

MINISTRY OF LAW

LAW

Public Trustee's
Office

S I N G A P O R E

PUBLIC TRUSTEE'S OFFICE (PTO)

Application for Maintenance Allowance

User Guide for E-Service Submission

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

Last updated on 27 Dec 2021

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](#).

Cancel

1

I Agree

Application for Maintenance Allowance

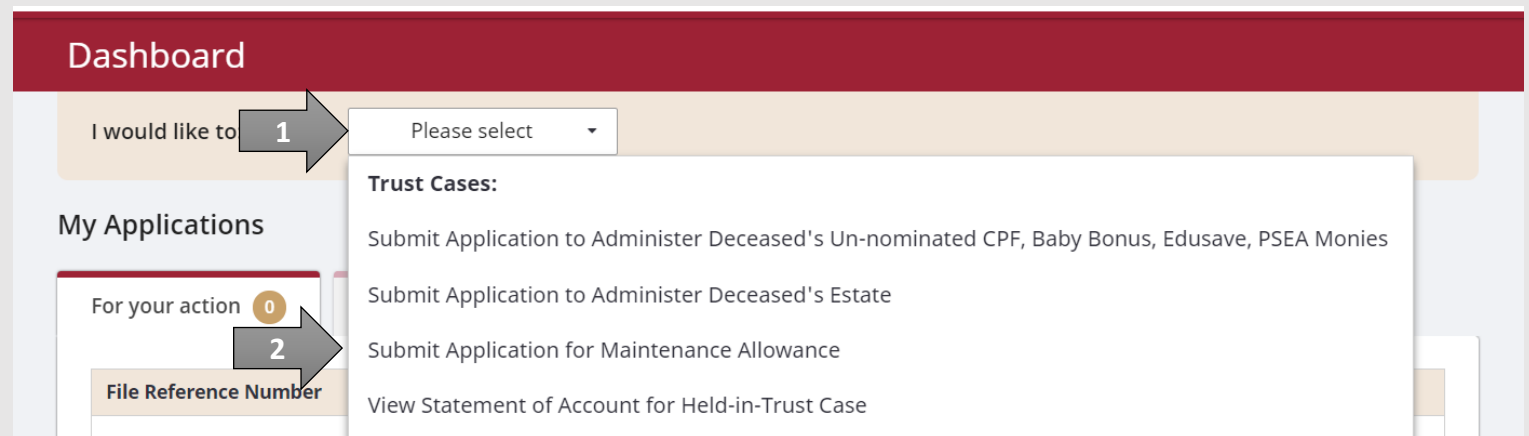
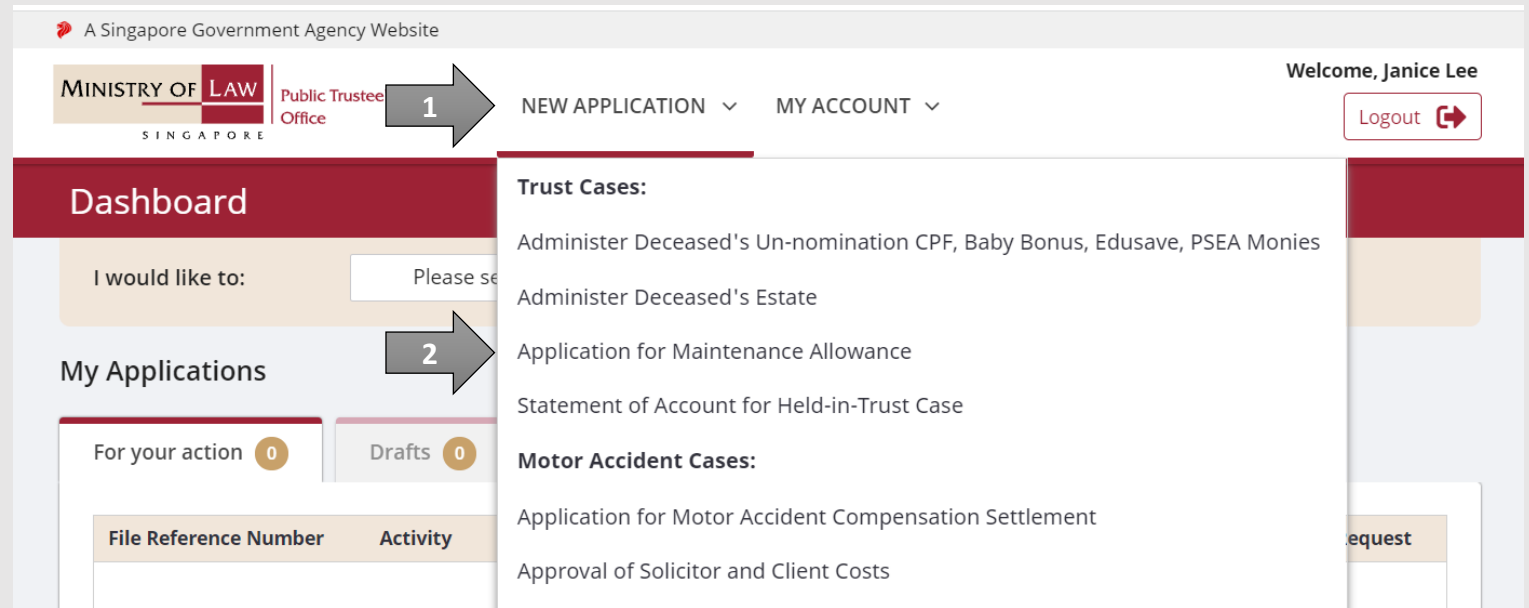
1. After you have logged in to the **PTO E-Service Portal:**

