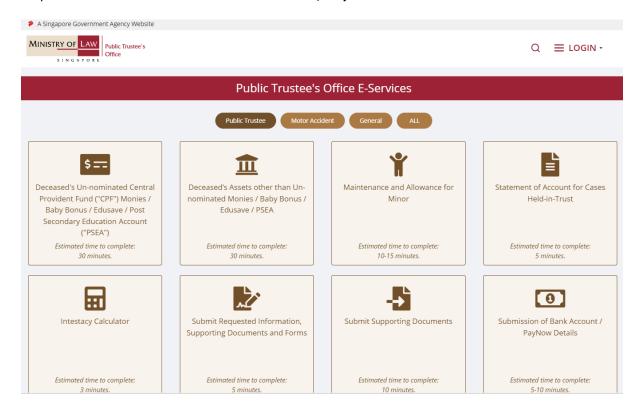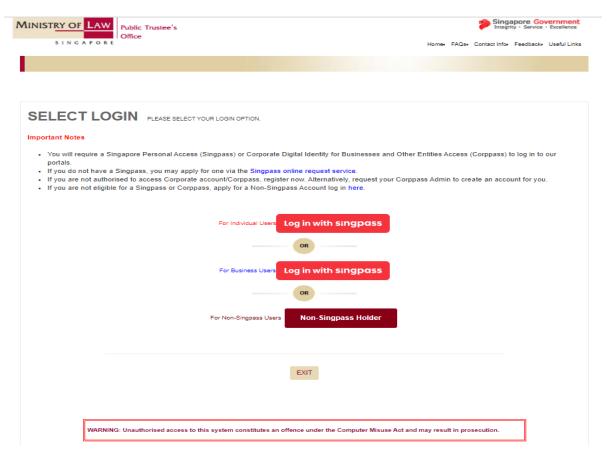Step 1: Click on the **Submission of Bank Account / PayNow Details**.
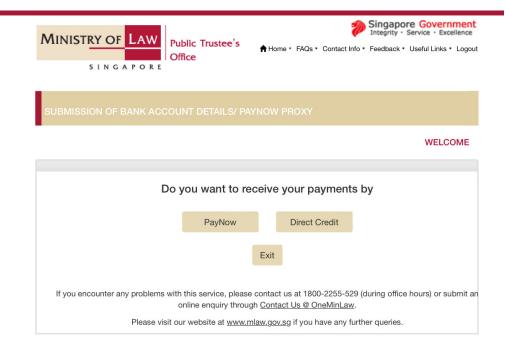

Step 2: Proceed to log in with your selected log-in option.

Step 3: Once logged in, please select your preferred payment mode - "PayNow" (account has to be registered with your NRIC) or "Direct Credit" (fund transfer to your designated bank account. You are required to submit a copy of the bank passbook/statement, reflecting the bank name, account holder's name and account number).
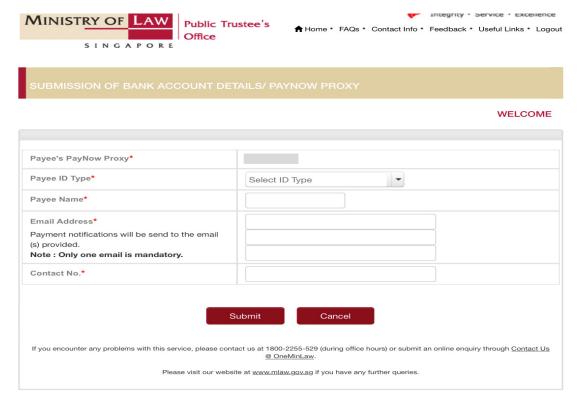
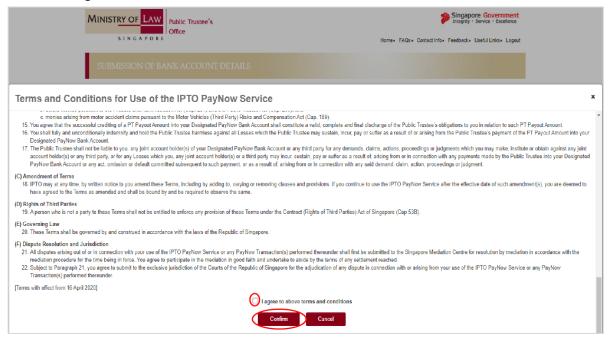If you have logged in using non-SingPass account, you will not see the below screen. Proceed to Step 3b (i).

