

# Supreme Court Practice Directions (Amendment No. 3 of 2015)

## Part II: General Matters

### 11. Urgent Applications on Weekends and Public Holidays

(1) When an applicant files an application for any civil matter (including applications for interim injunctions or interim preservation of subject matter of proceedings, evidence and assets to satisfy judgments) or criminal matter, and the application is so urgent that it has to be attended to outside of the hours specified in paragraph 12(2) of these Practice Directions, the applicant's counsel must contact the Registrar on duty at 6332 4351 or 6332 4352.

(2) When the applicant seeks an urgent hearing for the application, all the papers required for the application must have been prepared, together with the appropriate draft orders of Court. Where the documents (including the originating process) have yet to be filed in Court when counsel seeks the urgent hearing, he must furnish an undertaking to the Registrar processing the application to have these documents filed in Court by such time as the Registrar may direct and, in any event, no later than the next working day.

(3) In seeking an urgent hearing, counsel is to ensure that all applicable notice requirements prescribed by these Practice Directions are complied with. For criminal matters to be heard *inter partes*, notice must be given to the other party prior to the applicant seeking an urgent hearing.

(4) The Registrar will only arrange for the matter to be heard outside of office hours if it is so urgent that it cannot be heard the next working day. The hearing may take place in the Registrar's Chambers in the Supreme Court or at any place as directed by the Judge or Registrar hearing the matter.

(5) If the application is of sufficient urgency, the Registrar may also direct counsel to send the application and supporting documents by email. The Judge or Registrar has the discretion to decide whether to deal with the application by email or to hear counsel personally.

## Part IV: Interlocutory Applications

### 37A. Filing of Distinct Applications in Separate Summonses

(1) Where a party intends to make more than one distinct substantive application in a cause or matter, he must file each application in a separate summons. Distinct applications should not be combined in a single summons, unless they are inextricably or closely linked, or involve overlapping or substantially similar issues. For example, it can be envisaged that applications for:

- (a) extension or abridgment of time;
- (b) amendment of pleadings, summons, etc.; and
- (c) costs

may be closely linked to other more substantive applications.

(2) In addition, applications should not contain alternative prayers when the alternative prayers sought in effect amount to distinct applications. For example, a party should not make an application for further and better particulars on particular issues, and in the alternative, interrogatories on different issues. In such a case, separate summonses should be filed. In contrast, the following is an example of alternative prayer which may be permitted:

In the defendant's summons setting out a prayer for the striking out of certain paragraphs of the Statement of Claim, the defendant may include an alternative prayer for the plaintiff to be ordered to amend those paragraphs of the Statement of Claim.

(3) Any summons that is not in compliance with this paragraph may be rejected by the Legal Registry of the Supreme Court. The Court may also direct the party to file separate summonses before proceeding with the hearing or proceed with the hearing on the solicitor's undertaking to file further summonses for the distinct applications.

## **Part VI: Evidence – Witnesses, Affidavits and Exhibits**

### **63A. Lead Counsel’s Statement on Trial Proceedings**

(1) For every case proceeding to trial in the High Court, each party shall file and serve a Lead Counsel’s Statement in Form 9A of Appendix A of these Practice Directions to provide a list of issues for trial and an accurate estimation of the trial days needed after taking into account the time needed for the examination of each witness. The Lead Counsel’s Statement shall be filed and served within one week after objections to affidavits of evidence-in-chief are taken, unless the Court otherwise directs.

## **Part X: Enforcement of Judgments and Orders**

### **80A. Examination of Judgment Debtor**

(1) A questionnaire in the recommended format as set out in Form 11A or 11B of Appendix A of these Practice Directions (whichever is appropriate) shall be annexed to the Order for Examination of Judgment Debtor when the said Order is served on the Judgment Debtor or the officer of the Judgment Debtor if it is a body corporate (collectively known as “Judgment Debtor” for the purposes of this paragraph). The Judgment Creditor may modify the questions according to the circumstances of each case.

(2) If the Judgment Debtor is of the view that any question is unreasonable, he is to contact the Judgment Creditor to ascertain whether the issue can be resolved prior to the hearing.

(3) At the hearing, the answered questionnaire is to be produced to the Registrar and received as evidence upon the Judgment Debtor’s confirmation on oath that his answers provided are true and correct. The Judgment Creditor may then apply to discharge the Judgment Debtor or proceed with further questioning.

