PUBLIC TRUSTEE'S OFFICE (PTO)

Statement of Account

User Guide for E-Service Submission

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

Last updated on 09 Mar 2022

View Statement of Account

General Information

1) This is an online E-Service to view the statement of account. 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**.

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MINISTRY OF LAW | Public Trustee's Office
SINGAPORE

LOGIN

Public Trustee's Office E-Services

Public Trustee | Motor Accident | General | ALL

Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")

Estimated time to complete: 30 minutes.

Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA

Estimated time to complete: 30 minutes.

Maintenance and Allowance for Minor

Estimated time to complete: 10-15 minutes.

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Statement of Account

Estimated time to complete: 5 minutes.

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.

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.
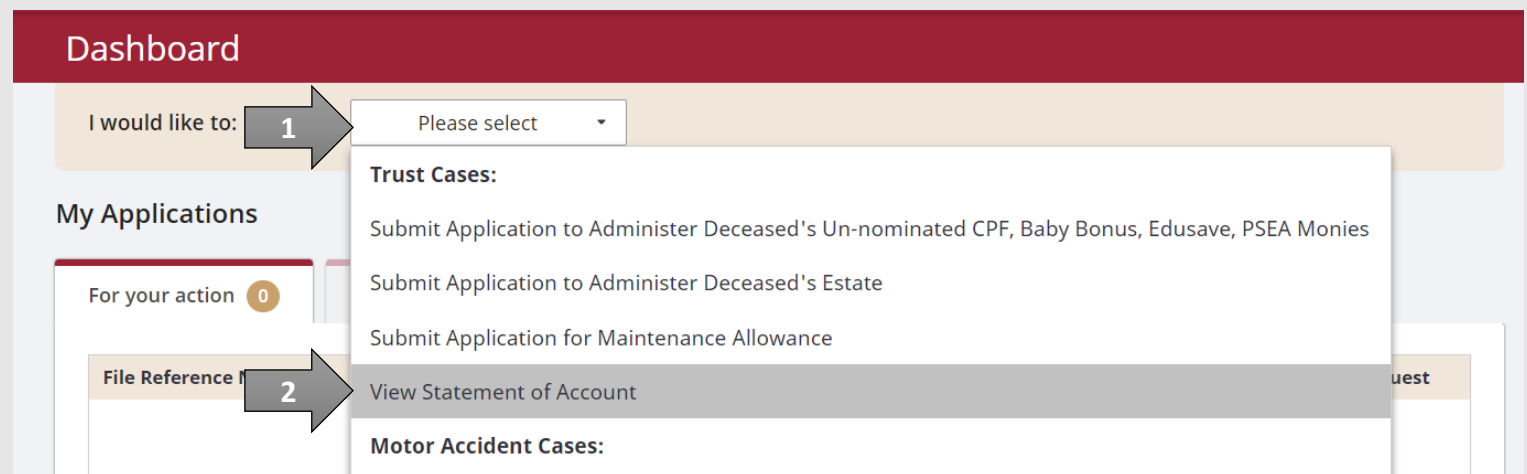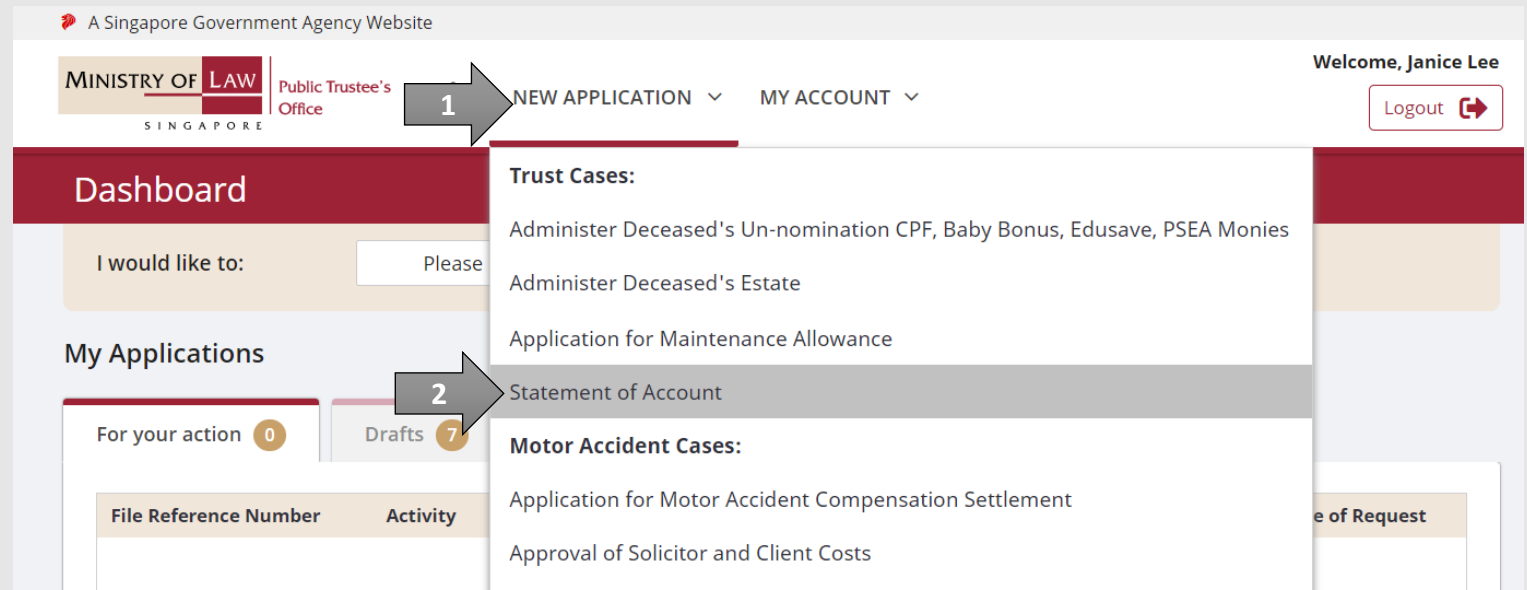
Cancel

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** menu item.

