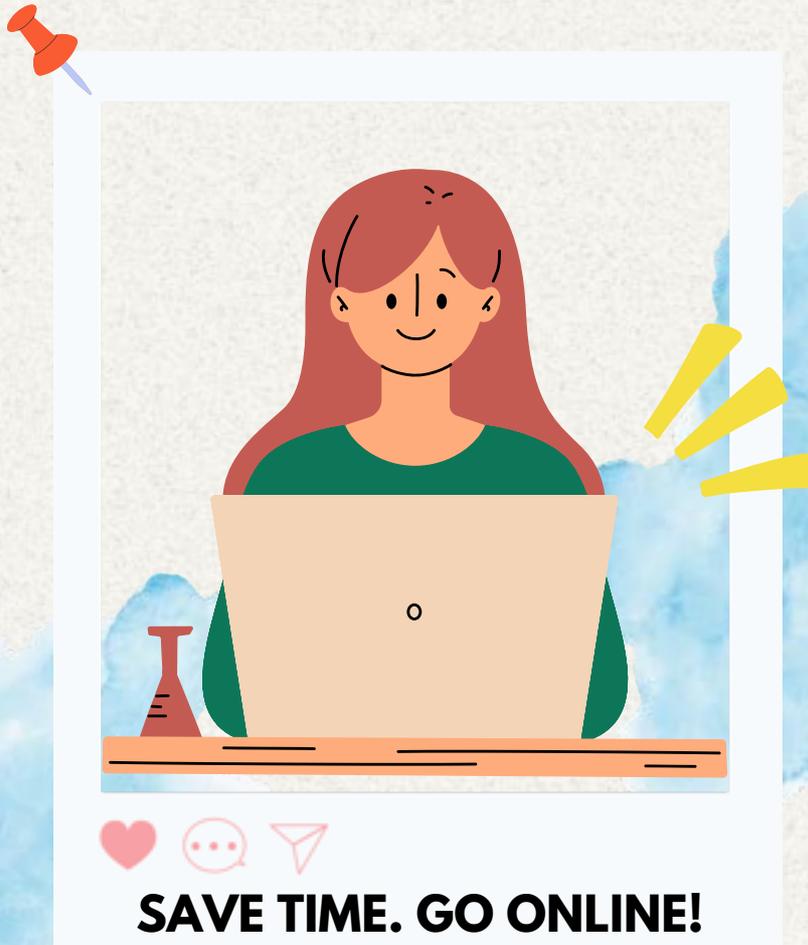
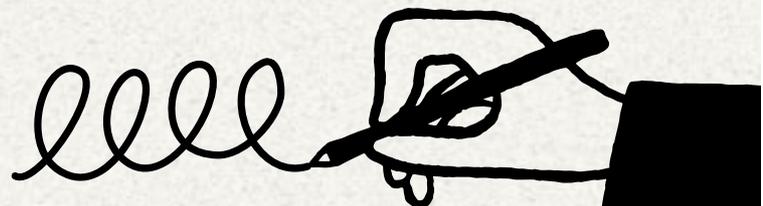


Legal Aid Bureau

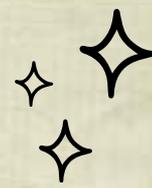
GUIDE FOR Online Statement



- Apply for Legal Help
- Send us Information
- Get updates on your case and more!



Content



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3 How to submit Online Statement

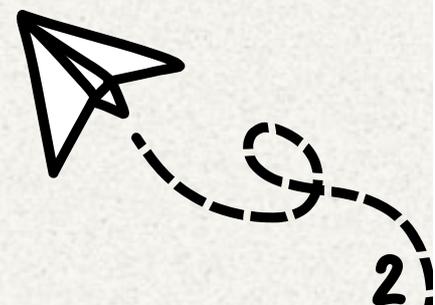
9 **Frequently Asked Questions (FAQs)**
-Advantages and timeline of Online Statement

10 **Frequently Asked Questions (FAQs)**
-Documents to prepare

11 **Frequently Asked Questions (FAQs)**
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12 **Frequently Asked Questions (FAQs)**
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13 **Frequently Asked Questions (FAQs)**
-What happens after submitting Online Statement



How to submit Online Statement

1

STEP 1

Access our Applicant Portal
<http://go.gov.sg/mlawlabesvc> or
by scanning the QR code on the
right:

If you are using a mobile device,
tap on the 3 lines as shown in the
screenshot below.

