



COMMISSIONERS FOR OATHS
& NOTARIES PUBLIC



e-Notarisation

Step-by-step Guide for the Notary Public

Step 1: Notarise Your Client's Document

Proceed with the notarisation of your client's physical document



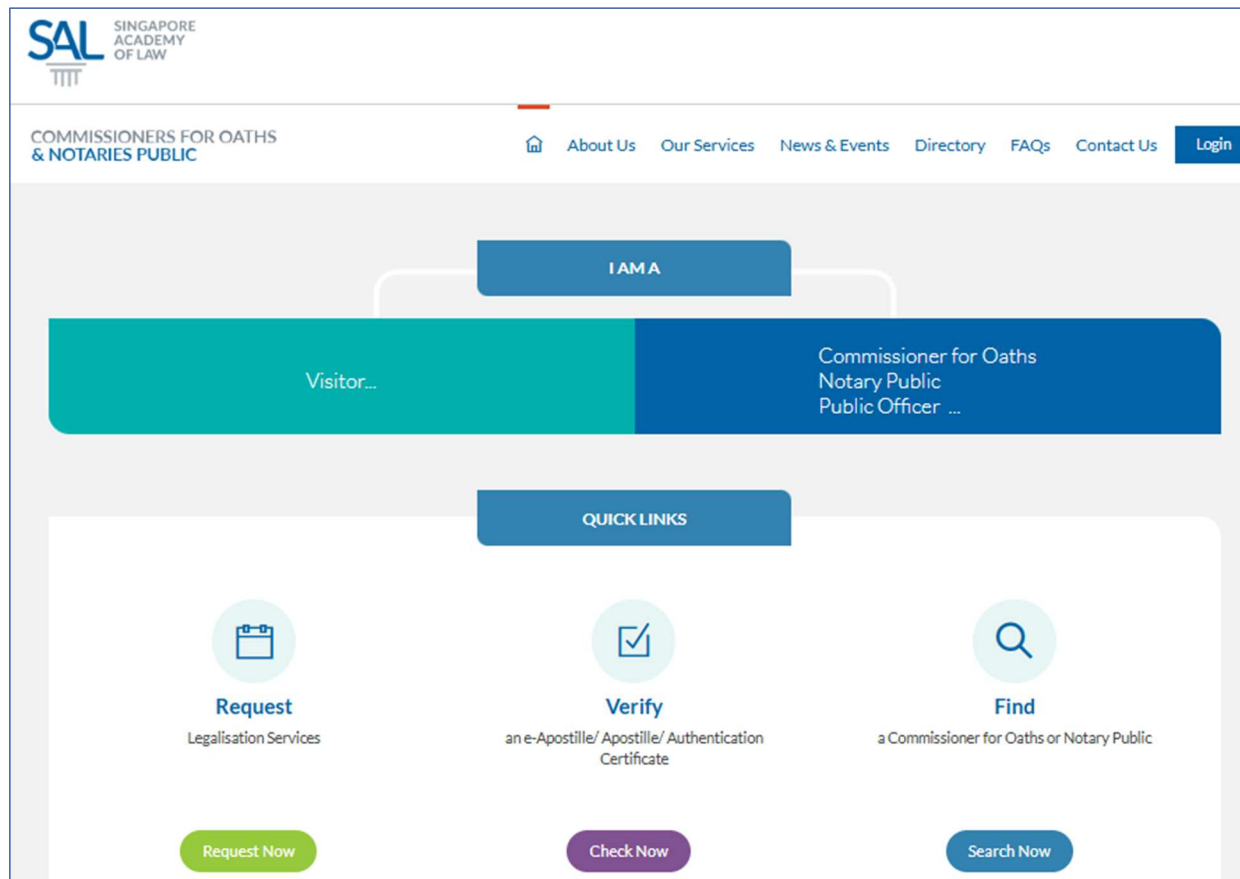
Step 2: Notarise Your Client's Document

Scan and save the notarised document to your PC in PDF format



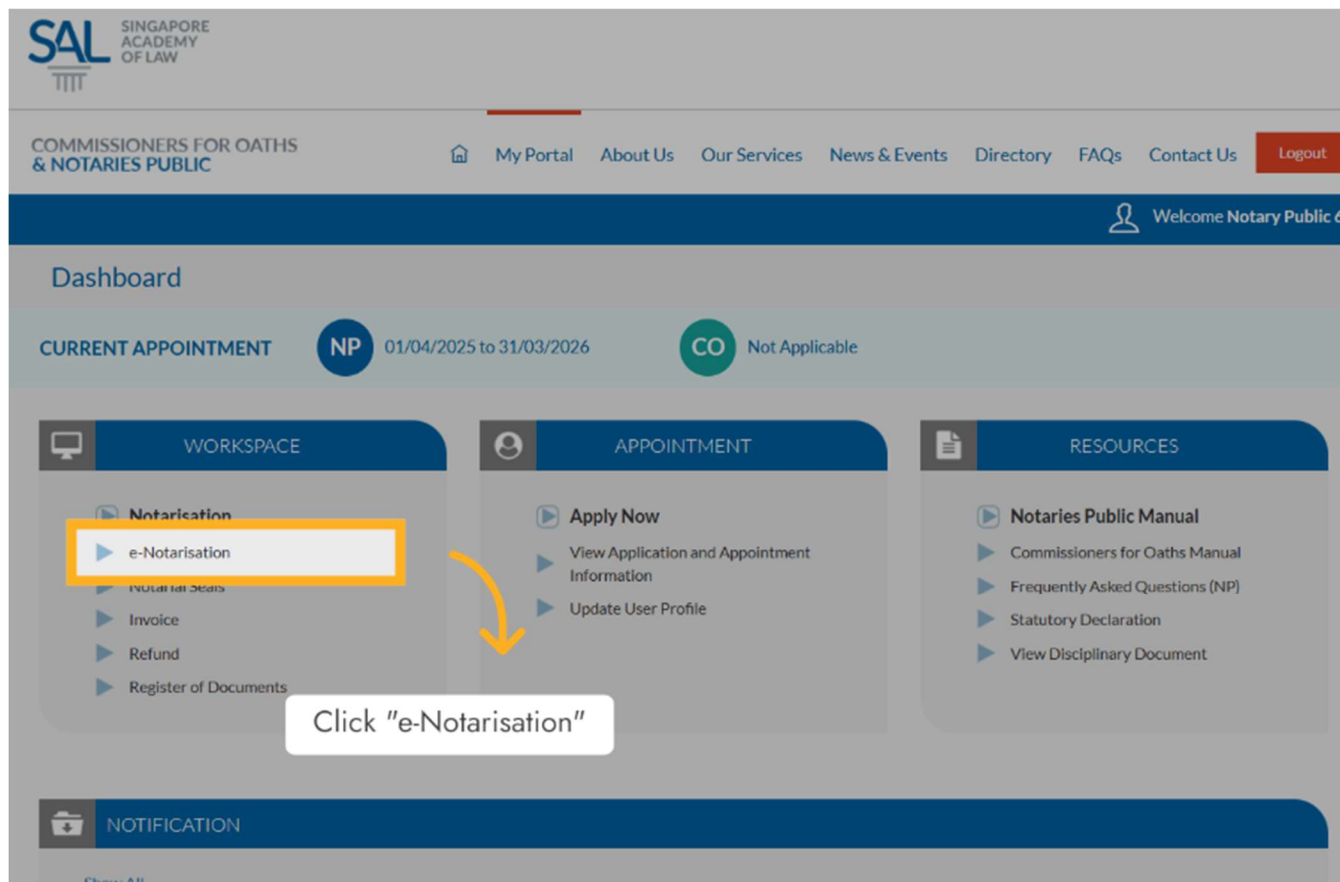
Step 3: Creating an e-Notarial Certificate (e-NC) – Logging in

