

WILLS & ESTATE MATTERS



At Gloria James-Civetta & Co we recognise the importance of estate planning. Our empathetic team can put your mind at ease by providing advice you can trust.

 **GLORIA
JAMES-CIVETTA & CO**
ADVOCATES & SOLICITORS

www.gjclaw.com.sg

Why make a Will?

- **Looking after your loved ones.** Making a Will is the only way to ensure that your assets go to your loved ones in the way you intended. If you have not made a Will the law decides how your estate is distributed.
- **Appoint your own executors.** Making a Will lets you choose your own executors to distribute your estate. If you die without one your closest relatives will need to apply for 'letters of administration'.
- **Nominate guardians for your children.** A Will lets you appoint guardians to look after your children, if they are under 18, until they come of age. You can also make financial arrangements for their benefit.
- **Personal possessions.** A Will allows you to make specific bequests to individuals. These can range from items of jewellery to sums of cash.
- **Eliminate family disputes.** Not leaving a Will increases the chances of your estate being disputed by family members later on. A Will makes clear how you want your estate to be distributed.

Our Legal Consultants will take the time to understand your personal circumstances and wishes. We will explain everything to you in easy to understand language, allowing you to make the right decisions for you and your family. Our Legal Department will then draft your Will as per your wishes. We are happy to offer home and hospital visits where required.

Our team can provide comprehensive advice in the following areas:

- Writing / drafting Wills
- Administration of estates
- Lasting Power of Attorney
- Contesting a Will



Choosing someone you trust to make important decisions



Lasting Power of Attorney

Having a Lasting Power of Attorney (LPA) in place is essential when planning for your future. It enables you to decide who will handle your affairs and make any important decisions should you be in a position where you no longer have the mental capacity to do so.

“By setting up an LPA in advance you are able to retain some control by choosing someone you trust to act as your attorney to deal with your financial and personal affairs”

There are two different types of LPA. One of type of LPA covers decisions about your property and finances; the other covers decisions about your health and welfare. You may choose to make both types or just one. You can appoint the same person to be your attorney (nominee) for both, or you can have different attorneys.

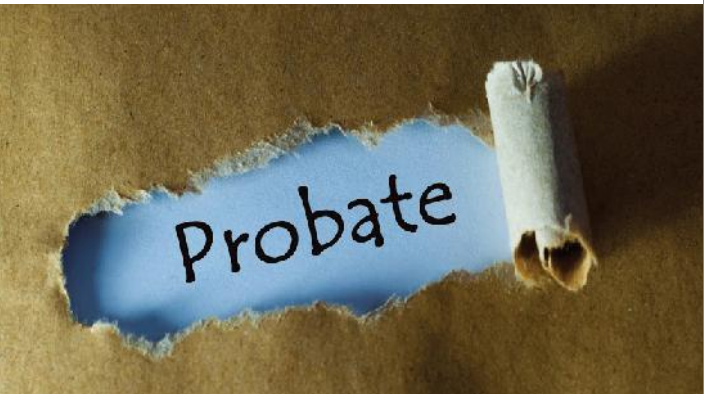
Dealing with a deceased person's estate

Our Legal Staff take a great deal of care in dealing with the legal and financial work involved with a deceased person's estate. The paperwork involved can be complex and daunting and our experienced team can remove this burden from you during this difficult time. We will ensure that the wishes of the deceased are carried out as quickly and efficiently as possible.

"Our staff will be happy to assess your situation and provide you with an estimate for the work to be carried out"

Grant of Probate

A grant of probate is issued to the executor(s) named in the last valid Will left by the deceased. This gives the executors authorization to administer the estate of the deceased in accordance with their Will.



Letters of Administration

'Letters of administration' are issued when the deceased person has not made a Will, or the Will they have made is not valid. In most instances the 'letters of administration' are granted to the deceased's closest surviving next of kin.

Grant of Administration Flow-Chart

Things to note before filing your application

Place of domicile

- If the Deceased was domiciled in Singapore, you may proceed to file your application in Singapore.
- If the Deceased was domiciled in another country, an additional Affidavit of Foreign Law must be filed.

Value of Deceased's assets

- If the Deceased's assets are less than SGD 3 million, an application must be made at the Family Justice Courts.
- If the assets are more than SGD 3 million, an application must be made at the Family Justice Division of the High Court.

Deceased has a Will

Estate to be distributed according to the Will

Application for Grant of Probate

Documents required for Grant of Probate

- The original Will
- The original Death Certificate

Grant of Probate obtained for the Executor/Trustee to distribute the Deceased's Estate according to the Will

Deceased does not have a Will

Estate to be distributed according to the Intestate Succession Act

Application for Grant of Letters of Administration

Persons entitled to be appointed as Administrator(s) in order of priority:

- Spouse
- Lawful children
- Parents
- Brothers or sisters
- Lawful children of brothers and sisters
- Grandparents
- Uncles or aunts

Grant of Letters of Administration for the Administrator to distribute and administer the Deceased's Estate according to the Intestate Succession Act

**SOUND
ADVICE**

**SMART
STRATEGIES**

**COST-EFFECTIVE
RESOLUTIONS**

Specialising in Personal Law, Gloria James-Civetta & Co delivers a wide range of legal services to individuals and businesses in Singapore and beyond.

- Family Law (local & International)
- Criminal Law Representation
- Alternative Dispute Resolution
- Wills, Probate & Estate Planning
- Civil Litigation
- Corporate & Commercial Law
- Notary Public & Commissioning Services

This pamphlet was prepared by Gloria James-Civetta & Co. and is only intended to be used as general information, not legal advice.

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