# 131A.

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## Questionnaire for the Examination of Individual Enforcement Respondent

*This questionnaire is to be served together with the Order for Examination of Enforcement Respondent containing the seal of the Court and signature of the Registrar*

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

|  |  |
| --- | --- |
| Main Case No.: Enter case no. here  Sub Case No. [number]/[year][[1]](#footnote-1) | Between  [Applicant’s name]  [ID No.]  … Applicant(s)  And  [Respondent’s name]  [ID No.]  … Respondent(s) |

**QUESTIONNAIRE FOR THE EXAMINATION OF INDIVIDUAL ENFORCEMENT RESPONDENT**

Please be informed that you, [Enter name of enforcement respondent here], have been summoned by the abovementioned enforcement applicant to attend at the  Family Court  Family Division of the High Court on [Enter date here] at [Enter time here] to:

* 1. provide answers to the questions set out in this document; and
  2. produce documents set out below:
     1. your bank statements for the past 6 months;
     2. your payslips for the past 3 months;
     3. your income tax returns and Form IR8A for the last period of assessment;
     4. your last 3 statements from the Central Provident Fund (CPF) Board;
     5. your last 3 statements from the Central Depository (CDP) and/or your securities broker or fund manager in respect of your shares, bonds and/or unit trusts;
     6. your motor vehicle log card/printout of your vehicle registration details and hire purchase agreement in respect of your motor vehicle;
     7. your lease agreements, title deeds or certificates of title in respect of your properties, or your rental agreements.

Please answer these questions carefully as the Court will require you to confirm on oath that your answers are true to the best of your knowledge, information and belief. Please bring this completed questionnaire and the documents with you at the Court hearing.

**IMPORTANT NOTICE**: You are required to attend the hearing unless you have obtained the consent of the enforcement applicant to dispense with your attendance in Court or to discharge the Order requiring your attendance. If you fail to attend the hearing without obtaining the consent of the enforcement applicant, the enforcement applicant may commence committal proceedings against you for your failure to attend Court. The penalty that may be imposed by Court for such failure is fine and/or imprisonment.

You may therefore wish to contact the solicitor for the enforcement applicant [Enter name of law firm and solicitor having conduct of the case here] at [Enter address and telephone contact no. here] to obtain the consent of the enforcement applicant for the necessary dispensation and discharge. You may also choose to engage your own solicitor to advise you on your rights and duties in relation to these proceedings.

### Section 1: Personal particulars

|  |  |  |
| --- | --- | --- |
|  | Full name: | Enter name here |
|  | NRIC/Passport no.: | Enter NRIC/passport no. here |
|  | Home address: | Enter address here |
|  | Mobile number: | Enter no. here |
|  | Email address: | Enter email address here |

### Section 2: Work particulars

|  |  |
| --- | --- |
|  | Occupation: Enter occupation here |
|  | If you are an employee, please state the following: |
| 1. the name and address of your employer;   Enter name and address of employer here |
| 1. your monthly income[[2]](#footnote-2); and   Enter monthly income here |
| 1. when your monthly income is paid to you and how you are paid (whether by GIRO or otherwise).   Enter details here |
|  | If you are self-employed, please state the following: |
| 1. the name and address of your business (sole proprietorship or partnership);   Enter name and address of business here |
| 1. the nature of the business; and   Enter details here |
| 1. your monthly income including salary, allowances, commissions and bonuses.   Enter details here |
|  | Aside from your income from your employment, please state all your other sources of income[[3]](#footnote-3) and the amount received.  Enter details here |

### Section 3: Particulars of your Debtors

|  |  |
| --- | --- |
|  | Please state whether you have any debtors[[4]](#footnote-4).  Yes. If yes, please provide details in Annex A.  No. |

### Section 4: Particulars of your immovable properties situated locally or overseas

|  |  |
| --- | --- |
|  | Please state the following if you own any immovable property[[5]](#footnote-5) locally or overseas: |
| 1. the address(es) of property owned;   Enter name and address of employer here |
| 1. the names of joint-owners (if any); and   Enter details here |
| 1. the names of mortgagee/chargee (if any) and the amount outstanding.   Enter details here |
|  | Please state if you are leasing any immovable property.  Yes. If yes, please provide details in Annex B.  No. |
|  | Please state if you have any tenants/subtenants in respect of your owned or leased properties.  Yes. If yes, please provide details in Annex B.  No. |

### Section 5: Particulars of your motor vehicles

|  |  |
| --- | --- |
|  | Please state if you own a motor vehicle.  Yes. If yes, please provide details in Annex B.  No. |

### Section 6: Particulars of your bank accounts

|  |  |
| --- | --- |
|  | Please state the following if you have any bank accounts[[6]](#footnote-6) or safe deposit boxes: |
| 1. name and branch of the Bank where your account or safe deposit box is maintained;   Enter details here |
| 1. the account number;   Enter details here |
| 1. type of account held (e.g. current, savings, fixed deposit, overdraft);   Enter details here |
| 1. name of joint account holder (if any);   Enter details here |
| 1. the balance due to you at this date (for fixed deposits, please state the date of maturity and the amount due to you at that date).   Enter details here |

