

PUBLIC TRUSTEE'S OFFICE (PTO)

Administration of Deceased's CPF / Baby Bonus /
Edusave / PSEA Monies

User Guide for E-Service Submission

<https://eservices.mlaw.gov.sg/pto>

Last updated on 16 Jun 2022

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

General Information

- 1) The application to the Public Trustee's Office for the administration of the deceased's Central Provident Fund ("CPF") / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA") monies is via an online E-Service.
- 2) Please ensure that you access the E-Service using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) You may click the **Save** button to save your application for up to 7 calendar days. You may also click on the left menu item to navigate to the specific page.
- 4) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 5) You may input a date field using the 📅 Calendar icon to select a date.
- 6) Upon the successful submission, you will receive an acknowledgement via email. Thereafter, you can login to check on the application status in the **Dashboard** page under the **Processing** tab.

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. To begin, click on the E-Service application for **Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education account ("PSEA")**.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Q ≡ LOGIN ▾

Public Trustee's Office E-Services

Public Trustee Motor Accident General ALL

 1 Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA") <i>Estimated time to complete: 30 minutes.</i>	 Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA <i>Estimated time to complete: 30 minutes.</i>	 Maintenance and Allowance for Minor <i>Estimated time to complete: 10-15 minutes.</i>	 Statement of Account for Cases Held-in-Trust <i>Estimated time to complete: 5 minutes.</i>
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Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

Proceed to log in with your selected log-in option.

If you do not have Singpass, please click on the 'Register' button to sign up for an account i.e. business user / individuals / foreign individuals. Otherwise, you will not be able to proceed with the online application.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Q ≡ LOGIN

