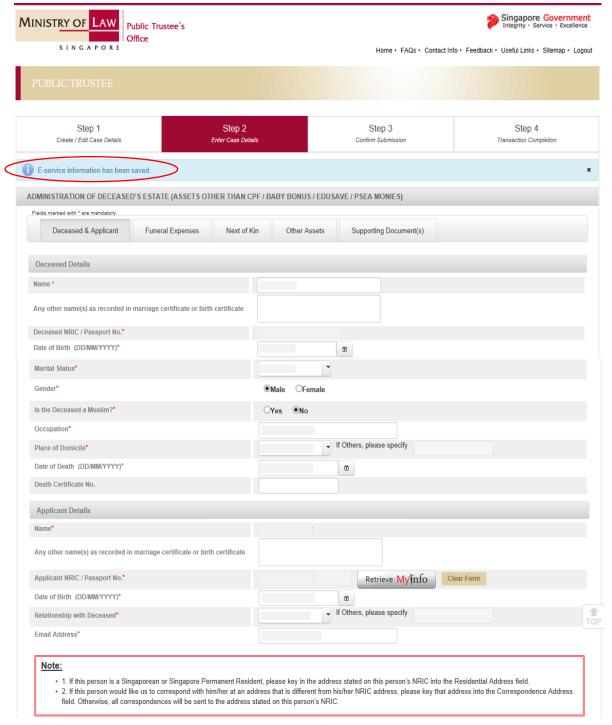
Administration of Deceased Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

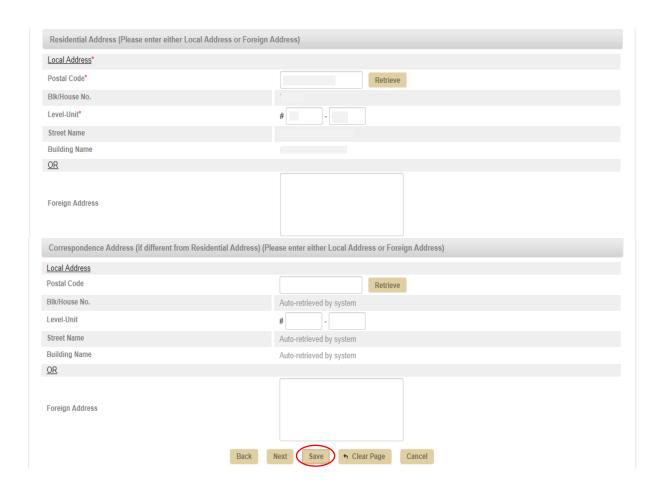
URL: https://www.mlaw.gov.sg/eservices/pto/welcome.xhtml

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**.

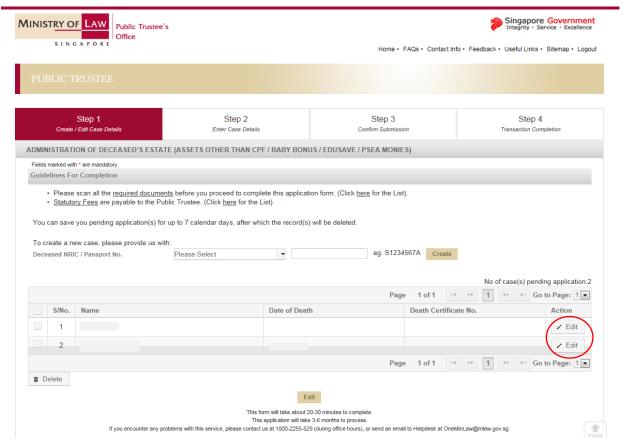
Saving a draft application

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.

