

O. 13, r. 1(8)

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

(Title as in action)

Case No:

*Application No:

Before: [Judge]

Venue: [Supreme Court/State Courts] [Court/Chamber number]

Hearing date/time:

Date of order:

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

To: The defendant

1. This order orders you to allow the persons mentioned below to enter the premises described in the order and to search for, examine and remove or copy the articles specified in the order. This part of the order is subject to restrictions. The order also requires you to hand over any of the articles which are under your control and to provide information to the claimant's solicitor. You are also prohibited from doing certain acts. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible.
2. Before you the defendant or the person appearing to be in control of the premises allow anybody on to the premises to carry out this order, you are entitled to have the solicitor who serves you with this order explain to you what it means in everyday language.
3. You are entitled to insist that there is nobody (or nobody except [name]) present who could gain commercially from anything he or she might read or see on your premises.
4. You are entitled to refuse to permit entry before 9.00 a.m. or after 5.00 p.m. or at all on Saturdays, Sundays and public holidays.
5. You are entitled to seek legal advice, and to ask the Court to vary or discharge this order, provided you do so at once, and provided that meanwhile you permit (the supervising solicitor (who is a solicitor of the Court acting independently of

the claimant) and)¹ the claimant's solicitor to enter, but not start to search. See paragraph 3 below.

6. If you, [the defendant], disobey this order, you will be guilty of contempt of Court and may be sent to prison or fined.

THE ORDER

1 (a) The defendant must allow the following persons:

[name] ("the supervising solicitor");
[name] a solicitor of the Supreme Court from the firm of the claimant's solicitor; and
up to [] other accompanying persons being [state capacity]

to enter the premises mentioned or described in Schedule 1 to this order and any vehicles on the premises. This is so that they can search for, inspect, photograph or photocopy, and deliver into the safekeeping of the claimant's solicitor, all the documents and articles which are listed or described in Schedule 2 to this order ("the listed items") or which [name] believes to be listed items. The defendant must allow those persons to remain on the premises until the search is complete, and if necessary to re-enter the premises on the same or the following day in order to complete the search.

(b) This order must be complied with either by the defendant himself or by a responsible employee of the defendant or by the person appearing to be in control of the premises.

(c) This order requires the defendant or his employee or the person appearing to be in control of the premises to permit entry to the premises immediately when the order is served upon him, except as stated in paragraph 3 below.

Restrictions on the service and carrying out of paragraph 1 of this order

2. Paragraph 1 of this order is subject to the following restrictions:

(a) This order may only be served between 9.00 a.m. and 5.00 p.m. on a weekday which is not a public holiday.

[] Relevant information to be inserted.

¹ Where a supervising solicitor is ordered.

- (b) This order may not be carried out at the same time as any search warrant.
- (c) (This order must be served by the supervising solicitor, and paragraph 1 of the order must be carried out in his presence and under his supervision.)² (At least 1 of the persons accompanying him as provided by paragraph 1 of this order must be a woman.)³ (At least 1 of the persons carrying out the order must be a woman.)⁴
- (d) This order does not require the person served with the order to allow anyone (or anyone except [name]) who could gain commercially from anything he or she might read or see on the premises if the person served with the order objects.
- (e) No item may be removed from the premises until a list of the items to be removed has been prepared, and a copy of the list has been supplied to the person served with the order, and he or she has been given a reasonable opportunity to check the list.
- (f) The premises must not be searched, and items must not be removed from them, except in the presence of the defendant or a person appearing to be a responsible employee of the defendant.
- ((g) If the supervising solicitor is satisfied that full compliance with subparagraphs (e) or (f) above is impracticable, he or she may permit the search to proceed and items to be removed without compliance with the impracticable requirements.)⁵

Obtaining legal advice and applying to the Court

3. Before permitting entry to the premises by any person other than (the supervising solicitor and) the claimant's solicitor, the defendant or other person appearing to be in control of the premises may seek legal advice, and apply to the Court to vary or discharge this order, provided he or she does so at once. While this is being done, he or she may refuse entry to the premises by any other person, and may refuse to permit the search to begin, for a short time (not

² Where a supervising solicitor is ordered.

³ These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman and the supervising solicitor is a man.

⁴ These words are to be included in a case where the premises are likely to be occupied by an unaccompanied woman.

⁵ Where a supervising solicitor is ordered.

to exceed 2 hours, unless (the supervising solicitor or)⁶ the claimant's solicitor agrees to a longer period).

Delivery of listed items and computer print-outs

4. (a) The defendant must immediately hand over to the claimant's solicitor any of the listed items which is in his possession or under his control.

(b) If any of the listed items exists only in computer readable form, the defendant must immediately give the claimant's solicitor effective access to the computers, with all necessary passwords, to enable them to be searched, and cause the listed items to be printed out. A print-out of the items must be given to the claimant's solicitor or displayed on the computer screen so that they can be read and copied. All reasonable steps must be taken by the claimant to ensure that no damage is done to any computer or data. The claimant and his representatives may not themselves search the defendant's computers unless they have sufficient expertise to do so without damaging the defendant's system.

Disclosure of information by the defendant

- 5 (a) The defendant must immediately inform the claimant's solicitor:
 - (i) where all the listed items are; and
 - (ii) so far as he or she is aware:
 - A. the name and address of everyone who has supplied him, or offered to supply him, with listed items;
 - B. the name and address of everyone to whom he or she has supplied, or offered to supply, listed items; and
 - C. the full details of the dates and quantities of every such supply and offer.
- (b) Within [] days after being served with this order, the defendant must prepare and swear an affidavit confirming the above information.
- (c) Nothing in this order will abrogate the defendant's right against self-incrimination.

