78B.

E-FORM

P.2, r. 8, P.5, r.18, P.7, r.3, r.8 FJ(G)R 2024

**Affidavit of Service (Successful Attempt)**

### 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. | | | *Notes*  *Please refer to Part 7, Rule 3(2) of the Family Justice (General) Rules 2024 for a list of persons who can effect service. If you fall outside of that list, you may seek the Court’s approval to effect service at the next Case Conference or Court hearing.* |
| 1a. | I am   |  | | --- | | a process server of the Court. | | a solicitor. | | a solicitor’s employee. | | self-represented. Enter party type here in Enter main case number here. | | Enter name or party type here in Enter main case number here. | | *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.* |
| 1b. | Where the facts in this affidavit 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. | *You will be prompted to attach all required documents before completing the affidavit.* |

### Section 2: Documents Served

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | I had served the documents in paragraph 2 on   |  |  |  | | --- | --- | --- | | Enter full name of person to be served here | | | | on | Enter date here |  | | at | Enter address here. | | | *Notes* |
| 2. | The documents served are as follows:   |  |  |  |  | | --- | --- | --- | --- | |  | Originating Application: | | Enter case number here. | |  | Summons: | Enter summons number here | |   and its supporting affidavit   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Affidavit dated | | Enter date here | | by | | |  | Enter full name or party type of maker of affidavit. | | | | | | | |  | Court order dated | | | Enter date here. | | |  | Others: |  | | | | | | |  | Insert title of documents here. | | | | | | |   (collectively referred to as “Court Documents”). |  |
| 3. | Manner of service  *Select either option 3a, 3b or 3c and complete the questions under each option.* |  |
| **Personal service** | |  |
| 3a. | The service was effected personally by   |  |  |  | | --- | --- | --- | |  | leaving a copy of the documents with | | |  | Enter full name of person here | | |  |  | who is an officer of the entity to be served. | |  | Others: | | |  | Enter information here. | |   The person served with the documents   |  |  | | --- | --- | |  | is known to me. | |  | admitted that he/she is | |  | Enter full name of person to be served here. | |  | was pointed out to me by | |  | Enter full name of person here. | |  | Others: | |  | Enter information here. |   *Proceed to* ***Section 3****.* | *If none of the options apply, please explain how you know that you effected service on the correct person.*  *Please attach the evidence of service.* |
| **Deemed personal service** | |  |
| 3b.  (i)  (ii) | The service was effected in the manner in paragraph 4  **and** the person to be served has responded to the service in paragraph 5.  *Complete both* ***paragraphs 4 and 5****.*  **as agreed** with the person to be served. I attach the evidence of the agreement.  *Complete* ***paragraph 4 only****.* |  |
| **Substituted service** | |  |
| 3c. | The service was effected pursuant to Court order for   |  |  | | --- | --- | | substituted service dated: | Enter date here. | |  |
| **How deemed personal service / substituted service was effected** | |  |
| 4. | I had served the documents on   |  |  | | --- | --- | | Enter full name of person to be served here | by |  |  |  | | --- | --- | |  | posting on the front door at the following address: | |  | Enter address here. | |  |  | |  | AR registered post to the following address: | |  | Enter address here. |  |  |  | | --- | --- | |  | virtual service in the following manner: |  |  |  | | --- | --- | | Select the manner of virtual service | Provide the number / account details | | email | Enter number/account details here. | | WhatsApp | Enter number/account details here. | | SMS | Enter number/account details here. | | WeChat | Enter number/account details here. | | Facebook | Enter number/account details here. | | Others: | Enter number/account details here. | | Enter details here. |   via the Singpass app inbox with the Singpass ID Enter ID no. here belonging to the person to be served.   |  |  |  | | --- | --- | --- | |  | advertisement in | | |  |  | Singapore | |  |  | Enter country / state / province here. | |  | newspaper in the following language: | | |  |  | English | |  |  | Mandarin | |  |  | Tamil | |  |  | Malay | |  |  | Enter language here. | |  |  |  | |  |  | The newspaper is known as: | |  |  | Enter name of newspaper here. |  |  |  | | --- | --- | |  | Others: | |  | Enter information here. | |  |
| **Other party’s response to service required if option 3b(i) is selected** | |  |
| 5. | The person to be served had responded by  filing  returning   |  |  | | --- | --- | |  | the Notice to Contest on: | |  | Enter date here. | |  | the Acknowledgment of Service on: | |  | Enter date here. | |  | a reply affidavit on: | |  | Enter date here. | |  | a Reply on: | |  | Enter date here. | |  | Others: | |  | Explain what response was received e.g. email and date. |   I attach the evidence of the response. | *Please attach evidence of response unless the response was filed as a Court document.* |

### Section 3: 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 4: Exhibit Content Page

Please refer to the Generic Affidavit (Form 54) of the Family Justice (General) Rules 2024 for the exhibit content and cover pages to be included in your affidavit (where applicable).