
First published in the *Government Gazette*, Electronic Edition, on 25th September 2015 at 5:00 pm.

No. S 565

COMMUNITY DISPUTES RESOLUTION ACT 2015
(ACT 7 OF 2015)

COMMUNITY DISPUTES RESOLUTION TRIBUNALS
RULES 2015

ARRANGEMENT OF RULES

PART 1

PRELIMINARY

Rule

1. Citation and commencement
2. Application of Rules and Rules of Court 2021
- 2A. Definitions
3. Forms and documents
4. Powers of tribunal or Registrar for purpose of facilitating fair and expedient determination of matter

PART 1A

ELECTRONIC SYSTEM

- 4A. Electronic system
- 4B. Authentication
- 4C. Information on party
- 4D. Time of filing of relevant Form or document submitted through electronic system
- 4E. Time of service of document through electronic system
- 4F. Negotiation through electronic system

PART 2

COMMENCEMENT OF PROCEEDINGS

5. Commencement of action
6. Case conference, etc.
7. Excluded interlocutory applications

PART 3

PROCEEDINGS BEFORE TRIBUNAL

Rule

8. Hearing before tribunal
9. Application for special direction under section 6(1) of Act
10. Application for person to enter into bond under section 6(3) of Act
11. Application for exclusion order under section 9(1) of Act
- 11A. Amendment of documents
12. Proceedings before tribunal
13. Directions for and conduct of proceedings

PART 3A

WITNESSES

- 13A. Form and issue of summons
- 13B. Service of summons on witness

PART 4

SETTING ASIDE AND APPEALS TO TRIBUNAL

14. Setting aside of judgment, etc., given in absence of party
15. Appeals from orders, etc., of Registrar

PART 5

APPEALS TO GENERAL DIVISION OF HIGH COURT

16. Permission to appeal under section 26(2) of Act
17. Appeals to General Division of High Court

PART 6

COSTS AND FEES

18. Costs
19. Court fees
20. Hearing fees

PART 7

MISCELLANEOUS

21. Service of documents

Rule

- 21A. Communication between Registrar and party
 - 22. Transfer of proceedings from tribunal to court under section 20 of Act
 - 23. Practice directions
The Schedules
-

In exercise of the powers conferred by section 32 of the Community Disputes Resolution Act 2015, we, the Rules Committee, make the following Rules:

PART 1

PRELIMINARY

Citation and commencement

1. These Rules may be cited as the Community Disputes Resolution Tribunals Rules 2015 and come into operation on 1 October 2015.

Application of Rules and Rules of Court 2021

2.—(1) These Rules apply to all proceedings in the Community Disputes Resolution Tribunals.

(2) Subject to the provisions of these Rules, the Rules of Court 2021 (G.N. No. S 914/2021) apply to all proceedings in and appeals from the Community Disputes Resolution Tribunals with the following modifications:

- (a) any reference to a Judge includes a reference to a tribunal judge;
- (b) any reference to a Court includes a reference to a Community Disputes Resolution Tribunal or a tribunal judge;
- (c) any reference to an originating process includes a reference to a claim under rule 5;
- (d) any reference to a pleading does not include a reference to a claim under rule 5;

- (e) Order 9, Rule 16 of the Rules of Court 2021 applies to a claim under rule 5 as if the claim were a pleading;

[S 50/2018 wef 01/02/2018]

[S 199/2022 wef 01/04/2022]

- (f) Orders 7 and 28 of the Rules of Court 2021 do not apply to any proceeding in the Community Disputes Resolution Tribunals.

[S 50/2018 wef 01/02/2018]

[S 199/2022 wef 01/04/2022]

[S 199/2022 wef 01/04/2022]

[S 199/2022 wef 01/04/2022]

Definitions

2A. In these Rules, unless the context otherwise requires —

“ACRA” means the Accounting and Corporate Regulatory Authority established by section 3 of the Accounting and Corporate Regulatory Authority Act (Cap. 2A);

“CorpPass” means the identity authentication service, known as Singapore Corporate Access, by which an entity authenticates its identity in order to carry out an online transaction with the Government or a statutory board;

“CorpPass credential” means any username, password or 2-factor authentication detail required to authenticate, using CorpPass, the identity of an entity;

