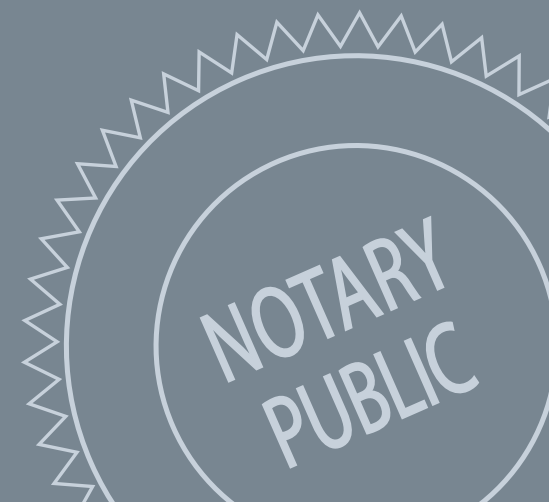




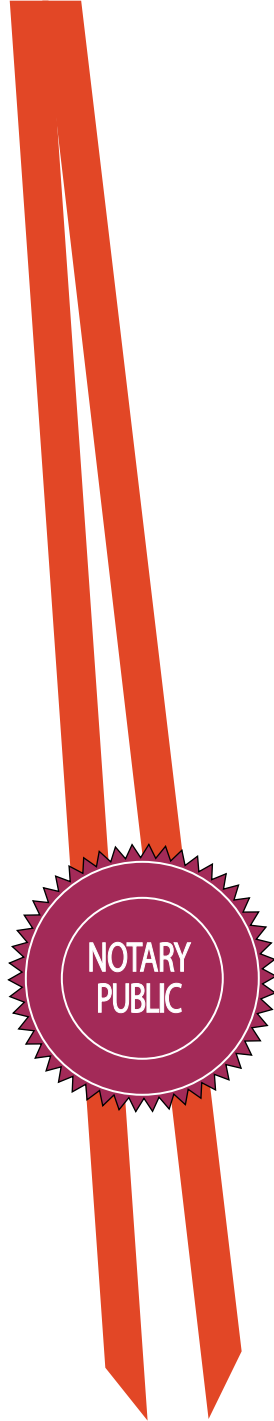
SINGAPORE ACADEMY OF LAW

# ISSUANCE & FORM OF NOTARIAL CERTIFICATES

For Advocates and Solicitors



This Manual intended for the guidance of all notaries public. Questions may arise which are not covered by this Manual, in which event application may be made to the Board of Commissioners for Oaths and Notaries Public for a ruling. Copies of the Board's ruling will be circulated to all notaries public for their information and also for incorporation into section 4 of this Manual ("FAQs"). Due to time constraints, such rulings may have application to future cases rather than the immediate case out of which the ruling has arisen.



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## 1 Introduction

Singapore Academy of Law has implemented various measures to enhance the authentication and the notarisation process. The Notaries Public Rules have been amended to implement the changes. The Notaries Public (Amendment No. 2) Rules 2016 come into operation on **15 February 2017**.

### **Mandatory to Issue Notarial Certificate for Every Document Notarised**

With effect from 15 February 2017, it will be mandatory for all notaries public to issue a Notarial Certificate for each document attested by the notary public, or in connection with which the notary public has administered an oath or affirmation, in exercise of the notary public's powers and functions as a notary public.

### **Binding of Notarised Documents**

A Notarial Certificate must be secured, to the document for which the Notarial Certificate is issued, with a ribbon that runs through the Notarial Certificate and the document.

## 2 Notarial Seals

A Notarial Certificate must be sealed with a seal issued by the Singapore Academy of Law, and that is affixed on the Notarial Certificate over the ribbon near the ends of that ribbon.

### **Form of Notarial Certificate**

Every Notarial Certificate must be in the form specified on the Internet website at **<http://www.conp.sg>**

All documents notarised by a Notary Public **MUST** be bound by a Red Ribbon in the format shown on page 6. The document has to be **COMPLETED** with notary public's signature, stamp and SAL issued notarial seal. notarial seal must not cover the content on the certificate. Notarial Certificates that do not comply with the requirements of SAL will not be accepted.

Please refer to the **Step by Step Guide** (Page 6) in this document.