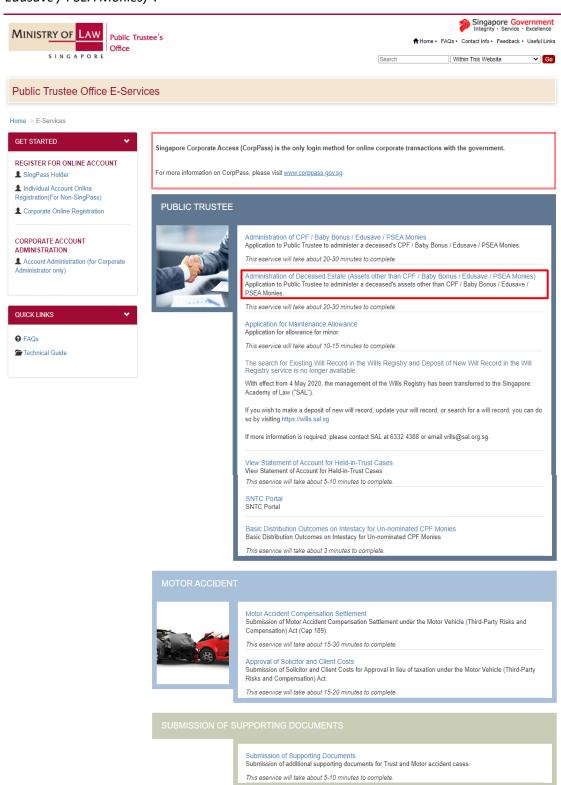




The saved application will be available when you next log in, unless it has exceeded 7 calendar days. Click on the "Edit" button to proceed.



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

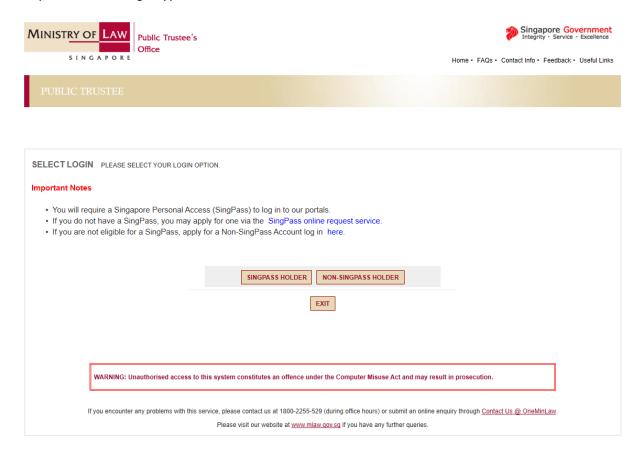


SUBMISSION OF BANK ACCOUNT / PAYNOW DETAILS

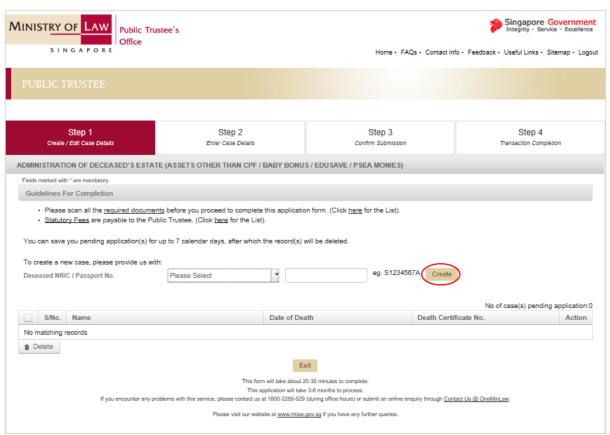
Submission of Bank Account / PayNow Details Submission of Bank Account / PayNow details to receive payments

This eservice will take about 5-10 minutes to complete

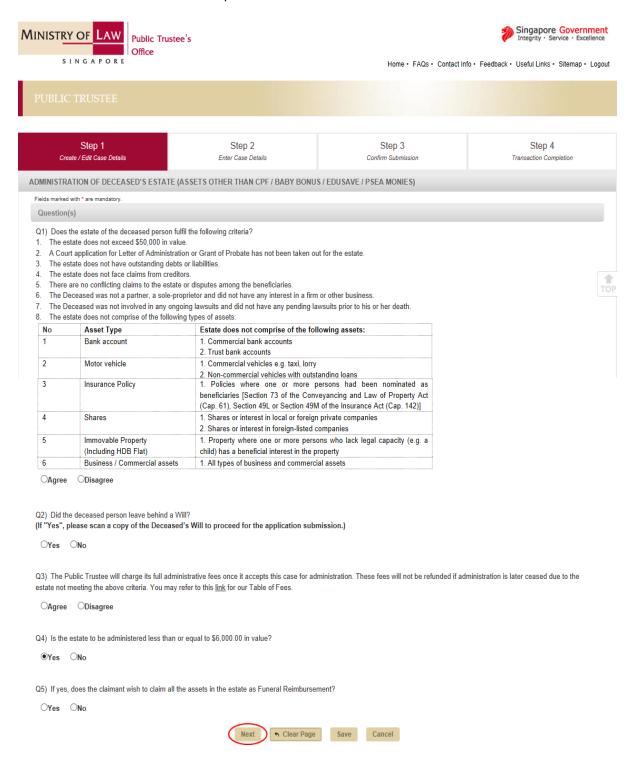
Step 2: Select the login type and enter the User ID and Password.



