

QUICK REFERENCE GUIDE (QRG)

Office of the Public Guardian Online System (OPGO)

Navigate The QRG

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

Topic

For All Users

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

For Certificate Issuers (CI)

- Certify an LPA

For Donors or Donees

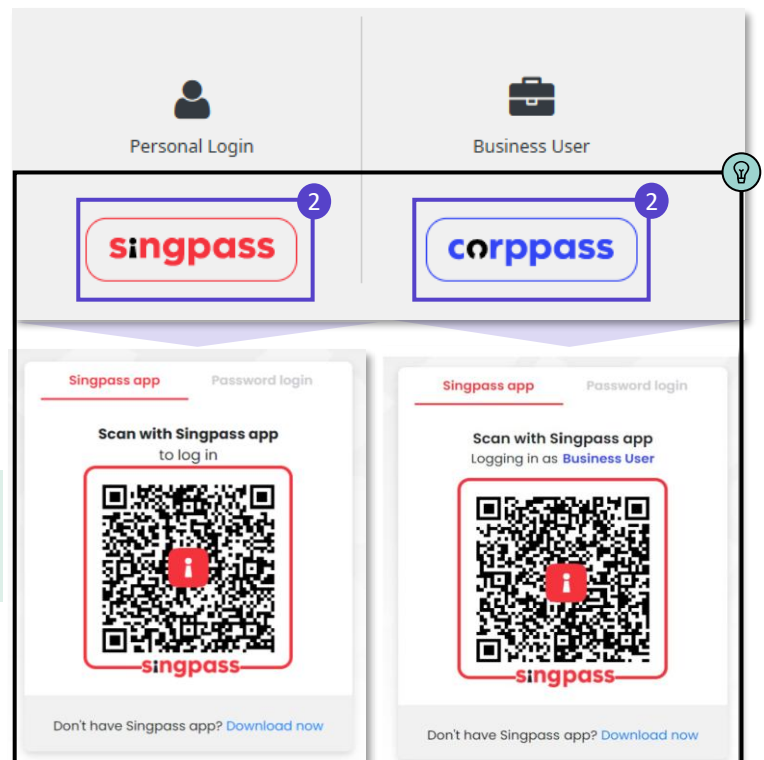
- Make an LPA (Form 1)
- Make an LPA (Form 2)
- Accept Donee Appointment
- Search for Certificate Issuer (CI)*
- Make Payment*
- Revoke LPA

*These can be done without Singpass login.

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



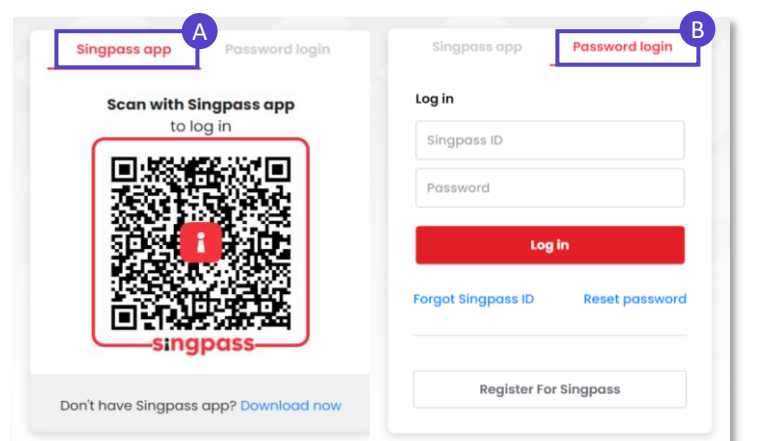
- 2 Login via:
 - **Singpass** (All users except Trust Companies) or
 - **Corppass** (Trust Companies, Lawyers drafting LPA Form 2, Certificate Issuers)



-  Find out the latest information on:
- Singpass at www.singpass.gov.sg or
 - Corppass at www.corppass.gov.sg

- 3 Choose 1 of 2 Singpass login options:
 - A. (For desktop or laptop) **Scan** the QR code with your Singpass app

(For mobile) **Tap** the QR code to login in with Singpass app; or
 - B. Select '**Password login**' to enter your Singpass ID and password, followed by a SMS One-Time Password (OTP) sent to you.



-  Click on the home icon  at the top of this page to return to the Home Page and select the next topic to read.

Update Profile

For first-time users to OPGO only

Return to
Home Page:



1 Update your profile.



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

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



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

2 Click 'Update My Profile'.

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

Profile

Unsuccessful retrieval of your profile from MyInfo. Kindly update your particulars at MyInfo portal. For more information on MyInfo, click [here](#).

1

Personal particulars

Full Name per NRIC/FIN	NRIC/FIN ID No.	Date Of Birth
Insert full name here	SXXXXXXX	Please select a date
Gender	Race	Dialect

Profile This is your first time login

Nationality	Residential Status
Select one	Select one

Address as per NRIC
(If there are any correspondences, it will be sent to the following address)

Local Address ☒

Postal Code

Block/House Number	Street Name	Building Name
Block No.	Insert Street Name Here	Insert Building Name

Email Address	Mobile No.
Insert email address here (i.e. name@email.com)	Insert mobile number here (i.e. 91234567/ 91234567)

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

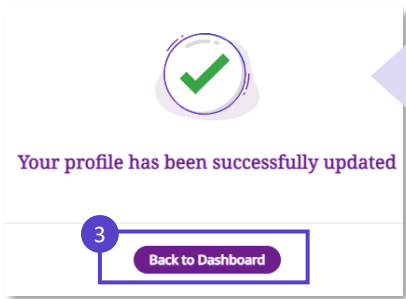
OPGO will send email alerts to you to check your OPGO mailbox for all legal notices. If you also wish to receive SMS alerts, please indicate below:

☐ Yes, I consent to receiving SMS alerts.

☐ No, I do not consent to receiving SMS alerts.

2

Update My Profile



Make an LPA (Form 1)

Return to
Home Page: 

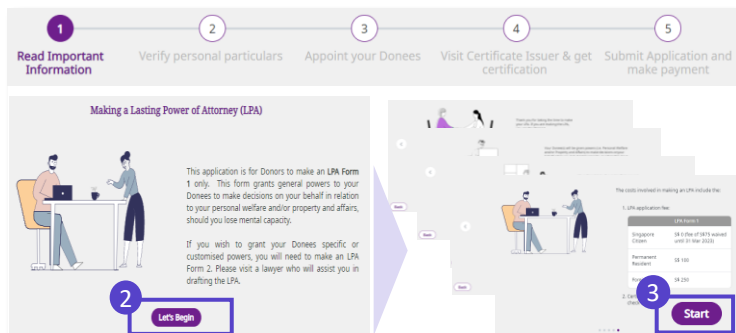
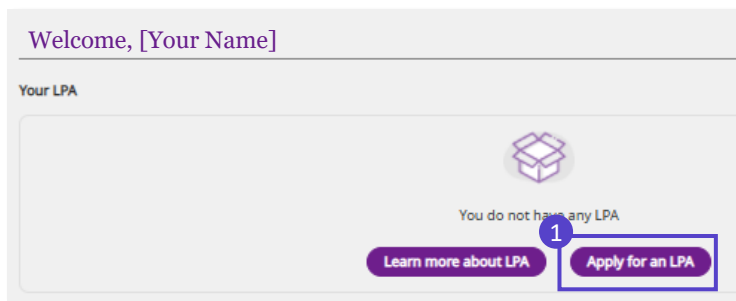
Apply for a Lasting Power of Attorney (LPA) and have peace of mind

- 1 Login to OPGO. (refer to topic on **OPGO Login**). Click **'Apply for an LPA'** under 'Overview' to start the application.

 For future logins, you will be able to view all your existing LPAs as a Donor or Donee. If you wish to revoke your current LPA and make a new one, refer to our [Frequently Asked Questions \(FAQs\)](#) for more information.

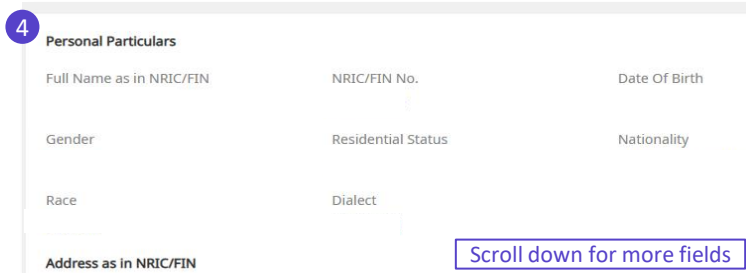
- 2 Click **'Let's Begin'** and read all important information about making an LPA. Click  to continue until the last page.

- 3 Click **'Start'** to begin your application.



Verify personal particulars

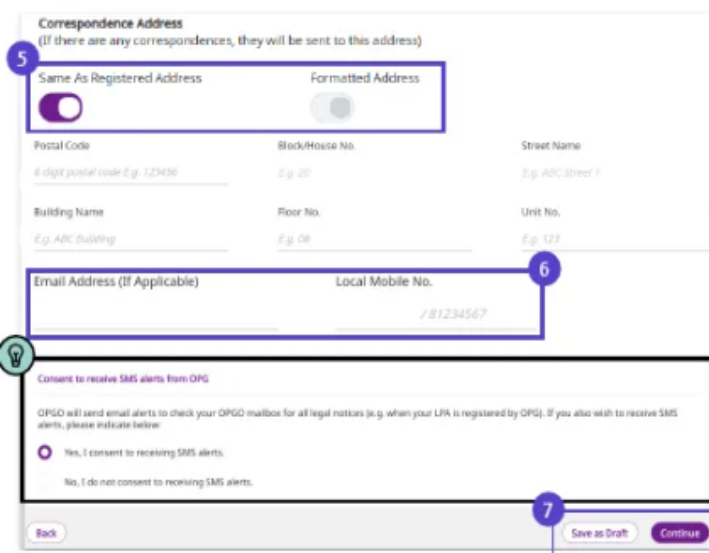
- 4 Verify your personal particulars.



- 5 (Optional) Click **'Same As Registered Address'** if your correspondence address is the same as your NRIC/FIN registered address.

(Optional) Click **'Formatted Address'** to provide an alternative address.

- 6 Fill in your email and mobile number.



 Select **'Yes'** for consent to receive SMS alerts for future legal notices about your LPA.

- 7 Click **'Save as Draft'** to save your edits. Then, click **'Continue'** to proceed.

Make an LPA (Form 1)

Return to
Home Page: 

Apply for a Lasting Power of Attorney (LPA) and have peace of mind

Appoint your Donee(s)



Donee(s) can make decisions on your behalf regarding Personal Welfare and/or Property and Affairs matters should you lose mental capacity one day.

8

Enter your Donee(s)' personal details and his/her relationship to you.



A Donee must be:

- 21 years old or above
- Someone who you consider to be trustworthy and reliable
- Not a Bankrupt (if granted with Property and Affairs Powers)

9

Tick the checkboxes to select the type of powers you want to grant to this Donee.

10

(Optional) To add another Donee, click on **'Add Donee'**. You may add up to 2 Donees and 1 Replacement Donee in LPA Form 1.

11

Click **'Save as draft'** to save your edits. Then, click **'Continue'** to proceed.

12

(If applicable – for cases with multiple Donees only) Select the **'Manner of Acting'**.

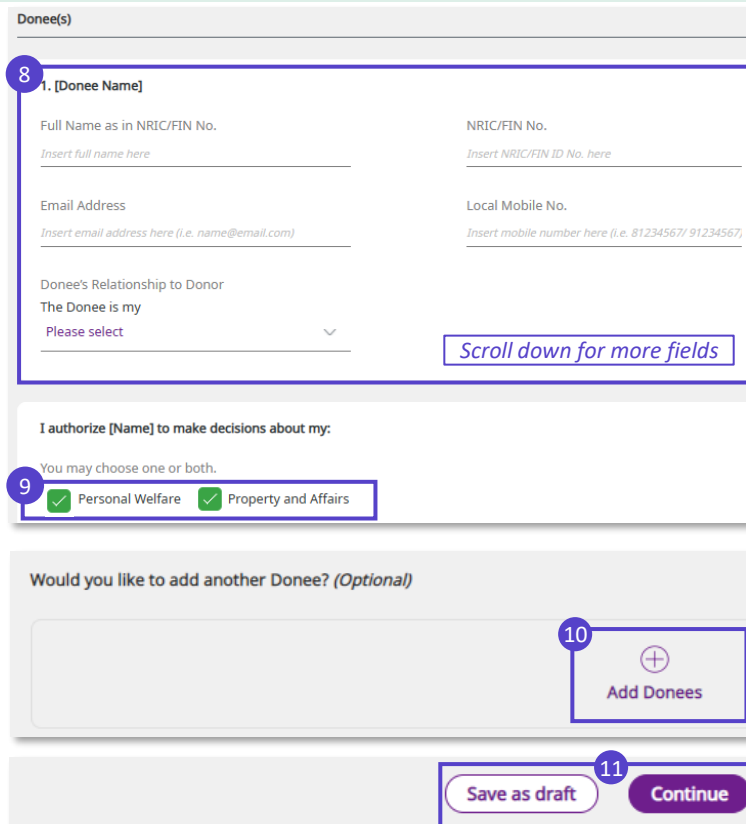


Definitions on

- **Jointly:** All Donees must agree on the decisions to be made. If they cannot agree, they cannot act on your behalf for that decision.
- **Jointly and Severally:** All Donees may make decisions together or separately.

13

(If applicable, under Personal Welfare) Answer the questions to specify the conditions for the Donee(s) to act on your behalf.



Donee(s)

8 1. [Donee Name]

Full Name as in NRIC/FIN No. Insert full name here NRIC/FIN No. Insert NRIC/FIN ID No. here

Email Address Insert email address here (i.e. name@email.com) Local Mobile No. Insert mobile number here (i.e. 81234567/ 91234567)

Donee's Relationship to Donor
The Donee is my Please select Scroll down for more fields

I authorize [Name] to make decisions about my:

You may choose one or both.

9 ☒ Personal Welfare ☒ Property and Affairs

Would you like to add another Donee? (Optional)

10  Add Donees

11

How will the Donee(s) decide on your Personal Welfare?

You can decide whether your Donees should act Jointly, or Jointly and Severally when making decisions.

You have appointed the following Donee(s):

1. 1st Donee's name
2. 2nd Donee's name

12

How should your Donee(s) act on your behalf?

☐ Jointly 1

☐ Jointly and Severally 1

Restrictions on Personal Welfare decisions

Examples of personal welfare decisions which your Donee(s) can make include where you should live, what to wear, who you may have contact with, healthcare and medical treatment decisions.

1. Do you allow your Donee(s) to give or refuse consent to start or continue your treatments, including clinical trials and new health substances such as medication or medical devices.

13

☐ Yes

☐ No

Make an LPA (Form 1)

Return to
Home Page: 

Apply for a Lasting Power of Attorney (LPA) and have peace of mind

- 14 (If applicable, under Property and Affairs)

Select the **'Manner of Acting'**.

Answer the questions to specify the conditions for the Donee(s) to act on your behalf.

- 15 Click **'Save as draft'** to save your edits. Then, click **'Continue'** to proceed.

- 16 (Optional) Add a Replacement Donee. Click **'Continue'** to proceed.



Skip steps 16-18 if you do not have a Replacement Donee to appoint.

A Replacement Donee may replace your existing Donee if:

- Your Donee gives notice to OPG that he disclaims his appointment
- Your Donee passes on
- Your Donee becomes bankrupt (this only terminates his power for Property and Affairs powers)
- You and your Donee divorce or have your marriage annulled
- Your Donee loses mental capacity

- 17 Enter the Replacement Donee's particulars and indicate your relationship with him/her.

- 18 Tick the checkbox(s) to indicate which Donee the Replacement Donee can replace, and for which type of powers.

