

# **ONLINE UPDATE OF PARTICULARS**

## ***QUICK GUIDE***

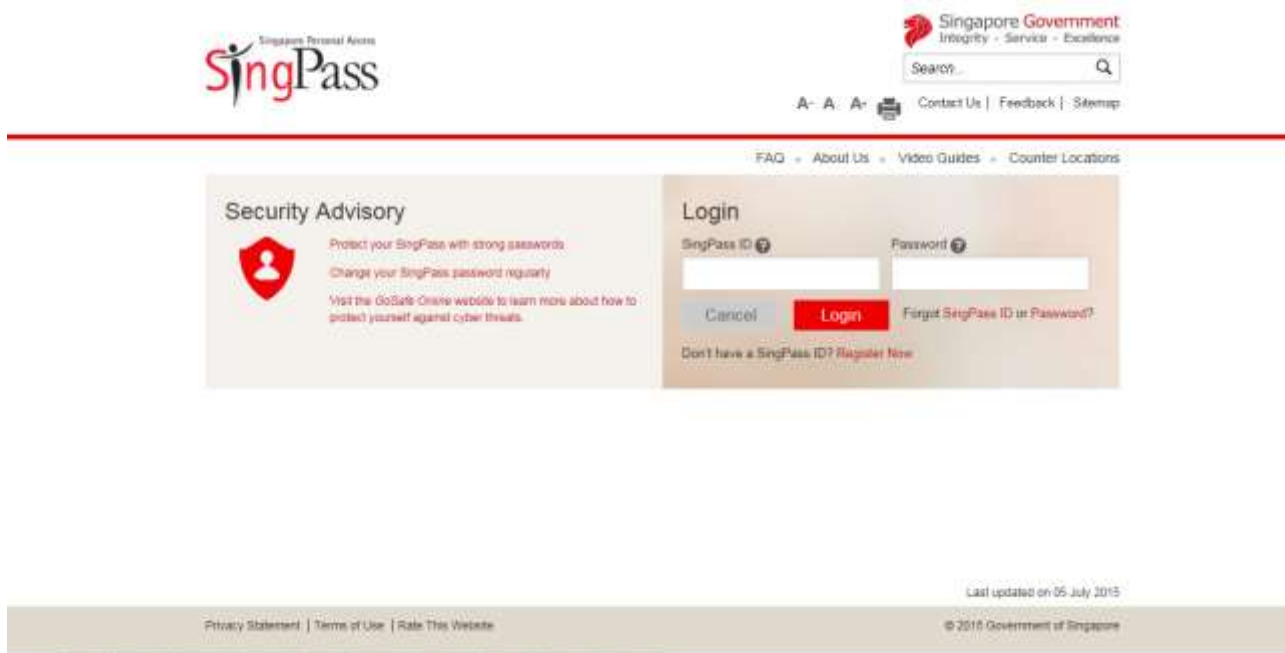
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### **PURPOSE**

