



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL FILING OF COURT DOCUMENTS

Syariah Court Detailed User Guide for Corporate Users

Filing of Court Documents



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Login to SYC Portal for e-Services Using
Corppass

Login to SYC Portal for e-Services Using Corppass

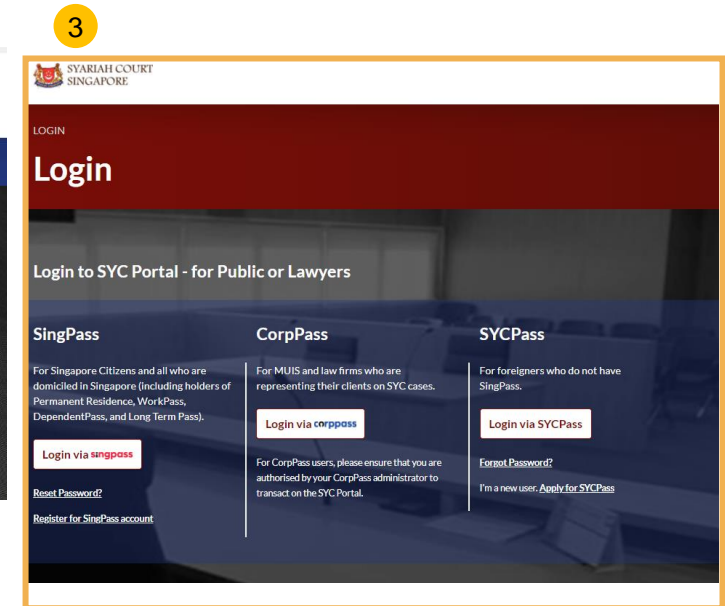
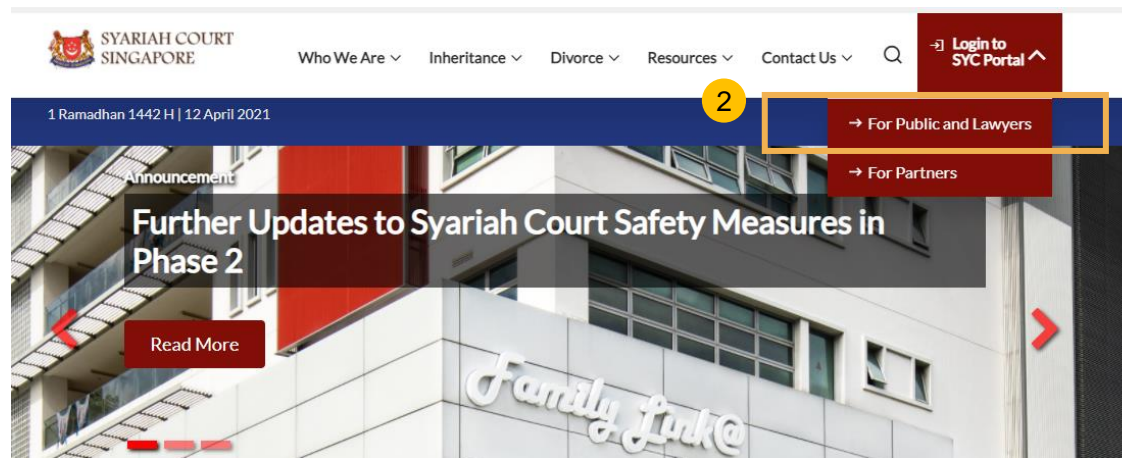
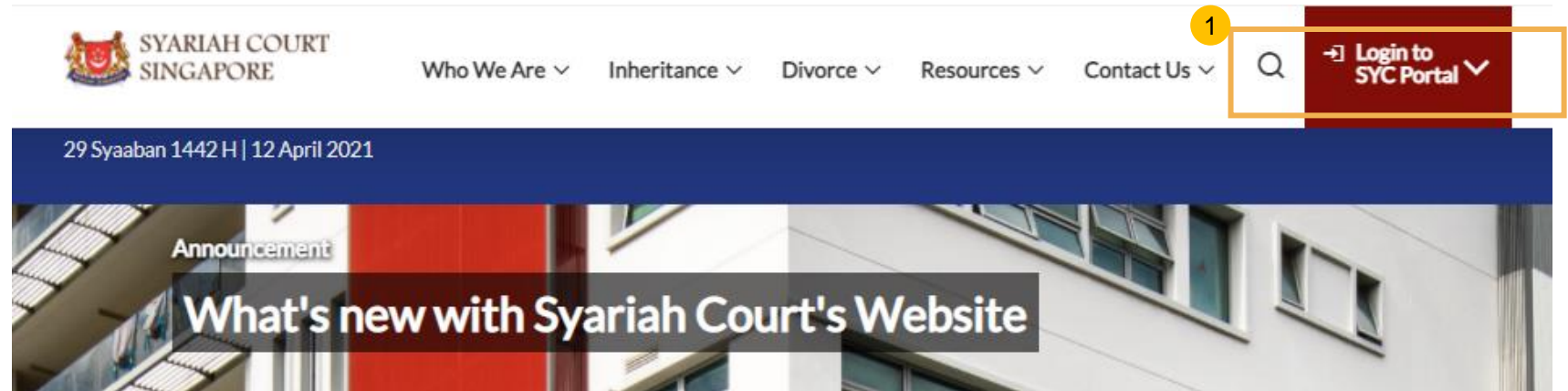
[Return to Contents](#)

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

- For Public and Lawyers:
- For Partners

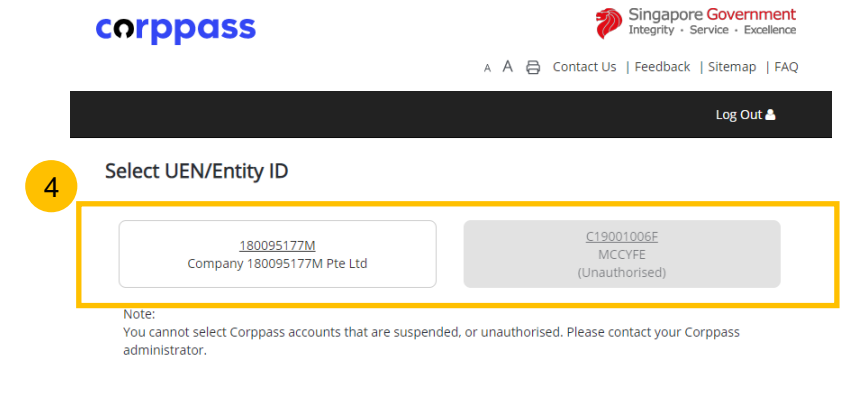
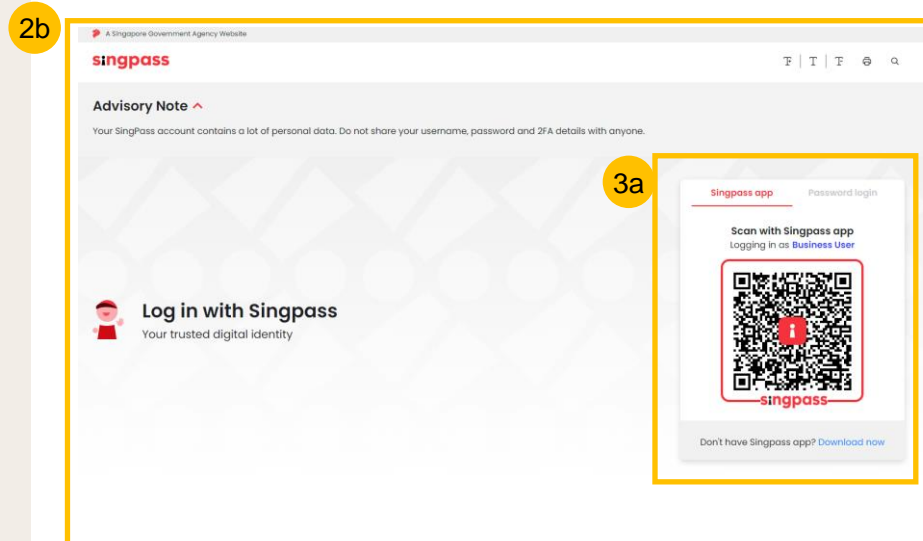
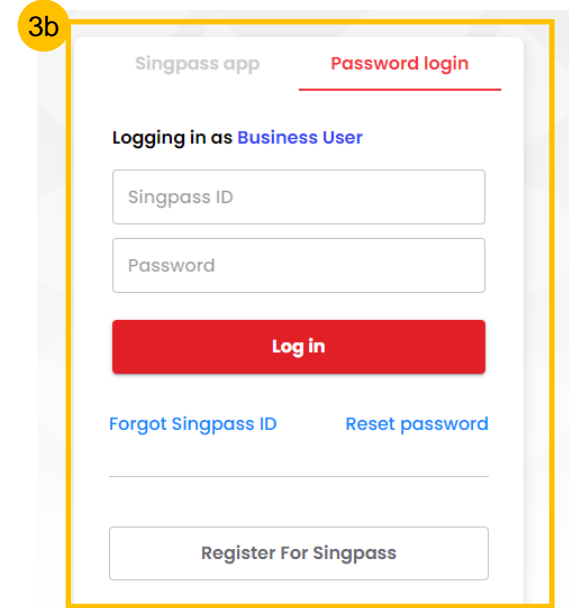
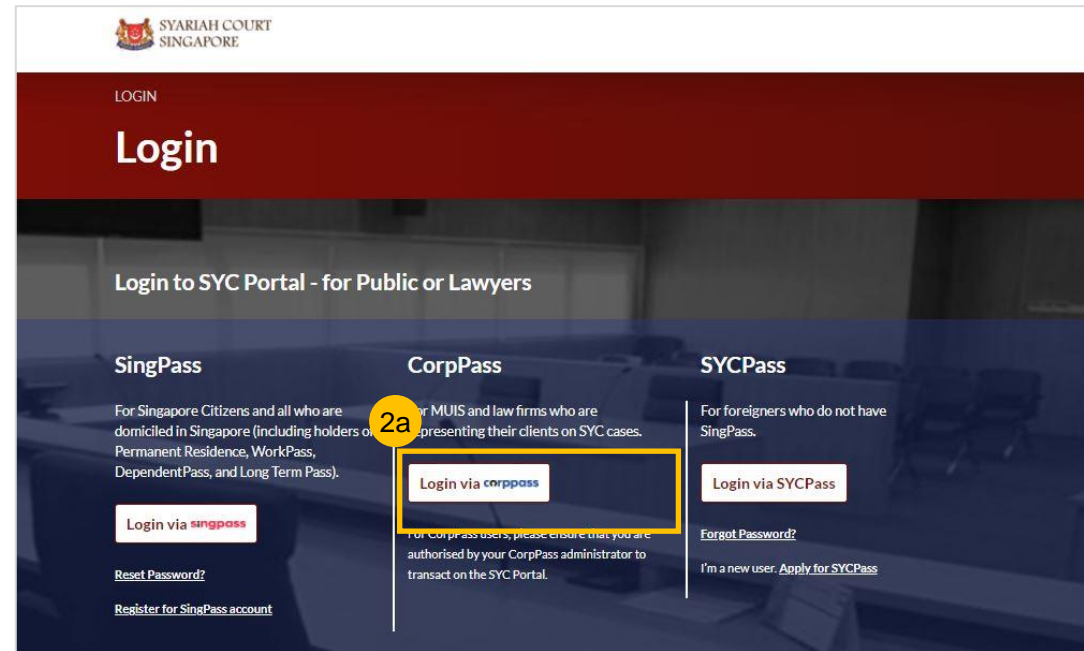
2 To login to SYC Portal, click on **For Public and Lawyers**.

