



SINGAPORE ACADEMY OF LAW

APPLICATION FOR APPOINTMENT AS COMMISSIONERS FOR OATHS AND/OR NOTARIES PUBLIC FOR THE PERIOD 1 OCTOBER 2010 TO 30 SEPTEMBER 2011

Please fill in Section I if you are an Advocate and Solicitor

Closing date: 30 July 2010 before 4.30pm

Section I – Advocate and Solicitor

\* I would like to apply for appointment to the following office(s):

Table with 3 columns: Office Type, First-time Appointments, and Re-appointments (if appointment has lapsed for more than a year, it will be treated as a first-time appointment). Rows include Commissioner for Oaths and Notary Public.

\* Title Dr \_\_\_ Mr \_\_\_ Mrs \_\_\_ Miss \_\_\_ Ms \_\_\_ Mdm \_\_\_

Name in full as it appears on your Singapore NRIC / Passport No. (please underline your surname) ( ) # Singapore NRIC / Passport No.

Name to be used in Expiry Date Stamp (maximum 25 characters) | | | | | | | | | | | | | | | | | | | | | |

Date of Birth and Age as at 1 October 2010 and (dd - mmm - yyyy)

Nationality and Singapore Academy of Law Membership No. and

Highest Educational Qualification

Admission No. and Date of Admission and

Aggregate No. of Years in Legal Practice in Singapore / the Singapore Legal Service as at 1 October 2010

\* Type of organization under which I practise [ ] Singapore Law Firm/ Law Corporation [ ] Foreign Law Corporation

\* Do you have a valid Practising Certificate? (Please note that for the appointment to be valid, you must continue to hold a valid Practising Certificate for the duration of the appointment.) [ ] Yes [ ] No





\* I confirm that:

I will be exercising the appointment of commissioner for oaths in my capacity as \_\_\_\_\_  
( your position within the organisation )

Documents attached

(for the period **1 Oct 2009 to 30 Jun 2010**)

Register of Documents (**compulsory**):

Annual Return (**compulsory**):

Please set out in Schedule I of this application form, the nature of documents which you will take and receive if appointed as a commissioner for oaths.

I have been employed in my organisation for \_\_\_\_\_ years and \_\_\_\_\_ months.

I am not and have never been an undischarged bankrupt, nor have I ever made an arrangement with creditors

I have never been convicted of any criminal offence.

There have never been any disciplinary proceedings initiated against me (if so, please provide details in separate sheet)

I am not or have never been found guilty of any professional misconduct.

Sections III and IV to be completed by all applicants

---

### Section III – Payment

---

\* Please issue cheques for each appointment, made payable to **SINGAPORE ACADEMY OF LAW** for the sum(s) of:

\$500 being the fee payable by an advocate and solicitor for appointment as a commissioner for oaths

(Bank/Cheque No. \_\_\_\_\_)

\$500 being the fee payable by an advocate and solicitor for appointment as a notary public

(Bank/Cheque No. \_\_\_\_\_)

\$100 being the fee payable by a non- advocate and solicitor for appointment as a commissioner for oaths

(Bank/Cheque No. \_\_\_\_\_) or (IBG payment, please provide IBG payment voucher ID: \_\_\_\_\_)

In the event of an unsuccessful application or a withdrawal of application at any time and for any reason, the SAL shall be entitled to impose an administrative fee of \$53.50 (advocate and solicitor) or \$26.75 (non-advocate and solicitor). Administrative fee imposed is inclusive of goods and services tax at the current prevailing rate.

---

### Section IV – Signature

---

#### For all applicants

The above information is accurate and true to the best of my knowledge.

#### For a Non-Advocate and Solicitor / Court Interpreter only

This application is supported by me.  
I confirm that the officer applying for this appointment is an employee of the organisation and confirm the accuracy and correctness of the above particulars.

