

## 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 :

(dd-mmm-yyyy)

to

(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 :

☐ 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:

## 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.

( 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

	Court Forum	Case Type	Serial No.	Year
Grant No. : *	<input type="text"/>	/ <input type="text"/>	<input type="text"/>	/ <input type="text"/>
Date of Grant : *	<input type="text"/>			
	(dd-mm-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

- 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

- 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 :**

- 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)."