

MINISTRY OF LAW

LAW

Public Trustee's
Office

S I N G A P O R E

PUBLIC TRUSTEE'S OFFICE (PTO)

Beneficiary Representative (“BR”) Application

User Guide for E-Service Submission

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

Last updated on 16 May 2024

General Information

- 1) The BR application to the Public Trustee's Office is for the administration of the deceased's un-nominated Central Provident Fund ("CPF") not exceeding \$10,000 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.


1

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

1

Public Trustee's Office E-Services

Public Trustee Motor Accident General ALL User Guide

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

Beneficiary Representative ("BR") Application

2

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.

2

A screenshot of the Public Trustee's Office website login page. The page is titled "A Singapore Government Agency Website" and features the Ministry of Law logo and "Public Trustee's Office" text. The page is divided into two main sections: "Business Users" and "Individuals".

Business Users:

- Log in with singpass
- Register

Individuals:

- Scan with Singpass app to log in
- QR code with Singpass logo
- Use password login instead
- Don't have the Singpass app? Download now
- Register
- Foreign Individuals
- Register

The page also includes a search icon, a menu icon, and a "LOGIN" button in the top right corner.

Beneficiary Representative ("BR") Application

3

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

3

I Agree

Beneficiary Representative ("BR") Application

4

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

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

A Singapore Government Agency Website

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.

4 **Submit**

5

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

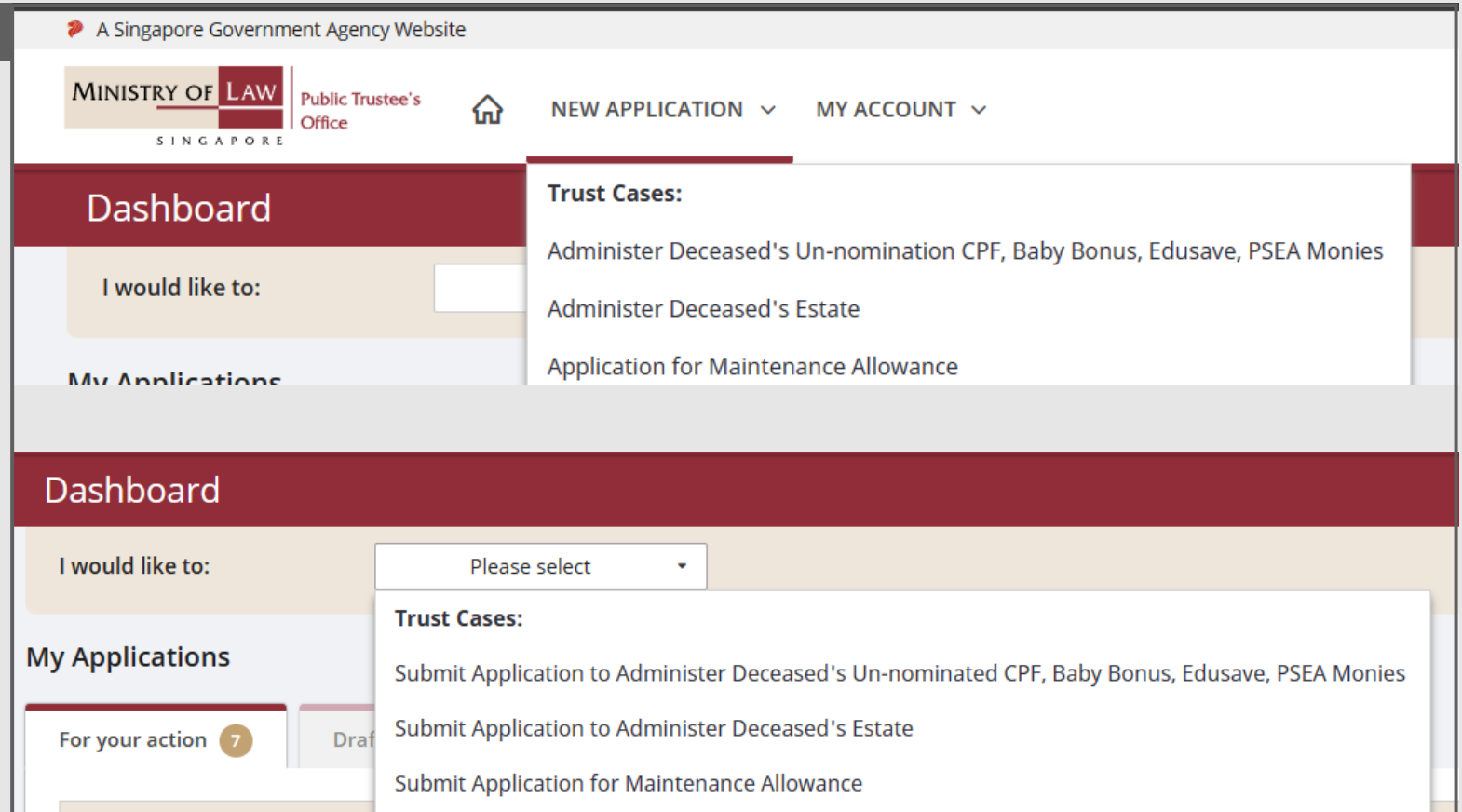
- From the top menu, click on **NEW APPLICATION** and select the **Administer Deceased's Un-nomination CPF, Baby Bonus, Edusave, PSEA Monies** menu item.

