

PROBATE & ADMINISTRATION TOOLKIT

CONTENTS

1. Introduction to Probate & Administration	1
2. Step by Step Guide	3
A. Overview	3
B. Some Matters To Consider Before Deciding To File An Application For A Grant.....	4
C. Preparing To Make An Application For A Grant	5
D. Applying for Probate	6
E. Applying for Letters of Administration.....	10
3. Beneficiaries & Priority to Apply for A Grant When A Deceased Did Not Leave A Will.....	14
4. Forms & Documents	16
5. Estimated Fees	49

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 1967 (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 self-represented persons 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 also wish to consider approaching the following organisations for free legal advice. Please visit the webpages of these organisations for their latest address and contact details -

- (i) Pro Bono SG – webpage: [Pro Bono SG](#);
- (ii) the Community Justice Centre – webpage: <http://www.cjc.org.sg>;
- (iii) the Legal Aid Bureau – webpage: [Legal Aid Bureau \(mlaw.gov.sg\)](#), 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

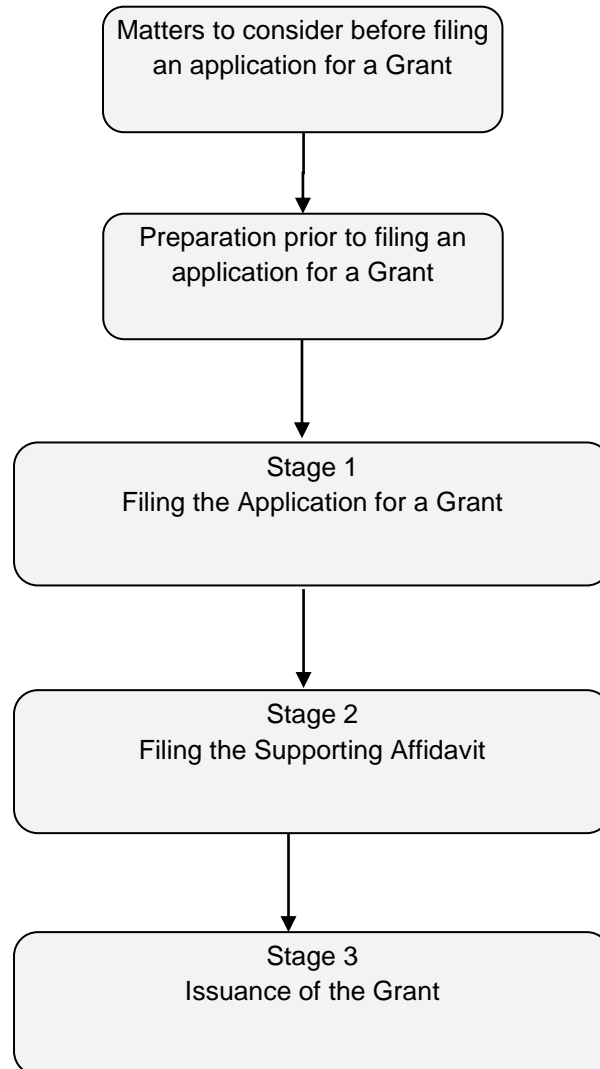
11. More information about Probate and Administration and the Toolkit may be found at <https://www.judiciary.gov.sg/> .

12. Applications for grants of probate or letters of administration will have to be filed electronically through the [LawNet & CrimsonLogic Service Bureau](#) at the State Courts, 1 Havelock Square, Level 2, Singapore 059724. You may refer to [:: eLitigation ::](#) for more information on booking an appointment with the Service Bureau and to download the relevant forms.

13. Please visit [Contact us \(judiciary.gov.sg\)](#) for the latest contact details and operating hours of the Probate Registry hotline. Please also visit [Visit the Family Justice Courts \(judiciary.gov.sg\)](#) for the latest address and operating hours of the Probate Registry counter (located at Family Justice Courts @Maxwell).