(4) The Judgment Debtor need not attend at the examination hearing if:

(a) he is able to provide his answers to the questionnaire by way of an affidavit or statutory declaration; and

(b) the Judgment Creditor agrees to discharge the Order for Examination at the examination hearing.

## Part XV: Technology Facilities

### 121. Applications to use the Technology Courts

(1) A request to use a Technology Court for the hearing of any matter before a Judge or Registrar must be made by filing a Request through the Electronic Filing Service at least 14 working days before the hearing at which the Technology Court is to be used and Form 21 of Appendix A of these Practice Directions in Portable Document Format (PDF) must be annexed to the Request electronic form.

(2) An application to use a Technology Court for any other dispute resolution process must be made by submitting Form 21 of Appendix A of these Practice Directions to the Registrar through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out at least 14 working days before the dispute resolution proceedings at which it is to be used.

~~(3) — Solicitors may check the availability of the Technology Courts on the Supreme Court website at <http://www.supremecourt.gov.sg>. [Deleted]~~

*[No changes to text]*

**APPENDIX A**

**9A.**

Para. 63A

**Lead Counsel's Statement On Trial Proceedings**

**Suit No.:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**PART ONE: ESTIMATION OF NO. OF TRIAL DAYS**

|   |   |
|---|---|
| <i>To be filled in by Lead Counsel for the Parties</i>            |   |
| <u>Party Type (e.g., Plaintiff, Defendant, Third Party, etc.)</u> |   |
| <u>Law Firm of Party</u>  |   |
| <u>Number of Witnesses to be called by Party</u>                  | <u>Factual:</u> _____<br><br><u>Expert:</u> _____<br><br><u>Have any of the AEICs of your witnesses been dispensed with by order of court? Yes / No*</u><br><br><u>If yes, state time required for examination-in-chief of these witnesses in <b>Annex A.</b></u> |
| <u>Use of Language Interpreter(s)</u>                             | <u>Yes / No*</u>  |

|  |   |
|--|---|
|  | <u>If yes, please state particulars in Annex B.</u>   |
| <u>Time for Cross-Examination of other parties' witnesses</u>  | <u>Please provide details in Annex C.</u><br><br><u>Total Duration:</u><br><br>_____ day(s) |
| <u>Time for Opening Submissions</u>  | _____ day(s)  |
| <u>Time for Closing Submissions</u>  | _____ day(s)  |
| <u>Total number of trial days: _____ (Estimated in consultation with other parties' counsel)</u><br><br><u><i>I understand that if any of my witnesses require the services of a court language interpreter, I will have to ensure that the interpreter is available by the first day of trial. Further, if an external language interpreter is required, I undertake to find a suitable person agreeable to all parties and ensure that he or she is available by the first day of trial.</i></u><br><br><u><i>I understand that this statement will be put before the Trial Judge and I will comply with the above timings stated. I will inform the registry immediately, and in any case, no later than 14 days from the first day of trial, if there are any changes to the information I have provided.</i></u><br><br>_____ |   |
| <u>Name of Lead Counsel for Party</u>  | <u>Signature / Date</u>   |

\* Please delete as appropriate.

## **PART TWO: LIST OF ISSUES**

[This List of Issues will be placed before the Trial Judge to assist the Trial Judge in the conduct of the trial. Counsel should be concise and identify the key issues, rather than setting out detailed sub-issues]

### **I. Agreed List of Issues**

| <b><u>S/N</u></b> | <b><u>Factual Issues</u></b> |
|-------------------|------------------------------|
| <u>1</u>          |                              |
| <u>2</u>          |                              |
|                   |                              |
|                   |                              |
|                   |                              |
|                   | <b><u>Legal Issues</u></b>   |
| <u>1</u>          |                              |
| <u>2</u>          |                              |
|                   |                              |
|                   |                              |

### **II. Non-Agreed List of Issues**

| <b><u>S/N</u></b> | <b><u>Additional Issues according to Plaintiff</u></b> |
|-------------------|--|
| <u>1</u>          |  |
| <u>2</u>          |  |
|                   |  |
|                   |  |



|          |  |
|----------|--|
|          | <u><i>Additional Issues according to Defendant</i></u> |
| <u>1</u> |  |
| <u>2</u> |  |
|          |  |

**III. Common Ground between Parties (“Non-issues”)**

|            |  |
|------------|--|
| <u>S/N</u> | <u><i>Main Facts Not in Dispute</i></u>    |
| <u>1</u>   |  |
| <u>2</u>   |  |
|            |  |
|            | <u><i>Points of Law Not in Dispute</i></u> |
| <u>1</u>   |  |
| <u>2</u>   |  |
|            |  |
|            |  |

Annex A

Time for Examination-in-Chief of Own Party's Witnesses

| <u>S/N</u> | <u>Name</u> | <u>Capacity*</u> | <u>Time Required for Examination-in-Chief (day/s)</u> |
|------------|-------------|------------------|---|
|            |             |                  |   |
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|            |             |                  |   |

\* Indicate "Factual" or "Expert".

