

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

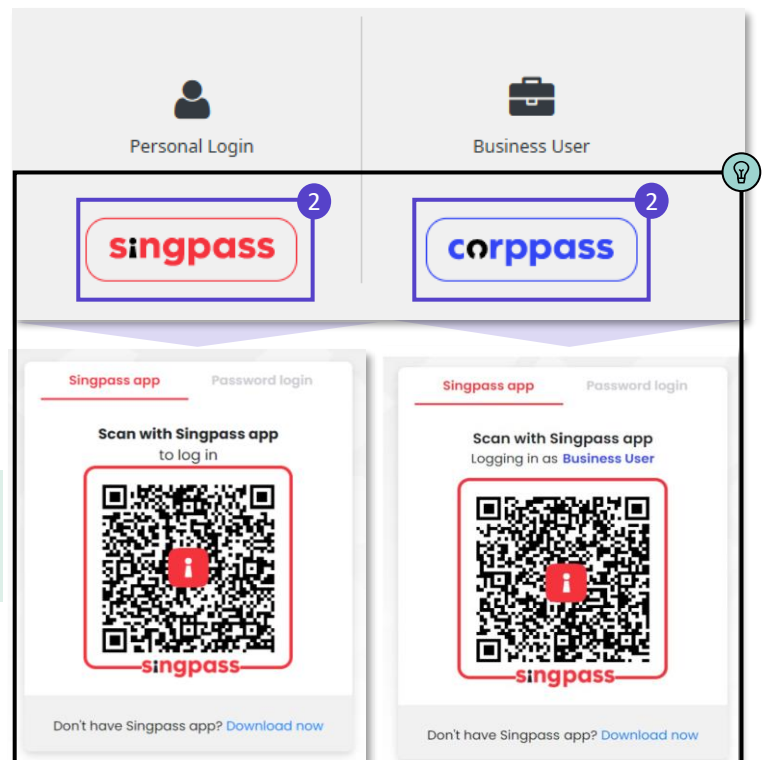
- Make an LPA (Form 1)
- Make an LPA (Form 2)
- Accept Donee Appointment
- Search for Certificate Issuer (CI)*
- Make Payment*

*These can be done without Singpass login.

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



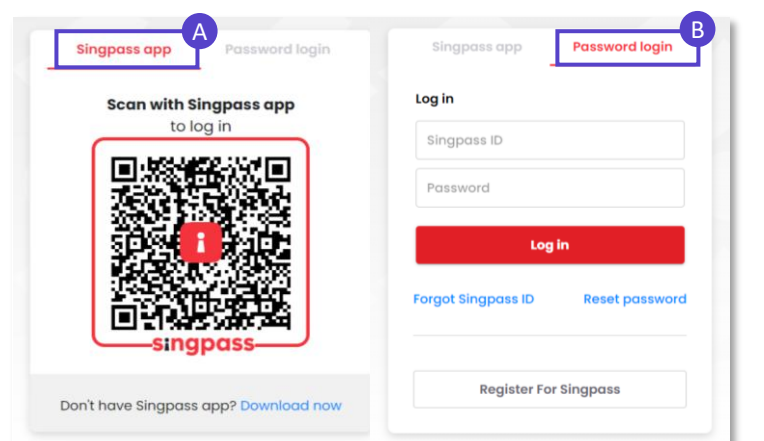
- 2 Login via:
 - **Singpass** (All users except Trust Companies) or
 - **Corppass** (Trust Companies, Lawyers drafting LPA Form 2, Certificate Issuers)



-  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)

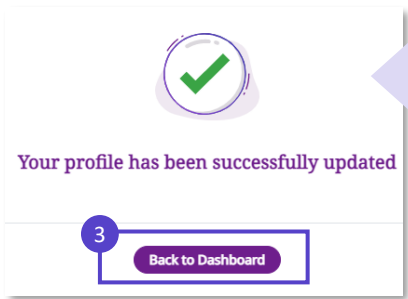
OPGO will send email alerts to you to check your OPGO mailbox for all legal notices. If you also wish to receive SMS alerts, please indicate below:

☐ 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: 