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.

5



Beneficiary Representative ("BR") Application

6

Read the notes carefully and click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09

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.

***Only one application is required for each deceased person.**
***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)
- Legal Opinion on the Intestacy Law in the Deceased's country of domicile
- Copy of the Intestacy Law in the Deceased's country of domicile

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

Maximum file size submitted must not exceed 5 MB individually.

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

6 **Proceed →**

Beneficiary Representative ("BR") Application

7

Select the **Residential Status** and enter the **NRIC / FIN / Passport Number** of the deceased; or

Fill in the **File Reference Number**.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09 Logout

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

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

7 Deceased Particulars

Residential Status

Please select

NRIC / FIN / Passport Number

or

File Reference Number

T - 000000 - YYYY -

Back to Dashboard Save Proceed →

Beneficiary Representative ("BR") Application

8

Click on the **Proceed** button. System will validate if the case qualifies for a BR application.

Criteria for BR application eligibility:

- The total un-nominated CPF amount does not exceed S\$10,000.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09 Logout

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

NRIC / FIN / Passport Number

or

File Reference Number

T - 000000 - YYYY -

Back to Dashboard Save 8 Proceed →

9 System will display
Questionnaire.

10 Click on Proceed button to
proceed with the application
as a **Beneficiary
Representative.** ([Refer to Slide
No. 13](#))

9 ? Questionnaire

1. Are you a beneficiary in accordance with the [Intestate Succession Act \(ISA\)](#), [Administration of Muslim Law Act \(AMLA\)](#) or the intestacy law of the country that the deceased was last domiciled? Examples of beneficiaries include: Spouse, Child, Parent, Siblings, Nephew, Niece, Grandparent, Uncle, Aunt in this order.
 Yes
 No
2. Are you below the age of 21 years?
 Yes
 No
3. Are you the sole beneficiary? (Please click on the respective links to find out who the beneficiary(ies) are for [Non-Muslim](#) / [Muslim](#))
 Yes
 No
4. If you are not the sole beneficiary, are all the beneficiary(ies) agreeable for you to receive their shares on their behalf?
 Yes
 No

Back to Dashboard

Save 10 Proceed →

11 When “No” is answered in Questions Nos. 1 and 4, system will display another question to be answered and will automatically proceed to a standard claim when “Yes” is answered for these additional questions.

12 Click on **Proceed** button to proceed with the application as a **Standard Claim**. [\(Refer to Slide No. 33\)](#)

Questionnaire

1. Are you a beneficiary in accordance with the [Intestate Succession Act \(ISA\)](#), [Administration of Muslim Law Act \(AMLA\)](#) or the intestacy law of the country that the deceased was last domiciled? Examples of beneficiaries include: Spouse, Child, Parent, Siblings, Nephew, Niece, Grandparent, Uncle, Aunt in this order.

