SSO HELP GUIDE

Table of Contents

1. BROWSE LEGISLATION

1.1. <u>Current legislation: Acts</u>

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.

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.
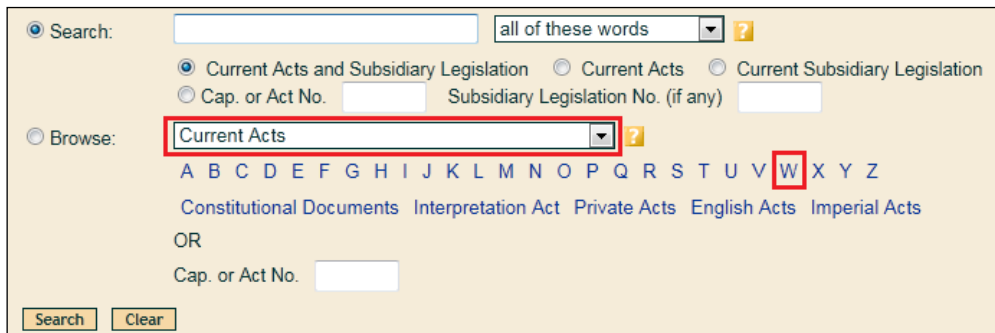

Figure 1.2

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.
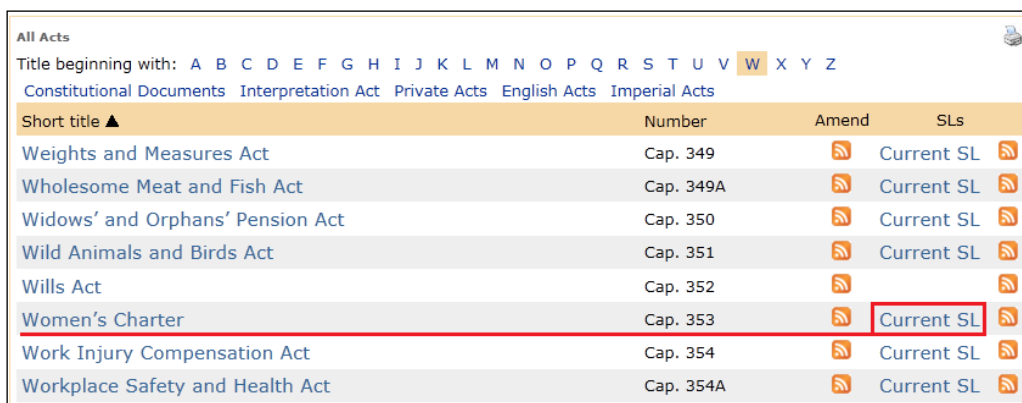3. Click on the first letter of the title of the Act you are looking for.

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.
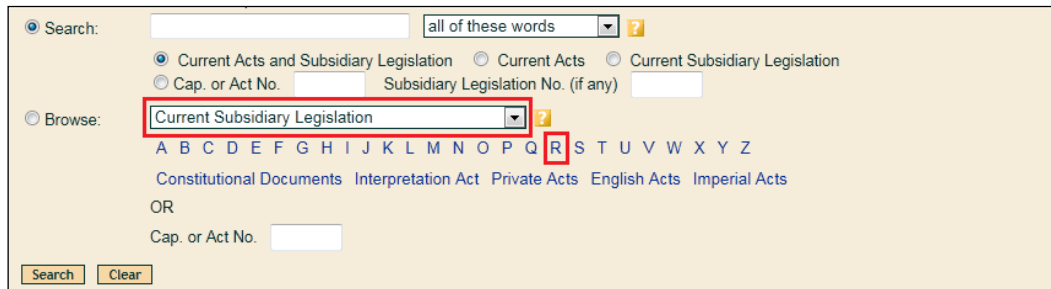

Figure 1.4

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.

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".

4. 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.