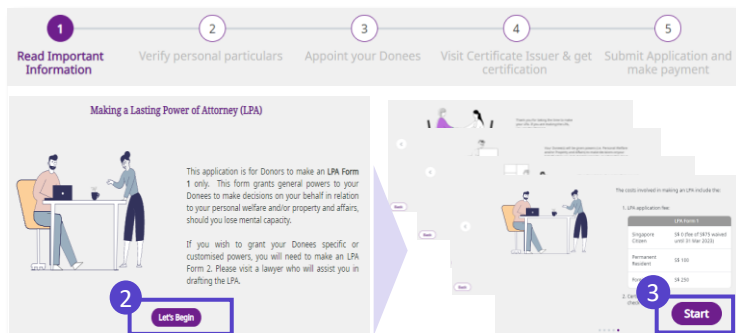
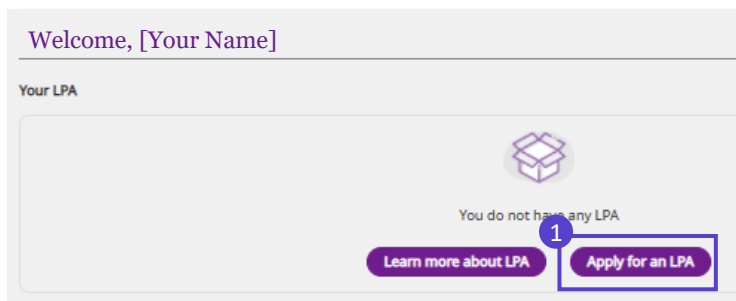
Apply for a Lasting Power of Attorney (LPA) and have peace of mind

- 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.

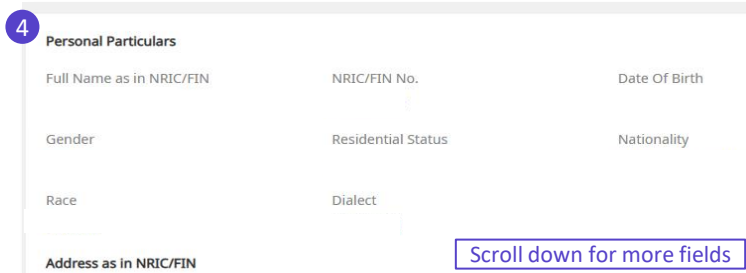
- 2 Click **'Let's Begin'** and read all important information about making an LPA. Click  to continue until the last page.

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



Verify personal particulars

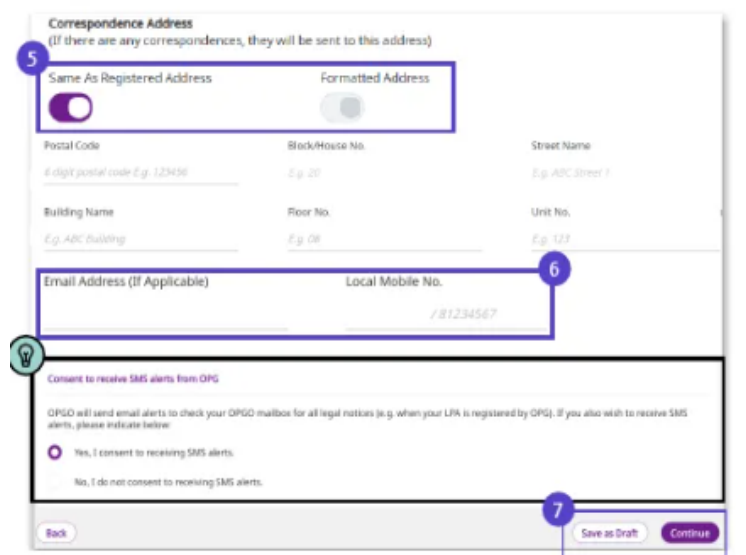
- 4 Verify your personal particulars.



- 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 [Save as draft](#) [Continue](#)

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 treatments and the use of 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 Read Important Information 2 Verify personal particulars 3 **Appoint your Donees** 4 Visit Certificate Issuance

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)

16

[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.

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.

20 [Back](#) **20** [Notify Donee\(s\)](#)

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

- 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.



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](#) **22** [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

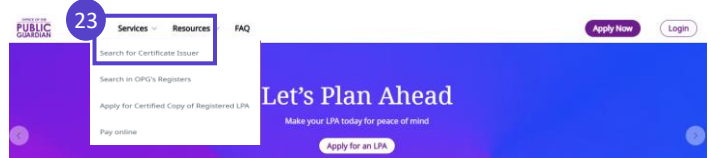
Search for Certificate Issuer (CI)



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

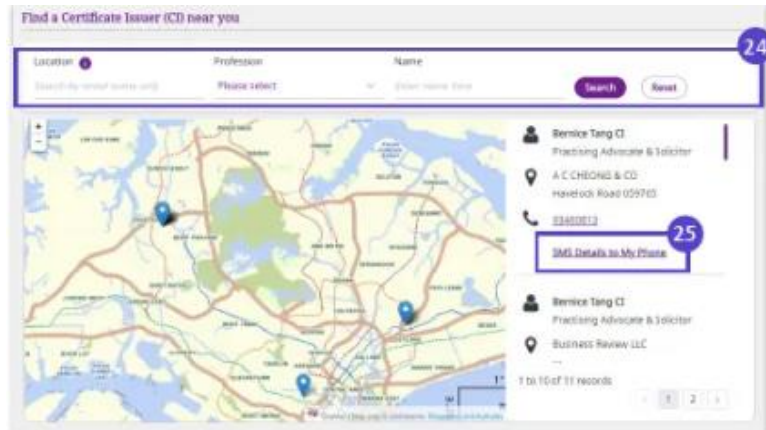
On OPGO's landing page, Click '**Services**' and select '**Search for Certificate Issuer**'.



