

# Syariah Court and Other Public Services Affected by COVID-19 Circuit Breaker Measures

Dear Members,

## **Syariah Court Registrar's Circular No. 13 of 2020**

Today, the Syariah Court issued [Registrar's Circular No. 13 of 2020](#) to advise on its operations from 7 April to 4 May 2020 (both dates inclusive) ("**the Relevant Period**").

### **Divorce Proceedings**

All matters in the Syariah Court (including appeals, trials, applications (interlocutory or otherwise) pre-trial conferences and mediation) scheduled for hearing will be adjourned to such date as may be notified to the parties unless the matter is assessed to be essential and urgent.

In general, a matter that is essential and urgent is one which is time sensitive or involves the safety or other urgent needs of a person. Parties who wish to request for a matter to be heard on an urgent basis should write to the Court and provide reasons to satisfy the Court of its urgency. If the matter is to be heard, it will be as far as possible be conducted by video-conferencing. Otherwise, it will be held in Court and parties are to comply with all safe distancing and other applicable measures.

In relation to timelines, where the filing deadline for any pleading or affidavit falls during the Relevant Period, such deadline is automatically extended to three weeks after the Relevant Period, or such later date as the Court may direct. Please consult the [Registrar's Circular No. 13 of 2020](#) for exceptions to this timeline extension.

### **Inheritance Certificates**

All applications for issuance and extract of inheritance certificates received to-date will be processed after the Relevant Period. Any inheritance certificate that has been processed, but which is not yet approved for collection before the Relevant Period, may be collected if approved after the Relevant Period.

Members who wish to seek clarification on the Registrar's Circular no. 13 of 2020 may call 6354 8371 or e-mail [MCCY\\_Syariah@mccy.gov.sg](mailto:MCCY_Syariah@mccy.gov.sg).

### **Other Public Services**

In line with the circuit-breaking measures announced on 3 April 2020, we have received notices from the following organisations regarding their respective operations.

### 1. Law Society Pro Bono Service (“LSPBS”)

The LSPBS office and Help Centre will close from 6 April 2020 to 4 May 2020 (both dates inclusive). LSPBS will continue to provide its services to the best of its ability, while telecommuting. Some of their services will be moved online or to phone consultations as far as possible. Please consult the [LSPBS website](#) for the latest updates.

### 2. Community Justice Centre (“CJC”)

The CJC offices will be closed from 7 April 2020 to 4 May 2020 (both dates inclusive). During this period, the CJC’s hotline will remain open and members of the public can still access the Automated Courts Documents Assembly (“ACDA”) system via the [CJC website](#) to prepare and formulate forms for Bankruptcy, Magistrate’s Complaint, Deputyship and Mitigation Plea.

### 3. Urban Redevelopment Authority (“URA”)

With immediate effect, the URA has implemented telecommuting arrangements for its staff. URA advises that they remain fully operational and their digital services will continue to be available. Developers and solicitors should submit all applications, requests and documents to URA via its eService’s portal on its website [www.ura.gov.sg](http://www.ura.gov.sg) or e-mail to [ura\\_coh\\_registry@ura.gov.sg](mailto:ura_coh_registry@ura.gov.sg). Internet banking should be used to pay housing developer’s licence fees (details of the payment information for Internet banking can be accessed via this link <https://www.ura.gov.sg/homesServiceWeb/>).

The URA will not be able to process hard copy documents submitted to it via post during this time.

### 4. Central Provident Fund Board (“CPF Board”)

CPF Board has further advised that:

- a. its counter located at Tower A Novena Square #16-00 will be closed;
- b. the counter, which members and law firms currently use for the submission of court orders relating to the division of CPF-related matrimonial assets to CPF Board, will be closed from 7 April 2020;
- c. its online service *Submit Court Order for Division of Matrimonial Assets* remains available. Members and law firms can submit their court orders relating to the division of CPF-related matrimonial assets at their convenience, using the following steps:

Member ( <a href="#">Step-by-step guide</a> )	Law Firm ( <a href="#">Step-by-step guide</a> )
<ol style="list-style-type: none"><li>1. Click on “Login” at the top of the page</li><li>2. Log in with SingPass</li></ol>	<ol style="list-style-type: none"><li>1. Click on “Useful Links” near the bottom of the page</li><li>2. Click on “Business Partners Page”</li></ol>

<ol style="list-style-type: none"> <li>3. Click on “My Requests”</li> <li>4. Click on “Other CPF Matters”</li> <li>5. Click on “Submit Court Order for Division of Matrimonial Assets”</li> </ol>	<ol style="list-style-type: none"> <li>3. Click on “Access Online Applications for Business Partners”</li> <li>4. Log in with CorpPass</li> <li>5. Click on “Submit Court Order for Division of Matrimonial Assets”</li> </ol>
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## 5. Singapore Land Authority (“SLA”)

From 7 April 2020, SLA will close both its lodgement and collection counters in the Taxpayer and Business Service Centre at level 1 of Revenue House until further notice.

The submission of hard copy documents, manual lodgements as well as the collection of documents and titles will be suspended. Instruments can continue to be lodged electronically via ELS from Mondays to Fridays, 8:30am to 1:00pm. The requirement of submitting the hard copy documents by the next working day from the date of electronic lodgement will be waived during this period. Instruments lodged electronically that require hard copy documents to be submitted will be processed for registration upon receipt of the hard copy documents when the counters reopen.

## 6. Intellectual Property Office of Singapore (“IPOS”)

From 7 April 2020, IPOS will be closing its physical office but its staff will continue to work from home to carry on operations.

IPOS’s e-filing services will continue to operate and IPOS will extend all filing deadlines to 8 May 2020 for those required to respond between 7 April 2020 and 7 May 2020 inclusive. This extended deadline also applies to cases under IPOS’s Hearings and Mediation Department.

Members may refer to [Registries Practice Direction No. 1 of 2020](#).

Members are encouraged to use the online portal, IP2SG at [www.ip2.sg](http://www.ip2.sg) or IPOS’ mobile app, *IPOS Go* for submissions. All e-appointments will be conducted via telephone and/or e-mail while all business and legal clinics will be conducted via tele-conferencing. IPOS will also suspend all face-to-face consultations until further notice.

If members require assistance please contact IPOS at [ipos\\_enquiry@ipos.gov.sg](mailto:ipos_enquiry@ipos.gov.sg).

The Law Society of Singapore