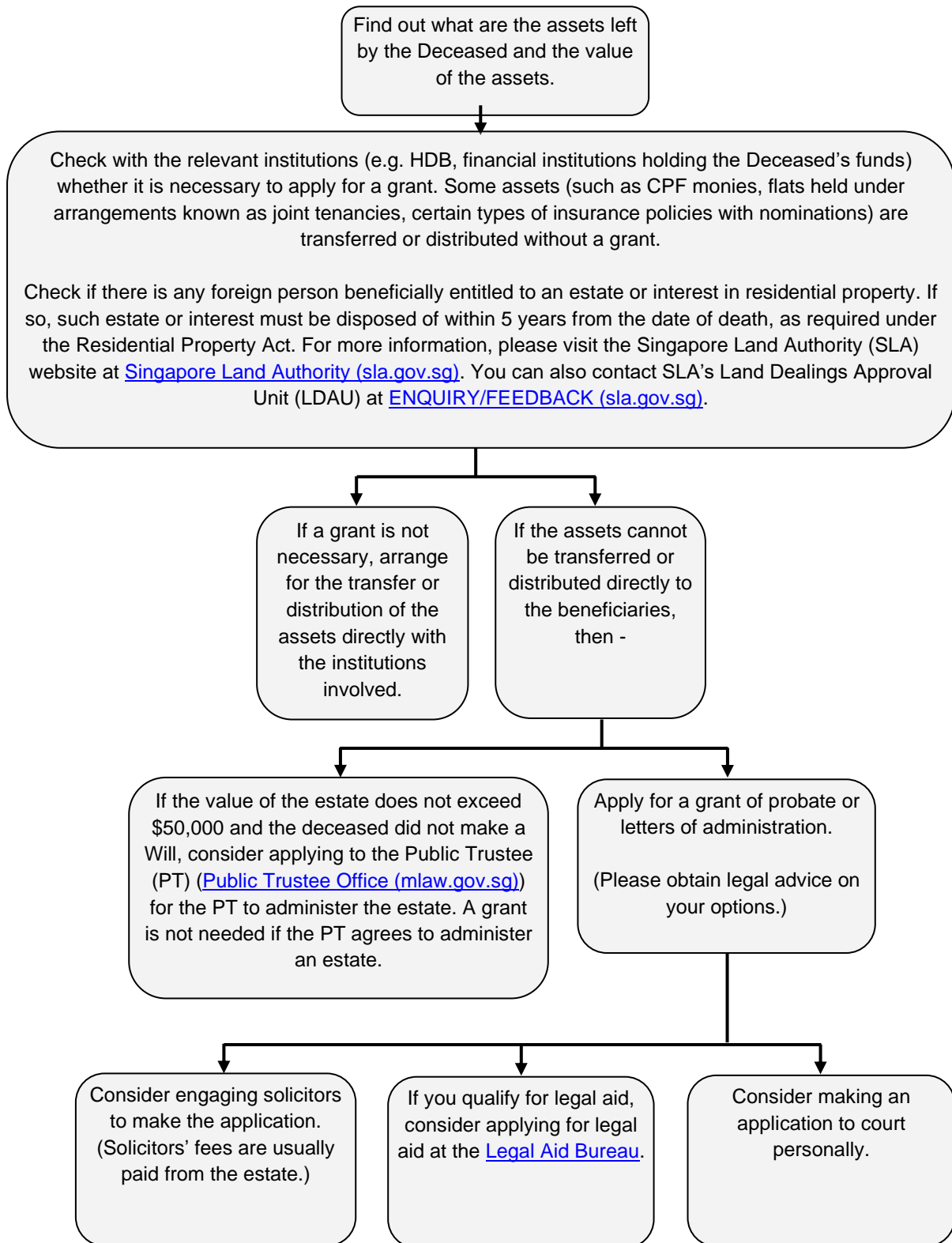
2. STEP BY STEP GUIDE

A. OVERVIEW

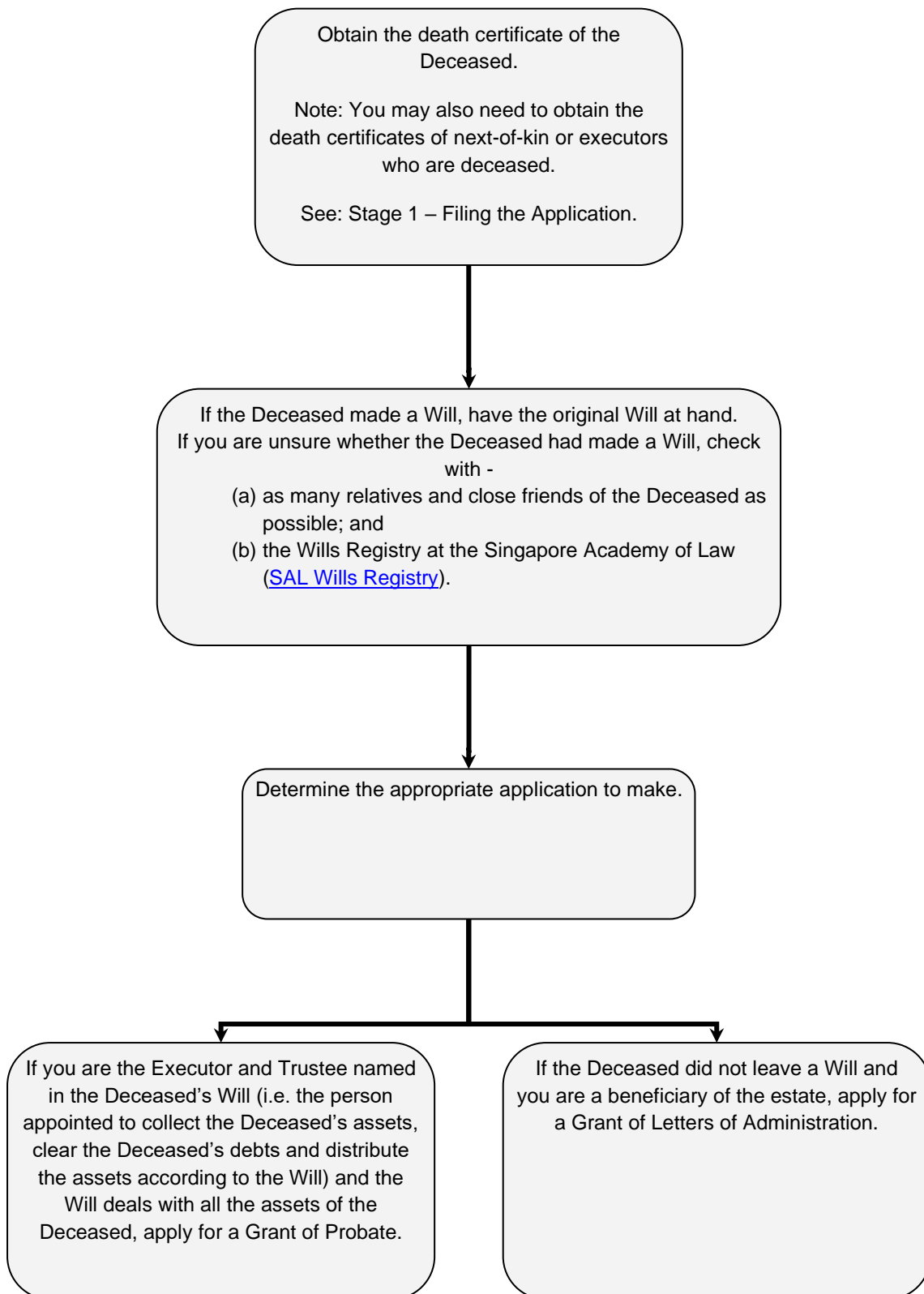


B. SOME MATTERS TO CONSIDER BEFORE DECIDING TO FILE AN APPLICATION FOR A GRANT

(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 [:: eLitigation ::](#). 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 [:: eLitigation ::](#). A sample form is at Page 36 of this toolkit.)
3. Renunciation of other executors (if applicable)
(The form may be downloaded at [Renunciation – Probate \(Form 53\) \(judiciary.gov.sg\)](#). A sample form is at Page 34 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 48 of this toolkit.)
2. Copy of Death Certificate of Deceased, except that if the Deceased had been issued with a digitally verifiable [Digital Death Certificate](#) or [Digital Death Extract](#) by the Registrar of Births and Deaths, Singapore, certified true copy is not required.
3. Copies of Death Certificates of other executors (if any), except that if the other executors had been issued with a digitally verifiable [Digital Death Certificate](#) or [Digital Death Extract](#) by the Registrar of Births and Deaths, Singapore, certified true copy is not required.

Attend at the [LawNet & CrimsonLogic Service Bureau](#) (“Service Bureau”) at:
State Courts, 1 Havelock Square, Level 2, Singapore 059724

Tel: (65) 6538 9507, Email: apollosb@crimsonlogic.com.sg; Online appointment booking: <https://sbappt.netq.sg>
Operating Hours: Monday to Friday: 8:30 am – 12:30pm; 2:00pm - 5:00 pm, Saturday: 8:30 am – 12:00 pm
(Closed on Sundays and Public Holidays)

You may consider conducting a search of the court's record of probate cases and caveats filed in relation to the Deceased's estate at the Service Bureau based on the Deceased's identification number (on the day you submit your application at the Service Bureau).

