

PROBATE & ADMINISTRATION TOOLKIT

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1. INTRODUCTION TO PROBATE & ADMINISTRATION

1. When a loved one has passed away leaving behind property, such property (collectively known as “the Deceased’s estate”) must be administered and distributed in accordance with the law. A person has to be authorised by the Court either as an executor or administrator to administer the estate (i.e. pay the debts and liabilities of the deceased, as well as funeral and other expenses, before distributing the balance of the estate according to the law).

2. If the Deceased made a Will, the Will would usually provide for the appointment of certain persons as executors and trustees to administer the estate according to the Deceased’s wishes. If the Deceased did not make a Will, an administrator or administrators will have to be appointed by the Court to administer the estate. The administrator will usually be the spouse or a next-of-kin who inherits a share of the estate (“a beneficiary”) according to the rules of distribution under the Intestate Succession Act (Cap. 146) (for non-Muslims) or under Muslim law (for Muslims).

3. If you intend to administer the Deceased’s estate, you will have to apply for a Grant of Probate or Letters of Administration in order to be legally recognised as the executor or administrator of the Deceased’s estate as the case may be.

4. Once the Court has issued the Grant, you may then bring this Grant to the various institutions (e.g. banks, the Housing & Development Board (“HDB”), insurance companies) to realise the assets.

Using the Probate & Administration Toolkit

5. The Family Justice Courts have prepared a Probate & Administration Toolkit to assist litigants-in-person to apply for Probate or Letters of Administration for straightforward cases in the Family Courts.

6. You should be the Executor and Trustee named in the Deceased’s Will which deals with all of the Deceased’s assets if you are applying for probate, or you should be a beneficiary of the estate if you are applying for a Grant of Letters of Administration. The step-by-step Toolkit will guide you through the Probate or Letters of Administration process for straightforward cases where -

- (i) the Deceased was domiciled in Singapore (i.e. the Deceased was resident in Singapore and had intended for Singapore to be his or her permanent home);
- (ii) the death occurred on or after 15 February 2008; and
- (iii) the value of the estate is less than \$5 million.

7. In addition, for applications for Letters of Administration, the Toolkit caters for the situation where -

- (i) the applicant is a beneficiary of the estate;
- (ii) the beneficiaries with prior right (i.e. priority) to apply for a grant (if any) have renounced (i.e. given up) their right to apply for the grant;
- (iii) the beneficiaries are not minors (i.e. below 21 years of age); and

- (iv) the beneficiaries do not lack mental capacity.

Seeking Legal Advice

8. You will appreciate that the facts of each matter differ and the specimen documents and procedural explanations in the Toolkit are intended to provide general guidance to the public for straightforward situations. The information and documents required for an application may vary from case to case. As the Family Justice Courts are not in a position to provide legal advice, you may wish to seek your own legal advice if you are still unclear as to how to proceed after going through the Toolkit.

9. You may wish to consider approaching the following organisations for free legal advice -
- (i) the Community Justice Centre located at the State Courts, Level 1, Telephone: 6557 4100, (<https://www.cjc.org.sg>);
 - (ii) selected Community Clubs (a list of which may be found at <https://www.pa.gov.sg>);
 - (iii) the Legal Aid Bureau, (<http://www.mlaw.gov.sg/lab>), if you satisfy the qualifying criteria for legal aid.

10. Please do not engage persons who are not authorised to practice law to prepare court documents or to act for you. It is an offence for unauthorised persons to act as agents for parties to court proceedings or to prepare documents relating to court proceedings. The Family Justice Courts may report unauthorised persons to the relevant authorities for appropriate action to be taken. Generally, only lawyers with valid practising certificates or legal officers from certain government institutions are authorised to prepare court documents and to attend court. A list of lawyers with practising certificates in force may be found at the Legal Services Regulatory Authority's website at <https://www.mlaw.gov.sg/eservices/lra/lra-home/>. You may be put to inconvenience as you may have to take leave to attend court personally if there are issues with your application if you engage unauthorised persons to assist you.

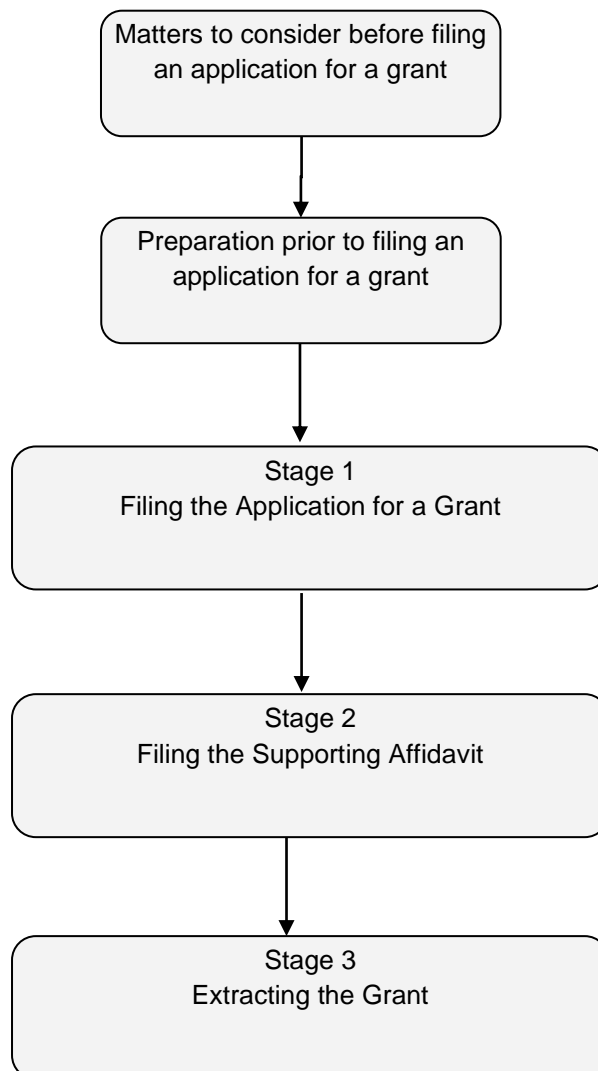
More information

11. More information about Probate and Administration and the Toolkit may be found at <https://www.familyjusticecourts.gov.sg>.

12. Applications for grants of probate or letters of administration will have to be filed electronically through the LawNet & CrimsonLogic Service Bureau at No. 1 Havelock Square, Level 2, Singapore 059724. You may refer to <https://www.elitigation.sg> for more information and to download the relevant templates.

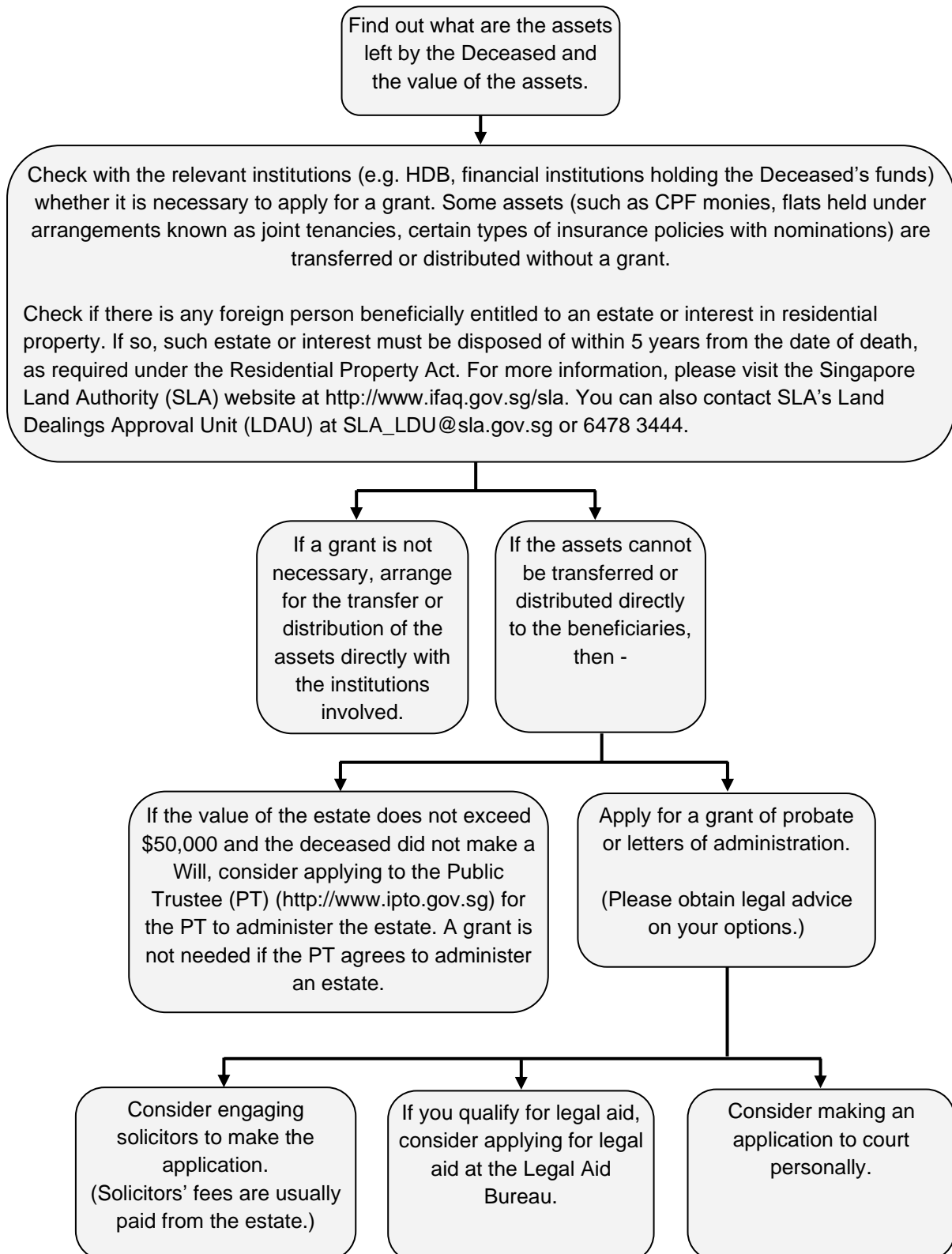
2. STEP BY STEP GUIDE

A. OVERVIEW

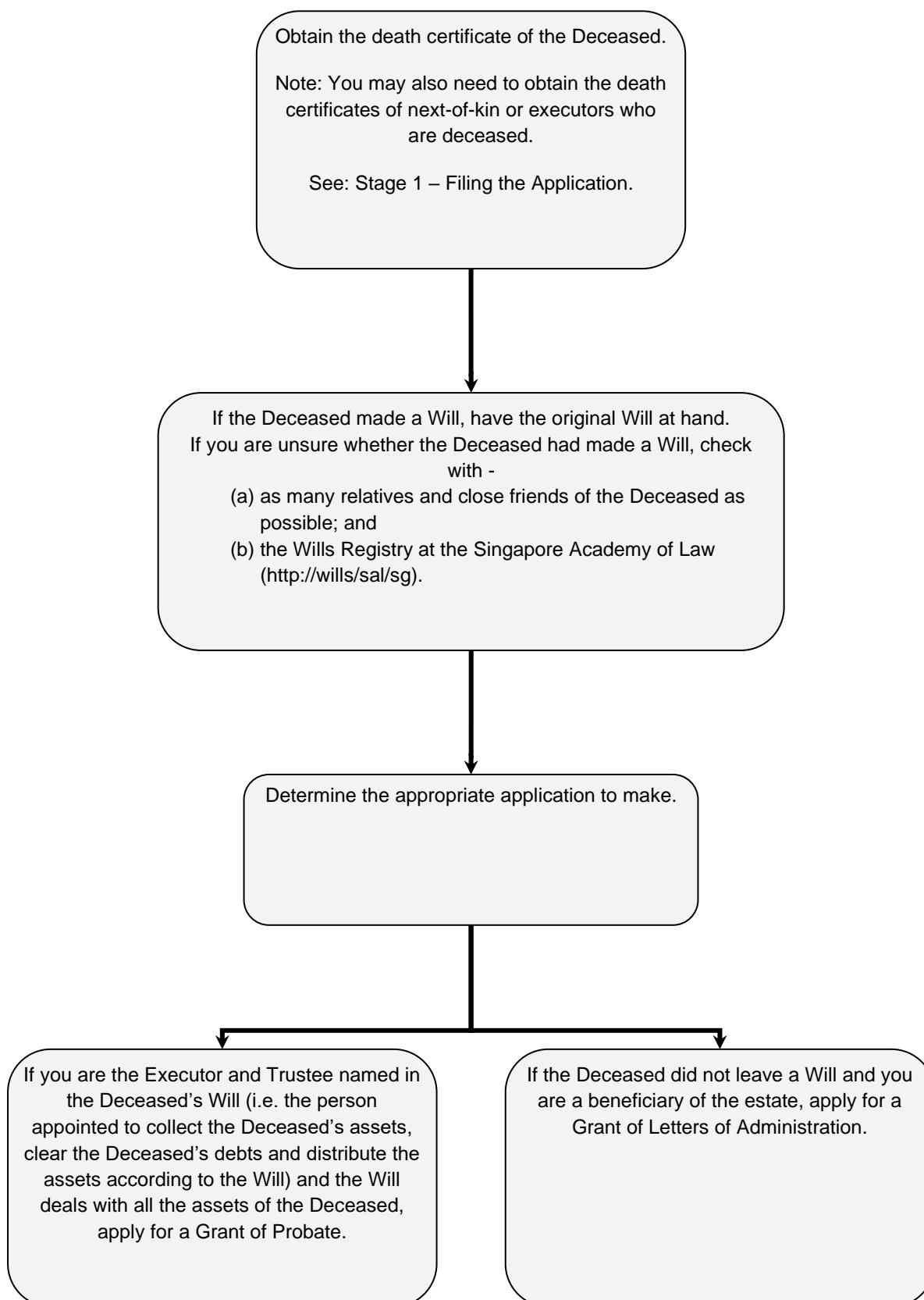


B. SOME MATTERS TO CONSIDER BEFORE DECIDING TO FILE AN APPLICATION FOR A GRANT

(for assets within Singapore)



