

**IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE**

ePRACTICE DIRECTION NO. 2 OF 2008

**APPLICATIONS FOR GRANTS OF PROBATE OR LETTERS OF
ADMINISTRATION IN RESPECT OF DEATHS OCCURRING
ON OR AFTER 15 FEBRUARY 2008**

1. Estate duty has been abolished for deaths occurring on or after 15 February 2008. This Practice Direction sets out the procedure for applications for grants of probate or letters of administration in respect of deaths occurring on or after 15 February 2008.

Schedule of Assets

2. Notwithstanding the abolition of estate duty, a Schedule of Assets identifying the property comprising the estate continues to be a key document in the grant process. In particular, it provides a basis for the Court to determine (a) whether the value of the estate falls within jurisdictional limit of the District Court or the High Court, and (b) the amount for which security should be furnished (in cases where an administration bond is required). Hence, in addition to the supporting documents enumerated in Paragraph 118 of *The Subordinate Courts Practice Directions (2006 Ed.)*, applicants have to file two copies of the Schedule of Assets listing the property comprising the estate of the deceased.

3. One copy of the Schedule of Assets is to be filed under the cover of an affidavit, which includes the following averment:

“The contents of the Schedule of Assets exhibited herein as [insert exhibit number] are true and accurate in every particular to the best of my knowledge and belief. The deponent does not know or have any reason to believe that any of the contents of the Schedule of Assets is false.”

4. A separate copy of the Schedule of Assets (without an affidavit) is to be filed with the Court to be annexed to the grant. A specimen Schedule of Assets can be found in Form 41A of Appendix B of *The Subordinate Courts Practice Directions (2006 Ed.)*. No court fees will be charged for the filing of the Schedule of Assets.

5. The Schedule of Assets may be included in the supporting affidavit filed in accordance with Order 71, Rule 5 of the Rules of Court. If the Schedule of Assets is so included in the supporting affidavit, the supporting affidavit must include the averment referred to in Paragraph 3 above.

Amendment of Schedule of Assets

6. Where an applicant seeks to amend the Schedule of Assets filed under the cover of an affidavit, a supplementary affidavit exhibiting the amended Schedule of Assets is to be filed with the Court. The applicant must also file a separate copy of the amended Schedule of Assets to be annexed to the grant. The supplementary affidavit shall provide reasons to explain why an amendment is necessary and has to include the averment referred to in Paragraph 3 above.

7. Where the amendment to the Schedule of Assets is sought following the grant, the applicant must obtain leave of Court to amend the Schedule of Assets.

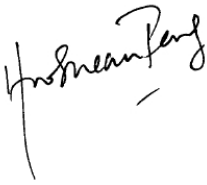
8. The Court may reject any document which does not comply with these Directions.

9. This Practice Direction will take effect on **18 September 2008**.

10. A complete and updated version of *The Subordinate Courts Practice Directions (2006 Ed.)* may be downloaded in .PDF Adobe Acrobat format at the “Legislation and Directions” section of the Subordinate Courts website at <http://www.subcourts.gov.sg>.

11. For manual and loose-leaf updating, the specific new and amended paragraphs and the directions for amendments may also be downloaded at the “Legislation and Directions” section of the Subordinate Courts website at <http://www.subcourts.gov.sg>.

Dated this 18th day of September 2008.

A handwritten signature in black ink, appearing to read 'Hoo Sheau Peng', written in a cursive style.

HOO SHEAU PENG
REGISTRAR
SUBORDINATE COURTS

Directions for Amendments

- (1) The existing Part XI of the Table of Contents to be removed and the new amended Part XI of the Table of Contents substituted therefor.
- (2) The existing Table of Contents from the page containing Appendix A to be removed and the new amended pages of the Table of Contents substituted therefor.
- (3) The existing Appendix A to be removed and the new amended Appendix A substituted therefor.
- (4) The existing Paragraph 118 to be removed and the new amended Paragraph 118 substituted therefor.
- (5) The existing Paragraph 120 to be removed and the new amended Paragraph 120 substituted therefor.
- (6) The new Paragraph 120A should be inserted immediately after the new amended Paragraph 120.
- (7) The new Form 41A should be inserted immediately after the existing Form 41.

