

DECREE N° 2025/316 OF 16 III 2025
to regulate and organize the profession of Notary Public.-

THE PRESIDENT OF THE REPUBLIC,

- MINDFUL OF the Constitution;
- MINDFUL OF CEMAC regulation No. 1/CEMAC/UMAC/CM relating to the prevention and suppression of money laundering and financing of terrorism in Central Africa of 11 April 2016;
- MINDFUL OF the OHADA uniform Act relating to General Commercial Law;
- MINDFUL OF the Uniform Act relating to commercial companies and economic interests groups;
- MINDFUL OF Law No. 2006/15 of 29 December 2006 on judicial organisation, as amended and supplemented by Law No.2011/27 of 14 December 2011;
- MINDFUL OF Decree No. 2011/408 of 09 December 2011 to organise the Government, as amended and supplemented by Decree No. 2018/190 of 02 March 2018;
- MINDFUL OF Decree No. 2015/434 of 02 October 2015 to form the Government, as amended by Decree No. 2018/191 of 02 March 2018 and Decree No. 2019/2 of 04 January 2019 to reshuffle the Government,

HEREBY DECREES AS FOLLOWS:ARTICLE 1. –

This Decree shall regulate and organise the profession of Notary Public.

PART I

GENERAL PROVISIONSARTICLE 2.-

A Notary Public shall be a public official instituted to receive all acts and contracts which the parties wish to confer authenticity borne by statutory instruments, to verify their dates, ensure their conservation, issue authentic duplicate and copies thereof.

ARTICLE 3. –

A Notary Public shall act where they are legally so required.



ARTICLE 4. –

(1) The office of a Notary Public shall be set up by Decree of the President of the Republic at the seat of Courts of First Instance or any other locality within the jurisdiction of the said court. It shall be transferred or closed under the same conditions.

(2) The number of offices shall be determined in compliance with the terms and conditions laid down in Paragraph 1 above.

(3) The office of a Notary Public shall be personal, subject to the provisions on professional partnerships.

(4) The office of a Notary Public shall be non-assignable and, subject to the provisions of the General Tax Code, exempt from attachment.

ARTICLE 5. –

(1) A Notary Public shall practice throughout the jurisdiction of the Court of Appeal of his place of appointment.

(2) A Notary Public shall reside at the place specified by the appointment instrument.

(3) A Notary Public who violates the provisions of Paragraph 2 above shall be deemed to have resigned.

In such a case, the provisions of this Decree relating to final cessation of duty shall apply.

ARTICLE 6. –

(1) The National Chambers of Notaries Public shall be notified of any vacant office and the public informed of it by the Minister of Justice, by all appropriate means.

(2) Notices relating to the vacancy shall request applicants to submit applications and supporting documents to the Minister of Justice within two (2) months of the publication.

(3) The publicity measures provided in this Article shall be renewed yearly until the office is assigned.

(4) Where there are many applicants for the same office, the Minister of Justice shall jointly consult the competent Procureur General and the Bureau of the National Chambers of Notaries Public, who shall have sixty (60) days with effect from the date of referral, to deliberate and give their opinion on each applicant.

PART I

PRACTICE AS NOTARY PUBLIC

CHAPTER 1

APPOINTMENT AS NOTARY PUBLIC

Subchapter 1

Eligibility to the Profession



ARTICLE 7. –

(1) Persons wishing to practice as Notary Public shall fulfil the following conditions:

- a) be of Cameroonian nationality and enjoy their civic and political rights ;
- b) be at least twenty-three (23) years old;
- c) be holder of postgraduate diploma in Law or a recognised equivalent ; and
- d) show proof of effective internship, the duration of which is laid down in compliance with the regulations of the country where the internship was done.

In any case, internship of at least one (1) year shall be carried out as Senior Clerk in Cameroon.

(2) The following shall not be appointed as Notary Public:

- a) a person who has been convicted for felony or misdemeanour ;
- b) a person who has been declared bankrupt or under judicial liquidation ; and
- c) a dismissed ministerial officer, civil servant, or disbarred Advocate.

ARTICLE 8.-

(1) Applicants for office of Notary Public shall submit a file at the Ministry of Justice, against receipt, comprising:

- a) an application stamped at the current rate, addressed to the Minister of Justice ;
- b) a certified copy of birth certificate and a certificate of nationality issued by the competent authority, not more than three (3) months old;
- c) a certified copy of a postgraduate diploma in Law or a recognised equivalent and an attestation of presentation of the original of the said diplomas ;
- d) proof of success at the First Clerk professional examination in Cameroon ;
- e) a training certificate issued by the internship sponsor **and duly** signed by the competent State Counsel and the Chairperson of the Bureau of National Notary Public Society ;
- f) a criminal record (Bulletin n°3) of less than three (3) months ;
- g) a certificate of non-bankruptcy ;
- h) an attestation issued by the competent authority certifying that the applicant is not barred by any of the prohibitions laid down in article 7 (2) of this Decree ; and
- i) an address for service of documents.

(2) The endorsements referred to in (1) (e) above shall be free of charge.

Subchapter II

Appointment, oath and honorary title

ARTICLE 9. -

(1) A Notary Public shall be appointed by Decree of the President of the Republic.

(2) The appointment instrument shall be notified to the person concerned by the Procureur General of the Court of Appeal of the jurisdiction where the Notary Public is required to perform, hereinafter called " the Procureur General".

ARTICLE 10. -

(1) Within three (3) months following the notification of the appointment instrument by the Procureur General, and under pain of forfeiture, the newly appointed Notary Public shall take the oath before the Court of Appeal of the seat of his office.



(2) The oath-taking record shall include, but not limited to, the following documents:

- a stamped application;
- a certified copy of the appointment instrument;
- proof of an insurance policy covering professional civil liability;
- a report of the State Counsel certifying that the office of the Notary Public is decent.

(3) The oath shall be worded as follows: " I swear to fulfil my duties as Notary Public with loyalty, accuracy and probity and in all, observe all the obligations imposed on me."

(4) The Notary Public shall commence practice from the date of oath-taking.

(5) After being sworn in, the Notary Public shall, within the same time and under pain of the same penalty provided for in (1) above, file his signature, his initials and the swearing-in report in the Registry of the courts under the jurisdiction of the Court of Appeal.

(6) The Procureur General shall forward a certified copy each of the said report to the Minister of Justice and the President of the National Chambers of Notaries Public.

ARTICLE 11. -

(1) Notary Public who has served with honour and probity for twenty-five (25) years in Cameroon may, after cessation of duty, be awarded the title of Honorary Notary Public.

(2) The title referred to in (1) above shall be awarded by Order of the Minister of Justice, on the recommendation of the Bureau of the National Chambers and the opinion of the competent Procureur General.

(3) The Honorary Notary Public shall continue to enjoy the honours and privileges of the corps.

Subchapter III

Notaries Public Aspirants

ARTICLE 12.-

(1) Notaries Public Aspirants shall be called Clerks of Notaries.

(2) They shall be registered in two (2) internship registers : one kept at the Registry of the competent Court of First Instance and the other at the National Chambers of Notaries Public.

(3) The registers referred to in (2) above shall be numbered and initialled, one by the President of the Court of First Instance of the place of internship and the other by the President of the Court of First Instance of the seat of the National Chambers of Notaries Public.

ARTICLE 13.-

(1) The duration of the internship shall be two (2) years.