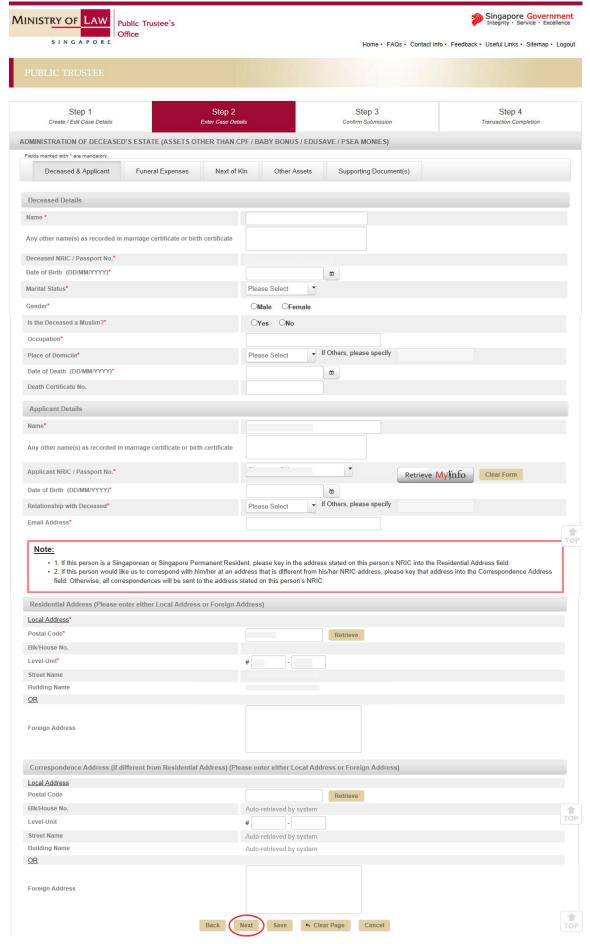
Step 3: Select the deceased's ID type and enter the ID number. Click on the "Create" button.



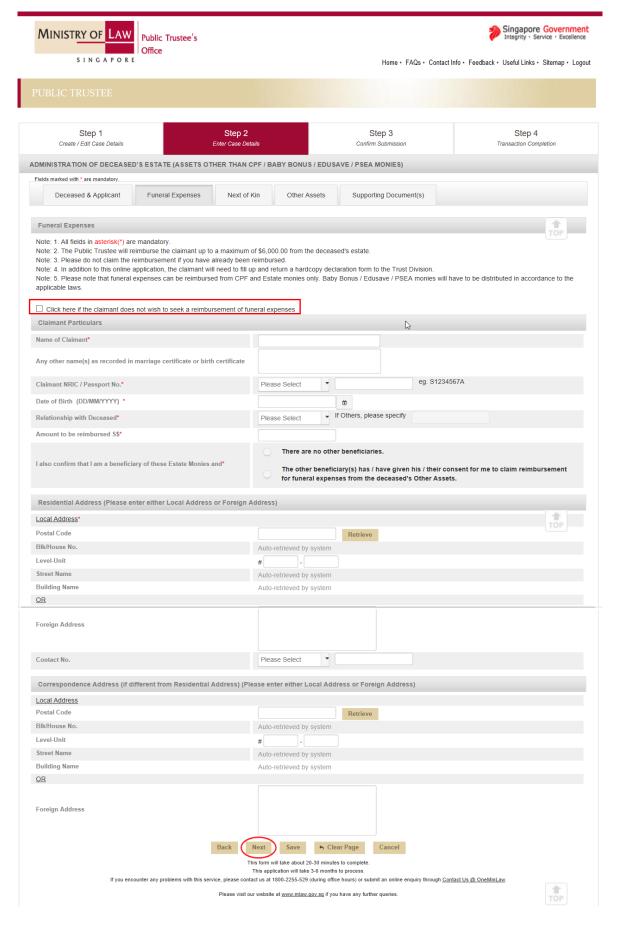
Step 4: Answer the below questions and click on the "Next" button. If your answer to (Q4) is "Yes", there will be an additional question (Q5) asking if the claimant wishes to claim the asset as funeral reimbursement. Answer the below questions and click on the "Next" button.



