

Step 1: Engaging a Notary Public

Search & Book



Client searches for a Notary Public in the SAL Directory and books an appointment.

Attend Appointment



Client brings the documents to the appointment at the Notary Public's office for notarisation.

Verification & Signing



The Notary Public verifies the document, signs them, and scans them for upload into the SAL Legalisation Portal.

Step 2: e-Notarisation through SAL's Legalisation Portal

Note: This step is completed by the Notary Public

Notary Public Uploads & Certifies Documents



The notarised document is uploaded into the SAL Legalisation Portal, and an electronic Notarial Certificate (e-NC) is created.

Documents are Authenticated



The e-NC, e-Apostille, and the document are securely stored in the SAL system.

Email Notification



The Notary Public sends the client an email with a link to access the e-NC, e-Apostille and notarised document.

Step 3: Accessing the e-Notarised Documents

Client Receives Link to Documents



The client enters the e-NC number, email address, and One-Time Password (OTP) to view the e-NC, e-Apostille and notarised document.

Sending Documents to Recipient



At the e-Notarised document access page, the client can forward the documents to the intended recipient.

Recipient Receives Link to Documents



The recipient receives an email with a link to access the authenticated documents. The recipient enters the e-NC number, email address, and OTP to view the e-NC, e-Apostille and notarised document.