(2) During the internship period, Clerks shall be obliged to attend training sessions organised by the National Chambers of Notaries Public.

(3) Application modalities referred to in (2) above shall be set by the Rules and Regulations of the National Chambers of Notaries Public.



ARTICLE 14.-

- (1) Applicants for the position of Clerk shall be at least twenty (20) years old.
- (2) Two copies of the application file shall be submitted to the Registrar-in-Chief of the Court of First Instance of the seat of the office of the Notary Public selected as internship master.
- (3) The application file shall comprise the following documents :
 - a certified copy of the birth certificate and a certificate of nationality issued by the competent authority, no more than three (3) months old;
 - a certified copy of the certificate of a postgraduate diploma, recognised equivalent and an attestation of presentation of the original of the said diploma;
 - a criminal record (Bulletin No. 3) of no more than three (3) months old;
 - a certificate of non-bankruptcy ;
 - an attestation issued by the competent authority certifying that the applicant is not barred by any of the prohibitions laid down in Article 7 (2) of this Decree ;
 - a letter of sponsorship issued by the Notary Public selected as internship master;

ARTICLE 15.-

- (1) The title of Clerk shall be conferred on the candidate whose name is entered in the internship register, at the instance of the Registrar-in-Chief. The registration shall be authorised by the State Counsel.
- (2) The Registrar-in-Chief shall issue an attestation of registration and sign a copy of the registration file, which will be used to enter his name in the internship register opened at the National Chamber of Notaries Public.
- (3) All documents submitted for registration shall be filed in the archives of the Registry of the competent Court and at the National Chamber of Notaries Public.
- (4) The transfer of a Clerk from one Office to another shall be authorised by the State Counsel of the seat of the previous Office.

ARTICLE 16.-

- (1) Only Clerks who have completed two (2) years of training in accordance with the provisions of this Decree shall sit for the examination to qualify as Senior Clerk.
- (2) Applications files shall be registered by the Registrar-in-Chief of the competent Court of First Instance and forwarded by the State Counsel of that Court to the Minister of Justice.
- (3) The files shall include all documents referred to in Article 14 of this Decree.

ARTICLE 17.-

- (1) The professional examination to qualify as First Clerk shall be organised by Order of the Minister of Justice.
- (2) It shall include written and oral papers ;
- (3) The syllabus for the examination to qualify as Senior Clerk shall be prepared by Order of the Minister of Justice, after consultation with the National Notary Public Society.
- (4) The interview shall be conducted by a jury of nine (9) members appointed by Order of the Minister of Justice, comprising:
 - a) Chair : a Judge of the Supreme Court



b) Members :

- the Director General of Taxation or his representative ;
- three (3) Notaries Public ;
- two (2) Legal Officers working in the Ministry of Justice ;
- two (2) Professors of Law.



(5) The Secretariat shall be headed by a Legal Officer from the Ministry of Justice assisted by a Notary Public, both of them designated by the Minister of Justice.

(6) The Minister of Justice may designate any person qualified to lend support to the jury and the Secretariat as required.

(7) The results shall be published by Order of the Minister of Justice.

(8) A candidate who fails the examination provided for in (1) above, shall be authorised to undergo another year of training.

(9) In case a candidate fails the end of course examination for the second time, his name shall be struck off the internship list.

ARTICLE 18.-

(1) The title of Senior Clerk shall be awarded by Order of the Minister of Justice to Clerks of Notaries who have passed the required professional examination.

(2) The Senior Clerk shall take the oath prescribed in Article 10 (3) above before the competent Court of First Instance.

(3) The transfer of a Senior Clerk from one Office to another shall be authorised by the Procureur General of the seat of the previous Office.

(4) The application for transfer shall be received by the Registrar-in-Chief of the competent Court of First Instance, who shall forward it to the Procureur General.

ARTICLE 19.-

(1) The Procureur General shall exercise a general supervision over the conduct of Clerks and First Clerks of the jurisdiction under his authority.

(2) Clerks and First Clerks shall be liable to the following disciplinary sanctions :

- call to order ;
- reprimand ;
- extension of the training period for an additional year ;
- striking off of the name from the internship list.

(3) The sanctions provided for in (2) above shall be imposed after hearing the concerned Clerk or Senior Clerk as well as the internship Master.

(4) The Procureur General may consult the National Chamber of Notaries Public before imposing any of such sanctions.

CHAPTER II

NOTARIAL DEEDS, ORIGINAL OF DEEDS KEPT BY NOTARIES, ORIGINAL OF DEEDS ISSUED DIRECTLY TO PARTIES, DOCUMENT WITH EXECUTORY FORMULA, CERTIFIED COPIES AND RECORDS

ARTICLE 20.-

Notarial deeds shall be drawn up in originals to be kept by the Notary and originals issued exceptionnally directly to the parties.

ARTICLE 21.-

A Notary Public shall not receive deeds :

- that contain provisions in his favour or in which he is a party ;
- in which his parents or relatives of direct lineage and collaterals, are parties.

ARTICLE 22.-

(1) Notarial deeds shall be drawn up by a single Notary Public, except where the presence of a second Notary Public is so required and subject to the provisions of the Article 49 of this Decree.

(2) For deeds requiring a second Notary Public, two (2) witnesses may replace him.

(3) Parents or relatives of either the Notary Public or the Contracting Parties, to the degree prohibited by Article 21 above, as well as Clerks, Senior Clerks and their staff shall not be witnesses.

(4) Only persons who have attained the age of majority, can read and write English or French, and enjoy their civil rights, may be attesting witnesses.

ARTICLE 23.-

A Notary Public shall identify the parties by all relevant documents, Parties can also provide two (2) witnesses to attest their identity.

ARTICLE 24.-

(1) Notarial deeds shall state :

- the name, place of residence and office of the Notary Public who registers them ;
- the date of each signature appended thereto.

(2) All the dates on the notarial deeds shall be stated in letters.

(3) each page shall be numbered and the number of pages shown at the end of the deed.

(4) The deed shall mention that it was read by the parties or that it was read to them.

(5) Deeds registered contrary to (1), (2), (3) and (4) above shall be null and void.

(6) Any Notary Public who violates the provisions of (1), (2), (3) and (4) above shall be liable to a civil fine of CFAF 50,000 (fifty thousand), ordered by ruling of the President of the competent Court of First Instance seised by the Procureur General or the Minister of Justice, without prejudice to disciplinary or judicial proceedings.

(7) The ruling provided for in (6) above shall be enforceable forthwith.

ARTICLE 25.-

(1) Notarial deeds, drawn up by the Notary Public shall be handwritten, typeprint, typewritten, printed, lithographed or typeset using indelible black ink made of carbon black or carbon, the content of which shall be greater than twenty percent (20%) for all deeds, and on paper with all conservation guarantees.

(2) Deeds referred to in (1) above shall be drawn up as a complete document, legibly, without abbreviations, errors, line spacing or blank spaces. But for normal intervals between sections and subsections, and those required for reproduction that shall be maintained, gaps shall be cancelled.

The deeds shall indicate the name, capacity and residence of the parties and witnesses, if so required in the drawing up of the deed, and shall set out the amounts and dates in words.

(3) Powers of attorney shall be appended to the deed, unless they are registered or entered in the register of deeds of the Notary Public who drew up the deed, in which case mention shall be made thereof. Documents appended to the deed shall be indicated as such and shall be signed by the Notary Public.

