



# QUICK REFERENCE GUIDE (QRG)

## Office of the Public Guardian Online System (OPGO)

### Navigate The QRG

- Start by clicking on '**OPGO Login**', or any other listed topics below.
- Click  to return to the Home Page and read information in  for quick key facts.

### Topic

#### For All Users (With Singpass or Corppass)

- OPGO Login
- Update Profile (First-time login)

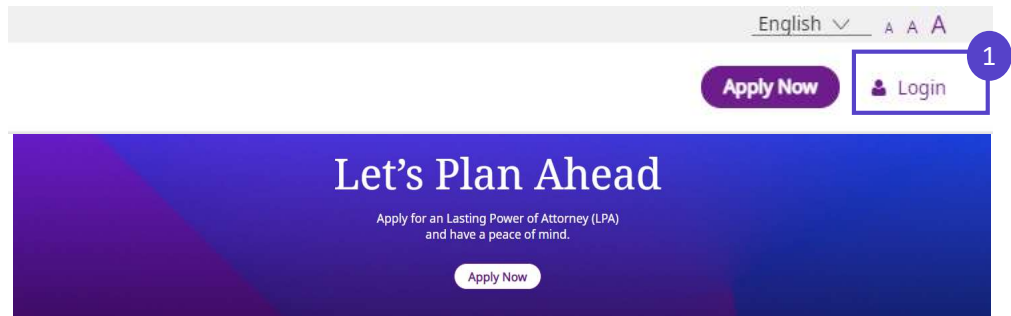
#### For Deputies

- Complete an Early Status Report (ESR) or Deputy Report (DR)
- Cases with Joint Deputies
- Report Revision
- Finance Tracker

1 Click 'Login' at the top right corner of the screen.

2 Login via:

- **Singpass** (All users except Trust Companies) or
- **Corppass** (Trust Companies, Lawyers drafting LPA Form 2, Certificate Issuers, Search Requestors or Certified True Copy (CTC) Applicants)

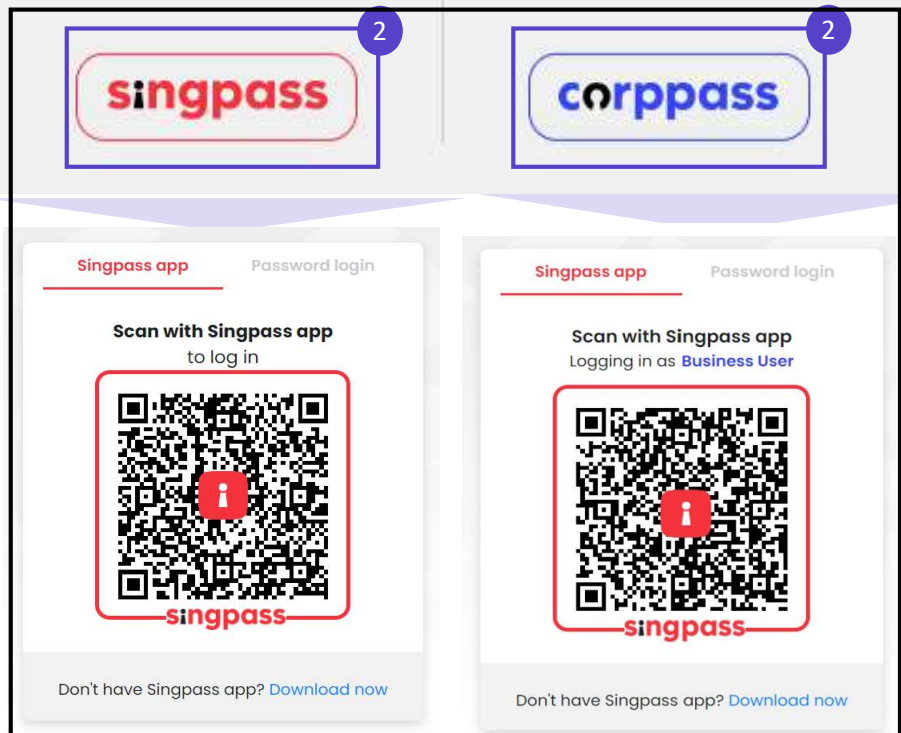


 Find out the latest information on:

- Singpass at [www.singpass.gov.sg](http://www.singpass.gov.sg) or
- Corppass at [www.corppass.gov.sg](http://www.corppass.gov.sg)

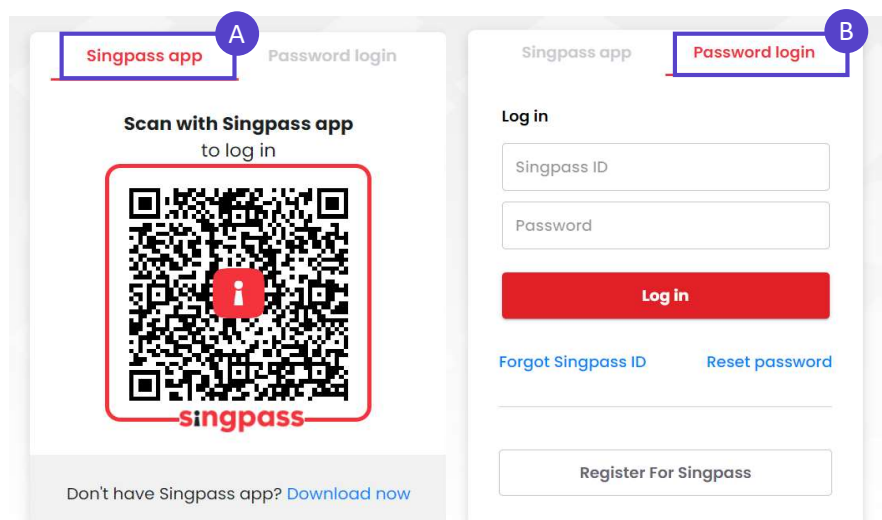
3 Choose 1 of 2 Singpass login options:

A. (For desktop or laptop) **Scan** the QR code with your Singpass app



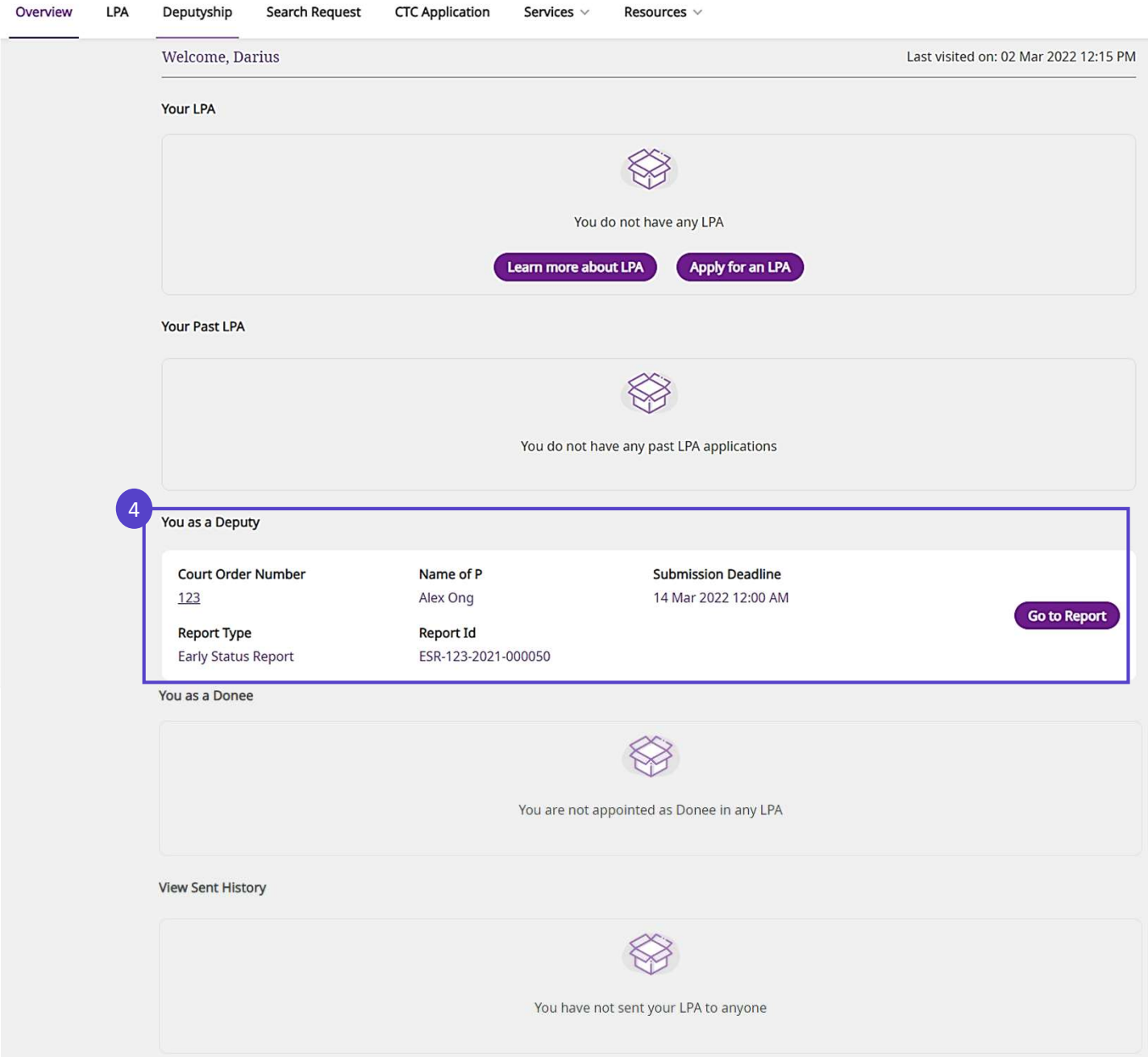
(For mobile) **Tap** the QR code to login in with Singpass app; or