C. PREPARING TO MAKE AN APPLICATION FOR A GRANT



D. APPLYING FOR PROBATE

STAGE 1 – FILING THE APPLICATION FOR A GRANT OF PROBATE

(where the deceased died on or after 15 February 2008, and you are the executor named in the Will)

Prepare the following forms:

1. Service Bureau Form for Application for Probate
(The form may be downloaded at <https://www.elitigation.sg/layouts/IELS/HomePage/Pages/SBForms.aspx>. A sample form is at Page 17 of this toolkit.)
2. Schedule of Assets (if you have the relevant information regarding the assets of the deceased at this stage)
(The form may be downloaded at <https://www.elitigation.sg/layouts/IELS/HomePage/Pages/SBForms.aspx>. A sample form is at Page 34 of this toolkit.)
3. Renunciation of other executors (if applicable)
(The form may be downloaded at <https://www.familyjusticecourts.gov.sg/QuickLink/Pages/Forms.aspx>. A sample form is at Page 32 of this toolkit.)

Attend before a solicitor to certify as true the following supporting documents:

1. Copy of Will
(A sample cover page for the certified true copy of the will is at Page 46 of this toolkit.)
2. Copy of Death Certificate of Deceased
3. Copies of Death Certificates of other executors (if any)
(A sample certified true copy of a death certificate is at Page 45 of this toolkit.)

Attend at the LawNet & CrimsonLogic Service Bureau ("Service Bureau") at:

133 New Bridge Road, Chinatown Point #19-01/02, Singapore 059413

Tel: (65) 6538 9507, Fax: (65) 6438 6350

Operating Hours: Mondays to Fridays: 8:30 a.m. – 5:00 p.m., Saturdays: 9:30 a.m. – 12:00 p.m.

(Closed on Sundays and Public Holidays)

Conduct a check on the court's record of probate cases and caveats filed in relation to the estate at the Service Bureau based on the Deceased's identification number. Checks on the court records are known as searches. The searches must be done on the day of the filing of the probate application and for the present year. A summary report of the searches is to be attached to the Originating Summons together with the full report of any existing case or caveat. (Refer to Page 31 of this toolkit for more information regarding searches.)

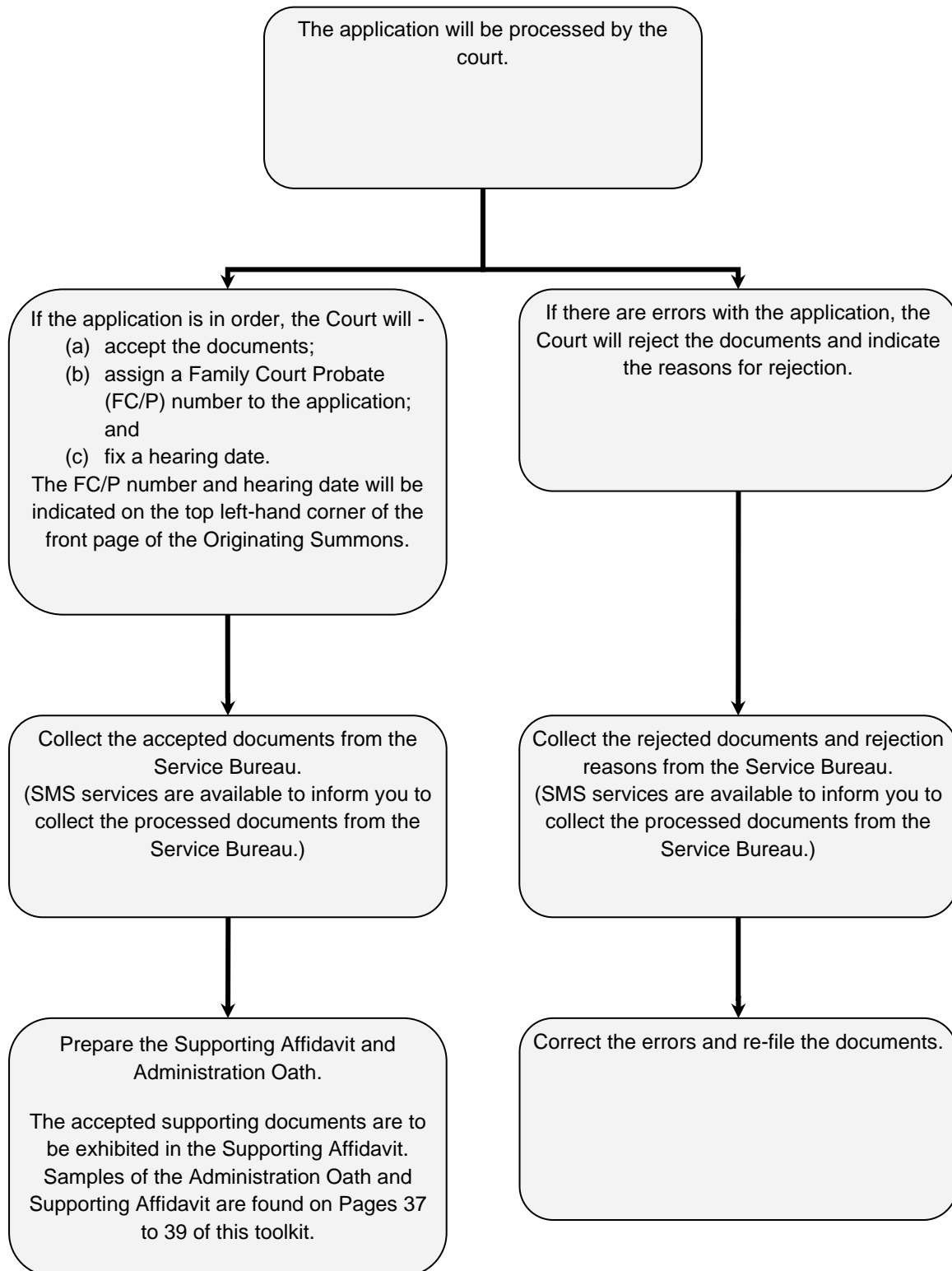
Submit the prepared forms, certified true copies of supporting documents and filing fees at the Service Bureau. The Service Bureau will prepare the Originating Summons, Probate Statement and Schedule of Assets (if available) using information provided in the Service Bureau Form for Application for Probate.

The Service Bureau will file the documents on your behalf.

Submit the Original Will at the Probate Section for verification that it is an original Will (latest by 4:30 p.m. on the next working day after filing the application for a grant). The Probate Section will return the original Will after verification.

D. APPLYING FOR PROBATE

WHAT HAPPENS AFTER THE APPLICATION FOR PROBATE IS SUBMITTED



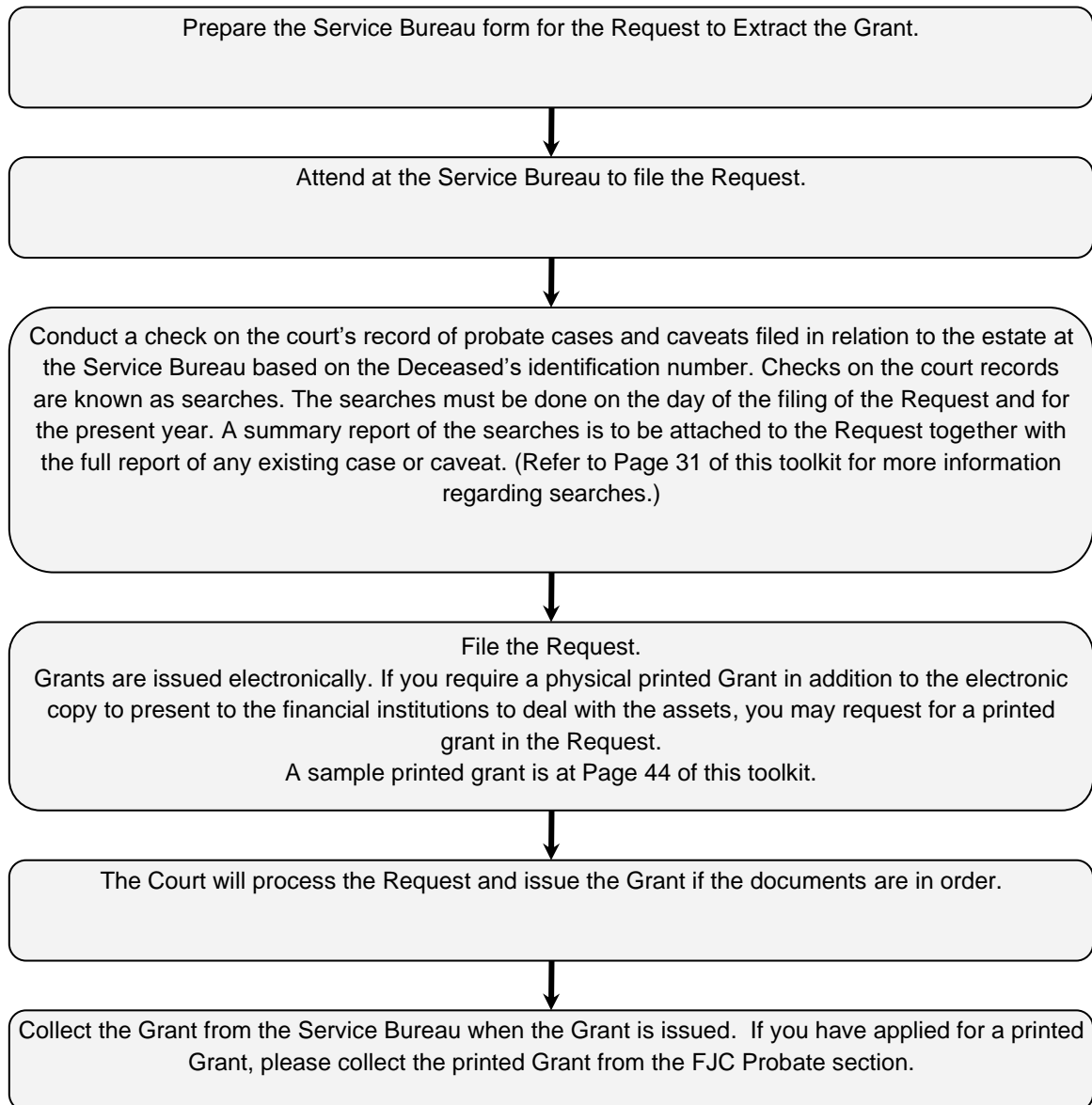
D. APPLYING FOR PROBATE

STAGE 2 – THE SUPPORTING AFFIDAVIT



D. APPLYING FOR PROBATE

STAGE 3 – EXTRACTING THE GRANT



Note: If the relevant institutions dealing with the deceased's assets require a certified true copy of the Grant, please prepare a Request for Certified True Copy of Documents and file the Request at the Service Bureau.