## Notarial Public Seal Features

SAL will issue **100 complimentary seals to newly appointed NPs**. Subsequent orders for new seals (minimum qty 100pcs) may be made by e-mailing [comp@sal.org.sg](mailto:comp@sal.org.sg). Seals are chargeable at \$50.00 per lot of 100 pieces.

A new security feature has been added to the new notarial seals. The picture below explains the difference between the old and new seals.

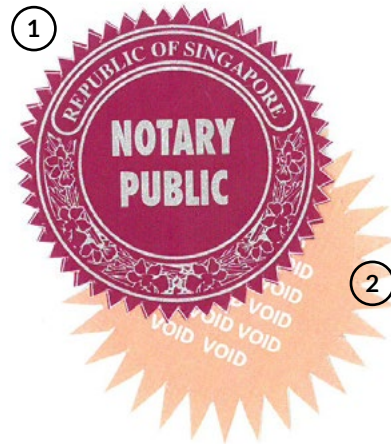
### Old Seal

(Old Seals will not be accepted w.e.f 15 Feb 2017)



- Contains name of Notary Public
- No tamperproof security features.

### New Seal



1. Notary Public Seals will no longer have Notary Public name.
2. Security feature ('Void') will be visible if attempted to peel off. Once sticker shows as 'Void' it will be considered invalid.

## 3 Materials Required for Binding Documents

The following materials are required for the use of binding the notarial certificate and the notarised documents.

Description	Specification
Red Satin Ribbon	<ul style="list-style-type: none"> <li>• Width 5mm-8mm</li> <li>• Plain solid colour</li> <li>• No shades of pink/purple/burgundy.</li> <li>• No customisation (eg. notary public name, firm name, logo or design)</li> </ul>
Single Hole Puncher	No bigger than 8mm in diameter

## 4 FAQs

1. **How do I place orders for Notarial Seals?**

Please email your request to [conp@sal.org.sg](mailto:conp@sal.org.sg).

2. **Is there a minimum quantity for each order?**

Yes, the minimum quantity is 100 pieces per order

3. **How much do the seals cost?**

The cost of seals is \$50.00 per lot of 100 pieces

4. **I will be discontinuing my service as a Notary Public. What do I do?**

All unused seals are to be returned to 'Singapore Academy of Law'. There will not be any refund issued for unused seals.

5. **Are Commissioners for Oaths required to order Notarial Seals?**

No, the seals are for Notaries Public's use only.

6. **What are the modes of payment for seals?**

Payments are to be made by Nets/Credit Card/Cash Card/Cheque only. Cash payments will not be accepted.

7. **Will there be any receipts issued during payment?**

Yes, a tax invoice and an official receipt will be issued upon payment over the counter.

8. **What should I do if the seals that I purchase are defective?**

Please notify SAL at [conp@sal.org.sg](mailto:conp@sal.org.sg).

9. **How will I know if my order has been received by SAL ?**

You will receive an email confirmation that your order has been received and is being processed.

10. **Can I make an order over the SAL counter?**

No. All orders are to be made by emailing your request to [conp@sal.org.sg](mailto:conp@sal.org.sg)

11. **Am I still able to use my personal seals?**

No. Your personal seals are no longer valid for NP certification use. All Notarial Certificates issued on or after 15 February 2017 will have to bear the new SAL-issued notarial seals.

12. **Where do I place the seals if my Notarial Certificate consists of more than 1 page?**

Notarial seals should be pasted on the first page and should not cover the content on the certificate. Your stamp and signature should be affixed on the last page of the certificate.

13. **Can I submit my documents to SAL or to any embassy without binding the documents in the SAL prescribed format?**

No. A Notarial Certificate must be issued for ALL documents notarised by a Notary Public and be bound by a Red Ribbon in the SAL prescribed format. This is mandatory regardless of any requirement for authentication by SAL or any other embassy requirement.

14. **Do I need to issue a notarial certificate even though I am not submitting the document to SAL for authentication?**

Yes, it is mandatory for notaries public to issue a Notarial Certificate for all documents attested by him/her.

15. **Do I need to issue a notarial certificate for documents that only need to be 'certified true copy'?**

Yes, it is mandatory for notaries public to issue a Notarial Certificate for all documents attested by him/her.