B. Select '**Password login**' to enter your Singpass ID and password, followed by a SMS One-Time Password (OTP) sent to you.



- 4 Once you have login to OPGO successfully, your Overview page is shown, containing:
- Your LPA
  - Your Past LPA
  - **You as a Deputy** – Click **'Go to Report'** to start on your Deputy Report.
  - You as a Donee
  - View Sent History

If you are logging in to OPGO for the first time, you are required to update your profile.



Overview LPA Deputyship Search Request CTC Application Services Resources

Welcome, Darius Last visited on: 02 Mar 2022 12:15 PM

Your LPA

You do not have any LPA

[Learn more about LPA](#) [Apply for an LPA](#)

Your Past LPA

You do not have any past LPA applications

4 You as a Deputy

Court Order Number	Name of P	Submission Deadline
<a href="#">123</a>	Alex Ong	14 Mar 2022 12:00 AM
<b>Report Type</b>	<b>Report Id</b>	
Early Status Report	ESR-123-2021-000050	

[Go to Report](#)


You as a Donee

You are not appointed as Donee in any LPA

View Sent History


You have not sent your LPA to anyone

# Update Profile

Return to Home Page: 

For first-time users to OPGO only

## 1 Update your profile.

 Your personal particulars such as NRIC/FIN, name or address, will be pre-populated from **Singpass (MyInfo)** where possible.


**singpass MyInfo**

Check your personal particulars via your Singpass app. If required, click [here](#) to find out which government agencies to contact to update your personal information.

Welcome, S2923800F This is your first time login.

**1**

**Personal particulars**

Full Name as in NRIC/FIN	NRIC/FIN ID No.	Date Of Birth
Darius Soon	S2923800F	10 Feb 1991 
Gender	Race	Dialect
Male <input type="text"/>	CHINESE <input type="text"/>	HOKKIEN <input type="text"/>
Nationality	Residential Status	
SINGAPORE CITIZEN <input type="text"/>	Singapore Citizen <input type="text"/>	


**Address as in NRIC**  
(If there is any correspondence, it will be sent to this address)

Local Address

Postal Code  
161078

Block/House No.	Street Name	Building Name	Floor No.	Unit No.
78	INDUS ROAD			

## 2 Click 'Update My Profile'.

 This is for the Lasting Power of Attorney (LPA) application and does not affect Deputyship or Deputy Reporting matters in OPGO.

**Consent to receive SMS alerts from OPG**  
(applicable only for users who have made their LPA or wish to make one)


OPGO will send email alerts to you to check your OPGO mailbox for all legal notices. If you also wish to receive SMS alerts, please indicate below:

Yes, I consent to receiving SMS alerts.

No, I do not consent to receiving SMS alerts.

**2**

## 3 Click 'Back to Dashboard' to return to the overview page and proceed with your task on OPGO.


 Select 'Yes' for consent to receive SMS alerts on future legal notices regarding your LPA.



Your profile has been successfully updated

**3**

# Complete an Early Status Report (ESR) or Deputy Report (DR)

Return to Home Page: 

## What is the Early Status Report (ESR) and Deputy Report (DR)?

As a newly-appointed Deputy, completing the ESR will help you fulfil your responsibilities as a Deputy in carrying out the tasks stated in the Court order. You can start your reporting on P's (Person who lacks mental capacity) personal welfare and financial matters early and plan ahead on a guided platform. Your subsequent reports after submitting an ESR are known as "Deputy Report (DR)".


## Starting your report


- 1 Under **You as a Deputy**, find the court order that matches your Deputyship case and click '**Go to Report**' to start filing your ESR or DR.

You as a Deputy

Court Order Number 123	Name of P Alex Ong	Submission Deadline 14 Mar 2022 12:00 AM
Report Type Early Status Report	Report Id ESR-123-2021-000050	



-  Prepare your report during the **Reporting Period**.

-  Submit your report **after the Reporting Period** and **by the Report Submission Due Date** (see below).

### Early Status Report : ESR-123-2021-000055

These are the details of the report:

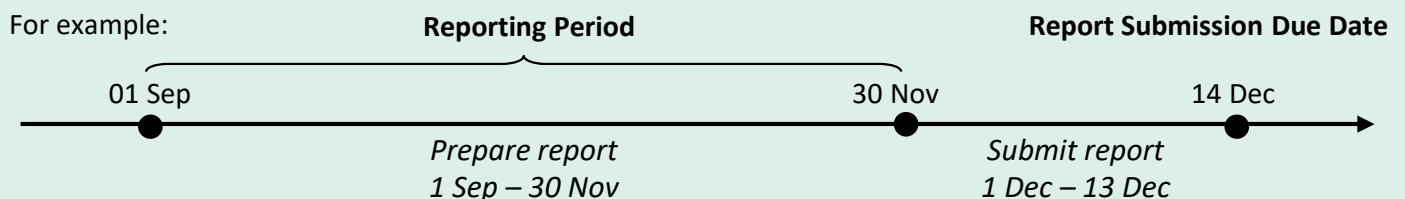
Report ID  
ESR-123-2021-000055

Report Submission Due Date  
14 Dec 2021 

Reporting Period  
01 Sep 2021 - 30 Nov 2021

Report Status


In Progress




## Before you begin...

1. The report consists of up to 6 sections.
2. Please start by completing Section 1.0 '**About Deputyship**' of the report. You will not be able to continue until you have done so.
3. Have all supporting documents ready for uploading.
4. If you are a Joint Deputy, please discuss and agree on the contents of sections 3.0 to 6.0 with the other Deputies. You will not be able to amend the sections once you have sent it to the other Deputies for confirmation.

# Complete an Early Status Report (ESR) or Deputy Report (DR)

Return to Home Page: 

 There are up to 6 sections in a report. You will need to fill up Section 4.0 to 6.0 only if you are granted the relevant powers in the Court Order.

**2** Click 'Go to Section' to start *Section 1.0 About Deputyship*.

## Report Sections

### 1.0 About Deputyship

Not Started

2

[Go to Section](#)

This section is about the role and responsibilities of a Deputy. You must read this section before proceeding to the other sections.  
*This section will take approximately [10] mins to complete*

### 2.0 Your Particulars

Not Started

[Go to Section](#)

Please verify and update your personal particulars.  
*This section will take approximately [5] mins to complete*

### 3.0 P's Particulars

Not Started

[Go to Section](#)

Please verify and update P's particulars.  
*This section will take approximately [15] mins to complete*

### 4.0 P's Personal Welfare

Not Started

[Go to Section](#)

Please provide updates on P's Personal Welfare matters (e.g. Living Arrangements, Activities of Daily Living, Medical Conditions and Treatments).  
*This section will take approximately [30] mins to complete*

### 5.0 P's Property & Affairs

Not Started

[Go to Section](#)

Please provide updates on P's Property & Affairs (e.g. Bank Accounts, Assets, Monies Received and Spent).  
*This section will take approximately [30] mins to complete*

### 6.0 Task List

Not Started

[Go to Section](#)

Please report on the tasks that you have been ordered to perform by the Court.  
*This section will take approximately [60] mins to complete*



# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 1.0 About Deputyship

3 Read through Section 1.0 About Deputyship. Click on the right- arrow ( > ) to proceed.



Information include:

- Responsibilities as a Deputy
- Good Practices for Deputies
- Reports to the Public Guardian
- After the Report is Submitted
- Using the Finance Tracker
- Useful Resources

### 1.0 About Deputyship

#### Responsibilities as a Deputy

*What you must do as a Deputy*



You have been appointed as a Deputy by the Court and **must**:

- Read and understand the Court order
- Only make decisions authorised by the Court
- Keep good records and documents of decisions or acts you have carried out as a Deputy
- Act and make decisions in P's best interests, without benefitting yourself
- Ensure that key decisions are made by you, and not delegated to others




4 After reading through all the information, click 'Continue' to proceed.

On the pop-up, click 'Return to Report Overview' to start Section 2.0, Your Particulars.

