



---

## PUBLIC TRUSTEE'S OFFICE (PTO)

# Administration of Deceased's 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 CPF / Baby Bonus / Edusave / PSEA Monies



## General Information

- 1) The application to the Public Trustee's Office for the administration of the deceased's Central Provident Fund ("CPF") / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA") monies is via an online E-Service.
- 2) Please ensure that you access the E-Service using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) You may click the **Save** button to save your application for up to 7 calendar days. You may also click on the left menu item to navigate to the specific page.
- 4) You may click on ▼ Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 5) You may input a date field using the Calendar icon to select a date.
- 6) Upon the successful submission, you will receive an acknowledgement via email. Thereafter, you can login to check on the application status in the **Dashboard** page under the **Processing** tab.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

1. To begin, click on the E-Service application for **Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education account ("PSEA").**

The screenshot shows the Public Trustee's Office E-Services website. At the top, it says 'A Singapore Government Agency Website' and features the Ministry of Law logo. On the right, there is a search icon, a login dropdown, and a 'LOGIN' button. Below the header, the title 'Public Trustee's Office E-Services' is displayed. Underneath, there are four service options: 'Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")', 'Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA', 'Maintenance and Allowance for Minor', and 'Statement of Account for Cases Held-in-Trust'. Each service has a corresponding icon and an estimated completion time.

Service	Icon	Estimated time to complete:
Deceased's Un-nominated Central Provident Fund ("CPF") Monies / Baby Bonus / Edusave / Post Secondary Education Account ("PSEA")	\$ ==	30 minutes.
Deceased's Assets other than Un-nominated Monies / Baby Bonus / Edusave / PSEA	🏛️	30 minutes.
Maintenance and Allowance for Minor	👤	10-15 minutes.
Statement of Account for Cases Held-in-Trust	📄	5 minutes.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



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

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

A screenshot of the login page for the Ministry of Law Public Trustee's Office. The page is titled "A Singapore Government Agency Website". The logo for the Ministry of Law Public Trustee's Office is at the top left. At the top right are search and login icons. The main area is divided into three sections: "Business Users" (with "Log in with singpass" and "Register" buttons), "Individuals" (with "Scan with Singpass app to log in" and a QR code with a red "i" icon), and "Foreign Individuals" (with a "Register" button). A note at the bottom left says "Don't have the Singpass app? Download now".

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

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



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

**singpass**

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](#).

# Administration of Deceased's 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.

The screenshot shows a digital form for accepting terms and conditions. At the top, it says "A Singapore Government Agency Website" and features the Ministry of Law logo. Below this is a section titled "Terms of Use". Step 1 is indicated by a grey arrow pointing to a checkbox labeled "I have read and agreed with the terms and conditions." Step 2 is indicated by a grey arrow pointing to a red "Submit" button at the bottom right.

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.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

