

Frequently Asked Questions for LPA Forms (2020)

1) Why did OPG change the LPA Forms from the 2014 to 2020 version?

OPG revised the LPA Forms to make them more user-friendly (e.g. boxed up fields; provided information up-front to facilitate filling in the form). We hope that this makes the LPA Forms easier to fill and facilitates making an LPA.

2) What are the changes to the LPA Forms (2020)?

The key changes include:

- Providing information up-front on what is required to fill in the form (e.g. details of Donee, such as NRIC, name, date of birth, address, expected time taken to complete the form, etc)
- Re-arranging order of the various sections to reflect the flow in completing the LPA i.e. donor, followed by donee(s) and Certificate Issuer (CI)
- Simplifying legal and technical jargon as much as possible
- Bigger font and boxed up fields for ease of filling personal information
- Number of pages:
 - LPA Form 1 (2020): 12 pages + Applicant of LPA form
 - LPA Form 2 (2020): 23 pages + Applicant of LPA form + Continuation Sheets if applicable
- Donor is the default applicant and need not complete the Applicant of LPA form

3) I am the donor of the LPA. Do I need to complete the “Applicant of LPA” form?

No, you do not need to complete the Applicant of LPA form. As the donor, you are the default applicant. If there is no Applicant of LPA form submitted with the LPA application, the default applicant will be the donor.

However if your donee(s) are the LPA applicants, they need to complete the Applicant of LPA form. If you have appointed 2 donees to act jointly, both must complete and submit the Applicant of LPA form (i.e. the Applicant of LPA form should contain both their details and be signed by both of them).

4) Must the “Applicant of LPA” Form be submitted?

If there is no Applicant of LPA form submitted with the LPA application, the donor will be the default applicant.

5) Where can I get the LPA Forms (2020)?

The LPA Forms (2020) are available for download [here](#).

6) Can I still make an LPA using the LPA Forms (2014)? / I have completed my LPA application using the LPA Forms (2014), including visiting the CI. But I have not submitted the application. Would it still be valid?

Yes. There is a 6 month transition until 31 Jul 2020 where OPG will accept both LPA Form (2014) and LPA Form (2020). From 1 Aug 2020, only LPA Forms (2020) will be accepted. If you have not filled up your form, please use the new LPA Form (2020).

7) What are the fees if I use the LPA Forms (2020)?

There are no changes to the current application fees, as follows:

	LPA Form 1 Fee (incl. GST)	LPA Form 2 Fee (incl. GST)
Singapore Citizens	\$0 (fee of \$75 waived until 31 Aug 2020)	\$200

Singapore Permanent Residents	\$100	\$250
Foreigners	\$250	\$300

There is a professional fee payable to the certificate issuer and the Office of the Public Guardian does not prescribe the quantum of the fees charged. The [top 10 most visited accredited medical practitioners](#) charge fees ranging from \$25 to \$80, with most charging \$50. Besides accredited medical practitioners, you may also visit a lawyer (a Singapore solicitor qualified to practice Singapore law in a Singapore law practice), or psychiatrist, for the LPA certificate.

8) If some pages of the LPA Form do not apply to me e.g. I don't have any replacement donees, what should I do?

You may strike out the section on appointment of donee 2 and replacement donee if it does not apply to you. Please note you are still required to sign at the bottom of these pages. As long as it is a numbered page e.g. Page 10 of 12 (LPA Form 1) or Page 10 of 23 (LPA Form 2), it must be included in the LPA submission.

Continuation Sheets for LPA Form 2 are optional.

9) I received a notice of payment for my LPA application but I would like my certificate issuer (e.g. lawyer) to make payment instead. Can OPG send the notice of payment to the CI?

You may wish to forward the notice of payment to the relevant party to facilitate payment.

10) Must I provide a local address in the LPA Forms (2020), at sections pertaining to particulars of donor, donee(s), and replacement donee?

Yes, the local mailing address is important in the event the LPA application is rejected and needs to be returned for amendments.

11) I need to use continuation sheets for the LPA Form 2 (2020) application. Do I amend/change the page numbers for pages 1-23 and insert the continuation sheets in between?

For LPA Form 2 (2020), continuation sheets should be inserted after page 23. Please do not amend the page numbers.

12) I am a foreigner making an LPA. Should I indicate my passport or FIN number?

Foreigners with access to a SingPass account should indicate the FIN number that is tagged to the SingPass account on the LPA Form. This will facilitate access to the softcopy registered LPA on OPG's e-service portal. If you do not have a FIN number, you may use your passport.

13) My LPA was registered using the 2010/2014 forms. Can my donees still use it to transact on my behalf in the event I lose mental capacity?

Registered LPAs in the previous formats (2010 and 2014) are still valid and appointed donees may use them when transacting on the donor's behalf.

14) Should my donee(s) / replacement donee write their name and NRIC number beside their respective signatures under Statement of Donee / Replacement Donee?

It is not necessary for your donee(s) and replacement donee to indicate their name and NRIC number beside their respective signatures. The witness for each named party in the LPA plays an important role in ensuring that the mentioned party signs on his/her respective page.

15) My foreign NRIC / passport number is longer than 9 digits, but the field on the form only provides 9 boxes. How should I complete this field?

You may write the extra digits outside the boxes. This will not invalidate your LPA.

16) I am / My donee is a foreigner without any local mailing address. What address should I indicate for that field?

At least 1 local mailing address should be indicated. That will be the address that the LPA is sent to, if any rectification is required. If you or your donee(s) do not have any local mailing address and a law firm is assisting with the LPA application, the law firm can include a cover letter to OPG indicating to send all correspondences to the firm's address. This is as per OPG's current practice.