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**SINGAPORE ARMED FORCES ACT  
(CHAPTER 295)**

**SINGAPORE ARMED FORCES  
(VOLUNTEER CORPS — RANKS, DISCIPLINARY  
PROCEEDINGS AND MISCELLANEOUS POWERS)  
REGULATIONS 2015**

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In exercise of the powers conferred by section 205 of the Singapore Armed Forces Act, the Armed Forces Council hereby makes the following Regulations:

PART 1

PRELIMINARY

**Citation and commencement**

1. These Regulations may be cited as the Singapore Armed Forces (Volunteer Corps — Ranks, Disciplinary Proceedings and Miscellaneous Powers) Regulations 2015 and come into operation on 14 February 2015.

**Definitions**

2. In these Regulations, unless the context otherwise requires —
- “accused” means any SAFVC volunteer who has been accused of an offence under the Act;

“disciplinary proceedings” means proceedings for an offence before an SAFVC disciplinary officer under these Regulations;

“SAFVC Commander” means the Commander of the Singapore Armed Forces Volunteer Corps;

“SAFVC disciplinary officer” means an SAFVC junior disciplinary officer, an SAFVC senior disciplinary officer or the SAFVC Commander;

“SAFVC junior disciplinary officer” means an officer who is —

- (a) a staff officer in the Singapore Armed Forces Volunteer Affairs Department; or
- (b) an officer commanding of an SAFVC Basic Training Company;

“SAFVC senior disciplinary officer” means an officer who is a branch head in the Singapore Armed Forces Volunteer Affairs Department;

“SAFVC volunteer” means a volunteer in the uniformed service of the Singapore Armed Forces known as the Singapore Armed Forces Volunteer Corps.

### **Application**

3. These Regulations apply to every volunteer in the uniformed service of the Singapore Armed Forces known as the Singapore Armed Forces Volunteer Corps.

## **PART 2**

### **SERVICE, DEPLOYMENT AND RANKS OF SAFVC VOLUNTEERS**

#### **Service and deployment**

4.—(1) Every SAFVC volunteer is to perform voluntary service in the division of the Singapore Armed Forces known as the People’s Defence Force.

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(2) The SAFVC Commander may deploy an SAFVC volunteer to any department of the Ministry of Defence, or any detachment, unit, formation or command of the Singapore Armed Forces, for any period.

(3) To avoid doubt, an SAFVC volunteer who is deployed in accordance with paragraph (2) performs voluntary service in accordance with paragraph (1) despite the deployment.

(4) For the purposes of any deployment referred to in paragraph (2), the SAFVC Commander must issue a notice or direction setting out the terms and conditions of the deployment, and specifying the officer (or senior military expert) to whom the SAFVC volunteer must report to during the period of deployment.

(5) The following individuals may give lawful orders to the SAFVC volunteer during the period of deployment:

- (a) the officer (or senior military expert) specified in the notice or direction issued under paragraph (4);
- (b) any officer (or senior military expert) senior in rank to the officer (or senior military expert) referred to in sub-paragraph (a);
- (c) any serviceman who is authorised by the officer (or senior military expert) referred to in sub-paragraph (a) to give such orders.

## **Ranks**

5. The substantive ranks of SAFVC volunteers, in order of seniority, are as follows:

- (a) SAFVC Volunteer 4;
- (b) SAFVC Volunteer 3;
- (c) SAFVC Volunteer 2;
- (d) SAFVC Volunteer 1;
- (e) SAFVC Volunteer (Trainee).

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**PART 3****DISCIPLINARY PROCEEDINGS****Disciplinary proceedings against SAFVC volunteer**

6. An SAFVC volunteer who is alleged to have committed an offence specified in the Schedule to the Act is liable to be dealt with summarily under the provisions of these Regulations instead of being liable to be dealt with under Part IV of the Act.

**No summary disposal of charges for offences not specified in Schedule to Act**

7. No charge made against any SAFVC volunteer in respect of any offence that is not specified in the Schedule to the Act is to be dealt with summarily under these Regulations.

