# 71C.

E-FORM

Para 74(9) PD 2024

## Notice of Proceedings to Relevant Person[[1]](#footnote-1) (Organisation) who has been served

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| **THIS DOCUMENT REQUIRES YOUR IMMEDIATE ATTENTION**  **You may wish to seek legal advice upon receiving this document.** |

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| 1. | An application for [nature of application] has been presented to the Court. A sealed copy of the application is delivered with this Notice. | *Notes* |
| 2. | You are named as a Relevant Person as you provide residential accommodation to the patient (“P”) in this application. |  |
| 3a. | If you have relevant information regarding P, you may submit a report to the Court through your representative. To do so, follow steps A – B below. |  |
|  | 1. Write to the Family Justice Courts within **8 days** of service to inform of your intention to submit a report. | *All timelines start running from the day after you receive this application. If the timeline ends on a non-working day, the last day to file the document is the next working day.* |
|  | 1. Submit a report to the Family Justice Courts within **14 days** of service. |
| 3b. | If you submit a report, the Court may require the report writer to attend the Court hearing.  In such a case, you will be notified by letter. |
| 3c. | If you require more time to submit the report, you may write to the Court with your request. |  |
| **Writing to Court** | |  |
| 4. | To write to Court, please send the correspondence or document to:  Email: FJC\_MAINTPOS@judiciary.gov.sg |  |

### Annex A

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| Registrar  Family Justice Courts  Enter address or email address here.  Case number: OSM / OAM No. [number] / [year]  Name of Applicant: Enter full name here.  Name of Respondent: Enter full name here.  Name of Patient (“P”): Enter full name here. |
| *Select options A or B as required.* |
| **Option A** |
| **Notice of intention to submit report**  We received the application in relation to P on [Enter date here].  This serves to inform the Family Justice Courts (“FJC”) that we intend to submit a report on P.  We understand that the report is to be submitted to the FJC within 14 days from the date in paragraph 1.  We require an extension of time to submit the report to the FJC.  The report will be forwarded to the FJC by [Enter date here]. |
| **Option B** |
| **Submission of report**  We refer to our Notice of intention to submit report dated [Enter date here].  We enclose the report on P dated [Enter date here]. |
| Enter name of representative here.  Enter name of organisation here.  Enter date here. |

1. In an Originating Application for orders under the Mental Capacity Act 2008 / Originating Application for orders under the Mental Capacity Act 2008 (Variation, rescission, setting aside) / Originating Application for Mental Capacity Act 2008 Orders (General). [↑](#footnote-ref-1)