

## **CONGRATULATIONS ON YOUR PURCHASE OF LPA SERVICE ONLINE.**

We set out below the steps involved in the preparation of your LPA Online.

Please go to My Dashboard, My LPA and click **CREATE LPA**.

You will be directed to a page for you to populate the relevant details.

**LPA Title** - You need to populate this before proceeding further. You may wish to adopt this protocol in naming your LPA - [Your Name][LPA][Year]-[Number]. If your name is John Wong Ming Yew, you may name your LPA Title: **JohnWongLPA2020-1**. The last digit indicates that this is the 1<sup>st</sup> LPA you have created/executed. If you execute a new LPA in Year 2025, you can name your amended Will as – **JohnWongLPA2025-2**. The digit 2 indicates that this is your second LPA.

### **DONEE**

Your Donee should be at least 21 years old and above and of sound mind. He should be someone that you can entrust to handle your assets and your welfare in the event that you are not in control of your mental faculties.

**Same as Legal Guardian/Executor/Beneficiary** - If you intend to select your Donee from your list of Legal Guardian/Executor/Beneficiary, you may click this and select your Donee accordingly from the dropdown menu.

**Please note** if you select any person under this section who is using [exec1@mltanlaw.com](mailto:exec1@mltanlaw.com) or [legalg@mltanlaw.com](mailto:legalg@mltanlaw.com) – you need to change their email to [donee@mltanlaw.com](mailto:donee@mltanlaw.com) under this section.

**ADD DONEE** – click to begin. If your Donee is not an appointed Executor, click this to populate the list of your intended Donee. There are several compulsory entries: -

Email : (if your Donee does not have an email, enter [donee@mltanlaw.com](mailto:donee@mltanlaw.com))  
Full Name :  
Home Telephone No :  
ID Type : (dropdown menu to select. Ignore UEN)  
NRIC/Passport No :  
Mobile Operator : (dropdown menu to select. If you are unaware, click others and input NA)  
Mobile Phone No :  
Nationality : (dropdown menu to select)  
Relationship : (dropdown menu to select.)  
(If others, state clearly. Example: my friend, my Pastor, my girlfriend)  
Sex : (dropdown menu to select. Ignore UEN)

**Note: You have to specify whether your Donee is authorized for (i) personal welfare only or (ii) Property and Affairs only or (iii) Both personal and property and welfare.**

You should try to populate as many details as possible. Once you have populated the details, click SUBMIT. You may select SAVE AS DRAFT and return to this page on another day. When all the details have been populated, you may wish to click NEXT.

## **REPLACEMENT DONEE**

You can designate a REPLACEMENT DONEE in case that your appointed Donee is unable to act.

**Same as Legal Guardian/Executor/Beneficiary** - If you intend to select your Replacement Donee from your list of Legal Guardian/Executor/Beneficiary, you may click this and select your Replacement Donee accordingly from the dropdown menu.

**Please note** if you select any person under this section who is using [exec1@mltanlaw.com](mailto:exec1@mltanlaw.com) or [legalg@mltanlaw.com](mailto:legalg@mltanlaw.com) – you need to change their email to [rdonee@mltanlaw.com](mailto:rdonee@mltanlaw.com) under this section.

**ADD DONEE** – click to begin. If your Replacement Donee is not an appointed Executor, click this to populate the list of your intended Replacement Donee. There are several compulsory entries: -

Email : (if your Donee does not have an email, enter [rdonee@mltanlaw.com](mailto:rdonee@mltanlaw.com))  
Full Name :  
Home Telephone No :  
ID Type : (dropdown menu to select. Ignore UEN)  
NRIC/Passport No :  
Mobile Operator : (dropdown menu to select. If you are unaware, click others and input NA)  
Mobile Phone No :  
Nationality : (dropdown menu to select)  
Relationship : (dropdown menu to select.)  
(If others, state clearly. Example: my friend, my Pastor, my girlfriend)  
Sex : (dropdown menu to select. Ignore UEN)

**Note: You have to specify whether your Replacement Donee is to replace (i) any donee or (ii) any personal welfare done or (iii) any property and affairs done (iv) this named done [specify name]**

You should try to populate as many details as possible. Once you have populated the details, click SUBMIT. You may select SAVE AS DRAFT and return to this page on another day. When all the details have been populated, you may wish to click NEXT.

## **SUMMARY**

This is a summary page of your draft LPA. It provides a macro view of your Donee(s) and Replacement Donee.

## **SAVE AS DRAFT**

You can save your submissions for draft and review subsequently. You may amend as many times as you wish as long as you have not submitted your draft instructions. The only limitation is that you need to submit your draft and complete the whole process before the expiry date of your LPA Package.

## **SUBMIT**

When you are satisfied with your draft LPA, click SUBMIT to move to the next step. After you have submitted your draft instructions, there are several stages to follow as set out below.

**IMPORTANT NOTICE:** Please read **FAQ on My LPA Writing Process** to have a clearer understanding on the process involved moving forward to the execution of your Will.