



COMMISSIONERS FOR OATHS
& NOTARIES PUBLIC

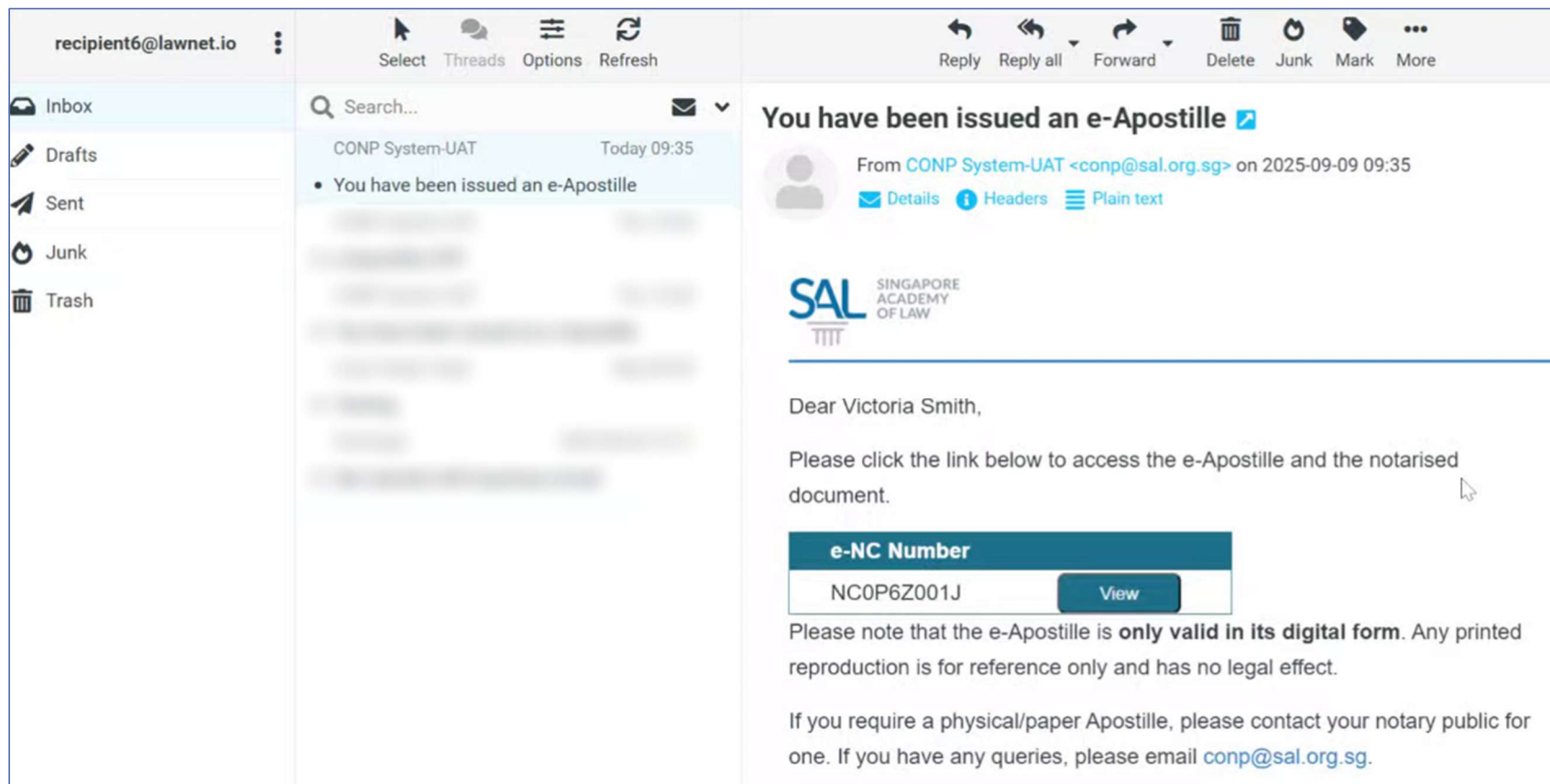


e-Notarisation

Step-by-step Guide for the End Recipient (Overseas)

Step 1:

The End Recipient will receive an email with information on how to access the e-Notarial Certificate.



