# 80.

E-FORM

P.7, r.10 FJ(G)R 2024

## Summons for Service out of Jurisdiction

Use this Form if you require the Court’s permission to serve Court documents out of jurisdiction (ie. Singapore)\*.

When do you require Court’s permission?

* When the document to be served is an Originating Application.

**AND**

* When the person to be served is outside Singapore unless you fall within the exceptions below.

**Exceptions**

You will **NOT** need the Court’s permission in any of these situations:

* your Originating Application is for divorce, judicial separation, nullity, or financial relief after a foreign divorce.
* you had earlier obtained the Court’s permission to serve out of jurisdiction in the same proceedings for the same party.
* there is an agreement between parties on how the Court documents are to be served outside Singapore.

\*If your application is under the **Mental Capacity Act 2008** (“MCA”) and you are seeking permission to serve Relevant Persons who are outside Singapore by email, do NOT use this Form. Instead include your application in the Originating Application for Mental Capacity Act 2008 (Form 59).

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** | |  |
| 1. | *Complete all information in question 1.*  I am applying for permission to serve the following documents out of Singapore:  Originating Application issued on Enter date here.  Others:   |  | | --- | | Enter name(s) of document(s) here. |   State who is the person to be served:   |  | | --- | | Enter name or party type here. |   State the place where the person is to be served:   |  | | --- | | State country and address here. | | *You are applying for permission to serve the other party out of Singapore.*  *The Court’s permission is* ***NOT*** *required in the following cases:*   1. *your Originating Application relates to:*     1. *dissolution of marriage*    2. *financial relief after a foreign divorce.* 2. *there is an agreement between the parties that service out of Singapore is* ***not*** *required.*   *Select this option if you wish to extend the validity of the Originating Application at the same time.*  *Applicable options are: day(s) / week(s) / month(s).*  *If you are seeking any other relief(s), state them here.* |
| 2. | I am applying to extend the validity of the Originating Application.  *Complete question 2a.* |
| 2a. | I will require an extension of Enter number here Select applicable option.  The extension is to start from:  the date of this Order.  the last day of the deadline dated: Enter date here. The extension will end on: Enter date here. |
| 3. | State the reliefs which you are claiming here. |
| **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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | 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. |  |
|  |  | |
| 2a. | I am applying for permission to serve the following documents out of Singapore:  Originating Application issued on Enter date here.  Others:   |  | | --- | | Enter name(s) of document(s) here. |   (“Documents”) | |
| 2b. | The Documents are to be served on:   |  | | --- | | Enter name or party type here. |   (“other party”) | |
| 2c. | The Documents are to be served at:   |  | | --- | | State country and address here. | | |
| 3. | The other party cannot be served **in Singapore** for these reasons:   |  | | --- | | Enter details here. | | |
| 4. | The other party is likely to be at: State the country/place here.  The reasons for my statement are:   |  | | --- | | Explain the reasons for your belief here. | | |
|  |  | |
| 5. | **The other party’s connection to Singapore** | |
|  | Select the applicable option(s) from (a) to (h) and complete the information under that option before proceeding to question 6. Otherwise, explain under “Others” at (i) before proceeding to question 6.   1. The other party has the following connection to Singapore:  |  |  | | --- | --- | | **Person** | **Connection to Singapore** | | The other party | is a Singapore Citizen  is a Singapore Permanent Resident  lives in Singapore  works in Singapore  Others:   |  | | --- | | Enter details here. | | | |
|  |  | |
|  | 1. ***Only for children orders or orders for patients (P)*** | |
|  | I am seeking orders relating to a child / children / a patient. The person’s connection to Singapore is relevant. *Complete the information below.*   |  |  | | --- | --- | | **Person** | **Connection to Singapore** | | All children  The following child(ren): Enter name(s) of child(ren) here.  The patient | is a / are Singapore Citizen(s)  is a / are Singapore Permanent Resident(s)  live(s) in Singapore  work(s) in Singapore  Others:   |  | | --- | | Enter details here. | | | |
|  |  | |
|  | 1. ***Only if the claim includes an injunction against the other party*** | |
|  | As part of the action, I am seeking an injunction against the other party. | |
|  |  | |
|  | 1. ***Only if the person to be served is not a Respondent in the proceedings*** | |
|  | *Select the applicable option and complete the required information below.* | |
|  | I have duly served the Respondent in the proceedings on Enter date here through  personal service  substituted service  service which satisfies the requirement of deemed personal service[[1]](#footnote-1).  Service on the Respondent in the proceedings is dispensed with pursuant to the court order dated Enter date here. | *Notes*  *E.g. the Respondent files a Court document in response to the initiation of Court proceedings. Refer to Part 7, Rule 3(4)(b) of the Family Justice (General) Rules 2024.* |