How will the Donee(s) decide on your Property and Affairs?

You can decide whether your Donees should act Jointly, or Jointly and Severally when making decisions.

You have appointed the following Donee(s):

1. 1st Donee's name
2. 2nd Donee's name

14

How should your Donee(s) act on your behalf?

☐ Jointly 

☐ Jointly and Severally 

Restrictions on Property and Affairs decisions

Examples of property and affairs decisions which your Donee(s) can make include buying, selling, renting and mortgaging bank accounts, managing your CPF monies, paying household expenses, and purchasing any equipment you may need.

1. Do you require your Donee(s) to seek the Court's approval to sell, transfer, mortgage, or otherwise deal with and affect property?

☒ No, the Donee(s) does/do not need to seek Court's approval.

☐ Yes, for the property at this address:

Postal Code

[Scroll down for more fields](#)

[Back](#)

[Save as draft](#)

15

[Continue](#)

LPA > Application

1 2 3 4
Read Important Information Verify personal particulars **Appoint your Donees** Visit Certificate of Eligibility

Would you like to appoint a Replacement Donee?



Note: You can appoint another person to replace your Donee(s) if they are unable to act because:

[Read more](#)

Replacement Donee(s)

 Add Replacement Donee

[Back](#)

[Save as draft](#)

[Continue](#)

17

1. (Replacement Donee Name)

Full Name as in NRIC/FIN No.

Insert full name here

NRIC/FIN No.

Insert NRIC/FIN ID No. here

Email Address

Insert email address here (i.e. name@email.com)

Local Mobile No.

Insert mobile number here (i.e. 81234567/ 91234567)

Donee's Relationship to Donor

The Donee is my

Please select

In the event that a Donee is unable to act, I authorise [Name] to replace the following donee(s):

Full Name as in NRIC/FIN No.	NRIC/FIN No.	Power Granted to be replaced
1 st Donee's Name	XXXXXXXX	☐ Personal Welfare ☐ Property and Affairs
2 nd Donee's Name	XXXXXXXX	☐ Personal Welfare ☐ Property and Affairs

18

Make an LPA (Form 1)

Return to
Home Page: 

Apply for a Lasting Power of Attorney (LPA) and have peace of mind

- 19 Check that all information is accurate. Read the Statement by Donor and tick the checkbox.

- 20 Click 'Back' anytime if you wish to change any information in the earlier pages.

- 21 Click 'Notify Donee(s)' to proceed. An SMS and email notification will be sent to your Donee(s) to accept their appointment(s).

- 22 Click 'View CI List' to see the list of Certificate Issuers (CI) available in Singapore. Proceed to **step 25**. Visit the CI only after all your Donees have accepted their appointments.

19

Donor's Particulars

Full Name as in NRIC/FIN No.	NRIC/FIN No.	Date Of Birth
Skye Ong	59417830D	06 Jun 1950
Gender	Residential Status	Nationality
Female	Singapore Citizen	SINGAPORE CITIZEN
Race	Dialect	
Chinese	ALBANIAN	
Address as in NRIC/FIN No.		
Address Format		
Postal Code		
Block/House No.	Street Name	Building Name
	SHUNFU ROAD	-

Scroll down for more fields

Statement by Donor

1. I have read the Important Information and 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 in this LPA, in circumstances where I lack mental capacity or where my Donee(s) have reason to believe that I lack mental capacity.
3. I appoint the person(s) named as my Replacement Donee(s) (if any) and intend that my Replacement Donee(s) (if any) shall replace my appointed Donee(s) in the manner set out in this LPA.
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 is registered by the Public Guardian.
6. I authorise my Certificate Issuer to submit my LPA to OPG on my behalf after it has been certified.

☒ I have read and confirmed the above.

Back 20 Notify Donee(s) 21

By clicking "Notify Donee(s)", an SMS/email will be sent to your Donee(s) to notify them of their appointment(s).



Your LPA has been sent to your Donee(s)

Please note:

- Remind your Donees to accept their appointment(s) as your Donee(s).
- Once all Donees have accepted,
 - Install the [Singpass app](#) on the mobile phone with the number as stated in your LPA, and enable digital signing on the app
 - Bring this mobile phone when visiting a Certificate Issuer (CI) to certify your LPA.
- Consider making an Advance Care Plan (ACP) and appoint your Donee(s) as your Nominated Healthcare Spokesperson. More information on ACP can be found [here](#).

Submission Type	Transaction No.	Timestamp
LPA Application Form 1	D2022-0001414	11 Nov 2022 07:48 AM

Back to Home View CI List



At this point, you have successfully drafted your LPA. Skip to **step 26** to check your LPA status regularly and follow up with the actions required to complete your application.

Download the **Singpass app** and **set up your digital signature** before seeing your CI for LPA certification. Refer to our [Frequently Asked Questions](#) should you have difficulties setting up your Singpass or digital signature.

Make an LPA (Form 1)

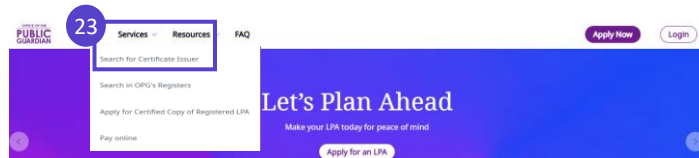
Return to
Home Page: 

Apply for a Lasting Power of Attorney (LPA) and have peace of mind

Search for Certificate Issuer (CI)

 Visit a CI in-person to certify your LPA after your Donee(s) have accepted their appointments. At **step 22**, click '**View CI List**' to view the list of CIs in Singapore. Alternatively, follow **step 23** to search for a CI on OPGO.

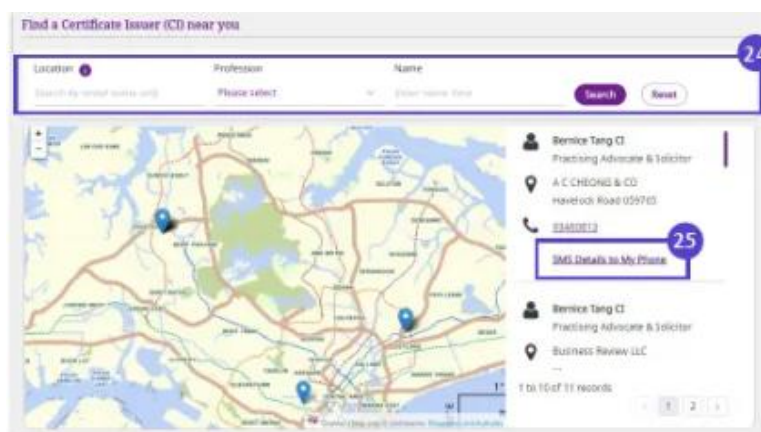
23 On OPGO's landing page, Click '**Services**' and select '**Search for Certificate Issuer**'.



 You do not need Singpass login for **steps 23 and 24**.

24 Search for a CI based on location by Street Name, profession (Lawyer, Accredited Doctor, Psychiatrist), or name of CI or clinic/law firm.

25 (If you are logged into OPGO) You can send an SMS with details of your preferred CI to your phone.



 The CI will review your LPA and make sure that you understand the impact of making of an LPA. When your CI assesses that everything is in order, **you and your CI will digitally sign on the LPA** using the **Singpass app**. Then, your CI will submit the LPA for registration with OPG.

Make an LPA (Form 1)

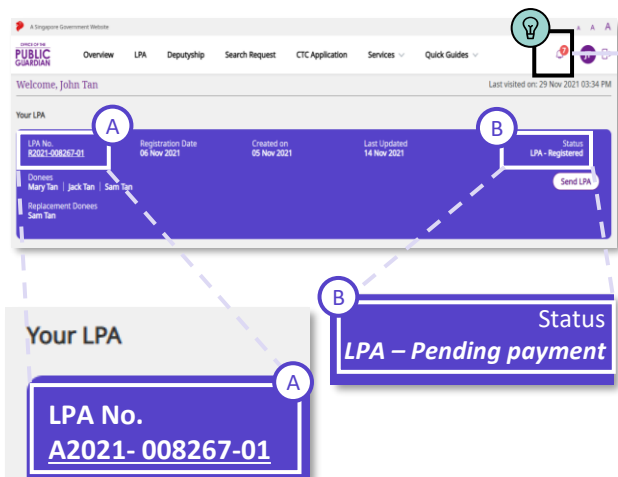
Return to
Home Page: 

Apply for a Lasting Power of Attorney (LPA) and have peace of mind

Check your LPA status and complete your LPA application

- 26 Check the status of your LPA **(B)** on the Overview page anytime and take action according to the LPA status shown below:

LPA Status	Your Action (As Donor)
Draft – Pending Donee(s)' Consent	Remind your Donees to accept their appointment(s)
Draft – Pending Certification	Make appointment to visit a CI (see steps 23 - 25)
LPA – Pending Payment	Pay online if required (see step 27) Quote your LPA No. as your Payment Reference No. – (A) (Under 'Your LPA' on Overview page)
LPA – Pending Acceptance/Registration	No action required. OPG is assessing your application. OPG will register your LPA if there are no objections raised within a 3-week wait time.
LPA - Registered	No action required. OPG has accepted and registered your LPA. You may view and send your LPA as required.



Your LPA

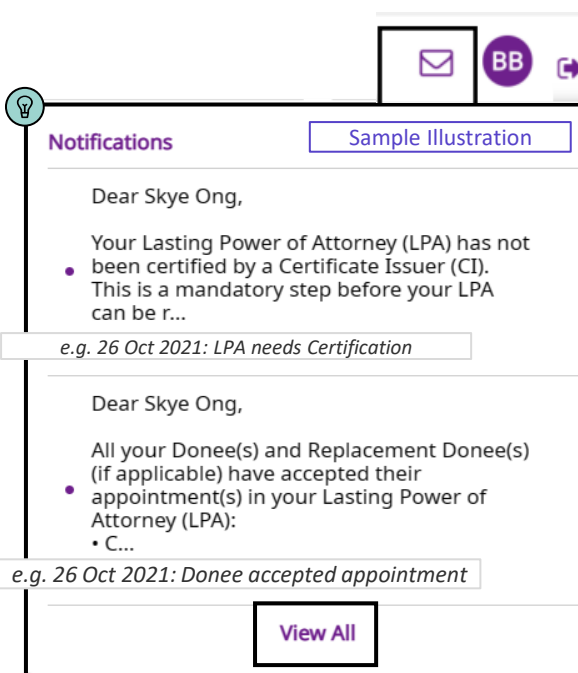
LPA No. A2021-008267-01

Status LPA – Registered

 OPGO will send you **notifications** whenever the status of your draft LPA changes. Click 'View All' to view the full message.

Note.

- If any of your Donee(s) reject their appointments, your LPA draft will become invalid. You have to restart a new LPA application.
- If you wish to change the details of your LPA after it is registered, you will first need to **revoke** your current LPA. Refer to our [Frequently Asked Questions \(FAQs\)](#) for more information.



Notifications

Sample Illustration

Dear Skye Ong,

Your Lasting Power of Attorney (LPA) has not been certified by a Certificate Issuer (CI). This is a mandatory step before your LPA can be r...

e.g. 26 Oct 2021: LPA needs Certification

Dear Skye Ong,

All your Donee(s) and Replacement Donee(s) (if applicable) have accepted their appointment(s) in your Lasting Power of Attorney (LPA):

- C...

e.g. 26 Oct 2021: Donee accepted appointment

[View All](#)

Make an LPA (Form 1)

Return to
Home Page: 

Apply for a Lasting Power of Attorney (LPA) and have peace of mind

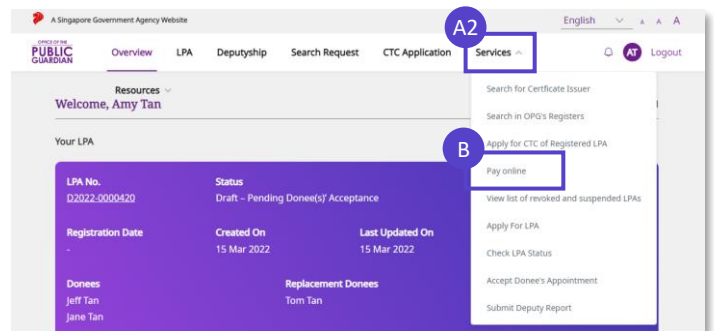
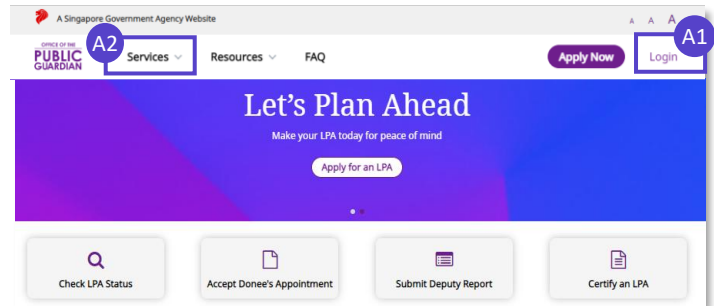


Online payment may be required for LPA applications. The Donor will receive a SMS/email notification that the LPA is certified by the Certificate Issuer and a reminder to make payment.

Please refer to the OPG website for the latest fee schedule.

Make Payment Online (on OPGO)

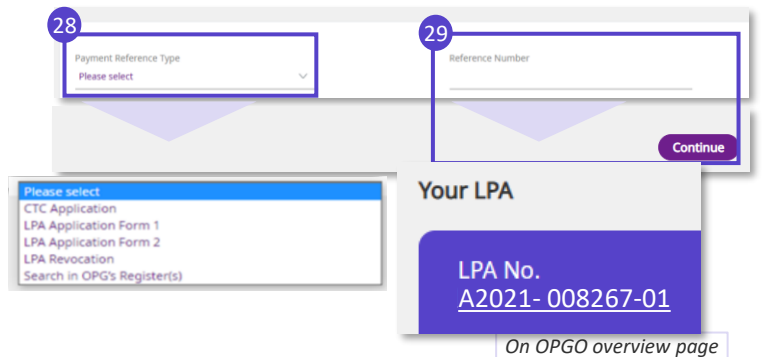
- 27
 - A1 (With Singpass) Click '**Login**'.
 - A2 (With or Without Singpass) Click '**Services**'.
 - B Click '**Pay Online**' to make payment to register your LPA.



- 28 Select your '**Payment Reference Type**' from the drop-down menu.

- 29 Enter the '**Reference Number**' of your LPA. (Found on OPGO overview page, under **Your LPA**.)

Click '**Continue**' to proceed.

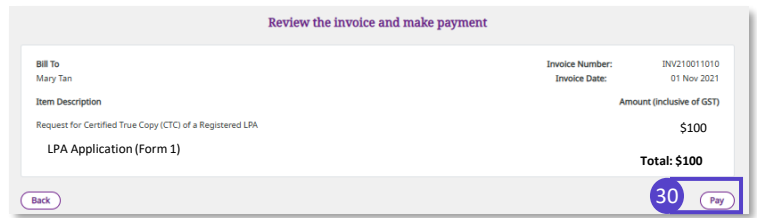


Make an LPA (Form 1)

Return to
Home Page: 

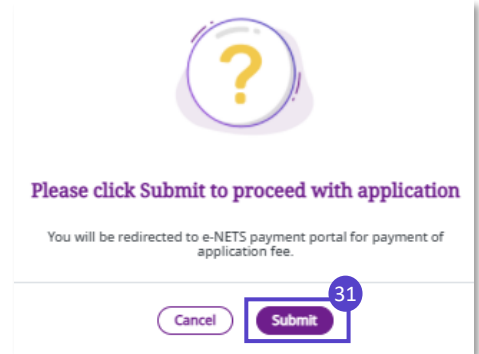
Apply for a Lasting Power of Attorney (LPA) and have peace of mind

- 30** Review the invoice. Once confirmed, click **'Pay'**.