- Yes
 No

● Applicant has to be one of the beneficiaries.

11

As you are not a beneficiary of the deceased in accordance with the ISA, or AMLA, or the intestacy law that the deceased was last domiciled in, you are not eligible to act as a Beneficiary Representative. Would you like to submit a standard claim application instead? A standard claim application means that the PTO will distribute the un-nominated CPF monies in accordance with the relevant intestacy or Muslim inheritance laws to the beneficiaries directly.

- Yes
 No

Questionnaire

1. Are you a beneficiary in accordance with the [Intestate Succession Act \(ISA\)](#), [Administration of Muslim Law Act \(AMLA\)](#) or the intestacy law of the country that the deceased was last domiciled? Examples of beneficiaries include: Spouse, Child, Parent, Siblings, Nephew, Niece, Grandparent, Uncle, Aunt in this order.

- Yes
 No

2. Are you below the age of 21 years?

- Yes
 No

3. Are you the sole beneficiary? (Please click on the respective links to find out who the beneficiary(ies) are for [Non-Muslim](#) / [Muslim](#))

- Yes
 No

4. If you are not the sole beneficiary, are all the beneficiary(ies) agreeable for you to receive their shares on their behalf?

- Yes
 No

● All relevant beneficiaries must provide their consent for you to receive their shares on their behalf.

11

As you did not receive the consent from all the beneficiaries to be the Beneficiary Representative, you are unable to represent them to receive the un-nominated CPF monies on their behalf. Would you like to submit a standard claim instead? A standard claim application means that the PTO will distribute the un-nominated CPF monies in accordance with the relevant intestacy or Muslim inheritance laws to the beneficiaries directly.

- Yes
 No

[Back to Dashboard](#)

[Save](#)

12

[Proceed →](#)

Beneficiary Representative ("BR") Application

1

The BR will be redirected to the **Beneficiary Representative Particulars** page.

Enter the **Beneficiary Representative Particulars**.

*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.*

1

Administration of Deceased's CPF

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

Beneficiary Representative

- Deceased
- Beneficiary(ies)
- Confirmation

Beneficiary Representative Particulars Retrieve MyInfo with singpass Clear MyInfo

Name
As stated in your NRIC / FIN / 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

Relationship to Deceased
Please select

Mobile Number Type
 Local Number Foreign Number

Email Address
email@address.com

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.

Beneficiary Representative ("BR") Application

2

Continue to enter the **Beneficiary Representative Particulars.**

2

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



Beneficiary Representative ("BR") Application

3

Continue to enter the **Beneficiary Representative Particulars.**

3

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

Supporting Documents of Beneficiary Representative

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

Upload Document

Others

Upload Document

Any other information (optional)

0/4000

[Back to Dashboard](#)

[← Back](#)

[Save](#)

[Proceed →](#)

4

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

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.

4



Beneficiary Representative ("BR") Application

5

For receiving payment via **GIRO**, the BR will be required to enter the bank information.


Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

5

For payment via GIRO

Name of Bank

Please select 

Bank Account Number

Without dashes

Beneficiary Representative ("BR") Application

6

For receiving payment via **Telegraphic Transfer**, the BR will be required to enter the bank information and currency type.

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

6

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

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

Bank Name

Bank Account Number

Without dashes

Swift Code

Currency

Please select

Bank Account Overseas

Beneficiary Representative ("BR") Application

7

For receiving payment via **Demand Draft**, the BR will be required to enter the payee information and currency type.

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

7

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 Telegraphic Transfer will be deducted from the amount paid.