(A sample Request for Certified True Copy of Documents is at Page 42 of this toolkit.)

E. APPLYING FOR LETTERS OF ADMINISTRATION

STAGE 1 – FILING THE APPLICATION FOR A GRANT OF LETTERS OF ADMINISTRATION

(where the deceased died on or after 15 February 2008 without making a Will and you are his or her spouse or a next-of-kin who inherits a share of the estate)

Prepare the following forms:

1. Service Bureau Form for Application for Letters of Administration
(The form may be downloaded at [https://www.elitigation.sg/ layouts/IELS/HomePage/Pages/SBForms.aspx](https://www.elitigation.sg/layouts/IELS/HomePage/Pages/SBForms.aspx). A sample form is at Page 23 of this toolkit.)
2. Schedule of Assets (if you have the relevant information regarding the assets of the deceased at this stage)
(The form may be downloaded at <https://www.elitigation.sg/ layouts/IELS/HomePage/Pages/SBForms.aspx>. A sample form is at Page 34 of this toolkit.)
3. Renunciation of beneficiaries with prior right (if applicable)
(The form may be downloaded at <https://www.familyjusticecourts.gov.sg/QuickLink/Pages/Forms.aspx>. A sample form is at Page 33 of this toolkit.)

Attend before a solicitor to certify as true the following supporting documents:

1. Copy of Death Certificate of Deceased
2. Copies of Death Certificates of other next-of-kin
(A sample certified true copy of a death certificate is at Page 45 of this toolkit.)
3. Copy of Inheritance Certificate (for Muslim estates) [to be obtained from the Syariah Court (<http://www.syariahcourt.gov.sg>)]
4. Copy of Divorce Certificate (if the deceased was divorced)

Attend at the LawNet & CrimsonLogic Service Bureau ("Service Bureau") at:

133 New Bridge Road, Chinatown Point #19-01/02, Singapore 059413

Tel: (65) 6538 9507, Fax: (65) 6438 6350

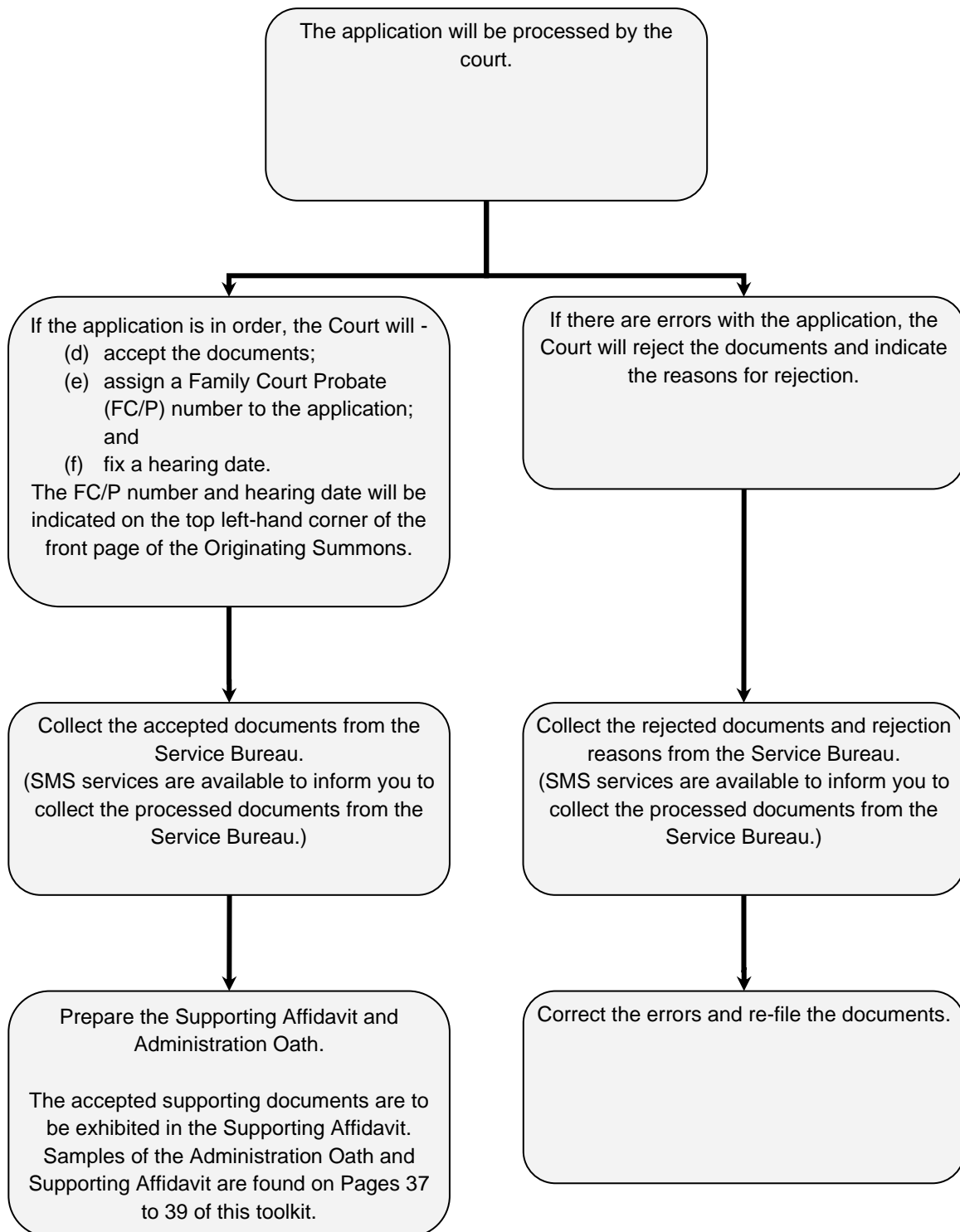
Operating Hours: Mondays to Fridays: 8:30 a.m. – 5:00 p.m., Saturdays: 9:30 a.m. – 12:00 p.m.
(Closed on Sundays and Public Holidays)

Conduct a check on the court's record of probate cases and caveats filed in relation to the estate at the Service Bureau based on the Deceased's identification number. Checks on the court records are known as searches. The searches must be done on the day of the filing of the probate application and for the present year. A summary report of the searches is to be attached to the Originating Summons together with the full report of any existing case or caveat.
(Refer to Page 31 of this toolkit for more information regarding searches.)

Submit the prepared forms, certified true copies of supporting documents and filing fees at the Service Bureau. The Service Bureau will prepare the Originating Summons, Probate Statement and Schedule of Assets (if available) using information provided in the Service Bureau Form for Application for Letters of Administration.
The Service Bureau will file the documents on your behalf.