Business Users

- Log in with singpass
- Register

Individuals

Scan with Singpass app to log in



singpass

Use password login instead

Don't have the Singpass app? Download now

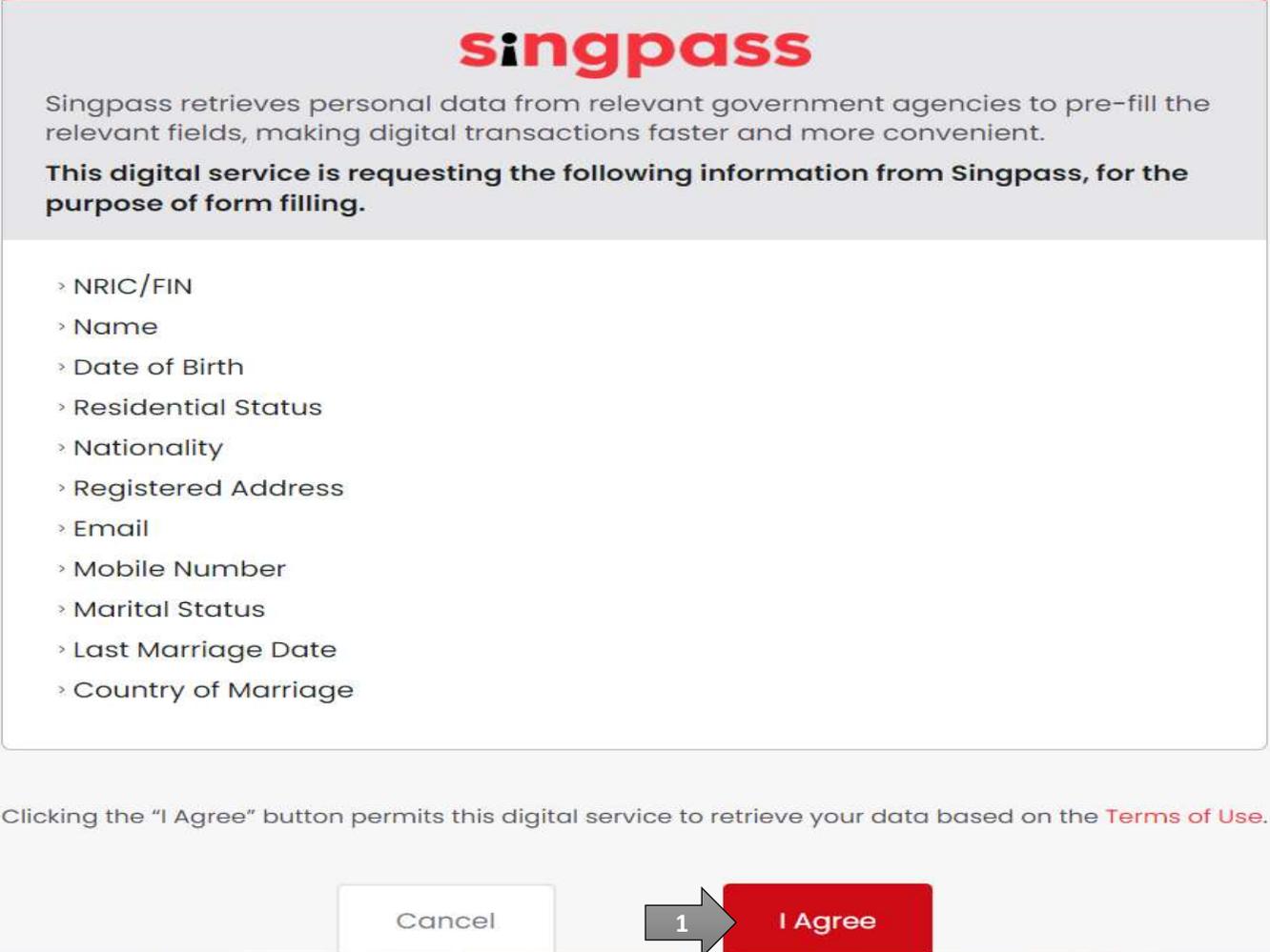
Register

Foreign Individuals

Register

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

Provide permission for Singpass to retrieve and pre-fill information for the online application by clicking **I Agree**.



singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of form filling.

- > NRIC/FIN
- > Name
- > Date of Birth
- > Residential Status
- > Nationality
- > Registered Address
- > Email
- > Mobile Number
- > Marital Status
- > Last Marriage Date
- > Country of Marriage

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

Read the Terms of Use for the agreement when using the online application.

1. Click on the **checkbox** to indicate that you have read and are agreeable to the terms and conditions.
2. Click on the **Submit** button.

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MINISTRY OF LAW Public Trustee's Office
SINGAPORE

Terms of Use

1. Agreement

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- References to "the Digital Service" in these Terms of Use shall include the Digital Service in its entirety as well as its individual pages, and shall include any services offered by MLAW on the Digital Service.

I have read and agreed with the terms and conditions.

