

Lasting Power of Attorney Certificate Issuer Guide

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Lasting Power of Attorney (LPA) Certificate Issuer Guide

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1. Important Information for LPA Certification

- 1.1 From 14 November 2022, under the provisions of the Mental Capacity Act 2021, all submissions of the LPA for registration must be done electronically via the new OPG Online system (OPGO). As part of the transition to OPGO, OPG will accept hardcopy LPAs that have been certified by Certificate Issuers prior to the launch of OPGO but were not submitted in time before the launch. These hardcopy LPAs must be submitted to OPG within 6 months from date of donor's signature on the LPA.
- 1.2 Besides the transition provision mentioned above, the hardcopy form may be used with the Public Guardian's approval if it falls within the exceptional situations under Section 11(2A) of the Mental Capacity Act as listed below:
- (i) The Donor/Donee/Replacement Donee is unable to use OPGO due to the Donor's/Donee's/Replacement Donee's physical disability or other circumstances;
 - (ii) OPGO is unavailable;
 - (iii) The Donor/Donee/Replacement Donee does not have an electronic device to receive SMS to create and access his Singpass account/National Digital Identity (NDI); or
 - (iv) The Donor/Donee/Replacement Donee is not eligible for a Singpass account/NDI.
- 1.3 If the Donor wants to make a hardcopy LPA, please highlight the above exceptional situations where hardcopy LPAs are allowed. The exceptions are stated in the hardcopy form as well. If the Donor does not fall within any of the exceptions, the application will be rejected. Instead, please help the donor make an online application, where donors/donees' particulars will be populated from Myinfo directly.
- 1.4 If a hardcopy LPA application is necessary, please note that the requirement of red seal for Donors, Donee's witness for hardcopy LPA, and supporting documents (e.g. photocopies of NRICs) remain. However, the red seal is not needed for Donees. Another difference is that **Donor will be deemed the default applicant** for hardcopy LPA application post OPGO launch, to align with the approach in OPGO.

2. Your Roles and Responsibilities as a Certificate Issuer (CI)

2.1 Your role as the LPA Certificate Issuer (CI) is important in the process of a donor executing a Lasting Power of Attorney (LPA). As a CI, you act as a critical safeguard to ensure:

- (a) Donor understands that the LPA is a legal document and a deed, the purpose of the LPA and scope of authority conferred under it i.e., Donee(s) can be appointed to act in the two broad areas of **personal welfare** and/or **property & affairs** matters and is given the authority to sign deeds on the Donor's behalf;
- (b) no fraud or undue pressure is being used to induce the Donor to create an LPA; and
- (c) there is nothing else that will prevent an LPA from being created.

2.2 You may be a CI if you are:

- (a) A legally qualified medical practitioner who is registered as specialist in psychiatry under the Medical Registration Act (Cap. 174);
- (b) A legally qualified medical practitioner who is accredited* by the Public Guardian to issue LPA Certificates; and
- (c) An advocate and solicitor of the Supreme Court who has in force a practising certificate# under the Legal Profession Act (Cap. 161).

*Medical practitioners will be required to successfully complete the LPA Certificate Issuer Training Module and be accredited by OPG.

#This excludes lawyers registered under section 36E Legal Profession Act.

2.3 To prevent a conflict of interest, you will be disqualified from certifying a particular LPA if you are:

- (a) A family member of the Donor;
- (b) A Donee of that power;
- (c) A Donee of any other lasting power of attorney which has been executed by the Donor (whether or not it has been revoked);
- (d) A family member of a Donee within sub-paragraphs (b) and (c);
- (e) A director or an employee of a person other than an individual acting as a Donee within sub-paragraphs (b) and (c);
- (f) A business partner or an employee of -
 - i. The Donor; or
 - ii. A Donee/Replacement Donee within sub-paragraphs (b) and (c);
- (g) An owner, a director, a manager, or an employee of any care facility where the Donor lives or is cared for when the instrument is executed; or
- (h) A family member of a person within sub-paragraph (g).

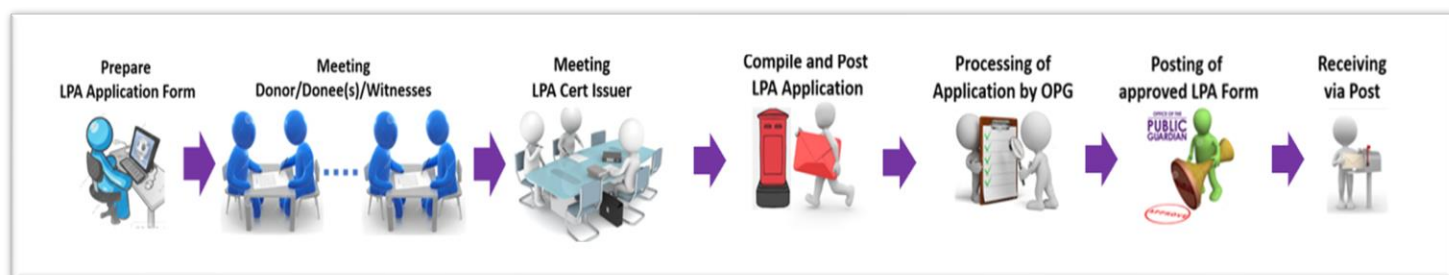
2.4 As a CI, it is a good practice to keep clear and detailed records of the steps you took to arrive at your decision to issue an LPA Certificate. You should keep notes of your professional assessment, the factors you have considered in the certification process and reasons for certifying the LPA. These records may also include your conversations and/or prior discussions (if any) with the donor and/or other relevant parties in the material period prior to and during the donor's execution of the LPA. OPG may ask you for these details should there be a challenge to the certification process.

2.5 Should you wish to update your personal particulars (e.g. contact information, place of practice etc.), please contact your professional organisations directly, i.e. medical practitioners to contact Singapore Medical Council (SMC), and lawyers to contact Legal Services Regulatory Authority (LSRA).

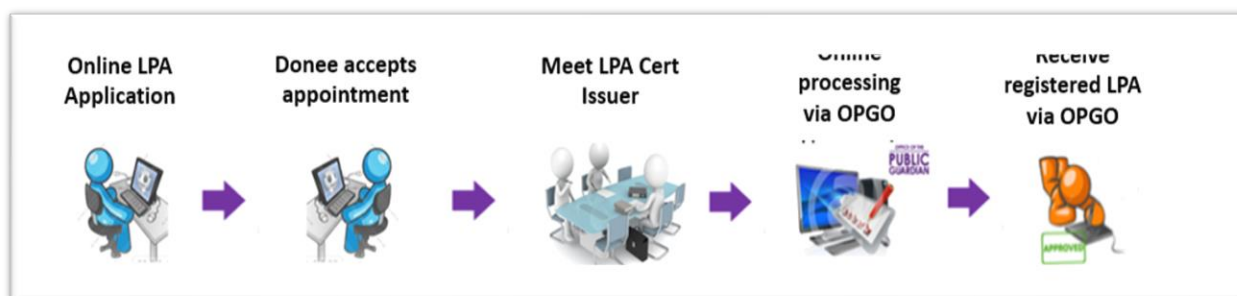
3 OPG Online System (OPGO)

- 3.1 The Mental Capacity Act was amended on 6 July 2021 to enable LPAs to be made and registered electronically through OPGO for greater convenience.
- 3.2 With OPGO, users such as Donors, Donees and CIs can log in to OPGO using Singpass (licensed trust companies acting as Donees and CIs can log in via Corppass as well) to transact with OPG directly, and signing can be done using National Digital Identity (NDI) electronically for Donors and CIs. The **NDI** initiative was introduced to provide greater convenience and security for citizens to transact online with the Government and other private service providers.
- 3.3 The following diagram and table summarise the key differences between the OPGO and the hardcopy CI certification processes.

Hardcopy LPA form processes



LPA processes post OPGO



Hardcopy LPA processing	Online LPA processing
CI goes through hardcopy LPA with Donor	CI retrieves (keys in Donor's NRIC and the LPA access code from Donor) the online LPA from system and goes through it with Donor.
Wet ink signatures and red seals for Donor only	Digital signing via NDI. No red seals needed.
Donor/Donee submits LPA application to OPG via post or in person; both Donor and Donee can be the applicant.	CI submits LPA application on behalf of Donor through OPGO; Donor is the default applicant
Amendments can be made on hardcopy LPA and initialing against the change	Online LPA cannot be amended after submission. Donor to make a fresh LPA if there are changes.

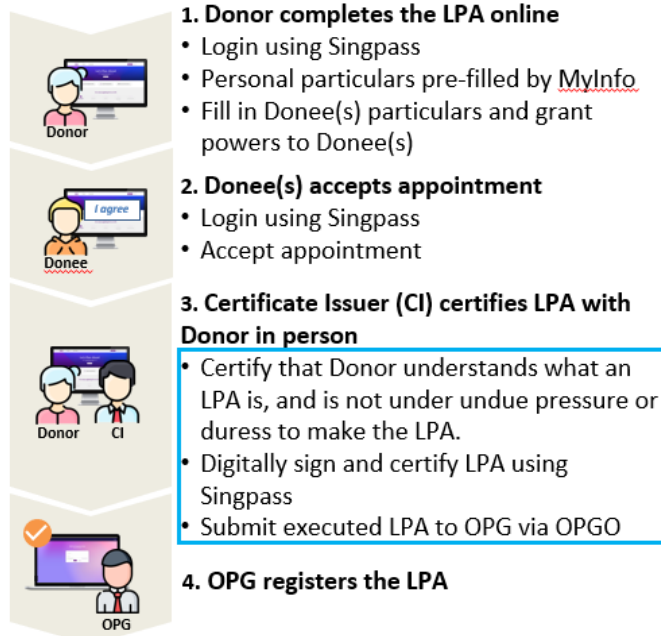
- 3.4 OPGO provides users with greater security. CIs with Singpass or Corppass can log in to OPGO to certify LPAs.
- 3.5 OPGO also provides users with greater convenience. CI benefits from more expedient and error-free certification process in OPGO with automatic population of data fields and data verification. With system prompts, there is less chance of missing fields or data entry errors (e.g. NRIC, dates, signature, etc). Documents can be digitally signed by scanning a QR code using the Singpass App with NDI enabled.
- 3.6 OPGO also has speech to text feature for Visual Handicapped individuals.
- 3.7 **National Digital Identity**

When confirming the appointment for the visit for LPA certification, please remind Donors to bring their smartphones with Singpass App installed and to set up their NDI. Smartphones are needed to receive the LPA access code and to sign digitally using NDI. Hence, it must be the same phone that carries the phone number they have filled in for their LPA draft. Please refer to the Singpass app directly as it prompts users to set up their NDI automatically before signing documents. FAQs on digital signing can be found here: [Singpass - FAQ](#) (Singpass features > Digital Signing).

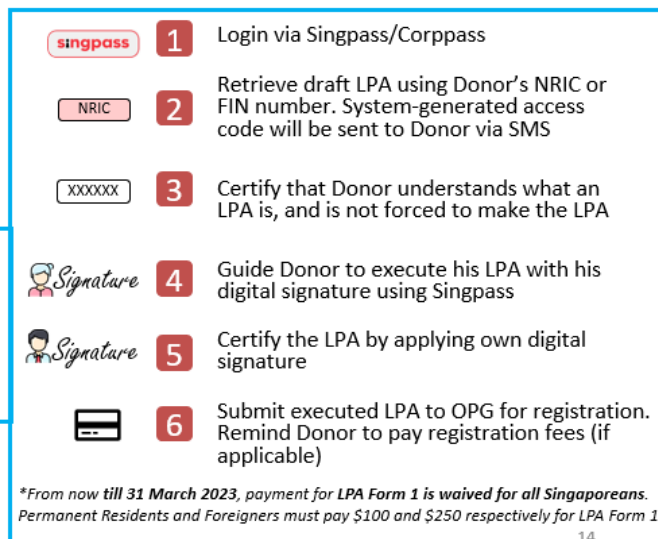
4 LPA Certification on OPGO (Step-by-Step Guide)

- 4.1 You must ensure that the Donor is **physically** present before you when you certify the LPA. Donee's presence is not necessary, but Donee must have accepted his/her appointment in the draft LPA before you can commence the certification process.

LPA Form 1 Process Flow



CI's steps to certify an LPA on OPGO



4.2 Before you start the certification process:

- You need to have a laptop/tablet to log in to OPGO and a smartphone with Singpass App downloaded to sign digitally using NDI.
- You should check whether you are able to access OPGO as a Certificate Issuer i.e. you should see the field "Search for an LPA to certify" on your dashboard after you log in. If you are unable to do so, please contact OPG at enquiry@publicguardian.gov.sg for assistance.
- Donor needs to have a smartphone with Singpass App to receive the LPA access code and to sign digitally using NDI (please refer to para 3.7 above on the specific requirements). Please assist the donor if he/she is unable to install the Singpass App.
- Do note that you can proceed only if there is an LPA draft which is pending CI's certification, i.e. all the Donees and Replacement Donees have consented to the appointment(s).

Refer to Annex A for CI checklist before certification process.

4.2.1 OPGO Login

- Navigate to OPGO landing page (<https://opg-eservice.msf.gov.sg>).
- If you wish to watch a video guide on how to certify an LPA in OPGO before you start, move your cursor over to 'As a Certificate Issuer' and click on the hyperlink to watch the video.



Scan this QR code to be directed to OPGO

Find out more about what you can do

Click any box below for an instructional video

As a Donor

Find out how to make an LPA



As a Donee

Find out how to accept your appointment



As a Deputy

Find out how to submit a Deputy Report



As a Certificate Issuer

Find out how to certify an LPA



Click here for a video guide on how to certify an LPA.



(iii) Click on "Login" to certify a Donor's LPA.



Services Quick Guides FAQ

Login

Click here to log in to certify a Donor's LPA.

