



COMMISSIONERS FOR OATHS
& NOTARIES PUBLIC

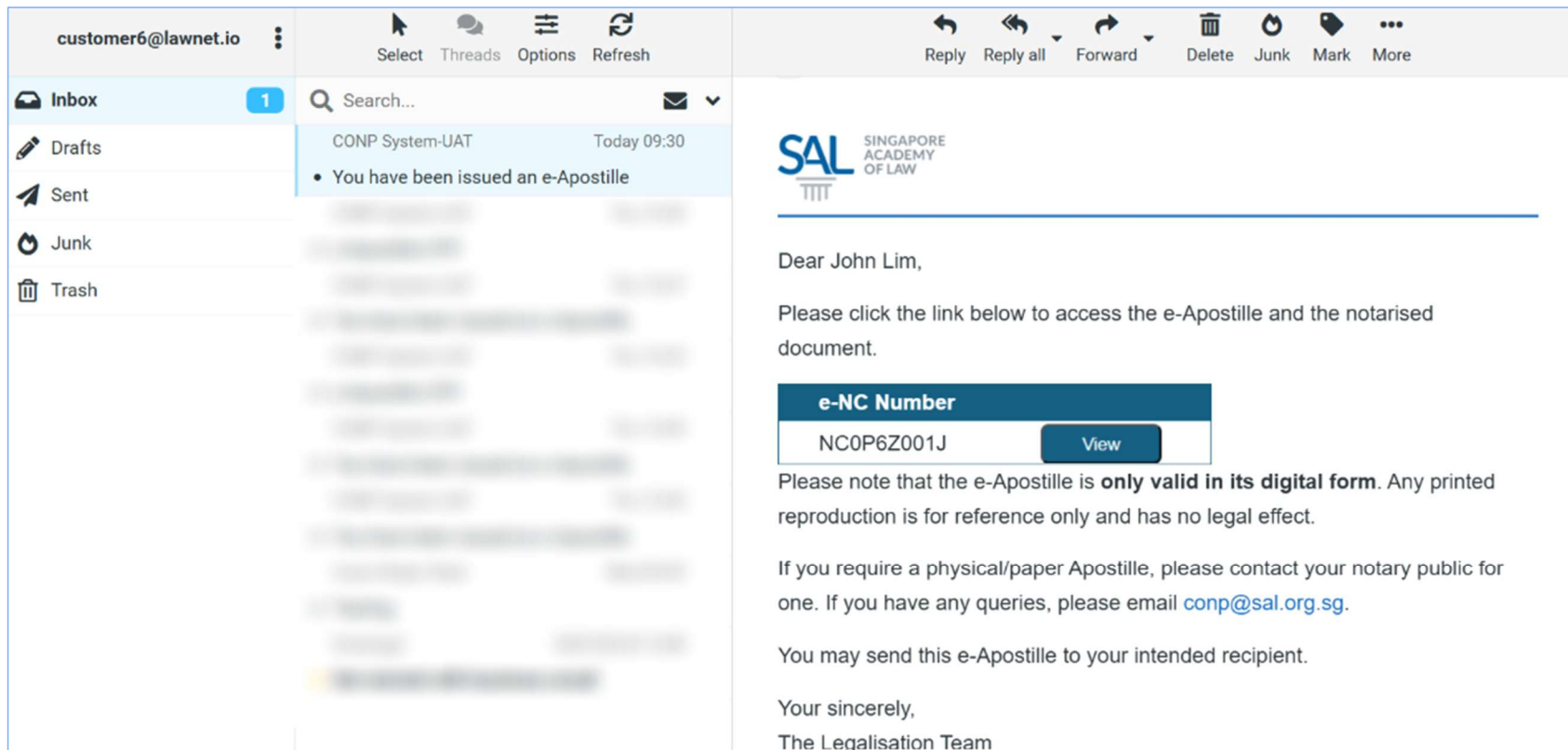


e-Notarisation

Step-by-step Guide for the Notary Public's Client

Step 1 – Client Receives an Email

Once the Notary Public sends the authenticated e-Notarial Certificate to his/her Client, the Notary Public's client will receive an email with information on how to access the e-Notarial Certificate.



