

# DMO LAW

CORPORATION

## Grant of Letters of Administration - Schedule of Assets

A **Schedule of Assets** is a detailed list of all the assets owned by the deceased at the time of their death. This document is a crucial component of the **Letters of Administration** application process, as it provides a comprehensive overview of the estate's assets.

The **Schedule of Assets** typically includes various types of assets, such as:

- Real estate properties (e.g., HDB flats, private property, landed property)
- Bank accounts
- Investments (stocks, bonds, mutual funds)
- Insurance policies
- Personal property (e.g., vehicles)
- Business interests

It does not include CPF monies and liabilities e.g., outstanding mortgages and credit card debts. It also does not include joint bank accounts as monies in joint bank accounts legally belong to the surviving joint account holder.

The accuracy and completeness of the **Schedule of Assets** are essential for the application process to ensure that all relevant information is accounted for and that the distribution of the deceased's estate is carried out correctly.

In the Probate/Letters of Administration application, the **Schedule of Assets** is submitted to the court along with other required documents to obtain the **Letters of Administration**, which authorizes the administrator to administer the estate according to the terms of the will.

List of Deceased's Assets		Estimated Value (S\$)
<b>1</b>	<b>Real Estate Properties</b>	
	<i>Full address, manner of holding (i.e., sole name, joint tenancy, % held for tenants in common)</i>	
<b>2</b>	<b>Bank Accounts</b>	
	<i>Name of bank, account number(s), manner of holding (sole name)</i>	
<b>3</b>	<b>Investments</b>	
	<i>Name of financial institution(s), account number(s)</i>	
<b>4</b>	<b>Insurance Policies</b>	
	<i>Name of insurance companies(s), policy number(s)</i>	
<b>5</b>	<b>Personal Property</b>	
	<i>Type of vehicle, brand of vehicle, vehicle registration number(s)</i>	
<b>6</b>	<b>Business Interests</b>	
	<i>Name of Company, ACRA UEN Number, number of Shares</i>	