If you are using a desktop or a
laptop, skip to the next step.

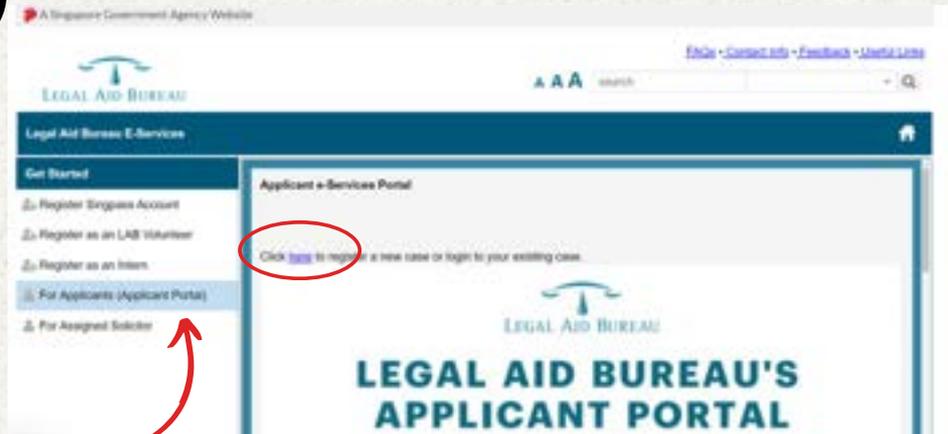


How to submit Online Statement

2

STEP 2

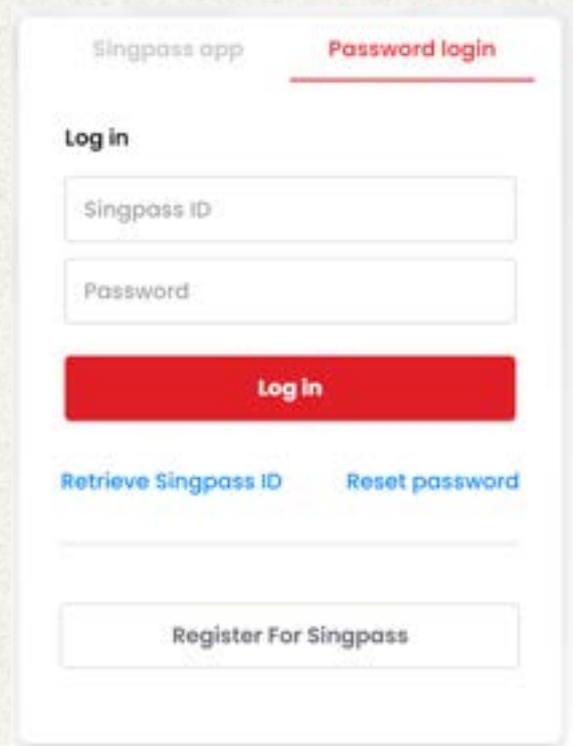
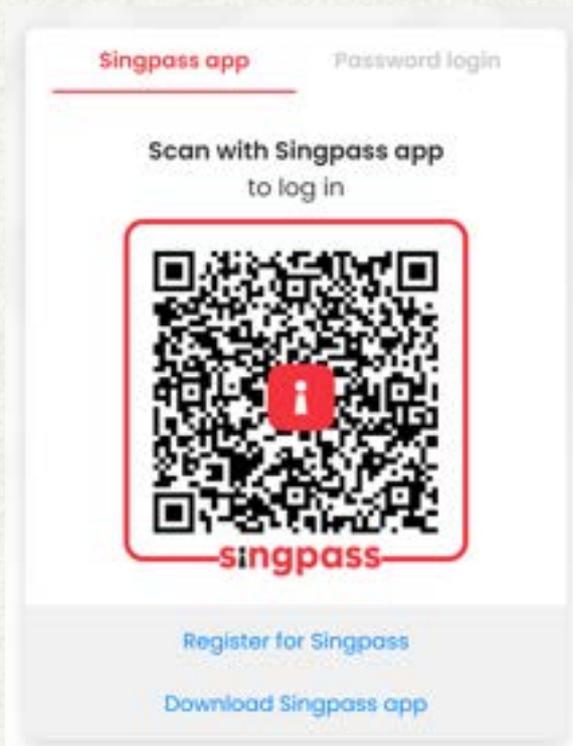
Click on “For Applicants (Applicant Portal)”, then click “here” to login to Applicant Portal.