### 1.0 About Deputyship


#### Useful Resources

*Information on the roles and responsibilities of being a Deputy*



Please access the following for more information on being a Deputy:

- [Deputyship Video](#)
- [Code of Practice](#)
- [Deputy and Caregiver guidebooks](#)
- [FAQs](#)



**Section 1.0 About Deputyship completed.**

Congratulations. You have completed the 1.0 About Deputyship section.


4 [Return to Report Overview](#)

4 [Continue](#)


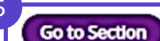

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 2.0 Fill in Your Particulars

5 Click 'Go to Section' to start Section 2.0 *Your Particulars*.

 Completed sections will show status as 'Completed'. You may click 'View Section' at anytime to view the submitted information.

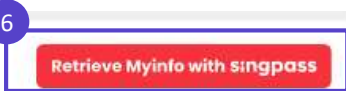
**Report Sections**

1.0 About Deputyship	Completed	
This section is about the role and responsibilities of a Deputy. You must read this section before proceeding to the other sections. <i>This section will take approximately [10] mins to complete</i>		
2.0 Your Particulars	Not Started	5 
Please verify and update your personal particulars. <i>This section will take approximately [5] mins to complete</i>		
3.0 P's Particulars	Not Started	

Follow this order to complete report sections 2.0 – 6.0

6 (Optional) Click 'Retrieve MyInfo with Singpass' to pre-populate your personal particulars such as NRIC/FIN, name or address, from **Singpass (MyInfo)** where possible. Check your personal particulars via your Singpass app. If the information is outdated or incorrect, click [here](#) to find out which government agencies to contact to update your personal information.

Otherwise, enter your personal details manually.

Update your particulars with MyInfo 

Some of the information below has been retrieved from Myinfo. If you have since updated Myinfo, please click on the 'Retrieve Myinfo with Singpass' button to refresh the information.

Should you need to update these information, please do so via Myinfo: [www.singpass.gov.sg/main](http://www.singpass.gov.sg/main) and refresh the page once completed.

2.1 Personal Details	
Full Name as in NRIC Darius	Salutation Mr
Identification Type NRIC	NRIC / FIN No. 59024810C

Enter your personal details (if you did not retrieve from Singpass)



# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 2.0 Fill in Your Particulars

**7** Enter or check your Registered Address. Click the **checkbox** if your Registered Address is the same as your Correspondence Address. Otherwise, provide your Correspondence Address.

### 2.2.1 Registered Address (Retrieved from Myinfo for NRIC holders only)

Address Format

Formatted 

Postal Code

161078

Block / House No.

78

Street Name

INDUS ROAD

Building Name

Countryside Petir

Floor No.

10

Unit No.

13

**7**  Use as Correspondence Address

**8** Enter 'Contact Details'.

**8** 2.3 Contact Details

Email Address	Mobile Number
soony@gmail.com	91231234
Office Contact Number (if applicable)	Residential Contact Number (if applicable)

Back to Report Overview

**9** Save as Draft **Proceed to Review**

**9** Click 'Save as draft' to save your work. If all information has been verified, click 'Proceed to Review'.

- Review your input for the section and click the checkbox to declare and confirm.
- If the reporting period has ended, click 'Confirm & Continue' to proceed
  - If the reporting period has not ended, click 'Back' to return to the previous input page. See the next page for more information.

**9** Declaration


By ticking the boxes below, I declare and confirm the following:

I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the Oath and Declaration Act 2000 and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.

Back

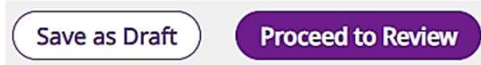
**9** Confirm & Continue

# Complete an Early Status Report (ESR) or Deputy Report (DR)

 You have just completed the Input Page. You will be prompted to review all inputs for the section at the Review Page. The pages look similar, differences to note are:

## Input Page

- All fields can be edited
- Navigation Buttons:



Click to save your work, see steps below

Click to trigger validation check & proceed to Review Page

## Review Page

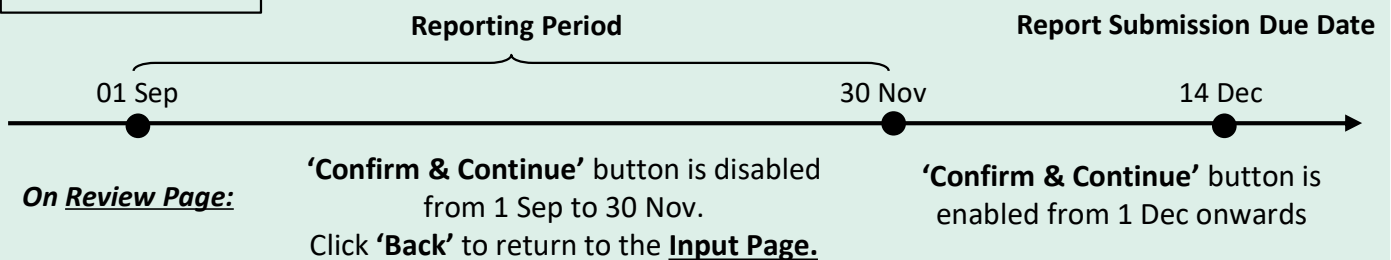
- All fields are not editable
- Navigation Buttons:





Click to return to Input Page if the reporting period has not ended

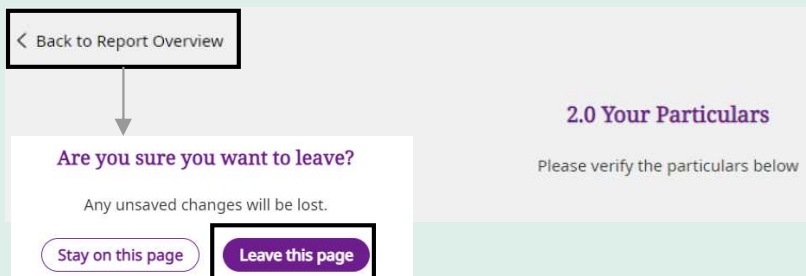
Click to complete section. \*Button is clickable only after reporting period ends

For Illustration



## During the Reporting Period,

- On Review Page, click 'Back'
- On Input Page, click 'Save as draft'  
- Click 'Back to Report Overview' to edit other sections.
- Click 'Leave this page' when prompted (see below).



## After the Reporting Period,

*Has all input been verified?*


### If 'No':

- On Review Page, click 'Back'
- On Input Page, click 'Save as draft' and click 'Back to Report Overview/ Leave this page'
- Inform Joint Deputy (if any) to review/ edit the report

### If 'Yes':

- On Input Page, click 'Proceed to Review' to proceed
- On Review Page, click 'Confirm & Continue'. No further changes can be made to this section thereafter.

# Complete an Early Status Report (ESR) or Deputy Report (DR)

Return to Home Page: 

## Sec. 3.0 Fill in P's Particulars

10 Click 'Go to Section' to fill in Section 3.0 P's Particulars.

2.0 Your Particulars	Completed	<a href="#">View Section</a>
Please verify and update your personal particulars. <i>This section will take approximately [5] mins to complete</i>		
3.0 P's Particulars	Not Started	10 <a href="#">Go to Section</a>
Please verify and update P's particulars. <i>This section will take approximately [15] mins to complete</i>		

11 P's particulars will be auto-filled with information from the Court Order.

If P has a different address from the Registered Address, uncheck '**Use this as the Residential Address**' and update P's Residential address.

### 3.2.1 Registered Address

Address Format

Formatted

Postal Code

555123

Street Name

TAVISTOCK AVENUE

Floor No.

Block/House No.

21

Building Name

Unit No.

Use this as the Residential Address

[Scroll down for more fields](#)

Click 'Save as draft' to save your work.