**Annex B**

Interpreters for Own Party's Witnesses

| <u>S/N</u> | <u>Name</u> | <u>Capacity*</u> | <u>Language Required</u> | <u>Whether external interpreters required</u> |
|------------|-------------|------------------|--------------------------|---|
|            |             |                  |                          |   |
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|            |             |                  |                          |   |
|            |             |                  |                          |   |

\* Indicate “Factual” or “Expert”.

Annex C

Time for Cross-Examination of Other Parties' Witnesses

| <u>S/N</u> | <u>Name</u> | <u>Party Type (e.g., for Plaintiff, Defendant, Third Party, etc.)</u> | <u>Capacity*</u> | <u>Time required for Cross-Examination (days)</u> |
|------------|-------------|---|------------------|---|
|            |             |   |                  |   |
|            |             |   |                  |   |
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|            |             |   |                  |   |

\* Indicate "Factual" or "Expert".

**11A.**

Para. 80A

**Questionnaire for the Examination of**

**(Name of Individual Judgment Debtor)**

Please be informed that you, (name of judgment debtor), have been summoned by the abovementioned judgment creditor to attend at the Supreme Court on (date and time) to —

- (a) provide answers to the questions set out herein; and
- (b) produce documents set out below:
  - (i) your bank statements for the past 6 months;
  - (ii) your payslips for the past 3 months;
  - (iii) your income tax returns and Form IR8A for the last period of assessment;
  - (iv) your last 3 statements from the Central Provident Fund (CPF) Board;
  - (v) 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;
  - (vi) your motor vehicle log card/printout of your vehicle registration details and hire purchase agreement in respect of your motor vehicle;
  - (vii) 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 judgment creditor 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 judgment creditor, the judgment creditor 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 judgment creditor (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the judgment creditor 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.


### **Personal particulars**

|    |                           |
|----|---------------------------|
| 1. | <u>Full Name:</u>         |
| 2. | <u>NRIC/Passport No.:</u> |
| 3. | <u>Home Address:</u>      |
| 4. | <u>Mobile Number:</u>     |
| 5. | <u>Email Address:</u>     |

### **Work particulars**


|     |  |
|-----|--|
| 6.  | <u>Occupation:</u>   |
| 7   | <u>If you are an employee, please state the following:</u>   |
| (a) | <u>the name and address of your employer;</u>  |
| (b) | <u>your monthly income; and</u>  |
| (c) | <u>when your monthly income is paid to you and how you are paid (whether by GIRO or otherwise).</u>                        |
| 8.  | <u>If you are self-employed, please state the following:</u>   |
| (a) | <u>the name and address of your business (sole proprietorship or partnership);</u>   |
| (b) | <u>the nature of the business; and</u>   |
| (c) | <u>your monthly income including salary, allowances, commissions and bonuses.</u>  |
| 9.  | <u>Aside from your income from your employment, please state all your other sources of income and the amount received.</u> |

 Income includes salary, allowances, commissions and bonuses

 Sources of income includes rental, dividends, royalties from intellectual property.

### **Particulars of your Debtors**

|     |   |
|-----|---|
| 10. | <u>Please state whether you have any debtors.</u>                   |
|     | <u>Yes / No.      If yes, please provide the details in Annex A</u> |

 Debtors are people who owe you money.

