

F.No.N-15012/1/2016-NC
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Notary Cell

439A, 4th Floor,
Shastri Bhavan, New Delhi -110001.
Dated the 3rd March, 2015

CIRCULAR

Department of Legal Affairs, vide its notification dated 04.03.2014, has amended Rule 8B of the Notaries Rules, 1956 which entails the procedure to renew the Certificate of practice for notaries. The amended Rule 8B reads as under:-

*"The certificate of practice may be renewed for a further period of five years on payment of prescribed fee. An application for renewal of Certificate of Practice shall be submitted to the appropriate Government before **six months** from the date of expiry of its period of validity.*

Provided that the appropriate Government may, after considering the reasons stated in the application, relax the condition of submission of application for renewal of Certificate of practice before the specified period."

2. All the Public Notaries appointed by Government of India are hereby directed to comply strictly with the aforesaid rule. Any application in contravention of the aforesaid rule will not be entertained by this Department.
3. However, it has been decided by the Central Government that if there is a delay in submission of renewal application by a Notary Public, he/she shall have to submit an affidavit attested by Judicial Magistrate of First Class stating therein the reason for delay in submission of application. Subsequently, such reason will be considered by the appropriate Government and only upon satisfaction that the reason is genuine and the circumstances were beyond the control of the concerned notary, the request for renewal will be considered. However, if the reasons are not upto the satisfaction of appropriate Government, the request for renewal may be declined.
4. This issues with the approval of the Competent Authority and comes into force with immediate effect.

(Poonam Suri)
Deputy Legal Advisor
Tele No:23388763