If all information has been verified, click 'Proceed to Review'

11 [Save as Draft](#) [Proceed to Review](#)

Review your input for the section then click the checkbox to confirm your declaration.

- If the reporting period has ended, click '**Confirm & Continue**' to proceed
- If the reporting period has not ended, click '**Back**' to return to the previous input page. See next page for more information.

Declaration


11 By ticking the boxes below, I declare and confirm the following:

I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the [Oath and Declaration Act 2000](#) and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.

[Back](#) [Confirm & Continue](#)

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 3.0 Fill in P's Particulars

 If you have a Joint Deputy or Joint Deputies, on clicking **'Confirm & Continue'**, you will be asked if you have discussed and agreed with your Joint Deputy/Deputies, before clicking **'Share'**. Once you have shared Section 3.0 P's Particulars, you cannot edit the content again. If you need to double-check some information with your Joint Deputy, click **'Cancel'** to check with him/her separately. Refer to **Cases with Joint Deputies** for step-by-step guide with screenshots.

### Declaration

By ticking the boxes below, I declare and confirm the following:

- I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the [Oath and Declaration Act 2000](#) and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.

Back

11

Confirm & Continue

With Joint Deputy/Deputies



### Have you discussed and agreed with your joint Deputies?

If yes, click 'Share' to share this section with your joint Deputies for confirmation. If not, please click 'Cancel' and agree on the contents with your joint Deputies before clicking on 'Share'.

Cancel Share



### Section Shared.

This section has been shared with your joint Deputy for review.

Return to Report Overview

Click **'Return to Report Overview'** to work on other sections. This report section status will be updated to **'Pending Joint Deputy Confirmation'** on your Overview. Your Joint Deputy/Deputies will be informed via SMS/ email/ Singpass/ OPGO mailbox.

3.0 P's Particulars

Pending Joint Deputy Confirmation

View Section

Please verify and update P's particulars.  
This section will take approximately [15] mins to complete

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 4.0 P's Personal Welfare

- 12** Click **'Go To Section'**. Complete Section 4.0 P's Personal Welfare if you have been granted the powers to manage P's Personal Welfare. Otherwise, skip **steps 12-16**.

4.0 P's Personal Welfare Not Started

**12** [Go to Section](#)

---

Please provide updates on P's Personal Welfare matters (e.g. Living Arrangements, Activities of Daily Living, Medical Conditions and Treatments).  
*This section will take approximately [30] mins to complete*

- 13** Enter P's **4.1 'Current Living Arrangements'** e.g. Where is P staying at, How often does deputy visit P, who is P living with etc.

**4.1 Current Living Arrangements**

Where is Alex Ong staying at?

Please select one of the following

Who is Alex Ong living with?

Please select one of the following

How often does deputy visit Alex Ong?  
*Please indicate only if you are not living with Alex Ong*

Please select one of the following

When did Alex Ong start staying at the current residence?

0/250 Characters


- Enter P's **4.2 'Activities of Daily Living'** e.g. Washing, Toileting, Dressing, Feeding, Mobility, Transferring. Hover your cursor over the **(i)** icon to get more information about each activity.

**4.2 Activities of Daily Living** **(i)**

Washing <b>(i)</b>	Toileting <b>(i)</b>
Please select one of the following <input type="text"/>	Please select one of the following <input type="text"/>
Dressing <b>(i)</b>	Feeding <b>(i)</b>
Please select one of the following <input type="text"/>	Please select one of the following <input type="text"/>
Mobility <b>(i)</b>	Transferring <b>(i)</b>
Please select one of the following <input type="text"/>	Please select one of the following <input type="text"/>



# Complete an Early Status Report (ESR) or Deputy Report (DR)

Return to Home Page: 

## Sec. 4.0 P's Personal Welfare

- 13 Enter P's 4.3 'Care Arrangements' and 4.4 'Medical Condition' (if applicable).
- 14 Click 'Add Medical/Social Service Providers to P' to enter information about Medical/Social Services Provider to P. (if applicable)
- 15 Click 'Proceed to Review'. You will be asked to review your input for the section once more.

13

4.3 Care Arrangements

Alex Ong's Main Caregiver  Alex Ong's Caregiver Contact No.

4.4 Medical Condition

Alex Ong's Medical Condition  ⓘ

0/250 Characters

Medical Treatment Required  ⓘ

0/250 Characters

14



Add Medical/Social Services Provider to Alex Ong

- 16 Make your declaration by ticking all the checkboxes. Click 'Confirm & Continue' to proceed.

Declaration


By ticking the boxes below, I declare and confirm the following:

- I declare that I have carried out my duties as a Deputy in accordance with the requirements of the [Mental Capacity Act](#), [Mental Capacity Regulations](#) and the [Code Of Practice](#).
- I confirm that I have taken all practicable steps to discuss with all other Deputies regarding the information given in this report and they have given their consent, agreement and/or approval for the submission of this report.
- I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the [Oath and Declaration Act 2000](#) and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.



# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 4.0 P's Personal Welfare

 If you have a Joint Deputy or Joint Deputies, on clicking **'Confirm & Continue'**, you will be asked if you have discussed and agreed with your Joint Deputy/Deputies, before clicking **'Share'**. Once you have shared Section 3.0 P's Particulars, you cannot edit the content again. If you need to double-check some information with your Joint Deputy, click **'Cancel'** to check with him/her separately. Refer to **Cases with Joint Deputies** for step-by-step guide with screenshots.

### Declaration

By ticking the boxes below, I declare and confirm the following:

- I declare that I have carried out my duties as a Deputy in accordance with the requirements of the [Mental Capacity Act](#), [Mental Capacity Regulations](#) and the [Code Of Practice](#).
- I confirm that I have taken all practicable steps to discuss with all other Deputies regarding the information given in this report and they have given their consent, agreement and/or approval for the submission of this report.
- I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the [Oath and Declaration Act 2000](#) and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.

Back

16

Confirm & Continue

With Joint Deputy/Deputies



### Have you discussed and agreed with your joint Deputies?

If yes, click 'Share' to share this section with your joint Deputies for confirmation. If not, please click 'Cancel' and agree on the contents with your joint Deputies before clicking on 'Share'.

Cancel **Share**



### Section Shared.

This section has been shared with your joint Deputy for review.

**Return to Report Overview**

Click **'Return to Report Overview'** to work on other sections. This report section status will be updated to **'Pending Joint Deputy Confirmation'** on your Overview. Your Joint Deputy/Deputies will be informed via SMS/ email/ Singpass/ OPGO mailbox.

4.0 P's Personal Welfare

Pending Joint Deputy Confirmation

**View Section**

Please provide updates on P's Personal Welfare matters (e.g. Living Arrangements, Activities of Daily Living, Medical Conditions and Treatments).  
This section will take approximately [30] mins to complete

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 5.0 P's Property & Affairs

- 17** Click **'Go To Section'**. Complete Section 5.0 P's Property & Affairs if you have been granted the powers to manage P's Property & Affairs. Otherwise, **skip steps 17-29**.

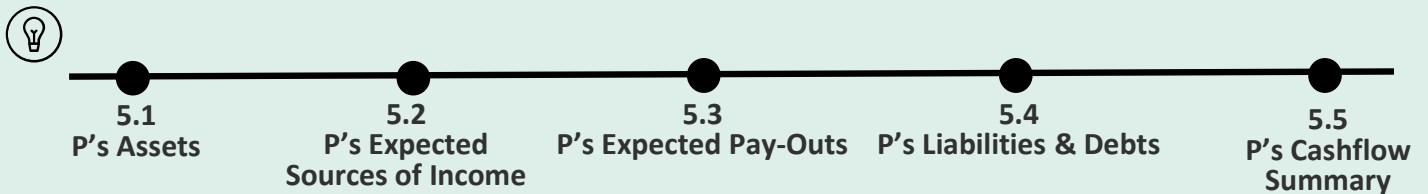
5.0 P's Property & Affairs Not Started 17

Go to Section

---

Please provide updates on P's Property & Affairs (e.g. Bank Accounts, Assets, Monies Received and Spent).  
*This section will take approximately [30] mins to complete*

## Sec. 5.1 - 5.4 P's Assets, Income, Pay-outs, Liabilities & Debts



Sections 5.1 to 5.4 include information regarding:

- **P's Assets:** Bank Account, CPF accounts, Properties, Others (if any)
- **P's Expected Sources of Income:** Salaries, Rental income, Others (if any)
- **P's Expected Pay-outs:** Insurance, Government subsidies/support, Compensation, Others (if any)
- **P's Liabilities & Debts:** Mortgage, Bank loan, Credit card debts, Others (if any)


As a Deputy, you have to provide all these information in order to complete this Report Section.

