LEO Sign: Sign Documents Online with Singpass

LAW.com.sg · https://help.law.com.sg/faq/leo-sign-singpass-document-signing/

LEO Sign is our free document signing service at law.com.sg/sign. It lets you sign a PDF document electronically using Sign with Singpass, the Singapore Government's national digital signing service. You sign on your phone with the Singpass app, and the digital signature certificate is issued by the Government's National Digital Identity infrastructure.

There are two ways to use LEO Sign:

1. **Self-service signing**, where you upload and sign your own document at law.com.sg/sign; and
2. **LEO-initiated signing**, where we send you a signing link for a document we have prepared, such as an agreement, a Warrant to Act, or an engagement letter.

LEO Sign is separate from the Singapore Courts' Document Signing Service (DSS). If we have sent you a DSS link through eLitigation, please refer to our DSS article instead.

Why we ask you to sign with Singpass before notarisation

When you bring a document to our Notary Public, we may ask you to sign it first through LEO Sign. There is a good reason for this step.

A signature applied through Sign with Singpass is backed by a digital certificate issued by the Singapore Government against your Singpass identity. It tells us, with a high degree of assurance, that the person presenting the document is who they say they are, because only you can approve the signing in your own Singpass app. The signed PDF also becomes tamper-evident: any change to the document after signing invalidates the signature.

For notarial work, this gives our Notary Public a reliable, verifiable record of your identity and your act of signing, in addition to the usual checks when you attend at our office.

Please note that signing through LEO Sign is not notarisation. It does not replace attendance before the Notary Public, and the usual notarial procedures and fees still apply. It is a preliminary step that supports the notarisation.

Who can use LEO Sign

You can use LEO Sign if you:

1. are at least 21 years old;
2. hold a Singpass account. Singpass is available to Singapore Citizens, Permanent Residents, and FIN holders on eligible passes, including the Employment Pass, S Pass, Work Permit, Dependant's Pass, LTVP and Student Pass; and
3. have the Singpass app installed and set up on your mobile phone.

If you sign with a FIN, your signing certificate simply carries your FIN instead of an NRIC number. Holders of a Singpass Foreign user Account (SFA), issued to foreigners without a Singapore-issued ID, may not be able to use Sign with Singpass. If you only have an SFA, please check with us first.

How to sign your own document (self-service)

1. Go to law.com.sg/sign on a computer or phone.
2. Upload your PDF and enter your name, email address and mobile number.
3. Read and accept the terms of use.
4. Place the signature box where you want your signature to appear. You can move it to any page.
5. Click "Sign with Singpass" and approve the signing in your Singpass app.
6. Download your signed PDF. We will also email you a download link.

Before you sign, check that your document is the correct and final version. A digital signature cannot be moved to a corrected copy later; the corrected copy must be signed afresh.

How firm-initiated signing works (agreements and firm documents)

For agreements and documents we prepare, we set up the signing for you and each signer receives an email from us with a personal signing link.

1. Open the link on your phone or computer.
2. Review the document, then click "Sign with Singpass" and approve in your Singpass app.
3. When everyone has signed, all signers receive the completed document by email.

A few points worth knowing:

- **Two signing modes.** Signers may sign in any order (each on their own copy or signature box), or in a fixed sequence where each signer is invited only after the previous one has signed. We choose the mode that suits the document.
- **Deadlines.** Signing links are valid until a stated date. In sequence signing, each signer has their own deadline. If a deadline passes, the link stops working. If that happens, contact us and we can reissue the request.
- **Your link is personal.** Please do not forward your signing link to anyone else.

What kind of document can I upload for signing?

We accept PDF files, up to 10 MB.

Almost any PDF will work. A document saved from Word, a scan, or a file printed to PDF are all fine. When you upload, we check the file and tidy it if it needs it. That happens automatically and takes no time. Your document is not altered: the pages, wording and layout stay exactly as they were.

Occasionally a file cannot be used, and we will tell you as soon as you upload it rather than later. There are four reasons.

The document is password protected

Files with a password, or with editing restrictions applied, cannot be signed. Open the document, remove the protection, save a fresh copy, and upload that copy.

The document has already been signed digitally

A PDF that already carries a digital signature is locked, so nothing further can be added to it. Upload an unsigned copy of the document instead.

The document is a fillable form

Some PDFs are interactive forms rather than ordinary documents. Print the document to PDF first, using the steps below, then upload the printed copy.

The file is damaged

Files sometimes get corrupted when they are emailed or downloaded. Printing to PDF usually clears the problem.

How to print a document to PDF

1. Open the document in Chrome or Microsoft Edge. You can drag the file onto an open browser window.
2. Press Ctrl and P together. On a Mac, press Command and P.
3. Where it asks for a printer or destination, choose **Save as PDF**.
4. Save the file under a new name, then upload that file.

This creates a clean copy of the same document, which will upload without trouble.

Documents that cannot be signed electronically

Some documents are excluded from electronic signing under the First Schedule to the Electronic Transactions Act 2010. These include wills, powers of attorney, declarations of trust, indentures, negotiable instruments, and contracts for the sale or disposition of immovable property. Do not sign these through LEO Sign; an electronic signature on such a document may have no legal effect. For these documents, we will arrange conventional signing, and where needed, witnessing before our Notary Public or Commissioner for Oaths.

Security, privacy and validity

- The digital signature is applied through Sign with Singpass and certified against your Singpass identity by the Government's National Certification Authority.
- Your full NRIC or FIN is not displayed on the signed document.
- Documents uploaded to LEO Sign, whether signed or unsigned, are deleted from our systems 14 days after upload, so please download your signed copy promptly.
- To verify a signature in Adobe Acrobat Reader, see the Singpass FAQ at singpass.gov.sg under Digital Signing, or the GovTech Sign with Singpass user guide.

Use of LEO Sign is subject to our terms of use.

Frequently asked questions

Is LEO Sign free?

Yes. LEO Sign is provided free of charge. Notarial and other professional services remain chargeable in the usual way.

Is a document signed with Singpass legally binding?

Generally yes. Singapore's Electronic Transactions Act 2010 recognises electronic signatures, and Sign with Singpass produces a secure digital signature. The exceptions are the excluded documents listed above.

Is signing through LEO Sign the same as notarisation?

No. Notarisation requires attendance before a Notary Public, who then issues a Notarial Certificate. LEO Sign is a preliminary identity and signing step that supports, but does not replace, notarisation.

Can foreigners use LEO Sign?

Yes, if they hold a Singpass account, which is available to FIN holders on eligible passes. Foreigners without a Singapore-issued ID generally cannot.

What happens if I miss my signing deadline?

Your link stops working and the document cannot be signed through that link. Contact us and we can set the signing up again.

Do I need the Singpass app?

Yes. The signing itself is approved in the Singpass app on your phone, even if you open the document on a computer.