

STEPS TO FOLLOW WHEN APPLYING TO BECOME A COMMISSIONERS OF OATHS IN GP

1. THE APPLICATION FORM (J5) MUST BE HAND-DELIVERED BY THE APPLICANT AT THE MAGISTRATE'S OFFICE OF THE AREA WHERE THE BUSINESS OPERATES. E.G. IF THE BUSINESS ADDRESS IS IN JOHANNESBURG, THEN SUBMIT AT JHB MAGISTRATE COURT, AS PER THE MAGISTERIAL DISTRICT DEMARCATION. N.B: (GAUTENG IS A REGION NOT A DISTRICT AND THEREFORE YOU CAN CHECK WITH GOOGLE).
2. THE APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:
 - (a) A CERTIFIED ID COPY OF THE APPLICANT
 - (b) A RECOMMENDATION LETTER OR A MOTIVATION WITH A LETTERHEAD FROM THE COMPANY SIGNED BY THE MANAGER OR SUPERVISOR AND IN THE CASE WHERE THE APPLICANT IS THE MANAGER, SOMEONE IN GOOD STANDING CAN SIGN THE LETTER ON YOUR BEHALF TO ATTEST THAT YOU'RE A SUITABLE CANDIDATE TO BE APPOINTED AS A COMMISSIONER OF OATHS.
 - (c) THE RECOMMENDATION LETTER MUST HAVE DETAILED REASONS WHY YOU HAVE A NEED TO BE APPOINTED AS A COMMISSIONER OF OATHS AND STATE THE NATURE OF THE BUSINESS THAT COMPELS YOU TO SEEK SUCH STATUS AND TO BE APPOINTED AS A COMMISSIONER OF OATHS MUST BE IN THE INTEREST OF THE PUBLIC AND NOT FOR THE SOLE PURPOSE OF YOUR COMPANY BENEFITTING AND IT MUST BE FREE OF CHARGE.
3. *ON SUBMISSION OF THE APPLICATION, A FIVE MINUTES INTERVIEW WILL BE CONDUCTED BY THE DESIGNATED OFFICIAL TO AUTHENTICATE THE INFORMATION FURNISHED IN THE APPLICATION FORM AND IT WILL THEN BE SENT TO THE REGIONAL OFFICE FOR PROCESSING AND APPROVAL.*

J5 THE APPLICATION FORM: THE DISTRICT MUST BE ACCORDING TO THE MAGISTERIAL DEMARCATION OF THE AREA. E.G IF YOU STAY IN PRETORIA THEN YOUR DISTRICT DEMARCATION WILL BE PRETORIA.

ITEM NO.17: Asks? "Will you administer an oath or affirmation relating to matters in which you have an interest in terms of the provisions of regulation 7 of the Regulations published by Government Notice R. 1258 of 21 July 1972 and promulgated in terms of the provisions of section 10 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963). The answer should be a "NO".

ITEM NO.18: Asks? Distance to nearest Commissioner of Oaths? Basically You need to indicate the kilometres or the distance from your residential address and the distance from your business or work address to the nearest Commissioner of Oaths and that is to determine if there might be another Justice of peace in the same vicinity.

N.B: PLEASE ENSURE THAT WHOEVER IS RECEIVING YOUR APPLICATION HAS THOROUGHLY CHECKED THE CONTENTS AND THAT THERE ARE NO DEFECTS THAT MAY RESULT OR DELAY THE PROCESS OF APPROVING THE APPLICATION AND THERE IS NO NEED TO FOR AN APPOINTMENT.

Dated: 20 May 2021