



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 16 Jun 2022

Administration of Deceased's Estate

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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.

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

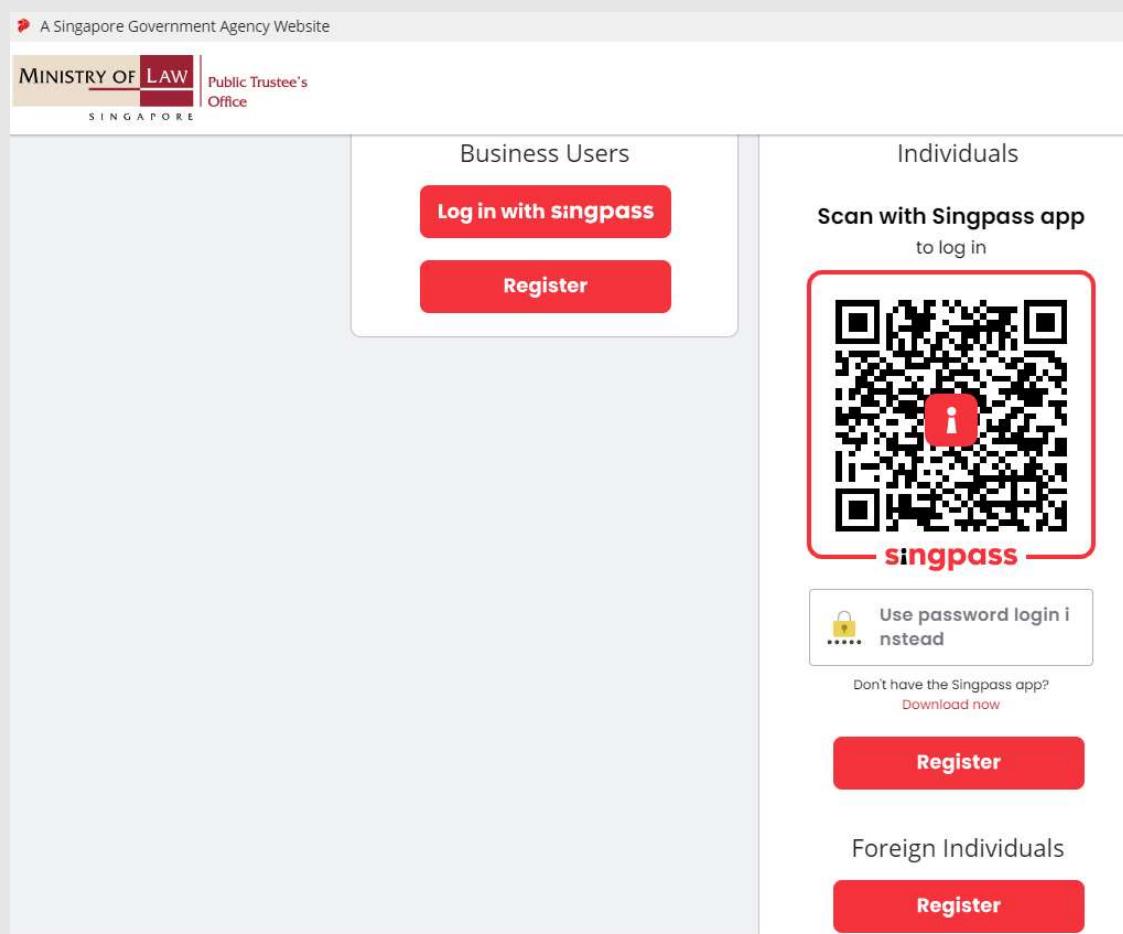
A screenshot of the Public Trustee's Office E-Services website. At the top, there is a banner with the text 'A Singapore Government Agency Website' and the Ministry of Law and Public Trustee's Office logos. On the right side of the banner are a search icon, a menu icon, and a 'LOGIN' button. Below the banner, the title 'Public Trustee's Office E-Services' is displayed. A navigation bar below the title contains four buttons: 'Public Trustee', 'Motor Accident', 'General', and 'ALL'. The main content area features four service cards arranged in a row. Each card has an icon and a brief description. Card 1: '\$ ==' icon, 'Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")' with an estimated completion time of '30 minutes'. Card 2: '1' and a building icon, 'Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA' with an estimated completion time of '30 minutes'. Card 3: A person icon, 'Maintenance and Allowance for Minor' with an estimated completion time of '10-15 minutes'. Card 4: A document icon, 'Statement of Account for Cases Held-in-Trust' with an estimated completion time of '5 minutes'.

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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.



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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



I Agree

Administration of Deceased's Estate

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



Read the Terms of Use for the agreement when using the online application.

1. Click on the **checkbox** to indicate that you have read and are agreeable to the terms and conditions.
2. Click on the **Submit** button.

