



香港國際公證人協會 HONG KONG SOCIETY OF NOTARIES

28 August 2025

IMPORTANT NOTICE

2026 Notaries Public Examination

Hong Kong Society of Notaries (“HKSND”) would like to inform all solicitors of at least 7 years post qualification experience the following:-

1. Part IV of the Legal Practitioners Ordinance (Cap. 159) provides for the framework for examination, appointment and registration of notaries public in Hong Kong.
2. The next notaries public examination is scheduled to be held in the **afternoon of Saturday 25 July 2026 (“2026 Examination”)**.
3. The Guidelines on Application for the 2026 Examination, Appointment and Registration of Notaries Public in Hong Kong have been posted on HKSND’s website at www.notaries.org.hk and are accessible by clicking “*Appointment as Notaries Public*”.
4. **The original applications together with all requisite documents and payment(s) to sit the examination must be delivered by hand to the office of HKSND at the address set out in paragraph 7 below by 5 p.m. Wednesday 12 November 2025 (“deadline”). No fax or electronic applications will be accepted. Incomplete applications or applications without all the requisite accompanying documents and/or payment(s) will not be accepted. No application will be accepted by HKSND after the deadline for whatsoever reason.**
5. A **Training Course** on Notarial Practice and Bills of Exchange will be provided to candidates **at a fee and is optional**. Information on the Training Course is set out in the **attached** sheet as well as posted on HKSND’s website.
6. **Further information** on the 2026 Examination (if any) will be announced through HKSND’s website and, if necessary, also through the Law Society weekly circular in due course.
7. Enquiries **in writing** should be sent to “**Hong Kong Society of Notaries**” by any one of the following means:-

E-mail: office@notaries.org.hk

Fax No: 2522-7333

Post: Room 302, 3/F., West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong.

8. **Oral enquiries will not be entertained.**



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28 August 2025

Training Course (Notarial Practice & Bills of Exchange)

2026 Notaries Public Examination

Hong Kong Society of Notaries (“HKSND”) would like to provide the following details for the Training Course (Notarial Practice & Bills of Exchange) (“Training Course”).

- Date:** November 2025 to June 2026
- Contents:** (1) Modular On-line Training
(2) 2-Day Face-to-Face Tuition and Workshop Session
- Presenters:** Representatives of the Worshipful Company of Scriveners
- Fee:** HK\$27,000 per person
- CPD Points:** Law Society RME/CPD points are being applied for
- Language:** English
- Deadline for Application:** 5 p.m. Wednesday 12 November 2025

Note:

1. **Details** of the Training Course are posted on the “*Appointment as Notaries Public*” section of HKSND’s website www.notaries.org.hk.
2. **All applications for the Training Course must be delivered by hand to the secretariat of HKSND at Room 302, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong no later than 5 p.m. Wednesday 12 November 2025. Fax or electronic applications for enrolment will not be accepted. Applications for enrolment will only be accepted upon full payment of the requisite fee(s) and receipt of the duly completed original Reply Slip (in the attached form).**
3. The **cheque** should be made payable to “*Hong Kong Society of Notaries*”. **No cash payment will be accepted.**
4. After successful enrolment in the Training Course, the course fee paid is **non-refundable** and **non-transferable** (whether in whole or in part) under any circumstances.
5. The course fee paid will only be refundable if the application for enrolment is unsuccessful and/or the Training Course is cancelled; otherwise, the course fee paid is **non-refundable** and **non-transferable** (whether in whole or in part) under any circumstances.
6. Tropical Cyclone and Black Rainstorm Arrangements (applicable only to the 2-Day Face-to-Face Tuition and Workshop Session): Arrangements will be issued to student candidates in due course.
7. The Society reserves the right to alter or cancel the Training Course at its sole discretion.

REPLY SLIP

Training Course (Notarial Practice & Bills of Exchange)

2026 Notaries Public Examination

To: Hong Kong Society of Notaries (“HKS”)
Room 302, 3/F., West Wing, Justice Place,
11 Ice House Street, Central,
Hong Kong.

1. I apply to be enrolled in the Training Course (Notarial Practice & Bills of Exchange) (“Training Course”).
2. The cheque in the sum of **HK\$27,000** being the requisite fee is **enclosed**.
3. I acknowledge that **no** fax or electronic application will be accepted.
4. After I have successfully enrolled in the Training Course, I understand and accept that the course fee paid is non-refundable and non-transferable (whether in whole or in part) under any circumstances.
5. I acknowledge that the course fee paid will only be refundable if my application for enrolment is unsuccessful and/or the Training Course is cancelled; otherwise, the course fee paid is non-refundable and non-transferable (whether in whole or in part) under any circumstances.
6. **If I am successfully enrolled in the Training Course, I undertake not to directly or indirectly distribute or share the materials of the Training Course with anyone else. I understand that as a Solicitor, breach of an undertaking will have serious consequences.**

Name of Student Candidate: _____

Firm: _____

Address: _____

Telephone: _____ **Mobile:** _____

Fax: _____

E-mail: _____