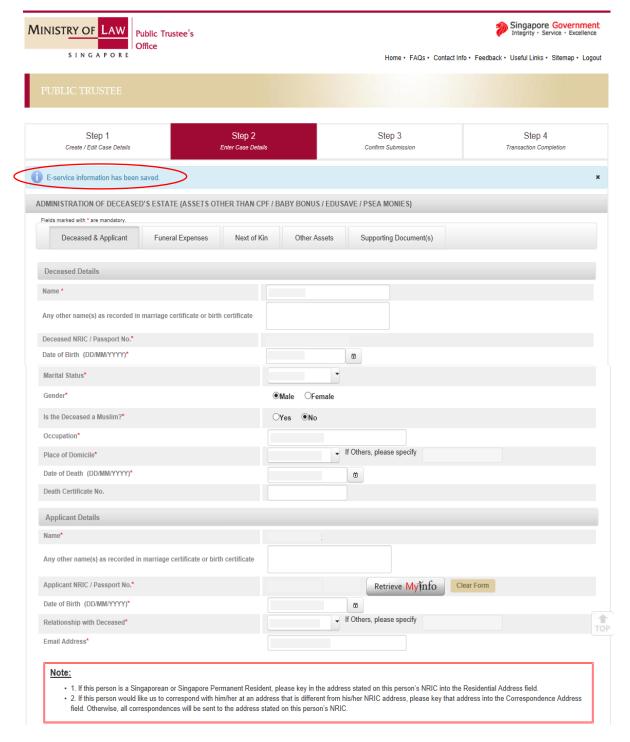
# Administration of Deceased Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

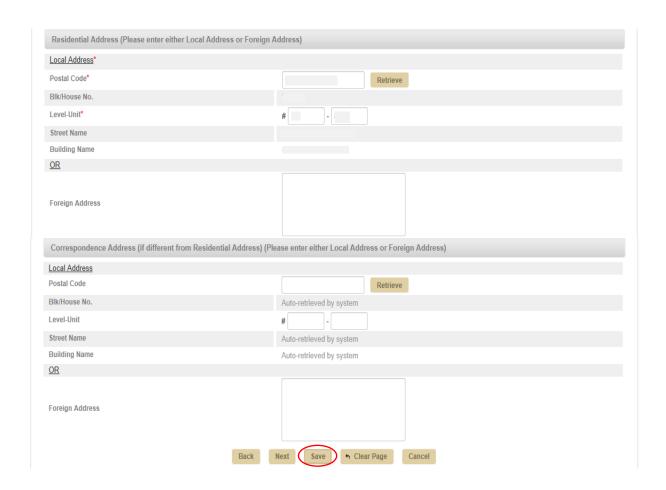
URL: https://eservices.mlaw.gov.sg/PTO/welcome.xhtml

NOTE: You need not be a beneficiary to submit the online application. Before you begin, please have the required documents to fill in the particulars of the Deceased and the beneficiary(s) and to upload them for your submission. If you are unable to complete the application, you may save a draft copy for up to **7 calendar days**.

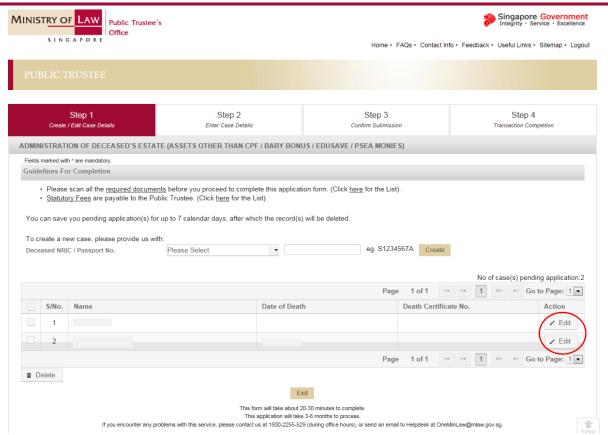
# Saving a draft application

When you are in the midst of an application, you may click on the "Save" button to save the details. Once the application is saved, you will see the message in blue.



