

MEMORANDUM

To: SERVICE PROVIDERS
From: NEVIS FINANCIAL SERVICES (REGULATION AND SUPERVISION) DEPARTMENT
DATE: 10 NOVEMBER, 2014
SUBJECT: POLICY NOTE

Dear All,

Kindly note that effective January 01, 2015, the following policy will be applicable to all concerned.

DOCUMENTS SUBMITTED TO REGISTRAR FOR FILING

Articles of Incorporation/Organization, or any other document establishing a Nevis Entity, which requires attestation by a Notary, shall NOT be accepted for filing UNLESS the name of the Notary attesting the signature(s) of any person, is printed on the said document. That is to say, the name of the Notary Public should appear in print, next to or below the signature of the said Notary, together with the Notary stamp/seal as the case may be.

For Example: (Signature of Notary) or (Name of Notary) : (Signature of Notary)
(Name of Notary)

APOSTILLES

This policy further applies to all requests for APOSTILLES pursuant to the Hague Convention 1961 processed on behalf of the Ministry of Finance. The name of the Notary Public must appear next to or along with the signature of the said Notary.

Recommendation: It is recommended that the practice be put in place as soon as is possible. Nevertheless, to allow for a transition as it were, documents that do not adhere to the above will be accepted up until the end of the year, 2014.

Please be guided accordingly.