

MINISTRY OF LAW

LAW

Public Trustee's  
Office

S I N G A P O R E

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PUBLIC TRUSTEE'S OFFICE (PTO)

# Statement of Account for Held-in-Trust Case

User Guide for E-Service Submission

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

*Last updated on 20 Jan 2022*

## General Information

- 1) This is an online E-Service to view the statement of account for held-in-trust cases. You will be required to be either the Beneficiary, Guardian, Minor or Parent to be able to generate and download the statement of account.
- 2) Please ensure that you access the E-Service using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 4) You may input a date field using the 📅 Calendar icon to select a date.

# View Statement of Account

To begin, click on the E-Service for **Statement of Account for Cases Held-in-Trust.**





A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office  
SINGAPORE

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>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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# View Statement of Account

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.

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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](#)

# View Statement of Account

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

# View Statement of Account

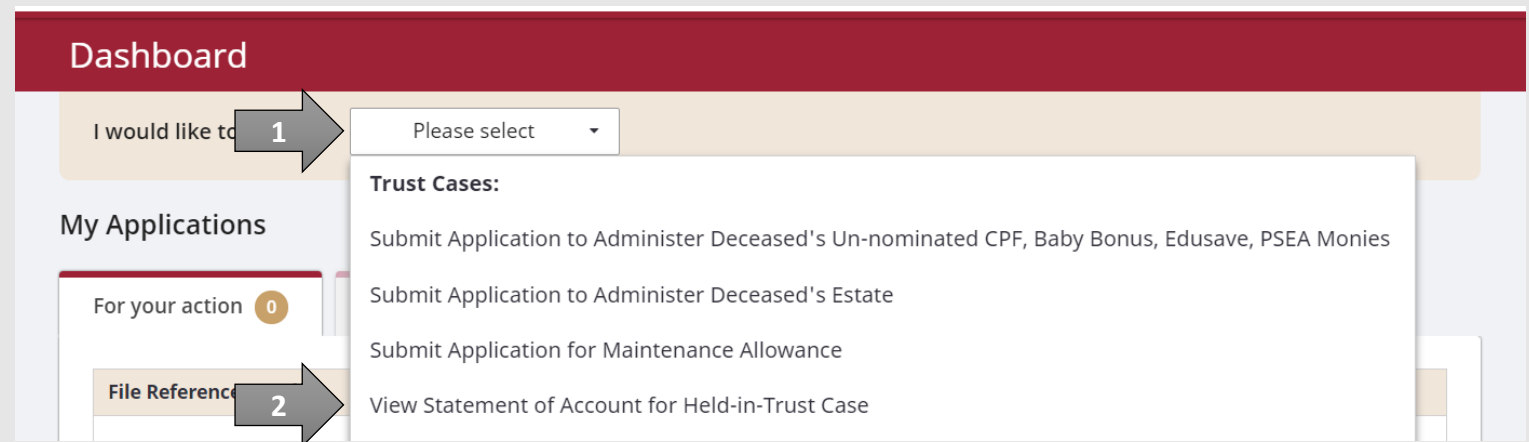
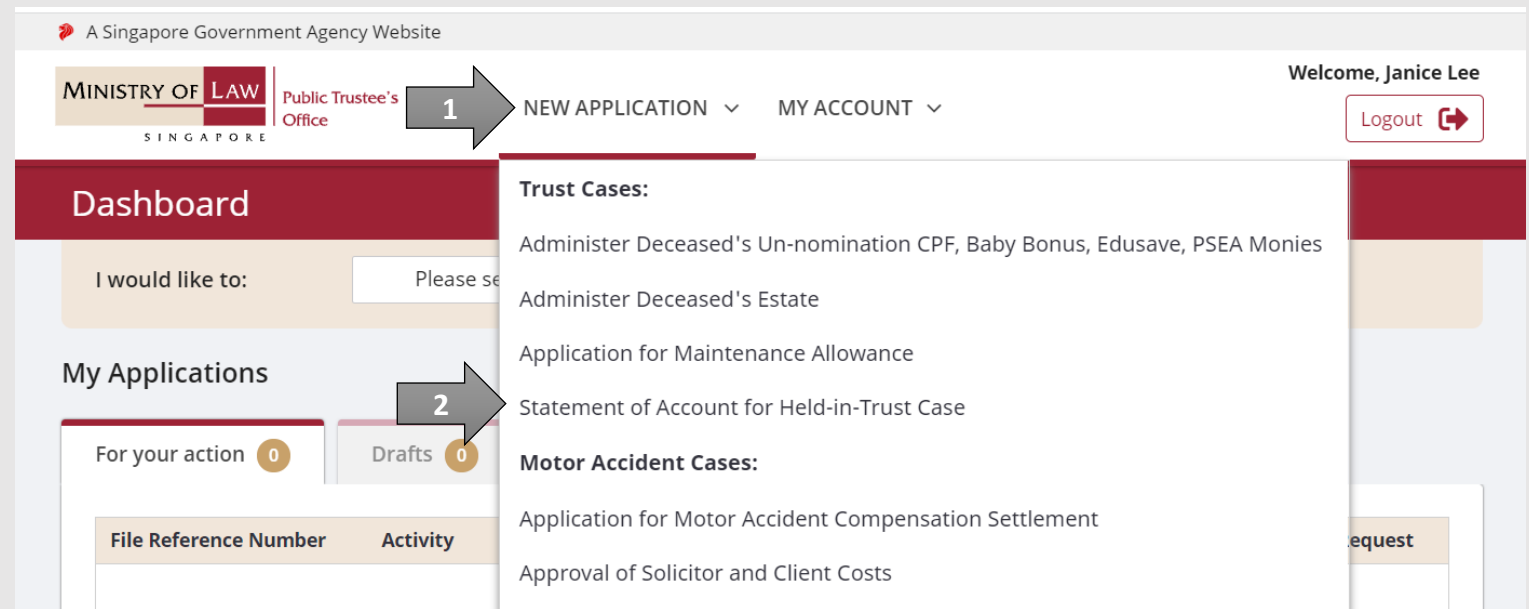
1. After you have logged in to the **PTO E-Service Portal**:

From the top menu, click on **NEW APPLICATION** and select the **Statement of Account for Held-in-Trust Case** menu item.

OR

From the **Dashboard** page, select **I would like to** and select **View Statement of Account for Held-in-Trust Case**.

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



# View Statement of Account

2. Select the option of person type you wish to view the statement of account.

Enter the **File Reference Number**.

AND

Click on the **Proceed** button.

Note: File Reference Number format:

- Prefix – T / OA
- File Reference Number – 123456
- Year – YYYY
- Check Digit – X
- Sub Account – X (0 – Main Account to be entered by Beneficiary and 1 onwards for Guardian, Minor and Parent)

The screenshot shows the 'View Statement of Account' page on the Ministry of Law website. It features two sections for selecting a person type and entering a File Reference Number. The top section is for Beneficiary, Guardian, Minor, or Parent. The bottom section is for Beneficiary, Guardian, Minor, or Parent. The File Reference Number format is shown as XX - 000000 - YYYY - X - X. Annotations include arrows pointing to the 'Guardian' radio button (labeled '1'), the 'X' in the 'Check Digit' field (labeled '2'), and the 'Next' button (labeled '3').

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

Welcome, Janice Lee

NEW APPLICATION MY ACCOUNT Logout

## View Statement of Account

You are a:

Beneficiary  
 Guardian ← 1  
 Minor  
 Parent

File Reference Number

XX - 000000 - YYYY - X ← 2

Prefix File Reference Number Year Check Digit

3 Next →

You are a:

Beneficiary  
 Guardian  
 Minor  
 Parent

File Reference Number

XX - 000000 - YYYY - X - X ← 2

Prefix File Reference Number Year Check Digit Sub Account

3 Next →

# View Statement of Account

### 3. Select the option of **Transaction Period**.

For **From Date and To Date** Transaction period, enter the **From Date** and **To Date**.

AND

Click on the **Search** button.