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)

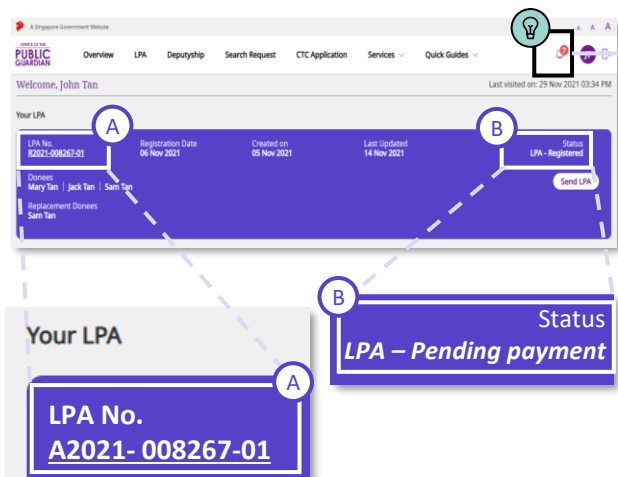
Return to
Home Page: 

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

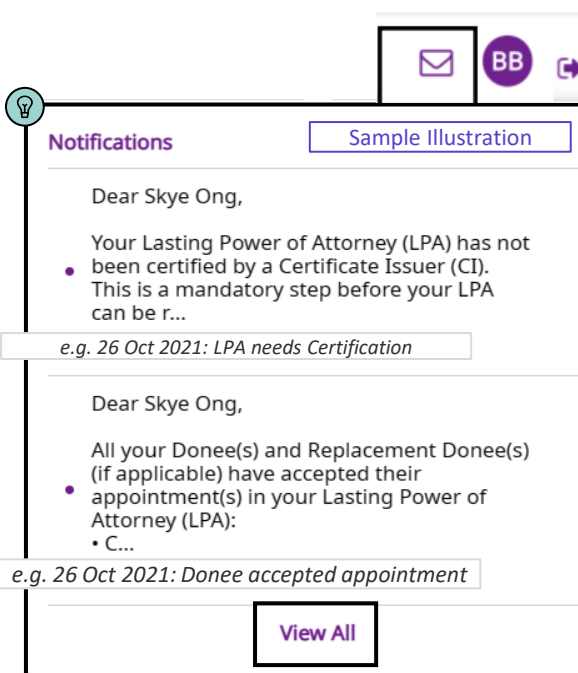
LPA No. **A2021-008267-01**

Status
LPA – Pending payment

 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

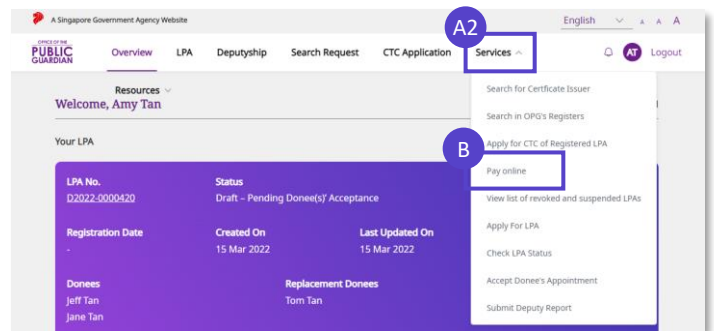
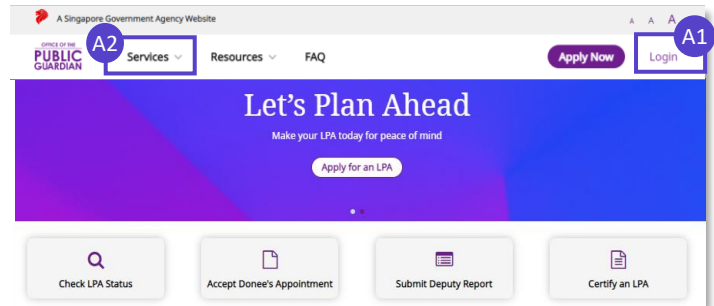


Online payment may be required for LPA applications. The Donor will receive a SMS/email notification that the LPA is certified by the Certificate Issuer and a reminder to make payment.

