



PUBLIC TRUSTEE'S OFFICE (PTO)

Application for Motor Accident Compensation Settlement

User Guide for E-Service Submission

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

Last updated on 27 Dec 2021

Application for Motor Accident Compensation Settlement

General Information

- 1) The application to the Public Trustee's Office for the administration of motor accident compensation settlement is via an online E-Service. There will be an application fee required at the end of the submission process. Payment is via eNETS or Credit Card for cases on and after 1 August 2014 with out-of-court settlement and total amount after liability exceeding \$5,000.
- 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.

Application for Motor Accident Compensation Settlement

To begin, click **Motor Accident** and select **Motor Accident Compensation Settlement**.

The screenshot shows the Public Trustee's Office E-Services interface. At the top, there is a navigation bar with the Ministry of Law logo, a search icon, and a login dropdown. Below the navigation bar, the main title is "Public Trustee's Office E-Services". A breadcrumb menu shows the current path: "Public" (highlighted), "1 Motor Accident", "General", and "ALL". The page displays five service options arranged in two rows. The first row contains three services: "Motor Accident Compensation Settlement" (with an estimated time of 30 minutes), "Approval for Solicitor and Client Cost" (with an estimated time of 15 minutes), and "Submit Requested Information, Supporting Documents and Forms" (with an estimated time of 5 minutes). The second row contains two services: "Submission of Bank Account / PayNow Details" (with an estimated time of 5-10 minutes) and "Submit Supporting Documents" (with an estimated time of 10 minutes). Each service is represented by an icon and a brief description.

Service	Estimated Time to Complete
Motor Accident Compensation Settlement	30 minutes.
Approval for Solicitor and Client Cost	15 minutes.
Submit Requested Information, Supporting Documents and Forms	5 minutes.
Submission of Bank Account / PayNow Details	5-10 minutes.
Submit Supporting Documents	10 minutes.

Application for Motor Accident Compensation Settlement

Proceed to log in with your selected log-in option.

If you do not have Singpass, please click on the 'Register' button to sign up for an account i.e. business user / individuals / foreign individuals. Otherwise, you will not be able to proceed with the online application.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

Business Users

Log in with singpass

Register

Individuals

Scan with Singpass app to log in



singpass

Use password login instead

Don't have the Singpass app?
[Download now](#)

Register

Foreign Individuals

Register

Application for Motor Accident Compensation Settlement

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

Singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of form filling.

- > NRIC/FIN
- > Name
- > Date of Birth
- > Residential Status
- > Nationality
- > Registered Address
- > Email
- > Mobile Number
- > Marital Status
- > Last Marriage Date
- > Country of Marriage

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

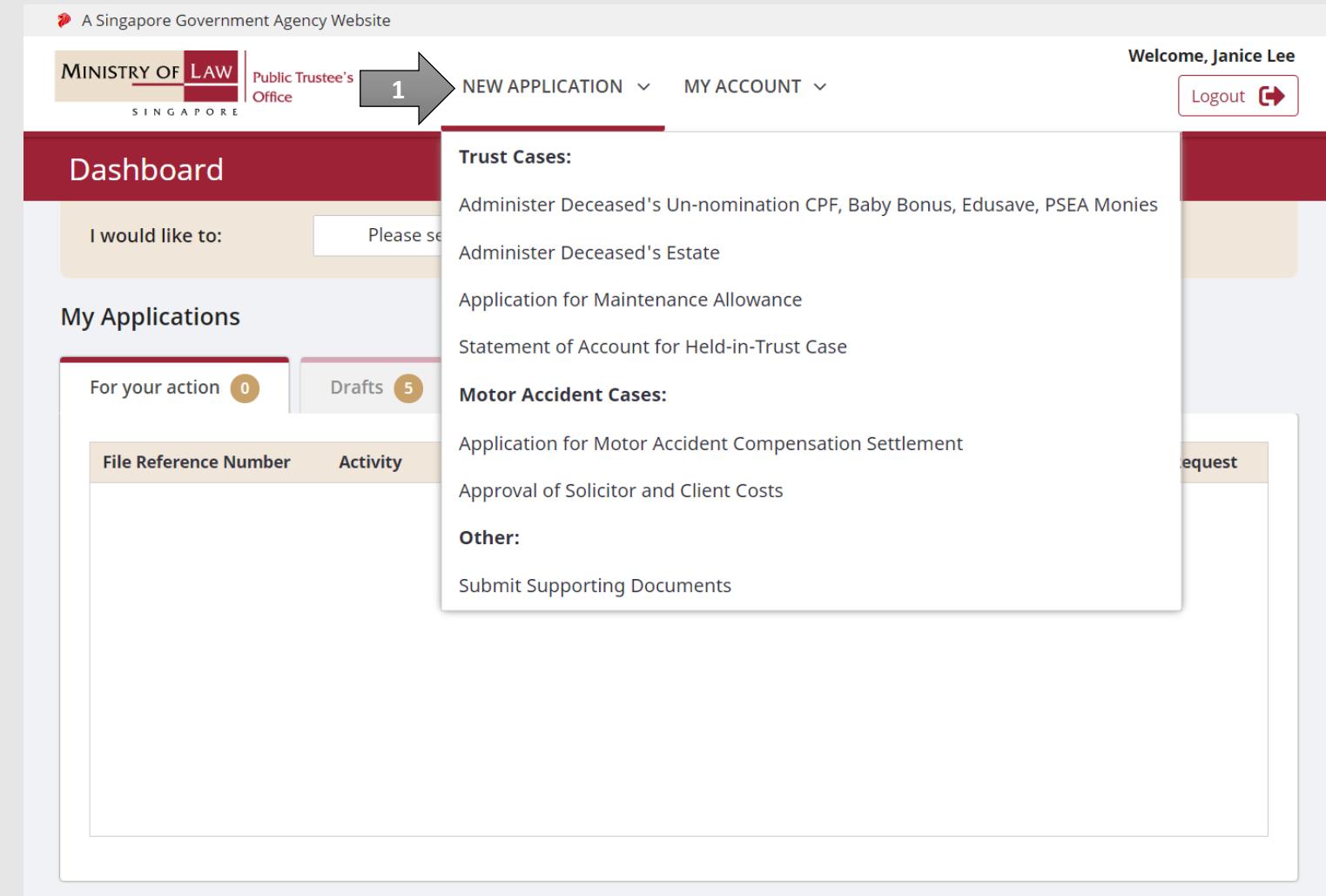
Cancel

1

I Agree

Application for Motor Accident Compensation Settlement

1. After you have logged in to the **PTO E-Service Portal**:
From the top menu, click on **NEW APPLICATION** and select the **Application for Motor Accident Compensation Settlement** menu item.



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

Application for Motor Accident Compensation Settlement

- From the **Dashboard** page, select **I would like to** and select **Submit Application for Motor Accident Compensation Settlement**.

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

The screenshot shows the Ministry of Law Public Trustee's Office website dashboard. At the top, there is a header with the logo 'A Singapore Government Agency Website', 'MINISTRY OF LAW SINGAPORE', 'Public Trustee's Office', a home icon, 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and a 'Logout' button. Below the header is a red banner with the word 'Dashboard'. On the left, there is a sidebar with 'My Applications' and sections for 'For your action' (0 notifications) and 'File Reference Number'. A large dropdown menu is open under 'I would like to', indicated by a grey arrow labeled '1'. This dropdown contains several options categorized into 'Trust Cases', 'Motor Accident Cases', and 'Other'. Under 'Trust Cases', options include: 'Submit Application to Administer Deceased's Un-nominated CPF, Baby Bonus, Edusave, PSEA Monies', 'Submit Application to Administer Deceased's Estate', 'Submit Application for Maintenance Allowance', and 'View Statement of Account for Held-in-Trust Case'. Under 'Motor Accident Cases', options include: 'Submit Application for Motor Accident Compensation Settlement' and 'Submit Approval of Solicitor and Client Costs'. Under 'Other', the option 'Submit Supporting Documents' is listed. A second grey arrow labeled '2' points from the 'File Reference Number' section towards the 'Motor Accident Cases' category in the dropdown menu.

- Submit Application to Administer Deceased's Un-nominated CPF, Baby Bonus, Edusave, PSEA Monies
- Submit Application to Administer Deceased's Estate
- Submit Application for Maintenance Allowance
- View Statement of Account for Held-in-Trust Case
- Submit Application for Motor Accident Compensation Settlement
- Submit Approval of Solicitor and Client Costs
- Submit Supporting Documents

Application for Motor Accident Compensation Settlement

3. Read the notes carefully.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee

Logout

Application for Motor Accident Compensation Settlement

This is an online application to the Public Trustee to administer the motor accident compensation settlement.

Please note the following:

1. Each application is meant for one (1) accident victim only.
2. If there is more than one (1) accident victim, please submit a separate application for each of them.
3. Please ensure that the case meets the following criteria before submission:
 - a. The sum of General and Special Damages (excluding interest) awarded to the accident victim exceeds \$5,000.00 (after liability)
 - b. The accident involved a motor vehicle as defined under Section 2 of the Motor Vehicles (Third Party Risks & Compensation) Act (Cap. 189)
 - c. The accident occurred on a road as defined under Section 2 of the Motor Vehicles (Third Party Risks & Compensation) Act (Cap. 189)
 - d. All outstanding case matters and appeals have been settled
4. You can save your draft application(s) up to 7 calendar days, after which the record(s) will be deleted.

Application for Motor Accident Compensation Settlement

4. Click on the **Proceed** button

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

You will need the details of the:

- Accident Victim
- Solicitor / Applicant
- General Damages
- Special Damages
- Administrator/Executor
- Defendant
- Insurer

Maximum file size submitted must not exceed 5 MB individually.



APPLICATION FORM

Submit or edit your application form.



Proceed →

Application for Motor Accident Compensation Settlement

5. Select the **Residential Status** and enter the **NRIC / FIN / Passport Number** of the Accident Victim.

Enter the **Date of Accident**.

AND

Click on the **Proceed** button.