Submit

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

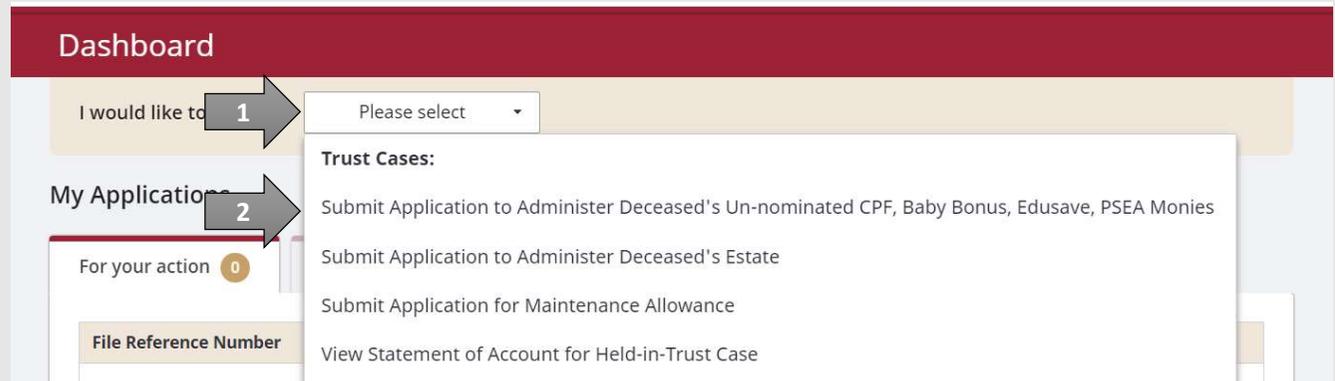
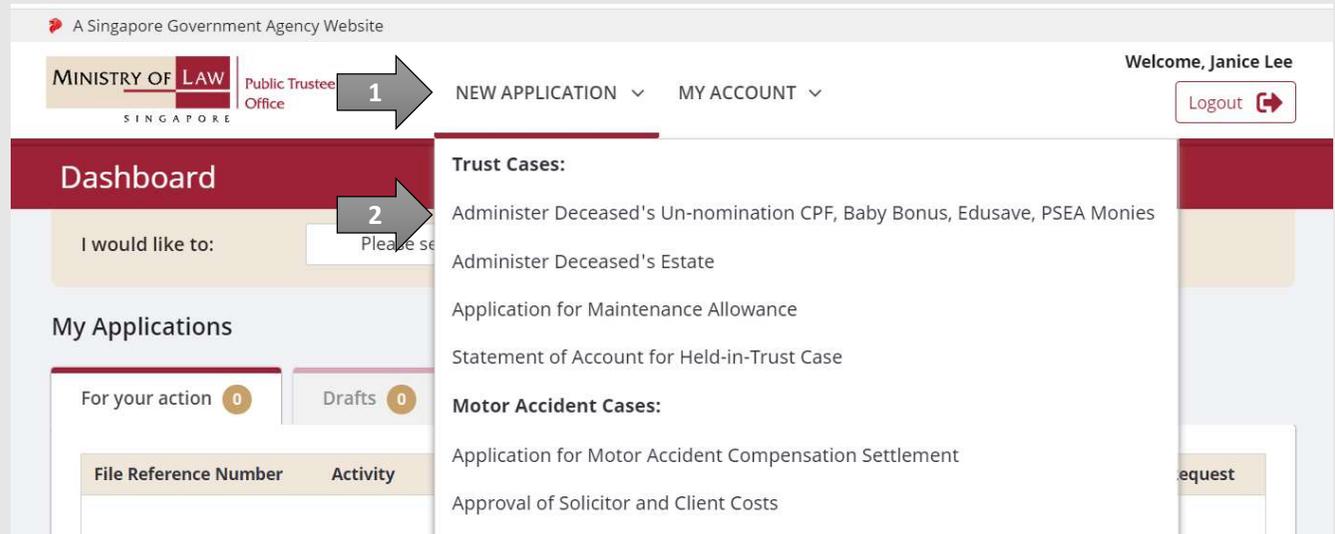
1. After you have logged in to the **PTO E-Service Portal**:

From the top menu, click on **NEW APPLICATION** and select the **Administer Deceased's Un-nomination CPF, Baby Bonus, Edusave, PSEA Monies** menu item.

OR

From the **Dashboard** page, select **I would like to** and select **Submit Application to Administer Deceased's Un-nominated CPF, Baby Bonus, Edusave, PSEA Monies**.

Note: Page is not applicable for users who login the first time.



Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

2. Read the notes carefully

AND

Click on the **Proceed** button.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

This is an online application to the Public Trustee to administer the distribution of the Deceased's un-nominated CPF / Baby Bonus / Edusave / PSEA Monies.

It should take about 30 minutes with complete information on hand to complete this application.

You will need the:

- Deceased's details
- Certificate of Inheritance (For Muslims only)
- Marriage Certificate of Deceased
- Decree Nisi Absolute (if the Deceased was divorced)

Additionally, you may want to prepare the following relevant information as needed.

- Claimant's details (if there is a claim for funeral reimbursement, if different from beneficiaries)
- Beneficiaries' details (e.g. spouse, children, parent, etc.)
- Death Certificate of Deceased (if Deceased passed away outside Singapore)
- Birth Certificate of Deceased
- Birth Certificate of Beneficiary(ies) (If Beneficiary(ies) is/are Deceased's child(ren) or sibling(s))
- Identification Document of Beneficiary(ies)
- Death Certificate of Beneficiary(ies) (if Deceased)
- Marriage Certificate of Deceased's Parents
- Death Certificate of Parent(s) (if Deceased)

Maximum file size submitted must not exceed 5 MB individually.

 **APPLICATION FORM**
Submit or edit your application form.

1  **Proceed** 

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

3. Select the **Residential Status** and enter the **NRIC / FIN / Passport Number** of the deceased.

OR

Enter the **Case Reference Number**.

Click on the **Proceed** button.