Go to login at <https://legalisation.sal.sg/>



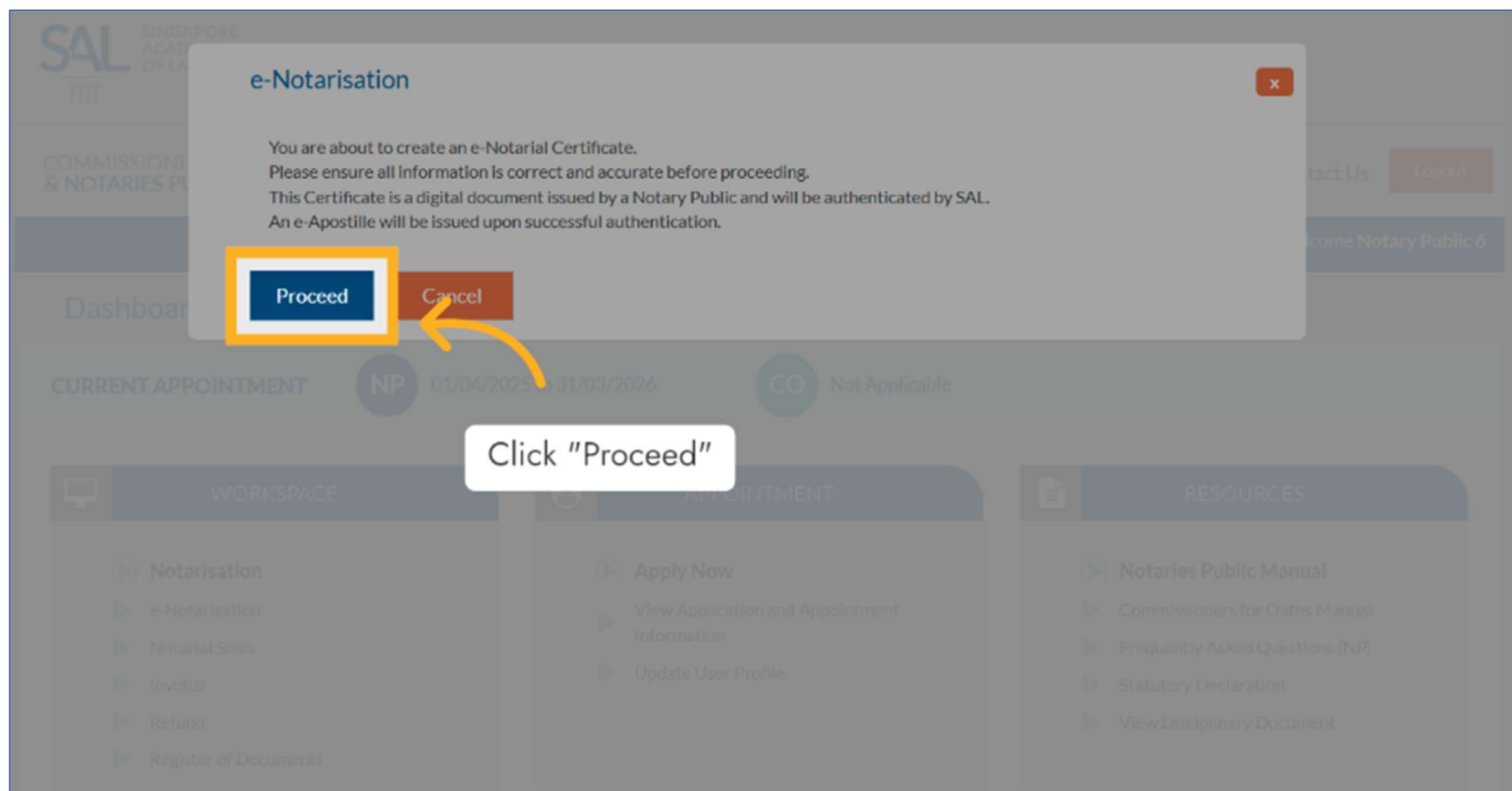
Step 4: Creating an e-NC – Notary Public's Dashboard

The e-Notarisation service is located under your 'Workspace'.
Click on “e-Notarisation”.



Step 5: Creating an e-NC – Pop-up Message

Click on 'Proceed' to begin creating an e-NC.



Step 6: Creating an e-NC– New e-NC

Click on the plus (+) icon to create a new e-NC

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Welcome Notary Public 6

e-Notarial Certificates

Click '+' icon

All Draft Authenticated Voided

New e-Notarial Certificate 

e-Notarial Certificate No.