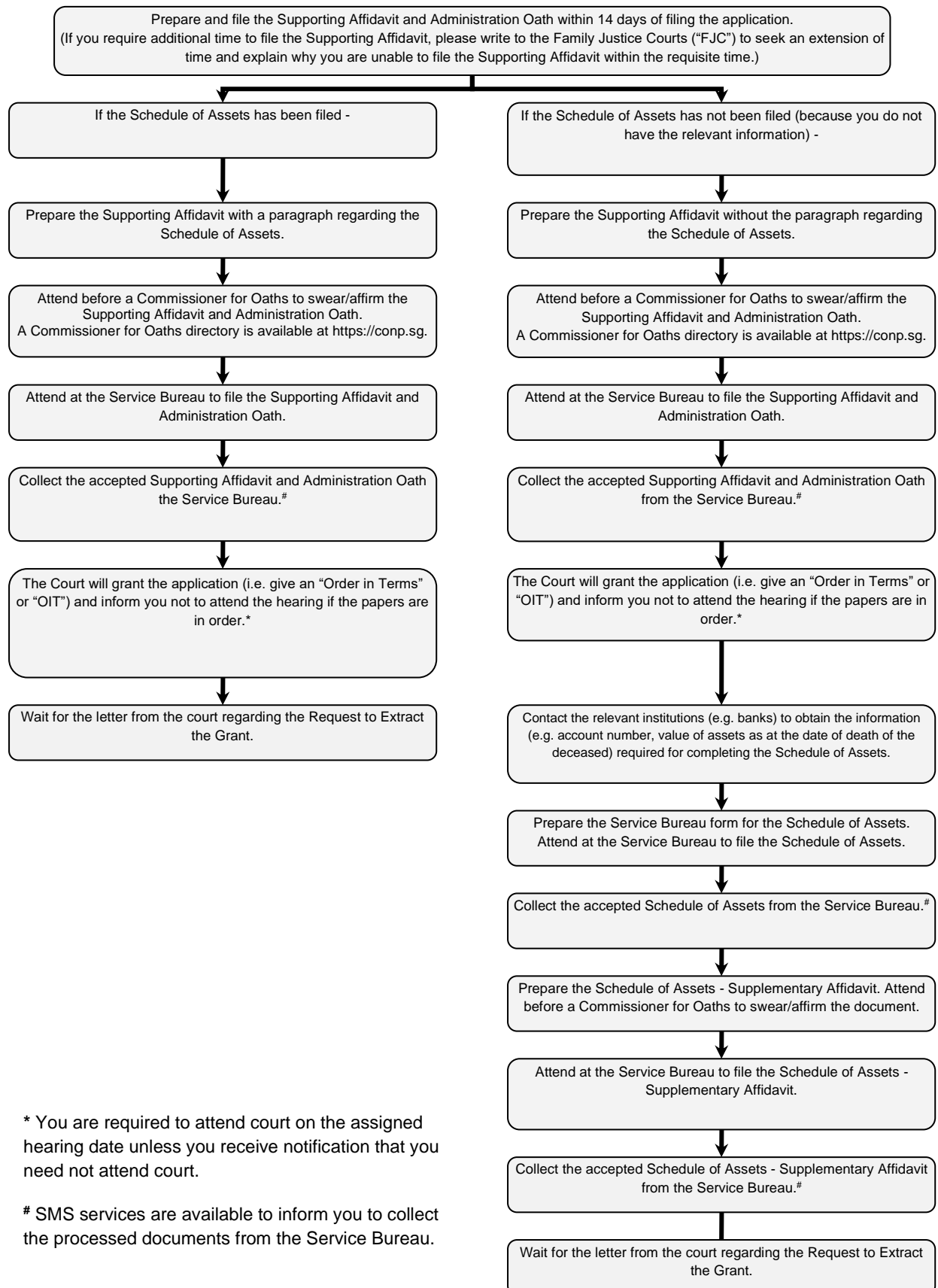
E. APPLYING FOR LETTERS ADMINISTRATION

WHAT HAPPENS AFTER THE APPLICATION FOR LETTERS OF ADMINISTRATION IS SUBMITTED



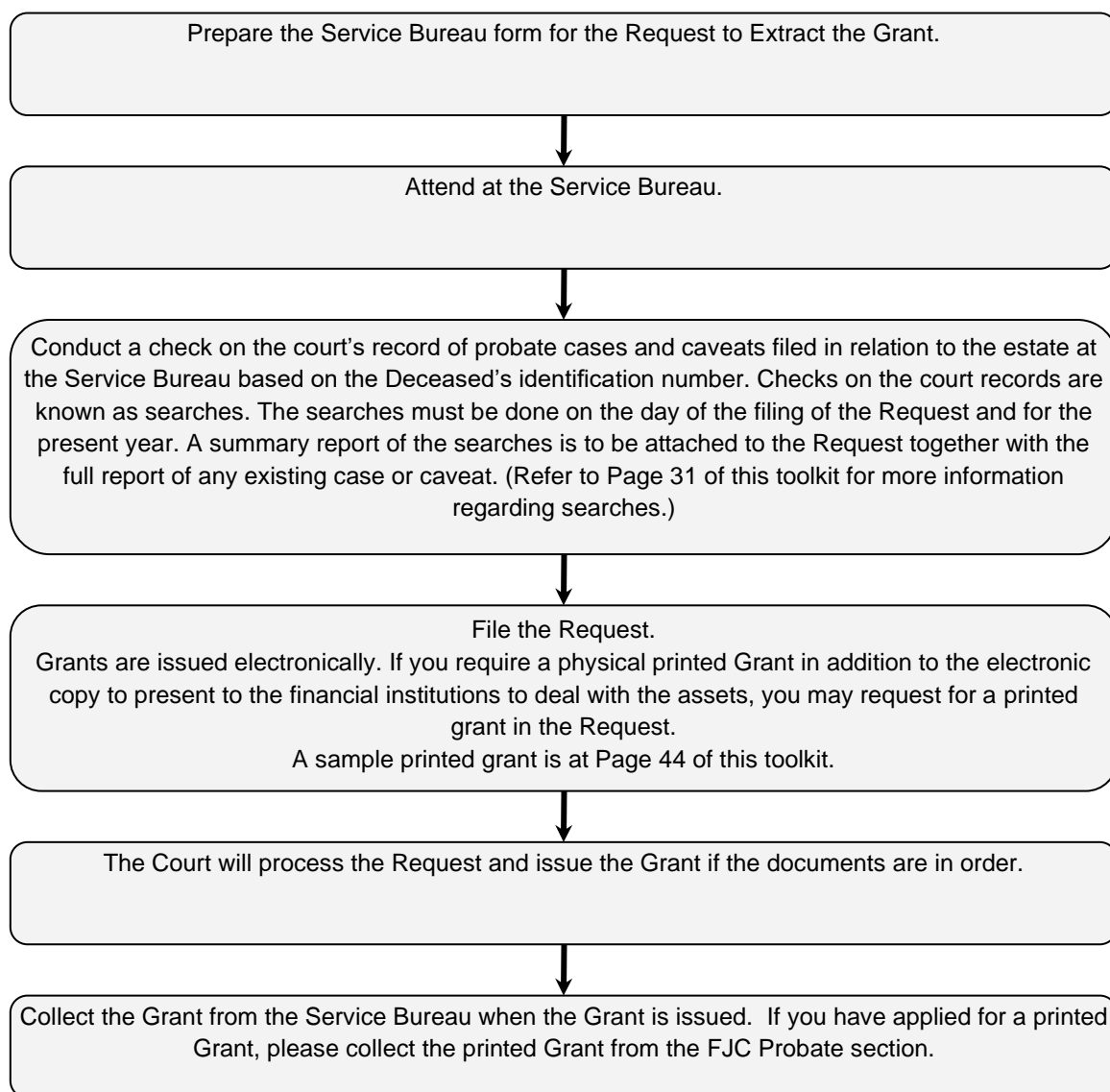
E. APPLYING FOR LETTERS ADMINISTRATION

STAGE 2 – THE SUPPORTING AFFIDAVIT



E. APPLYING FOR LETTERS OF ADMINISTRATION

STAGE 3 – EXTRACTING THE GRANT



Note: If the relevant institutions dealing with the deceased's assets require a certified true copy of the Grant, please prepare a Request for Certified True Copy of Documents and file the Request at the Service Bureau. (A sample Request for Certified True Copy of Documents is at Page 42 of this toolkit.)

3. BENEFICIARIES & PRIORITY TO APPLY FOR A GRANT WHEN A DECEASED DID NOT LEAVE A WILL

1. A deceased is said to have died intestate if he or she did not leave a Will indicating his or her wishes on how the estate should be distributed. In cases of intestacy, the estate will be distributed in accordance with the Intestate Succession Act (Cap. 146) (for non-Muslim estates) or in accordance with Muslim law (for Muslim estates).

2. In cases of intestacy, the beneficiaries (i.e. the persons entitled to a share of the estate) may apply for a grant of letters of administration to administer the estate. The administrators of the estate will have to collect the assets, clear the deceased's debts and distribute the estate in accordance with law.

Priority

3. Certain classes of beneficiaries have prior right to apply for letters of administration. Beneficiaries with prior right may renounce (i.e. give up) their right to letters of administration and allow other beneficiaries to apply for a grant instead.

4. Priority to apply for letters of administration is usually determined according to the entitlement to the deceased's estate under the laws of intestate succession. A beneficiary with a larger entitlement generally has priority over a beneficiary with a smaller entitlement.

5. Beneficiaries with lower priority who wish to be appointed as administrators may -
a. make the application for letters of administration jointly with the persons with prior right; or
b. make the application after obtaining the renunciation of the persons with prior right.

Non-Muslim estates

6. For non-Muslim estates, the persons entitled to the deceased's estate are as follows:

No.	Who survives the deceased (i.e. who is alive at the time the deceased passed away)?	Who are the beneficiaries and what are their shares of the estate?
1	Spouse. (No issue* or parents.)	Spouse - 100%.
2	Spouse and issue.*	Spouse - 50%. Issue* - 50% in equal portions. -
3	Issue.* (No spouse.)	Issue* - 100% in equal portions.

4	Spouse and parents. (No issue.*)	Spouse - 50%. Parents - 50% in equal portions.
5	Parents. (No spouse or issue.*)	Parents - 100% in equal portions.
6	Siblings and children of deceased siblings. (No spouse, issue* or parents.)	Siblings – 100% in equal portions. (The children of any deceased sibling will inherit their parent’s share.)
7	Grandparents. (No spouse, issue,* parents, siblings or children of siblings.)	Grandparents - 100% in equal portions.
8	Uncles and aunts. (No spouse, issue,* parents, siblings, children of siblings or grandparents.)	Uncles and aunts - 100% in equal portions.
9	None of the above.	Government - 100%.

*** Note**

- “Issue” means children and the descendants of deceased children.
- The descendants of any deceased child will inherit their deceased parent’s share.
- “Children” means legitimate children and children adopted by virtue of orders of court in Singapore, Malaysia or Brunei Darussalam.
- A legitimate child is a child born to parents who are married to each other. A child whose parents married each other after his or her birth is also considered a legitimate child.

Muslim estates

7. An applicant for letters of administration involving a Muslim estate is required to obtain an Inheritance Certificate from the Syariah Court specifying the beneficiaries of the estate and their respective shares of the estate. The inheritance certificate can be applied for online from the Syariah Court website at <https://www.syariahcourt.gov.sg>.

4. FORMS & DOCUMENTS

WHAT DO THE FORMS LOOK LIKE & OTHER FREQUENTLY ASKED QUESTIONS

STAGE 1		
NO.	DOCUMENT	PAGE NO.
1	Service Bureau Form for Application for Probate	17 – 22
2	Service Bureau Form for Application for Letters of Administration	23 – 30
3	Search Results	31
4	Renunciation of Executor (for Applications for Probate)	32
5	Renunciation of Beneficiary (for Applications for Letters of Administration)	33
6	Service Bureau Form for Schedule of Assets (if you have the necessary information at the time of filing the application for probate/letters of administration)	34 – 36

STAGE 2		
NO.	DOCUMENT	PAGE NO.
1	Administration Oath	37
2	Supporting Affidavit for application for Grant (with paragraph on Schedule of Assets)	38
3	Supporting Affidavit for application for Grant (without paragraph on Schedule of Assets)	39
4	Service Bureau Form for Schedule of Assets (if you did not have the necessary information at the time of filing the application for probate/letters of administration)	See Stage 1, Document 6
5	Schedule of Assets – Supplementary Affidavit	40

STAGE 3		
NO.	DOCUMENT	PAGE NO.
1	Request for Extraction of Grant	41
2	Request for Certified True Copy of Documents	42 – 43
3	Sample Printed Grant	44

SUPPORTING DOCUMENTS		
NO.	DOCUMENT	PAGE NO.
1	Sample Certified True Copy of Death Certificate	45
2	Sample Cover Page for Certified True Copy of the Will	46

The Service Bureau forms may be downloaded from the eLitigation website at www.elitigation.sg/layouts/IELS/Homepage/Pages/SBForms.aspx.

Other forms may be downloaded from the Family Justice Courts' website at www.judiciary.gov.sg/forms.

SERVICE BUREAU FORM FOR APPLICATION FOR PROBATE

Probate / Double Probate

Please 'tick' and complete all the following Data Fields marked with an asterisk (*)

Nature of Probate : Probate

Type of Probate : * ☐ Probate ☐ Double Probate

To be heard in : * Family Justice Courts : ☐ Family Division of the High Court ☐ Family Courts

Case No. *

Case No. : * Court Forum / Case Type Serial No. / Year

(Please provide the Case no. [P] when filing for Amendment and complete Template - A4.)

(Amendment No.) *

Party Information *

Please complete the Party Details for at least one Applicant.

a) For Party Details Template - A2, click [here](#).

Deceased Details *

(Name as in the Death Certificate for certificates issued in Singapore and True Name if the death certificate is issued outside Singapore)

Name : *

1) Alias :

(To be completed where there are other names apart from that in the Death Certificate)

Property Held in Alias

☐ None

☐ Property as below:

2) Alias :

(To be completed where there are other names apart from that in the Death Certificate)

Property Held in Alias

☐ None

☐ Property as below:

Gender : * ☐ Male ☐ Female ☐ Unknown

Identification : * ☐ ID as follows : ☐ Unknown ☐ Does Not Exist

Type : * ☐ SIN NRIC ☐ SIN Birth Certificate ☐ Foreign Passport
☐ SIN FIN ☐ Unknown ☐ Others : (Please Specify)

Identification No : *

Country of Issue : *

FREQUENTLY ASKED QUESTIONS

1. Which "Type of Probate" should I select when I file the application for probate?

For cases within the scope of this toolkit, you should select "Probate" as the type of application.

Applications for "Double Probate" involve multiple executors applying for separate grants at different times and are not within the scope of this toolkit.

2. Which court should I file the application in?

Applications involving estates not exceeding \$5 million should be filed in the Family Courts.

Applications involving estates exceeding \$5 million in value should be filed in the Family Division of the High Court.

FREQUENTLY ASKED QUESTIONS

1. Why does the form refer to “Not Exceeding \$3 million” and “Exceeding \$3 million” for FC (Family Courts) filings?

Higher filing fees are payable for applications filed in the Family Courts involving estates which exceed \$3 million.

Address : *

☐ Not Available
☐ Local (Postal Code :) ☐ Foreign (Country :)

 Building Name (If any) :

Place of Death : *

Address	Country
---------	---------

(Please state the address and country.)

Date of Death : *

Exact Date : *

Date Range : to
(dd-mmm-yyyy) (dd-mmm-yyyy)

If you are unsure of the date, enter the first day of the beginning month to the last day of the ending month.
 (E.g. 1-Mar-2009 to 30-Apr-2009)

Estate Value : *

☐ Not exceeding \$3 million
☐ Exceeding \$3 million << (For FC filing only)

☐ Not exceeding \$1 million
☐ Exceeding \$1 million << (For HCF filing only)

Domicile : *

State (Where applicable)

Country

Questionnaires *

Is there any Executor other than the Applicant(s)? *

☐ No

☐ Yes

Details of Executor(s) other than the Applicant(s)

(1) Name *

Status * (Please 'tick' one of the following)

☐ Renounced ☐ Deceased (dd-mmm-yyyy)
 Date of Renunciation / Death :

☐ Power being reserved of making the like grant

☐ Others (e.g. citation proceedings):

Is there any written Will? *

☐ Yes
 ☐ No

FREQUENTLY ASKED QUESTIONS

1. What is a codicil?

A codicil is a supplementary document which modifies the provisions of an earlier Will.

Is there any written codicil to this Will? *

<input type="checkbox"/> No
<input type="checkbox"/> Yes How many Codicils are you filing in this transaction? * : <input type="text"/>

Is the application made within 6 months from the death of the deceased? *

<input type="checkbox"/> Yes
<input type="checkbox"/> No Why is the application made after the lapse of 6 months from the death of the deceased? The delay in making the application was due to {state reason}.

Are there to be any limitations to the grant? * (Please 'tick' one of the following)

<input type="checkbox"/> Admitting copy of the Will
<input type="checkbox"/> None
<input type="checkbox"/> Others : <input type="text"/>
<input type="checkbox"/> Limited to specific property
Deceased Properties * (1) Property : <input type="text"/> (2) Property : <input type="text"/> (3) Property : <input type="text"/>

Applicant's Capacity *

(1st) Applicant

Name : *

Applicant(s) Capacity (Please 'tick' one of the following)

☐ Derivative Executor/Executrix

Details regarding appointment of Derivative Executor/Executrix :

☐ the executor/executrix according to the tenor of the Will

☐ Sole Executor/Executrix named in the said Will

☐ one of the Executors/Executrices named in the said Will

☐ Substituted Executor/Executrix named in the said Will

☐ Others

Specify other capacity:

FREQUENTLY ASKED QUESTIONS

- 1. What is an executor?**
An executor and trustee named in the Deceased's Will is the person appointed to collect the Deceased's assets, clear the Deceased's debts and distribute the assets according to the Will.
- 2. What is an executrix?**
An executrix is a female executor.

