

MAKING A WILL SEARCH

29 Dec 2014

GETTING STARTED

Step 1: Go to IPTO Online Portal.

1

2

1. Key in <https://www.mlaw.gov.sg/eservices/pto/welcome.xhtml>.
2. Click on the link for “Search for Existing Will Record”.

GETTING STARTED

Step 2: Select your Login Type.

PUBLIC TRUSTEE

SELECT LOGIN PLEASE SELECT YOUR LOGIN OPTION.

1

SINGPASS HOLDER

NON-SINGPASS HOLDER

EXIT

WARNING: Unauthorised access to this system constitutes an offence under the Computer Misuse Act and may result in prosecution.

If you encounter any problems with this service, please contact us at (65) 1800-2255-529 (during office hours), or send an email to Helpdesk at OneMinLaw@mLaw.gov.sg

1. Select Login Type:

SingPass:

- You can apply for a SingPass at www.singpass.gov.sg

Non-SingPass:

- If you are ineligible for apply for a SingPass, you can apply for a non-SingPass User ID and password. Details are available on www.iptoonline.gov.sg.
- If you are submitting on behalf of an organization for a client, your organization can apply for an organization account. With an organization account, your organization's account administrator will be able to create a non-SingPass User ID for you. Details are available on www.iptoonline.gov.sg

SINGPASS HOLDER

- Step 3a

GETTING STARTED

Step 3a: Proceed with SingPass Login

Singapore Personal Access
SingPass

Secure

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Welcome
to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg.

Click [here](#) to view more details about New SingPass Security Enhancements.

1 SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

2

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.


1. Key in your SingPass ID and SingPass.
2. Click on “Submit” to access the Will Search eService.

NON-SINGPASS HOLDER

- Step 3b

GETTING STARTED

Step 3b: Proceed with non-SingPass Login.



Please enter your information to login.

1

Login ID:

Password:

2

[Forget Password?](#)
[Change Password](#)

1. Key in your non-SingPass User ID and password
2. Click on “Login” to proceed.

GETTING STARTED

Step 3b: Select Transaction Type

PUBLIC TRUSTEE

SELECT INDIVIDUAL OR ORGANISATION

Select Transaction Type

Are you carrying out a Personal Transaction or Transacting on behalf of an Organisation?

1

PERSONAL TRANSACTION

TRANSACTIONING ON BEHALF OF AN ORGANISATION

EXIT

1. Select Transaction Type:

- Personal Transaction – Select this option if you are submitting your will.
- Transacting on behalf of an Organisation – Select this option if you are submitting on behalf of an Organisation for a client.

SEARCH FORM

Step 4: Fill in the ID Type and ID No. of person whose will you are searching for.

Person whose Will you are searching for
To create a new case, please provide us with: *

ID Type / ID No. **1** Foreign Person eg. S1234567A **2**

No of case(s) pending application:0

Creation Date	Name of Person whose Will you are searching for	Last Updated Date/Time	Action
No records found.			

Exit

1. Key in the ID Type & No of the person whose will you are searching for.
2. Click on “Create” to create the search form.

SEARCH FORM

Step 5: Fill in the particulars of person whose will you are searching for.

MINISTRY OF LAW SINGAPORE Public Trustee's Office

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PUBLIC TRUSTEE

Step 1 Select case | **Step 2 Will search details** | Step 3 Confirm Submission | Step 4 Payment | Step 5 Transaction completion

WILLS SEARCH

Fields marked with * are mandatory.

Particulars of Person whose Will you are searching for

Details of Person whose Will you are searching for

Name (as per in NRIC/passport) * 1

ID Type / ID No. * Foreign Person TESTID

Correspondence Address of Person whose Will you are searching for (Please enter either Formatted Address or Unformatted Address) *

Formatted Address

Blk/House No. 2

Level-Unit: # -

Street Name *Auto-retrieved by system*

Building Name *Auto-retrieved by system*

Postal Code

OR

Unformatted Address

1. Key in name of the person whose will you are searching for.
2. Key in address of person whose will you are searching for:
 - For a local address, use formatted address.
 - For a foreign address, use un-formatted address

SEARCH FORM

Step 6: Select the Applicant Type

Particulars of Applicant

Details of Applicant

Applicant Type *

1 Individual / Self Law Firm / Company

1. Select the applicant type:

- Individual / Self – You will be asked to fill in the Name, ID No & Email Address
- Solicitor / Company – You will be asked to fill in the Name of the Law Firm or Company, File Reference No & Email Address

LAW FIRM / COMPANY

- Step 7a

SEARCH FORM

Step 7a(i): Fill in the particulars of the person who is making the search

Particulars of Applicant	
Details of Applicant	
Applicant Type *	<input type="radio"/> Individual / Self <input checked="" type="radio"/> Law Firm / Company
Law Firm / Company *	NAME OF LAW FIRM
Name of Solicitor	SOLICITOR NAME
File Reference No *	FILE REFERENCE NO
Email Address *	LAWFIRMEMAIL@EMAIL.COM.SG
Address of Applicant	
For Law Firm/Company, please provide the law firm/company address.	
<u>Formatted Address</u>	
Blk/House No.	45
Level-Unit:	# 07 - 11
Street Name	Auto-retrieved by system
Building Name	Auto-retrieved by system
Postal Code	069118
OR	
<u>Unformatted Address</u>	

1. Key in the (a) name of the law firm or company, (b) name of solicitor (if any), (c) file reference number and (d) email address of the law firm or company.
2. Key in the address of applicant.
 - For a local address, use formatted address.
 - For a foreign address, use un-formatted address.

