Syariah Court Quick Guide for

Inheritance Certificate Application Processes







I am checking who can share in the estate of the Deceased

Inheritance Online Trial Calculator

<u>Page 3</u>



I am applying for Inheritance Certificate

Login to e-Services portal	<u>Page 4</u>
Search for Inheritance Certificate	Page 5
New Inheritance Certificate - Applicant	<u>Page 6-9</u>
New Inheritance Certificate - Lawyer/MUIS/Authority	<u>Page 10-11</u>
Re-apply for Inheritance Certificate (New set of facts)	<u>Page 12</u>
Extract of Inheritance Certificate	<u>Page 13-14</u>
Revision of Inheritance Certificate (On death of beneficiary before final distribution of estate)	<u>Page 15-17</u>
Statutory Declaration	<u>Page 18-19</u>
Payment for Inheritance Certificate	<u>Page 20-21</u>
Download Inheritance Certificate	Page 22

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I am managing my account & applications

Update Particulars	<u>Page 23</u>
Check Notifications	Page 24
View Pending Tasks/What I Need To Do	<u>Page 25</u>
View Draft Applications	<u>Page 26</u>

Inheritance Online Trial Calculator



- On the Syariah Court website, click on Inheritance on the menu bar and select Online **Trial Inheritance Calculator**
- Fill in particulars of the Deceased 2
- 3 Click on the '-' or '+' buttons to indicate the number of each type of potential beneficiary

For more details on family relationships, click on Family **Relationship Chart**

- Click on Calculate
- 5 View the **results table** to view the beneficiaries and the distribution of shares
- 6 Click on Save as PDF to keep a copy of the results

SYARIAH COURT SINGAPORE	Who We Are ~ Inheritance	^ Divorce ∨	Resources \sim	Contact Us \vee	Q → Login SYC F	to Portal Y
13 Syaaban 1442 H 26 March 2021 Announcement Further Up Phase 2 Read More	odates the Process Online Trid Calculator Fees	al Inheritance	ety Me	asures in	1	
Online Tria	al Inheritar	nce Ca	alcula	tor		
Overview	Online Trial Inho	eritance Ca	lculator			
Process V Online Trial Inheritance Calculator	This calculation is based copies of the calculation obliged to recognise the This form may take you	d on users' input a n. However, it is to e calculation. 10 minutes to fill i	nd solely for the be noted that no	information of us o individual, autho	ers. Users may i prity or court of	nake Iaw is
rees	Step 1 Particulars of the Decease Name (Optional) Enter Name	ed or person whos	e property is to t	be distributed:		
	Gender		Mazha	b/ School of Mus	lim Law	
(30 Step 2 Potential Beneficiaries: Potential Male Beneficiari Son	ies:	+ Nephe	E	Family Relations	ihip Chart
	Son's Son	- 0	+ Consa Half bro father)	r's Son nguine Nephew other (same s son	- 0	+
	Father	- 0	+ Uncle Father	s Brother	- o	+

10



Login to e-Services Portal

Login to the SYC Portal is required to perform Inheritance Certificate e-Services.

- On the Syariah Court website, click on **Login to SYC Portal**
- 2 To **login** into the SYC Portal, use one of the following:
 - a) SingPass: for Singaporeans, Permanent Residents and other individuals with SingPass
 - b) CorpPass: for Corporate users (e.g. Legal advisors, Lawyers)
 - c) SYCPass: for Foreign Nationals. Click on Apply for SYCPass if you are a new user
- 3 Enter your credentials for validation with one of the following:
 - a) SingPass: Login via SingPass Mobile or with your SingPass ID and Password
 - b) CorpPass: Login as a Business User with your SingPass ID
 - c) SYCPass: Login with your SYCPass Login ID and Password





Search for Inheritance Certificate

For New Applications/Re-applications/ Extracts, you will need to conduct a Search for Inheritance Certificate first.

- Select the Inheritance tab on your Dashboard
- 2 Click on Create New Application
- 3 Fill in the **Deceased's NRIC/ID No.** or **Inheritance Certificate Number** to search for any existing Inheritance Certificates
- 4 Fill in **required fields** based on search selection
- 5 Click on **Search** to view search results

DASHBOARD

Assalamualaikum!

Welcome Abdul Hassan, & Update My Particulars

This is your personalised portal where you can view your transactions, correspondence, and details with Syariah Court.

What I need to do ... - 0 items

Category	Case/ Appointm	ents/ Tasks		Case ID	Status	Date
You have no case/	/appointment in the rec	ords				
Notes: Drafts that an please submit the ca	re stored for more than 6 i ase forms as soon as possib	nonths will be automat le.	ically de-activated.	All edits previously m	nade to the drafts will	not be retained. Therefore
	Divorce	•	Inheritance			Others
Ongoing Application	2 c	reate New Applic	ation			
Completed Application	Ca Ta	ase/ Appointments/ sks	Case ID	Status	Date	Remarks
Search for Inheritan Pencarian Sijii Warisan	nce Certificate via melalul					
DNo. OInhe	ritance Certificate Numl	ber				
Deceased ID Type Jenis Kad Pengenalan		ID No. No Kad Pengenalan				
Please Select	÷	Enter Deceased	NRIC/ID No	5 Sei	arich	



