




## Annex C: Current vs. New deputy reporting process

### OFFICE OF THE PUBLIC GUARDIAN ONLINE (OPGO) PORTAL

## CHANGES TO DEPUTY REPORT (DR) SUBMISSION

### A Simple, Secure and Convenient Process

| BEFORE  | AFTER   |
|---|---|
| <ul style="list-style-type: none"><li>Standardised DR format</li><li>Manually track key duties stipulated in the Court Order</li><li>Manually enter Deputies' and P's particulars</li></ul>  | <ul style="list-style-type: none"><li>Customised DR format</li><li>Guided filing process with a 'To Do List', highlights Deputies' key duties</li><li>Personal particulars are auto-populated from MyInfo</li></ul> |
| <ul style="list-style-type: none"><li>Confidential information and documents submitted in reports via e-mail, hardcopy or online portal.</li></ul>   | <ul style="list-style-type: none"><li>Login via Singpass in OPGO ensures information is stored and uploaded in OPGO portal securely.</li></ul>  |
| <ul style="list-style-type: none"><li>Manually calculate expenses and monies received.</li><li>Receive reminder letters when a report is due.</li></ul>                                    | <ul style="list-style-type: none"><li>Finance tracker tool to manage monies received / spent on P's behalf and upload documents anytime and anywhere.</li><li>Receive reminders via e-mail or SMS.</li></ul>        |

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