Date of Notarisation From: DD/MM/YYYY To: DD/MM/YYYY

Authentication Date From: DD/MM/YYYY To: DD/MM/YYYY

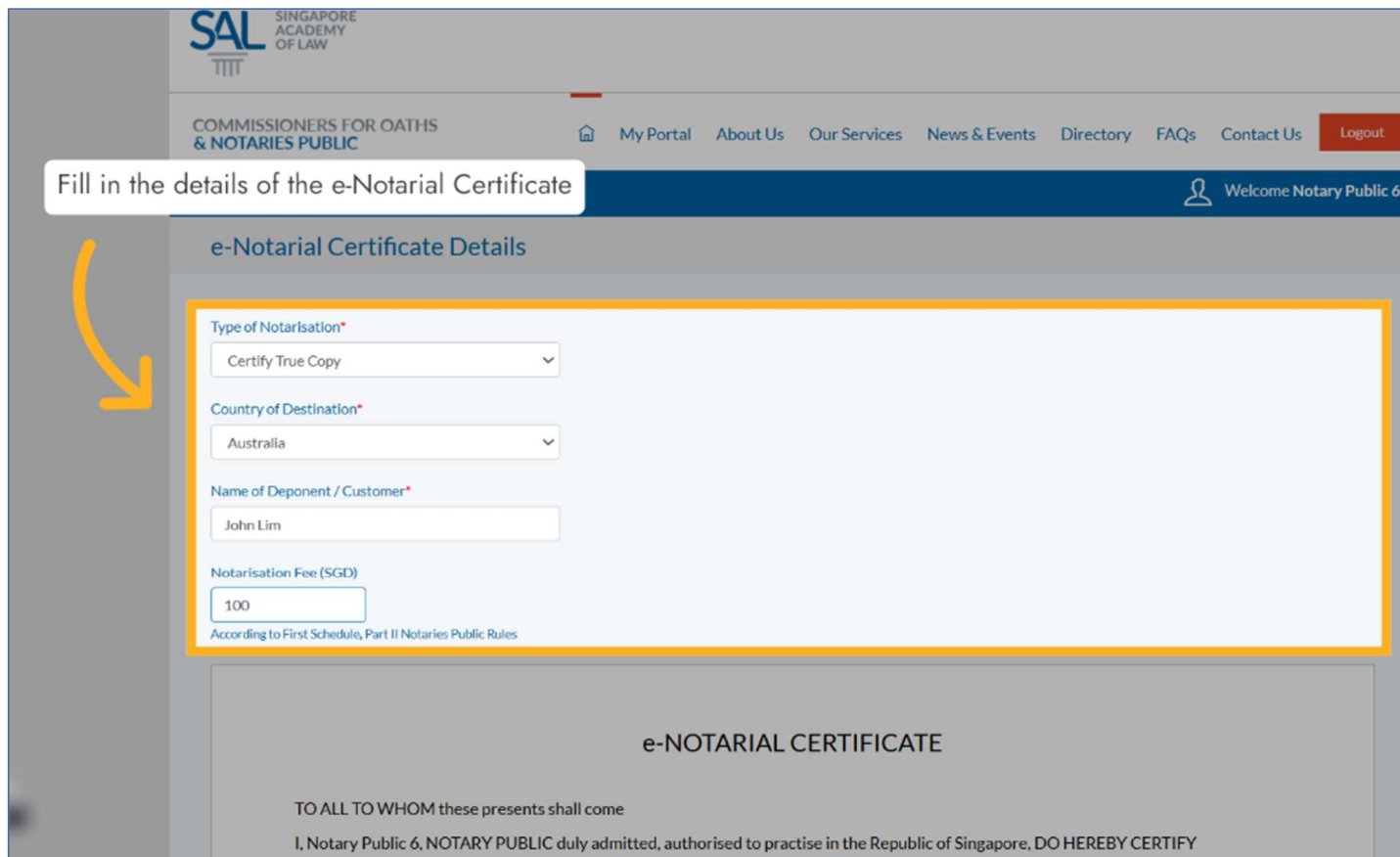
Search

Note: This draft will remain valid for 7 days from its creation date.

	S/No	e-NC No.	Name of Deponent	Status	Notarisation Date	Authentication Date	Action
☐	1	NCOP6V00ID	Kritika	Authenticated	04/09/2025	04/09/2025	 
☐	2	NCOP6V00EA	shah	Authenticated	04/09/2025	04/09/2025	 

Step 7: Creating an e-NC – New e-NC

Fill in the details of the e-NC



The screenshot displays the SAL Singapore Academy of Law website interface. The header includes the SAL logo and the text 'SINGAPORE ACADEMY OF LAW'. Below this, it says 'COMMISSIONERS FOR OATHS & NOTARIES PUBLIC'. The navigation menu contains links: My Portal, About Us, Our Services, News & Events, Directory, FAQs, Contact Us, and a Logout button. A user greeting 'Welcome Notary Public 6' is visible on the right.

A yellow arrow points to the 'e-Notarial Certificate Details' form. The form contains the following fields:

- Type of Notarisation*: Certify True Copy (dropdown menu)
- Country of Destination*: Australia (dropdown menu)
- Name of Deponent / Customer*: John Lim (text input)
- Notarisation Fee (SGD): 100 (text input)

Below the form, it states: 'According to First Schedule, Part II Notaries Public Rules'.

The bottom section of the form is titled 'e-NOTARIAL CERTIFICATE' and contains the text: 'TO ALL TO WHOM these presents shall come' and 'I, Notary Public 6, NOTARY PUBLIC duly admitted, authorised to practise in the Republic of Singapore, DO HEREBY CERTIFY'.

Step 8: Creating an e-NC– New e-NC

Fill in the content of the e-NC

Australia

Name of Deponent / Customer*

John Lim

Notarisation Fee (SGD)

100

According to First Schedule, Part II Notaries Public Rules

Fill in the details of the e-Notarial Certificate

e-NOTARIAL CERTIFICATE

TO ALL TO WHOM these presents shall come

I, Notary Public 6, NOTARY PUBLIC duly admitted, authorised to practise in the Republic of Singapore, DO HEREBY CERTIFY

B *I* U $\times_2$ $\times^2$ [Text Alignment Icons] [List Icons] [Table Icon]

This is a tes

IN FAITH AND TESTIMONY whereof I the said notary have
subscribed my name and set and affixed my seal of office at

Step 9: Creating an e-NC – New e-NC

Click on “Save” to store your draft

IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and set and affixed my seal of office at Singapore, this 04/09/2025

NOTARY PUBLIC
SINGAPORE

By virtue of Rule 8(3)(c) of the Notaries Public Ordinance, a Notarial Certificate must be authenticated by the Singapore Academy of Law in order to be valid.

With effect from 16 September 2021, a Notarial Certificate shall be deemed to be validly authenticated by the affixing of an Apostille.

Please note that the e-Notarial Certificate is only valid in its digital form. Any printed reproduction is for reference only and has no legal effect.

Save Exit Without Saving Reset

Step 10: Creating an e-NC – New e-NC

Click on “Upload the Underlying document” to upload the notarised document which was earlier scanned and saved onto your PC

NOTARY PUBLIC
SINGAPORE

NOTARY PUBLIC
NP name
Z0095
1 Apr 2025 – 31 Mar 2026
SINGAPORE

By virtue of Rule 8(3)(c) of the Notaries Public Rules, a Notarial Certificate must be authenticated by the Singapore Academy of Law in order to be valid.

With effect from 16 September 2022, a Notarial Certificate shall be deemed to be validly authenticated by the affixing of an Apostille.

Please note that the e-Notarial Certificate is only valid in its digital form. Any printed reproduction is for reference only and has no legal effect.

Click on “Upload the Underlying Document”

Back Upload the Underlying Document Cancel

Step 11: Creating an e-NC – New e-NC

Drag and drop or select the PDF file into the box

The screenshot displays the SAL Singapore Academy of Law website interface. At the top, the SAL logo and 'SINGAPORE ACADEMY OF LAW' are visible. Below this, the text 'COMMISSIONERS FOR OATHS & NOTARIES PUBLIC' is shown. A navigation bar includes links for 'My Portal', 'About Us', 'Our Services', 'News & Events', 'Directory', 'FAQs', 'Contact Us', and a 'Logout' button. A user greeting 'Welcome Notary Public 6' is displayed on the right. The main section is titled 'Underlying Document'. It contains a text prompt: 'Please upload the document. This document serves as the underlying supporting document for the notarial certificate.' Below this is a large dashed rectangular box for file upload. Inside the box, the text reads: 'Click / drop a PDF document here.', 'File format: .pdf', and 'Maximum size: 5 MB'. An orange arrow points to this dashed box. Below the upload area are three buttons: 'Back', 'Confirm', and 'Cancel'. A white tooltip box with the text 'Click or drop a PDF document here' is positioned at the bottom right of the upload area. 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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Welcome Notary Public 6

Underlying Document

Please upload the document. This document serves as the underlying supporting document for the notarial certificate.

