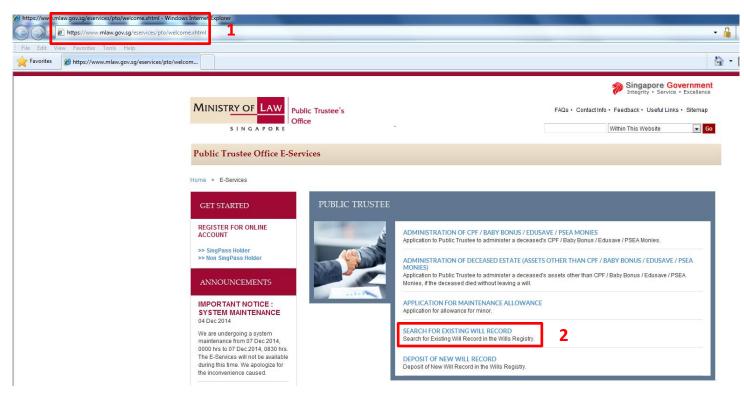
MAKING A WILL SEARCH

29 Dec 2014



GETTING STARTED

Step 1: Go to IPTO Online Portal.

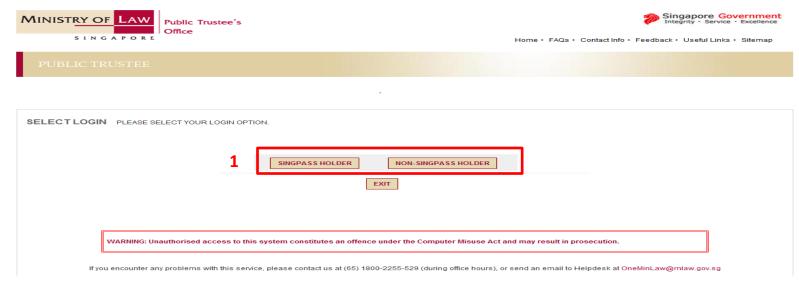


- 1. Key in https://www.mlaw.gov.sg/eservices/pto/welcome.xhtml.
- 2. Click on the link for "Search for Existing Will Record".



GETTING STARTED

Step 2: Select your Login Type.



Select Login Type:

SingPass:

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

Non-SingPass:

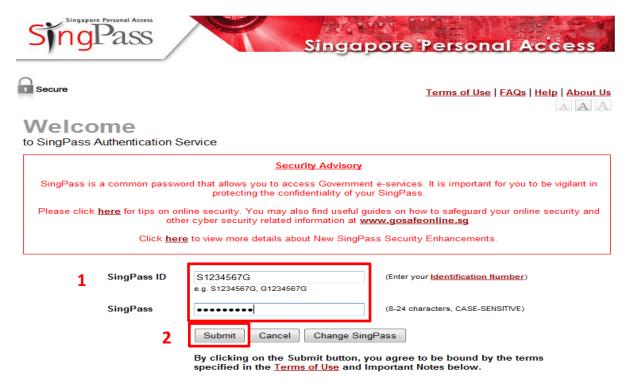
- If you are ineligible for apply for a SingPass, you can apply for a non-SingPass User ID and password. Details are available on www.iptoonline.gov.sg.
- If you are submitting on behalf of an organization for a client, your organization can apply for an organization account. With an organization account,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



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

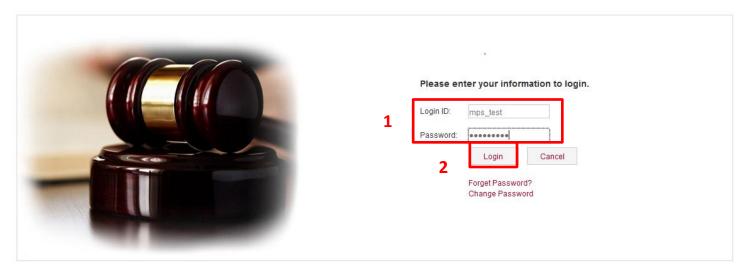


NON-SINGPASS HOLDER - Step 3b

GETTING STARTED

Step 3b: Proceed with non-SingPass Login.