Step 2:

When the End Recipient clicks on "View" he/she will be redirected to the Singapore Academy of Law verification page.

The screenshot displays an email client interface for the address **recipient6@lawnet.io**. The left sidebar shows folders: **Inbox**, **Drafts**, **Sent**, **Junk**, and **Trash**. The main email view shows a list of messages from **CONP System-UAT**. The selected email is titled **You have been issued an e-Apostille** and is dated **Today 09:35**. The email content includes the SAL logo and the text: **You have been issued an e-Apostille**. Below this, there is a table with the following data:

e-NC Number
NC0P6Z001J

Below the table, there is a **View** button. An orange box highlights the **View** button, and a yellow arrow points to it with a callout saying **Click on "View"**. The email also contains the text: **Please click the link below to access the e-Apostille document.** and **Please note that the e-Apostille is only valid in its digital form. Any printed reproduction is for reference only and has no legal effect.**

Step 3:

The End Recipient will need to submit his/her email address to request the OTP for secure access.



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e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* 

recipient6@lawnet.io

Verify

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Step 4:

The End Recipient enters their e-Notarial Certificate number and email address, then clicks on "Verify".

The e-Notarial Certificate number is stated in the email sent (refer to step 1 and 2).

The screenshot displays the SAL Singapore Academy of Law website. The header includes the SAL logo and the text 'SINGAPORE ACADEMY OF LAW'. Below the header, the text 'COMMISSIONERS FOR OATHS & NOTARIES PUBLIC' is visible. A navigation bar contains links for 'About Us', 'Our Services', 'News & Events', 'Directory', 'FAQs', 'Contact Us', and a 'Login' button. The main section is titled 'e-Notarial Particulars'. A form is highlighted with an orange border, containing two input fields: 'E-NC Number*' with the value 'NC0P6Z001J' and 'Email*' with the value 'recipient6@lawnet.io'. An information icon is next to the email field. A blue 'Verify' button is to the right of the email field. A yellow arrow points from a text box to the 'Verify' button. The text box contains the text: 'Recipient enters their e-NC number and email address, then clicks on "Verify"'. The footer includes copyright information '© 2025 Singapore Academy of Law', links for 'Terms & Conditions', 'Privacy Policy', and 'Contact Us', and social media icons for LinkedIn, Facebook, Twitter, and Instagram.

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e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* ⓘ

