

Flow Chart on the Process of Appointment of Commissioner for Oaths

Step 1 –
Applicant fills
Application
Form

Step 2 – Send completed application form with documents to Legal Policy & Governance Branch, DJAG by post or hand-delivery. (Original copies must be submitted)

Step 3 – Legal Policy and Governance Branch's Legal Secretary receives and checks application to ensure applicant meets requirements and documentation is in order before registering application (consult checklist). If all in order, application is submitted to Director for instructions and delegation of tasks to action officer. If requirement not met or documentation not in order, application is not registered and applicant is advised to resubmit application or provide additional information/documentation.

Step 5 – Applicant is interviewed in person by the Secretary for Justice or his delegate:

- Is the interview successful?
- Is the applicant qualified?

Step 4 – Legal Secretary drafts acknowledgment letter to applicant, advising applicant that application is in order and will be processed and possible interview with the Secretary for Justice.

Action officer draft brief to Secretary for Justice attaching the list of applicant(s) to be interviewed. Date, time and venue of interview confirmed. Applicant is advised.

The *Certificate of Fit and Proper Person* (Form 13) is prepared.

Step 6 – Secretary for Justice signs Form 13. If interviewed by a person delegated by Secretary for Justice, draft brief to Secretary for Justice either recommending or not recommending the applicant to be issued with a *Fit & Proper Persons Certificate*. The prepared *Certificate* (Form 13) must be attached to the brief for Secretary's signature.

If applicant is disqualified, applicant is notified that his/her application is unsuccessful.

Step 7 – After Secretary signs Form 13 and return, prepare **Instrument of Appointment by Minister** for his signature

Step 8 – After Minister signs the Instrument and return, provide the original Instrument to applicant and advise him to visit Government Printing Office (GPO) to have the appointment published in the National Gazette. Advise applicant that GPO charges fees for publication. **Applicant becomes a Commissioner for Oaths when his appointment is published in the National Gazettal Notice.**

Step 9 – After appointee receives a copy of the gazettal notice, advise him/her to make his/her own **Commissioner for Oaths Stamp**. Details of Stamp:

- Appointee's name
- Document Commissioning Date
- Signature
- Expiry Date of Appointment
- Name of employer

Step 10 – Ensure appointee provides the following to Legal Policy & Governance Branch:

- Copy of Gazettal Notice
- Copy of Stamp, Commissioner for Oaths & Certification (of documents)