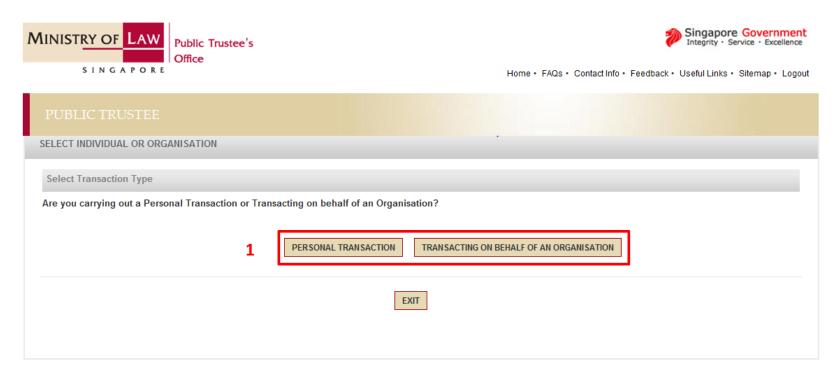


- 1. Key in your non-SingPass User ID and password
- 2. Click on "Login" to proceed.



GETTING STARTED

Step 3b: Select Transaction Type

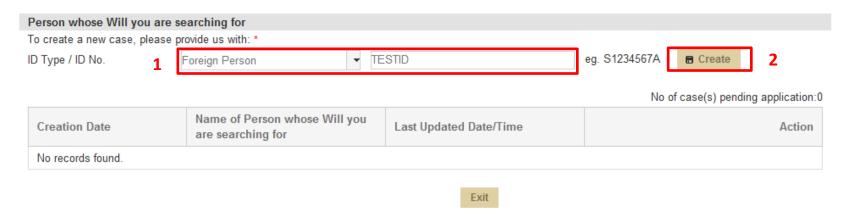


Select Transaction Type:

- 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.



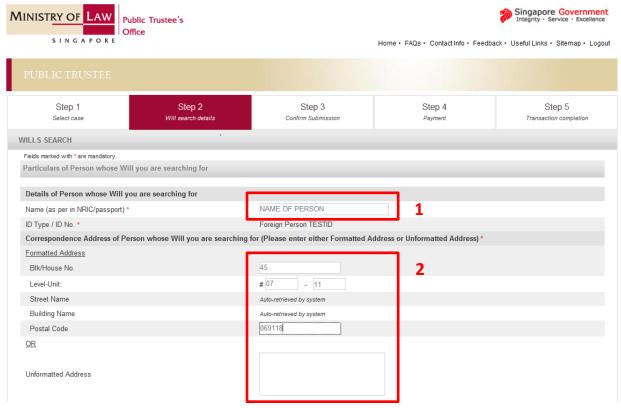
Step 4: Fill in the ID Type and ID No. of person whose will you are searching for.



- 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.



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



- 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



Step 6: Select the Applicant Type



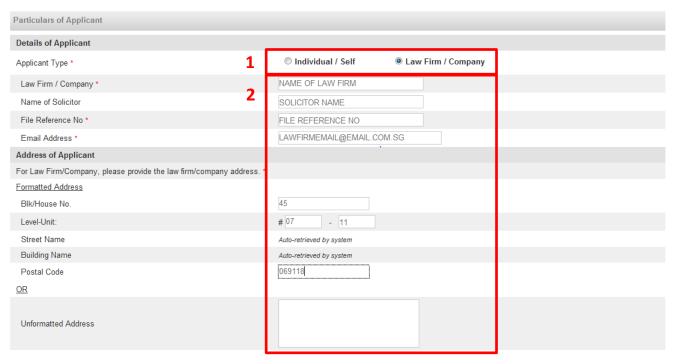
1. Select the applicant type:

- 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

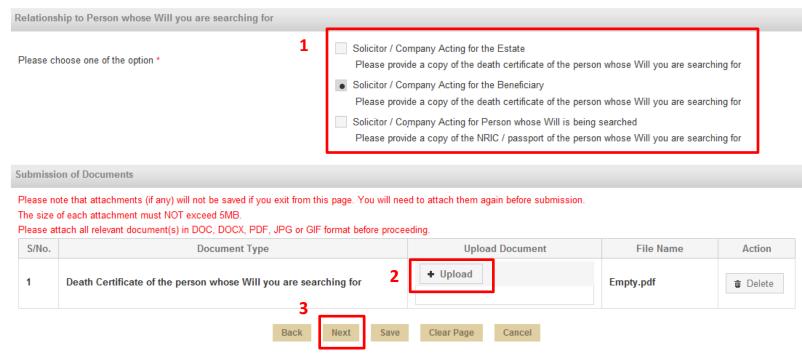
Step 7a(i): Fill in the particulars of the person who is making the search



- 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.
- Key in the address of applicant.
 - For a local address, use formatted address.
 - For a foreign address, use un-formatted address.