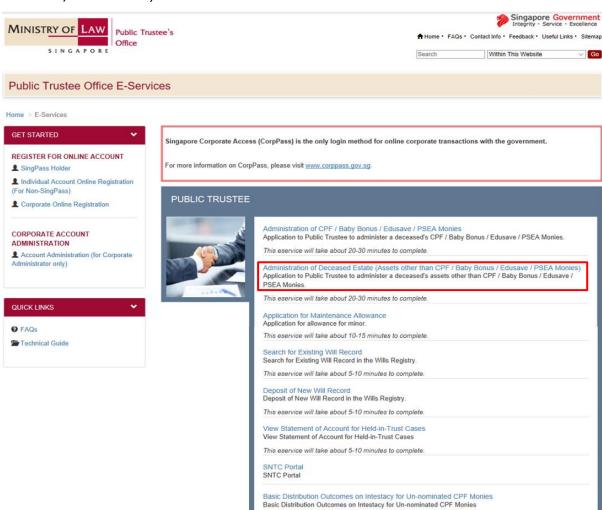


The saved application will be available when you next log in, unless it has exceeded 7 calendar days. Click on the "Edit" button to proceed.



## Submit new application

Step 1: Click on the link "Administration of Deceased Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)".





This eservice will take about 3 minutes to complete.

### SUBMISSION OF SUPPORTING DOCUMENTS

Submission of Supporting Documents
Submission of additional supporting documents for Trust and Motor accident cases

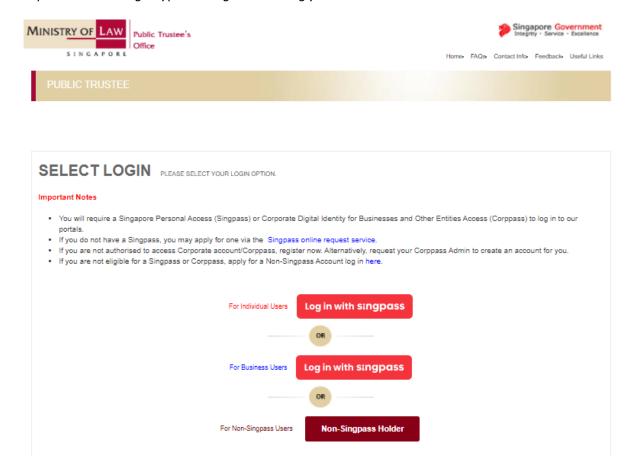
This eservice will take about 5-10 minutes to complete.

### SUBMISSION OF BANK ACCOUNT DETAILS

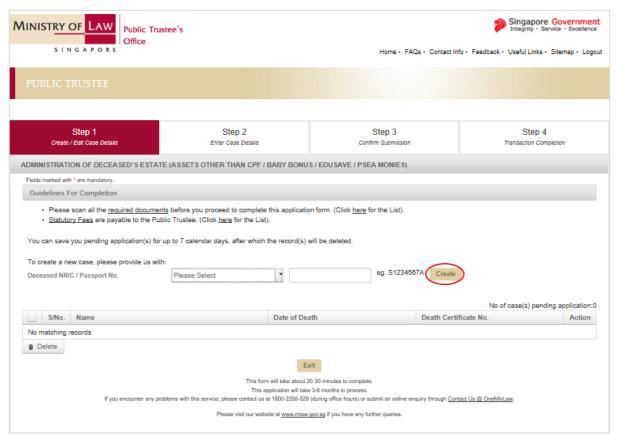
Submission of Bank Account Details
Submission of Bank Account details to receive payments

This eservice will take about 5-10 minutes to complete.

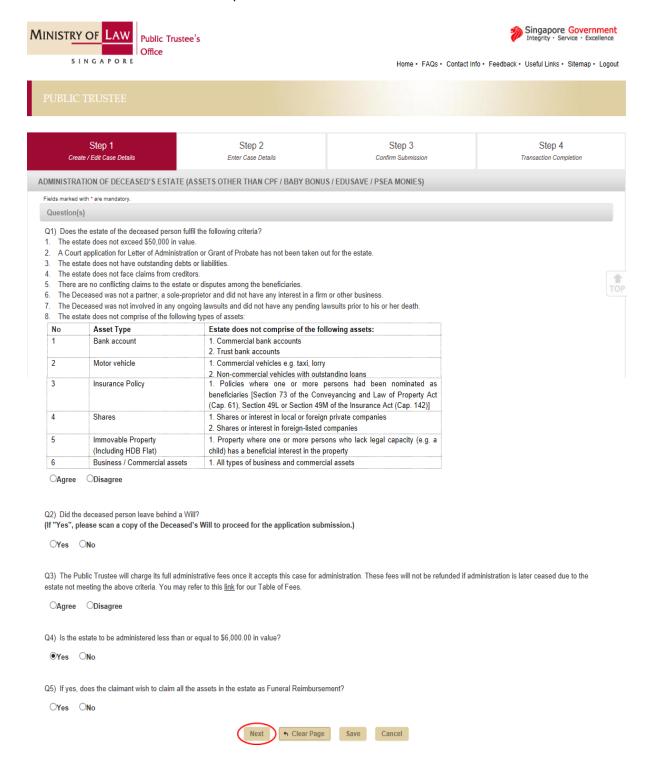
Step 2: Select the login type and log in accordingly.