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

Make Payment Online (on OPGO)

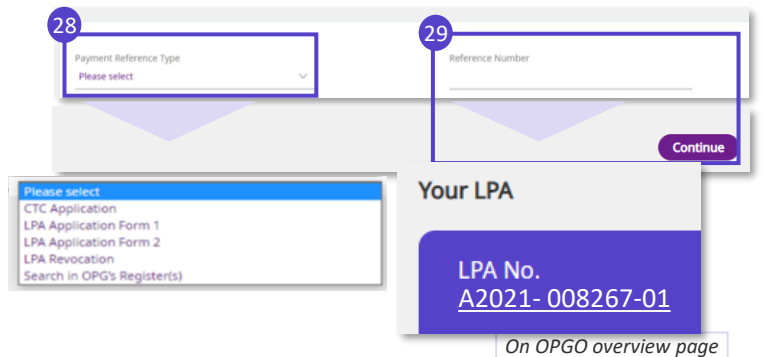
- 27
 - A1 (With Singpass) Click **'Login'**.
 - A2 (With or Without Singpass) Click **'Services'**.
 - B Click **'Pay Online'** to make payment to register your LPA.



- 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.

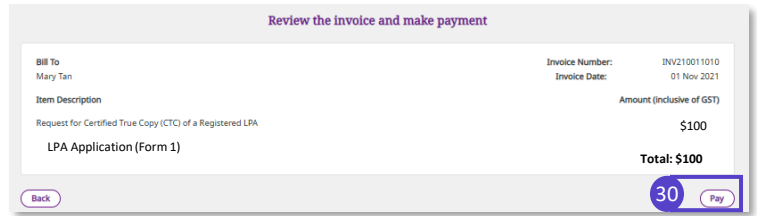


Make an LPA (Form 1)

Return to
Home Page: 

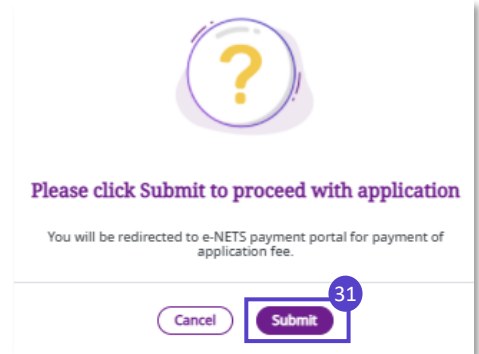
Apply for a Lasting Power of Attorney (LPA) and have peace of mind

- 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.



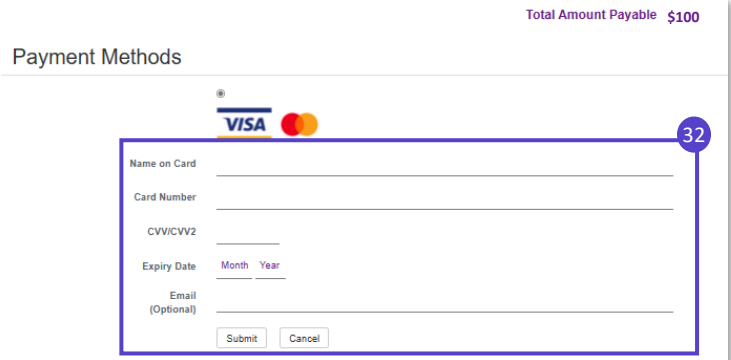
Please click Submit to proceed with application

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

- 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.



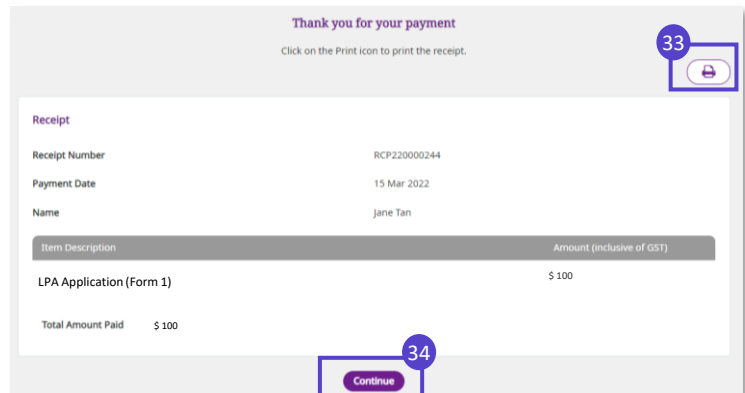
Payment Methods

Total Amount Payable \$100

Visa Mastercard

Name on Card
Card Number
CVV/CVV2
Expiry Date Month Year
Email (Optional)

- 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.

Receipt

Receipt Number: RCP220000244
Payment Date: 15 Mar 2022
Name: Jane Tan

Item Description	Amount (inclusive of GST)
LPA Application (Form 1)	\$100

Total Amount Paid \$100

- 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.