It is **optional** for you to search the court's record before you file your application. However, you may consider making such a search for potentially contentious estates or to avoid having your application rejected in certain instances, for example where a grant had already been issued for the same estate.

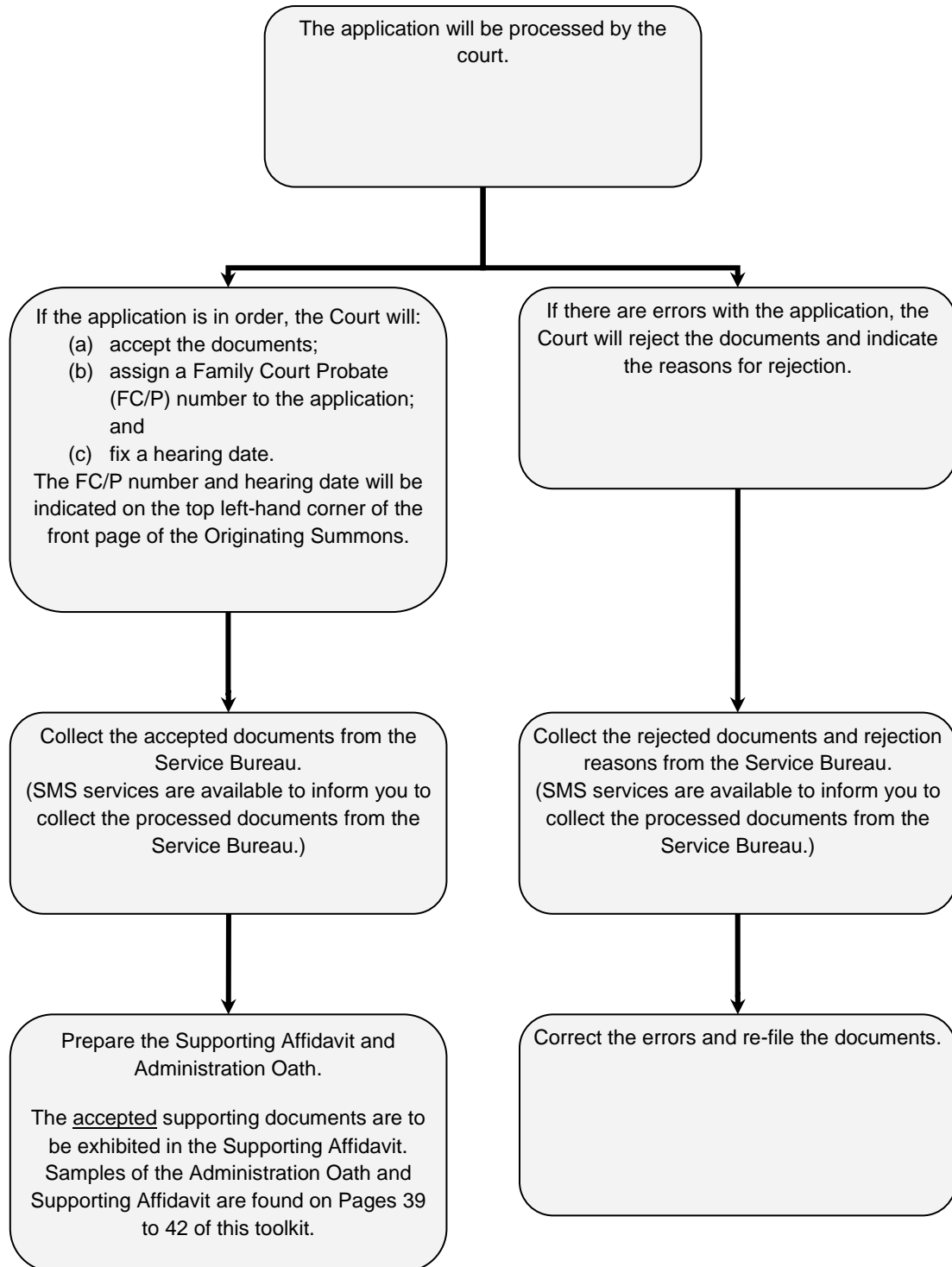
Submit the prepared forms, certified true copies of supporting documents (if required) and filing fees at the Service Bureau. The Service Bureau will prepare the Originating Summons, Probate Statement and Schedule of Assets (if available) using information provided in the Service Bureau Form for Application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

You may indicate in the Originating Summons if you require a printed grant (which is a physical grant with an embossed court seal – sample at page 46 of this Toolkit) in addition to the electronic grant.

Bring the physical Original Will for verification at the Probate Registry at FJC@Maxwell at 5 Maxwell Road #04-00 Tower Block, MND Complex, Singapore 069110 during the Probate Registry's operating hours. The visit must be **made within the next 3 operating days of the Probate Registry**. Please refer to <https://www.judiciary.gov.sg/visit-us/family-justice-courts> for the operating hours of the Probate Registry. The Probate Registry will return the Original Will after on-the-spot verification.