(4) A Notary Public who violates the provisions of (1), (2) and (3) above shall be liable to a civil fine of CFAF 200,000 (two hundred thousand), ordered by ruling of the President of the competent Court of First Instance, seised by the Procureur General or the Minister of Justice, without prejudice to disciplinary or legal proceedings.

(5) The ruling provided for in (4) above shall be enforceable forthwith.

ARTICLE 26.-

(1) A Notary Public shall append to deeds he registers, where such appendices refer to the said deeds, either the original signed by the parties where it is a deed under private signatures, or a certified translation by a sworn Translator, where such deed is written in language other than the two official languages of Cameroon.

A summary of such appendices shall be included in the deed to which they are appended.

(2) A summary of deeds drawn up by other Notaries public to which new agreements are referred shall be included in the document containing the new agreements.

ARTICLE 27.-

(1) Notarial deeds shall, subject to nullity, be signed by the parties, witnesses and the Notary Public.

(2) Where one or more parties declare that they do not know how to sign or cannot sign, they shall be assisted by two witnesses or by another Notary Public.

(3) Where the parties do not know how to sign or cannot sign, the Notary Public shall mention their statements at the end of the deed and shall obtain the fingerprints of both thumbs or any other fingers mentioned in the deed.

The Notary Public shall, where appropriate, mention the fulfilment of this formality at the end of the original and certified copies of the deeds.

ARTICLE 28.-

(1) A Notary Public may authorise one or more Senior Clerks or Clerks to receive the parties and witness their signatures. In this case, the document shall also be signed by the authorised Senior Clerk or Clerk who shall include relevant information of his identification and the said authorisation.

(2) Mention shall be made at the end of the deed that the parties, witnesses and, where applicable, the authorised Senior Clerk or Clerk, signed the deed, failure of which it shall be void.

(3) Where any of the parties so request, the Notary Public shall receive the parties and witness their signatures himself.

ARTICLE 29.-

(1) The authorised senior Clerk or Clerk shall discharge his duties under the civil liability of the Notary Public and his insurance.

(2) A copy of each of the authorisation shall be forwarded to the Registrar-in-Chief of the Court of First Instance of the jurisdiction where the Notary Public practices, to the Minister of Justice, the Procureur General and the Chair of the Bureau of the National Chambers Notaries Public.

(3) The authorisation may be revoked at any time and shall automatically on the day of cessation of duty of the authorised Notary Public, Senior Clerk or Clerk.

ARTICLE 30.-

(1) References and apostilles shall be entered either in the margin or to the bottom of the page.

They shall be signed and initialled by the Notary Public and other signatories of the deed, subject to nullity as of public policy.

(2) The references may also be entered at the end of the deed. In such case, they shall be approved by the parties, subject to nullity as of public policy.

(3) In any case, deeds registered by the Notary Public which are not handwritten, whether in whole or in part, shall be initialled at the bottom of each page by the parties, the Notary Public, witnesses if so required, failure of which the pages not carrying such initials shall be void on grounds of public policy.

ARTICLE 31.-

(1) The body of the deed shall not contain any mutilation, interlineation or addition.

(2) mutilation, interlineation or added words shall be null and void.

(3) The number of words, figures and gaps cancelled and the number of interlineations shall be mentioned and approved in the margin or at the end of the relevant page of the deed by the Notary Public and other signatories.

(4) A Notary Public who violates the provisions of (1), (2) and (3) above shall commit his civil liability and be liable to a fine of CFAF 200,000 (two hundred thousand), ordered by ruling of the President of the Court of First Instance seised by the Procureur General or the Minister of Justice, without prejudice to disciplinary and judicial proceedings.

(5) The ruling provided for in (4) above shall be enforceable forthwith.

(6) In case of fraud, the offending Notary Public shall be liable to dismissal.

ARTICLE 32.-

(1) Subject to the provisions of Article 25 of this Decree, notarial deeds may be drawn up on plain paper, provided special or adhesive stamps are not affixed thereon before any inscription in Writing.

(2) They shall be drawn up on stamped paper in compliance with the model authorised by the regulations in force.

ARTICLE 33.-

(1) Whenever a person who speaks neither English nor French is a party or witness in a deed, the Notary Public shall be assisted by an interpreter.

(2) The interpreter, after swearing to provide an accurate interpretation of the words of people speaking different languages or dialects, shall explain anew the drafted deed, provide a sight translation into the language required, and append his signature as an additional witness.

(3) The parents or relatives of the contracting parties, either of direct lineage, or as collaterals shall not fulfil the functions of interpreter in the cases provided for in (1) above.

(4) Legatees in any capacity whatsoever, their parents and relatives within, up to first cousin shall not be taken as interpreters of a will.

ARTICLE 34.-

In real estate deeds, the Notary Public shall indicate the nature, state, capacity of the buildings, as well as the full names of previous owners and, as far as he can, the nature and dates of the successive transfers.

ARTICLE 35.-

(1) The Notary Public shall, display a chart in his office, on which he shall inscribe the names and residences of persons who, within the jurisdiction in which he practices are prohibited or assisted by Counsel.

(2) The chart shall be updated by the Notary Public as soon as the Registrar-in-Chief of the Court, which delivered it, notifies a copy of the relevant judgment on him.

(3) The Notary Public who shall violate the provisions of (1) and (2) above shall be civilly liable to the parties.

ARTICLE 36.-

(1) In Court, notarial deeds shall be proof of agreements between Contracting Parties and their heirs or beneficiaries.

(2) They shall be enforceable throughout the national territory.

(3) In case of criminal complaint of forgery and notwithstanding the provisions of (1) and (2) above, the execution of the allegedly forged deed shall be suspended by referral to the trial Court.

(4) Where an allegation of forgery is made in other proceedings, the court may, depending on the severity of the circumstances, by an interlocutory ruling, suspend the enforcement of the instrument.

ARTICLE 37.-

(1) The Notary Public shall be obliged to keep the originals of his deeds, with the exception of those that, by the law, may be issued in several original, they include :

- life certificates;
- powers of attorney;
- acts relating to succession;
- rents or salary receipts, and
- pension or annuity arrears.



(2) The Notary Public may only issue the originals of deeds to be kept solely by him pursuant to a court decision or as provided by law.

(3) Where the parties so require, the Notary Public may receive the deeds referred to in (1) above as originals and issue copies thereof.

(4) In the cases referred to in (2) and (3) above, the Notary Public shall only issue originals where he has drawn up and signed a true copy.

(5) The true copy shall be certified by the President of the competent Court of First Instance and it shall replace the original until restitution of the latter.

ARTICLE 38.-

A Notary Public may issue original notarial deeds directly to the parties in compliance with the law in force.

ARTICLE 39.-

A Notary Public may draw up deeds in original to be kept solely by him or originals issued directly to the parties, as the parties so wish, with respect to deeds relating to agreements that only apply to movables, the value of which shall not exceed CFAF one hundred thousand (100,000), where they do not contain provisions made to benefit third parties.

ARTICLE 40.-

(1) A Notary Public who keeps the record or documents confided to him shall have the right to issue documents bearing the executory formula or certified copies thereof.

(2) A Notary Public shall not issue original or certified copies, or give notice of the deeds in his keeping, to persons other than interested parties, directly named, heirs of beneficiaries, except by virtue of ruling of the President of the competent Court of First Instance.

