

PUBLIC TRUSTEE'S OFFICE (PTO)

Application for Maintenance Allowance

User Guide for E-Service Submission

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

Last updated on 16 Jun 2022

Application for Maintenance Allowance

General Information

- 1) The application to the Public Trustee's Office to apply for maintenance allowance out of the monies held in trust for the Subject / Child 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.

Application for Maintenance Allowance

To begin, click on the E-Service application for **Maintenance and Allowance for Minor**.

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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

 <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>1 → 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>
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Application for Maintenance Allowance

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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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

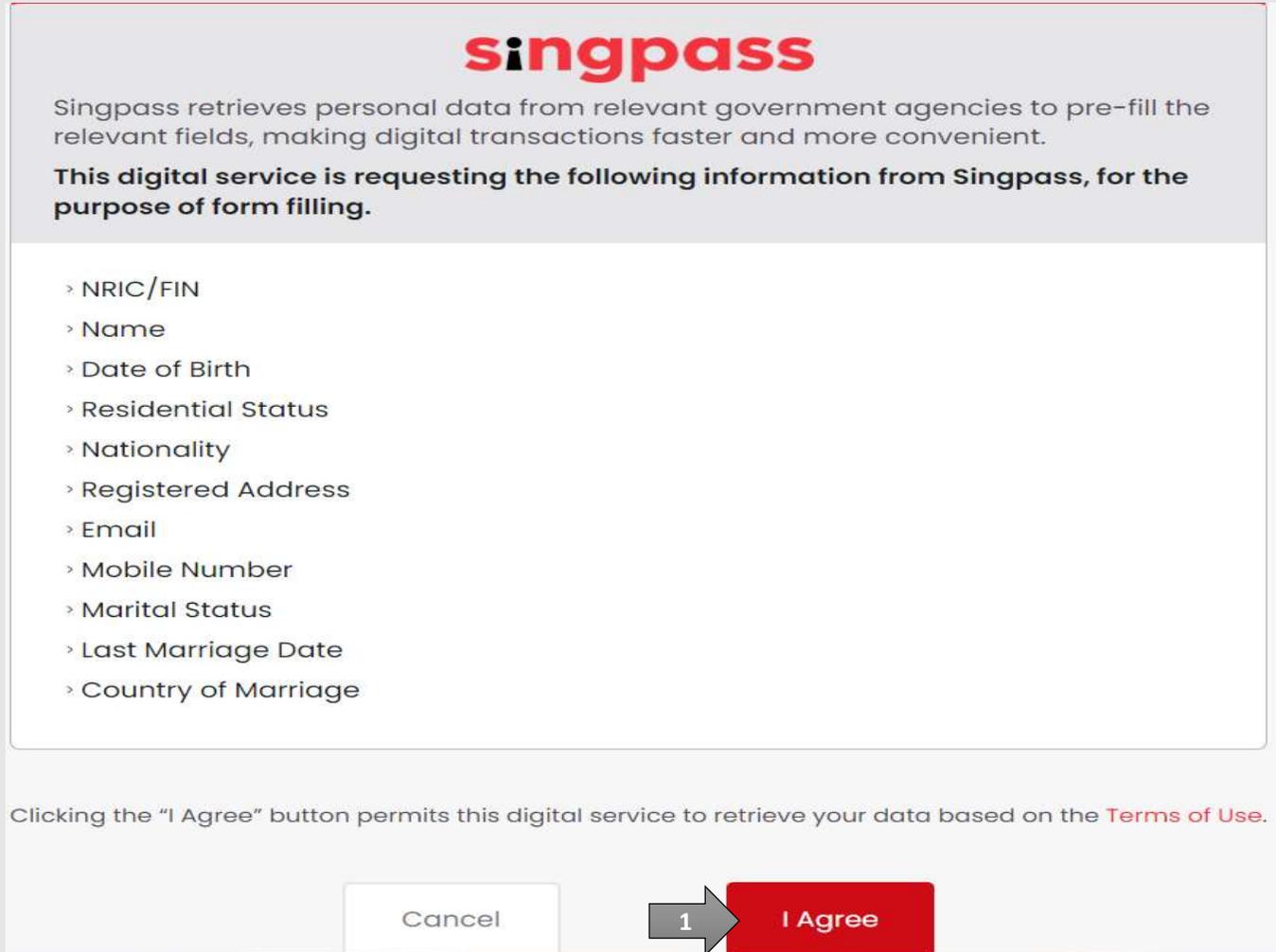
- Register

Foreign Individuals

- Register

Application for Maintenance Allowance

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](#).

