



CJ's Directive No. 1 of 2016

Regarding duties of a Commissioner for Oaths

Owing to a number of queries received by the Judicial Department regarding certification of documents by Commissioners for Oaths, it has been decided to issue the following directives. These should guide and assist Commissioners for Oaths when serving members of the Public.

Acceptable ID cards

1. Acceptable cards to be used for identification [if valid and up to date]
 - . Voter Registration Card
 - . Driver's Licence
 - . FNPF Card
 - . Passport
 - . Tax Identification Card

Sufficient proof of Identification

2. Proof of identification should be asked for when witnessing statutory declarations, claim forms, application forms, affidavits and the like. In your records, note down the number of the ID card, if you cannot take a photocopy of the card.
3. No identification is required for certifying copies of documents.

Must sight originals

4. Copies of Birth, Death and Marriage certificates can only be certified after sighting the **original** certificates.
5. Copies of Certificates of Incorporation of Companies, or Certificates of Businesses shall be certified **only** after sighting the **original** certificates.

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6. Copies of Probates and Letters of Administration shall not be certified since original documents can be obtained from the High Court Probate Registry.
7. Copies of titles/leases shall not be certified as these documents can be obtained from the Titles Office.

Avoiding conflicts of interest

8. Do not witness a family member's statutory declaration form or affidavit as this may involve a conflict of interest for you as a Commissioner where you are not independent of the persons or issues involved.

At workplace

9. Avoid witnessing or signing documents originating from your work place if it may also lead to a conflict of interest in the future.

No fees to be charged

10. Commissioners for Oaths **shall not charge any fees** in cash or kind, for their services.

11. Failure to follow Directives

The above directives are to be adhered to when serving the public. Failure to comply with these directives may result in revocation of your appointment.

6th September 2016



A.H.C.T. Gates
Chief Justice