(3) A Notary Public who violates the provisions of (2) above shall be personally liable and may be suspended for one year. Where he is a previous offender, he shall be dismissed.

(4) The provisions of this Article shall not apply where the regulations in force provide for the following:

- forwarding of notes and registers to stamp duty office ; and
- issuing copies to all public services concerned and posting on the notice board of the courtroom.

ARTICLE 41.-

(1) Authentic copies shall bear the executory formula.

They shall be titled and concluded in the same way as court judgments.

(2) The Notary Public shall mention in the records that the authentic copy was issued to each of the interested parties.

Another copy may only be issued by ruling of the President of the competent Court of First Instance which shall be attached to the records.

ARTICLE 42.-

(1) The Notary Public may authorise one or more of his Senior Clerks to issue authentic copies.

In such case, he shall forward a copy of the authorisation and a specimen signature of the authorised Senior Clerk or Clerk to the Chair of the Bureau of the National Chambers of Notaries Public, the Minister of Justice and the competent Procureur General.

(2) The authorised Senior Clerk or Clerk shall enter on certified copies issued, his signature, stamp bearing his name and the date of his authorisation as well as the seal of the Notary Public.

ARTICLE 43.-

In the event of compulsion, the report is drawn up to the Notary Public custodian of the deed, except the Court which orders same, appoints one of its members, any other Judge or another Notary Public to do so.

ARTICLE 44.-

A Notary Public shall have:

- a stamp or a seal bearing his names, capacity and residence; and
- a dry stamp.

ARTICLE 45.-

Subject to diplomatic agreements, where deeds are drawn up out of the Republic of Cameroon, the signature of the Notary Public who registers them or the custodian who issued a copy thereof, shall be authenticated by the Minister of External relations.



ARTICLE 46.-

(1) Any deed issued in violation of Articles 21, 22, 23, 35 and 45 above shall be null and void.

(2) However, where it bears the signatures of all contracting parties, it shall have the value of a private act and where necessary, shall commit the civil liability of the Notary Public who issued it.

CHAPTER III

CONDITIONS FOR PRATISING THE PROFESSION OF NOTARY PUBLIC

ARTICLE 47.-

A Notary Public shall have the monopoly of drawing up deeds in the jurisdiction of the Court of Appeal within which his Office is found.

ARTICLE 48.-

(1) It is forbidden for a Notary Public to practise out of the jurisdiction of his Office.

(2) Any deed drawn up in violation of (1) above shall be null and void.

(3) A Notary who violates the provisions of (1) above shall commit his civil liability. Moreover, this may result in a three (3) months suspension and in dismissal in case he is a second offender.

(4) Notwithstanding the provisions of (1) above, where a main deed concerning a natural person or corporate body has legal consequences on property located in various jurisdictions, the Notary Public drawing up the deed may, on autorisation of the Minister of Justice, draw up all the deeds concerning the said property.

ARTICLE 49.-

Notwithstanding the provisions of Articles 47 and 48 of this Decree, several Notaries Public belonging to the jurisdiction of the same Court of Appeal shall be called upon to draw up deeds concerning public Administrations, Councils, State Enterprises or Public Institutions where emoluments are above CFAF twenty million (20,000,000), at the rate of one Notary Public per additional instalment, even incomplete of CFAF ten million (10,000,000).

CHAPTER IV

ACCOUNTS AND RECORDS



ARTICLE 50.-

A Notary Public shall keep a special account of all income and expenditure of his client. In addition to accounting books, he shall keep the following:

- a. general register ; and
- b. special registers.

Each of these books shall be numbered, initialled and signed by the competent President of Court of First Instance.

ARTICLE 51.-

(1) All documents drawn up by the Notary Public shall be recorded in chronological order in the general register including the following:

- b. date of the deed ;
- c. nature of the deed ;
- d. type of deed, original kept solely by the Notary or original issued directly to the parties;
- e. name, capacity and residence of the parties ;
- f. identification of assets, their location and price, where they are deeds relating to property usufruct or the enjoyment of real estate;
- g. sums loaned out, ceded or transported where it is related to obligations, transfer or transportation ; and
- h. stamp duty details.

(2) Every three (3) months and before the signature of the Revenue Collector, a Notary Public shall mention the names of Clerks who, during the previous quarter, were on internship in his office, the number of hours served and their clerical rank in the general register.

ARTICLE 52.-

(1) A Notary Public shall enter the date of deposit, name, occupation, residence and place of birth of persons who submit a holographic will to him in the special register.

(2) The special register shall not mention the contents of the will.

(3) The Notary Public shall personally fulfil all the required conditions for presenting a received holographic will to the President of the competent Court, after informing the State Counsel.

(4) A Notary Public shall discharge this duty where, aware of the death of the author of the will, no interested party requests for the implementation of Section 1007 of the Civil Code or any relevant provisions applicable in the North West Region and South West Regions on the execution of such Wills.

ARTICLE 53.-

(1) A Notary Public shall not keep funds on behalf of a third-party, in any capacity whatsoever, for more than three (3) months. Upon the expiry of this period, the Notary Public shall pay same into the Deposits and Guarantee Fund

(2) however, at the written request of interested parties, he may keep the funds for a further period of the same duration. In which case, the funds shall be paid into an account opened for that purpose.

(3) Requests by interested parties may be submitted to the Notary Public only a month prior to the expiry of the period specified in (1) above. The Notary Public shall immediately notify the competent Procureur General forthwith.

(4) Deposits paid to the Notary Public as legal fees shall be exempt from the requirements of this Article.

CHAPTER V **CESSATION OF DUTIES**

Subchapter I

Temporary cessation of duties



ARTICLE 54.-

(1) The Notary Public shall temporarily cease to discharge his duties in the following cases:

- a. absence for a period of not more than thirty (30) days, with the approval of the Bureau of the National Chambers of Notaries Public;

- b. unavoidable absence duly certified by the competent Procureur General, *suo moto* or on the proposal of the National Chambers of Notaries Public. The Procureur General shall inform the Minister of Justice;
- c. annual leave of no more than two (2) months granted by Order of the Minister of Justice;
- d. duly established illness or disability in compliance with Article 60 (1) below ; and
- e. suspension or prohibition from practice as provided for under Articles 109 and 110 below.

ARTICLE 55.-

(1) In all the cases referred to in Article 54 above, the Minister of Justice shall appoint an acting Notary Public from among Notaries Public or Senior Clerks.

(2) In the event of absence or unavailability of the acting Notary Public, the Minister of Justice may, where necessary, on the opinion of the competent Procureur General and the proposal of the Notary Public holder of the Office or the Bureau of the National Chambers of Notaries Public, appoint by Order, from among Notaries Public, Senior Clerks, another acting Notary Public for immediate replacement.

(3) The assumption of duty by the acting Notary Public and the resumption of duty by the Notary Public, holder of the Office, shall be certified by declaration at the Registry of the competent Court, a copy of which shall be forwarded to the Minister of Justice by the holder of the office.

(4) The duties of the acting Notary Public shall cease upon resumption of the Notary Public holder of the office.

ARTICLE 56.-

(1) The acting Notary Public shall discharge his duties as provided for in Articles 57, 58 and 59 below, under the responsibility and insurance of the holder of the office.

(2) Deeds drawn up by an acting Notary Public shall be recorded on the date they are entered on the register of the holder of the office.