New Inheritance Certificate - Applicant

Notes

Section B (Applicant)

(1 of 4)



Return to Content

Follow steps $\frac{1}{5}$ to $\frac{5}{5}$ of 'Search for Inheritance Certificate' There is a no Inheritance Certificate under this NRIC/ID No. All fields are mandatory unless otherwise stated. A. Deceased Person You can save the form as draft copy for future completion You can do the following: Inheritance User Guide *placeholder(PDF,XXB) Click on Apply for B. Applicant Complete 🕕 Incomplete C. Potential **Inheritance Certificate** Apply for Inheritance Certificate Beneficiaries ull Name (as in Death Certificate) 🗇 Nama Penuh (seperti di Sijil Kematian) Apply for Inheritance Certificate Read through Important Description **Document Required** Full Name to be Printed on Inheritance Certificate For an applicant who intends to apply for an inheritance Death Certificate of the Deceased Nama Penuh untuk dinetak di Sijil Warisar certificate. NRIC or Passport No. of the applicant and beneficiaries Read though all documents and Estimated time required to complete the form: 20 min tick the two checkboxes INHERITANCE E-SERVICES / APPLICATION FOR INHERITANCE CERTIFICATE ID Type ID No. (9) Click on Agree and Proceed Jenis Kad Pengenalar No Kad Pengenalan **Application for Inheritance Certificate** Please Select If you are a Lawyer/MUIS Citizenship Nationality officer/Authority officer, *click* Kerakvatan Kewarganegaraai Please Select here to view your specific steps Please Select. **Important Notes** Date of Death Gender Tarikh kematian si mati Jantina Fill in particulars of the Deceased 1. This service will take you approximately 20 minutes to complete. Please Select. 2. Please note that the Inheritance Certificate is required for any proceedings relating to the administration or distribution of the estate of a deceased person whose estate is to be distributed according to the Muslim Law. Mazhab / School of Muslim Law @ Click Choose File to upload the 3. Your will need to be at least 18 years old to apply for an inheritance certificate. Mathab 4. Please ensure you have the following documents: Deceased's Death Certificate Please Select · The Death Certificate of the Deceased The NRIC or Passport No. of the applicant and beneficiaries Please upload the Deceased's Death Certificate The Deceased's Death Certificate 5. Your application will be processed within X working days. is a mandatory supporting 8 Drag and drop your document here I have read and agreed to the Privacy Statement and Terms of Use. document. Please attach all ✓ I have read and understood the FAQ on Faraid II and Faraidh - The Islamic Law of Inheritance (English - PDF, 7.37Mb) Up to a maximum file size of 10MB. File type must be .pdf, .jpeg, .jpg, .png, .doc,.docx. Filename cannot necessary documents to avoid contain invalid characters # % &*: < > ?/{}. delay in processing. **Back to Dashboard** Agree and Proceed Click on **Next** to proceed to

Choose File

Next: B. Applicant 🧳

Save as Draft

New Inheritance Certificate – *Applicant* (2 of 4)

B. Applicant

C. Potential Beneficiaries



13 Fill in all **Applicant details**

14 Click **Choose File** to attach mandatory supporting documents for proof of relationship:

Relationship	Supporting Documents
(View <u>Family</u> <u>Relationship</u> <u>Chart</u>)	All applicants to submit: • NRIC (for Singaporeans) <u>or</u> • Passport (for Foreigners)
 Husband/Wife 	 Marriage Certificate
Son/Daughter	 Birth Certificate of Applicant
• Father/Mother	 Birth Certificate of Deceased
 Brother/Sister Consanguine Brother/Sister Uterine Brother/Sister 	 Birth Certificate of Applicant Parent's Marriage Cert
Son's Son/Daughter	Birth Certificate of ApplicantDeath Certificate of Applicant's Parent
 Father's Father/Mother Mother's Mother 	Birth Certificate of DeceasedDeath Certificate of Applicant's Parent
Uncle Consanguine Uncle	 Birth Certificate of Applicant Death Certificate of Deceased's Father
NephewConsanguineNephew	 Birth Certificate of Applicant Death Certificate of Deceased's Father Birth Certificate of Deceased
 Male Cousin Consanguine Male Cousin 	 Birth Certificate of Applicant Birth Certificate of Applicant's Father Death Certificate of Deceased's Father Birth Certificate of Deceased

(15) Click on Next to proceed toSection C (Potential Beneficiaries)

Full Name (as per ID No.) 💿	
Nama Penuh (seperti di Kad Pengenalan)	
Full Name to be Printed on Inheritance Certificat Nama Penuh untuk dicetak di Sijil Warisan	ie
Relationship with Deceased Hubungan dengan si mati	Date of Birth Tarikh Lahir
Please Select 🗸	
ID Type Jenis ID	ID No. ⊘ No. Kad Pengenalan.
v Please upload the supporting documents	
Drag and drop your document here	14 Choose Fi
Up to a maximum file size of 10MB. File type must contain invalid characters # % & * : < > ?/[].	be .pdf, .jpeg,.jpg, .png, .doc,.docx. Filename cannot
Residential Address	
Location Lokasi	
Overseas	
Postal Code Poskod	



New Inheritance Certificate - *Applicant* (3 of 4)

