After Your POA: High Court Deposit, Collection and Revocation

HDB Flats POA · https://help.law.com.sg/faq/after-your-poa-deposit-collection-revocation/

After you sign your Power of Attorney (POA), we file a copy with the High Court in Singapore. Once the court accepts it, your POA is assigned a case number, and you can then collect the original document from our office for use in your transaction.

Why is my Power of Attorney deposited at the High Court?

Depositing the POA at the High Court registers it officially and gives it a case number that you, your attorney and agencies such as HDB will refer to when the POA is used.

How long does the High Court take to process my POA?

The court typically requires 1 to 5 working days to accept the document from the filing date. Upon receipt of your signed POA, we file it in PDF format using the eLitigation system. Once accepted, the court issues a case number in the format HC/PA 1234/YYYY.

The process varies by signing location:

- Signed in Singapore before our lawyers, or overseas before a Singapore Consular Officer: the court accepts the PDF version without requiring inspection of the original document.
- Signed before a Notary Public outside Singapore: we must physically bring the original POA to the High Court's registry for inspection. The court reviews the document to confirm proper execution before the Notary Public and checks for any irregularities, such as non-English text, before acceptance.

What letters will you send after my Power of Attorney is done?

For HDB POAs (whether in HDB's prescribed or non-prescribed formats), we will send:

1. Our original letter addressed to HDB on the POA (for prescribed formats, confirming it was prepared using the prescribed format), together with a copy of the POA, will be handed over to you, for your or your attorney's onward transmission to HDB at the relevant time. Note that you or your attorney have to hand this letter over to HDB. This letter is to be collected from our office.
2. Our letter to you and your attorney enclosing the original POA together with two certified true copies. These have to be collected from our office.

For all other POAs (non-HDB), we will send our letter to you and/or your attorney enclosing the original POA together with a certified true copy. These have to be collected from our office.

How do I collect my original Power of Attorney?

Once your POA has been duly deposited in the High Court and assigned a case number, you, your attorney or an authorised representative may collect the original from our office. Book a collection appointment at book.law.com.sg.

If you wish to authorise a representative to collect on your behalf, provide them with a signed letter of authorisation. Alternatively, you can arrange for a courier service provider to pick up the documents from our office.

Please note that, with effect from 8 November 2022, we no longer provide registered postage services. Clients are required to arrange collection of the original POA and related documents directly from our office. This change is due to our limited human resources and feedback that, despite registered postage, some clients did not receive their documents.

If your POA is for an HDB flat, see what happens after your Power of Attorney for HDB flat is registered for the documents to collect and how to submit them to HDB.

How do I revoke my Power of Attorney?

If your POA is revocable and you wish to revoke it, we will assist you in preparing a Deed of Revocation. The Deed is signed in the same manner as the POA, ie. before a lawyer or, if signed overseas, before a Singapore Consular Officer or Notary Public. After the Deed is signed, we will assist you to lodge a copy with the High Court, and to send a letter to your attorney notifying him or her of the revocation.

For the full procedure, see how to revoke an existing Power of Attorney in Singapore and our sample letter of revocation to the donee. To engage us, request a quote at law.com.sg/power-of-attorney-revocation-quote/, then submit your online application at law.com.sg/power-of-attorney-revocation-online/ and book your signing appointment at book.law.com.sg/power-of-attorney-revocation/.

Need to collect your POA or revoke it? Book a collection appointment at book.law.com.sg, or start a revocation with a quote at law.com.sg/power-of-attorney-revocation-quote/ and book your signing at book.law.com.sg/power-of-attorney-revocation/.