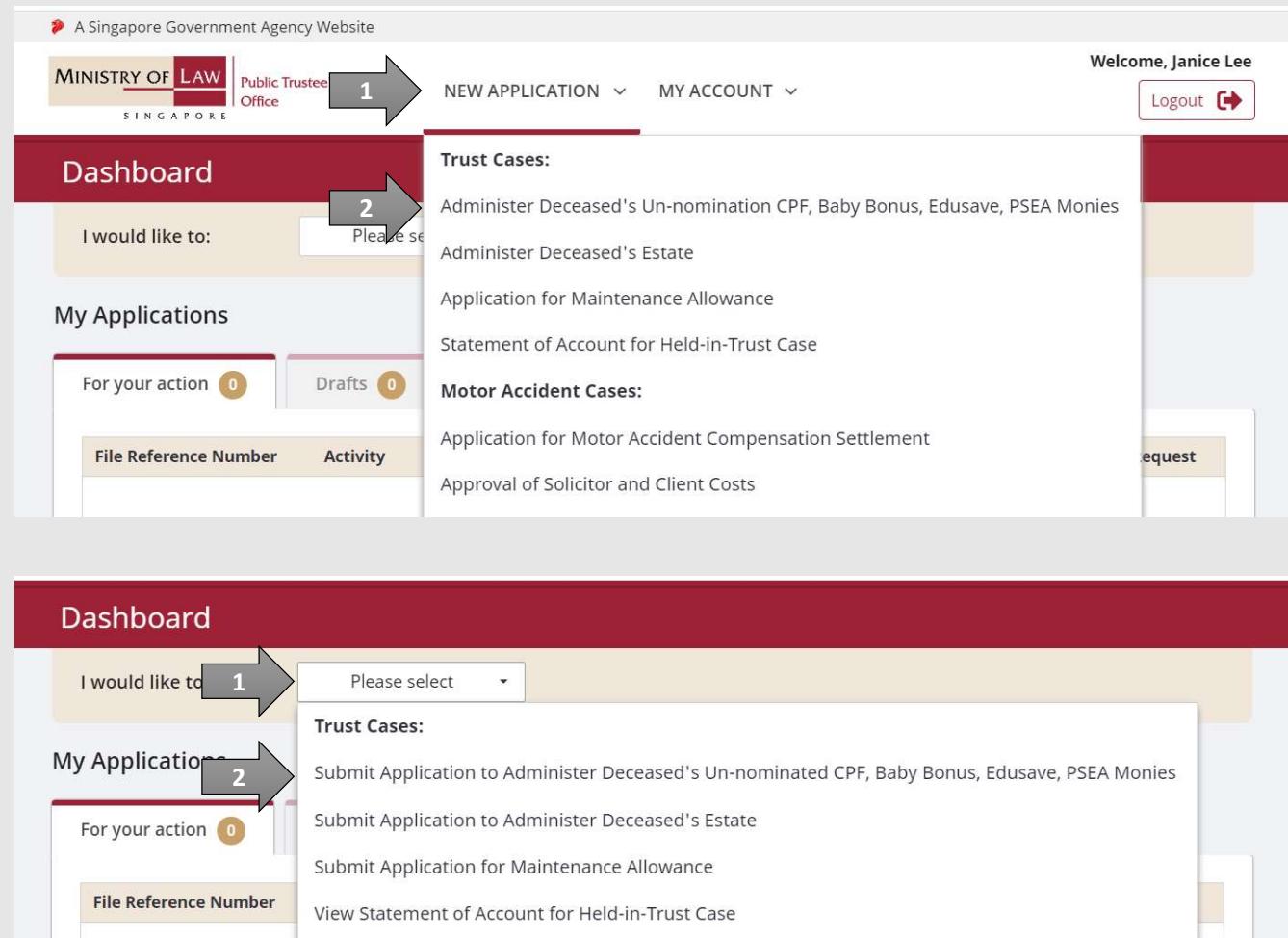
## 1. After you have logged in to the PTO E-Service Portal:

From the top menu, click on **NEW APPLICATION** and select the **Administer Deceased's Un-nomination CPF, Baby Bonus, Edusave, PSEA Monies** menu item.

OR

From the **Dashboard** page, select **I would like to** and select **Submit Application to Administer Deceased's Un-nominated CPF, Baby Bonus, Edusave, PSEA Monies**.

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



# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

2. Read the notes carefully

AND

Click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

## Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

This is an online application to the Public Trustee to administer the distribution of the Deceased's un-nominated CPF / Baby Bonus / Edusave / PSEA Monies.

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

You will need the:

- Deceased's details
- Certificate of Inheritance (For Muslims only)
- Marriage Certificate of Deceased
- Decree Nisi Absolute (if the Deceased was divorced)

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 CPF / Baby Bonus / Edusave / PSEA Monies

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

OR

Enter the **Case Reference Number**.

Click on the **Proceed** button.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

Deceased Particulars

Residential Status

Please select

NRIC / FIN / Passport Number

or

Case Reference Number

T - 000000 - YYYY -

Back to Dashboard | Proceed →

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

## 4. 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.

The screenshot shows a web application for managing deceased assets. 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 CPF / Baby Bonus / Edusave / PSEA Monies'. Below this, there are four steps: 1. Validation, 2. Application Form (which is active), 3. Confirmation, and 4. Acknowledgement. On the left, there's a sidebar with icons for Applicant, Deceased, Funeral Expenses, Beneficiaries, and Confirmation. The main area has a heading 'Applicant Particulars'. It contains several input fields: 'Name' (with a red arrow pointing to a 'Retrieve MyInfo with singpass' button), 'Any other name(s) as recorded in marriage certificate or birth certificate - optional', 'Residential Status' (a dropdown menu), 'NRIC / FIN / Passport Number', 'Date of Birth' (with a note: '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' (a dropdown menu). There are also 'Clear Myinfo' and 'Logout' buttons at the top right.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



## 5. 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 CPF / Baby Bonus / Edusave / PSEA Monies

6. Continue to enter the **Applicant Particulars** information.

AND

Click on the **Proceed** button.

The screenshot shows a web-based application form for entering applicant particulars. The form fields include:

- Building Name: A text input field.
- Correspondence Address: A checkbox labeled "Different from Residential Address" is checked.
- Address Type: Radio buttons for "Local Address" and "Foreign Address".
- Postal Code: A text input field.
- Blk/House Number: A text input field.
- Street Name: A text input field.
- Level: A text input field.
- Unit: A text input field.
- Building Name: A text input field.