⁶ Where a supervising solicitor is ordered.

Prohibited acts

- 6 (a) Except for the purpose of obtaining legal advice (or advising his banker), the defendant must not directly or indirectly inform anyone of these proceedings or of the contents of this order, or warn anyone that proceedings have been or may be brought against him by the claimant until [].
- (b) (Insert any negative injunctions.)

EFFECT OF THIS ORDER

- 7 (a) A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He or she must not do it through others acting on his behalf or on his instructions or with his encouragement.
- (b) A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

UNDERTAKINGS

- 8 The claimant, (the supervising solicitor and)⁷ the claimant's solicitor give to the Court the undertakings contained in Schedules 3, 4 and 5 respectively to this order.

DURATION OF THIS ORDER

9. Paragraph 6(b) of this order will remain in force until the trial or further order.

VARIATION OR DISCHARGE OF THIS ORDER

10. The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the claimant's solicitor.

⁷ Where a supervising solicitor is ordered.

NAME AND ADDRESS OF CLAIMANT’S SOLICITOR:

11. The claimant’s solicitor is:

[Name of lawyer(s) having conduct of action or charge of matter.]

[Name of law firm.]

[Address of law firm.]

Email : [Email address.]

Tel : [Telephone number.]

Ref : [File reference of law firm.]

INTERPRETATION OF THIS ORDER

- 12 (a) In this order references to “he”, “him”, or “his” include “she” or “her” and “it” or “its”.
- (b) Where there are 2 or more defendants then (unless the context indicates differently):
- (i) References to “the defendants” mean both or all of them;
 - (ii) An order requiring “the defendants” to do or not to do anything requires each defendant to do or not to do the specified thing;
 - (iii) A requirement relating to service of this order, or of any legal proceedings, on “the defendants” means service on each of them; and
 - (iv) Any other requirement that something shall be done to or in the presence of “the defendants” means to or in the presence of one of them.]

(Seal of the Court and signature of the Registrar)

SCHEDULE 1

The premises

SCHEDULE 2

The listed items

SCHEDULE 3

Undertakings given to the Court by the claimant

1. If the Court later finds that this order or the carrying out of it has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the claimant shall comply with any order the Court may make.
2. The claimant, in respect of any order the Court may make pursuant to para (1) above, will:
 - (a) on or before [date] provide to the defendant security in the sum of \$ [] by causing [payment to be made into Court/a bond to be issued by an insurance company with a place of business within Singapore/a written guarantee to be issued from a bank with a place of business within Singapore/payment to the claimant's solicitor to be held by the solicitor as an officer of the Court pending further order]*; and
 - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
- (3. As soon as practicable to issue an originating claim (in the form of the draft originating claim produced to the Court) (claiming appropriate relief).)
4. To (swear and file an affidavit) (cause an affidavit to be sworn and filed) (substantially in the terms of the draft produced to the Court) (confirming the substance of what was said to the Court by the claimant's solicitor.)
5. To serve on the defendant at the same time as this order is served on him, the originating claim and copies of the affidavits and copiable exhibits containing the evidence relied on by the claimant. (Copies of the confidential exhibits [specify] need not be served, but they

must be made available for inspection by or on behalf of the defendant in the presence of the claimant's solicitor while the order is carried out. Afterwards they must be provided to a solicitor representing the defendant who gives a written undertaking not to permit the defendant to see them or make copies of them except in his presence and not to permit the defendant to make or take away any note or record of the exhibits.)

- (6. To serve on the defendant a copy of the supervising solicitor's report on the carrying out of this order as soon as it is received and to produce a copy of the report to the Court.)⁸
7. Not, without the permission of the Court, to inform anyone else of this order or the carrying out of this order or to use any information or documents obtained as a result of carrying out this order except for the purposes of these proceedings or to inform anyone else of these proceedings until the trial or further order.
8. To insure the items removed from these premises.⁹

SCHEDULE 4

Undertakings given to the Court by the claimant's solicitor

1. To answer at once to the best of his ability any question as to whether a particular item is a listed item.
2. To return the originals of all documents obtained as a result of this order (except original documents which belong to the claimant) as soon as possible and in any event within 2 working days of their removal.
3. While ownership of any item obtained as a result of this order is in dispute, to deliver the article into the keeping of a solicitor acting for the defendant within 2 working days from receiving a written undertaking by him to retain the article in safekeeping and to produce it to the Court when required.

⁸ Where a supervising solicitor is ordered.

⁹ In appropriate cases.

4. To retain in his own safekeeping all other items obtained as a result of this order until the Court directs otherwise.
5. To execute this order calmly and orderly and in a manner respectful of the defendant's business.
6. Not, without the permission of the Court, to inform anyone else of this order or the carrying out of this order or to use any information or documents obtained as a result of the carrying out of this order except for the purposes of these proceedings or to inform anyone else of these proceedings until the trial or further order.

SCHEDULE 5

Undertakings given to the Court by the supervising solicitor

1. To offer to explain to the person served with the order its meaning and effect fairly and in everyday language, and to inform him of his right to seek legal advice and apply to vary or discharge the order as mentioned in paragraph 3 of the order.
2. To make and provide the claimant's solicitor a written report on the carrying out of the order.¹⁰

*(*Use as appropriate)*

¹⁰ Where a supervising solicitor is ordered.