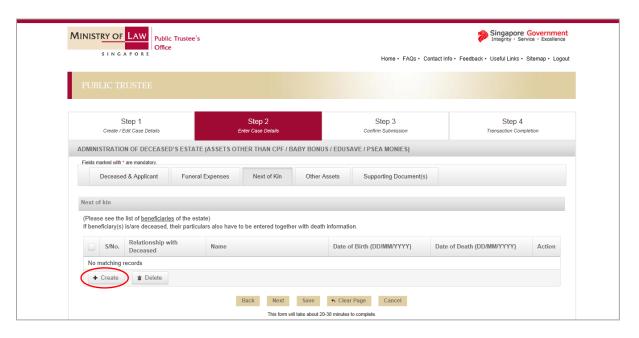
Step 5: Enter the deceased's and applicant's details. Click on the "Next" button.



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.

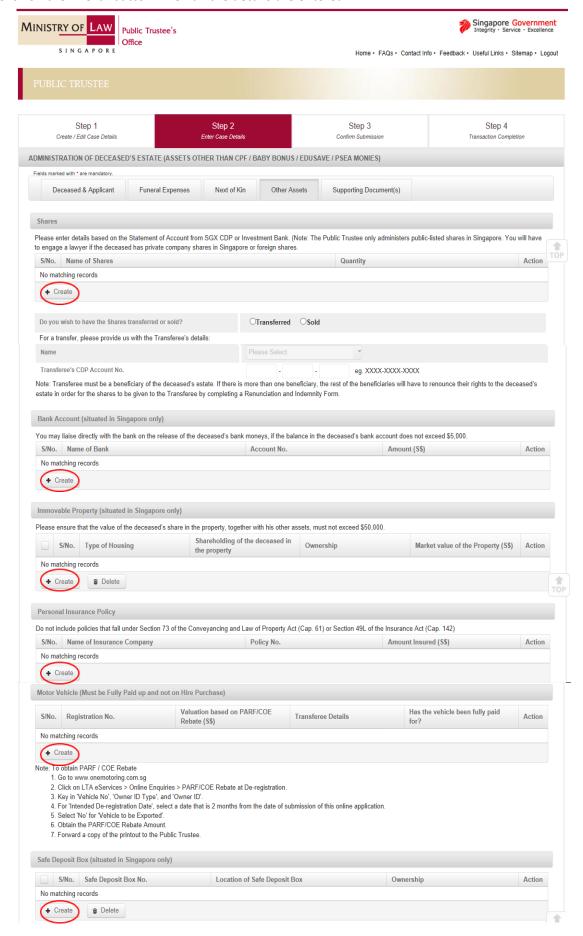


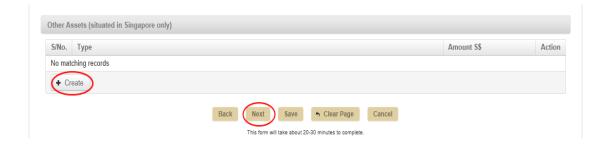
Step 7: Enter details of the beneficiary(s) by clicking on the "Create" button.



