

Submission of Supporting Documents

Submit additional documents for deceased's matters

Step 1: Click on the "Submission of Supporting Documents" link.

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SINGAPORE

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Public Trustee Office E-Services

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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 eservice 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 eservice will take about 20-30 minutes to complete.

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

The search for Existing Will Record in the Wills Registry and Deposit of New Will Record in the Will Registry service is no longer available.

With effect from 4 May 2020, the management of the Wills Registry has been transferred to the Singapore Academy of Law ("SAL").

If you wish to make a deposit of new will record, update your will record, or search for a will record, you can do so by visiting <https://wills.sal.sg>

If more information is required, please contact SAL at 6332 4388 or email wills@sal.org.sg.

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

SUBMISSION OF BANK ACCOUNT / PAYNOW DETAILS

Submission of Bank Account / PayNow Details
Submission of Bank Account / PayNow details to receive payments
This eservice will take about 5-10 minutes to complete.

If you are only submitting bank documents (for bank account in Singapore), please click on "Submission of Bank Account / PayNow Details" instead. There is a separate guide on this eService.

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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: Once logged in, enter a valid email address (an acknowledgment email on the submission will be sent to the given address). Select the "Subject Matter", followed with the case reference number AND deceased's ID Type and number. Click on the "Next" button.

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SUBMISSION OF SUPPORTING DOCUMENTS

Step 1
Select Case

Step 2
Upload Documents

Step 3
Confirm Submission

Step 4
Transaction Completion

SUBMISSION OF SUPPORTING DOCUMENTS

Fields marked with * are mandatory.

Submission Details

Applicant ID Number

Email Address*

(To receive an acknowledgment after submission please provide a valid email address)

Subject Matter*

Note: Please enter File Reference Number and Subject ID Type & ID number. For reference number, you need not enter the pre-fix 0s that are in front of the file reference number for e.g. if the file reference number is "000900" enter only "900"

Case Reference Number*

Subject ID Type & ID number*

Select ID Type

eg. S1234567A

Next **Cancel**

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: Select the document type in the drop down and upload the file.

To upload more documents, click on the "Add" button. Click on the "Next" button once you have uploaded all the documents.

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1 Select Case | **Step 2 Upload Documents** | Step 3 Confirm Submission | Step 4 Transaction Completion

SUBMISSION OF SUPPORTING DOCUMENTS

Fields marked with * are mandatory.

Submission of Documents

Please note that the size of each attachment(if any) must NOT exceed 5MB.
For submission of forms 15A & 15B/C, relevant bank documents and joint/third party bank account holders' NRIC, Please select 'Other Documents' as the document type.
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	Please Select	+ Upload		

+ Add

Back Next Cancel

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](#).

Step 5: Confirm the case details and supporting documents uploaded. Click on the "Submit" button.

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1 Select Case | Step 2 Upload Documents | **Step 3 Confirm Submission** | Step 4 Transaction Completion

SUBMISSION OF SUPPORTING DOCUMENTS

Fields marked with * are mandatory.

Submission Details

Applicant ID Number

Email Address

Subject Matter

Deceased ID Type & ID number

Case Reference Number

Submission of Documents

S/No.	Document Type	View
1	Adoption papers of any adopted child	

Back Submit Cancel

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](#).

Step 6: Acknowledgement of submission. An acknowledgement email will be sent to the email address provided in the application.

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).

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1
Select Case

Step 2
Upload Documents

Step 3
Confirm Submission

Step 4
Transaction Completion

SUBMISSION OF SUPPORTING DOCUMENTS

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

If you wish to provide Bank Account details for a Beneficiary, Claimant and Applicant for Maintenance , please click Submit Bank Detail

Your Application for Submission of Supporting Documents has been successfully submitted.

Submission Date :

E-Filing No. :

Submission Details

Applicant ID Number	<input type="text"/>	↑ TOP
Email Address	<input type="text"/>	
Subject Matter	<input type="text"/>	
Subject ID Type & ID number	<input type="text"/>	
Case Reference Number	<input type="text"/>	

Submission of Documents

S/No.	Document Type	View
1	<input type="text"/>	<input type="text"/>

Exit

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.