Review the invoice and make payment	
Bill To Mary Tan	Invoice Number: INV210011010 Invoice Date: 01 Nov 2021
Item Description Request for Certified True Copy (CTC) of a Registered LPA LPA Application (Form 1)	Amount (inclusive of GST) \$100 Total: \$100

- 31** On the pop-up window, select **'Submit'** to be re-directed to the e-NETS payment portal to proceed with online payment.



Please click Submit to proceed with application

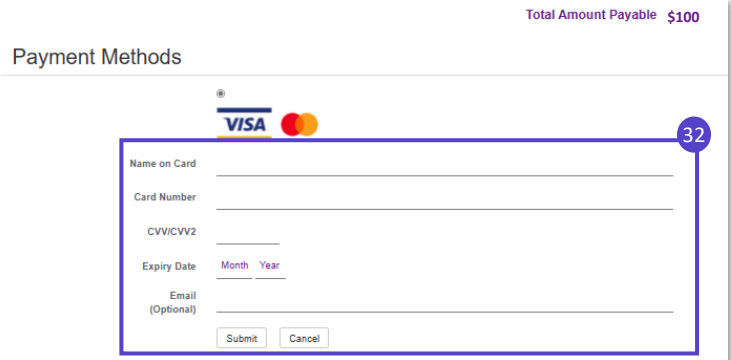
You will be redirected to e-NETS payment portal for payment of application fee.

Submit

- 32** Enter your credit card details and click **'Submit'**.



At the moment, online payment via Mastercard or Visa is the only available option to pay. Cash or cheque will not be accepted.

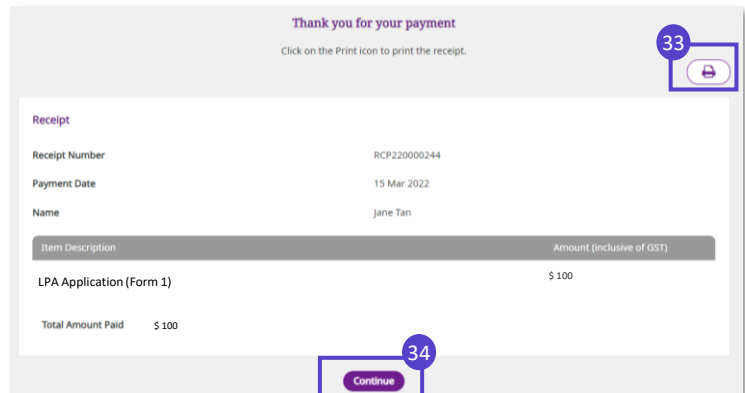


Payment Methods

Total Amount Payable \$100

Submit

- 33** Once payment is completed, you will receive a receipt. You may click the icon  to save a softcopy of this page.



Thank you for your payment

Click on the Print icon to print the receipt.

Continue

- 34** Click **'Continue'** to proceed with other transactions on OPGO. Otherwise, **'Logout'** of OPGO.

Make an LPA (Form 2)

Return to
Home Page: 

Lasting Power of Attorney (LPA) Form 2 – a customised LPA drafted by lawyers

 LPA Form 2 grants specific or customised powers to the Donee(s) based on the Donor's wishes, and can only be drafted by a lawyer. The lawyer may also be the Certificate Issuer. The drafting process includes:

- 1) Donor consulting the lawyer and lawyer drafting the LPA to reflect Donor's personal wishes
- 2) Donor reviewing and accepting the drafted LPA Form 2 online

After the drafted LPA is accepted by Donor online, follow up with **steps 2 to 4**. These are the same follow-ups required for LPA Form 1, as shown below:



Drafting LPA Form 2 (by Lawyer)

- 1 Login to OPGO.
(refer to topic on **OPGO Login**)
On your overview page, under **Draft LPA Form 2**, select '**Click here to start drafting**'.

You as a Certificate Issuer

Note: Before proceeding, please ensure the Donor has downloaded the Singpass app on his/her device, so that the LPA can be signed digitally using National Digital Identity (NDI).

Search for an LPA to certify

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

Search

Draft LPA Form 2

1 Click here to start drafting

- 2 Read information about LPA Form 2.
Remind the Donor about the LPA application fee (if applicable), payable when the LPA is submitted to OPG.

Please refer to the OPG website for the latest fee schedule.

Making a Lasting Power of Attorney (LPA)

2 This application is for you to draft an LPA Form 2 on behalf of a Donor. This LPA Form 2 must be drafted by a lawyer. Please have the following ready:

1. Donor and Donee(s)' particulars (including NRIC details, mobile number and email address)
2. Supporting documents for the Licensed Trust Company Donee (if applicable)

The LPA application fee is \$200, payable at the point of submission of the executed LPA to OPG.

3 Let's Begin

- 3 Click '**Let's Begin**' to proceed.

- 4 Enter the Donor's particulars (Name, NRIC, Date of Birth, Email Address, Local Mobile Number, Registered Address).

(Optional) Enter your email address too.

Tell us who the Donor is

4

Donor

Full Name per NRIC/FIN
Insert full name here

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

Date of Birth
Please select a date (i.e. 21 Mar 2020)

Email Address
Insert email address here (i.e. name@email.com)

Lawyer's Email Address (Optional)
Insert email address here (i.e. name@email.com)

Local Mobile No.
Insert mobile number here (i.e. 91234567/ 91234567)

Address as in NRIC/FIN

Consent to receive Emails & SMS from OPG

☐ OPG will use your contact information to send SMS and email notifications to you.

5 Save as draft Continue

- 5 Tick the checkbox to receive emails and SMS from OPG. Click '**Continue**' to proceed.

Make an LPA (Form 2)

Return to
Home Page: 

Lasting Power of Attorney (LPA) Form 2 – a customised LPA drafted by lawyers

- 6 To add Donee:
Select **'Add Individual'** (Skip steps 9-10).

Or select **'Add Licensed Trust Company'**
(Skip steps 7-8).

- 7 If the Donee is an individual, enter his particulars (Name, NRIC, Email Address, Local Mobile No.) and select his relationship to Donor from the drop-down menu.

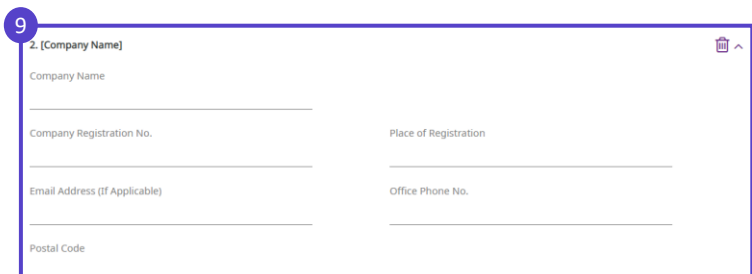
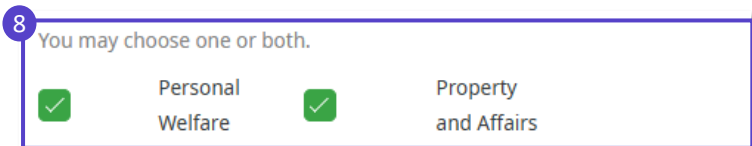
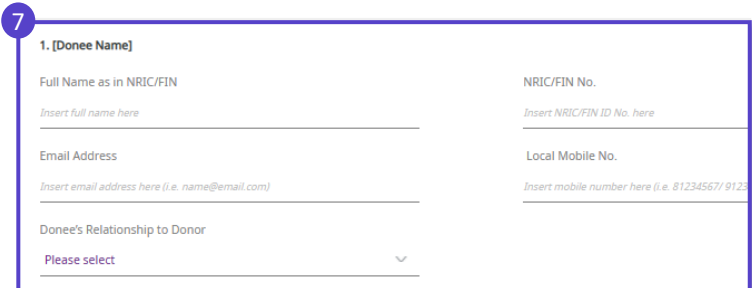
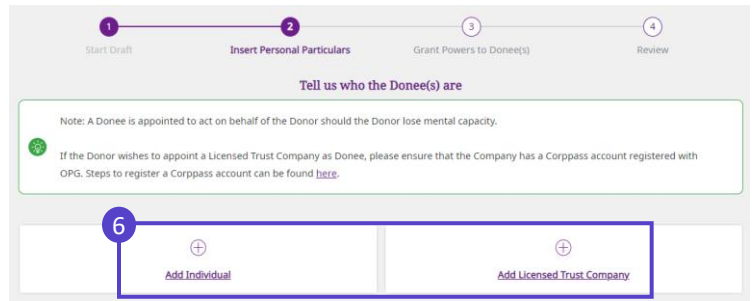
- 8 Indicate the **Power Granted to Donee** on each checkbox under **Personal Welfare** and/or **Property and Affairs**.

- 9 If the Donor appoints a Licensed Trust Company as his Donee, fill up the information as required.

- 10 Check that the checkbox for **Power Granted to Donee** is only **Property and Affairs** (Trust Companies cannot manage matters relating to the Donor's Personal Welfare).

- 11 To add more Donees, click **'Add Individual'** or **'Add Licensed Trust Company'** and fill up accordingly.

- 12 Click **'Continue'** to proceed.



Make an LPA (Form 2)

Return to
Home Page: 

Lasting Power of Attorney (LPA) Form 2 – a customised LPA drafted by lawyers

- 13** (If applicable) Enter the Replacement Donee's particulars and select the relationship to Donor.

Tell us who the Replacement Donee(s) is/are

 Note: A Replacement Donee is appointed to replace a Donee should the Donee be unable to act.

13

1. Replacement Donee's name

Full Name as in NRIC/FIN Insert full name here	NRIC/FIN No. Insert NRIC/FIN ID No. here
Email Address Insert email address here (i.e. name@email.com)	Local Mobile No. Insert mobile number here (i.e. 81234567/ 912345678)
Donee's Relationship to Donor Please select	

- 14** Click **'Save as draft'** and click **'Continue'** to proceed.

14

Save as draft **Continue**

- 15** Discuss with the Donor and draft the manners of acting for each Donee/ Replacement Donee as you deem appropriate. Indicate the clauses clearly

 Information relating to the powers granted and manner of acting must not be attached as documents. Draft them clearly in **step 15** instead.

How will the Donee(s) make decisions?

15

Clauses relating to Donee(s)
The Donee(s) shall have the authority to make decisions and act for the Donor as follows.
Note: Clauses must be entered in this section and not uploaded as a separate document, otherwise the authority granted will not appear in the generated LPA form.

0/60,000 Characters

- 16** Upload relevant documents, including that for Licensed Trust Company Donee (if applicable).

Upload relevant document(s) (if applicable)

Note: This includes supporting documents for Licensed Trust Company Donee(s).

16

 [Browse files or drag and drop your file here](#)
Maximum 15 files - 7 MB per file
Supported formats: jpg, jpeg, png, pdf, doc, docx, ppt, pptx

- 17** Click **'Save as draft'**. Then, click **'Continue'** to proceed.

17

Save as draft **Continue**

Make an LPA (Form 2)

Return to
Home Page: 

Lasting Power of Attorney (LPA) Form 2 – a customised LPA drafted by lawyers

18 Review the draft LPA.

 For Donees who are Licensed Trust Companies, the personal particulars of the **Full Name** and **NRIC** of the LTC representative will be auto-populated from their personal particulars upon logging in to accept the appointment on behalf of the LTC.

18 Please review the draft LPA

Donor

John Tan

Name as per NRIC	NRIC/FIN ID No.	Date of Birth
Gender	Residential Status	Nationality
Race	Dialect	
Address as per NRIC		
Address Format Formatted		
Postal Code		
Block/House No.	Street Name	Building Name
		Floor
		Unit
Email Address	Mobile No.	

Donee(s)

Mary Tan

Status: Pending Acceptance

Power Granted to Mary Tan

Both Personal Welfare and Property and Affairs

[Scroll down for more details](#)

19 Tick the checkbox to confirm you have read the clause above.

Certificate of the Donor's Advocate and Solicitor

I am an advocate and solicitor with a practising certificate in force at the date of drafting of this instrument, and I certify that I drafted the clauses in this instrument on the instructions and in accordance with the wishes of the Donor.

19 ☐ I have read and confirmed the above.

[Back](#)

20 [Notify Donor](#)

By clicking 'Notify Donor', an SMS and Email will be sent to the Donor to review the LPA.

21 Click 'Log out' to exit OPGO.

1 Read Important Information 2 Insert Personal Particulars 3 Grant Powers to Donee(s) 4 Review



The draft LPA has been sent to the Donor for review

The Donor will be notified via SMS and Email.

Submission Type	Transaction No.	
LPA Application Form 2	D2021-0011411	03 Nov 2

21 [Back to Home](#) [Log out](#)

 On the Lawyer's Overview page, the list of LPA drafted will be collated as shown.

List of LPAs Drafted

Name of Donor	NRIC/FIN No.	
Mandy Tan	S7463022G	
Status	Last Updated On	View Draft Delete Draft
Draft	15 Mar 2022	

Make an LPA (Form 2)

Return to
Home Page: 

Lasting Power of Attorney (LPA) Form 2 – a customised LPA drafted by lawyers

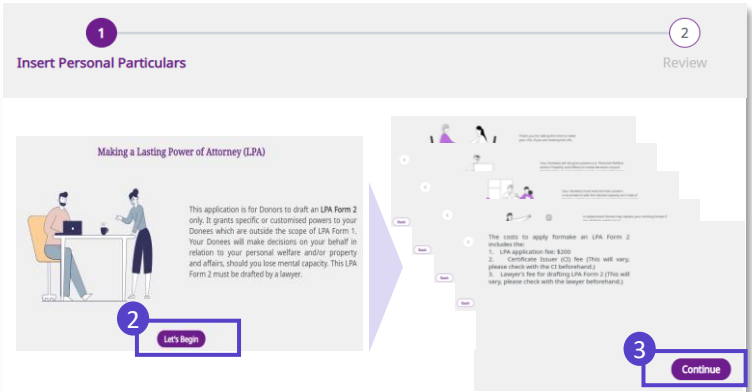
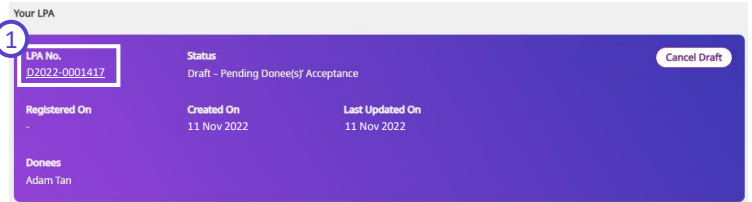
Donor reviews and accepts LPA Draft

- 1 Login to OPGO. You will be able to view the draft LPA Form 2 on his dashboard. Status will display '**Draft – Pending Donor's Acceptance**'.

Click the **LPA No.** to begin reviewing your LPA draft.

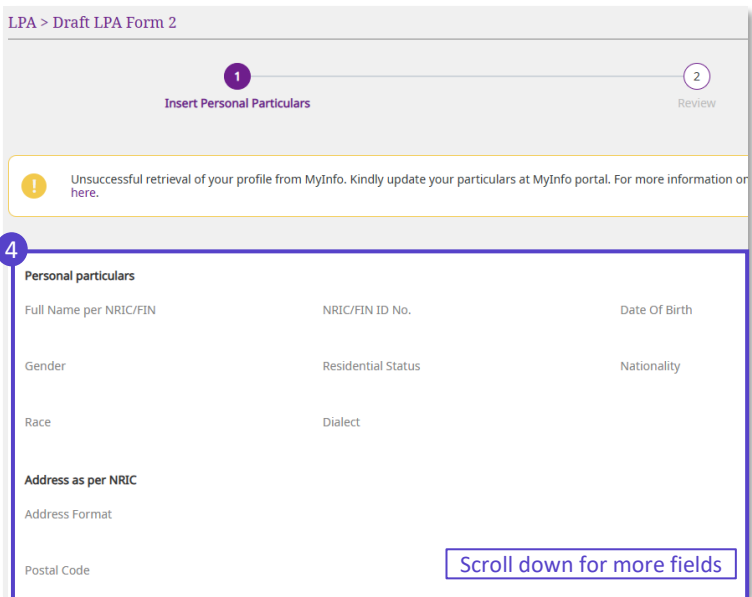
- 2 Click '**Let's Begin**' read through the important information about the LPA. Click  to proceed till the last page.