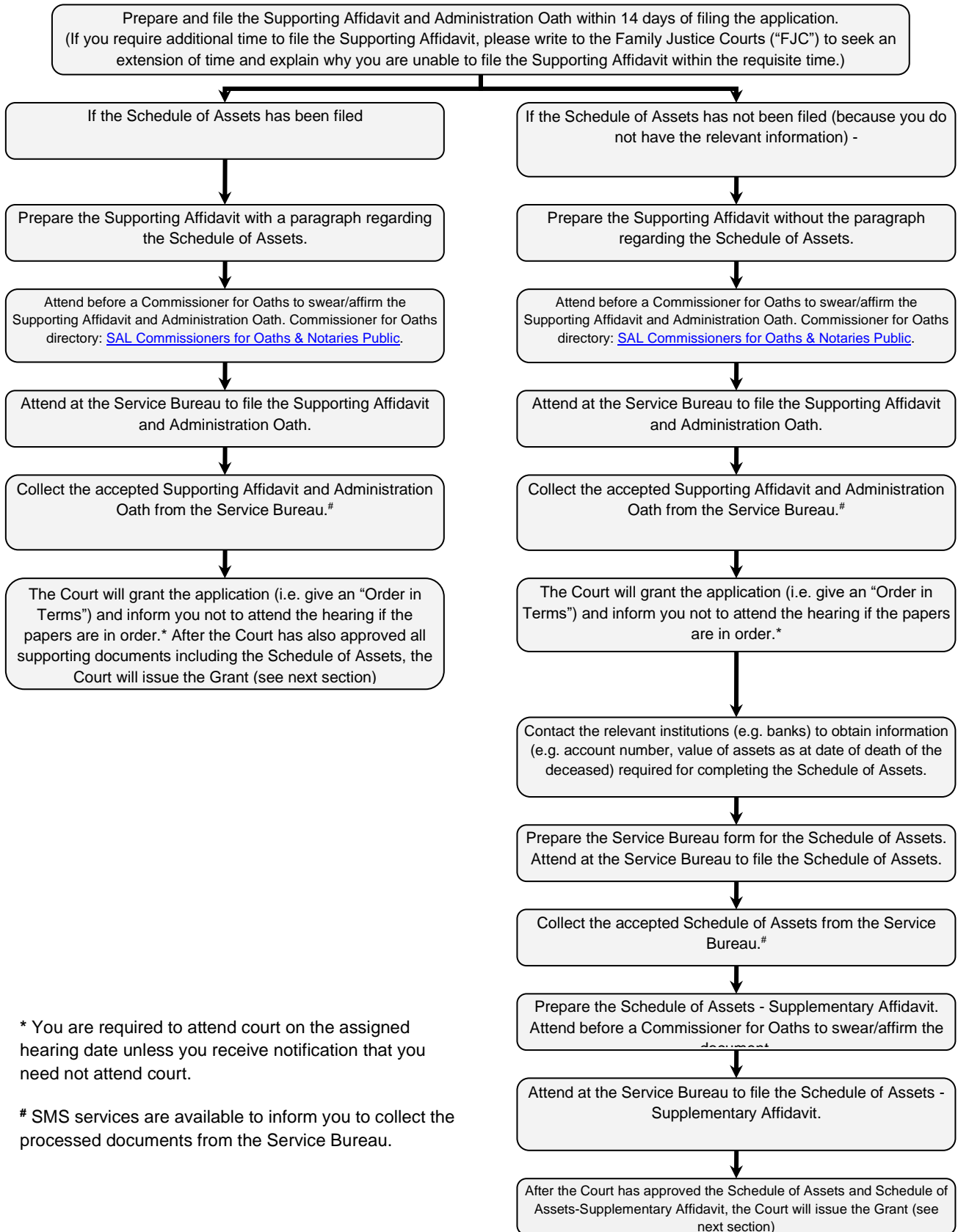
D. APPLYING FOR PROBATE

WHAT HAPPENS AFTER THE APPLICATION FOR PROBATE IS SUBMITTED



D. APPLYING FOR PROBATE

STAGE 2 – THE SUPPORTING AFFIDAVIT



* You are required to attend court on the assigned hearing date unless you receive notification that you need not attend court.

SMS services are available to inform you to collect the processed documents from the Service Bureau.

D. APPLYING FOR PROBATE ISSUANCE OF THE GRANT

After the Court has approved your application and all relevant supporting documents including the Schedule of Assets (and Schedule of Assets-Supplementary Affidavit, if any), the court will issue the Grant of Probate.

The Probate Registry will inform you of the details for collection of the Grant. This Grant will include a QR code and may be verified as an Authentic Court Order at www.courtorders.gov.sg.

If a request for a printed Grant had been made earlier in your Originating Summons, the printed Grant (physical copy with embossed court seal) will be available for collection at the Probate Registry 7 working days from the date of issuance of the Grant. Please refer to <https://www.judiciary.gov.sg/visit-us/family-justice-courts> for the opening hours of the Probate Registry.

If a request for a printed Grant (physical copy with embossed court seal) had not been made earlier in your Originating Summons but you now require one, please file a Request for Printed Grant at the Service Bureau. The printed Grant will be available for collection at the Probate Registry 3 working days from the date of acceptance of the Request for Printed Grant. Please refer to <https://www.judiciary.gov.sg/visit-us/family-justice-courts> for the opening hours of the Probate Registry.

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 44 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 [:: eLitigation ::](#). A sample form is at Page 24 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 [:: eLitigation ::](#). A sample form is at Page 36 of this toolkit.)
3. Renunciation of beneficiaries with prior right (if applicable)
(The form may be downloaded at [Renunciation – Probate \(Form 53\) \(judiciary.gov.sg\)](#). A sample form is at Page 35 of this toolkit.)

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

1. Copy of Death Certificate of Deceased, except that if the Deceased had been issued with a digitally verifiable [Digital Death Certificate](#) or [Digital Death Extract](#) by the Registrar of Births and Deaths, Singapore, the certified true copy is not required.
2. Copies of Death Certificates of other next-of-kin, except that if the other next-of-kin had been issued with a digitally verifiable [Digital Death Certificate](#) or [Digital Death Extract](#) by the Registrar of Births and Deaths, Singapore, the certified true copy is not required.
(A sample certified true copy of a death certificate is at Page 47 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)

You may consider conducting a search of the court's record of probate cases and caveats filed in relation to the Deceased's estate at the Service Bureau based on the Deceased's identification number (on the day you submit your application at the Service Bureau).

It is **optional** for you to search the court's record before you file your application. However, you may consider making such a search for potentially contentious estates or to avoid having your application rejected in certain instances, for example where a grant had already been issued for the same estate.

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

State Courts, 1 Havelock Square, Level 2, Singapore 059724

Tel: (65) 6538 9507, Email: apollosb@crimsonlogic.com.sg; Online appointment booking: <https://sbappt.netq.sg>

Operating Hours: Monday to Friday: 8:30 am – 12.30pm; 2.00pm - 5:00 pm, Saturday: 8:30 am – 12:00 pm

(Closed on Sundays and Public Holidays)