Let's Plan Ahead

Apply for a Lasting Power of Attorney (LPA).

Apply for an LPA

Check LPA Status

Accept Donee's Appointment

Submit Deputy Report

It is easy applying for an LPA



1

Read important

2

Verify personal

3

Appoint your

4

Visit Certificate

5

Submit LPA and

4.2.2 Log in to OPGO using your Singpass or Corppass and you will be prompted to sign in using either QR code or password login. For Corppass users, **your Corppass Admin must set up and assign “MSF-OPGO-CP” e-Service to you** before you can log onto OPGO with your Corppass for transactions in the OPGO portal. Please refer to [Corppass website](#) for more information.

A Singapore Government Website

OPGO 1.0.8 [2021/11/11 22:00][UAT][H8]

Office of the Public Guardian

Services Quick Guides FAQ

Login

Select your authentication method

Personal Login

Business User

singpass

corppass

Office of the Public Guardian, Ministry of Social and Family Development

Donor Donee Deputy Certificate Issuer

Tel: 1800 111 2222
Monday to Friday: 8.30am to 6pm
Saturday: 8.30am to 1pm
Email: enquiry@publicguardian.gov.sg

FAQ Contact Us Feedback

For Singpass login:

A Singapore Government Agency Website

singpass

Advisory Note

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Log in with Singpass

Your trusted digital identity

Scan with Singpass app to log in

Don't have Singpass app? [Download now](#)

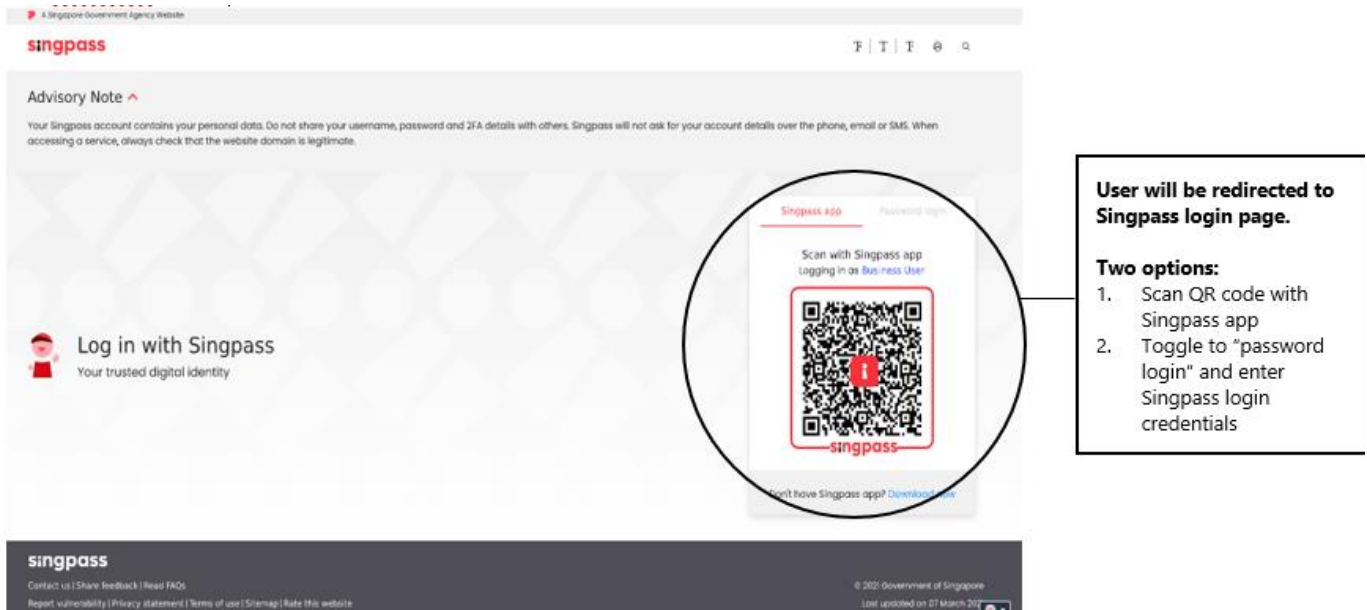
Two options:

1. Scan QR code with Singpass app
2. Toggle to "Password login" and enter Singpass login credentials

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For Corppass login:



The screenshot shows the Singpass login page. A callout box points to a QR code on the page. The callout box contains the following text:

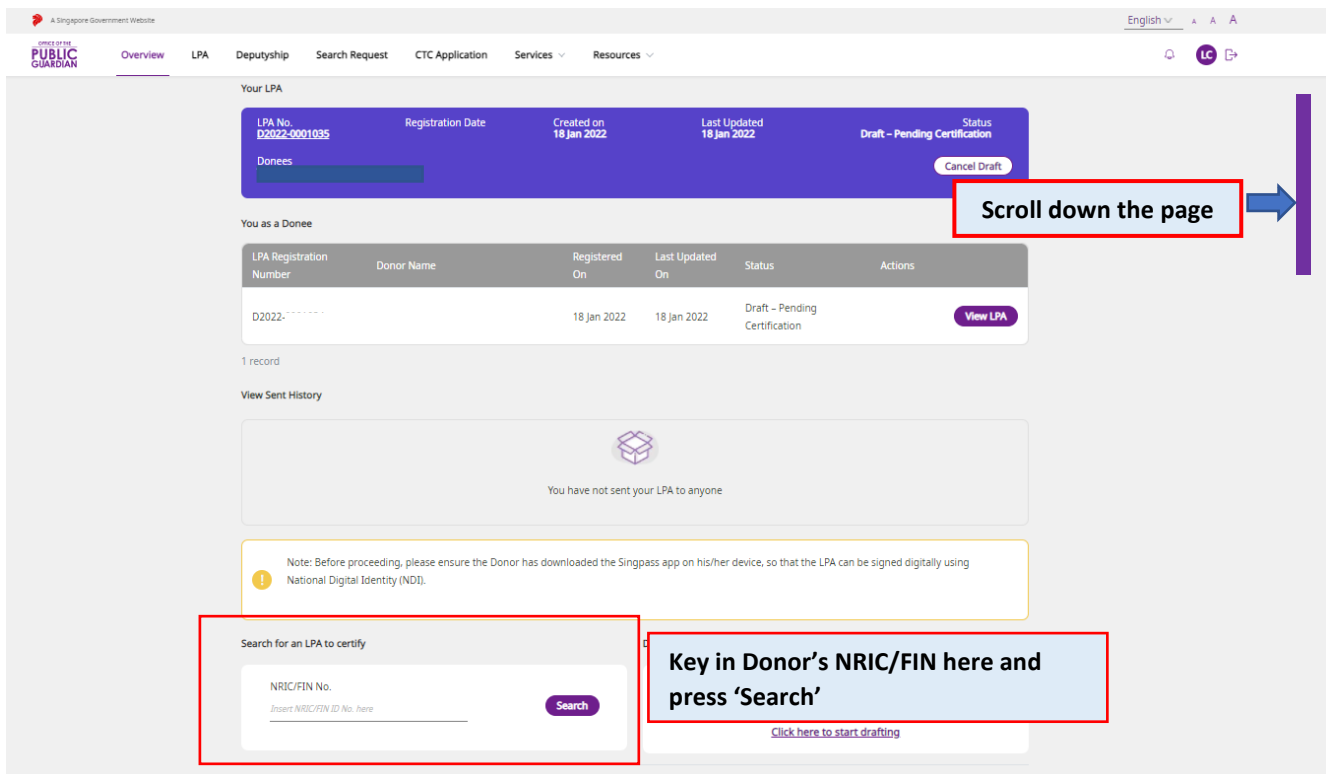
User will be redirected to Singpass login page.

Two options:

1. Scan QR code with Singpass app
2. Toggle to "password login" and enter Singpass login credentials

4.2.3 Search for Donor's LPA draft

You will be directed to your dashboard after your login. Input the Donor's NRIC/FIN No. and click on 'Search' to start the certification process. Please do not proceed with the certification if your particulars are wrong.



The screenshot shows the LPA dashboard. A callout box points to the search field, and another callout box points to the scroll bar. The search field contains the following text:

Search for an LPA to certify

NRIC/FIN No.
Insert NRIC/FIN ID No. here

Search

Key in Donor's NRIC/FIN here and press 'Search'

[Click here to start drafting](#)

Scroll down the page

4.2.4 Verify the Donor's particulars and the LPA draft

Check the Donor's NRIC/FIN no. again. Click on **"Generate Access Code"**. A SMS containing the 6-digit access code will be sent to the Donor's mobile phone as stated by the Donor in OPGO. The Donor will receive an SMS on the spot which reads: *"Dear SXXXXXXXX, enter access code XXXXXX to start session with the Certificate Issuer. Contact OPG for assistance if needed"*. Enter the access code and click **'Submit'** to start the shared session with Donor. This is a safeguard to ensure that the person present in front of you is the Donor.

Certify LPA Step 1 to 5 will take up to 20 mins to complete

1 Retrieve LPA **2** Review LPA **3** LPA Certification **4** Sign and Witness **5** Submission

Retrieve LPA
Please enter the access code

To ensure secure retrieval of the LPA, CIs are required to enter the access code sent to the Donor via SMS to the mobile number stated in the LPA. The access code can also be retrieved via email and Singpass app. Click 'Generate Access Code' for the system to send the code to the Donor now.

Donor's NRIC/FIN ID No. 784I

Generate Access Code **Click here to generate Access code**

Certify LPA Step 1 to 5 will take up to 20 mins to complete

1 Retrieve LPA **2** Review LPA **3** LPA Certification **4** Sign and Witness **5** Submission

Retrieve LPA
Please enter the access code

To ensure secure retrieval of the LPA, CIs are required to enter the access code sent to the Donor via SMS to the mobile number stated in the LPA. The access code can also be retrieved via email and Singpass app. Click 'Generate Access Code' for the system to send the code to the Donor now.

Donor's NRIC/FIN ID No. 784I

Access Code **Enter the 6-digit Access Code that was sent to Donor here**

If donor does not receive an Access Code via SMS within 30 seconds, [please click here to resend Access Code](#)

Submit

4.2.5 Review and Certify

Review all the information in the LPA (Donor's particulars, Donee's particulars, powers granted and manner of acting etc.) with the Donor to ensure that all are in order. Remind the Donor to check the details as no amendment can be made once the LPA is submitted for registration. The Donor will have to revoke the LPA and submit a fresh application for any amendment after submission.

A Singapore Government Website

OPGO 1.0.8 [2021/11/11 22:00][UAT][H8]

OFFICE OF THE PUBLIC GUARDIAN

Overview LPA Deputyship Search Request CTC Application Services Quick Guides

Certify LPA

Step 1 to 5 will take up to 20 mins to complete

- 1 Retrieve LPA
- 2 Review LPA
- 3 LPA Certification
- 4 Sign and Witness
- 5 Submission

Donor [View LPA](#)

Donor's Particulars

Full Name as in NRIC/FIN No. VELLE YAN	NRIC/FIN No. S999	Date Of Birth 14 Jan
Gender Female	Residential Status Singapore Citizen	Nationality SINGAPORE CITIZEN
Race MALAY	Dialect MALAY	

Address as in NRIC/FIN No. Address Format

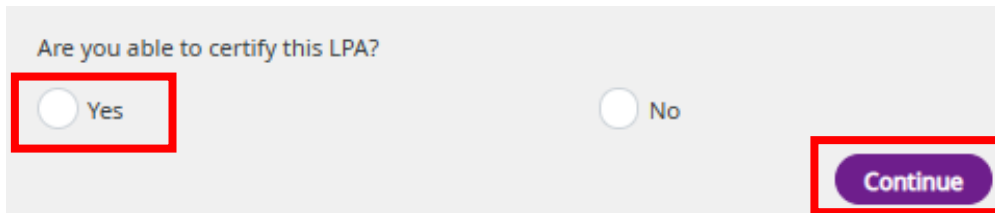
Scroll down to review entire LPA

Review and update your particulars i.e. MCR/AAS number, Name of Practice, Email Address and Contact No.

Particulars of Certificate Issuer

Name of Certificate Issuer TANG XIAN HUI TENG XIAN HUI BERNICE TANG	MCR / AAS AAS 12345/2022	
Name of Practice ABC Law Firm	Email Address (If Applicable)	Contact No. 91000000

4.2.6 After reviewing the LPA and interacting with the Donor, assess if you can certify the LPA. Select **'Yes'** and click **'Continue'** if you assess that Donor is fit to execute an LPA and fulfils the criteria listed. If there is doubt on any of the three criteria, please check the second box **'No'** to indicate that you are unable to certify the LPA. The certification will be halted, and you will be redirected to your dashboard.