recipient6@lawnet.io

Verify

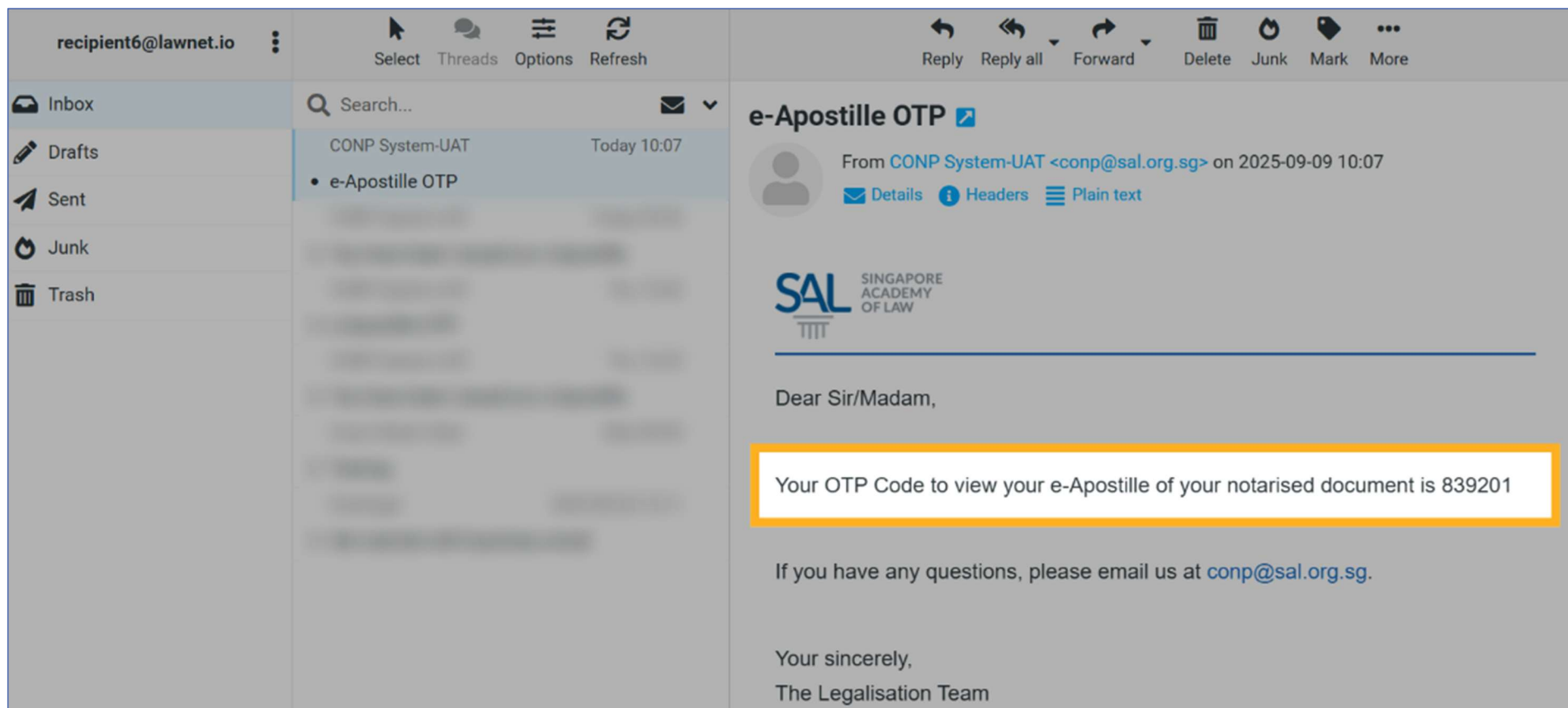
Recipient enters their e-NC number and email address, then clicks on "Verify"

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Step 5:

A 6-digit one time password will be sent to the End Recipient's email address.



Step 6:

The End Recipient enters the one-time password in this field to authenticate his/her access.

The screenshot shows the 'e-Notarial Particulars' page on the SAL Singapore Academy of Law website. The page is for 'COMMISSIONERS FOR OATHS & NOTARIES PUBLIC'. It contains a form for verification. The 'E-NC Number' field is filled with 'NC0P6Z001J'. The 'Email' field is filled with 'recipient6@lawnet.io' and has a 'Verify' button next to it. Below the email field, a red message states: 'A One-Time Password (OTP) has been sent to your email. Please check your inbox and junk mail folder to retrieve the email.' The 'Verify your email' section has a text prompt: 'Please enter the 6-digit One-Time Password (OTP) sent to your email address. If you don't receive the email within 2 minutes, click on the Resend OTP button.' Below this prompt, the OTP '839201' is entered into a text field, which is highlighted with an orange box. An orange arrow points from a callout box 'Enter the One-time Password (OTP)' to this field. Below the OTP field is a 'Resend OTP' button with a timer 'Resend OTP in 2:05'. A red message below the button states: 'An email with a verification code was just sent to you. The code will be valid for 5 minutes.' At the bottom of the form is a 'Proceed' button. The footer of the page includes copyright information '© 2025 Singapore Academy of Law', links for 'Terms & Conditions', 'Privacy Policy', and 'Contact Us', and social media icons for LinkedIn, Facebook, Twitter, and Instagram.

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Home About Us Our Services News & Events Directory FAQs Contact Us Login

e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* ⓘ

recipient6@lawnet.io **Verify**

A One-Time Password (OTP) has been sent to your email. Please check your inbox and junk mail folder to retrieve the email.

Verify your email

Please enter the 6-digit One-Time Password (OTP) sent to your email address. If you don't receive the email within 2 minutes, click on the Resend OTP button.

839201

Resend OTP Resend OTP in 2:05

An email with a verification code was just sent to you. The code will be valid for 5 minutes.