(3) The acting Notary Public shall be entitled to half of the emoluments and fees payable to Notaries Public in compliance with the tariff in force, after deduction of the overhead charges of the office. The other half shall be paid to the Notary Public holder of the office or into the Public Treasury if the latter is subject to a disciplinary or judicial sanction.

ARTICLE 57.-

(1) The Minister of Justice shall after a reasoned opinion of the competent Procureur General and on the proposal of the office holder, by Order grant annual leave to the latter and appoint an acting Notary Public.

(2) The holder of the office shall inform the National Chambers of Notaries of the Order referred to in (1) above.

ARTICLE 58.-

(1) In the event of absence of more than thirty (30) days or disability requiring temporal management of the Notary's Chambers of no more than six (6) months, the Minister of Justice, pursuant to Article 57 above, shall appoint an acting Notary Public from among Notary Publics or Senior Clerks.

(2) The senior Clerk appointed acting Notary Public under the provisions of this Article shall be subjected to the conditions of age, ability and morality required of Notaries Public.

ARTICLE 59.-

(1) The Notary Public who is unable to discharge his duties due to establish illness or disability may be temporarily replaced by Order of the Minister of Justice, after the approval of an ad hoc committee comprising the following:

- chair : a representative of the Minister of Justice ;
- members :
 - the competent Procureur General ;
 - the Director in charge of Stamp Duty;
 - a Medical Doctor appointed by the Minister of Public Health ; and
 - a Notary Public appointed by the National Chambers of Notaries Public.

A Legal Officer working in the Ministry of Justice, shall be in charge the secretariat of the ad hoc Committee.

(2) The application for resumption of duty submitted by the Notary Public concerned, together with a medical certificate from a practising Physician shall be examined in compliance with the procedure laid down in (1) above.

(3) the Notary Public concerned may, if he so wishes, examine his file and make any relevant remarks.

(4) The representative of the Minister of Justice shall notify the other members of the ad hoc committee, by any means with written proof, of the date of each meeting and the items on the agenda, at least fourteen (14) days before the meeting.

(5) In the event of duly established illness or disability of the holder of the Office, the acting Notary Public shall be intitled to remunération and fees under the conditions laid down in Article 56 (2) above.

ARTICLE 60.-

The appointment procedure laid down in Article 57 above shall also apply in the event of replacement of a Notary Public suspended as part of disciplinary Proceedings.

ARTICLE 61.-

The findings of the ad hoc Committee referred to in Article 59 above shall, at the request of the Legal Department, be read at the hearing of the Notary Public concerned and transcribed in a register provided for that purpose.

Subchapter II

Permanent Cessation of Duty

ARTICLE 62.-

(1) A Notary Public shall cease to practise in any of the following cases:

- resignation;
- dismissal ;
- retirement ;
- inability to practice due to irreversible illness or disability ;
- replacement as of right; or
- death.



(2) The President of the Republic shall, by Decree, terminate the duty of any Notary Public who is seventy (70) years old.

(3) Notwithstanding the provisions of (2) above, the President of the Republic may, by Order and for service needs or at the request of the person concerned, immediately grant to the Notary Public holder of an Office who has reached retirement age, an extension of service of two (2) years renewable twice.

ARTICLE 63.-

(1) In the cases specified in (1) and (2) above, the Minister of Justice shall by Order, after a reasoned opinion of the Procureur General, appoint a Liquidator of the office concerned.

(2) Pending the assumption of duty of the Liquidator, on the occurrence of any event of termination of office of a Notary Public, the President of the competent Court of First Instance, shall, at the request of the State Counsel, order by ruling the placement under seal of the register of deeds and appoint a person responsible for custody of seals and files.

(3) The Liquidator of the office of Notary Public may be a Notary Public or a Senior Clerk.

(4) The role of the Liquidator shall be to :

- determine assets;
- settle liabilities;
- Where applicable, give back to the Office holder or his heirs the remaining assets after settlement of liabilities ; and
- distribute among the members of the professional partnership or their heirs, in proportion to the contribution of each member, in accordance with the articles of association, the remaining assets after the settlement of liabilities.

(5) The Liquidator shall have six (6) months, renewable once, to submit his report.

The report shall contain information on the following:

- appointment instrument ;
- notification and hand over of the said instrument ;
- uplifting the seals;
- inventory of files,
- accounting statement;
- staff report;
- customers' account ;
- book keeping;
- insurance policy;
- contribution to the National Social Insurance Fund;
- salaries of staff ;
- rents ;
- processed files ;
- pending files ;
- place where files and working tools have been transferred to ; and
- challenges.

(6) Subject to dismissal or striking of the name from the internship list, the Liquidator shall not draw up new deeds.

(7) Terms and conditions of payment of the Liquidator shall be set by the Internal Rules and Regulations.

(8) At the close of liquidation, the Minister of Justice shall publish the vacancy of the office concerned.



CHAPTER VI

PROFESSIONAL PARTNERSHIPS

Subchapter I

General conditions for professional Partnership

ARTICLE 64.-

(1) Apart from individual practice, practice of the profession of Notary Public can also be done jointly in the form of professional partnership hereinafter « PP ».

(2) Each member of the PP shall remain the holder of his office and may resume the individual practice by withdrawing from the PP, after fulfilling the contractual commitments binding him to the PP.

ARTICLE 65.-

(1) The application for formation of a PP shall be collective.

(2) The application referred to in (1) above shall be stamped at the current rate and shall include.

a) draft Articles of association containing information on the following :

- name of the PP ;
- members ;
- resources ;
- opening of corporate accounts ;
- methods of distributions of liabilities ;
- terms and conditions of distribution of profits ; and
- a statement of each members' dues paid to the National Chambers of Notaries Public on the day of the incorporation of the PP.

b) two (2) copies of tax returns by the holder of the Office for the last three (3) years prior to the application for incorporation of the PP ;

c) two (2) copies of each member's income statement, and

d) tax returns and income statements covering the actual length of service where it is less than three (3) years.

(3) Applicants shall also produce an undertaking on honour on the information provided and their desire to incorporate a PP.

(4) The provisions of (1), (2) and (3) above shall apply in the event of increase in the number of members.

ARTICLE 66.-

Applications shall be approved by Order of the Minister of Justice, where applicants fulfill the conditions provided for in Article 65 above.

ARTICLE 67.-

The seat of the PP shall be determined in accordance with Article 4 above.

ARTICLE 68.-

The Order of the Minister of Justice to authorise the incorporation of a PP shall be published in a journal for legal notices and a copy forwarded to the Registry of the competent Court of Appeal.



Subchapter II
Functioning of a PP

ARTICLE 69.-

- (1) A PP shall not be incorporated in a jurisdiction with less than three (3) offices of Notaries Public.
(2) No Notary Public shall be a member of more than one PP.

ARTICLE 70.-

(1) Members of a PP shall keep joint accounts and shall equally be joint owners and responsible for the register of deeds. However, measures shall be taken at any time to individualise entries made by each of them.

(2) the rules of accounts kept by Notaries Public shall apply to PPs. All the records and documents shall be opened or established in the name of the PP.

(3) Members of a PP shall take out an insurance policy covering professional civil liability jointly and severally. They shall equally be bound by the obligation to inform each other.

(4) Professional dues shall be paid in the name of the PP and owed by the latter, on behalf of each member.