Payee's Address

Currency

Please select

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

Beneficiary Representative ("BR") Application

8

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

8

Mode of Receiving Payment

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

Supporting Documents of Beneficiary Representative

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

Others Upload Document

Any other information (optional)

0/4000

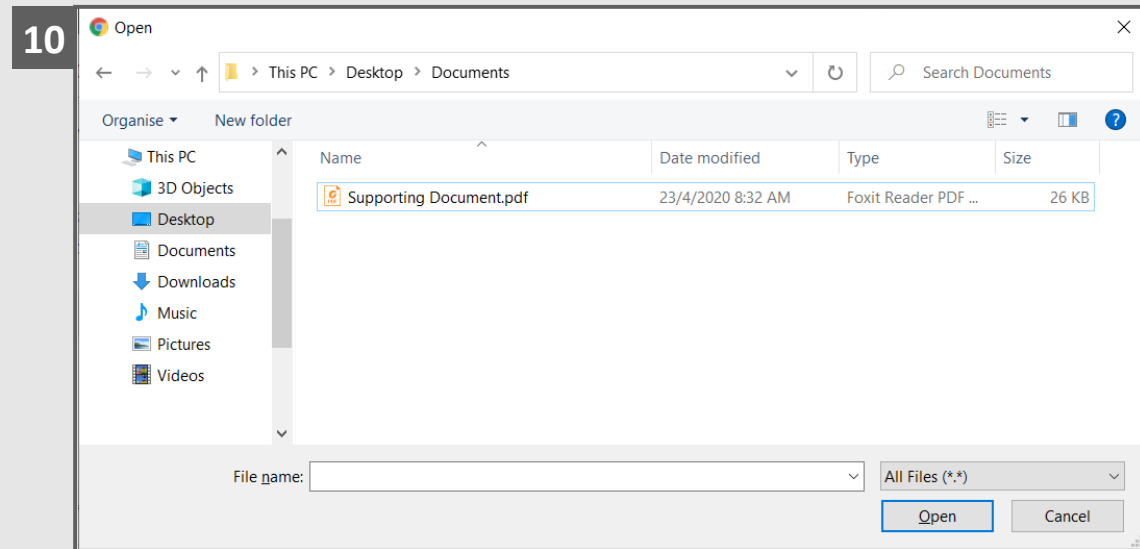
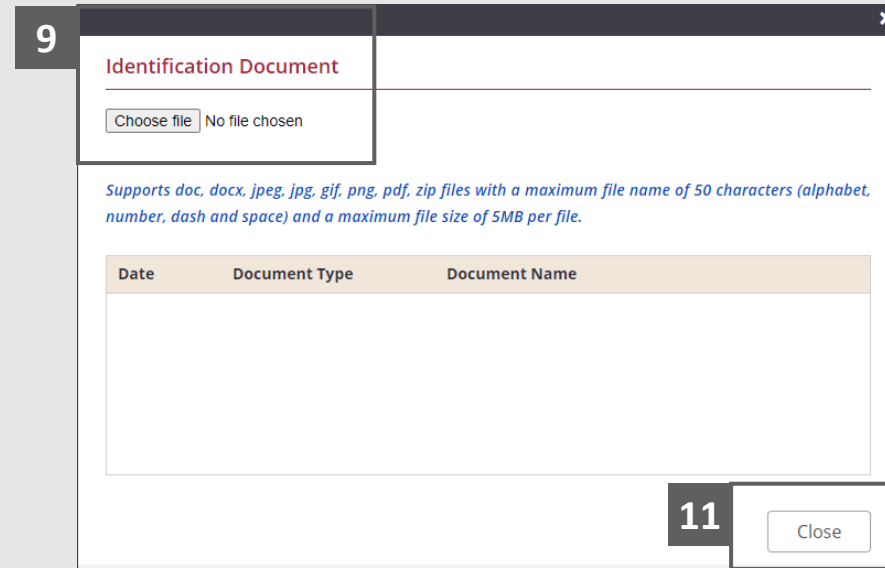
[Back to Dashboard](#) ← Back Save Proceed →

Beneficiary Representative ("BR") Application

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

10 Select the document and click on the **Open** button to upload the selected file.

11 Click on the **Close** button.



Beneficiary Representative ("BR") Application

12 Continue to upload the required Supporting Documents of the BR.

Please refer to Steps 8 -12 ([page 20 – 21](#)) if you are unsure on how to upload a document.