(2nd) Applicant

Name : *

Applicant(s) Capacity (Please ' tick ' one of the follow ing)

☐ Derivative Executor/Executrix

Details regarding appointment of Derivative Executor/Executrix :

☐ the executor/executrix according to the tenor of the Will

☐ Sole Executor/Executrix named in the said Will

☐ one of the Executors/Executrices named in the said Will

☐ Substituted Executor/Executrix named in the said Will

☐ Others

Specify other capacity:

(3rd) Applicant

Name : *

Applicant(s) Capacity (Please ' tick ' one of the follow ing)

☐ Derivative Executor/Executrix

Details regarding appointment of Derivative Executor/Executrix :

☐ the executor/executrix according to the tenor of the Will

☐ Sole Executor/Executrix named in the said Will

☐ one of the Executors/Executrices named in the said Will

☐ Substituted Executor/Executrix named in the said Will

☐ Others

Specify other capacity:

What are the Applicants' Capacities? *

(Enter the Applicants' Capacities as different capacities have been selected for the Applicants)

Number of Executor(s) (including Applicant(s)) in the Will : *

If you are filing for Double Probate, please provide previous grant details.

Previous Grant Details

(1) Name of Administrator/ Executor *

Gender : *

☐ Male ☐ Female ☐ Unknown

Grant No. : *

Court Forum	Case Type	Serial No.	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Grant : *

(dd-mmm-yyyy)

Any Other Relevant Information (if any) in support of the Originating Summons

Certification

1st Certification

- ☐ A search of the Probate record of Caveats has been carried out and there are no Caveats in respect of the captioned estate.
- ☐ A search of the Probate record of Caveats has been carried out and the following Caveat(s) is/are found against the captioned estate:

	Court Forum	Case Type	Serial No.	Year
(1) Caveat No. : *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Caveat No. : *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2nd Certification

- ☐ A search of the record of Probate cases has been carried out and there are no Probate cases in respect of the captioned estate.
- ☐ A search of the record of Probate cases has been carried out and the following case(s) is/are found against the captioned estate:

	Court Forum	Case Type	Serial No.	Year
(1) Probate Case No. : *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Probate Case No. : *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FREQUENTLY ASKED QUESTIONS

1. What should I state in the Ex-parte Originating Summons if I am applying for probate?

For applications within the scope of this toolkit, please select “Probate be granted to the Applicant(s).”

Compose (Please complete the eform and *delete where inapplicable)	
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE	
EX-PARTE ORIGINATING SUMMONS (PROBATE)	
Let all parties concerned attend before the Court on the date and time to be assigned for the hearing of an application for the following orders:	
<p>1. Probate be granted to the Applicant(s). Probate be granted to the Applicant(s), limited to the following Properties: [Specific property]. Probate be granted to the Applicant(s), limited until the original Will is admitted to Probate. Probate be granted to the Applicant(s), [Remarks from text]. Probate be granted to the Applicant(s), power being reserved of making the like grant to [Names of Executor(s), separated by comma]. Probate be granted to the Applicant(s), limited until the original Will is admitted to Probate and power being reserved of making the like grant to [Names of Executor(s), separated by comma]. Probate be granted to the Applicant(s), limited to the following Properties and power being reserved of making the like grant to [Names of Executor(s), separated by comma].</p>	Editable
<p>2. Double Probate be granted to the Applicant(s). Double Probate be granted to the Applicant(s), limited to the following Properties: [Specific property]. Double Probate be granted to the Applicant(s), limited until the original Will is admitted to Probate. Double Probate be granted to the Applicant(s), power being reserved of making the like grant to [Names of Executor(s) separated by comma]. Double Probate be granted to the Applicant(s), limited until the original Will is admitted to Probate and power being reserved of making the like grant to [Names of Executor(s) separated by comma]. Double Probate be granted to the Applicant(s), limited to the following Properties and power being reserved of making the like grant to [Names of Executor(s) separated by comma]. Double Probate be granted to the Applicant(s), [Remarks from text].</p>	Editable
<p>THIS ORIGINATING SUMMONS is issued by the solicitor for the Applicant(s) * whose particulars is as follows: or THIS ORIGINATING SUMMONS is issued by the said Applicant(s) * whose address is as follows:</p>	
<p>Solicitor(s) for the Applicant(s) / Applicant(s) *</p> <p>Law Firm / In-Person Name *</p> <p>Address *</p> <p>Tel No.:</p> <p>Fax No.:</p> <p>Email:</p> <p>File Ref No.:</p> <p>Solicitor in charge:</p>	
<p>Note :</p> <p>1. Unless otherwise provided in any written law, the applicant must file a supporting affidavit or affidavits at the time of filing of the originating summons.</p>	
<p>Note : * Please delete where inapplicable.</p>	

eLitigation Release 1.0 - 01 Dec 2016

SERVICE BUREAU FORM FOR APPLICATION FOR LETTERS OF ADMINISTRATION

eLitigation

Template - R2

LA - Letter of Administration

(Please 'tick' and complete all the following Data Fields marked with an asterisk (*))		Filing Guide & Reference
<p>Nature of Probate : Letters of Administration</p> <p>Type of LA apply for : * <input checked="" type="checkbox"/> LA - Letter of Administration</p> <p>To be heard in : * <input type="checkbox"/> Family Justice Courts : <input type="checkbox"/> Family Division of the High Court <input type="checkbox"/> Family Courts</p>		<p>Party Type Filing party : Applicant</p>
<p>Case No. *</p> <p>Case No. : * <input type="text"/> / <input type="text" value="P"/> <input type="text"/> / <input type="text"/> (Please provide the Case no. [P] when filing for Amendment and complete Template - A4.)</p> <p>(Amendment No. <input type="text"/>) *</p>		<p>Case Type Family Courts : P</p>
<p>Party Information *</p> <p>Please complete the Party Details for at least one Applicant.</p> <p>a) For Party Details Template - A2, click here.</p>		
<p>Deceased Details *</p> <p>(Name as in the Death Certificate for certificates issued in Singapore and True Name if the death certificate is issued outside Singapore)</p> <p>1) Alias : <input type="text"/></p> <p>(To be completed where there are other names apart from that in the Death Certificate)</p> <p>Property Held in Alias</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Property as below: <input type="text"/></p> <p>2) Alias : <input type="text"/></p> <p>(To be completed where there are other names apart from that in the Death Certificate)</p> <p>Property Held in Alias</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Property as below: <input type="text"/></p>		<p>Actions Ex-parte Originating Summons (Probate) & Statement are composed by the system. No PDF attachment is required.</p> <p>Upload the following documents to the system. i) Death Certification PDF attachment is required.</p>
<p>Gender : * <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown</p>		
<p>Identification : * <input type="checkbox"/> ID as follows : <input type="text"/> <input type="checkbox"/> Unknown <input type="checkbox"/> Does Not Exist</p> <p>Type : * <input type="checkbox"/> SIN NRIC <input type="checkbox"/> SIN Birth Certificate <input type="checkbox"/> Foreign Passport <input type="checkbox"/> SIN FIN <input type="checkbox"/> Unknown <input type="checkbox"/> Others : (Please Specify)</p> <p>Identification No : * <input type="text"/></p> <p>Country of Issue : * <input type="text"/></p>		

FREQUENTLY ASKED QUESTIONS

1. Which court should I file the application for Letters of Administration in?

For cases within the scope of this Toolkit, the application should be filed in the Family Courts.

Applications involving estates not exceeding \$5 million should be filed in the Family Courts.

Applications involving estates exceeding \$5 million in value should be filed in the Family Division of the High Court.

Please note that additional rules and requirements may apply to applications filed in the Family Division of the High Court. These additional requirements are not within the scope of this toolkit.

FREQUENTLY ASKED QUESTIONS

1. Why does the form refer to “Not Exceeding \$3 million” and “Exceeding \$3 million” for FC (Family Courts) filings?

Higher filing fees are payable for applications filed in the Family Courts involving estates which exceed \$3 million.

Address : * ☐ Not Available
☐ Local (Postal Code :) ☐ Foreign (Country :)
 Building Name (If any) :

Place of Death : * Address Country
 (Please state the address and country.)

Date of Death : * Exact Date : *
 Date Range : to
 (dd-mmm-yyyy) (dd-mmm-yyyy)
 If you are unsure of the date, enter the first day of the beginning month to the last day of the ending month.
 (E.g. 1-Mar-2009 to 30-Apr-2009)

Estate Value : * ☐ Not exceeding \$3 million ☐ Exceeding \$3 million << (For FC filing only)
☐ Not exceeding \$1 million ☐ Exceeding \$1 million << (For HCF filing only)

Domicile : * State (Where applicable) Country

Marital Status : * ☐ Bachelor ☐ Divorced ☐ Married ☐ Spinster
☐ Widow ☐ Widower

Nationality : *

Religion : *
 Madzhab (Please specify for Muslim religion)

School of Religion : *

Questionnaires *

Is the Grant to be made to any Co-administrator besides the Applicant(s)? * ☐ Yes ☐ No

Co-Administrator(s) Details

1) Name : *

Relationship to Deceased : *
 If selected as "Others", please specify Other Relationship.

Gender : * ☐ Male ☐ Female

Identification : * ☐ ID as follows : ☐ Unknown ☐ Does Not Exist
 Please Specify Remarks :
 Type : * ☐ SIN NRIC ☐ SIN Birth Certificate ☐ Foreign Passport
☐ SIN FIN ☐ Unknown ☐ Others : (Please Specify)
 Identification No : *
 Country of Issue : *

Date Format
 (dd-mmm-yyyy)
 Eg. 18-Aug-2008

Nationality
 Please refer to Table (1-19).

Religion
 Please refer to Table (1-17).

Relationship to Deceased
 Please refer to Table (1-20).

Address : *

<input type="checkbox"/> Not Available
<input type="checkbox"/> Local (Postal Code :) <input type="checkbox"/> Foreign (Country :)
Building Name (If any) :

Is the application made within 6 months from the death of the deceased? *

<input type="checkbox"/> Yes
<input type="checkbox"/> No Why is the application made after the lapse of 6 months from the death of the deceased? <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> The delay in making the application was due to {state reason}. </div>

Are there to be any limitations to the grant? * (Please 'tick' one of the following)

<input type="checkbox"/> Limited until the beneficiary becomes of sound mind and obtains a grant to himself/herself
<input type="checkbox"/> Limited until the beneficiaries become of sound mind and obtain a grant to themselves
<input type="checkbox"/> None
<input type="checkbox"/> Others : <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>
<input type="checkbox"/> Limited to specific property Deceased Properties * (1) Property : <div style="border: 1px solid black; height: 25px; width: 300px; margin-top: 5px;"></div> (2) Property : <div style="border: 1px solid black; height: 25px; width: 300px; margin-top: 5px;"></div> (3) Property : <div style="border: 1px solid black; height: 25px; width: 300px; margin-top: 5px;"></div>

Applicant's Relationship to deceased & Capacity *

(1st) Applicant

Name : *

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

Applicant Capacity : *

If selected as "Others", please specify Other Capacity.

Relationship to Deceased
Please refer to Table (1-20).

Applicant Capacity
Please refer to Table (1-21).

FREQUENTLY ASKED QUESTIONS

1. How should I describe the "Applicant's relationship to deceased and capacity"?

The descriptions are:

- a widow - "the lawful widow" or, if the Deceased was of a religion allowing polygamy, as "the only lawful widow" or "one of the lawful widows"
- a husband - "the lawful husband"
- a father - "the lawful father and next-of-kin"
- a mother - "the lawful mother and next-of-kin" or "the lawful mother and only next-of-kin"
- a child - "the lawful and only child and only next-of-kin" or "one of the lawful children and next-of-kin"
- a brother or sister - "the lawful brother" or "the lawful sister" and the brother or sister shall further be described as "one of the next-of-kin" or the "only next-of-kin"
- a nephew - "the lawful nephew" and "one of the" or "only next-of-kin"
- a niece - "the lawful niece" and "one of the" or "only next-of-kin"
- If a brother or sister is living and the Applicant is a nephew or niece who is the child of a brother or sister of the Deceased who died in the Deceased's lifetime, the Applicant shall be further described as "one of the persons entitled in distribution to the estate and effects of the deceased"
- a grandparent, grandchild, etc., shall be described as "lawful" and "one of the next-of-kin" or "only next-of-kin".