At the bottom right, there are three buttons: "Back to Dashboard", "Back" (disabled), "1" (disabled), and "Proceed →".

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

## 7. Enter the **Deceased** Particulars information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

### Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

Applicant

Deceased

Funeral Expenses

Beneficiaries

Confirmation

#### Deceased Particulars

Name

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

Residential Status

NRIC / FIN / Passport Number

Date of Birth

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

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.

It depends on the physical fact of residence plus the intention of remaining. For some people who may have several residences and other assets in different countries, his personal representatives will have to confirm the most probable country of domicile.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

8. Continue to enter the **Deceased Particulars** information.

AND

Click on the **Proceed** button.

Gender

Male  Female

Religion

Please select

Marital Status

Please select

Marriage Registration Location

Country (or Jurisdiction) of Death Registration

Date of Death

Back to Dashboard   1

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

- If a Beneficiary would like to claim for reimbursement of funeral expenses from the Deceased's CPF monies, turn on the option **Click here if the Claimant wishes to claim Funeral Reimbursement** in the **Funeral Expenses** page, to enter **Claimant Particulars**.

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

OR

Enter the **Claimant Particulars** information.

Otherwise, proceed to Step 22 (Page 27).

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 CPF / Baby Bonus / Edusave / PSEA Monies

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

Applicant

Deceased

Funeral Expenses

Beneficiaries

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 for 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 CPF / Baby Bonus / Edusave / PSEA Monies

10. If the total value of the deceased's CPF monies is \$6,000 or lesser than, the Claimant may claim all the CPF monies as Funeral Reimbursement. If the Claimant would like to claim all the CPF monies as Funeral Reimbursement, click on the **Yes**, button (there is no need to enter the Beneficiary's details). If not, click on the **No**, button.

The screenshot shows a step-by-step application process. Step 10 is highlighted with a large grey arrow pointing right. The 'Funeral Expenses' section is visible, containing a note about reimbursement limits and instructions. A checkbox for claiming funeral expenses is checked. Below it, a section for 'Claimant Particulars' asks if the applicant is also the claimant, with 'Yes' selected. It then asks if the claimant wishes to claim all CPF monies as funeral reimbursement, with 'Yes' selected. The 'Name' field contains 'As stated in NRIC / Passport'. The 'Any other name(s) as recorded in marriage certificate or birth certificate optional' field is empty. The 'Residential Status' dropdown is set to 'Please select'.

1

Applicant

Deceased

Funeral Expenses

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 for Funeral Reimbursement.

Please enter Claimant particulars below.

Claimant Particulars

Applicant is also the Claimant

Does the Claimant wish to claim all the CPF monies as Funeral Reimbursement?

Yes  No

Name

As stated in NRIC / Passport

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

Residential Status

Please select

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

NRIC / FIN / Passport Number

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

Date of Birth

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

Relationship to Deceased

Mobile Number Type

Local Number  Foreign Number

Mobile Number

If the 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 the Claimant consent to claim reimbursement of funeral expenses from the Deceased's Un-nominated CPF Monies.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

The screenshot shows a web-based application form for claimant particulars. On the left, there is a sidebar with several sections: 'Applicant' (selected), 'Deceased' (selected), 'Funeral Expenses', 'Beneficiaries', and 'Confirmation'. The main area is divided into two main sections: 'Residential Address' and 'Correspondence Address'. Under 'Residential Address', there are fields for 'Address Type' (radio buttons for 'Local Address' and 'Foreign Address'), 'Postal Code' (input field), 'Blk/House Number' (input field), 'Street name' (input field), 'Level' (input field), 'Unit' (input field), and 'Building Name' (input field). Below these fields is a section for 'Correspondence Address' with a checkbox labeled 'Different from Residential Address' (which is checked). This section also includes 'Address Type' (radio buttons for 'Local Address' and 'Foreign Address'), 'Postal Code' (input field), and a small checkbox at the bottom right.

**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

Address Type  
 Local Address       Foreign Address

Postal Code

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

13. Continue to enter the **Claimant Particulars** information.

Blk/House Number

Street name

Level

Unit

Building Name

**Mode of Receiving Payment**

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

**Supporting Documents of Claimant**

Receipts of Funeral Expenses

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

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

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

14. 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.