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MINISTRY OF LAW SINGAPORE | Public Trustee's Office

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee

Logout

Application for Motor Accident Compensation Settlement

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

Accident Victim Particulars

Residential Status

Please select

NRIC / FIN / Passport Number

Date of Accident

Back to Dashboard

Save Proceed

Application for Motor Accident Compensation Settlement

6. Review the **Questionnaire** and select either **Date of Judgement / Settlement before 01 Aug 2014** or **Date of Judgement / Settlement on or after 01 Aug 2014**.

Select either **Yes** or **No** for **Is the General Damages more than \$5,000.01 after liability?**

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

Application for Motor Accident Compensation Settlement

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

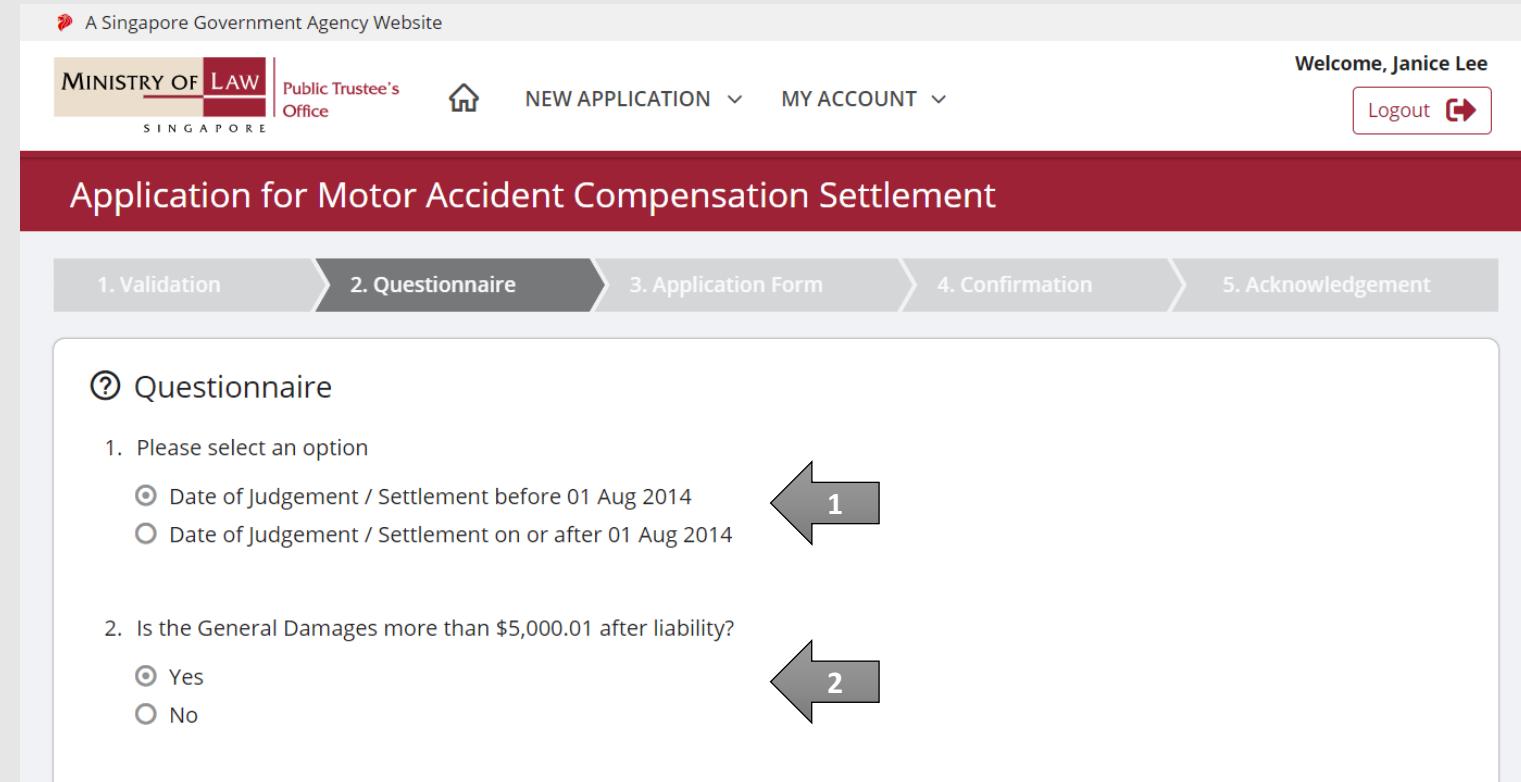
② Questionnaire

1. Please select an option

Date of Judgement / Settlement before 01 Aug 2014
 Date of Judgement / Settlement on or after 01 Aug 2014

2. Is the General Damages more than \$5,000.01 after liability?

Yes
 No



Application for Motor Accident Compensation Settlement

7. If **Date of Judgement / Settlement before 1 Aug 2014** and **In Court** are selected, enter the **Name of Judge / Registrar** and **Date of Judgement**.

AND

Click on the **Proceed** button.

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

② Questionnaire

1. Please select an option
 - Date of Judgement / Settlement before 01 Aug 2014
 - Date of Judgement / Settlement on or after 01 Aug 2014
2. Is the General Damages more than \$5,000.01 after liability?
 - Yes
 - No
3. Was this case settled in Court or Out-of-Court?
 - In Court
 - Out-of-Court

1

2

3

Name of Judge / Registrar

Date of Settlement Agreement

DD/MM/YYYY

Back to Dashboard ← Back 4 Proceed →

Application for Motor Accident Compensation Settlement

8. If **Date of Judgement / Settlement before 1 Aug 2014** and **Out-of-Court** are selected, enter the **Date of Settlement Agreement**.

AND

Click on the **Proceed** button.

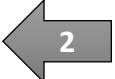
1. Validation 2. Questionnaire 3. Application Form 4. Confirmation 5. Acknowledgement

② Questionnaire

1. Please select an option
 - Date of Judgement / Settlement before 01 Aug 2014
 - Date of Judgement / Settlement on or after 01 Aug 2014
2. Is the General Damages more than \$5,000.01 after liability?
 - Yes
 - No
3. Was this case settled in Court or Out-of-Court?
 - In Court
 - Out-of-Court

Date of Settlement Agreement

DD/MM/YYYY 

1 
2 

Back to Dashboard   

Application for Motor Accident Compensation Settlement

9. If Date of Judgement / Settlement after 1 Aug 2014 and In Court are selected, enter the Name of Judge / Registrar and Date of Judgement.

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

② Questionnaire

1. Please select an option

Date of Judgement / Settlement before 01 Aug 2014
 Date of Judgement / Settlement on or after 01 Aug 2014

2. Does the sum of General and Special Damages (excluding interest) exceed \$5,000.00 after liability?

Yes
 No

3. Was this case settled in Court or Out-of-Court?

In Court
 Out-of-Court

1

Name of Judge / Registrar

2

Date of Judgement

3

Application for Motor Accident Compensation Settlement

10. Continue to review the **Questionnaire** and select either **Yes** or **No**.

AND

Click on the **Proceed** button.

4. Was the motor accident victim represented by an advocate and solicitor or a public officer?

- Yes
- No

5. Does the Judgment require Public Trustee to hold the compensation monies in trust for the motor accident victim or claimant(s)?

- Yes
- No

6. Have you informed your client that you are claiming for Solicitor and Client costs?

- Yes
- No

7. Does your client know how much you are claiming for Solicitor and Client costs?

- Yes
- No

Back to Dashboard

← Back

1

Proceed →

Application for Motor Accident Compensation Settlement

11. If Date of Judgement / Settlement after 1 Aug 2014 and Out-of-Court are selected, enter the Date of Settlement Agreement.

Continue to review the Questionnaire and select either Yes or No.

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

② Questionnaire

1. Please select an option

Date of Judgement / Settlement before 01 Aug 2014
 Date of Judgement / Settlement on or after 01 Aug 2014

2. Does the sum of General and Special Damages (excluding interest) exceed \$5,000.00 after liability?

Yes
 No

3. Was this case settled in Court or Out-of-Court?

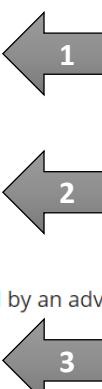
In Court
 Out-of-Court

Date of Settlement Agreement

DD/MM/YYYY 

4. Was the motor accident victim represented by an advocate and solicitor or a public officer?

Yes
 No



Application for Motor Accident Compensation Settlement

12. Continue to review the **Questionnaire** and select either **Yes** or **No**.

AND

Click on the **Proceed** button.

5. Is the accident victim under legal custody or in a place of detention?
- Yes
 No
6. Is the accident victim isolated in a hospital or other place under the Infectious Diseases Act?
- Yes
 No
7. Have you informed your client that you are claiming for Solicitor and Client costs?
- Yes
 No
8. Does your client know how much you are claiming for Solicitor and Client costs?
- Yes
 No

Back to Dashboard

← Back

1

Proceed →

Application for Motor Accident Compensation Settlement

13. Enter the **Solicitor / 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.

The screenshot shows a web application interface for the Ministry of Law, Public Trustee's Office. At the top, it says 'A Singapore Government Agency Website'. The header includes the Ministry of Law logo, a home icon, 'NEW APPLICATION' and 'MY ACCOUNT' dropdowns, a welcome message 'Welcome, Janice Lee', and a 'Logout' button. A red banner across the top reads 'Application for Motor Accident Compensation Settlement'. Below this, a navigation bar shows steps: 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 1 is highlighted in grey. On the left, a sidebar menu lists options: 'Solicitor / Applicant' (selected), 'Accident Victim', 'General Damage', 'Special Damage', 'Defendant', 'Insurer', and 'Confirmation'. The main form area is titled 'Solicitor / Applicant Particulars'. It contains fields for 'Name of Law Firm' (a dropdown menu with 'Please select'), 'File Reference Number' (an empty input field), 'Name of Solicitor / Applicant' (an empty input field), 'Contact Number Type' (radio buttons for 'Local Number' and 'Foreign Number' - 'Local Number' is selected), and 'Contact Number' (an empty input field). To the right of the 'Name of Law Firm' field is a red button labeled '1 Retrieve MyInfo with singpass' with a large white arrow pointing to it. To the right of the 'Contact Number Type' section is a red button labeled 'Clear MyInfo'.

