NOTICE

NOTARISATION OF SINGAPORE DOCUMENTS FOR USE IN VIETNAM

A. Notarising Government Documents
   a) All documents issued by the Singapore Government Departments (e.g. *Registry of Marriage Certificates, Birth Certificates and Educational Certificates from local government schools*) in their original text will be directly certified legalised by:

   (i)   **Singapore Academy of Law (SAL)**
           Address: 1 Coleman Street #08-06, The Adelphi, Singapore 179803
           Tel: 65 6332 4388 (Authentication Services Enquiries)
           Email: conp@sal.org.sg
           Office Hours: Mondays to Fridays: 9.00 am to 4.30 pm

           and/or

   (ii)   Singapore Embassy in Hanoi.

However, computer-generated documents e.g. *Registrar of Marriage Search, Adoption Petition, Business Profile from ACRA, Tax Documents from Inland Revenue Singapore* etc, must be **certified by the issuing department** first, followed by **SAL** before presenting to the Singapore Embassy in Hanoi for legalisation.

*Note: Computer-generated documents from ACRA which have **a QR code** will not need to be certified by ACRA, but can be certified directly by **SAL**.
For commercial documents such *as Invoices, Bills of Sales, Certificates of Origin, Fumigation certificates,* etc, it should be **certified by any of the four Chambers of Commerce** (*International, Chinese, Indian & Malay*) **or the Singapore Manufacturers' Association, followed by SAL** before presenting to the Singapore Embassy in Hanoi for notarisation.

   1. **Procedure:**
       For legalisation of any true copies or true signatures/seal/ stamps documents, please present the original document together with the copies (if you want to certify true copy) to the Singapore Embassy in Hanoi.

   2. **Processing Time:** 1 working day

   3. **Processing Fee:**
       ● For certifying true copy of a document: VND 80,000/ per copy
       ● For certifying true signature/seal/stamp: VND170,000 per document

   4. **Submission Time:** Mon-Fri (except public holidays), 9 am – 12 noon.

* After the original documents are presented and notarised/legalised by the Singapore Embassy in Hanoi, these documents have to be notarised by the **Consular Department of Vietnam Ministry of Foreign Affairs**, located at *40 Tran Phu, Ba Dinh District, Hanoi,* before proceeding to notary public(s) or Justice Division of the District People's Committee for translation into Vietnamese (if needed), before they can be submitted to the local authorities.

<div align="center">**NOTICE**</div>

B. <u>Notarising Non-Government Documents</u>

1) Procedure:

All Singapore legal documents such as Power of Attorney, Letter of Authorisation and any non-government documents (foreign / private / company documents/ certificate of private schools or universities) for use overseas are to be notarised as follows:

a) Notarised by a **Notary Public** (any law firm offering notarial services and must be a member of the Singapore Academy of Law). To be issued with a notarial certificate.

b) Certified by the **Singapore Academy of Law (SAL)**
Address: 1 Coleman Street #08-06, The Adelphi, Singapore 179803
Tel: 65 6332 4388 (Authentication Services Enquiries)
Email: conp@sal.org.sg
Office Hours: Mondays to Fridays: 9.00 am to 4.30 pm

c) Proceed to the Singapore Embassy in Hanoi for certification.

2) Processing Fee: For certifying true signature/seal/stamp: VND170,000 per document

3) Processing Time: 1 working day

4) Submission Time: Mon-Fri (except public holidays), 9 am – 12 noon.

* After the original documents are presented and notarised/legalised by the Singapore Embassy in Hanoi, these documents have to be notarised by the **<u>Consular Department of Vietnam Ministry of Foreign Affairs</u>**, located at *40 Tran Phu, Ba Dinh District, Hanoi* before proceeding to notary public (s) or Justice Division of the District People's Committee for translation into Vietnamese (if needed) before they can be submitted to the local authorities.

Singapore Embassy in Hanoi
Republic of Singapore