Proceed

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Step 7: Click on "Proceed"

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e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* ⓘ

recipient6@lawnet.io [Verify](#)

A One-Time Password (OTP) has been sent to your email. Please check your inbox and junk mail folder to retrieve the email.

Verify your email

Please enter the 6-digit One-Time Password (OTP) sent to your email to verify it within 300 seconds. Check your spam/junk folders if you haven't received the OTP.

If you don't receive the email

839201

[Resend OTP](#) [Resend OTP in 278s](#)

An email with a verification code was just sent to you. The code will be valid for 5 minutes

[Proceed](#)

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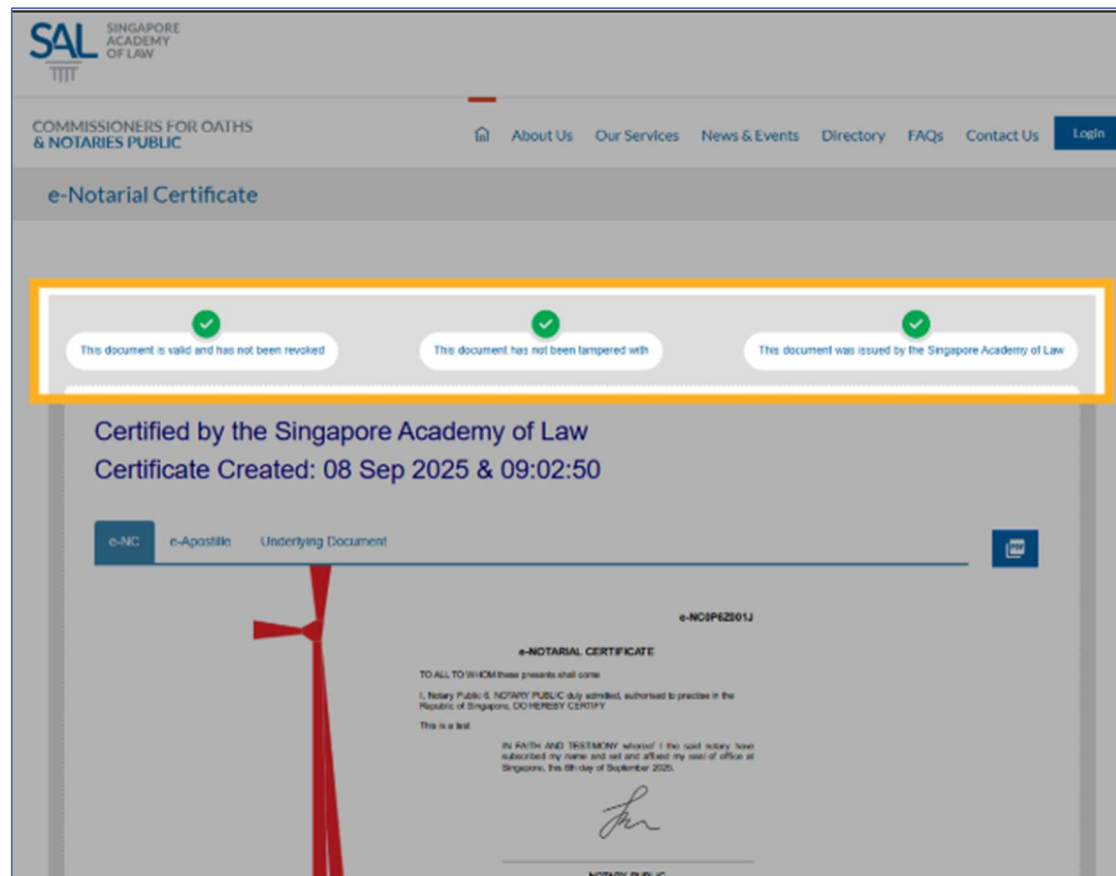
Step 8:

The End Recipient will now be brought to the e-Notarial Certificate viewing page.

