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## PUBLIC TRUSTEE'S OFFICE (PTO)

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

User Guide for E-Service Submission

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

*Last updated on 27 Dec 2021*

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## General Information

- 1) The application to the Public Trustee's Office for the administration of a deceased's estate is via an online E-Service. The types of assets to be administered may include shares, personal bank account (above \$5,000), death gratuity, insurance policies, fully paid-up vehicles, unpaid salary, items in safe deposit box, compensation from government agencies, money from the Welfare Income Supplement Scheme, etc.
- 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.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

To begin, click on the E-Service application for **Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA.**

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

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graph LR; A["$ --> Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")"] -- "1" --> B["Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA"]
```

 Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")  <i>Estimated time to complete: 30 minutes.</i>	 Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA  <i>Estimated time to complete: 30 minutes.</i>	 Maintenance and Allowance for Minor  <i>Estimated time to complete: 10-15 minutes.</i>	 Statement of Account for Cases Held-in-Trust  <i>Estimated time to complete: 5 minutes.</i>
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# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

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.

The screenshot shows the login interface for the Ministry of Law Public Trustee's Office. At the top left is a red circular icon with a white question mark. Next to it is the text 'A Singapore Government Agency Website'. The logo for 'MINISTRY OF LAW SINGAPORE' and 'Public Trustee's Office' is displayed. On the right side, there is a search bar with a magnifying glass icon and a 'LOGIN' button with a red outline and white text. Below the logo, there are two main sections: 'Business Users' and 'Individuals'. The 'Business Users' section contains a red 'Log in with singpass' button and a red 'Register' button. The 'Individuals' section contains the text 'Scan with Singpass app to log in' above a large QR code with a red border. Below the QR code is the word 'singpass'. To the left of the QR code is a small icon of a padlock and the text 'Use password login instead'. Below the QR code is the text 'Don't have the Singpass app? Download now' with a blue link. The 'Individuals' section also contains a red 'Register' button. At the bottom right of the page, there is another red 'Register' button under the heading 'Foreign Individuals'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

Provide permission for Singpass to retrieve and pre-fill information for the online application by clicking **I Agree.**



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

# Administration of Deceased's Estate

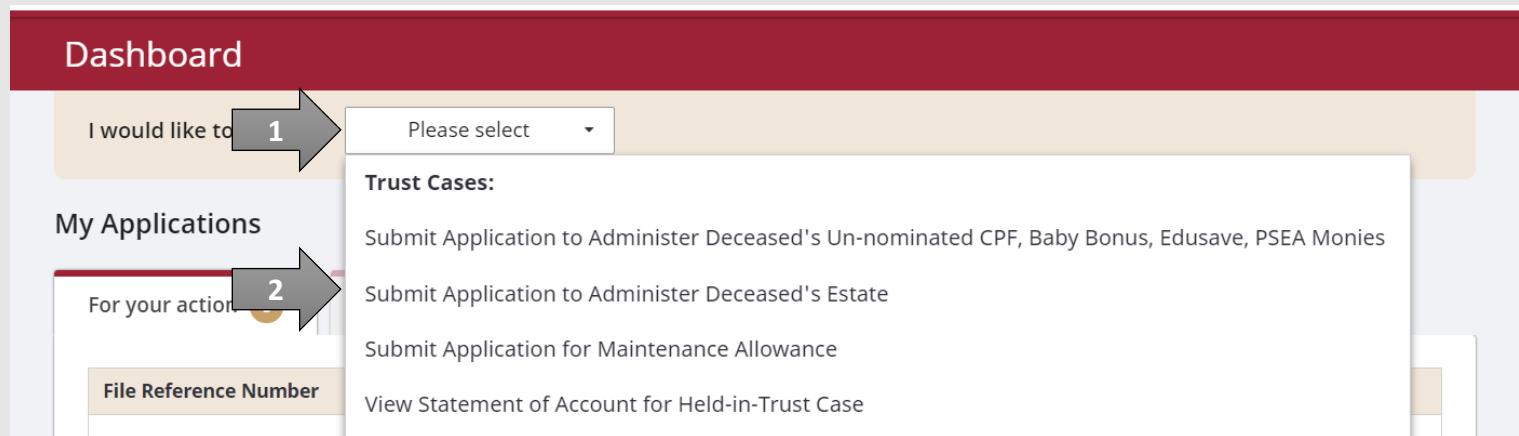
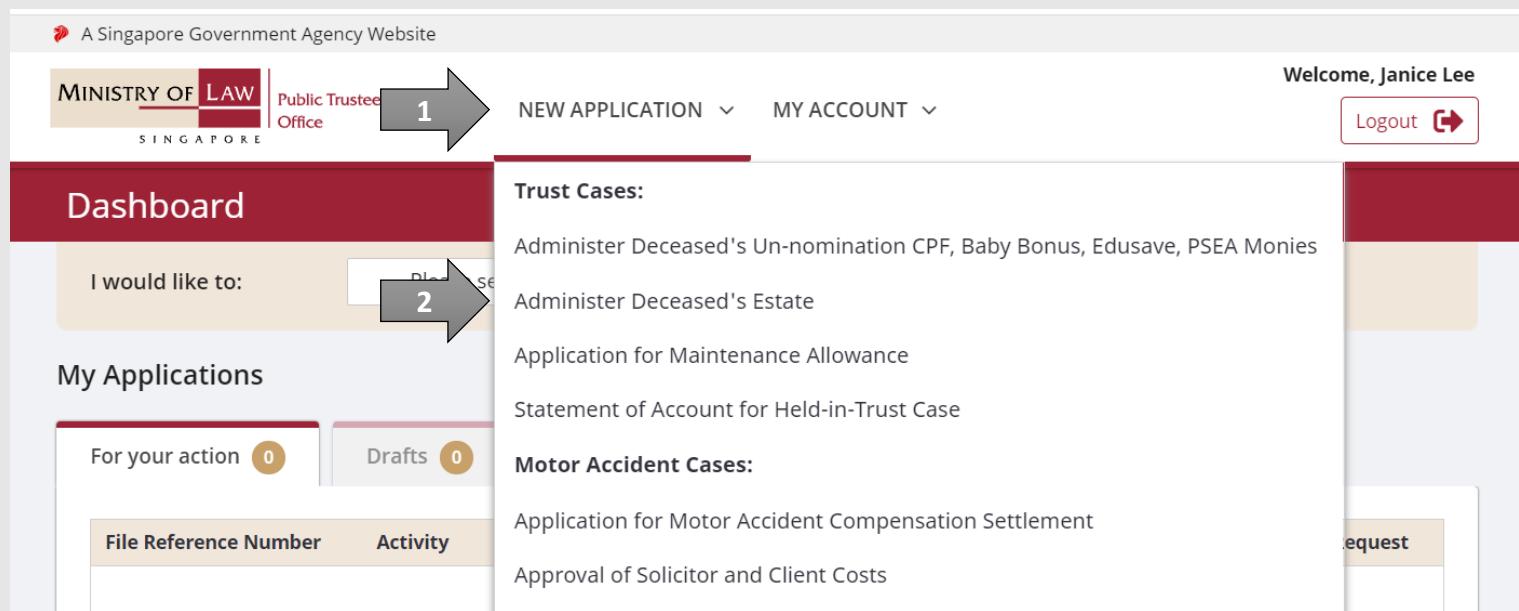
(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. After you have logged in to the **PTO E-Service Portal**:  
From the top menu, click on **NEW APPLICATION** and select the **Administer Deceased's Estate** menu item.

OR

- From the **Dashboard** page, select **I would like to** and select **Submit Application to Administer Deceased's Estate**.

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



# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 2. Read the notes carefully.

The screenshot shows the official website for the Ministry of Law, Public Trustee's Office. At the top, it says 'A Singapore Government Agency Website'. The header includes the logo 'MINISTRY OF LAW SINGAPORE' and 'Public Trustee's Office', along with navigation links for 'NEW APPLICATION', 'MY ACCOUNT', and 'Logout'. The main title 'Administration of Deceased's Estate' is displayed, followed by the subtitle '(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below this, there is a detailed list of assets that can be administered, including shares, bank accounts, death gratuity, insurance policies, vehicles, salary, safe deposit boxes, government compensation, and Workfare Income Supplement Scheme money. A note below states that it should take about 30 minutes to complete the application with all information ready. A separate list details what is needed to start the application, such as deceased details, inheritance certificates, marriage certificates, divorce decrees, and supporting documents.

This is an online application to the Public Trustee to administer the Deceased's other assets. The other assets may include:

- Shares
- Personal bank account (above \$5,000)
- Death gratuity
- Insurance policies
- Fully paid-up vehicles
- Unpaid salary
- Items in safe deposit box
- Compensation from government agencies
- Money from the Workfare Income Supplement Scheme, etc.

**It should take about 30 minutes with complete information on hand to complete this application.**

You will need the:

- Deceased's details
- Certificate of Inheritance (For Muslims only)
- Marriage Certificate of Deceased
- Decree Nisi Absolute (if the Deceased was divorced)
- Supporting documents for the Assets which you require the Public Trustee's assistance to administer

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 3. Click on the **Proceed** button.

