



Singapore Probate eService: Documents, Fees and the S\$400 Deposit

Description

The Singapore Courts Probate eService caters only for specified probate cases. An eligible executor needs a certified true copy of every page of the will, the applicable death record, an asset schedule, oath and affidavits, plus physical inspection of original will documents. The eService requests a S\$400 deposit against estimated filing charges, with unused money refunded.

This article is written for an executor named in a Singapore will considering a self-filed straightforward probate application and resolves one task: test eService eligibility and prepare documents, court steps and cash costs in the correct order. It is deliberately narrow. The decision should be made from the controlling condition and current evidence, not from a similar case or a convenient search snippet.

Separate the decision from the order

Your situation

There is a valid will and you are the named executor

There is no valid will

The case is disputed, complex or outside the eService scope

The asset schedule is incomplete

Next move

Run the Probate eService eligibility check

Use the letters of administration route instead

Seek legal advice rather than forcing the online path

Use the permitted sequence and file the required supplementary material later

Money decisions should show the objective, time horizon, capacity for loss, costs, tax or estate consequence, and the person authorised to act. Keeping those fields separate prevents a convenient product or form from becoming the strategy.

Certify every will page

The eService states that a lawyer should certify the true copy on every page; missing certifications can cause rejection. The controlling rule is set out by [Singapore Courts Probate eService](#).

Action: Check page count, codicils and certification. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Use the correct death record

Digital death certificates issued from 29 May 2022 and earlier records have different preparation notes.

Action: Save the applicable PDF or certified copy. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Prepare the Schedule of Assets

The grant cannot issue without the SOA and, where filed later, the supplementary affidavit.

Action: Build the asset list with ownership and value evidence. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Attend original inspection

Online filing does not remove the requirement to present original will and codicils when directed. The companion procedure was checked against [Singapore Courts probate guide](#).

Action: Protect originals and book the registry step. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Budget the deposit

The fee table estimates about S\$300, while the required deposit is S\$400 to cover fees and possible additional charges.

Action: Track every court deduction and refund. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Know what the grant unlocks

The grant authorises the executor to deal with estate institutions; it is not proof that every asset belongs solely to the estate.

Action: Check joint ownership, nominations and liabilities separately. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Two LBRD tools to use

a document sequence showing which items can be filed later and what blocks issue of the grant

Build this from the facts above. Give every row one owner and one status: confirmed, pending or not applicable. Where a number is involved, show the input and arithmetic. Where a route or eligibility test is involved, show the condition that selected the branch. This is LBRD analysis, not an authority decision.

a fee reconciliation from the published line items to the S\$400 deposit and eventual refund

Use this as the second-pass check. Link the conclusion to its source, record the date checked and attach the evidence that supports the next action. Unknowns stay visible; they are not filled with assumptions merely to complete the sheet.

Worked example

An executor has a ten-page will and scans only the final certification page. The eService warning means that file is vulnerable to rejection because every page should carry the lawyer's certification. The executor should also keep the original will for physical inspection and avoid treating the court deposit as the final total cost.

The example changes one consequential fact at a time. That matters because the same headline question can produce a different route when the party, date, amount, document, location or service level changes. Treat the result as a worked analysis and confirm the live facts for the real case.

What the working file should contain

Field	What to record
Subject	an executor named in a Singapore will considering a self-filed straightforward probate application
Decision	test eService eligibility and prepare documents, court steps and cash costs in the correct order
Evidence date	The date each official page, record or notice was checked
Owner	The person responsible for the next action
Fallback	The safe alternative if a condition is not met

Final check

1. Run the Probate eService eligibility check.

2. Use the letters of administration route instead.
3. Seek legal advice rather than forcing the online path.
4. Use the permitted sequence and file the required supplementary material later.
5. Track every court deduction and refund.
6. Check joint ownership, nominations and liabilities separately.

Recalculate material amounts from the statement or official calculator, then record assumptions. A worked example is a planning aid, not a return forecast, entitlement or legal conclusion.

Limits and escalation

Probate is a legal process. Disputed wills, foreign assets, trusts, minors, complex estates or cases outside eService eligibility may require a lawyer. Court rules and fees can change.

If a material fact is disputed, stop before the irreversible step. Ask the controlling authority, operator or an appropriately qualified professional, and keep the reply with the working file. Do not turn an estimate, example or inference into a confirmed entitlement, deadline, price or outcome.

Continue with these LBRD guides

For the next adjacent task, read [HDB Resale OTP: Check Fees, Dates and Side Agreements](#). A second useful route is [Cash Management Funds Are Not Bank Deposits: Check the Risk](#). Both links point to live pages with a different primary intent.

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