

**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 (*))

Request For Extraction of Grant

Filing Case No. *

Case No. : * / / /

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. : * / / /

(2) Caveat No. : * / / /

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. : * / / /

(2) Probate Case No. : * / / /

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")].

Please 'tick' :

In addition to an electronic Grant, a paper Grant is also required.

Attach Annexure(s), where necessary:

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

Solicitor(s) for the Applicant(s) / Applicant(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.

Filing Guide & Reference

Party Type
Filing party : Applicant

Actions
This document is composed by the system. No PDF attachment is required.

Caveat Type
Either "CAVP" or "DCCVP".

Probate Type
Either "P" or "DCP".

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 –

- 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.