13 Click on the **Proceed** button.

12 Supporting Documents of Beneficiary Representative

No.	Date	Document Type	Document Name	Public Trustee's to assist in contacting beneficiary	Public Trustee's to assist in extraction
1	23/05/2022	Identification Document	Identification Document.pdf	-	-

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

Others Upload Document

Any other information (optional)

0/4000

Back to Dashboard ← Back Save **13** Proceed →

Beneficiary Representative ("BR") Application

14 Continue to enter the **Deceased Particulars**.

15 Click on the **Proceed** button.

14

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

Beneficiary Representative

Deceased

Beneficiary(ies)

Confirmation

Deceased Particulars

Name

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

Residential Status

NRIC / FIN / Passport Number

Place of Domicile

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

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

If the Deceased is not domiciled in Singapore, please state the place of domicile.

Gender

Male Female

Supporting Documents of Deceased

Others

Upload Document

Back to Dashboard **15**

Beneficiary Representative ("BR") Application

16 System will populate the BR as a beneficiary.

17 Turn on the option **Add Beneficiary** to enter other **Beneficiary Particulars**.

16

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

Beneficiary Representative ✓
Deceased ✓
Beneficiary(ies)
Confirmation

List of Beneficiaries

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

Add Beneficiary Particulars

Please provide the details of **ALL** the beneficiaries who are eligible to receive a share of the Deceased's un-nominated CPF monies, including those who have passed away.

For Single and Non-Muslims, examples of beneficiaries are as follow:

- Deceased is single - please provide the details of both parents.
- Deceased is single and both parents had passed away before the deceased - please provide the personal details of all of the deceased's siblings. If any of the siblings had passed away before the deceased - please provide the personal particulars of the deceased sibling's children.
- Deceased is single with no siblings and both parents had passed away - please provide the personal details of all of the deceased's uncles and aunts (paternal and maternal).

For more information, you may click on the [Intestacy Calculator](#) to view the list of beneficiaries eligible.

Add Beneficiary

17

Beneficiary Representative ("BR") Application

18 Continue to enter the Beneficiary Particulars.

18

Name

As stated in your NRIC / Passport

Residential Status

Please select

NRIC / FIN / Passport Number

Date of Birth

DD/MM/YYYY



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

Relationship to Deceased

Please select

Life Status

Alive

Deceased

Mobile Number Type.

Local Number

Foreign Number

Email Address of Beneficiary

email@address.com

Beneficiary Representative ("BR") Application

19 Continue to enter the **Beneficiary Particulars**.

20 Provide the required **Supporting Documents of Beneficiary**.

Please refer to Steps 8 -12 ([Page 20 – 21](#)) if you are unsure on how to upload a document.

Verify the Supporting Documents.

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

The screenshot displays a web application interface for adding a beneficiary. It is divided into three main sections:

- Step 19: Residential Address** - This section contains a heading with a house icon, followed by a horizontal line. Below the line is the label "Address Type" and two radio button options: "Local Address" and "Foreign Address".
- Step 20: Supporting Documents of Beneficiary** - This section contains a heading with a document icon, followed by a horizontal line. Below the line is the label "Others" and a grey button labeled "Upload Document".
- Step 21: Add Beneficiary** - This section is located at the bottom right and contains a white button labeled "Cancel" and a dark grey button labeled "Add Beneficiary".

Beneficiary Representative ("BR") Application

22

Click on **Proceed** button to continue.

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

Beneficiary Representative ✓
Deceased ✓
Beneficiary(ies)
Confirmation

List of Beneficiaries

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

Add Beneficiary Particulars

Please provide the details of **ALL** the beneficiaries who are eligible to receive a share of the Deceased's un-nominated CPF monies, including those who have passed away.

For Single and Non-Muslims, examples of beneficiaries are as follow:

- Deceased is single - please provide the details of both parents.
- Deceased is single and both parents had passed away before the deceased - please provide the personal details of all of the deceased's siblings. If any of the siblings had passed away before the deceased - please provide the personal particulars of the deceased sibling's children.
- Deceased is single with no siblings and both parents had passed away - please provide the personal details of all of the deceased's uncles and aunts (paternal and maternal).

