

# Form I

## MEMORIAL

(Rule 4(2))

1. Name of the applicant \_\_\_\_\_

2. Father's/Husband's name \_\_\_\_\_

3. Date of Birth \_\_\_\_\_

4. Whether SC/ST/OBC/General \_\_\_\_\_

5. Address (residence) \_\_\_\_\_

PHOTOGRAP  
H

PIN \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Address (office) \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

6. Educational qualifications (Please attach photocopies)

7. Enrolment (number & date) \_\_\_\_\_  
(Please attach photocopies)

8. Practising in \_\_\_\_\_



Civil side: \_\_\_\_\_

Criminal side: \_\_\_\_\_

Taxation : \_\_\_\_\_

Revenue courts : \_\_\_\_\_

9. Whether income tax assessee :

10. The memorial of (name of the applicant) (in block letters)

showeth \_\_\_\_\_

1. that the memorialist is a person eligible for appointment as a notary under the Notaries Act, 1952 and clause (a) of rule 3 of the Notaries Rules, 1956;

2. That the memorialist resides in \_\_\_\_\_ (here state the name of the local area or name of court where he intends to practise) and will reside for \_\_\_\_\_ upwards of \_\_\_\_\_ (state how long);

3. That the number of notaries practising in the local area is insufficient for the requirements thereof (the grounds of the statement should be added); 4. That no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six months; The memorialist, therefore, prays that the government be pleased to appoint and admit him as a notary under and by virtue of the Notaries Act, 1952 (53 of 1952) and clause (a) of rule 3 of the Notaries Rules, 1956 to practise in \_\_\_\_\_ (here state the name of the local area).

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ Signature of the applicant

Name and address of signatories	Profession	Name and address of the firm/organisation	Signature with Seal
1. 2. 3.			
4. 5.			

Note: Under rule 4(3) the memorial should be countersigned by a Magistrate, a manager of a Nationalised Bank, a merchant and two prominent inhabitants of the area where he intends to practise as a notary.

**Form II**

[See rule 4(2)]

- 1. Name .....
- 2. Father's name .....
- 3. Date of birth .....
- 4. Residence Address .....
- .....
- .....
- (Office) .....
- .....
- .....
- 5. Educational Qualification .....
- 6. Date of joining Government Service .....
- 7. Date of retirement .....
- 8. Post held at the time of retirement .....

Signature

Note : Necessary proof about eligibility under rule 3(b) and (c) of the Notaries Rules, 1956 is to be attached. Rule 3(b) and (c) are as follows :—

"3. Qualifications for appointment as a notary.—No person shall be eligible for appointment as a notary unless on the date of the application for such appointment,—

(a) .....

(b) he had been a member of the Indian Legal Service under the Central Government, or

(c) he had been at least for ten years;

(i) a member of Judicial Service; or

(ii) held an office under the Central Government or a State

Government requiring special knowledge of law after enrolment as an advocate;

(iii) held an office in the department of Judge Advocate General or in the legal department of the armed forces.

**FORM IIA**

**Register of Notaries**

[See rule 8(5)]

Sl. No.

Full name and Residential address

Date on which Qualifications

Area in which Remarks

date of birth professional the name of of notary notary may

of notary addresses of notary is practise

notary entered in the

Register

**FROM II B**

[See rule 8(5)]

Government of.....

(Emblem)

Certificate of Practice

Certified that .....

Son/daughter/wife ..... of  
..... resident of  
..... has been appointed as a notary under  
the Notaries Act 1952 (53 of 1952) and is authorised to practise as such in  
and throughout ..... for a period of five years .....  
Given under my hand and seal of the Government of .....  
this ..... day of .....

Secretary to the Government of India/  
Government of .....

(Name of the State)

**FORM III**  
**Form of Noting for Dishonour**

[See section 8]

( To be made upon the instrument or upon a paper attached thereto, or partly upon each).

Reference to page in Notarial Register.....

Date of presentment and dishonour by non-acceptance/ non-payment.....

Reason, if any, assigned for dishonour (or, if the instrument has not been expressly dishonoured, reason why holder treats it as dishonoured).