PART XI

PROBATE AND ADMINISTRATION MATTERS

117. Hearing of Probate and Administration matters (non-contentious probate proceedings)
118. Originating Summons for grant of probate or letters of administration
119. Applications for dispensation of sureties for grants of letters of administration
120. Filing of schedules of property for non-dutiable estates where death occurs before 15 February 2008
- 120A. Filing of schedules of assets for estates where death occurs on or after 15 February 2008
121. Caveat searches in non-contentious probate proceedings

APPENDIX A

PRACTICE DIRECTIONS ISSUED TO AMEND THE SUBORDINATE COURTS PRACTICE DIRECTIONS (2006 ED.)

APPENDIX B

FORMS

Form 1

REQUEST TO FILE DOCUMENT WITHOUT FURNISHING IDENTIFICATION NUMBERS

Form 2

NOTICE OF IDENTIFICATION NUMBERS

Form 3

NOTIFICATION UNDER ORDER 62, RULE 2 (1), OF THE RULES OF COURT

Form 4

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

Form 5

INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE

Form 6

INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE

Form 7

REQUEST FOR CDR

Form 8

REQUEST FOR ADJOURNMENT OF CDR

Form 9

NOTICE OF PRE-TRIAL CONFERENCE

Form 10

NOTICE OF OBJECTIONS TO CONTENTS OF AFFIDAVITS OF EVIDENCE-IN-CHIEF

Form 10A

APPLICATION FOR DIGITAL AUDIO RECORDING AND TRANSCRIPTION SERVICE

Form 11

INDEX TO AGREED BUNDLE OF DOCUMENTS

Form 12

CHECKLIST FOR ORIGINATING SUMMONS (PROBATE)

Form 13

LETTER OF AUTHORISATION TO FILE DOCUMENTS AT SERVICE BUREAU

Form 14

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE OR AUTHORISED AGENT OF A REGISTERED USER

Form 15

REQUEST FOR CANCELLATION OF IDENTIFICATION NAME AND AUTHENTICATION CODE

Form 16

LETTER OF AUTHORISATION TO UTILISE SERVICE OF DOCUMENTS FACILITY AT THE SERVICE BUREAU

Form 17

FORM OF RECORD OF APPEAL

Form 18

REQUEST FOR CHECKING ELIGIBILITY OF PROPOSED PURCHASER(S)/TRANSFEREE(S) UNDER OPTIONS 4 & 5 OF THE AGREED MATRIMONIAL PROPERTY PLAN

Form 19

STANDARD QUERY TO HOUSING & DEVELOPMENT BOARD ON HDB MATRIMONIAL ASSET (HDB FLAT)

Form 20

STANDARD QUERY TO THE HOUSING & DEVELOPMENT BOARD ON HDB MATRIMONIAL ASSET (AGREEMENT FOR LEASE OF HDB FLAT)

Form 21

STANDARD QUERY TO THE CENTRAL PROVIDENT FUND BOARD

Form 21A

AFFIDAVIT OF EVIDENCE IN CHIEF

(FOR PLAINTIFF PROCEEDING ON THE STATEMENT OF CLAIM IN UNCONTESTED MATRIMONIAL PROCEEDINGS)

Form 21B

AFFIDAVIT OF EVIDENCE IN CHIEF

(FOR DEFENDANT PROCEEDING ON THE COUNTERCLAIM IN UNCONTESTED MATRIMONIAL PROCEEDINGS)

Form 22

DECLARATION OF THE VALUE OF MATRIMONIAL ASSETS

Form 23

APPLICATION FOR THE APPOINTMENT OF EXPERT IN RESPECT OF CUSTODY
AND ACCESS ISSUES

Form 24

LETTER OF INSTRUCTION TO EXPERT WITNESS

Form 25

COVER LETTER FOR DRAFT CONSENT ORDERS

Form 26

COVER LETTER TO NOTIFY THE COURT OF FILING OF APPLICATION TO
EXTEND TIME FOR APPEALING AGAINST DECREE NISI/MEMORANDUM OF
APPEARANCE TO SHOW CAUSE AGAINST DECREE NISI BEING MADE
ABSOLUTE