Additionally, you may want to prepare the following relevant information as needed.

- Claimant's details (if there is a claim for funeral reimbursement, if different from beneficiaries)
- Beneficiaries' details (e.g. spouse, children, parent, etc.)
- Death Certificate of Deceased (If Deceased passed away outside Singapore)
- Birth Certificate of Deceased
- Birth Certificate of Beneficiary(ies) (If Beneficiary(ies) is/are Deceased's child(ren) or sibling(s))
- Identification Document of Beneficiary(ies)
- Death Certificate of Beneficiary(ies) (if Deceased)
- Marriage Certificate of Deceased's Parents
- Death Certificate of Parent(s) (if Deceased)

**Maximum file size submitted must not exceed 5 MB individually.**



### APPLICATION FORM

Submit or edit your application form.



Proceed →

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

4. Select the **Residential Status** and enter the **NRIC / FIN / Passport Number** of the deceased.

AND

Click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

Deceased Particulars

Residential Status

Please select

NRIC / FIN / Passport Number

Back to Dashboard Proceed →

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 5. Review the conditions provided in the **Questionnaire** and select either **Yes** or **No**.

If **Yes**, you will not be able to proceed further as the Public Trustee will not be able to assist in the administration of the estate.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation    2. Questionnaire    3. Application Form    4. Confirmation    5. Acknowledgement

② Questionnaire

1. For the administration of the Deceased's other assets other than CPF / Baby Bonus / Edusave / PSEA Monies, please confirm whether:

- The estate has a total value of more than \$50,000;
- There is any pending court application for Letters of Administration or Grant of Probate or has any Letters of Administration or Grant of Probate been extracted;
- There are any conflicting claims or disputes among the Beneficiaries;
- There are any outstanding debts or liabilities;
- The Deceased owned any shares or other interest in unlisted companies (foreign or local);
- The Deceased was a partner, a sole proprietor or had an interest in a firm or other business;
- The Deceased was the sole lessee (owner) of a HDB flat and a child is eligible to inherit the whole or part of the flat;
- The Deceased was responsible for any pending lawsuits;
- The Deceased was holding any insurance policies where one or more people have been nominated as Beneficiaries [Under Section 73 of the Conveyancing and Law of Property Act (Cap. 61), Sections 49L and 49M of the Insurance Act (Cap. 142)];
- The Deceased owned a trust bank accounts opened with a child; and
- The Deceased owned a commercial vehicles such as taxis.

Yes     No

1

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 6. Enter the **Total Value of Estate (\$\$)** and review the **Estimated Chargeable Fee (\$\$)** calculated by the system.

Select either **Yes** or **No** on whether you are agreeable to the administrative fee and costs.

If the total value of the Estate is below \$6,000, Qn. 3 will appear.

Select either **Yes** or **No** on whether the claimant wishes to claim all the assets in the estate as Funeral Reimbursement.

AND

Click on the **Proceed** button.

2. The Public Trustee will charge its full administrative fees once it accepts this case for administration. The fees are charged according to the value of the estate in accordance to the published rates below:

Value of Estate	Rate
For the first \$5,000	6.50%
For the next \$2,000	6.00%
For the next \$3,000	4.25%
For the next \$10,000	2.75%
For the next \$30,000	2.25%

These fees include GST and cannot be waived. There will be no refund if the administration is later ceased for reasons including but not limited to the failure to meet the criteria listed above. If you would like to know the estimated fees chargeable, please provide the estimated value of the estate to be administered by the Public Trustee below. The actual fees charged may defer if additional costs are incurred.

Total Value of Estate (\$\$)

1

Estimated Chargeable Fee (\$\$)

2

Are you agreeable to the Public Trustee's estimated administrative fee and any further additional costs that may incur and chargeable?

- Yes  
 No

3. Does the claimant wish to claim all the assets in the estate as Funeral Reimbursement?

- Yes  
 No

3

Back to Dashboard

← Back

4

Proceed →

