



SINGAPORE ACADEMY OF LAW

13 May 2010

To all Commissioners for Oaths and Notaries Public

APPLICATION FOR APPOINTMENT AS COMMISSIONERS FOR OATHS AND/OR NOTARIES PUBLIC

Please be informed that with **immediate effect**, all applications for renewal of appointment as Commissioner for Oaths (“COs”) and/or Notary Public (“NPs”) must be accompanied by a copy of the Register of Documents and the completed Annual Return form. Incomplete applications will not be accepted by the Secretariat.

- If your appointment(s) expires on 30 September 2010, the Annual Return and Register of Documents required will be for the period 1 October 2009 to 30 June 2010.
- If your appointment(s) expires on 31 March 2011, the Annual Return and Register of Documents required will be for the period 1 April 2010 to 31 December 2010.

2 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). The administrative fee imposed is inclusive of goods and services tax at the current prevailing rate.

Non-Advocates & Solicitors

3 Please note that non-advocates and solicitors applying for appointment as commissioners for oaths and who have **not** been previously appointed (first-time appointment) are required to attend a briefing. Please note that attendance at the briefing is a pre-condition for appointment and your appointment will be rejected if the applicant does not attend the briefing for any reason. Please check with the Secretariat for the date(s) of the briefing.

4 Should you require any clarifications, please contact Ms Cindy Chng at 6332 4116.

CAROL LIEW
SECRETARY
BOARD OF COMMISSIONERS FOR OATHS AND NOTARIES PUBLIC