“electronic system” means the electronic filing and case management system established under rule 4A(1);

“messaging system” means any system that enables the transmission of short text messages or electronic mail —

(a) from a digital mobile telephone to another digital mobile telephone; or

(b) from an electronic mail address to a digital mobile telephone, and the other way around;

“relevant Form”, in relation to any purpose for which a specific form is required to be used, means the current version of the

relevant form for that purpose, as set out on the Internet website of the electronic system or in the practice directions;

“SingPass” means the identity authentication service, known as Singapore Personal Access, by which an individual authenticates the individual’s identity in order to carry out an online transaction with the Government or a statutory board;

“SingPass credential” means any username, password or 2-factor authentication detail required to authenticate, using SingPass, the identity of an individual.

[S 50/2018 wef 01/02/2018]

Forms and documents

3.—(1) Unless the Registrar directs otherwise, every relevant Form or document relating to proceedings before a tribunal or the Registrar must be submitted through the electronic system.

(2) Every relevant Form must contain such particulars, and be accompanied by such documents, as may be specified by the tribunal, by the Registrar or in the relevant Form.

(3) Any relevant Form may be used in any particular case with such variations as the circumstances of that case require.

[S 50/2018 wef 01/02/2018]

Powers of tribunal or Registrar for purpose of facilitating fair and expedient determination of matter

4. For the purpose of facilitating the fair and expedient determination of any matter in a tribunal —

(a) the tribunal or the Registrar may make such order or direction as the tribunal or Registrar thinks necessary or appropriate, including —

(i) any order or direction as to the procedure for any proceedings in the tribunal; and

(ii) any order or direction for the modification or exclusion of any provision of these Rules or the

Rules of Court 2021 in relation to those proceedings;
and

[S 199/2022 wef 01/04/2022]

- (b) despite anything to the contrary in these Rules or the Rules of Court 2021, any application may be made in such manner as the tribunal or Registrar may direct.

[S 199/2022 wef 01/04/2022]

PART 1A

ELECTRONIC SYSTEM

[S 50/2018 wef 01/02/2018]

Electronic system

4A.—(1) An electronic filing and case management system is established for the tribunals.

(2) The purposes of the electronic system are as follows:

- (a) to facilitate the submission of relevant Forms and documents;
- (b) to facilitate the service of relevant Forms and documents;
- (c) to facilitate, by electronic means, the settlement of disputes and the conduct of proceedings before a tribunal or the Registrar.

[S 50/2018 wef 01/02/2018]

Authentication

4B.—(1) Subject to paragraph (3), an individual must authenticate the individual's identity using SingPass in order to access the electronic system to carry out an online transaction involving the individual.

(2) Subject to paragraph (3), a person, who is authorised by an entity to carry out through the electronic system an online transaction involving the entity, must authenticate the identity of the entity using CorpPass in order to access the electronic system to carry out that transaction for the entity.

(3) The Registrar may, on application by a party that is unable to authenticate the party's identity using SingPass or CorpPass, issue the party with a username and password to enable the party to access the electronic system to carry out an online transaction involving the party.

(4) A party that is issued a username and a password under paragraph (3) —

(a) must ensure the confidentiality and security of the username and password; and

(b) must not —

(i) divulge the username and password to any other person; or

(ii) permit any other person to use the username and password.

(5) An individual must not facilitate the use, by any other person, of the individual's SingPass credentials to access the electronic system.

(6) An entity must not facilitate the use, by any unauthorised person, of the CorpPass credentials of the entity to access the electronic system.

[S 50/2018 wef 01/02/2018]

Information on party

4C. Every party to proceedings before a tribunal or the Registrar must —

(a) enter, through such means as may be provided by the electronic system for the recording of information on the party's profile, such information on the party as the electronic system may require; and

(b) if there is any change to that information, update that information by entering, through such means as may be provided by the electronic system, the details of the change.

[S 50/2018 wef 01/02/2018]

Time of filing of relevant Form or document submitted through electronic system

4D.—(1) If a relevant Form or document is submitted through the electronic system, the relevant Form or document is treated as filed on the date and at the time the first part of the transmission of the relevant Form or document is received in the electronic system.