**Charges and jurisdiction**

8.—(1) Before an allegation against any accused that the accused has committed an offence under the Act is further proceeded with, the allegation must be reported in the form of a charge to an SAFVC disciplinary officer and dealt with in accordance with the provisions of these Regulations.

(2) If the accused is an SAFVC volunteer of or above the rank of SAFVC Volunteer 3, the charge must, within the time specified in regulation 29, be brought before an SAFVC senior disciplinary officer.

(3) If the accused is an SAFVC volunteer of or below the rank of SAFVC Volunteer 2, the charge must, within the time specified in regulation 29, be brought before an SAFVC junior disciplinary officer.

**Powers of SAFVC junior disciplinary officer when dealing with charge**

9. An SAFVC junior disciplinary officer when dealing with a charge may —

- (a) dismiss the charge, if the SAFVC junior disciplinary officer is of the opinion that the charge ought not to be proceeded with;

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- (b) try the accused summarily; or
  - (c) if the SAFVC junior disciplinary officer is of the opinion that the charge should not be dealt with by the SAFVC junior disciplinary officer —
    - (i) refer the charge to an SAFVC senior disciplinary officer for disciplinary proceedings; or
    - (ii) refer the charge to an SAFVC senior disciplinary officer recommending that the accused be tried by a subordinate military court.

### **Powers of SAFVC senior disciplinary officer when dealing with charge**

**10.** An SAFVC senior disciplinary officer when dealing with a charge may —

- (a) dismiss the charge, if the SAFVC senior disciplinary officer is of the opinion that the charge ought not to be proceeded with;
- (b) try the accused summarily; or
- (c) if the SAFVC senior disciplinary officer is of the opinion that the charge should not be dealt with by the SAFVC senior disciplinary officer —
  - (i) refer the charge to the SAFVC Commander for disciplinary proceedings; or
  - (ii) refer the charge to the SAFVC Commander recommending that the accused be tried by a subordinate military court.

### **Powers of SAFVC Commander when dealing with charge**

**11.** The SAFVC Commander when dealing with a charge referred to the SAFVC Commander under regulation 10(c)(i) or (ii) may —

- (a) direct that the charge be tried by the SAFVC senior disciplinary officer who referred the charge or by any other SAFVC senior disciplinary officer;
- (b) dismiss the charge, if the SAFVC Commander is of the opinion that the charge ought not to be proceeded with;

- (c) try the accused summarily; or
- (d) if the SAFVC Commander is of the opinion that the charge should not be dealt with by the SAFVC Commander, refer the charge to the Director, Legal Services of the Singapore Armed Forces.

### **Restrictions on power to dismiss charge**

**12.**—(1) An SAFVC disciplinary officer must not dismiss a charge unless the SAFVC disciplinary officer is satisfied that —

- (a) the charge is groundless; or
- (b) there are special circumstances which justify its dismissal.

(2) An SAFVC disciplinary officer must record the reasons for the dismissal of a charge.

### **Powers of punishment of SAFVC junior disciplinary officer**

**13.** An SAFVC junior disciplinary officer may, upon conviction of an accused of or below the rank of SAFVC Volunteer 2, impose any one of the following punishments:

- (a) a fine not exceeding a sum of \$300;
- (b) reprimand;
- (c) the minor punishment of admonition.

### **Powers of punishment of SAFVC senior disciplinary officer**

**14.**—(1) An SAFVC senior disciplinary officer may, upon conviction of an accused, impose any one of the following punishments:

- (a) reduction in rank;
- (b) reversion in rank;
- (c) a fine not exceeding a sum of \$500;
- (d) reprimand;
- (e) the minor punishment of admonition.

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(2) In addition to or in lieu of any other punishment, the SAFVC senior disciplinary officer may order that the accused suffer any deduction from the accused's ordinary pay authorised by the Act.