Application for Maintenance Allowance

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

i. 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").

ii. 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.

iii. 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.

iv. 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

Application for Maintenance Allowance

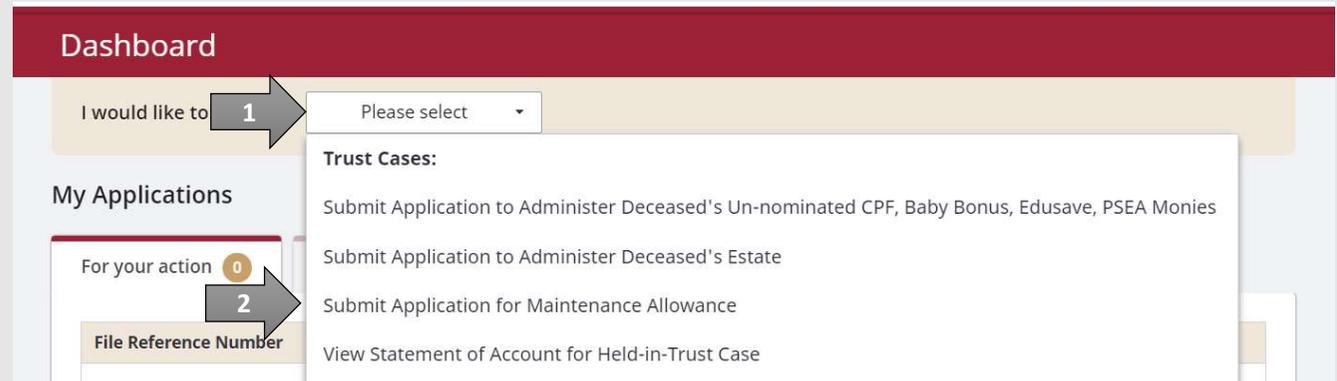
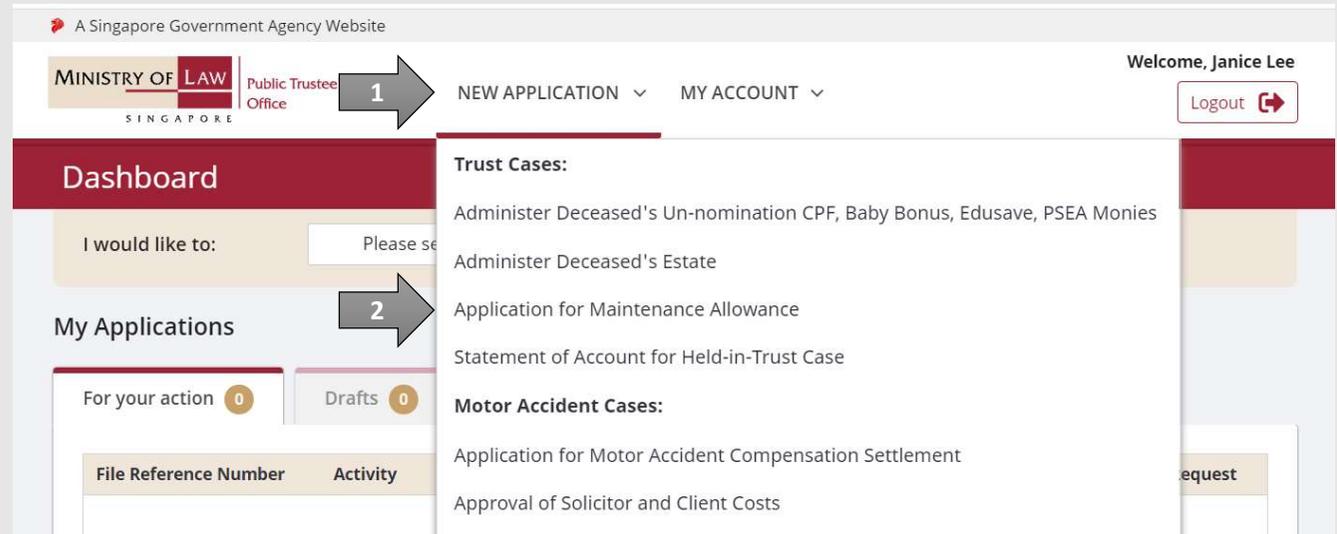
1. After you have logged in to the **PTO E-Service Portal**:

From the top menu, click on **NEW APPLICATION** and select the **Application for Maintenance Allowance** menu item.

OR

From the **Dashboard** page, select **I would like to** and select **Submit Application for Maintenance Allowance**.

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



Application for Maintenance Allowance

2. Read the notes carefully.

AND

Click on the **Proceed** button.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout ↗

Application for Maintenance Allowance

This is an online application to apply for maintenance allowance out of monies held in trust by the Public Trustee's Office for the Subject / Child.

It should take about 10-15 minutes with complete information on hand to complete your application.

You will need to provide the:

- Subject's / Child's Details
- Applicant's Details
- Guardian's Details
- Bank Details
- Claim Details for the Maintenance Allowance
- Documents related to the Subject's / Child's financial needs

Maximum file size submitted must not exceed 5 MB individually.

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

1 → **Proceed →**

Application for Maintenance Allowance

3. Enter the **NRIC / FIN / Passport Number** of the deceased.

AND

Click on the **Proceed** button.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Home NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Case Particulars

NRIC / FIN / Passport Number

1

Back to Dashboard

2 Proceed

Application for Maintenance Allowance

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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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant

Child

Confirmation

Applicant Particulars

1 **Retrieve MyInfo** with singpass **Clear MyInfo**

Name

Janice Lee

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

Residential Status

Foreign Person

NRIC / FIN / Passport Number

888888855555123

Relationship to Child

Please select

Application for Maintenance Allowance

- 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 this email address. We would also be using this email address to correspond with the Guardian.

