

PUBLIC TRUSTEE'S OFFICE (PTO)

Administration of Deceased's Estate

(Assets other than 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 Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

General Information

- 1) The application to the Public Trustee's Office for the administration of a deceased's estate is via an online E-Service. The types of assets to be administered 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.
- 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 Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

To begin, click on the E-Service application for **Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA.**

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MINISTRY OF LAW Public Trustee's Office
SINGAPORE

Q ≡ LOGIN ▾

Public Trustee's Office E-Services

Public Trustee Motor Accident General ALL

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

Administration of Deceased's Estate

(Assets other than 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 accordingly i.e. business user / individuals / foreign individuals. Otherwise, you will not be able to proceed with the online application.

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Business Users

Log in with singpass

Register

Individuals

Scan with Singpass app to log in

Use password login instead

Don't have the Singpass app? Download now

Register

Foreign Individuals

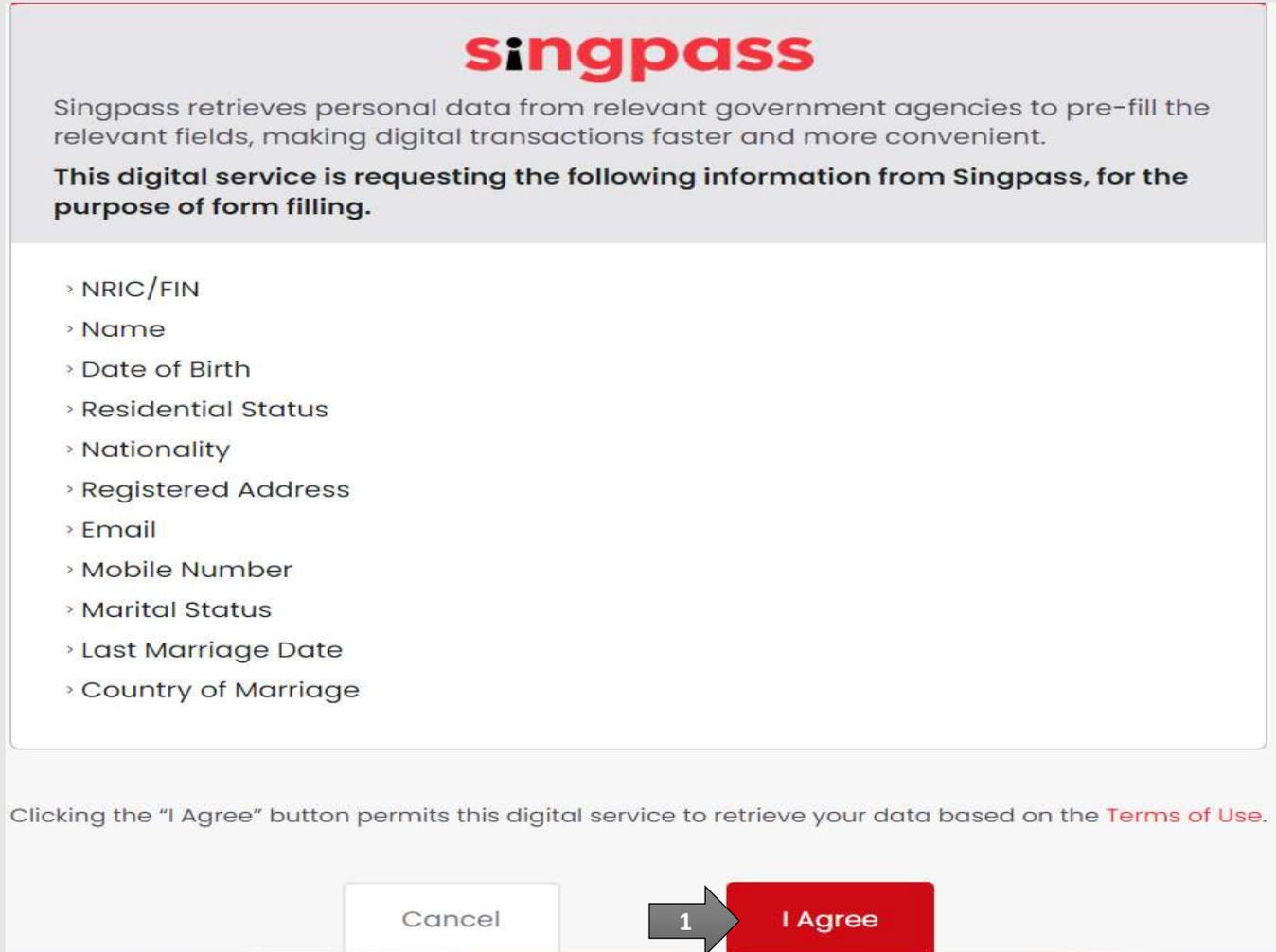
Register

The screenshot shows the login interface for the Ministry of Law Public Trustee's Office. It is divided into two main sections: Business Users and Individuals. The Business Users section has two red buttons: 'Log in with singpass' and 'Register'. The Individuals section has a QR code for scanning with the Singpass app, a 'Register' button, and a 'Foreign Individuals' section with its own 'Register' button. There is also a link to 'Download now' for the Singpass app and a 'Use password login instead' option.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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