FREQUENTLY ASKED QUESTIONS

1. Who has prior right to apply for a grant?

- Generally, persons with a greater entitlement to the estate have prior right to apply for a grant.
- For non-Muslim estates, the spouse has prior right to apply for a grant.
- Please obtain the renunciations of persons with prior right to apply for a grant or make the application jointly with the persons with prior right.

<p>(2nd)</p> <p>Applicant</p> <p>Name : *</p>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>		
	<p>Relationship to Deceased : *</p>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p>Relationship to Deceased Please refer to Table (1-20).</p>
	<p>If selected as "Others", please specify Other Relationship.</p>		
	<p>Applicant Capacity : *</p>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p>Applicant Capacity Please refer to Table (1-21).</p>
	<p>If selected as "Others", please specify Other Capacity.</p>		
<p>(3rd)</p> <p>Applicant</p> <p>Name : *</p>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>		
	<p>Relationship to Deceased : *</p>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
	<p>If selected as "Others", please specify Other Relationship.</p>		
	<p>Applicant Capacity : *</p>	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
	<p>If selected as "Others", please specify Other Capacity.</p>		
<p>Particulars of Person(s) with Prior/ Equal Rights</p>			
<p>(1)</p> <p>Name : *</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>Details</p> <p>Have prior/equal rights been cleared off? *</p>			
<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> No </div> <div> <p>How will prior rights be cleared off? *</p> </div> </div> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div> </div>			
<div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes </div> <div> <p>How have the prior/equal rights been cleared off? *</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Renounced <input type="checkbox"/> Others </div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> </div> </div>			
<p>Date of clearance of prior/equal rights : (dd-mmm-yyyy)</p>			

FREQUENTLY ASKED QUESTIONS

1. Who are the beneficiaries of the estate?

The beneficiaries of an estate are determined in accordance with the Intestate Succession Act (Cap. 146) (for non-Muslim estates) or in accordance with Muslim law (for Muslim estates).

2. Do I have to list persons who have already died as beneficiaries?

- The beneficiaries of an estate are determined as at the date of the death of the Deceased.
- A person who is entitled to inherit but who died before the Deceased should not be listed under the "Particulars of Beneficiaries" section. He should be listed in the "Particulars of Spouse and Other Next-of-kin Who Are Deceased" section. For non-Muslim estates, if this person is a child or sibling of the Deceased, please state whether he had children under "Any Other Relevant Information".
- A beneficiary who died after the deceased is to be listed in both the "Particulars of Beneficiaries" and "Particulars of Spouse and Other Next-of-kin Who Are Deceased" sections. His share will be given to his estate.

(2) Name : *

Details

Have prior/equal rights been cleared off? *

☐ No How will prior rights be cleared off? *

☐ Yes How have the prior/equal rights been cleared off? *

☐ Renounced

☐ Others

Date of clearance of prior/equal rights : (dd-mmm-yyyy)

Particulars of Beneficiary(ies)

(1) Name : *

Gender : * ☐ Male ☐ Female ☐ Unknown

Age or Date of Birth : * or (dd-mmm-yyyy)

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

☐ Minority Interest

☐ Lacks Mental Capacity

Share Entitlement of Minor : *

Relationship to Deceased
Please refer to Table (1-20).

(2)

Name : *

Gender : *

☐

Male

☐

Female

☐

Unknown

Age or Date of Birth : *

or

(dd-mmm-yyyy)

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

☐

Minority Interest

☐

Lacks Mental Capacity

Share Entitlement of Minor : *

(3)

Name : *

Gender : *

☐

Male

☐

Female

☐

Unknown

Age or Date of Birth : *

or

(dd-mmm-yyyy)

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

☐

Minority Interest

☐

Lacks Mental Capacity

Share Entitlement of Minor : *

(4)

Name : *

Gender : *

☐

Male

☐

Female

☐

Unknown

Age or Date of Birth : *

or

(dd-mmm-yyyy)

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

☐

Minority Interest

☐

Lacks Mental Capacity

Share Entitlement of Minor : *

Particulars of Spouse and Other Next-of-Kin Who are Deceased

(1)

Name : *

Gender : * ☐ Male ☐ Female ☐ Unknown

Date of Death : *

(dd-mmm-yyyy)

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

Relationship to Deceased

Please refer to Table (1-20).

(2)

Name : *

Gender : * ☐ Male ☐ Female ☐ Unknown

Date of Death : *

(dd-mmm-yyyy)

Relationship to Deceased : *

If selected as "Others", please specify Other Relationship.

Any Other Relevant Information (if any) in support of the Originating Summons**Certification****1st Certification**☐

A search of the Probate record of Caveats has been carried out and there are no Caveats in respect of the captioned estate.

☐

A search of the Probate record of Caveats has been carried out and the following Caveat(s) is/are found against the captioned estate:

(1) Caveat No. : *

Court Forum	Case Type	Serial No.	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(2) Caveat No. : *

Court Forum	Case Type	Serial No.	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Caveat Type

Either "CAVP" or "DCCVP".

2nd Certification☐

A search of the record of Probate cases has been carried out and there are no Probate cases in respect of the captioned estate.

☐

A search of the record of Probate cases has been carried out and the following case(s) is/are found against the captioned estate:

(1) Probate Case No. : *

Court Forum	Case Type	Serial No.	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(2) Probate Case No. : *

Court Forum	Case Type	Serial No.	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Probate Type

Either "P" or "DCP".

FREQUENTLY ASKED QUESTIONS


1. What should I state in the Ex-parte Originating Summons if I am applying for letters of administration?

For applications within the scope of this toolkit, please select "Letters of Administration to be granted to the Applicant(s)."

Compose (Please complete the eform and *delete where inapplicable)	
EX-PARTE ORIGINATING SUMMONS (PROBATE)	
Let all parties concerned attend before the Court on the date and time to be assigned for the hearing of an application for the following orders:	
1. Letters of Administration to be granted to the Applicant(s).	Editable
Letters of Administration to be granted to the Applicant(s) and [Names of Co-Administrator(s) separated by comma] as Co-Administrator(s).	
2.	Editable
THIS ORIGINATING SUMMONS is issued by the solicitor for the Applicant(s)* whose particulars is as follows: or THIS ORIGINATING SUMMONS is issued by the said Applicant(s)* whose address is as follows:	
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Editable</p> <p>Solicitor(s) for the Applicant(s) / Applicant(s) *</p> <p>Law Firm / In-Person Name *</p> <p>Address *</p> <p>Tel No.:</p> <p>Fax No.:</p> <p>Email:</p> <p>File Ref No.:</p> <p>Solicitor in charge:</p> </div>	
<p>Note :</p> <p>1. Unless otherwise provided in any written law , the applicant must file a supporting affidavit or affidavits at the time of filing of the originating summons.</p>	
<p>Note : *Delete where inapplicable.</p>	

eLitigation Release 1.0 - 18 Feb 2014

SEARCH RESULTS



SUCCESS: Your search is successfully completed.
Transaction Reference No.: FE20180706_152323jYesHcwK

Search Criteria

Search By ID Number:

Transaction year(s): 2018

Module(s) Searched: Probate (Family Division of the High Court) - [CAVP, DC, DCCVP, DCP, MC, OS, OSP, OSS, P, S]
Probate (Family Courts) - [CAVP, DC, DCCVP, DCP, MC, OS, OSP, OSS, P, S]

Date/Time of Search: 06-Jul-2018 03:23 PM

Initial Fee(s)

PROBATE (FAMILY DIVISION OF THE HIGH COURT)	
Year	Fee
2018	\$ 30.00

PROBATE (FAMILY COURTS)	
Year	Fee
2018	\$ 20.00
TOTAL AMOUNT: \$ 50.00	

Final Fee(s)

PROBATE (FAMILY DIVISION OF THE HIGH COURT)		
Year	Results Available	Fee
2018	No	\$ 10.00


PROBATE (FAMILY COURTS)		
Year	Results Available	Fee
2018	No	\$ 10.00
TOTAL AMOUNT: \$ 20.00		

Search Result(s)

Case Type	Results
PROBATE (FAMILY DIVISION OF THE HIGH COURT)	
Originating Summons (OS), Originating Petitions (OP), Originating Motions (OM)	2018: No results available.
Originating Summons (OSP)	2018: No results available.
Originating Summons (OSS)	2018: No results available.
Probate (P)	2018: No results available.
Probate Caveat Matters (CAVP)	2018: No results available.
Probate Caveat Matters for District Court (DCCVP)	2018: No results available.
Probate for District Court (DCP)	2018: No results available.
Writ Of Summons (S)	2018: No results available.
Writ of Summons for District Court (DC)	2018: No results available.
Writ of Summons for Magistrate Court (MC)	2018: No results available.
PROBATE (FAMILY COURTS)	
Originating Summons (OS), Originating Petitions (OP), Originating Motions (OM)	2018: No results available.
Originating Summons (OSP)	2018: No results available.
Originating Summons (OSS)	2018: No results available.
Probate (P)	2018: No results available.
PROBATE (FAMILY DIVISION OF THE HIGH COURT)	
Probate Caveat Matters (CAVP)	2018: No results available.
Probate Caveat Matters for District Court (DCCVP)	2018: No results available.
Probate for District Court (DCP)	2018: No results available.
Writ Of Summons (S)	2018: No results available.
Writ of Summons for District Court (DC)	2018: No results available.
Writ of Summons for Magistrate Court (MC)	2018: No results available.

DISCLAIMER NOTICE:

- The records searched may not be exhaustive.
- Whilst reasonable efforts have been made to ensure that the information is accurate and up-to-date, the Government, the Singapore Academy of Law and CrimsonLogic Pte. Ltd., shall not be liable for any damage or loss sustained by any party, whether arising from omissions, reliance upon or interpretation of the report.
- This report may only be used for the purposes of due diligence and verification of information by the user and any use that is related to these purposes. Notwithstanding the foregoing, no part of this report may be resold, extracted, combined with other information or compiled into a database, or for any other commercial purpose, unless expressly permitted by the Government.



FREQUENTLY ASKED QUESTIONS

- Why do I have to conduct the probate cases and caveat searches?**
 - The Court requires information regarding caveats and other cases pertaining to the estate as these may prevent the Court from issuing a grant.
 - The Court is required by law to give the person who has entered the caveat (known as "the caveator") the opportunity to contest or challenge your application for a grant. The caveat search will show -
 - whether there are any caveats filed against the estate; and
 - the status of the caveats (e.g. "in force" or "withdrawn").
- Please seek legal advice if there are caveats in force against the estate.
- Where can I conduct the searches?**

Searches can be conducted at the Service Bureau.
- When should I conduct the searches?**

Searches must be conducted on the day that you file your application for probate or letters of administration.
- What should I do with the search reports?**

Please attach the following to the Originating Summons –

 - for deaths occurring on or after 1 January 2015, the summary report of the search results from the Family Division of the High Court and Family Courts for the current year;
 - for deaths occurring before 1 January 2015, the summary report of the search results from the Supreme Court, the Family Division of the High Court, the Family Courts and the State Courts for the current year; and
 - the full search reports for all the years that the system indicates that there were applications or caveats filed with respect to the estate.

RENUNCIATION OF EXECUTOR (FOR APPLICATIONS FOR PROBATE)

1. What is a Renunciation?

A Renunciation is a document signed by an executor named in a Will confirming that he or she is renouncing (i.e. giving up) his or her right to apply for probate.

2. Who must the renunciation be signed before?

The executor who is renouncing his or her right to apply for probate has to sign the renunciation before an advocate and solicitor or a Commissioner for Oaths.

3. What is the “codicil” mentioned in the renunciation form?

A codicil is a supplementary document which modifies the provisions of an earlier Will. Please delete the clause regarding the codicil if the deceased did not make a codicil.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OS Probate No: FC/P of 20

In the Matter of the Probate and
Administration Act (Chapter 251)

And

In the Estate of [Name of Deceased]
(NRIC No.: [ID of Deceased]), deceased

And

In the Matter of an Application by
[Name of Applicant(s)]
(NRIC No: [ID of Applicant(s)])

... Applicant(s)

RENUNCIATION

I, (Name) , state as follows:

1. The abovenamed deceased, [Name of Deceased] of [Address of Deceased], who at the time of his/her* death had property within Singapore, died on [Date], at [Place of Death], made and duly executed his/her* Last Will and Testament dated [date] (with a Codicil dated [date]) and appointed me the sole executor/one of the executors*.

