

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.

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PUBLIC TRUSTEE

Step 1
Create / Edit Case Details

Step 2
Enter Case Details

Step 3
Confirm Submission

Step 4
Transaction Completion

E-service information has been saved.

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

Fields marked with * are mandatory.

Deceased & Applicant Funeral Expenses Next of Kin Other Assets Supporting Document(s)

Deceased Details

Name *

Any other name(s) as recorded in marriage certificate or birth certificate

Deceased NRIC / Passport No.*

Date of Birth (DD/MM/YYYY)*

Marital Status*

Gender* Male Female

Is the Deceased a Muslim? * Yes No

Occupation*

Place of Domicile* If Others, please specify

Date of Death (DD/MM/YYYY)*

Death Certificate No.

Applicant Details

Name*

Any other name(s) as recorded in marriage certificate or birth certificate

Applicant NRIC / Passport No.* Retrieve MyInfo Clear Form

Date of Birth (DD/MM/YYYY)*

Relationship with Deceased* If Others, please specify

Email Address*

Note:

- 1. If this person is a Singaporean or Singapore Permanent Resident, please key in the address stated on this person's NRIC into the Residential Address field.
- 2. If this person would like us to correspond with him/her at an address that is different from his/her NRIC address, please key that address into the Correspondence Address field. Otherwise, all correspondences will be sent to the address stated on this person's NRIC.

Residential Address (Please enter either Local Address or Foreign Address)

Local Address*

Postal Code*

Blk/House No.

Level-Unit* # -

Street Name

Building Name

OR

Foreign Address

Correspondence Address (if different from Residential Address) (Please enter either Local Address or Foreign Address)

Local Address

Postal Code

Blk/House No. Auto-retrieved by system

Level-Unit # -

Street Name Auto-retrieved by system

Building Name Auto-retrieved by system

OR

Foreign Address

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.

PUBLIC TRUSTEE

Step 1 *Create / Edit Case Details* | Step 2 *Enter Case Details* | Step 3 *Confirm Submission* | Step 4 *Transaction Completion*

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

Fields marked with * are mandatory.

Guidelines For Completion

- Please scan all the [required documents](#) before you proceed to complete this application form. (Click [here](#) for the List).
- [Statutory Fees](#) are payable to the Public Trustee. (Click [here](#) for the List).

You can save you pending application(s) for up to 7 calendar days, after which the record(s) will be deleted.

To create a new case, please provide us with:

Deceased NRIC / Passport No.

No of case(s) pending application: 2

| <input type="checkbox"/> | S/No. | Name | Date of Death | Death Certificate No. | Action |
|--------------------------|-------|------|---------------|-----------------------|-------------------------------------|
| <input type="checkbox"/> | 1 | | | | <input type="button" value="Edit"/> |
| <input type="checkbox"/> | 2 | | | | <input type="button" value="Edit"/> |

Page 1 of 1

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 send an email to Helpdesk at OneMinLaw@mlaw.gov.sg.



Submit new application

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

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GET STARTED

REGISTER FOR ONLINE ACCOUNT

- SingPass Holder
- Individual Account Online Registration (For Non-SingPass)
- Corporate Online Registration

CORPORATE ACCOUNT ADMINISTRATION

- Account Administration (for Corporate Administrator only)

QUICK LINKS

- FAQs
- Technical Guide

Singapore Corporate Access (CorpPass) is the only login method for online corporate transactions with the government.

For more information on CorpPass, please visit www.corppass.gov.sg.

PUBLIC TRUSTEE

Administration of CPF / Baby Bonus / Edusave / PSEA Monies
Application to Public Trustee to administer a deceased's CPF / Baby Bonus / Edusave / PSEA Monies.
This service will take about 20-30 minutes to complete.

Administration of Deceased Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)
Application to Public Trustee to administer a deceased's assets other than CPF / Baby Bonus / Edusave / PSEA Monies.
This service will take about 20-30 minutes to complete.

Application for Maintenance Allowance
Application for allowance for minor.
This service will take about 10-15 minutes to complete.

Search for Existing Will Record
Search for Existing Will Record in the Wills Registry.
This service will take about 5-10 minutes to complete.

Deposit of New Will Record
Deposit of New Will Record in the Wills Registry.
This service will take about 5-10 minutes to complete.

View Statement of Account for Held-in-Trust Cases
View Statement of Account for Held-in-Trust Cases
This service will take about 5-10 minutes to complete.