1 A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Public Trustee's Office

Terms of Use

1. Agreement

i. Thank you for visiting [MLAW.GOV.SG/MINLAW.GOV.SG](#), the official digital service of the Ministry of Law of the Republic of Singapore, and any applications or services related to or linked to or from this digital service (henceforth collectively known as "**the Digital Service**"). The digital service is owned and operated by the Government of the Republic of Singapore c/o the Ministry of Law ("**MLAW**").
ii. Access to the Digital Service is governed by the terms and conditions of use as stated below ("**Terms of Use**"). By accessing and using the Digital Service, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept or agree to any of these Terms of Use, please leave the Digital Service.
iii. These Terms of Use may be changed from time to time. All changes to the Terms of Use will be incorporated directly onto this page, and your use of this Digital Service after such changes have been incorporated will constitute your agreement to the modified Terms of Use and all of the changes.
iv. References to "**the Digital Service**" in these Terms of Use shall include the Digital Service in its entirety as well as its individual pages, and shall include any services offered by MLAW on the Digital Service.

2 I have read and agreed with the terms and conditions.

Submit

Administration of Deceased's Estate

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

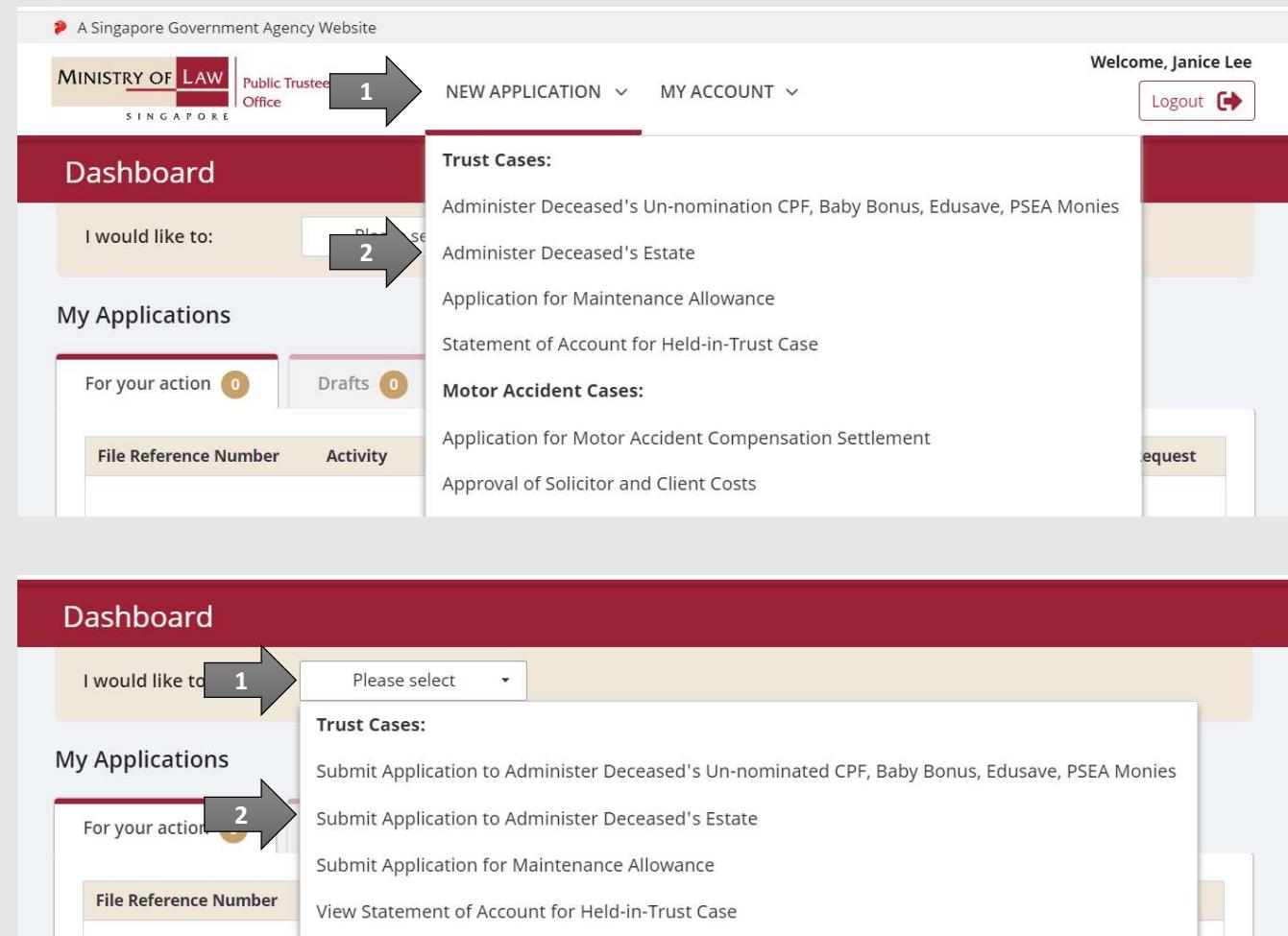
1. After you have logged in to the **PTO E-Service Portal**:

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.

A screenshot of the 'Administration of Deceased's Estate' application portal. At the top, there is a header bar with the Ministry of Law logo, a 'NEW APPLICATION' button, a 'MY ACCOUNT' button, and a 'Logout' button. The main content area has a title 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below the title, there is a text box containing information about the assets that can be administered. A bulleted list includes: 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, and Money from the Workfare Income Supplement Scheme, etc. There is also a note stating 'It should take about 30 minutes with complete information on hand to complete this application.' and a list of required documents.