Form 27

NOTICE TO PRODUCE DOCUMENTS REFERRED TO
IN PLEADINGS OR AFFIDAVITS

Form 28

NOTICE WHERE DOCUMENTS MAY BE INSPECTED

Form 29

REQUEST FOR DISCOVERY

Form 30

NOTICE IN RESPONSE TO REQUEST FOR DISCOVERY

Form 31

APPLICATION FOR DISCOVERY

Form 32

REQUEST FOR INTERROGATORIES

Form 33

NOTICE IN RESPONSE TO REQUEST FOR INTERROGATORIES

Form 34

APPLICATION FOR INTERROGATORIES

Form 35

AFFIDAVIT OF ASSETS AND MEANS

Form 35A

ANCILLARY MATTERS FACT AND POSITION SHEET

Form 36

LETTER FOR NOTIFICATION OF SYARIAH COURT PROCEEDINGS

Form 37

COVER LETTER FOR AMENDED STATEMENT

Form 38

COVER LETTER FOR SUBMISSION OF
ORIGINAL BIRTH CERTIFICATE IN ADOPTION PROCEEDINGS

Form 39

REQUEST FOR RE-FIXING OF HEARING DATE

Form 40

PROBATE CHECKLIST

Form 41

SUPPORTING AFFIDAVIT UNDER ORDER 71 RULE 5

Form 41A

SCHEDULE OF ASSETS

Form 42

REQUEST FOR ATTENDANCE OF THE BAILIFF

Form 43

LETTER OF AUTHORITY TO ACT AS AUTHORISED BAILIFF

Form 44

QUESTIONNAIRE FOR THE EXAMINATION OF (NAME OF INDIVIDUAL
JUDGMENT DEBTOR)

Form 45

QUESTIONNAIRE FOR THE EXAMINATION OF (NAME OF OFFICER OF
JUDGMENT DEBTOR)

Form 46

BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS

Form 47

BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Form 48

BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

Form 49

NOTICE OF DISPUTE ON BILL OF COSTS

Form 50

NOTICE OF

AGREEMENT/ DISAGREEMENT ON COSTS FOR BILLS OF COSTS INVOLVING
THE PUBLIC TRUSTEE

Form 51

NOTICE OF AGREEMENT/ DISAGREEMENT ON COSTS FOR BILLS OF COSTS
INVOLVING THE DIRECTOR OF LEGAL AID

Form 52

SPECIMEN GOVERNMENT MEDICAL CERTIFICATE

Form 53

SPECIMEN AUTHORISATION CARD

Form 54

REQUISITION FOR IMPRESSED STAMPS

Form 55

NOTING OF APPEARANCE OF ADVOCATES/PROSECUTORS

Form 56

APPLICATION FOR NOTES OF EVIDENCE IN CIVIL PROCEEDINGS

Form 57

REQUEST FOR EARLY EXPERT PRE-TRIAL CONFERENCE

Form 58

NOTE TO EXPERT WITNESS

Form 59

Form 60

APPLICATION TO RESERVE TIME-SLOT FOR PRE-MENTION INTERVIEW

Form 61

MENTION SLIP

APPENDIX C

MEDIATION GUIDELINES FOR ROAD TRAFFIC ACCIDENT CASES AT THE e@dr/PRIMARY DISPUTE RESOLUTION CENTER AT THE SUBORDINATE COURTS

APPENDIX D

WAITING TIME (*) FOR TRIALS OR HEARINGS IN THE SUBORDINATE COURTS

APPENDIX E

INSTRUCTIONS TO DEFENDANT ON HOW TO MAKE THE STANDARD QUERY TO THE CENTRAL PROVIDENT FUND BOARD

APPENDIX F

**ANNEXES TO NON INJURY MOTOR ACCIDENT CLAIMS
LITIGATION PRACTICE DIRECTION**

Annex A

Pre-action Protocol for the Management of Low-Value Non-injury Motor Accident Cases by the Financial Industry Dispute Resolution Centre Ltd (FIDReC)