Click / drop a PDF document here.
File format: .pdf
Maximum size: 5 MB

Back Confirm Cancel

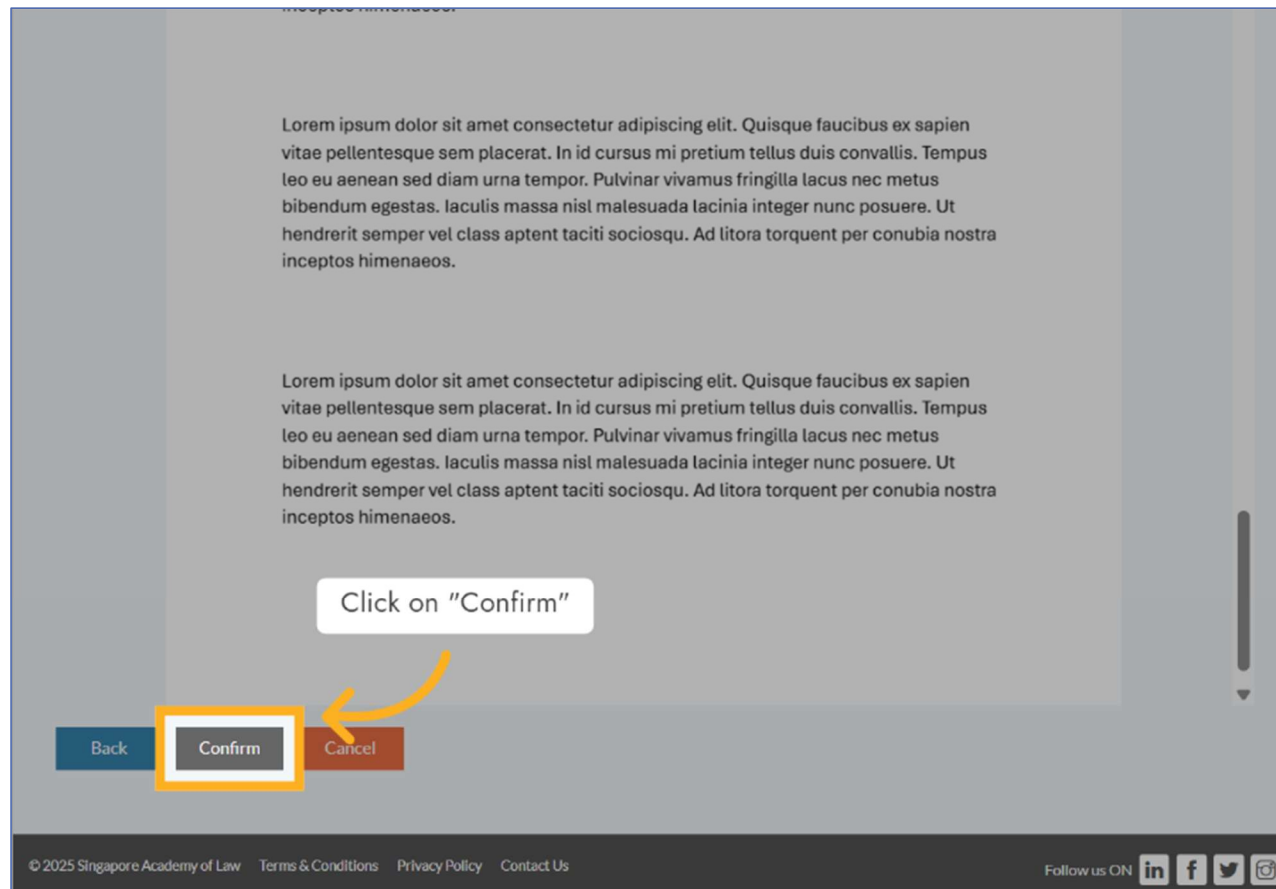
Click or drop a PDF document here

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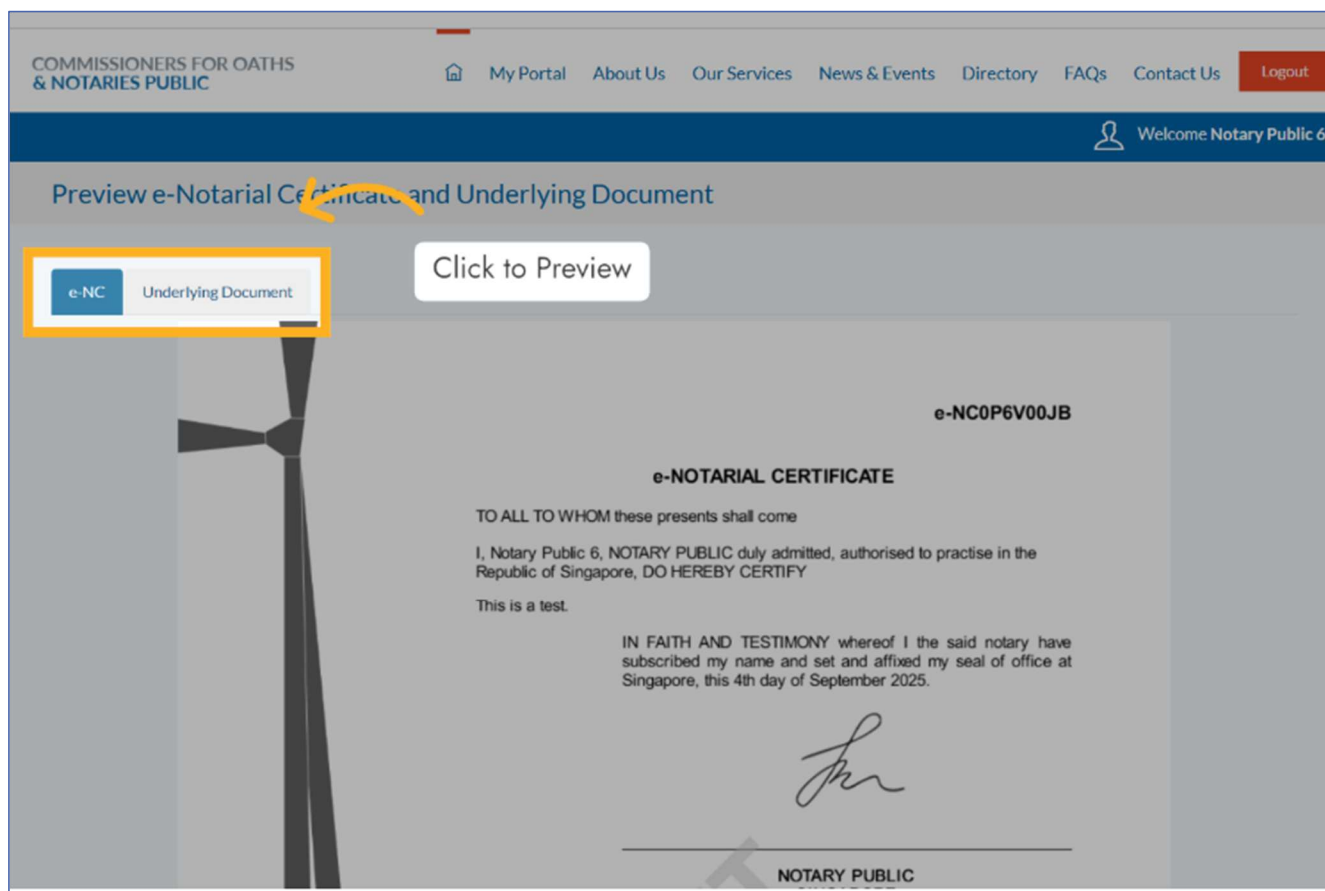
Step 12: Creating an e-NC – New e-NC

Click on "Confirm" to proceed to view the e-NC and the underlying document



Step 13: Creating an e-NC – New e-NC

Click "e-NC" or "Underlying Document" to preview the documents



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Welcome Notary Public 6

Preview e-Notarial Certificate and Underlying Document

e-NC Underlying Document

Click to Preview

e-NC0P6V00JB

e-NOTARIAL CERTIFICATE

TO ALL TO WHOM these presents shall come

I, Notary Public 6, NOTARY PUBLIC duly admitted, authorised to practise in the Republic of Singapore, DO HEREBY CERTIFY

This is a test.

