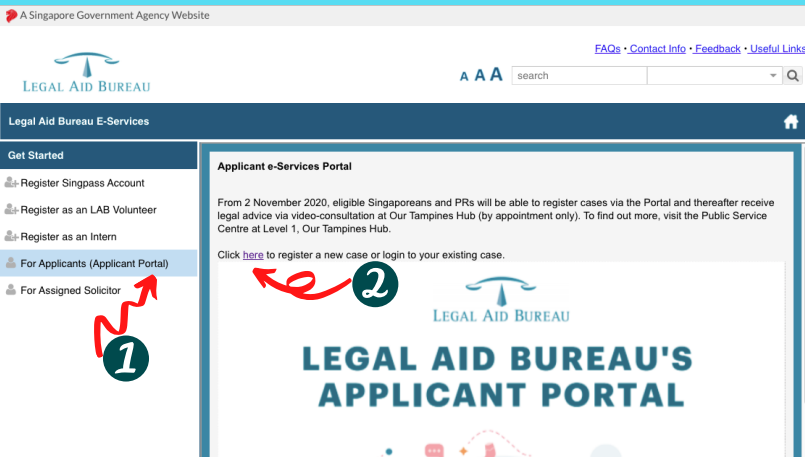


Guide to Registering an Application Online

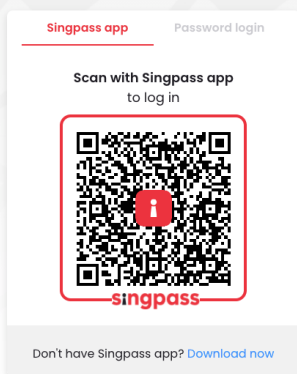
Access our Applicant Portal at **eservices.mlaw.gov.sg/labesvc/**

If you are on Mobile, tap on the 3 lines as shown in the photo.

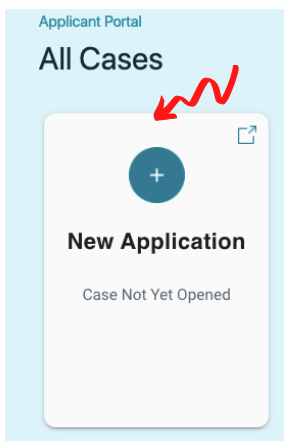
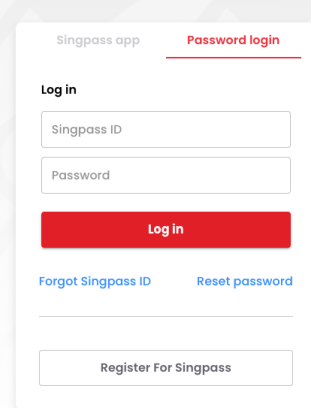
If you are on Desktop, skip to the next step.



2.) Click on "For Applicants (Applicant Portal)", then click "here" to login to Applicant Portal.

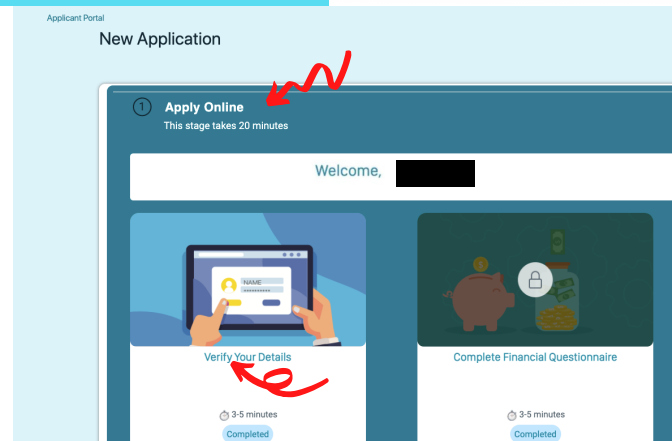


3.) You will need a Singpass account to login. You can either login via the Singpass app or using your Singpass ID and password.



4.) Create a New Application.

5.) Select Apply Online and start by verifying your details.



6.) You will be prompted to consent to retrieving your information from Myinfo.

This screenshot shows a list of data categories that can be retrieved from Myinfo. The categories are: Children Birth Records - Birth Cert Number, Children Birth Records - Name, Children Birth Records - Sex, Children Birth Records - Race, Children Birth Records - Secondary Race, Children Birth Records - Date of Birth, Children Birth Records - Dialect, Children Birth Records - Life Status, Occupation, Residential Status, Passport Number, Ownership of Private Property Status, and Employer CPF Contributions. Below the list, there is a note: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the Terms of Use." At the bottom, there are two buttons: "Cancel" and "I Agree". A red arrow points to the "I Agree" button.

Contact Details and Preferences

When we need to reach you, we will rely on the contact information below.

This screenshot shows the "Contact Details and Preferences" form. It includes fields for Home, Office, Mobile, and Email. Below these fields, there is a section for "How would you like to be contacted?" with checkboxes for SMS and Email. There is also a section for "I am helping the applicant to apply" with radio buttons for Yes and No. At the bottom, there is a toggle switch for "The details above are correct". A red arrow points to the toggle switch.

7.) Confirm your details in the relevant sections by clicking on the slider shown. **The box will turn green.** You cannot proceed until you have done so for all sections.

8.) Click on the 'Submit Now' button.

Your details have now been verified and your application is now open!

This screenshot shows the "Declaration of Understanding" screen. It includes a checkbox for "I understand that it is an offence to provide false information." and a "Submit Now" button. A red arrow points to the "Submit Now" button.

9.) You will have to come to Legal Aid Bureau physically within 3 working days. If you are not able to, please continue your application at a later date.

You must complete a Financial Questionnaire before coming.

10.) Once you are ready to complete the Financial Questionnaire, you may proceed.

This screenshot shows the "Financial Questionnaire" screen. It includes a list of questions: 1 Monthly Income, 2 Bank Accounts, 3 Household Income, and 4 Family Income. At the bottom, there is a "Continue" button. A red arrow points to the "Continue" button.

11.) Please answer the questions accurately.

If you are receiving financial assistance from any of the listed schemes, please indicate so. **You will be asked to bring your assistance letter when you attend at LAB.**



Are you receiving assistance from any of the following schemes?

☐ Yes ☐ No

- a) COMCARE LTA
- b) COMCARE SMTA
- c) MEDICAL FEE EXEMPTION CARD (MEFC)
- d) PUBLIC RENTAL SCHEME (PRS)

12.) Click on the "Submit Now" button.

You have completed your Financial Questionnaire. **Please remember to come to Legal Aid Bureau within 3 working days during our office hours.**

Fantastic! You've answered all the questions.

Declaration of Understanding

- ☒ I understand honest, accurate answers are required for LAB to determine how they can help me.
- ☒ I understand submitting incorrect information may cause delays.

⚠ After you submit, you will not be able to view or change your answers.

Submit Now →

13.) Congratulations! You have successfully registered online.

You may end the chat.

Please note that if you do not come to LAB within 3 days of completing the questionnaire, your application will be deleted.

Complete Financial Questionnaire



Your answers have been submitted 🙌. We look forward to meeting with you.

Meet with us within the next 3 days. 🏠 ⚠

If we do not meet by 31 August 2021, your application will be deleted. You will have to re-apply and answer these questions afresh.

[Click here to end the chat](#)