2. I declare that I have not intermeddled in the estate of the said deceased and will not hereafter intermeddle with intent to defraud creditors; and I renounce all my right and title to the Probate and execution of the said Will.

Signed by the said)
[Name of Executor])
this day of 20)

(Through the interpretation of
in the language)*

Before me,

Solicitor (or Commissioner for Oaths)

**Delete where inapplicable*

RENUNCIATION OF BENEFICIARY (FOR APPLICATIONS FOR LETTERS OF ADMINISTRATION)

FREQUENTLY ASKED QUESTIONS

1. What is a Renunciation?

A Renunciation is a document signed by a beneficiary with prior right confirming that he or she is renouncing (i.e. giving up) his or her right to apply for letters of administration.

2. Who must the renunciation be signed before?

The beneficiary who is renouncing his or her right to apply for letters of administration has to sign the renunciation before an advocate and solicitor or a Commissioner for Oaths.

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF
SINGAPORE**

OS Probate No: FC/P of 20

In the Matter of the Probate
and Administration Act
(Chapter 251)

And

In the Estate of [Name of Deceased]
(NRIC No.: [ID of Deceased]),
deceased

And

In the Matter of an Application by
[Name of Applicant(s)]
(NRIC No: [ID of Applicant(s)])

...

Applicant(s)

RENUNCIATION

I, (Name) , state as follows:

1. The abovenamed deceased [Name of Deceased] of
[Address of Deceased], who at the time of his/her* death had property
within Singapore, died on [date], at [place of death] intestate leaving
me [insert name] his/her* [state relationship] and next-of-kin.

2. I renounce all my right and title to Letters of
Administration of the
estate of the deceased.

Signed by the said)
[Name of Beneficiary])
this day of 20)

(Through the interpretation of
in the
 language)*

SCHEDULE OF ASSETS		
A. Deceased's Property in Singapore		
S/No.	Description	Amount should be greater than 0 Market Value as at Date of Death (\$\$) <small>(without deducting the debts due or owing from the deceased)</small>
1.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
2.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
3.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
4.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
5.	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

➔ Gross Value :

1. What is the purpose of the Schedule of Assets?

2. How do I obtain the relevant information for the Schedule of Assets?

3. Should I attach supporting documents (e.g. bank statements) to the Schedule?

4. Why can't I declare other debts (besides those secured by mortgage) in the Schedule of Assets?

The relevant rules do not allow for the deduction of other debts for the purpose of calculating the value of the estate.

SCHEDULE OF ASSETS

B. Outstanding Debts in Singapore which are Secured by Mortgage (For immovable property only)

Amount should be greater than 0

S/No.	Description	Amount (S\$)
<div style="display: flex; justify-content: space-between;"> <u>Section</u> <u>Editable</u> </div> <div>1.</div>		
<div style="display: flex; justify-content: space-between;"> <u>Editable</u> </div> <div>2.</div>		
<div style="display: flex; justify-content: space-between;"> <u>Editable</u> </div> <div>3.</div>		
<div style="display: flex; justify-content: space-between;"> <u>Editable</u> </div> <div>4.</div>		
<div style="display: flex; justify-content: space-between;"> <u>Editable</u> </div> <div>5.</div>		



Net Estate Value :

SCHEDULE OF ASSETS

C. Deceased's Properties Outside Singapore (For deceased person domiciled in Singapore at date of death)

Amount should be greater than 0

S/No.	Description	Market Value as at Date of Death (S\$)
Section 1.	Editable	
2.	Editable	
3.	Editable	
4.	Editable	
5.	Editable	

Note : Data Fields marked with an asterisk (*) are Mandatory Fields.

eLitigation Release 1.0 - 01 Dec 2016

ADMINISTRATION OATH

FREQUENTLY ASKED QUESTIONS

1. What is an Administration Oath?

An Administration Oath is an oath taken by the applicant to faithfully administer and account for the estate. The oath must be affirmed or sworn by the applicant before a Commissioner for Oaths.

2. Should I choose “make oath/sworn” or “affirm”?

If you are a Christian, you may choose “make oath” and “sworn” and if you are not, please choose “affirm”.

3. When is the interpretation clause required?

It is required if the applicant is signing and taking the oath in a language other than English or affixing a thumbprint.

4. Who may interpret the document if the applicant does not understand English?

The interpretation should be done by the Commissioner for Oaths.

5. Where can I find a Commissioner for Oaths?

A Commissioner for Oaths directory is available on the Singapore Academy of Law website at <https://www.conp.sg>. Commissioners for Oaths are available in certain law firms.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OS Probate No: FC/P of 20

In the Matter of the Probate and
Administration Act (Chapter 251)

And

In the Estate of [Name of Deceased]
(NRIC No.: [ID of Deceased]), deceased

And

In the Matter of an Application by
[Name of Applicant(s)]
(NRIC No: [ID of Applicant(s)])

... Applicant(s)

ADMINISTRATION OATH

I/We*, [name] of [address], do make oath/affirm* and say that:

1. I/we* will faithfully administer the estate and effects of [name of deceased], deceased by paying his/her* debts so far as his/her* estate and effects will extend and the law requires;
2. I/We* will distribute the residue of his/her* estate and effects according to law; and
3. I/We* will render a just and true account of my/our* administration when I/we* am/are* lawfully required.

Sworn/Affirmed* by the)
abovenamed [Name of Applicant(s)])
on the day of 20)
at Singapore)

Through the interpretation of [name of Commissioner for Oaths]
in the language*

Before me,

Commissioner for Oaths

**Delete where inapplicable*

SUPPORTING AFFIDAVIT (WITH SCHEDULE OF ASSETS)

FREQUENTLY ASKED QUESTIONS

1. What is a Supporting Affidavit?

The applicant is required to file a Supporting Affidavit to confirm that the contents of the Statement and the exhibits he has submitted are true. The Supporting Affidavit is to be sworn or affirmed after the Statement has been accepted by the court.

2. When must it be filed?

The Supporting Affidavit must be filed within 14 days after the filing of the Originating Summons. If you are unable to file the Supporting Affidavit on time, you should file a letter requesting for an extension of time with an explanation for the delay when you file the Supporting Affidavit.

3. Where may I obtain the Statement for the Exhibit marked "A"?

The Statement which has been accepted by the court will be printed for you by the Service Bureau.

4. What are the documents to be exhibited under "C"?

The documents to be exhibited depend on the nature of your application. Examples are:

- Certified True Copy ("CTC") of Death Certificate of Deceased
- CTC Death Certificate of Executors/Beneficiaries (if any)
- CTC Will of Deceased (for Probate only)
- CTC Inheritance Certificate (for Muslim estates)

Court forms are not required to be exhibited.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OS Probate No: FC/P

of 20

In the Matter of the Probate and
Administration Act (Chapter 251)

And

In the Estate of [Name of Deceased]
(NRIC No.: [ID of Deceased]), deceased

And

In the Matter of an Application by
[Name of Applicant(s)]
(NRIC No: [ID of Applicant(s)])

... Applicant(s)

SUPPORTING AFFIDAVIT

I/We*, [Name(s) of Applicant(s)] (NRIC No: (Applicant(s) ID)) of [Address(es) of Applicant(s)], Singapore, do affirm/make oath* and say as follows:

- (1) The Statement exhibited as “A” is the same Statement generated by the Electronic Filing Service and no changes have been made. The contents entered into the Electronic Filing Service, which now appear in the Statement, are true and accurate to the best of my/our* knowledge and belief.
- (2) The contents of the Schedule of Assets exhibited herein as “B” are true and accurate in every particular to the best of my/our* knowledge and belief. The deponent/deponents* does/do* not know or have any reason to believe that any of the contents of the Schedule of Assets is false.
- (3) The documents exhibited and marked “C” have been accepted by the Court and the contents of the documents are to the best of my/our* knowledge and belief in all respects true.

Sworn/Affirmed* by the)
abovenamed [Name of Applicant(s)])
on the day of 20)
at Singapore)

Through the interpretation of [name of Commissioner for Oaths]
in the language*

Before me,

Commissioner for Oaths
*Delete where inapplicable

SUPPORTING AFFIDAVIT (WITHOUT SCHEDULE OF ASSETS)

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OS Probate No: FC/P

of 20

In the Matter of the Probate and
Administration Act (Chapter 251)

And

In the Estate of [Name of Deceased]
(NRIC No.: [ID of Deceased]), deceased

And

In the Matter of an Application by

[Name of Applicant(s)]

(NRIC No: [ID of Applicant(s)])

... Applicant(s)

SUPPORTING AFFIDAVIT

I/We*, [Name(s) of Applicant(s)] (NRIC No: (Applicant(s) ID)) of [Address(es) of Applicant(s)], Singapore, do affirm/make oath* and say as follows:

- (1) The Statement exhibited as “A” is the same Statement generated by the Electronic Filing Service and no changes have been made. The contents entered into the Electronic Filing Service, which now appear in the Statement, are true and accurate to the best of my/our* knowledge and belief.
- (2) The documents exhibited and marked “B” have been accepted by the Court and the contents of the documents are to the best of my/our* knowledge and belief in all respects true.

Sworn/Affirmed* by the)
abovenamed [Name of Applicant(s)])
on the day of 20)
at Singapore)

Through the interpretation of [name of Commissioner for Oaths]
in the language*

Before me,

Commissioner for Oaths

**Delete where inapplicable*

FREQUENTLY ASKED QUESTIONS

1. What is a Supporting Affidavit?

The applicant is required to file a Supporting Affidavit to confirm that the contents of the Statement and the exhibits he has submitted are true. The Supporting Affidavit is to be sworn or affirmed after the Statement has been accepted by the court.

2. When must it be filed?

The Supporting Affidavit must be filed within 14 days after the filing of the Originating Summons. If you are unable to file the Supporting Affidavit on time, you should file a letter requesting for an extension of time with an explanation for the delay when you file the Supporting Affidavit.

3. Where may I obtain the Statement for the Exhibit marked “A”?

The Statement which has been accepted by the court will be printed for you by the Service Bureau.

4. What are the documents to be exhibited under “B”?

The documents to be exhibited depend on the nature of your application. Examples are:

- Certified True Copy (“CTC”) of Death Certificate of Deceased
- CTC Death Certificate of Executors/Beneficiaries (if any)
- CTC Will of Deceased (for Probate only)
- CTC Inheritance Certificate (for Muslim estates)

Court forms are not required to be exhibited.

SCHEDULE OF ASSETS – SUPPLEMENTARY AFFIDAVIT

**1. When will a
Supplementary
Affidavit be required?**

A supplementary affidavit confirming that the Schedule of Assets is true and accurate is required to be filed if you file the Schedule of Assets after filing the Supporting Affidavit.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OS Probate No: FC/P

of 20

In the Matter of the Probate and
Administration Act (Chapter 251)

And

In the Estate of [Name of Deceased]
(NRIC No.: [ID of Deceased]), deceased

And

In the Matter of an Application by
[Name of Applicant(s)]
(NRIC No: [ID of Applicant(s)])

... Applicant(s)

SUPPLEMENTARY AFFIDAVIT

I/We*, [Name(s) of Applicant(s)] (NRIC No: (Applicant(s) ID)) of [Address(es) of Applicant(s)], Singapore, do affirm/make oath* and say as follows:

- (1) The contents of the Schedule of Assets exhibited herein as “C” are true and accurate in every particular to the best of my/our* knowledge and belief. The deponent/deponents* does/do* not know or have any reason to believe that any of the contents of the Schedule of Assets is false.