The image displays two side-by-side screenshots of a Singapore Government Agency Website for the Ministry of Law, Public Trustee's Office. Both screenshots show the 'Mode of Receiving Payment' section, which includes a list of payment methods (PayNow, GIRO, Telegraphic Transfer, Demand Draft) with 'PayNow' selected. Below this, there is a section for 'For payment via PayNow' containing a consent checkbox and a 'Logout' button.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

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

For payment via PayNow

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

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

The screenshot shows a web application interface for the Ministry of Law Public Trustee's Office. At the top, there is a header 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, there is a sidebar with icons for 'Applicant' (selected), 'Deceased' (selected), 'Funeral Expenses' (highlighted in red), 'Beneficiaries', and 'Confirmation'. The main content area is titled 'Mode of Receiving Payment' and contains a list of options: 'PayNow' (radio button), 'GIRO' (radio button, selected), 'Telegraphic Transfer' (radio button), and 'Demand Draft' (radio button). Below this, there is a section for 'For payment via GIRO' with fields for 'Name of Bank' (a dropdown menu showing 'Please select') and 'Account Number' (a text input field containing 'Without dashes').

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

**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 the Claimant.

Bank Name

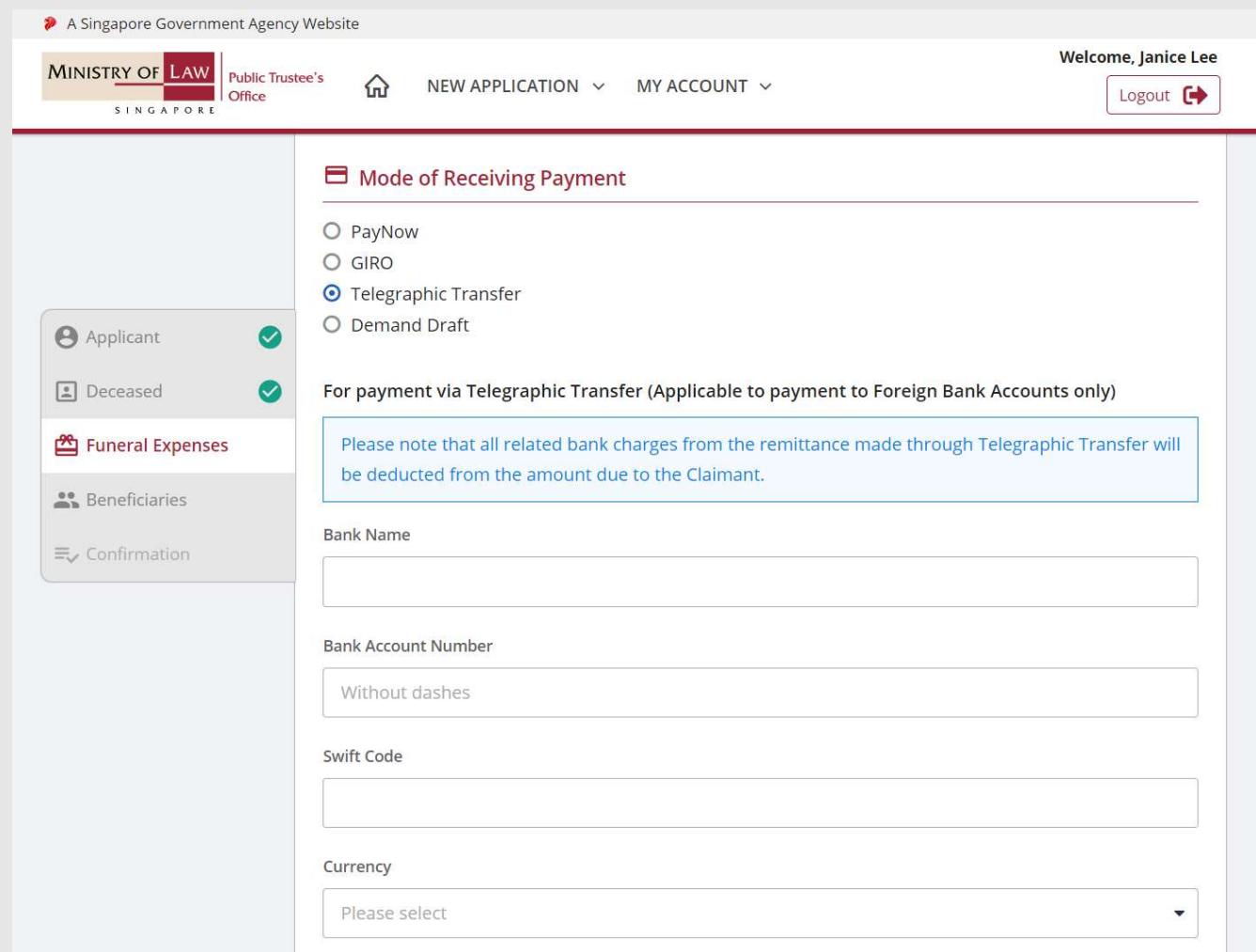
Bank Account Number

Without dashes

Swift Code

Currency

Please select



# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

