

**REGISTRATION | UPDATE
SIGNATURE AND SEAL
Notary Public**



FOR OFFICE USE ONLY
Received/Appointment Date:
Cert. Sent:

1. First name, middle name(s) and last name:

2. Call to the bar date (dd/mm/yyyy):

3. Is this a new registration? Yes or update (only complete sections you are changing)

3b: What are you updating? Business address Name, signature & seal Seal
Other _____

4. BUSINESS ADDRESS

Unit number:

PO Box:

Street number:

Street name:

City/ Town:

Province:

Country:

Postal Code:

Business phone number:

Business email:

5. Name Change – Only complete if changing name

New name:

6. Signature

7. Seal

OATH OF OFFICE

I, _____
(Print full legal name)

of _____
(Full home address)

do solemnly swear/affirm/declare that, on appointment and so long as I shall continue to hold office,
will duly faithfully and to the best of my knowledge and ability perform and fulfill the duties and
requirements of the office of Notary Publics, without fear or favour. So help me God.
(Omit last four words where person affirms)

(Signature of applicant)

Taken, subscribed and sworn/affirmed/declared before me at
(circle one)

_____ in the Province of _____
(City/ Town)

This _____ day of _____ A.D. 20_____
(Month)

Signature of Commissioner for Oaths/Notary Public

Print Name of Commissioner for Oaths/Notary Public

My Commission expires _____ (DD/MM/YYYY)

Instructions for Registration/or to update information

The information collected by Companies Office is for the purpose of appointing a Notary Public and authenticating the signature and seal under [The Manitoba Evidence Act - \(Part II and III\)](#). Information is protected by [The Freedom and Information and Protection of Privacy Act](#).

STEP 1 – How to complete the form.

1. Indicate if this is a new registration.
2. Indicate if this is an update to information already on record (no fee).
 - If changing your name – indicate previous name – submit new signature and seal.
 - Only complete the sections that are being updated
 - Oath of office not required.
3. Must be entitled to practise law in Manitoba. Provide the date you were called to the bar.
4. Contact information during business hours. First, middle and last name required.
5. Address information during business hours. Where your certificate of appointment and receipt will be mailed. Allow 2-3 weeks for processing.
6. Ink signature as it will appear on documents. If you have more than one signature and/or seal, attach as separate page.
7. Seal – can be ink (preferred) or embossed. Seal must include the words: MANITOBA, NOTARY PUBLIC and your name as it appears in # 1.

Oath of Office - Submit with registration. Must be witnessed in the presence of a Commissioner for Oaths or Notary Public.

STEP 2 – How to submit the form.

Mail or drop off only - **Forms and payments **cannot be e-mailed**

Companies Office, Attention NP
1010-405 Broadway,
WPG, MB R3C 3L6

Use payment option form (attached) Visa or MasterCard or cheque payable to Minister of Finance in the amount of \$225.00

PAYMENT OPTIONS

- Cheques/Money order – Payable to the **Minister of Finance**
- Visa or Mastercard - Complete section A
- Deposit account holders – Complete section B

*****Forms and Payment cannot be e-mailed*****

A VISA/ MASTERCARD (print clearly)

VISA

MASTERCARD

Cardholder's name:

Telephone number:

Business name/ Corporation name/ Applicant name:

Card number:

Expiry date:

Amount of payment:

Cardholder's signature: **X**

B ON ACCOUNT

Charge to account number: **ZZ**

Client reference number (optional):

(Fees will be deducted from the account when the filing is completed).