### **Powers of punishment of SAFVC Commander**

**15.**—(1) The SAFVC Commander may, upon conviction of an accused, impose any one of the following punishments:

- (a) reduction in rank;
- (b) reversion in rank;
- (c) forfeiture of seniority of rank and forfeiture of all or any part of the accused's service for purposes of promotion;
- (d) a fine not exceeding a sum of \$1,000;
- (e) reprimand;
- (f) the minor punishment of admonition.

(2) In addition to or in lieu of any other punishment, the SAFVC Commander may order that the accused suffer any deduction from the accused's ordinary pay authorised by the Act.

### **Referral to Director, Legal Services of the Singapore Armed Forces**

**16.** The Director, Legal Services of the Singapore Armed Forces, when dealing with a charge under these Regulations, may —

- (a) direct that the charge-sheet be submitted to the appropriate convening authority;
- (b) with the approval of the Armed Forces Council, direct that the charge be tried by the SAFVC Commander or by any other SAFVC disciplinary officer; or
- (c) with the approval of the Armed Forces Council, direct that no action be taken against the accused either by way of disciplinary proceedings or by a subordinate military court.

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## Compensation

17.—(1) Where an accused is convicted by an SAFVC disciplinary officer, the SAFVC disciplinary officer may, in addition to any other punishment but subject to paragraph (2), order the accused to pay compensation to the party who suffered damage or loss by reason of the offence.

(2) The amount of compensation that may be ordered —

- (a) by an SAFVC junior disciplinary officer must not exceed a sum of \$500; and
- (b) by an SAFVC senior disciplinary officer or the SAFVC Commander must not exceed a sum of \$5,000.

## Recovery of compensation

18. An order for payment of compensation made under regulation 17 does not prejudice any right to any civil remedy for the recovery of damages beyond the amount of compensation paid under the order.

## Power to quash finding of SAFVC disciplinary officer

19.—(1) The Armed Forces Council may, upon the advice of the Director, Legal Services of the Singapore Armed Forces —

- (a) quash any finding, sentence, order of dismissal of a charge or award of compensation of an SAFVC disciplinary officer;
- (b) substitute any new finding for any finding of guilty made by an SAFVC disciplinary officer that is illegal or cannot be supported by the evidence if the new finding could validly have been made by the SAFVC disciplinary officer on the charge and if it appears that the SAFVC disciplinary officer was satisfied of the facts establishing the offence specified or involved in the new finding; or
- (c) substitute another punishment or a lesser punishment where the sentence of an SAFVC disciplinary officer is invalid or unduly excessive but so that the punishment substituted must not in any event be greater or more severe than that awarded by the SAFVC disciplinary officer.

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(2) Any substituted finding or sentence under paragraph (1) is to be treated for all purposes as a finding or sentence of the SAFVC disciplinary officer.

(3) Where the Armed Forces Council has in any case quashed the finding, sentence, order of dismissal of a charge or award of compensation of an SAFVC disciplinary officer under paragraph (1)(a), it may —

(a) refer the case to be retried by the same or another SAFVC disciplinary officer; or

(b) if it is of the opinion that the case should be retried by a subordinate military court, refer the charge to the Director, Legal Services of the Singapore Armed Forces.

(4) The Armed Forces Council may at any time suspend the execution of any sentence passed by an SAFVC disciplinary officer for such period as it thinks fit.

(5) The Armed Forces Council may delegate the exercise of its powers under paragraph (1) to any one of its members or to its secretary.

### **Inapplicability of law of evidence**

**20.** An SAFVC disciplinary officer is not bound by the laws of evidence and must act in such manner as seems to the SAFVC disciplinary officer most expedient for the disposal of the charge.

### **Right of accused to elect for trial by subordinate military court**

**21.—**(1) An SAFVC disciplinary officer who has proceeded to deal with a case summarily and is satisfied on the evidence as to the guilt of the accused must, before proceeding to conviction and punishment, other than a reprimand or minor punishment, afford the accused an opportunity of electing to be tried by a subordinate military court.

