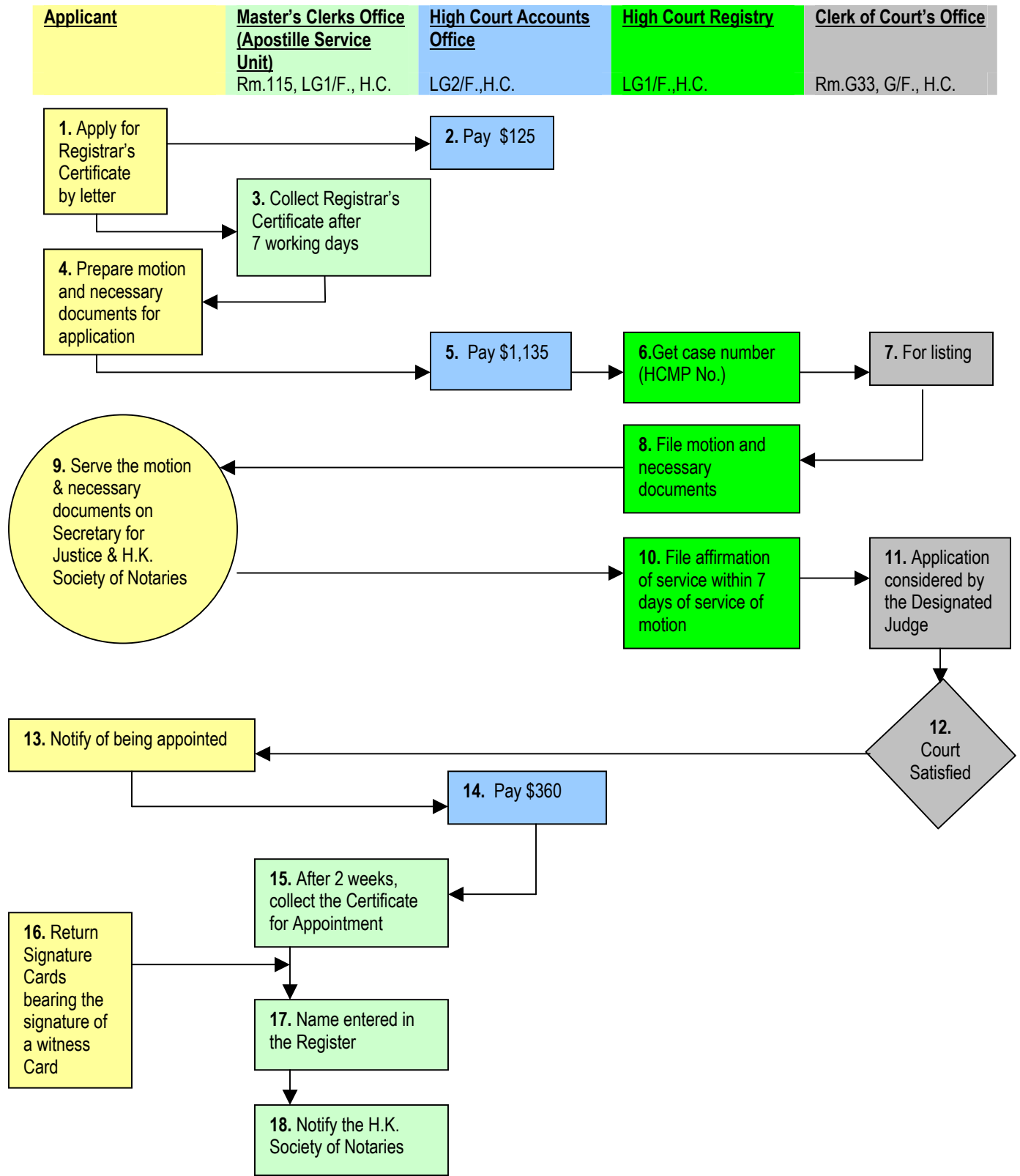


# How to Apply for Appointment & Registration as a Notary Public?

## A. Flow Chart



## **B. Explanatory Notes**

1. Apply for Registrar's Certificate by letter (sample attached) and send it to Master's Clerks Office (Apostille Service Unit), Room 115, LG1/F., High Court, 38 Queensway, Hong Kong or by fax (2524 2034).
2. Pay \$125 by cash or crossed cheque payable to "The Government of the Hong Kong Special Administrative Region" at the High Court Accounts Office (LG2/F., High Court).
3. The Certificate will be ready for collection at the Master's Clerks Office (Apostille Service Unit) after 7 working days upon receipt of your application. At the time of collecting the Certificate, please produce the receipt of \$125. You may collect the Certificate in person or authorize someone with letter of authorization, bearing the ID Card No of the authorized person to collect it on your behalf.

(Upon collection of the Registrar's Certificate, a letter will be issued to remind you to observe that your name to appear in the motion should be exactly the same as that recorded in the Roll of Solicitors, i.e. the same as appeared in the Registrar's Certificate.)

4. Prepare the motion and all necessary documents for application for appointment as notary public. (Rule 12B(2), Cap. 159B)
5. Pay the application fee of \$1,135 at the High Court Accounts Office on LG2/F., High Court.
6. Get the case number for the application for appointment as a notary public at the High Court Registry on LG1/F., High Court.
7. Take the original motion together with the Registrar's Certificate and all the necessary documents to the office of the Assistant Listing Officer at Room G33 of the Clerk of Court's Office, High Court for listing the case to the Designated Judge.
8. File the original motion with all necessary documents at the High Court Registry.
9. Serve the motion and its accompanying documents on the Secretary for Justice and the Society of Notaries.
10. File affirmation of service within 7 days of service of motion.
11. Your application will be considered by the Designated Judge.
12. Having satisfied all the requirements, the Court may appoint you as a notary public.

13. Letter notifying you of the appointment as a notary public will be issued accompanying by two copies of blank signature cards.
14. Pay \$360 registration fee at the High Court Accounts Office with the letter mentioned in Para. 12 being produced.
15. Collect the Certificate of Appointment after 2 weeks from payment of the fee at the Master's Clerks Office (Apostille Service Unit). You may collect the Certificate in person or authorize someone with letter of authorization, bearing the ID Card No of the authorized person to collect it on your behalf.
16. At the time of collecting the Certificate, produce the receipt of \$360 registration fee, the letter mentioned in Para.12 and two duly completed signature cards bearing the signature of a witness who must be a notary in Hong Kong.
17. Your name will be entered in the register of notaries public by the Registrar.
18. The Registrar will by written notice inform the Hong Kong Society of Notaries of Para.16.