What is a Deed Poll?

Deed Poll Procedures · https://help.law.com.sg/faq/what-is-a-deed-poll/

What is a Deed Poll and what is it used for in Singapore?

A **Deed Poll** is a **legal document** used in Singapore to officially declare a change of name. It is a **unilateral declaration**, prepared by a law firm, stating that an individual will be known by a new name from the date of execution.

You can use a Deed Poll to change:

- First names;
- Surnames;
- Spelling or sequence of names;
- Add or remove names (e.g. Chinese characters, baptismal or religious names).

Once signed, the Deed Poll can be submitted to the **Immigration & Checkpoints Authority (ICA)** and other institutions to update your official records.

Who can execute a Deed Poll?

- **Adults (21 years and above)**: You can sign a Deed Poll on your own behalf.
- **Minors (below 21 years)**: A Deed Poll must be signed by the **minor's parents or legal guardians**.

Can one parent sign the Deed Poll for a minor?

No, not in most cases.
Under **ICA's current policy**, **both parents must sign** the Deed Poll for a minor under 21, regardless of custody.

Exceptions apply only if:

- One parent is **deceased** (with no guardian appointed); **or**
- The signing parent has a valid **court order** authorising them to change the child's name **without the other parent's consent**.

> ⚠ Having **sole custody is not sufficient**. If the other parent is uncontactable or refuses to consent, a court order is still required.

Is a Deed Poll legally recognised in Singapore?

Yes. A properly prepared and executed Deed Poll is legally valid and is accepted by:

- **ICA** (for changes to NRIC);
- **Schools**, **banks**, **employers**, and other public or private institutions.

However, acceptance is subject to each agency's internal policies — especially for minors.

Can I use a Deed Poll to update my name on official records?

Yes. Once the Deed Poll is executed, you may submit it to:

- **ICA** to update your NRIC;
- Other organisations such as banks, insurers, schools, and employers.

How do I engage Loh Eben Ong LLP for a Deed Poll?

You may:

1. **Submit your application online**: https://law.com.sg/deed-poll-online
2. **Get an instant fee quote**: https://law.com.sg/deed-poll-quote

3. **Book an in-office appointment** after submission: https://book.law.com.sg

---

What You'll Need

- **Adults**: NRIC or passport;
- **Minors**:
  - **Birth certificate**;
  - **NRIC** (if issued);
  - **Both parents to sign**;
  - **Court order** (if only one parent is signing);
  - **Death certificate** (if one parent is deceased).

Disclaimer: This FAQ is for general informational purposes only and does not constitute legal advice. Deed Poll requirements are subject to ICA's prevailing policies and may change. For official guidelines, visit www.ica.gov.sg.

Where can I read more about Deed Polls?

For the next steps, see how to engage us for a Deed Poll, changing a minor child's name by Deed Poll, the types of name changes in Singapore, what to do after your Deed Poll is signed and replacing a lost Deed Poll.