79.

E-FORM

P.7, r.6 FJ(G)R 2024

Para 70(1) PD 2024

**Summons for Substituted Service / Dispensation of Service**

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

**Section 1: Application**

|  |  |  |
| --- | --- | --- |
| 1. | I am  the Applicant in Enter main case number here.  the Respondent in Enter main case number here.  Enter name or party type here in Enter main case number here. | *Notes*  *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.* |
| **PART A** | |  |
| 2. | I am applying for:  Select either Dispensation or Substituted. You may add other orders by selecting “Others” as well.  Dispensation of Service  Substituted Service  State the document(s) to be served:   |  | | --- | | Enter name(s) of document(s) here. |   State who is the person to be served:   |  | | --- | | Enter name or party type here. |   Others:   |  | | --- | | Enter details here. | | *You are unable to serve the Originating Application or Summons on the other party in the manner as required in the Rules. You would like the Court:*   * *to allow service on the other person to be done in another way (****Substituted Service****);*   *OR*   * *to do away with service on the other person completely (****Dispensation of Service****).*   *Refer to the Family Orders Guide if you would like to consider standard orders.* |
|  | *If you have selected Substituted Service, proceed to the question 3. Otherwise, proceed to* ***PART B****.* | |

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| --- | --- | --- | --- | --- |
| 3.  (a) | **Substituted service** is to be effected by way of:  Select at least 1 option.  posting on the front door at the following address:   |  | | --- | | Enter address here. | | | |
| (b) | AR registered post to the following address:   |  | | --- | | Enter address here. | | | |
| (c) | |  |  | | --- | --- | | 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. | | | |
|  |  | | |
| (d) | via the Singpass app inbox with the Singpass ID Enter ID no. here belonging to the person to be served. | | |
| (e) | advertisement  Where should the advertisement be done?   |  |  | | --- | --- | |  | Singapore | |  | Enter country, state or province (if applicable) here. |   What is the language of the newspapers?  English  Mandarin  Tamil  Malay   |  |  | | --- | --- | |  | Enter language here. |   Do you know the name of the newspapers?  No  Yes   |  | | --- | | Enter name of newspaper here. |     If the recipient does not respond within the time stated in the Rules, how will you serve the subsequent court documents?  I ask that the court dispenses with service of the subsequent documents.  I will serve the subsequent documents in this manner:   |  | | --- | | Enter mode of service. | | *If you know the name of the newspaper, please identify by the newspaper by name e.g. LianHe Zaobao, Berita Harian.* |
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| **PART B** | |  |
| 4. | Costs of this summons  Costs in the cause.  No orders as to costs.  Each party to bear own costs.  Costs to be paid by   |  | | --- | | Enter name or party type here. |   Costs to be reserved to   |  | | --- | | Enter event here. |   Others:   |  | | --- | | Enter details here. | | *Costs in the cause means the costs of this application will be decided at and will depend on the outcome of the main proceedings.*  *If you opt to reserve costs, please state the event at which costs is to be decided e.g. reserved to the final hearing.* |
| **The reasons for this summons are stated in the supporting affidavit.** | | |

**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. | | | *Notes* |
| 1a. | I am  the Applicant in Enter main case number here.  the Respondent 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. | This affidavit is in support of the summons. |  |
| 1c. | 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. |  |
| 2. | Under the Family Justice (General) Rules 2024, I am required to serve the following documents   |  | | --- | | Enter name(s) of document(s) here. |   (“the documents”) personally on:   |  | | --- | | Enter name or party type here. | | *In this Form, “he / she” refers to the person to be served.* |
| 3. | I have applied for  dispensation of service.  service to be done in the way as stated in the summons.  Others:   |  | | --- | | Enter details here. | |  |
| 4. | Select the option based on your application.  I believe that Enter name or party type here will be informed of the proceedings if the documents are served in the way as stated in my summons.  I am unable to serve Enter name or party type here in any way.     |  | | --- | | Explain briefly why your application should be granted | | *[if you applied for substituted service]*  *[if you applied for dispensation of service]*  *[if others selected]* |
| *If you are applying for Substituted Service, proceed to* ***Section 2****.*  *If you are applying for Dispensation of Service, proceed to* ***Section 3****.*  *If you are applying for “Others”, complete all entries which are applicable for your application. You may ignore the signposts if they are not applicable to your case.* | | |