- 18** Select **'Yes'** or **'No'** for the sub-section e.g. '5.1.1 Does P have a Bank Account?' :  
If **'No'**, you can skip the sub-section and move on to the next sub-section e.g. 5.1.2.

5.1.1 Does Alex Ong have a Bank Account? 18

Yes  No

- 19** If **'Yes'**, you will be prompted to enter more information on the sub-section e.g. 5.1.1 Bank Account. Note that closing balances in the current report may be reflected in opening balances in the next report.

**19** Bank Account #1 

Bank  
Please indicate ▼

Account No. Account Name(s)


---

Balance as at 01 Sep 2021 Balance as at 30 Nov 2021


S\$ 0.00 S\$ 0.00

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 5.1 - 5.4 P's Assets, Income, Pay-outs, Liabilities & Debts

- 20 Upload supporting documents e.g. Monthly Bank Statements.
- 21 If you do not have some or all the documents, tick the statement below:  
"I am unable to provide the documents now and will send it to [MSF\\_OPG\\_Deputyship@msf.gov.sg](mailto:MSF_OPG_Deputyship@msf.gov.sg) within 2 weeks of submitting this report."
- 22 (If applicable) Click the  icon to add another line item on the same sub-section. E.g. Add Bank Account.

20 Please attach supporting documents (e.g. monthly bank statements)




[Browse files or drag and drop your file here](#)

Maximum 5 files, 10 MB per file

Supported formats: JPG, JPEG, PNG, PDF, XLS, XLSX, DOC, DOCX, PPT, PPTX

21 If you do not have some / all the documents, please tick the statement below

I am unable to provide the documents now and will send it to [MSF\\_OPG\\_Deputyship@msf.gov.sg](mailto:MSF_OPG_Deputyship@msf.gov.sg) within 2 weeks of submitting this report.

22   
Add Bank Account

- 23 Once you have completed your Section e.g. 5.1 P's Assets, click '**Proceed to review**' to review your section once more. Click '**Edit**' if you need to edit the information.


23

Back to Report OverviewSave as draft**Proceed to review**


- 24 Once you have reviewed this section, click '**Confirm and Continue**' to proceed to the next section e.g. 5.2 P's Expected Sources of Income. You cannot edit this section again.

24


Back to Report Overview**Confirm and Continue**

 Repeat steps 18 to 24 for Sections 5.1-5.4 if you selected '**Yes**' for the sub-section.

# Complete an Early Status Report (ESR) or Deputy Report (DR)

Return to Home Page: 

## Sec 5.5 Cashflow Summary

 At Section 5.5 Cashflow Summary, you will find a summary of P's Cashflow for the reporting period, e.g. 01 Sep 2021 to 30 Nov 2021 (as shown below). The change in bank balances should tally with the cashflow summary to confirm that all transactions have been recorded.

- 25 (A) Review P's bank balance.  
(If applicable) Click on the button '**Go to 5.1 P's Assets**' to go to Section 5.1 to make changes.

<b>A</b> Change to bank balances (Closing balance - Opening balance)	-S\$20,000.00
Opening Balances as at 01 Sep 2021	S\$100,000.00
Closing Balances as at 30 Nov 2021	S\$80,000.00
If you wish to make any changes, click on the button.	
	<b>25</b> <a href="#">Go to 5.1 P's Assets</a>

- 26 (B) Review P's cashflow summary.  
(If applicable) Click on the button '**Go to Finance Tracker**' to go to the Finance Tracker to make changes. Refer to topic on **Finance Tracker** to learn more with step-by-step explanations.

<b>B</b> Cashflow summary (Monies received - P's monies spent)	-S\$20,000.00
Monies received between 01 Sep 2021 to 30 Nov 2021	S\$0.00
P's monies spent between 01 Sep 2021 to 30 Nov 2021	S\$20,000.00
If you wish to make any changes, click on the button.	
	<b>26</b> <a href="#">Go to Finance Tracker</a>

- 27 Check for any difference to (A) and (B). If there is a difference, please state reasons for differences.

<b>A</b> Change to bank balances (Closing balance - opening balance)	-S\$20,000.00
<b>B</b> Cashflow summary (Monies received - P's monies spent)	- -S\$20,000.00
<b>C</b> Difference (A - B)	S\$0.00
Please use the Finance tracker to record additional transactions to account for the difference as much as possible.	


- 28 Click '**Proceed to review**' to review your section once more. Click '**Edit**' if you need to edit the information.

[Back to Report Overview](#) [Save as draft](#) **28** [Proceed to review](#)

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec 5.5 Cashflow Summary

29 Click 'Confirm & Continue' to proceed.

 If you have a Joint Deputy or Joint Deputies, on clicking 'Confirm & Continue', you will be asked if you have discussed and agreed with your Joint Deputy/Deputies, before clicking 'Share'. Once you have shared Section 3.0 P's Particulars, you cannot edit the content again. If you need to double-check some information with your Joint Deputy, click 'Cancel' to check with him/her separately. Refer to **Cases with Joint Deputies** for step-by-step guide with screenshots.

**Declaration**

By ticking the boxes below, I declare and confirm the following:

- I declare that I have carried out my duties as a Deputy in accordance with the requirements of the [Mental Capacity Act](#), [Mental Capacity Regulations](#) and the [Code Of Practice](#).
- I confirm that I have taken all practicable steps to discuss with all other Deputies regarding the information given in this report and they have given their consent, agreement and/or approval for the submission of this report.
- I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the [Oath and Declaration Act 2000](#) and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.

[Back](#) 29 [Confirm & Continue](#)

With Joint Deputy/Deputies



**Have you discussed and agreed with your joint Deputies?**

If yes, click 'Share' to share this section with your joint Deputies for confirmation. If not, please click 'Cancel' and agree on the contents with your joint Deputies before clicking on 'Share'.

[Cancel](#) [Share](#)



**Section Shared.**

This section has been shared with your joint Deputy for review.

[Return to Report Overview](#)

Click 'Return to Report Overview' to work on other sections. This report section status will be updated to 'Pending Joint Deputy Confirmation' on your Overview. Your Joint Deputy/Deputies will be informed via SMS/ email/ Singpass/ OPGO mailbox.



# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 6.0 Complete Task List

**30** Click 'Go To Section'. Complete Section 6.0 Task to update the tasks assigned to you.

6.0 Task List Not Started **30** [Go to Section](#)

---

Please report on the tasks that you have been ordered to perform by the Court.  
*This section will take approximately [60] mins to complete*

- Only update the tasks assigned to you.
- For tasks not assigned to you, please inform the assigned Deputy(ies) to complete them.
- For tasks assigned to more than one Deputy, please discuss with the other Deputy(ies) and agree on the status of the task before updating them.

**31** For Personal Welfare (PW) or Property & Affairs (PA), you will be asked if you have completed the task(s) as per the Court Order.

**A.** If 'Yes', indicate when you completed the task. Attach supporting documents.

**B.** If 'No', state if you can complete the task by the deadline. If you selected 'No', provide reasons for not completing the task and state a reasonable date for completion.

Click 'Proceed to Review' to review the section.

**Personal Welfare**

6.1.1 Have you completed the following task as per the Court Order?  Yes  No **A**

Para No.	Description (As Stated in the Court Order)	Assigned to Deputy	Deadline
123	Feed my dog beanie, daily at 12 noon and remind P to walk Beanie at 5pm daily.	Darius, James	08 Apr 2022

**Property & Affairs**

6.2.1 Have you completed the following task as per the Court Order?  Yes  No **B**


Para No.	Description (As Stated in the Court Order)	Assigned to Deputy	Deadline
13	Send \$500 to Wife Angeline every month.	Terence Kong	01 Mar 2023

Can you complete the task by 01 Mar 2023?  Yes  No

Please provide reason for not completing the task.

0/4,000 Characters

Please state a reasonable date for completion (Subject to the approval of the Public Guardian)

Please select a date 


[Back to Report Overview](#)[Save](#)**31** [Proceed to Review](#)



# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Sec. 6.0 Task List

32 Click 'Confirm & Continue' to proceed.

 If you have a Joint Deputy or Joint Deputies, on clicking 'Confirm & Continue', you will be asked if you have discussed and agreed with your Joint Deputy/Deputies, before clicking 'Share'. Once you have shared Section 3.0 P's Particulars, you cannot edit the content again. If you need to double-check some information with your Joint Deputy, click 'Cancel' to check with him/her separately. Refer to **Cases with Joint Deputies** for step-by-step guide with screenshots.