(2) If the accused so elects, the SAFVC disciplinary officer must forward the documents specified in regulation 40(1) to the Director, Legal Services of the Singapore Armed Forces who may —

(a) direct that a charge be submitted to the convening authority;  
or

- (b) with the approval of the Armed Forces Council, direct that no action be taken against the accused either by way of disciplinary proceedings or by a subordinate military court.

### **Time limits for disciplinary proceedings**

**22.**—(1) Subject to this regulation, no person is to be tried under these Regulations —

- (a) in any case where the person has been released or discharged from service within 6 months after the commission of the offence, after the expiry of 3 years from the date of the commission of the offence; or
- (b) in any other case, after the expiry of 6 months from the date of the commission of the offence.

(2) Despite paragraph (1), the Armed Forces Council or any person authorised by the Council, may by order in writing direct a person to be tried after the expiry of the period of 6 months or 3 years referred to in paragraph (1) where the circumstances of the case so warrant.

(3) No person is to be tried after the expiry of any time limit specified in section 111 of the Act for the trial of any offence referred to in that section.

### **Record of proceedings**

**23.** Every SAFVC disciplinary officer must keep a record of proceedings conducted by that SAFVC disciplinary officer under these Regulations and, upon the conclusion of the proceedings, must forward the record to the Director, Legal Services of the Singapore Armed Forces.

## **PART 4**

### **CHARGE, CHARGE REPORT AND CHARGE-SHEET**

#### **Meaning of charge**

**24.** For the purposes of proceedings under the Act and these Regulations, a charge is a formal accusation that a person has committed an offence.

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**Meaning of alternative charge**

**25.** Charges may be laid in the alternative where —

- (a) the allegations in the particulars are considered capable of supporting a finding of guilty of —
  - (i) one of several offences; or
  - (ii) a particular offence but, failing proof of one or more elements of that offence, another offence; and
- (b) only by trial may the actual offence, if any, be determined.

**When charge report prepared**

**26.** Every charge against a person must initially be recorded on a charge report which must be —

- (a) in writing; and
- (b) prepared in accordance with these Regulations.

**When charge-sheet prepared**

**27.** In addition to any other circumstances in which a charge-sheet may be required to be prepared under the Act, a charge-sheet must be prepared in the following circumstances:

- (a) when a charge is referred to the SAFVC Commander with a recommendation that the accused be tried by a subordinate military court;
- (b) when a charge is referred to the Director, Legal Services of the Singapore Armed Forces;
- (c) when a charge is submitted to the convening authority.

**Construction of charge, charge report and charge-sheet**

**28.** In the construction of a charge, charge report or charge-sheet —

- (a) every proposition which may reasonably be presumed to be impliedly included, though not expressed, in the charge, charge report or charge-sheet is to be presumed in favour of supporting the charge, charge report or charge-sheet; and

- (b) the statement of the offence and the particulars of the offence must be read and construed together.

## PART 5

### AVOIDANCE OF DELAY

#### **Avoidance of delay by SAFVC disciplinary officers in dealing with charges**

**29.**—(1) If an allegation against any accused that the accused has committed an offence is reported to an SAFVC disciplinary officer who is empowered to deal with the accused under regulation 8, the SAFVC disciplinary officer must, unless it is impracticable —

- (a) have the accused brought before the SAFVC disciplinary officer within 48 hours of the report being made to the SAFVC disciplinary officer;
- (b) inform the accused of the charge against the accused; and
- (c) begin to deal with the charge.

(2) If an allegation against any accused that the accused has committed an offence is reported to an SAFVC disciplinary officer who is not empowered to deal with the accused under regulation 8, the charge must, unless it is impracticable, be brought before the appropriate SAFVC disciplinary officer within 48 hours of the report being made to the first-mentioned SAFVC disciplinary officer.