The screenshot shows a web interface for a Singapore Government Agency Website. At the top, there is a logo for the Ministry of Law, Singapore, and a navigation bar with links for 'NEW APPLICATION', 'MY ACCOUNT', 'Logout', and a welcome message for 'Janice Lee'. On the left, a sidebar lists options: 'Applicant' (checked), 'Deceased' (checked), 'Funeral Expenses', 'Beneficiaries', and 'Confirmation'. The main content area is titled 'Mode of Receiving Payment' and includes radio buttons for 'PayNow', 'GIRO', 'Telegraphic Transfer', and 'Demand Draft', with 'Demand Draft' selected. Below this, a note states: 'For payment via Demand Draft (Applicable to payment to Foreign Bank Accounts only)'. A message box contains the text: 'Please note that all related bank charges from the remittance made through Demand Draft will be deducted from the amount due to the Claimant.' Further down, fields for 'Payee's Address' and 'Currency' are shown, with a dropdown menu set to 'Please select'. A note at the bottom of the currency field states: 'If the requested currency is not available, the Demand Draft will be issued in SGD or USD.'

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

**Mode of Receiving Payment**

- PayNow
- GIRO
- Telegraphic Transfer
- Demand Draft

**Supporting Documents of Claimant**

Receipts of Funeral Expenses

Birth Certificate

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

Back to Dashboard | Back | Save | Proceed →

Unable to 1 Upload Document

Upload Document

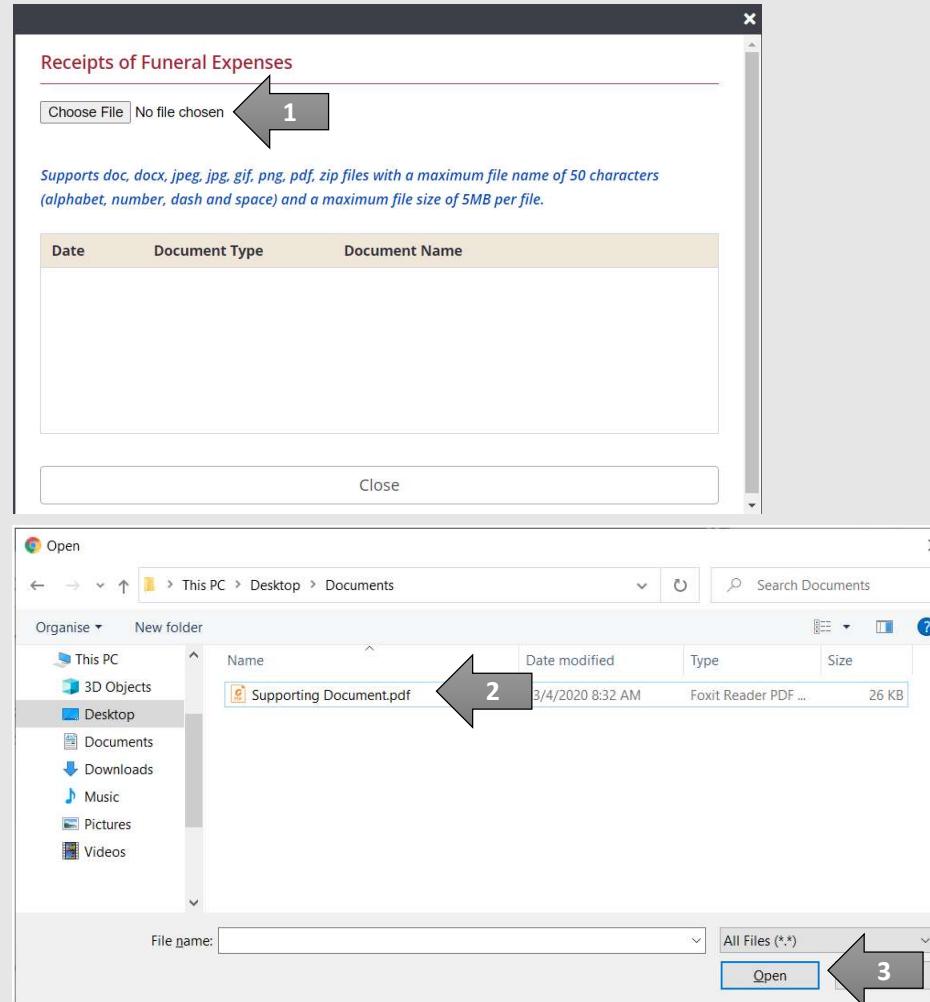
Upload Document

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

19. 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 CPF / Baby Bonus / Edusave / PSEA Monies

