



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 12-2005

**TO : ALL EXECUTIVE JUDGES OF THE REGIONAL TRIAL COURTS AND THE INTEGRATED BAR OF THE PHILIPPINES**

**SUBJECT : A.M. NO. 02-8-13-SC: RE: 2004 RULES ON NOTARIAL PRACTICE**

For the information and guidance of all concerned, quoted hereunder is the Resolution of the Court En Banc dated December 14, 2004 issued in A.M. No. 02-8-13-SC, to wit:

“A.M. No. 02-8-13-SC.- Re: 2004 Rules on Notarial Practice.- The Court Resolved, upon the recommendation of the Office of the Court Administrator (OCA), to **SUSPEND** the implementation of the provisions of Section 4, Rule VII of the 2004 Rules on Notarial Practice, re: Notarial Seal, until the OCA comes out with the guidelines in the accreditation of vendors or manufacturers of notarial seal. In the meantime, the following guidelines shall be observed:

(a) A lawyer applying for a new commission as a notary public or renewal thereof can have his notarial seal made by any manufacturer of notarial seal, provided he attaches to the application for commission a copy of the receipt issued by the manufacturer showing the latter's name, address and telephone number. Failure of the applicant to attach said receipt may be a ground for the denial of his application; and

(b) Notaries public who already have notarial seals can continue using the same until the above-mentioned guidelines are issued.”

31 January 2005.

**PRESBITERO J. VELASCO, JR.**  
Court Administrator