

Read this information sheet before completing the LPA Form 1 (purple) and Application Form (brown).

IMPORTANT CONSIDERATIONS

Decisions made by donors may affect family members. We advise all donors to inform family members if they have decided to make a Lasting Power of Attorney.

Donors should know their donee(s) well enough before they take the important step of appointing their donee(s).

How to make an LPA

- Step 1: Complete LPA Form 1
- Step 2: Take the LPA form to be certified by a certificate issuer (read the glossary below for the role of a certificate issuer)
- Step 3: Complete the Application Form
- Step 4: Post the following documents to Office of the Public Guardian at
20 Lengkok Bahru, #04-02, Family@Enabling Village, Singapore 159053
- Completed LPA Form 1 (purple)
 - Completed Application Form (brown)
 - Photocopied NRIC (front and back) of the donor, donee(s) and replacement donee (if any)

You can refer to our website at www.publicguardian.gov.sg for more information.

KEY POINTS TO NOTE WHEN FILLING IN THE LPA FORM

- The donor must read the Prescribed Information on page 1 before completing the form.
- The donor, donee or replacement donee cannot be a witness in this LPA.
- If the donor, donee and/or replacement donee cannot read or understand English, the contents of the LPA must be read and translated to him/her.
- The donor must sign at the bottom of every page of the form.

For Part 1B: Statement by Donor

- A witness to the donor's signature under Part 1B (page 2) is required. This witness must be the certificate issuer who signs under part 4 (page 8).

For Part 2: Donee's and Replacement Donee's Statement and Particulars

- **The donor does not have to appoint anyone to replace the donee(s).** If so, the LPA will end or terminate if the donee can no longer act. This also applies to cases when donees must act jointly.
- If the donor appoints more than 2 donees and or more than 1 replacement donee, please use LPA Form 2 (green).

For Part 3: Powers granted to the Donee

- If the donor has appointed more than 1 donee for a particular power, it must be indicated in item 3A(c) and/or 3B(d) (page 6) whether they are to act jointly or jointly and severally. Powers include 'Personal Welfare' or Property and Affairs'.
- Jointly means the donees must act together. Jointly and severally means they may act together or separately. If it is not indicated, it will be assumed donees are required to act jointly.

- To be valid, an LPA must be registered with the Office of the Public Guardian.

*Glossary of
Important Terms
(in alphabetical
order)*

Applicant	The person applying to register an instrument as an LPA. The applicant has to be either the donor or donee(s) (all donees together if they must act jointly).
Certificate Issuer	A person who signs and certifies that the donor knows the implications of making an LPA and is not doing it under duress, fraud or undue pressure. This person can be any practicing lawyer, psychiatrist or Office of the Public Guardian (OPG) accredited medical practitioner. The certificate issuer also needs to sign the LPA form as a witness for the donor.
Clinical Trial	A rigorously controlled test of a new drug or a new invasive medical device on human subjects.
Donee	A person, at least 21 years of age, appointed by the donor to make decisions and act on the donor's behalf on personal welfare and/ or property and affairs matters if the donor loses mental capacity. An undischarged bankrupt is not eligible to be a donee for property and affairs matters.
Donor	A person, at least 21 years of age, who makes an LPA, appointing donee(s) to take care of the donor's personal welfare and/or property and affairs matters if the donor loses mental capacity.
Gift	Voluntary transfer of an asset without any payment in return.
Jointly	Donees must act together and not individually. When any one donee is no longer able to act, the joint appointment will be terminated.
Jointly and Severally	Donees can act together or individually. Both types of decisions are valid. A donee can act without consulting the other donee(s).
Replacement Donee	A person, at least 21 years of age, appointed by the donor to replace a donee if the donee's appointment is terminated.
Seal	A red seal must be affixed to the LPA as it is a deed document.