



Death Occurs

When a death occurs, the family will have to obtain a Certificate of Cause of Death (CCOD). With the CCOD, the family may register the death. This will have to be done within 24 hours of the death.

Upon registration of the death, the CCOD will be retained by the death registration center and a Death Certificate will be given to the family.

You will need this Death Certificate to place an obituary in the papers, engage a funeral director, and when you make arrangements for burial.

A. When to Register

The law requires all deaths (regardless of citizenship) occurring in Singapore to be registered within 24 hours of occurrence.

B. Documents Required

Certificate of Cause of Death issued by doctors or Authorised Officers (i.e. Forensic Death Investigators) from the Ministry of Health

- Deceased's identification documents (e.g. IC & Passport) for cancellation
- Informant's identification documents (e.g. IC or Passport)

C. Fees

Free of charge.

D. Processing Time

45 minutes at Neighbourhood Police Centres/Posts
30 minutes at Citizen Services Centre, ICA Building

E. Procedure

To register a death:

The informant must produce the Certificate of Cause of Death and other supporting documents (e.g. the deceased's NRIC, passport or citizenship certificate).

After documents produced are verified, the Registration Officer will print the Death Certificate.

The informant must verify the particulars on the Death Certificate and sign the Death Certificate.

The Death Certificate is issued.

More information on Death Registration is available [here](#).

Depending on where the death occurred, the following section lists the steps to take to register a death.

Link: https://www.ica.gov.sg/documents/death/death_registration

Scenario A: If the death occurs in a hospital

Step 1: Obtain Certificate Of Cause Of Death (CCOD)

When a death occurs, a doctor at the hospital can certify the cause of death if the cause of death is known and the cause is natural. He will then fill up the CCOD and hand it to the ward nurse. The family can obtain the CCOD from the ward nurse by producing the identity card of the deceased. If the doctor is unable to determine the cause of death, or a death has been the result of or has been contributed by an unnatural event (e.g. surgical complication, a fall prior to admission), the doctor is under the requirement of law (Criminal Procedures Code) to refer the case to the police/ Coroner. In such cases, the body will be sent to the Mortuary @ HSA (located at Block 9 Singapore General Hospital) in a Police Hearse. The hospital will arrange for this to be done. The family will be told by the Police when to go down to the Mortuary @ HSA (this is usually on the next day).

What to bring to Mortuary @ HSA

All medical documents relating the deceased.

All medicine consumed by the deceased.

Identification papers of the deceased and informant e.g. NRIC/Passport/Certificate of Registration of Birth/ FIN card.

At the Mortuary @ HAS

The Coroner will review the case and determine if an autopsy is required.

The Police Investigator will arrange for the family to view and identify the deceased's body in the presence of the coroner.

The family will be informed of the Coroner's decision and the time to claim the body for the funeral.

If the autopsy reveals that the death is unnatural, the Police will need to conduct further investigations into the cause of death and the family will need to assist. Once investigation is completed, the family will be told by the Police to attend a Coroner Inquiry at the Subordinate Courts.

Mortuary @ HSA operating hours:

Monday to Friday: 8:00am to 4:30pm

Saturday, Sunday and Public Holidays: 8:00am to 12:30pm

Step 2: Engage a Funeral Director

After the Certificate of Cause of Death has been obtained, the family may engage a funeral director who will collect the body from the home/ hospital mortuary, send the body for, and deliver the body to the location of the funeral management (Home/ Mosque).

Step 3: Register the Death (This can be done Simultaneously with Step 2)

Prior to registration, the family should decide whether the body will be bring home or mosque for shower, shrouding and prayer as this information is required for Pengurusan Jenazah Sinaran Baharu Pte. Ltd staff to arrange for the body transit.

The family will have to register the death at any Police Divisional Headquarters, Neighbourhood Police Centre, Neighbourhood Police Post or the Registry of Births & Deaths

3rd floor, ICA Building
10 Kallang Road (S) 208718
Tel: 6391 6100
Working hours:
8:00am – 5:00pm (Monday to Friday)
8:00am – 1:00pm (Saturday)

If the body is referred to the Mortuary @ HSA, the death will be registered at the Mortuary @ HSA.

What to bring to register a death:

- Certificate of Cause of Death
- Identification papers of the deceased and informant e.g. NRIC/ Passport / Certificate of Registration of Birth / FIN card.

Scenario B: if the death occurs at home

Step 1: Obtain Certificate of Cause of Death

Contact your family doctor who has been attending to the deceased. If you do not have a family doctor or if the family doctor is not available, contact any of the neighbourhood doctor who is willing to make a house call.

If the doctor is able to certify the death, he will issue the CCOD on the spot. If he is unable to certify the death, call the Police for the body to be sent to Mortuary @ HSA (located at Block 9 Singapore General Hospital) in a Police Hearse. The family will be told by the Police when to go down to the Mortuary @ HSA (usually on the next day).