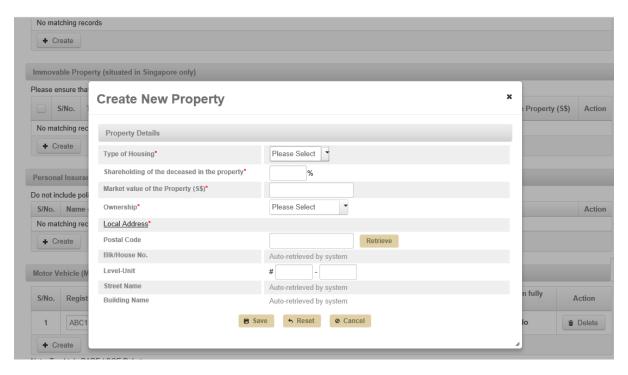
Create / Edit Case Details	Enter Case Details	Confirm Submi	ssion	Transaction Completion
ADMINISTRATION OF DECEASED'S ESTATE (ASS	SETS OTHER THAN CPF / BABY BONUS	S / EDUSAVE / PSEA MONII	ES)	
Create New Beneficiary				3
•				
Next of Kin Details				
Relationship with Deceased	Please Select			
Name*				
Any other name(s) as recorded in marriage certificate certificate	e or birth			
NRIC / Passport No.*	Please Select		eg. S1234	567A
Date of Birth (DD/MM/YYYY)		8		
Are you legally separated or divorced from the Dece	ased? Yes No			
Date of Death (if applicable) (DD/MM/YYYY)		8		
Death Certificate No. (if applicable)				
Contact No.	Please Select			
Email Address				

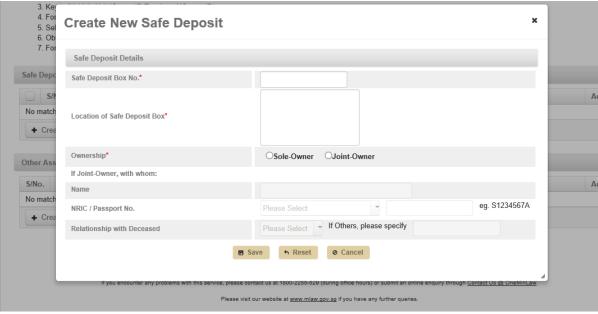
Step 8: Enter the assets details by clicking on the "Create" button (where applicable). Click on the "Next" button when all the details are entered.



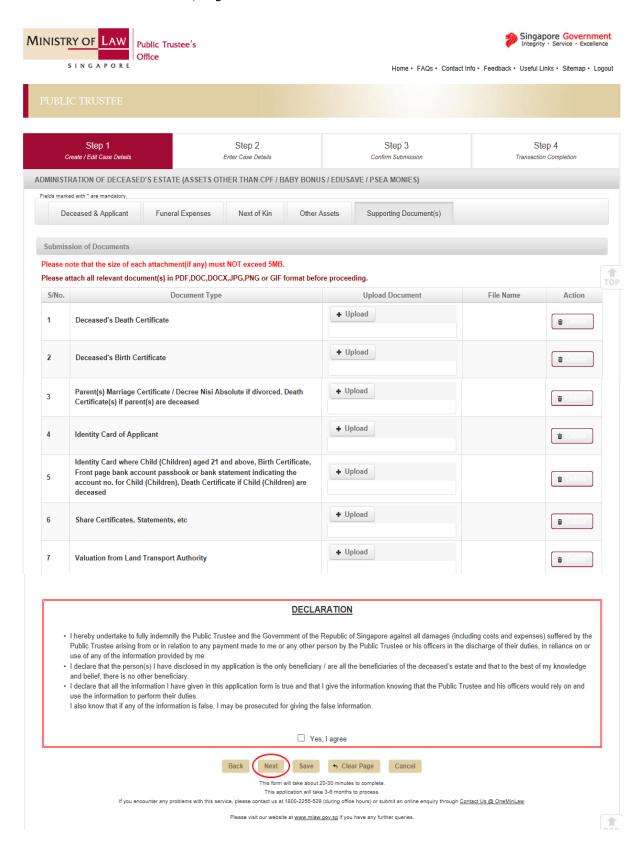


Sample screen-shots when creating/adding assets:





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:		Estate does not comprise of the following assets:
1	Bank account	1. Commercial bank accounts
		2. Trust bank accounts
2	Motor vehicle	Commercial vehicles e.g. taxi, lorry
		Non-commercial vehicles with outstanding loans
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