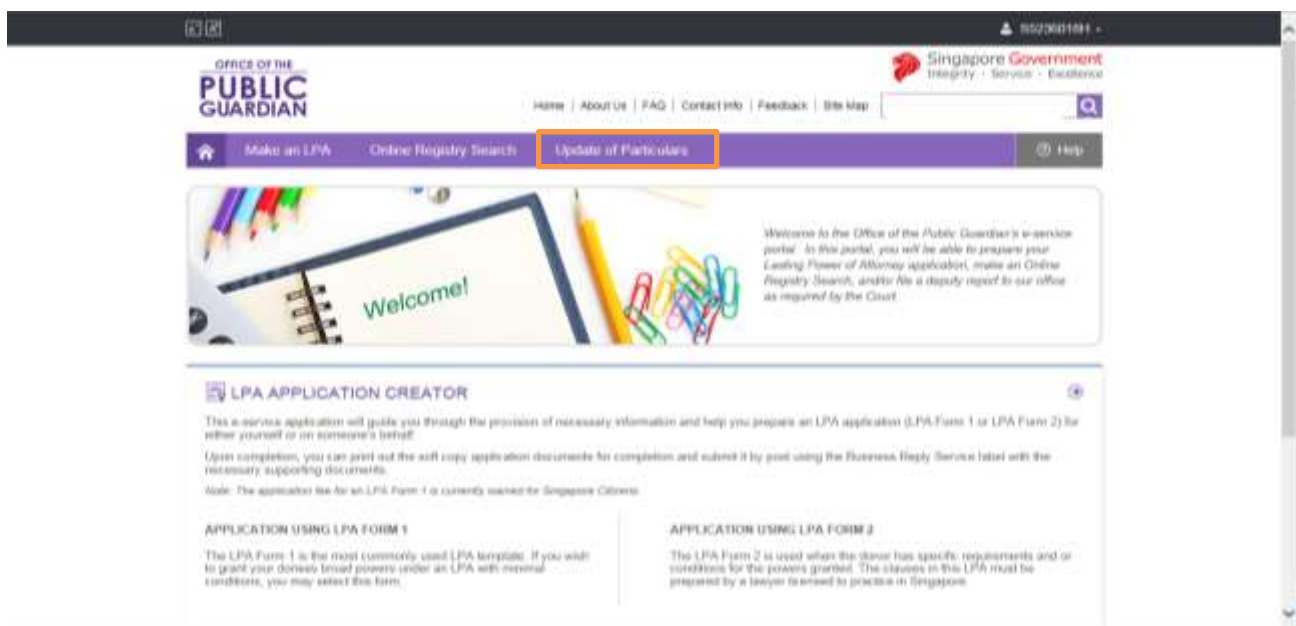
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This guide provides a step by step guide on how to update the particulars in the e-portal for the registers for registered Lasting Powers of Attorney (LPAs) and deputies appointed by the court.

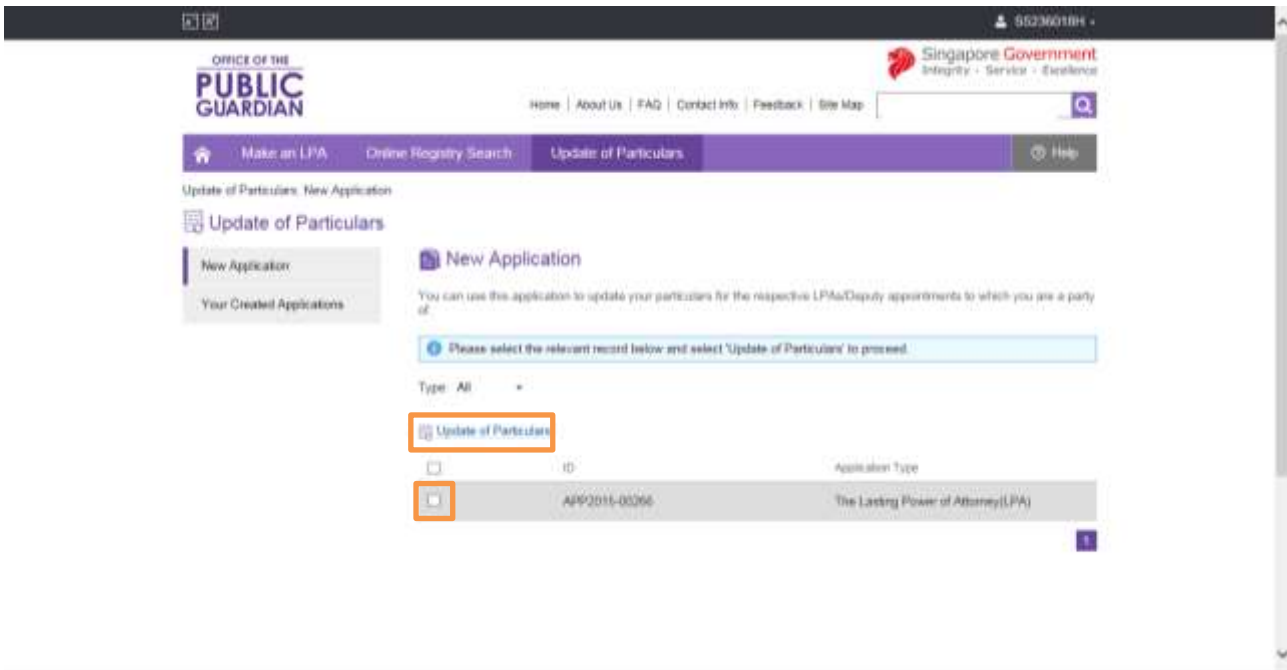
1. Log into e-portal using your Singpass username and password.



