What is a Deed Poll for Right of Entry (Also Known As) required by ICA?

Minor Deed Poll · https://help.law.com.sg/faq/what-is-a-deed-poll-for-right-of-entry-also-known-as-required-by-ica/

What is an “Also Known As” (AKA/Equivalence) deed poll?

An “also known as” (aka) deed poll allows an individual, including a child (under 21 years) to use a Singapore-record name while keeping their foreign-passport name. ICA commonly requires this for Right of Entry (ROE) and other applications. This deed poll does not renounce the foreign name but instead records both names for cross-reference. This is called a Customised Deed Poll.

When should I use an AKA/Equivalence deed poll?

Use this deed poll when:

- ICA or or other authority needs to link your Singapore-record name with your foreign-passport name.
- You are applying for Right of Entry (ROE).
- You want to avoid mismatches in school, passport, or MyICA records.
- You are an adult who needs both names recognised in official records.

Do not use this deed poll if you intend to renounce your old name. For that, a renunciation deed poll is needed.

What will Loh Eben Ong LLP prepare for ICA?

We prepare a deed poll that follows ICA’s requirements. This includes:

- Option A: Singapore name first, with a statement confirming non-renunciation.
- Option A (variant): Foreign name first, followed by “also known as” the Singapore name.

- Signature blocks for both parents if the individual is a minor (unless one parent has authority).
- Identification details, such as Birth Certificate, Citizenship Certificate, NRIC/FIN, and foreign passport.
- Optional Chinese characters with romanised names.
- Attestation wording for signing in Singapore before a lawyer or overseas before a Singapore Consulate Officer / Notary Public.

Our service will be based on customised deed poll rate.

What documents must I email in advance?

To prepare your deed poll, please email:

- Full foreign-passport name (exact spelling and punctuation).
- Intended Singapore-record name.
- Any Chinese characters.
- Singapore Birth Certificate or Citizenship Certificate.
- Foreign passport biodata page.
- Parents' NRIC/FIN or passports (for minors).
- Contact number, correspondence address, and preferred email.

Sending these early helps us prepare your draft and confirm a signing appointment.

How do I sign and attest the deed poll?

- Sign before a Singapore Advocate & Solicitor. Book your appointment for minor and adult.
- If overseas, sign before a Singapore Consulate Officer or Notary Public.
- Both parents must sign for minors unless legal authority allows one parent to sign.

What is your fee for a Customised Deed Poll?

Please check out our estimated fee range for customised Deed Polll at Deed Poll Fee Calculator.

Diclaimer and Terms

Our service is to draft the Deed Poll in accordance with your requirements; however, we do not warrant that the final document will be accepted by the ICA or any other recipient. As we do not provide advice on these criteria, it is your responsibility to verify all specific requirements with the ICA or the relevant recipient beforehand. We reserve the right to reject any engagement.

Contact Loh Eben Ong LLP

To proceed, email the required particulars and documents. Our team will prepare your draft and confirm an appointment.

For informational purposes only. Not legal advice. Laws may change. Consult a qualified lawyer.

Related Links

https://help.law.com.sg/faq/what-are-icas-requirements-for-changing-the-name-of-my-minor-child-via-deed-poll

> Does my child need to attend at your office?

Embedded media: https://help.law.com.sg/faq/does-my-child-need-to-attend-at-your-office/embed/#?secret=ELFuELiW44#?secret=ldWY9qFf78

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