**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

Case No. [FILL Case No.]

Sub Case No.

Between

[NAME OF INDIVIDUAL]

(NRIC No./Singapore UEN No. [\_\_\_\_\_])

… Claimant/Enforcement Applicant

And

[NAME OF EMPLOYER]

(NRIC No./Singapore UEN No. [\_\_\_\_\_])

… Respondent/Enforcement Respondent

And

[NAME OF 1ST NON-PARTY]

(NRIC No./Singapore UEN No. [\_\_\_\_\_])

… 1st Non-Party

And

[NAME OF 2ND NON-PARTY]

(NRIC No./Singapore UEN No. [\_\_\_\_\_])

… 2nd Non-Party

**AFFIDAVIT**

I, [NAME], ([NRIC No.]), care of [ADDRESS], do solemnly and sincerely [swear]/[affirm] and state that as follows: -

1. I am the Claimant and Judgment Creditor in Case No. [FILL Case No.]. I am also the Enforcement Applicant in this summons.

[Alternatively, if the Claimant/Judgment Creditor is a company,

I am [State capacity in which you are authorised to make this affidavit for and on behalf the company]. I am duly authorised by the Enforcement Applicant to depose this Affidavit on its behalf.]

1. Insofar as the matters deposed to in this Affidavit are within my own personal knowledge, they are true. Insofar as the matters deposed to in this Affidavit are not within my own personal knowledge, they are true to the best of my information, knowledge, and belief.
2. I make this Affidavit in support of my application for an enforcement order for this Honourable Court’s permission to authorise the Bailiff to do the following.
   1. Pursuant to Order 22 Rule (2)(1)(c) of the Rules of Court 2021, to attach a debt which is due to the Enforcement Respondent from the specified [non-party]/[non-parties], with a value of up to a maximum of $ [sum], comprising the following:
      1. amount due to the Enforcement Applicant (including costs and disbursements): $ [sum];
      2. amount of enforcement costs estimated at: $ [sum] (due to the Bailiff) as well as $ [sum] (due to the Enforcement Applicant).
   2. Pursuant to Order 22 Rule (2)(1)(a) of the Rules of Court 2021, to seize and sell all moveable property belonging to the enforcement respondent and specified below, with a value of up to a maximum of $ [sum], comprising the following:
      1. amount due to the enforcement applicant (including interest and costs): $ [sum];
      2. amount of enforcement costs estimated at: $ [sum] (due to the Bailiff) as well as $ [sum] (due to the Enforcement Applicant);
3. I would also request that the Bailiff is to enforce the enforcement order in the sequence above i.e.:
   1. First, the debt attachment against the named [non-party]/[non-parties];
   2. Second, the order for seizure and sale of moveable property.
   3. Third, anything specified in the enforcement order; and
   4. Finally, to seize and deliver of give possession of immoveable property.

**Introduction to Parties and Case**

1. I am the former employee of the Enforcement Respondent.
2. The Enforcement Respondent is [a company incorporated in Singapore]/[sole proprietor] in the business of [description of Enforcement Respondent as per ACRA Business Profile]. Their registered address is [insert address as per ACRA Business Profile].

A copy of the Enforcement Respondent’s ACRA Business Profile dated [date] is annexed hereto and marked as “**EA- []**”

1. On [date], I commenced Case No. [TO BE INSERTED] against [NAME OF ENFORCEMENT RESPONDENT], the Defendant in that case and the Enforcement Respondent in this application.
2. I succeeded in my claim(s) against the Enforcement Respondent. A court order was made in my favour in [Court Order No.]

[Alternatively,

I entered into a settlement agreement with the Enforcement Respondent, and which agreement was registered as a Notice of Registration of Settlement Agreement in Application No. [as per application no.] and bearing document number ECORC/[]/[].]

1. [Court Order No.] provides, that [Fill terms of the Court Order].

A copy of [Court Order No.] is exhibited at “**EA- []**”

1. No application for permission to appeal was filed within seven (7) days of [Court Order No.] and any such time to appeal has since expired.

