

CHECKLIST**INSTRUCTIONS:**

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

No	Documents to be produced	No of copies (Refer to item (6) above)	Attached (please tick)	For official use only (L3)
Memorandum of Defence Bundle				
1.	Completed Memorandum of Defence (<i>Form 17/ Form 18</i>)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
2.	Marriage/ Revocation Certificate A copy of the original Marriage/ Revocation certificate must be enclosed in the Memorandum of Defence. The original Marriage/ Revocation Certificate may be surrendered to the Syariah Court.	1 original & 3 copies		
3.	For parties who are both non-Singapore citizens, please provide documentary proof of your stay in Singapore for the past 3 consecutive years before the date of filing the Memorandum of Defence.	3 copies		

<p>4.</p>	<p>CPF Statements showing</p> <ul style="list-style-type: none"> - account balances in the Ordinary, Special, Medisave, Retirement and Investment accounts (for all); <p>AND</p> <ul style="list-style-type: none"> - public housing withdrawal details (for HDB flats OR private properties withdrawal details (for private properties) <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>			
<p>5.</p>	<p>HDB Flat and/or Private Property details</p> <p>For HDB: You may obtain your current flat details at www.hdb.gov.sg.</p> <p>For private property: You may obtain the title search at www.sla.gov.sg/MyProperty/#/home</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	<p>3 copies</p>		
<p>6.</p>	<p>Financial Information on HDB Flat and/or Private Property</p> <p>Outstanding Mortgage Loan Statement (from HDB or bank, whichever is applicable)</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</p>	<p>3 copies</p>		
<p>7.</p>	<p>Completed Particulars of Arrangements for Housing Form (<i>Form 14</i>)</p> <p>(For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)</p>	<p>1 original & 2 copies</p>		

8.	Returned CPF Standard Query (Only for a CPF Member aged 55 and above who owns a matrimonial property financed using CPF monies)	1 original & 2 copies		
Matrimonial Property Plan Bundle				
9.	Completed Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (<i>Form 22</i>) OR 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 flats)	1 original only or 1 original & 2 copies (Refer to item (6) above)		
10.	HDB Returned Housing Guidance Form (optional) (For parties with at least one child below 21 years old and living in a HDB flat)	1 original & 2 copies		
Parenting Plan Bundle				
11.	Completed Defendant's Agreement to Plaintiff's Proposed Parenting Plan (<i>Form 20</i>) OR Defendant's Proposed Parenting Plan (<i>Form 21</i>) (optional) (For parties with at least one child below 21 years old)	1 original only or 1 original & 2 copies		

Defendant's Signature: _____

Date: _____

For official use only

Checked by: _____ (L3)

Date: _____