The screenshot displays the 'e-Notarial Certificate' viewing page. At the top left is the SAL SINGAPORE ACADEMY OF LAW logo. The header includes 'COMMISSIONERS FOR OATHS & NOTARIES PUBLIC' and a navigation menu with links: Home, About Us, Our Services, News & Events, Directory, FAQs, Contact Us, and a Login button. Below the header, the page title 'e-Notarial Certificate' is shown. Three green checkmark icons with status messages are displayed: 'This document is valid and has not been revoked', 'This document has not been tampered with', and 'This document was issued by the Singapore Academy of Law'. The main content area features the text 'Certified by the Singapore Academy of Law' and 'Certificate Created: 08 Sep 2025 & 09:02:50'. A tabbed interface at the bottom has three tabs: 'e-NC' (selected), 'e-Apostille', and 'Underlying Document'. A red ribbon graphic is positioned on the left side of the certificate area. The certificate itself is titled 'e-NOTARIAL CERTIFICATE' with ID 'e-NC0P62001J'. It contains the following text: 'TO ALL TO WHOM these presents shall come', 'I, Notary Public & NOTARY PUBLIC duly admitted, authorised to practise in the Republic of Singapore, DO HEREBY CERTIFY', 'This is a test', and 'IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and set and affixed my seal of office at Singapore, this 8th day of September 2025.' Below the text is a signature and the printed name 'NOTARY PUBLIC SINGAPORE'. A circular notary seal is visible at the bottom center.

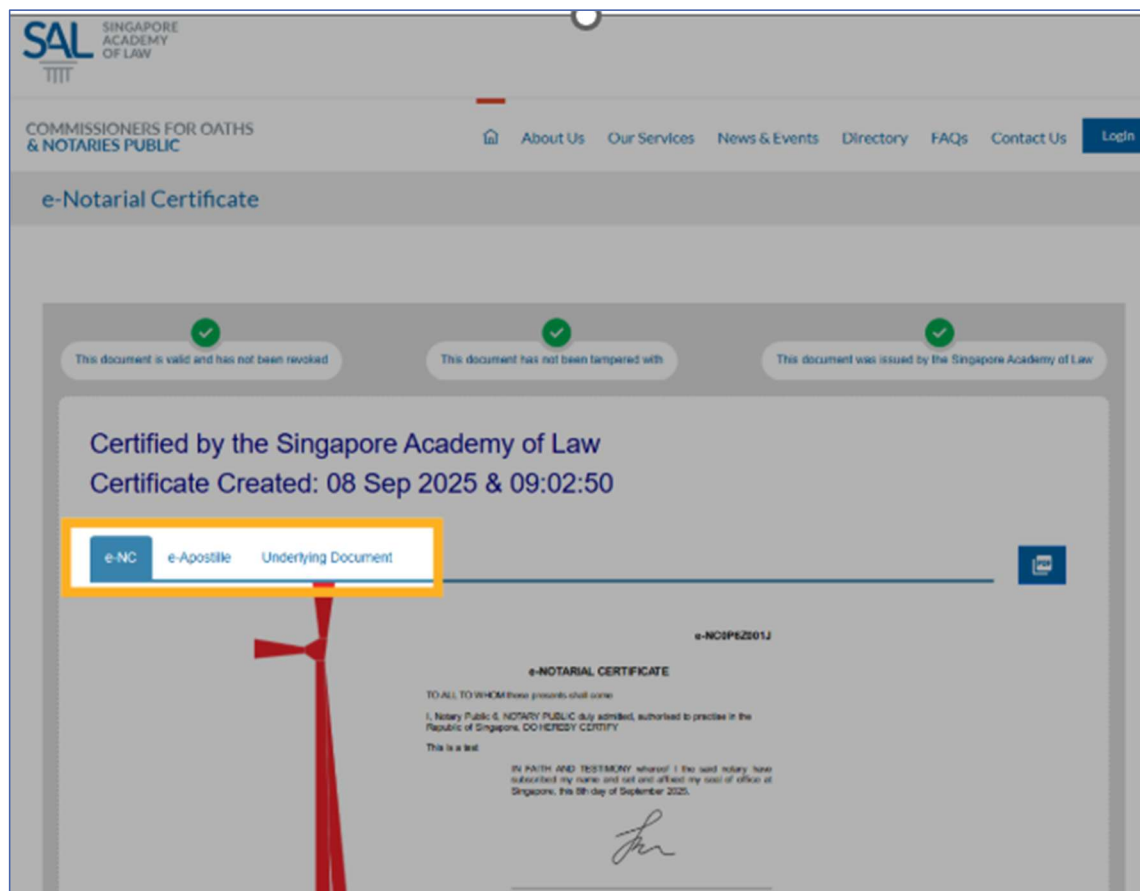
Step 9:

A valid e-Notarial Certificate will have the following 3 check marks.