**Section 2: Substituted Service**

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| --- | --- | --- |
| **Why personal service is impractical** | | *Notes* |
|  | I am unable to serve the documents personally on the other party for these reasons:   |  | | --- | | Enter details here. | |  |
|  |  |  |
| **Reasons why the substituted service will be effective:**  (Complete all relevant questions depending on your summons) | | |
|  | | |
| **Section 2A: Posting on the front door** | | *Notes*  *Applicable if you selected substituted service by posting on the front door.*  *You are required to make at least 2 attempts to serve the documents personally.*  *The person who effected service must affirm an affidavit of service. If you effected the service, you may complete Annex A.*  *You may refer to Part 7, Rule 3(2) of the Family Justice (General) Rules 2024 for the persons who may effect service.* |
| a. | I have made (insert no. of) attempts to serve the documents personally. |
| b. | I refer to the affidavit of service by   |  |  | | --- | --- | | Enter full name as per NRIC/Passport here | | | dated | Enter date here. |     I am the person who attempted to serve the documents personally. (Complete [Annex A](file:///C:\Users\fasyt\Desktop\Germaine\1.%20Projects\Practice%20Directions%20(PD)\R3%20PD\Forms%20Harmonisation%20Exercise\R3%20PD%20Forms\Appendix%20A\Form%20079%20-%20Summons%20for%20Sub%20Service-Dispensation%20of%20Service%20v5.docx#_Annex_A:_Attempted) and proceed to (d).) |
| c. | The response to the attempts at service is:  No one answered the door.  The person who answered the door informed that   |  | | --- | | Enter name or party type here. |   is not in.  is not at this address.  has moved away.  is overseas and his/her return date is   |  |  |  | | --- | --- | --- | |  | Enter date here. | unknown. |   Others:   |  | | --- | | Enter details here. | | *If there is no response to the attempted service, you must provide:*   * *the evidence that the person to be served is currently residing at the address; or* * *the grounds for your belief that the person to be served is currently residing at the address.*   *Otherwise, please complete (d).*  *You must exhibit the evidence of your unsuccessful attempts at service.* |
| d. | I believe that service at the following address will be effective for the following reasons:  (Select at least one option in (i) – (v).) |  |
| (i) | The property search results show that he / she is a  registered owner  permitted occupier  of that property.  *Proceed to (f).* | *If you selected option (i), you must exhibit the property search results.* |
| (ii) | I am staying at the same address and confirm that he / she is still living there. *Proceed to (f).* |  |
| (iii) | He / she is staying at the address at which attempts at service were made. I believe he / she is evading service. *Proceed to (f).* |  |
| (iv) | I discovered that he / she is living at this address through my efforts set out below. *Proceed to (e), followed by (f).* |  |
| (v) | Other reasons:   |  | | --- | | Enter details here. |   *Proceed to (f) to elaborate on your reasons*. |  |
|  |  |  |
|  | **Additional information for option d(iv)** |  |
| e.  (i) | The last time I had contact with him / her was:   |  | | --- | | Enter date or period here. |   The details are as follows:   |  | | --- | | Enter details here. |   In the past, we would communicate with each other in this manner:   |  | | --- | | Enter details here. | |  |
| (ii) | He / she is a national of Enter country here. |  |
| (iii) | Select **either option 1 or 2** and complete the details.    **Option 1**  I know his / her  family  friends  employer.  *Proceed to* ***e(iv)*** *if you have selected Option 1.*  **Option 2**  I do not know his / her  family  friends  employer.  Explain why:   |  | | --- | | Enter details here. |   *Proceed to* ***(f)*** *if you have selected Option 2.* |  |
|  |  |  |
| (iv) | State who the social contacts are and how you know them:   |  | | --- | | Enter details here. |   State your attempts to contact the social contacts, how you contacted them, and the outcome:   |  | | --- | | Enter details here. | |  |
| f. | State other reasons or elaborate on your reasons here:   |  | | --- | | Enter details here. | | *Please use this text box to provide your reasons and/or elaborate on the reasons you have selected.*  *If the person to be served is out of the country, you must explain when the person is likely to return. In the absence of such information or if the person is away for an extended period, you must explain why service at that address will still be effective.* |
|  |  |  |
| *If you wish to explain why service cannot be effected via other methods, proceed to* ***Section 3****. Otherwise, proceed to* ***Section 4.*** | | |
| **Section 2B: AR registered post** | |  |
| a.  b. | I believe that Enter name or party type here ordinarily resides in Enter country here.  These are my reasons:   |  | | --- | | Enter details here. | | *If the person to be served is outside Singapore, you must obtain the court’s permission to serve the court document(s) out of Singapore. To do so, file the Summons for Service out of Jurisdiction (Form 80).*  *The summons for service out of jurisdiction is not required if your case is for divorce, judicial separation, nullity, financial relief after foreign divorce.* |
