

**Form 99**

**COMMUNITY JUSTICE & TRIBUNALS DIVISION**

*APPLICATION FOR CJTD FRIEND*

**A. Details of Claim/Counterclaim:** \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ ID Number/contact number : \_\_\_\_\_

**B. Particulars of Proposed CJTD Friend:**

Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Address: \_\_\_\_\_

**C. Reasons for Application (with supporting documents to be enclosed with application):**

- I am applying for the CJTD Friend to assist me to provide administrative and emotional support in the conduct of my Case in proceedings before a tribunal and the Registrar, such as:
  - (a) assisting in the preparation and filing of documents relevant to the proceedings;
  - (b) providing emotional and moral support and offering practical guidance on non-legal issues throughout the proceedings;
  - (c) assisting me in proceedings before a tribunal or the Registrar (e.g. by taking relevant notes of the proceedings and directions given by tribunal or Registrar or by organising documents and helping to locate the correct document for use in proceedings); and
  - (d) reviewing the notes taken with me after the hearing and explaining the directions made by a tribunal or the Registrar.
- I am applying for the CJTD Friend to assist me in interpreting spoken communications in the proceedings before a tribunal or registrar, including any document (or part thereof) filed for use and referred to in the aforesaid proceedings.

**D. Declaration:**

- I declare that the person named at Part B above has agreed to assisting me as my CJTD Friend, is aware of his/her obligations under the applicable Practice Direction and prepared to give an undertaking and declaration in the prescribed form below.
- I declare that all the information provided above and supporting documents are true and correct.
- I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
*Signature of Applicant*

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**FOR OFFICIAL USE ONLY**

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Received On: \_\_\_\_\_

Approved

Not Approved

Signature : \_\_\_\_\_

Registrar/Tribunal of the \*Employment Claims Tribunals/Small Claims Tribunals/ Community  
Disputes Resolution Tribunals

## UNDERTAKING & DECLARATION BY THE CJTD FRIEND

I, \_\_\_\_\_ (NRIC No. \_\_\_\_\_) having been permitted by the \*registrar/tribunal of the \*Employment Claims Tribunals/Small Claims Tribunals/ Community Disputes Resolution Tribunals to assist the above person in the proceedings before the aforesaid tribunal hereby consent to assist the above person and declare and undertake as follows:

**(I) In providing such assistance and support, I shall not:**

- (a) provide legal advice on the merits of the case and/or legal representation to the above person;
- (b) advise the above person on how to present his case or how to respond to his opponent's case;
- (c) manage the above person's cases outside court or act as his agent when dealing with other parties;
- (d) exercise any of the privileges extended to advocates and solicitors under the Legal Profession Act (Cap 161, 2009 Rev Ed), such as to address the tribunal or registrar, make oral submissions, conduct litigation, examine witnesses, sign tribunal documents on the above person's behalf, act as his agent or manage his case outside the proceedings;
- (e) communicate with the above person during the proceedings in a manner that would disrupt the proceedings;
- (f) divulge any information (communicated to me by the above person for the purpose of obtaining assistance from me, or acquired by me in the course of the tribunal proceedings) to any third party in relation to the tribunal proceedings in breach of my duty of confidentiality; and/or
- (g) receive any remuneration or reward for my services.

**(II) As a CJTD Friend assisting the above person, I shall not provide any assistance and support if I:**

- (a) am or may be named as a witness in the proceedings by a party to a dispute;
- (b) have a direct or indirect interest in the outcome of a claim in the dispute;
- (c) am an advocate or solicitor or a legally qualified person from any jurisdiction; and/or
- (d) am a housing agent of the above person and the dispute involves a tenancy or any other housing matter in which I am acting for him.

**(III) At any time during the proceedings, I shall not act against the interests of justice and fairness, or impede or obstruct the administration of justice, such as (but not limited to) where:**

- (a) the assistance provided by me is improper;
- (b) the assistance provided by me is unreasonable in nature or degree;
- (c) it is apparent to the tribunal or registrar or the opposing party that I am not well versed or competent enough to interpret spoken communications in the proceedings, including

- any document (or part thereof) filed for use and referred to in the proceedings, for the above person;
- (d) I become disruptive through my words or behaviour (such as by rolling my eyes, huffing, snickering etc.);
  - (e) I distract the above person or take over the proceedings on his behalf, or seek or attempt to act as a lawyer for him, such as by speaking directly to the opposing party; and/or
  - (f) I act in breach of any one or more of the above declarations and undertakings.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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*Signature of CJTD Friend*