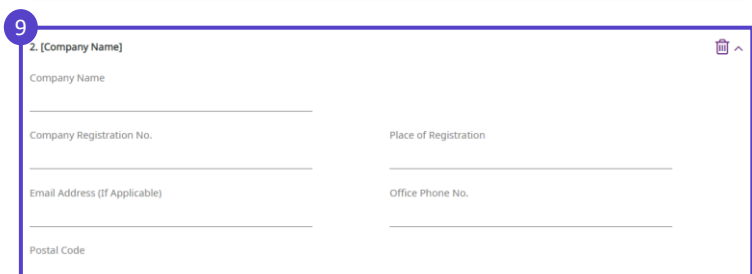
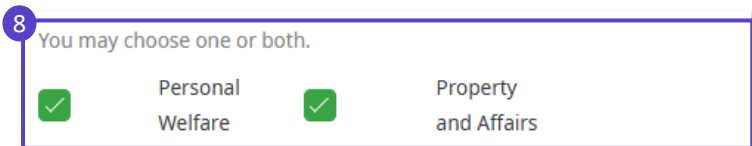
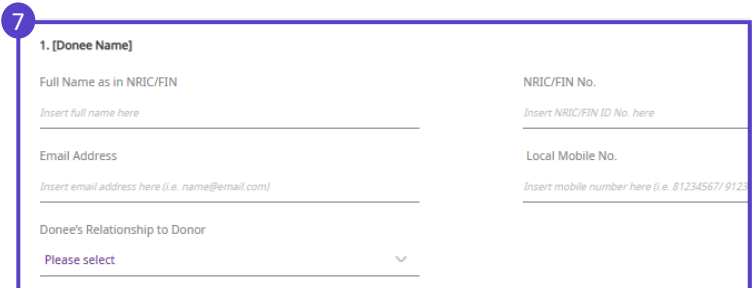
- 8 Indicate the **Power Granted to Donee** on each checkbox under **Personal Welfare** and/or **Property and Affairs**.

- 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.

here.' At the bottom, there are two buttons: 'Add Individual' and 'Add Licensed Trust Company'." data-bbox="444 111 966 255"/>

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/ 9123456789)
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.

20 Click 'Notify Donor'. The Donor will receive an SMS and email to prompt him to review the LPA.

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	
Draft	15 Mar 2022	

[View Draft](#) [Delete Draft](#)

Make an LPA (Form 2)

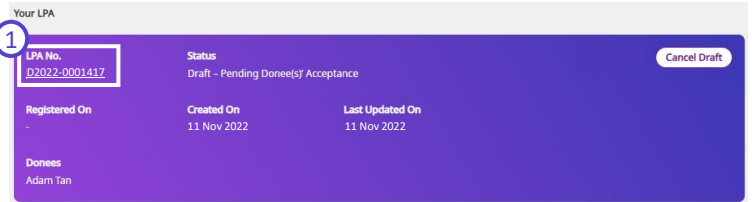
Return to
Home Page: 

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

Donor reviews and accepts LPA Draft

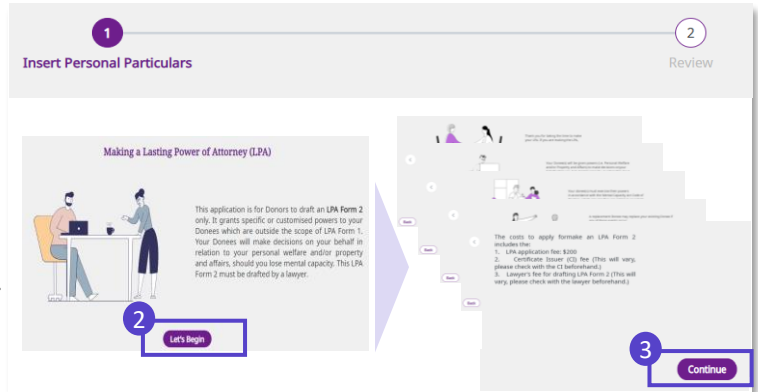
- 1 Login to OPGO. You will be able to view the draft LPA Form 2 on his dashboard. Status will display '**Draft – Pending Donor's Acceptance**'.

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



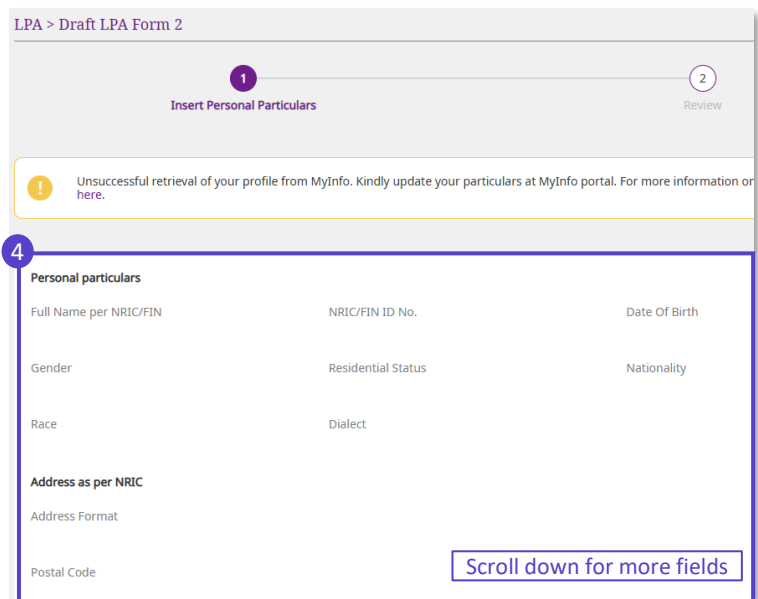
- 2 Click '**Let's Begin**' read through the important information about the LPA. Click  to proceed till the last page.

