What should I do prior to engaging a Notary Public?

Notary General · https://help.law.com.sg/faq/what-should-i-do-prior-to-engaging-a-notary-public/

General

We receive numerous enquiries for our Notarial Services, and some have requested for advice on your recipient's requirements.

In general, the notarised document will comprise of:

1. the document to be notarised
2. the Notarial Certificate
3. the Apostille

Before you engage us, please check with your recipient on his exact requirements. We are unable to advise you on the requirements of your recipient.

If your notarised document is for used in a country which is party to the Apostille Convention, then the Apostille issued by Singapore Academy of Law (SAL) should be sufficient and no further action is usually required. However, you should always check with the recipient on his requirements.

If your notarised document is not to be used in a country which is party to the Apostille Convention, further legalisation may be required. In that event, you may need to legalise your notarised document at the specific foreign embassy or consulate office in Singapore.

Witnessing of Signing

Please verify with your recipient on:

1. the specific documents to be signed by you in the presence of a Notary
2. whether an Apostille issued by SAL is sufficient
3. whether legalization by the foreign embassy or consulate in Singapore is required.

Typical documents to be executed in the presenece of Notary Public include:-

1. Power of Attorney
2. Declarations, such as Affidavits and Statutory Declarations
3. Commercial Contracts
4. Forms
5. Real Estate / Immovable Properties documents, such Sale and Purchase Agreements and foreign Land Registry instruments.

For attendance at our office, please ensure that all particulars of the signer are correctly and accurately stated in the document and these are consistent with the identity documents (eg. Passport or Singapore Identity Card).

Certified True Copies of Document

You may wish to check with your recipient and/or the embassy of the recipient country on whether:

1. different certified true copies of documents can be bundled with one Notarial Certificate, or
2. one Notarial Certificate for each certified true copy of document.

Typical documents to be certified true by a Notary Public (at the Notary's discretion) include:-

1. Deed Poll (Change of Name)
2. Educational Certificates (only recognised institutions or authorities in Singapore, and further letter of confirmation from the institution may be required prior to our certification)
3. Identity documents (eg. Passport, NRIC)
4. Singapore Marriage Certificates
5. Power of Attorney
6. Singapore Company's Incorporation Certificates
7. Banks' statement (for Bank with a licence in Singapore)
8. Singapore Company's Business' Profile (only if conducted by us subject to a service fee)

The original document is required to be produced at our office, and we may not certify documents which are originated from overseas, and any document that our Notary is unable to ascertain its authenticity upon perusal.

Our Notary may at his discretion reject any document produced for certification, and charges may be levied for any abortive work.