

SYC-SLE TRAINING SESSION 3: MUSLIM FAMILY LAW PROCEDURE IN SINGAPORE (ANNEX)

*Information reproduced from the Syariah Court website (www.syariahcourt.gov.sg). The relevant forms can be downloaded from the website.

DOCUMENTS REQUIRED FOR REGISTERING FOR/COMMENCING/WITHDRAWING DIVORCE PROCEEDINGS

S/N	Forms	Description/Purpose	Note
<u>Forms Required when Registering for Divorce</u>			
1.1	Registration Form (English)	For an applicant who intends to file a divorce	This form is an e-form on the Syariah Court Portal.
1.2	Registration Form (Malay)	For an applicant who intends to file a divorce	This form is an e-form on the Syariah Court Portal.
<u>Forms/ Supporting Documents Required when Commencing Divorce Proceedings</u>			
2.1	Form 7- Case Statement (Husband) (English & Malay versions available)	To be filed by a husband who wishes to commence divorce proceedings	This form is an e-form on the Syariah Court Portal.
2.2	Form 8 – Case Statement (Wife) (English & Malay versions available)	To be filed by a wife who wishes to commence divorce proceedings	This form is an e-form on the Syariah Court Portal.
2.3	Marriage/ Revocation Certificate (Original Marriage/Revocation Certificate must be surrendered to the Syariah Court when filing the Originating Summons)		Issued by the Registry of Muslim Marriages, if applicable.
2.4	Returned CPF Standard Query (For CPF Members)		Please access directly from the Central Provident Fund Board (CPF Board) e-services.
<i>If there are minor children to the marriage</i>			
2.4.1	Parenting Plan discussion template- For use during Parenting Programme only (English & Malay versions available)	The SYC's marriage Counselling Programme counsellors will use this document as a reference to discuss with parties the care arrangements of parties' child/children post-divorce	
2.4.2	Form 11- Agreed Parenting Plan	Where there is an agreement on the parenting plan of a minor child/children	
2.4.4	Form 12- Plaintiff's Proposed Parenting Plan	Where there is no agreement on the parenting plan of a minor child/children, and the Plaintiff proposes a parenting plan	

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		When the Plaintiff serves this form on the Defendant, the Plaintiff must include 2 blank forms: (a) Form 20 (Defendant's Agreement to Plaintiff's Proposed Parenting Plan); and (b) Form 21 (Defendant's Proposed Parenting Plan)	
<i>If parties own a HDB flat or who have signed an Agreement for Lease (e.g. for a new/BTO HDB flat)</i>			
2.5.1	Form 13- Agreed Matrimonial Property Plan	When there is an agreement on the matrimonial property (HDB flat)	
2.5.2	Form 14- Particulars of Housing Arrangement	Additional Information on housing arrangement, to be filed together with Form 13 (Agreed Matrimonial Plan) or Form 15 (Plaintiff's Proposed Matrimonial Property Plan)	
2.5.3	Form 15- Plaintiff's Proposed Matrimonial Property Plan	When there is no agreement on the matrimonial property (HDB flat), and the Plaintiff proposes a matrimonial property plan When the Plaintiff serves this form on the Defendant, the Plaintiff must include 2 blank forms: (a) Form 22 (Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan); and (b) Form 23 (Defendant's Proposed Matrimonial Property Plan)	
2.5.4	HDB or Bank Outstanding Mortgage Loan Statement (must not be dated earlier than 1 month from the date of filing of the Originating Summons)		
2.5.5	Returned HDB Standard Query Form This form varies depending on whether parties own a HDB flat or have signed an Agreement for Lease (e.g. for a new/BTO HDB flat).		

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<i>Forms which must be included when serving the Defendant, for the Defendant to fill in</i>			
2.6.1	Form 36- Acknowledgement of Service	If the Plaintiff serves the Originating Summons and the related documents by registered post, this form must be included with the documents served on the Defendant This form must be filed when the Defendant acknowledges receipt of the documents.	
2.6.2	Form 17 – Memorandum of Defence (Husband) (English & Malay versions are available)	To be filed by a husband who is responding to his wife’s Case Statement in Form 8	Amendments may still require hardcopy. Please check the Syariah Court website for updates.
2.6.3	Form 18- Memorandum of Defence (Wife) (English & Malay versions)	To be filed by a wife who is responding to her husband’s Case Statement in Form 7	Amendments may still require hardcopy. Please check the Syariah Court website for updates.
2.6.4	Form 20- Defendant’s agreement to Plaintiff’s Parenting Plan	To provide a copy for the Defendant to file only if the Defendant agrees to the Plaintiff’s Proposed Parenting Plan	
2.6.5	Form 21- Defendant’s Proposed Parenting Plan	For the Defendant to file if he or she does not agree to the Plaintiff’s Proposed Parenting Plan (Form 12) and wishes to make his or her own parenting plan proposal.	
2.6.6	Form 22- Defendant’s agreement to Plaintiff’s Matrimonial Property Plan	To provide a copy for the Defendant to file only if the Defendant agrees to the Plaintiff’s Proposed Matrimonial Property Plan (Form 15).	
2.6.7	Form 23- Defendant’s Proposed Matrimonial Property Plan	For the Defendant to file where the Defendant does not agree to the Plaintiff’s Proposed Matrimonial Property Plan (Form 15) and wishes to make his own matrimonial property plan proposal. The Defendant must also file Form 14 (see below)	
Forms/ Supporting Documents which must be included when Defendant Files Memorandum of Defence			

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2.7.1	Completed Memorandum of Defence Form 17 – Husband; Form 18- Wife		
2.7.2	Marriage/Revocation Certificate (Original Marriage/Revocation Certificate must be surrendered to the Syariah Court when filing the Memorandum of Defence)		Issued by the Registry of Muslim Marriages, if applicable.
2.7.3	CPF Statements showing account balances in Ordinary, Special, Medisave, Retirement and Investment accounts (for all); and public housing withdrawal details (for HDB flats) (Must not be dated earlier than 1 month from the date of filing the Memorandum of Defence)		Please access directly from the CPF e-services.
2.7.4	Returned CPF Standard Query (For CPF Members aged 55 and above)		Issued by CPF Board on request.
<i>If there are minor children to the marriage</i>			
2.8	Completed Defendant's Agreement to Plaintiff's Proposed Parenting Plan (Form 20) or Defendant's Proposed Parenting Plan (Form 21) (Optional)		
<i>If parties own a HDB flat or who have signed an Agreement for Lease (e.g. for a new/BTO HDB flat)</i>			
2.9.1	Completed Particulars of Arrangements for Housing Form (Form 14)		
2.9.2	HDB or Bank outstanding Mortgage Loan Statement (Must not be dated earlier than 1 month from the date of filing the Memorandum of Defence)		
<u>Form to File When Withdrawing the Divorce Proceedings</u>			
3	Form 34- Notice of Withdrawal	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;	This form is an e-form on the Syariah Court Portal.

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		(ii) before judgment, the notice of withdrawal is signed by and endorsed with the consent of all parties.	
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