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 public 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.



Filing Notice of Appointment of Solicitor

Filing of Notice of Appointment of Solicitor

- 1 To file Notice of Appointment of Solicitor, 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 Court Documents**.

The screenshot shows a web dashboard with a top navigation bar containing 'Dashboard', 'Inheri', '1 Divorce', and 'Others'. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. The main content area includes a search bar for 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with a 'Search' button and a 'Divorce E-Services' button. A table with columns 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options' is partially visible. On the left, a 'Start a New Case' dropdown menu is open, showing options: 'I want to.. for Case with Originating Summons Number', 'File Court Documents', 'serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praeipce)', 'Submit Registry Request', and 'Submit Correspondence'. Yellow callouts 1-4 highlight the 'Divorce' tab, the 'Divorce E-Services' button, the 'I want to.. for Case with Originating Summons Number' option, and the 'File Court Documents' option respectively.

Filing of Notice of Appointment of Solicitor

- 5a From the list of Court Documents, locate **Notice of Appointment of Solicitor**.
- 5b Click on arrow button, the description and documents required will be shown. Read through this section.
- 5c You can collapse the section by clicking on the arrow sign.
- 6 To continue, click on the **Proceed to Notice of Appointment of Solicitor** button.

Dashboard Inheritance Divorce Others

- Bundle of Authorities
- Memorandum of Defence
- Notice of Appeal against Registrar's Decision or Order
- 5a Notice of Appointment of Solicitor

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

5b

6 Proceed to Notice of Appointment of Solicitor

5c

Filing of Notice of Appointment of a Solicitor

- 7 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 8 Click on **Submit** to validate the Originating Summons Number.
- 9 If you have keyed in an incorrect OS Number, you will see this error message.

DIVORCE E-SERVICES / FILING / NOTICE OF APPOINTMENT OF SOLICITOR

Notice of Appointment of Solicitor

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

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000152 7 **Submit** 8

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

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000295 **Submit**

! The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number. 9

Filing of Notice of Appointment of a Solicitor

- 10 If you have keyed in the correct Originating Summons Number, you will see this message.
- 11 Please specify which party you have been appointed as a Solicitor for :
 - a) Plaintiff
 - b) Defendant
 - c) Intervener
 - d) Litigation Representative for Plaintiff
 - e) Litigation Representative for Defendant
 - f) Other Party
- 12 Key in the ID No. of the party.
- 13 Click on **Submit**.
- 14 If you have keyed in the correct ID number, you will see this confirmation message.
- 15 If you have keyed in an incorrect ID number, you will see this error message.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000152

! The Originating Summons Number is valid. You do not have case access. Please provide the ID No. of the party who has appointed you to act as the solicitor to be allowed to file the Notice of Appointment of Solicitor. **10**

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

Defendant **11**

Defendant's ID No. *
No. kad pengenalan Defendan

S2568574A **12** **13**

✓ You may proceed to file the Notice of Appointment of Solicitor. **14**

Defendant's ID No. *
No. kad pengenalan Defendan

S2568574C

! Invalid ID Number. Please verify and check the ID Number. **15**

Filing of Notice of Appointment of a Solicitor

- 16 If there is any Summons filed under this Originating Summons, you will be asked whether you would like to file the Notice of Appointment of Solicitor for the related Summons as well (YES/NO). If you select NO, continue to No. 18.
- 17 If you select YES, select the Summon(s) number for which you would like to be appointed.
- 18 Specify if you are filing a Provisional Grant of Aid/Grant of Aid for the current Notice of Appointment of Solicitor (Yes/No). If you select NO, continue to step no. 20.
- 19 If you select **YES**, select the type of Grant, either :
 - a) Provisional Grant of Aid; or
 - b) Grant of Aid
- 20 Click on **Proceed** to continue filing the Notice of Appointment of Solicitor.
- 21 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and go back to Divorce E-Services page.

Do you want to file Notice of Appointment of Solicitor for related Summons(es) as well?
Anda ingin memfailkan Notis Pelantikan bagi sama berkenaan juga?

Yes No 16

Please select for which Summons(es) you would like to file the Notice of Appointment of Solicitor
Adakah anda ingin memfailkan Notis Pelantikan Peguam (Notice of Appointment of Solicitor) untuk Saman-saman yang berkaitan?

OS-2022-000190/S001: Form 24 - Application for Discovery 17

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

Yes No 18

Type of Grant*
Jenis Geran

Provisional Grant of Aid 19

21 Back to Divorce E-services Proceed 20

Filing of Notice of Appointment of a Solicitor

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

Important Notes 22

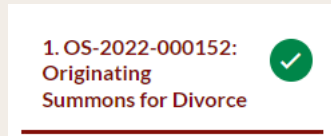
1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice Appointment of Solicitor (Form 47) is \$12.
3. You will be required to make payment via PayNow or eNETS/Credit Card.
4. If you are filing with the Provisional Grant of Aid/Grant of aid, you will be informed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

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

25 24

Filing of Notice of Appointment of Solicitor

- 26 The initial status of the Notice of Appointment of Solicitor is a **Draft**.
- 27 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:
 - a) **Notice of Appointment of Solicitor**
 - b) **Preview**
 - c) **Declaration**
 - d) **Make Payment**
 - e) **Complete**
- 28 The sections which need to be filled up in the Notice of Appointment of Solicitor are:
 - a) **Originating Summons for Divorce**
 - b) **Provisional Grant of Aid or Grant of Aid (If applicable)**
- 29 Click **Save as Draft** to save the filled-up data.
- 30 You can move to the **next section** by clicking on the arrow at the bottom of the page, and the information will automatically be saved as a draft.
- 31 Upon filling all the mandatory fields, a green tick will appear in the vertical tab section.



Case ID: OS-2022-000152

Status: Draft

1 Notice of Appointment of Solicitor — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete

28

1. OS-2022-000152: Originating Summons for Divorce

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)

MY.INFO:CC

ID Type
Jenis Pengenalan

ID No.
Nombor Kad Pengenalan

SG Pink

S6005055D

Defendant's Details

Full Name (as per ID)
Nama penuh (seperti di Kad Pengenalan atau ID)

Alias (Optional)
Alias (Jika ada)

JASMINE

ID Type
Jenis Pengenalan

ID No.
Nombor Kad Pengenalan

SG Pink

S2568574A

I have been appointed to act as the lawyer for the: *

I have been appointed to act as the lawyer for the:

Defendant

29

Next: 2. Provisional Grant of Aid

Back Save as Draft Preview

Section 1 Originating Summons for Divorce

32 For Section 1 (**Originating Summons for Divorce**), **Plaintiff's** details from the case will be displayed in non-editable format. Verify the information :

- a) Full Name
- b) Alias (if any)
- c) ID Type
- d) ID Number

33 For Section 1 (**Originating Summons for Divorce**), **Defendant's** details from the case will be displayed in non-editable format. Verify the information :

- a) Full Name
- b) Alias (if any)
- c) ID Type
- d) ID Number

34 Verify the party for whom you have been appointed to act as the Lawyer.

Plaintiff's Details

32

Full Name (as per ID)

Nama penuh (seperti di Kad Pengenalan atau ID)

MY.INFO:CC

ID Type

Jenis Pengenalan

SG Pink

Alias (Optional)

Alias (Jika ada)

ID No.

Nombor Kad Pengenalan

S6005055D

Defendant's Details

33

Full Name (as per ID)

Nama penuh (seperti di Kad Pengenalan atau ID)

JASMINE

ID Type

Jenis Pengenalan

SG Pink

Alias (Optional)

Alias (Jika ada)

ID No.

Nombor Kad Pengenalan

S2568574A

I have been appointed to act as the lawyer for the: *

I have been appointed to act as the lawyer for the:

Defendant

34

Section 1 Originating Summons for Divorce

- 35 Under the **Lawyer's Details** section, key in Lawyer's Full Name
- 36 Lawyer's Practising Certificate Number
- 37 Lawyer's Office Phone Number (Country Code + Phone number)
- 38 Lawyer's Email Address
- 39 Lawyer's Office Fax Number (optional)

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="Enter Full Name..."/>	<input type="text" value="Enter Certificate Number..."/>
Lawyer's Office Phone Number * Nombor Telefon Pejabat Peguam	Lawyer's Email Address * Alamat Emel Peguam
<input type="text" value="Please S"/> <input type="text" value="Enter Phone Number..."/>	<input type="text" value="Enter Email Address..."/>
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..."/>	

Section 1 Originating Summons for Divorce

- 40 Specify **Law Firm's Address**.
 - a) Key in **Postal Code**.
 - b) Click **Retrieve Address**.
 - c) Verify the **Blk/House No**, which is auto populated from the Postal Code and verify the **Street Name & Building Name**, which is also auto populated from the Postal Code.
- 41 Key in **Level No.** and **Unit No.**
- 42 If the address does not contain **level no.** and/or **unit no.**, select **No**.
- 43 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.

Law Firm's Address

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/rumah

450

Level No. *
No. Aras

Enter Level Number...

Unit No. *
No. Unit

Enter Unit Number...

Street Name *
Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

Enter Building Name...

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

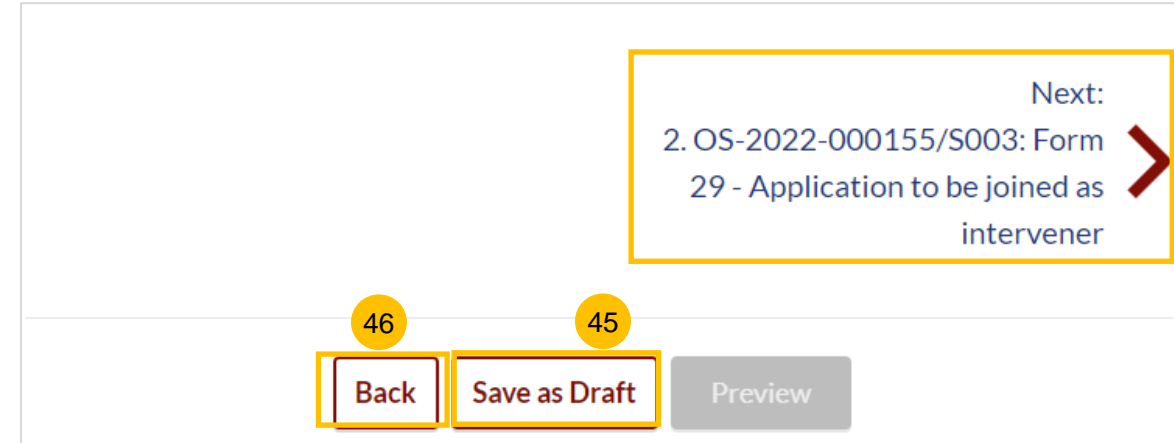
The Plaintiff/Plaintiff's Lawyer's Address (Optional)
Alamat Plaintiff/Peguam Plaintiff (Tidak wajib)

Enter Address...

