Do I need a certified true copy of my Deed Poll?

Deed Poll Procedures · https://help.law.com.sg/faq/do-i-need-a-certified-true-copy-of-my-deed-poll/

Is a certified true copy (CTC) of my Deed Poll necessary?

A **certified true copy (CTC)** is **not always required**, but it can be **very useful** when you need to provide proof of your name change to multiple institutions.

We recommend requesting a CTC if you:

- Want to keep your **original Deed Poll safe**;
- Need to submit the Deed Poll to **government bodies, banks, schools, or employers**;
- Anticipate needing **multiple verified copies** for different purposes.

What is a certified true copy?

A certified true copy is a **duplicate of your original Deed Poll** that has been:

- **Stamped and signed** by our law firm; and
- Verified to be a **true copy of the original executed document**.

It is commonly accepted as a substitute for the original by most organisations.

Who typically requires a certified copy?

Certified true copies may be requested by:

- **Schools or the Ministry of Education (MOE)**;
- **Banks, insurance companies**, or **employers**;
- **Foreign embassies or consulates**;

- Any agency that **does not retain original documents**.

Some institutions may accept photocopies or soft-copy, but others require official certification.

Can I request a certified true copy from your firm?

Yes. You can request one or more certified true copies:

- **At the time of your appointment** when signing the Deed Poll; or
- **After signing**, if you later need additional copies.

View fees or request a quote:
https://law.com.sg/deed-poll-quote

What if I've lost my original Deed Poll and need a certified copy?

If your original Deed Poll was prepared by Loh Eben Ong LLP and has been lost, you may apply for a certified true copy (if we have a record of it) using this online form:
https://law.com.sg/lost-deed-poll-ctc-online/

> You will be required to:
>
> - Provide your name and IC number;
> - Confirm the year and details of the Deed Poll;
> - Submit a statutory declaration if required;
> - Pay a fee for the replacement CTC.

Please note that we can only issue certified copies of Deed Polls that were originally prepared and executed through our firm.

Related Links:

- Submit Deed Poll online: https://law.com.sg/deed-poll-online
- Book appointment: https://book.law.com.sg

Disclaimer: This FAQ is for general informational purposes only and does not constitute legal advice. Certified copy requirements vary by institution. Please confirm with the relevant organisation before submitting any documents.