

## Michael Bula Solicitors, International Lawyers and Notaries

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**From:** The Society of Notaries of Victoria Inc. <admin@notaries.org.au>  
**Sent:** Friday, 27 March 2020 5:48 PM  
**To:** Michael Bula Solicitors, International Lawyers and Notaries  
**Subject:** Victorian Notaries Bulletin No. 20. Bulletin 27 March 2020

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### President's Message

Dear Michael,

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### Members' only section

#### Login

Please remember you **MUST** log in and edit your profile [if not already] to get the most from our new website and have full access - see the link in the red bar at the bottom of the Home Page of our website

See the latest Practice Notes, Twilight Seminar + other papers + Twinning and Collaboration with other Notarial Societies + Photo Gallery + more

[Click here and then log in](#)



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Council Meetings and the Annual General Meeting were held at - *La Maison de Maître* building, 203/205 Canning Street, Carlton [corner Neill Street] - a multi-use modern conference space. Now they will be held by ZOOM remotely/virtually during this crisis.

You are not alone - your Society is with you in solidarity during this emergency. We will face many challenges and will rise to the occasion. Inventiveness and optimism are the key.

## 2020 Events Postponed

As you would imagine, we will defer our 2020 Events, until further notice including the Twilight Seminar. For those who have paid, we ask that we retain your payment for the next Seminar hopefully later in the year.

We will however examine other platforms of delivery which do require set up and technology such as webinars and podcasts, for example.

## ANZCN news

The ANZCN Auckland Masterclass was postponed. The Hague Conference has been as well to October 2021.

## COVID-19 and Face-to-face notarisaton

Many members have contacted me about this. The Council is very much aware of the constraints placed upon notaries to avoid face-to-face encounters and conscious to maintain all its members in the best of health in these difficult times.

Council is meeting remotely by ZOOM on Monday 6 April 2020 and plans to issue a practice note in April on this matter.

## Survey for Practical Workshop later in 2020

Remember the Society is planning to conduct Practical Workshop Masterclasses later in 2020. The

workshops are intended to be restricted to approximately 8-10 Notaries per workshop, with two (or three) workshops being run concurrently, depending on the interest expressed. We are inviting Members' views on the following suggested topics:

China case study - tips and traps for Australian notaries  
Testamurs and educational records - Practice notes explained  
Dealing with DFAT - a discussion on DFAT's requirements and processes

Members are urged to send suggestions for additional or preferred topics to Council Member Gayle Neville-Hill [ghil5014@bigpond.net.au](mailto:ghil5014@bigpond.net.au) OR 0429 318 819

## SNV Website

There is some good news. We listened. The new website has really progressed and will be launched with a fresh, easy to navigate functionality - stay tuned.

## New Merchandise update

The situation in China [the supplier] has delayed production. The plaque is being redesigned so we are not reliant on that chain of supply.

Bear with us. More soon. See the Shop section on the website [click here](#)

## DFAT

DFAT has asked us to circulate the following edited text:

"I just wanted to advise you that our processes will change slightly over the next few weeks; I will endeavour to email you any official communication that might become available.

Major points are:

-we are trying to reduce foot traffic into the office as much as possible so please advise your clients to mail their documents in, if possible; appointments will soon cease or be extremely limited

-as we are operating with reduced workforce, we are currently not able to guarantee any 24/48 hour service – we will sms/email clients as soon as their documents are ready. Once again, we would prefer for clients to provide self-addressed registered/express post envelopes for completed documents to be mailed back to them, whenever possible

-we may end up closing our legalisation counter; if that happens, we will make a "drop off" service available for anyone who prefers to hand over the documents in person. Please be advised that, in this instance, payment will not be processed on the spot (the credit card authorisation page of the Document Request Form will need to be completed in full and signed) and the documents will be processed the same way as our mailed in documents (longer turnaround times may apply depending on our workload). I will provide more information on this topic as soon as it becomes available.

We are currently working with every other office to ensure that the same procedures are followed

nationally so the above may be subject to change. I am happy, however, for this information to be disseminated to the members of the society, just as an FYI.

Please let me know if you have any questions I may not be able to answer many yet but I will certainly try my best.

Kindest regards

Silvia Leso

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Client Services & Legalisations Supervisor  
Australian Passport Office | Melbourne  
Department of Foreign Affairs and Trade  
Phone +61 3 8537 5627 | Fax +61 03 8537 5648"

Feel free to contact Ms Leso for any issue.

Also we provide the link to a WORD and PDF file which DFAT requests each and every practicing notary to fully complete and return to DFAT as soon as possible to update its database:

[WORD](#)

[PDF](#)

**Closing remark**

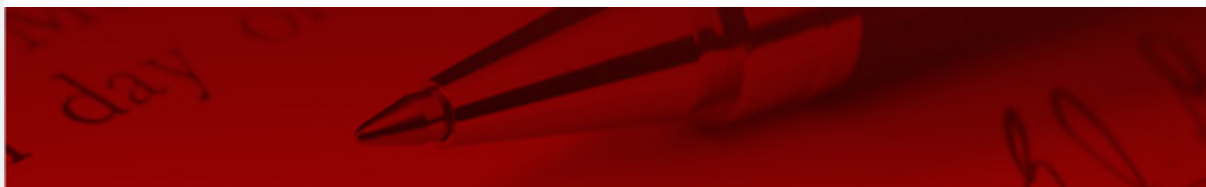
Finally, my sincere wish is that we all come out of this stronger and wiser [and healthier] with better work practices and mastering technology.

**Your Society : adding value to your membership with an international dimension**

Regards



**Michael Bula**  
President SNV



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