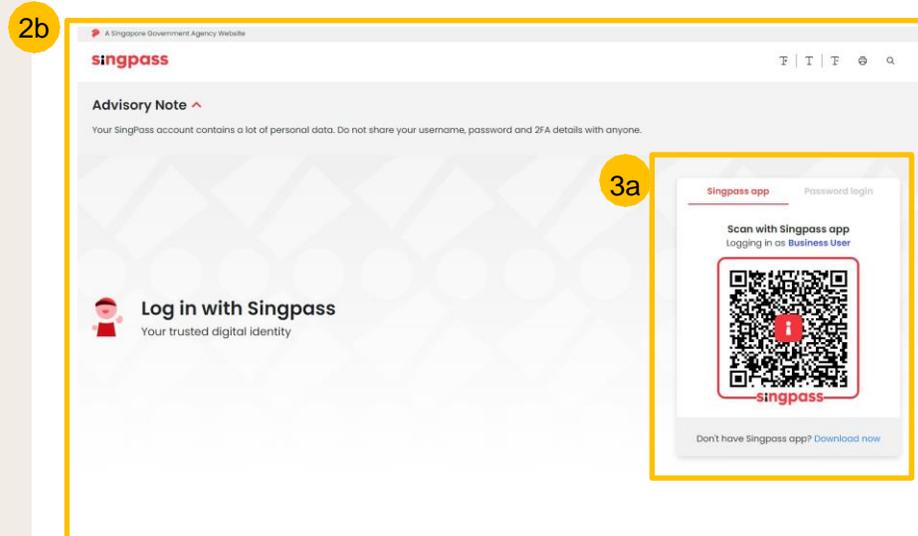
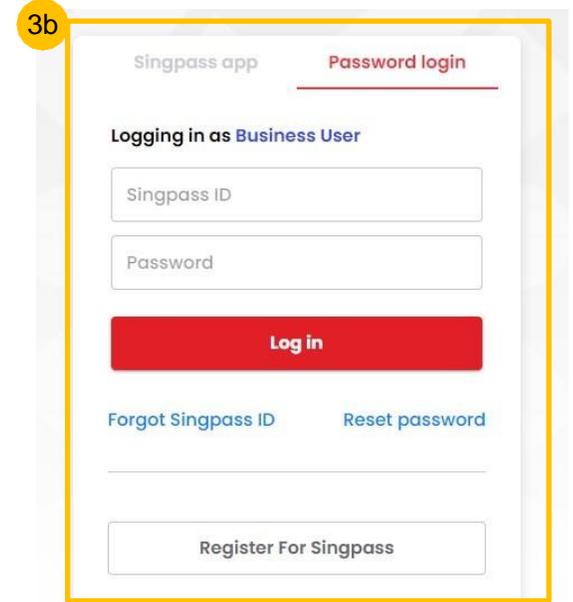
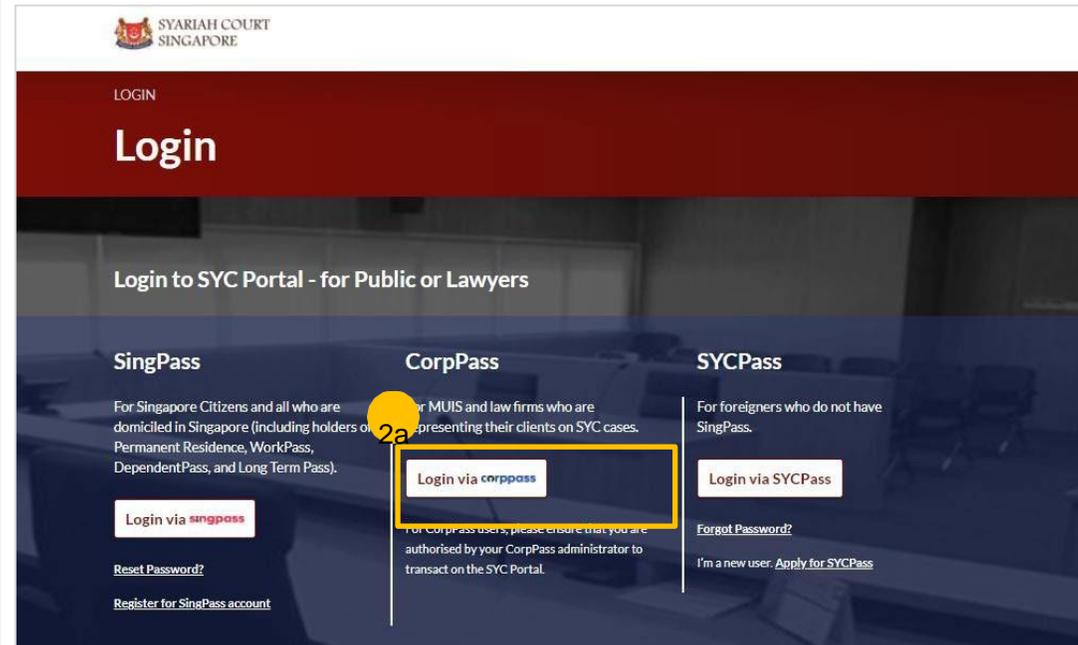
# Login to SYC Portal for e-Services Using CorpPass

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# 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.