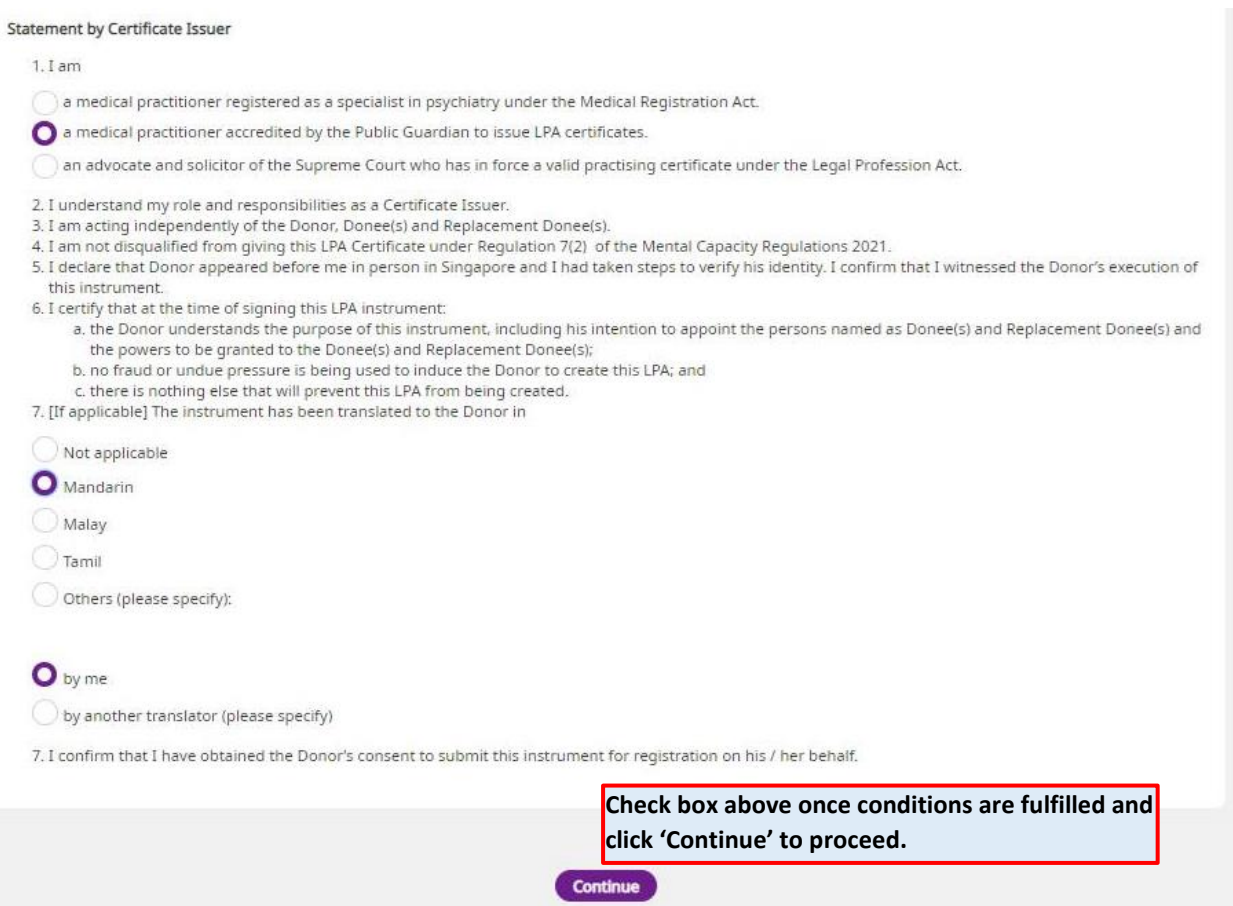


Are you able to certify this LPA?

Yes No

Continue

4.2.7 After clicking **'Yes'** and **'Continue'** in Step 6, a new section on “Statement by Certificate Issuer” will appear. If translation is required, please ensure that the translator is at least 21 years old and is not any Donee/ Replacement Donee appointed in the LPA. Select the language that the translation was made in (if applicable) and click **'Continue'**.



Statement by Certificate Issuer

1. I am

- a medical practitioner registered as a specialist in psychiatry under the Medical Registration Act.
- a medical practitioner accredited by the Public Guardian to issue LPA certificates.
- an advocate and solicitor of the Supreme Court who has in force a valid practising certificate under the Legal Profession Act.

2. I understand my role and responsibilities as a Certificate Issuer.

3. I am acting independently of the Donor, Donee(s) and Replacement Donee(s).

4. I am not disqualified from giving this LPA Certificate under Regulation 7(2) of the Mental Capacity Regulations 2021.

5. I declare that Donor appeared before me in person in Singapore and I had taken steps to verify his identity. I confirm that I witnessed the Donor's execution of this instrument.

6. I certify that at the time of signing this LPA instrument:

- a. the Donor understands the purpose of this instrument, including his intention to appoint the persons named as Donee(s) and Replacement Donee(s) and the powers to be granted to the Donee(s) and Replacement Donee(s);
- b. no fraud or undue pressure is being used to induce the Donor to create this LPA; and
- c. there is nothing else that will prevent this LPA from being created.

7. [If applicable] The instrument has been translated to the Donor in

- Not applicable
- Mandarin
- Malay
- Tamil
- Others (please specify):

by me

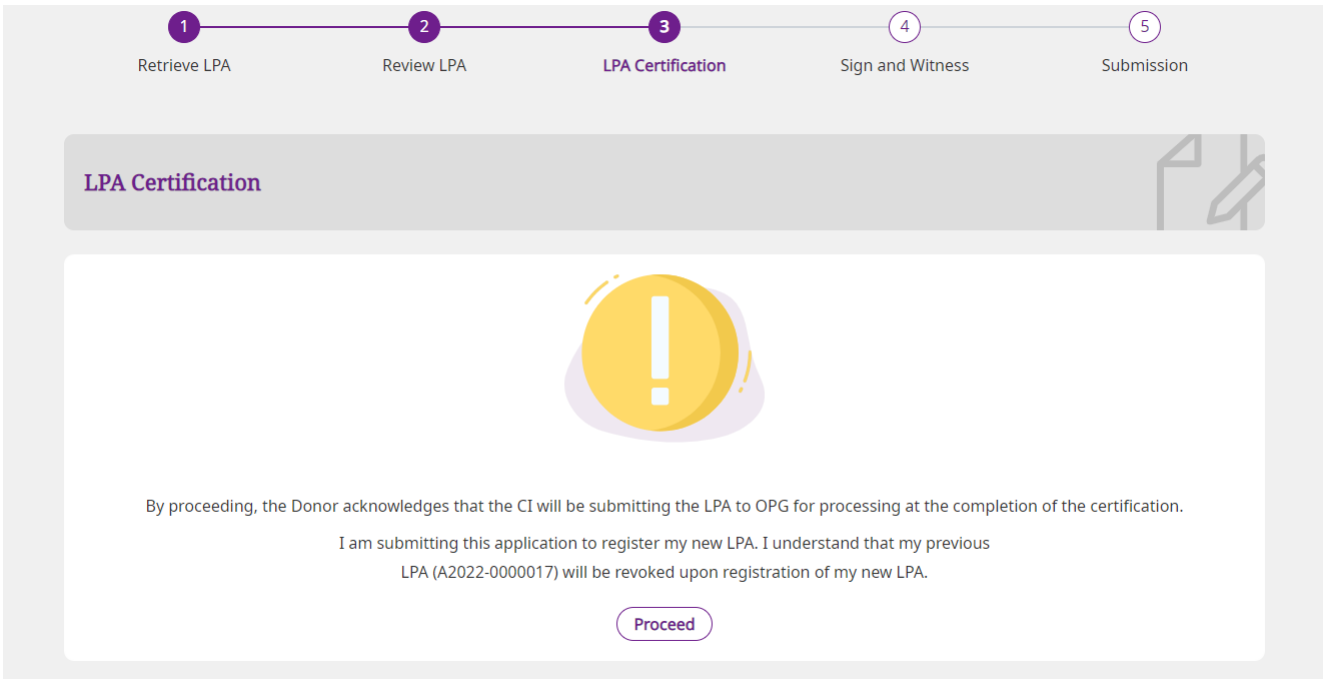
by another translator (please specify)

7. I confirm that I have obtained the Donor's consent to submit this instrument for registration on his / her behalf.

Check box above once conditions are fulfilled and click 'Continue' to proceed.

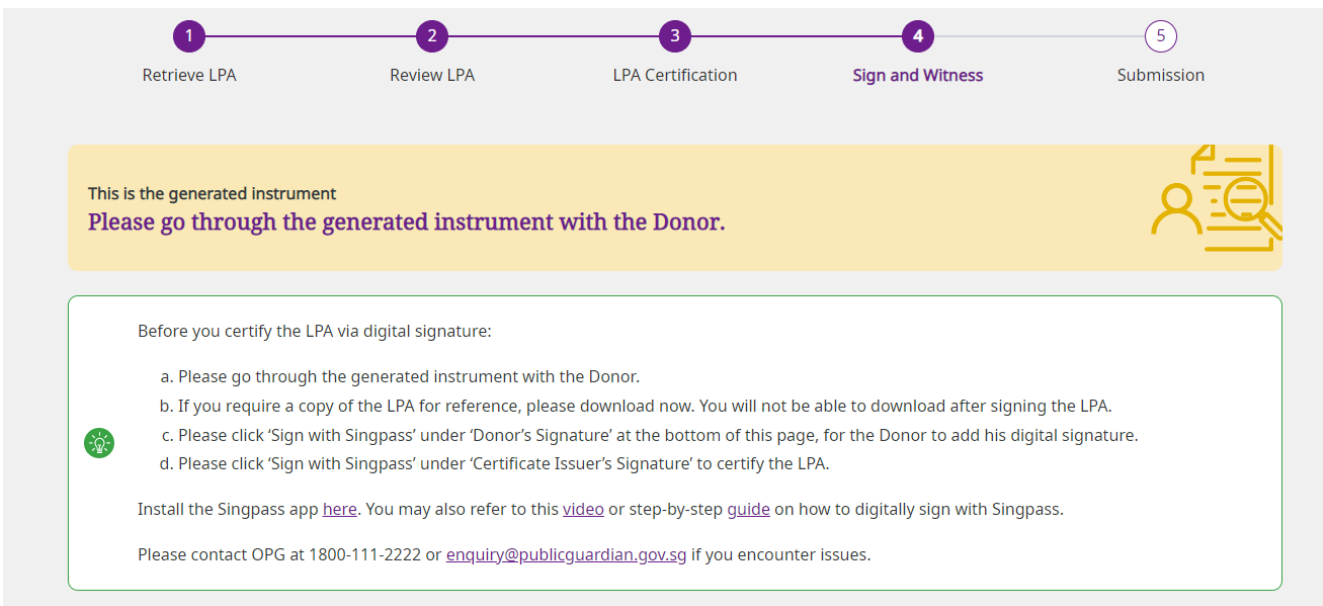
Continue

4.2.8 Please read the instructions carefully and confirm with the Donor that he/she authorises you to submit the LPA to OPG after certification before clicking **'Proceed'**. If you are unable to certify the LPA at this session, the Donor will need to visit a CI for LPA certification again.



The screenshot shows a progress bar at the top with five steps: 1. Retrieve LPA, 2. Review LPA, 3. LPA Certification (highlighted), 4. Sign and Witness, and 5. Submission. Below the progress bar is a header for 'LPA Certification' with a document icon. The main content area features a large yellow warning icon with an exclamation mark. Below the icon, the text reads: 'By proceeding, the Donor acknowledges that the CI will be submitting the LPA to OPG for processing at the completion of the certification. I am submitting this application to register my new LPA. I understand that my previous LPA (A2022-0000017) will be revoked upon registration of my new LPA.' At the bottom of this section is a 'Proceed' button.

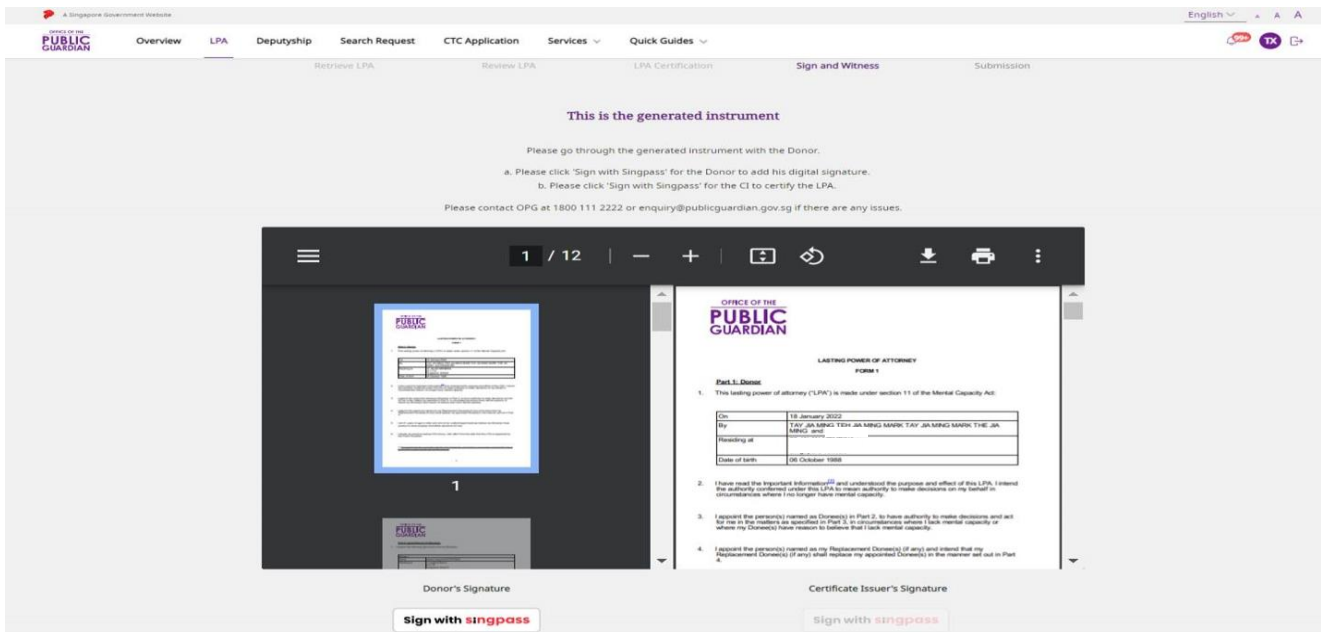
Please go through the generated instrument with the Donor before you certify the LPA via digital signature.