|  |  |
| c. | (Select at least one option in (i) – (iii) and provide reasons for your statement(s) in (d).) |
| (i) | |  |  | | --- | --- | | I believe that | Enter name or party type here |   is residing  is working  can receive correspondence  at this address:   |  | | --- | | Enter address here. | |
|  |  |  |
| (ii) | |  |  |  |  | | --- | --- | --- | --- | | I | Our children |  | Enter name here. |   last visited him / her at this address in   |  | | --- | | Enter month/year here. | |  |
| (iii) | This is his / her last known address which is stated in   |  |  |  | | --- | --- | --- | | Enter details of document/message here. | | | | dated | | Enter date here. | |  |
| d. | The reasons for my statement(s) are:   |  | | --- | | Enter details here. | |  |
| *If you wish to explain why service cannot be effected via other methods, proceed to* ***Section 3****. Otherwise, proceed to* ***Section 4***. | | |
| **Section 2C:** **Virtual service via virtual address, mobile numbers or social media** | |  |
| a. | |  |  | | --- | --- | | I believe that | Enter name or party type here |   can be contacted at:   |  | | --- | | Enter virtual address / contact number / virtual account / social media account here. | | *If the person to be served is outside Singapore, you must obtain the court’s permission to serve the court document(s) out of Singapore. To do so, file the Summons for Service out of Jurisdiction (Form 80).*  *The Summons for Service out of Jurisdiction is not required if your case is for divorce, judicial separation, nullity, financial relief after foreign divorce.* |
| b. | I believe that this  virtual address and/or contact number  social media account   |  |  | | --- | --- | | belongs to | Enter name or party type here |   and remains active. |
| c. | The reasons for my statements are:   |  | | --- | | Enter details here. | |
| *If you wish to explain why service cannot be effected via other methods, proceed to* ***Section 3****. Otherwise, proceed to* ***Section 4.*** | | |
| **Section 2D: Singpass App Inbox** | |  |
| a. | I believe that service via Singpass app inbox will bring the proceedings to his / her notice.  His / her Singpass ID is Enter ID here. |  |
| b. | The person to be served is  a Singapore citizen. *Proceed to (d).*  a Singapore Permanent Resident. *Proceed to (c).*  a holder of the following pass:  Employment Pass  S Pass  Long Term Visit Pass / Pass-Plus  Work Permit  Others: Enter details here.  *Proceed to (c).*  None of the above (i.e. not a Singapore citizen, Singapore Permanent Resident or a passholder in Singapore). *Proceed to (c).* | *Singpass account is only available to Singaporeans, Singapore Permanent Residents or Passholders. If the person to be served does not fall within any of these categories, you may not be able to serve via this manner.*  *If you wish to proceed nonetheless, please proceed to provide the details in (c).* |
| c. | He / She has been living in Singapore since Enter date or year here.  He / She has been working in Singapore since Enter date or year here. |  |
| d. | I believe that he / she has a Singpass app and these are my reasons:   |  | | --- | | Enter details here. | |  |
| e. | I understand that:   1. service via Singpass app inbox can only be effected if the person to be served has a Singpass app (and not just a Singpass account). 2. if the person to be served does not have a Singpass app, the service will be marked as “unsuccessful”.   I undertake to inform the Court via an Affidavit of Service within 7 days once I am aware that the service is marked as “unsuccessful”. | *You must include this declaration so long as you are applying for substituted service by Singpass app.* |
| *If you wish to explain why service cannot be effected via other methods, proceed to* ***Section 3****. Otherwise, proceed to* ***Section 4***. | | |
| **Section 2E: Advertisement in newspapers** | |  |
| a. | I believe that service via advertisement posted in newspapers will bring the proceedings to his / her notice. |  |
| b. | |  |  |  |  |  | | --- | --- | --- | --- | --- | | He / She is a | Enter citizenship here | | citizen and is | | | literate in the | | Enter language here | | language. | | |  |
| c. | I believe that he / she currently resides in the following state/province, country:   |  | | --- | | Enter the state/province and country here. | | *If the person to be served is outside Singapore, you must obtain the court’s permission to serve the Court document out of Singapore. To do so, file the Summons for Service out of Jurisdiction (Form 80).*  *The Summons for Service out of Jurisdiction is not required if your case is for divorce, judicial separation, nullity, financial relief after foreign divorce.*  *Select both options under (e) if you know the name of the newspapers as well.* |
| d. | He / She has a habit of reading newspapers. |
| e. | He / She would read   |  |  | | --- | --- | |  | the local newspapers in | |  | Enter state/province, country. | |  | Enter name of newspaper here. | |
| f. | I am aware of this habit because:   |  | | --- | | Enter details here. | |
| g. | I believe that he / she will be notified of the proceedings if an advertisement is placed in that newspaper. |  |
| *Proceed to* ***Section 3***. | |  |