Filing of Notice of Appointment of Solicitor

Section 1 Originating Summons for Divorce

- 44 Once section 1 (**Originating Summons for Divorce**) is completed, you can continue to the next section by navigating to the **next section**.
- 45 You can click **Save as Draft** to save your filing as a draft.
- 46 Alternatively, you can click **Back** and the system will redirect you to the Divorce E-Services page.



Section 2 Summons(es) in the Case

- 47a This section is enabled if you are appointed for the Originating Summons and any Summons in the same case.
- 47b All the information in the Notice Of Appointment for the Summons will be auto populated from the Notice Of Appointment for the Originating Summons, and will be non-editable. Please verify the lawyer's details & law firm details sections.
- 48 If you would like to edit, you will need to edit the details in the Notice Of Appointment for the Originating Summons. Click on the **Previous section** to return to the Notice Of Appointment for the Originating Summons.
- 49 Once verified, you can continue to fill up the next section by navigating to the **Next section**.

The screenshot displays a web interface for filing a notice of appointment. It features a sidebar on the left with three case items: '1. OS-2022-000155: Originating Summons for Divorce' (checked), '2. OS-2022-000155/S003: Form 29 - Application to be joined as intervener' (checked), and '3. Provisional Grant of Aid' (warning icon). The main area is titled 'Lawyer's Details' and contains fields for 'Lawyer's Full Name (as per ID)', 'Lawyer's Certificate Number', 'Lawyer's Office Phone Number', 'Lawyer's Email Address', 'Lawyer's Office Fax Number (Optional)', and 'Law Firm Details'. The 'Law Firm Details' section shows 'BABA AND PARTNERS'. At the bottom, there are navigation buttons: 'Back', 'Save as Draft', and 'Preview'. Navigation arrows point to 'Previous: 1. OS-2022-000155: Originating Summons for Divorce' and 'Next: 3. Provisional Grant of Aid'.

Section 3 Provisional Grant of Aid (If selected)

50 This section is enabled if you have selected to file Provisional Grant of Aid in the initial page.

51 You will be required to upload the Provisional Grant of Aid in PDF format. Click on the **Choose File** button, select your file and upload. Specify the type of document as Provisional Grant of Aid

52 Specify the validity period of the Provisional Grant of Aid in the **Start Date** and **End Date** fields.

53 Completed sections will be marked with a green tick.

54 After all sections are completed, the **Preview** button will be enabled. Click on **Preview** to continue to the next step in the filing.

55 Alternatively, you can click **Save as Draft** if you want to save the Notice Of Appointment as a draft, or click on **Back**, and you will be redirected to the Divorce E-Services page.

1. OS-2022-000155: Originating Summons for Divorce ✓

2. OS-2022-000155/S003: Form 29 - Application to be joined as intervener ✓

3. Provisional Grant of Aid !

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

Drag and drop your document here

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

01/01/2022 01/02/2024

1. OS-2022-000155: Originating Summons for Divorce ✓

2. OS-2022-000155/S003: Form 29 - Application to be joined as intervener ✓

3. Provisional Grant of Aid ✓

Previous:
2. OS-2022-000155/S003: Form 29 - Application to be joined as intervener

Back Save as Draft Preview

Section 3 Grant of Aid (If selected)

- 56 This section is enabled if you have selected to file Grant of Aid in the initial page.
- 57 You will be required to upload the Grant of Aid in PDF format. Click on **Choose File**, select your file and upload.
- 58 Specify the type of document as Grant of Aid
- 59 Completed sections will be marked with a green tick.
- 60 After all sections are completed, the **Preview** button will be enabled. Click on **Preview** to continue to the next step in the filing.
- 61 Alternatively, you can click **Save as Draft** if you want to save the Notice Of Appointment as a draft, or click on **Back** and you will be redirected to the Divorce E-Services page.

The screenshot displays the online filing interface for a Grant of Aid. On the left, a list of sections is shown, with '2. Grant of Aid' highlighted and marked with a green checkmark. The main area contains a document upload section with a 'Choose File' button and a 'Type of Document' dropdown menu set to 'Grant of Aid'. A file named 'PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue (004).pdf' is shown as an example. The bottom navigation bar includes 'Back', 'Save as Draft', and 'Preview' buttons, with 'Save as Draft' and 'Preview' highlighted.

56

57

58

59

60

61

Filing of Notice of Appointment of Solicitor

Preview Mode

- 62 In the preview mode, verify all the information that you have keyed in, which will be in non-editable format.
- 63 Click **Submit** once you have verified.
- 64 Or you can click **Back to Edit** to return to edit mode and edit or amend the information.

1. OS-2022-000149: Originating Summons for Divorce	✓
2. Grant of Aid	✓

Defendant's Details


Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)	Alias (Optional) Alias (Jika ada)
MARIA OTTEINGER	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	

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

Defendant

Lawyer's Details

Lawyer's Full Name (as per ID) Nama penuh peguam (seperti di Kad Pengenalan atau ID)	Lawyer's Practicing Certificate Number No. Sijil Pengamal guaman
BABA	1871616
Lawyer's Office Phone Number Nombor Telefon Pejabat Peguam	Lawyer's Email Address Alamat Emel Peguam
+65-19187177	BABA@EMILL.CO

Next:  2. Grant of Aid

64 63

Back to Edit **Submit**

Filing of Notice of Appointment of Solicitor

Declare

- 65 On the declaration page, read the declaration and select the check box to confirm the declaration.
- 66 Click **Make Payment** to make payment.
- 67 Alternatively, you can click **Back to Preview** to return to preview mode and edit or amend the information.

DIVORCE E-SERVICES / FILING / NOTICE OF APPOINTMENT OF SOLICITOR

Notice of Appointment of Solicitor

Case ID: OS-2022-000149 Status: Draft

✓ Notice of Appointment of Solicitor — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

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

67 Back to Preview Make Payment 66

Payment - PayNow

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

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000449


Breakdown of Fees
Butiran Yuran

- Filing fee for Notice of Appointment of Solicitor for Summon OS-2022-000139/S001: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000139: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card



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

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

Case ID: OS-2022-000139 Status: Draft

1 Notice of Appointment of Solicitor 2 Preview 3 Declare 4 Make Payment 5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000449 72

Breakdown of Fees
Butiran Yuran


- Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
- Filing fee for Notice of Appointment of Solicitor for Summon OS-2022-000139/S001: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000139: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$36

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card 73

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

74

75 76

Filing of Notice of Appointment of Solicitor

Payment – Provisional Grant of Aid/Grant of Aid

- 77 On the payment page, verify the breakdown of items, fees and the total amount.
- 78 Payment Mode is set as **Request for 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.
- 79 Click on **Submit Request for Fee Waiver** to submit the Notice Of Appointment for filing along with the Provisional Grant of Aid or Grant of Aid.

Case ID: OS-2022-000149 Status: Draft

✓ Notice of Appointment of Solicitor — ✓ Preview — ✓ Declare — 4 Make Payment — 5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000448

Breakdown of Fees
Butiran Yuran

- Filing fee for Provisional Grant of Aid/Grant of Aid: \$12
- Filing fee for Notice of Appointment of Solicitor for OS OS-2022-000149: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$24

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

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

Grant of Aid ▼

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

Filing of Notice of Appointment of Solicitor

Complete

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

Case ID: OS-2022-000157 Status: Pending Approval

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

Submitted!

Case ID: OS-2022-000157
Your Payment Advice Number: PM-2022-000501
Payment Status: Waived
An acknowledgement with a copy of submission has been sent to:

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.

80 Save as PDF Back to Dashboard 81

Filing Notice of Withdrawal

Filing Notice of Withdrawal

- 1 To file Notice of Withdrawal, 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 Court Documents**.

The screenshot shows a web dashboard for Divorce E-Services. At the top, there are navigation tabs: Dashboard, Inher, **1** Divorce, and Others. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. A search bar is present with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and a 'Search' button. A yellow box labeled '2' highlights the 'Divorce E-Services' button. Below the search bar is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. On the left side, there is a 'Start a New Case' dropdown menu. A yellow box labeled '3' highlights the option 'I want to.. for Case with Originating Summons Number'. A second yellow box labeled '4' highlights the option 'File Court Documents' within this dropdown menu. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praecepte)', 'Submit Registry Request', and 'Submit Correspondence'.

Filing Notice of Withdrawal

- 5 From the list of Court Documents, locate **Notice of Withdrawal**.
- 6 There are 2 options to filing Notice of Withdrawal :
 - a) Notice of Withdrawal for Originating Summons for a Plaintiff/Plaintiff's Lawyer to withdraw the Originating Summons.
 - b) Notice of Withdrawal for Summons, for an applicant/ applicant's lawyer to withdraw any Summons filed by the applicant in the Originating Summons.
- 7 Click on **Proceed to Notice of Withdrawal for Originating Summons**, if you, as a Plaintiff/Plaintiff's Lawyer, would like to withdraw the Originating Summons.
- 8 Click on **Proceed to Notice of Withdrawal for Summons**, if you, as the applicant/applicant's lawyer of a Summons, would like to withdraw the Summons.

Notice of Withdrawal 5

Description	Documents Required (Soft copies for upload)
6a The Plaintiff may file the notice of withdrawal if the husband has not pronounced the talak, AND (i) the Originating Summons has not been served on the Defendant; or (ii) if the Originating Summons has been served, the other party/ parties' consent in writing to the withdrawal. Estimated time required: 30 min Estimated filing fee: \$12	<ul style="list-style-type: none">• Consent in writing of other party/ parties (if applicable) ConsenttoWithdrawal_Template (DOC, XXkb)

Proceed to Notice of Withdrawal for Originating Summons 7

Description	Documents Required (Soft copies for upload)
6b The Applicant may file the notice of withdrawal of Summons if (i) the Summons has not been served on the Defendant; or (ii) if the Summons has been served, the other party/ parties' consent in writing to the withdrawal. Estimated time required: 30 min Estimated filing fee: \$12	<ul style="list-style-type: none">• Consent in writing of other party/ parties (if applicable) ConsenttoWithdrawal_Template (DOC, XXkb)

Proceed to Notice of Withdrawal for Summons 8

Filing Notice of Withdrawal for Originating Summons

Filing Notice of Withdrawal for Originating Summons

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number.
- 11 If you have keyed in an incorrect Originating Summons Number, you will see this message.
- 12 If you are not appointed as a solicitor for the Originating Summons, you will see this message.
- 13 If you are appointed as a solicitor for the Originating Summons, you will see this message. Please proceed to answer the further question.

DIVORCE E-SERVICES / FILING / NOTICE OF WITHDRAWAL FOR ORIGINATING SUMMONS

Notice of Withdrawal for Originating Summons

Please enter the Originating Summons Number and answer the following questions to check the validity of the case and whether you are allowed to file the Notice of Withdrawal.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000298 9 Submit 10

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

- 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 may not proceed to file the Notice of Withdrawal for this Originating Summons.
- 13 ✓ The Originating Summons Number is valid. You have Case Access. You may proceed to file the Notice of Withdrawal.