16. **Do I need to return my old NP seals to SAL?**

No. You will not be required to return any old NP seals to SAL.

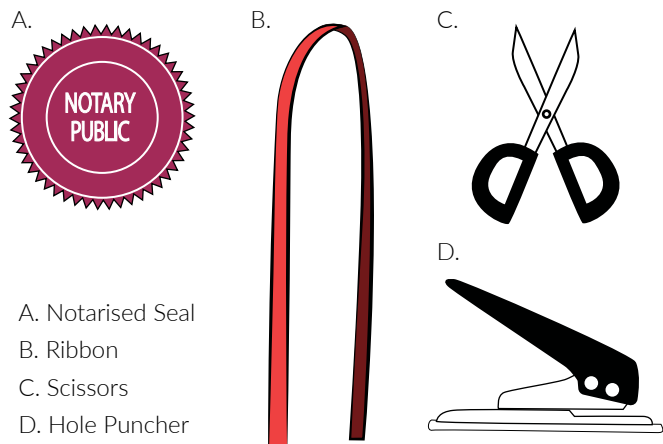
## 5 Step By Step Guide

All documents notarised by a Notary Public **MUST** be bound by a Red Ribbon in the format shown on the right. The document has to be **COMPLETED** with notary public's signature, stamp and SAL issued notarial seal. The notarial seal must not cover the content on the certificate.

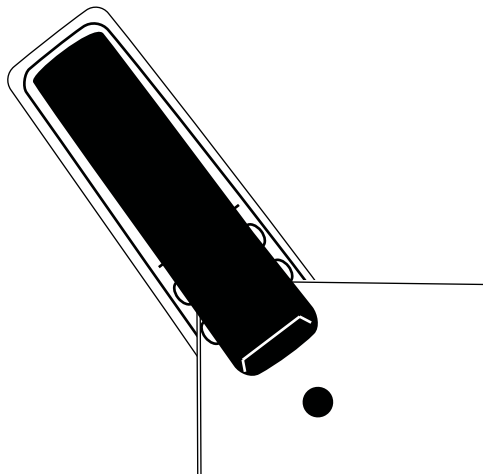


Below is a step by step picture guide of the process.

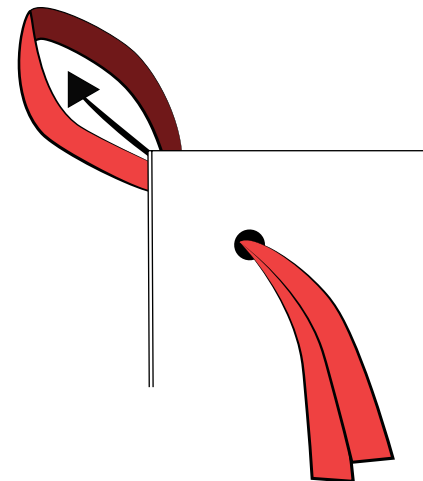
**1** The following materials are required for the use of binding notarial certificate and notarised documents:



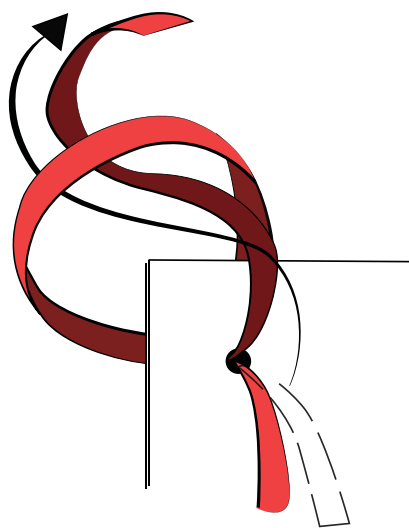
**2** Punch a hole at the top left corner of the notarised document.



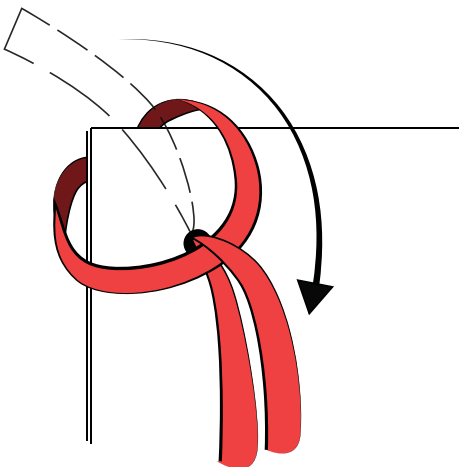
**3** Thread the ribbon through the hole.