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



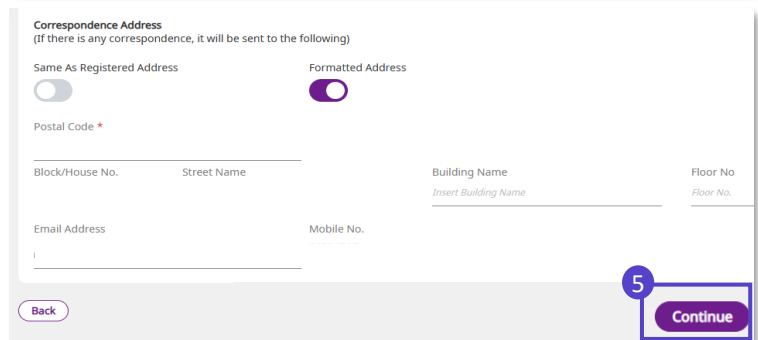
Insert Personal Particulars

- 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

E.g. 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.

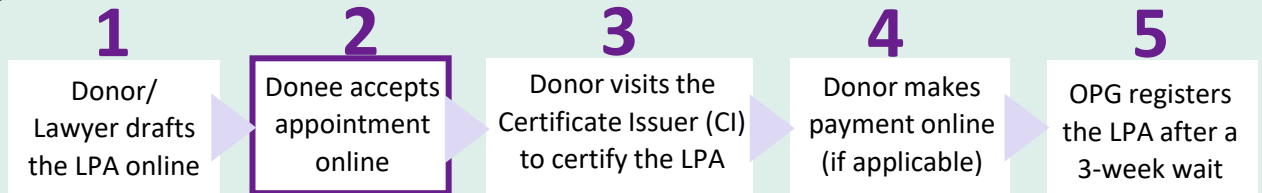
3. Consider making an Advance Care Plan (ACP) and appoint your Donee(s) as your Nominated Healthcare Spokesperson. More information on ACP can be found [here](#).

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.

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

4

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

Address as in NRIC/FIN No.

Address Format Formatted

Postal Code
570301

Block/House No.
301

Street Name
SHUNFU ROAD

Building Name
-

Floor
-

Unit
-

Correspondence Address

Same As Registered Address
Yes

Address Format Formatted

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.
Ben Ong

NRIC/FIN No.
S4702963E

Date of Birth

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).
3. I understand the duties of a Donee under section 3 (the principles) of the Mental Capacity Act, which include the duty of mental capacity, until it is assessed by a registered medical practitioner that he / she does not; and under section 4 of the Mental Capacity Act 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

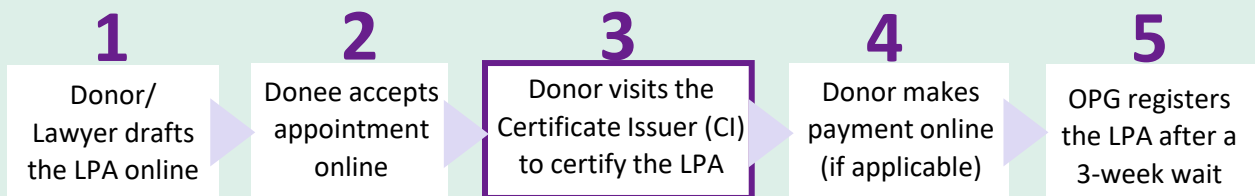
[View LPA](#)

Certify an LPA

For Certificate Issuers (CIs) only

Return to
Home Page: 

 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

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

Draft LPA Form 2
[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 **2** **Generate Access Code**