**Declaration**

By ticking the boxes below, I declare and confirm the following:

- I declare that I have carried out my duties as a Deputy in accordance with the requirements of the [Mental Capacity Act](#), [Mental Capacity Regulations](#) and the [Code Of Practice](#).
- I confirm that I have taken all practicable steps to discuss with all other Deputies regarding the information given in this report and they have given their consent, agreement and/or approval for the submission of this report.
- I confirm that the statements and information I have given in this report are true and correct to the best of my knowledge, information and belief. The documents submitted along with this report are true and genuine based on the documents and/or information in my possession, custody and control. I am aware of the provisions of the [Oath and Declaration Act 2000](#) and that I shall be subject to the penalties provided by that Act for the making of false statements in the statutory declarations.

[Back](#) 32 [Confirm & Continue](#)

With Joint Deputy/Deputies



**Have you discussed and agreed with your joint Deputies?**

If yes, click 'Share' to share this section with your joint Deputies for confirmation. If not, please click 'Cancel' and agree on the contents with your joint Deputies before clicking on 'Share'.

[Cancel](#) [Share](#)




**Section Shared.**

This section has been shared with your joint Deputy for review.

[Return to Report Overview](#)


Click 'Return to Report Overview' to work on other sections. This report section status will be updated to 'Pending Joint Deputy Confirmation' on your Overview. Your Joint Deputy/Deputies will be informed via SMS/ email/ Singpass/ OPGO mailbox.

# Complete an Early Status Report (ESR) or Deputy Report (DR)

Return to Home Page: 

## Submit Report

**33** After completing all your required sections, scroll down to the bottom of the Report Sections and click '**Submit**' to submit your report.

 If there are more than one Deputies appointed, refer to the topic on **Cases with Joint Deputies** for more information.

5.0 P's Property & Affairs	Completed	<a href="#">View Section</a>
Please provide updates on P's Property & Affairs (e.g. Bank Accounts, Assets, Monies Received and Spent). <i>This section will take approximately [30] mins to complete</i>		
6.0 Task List	Completed	<a href="#">View Section</a>
Please report on the tasks that you have been ordered to perform by the Court. <i>This section will take approximately [60] mins to complete</i>		
<b>Scroll down to the bottom of the report</b>		
You have completed all the sections. Please click on Submit.		
		<b>33</b> <a href="#">Submit</a>

**34** The green tick shows that your report was successfully submitted.

You may click '**Logout**' to exit OPGO.



### Submission Successful

Your report has been submitted.  
Should you have any questions,  
please contact : enquiry@publicguardian.gov.sg

Submission Type  
ESR-123-2021-000055

Submitted On  
01 Mar 2022


[Back To Home](#)

**34** [Logout](#)

# Complete an Early Status Report (ESR) or Deputy Report (DR)

## Check Report Status

Once your report is submitted, under **'My Report'**, your submitted report status will show **'Submitted'**. You may check for your report status at **'Deputyship' > 'Court Order Number' > 'My Report' > 'Submitted Reports'**.

Case Detail Finance Tracker  **My Report**

**Outstanding Reports**


Filter By: **All** [Not Started](#) [In Progress](#) [Revision Required](#) [Revision In Progress](#)


Task No.	Due Date	Status	Submitted On
<a href="#">DR-123-2021-000039</a>	29 Jan 2023	In Progress	Not Submitted

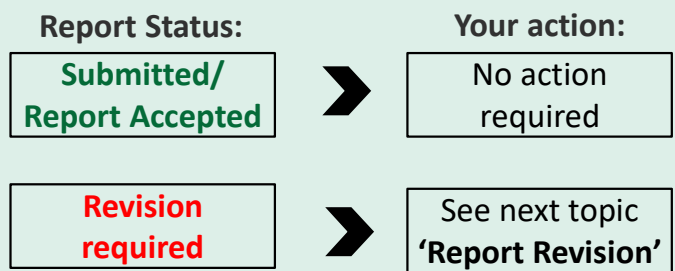
1 record

**Submitted Reports**

Filter By: **All** [Submitted](#) [Report Accepted](#)

Task No.	Due Date	Status	Submitted On
<a href="#">ESR-123-2021-000055</a>	14 Dec 2021	 Submitted	01 Mar 2022

 MSF OPG will review the report and contact or notify you (via SMS/ email/ OPGO mailbox/ Singpass Mobile) if it is accepted or requires clarifications.




**Outstanding Reports**


Filter By: [All](#) [Not Started](#) [In Progress](#) [Revision Required](#) [Revision In Progress](#)

Task No.	Due Date	Status	Submitted On
You do not have any report.			

**Submitted Reports**

Filter By: [All](#) [Submitted](#) [Report Accepted](#)

Task No.	Due Date	Status	Submitted On
<a href="#">ESR-djhfv-2021-000078</a>	29 Sep 2021	 Report Accepted	21 Sep 2021

-  In Joint Deputyship reporting, please note that:
- All Joint Deputies will need to login to OPGO to view/confirm the report content
  - No two Deputies can edit the report at the same time.

The following sequence of actions helps to ensure a smooth experience by Joint Deputies on OPGO.

- 1** Discuss
- Hold a meeting amongst all Joint Deputies via call or in-person. Discuss the following:
- The content of the report section for Joint Deputies
  - Sequence of who will edit the report.
  - E.g. *Deputy A > Deputy B > Deputy C*

- 2** Draft/ Edit
- First Deputy (i.e. Deputy A) to login in to OPGO to fill out the report first.
- At the end of the report section, click **'Save as Draft'**. Logout of OPGO.
  - Inform Deputy B to login to OPGO to check the report content.
- Joint Deputy to login to OPGO to verify the report content.
- In this draft stage, Deputy B can edit the report directly. After verifying/ editing, log out of OPGO.
  - (If applicable) Inform the next Deputy (i.e. Deputy C) to login to OPGO to check the report content.

- 3** Share
- After all Deputies have viewed and agreed on the details, at the end of the report section, the final reviewing Deputy (i.e. Deputy C) is to click **'Proceed to Review'**, **'Confirm & Continue'** and **'Share'**.

After which, no further amendments can be made to the report by any Deputy.

- 4** Confirm
- All other Joint Deputies are to login to OPGO to complete sections 1.0 and 2.0. Click **'Confirm Section'** to view and confirm sections 3.0 to 6.0 if you are granted the respective powers. Then, click **'Complete'** at the end of each section.

3.0 P's Particulars Pending Joint Deputy Confirmation **Confirm Section**

---

Please verify and update P's particulars.  
*This section will take approximately [15] mins to complete*

- 5** Submit
- After all sections are completed, the final Deputy (i.e. Deputy B) is to **'Submit'** the report at the Report Overview page.

You have completed all the sections. Please click on Submit.

**Submit**

- 1 After submitting your report, OPG will contact or notify you via SMS/ email/ Singpass Mobile (SPM)/ OPGO mailbox (where applicable) if your report requires clarifications or revision.

Once you receive the notification, please log in to OPGO.

At your Overview Page, under **You as a Deputy**, click **'Go to Report'** to view the report

You as a Deputy

Court Order Number <a href="#">123</a>	Name of P Alex Ong	Submission Deadline 14 Mar 2022 12:00 AM
Report Type Early Status Report	Report Id ESR-123-2021-000050	



- 2 Under **'My Report'**, your Report Status will show **Revision Required**.

Scroll down to Report Overview to make your revisions.

Case ID : 123

Your last visit: 01 Mar 2022 09:37 AM

Case Detail Finance Tracker My Report

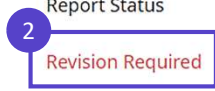


This report has been reviewed by OPG and has been returned to you and joint Deputies (if any) for revision. Please submit this report before 15 Mar 2022.

## Early Status Report : ESR-123-2021-000055

These are the details of the report:

Report ID ESR-123-2021-000055	Reporting Period 01 Sep 2021 - 30 Nov 2021
Report Submission Due Date 15 Mar 2022 ⓘ	Report Status <b>Revision Required</b>
Submitted By Darius	Submission Date 01 Mar 2022



- 3 Refer to the **'OPG Remarks'** to find out what remarks are made by OPG about your report.

3 OPG Remarks

Please provide clarifications on the status of P's assets in section 5.1.

- 4 Where a revision is required, all section statuses (except Section 1.0) will show **Not Started**. However, note that all information previously entered would have been saved.

Click **'Go to Section'** to review and complete your report sections accordingly.

## Report Sections

1.0 About Deputyship	Completed	<a href="#">View Section</a>
<p>This section is about the role and responsibilities of a Deputy. You must read this section before proceeding to the other sections. <i>This section will take approximately [10] mins to complete</i></p>		
2.0 Your Particulars	Not Started	<a href="#">Go to Section</a>
<p>Please verify and update your personal particulars. <i>This section will take approximately [5] mins to complete</i></p>		
3.0 P's Particulars	Not Started	<a href="#">Go to Section</a>
<p>Please verify and update P's particulars. <i>This section will take approximately [15] mins to complete</i></p>		

- 5 If all information is correct,
- Click [Proceed to Review](#) to review your information.
  - Click [Confirm & Continue](#)
  - Click [Complete](#) or [Share](#) (for joint deputy review) to complete the report section.

Repeat **steps 4-5** for the rest of the report sections.


- 6 After all sections are completed, return to Report Overview to click **'Submit'**.

If there are multiple Deputies, refer to instructions on [Cases with Multiple Deputies](#).

You have completed all the sections. Please click on Submit.

[Submit](#)



 Only Deputies who have been granted **Property and Affairs (PA) powers** can **edit the Finance Tracker**.

This section guides you to using the Finance Tracker when:

- You would like to enter new transactions on P's monies received and money spent **without updating the ESR/DR**; or
- You would like to enter P's transactions as you complete your ESR/DR.

## Updating Finance Tracker (*without updating ESR/DR*)

- 1 Login to OPGO via Singpass. On the overview page, under **You as Deputy**, click **'Go to Report'** on the relevant ESR/DR triggered in the system.

You as a Deputy

Court Order Number <u>123</u>	Name of P Alex Ong	Submission Deadline 14 Mar 2022 12:00 AM
Report Type Early Status Report	Report Id ESR-123-2021-000050	




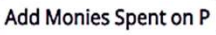
- 2 Click the **'Finance Tracker'** tab.

Case ID : 123

Case Detail  My Report



- 3 A summary of the monies received (in green) and monies spent (in orange) will be shown.

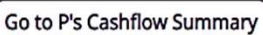
Click **'Add Monies Received'** or **'Add Monies Spent on P'** to add in new transactions within the reporting period. You can also click and go to sub-section 5.5 **'P's Cashflow Summary'**.

The summaries of monies received and spent on behalf of P for the various reporting periods are listed below:

Reporting Period 01 Dec 2021 - 30 Nov 2022

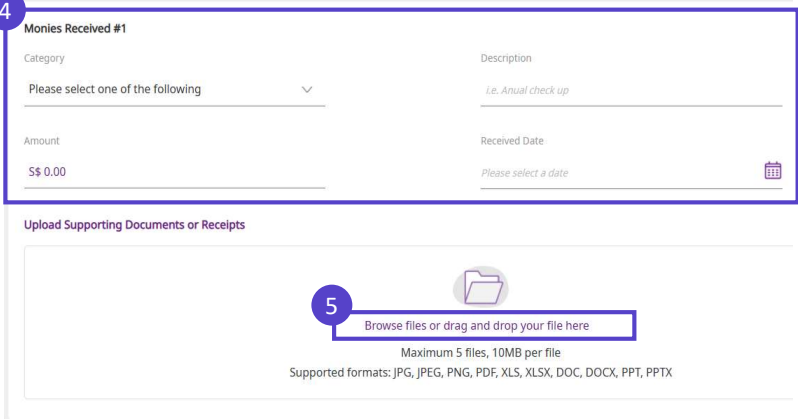
 <b>Monies Received</b> <b>S\$0.00</b> <a href="#">View Transactions</a>	 <b>Monies Spent on P</b> <b>S\$20,000.00</b> <a href="#">View Transactions</a>
--	---




**4** Enter the details of each transaction, including the category, description, amount and date.

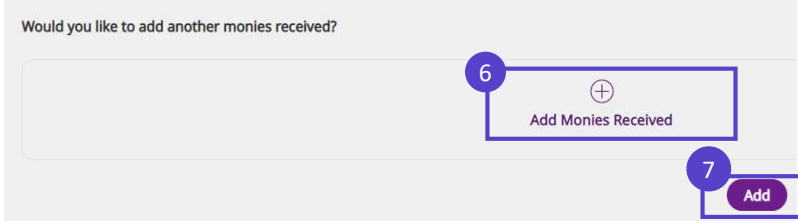
Categories include:

- Rental/ Property Sales
- Salary/ Pension
- Compensation
- Insurance
- Government Support
- Income from Investments
- CPF
- Others



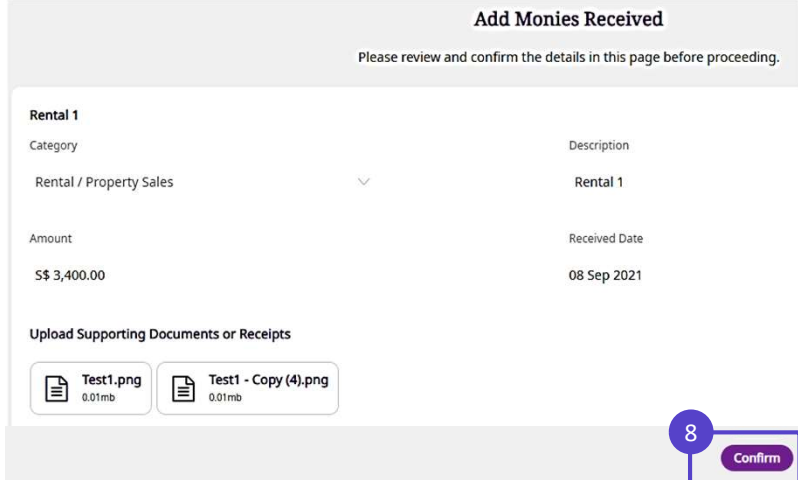
**5** Upload at least one supporting document for each category as a proof of transaction.

**6** (If applicable) Click the  icon to add another transaction.

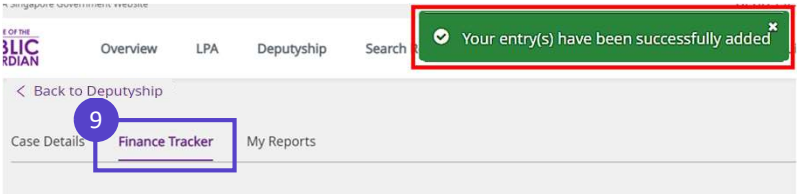


**7** Click **'Add'** to save the transaction(s) added.

**8** Review the transaction and click **'Confirm'**.

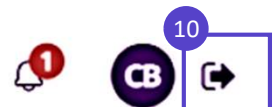


**9** The green box confirms that the record had been added successfully. Click **'Finance Tracker'** tab to return to Finance Tracker Overview.



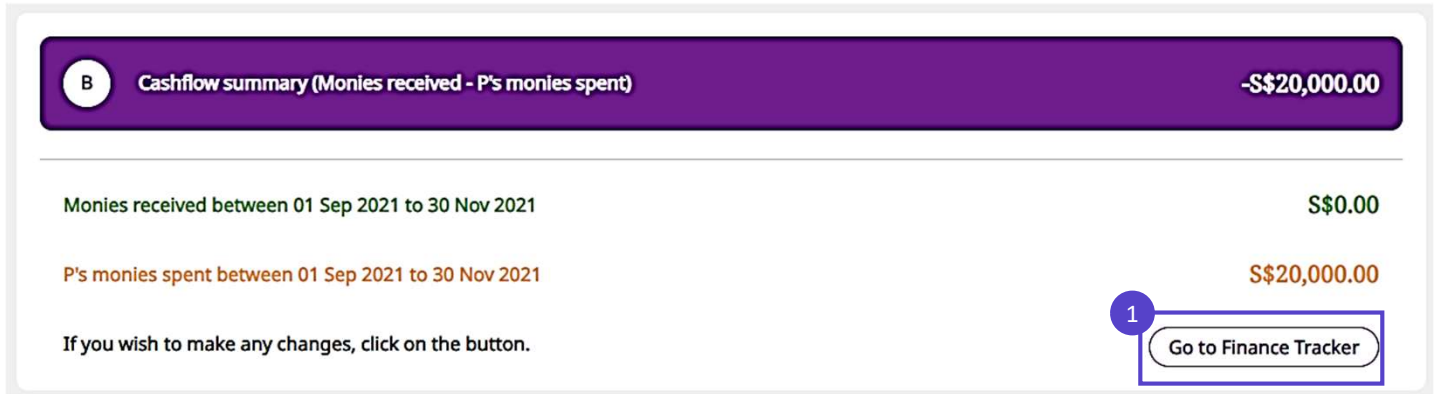
Follow **steps 3-8** anytime for new transactions to enter for **'Add Monies Received'** or **'Add Monies Spent on P'**.