## 20. Continue to upload the required Supporting Documents of Claimant.

*Please refer to Steps 17 – 18 (page 22 – 23) if you are unsure on 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 stated and next course of action required.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office SINGAPORE

Welcome, Janice Lee Logout

NEW APPLICATION ▾ MY ACCOUNT ▾

Payment  
○ GIRO  
○ Telegraphic Transfer  
○ Demand Draft

Supporting Documents of Claimant

No.	Date	Document Type	Document Name	Public Trustee's to assist in contacting beneficiary	Public Trustee's to assist in extraction
1	11/11/2021	Receipts of Funeral Expenses	Supporting Documents.pdf	-	-

Receipts of Funeral Expenses  
Birth Certificate  
Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

Upload Document  
Unable to Provide  
Upload Document  
Upload Document

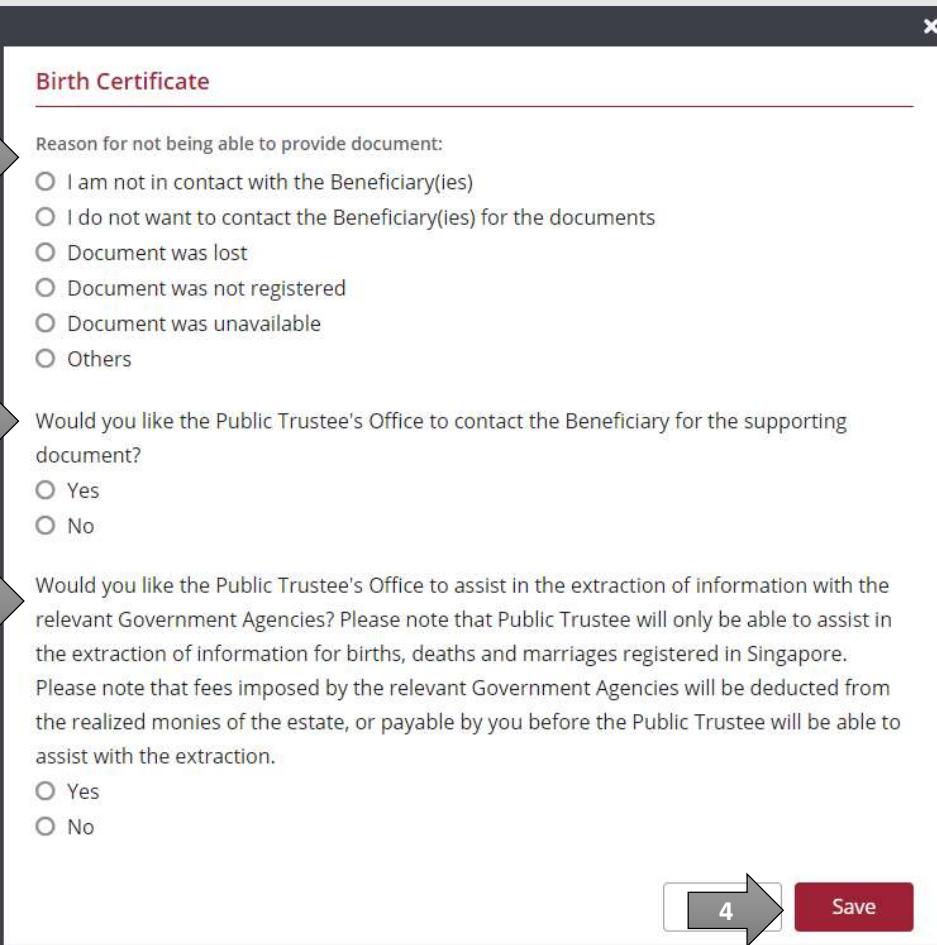
Back to Dashboard ← Back Save Proceed →

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

21. 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 about reasons for not providing a 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 a supporting document, with "Yes" and "No" options. Step 3 asks if the Public Trustee's Office should assist in extracting information from Government Agencies, noting fees will be deducted from monies. A "Save" button is at the bottom right.  
Reason for not being able to provide document:  
 I am not in contact with the Beneficiary(ies)  
 I do not want to contact the Beneficiary(ies) for the documents  
 Document was lost  
 Document was not registered  
 Document was unavailable  
 Others

2 Would you like the Public Trustee's Office to contact the Beneficiary for the supporting document?  
 Yes  
 No

3 Would you like the Public Trustee's Office to assist in the extraction of information with the relevant Government Agencies? Please note that Public Trustee will only be able to assist in the extraction of information for births, deaths and marriages registered in Singapore. Please note that fees imposed by the relevant Government Agencies will be deducted from the realized monies of the estate, or payable by you before the Public Trustee will be able to assist with the extraction.  
 Yes  
 No

4 Save

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



## 22. Verify the Supporting Documents.

AND

Click on the **Proceed** button.

