

NOTARY PUBLIC FEE GUIDE

Understanding Your Notarial Costs

A transparent breakdown of witnessing and certified-true-copy fees

Where Your Fees Go

Notary Public fees in Singapore are **fixed by statute** under the First Schedule of the Notaries Public Rules (Cap. 208, R1) — they are not set by the law firm. Every notarised document must, by law, carry an **Apostille** issued by the Singapore Academy of Law (SAL). The Apostille fee of **\$87.20** (\$80 + 9% GST) is a **statutory disbursement paid to SAL** — paid up-front by the Notary on your behalf and not retained by the firm.

SERVICE A · WITNESSING / ATTESTATION

One document, one signer

Signing attested before the Notary Public

Notarial execution — one signer **\$40.00**
Rules, Sch. 1 Pt II, item 1(1)

Notarial Certificate & seal **\$75.00**
Rules, Sch. 1 Pt II, item 2(1)

SAL Apostille (mandatory) **\$87.20**
Paid by Notary to SAL — \$80 + 9% GST

TOTAL \$202.20

SERVICE B · CERTIFIED TRUE COPY

One document, separate NC

CTC of a single-page document (e.g. passport)

Examining & certifying — first page **\$10.00**
Rules, Sch. 1 Pt II, item 4(a)

Notarial Certificate & seal **\$75.00**
Rules, Sch. 1 Pt II, item 4(c)

SAL Apostille (mandatory) **\$87.20**
Paid by Notary to SAL — \$80 + 9% GST

TOTAL \$172.20

Consolidated Fee Schedule · 1 to 10 documents

ALL-IN TOTALS, INCLUSIVE OF GST

DOCS	WITNESSING one NC per doc · no bundling	CERTIFIED TRUE COPY		YOU SAVE by bundling
		OPTION 1 — SEPARATE NC one NC per doc	OPTION 2 — BUNDLED NC one NC for all	
1	\$202.20	\$172.20	\$172.20	—
2	\$404.40	\$344.40	\$182.20	\$162.20
3	\$606.60	\$516.60	\$192.20	\$324.40
4	\$808.80	\$688.80	\$202.20	\$486.60
5	\$1,011.00	\$861.00	\$212.20	\$648.80
6	\$1,213.20	\$1,033.20	\$222.20	\$811.00
7	\$1,415.40	\$1,205.40	\$232.20	\$973.20
8	\$1,617.60	\$1,377.60	\$242.20	\$1,135.40
9	\$1,819.80	\$1,549.80	\$252.20	\$1,297.60
10	\$2,022.00	\$1,722.00	\$262.20	\$1,459.80

Witnessing is based on one signer per document — additional parties on the same document: \$20 (2nd party) / \$10 (3rd onwards); each exhibit \$10. CTC is based on single-page documents; subsequent pages of the same document: \$2 per page.

Important Notes

1. Apostille is mandatory

Every notarised document must carry an Apostille from SAL (since 16 Sept 2021). The \$87.20 fee is paid by the Notary to SAL up-front and is not retained by the firm.

2. Bundling for CTC only

Multiple CTC documents may be bundled under a single NC, subject to the overseas recipient accepting a bundled NC. Witnessing cannot be bundled — each document requires its own NC.

3. Collection of Apostille

After notarisation, the client personally brings the document to SAL (1 Coleman Street, #08-06 The Adelphi) to collect the Apostille. No payment at SAL counter. e-Apostille available on recipient's acceptance.