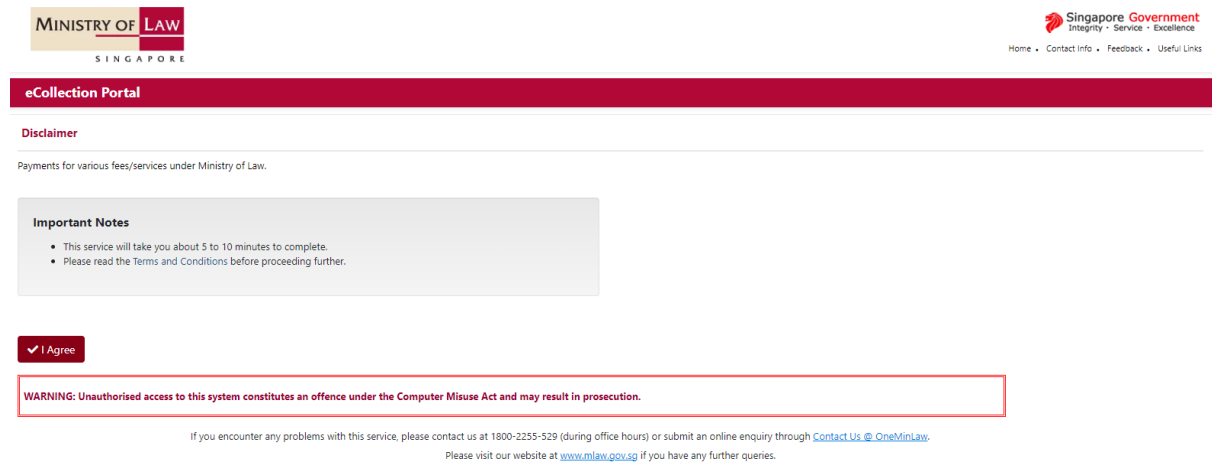


USER GUIDE E-COLLECTION PORTAL GUIDE – PTO – BONA VACANTIA FEES

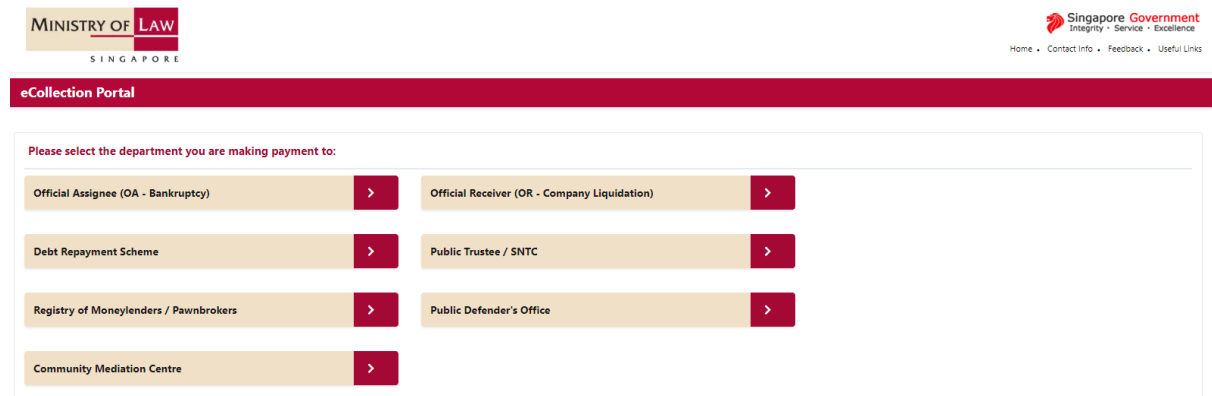
Step 1:

Visit our E-payment at: <https://go.gov.sg/paypto> and select “I AGREE” after reading the Terms and Conditions:



The screenshot shows the eCollection Portal homepage. At the top left is the Ministry of Law Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for Home, Contact Info, Feedback, and Useful Links. Below the header is a red bar with the text 'eCollection Portal'. Underneath is a 'Disclaimer' section stating 'Payments for various fees/services under Ministry of Law.' This is followed by an 'Important Notes' box with two bullet points: 'This service will take you about 5 to 10 minutes to complete.' and 'Please read the Terms and Conditions before proceeding further.' Below this is a red button with a checkmark and the text 'I Agree'. A red-bordered warning box contains the text: 'WARNING: Unauthorised access to this system constitutes an offence under the Computer Misuse Act and may result in prosecution.' At the bottom, there is a small text block providing contact information: 'If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through [Contact Us @ OneMinLaw](#). Please visit our website at www.mlaw.gov.sg if you have any further queries.'