[↑ TOP](#)

Submit Bank Detail

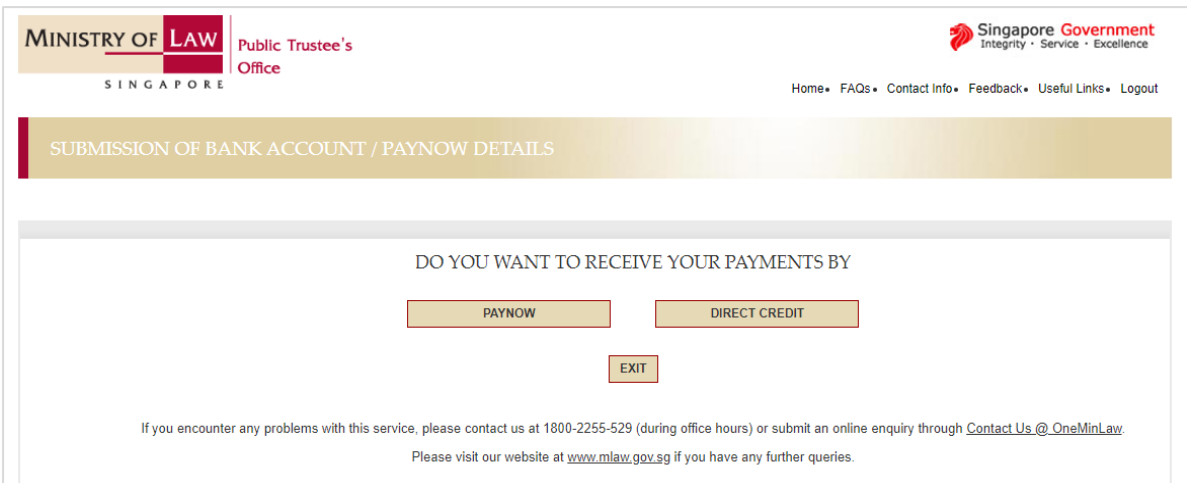
For **Non-SingPass user**, you will not have the option to select PayNow as the preferred payment mode. Please refer to Step 2b (i).

SINGPASS USER:

Step 1: If you have clicked on the **"Submit Bank Detail"** button, you will be directed to the following screen.

Please select if you wish to receive the payment by PayNow (account to be registered with NRIC) or Direct Credit (fund transfer to your designated bank account. You are required to submit a copy of the bank passbook/statement, reflecting the bank name, account holder's name and account number).

For direct credit/fund transfer to a third party bank account, the recipient and the third-party bank account holder(s) are required to execute an indemnity form ([Form 15](#)).



