

## CHECKLIST

### INSTRUCTIONS:

- (1) You are required to bring along this checklist when you file the Originating Summons for Divorce at the Syariah Court.
- (2) This checklist is a guide for you to check that you have prepared all the required documents for the filing of the Originating Summons.
- (3) Please arrange the documents (original & copies) according to the checklist.
- (4) You may wish to refer to the Explanatory Notes in your letter which contains information on the required documents.
- (5) To make it easy during the filing process, please tick the documents you are submitting.
- (6) If you wish to affirm any document before a Commissioner for Oaths at the Syariah Court, you need to produce 1 original only. If any document has been affirmed before a Commissioner for Oaths and is ready to be filed, you need to produce 1 original and 2 copies.
- (7) In addition to the documents stated in the checklist, you are required to produce your ^Digital IC, Original Identity Card or valid Passport, and Original Birth Certificate of each Child of the Marriage (below the age of 21 years).
- (8) If your documents are incomplete, you will not be able to proceed to file the Originating Summons.**

^ Digital IC – Please show your watermarked digital IC or tap the barcode button via your SingPass App to prove your identity upon request.

No	Documents to be produced	No of copies (Refer to item (6) above)	Attached (please tick)	For official use only (L3)
<b>Case Statement Bundle</b>				
1.	Completed Case Statement ( <i>Form 7/ Form 8</i> )	1 original only or 1 original & 2 copies (Refer to item (6) above)		
2.	Copy of the original or extract of Marriage/ Revocation Certificate.  For marriage registered outside Singapore, to enclose a copy of the Marriage Certificate that has been attested by the proper authority, together with a certified true translation of the Marriage Certificate in English if the language is other than English or Malay.	3 copies		

3.	For parties who are both non-Singapore citizens, please provide documentary proof of your stay in Singapore for the past 3 consecutive years before the date of filing the Originating Summons	3 copies		
4.	<p>CPF Statements showing</p> <ul style="list-style-type: none"> <li>- account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all);</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>- public housing withdrawal details (for HDB flats OR private properties withdrawal details (for private properties)</li> </ul> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		
5.	<p>HDB Flat and/or Private Property details.</p> <p>For HDB: You may obtain your current flat details at <a href="http://www.hdb.gov.sg">www.hdb.gov.sg</a>.</p> <p>For private property: You may obtain the title search at <a href="http://www.sla.gov.sg/MyProperty/#/home">www.sla.gov.sg/MyProperty/#/home</a></p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		
6.	<p>Financial Information on HDB Flat and/or Private Property</p> <p>Outstanding Mortgage Loan Statement (from HDB or bank, whichever is applicable)</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	3 copies		

<b><u>Matrimonial Property Plan Bundle</u></b>				
7.	Completed Agreed ( <i>Form 13</i> ) OR Proposed ( <i>Form 15</i> ) Matrimonial Property Plan Form  (For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flats)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
8.	Completed Particulars of Arrangements for Housing Form ( <i>Form 14</i> )  (For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)	1 original & 2 copies		
9.	Returned HDB Standard Query Form  (Please use the correct form, depending on whether you own a HDB flat or have signed an Agreement for Lease e.g. for new/BTO HDB flat)	1 original & 2 copies		
10.	Returned HDB Housing Guidance Form (optional)  (For parties with at least one child below 21 years old and living in a HDB flat)	1 original & 2 copies		
11.	Returned CPF Standard Query  (Only for a CPF Member aged 55 and above who owns a matrimonial property financed using CPF monies )	1 original & 2 copies		
<b><u>Parenting Plan Bundle</u></b>				
12.	Completed Agreed ( <i>Form 11</i> ) or Proposed ( <i>Form 12</i> ) Parenting Plan Form  (For parties with at least one child below 21 years old)	1 original only or 1 original & 2 copies (See item (6) above)		

<b>Please prepare 1 of the following BLANK forms for Defendant</b>				
15.	Memorandum of Defence ( <i>Form 17/ Form 18</i> )	1 copy		
16.	Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan ( <i>Form 22</i> ) AND Defendant's Proposed Matrimonial Property Plan ( <i>Form 23</i> )  If you are filing the Agreed Matrimonial Property Plan, you are not required to provide these blank forms.	1 copy		
17.	Defendant's Agreement to Plaintiff's Proposed Parenting Plan ( <i>Form 20</i> ) AND Defendant's Proposed Parenting Plan ( <i>Form 21</i> )  If you are filing the Agreed Parenting Plan, you are not required to provide these blank forms.	1 copy		
18.	Particulars of Arrangements for Housing Form ( <i>Form 14</i> )	1 copy		
19.	Form 36 – Acknowledgement of Service Form  (For service by way of registered post)	1 copy		

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For official use only**

Checked by: \_\_\_\_\_ (L3)

Date: \_\_\_\_\_