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Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

Deceased Particulars

Residential Status
Please select 1

NRIC / FIN / Passport Number
2

or
Case Reference Number
T - 000000 - YYYY - 1

Back to Dashboard 3 Proceed

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

4. Enter the **Applicant Particulars** information.

*You may click on the **Retrieve MyInfo** button to populate your personal information from MyInfo, or click on the **Clear MyInfo** to clear MyInfo information if you would like to input the information.*

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant

- Deceased
- Funeral Expenses
- Beneficiaries
- Confirmation

Applicant Particulars

1 → Retrieve MyInfo with singpass Clear MyInfo

Name

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

Residential Status

NRIC / FIN / Passport Number

Date of Birth

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. if you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

5. Continue to enter the Applicant Particulars information.

Mobile Number Type
 Local Number Foreign Number

Mobile Number

If you do not have a mobile number, please provide the mobile number of your next of kin who can receive the messages on your behalf and thereafter alert you of the messages which may require your actions.

Email Address

Please provide a valid email address as sensitive information (e.g. payment details) would be sent to your email address. We would also be using this email address to correspond with you.

 Residential Address

Address Type
 Local Address Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

6. Continue to enter the **Applicant Particulars** information.

AND

Click on the **Proceed** button.

Building Name

Correspondence Address

Different from Residential Address

Address Type
 Local Address Foreign Address

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Back to Dashboard **1**

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

7. Enter the Deceased Particulars information.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant

Deceased

Funeral Expenses

Beneficiaries

Confirmation

Deceased Particulars

Name

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

Residential Status

NRIC / FIN / Passport Number

Date of Birth

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Place of Domicile

Place of domicile refers to the country in which a person is, or is presumed to be permanently living; the place of a person's permanent home.

It depends on the physical fact of residence plus the intention of remaining. For some people who may have several residences and other assets in different countries, his personal representatives will have to confirm the most probable country of domicile.

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

8. Continue to enter the **Deceased Particulars** information.

AND

Click on the **Proceed** button.

The screenshot shows a web form for entering deceased particulars. The form includes the following fields:

- Gender:** Radio buttons for Male and Female.
- Religion:** A dropdown menu with "Please select" as the current selection.
- Marital Status:** A dropdown menu with "Please select" as the current selection.
- Marriage Registration Location:** A dropdown menu.
- Country (or Jurisdiction) of Death Registration:** A dropdown menu.
- Date of Death:** A date input field with a calendar icon.

At the bottom of the form, there are four buttons: "Back to Dashboard", "← Back", a red button with a white arrow pointing right and the number "1" inside, and "Proceed →".

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

9. If a Beneficiary would like to claim for reimbursement of funeral expenses from the Deceased's CPF monies, turn on the option **Click here if the Claimant wishes to claim Funeral Reimbursement** in the **Funeral Expenses** page, to enter **Claimant Particulars**.

Turn on the next option if the **Applicant is also the Claimant**.

OR

Enter the **Claimant Particulars** information.

Otherwise, proceed to Step 22 (Page 27).

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Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. Validation 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant Deceased Funeral Expenses Beneficiaries Confirmation

Funeral Expenses

Note:

- Public Trustee's Office will reimburse the Claimant up to a maximum of \$6,000 from the Deceased's estate.
- Please do not claim the reimbursement if you have already been reimbursed.
- Kindly note that funeral expenses can be reimbursed from the Deceased's un-nominated CPF and Estate monies only. The Deceased's Baby Bonus / Edusave / PSEA monies will have to be distributed in accordance to the applicable laws.

Click here if the Claimant wishes to claim for Funeral Reimbursement.

Please enter Claimant particulars below.

Claimant Particulars

Applicant is also the Claimant

Name

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

Residential Status

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

10. If the total value of the deceased's CPF monies is \$6,000 or lesser than, the Claimant may claim all the CPF monies as Funeral Reimbursement. If the Claimant would like to claim all the CPF monies as Funeral Reimbursement, click on the **Yes**, button (there is no need to enter the Beneficiary's details). If not, click on the **No**, button.

Applicant

Deceased

Funeral Expenses

Confirmation

Funeral Expenses

Note:

1. Public Trustee's Office will reimburse the Claimant up to a maximum of \$6,000 from the Deceased's estate.
2. Please do not claim the reimbursement if you have already been reimbursed.
3. Kindly note that funeral expenses can be reimbursed from the Deceased's un-nominated CPF and Estate monies only. The Deceased's Baby Bonus / Edusave / PSEA monies will have to be distributed in accordance to the applicable laws.