Date of note.....

Signature of notary Notary's  
charges.

**FORM III-A**  
**Form of Noting for Dishonour**

[See section 8]

(To be entered in the Notarial Register)

(Copy of the bill and endorsements)

On the ..... day of..... 19..... the above bill was, at the request of.....(here give the name), presented by me for acceptance to.....(here give the name), the drawee personally (at his residence or usual place of business) in.....(town or village) and, I received, the following answer :—

.....  
.....

(The said bill is, therefore, noted for non-acceptance.)

Place and date..... Signature of notary

(This note is to be signed in the margin by the notary's clerk also if he presented the bill).

**FORM IV**

**Form of Protest of Bill of Exchange for Non-acceptance**

[See section 8]

On the .....day of.....19.....

I,.....(here give the name), notary appointed under the Notary Act, 1952, of..... in.....(here state the local area for which the notary has been appointed) in.....at the request of.....(here give the name) of.....did, at.....in person, and having failed to do so, then by registered letter cause due and customary presentment to be made to, and did demand acceptance of the bill of exchange hereto annexed (or "a literal transcript whereof and of everything written or printed thereon is hereto annexed") from.....(here give the name), the person upon whom the said bill is drawn, to which demand he made answer (state terms of answer, if any) (or "to which demand he gave no answer") wherefore, I, the said notary, at the request aforesaid, by this writing, do, in the presence of.....(here give the name ) and.....(here give the name), witnesses, protest the drawer of the said bill of exchange and all other parties thereto and all others concerned for all exchange, re-exchange, and all costs, damages, and interest present and to come for want of acceptance of the said bill.

Which I attest

Signature of  
notary

Place and date .....

Signatures of witnesses

(should be of the locality)

- 1. ....
- 2. ....

**FORM IV-A**

Form of Acts of Honour

(a) Act of honour on acceptance. (To be written at the foot of the protest).  
Afterwards appeared before me, the said notary, on the..... day of  
..... 19....., (here give the name), and declared that he would accept the  
bill of exchange before protested under protest for the honour and upon the  
account of..... (here give the name), the second endorser on  
the said bill.

Holding the second endorser and all others concerned always bound and  
obliged to indemnify him, the said appearer, for his said acceptance and in  
case of payment of by him, for his re-imbusement in due form of law and  
according to custom.

Which I attest  
Signature of notary

Place and date.....

(b) Act of honour on payment. (To be written at the foot of the protest).  
Afterwards appeared before me, the said notary, on the.....day  
of.....19....., .....(here give the name), and declared that he would pay the  
bill of exchange before protested under protest for the honour and upon the  
account of.....(here give the name), the endorser on the said bill.  
Holding the said endorser and all others concerned always bound and obliged  
for re-imbusement in due form of law and according to custom. Amount  
Rs..... Notarial charges Rs.....

Which I attest  
Signature of notary

Place and date.....

Received this.....day of.....19....., .....from (here give the name), the  
sum of Rs....., the amount of the said bill and notarial charges thereon.

Signature of notary

**FORM V**

***Form of Protest of Bill of Exchange for Non-acceptance when the Drawee cannot be found***

[ See section 8]

(a) Where search was made by notary in person.

On the.....day of.....19....., I (here give the name), a notary appointed

under the Notaries Act, 1952, of.....in.....(here state the local area for which the notary has been appointed) in..... at the request of.....(here give the name), of....., did in person make due search at.....for.....(here give the name), in order to present to and demand from him acceptance of the bill of exchange hereto annexed (or "a literal transcript whereof and of everything written or printed thereon is hereto annexed") which is drawn upon the said.....(here give the name), but was unable to find him; wherefore I, the said notary, at the request aforesaid, by this writing, do in the presence of..... (here give the name), and.....(here give the name), witnesses, protest against the drawer of the said bill of exchange and all other parties thereto and all others concerned for all exchange, re-exchange and all costs, damages and interest present and to come for want of acceptance of the said bill.

Which I attest  
Signature of notary

Place and date.....

Signatures of witnesses  
(should be of the locality)

1. ....
2. ....