### Section 7: Particulars of your other assets

|  |  |
| --- | --- |
|  | Please state if you have any insurance policies.  Yes. If yes, please provide details in Annex C.  No. |
|  | Please state if you own any shares and/or unit trusts.  Yes. If yes, please provide details in Annex C.  No. |
|  | Please state if you are a beneficiary under any trust, will or estate in intestacy.  Yes. If yes, please provide details in Annex C.  No. |
|  | Please state if you are a member (whether in Singapore or overseas) of any country clubs, timeshare holiday clubs.  Yes. If yes, please provide details in Annex C.  No. |
|  | Please state if you own any other assets, savings or investments not listed thus far (e.g. antiques, collectibles, jewellery, paintings).  Yes. If yes, please provide details in Annex C.  No. |
|  | What offer of repayment do you wish to make to the judgment creditor?  Enter details here |

### Section 8: Additional questions by the enforcement applicant

|  |  |
| --- | --- |
|  | [State additional questions if any] |

### Section 9: Confirmation statement

I, [Enter name of enforcement respondent and NRIC No. here] confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of enforcement respondent

Enter date here

### Annex A: Particulars of Debtors and Creditors

**(From Question 10)**

1. Please list the names of your **debtors** (i.e. people who owe you money) as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Contact Particulars** | **Amount owed** | **Due date for payment** | **How did the debt arise?** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please state the following if you have commenced legal proceedings against your **debtors** to recover your debt:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Debtor** | **Suit No.** | **Amount claimed** | **Status of action** |
|  |  |  |  |
|  |  |  |  |

### Annex B: Particulars of Property Owned or Rented

**(From Question 12)**

Please provide details of the immoveable property that you have leased out:

|  |  |  |
| --- | --- | --- |
|  | Name of landlord: | Enter name here |
|  | Address of rented property: | Enter address here |
|  | Period of tenancy: | Enter details here |
|  | Amount of monthly rental paid and due date of rental: | Enter details here |
|  | Whether there is any written tenancy agreement: | Enter details here |

**(From Question 13)**

Please provide details of the tenancy of any immoveable property that you own:

|  |  |  |
| --- | --- | --- |
|  | Name of tenant: | Enter details here |
|  | Address of tenanted property: | Enter details here |
|  | Period of tenancy: | Enter details here |
|  | Amount of monthly rental received and due date of rental: | Enter details here |
|  | Whether there is any written tenancy agreement: | Enter details here |

**(From Question 14)**

Please provide details of any motor vehicles that you own:

|  |  |  |
| --- | --- | --- |
|  | The registration number of the motor vehicle(s): | Enter details here |
|  | The colour and make of the motor vehicle(s): | Enter details here |
|  | Whether the motor vehicle(s) is/are on hire purchase: | Enter details here |
|  | If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement: | Enter details here |

### Annex C: Particulars of Other Assets

**Insurance Policies (From Question 16)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of**  **Insurer** | **Type of policy/ Policy No.** | **Amount insured** | **Monthly premium payable** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Please identify the beneficiaries under your insurance policies apart from yourself: | Enter details here |
|  | If applicable, please state the dates when each of your insurance policies will mature and the surrender value as at this date: | Enter details here |

**Shares (From Question 17)**

|  |  |  |
| --- | --- | --- |
|  | If you own shares, please state the name of the company and the number of shares held. If you use a securities broker, please give particulars: | Enter details here |
|  | If you own unit trusts, please state the name of the bank/financial institution managing your unit trusts: | Enter details here |
|  | Please state the estimated value of the shares/unit trusts: | Enter details here |

**Beneficiary of trust, will or estate in intestacy (From Question 18)**

|  |  |  |
| --- | --- | --- |
|  | Please state the name of the person managing your beneficial interest i.e. your trustee, executor (where the deceased left a will) or administrator (where the deceased left no will): | Enter details here |
|  | Please state the name of the party leaving you the beneficial interest: | Enter details here |
|  | Please state the value of your interest: | Enter details here |
|  | If probate or letters of administration have been granted, please state the case no. for the grant: | Enter details here |

**Other Assets (From Question 20)**

|  |  |  |
| --- | --- | --- |
|  | Please provide details of the assets listed in Question 20 and state the estimated value of each asset and the basis for the estimation: | Enter details here |

1. To insert sub-case details if relevant. [↑](#footnote-ref-1)
2. Income includes salary, allowances, commissions and bonuses. [↑](#footnote-ref-2)
3. Sources of income includes rental, dividends, royalties from intellectual property. [↑](#footnote-ref-3)
4. Debtors are people who owe you money. [↑](#footnote-ref-4)
5. Immoveable property means houses, apartments etc. [↑](#footnote-ref-5)
6. Bank accounts include accounts held in your sole name or jointly with others. [↑](#footnote-ref-6)