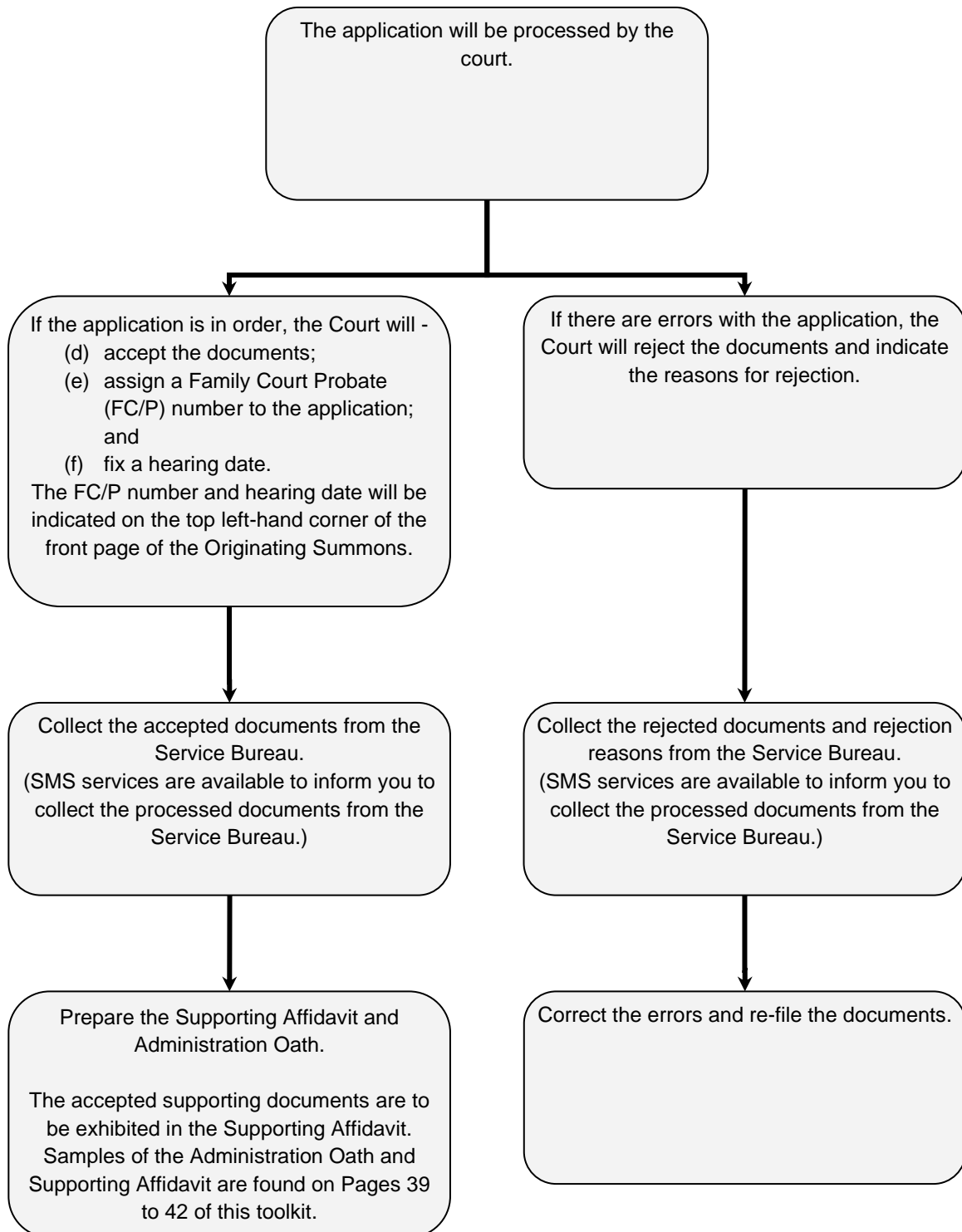
Submit the prepared forms, certified true copies of supporting documents and filing fees at the Service Bureau. The Service Bureau will prepare the Originating Summons, Statement and Schedule of Assets (if available) using information provided in the Service Bureau Form for Application for Letters of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

The Service Bureau will file the documents on your behalf.

You may indicate in the Originating Summons if you require a printed grant (which is a physical grant with an embossed court seal – sample at page 46 of this Toolkit) in addition to the electronic grant.

