

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 : *	<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		
Case No. *			
Case No. : *	Court Forum	Case Type	Serial No. / Year
		P	
(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			
<input type="checkbox"/> None			
<input type="checkbox"/> Property as below:			
2) Alias :			
(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:			

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 :

(dd-mm-yyyy)

to

(dd-mm-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

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
<div>Please Specify Remarks : <input type="text"/></div>		
Type : *	<div><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) <input type="text"/></div>	
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="text"/>) <input type="checkbox"/> Foreign (Country : <input type="text"/>)
<input type="text"/>
Building Name (If any) : <input type="text"/>

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

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

☐ 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 : *

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".

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-mm-yyyy)

(2) Name : *

Details

Have prior/equal rights been cleared off? *

FREQUENTLY ASKED QUESTIONS

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

- Generally, persons with a greater share 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.

☐ 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-mm-yyyy)

Particulars of Beneficiary(ies)

(1) Name : *

Gender : * ☐ Male ☐ Female ☐ Unknown

Age or Date of Birth : * or
(dd-mm-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.

Gender : * ☐ Male ☐ Female ☐ Unknown

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

Relationship to Deceased : *

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

(2) Name : *

Gender : * ☐ Male ☐ Female ☐ Unknown

Date of Death : *

(dd-mm-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)			
<p>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.	<p>Letters of Administration to be granted to the Applicant(s).</p> <p>Letters of Administration to be granted to the Applicant(s) and [Names of Co-Administrator(s) separated by comma] as Co-Administrator(s).</p>		
2.			
<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>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <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> </td> <td style="text-align: right; padding: 5px; vertical-align: top;"><u>Editable</u></td> </tr> </table>		<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>	<u>Editable</u>
<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>	<u>Editable</u>		
<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>			

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)."