The screenshot shows the Singpass interface. At the top, the Singpass logo is displayed in red. Below the logo, a grey box contains the text: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient." Below this, another grey box states: "This digital service is requesting the following information from Singpass, for the purpose of form filling." A list of data points follows, each preceded by a right-pointing chevron: NRIC/FIN, Name, Date of Birth, Residential Status, Nationality, Registered Address, Email, Mobile Number, Marital Status, Last Marriage Date, and Country of Marriage. At the bottom, there is a grey box with the text: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)." Below this text are two buttons: a white "Cancel" button and a red "I Agree" button. A grey arrow with the number "1" inside points to the "I Agree" button.

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](#).

Cancel I Agree

Administration of Deceased's Estate

(Assets other than 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

- Thank you for visiting MLAW.GOV.SG/MINLAW.GOV.SG, the official digital service of the Ministry of Law of the Republic of Singapore, and any applications or services related to or linked to or from this digital service (henceforth collectively known as "**the Digital Service**"). The digital service is owned and operated by the Government of the Republic of Singapore c/o the Ministry of Law ("**MLAW**").
- Access to the Digital Service is governed by the terms and conditions of use as stated below ("**Terms of Use**"). By accessing and using the Digital Service, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept or agree to any of these Terms of Use, please leave the Digital Service.
- These Terms of Use may be changed from time to time. All changes to the Terms of Use will be incorporated directly onto this page, and your use of this Digital Service after such changes have been incorporated will constitute your agreement to the modified Terms of Use and all of the changes.
- 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 Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

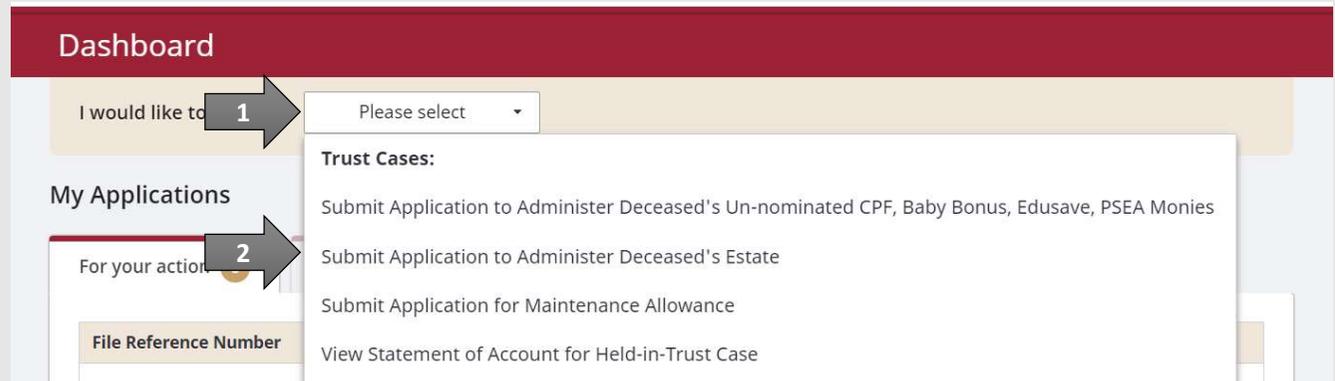
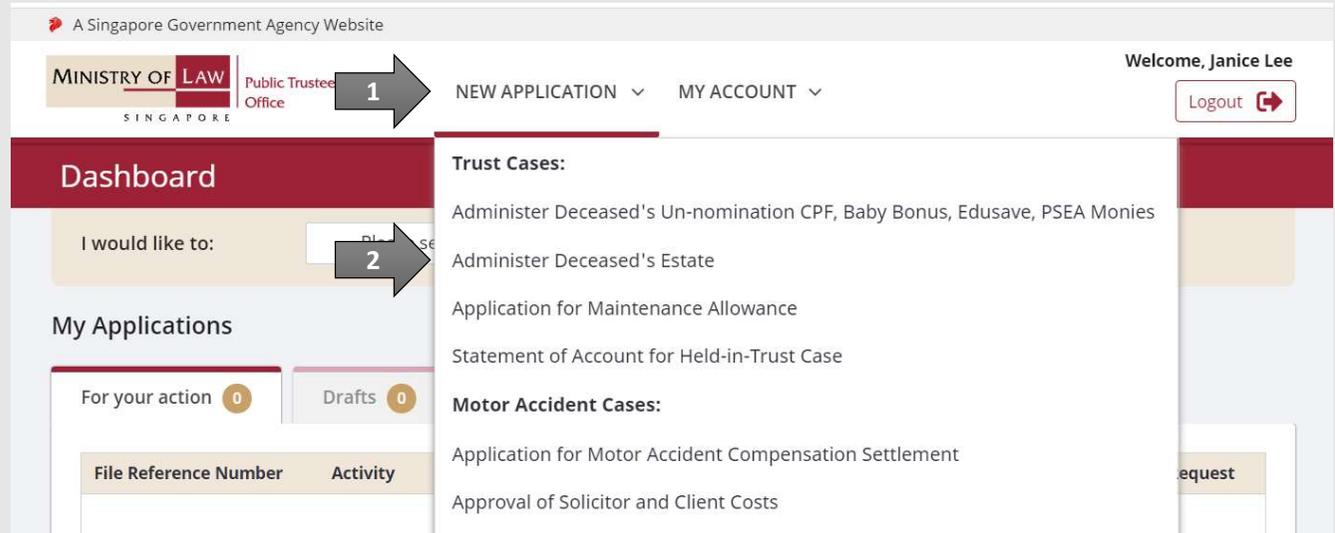
1. After you have logged in to the **PTO E-Service Portal**:

From the top menu, click on **NEW APPLICATION** and select the **Administer Deceased's Estate** menu item.

OR

From the **Dashboard** page, select **I would like to** and select **Submit Application to Administer Deceased's Estate**.

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



Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

2. Read the notes carefully.

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MINISTRY OF LAW Public Trustee's Office
SINGAPORE

NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee
Logout ↗

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

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.

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)
- Supporting documents for the Assets which you require the Public Trustee's assistance to administer

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

3. Click on the **Proceed** button.

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.



Proceed →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

AND

Click on the **Proceed** button.

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NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout

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

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

Deceased Particulars

Residential Status

Please select ▾ ← 1

NRIC / FIN / Passport Number

← 2

Back to Dashboard

3 → Proceed →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

5. Review the conditions provided in the **Questionnaire** and select either **Yes** or **No**.

If **Yes**, you will not be able to proceed further as the Public Trustee will not be able to assist in the administration of the estate.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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

Questionnaire

1. For the administration of the Deceased's other assets other than CPF / Baby Bonus / Edusave / PSEA Monies, please confirm whether:

- The estate has a total value of more than \$50,000;
- There is any pending court application for Letters of Administration or Grant of Probate or has any Letters of Administration or Grant of Probate been extracted;
- There are any conflicting claims or disputes among the Beneficiaries;
- There are any outstanding debts or liabilities;
- The Deceased owned any shares or other interest in unlisted companies (foreign or local);
- The Deceased was a partner, a sole proprietor or had an interest in a firm or other business;
- The Deceased was the sole lessee (owner) of a HDB flat and a child is eligible to inherit the whole or part of the flat;
- The Deceased was responsible for any pending lawsuits;
- The Deceased was holding any insurance policies where one or more people have been nominated as Beneficiaries [Under Section 73 of the Conveyancing and Law of Property Act (Cap. 61), Sections 49L and 49M of the Insurance Act (Cap. 142)];
- The Deceased owned a trust bank accounts opened with a child; and
- The Deceased owned a commercial vehicles such as taxis.

Yes No

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

6. Enter the **Total Value of Estate (\$\$)** and review the **Estimated Chargeable Fee (\$\$)** calculated by the system.

Select either **Yes** or **No** on whether you are agreeable to the administrative fee and costs.

If the total value of the Estate is below \$6,000, Qn. 3 will appear. Select either **Yes** or **No** on whether the claimant wishes to claim all the assets in the estate as Funeral Reimbursement.

AND

Click on the **Proceed** button.

2. The Public Trustee will charge its full administrative fees once it accepts this case for administration. The fees are charged according to the value of the estate in accordance to the published rates below:

| Value of Estate | Rate |
|-----------------------|-------|
| For the first \$5,000 | 6.50% |
| For the next \$2,000 | 6.00% |
| For the next \$3,000 | 4.25% |
| For the next \$10,000 | 2.75% |
| For the next \$30,000 | 2.25% |

These fees include GST and cannot be waived. There will be no refund if the administration is later ceased for reasons including but not limited to the failure to meet the criteria listed above. If you would like to know the estimated fees chargeable, please provide the estimated value of the estate to be administered by the Public Trustee below. The actual fees charged may defer if additional costs are incurred.

Total Value of Estate (\$\$)



Estimated Chargeable Fee (\$\$)

Are you agreeable to the Public Trustee's estimated administrative fee and any further additional costs that may incur and chargeable?

- Yes
 No



3. Does the claimant wish to claim all the assets in the estate as Funeral Reimbursement?

- Yes
 No



[Back to Dashboard](#)

[← Back](#)



4

[Proceed →](#)

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

7. 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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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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