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.

1

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.

The screenshot shows a web application for the "Administration of Deceased's Estate". At the top, there is a navigation bar with the Ministry of Law logo, a "NEW APPLICATION" dropdown, a "MY ACCOUNT" dropdown, 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 grey header "Deceased Particulars". It contains two input fields: "Residential Status" (a dropdown menu with "Please select" selected) and "NRIC / FIN / Passport Number" (an empty text input field). To the right of these fields are two numbered arrows pointing left: "1" above the first field and "2" above the second. At the bottom right of the form are three buttons: "Back to Dashboard", "Proceed" (which is highlighted with a red arrow), and another "Proceed" button.

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 screenshot of the Ministry of Law website for the Administration of Deceased's Estate. The top navigation bar includes the Ministry of Law logo, a link to "A Singapore Government Agency Website", and user information "Welcome, Janice Lee" and "Logout". Below the header, the page title is "Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)". A progress bar at the top shows five steps: 1. Validation, 2. Questionnaire (which is currently active), 3. Application Form, 4. Confirmation, and 5. Acknowledgement. The main content area is titled "② Questionnaire" and contains a list of 15 questions about the deceased's assets and responsibilities. At the bottom of this section, there are two radio buttons: "Yes" and "No", with a large grey arrow pointing to the "Yes" button. The number "1" is also displayed near the arrow.

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 (\$\$)

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

- Yes
 No

2

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 screenshot of the Ministry of Law website for the Administration of Deceased's Estate. The page shows a navigation bar with links for 'NEW APPLICATION', 'MY ACCOUNT', 'Logout', and 'Welcome, Janice Lee'. Below the navigation is a breadcrumb trail: 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. The main content area has five steps: '1. Validation', '2. Questionnaire', '3. Application Form' (which is active), '4. Confirmation', and '5. Acknowledgement'. On the left, there is a sidebar with links for 'Applicant', 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets', and 'Confirmation'. The main form on the right is titled 'Applicant Particulars'. It contains fields for 'Name' (with placeholder 'As stated in your NRIC / Passport'), 'Any other name(s) as recorded in marriage certificate or birth certificate – optional' (empty field), 'Residential Status' (dropdown menu), 'NRIC / FIN / Passport Number' (empty field), 'Date of Birth' (text input 'DD/MM/YYYY' with placeholder '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)'), and 'Relationship to Deceased' (dropdown menu with placeholder 'Please select'). At the top right of the form are two red buttons: 'Retrieve Myinfo with singpass' and '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.

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 Ministry of Law logo, a 'NEW APPLICATION' dropdown, a 'MY ACCOUNT' dropdown, and a 'Logout' button. On the left, a sidebar menu includes 'Applicant' (selected), 'Deceased', 'Funeral Expenses', 'List of Assets', and 'Confirmation'. The main content area has fields for 'Street name', 'Level', 'Unit', and 'Building Name'. Below these is a section titled 'Correspondence Address' with a checkbox for 'Different from Residential Address'. A large arrow labeled '1' points to a 'Supporting Documents of Applicant' section. This section contains a placeholder text 'Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))' and an 'Upload Document' button. At the bottom, there are buttons for 'Back to Dashboard', 'Back', 'Save', and 'Proceed'.