 Residential Address

Address Type

Local Address

Foreign Address

Postal Code

Blk/House Number

Street name

Application for Maintenance Allowance

6. Select the **Document Type** to upload the **Supporting Document of Applicant**.

AND

Click on the **Choose File** button to select a document to be uploaded.

Level

Unit

Building Name

✉ Correspondence Address

Different from Residential Address

📎 Supporting Documents of Applicant

Date	Document Type	Document	Description
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Document Type

Passport

Supporting Document

Choose File No file chosen

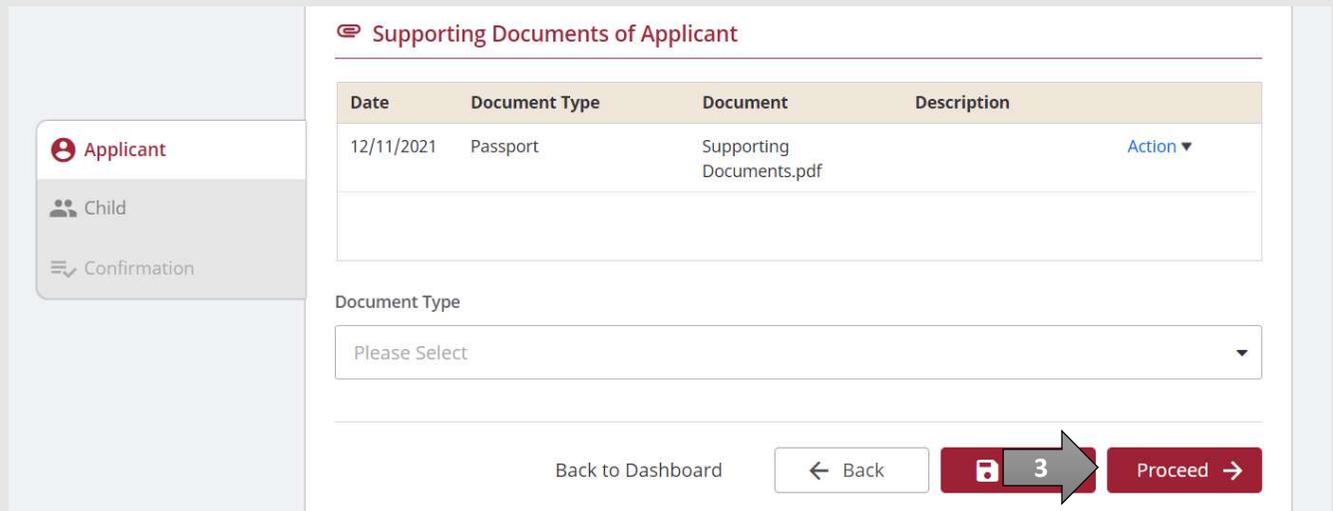
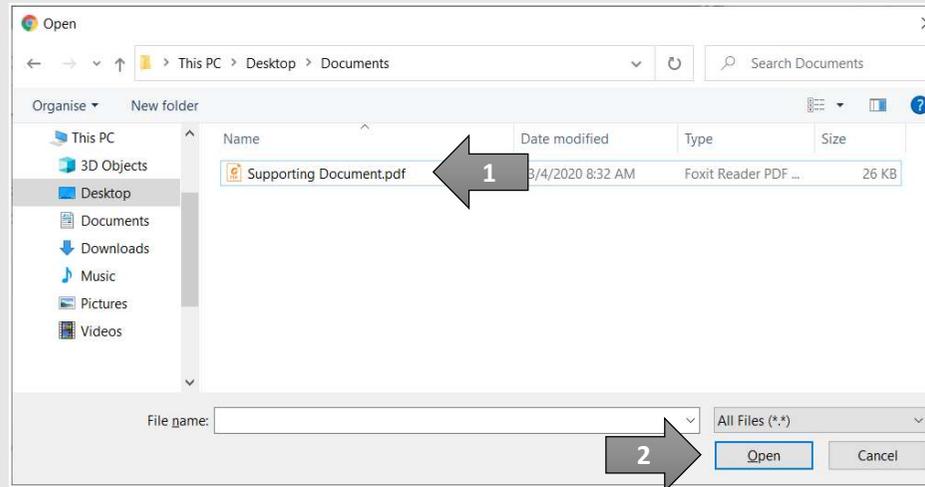
Application for Maintenance Allowance

7. Select a document to be uploaded and click on the **Open** button to upload the selected file.

AND

Verify the uploaded Supporting Documents.

Click on the **Proceed** button.



Application for Maintenance Allowance

8. Enter the **Child Particulars** information.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant

Child

Confirmation

Add or Update Child Particulars

Name

As stated in your NRIC / Passport

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

NRIC / FIN / Passport Number

Mobile Number Type- *optional*

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.