What to bring to Mortuary @ HSA:

- All medical documents relating to the deceased.
- All medicine consumed by the deceased.
- Identification papers of the deceased and informant e.g. NRIC/ Passport/ Certificate of Registration of Birth/ FIN card.

At the Mortuary @ HAS

The Police Investigator will arrange for the family to view and identify the deceased's body in the presence of the Coroner.

The Coroner will review the case and determine if an autopsy is required.

The family will be informed of the Coroner's decision and the time to claim the body for the funeral. If an autopsy reveals that the death is unnatural, the Police will need to conduct further investigations into the cause of death and the family will need to assist. Once the investigation is completed, the family will be told by the Police to attend a Coroner's Inquiry at the Subordinate Courts.

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After the Certificate of Cause of Death has been obtained, the family may engage a funeral director who will collect the body from the home/ hospital mortuary, send the body for, and deliver the body to the location of the funeral management (Home/ Mosque).

Step 3: Register the Death (this can be done simultaneously with Step 2)

The family will have to register the death at any Police Divisional Headquarters, Neighbourhood Police Centre, Neighbourhood Police Post or the Registry of Births & Deaths

3rd floor, ICA Building

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Tel: 6391 6100

Working hours:

8:00am – 5:00pm (Monday to Friday)

8:00am – 1:00pm (Saturday)

If the body is referred to the Mortuary @ HSA, the death will be registered at the Mortuary @ HSA.

What to bring to register a death:

- Certificate of Cause of Death
- Identification papers of the deceased and informant e.g. NRIC/ Passport/ Certificate of Registration of Birth/ FIN card.

Scenario C: If the death occurs overseas

1) Singapore Citizens/Permanent Residents

For Burial

The body of a Singapore Citizen/ Permanent Resident may be brought back to Singapore for cremation or burial. However, a Coffin (Import) Permit is required to import a body into Singapore. Pengurusan Jenazah Sinaran Baharu Pte. Ltd., should be able to assist you in the procedures.

(a) Application of Coffin (Import) Permit

You may apply for a coffin permit at any time from the following offices:



Contact Details	Coffin Permit Fees	
Port Health office 4545 Jalan Bukit Merah Singapore 159466 Tel: 6222 2585 Fax: 6222 8543 Open 24 hrs daily Airport Heath Office 80 Airport Boulevard Changi Airport Terminal 1 #14-08 Singapore 819642 Tel: 6543 2515 Fax: 6543 1973 Open 24 hrs daily	Import Permit	\$10
	Export Permit	\$10
	Transship Permit	\$10

Death Certificate issued by the country where death occurred (copy of English translation is required if the death certificate is in ethnic languages);

(b) Documents required for the issuance of the coffin permit:

- Cause of Death Certificate or a Statutory Declaration;
- Sealing Certificate for the coffin;
- Embalming Certificate, where applicable;
- Coffin Export Permit from the country exporting the body: and
- Air Waybill (Air Consignment Note) if by air.

If the application is by the funeral director, the Permit to Bury will be granted provided the next-of-kin gives a [letter of authorization](#) for the funeral director to apply for the permit.

(Link: <https://www.nea.gov.sg/docs/default-source/our-services/after-death/coffinpermit.pdf>)

(c) The coffin permit costs \$10. The Permit to Bury will be issued with the coffin permit at no extra charge.

Note: Prior written approval has to be obtained from the National Environment Agency, Environmental Health Department for the import of a body of an HIV-infected Singapore Citizen

Death Registration

The death will also have to be reported to [Singapore's Registry of Births & Deaths](#), Citizen Centre, 3rd Storey, ICA Building personally by the next-of-kin of the deceased. If the next-of-kin is unable to report the death personally at ICA Building, a letter of authorization will be required.

(Link: https://www.ica.gov.sg/documents/death/death_registration)

Documents required

- Death certificate issued by the foreign authorities (copy of English translation is required if the death certificate is in ethnic languages);
- Coffin (Import/ Export) Permit;
- Permit to Bury/ Cremate;
- Deceased's Singapore identity card, passport, Citizenship Certificate (if any), and
- Informant's identification documents.

2) Foreign National

For Burial

Foreigners are allowed to be imported into Singapore for burial only if the immediate next-of-kin is a Singapore Citizen or Permanent Resident. NEA does not approve the import of foreigners to Singapore for burial due to the limited size of its burial grounds.

A Coffin (Import) Permit is required to import a body into Singapore. A funeral director should be able to assist you in the procedures.

A Permit to Bury will also be issued together with the Coffin (Import) Permit. If the application is by the funeral director, the permit will be granted provided the next-of-kin gives a [letter of authorization](#) for the funeral director to apply for the permit.