(2) Despite paragraph (1), where the submission of a relevant Form or document through the electronic system is unsuccessful or delayed because of a failure or inability of the electronic system to transmit or process the relevant Form or document, the Registrar may —

- (a) on the Registrar’s own motion or on the application of the party who submitted the relevant Form or document, make an order for the relevant Form or document to be treated as filed on an earlier date than that on which the first part of the transmission of the relevant Form or document is actually received in the electronic system; and
- (b) in the case of an unsuccessful submission, require the relevant Form or document to be resubmitted through the electronic system.

(3) Every application under paragraph (2)(a) must be accompanied by proof, to the satisfaction of the Registrar, of the matters relied on to support the application.

[S 50/2018 wef 01/02/2018]

Time of service of document through electronic system

4E.—(1) Where the Registrar gives, through the electronic system, a notice under these Rules to —

- (a) a party to proceedings before a tribunal or the Registrar; or
- (b) any other person who carries out an online transaction through the electronic system,

the notice is treated as served on the party or person (as the case may be) 24 hours after the time the Registrar sends the notice to the party or person (as the case may be) through the electronic system.

(2) Except as provided in paragraph (1), after the Registrar has notified a party to any proceedings before a tribunal or the Registrar that the party has been given the right to access the electronic system to view any document served on the party in relation to those proceedings —

- (a) any document required to be served on the party in relation to those proceedings may be served on the party by submitting that document through the electronic system; and
- (b) that document is treated as served on the party 24 hours after the time that document is treated under rule 4D as filed.

[S 50/2018 wef 01/02/2018]

Negotiation through electronic system

4F. The parties to any proceedings before a tribunal or the Registrar may use the negotiation module in the electronic system to facilitate a settlement acceptable to all of those parties.

[S 50/2018 wef 01/02/2018]

PART 2

COMMENCEMENT OF PROCEEDINGS

Commencement of action

5.—(1) An action in respect of a tort under section 4 of the Act must be commenced by filing —

- (a) a claim in the relevant Form; and
- (b) any supporting evidence to prove the matters stated in the claim.

(2) The claimant must, within 14 days after the date on which the claim and the supporting evidence are filed, serve a copy each of the claim and the supporting evidence on the respondent.

[S 199/2022 wef 01/04/2022]

(3) The claimant must file a declaration of service in the relevant Form before or at the time of the first case conference.

[S 199/2022 wef 01/04/2022]

(4) A respondent who intends to contest a claimant's claim must, within 14 days after being served with the claim and the supporting evidence, file and serve on the claimant —

(a) a reply in the relevant Form; and

(b) any supporting evidence to prove the matters stated in the reply.

[S 199/2022 wef 01/04/2022]

(5) Except with the permission of the Registrar or a tribunal, no other document or evidence may be filed or served for the purposes of the claim.

[S 199/2022 wef 01/04/2022]

(6) Despite Order 13, Rule 1(3) of the Rules of Court 2021, an application for a grant of an injunction need not be made by summons, and instead may be included in the claim.

[S 199/2022 wef 01/04/2022]

Case conference, etc.

6.—(1) A tribunal or the Registrar (called in this rule the Court) may, at any time after the commencement of any proceedings, of the Court's own motion or on an application by any party to the proceedings, direct any party to those proceedings to appear before the Court, for the Court to make such order or give such directions as the Court thinks fit, for the just, expeditious and economical disposal of the cause or matter.

(2) The orders and directions which the Court may make or give under paragraph (1) include one or more of the following:

(a) an order that the claimant and the respondent attend such mediation or counselling as the Court may direct;

[S 199/2022 wef 01/04/2022]

(b) any direction necessary for and incidental to the proper carrying into effect of an order under sub-paragraph (a);

- (c) an order that all further proceedings in the action be stayed until the claimant and the respondent have attended the mediation or counselling (as the case may be).

[S 199/2022 wef 01/04/2022]

(3) To avoid doubt —

- (a) Order 9, Rules 1 to 4 of the Rules of Court 2021 apply to all proceedings before the Court;

[S 50/2018 wef 01/02/2018]

[S 199/2022 wef 01/04/2022]

(b) *[Deleted by S 199/2022 wef 01/04/2022]*

- (c) where the Court has made an order under paragraph (2)(a) that the claimant and the respondent attend mediation, the Court may direct that the mediation be conducted —

(i) through the electronic system; or

(ii) by any other electronic means.

