

SSO HELP GUIDE

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1. BROWSE LEGISLATION

1.1. Current legislation: Acts

1.1.1. Browse by title

1. Go to the Home page.
2. Ensure that the setting for the drop down menu shows “Current Acts”, as shown in Figure 1.1.
3. Click on the first letter of the title of the Act you are looking for.
For example, if you are looking for the current version of the Women’s Charter, click on the letter “W”.
4. You will be directed to a page which lists all current Acts with the short title starting with the letter you clicked, arranged in alphabetical order. Scroll down to find the Act you are looking for.

The screenshot shows a search interface with the following elements:

- Search:** A search box and a dropdown menu set to "all of these words".
- Radio buttons:** "Current Acts and Subsidiary Legislation" (selected), "Current Acts", and "Current Subsidiary Legislation".
- Input fields:** "Cap. or Act No." and "Subsidiary Legislation No. (if any)".
- Browse:** A dropdown menu set to "Current Acts".
- Alphabetical Index:** A row of letters A through Z, with the letter "W" highlighted in a red box.
- Links:** "Constitutional Documents", "Interpretation Act", "Private Acts", "English Acts", and "Imperial Acts".
- OR:** A section for searching by "Cap. or Act No." with an empty input field.
- Buttons:** "Search" and "Clear".

Figure 1.1

1.1.2. Browse by Chapter number

1. If you know the Chapter number of the Act you are looking for, you can access the Act directly by keying in the Chapter number into the box next to “Cap. or Act No.”, as shown in Figure 1.2.
2. Ensure that the setting for the drop down menu shows “Current Acts”.
3. Ensure that the radio button for “Browse” is selected.
4. Click the “Search” button, and you will be brought to the Act.

The screenshot shows the same search interface as Figure 1.1, but with the following changes:

- Radio buttons:** "Browse" is selected.
- Dropdown menu:** Still set to "Current Acts".
- Alphabetical Index:** The letter "W" is no longer highlighted.
- Input field:** The "Cap. or Act No." field now contains the number "50".
- Buttons:** The "Search" button is highlighted with a red box.

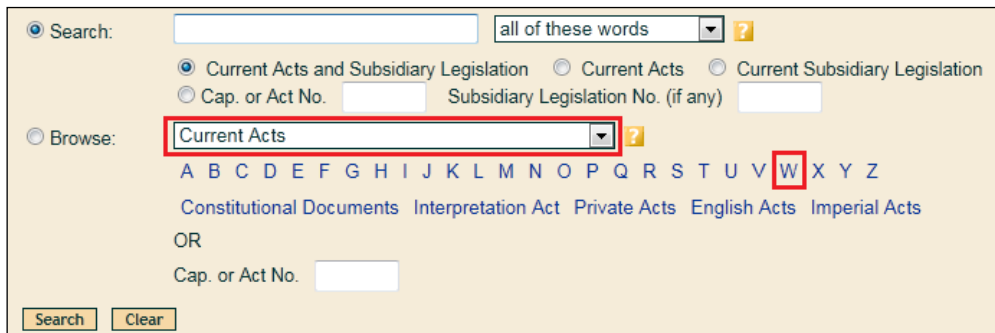
Figure 1.2

1.2. Current legislation: subsidiary legislation

1.2.1. Browse by Authorising Act

If you know the title of the Authorising Act that the subsidiary legislation is made under, you can access the subsidiary legislation by first browsing for the Authorising Act.

1. Go to the Home page.
2. Ensure that the setting for the drop down menu shows “Current Acts”, as shown in Figure 1.3.
3. Click on the first letter of the title of the Act you are looking for.



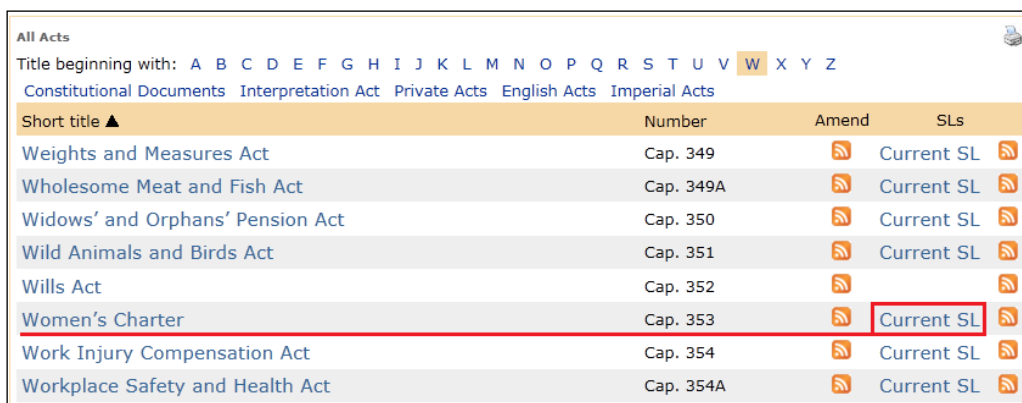
The screenshot shows a search interface with two main sections: 'Search' and 'Browse'. The 'Search' section has a search box, a dropdown menu set to 'all of these words', and radio buttons for 'Current Acts and Subsidiary Legislation' (selected), 'Current Acts', and 'Current Subsidiary Legislation'. Below these are input fields for 'Cap. or Act No.' and 'Subsidiary Legislation No. (if any)'. The 'Browse' section has a dropdown menu set to 'Current Acts' and an alphabetical index from A to Z, with 'W' highlighted. Below the index are links for 'Constitutional Documents', 'Interpretation Act', 'Private Acts', 'English Acts', and 'Imperial Acts'. There is also an 'OR' section with an input field for 'Cap. or Act No.' and 'Search' and 'Clear' buttons at the bottom.

Figure 1.3

4. You will be directed to a page that lists all current Acts with the short title starting with the same letter. Click on the words “Current SL” in the same row as the Authorising Act.

For example, if you are looking for the Women’s Charter (Matrimonial Proceedings) Rules, click on words “Current SL” in the same row as the Women’s Charter (see Figure 1.4).