Click here if the Claimant wishes to claim for Funeral Reimbursement.

Please enter Claimant particulars below.

Claimant Particulars

Applicant is also the Claimant

Does the Claimant wish to claim all the CPF monies as Funeral Reimbursement?

Yes No

Name:

As stated in NRIC / Passport

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

Residential Status:

Please select

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

11. Continue to enter the Claimant Particulars information.

NRIC / FIN / Passport Number

Do you allow the Public Trustee to contact the Claimant to obtain information from MyInfo (via a valid SingPass account)?

Date of Birth

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased

Mobile Number Type

Local Number Foreign Number

Mobile Number

If the Claimant does not have a mobile number, please provide the mobile number of the next of kin who can receive the messages on his / her behalf and thereafter alert the Claimant of the messages which may require his / her actions.

Email Address

Please provide a valid email address as sensitive information (e.g. payment details) would be sent to this email address. We would also be using this email address to correspond with the Claimant.

Amount to be reimbursed (S\$)

I also confirm that:

There are no other Beneficiaries; or

All other Beneficiary(ies) has / have given the Claimant consent to claim reimbursement of funeral expenses from the Deceased's Un-nominated CPF Monies.

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

12. Continue to enter the **Claimant Particulars** information.

Residential Address

Address Type
 Local Address Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

Correspondence Address

Different from Residential Address

Address Type
 Local Address Foreign Address

Postal Code

Applicant

Deceased

Funeral Expenses

Beneficiaries

Confirmation

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

13. Continue to enter the **Claimant Particulars** information.

Blk/House Number

Street name

Level

Unit

Building Name

 **Mode of Receiving Payment**

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

 **Supporting Documents of Claimant**

Receipts of Funeral Expenses

Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

[Back to Dashboard](#)

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

14. For receiving payment via **PayNow**, the Claimant will be required to give consent. If the Claimant is not the Applicant, the Claimant will receive a SMS and email to request that he / she logs in to the system to provide his / her consent.

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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

For payment via PayNow

I consent for the payment to be paid to the PayNow account that is linked to **my NRIC**. I further consent to the [Terms and Conditions](#) attached herein.

x

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

For payment via PayNow

An SMS and email will be sent to this Claimant to login to give consent to receive the monies via PayNow.

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

15. For receiving payment via **GIRO**, continue to enter the required bank information.

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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

For payment via GIRO

Name of Bank
Please select

Account Number
Without dashes

Applicant ✓
Deceased ✓
Funeral Expenses
Beneficiaries
Confirmation

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

16. For receiving payment via **Telegraphic Transfer**, continue to enter the required bank information.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

For payment via Telegraphic Transfer (Applicable to payment to Foreign Bank Accounts only)

Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount due to the Claimant.

Bank Name

Bank Account Number

Without dashes

Swift Code

Currency

Please select

Applicant ✓
Deceased ✓
Funeral Expenses
Beneficiaries
Confirmation

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

17. For receiving payment via **Demand Draft**, continue to enter the required payee information.

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NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout ↗

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

For payment via Demand Draft (Applicable to payment to Foreign Bank Accounts only)

Please note that all related bank charges from the remittance made through Demand Draft will be deducted from the amount due to the Claimant.

Payee's Address

Currency

Please select ▾

If the requested currency is not available, the Demand Draft will be issued in SGD or USD.

Applicant ✓
Deceased ✓
Funeral Expenses
Beneficiaries
Confirmation

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

18. Click on the **Upload Document** button to provide the required Supporting Documents.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