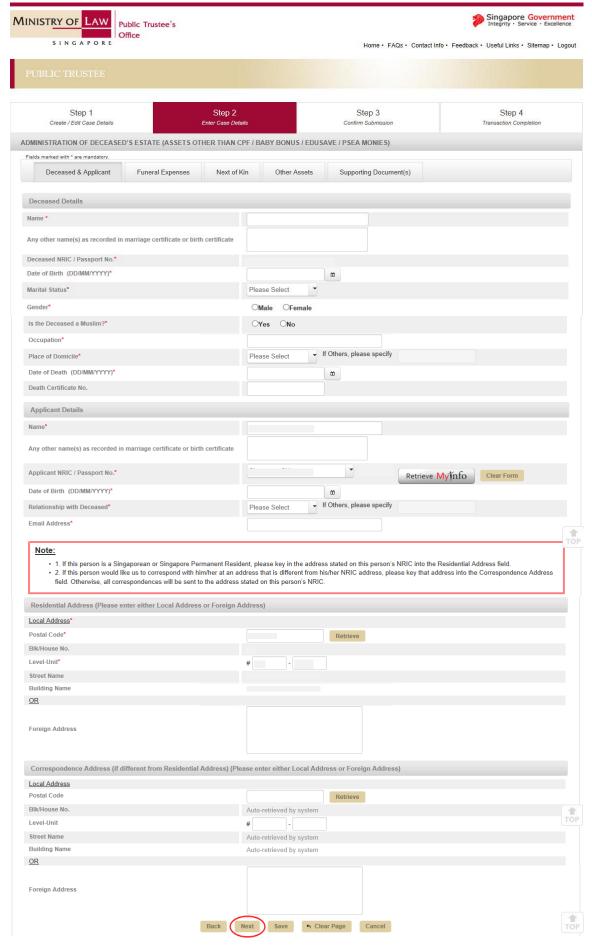
Step 3: Select the deceased's ID type and enter the ID number. Click on the "Create" button.



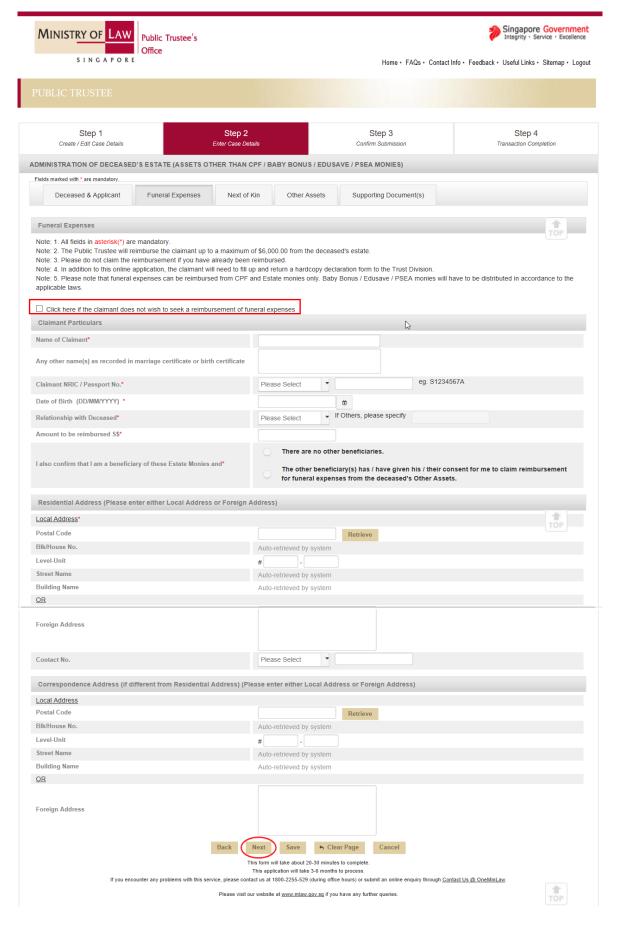
Step 4: Answer the below questions and click on the "Next" button. If your answer to (Q4) is "Yes", there will be an additional question (Q5) asking if the claimant wishes to claim the asset as funeral reimbursement. Answer the below questions and click on the "Next" button.



