





快速参考指南（QRG） 公共监护人办公室在线系统（OPGO）

QRG 导航

- 点击“登录 OPGO”或其他下列主题开始。
- 点击  以返回首页并  速览关键信息。

主题

供所有用户（持 Singpass 或 Corppass）

- 登录 OPGO
- 更新个人资料（首次登录）

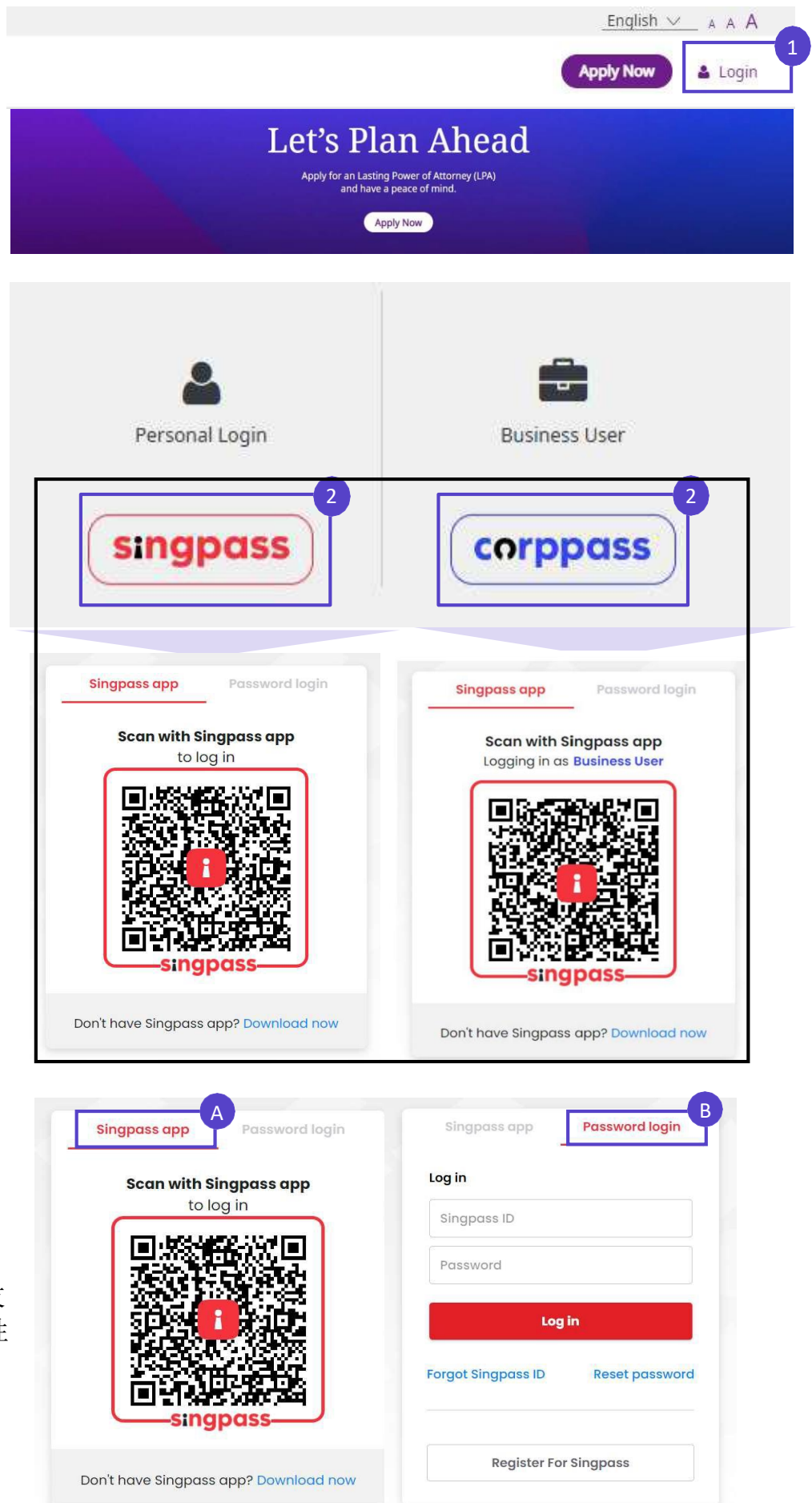
供代理人

- 填写早期状态报告（ESR）或代理人报告（DR）
- 含共同代理人的案例
- 核查报告
- 财务追踪器

1 点击屏幕右上角的“登录”按钮。

2 登录方式:

- **Singpass** (所有用户, 除信托公司的) 或
- **Corppass** (信托公司、草拟持久授权书表格 2 的律师、证书签发人、查询人员或申请认证真实副本 (CTC) 者)



欲知最新资讯, 请浏览:

- Singpass 网站
www.singpass.gov.sg
或
- Corppass 网站
www.corppass.gov.sg

3 选择其中一种 Singpass 登录选项:

A. (供电脑用户) 使用 Singpass 应用程序扫描 QR 码

(供手机用户) 点击 QR 码以使用 Singpass 应用程序登录; 或

B. 选择“密码登录”并输入您的 Singpass ID、密码以及随后发送至您手机的一次性短信验证码 (OTP)。


- 4 当您成功登录 OPGO 后，您的概览页面将显示：
- 您的持久授权书
 - 您既往的持久授权书
 - 作为代理人–点击“前往报告”以开始填写代理人报告。
 - 作为被授权人
 - 查看发送历史

