

**The Public Guardian's Terms and Conditions for registration as a professional deputy**  
**(\*)**

*(\*) The listed Terms and Conditions are effective as at 1 September 2018. The Public Guardian may add, amend or delete any of the listed Terms and Conditions as necessary and appropriate.*

The following are Public Guardian's Terms and Conditions pursuant to section 25A(3) of the Mental Capacity Act (Cap. 177A) in relation to a professional deputy's registration under the Mental Capacity (Registration of Professional Deputies) Regulations 2018:

**Temporary Absence**

1. A professional deputy who has been appointed by the court to act as a professional deputy for remuneration may take a temporary leave of absence from acting for P in certain circumstances including but not limited to the following:
  - (i) Planned absences such as for maternity leave, hospitalization leave (for elective or non-life threatening treatment), study leave or sabbatical; and
  - (ii) Unplanned absences such as emergency medical treatment or other personal exigencies.
2. In the period of temporary absence, the named successor deputy shall replace the professional deputy in acting for and on behalf of P.
3. The professional deputy's temporary absence must not be for a period longer than 6 months or such other period as the Public Guardian may in her discretion allow upon being satisfied that there is good reason for such absence.

**Notices to be given to the Public Guardian**

The professional deputy must notify the Public Guardian in writing of the following events/changes:

1. Any change which could affect the professional deputy's registration in accordance with the criteria specified in Regulation 4 of the Mental Capacity (Registration of Professional Deputies) Regulations 2018, within 2 weeks of the occurrence of the event/change.
2. If the professional deputy who has been appointed by the court to act as a professional deputy intends to be temporarily absent, the period of absence and confirmation that the successor deputy will be activated to step in to act during this period;

3. Any change in his personal particulars including but not limited to any change in mailing address and other contact details;
4. Any change in his employment or professional practice details including but not limited to the name and address of new firm/employer and start date at the new place of practice.
5. Any changes to his professional indemnity insurance coverage (if any).
6. If the professional deputy is also a professional donee, the activation of his/her professional doneeship under a Lasting Power of Attorney within 2 months of activation and provide the Public Guardian with copies of the following documents:
  - (i) a written assessment by a registered medical practitioner of the donor's loss of mental capacity;
  - (ii) a Schedule of P's Assets; and
  - (iii) P-focused plan.