Application for Motor Accident Compensation Settlement

14. If there is a previous solicitor, turn on the option **Add Previous Solicitor** to enter the information.

AND

Click on the **Add** button.

If there is no previous solicitor, skip to Step 16 (page 21).

Email Address
email@address.com
The email address will be used by the Public Trustee for all correspondence.

Capacity in which you are applying?
Please select

Suit Number (If suit field in relation to accident)
[] [] [] []

Add Previous Solicitor 1

Name of Law Firm
Please select

Name of Solicitor
[]

File Reference Number
[]

Claiming Cost? x

Call 2 Add

Application for Motor Accident Compensation Settlement

15. Verify the added **Previous Solicitor** record.

Turn on the option **Add Previous Solicitor** to add more Previous Solicitor.

OR

Click on the **Proceed** button.

Previous Solicitor

No.	Name of Firm	Name of Solicitor	File Reference Number	Claiming Cost	Action
1	A C SYED & PARTNERS	Previous Solicitor	AC-000101-2021	<input checked="" type="checkbox"/>	Action ▾

Add Previous Solicitor

Back to Dashboard 1

Application for Motor Accident Compensation Settlement

16. In **Accident Victim** page, enter the **Accident Victim Particulars** information.

A Singapore Government Agency Website

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

Application for Motor Accident Compensation Settlement

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

Solicitor / Applicant

Accident Victim (Selected)

General Damage

Special Damage

Defendant

Insurer

Confirmation

Accident Victim Particulars

Name
As stated in NRIC / FIN / Passport

Residential Status

NRIC Number / 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.)

Application for Motor Accident Compensation Settlement

17. Continue to enter the **Accident Victim Particulars** information.

Details Required for Holding Compensation Monies in Trust

Has the Accident Victim passed away?

Yes No

Does the Accident Victim lack mental capacity within the meaning of section 4 of the Mental Capacity Act?

Yes No

If yes, has a Deputy been appointed for the Accident Victim?

Yes No

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

email@address.com

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.

Occupation

Application for Motor Accident Compensation Settlement

18. Continue to enter the
Accident Victim 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



Application for Motor Accident Compensation Settlement

19. Continue to enter the
Accident Victim Particulars
information.

Accident Details

Date of Accident

Vehicle Number

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft
 NA

Related Case Arising from the Accident

Are you acting as the solicitor/applicant in another case related to the same accident?
 Yes No

Supporting Documents of Victim

Identity Card / Passport of Accident Victim (e.g. NRIC / Passport)

Order of Court

Agreed Party-and-Party Costs and Disbursement

Application for Motor Accident Compensation Settlement

20. For receiving payment via **PayNow**, the Accident Victim will receive a SMS and email to request that he / she logs in to the system to provide his / her consent.

Proceed to Step 24 (page 29) to add related case arising from the accident or Step 25 (page 30) to upload supporting document(s) for the accident victim.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Solicitor / Applicant

Accident Victim

General Damage

Special Damage

Defendant

Insurer

Confirmation

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft
 NA

For payment via PayNow

A SMS and email will be sent to this Victim to log in to give consent to receive the monies via PayNow.

Related Case Arising from the Accident

Are you acting as the solicitor/applicant in another case related to the same accident?

Yes No

Application for Motor Accident Compensation Settlement

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

Proceed to Step 24 (page 29) to add related case arising from the accident or Step 25 (page 30) to upload supporting document(s) for the accident victim.

The screenshot shows a web 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 are links for 'NEW APPLICATION', 'MY ACCOUNT', and a welcome message 'Welcome, Janice Lee' with a 'Logout' button. On the left, a sidebar lists options: 'Solicitor / Applicant' (selected, indicated by a green checkmark), 'Accident Victim' (selected, indicated by a red icon), 'General Damage', 'Special Damage', 'Defendant', 'Insurer', and 'Confirmation'. The main content area is titled 'Mode of Receiving Payment' and contains a list of five options: 'PayNow', 'GIRO' (which is selected, indicated by a blue circle), 'Telegraphic Transfer', 'Demand Draft', and 'NA'. Below this, a section titled 'For payment via GIRO' includes fields for 'Name of Bank' (a dropdown menu with 'Please select') and 'Bank Account Number' (a text input field containing 'Without dashes').

Application for Motor Accident Compensation Settlement

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

Proceed to Step 24 (page 29) to add related case arising from the accident or Step 25 (page 30) to upload supporting document(s) for the accident victim.

The screenshot shows a web 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 has links for 'NEW APPLICATION', 'MY ACCOUNT', 'Welcome, Janice Lee', and 'Logout'. On the left, there is a sidebar with icons for 'Solicitor / Applicant' (selected), 'Accident Victim', 'General Damage', 'Special Damage', 'Defendant', 'Insurer', and 'Confirmation'. The main content area is titled 'Mode of Receiving Payment' and contains five radio button options: 'PayNow', 'GIRO', 'Telegraphic Transfer' (which is selected), 'Demand Draft', and 'NA'. Below this, a note states: 'For payment via Telegraphic Transfer (Applicable to payment to Foreign Bank Accounts only)'. A message in a blue box says: 'Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount paid.' There are four input fields labeled 'Bank Name', 'Bank Account Number', 'Swift Code', and 'Currency', each with a placeholder text: 'Without dashes', 'Without dashes', 'Without dashes', and 'Please select' respectively.

Application for Motor Accident Compensation Settlement

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

Proceed to Step 24 (page 29) to add related case arising from the accident or Step 25 (page 30) to upload supporting document(s) for the accident victim.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Solicitor / Applicant

Accident Victim

General Damage

Special Damage

Defendant

Insurer

Confirmation

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft
 NA

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

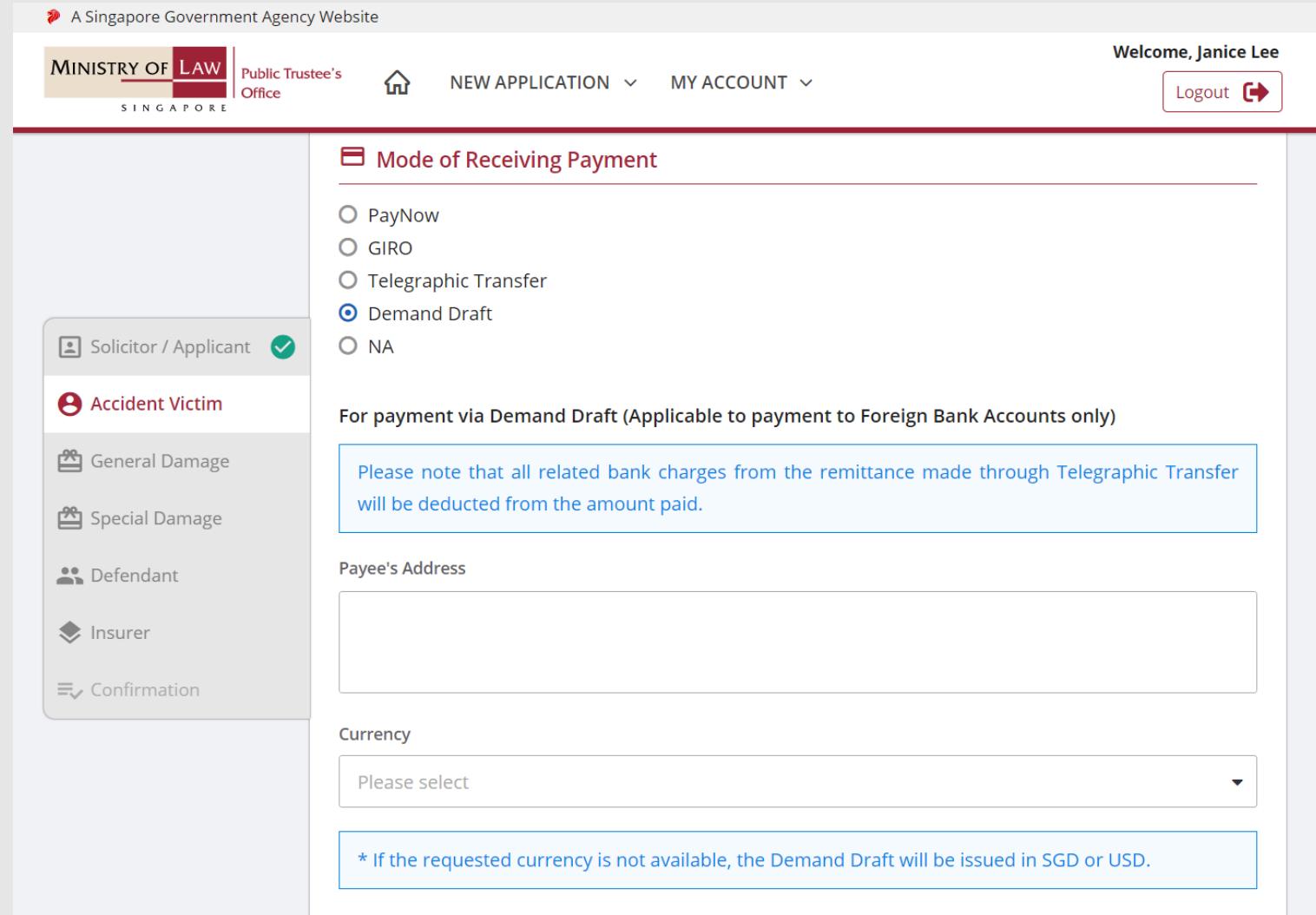
Please note that all related bank charges from the remittance made through Telegraphic Transfer will be deducted from the amount paid.

Payee's Address

Currency

Please select

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



Application for Motor Accident Compensation Settlement

24. To add related case arising from the accident, enter the **Public Trustee's Reference Number**.

Click on the **Add** button.

Verify the added record.

AND

Turn on the option **Add Public Trustee's Reference Number** to add more related case.

Related Case Arising from the Accident

Are you acting as the solicitor/applicant in another case related to the same accident?

Yes No

Public Trustee's Reference Number

AC - 000000 - YYYY -

1 C 2 Add

Related Case Arising from the Accident

Are you acting as the solicitor/applicant in another case related to the same accident?