若您首次登录 OPGO，您将需要更新您的个人资料。

[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

You as a Deputy


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

You as a Donee



You are not appointed as Donee in any LPA

View Sent History



You have not sent your LPA to anyone

更新个人资料

返回首页:



仅限首次使用 OPGO 者

1 更新您的个人资料



若有，您的NRIC/
FIN、姓名和地址等个人
资料将从 **Singpass**
(MyInfo) 自动填入
入。

singpass MyInfo

请通过 Singpass 应用程序检查您的个人资料。若有需要，请点击[这里](#)以查看您需联系哪个政府机构，以更新您的个人资料。

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	CHINESE	HOKKIEN
Nationality	Residential Status	
SINGAPORE CITIZEN	Singapore Citizen	

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 点击“更新我的个人资料”



这将用于申请持久授权书（LPA）且不会影响代理权或 OPGO 中的代理人报告事宜。

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

Update My Profile

3 点击“返回仪表板”以返回概览页面并在 OPGO 中继续完成您的事项。



选择“是”以同意通过手机短信接收与您持久授权书相关的法律通知。



Your profile has been successfully updated

3

Back to Dashboard

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



💡 什么是早期状态报告 (ESR) 或代理人报告 (DR)?

作为新任命的代理人，填写早期状态报告 (ESR) 可帮助您履行代理人责任，以执行法院判决书中所阐明的事项。您可以提早开始汇报 P（丧失心智能力者）的个人福利或财务事宜，并使用指导平台提前做好规划。当您提交早期状态报告后，您接下来的报告被称之为“代理人报告 (DR)”。

开始报告

- 1 在 **作为代理人** 分栏下，找到符合您代理权案例的法院判决书，并点击 **“前往报告”** 以开始填写您的早期状态报告或代理人报告。

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

1

Go to Report

- 💡 请在 **报告周期** 内准备您的报告。

- 💡 在 **报告周期结束后**，并在 **报告提交截止日期前** 提交你的报告（见下文）。

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

示例:

报告周期

提交报告截止日期

9月1日

11月30日

12月14日

准备报告

9月1日至11月30日

提交报告

12月1日至12月13日

💡 在您开始之前……

1. 这报告分为 6 个部分。
2. 请先完成报告中部分 1.0 的“关于代理权”。若您尚未完成此部分，您将无法继续填写其余的部分。
3. 准备好所有待上传的辅助文件。
4. 若您是共同代理人，请针对部分 3.0 至 6.0 中的内容，与其他代理人进行讨论并达成一致意见。当您向其他代理人请求**同意**后，您将无法修改报告中的相关部分。

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



这报告有最多 6 个部分。若您被法院判决书赋予相关权力，您才需要填写部分 4.0 至 6.0 中的相关内容。

2 点击“前往部分”以开始填写 部分 1.0--关于代理权。

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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 1.0 - 关于代理权

3 仔细阅读部分 1.0 关于代理权。请点击右箭 (>) 继续。




所包含的信息:

- 代理人的职责
- 代理人的行事准则
- 向公共监护人提交的报告
- 报告提交完毕后
- 财务追踪器
- 重要资源

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

3 >


4 当您仔细阅读完所有信息后，请点击“继续”以前往下一步。

在弹窗中，请点击“返回报告概览”以开始填写部分 2.0，您的个人资料。

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:

- [代理权视频](#)
- [行事准则](#)
- [代理人与看护人指南](#)
- [常见问题 \(FAQ\)](#)



Section 1.0 About Deputyship completed.

Congratulations. You have completed the 1.0 About Deputyship section.

4 [Return to Report Overview](#)


4 [Continue](#)

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页: 

部分 2.0 - 填写您的个人资料

5 点击“前往部分”以开始填写部分 2.0 - 您的个人资料。

 已完成部分的状态将显示为“已完成”。您可以随时点击“查看部分”以查看已提交的信息。

Report Sections

1.0 About Deputyship	Completed	View 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	5 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

请根据以下顺序完成报告中的第 2.0 至 6.0 部分

6 (可选) 点击“使用 Singpass 检索 MyInfo”，以从 **Singpass (MyInfo)** 自动填入您的 **NRIC/FIN、姓名和地址等适用的个人资料**。请通过 Singpass 应用程序检查您的个人资料。若其中的信息过时或有误，请点击[这里](#)联系相关的政府机构，以更新您的个人信息。

否则，请手动填写您的个人资料。

6 [Retrieve Myinfo with singpass](#)

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 and refresh the page once completed.

2.1 Personal Details

Full Name as in NRIC
Darius

Salutation

Mr

Identification Type

NRIC

NRIC / FIN No.

S9024810C

请填写您的
个人资料
(若您为使用
Singpass
导入)

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 2.0 - 填写您的个人资料

- 7 请填写或检查您的注册地址。若您的注册地址与您的通信地址相同，请勾选 **方框**。否则，请提供您的通信地址。

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

Address Format

Formatted

Postal Code

161078

Street Name

INDUS ROAD

Floor No.

10

Block / House No.

78

Building Name

Countryside Petir

Unit No.