SNTC Portal
SNTC Portal

Basic Distribution Outcomes on Intestacy for Un-nominated CPF Monies
Basic Distribution Outcomes on Intestacy for Un-nominated CPF Monies
This service will take about 3 minutes to complete.

MOTOR ACCIDENT

Motor Accident Compensation Settlement
Submission of Motor Accident Compensation Settlement under the Motor Vehicle (Third-Party Risks and Compensation) Act (Cap 189).
This service will take about 15-30 minutes to complete.

Approval of Solicitor and Client Costs
Submission of Solicitor and Client Costs for Approval in lieu of taxation under the Motor Vehicle (Third-Party Risks and Compensation) Act.
This service will take about 15-20 minutes to complete.

SUBMISSION OF SUPPORTING DOCUMENTS

Submission of Supporting Documents
Submission of additional supporting documents for Trust and Motor accident cases.
This service 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 service will take about 5-10 minutes to complete.

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

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PUBLIC TRUSTEE

SELECT LOGIN

PLEASE SELECT YOUR LOGIN OPTION.

Important Notes

- You will require a Singapore Personal Access (Singpass) or Corporate Digital Identity for Businesses and Other Entities Access (CorpPASS) to log in to our portals.
- If you do not have a Singpass, you may apply for one via the [Singpass online request service](#).
- If you are not authorised to access Corporate account/CorpPASS, register now. Alternatively, request your CorpPASS Admin to create an account for you.
- If you are not eligible for a Singpass or CorpPASS, apply for a Non-Singpass Account log in [here](#).

For Individual Users **Log in with singpass**

OR

For Business Users **Log in with singpass**

OR

For Non-Singpass Users **Non-Singpass Holder**

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

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PUBLIC TRUSTEE

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

Fields marked with * are mandatory.

Guidelines For Completion

- Please scan all the [required documents](#) before you proceed to complete this application form. (Click [here](#) for the List).
- [Statutory Fees](#) are payable to the Public Trustee. (Click [here](#) for the List).

You can save your pending application(s) for up to 7 calendar days, after which the record(s) will be deleted.

To create a new case, please provide us with:

Deceased NRIC / Passport No. **Create**

No of case(s) pending application:0

| S/No. | Name | Date of Death | Death Certificate No. | Action |
|---------------------|------|---------------|-----------------------|--------|
| No matching records | | | | |

Delete

Exit

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.sg if you have any further queries.

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.

PUBLIC TRUSTEE

| | | | |
|---|-------------------------------------|-------------------------------------|---|
| Step 1 Create / Edit Case Details | Step 2 Enter Case Details | Step 3 Confirm Submission | Step 4 Transaction Completion |
|---|-------------------------------------|-------------------------------------|---|

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

Fields marked with * are mandatory.

Question(s)

Q1) Does the estate of the deceased person fulfill the following criteria?

1. The estate does not exceed \$50,000 in value.
2. A Court application for Letter of Administration or Grant of Probate has not been taken out for the estate.
3. The estate does not have outstanding debts or liabilities.
4. The estate does not face claims from creditors.
5. There are no conflicting claims to the estate or disputes among the beneficiaries.
6. The Deceased was not a partner, a sole-proprietor and did not have any interest in a firm or other business.
7. The Deceased was not involved in any ongoing lawsuits and did not have any pending lawsuits prior to his or her death.
8. The estate does not comprise of the following types of assets:

| 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 2. Non-commercial vehicles with outstanding loans |
| 3 | 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 | 1. Shares or interest in local or foreign private companies 2. Shares or interest in foreign-listed companies |
| 5 | Immovable Property (Including HDB Flat) | 1. Property where one or more persons who lack legal capacity (e.g. a child) has a beneficial interest in the property |
| 6 | Business / Commercial assets | 1. All types of business and commercial assets |

Agree Disagree

Q2) Did the deceased person leave behind a Will?

(If "Yes", please scan a copy of the Deceased's Will to proceed for the application submission.)

Yes 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.

Agree Disagree


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

Yes No

Q5) If yes, does the claimant wish to claim all the assets in the estate as Funeral Reimbursement?


Yes No

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



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|---|---|---|---|

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

Fields marked with * are mandatory.