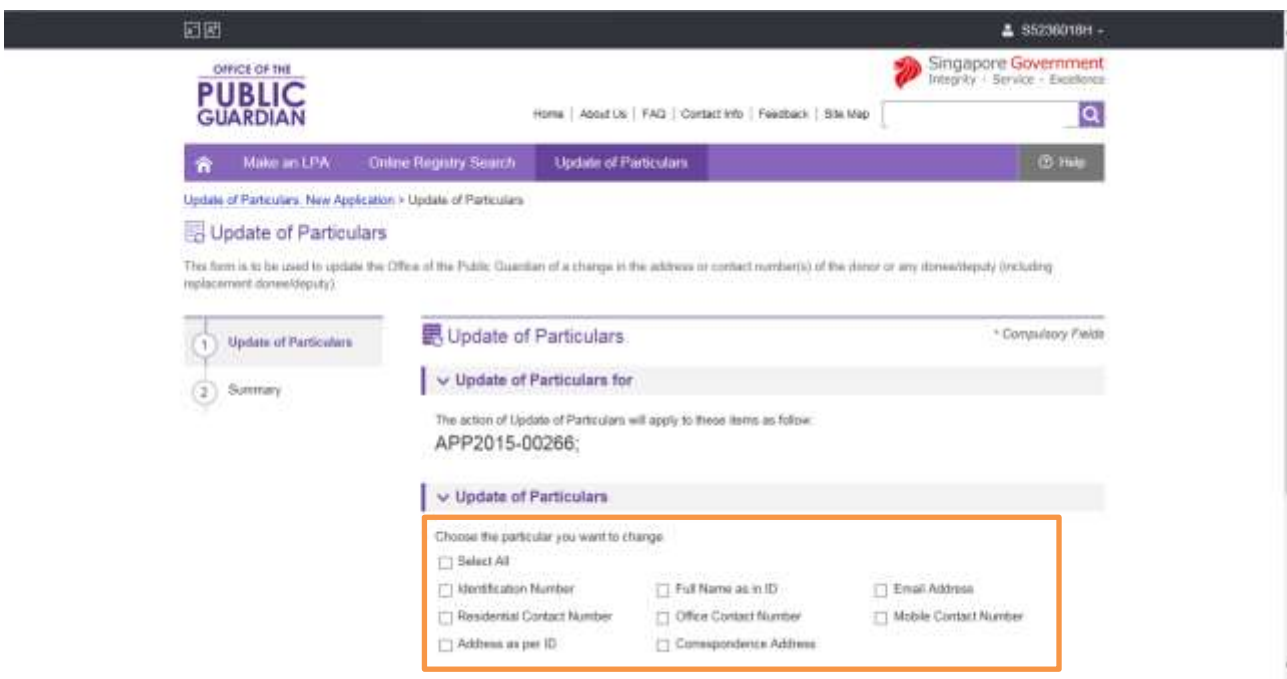
2. Click “Update of Particulars”.



3. Select () for relevant record and select “Update of Particulars”.



4. Select () the particular you want to change.



5. Fill in new particulars under “Particulars to Update”. Click “Upload Supporting Document”.

*\*Note: A red asterisk (\*) indicates a mandatory field.*

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Make an LPA | Online Registry Search | Update of Particulars | Help

Update of Particulars: New Application = Update of Particulars

### Update of Particulars

This form is to be used to update the Office of the Public Guardian of a change in the address or contact number(s) of the donor or any donee/deputy (including replacement donee/deputy).

- 1 Update of Particulars
- 2 Summary

#### Particulars to Update

New Identification Number

Identification Type is NRIC. Example: S12345670

Supporting Document

Upload Supporting Document

No.	Attachment	Category	Actions
There is no document to show at this time.			