[S 50/2018 wef 01/02/2018]

[S 199/2022 wef 01/04/2022]

[S 199/2022 wef 01/04/2022]

Excluded interlocutory applications

7. No application under any of the following provisions of the Rules of Court 2021 is to be made in any case to which these Rules apply:

- (a) Order 9, Rule 17 (summary judgment);

[S 199/2022 wef 01/04/2022]

- (b) Order 9, Rule 19 (decision on questions of law or construction of documents);

[S 199/2022 wef 01/04/2022]

- (c) Order 11 (production of documents).

[S 199/2022 wef 01/04/2022]

[S 199/2022 wef 01/04/2022]

PART 3
PROCEEDINGS BEFORE TRIBUNAL

Hearing before tribunal

8. Where the Registrar is of the view that the parties to an action in respect of a tort under section 4 of the Act are unable to resolve their dispute in the action without a trial, the Registrar is to —

- (a) fix the case for hearing before a tribunal; and
- (b) give notice in the relevant Form of the time and place of the hearing to the claimant and the respondent.

[S 199/2022 wef 01/04/2022]

Application for special direction under section 6(1) of Act

9.—(1) An application for a special direction under section 6(1) of the Act must be made by filing the relevant Form and be accompanied by the following supporting materials:

- (a) a copy of the disobeyed order which is the subject of the application;
- (b) any supporting evidence to prove the matters stated in the application.

(2) The applicant must, within 14 days after the date on which the application and the supporting materials are filed, serve the application and the supporting materials on the contravening party.

(3) The applicant must file a declaration of service in the relevant Form within 8 days after the date on which the application and the supporting materials are served on the contravening party.

(4) A contravening party who intends to contest the application must, within 14 days after being served with the application and the supporting materials, file and serve on the applicant —

- (a) a reply in the relevant Form; and
- (b) any supporting evidence to prove the matters stated in the reply.

(5) Except with the permission of the tribunal, no other document or evidence may be filed or served for the purposes of the application.

[S 199/2022 wef 01/04/2022]

Application for person to enter into bond under section 6(3) of Act

10.—(1) An applicant who applies under section 6(1) of the Act for a special direction (called in this rule the first application) may at the same time or on a later date apply, in the relevant Form, for an order under section 6(3) of the Act that a person (called in this rule the respondent) enter into a bond to ensure that a contravening party complies with the special direction (called in this rule the second application).

(2) The second application must be accompanied by any supporting evidence to prove the matters stated in that application.

(3) The second application and supporting evidence must be served on the respondent —

(a) in any case where the second application is filed at the same time as the first application, together with the first application; or

(b) in any other case, within 14 days after the date on which the second application is filed.

(4) The applicant must file a declaration of service in the relevant Form within 8 days after the date on which the application and the supporting evidence are served on the respondent.

(5) A respondent who intends to contest the second application must, within 14 days after being served with the second application and the supporting evidence, file and serve on the applicant —

(a) a reply in the relevant Form; and

(b) any supporting evidence to prove the matters stated in the reply.

(6) Except with the permission of the tribunal, no other document or evidence may be filed or served for the purposes of the second application.

[S 199/2022 wef 01/04/2022]

(7) Where the respondent fails to attend the hearing of the second application, the tribunal may adjourn the hearing of that application and issue an order in the relevant Form to compel the respondent to attend the adjourned hearing.

[S 199/2022 wef 01/04/2022]

Application for exclusion order under section 9(1) of Act

11.—(1) An application for an exclusion order under section 9(1) of the Act must be made by filing the relevant Form and be accompanied by the following supporting materials:

- (a) a copy of the special direction which is the subject of the application;
- (b) any supporting evidence to prove the matters stated in the application.

(2) The applicant must, within 14 days after the date on which the application and the supporting materials are filed, serve the application and the supporting materials on the contravening party.

(3) The applicant must file a declaration of service in the relevant Form within 8 days after the date on which the application and the supporting materials are served on the contravening party.