Yes No

No.	Public Trustee's Reference Number	Action
1	AC-000096-2021-Y	Action ▾

Add Public Trustee's Reference Number

3

Application for Motor Accident Compensation Settlement

25. Click on the **Upload Document** button to provide the required **Supporting Documents of Victim**.

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 'Welcome, Janice Lee' and 'Logout'. Below the header, there are navigation links for 'NEW APPLICATION' and 'MY ACCOUNT'. A search bar is labeled 'Add Public Trustee's Reference Number' with a clear button ('X').

The main content area is titled 'Supporting Documents of Victim'. It lists several document types with corresponding 'Upload Document' buttons:

- Identity Card / Passport of Accident Victim (e.g. NRIC / Passport) - button labeled '1'
- Order of Court - button labeled '1'
- Agreed Party-and-Party Costs and Disbursement - button labeled '1'
- Other Supporting Documents - button labeled '1'

On the left side, there is a sidebar with a dropdown menu:

- Solicitor / Applicant (selected, indicated by a checkmark)
- Accident Victim
- General Damage
- Special Damage
- Defendant
- Insurer

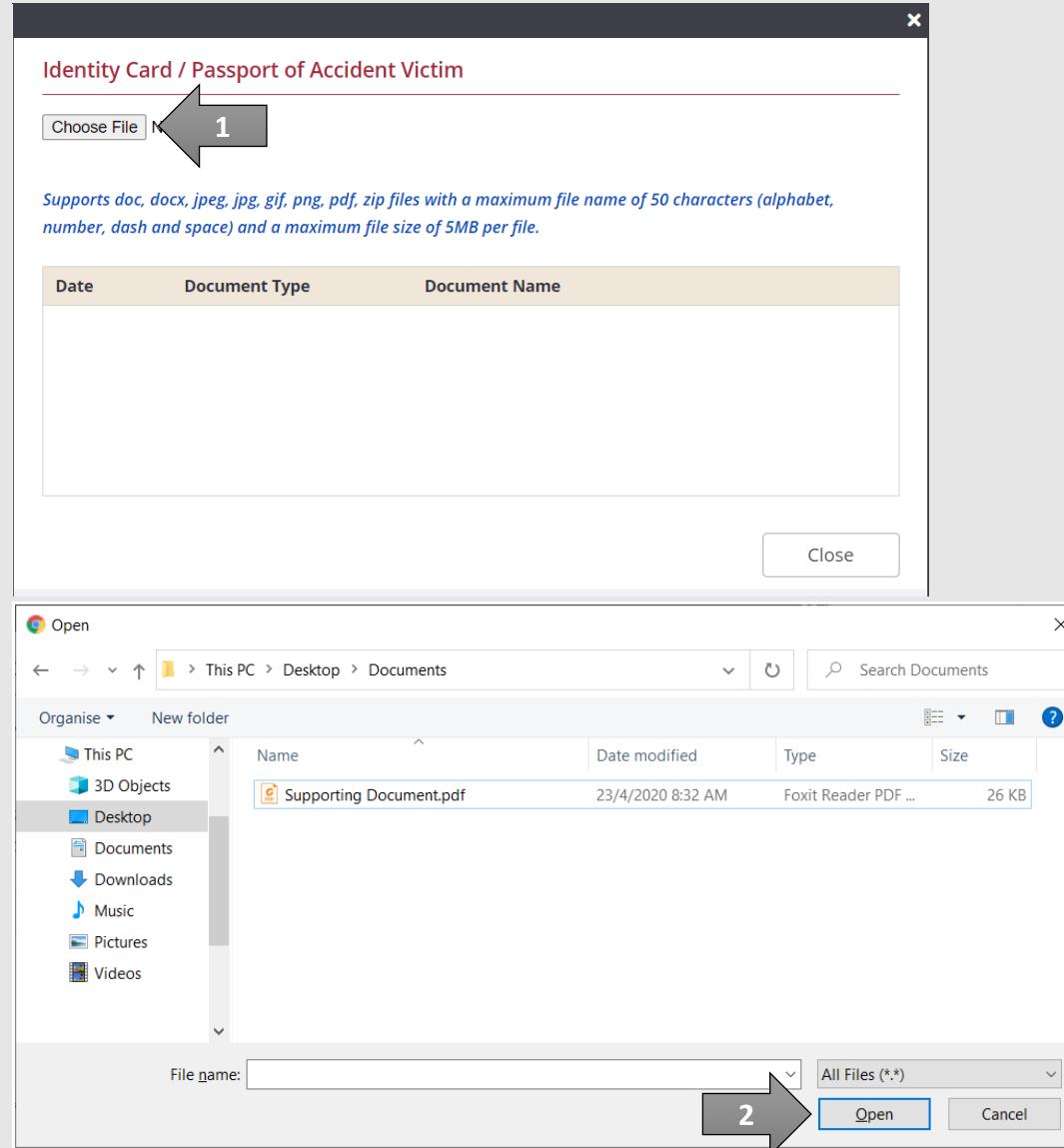
At the bottom of the page are buttons for 'Back to Dashboard', 'Back', 'Save', and 'Proceed'.

Application for Motor Accident Compensation Settlement

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

AND

Click on the **Close** button.



Application for Motor Accident Compensation Settlement

27. Verify the uploaded Supporting Documents.

AND

Click on the **Proceed** button.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Supporting Documents of Victim

No.	Date	Document Type	Document Name	Action
1	15/11/2021	Identity Card / Passport of Accident Victim	Supporting Documents.pdf	Action ▾

Solicitor / Applicant ✓

Accident Victim

General Damage

Special Damage

Defendant

Insurer

Confirmation

✓ Identity Card / Passport of Accident Victim (e.g. NRIC / Passport) Upload Document

Order of Court Upload Document

Agreed Party-and-Party Costs and Disbursement Upload Document

Other Supporting Documents Upload Document

Back to Dashboard Back 1 Proceed →

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Application for Motor Accident Compensation Settlement

28. In **General Damages** page, enter the **Interest Payable Particulars** and **General Damages** information.

AND

Turn on the option **Add General Damage** to enter more General Damage.

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

Application for Motor Accident Compensation Settlement

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

Solicitor / Applicant Accident Victim General Damage Special Damage Defendant Insurer Deputy Confirmation

1

2

3

General Damages

Interest Payable Particulars

Interest Claimed for General Damage (\$\$)

0.00

General Damages

Percentage of Liability conceded on the part of Accident Victim (%)

0.00

Add General Damage

Back to Dashboard Back Save Proceed

Application for Motor Accident Compensation Settlement

29. Continue to enter the **General Damages Particulars** information.
AND
Click on the **Add** button .

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MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout 

Add General Damage 

Description

Amount before Liability (S\$)

Amount after Liability (S\$)

Solicitor / Applicant 

Accident Victim 

General Damage 

Special Damage

Defendant

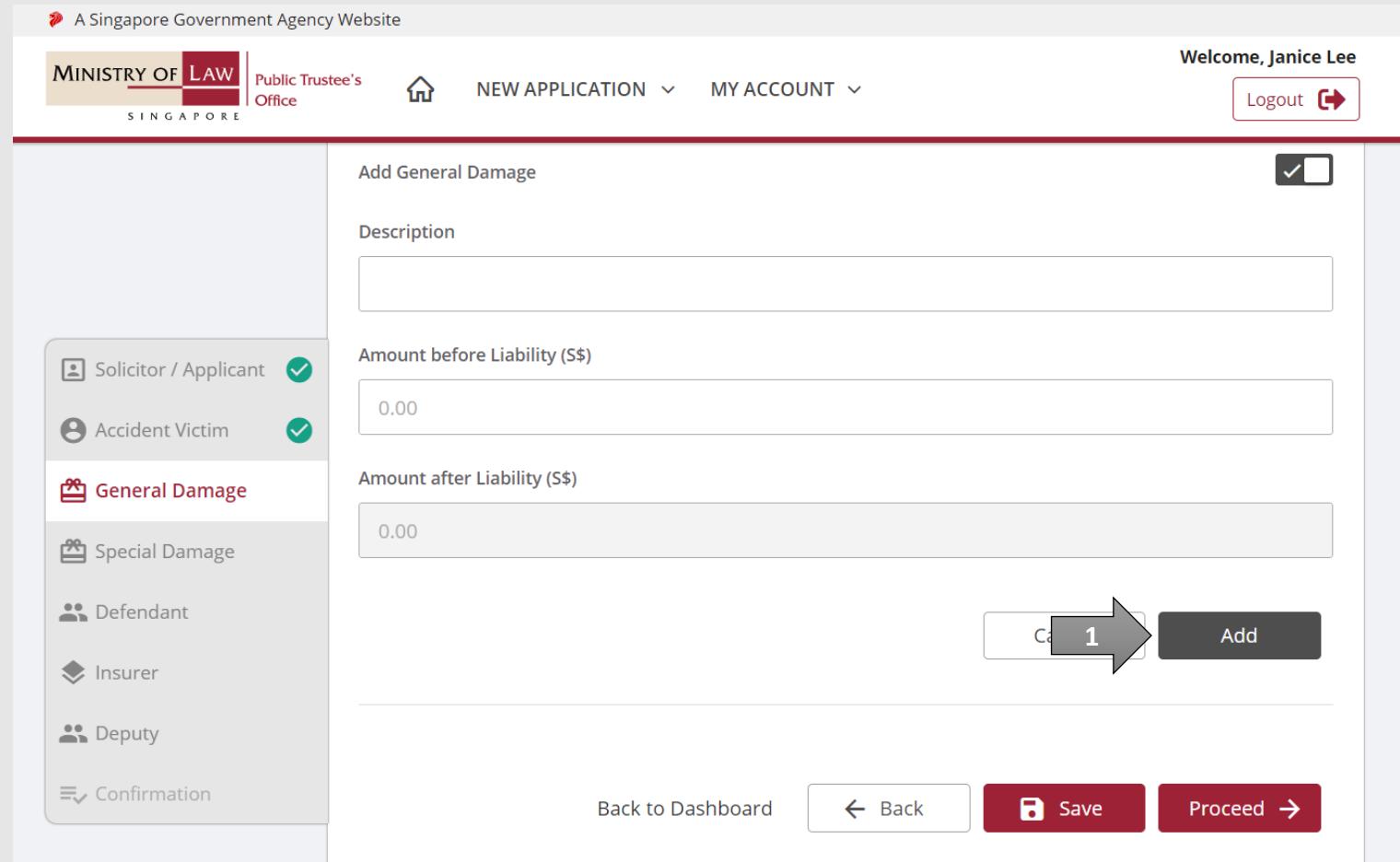
Insurer

Deputy

Confirmation

Call 1  Add

Back to Dashboard  Back  Save  Proceed 



Application for Motor Accident Compensation Settlement

30. Verify the added General Damage record.

Turn on the option **Add General Damage** to add more General Damage.