**Section 3: Other Ways to Effect Service**

|  |  |  |
| --- | --- | --- |
| If you are applying to dispense with service, you MUST complete the whole of Section 3.  If you are applying for service via advertisement, you MUST complete the whole of Section 3 **except** for Section 3E.  For all other ways of service, you may choose which part of this Section to complete. | | |
| **Section 3A: Last contact with the person to be served** | | *Notes*  *If you completed Section 2 and wish to explain why service cannot be effected in other ways, you do not need to repeat the same information in Section 3.* |
| Select **either Option 1 or 2** and complete the questions under that option. | |
| a. | **Option 1**  I have never contacted him / her.  Explain why there was no contact:   |  | | --- | | Enter details here. | |
| a. | **Option 2**  The last time I had contact with him / her was:   |  | | --- | | Enter date or period here. | |  |
| b. | The details are as follows:   |  | | --- | | Enter details here. | |  |
| c. | In the past, we would communicate with each other in this manner:   |  | | --- | | Enter details here. | |  |
| d. | I am **not** able to contact him / her using the same way.  The reasons why I am unable to contact him / her using the same way are:   |  | | --- | | Enter details here. | |  |
|  |  |  |
| **Section 3B: Physical address** | |  |
| Select **either Option 1 or 2** and complete the questions under that option. | | *You may not need to complete Section 3B if you have applied for service by posting on the front door or by AR registered post.* |
| a. | **Option 1**  I have his / her last known address.  This address was his / her  residential address  correspondence address  company address  others:   |  |  | | --- | --- | | Enter details here. | | | accurate as at | | Enter date or month/year here. | | |
| b. | The reasons why service at this address will not be effective are:   |  | | --- | | Enter details here. | |  |
| a. | **Option 2**  I do not have his / her last known address. |  |
| b. | The reasons why I do not have his / her last known address are:   |  | | --- | | Enter details here. | |  |
| **Section 3C: Locating the person to be served through his/her social contacts** | |  |
| Select **the applicable option(s)** and complete the questions under that option. | | *You may not need to complete Section 3C if you have applied for service by posting on the front door or by AR registered post.* |
| a. | **Option 1**  I know his / her  family  friends  employer. |
| b. | State who the social contacts are, how you know them and why the person to be served cannot be located through them:   |  | | --- | | Enter details here. | |  |
| a. | **Option 2**  I do not know his/her  family  friends  employer. |  |
|  | These are the reasons why I do not know his/her family / friends / employer:   |  | | --- | | Enter details here. | |  |
| **Section 3D: Virtual address, Mobile number or Social media** | | *You may not need to complete Section 3D if you have applied for service by:*  *(i) posting on the front door (ii) by AR registered post, or*  *(iii) by virtual service.*  *If you have applied for substituted service using 1 method of virtual service (e.g. Virtual address or mobile number), complete Section 3D for the other method of virtual service (e.g. Social media).*  *You must include this declaration so long as you have selected Option 1 in Question A.* |
| Complete either Question A, B or both. Within each question, select **either Option 1 or 2 (or 3 if applicable)** and complete the questions under that option. | |
| A. | **Virtual address or mobile number** |
| a.  b. | **Option 1**  I am aware that he / she has the following virtual address or mobile number (eg. email, Whatsapp, SMS):   |  | | --- | | Enter details here. |   He/She cannot be served through the **known** virtual address or mobile number because:   |  | | --- | | Enter details here. |   I am not aware that he / she has any other virtual address or mobile number. |
| a. | **Option 2**  I do not have any of his / her virtual address or mobile number  State the reasons for your statement:   |  | | --- | | Enter details here. | |  |
| B. | **Social media** |  |
| a.  b. | **Option 1**  I am aware that he / she owns the following social media account(s) (eg. Facebook, Instagram, Wechat):   |  | | --- | | Enter details here. |   He/She cannot be served through the **known** social media because:   |  | | --- | | Enter details here. |   I am not aware that he / she has any other social media account(s). | *You must include this declaration so long as you have selected Option 1 in Question B.* |
| a. | **Option 2**  I am not aware of any of his / her social media account. I have conducted a search on the following social media using his / her name:  Instagram  Facebook  Others:   |  | | --- | | Enter details here. |   State the reasons for your statement:   |  | | --- | | Enter details here. | |  |
| a. | **Option 3**  I am unable to search for his / her social media account.  State the reasons for your statement:   |  | | --- | | Enter details here. | |  |
|  |  |  |
| **Section 3E: Advertisement** | | ***DO NOT*** *complete Section 3E if you are applying for service via advertisement.*  *You may not need to complete this Section if you have applied for service by posting on the front door or by AR registered post or by virtual means.* |
| a. | Select **either Option 1 or 2**.  **Option 1**   |  |  |  |  | | --- | --- | --- | --- | |  | He is a | Enter country here | national. |   **Option 2**  I am not aware of his / her nationality. |
| b. | Select **either Option 3 or 4**.  **Option 3**   |  |  |  | | --- | --- | --- | |  | He / She is literate in the | Enter country here |   language.  **Option 4**  I am not aware of his / her literacy. |
| c. | **Select Option 5 or 6**.  **Option 5**  I believe that he / she currently resides in in the following state/province, country:   |  | | --- | | Enter the state/province and country here. |   **Option 6**  I do not know his / her whereabouts. |  |
| d. | Select either **Option 7, 8 or 9** and complete the questions under that option.  **Option 7**  He / She has a habit of reading newspapers, namely:   |  |  | | --- | --- | |  | the local newspapers in: | |  | Enter state/province, country. | |  | Enter name of newspaper here. | | *Select both options under option 7 if you know the name of the newspapers as well.* |
|  | These are the reasons why service cannot be effected via advertisement in that newspaper:   |  | | --- | | Enter details here. | |  |
|  | **Option 8**  He / She does not have a habit of reading newspapers. |  |
|  | My reasons for this statement are:   |  | | --- | | Enter details here. | |  |
|  | **Option 9**  I am not aware if he / she reads newspapers. |  |
|  | These are the reasons why I am not aware:   |  | | --- | | Enter details here. | |  |
| **Section 3F: Other information (Optional)** | |  |
|  | | |
| |  | | --- | | Enter details here. | | | *If you would like to provide other information to support your application, you may do so here.* |

