

Practice Note 2 – What is a notarial act?

Your notarial act has three components, namely:

- your signature; and
- the affixing of your seal; and
- a description of what action you have taken in your capacity as a notary.

Affixing of your signature and seal alone is not a notarial act. In all cases for the notarial act to be complete, it must include a description of what action you have taken in your capacity as a notary. Note that the words “Witnessed” or “Notarised”, by themselves, are insufficient.

Some documents include a jurat, completion of which (in conjunction with your seal and signature) will satisfy the requirements of the notarial act.

For those notaries who elect to attach a notarial certificate to the documents, which is encouraged, it is the information on the certificate which (in conjunction with your seal and signature) completes the notarial act; i.e. *“I, Notary Name, identified XXX and witnessed his signature on the attached XXX”*, or

“I, Notary Name, certify as to the authenticity of the attached copy of the Company Extract of XXX Limited, downloaded by me today from the New Zealand Companies Office, etc”.