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 7. 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.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation | 2. Questionnaire | 3. Application Form | 4. Confirmation | 5. Acknowledgement

**Applicant**

- Deceased
- Funeral Expenses
- Beneficiaries
- List of Assets
- Confirmation

**Applicant Particulars**

Name: As stated in your NRIC / Passport

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

Residential Status:

NRIC / FIN / Passport Number:

Date of Birth: DD/MM/YYYY

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased: Please select

Retrieve Myinfo with singpass | Clear Myinfo

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 8. 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 your email address. We would also be using this email address to correspond with you.

**Residential Address**

Address Type

Local Address       Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

9. Click on the **Upload Document** button to provide the required Supporting Documents.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Street name

Level

Unit

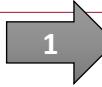
Building Name

Correspondence Address

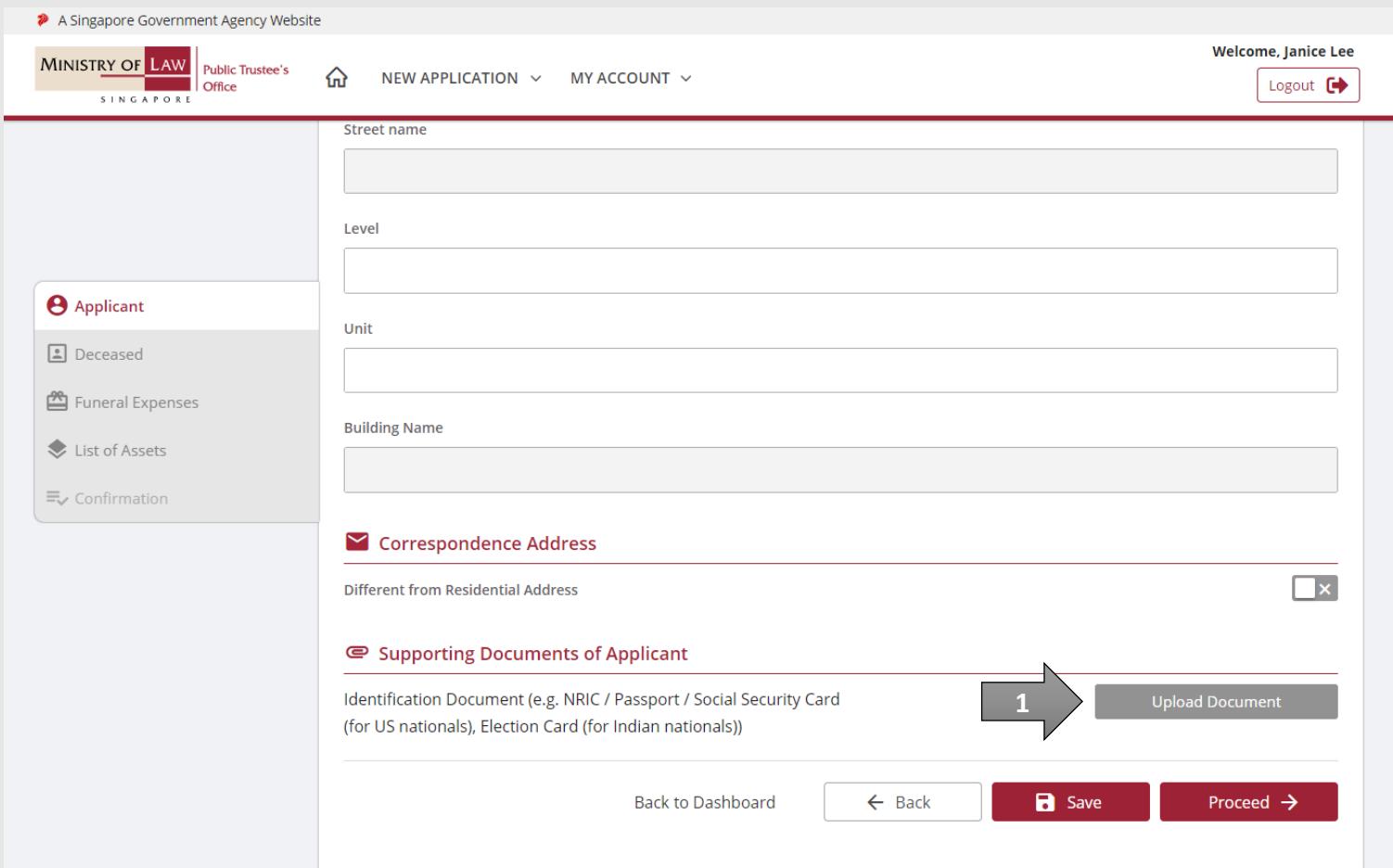
Different from Residential Address

Supporting Documents of Applicant

Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

1  Upload Document

Back to Dashboard | Back | Save | Proceed →



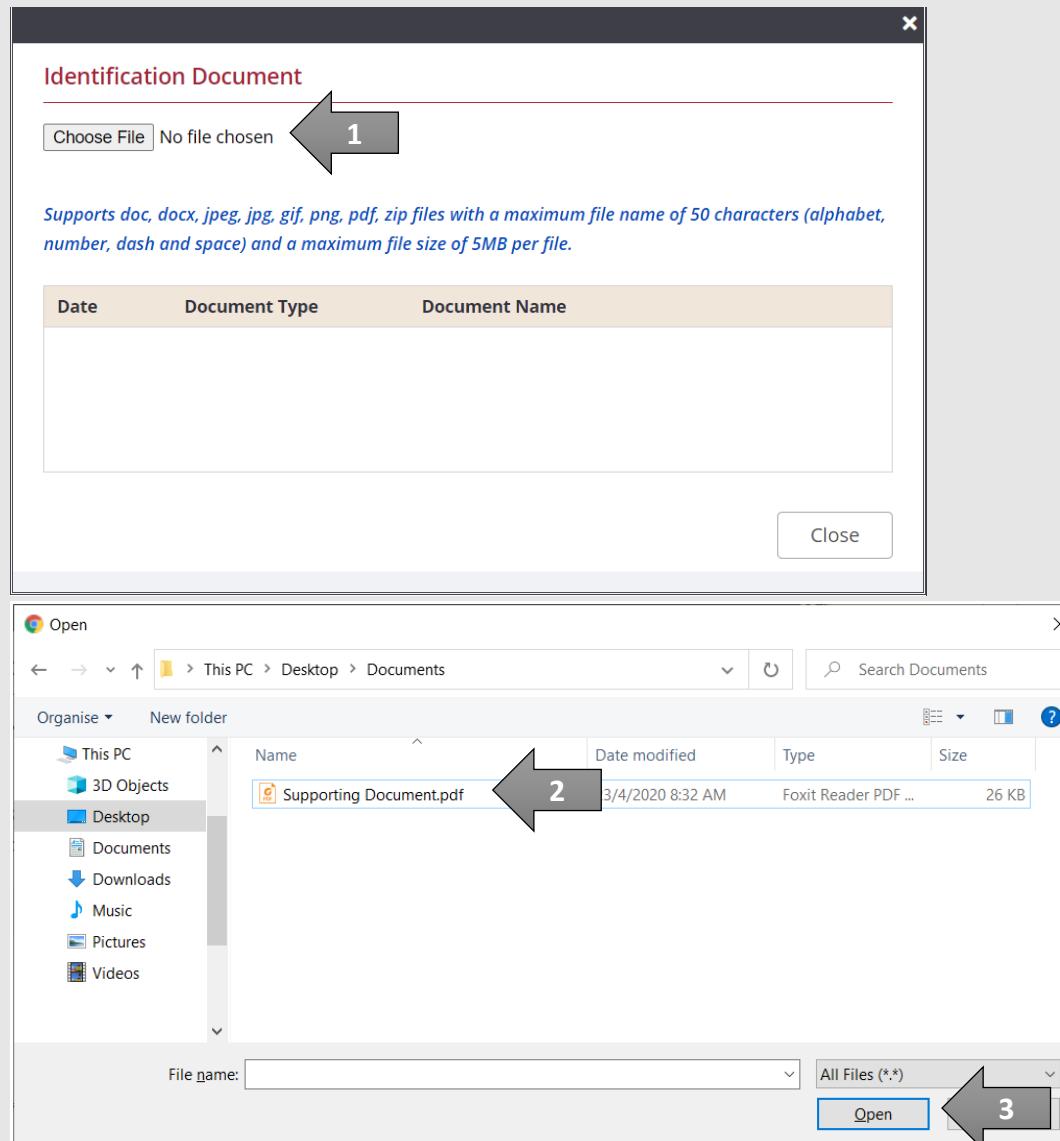
# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

10. Click on the **Choose File** button to select a document to be uploaded, select the document and click on the **Open** button to upload the selected file.

AND

Click on the **Close** button.



# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

11. Verify the Supporting Documents.  
AND  
Click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION ▾ MY ACCOUNT ▾ Welcome, Janice Lee Logout

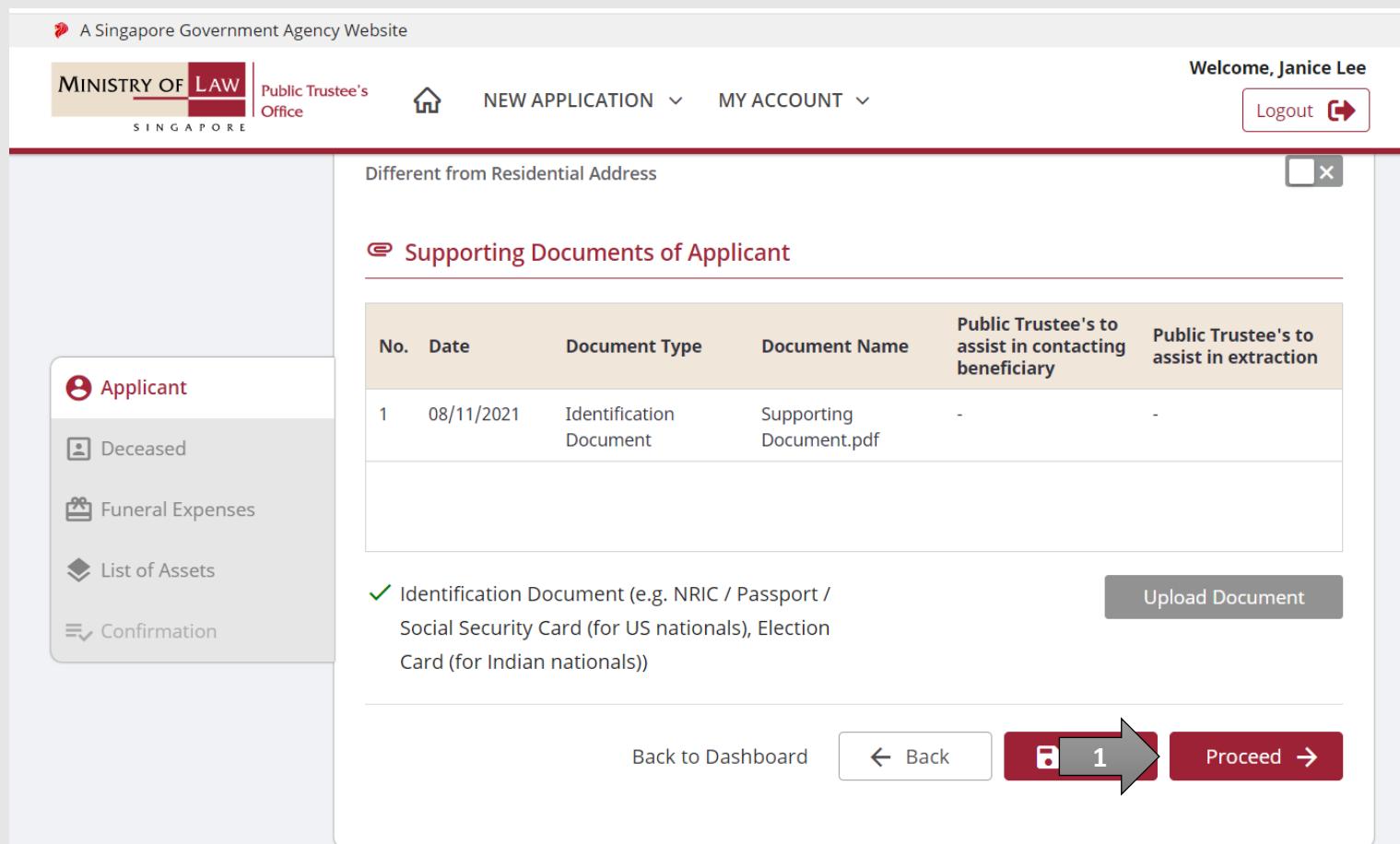
Different from Residential Address

**Supporting Documents of Applicant**

No.	Date	Document Type	Document Name	Public Trustee's to assist in contacting beneficiary	Public Trustee's to assist in extraction
1	08/11/2021	Identification Document	Supporting Document.pdf	-	-

✓ Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

Back to Dashboard



# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 12. Enter the Deceased Particulars information.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

### Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation    2. Questionnaire    3. Application Form    4. Confirmation    5. Acknowledgement

Applicant     Deceased     Funeral Expenses     Beneficiaries     List of Assets     Confirmation

#### Deceased Particulars

Name  
As stated in the Death Certificate

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

Residential Status  
Singapore Citizen

NRIC / FIN / Passport Number  
S2415975B

To edit Deceased's Residential Status and NRIC / FIN / Passport Number, please click [here](#).

Date of Birth  
DD/MM/YYYY

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Place of Domicile

Place of domicile refers to the country in which a person is, or is presumed to be permanently living; the place of a person's permanent home.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 13. Upload the required Supporting Documents of Deceased.

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Proceed** button.

The screenshot shows a web application for estate administration. At the top, there is a header with the Ministry of Law logo, a 'NEW APPLICATION' dropdown, a 'MY ACCOUNT' dropdown, and a 'Logout' button. On the left, a sidebar lists steps: 'Applicant' (selected), 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets', and 'Confirmation'. A large grey arrow labeled '1' points from the sidebar to the 'Supporting Documents of Deceased' section. This section contains fields for 'Birth Certificate of Deceased' and 'Certificate of Inheritance of Deceased', each with an 'Upload Document' button. At the bottom right, there are 'Back to Dashboard', 'Back' (with a left arrow), a red '2' inside a grey arrow, and a 'Proceed' button with a right arrow.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

14. If a Next-of-kin would like to claim for reimbursement of funeral expenses from the Deceased's Estate, turn on the option **Click here if the Claimant wishes to claim Funeral Reimbursement** to enter **Claimant Particulars**.