Applicant

- Deceased
- Funeral Expenses
- Beneficiaries
- List of Assets
- Confirmation

Applicant Particulars

Retrieve MyInfo with singpass Clear MyInfo

Name

As stated in your NRIC / Passport

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

Residential Status

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

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

8. 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

Bik/House Number

Street name

Level

Unit

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

9. 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

Applicant

Deceased

Funeral Expenses

List of Assets

Confirmation

Street name

Level

Unit

Building Name

Correspondence Address

Different from Residential Address

Supporting Documents of Applicant

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

1 Upload Document

Back to Dashboard Back Save Proceed

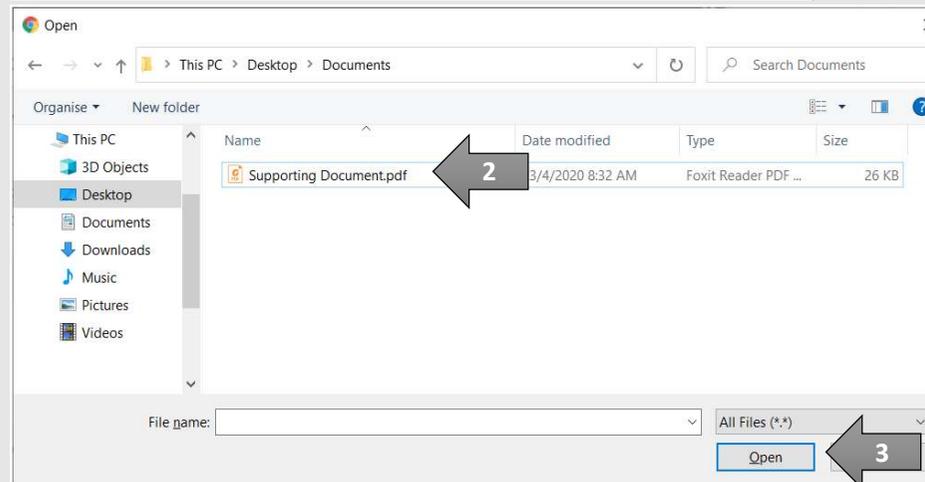
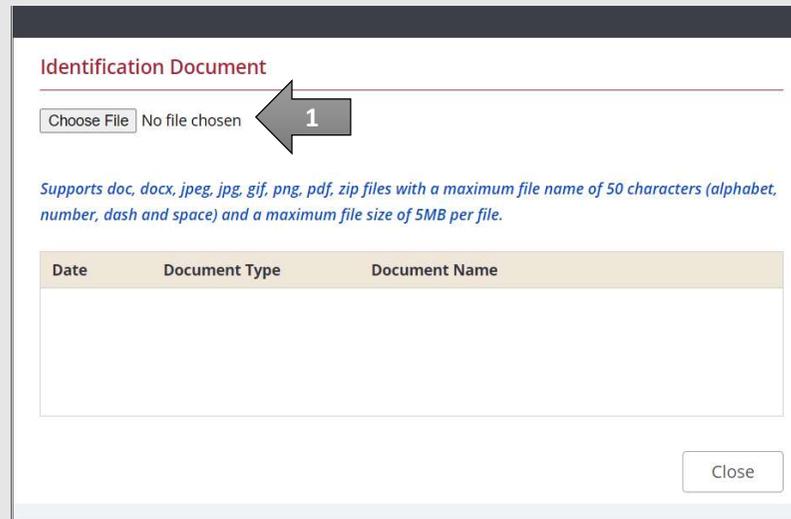
Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

10. 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 Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

11. Verify the Supporting Documents.

AND

Click on the **Proceed** button.

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Welcome, Janice Lee

Logout

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Different from Residential Address

Supporting Documents of Applicant

| No. | Date | Document Type | Document Name | Public Trustee's to assist in contacting beneficiary | Public Trustee's to assist in extraction |
|-----|------------|-------------------------|-------------------------|--|--|
| 1 | 08/11/2021 | Identification Document | Supporting Document.pdf | - | - |

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

Upload Document

Back to Dashboard

← Back

1 →

Proceed →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

12. 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

Applicant

Deceased

Funeral Expenses

Beneficiaries

List of Assets

Confirmation

Deceased Particulars

Name

As stated in the Death Certificate

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

Residential Status

Singapore Citizen

NRIC / FIN / Passport Number

S2415975B

To edit Deceased's Residential Status and NRIC / FIN / Passport Number, please click [here](#).

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.)

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.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

13. Upload the required Supporting Documents of Deceased.

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Proceed** button.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

Religion

Marital Status

Did the Deceased leave a Will?

Country (or jurisdiction) of Death Registration

Date of Death

Supporting Documents of Deceased

Birth Certificate of Deceased Upload Document

Certificate of Inheritance of Deceased Upload Document

Back to Dashboard Back Proceed Proceed

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

14. If a Next-of-kin would like to claim for reimbursement of funeral expenses from the Deceased's Estate, turn on the option **Click here if the Claimant wishes to claim Funeral Reimbursement** to enter **Claimant Particulars**.

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

OR

Enter the **Claimant 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 Estate (Assets other than CPF/ Baby Bonus/ Edusave/ PSEA Monies)

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

Applicant Deceased **Funeral Expenses** Beneficiaries List of Assets 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 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 Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

15. 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 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 (\$\$)

I also confirm that:

There are no other Beneficiaries; or

All other Beneficiary(ies) has / have given me consent to claim reimbursement of funeral expenses from the Deceased's estate.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

16. 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

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

17. 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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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Home 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.