Deceased & ApplicantFuneral ExpensesNext of KinOther AssetsSupporting Document(s)

Deceased Details

| | |
|--|---|
| Name * | <input type="text"/> |
| Any other name(s) as recorded in marriage certificate or birth certificate | <input type="text"/> |
| Deceased NRIC / Passport No.* | <input type="text"/> |
| Date of Birth (DD/MM/YYYY)* | <input type="text"/> <input type="text"/> |
| Marital Status* | Please Select <input type="button" value="v"/> |
| Gender* | <input type="radio"/> Male <input type="radio"/> Female |
| Is the Deceased a Muslim?* | <input type="radio"/> Yes <input type="radio"/> No |
| Occupation* | <input type="text"/> |
| Place of Domicile* | Please Select <input type="button" value="v"/> If Others, please specify <input type="text"/> |
| Date of Death (DD/MM/YYYY)* | <input type="text"/> <input type="text"/> |
| Death Certificate No. | <input type="text"/> |

Applicant Details

| | |
|--|---|
| Name* | <input type="text"/> |
| Any other name(s) as recorded in marriage certificate or birth certificate | <input type="text"/> |
| Applicant NRIC / Passport No.* | <input type="text"/> <input type="button" value="v"/> |
| Date of Birth (DD/MM/YYYY)* | <input type="text"/> <input type="text"/> |
| Relationship with Deceased* | Please Select <input type="button" value="v"/> If Others, please specify <input type="text"/> |
| Email Address* | <input type="text"/> |

Note:

- 1. If this person is a Singaporean or Singapore Permanent Resident, please key in the address stated on this person's NRIC into the Residential Address field.
- 2. If this person would like us to correspond with him/her at an address that is different from his/her NRIC address, please key that address into the Correspondence Address field. Otherwise, all correspondences will be sent to the address stated on this person's NRIC.


Residential Address (Please enter either Local Address or Foreign Address)

| | |
|-----------------------|--|
| Local Address* | |
| Postal Code* | <input type="text"/> <input type="button" value="Retrieve"/> |
| Blk/House No. | <input type="text"/> |
| Level-Unit* | # <input type="text"/> - <input type="text"/> |
| Street Name | <input type="text"/> |
| Building Name | <input type="text"/> |
| OR | |
| Foreign Address | <input type="text"/> |

Correspondence Address (if different from Residential Address) (Please enter either Local Address or Foreign Address)


| | |
|----------------------|--|
| Local Address | |
| Postal Code | <input type="text"/> <input type="button" value="Retrieve"/> |
| Blk/House No. | Auto-retrieved by system |
| Level-Unit | # <input type="text"/> - <input type="text"/> |
| Street Name | Auto-retrieved by system |
| Building Name | Auto-retrieved by system |
| OR | |
| Foreign Address | <input type="text"/> |

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.



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

Fields marked with * are mandatory.

Deceased & Applicant

Funeral Expenses

Next of Kin

Other Assets

Supporting Document(s)

Funeral Expenses ↑ TOP

Note: 1. All fields in asterisk(*) are mandatory.
Note: 2. The Public Trustee will reimburse the claimant up to a maximum of \$6,000.00 from the deceased's estate.
Note: 3. Please do not claim the reimbursement if you have already been reimbursed.
Note: 4. In addition to this online application, the claimant will need to fill up and return a hardcopy declaration form to the Trust Division.
Note: 5. Please note that funeral expenses can be reimbursed from CPF and Estate monies only. Baby Bonus / Edusave / PSEA monies will have to be distributed in accordance to the applicable laws.

[Click here if the claimant does not wish to seek a reimbursement of funeral expenses](#)

Claimant Particulars

Name of Claimant*

Any other name(s) as recorded in marriage certificate or birth certificate

Claimant NRIC / Passport No.* Please Select eg. S1234567A

Date of Birth (DD/MM/YYYY) * / /

Relationship with Deceased* Please Select If Others, please specify

Amount to be reimbursed S\$*

I also confirm that I am a beneficiary of these Estate Monies and* **There are no other beneficiaries.**
 The other beneficiary(s) has / have given his / their consent for me to claim reimbursement for funeral expenses from the deceased's Other Assets.