(3) An SAFVC disciplinary officer before whom a charge is brought by virtue of paragraph (2) must, unless it is impracticable —

- (a) have the accused brought before the SAFVC disciplinary officer within 48 hours of the charge being brought before the SAFVC disciplinary officer;
- (b) inform the accused of the charge against the accused; and
- (c) begin to deal with the charge.

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PART 6  
DEALING WITH CHARGES

**Investigations**

**30.**—(1) Subject to this regulation, when an SAFVC disciplinary officer deals with a charge, the SAFVC disciplinary officer must first read and, if necessary, explain the charge to the accused, and must then —

- (a) hear the evidence in accordance with regulation 31; or
- (b) if the SAFVC disciplinary officer is so empowered, cause the charge to be investigated by an investigating officer and read and consider the investigation material.

(2) Even though an SAFVC disciplinary officer has heard all or part of the evidence, the SAFVC disciplinary officer may, if so empowered, cause the charge to be investigated by an investigating officer.

(3) After the charge has been investigated and an SAFVC disciplinary officer has considered the investigation material, the SAFVC disciplinary officer may hear evidence in accordance with regulation 31.

(4) Before an SAFVC senior disciplinary officer refers a charge to the SAFVC Commander recommending that the accused be tried by a subordinate military court, or before the SAFVC Commander refers a charge to the Director, Legal Services of the Singapore Armed Forces, the SAFVC senior disciplinary officer or the SAFVC Commander, as the case may be, must cause the charge to be investigated by an investigating officer.

(5) An SAFVC disciplinary officer must in any event cause a charge to be investigated by an investigating officer where an accused has elected to be tried by a subordinate military court.

(6) Where an accused elects to be tried by a subordinate military court while the accused's charge is being dealt with by an SAFVC junior disciplinary officer, the charge must be forwarded to an SAFVC senior disciplinary officer for investigation by an investigating officer

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before it is forwarded to the Director, Legal Services of the Singapore Armed Forces.

(7) Where the evidence revealed in accordance with this regulation discloses an offence other than the offence which is the subject of the investigation, a new charge alleging that offence may be preferred against the accused in addition to, or in substitution for, the original charge.

(8) The investigation of the original charge may be treated, for the purposes of these Regulations, as the investigation of the added or substituted charge.

### **Hearing of evidence by SAFVC disciplinary officer**

**31.** When an SAFVC disciplinary officer deals with a charge by hearing the evidence, the following procedure must be observed:

- (a) each prosecution witness must give the witness' evidence orally in the presence of the accused, or the SAFVC disciplinary officer must read to the accused a written statement made by the witness, except that a written statement of a prosecution witness must not be used if the accused requires that the witness gives the witness' evidence orally;
- (b) the accused must be allowed to cross-examine any prosecution witness;
- (c) the accused may, on the accused's own behalf, give evidence on oath or affirmation or may make a statement without being sworn or affirmed;
- (d) the accused may call witnesses in the accused's defence, who must give their evidence orally and in the accused's presence;
- (e) the SAFVC disciplinary officer must at this stage decide upon the evidence whether to dismiss the charge, convict the accused or, in accordance with the SAFVC disciplinary officer's powers under these Regulations, refer the charge to an SAFVC senior disciplinary officer, the SAFVC Commander or the Director, Legal Services of the Singapore Armed Forces;