(b) Where registered letter was sent to the drawee.

On the.....day of.....19.....I, .....(here give the name), a notary appointed under the Notaries Act, 1952, of.....in.....(here state the local area for which the notary has been appointed) in.....at the request of.....(here give the name), of....., did send by post a registered letter addressed to.....(here give the name) at.....wherein I enclosed and demanded from him acceptance of the bill of exchange hereto annexed(or "a literal transcript whereof and of everything written or printed thereon is hereto annexed") which is drawn upon the said..... (here give the name) but the letter was returned undelivered because the said.....(here give the name) could not be found; wherefore I, the said notary at the request aforesaid, by this writing, do in the presence of.....(here give the name ) and.....(here give the name), witnesses, protest against the drawer of the said bill of exchange and all other parties thereto and all others concerned for all exchange, re-exchange, and all costs, damages and interest present and to come for want of acceptance of the said bill.

Which I attest  
Signature of notary

Place and date.....

Signatures of witnesses  
(should be of the locality)

1. ....
2. ....

**FORM VI**  
**Form of Protest of Promissory Note or Bill of Exchange for  
Non-payment**

[ See section 8]

On the.....day of.....19.....  
I, .....(here give the name), a notary appointed  
under the Notaries Act, 1952,  
of.....in.....(here state the local area for  
which the notary has been appointed) in.....at the request of  
.....(here give the name), of.....did  
at.....in person and having failed to do so, then by registered  
letter, cause due and customary presentment to be made to and did demand  
payment of the promissory note (or bill of exchange, as the case may be)  
hereto annexed (or "a literal transcript whereof, and of everything written or  
printed) thereon is hereto annexed") from.....(here give the  
name) the maker of the said promissory note (or drawee, acceptor, of the said  
bill of exchange, as the case may be), to which demand he made answer  
(state the terms of his answer, if any) or "to which demand he gave answer";  
wherefore I, the said notary, at the request aforesaid by this writing, do in the  
presence of .....(here give the name),  
and.....(here give the name), witnesses protest against  
the maker of the said promissory note (or the drawer of the said bill of  
exchange, as the case may be) and all other parties thereto and all others  
concerned for all exchange, re-exchange , and all costs, damages and  
interest present and to come for want of payment of the said promissory note  
(or bill of exchange, as the case may be).

Which I attest  
Signature of notary

Place and date.....

Signatures of witnesses

(should be of the locality)

1. ....
2. ....

**FORM VII**

Form of Protest of Promissory Note or Bill of Exchange for Non-payment when the Maker, Drawee, or Acceptor (as the case may be) cannot be found [See section 8]

(a) Where search was made by notary in person.

On the.....day of....., 19..... I,.....(here give the name), a notary appointed under the Notaries Act, 1952, of .....in .....(here state the local area for which the notary has been appointed) in.....at the request of.....(here given the name) of.....did in person make due search at .....for.....(here give the name), the maker ( or drawee, or acceptor, as the case may be) in order to present to and demand from him payment of the promissory note (or bill of exchange, as the case may be) hereto annexed (or "a literal transcript whereof and of everything written or printed thereon is hereto annexed") but was unable to find him; wherefore, I, the said notary, at the request aforesaid, by this writing, do, in the presence of.....(here give the name ) and.....(here give the name), witnesses, protest against the maker of the said promissory note (or drawer of said bill of exchange as the case may be) and all other parties thereto and all others, concerned for all exchange, re-exchange, and all costs, damages, the interest present and to come for want of payment of the said promissory note (or bill of exchange, as the case may be).

Which I attest

Signature of notary

Place and date.....

Signatures of witnesses (should be of the locality)

- 1. ....
- 2. ....

(b) Where registered letter was sent to the maker, drawee or acceptor.

