

## **Notaries Public Rules**

### **Table of Contents**

#### **1 Citation**

#### **2 Definitions**

#### **3 Fees**

#### **4 Duration of appointment**

#### **5 Application procedure**

#### **6 Register of notaries public**

#### **7 Instrument of appointment**

#### **8 Authentication of signature of notary public**

#### **9 Register of documents administered**

### **FIRST SCHEDULE**

### **SECOND SCHEDULE Certification Seal**

### **Legislative History**

## **NOTARIES PUBLIC ACT (CHAPTER 208, SECTION 8)**

## **NOTARIES PUBLIC RULES**

**R 1**

## **Citation**

1. These Rules may be cited as the Notaries Public Rules.

## **Definitions**

2. In these Rules —

“Academy” means the Singapore Academy of Law constituted under the Singapore Academy of Law Act (Cap. 294A);

“affidavit” includes affirmation, statutory or other declaration;

“folio” means 100 words, each figure being counted as one word;

“oath” includes affirmation and declaration;

“Secretary” means the Secretary to the Senate;

“Senate” means the Senate of the Academy;

“swear” includes affirm and declare.

## **Fees**

3. The fees payable to the Academy for appointment or reappointment of notaries public and authentication of signatures, and the fees payable to a notary public, shall be as set out in the First Schedule.

## **Duration of appointment**

4. Notaries public shall be appointed for a period of one year and may be reappointed for each subsequent year as the Senate may, in its discretion, decide.

## **Application procedure**

5.—(1) Applications for reappointment as notaries public shall be lodged with the Secretary 2 clear months before the expiry of each preceding period of appointment.

(2) An applicant shall lodge with the Secretary an application for his appointment or reappointment as a notary public, setting forth —

- (a) his date of admission to the roll of the Supreme Court and the number of years that he has been in practice;

- (b) whether he is or has ever been an undischarged bankrupt or has made an arrangement with his creditors;
- (c) whether he has ever been convicted of any offence;
- (d) whether he has ever been found guilty of any professional misconduct; or
- (e) whether he is or has been the subject of disciplinary proceedings under Part VII of the Legal Profession Act (Cap. 161); and, if so, the date and nature of the complaint, whether the complaint resulted in the appointment of a Disciplinary Committee, and if so, the result of its inquiry.

### **Register of notaries public**

6. The particulars of every notary public appointed by the Senate shall be registered with the Senate in a register maintained by the Secretary in such form as the Senate may determine.

### **Instrument of appointment**

7.—(1) Every notary public shall upon appointment or reappointment receive a certificate of appointment.

(2) Every notary public shall exercise his appointment or reappointment in accordance with the conditions stated in the certificate of appointment.

(3) Every notary public shall upon appointment or reappointment receive a notary's stamp from the Academy specifying the expiry date of the appointment or reappointment.

(4) Every notary public shall stamp the expiry date of his appointment or reappointment on every document administered in exercise of his appointment or reappointment.

### **Authentication of signature of notary public**

8.—(1) Every certificate for the authentication by the Academy of the signature of a notary public shall be signed by any officer of the Academy or any agent appointed by the Senate under section 24(4) of the Singapore Academy of Law Act (Cap. 294A).

(2) Every such certificate shall be sealed with the seal set out in the Second Schedule.

### **Register of documents administered**

9. Every notary public shall —

- (a) keep a register of documents administered in exercise of his appointment;