

DMO LAW

CORPORATION

Fixed Fee Letters of Administration Package: S\$1100 nett

- Inclusive of all court filing fees, commissioning fees, and disbursements
- Covers writing to up to 5 banks / financial institutions to obtain information on the deceased's assets
- No GST is chargeable

NEW! Receive a \$100 discount off the Fixed Fee Letters of Administration Package (i.e., \$1000 nett) if you are able to provide details of all the deceased's assets. This also accelerates the application process as it eliminates the need for us to contact banks or financial institutions for information.

Conditions for Fixed Price Grant of Letters of Administration Package

1. The deceased must be a Singapore Citizen or Singapore Permanent Resident domiciled in Singapore.
2. The package apply to non-Muslim estates.
3. If you need more than one person to act as an administrator, the cost for each additional administrator will be \$200.
4. If someone with prior right to apply for the Grant decides to give up that right to do so, the Court requires a Renunciation to be filed. The first renunciation is included in the Package. However, each renunciation beyond the first incurs a \$100 charge.
5. The matter should be non-contentious with no caveats lodged against the deceased's estate.
6. Any translation fees and associated costs will be borne by you.
7. The estate monies are less than S\$5 million in Singapore. If the assets are more than S\$5 million, the court will want the application to be dealt with in the Family Division of the High Court and any transfer fee incurred (i.e. court filing fees, affidavit and commission fees) will be charged separately to you at cost incurred with no mark up.
8. If a safe deposit box is listed among the assets, charges for related work (due to potential solicitor presence requirements) are billed separately, covering additional time and travel costs.
9. The package includes writing to up to 5 banks and/or financial institutions on your behalf. For each institution beyond the first 5, an additional \$20 will be charged. Additional fees for overseas institutions will be charged on a case by case basis.
10. If there are any costs requested by the institutions who hold information required to complete the Schedule of Assets (e.g. administration fee requested by SGX and OCBC Securities), this fee is to be borne by you and is not included in the agreed fee for this application.
11. If there are minority interests (e.g., beneficiaries under 21 years old) in the estate, an additional \$850 will be charged because the Court requires an additional application (i.e., Summons of Dispensation of Sureties) to be done to safeguard their interests.
12. If there are beneficiaries lacking mental capacity, an additional \$1000 will be charged because the Court requires an additional application for dispensation of sureties to safeguard the interests of the beneficiary lacking mental capacity. Should the Probate Registry requires that an Appointment of Deputy application be taken out for the beneficiary lacking mental capacity, it will be charged separately since it is a separate application.