OR

Click on the **Proceed** button.

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MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

No.	Description	Amount before Liability (\$\$)	Percentage of Liability conceded on part of Accident Victim	Amount after Liability (\$\$)
1	General Damage	100.00	80.00	20.00

Total Amount Before Liability (\$\$) \$ \$ 100.00
Total Amount After Liability (\$\$) \$ \$ 20.00

Add General Damage 1 X

Back to Dashboard Proceed →

Application for Motor Accident Compensation Settlement

31. In **Special Damages** page, enter the **Special Damages** information and Interest Claimed.

AND

Turn on the option **Add Interim Payment** to enter Interim Payment details.

The screenshot shows the 'Special Damages' section of the application form. On the left, a sidebar lists roles with checkboxes: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), and Special Damage (unchecked). The 'Special Damage' option is highlighted in red. The main area has three input fields: 'Amount before Liability (\$\$)', 'Amount after Liability (\$\$)', and 'Interest Claimed for Special Damage (\$\$)'. A large grey arrow labeled '1' points to the first input field. Another grey arrow labeled '2' points to the third input field. A third grey arrow labeled '3' points to a checkbox labeled 'Add Interim Payment' at the bottom right. The top navigation bar includes links for 'NEW APPLICATION', 'MY ACCOUNT', 'Logout', and the Ministry of Law logo.

Application for Motor Accident Compensation Settlement

32. Enter the **Interim Payment Details** information.
AND
Click on the **Add** button.

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Interim Payment Details

Add Interim Payment

Date of Interim Payment 1

Amount (S\$) 0.00

Call 2 Add

Back to Dashboard Back Save Proceed

Solicitor / Applicant ✓
Accident Victim ✓
General Damage ✓
Special Damage
Defendant
Insurer
Deputy
Confirmation

Application for Motor Accident Compensation Settlement

33. Verify the added Interim Payment record.

Turn on the option **Add Interim Payment** to add more Interim payment.

OR

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

Interim Payment Details

No.	Date of Interim Payment	Amount (\$\$)
1	04/11/2020	100.00 Action ▾

Total Interim Paid (\$\$) \$ \$ 100.00 Add Interim Payment

1

Back to Dashboard

Application for Motor Accident Compensation Settlement

34. In the **Defendant** page, turn on the option **Add Defendant** to enter **Defendant Particulars** information.

The screenshot shows a web application for 'Application for Motor Accident Compensation Settlement'. At the top, there is a navigation bar with the Ministry of Law logo, a 'NEW APPLICATION' dropdown, a 'MY ACCOUNT' dropdown, and a 'Logout' button. The main title is 'Application for Motor Accident Compensation Settlement'. Below it, a progress bar shows steps 1. Validation, 2. Questionnaire, 3. Application Form, 4. Confirmation, and 5. Acknowledgement. Step 3 is highlighted. On the left, a sidebar lists roles with checkboxes: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), and Defendant (unchecked). The 'Defendant' role is highlighted with a grey background. On the right, the 'Defendant Particulars' section has a heading 'Defendant Particulars' and a sub-section 'Add Defendant'. A large grey arrow labeled '1' points from the sidebar to the 'Defendant' checkbox. Below the sections are buttons for 'Back', 'Save' (disabled), and 'Proceed'.

Application for Motor Accident Compensation Settlement

35. Continue to enter the
Defendant Particulars
information.
AND
Click on the **Add** button.

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

Solicitor / Applicant Accident Victim General Damage Special Damage

Defendant Insurer Deputy Confirmation

Defendant Particulars

Add Defendant

Name of Defendant / Entity

ID Type
 Individual Non-Individual

Residential Status

NRIC Number / FIN / Passport Number / UEN

File Reference Number

Name of Law Firm Representing the Defendant

Call 1 Add

Application for Motor Accident Compensation Settlement

36. Verify the added Defendant record.

Turn on the option **Add Defendant** to add more Defendant.

OR

Click on the **Proceed** button.

The screenshot shows the 'Defendant Particulars' section of the application form. On the left, there is a sidebar with checkboxes for different roles: 'Solicitor / Applicant' (checked), 'Accident Victim' (checked), 'General Damage' (checked), 'Special Damage' (checked), 'Defendant' (unchecked), 'Insurer' (unchecked), 'Deputy' (unchecked), and 'Confirmation' (unchecked). To the right, a table displays the details of a single defendant: No. 1, Name: Defendant, ID Number: P12345, File Reference Number: AC12345, and Name of Law Firm: A ALAGAPPAN & CO. Below the table, there is a field labeled 'Add Defendant' with a placeholder '(1)' and a delete icon (x). At the bottom right, there are three buttons: 'Back to Dashboard' (disabled), 'Back' (disabled), a large grey 'Proceed' button with a red border and a white '1' inside, and 'Proceed' (disabled).

No.	Name	ID Number	File Reference Number	Name of Law Firm
1	Defendant	P12345	AC12345	A ALAGAPPAN & CO

Application for Motor Accident Compensation Settlement

37. In the **Insurer** page, turn on the option **Add Insurer** to enter **Insurer Particulars** information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION ▾ MY ACCOUNT ▾

Welcome, Janice Lee

Logout ➔

Application for Motor Accident Compensation Settlement

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

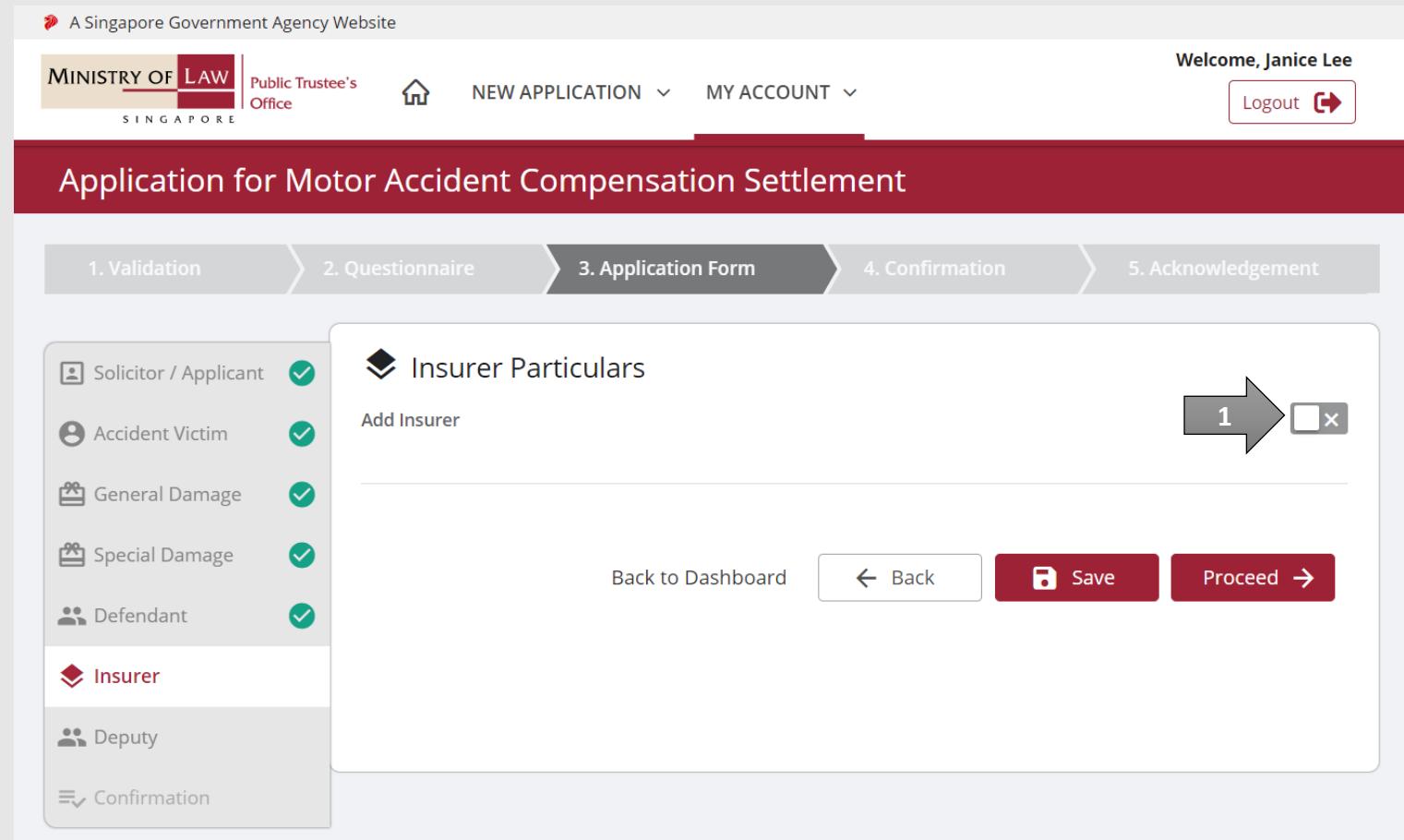
Insurer Particulars

Add Insurer

1 ➔

Solicitor / Applicant ✓
Accident Victim ✓
General Damage ✓
Special Damage ✓
Defendant ✓
Insurer
Deputy
Confirmation

Back to Dashboard



Application for Motor Accident Compensation Settlement

38. Enter the **Insurer Particulars** information.

AND

Click on the **Add** button.

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

Solicitor / Applicant Accident Victim General Damage Special Damage Defendant

Insurer

Deputy

Confirmation

Insurer Particulars

Add Insurer

Name of Insurer

File Reference Number

1  Add

Back to Dashboard  Save 

Application for Motor Accident Compensation Settlement

39. Verify the added Insurer record.

Turn on the option **Add Insurer** to add more Insurer.