16

17

18

19

20



Edit

Save as Draft

Delete

Click on Add Potential All fields are mandatory unless otherwise stated. A. Deceased Person \checkmark You can save the form as draft copy for future completion **Beneficiary** Inheritance User Guide *placeholder(PDF,XXB) B. Applicant Complete 🚺 Incomplete C. Potential Fill in required Potential Beneficiaries Please add Potential Beneficiaries in the following table: Family Relationship Chart **Beneficiary details** Relationship with Deceased ID Type NRIC/ID No Full Name Click on Save To add the list of potential beneficiaries, please click on "Add Potential Beneficiary" Add Potential Beneficiary To edit or delete an existing Beneficiary, click on the **Options icon** (the 3 dots) Previous: B. Applicant Click on **Preview** after completing all fields Complete 🚺 Incomplete Add Potential Beneficiary × C. Potential Beneficiaries Please add Potential Beneficiaries in the following table: Eamily Relationship Chart Relationship with Deceased Relationship with NRIC/ID Hubungan dengan si mati Deceaser Full Name ID Type No. ~ 1 Son JUNAID RAZAQ SG PINK S123456 Full Name (as per ID No.) ③ FARISA FATEHI SG PINK 2 Daughter Nama Penuh (seperti di Kad Pengenalan) 3 Son ABDUL RAZAQ SG PINK S1234567H Full Name to be Printed on Inheritance Certificate Nama Penuh untuk dicetak di Siiil Warisan 4 Son YOUSUF AMAR SG PINK S1234578T Daughter AISHAH AHMAD SG PINK G1234567T Daughter NORIYA ANWAR SG PINK T1234567Y 6 ID Type ID No. ⑦ Jenis ID No. Kad Pengenalan Son ABBAS SAMAR KHAN SG PINK S1234567Y ▼ Enter Text Daughter MASITA QAMAR SG S1234567K 8 UZMAN BLUE Add Potential Beneficiary Previous: B. Applicant

New Inheritance Certificate – *Applicant* (4 of 4)



Return to Contents

- 21 **Verify** all Potential Beneficiary details are accurate on Preview page
- 22 Click on Submit
- 23 Read declaration and **tick the checkbox**
- 24 Click on Agree and Proceed
- 25 Inheritance Application submission screen will display:
 - Status of application
 - Your Case ID
 - Submission Date
 - Your registered email address to which a copy of your submission will be sent
- 26 To download a PDF copy of your submission, click on **Save** as **PDF**
- 27 Your **application status** will be displayed on your Dashboard

Next steps:

- <u>'Statutory Declaration</u>' (Applicant/ Lawyer only)
- 'Payment for Inheritance Certificate'

Relationship with Deceased Hubungan dengan si mati		
Brother		
Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)		
PUTRA JAMAL BIN DANISH		
Full Name to be Printed on Inheritance Certificate Nama Penuh untuk dicetak di Sijil Warisan		
PUTRA JAMAL BIN DANISH		
ID Type Jenis ID	ID No. No. Kad Pengenalan.	
SG PINK	S1234567Y	
Potential Beneficiary #1		
Relationship with Deceased		
Daughter		
Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)		
NOORIYA SIDDIQUI		
Full Name to be Printed on Inheritance Certificate Nama Penuh untuk dicetak di Sijil Warisan		
NOORIYA SIDDIQUI		
ID Type Jenis ID	ID No. No. Kad Pengenalan.	
SG PINK	S1234565U	

Back to Edit

Submit



Certificate

14:20

Approval

New Inheritance Certificate – *Lawyer/MUIS/Authority* (1 of 2)

Apply for Inher



Follow steps 1 to 9 of 'New Inheritance Certificate -<u>Applicant</u>'

- 10 Select either Lawyer, MUIS or Authority in the drop-down menu
- Fill in **Officer's** or **Lawyer's** 11 **Details**
- 12 Click on Choose File to upload Letter of Appointment or Letter of Authorisation
- 13 Fill in Office or Law Firm or **Authority Details**
- 14 Click on Next to proceed to Section B (Deceased Person)

Apply for Inheritance Certificate	(2) Preview (3) Com	ple
ALawyer/MUIS/ Authority B. Deceased Person	All fields are mandatory unless otherwise stated. You can save the form as draft copy for future completion <u>Inheritance User Guide *placeholder(PDF,XXB)</u> Complete Incomplete	
C. Applicant D. Potential Beneficiaries	Select Category Pillih Kategori	
	 O If you are a Law Firm acting on behalf of MUIS, please select Lawyer as the category. I am authorised by the Authority to make this application. 	
1	Officer's Details Officer's Full Name (as per NRIC/ID) Nama Penuh Peguam (seperti di Kad Pengenalan) Enter Text	
	Officer's Email Address Alamat Emel Pegawai Enter Text	
	Please upload the Letter of Authorisation Drag and drop your document here Choose File	e
	Up to a maximum file size of 10MB. File type must be ,pdf, ,jpeg,,jpg, ,png, ,doc,,docx. Filename cannot contain invalid characters #%& *: <>?/[].	