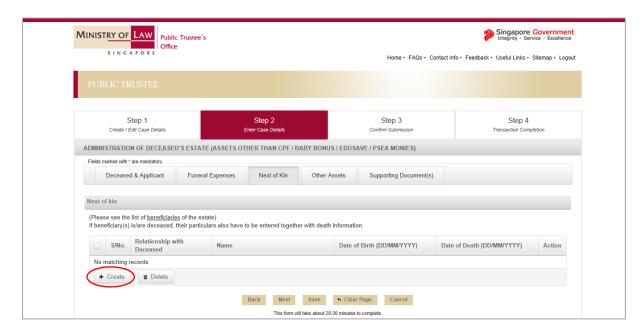
Step 5: Enter the deceased's and applicant's details. Click on the "Next" button.

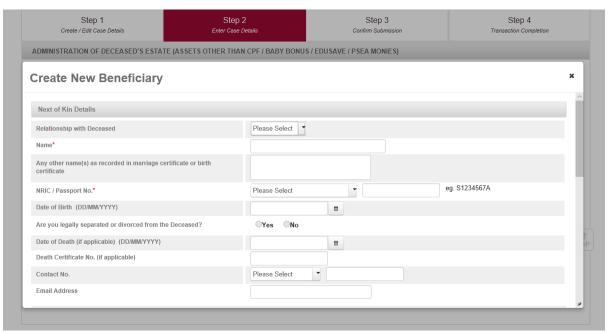


Step 6: Enter the funeral expenses details. Otherwise, select the checkbox "Click here if the claimant does not wish to seek reimbursement of funeral expenses". Click on the "Next" button.

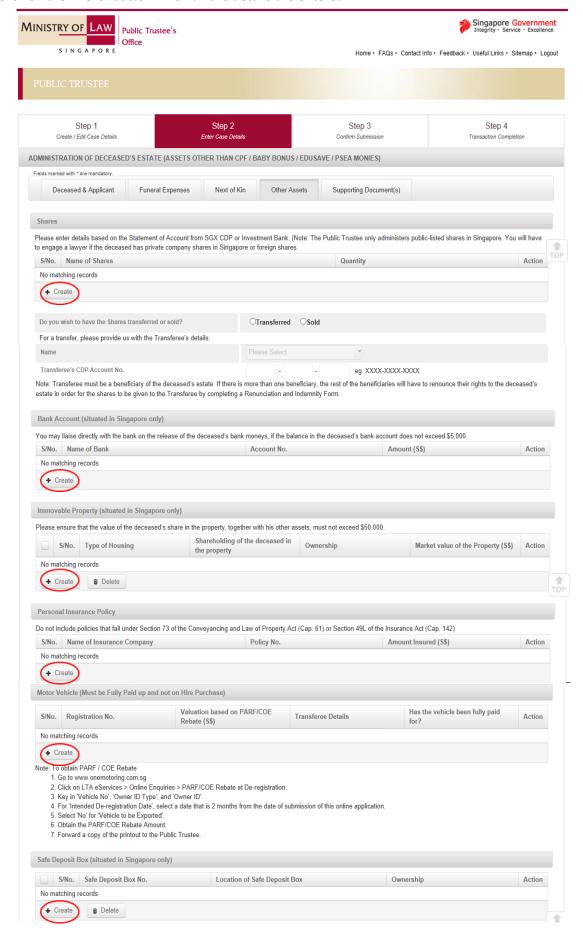


Step 7: Enter details of the beneficiary(s) by clicking on the "Create" button.