**Particulars of your immovable properties situated locally or overseas**

|  |   |
|--|---|
| 11. <u>Please state the following if you own any immovable property locally or overseas:</u>   | <b>i</b> <u>Immoveable property means houses, apartments etc.</u> |
| (a) <u>the address(es) of property owned;</u>  |   |
| (b) <u>the names of joint-owners (if any); and</u>   |   |
| (c) <u>the names of mortgagee/chargee (if any) and the amount outstanding.</u>   |   |
| 12. <u>Please state if you are leasing any immovable property.</u><br><u>Yes / No. If yes, please provide the details in Annex B.</u>                                      |   |
| 13. <u>Please state if you have any tenants/subtenants in respect of your owned or leased properties.</u><br><u>Yes/No. If yes, please provide the details in Annex B.</u> |   |

**Particulars of your motor vehicles**

|  |
|--|
| 14. <u>Please state if you own a motor vehicle.</u><br><u>Yes/No. If yes, please provide the details in Annex B.</u> |
|--|

**Particulars of your bank accounts**

|   |   |
|---|---|
| 15. <u>Please state the following if you have any bank accounts or safe deposit boxes:</u>  | <b>i</b> <u>Bank accounts include accounts held in your sole name or jointly with others.</u> |
| (a) <u>name and branch of the Bank where your account or safe deposit box is maintained;</u>  |   |
| (b) <u>the account number;</u>  |   |
| (c) <u>type of account held (e.g. current, savings, fixed deposit, overdraft);</u>  |   |
| (d) <u>name of joint account holder (if any);</u>   |   |
| (e) <u>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)</u> |   |

**Particulars of your other assets**

|     |   |
|-----|---|
| 16. | <u>Please state if you have any insurance policies.</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex C</u>  |
| 17. | <u>Please state if you own any shares and/or unit trusts.</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex C</u>  |
| 18. | <u>Please state if you are a beneficiary under any trust, will or estate in intestacy.</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex C</u>   |
| 19. | <u>Please state if you are a member (whether in Singapore or overseas) of any country clubs, timeshare holiday clubs.</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex C</u>                        |
| 20. | <u>Please state if you own any other assets, savings or investments not listed thus far (e.g. antiques, collectibles, jewellery, paintings).</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex C</u> |

|     |  |
|-----|--|
| 21. | <u>What offer of repayment do you wish to make to the judgment creditor?</u> |
|-----|--|

**Additional questions by the judgment creditor**

22.      (Please state additional questions if any.)

**Confirmation statement**

I, \_\_\_\_\_ (name of judgment debtor and NRIC No.) confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
(Signature of judgment debtor)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20



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:

| <u>Name</u> | <u>Contact Particulars</u> | <u>Amount owed</u> | <u>Due date for payment</u> | <u>How did the debt arise?</u> |
|-------------|----------------------------|--------------------|-----------------------------|--------------------------------|
|             |                            |                    |                             |                                |
|             |                            |                    |                             |                                |

(2) Please state the following if you have commenced legal proceedings against your **debtors** to recover your debt:

| <u>Name of Debtor</u> | <u>Suit No.</u> | <u>Amount claimed</u> | <u>Status of action</u> |
|-----------------------|-----------------|-----------------------|-------------------------|
|                       |                 |                       |                         |
|                       |                 |                       |                         |

## **ANNEX B**

### **Particulars of Property Owned or Rented**

#### **(From question 12)**

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

- (1) Name of landlord:
  
- (2) Address of rented property:
  
- (3) Period of tenancy:
  
- (4) Amount of monthly rental paid and due date of rental:
  
- (5) Whether there is any written tenancy agreement:

#### **(From question 13)**

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

- (6) Name of tenant:
  
- (7) Address of tenanted property:
  
- (8) Period of tenancy:
  
- (9) Amount of monthly rental received and due date of rental:
  
- (10) Whether there is any written tenancy agreement:

#### **(From question 14)**

Please provide details of any motor vehicles that you own:

- (11) The registration number of the motor vehicle(s):
  
- (12) The colour and make of the motor vehicle(s):
  
- (13) Whether the motor vehicle(s) is/are on hire purchase:
  
- (14) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

## ANNEX C

### Particulars of Other Assets Insurance Policies (From Question 16)

| <u>Name of Insurer</u> | <u>Type of policy/<br/>Policy No.</u> | <u>Amount insured</u> | <u>Monthly premium payable</u> |
|------------------------|---------------------------------------|-----------------------|--------------------------------|
|                        |                                       |                       |                                |
|                        |                                       |                       |                                |
|                        |                                       |                       |                                |

- (1) Please identify the beneficiaries under your insurance policies apart from yourself:
- (2) If applicable, please state the dates when each of your insurance policies will mature and the surrender value as at this date:

### Shares (From Question 17)

- (3) 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:
- (4) If you own unit trusts, please state the name of the bank/financial institution managing your unit trusts:
- (5) Please state the estimated value of the shares/unit trusts:

