

## SINGAPORE MEDICAL COUNCIL

### INSTRUCTIONS ON PUTTING UP A STATUTORY DECLARATION

1. Before you proceed to lodge a complaint against a medical practitioner, please ensure that there is **a cause of action**. (Please note that the Medical Council is only empowered to deal with complaints pertaining to the **conduct of medical practitioners**.)
2. Fill up the particulars required in the Statutory Declaration form provided. **The full name of the doctor complained against must be stated.**
3. Failure to complete the Statutory Declaration form correctly may cause the complaint to be rejected. You will need to re-submit an acceptable Statutory Declaration.
4. Please include the paragraph below at the top of the page of your written complaint:

<p><i>This is the document marked A referred to in the Statutory Declaration of</i> _____ <i>affirmed/sworn before me.</i> <i>(Name of Complainant)</i></p> <p>_____ <i>(Signature of Justice of the Peace, Notary Public or other officer empowered by law to administer oaths, affirmation or affidavit)</i></p>
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The Justice of the Peace, Notary Public or other officer empowered by law to administer oaths, affirmation or affidavits must sign this portion.

You are encouraged to use this format for your letter of complaint although it is not required:

- (a) Facts and chronological events of the case;
- (b) Complaints against the doctor;
- (c) Medical reports/ relevant support documents, if any.

Please note that the letter of complaint must be in **English**. Authenticated English translations must be submitted if they are in other languages.

5. The Declaration should be made before or affirmed by the Commissioner for Oaths at the Council's office located at 16 College Road #01-01 College of Medicine Building Singapore 169854. Please call at 6372-3074 to make an appointment before you come. No stamp duty is required.

6. After endorsement, please submit the Statutory Declaration and your letter of complaint to:

*Chairman, Complaints Panel  
Singapore Medical Council  
16 College Road, #01-01 College of Medicine Building  
Singapore 169854*

7. The Complaints Committee will acknowledge receipt of your complaint and inform you of its decision in due course. It is the prerogative of the Committee to decide whether a complaint should be heard in person and no complainant has the right to be present during the investigation. The Committee cannot divulge confidential information at any point during the investigation. Please note that as each case is considered on its own merits, investigations may take between 6-9 months, or longer, depending on the complexity of the issues raised.

*Causes of Actions (non-exhaustive) include:*

- (a) *Professional misconduct;*
- (b) *Complaints relating to issues of medical ethics and standards;*
- (c) *Complaints relating to the physical or mental fitness of the medical practitioner to practise.*

OATHS AND DECLARATIONS ACT (CAP. 211, 2001 REV. ED.)

STATUTORY DECLARATION

I \_\_\_\_\_

NRIC / Passport No. \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Contact Nos./ Email \_\_\_\_\_

do solemnly and sincerely declare that in accordance with Section 39(4) of the Medical Registration Act (Cap. 174, 2004 Rev. Ed.) that the contents of the documents attached and marked "A" is my complaint against the conduct of

Dr \_\_\_\_\_

of \_\_\_\_\_

(Name & Address of Clinic/Hospital)

\_\_\_\_\_

\_\_\_\_\_

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap. 211, 2001 Rev. Ed.), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

\_\_\_\_\_

(R.T.P. / Signature of Declarant)

Declared before me at Singapore

Interpreted by

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace, Notary Public or other officer  
empowered by law to administer oaths, affirmation or affidavits

*This is the document marked A referred to in the Statutory Declaration of*

*\_\_\_\_\_affirmed/sworn before me.*

*(Name of Complainant)*

*\_\_\_\_\_  
(Signature of Justice of the Peace, Notary Public or other officer  
empowered by law to administer oaths, affirmation or affidavit)*