

THE NOTARIES PUBLIC ACT

ORDER
(*under section 11(3)*)

The Notarial Fees (Approval) Order, 1983

L.N. 804/83

THE NOTARIES PUBLIC ACT

ORDER
(under section 11(3))

THE NOTARIAL FEES (APPROVAL) ORDER, 1983

(Made by the Minister on the 2nd day of August, 1983)

L.N. 80A/83

1. This Order may be cited as the Notarial Fees (Approval) Order, 1983.
2. The tariff of fees set out in the Schedule is hereby approved. Schedule.

Item No.	SCHEDULE Description	(Paragraph 2) Fee
	<i>Affidavits and Declarations</i>	₹ c
1.	Taking oath of each deponent or declarant with or without seal	5.00 for each quarter hour or part thereof
2.	Preparing exhibit note	1.00
3.	Marking each exhibit	1.00
4.	Full notarial certificate to an affidavit or declaration by one deponent or one declarant	10.00
5.	Additional charge for certificate in respect of each additional deponent or declarant after the first	5.00
	<i>Attendances</i>	
6.	In the office or at the telephone	5.00 for each one quarter hour or part thereof.
7.	Out of the office	10.00 for each one half hour or part thereof (exclusive of travelling expenses).
8.	Examining papers and date, etc. in office	20.00 per hour.
9.	At Embassy, Consulate or other office for procuring legality	10.00 (exclusive of travelling expenses).
10.	At Stamp Office or other revenue office	3.00 (exclusive of any travelling expenses).

THE NOTARIAL FEES (APPROVAL) ORDER, 1983

SCHEDULE, *contd.*

Item No.	Description	Fee \$ c
	<i>Attestations or Certificates and authentication of the execution of Deeds or Instruments under hand and in verifications of signatures, copies, translations, etc.</i>	
11.	Simple attestation (without certificate)	5.00
12.	For each additional party whose signature is attested	3.00
13.	Attestation with notarial certificate and seal	15.00
14.	For each additional party mentioned in the certificate	5.00
15.	Ordinary attestation with certificate under notarial seal to execution by a company whether the certificate is already endorsed on the document or is prepared by the notary	20.00
16.	For each additional company executing	7.50
17.	Ordinary attestation with certificate under notarial seal to execution by a company in liquidation and its liquidator	20.00
18.	Special attestation with certificate under notarial seal to execution by a company and evidencing that the document is binding on the company according to law	25.00
19.	Special attestation with certificate under notarial seal to execution by a company in liquidation and its liquidator and evidencing that the document is binding on the Company according to law.	25.00
20.	Authenticating one person's or corporation's execution of instrument in public form	10.00
21.	For execution by each additional person or corporation	5.00
22.	Attestation to signature or to signature and official seal of a Public Officer	10.00
23.	For signature of the same official to one or more additional documents annexed to the same notarial certificate	5.00
24.	For further notarial certification respecting the jurisdiction of the Court	20.00
25.	Notarial certificate verifying a copy or translation of one document	10.00
26.	For each document after the first attached to the same certificate and specifically referred to therein	5.00
27.	For each document not specifically referred to in the certificate	5.00
	<i>Bills of Exchange</i> (See Noting and Protest Charges, Post)	

SCHEDULE, *contd.*

Item No.	Description	Fee — \$ c
	<i>Commission for Examination of Witnesses</i>	
28.	Attendance (exclusive of expenses of clerk and shorthand clerk, if any)	If an Attorney-at-Law to charge in accordance with scale of charges and customs applicable to Attorneys-at-Law in the Supreme Court.
29.	Swearing witnesses: each oath or affirmation	
30.	Preparing exhibit note	
31.	Marking each exhibit	
32.	Notarial certification under seal (usually covering all depositions)	
	<i>Copies</i>	
	Making copies to keep or fair copies (Unattested)—	
33.	in the English language, per folio	1.00
34.	in a foreign language, per folio	3.00
	Making fair copies for notarial verification—	
35.	in the English language, per folio	1.00
36.	in a foreign language, per folio	5.00
37.	Collating copies in English not prepared by the notary, with the original for notarial certification per folio	10.00 plus 10.00 for every folio after the first four folios.
38.	Collating copies in foreign language, not prepared by the notary, with the original for notarial certification, per folio	20.00 plus 20.00 per folio after the first four folios.
	Recording in notarial register copy of an Act in the public or authentic form—	
39.	in the English language, per folio	1.00
40.	in a foreign language, per folio	3.00
	<i>Drawing of Bonds and Debentures for Redemption and Cancellation of Bonds and Debentures</i>	
41.	Instructions	20.00 per half hour.
42.	Perusing Trust Deed or other Security Document	1.00 per folio.
43.	Checking tallies for use in the draw, per 100	5.00
	Attending the drawing and issuing the Certificate setting out the numbers drawn—	
44.	for the first 100	30.00
45.	for every subsequent 100	15.00
46.	For incorporating in certificate the names of bondholders or stockholders	5.00 per one quarter hour or part thereof.
47.	Preparing advertisement of results of drawing	10.00 plus 5.00 for each folio.

THE NOTARIAL FEES (APPROVAL) ORDER, 1983

SCHEDULE, *contd.*

<u>Item No.</u>	<u>Description</u>	<u>Fee</u>
48.	Attending arranging for publication	\$ c 10.00
49.	In office, per hour	20.00
50.	Outside office, per hour	30.00 (exclusive of travelling expenses).
<i>Letters</i>		
If an Attorney-at-Law to charge in accordance with scale of charges and customs applicable to Attorneys-at-Law in the Supreme Court.		
<i>Negotiable Instruments, Noting and Protest Charges</i>		
51.	Presenting and Noting Bills and Drafts—	
	(a) up to \$200.00	(a) up to \$500 \$10.00 (exclusive of travelling ex- penses)
	(b) for each additional \$200.00 or part thereof	(b) for each ad- ditional \$100 or part thereof \$2.50 (exclusive of travelling ex- penses)
52.	Protesting Bills and Drafts of all kinds—	
	(a) up to \$1,000	20.00
	(b) exceeding \$1,000 and not exceeding \$10,000	30.00
	(c) for each additional \$2,000 above \$10,000	1.00 (c) for each additional \$1,000 above \$10,000
53.	Act of Honour	20.00
54.	Duplicate protest	As for original.
N.B.—The charges under Items 52, 53 and 54 are additional to the charges under Item 51.		
<i>Perusals</i>		
55.	Perusing in English, per folio	1.00
56.	Perusing in any other language, per folio	3.00
<i>Shipping</i>		
57.	Note of Protest	30.00
58.	Additional charge for certifying each copy	15.00
59.	Extended Protest, per folio	5.00

NOTE—One folio comprises seventy-two words, any figure being counted as one word.