Authority Details			
Name of Authority Nama pihak berkuasa			
Enter Text			
UEN No. UEN			
Enter Text			
Authority Office Address			
Poskod			
Enter Text		Retrieve Add	ress
Blk/House No. No. Blok	Level No. No. Aras		Unit. No. No. Unit
Enter Text	Enter Text		Enter Text
Street Name Nama Jalan			
Enter Text			
Building Name (Optional) Nama Bangunan (Jika ada)			
Enter Text			
		12	Next: >
	Save as Draft	Preview	

Return to Contents

New Inheritance Certificate – *Lawyer/MUIS/Authority* (2 of 2)

SYC

Return to Contents

- Fill in particulars of the Deceased 15
- 16 Upload Choose File to upload the Deceased's Death Certificate
- 17 (For Lawyer/MUIS only) Click on **Next** to proceed to Section C (Applicant)

18 Fill in **Applicant's Details** Lawyers will have to upload supporting documents such as Marriage Certificate and **Proof of Identification**

19 Click on **Next** to proceed to **Section D (Potential Beneficiaries**)

Follow steps 16 to 27 of 'New Inheritance Certificate - Applicant'

Next steps:

- 'Statutory Declaration' (Applicant/ Lawyer only)
- 'Payment for Inheritance Certificate'

Lawyer/MUIS/	- All fields are mandatory unless otherwise sta	ited.	
thority	 You can save the form as draft copy for future completion. 		
	Inheritance User Guide "placeholder @ (PD	F, XX(kb)	
Deceased Person	Complete		
Applicant	Full Name (as in Death Certificate) ⊗		
	Nama Penuh (seperti di Sijil Kematian)		
Potential Beneficiaries	Enter Text		
	Full Name to be Printed on Inheritance Certifica Nama Penuh untuk dicetak di Sijil Warisan	ate	
	Enter Text		
	ID Type	ID No. 🔞	
	Jenis Kad Pengenalan	No Kad Pengenalan.	
	Please Select	Enter Text	
	Citizenship	Nationality	
	Kerakyatan	Kewarganegaraan	
	Please Select.	v Please Select v	
	Date of Death	Gender	
	Tarikh kematian si mati	Jantina	
	01/01/1970	Please Select 🗸	
	Mazhab / School of Muslim Law ③		
	Please Select		
1	5		
•	Please upload the Deceased's Death Certificate	1	
		16	
	Drag and drop your document here	Choose File	
	Up to a maximum file size of 10MB. File type mus contain invalid characters # % & * : < > ? /{ }.	st be .pdf, .jpeg,.jpg, .png, .doc,.docx. Filename cannot	

A.Lawyer/MUIS/ Authority B. Deceased Person	All fields are mandatory unless otherwise st. You can save the form as draft copy for futur Inheritance User Guide "placeholder(PDF,X Complete	ated. re completion (XB)
C. Applicant		
D. Potential Beneficiaries	Full Name (as per ID No.) @ Nama Penuh (seperti di Kad Pengenalan) Enter Text	
	Full Name to be Printed on Inheritance Certificat Nama Penuh untuk dicetak di Sijil Warisan	e
	Enter Text	
	Applicant Pemohon	
	Majlis Ugama Islam Singapura (MUIS)	
	UEN No. UEN	
	T08GB0028L	
	18	
	Previous: B. Deceased Person	Next: D. Potential Beneficiaries

Re-apply for Inheritance Certificate (New set of facts)



12



Follow steps 1 to 6 of '<u>Search for Inheritance Certificate</u>'

- 7 Select the Inheritance Certificate
- 8 Click on **Preview**
- 9 Click on Apply for Inheritance Certificate drop-down bar
- 10 Click on Apply for Inheritance Certificate link
- 11 Click on Continue to Apply for Inheritance Certificate
- 12 Read through Important Notes
- 13 Read though all documents and tick the two checkboxes
- 14 Click on Agree and Proceed
- 15 Fill in Reason for new application
- 16 Click on Next to proceed to Section B (Deceased Person)

Follow steps 10 to 27 of '<u>New Inheritance Certificate - Applicant</u>'

Extract of Inheritance Certificate

Follow steps $\frac{1}{5}$ to $\frac{5}{5}$ of

Click on **Preview**

Click on **Extract of**

tick the checkbox

down bar

Notes

10

(11)

14

'Search for Inheritance Certificate'

Click on Apply for Extract of

Inheritance Certificate drop-

Inheritance Certificate link

Click on Agree and Proceed

Fill in Reason for extraction

Click on Next to proceed to

Section B (Deceased Person)

Read through Important

(1 of 2)



Return to Contents

Select the Inheritance Certificate There is an Inheritance Certificate under this NRIC/ID No. Important Notes Please select the Inheritance Certificate that you would like to preview: 1. Please ensure that there is an existing record for the Inheritance Certificate that you are now applying for. 2. Otherwise, please use the Apply for Inheritance Certificate e-Service to apply for the certificate. Only certificates applied for in 1 Search Results "Deceased NRIC/ID No.: \$1234567T" 2001 onwards are archived by this system. Inheritance Certificate Number Date of Issuance 3. Users are advised to use the NRIC or Passport No. of the deceased as the Search Key to obtain optimum result. 4. This form may take you 20 minutes to fill in. 123456 5. You will need the following information to fill in the form: 07/04/2021 The Death Certificate of the Deceased The NRIC or Passport No. of the applicant and beneficiaries. I have read and agreed to the Privacy Statement and Terms of Use Preview Back to Dashboard Agree and Proceed With this inheritance certificate, you can: Apply for Extract of Inheritance Certificate 2 Preview Apply to Extract Inheritance Certificate 3) Make Payment (4) Complete Extract of Inheritance Certificate Read though all documents and Description **Documents Required** All fields are mandatory unless otherwise stated A. Reason for Extraction For an applicant who intends to extract a copy of Death Certificate of the Deceased You can save the form as draft copy for future completion. Inheritance User Guide *placeholder @ (PDF, XXkb) inheritance certificate. Inheritance Certificate Number B. Deceased Person Complete () Incomplete Estimated time required to complete the form: 20 min C. Applicant Reason for extraction Apply for Revision of Inheritance Certificate 0/2000 NEXT 4 B. Deceased Person