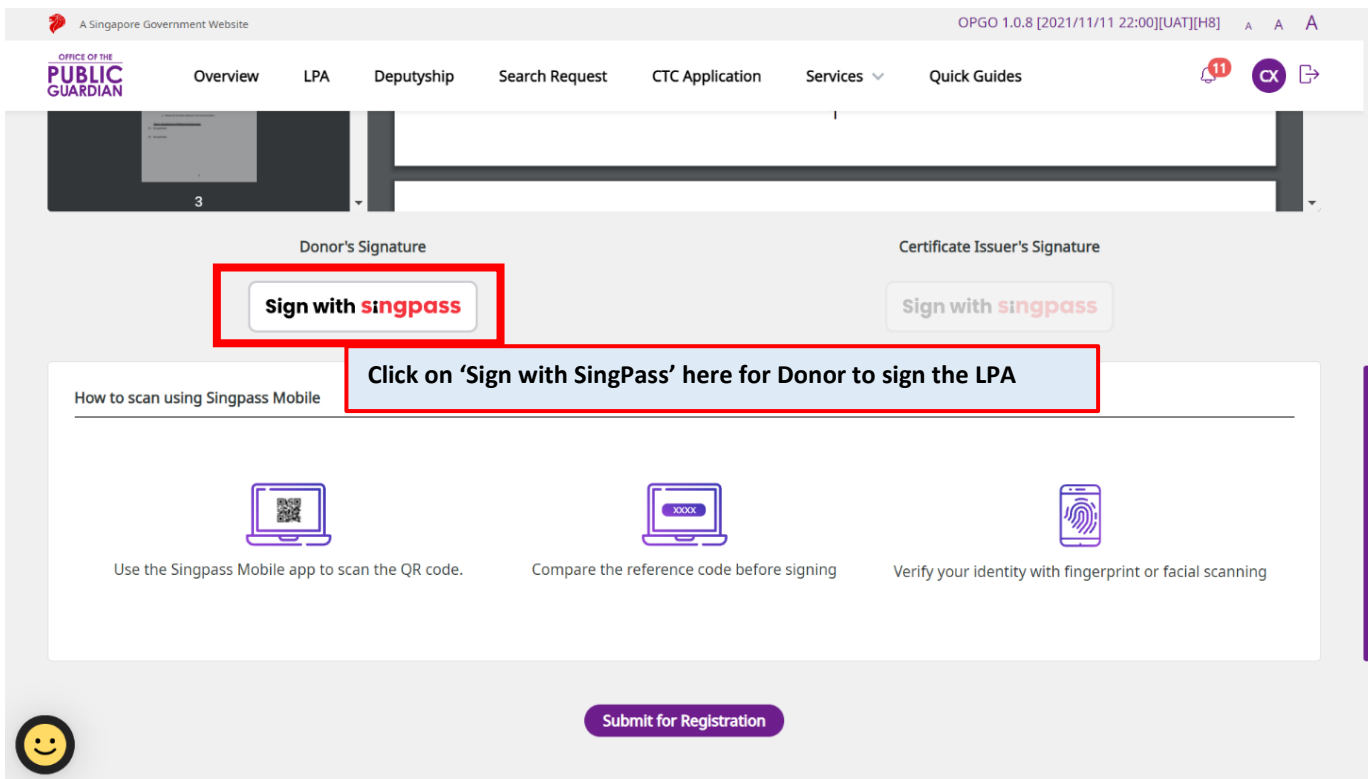
The screenshot shows a progress bar at the top with five steps: 1. Retrieve LPA, 2. Review LPA, 3. LPA Certification, 4. Sign and Witness (highlighted), and 5. Submission. Below the progress bar is a yellow header with the text: 'This is the generated instrument. Please go through the generated instrument with the Donor.' To the right of this text is an icon of a person with a document and a magnifying glass. The main content area is enclosed in a green border and contains the following text: 'Before you certify the LPA via digital signature: a. Please go through the generated instrument with the Donor. b. If you require a copy of the LPA for reference, please download now. You will not be able to download after signing the LPA. c. Please click 'Sign with Singpass' under 'Donor's Signature' at the bottom of this page, for the Donor to add his digital signature. d. Please click 'Sign with Singpass' under 'Certificate Issuer's Signature' to certify the LPA. Install the Singpass app [here](#). You may also refer to this [video](#) or step-by-step [guide](#) on how to digitally sign with Singpass. Please contact OPG at 1800-111-2222 or enquiry@publicguardian.gov.sg if you encounter issues.'

4.2.9 Signing with NDI

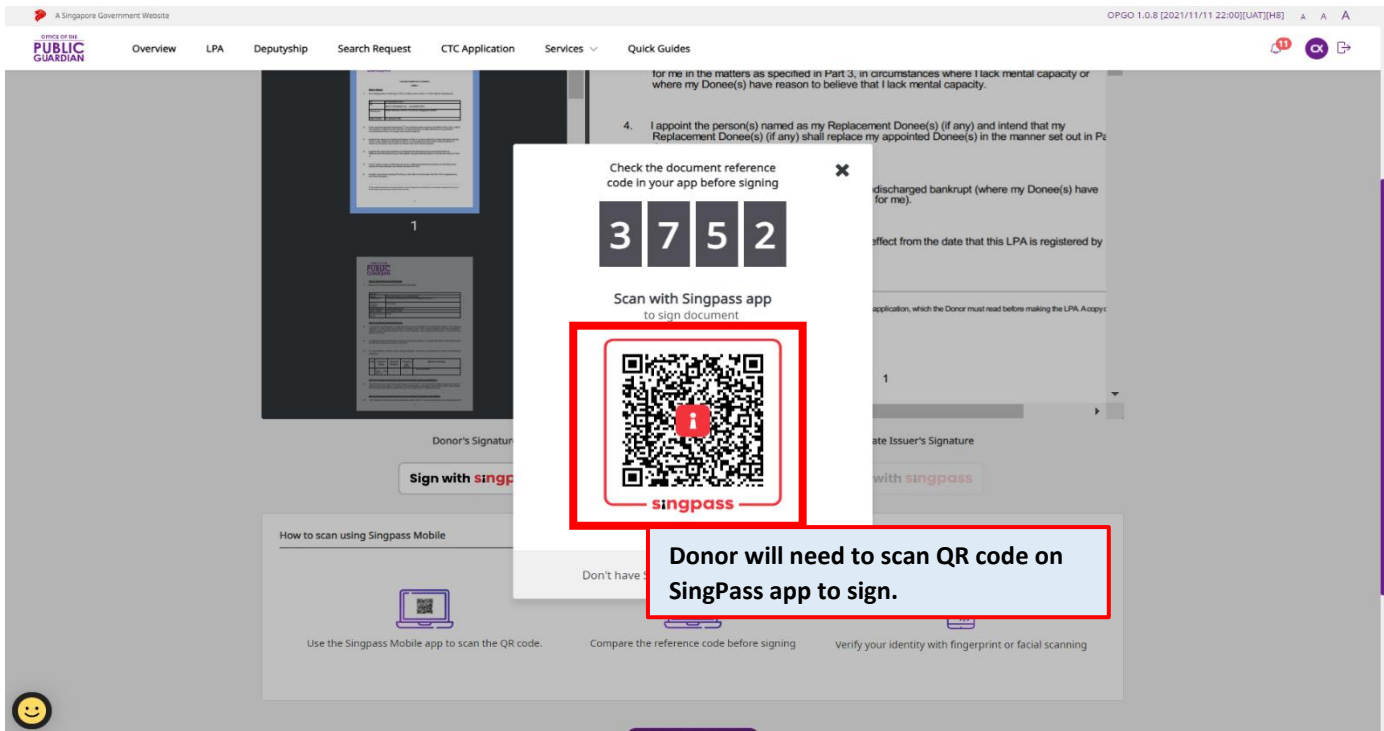
The LPA will be generated by the system. Review the draft LPA with the Donor.



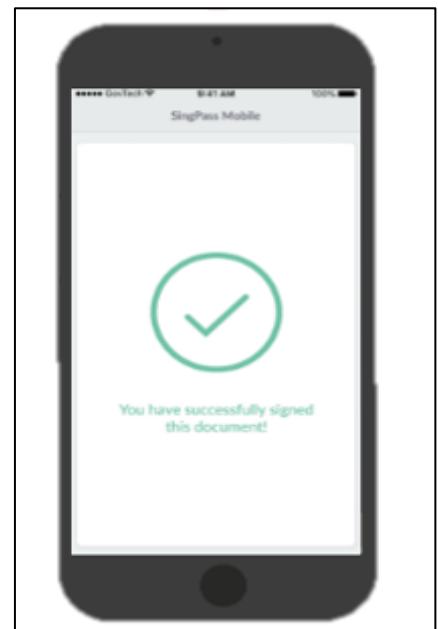
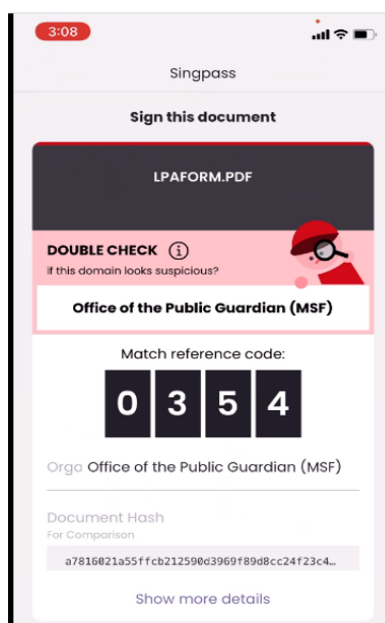
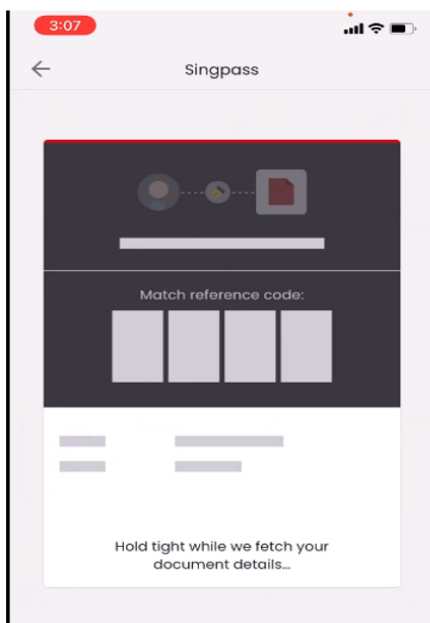
4.2.10 Both Donor's and CI's digital signatures will be required. Click on 'Sign with SingPass' under Donor's Signature for the Donor to sign the instrument using NDI. Donor will sign before CI signs.



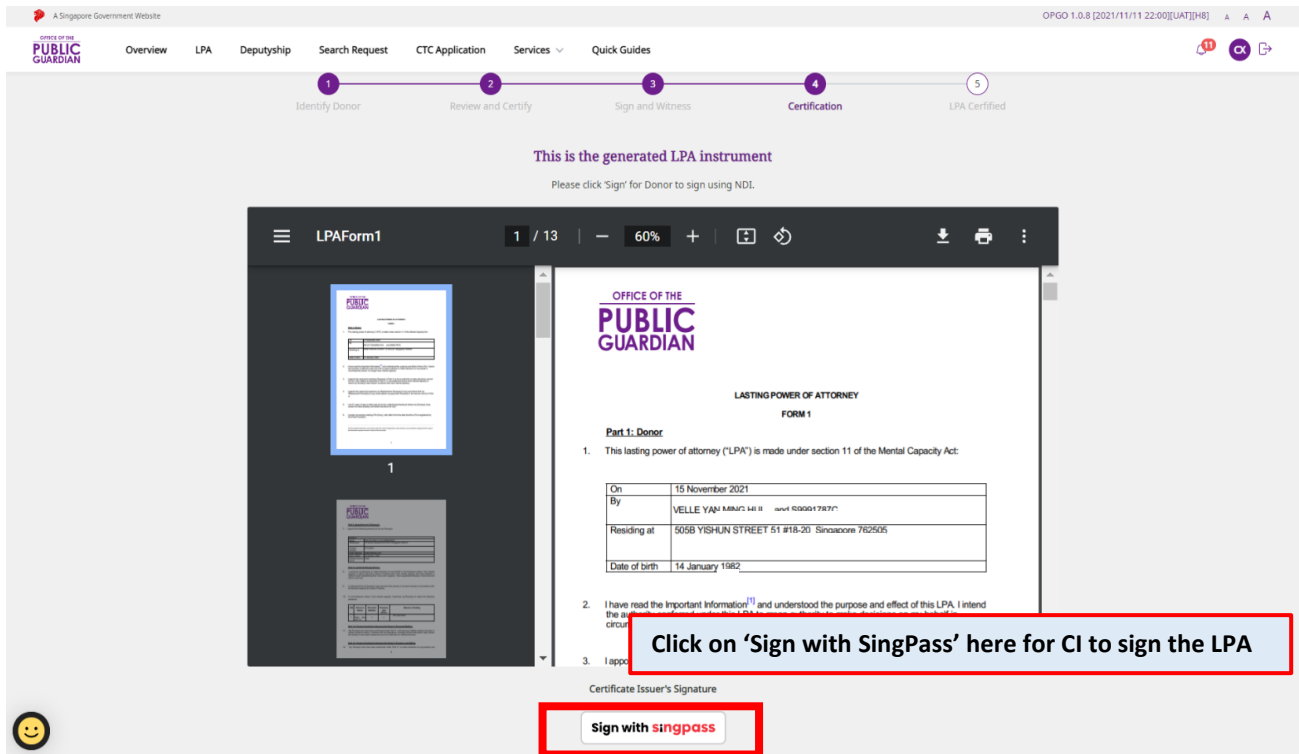
4.2.11 A QR code will pop out for Donor to sign digitally on the LPA using NDI when “Sign with Singpass” tab is clicked. Request the Donor to open his/her Singpass App on his/her mobile and scan the QR code.