Residential Address (Please enter either Local Address or Foreign Address)

Local Address* ↑ TOP

Postal Code Retrieve

Blk/House No. Auto-retrieved by system

Level-Unit # -

Street Name Auto-retrieved by system

Building Name Auto-retrieved by system

OR

Foreign Address

Contact No. Please Select

Correspondence Address (if different from Residential Address) (Please enter either Local Address or Foreign Address)

Local Address

Postal Code Retrieve

Blk/House No. Auto-retrieved by system

Level-Unit # -

Street Name Auto-retrieved by system

Building Name Auto-retrieved by system

OR

Foreign Address

Back Next Save ↶ Clear Page Cancel

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](mailto:ContactUs@OneMinLaw).

Please visit our website at www.mlav.gov.sg if you have any further queries.

↑ TOP

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

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

Fields marked with * are mandatory.

Deceased & Applicant Funeral Expenses Next of Kin Other Assets Supporting Document(s)

Next of kin

(Please see the list of beneficiaries of the estate)
If beneficiary(s) is/are deceased, their particulars also have to be entered together with death information.

| <input type="checkbox"/> | S/No. | Relationship with Deceased | Name | Date of Birth (DD/MM/YYYY) | Date of Death (DD/MM/YYYY) | Action |
|--------------------------|-------|----------------------------|------|----------------------------|----------------------------|--------|
| No matching records | | | | | | |
| | | + Create | | Delete | | |

Back Next Save Clear Page Cancel

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

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

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

Create New Beneficiary

Next of Kin Details

Relationship with Deceased

Name*

Any other name(s) as recorded in marriage certificate or birth certificate

NRIC / Passport No.*

Date of Birth (DD/MM/YYYY)

Are you legally separated or divorced from the Deceased? Yes No


Date of Death (if applicable) (DD/MM/YYYY)

Death Certificate No. (if applicable)

Contact No.


Email Address

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.



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|---|-------------------------------------|-------------------------------------|---|

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

Fields marked with * are mandatory.

Deceased & Applicant

Funeral Expenses

Next of Kin

Other Assets

Supporting Document(s)

Shares

Please enter details based on the Statement of Account from SGX CDP or Investment Bank. (Note: The Public Trustee only administers public-listed shares in Singapore. You will have to engage a lawyer if the deceased has private company shares in Singapore or foreign shares.)

| S/No. | Name of Shares | Quantity | Action |
|---|----------------|----------|--------|
| No matching records | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> + Create </div> | | | |

Do you wish to have the Shares transferred or sold? Transferred Sold

For a transfer, please provide us with the Transferee's details:

Name: Please Select ▼

Transferee's CDP Account No. - - eg. XXXX-XXXX-XXXX

Note: Transferee must be a beneficiary of the deceased's estate. If there is more than one beneficiary, the rest of the beneficiaries will have to renounce their rights to the deceased's estate in order for the shares to be given to the Transferee by completing a Renunciation and Indemnity Form.

Bank Account (situated in Singapore only)

You may liaise directly with the bank on the release of the deceased's bank moneys, if the balance in the deceased's bank account does not exceed \$5,000.

| S/No. | Name of Bank | Account No. | Amount (\$S) | Action |
|---|--------------|-------------|--------------|--------|
| No matching records | | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> + Create </div> | | | | |

Immovable Property (situated in Singapore only)

Please ensure that the value of the deceased's share in the property, together with his other assets, must not exceed \$50,000.

| <input type="checkbox"/> | S/No. | Type of Housing | Shareholding of the deceased in the property | Ownership | Market value of the Property (\$S) | Action |
|--|-------|-----------------|--|-----------|------------------------------------|--------|
| No matching records | | | | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> + Create Delete </div> | | | | | | |

Personal Insurance Policy

Do not include policies that fall under Section 73 of the Conveyancing and Law of Property Act (Cap. 61) or Section 49L of the Insurance Act (Cap. 142)

| S/No. | Name of Insurance Company | Policy No. | Amount Insured (\$S) | Action |
|---|---------------------------|------------|----------------------|--------|
| No matching records | | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> + Create </div> | | | | |

Motor Vehicle (Must be Fully Paid up and not on Hire Purchase)

| S/No. | Registration No. | Valuation based on PARF/COE Rebate (\$S) | Transferee Details | Has the vehicle been fully paid for? | Action |
|---|------------------|--|--------------------|--------------------------------------|--------|
| No matching records | | | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> + Create </div> | | | | | |

Note: To obtain PARF / COE Rebate

1. Go to www.onemotoring.com.sg
2. Click on LTA eServices > Online Enquiries > PARF/COE Rebate at De-registration.
3. Key in 'Vehicle No.', 'Owner ID Type', and 'Owner ID'.
4. For 'Intended De-registration Date', select a date that is 2 months from the date of submission of this online application.
5. Select 'No' for 'Vehicle to be Exported'.
6. Obtain the PARF/COE Rebate Amount.
7. Forward a copy of the printout to the Public Trustee.