- 3 Click '**Continue**' to begin reviewing your draft LPA.



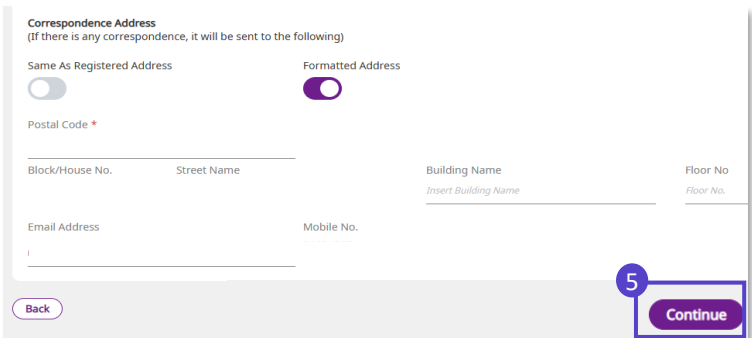
Insert Personal Particulars

- 4 Verify and enter your Personal Particulars.



- 5 Click '**Continue**' to proceed after confirming your correspondence address.

 Click '**Same As Registered Address**' if your correspondence address is the same as your NRIC/FIN registered address.



Make an LPA (Form 2)

Return to
Home Page: 

Lasting Power of Attorney (LPA) Form 2 – a customised LPA drafted by lawyers

- 6 Review the draft LPA. You may click the 'View LPA' button to keep a copy of this draft.

Please review the draft LPA

6 View LPA

Donor

Raymond Wong

Full Name as in NRIC/FIN NRIC/FIN ID No. Date of Birth

Gender Residential Status Nationality

Race Dialect

Address as per NRIC
Address Format

Postal Code Block/House No. Street Name

6 digit postal code E.g. 123456 E.g. 20 E.g. ABC Street 1

Building Name Floor No. Unit No.

E.g. ABC Building E.g. 08 E.g. 123

Scroll down for more information

- 7 Read through the **Statement by Donor** and tick the checkbox to confirm that you have read and confirmed all the information above.

- 8 Click '**Notify Donee(s)**' to proceed. An SMS will be sent to your Donee(s) to notify them of their appointments.

Statement by Donor

1. I have read the Important Information located at the start of the application 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 in this LPA, 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(s) named as Replacement Donee(s) (if any) and intend that my Replacement Donee(s) shall replace my appointed Donee(s) in the manner set out in this LPA.

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 is registered by the Public Guardian.

6. I authorise my Certificate Issuer to submit my LPA to OPG on my behalf after it has been certified.

7 I have read and confirm the above.

8 Notify Donee(s)

Back

By clicking 'Notify Donee(s)', an SMS and Email will be sent to your Donee(s) to notify them of their appointment(s).

OPGO confirms that your LPA has been sent to your Donee(s).

-  Next, remind your Donee(s) to accept their appointments. Then, make an appointment to visit a CI to certify your LPA.



Your LPA has been sent to your Donee(s)

Please note:

1. Remind your Donees to accept their appointment(s) as your Donee(s).

2. Once all Donees have accepted,

a. Install the [Singpass app](#) on the mobile phone with the number as stated in your LPA, and enable digital signing on the app.

b. Bring this mobile phone when visiting a Certificate Issuer (CI) to certify your LPA.

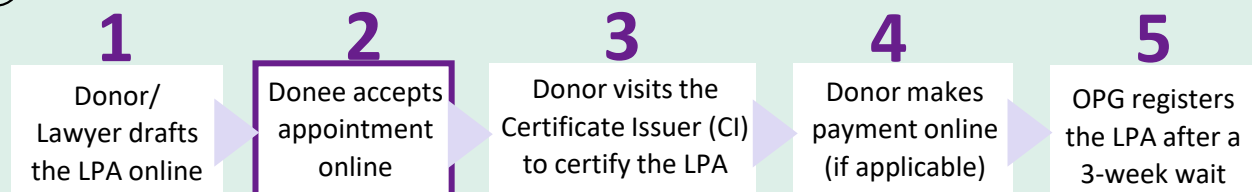
3. Consider making an Advance Care Plan (ACP) and appoint your Donee(s) as your Nominated Healthcare Spokesperson. More information on ACP can be found [here](#).

Accept Donee Appointment

Return to
Home Page: 

A Donor has appointed you as his/ her Donee – How to respond on OPGO

 The LPA application consists of 5 main steps as shown below:



This section covers the steps required of Donee(s) in step **2** Donees would have received notifications via SMS/email to login to OPGO to accept their appointments.

1 Login to OPGO (refer to topic on **OPGO Login**).

On your overview page, click '**View LPA to Accept**' to start the process of accepting the LPA.

Welcome, [Your Name] This is your first time login.

Your LPA

You as a Donee

LPA Registration Number	Donor Name	Status
D2022-0000420	Amy Tan	Draft - Pending Donee(s) Acceptance
Registered On	Last Updated On	
15 Mar 2022	15 Mar 2022	

1 View LPA to Accept

Read important information

2 Click the to read through important information until the last page.

3 Click '**Continue**' to proceed.

Review Appointment

1 Read Important Information 2 Verify Personal Particulars 3 Review Appointment and Submit

You must read the following Important Information before accepting your appointment

2

3 Continue

Verify personal particulars

4 Verify your personal particulars. Click '**Continue**' to proceed.

 Your personal particulars such as NRIC/FIN, name or address, will be displayed from **Singpass (MyInfo)** where available.

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

4 Personal Particulars

Full Name as in NRIC/FIN	NRIC/FIN No.	Date Of Birth
Gender	Residential Status	Nationality
Race	Dialect	
Address as in NRIC		
Address Format		
Postal Code		
Block/House No.	Street Name	Building Name
		Floor
		Unit

Continue

Accept Donee Appointment

A Donor has appointed you as his/ her Donee – How to respond on OPGO

Review appointment and submit

- 5 Next, review the appointment details, including Donor and all Donee’s particulars, and clauses relating to Donee(s) and Replacement Donee(s).

Note that:

- Replacement Donee(s) are individuals who are only granted powers in the event that the specified ‘original’ Donee is unable to act e.g. death.
- All Donees and Replacement Donee need to accept their appointments before the LPA application can proceed to the next stage.

5

Donor's Particulars

Full Name as in NRIC/FIN No.	NRIC/FIN No.	Date Of Birth
Skye Ong	S9417830D	06 Jun 1950
Gender	Residential Status	Nationality
Female	Singapore Citizen	SINGAPORE CITIZEN
Race	Dialect	
Chinese	ALBANIAN	

Address as in NRIC/FIN No.

Address Format Formatted

Postal Code 570301

Block/House No.	Street Name	Building Name	Floor	Unit
301	SHUNFU ROAD	-	-	-

Correspondence Address

Same As Registered Address	Address Format Formatted
Yes	

Scroll down for more fields



About Statuses:

- If the Donee has not accepted his/her appointment, the status will indicate **‘Pending Acceptance’**. Once accepted, the status updates to **‘Accepted’**.
- When all Donee(s) have accepted, the status of the LPA would change to **“Draft - Pending Certification”**.

Replacement Donee(s)

Ben Ong

Full Name per NRIC/FIN No.	NRIC/FIN No.	Date of Birth
Ben Ong	S4702963E	
Gender	Residential Status	Nationality
Race	Dialect	

Status: Pending Acceptance

Status: Pending Acceptance

Accept Donee Appointment

Return to
Home Page: 

A Donor has appointed you as his/ her Donee – How to respond on OPGO

6 Read the 'Statement by Donee'.

If you wish to accept the appointment as a Donee for your specified Donor, tick the 'Checkbox' and click 'Accept'.

If you wish to reject the appointment as a Donee, click 'Reject'.

7 To confirm your selection, click 'Yes' on the pop-up window.

8 You have successfully accepted your appointment as a Donee.

Click 'Log out' to exit OPGO.

 On your Overview page, you may click 'View LPA' to view details of your Donee Appointment. Status will show either:

A. Draft – Pending Donee(s)

Acceptance [If there are Donees who have not accepted the appointment]

B. Draft – Pending Certification [If all Donees have accepted the appointment]

(If applicable) Reject an appointment

 If you have clicked 'Reject' in step 6, you will be rejecting your appointment as a Donee.

Select 'Yes' to confirm.

Your Donor will be notified and the LPA draft will become invalid.

Statement by Donee

1. I have read the Important Information and understood the purpose and effect of this LPA.
2. I am 21 years of age or older and 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 under section 3 (the principles) of the Mental Capacity Act, which include 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:
 - a. I do not wish to be appointed anymore;
 - b. I am made 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. I am no longer able to act because a Donee has passed on or lost mental capacity (where we have been appointed).
5. I am aware of and agree to my personal particulars being displayed in OPGO and/or the Donor's LPA.

☐ By clicking on "Accept", I, Jeff Tan, consent and accept my appointment as a Donee for Amy Tan.

[Back](#) [Reject](#) [Accept](#)

Do you accept the appointment as a Donee?

[No](#) [Yes](#)

1 Read Important Information 2 Verify personal particulars 3 Review appointment and submit



You have accepted the appointment

Your Donor will be notified via SMS and Email.

[Back to Home](#) [Log out](#)

You as a Donee

LPA Registration Number	Donor Name	Status
D2022-0000420	Amy Tan	Draft - Pending Donee(s)' Acceptance

Registered On 15 Mar 2022 Last Updated On 15 Mar 2022

 [View LPA](#)

Do you reject the appointment as a Donee?

[No](#) [Yes](#)



You have rejected the appointment

Your Donor will be notified via SMS and Email.

You as a Donee

LPA Registration Number	Donor Name	Status
D2022-0000420	Amy Tan	Draft - Donee Rejected

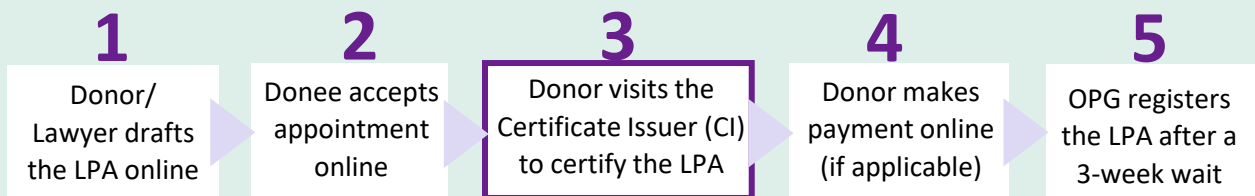
Registered On 15 Mar 2022 Last Updated On 15 Mar 2022

[View LPA](#)

Certify an LPA

For Certificate Issuers (CIs) only

 The LPA application consists of 5 main steps as shown below:



This section covers the steps required of CIs in step **3**

Search for Donor's LPA draft

- 1** Login to OPGO (refer to topic on **OPGO Login**).

Under ***You as a Certificate Issuer***, enter the Donor's NRIC or FIN and click **'Search'** to start the certification.

You as a Certificate Issuer

Note: Before proceeding, please ensure the Donor has downloaded the SingPass app on his/her device, so that the LPA can be signed digitally using National Digital Identity (NDI).

Search for an LPA to Certify Draft LPA Form 2

NRIC/FIN No.
E.g. S1234567D **Search**  Click here to start drafting

Verify the Donor's particulars and the LPA draft

- 2** Check the Donor's NRIC/ FIN number again

Click **'Generate Access Code'**.

The Donor will receive an SMS immediately which reads:
"[Your LPA No], Pls provide the access code XXXXXX to the Certificate Issuer to view your LPA".

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. SXXXXXXX **Generate Access Code**

- 3** Enter the Donor's 6-digit access code from the SMS and click **'Submit'**.

Access Code

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

Submit

Certify an LPA

For Certificate Issuers (CIs) only

Return to
Home Page: 

Review and Certify

4 Review the drafted LPA with the Donor and pay particular attention to:

- Donor's particulars
- Donee's particulars
- Powers granted
- Manners of acting

Remind the Donor to check the details as no amendment can be made once the LPA is submitted for registration.

5 Fill in your **Particulars as a CI**. Select 'Yes' or 'No' to indicate if you are able to certify the LPA. Click 'Continue'.

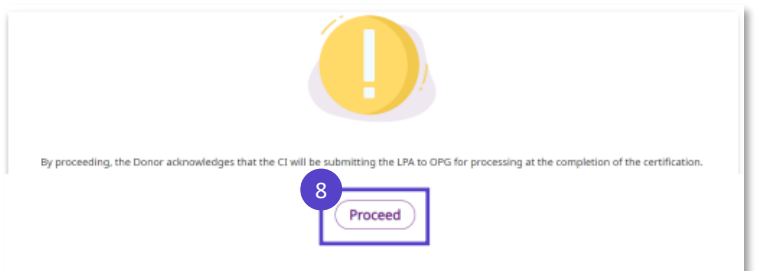
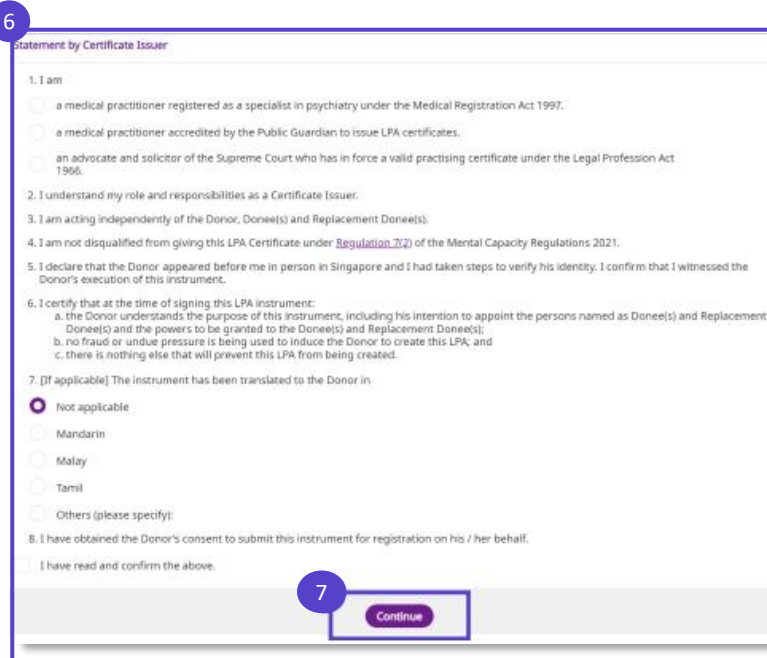
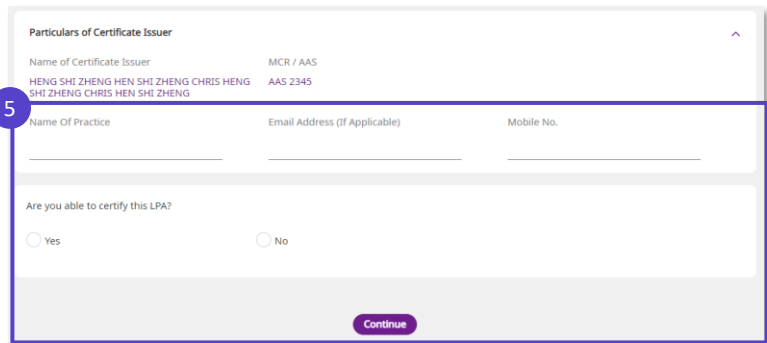
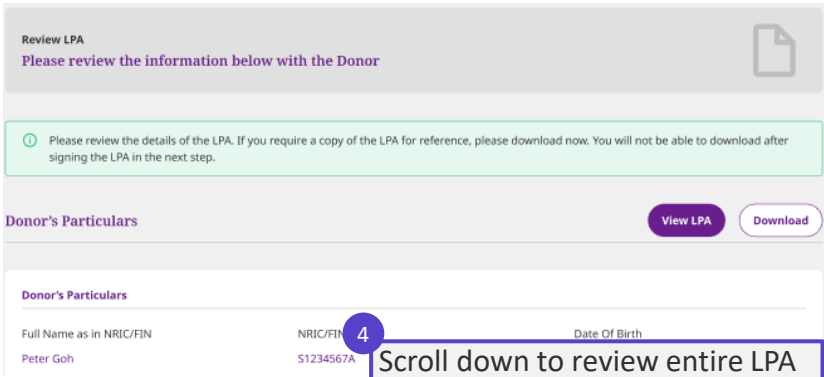
6 Read the **Statement by Certificate Issuer** and select the options accordingly.