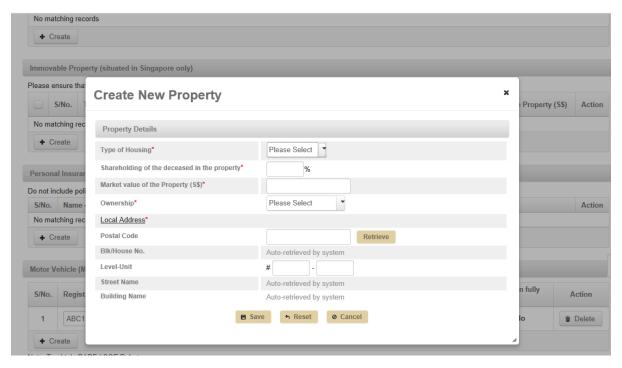


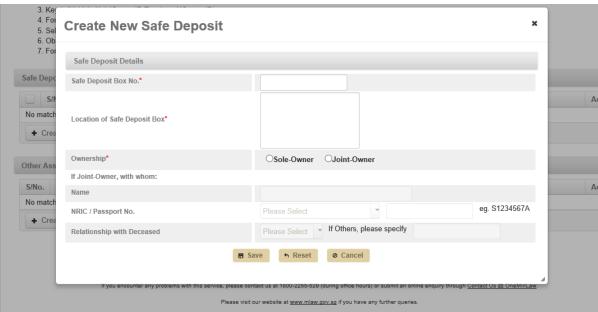
Step 8: Enter the assets details by clicking on the "Create" button (where applicable). Click on the "Next" button when all the details are entered.



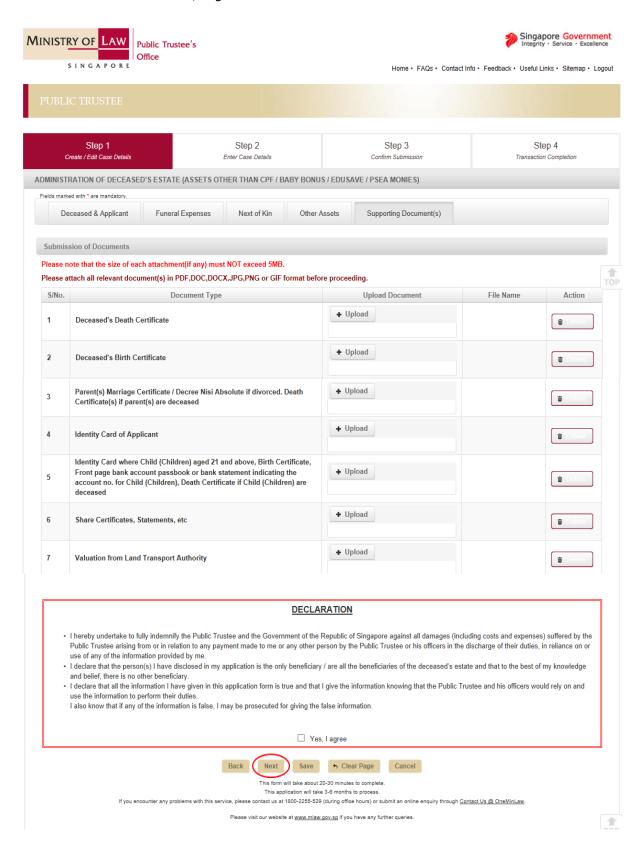


# Sample screen-shots when creating/adding assets:





Step 9: Upload the supporting documents. If the Applicant has earlier answered that deceased has left a Will, there will be an error message if no document is uploaded under "Copy of Deceased's Will". Select the checkbox "Yes, I agree". Click on the "Next" button.



# Step 10: Verify that the information entered are correct. Click on the "Submit" button.





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Step 1 Step 2 Step 3 Step 4 Create / Edit Case Details Enter Case Details Transaction Completion

### ADMINISTRATION OF DECEASED'S ESTATE (ASSETS OTHER THAN CPF / BABY BONUS / EDUSAVE / PSEA MONIES)

- Q1) Does the estate of the deceased person fulfil the following criteria?
- The estate does not exceed \$50,000 in value.

  A Court application for Letter of Administration or Grant of Probate has not been taken out for the estate.
- The estate does not have outstanding debts or liabilities. The estate does not face claims from creditors.

- There are no conflicting claims to the estate or disputes among the beneficiaries.

  The Deceased was not a partner, a sole-proprietor and did not have any interest in a firm or other business.

  The Deceased was not involved in any ongoing lawsuits and did not have any pending lawsuits prior to his or her death.

No	Asset Type	Estate does not comprise of the following assets:		
1 Bank account		1. Commercial bank accounts		
		2. Trust bank accounts		
2 Motor vehicle		1. Commercial vehicles e.g. taxi, lorry		
		Non-commercial vehicles with outstanding loans		
3 Insurance Policy	Insurance Policy	1. Policies where one or more persons had been nominated as		
		beneficiaries [Section 73 of the Conveyancing and Law of Property Act		
		(Cap. 61), Section 49L or Section 49M of the Insurance Act (Cap. 142)]		
4 Shares		Shares or interest in local or foreign private companies		
		2. Shares or interest in foreign-listed companies		
5 Immovable Property		1. Property where one or more persons who lack legal capacity (e.g. a		
	(Including HDB Flat)	child) has a beneficial interest in the property		
6	Business / Commercial assets	All types of business and commercial assets		

#### AGREE

Q2) Did the deceased person leave behind a Will?

