

## Michael Bula Solicitors, International Lawyers and Notaries

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**From:** The Society of Notaries of Victoria Inc. <admin@notaries.org.au>  
**Sent:** Thursday, 9 April 2020 12:34 PM  
**To:** Michael Bula Solicitors, International Lawyers and Notaries  
**Subject:** Victorian Notaries Bulletin No. 21. Bulletin 9 April 2020

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# Member Information

## President's Message

Dear ,

In this Issue:

**COVID-19 and Face-to-face  
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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

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Council and Subcommittee 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 are held by ZOOM remotely/virtually during this crisis.

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

Given the current Stage 3 restrictions, the Council of the Society of Notaries of Victoria Inc. has discussed this matter and established a task force subcommittee which is considering best advice to give members during the crisis and hopes to be in a position to do so after Easter.

## SNV Website

The website is up - please [click here](#).

## New Merchandise update

The situation in China [the supplier] has delayed production. The plaque has been redesigned so we are not reliant on that chain of supply and is now in toughened clear acrylic. The decal remains the same of course.

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

## DFAT Reminder

Please remember 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**

Please take care of yourselves and your families and loved ones during these difficult times.

On behalf of the Council, I take this opportunity to wish you a most Happy Easter!.

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

Regards



**Michael Bula**  
President SNV



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