

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
Nature of Probate : Letters of Administration Type of LA apply for : * <input checked="" type="checkbox"/> LA - Letter of Administration ↖ To be heard in : * <input type="checkbox"/> Family Justice Courts : <input type="checkbox"/> Family Division of the High Court <input type="checkbox"/> Family Courts		Party Type Filing party : Applicant Case Type Family Courts : P
Case No. *		
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 - A.4.) (Amendment No. <input type="text"/>) *		
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) <input style="width: 100%; height: 20px;" type="text"/> 1) Alias : <input style="width: 100%; height: 20px;" type="text"/> (To be completed where there are other names apart from that in the Death Certificate)		Actions Ex-parte Originating Summons (Probate) & Statement are composed by the system. No PDF attachment is required. Upload the following documents to the system. 1) Death Certification PDF attachment is required.
Property Held in Alias <input type="checkbox"/> None <input type="checkbox"/> Property as below: <input style="width: 100%; height: 20px;" type="text"/>		
2) Alias : <input style="width: 100%; height: 20px;" type="text"/> (To be completed where there are other names apart from that in the Death Certificate)		
Property Held in Alias <input type="checkbox"/> None <input type="checkbox"/> Property as below: <input style="width: 100%; height: 20px;" type="text"/>		
Gender : * <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		
Identification : * <input type="checkbox"/> ID as follows : <input type="text"/> <input type="checkbox"/> Unknown <input type="checkbox"/> Does Not Exist		
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)		
Identification No : * <input style="width: 100%;" type="text"/>		
Country of Issue : * <input style="width: 100%;" type="text"/>		

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-M ar-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 : *
 Nationality Please refer to Table (1-11).

Religion : *
 Religion Please refer to Table (1-17).
 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 : *
 If selected as "Others", please specify Other Relationship.

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

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 : *

Address : * Not Available

Local (Postal Code :) Foreign (Country :)

Building Name (If any) :

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

Yes

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)

Limited until the beneficiary becomes of sound mind and obtains a grant to himself/herself

Limited until the beneficiaries become of sound mind and obtain a grant to themselves

None

Others :

Limited to specific property

Deceased Properties *

(1) Property :

(2) Property :

(3) Property :

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 (120).

Applicant Capacity
 Please refer to Table (121).

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".

(2nd) 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).

(3rd) Applicant
 Name : *

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

Applicant Capacity : *
If selected as "Others", please specify Other Capacity.

Particulars of Person(s) with Prior/ Equal Rights

(1) 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)

FREQUENTLY ASKED QUESTIONS

1. Who has prior right to apply for a grant?
 - a. Generally, persons with a greater entitlement to the estate have prior right to apply for a grant.
 - b. For non-Muslim estates, the spouse has prior right to apply for a grant.
 - c. 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.

(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 \(1-20\)](#).

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?

- a. The beneficiaries of an estate are determined as at the date of the death of the Deceased.
- b. 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".
- c. 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 : *

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:

	Court Forum	Case Type	Serial No.	Year
(1) Caveat No. : *	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
(2) Caveat No. : *	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" 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:

	Court Forum	Case Type	Serial No.	Year
(1) Probate Case No. : *	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
(2) Probate Case No. : *	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" 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: Editable

Solicitor(s) for the Applicant(s) / Applicant(s) * Editable

Law Firm /In-Person Name *

Address *

Tel No.:

Fax No.:

Email:

File Ref No.:

Solicitor in charge:

Note :

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.

Note : *Delete where inapplicable.

eLitigation Release 1.0 - 18 Feb 2014