Supporting Documents of Claimant

Receipts of Funeral Expenses

Birth Certificate

Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

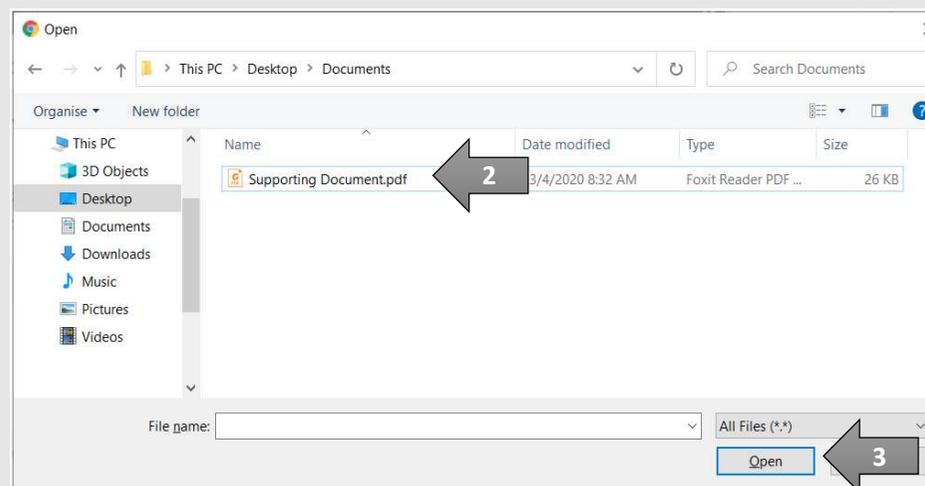
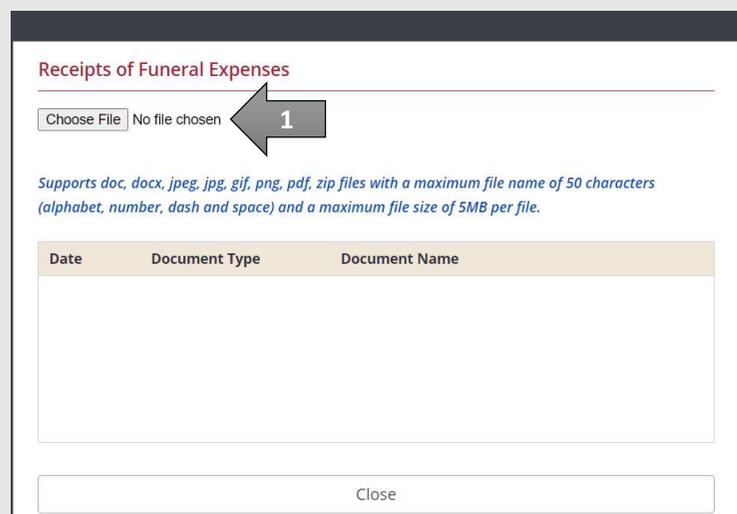
[Back to Dashboard](#)

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

19. Click on the **Choose File** button to select a document to be uploaded, select the document and click on the **Open** button to upload the selected file.

AND

Click on the **Close** button.



Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

20. Continue to upload the required **Supporting Documents of Claimant**.

Please refer to Steps 17 – 18 (page 22 – 23) if you are unsure on how to upload a document.

OR

Click on the **Unable to Provide** button if you are not able to submit the required document with reason stated and next course of action required.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

Supporting Documents of Claimant

No.	Date	Document Type	Document Name	Public Trustee's to assist in contacting beneficiary	Public Trustee's to assist in extraction
1	11/11/2021	Receipts of Funeral Expenses	Supporting Documents.pdf	-	-

Receipts of Funeral Expenses Upload Document

Birth Certificate **1** Unable to Provide Upload Document

Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals)) Upload Document

Back to Dashboard Back Save Proceed

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

21. If you are unable to provide the document, answer the stated questions.

AND

Click on the **Save** button.

Birth Certificate

Reason for not being able to provide document:

- I am not in contact with the Beneficiary(ies)
- I do not want to contact the Beneficiary(ies) for the documents
- Document was lost
- Document was not registered
- Document was unavailable
- Others

Would you like the Public Trustee's Office to contact the Beneficiary for the supporting document?

- Yes
- No

Would you like the Public Trustee's Office to assist in the extraction of information with the relevant Government Agencies? Please note that Public Trustee will only be able to assist in the extraction of information for births, deaths and marriages registered in Singapore. Please note that fees imposed by the relevant Government Agencies will be deducted from the realized monies of the estate, or payable by you before the Public Trustee will be able to assist with the extraction.