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

Application for Motor Accident Compensation Settlement

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

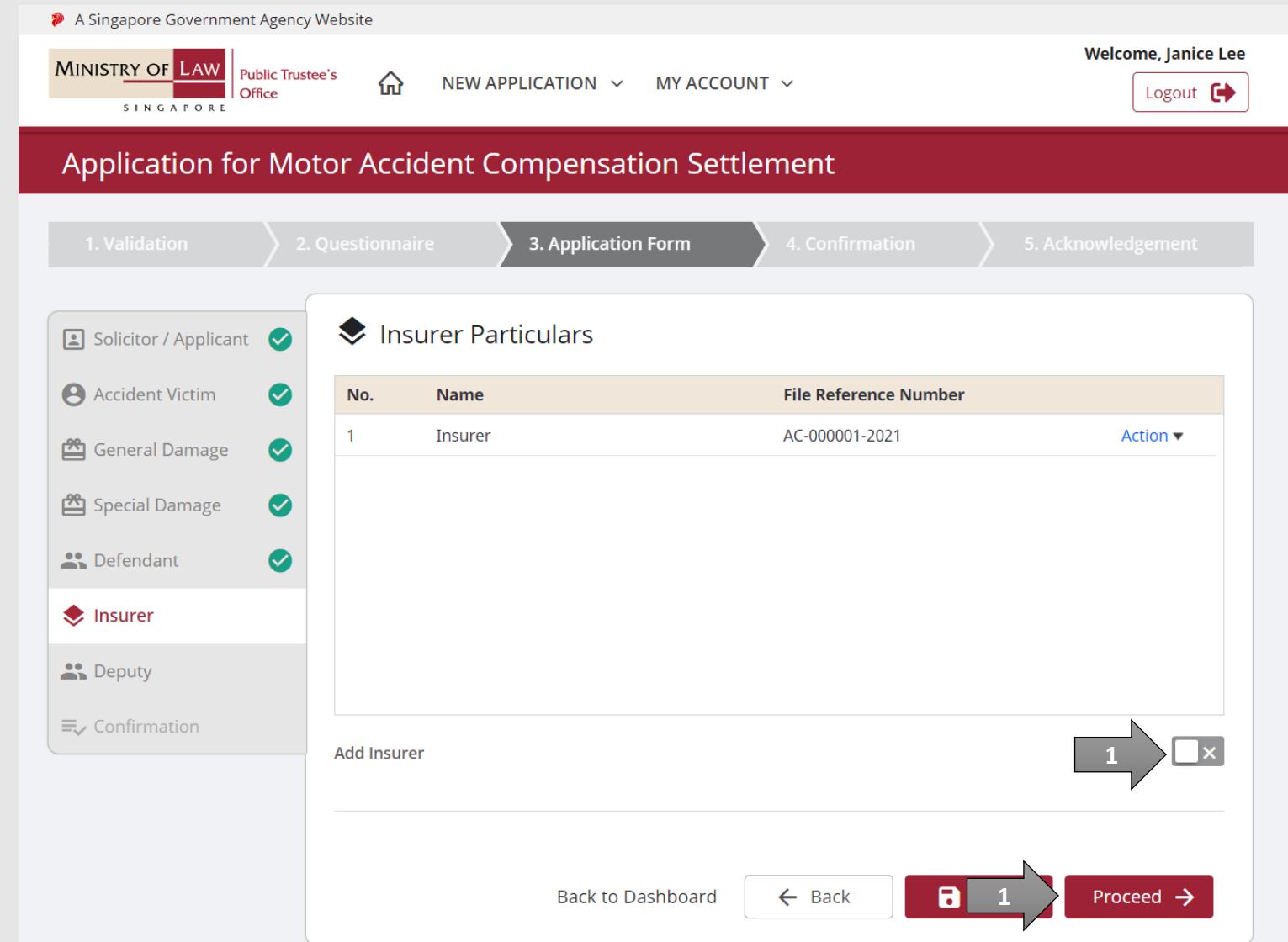
Solicitor / Applicant ✓
Accident Victim ✓
General Damage ✓
Special Damage ✓
Defendant ✓
Insurer
Deputy
Confirmation

Insurer Particulars

No.	Name	File Reference Number
1	Insurer	AC-000001-2021

Add Insurer 1

Back to Dashboard ← Back **1** Proceed →



Application for Motor Accident Compensation Settlement

40. In the **Deputy** page, enter the **Deputy Particulars** information.

Deputy page will be available if a Deputy has been appointed for the accident victim which is indicated at the Accident Victim page.

The screenshot shows the 'Application for Motor Accident Compensation Settlement' interface. At the top, there is a navigation bar with the Ministry of Law logo, a 'Home' icon, 'NEW APPLICATION' and 'MY ACCOUNT' dropdowns, and a 'Welcome, Janice Lee' message with a 'Logout' button. Below the navigation is a red header bar with the title 'Application for Motor Accident Compensation Settlement'. A progress bar at the top indicates steps 1. Validation through 5. Acknowledgement. On the left, a sidebar lists roles with checkboxes: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), Defendant (checked), Insurer (checked), Deputy (unchecked, highlighted in red), and Confirmation (unchecked). The main content area is titled 'Deputy Particulars' and includes a note: 'For Individual, a Deputy has to be at least 21 years old.' It contains fields for Name (text input), ID Type (radio buttons for Individual and Non-Individual), Residential Status (dropdown menu with 'Please select'), and NRIC Number / Passport Number / UEN (text input).

Application for Motor Accident Compensation Settlement

41. Continue to enter the Deputy Particulars information.

Mobile Number Type

Local Number Foreign Number

Mobile Number

Email Address

Residential Address

Application for Motor Accident Compensation Settlement

42. Upload the required Supporting Documents.

Please refer to Steps 25 – 26 (page 30 – 31) if you are unsure how to upload a document.

Verify the uploaded Supporting Documents.

AND

Click on the **Add** button.

The screenshot shows a form for uploading supporting documents. At the top, there are fields for 'Unit' and 'Building'. Below these is a section titled 'Correspondence Address' with a checkbox labeled 'Different from Residential Address'. A large grey arrow labeled '1' points to the 'Order of Court on the Appointment of the Deputy' field, which contains a placeholder text 'Order of Court on the Appointment of the Deputy'. To the right of this field is a 'Upload Document' button. Further down, another grey arrow labeled '2' points to a 'Save' button, which is highlighted with a dark grey background and white text. Other buttons visible include 'Back to Dashboard', 'Back', 'Save', and 'Proceed'.

Unit

Building

✉ Correspondence Address

Different from Residential Address

☞ Supporting Documents of Deputy

Order of Court on the Appointment of the Deputy

Upload Document

1

2

Back to Dashboard

← Back

Save

Proceed →

Application for Motor Accident Compensation Settlement

43. Verify the added Deputy record.

Turn on the option **Add Deputy** to add more Deputy.

The screenshot shows a step-by-step application process. The current step is '3. Application Form'. On the left, there is a sidebar with various roles: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), Defendant (checked), Insurer (checked), Deputy (unchecked), and Confirmation (unchecked). The main area displays 'Deputy Particulars' for one record:

No.	Name	ID Number	Address	Action
1	Deputy	D12345	102 MACKENZIE ROAD - SINGAPORE 228704	Action ▾

Below the table are buttons for 'Add Deputy' and a large grey arrow with the number '1' pointing right, accompanied by a small 'x' icon.

Application for Motor Accident Compensation Settlement

44. Select the **Mode of Payment**.

*Please refer to Steps 20 – 23
(page 25 – 28) regarding the
various payment mode.*

AND

Click on the **Proceed** button.

The screenshot shows a user interface for selecting a mode of payment. At the top left is a red 'E' icon followed by the word 'Payment'. Below it is a section titled 'Mode of Payment' containing four radio button options: 'GIRO', 'Telegraphic Transfer', 'Demand Draft', and 'NA'. At the bottom right of the screen are three buttons: 'Back to Dashboard', 'Back' (with a left arrow), a large red 'Proceed' button with a red '2' icon and a right arrow, and 'Proceed' (with a right arrow).

1

Mode of Payment

GIRO

Telegraphic Transfer

Demand Draft

NA

Back to Dashboard

← Back

2 Proceed →

Application for Motor Accident Compensation Settlement

45. In the Personal Representative page, enter the Personal Representative Particulars information.

Personal Representative page will be available if a Deputy has not been appointed for the accident victim which is indicated at the Accident Victim page.

The screenshot shows a web application for 'Application for Motor Accident Compensation Settlement'. At the top, there is a navigation bar with the Ministry of Law logo, a 'NEW APPLICATION' dropdown, a 'MY ACCOUNT' dropdown, and a 'Logout' button. The main title 'Application for Motor Accident Compensation Settlement' is displayed in a red header bar. Below it, a progress bar indicates steps 1. Validation through 5. Acknowledgement. On the left, a sidebar lists roles with checkboxes: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), Defendant (checked), Insurer (checked), Personal Representative (unchecked, highlighted in red), and Confirmation (disabled). The main form area is titled 'Personal Representative Particulars' and includes a note: 'For Individual, a Personal Representative has to be at least 21 years old.' It contains fields for Name (text input), ID Type (radio buttons for Individual and Non-Individual), Residential Status (dropdown menu with 'Please select'), and NRIC Number / Passport Number / UEN (text input).

Application for Motor Accident Compensation Settlement

46. Continue to enter the
Personal Representative
Particulars information.

Mobile Number Type

Local Number Foreign Number

Mobile Number

Email Address

email@address.com

Relationship to Accident Victim

Please select

Please select

Residential Address

Address Type

Local Address Foreign Address

Postal Code

079329

Blk/House Number

72A

Street

PECK SEAH STREET

Application for Motor Accident Compensation Settlement

47. Select the Mode of Payment.

Please refer to Steps 20 – 23 (page 25 – 28) regarding the various payment mode.

AND

Upload the required Supporting Documents.

Please refer to Steps 25 – 26 (page 30 – 31) if you are unsure how to upload a document.