Turn on the next option if the **Applicant is also the Claimant**.

OR

Enter the **Claimant Particulars** information.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF/ Baby Bonus/ Edusave/ PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

Applicant ✓  
Deceased ✓  
Funeral Expenses  
Beneficiaries  
List of Assets  
Confirmation

**Funeral Expenses**

Note:

1. Public Trustee's Office will reimburse the Claimant up to a maximum of \$6,000 from the Deceased's estate.
2. Please do not claim the reimbursement if you have already been reimbursed.
3. Kindly note that funeral expenses can be reimbursed from the Deceased's un-nominated CPF and Estate monies only. The Deceased's Baby Bonus / Edusave / PSEA monies will have to be distributed in accordance to the applicable laws.

Click here if the Claimant wishes to claim Funeral Reimbursement. 1

Please enter Claimant particulars below.

**Claimant Particulars**

Applicant is also the Claimant

Name

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

Residential Status

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 15. Continue to enter the **Claimant Particulars** information.

NRIC / FIN / Passport Number

Do you allow the Public Trustee to contact the Claimant to obtain information from MyInfo (via a valid SingPass account)?

Date of Birth  
 

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased

Mobile Number Type  
 Local Number       Foreign Number

Mobile Number

If Claimant 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 Claimant of the messages which may require his / her 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 Claimant.

Amount to be reimbursed (\$\$)

I also confirm that:

There are no other Beneficiaries; or  
 All other Beneficiary(ies) has / have given me consent to claim reimbursement of funeral expenses from the Deceased's estate.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 16. Continue to enter the **Claimant Particulars** information.

**Residential Address**

Address Type  
 Local Address       Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

**Correspondence Address**

Different from Residential Address

**Mode of Receiving Payment**

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

17. For receiving payment via **PayNow**, the Claimant will be required to give consent. If the Claimant is not the Applicant, the Claimant will receive a SMS and email to request that he / she logs in to the system to provide his / her consent.

A screenshot of a web application interface for the Ministry of Law Public Trustee's Office. At the top, there is a header bar with the text "A Singapore Government Agency Website", the Ministry of Law logo, and navigation links for "NEW APPLICATION", "MY ACCOUNT", "Welcome, Janice Lee", and "Logout". The main content area has two sections, each titled "Mode of Receiving Payment". The first section contains radio buttons for "PayNow", "GIRO", "Telegraphic Transfer", and "Demand Draft", with "PayNow" selected. Below this is a sub-section titled "For payment via PayNow" containing a statement of consent and a checkbox. The second section is identical in structure but lacks the "For payment via PayNow" sub-section and its associated statement.

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

For payment via PayNow

I consent for the payment to be paid to the PayNow account that is linked to my NRIC. I further consent to the [Terms and Conditions](#) attached herein.

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

For payment via PayNow

An SMS and email will be sent to this Claimant to login to give consent to receive the monies via PayNow.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

18. For receiving payment via GIRO, continue to enter the required bank information.

The screenshot shows a web application interface for the Ministry of Law Public Trustee's Office. At the top, there is a header bar with the text "A Singapore Government Agency Website", the Ministry of Law logo, and navigation links for "NEW APPLICATION", "MY ACCOUNT", and "Logout". On the left side, there is a sidebar with icons and labels for "Applicant", "Deceased", "Funeral Expenses" (which is highlighted in red), "List of Assets", and "Confirmation". The main content area is titled "Mode of Receiving Payment" and contains a list of payment methods: PayNow, GIRO (which is selected), Telegraphic Transfer, and Demand Draft. Below this, there is a section for "For payment via GIRO" with fields for "Name of Bank" (containing the placeholder "Please select") and "Account Number" (containing the placeholder "Without dashes").

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

19. For receiving payment via **Telegraphic Transfer**, continue to enter the required bank information.

The screenshot shows a user interface for administering a deceased's estate. On the left, there is a sidebar with icons for 'Applicant', 'Deceased', 'Funeral Expenses' (which is highlighted in red), 'List of Assets', and 'Confirmation'. To the right, under the heading 'Mode of Receiving Payment', there are four radio button options: 'PayNow', 'GIRO', 'Telegraphic Transfer' (which is selected), and 'Demand Draft'. Below this, a note states: 'For payment via Telegraphic Transfer (Applicable to payment to Foreign Bank Accounts only)'. A callout box contains the instruction: 'Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount due to you.' Further down, there are fields for 'Bank Name' (empty), 'Bank Account Number' (placeholder 'Without dashes'), 'Swift Code' (empty), and 'Currency' (placeholder 'Please select').

Mode of Receiving Payment

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

For payment via Telegraphic Transfer (Applicable to payment to Foreign Bank Accounts only)

Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount due to you.

Bank Name

Bank Account Number

Without dashes

Swift Code

Currency

Please select

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

20. For receiving payment via **Demand Draft**, continue to enter the required payee information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

Welcome, Janice Lee

Logout

**Mode of Receiving Payment**

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

For payment via Demand Draft (Applicable to payment to Foreign Bank Accounts only)

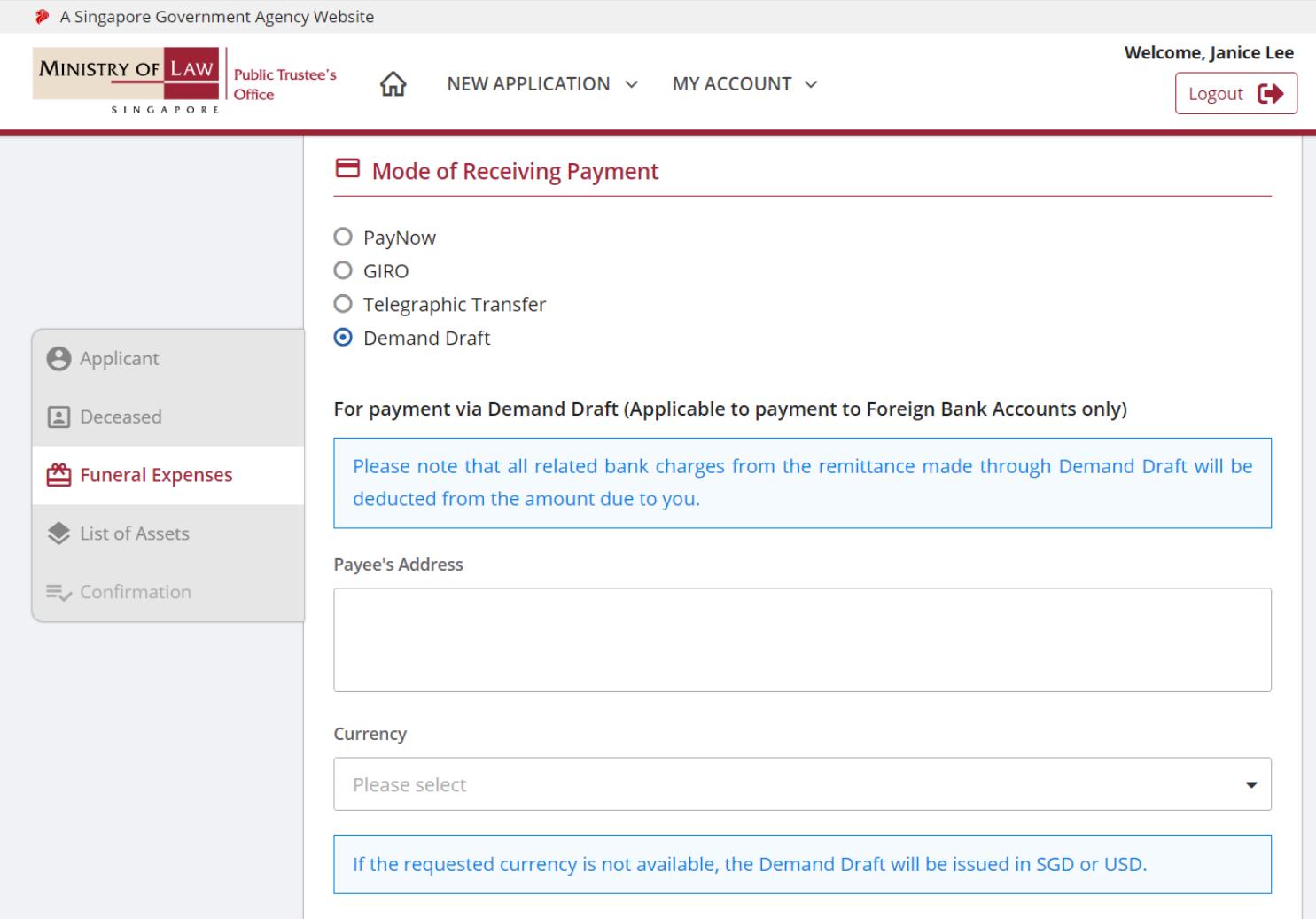
Please note that all related bank charges from the remittance made through Demand Draft will be deducted from the amount due to you.