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

Home 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.

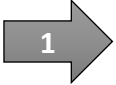
It should take about 10-15 minutes with complete information on hand to complete your application.

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

Welcome, Janice Lee

Logout

Application for Maintenance Allowance

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

Case Particulars

NRIC / FIN / Passport Number

Back to Dashboard

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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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

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
88888855555123

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.

The screenshot shows a web form for an application. It includes fields for 'Level', 'Unit', and 'Building Name'. Below these is a section for 'Correspondence Address' with a checkbox for 'Different from Residential Address'. A table titled 'Supporting Documents of Applicant' has columns for 'Date', 'Document Type', 'Document', and 'Description'. Below the table is a 'Document Type' dropdown menu with 'Passport' selected. At the bottom, there is a 'Supporting Document' section with a 'Choose File' button and the text 'No file chosen'. Two grey arrows with numbers '1' and '2' point to the 'Document Type' dropdown and the 'Choose File' button, respectively.

Date	Document Type	Document	Description
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Document Type: Passport

Supporting Document: Choose File No file chosen

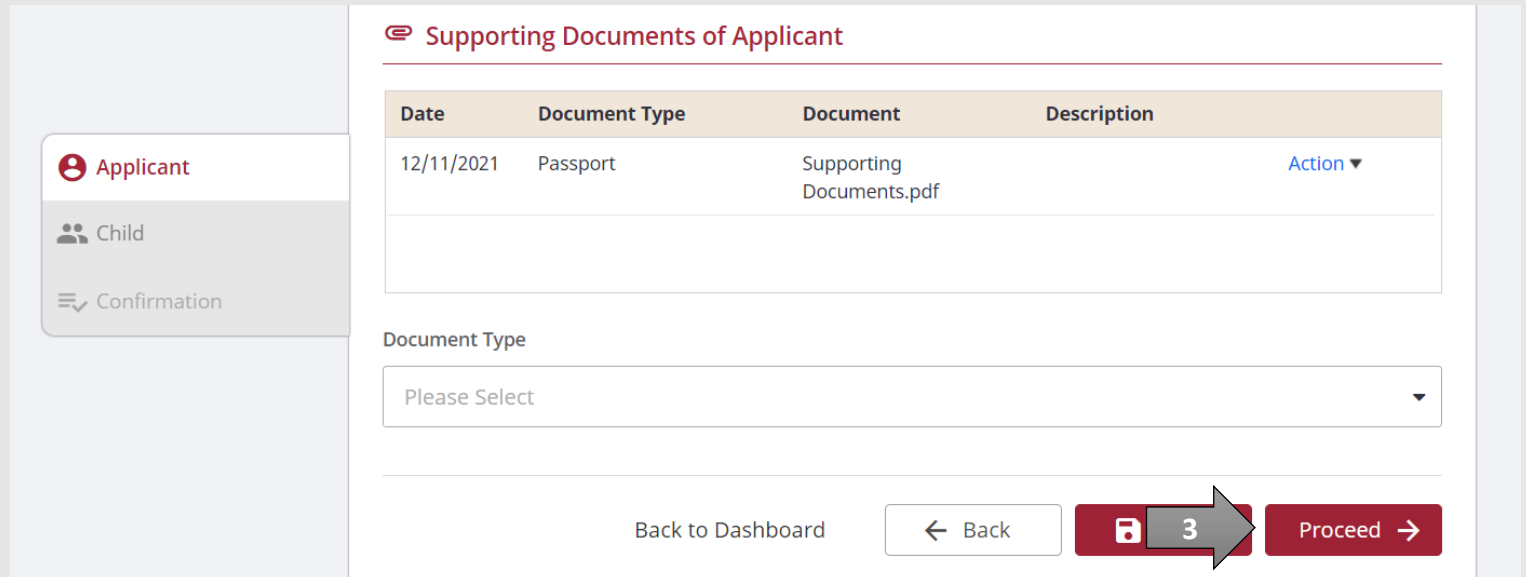
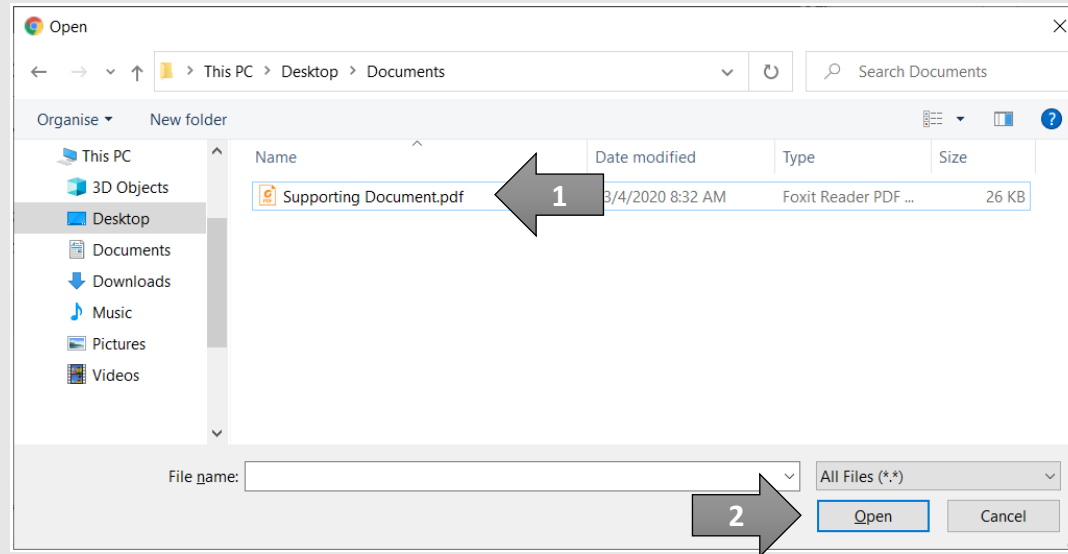
Application for Maintenance Allowance

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

Welcome, Janice Lee

NEW APPLICATION MY ACCOUNT 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*

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\$)

🏠 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 and 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: (indicated by arrow 1)
 - Ad-hoc Reimbursement:
- Save and Proceed to Guardian Details**
- Navigation buttons: [Back to Dashboard](#),

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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Home 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

12. Continue to enter the Guardian Particulars information.

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

Residential Status

Please Select ▼

NRIC / FIN / Passport Number

Relationship to Child

Please select ▼

Occupation

Income (S\$) - *optional*

0.00

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.

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

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 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

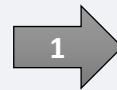
Street name

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

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.