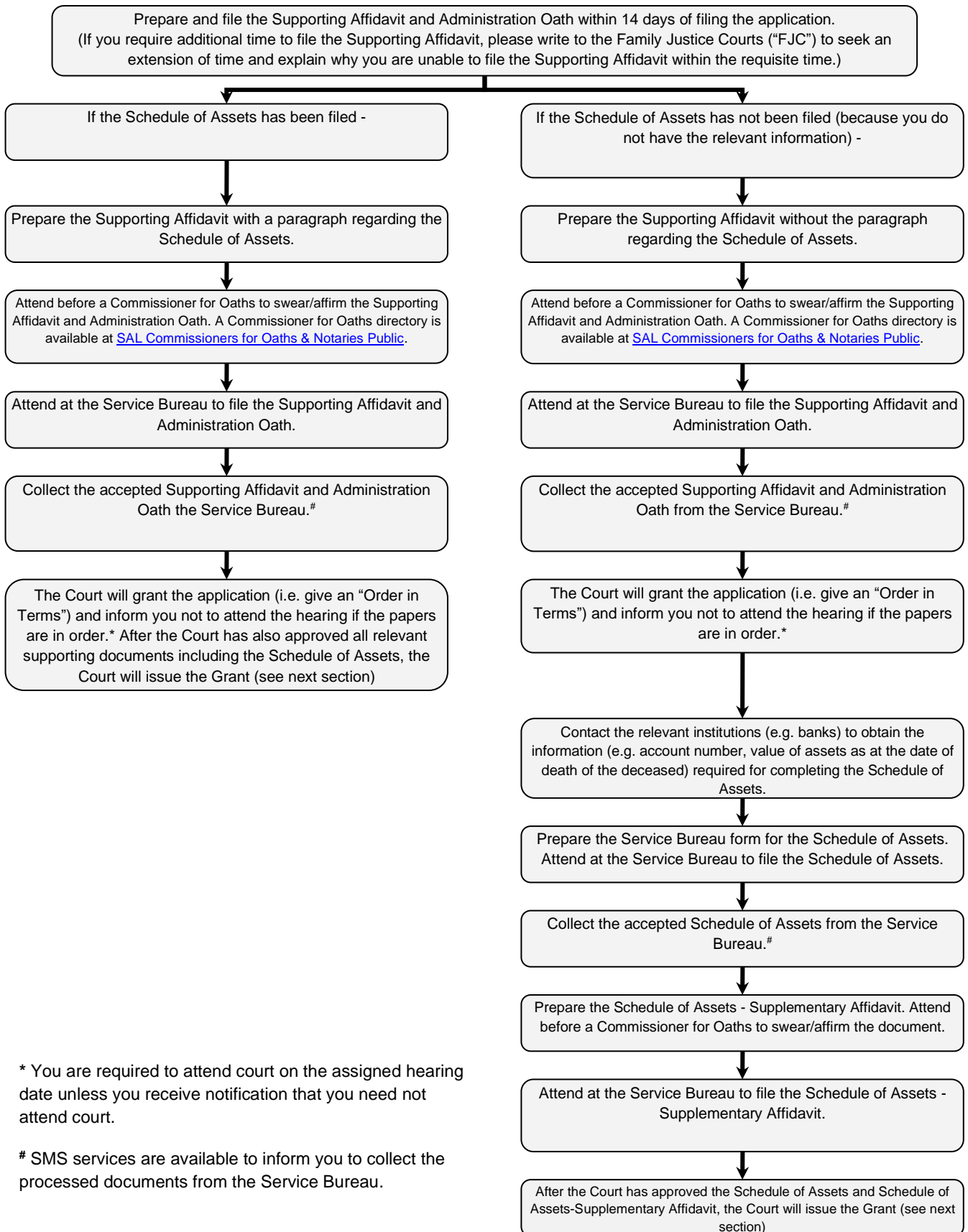
E. APPLYING FOR LETTERS ADMINISTRATION

WHAT HAPPENS AFTER THE APPLICATION FOR LETTERS OF ADMINISTRATION IS SUBMITTED



E. APPLYING FOR LETTERS ADMINISTRATION

STAGE 2 – THE SUPPORTING AFFIDAVIT



* You are required to attend court on the assigned hearing date unless you receive notification that you need not attend court.

SMS services are available to inform you to collect the processed documents from the Service Bureau.

E. APPLYING FOR LETTERS OF ADMINISTRATION

STAGE 3 – ISSUANCE OF THE GRANT

After the Court has approved your application and all relevant supporting documents including the Schedule of Assets (and Schedule of Assets-Supplementary Affidavit, if any), the Court will issue the Grant of Letters of Administration.

The Probate Registry will inform you of the details for collection of the Grant. This Grant will include a QR code and may be verified as an Authentic Court Order at www.courtorders.gov.sg.

If a request for a printed Grant has been made earlier in your Originating Summons, the printed Grant (with embossed court seal) will be available for collection at the Probate Registry 7 working days from the date of issuance of the electronic Grant. Please refer to <https://www.judiciary.gov.sg/visit-us/family-justice-courts> for the opening hours of the Probate Registry.

If a request for a printed Grant (physical copy with embossed court seal) had not been made earlier in your Originating Summons but you now require one, please file a Request for Printed Grant at the Service Bureau. The printed Grant will be available for collection at the Probate Registry 3 working days from the date of acceptance of the Request for Printed Grant. Please refer to <https://www.judiciary.gov.sg/visit-us/family-justice-courts> for the opening hours of the Probate Registry.

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 44 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 1967 (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	Siblings – 100% in equal portions.

	deceased siblings. (No spouse, issue* or parents.)	(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 [Home \(syariahcourt.gov.sg\)](http://syariahcourt.gov.sg).

4. FORMS & DOCUMENTS

WHAT DO THE FORMS LOOK LIKE & OTHER FREQUENTLY ASKED QUESTIONS

The Service Bureau forms may be downloaded from the eLitigation website at [:: eLitigation ::](#)

Other forms may be downloaded from the Family Justice Courts' website at [Forms \(judiciary.gov.sg\)](#)

STAGE 1		
NO.	DOCUMENT	PAGE NO.
1	Service Bureau Form for Application for Probate	17 – 23
2	Service Bureau Form for Application for Letters of Administration	24 – 32
3	Search Results	33
4	Renunciation of Executor (for Applications for Probate)	34
5	Renunciation of Beneficiary (for Applications for Letters of Administration)	35
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)	36 – 38

STAGE 2		
NO.	DOCUMENT	PAGE NO.
1	Administration Oath	39
2	Supporting Affidavit for application for Grant (with paragraph on Schedule of Assets)	40
3	Supporting Affidavit for application for Grant (without paragraph on Schedule of Assets)	41
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	42

STAGE 3		
NO.	DOCUMENT	PAGE NO.
1	Request for Printed Grant	43
2	Request for Certified True Copy of Documents	44 – 45
3	Sample Printed Grant	46

SUPPORTING DOCUMENTS		
NO.	DOCUMENT	PAGE NO.
1	Sample Certified True Copy of Death Certificate	47
2	Sample Cover Page for Certified True Copy of the Will	48

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. : * / / (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 *

(If the death certificate was issued in Singapore, indicate the deceased's Name exactly as stated in the death certificate. If the death certificate was issued outside Singapore, indicate the deceased's True Name. Unless there are compelling reasons provided, the True Name should be the official name used in the government records.)

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:

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.

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 : * _____

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)

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

Is there any written codicil to this Will? *

No

Yes

How many Codicils are you filing in this transaction? *

:

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)

Admitting copy of the Will

None

Others :

FREQUENTLY ASKED QUESTIONS

1. Who 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. Who is an executrix?

An executrix is a female executor.

Limited to specific property

Deceased Properties *

(1) Property :

(2) Property :

(3) Property :

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:

(2nd) 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:

(3rd) 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:

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
-------------	-----------	------------	------

 /

/	/
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Date of Grant : *

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(dd-mmm-yyyy)

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

(For deaths occurring before 15 December 2003, the applicant(s) must state under the "Any Other Relevant Information" section, whether to the best of the applicant's knowledge, there are any caveats or probate applications in respect of the deceased's estate.)

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:

Editable

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].

Editable

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].

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) *
 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 : * Please delete where Inapplicable.

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)."

SERVICE BUREAU FORM FOR APPLICATION FOR LETTERS OF ADMINISTRATION

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.

LA - Letter of Administration

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

Nature of Probate : Letters of Administration

Type of LA apply for : * LA - Letter of Administration

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)
			P					
	(Amendment No. <input style="width: 40px;" type="text"/>) *							

Party Information *

Please complete the Party Details for at least one Applicant.

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

Deceased Details *

(If the death certificate was issued in Singapore, indicate the deceased's Name exactly as stated in the death certificate. If the death certificate was issued outside Singapore, indicate the deceased's True Name. Unless there are compelling reasons provided, the True Name should be the official name used in the government records.)

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 : *

Address : * Not Available

Local (Postal Code :) Foreign (Country :)

Building Name (If any) :

Place of Death : *

Address <input type="text"/>	Country <input type="text"/>
------------------------------	------------------------------

(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)

Domicile : *

<input type="text"/> State (Where applicable)	<input type="text"/> 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 : *

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

Relationship to Deceased : *

Gender : *

 Male Female

Identification : *

<input type="checkbox"/> ID as follows :	<input type="checkbox"/> Unknown	<input type="checkbox"/> Does Not Exist
Please Specify Remarks : _____		
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 type="text"/>	
Country of Issue : *	<input type="text"/>	

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? <input type="text" value="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"/> 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 :

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”.