Safe Deposit Box (situated in Singapore only)

| <input type="checkbox"/> | S/No. | Safe Deposit Box No. | Location of Safe Deposit Box | Ownership | Action |
|--|-------|----------------------|------------------------------|-----------|--------|
| No matching records | | | | | |
| <div style="display: flex; justify-content: center; align-items: center;"> + Create Delete </div> | | | | | |

Other Assets (situated in Singapore only)

| S/No. | Type | Amount S\$ | Action |
|--------------------------|------|------------|--------|
| No matching records | | | |
| + Create | | | |

[Back](#)
[Next](#)
[Save](#)
[Clear Page](#)
[Cancel](#)

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

Sample screen-shots when creating/adding assets:

No matching records

[+ Create](#)

Immovable Property (situated in Singapore only)

Please ensure that

Create New Property

Property Details

Type of Housing*

Shareholding of the deceased in the property* %

Market value of the Property (S\$)*

Ownership*

Local Address*

Postal Code [Retrieve](#)

Blk/House No.

Level-Unit -

Street Name

Building Name

[Save](#)
[Reset](#)
[Cancel](#)

No matching records

[+ Create](#)

Personal Insurance

Do not include poli

S/No. Name

No matching records

[+ Create](#)

Motor Vehicle (M

S/No. Register

1 ABC1

[+ Create](#)

3. Key

4. For

5. Sel

6. Ob

7. For

Create New Safe Deposit

Safe Deposit Details

Safe Deposit Box No.*

Location of Safe Deposit Box*

Ownership* Sole-Owner Joint-Owner

If Joint-Owner, with whom:

Name

NRIC / Passport No.

Relationship with Deceased If Others, please specify

[Save](#)
[Reset](#)
[Cancel](#)

Safe Depo

S/No.

No match

[+ Create](#)

Other Ass

S/No.

No match

[+ Create](#)

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 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.

PUBLIC TRUSTEE

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

Fields marked with * are mandatory.

| | | | | |
|----------------------|------------------|-------------|--------------|------------------------|
| Deceased & Applicant | Funeral Expenses | Next of Kin | Other Assets | Supporting Document(s) |
|----------------------|------------------|-------------|--------------|------------------------|

Submission of Documents

Please note that the size of each attachment(if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF,DOC,DOCX,JPG,PNG or GIF format before proceeding.

| S/No. | Document Type | Upload Document | File Name | Action |
|-------|---|-----------------|-----------|--------|
| 1 | Deceased's Death Certificate | + Upload | | Delete |
| 2 | Deceased's Birth Certificate | + Upload | | Delete |
| 3 | Parent(s) Marriage Certificate / Decree Nisi Absolute if divorced. Death Certificate(s) if parent(s) are deceased | + Upload | | Delete |
| 4 | Identity Card of Applicant | + Upload | | Delete |
| 5 | 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 | + Upload | | Delete |
| 6 | Share Certificates, Statements, etc | + Upload | | Delete |
| 7 | Valuation from Land Transport Authority | + Upload | | Delete |

DECLARATION

- I hereby undertake to fully indemnify the Public Trustee and the Government of the Republic of Singapore against all damages (including costs and expenses) suffered by the Public Trustee arising from or in relation to any payment made to me or any other person by the Public Trustee or his officers in the discharge of their duties, in reliance on or use of any of the information provided by me.
 - I declare that the person(s) I have disclosed in my application is the only beneficiary / are all the beneficiaries of the deceased's estate and that to the best of my knowledge and belief, there is no other beneficiary.
 - I declare that all the information I have given in this application form is true and that I give the information knowing that the Public Trustee and his officers would rely on and use the information to perform their duties.
- I also know that if any of the information is false, I may be prosecuted for giving the false information.

Yes, I agree

Back Next Save Clear Page Cancel

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 1800-2255-629 (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 10: Verify that the information entered are correct. Click on the "Submit" button.

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>Transaction Completion</i> |
|---|-------------------------------------|-------------------------------------|---|

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

Question(s)

Q1) Does the estate of the deceased person fulfil the following criteria?