Application for Maintenance Allowance

9. Continue to enter the **Child Particulars** information.

Email Address - *optional*

email@address.com

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 Guardian.

Education Level

Has the Child received or is receiving any financial aid from the Ministry of Social and Family Development or any payment from a trust fund or insurance?

Yes

No

Amount of Financial Aid Received per month (S\$)

0.00

Residential Address

Address is same as applicant

Address Type

Local Address

Foreign Address

Postal Code

Blk/House Number

Application for Maintenance Allowance

10. Turn on the options to select claims for either **Maintenance Allowance** or **Ad-hoc Reimbursement**. You may also select both if required.

AND

Click on the **Save and Proceed to Guardian Details** button.

The screenshot shows a web form for applying for Maintenance Allowance or Ad-hoc Reimbursement. The form includes the following fields and options:

- Street name
- Level
- Unit
- Building Name
- Correspondence Address
- Different from Residential Address
- I am applying for:
 - Maintenance Allowance
 - Ad-hoc Reimbursement

Two arrows indicate the steps: Arrow 1 points to the checkboxes for Maintenance Allowance and Ad-hoc Reimbursement. Arrow 2 points to the "Save and Proceed to Guardian Details" button.

At the bottom of the form, there are four buttons: "Back to Dashboard", "Back", "Cancel", and "Save".

Application for Maintenance Allowance

11. Turn on the option if the **Applicant is also the Guardian.**

OR

Select Guardian if the information was entered earlier.

OR

Enter the **Guardian Particulars** information.

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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant

Child

Child

Guardian

Maintenance Claims

Ad-hoc Reimbursement

Payment Mode

Confirmation

Child's Name

Child

Add or Update Guardian Particulars

Guardian can be one of the parent of a child, legal guardian of a child, committee of estate for a subject or the deputy of a subject.

Applicant is also the Guardian

Select Guardian

OR enter new Guardian details:

Name

As stated in your NRIC / Passport

Application for Maintenance Allowance

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

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

Residential Status

NRIC / FIN / Passport Number

Relationship to Child

Occupation

Income (S\$) - *optional*

Mobile Number Type

Local Number

Foreign Number

Mobile Number

If the Guardian 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 Guardian of the messages which may require his / her actions.

Application for Maintenance Allowance

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

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 Guardian.

Is the Child living with and maintained by this Guardian?

