



SUPREME COURT OF SINGAPORE  
SHERIFF'S OFFICE

25 October 2019

**THE LAW SOCIETY OF SINGAPORE**  
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Dear Sirs / Mesdames,

**NEW PROCESS AT MPA FOR ADMIRALTY ARREST**

Please be informed that the Maritime and Port Authority of Singapore (“MPA”) will be closing its physical counter at the One-Stop Document Centre (“OSDC”) on 1 January 2020. We set out below changes to the process for admiralty arrests that will follow from the intended closure of the OSDC.

2. The current practice after the warrant of arrest is executed is for the solicitor or the solicitor’s clerk to attend at the OSDC with: (i) the completed Report of Arrest, and (ii) the letter issued by the Sheriff’s Office to MPA’s OSDC which notifies MPA of the arrest (“**Notification Letter**”). At the OSDC, an MPA representative will endorse the Notification Letter. Thereafter, the law firm which arrested the vessel (“**Arresting Law Firm**”) will file the completed Report of Arrest and the endorsed Notification Letter in e-Litigation within one working day after the service of the warrant of arrest.

3. The new process, which dispenses with the need to attend at the OSDC, will be available before the closure of the OSDC in January 2020. With effect from **1 November 2019**, Arresting Law Firms are to proceed as follows:

- (a) After the warrant of arrest is executed, instead of attending at the OSDC, the Arresting Law Firm will send an email to MPA at [osdc\\_mpa@mpa.gov.sg](mailto:osdc_mpa@mpa.gov.sg), [pms@mpa.gov.sg](mailto:pms@mpa.gov.sg), [Charles.Alexandar.De.Souza@mpa.gov.sg](mailto:Charles.Alexandar.De.Souza@mpa.gov.sg) and [Daniel.Ang@mpa.gov.sg](mailto:Daniel.Ang@mpa.gov.sg), copying the Sheriff’s Office at [Sheriff@supcourt.gov.sg](mailto:Sheriff@supcourt.gov.sg). The Arresting Law Firm is to ensure that this is only done after the warrant of arrest is executed. The Arresting Law Firm must attach the completed Report of Arrest and the Notification Letter in its email to MPA. The subject header of the email is to read, “SHERIFF ARREST MEMO: VESSEL NAME: [*insert details*]; CALLSIGN [*insert details*]”, and the email is to refer to the attached Report of Arrest and the Notification Letter, and seek MPA’s acknowledgement of the same. To ensure that the email has been received, the Arresting Law Firm is to make a phone call as soon as practicable to OSDC or MPA’s Marine Environment & Safety Department (“MESD”) (see Table 1) to confirm that the email from the Arresting Law Firm has been received and an MPA officer would be following up on the case.



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Table 1: MPA contact list for Sheriff Arrest Matters

Time	To Contact	Telephone Number
Office hours Mon to Fri : 0830 hours to 1300 hours 1400 hours to 1730 hours	OSDC	6325 2802
After office hours, Weekends and Public Holidays	MESD	6325 2488

- (b) OSDC or MESD will acknowledge the email from the Arresting Law Firm within an hour. If no acknowledgement is received from OSDC or MESD within an hour, the Arresting Law Firm is to follow up with a phone call to MPA as per Table 1 above.
- (c) After OSDC or MESD provides the email acknowledgment (“MPA’s **Email Acknowledgment**”), the Arresting Law Firm is to file the completed Report of Arrest and MPA’s Email Acknowledgment in e-Litigation within one working day after the service of the warrant of arrest.
4. We will be grateful if you could circulate this to your members.
5. Should you have any enquiries, please contact the Sheriff’s Office by telephone during office hours at +65 6336 0644, or by email at [Sheriff@supcourt.gov.sg](mailto:Sheriff@supcourt.gov.sg).
6. Thank you.

Yours faithfully,

**EDWIN SAN**  
**SENIOR ASSISTANT REGISTRAR**  
**for SHERIFF**  
**SUPREME COURT, SINGAPORE**