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NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout ↗

## View Statement of Account

### Details of Statement of Account

File Reference Number

Account Holder Name

Transaction Period

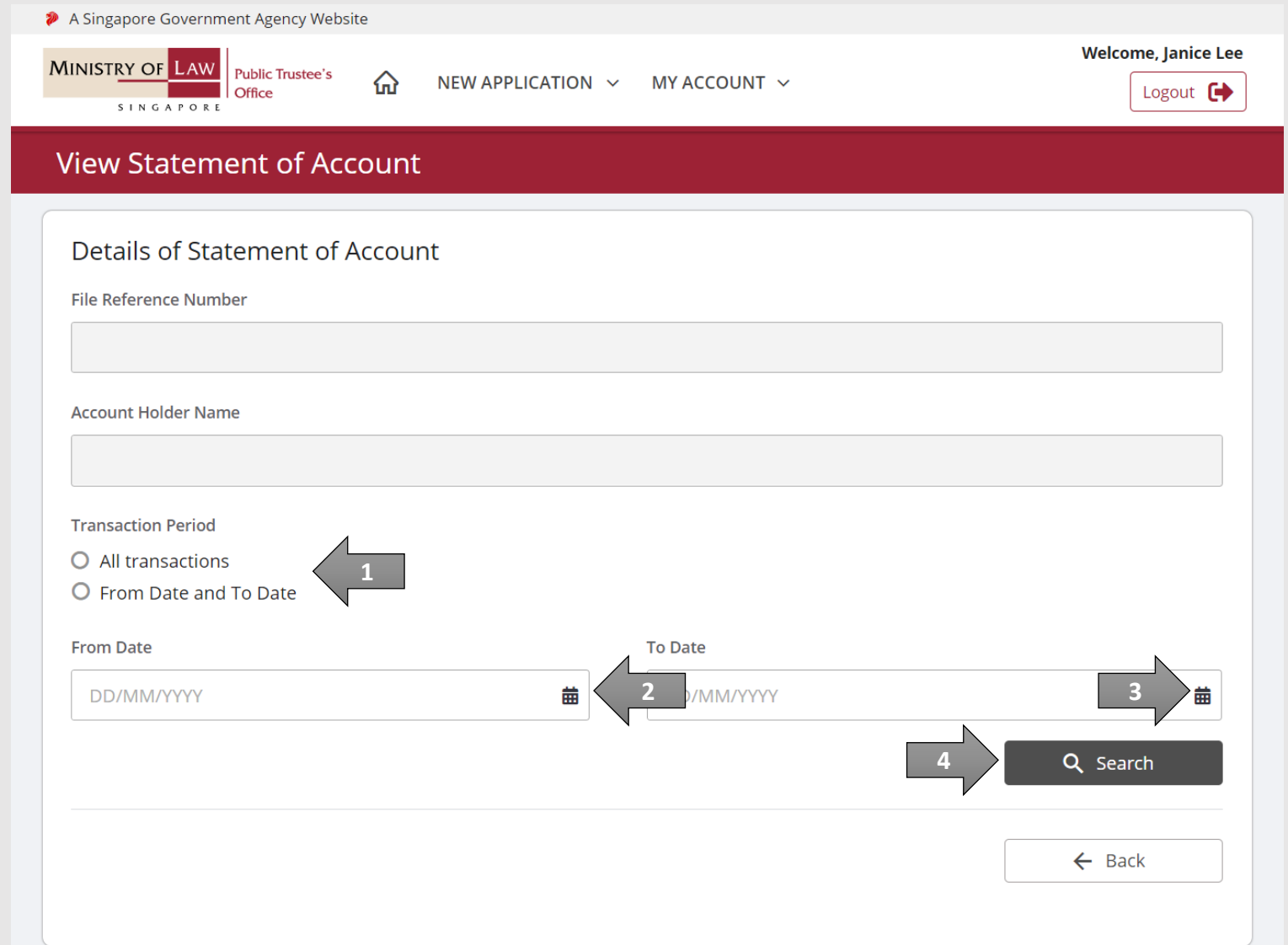
All transactions

From Date and To Date

From Date

To Date



# View Statement of Account

4. View the Statement of Account.

AND

Click on the **Download Statement of Account** button to view the PDF document of the Statement of Account.

SOA Generation from CAS

Transaction Date	Doc No.	Payer/Payee Name/Transaction	Debit (\$)	Credit (\$)	Balance
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Investment as at :

Common fund :

Others (insurance, etc) :

Total investments :

Common fund interest rate for latest period : 0

← Back 1 → Download Statement of Account