(4) A contravening party who intends to contest the application must, within 14 days after being served with the application and the supporting materials, file and serve on the applicant —

- (a) a reply in the relevant Form; and
- (b) any supporting evidence to prove the matters stated in the reply.

(5) Except with the permission of the tribunal, no other document or evidence may be filed or served for the purposes of the application.

[S 199/2022 wef 01/04/2022]

Amendment of documents

11A.—(1) A tribunal or the Registrar may, at any stage of the proceedings and on the application of a party in the relevant Form, allow the party to amend the party's claim, application, reply or other document in such manner as the tribunal or Registrar may direct.

(2) Despite paragraph (1), a party may, at any stage of the proceedings, amend that party's claim, application or reply in such manner as is agreed to by the other party.

(3) A tribunal or the Registrar may, on the tribunal's or Registrar's own motion or on the application of a party in the relevant Form, correct any clerical mistake, or error arising from an accidental slip or omission, in an order of a tribunal or the Registrar.

[S 50/2018 wef 01/02/2018]

Proceedings before tribunal

12. Despite anything in the Rules of Court 2021, proceedings before a tribunal are to be conducted in an informal manner, and a tribunal may, in such proceedings —

- (a) give such directions for the proceedings as the tribunal thinks fit;
- (b) conduct the proceedings in such manner as the tribunal thinks fit;
- (c) enquire into any matter which the tribunal may consider relevant to the proceedings (whether or not such matter has been raised by a party); and
- (d) where any party does not appear at a hearing in the proceedings, proceed with the hearing in the absence of that party and make such orders as the tribunal thinks fit.

[S 199/2022 wef 01/04/2022]

Directions for and conduct of proceedings

13.—(1) The directions which a tribunal may give under rule 12 include directions on one or more of the following matters:

- (a) the giving of evidence orally or by written statement;
- (b) the time limited for giving oral testimony;
- (c) the calling of a witness to give evidence with a view to assisting in the resolution or disposal of the application, whether or not any party will be calling that witness to give evidence for that party;

-
-
- (d) the time limited for oral arguments;
 - (e) the length of any written submissions;
 - (f) subject to section 62A of the Evidence Act (Cap. 97), the giving of evidence through a live video or live television link;
 - (g) subject to any written law or rule of law restricting the disclosure, or relating to the confidentiality, of any document or information —
 - (i) the disclosure of any document or information;
 - (ii) whether any document or information should be treated as confidential; and
 - (iii) whether any party to the proceedings may inspect any document.
- (2) The tribunal may, where it considers it necessary for the just, expeditious or economical disposal of any cause or matter —
- (a) order that a person specified by the tribunal be called as a witness;
 - (b) give directions for —
 - (i) the filing of a written report by the specified person; and
 - (ii) the examination and cross-examination of the specified person; and
 - (c) determine —
 - (i) the sum to be paid to the specified person for each day during which that person is required to be present before the tribunal judge;
 - (ii) who is to pay that sum; and
 - (iii) if the tribunal orders 2 or more persons to pay that sum, how that sum is to be apportioned between those persons.

PART 3A
WITNESSES

[S 199/2022 wef 01/04/2022]

Form and issue of summons

13A.—(1) A tribunal or the Registrar may, on the tribunal’s or the Registrar’s own initiative or at the request (by an application in the appropriate Form) of any party to the proceedings before the tribunal, summon any person —

- (a) to attend before the tribunal at the time and place specified in the summons to give evidence at the hearing and produce documents in the person’s possession, custody or control; or
- (b) without attending before the tribunal, to produce to the tribunal such documents in the person’s possession, custody or control as are specified in the summons.

(2) The fee specified in item 11 or 12 of the First Schedule is payable by the party requesting the summons on sealing a summons to a witness under paragraph (1).

(3) The tribunal may determine —

- (a) the sum (if any) to be paid to the person to whom the summons is directed for each day or part of a day during which the person is required to be present before the tribunal;
- (b) which party is to pay the sum mentioned in sub-paragraph (a); and
- (c) where 2 or more persons are to pay such sum, how that sum is to be apportioned between those persons.

[S 199/2022 wef 01/04/2022]

Service of summons on witness

13B.—(1) Every summons issued under rule 13A must be served on the person to whom it is directed.

(2) A summons must not be served on any witness outside Singapore.