5. You will be directed to a page which lists all subsidiary legislation made under the Act in the corresponding row, arranged in alphabetical order. Scroll down to find the subsidiary legislation you are looking for.



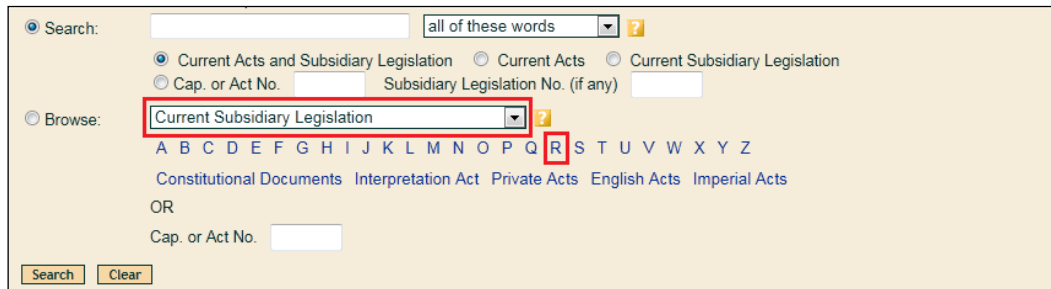
The screenshot shows the 'All Acts' page with a table of Acts. The table has columns for 'Short title', 'Number', 'Amend', and 'SLs'. The 'Women’s Charter' row is highlighted, and its 'Current SL' status is also highlighted. The table is filtered by the letter 'W'.

Short title ▲	Number	Amend	SLs
Weights and Measures Act	Cap. 349		Current SL
Wholesome Meat and Fish Act	Cap. 349A		Current SL
Widows’ and Orphans’ Pension Act	Cap. 350		Current SL
Wild Animals and Birds Act	Cap. 351		Current SL
Wills Act	Cap. 352		
Women’s Charter	Cap. 353		Current SL
Work Injury Compensation Act	Cap. 354		Current SL
Workplace Safety and Health Act	Cap. 354A		Current SL

Figure 1.4

1.2.2. Browse by title

1. Go to the Home page.
2. Ensure that the setting for the drop down menu shows “Current Subsidiary Legislation”.
3. Click on the first letter of the title of the subsidiary legislation you are looking for (see Figure 1.5).
For example, if you are looking for the current version of the Rules of Court, click on the letter “R”.
4. You will be directed to a page which lists all current subsidiary legislation with the letter you clicked, arranged in alphabetical order. Scroll down to find the subsidiary legislation you are looking for.



The screenshot shows a search interface with the following elements:

- Search:** A search box with a dropdown menu set to "all of these words" and a help icon.
- Radio buttons:** Three radio buttons are present: "Current Acts and Subsidiary Legislation" (selected), "Current Acts", and "Current Subsidiary Legislation".
- Input fields:** Two input fields for "Cap. or Act No." and "Subsidiary Legislation No. (if any)".
- Browse:** A dropdown menu set to "Current Subsidiary Legislation" (highlighted with a red box). Below it is an alphabetical index from A to Z, with the letter "R" highlighted in a red box.
- Links:** A row of links: "Constitutional Documents", "Interpretation Act", "Private Acts", "English Acts", and "Imperial Acts".
- OR:** A section separator.
- Input field:** An input field for "Cap. or Act No.".
- Buttons:** "Search" and "Clear" buttons at the bottom.

Figure 1.5

1.3. Acts Supplements, new Subsidiary Legislation and Amending Subsidiary Legislation

1.3.1. Browse by title

1. Go to the Home page.
2. Setting for drop down menu (see Figure 1.6):
 - a. If you're looking for an Act Supplement, ensure that the setting for the drop down menu shows “Acts Supplements (as published in Gazette)”.
 - b. If you are looking for a new or amending subsidiary legislation, ensure that the setting for the drop down menu shows “Subsidiary Legislation (as published in Gazette)”.
3. Click on the first letter of the title of the Acts Supplement or subsidiary legislation you are looking for.
For example, if you are looking for the Women's Charter (Amendment) Act 2011, click on the letter “W”.

- You will be directed to a page which lists all Acts or subsidiary legislation published in the Gazette with the short title starting with the letter you clicked, arranged in alphabetical order. Scroll down to find the Acts Supplement or subsidiary legislation you are looking for.

Search: all of these words
 Current Acts and Subsidiary Legislation Current Acts Current Subsidiary Legislation
 Cap. or Act No. Subsidiary Legislation No. (if any)
 Browse: **Acts Supplements (as published in Gazette)**
A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z
Constitutional Documents Interpretation Act Private Acts English Acts Imperial Acts
OR
Cap. or Act No.

Figure 1.6

1.3.2. Browse by Year

- Go to the Browse page by clicking the “Browse” link at the top (see Figure 1.7).

Home | Search | **Browse** | Results | My Preferences
Search or browse Acts current as at **Tuesday, 04 November 2014**, and browse acts as published in the Gazette. Use Search or Browse for more advanced capabilities.
 Search: all of these words
 Current Acts and Subsidiary Legislation Current Acts Current Subsidiary Legislation
 Cap. or Act No. Subsidiary Legislation No. (if any)
 Browse: **Current Acts**
A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z
Constitutional Documents Interpretation Act Private Acts English Acts Imperial Acts
OR
Cap. or Act No.

Figure 1.7

- Setting for drop down menu (see Figure 1.8):
 - If you’re looking for an Act Supplement, ensure that the setting for the drop down menu shows “Acts Supplements”.
 - If you are looking for a new or amending subsidiary legislation, ensure that the setting for the drop down menu shows “Subsidiary Legislation”.
- Click on the year that the Act Supplement or the subsidiary legislation was published (see Figure 1.8).

4. You will be directed to a page which lists all the Acts Supplements or subsidiary legislation published in the Gazette in the year you clicked, arranged in alphabetical order. Scroll down to find the Act Supplement or subsidiary legislation.