For more information, you may click on the [Intestacy Calculator](#) to view the list of beneficiaries eligible.

Add Beneficiary

Back to Dashboard ← Back **22**

Beneficiary Representative ("BR") Application

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

23

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

Beneficiary Representative ✓
Deceased ✓
Beneficiary(ies) ✓
Confirmation

Questionnaire [Edit](#)

Are you a beneficiary in accordance with the Intestate Succession Act (ISA), Administration of Muslim Law Act (AMLA) or the law that the deceased was last domiciled?
Are you below the age of 21 years?
Are you the sole beneficiary?

Beneficiary Representative Particulars [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

23 Continue to review the application information.

23

Correspondence Address

Address Type

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Deceased Particulars

 Edit

Name

Residential Status

NRIC / FIN / Passport Number

Date of Birth

Place of Domicile

Gender

Religion

Marital Status

Marriage Registration Location

Year of Marriage

Date of Marriage

Country (or Jurisdiction) of Death Registration

Date of Death

Death Certificate Number

Beneficiary Representative ("BR") Application

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

Documents Unable to Provide Edit

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

Back to Dashboard ← Back **24** Proceed →

Beneficiary Representative ("BR") Application

25 After reading through the information, turn on the option(s) to make the Indemnity and Declaration.

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

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

25

Indemnity

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 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 have acknowledged the above.

Declaration

- I declare that all the information that I have given in this Application Form is true 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, I may be prosecuted under section 182 of the Penal Code 1871.

I have acknowledged the above.

← Back 26 Proceed →

27 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 to continue with the other E-services.

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

The screenshot shows a four-step progress bar at the top: 1. Validation, 2. Application Form, 3. Confirmation, and 4. Acknowledgement. The main content area displays a confirmation message: "Thank you for using our E-Service". Below this, it states: "1. Your application for the distribution of the deceased's un-nominated CPF monies has been successfully submitted." and "4. Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage." It also provides the "Your File Reference Number: T-000678-2020-P" and "Date of Submission: 18/05/2022". A callout box labeled "27" highlights the "Back to Dashboard" and "Print" buttons. A "Note" section follows, containing three points: 1. The application is limited to un-nominated CPF monies up to \$10,000. 2. Further un-nominated CPF monies exceeding \$10,000 will be distributed according to Intestacy or Muslim inheritance laws. 3. Baby Bonus / Edusave / PSEA monies will be distributed according to Intestacy or Muslim inheritance laws. At the bottom, a callout box labeled "28" highlights the "Application to administer the deceased's Estate" section, which asks "Would you like to submit an application for the deceased's Other Estate?" and includes a "Yes, Proceed" button with a right arrow. A text box below the question lists eligible assets: 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, and Money from the Workfare Income Supplement Scheme, etc.

Beneficiary Representative ("BR") Application

1

System will redirect to Administration of Deceased's CPF/ Baby Bonus / Edusave / PSEA Monies.

Enter the **Applicant Particulars**.

*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.*

1

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09 Logout

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

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

Applicant

- Deceased
- Funeral Expenses
- Beneficiaries
- Confirmation

Applicant Particulars

Retrieve MyInfo with singpass Clear MyInfo

Name

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

Residential Status

NRIC / FIN / Passport Number

Date of Birth

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

Relationship to Deceased


Mobile Number Type

Local Number Foreign Number

Beneficiary Representative ("BR") Application

2 Continue to enter the **Applicant Particulars**.

3 Click on the **Proceed** button.

2  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

Back to Dashboard **3**

Beneficiary Representative ("BR") Application

4 Enter the Deceased Particulars.

4 A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09 Logout

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

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

Applicant

Deceased

Funeral Expenses

Beneficiaries

Confirmation

Deceased Particulars

Name

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

Residential Status

NRIC / FIN / Passport Number

Date of Birth

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

Place of Domicile

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

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

Gender

Male Female

Beneficiary Representative ("BR") Application

5 Continue to the **Deceased Particulars**.

6 Click on the **Proceed** button.

5

Religion
Please select

Marital Status
Please select

Country (or Jurisdiction) of Death Registration
Please select

Date of Death
DD/MM/YYYY

Back to Dashboard

← Back

Save

6 Proceed →

Beneficiary Representative ("BR") Application

7

System will display the Funeral Expenses page.

