

EXECUTOR/LEGAL GUARDIAN/BENEFICIARY/DONEE/REPLACEMENT DONEE

You are reading this FAQ because you received an email from M/s Maurice Lee & Tan to inform you that you have been: -

- (1) Appointed as an **Executor** under a Will.
- (2) Appointed as a **Legal Guardian** under a Will.
- (3) Appointed as a **Beneficiary** under a Will.
- (4) Appointed as a **Donee** under a Lasting Power of Attorney.
- (5) Appointed as a **Replacement Donee** under a Lasting Power of Attorney.

Why is there a need for me to register, review and confirm my appointment?

- It is to your benefit to be registered with us under any of the above appointment.
- You will help bring certainty to the Will/LPA by confirming your acceptance to the said appointment(s).
- You will also be able to receive notifications from the Testator/Donor when they are out-station. This situational awareness will help you prepare for any unforeseen mishaps to the Testator/Donor.
- As a registered User, you may enjoy the use of My Assets – a registry for you to consolidate your assets. There is a need to submit a List of Assets for the purpose of applying for Probate/Letter of Administration upon your passing on.
- You will enjoy special offers to our registered Users as we roll out more services in the future.

Executor/Beneficiary/Legal Guardian

- (1) You will receive an email from us informing you of the above appointment(s). Please follow the instructions in the email and log in with the User Name and Password within 15 days. **Please change your User Name and Password after logging in.**
- (2) You will be directed to your Profile Page. Please populate this form and update accordingly. In the unlikely event that you are unable to update your Profile, skip this step and go to your Dashboard.
- (3) On your Dashboard, you will see this Notification: **[name of Testator] has appointed you as an Executor under a Will. Please review/confirm your appointment.**
- (4) Click on the Notification. You will be directed to a new page. Look for the name of the Testator. Under Action, click 'Review'. You will be directed to a page with all your existing details. Update all details accordingly and click 'CONFIRM'.
- (5) Congratulations! You have successfully registered/reviewed/confirmed your appointment.

Donee/Replacement Donee

- (1) Similar to Executor/Beneficiary/Legal Guardian – informing you on the above appointment.
- (2) Similar to Executor/Beneficiary/Legal Guardian.
- (3) On your Dashboard, you will see this Notification: **[name of Donor] appointed you as a Donee under a LPA. Please review/confirm your appointment.**
- (4) Click on the Notification. You will be directed to a new page. Look for the name of the Donor. Under Action, click 'Confirm'.
- (5) You will see this update: **You have confirmed your details and appointment as a Donee under a LPA.**
- (6) If you are a Replacement Donee, there is no need for you to 'CONFIRM'.
- (7) Congratulations! You have successfully registered/reviewed/confirmed your appointment.