

# **Filing a Simplified Track Mental Capacity Application Using iFAMS**

## **Quick Reference Guide**

If you are applying for a Mental Capacity Act Order that is generally restricted to use of monies of S\$60 000 and below and/or falls within those listed in Annex A, you can file your application using the Simplified Track in the iFAMS system at [www.ifams.gov.sg](http://www.ifams.gov.sg) instead of the Normal Track using the e-Litigation system. One more condition is that your application must be consented by all relevant persons (who are usually the patient's relatives such as the immediate family members or persons who are very involved in the patient's life and welfare). The Simplified Track process in iFAMS is set out on the next page, and some commonly asked questions are set out below.

### **How do I login to iFAMS?**

You need to use SingPass to login.

### **How much is the application fee?**

The application fee is \$40. This has to be paid by credit card or internet banking using eNets.

### **How will the Family Justice Courts contact me?**

The Family Justice Courts will contact you by way of e-mail and/or mobile phone. All documents will be sent to you by e-mail.

### **Who do I contact for technical assistance?**

You can contact the Helpdesk at 6756 3874 or [ifamshelpdesk@ecquaria.com](mailto:ifamshelpdesk@ecquaria.com) between 8 am and 8 pm on weekdays or 8 am and 2 pm on Saturdays (except for public holidays).

### **Who do I contact to give feedback on the system?**

You can contact the Family Justice Courts at 6325 7619, Mondays to Thursdays from 9.00 am to 5.30 pm, and Fridays from 9.00 am to 5.00 pm (except for public holidays). Closed for lunch from 1.00 pm to 2.00 pm. Our operations are closed on Saturdays, Sundays and Public Holidays.

## Simplified Track Mental Capacity Application Process

Bring P to see a doctor and ask the doctor to submit a medical report on P's mental capacity in iFAMS. Alternatively, the doctor can prepare a hardcopy medical report exhibited in an affidavit (refer to Form 224 of the Practice Directions) which the doctor signs before a Commissioner for Oaths and you can upload this affidavit into the iFAMS system yourself.

If the doctor enters your e-mail address in the report, the Court will notify you by e-mail when the report has been accepted.

You have 6 months from the date of the medical report to file your application.



Login to iFAMS and submit your application.

You will need to choose what powers you are applying for and provide the necessary supporting information and documents relating to these powers (the system will inform you of what information and documents are required when you choose the powers that you are applying for).



Ask the Relevant Persons to login to iFAMS to consent to your application. Alternatively, you can upload scanned copies of their signed consents.

You have 3 months from the submission of your application form to complete this step.

Once this step is complete, you will need to pay the application fee of \$40.



The Family Justice Courts will contact you within 3 weeks.

If there are no issues with your application, a Court Order will be sent to you by e-mail.

If there are issues with your application, you will be asked to file further documents or attend a hearing.

## **Annex A**

### **List of Mental Capacity Act Orders Under the Simplified Track**

- To consent to medical treatment for P
- To consent to dental treatment for P
- To decide where and with whom P is to live
- To decide on care services for P
- To decide on travelling arrangements for P
- To open a bank account for P
- To close P's bank account
- To place P's money in fixed deposit accounts in P's bank
- To terminate GIRO arrangements linked to P's bank account
- To cancel P's credit cards
- To pay P's debts
- To rent out P's property
- To decide on upgrading or renovation of P's property
- To lodge a Notice of Death in respect of P's property
- To apply for a replacement Certificate of Title in respect of P's property
- To purchase insurance policies for P
- To place P's monies in a trust for P
- To apply to and/or communicate with any Government agency or agency designated by the Government to administer the matter in question on behalf of P to the extent to which P would have been able to if P had mental capacity
- To obtain information relating to P
- To decide and act for P in relation to Central Provident Fund matters
- To receive monies paid to P on a regular basis by the Central Provident Fund Board
- To enter into contracts for P
- To conduct legal proceedings in P's name or on P's behalf
- Provided that the total amount received is no more than \$60,000, to do one or more of the following:
  - To withdraw monies from P's bank account
  - To surrender and/or claim P's insurance monies
  - To sell P's shares
  - To sell P's motor vehicle
- To receive, in addition to monies paid to P on a regular basis by the Central Provident Fund Board, up to \$60,000 of P's monies from the Central Provident Fund Board