8

Click on the checkbox to add the **Claimant**.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09 Logout

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

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

Applicant

Deceased

Funeral Expenses

Beneficiaries

Confirmation

Funeral Expenses

Note:

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

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

Please note that the maximum amount of funeral reimbursement, from the un-nominated CPF and estate monies, is \$6,000. If the Deceased's un-nominated CPF and/or estate monies is less than \$6,000, the funeral reimbursement will be capped at the total amount of the un-nominated CPF and/or estate value.

Back to Dashboard

Back Save Proceed

Beneficiary Representative ("BR") Application

9

Upon clicking checkbox, system will display the **Claimant Particulars**. Enter the **Claimant Particulars**.

Click on **Applicant is also the Claimant** and system will auto populate the **Claimant Particulars** as entered in the **Applicant Particulars**.

9

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

Please note that the maximum amount of funeral reimbursement, from the un-nominated CPF and estate monies, is \$6,000. If the Deceased's un-nominated CPF and/or estate monies is less than \$6,000, the funeral reimbursement will be capped at the total amount of the un-nominated CPF and/or estate value.

Please enter Claimant particulars below.

Claimant Particulars

Applicant is also the Claimant 

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

Yes

No

Name

As stated in NRIC / Passport

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

Residential Status

Please select

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.)

10 Continue to enter the Claimant Particulars.

Provide the required **Supporting Documents of the Claimant**.

Please refer to Steps 8 -12 ([page 20 – 21](#)) if you are unsure on how to upload a document.

Verify the Supporting Documents.

11 Click on the **Proceed** button.

10

Relationship to Deceased

Please select

Mobile Number Type

Local Number Foreign Number

Email Address

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 Claimant.

Amount to be reimbursed (\$\$)

0.00

I also confirm that:

There are no other Beneficiaries; or

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

Residential Address

Address Type

Local Address Foreign Address

Supporting Documents of Claimant

Receipts of Funeral Expenses

Back to Dashboard **11**

Beneficiary Representative ("BR") Application

12 Click on **Add Beneficiary** to add another beneficiary.

12

The screenshot displays the 'Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies' application process. The page is titled 'A Singapore Government Agency Website' and includes the Ministry of Law logo and 'Public Trustee's Office' branding. The user is logged in as 'Mop09'. The navigation menu includes 'NEW APPLICATION' and 'MY ACCOUNT'. The application progress bar shows four steps: 1. Validation, 2. Application Form (current), 3. Confirmation, and 4. Acknowledgement. The left sidebar contains a menu with 'Applicant', 'Deceased' (checked), 'Funeral Expenses' (checked), 'Beneficiaries' (highlighted), and 'Confirmation'. The main content area features a modal window titled 'Add Beneficiary Particulars' with a sub-header 'Add Beneficiary'. At the bottom of the modal, there are buttons for 'Back to Dashboard', 'Back', 'Save', and 'Proceed'.

Beneficiary Representative ("BR") Application

13 Upon clicking **Add Beneficiary**, system will display **Beneficiary Particulars**.

14 Applicant and Claimant can be populated as the Beneficiary by clicking the checkbox.

13

14

Add Beneficiary Particulars

Add Beneficiary

Applicant is also the Beneficiary

Claimant is also the Beneficiary

Name

As stated in your NRIC / Passport

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

Residential Status

Please select

NRIC / FIN / Passport Number

Date of Birth

DD/MM/YYYY

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

Relationship to Deceased

Please select

Life Status

Alive Deceased

Cancel Add Beneficiary

Beneficiary Representative ("BR") Application

15 Upon selecting the Life Status, system will display the corresponding fields.

Please check [Page 16-19](#) for Mode of Receiving Payment options.