Extract of Inheritance Certificate

(2 of 2)



- Verify Deceased Person's details 15
- Click on Next to proceed to 16 Section C (Applicant)
- Fill in **Applicant's details** 17
- 18 Click on **Preview**

Preview will be enabled when all mandatory fields are completed

Verify information in **Sections** 19 A, B and C



Follow steps $\frac{5}{5}$ to $\frac{8}{8}$ of 'Payment for Inheritance Certificate'

	\bigcirc	U	\bigcirc
Reason for C	 All fields are mandatory unless other You can save the form as draft copy for 	wise stated. or future completion	
. Deceased Person	Inheritance User Guide "placeholder	((PDF,XXB)	
. Applicant	Complete Incomplete		
	Full Name (as in Death Certificate) Nama Penuh (seperti di Sijil Kematian)		
	ABBAS SAMEER KHAN		
	Full Name to be Printed on Inheritance Ce Nama Penuh untuk dicetak di Sijil Warisan	rtificate	
	ABBAS SAMEER KHAN		
	ID Type Jenis Kad Pengenalan	ID No. No Kad Pengenalan	
	SG PINK	S1234567T	
	Citizenship	Nationality	
	Singapore Citizen	SINGAPORE CITIZEN	
	Date of Death	Gender	
	24/01/1990	Male	
	Markels (Colored of Marilian Law)		
	Mazhab/ School of Muslim Law Mazhab		
	Shafiee		
	2.png		
	File Description		
	Death Certificate		
1	5		
	-		
		16	
	Previous:		Next:
	 A. Reason of Extraction 		C. Applicant

Contraction

C. Applicant

Vama Penuh (seperti di Kad Pengenalan)	
Full Name to be Printed on Inheritance Certificate Nama Penuh untuk dicetak di Sijil Warisan	
Relationship with Deceased Hubungan dengan si mati	// Date of Birth Tariki Lahir
Please Select v	Extract of Inheritance Certificate
ID Type Jenis ID	ID No
· ·	
Residential Address Location Lokasi	Apply for Extract of Inheritance Certificate 2 Preview 3 Declare & Submit 4 Complete
Overseas	19
Postal Code Poskod	A. Reason for Extraction Before submission, please verify all the details in the completed form are accurate.
	B. Deceased Person
Blk/House No. Level No. No. Blok/No. Rumah No. Aras	C. Applicant Source Guides
Street Name Nama Jalan	Next: > B. Deceased Person
Building Name (Optional) Nama Bangunan (Jika ada)	20 Back to Edit Make Payment
Contact Details	
Handphone Telefon bimbit	
Singapore(+65) ~	
Email Address Alamat emel	

Revision of Inheritance Certificate (On death of beneficiary before final distribution of estate) (1 of 3)





Revision of Inheritance Certificate (On death of beneficiary before final distribution of estate) (2 of 3)



Click on Next to proceed to 16 Section C (Applicant)

15

- Fill in all Applicant details 17
- Click Choose File to attach 18 mandatory supporting documents for proof of relationship:

Verify Deceased Person's details

Relationship	Supporting Documents
(View <u>Family</u> <u>Relationship</u> <u>Chart</u>)	All applicants to submit: • NRIC (for Singaporeans) <u>or</u> • Passport (for Foreigners)
 Husband/Wife 	 Marriage Certificate
 Son/Daughter 	 Birth Certificate of Applicant
 Father/Mother 	 Birth Certificate of Deceased
 Brother/Sister Consanguine Brother/Sister Uterine Brother/Sister 	 Birth Certificate of Applicant Birth Certificate of Deceased Parent's Marriage Cert
 Son's Son/Daughter 	Birth Certificate of ApplicantDeath Certificate of Applicant's Parent
 Father's Father/Mother Mother's Mother 	 Birth Certificate of Deceased Death Certificate of Applicant's Parent
 Uncle Consanguine Uncle 	 Birth Certificate of Applicant Death Certificate of Deceased's Father
NephewConsanguineNephew	 Birth Certificate of Applicant Death Certificate of Deceased's Father Birth Certificate of Deceased
 Male Cousin Consanguine Male Cousin 	 Birth Certificate of Applicant Birth Certificate of Applicant's Father Death Certificate of Deceased's Father Birth Certificate of Deceased