Yes No

Residential Address

Address Type

Local Address Foreign Address

Postal Code

Blk/House Number

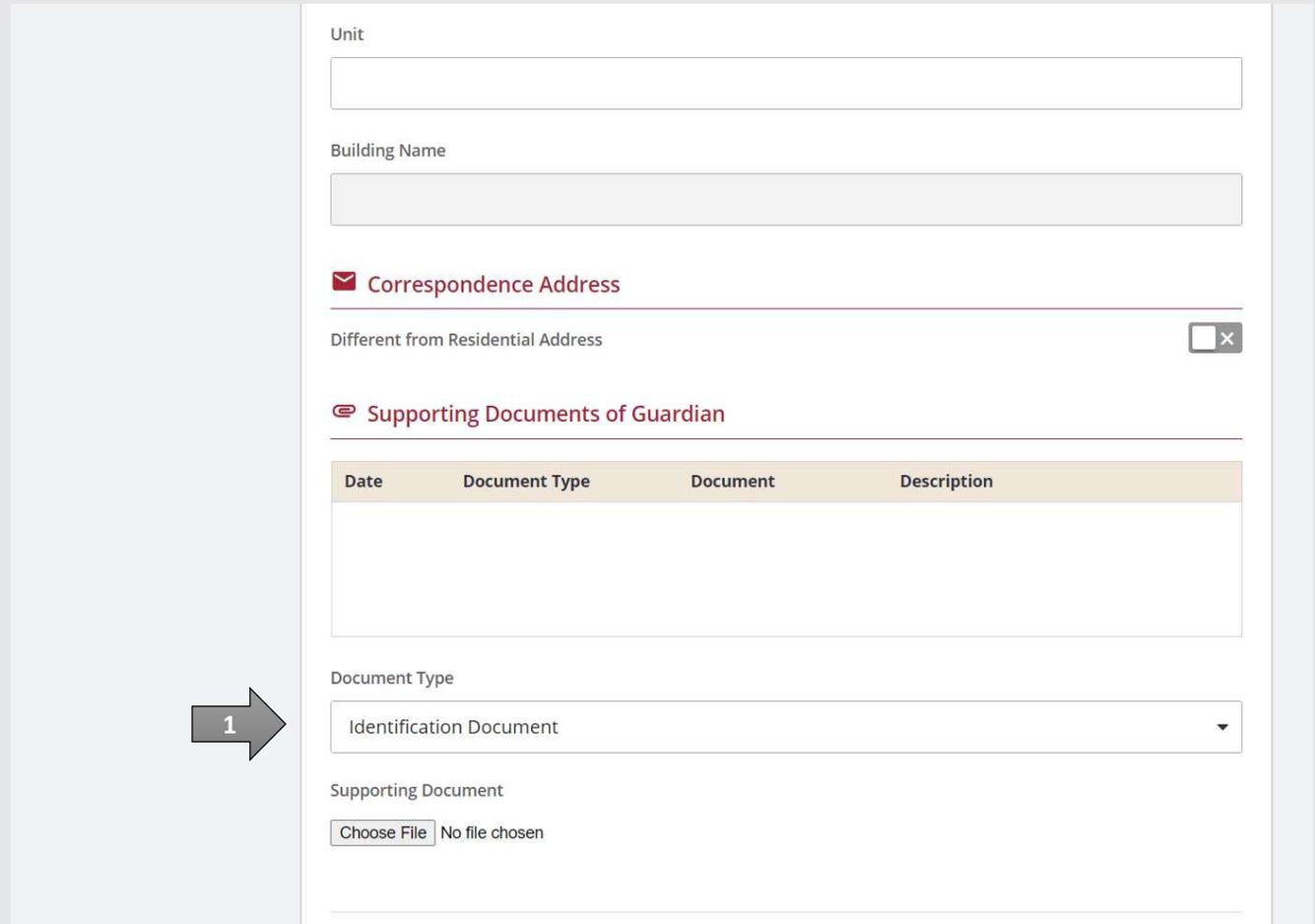
Street name

Level

Application for Maintenance Allowance

14. Upload the required Supporting Documents of Guardian.

*Please refer to Steps 6 – 7
(page 11 – 12) if you are
unsure how to upload a
document.*



Unit

Building Name

 Correspondence Address

Different from Residential Address

 Supporting Documents of Guardian

Date	Document Type	Document	Description

Document Type

Supporting Document
 No file chosen

Application for Maintenance Allowance

15. Verify the uploaded Supporting Documents of Guardian.

Click on the **Save and Add Another Guardian** button to add more Guardian.

OR

Click on the **Save and Proceed to Maintenance Claim Particulars** button.

OR

Click on the **Save** button to return to the List of Guardians page to edit the Guardian's details.

Supporting Documents of Guardian

Date	Document Type	Document	Description
12/11/2021	Identification Document	Supporting Documents.pdf	Action ▾

Document Type
Please Select ▾

1 → Save and Add Another Guardian
2 → Save and Proceed to Maintenance Claim Particulars

Back to Dashboard ← Back 3 → Save Proceed →

Application for Maintenance Allowance

16. If you have clicked back to the List of Guardian page, verify the added **Guardian** record.

Turn on the option **Add another Guardian** to add more Guardian.

OR

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

The screenshot shows a web application interface for adding a guardian. On the left is a sidebar menu with options: Applicant (checked), Child (checked), Child (dropdown), Guardian (checked), Maintenance Claims, Ad-hoc Reimbursement, Payment Mode, and Confirmation. The main content area has a 'Child's Name' field containing 'Child'. Below it is a 'List of Guardian' table with one entry: No. 1, Name: Guardian, ID Number: P123456789, Relationship: Guardian, and an Action dropdown. A section titled 'Add or Update Guardian Particulars' contains a text box with the instruction: 'Guardian can be one of the parent of a child, legal guardian of a child, committee of estate for a subject or the deputy of a subject.' Below this is an 'Add another Guardian' checkbox, which is checked and has a grey arrow labeled '1' pointing to it. At the bottom, there are 'Back to Dashboard' and 'Proceed' buttons, with a grey arrow labeled '2' pointing to the 'Proceed' button.

No.	Name	ID Number	Relationship	Action
1	Guardian	P123456789	Guardian	Action ▾

Application for Maintenance Allowance

17. For Maintenance Claims, read the notes carefully.

AND

Enter the **Maintenance Claim Particulars** information.

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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant ✓
Child ✓
Child
Guardian ✓
Maintenance Claims
Ad-hoc Reimbursement
Payment Mode
Confirmation

Child's Name
Child

Add or Update Maintenance Claim Particulars

Maintenance allowance can be paid out as financial support to provide for the up-keeping of the child ie education, living expenses, etc.
Where the child is residing in Singapore, the maintenance allowance will be credited into a joint savings account, maintained by the parent or legal guardian with the child, via GIRO every three months in January, April, July and October.
Where the child is residing outside Singapore, the maintenance allowance will be transferred to a joint savings account, maintained by the parent or legal guardian with the child or the personal bank account of the parent or legal guardian, every six months in January and July.

Purpose of Claim
Please select

Application for Maintenance Allowance

18. Upload the required Supporting Documents of Maintenance Allowance.

*Please refer to Steps 6 – 7
(page 11 – 12) if you are
unsure how to upload a
document.*

Actual Amount Spent (S\$)

Amount Requested For (S\$)

 Supporting Documents

Date	Document Type	Document	Description

Document Type

Supporting Document

 No file chosen

Application for Maintenance Allowance

19. Verify the uploaded Supporting Documents of Maintenance Claim.

Click on the **Save and Add Another Maintenance Claim button** to add more claim.