Browse Current Acts and Subsidiary Legislation Go to Cap. or Act No.

All Acts

By Title: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

By Subject: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Constitutional Documents](#) [Interpretation Act](#) [Private Acts](#) [English Acts](#) [Imperial Acts](#)

Browse Legislation (as published in Gazette)

Acts Supplements

<<< 2014 2013 2012 2011 2010 2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 >>>

Figure 1.8

2. DOCUMENT VIEW

2.1. Introduction

The Document View screen of the selected legislation contains two panes (see Figure 2.1):

- The left pane shows the legislation's Table of Contents.
- The right pane shows the selected content of the legislation.

The screenshot displays the Document View interface for the Income Tax Act (Chapter 134). The left pane, labeled 'LEFT', contains a 'Contents' section with a 'Whole Document' button. Below this, the 'Long Title' and 'Part I PRELIMINARY' are visible. The 'Part II ADMINISTRATION' section includes items 3 through 9, and 'Part III IMPOSITION OF INCOME TAX' includes items 10 through 10J. At the bottom of the left pane are 'Get Provisions' and 'Reset' buttons. The right pane, labeled 'RIGHT', shows the legislative history and the current text. At the top, it indicates the version in force as of 14/08/2015. A timeline shows amendments from 1996 to 2015. Below the timeline is a search box for the version date, with '14/08/2015' entered. The main text area displays the title 'INCOME TAX ACT (CHAPTER 134)', the original enactment date (1947), and the short title '1. This Act may be cited as the Income Tax Act.' The interpretation section begins with '2.—(1) In this Act, unless the subject or context otherwise requires —'.

Figure 2.1

2.2. Document View — Right Pane

The right pane comprises 4 different sections (see Figure 2.2):

The screenshot displays a document view interface with the following sections:

- 1** Subsidiary Legislation | Legislative History | Hide Hits | Amendment Annotation off
- 2** First hit | Last hit | Previous | Next
- 3** On 14/08/2015, you requested the version as published on or before 14/08/2015.
Timeline showing amendments from 30/04/1996 to 14/08/1998:

Date	Amendment
30/04/1996	1996 RevEd
01/07/1996	Amended S 302/1996
02/08/1996	Amended Act 23 of 1996
06/09/1996	Amended Act 28 of 1996
01/01/1997	Amended Act 31 of 1998
30/09/1997	Amended S 485/1999
23/01/1998	Amended Act 1 of 1998
27/02/1998	Amended Act 31 of 1998
28/02/1998	Amended Act 32 of 1999
14/08/1998	Amended Act 31 of 1998
- 4** Relief in respect of Commonwealth income» «tax»
48.—(1) If any person resident in Singapore who has paid, by deduction or otherwise, or is liable to pay, «tax» under this Act for any year of assessment on any part of his «income», proves to the satisfaction of the Comptroller that he has paid, by deduction or otherwise, or is liable to pay, Commonwealth «income» «tax» for that year in respect of the same part of his «income», he shall be entitled to relief from «tax» in Singapore paid or payable by him on that part of his «income» at a rate thereon to be determined as follows:
 - (a) if the rate of Commonwealth «income» «tax» does not exceed one-half of the rate of «tax» appropriate to his case under this Act in Singapore, the rate at which relief is to be given shall be the rate of Commonwealth «income» «tax»;
 - (b) in any other case the rate at which relief is to be given shall be half the rate of «tax» appropriate to his case under this Act.

Figure 2.2

2.2.1. Section 1

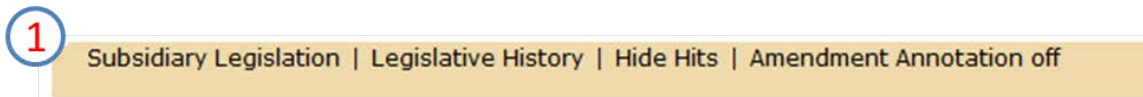


Figure 2.3




The functions displayed in Section 1 will be different depending on the type of document viewed.

Function	Description
Subsidiary Legislation	Links to the list of Subsidiary Legislation made under the Act (if any) <i>(only available if you are viewing an Act)</i>
Authorising Act	Links to the Authorising Act of the Subsidiary Legislation <i>(only available if you are viewing a Subsidiary Legislation)</i>
Legislative History	Links to the Legislative History of the legislation
Hide/Show Hits	Shows or hides the hits in the document <i>(only available if you used advanced search)</i>
Amendment Annotation On/Off	Shows or hides the document's amendment annotations

2.2.2. Section 2



Figure 2.4

Function	Description
First Hit Last Hit	Navigation links to go to the first and last hits on the page <i>(only available if you used advanced search)</i>
Previous Next	Navigation links to go to the next and previous result <i>(only available if you used advanced search)</i>
	Print friendly icon, which can be used to display a printer friendly view of the selected content
	An "in force" link icon, which can be used to hyperlink the Current In-force Act/SL. Please see the "FAQ" page on obtaining permission for hyperlinking to legislation in SSO.
	An "as published" link icon, which can be used to hyperlink the currently viewed document as it was published. Please see the "FAQ" page on obtaining permission for hyperlinking to legislation in SSO.

2.2.3. Section 3

Section 3 is commonly known as the timeline of the legislation. This section will appear only when you click on the arrow button (see Figure 2.3).