(Link: <http://www.nea.gov.sg/docs/default-source/public-health/care-for-the-dead/coffinpermit.pdf>)

Post Funeral Matters

For post funeral matters, we advise the family to notify the following authorities and private organisations related to the loved one:

- Central Provident Fund (CPF)
- Banks
- Insurance companies and The Work Injury Compensation Act (WICA)
- Bills and Miscellaneous Items
- Public Trustee
- Lawyers / Solicitors
- Social Assistance

Central Provident Fund (CPF)

Please go to the [CPF website](#) and click on “Distribution of CPF savings upon death of a CPF member” for more information.

(Link: <https://www.cpf.gov.sg/Members/FAQ/schemes/other-matters/cpf-withdrawals-on-other-grounds>)

If no valid nomination was made, the loved one’s CPF savings will be transferred to Public Trustee for distribution in accordance with Administration of Muslim Law for Muslims.

Please go to the [website](#) at <https://pto.mlaw.gov.sg/deceased-cpf-estate-monies/information-for-next-of-kin-cpf-monies/> for more information.

Banks

Please notify the deceased person’s bank, especially for receipts and cheques deposited automatically, or if mortgage payments and other transactions (e.g. GIRO deductions) are carried out directly from the account.

Insurance companies and The Work Injury Compensation Act (WICA)

Inform the loved one’s insurance companies. Beneficiaries may receive pay-outs from insurance policies.

The Work Injury Compensation Act (WICA) allows employees who have sustained injuries in a work-related accident or contracted an occupational disease to claim work injury compensation. Dependents of employees who died in a work-related accident are also eligible for compensation. Claimable compensation includes medical leave wages, medical expenses and permanent incapacity or death.

Unlike civil claims, compensation is generally payable under the Act regardless of whether the employer is at fault, as long as the employee had suffered an injury by accident arising out of and in the course of his employment or had contracted an occupational disease as defined under the Act. The compensation benefits are computed based on fixed formulae and capped under the Act.

Once an employee decides to pursue his claim under the Act, he will generally no longer be able to lodge a civil claim against his employer for damages.

More information on Work Injury Compensation Act can be found [here](#).

(Link: <http://www.mom.gov.sg/workplace-safety-health/work-injury-compensation/Pages/default.aspx>)

Bills & Miscellaneous Items

Check for any outstanding debts, such as credit-card bills, housing loan or other loan etc. For bills where payment is made automatically via GIRO, inform the companies to cancel the GIRO. Contact the loved one’s landlord, if applied Cancel or transfer utilities such as electricity, telephone, mobile phone, TV box subscription connection and other items such as safety deposit boxes, home delivery services such as newspaper and etc.

Give the post office a forwarding address for the loved one's person mail.

Public Trustee

The Public Trustee administers the estates of deceased persons if the value does not exceed \$50,000. Please go to the [website](#) at <https://pto.mlaw.gov.sg/deceased-cpf-estate-monies/information-for-next-of-kin-cpf-monies/>, to refer to the situation cannot act and more information for next-of-kin (estate monies).

The assets administered by the Public Trustee are:

- Deceased's money in banks or other financial institutions in Singapore;
- Deceased's shares which are listed on the Singapore Exchange;
- Deceased's fully paid-up vehicles, apart from commercial vehicles like taxis (we will only transfer the vehicles);
- Salary the Deceased was owed but not yet paid;
- Deceased's items in a safe-deposit box;
- Deceased's money paid as government compensation; and
- Deceased's money from the Workfare Income Supplement Scheme.

Lawyers/ Solicitors

Inform the loved one's lawyer and /or executor to obtain the Will.

Social Assistance

There are various government social assistance schemes available if help is needed. These schemes are administered by the Community Development Councils.

The schemes are:

- Public Assistance (PA) Scheme/Special Grant (SG)
- Home Ownership Plus Education Scheme (HOPE)
- Rent and Utilities Assistance Scheme (RUAS)
- Interim Financial Assistance Scheme (IFAS)
- Student Care Fee Assistance (SCFA)
- Centre-based Financial Assistance Scheme for Child Care (CFAC)
- Work Assistance Programme (WAP)
- Kindergarten Financial Assistance Scheme (KiFAS)

More details on these social assistance schemes can be found at:

[Community Development Councils](#)

(<https://www.cdc.org.sg/About-CDC/Getting-Help>)

[Central Singapore CDC](#)

(<https://cdc.org.sg/CentralSingapore>)

[North East CDC](#)

(<https://cdc.org.sg/NorthEast>)

[North West CDC](#)

(<https://cdc.org.sg/NorthWest>)

[South East CDC](#)

(<https://cdc.org.sg/SouthEast>)

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