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- (f) the SAFVC disciplinary officer, if the SAFVC disciplinary officer is satisfied on the evidence as to the accused's guilt, must, before recording a conviction or awarding any punishment, examine the conduct sheets of the accused and may hear evidence relating to the character of the accused or any other evidence for the purpose of determining the punishment;
  - (g) the SAFVC disciplinary officer, if the SAFVC disciplinary officer considers that in the circumstances of the case a proper punishment for the offence would be a punishment other than a reprimand or a minor punishment, must, before recording a conviction or awarding any punishment, afford the accused an opportunity of electing to be tried by a subordinate military court;
  - (h) if the accused does not elect to be tried by a subordinate military court, the SAFVC disciplinary officer must proceed to conviction and the award of punishment;
  - (i) the evidence must not be given on oath or affirmation unless the SAFVC disciplinary officer so directs or the accused so demands;
  - (j) when a witness objects to taking an oath, the SAFVC disciplinary officer must cause the witness to make an affirmation;
  - (k) if the evidence is given on oath or affirmation, the SAFVC disciplinary officer must, subject to the accused's right to make a statement without being sworn or affirmed, administer the oath or affirmation to each witness and to any interpreter in accordance with regulation 42;
  - (l) any witness testifying in a disciplinary proceeding is liable to be asked questions by the SAFVC disciplinary officer; and
  - (m) the SAFVC disciplinary officer may adjourn the disciplinary proceeding if the SAFVC disciplinary officer considers that the interests of justice so require.

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**Investigation before summary dealing by SAFVC disciplinary officer**

**32.** Before an SAFVC disciplinary officer deals summarily with a charge after the charge has been investigated by an investigating officer —

- (a) any prosecution witness who has not given the witness' evidence orally must do so if the accused requires it; and
- (b) the SAFVC disciplinary officer must give the accused a further opportunity —
  - (i) to give evidence on oath or affirmation or to make a statement without being sworn or affirmed; and
  - (ii) to call witnesses in the accused's defence.

**Dismissal of charges by SAFVC disciplinary officer**

**33.** An SAFVC disciplinary officer may dismiss a charge at any time during which the SAFVC disciplinary officer is dealing with it if the SAFVC disciplinary officer is of the opinion that it ought not to be proceeded with further.

**PART 7****MISCELLANEOUS****Evidence**

**34.** SAFVC disciplinary officers must admit only relevant and material evidence.

**Joint or separate trial**

**35.** When several persons are charged with the same offence or different offences committed as part of the same transaction, they may be tried together or separately as the SAFVC disciplinary officer thinks fit.

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**Withdrawal of election**

**36.** Subject to regulation 37, an accused who has elected to be tried by a subordinate military court may withdraw his election at any time before the trial begins.

**No withdrawal without permission**

**37.** An accused who has elected to be tried by a subordinate military court is not entitled to withdraw his election after a charge-sheet has been submitted to the convening authority except with the permission of the convening authority.

**Charge may be added to**

**38.** Whether an accused has elected to be tried by a subordinate military court or not, the charge as read out to him from the charge report may be added to, increased in gravity or replaced with a new charge.

**Cases not provided for**

**39.** Where in any disciplinary proceedings under these Regulations a situation arises that is not provided for, the course that seems best calculated to do justice must be followed.

**Documents to be forwarded**

**40.—(1)** When a charge is referred with a recommendation that it should be tried by a subordinate military court or when a charge is referred to the Director, Legal Services of the Singapore Armed Forces, the following documents must be forwarded:

- (a) a copy of the charge on which the accused is held;
- (b) a draft charge-sheet containing the charges upon which it is considered that the accused should be tried by a subordinate military court;
- (c) the investigation material;
- (d) a statement of the character and service record of the accused.

(2) When a person has elected to be tried by a subordinate military court, all the documents referred to in paragraph (1) must be referred to the Director, Legal Services of the Singapore Armed Forces.

### **Effects of irregularities in procedure**

**41.** A finding made or a sentence passed by an SAFVC disciplinary officer is not invalid by reason of any error in or omission from or irregularity in the procedure prescribed in these Regulations, unless such omission or irregularity has occasioned a failure of justice.

### **Form of oath and affirmation**

**42.—(1)** Where the evidence before any disciplinary proceedings under these Regulations is to be taken on oath or affirmation, the officer conducting the disciplinary proceedings must cause the oath or affirmation to be taken as follows:

*By interpreter:*

I swear that I will to the best of my ability truly interpret and translate as I shall be required to do touching the matter being investigated. So help me God.

*By witness:*

I swear that the evidence which I shall give at this investigation shall be the truth, the whole truth and nothing but the truth. So help me God.

