

APOSTILLE ACT 2020  
(SECTION 20)

APOSTILLE (CERTIFICATION OF SINGAPORE  
PUBLIC DOCUMENTS) REGULATIONS 2021

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation
2. Definitions
3. Form of certificate
4. Fee for issuing certificate
5. Register of certificates
6. Verification of certificates

The Schedules

---

[16 September 2021]

**Citation**

1. These Regulations are the Apostille (Certification of Singapore Public Documents) Regulations 2021.

**Definitions**

2. In these Regulations, unless the context otherwise requires —
- “certificate” means a certificate issued under section 16 of the Act in respect of a Singapore public document;
- “competent authority” has the meaning given by section 15 of the Act;
- “Singapore public document” has the meaning given by section 14 of the Act;

---

*Prepared and Published by*

THE LAW REVISION COMMISSION UNDER THE AUTHORITY  
OF THE REVISED EDITION OF THE LAWS ACT 1983

18.12.2024

“website”, in relation to a competent authority, means the Internet website stated opposite the authority in the First Schedule.

### **Form of certificate**

3. A certificate in respect of a Singapore public document —
- (a) must be issued in the form in the Second Schedule (being a modification of the Model Certificate);
  - (b) may be issued in a physical or an electronic form; and
  - (c) if issued in a physical form —
    - (i) must be approximately 13.5 centimetres (length) by 9 centimetres (breadth); and
    - (ii) must be affixed as a sticker on the document or attached to the document.

### **Fee for issuing certificate**

- 4.—(1) The fee for issuing a certificate is \$10.70.
- (2) A competent authority may waive, refund or remit the whole or any part of the fee payable under paragraph (1).

### **Register of certificates**

- 5.—(1) A competent authority must keep an electronic register of every certificate it issues.
- (2) The register must include the following information in respect of each certificate issued by the competent authority:
- (a) the name, contact number and email address of the person who requested the issuance of the certificate;
  - (b) the date on which and the time at which the certificate was issued;
  - (c) the information stated on the certificate;
  - (d) whether the certificate was issued in a physical or an electronic form;
  - (e) an image of the certificate.

## **Verification of certificates**

6.—(1) A competent authority must ensure that its website is capable of being used to verify certificates issued by the authority in the manner described in this regulation.

(2) A person who wishes to verify a document purporting to be a certificate issued by the competent authority may —

- (a) access the website of the authority (whether by scanning the Quick Response code on the document or by any other means); and
- (b) provide the verification code on the document in the manner stated on the website.

(3) Thereafter, if the certificate is in fact issued by the competent authority, the website must show the information stated on the certificate.

(4) To avoid doubt, the website need not show any other information in respect of the certificate or the certified Singapore public document.

## **FIRST SCHEDULE**

### **WEBSITE OF COMPETENT AUTHORITY**

Regulation 2

*Authority*

*Website*

1. Singapore Academy of Law

<https://legalisation.sal.sg>

## SECOND SCHEDULE

## FORM OF CERTIFICATE

Regulation 3(a)

APOSTILLE	
(Convention de La Haye du 5 Octobre 1961)	
<p>This Apostille only certifies the following aspects of the document to which it is attached or affixed: (1) the authenticity of the signature on the document; (2) the capacity in which the person signing the document has acted; and (3) where appropriate, the identity of the seal or stamp that the document bears. It does not certify the authenticity of the document.</p> <p>If this Apostille is to be used in a country that is not party to the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (also known as the Apostille Convention), it should be presented to the consular section of the mission representing that country.</p>	<p>To verify this Apostille:</p> <p>1. Go to [<i>the website of the Authority</i>] or scan this QR code:</p> <p style="text-align: center;">[<i>Quick Response code</i>]</p> <p>2. Enter this verification code:</p> <p style="text-align: center;">[<i>Verification code</i>]</p>
<b>1. Country:</b>	Singapore
<b>This public document</b>	
<b>2. has been signed by</b>	
<b>3. acting in the capacity of</b>	
<b>4. bears the seal/stamp of</b>	
<b>Certified</b>	
<b>5. at</b>	Singapore
<b>6. the</b>	
<b>7. by</b>	
<b>8. No.</b>	
<b>9. Seal/Stamp</b>	<b>10. Signature:</b>