13

☐ Use as Correspondence Address

- 8 输入“联系方式”。

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

Save as Draft

9 Proceed to Review

- 9 点击“保存草稿”以保存您所填写的内容。
当您已核查所有信息后，请点击“前往审查”。

请审查你所填写的部分，勾选方框以做出声明并确认。

- 若报告周期已结束，请点击“确认并继续”以前往下一步。
- 若报告周期尚未结束，请点击“返回”以返回上一页。欲知更多详情，请浏览下一页。

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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



您已完成输入页面。您将在审查页面中，审查您在各部分所输入的所有内容。这些页面虽看起来大同小异，但须注意的差异为：

输入页面

- 所有内容都可修改
- 导航按钮：



点击保存
您所修改的内
容，请参考以下

点击开始
核实检查并前
往审查页面

审查页面

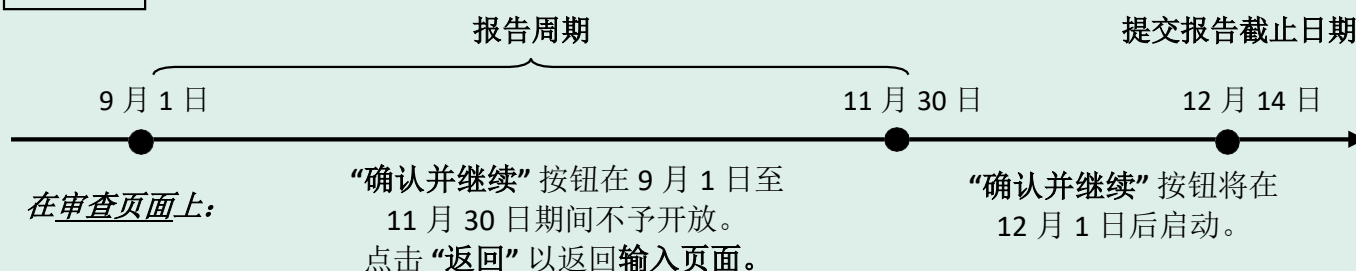
- 所有内容都不可修改。
- 导航按钮：



若报告周期
尚未结束，
请点击并返回
输入页面。

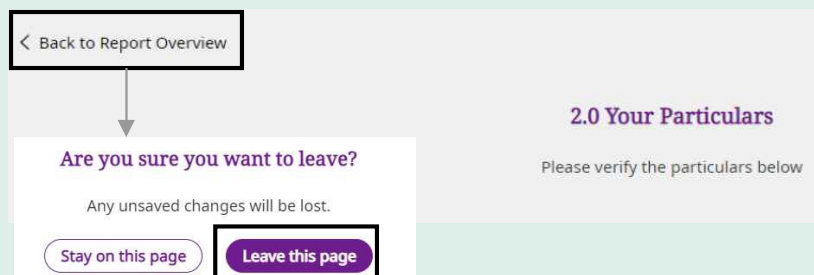
请点击以完成
该部分。
*该按钮仅在报告周期
结束后开放

示意图



在报告周期内，

- 在审查页面中，点击“返回”
- 在输入页面中，点击“保存草稿”
- 点击“返回报告概览”以修改其他部分。
- 当出现提示时，点击“离开页面”（见以下示例）。



在报告周期结束后，

您是否已核查所有输入项？

若“否”：

- 在审查页面上，点击“返回”
- 在输入页面上，点击“保存草稿”并点击“返回报告概览/离开页面”
- 通知共同代理人（若有）以审查/修改报告

若“是”：

- 在输入页面上，点击“前往审查”以前往下一步
- 在审查页面上，点击“确认并继续”。在这之后，您将不能修改此部分中的任何内容。

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页: 

部分 3.0 - 填写 P 的个人资料

10 点击“前往部分”以填写部分 3.0, P 的个人资料。

2.0 Your Particulars

Completed

View Section

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

3.0 P's Particulars

Not Started

10 Go to Section

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

11 P 的个人资料将根据法院判决书中的信息自动填写。

若 P 的地址与注册地址不同，
请取消勾选“**以此作为居住地址**”
并更新 P 的居住地址。

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

下滑以查看更多

点击“**保存草稿**”以保存您所填写的内容。
当所有信息已核查完毕后，请点击“**前往审查**”

11

Save as Draft

Proceed to Review

请审查您在此部分所输入的内容，并勾选方框以确认相关声明。

- 若报告周期已结束，请点击“**确认并继续**”以前往下一步。
- 若报告周期尚未结束，请点击“**返回**”以返回上一个的输入页面。欲知更多详情，请浏览下一页。

Declaration

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

11



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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 3.0 - 填写 P 的个人资料

- 💡 若您有一名或多名共同代理人，在点击“确认并继续”后，您将需要在点击“分享”前，确认您是否已与其他共同代理人讨论并达成一致意见。当您分享第 3.0 部分 P 的个人资料后，您将无法再次修改相关内容。若您需要与您的共同代理人核实相关信息，请点击“取消”并与对方进行核实。参考[含共同代理人的案例](#)以查看详细的截图指南。

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

有共同代理人

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

请点击“返回报告概览”以继续填写其他部分。该报告分部的状态将在您的概览页面中，更新为“等待共同代理人确认”。您的共同代理人将在短信/电子邮件/Singpass/OPGO 邮箱收到相关通知。