The screenshot displays an email client interface. On the left, a sidebar shows folders: Inbox (1), Drafts, Sent, Junk, and Trash. The main area shows an email from 'CONP System-UAT' received 'Today 09:30'. 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

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

Step 2:

When the Notary Public's Client clicks on "View" he/she will be redirected to the Singapore Academy of Law verification page.

The screenshot shows an email client interface. The left sidebar lists folders: Inbox (1), Drafts, Sent, Junk, and Trash. The main content area displays an email from 'CONP System-UAT' received 'Today 09:30'. The email body includes the SAL logo and the text: 'Dear John Lim, Please click the link below to access the e-Apostille and the notarised document.' Below this is a table with the following content:

e-NC Number
NC0P6Z001J

Below the table is a blue button labeled 'View'. A yellow box highlights the 'View' button, and a callout bubble points to it with the text 'Click on "View"'. The email continues with the text: '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'

Step 3:

The Client 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*

Email* 

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Step 4:

The Client 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 website of the Singapore Academy of Law (SAL), specifically the 'e-Notarial Particulars' section. The header includes the SAL logo and navigation links: 'COMMISSIONERS FOR OATHS & NOTARIES PUBLIC', 'About Us', 'Our Services', 'News & Events', 'Directory', 'FAQs', 'Contact Us', and a 'Login' button. The main content area features a form titled 'e-Notarial Particulars' with two input fields: 'E-NC Number*' and 'Email*'. The 'E-NC Number*' field contains the text 'NC0P6Z001J'. The 'Email*' field contains the text 'customer6@lawnet.io'. A 'Verify' button is located to the right of the email field. A yellow box highlights the entire form area. A yellow arrow points from a text box to the 'Verify' button. The text box contains the instruction: 'Clients enter their e-NC number and email address, then clicks on "Verify"'. The footer includes copyright information: '© 2025 Singapore Academy of Law', links to 'Terms & Conditions', 'Privacy Policy', and 'Contact Us', and social media icons for LinkedIn, Facebook, Twitter, and Instagram.