Form 1

Sample Letter of Claim to the Potential Defendant

Form 2

Sample Reply to Letter of Claim

Form 3

Sample Letter by Claimant before Lodgement of Claim with FIDReC

Annex B

Pre-action Protocol for Non-Injury Motor Accident Cases

Form 4

Sample Letter of Claim to Defendant

Form 5

Sample Acknowledgment of Letter of Claim

Form 6

Sample Letter by Claimant before issue of Writ of Summons

Form 7

Sample Statement of Claim

Form 8

Pre-action Protocol Checklist

APPENDIX FA

**ANNEXES TO MEDICAL NEGLIGENCE LITIGATION PRACTICE
DIRECTION**

PRE-ACTION PROTOCOL FOR MEDICAL NEGLIGENCE CLAIMS

Form 1

Sample Letter of Request for Medical Report

Form 1A

Sample Letter of Authorisation

Form 2

Sample Letter of Request for Discussion

Form 3

Sample Letter by Claimant Before Issue of Writ of Summons

APPENDIX G

BENCHMARK RATES FOR COSTS OF RENTAL AND LOSS OF USE

APPENDIX H

SAMPLE BILLS OF COSTS

Sample A

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS

Sample B

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Sample C

SAMPLE BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

APPENDIX I

REGISTRAR'S CIRCULARS ISSUED

APPENDIX J

GUIDELINES FOR PARTIES USING EARLY EXPERT PRE-TRIAL
CONFERENCE

APPENDIX K

SAMPLE DECLARATION OF THE VALUE OF MATRIMONIAL ASSETS

APPENDIX L

SAMPLE STATEMENT OF CLAIM FOR FIXED SUM CLAIMS OF \$20,000 OR
BELOW UNDER THE EXPEDITED WRIT TRACK

APPENDIX A

PRACTICE DIRECTIONS ISSUED TO AMEND THE SUBORDINATE COURTS PRACTICE DIRECTIONS (2006 ED.)

As at 18th September 2008

The following Practice Directions are issued to amend The Subordinate Courts Practice Directions (2006 Ed.):

1. ePD 1 of 2006 Change to Mode of Commencement of Matrimonial Proceedings
2. ePD 2 of 2006 Amendment of Originating Processes, Pleadings and Documents
3. ePD3 of 2006 (1) Amendments to the Rules of Court
(2) Pre-action Protocol for Medical Negligence Claims
4. ePD1 of 2007 Interest on Judgments, Costs and under Order 30, Rule 6(2)
5. ePD2 of 2007 Request for Digital Audio Recording and Transcription Service
6. ePD3 of 2007 Service, Adjournment/Vacation, Attendance before Duty Registrar & Affidavits for Ancillary Matters Hearing
7. ePD4 of 2007 Transfer of Matrimonial, Divorce and Guardianship of Infants Proceedings, and Proceedings Pursuant to Section 17A(2) of the Supreme Court of Judicature Act (Cap. 322) to the District Court

8. ePD1 of 2008 (1) FIDREC Pre-action Protocol for the Management and Resolution of Low-value Non-Injury Motor Accident Claims
(2) Expedited Writ Track
9. ePD2 of 2008 Applications for Grants of Probate or Letters of Administration in respect of Deaths occurring on or after 15 February 2008

118. Originating Summons for grant of probate or letters of administration

- (1) An originating summons for the grant of probate or letters of administration under Order 71, rule 5, of the Rules of Court filed on or after 1 January 2006 shall be submitted together with the statement, through the Electronic Filing Service (EFS) by entering the relevant information in the appropriate electronic template without attaching the document in the *Portable Document Format (PDF)*. Any originating summons filed on or after 1 January 2006 must also be accompanied by a checklist as prescribed in Form 12 of Appendix B to these Directions (“Checklist for OS (Probate)”), which shall also be duly completed and submitted by the filing party by entering the relevant information in the appropriate electronic template.
- (2) The following supporting documents (whichever may be relevant) must be electronically filed in the same submission as related documents, but separately from the originating summons and checklist:
 - (a) in all cases, a certified true copy of the death certificate of the deceased or a certified true copy of the Order of Court for presumption of death of the deceased;
 - (b) where there is a will, a certified true copy of the will;
 - (c) in the case of Muslim estates, a certified true copy of the inheritance certificate;
 - (d) in relation to deaths occurring on or after 15 February 2008, two copies of Schedule of Assets listing the property comprising the estate of the deceased in accordance with Paragraph 120A of these Directions; and
 - (e) any other documents in support of the originating summons required under the Probate and Administration Act (Cap. 251, 2000 Revised Edition) or the Rules of Court. The administration oath under section 28 of the Probate and Administration Act (Cap. 251, 2000 Revised Edition) may, however, be filed at the same time as the supporting affidavit under Order 71, rule 5, of the Rules of Court as required by sub-paragraph (6).