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SUBMISSION OF BANK ACCOUNT / PAYNOW DETAILS

DO YOU WANT TO RECEIVE YOUR PAYMENTS BY

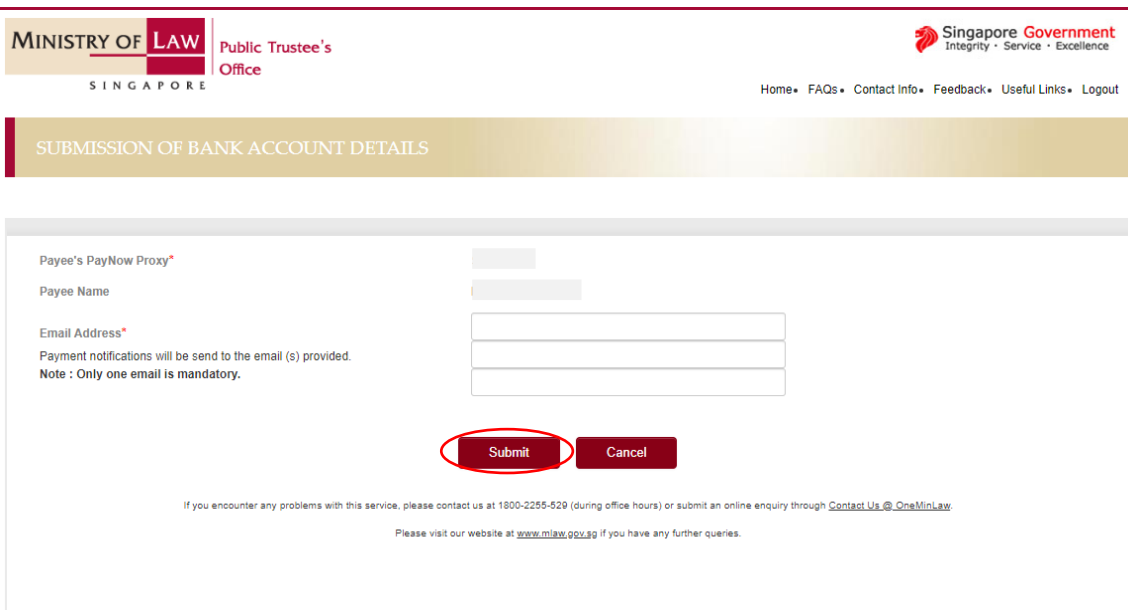
PAYNOW DIRECT CREDIT

EXIT

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 2a (i): If you have selected PayNow as the preferred payment mode, you will see the following screen reflecting your NRIC number as the 'PayNow Proxy' and your name as 'Payee Name'. Please enter your email address and click "Submit".

Please note that you will not be able to submit the PayNow proxy on behalf of another beneficiary.



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SUBMISSION OF BANK ACCOUNT DETAILS

Payee's PayNow Proxy* [input field]

Payee Name [input field]

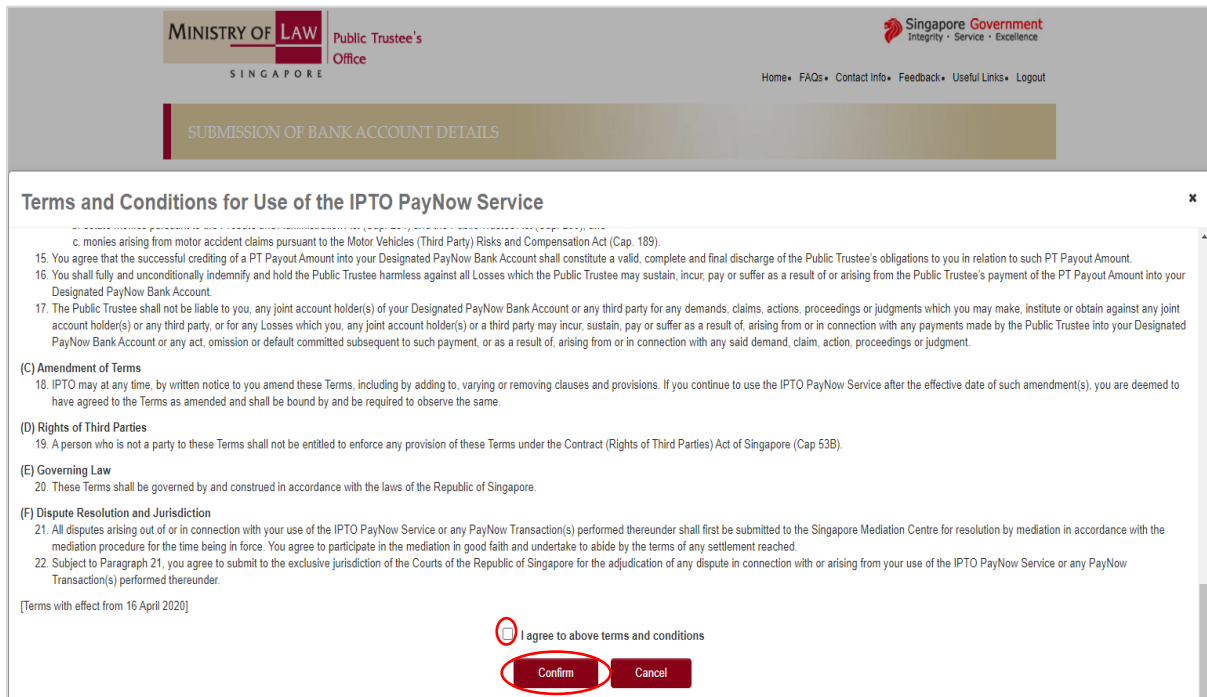
Email Address* [input field]

Payment notifications will be send to the email (s) provided.
Note : Only one email is mandatory.

