


IMPORTANT INFORMATION

Please bring along the documents required below and the checklist when you file the Memorandum of Defence at the Syariah Court. All forms must be printed one-sided only.

You may download the forms from our website at www.syariahcourt.gov.sg. Please refer to the checklist attached to ensure the documents are completed, and compiled in the order for submission.

Documents Required	Explanatory Notes
ORIGINAL DOCUMENTS	
1. Original Identity Card or valid passport ONLY	<p>No other forms of identification will be accepted for entry into the Court's premises.</p> <p>Foreigners must bring his/ her valid original passport. A work permit /employment pass for identification purposes will NOT be accepted.</p>
2. Copy of Original Marriage / Revocation Certificate	<p>1. A copy of your original marriage/revocation certificate must be enclosed in the Memorandum of Defence.</p> <p>2. Your original marriage/revocation certificate may be surrendered to the Court when you file the Memorandum of Defence.</p> <p>For marriages registered at the Registry of Muslim Marriages (ROMM), Singapore:</p> <p>If you have misplaced your original marriage/revocation certificate, you may request for an extract copy from the ROMM for a fee. For more information, you may log on to www.romm.gov.sg.</p> <p>For marriages registered outside Singapore:</p> <p>Please provide an original attested foreign marriage certificate and the attested translation (if applicable). A foreign marriage certificate without attestation will not be accepted.</p> <p>Attestation can be done at the following locations:</p> <ul style="list-style-type: none"> - In the country of marriage, at any law firm - In Singapore, e.g at the embassy of the country you were married in <p>If your marriage certificate is not in the English or Malay language, you are required to provide a certified true translation of your marriage certificate in the English language.</p> <p>If you have misplaced your original marriage certificate, please obtain an extract copy from the country you were married in or the respective embassy.</p>

COURT FORMS	
<p>3. Completed Memorandum of Defence (<i>Form 17/ Form 18</i>)</p>	<p>Please download: Form 17 (For Husband) or Form 18 (For Wife) from www.syariahcourt.gov.sg Please complete the Memorandum of Defence, or your application will not be processed.</p>
<p>4. Completed Agreement to Plaintiff's Proposed Parenting Plan (<i>Form 20</i>) OR Completed Defendant's Proposed Parenting Plan (<i>Form 21</i>) (For parties with at least one child below 21 years old)</p>	<p>You may submit either one of the Parenting Plan forms at the time of filing the Memorandum of Defence, depending on whether you have an agreement with your spouse on the parenting plan for your child/children. If you disagree with the Plaintiff's proposal on the Parenting Plan, you may submit your proposal on the Parenting Plan by filling up the 'Defendant's Proposed Parenting Plan' form. You may download the forms from www.syariahcourt.gov.sg.</p>
<p>5. Completed Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (<i>Form 22</i>) OR Completed Defendant's Proposed Matrimonial Property Plan (<i>Form 23</i>) (For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)</p>	<p>You may submit either one of the Matrimonial Property Plan forms at the time of filing the Memorandum of Defence. If you disagree with the Plaintiff's proposal on the Matrimonial Property Plan, you may submit your proposal on the Matrimonial Property Plan together with the Particulars of Arrangements for Housing (Form 14) at the time of filing the Memorandum of Defence. You may download the forms from www.syariahcourt.gov.sg.</p>
<p>6. Completed Particulars of Arrangements for Housing (<i>Form 14</i>)</p>	<p>Additional information on housing arrangement, to be filed together with Defendant's Memorandum of Defence (Form 17) or Proposed Matrimonial Property Plan (Form 23).</p>
HDB DOCUMENTS	
<p>7. Financial Information Outstanding Mortgage Loan Statement (HDB loan or Bank loan) (Must not be dated earlier than 1 (one) month from the date appointment)</p>	<p>HDB Loan You must provide your latest HDB mortgage loan statement. You may obtain it from www.hdb.gov.sg. Please ensure that your SINGPASS 2FA has been activated. Bank Loan You must provide your latest bank mortgage loan statement. You may obtain it from your respective banks. The mortgage loan statement must not be dated earlier than 1 (one) month from the date of filing the appointment date. A mortgage loan statement older than 1 (one) month will not be accepted.</p>

8. HDB Flat details	<p>You must provide your current flat details. You may obtain it from www.hdb.gov.sg. Please ensure that your SINGPASS 2FA has been activated.</p> <p>This statement will show the details of your flat, e.g. date of purchase, purchase price, fire insurance coverage and the flat occupiers' information.</p>
9. HDB Housing Guidance Form (optional)	<p>If you have at least 1 child below 21 years old, you are highly encouraged to attend the Housing Guidance provided by HDB. The HDB Housing Guidance will assist you in making informed decisions on housing issues post-divorce. You may download the form from www.syariahcourt.gov.sg.</p> <p>You are required to make an e-appointment before approaching the HDB Branch office. You may scan the QR code below, or visit the HDB website at www.hdb.gov.sg.</p> <div data-bbox="970 792 1070 898" style="text-align: center;">  </div> <p>The written reply from HDB and cover letter/email may be submitted at the time of filing the Memorandum of Defence. The HDB may take up to 1 month to give the written reply.</p>