ALTERNATIVE 1:

The Enforcement Respondent filed for permission to appeal on [DATE] but the application was dismissed on [DATE].

ALTERNATIVE 2:

The Enforcement Respondent’s appeal in [Appeal Case No.] was dismissed on [DATE].]

[NB: this paragraph 10 is **not** necessary if parties entered into and registered a settlement agreement]

1. [Court Order No.] has been duly served on [Judgment Debtor] on [Date that the Court Order was served on the Judgment Debtor] by way of (i) personal service on the Enforcement Respondent i.e., delivering the documents personally to the registered office of the Enforcement Respondent; (ii) registered post to the registered office of the Enforcement Respondent; and/or (iii) by means of [fax/email] as directed by the Honourable Court.

A copy of the evidence showing such proof of service is annexed hereto and marked at “**EA- []**”

1. Following service of [Court Order No.] on the Enforcement Respondent as stated in the above paragraph, I received no response from the Enforcement Respondent.

[Alternatively, if following service of Court Order, there is any response or correspondence from the Enforcement Respondent:

Following service of [Court Order No.] on the Enforcement Respondent as stated in the above paragraph, I received a response from the Enforcement Respondent by way of [email/letter/WhatsApp/Telegram/SMS]. This clearly shows that the Enforcement Respondent did receive [Court Order No.] and was aware of the order.

A copy of the Enforcement Respondent’s response is annexed hereto and marked at “**EA- []**”]

1. As of the date of this affidavit, being [X] number of days since service of [Court Order No.] and being more than the 3 days timeframe to file this application for an enforcement judgment, the Enforcement Respondent has yet to comply with the terms of [Court Order No.]. In particular, the Enforcement Respondent has not made [full payment]/[payment at all] of the ordered sum and interest, as well as costs.

[Include any other details of the terms of the court order which have not been complied with by the Enforcement Respondent].

[NB: where the Court Order requires the Enforcement Respondent to pay money]

1. The Court Order remains unsatisfied in the amount of [Insert amount owed] being:
   1. S$ [sum] being the amount awarded to the Enforcement Applicant;
   2. Plus S$ [sum] being costs awarded to the Enforcement Applicant;
   3. less S$ [amount recovered securities held by Judgment Creditor] for [detail the securities held by the Judgment Creditor]; and
   4. less S$ [amount that has been paid by Enforcement Respondent] being the amount that has been paid by Enforcement Respondent.

(collectively, the “Judgment Sum”)

[NB: The following paragraphs are to be included depending on the specific enforcement orders sought by the Enforcement Applicant]

**Request for Debt Attachment Orders against Financial Institutions**

1. To the best of my information or belief, [Name of Bank 1], the above mentioned [1st] non-party, care of [registered address of Bank 1 as per the MAS FI Directory, see <https://eservices.mas.gov.sg/fid>] is indebted to the Enforcement Respondent and is within the jurisdiction of this Court.
2. The grounds of my information and belief are based on the Enforcement Respondent’s bank account(s) with [Name of Bank 1]. I know that that the Enforcement Respondent has bank account(s) with [Name of Bank 1] because [for e.g., this is the Enforcement Respondent’s bank account which is also used to pay my salary / I have transferred money to the Enforcement Respondent’s bank account / this is the bank account details on the Enforcement Respondent’s invoices / the Enforcement Respondent issues cheques from that bank etc.]

A copy of the evidence showing that the Enforcement Respondent has bank account(s) with [Name of Bank 1] is annexed hereto and marked at “**EA- []**”]

1. To the best of my information or belief, [Name of Bank 2], the above mentioned [2nd] non-party, care of [registered address of Bank 2 as per the MAS FI Directory, see <https://eservices.mas.gov.sg/fid>] is also indebted to the Enforcement Respondent and is within the jurisdiction of this Court.
2. The grounds of my information and belief are based on the Enforcement Respondent’s bank account(s) with [Name of Bank 2]. I also know that that the Enforcement Respondent has bank account(s) with [Name of Bank 2] because [for e.g., this is the Enforcement Respondent’s bank account which used to pay my salary / I have transferred money to the Enforcement Respondent’s bank account / this is the bank account details on the Enforcement Respondent’s invoices / the Enforcement Respondent issues cheques from that bank etc.]