Filing Notice of Withdrawal for Originating Summons

- 14 Please answer the further question “Has talak has been Pronounced by the Husband in the Originating Summons”
- 15 If your answer is YES, you will see this message.
- 16 The **Proceed** button is disabled. You will not be able to file the Notice of Withdrawal for Originating Summons, when **talak has been pronounced by the husband in the Originating Summons.**
- 17 If your answer is NO, the **Proceed** button is enabled.
- 18 Click on **Proceed** to continue to file Notice of Withdrawal. You will be directed to the Important Notes page.
- 19 Alternatively, you can click on **Back to Divorce E-Services.** You will be directed back to Divorce E-Service page.

Has talak been pronounced by the husband in the Originating Summons?
Adakah talak telah dilafazkan oleh suami dalam Saman Pemula?

Yes No

14

15 You may not file the Notice of Withdrawal for the Originating Summons. Please attend the scheduled appointment.

16

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

Has talak been pronounced by the husband in the Originating Summons?
Adakah talak telah dilafazkan oleh suami dalam Saman Pemula?

Yes No

17

19

[Back to Divorce E-services](#) [Proceed](#) 18

Filing Notice of Withdrawal for Originating Summons

- 20 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 21 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#), before you can continue.
- 22 Once you have selected the checkbox, 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 cancel the action and be directed back to the Divorce E-Services page.

Important Notes

20

1. This service will take you approximately 15 minutes to complete.
2. The filing fee for Notice of Withdrawal is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. If the the Originating Summons has been served, you will need to serve the Notice of Withdrawal on the Defendant/ other party.
5. Your case/application will be processed within 3 working days.

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

21

23

[Back to Divorce E-services](#)

Agree and Proceed

22

Filing Notice of Withdrawal for Originating Summons

24 The initial status of Notice of Withdrawal for Originating Summons is **Draft**.

25 On the header, you will find a navigation bar to guide you on the steps to completing the Filing of the Notice of Withdrawal which are:

- a) **Notice of Withdrawal for Originating Summons**
- b) **Preview**
- c) **Declare**
- d) **Make Payment**
- e) **Complete**

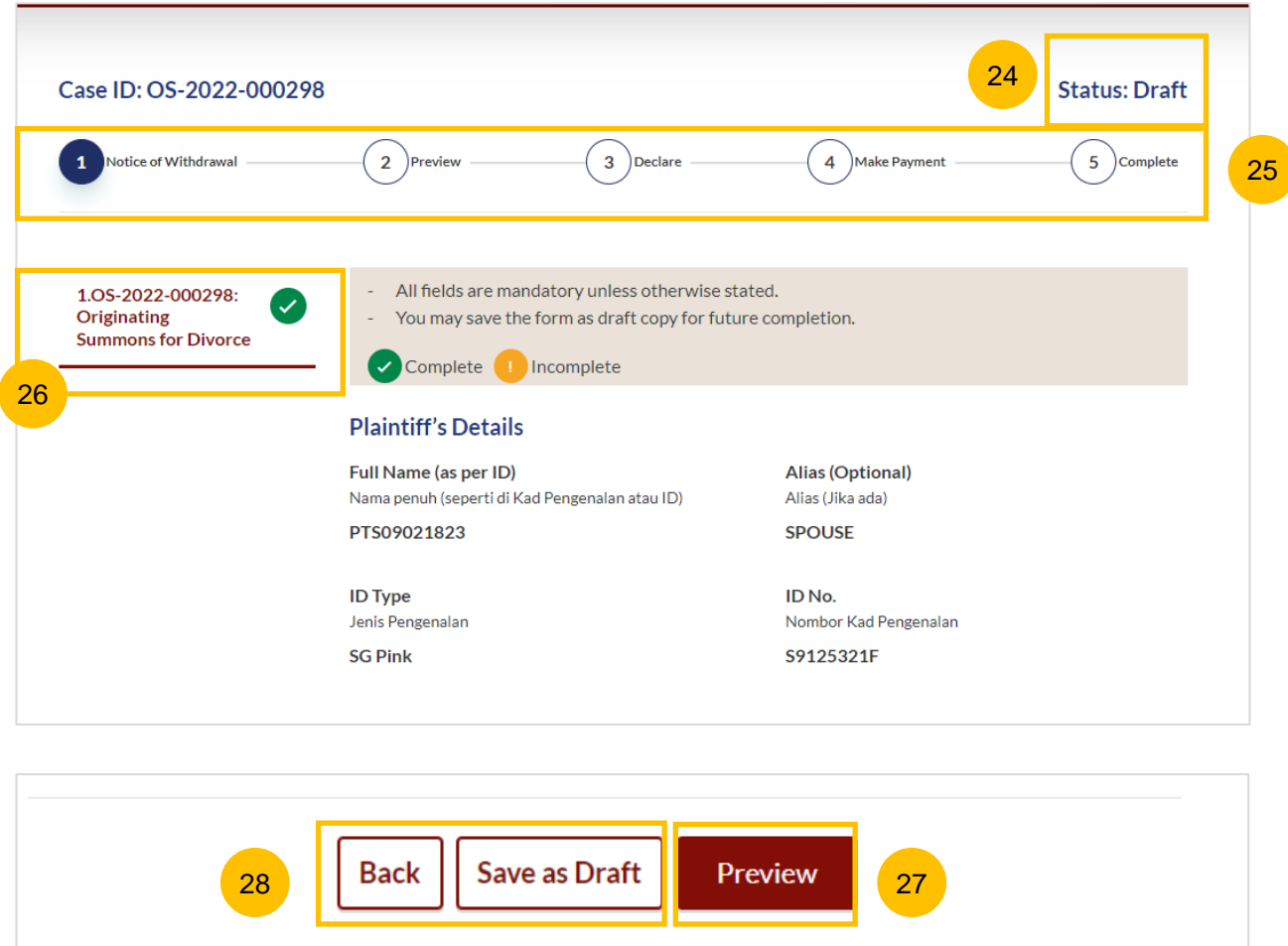
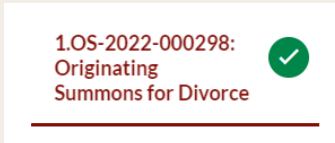
26 Under the Notice of Withdrawal form, this section must be completed:

- a) **Originating Summons for Divorce** (to withdraw)

27 Click **Preview** to view the form, which will be non-editable.

28 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be re-directed back to the Case access page to validate the Originating Summons Number.

29 Upon filling all the mandatory fields, a green tick will appear in the vertical tab section.



Case ID: OS-2022-000298 24 Status: Draft

1 Notice of Withdrawal — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete 25

26 1.OS-2022-000298: Originating Summons for Divorce ✔

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

✔ Complete ! Incomplete

Plaintiff's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID)	Alias (Optional) Alias (Jika ada)
PTS09021823	SPOUSE
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
SG Pink	S9125321F

28 Back Save as Draft Preview 27

Filing Notice of Withdrawal for Originating Summons

Originating Summons for Divorce (to withdraw)

- 30 Verify Plaintiff's Details; the information is non-editable
- 31 Verify Defendant's Details; the information is non-editable
- 32 Answer the question "Has the Originating Summons been served on the Defendant/Defendant's Lawyer?"
If you select NO, continue to step no. 34.

Plaintiff's Details		30
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) NAGAIMO	Alias (Optional) Alias (Jika ada)	
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S7187915A	
Defendant's Details		31
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) TERENCE TAN MING HO	Alias (Optional) Alias (Jika ada)	
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9812388A	
Has the Originating Summons been served on the Defendant/Defendant's Lawyer? * Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan? <input type="radio"/> Yes <input checked="" type="radio"/> No		32

Filing Notice of Withdrawal for Originating Summons

- 33 If you select YES, you will be required to upload the consent of the Defendant to the Withdrawal. Click on **Choose File** to upload the file.
- 34 Verify **Notice#1** and **Notice#2**. The information is non-editable and will be generated on the endorsed Notice of Withdrawal.
- 35 Click **Preview** to view the Notice of Withdrawal.
- 36 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be directed back to the Case access page to validate the Originating Summons Number.

Has the Originating Summons been served on the Defendant/Defendant's Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan?

Yes No 33a

Please upload the consent of the Defendant to the withdrawal
Sila muat naik persetujuan Defendan dengan pengunduran ini

Drag and drop your document here 33b **Choose File**

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

1.OS-2022-000298: **Originating Summons for Divorce** ✓

Notice #1 34
The Plaintiff/ Applicant withdraws this action.

Notice #2
The Plaintiff states that he/ the husband has not pronounced talak.

36 **Back** **Save as Draft** **Preview** 35

Filing Notice of Withdrawal for Originating Summons

Preview Mode

- 37 In the preview mode, you will see all the information in non-editable format. Verify all the details before submitting the filing.
- 38 Once you have verified all the information in the Notice of Withdrawal, click **Submit** to continue with the filing of Notice of Withdrawal.
- 39 Alternatively, you can click **Back to Edit** to go back to edit mode and update or amend the information.

1.OS-2022-000298: **Originating Summons for Divorce** ✓

Has the Originating Summons been served on the Defendant/Defendant's Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan

Yes

Please upload the consent of the Defendant to the withdrawal
Sila muat naik persetujuan Defendan dengan pengunduran ini

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(001\).pdf](#)

File Description
Consent to Withdrawal

Notice #1
The Plaintiff/Applicant withdraws this action.

Notice #2
The Plaintiff states that he/the husband has not pronounced talak.

37

39 **Back to Edit** **Submit** 38

Filing Notice of Withdrawal for Originating Summons

Declare

- 40 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration.
- 41 Click **Make Payment** to make payment.
- 42 Alternatively, you can click **Back to Preview** to return to preview mode or **Back to Edit** to edit or amend the information if necessary.

Case ID: OS-2022-000298 Status: Draft

✓ Notice of Withdrawal — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

I confirm that all the matters set out in this Notice of Withdrawal are true and correct. 40

42 Back to Preview Make Payment 41

Filing Notice of Withdrawal for Originating Summons

Payment - PayNow

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

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000449

Breakdown of Fees
Buliran Yuran
- Notice of Withdrawal: \$12


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

43

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card

44



45

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](#)

46

Filing Notice of Withdrawal for Originating Summons

Payment – E-Nets/Credit Card

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

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000478


Breakdown of Fees
Butiran Yuran
· **Notice of Withdrawal: \$12**

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Filing Notice of Withdrawal for Originating Summons

Payment – Provisional Grant of Aid/Grant of Aid

- 52 On the payment page, verify the breakdown of items, fees and the total amount.
- 53 Payment Mode is set as **Request for 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.
- 54 Click on **Submit Request for Fee Waiver** to submit the Notice Of Withdrawal for filing.

Case ID: OS-2022-000149 Status: Draft

✓ Notice of Appointment of Solicitor — ✓ Preview — ✓ Declare — 4 Make Payment — 5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000448

Breakdown of Fees
Buliran Yuran
- Notice of Withdrawal: \$12

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

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

53

Back to Declaration Submit Request for Fee Waiver

54

Filing Notice of Withdrawal for Originating Summons

Complete

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

Case ID: OS-2022-000157 Status: Pending Approval

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

Submitted!

Case ID: OS-2022-000157
Your Payment Advice Number: PM-2022-000501
Payment Status: Waived
An acknowledgement with a copy of submission has been sent to:

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.

