

CONGRATULATIONS ON YOUR PURCHASE OF WILL WRITING SERVICE ONLINE.

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

Please go to My Dashboard, My Wills and click **CREATE WILL**.

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

Will Title - You need to populate this before proceeding further. You may wish to adopt this protocol in naming your Will - [Your Name][Will][Year]-[Number]. If your name is John Wong Ming Yew, you may name your Will Title: **JohnWongWill2020-1**. The last digit indicates that this is the 1st Will you have created/executed. If you amend your Will in Year 2025, you can name your amended Will as – **JohnWongWill2025-2**. The digit 2 indicates that this is your second Will.

DETAILS OF EXECUTORS/TRUSTEES

Please note that you can appoint up to a maximum of **4 Executors**. (It is a good practice to appoint at least **2 Executors** in the event that one Executor is unable act due to health or death.)

ADD EXECUTOR/TRUSTEE – click to begin. Your Executor 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 after you pass on. There are several compulsory entries: -

Email : (if your Executor does not have an email, enter exec1@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)

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.

DETAILS OF BENEFICIARIES

Same as Executor – If you intend to select your Beneficiaries from your list of Executors, you may click this and select your Beneficiaries accordingly from the dropdown menu.

ADD BENEFICIARY – If your Beneficiary is not an appointed Executor, click this to populate the list of your intended beneficiaries. If you miss out any beneficiary at this stage, you can add them at the later stage. There are several compulsory entries: -

Full Name :
Home Telephone No :
ID Type : (dropdown menu to select. Ignore UEN)

NRIC/Passport No :
Date of Birth :
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)

If your beneficiary is not a natural person (charity or church), please input the following as: -

Nationality – NA

Relationship - Others. Do not populate the text box

Sex - NA

ID type - UEN

NRIC/Passport/UEN - populate UEN.

Do you want your beneficiary to register and access the details filled by you?

Select 'Yes' if you want your beneficiary to register with us as a User (a beneficiary under your Will).

NOTE: If you select 'Yes', your beneficiary will be able to access the details of your Will. Once he is registered, he can receive AWAY notice from you when you travel.

Do you want notify to beneficiary?

Select 'Yes' if you want your beneficiary to be notified that he/she is a beneficiary under your Will.

He will not be able to access the details of your Will.

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.

DETAILS OF LEGAL GUARDIAN

If you have children below the age of 21 years old, you may wish to appoint a Legal Guardian(s) to have legal custody over your children in the event both you and your spouse pass on together.

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

ADD LEGAL GUARDIAN- Otherwise, click to begin. There are several compulsory entries: -

Email : (if your Executor does not have an email, enter **legalg@mltanlaw.com**)
Full Name :
Home Telephone No :
ID Type : (dropdown menu to select. Ignore UEN)
NRIC/Passport No :
Date of Birth :
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)

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.

GENERAL DISPOSITION

You can give away your assets to your beneficiaries in percentages. This is the preferred mode of giving. Since you do not know when you may pass on, therefore you will not know what you have at the time of your death. Most Wills are drafted with General Disposition as the preferred mode.

ADD BENEFICIARY – Click to select the designated beneficiary. You may select from the list of Beneficiaries that you have populated at **DETAILS OF BENEFICIARIES**.

Example: - List of beneficiaries populated: -

- (i) William Quek
- (ii) Simon Quek
- (iii) John Wong
- (iv) Mary Wong

Although you have populated 4 beneficiaries at the earlier stage, you have the flexibility to select any number of beneficiaries according to your wish.

1st Beneficiary selected is William Quek – 50%

You will be given an option to select replacement beneficiary for William Quek in the event he passed on before or at the same time with you.

Select Yes if you wish to proceed and you may select the **replacement beneficiaries** from the dropdown menu. In this case, you selected Simon Quek and John Wong. You need to indicate the percentage (of William Quek's proportion) accordingly. In this case, you selected: -

- (a) **Simon Quek** – 30% [this means Simon will inherit 30% of William's share]
- (b) **John Wong** – 70% [this means Simon will inherit 70% of William's share]

Note: (a) + (b) = 100% (else error message will be triggered)

2nd Beneficiary selected is Simon Quek – 50%

The **replacement beneficiary** is **John Wong** – **100%** [this means John Wong will inherit 100% of Simon's share]

Note 1: at selection of beneficiary stage, if your intended beneficiary is not in your **DETAILS OF BENEFICIARIES**, click Add Replacement Beneficiary to populate.

Note 2: you need to click Add Beneficiary before you click SUBMIT. Once you are ready, click NEXT.

SUMMARY OF WILL

This is a summary page of your draft Will. It provides a macro view of your Will. You may wish to leave a text farewell message or an audio/video farewell message. You may select either option

accordingly. For text, please populate at the text box below. For audio/video, you can upload a pre-recorded audio/video file.

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 Will Package.

SUBMIT

When you are satisfied with your draft Will, 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 Will Writing Process](#)** to have a clearer understanding on the process involved moving forward to the execution of your Will.