Figure 1.6

1.3.2. Browse by Year

1. Go to the Browse page by clicking the "Browse" link at the top (see Figure 1.7).

Figure 1.7

2. Setting for drop down menu (see Figure 1.8):
   a. If you're looking for an Act Supplement, ensure that the setting for the drop down menu shows "Acts Supplements".
   b. If you are looking for a new or amending subsidiary legislation, ensure that the setting for the drop down menu shows "Subsidiary Legislation".
3. 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.

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.

Figure 2.1

2.2. Document View — Right Pane

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

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) (*only available if you are viewing an Act*)
Authorising Act	Links to the Authorising Act of the Subsidiary Legislation (*only available if you are viewing a Subsidiary Legislation*)
Legislative History	Links to the Legislative History of the legislation
Hide/Show Hits	Shows or hides the hits in the document (*only available if you used advanced search*)
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 (*only available if you used advanced search*)
Previous	Next	Navigation links to go to the next and previous result (*only available if you used advanced search*)
	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).
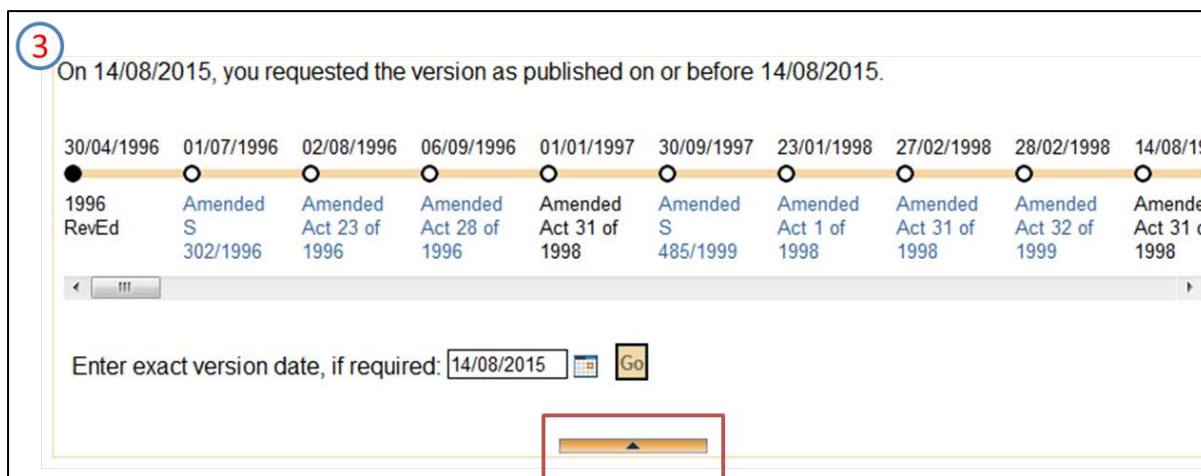
Figure 2.5

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.

PART II

ADMINISTRATION

Appointment of Comptroller and other officers

3.—(1) For the due administration of this Act, the Minister may, by notification in the *Gazette*, appoint a Comptroller of Income Tax, and such Deputy Comptrollers, Assistant Comptrollers and other officers and persons as may be necessary.

(2) The Minister may, by notification in the *Gazette*, 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.

Powers of Comptroller

4.—(1) The Comptroller may, by notification in the *Gazette* 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.

(2) Subject to such conditions as the Comptroller may specify, the Comptroller may, by notification in the *Gazette*, 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.

(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.

(4) The Comptroller may specify the form of any return, claim, statement or notice to be made or given under this Act.

Approved pension or provident fund or society

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.

