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O. 6, r. 11(1),  
r. 11(2)

ORIGINATING APPLICATION

IN THE COURT OF APPEAL / APPELLATE DIVISION OF THE HIGH  
COURT / GENERAL DIVISION OF THE HIGH COURT / STATE  
COURTS OF THE REPUBLIC OF SINGAPORE

Originating Application No. \_\_\_\_\_ of 20 \_\_\_\_ .

Filed: [date]

(Renewed for service for \_\_\_\_ months from [date] by an order of Court dated  
[date])

In the matter of

Between

[Claimant's/Applicant's name and identification number]

*Claimant(s)/Applicant(s)*

And

[Defendant's/Respondent's name and identification number]

*Defendant(s)/Respondent(s)*

To: The [defendant/respondent] [name]

1. The [claimant/applicant] of [address] has commenced an action against you in the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] of Singapore.
2. The [claimant/applicant] is applying to the Court for the following orders:  
[Set out all the orders sought in numbered paragraphs].
3. The evidence supporting this originating application is stated in the accompanying affidavit of [state the name of the person making the affidavit].

4. You may do the following:
  - (a) offer to settle the claim or negotiate with the [claimant/applicant]; and
  - (b) in any event, if you wish to contest the originating application, you must:
    - (i) consult a lawyer unless you want to act in person; and
    - (ii) file an affidavit in reply if you also wish to introduce evidence in the originating application against you within [21 days/5 weeks] of being served the [claimant's/applicant's] supporting affidavit(s).
5. Parties are to attend a case conference to take directions from the Court on the date and time shown above.
6. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by: *Solicitor for the claimant/applicant*

[Name, address, email address and telephone number of solicitor]

Notes:

1. This originating application must be served within 3 months after the date of issue, unless renewed by order of the Court.
2. Where the claimant/applicant sues or a defendant/respondent is sued in a representative capacity, this originating application must be endorsed with a statement of the capacity in which the claimant/applicant sues or a defendant/respondent is sued, as the case may be.

(Seal of the Court and signature of the Registrar)

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