Sworn/Affirmed* by the)
abovenamed [Name of Applicant(s)])
on the day of 20)
at Singapore)

Through the interpretation of [name of Commissioner for Oaths]
in the language*

Before me,

Commissioner for Oaths
*Delete where inapplicable

REQUEST FOR EXTRACTION OF GRANT (APPLICABLE FOR BOTH PROBATE AND LETTERS OF ADMINISTRATION)

eLitigation		Template - R15									
Request For Extraction of Grant											
(Please 'tick' and complete all the following Data Fields marked with an asterisk (*))											
<input checked="" type="checkbox"/> Request For Extraction of Grant	Filing Guide & Reference <u>Party Type</u> Filing party : Applicant <u>Actions</u> This document is composed by the system. No PDF attachment is required. <u>Caveat Type</u> Either "CAVP" or "DCCVP". <u>Probate Type</u> Either "P" or "DCP".										
Filing Case No. *											
Case No. : * <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/>											
Certification											
1st Certification <input type="checkbox"/> A search of the Probate record of Caveats has been carried out and there are no Caveats in respect of the captioned estate. <input type="checkbox"/> A search of the Probate record of Caveats has been carried out and the following Caveat(s) is/are found against the captioned estate: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 15%;">(1) Caveat No. : *</div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 15%;">(2) Caveat No. : *</div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> </div>											
2nd Certification <input type="checkbox"/> A search of the record of Probate cases has been carried out and there are no Probate cases in respect of the captioned estate. <input type="checkbox"/> A search of the record of Probate cases has been carried out and the following case(s) is/are found against the captioned estate: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 15%;">(1) Probate Case No. : *</div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 15%;">(2) Probate Case No. : *</div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> <div style="width: 15%;"><input type="text"/></div> </div>											
Compose (Please complete the eform and *delete where inapplicable)											
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE											
REQUEST FOR EXTRACTION OF GRANT											
To : Registrar											
The applicant requests to extract the Grant of [Probate / Letters of Administration / Memorandum of Resealing ("Grant")].											
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="color: red; font-size: 1.2em; margin-right: 5px;">➔</div> <div> <div style="color: red; font-size: 0.8em; margin-bottom: 2px;">Please 'tick'.</div> <input type="checkbox"/> In addition to an electronic Grant, a paper Grant is also required. </div> </div> </div>											
<div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e6ffe6;">Attach Annexure(s), where necessary:</div> <div style="color: red; font-size: 1.2em; margin-left: 10px;">➔</div>											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 75%; border-bottom: 1px solid black;">Name of Document</th> <th style="width: 20%; border-bottom: 1px solid black;">No. of Pages</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1)</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">2)</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 50%;" type="text"/></td> </tr> </tbody> </table>				Name of Document	No. of Pages	1)	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>	2)	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>
	Name of Document	No. of Pages									
1)	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>									
2)	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text"/>									
<div style="border: 1px solid black; padding: 5px; min-height: 150px;"> <div style="text-align: right; font-size: 0.8em; margin-bottom: 5px;"><u>Editable</u></div> <div style="color: blue;">Solicitor(s) for the Applicant(s) / Applicant(s) *</div> <div style="color: blue;">Law Firm / In-Person Name *</div> <div style="color: blue;">Address *</div> <div style="color: blue;">Tel No.:</div> <div style="color: blue;">Fax No.:</div> <div style="color: blue;">Email:</div> <div style="color: blue;">File Ref No.:</div> <div style="color: blue;">Solicitor in charge:</div> </div>											
<small>Note : Data Fields marked with an asterisk (*) are Mandatory Fields.</small>											

eLitigation Release 1.0 - 01 Dec 2016

FREQUENTLY ASKED QUESTIONS

1. What is a Request for Extraction of Grant?

It is a request for the court to issue the Grant of Probate or Grant of Letters of Administration.

2. When may I file this Request?

The Request may be filed only when all the required documents have been processed and the court has granted the application. The court will write to you when the matter is ready for the issuance of the grant.

3. What is a "paper grant"?

In addition to the electronic grant, you may request for a printed grant which is a physical grant issued by the registry with an embossed court seal.

4. Why do I need to conduct probate cases and probate caveat searches when I file the Request to Extract Grant?

Pending cases and caveats may prevent the court from issuing a grant. You may proceed to file the Request only when there are no caveats in force or pending related cases at the time of the filing of the Request. Please seek legal advice if there are pending cases or caveats in force against the estate.

5. Where and when do I conduct the searches?

The searches may be conducted at the Service Bureau. The searches must be conducted on the day that you file the Request for Extraction of Grant.

5. What should I do with the search reports?

Please attach the following to the Request –

- a. for deaths occurring on or after 1 January 2015, the summary report of the search results from the Family Division of the High Court and Family Courts for the current year;
- b. for deaths occurring before 1 January 2015, the summary report of the search results from the Supreme Court, the Family Division of the High Court, the Family Courts and the State Courts for the current year; and
- c. the full search reports for all the years that the system indicates that there were applications or caveats filed with respect to the estate.

FREQUENTLY ASKED QUESTIONS

REQUEST FOR CERTIFIED TRUE COPY OF DOCUMENTS

eLitigation		Template - C12	
Request for Certified True Copy			
(Please 'tick' and complete all the following Data Fields marked with an asterisk (*))			Filing Guide & Reference
<input checked="" type="checkbox"/> Request for Certified True Copy			Care Tree High Court: S District Court: DC Magistrate Court: MC Action This document is compared by the system. No PDF attachment is required. Filing Party Please state clearly who the filing party(ies) is in this application.
Case No. * Case No.: <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/>			
Filing Party * Party Type: * <input type="checkbox"/> Plaintiff <input type="checkbox"/> Applicant <input type="checkbox"/> Appellant <input type="checkbox"/> Respondent <input type="checkbox"/> Defendant <input type="checkbox"/> Others: <input type="text"/>			
Party Name: * (1) <input type="text"/> (2) <input type="text"/> (3) <input type="text"/>			
Document Selected *			
(1)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(2)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(3)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(4)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(5)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(6)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(7)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(8)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(9)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(10)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>
(11)	Document Name: * <input type="text"/>		
	No. of CTC required: *	<input type="text"/>	Filing Date: * <input type="text"/>

1. How do I apply for a certified true copy of the Grant?

You may apply for certified true copies of court documents by filing a Request stating the documents you require and the number of copies required. You also need to provide the reason for the request (e.g. the bank requires a certified true copy of the grant before releasing funds).

Compose**REQUEST FOR CERTIFIED TRUE COPY**

To: The Registrar

The [Filing Party Type]* requests for Certified True Copy / Copies of certain document(s) in the Case File as follows :

[Enter reasons here]

Attach a document containing the reason(s) / justification(s) for Request

Add Annex

	Name Of Document	No. of Pages
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>

(Please forward the hardcopy document for scanning and to be annexed to this document)

Issued by :

Editable

Solicitor(s) for the Plaintiff(s) / Plaintiff(s) *

Law Firm / In-Person Name *

Address *

Tel No.:

Fax No.:

Email:

File Ref No.:

Solicitor in charge:

Note : Data Fields marked with an asterisk (*) are Mandatory Fields.

eLitigation Release 1.0 - 27 Feb 2017

Sample Printed Grant

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Case No.: [REDACTED] In the Matter of Probate and Administration Act (Chapter 251)


Document No.: [REDACTED] And

In the Estate of [REDACTED]
(NRIC No. [REDACTED]), deceased.

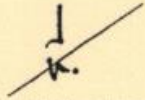
GRANT OF PROBATE


Probate of the Last Will and Testament (a copy of which is annexed) of [REDACTED] (NRIC No. [REDACTED]) late of [REDACTED], deceased who died on [REDACTED] at Singapore General Hospital, Singapore, is granted by this Court to [REDACTED] (NRIC No. [REDACTED]) as the sole executor named in the said Will.

Dated: [REDACTED]


CHIA WEE KIAT
REGISTRAR
FAMILY JUSTICE COURTS
SINGAPORE

Date of Issue: [REDACTED]


CHIA WEE KIAT
REGISTRAR
FAMILY JUSTICE COURTS
SINGAPORE



SAMPLE CERTIFIED TRUE COPY OF DEATH CERTIFICATE

REPUBLIC OF SINGAPORE CERTIFICATE OF REGISTRATION OF DEATH		Informant's Copy DEATH REGISTRATION NO				
		E				
DECEASED	Death registered at BUKIT MERAH WEST NPC					
	Full name of deceased					
	NRIC/Identification Document No.	Sex	Date of birth			
	Race/Dialect Group	Nationality	Country of birth			
	Home Address APT BLK SINGAPORE		Date and hour of death			
	Place or Address where death occurred BLK SINGAPORE		Approximate interval between onset and death			
CAUSE OF DEATH BY CERTIFIER	I (a) ISCHAEMIC HEART DISEASE		Years	Months	Days	Hours
	Disease or Condition leading to death		2	5		
	(b)					
	Antecedent Causes					
	(c)					
	II Other Significant conditions					
Name and official status of person certifying cause of death DR , MEDICAL PRACTITIONER		Certificate of Cause of Death Reference No.: Date:				
INFORMANT	Name		I certify that the above information given by me is correct.			
	Address APT BLK SINGAPORE					
	NRIC/Identification Document No.					
	Relationship		Informant's Signature/Thumb impression Date			
REGISTRATION OFFICER	Name of Registration Officer		BUKIT MERAH WEST			
	Designation Date		NEIGHBOURHOOD POLICE CENTRE REGISTRATION OFFICER, BUKIT MERAH VIEW, #01-01 SINGAPORE 159682 for Registrar of Birth and Deaths			

Tel: 1800-377 9999 Fax: 274 2502

1. How do I certify a copy of the will as a true copy?

- a. The certified true copy of the Will is to contain the certification “This is a certified true copy of the original Will of [name of deceased] dated [date].” on a covering page that is to be attached to the copy of the Will.
- b. The certification should be done by an advocate and solicitor.

SAMPLE COVER PAGE FOR CERTIFIED TRUE COPY OF WILL

This is a certified true copy of the original Will of

dated

CERTIFIED TRUE COPY

.....

ADVOCATE & SOLICITOR
SINGAPORE

5. ESTIMATED FEES

Court fees are payable for applications for probate or letters of administration. The following is an estimate of the fees payable for applications filed through the Service Bureau for estates not exceeding \$3 million in value -

Estimated Filing Fees (in S\$)	
Document	Estimated Fee Payable (per document)
Originating Summons	100
Statement	15
Schedule of Assets	15
Certified True Copy ("CTC") Death Certificate	15
CTC Will (if any)	30
Renunciation	25
Document in Support (if any) (e.g. CTC Inheritance Certificate, CTC Beneficiary's Death Certificates, CTC Divorce Certificate)	15
Administration Oath	25
Supporting Affidavit	25
Schedule of Assets - Supplementary Affidavit	25
Request to Extract Grant (with printed grant)	80
Request for CTC Grant and Schedule of Assets	50

Other Fees Payable (in S\$)	
Document	Estimated Fee Payable (per document)
Probate Application and Caveat Searches (for Family Division of the High Court and Family Courts) when filing the Originating Summons	20
Probate Application and Caveat Searches (for Family Division of the High Court and Family Courts) when filing the Request Extraction of Grant	30
Affirmation fees for Administration Oath, Supporting Affidavit (payable to Commissioner for Oaths, average of 3 documents to affirm)	100

Note:

- Fees will vary depending on the number of applicants and pages involved. The number of pages will vary depending on the case.
- A rejection fee of \$5 per document is payable if documents are rejected.
- Other fees may be payable to other organisations e.g. to banks for statements regarding the deceased's accounts.
- For estates exceeding \$3 million in value, please refer to the Family Justice Rules for the fees payable.

Terms of Use

Disclaimer of Warranties and Liabilities

As a condition of the use of this Toolkit, the user expressly agrees to assume all risks, howsoever arising, associated with its use. Nothing in this Toolkit shall be construed as containing any legal advice by the Family Justice Courts. If in doubt, the user should seek qualified legal advice with respect to any queries or issues arising in connection with the use of this Toolkit. To the fullest extent permitted by law, the Family Justice Courts disclaim all warranties and representations (express or implied) as to the accuracy, correctness, reliability, timeliness, or fitness for any particular purpose of any and all contents of this Toolkit. Under no circumstances shall the Family Justice Courts be liable to any person for any direct, indirect, consequential, incidental or special loss or damage of any kind, howsoever described or arising, resulting from the reliance, use or misuse by any person of any information contained in this Toolkit.

**Mental Capacity, Adoption & Probate Section
Legal Registry 2, Family Division
Family Justice Courts**

The opening hours of the Legal Registry 2 are:
Mondays to Thursdays 8.30am to 5.30pm*
Fridays 8.30 am to 5.00pm*

*(Closed from 1.00 to 2.00 pm) Please check website for updated opening hours.

5 Maxwell Road, #04-00
Tower Block, MND Complex
Singapore 069110

Tel: 6435 5864

Website: <https://www.judiciary.gov.sg>