

PUBLIC TRUSTEE'S OFFICE (PTO)

Administration of Small Amount of CPF / Baby Bonus
/ Edusave / PSEA Monies of Deceased Person

User Guide for E-Service Submission

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

Last updated on 16 Jun 2022

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

General Information

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

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Q ≡ LOGIN

Public Trustee's Office E-Services

Public Trustee Motor Accident General ALL

1 → 

Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")

Estimated time to complete: 30 minutes.



Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA

Estimated time to complete: 30 minutes.



Maintenance and Allowance for Minor

Estimated time to complete: 10-15 minutes.



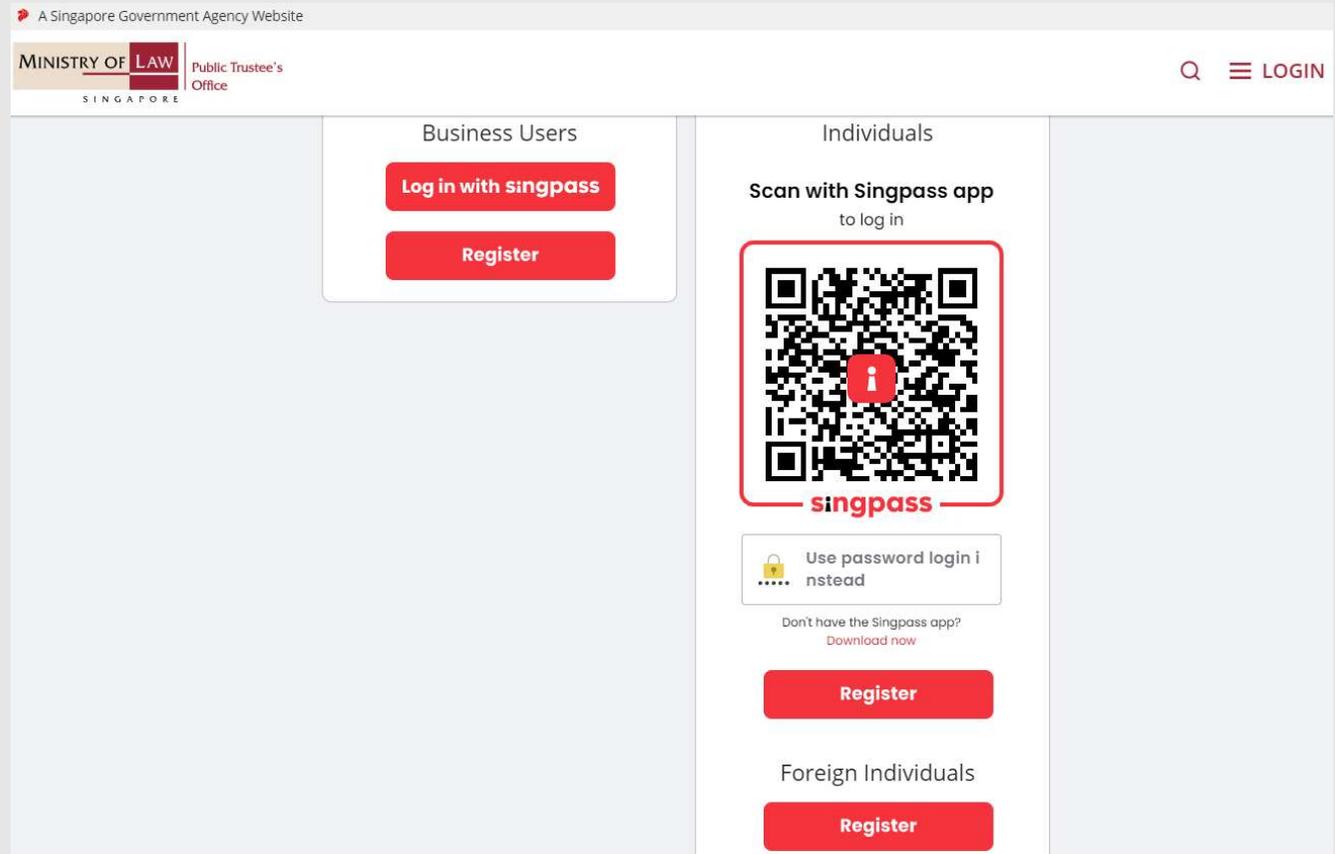
Statement of Account for Cases Held-in-Trust

Estimated time to complete: 5 minutes.

