

# **Legal Procedures When A death Occurs**

## **Location of Death**

Depending on where death occurs, different procedures may apply. Below information is sourced from the following government websites NEA and MFA to assist you on how to follow up.

## **Death in a Hospital or at home**

### **1. When a person passes away, a Certificate of Cause of death (CCOD) must be issued**

#### **When death occurs in hospital**

1. The doctor in the ward is responsible for issuing the certificate of cause of death (CCOD).

2. This CCOD can be obtain from the ward nurse by producing the deceased's NRIC

#### **When death occurs at home Unnatural deaths and autopsy**

1. Contact the family doctor or any General Practitioner to certify the cause of death in the house

2. Call the family doctor or any neighborhood doctor for a house call to certify the cause of death. To find a GP or Family Clinic near you click on Singhealth.

3. CCOD can be issued on the spot by the doctor when he is able to identify the cause of death

#### **The need for autopsy**

If the doctor is unable to determine the cause of death, police will need to be informed

If the death occurred in hospital or at home, police will need to be informed if death was directly or indirectly caused by unnatural events, surgical complications or a fall before admission.

In such situations, the body will be sent to Mortuary@HSA (located at Block 9 of Singapore General Hospital) in a police hearse. The next of kin needs to go to the mortuary to identify the deceased's body.

### **Mortuary@HSA Address**

Mortuary @ HSA  
Applied Sciences Group  
Health Sciences Authority  
Level 1, Blk 9, SGH,  
Outram Rd Singapore 169608

### **Mortuary @HSA Operating Hours**

Monday to Friday – 8:00am to 4:30pm  
Sat, Sun and Public Holidays – 8:00am to 12:30pm

### **Documents needed at Mortuary@HSA to claim the body**

Medical documents related to the deceased  
All medicine prescribed to the deceased  
NRIC of the deceased  
Informant e.g. NRIC/Passport/Certificate of Registration of Birth/ FIN card

## **When Death occurs overseas**

Upon receipt of news of death of a Singapore citizen or permanent resident overseas, the first step is to inform the Ministry of Foreign Affairs or the Singapore Mission located nearest to the country of death

### **i) Inform Ministry of Foreign Affairs or the Singapore Mission in the country or the mission located nearest to the country of death**

Below are the websites for Ministry of Foreign Affairs  
Singapore Missions location

MFA can help you with the following:

Contact the next of kin

Advise you on how to register the death in the foreign country

Provide you with a list of local undertakers

Advise you on the cost of a local burial/cremation, and the cost of shipping the remains and personal property back to Singapore

Help transfer money from family members and relatives in Singapore to pay for any costs

More information on Consular Services on this website:

### **ii) Return the body to Singapore**

#### **a. Engage a Funeral Director for assistance**

#### **b. Apply a coffin (import) permit**

A funeral director should be engaged if you wish to bring the body back to Singapore for cremation or burial

If you wish to make the arrangements yourself, apply for a coffin (import)

Permit and a permit to cremate or bury from one of these offices:

Port Health Office

+65-6222 2585

Airport Health Office

+65-65432515

Permit fee is \$10.

You will need these documents:

The death certificate issued in the country of death (non-English documents must be accompanied by an English translation);

A cause of death certificate or a statutory declaration;

A sealing certificate for the coffin;

An embalming certificate (if applicable);

A coffin export permit from the country exporting the body; and

An air waybill or air consignment note (if importing by air).

Note: If the deceased is known to have suffered from HIV, you need to get written approval from the National Environment Agency's Food and Environmental Hygiene Department before you import the body.

### **iii) Register the overseas death with ICA In person at ICA**

All deaths must be reported at Singapore's Registry of Births and Deaths, Citizen Centre level 3 ICA Building personally by the next of kin. If the person reporting the death is not the next of kin a letter of authorisation from the next of kin is needed.

This can be done at

Registry of Births & Deaths Citizen Services Centre

ICA Building

10 Kallang Road, Level 3 (next to Lavender MRT station)

Singapore 208718

+65 6391 6100

Documents Required

The next of kin's identification documents

Import or export permit (if available)

Burial or cremation permit (if available)

The next of kin's birth certificate or marriage certificate to prove their relationship to the deceased (if available)

A death certificate issued by the local authorities or a certified true copy of the death certificate

The deceased's identification documents – for example, Singapore passport, Identity Card (IC) or citizenship certificate. If the deceased's IC cannot be found, then the next of kin will need to fill out a statutory declaration stating that it has been lost.

## **2. Making the Funeral Arrangements**

Upon the issuance of the Certificate of the Cause of Death, the family may contact a funeral director to assist as follows:

- (i) collection of the body from the hospital mortuary/home
- (ii) send the body for embalming (if required), then dressing and making up the deceased
- (iii) place the body into a casket selected by the family
- (iv) deliver the body in the casket to the location of the wake

### **Choice of Wake Locations :**

HDB Void Decks

You will need to get a permit from your Town Council.

Click on GOV – Town Council to obtain Town council contact details.

### **Condominium / Private Apartments**

Consult Condo Management for Funeral parlors

### **Landed property**

If you need to use part of the road outside your house, you will need to get a permit from Land Transport Authority (LTA). Your funeral director will assist you on this.

### **For wakes more than 7 Days**

Prior written permission will have to be sought from the National Environment Agency.

Write to:

National Environment Agency  
Environmental Health Department  
40 Scotts Road,  
Environment Building, #21-00  
Singapore 228231

### **Burial or Cremation**

This must be decided before obtaining Death Certificate from the Police or Immigration Control Authorities (ICA)

### **Engage Funeral Director**

You can source for a Funeral Director from NEA website.