- (3) Prior to filing the originating summons, the applicant or his solicitor must conduct a search on the caveat book for both Courts to ascertain if there are any caveats in force against the estate of the deceased. The Certificate of Result of Caveat Search (Form 173 of Appendix A to the Rules of Court) together with the search reports for both Courts must be submitted when filing the originating summons.
- (4) If the originating summons and the statement are in order, they will be accepted and a Probate Number will be assigned to the originating summons.
- (5) The original death certificate, original will (if any) and original inheritance certificate (if any) must then be submitted to the Probate Counter for verification by 4.30 p.m. of the next working day after the electronic filing of the originating summons. Where the original will has been retained in the custody of a foreign court, a certified true copy of the will by that foreign court must be submitted in place of the original. After verification, the original will shall be retained by the Probate Counter in compliance with Order 71, rule 47A, of the Rules of Court. The originals of the other documents may be returned to the filing party 3 days after the acceptance by the Court.
- (6) Order 71, rule 5(2), of the Rules of Court provides that the statement, which is filed together with an originating summons for the grant of probate or letters of administration, must be verified by an affidavit of the applicant. For originating summonses filed on or after 1 January 2006, the supporting affidavit under Order 71, rule 5 (“the supporting affidavit”) shall be in the prescribed format in Form 41 of Appendix B and state that the applicant deposes to the truth of the contents of the statement and the exhibits thereto required under Order 71, rule 5(2), of the Rules of Court. The exhibits (apart from the statement and the Schedule of Assets which have already been filed with the originating summons) are to be listed in a “Table of Contents of Exhibits” in the supporting affidavit. These exhibits can then be detached and are not required to be filed together with the supporting affidavit. The supporting affidavit must state that the statement exhibited therein is the

same statement generated by the EFS, and the contents entered into the EFS, and which now appear in the statement are true and accurate. The statement bearing the court seal and the Schedule of Assets are to be exhibited as the first and second exhibits respectively in the supporting affidavit filed. In regards to applications by a trust corporation, the supporting affidavit must in addition, state that the applicant company is a trust company and that it has the power to accept grant, and that the officer has been authorised by the applicant company through a resolution of their board of directors, a certified true copy whereof under the seal of the company is exhibited therein. The supporting affidavit shall be filed within 14 days after the filing of the originating summons.

- (7) No hearing date or order-in-terms of an originating summons for the grant of probate or letters of administration will be given until the supporting affidavit has been filed. An order-in-terms of the originating summons will be granted if all the documents are in order and upon acceptance of the supporting affidavit. Otherwise, a date will be fixed for the hearing of the originating summons.
- (8) If there are errors in the originating summons and the statement or missing documents, the entire set of documents will be rejected and the reason(s) for rejection will be indicated on the Checklist. The onus is on the solicitor concerned to review the rejected documents, having regard to the comments on the Checklist, before re-filing a fresh originating summons and statement.
- (9) Where a party seeks to rectify any errors in the originating summons, an application may be made by way of a summons to amend the originating summons. The draft amended originating summons in PDF format, prepared in accordance with Paragraph 13(2)(b) and (c) of these Directions, should be annexed to the affidavit in support of the summons.
- (10) Where a party seeks to rectify any error in the statement, other than errors that also appear in the originating summons prior to the order for the grant, he may do so by amending the information in the appropriate electronic template *without* attaching the amended statement in *PDF* format, and filing a supplementary affidavit, and stating the reason for

the amendments. Where it is necessary to amend the information in the statement after order is made for the grant, an application must be made by way of summons, together with an affidavit in support and the draft amended statement in PDF format must be annexed to the summons. The Registrar may direct that a fresh supporting affidavit under Order 71, rule 5 be filed by the applicant.