Payee's Address

Currency

Please select

If the requested currency is not available, the Demand Draft will be issued in SGD or USD.



# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

21. Continue to enter the **Claimant Particulars** information and upload the **Supporting Documents of Claimant**.

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Proceed** button.

The screenshot shows a web application interface for the Ministry of Law Public Trustee's Office. At the top, there is a header with the logo 'MINISTRY OF LAW SINGAPORE' and 'Public Trustee's Office'. To the right of the logo, it says 'A Singapore Government Agency Website' and 'Welcome, Janice Lee' with a 'Logout' button. Below the header, there are navigation links for 'NEW APPLICATION' and 'MY ACCOUNT'. On the left, there is a sidebar with icons for 'Applicant', 'Deceased', 'Funeral Expenses' (which is highlighted in red), 'List of Assets', and 'Confirmation'. The main content area is titled 'For payment via GIRO' and asks for 'Name of Bank' (with a dropdown menu showing 'Please select') and 'Account Number' (with a text input field containing 'Without dashes'). Below this, there is a section titled 'Supporting Documents of Claimant' with two sub-options: 'Receipts of Funeral Expenses' and 'Front page of bank passbook / bank statement reflecting name and account number'. To the right of these options are two grey buttons labeled 'Upload Document'. At the bottom right of the main content area are three buttons: 'Back to Dashboard', 'Back' (with a left arrow), 'Proceed' (with a red arrow and the number '2'), and 'Proceed' (with a right arrow).

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

22. In the **Beneficiaries** page, turn on the option **Add Beneficiary** to enter **Beneficiary Particulars** information.

Turn on the next option if the **Applicant is also the Beneficiary** or **Claimant is also the Beneficiary**.

OR

Enter **Beneficiary Particulars** information.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's Estate (Assets other than CPF/ Baby Bonus/ Edusave/ PSEA Monies)

1. Validation > 2. Questionnaire > 3. Application Form > 4. Confirmation > 5. Acknowledgement

1. Add Beneficiary Particulars

2. Add Beneficiary

3. Applicant is also the Beneficiary

4. Claimant is also the Beneficiary

Back to Dashboard | Back | Save | Proceed

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 23. Continue to enter the Beneficiary Particulars information.

Applicant      Deceased      Funeral Expenses      **Beneficiaries**      List of Assets      Confirmation

Name  
As stated in your NRIC / Passport

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

Residential Status  
Please select

NRIC / FIN / Passport Number

Date of Birth  
DD/MM/YYYY

If you only know the year of birth ("YYYY"), please indicate the date of birth as 01/01/YYYY. (E.g. If you only know that the year of birth is 1939, please indicate the date of birth as 01/01/1939.)

Relationship to Deceased  
Please select

Life Status  
 Alive  Deceased

Do you allow the Public Trustee to contact the Beneficiary to obtain information from MyInfo (via a valid SingPass account)?

Mobile Number Type  
 Local Number  Foreign Number

Mobile Number

If Beneficiary 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 Beneficiary of the messages which may require his / her actions.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 24. Continue to enter the **Beneficiary Particulars** information.

Email Address of Beneficiary

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 Beneficiary.

**Residential Address**

Address Type  
 Local Address       Foreign Address

Postal Code

Blk/House Number

Street name

Level

Unit

Building Name

**Correspondence Address**

Different from Residential Address

Would the Beneficiary wish to renounce his/her share?

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 25. Select the Mode of Receiving Payment.

*Please refer to Steps 17 - 20 (page 22 – 25) regarding the various payment mode.*

**Upload the required Supporting Documents of Beneficiary.**

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

OR

**Click on the Unable to Provide button if you are not able to submit the required document, with reason and next course of action required.**

The screenshot shows a digital form interface for selecting the mode of receiving payment and providing supporting documents for a beneficiary. A large grey arrow labeled '1' points from the left towards the 'Mode of Receiving Payment' section. Another grey arrow labeled '2' points from the right towards the 'Supporting Documents of Beneficiary' section.

**Mode of Receiving Payment**

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

**Supporting Documents of Beneficiary**

Birth Certificate

Buttons: **Unable to Provide**, **Upload Document**, **Cancel**, **Add Beneficiary**

Links: **Back to Dashboard**, **Back**

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

26. If you are unable to provide the document, answer the stated questions.

AND

Click on the **Save** button.

1

**Birth Certificate**

Reason for not being able to provide document:

- I am not in contact with the Beneficiary(ies)
- I do not want to contact the Beneficiary(ies) for the documents
- Document was lost
- Document was not registered
- Document was unavailable
- Others

2

Would you like the Public Trustee's Office to contact the Beneficiary for the supporting document?

- Yes
- No

3

Would you like the Public Trustee's Office to assist in the extraction of information with the relevant Government Agencies? Please note that Public Trustee will only be able to assist in the extraction of information for births, deaths and marriages registered in Singapore. Please note that fees imposed by the relevant Government Agencies will be deducted from the realized monies of the estate, or payable by you before the Public Trustee will be able to assist with the extraction.

- Yes
- No

4

**Save**

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 27. Verify the Supporting Documents.

AND

Click on the **Add Beneficiary** button to add the Beneficiary to the list.

**Supporting Documents of Beneficiary**

No.	Date	Document Type	Document Name	Public Trustee to Assist in Contacting Beneficiary	Public Trustee to Assist in Extraction
1	08/11/2021	Birth Certificate	-	Yes	Yes

✓ Birth Certificate     

**1**

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

28. Turn on the option **Add Beneficiary** to add more Beneficiary.

OR

Click on the **Proceed** button to continue.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF/ Baby Bonus/ Edusave/ PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

**List of Beneficiaries**

No.	Name	NRIC / FIN / Passport Number	Relationship to Deceased
1	Beneficiary	S8765057Z	Child

Add Beneficiary Particulars

Add Beneficiary

Back to Dashboard Back Proceed

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

29. In the **List of Assets** page, select the **Asset Type** to add the list of Assets.

The screenshot shows a web application for administering a deceased's estate. At the top, there is a navigation bar with the Ministry of Law logo, a link to 'A Singapore Government Agency Website', and a user welcome message 'Welcome, Janice Lee' with a 'Logout' button. Below the navigation is a red header bar with the title 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. The main content area has a progress bar at the top with five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 3 is currently active. On the left, there is a sidebar with icons for 'Applicant', 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets' (which is selected and highlighted in red), and 'Confirmation'. A large grey arrow points from the 'List of Assets' icon to a dropdown menu titled 'Select Asset Type'. The dropdown contains a placeholder 'Please select' and a list of asset types: 'Bank Accounts (based in Singapore)', 'Immovable Property (based in Singapore)', 'Motor Vehicle (fully paid and not on Hire Purchase)', 'Other Assets (based in Singapore)', 'Personal Insurance Policy', 'Safe Deposit Box (based in Singapore)', and 'Shares'. The first item, 'Bank Accounts (based in Singapore)', is highlighted with a blue background.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

30. For Bank Accounts (based in Singapore), enter the bank accounts information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

Applicant  
 Deceased  
 Funeral Expenses  
 Beneficiaries  
 List of Assets  
 Confirmation

**Bank Accounts (based in Singapore)**

You may liaise directly with the bank on the release of the Deceased's bank money, if the balance in the Deceased's bank account does not exceed \$5,000.

No.	Name of Bank	Bank Account Number	Amount (\$\$)

Add Other Asset Types

Add or Update

Name of Bank

Please select

Bank Account Number

Without dashes

Amount (\$\$)

0.00

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 31. Upload the **Supporting Documents** of bank accounts (based in Singapore).

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a web interface for uploading supporting documents. At the top, there is a header 'Supporting Documents' with a note: 'Please upload bank statement or front page of bank account indicating the deceased's name, bank's name and account number.' Below this is a table with columns 'Date' and 'Document'. A large grey arrow labeled '1' points from the left towards the 'Choose File' button. Below the table, there is a note: 'Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.' At the bottom right, there are three buttons: 'Back to Dashboard', 'Save' (highlighted with a grey arrow labeled '2'), and 'Proceed →'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 32. Verify the added Bank Accounts (based in Singapore) record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows the 'Administration of Deceased's Estate' application interface. The left sidebar has a dropdown menu with the following items: 'Applicant' (selected), 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets' (highlighted in red), and 'Confirmation'. The main content area is titled 'Bank Accounts (based in Singapore)' and contains the following text: 'You may liaise directly with the bank on the release of the Deceased's bank money, if the balance in the Deceased's bank account does not exceed \$5,000.' Below this is a table with one row:

No.	Name of Bank	Bank Account Number	Amount (\$\$)	Action
1	Overseas Chinese Banking Corporation	111122223333	1,000.00	Action ▾

A large grey arrow points to the 'List of Assets' item in the sidebar, and another grey arrow points to the 'Action' column in the table.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

**33. For Immovable Property (based in Singapore), enter the property information.**

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

**Immovable Property (based in Singapore)**

Please ensure that the value of the Deceased's share in the property, together with his / her other assets, must not exceed \$50,000.