Submit Cancel

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 2a (ii): Please read through the terms and conditions for use of the PayNow service. Select the checkbox “I agree to above terms and conditions” and click “Confirm”.



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SUBMISSION OF BANK ACCOUNT DETAILS

Terms and Conditions for Use of the IPTO PayNow Service

c. monies arising from motor accident claims pursuant to the Motor Vehicles (Third Party) Risks and Compensation Act (Cap. 189).

15. You agree that the successful crediting of a PT Payout Amount into your Designated PayNow Bank Account shall constitute a valid, complete and final discharge of the Public Trustee's obligations to you in relation to such PT Payout Amount.

16. You shall fully and unconditionally indemnify and hold the Public Trustee harmless against all Losses which the Public Trustee may sustain, incur, pay or suffer as a result of or arising from the Public Trustee's payment of the PT Payout Amount into your Designated PayNow Bank Account.

17. The Public Trustee shall not be liable to you, any joint account holder(s) of your Designated PayNow Bank Account or any third party for any demands, claims, actions, proceedings or judgments which you may make, institute or obtain against any joint account holder(s) or any third party, or for any Losses which you, any joint account holder(s) or a third party may incur, sustain, pay or suffer as a result of, arising from or in connection with any payments made by the Public Trustee into your Designated PayNow Bank Account or any act, omission or default committed subsequent to such payment, or as a result of, arising from or in connection with any said demand, claim, action, proceedings or judgment.

(C) Amendment of Terms

18. IPTO may at any time, by written notice to you amend these Terms, including by adding to, varying or removing clauses and provisions. If you continue to use the IPTO PayNow Service after the effective date of such amendment(s), you are deemed to have agreed to the Terms as amended and shall be bound by and be required to observe the same.

(D) Rights of Third Parties

19. A person who is not a party to these Terms shall not be entitled to enforce any provision of these Terms under the Contract (Rights of Third Parties) Act of Singapore (Cap 53B).

(E) Governing Law

20. These Terms shall be governed by and construed in accordance with the laws of the Republic of Singapore.

(F) Dispute Resolution and Jurisdiction

21. All disputes arising out of or in connection with your use of the IPTO PayNow Service or any PayNow Transaction(s) performed thereunder shall first be submitted to the Singapore Mediation Centre for resolution by mediation in accordance with the mediation procedure for the time being in force. You agree to participate in the mediation in good faith and undertake to abide by the terms of any settlement reached.

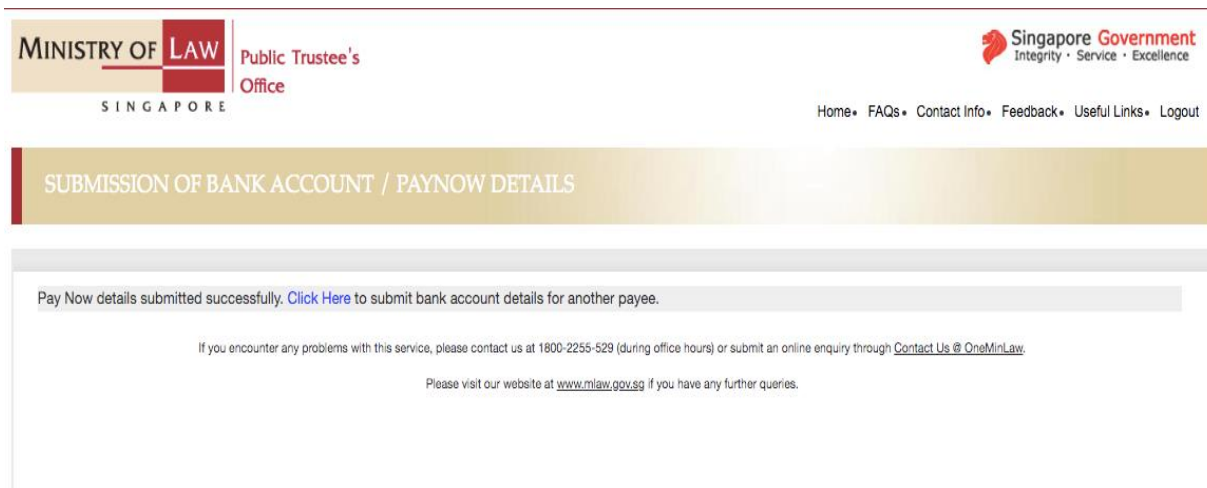
22. Subject to Paragraph 21, you agree to submit to the exclusive jurisdiction of the Courts of the Republic of Singapore for the adjudication of any dispute in connection with or arising from your use of the IPTO PayNow Service or any PayNow Transaction(s) performed thereunder.