C. Applicant

D. Beneficiar

		Return to C
Full Name (as per ID No.) ⊙ Nama Penuh (seperti di Kad Pengenalan)	1/a	Kelomio c
Full Name to be Printed on Inheritance Certific Nama Penuh untuk dicetak di Sijil Warisan	ste	
Relationship with Deceased	Date of Birth Tarbh Lair	
ID Type Jenis ID	ID No. ③ No. Kad Pengenalan.	
Please upload the supporting documents Applicant's birth certificate showing dec If Applicant is a foreigner, he/she is to prapplication Drag and drop your document here	eased as mother/father oduce passport bearing the same ID number as in this 18 Choose File	
Up to a maximum file size of 10MB. File type mu: contain invalid characters # % & * : < > ?/{].	st be .pdf, .jpeg,.jpg, .png, .doc,.docx. Filename cannot	
Residential Address Location locati Overseas	Contact Details Handphone Telefon bimbit Singapore(+65) v	
Poskod	Retrieve Ac Alamatemel	
Blk/House No. Level No. No. Blok/No. Rumah No. Aras		
Street Name Nama Jalan		19
	B. Deceased Person	Next D. Beneficiaries

Revision of Inheritance Certificate (*On death of beneficiary before final distribution of estate*) (3 of 3)

D. Beneficiaries



- 20 To edit or delete an existing Beneficiary, click on the **Options icon** (the 3 dots) and select **Edit**
- 21 Tick the checkbox if beneficiary has passed away
- 22 Click on Save
- 23 Click on Add Potential Beneficiary to add Potential Beneficiary of the beneficiary who has passed away
- 24 Fill in required **Potential Beneficiary details**
- 25 Click on Save
- 26 Successfully added Potential Beneficiary will be displayed
- 27 Click on **Preview**

Follow steps 21 to 27 of '<u>New Inheritance Certificate - Applicant</u>'

Next steps:

- <u>'Statutory Declaration</u>' (Applicant/ Lawyer only)
- 'Payment for Inheritance Certificate'

s/N	Relationship with Deceased	Full Name	ID Type	NRIC/ID No.	
1	Son	JUNAID RAZAQ	SG PINK	S1234567U	÷
2	Daughter	FARISA FATEHI	SG PINK	T12345671	:
3	Son	ABDUL RAZAQ	SG PINK	20b Edit	
4	Son	YOUSUF AMAR	SG PINK	S12 Delete	
5	Daughter	AISHAH AHMAD	SG PINK	G1234567T	1
6	Daughter	NORIYA ANWAR	SG PINK	T1234567Y	÷
7	Son	ABBAS SAMAR KHAN	SG PINK	S1234567Y	1
8	Daughter	MASITA QAMAR	SG	51234567K	:

2

2

Jenis ID

Potential Beneficiaries of FARISA FATEHI

There are no potential beneficiaries



Edit Potential Beneficiary			×	Return to Conten
Relationship with Deceased				
Hubungan dengan si mati Daughter				
Full Name (as per ID No.)				
Nama Penuh (seperti di Kad Pengenalan)				
FARISA FATEHI				
Full Name to be Printed on Inheritance Certific Nama Penuh untuk dicetak di Sijil Warisan	ate			
FARISA FATEHI				
ID Type Jenis ID	ID No. No. Kad Pengenalan.			
SG PINK	T1234567I			
Car	Save	×		
Add Potential Benencial y				
Relationship with Deceased Hubungan dengan si mati				
×				
Full Name (as per ID No.) 📀 Nama Penuh (seperti di Kad Pengenalan)				
Enter Text				
Full Name to be Printed on Inheritance Certificate Nama Penuh untuk dicetak di Sijil Warisan				
Enter Text				
		li.		
ID Type	ID No. 💿			

No. Kad Pengenalar

Enter Text

Cancel

Statutory Declaration

(1 of 2)



New Applications/Re-applications must be approved first before the Statutory Declaration is required.

- In the 'What I need to do' section on your Dashboard, select Case ID of application pending Statutory Declaration
- 2 Carry out tasks in Pre-Requisites
 - Download Statutory Declaration and fill in any additional required information

For iOS users (i.e. those using Apple devices) – please select **Download** and open the file in Microsoft Word to view the complete list of potential beneficiaries in the Annex

- **Print** and **affirm** Statutory Declaration
- **Scan** a copy of the affirmed Statutory Declaration
- Complete all pre-requisites and tick the checkbox

4 Click on Agree and Proceed

DASHBOARD

Assalamualaikum!

Welcome Abdul Hassan, & Update My Particulars

This is your personalised portal where you can view your transactions, correspondence, and details with Syariah Court.

What I need to do... - 3 items

Category	Case/ Appointments/ Tasks	Case ID	Status	Date	
Inheritance	Inheritance Certificate	<u>I-2021-000289</u>	Pending Payment	08/04/2021	:
Inheritance	Revised Inheritance Certificate	<u>I-2021-000294</u>	Pending Payment	08/04/2021	:
Inheritance	Inheritance Certificate	<u>I-2021-000295</u>	Pending Statutory Declaration	01/04/2021	:

Statutory Declaration

Important Notes

Pre-Requisites

have downloaded a template of the Statutory Declaration (DOCX). [For iOS users (eg. those using iPhone, iPad or MacBook devices), please select "Download" and open the downloaded file in Microsoft Word application for the complete list of potential beneficiaries to be viewable in the Annex.]

have included the additional information mentioned in SYC Officer's remarks (if applicable).

have printed and affirmed the Statutory Declaration before a Commissioner for Oaths

have a scanned copy of the affirmed Statutory Declaration.

