

IMPORTANT INFORMATION

Please bring along this letter with the documents listed in the Checklist when you file the Originating Summons for Divorce 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. Original Marriage/ Revocation Certificate	<p>1. A copy of your original marriage/revocation certificate must be enclosed in the Case Statement.</p> <p>2. Your original marriage/revocation certificate must be surrendered to the Court when you file the Case Statement.</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> <ol style="list-style-type: none"> 3. In the country of marriage, at any law firm 4. 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>

3. Original Birth Certificate of each Child of the parties below the age of 21 years	If you have misplaced the original copy of your child's birth certificate, you may request for an extract copy from the Immigration and Checkpoints Authority (ICA) for a fee. For more information, you may log on to www.ica.gov.sg .
COURT FORMS	
4. Completed Case Statement (Form 7/ Form 8)	Please download: Form 7 (For Husband) or Form 8 (For Wife) from www.syariahcourt.gov.sg . Please complete the Case Statement, or your application will not be processed.
5. Completed Agreed Parenting plan (Form 11) OR Completed Plaintiff's Proposed Parenting Plan (Form 12) (For parties with at least one child below 21 years old)	You are required to submit either one of the Parenting Plan forms at the time of filing the Originating Summons, depending on whether you have an agreement with your spouse on the parenting plan for your child/children. You may download the forms from www.syariahcourt.gov.sg . The "Agreed Parenting Plan" must be affirmed by the Defendant before a Commissioner for Oaths. If you and the Defendant are not represented by solicitors, and the Defendant is present together with you at the time of filing the Originating Summons, he/she may affirm the document before our Commissioner for Oaths at our counter.
6. Completed Agreed Matrimonial Property Plan (Form 13) OR Completed Plaintiff's Proposed (Form 15) Matrimonial Property Plan (For parties who own a HDB flat or who have signed an Agreement for Lease e.g. for new/BTO HDB flat)	You are required to submit either one of the Matrimonial Property Plan forms together with the Particulars of Arrangements for Housing (Form 14) at the time of filing the Originating Summons, depending on whether you have an agreement with your spouse on the matrimonial property. You may download the forms from www.syariahcourt.gov.sg . <i>What to serve on HDB:</i> If you are filing the "Plaintiff's Proposed Matrimonial Property Plan" (Form 15): <ul style="list-style-type: none"> a) You must first serve the "HDB Standard Query Form" on the HDB. b) The written reply and cover letter/email from HDB must be filed together with the "Plaintiff's Proposed Matrimonial Property Plan" and the "Particulars of Arrangements for Housing" (Form 14). If you are filing the "Agreed Matrimonial Property Plan" (Form 13), you must first serve the following documents on the HDB: <ul style="list-style-type: none"> a) The "Agreed Matrimonial Property Plan"; and b) The "Particulars of Arrangements for Housing (Form 14)"; and c) The "HDB Standard Query Form"; and d) The "Request for Checking of Eligibility Form" (<i>if applicable</i>).