Reset | Next > | Cancel

6. In the pop-up window, select a category for attachment.

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### Upload Attachment

Select Category for Attachment

Select a Category

Select a Category

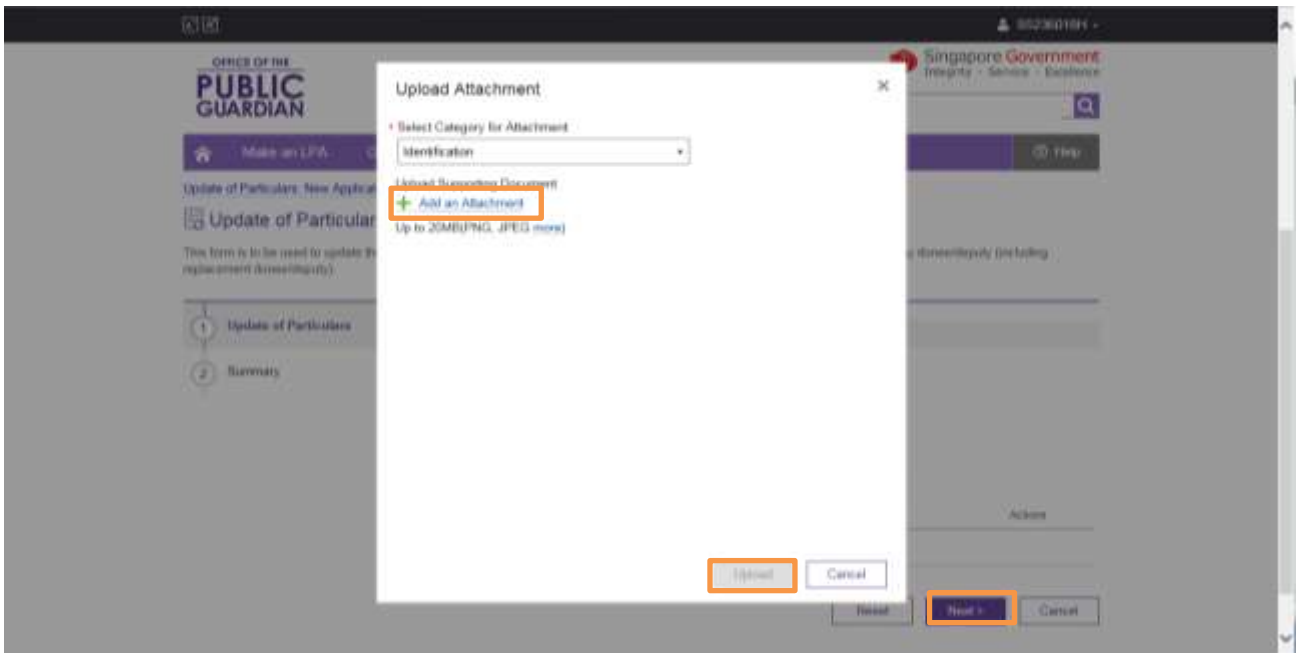
Identification @

Supporting Documents @

Upload | Cancel