SEARCH FORM

Step 7a(ii): Select your relationship to person whose will you are searching for

Relationship to Person whose Will you are searching for

Please choose one of the option *

1

- Solicitor / Company Acting for the Estate
Please provide a copy of the death certificate of the person whose Will you are searching for
- Solicitor / Company Acting for the Beneficiary
Please provide a copy of the death certificate of the person whose Will you are searching for
- Solicitor / Company Acting for Person whose Will is being searched
Please provide a copy of the NRIC / passport of the person whose Will you are searching for

Submission of Documents

Please note that attachments (if any) will not be saved if you exit from this page. You will need to attach them again before submission.

The size of each attachment must NOT exceed 5MB.

Please attach all relevant document(s) in DOC, DOCX, PDF, JPG or GIF format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Death Certificate of the person whose Will you are searching for	<input type="button" value="+ Upload"/>	Empty.pdf	<input type="button" value="Delete"/>

2

3

1. Select your relationship to person whose will you are searching for:
 - Solicitor / Company Acting for the Estate – Select this option if you are acting on the estate.
 - Solicitor / Company Acting for the Beneficiary – Select this option if you are acting for the beneficiary.
 - Solicitor / Company Acting for Person whose Will is being searched – Select this option if you are acting on the person's will.
2. Click on "Upload" to attach the necessary supporting documents.
3. Click on "Next" to proceed to verify submission.

INDIVIDUAL / SELF
- Step 7b

SEARCH FORM

Step 7b(i): Fill in the particulars of the person who is making the search

Particulars of Applicant	
Details of Applicant	
Applicant Type *	<input checked="" type="radio"/> Individual / Self <input type="radio"/> Law Firm / Company
ID Type / ID No *	Foreign Person APPLICANTID
Name of Individual / Self (as per in NRIC/passport) *	APPLICANT NAME
Email Address *	APPLICANTEMAIL@EMAIL.COM
Address of Applicant	
For Law Firm/Company, please provide the law firm/company address.	
Formatted Address	
Blk/House No.	45
Level-Unit:	# 07 - 11
Street Name	Auto-retrieved by system
Building Name	Auto-retrieved by system
Postal Code	069118
OR	
Unformatted Address	

1. Key in the (a) applicant ID, (b) applicant name and (c) email address of the applicant.
2. Key in the address of applicant.
 - For a local address, use formatted address.
 - For a foreign address, use un-formatted address.

SEARCH FORM

Step 7b(ii): Select your relationship to person whose will you are searching for

Relationship to Person whose Will you are searching for

Please choose one of the options *

1

- Self (You are making a search on your own Will record)
Please provide a copy of your NRIC / passport
- Next of Kin
Please provide a copy of the following:
 - (a) Death Certificate of the person whose Will you are searching for
 - (b) Proof of Relationship - Marriage Certificate (for Spouse), Birth Certificate (for Parents or Children)
 - (c) Your NRIC / passport

Submission of Documents

Please note that attachments (if any) will not be saved if you exit from this page. You will need to attach them again before submission.

The size of each attachment must NOT exceed 5MB.

Please attach all relevant document(s) in DOC, DOCX, PDF, JPG or GIF format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Your NRIC / Passport	<input type="button" value="+ Upload"/>	Empty.pdf	<input type="button" value="Delete"/>

3

1. Select your relationship to person whose will you are searching for:
 - Self – Select this option if you are searching your own will.
 - Next of Kin – Select this option if you are searching your deceased family member's will.
2. Click on "Upload" to attach the necessary supporting documents.
3. Click on "Next" to proceed to verify submission.

SEARCH FORM

Step 8: Verify the details of your submission.

PUBLIC TRUSTEE

Step 1

Select case

Step 2

Will search details

Step 3

Confirm Submission

Step 4

Payment

Step 5

Transaction completion

WILLS SEARCH

Particulars of Person whose Will you are searching for

Details of Person whose Will you are searching for

Name (as per in NRIC/passport)	NAME OF PERSON
ID Type / ID No.	FOREIGN PERSON TESTID
Address	45 MAXWELL ROAD URA CENTRE, THE #07-11 SINGAPORE 069118

Particulars of Applicant

Details of Applicant

Applicant Type	INDIVIDUAL / SELF
ID Type / ID No	FOREIGN PERSON APPLICANTID
Name of Individual / Self (as per in NRIC/passport)	APPLICANT NAME
Email Address	APPLICANTEMAIL@EMAIL.COM
Address	45 MAXWELL ROAD URA CENTRE, THE #07-11 SINGAPORE 069118

Relationship to Person whose Will you are searching for

Relationship to Person whose Will you are searching for	Self (You are making a search on your own Will record)
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SEARCH FORM

Step 9: Proceed to submit and pay.