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 Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

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

List of Assets

Confirmation

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

The screenshot shows a web portal interface for the Public Trustee's Office. On the left is a vertical navigation menu with the following items: 'Applicant', 'Deceased', 'Funeral Expenses' (highlighted in red), 'List of Assets', and 'Confirmation'. The main content area is titled 'Mode of Receiving Payment' and contains the following elements:

- Radio buttons for 'PayNow', 'GIRO', 'Telegraphic Transfer' (selected), and 'Demand Draft'.
- A sub-heading: 'For payment via Telegraphic Transfer (Applicable to payment to Foreign Bank Accounts only)'.
- A light blue information box: 'Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount due to you.'
- Input fields for 'Bank Name', 'Bank Account Number' (with a placeholder 'Without dashes'), 'Swift Code', and 'Currency' (a dropdown menu with 'Please select' as the current selection).

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

20. For receiving payment via **Demand Draft**, continue to enter the required payee 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 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 you.

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
List of Assets
Confirmation

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

21. Continue to enter the **Claimant Particulars** information and upload the **Supporting Documents of Claimant**.

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

For payment via GIRO

Name of Bank
Please select

Account Number
Without dashes

Supporting Documents of Claimant

Receipts of Funeral Expenses Upload Document

Front page of bank passbook / bank statement reflecting name and account number Upload Document

Back to Dashboard Back Proceed

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

22. 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.

The screenshot displays the 'Administration of Deceased's Estate' web application interface. The top navigation bar includes the Ministry of Law logo, 'Public Trustee's Office', and 'SINGAPORE'. The user is logged in as 'Janice Lee'. The main content area shows a progress bar with five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. The 'Add Beneficiary Particulars' form is open, showing a sidebar with options: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (selected), List of Assets, and Confirmation. The form has a title 'Add Beneficiary Particulars' and a sub-section 'Add Beneficiary'. A large arrow labeled '1' points to the 'Add Beneficiary' input field. At the bottom of the form are buttons for 'Back to Dashboard', 'Back', 'Save', and 'Proceed'. Below the form, a detailed view of the 'Add Beneficiary Particulars' section is shown, with three options: 'Add Beneficiary' (checked), 'Applicant is also the Beneficiary' (arrow '2' points to the checkbox), and 'Claimant is also the Beneficiary' (arrow '3' points to the checkbox).

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

23. Continue to enter the Beneficiary Particulars information.

The screenshot shows a web-based form for entering beneficiary information. On the left is a navigation menu with the following items: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (selected), List of Assets, and Confirmation. The main form area contains the following fields and options:

- Name:** A text input field with the placeholder "As stated in your NRIC / Passport".
- Any other name(s) as recorded in marriage certificate or birth certificate:** A text input field.
- Residential Status:** A dropdown menu with "Please select" as the current selection.
- NRIC / FIN / Passport Number:** A text input field.
- Date of Birth:** A date picker field showing "DD/MM/YYYY". Below it is a note: "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:** A dropdown menu with "Please select" as the current selection.
- Life Status:** Two radio buttons: "Alive" (selected) and "Deceased".
- Do you allow the Public Trustee to contact the Beneficiary to obtain information from MyInfo (via a valid SingPass account)?** A checkbox that is currently unchecked.
- Mobile Number Type:** Two radio buttons: "Local Number" (selected) and "Foreign Number".
- Mobile Number:** A text input field. Below it is a note: "If 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."

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

24. Continue to enter the **Beneficiary Particulars** information.

Email Address of Beneficiary

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

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?

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

Please refer to Steps 17 - 20 (page 22 – 25) regarding the various payment mode.

Upload the required **Supporting Documents of Beneficiary**.

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure 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 and next course of action required.

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

Supporting Documents of Beneficiary

Birth Certificate

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

AND

Click on the **Save** button.

The screenshot shows a web form titled "Birth Certificate" with a close button (X) in the top right corner. The form contains three sections of questions, each indicated by a numbered arrow (1, 2, 3) pointing to the left. At the bottom right, there is a "Save" button, indicated by a numbered arrow (4) pointing to the right.

1 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

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

- Yes
- No

3 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

4 Save

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

27. Verify the Supporting Documents.

AND

Click on the **Add Beneficiary** button to add the Beneficiary to the list.

Supporting Documents of Beneficiary

| No. | Date | Document Type | Document Name | Public Trustee to Assist in Contacting Beneficiary | Public Trustee to Assist in Extraction |
|-----|------------|-------------------|---------------|--|--|
| 1 | 08/11/2021 | Birth Certificate | - | Yes | Yes |

