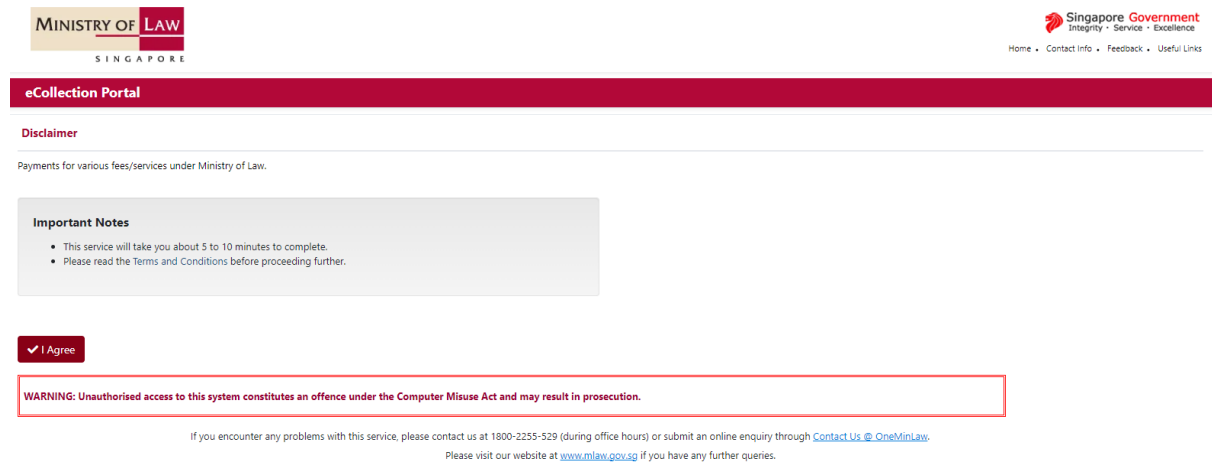


## USER GUIDE E-COLLECTION PORTAL GUIDE – PTO – FEE (SPECIAL)

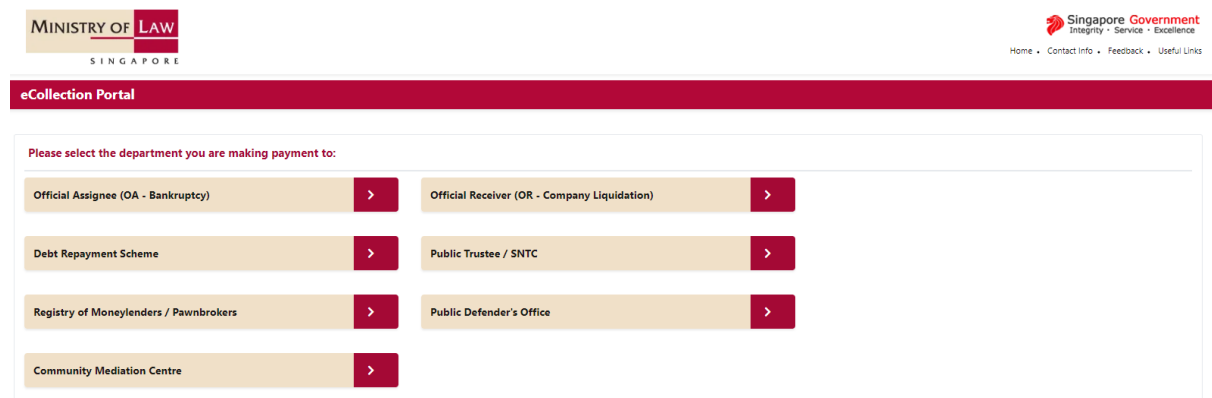
### Step 1:

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 banner with the text 'eCollection Portal'. Underneath is a 'Disclaimer' section stating 'Payments for various fees/services under Ministry of Law.' A grey box titled 'Important Notes' contains 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](http://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. 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 banner with the text 'eCollection Portal'. The main content area has the heading 'Please select the department you are making payment to:'. Below this heading are seven buttons, each with a department name and a right-pointing arrow: '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 – SPECIAL” and enter the Case No., Payer ID No., Payer’s Name and Amount.

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
<a href="#">Cancel</a> <span style="float: right;"><a href="#">Checkout</a></span>				

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
<a href="#">Cancel</a> <span style="float: right;"><a href="#">Checkout</a></span>				

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 - SPECIAL	Case No.: T / 000000 / 2000 / C Payer ID No.: 3000067D Payer Name: David	50.00	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Cancel</a> <span style="float: right;"><a href="#">Checkout</a></span>				

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

MINISTRY OF LAW SINGAPORE

Singapore Government Integrity - Service - Excellence  
Home - Contact Info - Feedback - Useful Links

eCollection Portal

Payment Summary

S/N	Payment Type	Payment Description	Amount (\$S)
1	PT - FEES - SPECIAL	Case No: T / 000000 / 2000 / K Payer ID No: 100000TD Payer Name: David	50.00
Total Amount (\$S)			50.00

Cancel Back Proceed to Pay

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.

MINISTRY OF LAW SINGAPORE

Singapore Government Integrity - Service - Excellence  
Home - Contact Info - Feedback - Useful Links

Online Payment Service

Transaction Details

S/N	Transaction Reference	Amount (\$S)	Created Date (DDMM/YYYY)
1	PT2023011300888A	50.00	13/01/2023

Payment Status Notification

Email Address \*   
(Please provide email address for us to send the receipt)  
Note - Only one email is mandatory.

Payment Mode

For VISA/MasterCard Credits and Debit cards

For customers with Internet Banking account from DBS/POSB, Citibank, OCBC/... (coming soon!)

For PayNow Payments