---

Signature of Applicant / Date

---

Name, signature and designation of supervising officer who supports this application / Date

Please address all applications under **confidential cover** to -

The Secretary  
Board of Commissioners for Oaths and Notaries Public  
1 Supreme Court Lane  
Level 4  
Singapore 178879

OFFICIAL USE	
Date of Receipt:	
Attended Training (Only for non-advocate and solicitor applying for the first-time)	
Remarks	

(18-11-99)

**The Oaths and Declarations Act  
(Chapter 211)**

**Statutory Declaration**

I, \_\_\_\_\_

NRIC / Passport No. \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

do solemnly and sincerely declare that I understand and accept the terms set out in the attached application form and that the particulars given by me in this application form are accurate and true to the best of my knowledge.

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap. 211), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

\_\_\_\_\_  
Signature of Declarant

Declared at Singapore the \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_.

Before me,

\_\_\_\_\_  
Justice of the Peace, Notary Public or  
Commissioner for Oaths

# SCHEDULE I

## TO BE FILLED IN BY A NON-ADVOCATE AND SOLICITOR ONLY

Please set out in this schedule, the nature of documents which you will take and receive if appointed as a commissioner for oaths (eg. affidavits to be used in court proceedings and statutory declarations to be used in connection with the functions of your organisation). **Please refer to s 68(2) of the Supreme Court of Judicature Act (Cap. 322).** This schedule may be updated during your term of employment by your employer notifying the Secretary of any changes to the schedule.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

---

Signature of Applicant / Date

---

Name, Signature and Designation of Supervising  
Officer who supports this application / Date

Date: \_\_\_\_\_

The Secretary  
Board of Commissioners for Oaths and Notaries Public  
1 Supreme Court Lane  
Level 4  
Singapore 178879  
Fax: 6333 5085 / 6339 5145

**To be filled in by  
an Advocate and Solicitor only.**

**COMMISSIONER FOR OATHS (ADVOCATE AND SOLICITOR)  
LANGUAGE PROFICIENCY**

I, \_\_\_\_\_, \* [am proficient in  
*[name of applicant]*

the following / am not proficient in any] dialects or languages other than English:-

Dialect(s) / Language(s)	Proficiency
	* Spoken Only / Written Only / Spoken and Written
	* Spoken Only / Written Only / Spoken and Written
	* Spoken Only / Written Only / Spoken and Written
	* Spoken Only / Written Only / Spoken and Written
	* Spoken Only / Written Only / Spoken and Written
	* Spoken Only / Written Only / Spoken and Written

\_\_\_\_\_  
*[Signature of Applicant]*

\* Please delete where inapplicable.

To: Board of Commissioners for Oaths & Notaries Public  
1 Supreme Court Lane  
Level 4  
Singapore 178879  
Fax: 6333 5085

**CONP ANNUAL RETURN**

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Co-ordinator (for Public Organisations): \_\_\_\_\_

Branch (if applicable): \_\_\_\_\_

**Appointment Period: 1 October 2009 to 30 June 2010**

**For Commissioner for Oaths:**

Total number of documents received for Appointment Period: \_\_\_\_\_

**For Notary Public:**

Total number of documents received for Appointment Period: \_\_\_\_\_

I certify that the above CONP Annual Return is true and correct.

\_\_\_\_\_  
Signature of Commissioner for Oaths and/or  
Notary Public

\_\_\_\_\_  
Date





## **Guidance Notes**

All commissioners for oaths and notaries public are appointed for the duration of one year. Applications for re-appointment shall be lodged with the Secretary of the Board 2 clear months before the expiry of each preceding period of appointment.

The attention of applicants is drawn to the following provisions in the Commissioners for Oaths Rules, Commissioners for Oaths (Amendment) Rules, Notaries Public Act (Cap 208), Notaries Public Rules and Notaries Public (Amendment) Rules.

### **COMMISSIONERS FOR OATHS RULES**

#### **COMMISSIONERS FOR OATHS (AMENDMENT) RULES**

##### **Eligibility**

An advocate and solicitor who has for an aggregate period of not less than 7 years been in active practice or been a legal officer shall be eligible for appointment as a commissioner for oaths.