Figure 2.6

2.3. <u>Document View - Left Pane</u>

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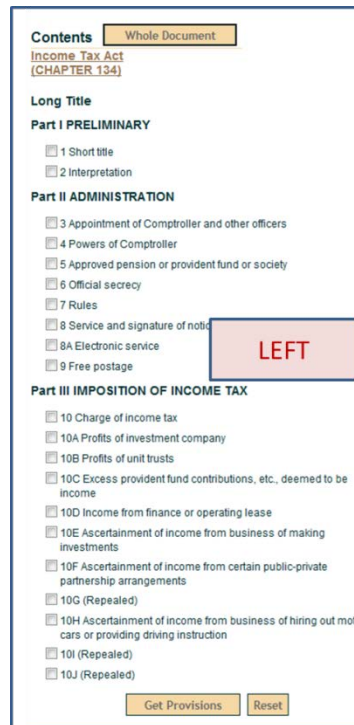
Figure 2.7

You can view different parts of the legislation as follows:

a. Clicking the section title in the Table of Contents will bring you to the section you have clicked on.

b. 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
Whole Document	This will display the entire legislation on the right pane
Get Provisions	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.
Reset	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.

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).

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

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

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

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 *both* the term that precedes the *space* and the term that follows the *space*.	Instead of *land AND house* Use *land house*
|	OR	(*vertical bar* found as the upper case of the backslash) Search for document records containing *either* the term that precedes the | operator or the term that follows the | operator.	Instead of *house OR land* Use *house | land*
,	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 *fraction OR friction* Use *fraction,friction*

-	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 *governor NOT general* Use *governor –general*
(...)	group together	(parentheses) Parentheses are used to group search expressions so that they are evaluated in your preferred order.	Instead of *Australia AND New Zealand, OR Australasia* Use *(Australia "New Zealand") | Australasia*
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 *Title:federation*
>>	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 *years from 2001 to 2009* Use *Year:2001>>2009*

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

" ... "	exact phrase	(double quotes) Search for document records containing an exact phrase. Phrase must not include the ">" or "<" characters.	Searching with *"fiscal policy"* will generate provisions where the exact phrase appears.

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:
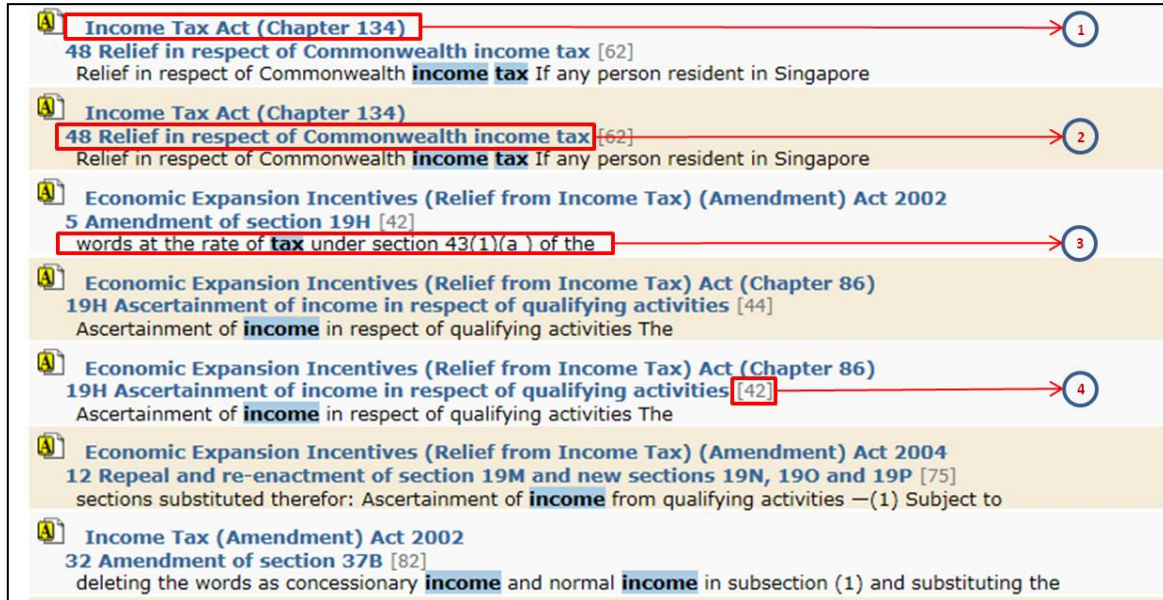
Figure 3.10