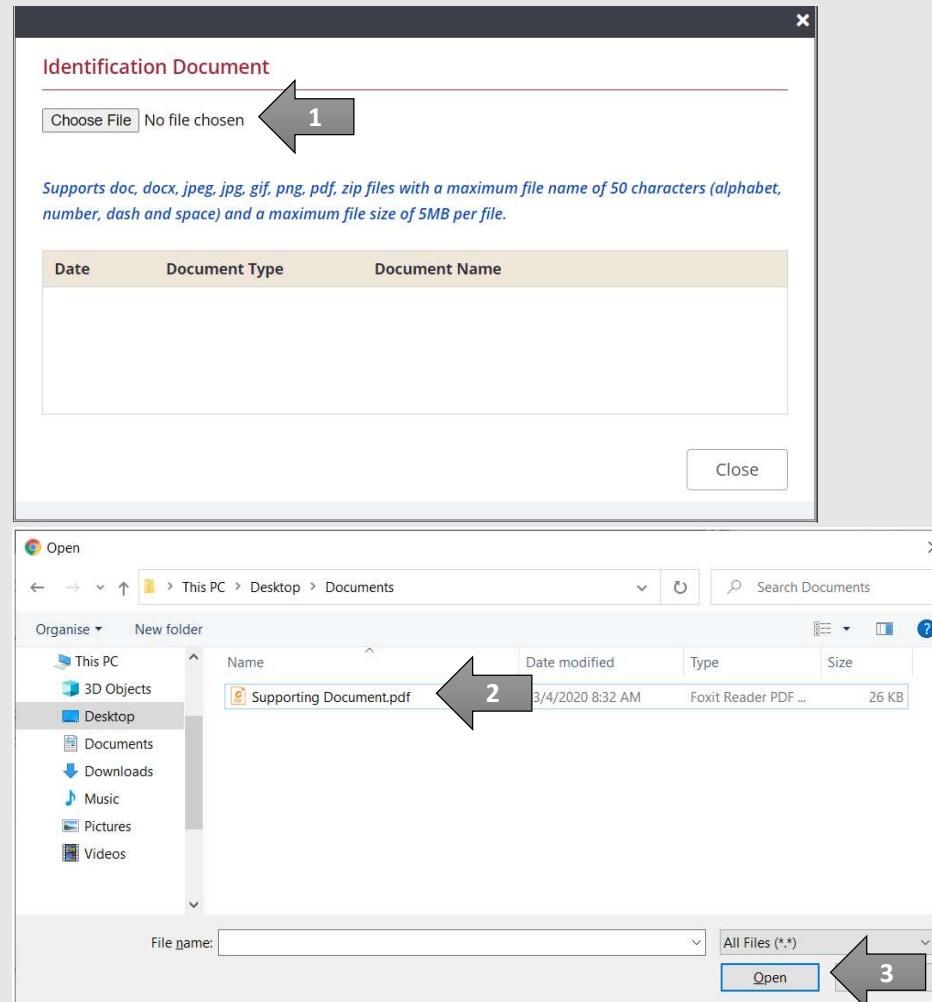
Administration of Deceased's Estate

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

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.

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 Ministry of Law logo, a 'NEW APPLICATION' button, a 'MY ACCOUNT' button, and a welcome message 'Welcome, Janice Lee' with a 'Logout' link. A red banner at the top right indicates 'Different from Residential Address'. On the left, a sidebar menu under 'Applicant' includes options for 'Deceased', 'Funeral Expenses', 'List of Assets', and 'Confirmation'. The main content area is titled 'Supporting Documents of Applicant' and displays a table of documents:

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	-	-

Below the table, a note specifies that the document must be an identification document like an NRIC or Passport. There is a 'Upload Document' button. At the bottom, there are navigation buttons: 'Back to Dashboard', 'Back' (disabled), a button with a red arrow labeled '1' (disabled), and a 'Proceed' button with a red arrow.

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 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

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.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE | Public Trustee's Office

Welcome, Janice Lee | Logout

NEW APPLICATION | MY ACCOUNT

Religion

Marital Status

Did the Deceased leave a Will?

Country (or Jurisdiction) of Death Registration

Date of Death

DD/MM/YYYY

Supporting Documents of Deceased

Birth Certificate of Deceased

Certificate of Inheritance of Deceased

Back to Dashboard | Back | Proceed →

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

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.

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

 X

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 the Ministry of Law Singapore website. At the top, there is a header with the logo "MINISTRY OF LAW SINGAPORE" and "Public Trustee's Office", a "Home" icon, "NEW APPLICATION", "MY ACCOUNT", and a welcome message "Welcome, Janice Lee" with a "Logout" button. The main content area shows two identical sections side-by-side. Each section has a title "Mode of Receiving Payment" with a radio button next to it. The radio button for "PayNow" is selected. Below the title, there is a sub-section titled "For payment via PayNow" with a checkbox. The checkbox is checked, and the text inside says "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." A close button (X) is located at the bottom right of this sub-section. At the bottom of each section, there is another title "Mode of Receiving Payment" with a radio button for "PayNow" (selected), "GIRO", "Telegraphic Transfer", and "Demand Draft".

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee

Logout

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

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 navigation bar with links for "NEW APPLICATION", "MY ACCOUNT", and "Logout". On the left, a sidebar menu lists "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 options: "PayNow", "GIRO" (which is selected and highlighted in blue), "Telegraphic Transfer", and "Demand Draft". Below this, a section titled "For payment via GIRO" includes fields for "Name of Bank" (with a dropdown menu showing "Please select") and "Account Number" (with a text input field containing "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 vertical sidebar with icons and labels: 'Applicant' (person icon), 'Deceased' (person icon), 'Funeral Expenses' (casket icon), 'List of Assets' (diamond icon), and 'Confirmation' (list icon). The 'Funeral Expenses' option is currently selected, indicated by a red border around its icon and text.

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: [Empty input field]

Bank Account Number: [Empty input field]
Without dashes

Swift Code: [Empty input field]

Currency: [Dropdown menu showing '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

NEW APPLICATION MY ACCOUNT

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.

A screenshot of the Ministry of Law Singapore website. The page title is 'Mode of Receiving Payment'. It shows a list of payment options: PayNow, GIRO, Telegraphic Transfer, and Demand Draft, with 'Demand Draft' selected. Below this, there is a note about bank charges for foreign accounts. There are fields for 'Payee's Address' and 'Currency', with a dropdown menu currently set to 'Please select'. A note at the bottom states that 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 Ministry of Law logo, a 'Welcome, Janice Lee' message, and a 'Logout' button. Below the header, there are navigation links for 'NEW APPLICATION' and 'MY ACCOUNT'. On the left, a sidebar menu lists options: 'Applicant', 'Deceased', 'Funeral Expenses' (which is currently selected), 'List of Assets', and 'Confirmation'. The main content area is titled 'For payment via GIRO' and contains fields for 'Name of Bank' (a dropdown menu with 'Please select') and 'Account Number' (a text input field containing 'Without dashes'). Below these fields, a section titled 'Supporting Documents of Claimant' is shown, 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 'Upload Document' buttons. At the bottom right of the main content area is a large red 'Proceed' button with a white arrow icon. A grey arrow labeled '1' points to the 'Upload Document' button under 'Receipts of Funeral Expenses'. A grey arrow labeled '2' points to the 'Proceed' button.

