Presidential Order determining Fees paid for Notarial Services

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We, KAGAME Paul,

President of the Republic;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 112, 120, 122 and 176;

Pursuant to Law n° 13bis/2014 of 21/05/2014 governing the office of notary, especially in Article 34;

On proposal by the Minister of Justice/Attorney General;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

HAVE ORDERED AND HEREBY ORDER:

Chapter One
General provisions

Article One – Purpose of this Order
This Order determines fees paid for notarial services. It also specifies the entity to which such fees are paid.

Article 2 – Scope of application
This Order relates to fees paid for notarial services rendered both by a public and a private notary.

Chapter II
Fees paid for services of a notary

Article 3 – Fees paid on documents notified by a notary at the Ministry, District and Sector level
Fees paid for notarization of documents by a notary at the Ministry, District and Sector level are fixed as follows:

1° authentication of any deed is three thousand Rwandan francs (Frw 3,000);
2° authentication of a signature is one thousand five hundred Rwandan francs (Frw 1,500);
3° certification of the authenticity of a document is one thousand five hundred Rwandan francs (Frw 1,500);
4° certification of the conformity of a copy to the original is one thousand five hundred Rwandan francs (Frw 1,500);
5° issuance of copies of any deed drawn up by a notary is two thousand Rwandan francs (Frw 2,000) per copy of the deed;
6° certification of wills involving movable property and that of acts that nullify them drawn up by testators is five thousand Rwandan francs (Frw 5,000);
7° certification and authentication of complex deeds related to movable and immovable property is five thousand Rwandan francs (Frw 5,000);
8° fee for notarization of Articles of Association is five thousand Rwandan francs (Frw 5,000) per each Articles of Association;
9° fee for notarization of any agreement is two thousand Rwandan francs (Frw 2,000) per each agreement;
10° issuance of any other notarial deeds provided for by Law is five thousand Rwandan francs (Frw 5,000).

Article 4 – Fees paid on documents notarized by a notary in land related matters

Fees paid for notification of documents by a notary in land related matters are fixed as follows:
1° certification and authentication of wills involving immovable property and deeds that nullify them drawn up by testators is five thousand Rwandan francs (Frw 5,000) per each document;
2° certification and authentication of agreements relating to transfer of land and other immovable property fixed on land through succession, donation, bequest, inheritance, leasing, sale, land leasing, compensation, right of way, provision of a guarantee for the benefit of a third party is five thousand Rwandan francs (Frw 5,000) per each agreement;
3° certification and authentication of contracts relating to condominium agreements is five thousand Rwandan francs (Frw 5,000) per each contract;
4° certification and authentication of other deeds related to land transfer provided for by law is five thousand Rwandan francs (Frw 5,000) per each document.

Article 5 – Fees paid on documents notarized by a notary at the Government office in charge of investment promotion

Fees paid for notification of documents by a notary at Government office in charge of investment promotion are fixed as follows:
1° authentication of any deed is three thousand Rwandan francs (Frw 3,000);
2° authentication of signatures is one thousand five hundred Rwandan francs (Frw 1,500);
3° certification of authenticity of a document is one thousand five hundred Rwandan francs (Frw 1,500);
4° certification of the conformity of a copy to the original is one thousand five hundred Rwandan francs (Frw 1,500);
5° issuance of copies of deeds drawn up is two thousand Rwandan francs (Frw 2,000);
6° certification and authentication of complex deeds related to movable and immovable property is five thousand Rwandan francs (Frw 5,000);
7° issuance of other notarial deeds provided for by Law is five thousand Rwandan francs (Frw 5,000);
8° to certify and authenticate wills involving immovable property and deeds that nullify them drawn up by testators is five thousand Rwandan francs (Frw 5,000);
9° to certify and authenticate agreements relating to transfer of land and other immovable property fixed on land through succession, donation, bequest, inheritance, leasing, sale, land leasing, compensation,
right of way, provision of a guarantee for the benefit of a third party is five thousand Rwandan francs (Frw 5,000);

10° to certify and authenticate contracts relating to condominium agreements is five thousand Rwandan francs (Frw 5,000);

11° to certify and authenticate other deeds related to land transfer provided for by law is five thousand Rwandan francs (Frw 5,000).

**Article 6 – Fees paid on documents notarized by an Ambassador and the First Secretary of the Embassy**

Fees paid for notarization of documents by an Ambassador and the First Secretary of the Embassy are fixed as follows:

1° authentication of any deed is ten thousand Rwandan francs (Frw 10,000);

2° authentication of signatures is ten thousand Rwandan francs (Frw 10,000);

3° certification of authenticity of a document is ten thousand Rwandan francs (Frw 10,000);

4° certification of the conformity of a copy to the original is ten thousand Rwandan francs (Frw 10,000);

5° issuance of copies of any deed drawn up is five thousand Rwandan francs (Frw 5,000) per each copy of deed;

6° issuance of other notarial deeds provided for by Law is ten thousand Rwandan francs (Frw 10,000) per every notarial deed.

Fees paid for the documents notarized by the Ambassador and the First Secretary is done by converting the fees from Rwandan franc in the local currency of the country in which the act is done. Each Embassy determines fees charged for the notarial service in the local currency of the concerned Country.

**Article 7 – Fees paid on documents notarized by a private notary**

Fees paid for notarization of documents by a private notary referred to in Article 3 of this Order apply to notarization of the same documents if notarized by a public notary with its extra increment of thirty per cent (30%). The fees are as follows:

1° authentication of any deed is three thousand nine hundred Rwandan francs (Frw 3,900);

2° authentication of a signature is one thousand nine hundred and fifty Rwandan francs (Frw 1,950);

3° certification of the authenticity of a document is one thousand nine hundred and fifty Rwandan francs (Frw 1,950);

4° certification of the conformity of a copy to the original is one thousand nine hundred and fifty Rwandan francs (Frw 1,950);

5° issuance of copies of any deed drawn up is one thousand nine hundred and fifty Rwandan francs (Frw 1,950) per copy of deed;

6° certification of a will involving movable property and that of acts that nullify them drawn up by testators is six thousand five hundred Rwandan francs (Frw 6,500);

7° certification and authentication of any complex deed related to movable and immovable property is six thousand five hundred Rwandan francs (Frw 6,500);

8° fee for notarization of Articles of Association is six thousand five hundred Rwandan francs (Frw 6,500) per each Articles of Association;

9° fee for the notarization of any agreement is two thousand six hundred Rwandan francs (Frw 2,600) per each agreement;
10° fee for issuance of other notarial deeds provided for by Law is six thousand five hundred Rwandan francs (Frw 6,500).

Chapter III
Entity to which fees on notorial services are paid

Article 8 – Entity to which fees on services of a public notary are paid
Fees paid on services rendered by a public notary at a decentralized administrative entity are paid to the bank account of the decentralized entity where the notary operates while fees paid to a public notary at the Ministry level or any other Government institution are paid in Public Treasury.

Article 9 – Registration in the Authority in charge of revenues
A private notary is required to be registered in the Authority in charge of revenues and get a Tax Identification Number.

Chapter IV
Final provisions

Article 10 – Authorities responsible for the implementation of this Order
The Prime Minister and the Minister of Justice are entrusted with the implementation of this Order.

Article 11 – Repealing provision
All prior provisions contrary to this Order are repealed.

Article 12 – Commencement
This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.