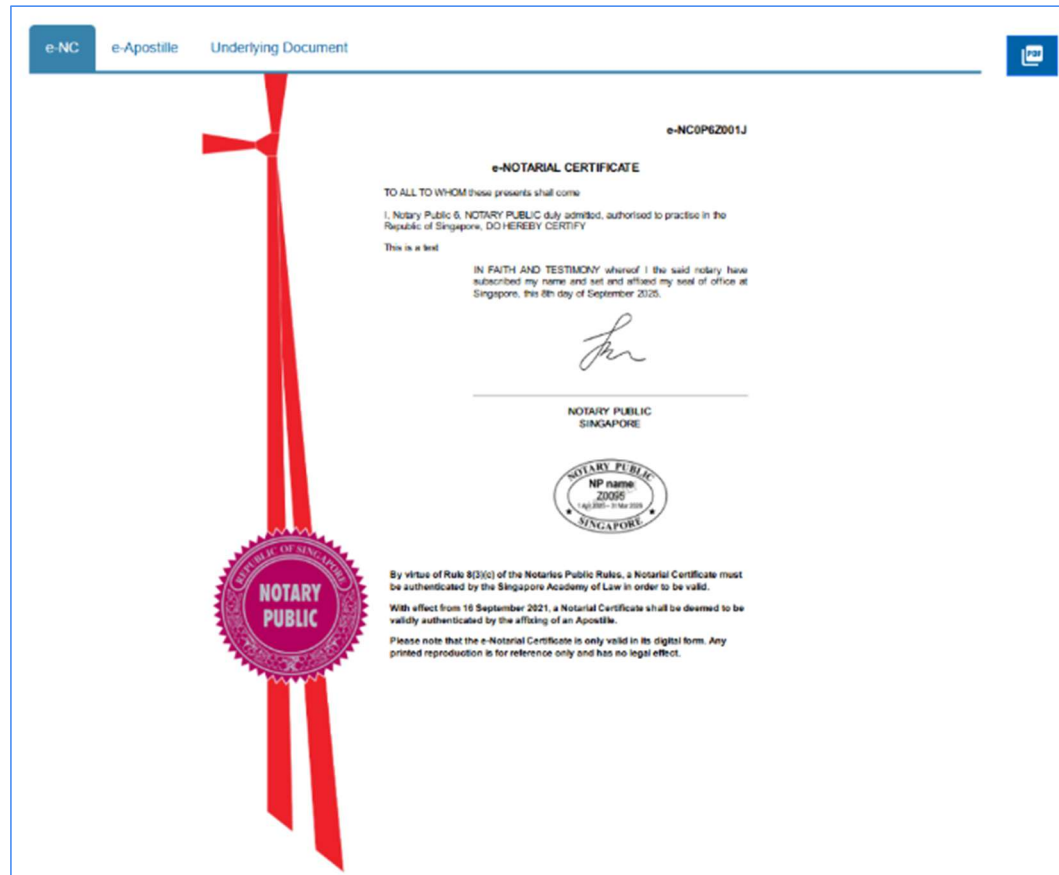


Step 10:

The End Recipient may click on the e-Notarial Certificate, e-Apostille, and Underlying Document buttons to view the documents individually.



- The e-Notarial Certificate



- Here is a sample of how each document would appear:
- The e-Apostille

e-NC

e-Apostille

Underlying Document

e-APOSTILLE
(Convention de La Haye du 5 Octobre 1961)

This e-Apostille only certifies the authenticity of the signature, seal or stamp and the capacity of the person who has signed the attached Singapore public document, and, where appropriate, the identity of the seal or stamp. It does not certify the authenticity of the underlying document. If this document is to be used in a country not party to the Hague Convention of the 5th of October 1961, it should be presented to the consular section of the mission representing that country.