7. Click “Add an Attachment” to add a document from your device. Click “Upload”. Click “Next >”.

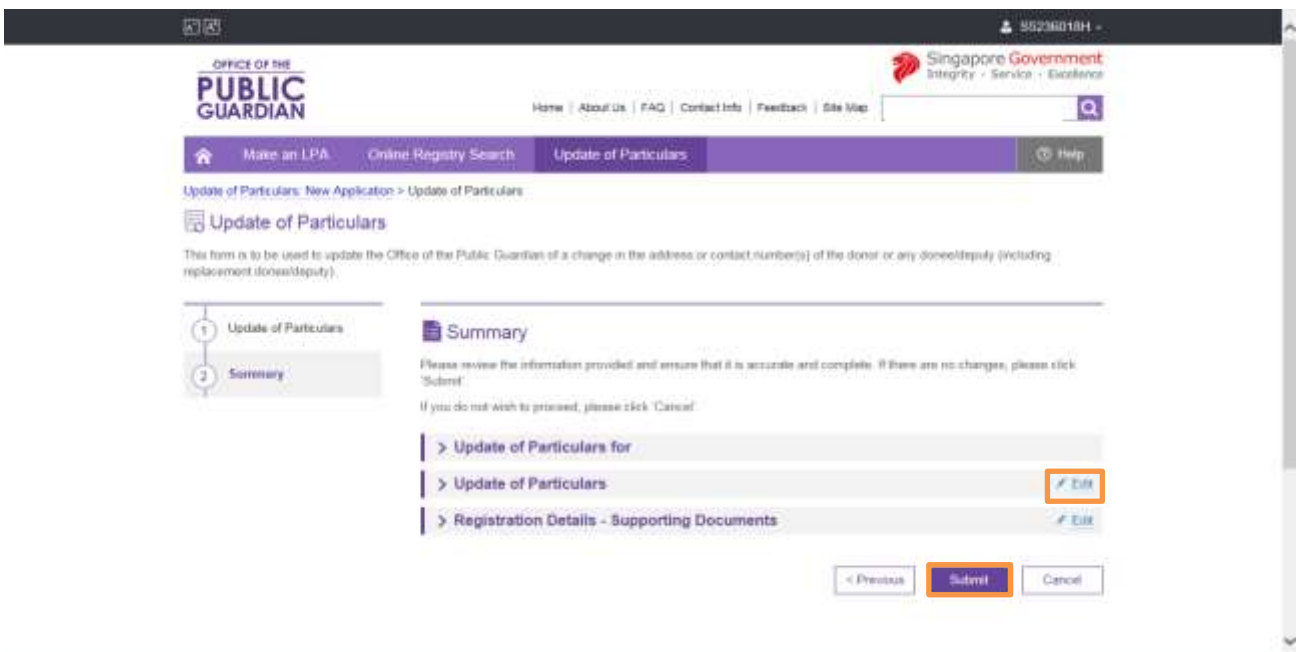
**\*Note: Size of document up to 20MB, file type: .png, .jpeg, .jpg, .pdf, .doc, .docx, .xlxs.**



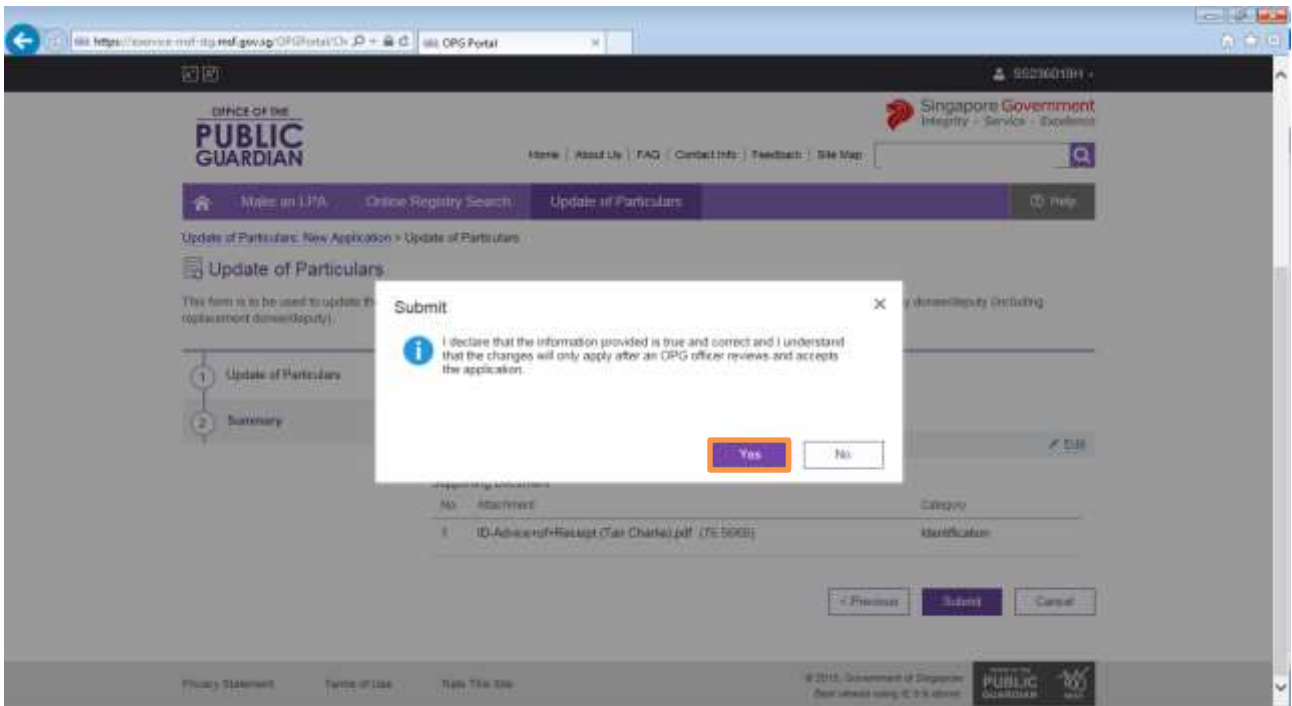
8. Review the information you have provided.