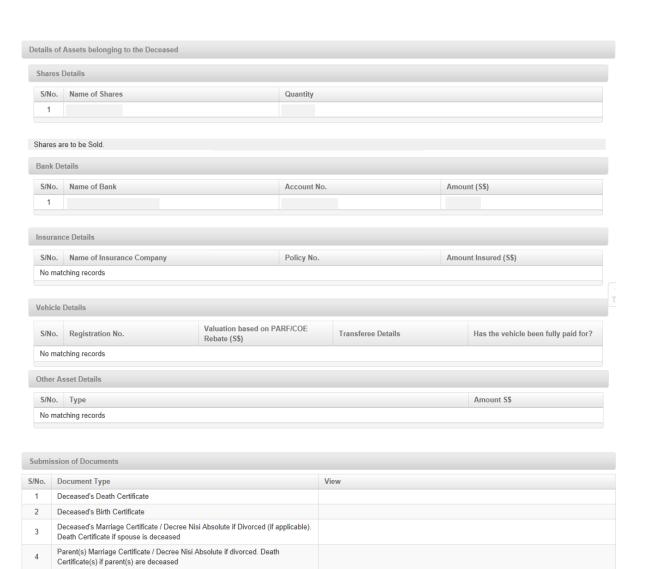
Q4) Is the estate to be administered less than or equal to \$6,000.00 in value?

Foreign Address

Deceased Details	
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 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 Local Address	ase enter either Local Address or Foreign Address)
Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
OR .	

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	
Elilali Address	
Residential Address (Please enter either Local Address or Foreig	n Address)
Local Address Bik/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
<u>OR</u>	
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 Relationship with Deceased Name	
Foreign Address Spouse Details Relationship with Deceased	
Foreign Address Spouse Details Relationship with Deceased Name Any other name(s) as recorded in marriage certificate or birth	
Foreign Address Spouse Details Relationship with Deceased Name Any other name(s) as recorded in marriage certificate or birth certificate	
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Foreign Address





5

6

Identity Card of Applicant

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 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

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

This application will take 3-8 months to process.

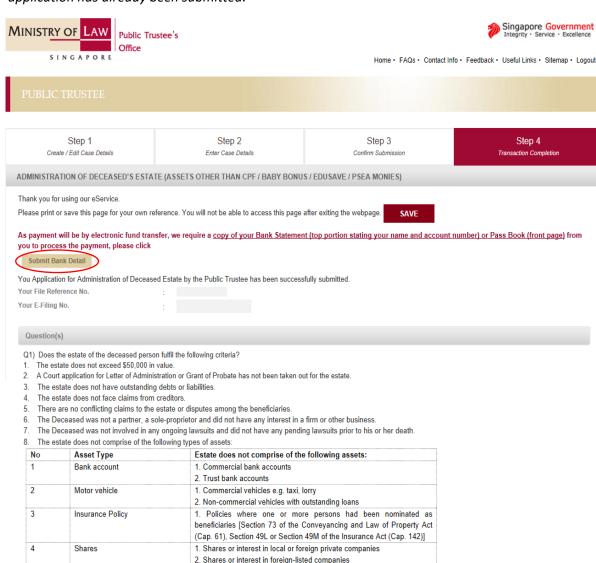
If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through Contact Us @ OneMinLaw.

Please visit our website at www.mlaw.gov.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 distributed, 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

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

December 11	
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 A	ddress)
<u>Local Address</u>	
Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
OR Foreign Address	
Correspondence Address (if different from Residential Address) (Ple	assa antar aithar Local Address or Foreign Address)
Local Address	ase enter cluter Escar Address of Foreign Address;
Blk/House No.	
Level-Unit	
Street Name	
Building Name	
Postal Code	
<u>OR</u>	
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	
<u>OR</u>	
Foreign Address	

Correspondence Address (if different from Residential Address) (PI	ease enter either Local Address or Foreign Address	5)
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>		
Blk/House No.		
Level-Unit		
Street Name		
Building Name		
Postal Code		
OR		
Foreign Address		
Correspondence Address (if different from Residential Address) (P	ease enter either Local Address or Foreign Addres	s)
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 I	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	sset Details			
S/No.	Туре			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.