NOTICE

NOTARISATION OF SINGAPORE DOCUMENTS FOR USE IN VIETNAM

## A. **Notarising Government Documents**

All documents issued by the Singapore Government Departments (eg. *Registry of Marriage Certificates, Birth Certificates and Educational Certificates from local government schools*) in their original text will be directly certified <u>true copy</u> by Ministry of Foreign Affairs (MFA) or the Singapore Embassy in Hanoi.

However, computer-generated documents eg. *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 **MFA Singapore** before presenting to the Singapore Embassy in Hanoi for legalisation.

**\*Note:** Computer-generated documents from ACRA which have **the QR code** will <u>not</u> need to be certified by ACRA but can be certified directly by **MFA Singapore**.

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 MFA Singapore** before presenting to the Singapore Embassy in Hanoi for notarisation.

1) **Procedures:**
   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: VND180,000 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.

**B. Notarising Non-Government Documents**

**1) Procedures:**
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**
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: VND180,000 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 **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.

**Singapore Embassy in Hanoi**
**Republic of Singapore**