

## Documents To Bring

**Legal Aid Bureau**  
45 Maxwell Road #07-11  
The URA Centre ( East Wing)  
Singapore 069118  
E OneMinLaw@mLaw.gov.sg  
T 1800-2255 529  
F 63251402  
[http: www.mLaw.gov.sg/lab](http://www.mLaw.gov.sg/lab)

Dear Applicant,

Please bring your SingPass and the following ticked (✓) documents on the date of your first appointment to help us process your case.

- 1) Identity Card (IC)
- 2) Valid Passport if you are a Permanent Resident (PR).
- 3) Applicant's CPF Contribution History for the past 12 months
- 4) Spouse's CPF Contribution History for the past 12 months
- 5) Applicant's pay slip or letter from employer showing income for the past 12 months if he/she works but does not pay contribution to CPF
- 6) Spouse's pay slip or letter from employer showing income for the past 12 months if he/she works but does not pay contribution to CPF
- 7) Applicant's Latest Income Tax Assessment/(IR8A form)
- 8) Spouse's Latest Income Tax Assessment/(IR8A form)
- 9) Personal and Joint Updated Bank Books, Bank Statements, Fixed Deposits Receipts and any other Bank Investment Products information
- 10) Tenancy/Rental Agreement
- 11) Applicant's Insurance Policies and their Surrender Values
- 12) The Central Depository (CDP) Account Statement(if any)
- 13) Original/Certified Copy of Marriage Certificate\*
- 14) Photocopy of Birth Certificate\* (Children/Sibling/Parent)
- 15) Motor Vehicles Log Book or Purchase Invoice
- 16) For Letter of Administration and Probate case:
  - (i) Death Certificate/Certificate of Extract From Register of Deaths (for deceased)\*\*
  - (ii) Inheritance Certificate (for Muslim)
- 17) Police Report
- 18) Medical Report
- 19) Court Orders (eg: Divorce/Maintenance (MSS)/Personal Protection Order(PPO)/etc)
- 20) Others: \_\_\_\_\_

### Notes:

\* For civil marriages, the documents to be translated to English if it is in other languages.

\*\* To translate the Death Certificate or extract to English if it is in other languages.

## 所需携带的文件

### 新加坡法律援助局

地址：45 Maxwell Road The URA Centre (East Wing) #07 - 11 Singapore 069118

电话：1800-2255 529

传真：63251402

网址：<http://www.mlaw.gov.sg/lab>

尊敬的申请人：

请在您第一次赴约时携带您的 SingPass 和以下勾选的文件(✓)，以帮助我们处理您的案件。

- 1) 身份证
- 2) 若您是永久居民，请携带您的护照（未过期）
- 3) 您过去十二个月的公积金缴交结单
- 4) 您的配偶过去十二个月的公积金缴交结单
- 5) 若您过去十二个月持有工作而没有缴交公积金，请出示您的薪水单或雇主的信件以便证明您过去十二个月的工资
- 6) 若您的配偶在过去十二个月持有工作但没有缴交公积金，请出示他（她）的薪水单或雇主的信件以便证明他（她）过去十二个月的工资。
- 7) 您个人最近的所得税估税单/(IR8A form)
- 8) 您的配偶个人最近所得税估税单/(IR8A form)
- 9) 您个人名义下和与他人联名的银行户口存折，银行结单，定期存款收据和任何银行投资产品的资料
- 10) 房屋租约
- 11) 您的保险保单资料和它的退保值
- 12) CDP 股票投资结单 (若您拥有股票)
- 13) 结婚证书（正本或副本）\*
- 14) 孩子/兄弟姐妹/父母的报生纸（影印本）\*
- 15) 摩托车/汽车的登记册或买车单据
- 16) 若是遗产管理人委任状案件：
  - (一) 死亡证书/死亡签证副本\*\*
  - (二) 继承证书（回教徒）
- 17) 警署报案口供书
- 18) 医药报告
- 19) 庭令（例如, 离婚/赡养费 (MSS)/个人保护令 (PPO) 等等）
- 20) 其他：\_\_\_\_\_

### **附录：**

\* 若是民事婚姻注册局注册的婚姻而结婚证书是以非英语书写，请把证书翻译成英文

\*\* 若死亡证书是以非英语书写，您就必须将证书翻译成英语