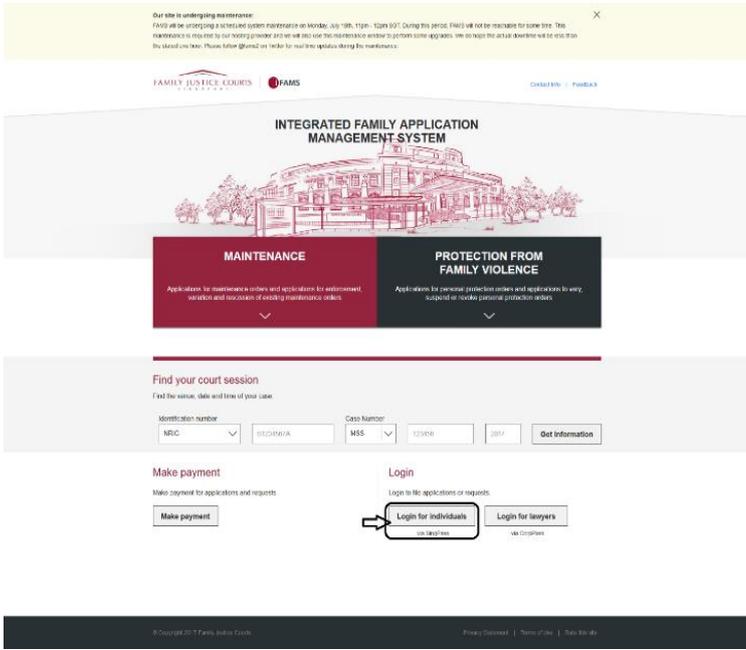
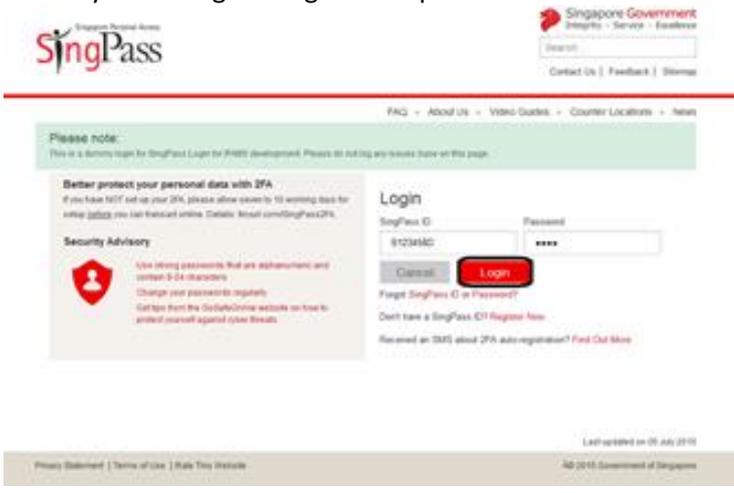
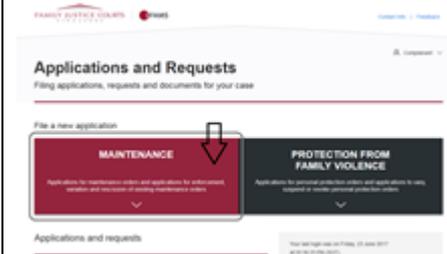


Step by Step Guide for Fresh Maintenance Order Application

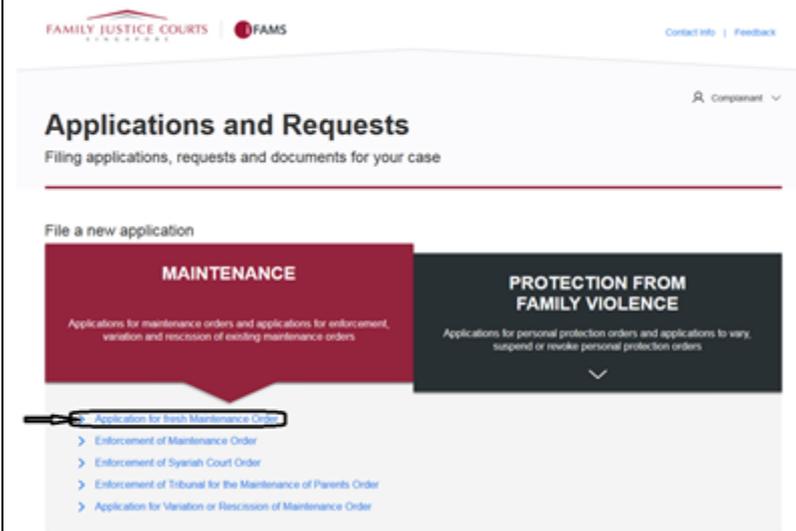
| Step | Description |
|------|--|
| 1 | <p>You will see the screen below when you reached iFAMS homepage (https://iFAMS.gov.sg)</p> <p>Click on the option 'Login for individuals via SingPass'.</p>  |
| 2 | <p>You will be prompted to enter your SingPass ID and Password. Then Click on 'Login'.</p> <p>You will be re-directed to 2FA (2 step verification). Please enter a One-Time Password (OTP) generated on your 2FA registered device. This could be via the OneKey Token device or your Mobile. Your OneKey Token and/or Mobile number must be registered and linked to your SingPass account before you can login using either option.</p>  |
| 3 | <p>Upon successful login, you will be directed to the page below.</p> |