On.....day  
of.....19..... I, ..... (here  
give the name), a notary appointed under the Notaries Act, 1952,  
of.....in.....(here state the local area for which the notary has been  
appointed) in.....at the request of.....(here give the name),  
of.....did sent by post a registered letter addressed to.....(here  
give the name) at.....the maker (or drawee, acceptor, as the case may  
be), wherein I enclosed and demanded from him payment of the promissory  
note (or bill of exchange as the case may be), hereto annexed (or "a literal  
transcript whereof and of everything written or printed thereon is hereto  
annexed"), but the letter was returned undelivered because the  
said.....(here give the name), could not be found; wherefore; I, the said  
notary, at the request aforesaid, by this writing, do, in the presence of  
.....(here give the name) and .....(here give the name)  
witnesses, protest against the maker of the said promissory note (or the  
drawer of the said bill of exchange, as the case may be) and all other parties  
thereto and all others concerned for all exchange, re-exchange, and all costs,  
damages, and interest present and to come for want of payment of the said  
promissory note (or bill of exchange, as the case may be).

Which I attest  
Signature of notary

Place and date.....

Signature of witnesses  
(should be of the locality)

1. ....
2. ....

**FORM VIII**

**Form of Protest of Bill of Exchange for better Security**

[See section 8]

On the.....day of.....19.....

I,..... (here give the name), a notary appointed under the Notaries Act, 1952, of.....in.....(here state the local area for which the notary has been appointed in ..... at the request of .....(here give the name), did exhibit the bill of exchange hereto annexed (or "a literal transcript whereof and of everything written or printed therein is hereto annexed") to ..... (here give the name), the person on whom the said bill is drawn, and whose acceptance appears thereon, and did demand better security for the payment thereof when the same should become payable in consequence of the said .....(here give the name), having become insolvent (or "his credit having been publicly impeached", as the case may be), to which demand he made answer, (state the terms of the answer if any) or ("to which demand he gave no answer"); wherefore I, the said notary, at the request aforesaid , by this writing, do, in the presence of.....(here give the name) and.....(here give the name), witnesses, protest against the drawer of the said bill of exchange and the acceptor and all other parties thereto, and all others concerned for all exchange, re-exchange, and all costs, damages, and interest present and to come for want of better security for the payment of the said bill when due and payable.

Which I attest  
Signature of notary

Place and date.....

Signature of witnesses

(should be of the locality)

1 .....

2. ....

**FORM IX**

**Form of Protest of Bill of Exchange for better Security when the  
Acceptor cannot be found**

[ See section 8]

(a) Where such protest was made by **notary** in person. On the  
.....day of.....

19..... I,.....(here give the name), a  
notary appointed under the Notaries Act, 1952,  
of.....in.....(here state the local area for which  
the notary has been appointed) in.....at the request  
of.....(here give the name),  
of.....did not in person make due search  
at.....for .....(here give the name), in  
order to exhibit the bill of exchange hereto annexed (or "a literal transcript  
whereof and of everything written or printed thereon is hereto annexed") to  
the said ..... (here give the name) the person on whom the said bill is drawn,  
and whose acceptance appears thereon, and demand better security for the  
payment thereof, when the same should become payable in consequence of  
his having become insolvent (or "his credit having been publically  
impeached", as the case may be), but was unable to find him; wherefore I, the  
said notary, at the request aforesaid, by this writing, do, in the presence  
of..... (here give the name)  
and.....(here give the name) witnesses, protest against the  
drawer of the said bill of exchange and the acceptor and all other parties  
thereto and all others concerned for all exchange, re-exchange, and all costs,  
damages, and interest present and to come for want of better security for the  
payment of the said bill when due and payable.

Which I attest

Signature of notary

Place and date.....

Signature of witnesses  
(should be of the locality)

- 1. ....
- 2. ....

(b) Where registered letter was sent to the acceptor. On the  
.....day of  
.....19.....

I,.....(here give the name), a notary appointed under the Notaries Act, 1952, of  
.....in.....(here state the local area for which the notary has been appointed) in.....at the request of.....(here give the name), of.....did send by post a registered letter addressed to.....(here give the name), at.....wherein I enclosed the bill of exchange hereto annexed (or "a literal transcript whereof and of everything written or printed thereon is hereto annexed"), and did by such letter demand from the said.....(here give the name), the person on whom the said bill is drawn and whose acceptance appears thereon, better security for the payment thereof when the same should become payable in consequence of his having become insolvent (or "his credit having been publicly impeached", as the case may be), but the said letter was returned undelivered because the said..... (here give the name) could not be found; wherefore I, the said notary, at the request aforesaid, by this writing, do, in the presence of..... (here give the name) and.....(here give the name), witnesses, protest against the drawer of the said bill of exchange and the acceptor and all other parties thereto and all others concerned for all exchange, re-exchange, and all costs, damages and interest present and to come for want of better security for the payment of the said bill when due and payable.

