

# User Guide for Applying Online for Criminal Defence Aid with the Public Defender's Office



# Getting Started

Applying online for Criminal Defence Aid with the Public Defender's Office ("PDO")

## Step 1:

You may access the online application form through the following means:

- a) <https://go.gov.sg/applypdo>;
- b) Scan the QR code below; or



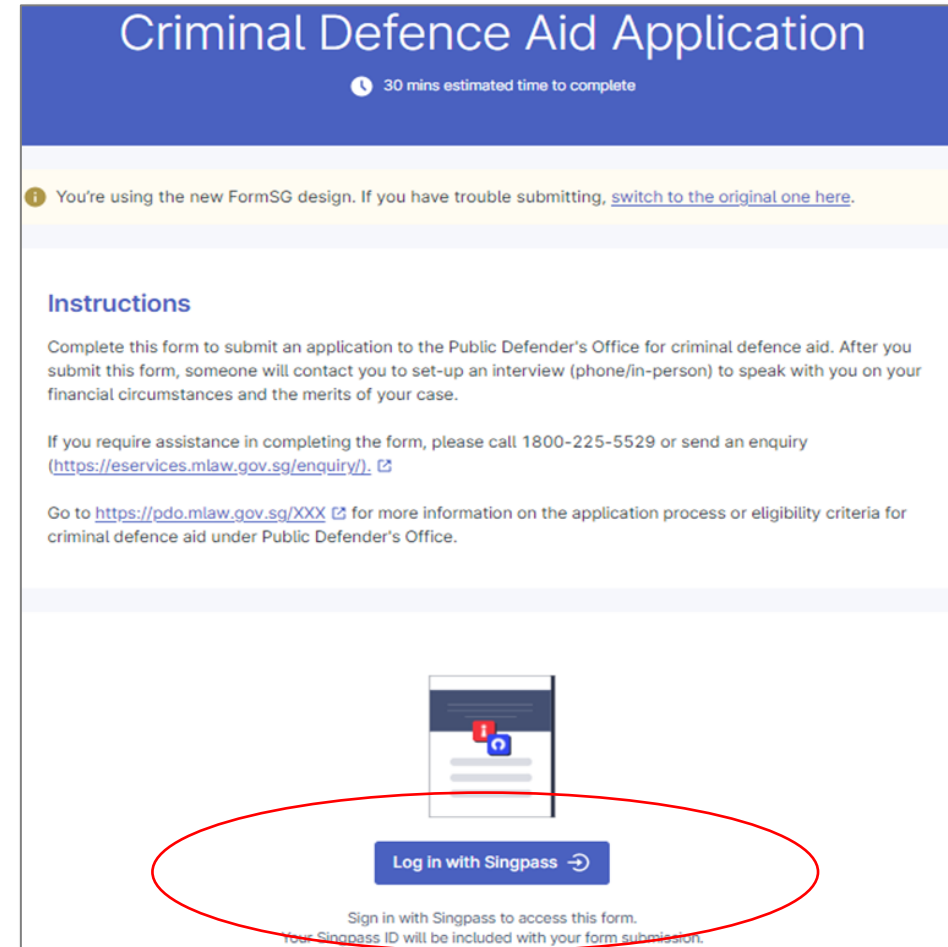
- c) From the PDO's website (<https://pdo.mlaw.gov.sg>)

## Step 2:

You should see a landing page with the title “Criminal Defence Aid Application”.

## Step 3:

Click on ‘Log in with Singpass’.



**Criminal Defence Aid Application**

30 mins estimated time to complete

You're using the new FormSG design. If you have trouble submitting, [switch to the original one here](#).

### Instructions

Complete this form to submit an application to the Public Defender's Office for criminal defence aid. After you submit this form, someone will contact you to set-up an interview (phone/in-person) to speak with you on your financial circumstances and the merits of your case.

If you require assistance in completing the form, please call 1800-225-5529 or send an enquiry (<https://eservices.mlaw.gov.sg/enquiry/>).

Go to <https://pdo.mlaw.gov.sg/XXX> for more information on the application process or eligibility criteria for criminal defence aid under Public Defender's Office.