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

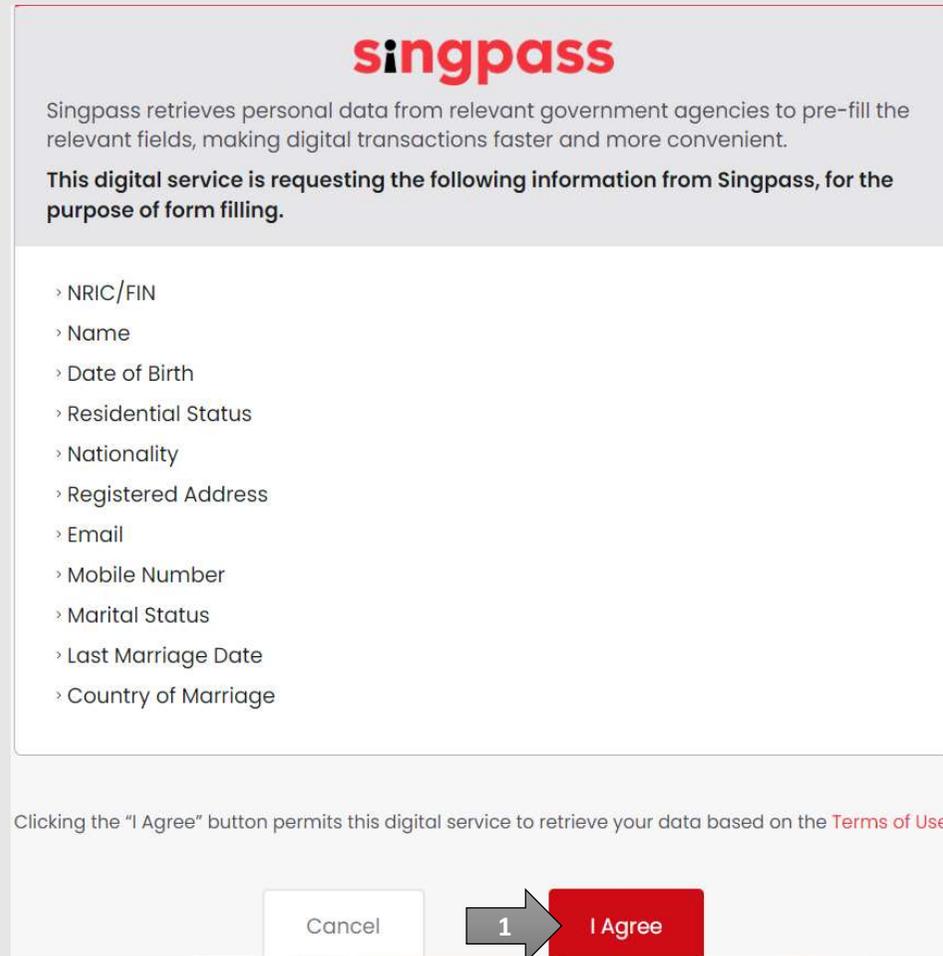
Proceed to log in with your selected log-in option.

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



Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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](#).

Cancel **1** I Agree

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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
SINGAPORE
Public Trustee's
Office

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 d

I have read and agreed with the terms and conditions.