(3) The obligation on a witness summoned under rule 13A to attend any hearing extends to any time and place to which the hearing may be adjourned.

(4) A tribunal or the Registrar may direct a party who served the summons to file a declaration of service in the appropriate Form.

[S 199/2022 wef 01/04/2022]

PART 4

SETTING ASIDE AND APPEALS TO TRIBUNAL

Setting aside of judgment, etc., given in absence of party

14.—(1) A judgment, an order or a direction given or made by a tribunal or the Registrar in the absence of a party may be set aside by a party aggrieved by that judgment, order or direction.

(2) An application under this rule to set aside a judgment, an order or a direction must be —

(a) made in the relevant Form;

(b) made —

(i) to a tribunal, where the judgment, order or direction was given or made by a tribunal; and

(ii) to the Registrar, where the judgment, order or direction was given or made by the Registrar;

(c) supported by an affidavit in the relevant Form; and

(d) filed within 14 days after the date of the judgment, order or direction, as the case may be, or within such longer period as the tribunal or Registrar may allow.

(3) The applicant must, within 7 days after the date on which the application and supporting affidavit are filed, serve the application and supporting affidavit on the respondent.

(4) A respondent who intends to contest the application must, within 14 days after being served with the application and supporting

affidavit, file and serve on the applicant a reply in the relevant Form supported by an affidavit.

- (5) The tribunal or Registrar hearing the application —
- (a) may set aside the judgment, order or direction given or made, on such terms as the tribunal or Registrar thinks just; and
 - (b) may proceed to hear the claim or make any other orders as the tribunal or Registrar thinks just.
- (6) Where any party does not appear at the hearing of the application, the tribunal or Registrar hearing the application may dismiss the application or make such orders as the tribunal or Registrar thinks fit.

Appeals from orders, etc., of Registrar

15.—(1) An appeal is to lie to a tribunal judge from any judgment, order or direction of the Registrar.

(2) Divisions 1 and 2 of Order 18 of the Rules of Court 2021 apply to every such appeal with the following modifications:

- (a) any reference in that Order to a District Judge is to be construed as a reference to a tribunal judge;
- (b) the reference in Rule 15 of that Order to a notice of appeal in Form 35 is to be construed as a notice in the relevant Form.

[S 199/2022 wef 01/04/2022]

[S 199/2022 wef 01/04/2022]

[S 199/2022 wef 01/04/2022]

PART 5

APPEALS TO GENERAL DIVISION OF HIGH COURT

[S 1032/2020 wef 02/01/2021]

Permission to appeal under section 26(2) of Act

16.—(1) An application for permission under section 26(2) of the Act to appeal against a decision, a direction or an order of a tribunal must be made in the relevant Form.

[S 199/2022 wef 01/04/2022]

(2) The applicant (called in this rule and rule 17 the appellant) must file the application within 14 days after the date on which the decision, direction or order was given or made.

(3) The appellant must, within 7 days after the date on which the application is filed, serve the application on the respondent.

(4) A respondent who intends to contest the application must, within 14 days after being served with the application, file and serve on the applicant a reply in the relevant Form.

(5) Where any party does not appear at the hearing of the application, the tribunal hearing the application may dismiss the application or make such orders as the tribunal thinks fit.

[S 199/2022 wef 01/04/2022]

Appeals to General Division of High Court

17.—(1) An appellant who obtains permission to appeal from a tribunal must file and serve a notice of appeal in the relevant Form within 14 days after the date on which such permission is given.

[S 199/2022 wef 01/04/2022]

(2) An appeal to the General Division of the High Court from a tribunal is by way of rehearing.

[S 1032/2020 wef 02/01/2021]

(3) The appellant must, at the time of filing the notice of appeal, provide security for the respondent's costs of the appeal in the sum of \$2,000, or such other sum as may be fixed from time to time by the Chief Justice, by —

- (a) depositing the sum in the Registry or with the Accountant-General and obtaining a certificate in the relevant Form; or

- (b) procuring an undertaking in the relevant Form from the appellant's solicitor and filing a certificate in the relevant Form.

