

DEPOSITING A WILL RECORD

29 Dec 2014

GETTING STARTED

Step 1: Go to IPTO Online Portal.

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL <https://www.mlaw.gov.sg/eservices/pto/welcome.xhtml>, which is highlighted with a red box and labeled with a red '1'. The website header includes the Singapore Government logo and the Ministry of Law Public Trustee's Office logo. The main content area is titled 'Public Trustee Office E-Services' and features a 'GET STARTED' section with a red background. Under 'GET STARTED', there are links for 'REGISTER FOR ONLINE ACCOUNT' and 'ANNOUNCEMENTS'. The 'ANNOUNCEMENTS' section contains an 'IMPORTANT NOTICE : SYSTEM MAINTENANCE' dated 04 Dec 2014. The 'PUBLIC TRUSTEE' section lists several services: 'ADMINISTRATION OF CPF / BABY BONUS / EDUSAVE / PSEA MONIES', 'ADMINISTRATION OF DECEASED ESTATE (ASSETS OTHER THAN CPF / BABY BONUS / EDUSAVE / PSEA MONIES)', 'APPLICATION FOR MAINTENANCE ALLOWANCE', 'SEARCH FOR EXISTING WILL RECORD', and 'DEPOSIT OF NEW WILL RECORD'. The 'DEPOSIT OF NEW WILL RECORD' link is highlighted with a red box and labeled with a red '2'.

1. Key in <https://www.mlaw.gov.sg/eservices/pto/welcome.xhtml>.
2. Click on the link for “Deposit of New Will Record”.

GETTING STARTED

Step 2: Select your Login Type.

MINISTRY OF LAW SINGAPORE Public Trustee's Office

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PUBLIC TRUSTEE

SELECT LOGIN PLEASE SELECT YOUR LOGIN OPTION.

1

SINGPASS HOLDER NON-SINGPASS HOLDER

EXIT

WARNING: Unauthorised access to this system constitutes an offence under the Computer Misuse Act and may result in prosecution.

If you encounter any problems with this service, please contact us at (65) 1800-2255-529 (during office hours), or send an email to Helpdesk at OneMinLaw@mLaw.gov.sg

1. Select Login Type:

SingPass:

- You can apply for a SingPass at www.singpass.gov.sg

Non-SingPass:

- If you are ineligible for apply for a SingPass, you can apply for a non-SingPass User ID and password. Details are available on www.iptoonline.gov.sg.
- If you are submitting on behalf of an organization for a client, your organization can apply for an organization account. With an organization account, your organization's account administrator will be able to create a non-SingPass User ID for you. Details are available on www.iptoonline.gov.sg

SINGPASS HOLDER

- Step 3a

GETTING STARTED

Step 3a: Proceed with SingPass Login

Singapore Personal Access
SingPass

Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome
to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg.

Click [here](#) to view more details about New SingPass Security Enhancements.

1 SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

2

By clicking on the **Submit** button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

1. Key in your SingPass ID and SingPass.
2. Click on “Submit” to access the Will Deposit eService.

NON-SINGPASS HOLDER

- Step 3b

GETTING STARTED

Step 3b: Proceed with non-SingPass Login.



Please enter your information to login.

1

Login ID:

Password:

2

[Forget Password?](#)
[Change Password](#)

1. Key in your non-SingPass User ID and password
2. Click on “Login” to proceed.

GETTING STARTED

Step 3b: Select Transaction Type

PUBLIC TRUSTEE

SELECT INDIVIDUAL OR ORGANISATION

Select Transaction Type

Are you carrying out a Personal Transaction or Transacting on behalf of an Organisation?

1

PERSONAL TRANSACTION

TRANSACTIONING ON BEHALF OF AN ORGANISATION

EXIT

1. Select Transaction Type:

- Personal Transaction – Select this option if you are submitting your will.
- Transacting on behalf of an Organisation – Select this option if you are submitting on behalf of an Organisation for a client.

WILL DEPOSIT

Step 4: Fill in the ID Type and ID No. of person making the will.

PUBLIC TRUSTEE

Step 1

Create / Edit Case Details

Step 2

Enter Case Details

Step 3

Confirm Submission

Step 4

Payment

Step 5

Transaction Completion

WILL DEPOSIT

Fields marked with * are mandatory.