A copy of the evidence showing that the Enforcement Respondent has bank account(s) with [name of Bank 2] is annexed hereto and marked at “**EA- []**”]

**Request for Debt Attachment Orders against Non-Financial Institution**

1. To the best of my information or belief, [Name of Non-Party], the above mentioned [1st / 2nd] non-party, care of [registered address of Non-Party] is indebted to the Enforcement Respondent and is within the jurisdiction of this Court.

A copy of the [1st / 2nd] Non-Party’s ACRA Business Profile is annexed hereto and marked at “**EA- []**”.

1. The grounds of my information and belief are based on the Enforcement Respondent being a supplier of [goods]/[service] to [Name of Non-Party]. I also know that on [DATE] an invoice was issued by the Enforcement Respondent to [Name of Non-Party] and that the invoice provided for payment to be made within [X] days i.e., on or by [DATE]. The payment term date has since passed and payment has not been made to the Enforcement Respondent. As such there is a debt due and owing to the Enforcement Respondent by [Name of Non-Party].
2. [Insert any other facts and exhibit relevant evidence to show that debt is due to the Judgment Creditor]

**Request for seizure and sale of moveable property**

1. Based on the ACRA Business Profile exhibited at “**EA- []**”, the Enforcement Respondent’s registered office address is at [Address of property] (the “**Premises**”).
2. I therefore make this application for all moveable property found at the Premises to be seized and thereafter sold if the Judgment Debt is not satisfied.
3. To the best of my knowledge and belief, the type of property to be found at the Premises to be seized are:

[State description and type of moveable property, for example, if there are any particularly valuable property such as company cars or equipment belonging to the Enforcement Respondent]

1. The [value]/ [estimated value] of the property to be seized is S$[sum]
2. [I understand that more than six (6) years have elapsed since the date of the Court Order. The delay in making this application is due to [insert reasons for the delay].]

**UNDERTAKING TO BAILIFF**

1. The Enforcement Applicant undertakes to:
   1. Indemnify the Bailiff against all claims, costs, and expenses arising from complying with the enforcement order;
   2. Pay upon request all charges, commissions, expenses, and fees incurred by or payable to the Bailiff in complying with the enforcement order; and
   3. Deposit the amount of money requested by the Bailiff before the Bailiff complies with the enforcement order.
2. In the circumstances, I humbly pray for an order in terms of the Judgment Creditor’s application.

**SWORN/AFFIRMED** by the above-named )

[**NAME]** )

in Singapore )

on this \_ day of [Month] [Year] )

through the interpretation (in [Language] )

of [Name of Interpreter]

**BEFORE ME,**

**A COMMISSIONER FOR OATHS**

THIS IS THE EXHIBIT MARKED **"ER-1"** REFERRED TO IN THE AFFIDAVIT OF

**[NAME]**

SWORN/AFFIRMED THIS

DAY OF [MONTH] 2023

IN SINGAPORE

BEFORE ME,

**A COMMISSIONER FOR OATHS**

THIS IS THE EXHIBIT MARKED **"ER-2"** REFERRED TO IN THE AFFIDAVIT OF

**[NAME]**

SWORN/AFFIRMED THIS

DAY OF [MONTH] 2023

IN SINGAPORE

BEFORE ME,

**A COMMISSIONER FOR OATHS**

THIS IS THE EXHIBIT MARKED **"ER-3"** REFERRED TO IN THE AFFIDAVIT OF

**[NAME]**

SWORN/AFFIRMED THIS

DAY OF [MONTH] 2023

IN SINGAPORE

BEFORE ME,

**A COMMISSIONER FOR OATHS**

THIS IS THE EXHIBIT MARKED **"ER-4"** REFERRED TO IN THE AFFIDAVIT OF

**[MONTH]**

SWORN/AFFIRMED THIS

DAY OF [MONTH] 2023

IN SINGAPORE

BEFORE ME,

**A COMMISSIONER FOR OATHS**