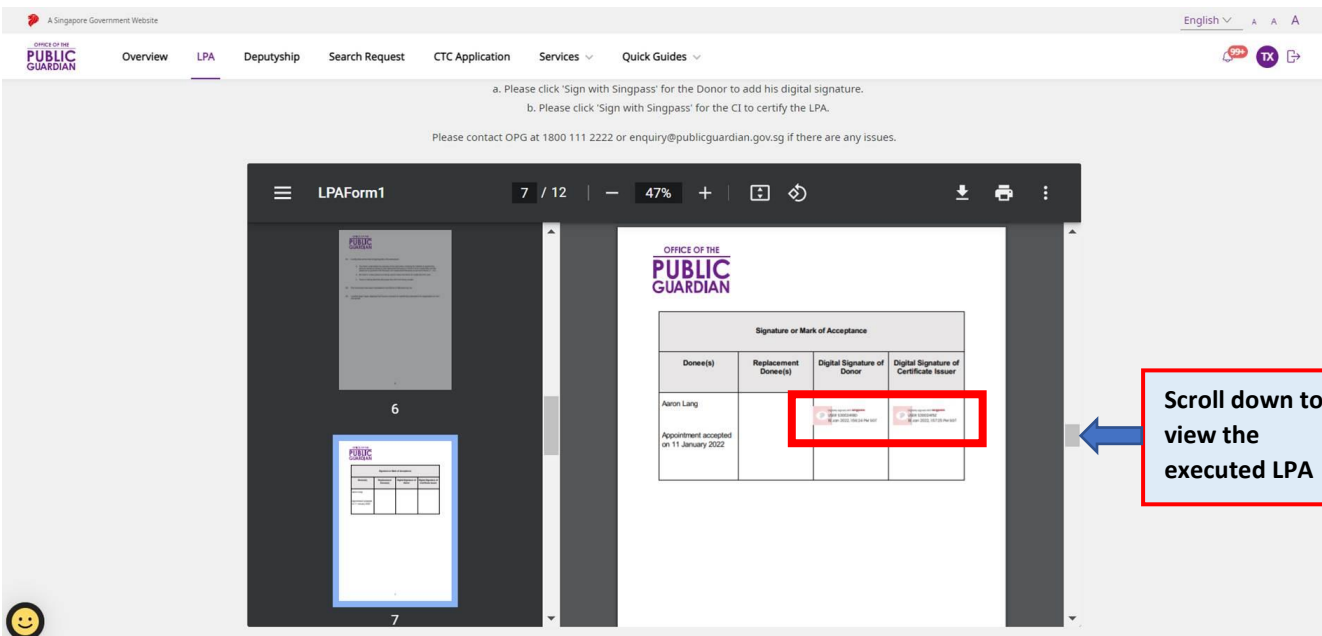
4.2.12 A 4-digit reference code will appear on Donor’s phone and once the Donor verifies that the code tallies with what is seen on your LPA certification screen, Donor can select “Yes”. Donor will be informed that the document has been successfully signed.



4.2.13 You will be prompted to sign after the Donor has successfully signed. Under **Certificate Issuer's Signature**, click on 'Sign with SingPass'. This button can be selected after the Donor signs. You may proceed with the same steps for NDI signing.



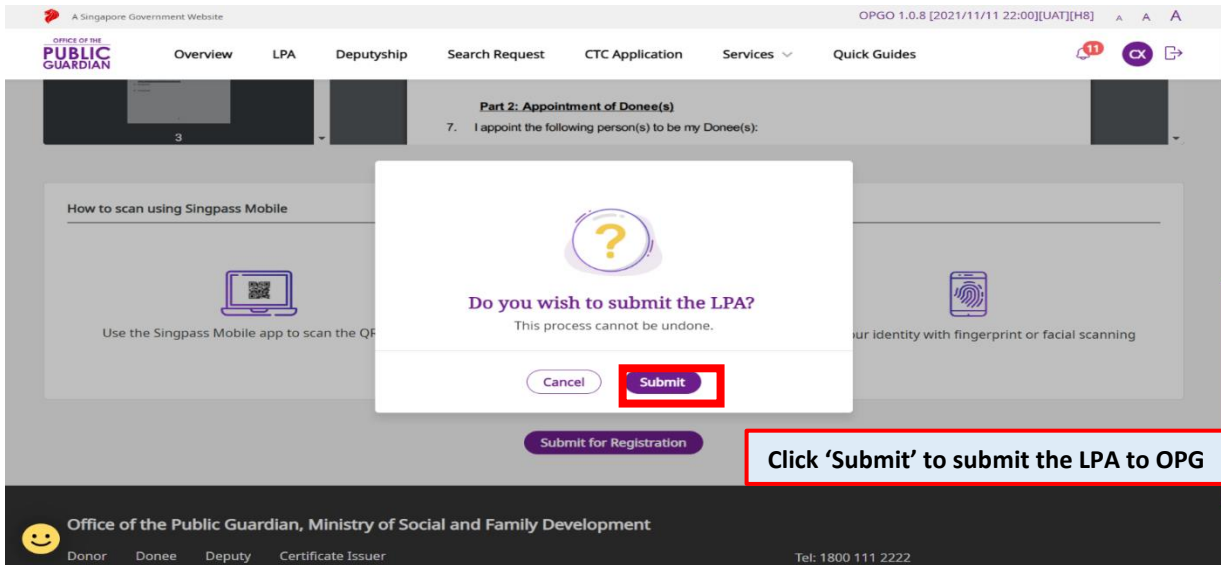
4.2.14 NDI signatures of both Donor and CI will be reflected on the LPA, indicating that the LPA has been successfully certified by you.



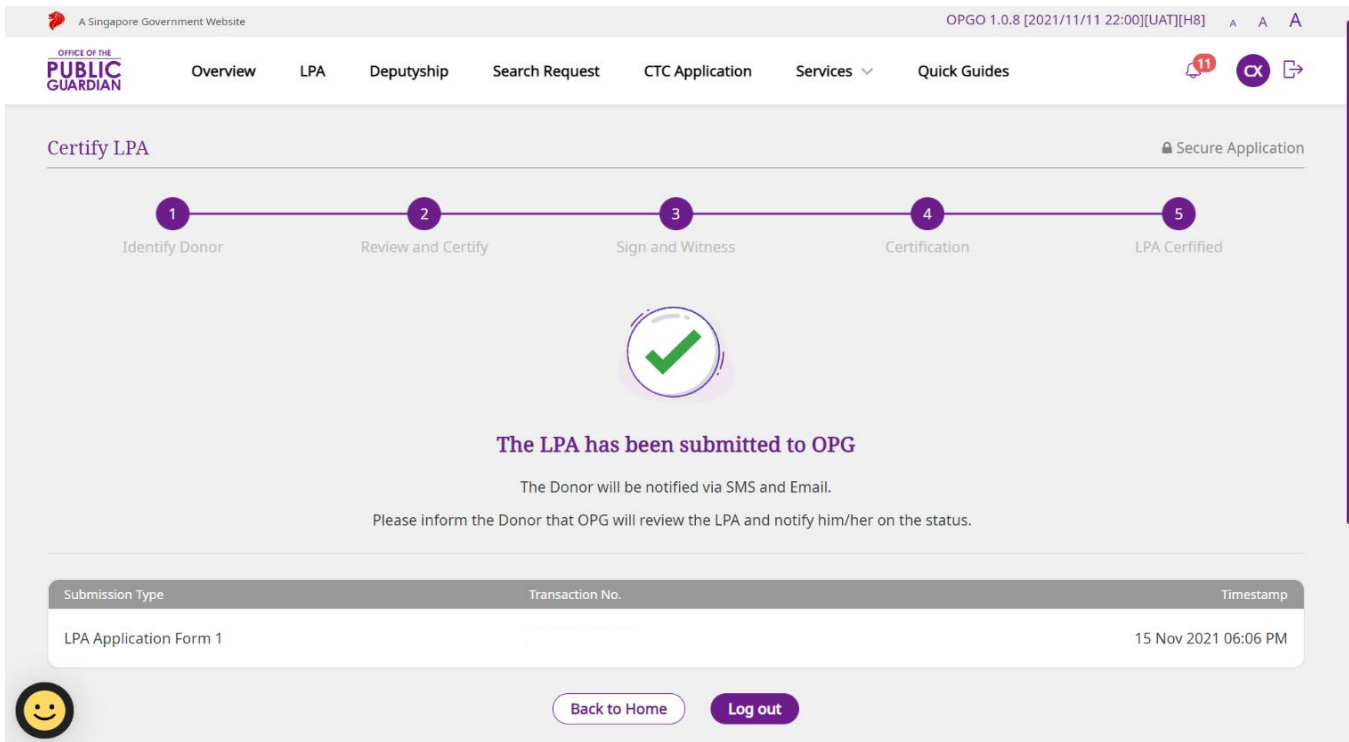
4.2.15 Please note that once the LPA is submitted to OPG, the application will be processed based on the information submitted. If any amendments are required, the Donor is required to revoke the LPA and submit a fresh application.

4.3 Submission of LPA to OPG

4.3.1 Click **'Submit'** on the prompt to submit the Donor's LPA to OPG. Please note that this action cannot be undone. Click **'Cancel'** if you do not wish to submit the LPA and inform the Donor. Keep your notes on why the LPA was not submitted. Inform the Donor that he will need to make a fresh LPA and have it certified by a CI again if he wishes to submit his LPA to OPG for registration. End the certification session.



4.3.2 The Donor will be notified of the submission by email and SMS and to make payment if applicable. You have successfully submitted the LPA to OPG on the Donor's behalf and completed the certification process. Click **'Log out'** to exit OPGO. Remind the Donor to make payment of the LPA application fee online (if applicable), otherwise, the LPA will not be processed for registration.



5 Things to note for Hardcopy LPA Form Submissions

5.1 If a hard copy LPA form is submitted under the exceptional situations stated in para 1.2 (full list of exceptional situations on page 2), it is important that the hardcopy LPA is complete and error-free. An LPA with error(s) will be rejected and returned to the applicant for amendments. This will lead to a delay in registration often due to the following:

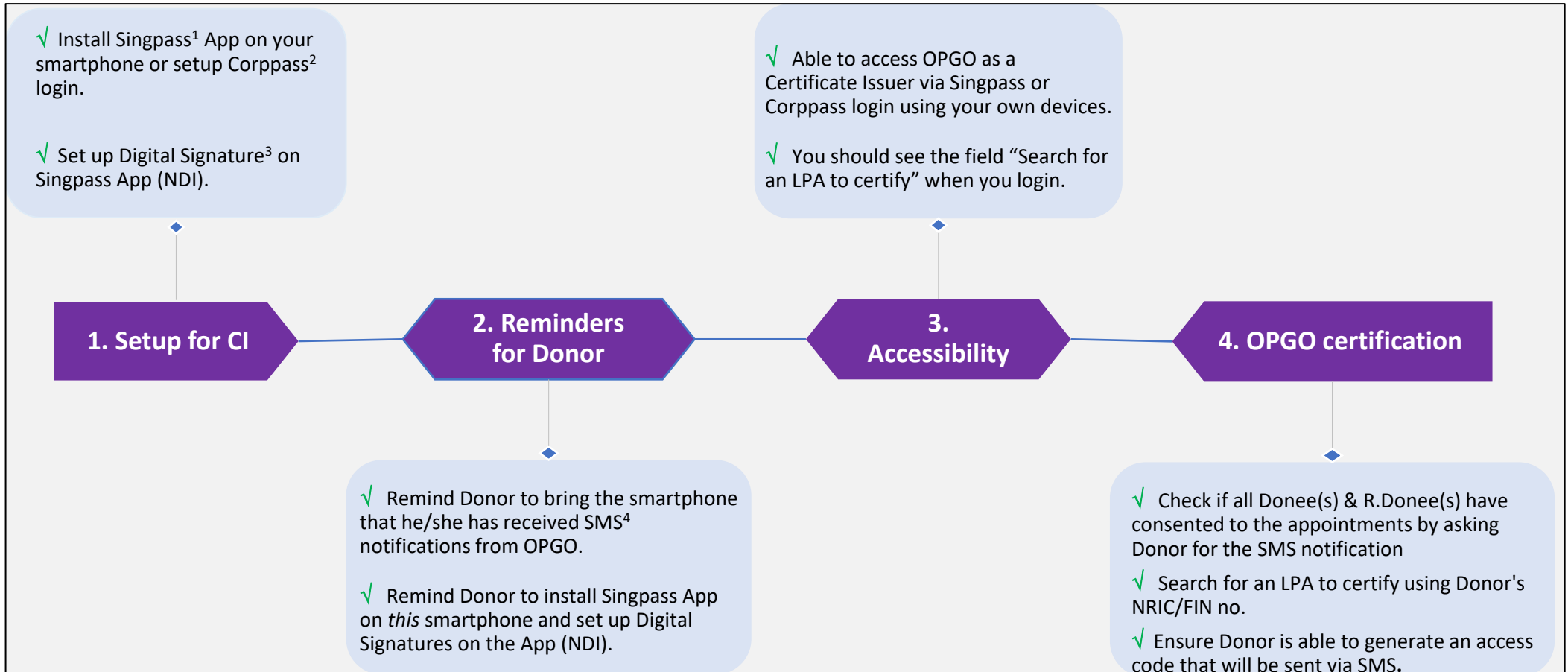
- (i) Time taken for OPG to mail the rejected hardcopy LPA via registered mail to the Donor;
- (ii) Additional time taken for countersigning on the amendments by the relevant parties (including those who are overseas, or the Donor may need to meet with the CI again);
- (iii) Additional time expended on the resubmission of documents to OPG; and
- (iv) Additional time required for re-processing including checking of the LPA by OPG.

