

TO: The Central Authority of the Republic of Singapore.

FROM: The Central Authority of the *[Requesting Party]*

**REQUEST FOR MUTUAL LEGAL ASSISTANCE
IN A CRIMINAL MATTER**

CERTIFICATE ON BEHALF OF THE *[REQUESTING PARTY]*

I, *[name, appointment/ position of person certifying]*, on behalf of *[name of Central Authority]*, who is responsible for *[state area of responsibility e.g. criminal prosecutions, investigations]* in the *[Requesting Party]* and who is also authorised to make requests for mutual legal assistance in criminal matters, certify that the Government of the *[Requesting Party]* respectfully requests the assistance of the Government of the Republic of Singapore in a *[criminal matter]*.¹

REQUEST

This request is made by the Government of the *[Requesting Party]* for assistance to be extended under the Mutual Assistance in Criminal Matters Act 2000 (Statutes of the Republic of Singapore).

NATURE OF REQUEST

This request relates to *[describe subject of criminal matter]*. The authority having the conduct of the criminal matter is *[describe authority concerned with the criminal matter]*.

CRIMINAL OFFENCES / APPLICABLE LEGISLATION / PENALTIES

[Set out the offences alleged to have been contravened in relation to the criminal proceedings as well as the maximum penalties for these offences and attach copies of applicable legislative provisions. State identity of suspect / accused person, if known.]

¹ State whether it is an investigation, prosecution or an ancillary criminal matter. An “ancillary criminal matter” as defined in section 2 of Singapore’s Mutual Assistance in Criminal Matters Act 2000, means the restraining of dealing with, or the seizure, forfeiture or confiscation of, property in connection with a foreign offence. An electronic version of this Act is available at <https://sso.agc.gov.sg/>.

STATEMENT OF FACTS

[Describe the material facts of the criminal matter including, in particular, the nature of the process that has been issued, the issuing authority and how the person who is to be served is connected to the criminal matter (e.g. whether that person is being summoned to appear as a witness in the Requesting Party). Information to show that the person to be served is believed to be in Singapore must be included, as well as details of the consequences of a failure to comply with the process to be served, following such service.]

PURPOSE OF THE REQUEST

By this request it is intended to *[state purpose which is intended to be achieved by the assistance sought, e.g. to secure admissible evidence to be used in the trial of]*.

ASSISTANCE REQUESTED

The Government of the Republic of Singapore is requested to take such steps as are necessary to effect service of process on the following person(s):

[List the name(s) and particulars of the person(s) to be served with the process.]

[Enclose the original or certified copy of the process to be served.]

MANDATORY ASSURANCES & UNDERTAKINGS

It is confirmed that this request:

- (a) does not relate to the investigation, prosecution or punishment of a person for a criminal offence that is, or is by reason of the circumstances in which it is alleged to have been committed or was committed, an offence of a political character;
- (b) is not made for the purposes of investigating, prosecuting, punishing or otherwise causing prejudice to a person on account of that person's race, religion, sex, ethnic origin, nationality or political opinions;
- (c) does not relate to the investigation, prosecution or punishment of a person for an offence in a case where the person has been convicted, acquitted or pardoned by a court or other competent authority of the *[Requesting Party]* (and all rights of appeal against the conviction, acquittal or pardon have expired or are exhausted) or has undergone the punishment provided by the laws of the *[Requesting Party]*, in respect of that offence or of another offence constituted by the same act or omission as that offence.

The Central Authority of the *[Requesting Party]* undertakes that the person(s) to be served with the summons will not be subject to any penalty or liability, or be otherwise prejudiced in law by reason only of that person's refusal or failure to accept or comply with the summons, notwithstanding any contrary statement in the summons.²

EXECUTION OF REQUEST

Confidentiality

[State confidentiality requirements of the Requesting Party, if any, and also specify whether the Requesting Party has any objections to disclosure of the Request to the Court and / or other parties to any legal proceedings that may be instituted pursuant to the Mutual Assistance in Criminal Matters Act 2000 pursuant to the Request.]

Procedure to be followed

It is requested that the following procedures be observed in the execution of the request:

[State any specific procedures that the Requesting Party may wish to have followed, e.g. the endorsements, if any, that must be made on the process or how service must be proved, and the manner of such proof if necessary.]

Period of Execution

It is requested that the request be executed within *[state period giving reasons, e.g. specify likely trial or hearing dates or any other dates/reasons relevant to execution of request]*.

RECIPROCITY UNDERTAKING

The Government of *[Requesting Party]* undertakes that it will comply with a future request by the Government of the Republic of Singapore for similar assistance in a criminal matter involving an offence that corresponds to the foreign offence for which assistance is sought.

LIAISON OFFICER

The case officer in *[the enforcement agency or authority in the Requesting Party]* who has knowledge of this matter is *[name of officer]*.

² This undertaking may be omitted if the process to be served pursuant to this Request is not a summons to appear as a witness in the Requesting Party

The officer in [*the Central Authority of the Requesting Party*] who is in charge of this matter is [*name of officer*], and he / she can be contacted at [*provide details of address, telephone number, email etc.*].³

PRIOR CONTACT / USE OF OTHER CHANNELS⁴

There has been previous contact between [*state the relevant authority of the Requesting Party, e.g., Interpol*] and [*state the relevant authority of the Requested Party*] on this matter.

This Request is also being sent to [*the Requested Party*] by [*state the other channel through which the Request is being sent, e.g., diplomatic channel*].

[Signature]

Name:

Office:

Date:

³ Upon receipt of this request, an acknowledgment will be sent to this officer by the Attorney-General's Chambers of the Republic of Singapore.

⁴ This paragraph may be omitted if inapplicable.