OR

Click on the **Save and Proceed to Ad-hoc Reimbursement Claim Particulars** button.

OR

Click on the **Save** button to return to the List of Maintenance Claims page if there are no further Maintenance Claims to be added.

Supporting Documents

Date	Document Type	Document	Description
12/11/2021	School Fees	Supporting Documents.pdf	Action ▾

Document Type
Please select ▾

1 → Save and Add Another Maintenance Claim

2 → Save and Proceed to Ad-hoc Reimbursement Particulars

Back to Dashboard ← Back Ca → 3 → Save

Application for Maintenance Allowance

20. At the List of Maintenance Claims page, verify the added Maintenance Claim record.

Turn on the option **Add another Maintenance Claim** to add more claim.

OR

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

Proceed to Step 25 (page 30) if there is no Ad-hoc reimbursement request.

Child's Name

Child

List of Maintenance Claims

No.	Purpose of Claim	Actual Amount Spent (S\$)	Amount Requested For (S\$)	Action
1	School Fees	1,000.00	1,000.00	Action ▼

Add or Update Maintenance Claim Particulars

Maintenance allowance can be paid out as financial support to provide for the up-keeping of the child ie education, living expenses, etc.

Where the child is residing in Singapore, the maintenance allowance will be credited into a joint savings account, maintained by the parent or legal guardian with the child, via GIRO every three months in January, April, July and October.

Where the child is residing outside Singapore, the maintenance allowance will be transferred to a joint savings account, maintained by the parent or legal guardian with the child or the personal bank account of the parent or legal guardian, every six months in January and July.

Add another Maintenance Claim

Back to Dashboard

Application for Maintenance Allowance

21. For Ad-hoc Reimbursement, read the notes carefully.

AND

Enter the **Ad-hoc Reimbursement Particulars** information.

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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant ✓
Child ✓
Child
Guardian ✓
Maintenance Claims ✓
Ad-hoc Reimbursement
Payment Mode
Confirmation

Child's Name
Child

Add or Update Ad-hoc Reimbursement Particulars

Ad-hoc reimbursement may be requested out of the monies held in trust for the child, for the extraordinary expenses incurred for the education and welfare of the child which are not covered by the maintenance allowance. Each ad-hoc reimbursement request will be considered on a case-by-case basis.

Purpose of Claim
Please select

Actual Amount Spent (S\$)
0.00

Application for Maintenance Allowance

22. Upload the required Supporting Documents of Ad-hoc Reimbursement.

*Please refer to Steps 6 – 7
(page 11 – 12) if you are
unsure how to upload a
document.*

Amount Requested For (S\$)

0.00

Supporting Documents

Date	Document Type	Document	Description

Document Type

Student Care

Supporting Document

Choose File No file chosen

Save and Add Another Ad-hoc Reimbursement

Save and Proceed to Mode of Receiving Payment
Particulars

Back to Dashboard

← Back

Cancel

Save

Application for Maintenance Allowance

23. Verify the uploaded Supporting Documents of Ad-hoc Reimbursement.

Click on the **Save and Add Another Ad-hoc Reimbursement** button to add more claim.

OR

Click on the **Save and Proceed to Mode of Receiving Payment Particulars** button.

OR

Click on the **Save** button to return to the List of Ad-hoc Reimbursement page if there are no further Ad-hoc Reimbursement to be added.

Supporting Documents

Date	Document Type	Document	Description
12/11/2021	Student Care	Supporting Documents.pdf	Action ▾

Document Type
Please select ▾

1 → Save and Add Another Ad-hoc Reimbursement

2 → Save and Proceed to Mode of Receiving Payment Particulars

Back to Dashboard ← Back 3 → Save

Application for Maintenance Allowance

24. At the List of Ad-hoc Reimbursements page, verify the added Ad-hoc Reimbursement record.

Turn on the option **Add another Ad-hoc Reimbursement** to add more claim.

OR

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

The screenshot displays the 'List of Ad-hoc Reimbursements' page. On the left is a sidebar with navigation items: Applicant, Child, Child (selected), Guardian, Maintenance Claims, Ad-hoc Reimbursement (highlighted), Payment Mode, and Confirmation. The main content area includes a 'Child's Name' field with the value 'Child'. Below this is a section titled 'List of Ad-hoc Reimbursements' containing a table with the following data:

No.	Purpose of Claim	Actual Amount Spent (S\$)	Amount Requested For (S\$)	Action
1	Student Care	1,000.00	1,000.00	Action

Below the table is a section titled 'Add or Update Ad-hoc Reimbursement Particulars' with a text box containing the following text: 'Ad-hoc reimbursement may be requested out of the monies held in trust for the child, for the extraordinary expenses incurred for the education and welfare of the child which are not covered by the maintenance allowance. Each ad-hoc reimbursement request will be considered on a case-by-case basis.' Below this text box is a checkbox labeled 'Add another Ad-hoc Reimbursement' with an arrow pointing right and a close button. At the bottom right, there is a 'Back to Dashboard' link, a left arrow with the number '2', and a red 'Proceed' button with a right arrow. A grey arrow labeled '1' points to the 'Add another Ad-hoc Reimbursement' checkbox.