No.	Type of Housing	Shareholding	Ownership	Market Value of Property (\$\$)

Add or Update

Type of Housing

Please select

Shareholding of the deceased in the property (%)

0.00

Add Other Asset Types

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

34. Continue to enter the  
**Immovable Property (based  
in Singapore) information.**

Ownership

Market Value of Property (\$\$)

 Immovable Property Address

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 35. Upload the **Supporting Documents** of Immovable Property (based in Singapore).

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a web interface for uploading supporting documents. At the top, there is a header 'Supporting Documents' with a note: 'Please upload bank statement or front page of bank account indicating the deceased's name, bank's name and account number.' Below this is a table with columns 'Date' and 'Document'. A large grey arrow labeled '1' points from the left towards the 'Choose File' button. Another grey arrow labeled '2' points from the right towards the 'Add' button. At the bottom, there are buttons for 'Back to Dashboard', 'Back', 'Save', and 'Proceed'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 36. Verify the added Immovable Property (based in Singapore) record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation | 2. Questionnaire | 3. Application Form | 4. Confirmation | 5. Acknowledgement

Applicant ✓  
Deceased ✓  
Funeral Expenses ✓  
Beneficiaries ✓  
List of Assets  
Confirmation

**Immovable Property (based in Singapore)**

Please ensure that the value of the Deceased's share in the property, together with his / her other assets, must not exceed \$50,000.

No.	Type of Housing	Shareholding	Ownership	Market Value of Property (\$\$)
1	HDB	80.00	Sole-Owner	10,000.00

1 → Add Other Asset Types

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

**37. For Motor Vehicle (Fully Paid and not on Hire Purchase), enter the motor vehicle information.**

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation > 2. Questionnaire > 3. Application Form > 4. Confirmation > 5. Acknowledgement

**Motor Vehicle (Fully Paid and not on Hire Purchase)**

No.	Registration Number	Fully Paid	Transferee Details	Valuation based on PARF/COE Rebate (\$\$)

Add or Update

Registration Number

Has the vehicle been fully paid for?

Yes       No

Do you wish to transfer the motor vehicle or realise the vehicle's Preferential Additional Registration Fee (PARF) value?

To transfer       To realise vehicle's Preferential Additional Registration Fee (PARF) value\*

\* This applies **only** to fully paid up vehicles with expired Certificate of Entitlement (COE).

Valuation based on PARF/COE Rebate (\$\$)

0.00

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 38. Upload the Supporting Documents of Motor Vehicle (Fully Paid and not on Hire Purchase).

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents

Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased.

Date	Document

Supporting Document

Choose File No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

Back to Dashboard    ← Back    Add    Save    Proceed →

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 39. Verify the added Motor Vehicle (Fully Paid and not on Hire Purchase) record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows a web application for administering a deceased's estate. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. The top navigation bar includes 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and 'Logout'. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below this, a progress bar shows steps 1 through 5: 1. Validation, 2. Questionnaire, 3. Application Form (which is active), 4. Confirmation, and 5. Acknowledgement. On the left, a sidebar menu lists: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), List of Assets (highlighted in red), and Confirmation. The main content area displays a table for a 'Motor Vehicle (Fully Paid and not on Hire Purchase)'. The table has columns: No., Registration Number, Fully Paid, Transferee Details, and Valuation based on PARF/COE Rebate (\$\$). One row is shown: No. 1, Registration Number 12345678, Fully Paid Yes, Transferee Details Beneficiary, Valuation 10,000.00. An 'Action' dropdown is next to the valuation. A large grey arrow labeled '1' points to a button at the bottom right labeled 'Add Other Asset Types'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

40. For Other Assets (based in Singapore), enter the asset information.

The screenshot shows the 'Administration of Deceased's Estate' application interface. The top navigation bar includes the Ministry of Law logo, a 'NEW APPLICATION' dropdown, a 'MY ACCOUNT' dropdown, and a welcome message for 'Janice Lee' with a 'Logout' button. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below it is a five-step process: 1. Validation, 2. Questionnaire, 3. Application Form (highlighted in grey), 4. Confirmation, and 5. Acknowledgement. On the left, a sidebar lists categories: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), List of Assets (selected), and Confirmation. The main content area displays a table for 'Other Assets (based in Singapore)' with columns: No., Type, Type (Others), and Amount (\$\$). A button 'Add Other Asset Types' is available. Below the table is a section for 'Add or Update' with fields for 'Type' (dropdown menu showing 'Please select') and 'Amount (\$\$)' (text input showing '0.00').

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 41. Upload the Supporting Documents of Other Assets (based in Singapore).

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents

Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased.

Date	Document

Supporting Document

Choose File No file chosen

Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.

Back to Dashboard    ← Back

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 42. Verify the added **Other Assets (based in Singapore)** record.

AND

Click on the **Add Other Asset Type** button to return to List of Assets main page. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows a web application for administering a deceased's estate. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. On the right, it shows a welcome message 'Welcome, Janice Lee' and a 'Logout' button. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below the title, a navigation bar has five steps: 1. Validation, 2. Questionnaire, 3. Application Form (which is active), 4. Confirmation, and 5. Acknowledgement. To the left of the main content is a sidebar with icons for Applicant, Deceased, Funeral Expenses, Beneficiaries, List of Assets (which is expanded), and Confirmation. The main content area shows a table for 'Other Assets (based in Singapore)'. The table has columns: No., Type, Type (Others), and Amount (\$\$). One row is listed: No. 1, Type Dividends, Type (Others) Action, and Amount 1,000.00. A large grey arrow points from the sidebar towards the 'List of Assets' item, with the number '1' inside it. To the right of the arrow is a button labeled 'Add Other Asset Types'.

No.	Type	Type (Others)	Amount (\$\$)
1	Dividends	Action	1,000.00

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

43. For Personal Insurance Policy,  
enter the insurance policy  
information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

**Personal Insurance Policy**

Do not include policies that fall under Section 73 of the Conveyancing and Law of Property Act (Cap. 61) or Section 49L of the Insurance Act (Cap. 142).

No.	Name of Insurance Company	Policy Number	Amount Insured (\$\$)

Add Other Asset Types

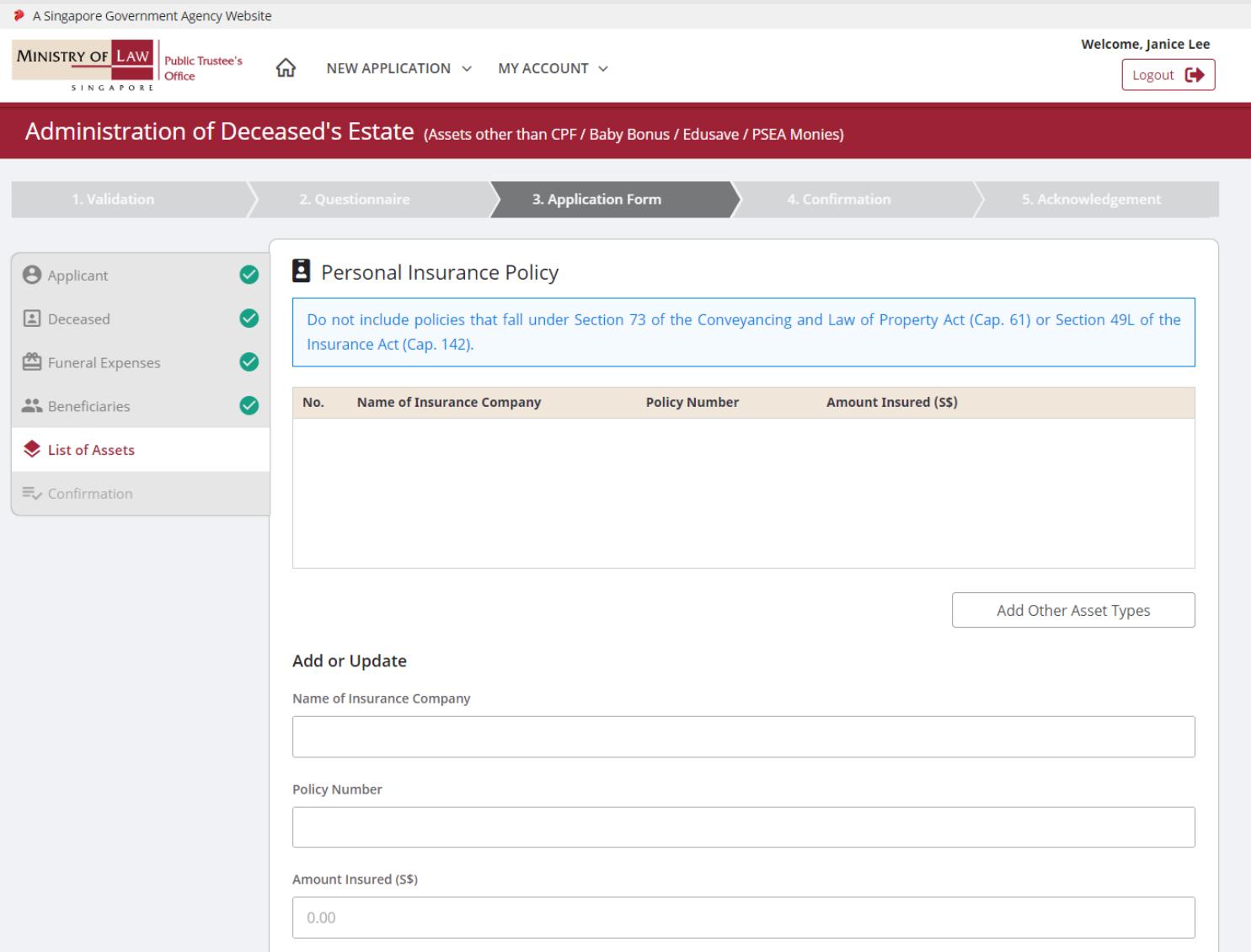
**Add or Update**

Name of Insurance Company

Policy Number

Amount Insured (\$\$)

0.00



# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 44. Upload the Supporting Documents of Personal Insurance Policy.