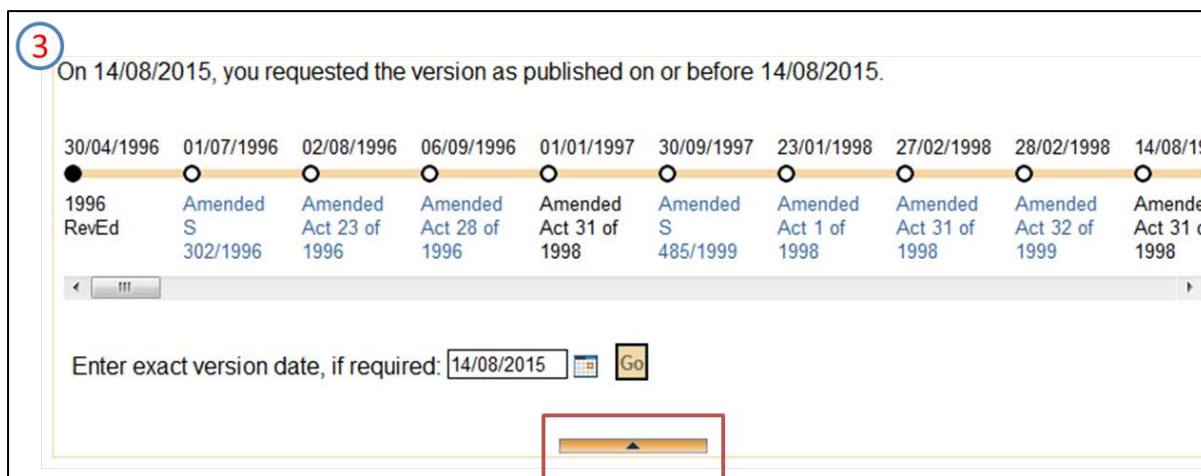


Figure 2.5

The dates on which the legislation was amended are listed in the timeline (see Figure 2.5), with the earliest on the left and the latest on the right. The relevant amending legislation is listed under each date that the legislation was amended.

The table below explains the different icons in the timeline.

Icon	Description
●	A Formal Consolidation
●	A Formal Consolidation that is currently displayed
○	An Informal Consolidation
○	An Informal Consolidation that is currently displayed
⌚	An Informal Consolidation incorporating a Retrospective Amendment as the latest amendment
⌚	An Informal Consolidation incorporating a Retrospective Amendment as the latest amendment that is currently displayed

2.2.4. Section 4

This section contains the text of the legislation you are viewing (either the whole document, a single part, a single provision or multiple provisions). See Figure 2.6.

<p style="text-align: center;">PART II</p> <p style="text-align: center;">ADMINISTRATION</p> <p>Appointment of Comptroller and other officers</p> <p>3.—(1) For the due administration of this Act, the Minister may, by notification in the <i>Gazette</i>, appoint a Comptroller of Income Tax, and such Deputy Comptrollers, Assistant Comptrollers and other officers and persons as may be necessary.</p> <p>(2) The Minister may, by notification in the <i>Gazette</i>, appoint a Senior Investigation Officer, Income Tax, and may by such or a subsequent notification authorise such officer to exercise all or such of the powers of the Comptroller under this Act as may be specified in such notification but without prejudice to the exercise by the Comptroller of such powers.</p> <p>Powers of Comptroller</p> <p>4.—(1) The Comptroller may, by notification in the <i>Gazette</i> or in writing, authorise any person, within or without Singapore, to perform or to assist in the performance of any specific duty imposed upon the Comptroller by this Act.</p> <p>(2) Subject to such conditions as the Comptroller may specify, the Comptroller may, by notification in the <i>Gazette</i>, direct that any information, return or document required to be supplied, forwarded or given to the Comptroller may be supplied to such other person, being a person who has made and subscribed a declaration of secrecy in accordance with section 6(1), as the Comptroller may direct.</p> <p>(3) The Comptroller shall be responsible for the assessment and collection of tax and shall pay all amounts collected in respect thereof into the Consolidated Fund.</p> <p>(4) The Comptroller may specify the form of any return, claim, statement or notice to be made or given under this Act.</p> <p>Approved pension or provident fund or society</p> <p>5. The Comptroller may, subject to such conditions as he may think fit to impose, approve any pension or provident fund or society for the purposes of this Act and may (without prejudice to the exercise of any power in that behalf conferred on him by any condition so imposed) at any time withdraw any approval previously given in respect of any such fund or society.</p>
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Figure 2.6

2.3. Document View - Left Pane

The left pane (see Figure 2.7) is the Table of Contents.

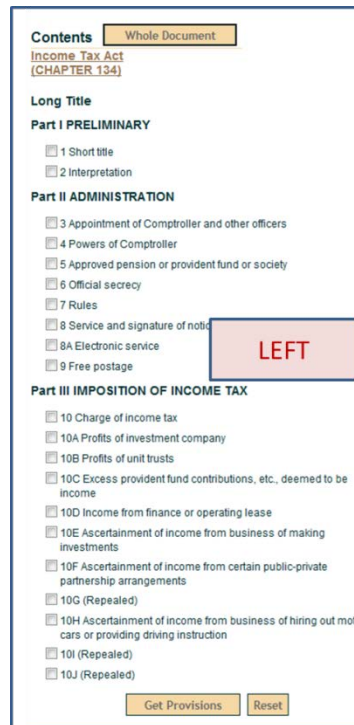





Figure 2.7

You can view different parts of the legislation as follows:

- Clicking the section title in the Table of Contents will bring you to the section you have clicked on.
- Clicking on the title of any Part in the Table of Contents will display all the provisions under that Part.

For example, clicking on “Part II ADMINISTRATION” will display sections 3 to 9.

The top and bottom of the left pane have the following 3 buttons:

Button	Description
	This will display the entire legislation on the right pane
	This will display all the selected provisions on the right pane. You can select multiple provisions by clicking on the check boxes next to the provisions in the Table of Contents.
	This button resets the changes made by the “Get Provisions” or “Whole Document” button

3. SEARCH

3.1. Basic search

To do a basic text search, go to the Home page and do the following:

1. Key in your query in the search field.
2. Click the “Search” button or press the enter key on your keyboard to activate your search.
3. The “Clear” button clears your inputs.

