



**Government of Jammu and Kashmir**  
**Department of Law, Justice and Parliamentary Affairs**  
**Civil Secretariat Jammu.**

No: -LD(Notary)2012/18

Dated: - 23.02.2018.

**Circular**

The Notary Public who have been appointed by the State Government as per the provisions given under the Notaries Act,1952 and the Notaries Rules,1956 are hereby directed to send following documents along with renewal applications for renewal of certificate of practice before three months from the date of expiry of its period of validity, enabling this department to renew the concerned certificate with in a reasonable time failing which the applications for the same may be rejected and renewal will not be done in any case and no further correspondence will be done from the department. Further, applications for renewal submitted after a gap of one year will not be considered.

- i) Original Certificate of practice.
- ii) Treasury Receipt of Rs 1000/- as renewal fee.
- iii) Affidavit duly attested by 1<sup>st</sup> Class Magistrate to the effect that he is not an undischaged insolvent and not convicted in any court of law for any criminal proceedings.
- iv) If there is delay in applying for renewal, it must be on affidavit duly attested by 1<sup>st</sup> class Judicial Magistrate.
- v) Annual returns of notarial work for the last three years.
- vi) Specimen Signatures.
- vii) Two recent size photographs.

  
23/02  
(Khursheed Ahmad Bhat)

Deputy Legal Remembrancer

Copy to the :-

1. Director Information, J&K, Jammu with the request to give wide publicity to the circular in leading dailies of the State.
2. Pvt Secretary to Hon'ble Minister for Law and Justice.
3. All Public Notaries for compliance.
4. Pvt Secretary to Secretary law.
5. Office Copy.