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a web interface for uploading supporting documents. At the top, there is a section titled "Supporting Documents" with a note: "Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased." Below this is a table header with columns "Date" and "Document". A large grey arrow labeled "1" points to a "Choose File" input field containing the text "No file chosen". Another large grey arrow labeled "2" points to a red "Add" button. At the bottom, there are buttons for "Back to Dashboard", "Back", "Save", and "Proceed →".

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 45. Verify the added Personal Insurance Policy record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows a web application for administering a deceased's estate. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. The top navigation bar includes 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and 'Logout'. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below this, a progress bar shows steps 1. Validation, 2. Questionnaire, 3. Application Form (which is active), 4. Confirmation, and 5. Acknowledgement. On the left, a sidebar lists asset types: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), List of Assets (unchecked), and Confirmation (disabled). The main content area displays a 'Personal Insurance Policy' section with a note: 'Do not include policies that fall under Section 73 of the Conveyancing and Law of Property Act (Cap. 61) or Section 49L of the Insurance Act (Cap. 142)'. A table lists one policy: No. 1, Name of Insurance Company SGX, Policy Number 111122223333, Amount Insured (\$\$) 1,000.00. An 'Action' dropdown is shown next to the policy. A large grey arrow on the right is labeled '1' and points to a button labeled 'Add Other Asset Types'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

46. For **Items in Safe Deposit Box (based in Singapore)**, enter the safe deposit box information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation | 2. Questionnaire | 3. Application Form | 4. Confirmation | 5. Acknowledgement

Applicant, Deceased, Funeral Expenses, Beneficiaries, List of Assets, Confirmation

Items in Safe Deposit Box (based in Singapore)

No.	Safe Deposit Box Number	Location of Safe Deposit Box	Ownership	Amount (\$\$)

Add Other Asset Types

Add, Update or Delete

Safe Deposit Box Number

Location of Safe Deposit Box

Ownership

Sole Owner       Joint Owner

Amount (\$\$)

0.00

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 47. Upload the Supporting Documents of Safe Deposit Box (based in Singapore).

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a web interface for uploading supporting documents. At the top, there is a heading 'Supporting Documents' with a small icon. Below it is a note: 'Please upload documents indicating that there are payments due to the deceased person. Such payments include but are not limited to undrawn salary, dividends, compensation and refund due to the deceased.' A table header with columns 'Date' and 'Document' is visible. Below the table, there is a file input field labeled 'Supporting Document' with the placeholder 'Choose File' and the status 'No file chosen'. A note specifies supported file types: 'Supports doc, docx, jpeg, jpg, gif, png, pdf, zip files with a maximum file name of 50 characters (alphabet, number, dash and space) and a maximum file size of 5MB per file.' At the bottom right of the form are three buttons: 'Back to Dashboard', 'Save' (with a save icon), and 'Proceed →' (with a right-pointing arrow icon). A large grey arrow labeled '1' points to the 'Choose File' button, and a smaller grey arrow labeled '2' points to the 'Add' button.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 48. Verify the added **Safe Deposit Box (based in Singapore)** record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows a web application for administering a deceased's estate. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below the title, a navigation bar includes 'NEW APPLICATION' and 'MY ACCOUNT'. On the right, it says 'Welcome, Janice Lee' and has a 'Logout' button. The main content area shows a progress bar with five steps: 1. Validation, 2. Questionnaire, 3. Application Form (which is active), 4. Confirmation, and 5. Acknowledgement. To the left of the main content is a sidebar with icons for Applicant, Deceased, Funeral Expenses, Beneficiaries, List of Assets (which is expanded), and Confirmation. The main content area displays a table titled 'Items in Safe Deposit Box (based in Singapore)' with one row:

No.	Safe Deposit Box Number	Location of Safe Deposit Box	Ownership	Amount (\$\$)
1	1122	S12345	Sole-Owner	1,000.00

At the bottom right of the main content area, there is a large grey arrow pointing right with the number '1' above it, and a button labeled 'Add Other Asset Types'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

49. For **Shares**, enter the shares information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation > 2. Questionnaire > **3. Application Form** > 4. Confirmation > 5. Acknowledgement

Applicant  
 Deceased  
 Funeral Expenses  
 Beneficiaries  
 List of Assets  
 Confirmation

**Shares**

Please enter details based on the Statement of Account from SGX CDP or Investment Bank.  
Note: The Public Trustee only administers public-listed shares in Singapore. You will have to engage a lawyer if the Deceased has private company shares in Singapore or foreign shares.

No.	Name of Shares	Quantity	Amount (\$\$)

Add Other Asset Types

**Add or Update**

Name of Shares

Quantity

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

50. Continue to enter the shares information.

Click on the **Add** button.

AND

Upload the **Supporting Documents** of Shares.

*Please refer to Steps 9 – 10 (page 14 – 15) if you are not sure how to upload a document.*

Verify the Supporting Documents.

The screenshot shows a web-based application for managing deceased estates. In the top right corner, there is a logo for the Ministry of Law, Singapore, with the text "MINISTRY OF LAW SINGAPORE" and "Public Trustee's Office". The main form has a header "Shares" and includes fields for "Amount (\$\$)" (set to 0.00), a "Supporting Documents" section with a note about uploading CDP statements or bank letters, and a table for listing documents with columns "Date" and "Document". A large grey arrow labeled "1" points to the "Add" button in the "Supporting Documents" section. Another large grey arrow labeled "2" points to the "Choose File" button in the "Supporting Document" area, which currently shows "No file chosen". Below the "Choose File" button is a note specifying supported file types: doc, docx, jpeg, jpg, gif, png, pdf, zip, and a maximum file size of 5MB per file.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

51. Continue to enter the shares information.

If 'To Transfer' is selected, please enter the Transferee's Name and CDP account Number.

AND

Click on the **Save** button.

For a transfer, please provide us with the Transferee's details:

Do you wish to transfer or sell the shares?

To Transfer       To Sell

Name

Transferee's CDP Account Number

Note: Transferee must be one of the Beneficiary and if there are other Beneficiaries, the other Beneficiaries must agree to the transfer of the shares to the Transferee. The other Beneficiaries will be informed to complete the Renunciation and Indemnity Form.

**1**

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

## 52. Verify the added Shares record.

AND

Click on the **Add Other Asset Type** button to return to the List of Assets page to add on the Other Asset. If there are no further assets to be added, click on the **List of Assets** on the left menu and follow the steps at page 58.

The screenshot shows a web application for administering a deceased's estate. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. The top navigation bar includes 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and 'Logout'. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below the title, a progress bar shows steps 1. Validation, 2. Questionnaire, 3. Application Form (which is active), 4. Confirmation, and 5. Acknowledgement. On the left, a sidebar menu lists: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), List of Assets (highlighted in red), and Confirmation. The main content area is titled 'Shares' and contains instructions: 'Please enter details based on the Statement of Account from SGX CDP or Investment Bank.' and 'Note: The Public Trustee only administers public-listed shares in Singapore. You will have to engage a lawyer if the Deceased has private company shares in Singapore or foreign shares.' A table shows a single entry: No. 1, Name of Shares 2, Quantity 2, Amount (\$\$) 1,000.00, and an 'Action' dropdown menu. A large grey arrow points right towards a button labeled 'Add Other Asset Types'.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

53. To edit an asset record, select the asset and click the **Update** button of the asset type.

To add new asset record, select from the dropdown at Select Asset Type.