 (If applicable) Indicate the language that the LPA had been translated to and the particulars of the translator.

7 Click 'Continue' to confirm Donor's consent to submit LPA for registration.

8 Confirm with Donor that the LPA will be submitted to OPG after certification.

Click 'Proceed' after the Donor acknowledges with consent.



Certify an LPA

For Certificate Issuers (CIs) only

Return to
Home Page: 

Certify (Enter digital signatures)

- 9 Review the generated LPA with the Donor.

Reference code on CI's device, specific to the LPA. This number should match with step 2 below.

This is the generated instrument
Please go through the generated instrument with the Donor.

Before signing and witnessing, please review the generated instrument with the Donor.

9

OFFICE OF THE
**PUBLIC
GUARDIAN**

LASTING POWER OF ATTORNEY
FORM 1

Part 1: Donor

1. This lasting power of attorney ("LPA") is made under section 11 of the Mental Capacity Act:

On	14 January 2026
By	Doner Y15 (S1565432E)
Residing at	3 BISHAN PLACE CPF BUILDING #3-01, Singapore 579638
Date of birth	15 June 1954

Scroll down to review entire LPA

- 10 Click 'Sign with Singpass' to proceed with digital signing - **by the Donor first**, followed by the CI. You will now be redirected to the Singpass Portal.

Signatures

Sign the LPA using Singpass to complete the certification.

Donor's Signature

10 Sign with **singpass**

Certificate Issuer's Signature

Sign with **singpass**

If you encounter any issues, refer to this [guide](#) or contact OPG at 1800-111-2222 for assistance.

- 11 Click on "Log in with Singpass". You will be directed to the Singpass QR login page.

Tell the **Donor** to launch his/her Singpass app on their phone and scan the QR code in the pop-up to start the digital signing.

Sign with **singpass**

Office of the Public Guardian Online System (OPGO)
1 Document

11 To view the document, verify your identity

Log in with singpass

What is Sign with Singpass? v

Singpass app Password login

11 Scan with Singpass app to log in

QR code

singpass

[Register for Singpass](#)

[Download Singpass app](#)

Certify an LPA

For Certificate Issuers (CIs) only

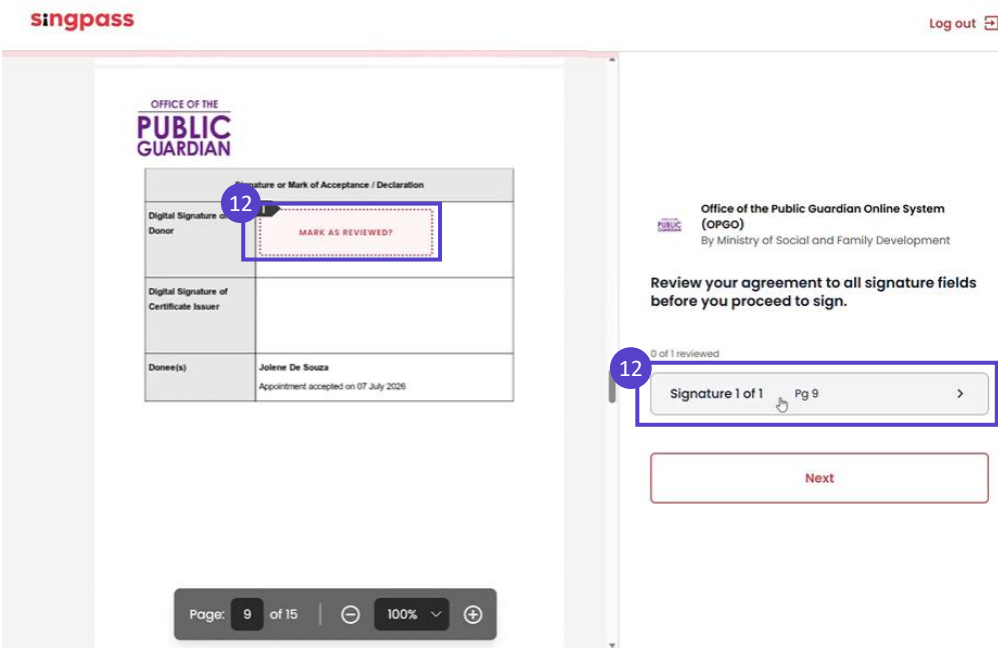
Return to Home Page: 

Certify (Enter digital signatures)

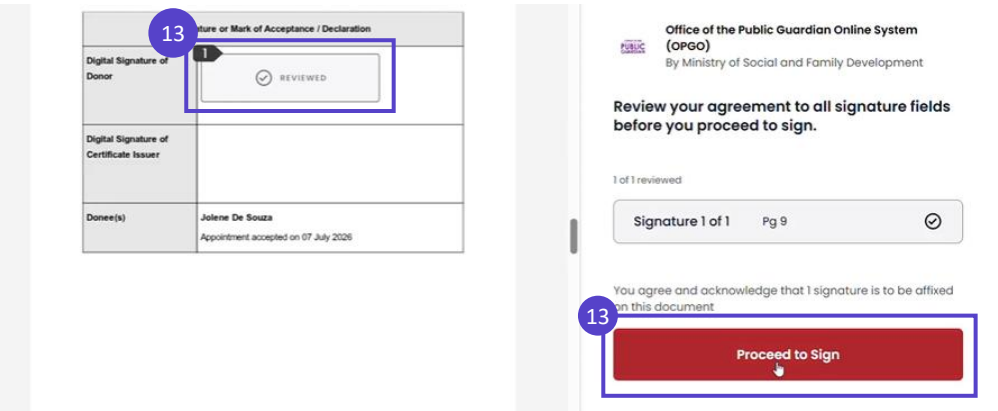
12 Review the LPA application document with the Donor.

They may scroll through the document manually or click **“Signature 1 of 1”** or **“Next”** to jump to the signature table.

Ask the donor to click on each box labelled **“Mark as Reviewed”**.



13 When the box is marked as **“Reviewed”**, it will turn grey. Then click **“Proceed to Sign”** to continue.



14 A pop-up will display a **4-digit** reference code and a **QR code** as shown here.

Tell the Donor to launch his Singpass app and scan this QR code on the pop-up to start the digital signing.



Certify an LPA

For Certificate Issuers (CIs) only

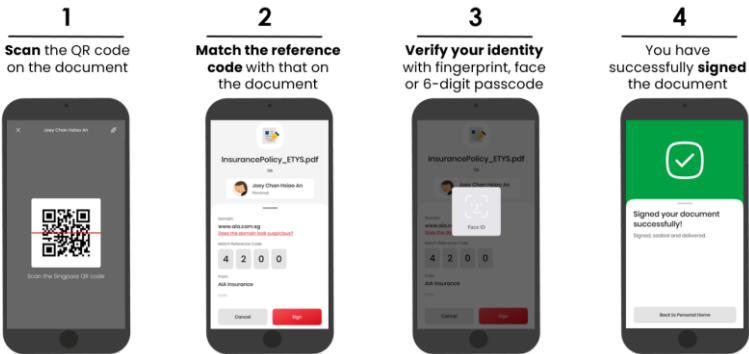
Return to
Home Page: 

Certify (Enter digital signatures)

- 15** Guide the Donor to follow the four steps to digitally sign with Singpass.

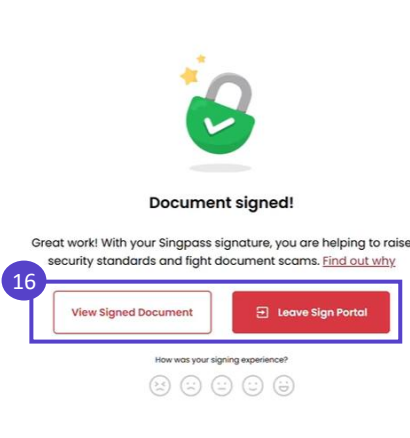
Repeat **steps 10 to 14** using your own Singpass app, to sign the document, under **Certificate Issuer's Signature**.

Step-by-step guide on digital signing using the Singpass app



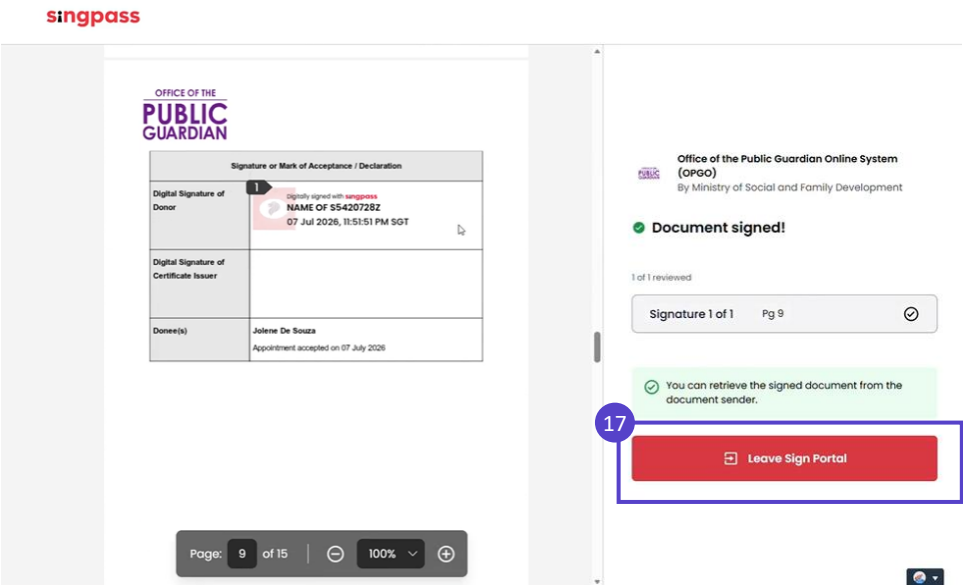
- 16** Once you have signed the document, you will arrive at this signing confirmation page.

You may choose to **“View Signed Document”** (go to step 17) or **“Leave Sign Portal”** (skip to step 18).



- 17** If you select **“View Signed Document”**, you will be shown the document with the digital signatures affixed.

Click **“Leave Sign Portal”** to be redirected back to OPGO.



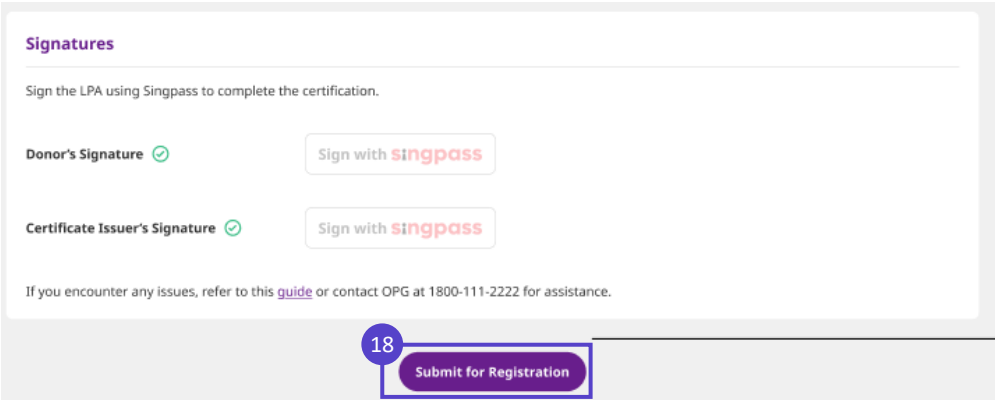
Certify an LPA

For Certificate Issuers (CIs) only

Return to
Home Page: 

Confirm Certification

- 18 Once both Donor and CI have signed the LPA, click **‘Submit for Registration’**.



Signatures

Sign the LPA using Singpass to complete the certification.

Donor's Signature  

Certificate Issuer's Signature  

If you encounter any issues, refer to this [guide](#) or contact OPG at 1800-111-2222 for assistance.

18 

- 19 Click **“Submit”** on the popup to confirm submission of the LPA for registration.



Do you wish to submit the LPA?

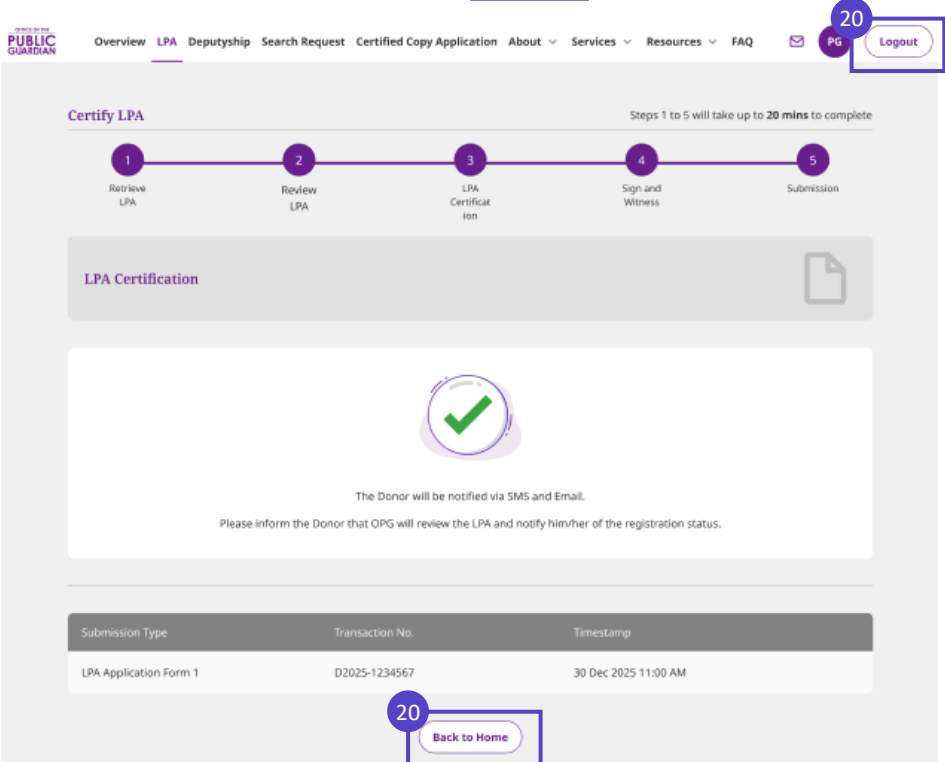
This process cannot be undone once the LPA is submitted.

19  

- 20 The Donor will be notified of the submission by email and SMS. **Your certification process is now completed!**

Click **‘Logout’** to exit OPGO, or **‘Back to Home’** to return to your overview page.