- Yes
- No

Save

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

22. Verify the Supporting Documents.

AND

Click on the **Proceed** button.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

Telegraphic Transfer
Demand Draft

For payment via PayNow

Supporting Documents of Claimant

No.	Date	Document Type	Document Name	Public Trustee's to assist in contacting beneficiary	Public Trustee's to assist in extraction
1	11/11/2021	Birth Certificate	-	Yes	Yes
2	11/11/2021	Identification Document	Supporting Documents.pdf	-	-
3	11/11/2021	Receipts of Funeral Expenses	Supporting Documents.pdf	-	-

Receipts of Funeral Expenses Upload Document

Birth Certificate Unable to Provide Upload Document

Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals)) Upload Document

Back to Dashboard Back Proceed

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

23. In the **Beneficiaries** page, turn on the option **Add Beneficiary** to enter **Beneficiary Particulars** information.

Turn on the next option if the **Applicant is also the Beneficiary** or **Claimant is also the Beneficiary**.

OR

Enter **Beneficiary Particulars** information.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

Applicant Deceased Funeral Expenses Beneficiaries Confirmation

Add Beneficiary Particulars

Add Beneficiary

1

Back to Dashboard Back Save Proceed

Add Beneficiary Particulars

Add Beneficiary

Applicant is also the Beneficiary

Claimant is also the Beneficiary

2 3

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

24. Continue to enter the Beneficiary Particulars information.

NRIC / FIN / Passport Number

Date of Birth

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased

Please select

Life Status

Alive Deceased

Mobile Number Type. - optional

Local Number Foreign Number

Mobile Number - optional

If the Beneficiary does not have a mobile number, please provide the mobile number of the next of kin who can receive the messages on his / her behalf and thereafter alert the Beneficiary of the messages which may require his / her actions.

Email Address of Beneficiary - optional

Please provide a valid email address as sensitive information (e.g. payment details) would be sent to this email address. We would also be using this email address to correspond with the Beneficiary.

Residential Address

Address Type

Local Address Foreign Address

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

25. Select the **Mode of Receiving Payment**.

Please refer to Steps 13 – 16 (page 18 – 21) regarding the various payment mode.

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

 **Correspondence Address**

Different from Residential Address 

Would the Beneficiary wish to renounce his/her share? 

 **Mode of Receiving Payment**

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

26. Provide the required Supporting Documents of Beneficiary.

Please 17 – 18 (page 22 – 23) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add Beneficiary** button if there is another beneficiary.

Supporting Documents of Beneficiary

Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

Birth Certificate

Back to Dashboard

Supporting Documents of Beneficiary

No.	Date	Document Type	Document Name	Public Trustee to Assist in Contacting Beneficiary	Public Trustee to Assist in Extraction
1	11/11/2021	Birth Certificate	-	Yes	Yes
2	11/11/2021	Identification Document	Supporting Documents.pdf	-	-

✓ Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

✓ Birth Certificate

Back to Dashboard

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

27. Click on the **Proceed** button to continue.

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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Applicant Deceased Funeral Expenses **Beneficiaries** Confirmation

Residential Status
Please select

NRIC / FIN / Passport Number

Date of Birth
DD/MM/YYYY

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased
Please select

Life Status
 Alive Deceased

Cancel Add Beneficiary

Back to Dashboard Back 1 Proceed

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

28. In the **Confirmation** page, review the information entered and click on the **Edit** link if the record needs to be updated.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

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Applicant Particulars **1** Edit

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- Confirmation ✓

Applicant Particulars

Name
Residential Status
NRIC / FIN / Passport Number
Date of Birth
Relationship to Deceased
Mobile Number Type.
Mobile Number
Email Address

Residential Address

Address Type
Postal Code
Blk/House Number
Street Name
Level
Unit
Building Name

Correspondence Address

Address Type
Postal Code
Blk/House Number
Street Name

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29. Continue to review the application information.

Deceased Particulars 1   Edit

Name
Residential Status
NRIC / FIN / Passport Number
Date of Birth
Place of Domicile
Gender
Religion
Marital Status
Marriage Registration Location
Year of Marriage
Date of Marriage
Country (or Jurisdiction) of Death Registration
Date of Death
Death Certificate Number

Supporting Documents of Deceased

Date	Document Type	Document

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30. Continue to review the application information.