The screenshot shows a search interface with the following elements:

- Search:** A search input field with a red circle '1' around it, followed by a dropdown menu set to 'all of these words' and a help icon.
- Radio buttons:** Three radio buttons for 'Current Acts and Subsidiary Legislation' (selected), 'Current Acts', and 'Current Subsidiary Legislation'.
- Input fields:** Two input fields for 'Cap. or Act No.' and 'Subsidiary Legislation No. (if any)'.
- Browse:** A dropdown menu set to 'Current Acts' with a help icon.
- Alphabetical Index:** A row of letters A through Z.
- Categories:** Links for 'Constitutional Documents', 'Interpretation Act', 'Private Acts', 'English Acts', and 'Imperial Acts'.
- OR:** A separator text.
- Input fields:** Two input fields for 'Cap. or Act No.' and 'Subsidiary Legislation No. (if any)'.
- Buttons:** A 'Search' button with a red circle '2' and a 'Clear' button with a red circle '3'.

Figure 3.1

3.1.1. Search Options in Basic search



Figure 3.2

As shown in Figure 3.2, the drop down menu on the right changes how terms entered are combined to form your query. The table below demonstrates how each option will affect the query *tax contributions and exceptions*

Search option	Resulting search
all of these words	“tax” AND “contributions” AND “and” AND “exceptions”
any of these words	“tax” OR “contributions” OR “and” OR “exceptions”
this exact phrase	“tax contributions and exceptions”
this search expression	“tax contributions” AND “exceptions” Note: using search operators here will create more complex and specific searches. See the section on search operators [hyperlink].

3.1.2. Types of legislation searched



Figure 3.3

The radio buttons as shown in Figure 3.3 change which types of legislation your query will search within.

The options are:

Button selected	Resulting search
Current Acts and Subsidiary Legislation:	Searches ALL current versions of legislation.
Current Acts:	Searches all current versions of Acts.
Current Subsidiary Legislation:	Searches current versions of Subsidiary Legislation.
Cap. or Act No.: (ONLY)	Searches within the specified Act and any Subsidiary Legislation made under that Act.
Subsidiary Legislation No. (if any): (ONLY)	Searches within all Subsidiary Legislation with the specified number.
Cap. or Act No. AND Subsidiary Legislation No.:	Searches within all Subsidiary Legislation with the specified number made under the specified Act.

3.2. Advanced search

To do an advanced search, click on the “Advanced Search” link at the top of the Home page (see Figure 3.4).

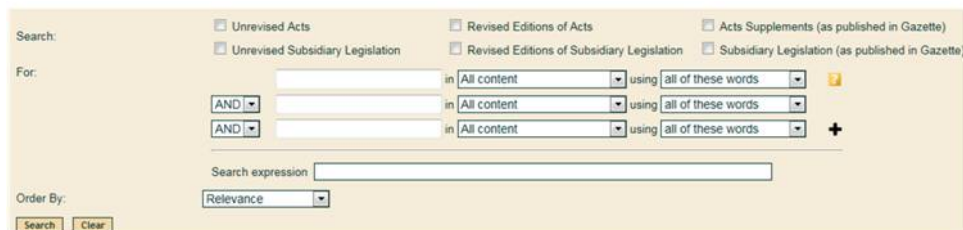


The screenshot shows the Singapore Statutes Online website. At the top right, there is the Singapore Government logo and navigation links: Attorney-General's Chambers, Contact Info, Feedback, and Site Map. Below this is a search bar with the text "Keyword here" and a dropdown menu set to "Within AGC", followed by a "Search" button. The main navigation bar includes links for Home, About Us, Browse, **Advanced Search** (highlighted with a red box), Search Results, My Preferences, FAQ, and Help. Below the navigation bar, a message states: "Search or browse in force legislation (as at Friday, 14 August 2015), and browse legislation as published in the Gazette. Use Search or Browse for more advanced capabilities." The search interface includes a "Search:" section with a text input field, a dropdown menu set to "all of these words", and radio buttons for "Current Acts and Subsidiary Legislation" (selected), "Current Acts", and "Current Subsidiary Legislation". There are also input fields for "Cap. or Act No." and "Subsidiary Legislation No. (if any)". Below this is a "Browse:" section with a dropdown menu set to "Current Acts", a list of letters A through Z, and links for "Constitutional Documents", "Interpretation Act", "Private Acts", "English Acts", and "Imperial Acts". At the bottom of the search section, there is an "OR" section with another "Cap. or Act No." and "Subsidiary Legislation No. (if any)" input fields, and "Search" and "Clear" buttons.

Figure 3.4

The Advanced Search page (see Figure 3.5) provides the following search options:

- Legislation Type selection
- Search inputs
- Search expression field
- Ordering selection



The screenshot shows the search options section of the Advanced Search page. It includes several checkboxes for "Search:" options: "Unrevised Acts", "Revised Editions of Acts", "Acts Supplements (as published in Gazette)", "Unrevised Subsidiary Legislation", "Revised Editions of Subsidiary Legislation", and "Subsidiary Legislation (as published in Gazette)". Below this is a "For:" section with three search criteria, each consisting of an input field, a dropdown menu set to "All content", and a dropdown menu set to "all of these words". The criteria are connected by "AND" dropdown menus. There is a "+" sign to the right of the third criterion. Below the search criteria is a "Search expression" input field. At the bottom, there is an "Order By:" dropdown menu set to "Relevance" and "Search" and "Clear" buttons.

Figure 3.5

The “Clear” button at the bottom of the page clears your search terms and resets the Legislation Type to the default setting.

3.2.1. Legislation Type selection

You can narrow your search according to the status of the legislation by ticking on the relevant check boxes as follows:

Status of legislation	Description
Unrevised Acts	Acts that have not yet been revised
Revised Editions of Acts	Acts that have been revised (now with Chapter numbers)
Acts Supplements (as published in Gazette)	Acts as they appear in the Gazette
Unrevised Subsidiary Legislation	Subsidiary Legislation that have not yet been revised
Revised Editions of Subsidiary Legislation	Subsidiary Legislation that have been revised
Subsidiary Legislation (as published in Gazette)	Subsidiary Legislation as they appear in the Gazette

3.2.2. Search inputs

The screenshot shows a search interface with three rows of search criteria. Each row consists of a search field (2), a dropdown menu for search fields (3), and a dropdown menu for search term combinations (4). The first two rows have 'AND' dropdowns on the left. A red box highlights an add row button (+) on the right.