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

- (6) 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):
- (7) Please state the name of the party leaving you the beneficial interest:
- (8) Please state the value of your interest:
- (9) If probate or letters of administration have been granted, please state the case no. for the grant:

### Other Assets (From Question 20)

- (10) Please provide details of the assets listed in Question 20 and state the estimated value of each asset and the basis for the estimation:

**11B.**

Para. 80A

**Questionnaire for the Examination of**

**(Name of Officer of Judgment Debtor)**

Please be informed that you, (name of officer of judgment debtor), have been summoned by the abovementioned judgment creditor to attend at the Supreme Court on (date and time) to:

- (a) provide answers to the questions set out herein; and
- (b) produce documents set out below:
  - (i) the Company's bank statements for the past 6 months;
  - (ii) the Company's audited returns for the last period of assessment;
  - (iii) the Company's last 3 statements from the Central Provident Fund (CPF) Board;
  - (iv) the Company's last 3 statements from the Central Depository (CDP) and/or its securities broker or fund manager in respect of its shares, bonds and/or unit trusts;
  - (v) the Company's motor vehicle log card/printout of its motor vehicle registration details and hire purchase agreement in respect of the Company's motor vehicle;
  - (vi) the Company's lease agreements, title deeds or certificates of title in respect of its properties, or its 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 judgment creditor 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 judgment creditor, the judgment creditor 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 judgment creditor (name of law firm and solicitor having conduct of the case) at (address and telephone contact no.) to obtain the consent of the judgment creditor 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.

### Personal particulars

|    |  |
|----|--|
| 1. | <u>Full Name:</u>  |
| 2. | <u>NRIC/Passport No.:</u>  |
| 3. | <u>Home Address:</u>   |
| 4. | <u>Mobile Number:</u>  |
| 5. | <u>Email Address:</u>  |
| 6. | <u>Please state the position you are holding in the Judgment Debtor (“the Company”).</u> |

### Company particulars

|       |   |
|-------|---|
| 7.    | <u>Please state if the Company is still carrying on business:</u>   |
| (a)   | <u>Yes/No. If yes, please state:</u>  |
| (i)   | <u>the business that the Company is presently engaged in;</u>   |
| (ii)  | <u>the present location of the Company’s business operations; and</u>   |
| (iii) | <u>whether the Company is making trading profits or losses.</u>   |
| 8.    | <u>Please state whether the Company declared any dividends this year or the last year:</u><br><br><u>Yes/ No. If yes, please state when the dividends were declared, and how much was declared.</u> |

### Remuneration

|    |  |
|----|--|
| 9. | <u>Please state if the officers of the Company, including yourself, receive remuneration for work done for the Company (i.e. salary or director’s fees).</u><br><br><u>Yes/No. If yes, please state how much remuneration each officer receives.</u> |
|----|--|


### Auditors

|     |   |
|-----|---|
| 10. | <u>Please state the name and address of the accountants and auditors of the Company.</u>  |
| 11. | <u>Please state the date when the accounts of the Company were last audited.</u>  |
| 12. | <u>Please state the date when the Company last filed its Annual Returns with the Accounting and Corporate Regulatory Authority.</u> |

### Particulars of the Company's Debtors

|     |  |
|-----|--|
| 13. | <u>Please state whether anyone owes the Company money.</u><br><br><u>Yes / No.</u> <u>If yes, please provide the details in Annex A</u>  |
| 14. | <u>Please state whether the Company has taken any steps to apply or is it in the process of applying to Court for a Scheme of Arrangement to compromise its debts with its creditors under the Companies Act.</u><br><br><u>Yes/No.</u> <u>If yes, please state particulars.</u> |

### Particulars of immovable properties situated locally or overseas

|     |  |  |
|-----|--|--|
| 15. | <u>Please state whether the Company owns any immovable property locally or overseas.</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex B.</u>                         |  <u>Immoveable property means houses, apartments etc.</u> |
| 16. | <u>Please state the following if the Company is leasing any immovable property:</u>  |  |
| (a) | <u>name of landlord and address of rented property;</u>  |  |
| (b) | <u>period of tenancy, amount of monthly rental paid and due date of rental; and</u>  |  |
| (c) | <u>whether there is any written tenancy agreement.</u>   |  |
| 17. | <u>Please state whether the Company has any tenants/subtenants in respect of the owned or leased properties.</u><br><br><u>Yes/No.</u> <u>If yes, please provide details in Annex B.</u> |  |

**Particulars of the Company's motor vehicles**

18. Please state if the Company owns any motor vehicle.

Yes/No.      If yes, please provide the details in Annex B.