Level

Unit

Building

Correspondence Address

Different from Residential Address

Payment

Mode of Payment

PayNow

GIRO

Telegraphic Transfer

Demand Draft

NA

Supporting Documents

Identity Card / Passport of Personal Representative

Application for Motor Accident Compensation Settlement

48. Verify the uploaded Supporting Documents.
AND
Click on the **Add** button.

Supporting Documents

No.	Date	Document Type	Document Name	Action
1	16/11/2021	Identity Card / Passport of Personal Representative	Supporting Documents.pdf	Action ▾

✓ Identity Card / Passport of Personal Representative Upload Document

Cancel 1 Add

Application for Motor Accident Compensation Settlement

49. Verify the added Personal Representative record.

Turn on the option **Add Personal Representative** to add more Personal Representative.

OR

Click on the **Proceed** button.

The screenshot shows a step-by-step application process. The current step is '3. Application Form'. On the left, a sidebar lists roles with checkboxes: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), Defendant (checked), Insurer (checked), Personal Representative (unchecked), and Confirmation. The main area displays 'Personal Representative Particulars' with a table:

No.	Name	ID Number	Address	Action
1	Representative			Action ▾

Below the table is a button labeled 'Add Personal Representative' with a plus sign icon. To the right, there is a large grey arrow containing the number '1' and a small checkbox with an 'X' icon. At the bottom, there are navigation buttons: 'Back to Dashboard', 'Back' (with a left arrow), a central button with a lock icon and the number '1' (disabled), and 'Proceed' (with a right arrow).

Application for Motor Accident Compensation Settlement

50. In the **Administrator / Executor** page, enter the **Administrator / Executor Particulars** information.

Administrator / Executor page will be available if Grant of Probate / Letter of Administration has been extracted for the deceased accident victim which is indicated at the Accident Victim page.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee

Logout

Application for Motor Accident Compensation Settlement

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

Administrator / Executor Particulars

For Individual, an Administrator / Executor has to be at least 21 years old.

Solicitor / Applicant Accident Victim General Damage Special Damage Defendant Insurer **Administrator / Executor** Confirmation

Name: [Input Field]

ID Type: Individual Non-Individual

Residential Status: [Input Field]

NRIC Number / Passport Number / UEN: [Input Field]

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.)

Application for Motor Accident Compensation Settlement

51. Continue to enter the
Administrator / Executor
Particulars information.

Mobile Number Type

Local Number Foreign Number

Mobile Number

Email Address

email@address.com

Residential Address

Address Type

Local Address Foreign Address

Postal Code

169876

Blk/House Number

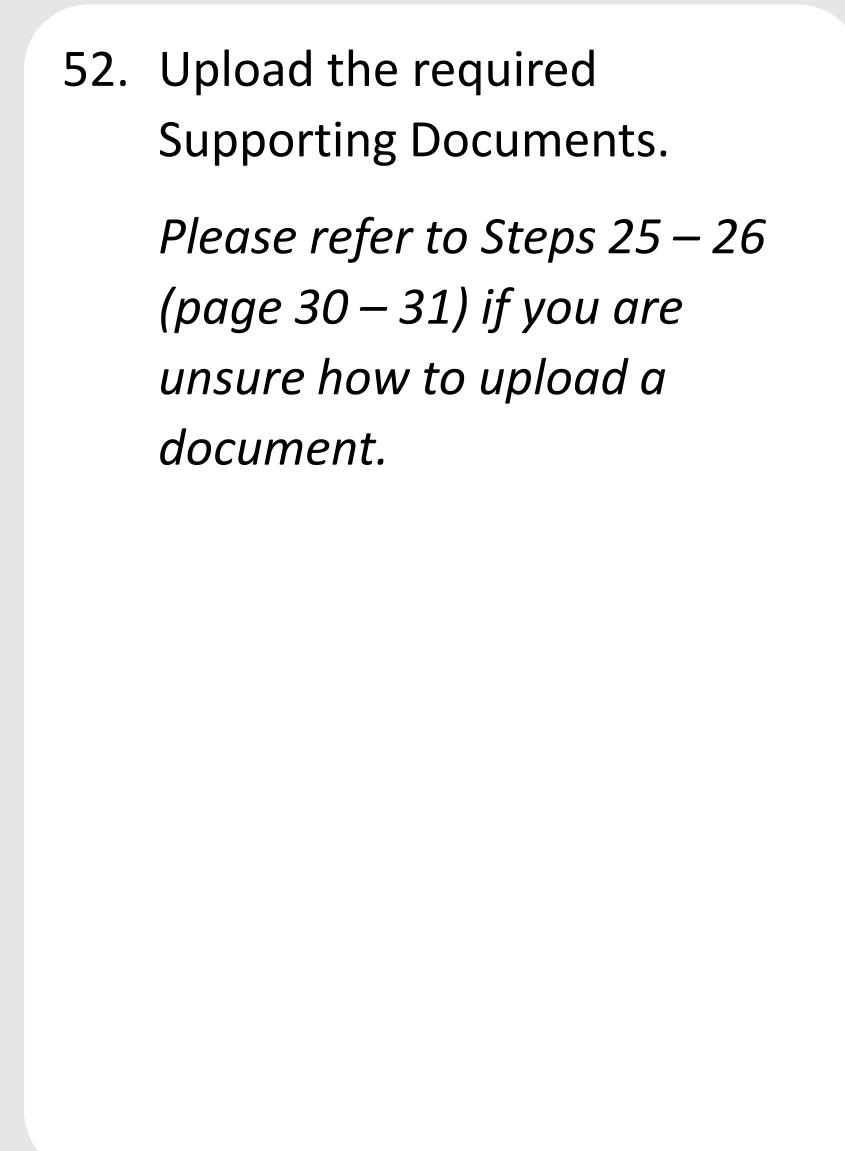
Street

Level

Application for Motor Accident Compensation Settlement

52. Upload the required Supporting Documents.

Please refer to Steps 25 – 26 (page 30 – 31) if you are unsure how to upload a document.



The screenshot shows a user interface for uploading supporting documents. A large grey arrow points from the text in step 52 to the 'Supporting Documents of Administrator' section of the form. The number '1' is placed inside the arrowhead.

Unit

Building

✉ Correspondence Address

Different from Residential Address

☞ Supporting Documents of Administrator

Order of Court granting Letters of Administration or Grant of Probate Upload Document

Application for Motor Accident Compensation Settlement

53. Verify the uploaded Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents of Administrator

No.	Date	Document Type	Document Name	Action
1	16/11/2021	Order of Court granting Letters of Administration or Grant of Probate	Supporting Documents.pdf	Action ▾

✓ Order of Court granting Letters of Administration or Grant of Probate Upload Document

Cancel 1 Add

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

Application for Motor Accident Compensation Settlement

54. Verify the added Administrator / Executor record.

Turn on the option Add Administrator / Executor to add more Administrator or Executor.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Application for Motor Accident Compensation Settlement

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

Administrator / Executor Particulars

No.	Name	ID Number	Address	Action
1	Administrator			Action ▾

Add Administrator / Executor

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.)

1

Application for Motor Accident Compensation Settlement

55. Select the Mode of Payment.

Please refer to Steps 20 – 23 (page 25 – 28) regarding the various payment mode.

AND

Upload the Supporting Documents.

Please refer to Steps 25 – 26 (page 30 – 31) if you are unsure how to upload a document.

Verify the uploaded Supporting Documents.

Click on the **Proceed** button.

The screenshot shows a user interface for selecting payment modes and uploading supporting documents. It includes sections for 'Payment' (with options for GIRO, Telegraphic Transfer, Demand Draft, or NA), 'Supporting Documents' (with a placeholder for a bank passbook/bank statement and an 'Upload Document' button), and navigation buttons ('Back to Dashboard', 'Back', 'Proceed').

1

2

3

Mode of Payment

- GIRO
- Telegraphic Transfer
- Demand Draft
- NA

Supporting Documents

Front page of bank passbook / bank statement reflecting name and account number

Upload Document

Back to Dashboard

← Back

Proceed →

Application for Motor Accident Compensation Settlement

56. In the **Claimant** page, enter the **Claimant Particulars** information.

Claimant page will be available if Grant of Probate / Letter of Administration has not been extracted for the deceased accident victim which is indicated at the Accident Victim page.

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, the title 'Application for Motor Accident Compensation Settlement' is displayed. A navigation bar at the top indicates five steps: 1. Validation, 2. Questionnaire, 3. Application Form (which is active), 4. Confirmation, and 5. Acknowledgement. On the left, a sidebar lists several roles with checkboxes: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), Defendant (checked), Insurer (checked), Claimant (unchecked, highlighted in red), and Confirmation. The main content area is titled 'Claimant Particulars'. It includes a note: 'For Individual, a Claimant has to be at least 21 years old.' Below this, there are fields for 'Name' (empty input field), 'ID Type' (radio buttons for 'Individual' (selected) and 'Non-Individual'), 'Residential Status' (empty dropdown menu), and 'NRIC Number / Passport Number / UEN' (empty input field). The entire form is contained within a light gray rounded rectangle.

Application for Motor Accident Compensation Settlement

57. Continue to enter the
Claimant Particulars
information.

Date of Birth

 [print]

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.)

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.

Relationship to Accident Victim

 ▼

★ Residential Address

Address Type

Local Address Foreign Address

Postal Code

Application for Motor Accident Compensation Settlement

58. Select the Mode of Payment.

*Please refer to Steps 20 – 23
(page 25 – 28) regarding the
various payment mode.*

Street

Level

Unit

Building

Correspondence Address

Different from Residential Address

Mode of Receiving Payment

PayNow
 GIRO
 Telegraphic Transfer
 Demand Draft
 NA

Application for Motor Accident Compensation Settlement

59. Upload the required Supporting Documents.

Please refer to Steps 25 – 26 (page 30 – 31) if you are unsure how to upload a document.

The screenshot shows a web interface for uploading documents. At the top right is a large grey arrow pointing right with the number '1' in white. To its right is the heading 'Supporting Documents of Claimant'. Below the heading is a text input field labeled 'Identity Card / Passport of Claimant (e.g. NRIC / Passport)'. To the right of this field is a grey button labeled 'Upload Document'. At the bottom right of the form are three buttons: 'Cancel', 'Add', and 'Save' (which is highlighted in red). At the very bottom are three navigation buttons: 'Back to Dashboard', '< Back' (disabled), 'Save' (highlighted in red), and 'Proceed →'.

