

**THE PUBLIC TRUSTEE  
PRACTICE CIRCULAR OF 2 OF 2014**

**WILLS REGISTRY**

1 April 2014

To: All Law Firms  
All Wills Drafting Companies

**Aim**

This circular informs law firms and wills drafting companies of the change in the mode of submission for the search of will information.

**Background**

2 The Public Trustee maintains a confidential Wills Registry. Currently, the search of will information is done by the submission of a hardcopy form.

**Search for Will Information**

3 With effect from **15 April 2014**, all searches of will information will have to be submitted electronically. Hardcopy forms received after this date will be rejected. Persons who wish to do searches on will information must complete and submit an electronic form known as “Search of Existing Will Record” through our online portal at [www.iptoonline.gov.sg](http://www.iptoonline.gov.sg).

4 A fee of **S\$10.00** will be payable for each search of will information. All payments are to be made online via debit card, credit card or direct debit.

**Access to Electronic Form**

*Submitting in Personal Capacity*

5 Access to the electronic form will be via the user’s SingPass. For users who are ineligible to apply for a SingPass, they may register for a non-SingPass account with us. Details of the non-SingPass account registration are available on our online portal.

*Submitting by a Law Firm or Company*

6 A law firm or company making submissions may apply for an organisation account with us. The holder of an organisation account will be able to authorise its employees to access the electronic form. Details are available on our online portal.

7 A law firm or company which has an existing organisation account with us need not apply for a new organisation account.

**Effective Date**

8 This circular shall take effect from 15 April 2014.

**Clarifications**

9 For queries regarding this circular, please contact us at Tel: 6325 1500 or by e-mail at [ipto\\_enquiry@ipto.gov.sg](mailto:ipto_enquiry@ipto.gov.sg).

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