Deed Poll Fees and How to Engage Us

Deed Poll Fee · https://help.law.com.sg/faq/how-do-i-engage-your-firm-for-deed-poll/

Our Deed Poll fees are calculated with our Deed Poll Fee Calculator, which gives you an instant quote. To engage us, submit your application online first, then book an appointment to sign at our office.

What is your Deed Poll fee?

For a new Deed Poll, please use our Deed Poll Fee Calculator. Fees vary based on:

- whether the applicant is an adult or a minor
- whether certified true copies are required

If you have lost your original Deed Poll done through Loh Eben Ong and require a certified true copy, please use our Lost Deed Poll CTC Fee Calculator. See our separate guide on lost Deed Polls and certified true copies.

We are not GST-registered, so no GST is charged on our fees.

Why do you charge more for a minor's Deed Poll?

A Deed Poll for a minor (under 21 years) typically requires more time to process. The additional work includes reviewing documents, obtaining both parents' signatures, and verifying the birth certificate.

How do I engage you for a Deed Poll?

We currently only offer in-office signing. Remote signing is not available. Please follow these steps:

1. Submit your Deed Poll application online at law.com.sg/deed-poll-online. Indicate whether the applicant is an adult or a minor, provide the current and proposed names, upload the required documents (eg. NRIC, birth certificate), and confirm who will be signing the Deed Poll.
2. Get an instant fee quote (optional) with our Deed Poll Fee Calculator.

3. Book an appointment at book.law.com.sg after your online submission is complete. Please ensure all required information and documents are uploaded before booking.
4. Attend your in-office signing appointment at the scheduled time with your original documents, including your NRIC or passport (for adults) and the documents for minors listed below.
5. Submit the signed Deed Poll to ICA or other agencies. Once signed, you may use the Deed Poll to update your name with ICA (for NRIC and passport updates) and with schools, banks, employers and other organisations. ICA may request additional documents and has full discretion to approve or reject the name change.

What will I need for a minor's Deed Poll?

- the child's birth certificate
- the child's NRIC (if issued)
- both parents to sign the Deed Poll

Sole custody is not sufficient to unilaterally change a child's name. If only one parent is signing, ICA requires either a court order expressly authorising that parent to change the name unilaterally, or a death certificate if the other parent is deceased and no legal guardian has been appointed. ICA will not accept "uncontactable" as a valid reason without a court order.

How do I book an appointment?

For a new Deed Poll, book at book.law.com.sg. You are advised to submit your Deed Poll application before making an appointment. For a certified true copy of a lost Deed Poll, subject to our terms, you may book a Lost Deed Poll CTC appointment.

How do I make payment?

Payment is made either at the office when signing the Deed Poll, or at the booking site when making an appointment, if available. We accept PayNow, NETS or cash, and contactless payment is preferred. If you are paying by cash, several ATM machines are located near our office.

Credit card payments are standardised for all our services: payment by credit card at our office attracts a 4% surcharge, and payment by Stripe credit card link attracts a 5% surcharge.

To get started, submit your Deed Poll application at law.com.sg/deed-poll-online, then book your appointment at book.law.com.sg.