Remind the Donor to make payment of the LPA application fee online (if applicable). Please refer to OPG’s website for a full schedule of fees.



Certify LPA

Steps 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

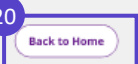
LPA Certification



The Donor will be notified via SMS and Email.

Please inform the Donor that OPG will review the LPA and notify him/her of the registration status.

Submission Type	Transaction No.	Timestamp
LPA Application Form 1	D2025-1234567	30 Dec 2025 11:00 AM

20 

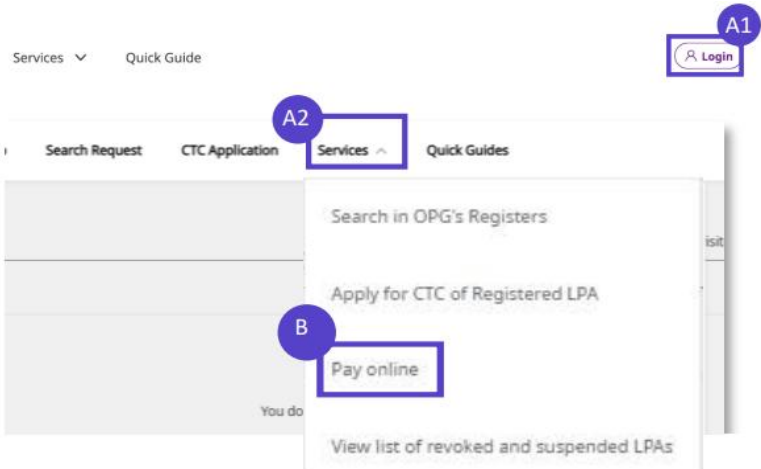


Online payment may be required for LPA applications. The Donor will receive a letter to make payment if required.

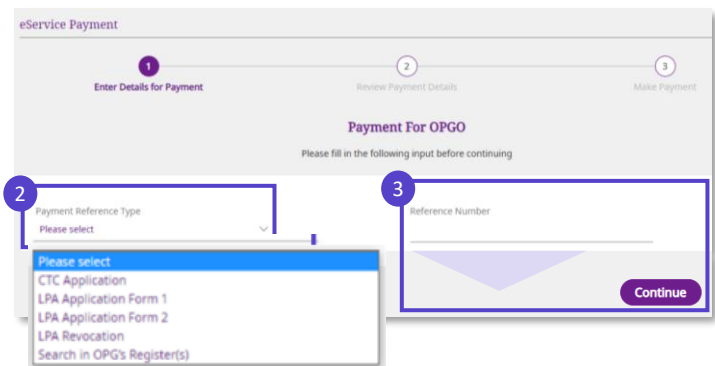
Till 31 March 2026, payment for LPA Form 1 is waived for all Singaporeans. Please refer to the OPG website for the [latest fee schedule](#).

Make Payment Online

- 1 **A1** (With Singpass) Click **'Login'**.
- A2** (With or Without Singpass)
Click **'Services'**.
- B** Click **'Pay Online'** to make payment to register your LPA.



- 2 Select your **'Payment Reference Type'** from the drop-down menu.
 - 3 Enter the **'Reference Number'** of your LPA found in the hardcopy letter sent by OPG.
- Click **'Continue'** to proceed.



Make Payment

- 4 Review the invoice. Once confirmed, click **‘Pay’**.

Review the invoice and make payment

Bill To Mary Tan	Invoice Number: INV210011010
Item Description Request for Certified True Copy (CTC) of a Registered LPA	Invoice Date: 01 Nov 2021
LPA Application (Form 1)	Amount (inclusive of GST) \$100
	Total: \$100

[Back](#) [Pay](#)

- 5 On the pop-up window, select **‘Submit’** to be re-directed to the e-NETS payment portal to proceed with online payment.



Please click Submit to proceed with application

You will be redirected to e-NETS payment portal for payment of application fee.

[Cancel](#) [Submit](#)

- 6 Enter your credit card details and click **‘Submit’**.

 At the moment, online payment via Mastercard or Visa is the only available option to pay. Cash or cheque will not be accepted.

Payment Methods

Total Amount Payable \$100



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

[Submit](#) [Cancel](#)

- 7 Once payment is completed, you will receive a receipt. You may click the icon  to save a softcopy of this page.

Search in OPG's Registers

Thank you for your payment

Click on the Print icon to print the receipt.



Receipt

Receipt Number	RCF210011005
Payment Date	01 Nov 2021
Name	Tan Kim Leong
Item Description	Amount (inclusive of GST)
LPA Application (Form 1)	\$ 100
Total Amount Paid	\$ 100

[Continue](#)

- 35 Click **‘Continue’** to proceed with other transactions on OPGO. Otherwise, **‘Logout’** of OPGO.

View and Send LPA

View your LPA, or send LPA to Third Parties for official transactions

After a LPA is registered with OPGO, Donors and their Donee(s) can view and send/share the LPA with other individuals or third parties as required. The process for viewing and sending the LPA is the same for the Donor and Donee. However, Donee(s) will only be able to send the LPA after the Donor had been certified by a doctor to lack mental capacity.

View Donor’s LPA

- 1A For Donors: Click the **LPA No.** to view your LPA.
- 1B For Donees: Click **‘View LPA’** to view your Donor’s LPA.

Welcome, Your Name

Last visited on: 29 Nov 2021 03:34 PM

Your LPA

1A

LPA No.
R2021-008399-00

Registration Date
30 Nov 2021

Created on
30 Nov 2021

Last Updated
01 Dec 2021

Status
LPA - Registered

Donees
Chermaine Lee

Send LPA

You as a Donee

LPA Registration Number	Donor Name	Registered On	Last Updated On	Status
R2021-008267-01	John Tan	05 Nov 2021	14 Nov 2021	LPA - Registered

1B

View LPA

Send LPA

- 2 The LPA will be shown. Click ‘Download LPA Copy’ to download a softcopy of the LPA.

LPA No: R2022-000353-00

Download LPA Copy

OFFICE OF THE
PUBLIC
GUARDIAN

Lasting Power Of Attorney (Form 1)
of

View and Send LPA

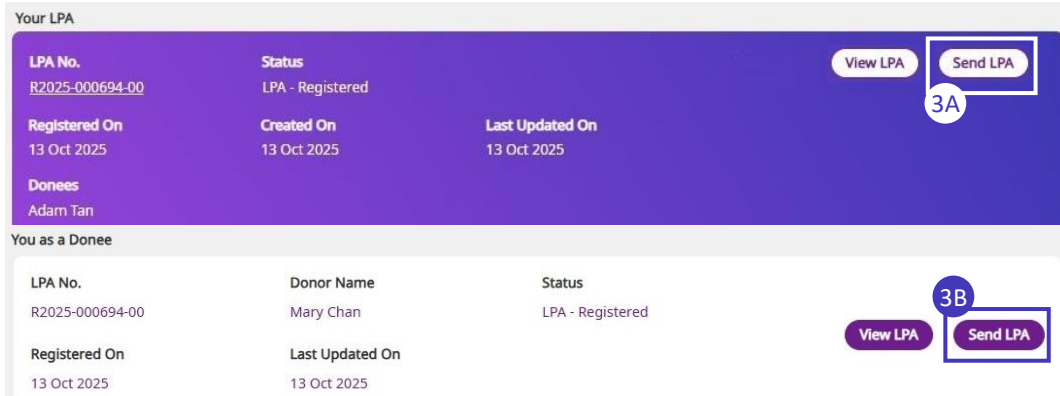
Return to
Home Page: 

View your LPA, or send LPA to Third Parties for official transactions

Send Donor's LPA

3A For Donors: Under **Your LPA**, click the **'Send LPA'** to proceed.

3B For Donees: Under **You as a Donee**, click **'Send LPA'** to proceed.

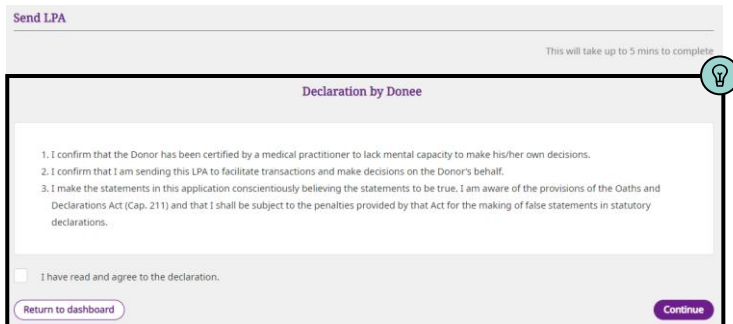


The screenshot shows the LPA dashboard. The 'Your LPA' section displays details for LPA No. R2025-000694-00, Status LPA - Registered, Registered On 13 Oct 2025, Created On 13 Oct 2025, Last Updated On 13 Oct 2025, and Donees Adam Tan. The 'You as a Donee' section displays details for LPA No. R2025-000694-00, Donor Name Mary Chan, Status LPA - Registered, Registered On 13 Oct 2025, and Last Updated On 13 Oct 2025. Both sections have 'View LPA' and 'Send LPA' buttons. Callout 3A points to the 'Send LPA' button in the 'Your LPA' section, and callout 3B points to the 'Send LPA' button in the 'You as a Donee' section.



[For Donees only] Donees can only send the LPA if the Donor has lost mental capacity. The Donee will be required to make a declaration as a Donee (as shown) before proceeding.

Tick the checkbox and click **'Continue'** to proceed.



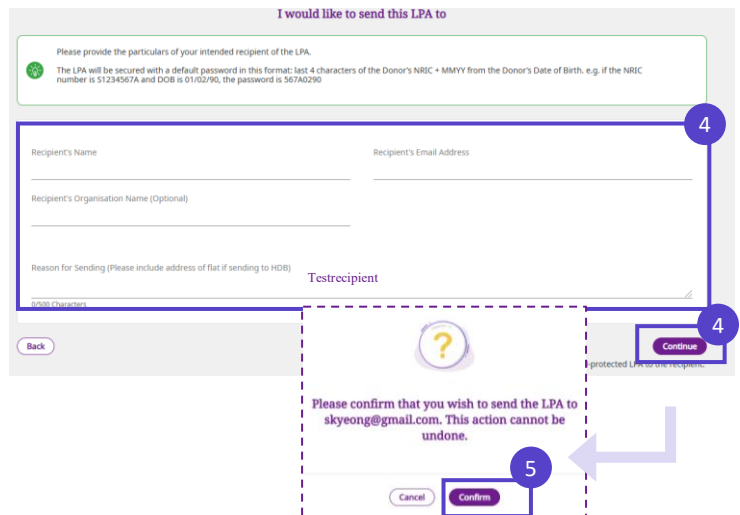
The screenshot shows the 'Declaration by Donee' form. It contains three numbered statements for the user to confirm: 1. I confirm that the Donor has been certified by a medical practitioner to lack mental capacity to make his/her own decisions. 2. I confirm that I am sending this LPA to facilitate transactions and make decisions on the Donor's behalf. 3. I make the statements in this application conscientiously believing the statements to be true. I am aware of the provisions of the Oaths and Declarations Act (Cap. 211) and that I shall be subject to the penalties provided by that Act for the making of false statements in statutory declarations. There is a checkbox for 'I have read and agree to the declaration.' and a 'Continue' button. A 'Return to dashboard' button is also present. A lightbulb icon is in the top right corner.

4

[For Donors and Donees] Enter:

- **'Recipient's Name'**
- **'Recipient's Email Address'**
- **'Recipient's Organisation Name'**
- **'Reason for Sending'** (The reason will be shared with the recipient)

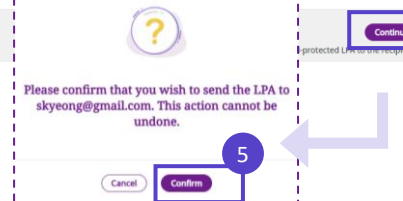
Click **'Continue'** to proceed.



The screenshot shows the 'I would like to send this LPA to' form. It includes a section for 'Please provide the particulars of your intended recipient of the LPA.' with a note about the LPA being secured with a default password. Below this are input fields for 'Recipient's Name', 'Recipient's Email Address', and 'Recipient's Organisation Name (Optional)'. There is a 'Reason for Sending' field with a note to include the address of the flat if sending to HDB. A 'Testrecipient' button is also present. At the bottom, there is a 'Back' button and a 'Continue' button. A lightbulb icon is in the top right corner. Callout 4 points to the 'Continue' button.

5

On the pop-up, click **'Confirm'** to proceed. The LPA will be emailed to the recipient immediately.

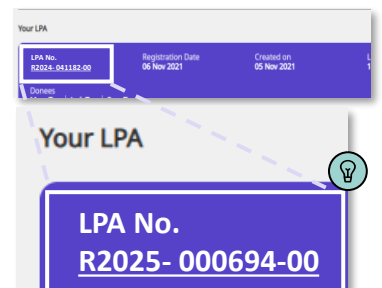


The screenshot shows a confirmation pop-up with a question mark icon. The text reads: 'Please confirm that you wish to send the LPA to skyeong@gmail.com. This action cannot be undone.' There are 'Cancel' and 'Confirm' buttons. A lightbulb icon is in the top right corner. Callout 5 points to the 'Confirm' button.



The recipient will receive an email with the password-protected LPA. The password format follows 5 or 6 characters of Your LPA Number + MMYYYY of Donor's Date of Birth (DOB);

- E.g. if Doner's LPA application number is R2025-000694-00, DOB is 28/12/1964, then password is 000694121964
- E.g. if Doner's LPA application number is LPA30009LU19, DOB is 01/10/1952, then password is 30009101952



The screenshot shows the 'Your LPA' summary card. It displays the LPA No. R2025-041182-00, Registration Date 06 Nov 2021, and Created on 06 Nov 2021. Below this, it says 'Your LPA' and 'LPA No. R2025- 000694-00'. A lightbulb icon is in the top right corner.

Submit Search Request

Return to
Home Page: 

Submit a Search Request in OPG's Registers of LPAs and Court Orders appointing Deputies

 For individuals who need to search the Register of LPA or Register of Court Orders appointing Deputies, please provide the following information

- Full name and copy of NRIC (front and back images) of the person you wish to search on
- Reason for the search
- Proof of relationship with the person searched

The fee for a search request is **\$30 for each register** (or as per the latest fee schedule on OPG's website). Only Visa or Mastercard is accepted online for payment.

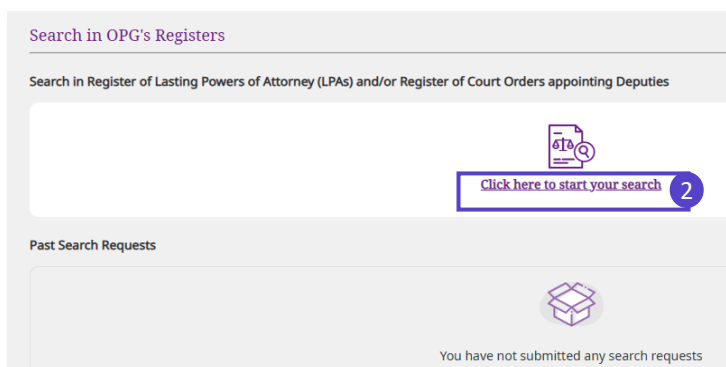
After the request is processed by OPG **within 3 working days** from the time of submission, applicants will be notified of the outcome via SMS. For approved requests, the search result will be available for viewing and downloading via OPG's e-services portal **within 30 days from the date of approval**.

Please note that there is **no refund** for rejected requests.

1 Click 'Search Request' to begin.



2 Select 'Click here to start your search'.



3 Before you begin, make sure you have the supporting documents as listed on the screen.

Once confirmed, click 'Let's Begin'.



