**NOTARIAL CERTIFICATE FOR REMOTE NOTARISATION**

I [Name], of [City], in New Zealand holding a current faculty as a Notary Public, registered in the Crown Office in Chancery, London, United Kingdom on the [date] day of [month and year], certify as follows:

# On [time and date] I was asked by [a person/people] [known to me as/who identified himself/herself/themselves to me as] [applicant name(s) appearing in the document] (“applicant[s]”) to [administer the applicant’s/applicants’ oath/declaration/affirmation] **OR** [witness the applicant’s/applicants’ signature] on a document described to me as [insert title as shown on document] (“document”).

# Because of the mandatory isolation requirements and restrictions on movement resulting from the New Zealand Government’s Covid-19 virus Alert Level 4 (and orders made by the Minister for COVID-19 Response under [section 11](https://www.legislation.govt.nz/regulation/public/2021/0210/latest/link.aspx?id=LMS344177" \l "LMS344177) of the New Zealand [COVID-19 Public Health Response Act 2020](https://www.legislation.govt.nz/regulation/public/2021/0210/latest/link.aspx?id=LMS344121) in accordance with [section 9](https://www.legislation.govt.nz/regulation/public/2021/0210/latest/link.aspx?id=LMS344175" \l "LMS344175) of that Act) I was not present with the [applicant/applicatnts] when I was asked to [administer the applicant’s/applicants’ oath/declaration/witness the applicant’s/applicants’ signature on the document].

# I attended to notarisation by adopting the following procedure:

[Amend as necessary]

### The applicant[s] and I met by audio-visual link at [e.g. 10am on Friday 20 August 2021]. The audio-visual link system we used was [e.g. Zoom/Skype];

### I asked the applicant[s] to scan and email me a complete copy of the document(s) together with copies of the identification referred to below;

### **EITHER** I asked the applicant[s] to identify [himself/herself/themselves] to me by name and to hold up to the camera [his/her/their] photograph and personal identification page from [his/her/their respective] [passport[s] and driver licence(s)/other form of photo identification]. I observed the [passport(s) and licence(s)/other identification] and satisfied myself that the [person/people] in the identification was/were the [person/people] meeting with me by [eg Zoom/Skype], and that the forms of identification matched those that had been scanned and sent to me;

**OR ALTERNATIVELY,** I know the applicant[s] because [e.g. they are a regular applicant of mine and have been for the last 10 years.];

### I asked the applicant[s] to expose each page of the document [s] to the camera [including the exhibits]. I observed the document[s] to be the unsigned version[s] of the document[s] that had been scanned and emailed to me;

### I then watched the applicant[s] place the document[s] down on a desk in view of the camera and I witnessed the applicant[s] signing the jurat page and initialling each preceding page. The applicant[s] held each page of the signed and initialled document[s] up to the camera [OPTIONAL I took the applicant’s oath/affirmation/declaration]. I then asked the applicant[s] to scan the signed and initialled document[s] and send [it/them] to me. I received [it/them] at [time and date].

### I was satisfied that [this was the same document/these were the same documents] that I had seen the applicant[s] sign, as far as it was possible for me to do so by following these procedures.

### [Specify manner of notarisation, e.g. I placed my signature, stamp and an imprint of my notarial seal on each page of the document[s], and affixed this, my notarial certificate, to the document[s]].

# I am unaware of any circumstances to show either that:

### The [applicant was/applicants were] not the [person/people] identified to me; or

### The signature[s] on the document[s] [was/were] not the applicant[s] signature[s].

**DATED** at [City], New Zealand this day of 2021

Signed and sealed by me, [Name], Notary Public

[Address and other usual sign-off details]