Q3) The Public Trustee will charge its full administrative fees once it accepts this case for administration. These fees will not be refunded if administration is later ceased due to the estate not meeting the above criteria. You may refer to this link for our Table of Fees.

AGREE

Q4) Is the estate to be administered less than or equal to \$6,000.00 in value?

Foreign Address

Deceased Details	
lame	
ny other name(s) as recorded in marriage certificate or birth certificate	
eceased NRIC / Passport No.	
ate of Birth	
larital Status	
iender	
s the Deceased a muslim?	
Occupation	
Place of Domicile	
Date of Death	
Death Certificate No.	
Applicant Details	
lame	
Any other name(s) as recorded in marriage certificate or birth certificate	
Applicant NRIC / Passport No.	
Date of Birth	
Relationship with Deceased	
mail Address	
Residential Address (Please enter either Local Address or Foreign Address)	
ocal Address	
Blk/House No.	
evel-Unit	
Street Name	
Building Name	
Postal Code	
<u>DR</u>	
oreign Address	
orrespondence Address (if different from Residential Address) (Please ente	er either Local Address or Foreign Address)
ocal Address	
Ik/House No.	
evel-Unit	
treet Name	
uilding Name	
ostal Code	
IR .	

Particulars of Next of Kin	
Child Details	
Relationship with Deceased	
Name	
Any other name(s) as recorded in marriage certificate or birth certificate	
NRIC / Passport No.	
Date of Birth	
Are you legally separated or divorced from the Deceased?	
Date of Death (if applicable)	
Death Certificate No. (if applicable)	
Contact No. Email Address	
Email Address	
Residential Address (Please enter either Local Address or Foreign	n Address)
Local Address Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
OR	
Foreign Address	
Correspondence Address (if different from Residential Address) (	Please enter either Local Address or Foreign Address)
Local Address	
Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
<u>OR</u>	
Foreign Address	
Foreign Address	
Foreign Address  Spouse Details	
Spouse Details  Relationship with Deceased  Name	
Spouse Details  Relationship with Deceased	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)  Contact No.	
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Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)  Contact No.  Email Address  Residential Address (Please enter either Local Address or Foreign  Local Address  Blk/House No.  Level-Unit  Street Name  Building Name	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)  Contact No.  Email Address  Residential Address (Please enter either Local Address or Foreign  Local Address  Blk/House No.  Level-Unit  Street Name	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)  Contact No.  Email Address  Residential Address (Please enter either Local Address or Foreign  Local Address  Blk/House No.  Level-Unit  Street Name  Building Name  Postal Code	
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)  Contact No.  Email Address  Residential Address (Please enter either Local Address or Foreign  Local Address  Blk/House No.  Level-Unit  Street Name  Building Name  Postal Code  OR	n Address)
Spouse Details  Relationship with Deceased  Name  Any other name(s) as recorded in marriage certificate or birth certificate  NRIC / Passport No.  Date of Birth  Are you legally separated or divorced from the Deceased?  Date of Death (if applicable)  Death Certificate No. (if applicable)  Contact No.  Email Address  Residential Address (Please enter either Local Address or Foreign  Local Address  Bilk/House No.  Level-Unit  Street Name  Building Name  Postal Code  OR  Foreign Address  Correspondence Address (if different from Residential Address) (  Local Address	n Address)
Relationship with Deceased Name Any other name(s) as recorded in marriage certificate or birth certificate NRIC / Passport No. Date of Birth Are you legally separated or divorced from the Deceased? Date of Death (if applicable) Death Certificate No. (if applicable) Contact No. Email Address Residential Address (Please enter either Local Address or Foreign Local Address BIK/House No. Level-Unit Street Name Building Name Postal Code OR Foreign Address Correspondence Address (if different from Residential Address) ( Local Address BIK/House No.	n Address)
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Relationship with Deceased Name Any other name(s) as recorded in marriage certificate or birth certificate NRIC / Passport No. Date of Birth Are you legally separated or divorced from the Deceased? Date of Death (if applicable) Death Certificate No. (if applicable) Contact No. Email Address Residential Address (Please enter either Local Address or Foreig Local Address Bik/House No. Level-Unit Street Name Building Name Postal Code OR Foreign Address Correspondence Address (if different from Residential Address) ( Local Address Bik/House No. Level-Unit Street Name	n Address)
Relationship with Deceased Name Any other name(s) as recorded in marriage certificate or birth certificate NRIC / Passport No. Date of Birth Are you legally separated or divorced from the Deceased? Date of Death (if applicable) Death Certificate No. (if applicable) Contact No. Email Address Residential Address (Please enter either Local Address or Foreign Local Address Bilk/House No. Level-Unit Street Name Building Name Postal Code OR Foreign Address Correspondence Address (if different from Residential Address) ( Local Address Bilk/House No. Level-Unit	n Address)