*By child or young person:*

I promise that the evidence which I shall give at this investigation shall be the truth, the whole truth and nothing but the truth. So help me God.

(2) A person making a solemn affirmation is to say to or repeat after the person administering the solemn affirmation the words of the appropriate form of oath, except that for the words “I swear” the person is to substitute the words “I (name in full) do solemnly, sincerely and truly declare and affirm” and shall omit the words “So help me God”.

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(3) The opening words of the oath or affirmation may be varied to such words, and the oath or affirmation may be administered in such manner, as the person taking the oath or affirmation declares to be binding on the person's conscience.

### **Forms**

**43.**—(1) A charge report must be prepared in Form 1 in the Schedule.

(2) The proceedings before an SAFVC junior disciplinary officer, an SAFVC senior disciplinary officer or the SAFVC Commander must be recorded in Form 2 in the Schedule.

### **Record of proceedings of summary trial**

**44.** The record of proceedings of a summary trial must consist of the charge report and Form 2 in the Schedule.

### **Time within which to forward record**

**45.** The record of proceedings of a summary trial must be forwarded to the Director, Legal Services of the Singapore Armed Forces, within 24 hours of the conclusion of the proceedings.

### **How fine recovered**

**46.**—(1) The terms of payment of a fine are in the discretion of the SAFVC disciplinary officer.

(2) Without prejudice to the generality of paragraph (1), an SAFVC disciplinary officer may —

- (a) order that a fine be deducted from the offender's pay; and
- (b) in the discretion of the SAFVC disciplinary officer, at any time before a fine has been paid in full, allow time for the payment of the fine and grant extensions of the time so allowed.

### **Dealing with 2 or more charges and award of punishment**

**47.**—(1) Where 2 or more charges have been preferred against an accused and an SAFVC disciplinary officer proposes to deal

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summarily with all the charges, the charges must be dealt with at the same time.

(2) When dealing with 2 or more charges, an SAFVC disciplinary officer may award one punishment for all the charges or separate punishments for each charge as the SAFVC disciplinary officer thinks fit.

(3) A punishment awarded under these Regulations, whether the person to whom it is to be awarded is already undergoing punishment or not, takes effect from the date of award, unless the SAFVC disciplinary officer awarding the punishment otherwise directs.

### **Deductions from pay and write-off of public property**

**48.** For the purposes of the Act —

- (a) a reference to “disciplinary officer” in section 193 or 197 of the Act includes a reference to an SAFVC disciplinary officer; and
- (b) a reference to “a trial by” a disciplinary officer in section 197 of the Act includes proceedings for an offence before an SAFVC disciplinary officer.

### **Mode of complaint by SAFVC volunteer**

**49.—**(1) Any SAFVC volunteer who feels wronged in any matter by any serviceman may complain to an officer who is authorised by the SAFVC Commander to hear any such complaint.

(2) The authorised officer to whom the complaint is made must cause the complaint to be enquired into, and must take such steps as may be necessary to do justice in the matter.

## THE SCHEDULE

Regulation 43(1)

### FORM 1

SINGAPORE ARMED FORCES ACT  
(CHAPTER 295)

SINGAPORE ARMED FORCES  
(VOLUNTEER CORPS — RANKS, DISCIPLINARY PROCEEDINGS AND

THE SCHEDULE — *continued*MISCELLANEOUS POWERS)  
REGULATIONS 2015**CHARGE REPORT**

This is to declare that I, \_\_\_\_\_ (Name of SAFVC JDO/SAFVC SDO/SAFVC Commander\*) have read and understood regulation 13/14/15\* of the SAF (Volunteer Corps — Ranks, Disciplinary Proceedings and Miscellaneous Powers) Regulations 2015 before conducting the disciplinary proceedings.

\_\_\_\_\_  
Signature of SAFVC JDO/SAFVC SDO/SAFVC Commander\*.

