# 54.

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P.2, r.9, 16(4),(6), 19, 20(3),

P.3, r.12, 29(4),

P.5, r.1, 4, 12, 13, 15, 16, 18,

P.10, r.7, P.14, r.1(3),

P.15, r. 5(6), 6(3), 24, 31, 33,

P.20, r.3, P.21, r.1, P.23, r.2(4) FJ(G)R 2024

Para 11, 43, 44, 65, 66, 67, 71, 100, 160(3),(4) PD 2024

## Generic Affidavit

**Supporting Affidavit  Reply Affidavit  Supporting and Reply Affidavit**

When is this form used?

You can use this Form to provide evidence in support of your application or respond to the other party’s application or affidavit. This is a general Form and should be used only if there is no specific Form provided for your matter.

Summons vs Application

If this affidavit is to be filed in eLitigation, please select **Summons**.

If this affidavit is to be filed in iFAMS, please select **Application**.

Please delete the inapplicable references / sentences when using this Form, and renumber the paragraphs if necessary.

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** a substitute for legal advice. Please seek legal advice if necessary.

**The Form for completion is from the next page onwards. This cover note need not be included in the filed affidavit.**

[Enter party type here]: [Enter name of maker here]: [Enter ordinal number of affidavit (in relation to previous affidavits filed by the same party) here]: [Enter date of affidavit filed here]: [Enter hearing type and summons no. (if applicable) here][[1]](#footnote-1)

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

|  |  |
| --- | --- |
| Main Case No.: Enter case no. here  Sub Case No. [number]/[year][[2]](#footnote-2) | Between  [Applicant’s name]  [ID No.]  … Applicant(s)  And  [Respondent’s name]  [ID No.]  … Respondent(s) |

**AFFIDAVIT**

### Section 1: Introduction

|  |  |
| --- | --- |
| Name of maker: | Enter full name as per NRIC/ Passport here. |
| Identity No.: | Enter NRIC/ FIN/ Passport no. here. |
| Address: | Enter address here. |
| Occupation: | Enter occupation here. |

|  |  |
| --- | --- |
| 1a. | I am the [enter party type i.e. Applicant or Respondent / witness for [party type] here] in [enter main case number here].[[3]](#footnote-3) |
| 1b. | This affidavit is [in support of the summons / application]^ [and in reply to the affidavit by [enter name or party type here] dated [enter date here]]^.  [Others – Enter information here.] |
| 1c. | Where the facts in this affidavit affidavit [and state the other document name here]^ are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.[[4]](#footnote-4) |

### Section 2: Statement

*To note:*

1. *Each paragraph in your statement is to be numbered consecutively.*
2. *Dates, sums and other numbers must be expressed in figures and not in words.*
3. *Facts should be set out clearly and chronologically or in some other logical sequence.*

*Complete:*

1. *Paragraph 2a if this affidavit is to support your summons / application.*
2. *Paragraphs 2b to 2e if you are responding to a summons / application / affidavit.*
3. *Section 5 if you have supporting documents.*

|  |  |
| --- | --- |
| **Statement to support my summons / application** | |
| 2a. | I set out the reasons for my summons / application:   |  | | --- | | Enter details here. | |

|  |  |
| --- | --- |
| **Statement in response to an application / affidavit** | |
| *Refer to each statement in the affidavit which you are responding to by the paragraph numbers. You must state clearly which statements you agree and disagree with.*  *For the statements which you disagree with, state your version of the facts. For example: I disagree with paragraph [x] of the other party’s affidavit. [explain why or state your version].* | |
| 2b. | I refer to the Affidavit filed by [enter the name or party type of the deponent here] dated [enter date here] in [enter the summons number here]. |
| 2c. | I [agree / disagree]^ with the summons / application. |
| 2d. | I [agree / disagree]^ with the reasons for this summons / application. |
| 2e. | Instead, I state as follows:   |  | | --- | | Enter details here. | |

### Section 3: Summary of Claim

|  |  |
| --- | --- |
| 3a. | I am not making any claim. |
| 3b. | I am asking that the Court  grants my summons / application  dismisses the summons / application filed by [enter the other party’s name or party type here]. |
| 3c. | [Enter relief sought here.] |

### Section 4: Affirmation

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

### Section 5: Exhibit Content Page[[5]](#footnote-5)

You must attach, with your application, a copy of the documents in Table 5-1 that is applicable to you and all documents which you intend to rely on to support your position (collectively “Required Documents”).

