

Notarisation and Apostille Rules

GSQA-EVD-004 · 2.0 · 2026-10-19

1. Applicable document chain

Check the original, English version, notarisation and authentication against report language, document type, place of issue and the actual legal relationship governing acceptance. Where a private document requires a corresponding notarial instrument, complete that step first under the actual procedure.

2. Where the Convention does not apply

Check an actually permitted provenance-authentication route that is independently verifiable and meets acceptance requirements. Never fabricate an Apostille or treat non-application as exemption from verification. Resolve questions before an award is granted.

3. Limits of authentication

Authentication of provenance does not establish technical accuracy, the organisation's qualification for the test or product conformity, and does not replace statutory market access. Report, translation, notarial document, authentication number and attachment scope must correspond.

4. Identify documents and places of issue first

Reports, translations and notarial documents may originate in different jurisdictions. Record each actual place of issue, document nature, acceptance relationship and corresponding number. Do not infer these from brand nationality or a laboratory's trademark.

5. Complete chain for non-English reports

Submit the original, a complete English translation and applicable notarisation/authentication. A private test report may first require the appropriate notarial instrument before the competent authority can issue an Apostille.

6. Apply the Apostille Convention to the actual relationship

Check Convention status, the applicable relationship, competent authority and document type. Where it does not apply, verify an actually permitted authentication route meeting acceptance requirements. Do not invent an Apostille or automatically waive source verification.

7. Separate authentication from technical verification

Within its scope, an Apostille authenticates a signature, the signatory's capacity or the origin of a seal. It does not establish report accuracy, passing results, laboratory qualification or market access. Verify electronic authentication through the actual official channel.

8. Records, handling and corrections

Keep the application or case number, specific product and market, version applied, documents and page references, responsible personnel, material dates, reasons and formal notices relevant to this document. Handle personal data and trade secrets under access controls. Questions about a record may be raised through information correction, complaints or review by an entitled applicant. Submission alone does not change an existing decision or licence. The formal notice and current record govern the outcome.

9. Effective date, application and versions

Version 2.0 was published and took effect on 19 October 2026 and applies to relevant matters formally submitted after that date. Retain the original snapshot and rules for existing applications; notify substantive changes separately and apply transitional arrangements. Do not retrospectively add new conditions to historical decisions. Web and downloadable texts must agree. Identify superseded versions and record name or wording corrections separately from substantive amendments.