1. This service will take you approximately 5 minutes to complete

2. This service is not available at the Court Registry.

3. Your declaration will be processed within 3 working days.



Statutory Declaration



Return to Contents

- 5 Click on **Choose File** or **Drag and drop** your document to upload the affirmed Statutory Declaration
- 6 Select the **Type of Document** in drop-down menu
- 7 Click on **Preview**
- 8 Click on **Submit**
- 9 Statutory Declaration submission screen will display:
 - Status of application
 - Your Case Reference No.
 - Submission Date
 - Your registered email address to which an acknowledgement email will be sent
- 10 Click on **Back to Dashboard**

11 Your **application status** will be displayed on your Dashboard

Statutory Declaration All fields are mandatory unless otherwise stated. You can save the form as draft copy for future complet Please ensure that you have completed, printed and af	2 Preview	3 Complete	X Statutory Declaration.pd	<u>f</u> ~			
Upload the affirmed Statutory Declaration Please upload the affirmed Statutory Declaration		5b Charge File	Statutory Declaration Before submission, please verify	2 Preview all the details in the completed form are accura	, te.		3 Complete
Up to a maximum file size of 10MB. File type must be .pdf, .jp	veg, .png.,Filename cannot contain invalid cha	racters # % & * : < > ? /{ }.	2612 4,png File Description Statutory Declaration for Inher	itance Certificate			
	7 Preview	9a		Back to Edit Sub	mit		
Submitted	Preview & Submit	Status: Pending Approval	Ongoing Application Completed	Create New Application	Status	Data	Pamada
Your Case Reference No: I-2021-000295 Submission Date: 25/03/2021 11:56:06 An acknowledgement has been sent to: sample123@emailadd	iress.com		Appication	New Inheritance Certificate NA	Draft	25/03/2021	Kemarks :
10	Back to Dashboard						

(1 of 2)



Return to Contents

Click on Case ID of application pending payment in the 'What I need to do' section on your Dashboard,

- 2 Read through **Important Notes**
- 3 Read though all documents and tick the checkbox
- 4 Click on Agree and Proceed
- 5 Select PayNow or eNETS/Credit Card to make payment

If **PayNow** is selected, follow the instructions displayed and click **Verify Payment** to complete

If eNETS/Credit Card is selected, click on Pay with eNETS

DASHBOARD

Assalamualaikum!

Welcome Abdul Hassan, Pupdate My Particulars

This is your personalised portal where you can view your transactions, correspondence, and details with Syariah Court.

What I need to do... - 1 items

Category	Case/ Appointments/ Tasks		Case ID	Status	Date
Inheritance	Inheritance Certificate	4	<u>I-2021-000075</u>	Pending Payment	21/03/2021

INHERITANCE E-SERVICES / PAYMENT FOR INHERITANCE CERTIFICATE

Application for Inheritance Certificate



NHERITANCE E-SERVICES / PAYMENT FOR INHERITANCE CERTIFICATE

Payment for Inheritance Certificate



Payment for Inheritance Certificate

(2 of 2)

6 Payment submission screen will display:

- Your Payment Advice Number
- Bank Transaction Reference
 Number
- Payment Status
- Payment Date
- Your registered email address to which a copy of your submission will be sent
- 7 Click on **Back to Dashboard**
- 8 Click on **Completed Application** to view and download a copy of the Inheritance Certificate

It will take 2-3 minutes for certificate to be generated

ase ID: I-2021-000289 Make Payment		Status:	Completed
Make Payment		2	
uccess!			Complete
	7 Back to Dashboard	1	
SHBOARD / DASHBOARD			



Download Inheritance Certificate



- Select the **Inheritance** tab on your Dashboard
- 2 Click on **Completed Application** tab
- 3 Look for **Issued Certificate** and click on the **Case ID** number to download PDF copy of Inheritance Certificate
- 4 **Date** displayed indicates the last date the Inheritance Certificate will be available for download

Upon issue, certificates will be available for download for 14 days only. If applicants exceed the 14-day download period before downloading, they will have to apply for an <u>Extract of Inheritance</u> <u>Certificate</u> to obtain a copy.



Update Particulars

Or

required

Click Save

2

3



2a Return to Contents <u>4</u> ° ∧ Updating of account particulars is only SYARIAH COURT Dashboard SINGAPORE applicable for SingPass and SYCPass users. Hello Abdul Hassan, 2b DASHBOARD / DASHBOARD Update My Particulars DASHBOARD On your Dashboard, click on → Logout **Update My Particulars** Assalamualaikum! Click on Account Icon and select Welcome Abdul Hassan, PUpdate My Particulars **Update My Particulars** 3c Update all mandatory fields as **Residential Address Update My Particulars** Location Building Name (Optional) Lokasi Nama Bangunan (Jika ada) Local Overseas 3a Full Name (as per ID No.) Alias (Optional) Postal Code Nama Penuh (seperti di Kad Pengenalan) Alias (Jika ada) Poskod Retrieve Address ID Type ID No Blk/House No. Level No. Unit. No. Jenis ID No. Kad Pengenalar **Contact Details** No. Blok/No. Rumah No. Aras No. Unit Handphone Telefon bimbit Citizenship Nationality Street Name Kerakyatan Kewarganegaraa Nama Jalan Home (Optional) Building Name (Optional) Rumah(Jika ada) Date of Birth Gender Nama Bangunan (Jika ada) Tarikh Lahir Jantina ~ Email Address Highest Education Qualification Race Alamat emel Bangsa Kelayakan Pendidikan Tertinggi Mailing Address ~ Same as Residential Address Cancel Save Location Lokasi Local Overseas Postal Code Poskod Retrieve Address