Foreign Address

Details	Details of Assets belonging to the Deceased							
Share	es Details							
S/No	S/No. Name of Shares Quantity							
1								
Share	s are to be Sold.							
Bank	Details							
S/No	o. Name of Bank		Account N	No. Amount (S\$)			nt (S\$)	
1								
Insur	ance Details							
S/No	o. Name of Insurance Company		Policy No.			Amou	nt Insured (S\$)	
No n	natching records							
Vehic	le Details							ľ
S/No	o. Registration No.	Valuation based on PA Rebate (\$\$)	ARF/COE		Transferee Details		Has the vehicle been fully paid for?	
No n	natching records							
Other	Asset Details							
S/No	o. Type						Amount S\$	Ī
No n	natching records							
	sion of Documents							
S/No.	Document Type			Vie	W			
2	1 Deceased's Death Certificate 2 Deceased's Birth Certificate							
Deceased's Marriage Certificate / Decree Nisi Absolute if Divorced (if applicable).								
	Death Certificate if spouse is deceased							
4	Parent(s) Marriage Certificate / Decree Nisi Absolute if divorced. Death Certificate(s) if parent(s) are deceased							
5	Identity Card of Applicant							
6	Identity Card where Child (Children) aged 21 page bank account passbook or bank statem Child (Children), Death Certificate if Child (Cl	ent indicating the account						
7	Identity Card of Spouse, Front page of bank indicating the account no. (if applicable), Dea							

Back Save Submit Cancel

This form will take about 20-30 minutes to complete.

This application will take 3-8 months to process.

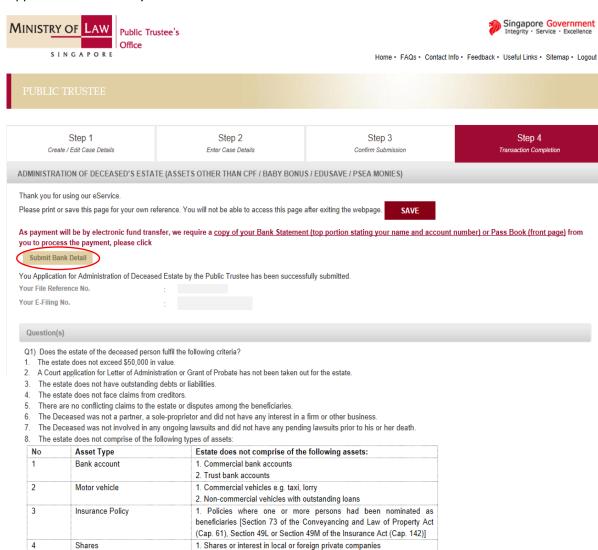
If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through Contact Us @ OneMinLaw.

Please visit our website at www.mlaw.gov.sq if you have any further queries.

## Step 11: The transaction completion and acknowledgement page will appear.

Important: Please save the acknowledgement page for future reference. To submit bank account details, click on the "Submit Bank Detail" button. Please note that you are required to attach the respective bank documents and form (if applicable). You may refer to our guide on submission of bank account details on the steps to the eService.

If the deceased has un-nominated CPF monies/ Baby Bonus/ Edusave / PSEA Monies to be administered, click on the "Yes" button to the question at the end of the page. If you see an error message, it is likely that the deceased has no CPF monies/Baby Bonus/Edusave /PSEA Monies or an application has already been submitted.



6 AGREE

5

Q2) Did the deceased person leave behind a Will?

Immovable Property

(Including HDB Flat)

Business / Commercial assets

NO

Q3) The Public Trustee will charge its full administrative fees once it accepts this case for administration. These fees will not be refunded if administration is later ceased due to the estate not meeting the above criteria. You may refer to this link for our Table of Fees.