✓ Birth Certificate

Unable to Provide Upload Document

1 Add Beneficiary

Back to Dashboard Back

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

28. Turn on the option **Add Beneficiary** to add more Beneficiary.

OR

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

The screenshot shows the 'Administration of Deceased's Estate' web application. The top navigation bar includes the Ministry of Law logo, 'Public Trustee's Office', and 'SINGAPORE'. The user is logged in as 'Janice Lee'. The main header displays the application title and a progress bar with five steps: 1. Validation, 2. Questionnaire, 3. Application Form (current step), 4. Confirmation, and 5. Acknowledgement. A sidebar on the left lists application sections: Applicant, Deceased, Funeral Expenses, Beneficiaries, List of Assets, and Confirmation, each with a status indicator. The main content area is titled 'List of Beneficiaries' and contains a table with one entry: 'Beneficiary' with NRIC/FIN/Passport Number 'S8765057Z' and relationship 'Child'. Below the table is an 'Add Beneficiary Particulars' section with an 'Add Beneficiary' button. At the bottom, there are navigation buttons: 'Back to Dashboard', 'Back', a highlighted 'Proceed' button with a '1' and an arrow pointing to it, and a 'Proceed' button with an arrow.

| No. | Name | NRIC / FIN / Passport Number | Relationship to Deceased | Action |
|-----|-------------|------------------------------|--------------------------|--------|
| 1 | Beneficiary | S8765057Z | Child | Action |

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

29. In the **List of Assets** page, select the **Asset Type** to add the list of Assets.

The screenshot displays the 'Administration of Deceased's Estate' web application interface. The page title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. The navigation bar includes 'NEW APPLICATION' and 'MY ACCOUNT' options. The user is logged in as 'Janice Lee'. The main content area shows a progress bar with five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. The 'List of Assets' section is active, and a dropdown menu is open, showing the following asset types: Bank Accounts (based in Singapore), Immovable Property (based in Singapore), Motor Vehicle (fully paid and not on Hire Purchase), Other Assets (based in Singapore), Personal Insurance Policy, Safe Deposit Box (based in Singapore), and Shares. A red arrow with the number '1' points to the 'List of Assets' menu item in the left sidebar.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

30. For **Bank Accounts (based in Singapore)**, enter the bank accounts 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

Applicant ✓
Deceased ✓
Funeral Expenses ✓
Beneficiaries ✓
List of Assets
Confirmation

Bank Accounts (based in Singapore)

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

| No. | Name of Bank | Bank Account Number | Amount (\$S) |
|-----|--------------|---------------------|--------------|
|-----|--------------|---------------------|--------------|

Add Other Asset Types

Add or Update

Name of Bank
Please select

Bank Account Number
Without dashes

Amount (\$S)
0.00

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

31. Upload the **Supporting Documents** of bank accounts (based in Singapore).

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a web interface titled "Supporting Documents". At the top, there is a text prompt: "Please upload bank statement or front page of bank account indicating the deceased's name, bank's name and account number." Below this is a table with two columns: "Date" and "Document". The table is currently empty. Underneath the table, there is a section labeled "Supporting Document" with a "Choose File" button and the text "No file chosen". Below this, there is a note: "Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file." At the bottom right of this section is an "Add" button. At the very bottom of the interface, there are four buttons: "Back to Dashboard", "Back", "Save", and "Proceed".

1

2

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

32. Verify the added **Bank Accounts (based in Singapore)** record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

Bank Accounts (based in Singapore)

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

| No. | Name of Bank | Bank Account Number | Amount (\$S) | Action |
|-----|--------------------------------------|---------------------|--------------|--------|
| 1 | Overseas Chinese Banking Corporation | 111122223333 | 1,000.00 | Action |

1 Add Other Asset Types

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

33. For **Immovable Property (based in Singapore)**, enter the property 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- List of Assets
- Confirmation

Immovable Property (based in Singapore)

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

| No. | Type of Housing | Shareholding | Ownership | Market Value of Property (S\$) |
|-----|-----------------|--------------|-----------|--------------------------------|
|-----|-----------------|--------------|-----------|--------------------------------|

Add Other Asset Types

Add or Update

Type of Housing
Please select

Shareholding of the deceased in the property (%)
0.00

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

34. Continue to enter the **Immovable Property (based in Singapore)** information.

Ownership

Market Value of Property (S\$)

🏠 Immovable Property Address

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

35. Upload the **Supporting Documents** of Immovable Property (based in Singapore).

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents

Please upload bank statement or front page of bank account indicating the deceased's name, bank's name and account number.

| Date | Document |
|------|----------|
|------|----------|

Supporting Document

No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

Back to Dashboard

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

36. Verify the added **Immovable Property** (based in Singapore) record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

Immovable Property (based in Singapore)

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

| No. | Type of Housing | Shareholding | Ownership | Market Value of Property (S\$) |
|-----|-----------------|--------------|------------|--------------------------------|
| 1 | HDB | 80.00 | Sole-Owner | 10,000.00 |

Action

1 Add Other Asset Types

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

37. For **Motor Vehicle (Fully Paid and not on Hire Purchase)**, enter the motor vehicle 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- List of Assets
- Confirmation

Motor Vehicle (Fully Paid and not on Hire Purchase)

| No. | Registration Number | Fully Paid | Transferee Details | Valuation based on PARF/COE Rebate (\$\$) |
|-----|---------------------|------------|--------------------|---|
|-----|---------------------|------------|--------------------|---|

Add Other Asset Types

Add or Update

Registration Number

Has the vehicle been fully paid for?
 Yes No

Do you wish to transfer the motor vehicle or realise the vehicle's Preferential Additional Registration Fee (PARF) value?
 To transfer
 To realise vehicle's Preferential Additional Registration Fee (PARF) value*

* This applies **only** to fully paid up vehicles with expired Certificate of Entitlement (COE).