	<p>*You must serve the “Request for Checking of Eligibility Form” on the HDB if parties have agreed that the matrimonial property is to be retained by one party (Option 4 or Option 5 in the Form 14).</p> <p>All the documents and the written reply from HDB must be filed together at the time of filing of Originating Summons.</p> <p>You may also refer to HDB InfoWeb to check your eligibility (Living in HDB flats > Change Owners or Occupier > Retain Flat Ownership > Divorce).</p> <p>The “Agreed Matrimonial Property Plan” must be affirmed by the Defendant before a Commissioner for Oaths. If you and the Defendant are not represented by solicitors, and the Defendant is present together with you at the time of filing the Originating Summons, he/she may affirm the document before our Commissioner for Oaths at our counter.</p> <p>Please also refer to item 8.</p>										
<p>7. Completed Particulars of Arrangements for Housing (<i>Form 14</i>)</p>	<p>You are required to prepare this form based on the option selected in the “Agreed Matrimonial Property Plan” (Form 13) or the “Plaintiff’s Proposed Matrimonial Property Plan Form” (Form 15).</p> <p>Please also refer to item 6.</p>										
<p>HDB DOCUMENTS</p>											
<p>8. Returned HDB Standard Query Form</p> <p>There are 2 different forms for HDB flats:</p> <p>(i) For parties who own a HDB flat; or</p> <p>(ii) For parties who have signed an Agreement for Lease e.g. for new/BTO HDB flat</p>	<p>You are required to serve the correct “HDB Standard Query” on the HDB if you are filing the “Agreed Matrimonial Property Plan” (Form 13) or the “Plaintiff’s Proposed Matrimonial Property Plan” (Form 15).</p> <p>Please refer to the table below for illustration on the applicability of this form:</p> <table border="1" data-bbox="643 1391 1386 1671"> <thead> <tr> <th>HDB Flat</th> <th>Standard Query</th> </tr> </thead> <tbody> <tr> <td>Plaintiff is an owner (owned HDB flat)</td> <td>√</td> </tr> <tr> <td>Plaintiff is a permitted occupier (owned HDB flat)</td> <td>√</td> </tr> <tr> <td>Plaintiff is an applicant for a new HDB flat/BTO flat</td> <td>√</td> </tr> <tr> <td>Plaintiff is a tenant (rental HDB flat)</td> <td>X</td> </tr> </tbody> </table> <p>You may download the documents from www.syariahcourt.gov.sg. Please refer below for instructions on how to serve the Standard Query on the HDB.</p> <p>This must be done before you file the Originating Summons.</p> <p>The written reply and cover letter/email from HDB must be submitted at the time of filing the Originating Summons. The HDB may take up to 1 month to give the written reply.</p>	HDB Flat	Standard Query	Plaintiff is an owner (owned HDB flat)	√	Plaintiff is a permitted occupier (owned HDB flat)	√	Plaintiff is an applicant for a new HDB flat/BTO flat	√	Plaintiff is a tenant (rental HDB flat)	X
HDB Flat	Standard Query										
Plaintiff is an owner (owned HDB flat)	√										
Plaintiff is a permitted occupier (owned HDB flat)	√										
Plaintiff is an applicant for a new HDB flat/BTO flat	√										
Plaintiff is a tenant (rental HDB flat)	X										

	Please also refer to item 6.
9. Request for Checking Eligibility Form	<p>If you are filing the Agreed Matrimonial Property Plan (Form 13) and parties have agreed that the HDB matrimonial asset is to be retained by one party (Option 4 or Option 5 in Form 14), you are required to serve the Request for Checking Eligibility Form on the HDB.</p> <p>The written reply from HDB may be submitted at the time of filing the Originating Summons. The HDB may take up to 1 month to give the written reply.</p> <p>Please also refer to item 6.</p>
<p><u>Instructions to serve HDB Standard Query on HDB</u></p> <ol style="list-style-type: none"> 1) Go to Syariah Court website at www.syariahcourt.gov.sg 2) Click on <i>Divorce > Forms > Relevant Forms</i> and download the correct form. 3) If you and/or your spouse own a HDB flat, you must serve the “HDB Standard Query- HDB Flat” form at your HDB Branch Office, which is in charge of the estate in which the HDB flat is located. 4) If you or your spouse have applied for a HDB flat and there is an Agreement for the Lease of a HDB flat, you must serve the “HDB Standard Query – Agreement for Lease” form at the Sales Section at HDB Centre. 5) <u>Additional</u>: *You must also serve the “Request for Checking of Eligibility Form” on the HDB if you are filing the Agreed Matrimonial Property Plan where parties have agreed that the matrimonial property is to be retained by one party (Option 4 or Option 5 in the Form 14). 6) Submit written reply from the HDB at the time of filing the Originating Summons. 	
<p>10. HDB Financial Information</p> <p>Outstanding Mortgage Loan Statement (HDB loan or Bank loan)</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing the Originating Summons)</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.</p> <p>Bank Loan You must provide your latest bank mortgage loan statement. You may obtain it from your respective banks.</p> <p>The mortgage loan statement must not be dated earlier than 1 (one) month from the date of filing the Originating Summons. A mortgage loan statement older than 1 (one) month will not be accepted.</p>
11. HDB Flat details	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>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>
<p>12. HDB Housing Guidance Form (Optional)</p>	<p>If you have at least 1 child below 21 years old and are residing in a HDB flat, you are highly encouraged to attend the Housing Guidance provided by the HDB. The HDB Housing Guidance will assist you in making informed decisions on housing issues post-divorce.</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 style="text-align: center;">  </div> <p>The written reply from HDB and cover letter/email may be submitted at the time of filing the Originating Summons. 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>13. 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 it at www.sla.gov.sg/MyProperty/#/home</p>
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<p>14. 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>15. CPF Statements</p> <p>(Must not be dated earlier than 1 (one) month from the date of filing of the Originating Summons)</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 filing the Originating Summons. A CPF statement that is older than 1 (one) month will not be accepted.</p>
<p>16. 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 Originating Summons. The CPF Board may take up to 1 month to give the written reply.</p>
<p><u>Instructions to print CPF statements</u></p> <p>Relevant CPF Statements - Ordinary, Special, Medisave, Retirement and Investment accounts (for all) and the public housing withdrawal details (for HDB Flat Owners only)</p> <ol style="list-style-type: none"> 7) Go to CPF Website http://www.cpf.gov.sg 8) Click on “Login Here”. 9) Click on “Login via SingPass”. 10) Enter SingPass ID and Password. 11) Click on “Get OTP”. 12) Check your OTP via SMS and key into the space provided and click “Submit”. 13) Click on “My Statement”. 	