SAL SINGAPORE ACADEMY OF LAW

COMMISSIONERS FOR OATHS & NOTARIES PUBLIC

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

e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* ⓘ

customer6@lawnet.io

Verify

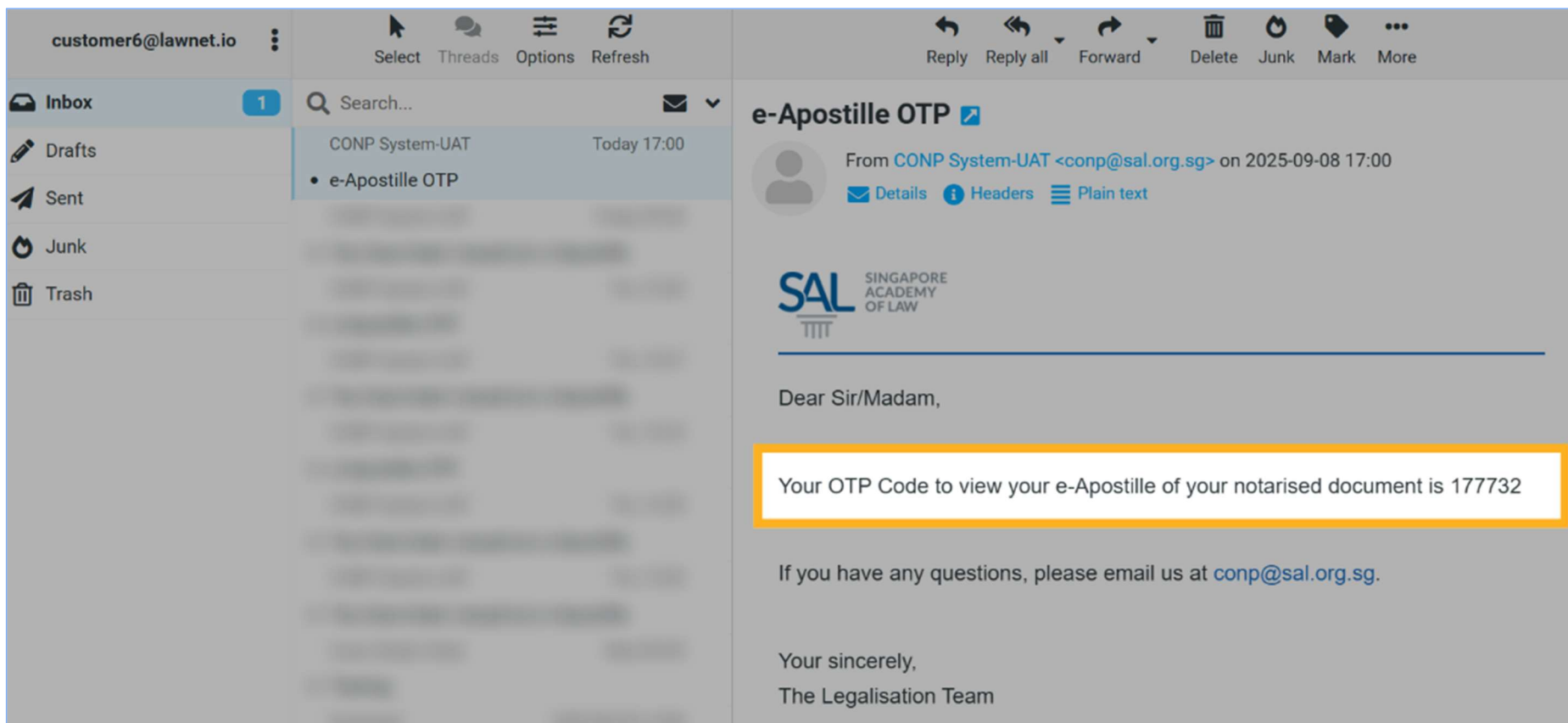
Clients enter their e-NC number and email address, then clicks on "Verify"

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Step 5:

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



Step 6:

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

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

e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* ⓘ

customer6@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 5 minutes, click on 'Resend OTP'.

177732

Resend OTP Resend OTP in 2:33s

OTP Code not matched!

Proceed

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Step 7: Click on "Proceed"

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e-Notarial Particulars

E-NC Number*

NC0P6Z001J

Email* 

customer6@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 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 within 5 minute, click on 'Resend OTP'

177732

[Resend OTP](#) [Resend OTP](#)

OTP Code not matched!

[Proceed](#)

Click on "Proceed"

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Step 8:

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



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& NOTARIES PUBLIC

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e-Notarial Certificate

Forward Email



This document is valid and has not been revoked



This document has not been tampered with



This document was issued by the Singapore Academy of Law

Certified by the Singapore Academy of Law

Certificate Created: 08 Sep 2025 & 09:02:50

e-NC

e-Apostille

Underlying Document



e-NC0P6Z001J

e-NOTARIAL CERTIFICATE

TO ALL TO WHOM these presents shall come

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

This is a test

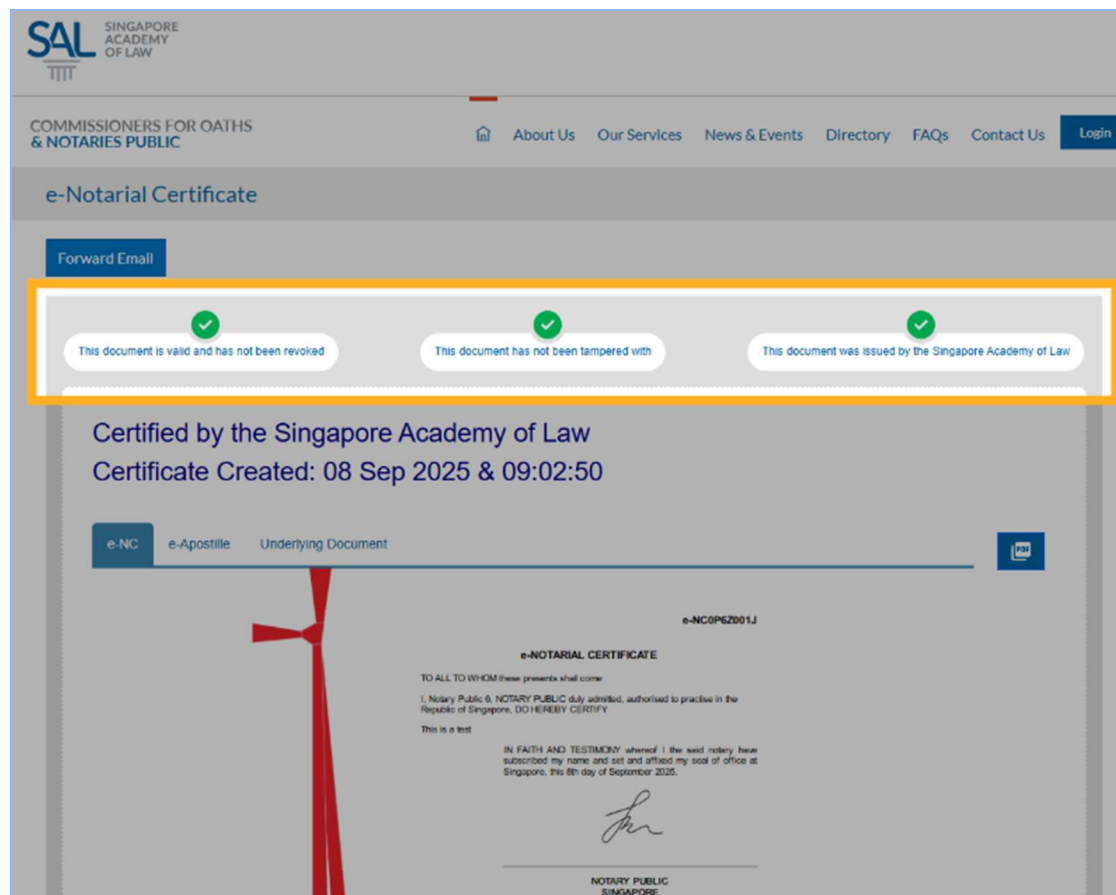
IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and set and affixed my seal of office at Singapore, this 08 day of September 2025.



