Document Signing Service using SingPass

LAW.com.sg · https://help.law.com.sg/faq/document-signing-service-using-singpass/

What is Document Signing Service (DSS)?

DSS is a convenient and secure service for signing documents online using SingPass through the Singapore Court's eLitigation service. Parties involved can sign these documents with "Sign with Singpass". A person signing a document is called a "signer". DSS is only available to persons with SingPass and Singapore NRIC numbers.

Typical documents to be signed by way of DSS include:

1. Letter of Authority
2. Warrant to Act
3. Letter of Engagement
4. Agreement
5. Letters

For privacy reasons, your full NRIC will not be displayed or included as document metadata in a documents signed with DSS/SingPass.

How do I sign a document using DSS?

Security Advisory

For your safety,

1. Please check that the link you receive starts with https://services.judiciary.gov.sg/sign
2. Do not share your DSS document access details with others.
3. The DSS system will not ask you for your username or password.

4. Please be wary of emails impersonating DSS. The DSS system will not send any automated notifications to signers.

Preparation Checklist

SingPass App

You will be digitally signing a document using your Singpass app. Before signing, please ensure that you have downloaded the Singpass mobile app and have successfully logged into the app.

- To register for Singpass, click here.
- To download the Singpass app (available on both the App Store and Google Play), click here.
- To learn more about the Singpass Digital Signing feature, click here.

Activation of signing certificate (one-time setup)

- If this is the first time you are using “Sign with Singpass”, you will be prompted by the mobile app to do a quick one-time setup.
- After following the on-screen instructions, you will be able to continue with the signing process.

Image of stamp or signature (optional)

During the signing process, you will have the option of uploading an image of your stamp or signature. If you intend to do so, prepare a scan or picture of your stamp or signature. For best results,

- Use a white background against your stamp or signature (preferably in black ink);
- If you are taking a picture, minimise shadows or distortions with good lighting, and by photographing head-on (not at an angle);
- Crop the picture to remove any surrounding whitespace, such the stamp or signature takes up the entire viewable area;
- Ensure that the smallest fonts are crisp and legible; and
- Check that your image is at least of a resolution of approximately (i) 440px (width) by 270px (height) for oval stamps, or (ii) 270px (width/height) for circular stamps. Modern cameras should be more than sufficient.

Essential information to sign the document

You will need these details:

- Individual "**Access Code**" and "**Access Reference**"
- Web link to access the document that needs to be signed, starting with https://services.judiciary.gov.sg/sign
- **Deadline** for signing (23:59:59 of the indicated date)

Please ensure that you can receive emails from “eLitigation”. You can:

- Whitelist @elitigation.sg and @elitigation.com.sg with your email program/service
- Check your junk email folder and mark emails from eLitigation as “not junk” to train your email program/service

Signing Documents

When prompted by Loh Eben Ong LLP for your digital signature, please go to the provided link to access the document. Please note that there is **a deadline** for signing the document, and if you missed the deadline, you will not be able to sign the document.

Multiple Signers

- In situations with multiple signers, subsequent signers can only access the document after prior signatures are completed
- All signers should sign before their own specified deadline.

If you wish to sign

- Draw or upload your signature or stamp. **This is optional.**
- Sign with Singpass. **This is mandatory** and required to complete your digital signing.
  1. Click on the "**Sign with Singpass**". A unique Singpass QR code will be generated and shown over the document.
  2. Open the Singpass app on your mobile device.
  3. Tap “**Scan**” and aim your device at the **Singpass QR code**.

4. If this is the first time you are using “**Sign with Singpass**”, you will be prompted by the mobile app to do a quick one-time setup. After following the on-screen instructions, you will be able to continue with the signing process.
5. Follow the on-screen instructions till you see confirmation that "**You have successfully signed this document**".

If you do not wish to sign

- Click on "**Decline**".
- Provide the reason(s) for declining the signing request.

If you are not ready to sign

- Click on "**Close**".
- You can return to the document any time before the deadline.

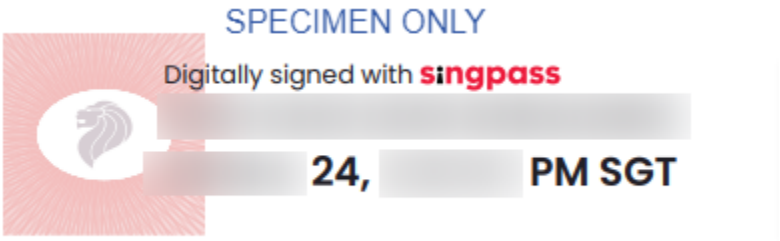
Missing the deadline to sign

If any signers miss their deadline, the document will expire, and no one will be able to retrieve or sign the document. Loh Eben Ong LLP will be automatically notified, and will have to set up the document again.

Accessing your signed document

If you have provided a valid email address to us, we will specify your email during the document setup process. Once all signatures are received, you will then receive an email notification with the signed document.

The signer's SingPass signature will appear on the document. See a specimen below:



Validating document signed with DSS

Validating via SingPass

Please refer to the Singpass FAQ at https://www.singpass.gov.sg/main/html/faq.html.

Singpass features > Digital Signing > **How do I verify that the digital signature belongs to the designated signee?**

Alternatively, you may view the GovTech Sign with Singpass Quick User Guide at https://go.gov.sg/sign-with-singpass-quick-user-guide.

PDF Viewer say that "At least one signature has problems"

Please refer to the Singpass FAQ at https://www.singpass.gov.sg/main/html/faq.html.

Singpass features > Digital Signing > **How do I configure Adobe Acrobat Reader to automatically validate the digital signature generated using Sign with Singpass in a signed document?**

Alternatively, you may view the GovTech Sign with Singpass Quick User Guide at https://go.gov.sg/sign-with-singpass-quick-user-guide.

The Singpass FAQ will guide you to install a Root CA Cert provided by the National Certificate Authority (NCA).

[Source: https://www.elitigation.sg/]
[Note: Links provided in this article may change from time to time, and please check updated links from the relevant websites.]

Related FAQs

> SingPass Verification for Certified True Copy or Original of Document by Notary Public

Embedded media: https://help.law.com.sg/faq/singpass-verification-for-certified-true-copy-or-original-of-document-by-notary-public/embed/#?secret=elYka6gHFV#?secret=6qpl0aignb