# Submission of Notice of Ceasing to Act as Solicitor

# Notice of Ceasing to Act as Solicitor

- 1 To submit Notice of Ceasing to Act as Solicitor, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 **Divorce E-Services** page is displayed. Click on **I want to.. For Case with Originating Summons Number** and select **File Court Documents**.
- 4 From the list of Court Documents, locate **Notice of Ceasing to Act as Solicitor**.
- 5 Under **Notice of Ceasing to Act as Solicitor**, please read through the description and documents required. Prepare the documents in PDF format,
- 6 Click on **Proceed to Notice of Ceasing to Act as Solicitor** to continue.

The screenshot shows the 'Divorce' dashboard with the following elements:

- 1**: 'Divorce' tab in the top navigation bar.
- 2**: 'Divorce E-Services' button in the top right.
- 3**: 'File Court Documents' button in the left sidebar.
- 4**: 'Notice of Ceasing to Act as Solicitor' section in the main content area.
- 5**: 'Documents Required' list in the right sidebar.
- 6**: 'Proceed to Notice of Ceasing to Act as Solicitor' button at the bottom.

**Dashboard / DIVORCE**

Ongoing Case  
Completed Case  
Court File

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

Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
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**Start a New Case**

I want to.. for Case with Originating Summons Number

- File Court Documents
- Serve Originating Summons for Divorce
- File Summons
- Præcipe (Request)
- Submit Registry Request

**Notice of Ceasing to Act as Solicitor**

**Description**

For Legal Aid Bureau (LAB) as appointed solicitor or LAB-assigned solicitor to file cancellation of grant of aid and notice of ceasing to act as solicitor.

For other appointed lawyers to file notice of ceasing to act as solicitor AFTER obtaining an order for discharge of solicitor.

Estimated time required: 10 min  
Filing fee: \$12

**Documents Required**

- Cancellation of Grant of Aid and Notice of Ceasing to Act, or Form 51 (Notice of Ceasing to Act as Solicitor)

**Proceed to Notice of Ceasing to Act as Solicitor**

# Notice of Ceasing to Act as Solicitor

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

## Notice of Ceasing to Act as Solicitor

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Notice of Ceasing to Act as Solicitor.

Originating Summons Number \*  
Nombor Saman Pemula

OS-2023-000211

The Originating Summons Number is Valid. You may file Notice of Ceasing to Act as Solicitor.

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

The Originating Summons Number is valid. You may not file Notice of Ceasing to Act as Solicitor as you are not an appointed solicitor for the case.

## Notice of Ceasing to Act as Solicitor

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

14 Select the checkbox to confirm you had read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled after you have done so.

15 Click on **Agree and Proceed** to continue.

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

DIVORCE E-SERVICES / FILING / NOTICE OF CEASING TO ACT AS SOLICITOR

## Notice of Ceasing to Act as Solicitor

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### Important Notes

1. This service will take you approximately 10 minutes to complete.
2. The filing fee for Notice of Ceasing to Act as Solicitor is \$12.
3. For non-LAB and non-assigned lawyers, please ensure you have obtained an Order for Discharge of Solicitor before filing the Notice of Ceasing to Act as Solicitor.
4. You will be required to make payment via PayNow or eNETS/Credit Card.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 14

[Back to Divorce E-services](#) **Agree and Proceed** 15

# Notice of Ceasing to Act as Solicitor

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- 16 The Initial status of Notice of Ceasing to Act as Solicitor is **Draft**.
- 17 On the header you will find a navigation bar to guide you on the steps to complete the submission of the Notice of Ceasing to Act as Solicitor, which are:
  - a) **Notice of Ceasing to Act as Solicitor**
  - b) **Preview**
  - c) **Declare**
  - d) **Make Payment**
  - e) **Complete**
- 18 Click on **Choose File** and upload the completed Notice of Ceasing to Act as Solicitor in PDF format.
- 19 Once the Notice of Ceasing to Act as Solicitor document is uploaded, select **Type of Document** from the following:
  - Notice of Ceasing to Act as Solicitor (Cancellation of Aid)
  - Notice of Ceasing to Act as Solicitor
- 20 Click on **Preview** to navigate to the preview section.