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

[A] - Acts

[S] - 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.
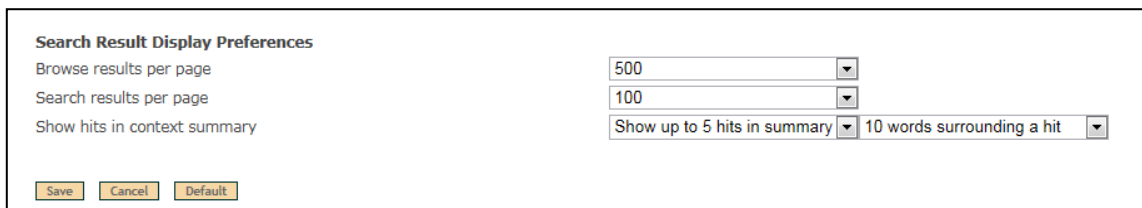
3.3.3. Search Results - Left Pane (Browse By)

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.

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.
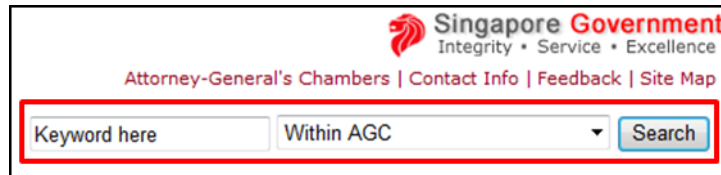
Figure 3.12

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).
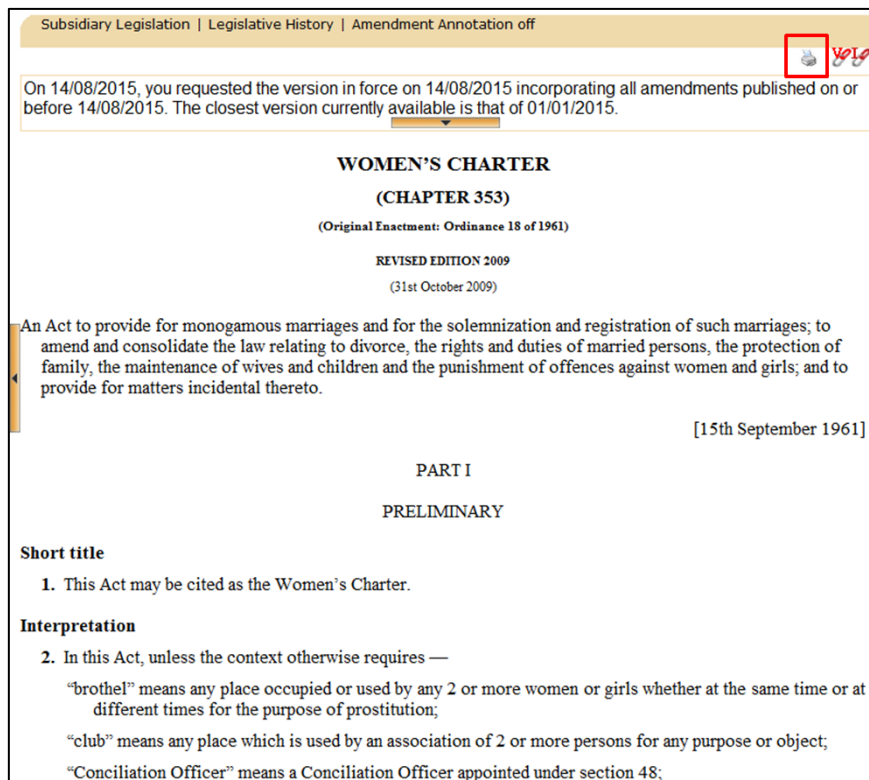
Figure 4.1

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.

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).

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.

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"*)