Guidelines For Completion

1. This form will take around 5 minutes to complete.
2. The fee for submission of will information is \$50.
3. You will need any one of the following in order to make payment online.
 - Credit/Debit Card (Visa or Master);
 - Internet Banking (Citibank, DBS/POSB, OCBC or UOB)
4. Upon each successful payment, a transaction completion page will appear. This page serves to confirm that the submission was successful.
5. Please ensure that a printer is connected to your computer if you wish to print out the transaction completion page. The Wills Registry will not provide a separate confirmation relating to the submission.
6. If you have not saved your submission, any payment cancellation while the transaction is still in process will cause the entire submission to be aborted and irretrievable.
7. You can save your pending application(s) for up to 7 calendar days, after which the record(s) will be deleted.

ID Type / ID No. of Person Making the Will :

Foreign Person

TESTID

(eg.1234567A)

Create

1

2

No. of case(s) pending application : 0

No.	Creation Date	Name of Person Making the Will	Date of Will	Last Updated Date/Time	Action
No matching records					

1. Select the ID Type & Key in the ID No of the person who made the will i.e. Testator.
2. Click on "Create" button to create the deposit form.

WILL DEPOSIT

Step 5: Fill in the particulars of person making the will.

PUBLIC TRUSTEE

Step 1 Create / Edit Case Details	Step 2 Enter Case Details	Step 3 Confirm Submission	Step 4 Payment	Step 5 Transaction Completion
WILL DEPOSIT				
Fields marked with * are mandatory.				
Particulars of Person Making the Will				
Details of Person Making the Will				
Name (as per in NRIC/passport) *	<input type="text" value="NAME OF PERSON"/>	1		
ID Type /ID No. *	Foreign Person TESTID			
Date of Birth * (DD/MM/YYYY)	<input type="text" value="01/01/1978"/>	2		
Date of Will * (DD/MM/YYYY)	<input type="text" value="29/12/2014"/>	3		
Address of Person Making the Will (Please enter either Formatted Address or Unformatted Address)				
Formatted Address *				
Blk/House No.	<input type="text" value="45"/>			
Level/Unit :	<input type="text" value="#07"/> - <input type="text" value="11"/>			
Street Name	Auto-Retrieved by System	4		
Building Name	Auto-Retrieved by System			
Postal Code	<input type="text" value="069118"/>			
OR				
Unformatted Address				
<input type="text"/>				

1. Key in name of the person who made the will
2. Key in date of birth of person who made the will
 - Must be at least 21 years old
3. Key in the date of when the will was made
4. Key in address of person who made the will
 - For a local address, use formatted address.
 - For a foreign address, use un-formatted address

WILL DEPOSIT

Step 6: Fill in the particulars of person who drew up the will

Will was Drawn Up by * **1** Solicitor / Company Individual / Self

Particulars of Person Who Drew Up Will

Solicitor / Company

Law Firm / Company *

Name of Solicitor

File Reference No. *

Address of Person Who Drew up the Will (Please enter either Formatted Address or Unformatted Address)
For Law Firm /Company who drew up the will, please provide the law firm/company address.

Formatted Address *

Blk/House No.

Level-Unit : -

Street Name **2**

Building Name

Postal Code

OR

Unformatted Address

1. Select whether Will was drawn up by:
 - Solicitor / Company – You will be asked to fill in the Name of the Law Firm or Company & File Reference No
 - Individual / Self – You will be asked to fill in the Name & ID No of person who drew up the will
2. Key in address of person who drew up the will.
 - For a local address, use formatted address. For a foreign address, use un-formatted address.

WILL DEPOSIT

Step 7: Fill in the details of the location where the will is held

Where the Will is Held

(1) Details of Where the Will is Held

Is the Will Held at the Same Address as the Person Who Drew Up the Will? * No Yes **1**

Name * **2**

File Reference No. *

Address where the Will is Kept

Formatted Address

Blk/House No.

