

B3.

Para. 34(2)

Application to be Registered User of the Electronic Filing Service

[Letterhead of law firm or organisation]

[Date]

The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879

Dear [Sir / Madam*]

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE

I, *[name of managing partner/director etc of law practice]*, am the managing partner/director etc of *[name of law practice]*, *[law practice UEN]*, and I am duly authorised to make this application on behalf of *[name of law practice]*.

2. The law practice of *[name of law practice]* hereby applies to be a registered user of the electronic filing service, eLitigation, established under Order 28 of the Rules of Court 2021.
3. As required under Order 28, I hereby designate *[name of appointed administrator]*, NRIC/FIN *[NRIC/FIN number of appointed administrator]*, as an authorised user to administer the service on behalf of my law practice. The SingPass identification code of the said authorised user is his or her NRIC/FIN number.
4. A recent business profile report from the Accounting and Corporate Regulatory Authority of *[name of law practice]*, the duly completed application form and subscriber agreement with the designated electronic filing service provider, for the use of the electronic filing service, eLitigation, and the duly completed application form for interbank GIRO payment facilities for the payment of all fees and charges incurred by my law practice's use of the electronic filing service are annexed hereto.

Yours faithfully

[Signature of authorised signatory]

[Name and designation of authorised signatory]

*Delete as appropriate

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☐ Approved ☐ Rejected

Signature/Date