

Internal Affairs Checklist for Notarial Acts (as at August 2022):

All six components must be present for Internal Affairs to accept Notarial Acts for the Authentication process:

- 1 **Statement** which sufficiently describes what the Notary has done and is readable.
- 2 **Name** and **Signature** of the Notary.
- 3 **Seal** of the Notary.
- 4 **Date** the Act was executed.
- 5 **Place** the Act was executed.
- 6 Any **Underlying document(s)** match what is said in the Notarial Act and it is clear the documents were seen by the Notary.

More specifically documents will also be rejected when:

A) The statement is insufficient i.e. only says “witnessed”, “notarised” or there is no statement. *These examples do not give our office or the end user enough information on what the Notary has done.*

B) Multiple page documents that have not been securely bound by the Notary/only stapled and no indication that the underlying pages have been seen by the Notary (i.e. they are not initialled/stamped). All pages must be signed/sealed/or stamped. If a notary is not comfortable signing a page because of the contents, they can initial the back of the page just to show the document has been sighted.

C) Documents mentioned in the Notarial Act are not present.

D) The Notarial Act does not accurately state the underlying document (i.e. stated pages 1-8 but there are 12).

E) The Notary has notarised their own document/letters (i.e. the Notary is a director of a company and signs as both the director and Notary).

F) The Notarial Act is unreadable. We Apostille the Notarial Act so we need to know and trust what it says. If we cannot read what has been written, we cannot Apostille the Act.

Helpful things to consider when notarising:

A) Will the notarised documents require authentication/apostille? If yes, all pages WILL need to be signed/sealed/initialled or stamped. Not just the page where the client has signed the document.

B) Does the client require individual authentication/apostille for their notarised documents? If yes, the documents will need to be notarised separately with individual statements.

C) Please note, we can not authenticate/apostille identical documents together as a set. If a client require several copies of the same document to be authenticated, they will need to be notarised separately with individual statements, and we can process the authentication/apostille separately.