Level-Unit : #07 - 11

Street Name Auto-Retrieved by System

Building Name Auto-Retrieved by System

Postal Code

OR

Unformatted Address

1. Select option on whether the will is held at the same address as the person who drew up the will.
2. If “Yes” – Details entered earlier under “Person who drew up will” will be auto-populated here.
3. If “No” – Key in the name of the person holding onto the will, the file reference number and the address of where the will is held.

WILL DEPOSIT

Step 8: Fill in the details of the second location where the will is held. This section is optional.

(2) Details of Where the Will is Held (Optional)

Name

File Reference No.

Address where the Will is Kept

Formatted Address

Blk/House No.

Level-Unit: # -

Street Name

Building Name

Postal Code

OR

Unformatted Address

Back Next Save Clear Page Cancel

1. Key in the name of second person holding onto the will and the file reference number.
2. Key in address of the second location where the will is held.
 - For a local address, use formatted address. For a foreign address, use un-formatted address.
3. Click on “Next” to proceed to verify submission.

WILL DEPOSIT

Step 9: Verify the details of your submission.

PUBLIC TRUSTEE

Step 1 <i>Create / Edit Case Details</i>	Step 2 <i>Enter Case Details</i>	Step 3 <i>Confirm Submission</i>	Step 4 <i>Payment</i>	Step 5 <i>Transaction Completion</i>
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WILL DEPOSIT

Fields marked with * are mandatory.

Particulars of Person Making the Will

Details of Person Making the Will

Name (as per in NRIC/passport)	NAME OF PERSON
ID Type /ID No.	FOREIGN PERSON TESTID
Date of Birth	01/01/1978
Date of Will	29/12/2014
Address of Person Making the Will (Please enter either Formatted Address or Unformatted Address)	
Address	45 MAXWELL ROAD URA CENTRE, THE #07 - 11 SINGAPORE 069118

Particulars of Person Who Drew Up Will

Person Who Drew Up Will Details

Will was Drawn Up by	SOLICITOR / COMPANY
Law Firm / Company	TEST LAW FIRM
Name of Solicitor	SOLICITOR NAME
File Reference No.	FILE REFERENCE
Address of Person Making the Will (Please enter either Formatted Address or Unformatted Address)	
Address	45 MAXWELL ROAD

WILL DEPOSIT

Step 10: Proceed to submit and pay.

(1) Details of Where the Will is Held	
Is the Will Held at the Same Address as the Person Who Drew Up the Will?	YES
Name	TEST LAW FIRM
File Reference No.	FILE REFERENCE
Address	45 MAXWELL ROAD URA CENTRE, THE #07 - 11 SINGAPORE 069118

Please ensure that all information displayed is accurate.
No amendments will be allowed after submission. You will have to submit a new Will record if you wish to make any amendments.
The \$50 submission fee will still be applicable.

1 Accept Terms of Submission

2

This form will take about 5 minutes to complete.
If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours), or send an email to Helpdesk at OneMinLaw@mlaw.gov.sg.

1. Tick the box “Accept Terms of Submission” if you agree to our terms.
2. Click on “Submit & Pay” to proceed to submit.

PAYMENT

Step 11: Proceed to payment page.

Online Payment Service

Payment step 1 of 3

*Note: Fields marked * are mandatory*

Please proceed

eTransaction No : TWD201412290010Y
GST REG No :
Fee Payable(\$\$) : 50.00

Please enter the eTransaction No **1**

This transaction would take about 2 to 3 minutes to complete depending on the payment mode selected.

If you encounter any problems with this service, please [click here](#) for our contact information.

Please do not use Back or Forward buttons on your browser or double-click a hyperlink, as this may end your transaction.

1. Click on “Continue” to proceed to payment page.

PAYMENT

Step 12: Select preferred payment mode.


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IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

 You are now on a secure site.

Total Amount Payable: S\$50.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input type="radio"/> 	For VISA/MasterCard Credit and Debit cards
<input type="radio"/> 	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus! or UOB

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com" (for DBS/POSB Account holders), "www.citibank.com.sg" (for Citibank Account holders), "www.ocbc.com" (for OCBC Account Holders) and "www.plus.com.sg" (for Plus! Account Holders), "uniservices1.uobgroup.com" (for UOB Account holders) to your list of allowed sites in the pop-up blocker settings as well.

