# Power of Attorney for HDB Flats

HDB Flats POA · https://help.law.com.sg/faq/what-is-power-of-attorney-for-hdb-flats/

If you are selling, buying or subletting an HDB flat in Singapore, you may need to handle certain attendances or sign various legal documents personally. If you are not in Singapore to do so, or have been hospitalised and unable to attend to the matter yourself, the best option is to appoint an attorney to assist you during your absence by way of a Power of Attorney (POA).

To minimise inconvenience, it is advisable to obtain a POA before leaving Singapore. Notwithstanding the POA, there are still some documents that may need to be signed by you personally (see below).

Typical documents to be signed for an HDB transaction include:

- Option to Purchase
- Application forms
- Declaration forms
- Legal documents, eg. Mortgage

## What formats of Power of Attorney does HDB prescribe?

There are generally three standard formats prescribed by HDB which do not require HDB's prior approval. You should inform your lawyer of the purpose or purposes for the POA.

| | **Purpose(s) for Power of Attorney** | **HDB’s approval required?** |
|---|---|---|
| 1 | Sale, Subletting & General Management | No |
| 2 | Purchase, Subletting & General Management | No |
| 3 | Subletting & General Management only | No |
| 4 | Selective En bloc Redevelopment Scheme (SERS) | Yes |
| 5 | Surrender | Yes |

## How do I sign the Power of Attorney?

The POA has to be signed by you in the presence of your solicitor. If you are already overseas, you must sign the POA in the presence of one of the following:

- a Notary Public; or
- a diplomatic or consular official from a Singapore Overseas Mission. Visit the Ministry of Foreign Affairs (MFA)'s website to find the nearest Singapore Overseas Mission.

If you are using CPF Ordinary Account (OA) savings to buy a flat, the POA must be witnessed and sealed or stamped by an official from a Singapore Overseas Mission instead. See our full guide on signing your Power of Attorney overseas.

## How is the Power of Attorney registered?

After your POA has been signed, your solicitor will register the POA with the High Court Registry.

## What documents must be submitted to HDB?

Once the POA has been registered, you have to state this in the application form and submit the following documents to HDB:

1. Two certified true copies of the POA registered with the High Court, certified by an Advocate and Solicitor, which will be retained by HDB. Alternatively, a certified true copy from the High Court of the POA plus two photocopies, which will be returned to your solicitor after the Lease and Mortgage documents have been registered with the Singapore Land Authority (SLA).
2. A letter from the solicitor confirming that the standard format for POA provided by HDB has been used.
3. A certified true copy by an Advocate and Solicitor together with the computer printout with the High Court seal, where the POA has been registered through the Electronic Filing System (EFS).

For the collection of your original POA and onward submission to the relevant HDB department, see what happens after your Power of Attorney for HDB flat is registered.

## What documents must I still sign personally?

Notwithstanding your HDB POA, the POA cannot be used for the signing of the following documents, which you (the donor) must sign personally:

1. HDB's application form
2. Statutory declarations (you must sign in the presence of a Commissioner for Oaths or Notary Public, as the case may be)
3. Any undertakings

## How do I engage you for an HDB Power of Attorney?

See how to engage us for a Power of Attorney for HDB flats for our fees and engagement process.

Ready to proceed? Request a quote at law.com.sg/power-of-attorney-hdb-quote/, then submit your online application at law.com.sg/power-of-attorney-hdb-online/, and if you are signing in Singapore, book your appointment at book.law.com.sg/power-of-attorney-hdb/.