OR

Click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

**1** List of Assets

Asset Type	Value (\$)	Action
Bank Accounts (based in Singapore)	1,000.00	Update
Shares	2,000.00	Update
Motor Vehicle (fully paid and not on Hire Purchase)	10,000.00	Update
Personal Insurance Policy	1,000.00	Update
Items in Safe Deposit Box (based in Singapore)	1,000.00	Update
Immovable Property (based in Singapore)	8,000.00	Update
Other Assets (based in Singapore)	1,000.00	Update
Total Value of Assets	24,000.00	

**2** Add or Update

Select Asset Type

Please select

Back to Dashboard Back Proceed →

**3**

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

54. In the **Confirmation** page, review the information entered and click on the **Edit** link if the record needs to be updated.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation | 2. Questionnaire | 3. Application Form | 4. Confirmation | 5. Acknowledgement

1

Applicant Particulars

Applicant

Deceased

Funeral Expenses

Beneficiaries

List of Assets

Confirmation

Residential Address

Address Type

Postal Code

Blk/House Number

Street Name

Level

Unit

Building Name

Correspondence Address

Address Type

Postal Code

Blk/House Number

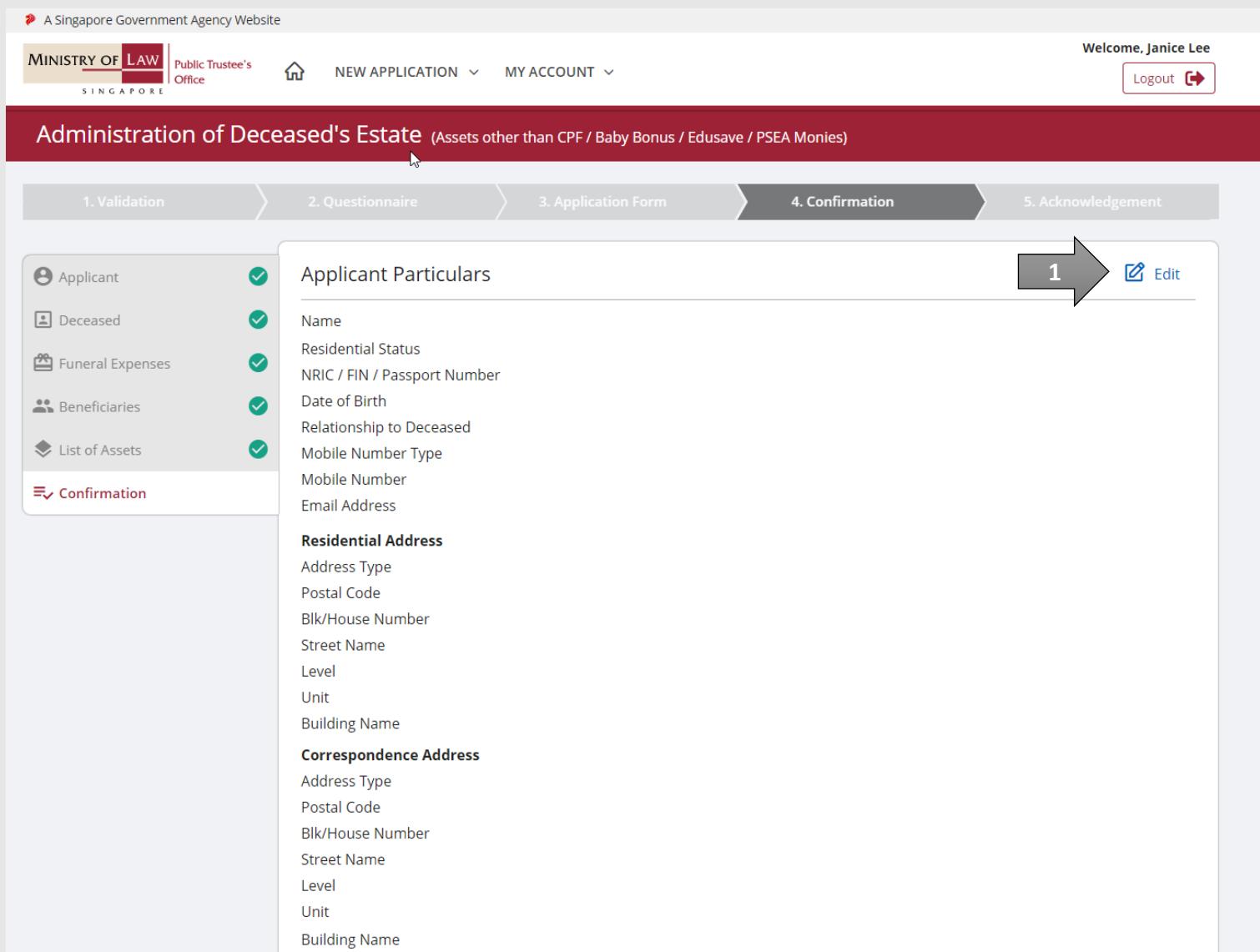
Street Name

Level

Unit

Building Name

Edit



# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

55. Continue to review the application information.

Deceased Particulars

1 

Name
Residential Status
NRIC / FIN / Passport Number
Date of Birth
Place of Domicile
Occupation
Gender
Religion
Marital Status
Marriage Registration Location
Year of Marriage
Did the Deceased leave a Will?
Country (or Jurisdiction) of Death Registration
Date of Death
Death Registration Number

**Supporting Documents of Deceased**

Date	Document Type	Document

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

56. Continue to review the application information.

1

2

No.	Name	NRIC / FIN / Passport Number	Relationship to Deceased
1			

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

57. Continue to review the application information.

AND

Click on the **Proceed** button if the application is ready to be submitted.

List of Assets

Bank Accounts (based in Singapore)  
Shares  
Motor Vehicle (fully paid and not on Hire Purchase)  
Personal Insurance Policy  
Items in Safe Deposit Box (based in Singapore)  
Immovable Property (based in Singapore)  
Other Assets (based in Singapore)  
Total Value of Assets

Documents Unable to Provide

No.	Name	Person	Document Type	Reason Unable to Provide	Public Trustee to Assist in Extraction

Back to Dashboard Proceed →

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

58. After reading the information, turn on the option(s) to make the declaration.

There are 3 sets of declarations to be made.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

1. Validation > 2. Application Form > 3. Confirmation > 4. Acknowledgement

**Consent to Contact Beneficiary(ies) / Claimant**

I give my consent to the Public Trustee's Office to contact the Beneficiary(ies) / Claimant on my behalf as I am unable to do so or do not wish to contact the Beneficiary(ies) / Claimant to obtain the documents required. I agree to the following:

- The application I have submitted is incomplete without all supporting documents. The Public Trustee's Office cannot process my application unless I submit all the supporting documents or provide consent for the Public Trustee's Office to obtain the documents from the Beneficiary(ies) / Claimant.
- The processing of my application will be delayed, as contacting the relevant Beneficiary(ies) / Claimant will prolong the processing time.

1  I declare that the above information is true and correct.

**Consent on Document Search and Extraction**

I consent to the following:

- The application I have submitted is incomplete without all the supporting documents. The Public Trustee's Office cannot process my application unless I submit all documents or provide consent for the Public Trustee's Office to extract the documents on my behalf.
- Fees will be charged for the extraction of documents from the relevant agencies and the fees are non-refundable.
- The amount of fees chargeable is dependent on the costs charged by the relevant agencies and the costs is per extraction. Please click [here](#) for more information.
- The Public Trustee's Office may contact the Beneficiary(ies) / Claimant(s) on my behalf to obtain any document(s) required.
- The processing of my application will be delayed, as the document extraction will prolong the processing time.

2  I declare that the above information is true and correct.

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

59. Turn on the option to make the declaration.

AND

Click on the **Proceed** button to continue.

1 →

**Declaration**

- I hereby undertake to fully indemnify the Public Trustee and the Government of the Republic of Singapore against all damages (including costs and expenses) suffered by the Public Trustee arising from or in relation to any payment made to me or any other person by the Public Trustee or his officers in the discharge of their duties, in reliance on or use of any of the information provided by me.
- I declare that the person(s) I have disclosed in my application is the only Beneficiary / are all the Beneficiaries of the Deceased's estate and that to the best of my knowledge and belief, there is no other Beneficiary.
- I declare that all the information I have given in this application form is true and correct and that I give the information knowing that the Public Trustee and his officers would rely on and use the information to perform their duties.
- 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.

I declare that the above information is true and correct.

[← Back](#) [Proceed →](#)

# Administration of Deceased's Estate

(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)

33. 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.

If you would like to submit an application for the deceased's un-nominated CPF monies, click on the **Yes, Proceed** button. This option will be available if no application has been submitted previously.

The screenshot shows a web page titled "Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)". The top navigation bar includes the Ministry of Law logo, a "NEW APPLICATION" dropdown, a "MY ACCOUNT" dropdown, and a "Logout" button. Below the navigation, a progress bar indicates steps 1 through 5: Validation, Questionnaire, Application Form, Confirmation, and Acknowledgement. A message says "Thank you for using our E-Service". It informs the user that their application has been successfully submitted and provides a file reference number (T-000013-2021-T) and date of submission (01/11/2021). At the bottom, there are two buttons: "Back to Dashboard" with a large arrow pointing right and "Print" in a red box. Another section below asks if the user wants to submit an application for un-nominated CPF monies, with a "Yes, Proceed" button in a red box and a large arrow pointing right.