4 To prepare a fresh Maintenance Order (MO) application, click on 'MAINTENANCE' to expand all the options applicable for filing online.



5 To prepare for new/fresh MO application, click on the first option i.e. 'Application for fresh Maintenance Order'.



6 Read the instructions and click on 'Next' to proceed with the application.

The screenshot shows the 'Application for Maintenance Order' page. At the top, there are logos for 'FAMILY JUSTICE COURTS' and 'FAMS', along with 'Contact Us | Feedback' and a 'Completed' status indicator. The main heading is 'Application for Maintenance Order'. Below this, there is an 'INSTRUCTIONS' section. The text states: 'This form will take approximately 10 to 15 minutes to complete.' It then says: 'Please note that you will need the following documents for this application:' followed by a bulleted list: '• Marriage Certificate (for applications for maintenance for wives and incapacitated husbands)', '• Birth Certificate (for applications for maintenance for a child)', '• Syariah Court Divorce Order (for applications for maintenance for children following a divorce granted by the Syariah Court)', and '• Identification document (e.g. NRIC or passport)'. At the bottom of the instructions, there is a red 'Next' button with a downward arrow pointing to it, and a '< Cancel & Exit' link.

7 Click on 'Next' again to proceed with the application.

The screenshot shows the 'Application for Maintenance Order' page. At the top, there are logos for 'FAMILY JUSTICE COURTS' and 'FAMS', along with 'Contact Us | Feedback' and a 'Completed' status indicator. The main heading is 'Application for Maintenance Order'. Below this, there is a section that says: 'Please proceed to create a draft application for a Maintenance Order.' There is a light blue box with a 'Note' that says: 'This is a draft application. After completing this draft, you will need to go to the Family Justice Courts or an authorized agency for verification of your documents and to complete your application.' At the bottom, there are 'Previous' and 'Next' buttons, with a downward arrow pointing to the 'Next' button, and a '< Cancel & Exit' link.

8 Complete the *Application Details* and click on 'Next' to proceed. Note that fields marked with * are mandatory to be filled up.

The screenshot shows the 'Application for Maintenance Order' page. At the top, there are logos for 'FAMILY JUSTICE COURTS' and 'FAMS', along with 'Contact Us | Feedback' and a 'Completed' status indicator. The main heading is 'Application for Maintenance Order'. Below this, there is a navigation bar with tabs: 'Application Details', 'Your Details', 'Other Party's Details', 'Relationships', 'Supporting Documents', and 'Set Appointment'. The 'Application Details' tab is selected. The section is titled 'APPLICATION DETAILS'. It asks: 'I am applying for maintenance for *' with three radio button options: 'Myself', 'The opposing party's child who is less than 21 years old', and 'A child who is less than 21 years old who is not the opposing party's child but who the opposing party has accepted as a member of his/her family'. Below this, there is a 'MAINTENANCE APPLICATION' section. It asks: 'The Respondent has registered or refused to provide reasonable maintenance since?' with a date picker (YYYY, MM, DD) and a radio button for 'Unknown'. It then asks: 'What is the monthly maintenance amount you are asking for?' with radio buttons for 'Singapore Dollars' and 'Foreign Currency', and a text input field. Finally, it asks: 'What bank account would you like the maintenance to be deposited into?' with a dropdown for 'Name of bank' and a text input for 'Bank Account No.'. At the bottom, there are 'Previous' and 'Next' buttons, with a downward arrow pointing to the 'Next' button, and a '< Cancel & Exit' link.