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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 4.0 - P 的个人福利

- 12** 点击“前往部分”。若您被授予权力管理 P 的个人福利，请填写第 4.0 部分，P 的个人福利。否则，请跳过第 12 至 16 步。

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** 请填写 P 的 4.1 “目前的生活安排”，例如：P 目前住在哪里、代理人访问 P 的频率、P 目前与谁同住等。

13

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


填写 P 的 4.2 “日常活动”，例如：洗澡、如厕、穿衣、喂食、行动、转移。
您可将鼠标悬浮在  图标上，以了解每项活动的更多信息。

13


4.2 Activities of Daily Living 

Washing 


Please select one of the following

Toileting 


Please select one of the following

Dressing 


Please select one of the following

Feeding 

Please select one of the following

Mobility 

Please select one of the following

Transferring 

Please select one of the following

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 4.0 - P 的个人福利

- 13 填写 P 的 4.3 “看护安排” 以及 4.4 “医疗情况” (若适用)。
- 14 点击 “添加 P 的医疗/社会服务机构” 以填写 P 的医疗/社会服务机构的相关信息。(若适用)
- 15 点击 “前往审查”。您将被要求再一次审查您在该部分输入的内容。

13

4.3 Care Arrangements

Alex Ong's Main Caregiver

Alex Ong's Caregiver Contact No.

14

4.4 Medical Condition

Alex Ong's Medical Condition ⓘ

0/250 Characters

Medical Treatment Required ⓘ

0/250 Characters

15

+

Add Medical/Social Services Provider to Alex Ong

Back to Report Overview

Save as Draft

Proceed to Review

- 16 勾选所有方框以做出您的声明。点击 “确认并继续” 以前往下一步。

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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 4.0 - 个人福利

💡 若您有一名或多名共同代理人，在点击“确认并继续”后，您将需要在点击“分享”前，确认您是否已与其他共同代理人讨论并达成一致意见。当您分享部分 3.0 - P 的个人资料后，您将无法再次修改相关内容。若您需要与您的共同代理人核实相关信息，请点击“取消”并与对方进行核实。参考[含共同代理人的案例](#)以查看详细的截图指南。

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

有共同代理人



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

点击“返回报告概览”以继续填写其他部分。该报告分部的状态将在您的概览页面中，更新为“等待共同代理人确认”。您的共同代理人将在短信/电子邮件/Singpass/OPGO 邮箱收到相关通知。

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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页: 

部分 5.0 - P 的财产与事务

- 17** 点击“前往部分”。若您被授予权力管理 P 的财产与事务，请填写部分 5.0，P 的财产与事务。否则，请跳过第 17 至 29 步。

5.0 P's Property & Affairs

Not Started

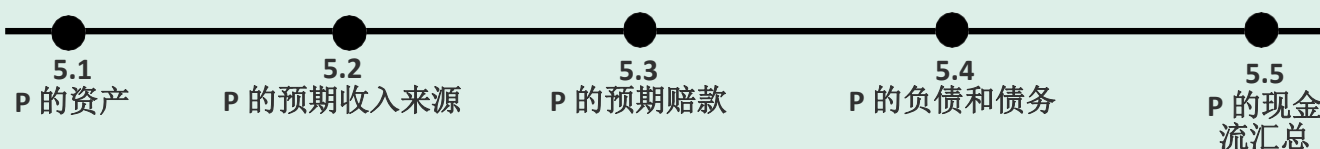
17

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

部分 5.1 至 5.4 - P 的资产、收入、赔款、负债和债务



部分 5.1 至 5.4 的信息包括：

- **P 的资产：**银行账户、公积金账户、房产、其他（如有）
- **P 的预期收入来源：**工资、租金收入、其他（如有）
- **P 的预期赔款：**保险、政府补贴/支持、赔偿、其他（如有）
- **P 的负债和债务：**抵押贷款、银行贷款、信用卡债务、其他（如有）

作为代理人，您应提供以上的所有信息以完成报告中的此部分。


- 18** 为分部选择“是”或“否”，例如：5.1.1 P 是否有银行账户？
若回答为“否”，您可以跳过该分部并继续前往下一个分部，例如：5.1.2。

5.1.1 Does Alex Ong have a Bank Account?

18

☒ Yes ☐ No

- 19** 若回答为“是”，您则将被要求填写该分部中的信息，例如：5.1.1 银行账户。
注意：当前报告中的期末余额可反映在下一个报告中的期初余额。

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

填写早期状态报告 (ESR) 或代理人报告 (DR)


返回首页:



部分 5.1 至 5.4 - P 的资产、收入、赔款、负债和债务


- 20 请上传相关的辅助文件，例如：每月银行报表。
- 21 若您没有部分或所有文件，请勾选以下声明：“我现在无法提供辅助文件。我将在提交报告后的 2 个星期内，发送至 MSF_OPG_Deputyship@msf.gov.sg。”
- 22 (若适用) 请点击图标 ，以在同一分部中添加项目。例如：添加银行账户。

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 within 2 weeks of submitting this report.