3

STEP 3

You will need a Singpass account to login. You can either login via the Singpass app or using your Singpass ID and password.



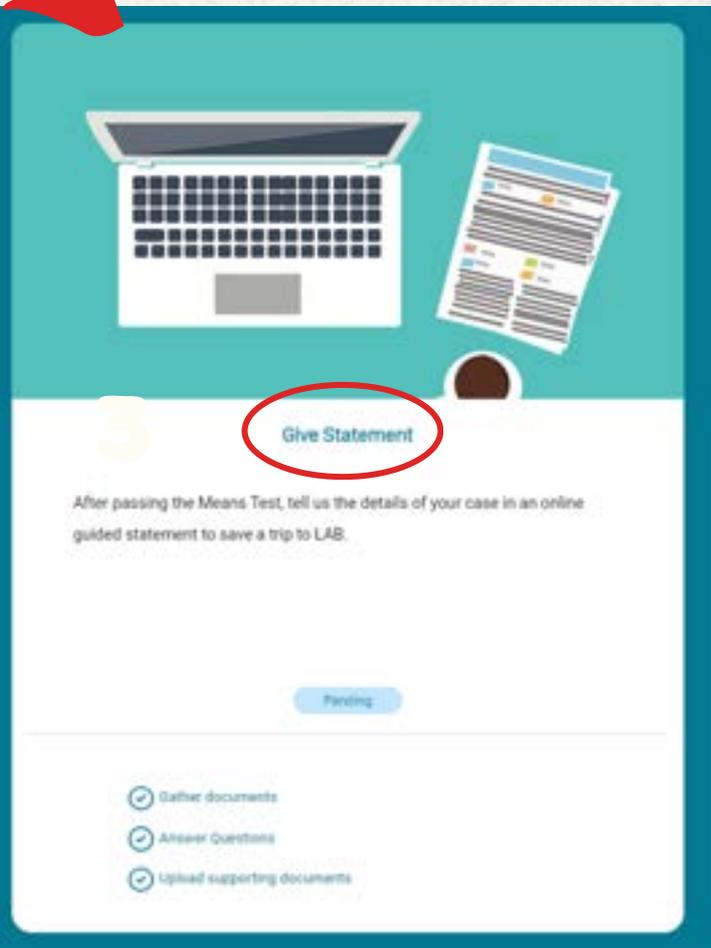
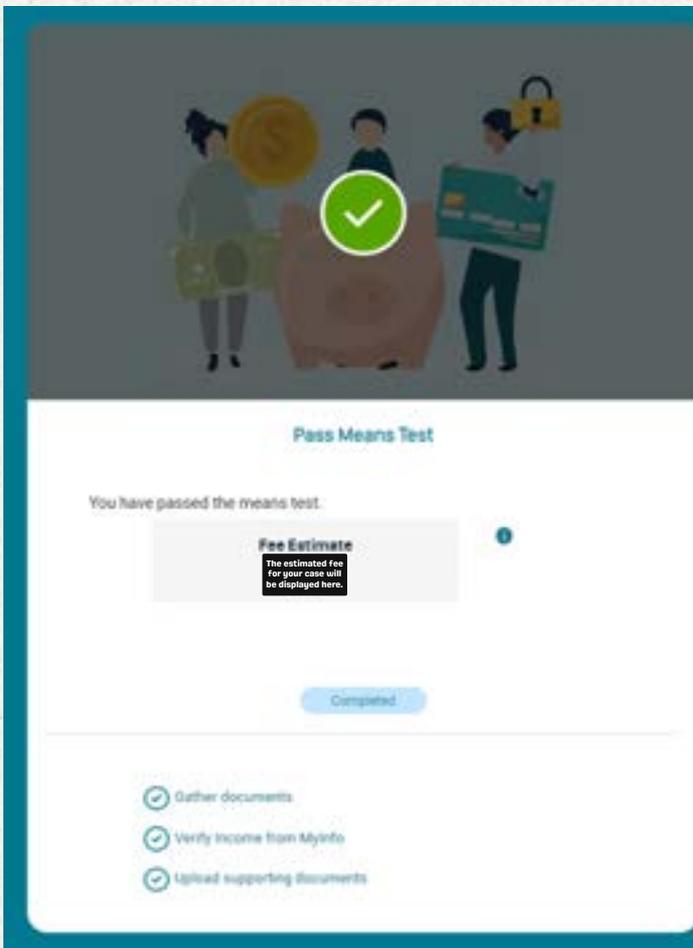
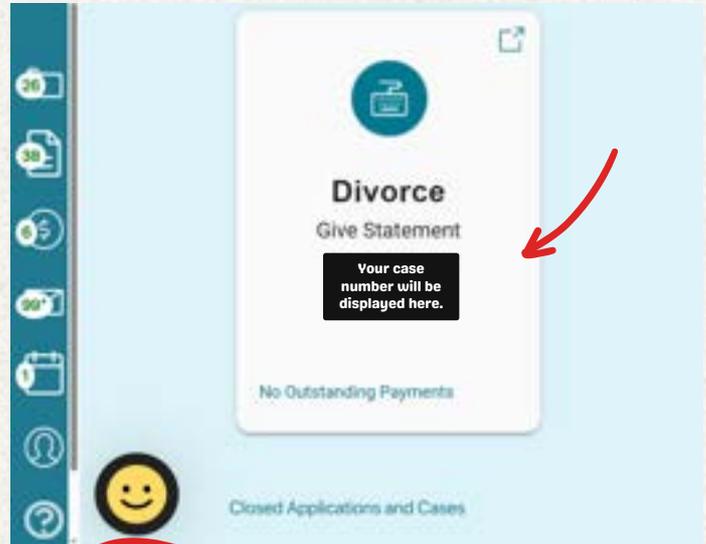
How to submit Online Statement