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

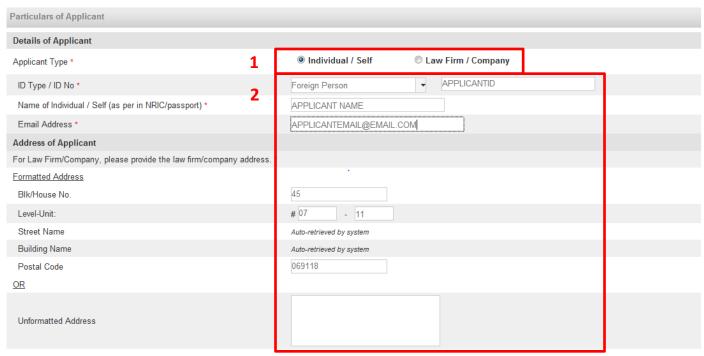


- 1. Select your relationship to person whose will you are searching for:
 - Solicitor / Company Acting for the Estate Select this option if you are acting on the estate.
 - Solicitor / Company Acting for the Beneficiary Select this option if you are acting for the beneficiary.
 - Solicitor / Company 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

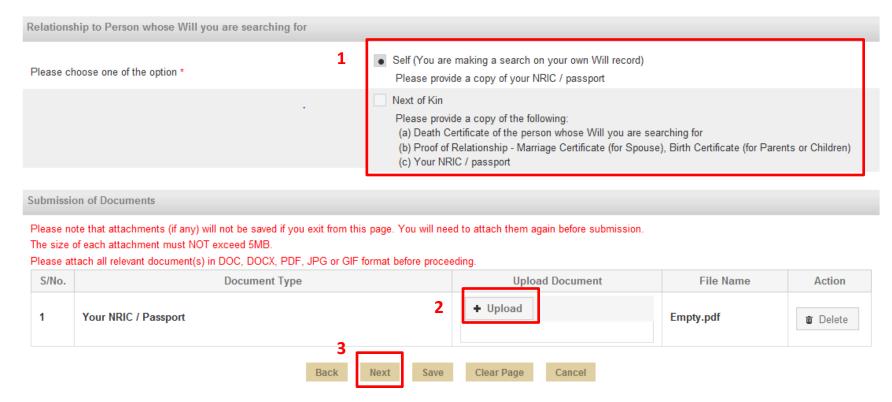
Step 7b(i): Fill in the particulars of the person who is making the search



- 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.



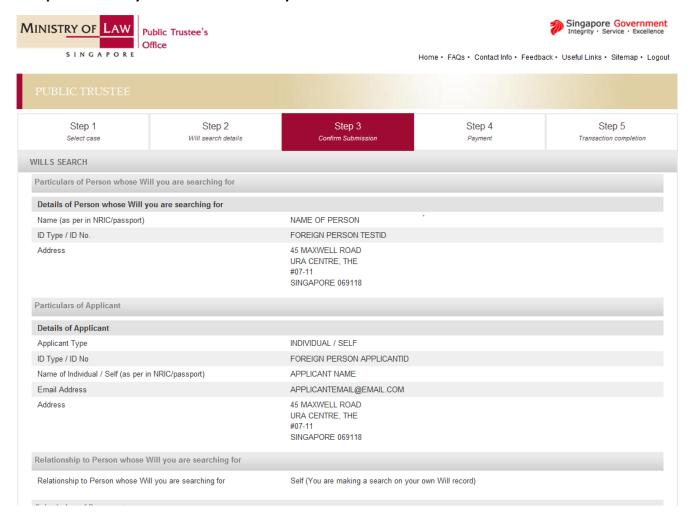
Step 7b(ii): Select your relationship to person whose will you are searching for



- 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.

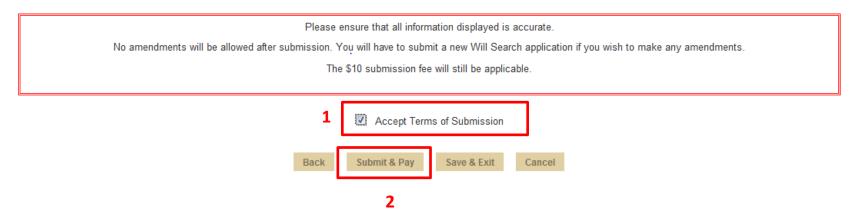


Step 8: Verify the details of your submission.





Step 9: Proceed to submit and pay.