22 
Add Bank Account

- 23 当您完成填写有关部分（例如：部分 5.1 - P 的资产）后，请点击“前往审查”以再次审查该部分。点击“编辑”以修改相关信息。


23

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

- 24 当您审查完毕后，请点击“确认并继续”以前往下一部分，例如：5.2 P 的预期收入来源。您将无法再次修改此部分。

24

[Back to Report Overview](#)[Confirm and Continue](#)


 若您在部分 5.1 至 5.4 中，为分部勾选“是”，请重复步骤 18 至 24。

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 5.5 - 现金流汇总

 在部分 5.5 现金流汇总中，您将发现一份关于 P 在报告周期内的现金流汇总，例如：下方所示的 2021 年 9 月 1 日至 2021 年 11 月 30 日的现金流汇总。银行余额的变化应与现金流量汇总表相吻合，以确认所有交易都被记录。

- 25 (A) 审查 P 的银行余额。
(若适用) 请点击“前往 5.1 P 的资产”按钮，以跳转至第 5.1 部分进行修改。

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

- 26 (B) 审查 P 的现金流汇总。
(若适用) 请点击“前往财务追踪器”按钮，以前往财务追踪器进行修改。
请参考财务追踪器部分，以详细解释了解更多详情。

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

- 27 检查 (A) 与 (B) 是否有差异。若有差异，请给出差异的理由。

A	Change to bank balances (Closing balance - opening balance)	-\$20,000.00
B	Cashflow summary (Monies received - P's monies spent)	— -\$20,000.00
C	Difference (A - B)	\$0.00

Please use the Finance tracker to record additional transactions to account for the difference as much as possible.

- 28 点击“前往审查”以再次审查该部分。点击“编辑”以修改相关信息。

[Back to Report Overview](#)

[Save as draft](#)

28

[Proceed to review](#)

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 5.5 - 现金流汇总

29 点击“确认并继续”以前往下一步。

- 💡 若您有一名或多名共同代理人，在点击“确认并继续”后，您将需要在点击“分享”前，确认您是否已与其他共同代理人讨论并达成一致意见。当您分享部分 3.0 P 的个人资料后，您将无法再次修改相关内容。若您需要与您的共同代理人核实相关信息，请点击“取消”并与对方进行核实。参考[含共同代理人的案例](#)以查看详细的截图指南。

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](#)

有共同代理人

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](#)

点击“返回报告概览”以继续填写其他部分。该报告分部的状态将在您的概览页面中，更新为“等待共同代理人确认”。您的共同代理人将在短信/电子邮件/Singpass/OPGO 邮箱收到相关通知。

5.0 P's Property & Affairs

Pending Joint Deputy Confirmation

[View Section](#)

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 6.0 - 填写任务清单

30 点击“前往部分”。请填写部分 6.0，填写任务清单，以更新分配予您的任务。

6.0 Task ListNot Started30[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

- 仅更新分配予您的任务。
- 若该任务并非由您负责，请通知相关代理人以完成该部分。
- 若有关任务由超过一名代理人负责，请在更新任务状态前，与相关代理人进行讨论并达成一致意见。

31 对于个人福利 (PW) 或财产与事务 (PA) 部分，您必须回答您是否已完成法院判决书中要求的事项。

A. 若回答为“是”，请表明您在什么时候完成该项任务。请附上辅助文件。

B. 若回答为“否”，请表明您是否能在截止日期前完成该项任务。若您选择“否”，请提供无法完成相关任务的理由，并提供一个可完成任务的合理期限。

点击“前往审查”以审查该部分。

Personal Welfare

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

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?B
☐ Yes ☒ No

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](#)

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



部分 6.0 - 任务清单

32 点击“确认并继续”以前往下一步。

- 💡 若您有一名或多名共同代理人，在点击“确认并继续”后，您将需要在点击“分享”前，确认您是否已与其他共同代理人讨论并达成一致意见。当您分享部分 3.0 P 的个人资料后，您将无法再次修改相关内容。若您需要与您的共同代理人核实相关信息，请点击“取消”并与对方进行核实。参考[含共同代理人的案例](#)以查看详细的指南截图。

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

有共同代理人

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](#)

请点击“返回报告概览”以继续填写其他部分。该报告分部的状态将在您的概览页面中，更新为“等待共同代理人确认”。您的共同代理人将在短信/电子邮件/Singpass/OPGO 邮箱收到相关通知。

6.0 Task List

Pending Joint Deputy Confirmation


[View Section](#)

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页: 

提交报告

33 当您填写完所有必须的部分后，请下滑至报告底部并点击“提交”以提交您的报告。

 若您有共同代理人，请参考含共同代理人的案例部分，以了解更多详情。

5.0 P's Property & Affairs

Completed

View 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

Completed

View 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


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

33 Submit

下滑至
报告底部

34 绿勾表示您的报告已成功提交。

您可以点击“退出”以退出 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

填写早期状态报告 (ESR) 或代理人报告 (DR)

返回首页:



检查报告状态

在您提交报告后，“我的报告”中有关报告的状态将显示为“已提交”。您可以通过“代理权”>“法院判决书编号”>“我的报告”>“已提交的报告”中查看您的报告状态。

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
DR-123-2021-000039	29 Jan 2023	In Progress	Not Submitted

1 record

Submitted Reports

Filter By:

All

Submitted

Report Accepted

Task No.	Due Date	Status	Submitted On
ESR-123-2021-000055	14 Dec 2021	Submitted	01 Mar 2022