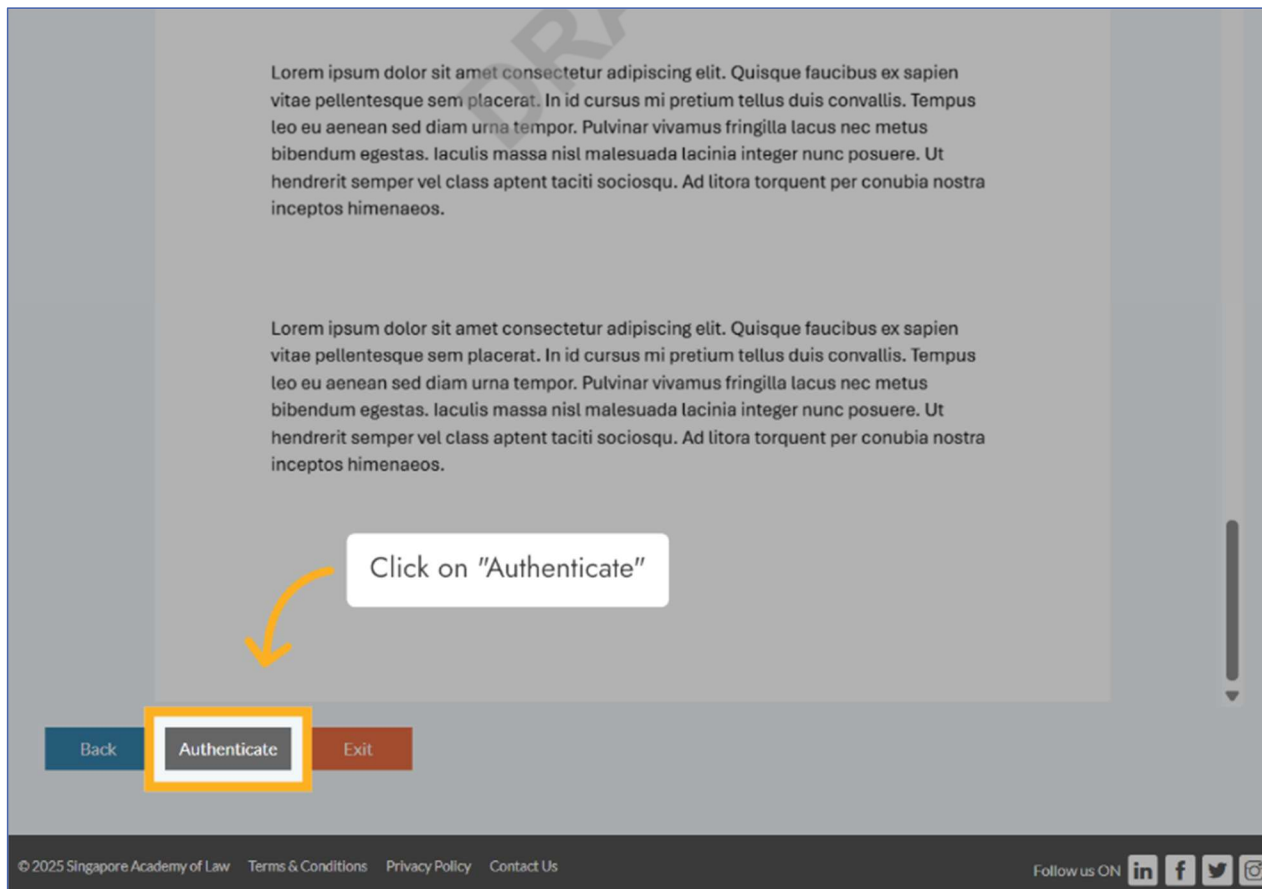
IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and set and affixed my seal of office at Singapore, this 4th day of September 2025.

[Signature]

NOTARY PUBLIC

Step 14: Creating an e-NC– New e-NC

Click “Authenticate” at the bottom of the page



Step 15: Creating an e-NC– New e-NC

Click the  icon to preview the documents

Click the preview icon to review both documents. This step is required to activate the “Submit” button



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Welcome Notary Public 6

List of Pending Submissions - e-Notarial Certificates

To authenticate your e-Notarial Certificate, please:
1. Click the Preview icon
2. Click Submit after Preview

Click on the "Eye" icon

S/No	Authentication	e-NC No.	Name of Deponent	Status	Date
1	☒ 	NC0P6V00JB	John Lim	Draft	04/09/2025

1 - 1 of 1 items

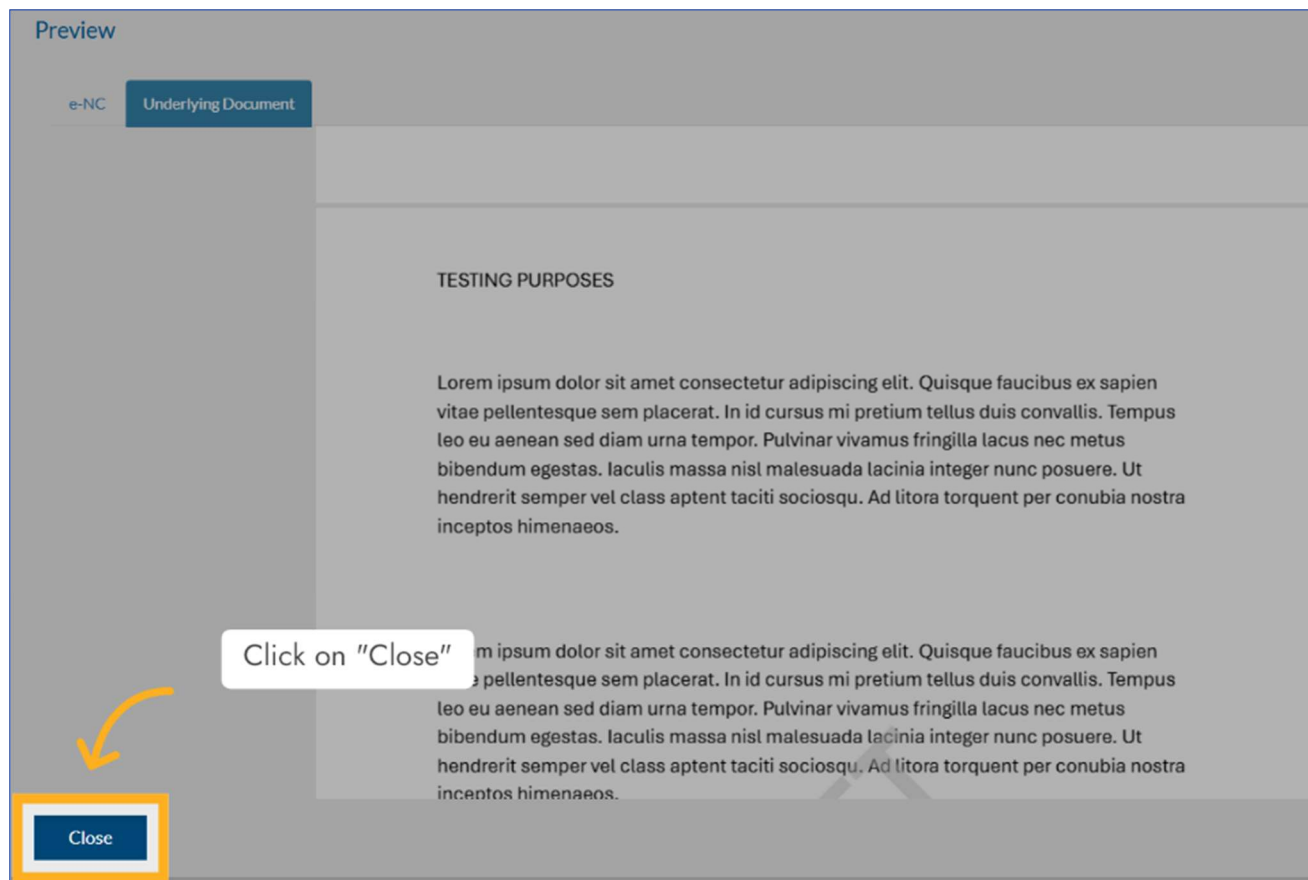
[Submit](#) [Back](#)

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Step 16: Creating an e-Notarial Certificate – New e-NC

Once previewed, click “Close”



Step 17: Creating an e-NC – New e-NC

A check mark will appear when preview is completed.
The "Submit" button is now available. Click "Submit"