- (11) Where an order-in-terms has been made in the originating summons for the grant of probate or letters of administration and a party seeks to substitute the name of the administrator(s) or add in further administrator(s), an application must be made by way of a summons for the order to be revoked and re-granted. The draft amended originating summons and the amended statement in PDF format, prepared in accordance with Paragraph 13(2)(b) and (c) of these Directions, should be annexed to the summons.
- (12) Where an order-in-terms is made of the application, the party shall, within 14 days of the order or such time as may be permitted in the order of court granting leave to amend, or for the order to be revoked and re-granted, as applicable, file the amended originating summons by entering the relevant amendments in the appropriate electronic template *without* attaching the amended originating summons and the amended statement in *PDF* format. In this respect, Paragraph 13(1), (2)(a), (2)(b) and (4) shall not apply. A fresh supporting affidavit under Order 71, rule 5 must be filed by the applicant together with the amended originating summons and the amended statement.
- (13) As per current practice, all summonses in respect of proceedings under Order 71, rule 5, of the Rules of Court will not be given a hearing date in the first instance. A hearing date will only be given where an order-in-terms is not granted. The hearing date will be indicated on the returned summonses.
- (14) The Court may reject any document which does not comply with the above Directions, or any other directions made by the Court.

120. Filing of schedules of property for non-dutiable estates where death occurs before 15 February 2008

- (1) In addition to the procedures and Forms SC1 to SC8 issued by the Commissioner of Estate Duties (which are available on the Inland Revenue Authority of Singapore website (<http://www.iras.gov.sg>)), the following Directions shall apply in cases where death occurs before 15 February 2008 and no estate duty is payable:
 - (a) The executor or administrator must first determine, based on the relevant checklist (Form SC2 or SC3), that estate duty is not payable on the estate;
 - (b) Upon confirmation that estate duty is not payable, the executor or administrator shall then file a statutory declaration (Form SC1) together with the checklist (Form SC2 or SC3);
 - (c) The schedule of property must also be sworn or affirmed before a Commissioner for Oaths and filed together with the statutory declaration (Form SC1) and checklist (Form SC2 or SC3). In cases where the deceased died domiciled in Singapore, Form SC4 shall be used. In cases where the deceased died domiciled outside Singapore, Form SC5 shall be used.
 - (d) If a supplementary schedule of property needs to be subsequently filed for additional property or value omitted in the original submission, this shall be in Form SC6 or SC7 (for deceased domiciled in and outside Singapore respectively) and sworn or affirmed before a Commissioner for Oaths, provided that the total value of the estate remains non-dutiable;
 - (e) If there are any amendments to the schedule of property or supplementary schedule of property, this shall be filed in Form SC8.
- (2) All the above Forms SC1 to SC8 must be printed or typed. No supporting documents are to be attached to the above Forms.

120A. Filing of schedules of assets for estates where death occurs on or after 15 February 2008

- (1) In relation to deaths occurring on or after 15 February 2008, two copies of Schedule of Assets listing the property comprising the estate of the deceased must be filed. One copy is to be filed under the cover of an affidavit which includes the following averment:

“The contents of the Schedule of Assets exhibited herein as [insert exhibit number] are true and accurate in every particular to the best of my knowledge and belief. The deponent does not know or have any reason to believe that any of the contents of the Schedule of Assets is false.”
- (2) A separate copy of the Schedule of Assets (without an affidavit) is to be filed with the Court. A specimen Schedule of Assets can be found in Form 41A of Appendix B of these Practice Directions.
- (3) The copy of the Schedule of Assets which is required to be filed under the cover of an affidavit may be filed under the cover of the supporting affidavit under Order 71, rule 5, of the Rules of Court. If so included, the supporting affidavit under Order 71, rule 5 shall include the averment referred to in sub-paragraph (1).
- (4) If an applicant is unable to file the Schedule of Assets at the time of the filing of the originating summons or at the time of the filing of supporting affidavit under Order 71, rule 5, the applicant may file the copy of the Schedule of Assets which is required to be filed under the cover of an affidavit under the cover of a supplementary affidavit.
- (5) Where an applicant seeks to amend the Schedule of Assets filed under the cover of an affidavit, a supplementary affidavit exhibiting the amended Schedule of Assets is to be filed with the Court. The applicant must also file a separate copy of the amended Schedule of Assets to be annexed to the grant. The supplementary affidavit shall provide reasons to explain why an amendment is necessary, and shall also include the averment referred to in sub-paragraph (1).

- (6) Where the amendments to the Schedule of Assets are sought following the grant, the applicant must obtain leave of Court to amend the Schedule of Assets.
- (7) No Court fees will be charged for the Schedule of Assets and the affidavits filed pursuant to sub-paragraphs (1) to (5).