Submit

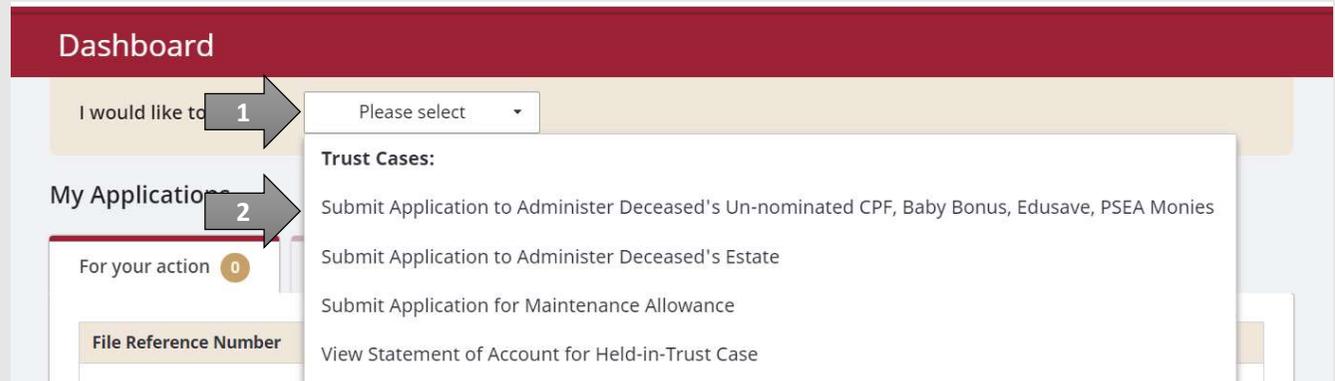
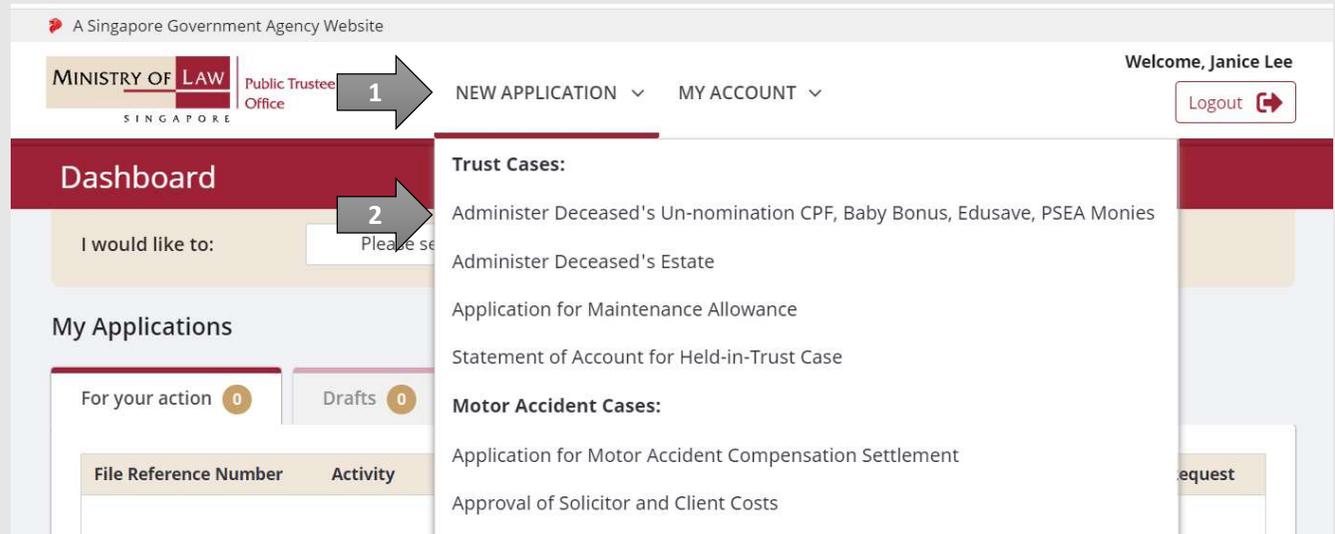
Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

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

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

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



Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

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

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

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

You will need the:

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

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

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

Maximum file size submitted must not exceed 5 MB individually.

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

1  **Proceed** 

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

OR

Enter the **Case Reference Number**.

Click on the **Proceed** button.