Figure 3.6

1. The drop down menu allows you choose how to combine the search queries.
2. The search field allows you to enter search terms.
3. The drop down menu offers a list of available fields, such as Content, Titles, Headings, Schedules, etc.
4. The drop down menu offers a list of search term combinations. These are: all of these words, any of these words, this exact phrase, and without these words.

Using the add row (**+**) button, you can add more parameters to the search.

Note: Search operators (e.g. “AND”) should not to be used in these search fields. However they can be used in the “Search expression” field.

3.2.3. Ordering selection

The screenshot shows a search interface with the following elements:

- Search:** Three checkboxes for document types: Unrevised Acts, Revised Editions of Acts, and Acts Supplements (as published in Gazette).
- For:** Three checkboxes for document types: Unrevised Subsidiary Legislation, Revised Editions of Subsidiary Legislation, and Subsidiary Legislation (as published in Gazette).
- For:** Three search criteria rows, each with a text input field, a scope dropdown (set to 'All content'), and a search method dropdown (set to 'all of these words').
- AND:** Two dropdown menus between the search criteria rows.
- Search expression:** A text input field below the search criteria.
- Order By:** A dropdown menu highlighted with a red box, currently set to 'Relevance'.
- Buttons:** 'Search' and 'Clear' buttons at the bottom.

Figure 3.7

You can sort your search results according to the following (see Figure 3.7):

Sorting options	Description
Relevance	This sorts the results according to relevance
Title (A-Z):	This sorts the results according to the document title alphabetically in ascending order and groups all sections in that document together
Title (Z-A)	This sorts the results according to the document title alphabetically in descending order and groups all sections in that document together
Date (Newest First)	This sorts the results according to relevant date (published date for gazetted records, and In-Force date for all other records)
Date (Oldest First)	This sorts the results according to relevant date (published date for gazetted records, and In-Force date for all other records)

3.2.4. Search expression field

This applies to the “search expression” field found on the Home page and on the Advanced Search page.

The search expression field allows you to carry out complex searches with the use of operators.

Please see Table below for more information on search operators.

Operator	Operation/ Function	Description	Search terms in italics
Space	AND	(Spacebar) Search for document records containing <i>both</i> the term that precedes the <i>space</i> and the term that follows the <i>space</i> .	Instead of <i>land AND house</i> Use <i>land house</i>
	OR	(<i>vertical bar</i> found as the upper case of the backslash) Search for document records containing <i>either</i> the term that precedes the operator or the term that follows the operator.	Instead of <i>house OR land</i> Use <i>house land</i>
,	OR	(Comma) The comma operator is an alternative form of the operator. It is typically used to combine terms in the same field. The comma operator must not have spaces around it.	Instead of <i>fraction OR friction</i> Use <i>fraction,friction</i>

-	NOT	(Hyphen) Search for document records containing the term that precedes the - operator but not the term that follows the - operator. The - operator must not have spaces after it.	Instead of <i>governor NOT general</i> Use <i>governor –general</i>
(...)	group together	(parentheses) Parentheses are used to group search expressions so that they are evaluated in your preferred order.	Instead of <i>Australia AND New Zealand, OR Australasia</i> Use <i>(Australia “New Zealand”) Australasia</i>
Field: e.g. Title, Year, Heading	fielded search	(Capitalised first character of the field and field followed by a colon) Search for document records containing a term in a specific location, such as in its title. The : operator must not have spaces around it. Field names are case sensitive.	Use <i>Title:federation</i>
>>	double greater than	(greater than found as the upper case of the fullstop) Search for document records containing the date within a range from the term that precedes the >> operator to the term that follows the >> operator.	Instead of <i>years from 2001 to 2009</i> Use <i>Year:2001>>2009</i>

~	stemming	<p>(tilde found as the upper case of the key to the left of number 1)</p> <p>Search for document records with a word that contains the letters preceding the tilde.</p> <p><i>E.g.</i>, the ~ operator searches for document records containing a word in both its singular and plural forms, such as 'act' or 'acts'. The ~ stem operator will pluralise a singular word or singularise a plural word and match both forms.</p> <p>The ~ operator must not have spaces around it.</p>	<p>technolog~ matches <i>technological, technology and technologies</i></p> <p>Instead of <i>party</i> or <i>parties</i></p> <p>Use <i>party~</i> or <i>parties~</i></p>
#	wild card (single)	<p>(hash found as the upper case of the number 3)</p> <p>Search for document records containing words that are spelled with a variable character, such 'organize' or 'organise'. The # wild card matches any single character.</p>	<p>Instead of <i>organize</i> or <i>organise</i></p> <p>Use <i>organ#e</i></p>
?	wild card (multiple)	<p>(question mark found as the upper case of the forward slash key)</p> <p>Search for document records containing only parts of the search term, such as words that start with the search term.</p> <p>A ? wild card matches any text that could complete the term (including no additional text).</p>	<p>Searching with <i>par?</i> will result in <i>party, particularly, parliamentary, etc.</i></p>

“ ... “	exact phrase	(double quotes) Search for document records containing an exact phrase. Phrase must not include the “>“ or “<“ characters.	Searching with “ <i>fiscal policy</i> ” will generate provisions where the exact phrase appears.
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3.3. Search results

The Search Results screen (see Figure 3.8) contains three panes:

- The top pane contains tools to edit the search and reorder the results.
- The right pane holds the list of search results.
- The left pane offers ways to refine your search according to year and Chapter number.




Figure 3.8

3.3.1. Search Results - Top Pane

The Search Results top pane (see Figure 3.9) comprises:



Figure 3.9

1. To refine your search, click the “Refine” button, which takes you back to the search screen to edit your query.
2. To re-order your search results, use the drop down menu.
3. The summary results show the number of hits for your search query.
4. Click on the print-friendly icon () to obtain the printer-friendly version of your search results.
5. Click on the arrows to navigate to the first, previous, next and last pages of your search results.