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.

(2nd) Applicant

Name : *

Relationship to Deceased : *

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

Applicant Capacity : *

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

(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)

(2) Name : *

Details

Have prior/equal rights been cleared off? *

FREQUENTLY ASKED QUESTIONS

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

- a. Generally, persons with a greater share 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.

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 : *

(2) Name : *

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 1967 (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 or she 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.

[Empty text box]

Gender : * Male Female Unknown

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

Relationship to Deceased : *
[Empty text box]

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

Minority Interest

Lacks Mental Capacity

Share Entitlement of Minor : *

(3)

Name : *
[Empty text box]

Gender : * Male Female Unknown

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

Relationship to Deceased : *
[Empty text box]

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

Minority Interest

Lacks Mental Capacity

Share Entitlement of Minor : *

(4)

Name : *
[Empty text box]

Gender : * Male Female Unknown

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

Relationship to Deceased : *
[Empty text box]

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.

(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

(For deaths occurring before 15 December 2003, the applicant(s) must state under the "Any Other Relevant Information" section, whether to the best of the applicant's knowledge, there are any caveats or probate applications in respect of the deceased's estate.)

Compose (Please complete the form 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:

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 :

- 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 : * Please delete where inapplicable.

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).”

SEARCH RESULTS



SUCCESS: Your search is successfully completed.
Transaction Reference No.: FE20180706_152323jYesHtwK

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 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 CrinsonLogic 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 copied, 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

- Is it necessary for me to search the court's record of court's record for related cases and caveats before I file my application?
 - It is **optional** for you to search the court's record for related cases and caveats before you file your application. However, you may consider making such a search for potentially contentious estates or to avoid having your application rejected in certain instances, e.g. where a grant had already been issued for the same estate.
 - Other cases or caveats in relation to the deceased's estate may prevent the court from issuing a grant of probate or letters of administration. Generally, there can only be one valid grant in relation to an estate at any time. If there are competing or applications for the same estate, the parties will have to decide how to proceed.
 - Please seek legal advice if there are caveats in force against the estate, or if there are potentially competing or contested applications for a grant.

2. Where can I conduct the searches?

Searches can be conducted at the Service Bureau.

3. When and how should I conduct the searches?

Searches may be conducted on the day that you file your application for probate or letters of administration.

For deaths occurring on or after 1 January 2015 – search the Family Division of the High Court and Family Courts for the current year;

For deaths occurring before 1 January 2015, search the Supreme Court, the Family Division of the High Court, the Family Courts and the State Courts for the current year

4. What should I do with the search reports?

If the searches show a positive result, you may attach to the Originating Summons 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)

FREQUENTLY ASKED QUESTIONS

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*

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.

**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)*

SERVICE BUREAU FORM FOR SCHEDULE OF ASSETS

SCHEDULE OF ASSETS		
A. Deceased's Property in Singapore		
S/No.	Description	Market Value as at Date of Death (\$ <small>(without deducting the debts due or owing from the deceased)</small>)
<small>Amount should be greater than 0</small>		
.Section	Editable	
1.		
2.		
3.		
4.		
5.		
Gross Value :		

FREQUENTLY ASKED QUESTIONS

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

You are required to declare all the assets comprising the estate in the Schedule of Assets. For the cases within the scope of this Toolkit, the Schedule of Assets is used by the court to confirm the value of the estate. The Schedule of Assets is also referred to by beneficiaries and creditors to ascertain the assets of the estate.

2. How should I describe the assets?

Please state the manner of holding of each of the property listed (whether held in sole name of Deceased or joint tenancy or tenancy-in-common. If the property was held in joint tenancy, you will only need to list it if the Deceased was the last surviving joint owner.)

Examples of accurate asset description for property:

- Blk 143, Tampines Street 11, #09-259, Singapore 453453 (held in sole name of Deceased)
- 143 Flower Road, Singapore 123456 (held as Joint Tenancy - Deceased was the last surviving joint owner)
- Blk 88 Yishun Ring Road, #12-8888, Singapore 760088 (held as Tenancy in Common - Deceased owns 40% share)
- POSB Bank Account 150-28105-1 (held in sole name of Deceased)
- OCBC Bank Account 567-1123456 (held in joint names - Deceased was the last surviving joint owner)

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 (\$\$)
Section 1.	<u>Editable</u>	
2.	<u>Editable</u>	
3.	<u>Editable</u>	
4.	<u>Editable</u>	
5.	<u>Editable</u>	
➔ Net Estate Value :		

FREQUENTLY ASKED QUESTIONS

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

You may approach the institutions dealing with the assets for information. (These institutions may impose fees or conditions for providing information.) The onus is on the applicant to declare the assets accurately.

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

No, you should not attach supporting documents to the Schedule of Assets.

3. 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

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 (\$)
1.	<u>Section</u> 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 [SAL Commissioners for Oaths & Notaries Public](#). 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 (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 hereby swear /affirm* and say as follows:

- (1) The Statement exhibited as "A" is the same Statement that was 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.

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)

SUPPORTING AFFIDAVIT

I/We*, [Name(s) of Applicant(s)] (NRIC No: (Applicant(s) ID)) of [Address(es) of Applicant(s)], Singapore, do hereby swear/affirm* 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 at this time. I/We* does/do* not know or have any reason to believe that any of the contents of the Schedule of Assets is false at this time. I/We* undertake to amend the Schedule of Assets if further information regarding the assets of the estate is obtained.