Application for Motor Accident Compensation Settlement

60. Verify the uploaded Supporting Documents.

AND

Click on the **Add** button.

Supporting Documents of Claimant

No.	Date	Document Type	Document Name	Action
1	17/11/2021	Identity Card / Passport of Claimant	Supporting Documents.pdf	Action ▾

✓ Identity Card / Passport of Claimant (e.g. NRIC / Passport) [Upload Document](#)

[Cancel](#) [1](#) [Add](#)

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

Application for Motor Accident Compensation Settlement

61. Verify the added **Claimant** record.

Turn on the option **Add Claimant** to add more Claimant.

OR

Click on the **Proceed** button.

The screenshot shows a step-by-step application process with the following steps: 1. Validation, 2. Questionnaire, 3. Application Form (highlighted in grey), 4. Confirmation, and 5. Acknowledgement. The 'Claimant Particulars' section displays a table with one row:

No.	Name	ID Number	Address
1	Claimant		

On the left, there is a sidebar with the following options: Solicitor / Applicant (checked), Accident Victim (checked), General Damage (checked), Special Damage (checked), Defendant (checked), Insurer (checked), **Claimant** (unchecked), and Confirmation. A large grey arrow points from the sidebar to the 'Claimant' option. Below the table, there is an 'Add Claimant' section with a note: '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.' At the bottom right, there are three buttons: 'Back to Dashboard' (disabled), 'Back' (disabled), and 'Proceed' (highlighted in red).

Application for Motor Accident Compensation Settlement

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

A Singapore Government Agency Website

MINISTRY OF LAW Public Trustee's Office SINGAPORE

NEW APPLICATION MY ACCOUNT Welcome, Janice Lee Logout

Application for Motor Accident Compensation Settlement

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

Solicitor / Applicant Particulars

1  Edit

<input checked="" type="checkbox"/> Solicitor / Applicant	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Accident Victim	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> General Damage	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Special Damage	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Defendant	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Insurer	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Deputy	<input checked="" type="checkbox"/>
 Confirmation	

Name of Law Firm
File Reference Number
Name of Solicitor / Applicant
Contact Number Type
Contact Number
Email Address
Capacity in which you are applying?
Suit Number (If suit filed in relation to accident)

Previous Solicitor

No.	Name of Firm	Name of Solicitor	File Reference Number	Claiming Cost
1	A ALAGAPPAN & CO	Solicitor	AC	<input checked="" type="checkbox"/>

Application for Motor Accident Compensation Settlement

63. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Accident Victim Particulars

1

 Edit

Name

Residential Status

NRIC/ FIN / Passport Number

Date of Birth

Does the Accident Victim lack capacity within the meaning of section 4 of the Mental Capacity Act?

If yes, has a Deputy been appointed for the Accident Victim?

Mobile Number Type

Mobile Number

Email Address

Occupation

Residential Address

Address Type

Address

Correspondence Address

Different from Residential Address

Accident Details

Date of Accident

Vehicle Number

Payment

Mode of Payment

A SMS and email will be sent to this Victim to log in to give consent to receive the monies via PayNow.

Application for Motor Accident Compensation Settlement

64. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Accident Victim Particulars

1

 Edit

Name

Residential Status

NRIC/ FIN / Passport Number

Date of Birth

Does the Accident Victim lack capacity within the meaning of section 4 of the Mental Capacity Act?

If yes, has a Deputy been appointed for the Accident Victim?

Mobile Number Type

Mobile Number

Email Address

Occupation

Residential Address

Address Type

Address

Correspondence Address

Different from Residential Address

Accident Details

Date of Accident

Vehicle Number

Payment

Mode of Payment

A SMS and email will be sent to this Victim to log in to give consent to receive the monies via PayNow.

Application for Motor Accident Compensation Settlement

65. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Accident Victim Particulars

1

 Edit

Name

Residential Status

NRIC/ FIN / Passport Number

Date of Birth

Does the Accident Victim lack capacity within the meaning of section 4 of the Mental Capacity Act?

If yes, has a Deputy been appointed for the Accident Victim?

Mobile Number Type

Mobile Number

Email Address

Occupation

Residential Address

Address Type

Address

Correspondence Address

Different from Residential Address

Accident Details

Date of Accident

Vehicle Number

Payment

Mode of Payment

A SMS and email will be sent to this Victim to log in to give consent to receive the monies via PayNow.

Application for Motor Accident Compensation Settlement

66. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Supporting Documents of Accident Victim

Date	Document Type	Document
15/11/2021	Identity Card / Passport of Accident Victim	Supporting Documents.pdf
15/11/2021	Agreed Party-and-Party Costs and Disbursement	Supporting Documents.pdf
15/11/2021	Order of Court	Supporting Documents.pdf

General Damages

1  Edit

No.	Description	Amount before Liability (\$\$)	Percentage of Liability conceded on part of Accident Victim	Amount after Liability (\$\$)
1	General Damage	100.00	80.00	20.00

Total Amount Before Liability (\$\$) \$ 100.00

Total Amount After Liability (\$\$) \$ 20.00

Percentage of Liability conceded on the part of Accident Victim (%) 80.00

Application for Motor Accident Compensation Settlement

67. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Special Damages

Amount before Liability (S\$)	100.00
Amount after Liability (S\$)	20.00
Interest Claimed for Special Damage (S\$)	S\$ 100.00

1

 Edit

Interest Payable Details

No.	Date of Interim Payment	Amount (S\$)
1	04/11/2020	100.00

Total Interim Paid (S\$) **S\$ 100.00**

Defendant Particulars

1

 Edit

No.	Name	ID Number	File Reference Number	Name of Law Firm
1	Defendant	P12345	AC12345	A ALAGAPPAN & CO

Application for Motor Accident Compensation Settlement

68. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Insurer Particulars

1  Edit

No.	Name	File Reference Number
1	Insurer	AC-000001-2021

Deputy Particulars

1  Edit

No.	Name	ID Number	Address
1	Deputy	D12345	102 MACKENZIE ROAD - SINGAPORE 228704

Application for Motor Accident Compensation Settlement

69. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Personal Representative Particulars

1

 Edit

No.	Name	ID Number	Address
-----	------	-----------	---------

1	Representative	PR12345	72A PECK SEAH STREET - SINGAPORE 079329
---	----------------	---------	---

Administrators / Executors Particulars

1

 Edit

No.	Name	ID Number	Address
-----	------	-----------	---------

1	Administrator	FP123123	151 CHIN SWEE ROAD - MANHATTAN HOUSE SINGAPORE 169876
---	---------------	----------	--

Application for Motor Accident Compensation Settlement

70. Continue to review the application information.

Click the **Edit** link if the record needs to be updated.

Claimant Particulars			
No.	Name	ID Number	Address
1	Claimant	PP	133 CECIL STREET - KECK SENG TOWER SINGAPORE 069535

Application for Motor Accident Compensation Settlement

71. After reading the information,
turn on the option to make
the declaration.

AND

Click on the **Proceed** button.

Declaration

- I declare that all information and documents that I have provided are true, accurate and complete to the best of my knowledge and belief. I have provided such information and documents knowing that the Public Trustee and/or his officers will use, and rely on, the same to perform their duties.
- I understand that I may be committing an offence of giving false information to a public servant and thereby liable to prosecution under Section 182 of the Penal Code (Cap. 224) for any false declaration and/or material omission. The offence is punishable on conviction with imprisonment for a term of up to two years or a fine or both.

1 I consent

[Back to Dashboard](#) 2 [Proceed →](#)

Application for Motor Accident Compensation Settlement

72. For application with payment,
enter the **Email Address** and
select the **Payment Method**.

AND

Click on the **Pay** button to
proceed.

The screenshot shows the 'Online Payment Service' page of the Ministry of Law website. At the top, there is a logo for 'MINISTRY OF LAW SINGAPORE'. Below it, a red header bar contains the text 'Online Payment Service'. The main content area is titled 'Transaction Details' and displays a table with one row of data:

S/N	Transaction Number	Currency Type	Amount	Created Date (DD/MM/YYYY)
1	[REDACTED]	SGD	[REDACTED]	[REDACTED]

Below this, there is a section titled 'Payment Status Notification (for VISA/MasterCard/eNETS)'. It includes a text input field for 'Email Address' and a note: '(To receive payment status after submission, please provide a valid email address)'. A large grey arrow labeled '1' points to this input field.

Underneath, there is a section titled 'Payment Methods'. It lists two options:

- For VISA/MasterCard Credit and Debit cards
- For customers with Internet Banking account from DBS/POSB,Citibank,OCBC/PlusI or UOB

A large grey arrow labeled '2' points to the second option. At the bottom right of the page, there is a large grey arrow labeled '3' pointing to a red 'Pay' button.

At the very bottom of the page, there is a footer with links: 'Report Vulnerability', 'Privacy Statement', 'Terms & Conditions', 'Terms of Use', 'Rate This E-Service', and a copyright notice: '© 2021 Government of Singapore'.

Application for Motor Accident Compensation Settlement

73. Enter **Payment Methods** information.

AND

Click on the **Submit** button.

Display Name
Merchant Reference Code
Nets Reference Code
Amount

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Month Year

Email
(Optional)

1

Application for Motor Accident Compensation Settlement

74. 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 Approval of Solicitor and Client Costs, click on the **Proceed** button. This option will be available if Date of Judgement / Settlement is on or after 1 Aug 2014 and Accident Victim is represented by a Solicitor.

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE Public Trustee's Office

NEW APPLICATION MY ACCOUNT

Welcome, Janice Lee Logout

Application for Motor Accident Compensation Settlement

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

Thank you for using our eService

Your application for the Motor Accident Compensation Settlement has been successfully submitted.
Please print or save this page for your own reference. You will not be able to access this page after exiting the webpage.

Your File Reference Number: AC-000115-2021-C
Date of Submission: 16/11/2021

1 Back to Dashboard Print

Application for Approval of Solicitor and Client Costs
Would you like to submit an application for the Approval of Solicitor and Client Costs? 2 Proceed →