[Terms with effect from 16 April 2020]

I agree to above terms and conditions

Confirm Cancel

Step 2a (iii): You will see the following message upon successful submission of the PayNow details.



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SUBMISSION OF BANK ACCOUNT / PAYNOW DETAILS

Pay Now details submitted successfully. [Click Here](#) to submit bank account details for another payee.

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.mlav.gov.sg if you have any further queries.

Step 2b (i): If you have selected Direct Credit as the preferred payment mode, you will see the following screen, with these fields auto-populated (based on what you have entered under "Submission of Supporting Documents"): Applicant ID Number, Email Address, Subject Matter, Case Reference Number, Subject ID Type & ID Number.

Enter the bank account details of the payee(s) and upload the required documents.
Please click on the "Add Payee" button if there is submission for more than 1 payee. Click on the "Next" button.

Account Type	Documents Required to be uploaded
Own Account / Joint Account	Front page of passbook or document stating your name and account number.
Third Party Account	- Front page of passbook or document stating your name and account number. - Form 15 (Authorization & indemnity for payment to joint/third-party account). - Copy of NRIC/passport of third party account holder(s).

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1
Select Case

Step 2
Upload Documents

Step 3
Confirm Submission

Step 4
Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Fields marked with * are mandatory.

Applicant ID Number

Email Address*
(To receive notification upon rejection of bank account details.)

Subject Matter*

Note: Please enter File Reference Number and Deceased ID Type & ID number

Case Reference Number* T / /

Subject ID Type & ID number eg. S1234567A

Bank Account Details for Payee 1

Payee's ID Type & ID Number* Select ID Type eg. S1234567A

Bank Account Type*

Name as in Bank Account*

Bank Name*

Bank Account Number*
(Please omit '-')

Mobile Number*

Email Address*
(You will receive payment notification for these emails)

Note : Only one email is mandatory.

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	Front page of passbook or document stating your name and account number	+ Upload <input type="text"/>		<input type="button" value="Delete"/>

Step 2b (ii): Verify that the details and document(s) uploaded are correct. Click on the "Submit" button.

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1 Select Case | **Step 2 Upload Documents** | Step 3 Confirm Submission | Step 4 Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Fields marked with * are mandatory.

Applicant ID Number
Email Address*
(To receive notification upon rejection of bank account details.)
Subject Matter*

Note: Please enter File Reference Number and Deceased ID Type & ID number
Case Reference Number*
Subject ID Type & ID number

Bank Account Details for Payee 1

Payee's ID Type & ID Number*
Payee Name*
Bank Account Type*
Name as in Bank Account*
Bank Name*
Bank Account Number*
(Please omit '-')
Mobile Number*
Email Address*
(You will receive payment notification for these emails)
Note : Only one email is mandatory.

Submission of Documents

S/No.	Document Type	View
1	Front page of passbook or document stating your name and account number	

Submit Back Cancel

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](#).

Step 2b (ii): You will see the following message upon successful submission of the bank account details.

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1 Select Case | Step 2 Upload Documents | **Step 3 Confirm Submission** | Step 4 Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Bank account details submitted successfully. [Click Here](#) to submit bank account details for another payee.

Exit

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](#).