

**REGISTRATION | UPDATE  
SIGNATURE AND SEAL**



FOR OFFICE USE ONLY			
Rec.		Acct/\$	
Appointment Date: (dd/mm/yyyy)			
Cert. Sent:			

<b>1. Is this a new registration?</b>		<b>2. Update information already on record?</b>	
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<b>3. Law Society Member Number:</b>	
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**4. CONTACT INFORMATION**

(First Name, Middle Name and Last Name)

Previous Name (if applicable):

Daytime Phone Number:	Personal Phone Number: (Optional)
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Email:

Website (optional):

**5. ADDRESS**

Unit Number	Street Number	Street Name	PO Box
City/Town		Province	Country
			Postal Code

**6. Signature**

**7. Seal**

# OATH OF OFFICE

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(Print full legal name)

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(Full 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 fulfil the duties and requirements of the office of Notary Public, without fear or favour. So help me/God.

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(Signature of applicant)

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

\_\_\_\_\_ (City/Town), in the Province of \_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_

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Signature of Commissioner for Oaths/Notary Public

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Print name of Commissioner for Oaths/Notary Public

My commission expires: \_\_\_\_\_

Day/Month/Year

## 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.

Box 1	New registration
Box 2	No fee – If changing your name – indicate previous name – submit new signature and seal. Oath of office not required.
Box 3	Provide Law Society of Manitoba member number. Must be in good standing.
Box 4	Contact information during business hours. First, middle and last name required.
Box 5	Address information during business hours. Where your certificate of appointment and receipt will be mailed. Allow 2-3 weeks for processing.
Box 6	<u>Ink</u> signature as it will appear on documents. If you have more than one signature and/or seal, attach as separate page.
Box 7	Seal – can be ink (preferred) or embossed. Seal must include the words: MANITOBA, NOTARY PUBLIC and your name as it appears in box 4.
Oath of Office	Submit with registration. Must be witnessed in the presence of a <u>Manitoba</u> Commissioner for Oaths or Notary Public.

### STEP 2 – How to submit the form.

Mail or drop off only - **Forms and payments <b>cannot be e-mailed</b>
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 OPTION FORM

Companies Office  
CFO/NP 1010-405 Broadway  
Winnipeg, MB R3C 3L6

Charge to:            **MASTER CARD**            **VISA**

Credit Card #: \_\_\_\_\_

Credit Card Expiry Date: \_\_\_\_\_ Telephone (daytime): \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Amount of Payment: **\$225.00**