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Welcome Notary Public 6

List of Pending Submissions - e-Notarial Certificates

To authenticate your e-Notarial Certificate, please:
1. Click the Preview icon
2. Click Submit after Preview

S/No	Authentication	e-NC No.	Name of Deponent	Status	Date
1		NC0P6V00JB	John Lim	Draft	04/09/2025

1 - 1 of 1 items

Submit Back

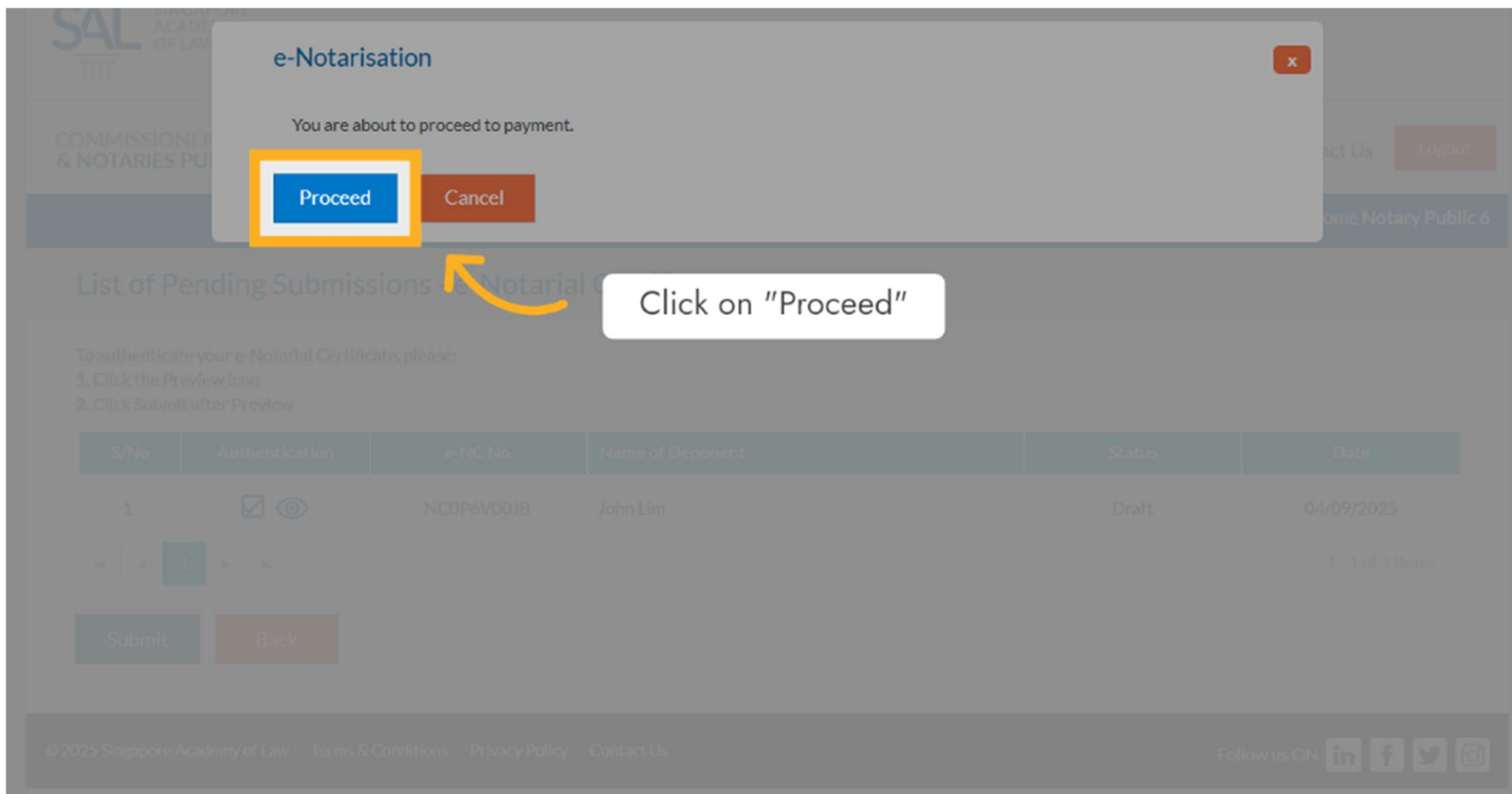
Click on "Submit"

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Step 18: Creating an e-NC – New e-NC

Click "Proceed" to go to the payment page.



Step 19: Creating an e-NC – New e-NC

Review the payment details and click on “Proceed to Pay”.

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Welcome Notary Public 6

e-Notarisation Payment Details

S/No	e-NC No.	Name of Deponent	Date	Payment
1	NC0P6V00JB	John Lim	04/09/2025	S\$ 87.20

Amount before GST : S\$ 80.00

GST : S\$ 7.20

Total Amount (Including GST): S\$ 87.20

Click on "Proceed to Pay"

Back Proceed To Pay Cancel

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Step 20: Creating an e-NC – New e-NC

Enter your card details and make payment.

The screenshot displays the payment interface for the Singapore Academy of Law (SAL). The header includes the SAL logo and the text 'SINGAPORE ACADEMY OF LAW'. A 'Secure Checkout' icon is visible in the top right corner. The main form is titled 'Credit or Debit card' and includes fields for 'Cardholder name (exactly as shown on card)*', 'Card number*', 'Expiry date*', and 'Security code*'. A 'VISA' logo is present next to the card number field. To the right of the form, the 'Total' amount is displayed as 'SGD \$87.20'. Below the form, a message states: 'The next screen you see may be payment card verification through your card issuer.' A red button labeled 'Pay \$87.20' is highlighted with a yellow border and an orange arrow pointing to it. The footer of the page includes the text 'Powered By' followed by the Mastercard logo.

SAL SINGAPORE ACADEMY OF LAW

Secure Checkout

Credit or Debit card

Cardholder name (exactly as shown on card) *

Card number *

Expiry date *

Security code * ?

Total SGD \$87.20

The next screen you see may be payment card verification through your card issuer.

Pay \$87.20

Powered By

Step 21: Creating an e-NC – New e-NC

Upon successful payment, you will be brought to the "Submission Successful" page.



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Welcome Notary Public 6

Submission Successful

Your e-Notarial Certificate has been successfully authenticated. Physical authentication at the SAL counter is not required.

Certificate Number(s):

- NCOP6V00JB

You may now view the authenticated e-Notarial Certificate(s) under the **Authenticated** tab.

Please note that no further edits can be made at this stage.

