

**THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE**  
**REGISTRAR'S CIRCULAR NO 15 OF 2020**  
**COLLECTION OF COURT ORDERS AND INHERITANCE CERTIFICATES**  
**VIA EMAIL**

1. The matter set out in paragraphs 2 to 8 of this Circular is an extension of the matter set out in paragraphs 9 and 10 of Registrar's Circular No 3 of 2020 as it relates to the collection of Court Orders, and this Circular supersedes Registrar's Circular No 3 of 2020 as it relates to the collection of Inheritance Certificates at the Court Registry.

Collection of Court Orders (including a Decree of Court)

2. A solicitor whose law firm has filed a Notice of Appointment in any matter shall collect a Court Order that is made by Syariah Court on or after 2 June 2020 via email instead of attending at the Court Registry.

3. A litigant-in-person shall collect a Court Order that is made by Syariah Court on or after 2 June 2020 via email instead of attending at the Court Registry.

4. The Court Order may only be collected after payment for the Court Order, and after 7 working days, as indicated in the payment receipt.

5. In addition, the solicitor and litigant-in-person must take the following steps:

(a) for the solicitor, provide to the Court officer a business email account of the solicitor or that of the law firm, and specify legibly that email account address;

(b) for the litigant-in-person, provide to the Court officer his or her email account, and specify legibly that email account address; and

(c) ensure that emails from Syariah Court and its officers can be properly received at the specified email account.

6. The email sent by Syariah Court containing the Court Order will not be password-protected and the solicitor or litigant-in person, as the case may be, is deemed to accept this manner of transmission.

7. A Court Order that is collected via email is deemed as collected.

8. The above also applies to the collection of an extract copy of a Court Order that is made by Syariah Court on or after 2 June 2020.

Collection of Inheritance Certificates

9. An applicant for an Inheritance Certificate, including an extract copy of Inheritance Certificate, shall collect the Inheritance Certificate that is issued by

Syariah Court on or after 2 June 2020 via email instead of attending at the Court Registry. Collection of all Inheritance Certificates at the Court Registry will cease with effect from 2 June 2020.

10. All applicants must comply with the instructions on the procedure for verification of documents and collection via email, as set out in the 'Inheritance Online Guide' at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

General

11. Court users and members of the public who wish to seek clarification on this matter may call 63548371 or email [MCCY\\_Syariah@mccy.gov.sg](mailto:MCCY_Syariah@mccy.gov.sg). For general information on court processes and procedures, they may visit our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

Dated this 29th day of May 2020



SHAHRINAH ABDOL SALAM  
REGISTRAR  
SYARIAH COURT

