

Uganda

Notaries Public Act Chapter 20

Legislation as at 31 December 2023

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Notaries Public Act (Chapter 20)
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Uganda

Notaries Public Act Chapter 20

Commenced on 23 November 1950

[This is the version of this document at 31 December 2023.]

[Note: This legislation was revised and consolidated as at 31 December 2000 and 31 December 2023 by the Law Reform Commission of Uganda. All subsequent amendments have been researched and applied by Laws.Africa for ULII.]

[Amended by [Law Revision \(Miscellaneous Amendments\) Act, 2023 \(Act 17 of 2023\)](#) on 28 July 2023]

An Act to regulate notaries public.

[Cap. 54 (Revised Edition, 1964); S.I. 135/1968, s.1; Cap. 18 (Revised Edition, 2000); Act 17/2023]

1. Interpretation

In this Act, “currency point” has the value assigned to it in Schedule 1 to this Act.

2. Minister may direct that certain persons be licensed as notaries public

The Minister shall have power to direct the Chief Registrar of the High Court to issue a licence to any person—

- (a) who has proved to the satisfaction of the Minister that he or she is entitled to function as a notary in England, Scotland or Northern Ireland; or
- (b) who has been enrolled as an advocate in the High Court and is of not less than five years’ standing either as such advocate or in the capacity which qualified him or her for enrolment as such advocate and who is recommended by the Chief Justice,

to be enrolled upon the roll of notaries public kept under section 3 and to exercise within Uganda the functions and duties commonly performed by notaries public of the United Kingdom and to levy fees in accordance with Schedule 3 to this Act.

3. Notaries public to be enrolled and to take out certificate

- (1) The registrar, on receiving from the Minister the directions mentioned in section 2, and on receiving from the person requiring to be licensed as provided in section 2 the fees prescribed in Schedule 2 to this Act, shall enrol the name of that person in a book which shall be kept for that purpose in the office of the chief registrar of the High Court, and shall issue to that person a certificate of enrolment in the form set out in Schedule 4 to this Act which certificate shall authorise that person to perform within Uganda the functions and duties of a notary public up to the 31st December next after the certificate shall have been issued.
- (2) The Chief Registrar of the High Court shall, on receipt of the fees prescribed in Schedule 2 to this Act either—
 - (a) issue a fresh certificate at any time in case a former certificate has expired; or
 - (b) renew an existing certificate by endorsement on it, to any person whose name is on the roll of notaries public,

but every such fresh certificate or renewal thereof shall expire on the 31st December after the fresh certificate or renewal is issued.

- (3) Where a certificate issued under this section is shown to the satisfaction of the registrar to have been inadvertently lost, destroyed or mutilated, it may be replaced by a copy of the certificate upon the application of the person entitled to it and payment of the fee prescribed in Schedule 2 to this Act.

4. Magistrates and registrar to have powers of notaries public *virtute officii*

Every magistrate and the Chief Registrar of the High Court, which expression shall include deputy and district registrars, shall have, *virtute officii*, all the powers and duties of a notary public in respect of administering oaths, taking affidavits, attesting signatures and certifying to copies of documents; but all fees taken by a magistrate and the Chief Registrar of the High Court under this Act shall be paid by them into the Consolidated Fund.

5. Suspension or cancellation of certificate

A certificate issued under section 3 may be suspended or cancelled, and any notary public may be suspended from practising or his or her name may be struck off the roll of notaries public in the same manner, and by the same procedure and for the same causes as an advocate of the High Court may be suspended or struck off the roll and also for making any charge or demanding any payment for any notarial act in excess of that prescribed in Schedule 3 to this Act.

6. Penalty for unlawfully practising

Any person who holds himself or herself out to be a notary public or receives any fee or reward as a notary public, unless he or she is enrolled under this Act, and is the holder of a certificate then in force, or is a magistrate or the Chief Registrar of the High Court, commits an offence against this Act and is liable, on conviction, to a fine not exceeding three hundred currency points, and for a second offence to imprisonment for a term not exceeding six months, in addition to, or in substitution for, a fine which may amount to twelve currency points; but this section shall not be construed to exempt any person from any prosecution under the provisions of any law to which he or she would otherwise be liable.

7. Power to amend Schedules

- (1) The Minister responsible for finance may, by statutory instrument, with the approval of Cabinet, amend Schedule 1 to this Act.
- (2) The Minister may, by statutory instrument, amend Schedule 3 to this Act and may specify the fees which may be charged in respect of any notarial act not specifically mentioned in Schedule 3 to this Act, and upon such notification, Schedule 3 to this Act shall be deemed to be amended accordingly.

Schedule 1 (Sections 1, 7(1))

Currency point

A currency point is equivalent to twenty thousand shillings.

Schedule 2 (Section 3(1))**Enrolment fees**

Item		Shs.
1.	Fee payable on appointment as notary public and for the issue of an original or fresh certificate to practise	200
2.	On yearly renewal of certificate	60
3.	For copy of certificate lost, destroyed or mutilated	20

Schedule 3 (Sections 2, 5, 7(2))**Fees to be Levied**

Item	Shs.	Cts.
1.	For noting a marine protest and furnishing one certified copy if required	00
2.	For filing a request for survey and issuing order of survey	50
3.	For receiving report of survey, filing original in archives, if not exceeding two hundred words, and furnishing, if required, one certified copy of request, order and report of survey	00

Item		Shs.	Cts.
4.	For extending marine protest, if not exceeding two hundred words, filing original and furnishing one certified copy if required. <i>(This is to be exclusive of any fee for oaths or declarations or for drawing, if required, the body of the protest.)</i>	45	00
5.	For any other protest, if not exceeding two hundred words, filing the original and furnishing one certified copy if required. <i>(This is to be exclusive of any fee for drawing, if required, the body of the protest.)</i>	45	00
6.	If the protest or report of survey exceeds two hundred words, for every additional one hundred words or fraction of them	6	00
7.	For administering an oath or receiving a declaration or affirmation, without attestation of signature	3	00
8.	For administering an oath or receiving a declaration or affirmation, with attestation of signature	15	00
9.	For every exhibit thereto	1	50
10.	For each signature attested by a notary public in any document not otherwise provided for	15	00

Item		Shs.	Cts.
11.	For certifying to a copy of any document or part of a document, if not exceeding one hundred words	15	00
12.	If the copy of a document or part of a document exceeds one hundred words, for every additional one hundred words or fraction of them	3	00
13.	For uniting documents and attaching notary seal to the fastening	6	00
14.	For directing search for, or obtaining from a public record office or elsewhere, extracts from local registers or copies of wills, deeds or other matters, in addition to expenses incurred and any fees for attestation	15	00
15.	For notarially certifying the execution of any document, preparing, completing and attaching necessary certificate	45	00
16.	For affixing notary signature, and seal if required, to any document not otherwise provided for by this table	15	00
17.	For each notary public seal affixed to a document, packet or article, when no signature is required	15	00

Item		Shs.	Cts.
18.	For administering an oath or declaration in respect of income tax or refund of income tax	3	75
19.	Additional fee for attending to perform any notarial act outside the notary's office for every half-hour or part of it	22	50
20.	Any other notarial act not specified above	15	00

Schedule 4 (Section 3)**Certificate to practise**

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