The screenshot shows a web application for managing deceased estates. At the top, there's a header with the Ministry of Law logo, a 'NEW APPLICATION' dropdown, a 'MY ACCOUNT' dropdown, and a welcome message for 'Janice Lee' with a 'Logout' link. Below the header, there's a sidebar with options: 'Applicant' (checked), 'Deceased' (checked), 'Funeral Expenses' (highlighted in red), 'Beneficiaries', and 'Confirmation'. A large grey arrow labeled '1' points from the sidebar to the main content area. The main content area is titled 'Supporting Documents of Claimant'. It shows 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	11/11/2021	Birth Certificate	-	Yes	Yes
2	11/11/2021	Identification Document	Supporting Documents.pdf	-	-
3	11/11/2021	Receipts of Funeral Expenses	Supporting Documents.pdf	-	-

Below the table, there are three checkboxes with corresponding 'Upload Document' buttons:

- ✓ Receipts of Funeral Expenses
- ✓ Birth Certificate
- ✓ Identification Document (e.g. NRIC / Passport / Social Security Card (for US nationals), Election Card (for Indian nationals))

At the bottom right, there are buttons for 'Back to Dashboard', 'Back', 'Proceed' (highlighted in red with a '2' label), and 'Logout'.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

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

OR

Enter **Beneficiary Particulars** information.

A Singapore Government Agency Website

MINISTRY OF LAW | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee | Logout

Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

Add Beneficiary Particulars

Add Beneficiary

1. Applicant is also the Beneficiary

2. Both are Beneficiaries

3. Claimant is also the Beneficiary

Back to Dashboard | Back | Save | Proceed

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

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

Mobile Number Type. - *optional*  
 Local Number  Foreign Number

Mobile Number - *optional*

If the 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.

Email Address of Beneficiary - *optional*  
 email@address.com

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

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

## 25. Select the **Mode of Receiving Payment.**

*Please refer to Steps 13 – 16 (page 18 – 21) regarding the various payment mode.*

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?

**✉ Mode of Receiving Payment**

PayNow  
 GIRO  
 Telegraphic Transfer  
 Demand Draft

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

## 26. Provide the required Supporting Documents of Beneficiary.

*Please 17 – 18 (page 22 – 23) if you are not sure how to upload a document.*

Verify the Supporting Documents.

AND

Click on the **Add Beneficiary** button if there is another beneficiary.

**Supporting Documents of Beneficiary**

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

Birth Certificate

1

Unable to Provide      Upload Document

Cancel      Add Beneficiary

Back to Dashboard      ← Back      Save      Proceed →

No.	Date	Document Type	Document Name	Public Trustee to Assist in Contacting Beneficiary	Public Trustee to Assist in Extraction
1	11/11/2021	Birth Certificate	-	Yes	Yes
2	11/11/2021	Identification Document	Supporting Documents.pdf	-	-

2

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

✓ Birth Certificate

Unable to Provide      Upload Document

Unable to Provide      Upload Document

Back to Dashboard      ← Back      Save      Proceed →

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



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

A screenshot of a web application for managing deceased accounts. The header indicates it is a Singapore Government Agency Website. The navigation bar includes links for "NEW APPLICATION", "MY ACCOUNT", "Logout", and the user's name "Welcome, Janice Lee". On the left, there is a sidebar with icons for "Applicant" (checked), "Deceased" (checked), "Funeral Expenses" (checked), "Beneficiaries" (unchecked), and "Confirmation" (unchecked). The main form area contains fields for "Residential Status" (dropdown menu with placeholder "Please select"), "NRIC / FIN / Passport Number" (text input field), "Date of Birth" (dropdown menu with placeholder "DD/MM/YYYY") with a note below explaining the format, "Relationship to Deceased" (dropdown menu with placeholder "Please select"), and "Life Status" with radio buttons for "Alive" and "Deceased". At the bottom right, there are buttons for "Cancel", "Add Beneficiary", "Back to Dashboard", "Back", and "Proceed". The "Proceed" button is highlighted with a large grey arrow pointing to it, labeled with the number "1".