Please ensure that all information displayed is accurate.

No amendments will be allowed after submission. You will have to submit a new Will Search application if you wish to make any amendments.

The \$10 submission fee will still be applicable.

1

Accept Terms of Submission

Back

Submit & Pay

Save & Exit

Cancel

2

1. Tick the box “Accept Terms of Submission”.
2. Click on “Submit & Pay” to proceed to submit.

PAYMENT

Step 10: Proceed to payment page.

Online Payment Service

Payment step 1 of 3

Note: Fields marked * are mandatory

Please proceed

eTransaction No : TWS201412290008D

GST REG No :

Fee Payable(\$\$) : 10.00

Please enter the eTransaction No

This transaction would take about 2 to 3 minutes to complete depending on the payment mode selected.

If you encounter any problems with this service, please [click here](#) for our contact information.

Please do not use Back or Forward buttons on your browser or double-click a hyperlink, as this may end your transaction.



1. Click on “Continue” to proceed to payment page.

PAYMENT

Step 11: Select preferred payment mode.

Total Amount Payable: S\$10.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input type="radio"/> 	For VISA/MasterCard Credit and Debit cards
<input type="radio"/> 	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus! or UOB

1. Select your payment mode – (a) credit / debit card and (b) internet banking.
2. Click on “Proceed” to submit.

Credit / Debit Card - Step 12a

PAYMENT

Step 12a: Payment by credit / debit card

eNETS Tuesday, 11 February 2014

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	Psi Test Internet Cred Card4
Merchant Reference Code	CC14021119414287
NETS Reference Code	20140211194050861
Amount	SGD 50.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

MasterCard VISA

1 Name on Card

2 Card Number

3 CVV / CVC2 [What is CVV/CVC2/CID]

Expiry Date (eg: 2014)

4 I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

5

Important:
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

1. Key in name of the credit / debit card holder
2. Key in the credit card number
3. Key in the CVV/CVC2 number which is found at the back of the credit / debit card
4. Tick the box if you agree to the return and refund policy for the purchase of the service
5. Click "Submit" to proceed to make payment

Direct Debit - Step 12b

PAYMENT

Step 12b: Payment by direct debit

eNETS Wednesday, 12 February 2014

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

debit from bank account

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbsd2pay.dbs.com (for DBS/POSB Account holders)
3. uniservices1.uobgroup.com (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)

TRANSACTION INFORMATION

Merchant Name	Govt Online Payment
Merchant Reference Code	JNX20140212110723016
NETS Reference Code	20140212110726751
Merchant Hostname	160.96.1.110
Amount	SGD 6.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

SINGAPORE BANK SELECTION

1 **Bank**

2

1. Select your bank – UOB, DBS, OCBC and Citibank.
2. Click “Submit” to proceed to internet banking page.

PAYMENT

Step 13: Proceed to complete transaction. You may print out the receipt.

Payment step 3 of 3


Receipt

IMPORTANT: To complete the transaction, please click on the button below to view the Transaction Completion page

eTransaction No :	TWS201412290008D
Fee Payable(S\$) :	10.00
Payment Mode :	eNets Credit
EP Reference No :	CC14122912534087
Transaction No :	BILL1400020911
Transaction Date/Time :	29/12/2014 12:53:42

This is a computer generated receipt. No signature is required.

[Click to complete this transaction](#) **2**

1. You may print out a copy of this receipt by using your browser's printing function 
2. Click on "Click to complete the transaction" to complete the transaction.

COMPLETION

Step 14: Upon successful payment, you will see a completion page. You may wish to print a copy for future reference.

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PUBLIC TRUSTEE

Step 1 Select case | Step 2 Will search details | Step 3 Confirm Submission | Step 4 Payment | Step 5 Transaction completion

WILLS SEARCH

Thank you for using our eService.
Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Your Application for Will Search has been successfully submitted.

Your File Reference No. is : WS0005402014
Your E-Filing No. is : TWS201412290008D

Particulars of Person whose Will you are searching for

Name (as per in NRIC/passport)	NAME OF PERSON
ID Type / ID No.	FOREIGN PERSON TESTID
Address	45 MAXWELL ROAD URA CENTRE, THE #07-11 SINGAPORE 069118

Particulars of Applicant

Details of Applicant

Applicant Type	LAW FIRM / COMPANY
Name of Solicitor / Company	LAW FIRM
File Reference No	FILE REFERENCE NUMBER
Email Address	LAWFIRMEMAIL@EMAIL.COM
Address	45 MAXWELL ROAD URA CENTRE, THE #07-11 SINGAPORE 069118

1. You may print a copy of this completion page by clicking on “Print” or save a copy by clicking on “Save”.
2. You will not be able to access this page after closing the browser.