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Welcome, Janice Lee Logout

NEW APPLICATION MY ACCOUNT

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

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

Deceased Particulars

Residential Status
Please select 1

NRIC / FIN / Passport Number
2

or
Case Reference Number
T - 000000 - YYYY - 1

Back to Dashboard 3 Proceed

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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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Welcome, Janice Lee

Logout

NEW APPLICATION MY ACCOUNT

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

1. Submit CPF Application Form 2. Confirmation 3. Acknowledgement

Particulars of Deceased

Name

NRIC / FIN / Passport Number

File Reference Number

Applicant Particulars

Name

Janice Lee

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

Residential Status

1 Retrieve Myinfo with singpass Clear Myinfo

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

NRIC / FIN / Passport Number

Date of Birth

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

Relationship to Deceased

Please select

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.

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

 Residential Address

Address Type
 Local Address Foreign Address

Postal Code
669594

Blk/House Number
120

Street name
HILLVIEW AVENUE

Level

Unit

Building Name
KEWALRAM HILLVIEW

 Correspondence Address

Different from Residential Address

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

For receiving payment via **PayNow**, you will be required to give consent.

Mode of Receiving Payment

Mode of Payment

PayNow
 GIRO

I also confirm that I am a beneficiary of these CPF monies and

There are no other beneficiaries.
 The other beneficiary(s) has / have given me consent for me to claim the Deceased's CPF Monies.

Mode of Receiving Payment

Mode of Payment

PayNow
 GIRO

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.

Please ensure that the PayNow account is linked to NRIC Number. PayNow accounts that are linked to mobile numbers are disallowed.

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

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

 Mode of Receiving Payment

Mode of Payment

PayNow

GIRO

For payment via GIRO

Name of Bank

Please select 

Bank Account Number

Without dashes

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

9. Select the **Document Type** and click on the **Choose File** button to upload supporting document.

Supporting Documents of Applicant

Date	Document Type	Document	Description
------	---------------	----------	-------------

Document Type

1 →

2 →

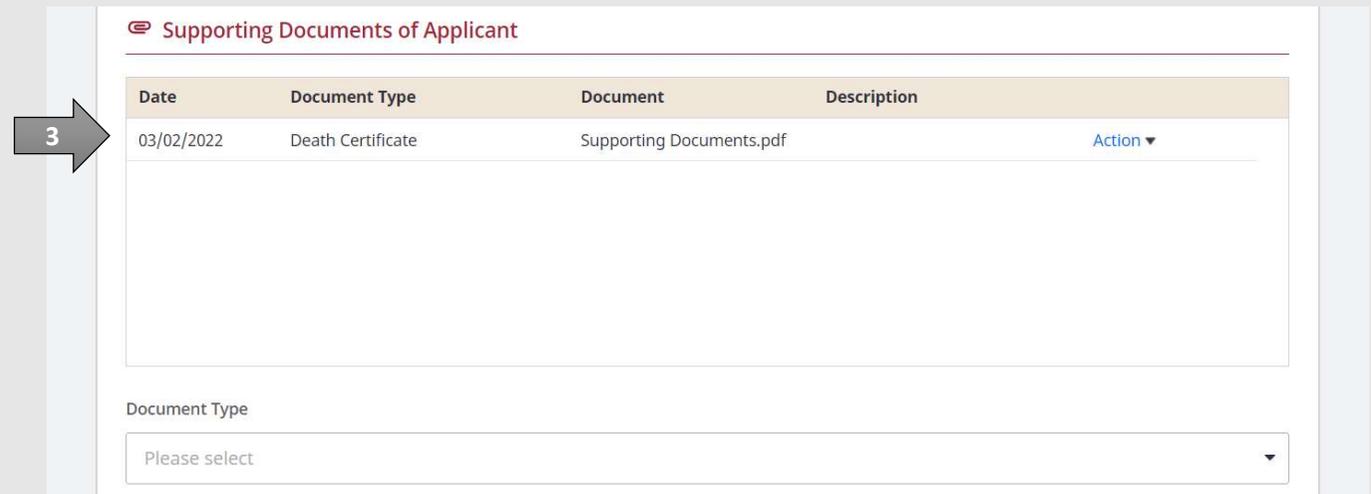
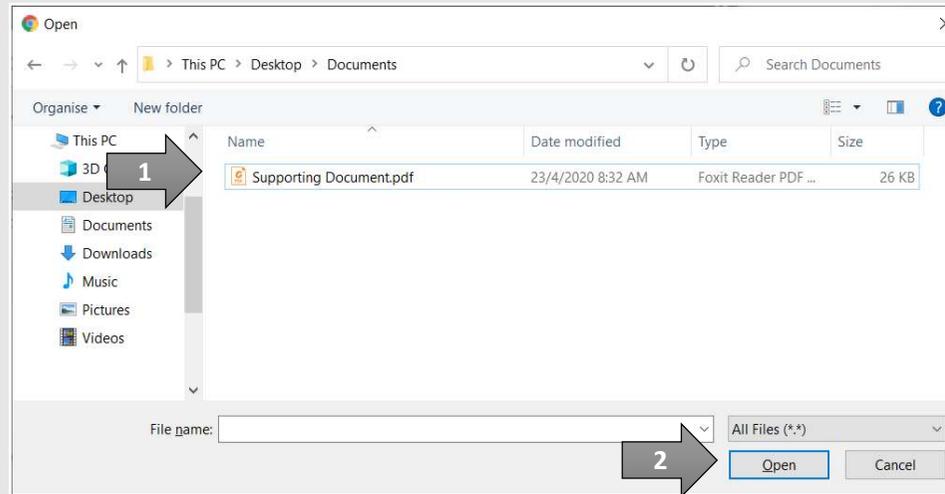
Choose File No file chosen