Valuation based on PARF/COE Rebate (\$\$)

0.00

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

38. Upload the **Supporting Documents** of Motor Vehicle (Fully Paid and not on Hire Purchase).

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents

Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased.

| Date | Document |
|------|----------|
|------|----------|

Supporting Document

No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

39. Verify the added **Motor Vehicle (Fully Paid and not on Hire Purchase)** record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

Motor Vehicle (Fully Paid and not on Hire Purchase)

| No. | Registration Number | Fully Paid | Transferee Details | Valuation based on PARF/COE Rebate (\$) | Action |
|-----|---------------------|------------|--------------------|---|--------|
| 1 | 12345678 | Yes | Beneficiary | 10,000.00 | Action |

1 Add Other Asset Types

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

40. For **Other Assets (based in Singapore)**, enter the asset 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- List of Assets**
- Confirmation

Other Assets (based in Singapore)

| No. | Type | Type (Others) | Amount (\$S) |
|-----|------|---------------|--------------|
|-----|------|---------------|--------------|

Add Other Asset Types

Add or Update

Type
Please select

Amount (\$S)
0.00

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

41. Upload the **Supporting Documents** of Other Assets (based in Singapore).

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents

Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased.

| Date | Document |
|------|----------|
|------|----------|

Supporting Document:
Choose File No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

1 →

→ **2** Add

Back to Dashboard ← Back Save Proceed →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

42. Verify the added **Other Assets (based in Singapore)** record.

AND

Click on the **Add Other Asset Type** button to return to List of Assets main page. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows the 'Administration of Deceased's Estate' application form. The left sidebar menu has 'List of Assets' highlighted. The main content area shows a table titled 'Other Assets (based in Singapore)' with one entry: 'Dividends' with an amount of '1,000.00'. A button labeled 'Add Other Asset Types' is located at the bottom right, with a grey arrow pointing to it containing the number '1'.

| No. | Type | Type (Others) | Amount (S\$) | Action |
|-----|-----------|---------------|--------------|----------|
| 1 | Dividends | | 1,000.00 | Action ▼ |

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

43. For **Personal Insurance Policy**, enter the insurance policy 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- List of Assets
- Confirmation

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).

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

Add Other Asset Types

Add or Update

Name of Insurance Company

Policy Number

Amount Insured (S\$)

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

44. Upload the **Supporting Documents** of Personal Insurance Policy.

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a web interface for uploading supporting documents. At the top, there is a heading "Supporting Documents" and a brief instruction: "Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased." Below this is a table with two columns: "Date" and "Document". The table is currently empty. Underneath the table, there is a section labeled "Supporting Document" with a "Choose File" button and the text "No file chosen". A grey arrow with the number "1" points to this "Choose File" button. Below the file selection area, there is a line of text: "Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file." To the right of this text is a grey arrow with the number "2" pointing to an "Add" button. At the bottom of the interface, there are four buttons: "Back to Dashboard", "Back", "Save", and "Proceed".

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

45. Verify the added **Personal Insurance Policy** record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

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).

| No. | Name of Insurance Company | Policy Number | Amount Insured (S\$) | Action |
|-----|---------------------------|---------------|----------------------|--------|
| 1 | SGX | 111122223333 | 1,000.00 | Action |

1 Add Other Asset Types

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

46. For **Items in Safe Deposit Box (based in Singapore)**, enter the safe deposit box 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 Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- List of Assets**
- Confirmation

Items in Safe Deposit Box (based in Singapore)

| No. | Safe Deposit Box Number | Location of Safe Deposit Box | Ownership | Amount (\$\$) |
|-----|-------------------------|------------------------------|-----------|---------------|
|-----|-------------------------|------------------------------|-----------|---------------|

Add Other Asset Types

Add, Update or Delete

Safe Deposit Box Number

Location of Safe Deposit Box

Ownership
 Sole Owner Joint Owner

Amount (\$\$)

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

47. Upload the **Supporting Documents** of Safe Deposit Box (based in Singapore).

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents

Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased.

| Date | Document |
|------|----------|
|------|----------|

Supporting Document

No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

48. Verify the added **Safe Deposit Box (based in Singapore)** record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

Items in Safe Deposit Box (based in Singapore)

| No. | Safe Deposit Box Number | Location of Safe Deposit Box | Ownership | Amount (S\$) | Action |
|-----|-------------------------|------------------------------|------------|--------------|--------|
| 1 | 1122 | S12345 | Sole-Owner | 1,000.00 | Action |

1 Add Other Asset Types

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

49. For **Shares**, enter the shares information.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee
Logout

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

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

- Applicant ✓
- Deceased ✓
- Funeral Expenses ✓
- Beneficiaries ✓
- List of Assets**
- Confirmation

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.

| No. | Name of Shares | Quantity | Amount (\$S) |
|-----|----------------|----------|--------------|
|-----|----------------|----------|--------------|

Add Other Asset Types

Add or Update

Name of Shares

Quantity

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

50. Continue to enter the shares information.

Click on the **Add** button.