The screenshot shows the 'Supporting Documents of Guardian' page. It features a table with the following data:

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

Below the table is a 'Document Type' dropdown menu with 'Please Select' as the current selection. At the bottom of the page, there are three buttons: 'Back to Dashboard', 'Back', and 'Save'. The 'Save' button is highlighted in red. Three numbered callouts (1, 2, and 3) point to the 'Save and Add Another Guardian' button, the 'Save and Proceed to Maintenance Claim Particulars' button, and the 'Save' button respectively.

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 text box below the table explains that a guardian can be a parent, legal guardian, committee of estate, or deputy. At the bottom, there is an 'Add another Guardian' checkbox, a 'Back to Dashboard' button, and a 'Proceed' button. Two arrows are overlaid on the interface: arrow 1 points to the 'Add another Guardian' checkbox, and arrow 2 points 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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MINISTRY OF LAW Public Trustee's Office SINGAPORE

Welcome, Janice Lee

NEW APPLICATION MY ACCOUNT 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

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
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Document Type

Supporting Document

 No file chosen

19. Verify the uploaded Supporting Documents of Maintenance Claim.

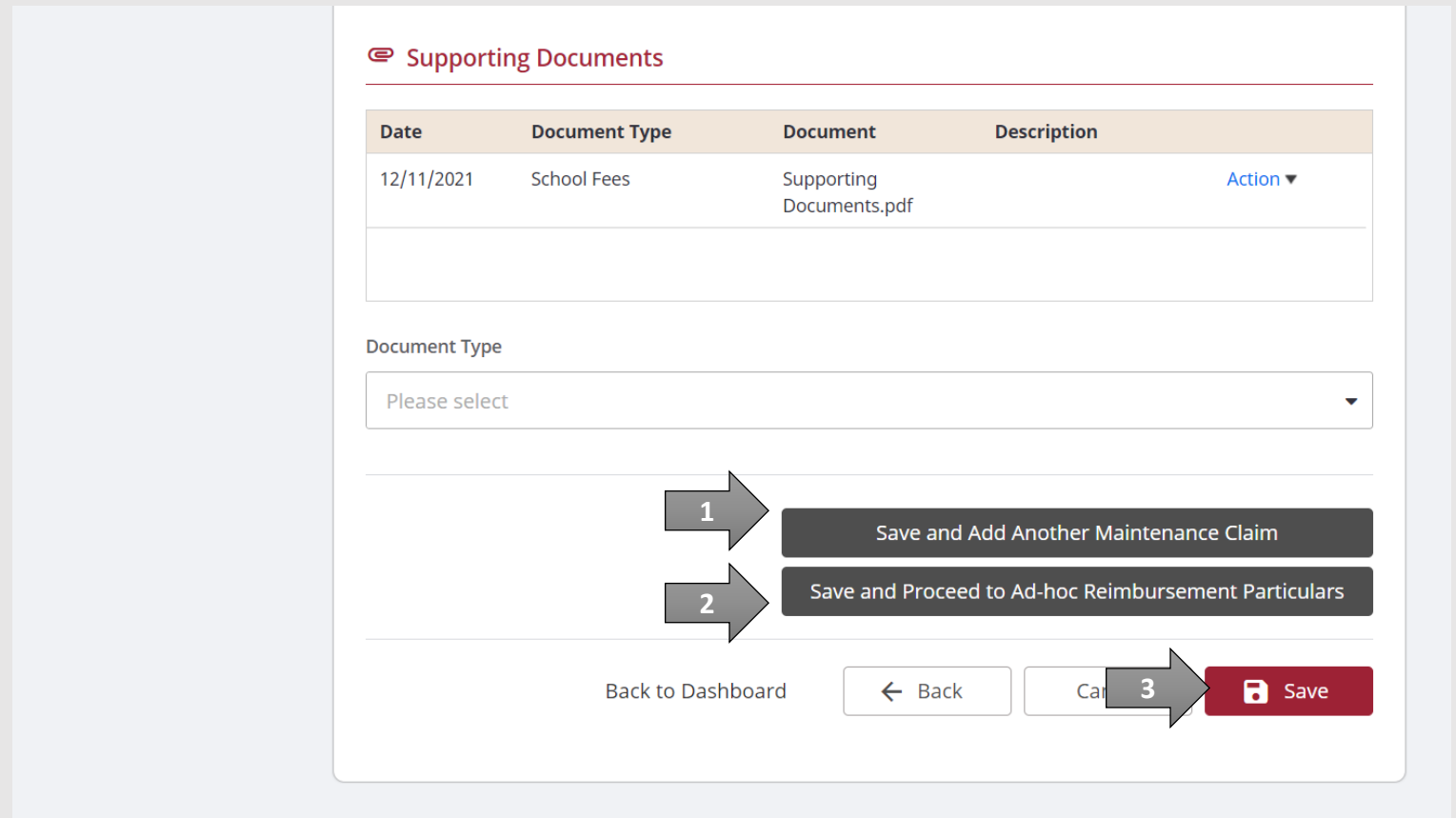
Click on the **Save and Add Another Maintenance Claim button** to add more claim.