80 Save as PDF Back to Dashboard 81

Filing Notice of Withdrawal for Summons

Filing Notice of Withdrawal for Summons

- 1 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 2 Click **Submit** to validate the Summons Number.
- 3 If you have keyed in an incorrect Summons Number, you will see this message.
- 4 If you are not appointed as a solicitor for the Summons, you will see this message.
- 5 If you are appointed as a solicitor for the Summons, you will see this message.
- 6 Click the **Proceed** button to continue or alternatively, you can click **Back to Divorce E-Services** to go back to Divorce E-Services.

DIVORCE E-SERVICES / FILING / NOTICE OF WITHDRAWAL FOR SUMMONS

Notice of Withdrawal for Summons

Please enter the Summons Number and answer the following questions to check the validity of the case and whether you are allowed to file the Notice of Withdrawal.

Summons Number *
Nombor Saman

OS-2022-000298/S001

Submit

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

4 The Originating Summons Number is valid. You do not have case access. You may not proceed to file the Notice of Withdrawal for this Originating Summons.

5 The Summons Number is valid. You have Case Access. You may proceed to the Notice of Withdrawal

Back to Divorce E-services Proceed

Filing Notice of Withdrawal for Summons

- 7 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 8 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before you can continue.
- 9 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 10 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 15 minutes to complete.
2. The filing fee for Notice of Withdrawal is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. If the the Originating Summons has been served, you will need to serve the Notice of Withdrawal on the Defendant/ other party.
5. 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**

7

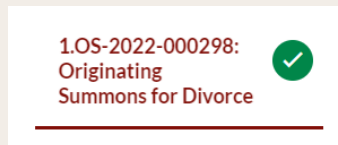
8

10

9

Filing Notice of Withdrawal for Summons

- 11 The initial status of Notice of Withdrawal for Summons is **Draft**.
- 12 On the header, you will find a navigation bar to guide you on the steps to completing the filing of the Notice of Withdrawal which are:
 - a) **Notice of Withdrawal for corresponding Summons**
 - b) **Preview**
 - c) **Declare**
 - d) **Make Payment**
 - e) **Complete**
- 13 Under the Notice of Withdrawal form, this section needs to be completed:
 - a) **Summons** (to withdraw)
- 14 Click **Preview** to view the form, which will be non-editable.
- 15 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be directed back to the Case access page to validate the Originating Summons Number.
- 16 Upon filling all the mandatory fields, a green tick will appear in the vertical tab section.



Case ID: OS-2022-000298 11 Status: Draft

1 Notice of Withdrawal — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete 12

13 1.OS-2022-000298 Form 29 - Application to be joined as intervener

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

Complete Incomplete

Plaintiff's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) PTS09021823	Alias (Optional) Alias (Jika ada) SPOUSE
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9125321F

Defendant's Details

Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) PTH09021823	Alias (Optional) Alias (Jika ada) REGISTRANT
--	--

15 **Back** **Save as Draft** **Preview** 14

Summons (to withdraw)

- 17 Verify Plaintiff's Details; the information is non-editable.
- 18 Verify Defendant's Details; the information is non-editable.
- 19 If the Summons involves an Intervener, verify the Intervener's details.

Plaintiff's Details	17
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) PTS09021823	Alias (Optional) Alias (Jika ada) SPOUSE
ID Type Jenis Pengenalan SG Pink	ID No. Nombor Kad Pengenalan S9125321F
Defendant's Details	18
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) PTH09021823	Alias (Optional) Alias (Jika ada) REGISTRANT
ID Type Jenis Pengenalan Other IDs	ID No. Nombor Kad Pengenalan REGID09021123

Intervener's Details	19
Full Name (as per ID) Nama penuh (seperti di Kad Pengenalan atau ID) RAHEEM STERLING	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan SG Blue	ID No. Nombor Kad Pengenalan T8975125F

Filing Notice of Withdrawal for Summons

- 20 Answer the question “**Has the Summons been served on the Defendant/Defendant’s Lawyer?**” and, if applicable, “**Has the Summons been served on the Intervener/Intervener’s Lawyer?**”
If you select NO, continue to step no. 21.
If you select YES, you will be required to upload the consent of the Respondent/Intervener, whichever is applicable, to the Withdrawal. Click on **Choose File** to upload the file.
- 21 Verify **Notice#1**. The information is non-editable and will be generated on the endorsed Notice of Withdrawal.
- 22 Click **Preview** to view the Notice of Withdrawal.
- 23 Alternatively, you can click **Save as Draft** to save the data or click **Back** and you will be directed back to the Case access page to validate the Originating Summons Number.

20a

Has the Summons been served on the Defendant/Defendant’s Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan

Yes No

Please upload the consent of the Defendant to the withdrawal
Sila muat naik persetujuan Defendan dengan pengunduran ini

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

20b

1.OS-2022-000183/S001 Form 24 - Application for Discovery

Has the Summons been served on the Intervener/Intervener’s Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Intervener/Peguam Intervener

Yes No

Has the Summons been served on the Defendant/Defendant’s Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan

Yes No

Notice #1

The Plaintiff/ Applicant withdraws this action.

Back **Save as Draft** **Preview**

23

21

22

Preview Mode

- 24 In the preview mode, you will see all the information in non-editable format. Verify all the details before submitting the filing.
- 25 Once you have verified all the information in the Notice of Withdrawal, click **Submit** to continue with the filing of Notice of Withdrawal.
- 26 Alternatively, you can click **Back to Edit** to go back to edit mode and update the information.

1.OS-2022-000183/S001 Form 24 - Application for Discovery

✓

Has the Summons been served on the Intervener/Intervener's Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Intervener/Peguam Intervener

No

Has the Summons been served on the Defendant/Defendant's Lawyer? *
Adakah Saman Pemula telah diserahkan kepada pihak Defendan/Peguam Defendan

No

Notice #1

The Plaintiff/Applicant withdraws this action.

Back to Edit

Submit

24

26

25

Filing Notice of Withdrawal for Summons

Declare

- 27 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration.
- 28 Click **Make Payment** to make payment.
- 29 Alternatively, you can click **Back to Preview** to return to preview mode, then **Back to Edit** to edit or amend the information if necessary.

Case ID: OS-2022-000298 Status: Draft

✓ Notice of Withdrawal — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

I confirm that all the matters set out in this Notice of Withdrawal are true and correct. 27

29 Back to Preview Make Payment 28

Payment - PayNow

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

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


Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000449

Breakdown of Fees
Buliran Yuran
- Notice of Withdrawal: \$12

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card



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

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

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000478


Breakdown of Fees
Butiran Yuran
· **Notice of Withdrawal: \$12**

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

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

Payment – Provisional Grant of Aid/Grant of Aid

- 40 On the payment page, verify the breakdown of items, fees and the total amount.
- 41 Payment Mode is set as **Request for 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.
- 42 Click on **Submit Request for Fee Waiver** to submit the Notice Of Withdrawal for filing.

Case ID: OS-2022-000149 Status: Draft

✓ Notice of Appointment of Solicitor — ✓ Preview — ✓ Declare — 4 Make Payment — 5 Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000448

Breakdown of Fees
Buliran Yuran
- Notice of Withdrawal: \$12

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

40

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

41

Back to Declaration Submit Request for Fee Waiver

42

Filing Notice of Withdrawal for Summons

Complete

- 43 You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 44 Or you can click **Back to Dashboard** and you will be directed back to the Dashboard.

Case ID: OS-2022-000157 Status: Pending Approval

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

Submitted!

Case ID: OS-2022-000157
Your Payment Advice Number: PM-2022-000501
Payment Status: Waived
An acknowledgement with a copy of submission has been sent to:

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.

43 Save as PDF Back to Dashboard 44

Filing Amended Case Statement

Filing Amended Case Statement

- 1 To file Amended Case Statement, 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 Court Documents**.

The screenshot shows the 'Divorce' section of a dashboard. At the top, there are navigation tabs: 'Dashboard', 'Inheri', '1 Divorce', and 'Others'. Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. A search bar is present with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and a 'Search' button. A yellow box highlights the 'Divorce E-Services' button next to the search bar, with a '2' callout. Below the search bar is a table with columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'. On the left side, there is a 'Start a New Case' dropdown menu. A yellow box highlights the 'I want to.. for Case with Originating Summons Number' option, with a '3' callout. Below it, another yellow box highlights the 'File Court Documents' option, with a '4' callout. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praecipe)', 'Submit Registry Request', and 'Submit Correspondence'.

Filing Amended Case Statement

- 5 From the list of Court Documents, locate **Amended Case Statement**.
- 6 Upon clicking the arrow button, a description and documents required will be shown. Please read through this section.
- 7 You can collapse the section by clicking on the arrow sign.
- 8 To continue with the filing, click on **Proceed to Amended Case Statement**.

5 **Amended Case Statement** ^

6 **Description**

To be filed when there is an amended case statement by party who commences divorce proceedings (called the Plaintiff).

Estimated time required: 30 min

Estimated maximum filing fee for Plaintiff: \$12

8 **Proceed to Amended Case Statement**

Documents Required (Soft copies for upload)

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

7 [View full list](#) v

Filing Amended Case Statement

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number.
- 11 If you have keyed in an incorrect Originating Summons Number, you will see this message.
- 12 If you are not appointed as a solicitor for the Originating Summons, you will see this message.
- 13 If you are appointed as a solicitor for the Originating Summons, you will see this message. Please proceed to answer the further question.

DIVORCE E-SERVICES / AMENDED / AMENDED CASE STATEMENT

Amended Case Statement

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Amended Case Statement.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000330 9 Submit 10

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

- 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 of Solicitor/Notice of Intention to Act in Person).
- 13 ✓ The Originating Summon Number is valid. You have case access. You may proceed to file the Amended Case Statement.

Filing Amended Case Statement

- 13 If you keyed in the correct Originating Summons Number, and have access to the case, you will see this message.
- 14 The question “**Has the Case Statement been Served**” (YES/NO) will be displayed.
- 15 [Case Statement not served](#)
If you select NO, the **Proceed** button will be enabled. Click this button to continue. Alternatively, you can click on **Back to Divorce E-Services**.
- 16 [Case Statement served, leave of Court obtained](#)
If you select YES for the question at step no. 14, a further question will be displayed “**Have you obtained leave of Court**” (YES/NO)
- 17 If you select YES for the question at step no. 16, a further field “**Date leave of Court obtained**” will be shown. You can click on the **Calendar Picker** to specify the date or key in the date.
- 18 Once you have specified the date leave of Court was obtained, the **Proceed** button will be enabled. Click this button to continue. Alternatively, you can click on **Back to Divorce E-Services**.

13 The Originating Summons Number is valid. You have case access. You may proceed to file Amended Case Statement.

Has the Case Statement been served? *
Adakah Pernyataan Kes telah diserahkan?

Yes No 14

15b 15a

Has the Case Statement been served? *
Adakah Pernyataan Kes telah diserahkan?

