

Rwanda

## Ministerial Order determining the Writings and Stamp a Notary Affixes on Authentic Deeds

### Ministerial Order 12 of 2017

Legislation as at 27 March 2017

FRBR URI: /akn/rw/act/mo/minister-of-justice-attorney-general/2017/12/eng@2017-03-27

There may have been updates since this file was created.

PDF created on 21 February 2024 at 16:38.

[Check for updates](#)



#### About this collection

The legislation in this collection has been reproduced as it was originally printed in the Government Gazette, with improved formatting and with minor typographical errors corrected. All amendments have been applied directly to the text and annotated. A scan of the original gazette of each piece of legislation (including amendments) is available for reference.

This is a free download from the Laws.Africa Legislation Commons, a collection of African legislation that is digitised by Laws.Africa and made available for free.

[www.laws.africa](http://www.laws.africa)  
[info@laws.africa](mailto:info@laws.africa)

There is no copyright on the legislative content of this document.  
This PDF copy is licensed under a Creative Commons Attribution 4.0 License (CC BY 4.0). Share widely and freely.

## Ministerial Order determining the Writings and Stamp a Notary Affixes on Authentic Deeds

### Contents

|  |   |
|--|---|
| Chapter One – General provisions .....   | 1 |
| Article One – Purpose of this Order .....  | 1 |
| Article 2 – Authentic deed .....   | 1 |
| Chapter II – Stamps of a notary, their keeping and use and writings affixed on authentic deeds ..... | 1 |
| Article 3 – Categories of the stamps .....   | 1 |
| Article 4 – Form and dimensions of the stamps .....  | 2 |
| Article 5 – Application for a stamp .....  | 2 |
| Article 6 – Keeping and use of the stamps .....  | 2 |
| Article 7 – Writings to be affixed on the authentic deeds .....                                      | 2 |
| Chapter III – Final provisions .....   | 2 |
| Article 8 – Repealing provision .....  | 2 |
| Article 9 – Commencement .....   | 2 |
| Annex I .....  | 3 |
| Annex II .....   | 3 |

## Rwanda

# Ministerial Order determining the Writings and Stamp a Notary Affixes on Authentic Deeds

Ministerial Order 12 of 2017

Published in Official Gazette 13 on 27 March 2017

Assented to on 24 February 2017

Commenced on 27 March 2017

*[This is the version of this document from 27 March 2017.]*

**The Minister of Justice/Attorney General,**

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Pursuant to Law n° 13bis/2014 of 21/05/2014 governing the office of notary, especially in Article 39;

After consideration and approval by the Cabinet, in its session of 05/08/2015;

**HEREBY ORDERS:**

## Chapter One General provisions

### Article One – Purpose of this Order

This Order determines the writings and stamps a notary affixes on authentic deeds.

### Article 2 – Authentic deed

Authentic deed is a deed which has been drawn up or received with all the required formalities by a public officer authorized to officiate in the place where it is drawn up.

## Chapter II

### Stamps of a notary, their keeping and use and writings affixed on authentic deeds

### Article 3 – Categories of the stamps

Stamps of a notary are divided into the following categories:

- 1° the stamp with the Seal of the Republic;
- 2° the stamp to certify that copies of documents are true to their originals;
- 3° the stamp to certify payment of fees;
- 4° the stamp relating to certification of signatures;
- 5° the stamp with the notary's name;
- 6° the stamp relating to free of charge delivery.

The stamp with the Seal of the Republic is only used by a public notary.

The writings are affixed on stamps taking into account the three (3) official languages. However, the language of writings to be affixed to the document is the one in which the document is written.

The notary is required to use stamps with red ink.

#### **Article 4 – Form and dimensions of the stamps**

The form and dimensions of the stamp of the Seal of the Republic are governed by the provisions of Law n° 24/2008 of 23/07/2008 determining the characteristics, significance, usage and protection of the Seal of the Republic;

The form and the dimensions of other stamps are in Annex I of this Order.

#### **Article 5 – Application for a stamp**

The Ministry in charge of justice authorizes public institutions which apply for permission to order stamps to manufacturers in accordance with provisions of Law n° 24/2008 of 23/07/2008 determining the characteristics, significance, usage and protection of the seal of the Republic.

#### **Article 6 – Keeping and use of the stamps**

A notary must keep his/her stamps in a safe place and shall not give them to any other person, lose it or alter its originality.

Stamps are only used for what they are designated for.

#### **Article 7 – Writings to be affixed on the authentic deeds**

Writings to be affixed on the authentic deeds must indicate at least the following:

- 1° date of the authentic deed;
- 2° names of the Notary;
- 3° names of the witnesses;
- 4° amount of money paid.

The number of the file is written in Arabic numerals while the number of the volume is written in Roman numerals.

Each volume of the files must comprise fifty (50) files.

The format of writings affixed to such authentic deeds is in annex II of this Order.

### **Chapter III Final provisions**

#### **Article 8 – Repealing provision**

All prior provisions contrary to this Order are repealed.

#### **Article 9 – Commencement**

This Order comes into force on the date of its publication in the Official *Gazette* of the Republic of Rwanda.

## Annex I

TRUE COPY OF THE  
ORIGINAL

PAID.....RWF

Notary  
(Names)

Seen to certify the signature of  
Mr/Mrs.....

Hereby appended

On .....

ISSUED FREE OF CHARGES

## Annex II

### Forms

*[Editorial note: The forms have not been reproduced.]*