

**THE PUBLIC TRUSTEE  
PRACTICE CIRCULAR OF 1 OF 2014**

**WILLS REGISTRY**

17 February 2014

To: All Law Firms  
All Wills Drafting Companies

**Aim**

This circular informs law firms and wills drafting companies of the change in the mode of submission for the deposit of will information.

**Background**

2 The Public Trustee maintains a confidential Wills Registry. Currently, the deposit of will information is done by the submission of a hardcopy form.

**Deposit of Will Information**

3 With effect from **1 March 2014**, all deposits of will information will have to be submitted electronically. Hardcopy forms received after this date will be rejected. Persons who wish to deposit information on wills must complete and submit an electronic form known as “Deposit of New Will Record” through our online portal at [www.iptoonline.gov.sg](http://www.iptoonline.gov.sg).

4 A one-time fee of **S\$50.00** will be payable for each deposit of will information. All payments are to be made online via debit card, credit card or direct debit.

**Access to Electronic Form**

*Submitting in Personal Capacity*

4 Access to the electronic form will be via the user’s SingPass. For users who are ineligible to apply for a SingPass, they may register for a non- SingPass account with us. Details of the non- SingPass account registration are available on our online portal.

*Submitting by a Law Firm or Company*

5 A law firm or company making submissions may apply for an organisation account with us. The holder of an organisation account will be able to authorise its employees to access the electronic form. Details are available on our online portal.

6 A law firm or company which has an existing organisation account with us need not apply for a new organisation account.

### **Search for Will Information**

7 There will not be any changes in the mode of submission for searches on the Wills Registry. An individual who wishes to conduct a search at our Wills Registry will be required to complete and submit a hardcopy form known as Form 6.

8 Automation of searches for will information will be implemented at a later date.

### **Effective Date**

9 This circular shall take effect from 1 March 2014.

### **Clarifications**

10 For queries regarding this circular, please contact us at Tel: 6325 1500 or by e-mail at [ipto\\_enquiry@ipto.gov.sg](mailto:ipto_enquiry@ipto.gov.sg).

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