(4) Subject to paragraph (5), Divisions 1 and 2 of Order 19 of the Rules of Court 2021 apply to every appeal from a tribunal to the General Division of the High Court with the following modifications:

- (a) any reference to the Court below is to be construed as a reference to the tribunal;
- (b) any reference to a Judge (other than a reference to a Judge sitting in the General Division of the High Court) is to be construed as a reference to the tribunal judge.

[S 1032/2020 wef 02/01/2021]

[S 1032/2020 wef 02/01/2021]

[S 199/2022 wef 01/04/2022]

(5) Order 19, Rules 14(1), 15 and 16(1) to (6) of the Rules of Court 2021 do not apply to any appeal from a tribunal to the General Division of the High Court.

[S 1032/2020 wef 02/01/2021]

[S 199/2022 wef 01/04/2022]

[S 1032/2020 wef 02/01/2021]

PART 6

COSTS AND FEES

Costs

18. For the purposes of section 25 of the Act, costs may only be awarded in any of the following circumstances:

- (a) where the whole or any part of a claim is struck out or dismissed on the ground that the whole or part of the claim is frivolous or vexatious or is otherwise an abuse of the process of the Court;
- (b) where the tribunal or Registrar is of the view that it is just and equitable to do so.

Court fees

19.—(1) The fees in the First Schedule are payable for proceedings in the Community Disputes Resolution Tribunals, in addition to the fees and percentages in Parts 1 and 3 of the Fourth Schedule to the Rules of Court 2021.

[S 199/2022 wef 01/04/2022]

(2) The scale of fees and percentages in Parts 1 and 3 of the Fourth Schedule to the Rules of Court 2021 which applies to any cause or matter in the Community Disputes Resolution Tribunals is the scale applicable to a District Court.

[S 199/2022 wef 01/04/2022]

Hearing fees

20.—(1) The fees in the Second Schedule are payable for any cause or matter for hearing before a tribunal judge.

(2) The claimant or applicant, as the case may be, must pay the fees and file a Request in the relevant Form at the time the Registry so requires.

[S 199/2022 wef 01/04/2022]

(3) The Registrar may in any case waive or defer the payment of the whole or any part of the fees payable under this rule, with or without conditions.

(4) Any party who is dissatisfied with a decision of the Registrar made under this rule may apply to a tribunal judge for a review of that decision.

(5) An application under paragraph (4) must be made by summons supported by an affidavit, within 14 days of that decision.

(6) Part 2 of the Fourth Schedule to the Rules of Court 2021 does not apply to any proceedings to which this rule applies.

[S 199/2022 wef 01/04/2022]

PART 7
MISCELLANEOUS

Service of documents

21.—(1) Any document that is to be served on any person in any proceedings before a tribunal or the Registrar must be served —

- (a) by delivering that document personally to that person;
- (b) by sending that document by registered post addressed to that person at —
 - (i) that person’s last known residential address;
 - (ii) that person’s registered address; or
 - (iii) the address of that person’s principal place of business, as notified to ACRA; or
- (c) if that person is a party to those proceedings, and has been notified by the Registrar of that person’s right to access the electronic system to view any document served on that person in relation to those proceedings — as an alternative to serving that document in accordance with sub-paragraph (a) or (b) — by submitting that document through the electronic system.

(2) Despite paragraph (1), a tribunal or the Registrar may, in any particular case, order that a document be served on a person by any other means that the tribunal or Registrar considers proper.

[S 50/2018 wef 01/02/2018]

Communication between Registrar and party

21A.—(1) The Registrar may communicate with any party —

- (a) through the electronic system;
- (b) by sending electronic mail to an electronic mail address designated by that party;
- (c) through any messaging system that is agreed between the Registrar and that party; or

(d) by any other means that is agreed between the Registrar and that party.

(2) Where any party agrees to communicate with the Registrar by a means of communication mentioned in paragraph (1), that party must monitor that means of communication for any communication from the Registrar to that party, until the conclusion of the proceedings involving that party.

[S 50/2018 wef 01/02/2018]

Transfer of proceedings from tribunal to court under section 20 of Act

22.—(1) An application to an appropriate court under section 20(1) of the Act must be made by originating application.