If you are unable to provide the Required Documents, you must explain the lack of documents in Table 5-2. If you wish to provide an alternative document in lieu of a document that is applicable to you, please add the alternative document into Table 1 and indicate in Table 2 that you have provided an alternative document in lieu of the applicable document.

You may wish to refer to Part 9, Rule 16 of the Family Justice (General) Rules 2024 for the consequences of not providing the Required Documents.

|  |  |
| --- | --- |
| **Table 5-1** | *Notes*  *Use this content page if you have documents as exhibits.*  *The page numbers for the exhibits should run consecutively from the last page of the affidavit or numbered differently for identification, eg. E1, E2, if the exhibit page starts as page 1.* |
| |  |  |  | | --- | --- | --- | | **Exhibit number** | **Document Name /**  **Reference in Affidavit to the exhibit**  *(e.g. Paragraph 1 of Section 5)* | **Page numbers** | | E1 | Enter details of paragraph/section in which the exhibit relates to here. | Enter page no. here. | | E2 | Enter details of paragraph/section in which the exhibit relates to here. | Enter page no. here. | | E3 | Enter details of paragraph/section in which the exhibit relates to here. | Enter page no. here. | | E4 | Enter details of paragraph/section in which the exhibit relates to here. | Enter page no. here. | | E5 | Enter details of paragraph/section in which the exhibit relates to here. | Enter page no. here. |     **Table 5-2**  *If you are unable to provide the Required Documents, you must explain the lack of documents in the table below.*   |  |  | | --- | --- | | **State the name of Required Document not provided** | 1. **State the reasons for lack of document** 2. **If alternative document is provided instead, state the details of the alternative document.** | | Enter details here. | Enter details here. | | Enter details here. | Enter details here. | | Enter details here. | Enter details here. | | Enter details here. | Enter details here. | | Enter details here. | Enter details here. | |

*Please ensure that you have completed all relevant fields and attached all Required Documents. If there are missing information or documents, the Court may subsequently require you to provide these information or documents. You may incur additional fees as a result.*

**The exhibits are to be attached from this page onwards with the following exhibit cover page which is to be attested before a Commissioner for Oaths.**

[[6]](#footnote-6)This is the exhibit marked “**[deponent’s initials]1**” referred to in the affidavit of **[name of deponent]** and sworn / affirmed^ before me on this **[date]**.

Before me,

A Commissioner for Oaths

1. Refer to paragraph 133(5) of the Family Justice Courts Practice Directions 2024 if required. [↑](#footnote-ref-1)
2. To insert sub-case details if relevant. [↑](#footnote-ref-2)
3. If you are filing this into **eLitigation**:

   You may refer to the Originating Application for your party type.

   Please state the OA case number i.e. FC/OAD 1/2022 and not the sub-case number.

   You are not required to state the case number if you are filing this affidavit to support an Originating Application.

   If you are filing this into **iFAMS**, you may refer to your main case for your party type. [↑](#footnote-ref-3)
4. You may also use this affidavit to attest to the truth of other documents. eg. Disclosure table.

   For any facts which you believe to be true, you should state the grounds for your belief. [↑](#footnote-ref-4)
5. Use this content page if you have documents as exhibits.

   The page numbers for the exhibits should run consecutively from the last page of the affidavit. [↑](#footnote-ref-5)
6. This is the exhibit cover page to be inserted between each exhibit number.

   You are required to attest to each exhibit number before a Commissioner for Oaths.

   You may group multiple documents of similar subject matter under 1 exhibit number. [↑](#footnote-ref-6)