Officers in the employment of Government ministries, departments, statutory boards and Government-linked companies shall be eligible for appointment as commissioners for oaths ("Non-advocates and solicitors").

Court interpreters shall be eligible for appointment as commissioners for oaths.

##### **Restriction**

No advocate and solicitor so appointed shall act as a commissioner for oaths in any matter or business in which he or any member of his firm is acting as advocate and solicitor.

##### **Fees**

The fee payable by a commissioner for oaths to the Singapore Academy of Law for appointment or re-appointment, and the fees chargeable by a commissioner for oaths, shall be as set out in the Commissioners for Oaths Rules.

##### **Limitation of appointment**

Advocates and solicitors who are appointed commissioners for oaths may administer oaths for taking any affidavit or affirmation or for the swearing of executors and administrators in accordance with s 68(2)(c)(ii) and (v) of the Supreme Court of Judicature Act ("SCJA") and of taking and receiving statutory declarations in accordance with s 68(2)(d) of the SCJA.

Non-advocates and solicitors may be appointed to take and receive documents specified in Schedule I of their applications and subject to such other limitations may be stated on the certificate of appointment.

Court interpreters may be appointed commissioners for oaths to administer oaths in accordance with s 68 of the SCJA, subject to such limitations as may be stated on the certificates of appointment.

##### **Expiry date stamp**

Every commissioner for oaths shall receive a commissioner's stamp upon his appointment or re-appointment, and shall apply the stamp on every document administered in exercise of the appointment.

### **Register of documents administered**

Every commissioner for oaths shall keep a register of documents administered in exercise of his appointment, which shall be made available for inspection to the Secretary upon request. Commissioners may be required to furnish such information as the Secretary may require.

### **Automatic revocation of appointment**

The appointment of a commissioner for oaths shall be deemed to be revoked –

- a when he is adjudged a bankrupt;
- b when he is convicted of an offence for which he is sentenced to a term of imprisonment (except where the imprisonment is imposed in default of payment of a fine);
- c in the case of a non-advocate and solicitor or court interpreter, when he is dismissed from service or reduced in rank or his employment is terminated; or
- d in the case of an advocate or solicitor, when he is suspended or struck off the roll of the Supreme Court.

Any commissioner for oaths whose appointment is automatically revoked shall return forthwith to the Secretary his certificate of appointment and commissioner's stamp.

## **NOTARIES PUBLIC ACT (CAP. 208)**

### **NOTARIES PUBLIC RULES**

### **NOTARIES PUBLIC (AMENDMENT) RULES**

### **Eligibility**

No person shall be appointed as a notary public unless he is a practising advocate and solicitor in Singapore and has so practised for not less than 7 years.

### **Fees**

The payable by a notary public to the Singapore Academy of Law for appointment or re-appointment shall be as set out in the Notaries Public Rules, and the fees chargeable by a notary, shall be as set out in the Notaries Public (Amendment) Rules.

### **Certificate of appointment**

Every notary public shall receive a certificate of appointment and shall exercise his appointment in accordance with the conditions stated in the certificate of appointment.

### **Expiry date stamp**

Every notary public shall receive a notary's stamp specifying the expiry date of his appointment or re-appointment, and shall apply the stamp on every document administered in exercise of the appointment.

### **Register of documents administered**

Every notary public shall keep a register of documents administered in exercise of his appointment, which shall be made available for inspection to the Secretary upon request. Notaries may be required to furnish such information as the Secretary may require.

### **Revocation of appointment**

The appointment of a notary public shall be revoked –

- a when he is adjudged a bankrupt or has made an arrangement with his creditors;
- b when he has been struck off the roll of advocates and solicitors of Singapore; or
- c when he has been found to be guilty of such professional or other misconduct as to render him unfit to practise as a notary.

Any notary whose appointment is revoked shall return forthwith to the Secretary his certificate of appointment and notary's stamp.