Funeral Expenses 1  [Edit](#)

Claimant Particulars

Name
Residential Status
NRIC / FIN / Passport Number
Date of Birth
Relationship to Deceased
If Others, please specify
Mobile Number Type.
Mobile Number
Email Address
Amount to be reimbursed (S\$)
I also confirm that

Residential Address

Address Type
Postal Code
Blk/House Number
Street Name
Level
Unit
Building Name

Correspondence Address

Address Type
Postal Code
Blk/House Number
Street Name
Level
Unit

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31. Continue to review the application information.

AND

Click on the **Proceed** button if there are no changes to be made. Otherwise, please **Edit** accordingly.

The screenshot displays a web interface for reviewing application information. At the top right, there is a grey arrow labeled '1' pointing to an 'Edit' button. Below this is a table titled 'List of Beneficiaries' with the following data:

No.	Name	NRIC / FIN / Passport Number	Relationship to Deceased
1	Beneficiary	SXXX057Z	Child
2	Beneficiary	P111222	Sister

Below the beneficiary table is a section titled 'Documents Unable to Provide' with the following data:

No.	Name	Person	Document Type	Reason Unable to Provide	Public Trustee to Assist in Extraction
1	Claimant	Claimant	Birth Certificate	Document was unavailable	Yes
2	Beneficiary	Beneficiary	Birth Certificate	Document was unavailable	Yes

At the bottom of the interface, there is a 'Back to Dashboard' button, a grey arrow labeled '2' pointing right, and a red 'Proceed' button with a right-pointing arrow.

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32. After reading the information, turn on the option(s) to make the declaration.

There are 3 sets of declarations to be made.

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Consent to Contact Beneficiary(ies) / Claimant

I give my consent to the Public Trustee's Office to contact the Beneficiary(ies) / Claimant on my behalf as I am unable to do so or do not wish to contact the Beneficiary(ies) / Claimant to obtain the documents required. I agree to the following:

- a. The application I have submitted is incomplete without all supporting documents. The Public Trustee's Office cannot process my application unless I submit all the supporting documents or provide consent for the Public Trustee's Office to obtain the documents from the Beneficiary(ies) / Claimant.
- b. The processing of my application will be delayed, as contacting the relevant Beneficiary(ies) / Claimant will prolong the processing time.

I declare that the above information is true and correct.

Consent on Document Search and Extraction

I consent to the following:

- a. The application I have submitted is incomplete without all the supporting documents. The Public Trustee's Office cannot process my application unless I submit all documents or provide consent for the Public Trustee's Office to extract the documents on my behalf.
- b. Fees will be charged for the extraction of documents from the relevant agencies and the fees are non-refundable.
- c. The amount of fees chargeable is dependent on the costs charged by the relevant agencies and the costs is per extraction. Please click [here](#) for more information.
- d. The Public Trustee's Office may contact the Beneficiary(ies) / Claimant(s) on my behalf to obtain any document(s) required.
- e. The processing of my application will be delayed, as the document extraction will prolong the processing time.

The Public Trustee's Office will contact me regarding the fees that will be charged and will only proceed with the extraction of the documents upon receiving the full set of fees.

I declare that the above information is true and correct.

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33. Turn on the option to make the declaration.

Click on the **Proceed** button to continue.

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 correct 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 or untrue, I may be prosecuted under S182 of the Penal Code (Cap. 114) for giving the false information.

The penalty for giving false information is imprisonment for a term of up to one year, or with fine which may extend to \$5,000, or with both.

I declare that the above information is true and correct.

← 2 Proceed →

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

34. Click on the **Print** button to view the PDF document of the submitted application. Please save/print a copy of the submitted application as it will not be retrievable.

You may also click on the **Back to Dashboard** button for the other E-services.

If you would like to submit an application for the deceased's Estate, click on the **Yes, Proceed** button. This option will be available if no application has been submitted previously.

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Thank you for using our E-Service

Your application for the distribution of the deceased's un-nominated CPF monies has been successfully submitted. Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Your File Reference Number: T-000013-2021-T
Date of Submission: 11/11/2021

1 Back to Dashboard Print

Application to administer the deceased's Estate

Would you like to submit an application for the deceased's Other Estate?

This is an online application to the Public Trustee to administer the deceased's other assets. The other assets may include: Shares, Personal bank account (above \$5,000), Death gratuity, Insurance policies, Fully paid-up vehicles, Unpaid salary, Items in safe deposit box, Compensation from government agencies, Money from the Workfare Income Supplement Scheme, etc.

Yes, Proceed →