DIVORCE E-SERVICES / FILING / NOTICE OF CEASING TO ACT AS SOLICITOR

## Notice of Ceasing to Act as Solicitor

Case ID: OS-2023-000211

16 Status: Draft



- Before submission, please verify all the details in the completed form are accurate.
- Please ensure that you have completed the Notice of Ceasing Act as Solicitor.

### Notice of Ceasing to Act as Solicitor

Please upload the completed Notice of Ceasing to Act as Solicitor

Sila muat naik Notice of Ceasing to Act as Solicitor yang telah dilengkapkan

Drag and drop your document here

18

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

19

[Back to Divorce E-Services](#)

20

## Notice of Ceasing to Act as Solicitor

- 21 In the preview mode, verify the uploaded Notice of Ceasing to Act as Solicitor document.
- 22 Click on **Complete** to navigate to the declaration section. Alternatively, click on **Back to Edit** to to edit the uploaded file(s).

DIVORCE E-SERVICES / FILING / NOTICE OF CEASING TO ACT AS SOLICITOR

# Notice of Ceasing to Act as Solicitor

Case ID: OS-2023-000211 Status: Draft

21

1 ✓ Notice of Ceasing to Act as Solicitor — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete

### Notice of Ceasing to Act as Solicitor

Please upload the completed Notice of Ceasing to Act as Solicitor  
Sila muat naik Notice of Ceasing to Act as Solicitor yang telah dilengkapkan

[Test File 1.pdf](#)

File Description  
Notice of Ceasing to Act as Solicitor (Cancellation of Aid)

22

[Back to Edit](#) [Complete](#)

# Notice of Ceasing to Act as Solicitor

- 23 Read through the declaration form. Once you have read and confirmed the declaration, select the **check box**.
- 24 You may click on **Back to Preview** to navigate back to the preview page if you need to re-verify the Notice of Ceasing to Act as Solicitor document. Alternatively, click on **Make Payment** to proceed.

Case ID: OS-2023-000211 Status: Draft

✓ Notice of Ceasing to Act as Solicitor — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

I declare that the information provided in this form is true and correct. 23

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24

# Notice of Ceasing to Act as Solicitor

## Payment - PayNow

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

Case ID: OS-2023-000211 Status: Draft

Notice of Ceasing to Act as Solicitor
  Preview
  Declare
  4 Make Payment
  5 Complete

- Please note that payment will be made to Ministry of Culture, Community & Youth.
- You must click on the 'Verify Payment' button at the bottom of the page once you have completed your PayNow payment transaction on your banking app.

**Payment Advice Number**  
Nombor Yuran Pembayaran  
**PM-2023-000275**

**Breakdown of Fees**  
Butiran Yuran  
- **Filing fee for Notice of Ceasing to Act as Solicitor for OS: \$12**

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
**\$12**

26 **Payment Mode**  
Cara Pembayaran

PayNow
  eNETS / Credit Card



27

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

Back to Declare
**Verify Payment**

28

## Payment – e-Nets/Credit Card

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

**Payment Advice Number**  
Nombor Yuran Pembayaran  
**PM-2023-000275**

**Breakdown of Fees**  
Butiran Yuran  
· Filing fee for Notice of Ceasing to Act as Solicitor for OS: \$12

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
**\$12**

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card

### Payment Methods

 **31**

Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

**32**   **33**

## Payment – Request for Fee Waiver

- 34 On the payment page, verify the breakdown of items, fees and the total amount.
- 35 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 have filed). These fields are non-editable.
- 36 Click on Submit Request for Fee Waiver.

Payment Advice Number  
Nombor Yuran Pembayaran  
UPM-2023-000204

Breakdown of Fees  
Butiran Yuran

- Filing fee for Notice of Ceasing to Act as Solicitor for OS: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$12

Payment Mode  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

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

Grant of Aid

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

# Notice of Ceasing to Act as Solicitor

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

Case ID: OS-2023-000211 Status: Pending Acceptance

✓ Notice of Ceasing to Act as Solicitor ——— ✓ Preview ——— ✓ Declare ——— ✓ Make Payment ——— 5 Complete

**Submitted!**

Case ID: OS-2023-000211  
Your Payment Advice Number: PM-2023-000275  
Bank Transaction Reference number: 123452  
Payment Status: Completed  
Payment Date: 13/04/2022 15:42  
An acknowledgement with a copy of submission has been sent to: [S0091101@test.com](mailto:S0091101@test.com).

You are required to serve the documents on the other party/parties.

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38 Save as PDF Back to Dashboard 37