NOTARY PUBLIC
SINGAPORE

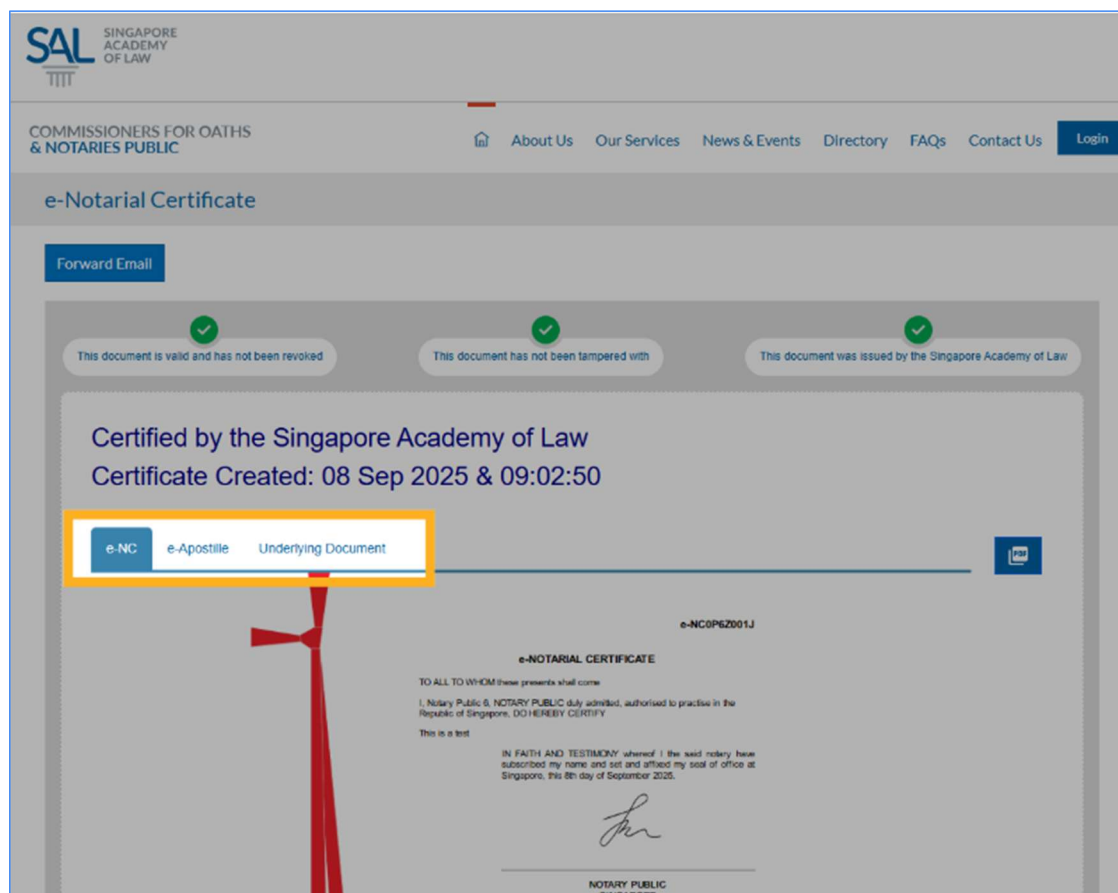
Step 9:

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



Step 10:

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



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

e-NC

e-Apostille

Underlying Document



e-NC0P62001J

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 text

IN FAITH AND TESTIMONY whereof I the said notary have subscribed my name and seal and affixed my seal of office at Singapore, this 8th day of September 2025.



NOTARY PUBLIC
SINGAPORE



By virtue of Rule 8(2)(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 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.

- 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)