AND

Upload the **Supporting Documents** of Shares.

Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.

Verify the Supporting Documents.

Amount (\$S)

0.00

1 Add

Supporting Documents

Please upload CDP statement or letter from investment bank indicating the deceased's name and shareholding.

| Date | Document |
|------|----------|
|------|----------|

Supporting Document

Choose File No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

51. Continue to enter the shares information.

If 'To Transfer' is selected, please enter the Transferee's Name and CDP account Number.

AND

Click on the **Save** button.

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

Do you wish to transfer or sell the shares?
 To Transfer To Sell

Name
Please select

Transferee's CDP Account Number
xxxx-xxxx-xxxx

Note: Transferee must be one of the Beneficiary and if there are other Beneficiaries, the other Beneficiaries must agree to the transfer of the shares to the Transferee. The other Beneficiaries will be informed to complete the Renunciation and Indemnity Form.

1 → Save

Back to Dashboard ← Back Save Proceed →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

52. Verify the added **Shares** record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

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.

| No. | Name of Shares | Quantity | Amount (\$) | Action |
|-----|----------------|----------|-------------|--------|
| 1 | 2 | 2 | 1,000.00 | Action |

1 Add Other Asset Types

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

53. To edit an asset record, select the asset and click the **Update** button of the asset type.

To add new asset record, select from the dropdown at **Select Asset Type**.

OR

Click on the **Proceed** button.

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Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

List of Assets

| | | | |
|---|------------|------------------|--------|
| Bank Accounts (based in Singapore) | S\$ | 1,000.00 | Update |
| Shares | S\$ | 2,000.00 | Update |
| Motor Vehicle (fully paid and not on Hire Purchase) | S\$ | 10,000.00 | Update |
| Personal Insurance Policy | S\$ | 1,000.00 | Update |
| Items in Safe Deposit Box (based in Singapore) | S\$ | 1,000.00 | Update |
| Immovable Property (based in Singapore) | S\$ | 8,000.00 | Update |
| Other Assets (based in Singapore) | S\$ | 1,000.00 | Update |
| Total Value of Assets | S\$ | 24,000.00 | |

Add or Update

Select Asset Type

Please select

Back to Dashboard Back Proceed

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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

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

Applicant Deceased Funeral Expenses Beneficiaries List of Assets Confirmation

Applicant Particulars [1] Edit

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
Level
Unit
Building Name

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

55. Continue to review the application information.

Deceased Particulars 1   Edit

Name
Residential Status
NRIC / FIN / Passport Number
Date of Birth
Place of Domicile
Occupation
Gender
Religion
Marital Status
Marriage Registration Location
Year of Marriage
Did the Deceased leave a Will?
Country (or Jurisdiction) of Death Registration
Date of Death
Death Registration Number

Supporting Documents of Deceased

| Date | Document Type | Document |
|------|---------------|----------|
| | | |
| | | |
| | | |
| | | |

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

56. 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:

List of Beneficiaries 2   Edit

| No. | Name | NRIC / FIN / Passport Number | Relationship to Deceased |
|-----|------|------------------------------|--------------------------|
| 1 | | | |

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

57. Continue to review the application information.

AND

Click on the **Proceed** button if the application is ready to be submitted.

List of Assets 1 [Edit](#)

Bank Accounts (based in Singapore)
Shares
Motor Vehicle (fully paid and not on Hire Purchase)
Personal Insurance Policy
Items in Safe Deposit Box (based in Singapore)
Immovable Property (based in Singapore)
Other Assets (based in Singapore)
Total Value of Assets

Documents Unable to Provide

| No. | Name | Person | Document Type | Reason Unable to Provide | Public Trustee to Assist in Extraction |
|-----|------|--------|---------------|--------------------------|--|
|-----|------|--------|---------------|--------------------------|--|

Back to Dashboard 2 **Proceed** →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

58. 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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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

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

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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:

- 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.
- 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:

- 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.
- Fees will be charged for the extraction of documents from the relevant agencies and the fees are non-refundable.
- 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.
- The Public Trustee's Office may contact the Beneficiary(ies) / Claimant(s) on my behalf to obtain any document(s) required.
- 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.

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

59. Turn on the option to make the declaration.

AND

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.

← Back Proceed →

Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

33. 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 un-nominated CPF monies, click on the **Yes, Proceed** button. This option will be available if no application has been submitted previously.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee

Logout

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

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Thank you for using our E-Service

Your application for the administration of the deceased's other assets 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: 01/11/2021

1 → Back to Dashboard

Print

Application to administer the deceased's un-nominated CPF monies

Would you like to submit an application for the deceased's un-nominated CPF monies?

2 → Yes, Proceed →