Yes No

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

Yes No

Date leave of Court obtained * 17
Tarikh keizinan Mahkamah diperolehi

18b 18a

Filing Amended Case Statement

- 19 **Case Statement served, leave of Court not obtained**
If you select YES to the question at step no. 14, a further question “**Have you obtained leave of Court**” (YES/NO) will be displayed.
- 20 **(i) Defendant’s agreement not obtained**
If you select NO to the question at step no. 19 above, a further question “**Have you obtained the Defendant’s agreement to this filing?**” (YES/NO) will be displayed.
- 21 If you select NO to the question at step no. 20, this message will be shown. Please read the message.
- 22 Once you have answered the question at step no. 20, the **Proceed** button will be enabled. Click this button to continue. Alternatively, you can click on **Back to Divorce E-Services**.

Has the Case Statement been served? *
Adakah Pernyataan Kes telah diserahkan?
 Yes No

Have you obtained leave of Court? * ⓘ
Anda telah mendapatkan keizinan Mahkamah?
 Yes No 19

Have you obtained the Defendant's agreement to this filing? *
Anda telah mendapatkan persetujuan Defendan untuk pemfailan ini? 20
 Yes No

ⓘ For amendment without leave of Court and the Defendant's agreement, further directions may be given including refileing the amended document with further payment of fees. 21

22b [Back to Divorce E-Services](#) [Proceed](#) 22a

Filing Amended Case Statement

23 Case Statement served, leave of Court not obtained
If you select YES to the question at step no. 14, a further question “**Have you obtained leave of Court**” (YES/NO) will be displayed.

24 If you select NO to the question above, a further question “**Have you obtained the Defendant’s agreement to this filing?**” (YES/NO) will be displayed.

(ii) Defendant’s agreement obtained

25 If you select YES to the question at step no. 24, upload proof of the Defendant’s agreement to this filing. Click on **Choose File** to upload the document.

Once you have answered the question at step no. 24, the **Proceed** button will be enabled. Click to continue. Alternatively, you can click on **Back to Divorce E-Services**.

24

Has the Case Statement been served? *
Adakah Pernyataan Kes telah diserahkan?
 Yes No

Have you obtained leave of Court? * @
Anda telah mendapatkan keizinan Mahkamah?
 Yes No

Have you obtained the Defendant's agreement to this filing? *
Anda telah mendapatkan persetujuan Defendan untuk pemfailan ini?
 Yes No

Please upload the supporting documents stating the Defendant's agreement
Sila muat naik dokumen menyokong persetujuan Defendan?
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 # % & * : < > ? / [. - { }.

25b Back to Divorce E-Services Proceed 25a

Filing of Amended Case Statement

- 26 You will be redirected to the **Important Notes** page. Please read through the Important Notes.

- 27 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before you can continue.

- 28 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.

- 29 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and be directed 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 Amended Case Statement is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. You will need to serve the Amended Case Statement on the Defendant.

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

Back to Divorce E-Services Agree and Proceed

Filing of Amended Case Statement

30 The initial status of Notice of Withdrawal for Originating Summons is **Draft**.

31 On the header, you will find a navigation bar to guide you on the steps to completing the Filing of the Amended Case Statement which are:

- a) **Amended Case Statement**
- b) **Preview**
- c) **Declare**
- d) **Make Payment**
- e) **Complete**

32 Under the Amended Case Statement section, the following information will be retrieved from the submitted Case Statement (only for Case Statements filed through the system) :

1. Plaintiff
2. Defendant
3. Date and Place of Marriage
4. Jurisdiction
5. Grounds of Divorce
6. Child(ren)
7. Related Court Proceedings
8. Relief Claim

Case ID: OS-2022-000340

30

Status: Draft

1 Amended Case Statement 31 2 Preview 3 Declare 4 Make Payment 5 Complete

32

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

Filing of Amended Case Statement

Amended Case Statement – 1. Plaintiff

- 33 For the section on the Plaintiff, you will find the Plaintiff's particulars, Name, Alias (if any), ID Type, ID No, Citizenship & Age in non-editable format.
- 34 If you would like to change Plaintiff's name, tick on "The Plaintiff has changed his/her name"
- 35 Key in the New Full Name (as per ID).
- 36 You will be required to upload a Deed Poll as a supporting document. Click on **Choose File**, and upload the Deed Poll in PDF format.

Full Name (As per ID) *
Nama Penuh (seperti di Kad Pengenalan)

Ervira 34

Alias (Optional)
Alias (Jika ada)

Ervira

ID Type *
Jenis Pengenalan

SG Pink

ID No. *
Nombor Kad Pengenalan

S3002375G

Citizenship *
Kewarganegaraan

Singapore Citizen

Age
Umur

22

34 The Plaintiff has changed his/her name

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

Ervira Binti Suroto 35

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

Drag and drop your document here

36 Choose File

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

33

34

33

34

35

36

34

35

36

Filing of Amended Case Statement

Amended Case Statement – 1. Plaintiff

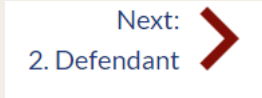
37 If you would like to amend other particulars relating to the Plaintiff, such as Religion, Educational level, Employment Information, Current Address & Last Address (this refers to where parties to the marriage last lived together as husband and wife), tick on **“I want to amend Plaintiff’s Particulars”**.

38 All the fields in the Plaintiff’s Particulars section will only be editable once you have ticked the field **“I want to amend Plaintiff’s Particulars”**.

Once all the mandatory information in the Plaintiff’s section is completed, this section will be marked with a green tick.



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.



Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).



I want to amend Plaintiff's particulars

37a

Religion *
Agama
Islam

Educational Level *
Peringkat Pendidikan
Postgraduate Diploma/ Certificate (Excluding

Employment Information

Occupation *
Pekerjaan
Professional

I want to amend Plaintiff's particulars

37b

Religion *
Agama
Islam

Educational Level *
Peringkat Pendidikan
Master's and Doctorate or Equivalent

Employment Information

Occupation *
Pekerjaan
Legislators, Senior Officials and Managers

38

Amended Case Statement – 2. Defendant

- 39 For the section on the Defendant, you will find the Defendant's particulars, Name, Alias (if any), ID Type, ID No, in non-editable format.
- 40 If you would like to change the Defendant's name, tick on "**The Defendant has changed his/her name**".
- 41 Key in the New Full Name (as per ID).
- 42 You will be required to upload a Deed Poll as a supporting document. Click on **Choose File** and upload the Deed Poll in PDF format.

Full Name (As per ID) * Nama Penuh (seperti di Kad Pengenalan) <input type="text" value="JERRY HOU"/>	Alias (Optional) Alias (Jika ada) <input type="text" value="Enter Text"/>
ID Type * Jenis Pengenalan <input type="text" value="SG Pink"/>	ID No. * Nombor Kad Pengenalan <input type="text" value="S3000036F"/>

The Defendant has changed his/her name 40

New Full Name (as per ID) *
Nama Penuh Baru (seperti di Kad Pengenalan)
 41

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

Drag and drop your document here

42

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

39

39

40

41

42

Filing of Amended Case Statement

Amended Case Statement – 2. Defendant

43

If you would like to amend other particulars relating to the Defendant, such as Employment Information, Residential Address, Defendant’s Contact Details or Defendant’s incarceration status, tick on **“I want to amend Defendant’s Particulars”**.

44

All the fields in the Defendant’s Particulars section will only be editable once you have ticked the field **“I want to amend Defendant’s Particulars”**.

Once all mandatory information in the Defendant’s section is completed, this section will be marked with a green tick.



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.



Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).



I want to amend Defendant's particulars 43a

Employment Information

Occupation *
Pekerjaan
Professional

Gross Salary *
Gaji Kasar
 Monthly Annual

Amount of Gross Salary (\$) *
Jumlah Gaji Kasar (\$)
300000

I want to amend Defendant's particulars 43b

Employment Information

Occupation *
Pekerjaan
Legislators, Senior Officials and Managers

Gross Salary *
Gaji Kasar
 Monthly Annual

Amount of Gross Salary (\$) *
Jumlah Gaji Kasar (\$)
250000 44

Filing of Amended Case Statement

Amended Case Statement – 3. Date and Place of Marriage

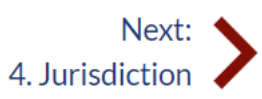
45 If you would like to amend Date and Place of Marriage, tick on “I want to amend this section”.

46 All the fields in the Date and Place of Marriage section will only be editable once you have ticked the field “I want to amend this section”. You will be required to re-upload the Marriage Certificate or Revocation Certificate (if applicable), whenever you amend this section.

Once the Date and Place of Marriage section is complete, this section will be marked with a green tick.



You can move to the next section by navigating to the bottom of the page and clicking on the **Next** section.



Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked as with a green tick (Completed).



I want to amend this section 45

Place of Marriage Registration *
Tempat Pendaftaran Perkahwinan

Singapore

Marriage Certificate Number * ⓘ
Nombor Sijil Pernikahan

89826125

Date of Marriage for Current Marriage *
Tarikh Perkahwinan Bagi Perkahwinan Semasa

13/11/2016

Have the Plaintiff and the Defendant previously registered a divorce and obtained a Revocation Certificate from Registry of Muslim Marriages (ROMM)? *
Pernahkah Plaintiff dan Defendan mendaftarkan perceraian dan mendapatkan Sijil Rujuk dari Pejabat Pendaftaran Pernikahan Orang Islam (ROMM)?

Yes No

Please upload the Marriage Certificate and any supporting documents ⓘ
Sila muat naikkan Sijil Pernikahan dan Dokumen sokongan anda

ⓘ For marriages registered overseas, please provide the foreign marriage certificate with attestation. If the marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of the marriage certificate in the English language.

Drag and drop your document here 46 Choose File

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

Filing of Amended Case Statement

Amended Case Statement – 4. Jurisdiction

47

If you would like to amend the Jurisdiction section, tick on “**I want to amend this section**”

48

All the fields in the Jurisdiction section will only be editable once you have ticked the field “**I want to amend this section**”.

Once all the mandatory information in the Jurisdiction section is complete, this section will be marked with a green tick.

4. Jurisdiction 

You can move to the next section by navigating to the bottom of the page and clicking on **Next** section.

Next: 
5. Grounds of Divorce

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed)

Save as Draft 

I want to amend this section

47

The Court's Jurisdiction ⓘ
Bidang Kuasa Mahkamah

Domicile Habitual Residence

The Court has jurisdiction based on domicile. Choose one of the following:
Mahkamah mempunyai bidang kuasa berdasarkan domisil. Sila pilih salah satu yang berikut:

The Plaintiff is a Singapore citizen

The Defendant is a Singapore citizen

Both the Plaintiff and the Defendant are Singapore citizens

Neither the Plaintiff nor the Defendant is a Singapore citizen

The Court's Jurisdiction ⓘ
Bidang Kuasa Mahkamah

Domicile Habitual Residence

The Court has jurisdiction based on domicile. Choose one of the following:
Mahkamah mempunyai bidang kuasa berdasarkan domisil. Sila pilih salah satu yang berikut:









The Plaintiff is a Singapore citizen





The Defendant is a Singapore citizen

Both the Plaintiff and the Defendant are Singapore citizens

Neither the Plaintiff nor the Defendant is a Singapore citizen

State reasons for which the Court has jurisdiction based on domicile
Nyatakan sebab-sebab Mahkamah mempunyai bidang kuasa berdasarkan domisil

Normal  B I U  ” ‹ ›   x₂ x²    

Sans Serif    

Enter text

48


Filing of Amended Case Statement

Amended Case Statement – 5. Grounds of Divorce


49 If you would like to amend the Grounds of Divorce, tick on “**I want to amend this section**”.

50 All the fields in the Grounds of Divorce section will only be editable once you have ticked the field “**I want to amend this section**”.