Application for Maintenance Allowance

25. In Payment Mode page, select the **Mode of Receiving Payment**.

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MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee
Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant ✓
Child ✓
Child ▾
Guardian ✓
Maintenance Claims ✓
Ad-hoc Reimbursement ✓
Payment Mode
Confirmation

Child's Name
Child

Mode of Receiving Payment

GIRO
 Telegraphic Transfer
 Demand Draft

Save and Proceed to Confirmation
Save and Add Another Child

Back to Dashboard Back Cancel Save

Application for Maintenance Allowance

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

The screenshot shows a web application interface for applying for maintenance allowance. On the left is a vertical navigation menu with the following items: 'Applicant' (checked), 'Child' (checked), 'Child' (selected), 'Guardian' (checked), 'Maintenance Claims' (checked), 'Ad-hoc Reimbursement' (checked), 'Payment Mode' (highlighted), and 'Confirmation'. The main content area is titled 'Child's Name' and contains a text input field with the value 'Child'. Below this is a section titled 'Mode of Receiving Payment' with three radio button options: 'GIRO' (selected), 'Telegraphic Transfer', and 'Demand Draft'. Underneath, there is a sub-section 'For payment via GIRO' with a blue-bordered box containing the instruction: 'Please ensure that the joint bank account is held jointly by the guardian and the child.' Below this are two more input fields: 'Name of Bank' (a dropdown menu showing 'Please select') and 'Bank Account Number' (a text input field with the placeholder 'Without dashes').

Application for Maintenance Allowance

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

The screenshot shows a web application interface for applying for maintenance allowance. On the left is a vertical navigation menu with the following items: 'Applicant' (checked), 'Child' (checked), 'Child' (selected), 'Guardian' (checked), 'Maintenance Claims' (checked), 'Ad-hoc Reimbursement' (checked), 'Payment Mode' (highlighted), and 'Confirmation'. The main content area is titled 'Child's Name' and contains a text input field with 'Child' entered. Below this is a section titled 'Mode of Receiving Payment' with three radio button options: 'GIRO', 'Telegraphic Transfer' (selected), and 'Demand Draft'. A note in a blue box states: 'Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount paid to the Child'. Below the note are four more input fields: 'Bank Name', 'Bank Account Number' (with a placeholder 'Without dashes'), 'Swift Code', and 'Currency' (a dropdown menu with 'Please select' as the current selection).

Application for Maintenance Allowance

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

The screenshot shows a web application interface for applying for maintenance allowance. On the left is a vertical navigation menu with the following items: 'Applicant' (checked), 'Child' (checked), 'Child' (dropdown menu), 'Guardian' (checked), 'Maintenance Claims' (checked), 'Ad-hoc Reimbursement' (checked), 'Payment Mode' (highlighted), and 'Confirmation' (with a checkmark icon). The main content area is titled 'Child's Name' and contains a text input field with the value 'Child'. Below this is a section titled 'Mode of Receiving Payment' with three radio button options: 'GIRO', 'Telegraphic Transfer', and 'Demand Draft' (which is selected). A note below the radio buttons states: 'For payment via Demand Draft (Applicable to payment to Foreign Bank Accounts only)'. A blue-bordered box contains the text: 'Please note that all related bank charges from the remittance made through Demand Draft will be deducted from the amount paid to the Child.' Below this is a 'Payee's Address' text input field. Underneath is a 'Currency' dropdown menu with 'Please select' as the current selection. A final blue-bordered box at the bottom states: 'If the requested currency is not available, the Demand Draft will be issued in SGD or USD.'

Application for Maintenance Allowance

29. Continue to upload the **Supporting Documents of Receiving Payment.**

Please refer to Steps 6 – 7 (page 11 – 12) if you are unsure how to upload a document.

Supporting Documents for GIRO, Telegraphic Transfer, Demand Draft

Date	Document Type	Document	Description

Document Type

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

Supporting Document

Choose File No file chosen

Save and Proceed to Confirmation

Save and Add Another Child

Back to Dashboard

← Back

Cancel

Save

Application for Maintenance Allowance

30. Verify the uploaded Supporting Documents of Receiving Payment.

Click on the **Save and Proceed to Confirmation** button to continue.

OR

Click on the **Save and Add Another Child** button if you are making another application for maintenance allowance and/or ad-hoc reimbursement.