5.2 Top 6 common errors that can be avoided:

S/N	Description
1	Missing/ Incorrect information such as full name, ID number, date of birth and date signed, of Donor, Donee (s), Replacement Donee and witnesses
2	Missing/ Inconsistent signatures/ thumbprints of Donor, Donee (s), Replacement Donee and witnesses
3	Missing/ Cancelled headers, footers, and page numbers
4	Missing/ Incorrect countersignatures/ thumbprints of Donor, Donee (s), Replacement Donee, witnesses or CI for amendments
5	Potential conflict of interest in the LPA Form 1 applications, e.g. witness is the Donee or Replacement Donee, CI is related to the Donor and Donee, etc. (Please refer to this guide page 28)
6	Missing/unclear or wrong professional stamp by CI

5.3 If an individual is unable to sign his/her name, he/she can imprint his/her fingerprint on the document. If the individual is unable to provide his/her thumbprint, he/she may provide 'X' marking on the document. If the individual is unable to do any of the above, the individual may authorise an independent party who is not the donee or CI, to provide the mark if it is done in the presence of the individual himself, with the CI as witness. Refer to Annex B on checklist to prevent rejection.

Checklist for Certificate Issuer before LPA certification on OPGO



1. Install the Singpass App from the App Store or using this link: <https://app.singpass.gov.sg/>. On Singpass account/login matters, CI may visit [Singpass – FAQ](#) for further assistance.

2. For Corppass users, your Corppass Admin must set up and assign "MSF-OPGO-CP" e-Service to you before you can log onto OPGO with your [Corppass](#) for transactions in the OPGO portal.

3. Guide to enable digital signing: <https://www.singpass.gov.sg/main/html/faq.html>

4. The SMS notification received by Donor when all Donees have accepted appointment is as follows: "All Donee(s) have accepted their appointments. Please visit a CI to sign your LPA. Log in to OPGO portal via OPG website to access your mailbox for details."

Note: If you require assistance, please email OPG at enquiry@publicguardian.gov.sg.

Checklist for hardcopy form submissions to prevent rejection:

S/N	Description
All pages (page 1 to 12)	
1	<ul style="list-style-type: none"> Header and footer with page numbers are in place and <u>must not be struck off.</u> <div data-bbox="280 459 1321 658" style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> </div> <div data-bbox="280 701 1321 900" style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> </div> <ul style="list-style-type: none"> <u>Donor must sign at the footer of each page in the designated box consistently.</u> If a person uses a thumbprint, the same thumbprint is to be used throughout. A person can only choose to use a signature or thumbprint but not both. <div data-bbox="280 1086 1321 1352" style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> </div> <ul style="list-style-type: none"> All dates are to be provided in the format of <u>DDMMYYYY (e.g 14012020)</u> in the designated boxes. <div data-bbox="300 1498 963 1646" style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> </div>

Page 1 – Important Information

- 2 • **Do not strike off** any clauses on this page as it will be rejected. If Donor wishes to strike off any clauses on this page, please advise them to do an LPA Form 2 instead.

OFFICE OF THE PUBLIC GUARDIAN **Lasting Power of Attorney (LPA) Form 1 (2022)**
Important Information you must read

You may submit a hardcopy application form if any of the following scenarios apply:

- a. The Donor/Donee/Replacement Donee is unable to use OPGO due to the Donor's/Donnee's/Replacement Donee's physical disability or other circumstance;
- b. OPGO is unavailable;
- c. The Donor/Donnee/Replacement Donee does not have an electronic device to receive messages via SMS to create and access his Singpass account/NDI; or
- d. The Donor/Donnee/Replacement Donee is not eligible for a Singpass account/National Digital Identity (NDI).

Please include a cover letter stating the reason(s) for making a hardcopy LPA application and include relevant supporting documents (if any). The acceptance of the hardcopy application form is subject to the Public Guardian's approval.

Thank you for taking the time to make your LPA. You are the Donor and the applicant of this LPA. Your Donee(s) must be aged 21 and above. You may grant your Donee(s) the authority to make personal welfare and/or property and affairs decisions on your behalf when you lack mental capacity, or when they have reason(s) to believe you lack such capacity. Please choose your Donee(s) wisely and appoint Donee(s) you know well and whom you can trust.

Your Donee(s) must exercise their powers in accordance with the Mental Capacity Act Code of Practice (Code of Practice), which requires that they act in your best interests. Examples of powers that your Donee(s) may have relating to your personal welfare and/or property and affairs include making decisions on the following:

Personal Welfare	Property and Affairs
<ul style="list-style-type: none">• Where you should live• Day to day care decisions (what to wear and eat)• Handling your letters / mail• Who you may have contact with• Healthcare and medical treatment decisions	<ul style="list-style-type: none">• Buy, sell, rent and mortgage your property• Operating your bank accounts• Managing your Central Provident Fund monies• Paying household expenses• Purchasing any equipment you may need

You may appoint a Replacement Donee to replace your existing Donee(s) if any of these events occur:

- your Donee gives notice to the Office of the Public Guardian (OPG) that he disclaims his appointment when he does not wish to be appointed anymore;
- your Donee is made bankrupt (this will only terminate his power in relation to your property and affairs);
- you and your Donee divorce or your marriage has been annulled; or
- your Donee has passed on or lost mental capacity.

As the Donor, you are required to complete this form and sign every page. Your Donee(s) are required to sign pages 8 to 10. Please have your Donee(s)' particulars ready before you start. It should take you approximately 30 minutes to complete the form.

After completing sections 1 to 7, you will need to visit an LPA Certificate Issuer (CI). The CI's role is to certify that you understand the purpose of making an LPA, including your intention to appoint the Donee(s), the powers to be granted to the Donee(s), and that you are not forced or deceived into making an LPA. You can find a list of CIs at OPG's website: www.msf.gov.sg/opp.

After visiting the CI, please send this form and a photocopy of your Donee(s)' and your NRIC/FIN/Passport (for foreigners) to the following address:

20 Lengkok Bahru #04-02
Family@Enabling Village
Singapore 159053


You may cancel the LPA at any time as long as you have the mental capacity to do so. For more information, please refer to the Revocation form at: www.msf.gov.sg/opp/Pages/Forms.aspx.

¹ Before acting on your behalf, your Donee is required to obtain a medical report from a registered medical practitioner, certifying that you lack mental capacity to make personal welfare and/or property and affairs decisions.

H1

FOR OFFICIAL USE
LPA Ref / Reg No.

Page 1 of 12
Signature of Donor (Please sign on every page)

LPA-F1-2022-03 Hotline: 1800-111-2222  www.msf.gov.sg/opp

Pages 2, 3, 4 and 5 – Donor's, Donee(s)' and Replacement Donee's details.

Clerical amendments made on these pages must be countersigned by the Donor, the affected parties, and their respective witnesses (e.g. amendment to the Donor's details can be countersigned by the Donor or the CI). If there is a change in the appointment of the Donee(s)/ Replacement Donee, or powers granted to Donee(s) and Replacement Donee, BOTH the Donor and the CI must countersign. Donor or CI may strike through pages which are not applicable e.g. no replacement donee appointed.

- 3 • State the **full name** as per NRIC/FIN/Passport.

Full Name as in NRIC/FIN/Passport

4	<ul style="list-style-type: none"> ID type is selected. <u>BOTH the Donor and CI must countersign if there is a change to the Donee(s)/Replacement Donee.</u> <div data-bbox="280 230 844 405" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*NRIC/FIN/Passport No. (*Delete as appropriate)</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> </div> <ul style="list-style-type: none"> Singapore NRIC number – for Singaporeans and Permanent Residents. FIN number – for Foreigners with SingPass. Passport number – for Foreigners. 										
5	<ul style="list-style-type: none"> Date of birth to be provided in the format of <u>DDMMYYYY (e.g 14012020)</u> in the designated boxes. <div data-bbox="280 730 876 864" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> <p style="text-align: center; margin: 0;">D D M M Y Y Y Y</p> </div>										
6	<ul style="list-style-type: none"> Verify Donor’s understanding of the <u>powers granted</u> and how Donees may act for the Donor as set out in Pages 3 to 7. Verify the <u>identity of all Donee(s)</u> i.e their relationship to Donor and <u>their appointments</u> stated on Pages 3 to 5 so that the Donor’s intentions are clear. <p>Relationship to Donor</p> <div data-bbox="309 1137 917 1193" style="border: 1px solid black; height: 25px; width: 100%;"></div>										
7	<ul style="list-style-type: none"> Tick (<u>where applicable</u>) the powers granted by Donor to Donee(s) / Replacement Donee. <u>Both the Donor and CI must countersign for amendments on this option on powers.</u> <p>Powers Granted by Donor to Donee 1: <i>In the event that I lose my mental capacity, I authorise Donee 1 to decide on: [Tick where applicable]</i></p> <div data-bbox="252 1529 1324 1637" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; vertical-align: top;"><input type="checkbox"/></td> <td>Personal Welfare (<i>e.g. decide where you should live, handle your letters / mail</i>)</td> </tr> <tr> <td style="vertical-align: top;"><input type="checkbox"/></td> <td>Property and Affairs (<i>e.g. buy, sell, rent and mortgage your property, operate bank accounts</i>)</td> </tr> </table> </div>	<input type="checkbox"/>	Personal Welfare (<i>e.g. decide where you should live, handle your letters / mail</i>)	<input type="checkbox"/>	Property and Affairs (<i>e.g. buy, sell, rent and mortgage your property, operate bank accounts</i>)						
<input type="checkbox"/>	Personal Welfare (<i>e.g. decide where you should live, handle your letters / mail</i>)										
<input type="checkbox"/>	Property and Affairs (<i>e.g. buy, sell, rent and mortgage your property, operate bank accounts</i>)										
Page 6 – Powers Granted to Donee(s)											
8	<ul style="list-style-type: none"> Options to be ticked by Donor accordingly. <u>Both the Donor and CI must countersign any amendment on this page.</u> 										

Personal Welfare

- a. Do you allow your Donee(s) to give or refuse consent to start or continue your treatments, including clinical trials? Clinical trials involve the testing of new health substances such as medication or medical devices. [Tick 1 box only]

Yes No

- b. If you have appointed more than one Donee with personal welfare powers, please select how they should act for you: [Tick 1 box only]

Jointly and severally (Any one of your Donees can make decisions for you.)

Jointly (All decisions must be agreed by both Donees. If they are unable to agree on a particular issue, then both Donees cannot act on your behalf for that issue.)

Property and Affairs

- i. Do you require your Donee(s) to seek the Court's approval to sell, transfer, mortgage, or otherwise deal with and affect your interest in your residential property (or any other property subsequently acquired as your residential property)? [Tick 1 box only]

No, the donee(s) does/do not need to seek the court's approval.

Yes, for the property at this address:

- ii. Do you allow your Donee(s) to make cash gifts on your behalf from your assets? [Tick 1 box only]

No.

Yes, and the value of the gift(s) is unrestricted. However, the remaining cash must be sufficient to financially support me in my lifetime.

Yes, but the total value of gift(s) shall not exceed \$ _____ per calendar year.

- iii. If you have appointed more than one Donee with property and affairs powers, please select how they should act for you: [Tick 1 box only]

Jointly and severally (Any one of your Donees can make decisions for you.)

Jointly (All decisions must be agreed by both Donees. If they are unable to agree on a particular issue, then both Donees cannot act on your behalf for that issue.)

Page 7 – Powers Granted to Donee(s)

9

- **Do not strike off** any of the clauses on this page as these are standard powers to be granted. If any of the clauses are deleted, this LPA will be rejected. If Donor wishes to strike off any clause on this page, please advise them to make an LPA Form 2 instead.

SECTION 4: POWERS GRANTED TO DONEE(S)

Others

My Donee(s) shall have the powers to do anything necessary or practical to carry out the decisions made on my personal welfare and/or property and affairs in accordance with this LPA. This includes the following:

- a. Sign by deed, which is an instrument in writing between parties that is signed, sealed and delivered; or otherwise all notices, applications, agreements, documents and forms;
- b. Claim and receive money payable to me and to acknowledge that money has been received;
- c. Attend and vote at meetings and represent me in proceedings in any court or tribunal, any negotiation or mediation, engage a lawyer for matters in relation to this LPA, and accept service of court papers or any other notice or document;
- d. Obtain information about me and/or my accounts from third parties, which includes (but is not limited to) the Central Provident Fund Board, banks and financial institutions, insurance companies, healthcare institutions and workers; and
- e. Release the information obtained in (d) to any third parties.

Page 8, 9, 10 and 11 – Statement by Donee, Replacement Donee (if any) and Donor. Respective parties to countersign any amendment.

10

- Date of signing for **pages 8 to 10** by Donee and Replacement Donee (if any) must be either **before or the same date** indicated on **page 11 and 12** by the Donor and CI.
- Date of signing on **page 11** by Donor must be either **before or the same date** as per the date indicated on **page 12 by the CI**.

11

- The witness of the Donee or Replacement Donee (if any) **must not be the Donor, another Donee or Replacement Donee in the same LPA.** The CI can be their witness.
- The witnesses of the Donee / Replacement Donee (if any) must provide their **full name and NRIC in the designated boxes.**

Witness' Full Name as in NRIC/FIN/Passport

Witness' *NRIC/FIN/Passport No. (*Delete as appropriate)

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- The translator (if any) for the Donee(s)/ Replacement Donee (if any) **must be their witness.** If 'Others' language is selected, please indicate the language of translation.

My witness translated this form in (if applicable):

Mandarin
 Malay
 Tamil
 Others (please specify): _____

12

- The translator for the Donor (if any) on page 11 must provide **signature, full name and ID number** in the designated boxes and select an ID type. The CI can be Donor's witness.

Signature of Translator

[Translator must be at least 21 years old and cannot be your donee and/or any replacement donee.]


Translator's Full Name as in NRIC/FIN/Passport

Translator's *NRIC/FIN/Passport No. (*Delete as appropriate)

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13

- Red seal** is to be affixed **only** on page H11.



Page 12 – LPA certificate. Only CI can countersign any amendment on this page.

14

Certificate Issuer **must provide** the following:

- Full name
- MCR or AAS No.
- Name of Clinic/Legal Practice.