|  | The person to be served is a necessary or proper party to the proceedings for these reasons:   |  | | --- | | Enter details here. | | |
|  |  | |
|  |  | |
|  | 1. ***Only for monetary orders or property claims*** | |
|  | *Select the applicable option and complete the required information below.*  I am making a monetary claim and the other party has assets in Singapore.  I am seeking orders relating to the other party’s assets or properties in Singapore.  The other party’s property(ies) or assets in Singapore are set out:   |  | | --- | | Enter details here. | | |
|  |  | |
|  | 1. ***Only for submission to jurisdiction*** | |
|  | The other party submitted / agreed to submit[[2]](#footnote-2) to the jurisdiction of the Singapore Courts in respect of this action.  Explain:   |  | | --- | | Enter details here. | | |
|  |  | |
|  | 1. ***Only for committal order*** | |
|  | The action is for a committal order against the other party under the Family Justice (General) Rules 2024. | |
|  | 1. ***Only for construction, effect of enforcement of written law*** | |
|  | *If this option is applicable, complete all the information.*  This action requires the Singapore court to decide on the written law in Singapore.  The written law in question is: [State provision(s)] in [the tile of the Act / Regulations / Rules].  Explain the issue or question you require the Court to decide :   |  | | --- | | Enter details here. | | |
|  |  | |
|  | 1. ***Others (if none of the above selection is suitable)*** | |
|  | *If the application is for disclosure of documents or information against a potential party or non-party, provide the following information in “Others” field:*   1. *Explain the reasons for seeking disclosure: (a) to identify possible parties to proceedings (b) to enable tracing of applicant’s property and/or (c) where it is in the interests of justice.* 2. *State if the intended proceedings against the potential party or non-party is intended to be commenced in Singapore.*   Others:   |  | | --- | | Enter details here. | | |
|  |  | |
| 6. | Under the Family Justice (General) Rules 2024, I am required to seek permission of court to serve the Documents out of Singapore. | |
| 7. | My action against the other party is set out briefly:   |  | | --- | | Enter brief details here. | | |
| 8. | I seek the following reliefs:   |  | | --- | | Enter brief details here. | | |
| 9. | I have good reasons to commence this action. The reasons are set out here:   |  | | --- | | Enter brief details here. | | |
|  |  | |
|  | **Singapore is the most appropriate Court to decide this dispute** | |
| 10. | I believe that Singapore is the most appropriate Court to decide this dispute. The reasons are set out here.   |  | | --- | | Enter details here. | | |
|  |  | |
|  | **Extension of Originating Application** | |
| 11. | Do you require an extension of the Originating Application?  No. *Proceed to Section 3.*  Yes. *Proceed to question 12.* | |
| 12. | I am applying to extend the validity of this Originating Application. | |
| 12a | I will require an extension of Enter number here Select applicable option^.  *^ the options are: day(s) / week(s) / month(s)* | |
| 12b | The extension is to start from:  the date of this Order.  the last day of the deadline dated: Enter date here. The extension will end on: Enter date here. | |
| 12c | The Originating Application was issued on: Enter date here. | |
| 12d | The validity of the Originating Application will expire on Enter date here (“deadline”). | |
| 12e | This application is filed before the validity period expires.  Yes. *Proceed to question 12f.*  No.  *If your answer to question 12e is “No”, you will not be able to file this application. The Family Justice (General) Rules 2024 do not allow the Originating Application to be extended after it has expired. Please seek legal advice if necessary.* | |
| 12f  (i) | *Select the applicable option between (i) and (ii).*  This is my first application to extend the Originating Application’s validity. | |
| (ii) | The Court extended the validity of the Originating Application previously on Enter date here. The total extension granted was a period of Enter no. of weeks/months here.  *The Family Justice (General) Rules 2024 only allow the Originating Application to be extended once for 6 months or less. If the Originating Application was already extended, you must have special circumstances which will support your application.* | |
| 12g | I require the extension of time for the following reasons:   |  | | --- | | Enter details here. | | |
|  |  | |
|  | **Other relevant information (optional)** | |
| 13 | *Provide any other information which is relevant to your application here.*   |  | | --- | | Enter details here. | | |

### Section 2: Summary of Claim

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

### 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).

1. E.g. the Respondent files a Court document in response to the initiation of Court proceedings. Refer to Part 7, Rule 3(4)(b) of the Family Justice (General) Rules 2024. [↑](#footnote-ref-1)
2. Delete as applicable. [↑](#footnote-ref-2)