PayNow

Step 3a (i): If you have selected PayNow as the preferred payment mode, you will see the following screen reflecting your NRIC number as the 'PayNow Proxy' and your name as 'Payee Name'. Please enter your email address and click "Submit".
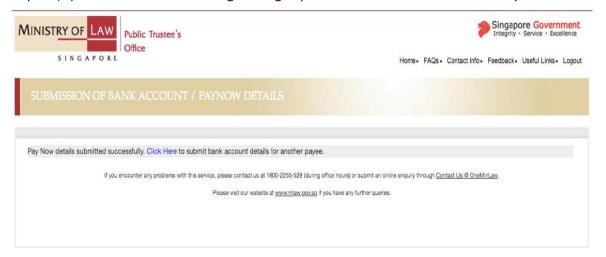Please note that you will not be able to submit the PayNow proxy on behalf of another beneficiary.

Step 3a (ii): Please read through the terms and conditions for use of the PayNow service. Select the checkbox "I agree to above terms and conditions" and click "Confirm".
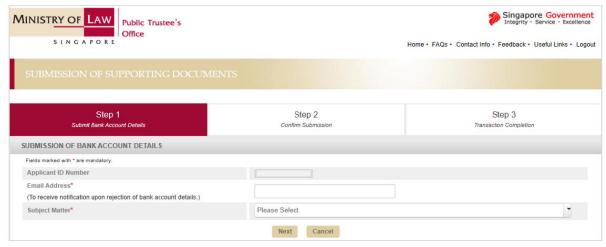

Step 3a (iii): You will see the following message upon successful submission of the PayNow details.

Direct Credit

Step 3b (i): Enter your email address and select the subject matter. Upon selection of the subject matter, the screen in Step 3b (ii) will be shown, with other fields populated for your completion.

Step 3b (ii): Enter the case reference number and the subject's ID type and ID number. Proceed to complete the bank account details and upload the required document(s). Please click on the "Add Payee" button if there is submission for more than 1 payee. Click on the "Next" button.

Account Type	Documents Required to be uploaded
Own Account / Joint Account	Front page of passbook or document stating the bank's name, your name and account number.
Third Party Account	- Front page of passbook or document stating the bank's name, your name and account number. - Form 15 (Authorization & indemnity for payment to third-party account). - Copy of NRIC/passport of third party account holder(s).

SUBMISSION OF SUPPORTING DOCUMENTS

Step 1 Submit Bank Account Details	Step 2 Confirm Submission	Step 3 Transaction Completion

SUBMISSION OF BANK ACCOUNT DETAILS

Fields marked with * are mandatory.

Applicant ID Number	
Email Address* (To receive notification upon rejection of bank account details.)	
Subject Matter*	

Note: Please enter File Reference Number and Deceased ID Type & ID number

Case Reference Number*	T / /
Subject ID Type & ID number	eg. S1234567A

Bank Account Details for Payee 1

Payee's ID Type & ID Number*	eg. S1234567A
Bank Account Type*	
Name as in Bank Account*	
Bank Name*	
Bank Account Number* (Please omit '-')	
Mobile Number*	
Email Address* (You will receive payment notification for these emails) Note : Only one email is mandatory.	

Submission of Documents

Please note that the size of each attachment(if any) must NOT exceed 5MB.

Please attach all relevant document(s) in PDF,DOC,DOCX,JPG,PNG or GIF format before proceeding.

S/No.	Document Type	Upload Document	File Name	Action
1	Front page of passbook or document stating your name and account number	+ Upload		🗑 Delete

Remove Payee

Add Payee

Next   Cancel

If you encounter any problems with this service, please contact us at 1800-2255-529 (during office hours) or submit an online enquiry through Contact Us @ OneMinLaw.

Step 3b (iii): Verify that the details and document(s) uploaded are correct. Click on the "Submit" button.

Step 3b (iv): You will see the following message upon successful submission of the bank account details.