**10** If there are no other transactions to add, scroll to the top right corner and log out of OPGO.



## Updating Finance Tracker *(when completing ESR/DR)*

- 1 When completing ESR/DR, should you notice any missing or inaccurate transaction records, click **'Go to Finance Tracker'** to amend an entry accordingly.



**B** Cashflow summary (Monies received - P's monies spent) -\$20,000.00

---

Monies received between 01 Sep 2021 to 30 Nov 2021 S\$0.00

P's monies spent between 01 Sep 2021 to 30 Nov 2021 S\$20,000.00

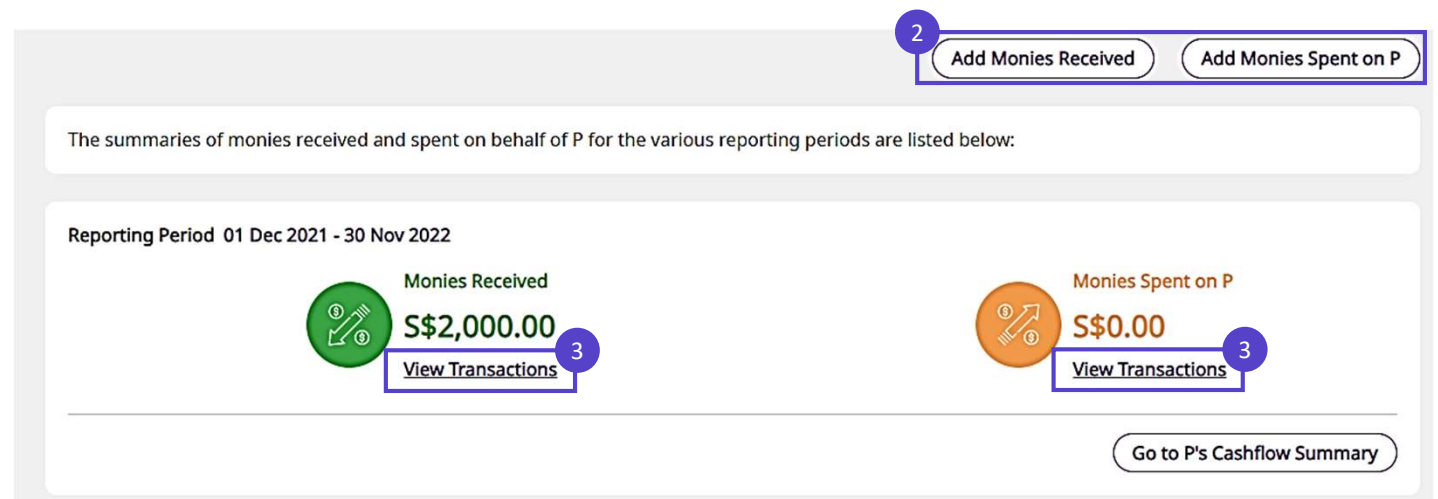
If you wish to make any changes, click on the button.

**1** [Go to Finance Tracker](#)

- 2 OPGO will bring you to the Finance Tracker page.

To add new transactions, click **'Add Monies Received'** or **'Add Monies Spent on P'**.

- 3 To amend any transactions, click **'View Transactions'** to see the details of each transaction.



**2** [Add Monies Received](#) [Add Monies Spent on P](#)

The summaries of monies received and spent on behalf of P for the various reporting periods are listed below:

---

Reporting Period 01 Dec 2021 - 30 Nov 2022

Monies Received

**S\$2,000.00**

**3** [View Transactions](#)

Monies Spent on P

**S\$0.00**

**3** [View Transactions](#)

[Go to P's Cashflow Summary](#)

4 All transactions entered by all Deputies will be reflected here.

Click on any transaction under **'Description'** to view more details of the transaction.

Click on **'Add Monies Received'** to enter more transactions on Monies Received for P

Case ID : 123
Your last visit: 04 Mar 2022 11:39 AM







Case Detail **Finance Tracker** My Report

**Monies Received for P between 01 Dec 2021 - 28 Feb 2022**



This is a summary of the total monies received for P. Please scroll down for detailed transactions. Click on button below to view P's Cashflow Summary in the Deputy Report.

[Go to P's Cashflow Summary](#)

**Summary of Monies Received for P**

					
Rental / Property Sales	Salary / Pension	Compensation	Insurance	Government Support	Income from Investments
<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

	
CPF	Others
<b>\$0.00</b>	<b>\$0.00</b>

**Total Monies Received**
**\$2,000.00**


**Transaction Records**

You may only amend/remove records which were uploaded by you. Should you wish to amend/remove transaction(s) uploaded by a joint Deputy, please approach him/her to do so.

Filter By

Category v

4 **Add Monies Received**

<span style="font-size: 0.8em;">4</span> Description	Category	Created By	Amount	Files	Received Date <span style="font-size: 0.8em;">^</span>
<b>Rental</b>	Rental / Property Sales	Darius	\$2,000.00	 1	02 Dec 2021

1 record

[Back](#)

Sample Illustration: Monies Received for P

4 All transactions entered by all Deputies will be reflected here.

Click on any transaction under '**Description**' to view more details of the transaction.

Click on '**Add Monies Spent on P**' to enter more transactions on Monies Spent on P.

Case ID : 123
Your last visit: 04 Mar 2022 11:39 AM







Case Detail
Finance Tracker
My Report




**Monies Spent on P between 01 Dec 2021 - 28 Feb 2022**

This is a summary of the total monies spent on P. Please scroll down for detailed transactions. Click on button below to view P's Cashflow Summary in the Deputy Report.

Go to P's Cashflow Summary

**Summary of Monies Spent on P**

					
Food & Sundries	Utilities	Medical	Transport	FDW Salary & Levy	Nursing Home Fees
<b>\$S\$0.00</b>	<b>\$S\$0.00</b>	<b>\$S\$0.00</b>	<b>\$S\$0.00</b>	<b>\$S\$0.00</b>	<b>\$S\$0.00</b>

		
Professional Fees	Loan Repayment	Others
<b>\$S\$0.00</b>	<b>\$S\$0.00</b>	<b>\$S\$0.00</b>

**Total Monies Spent on P**
**\$S\$0.00**

**Transaction Records**

Please provide supporting documents for all categories. For the Food and Sundries category, you may wish to provide consolidated monthly or yearly amounts.

You may only amend/remove records which were uploaded by you. Should you wish to amend/remove transaction(s) uploaded by a joint Deputy, please approach him/her to do so.

Filter By

Category ▼

Description	Category	Created By	Amount	Files	Paid-out Date ▲
Milk, Bread, Dried food, etc. for...	Food & Sundries	Darius	\$S\$200.00	📎 1	01 Jan 2022

Add Monies Spent on P

Sample Illustration: Monies Spent on P

- 5 Click **'Edit'** to edit the transaction details where needed.  
Note. The **'Edit'** button will only be shown if you are the Deputy who created the entry on Finance Tracker. If you noticed an error in an entry created by a Joint Deputy, please inform him/her separately to make the amendment.


Case Detail Finance Tracker My Report

**Monies Received :  
Rental**

**Rental**

Category	Description
Rental / Property Sales	Rental
Amount	Received Date
S\$ 1,000.00	01 Mar 2022

Supporting Documents or Receipts

 Rental Income\_2021-2022.pdf



5 **Edit** **Close**

- 6 After editing, click **'Next'** to proceed. Review the information and click **'Confirm'** again and you will find your record updated successfully. If more amendments are required, **repeat steps 3 – 6**. Once you have completed your amendments, return to your report to continue.


**Monies Received :  
Rental**


**Rental**

Category	Description
Rental / Property Sales	Rental (edit)
Amount	Received Date
S\$ 1,000.00	01 Mar 2022

  [Clear](#)

Upload Supporting Documents or Receipts

  
Browse files or drag and drop your file here  
Maximum 5 files, 10 MB per file  
Supported formats: JPG, JPEG, PNG, PDF, XLS, XLSX, DOC, DOCX, PPT, PPTX

 Rental Income\_2021-2022.pdf

6 **Cancel** **Next**