[S 199/2022 wef 01/04/2022]

(2) Where an order is made by the General Division of the High Court for the transfer of any proceedings from a tribunal to the General Division of the High Court —

(a) the Registrar of the State Courts must send to the Registrar of the Supreme Court the file of the proceedings, all documents and exhibits, and a certified copy of the notes of evidence (if any) of the proceedings; and

(b) the Registrar of the Supreme Court must give notice of the transfer to every party to the proceedings.

[S 1032/2020 wef 02/01/2021]

(3) Where an order is made by a District Court or a Magistrate's Court for the transfer of any proceedings from a tribunal to the District Court or Magistrate's Court (as the case may be), the Registrar of the State Courts must give notice of the transfer to every party to the proceedings.

Practice directions

23. The Registrar may issue a separate set of practice directions relating to proceedings to which these Rules apply.

 FIRST SCHEDULE

Rule 19

COURT FEES

<i>No.</i>	<i>Item</i>	<i>Fee</i>	<i>Document to be stamped and remarks</i>
1.	On filing a claim under rule 5	\$150	The filed copy.
2.	On filing an application under rule 9 for a special direction, or under rule 11 for an exclusion order	\$100	The filed copy.
3.	On filing an application under rule 10 for an order for a person to enter into a bond	\$100	The filed copy.
4.	On filing a reply to —	\$20	The filed copy.
	(a) a claim under rule 5		
	(b) an application under rule 9 for a special direction		
	(c) an application under rule 10 for an order for a person to enter into a bond		
	(d) an application under rule 11 for an exclusion order		
	(e) an application under rule 14 to set aside a judgment, an order or a direction given or made by a tribunal or the Registrar		
	(f) an application under rule 16 for permission to appeal against a decision, a direction or an order of a tribunal		
5.	On filing an application under section 29(2) of the Act for a	\$10	The filed copy.

FIRST SCHEDULE — *continued*

<i>No.</i>	<i>Item</i>	<i>Fee</i>	<i>Document to be stamped and remarks</i>
	person, or under section 29(3) of the Act for an advocate and solicitor, to represent a party to proceedings before the Registrar or a Community Disputes Resolution Tribunal		
6.	On entering or sealing a judgment or an order of the Registrar or a Community Disputes Resolution Tribunal	\$30	Order or Judgment.
7.	On filing an application to set aside a judgment, an order or a direction of the Registrar or a Community Disputes Resolution Tribunal	\$100	The filed copy.
8.	On filing a notice of appeal from the Registrar to a tribunal judge of the Community Disputes Resolution Tribunal	\$100	The Notice.
9.	On filing an application for permission to appeal to the General Division of the High Court	\$100	The filed copy.
10.	On filing a notice of appeal to the General Division of the High Court	\$600	The Notice.
11.	On sealing a summons to a witness	\$10	Summons.

FIRST SCHEDULE — *continued*

<i>No.</i>	<i>Item</i>	<i>Fee</i>	<i>Document to be stamped and remarks</i>
12.	On sealing an urgent summons to a witness (being a summons that is issued less than 3 days before the day on which the witness is to attend before, or produce documents to, the tribunal)	\$20	Summons.

[S 199/2022 wef 01/04/2022]

[S 1032/2020 wef 02/01/2021]

SECOND SCHEDULE

Rule 20

HEARING FEES

<i>No.</i>	<i>Description</i>	<i>Fee</i>	<i>Document to be stamped and remarks</i>
1.	For the whole or part of each of the second and third days	\$100	Request.
2.	For the whole or part of each day after the third day	\$250	Request.

Made on 25 September 2015.

SUNDARESH MENON
Chief Justice.

V K RAJAH, SC
Attorney-General.

BELINDA ANG SAW EAN
Judge.

TAY YONG KWANG
Judge.

QUENTIN LOH
Judge.

STEVEN CHONG
Judge.

VINODH COOMARASWAMY
Judge.

SEE KEE OON
Presiding Judge of the State Courts.

TAN PUAY BOON
District Judge.

CAVINDER BULL, SC
Advocate and Solicitor.

ANG CHENG HOCK, SC
Advocate and Solicitor.

[RSCS R7/7 Vol. 16; AG/LEGIS/SL/49C/2015/1 Vol. 1]

(To be presented to Parliament under section 32(4) of the Community Disputes Resolution Act 2015).