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.

Back to Dashboard Save Proceed →

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

10. Select a document to be uploaded.
11. Click **Open** to upload the selected file.
12. Verify the added Supporting Document record.



Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

13. To delete a Supporting Document, click on the **Action** dropdown and select **Delete**.
14. Click on the **Yes** button to acknowledge the confirmation message.
15. Click on the **Proceed** button to continue.

Supporting Documents of Applicant

Date	Document Type	Document	Description
03/02/2022	Death Certificate	Supporting Documents.pdf	

Document Type
Please select

Back to Dashboard

Save Proceed →

Deleted record will be lost. Are you sure you want to delete?

Yes No

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

16. Review the information on the Confirmation page.

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NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee
Logout

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

1. Submit CPF Application Form 2. Confirmation 3. Acknowledgement

Applicant Particulars

Name

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

Residential Status

NRIC/ FIN /Passport Number

Date of Birth

Relationship to Deceased

Mobile Number Type

Mobile Number

Email Address

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

17. Continue to review the information.

Residential Address

Address Type

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Correspondence Address

Different from Residential Address

Mode of Receiving Payment

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.



I also confirm that

There are no other Beneficiaries.

Supporting Documents of Applicant

Date	Document Type	Document	Description
03/02/2022	Death Certificate	Supporting Documents.pdf	

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

18. Read the notes carefully and turn on the option to make the declaration.

19. Click on the **Submit** button.

The screenshot shows a web form titled "Declaration". It contains three bullet points of text, a penalty notice, and a checkbox with the text "I declare that the above information is true and correct." Below the checkbox are three buttons: "Back to Dashboard", a navigation button with a left arrow and the letter "E", and a red "Submit" button with a right arrow. A grey arrow with the number "1" points to the checkbox, and another grey arrow with the number "2" points to the "Submit" button.

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 or 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 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 to Dashboard < E **Submit** >

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

20. Click on the **Print** button to view the PDF document of the submitted application
21. You may also click on the **Back to Dashboard** button for the other E-Services.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Home NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Small Amount of CPF / Baby Bonus / Edusave / PSEA Monies of Deceased Person

1. Submit CPF Application Form 2. Confirmation 3. Acknowledgement

Thank you for using our eService

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

Your File Reference Number: T-000242-2022-L
Date of Submission: 03/02/2022

Back to Dashboard **1** Print