Which I attest  
Signature of notary

Place and date.....

Signatures of witnesses  
(should be of the locality)

- 1. ....
- 2. ....

**FORM X**

**Form of Notice of Protest to Drawer to be given by a Notary**

[See section 8]

Take notice that a bill of exchange for.....(here state the amount) drawn by you under date the.....on.....and payable at..... has been dishonoured by non-acceptance (or non-payment, as the case may be) and protested, and that you will be held liable thereon.

Signature of notary

Place and date.....

**FORM XI**

**Form of Notice of Protest to Endorser to be given by a Notary**

[See section 8]

Take notice that a bill of exchange for.....(here state the amount) drawn by..... under date the .....on..... and payable at.....and bearing your endorsement has been dishonoured by non-acceptance (or nonpayment, as the case may be) and protested, and that you will be held liable thereon.

Signature of notary

Place and date.....

**FORM XII**

**Form of Notarial Act of Declaration having been made by a Payer for Honour**

[See section 8]

On the.....day of..... 19..... I,  
..... (here give the name), a notary appointed under the Notaries Act, 1952, of ..... in .... (here state the local area for which the notary has been appointed) in..... do hereby certify that the bill of exchange hereto annexed (or "a literal transcript whereof and of everything written or printed thereon is hereto annexed") (now protested for nonpayment) was this day exhibited to.....(here give the name), of .....in the State of..... (or to..... (here give the name), his agent in this behalf, as the case may be), who declared before me that he, the said.....(here give the name), would pay the amount of the said bill under protest for the honour of .....(here insert the name of the party for whose honour the payment is to be made), holding the said.....(here insert the name of the party for whose honour the payment is to be made) and the drawer and all other proper persons responsible to him, the said..... (here give the name), for the amount of the said bill and for all proper costs, interest, damages, and expenses; I have, therefore, in the presence of..... (here give the name) and..... (here give the name), witnesses, granted this notarial act of honour accordingly.

Which I attest  
Signature of notary

Place and date.....

Signatures of witness  
(should be of the locality)

1. ....
2. ....

**FORM XIII**

**Form of complaint Before the appropriate Government under the  
Notaries Act, 1952**

Between.....Petitioner  
and.....Respon  
dent Petitioner's Address .....  
Respondent's address .....

**FORM XIV**  
**Form of Return to be submitted by a Notary**

[See rule 14]

1. Name and address of notary .....
2. Registration number .....
3. Particulars of notarial acts done during the year.....

Type of work Name of cases Fee charged

1. Noting an instrument
2. Protesting an instrument.
3. Recording a declaration of payment for honour
4. Duplicate protests
5. Verifying, authenticating, certifying or attesting the execution of any instrument
6. Presenting any promissory note, hundi or bill of exchange for acceptance or payment or demanding better security
7. Administering oath to, or taking affidavit from any person.
8. Preparing any instrument intended to take effect in any country or place outside India in such form and language as may conform to the law of the place where such deed is intended to operate.
9. Attesting or authenticating any instrument intended to take effect in any country or place outside India in such form and language as may conform to the law of the place where such deed is intended to operate
10. Translating and verifying the translation of, any document from one language into another.
11. Other notarial acts.

Signature of notary

Date and Place.....

**FORM XV**

**Notarial Register**

[See rule 11(2)]

Sl. No. of person notary with full address      Date of document      Name of person concerned      Name of document      Contents of document      Notarial stamp affixed      Prescribed fee charged      Fee received      Sl. No. of book concerned      Signature of notary      Signature of person concerned      Date of signature

1 2 3 4 5 6 7 8 9 10 11

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