**Particulars of the Company's bank accounts**

19. Please state the following if the Company has any bank accounts (held solely and/or jointly) or safe deposit boxes:

(a) name and branch of the Bank where the account or safe deposit box is maintained;

(b) the account number;

(c) type of account held (e.g. current, savings, fixed deposit, overdraft);

(d) name of joint account holder (if any);

(e) the balance due to the Company at this date (for fixed deposits, please state the date of maturity and the amount due to the Company at that date)

**Particulars of the Company's other assets**

20. Please state if the Company has any insurance policies.


Yes/No.      If yes, please provide details in Annex C

21. Please state if the Company owns any shares and/or unit trusts.

Yes/No.      If yes, please provide details in Annex C

22. Please state if the Company owns any other assets, savings or investments not listed thus far.

Yes/No.      If yes, please provide details in Annex C

 Assets include antiques, collectibles, jewellery, paintings, royalties from intellectual property, club membership etc.

**Other Matters**

23. Are there any goods on the Company's premises that do not belong to the Company but belong to other people or are jointly owned with others? If so, please list the goods and how such ownership can be established.

24. What offer of repayment do you wish to make to the judgment creditor?

**Additional questions by the judgment creditor**

25. (Please state additional questions if any.)

**Confirmation statement**

I \_\_\_\_\_ (name of officer of judgment debtor and NRIC No.) confirm that my answers to the questions above are true to the best of my knowledge, information and belief.

\_\_\_\_\_

(Signature of officer of judgment debtor)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20



ANNEX A

Particulars of Debtors

(From Question 13)

(1) Please list the names of the Company's debtors (i.e. people who owe the Company money):

| <u>Name</u> | <u>Contact Particulars</u> | <u>Amount owed</u> | <u>Due date for payment</u> | <u>How did the debt arise?</u> |
|-------------|----------------------------|--------------------|-----------------------------|--------------------------------|
|             |                            |                    |                             |                                |

(2) Please state the following if the Company has commenced legal proceedings against its debtors to recover its debt:

| <u>Name of debtor</u> | <u>Suit No.</u> | <u>Amount claimed</u> | <u>Status of action</u> |
|-----------------------|-----------------|-----------------------|-------------------------|
|                       |                 |                       |                         |

## ANNEX B

### Particulars of Property Owned or Leased

#### (From Question 15)

- (1) Please provide details of the properties owned by the Company:
  - (a) Addresses of properties owned:
  - (b) Names of joint-owners (if any):
  - (c) Names of mortgagee/chargee (if any) and amount outstanding:

#### (From Question 17)

- (2) Please provide details of the tenancy of any immovable property that the Company owns:
  - (a) Name of tenant and address of tenanted property:
  - (b) Period of tenancy, amount of monthly rental received and due date of rental:
  - (c) Whether there is any written tenancy agreement:

#### (From Question 18)

- (3) Please provide details of the vehicles the Company owns:
  - (a) The registration number, make and colour of the motor vehicle(s):
  - (b) Whether the motor vehicle(s) is/are on hire purchase:
  - (c) If on hire purchase, the name of the finance company and the amount outstanding under the hire purchase agreement:

## ANNEX C

### Particulars of Other Assets

#### Insurance Policies (From Question 20)

| <u>Name of insurer</u> | <u>Type of policy/<br/>Policy No.</u> | <u>Amount insured</u> | <u>Monthly premium payable</u> |
|------------------------|---------------------------------------|-----------------------|--------------------------------|
|                        |                                       |                       |                                |

- (1) Please identify the beneficiaries under the policies apart from the Company.
- (2) If applicable, please state the dates when each of the Company's policies will mature and the surrender value as at this date.

#### Shares/Unit Trusts (From Question 21)

- (3) If the Company owns shares in another company, please state the name of the company and the number of shares held. If the Company has a securities broker, please provide particulars of the same:
- (4) If the Company owns unit trusts, please state the name of the bank/financial institution managing the unit trusts:
- (5) Please state the estimated value of the shares/unit trusts and the basis for estimation:

#### Other Assets (From Question 22)

- (6) Please provide details of the assets listed in Question 22 and state the estimated value of each asset and the basis of the estimation.