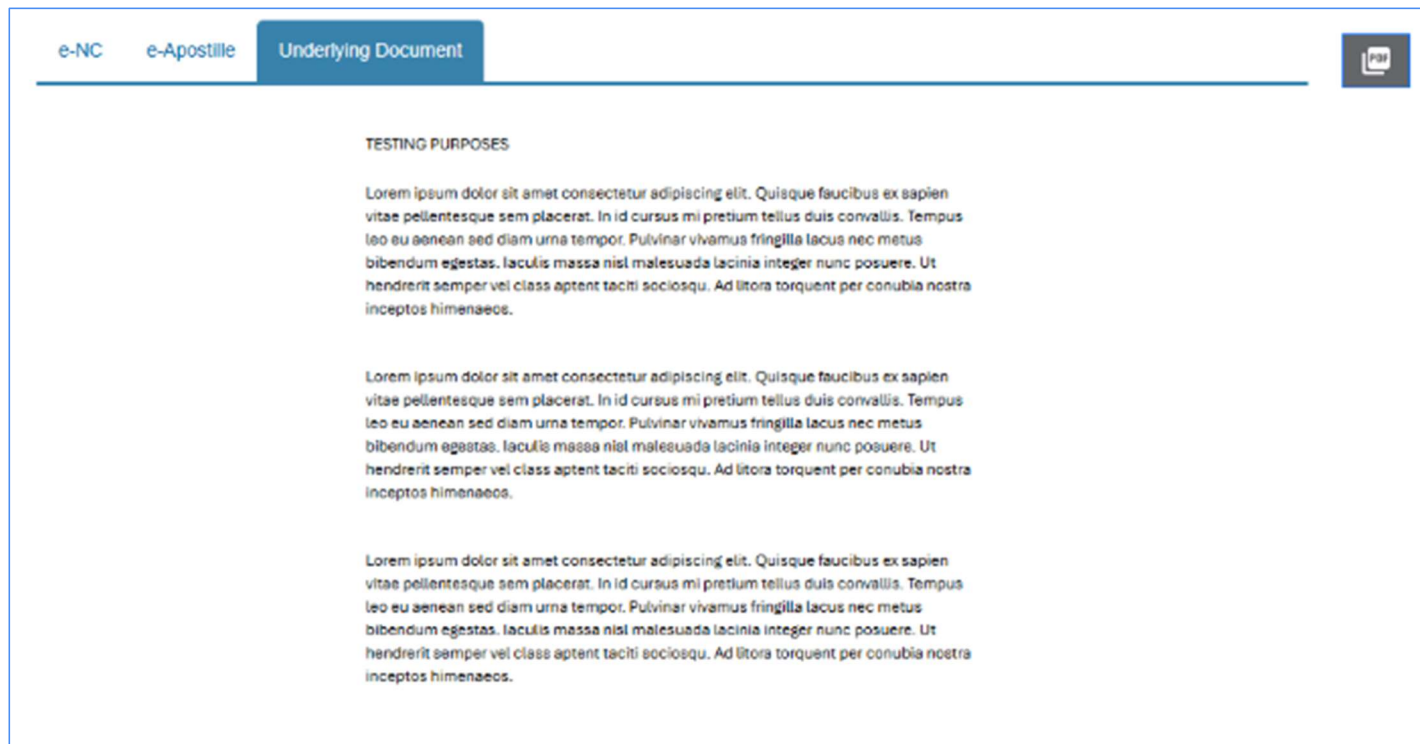
This e-Apostille only certifies the authenticity of the signature, seal or stamp and the capacity of the person who has signed the attached Singapore public document, and, where appropriate, the identity of the seal or stamp. It does not certify the authenticity of the underlying document. If this document 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 Client may also download a PDF version of the authenticated documents.
Do note that the PDF version is for reference use only.

e-Notarial Certificate

Forward Email

✓ This document is valid and has not been revoked

✓ This document has not been tampered with

✓ This document was issued by the Singapore Academy of Law

Certified by the Singapore Academy of Law
Certificate Created: 08 Sep 2025 & 09:02:50

Click the PDF icon

e-NC e-Apostille Underlying Document

TESTING PURPOSES

Important: PDF version is for reference use only.