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1. Click on the appropriate button to select your payment mode – (a) credit / debit card and (b) internet banking.
2. Click on Proceed button

Credit / Debit Card

- Step 13a

PAYMENT

Step 13a: Payment by credit / debit card

eNETS Tuesday, 11 February 2014

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	Psi Test Internet Cred Card4
Merchant Reference Code	CC14021119414287
NETS Reference Code	20140211194050861
Amount	SGD 50.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

MasterCard VISA

1 Name on Card

2 Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.

3 CVV / CVC2 [\[What is CVV/CVC2/CID\]](#)

Expiry Date (eg: 2014)

4 I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

5

Important:
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

1. Key in name of the credit / debit card holder
2. Key in the credit card number
3. Key in the CVV/CVC2 number which is found at the back of the credit / debit card
4. Tick the box if you agree to the return and refund policy for the purchase of the service
5. Click "Submit" to proceed to make payment

Direct Debit

- Step 13b

PAYMENT

Step 13b: Payment by direct debit

eNETS Wednesday, 12 February 2014

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

debit from bank account

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbsd2pay.dbs.com (for DBS/POSB Account holders)
3. uniservices1.uobgroup.com (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)

TRANSACTION INFORMATION

Merchant Name	Govt Online Payment
Merchant Reference Code	JNX20140212110723016
NETS Reference Code	20140212110726751
Merchant Hostname	160.96.1.110
Amount	SGD 6.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

SINGAPORE BANK SELECTION

1 **Bank**

2

1. Select your bank – UOB, DBS, OCBC and Citibank.
2. Click “Submit” to proceed to internet banking page.

PAYMENT

Step 14: Proceed to complete transaction. You may print out the receipt.

The screenshot shows a web browser window with the following elements:

- Browser address bar: Favorites, OBCS - Online Bill Collection Service
- Browser toolbar: Home, Back, Forward, Print (highlighted with a red box and number 1), Refresh, Stop, Reload
- Page Header: MINISTRY OF LAW SINGAPORE Ministry of Law
- Page Title: Online Payment Service
- Page Content: Payment step 3 of 3
- Section Header: Receipt
- Important Note: **IMPORTANT:** To complete the transaction, please click on the button below to view the Transaction Completion page
- Transaction Details:
 - eTransaction No : TWD201412290010Y
 - Fee Payable(S\$) : 50.00
 - Payment Mode : eNets Credit
 - EP Reference No : CC14122912031986
 - Transaction No : BILL1400020910
 - Transaction Date/Time : 29/12/2014 12:03:22
- Disclaimer: *This is a computer generated receipt. No signature is required.*
- Action Button: **2** Click to complete this transaction (highlighted with a red box)
- Warning Box: Please do not use Back or Forward buttons on your browser or double-click a hyperlink, as this may end your transaction.

1. You may print out a copy of this receipt by using your browser's printing function 
2. Click on "Click to complete the transaction" to complete the transaction.

COMPLETION

Step 15: Upon successful payment, you will see a completion page. You may wish to print a copy for future reference.

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PUBLIC TRUSTEE

Step 1 Create / Edit Case Details Step 2 Enter Case Details Step 3 Confirm Submission Step 4 Payment Step 5 Transaction Completion

WILL DEPOSIT

Fields marked with * are mandatory.
Thank you for using our eService.
Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Print or Save

Your Application for Will Deposit has been successfully submitted.

File Reference No. : W 0048632014
E - File No. : TWD201412290010Y

Particulars of Person Making the Will

Details of Person Making the Will

Name (as per in NRIC/passport)	NAME OF PERSON
ID Type /ID No.	FOREIGN PERSON TESTID
Date of Birth	01/01/1978
Date of Will	29/12/2014
Address	45 MAXWELL ROAD
	URA CENTRE, THE
	#07 - 11
	SINGAPORE 069118

Particulars of Person Who Drew Up Will

Person Who Drew Up Will Details

Will was Drawn Up by	SOLICITOR / COMPANY
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1. You may print a copy of this completion page by clicking on “Print” or save a copy by clicking on “Save”
2. You will not be able to access this page after closing the browser.