Instructions to print HDB Statements

Relevant HDB Statement – outstanding loan statement and flat details

- 1) Go to HDB Website <http://www.hdb.gov.sg>
- 2) Click on “**My HDBPage**”.
- 3) Click on “**Login via SingPass**”.
- 4) Enter **SingPass ID** and **Password**.
- 5) Click on “**Get OTP**”.
- 6) Check your **OTP** via **SMS** and key into the space provided and click “**Submit**”.
- 7) Click on “**My Flat**” on the left column.
- 8) Click on “**Purchased Flat**”.
- 9) Click on “**Financial Info**” on the left column and **print** page.
- 10) Click on “**Flat details**” on the left column and **print** page.




PRIVATE PROPERTY DOCUMENTS

<p>10. Private Property Statement / Information</p> <p>(Applicable to private property owners ONLY)</p>	<p>You must provide the title search for your private property. You may obtain at www.sla.gov.sg/MyProperty/#/home</p>
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<p>11. Outstanding Bank Mortgage Loan Statement</p> <p>(Must not be dated earlier than 1 (one) month from the date appointment)</p>	<p>Bank Loan</p> <p>You must provide your latest bank mortgage loan statement. You may obtain it from your respective banks.</p>
<p>CPF DOCUMENTS</p>	
<p>12. CPF Statements</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing of the Memorandum of Defence)</p>	<p>Relevant CPF statements which show, minimally, the account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal details (for HDB flats) or the private properties withdrawal details (for private properties).</p> <p>You must provide your latest CPF statement. You may obtain it from www.cpf.gov.sg. Please ensure that your SINGPASS 2FA has been activated.</p> <p>The CPF statement must not be dated earlier than 1 (one) month from the date of your appointment. A CPF statement that is older than 1 (one) month will not be accepted.</p>
<p>13. Returned CPF Standard Query</p> <p>(Only for a CPF Member aged 55 and above who owns a matrimonial property)</p>	<p>In addition to the relevant CPF statement, if you are 55 years old and above and own a matrimonial property, you are required to file the CPF Standard Query which show, amongst other things, whether there is any amount which you must set aside or top up into your CPF Retirement Account when you sell, transfer or otherwise dispose of your HDB flat and if yes, the amount.</p> <p>You may download the form from www.syariahcourt.gov.sg. Please refer below for further instructions on how to serve the CPF Standard Query on the CPF Board.</p> <p>The written reply and cover letter/email from the CPF Board must be submitted at the time of filing the Memorandum of Defence. The CPF Board may take up to 1 month to give the written reply.</p>

Instructions to print CPF statements

Relevant CPF Statements - Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal details (for HDB Flat Owners only)

- 1) Go to CPF Website <http://www.cpf.gov.sg>
- 2) Click on “**Login Here**”.
- 3) Click on “**Login via SingPass**”.
- 4) Enter **SingPass ID** and **Password**.
- 5) Click on “**Get OTP**”.
- 6) Check your **OTP** via **SMS** and key into the space provided and click “**Submit**”.
- 7) Click on “**My Statement**”.
- 8) Click on Printer icon 
- 9) Go to the bottom of the page and click on “**Print**”.
- 10) Click on “**My Statement**” on the left column.
- 11) Click on **Section C “Property”**.
- 12) Click on “**View My Public Housing Withdrawal Details**”.
- 13) Click on Printer icon 
- 14) Go to the bottom of the page and click on “**Print**”.
- 15) Click on “**Investments**”.
- 16) Click on Printer icon 
- 17) Go to the bottom of the page and click on “**Print**”.

Instructions to serve CPF Standard Query on CPF Board

Additional CPF Statements - Returned CPF Standard Query (Only for a CPF Member aged 55 and above who owns a matrimonial property)

- 1) Go to Syariah Court website at www.syariahcourt.gov.sg
- 2) Click on *Divorce > Forms > Relevant Forms* and download the correct form.
- 3) The form can be served on the CPF Board by:
 - a) Mailing to:
CPF Board,
Housing Scheme Department,
Public Housing Section,
Robinson Road.
P.O. Box 3060
Singapore 905060
 - OR
 - b) Emailing to Public-housing@cpf.gov.sg.
- 4) Submit written reply from the CPF Board at the time of filing the Originating Summons, together with any covering letter or email from CPF Board.

OTHERS	
14. Parties' Current Residential Address	<p>Full local residential address ONLY. Commercial or office address will not be accepted</p> <p>Note: For non-Singapore citizens, please provide documentary proof of stay in Singapore for the past 3 consecutive years from the date of filing the Originating Summons. For example, employment pass indicating length of stay, employment agreement or tenancy agreement.</p>