   OR

   From the **Dashboard** page, select **I would like to** and select **View Statement of Account**.

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

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Welcome, Janice Lee
Logout

1 NEW APPLICATION ⌄   MY ACCOUNT ⌄

Dashboard

I would like to: Please

Trust Cases:
Administer Deceased's Un-nomination CPF, Baby Bonus, Edusave, PSEA Monies
Administer Deceased's Estate
Application for Maintenance Allowance
2 Statement of Account
Motor Accident Cases:
Application for Motor Accident Compensation Settlement
Approval of Solicitor and Client Costs

My Applications

For your action 0   Drafts 7

File Reference Number   Activity   e of Request

Dashboard

I would like to: **1** Please select ▼

Trust Cases:
Submit Application to Administer Deceased's Un-nominated CPF, Baby Bonus, Edusave, PSEA Monies
Submit Application to Administer Deceased's Estate
Submit Application for Maintenance Allowance
2 View Statement of Account
Motor Accident Cases:

My Applications

For your action 0

File Reference   uest

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)

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

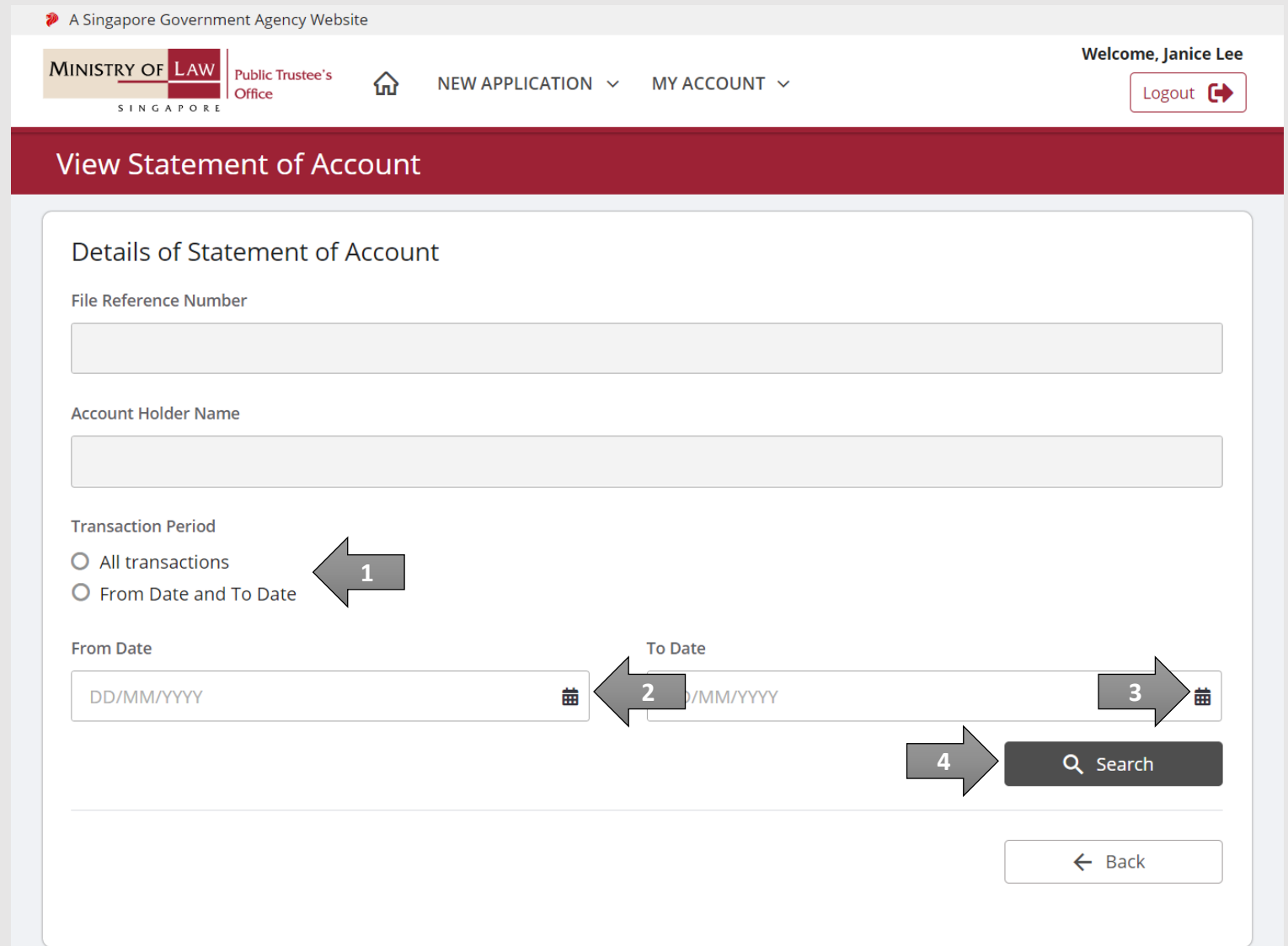Account Holder Name

Transaction Period

○ All transactions ⬅ **1**
○ From Date and To Date

From Date
DD/MM/YYYY 📅 ⬅ **2**

To Date
DD/MM/YYYY 📅 **3**

4 ➡ 🔍 Search

← Back

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 (S$)	Credit (S$)	Balance

Investment as at :

Common fund :

Others (insurance, etc) :

Total investments :

Common fund interest rate for latest period :   0

← Back   **1**   Download Statement of Account