16 Click on **Add Beneficiary** button to add Beneficiary.

15

Life Status

Alive Deceased

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

Mobile Number Type.

Local Number Foreign Number

Email Address of Beneficiary

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 Beneficiary.

Residential Address

Address Type

Local Address Foreign Address

Would the Beneficiary wish to renounce his/her share?

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft

Cancel **17** Add Beneficiary

Beneficiary Representative ("BR") Application

17 Upon adding the beneficiary, system will display the **List of Beneficiaries**.

Click on **Add Beneficiary** if there are more beneficiaries; or
Click on **Action** to **Edit** or **Delete** Beneficiary Record.

18 Click on the **Proceed** button.

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

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

Applicant
Deceased ✓
Funeral Expenses ✓
Beneficiaries
Confirmation

List of Beneficiaries

No.	Name	NRIC / FIN / Passport Number	Relationship to Deceased	Life Status
1	JANE DOE			Action ▾

Add Beneficiary Particulars
Add Beneficiary

Back to Dashboard < Back Save **18** Proceed →

Beneficiary Representative ("BR") Application

19

System will display the **Confirmation** page. Review all inputs. Click on the **Edit** link if the record needs to be updated.

19

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

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

Applicant ✓
Deceased ✓
Funeral Expenses ✓
Beneficiaries ✓
Confirmation

Applicant Particulars [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

Beneficiary Representative ("BR") Application

20 Continue to review all inputs. Click on the **Edit** link if the record needs to be updated.

20

Applicant ✓

Deceased ✓

Funeral Expenses ✓

Beneficiaries ✓

Confirmation

Deceased Particulars [Edit](#)

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

Supporting Documents of Deceased

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

Funeral Expenses [Edit](#)

Claimant wishes to claim Funeral Reimbursement No

Beneficiary Representative ("BR") Application

21

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

The screenshot displays the 'Beneficiary Representative Application' interface. On the left is a sidebar with navigation options: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), and Confirmation (active). The main content area is titled 'List of Beneficiaries' and includes an 'Edit' button. Below this is a table with the following data:

No.	Name	NRIC / FIN / Passport Number	Relationship to Deceased	Life Status
1	JANE DOE			

Below the beneficiaries table is a section titled 'Documents Unable to Provide' with a table that is currently empty:

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

At the bottom of the interface, there are three buttons: 'Back to Dashboard', a 'Back' button with a left arrow, and a 'Proceed' button with a right arrow. A callout box with the number '21' is positioned over the 'Proceed' button.

Beneficiary Representative ("BR") Application

22

After reading the information, turn on the option to make the Declaration.

23

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

22

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Mop09 Logout

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

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

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 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 1871 for giving the false information.

The penalty for giving false information is imprisonment for a term which may extend to 2 years, or with fine, or with both.

I declare that the above information is true and correct.

← Back 23 Proceed →

24 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 to continue with the other E-services

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

The screenshot shows the Public Trustee's Office website interface. At the top, there is a navigation bar with the Ministry of Law logo, a home icon, and links for 'NEW APPLICATION' and 'MY ACCOUNT'. A user is logged in as 'Mop09'. Below the navigation bar is a red banner with the text 'Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies'. A progress indicator shows four steps: 1. Validation, 2. Application Form, 3. Confirmation, and 4. Acknowledgement, with the fourth step being the active one. The main content area displays a confirmation message: 'Thank you for using our E-Service. Your application for the distribution of the deceased's un-nominated CPF monies has been successfully submitted. Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.' Below this message, the 'Your File Reference Number' is T-000014-2024-Y and the 'Date of Submission' is 08/04/2024. A callout box labeled '24' highlights two buttons: 'Back to Dashboard' and 'Print'. Below the confirmation message, there is a section titled 'Application to administer the deceased's Estate' with the question 'Would you like to submit an application for the deceased's Other Estate?'. A callout box labeled '25' highlights a 'Yes, Proceed' button with a right-pointing arrow. A small text box below the question provides details about the application: '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.'