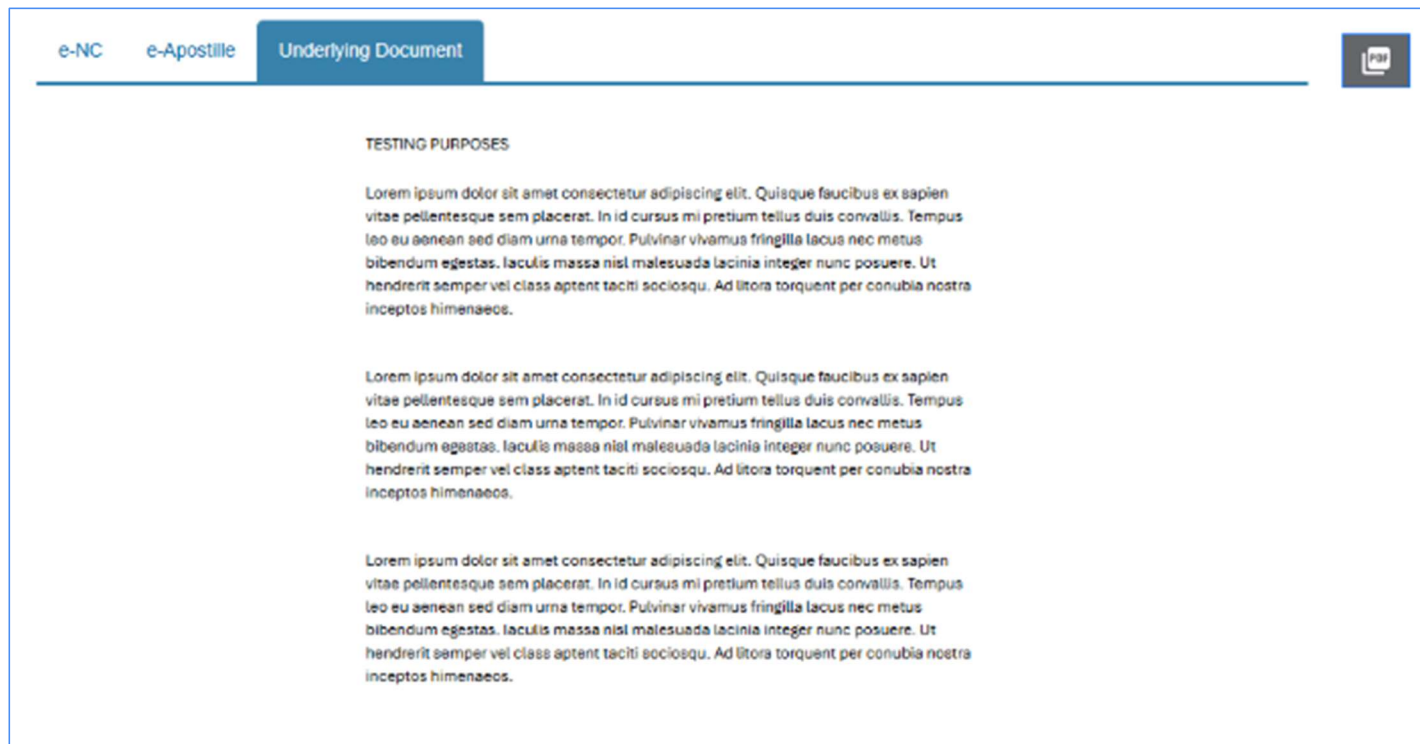
1. Country:	Singapore
This public document	
2. Has been signed by:	Notary Public 6
3. Acting in the capacity of:	Notary Public
4. Bears the seal/stamp of:	Notary Public
Certified	
5. At:	Singapore Academy of Law
6. The:	8th September 2025
7. By:	Melissa Goh
8. No.:	AC0P6Z001J
9. Seal/Stamp:	10. Signature:





Here is a sample of how each document would appear:

- The Underlying Document



The End Recipient may also download a PDF version of the authenticated documents.
Do note that the PDF version is for reference use only.