4

STEP 4

Click on the tab for your case.

Then, click on "Give Statement".



How to submit Online Statement

STEP 5

5

The “Make Statement” chatbot will be displayed.

You may click on the Frequently Asked Questions (FAQS) if you would like to find out more about the respective questions.

Otherwise, if you are ready to give your statement, you may click on “Yes, I’d like to make my statement and am willing to accept legal advice.” A series of questions will appear. Please answer them as fully and accurately as you can.

Make Statement

You are about to make a statement regarding your case. This statement will be used to present your case to the Legal Aid Board for evaluation.

You can save a trip down to LAB by submitting your statement and all the supporting documents online.

Here are some FAQs to read before we start:

- What happens after I have submitted? Will anyone contact me?
- Once I submit, is the statement final? Can I still make changes?
- Is there a deadline? When must I complete making my statement?
- Should I only provide details that are favourable for me?
- What if I don't have all the details or feel unsure how to answer the questions?

Looks like you're ready to start making your statement which will take around 30-40 minutes. Would you like to start now?

Yes, I'd like to make my statement and am willing to accept legal advice.

How to submit Online Statement

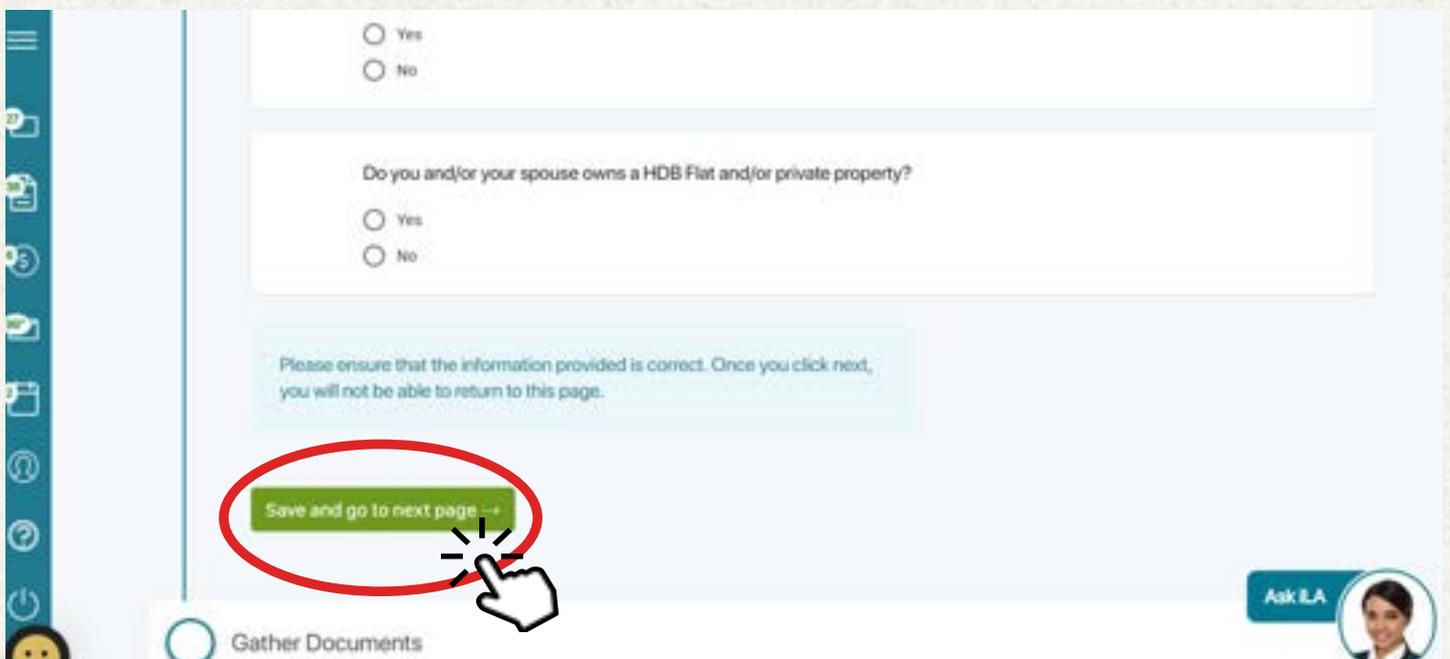
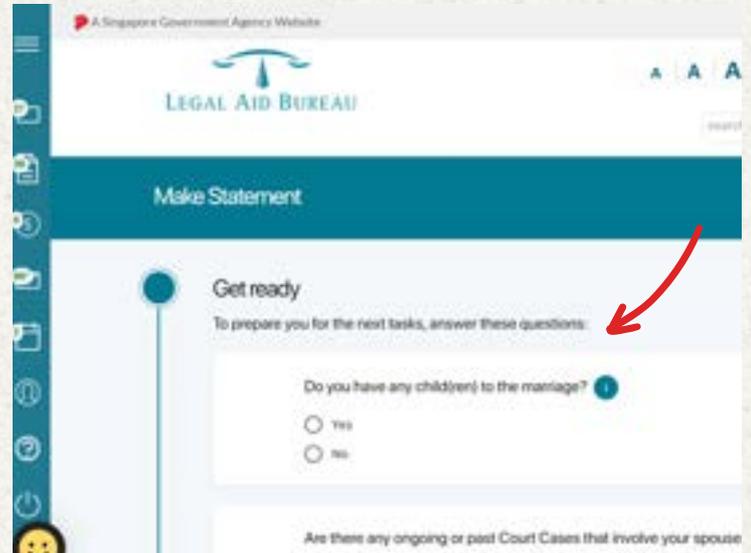
STEP 6

6

As seen on the right (an example of a divorce matter), questions will be populated for you to select/fill in.