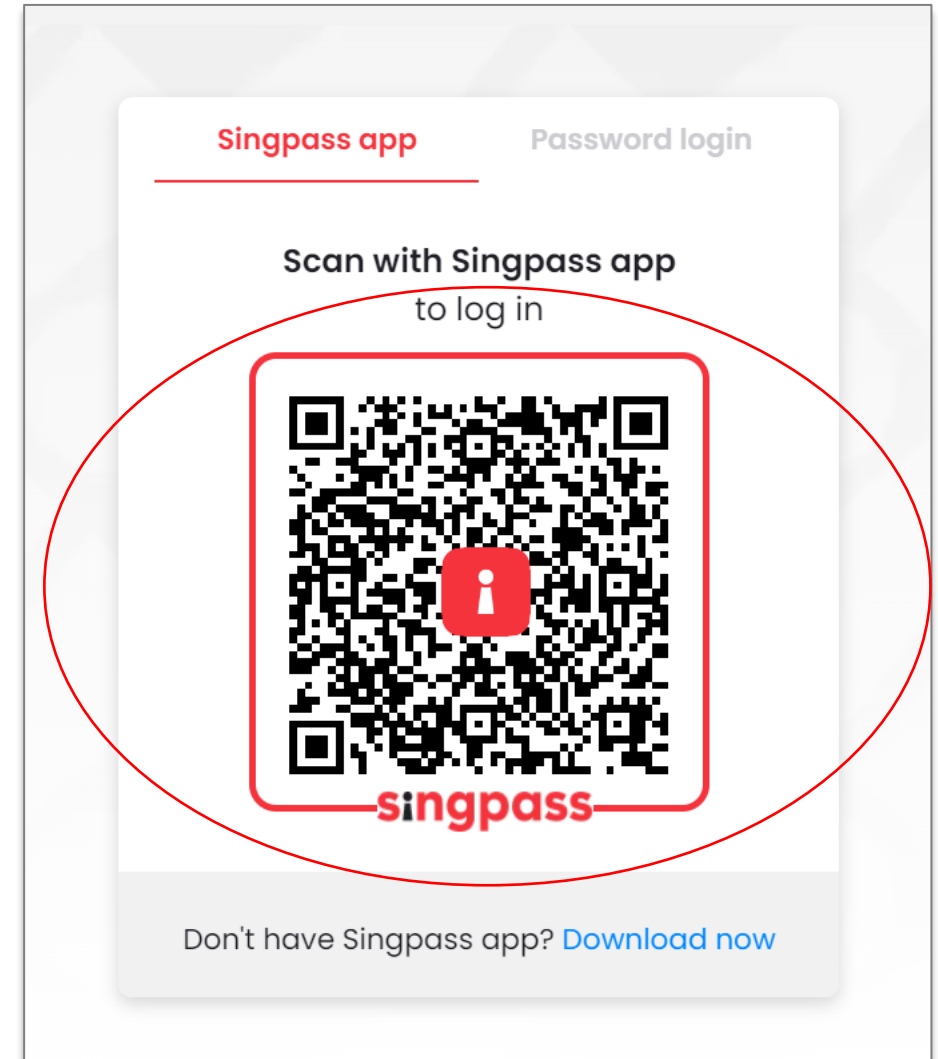
**Log in with Singpass** →

Sign in with Singpass to access this form.  
Your Singpass ID will be included with your form submission.

## Step 4:

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass App on your mobile phone or by entering your Singpass ID and Password.

If you require assistance with your Singpass, please visit Singpass's website via <https://www.singpass.gov.sg>.



## Step 5:

After logging in, select 'I Agree' and the online form will help prefill the following information from 'MyInfo'.

### Important Notes:

- This form will take you approximately 30 mins to complete
- You should familiarise yourself with all the application questions, including the documentation required, **before** completing the form
- You are not allowed to save the form without completing the application form
- All fields are mandatory unless otherwise indicated

**singpass**

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of filling out your form on form.gov.sg.

- > Name
- > Sex
- > Date of Birth
- > Residential Status
- > Race
- > Marital Status
- > Nationality/Citizenship
- > Registered Address
- > Mobile Number
- > NRIC/FIN

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Cancel I Agree

# Eligibility Screener

- All fields are mandatory.
- Please ensure that all fields are completed for this section as the rest of the application form might not be reflected
- The submission button will be **disabled** if you are found not to be **eligible** to apply for Criminal Defence Aid with the PDO

### Eligibility screener

Please complete the screener questions to check your eligibility to submit an application.

1. Are you a Citizen or Permanent Resident of Singapore?  
An applicant for criminal defence aid must either be a Citizen or Permanent Resident of Singapore

<input type="radio"/> No	<input checked="" type="radio"/> Yes
--------------------------	--------------------------------------


2. Are you the accused person applying for criminal defence aid?  
Only accused persons (or their parent/guardian for minors) are able to submit applications.

Yes, I am the accused person

No, I am the parent/guardian of the accused person who is a minor (below 21 years old)

No, I am not the accused person

**Submission disabled**

 You are not eligible to apply for criminal defence aid with the Public Defender's Office.

# Personal Information of Applicant

**Section 1 - Personal Information of Applicant**

"Applicant" refers to the accused person requesting for criminal defence aid.

9. Name

PHUA CHU KANG

10. Gender

MALE

11. Date of birth

23/02/1965

12. Residential Status

CITIZEN

**Section 1B: Personal Information of Parent/Guardian**

If you are a parent/guardian applying on behalf of the Applicant below 21 years of age, please complete this section.