Particulars of Certificate Issuer

Full Name as in NRIC/FIN/Passport

MCR/AAS No. Name of Clinic/Legal Practice

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> </tr> </table>									

- Tick **one box** under the Statement of CI

1. I am: **[Tick 1 box only]**

a medical practitioner registered as a specialist in psychiatry under the Medical Registration Act 1997.

a medical practitioner accredited by the Public Guardian to issue LPA certificates.

an advocate and solicitor of the Supreme Court who has in force a valid practising certificate³ under the Legal Profession Act 1966.

2. I understand my role and responsibilities as a Certificate Issuer.

3. I am acting independently of the Donor, Donee(s) and Replacement Donee.

4. I am not disqualified from giving this LPA Certificate under Regulation 7(2) of the Mental Capacity Regulations 2021.

5. I declare that Donor appeared before me in person in Singapore and I had taken steps to verify his identity. I confirm that I witnessed the Donor's execution of this instrument.

6. I certify that at the time of signing this LPA Form 1,

a. the Donor understands the purpose of this instrument, including his intention to appoint the persons named as Donee(s) and Replacement Donee on Pages 3-5 and the powers to be granted to the Donee(s) and Replacement Donee as set out on Pages 3-7;

b. no fraud or undue pressure is being used to induce the Donor to create this LPA; and

c. there is nothing else that will prevent this LPA from being created.

- CI to sign in full signature. **Note: The date here must be later than or the same as the date on page 11.**

Signature of Certificate Issuer

D D M M Y Y Y Y

- 15
- CI to ensure that he/ she **is not disqualified** to certify LPA as per Regulation 7(1), (2) and (3) of the Mental Capacity Regulations (please refer to page 28).

- 16
- CI to impress professional stamp. Professional stamp must be **clearly visible** and to reflect the following:
- 'Advocate and Solicitor' for lawyers.
 - Qualifications or MCR number for doctors / psychiatrists.
- Professional Stamp
- _____

Applicant for LPA

17

- Applicant for LPA form only to be completed **if applicant (s) are Donee (s)**. To indicate full name, signature and date signed accordingly.

The form contains two identical sections. Each section has a label 'Full Name of Applicant as in NRIC/FIN/Passport' above a long horizontal text box. Below this is a box labeled 'Signature of Applicant'. Underneath the signature box is a date entry area consisting of eight small boxes, with labels 'D', 'D', 'M', 'M', 'Y', 'Y', 'Y', 'Y' positioned below each box respectively.

- For applicant involving a Donee with **“Jointly”** as the manner of acting, **all the Donees (excluding the Replacement Donee) involved in the LPA must sign.**
- Only either the Donor (default) or the Donee(s) can be the applicant. Replacement Donee and CI cannot be the applicant.

Extract of Mental Capacity Regulations 7(1), (2) and (3)

Persons who may provide LPA Certificate

- 7.—(1) Subject to paragraph (2), the following persons may give an LPA Certificate:
- (a) a legally qualified medical practitioner who is registered as specialists in psychiatry under the Medical Registration Act (Cap. 174);
 - (b) a legally qualified medical practitioner who is accredited by the Public Guardian to issue LPA Certificates; and
 - (c) an advocate and solicitor of the Supreme Court who has in force a practising certificate under the Legal Profession Act (Cap. 161).
- (2) A person is disqualified from giving an LPA Certificate in respect of any instrument intended to create a lasting power of attorney if that person is —
- (a) a family member of the donor;
 - (b) a donee of that power;
 - (c) a donee of any other lasting power of attorney which has been executed by the donor (whether or not it has been revoked);
 - (d) a family member of a donee within sub-paragraphs (b) and (c);
 - (e) a director or an employee of a person other than an individual acting as a donee within sub-paragraphs (b) and (c);
 - (f) a business partner or an employee of —
 - (i) the donor; or
 - (ii) a donee within sub-paragraphs (b) and (c);
 - (g) an owner, a director, a manager or an employee of any care facility where the donor lives or is cared for when the instrument is executed; or
 - (h) a family member of a person within sub-paragraph (g).
- (3) For the purposes of paragraph (2), “donee” includes a “replacement donee”.

Definitions:

In these Regulations - “family member”, in relation to a person, means

- a) a spouse of the person;
- b) a child of the person, including an adopted child and a stepchild;
- c) a father or mother of the person;
- d) a father-in-law or mother-in-law of the person;
- e) a brother or sister of the person; or
- f) any other individual who is related by blood or marriage and who is living in the same household as the person.

Important Information you must read

You may submit a hardcopy application form if any of the following scenarios apply:

- The Donor/Donee/Replacement Donee is unable to use OPGO due to the Donor's/Donee's/Replacement Donee's physical disability or other circumstances;
- OPGO is unavailable;
- The Donor/Donee/Replacement Donee does not have an electronic device to receive messages via SMS to create and access his Singpass account/NDI; or
- The Donor/Donee/Replacement Donee is not eligible for a Singpass account/National Digital Identity (NDI).

Please include a cover letter stating the reason(s) for making a hardcopy LPA application and include relevant supporting documents (if any). The acceptance of the hardcopy application form is subject to the Public Guardian's approval.

Thank you for taking the time to make your LPA. You are the Donor and the applicant of this LPA. Your Donee(s) must be aged 21 and above. You may grant your Donee(s) the authority to make personal welfare and/or property and affairs decisions on your behalf when you lack mental capacity, or when they have reason(s) to believe¹ you lack such capacity. **Please choose your Donee(s) wisely and appoint Donee(s) you know well and whom you can trust.**

Your Donee(s) must be 21 years old and above, and require and/or

Do not strike off any clauses on this page as it will be rejected. If Donor wishes to strike off any clauses on this page, please advise them to do an LPA Form 2 instead.

Personal welfare	Property and affairs
<ul style="list-style-type: none"> Where you should live Day to day care decisions (what to wear and eat) Handling your letters / mail Who you may have contact with Healthcare and medical treatment decisions 	<ul style="list-style-type: none"> Buy, sell, rent and mortgage your property Operating your bank accounts Managing your Central Provident Fund monies Paying household expenses Purchasing any equipment you may need

You may appoint Replacement Donee(s) to replace your existing Donee(s) if any of these events occur:

- your Donee gives notice to the Office of the Public Guardian (OPG) that he disclaims his appointment when he does not wish to be appointed anymore;
- your Donee is made bankrupt (this will only terminate his power in relation to your property and affairs);
- you and your Donee divorce or your marriage has been annulled; or
- your Donee has passed on or lost mental capacity.

As the Donor, you are required to complete this form and **sign every page**. Your Donee(s) are required to sign pages 8 to 10. Please have your Donee(s)' particulars ready before you start. It should take you approximately 30 minutes to complete the form.

After completing sections 1 to 7, you will need to visit an LPA Certificate Issuer (CI). The CI's role is to certify that you understand the purpose of making an LPA, including your intention to appoint the Donee(s), the powers to be granted to the Donee(s), and that you are not forced or deceived into making an LPA. You can find a list of CIs at OPG's website: www.msf.gov.sg/opg.

After visiting the CI, please send this form and a photocopy of your Donee(s)' and your NRIC/FIN/Passport (for foreigners) to the following address:

**20 Lengkok Bahru #04-02
Family@Enabling Village
Singapore 159053**

You may cancel the LPA at any time as long as you have the mental capacity to do so. Revocation form at: www.msf.gov.sg/opg/Pages/Forms.aspx.

Donor must sign at the footer of each page in the designated box with a consistent signature. If a person uses a thumbprint, the same thumbprint is to be used throughout. A person can only choose to use a signature or thumbprint but not

¹ Before acting on your behalf, your Donee is required to obtain a medical report from a registered medical practitioner, certifying that you lack mental capacity to make personal welfare and/or property and affairs decisions.

FOR OFFICIAL USE

LPA Ref / Reg No.

Signature of Donor **[Please sign on every page]**

Lasting Power of Attorney (LPA) Form 1 (2022)

SECTION 1: PARTICULARS OF DONOR (to be filled by Donor, the person making the LPA)

Your Full Name as in NRIC/FIN/Passport

State the full name as per NRIC/FIN/Passport.

*NRIC/FIN/Passport

- Singapore NRIC number – for Singaporeans and Permanent Residents.
- FIN number – for Foreigners with SingPass.
- Passport number – for Foreigners.

Your Date of Birth

Date of birth to be provided in the format of DDMMYYYY (e.g 14012020) in the designated boxes.

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D D M M Y

Your Email Address

Your Contact No.

Email address is mandatory for Permanent Residents and Foreigners to make online payment for application fee.

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Local Mailing Address

Street Name:

Floor No.:

--	--

Unit No.:

--	--	--	--

Postal Code:

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Please indicate a local address only. Please also ensure the address is indicated correctly.

Clerical amendments made on this page can be countersigned by Donor, or the Certificate Issuer as the Donor's witness.

FOR OFFICIAL USE

LPA Ref No.

Page 2 of 12

Signature of Donor [Please sign on every page]

H2

Lasting Power of Attorney (LPA) Form 1 (2022)

SECTION 2.1: PARTICULARS OF DONEE 1 (to be filled by Donor)

Full Name as in NRIC/FIN/Passport

State the full name as per NRIC/FIN/Passport.

*NRIC/FIN/Passport

- Singapore NRIC number – for Singaporeans and Permanent Residents.
- FIN number – for Foreigners with SingPass.
- Passport number – for Foreigners.

Date of Birth

Date of birth to be provided in the format of DDMMYYYY (e.g 14012020) in the designated boxes.

Email Address

Verify correct identity and appointment of Donee

Contact No.

Relationship to Donor

Local Mailing Address

Please indicate a local address only. Please also ensure the address is indicated correctly.

Street Name:

Floor No.:

Unit No.:

Postal Code:

Powers Granted by Donor to Donee 1:

Tick where applicable on powers granted by Donor to Donee 1.

In the event that I lose my mental capacity, I authorise Donee 1 to decide on my: [Tick where applicable]

- Personal welfare (e.g. decide where you should live, handle your letters / mail)
- Property and affairs (e.g. buy, sell, rent and mortgage your property, operate bank accounts)

Clerical amendments made on this page can be countersigned by the Donor, the affected parties, and their respective witnesses (e.g. amendment to the Donor's details can be countersigned by the Donor or the CI).

If there is a change in the appointment of the Donee or powers granted, BOTH the Donor and the CI must countersign.

FOR OFFICIAL USE

Page 3 of 12

LPA Ref No.

Signature of Donor **[Please sign on every page]**

H3

Lasting Power of Attorney (LPA) Form 1 (2022)

Donor or CI may strike off this page if there is no Donee 2 appointed.

SECTION 2.2: PARTICULARS OF DONEE 2 (to be filled by Donor)

Please complete this section only if you would like to appoint a second Donee.

Full Name as in NRIC/FIN/Passport **State the full name as per NRIC/FIN/Passport.**

*NRIC/FIN/Passport I

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- Singapore NRIC number – for Singaporeans and Permanent Residents.
- FIN number – for Foreigners with SingPass.
- Passport number – for Foreigners.

Date of Birth

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D D M M

Date of birth to be provided in the format of DDMMYYYY (e.g 14012020) in the designated boxes.

Email Address

Verify correct identity and appointment of Donee

Contact No.

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Relationship to Donor

Local Mailing Address

Please indicate a local address only. Please also ensure the address is indicated correctly.

Street Name:

Floor No.:

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Unit No.:

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Postal Code:

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Tick where applicable on powers granted by Donor to Donee 2 (if any).

Powers Granted by Donor to Donee 2:

In the event that I lose my mental capacity, I authorise Donee 2 to decide on my: [Tick where applicable]

- Personal welfare (e.g. decide where you should live, handle your letters / mail)
- Property and affairs (e.g. buy, sell, rent and mortgage your property, operate bank accounts)

Clerical amendments made on this page can be countersigned by Donor, the affected parties and their respective witnesses.
If there is a change in the appointment of the Donee or the powers granted, BOTH the Donor and the CI must countersign.

FOR OFFICIAL USE

LPA Ref No.

Signature of Donor [Please sign on every page]

Lasting Power of Attorney (LPA) Form 1 (2022)

Donor or CI may strike off this page if there is no Replacement Donee appointed.

SECTION 3.1: PARTICULARS OF REPLACEMENT DONEE (to be filled by Donor)

Please complete this section only if you would like to appoint a Replacement Donee.

A Replacement Donee may replace an existing Donee if the Donee notifies OPG that he does not wish to continue his appointment, has passed on or lost his mental capacity, is made bankrupt where he has been granted property and affairs powers, or has divorced the Donor (or annulled his marriage with the Donor).

Full Name as in NRIC/FIN/Passport **State the full name as per NRIC/FIN/Passport.**

*NRIC/FIN/Passport

• Singapore NRIC number – for Singaporeans and Permanent Residents.

• FIN number – for Foreigners with SingPass.

• Passport number – for Foreigners.

Date of Birth

D D M M

Date of birth to be provided in the format of DDMMYYYY (e.g 14012020) in the designated boxes.

Email Address

Contact No. Relationship to Donor

Local Mailing Address **Please indicate a local address only. Please also ensure the address is indicated correctly.**

Street Name:

Floor No.: Unit No.: Postal Code:

Powers Granted by Donor to Replacement Donee:
In the event that a Donee is unable to act, I authorise my Replacement Donee to replace any Donee who needs replacing in the following manner: [Tick where applicable]

Donee	Personal welfare	Property and affairs
Donee 1 [insert name of Donee]	<input type="checkbox"/>	<input type="checkbox"/>
Donee 2 [insert name of Donee]	<input type="checkbox"/>	<input type="checkbox"/>

Tick one box on powers granted by Donor to Replacement Donee (if any).

Clerical amendments made on this page can be countersigned by Donor, the affected parties and their respective witnesses.

If there is a change in the appointment of the Replacement Donee or the powers granted, BOTH the Donor and the CI must countersign.

