

INSTRUCTIONS FOR PREPARING CASE DOCUMENTS AND SUMMARY OF MEDIATION

HOW TO PREPARE YOUR CASE DOCUMENTS FOR MEDIATION

Please use the **Summary of Mediation** appended below to set out the following:

- Reason for divorce;
- Ancillary matters (children issues, division of matrimonial assets, maintenance, etc.); and
- Other issues

[MANDATORY] DOCUMENTS TO BE PROVIDED TO THE MEDIATOR BY EMAIL BEFORE THE MEDIATION SESSION

The following documents (where applicable) must be provided with your **Summary of Mediation** (in soft copy):

- Payslips for the past 3 months
- IRAS Notice of Assessment (NOA) for the past 3 years
- CPF transaction history for the past 1 year
- HDB or bank outstanding mortgage loan
- Desktop valuation of flat or property
- CPF public or private housing withdrawal statements
- Bank statements for the past 3 months
- Insurance policies for yourself, your spouse, and/or your child(ren)
- List of investments
- List of assets including CPF, shares, insurance, bank accounts (sole/joint and whether within or outside Singapore) and properties (including estimated valuations, mortgages and evidence of value)
- Other asset valuations (e.g. cars, club memberships etc.)
- List of personal expenses
- List of expenses for the children

Important Note: You must bring the documents listed above with you to the mediation session.

[OPTIONAL] CONFIDENTIAL INFORMATION THAT YOU MAY WISH TO CONVEY TO THE MEDIATOR

Each party may convey to the mediator confidential information which you do not want to disclose to the other party, e.g. factors which you think will impede a settlement of the dispute or where misunderstandings might have arisen in the past. This confidential information must be in writing and you must indicate clearly that this information is to be kept confidential.

**SINGAPORE MEDIATION CENTRE
PRE-ACTION MEDIATION
SUPPLEMENTARY RULES FOR PRE-ACTION MEDIATION**

ANNEX B

SUMMARY OF MEDIATION

PARTY DETAILS	
Name of Party	
<input type="checkbox"/> Father <input type="checkbox"/> Mother	

REASONS FOR DIVORCE
<i>Click or tap here to enter text.</i>

CHILDREN ISSUES	
No. of Children:	
Age of Children:	
Custody	
State your preference regarding custody	<input type="checkbox"/> Sole <input type="checkbox"/> Joint
Care and Control	
State your preference as to which parent would have care and control	<input type="checkbox"/> Father <input type="checkbox"/> Mother
Access	
State your preference regarding access with children (i.e. visitation) if:	
a. Father / Mother* is the parent with care and control	
b. Father / Mother* is not the parent with care and control	
Proposed handover venue and person to hand over the children	

* Delete as appropriate

DIVISION OF MATRIMONIAL ASSETS	
Matrimonial Home	
Address of Matrimonial Home	
Current value (Estimated Value/Valuation Report Value)	
Outstanding loan amount	
CPF contributions made by you	Principal: Interest: Total:
CPF contributions made by your spouse	Principal: Interest: Total:
Your direct financial contributions	
(Cash and CPF contributions you have made towards the purchase, mortgage, renovations, property tax, conservancy, maintenance and/or repairs of the matrimonial home)	
Your indirect financial contributions	
(Non-cash or CPF contributions such as caring for the children, looking after the home, etc.)	
Other payments made (e.g., towards household bills, groceries, children's expenses, etc.)	

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ANNEX B

SUMMARY OF MEDIATION

Length of marriage	
Years:	
Months:	
Proposal for dividing the Matrimonial Home (Your proposal as to the percentage to you and percentage to your spouse)	
Portion divided to you	%
Portion divided to your spouse	%
Other Assets	
State other assets and the nature of your claim in relation to these assets	
State what percentage, monetary amount or claim you want in relation to these assets	

MAINTENANCE	
State your occupation	
State your monthly income (net)	
Maintenance of children	
State the expenses of the children	
State the amount claimed/proposed	
Maintenance of wife	
State the expenses of the wife	
State the amount claimed/proposed	
Maintenance of incapacitated husband (if applicable)	
State the expenses of the incapacitated husband	
State the amount claimed/proposed	

OTHER ISSUES
In this section, please include your main concerns, previous settlement efforts and their outcomes (if any), identify where misunderstandings might have arisen in the past, describe the current relationship between the parties, identify other persons relevant to the dispute, how you see the dispute being resolved and factors which you think will impede a settlement of the dispute