### **3. The death must be registered with Police / ICA**

Death must be registered with the Police or ICA before a death certificate can be issued by them

Note: The family must decide whether the body will be cremated or buried prior to registration of death, as this information is required at registration.

You can register the death at any Police Divisional Headquarters or Neighborhood Police Centres and any Neighborhood Police Posts

**Registration can be done same time with arrangement of funeral matter**

#### **The Registry of Births & Deaths @ ICA Building**

3rd floor, ICA Building

10 Kallang Road S(208718)

Tel: 6391 6100

Working hours: 8am – 5pm (Mon – Fri) 8am – 1pm (Sat)

### **4. Finding the Final Resting Place – Cremation / Land / Sea Burial**

You can seek the assistance of your Funeral Director or do so yourself as follows: Funeral directors can assist you with the booking of the date and time for cremation or burial.

You can also obtain information from the websites below:

Cremation Details: National environment Website

Burial Details: National environment Website

Bookings can be done through phone, Eservices – NEA or at the relevant booking office

#### **Required documents for application:**

Original Death Certificate, which contains the Permit to Bury/Cremate

NRIC / Passport of the applicant and next-of-kin

NEA -Letter of Authorisation (if applicant is not next-of-kin)

### **Cremation**

#### **Government Crematorium**

Mandai Crematorium and Columbarium Complex

Bookings can be made by:

Telephone: 6554 5655

NEA – Contact Us

In person:

300 Mandai Road Singapore 779393  
Mondays to Sundays 8:30 am – 4:30 pm  
Fax: 6459 5228

### **Private Crematorium**

Kong Meng San Phor Kark See Monastery  
Kong Meng San Phor Kark See Monastery website

Tel: 6849 5333

88 Bright Hill Drive Singapore 574117

Fax 64592258

Mon – Sun: 9:00am to 3:00pm

Cremation Fees as according to NEA website

\$300 (cremation only)

\$400\*(cremation + urn storage)

*\*Price varies, depending on choice of urns and storage location*

Tse Toh Aum Temple

Tel: 6454 7666

601 Sin Ming Drive Singapore 575719

Mon – Sun: 9:00am to 3:00pm

Cremation Fees as according to NEA website

\$400 (cremation only)

\$500\*(cremation + urn storage)

*\*Price varies, depending on choice of urns and storage location*

### **Columbaria – Ash Storage**

Niche Fees (For all government columbaria)

Niche (Standard) – \$500\*

Niche (Family) – \$900\*

\*Niches at government columbaria are allocated sequentially. There will be a \$250 selection fee should you wish to choose a different location from that allocated.

### **Government-Managed Columbaria**

Mandai Crematorium and Columbarium Complex

Telephone: 6554 5655

Eservices – NEA

In person:

300 Mandia Road Singapore 779393

Mondays to Sundays 8:30 am – 4:30 pm

Fax: 6459 5228

### **Choa Chu Kang Columbarium**

Telephone: 6795 9731

In person:

51 Chinese Cemetery Path 4 Singapore 698932

Monday to Fridays 8:30 am – 4:30 pm

Saturdays 8:30 am – 12:30 pm

Fax: 6795 0885

- i) No advance booking of niches is allowed.
- ii) Payment is to be made when the niche is confirmed.
- iii) Documents Required:  
Death Certificate (original)  
Identification papers of next-of-kin e.g. NRIC, Passport etc in NEA
- iv) Payment modes:

NETS (preferred)

Cash Card

Cash

Cheque (crossed and made payable to National Environment Agency)

## **Public Columbaria**

NEA – Columbaria

## **Private Columbaria**

The Beautiful Memories – Columbarium

## **Scattering the ashes at sea**

### **Port Marine Safety Control Centre**

6325 2488

Ashes may also be scattered at sea. The scattering of small amounts of ashes can be carried out at the designated site located about 1.5 nautical miles (2.8 km) south of Pulau Semakau. The scattering of ashes can be conducted daily, from 0700 hrs-1900 hours. For further information on scattering of ashes, please call the Port Marine Safety Control Centre.

## **Burial**

Choa Chu Kang Cemetery Booking Office

Choa Chu Kang Cemetery Complex is the only cemetery in Singapore still open for burials.

Bookings can be made:

Tel: 6793 7428

In person:

910 Choa Chu Kang Road Singapore 699819

Mondays to Sundays – 8:30 am – 4:30 pm

With effect from 1 November 1998, the burial period for all graves will be limited to 15 years. At the end of the 15 years, the graves will be exhumed. For those whose religion permits cremation, the exhumed remains will be cremated and stored in columbaria niches. Where compulsory burial is required due to religious reasons, the remains will be re-buried in smaller individual plots.

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## **5. Administration follow up after funeral**

**Update to Banks, Insurance Companies & others on deceased status.**

**Managing the estate & inheritance**

### **Banks**

Need to inform the deceased person's bank, especially for receipts and cheques deposited automatically, or if mortgage payments and other transactions (e.g. GIRO deductions) are carried out directly from the account.

### **Insurance Companies**

Inform the deceased person's insurance companies and other institutions. Beneficiaries may receive payouts from insurance policies, credit, trade unions or fraternal organisations, etc.

### **Bills & Miscellaneous Items**

Check for any outstanding debts, such as credit-card bills. For bills where payment is made automatically via GIRO, inform the companies to cancel the GIRO. This is to prevent unnecessary interests charges due to non-payment  
Where appropriate, contact the deceased person's landlord, cancel utilities such as electricity and telephone connections, and other items such as safety deposit boxes etc. Give the post office a forwarding address for the deceased person's mail.

### **Estate Duty**

Estate Duty has been removed for deaths on and after 15 February 2008.

GOV – Estate Duty