18. Name

PHUA CHU KANG

19. Gender

MALE

20. Date of birth

23/02/1965

21. Residential Status

Select an option

- MyInfo will automatically populate the user's personal information

- If you are a parent/guardian who is applying on behalf of a minor, you will be asked to provide the information of the minor under this section.

# Property Information of Applicant

19. How many properties do you own?  
(including overseas properties)

- +

You can either click on the '+' or '-' sign to indicate the number of properties or by manually typing the value inside the 'answer box'

**Section 2 - Property Information of Applicant**

17. Registered address

18. Is your registered address (as in your NRIC) the same as your current residential address?

No  Yes

Please provide your current residential address below.

Please provide your current residential address if your correspondence address is different from your NRIC address



# Savings and Investment of Applicant

## Section 3 - Savings and Investment of Applicant

20. List your bank accounts and balances.  
(include any joint bank accounts)

Description of bank account	Account Type (personal/joint)	Balance (SGD)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

+ Add another row

1 out of max 10 rows

The user can click on this to add another row for multiple bank accounts

The user can also delete the row by clicking it

# Savings and Investment of Applicant

## 32. Latest bank statements/bank books


For each account, please provide the bank statement from the most recent calendar month, showing your full name, bank account number. For bank passbooks, please provide the first page with the account holder name and account number, and the last updated page. Transactions of the most recent month before the application date must be shown clearly.

Please provide bank statements of applicant (and parent/guardian if applicable)

Please merge all documents into 1 file before uploading.

You will need to merge your documents into 1 file – you may either use free online programmes to merge PDFs, or copy any images into a single Word document.


Select 'Chose file' to choose a file from your computer or smart devices.

 [Choose file](#) or drag and drop here

Please ensure that all the documents are merged into 1 file before uploading to FormSG.

Maximum file size: 2 MB

A red dotted line will appear if the file is not successfully uploaded, or the file exceeds 2MB

 [Choose file](#) or drag and drop here

Maximum file size: 2 MB

 This field is required

# Household Income of Applicant

- User is required to list the occupation and gross monthly income of your household members

32. List the occupation and gross monthly income of your household members (other than applicant; and parent/guardian who is submitting on behalf of minor applicant).

Indicate monthly income as zero (0) if your household member is not working or is currently a student.

Name (as in NRIC)	Relationship to applicant	Occupation	Gross monthly income
<input type="text"/>	Select an option ^ ×	<input type="text"/>	<input type="text"/>

+ Add another row

1 out of max 15 rows

33. What other sources of monthly income do you or your household members have? Please list them and the amount (SGD)

allowances - \$50, allowances - \$20, maintenance -\$100

For more than 1 household member, the user can click '+ Add another row'

User to ensure that all fields are filled

# Court Information

## Section 5 - Court Information

34. Please confirm that you have the following documents


- Charge sheet(s) [MANDATORY TO UPLOAD]
- Bail Bond
- Cautioned statement(s)
- Latest Court mention slip
- Grounds of Decision (if filing or defending an appeal)

35. **Relevant court documents**

Please upload your bail bond, charge sheet(s), cautioned statement(s) given by the police, latest Court mention slip.

Please include any other document from the court, or medical reports where applicable.

Please merge all documents into 1 file before uploading.

  
[Choose file](#) or drag and drop here

Maximum file size: 1 MB


**Note:** If you do not upload your Charge Sheet, your application may be automatically rejected and you will have to fill in another application.

**Please ensure that all available documents are merged into a single file and uploaded below.**

# Contact Information of Applicant & Declaration

41. Email

Tan\_jason@gmail.com

 Please enter a valid email

Please ensure that there is no spacing behind the last word. This will prevent you from proceeding to the next question.

**Section 7 - Declaration**

If you are submitting this form on behalf of the accused person who is a minor (below 21 years old), "I" and "my" refer to the Applicant instead.

By submitting this form, you are declaring that you have read and agree with the below declarations.

43. I am aware that it is an offence under section 23 of the Public Defender Act 2022 to (a) make any false or misleading statement or representation in the application for criminal defence aid; (b) failure to make full and frank disclosure of the accused person's means; or (c) failure to inform the Chief Public Defender of any changes to the means or circumstances of the accused person which may render him not eligible for criminal defence aid. I confirm that the details submitted above are accurate and true to the best of my knowledge and belief.

Agree

Please ensure that you have read all the declarations clearly before clicking on "Agree"

# Submission

## Step 6:

Click on 'Submit now' to submit the Criminal Defence Aid Application

If any mandatory fields are left blank, you will not be able to submit the form.

e) "Participating Organisation" refer to any organisation which has been authorised by a Singapore Public Agency to provide the Services or Scheme.

This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

Agree

Submit now