MSF OPG 将审查有关报告并（通过短信/邮件/OPGO 邮箱/联系或 Singpass 手机应用程序）通知您该报告已被接受或需要进一步阐释。

报告状态:

已提交/
报告已被接受

您的行动:

无需进一步行动

需要重新审查

见下一个主题
“审查报告”

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
ESR-djhfv-2021-000078	29 Sep 2021	Report Accepted	21 Sep 2021



在共同代理人报告中，请注意：

- 所有共同代理人都需要登录 OPGO，以查看/确认报告中的内容
- 两名代理人无法在同一时间修改报告。

下列的流程可确保共同代理人能在 OPGO 上有良好的操作体验。

1

讨论

通过电话或面对面与所有共同代理人开会。讨论下列事项：

- 共同代理人所负责的报告内容
- 代理人修改报告的顺序
- 例如：代理人 A > 代理人 B > 代理人 C

2

起草/编辑

第一位代理人（即代理人 A）将率先登录 OPGO 以填写报告。

- 在报告底部，请点击“保存草稿”。退出 OPGO。
- 通知代理人 B 登录 OPGO 并检查报告内容。

共同代理人登录 OPGO 以核查报告内容。

- 在此草稿阶段，代理人 B 可直接修改报告中的内容。
核查/修改完毕后，退出 OPGO。
- （若适用）通知下一位代理人（即代理人 C）登录 OPGO 并检查报告内容。

3

分享

在所有代理人都已查看并同意报告内容后，请最后一名审查报告的代理人（例如：代理人 C）在报告中的结尾部分点击“前往审查”、“确认并继续”以及“分享”。

在此之后，任何代理人都无法再修改报告中的内容。

4

确认

所有其他的共同代理人都需登录 OPGO，以填写部分 1.0 及 2.0。若您被授予相关权力，请点击“确认部分”以查看并确认部分 3.0 至 6.0 中的相关内容。随后，在每个部分的结尾点击“完成”。

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

提交

在所有部分都已完成后，最后审查项目的代理人（即代理人 B）在报告概览页面点击“提交”。

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

Submit



1

提交报告后，公共监护人办公室将通过短信/电子邮件/Singpass 手机应用程序（SPM）/OPGO 邮箱通知您有关报告是否需要进一步阐释或修改。

当您收到相关通知后，请登录 OPGO。

在您的概览页面的**作为代理人**标签中，点击“前往报告”以查看报告。

You as a Deputy

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

1

Go to Report

2

在“我的报告”中，您的报告状态将显示**需要修改**。

下滑至报告概览以进行修改。

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

2

Revision Required

3 请参考“OPG 意见”以了解 OPG 对有关报告所提出的意见。

3

OPG Remarks

请在部分5.1中，进一步阐释与P的资产相关的状态。

- 4 若有需要修改，所有部分的状态（除了第 1.0 部分）将显示 **尚未开始**。然而，所有上次填写的信息都将保存。

点击 **“前往部分”** 以审查并修改报告中的相关部分。

Report Sections

1.0 About Deputyship

Completed

View 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

4 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

- 5 若所有信息都准确无误，
- a. 点击 **前往审查** 以审查您的信息。
 - b. 点击 **确认并继续**
 - c. 点击 **完成** 或 **分享**（供共同代理人审查）以完成报告中的相关部分。


为报告中的其他部分重复**步骤 4 至 5**。

- 6 当所有部分都已审查完毕后，返回报告概览并点击 **“提交”**。

若有多名代理人，请参考[含多名代理人的案例](#)中的指示。

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

6 Submit

 仅被赋予财产与事务（PA）权力的代理人可修改财务追踪器。

这部分引导您在以下情况使用财务追踪器：

- 您希望在不更新 ESR/DR 的情况下，在 P 收到的款项和花费的款项中输入新的交易；或
- 您想在完成 ESR/DR 时，输入 P 的交易。

更新财务追踪器（在不更新 ESR/DR 的情况下）

- 使用 Singpass 登录 OPGO。在概览页面的 **作为代理人** 标签中，在系统中触发的相关 ESR/DR 点击“前往报告”。

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	

1 [Go to Report](#)

- 点击“财务追踪器”标签。

Case ID : 123

Case Detail **2 Finance Tracker** My Report



- 该页面将显示已收到的款项（绿色）和已花费的款项（橙色）的相关汇总。

点击“添加已收到的款项”或“添加为 P 所花费的款项”，以添加报告周期内所产生的新交易。您也可以点击并前往部分 5.5 中的“P 的现金流汇总”。

3 [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

 <p>Monies Received S\$0.00 View Transactions</p>	 <p>Monies Spent on P S\$20,000.00 View Transactions</p>
---	--