Access Code **3** **Submit**

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

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

Certify an LPA

For Certificate Issuers (CIs) only

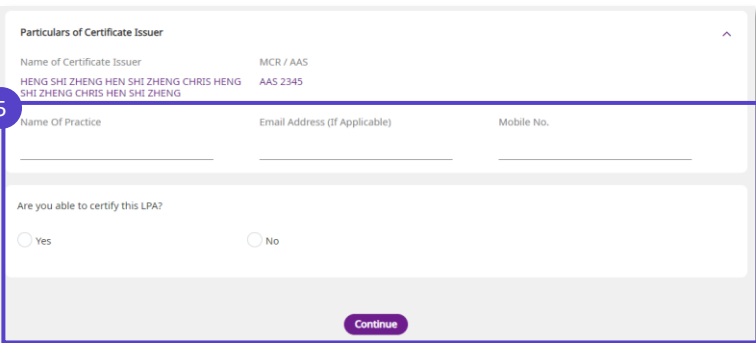
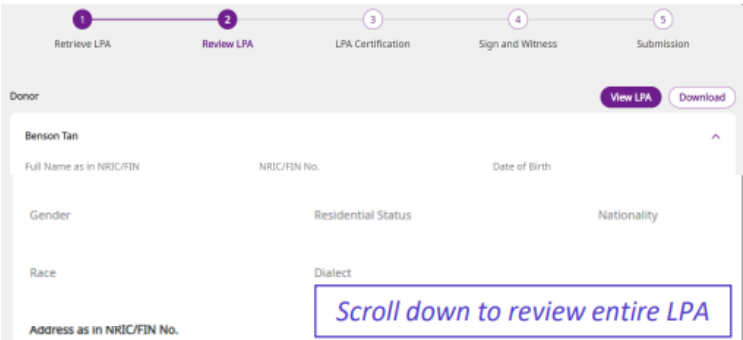
Return to
Home Page: 

Review and Certify

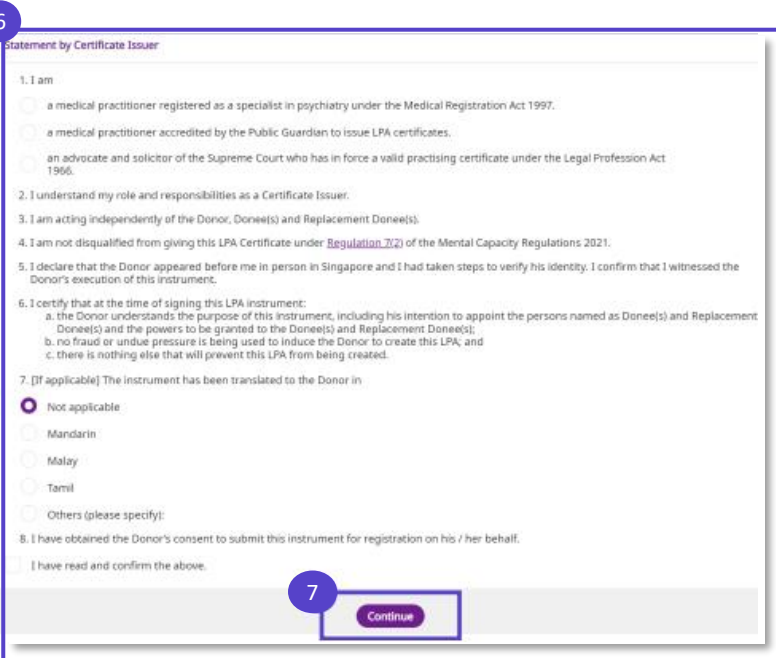
- 4 Review the drafted LPA with the Donor and pay particular attention to:
- Donor's particulars
 - Donee's particulars
 - Powers granted
 - Manners of acting

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.

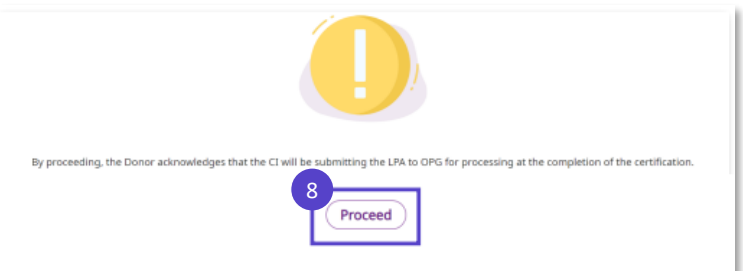


 (If applicable) Indicate the language that the LPA had been translated to and the particulars of the translator.

- 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.

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

Before you certify the LPA via digital signature:

- Please go through the generated instrument with the Donor.
- If you require a copy of the LPA for reference, please download now. You will not be able to download after signing the LPA.
- Please click 'Sign with Singpass' under 'Donor's Signature' at the bottom of this page, for the Donor to add his digital signature.
- Please click 'Sign with Singpass' under 'Certificate Issuer's Signature' to certify the LPA.

Install the Singpass app [here](#). You may also refer to this [video](#) or step-by-step [guide](#) on how to digitally sign with Singpass.

Please contact OPG at 1800-111-2222 or enquiry@publicguardian.gov.sg if you encounter issues.