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 Cal → 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 (\$\$)	Amount Requested For (\$\$)	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

1

Back to Dashboard

2

Proceed →

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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Welcome, Janice Lee

NEW APPLICATION MY ACCOUNT 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

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

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 it 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 'Add or Update Ad-hoc Reimbursement Particulars' with a blue-bordered box containing the 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.' At the bottom right of this section is a button labeled 'Add another Ad-hoc Reimbursement' with a '1' and a close icon. At the very bottom of the page are two buttons: 'Back to Dashboard' and 'Proceed' (highlighted in red) with a '2' and a right-pointing arrow.

Application for Maintenance Allowance

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

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Home 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' (dropdown menu), 'Guardian' (checked), 'Maintenance Claims' (checked), 'Ad-hoc Reimbursement' (checked), 'Payment Mode' (highlighted in red), 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 with 'Please select' as the current value) and 'Bank Account Number' (a text input field with the placeholder text '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 in red), and 'Confirmation'. The main content area is titled 'Child's Name' with a text input field containing 'Child'. Below this is the 'Mode of Receiving Payment' section, which has three radio button options: 'GIRO', 'Telegraphic Transfer' (selected), and 'Demand Draft'. A blue-bordered box contains a note: '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 input fields: 'Bank Name', 'Bank Account Number' (with a placeholder 'Without dashes'), 'Swift Code', and 'Currency' (with a dropdown menu showing 'Please select').

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' (selected), 'Guardian' (checked), 'Maintenance Claims' (checked), 'Ad-hoc Reimbursement' (checked), 'Payment Mode' (highlighted in red), and 'Confirmation'. The main content area is titled 'Child's Name' and contains a text input field with the value 'Child'. Below this is the 'Mode of Receiving Payment' section, which has 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 the 'Payee's Address' section with a large empty text input field. The 'Currency' section has a 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.'

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
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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

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.

The screenshot displays the 'Application for Maintenance Allowance' web interface. At the top, it shows the Ministry of Law logo and the user's name 'Welcome, Janice Lee' with a 'Logout' button. The main header is 'Application for Maintenance Allowance'. Below this is a progress bar with four steps: '1. Case Particulars', '2. Application Form', '3. Confirmation', and '4. Acknowledgement'. The '3. Confirmation' step is currently active and highlighted. On the left side, there is a sidebar menu with items: 'Applicant', 'Child', 'Guardian', 'Payment Mode', and 'Confirmation'. Each item has a green checkmark, and 'Confirmation' is highlighted in red. The main content area is titled 'Applicant Particulars' and contains a list of fields: Name, Residential Status, NRIC / FIN / Passport Number, Relationship to Child, Mobile Number Type, Mobile Number, Email Address, Residential Address (with sub-fields: Address Type, Postal Code, Blk/House Number, Street Name, Level, Unit, Building Name). A large grey arrow with the number '1' points to the 'Edit' link in the top right corner of the 'Applicant Particulars' section.