Unit address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. CHARGE  
AGAINST:

(NRIC number, \_\_\_\_\_  
rank, name, unit \_\_\_\_\_  
or other \_\_\_\_\_  
description).

2. STATEMENT  
AND RELEVANT  
SECTION OF  
THE ACT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. PARTICULARS OF OFFENCE: in that he/she, at \_\_\_\_\_  
\_\_\_\_\_ on (or about) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. OFFENCE  
REPORTED BY:

(NRIC number, \_\_\_\_\_  
rank, name, unit \_\_\_\_\_  
or other \_\_\_\_\_  
description).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. OTHER  
WITNESSES:

\_\_\_\_\_

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THE SCHEDULE — *continued*

(NRIC number, \_\_\_\_\_  
rank, name, unit \_\_\_\_\_  
or other \_\_\_\_\_  
description).

\* Delete where applicable.

Regulations 43(2) and 44

FORM 2

SINGAPORE ARMED FORCES ACT  
(CHAPTER 295)

SINGAPORE ARMED FORCES  
(VOLUNTEER CORPS — RANKS, DISCIPLINARY PROCEEDINGS AND  
MISCELLANEOUS POWERS)  
REGULATIONS 2015

PROCEEDINGS BEFORE SAFVC JUNIOR DISCIPLINARY  
OFFICER/SAFVC SENIOR DISCIPLINARY OFFICER/  
SAFVC COMMANDER\*

1. A short summary of evidence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The finding: I decide to —

(a) dismiss the charge for the following reasons: ( )

\_\_\_\_\_  
\_\_\_\_\_

(b) convict the accused of the charge. ( )

(c) refer the case to the Director, Legal Services of the Singapore Armed  
Forces. ( )

(d) make the following order: ( )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Aggravating and/or mitigating factors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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THE SCHEDULE — *continued*

4. Accused elects/does not elect\* to be tried by a subordinate military court.
5. Consequential orders on election of accused to be tried by a subordinate military court:

\_\_\_\_\_

\_\_\_\_\_

6. The punishment: I impose on the convicted person the following punishment:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Signature, Rank and Name of SAFVC  
 Junior Disciplinary Officer/  
 SAFVC Senior Disciplinary Officer/  
 SAFVC Commander\*)*

\* Delete where inappropriate

(Reverse side of form “Proceedings Before SAFVC Junior Disciplinary Officer/SAFVC Senior Disciplinary Officer/SAFVC Commander”).

*Notes:*

1. The decision in paragraph 2 should be indicated with a (✓). If the charge is not dismissed or the accused is not convicted, the decision should be specified in paragraph 2(d). For example —

(a) remanded in close/open\* arrest for investigation/further investigation\*; and/or\*

(b) referred to SAFVC senior disciplinary officer/SAFVC Commander\*.

Orders under paragraph 2(d) may be made in conjunction with a decision under paragraph 2(c).

2. If the accused elects to be tried by a subordinate military court, any consequential order should be specified in paragraph 5. For example —

(a) remanded in close/open\* arrest for investigation/further investigation\*; and/or\*

(b) referred to SAFVC senior disciplinary officer/SAFVC Commander/Director, Legal Services of the Singapore Armed Forces\*.

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THE SCHEDULE — *continued*

3. Subject to Note 4, charge reports in respect of which an accused has been found guilty will be retained in the Orderly Room for one year after the date of the offence.

4. When the punishment is admonition only, the charge report will be retained with the SAFVC volunteer's documents for 3 months and thereafter destroyed.

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Occurrence Slip Action:

Entered in Serviceman's Conduct Sheet:

Entered in Delay report Diary:

\*Delete where applicable

Made on 10 February 2015.

TEO ENG DIH  
*Secretary,*  
*Armed Forces Council,*  
*Singapore.*

[MINDEF U96J/16-2-1-16; AG/LLRD/SL/295/2010/17 Vol. 2]

(To be presented to Parliament under section 207 of the Singapore Armed Forces Act).