



FINANCIAL AND CONSUMER SERVICES COMMISSION

RULE CA-COM-001

FEES

**PART 1
DEFINITIONS**

1. In this Rule

“Act” means the *Commissioners for Taking Affidavits Act*.

“Commission” means the Financial and Consumer Services Commission continued under the *Financial and Consumer Services Commission Act*.

“Director” means the Director as defined in the *Act*.

**PART 2
FEES FOR AN APPLICATION FOR AN APPOINTMENT
OR A RENEWAL OF AN APPOINTMENT**

2. (1) An application for an appointment or a renewal of an appointment shall be accompanied by the fee set out under this section.
- (2) The fee for an application for an appointment as a Commissioner of Oaths is \$150.
- (3) The fee for an application for a renewal of an appointment is \$150.
- (4) Subject to Part 3 of this Rule, the fees paid for an application for an appointment or a renewal of an appointment are non-refundable, whether the appointment or renewal is granted or denied.
- (5) The fees referred to in this Rule are payable to the Commission.

**PART 3
REFUNDS AND DISCRETIONARY FEE REDUCTION**

Refunds of Fees

3. Upon application of the person who made the application for an appointment or a renewal of an appointment, the Director may at his or her sole and absolute discretion grant a refund of the fee, or such part of the fee as the Director considers fair and reasonable, where:
 - (a) an application for an appointment or renewal of an appointment is abandoned before work has begun to process the application,
 - (b) an application for an appointment or renewal of an appointment is filed in error, or
 - (c) where for reasons beyond the person's control a person ceases to exercise the duties of a commissioner of oaths.

Fee Reduction

4. If the Director considers it to be in the public interest, the Director may at his or her sole and absolute discretion order that any fee referred to in this Rule be reduced or inapplicable.

PART 4 ADMINISTRATIVE FEES

Fees for Expedited Service

5. Expedited Service is where the Director is requested to perform the transaction within 2 business days of receipt of the application. The turnaround service is normally 10 business days. The prescribed application fee is doubled for expedited service.

Late Application Fee for Renewal of an Appointment

6. Where an application for the renewal of an appointment is filed after the expiration of the appointment last granted to the applicant, the applicant shall pay the prescribed application fee for the renewal in addition to a fee equivalent to 50% of the prescribed application fee.

General Fees

7.
 - (1) The fee for a copy of a certificate of appointment is \$25.
 - (2) The fee for a cheque or payment refused due to non-sufficient funds or credit is \$25.

PART 5 EFFECTIVE DATE

8. This rule comes into force on 1 September 2022.