

Any Commissioner of Oaths may administer an oath or affirmation to or take a solemn or attested declaration from any person, provided that that person is willing to make the oath or affirmation or declaration and provided that he is not so prohibited under the Act.

The person signing the declaration, i.e. the deponent, must sign in the presence of the Commissioner of Oaths.

Once signed, the Commissioner of Oaths must certify that the deponent has acknowledged that he/she knows and understands the contents of the declaration and state the manner, date and place of taking the declaration.

Before a Commissioner of Oaths administers to any person the oath or affirmation prescribed by Regulation 1 of the Act, he/she shall ask the deponent:

whether s/he knows and understand the contents of the declaration;

whether s/he has any objection to taking the prescribed oath; and

whether s/he considers the prescribed oath to be binding on his conscience.

If the deponent acknowledges that he/she knows and understands the contents and has no objection to taking the oath, the Commissioner of Oaths may administer the oath. Should he/she object to taking the oath, then an affirmation may be administered.

An oath is administered by causing the deponent to utter the following words:

“I swear that the contents of this declaration are true, so help me God”.

An affirmation is administered by causing the deponent to say the following words:

“I truly affirm that the contents of this declaration are true”.

He/she must then sign the declaration, print his/her full name and business address below his signature, state his/her designation and office held by him/her as he/she holds his/her appointment ex officio, all of which must appear on the stamp. No fee can be charged for administering any oath or affirmation or attesting any declaration.

A Commissioner of Oaths cannot administer an oath or affirmation relating to a matter in which he/she has an interest.

The following is an example of the certification paragraph to be used by a Commissioner of Oaths:

*“I certify that the DEPONENT has acknowledged that he/she knows and understands the contents of this affidavit, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20XX, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.”*