Submit Search Request

Return to
Home Page: 

Submit a Search Request in OPG's Registers of LPAs and Court Orders appointing Deputies

4 Review your own personal particulars.

5 Select 'Yes' or 'No' if you are submitting this request on behalf of someone else.

 If you selected 'Yes' above, fill in personal information of the Applicant whom you are representing and **prepare a letter of authorisation** from the Applicant requesting the Search.

6 Select 'Register of Lasting Powers of Attorney (LPA)' or 'Register of Court Orders appointing Deputies'. You may only select one.

7 Enter the 'Particulars of Person Searched'.

Select 'Reason for search'.

8 Select 'Your relationship to person searched' and you will see:

- 'Family member' or
- 'Non-family member'

Next, select the correct representation of your relation to the person searched (Refer to list 'Relationship Type').

9 Upload all supporting documents.

Click 'Continue' after uploading.

4

Personal Particulars

Full Name as in NRIC/FIN

NRIC/FIN No.
SXXXXXXX

Email Address

Mobile No.
XXXXXXX

Office No. (Optional)
Insert office number here

5

Are you submitting this request on behalf of another person?

☐ Yes ☒ No

6

Particulars of Person Searched

I want to search in:
☐ Register of Lasting Powers of Attorney (LPAs) ☐ Register of Court Orders appointing Deputies

7

Identification Type
Please Select

NRIC/FIN/Passport No.

Full Name as in NRIC/FIN

Reason for search
☐ I require the search results to be submitted to Court for purposes of deputyship application.
☐ I require the results to enable or assist me in discharging my functions as a government representative.
☐ I am a healthcare professional and I want to check if a donee or deputy has been appointed for my patient who lacks mental capacity.
☐ Others

8

Your relationship to person searched
Please select

'Relationship Type'

Family Member	Non-Family Member
Child	Lawyer
Spouse	Government Representative
Parent	Professional Donee
In law	Professional Deputy
Grandchild	Healthcare Professional
	Third Party Representative
	Guardian
	Others

9

Please attach supporting documents
e.g. Proof of relationship with the person searched, Copy of NRIC (front and back) of person searched (if different from search applicant)

Browse files or drag and drop your file here

Maximum 15 files, 7 MB per file

Supported formats: jpg,jpeg,png,pdf,doc,docx,ppt,pptx

Continue

-  Supporting documents include:
- NRIC (front & back) of person searched
 - (Where applicable) NRIC of 'search applicant' or 'search representative'
 - Proof of relationship between 'person searched' and 'search applicant'
 - (For search representative only) Letter of authorisation from the 'search applicant'
 - (If applicable) Medical report certifying that 'person searched' has lost mental capacity
 - (If applicable) Court documents

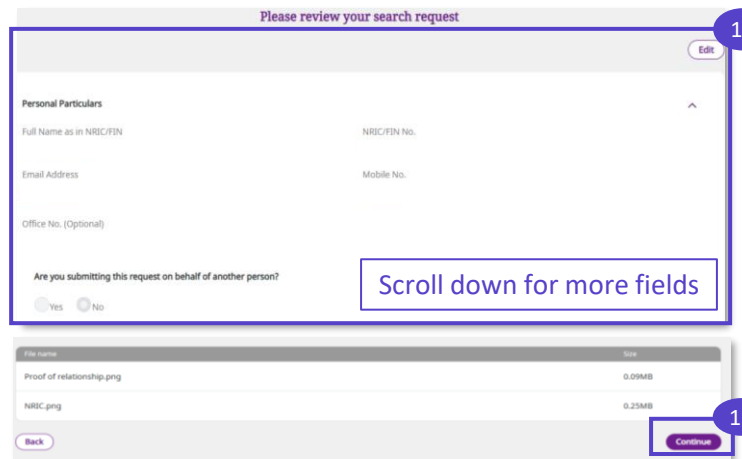
Submit Search Request

Return to
Home Page: 

Submit a Search Request in OPG's Registers of LPAs and Court Orders appointing Deputies

- 10 Review your search request. Select **'Edit'** to return to the previous page to edit the details if required.

- 11 Click **'Continue'** to proceed.



- 12 Review the invoice and make payment.
Once confirmed, click **'Pay'**.

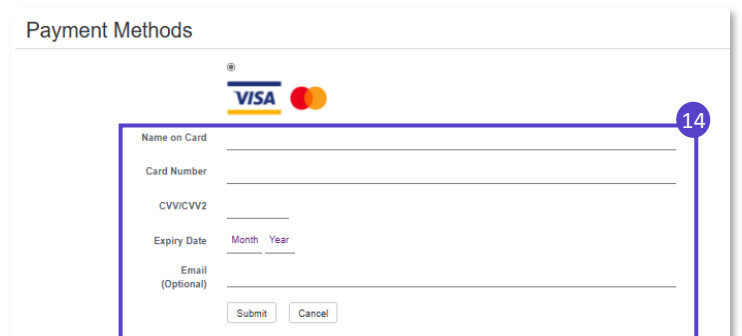


- 13 On the pop-up, select **'Pay'** to proceed with the online payment.

- 14 Enter your credit card details and click **'Submit'**.

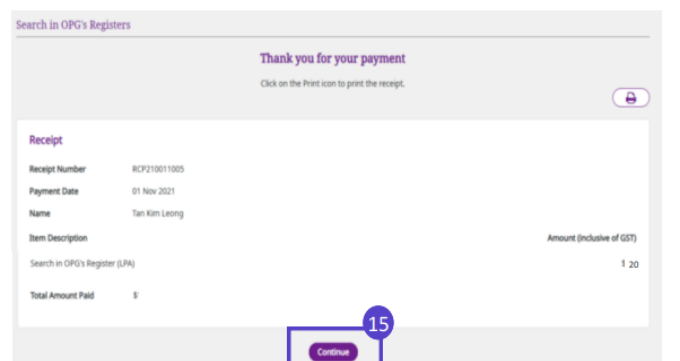


Payment is only through Mastercard or Visa.



- 15 After the payment is processed, you will receive a payment confirmation. Click on  to download a softcopy of this payment confirmation.

Click **'Continue'**.



Submit Search Request

Return to
Home Page: 

Submit a Search Request in OPG's Registers of LPAs and Court Orders appointing Deputies

-  Upon successful application, you will see a green tick. You may **'Logout'** of OPG's e-services portal. You will receive notifications on the outcome of your Search Request via SMS.

Search in OPG's Registers



We will contact you within 2 working days if clarifications are required.

Submission Type	Transaction No.	Timestamp
Search in OPG's Register	SRH210011535	08 Nov 2021 12:00 PM

[Back to Home](#) [Logout](#)

Retrieving the results of your Search Request

- 16** Upon receiving notifications about your search request, login to OPG's e-services using your Singpass.
- 17** Click **'Search Request'** and look under **Past Search Requests**. For requests with **Status: 'Application Approved'**, click the triple dots and select **'Download Search Result'**.

Search in OPG's Registers

Search in Register of Lasting Powers of Attorney (LPAs) and/or Register of Court Orders appointing Deputies


[Click here to start your search](#)

Past Search Requests

Search ID	Name of Person Searched	Searched On	Search Type	Status
SRH210011558	John Tan	29 Nov 2021	Register of LPA	Application Approved
SRH210011557	Skye Ong	29 Nov 2021	Register of LPA	Application Rejected

17  [View Receipt](#)

-  The search result will be available for downloading within 30 days from the date of approval.

The results of your search request will be downloaded as a PDF file, added into your **'Downloads'** folder in your device.

Rejected applications/ request

- 18** You will be notified via SMS, if your application or request is rejected.

Click **'View all'** to see the full message.

Please note that there is **no refund** for rejected requests.

Search in OPG's Registers

Search in Register of Lasting Powers of Attorney (LPAs) and/or Register of Court Orders appointing Deputies


[Click here to start your search](#)

Past Search Requests

Search ID	Name of Person Searched	Searched On	Search Type	Status
SRH210011558	John Tan	29 Nov 2021	Register of LPA	Application Approved
SRH210011557	Skye Ong	29 Nov 2021	Register of LPA	Application Rejected

2 records

Notifications

Subject: Rejection of Search Request

Dear Skye Ong,

* We refer to your request to search the register(s) of Lasting Powers of Attorney (LPA) and/or Court...

29 Nov 2021 03:14 PM

Dear Skye Ong,

Your Lasting Power of Attorney (LPA) has not been certified by a Certificate Issuer (CI). This is a mandatory step before your LPA can be...

01 Nov 2021 08:07 PM

[View All](#)

18 [View All](#)

Submit CTC Application

Return to
Home Page: 

Submit a Certified True Copy (CTC) Application to receive a hardcopy of a Donor's registered LPA

-  A Certified True Copy (CTC) is required for reasons but not limited to those listed below:
- The Donor is a foreigner with no access to Singpass
 - Required document for a court application

Individuals who apply for a CTC will receive a hardcopy of the donor's registered LPA, unlike a search request which contains the summary of the LPA for download only.

Prepare the following information before you apply for the CTC:

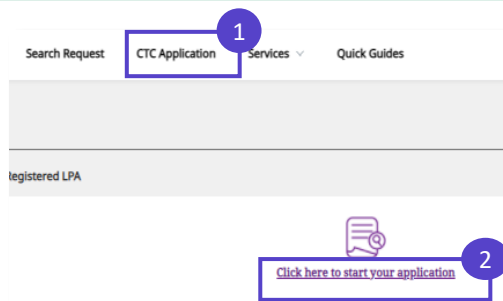
- Full name, NRIC number and copy of NRIC (front and back images) of the Donor
- Reason for the CTC application
- Proof of relationship with the Donor

The fee for a CTC application is **\$30** (or as per the [latest fee schedule](#) on OPG's website). Only Visa or Mastercard is accepted for online payment. If you are an existing Donee or Donor in the specified Donor's LPA, you may view and send the LPA from OPG's e-services instead, at no cost. See topic on ['View and Send'](#).

The application will be processed **within 3 working days** from the time of submission. If approved, the CTC will be mailed to the applicant's correspondent address.

There is **no refund** for the requestor if the CTC application is rejected.

- 1** Click 'CTC Application' to begin.



- 2** Select 'Click here to start your application'.

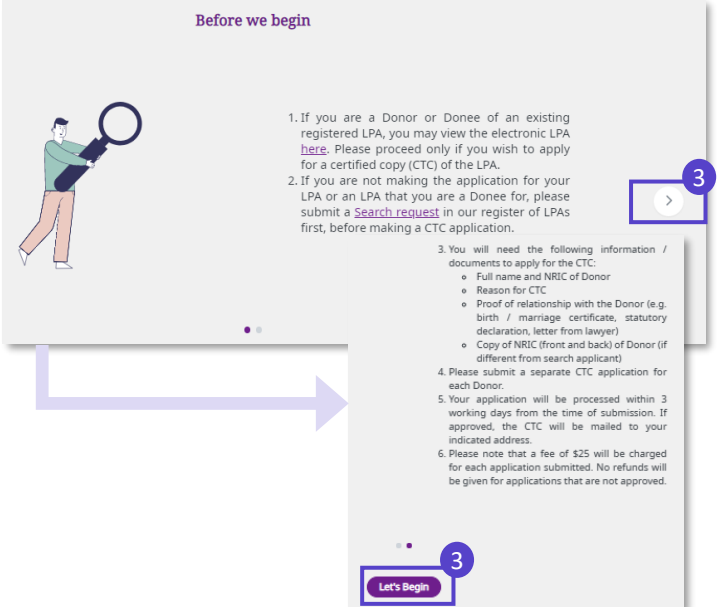
Submit CTC Application

Return to
Home Page: 

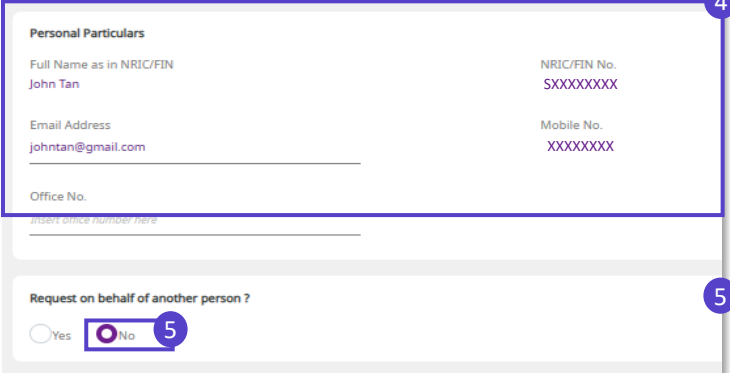
Submit a Certified True Copy (CTC) Application to receive a hardcopy of a Donor's registered LPA

- 3 Read through the information about a CTC application. Select  to move to the next page.

Click 'Let's Begin' to proceed.



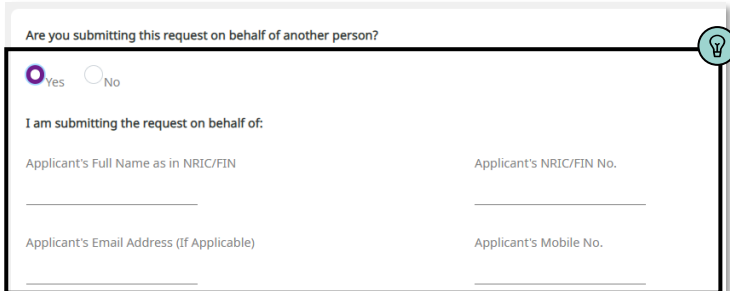
- 4 Review your personal particulars.



- 5 Select 'Yes' or 'No' if you are submitting this request on behalf of someone else.



If you selected 'Yes' above, fill in personal information of the Applicant whom you are representing and **prepare a letter of authorisation** from the Applicant requesting the CTC Application.

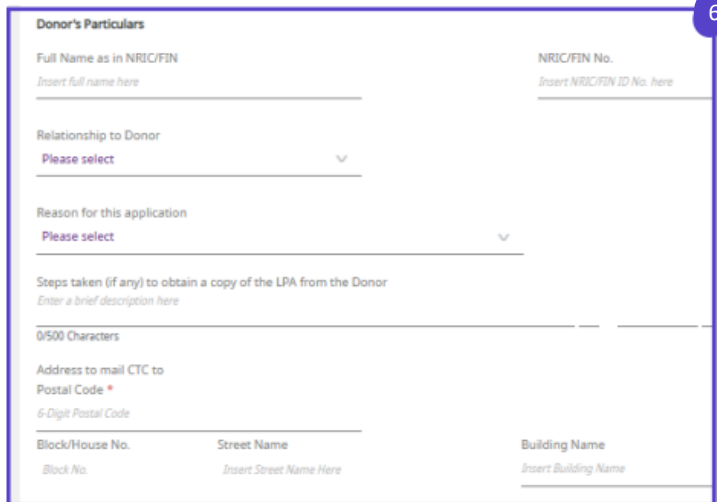


Submit CTC Application

Return to
Home Page: 

Submit a Certified True Copy (CTC) Application to receive a hardcopy of a Donor's registered LPA

6 Enter details of the CTC application.



Donor's Particulars

Full Name as in NRIC/FIN Insert full name here NRIC/FIN No. Insert NRIC/FIN ID No. here

Relationship to Donor
Please select 

Reason for this application
Please select 

Steps taken (if any) to obtain a copy of the LPA from the Donor
Enter a brief description here

0/500 Characters

Address to mail CTC to
Postal Code * 6-Digit Postal Code

Block/House No. Block No. Street Name Insert Street Name Here Building Name Insert Building Name

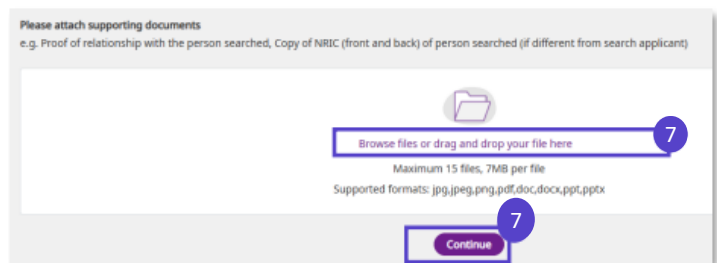
7 Upload all supporting documents

Click **'Continue'** after uploading.