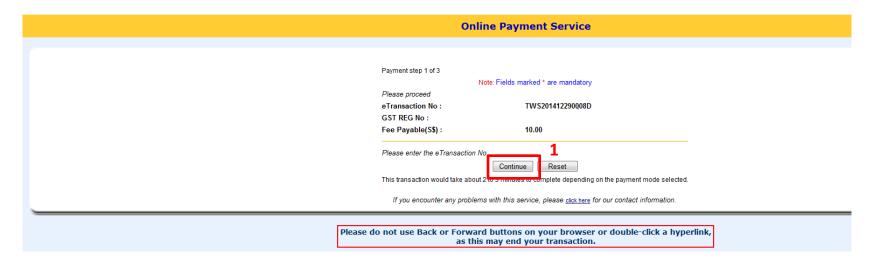
- 1. Tick the box "Accept Terms of Submission".
- 2. Click on "Submit & Pay" to proceed to submit.



PAYMENT

Step 10: Proceed to payment page.





1. Click on "Continue" to proceed to payment page.

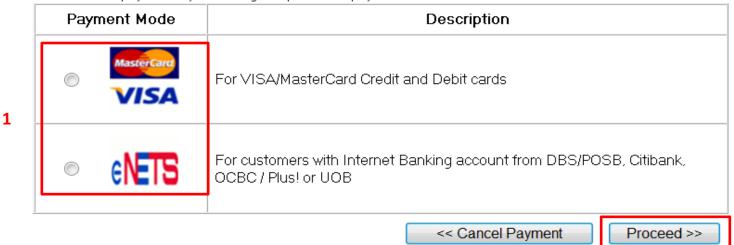


PAYMENT

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:



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



2

Credit / Debit Card - Step 12a

PAYMENT

Step 12a: Payment by credit / debit card



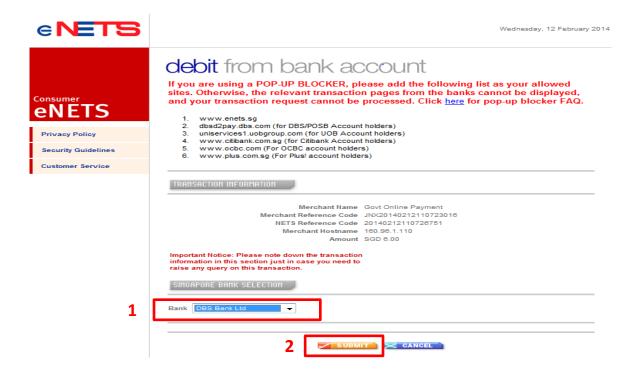
- Key in name of the credit / debit card holder
- Key in the credit card number
- Key in the CVV/CVC2 number which is found at the back of the credit / debit card
- Tick the box if you agree to the return and refund policy for the purchase of the service
- Click "Submit" to proceed to make payment



Direct Debit - Step 12b

PAYMENT

Step 12b: Payment by direct debit

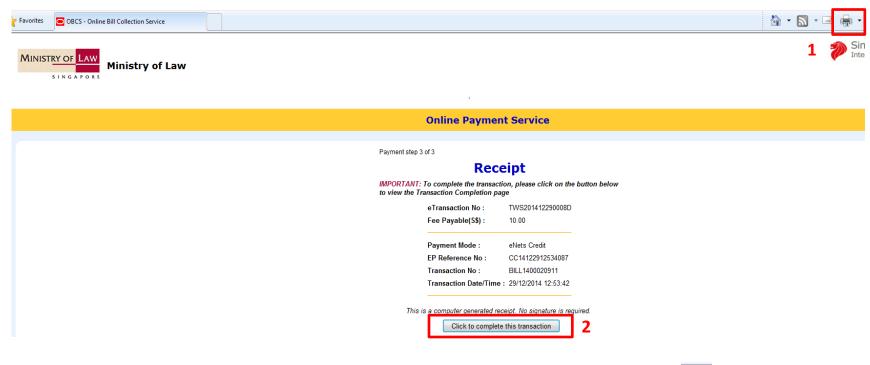


- 1. Select your bank UOB, DBS, OCBC and Citibank.
- 2. Click "Submit" to proceed to internet banking page.



PAYMENT

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



1. You may print out a copy of this receipt by using your browser's printing function

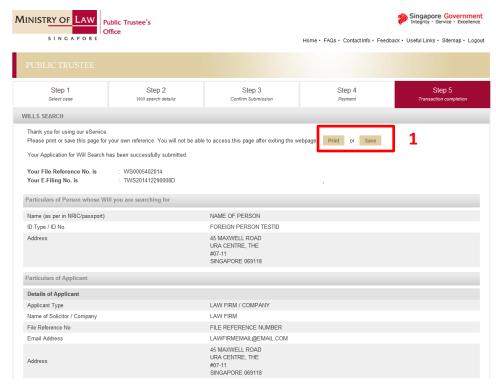


2. Click on "Click to complete the transaction" to complete the transaction.



COMPLETION

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



- 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.