9 You will now be prompted with four different options where you are to indicate your relationship to the opposing party. Choose the most relevant option.

| | |
|-----|---|
| | <p>APPLICATION DETAILS</p> <p>I am applying for maintenance for: *</p> <p><input checked="" type="checkbox"/> Myself</p> <p>What is your relationship to the opposing party?*</p> <p><input type="checkbox"/> I am the opposing party's Wife</p> <p><input type="checkbox"/> I am the opposing party's Incapacitated Husband ⓘ</p> <p><input type="checkbox"/> I am the opposing party's child and I am at least 21 years old</p> <p><input type="checkbox"/> I am a person the opposing party has accepted as a child of the family and I am at least 21 years old ⓘ</p> <p><input type="checkbox"/> The opposing party's child who is less than 21 years old</p> <p><input type="checkbox"/> A child (who is less than 21 years old) who is not the opposing party's child but who the opposing party has accepted as a member of his/her family ⓘ</p> <p>Comment - To cut off the bottom part of the screen shot, i.e. not relevant? Just have the 4 options?</p> |
| 10a | <p>If you are applying for maintenance order for the opposing party's child who is less than 21 years old, you will be prompted with three different options to indicate your relationship to the child. Choose the most relevant option.</p> <p>APPLICATION DETAILS</p> <p>I am applying for maintenance for: *</p> <p><input type="checkbox"/> Myself</p> <p><input checked="" type="checkbox"/> The opposing party's child who is less than 21 years old</p> <p>What is your relationship to the child?*</p> <p><input type="checkbox"/> I am a guardian or person who has actual custody of the child</p> <p><input type="checkbox"/> I am the child's sibling and I am at least 21 years old</p> <p><input type="checkbox"/> I am a person appointed by the Minister ⓘ</p> <p><input type="checkbox"/> A child (who is less than 21 years old) who is not the opposing party's child but who the opposing party has accepted as a member of his/her family ⓘ</p> <p>Comment - To cut off the bottom part of the screen shot, i.e. not relevant? Just have the 3 options?</p> |
| 10b | <p>If you are applying for maintenance order for a child (less than 21 years old) who is not the opposing party's child but whom the opposing party has accepted as a member of his/her family, you will be prompted with three different options to indicate your relationship to the child. Choose the most relevant option.</p> <p>APPLICATION DETAILS</p> <p>I am applying for maintenance for: *</p> <p><input type="checkbox"/> Myself</p> <p><input type="checkbox"/> The opposing party's child who is less than 21 years old</p> <p><input checked="" type="checkbox"/> A child (who is less than 21 years old) who is not the opposing party's child but who the opposing party has accepted as a member of his/her family ⓘ</p> <p>What is your relationship to the child?*</p> <p><input type="checkbox"/> I am a guardian or person who has actual custody of the child</p> <p><input type="checkbox"/> I am the child's sibling and I am at least 21 years old</p> <p><input type="checkbox"/> I am a person appointed by the Minister ⓘ</p> |
| 11 | <p>You will now reach the detailed application form. Fill in your details before clicking on 'Next' to submit.</p> <p>Note that fields marked with * are mandatory to be filled up.</p> |

Note that you cannot edit the Respondent's address if you indicate you are staying with Respondent.

The screenshot shows the 'Application for Maintenance Order' form, specifically the 'Other Party's Details' section. The form is divided into several tabs: 'Application Details', 'Your Details', 'Other Party's Details', 'Relationships', 'Supporting Documents', and 'Set Appointment'. The 'Other Party's Details' tab is active, showing fields for 'Name', 'Date of Birth', 'Address', 'Postcode', and 'Gender'. Below this is the 'I AM SEEKING MAINTENANCE FOR THE FOLLOWING PERSONS' section, which includes a table with columns for S/N, Name, Relationship, Date of Birth, Maintenance Requested, and Action. The table contains one entry for a 'Complainant' who is the 'Wife of Respondent' with a maintenance request of '\$ 1000'. At the bottom, there are 'Previous' and 'Next' buttons, with an arrow pointing to the 'Next' button.

12 You will need to complete the *Other Party's Details* before clicking on 'Next' to submit. Note that fields marked with * are mandatory to be filled up.