**Section 4: Summary of Claim**

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| --- | --- |
| I am asking that the Court grants my summons. |  |
| Others:   |  | | --- | | Enter details here. | |  |

**Annex A: Attempted Service**

|  |  |  |
| --- | --- | --- |
| I attempted to serve the Court Documents on   |  | | --- | | Enter name or party type here. |   on the following occasions: | *Notes*  *You must state:*   * *where and how you attempted service; and* * *the response to your attempt, eg. no one answer the door, his mother answered the door and said he was not in.*   *You must exhibit the evidence of your unsuccessful attempts at service.* |
| **Attempt No.** (insert no. here) |
| |  |  |  | | --- | --- | --- | | Enter date here. | at | Enter time here, e.g. 8.30pm. |   at the following address(es):   |  | | --- | | Enter address here. | |
| Describe the efforts to effect service:   |  | | --- | | Enter details here. | | *You may add more service attempts by copying and pasting the same entries.* |
| The response to the attempts at service is:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No one answered the door. | | | | | | | The person who answered the door informed that: | | | | | | |  | | Enter name or party type here. | | | | |  | | is not in. | | | | |  | | is not at this address. | | | | |  | | has moved away. | | | | |  | | is overseas and his return date is | | | | |  |  | | on | Enter date here. | | |  |  | | unknown | |  | | Others: | | | | | | |  | | Enter details here. | | | | |  |

|  |
| --- |
| **I have made all reasonable efforts within my power to serve the Court Documents, but I have not been able to do so.** |

**Section 5: 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 6: Exhibit Content Page**

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