If any amendments are required, click “Edit”.

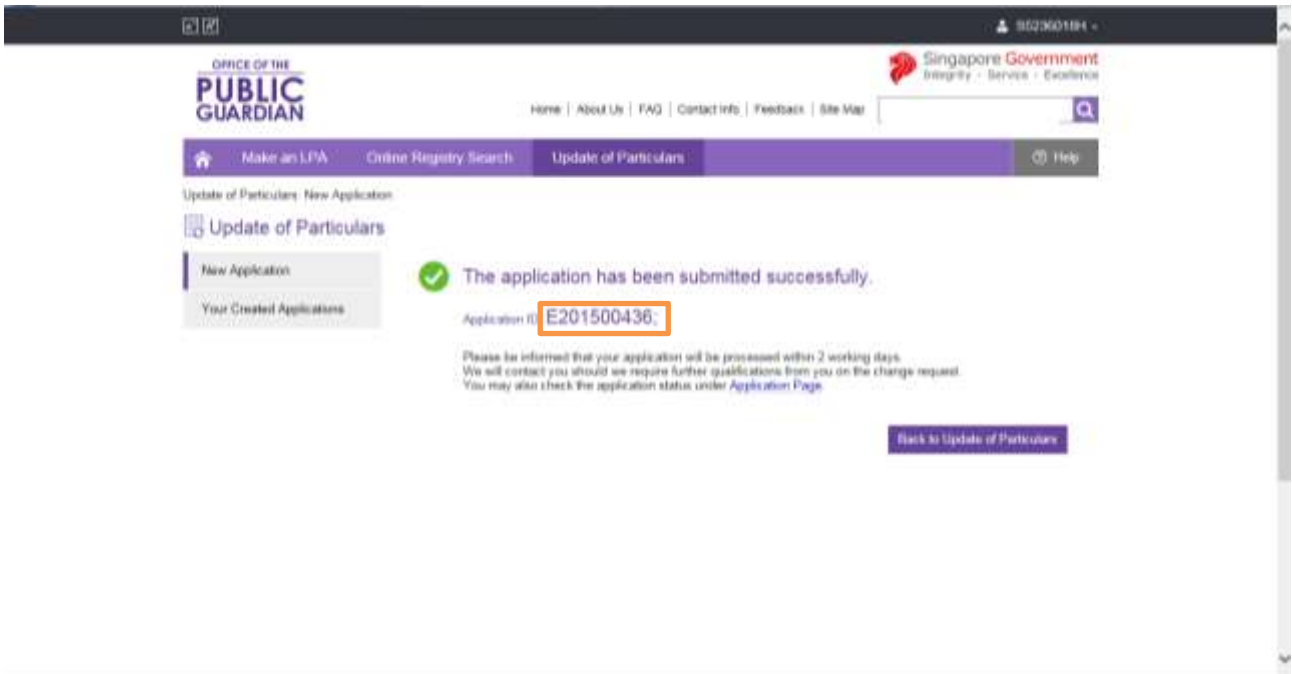
Otherwise, click “Submit”.



9. Click “Yes”.



10. Upon submission, an application ID will be generated for your reference.



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