- 14) Click on Printer icon
- 15) Go to the bottom of the page and click on **“Print”**.
- 16) Click on **“My Statement”** on the left column.
- 17) Click on **Section C “Property”**.
- 18) Click on **“View My Public Housing Withdrawal Details”**.
- 19) Click on Printer icon 
- 20) Go to the bottom of the page and click on **“Print”**.
- 21) Click on **“Investments”**.
- 22) Click on Printer icon 
- 23) 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

17. Parties' Current Residential Address

Full local residential address ONLY. Commercial or office address will not be accepted

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.

BLANK COURT FORMS FOR DEFENDANT

Upon filing the Originating Summons, the Defendant (your spouse) will be served with the Originating Summons, Case Statement and related documents. The Defendant needs to complete the following documents and submit them to the Syariah Court within the specified time.

You are required to print and bring a copy of each of the following blank forms for the Defendant when you file the Originating Summons.

<p>18. Memorandum of Defence (<i>Form 17/ Form 18</i>)</p>	<p>Please provide the corresponding form in reference to the Case Statement.</p> <p>If you are filing Case Statement (Form 7 - For Husband), please provide Memorandum of Defence (Form 18 - For Wife).</p> <p>If you are filing Case Statement (Form 8 - For Wife), please provide Memorandum of Defence (Form 17 - For Husband).</p>
<p>19. Defendant's Agreement to Plaintiff's Proposed Parenting Plan (<i>Form 20</i>) AND Defendant's Proposed Parenting Plan (<i>Form 21</i>)</p>	<p>Please provide the corresponding form in reference to Plaintiff's Parenting Plan Form.</p> <p>If you are filing Plaintiff's Proposed Parenting Plan (Form 12), please provide Defendant's Agreement to Plaintiff's Proposed Parenting Plan (Form 20) and Defendant's Proposed Parenting Plan (Form 21).</p> <p>If you are filing the Agreed Parenting Plan, you are not required to provide these blank forms.</p>
<p>20. Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (<i>Form 22</i>) AND Defendant's Proposed Matrimonial Property Plan (<i>Form 23</i>)</p>	<p>Please provide the corresponding form in reference to Plaintiff's Matrimonial Property Plan Form.</p> <p>If you are filing Plaintiff's Proposed Matrimonial Property Plan (Form 15), please provide Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan (Form 22) and Defendant's Proposed Matrimonial Property Plan (Form 23).</p> <p>If you are filing the Agreed Matrimonial Property Plan, you are not required to provide these blank forms.</p>
<p>21. Particulars of Arrangements for Housing (<i>Form 14</i>)</p>	<p>Additional information on housing arrangement, to be filed together with Defendant's Proposed Matrimonial Property Plan (Form 23).</p>
<p>22. Acknowledgement of Service Form (<i>Form 36</i>)</p>	<p>If you are opting for service on the Defendant by Registered Post, please provide Acknowledgement of Service Form (Form 36).</p>