Step 2: Select “Public Trustee/ SNTC”.



The screenshot shows the department selection screen on the eCollection Portal. It features the same Ministry of Law and Singapore Government logos at the top. Below the 'eCollection Portal' header, the text 'Please select the department you are making payment to:' is displayed. There are seven selection buttons arranged in two columns. Each button is light beige with a red arrow pointing right. The buttons are: 'Official Assignee (OA - Bankruptcy)', 'Official Receiver (OR - Company Liquidation)', 'Debt Repayment Scheme', 'Public Trustee / SNTC', 'Registry of Moneylenders / Pawnbrokers', 'Public Defender's Office', and 'Community Mediation Centre'.

Step 3: Select Payment Type – “PT – FEES – APPLICATION FOR BONA VACANTIA CLAIM” and enter the Case No., Payer ID No., Payer’s Name and Amount of \$50.

eCollection Portal

Payment Description

Payment Type *

Case No. (Format: Case prefix / [999999] / [YYYY]) * / /

Payer's ID No. (NRIC/ FIN/ PASSPORT NO./ UEN) *

Payer's Name *

Amount (S\$) *

[Reset](#) [Add to Cart](#)

List of Payments

S/N	Payment Type	Payment Details	Amount (SGD)	Action
-----	--------------	-----------------	--------------	--------

[Cancel](#) [Checkout](#)

Step 4: Click on “Add to Cart”.

eCollection Portal

Payment Description

Payment Type *

Case No. (Format: Case prefix / [999999] / [YYYY]) * / /

Payer's ID No. (NRIC/ FIN/ PASSPORT NO./ UEN) *

Payer's Name *

Amount (S\$) *

[Reset](#) [Add to Cart](#)

List of Payments

S/N	Payment Type	Payment Details	Amount (SGD)	Action
-----	--------------	-----------------	--------------	--------

[Cancel](#) [Checkout](#)

Step 5: Confirm that the information is correct, click “Checkout”. If you wish to amend any of the information, click “Edit”.

List of Payments

S/N	Payment Type	Payment Details	Amount (SGD)	Action
1	PT - FEES - APPLICATION FOR BONA VACANTIA CLAIM	Case No.: T / 000000 / 2000 / K Payer ID No.: X00067D Payer Name: DAVID	50.00	Edit Remove

[Cancel](#) [Checkout](#)

Step 6: Confirm that the information is correct, click “Proceed to Pay”.

The screenshot shows the 'eCollection Portal' interface. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. At the top right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' and links for 'Home', 'Contact Info', 'Feedback', and 'Useful Links'. Below the header is a red bar with the text 'eCollection Portal'. The main content area is titled 'Payment Summary' and contains a table with the following data:

S/N	Payment Type	Payment Description	Amount (S\$)
1	PT - FEES - APPLICATION FOR BONA VACANTIA CLAIM	Case No.: T / 000000 / 2000 / K Payer ID No.: XXX067D Payer Name: David	50.00
Total Amount (S\$)			50.00

At the bottom of the page, there are two buttons: 'Cancel' on the left and 'Back' and 'Proceed to Pay' on the right.

Step 7: Enter the payer’s email address and follow the instructions on the screen based on the selected payment modes.

Note: If payer does not have an email address, he / she can provide a third party’s email address.

The screenshot shows the 'Online Payment Service' interface. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. At the top right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' and links for 'Home', 'Contact Info', 'Feedback', and 'Useful Links'. Below the header is a red bar with the text 'Online Payment Service'. The main content area is titled 'Transaction Details' and contains a table with the following data:

S/N	Transaction Reference	Amount (S\$)	Created Date (DD/MM/YYYY)
1	PT2023011300885A	50.00	13/01/2023

Below the table is the 'Payment Status Notification' section, which includes a form for 'Email Address *'. The text '(Please provide email address for us to send the receipt.)' and 'Note - Only one email is mandatory.' is displayed. The email address 'David@gmail.com' is entered in the first field. There are two empty input fields below it.

Below the email address section is the 'Payment Mode' section, which includes three radio button options:

- For VISA/MasterCard Credit and Debit cards
- For customers with Internet Banking account from DBS/POSB/Citibank/OCBC/... (coming soon!)
- For PayNow Payments