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.

The screenshot shows a step-by-step application process for the administration of a deceased's estate. The steps are: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. The current step is 1. Validation. On the left, there is a sidebar with options: Applicant (selected), Deceased, Funeral Expenses, Beneficiaries, List of Assets, and Confirmation. The main area is titled 'Add Beneficiary Particulars' and contains three checkboxes: 'Add Beneficiary' (selected), 'Applicant is also the Beneficiary' (selected), and 'Claimant is also the Beneficiary' (unchecked). Arrows numbered 1, 2, and 3 point to the 'Add Beneficiary', 'Applicant is also the Beneficiary', and 'Claimant is also the Beneficiary' checkboxes respectively. Buttons at the bottom include 'Back to Dashboard', 'Back', 'Save', and '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. The 'Mode of Receiving Payment' section contains four radio button options: PayNow, GIRO, Telegraphic Transfer, and Demand Draft. The 'Supporting Documents of Beneficiary' section shows a field for 'Birth Certificate' with two buttons: 'Unable to Provide' and 'Upload Document'. At the bottom right of the form are 'Cancel', 'Add Beneficiary', 'Back to Dashboard', and 'Back' buttons.

1

2

Mode of Receiving Payment

PayNow
GIRO
Telegraphic Transfer
Demand Draft

Supporting Documents of Beneficiary

Birth Certificate

Unable to Provide Upload Document

Cancel Add Beneficiary

Back to Dashboard Back

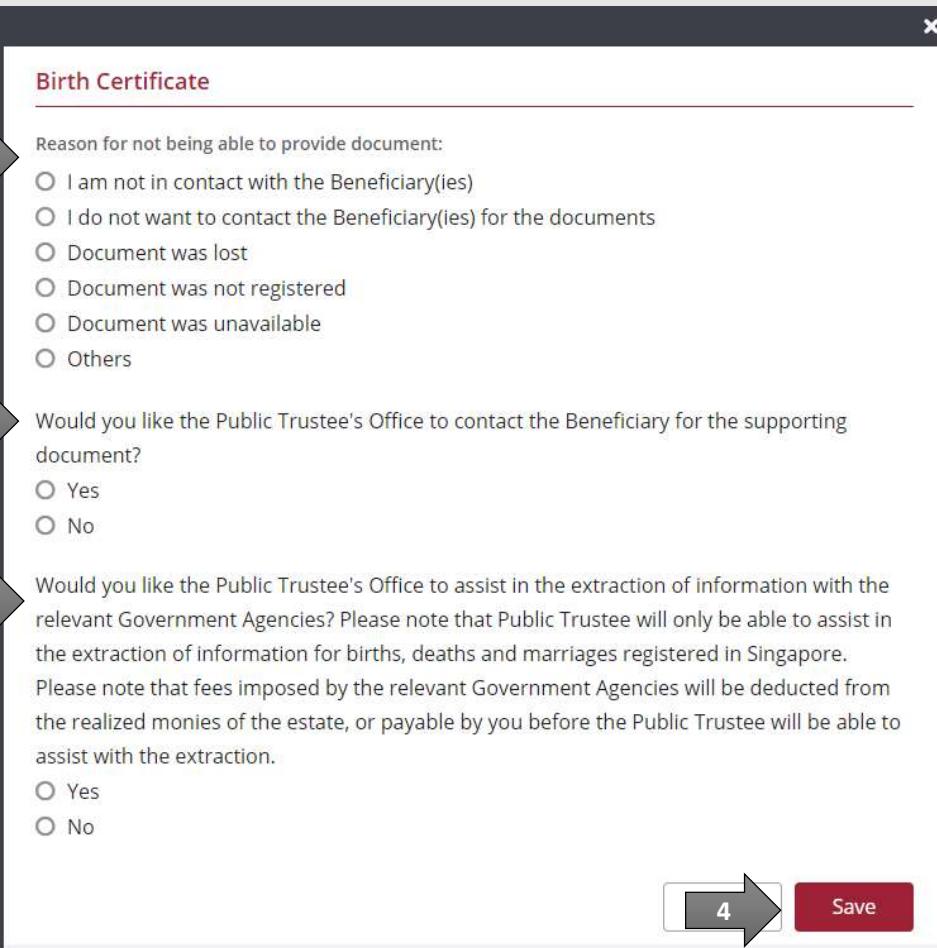
Administration of Deceased's Estate

(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 A screenshot of a software dialog box titled "Birth Certificate". It contains three numbered steps. Step 1 asks for the reason for not being able to provide the document, with options like "I am not in contact with the Beneficiary(ies)". Step 2 asks if the Public Trustee's Office should contact the Beneficiary for the supporting document. Step 3 asks if the Public Trustee's Office should assist in extracting information from Government Agencies. A large red "Save" button is at the bottom right.

2

3

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

Unable to Provide Upload Document

1 Add Beneficiary

Back to Dashboard Back

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

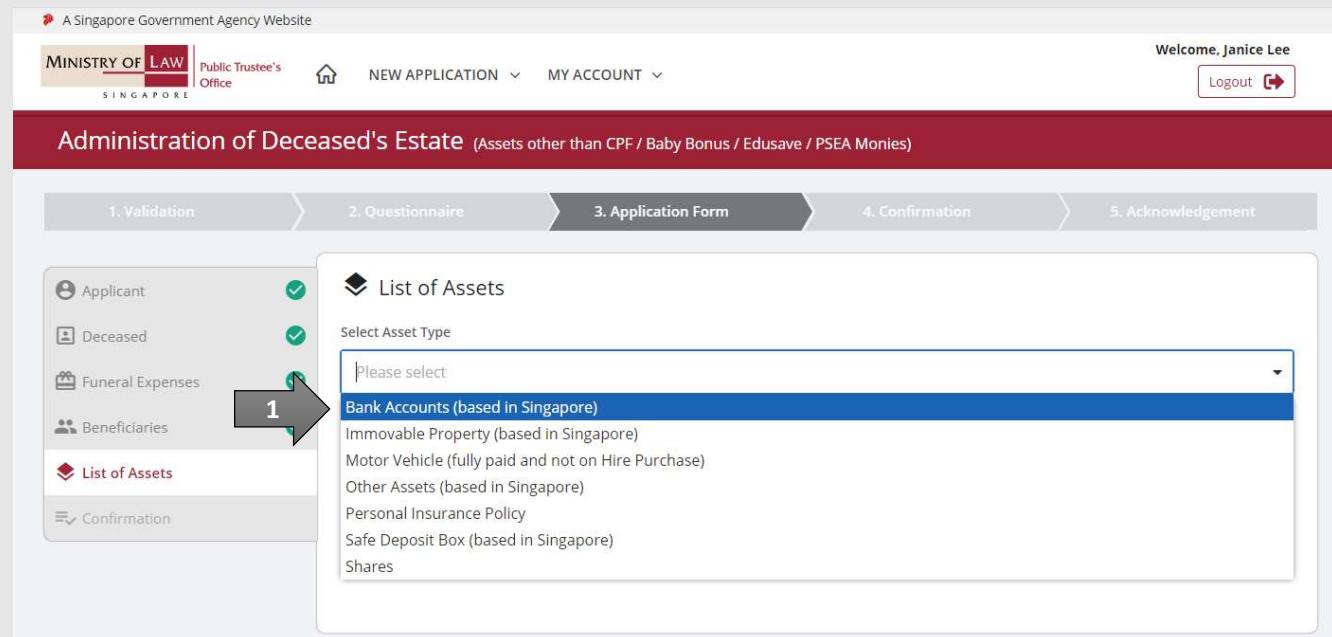
Click on the **Proceed** button to continue.

A screenshot of the Ministry of Law website for the Administration of Deceased's Estate. The page shows a navigation bar with links for 'NEW APPLICATION', 'MY ACCOUNT', 'Logout', and a welcome message 'Welcome, Janice Lee'. 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 with five steps: '1. Validation', '2. Questionnaire', '3. Application Form', '4. Confirmation', and '5. Acknowledgement'. Step 1 is highlighted. To the left of the progress bar is a sidebar with icons for 'Applicant', 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets', and 'Confirmation'. The 'Beneficiaries' icon has a green checkmark. To the right of the sidebar is a table titled 'List of Beneficiaries' with one row: No. 1, Name: Beneficiary, NRIC / FIN / Passport Number: S8765057Z, Relationship to Deceased: Child. Below the table is a section titled 'Add Beneficiary Particulars' with a 'Add Beneficiary' input field. At the bottom are buttons for 'Back to Dashboard', 'Back', 'Proceed' (highlighted with a large grey arrow), and 'Logout'.

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.



A screenshot of the Ministry of Law Public Trustee's Office website. The top navigation bar includes the Ministry of Law logo, a 'NEW APPLICATION' button, a 'MY ACCOUNT' button, 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 is a progress bar with five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 2 is highlighted. On the left, there is a sidebar with icons for Applicant (checked), Deceased (checked), Funeral Expenses (unchecked), Beneficiaries (unchecked), List of Assets (unchecked), and Confirmation (unchecked). A large grey arrow points from the number '1' in the instructions to the 'Select Asset Type' dropdown menu. The dropdown menu is titled 'List of Assets' and contains the following options: Please select, Bank Accounts (based in Singapore) (selected), 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.

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

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 for '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 to a 'Choose File' button, which currently displays 'No file chosen'. Another grey arrow labeled '2' points to a 'Save' button, which is part of a larger 'Add' button. The 'Add' button also includes a 'Back' link and a 'Proceed' link. At the bottom of the form, 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.'

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 a step-by-step application process. The current step is '3. Application Form'. On the left, a sidebar lists categories: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), List of Assets (highlighted), and Confirmation. The main area displays a table for bank accounts:

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

A large grey arrow points from the 'List of Assets' sidebar entry to the 'Add Other Asset Types' button, which is located at the bottom right of the main form area.

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 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

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 (\$\$)

Add Other Asset Types

Add or Update

Type of Housing

Please select

Shareholding of the deceased in the property (%)

0.00

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 (\$\$)

House 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-based application for uploading supporting documents. At the top, there is a header for '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 to a 'Choose File' button, which currently displays 'No file chosen'. Another grey arrow labeled '2' points to a red 'Add' button. At the bottom of the form, 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.

The screenshot shows the 'Administration of Deceased's Estate' application interface. At the top, there is a navigation bar with links for 'NEW APPLICATION', 'MY ACCOUNT', 'Logout', and a welcome message for 'Janice Lee'. Below the navigation bar, the title 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)' is displayed. The main content area is divided into five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 3 is currently active. On the left, a sidebar menu lists several items, each with a checkmark: 'Applicant', 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets' (which is highlighted in red), and 'Confirmation'. In the center, under step 3, there is a section titled 'Immovable Property (based in Singapore)' with a note: 'Please ensure that the value of the Deceased's share in the property, together with his / her other assets, must not exceed \$50,000.' A table below shows a single entry: No. 1, Type of Housing HDB, Shareholding 80.00, Ownership Sole-Owner, Market Value of Property (\$\$) 10,000.00. An arrow labeled '1' points to the 'Add Other Asset Types' button at the bottom right of the screen.

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 Other Asset Types

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.

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 with columns "Date" and "Document". Further down, there is a file input field labeled "Supporting Document" with the placeholder "Choose File | 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, there are buttons for "Back to Dashboard", "Back", "Save" (with a checkmark icon), and "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.

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 (\$\$)
1	12345678	Yes	Beneficiary	10,000.00

Action ▾

1 → 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.

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

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

Other Assets (based in Singapore)

No.	Type	Type (Others)	Amount (\$\$)

Add or Update

Type: Please select

Amount (\$\$): 0.00

Add Other Asset Types

A screenshot of the Ministry of Law Singapore website. The page title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. The navigation bar includes links for 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and 'Logout'. Below the title, there is a progress bar with five steps: '1. Validation', '2. Questionnaire', '3. Application Form' (which is highlighted in grey), '4. Confirmation', and '5. Acknowledgement'. To the left, a sidebar lists several items with checkmarks: 'Applicant', 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets' (which is expanded to show a table for entering asset details), and 'Confirmation'. The main content area shows a table for 'Other Assets (based in Singapore)' with columns for 'No.', 'Type', 'Type (Others)', and 'Amount (\$\$)'. There is also a section for 'Add or Update' with dropdown menus for 'Type' and 'Amount (\$\$)'.

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.

The screenshot shows a web interface for uploading supporting documents. At the top, there is a heading 'Supporting Documents' with a small circular 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 'Date Document' is visible. In the main area, there is a 'Supporting Document' section with a 'Choose File' button and a message 'No file chosen'. Below this 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 are buttons for 'Back to Dashboard', 'Back', 'Save', and 'Proceed →'. The 'Save' button is highlighted in red.

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 SINGAPORE' logo and 'Public Trustee's Office'. 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 shows steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 3 is currently active. A sidebar on the left lists items: 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 'Other Assets (based in Singapore)'. The table has columns: No., Type, Type (Others), and Amount (\$\$). One row is shown: No. 1, Type Dividends, Type (Others) Others, and Amount 1,000.00. An 'Action' dropdown arrow is next to the amount. A large grey arrow points to the right, labeled '1', with the text 'Add Other Asset Types' below it.

No.	Type	Type (Others)	Amount (\$\$)
1	Dividends	Others	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

Applicant

Deceased

Funeral Expenses

Beneficiaries

List of Assets

Confirmation

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 heading 'Supporting Documents' with a small circular 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 'Date Document' is visible. In the main area, there is a 'Supporting Document' input field with a 'Choose File' button and a placeholder 'No file chosen'. Below the input field 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 are buttons for 'Back to Dashboard', 'Back', 'Save' (highlighted with a large grey arrow), 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 the administration of a deceased's estate. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law Singapore logo. The main title is 'Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. Below the title, there are five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 3 is currently active. On the left, a sidebar menu includes 'Applicant' (checked), 'Deceased' (checked), 'Funeral Expenses' (checked), 'Beneficiaries' (checked), 'List of Assets' (highlighted in blue), and 'Confirmation'. The main content area shows a section for 'Personal Insurance Policy' 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 asset: No. 1, Name of Insurance Company: SGX, Policy Number: 111122223333, Amount Insured (\$\$): 1,000.00. An 'Action' dropdown arrow is next to the table. To the right, a large grey arrow points right with the number '1' above it, and a button labeled 'Add Other Asset Types' is visible.

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

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 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 with columns "Date" and "Document". A large grey arrow labeled "1" points to a file input field labeled "Supporting Document" which contains the placeholder text "Choose File | No file chosen". Another arrow labeled "2" points to a dark grey button labeled "Add". At the bottom of the form, there are buttons for "Back to Dashboard", "Back", "Save" (which has a small icon), and "Proceed →".

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-based 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 this, a navigation bar includes 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and 'Logout'. The application process is divided into five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 3 is currently selected. On the left, a sidebar menu lists: Applicant (checked), Deceased (checked), Funeral Expenses (checked), Beneficiaries (checked), List of Assets (selected), and Confirmation. The main content area displays a table of assets:

No.	Safe Deposit Box Number	Location of Safe Deposit Box	Ownership	Amount (\$\$)
1	1122	512345	Sole-Owner	1,000.00

A large red arrow labeled '1' points to the 'Add Other Asset Types' button at the bottom right of the screen.

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 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

S 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
[Empty input field]

Quantity
[Empty input field]

A screenshot of a web-based application for administering a deceased's estate. The top navigation bar includes the Ministry of Law logo, a 'NEW APPLICATION' button, a 'MY ACCOUNT' button, and a welcome message for 'Janice Lee' with a 'Logout' button. Below the navigation is a red header bar with the title 'Administration of Deceased's Estate' and a subtitle '(Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)'. The main content area is divided into five steps: '1. Validation', '2. Questionnaire', '3. Application Form' (which is active and highlighted in grey), '4. Confirmation', and '5. Acknowledgement'. On the left, there is a sidebar with checkboxes for various asset types: 'Applicant', 'Deceased', 'Funeral Expenses', 'Beneficiaries', 'List of Assets' (which is checked), and 'Confirmation'. The 'Shares' section is currently selected. It contains instructions to enter details from SGX CDP or Investment Bank statements, noting that the Public Trustee only handles public-listed shares in Singapore. A table is provided for listing shares, with columns for 'No.', 'Name of Shares', 'Quantity', and 'Amount (\$\$)'. Below the table is a button to 'Add Other Asset Types'. At the bottom of the 'Shares' section is a 'Add or Update' section with fields for 'Name of Shares' and '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.

Amount (\$\$)
0.00

1 Add

2 Choose File No file chosen

Supporting Document

Date Document

Please upload CDP statement or letter from investment bank indicating the deceased's name and shareholding.

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.

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  Save

[Back to Dashboard](#) [← Back](#) [Save](#) [Proceed →](#)

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 step-by-step application process:

- Step 1: Validation (Completed)
- Step 2: Questionnaire (Completed)
- Step 3: Application Form (Active)
- Step 4: Confirmation (Not Started)
- Step 5: Acknowledgement (Not Started)

In Step 3, the "Shares" section is active. It contains a note: "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." Below this is a table:

No.	Name of Shares	Quantity	Amount (\$\$)	Action ▾
1	2	2	1,000.00	Action ▾

A large red arrow points to the "Add Other Asset Types" button in the bottom right corner of the Shares section.

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.

The screenshot shows the 'Administration of Deceased's Estate' application interface. The main content area displays a table 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	

Below the table, there is a section for 'Add or Update' with a dropdown menu for 'Select Asset Type' containing the option 'Please select'. At the bottom, there are buttons for 'Back to Dashboard', 'Back', 'Proceed', and 'Proceed'.

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.

The screenshot shows a web application for the "Administration of Deceased's Estate". The top navigation bar includes the Ministry of Law logo, a "NEW APPLICATION" dropdown, a "MY ACCOUNT" dropdown, and a user welcome message "Welcome, Janice Lee" with a "Logout" button. The main title "Administration of Deceased's Estate (Assets other than CPF / Baby Bonus / Edusave / PSEA Monies)" is displayed. Below the title is a progress bar with five steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 4 is highlighted. A large arrow labeled "1" points to the "Edit" link next to the "Confirmation" section in the left sidebar, which is currently selected. The right sidebar displays "Applicant Particulars" fields: Name, Residential Status, NRIC / FIN / Passport Number, Date of Birth, Relationship to Deceased, Mobile Number Type, Mobile Number, and Email Address. It also lists "Residential Address" and "Correspondence Address" fields, each with address type, postal code, Blk/House Number, street name, level, unit, and building name.

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.

Funeral Expenses

1 

Claimant Particulars

Name
Residential Status
NRIC / FIN / Passport Number
Date of Birth
Relationship to Deceased
If Others, please specify
Mobile Number Type
Mobile Number
Email Address
Amount to be reimbursed (\$\$)
I also confirm that:

List of Beneficiaries

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.

1 

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

2 

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 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. 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.

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.

The Public Trustee's Office will contact me regarding the fees that will be charged and will only proceed with the extraction of the documents upon receiving the full set of fees.

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.

A screenshot of the 'Administration of Deceased's Estate' E-service website. The top navigation bar includes the Ministry of Law logo, a 'Welcome, Janice Lee' message, and 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)'. A progress bar at the top indicates steps 1 through 5: '1. Validation', '2. Questionnaire', '3. Application Form', '4. Confirmation', and '5. Acknowledgement'. The main content area displays a success message: 'Thank you for using our E-Service'. It states that the application has been successfully submitted and provides file reference number 'T-000013-2021-T' and date of submission '01/11/2021'. At the bottom, there are two buttons: a grey 'Back to Dashboard' button with a large arrow containing the number '1' and a red 'Yes, Proceed →' button with a large arrow containing the number '2'.