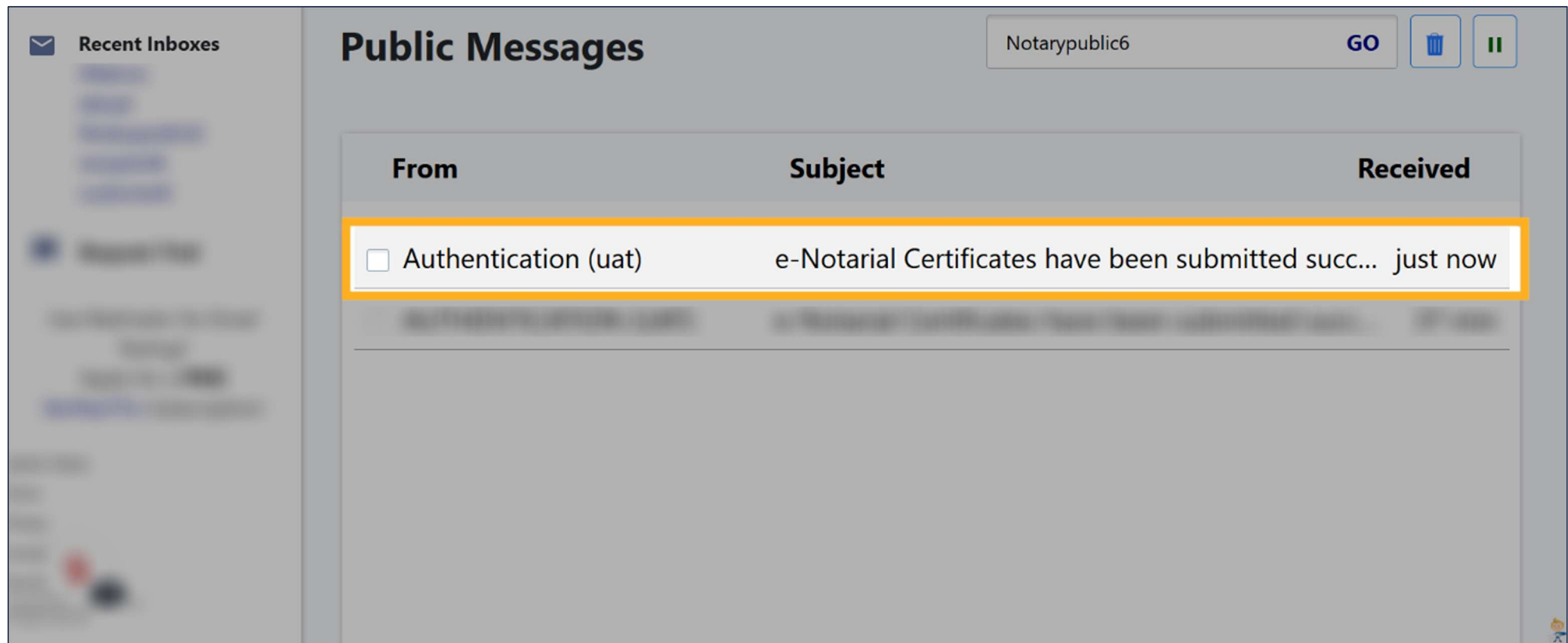
[View Invoice](#)

[Back To E-Notarisation](#)



Step 22: Creating an e-NC – New e-NC

You will also receive an email confirmation that the e-NC has been submitted successfully.



Step 23: Sending the Authenticated e-NC to Your Client

Navigate to the e-Notarisation page.

All Draft Authenticated Voided

New e-Notarial Certificate +

e-Notarial Certificate No.

Date of Notarisation

From: DD/MM/YYYY

To: DD/MM/YYYY

Authentication Date

From: DD/MM/YYYY

To: DD/MM/YYYY

Search

Note: This draft will remain valid for 2 days from its creation date.

☐	S/No	e-NC No.	Name of Deponent	Reference	Status	Notarisation Da...	Authentication ...	Action
☐	1	NC0P89001C	John Lim		Authenticated	24/10/2025	24/10/2025	   
☐	2	NC0P87006G	test	12345	Draft	22/10/2025		 
☐	3	NC0P87002D	draft retention email	shah	Draft	22/10/2025		 
☐	4	NC0P82003D	shah	testing 2	AC Voided	17/10/2025	17/10/2025	   
☐	5	NC0P82002F	testing 2 17/10	testing 1	Authenticated	17/10/2025	17/10/2025	   
☐	6	NC0P82001H	Shah testing	testing 17/10	Authenticated	17/10/2025	17/10/2025	   
☐	7	NC0P7Z002I	shah	testing SHECA	Authenticated	14/10/2025	14/10/2025	   
☐	8	NC0P7Z001J	shah	testing	Authenticated	14/10/2025	14/10/2025	   

Step 24: Sending the Authenticated e-NC to Your Client

Click the mail icon under "Action".

All Draft Authenticated Voided

New e-Notarial Certificate +

e-Notarial Certificate No.

Date of Notarisation

From: DD/MM/YYYY 📅

To: DD/MM/YYYY 📅

Authentication Date

From: DD/MM/YYYY 📅

To: DD/MM/YYYY 📅

Search

Note: This draft will remain valid for 2 days from its creation date.

☐	S/No	e-NC No.	Name of Deponent	Reference	Status	Notarisation Da...	Authentication ...	Action
☐	1	NC0P89001C	John Lim		Authenticated	24/10/2025	24/10/2025	  
☐	2	NC0P87006G	test	12345	Draft	22/10/2025		 
☐	3	NC0P87002D	draft retention email	shah	Draft	22/10/2025		 
☐	4	NC0P82003D	shah	testing 2	AC Voided	17/10/2025	17/10/2025	  
☐	5	NC0P82002F	testing 2 17/10	testing 1	Authenticated	17/10/2025	17/10/2025	  
☐	6	NC0P82001H	Shah testing	testing 17/10	Authenticated	17/10/2025	17/10/2025	  
☐	7	NC0P7Z002I	shah	testing SHECA	Authenticated	14/10/2025	14/10/2025	  
☐	8	NC0P7Z001I	shah	testing	Authenticated	14/10/2025	14/10/2025	  

Step 25: Sending the Authenticated e-NC to Your Client

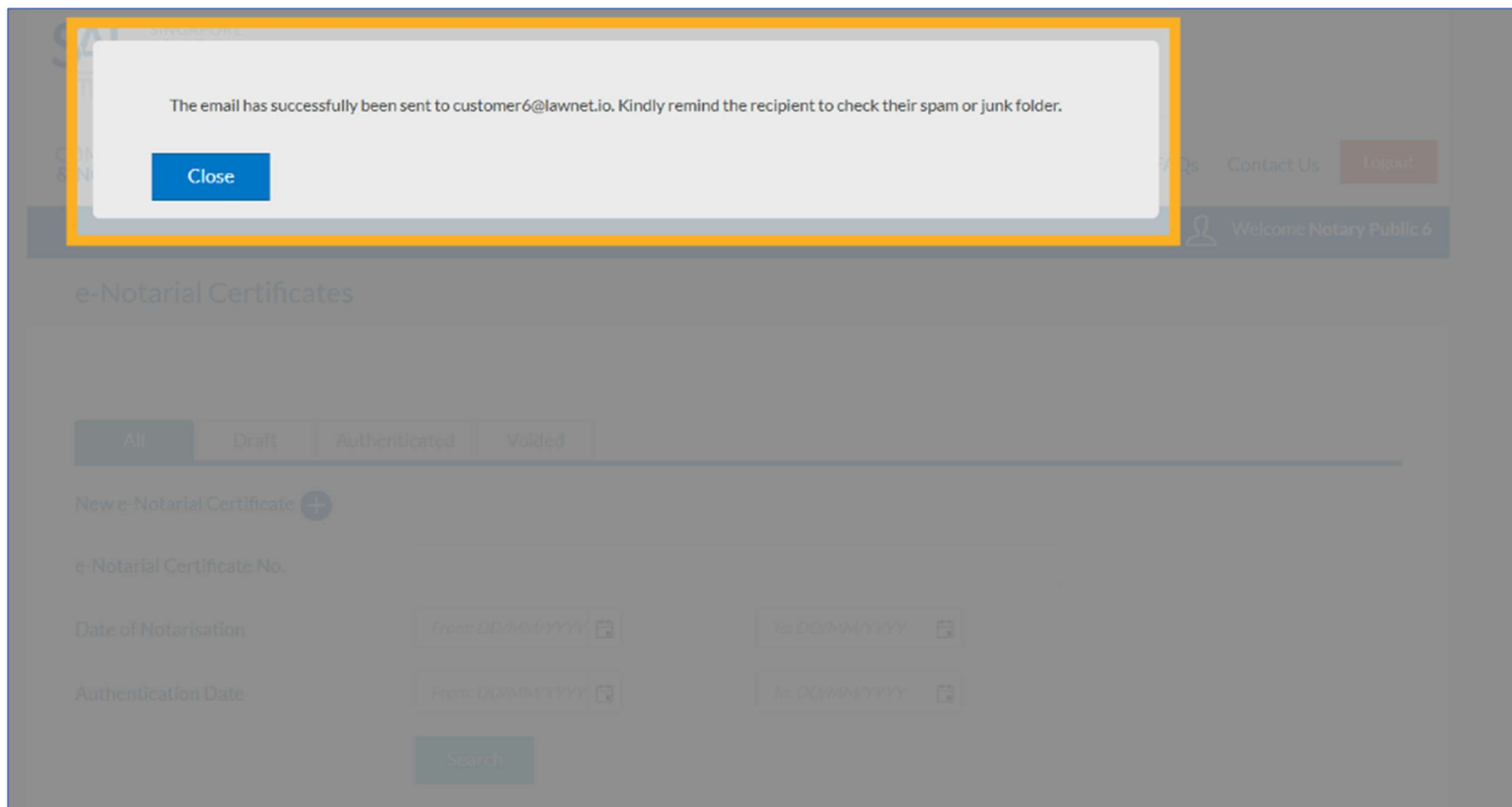
Fill in your client's name and email address, then click on “Confirm”.
Do take note that only one recipient can receive the e-NC.