3.3.2. Search Results - Right Pane

The Search Results right pane (see Figure 3.10) comprises:

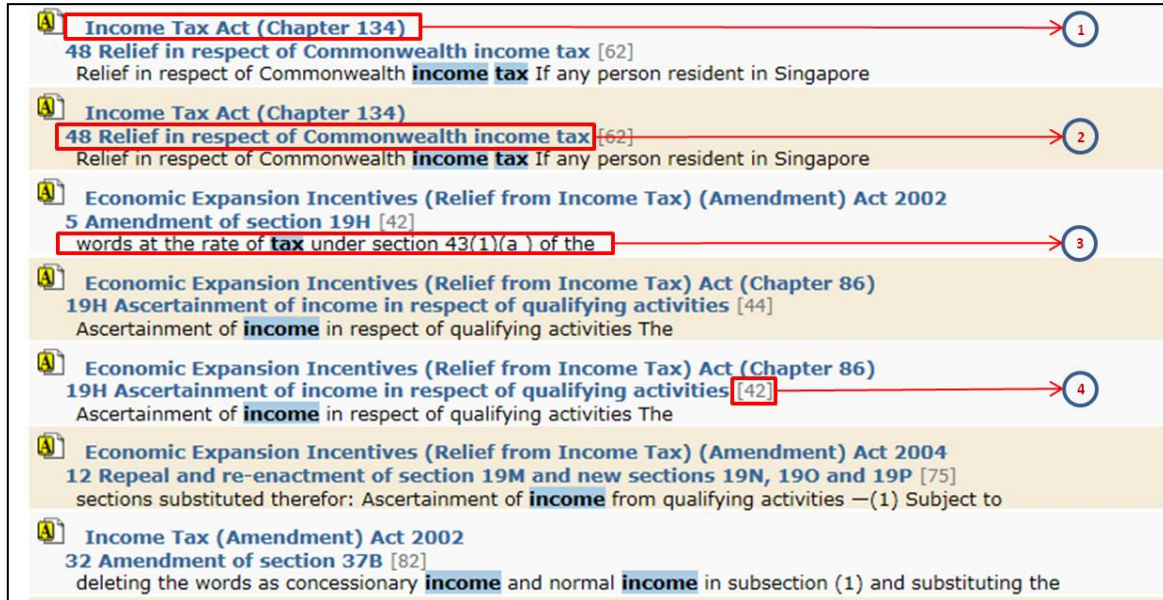



Figure 3.10

In the search results, each document record is preceded by an icon signifying the type as follows:

 - Acts

 - Subsidiary Legislation

1. Clicking on the title takes you to the Document View of the legislation.
2. Clicking on this hyperlink takes you to the section heading of the provision.
3. This shows a snippet taken from the provision that surrounds your search terms to assist in determining whether this hit is of interest to you.

Note: the number of words surrounding the search term in the snippet can be set in the My Preferences tab.

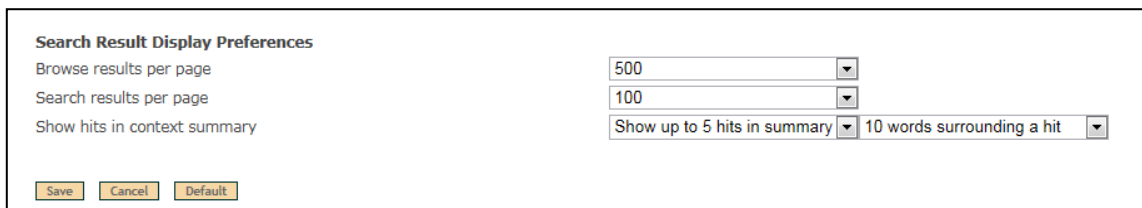
4. This shows the number of times the search term appears in the legislation.

3.3.3. Search Results - Left Pane (Browse By)

The left pane of the Search Results screen allows you to narrow down your search results according to the years or the Chapter number of the Act.

3.4. Setting “My Preferences”

“My Preferences” allows you to configure your own search preferences as to the number of results per page or how much text per result is displayed on the summary screen (refer to Figure 3.11). This may also help to reduce the response time for the generation of search results.



Search Result Display Preferences

Browse results per page: 500

Search results per page: 100

Show hits in context summary: Show up to 5 hits in summary | 10 words surrounding a hit

Save Cancel Default

Figure 3.11

- “Browse results per page” and “Search results per page” allow you to configure the number of items on the search results page.
- “Show hits in context summary” allows you to configure the number of hits to display per record on the summary screen. In addition, it also allows you to configure the number of words to be displayed in summary snippets on both sides of the search term.

3.5. External search

The top-right search box (see Figure 3.12) does not search within SSO. It will search within AGC's website or all public websites of the Government and statutory bodies.

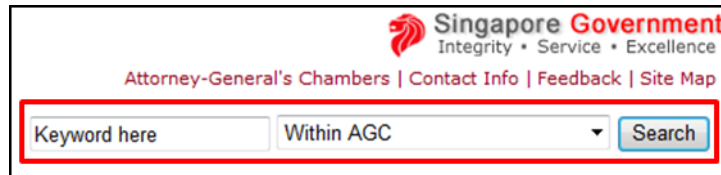


Figure 3.12

4. PRINTING

4.1 Print whole legislation

Step 1 : Click on the printer icon at the top right corner of the page (refer to Figure 4.1).

A new webpage will appear (refer to Figure 4.2).