Check Notifications

SYC Return to Contents

- 1 Click on **Bell** icon on your Dashboard header to view pending notifications
- 2 You will be directed to Notification page that automatically displays All Notifications
- 3 Click on **Unread** tab to view unread notifications only
- 4 Click on **Read** tab to view read notifications only

SYARIAH COURT Dashboard SINGAPORE	1 ₽ ≗ ~ Return to C
DASHBOARD DASHBOARD	NOTIFICATION
Assalamualaikum!	2 All (15) Unread (12) Read (3)
Welcome Abdul Hassan, & Update My Particulars	Notifications Date Pending Approval: Application for Inheritance Certificate (I-2021-000288) Date
This is your personalised portal where you can view your transactions, correspondence, and details with Syarian Cou	Pending Approval: Application for Inheritance Certificate (I-2021-000289) Pending Affirmed Statutory Declaration: Application for Inheritance Certificate (I-2021-000288)
	Pending Approval: Application for Inheritance Certificate (I-2021-000288) Pending Payment: Application for Inheritance Certificate (I-2021-000288)
All (15) Unread (12) Read (3)	
Notifications Pending Approval: Application for Inheritance Certificate (I-2021-000288) Pending Payment: Application for Inheritance Certificate (I-2021-000288)	Date
Pending Affirmed Statutory Declaration: Application for Inheritance Certificate (I-2)	All (15) Unread (12) Read (3)
Pending Approval: Application for Inheritance Certificate (I-2021-000289) Notification Pendi Pendi Pendi	Date Date Date

View Pending Tasks/What I Need To Do

- 1 View **number** next to **What I need to do** header to view the number of outstanding items that require your action
- 2 Refer to **Status column** to view the status of your applications and tasks that require your action
- 3 Click on the **Options icon** (the 3 dots) to edit or view applications
- 4 Refer to **Remarks** column to view comments from SYC





Return to Contents

25

View Draft Applications



To save incomplete applications: 1 Click on **Save as Draft**

Drafts that are stored for more than 6 months will be automatically de-activated.

2 To edit draft applications: On your Dashboard, click on the **Options icon** (the 3 dots) of the draft record and select Edit

			Status: Draft
Apply for Inheritance Certificate	2 Preview	3 Declare & Submit	(4) Complete
Reason for New O All fit optication - Tobic	elds are mandatory unless others can save the form as draft copy fo ritance User Guide "placeholder	vise stated. * future completion, (d (PDF, XXIA)	
Deceased Person	Complete 🕕 Incomplete		
Applicant Full Name	e (as in Death Certificate)		
Potential Beneficiaries Mike Alva	arado		
ID Type Baters Me	ins.	NRIC/ID No. Babasa Melana	
NRIC (CIT	TIZEN)	51234567T	
Citizensh Bahasa Ma	lip Lugu	Nationality Bahasa Melaya	
Select		•	
Date of D Balance Ma	eath linu	Gender Batusa Melayu	
8			Ú.
Mazhab /	School of Muslim Law (2)		
	and as		
Please up	sload the Deceased's Death Cert	ificate	
			Choose File
Up to a m character	asimum file size of 10MB. File typ s #% 6 * : < >?/{},	e must be .pdf, jpeg, .png, .doc, Filename	cannot contain invalid
× D	eath.Certificate.pdf		
Ty	pe of Document		
	Select		
	VIOUS Reason for New Applicatio	0	C. Applicant

Return to Contents

Ongoing Application	Create New Application]			
Completed Application	Case/ Appointments/ Tasks	Case ID	Status	Date I	Remark
	New Inheritance Certificate	NA	Draft	25/03/2021	-20
	New Inheritance Certificate	<u>I-2021-</u> 000295	Approved	25/03/2021	2d Edit
	Statutory Declaration	<u>I-2021-</u> 000295	Pending Approval	25/03/2021	Delete
	Revision of Inheritance Certificate	<u>I-2021-</u> 000294	Approved	25/03/2021	:
	Statutory Declaration	<u>I-2021-</u> 000294	Approved	25/03/2021	:
	Payment for Inheritance Certificate	<u>I-2021-</u> 000294	Pending Payment	25/03/2021	:
	Extraction of Inheritance Certificate	NA	Draft	25/03/2021	:
	New Inheritance Certificate	<u>I-2021-</u> 000289	Approved	25/03/2021	:
	Statutory Declaration	<u>I-2021-</u> 000289	Approved	25/03/2021	:
	Payment for Inheritance Certificate	<u>I-2021-</u> 000289	Pending Payment	25/03/2021	:
	New Inheritance Certificate	NA	Draft	23/03/2021	:
	New Inheritance Certificate	NA	Draft	23/03/2021	:
	New Inheritance Certificate	NA	Draft	15/03/2021	:
	New Inheritance Certificate	NA	Draft	15/03/2021	: