

**THE PUBLIC TRUSTEE
PRACTICE CIRCULAR 1 OF 2012**

**ADMINISTRATION OF ACCIDENT COMPENSATION
MONIES UNDER THE MOTOR VEHICLES
(THIRD-PARTY RISKS AND COMPENSATION) ACT (CAP 189)**

14 September 2012

To: All Law Firms
All Insurance Companies

AIM

This Practice Circular informs law firms and insurance companies of revisions to the procedures concerning the submission of lodgement forms to the Public Trustee for the deduction of motor accident compensation monies.

REVISIONS TO LODGEMENT FORMS

Original Lodgement Forms

2 Since the introduction of the lodgement forms, there have been many instances where insurance agencies and law firms have faxed or emailed multiple copies of the same lodgement form to the Public Trustee. This resulted in occasions where double deductions of monies occurred and refunds needed to be made. Moving forward, faxed or soft copies of the lodgement forms will no longer be accepted. The Public Trustee will only accept original lodgement forms.

3 Law Firms and Insurance Companies may post or hand-deliver the lodgement forms to the following address:

Insolvency and Public Trustee's Office
The URA Centre (East Wing)
45 Maxwell Road
#06-11
Singapore 069118
Attention: Finance Division

Type-Written Information

4 To minimize the likelihood of erroneous deductions of monies, the Public Trustee will also require the information in all lodgement forms to be type-written. Lodgement forms containing hand-written information will no longer be accepted.

Contact Details

5 In the event that the lodgement form is rejected, a contact point from the submitting party will be required. The contact details of the person who prepared the lodgement forms will thus need to be filled in so that we may liaise with him/her directly in the event that the lodgement form is rejected.

REVISED LODGEMENT FORM

6 The revised lodgement form is found in **Annex A**.

EFFECTIVE DATE

7 This Practice Circular shall take effect from 1 November 2012, after which time lodgement forms that do not comply with the requirements in paragraphs 3 to 5 above, or not in the form as attached in Annex A will be rejected.

CLARIFICATIONS

8 For queries regarding this practice circular, please contact Mr Pang Seng Hwee (Finance Division) at Tel: 6325 1482 or by e-mail at pang_seng_hwee@ipto.gov.sg, or Ms Tan Yu-Wen (Trust Division) at Tel: 6325 1496 or by e-mail at tan_yu-wen@ipto.gov.sg.

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(This Practice Circular is also available on The Insolvency & Public Trustee's Office website at <http://www.ipto.gov.sg>)