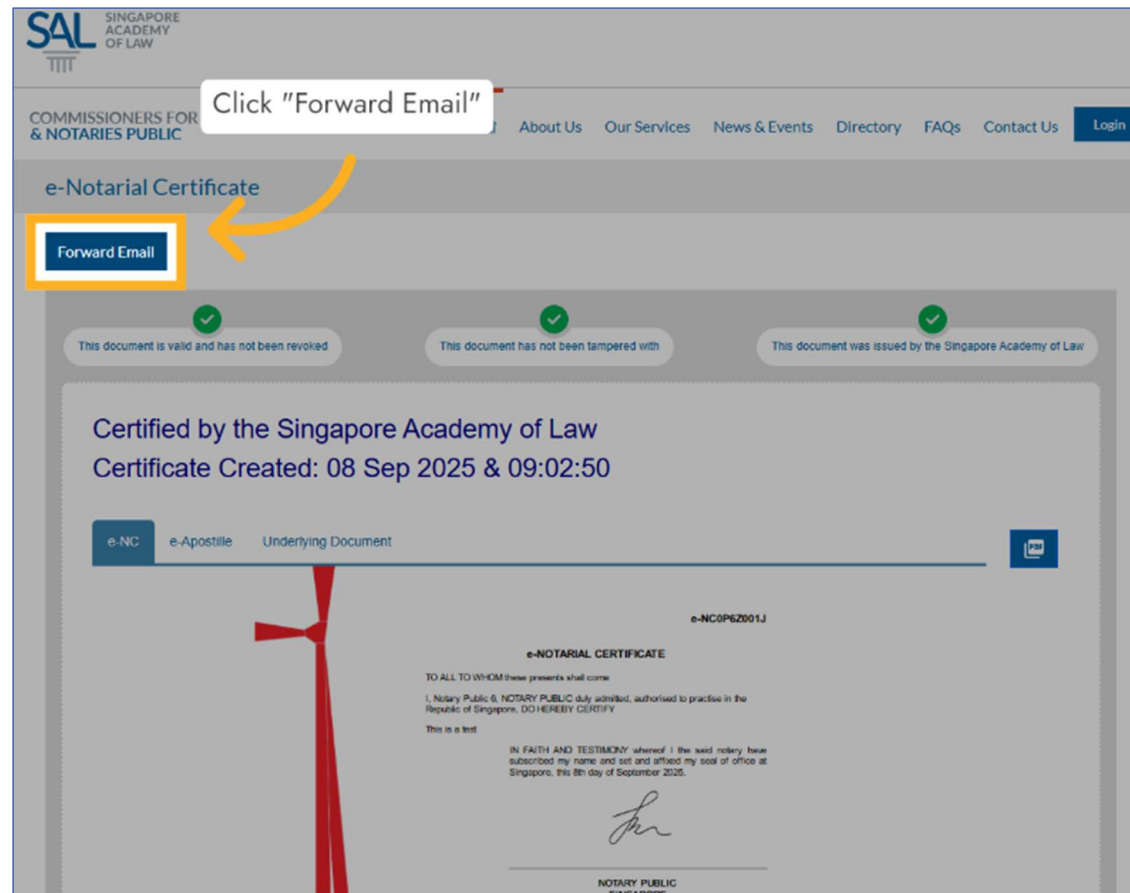
LOREM IPSUM DOLOR SIT AMET CONECTETUR ADIPISCING ELIT. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. laculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

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LOREM IPSUM DOLOR SIT AMET CONECTETUR ADIPISCING ELIT. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. laculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

Step 11:

The Client may forward the email to share its content with the intended end overseas recipient by clicking on "Forward Email".



Step 12:

Fill in the end overseas recipient's name and email address.

Do take note that only one recipient can receive the e-Notarial Certificate.

The screenshot displays the SAL (Singapore Academy of Law) e-Notarial Certificate system. A modal dialog box titled "Email to the Recipient" is open, featuring a red close button (X) in the top right corner. The dialog contains the following fields and text:

- Important:** only one recipient may be specified for this email.
- Name:** Victoria Smith
- Email:** recipient6@lawnet.io
- Confirm Email:** recipient6@lawnet.io
- Buttons:** Confirm (blue) and Cancel (orange).

An orange arrow points from the "Email" field in the dialog box to a text box on the right that says "Fill in the recipient's name and email address". Below this, another text box states "Important: Only one recipient can receive the e-NC".

The background shows the e-Notarial Certificate interface, including the SAL logo, the text "COMMISSIONER & NOTARIAL PUBLIC", and the certificate details: "Certificate Created: 08 Sep 2025 & 09:02:50". The certificate is titled "e-NOTARIAL CERTIFICATE" and includes a signature.

Step 13:
Click on "Confirm" to forward the e-Notarial Certificate

Email to the Recipient

Important: only one recipient may be specified for this email.

Name
Victoria Smith

Email
recipient6@lawnet.io

Confirm Email
recipient6@lawnet.io

Confirm **Cancel**

Click on "Confirm"

Certified by the Singapore Academy of Law
Certificate Created: 08 Sep 2025 & 09:02:50

e-Notarial Certificate

TO ALL TO WHOM these presents shall come

I, Notary Public S. NOTARY PUBLIC, duly authorized to practice in the Republic of Singapore, DO hereby certify that

This is a true and correct copy of the original document presented to me and attested by my seal of office of Singapore, this 8th day of September 2025.

Step 14:

The Client will see this pop-up message when the e-Notarial Certificate has been forwarded successfully.