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

4 输入每项交易的详情，包括分类、说明、总额及日期。

分类包括：

- 租金/房产销售
- 工资/退休金
- 赔偿金
- 保险
- 政府援助金
- 投资收入
- 公积金
- 其他

5 请为每个分类至少上传一份辅助文件作为交易凭证。

6 (若适用) 请点击  图标，以添加另一项交易。

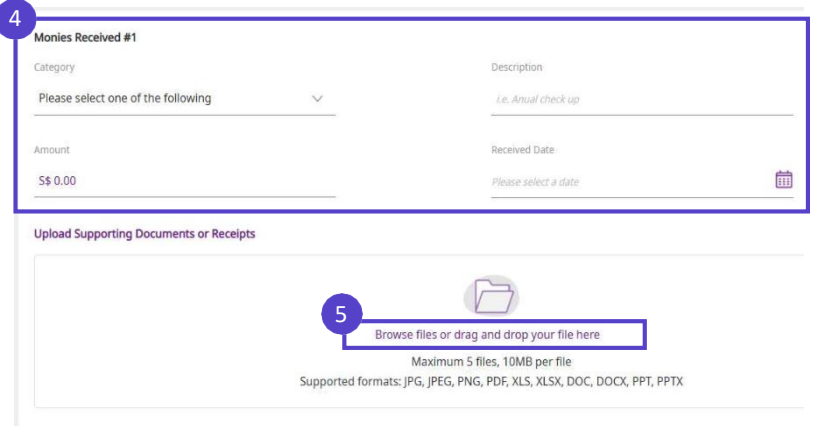
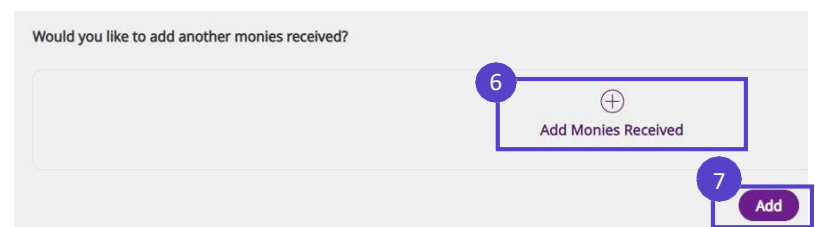
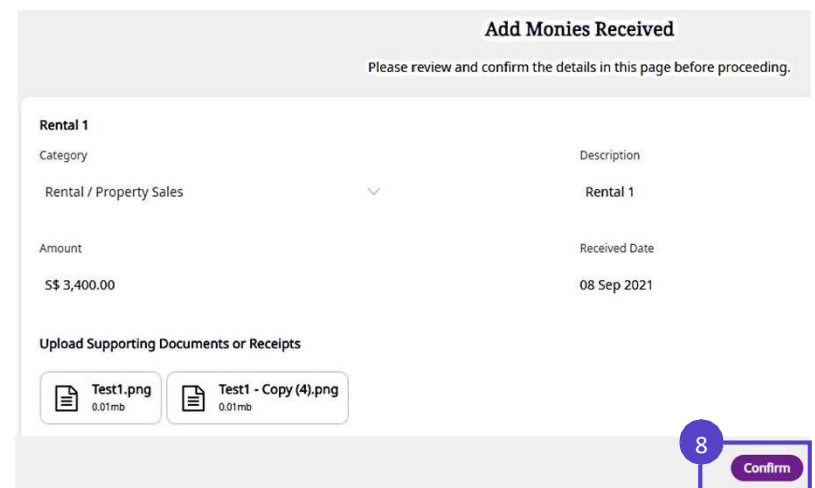
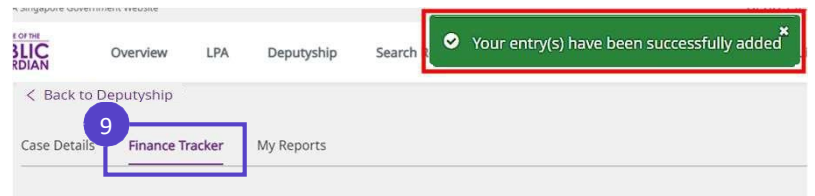
7 点击“添加”以保存所新增的交易。

8 审查交易并点击“确认”。

9 绿色方框确认有关记录已添加成功。点击“财务追踪器”标签，以返回财务追踪器概览。

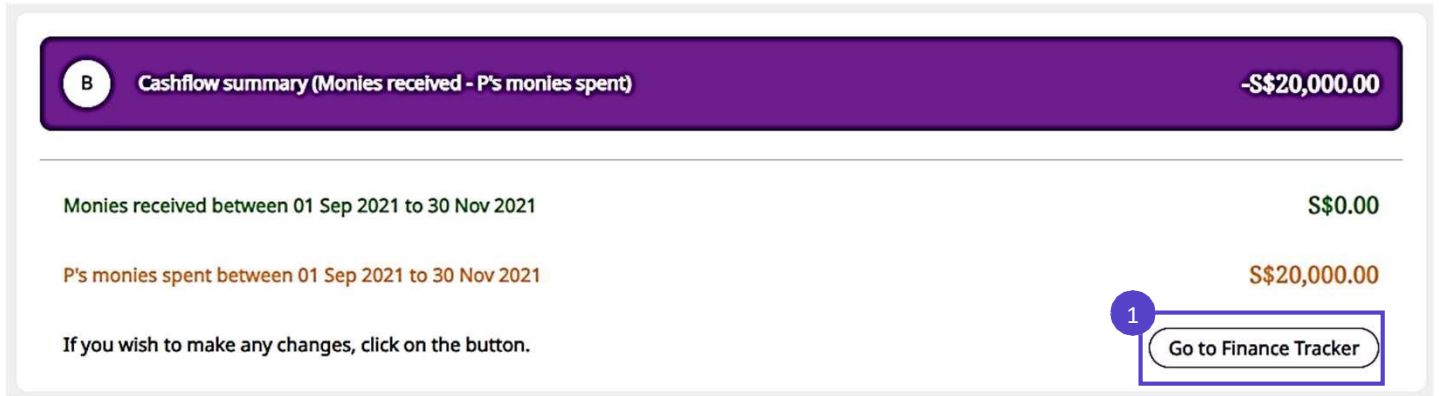
根据步骤 3 至 8，随时为“添加已收到的款项”或“添加为 P 所花费的款项”添加新交易。