Once all the mandatory information in the Grounds of Divorce section is complete, this section will be marked with a green tick.

5. Grounds of Divorce 

You can move to the next section by navigating to the bottom of the page and clicking on **Next** section.

Next: 
6. Child(ren)

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).



[Save as Draft](#) [Preview](#)


I want to amend this section 49

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

Yes No

Grounds for applying for divorce
Sebab-sebab memohon perceraian

Normal  **B** *I* U ~~S~~ ” ‹› ☰ ☷ x₂ x² ≡ ≡ ¶ A 

Sans Serif  = *I_x*

CERAI TAKLIK

50


Filing of Amended Case Statement

Amended Case Statement – 6. Child(ren)

51 If you would like to amend the section on Children, tick on “**I want to amend this section**”.

52 All the fields in the Child(ren) section will only be editable once you have ticked the field “**I want to amend this section**”. To edit each child's details, you can click on the **three dots menu** and click on **Edit**. To add new child, click on the **Add Child** button.

Once all the mandatory information in Child(ren) section is complete, this section will be marked with a green tick.

6. Child(ren) 



You can move to the next section by navigating to the bottom of the page and clicking on **Next** section.

Next: 
7. Related Court Proceedings

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).

I want to amend this section 51a



Select/click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate
Pilih/klik nama anak untuk berikan perincian mengenai anak tersebut. Jika anak tersebut telah meninggal dunia, sila lampirkan sijil kematian

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
	1 RAHEEM STERLING	SG PINK	T2370023E	18/10/2018	Male	 <input type="button" value="View"/>

51b

I want to amend this section 52a

Select/click on the child's name to furnish the details of the child. If the child has passed away, please include his/her death certificate
Pilih/klik nama anak untuk berikan perincian mengenai anak tersebut. Jika anak tersebut telah meninggal dunia, sila lampirkan sijil kematian

S/N	Full Name	ID Type	ID No.	Date Of Birth	Gender	More Options
	1 RAHEEM STERLING	SG PINK	T2370023E	18/10/2018	Male	 <input type="button" value="Edit"/>

52c

52b

Amended Case Statement – 7. Related Court Proceedings

52 If you would like to amend the Related Court Proceedings section, tick on “**I want to amend this section**”.

53 All the fields in the Related Court Proceedings section will only be editable once you have ticked the field “**I want to amend this section**”.

Once you have completed the Related Court Proceedings section, this section will be marked with a green tick.

7. Related Court Proceedings



You can move to the next section by navigating to the bottom of the page and clicking on **Next** section.

Next: 
8. Relief Claimed

Alternatively, you can click on **Save as Draft** to save as a draft. The Preview button will only be enabled once all the sections are marked with a green tick (Completed).

Save as Draft

Preview

I want to amend this section

53

Bankruptcy Status

Is the Plaintiff an undischarged bankrupt? *

Adakah Plaintiff seorang bankrap/muflis yang belum lepas?

Yes No

Are there any pending bankruptcy proceedings against the Plaintiff? *

Adakah sebarang prosiding kemuflihan terhadap Plaintiff pada masa ini?

Yes No

Other Court Proceedings

Does the Plaintiff have any other Court proceedings in Singapore/elsewhere with reference to the marriage, or to any children of the parties, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both the Plaintiff and the Defendant? *

Adakah Plaintiff sedang melalui sebarang prosiding Mahkamah di Singapura atau di luar negara yang berkaitan dengan perkahwinan ini, atau mengenai anak-anak keddua pihak? Adakah sebarang prosiding Mahkamah antara Plaintiff dan Defendant mengenai pembiayaan nafkah atau melibatkan hartanah atau kedduanya?

Yes No

54

Filing of Amended Case Statement

Amended Case Statement – 8. Relief Claimed

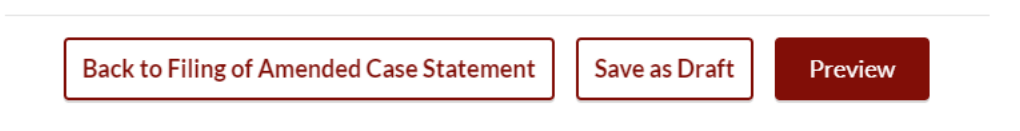
52 If you would like to amend the Relief Claimed section, tick on “Amend Relief Claimed”.

53 All the fields in the Relief Claimed section will only be editable once you have ticked the field “Amend Relief Claimed”.

Once the Relief Claimed section is completed, this section will be marked with a green tick.



Click on **Save as Draft** to save as a draft. The **Preview** button will only be enabled once all the sections are marked with a green tick (Completed). Click on **Preview** to review all amended data in non-editable format before submission.



Amend Relief Claim 54

a) That the marriage be dissolved.

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

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

123000

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

Type of Mutaah *
Jenis mutaah

Amend Relief Claim

a) That the marriage be dissolved.

b) That the Defendant pays nafkah iddah for the period of iddah. ⓘ 55

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

123000

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

Amended Case Statement – Preview

- 56 Review the Amended Case Statement in preview mode. Click on the **Submit** button to continue to the declaration page.
- 57 Alternatively, click on the **Edit** button to return to edit mode and continue to update the Amended Case Statement.


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


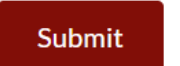
Yes

Blk/House No. No. Blok/No. 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)

Next: 
2. Defendant

57   56

Filing of Amended Case Statement

Declare

- 58 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration.
- 59 Click **Make Payment** to make payment.
- 60 You can click **Back to Preview** to return to preview mode and **Back to Edit** to edit or amend the information if necessary.

DIVORCE E-SERVICES / AMENDED / AMENDED CASE STATEMENT

Amended Case Statement

Case ID: OS-2022-000156 - Amendment

Status: Draft



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

58

60

Back to Preview

Make Payment

59

Payment - PayNow

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000506


Breakdown of Fees
Butiran Yuran

- Filing fee for Amended Case Statement: \$12

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

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

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

The screenshot shows a payment page with a yellow border. On the right side, there is a yellow circle with the number 65. The page content includes:

- Payment Advice Number**
Nombor Yuran Pembayaran
PM-2022-000506
- Breakdown of Fees**
Butiran Yuran
- **Filing fee for Amended Case Statement: \$12**
- Payment Amount (SGD)**
Jumlah Pembayaran (SGD)
\$12
- Payment Mode**
Cara Pembayaran
 66 eNETS / Credit Card Request for Fee Waiver

The screenshot shows a 'Payment Methods' form with a yellow border. On the right side, there is a yellow circle with the number 67. The form includes:

- VISA logo
- Name on Card:
- Card Number:
- CVV/CVV2:
- Expiry Date: Month Year
- Email (Optional):
- Submit button: 69
- Cancel button: 68

Payment – Provisional Grant of Aid/Grant of Aid

- 70 On the payment page, verify the breakdown of items, fees and total amount.
- 71 Payment Mode is set as **Request for 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 filed previously and which is still valid). These fields are non-editable.
- 72 Click on **Submit Request for Fee Waiver** to submit the Amended Case Statement for filing.

Case ID: OS-2022-000345 Status: Draft

Amended Case Statement Preview Declare **4** Make Payment **5** Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
UPM-2022-001060

Breakdown of Fees
Butiran Yuran
• Filing fee for Amended Case Statement: \$12

70

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 pengeneopian yuran

Provisional Grant of Aid

71

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

72

Complete

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

Submitted!

Case ID: OS-2022-000345

Your Payment Advice Number: UPM-2022-001061

Payment Status: Waived

An acknowledgement with a copy of submission has been sent to: asda@ddd.com.

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

73

Save as PDF

Back to Dashboard

74

Filing Amended Matrimonial Property Plan

Filing Amended Matrimonial Property Plan

- 1 To file an Amended Matrimonial Property Plan, 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 Court Documents**.

The screenshot shows a web dashboard with a top navigation bar containing 'Dashboard', 'Inher', 'Divorce', and 'Others'. 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 letters. The main content area has a search bar with the placeholder 'Enter Case ID' and a 'Search' button. The 'Divorce E-Services' button is highlighted with a yellow box and a '2' in a yellow circle. Below the search bar is a table with columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. On the left side, there is a 'Start a New Case' dropdown menu. The 'I want to.. for Case with Originating Summons Number' option is highlighted with a yellow box and a '3' in a yellow circle. Below it, the 'File Court Documents' option is highlighted with a yellow box and a '4' in a yellow circle. Other options in the dropdown include 'Serve Originating Summons for Divorce', 'File Summons', 'File a Request (Praeipce)', 'Submit Registry Request', and 'Submit Correspondence'.

Filing Amended Matrimonial Property Plan

- 5a From the list of Court Documents, locate **Amended Matrimonial Property Plan**.
- 5b Upon clicking on it, a description and documents required will be shown. Please read through this section.
- 5c You can collapse the section by clicking on the arrow sign next to Show/Hide List. You can also download the relevant template(s) for Amended Matrimonial Property Plan.
- 6 To continue, click on **Proceed to Amended Matrimonial Property Plan**.

Amended Matrimonial Property Plan

5a

^

5b

Description

As a Plaintiff, to file when there is an amended Plaintiff's Proposed Matrimonial Property Plan. Or, when there is an Amended Agreed agreement on the Matrimonial Property Plan.

As a Defendant, to file when there is an amended Defendant's proposed Matrimonial Property Plan.

Estimated time required: 30 min

Estimated maximum filing fee for Plaintiff: \$12

Documents Required

- Completed Amended Plaintiff's Proposed Matrimonial Property Plan. Please click [here](#) to download the template for Amended Plaintiff's Proposed Matrimonial Property Plan
- Completed Amended Agreed Matrimonial Property Plan signed by the Defendant before a Commissioner for Oaths. Please click [here](#) to download the template for Amended Agreed Matrimonial Property Plan.
- Completed Amended Defendant's Proposed Matrimonial Property Plan. Please click [here](#) to download the template for Defendant's Proposed Matrimonial Property Plan.

6

Proceed to Amended Matrimonial Property Plan

[Hide list ^](#)

5c

Filing Amended Matrimonial Property Plan

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number.
- 11 If you have keyed in an incorrect Originating Summons Number, you will see this message.
- 12 If you are not appointed as a solicitor for the Originating Summons, you will see this message.
- 13 If you are appointed as a solicitor for the Originating Summons, you will see this message. Please proceed to answer the further question.




DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

Amended Matrimonial Property Plan

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Amended Matrimonial Property Plan.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000355

- 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 of Solicitor/Notice of Intention to Act in Person).
- 13  The Originating Summon Number is valid. You have case access. You may proceed to file the Amended Matrimonial Property Plan.

Filing of Matrimonial Property Plan

- 26 You will be redirected to the **Important Notes** page. Please read through the Important Notes.
- 27 You will need to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before you can continue.
- 28 Once you have selected the checkbox, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 29 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and be directed back to the Divorce E-Services page.

DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

Amended Matrimonial Property Plan

Important Notes

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for Amended Matrimonial Property Plan is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.