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



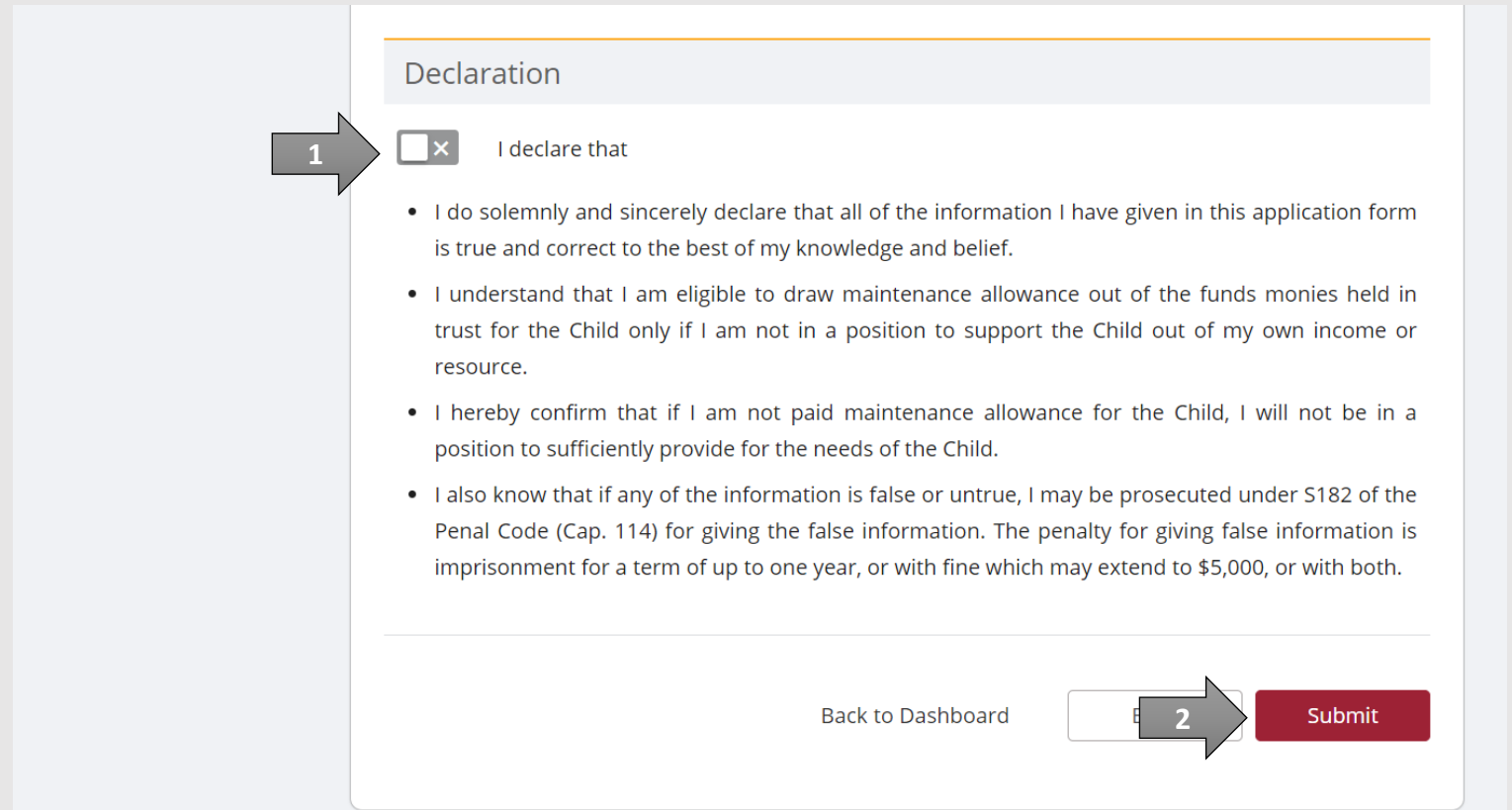
No.	ID Number	Name	Guardian(s)	Maintenance (\$)	Reimburse... (\$)	Mode of Receiving Payment
1	S8765057Z	Child	Guardian	1,000.00	1,000.00	Demand Draft

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". On the left side of the form, there is a grey arrow with the number "1" pointing to a checkbox labeled "I declare that". The checkbox is currently unchecked. Below the checkbox, there are four bullet points of text. At the bottom of the form, there are two buttons: "Back to Dashboard" and "Submit". A second grey arrow with the number "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

Welcome, Janice Lee

NEW APPLICATION MY ACCOUNT 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