ARTICLE 71.-

The PP shall be responsible for the professional acts of each of its members.

Each member shall discharge the duties of Notary Public on behalf of the Partnership ; members shall devote their professional activity to the Partnership and inform each other without being charged of violation of professional secrecy.

ARTICLE 72.-

The form of the PP shall be placed next to the business name in all correspondences and all documents of the PP.

ARTICLE 73.-

(1) In the event of disagreement between members affecting the functioning of the PP and where members fail to voluntarily dissolve the PP by its members, the Minister of Justice shall suspend the members and appoint an acting Notary Public for a period on six (6) months.

(2) at the end of the period provided for in (1) above, members shall if they so desire, following a Decision of the Minister of Justice, resume the discharge of their duties within the PP, otherwise the PP shall be dissolved pursuant to the provisions of this Decree.

Subchapter III

Obligations

ARTICLE 74.-

All obligations and restrictions prescribed to individual Notaries Public shall apply to the PP as a whole and its members as individuals.



ARTICLE 75.-

The PP shall not issue deeds in which one of its members, relatives or relations by blood to the prohibited degree under Article 21 above are parties or stakeholders.

Subchapter IV

Discipline

ARTICLE 76.-

(1) Liability to disciplinary action shall be personal.

The Rules relating to discipline of Notaries Public shall be applicable to members of a PP.

(2) Any member of a PP suspended from duty shall not discharge his professional duties for the duration of the sanction.

However, he shall retain his membership with all obligations arising therefrom.

(3) Any member of a PP who is subject to suspension equal to or of more than (3) months shall not be entitled to profits from the partnership.

He may be obliged by unanimous decision of the other members to withdraw from the PP. in such case, his shares shall be sold in priority to the other members.

ARTICLE 77.-

(1) The dismissed Notary Public shall lose his membership of the PP.

(2) He shall cease to discharge his professional duties with effect from the date of notification of the Decree of dismissal by the Procureur General.

Subchapter V

Dissolution and liquidation

ARTICLE 78.-

(1) A PP shall be dissolved pursuant to the provisions of its Articles of Association or the Law.

(2) A PP shall be dissolved by the Minister of Justice *suo moto*, where its functioning is paralysed.

ARTICLE 79.-

In the event of dismissal, death or withdrawal of a member, where the PP consists only to two (2) members, the member left shall initiate the procedure to designate another member as acting member of the PP or Office holder.

He shall file an application together with supporting documents to the Minister of Justice.

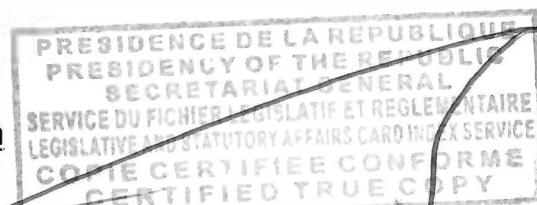
ARTICLE 80.-

(1) The dissolution of a PP shall be established or decided by an Order of the Minister of Justice.

(2) The Order referred to in (1) above shall also open the liquidation of the PP.

(3) A copy of the said Order shall be forwarded to the competent Procureur General.

(4) The PP shall be in liquidation from the date of signature of the Order that establishes or decides on the dissolution.



(5) Upon dissolution of the PP, the Minister of Justice shall appoint a Liquidator in conformity with the provisions of Article 63 above.

ARTICLE 81.-

At the end of his mission, the Liquidator shall send to the Minister in charge of Justice, a liquidation Report that clearly indicates the balance-sheet of his operations and the information laid down under Article 63 above.

CHAPTER VII

PROHIBITIONS AND INCOMPATIBILITIES

ARTICLE 82.-

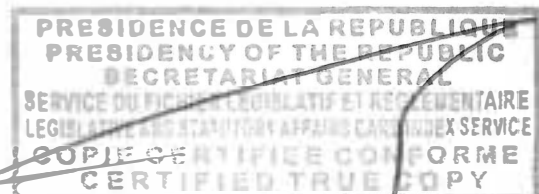
Without prejudice to the provisions laid down by specific instruments, Notaries Public and members of a PP shall be forbidden, either for themselves or for third parties, directly or indirectly to :

- a) engage in any trade, banking operation, discount, brokerage and any speculation transaction on the stock market, just as they shall be forbidden to purchase, for any reason and under any pretext whatsoever, bills of exchange or promissory notes ;
- b) interfere with the administration of any financial, commercial or industry company or corporation;
- c) speculate on the purchase and resale of real estate, sale of receivables, succession rights, industrial shares and other tangible assets ;
- d) show interest in any matter to which they lend their services ;
- e) place under their personal names, funds they received even if the funds were to be used for their own benefit;
- f) serve as guarantors or sureties, in any capacity whatsoever, of loans contracted through them or which they were instructed to contract by public or private act ;
- g) use nominees in any circumstances whatsoever ;
- h) receive or keep funds to use the interests, to assign, even temporarily, sums or assets in their custody for purposes other than the original intention;
- i) keep, even in case of opposition, amounts which they have to pay to a public fund, as provided by the laws and regulations in force ;
- j) cause slips or acknowledgements to be signed without the creditor's name appearing on them;
- k) permit their Senior Clerks or Clerks to draw up deeds without a written authorisation ; and
- l) Claim, for any reason whatsoever, a sum higher than the current tariffs.

ARTICLE 83.-

The duty of Notary Public shall be incompatible with the following:

- a) member of Government ;
- b) member of any Court ;
- c) Lawyer ;
- d) Ministerial Officer ;
- e) Public Official ;
- f) Revenue collector in charge of direct or indirect income ; and
- g) Public or private employee.



ORGANISATION OF THE PROFESSION OF NOTARY PUBLIC

CHAPTER I

ADMINISTRATIVE BODIES

ARTICLE 84.-

Notaries Public practising in Cameroon form a corps referred to as the National Chamber of Notaries Public hereinafter referred to as « the Chamber ».

ARTICLE 85.-

- (1) Under the supervision of the Minister of Justice, the Chamber shall ensure :
 - the smooth functioning of the offices of Notaries Public ; and
 - respect of professional ethics by Notaries Public.
- (2) The Chamber shall be the disciplinary body of Notaries Public;
- (3) The Chamber shall further discharge any other duty that may be assigned it by special legal instruments;
- (4) The Chamber shall have legal personality;
- (5) The headquarters of the Chamber shall be in Yaounde;
- (6) The organisation and functioning of the Chamber shall be laid down by its internal Rules and Regulations;

ARTICLE 86.-

The Chamber shall comprise the following :

- a General Assembly; and
- a Bureau.



Subchapter I

General Assembly

ARTICLE 87.-

- (1) The General Assembly shall comprise all the Notaries Public in service.

Deliberations of the General Assembly shall be conducted by the Chair or in his absence, the Vice-Chair.

Both the Chair and the Vice-Chair shall be elected by the General Assembly for a term of three (3) years, renewable once.

- (2) The General Assembly shall be convened twice (2) a year in ordinary session by its Chair or Vice-Chair.

The General Assembly may meet in an extraordinary session at the request of the following :

- a) an absolute majority of its members ;
- b) the bureau of the Chamber ; and
- c) the Minister of Justice.