14

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

15

17

[Back to Divorce E-Services](#)

Agree and Proceed

16

Filing of Amended Matrimonial Property Plan

18 Initial status of Amended Case Matrimonial Property Plan is a **Draft**.

19 On the header you will find a navigation bar to guide you on the steps to completing the Filing of the Amended Matrimonial Property Plan which are:
a) **Amended Matrimonial Property Plan**
b) **Preview**
c) **Declare**
d) **Make Payment**
e) **Complete**

20 Under the Amended Matrimonial Property Plan section, click on **Choose File** to upload the completed Amended Matrimonial Property Plan in PDF format.

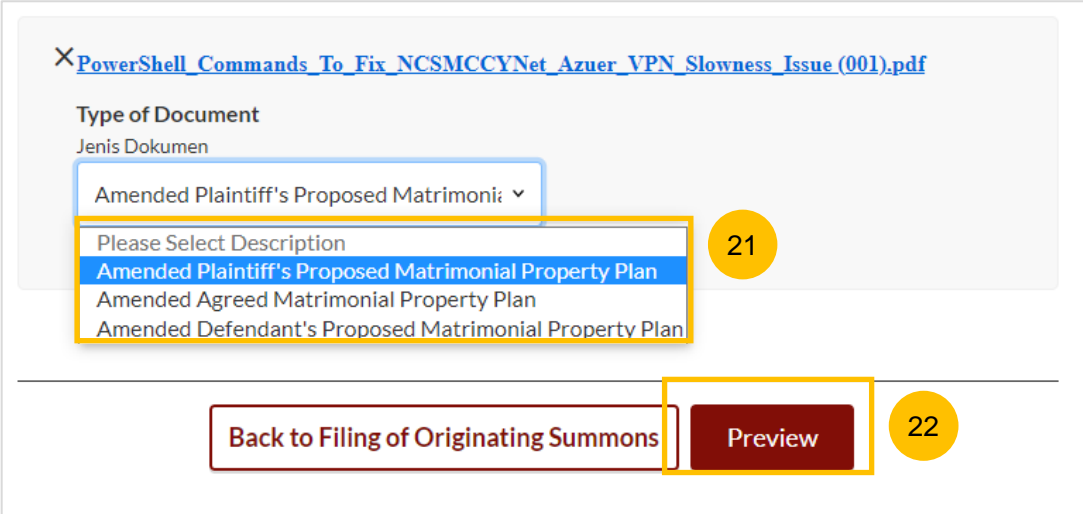
Filing of Amended Matrimonial Property Plan

- 21 Once the file is uploaded, select the type of document:
 - Amended Plaintiff's Proposed Matrimonial Property Plan
 - Amended Agreed Matrimonial Property Plan
 - Amended Defendant's Proposed Matrimonial Property Plan

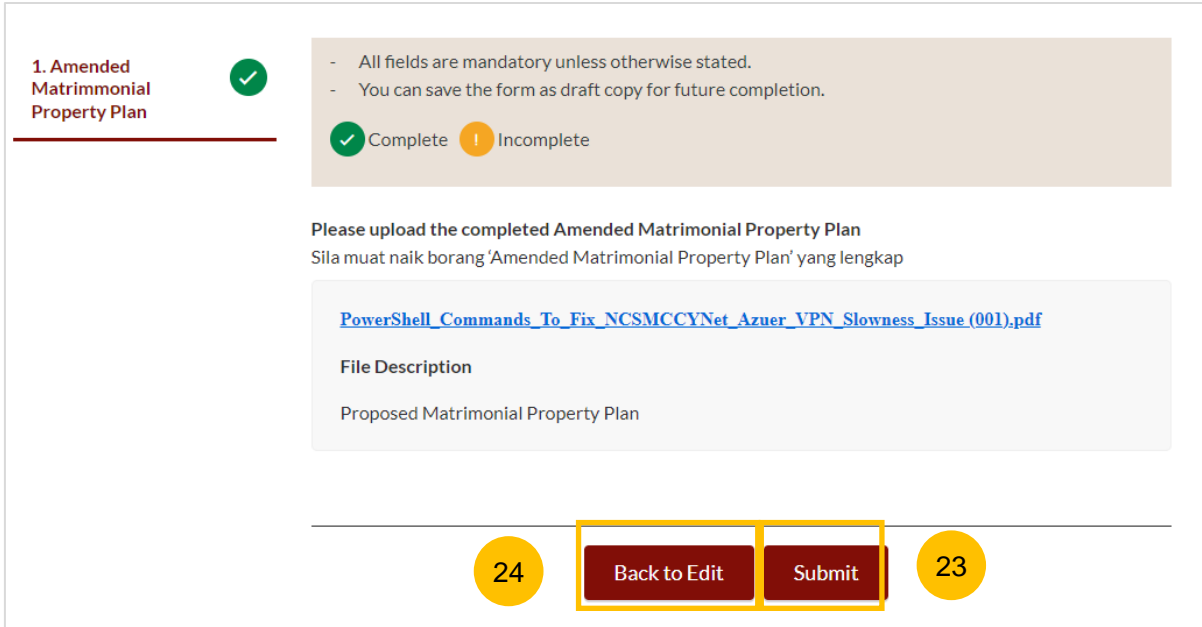
- 22 Click on the **Preview** button to review the filing in non-editable mode.

- 23 Verify the uploaded plan in preview mode. Click on **Submit** to continue filing the Amended Matrimonial Property Plan and you will be directed to the declaration page.

- 24 Alternatively, you can click **Back to Edit** to return to edit mode and update the uploaded file.



This screenshot shows a web interface for selecting a document type. At the top, there is a close button (X) and a file name: [PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(001\).pdf](#). Below this, the section is titled "Type of Document" with the label "Jenis Dokumen". A dropdown menu is open, showing the selected option "Amended Plaintiff's Proposed Matrimonial Property Plan" and a list of other options: "Please Select Description", "Amended Plaintiff's Proposed Matrimonial Property Plan", "Amended Agreed Matrimonial Property Plan", and "Amended Defendant's Proposed Matrimonial Property Plan". A yellow circle with the number 21 is positioned to the right of the dropdown. Below the dropdown, there are two buttons: "Back to Filing of Originating Summons" and "Preview". A yellow circle with the number 22 is positioned to the right of the "Preview" button.



This screenshot shows a confirmation screen for the document upload. On the left, it says "1. Amended Matrimonial Property Plan" with a green checkmark icon. To the right, there are two bullet points: "- All fields are mandatory unless otherwise stated." and "- You can save the form as draft copy for future completion." Below these, there are two status indicators: a green checkmark for "Complete" and a yellow exclamation mark for "Incomplete". A message follows: "Please upload the completed Amended Matrimonial Property Plan" and "Sil muat naik borang 'Amended Matrimonial Property Plan' yang lengkap". Below this, the file name [PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(001\).pdf](#) is shown, followed by the label "File Description" and the text "Proposed Matrimonial Property Plan". At the bottom, there are two buttons: "Back to Edit" and "Submit". A yellow circle with the number 24 is positioned to the left of the "Back to Edit" button, and a yellow circle with the number 23 is positioned to the right of the "Submit" button.

Filing of Amended Matrimonial Property Plan

Declare

- 25 On the declaration page, please read through the declaration. Select the checkbox to confirm the declaration.
- 26 Click **Make Payment** to make payment.
- 27 Alternatively, you can click **Back to Preview** to return to preview mode and **Back to Edit** to edit or amend the information if necessary.

DIVORCE E-SERVICES / AMENDED / AMENDED MATRIMONIAL PROPERTY PLAN

Amended Matrimonial Property Plan

Case ID: OS-2022-000345 Status: Draft

Amended Matrimonial Property Plan — Preview — **3** Declare — 4 Make Payment — 5 Complete

I declare that the information provided in this form is true and correct. 25

27 Back to Preview Make Payment 26

Payment - PayNow

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

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000506


Breakdown of Fees
Butiran Yuran

- Filing fee for Amended Plaintiff's Proposed Matrimonial Property Plan: \$12

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

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

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

Payment Advice Number

Nombor Yuran Pembayaran

UPM-2022-001063

Breakdown of Fees

Butiran Yuran

· Filing fee for Amended Plaintiff's Proposed Matrimonial Property Plan: \$12

Payment Amount (SGD)

Jumlah Pembayaran (SGD)

\$12

32

Payment Mode

Caran Pembayaran

33

Now

eNETS / Credit Card

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date Month Year

Email (Optional)

34

36

Submit

Cancel

35

Payment – Provisional Grant of Aid/Grant of Aid

- 37 On the payment page, verify the breakdown of items, fees and the total amount.
- 38 Payment Mode is set as **Request for 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 filed and which is still valid). These fields are non-editable.
- 39 Click on **Submit Request for Fee Waiver** to submit the Amended Matrimonial Property Plan for filing.

Case ID: OS-2022-000345 Status: Draft

Amended Case Statement Preview Declare **4** Make Payment **5** Complete

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

Payment Advice Number
Nombor Yuran Pembayaran
UPM-2022-001060

Breakdown of Fees
Butiran Yuran

- Filing fee for Amended Plaintiff's Proposed Matrimonial Property Plan: \$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 pengeneapan yuran

Provisional Grant of Aid ▼

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

Complete

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

Submitted!

Case ID: OS-2022-000345

Your Payment Advice Number: UPM-2022-001061

Payment Status: Waived

An acknowledgement with a copy of submission has been sent to: asda@ddd.com.

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

73

Save as PDF

Back to Dashboard

74

Submission of 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' section of a dashboard. At the top, there are navigation tabs: 'Dashboard', 'Divorce', and 'Others'. The 'Divorce' tab is highlighted with a yellow box and a '1' callout. Below the tabs is a dark red header with 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white letters. A search bar for 'Case ID' is present, with a '2' callout. To the right of the search bar is a 'Divorce E-Services' button, also highlighted with a yellow box and a '2' callout. Below the search bar is a table with columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'. On the left side, there is a sidebar with a 'Start a New Case' dropdown. Underneath, there is a section 'I want to.. for Case with Originating Summons Number' with a 'File Court Documents' button highlighted by a yellow box and a '3' callout. Below this are several menu items: 'Serve Originating Summons for Divorce', 'File Summons', 'Praecipe (Request)', and 'Submit Registry Request'. The main content area displays the 'Notice of Ceasing to Act as Solicitor' page. The title is highlighted with a yellow box and a '4' callout. The 'Description' section contains text about filing cancellation of grant of aid and notice of ceasing to act as solicitor. The 'Documents Required' section lists 'Cancellation of Grant of Aid and Notice of Ceasing to Act, or Form 51 (Notice of Ceasing to Act as Solicitor)'. A '5' callout is placed near the top right of this section. At the bottom of the page, there is a dark red button labeled 'Proceed to Notice of Ceasing to Act as Solicitor', highlighted with a yellow box and a '6' callout.

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.

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

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 **7** **8**

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

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 may not file Notice of Ceasing to Act as Solicitor as you are not an appointed solicitor for the case.

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.

Notice of Ceasing to Act as Solicitor

13

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

[Return to Contents](#)

- 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

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
28
Verify Payment

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

[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.

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

38 Save as PDF Back to Dashboard 37