

LEGALISATION OF DOCUMENTS FOR USE OVERSEAS – SAL TO ISSUE APOSTILLES WITH EFFECT FROM 16 SEPTEMBER 2021

Introduction

1. Legalisation is a process of document authentication observed by some governments. If you intend to use a document overseas then local authorities may require it to be legalised before it can be considered valid.
2. You can get official Singapore documents legalised by asking SAL to confirm that the signature, stamp or seal is from a Singapore public official. You might need to do this if an official in another country has asked you to provide a Singapore document and they have said it must be legalised.
3. Each country has its own legalisation requirements determined by the type of document being legalised and its intended use. Legalisation requirements are determined only by the country where the document is going, not by SAL. As such requirements often change from time to time, please check with the recipient/local authorities/embassy of the country where your documents are to be used.

Apostilles to be issued for all documents legalised by SAL from 16 September 2021

4. On 18 January 2021, Singapore deposited its instrument of accession to the *HCCH Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents* ("Apostille Convention"). To operationalise the Convention, SAL will be issuing Apostilles for all Singapore documents bound overseas from **16 September 2021**.
5. An Apostille is a certificate issued under the Apostille Convention authenticating the origin of a public document. Member countries of the Apostille Convention can agree to accept Apostilles in place of any other form of legalisation or authentication. The intention is to simplify cross border laws and remove the need for various Embassy legalisation which differs from one country to another.
6. From **16 September 2021**, SAL will affix **Apostilles** for **ALL documents** irrespective of which country the document is destined to be used.
7. Once the Apostille has been issued to a document, it can then be presented outside of Singapore in any member country and will be accepted as a document containing legitimate legal signatures or seals.
8. If the document is to be used in a non-Contracting Party to the Apostille Convention, the document will require further legalisation through the relevant foreign Mission in Singapore, and should be presented to the Consular section of the relevant foreign Mission.

Legalisation Service

- SAL provides service for the legalisation of documents. From 16 September 2021, SAL will affix an Apostille Certificate on every document which requires legalisation.
- Members of the public who require legalisation service will have to:
 - (1) Submit an online request at <https://legalisation.sal.sg/>
 - (2) Make payment online by Visa or MasterCard; and an Email Confirmation with the Invoice will be sent to the registered email address
 - (3) Visit the Singapore Academy of Law from 9:00am to 4:30pm, Mondays to Fridays, to have the document legalised
 - (4) Produce a copy of the Email Confirmation and Invoice when you present your documents for legalisation at the SAL Office. Alternatively, you may flash the QR code on the Invoice
- Please note that documents must be **original versions** and copies are not acceptable.
- If you need to legalise an original document that has been laminated, please request the issuing agency to issue a certified true copy or an extract of the original document for legalisation.

Where can I legalise my documents?

- SAL is located at 1 Coleman Street, #08-06 The Adelphi, Singapore 179803. For enquiries, you may call our main line at (65) 6332 4388 or email us at legalisation@sal.org.sg.
- Counter opening hours are from **9:00am to 4:30pm**. The counter will be closed on weekends and public holidays.
- You are not required to be personally present at SAL to legalise your documents. You may appoint a proxy to complete the legalisation on your behalf. No authorisation letter is required.
- SAL does not accept legalisation service via post/mail.

I am currently overseas and need to legalise a public document. Who can I contact if I encounter any issues with my legalised public document overseas?

- If you are overseas, you may appoint a proxy to complete the legalisation on your behalf in Singapore. No authorisation letter is required.
- If you encounter any issues with your legalised public document overseas, you may contact SAL at our hotline 65 6332 4388 or email to legalisation@sal.org.sg .

How much does it cost?

- A Legalisation Fee of **S\$10.70** (including GST) is chargeable for each document legalised. Payment by Visa or MasterCard will have to be made online at <https://legalisation.sal.sg/>.
- For requests for legalisation of Certified True Copies, a photocopying fee of **\$1.07** (including GST) is payable for every Certified True Copy legalised (regardless of the number of pages per set). This is a flat fee. Please present original documents at the SAL counter for photocopies to be made by SAL counter staff.
- Legalisation fees will be **WAIVED** for all notarised documents. Please inform your Notary Public that you require your documents to be legalised after notarisation.

How do I legalise a Singapore public document (government document)?

- We will directly legalise Singapore public documents (e.g. Marriage Certificate, Birth Certificate, Court documents, notarised documents etc.).
- We will only be able to authenticate computer-generated documents after they have been certified by the issuing department.
- For legalisation of true copies, please submit the original documents at the SAL counter for photocopies to be made by SAL counter staff.
- We cannot affix an **Apostille** on laminated documents. If you need to legalise an original document that has been laminated, please request the issuing agency to issue a certified true copy or an extract of the original document for legalisation.

How do I legalise a private document (non-government document)?

- We can only legalise private documents (non-government documents) after they have been referred to a Notary Public (any law firm offering notarial services) for notarisation.
- Your document will need to be authenticated by SAL after notarisation by the Notary Public. Your Notary Public will issue the Notarial Certificate upon payment of the Authentication Fee of **\$87.20** (including GST) to the Singapore Academy of Law.
- SAL will affix an **Apostille** on the notarial certificate. You may refer to <https://legalisation.sal.sg/> for more information.
- We can legalise commercial documents such as Invoices, Bills of Sales, Certificates of Origin, Fumigation certificates, etc. after they have been certified or seen by any of the by any of the following Chambers of Commerce:
 - Singapore Chamber of Commerce & Industry (SCCI)
 - Singapore Chinese Chamber of Commerce & Industry (SCCCI)
 - Singapore Indian Chamber of Commerce and Industry (SICCI)
 - Singapore International Chamber of Commerce (SICC)

- Singapore Malay Chamber of Commerce and Industry (SMCCI)
 - Singapore Manufacturing Federation (SMF)
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- We cannot affix an **Apostille** on laminated documents. If you need to legalise an original document that has been laminated, please request the issuing agency to issue a certified true copy or an extract of the original document for legalisation.

I have a public document that was legalised by MFA. Can this still be used?

- Yes, all documents legalised by MFA up to 19 January 2021 can still be used.

Will I still need to go to MFA after SAL legalises my public document?

- Since **20 January 2021**, the legalisation function of outgoing public documents issued in Singapore and intended for use in States with legalisation requirements has been transferred from MFA to SAL. You no longer need to go to MFA for further legalisation of your public document.

Will public documents legalised by SAL be accepted overseas?

- Since 20 January 2021, SAL is the sole agency authorised to legalise Singapore public documents for use overseas. You should be able to use your SAL-legalised public documents overseas.
- SAL has also been appointed as the competent authority in relation to the Singapore public documents.

How can I verify the authenticity of the legalised document?

- Any recipient of the Apostille certificate will be able to search and verify the authenticity of the legalised document via a search register at <https://legalisation.sal.sg/>.