You may select/fill in your answers accordingly.

Once you have filled in all your answers, you may scroll to the bottom of the page and click "Save and go to next page". You will be brought to the next page for you to provide further answers.



How to submit Online Statement

STEP 7

7

At the last page (Form submission), you may read through the populated pointers and tick the checkboxes.

Once completed, you are ready to submit your statement!

Click on “Submit my Answers” to submit your Online Statement.

Once you see the chatbot (as seen below), your statement has been successfully submitted.

You may click on the buttons “Print Receipt” and/or “Download Statement” for your own record purposes.



Make Statement

7 Form submission

- *I am aware that providing false information is a criminal offence and I confirm that the details submitted are accurate to the best of my knowledge and belief.
- *I understand that LAB is still processing my application and will not be representing me unless and until I am so informed.
- *In the meantime, I agree to take all necessary steps to protect my own interest. This includes attending court, complying with court decisions, filing and serving any documents within timelines.

After you submit, you will not be able to view or change your answers.

Submit my Answers

Ask E.A.

Make Statement

Thank you

We have successfully received your submission No. [Reference Number] on [Date]

We will assess your submission and contact you within 3 working days. In the unlikely event that we may need to see you in person, please continue to keep your appointment date on [Date]

Let's keep working together to achieve the best results for your case.

Print Receipt Download Statement

Ask E.A.

Frequently Asked Questions

Q

What are the advantages of completing the Online Statement ?

Completing your statement online saves you time as you can kickstart the process even before your appointment with the Legal Executive.

Moreover, there is increased convenience and flexibility as you are able to submit your statement anytime/anywhere, when it suits you.

A



Frequently Asked Questions

Q

What is the timeline to complete my Online Statement?



A

You will receive a SMS and/or email notification to complete your Online Statement once you have passed the Means Test. Please complete your Online Statement within 4 working days from the date you passed Means Test.



Frequently Asked Questions

Q

What should I prepare before attempting my Online Statement?

Any documents relating to your case

A

You may refer to the examples below (please note that the lists are not exhaustive).

1. **Divorce**: Marriage Certificate, Birth Certificates and Personal Protection Order (PPO)/Maintenance related documents (if any).
2. **Enforcement/Variation of Court Order (EVC)**: Court order.
3. **Letters of Administration (LA)/Probate**: Death Certificate, Documents relating to Deceased's Assets (E.g. Bank Book, Insurance Policies) and Will of Deceased (if any).
4. **Syariah Court Divorce (SYC)**: Case Statement, Memorandum of Defence, Proposed Parenting Plan, Proposed Matrimonial Property Plan, Court Notice and any other supporting documents.

Frequently Asked Questions

Q

How do I submit my online statement if I do not have a computer?

You may use your smartphone to complete your Online Statement.

A

Alternatively, you may use the computer terminals at:

- a. The Ministry of Law Services Centre (MSC) located at 45 Maxwell Road, #07-11, The URA Centre East Wing, Singapore 069118; or
- b. Our partnered Community Clubs (CC). The locations of the CCs can be found by visiting the weblink [here](#) or scanning the QR code below:



Frequently Asked Questions

Q

What happens after I submit my Online Statement?

A

The Legal Executive in charge of your case will review your Online Statement that was submitted. If no further clarification is needed, the Online Statement will be submitted to the Legal Officer in charge of your case for review. If clarification is required, the Legal Executive will call you on the appointment date.