1. Property where one or more persons who lack legal capacity (e.g. a

2. Shares or interest in foreign-listed companies

child) has a beneficial interest in the property

1. All types of business and commercial assets

AGREE

Q4) Is the estate to be administered less than or equal to \$6,000.00 in value?

NO

D	
Deceased Details	
Name	
Any other name(s) as recorded in marriage certificate or birth certificate	
Deceased NRIC / Passport No.	
Date of Birth	
Marital Status	
Gender	
is the Deceased a muslim?	
Occupation	
Place of Domicile  Date of Death	
Death Certificate No.	
Death Certificate No.	
Applicant Details	
Name	
Any other name(s) as recorded in marriage certificate or birth certificate	
Applicant NRIC / Passport No.	
Date of Birth	
Relationship with Deceased	
Email Address	
Residential Address (Please enter either Local Address or Foreign Ad	ddress)
Local Address Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
OR	
Foreign Address	
Correspondence Address (if different from Residential Address) (Plea	ase enter either Local Address or Foreign Address)
<u>Local Address</u>	
Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
<u>OR</u>	
Foreign Address	
Particulars of Next of Kin	
, and and of the control of the	
Spouse Details	
Relationship with Deceased	
Name	
Any other name(s) as recorded in marriage certificate or birth	
certificate	
NRIC / Passport No.	
Date of Birth	
Are you legally separated or divorced from the Deceased?	
Date of Death (if applicable)	
Death Certificate No. (if applicable)	
Contact No.	
Email Address	
Residential Address (Please enter either Local Address or Foreign	Address)
1 1411	
Local Address	
Local Address Blk/House No.	
Blk/House No.	
BIk/House No. Level-Unit Street Name	
BIK/House No. Level-Unit Street Name Building Name	
BIk/House No. Level-Unit Street Name	

Correspondence Address (if different from Residential Address) (Please enter either Local Address or Foreign Address)				
Local Address				
Blk/House No.				
Level-Unit				
Street Name				
Building Name				
Postal Code				
OR				
Foreign Address				
-				
Child Details				
Relationship with Deceased				
Name				
Any other name(s) as recorded in marriage certificate or birth certificate				
NRIC / Passport No.				
Date of Birth				
Are you legally separated or divorced from the Deceased?				
Date of Death (if applicable)				
Death Certificate No. (if applicable)				
Contact No.				
Email Address				
Residential Address (Please enter either Local Address or Foreign	Address)			
<u>Local Address</u>				
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Level-Unit				
Street Name				
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Postal Code				
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Local Address				
Blk/House No.				
Level-Unit				
Street Name				
Building Name				
Postal Code				
<u>OR</u>				
Foreign Address				
New Singapore Shares (NSS)				
NSS S\$				
Details of Assets belonging to the Deceased				
Shares Details				
S/No. Name of Shares	Quantity			
1				
Shares are to be Sold.				
Bank Details				
S/No. Name of Bank	Account No.	Amount (S\$)		
1				
Insurance Details				
Insurance Details  S/No. Name of Insurance Company	Policy No.	Amount Insured (S\$)		

Vehicle Details					
S/No.	Registration No.	Valuation based on PARF/COE Rebate (S\$)	Transferee Details	Has the vehicle been fully paid for?	
No mate	ching records				
Other As	Other Asset Details				
S/No.	S/No. Type Amount S\$				
No matching records					

Submi	Submission of Documents			
S/No.	Document Type	View		
1	Deceased's Death Certificate			
2	Deceased's Birth Certificate			
3	Deceased's Marriage Certificate / Decree Nisi Absolute if Divorced (if applicable). Death Certificate if spouse is deceased			
4	Parent(s) Marriage Certificate / Decree Nisi Absolute if divorced. Death Certificate(s) if parent(s) are deceased			
5	Identity Card of Applicant			
6	Identity Card where Child (Children) aged 21 and above, Birth Certificate, Front page bank account passbook or bank statement indicating the account no. for Child (Children), Death Certificate if Child (Children) are deceased			
7	Identity Card of Spouse, Front page of bank account passbook or bank statement indicating the account no. (if applicable), Death Certificate if Spouse is deceased			

Exit

Do you wish to submit next application for CPF / Baby Bonus / Edusave / PSEA Monies ? Yes

This form will take about 20-30 minutes to complete.

This application will take 3-6 months to process.

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.sq if you have any further queries.