A Singapore Government Agency Website

MINISTRY OF LAW SINGAPORE | Public Trustee's Office

NEW APPLICATION | MY ACCOUNT

Welcome, Janice Lee

Logout

Applicant ✓

Deceased ✓

Funeral Expenses ✓

Beneficiaries

Confirmation

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

Cancel   Add Beneficiary

Back to Dashboard   Back   Proceed →

1

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

28. 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-based application for managing deceased estates. At the top, there is a header with the Ministry of Law logo, a 'NEW APPLICATION' button, and a 'MY ACCOUNT' button. On the right, it says 'Welcome, Janice Lee' and has a 'Logout' button. Below the header, the title 'Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies' is displayed. A progress bar at the top indicates four steps: 1. Validation, 2. Application Form, 3. Confirmation (which is the current step), and 4. Acknowledgement. Step 3 is highlighted with a grey background. To the right of the progress bar, there is a large grey arrow pointing right with the number '1' above it, and an 'Edit' link next to it. The main content area is divided into sections: 'Applicant Particulars' (Name, Residential Status, NRIC / FIN / Passport Number, Date of Birth, Relationship to Deceased, Mobile Number Type, Mobile Number, Email Address), 'Residential Address' (Address Type, Postal Code, Blk/House Number, Street Name, Level, Unit, Building Name), and 'Correspondence Address' (Address Type, Postal Code, Blk/House Number, Street Name). On the left side, there is a sidebar with icons for 'Applicant' (checkmark), 'Deceased' (checkmark), 'Funeral Expenses' (checkmark), 'Beneficiaries' (checkmark), and 'Confirmation' (highlighted with a red border and checkmark). The 'Confirmation' section is currently active.

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



29. Continue to review the application information.

Deceased Particulars

1 Edit

Name	Residential Status
NRIC / FIN / Passport Number	Date of Birth
Place of Domicile	Gender
Religion	Marital Status
Marriage Registration Location	Year of Marriage
Date of Death	Date of Marriage
Country (or Jurisdiction) of Death Registration	Death Certificate Number

Supporting Documents of Deceased

Date	Document Type	Document

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies



30. 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

**Residential Address**

Address Type  
Postal Code  
Blk/House Number  
Street Name  
Level  
Unit  
Building Name

**Correspondence Address**

Address Type  
Postal Code  
Blk/House Number  
Street Name  
Level  
Unit

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

31. Continue to review the application information.

AND

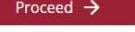
Click on the **Proceed** button if there are no changes to be made. Otherwise, please **Edit** accordingly.

1 

List of Beneficiaries			
No.	Name	NRIC / FIN / Passport Number	Relationship to Deceased
1	Beneficiary	SXXXX057Z	Child
2	Beneficiary	P111222	Sister

2 

No.	Name	Person	Document Type	Reason Unable to Provide	Public Trustee to Assist in Extraction
1	Claimant	Claimant	Birth Certificate	Document was unavailable	Yes
2	Beneficiary	Beneficiary	Birth Certificate	Document was unavailable	Yes

Back to Dashboard  Proceed 

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

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

There are 3 sets of declarations to be made.

The screenshot shows a web-based application for managing CPF, Baby Bonus, Edusave, and PSEA Monies. At the top, there is a navigation bar with the Ministry of Law logo, a search icon, 'NEW APPLICATION' and 'MY ACCOUNT' dropdowns, 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 CPF / Baby Bonus / Edusave / PSEA Monies'. A progress bar at the top indicates four steps: '1. Validation', '2. Application Form', '3. Confirmation', and '4. Acknowledgement'. Step 1 is currently active. The main content area contains two sections: 'Consent to Contact Beneficiary(ies) / Claimant' and 'Consent on Document Search and Extraction'. Each section includes a statement of intent and a checkbox for declaration. A large grey arrow labeled '1' points to the first declaration section, and another grey arrow labeled '2' points to the second declaration section.

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 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:

- a. 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.
- b. 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:

- a. 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.
- b. Fees will be charged for the extraction of documents from the relevant agencies and the fees are non-refundable.
- c. 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.
- d. The Public Trustee's Office may contact the Beneficiary(ies) / Claimant(s) on my behalf to obtain any document(s) required.
- e. 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 CPF / Baby Bonus / Edusave / PSEA Monies

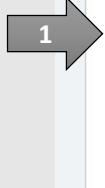
33. Turn on the option to make the declaration.

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

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.

1  2  Proceed 

# Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies

34. 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 Estate, click on the **Yes, Proceed** button. This option will be available if no application has been submitted previously.

The screenshot shows a web page titled "Administration of Deceased's CPF / Baby Bonus / Edusave / PSEA Monies". The page displays a success message: "Thank you for using our E-Service". It includes details of the submitted application: "Your application for the distribution of the deceased's un-nominated CPF monies has been successfully submitted." and "Your File Reference Number: T-000013-2021-T". The date of submission is listed as "11/11/2021". At the bottom, there are two buttons: "Back to Dashboard" with a large arrow icon and "Print". A note about administering the deceased's estate is present, with a "Yes, Proceed" button.