1. The estate does not exceed \$50,000 in value.
2. A Court application for Letter of Administration or Grant of Probate has not been taken out for the estate.
3. The estate does not have outstanding debts or liabilities.
4. The estate does not face claims from creditors.
5. There are no conflicting claims to the estate or disputes among the beneficiaries.
6. The Deceased was not a partner, a sole-proprietor and did not have any interest in a firm or other business.
7. The Deceased was not involved in any ongoing lawsuits and did not have any pending lawsuits prior to his or her death.
8. The estate does not comprise of the following types of assets:

| 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 2. Non-commercial vehicles with outstanding loans |
| 3 | 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 | 1. Shares or interest in local or foreign private companies 2. Shares or interest in foreign-listed companies |
| 5 | Immovable Property (Including HDB Flat) | 1. Property where one or more persons who lack legal capacity (e.g. a child) has a beneficial interest in the property |
| 6 | Business / Commercial assets | 1. All types of business and commercial assets |

AGREE

Q2) Did the deceased person leave behind a Will?

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.

AGREE

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

NO

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. | |

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 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 | |

OR

| | |
|-----------------|--|
| Foreign Address | |
|-----------------|--|

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

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

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

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)

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

OR

Foreign Address

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 (\$\$) |
|-------|--------------|-------------|---------------|
| 1 | | | |

Insurance Details

| S/No. | Name of Insurance Company | Policy No. | Amount Insured (\$\$) |
|---------------------|---------------------------|------------|-----------------------|
| No matching records | | | |

Vehicle Details

| S/No. | Registration No. | Valuation based on PARF/COE Rebate (\$\$) | Transferee Details | Has the vehicle been fully paid for? |
|---------------------|------------------|---|--------------------|--------------------------------------|
| No matching records | | | | |

Other Asset Details

| S/No. | Type | Amount \$\$ |
|---------------------|------|-------------|
| No matching records | | |

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 | |

Back Save **Submit** Cancel

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.sg 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.

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>Transaction Completion</i> |
|---|-------------------------------------|-------------------------------------|---|

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

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. SAVE

As payment will be by electronic fund transfer, we require a copy of your Bank Statement (top portion stating your name and account number) or Pass Book (front page) from you to process the payment, please click

Submit Bank Detail

You Application for Administration of Deceased Estate by the Public Trustee has been successfully submitted.

Your File Reference No. :

Your E-Filing No. :

Question(s)

Q1) Does the estate of the deceased person fulfil the following criteria?

1. The estate does not exceed \$50,000 in value.
2. A Court application for Letter of Administration or Grant of Probate has not been taken out for the estate.
3. The estate does not have outstanding debts or liabilities.
4. The estate does not face claims from creditors.
5. There are no conflicting claims to the estate or disputes among the beneficiaries.
6. The Deceased was not a partner, a sole-proprietor and did not have any interest in a firm or other business.
7. The Deceased was not involved in any ongoing lawsuits and did not have any pending lawsuits prior to his or her death.
8. The estate does not comprise of the following types of assets:

| 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 2. Non-commercial vehicles with outstanding loans |
| 3 | 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 | 1. Shares or interest in local or foreign private companies 2. Shares or interest in foreign-listed companies |
| 5 | Immovable Property (Including HDB Flat) | 1. Property where one or more persons who lack legal capacity (e.g. a child) has a beneficial interest in the property |
| 6 | Business / Commercial assets | 1. All types of business and commercial assets |

AGREE

Q2) Did the deceased person leave behind a Will?

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.

AGREE

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

NO

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. | |

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 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 | |

OR

| | |
|-----------------|--|
| Foreign Address | |
|-----------------|--|

Particulars of Next of Kin

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)

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

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)

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

OR

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

| S/No. | Name of Insurance Company | Policy No. | Amount Insured (S\$) |
|---------------------|---------------------------|------------|----------------------|
| No matching records | | | |

Vehicle Details

| S/No. | Registration No. | Valuation based on PARF/COE Rebate (S\$) | Transferee Details | Has the vehicle been fully paid for? |
|---------------------|------------------|--|--------------------|--------------------------------------|
| No matching records | | | | |

Other Asset Details

| S/No. | Type | Amount S\$ |
|---------------------|------|------------|
| No matching records | | |

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 | |
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| 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?

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

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

