

## NOTARISATION BY THE SOUTH AFRICAN EMBASSY IN SEOUL: POWERS OF ATTORNEY, AFFIDAVITS, DECLARATIONS, ETC.

The South African Embassy in Seoul is authorised to perform the functions of a Commissioner of Oaths by the Department of International Relations and Cooperation (DIRCO) –please refer to the following link for more information: <https://www.dirco.gov.za/sa-missions/>

The Embassy can assist with signing the documents to be used in the Republic of South Africa only. These documents could be powers of attorney, affidavits, declarations, etc. Please note that the contents of your document(s) are NOT confirmed or verified by the Embassy. Therefore, it is advised that each client use the form(s) provided by the relevant authorities in the Republic of South Africa to comply with their requirements and procedure. The Embassy does not require a certain format or offer a form. You may prepare a statement with your own words if there is no suggested form by the South African authorities. It is essential that you first speak to your South African lawyer before using the services assisted and rendered by the Embassy.

The deponent(s) must be physically present to the South African Embassy in Seoul because the Commissioner of Oaths will witness their signature.

REQUIREMENTS FOR NOTARISATION OF SOUTH AFRICAN DOCUMENTS		Mark (✓)
1	A power of attorney, affidavit, or any other form issued by the South African authority – please do NOT sign any document before you meet our official in the interview room that day.	
2	A written statement prepared by the affiant/deponent, where applicable.	
3	South African identity document and/or passport	
4	If non-SA citizen, valid foreign passport –if you have a South African permanent residence permit, it is requested to produce a South African identity document together with the passport.	
5	Korean ID or Alien Registration Card (ARC)	

### IMPORTANT NOTICE FOR ALL VISITORS TO THE EMBASSY

Appointment booking is required for civic and notarial services at the South African Embassy in Seoul. If all the required documents are ready with you, please let us know. You need to give us the full names, contact number, purposes of visit (specify your request for notarial services, the purpose of signing documents, the South African authority where these documents to be used, etc.) by e-mail: [consular.seoul@dirco.gov.za](mailto:consular.seoul@dirco.gov.za). Upon receipt of your information, we will send you a booking confirmation accordingly. No walk-ins are accommodated.

You must provide us with evidence of your identification, such as a South African identity document or valid passport that day. For your information, the Embassy can assist with certifying a photocopy of identity document or passport provided that the primary documents are presented to our officials in original. If you need a certified copy as well, please let us know. The certified copies are done free of charge. Please make sure you have all the documents signed (and each page initialled, if necessary) and your passport and/or ID in ORIGINAL returned to you before you leave the Embassy.