- (3) The first annual General Assembly shall hold in the first semester of the year and the second in the second semester;

ARTICLE 88.-

(1) The agenda of the ordinary or extraordinary sessions of the General Assembly shall be drawn up by the Chair of the bureau of the Chamber.

(2) The agenda shall exclusively be on matters relating to the profession.

(3) Notaries Public and the Minister of Justice may, one month before the session, propose items for the agenda to the Chair of the bureau of the Chamber.

ARTICLE 89.-

(1) The agenda of any General Assembly session shall be forwarded to the Minister of Justice fifteen (15) days to the session, by any means with written proof.

(2) The Minister of Justice may, where the agenda does not comply with the provisions of Article 93 below, prohibit the holding of an ordinary or extraordinary General Assembly.

ARTICLE 90.-

(1) The Minister of Justice shall be represented at meetings of the ordinary or extraordinary General Assembly of Notaries Public.

(2) The Minister of Justice may, at his request, make a statement at the ordinary or extraordinary General Assembly

ARTICLE 91.-

(1) The General Assembly shall decide by secret ballot.

(2) The General Assembly shall not validly convene unless at least half of the Notaries Public in service are present or represented.

(3) Voting shall be by a two-thirds (2/3) majority in the first round, and a simple majority in the second round.

The majority shall be calculated based on the members present or represented.

(4) The Notary Public who is suspended or who has not paid his dues shall neither take part in deliberation nor vote.

(5) An Honorary Notary Public may be authorised by the Chair of the General Assembly to take the floor. However, he shall not vote.

(6) The proceedings of the General Assembly of Notaries Public shall be forwarded to the Minister of Justice and the Procureur General at the Court of Appeal of the headquarters of the National Chamber Notary Public;

ARTICLE 92.-

(1) The General Assembly shall draw up and adopt the draft internal Rules and Regulations of the Chamber and forward same to the Minister of Justice.

(2) The Minister of Justice may :

a) By Order render the internal Rules and Regulations enforceable, within thirty (30) days from the date of its submission ;

Where the time limit expires, the draft shall be deemed approved and shall become enforceable as of right, by Decision of the Chair of the Bureau of the Chamber.

b) request the amendment of specific provisions of the draft internal Rules and Regulations where they are contrary to public order or the laws and regulations in force.

In such a case, the General Assembly shall take decision within three (3) months ; or

c) Amend as of right, and render enforceable by Order, the internal Rules and Regulations where the General Assembly has not taken any decision at the expiry of the time limit provided for in 2 (b) above.

ARTICLE 93.-

Without prejudice to the provisions relating to the professional duties and obligations of Notaries Public provided for in this Decree, the internal Rules and Regulations shall lay down the following:

- Procedure before the General Assembly and the Bureau of the Chamber ; and
- the organisation of internship for Clerks.

Subchapter II

Bureau of the Chamber

ARTICLE 94.-

(1) The composition of the Bureau of the Chamber shall be fixed as follows according to the number of Notaries Public in service :

- a) five (5) members where the number is between eleven (11) and twenty (20),
- b) nine (9) members where the number is between twenty-one (21) and fifty (50) ; and
- c) fifteen (15) members where the number is more than fifty (50).

(2) Any practising Notary Public with at least 5 years of work experience and who has paid his dues, may be elected member of the Bureau.

ARTICLE 95.-

(1) The Bureau shall elect a Chair from among its members by secret ballot, for a term of office of two (2) years as follows :

- a) in the first round, by a majority of two-thirds (2/3) of the votes cast ;
- b) in the second round, by an absolute majority of the votes cast ;
- c) where an absolute majority is not obtained in the second round, voting in the third round shall be by a relative majority of the votes cast ;
- d) in the event of a tie in the third round, the eldest candidate shall be chosen.

(2) The Chair of the Bureau shall represent the Chamber in all day-to-day activities and before the courts.

(3) The Chair of the Bureau may be re-elected two (2) times.

ARTICLE 96.-

(1) Every practising Notary Public may, by simple declaration at the Court Registry, seise the Court of Appeal of the headquarters of the Chamber, of any dispute over the election within ten (10) days from the date of proclamation of results thereof.

(2) The Court of Appeal shall rule, in a panel in camera within fifteen (15) days from the date of referral in (1) above.

ARTICLE 97.-

(1) The Bureau shall manage the Chamber. As such, it shall ensure the :

- smooth functioning of Offices of Notaries Public;
- harmonious practice of the profession of Notary Public ;



- respect for professional ethics ; and
- compliance with laws and regulations applicables to Notaries Public.

(2) The Bureau shall settle professional disputes, which may arise between Notaries Public. In the event of non-conciliation, it shall settle disputes and hand down decisions thereof.

(3) The proceedings of the Bureau shall be forwarded to the competent Procureur General who may, if necessary, refer the matter to the Minister of Justice for arbitration.

(4) The Bureau shall give its opinion whenever required by the Minister of Justice.

ARTICLE 98.-

The Chair and members of the Bureau of the Chamber shall jointly be answerable to the General Assembly that issues an approval on its management.

CHAPTER II

DISCIPLINE

ARTICLE 99.-

(1) Any Notary Public who shall violate the provisions of this Decree shall be liable to disciplinary proceedings, without prejudice to judicial proceedings.

(2) Proceedings shall be instituted before the competent authorities in accordance with the law, upon complaint of the victims.

They shall also be instituted at the request of a Trustee or the Procureur General even in the absence of a victim or a complainant.

ARTICLE 100.-

(1) The Bureau of the Chamber shall be the disciplinary body of Notaries Public.

(2) The disciplinary procedure shall be determined by the internal Rules and Regulations.

(3) Disciplinary proceedings before the Bureau of the Chamber shall be secret.

ARTICLE 101.-

Without prejudice to the provisions of this Decree on the prohibition to practise, Notaries Public may incur the following sanctions :

- call to order ;
- reprimand ;
- suspension ;
- replacement as right ; or
- dismissal.



ARTICLE 102.-

(1) Call to order shall be to warning to a Notary Public to fulfil his professional or ethical obligations.

(2) Call to order shall be imposed by decision of the Procureur General. He shall forward a copy to the Minister of Justice and to the Bureau of the Chamber, to be included in the file of the Notary Public.

ARTICLE 103.-

- (1) Reprimand is a reproach to a Notary Public in relation to his manner of serving and his conduct.
- (2) Suspension refers to stopping the duties of the Notary Public for a period of time.

Suspension shall not be for more than two (2) years and the Notary Public who is suspended shall resume duty only after execution of the sanction.

- (3) Reprimand and suspension shall be imposed by the Bureau.

ARTICLE 104.-

(1) The Bureau shall be moved either by its Chair, by the competent Procureur General or by the Minister of Justice.

- (2) Upon referral, the Bureau shall appoint three (3) Notaries Public to investigate the matter.

A detailed report on the findings shall be submitted to the Bureau within a time limit of two (2) months.

- (3) The Bureau shall take a decision within thirty (30) days of submission of the report.

The Chair of the Bureau shall notify the decision to the Notary Public concerned and the competent Procureur General by any means with written proof, within fifteen (15) days of its adoption.

(4) The decision of the Bureau may be appealed before the Court of Appeal by declaration at the Registry of the said Court within fifteen (15) days of its notification.

- (5) The action before the Court of Appeal shall stay the execution of the decision of the Bureau.

(6) The Court of Appeal shall rule in a panel and in camera within one (1) month from the date the appeal was filed.