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 PRINTED GRANT
(APPLICABLE FOR BOTH PROBATE AND LETTERS OF ADMINISTRATION)**

Request For Printed Grant									
(Please 'tick' and complete all the following Data Fields marked with an asterisk (*))	Filing Guide & Reference								
<input checked="" type="checkbox"/> Request For Printed Grant	Party Type Filing party : Applicant								
Filing Case No. * <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Court Forum</td> <td style="text-align: center;">Case Type</td> <td style="text-align: center;">Serial No.</td> <td style="text-align: center;">Year</td> </tr> <tr> <td style="border: 1px solid black; width: 25%;"></td> <td style="border: 1px solid black; width: 25%;"></td> <td style="border: 1px solid black; width: 25%;"></td> <td style="border: 1px solid black; width: 25%;"></td> </tr> </table>	Court Forum	Case Type	Serial No.	Year					Actions This document is composed by the system. No PDF attachment is required.
Court Forum	Case Type	Serial No.	Year						
Compose (Please complete the eform and *delete where inapplicable)									
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE									
<h2 style="margin: 0;">REQUEST FOR PRINTED GRANT</h2>									
To : Registrar									
The applicant requests for a printed Grant.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <div style="border: 1px solid black; padding: 5px;"> Editable <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> </td> <td style="width: 50%;"></td> </tr> </table>		<div style="border: 1px solid black; padding: 5px;"> Editable <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>							
<div style="border: 1px solid black; padding: 5px;"> Editable <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>									
Note : Data Fields marked with an asterisk (*) are Mandatory Fields.									

FREQUENTLY ASKED QUESTIONS

1. What is a Request for Printed Grant?

It is a request for the court to issue a printed grant (which is a physical grant issued by the Registry with an embossed court seal) in addition to the electronic grant.

2. When may I file this Request?

If you had indicated in your Originating Summons that you required a printed Grant, the printed Grant will be available for collection at the Probate Registry 7 working days from the date of issuance of the electronic Grant.

If you had not indicated in your Originating Summons that you required a printed Grant, but still want to request one, please file a Request for Printed Grant at the Service Bureau. The printed Grant will be available for collection at the Probate Registry 3 working days from the date of acceptance of the Request for Printed Grant.

Please refer to <https://www.judiciary.gov.sg/visit-us/family-justice-courts> for the opening hours of the Probate Registry.

REQUEST FOR CERTIFIED TRUE COPY OF DOCUMENTS

FREQUENTLY ASKED QUESTIONS

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			Case Type High Court: S District Court: DC Magistrate Court: MC Attorney This document is prepared 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.:	Court Forum	Case Type		Serial No. / Year
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 : _____			
Party Name:	(1) _____			
	(2) _____			
	(3) _____			
Document Selected *				
Document Name:	(1) _____			
	No. of CTC required: *	Filing Date: *		
	(2) _____			
	No. of CTC required: *	Filing Date: *		
	(3) _____			
	No. of CTC required: *	Filing Date: *		
	(4) _____			
	No. of CTC required: *	Filing Date: *		
	(5) _____			
	No. of CTC required: *	Filing Date: *		
	(6) _____			
	No. of CTC required: *	Filing Date: *		
	(7) _____			
	No. of CTC required: *	Filing Date: *		
	(8) _____			
	No. of CTC required: *	Filing Date: *		
	(9) _____			
	No. of CTC required: *	Filing Date: *		
	(10) _____			
	No. of CTC required: *	Filing Date: *		
	(11) _____			
	No. of CTC required: *	Filing Date: *		

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).

2. If I request Certified True Copy of the Grant only, does it come with the Schedule of Assets and Will (if any) and Foreign Grant (if any)?

No, the Grant, Schedule of Assets, Will (if any) and Foreign Grant (if any) are considered separate documents. Please state each document separately.

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.: In the Matter of Probate and Administration Act (Cap. 251)

Document No.: FC/PRG

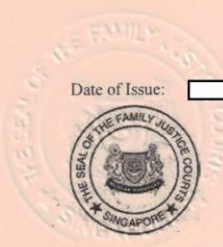
And

In the Estate of
(NRIC No.) , deceased.


GRANT OF PROBATE


Probate of the Last Will and Testament of (NRIC No.) (made on -2023) late of , Singapore deceased who died on 2023 at is granted by this Court to (NRIC No.) as the sole executor named in the said Will.

Dated:



Date of Issue:


THE SEAL OF THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE
KENNETH YAP YEW CHOY
REGISTRAR
FAMILY JUSTICE COURTS
SINGAPORE


THE SEAL OF THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE
KENNETH YAP YEW CHOY
REGISTRAR
FAMILY JUSTICE COURTS
SINGAPORE

Access code:

Getting this document from the Authentic Court Orders Portal verifies:
(a) that it was issued by the Courts of the Republic of Singapore or, in the case of a Schedule of Assets, that it was filed with the Courts in relation to an application for a Grant of Probate/Letter of Administration; and (b) the text of the document was issued on 13 Mar 2023

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			CERTIFIED TRUE COPY			
	(c)						
	II Other Significant conditions			ADVOCATE & SOLICITOR SINGAPORE			
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. Informant's Signature/Thumb impression _____ Date _____			
	Address APT BLK SINGAPORE						
	NRIC/Identification Document No.						
	Relationship:						
REGISTRAR OFFICER	Name of Registration Officer			BUKIT MERAH WEST NEIGHBOURHOOD POLICE CENTRE REGISTRATION OFFICER, BUKIT MERAH VIEW, #01-01 SINGAPORE 159382 for Registrar of Birth and Deaths			
	Designation						
	Date						

Tel: 1800-377 9889 Fax: 274 2502

FREQUENTLY ASKED QUESTIONS

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 -

Estimated Filing Fees (in S\$)	
Document	Estimated Fee Payable (per document)
Originating Summons (electronic grant)	210
Originating Summons (request for printed grant in addition to electronic grant)	240
Statement	15
Schedule of Assets	15
Certified True Copy ("CTC") Death Certificate	15
CTC Will (if any)	25
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	15
Schedule of Assets - Supplementary Affidavit	25
Request for Printed Grant	40
Request for CTC Grant and Schedule of Assets	50

Other Fees Payable (in S\$)	
Document	Estimated Fee Payable (per document)
(Optional) Probate Application and Caveat Searches (for Family Division of the High Court and Family Courts) when filing the Originating Summons	If there are no existing cases: \$20 If there are existing cases: \$50
Affirmation fees for Administration Oath, Supporting Affidavit (payable to Commissioner for Oaths, average of 3 documents to affirm)	100

Note:

- Fees mentioned are only estimates and may vary depending on the number of applicants and pages involved. The number of pages may vary depending on the case.
- A rejection fee 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.

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

**The Mental Capacity, Adoption & Probate section is located at:
Family Justice Courts @ Maxwell
5 Maxwell Road #04-00 Tower Block, MND Complex, Singapore 069110**

Contact details: [Contact us \(judiciary.gov.sg\)](https://www.judiciary.gov.sg)
Operating hours: [Visit the Family Justice Courts \(judiciary.gov.sg\)](https://www.judiciary.gov.sg)

(The Family Justice Courts Probate & Administration Toolkit – v. 2.0 as at March 2023)