Supporting Documents for GIRO, Telegraphic Transfer, Demand Draft

Date	Document Type	Document	Description
12/11/2021	Front page of bank passbook / bank statement reflecting name and account number	Supporting Documents.pdf	Action

Document Type

Please select

1 → Save and Proceed to Confirmation

2 → Save and Add Another Child

Back to Dashboard ← Back Cancel Save

Application for Maintenance Allowance

31. 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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NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Applicant ✓

Child ✓

Guardian ✓

Payment Mode ✓

Confirmation ✓

Applicant Particulars

1 Edit

Name

Residential Status

NRIC / FIN / Passport Number

Relationship to Child

Mobile Number Type

Mobile Number

Email Address

Residential Address

Address Type

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Application for Maintenance Allowance

32. Continue to review the application information.

Correspondence Address

Address Type

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Supporting Documents

Date	Document Type	Description	Document
12/11/2021	Passport		Supporting Documents.pdf

Child Particulars



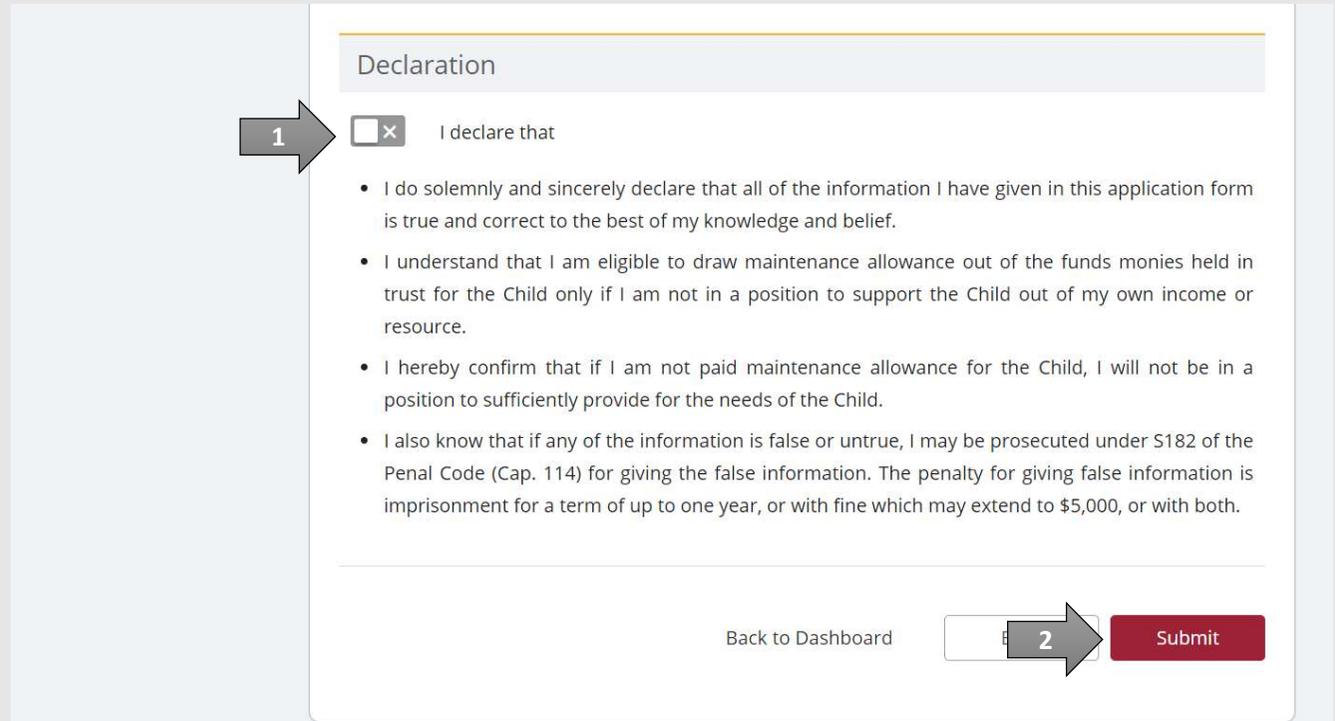
No.	ID Number	Name	Guardian(s)	Maintenance (\$)	Reimburseme... (\$)	Mode of Receiving Payment
1	S8765057Z	Child	Guardian	1,000.00	1,000.00	Demand Draft

Application for Maintenance Allowance

33. Under the **Declaration**, turn on the option to make the declaration.

AND

Click on the **Submit** button.



The screenshot shows a web form titled "Declaration". A grey arrow labeled "1" points to a checkbox with an "x" icon, followed by the text "I declare that". Below this are four bullet points of text. At the bottom of the form, there are two buttons: "Back to Dashboard" and "Submit". A grey arrow labeled "2" points to the "Submit" button.

Declaration

I declare that

- I do solemnly and sincerely declare that all of the information I have given in this application form is true and correct to the best of my knowledge and belief.
- I understand that I am eligible to draw maintenance allowance out of the funds monies held in trust for the Child only if I am not in a position to support the Child out of my own income or resource.
- I hereby confirm that if I am not paid maintenance allowance for the Child, I will not be in a position to sufficiently provide for the needs of the Child.
- 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.

Back to Dashboard

Application for Maintenance Allowance

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.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout

Application for Maintenance Allowance

1. Case Particulars 2. Application Form 3. Confirmation 4. Acknowledgement

Thank you for using our eService

Your application for Maintenance Allowance by the Public Trustee 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-000219-2021-L

Date of Submission: 12/11/2021

1 Back to Dashboard

Print