(7) A copy of the judgment that has become final shall be forwarded to the Procureur General, by the Chair of the Bureau.

(8) If within six (6) months of referral, the Bureau does not take a decision, the Minister of Justice shall withdraw the matter.

At the request of the Minister of Justice, the Procureur General of the Court of Appeal within whose jurisdiction the Notary Public accused has his office, shall, after investigation of the facts reported, bring the matter before the Court of Appeal which shall rule in camera.

- (9) There shall be no appeal against the ruling of the Court of Appeal.

ARTICLE 105.-

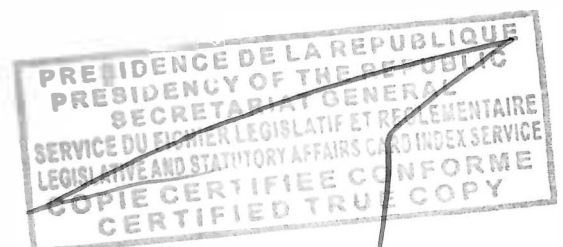
(1) Replacement as of right shall be imposed on Notaries Public not residing in the jurisdiction of his appointment.

- (2) The Minister of Justice shall order replacement as of right after consultation with the Bureau.

(3) The Bureau shall have fifteen (15) days of the referral by the Minister of Justice to give its opinion. At the expiry of the period, the Minister of Justice shall disregard the opinion.

ARTICLE 106.-

- (1) Dismissal shall be the loss of the status of Notary Public.



(2) Dismissal shall be ordered by Decree of the President of the Republic, after a reasoned opinion of the Bureau and the Minister of Justice.

(3) The Bureau shall have forty-five (45) days from the date of referral to forward its opinion to the Minister of Justice.

At the expiration of the period, the Minister of Justice shall disregard the opinion.

ARTICLE 107.-

(1) Acts on suspension, replacement or dismissal shall contain an order to file the register of deeds and archives of the Notary Public concerned either at the the Registry of the Court of First Instance of the Jurisdiction of his office or at the office of another Notary Public.

(2) The State Counsel of the Court provided for in (1) above shall ensure that the register of deeds and archives are effectively filed. Where necessary, he shall of his own motion order the filing.

In all cases, a list of minutes submitted shall be drawn up.

(3) The depositary shall sign at the bottom of the said list. A copy shall be deposited at the Registry of the Court of Appeal and another forwarded to the Chair of the Bureau.

ARTICLE 108.-

(1) Disciplinary proceedings initiated against the Chair of the Bureau, a member of the Bureau, former Chairs or members of the Bureau, for acts committed during their tenure of office, shall be brought before the Court of Appeal of the place of residence of the Notary Public, by the competent Procureur General.

(2) Disciplinary action shall be brought by the competent Procureur General either *suo moto* upon the complaint of a victim or at the request of the Minister of Justice.

(3) The Court of Appeal shall rule in a panel in camera.

ARTICLE 109.-

(1) Judicial proceedings shall be instituted against the Notary Public before the competent court of his place of practice in accordance with the law.

(2) At the request of the competent Procureur General, the Minister of Justice may, by Order, prohibit the Notary Public from practising where he is prosecuted for facts relating to his duties and penalty being imprisonment. This measure shall immediately be lifted by the Minister of Justice in the event of a no-case ruling, discharge and acquittal or *nolle prosequi*.

(3) where a Notary Public is subject to civil proceedings or disciplinary action, the Minister of Justice shall by Order prohibit him from practising.

The measure shall remain in force until the conclusion of the disciplinary or civil proceedings.

ARTICLE 110.-

(1) Upon notification of the relevant act by the State Counsel, the Notary Public who has been prohibited, suspended, replaced or dismissed, shall stop practising.

(2) The Notary Public who violates the provisions of (1) above shall commit his civil liability and be liable to any other disciplinary action provided for by this Decree.



PART IV
PROFESSIONAL CARD

ARTICLE 111.-

The Minister of Justice shall establish the professional card of Notary Public, upon submission of a copy of his appointment instrument and a certified copy of the birth certificate.

ARTICLE 112.-

The professional card of Notary Public shall be established in English and French.

ARTICLE 113.-

(1) The professional card of Notary Public shall contain the following information about the holder : name, date and place of birth.

It shall have a serial number, date of issuance, a passport size photograph and bear the signature of the holder.

(2) The professional card of Notary Public shall bear the signature and stamp of the Minister of Justice.

ARTICLE 114.-

(1) The validity of the professional card of Notary Public shall be ten (10) years.

(2) The holder shall present the card where and whenever requested.

PART V

MISCELLANEOUS AND FINAL PROVISIONS



ARTICLE 115.-

(1) Fees for the service of a Notary Public shall be fixed by Decree of the President of the Republic.

(2) A Notary Public who claims or receives fees higher than the rates in force shall refund the sums unduly received.

(3) A Notary Public who violates the provisions of this Article shall be liable to disciplinary action, without prejudice to legal proceedings.

ARTICLE 116.-

(1) Lawyers serving as Notary Public in the North West Region and South West Region on the date of entry into force of this Decree shall continue to hold office until Notaries Public are appointed.

Their service shall come to an end on the date of appointment of a Notary Public in their jurisdiction.

(2) Lawyers mentioned in (1) above shall be exempted from the internship laid down in Article 7 above where they renounce the duty of Lawyer to practise as Notary Public in accordance with the provisions of this Decree.

(3) Lawyers mentioned in (1) above shall be required to keep the record of the deeds they drafted as Notary Public.

They shall submit or forward such record of the deeds at the request of the State Counsel.

The provisions of Articles 40, 41, 42, 43, 44, 45 and 46 above shall apply to them.

ARTICLE 117.-

The Registrars-in-Chief and Public Agents performing the duties of Notary Public in the French speaking Regions on the date of entry into force of this Decree, shall cease to perform these duties.

ARTICLE 118.-

(1) The conditions to qualify as Senior Clerk, in force before the date of publication of this Decree shall remain valid with respect to persons regularly enrolled for training before that date.

(2) Senior Clerks on the date of publication of this Decree may, subject to the restrictions provided for in Article 62 (2) above, be admitted to the profession.

ARTICLE 119.-

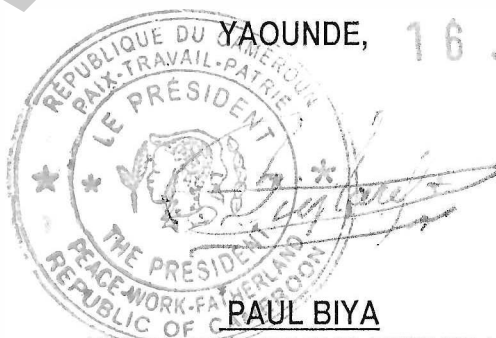
Effective PPs approved by the Minister of Justice, that do not correspond to any of the PP types provided for in this Decree, shall have a period of six (6) months from the date of signature to comply.

ARTICLE 120.-

The provisions of Decree No. 95/34 of 24 February 1995 on Rules and Regulations governing and organising the profession of Notary Public and subsequent amendments thereto as well as all provisions repugnant to this Decree are hereby repealed.

ARTICLE 120.-

This Decree shall be registered and published in the Official Gazette in English and French.



YAOUNDE,

16 JUL 2025

PAUL BIYA

PRESIDENT OF THE REPUBLIC