Supporting documents include:

- NRIC (front & back) of Person Searched,
- (Where applicable) NRIC of Search Applicant or Search Representative
- Proof of relationship between Person Searched and Search Applicant
- (For Search Representative only) Letter of authorisation
- (If applicable) Medical report certifying that Person Searched has lost mental capacity
- (If applicable) Court documents



Please attach supporting documents
e.g. Proof of relationship with the person searched, Copy of NRIC (front and back) of person searched (if different from search applicant)

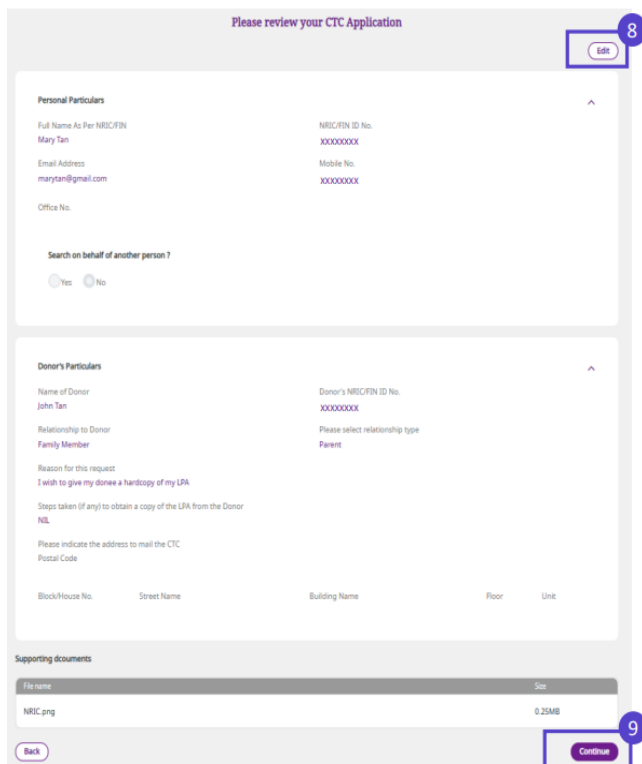
 Browse files or drag and drop your file here

Maximum 15 files, 7MB per file
Supported formats: jpg, jpeg, png, pdf, doc, docx, ppt, pptx

Continue

8 Review your CTC application details.

Select **'Edit'** to return to the previous page to edit the details if required.



Please review your CTC Application **Edit**

Personal Particulars

Full Name As Per NRIC/FIN: Mary Tan NRIC/FIN ID No.: XXXXXXXX

Email Address: marytan@gmail.com Mobile No.: XXXXXXXX

Office No.:

Search on behalf of another person?
☐ Yes ☒ No

Donor's Particulars

Name of Donor: John Tan Donor's NRIC/FIN ID No.: XXXXXXXX

Relationship to Donor: Family Member Please select relationship type: Parent

Reason for this request: I wish to give my donee a hardcopy of my LPA

Steps taken (if any) to obtain a copy of the LPA from the Donor: Nil

Please indicate the address to mail the CTC

Postal Code:

Block/House No. Street Name Building Name Floor Unit

Supporting documents

File name	Size
NRIC.png	0.25MB

Back **Continue**

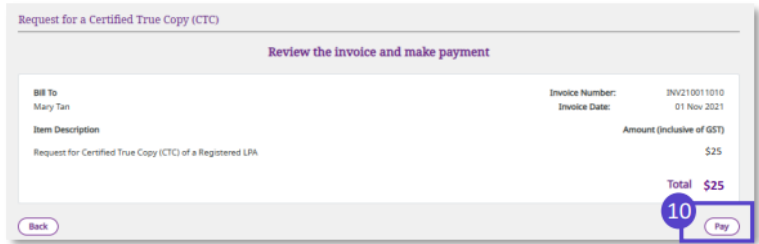
9 After reviewing your CTC application details, click **'Continue'** to proceed.

Submit CTC Application

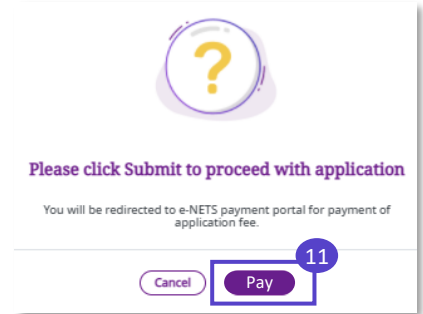
Return to
Home Page: 

Submit a Certified True Copy (CTC) Application to receive a hardcopy of a Donor's registered LPA

- 10 Click 'Pay' after reviewing the invoice.

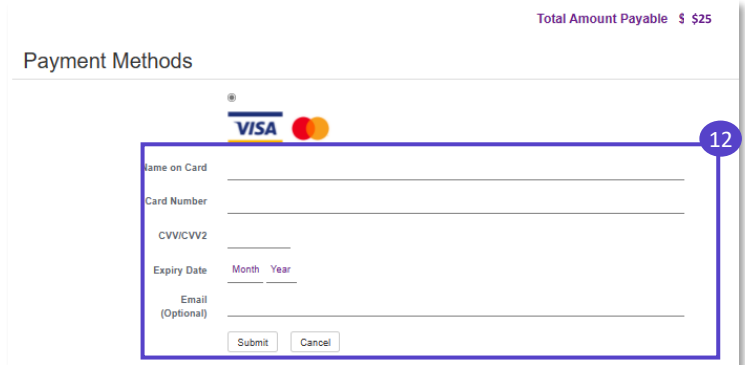


- 11 On the pop-up, select 'Pay' to proceed with the online payment.

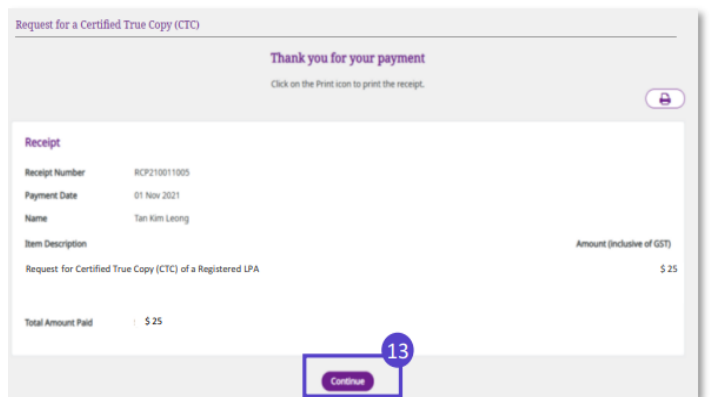


- 12 Enter your credit card details and click 'Submit'.

 Payment is only through Mastercard or Visa.

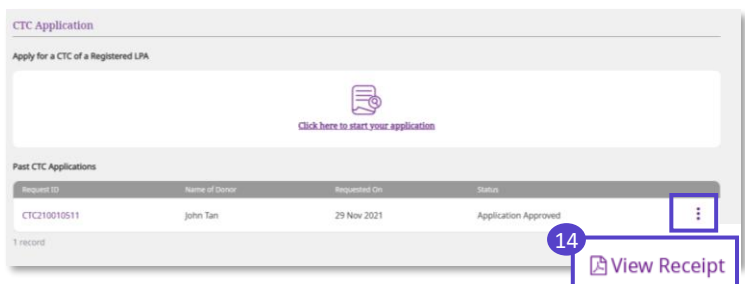


- 13 Once payment is completed, you will receive this confirmation page. Click on  to save a softcopy of this payment page. Click 'Continue' and 'Logout' of OPGO.



-  You will receive notifications on the outcome of your CTC Application via SMS. If successful, the hardcopy LPA will be mailed to you within 3-5 working days after the application is approved.

- 14 (If applicable) To view the receipt, click 'CTC Application' and under **Past Applications**, click the 3 dots under the relevant record to 'View Receipt'.



Revoke LPA

Donor submit revocation form for existing LPA



LPA revocation is the process by which you, as the Donor, revoke your registered LPA. If you wish to revoke your LPA, you must inform your Donees in writing and submit a notice of revocation to OPG, so that the registration of your LPA may be cancelled.

Revoke LPA (by Donor)

- 1 Login to OPGO. On your 'Registered LPA' card, select 'Revoke LPA'.
- 2 Ensure you have read the important information about LPA revocation before proceeding.

Click 'Proceed' when you are ready to continue.

Your LPA

LPA No. R2025-1234567	Status LPA - Registered	View LPA	Send LPA
Registered On 25 Jul 2024	Created On 10 Jul 2024	Last Updated On 10 Jul 2024	1 Revoke LPA
Donee(s) Lisa Goh	Replacement Donee Jake Goh		

LPA Revocation This will take up to 15 mins to complete

1 Read Important Information 2 Provide Revocation Details 3 Make Payment

Revoking and cancelling your registered LPA

1. You may revoke your LPA at any time, as long as you have mental capacity to do so.

2. Before submitting this form, you must **inform all appointed Donee(s) in writing** of the revocation of your LPA. You may do so in any of the following ways:

- In person, by delivering a written notice directly to them
- By post
- By email

3. A fee of \$28 applies to cancel your registered LPA.

[Proceed](#) 2

Provide Revocation Details

- 3 View the details of your registered LPA.

(Optional) Click [LPA No.] to view your LPA document, which opens in a new tab.

LPA Revocation This will take up to 15 mins to complete

1 Read Important Information 2 Provide Revocation Details 3 Make Payment

2.0 Declare revocation details
Please fill in the details below

[3](#)

Registered LPA

LPA No. A2022-0001094	Form Type LPA Application Form 1	Registered On 10 Jul 2024
--	-------------------------------------	------------------------------

Name of Donees	Relationship	Powers Granted	Manner of Acting
Lisa Goh	Wife	Personal Welfare, Property and Affairs	Jointly and Severally with Jake Goh for Personal Welfare only Jointly with Jake Goh for Property and Affairs only

Revoke LPA

Return to
Home Page: 

Donor submit revocation form for existing LPA

Provide Revocation Details



You, as the Donor, must inform all appointed Donees in writing that you have revoked your LPA before notifying OPG.

Notification to Donee(s)

You must inform all appointed Donee(s) in writing of the revocation of your LPA before submitting this form.



I confirm that I have provided written notice of the revocation of this LPA to all my appointed Donee(s).

4

How was the written notice given? (Select all that apply)



Delivered in person



Sent by post



Sent by email



OPG will notify your appointed Donee(s) upon submission of this form, and upon cancellation of your registered LPA.

Reason for Revocation

Reason

Please select

5

I want to change the Donee(s) or Replacement Donee(s) in my current LPA

I want to change the manner of acting or powers granted to my Donee(s) in my current LPA

My Donee(s) no longer want to be appointed

My Donee(s) are unable or unsuitable to perform the role

I want to change the Donee(s) or Replacement Donee(s) to avoid a family dispute

Others

Contact Details

OPG will notify you when your registered LPA is successfully cancelled. Please ensure your contact details are up to date.

Local Mobile No.

91234567

Email Address

petergoh@gmail.com

Back

6

Continue

2.0 Declare revocation details

Please review your LPA revocation form



Statement by Donor

1. I am the Donor of the LPA, and I hereby give notice to OPG that I have revoked my LPA.

2. I have informed all appointed Donee(s) in writing that I have revoked my LPA.

3. I understand that, in order for OPG to process the cancellation of my registered LPA, I may be required to provide further relevant information and documents.

4. Where my registered LPA is in hardcopy, I am aware that upon the cancellation of my registered LPA, I must deliver the original LPA and any certified copies to OPG for destruction.

5. I am aware that it is an offence to knowingly or recklessly provide any information or document that is false, or to wilfully alter, suppress, conceal, or destroy any document that I am or may be required to provide to OPG for the purpose of processing this form. If found guilty, I may be punished with up to two years' imprisonment, a fine of up to \$10,000, or both.

7



I have read and confirm the above.

Back

7

Continue

4 Tick the first checkbox to confirm you have provided written notice and select all the options that apply.

5 Indicate the reason for revoking your LPA.

6 Review your contact details, make any necessary changes and click "Continue".

7 You will be directed to a confirmation screen displaying the details you have entered. Review your LPA revocation form to ensure all details are correct.

At the bottom of the page, read through the **Statement by Donor** section and tick the checkbox to confirm your declaration.

Click 'Continue' to proceed with payment.

Revoke LPA

Donor submit revocation form for existing LPA

Making Payment

- 8 Review the invoice.
Once confirmed, click
'Pay'.

Review the invoice and make payment 

Please contact OPG at 1800-111-2222 if you encounter issues with your payment transaction.

Bill To	Mary Tan
Invoice Number	INV250000185
Invoice Date	27 Jun 2025

Item Description	Amount
LPA Revocation	\$528.00

Total: \$528.00

Back 8 Pay

- 9 On the pop-up window, select
'Proceed to Payment' to
proceed with online payment.



Proceed to payment?

Once payment is made, your submission cannot be withdrawn. You will be redirected to the eNETS payment portal.

Cancel 9 Proceed to Payment

- 10 Enter your credit card details and click
'Submit'.

 Payment is via Mastercard or Visa.

Total Amount Payable: \$528.00

10 Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email

Submit Cancel

- 11 Once payment is completed, you will
receive a receipt. You may click the
icon Print Receipt to save a softcopy
of this page.

- 12 Click 'Continue' to proceed to the
confirmation page.

Thank you for the payment 

Receipt 11 Print Receipt

Receipt Number	RCP250000185
Transaction Number	E202501256
Payment Date	27 Jun 2025 09:45 AM
Name	Peter Goh

Item Description	Amount
LPA Revocation	\$528.00

Total Amount Paid: \$528.00

12 Continue

Revoke LPA

Donor submit revocation form for existing LPA

Revocation Status

- 13

Your notice of revocation has been submitted.

OPG will notify your appointed Donees on your notice of revocation, and upon cancellation of your registered LPA.

Click **“Return to Dashboard”** to view your dashboard.

LPA Revocation

Your notice of revocation has been submitted to OPG.

You and your Donee(s) will be notified once the cancellation of the registered LPA has been processed.

Submission Type	Transaction No.	Timestamp
LPA Revocation	E202501313	24 Sep 2025 11:12 AM

13

Return to Dashboard

- 14

Your dashboard will reflect that OPG is currently processing the cancellation of this LPA.

Welcome, Peter Goh

Last visited on: 30 Dec 2025 08:30 AM

Your LPA

14

OPG is currently processing the cancellation of this LPA. You may proceed to [create a new LPA](#).

LPA No.	Status	
R2025-1234567	LPA - Registered	View LPA
Registered On	Created On	Last Updated On
25 Jul 2024	10 Jul 2024	10 Jul 2024
Donee(s)	Replacement Donee	
Lisa Goh	Jake Goh	

LPA Pending Cancellation

- You may start drafting a new LPA while waiting for the cancellation of your existing LPA. Click **‘Create a new LPA’** to proceed.

- 15

When your LPA status have been updated to ‘Revoked’, the LPA will be displayed under **“Your Past LPA”**.

You may click **‘Apply for an LPA’** to start applying for a new LPA.

Welcome, Peter Goh

Last visited on: 30 Dec 2025 08:30 AM

Your LPA

You do not have any LPA

Learn more about LPA

Apply for an LPA

Your Past LPA

15

LPA No.	Status	Donee(s)
D2025-1234567	LPA - Revoked	Donee : 1 Replacement Donee : 0
Registered On	Created On	Last Updated On
-	30 Dec 2025	30 Dec 2025