The screenshot shows a web application interface. In the foreground, a modal dialog box titled "Email to the Applicant" is open. It contains a warning message: "Important: only one recipient may be specified for this email." Below this are three input fields: "Name", "Email", and "Confirm Email". At the bottom of the dialog are two buttons: "Confirm" (blue) and "Cancel" (orange). The dialog is highlighted with an orange border. In the background, a table lists e-Notarial Certificates (e-NCs). An orange arrow points from the "Name" input field in the dialog to the "Name" column of the table. A white callout box with the text "Fill in your client's name and email address" is positioned near the arrow. Another white callout box with the text "Important: Only one recipient can receive the e-NC" is positioned near the "Confirm" button in the dialog.

Sl No.	NC Ref No.	Name of Beneficiary	Status	Notification Date	Authentication Date	Action
1	NCOP6V00JB	John Lim	Authenticated	04/09/2025	04/09/2025	 
2	NCOP6V00JD	Krdika	Authenticated	04/09/2025	04/09/2025	 
3	NCOP6V00JE	shan	Authenticated	04/09/2025	04/09/2025	 
4	NCOP6V00JC	Test 1	Draft	04/09/2025	04/09/2025	 
5	NCOP6V00JG	Customer A	Authenticated	04/09/2025	04/09/2025	 
6	NCOP6M004E	test	Authenticated	26/08/2025	26/08/2025	 
7	NCOP6V00JD	Test	Authenticated	13/08/2025	13/08/2025	 

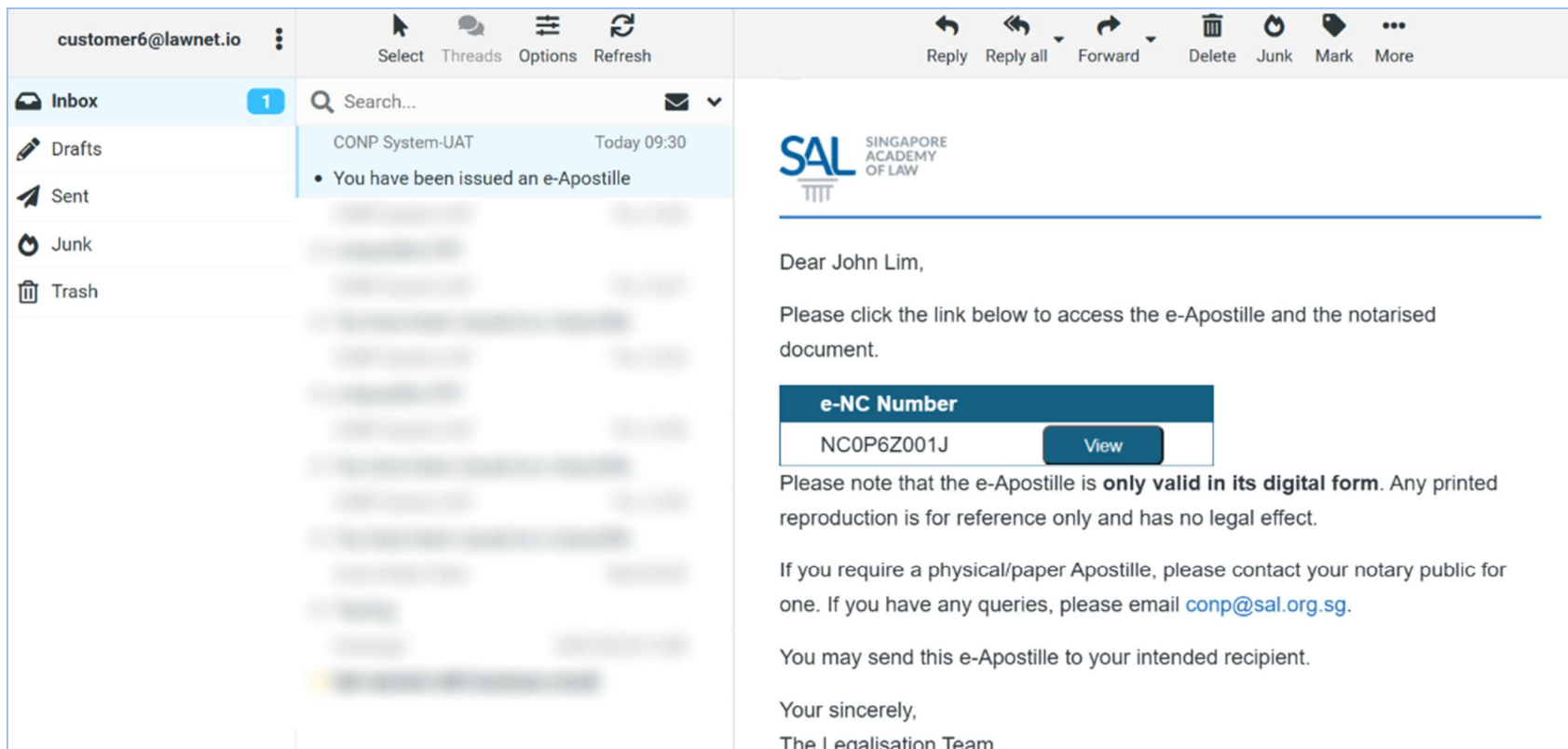
Step 26: Sending the Authenticated e-NC to Your Client

You will see this pop-up message when the e-NC has been successfully sent to your client.



Step 27: Sending the Authenticated e-NC to Your Client

Your client will receive an email with information on how to access the e-NC.



The screenshot displays an email client interface. On the left, the email address **customer6@lawnet.io** is shown. The main pane shows an email from **CONP System-UAT** received **Today 09:30**. The subject line is **You have been issued an e-Apostille**. The email body contains the following text:

Dear John Lim,

Please click the link below to access the e-Apostille and the notarised document.

e-NC Number
NC0P6Z001J [View](#)

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.

If you require a physical/paper Apostille, please contact your notary public for one. If you have any queries, please email conp@sal.org.sg.

You may send this e-Apostille to your intended recipient.

Your sincerely,
The Legalisation Team