

Document preparation guide

Prepare your documents for signing and notarisation on NotarEase

Changing the contents of a PDF document after it has been electronically signed and notarised leads to invalidation of the digital signatures. Therefore, please prepare your document carefully before uploading it for online signatures and notarisation on NotarEase.

Please take note of the following:

1. The document must be uploaded in its final state, as a PDF, ready for signatures. It will not be possible to amend the document after the meeting has been scheduled.
2. The document should have the date of signatures and notarisation, wherever necessary.
3. There should be no blank spaces / fields anywhere in the document that would be filled after signatures. Any amendments to the PDF document after the notarisations would invalidate the electronic signature.
4. If you wish to compile the signed PDF with another PDF, you may use the *Print PDF* function to preserve the visual features, text and format of the digital signatures on the document. However, this invalidates/removes the digital signatures.
5. It is your responsibility to use the signed PDF responsibly and legally. You are responsible for preserving the original PDF with valid digital signatures. NotarEase shall not be liable or responsible for any unauthorised use or misuse of signed / notarised documents.
6. Wherever there is a requirement of a signature, write “//Digitally signed by <name of signatory>//” as the electronic signatures will always appear at the bottom of each page of the document.
7. You must leave empty space (as margins) at the bottom of each page, depending on the number of signatories, as provided below:

Number of signatories	Margin required at the bottom
1-3	3 cm
4-6	5 cm
7-9	8 cm