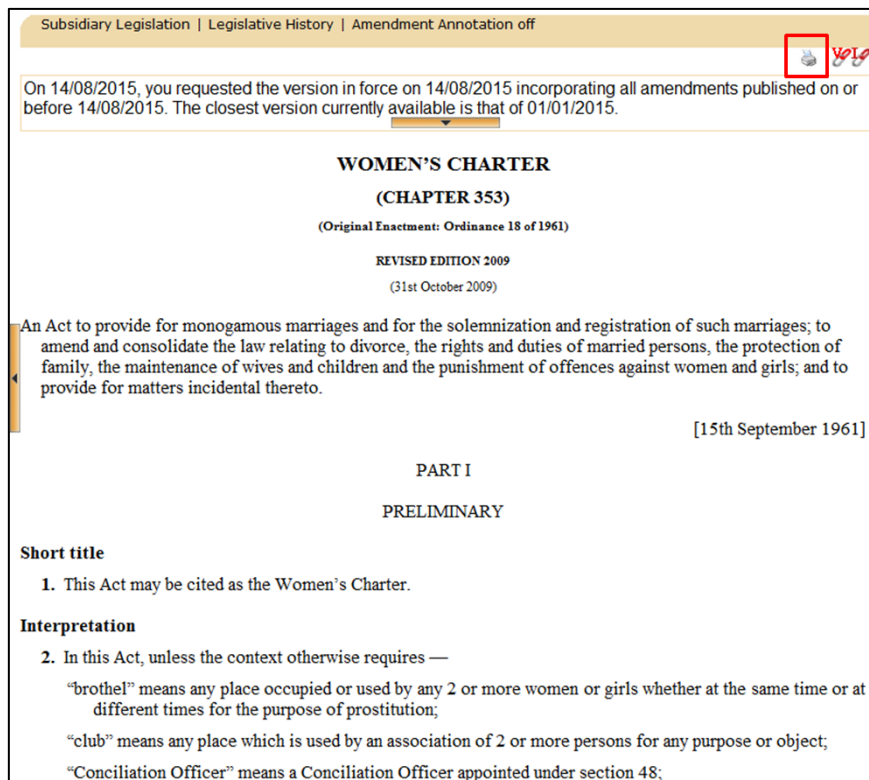


Figure 4.1

Step 2 : Click on the “Select All” button and then click on the “Next” button.

(refer to Figure 4.2)

A new print preview page will be displayed.

Select the provision you wish to print using the checkboxes, then click "Next"

Select All Clear All Next

- Women's Charter
(CHAPTER 353)**
- Table of Contents**
- Long Title**
- + **Part I PRELIMINARY**
- + **Part II MONOGAMOUS MARRIAGES**
- + **Part III SOLEMNIZATION OF MARRIAGES**
- + **Part IV REGISTRATION**
- + **Part V PENALTIES AND MISCELLANEOUS PROVISIONS RELATING TO SOLEMNIZATION AND REGISTRATION OF MARRIAGES**
- + **Part VI RIGHTS AND DUTIES OF HUSBAND AND WIFE**
- + **Part VII PROTECTION OF FAMILY**
- + **Part VIII MAINTENANCE OF WIFE AND CHILDREN**
- + **Part IX ENFORCEMENT OF MAINTENANCE ORDERS**
- + **Part X**
- + **Part XI OFFENCES AGAINST WOMEN AND GIRLS**
- + **Part XII MISCELLANEOUS**
- FIRST SCHEDULE Kindred and affinity: prohibited degrees of relationship**
- SECOND SCHEDULE Consents required to the marriage of a minor**
- Legislative History**

Next

Figure 4.2

Step 3: Use your browser print function to print the legislation.



(The shortcut key for print function in most web browsers is “Ctrl+P”)

4.2 Print only selected provisions

Step 1 : Click on the printer icon at the top right corner of the page (refer to Figure 4.3).

A new webpage will appear (refer to Figure 4.4).

Subsidiary Legislation | Legislative History | Amendment Annotation off

On 14/08/2015, you requested the version in force on 14/08/2015 incorporating all amendments published on or before 14/08/2015. The closest version currently available is that of 01/01/2015.

WOMEN'S CHARTER
(CHAPTER 353)
(Original Enactment: Ordinance 18 of 1961)

REVISED EDITION 2009
(31st October 2009)

An Act to provide for monogamous marriages and for the solemnization and registration of such marriages; to amend and consolidate the law relating to divorce, the rights and duties of married persons, the protection of family, the maintenance of wives and children and the punishment of offences against women and girls; and to provide for matters incidental thereto.

[15th September 1961]

PART I
PRELIMINARY

Short title

1. This Act may be cited as the Women's Charter.

Interpretation

2. In this Act, unless the context otherwise requires —
 - "brothel" means any place occupied or used by any 2 or more women or girls whether at the same time or at different times for the purpose of prostitution;
 - "club" means any place which is used by an association of 2 or more persons for any purpose or object;
 - "Conciliation Officer" means a Conciliation Officer appointed under section 48;

Figure 4.3

Step 2 : Select the provisions by ticking the corresponding checkboxes and then click on the “Next” button. (refer to Figure 4.4)
(click on the “+” and “-“ symbol to expand or collapse the Parts to reveal the provisions)

The provisions you have selected will be displayed on a new print preview page.

Select the provision you wish to print using the checkboxes, then click "Next"

Select All Clear All Next

- Women's Charter (CHAPTER 353)
- Table of Contents
- Long Title
- Part I PRELIMINARY
 - 1 Short title
 - 2 Interpretation
 - 3 Application
- Part II MONOGAMOUS MARRIAGES
 - 4 Disability to contract marriages
 - 5 Void marriages
 - 6 Offence
 - 7 Continuance of marriage
- + Part III SOLEMNIZATION OF MARRIAGES
- + Part IV REGISTRATION
- + Part V PENALTIES AND MISCELLANEOUS PROVISIONS RELATING TO SOLEMNIZATION AND REGISTRATION OF MARRIAGES
- + Part VI RIGHTS AND DUTIES OF HUSBAND AND WIFE
- + Part VII PROTECTION OF FAMILY
- + Part VIII MAINTENANCE OF WIFE AND CHILDREN
- + Part IX ENFORCEMENT OF MAINTENANCE ORDERS
- + Part X
- + Part XI OFFENCES AGAINST WOMEN AND GIRLS
- + Part XII MISCELLANEOUS
- FIRST SCHEDULE Kindred and affinity: prohibited degrees of relationship
- SECOND SCHEDULE Consents required to the marriage of a minor
- Legislative History

Figure 4.4

Step 3: Use your browser print function to print the selected provisions.

(The shortcut key for print function in most web browser is “Ctrl+P”)