9

1 of 22

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	15 March 2022
By	Amy Tan and S5051789F
Residing at	302 SHUNFU ROAD Singapore 570302
Date of birth	04 March 1964

Donor's Signature

Sign with singpass

Certificate Issuer's Signature

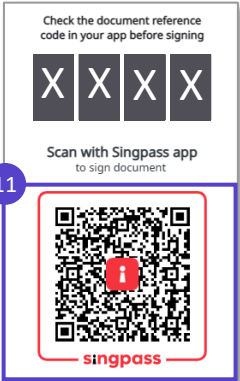
Sign with singpass

- 10 Click 'Sign with Singpass' to proceed with digital signing - by the Donor first, followed by the CI.

- 11 A pop-up displays a 4-digit reference code and a QR code as shown here.

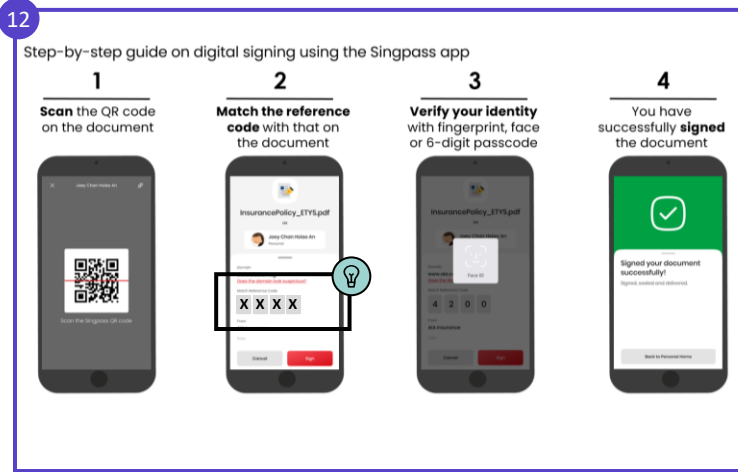
Tell the Donor to launch his Singpass app and scan the QR code on the pop-up to start the digital signing.

(Please see following page for detailed steps to setup digital signature on your Singpass.)



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

- 12 Guide the Donor to follow the four steps to digitally sign with Singpass. Repeat steps 10 to 12 using your own Singpass app, to sign the document, under **Certificate Issuer's Signature**.



Certify an LPA

For Certificate Issuers (CIs) only

Confirm Certification

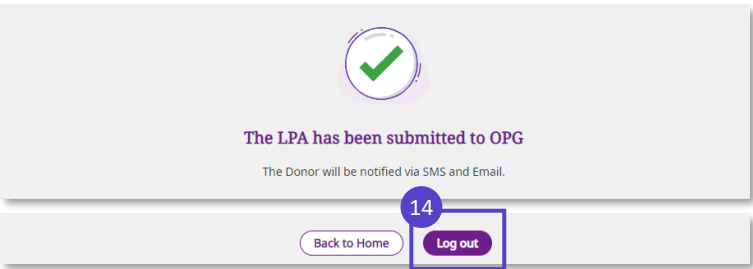
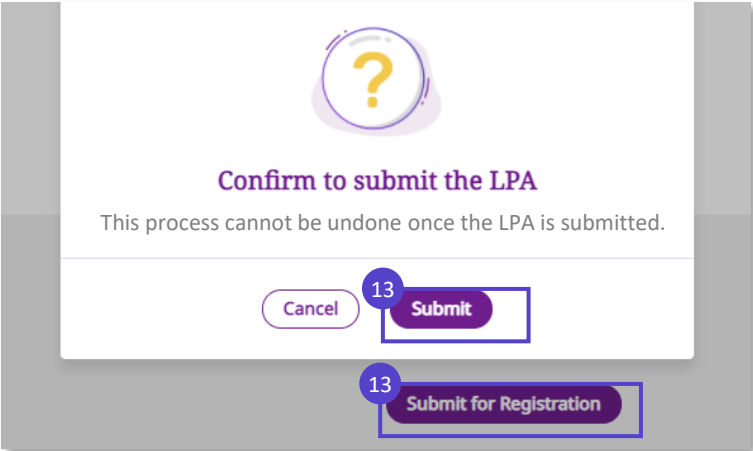
- 13 Once both Donor and CI have signed the LPA, click **‘Submit for Registration’**.

Click **‘Submit’** to confirm submission of LPA.

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

Click **‘Log out’** to exit OPGO.

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.



List of LPAs Certified	
Name of Donor	NRIC / FIN No.
Amy Tan	SXXXXXXX
Status	Last Updated On
Certified	15 Mar 2022 03:18 PM
Name of Donor	NRIC / FIN No.
TAY JIA MING TEH JIA MING MARK TAY JIA MING MARK THE JIA MING	SXXXXXXX
Status	Last Updated On
Certified	14 Mar 2022 10:22 AM



If you click **‘Back to Home’** or when you log in to OPGO, your overview page will display the list of LPAs certified by you, but not the details within each listed LPA.