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FOR OFFICIAL USE

LPA Ref No.

Signature of Donor [Please sign on every page]

SECTION 4: POWERS GRANTED TO DONEE(S) (to be filled by Donor)

Personal welfare

- a. Do you allow your Donee(s) to give or refuse consent to start or continue your treatments, including clinical trials? Clinical trials involve the testing of new health substances such as medication or medical devices. [Tick 1 box only]

Yes No

- b. If you have appointed more than one Donee with personal welfare powers, please select how they should act for you: [Tick 1 box only]

- Jointly and severally** (Any one of your Donees can make decisions for you.)
- Jointly** (All decisions must be agreed by both Donees. If they are unable to agree on a particular issue, then both Donees cannot act on your behalf for that issue.)

Property and affairs

- a. Do you require your Donee(s) to seek the Court's approval to sell, transfer, mortgage, or otherwise deal with and affect your interest in your residential property (or any other property subsequently acquired as your residential property)? [Tick 1 box only]

- No, the Donee(s) does/do not need to seek
- Yes, for the property at this address: _____

Please only indicate an address if you select the option 'yes'. Only one address can be indicated here.

- b. Do you allow your Donee(s) to make cash gifts on your behalf from your assets? [Tick 1 box only]

- No.
- Yes, and the value of the gift(s) is unrestricted. However, the remaining cash must be sufficient to financially support me in my lifetime.
- Yes, but the total value of gift(s) shall not exceed \$_____ per calendar year.

- c. If you have appointed more than one Donee with property and affairs powers, please select how they should act for you: [Tick 1 box only]

- Jointly and severally** (Any one of your Donees can make decisions for you.)
- Jointly** (All decisions must be agreed by both Donees. If they are unable to agree on a particular issue, then both Donees cannot act on your behalf for that issue.)

Amendments made to powers granted to Donee(s) must be countersigned by BOTH the Donor and the CI.

FOR OFFICIAL USE

LPA Ref No.

Signature of Donor [Please sign on every page]

Lasting Power of Attorney (LPA) Form 1 (2022)

SECTION 4: POWERS GRANTED TO DONEE(S)

Others

My Donee(s) shall have the powers to do anything necessary or practical to carry out the decisions made on my personal welfare and/or property and affairs in accordance with this LPA. This includes the following:

- a. Sign by deed, which is an instrument in writing between parties that is signed, sealed and delivered; or otherwise all notices, applications, agreements, documents and forms;
- b. Claim and receive money payable to me and to acknowledge that money has been received;
- c. Attend and vote at meetings and represent me in proceedings in any court or tribunal, any negotiation or mediation, engage a lawyer for matters in relation to this LPA, and accept service of court papers or any other notice or document;
- d. Obtain information about me and/or my accounts from third parties, which includes (but is not limited to) the Central Provident Fund Board, banks and financial institutions, insurance companies, healthcare institutions and workers; and
- e. Release the information obtained in (d) to any third parties.

Do not strike off any clauses on this page as it will be rejected. If Donor wishes to strike off any clauses on this page, please advise them to do an LPA Form 2 instead.

FOR OFFICIAL USE

LPA Ref No.

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Signature of Donor [Please sign on every page]

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Lasting Power of Attorney (LPA) Form 1 (2022)

SECTION 5.1: STATEMENT AND SIGNATURE BY DONEE 1

1. I have read the **Important Information** stated on Page 1 or it has been read to me and I have understood the purpose and effect of this LPA.
2. I am 21 years of age or older and am not an undischarged bankrupt (where I have been granted powers to make decisions on the Donor's property and affairs).
3. I understand the duties* of a Donee, which include the duty to assume that the Donor has mental capacity, until it is assessed by a registered medical practitioner that he/she does not, and the duty to act in his/her best interests when the Donor lacks mental capacity.
4. I will inform the Public Guardian within 14 days of the occurrence of the following events which cancels my appointment as a Donee:
 - (a) I do not wish to be appointed anymore;
 - (b) I am made a bankrupt (where I have been granted powers to make decisions on the Donor's property and affairs);
 - (c) The Donor and I have divorced or our marriage has been annulled; or
 - (d) *[Only applicable if I have been appointed to act jointly with Donee 2]* I am no longer able to act because of the occurrence of event(s) as listed in 4 (a) – (c) above which cancel the joint appointment with Donee 2, or because Donee 2 has passed on or lost mental capacity.
5. By signing, I consent to be appointed as a Donee.

*A list of duties of a Donee and additional information on these duties can be found in chapters 3, 6, 8.5 of the Code of Practice at

Signed (or marked) by Donee 1

D	D	M	M	Y	Y	Y	Y
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[Date here must be earlier or the same as that on page 12.]

Date of signing by Donee 1 must be either the same or before the date indicated on page 12 by the CI.

Signature of Witness

[Witness must be at least 21 years old and cannot be the Donor, Donee or Replacement Donee.]

Witness' Full Name as in NRIC/FIN/Passport

Witness' *NRIC/FIN/Passpo

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The witness of the Donee 1 must provide his/her full name and NRIC in the designated boxes.

My

The witness of the Donee 1 must not be the Donor, another Donee or Replacement Donee in the same LPA. The CI can be the witness.

FOR OFFICIAL USE

LPA Ref No.

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Signature of Donor [Please sign on every page]

Lasting Power of Attorney (LPA) Form 1 (2022)

Donor or CI may strike off this page if there is no Donee 2 appointed.

SECTION 5.2: STATEMENT AND SIGNATURE BY DONEE 2

1. I have read the **Important Information** stated on Page 1 or it has been read to me and I have understood the purpose and effect of this LPA.
2. I am 21 years of age or older and am not an undischarged bankrupt (where I have been granted powers to make decisions on the Donor's property and affairs).
3. I understand the duties* of a Donee, which include the duty to assume that the Donor has mental capacity, until it is assessed by a registered medical practitioner that he/she does not, and the duty to act in his/her best interests when the Donor lacks mental capacity.
4. I will inform the Public Guardian within 14 days of the occurrence of the following events which cancels my appointment as a Donee:
 - (a) I do not wish to be appointed anymore;
 - (b) I am made a bankrupt (where I have been granted powers to make decisions on the Donor's property and affairs);
 - (c) The Donor and I have divorced or our marriage has been annulled; or
 - (d) *[Only applicable if I have been appointed to act jointly with Donee 1]* I am no longer able to act because of the occurrence of event(s) as listed in 4 (a) – (c) above which cancel the joint appointment with Donee 1, or because Donee 1 has passed on or lost mental capacity.
5. By signing, I consent to be appointed as a Donee.

*A list of duties of a Donee and additional information on these duties can be found in chapters 3, 6, 8.5 of the Code of Practice at

Signed (or marked) by Donee 2

D	D	M	M	Y	Y	Y	Y
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[Date here must be earlier or the same as that on page 12.]

Date of signing by Donee 2 (if any) must be either the same or before the date indicated on page 12 by the CI.

Signature of Witness

[Witness must be at least 21 years old and cannot be the Donor, Donee or Replacement Donee.]

Witness' Full Name as in NRIC/FIN/Passport

Witness' *NRIC/FIN/Passport No

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The witness of the Donee 2 (if any) must provide his/her full name and NRIC in the designated boxes.

The witness of the Donee 2 (if any) must not be the Donor, another Donee or Replacement Donee in the same LPA. The CI can be the witness.

FOR OFFICIAL USE

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Signature of Donor [Please sign on every page]

Lasting Power of Attorney (LPA) Form 1 (2022)

Donor or CI may strike off this page if there is no Replacement Donee appointed.

SECTION 6.1: STATEMENT AND SIGNATURE BY REPLACEMENT DONEE

1. I have read the **Important Information** stated on Page 1 or it has been read to me and I have understood the purpose and effect of this LPA.
2. I am 21 years of age or older and am not an undischarged bankrupt (where I have been granted powers to make decisions on the Donor's property and affairs).
3. I understand the duties* of a Donee, which include the duty to assume that the Donor has mental capacity, until it is assessed by a registered medical practitioner that he/she does not, and the duty to act in his/her best interests when the Donor lacks mental capacity.
4. I will inform the Public Guardian within 14 days of the occurrence of the following events which cancels my appointment as a Donee:
 - (a) I do not wish to be appointed anymore;
 - (b) I am made a bankrupt (where I have been granted powers to make decisions on the Donor's property and affairs); or
 - (c) The Donor and I have divorced or our marriage has been annulled.
5. I will replace an original Donee that I am appointed to replace.
6. By signing, I consent to be appointed as a Replacement Donee.

*A list of duties of a Donee and additional information on these duties can be found in chapters 3, 6, 8.5 of the Code of Practice at

Signed (or marked) by Replacement Donee

D	D	M	M	Y	Y	Y	Y
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[Date here must be earlier or the same as that on page 12.]

Date of signing by Replacement Donee (if any) must be either the same or before the date indicated on page 12 by the CI.

Signature of Witness

Witness' Full Name as in NRIC/FIN/Passport

Witness' *NRIC/FIN/Passpo

The witness of the Replacement Donee (if any) must not be the Donor, another Donee or Replacement Donee in the same LPA. The CI can be the witness.
be the Donor, Donee or Replacement Donee.]

The witness of the Replacement Donee (if any) must provide his/her full name and NRIC in the designated boxes.

My witness translated this form in (if applicable):

- Mandarin Malay Tamil Others (please specify): _____

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Signature of Donor [Please sign on every page]

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Lasting Power of Attorney (LPA) Form 1 (2022)

SECTION 7.1: STATEMENT AND SIGNATURE BY DONOR

1. I have read the **Important Information** stated on Page 1 or it has been read to me and I have understood the purpose and effect of this LPA. I intend the authority conferred under this LPA to mean authority to make decisions on my behalf in circumstances where I no longer have mental capacity.
2. I appoint the person(s) named as Donee(s) to have authority to make decisions and act for me in the matters as specified on Pages 3 – 5, in circumstances where I lack mental capacity or where my Donee(s) have reason to believe I lack mental capacity.
3. I appoint the person named as Replacement Donee (if any) and intend that my Replacement Donee shall replace my appointed Donee(s) in the manner set out on Page 5.
4. I am 21 years of age or older and am not an undischarged bankrupt (where my Donee(s) have powers to make decisions on my property and affairs).
5. I revoke my previous LPA (if any), with effect from the date that this LPA Form 1 is registered by the Public

Signed (or marked) by the Donor and delivered as a deed

D	D	M	M	Y	Y	Y	Y
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Affix seal here

Signature of Certificate Issuer as witness

[Date here must be earlier or the same as that on page 12. The complete form must be submitted for registration within 6 months from this date.]

Date of signing on page 11 by Donor must be either before or the same date as per the date indicated on page 12 by the CI.

Donor's Full Name as in NRIC/FIN/Passport

Donor's *NRIC/FIN/Passport No. (*Delete as appropriate)

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[Translator must be at least 21 years old and cannot be the Donee or any Replacement Donee.]

My translator translated this form in (if applicable):

- Mandarin Malay Tamil Others (please specify): _____

The translator to the Donor (if any) on page 11 must provide signature, full name and ID number in the designated boxes and select an ID type.

FOR OFFICIAL USE

LPA Ref No.

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Page 11 of 12

Signature of Donor **[Please sign on every page]**

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Lasting Power of Attorney (LPA) Form 1 (2022)

SECTION 8: LPA CERTIFICATE (to be filled by Certificate Issuer)

This section is for the Certificate Issuer (CI) to certify that the Donor understands the purpose of making an LPA, including his intention to appoint the persons named as Donee(s) and Replacement Donee on Pages 3-5, the powers that will be granted to these Donee(s) and Replacement Donee as set out on Pages 3-7, and that the Donor is not forced or deceived into making an LPA. The CI must not be the Donor, Donee, Replacement Donee or related to or an employee or a business partner of any of them. He/She must not act under a conflict of interest.

Certificate Issuer must provide the following: Full name, ID number and ID type and Name of Clinic/Legal Practice

Particulars of Certificate Issuer

Full Name as in NRIC/FIN/Passport

MCR/AAS No.

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Name of Clinic/Legal Practice

Statement by Certificate Issuer

- I am: **[Tick 1 box only]**
 - a medical practitioner registered as a specialist in psychiatry under the Medical Registration Act 1997.
 - a medical practitioner accredited by the Public Guardian to issue LPA certificates.
 - an advocate and solicitor of the Supreme Court who has in force a valid practising certificate³ under the Legal Profession Act 1966.
- I understand my role and responsibilities as a Certificate Issuer.
- I am acting independently of the Donor, Donee(s) and Replacement Donee.
- I am not disqualified from giving this LPA Certificate under Regulation 7(2) of the Mental Capacity Regulations 2021.
- I declare that Donor appeared before me in person in Singapore and I had taken steps to verify his identity. I confirm that I witnessed the Donor's execution of this instrument.
- I certify that at the time of signing this LPA instrument:
 - the Donor understands the purpose of this instrument, including his intention to appoint the persons named as Donee(s) and Replacement Donee on Pages 3-5 and the powers to be granted to the Donee(s) and Replacement Donee as set out on Pages 3-7;
 - no fraud or undue pressure is being used to induce the Donor to create this LPA; and
 - there is nothing else that will prevent this LPA from being created.

Signature of Certificate Issuer

CI to sign in full signature. Note: The date here has to be later or the same as the date on page 11.

Professional Stamp

D D M M Y Y Y Y

CI to impress professional stamp. Professional stamp must be clearly visible and to reflect either 'Advocate and Solicitor' for lawyers or Qualification or MCR number for doctors / psychiatrists.

[Date here must be later or the same as that on page 11.]

³ This excludes lawyers registered under section 36E of the Legal Profession Act 1966

FOR OFFICIAL USE

LPA Ref No.

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Signature of Donor [Please sign on every page]

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