10 若没有其他需要添加的交易，请滑至右上角并退出 OPGO。


更新财务追踪器（当正在填写 ESR/DR 时）

- 1 当您在填写 ESR/DR 时发现任何遗失或有误的交易记录，请点击“前往财务追踪器”修正有关记录。



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

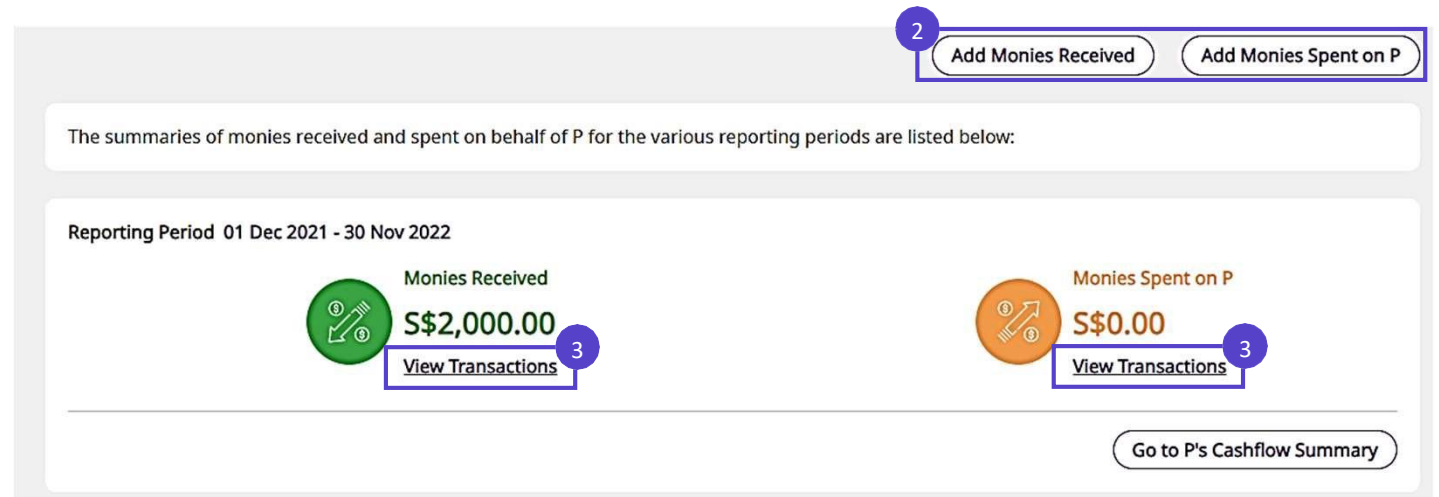
If you wish to make any changes, click on the button.

1 [Go to Finance Tracker](#)

- 2 OPGO 将为您跳转至财务追踪器页面。

欲添加新的交易，请点击“添加已收到的款项”或“为 P 所花费的款项”。

- 3 欲修正任何交易，请点击“查看交易”以查看每项交易的详情。



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 所有由各个代理人输入的交易将显示在此。

请在“说明”标签下点击任何一个交易，以查看相关的交易详情。请点击“添加已收到的款项”，以输入更多 P 所收到的款项。

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 \$2,000.00	Salary / Pension \$0.00	Compensation \$0.00	Insurance \$0.00	Government Support \$0.00	Income from Investments \$0.00
CPF \$0.00	Others \$0.00				

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

4
Add Monies Received

Description	Category	Created By	Amount	Files	Received Date
Rental	Rental / Property Sales	Darius	\$2,000.00	1	02 Dec 2021

1 record

Back

示意图：P 所收到的款项

4 所有由各个代理人输入的交易将显示在此。

请在“说明”标签下点击任意交易，以查看相关的交易详情。

请点击“添加为 P 所花费的款项”，以输入更多为 P 所花费的款项。

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

\$S\$0.00




Utilities

\$S\$0.00




Medical

\$S\$0.00




Transport

\$S\$0.00




FDW Salary & Levy

\$S\$0.00




Nursing Home Fees

\$S\$0.00




Professional Fees

\$S\$0.00



Loan Repayment

\$S\$0.00



Others

\$S\$0.00

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

4

Add Monies Spent on P

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

示意图：为 P 所花费的款项

- 5 请点击“编辑”以按需修改相关的交易详情。
注：该“编辑”仅由在财务追踪器中输入交易的该代理人可见。若您发现其他共同代理人输入的交易有误，请另行通知对方修正有关交易。


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 完成修改后，点击“下一步”以继续。请审查相关信息并再次点击“确认”。您随后将发现您的记录已成功更新。若需修正更多交易，请重复步骤 3 至 6。当您完成所有修正后，请返回您的报告以继续填写。

Monies Received :
Rental

Rental

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


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