The screenshot shows the 'Application for Maintenance Order' form, specifically the 'Relationships' section. The form is divided into several tabs: 'Application Details', 'Your Details', 'Other Party's Details', 'Relationships', 'Supporting Documents', and 'Set Appointment'. The 'Relationships' tab is active, showing the 'RELATIONSHIP WITH THE OTHER PARTY' section. This section includes a dropdown menu for 'Place of Marriage*', a date picker for 'Date of Marriage*', a text input for 'Marriage Certificate Number', and a dropdown menu for 'Status of Marriage*'. Below this is the 'I AM SEEKING MAINTENANCE FOR THE FOLLOWING PERSONS' section, which includes a table with columns for S/N, Name, Relationship, Date of Birth, Maintenance Requested, and Action. The table contains one entry for a 'Complainant' who is the 'Wife of Respondent' with a maintenance request of '\$ 1000'. At the bottom, there are 'Previous' and 'Next' buttons, with an arrow pointing to the 'Next' button.

13 If you are applying for maintenance order for yourself and you have indicated that your relationship is that of the opposing party's wife/husband, you will need to fill up details regarding your marriage and also provide details of any children in the marriage if you are also applying for maintenance order for the children. Click on 'Next' to proceed after completing all the relevant details.

Complainant

Application for Maintenance Order

Application Details
Your Details
Other Party's Details
Relationships
Supporting Documents
Set Appointment

RELATIONSHIP WITH THE OTHER PARTY

The Complainant is the Wife of the Respondent.

Place of Marriage*

Date of Marriage*

Marriage Certificate Number

Status of Marriage*

I AM SEEKING MAINTENANCE FOR THE FOLLOWING PERSONS

Total Maintenance Amount Requested: \$1,000.00

| S/N | Name | Relationship | Date of Birth | Maintenance Requested | Action |
|-----|--------------------------|--------------------|------------------------|-----------------------|-------------------|
| 1 | Complainant S5000960B | Wife of Respondent | Unknown (Age: Unknown) | \$ 1000 | ✎ |

[+ Add Child](#)

[< Cancel & Exit](#)
[Previous](#)
[Next](#)

14 You will now proceed to upload all supporting documents. Use the '+Add File' option to do so. Thereafter click on 'Next' to proceed.

Complainant

Application for Maintenance Order

Application Details
Your Details
Other Party's Details
Relationships
Supporting Documents
Set Appointment

SUPPORTING DOCUMENTS

| S/N | File Type | File | Action |
|-------------------|-----------|------|--------|
| No records found. | | | |

[+ Add File](#)

[< Cancel & Exit](#)
[Previous](#)
[Next](#)

15 Fill up your preferred *Appointment Venue*, *Appointment Date* and *Time* before clicking on 'Submit' to proceed with the application.

Application for Maintenance Order

Complainant

Application Details Your Details Other Party's Details Relationships Supporting Documents **Set Appointment**

Thank you for submitting the application. As the application has to be further processed at an authorised agency, please select from a list below.

| | |
|---------------------|--|
| Complainant Details | Complaint_Details.pdf |
| Appointment Venue* | Family Justice Courts |
| Appointment Date* | 26/06/2017 |
| Time* | 04:00 <input type="radio"/> AM <input checked="" type="radio"/> PM |
| Address | Blk 13 Hangzhou Rd. #08-801 Singapore 310000 |
| Operating Hours | 9:00AM - 12:00AM 02:00PM - 04:00PM |
| Contact Number | 63455110 |
| Email Address | FJCourts_Family_Registry@fjcourts.gov.sg/flams |
| Disclaimer | - |

Please note that the opposing party may be able to apply to the Court for a copy of your application form.

Declaration

I confirm and declare that the information in this application form is true and correct to the best of my knowledge, information and belief, and I also confirm that I understand that the making of a false statement or the provision of false information in this application form is a criminal offence under the Penal Code.

[Cancel & Exit](#)

[Previous](#)

[Submit](#)

16

Finally, you will reach the following 'ACKNOWLEDGEMENT' with your case reference number if your draft application is submitted successfully. Please note the reference number for any follow-up queries.

Complainant

Application for Maintenance Order

ACKNOWLEDGEMENT

Your draft application has been **submitted successfully** with Family Justice Courts on 23/06/2017 at 04:56 PM.

Please note the following reference number for your case:

MSA 800275/2017

[Print Acknowledgement Page](#)

[View Draft Application](#)

[Go to Main Menu](#)