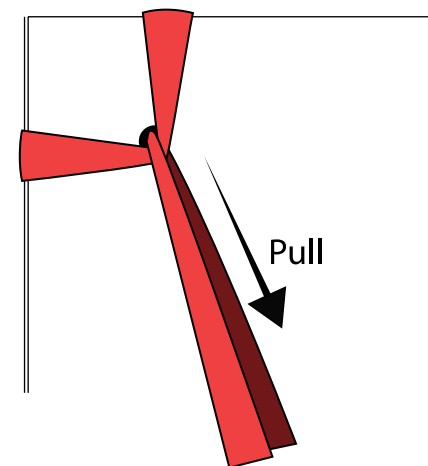
**4** Thread one end of the ribbon through the loop.



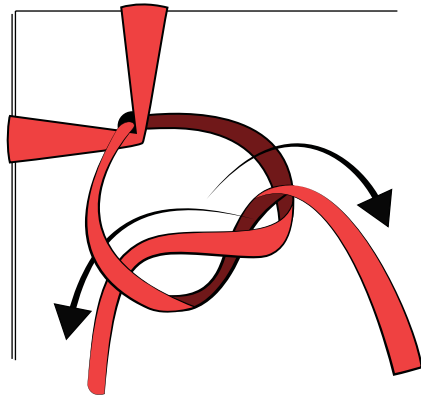
**5** Pull both ends of the ribbons towards yourself.



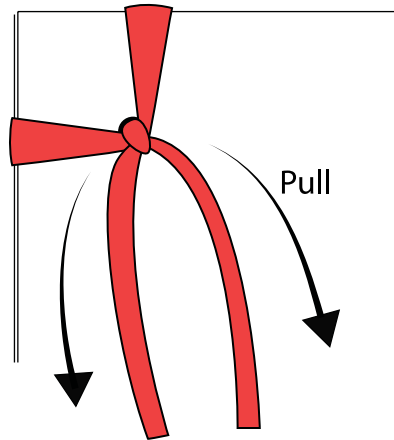
**6** Pull to tighten.



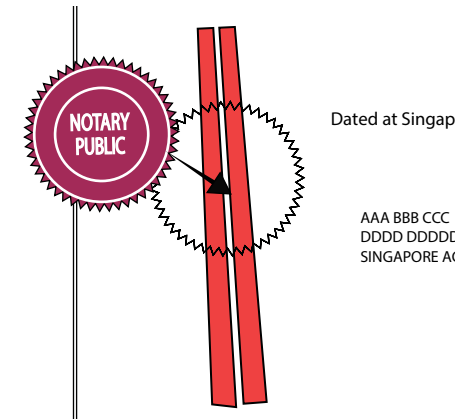
7 Tie a knot.



8 Tighten the knot to securely bind the document.

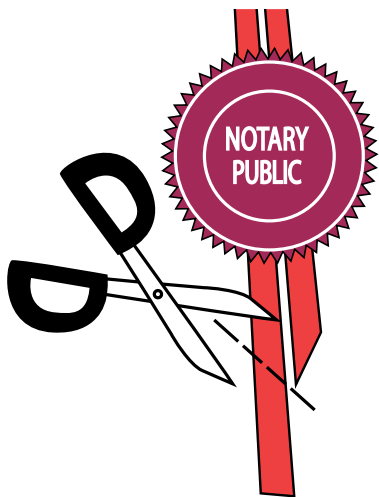


9 Affix the notarial seal.



Tip: Do not cover any content on the certificate.

10 Trim the edges of the ribbon.



**If authentication is required, submit your notarial certificate(s) to:**

**Singapore Academy of Law**

1 Supreme Court Lane

Level 5M

Singapore 178879

Tel: (65) 6332 4388

**Operating Hours**

Mondays - Fridays

9:00am - 4:30pm

Eves of Christmas, New Year & Chinese New Year

9:00am - 12:30pm

Saturdays, Sundays & Public Holidays

Closed