

Registrar's Report
The Faculty of Notaries Public in Ireland
AGM 27th March 2026

Year in Review
March 2025 – 2026

Dear Colleagues,

To assist you and any members attending this year's AGM I have compiled this note. Given the time constraints of the AGM this gives a more comprehensive update in relation to the various activities of the Faculty since our last meeting. I hope this report will be taken as read at the meeting and will facilitate us in completing the business of the day in a timely and efficient manner.

The Notice, Minutes, Accounts, and other relevant documentation are all available in the members' area and can be accessed via the link below.

[2026-agm-docs](#)

IN MEMORIAM – MEMBERS

The Faculty usually informs members about the passing of their Colleagues throughout the year. Our AGM is a fitting occasion to pause and remember them together with those colleagues who have passed before. Our thoughts are with their family and friends.

Joseph P. Davies - <https://rip.ie/death-notice/joseph-joe-davies-donegal-buncrana>

Nicola Dowling - <https://rip.ie/death-notice/nicola-dowling-meath-navan>

May they rest in peace.

If you are aware of a colleague's passing and this has not yet been notified to the Faculty, please let us know so we can inform our colleagues and pay our respects.

ANNUAL GENERAL MEETING, SEMINAR & ANNUAL GALA DINNER 2025

The last general meeting took place just under a year ago in Galway.

The Faculty was delighted to welcome over 50 members and their guests over the course of the afternoon and evening in person. We were also delighted to welcome an additional 42 members who were able to participate remotely on the day. I am delighted to see that members avail of this opportunity to meet with their peers and to keep themselves informed as to developments in notarial practice.

Those in attendance both in person and online had the benefit of very informative seminar

“AI and its impact on our Notarial profession” Robert Bond









The photographs from the day's events are still available in the members area of the website.

[agm-cpd-dinner-photos](#)

NEW MEMBERS – WELCOME

- Joe Durkan
- Kamal Vaid
- Sinead Costello
- Ronan D. Hannigan
- Georgina Robinson
- Michael Prior
- Rory Dillon
- Mark Regan

We are delighted to welcome the above new members who have joined the Faculty in the past year. We wish them well in their new profession.

INTERNATIONAL REPRESENTATION

The Faculty participates in the UK and Ireland Notarial Forum. Common Law Association of Notaries (CLAN) and through the individual membership of the Registrar in the International Union of Notaries (UINL). These engagements enable the Faculty to keep itself up to date with international best practice and serves as an opportunity to promote the Irish Notary on the international stage. You will have received the various newsletters and bulletins in our own Faculty newsletters which are also available in the members section of the Faculty website. www.notarypublic.ie

UK&I Notarial Forum

Edinburg 4th September 2025, meeting

The meeting took place to tie in with the UINL Dialogue between Civil and Common law. We were delighted to be hosted by our Scottish Notarial colleagues. Together with our colleagues from the Law Society of Scotland, The Notaries Society of England and Wales, Society of Scrivener Notaries, and College of Notaries Northern Ireland we were delighted to welcome the President of the UINL and his colleagues. The meeting was a productive and useful exchange, and the President used the event as an opportunity to launch the UINL model notarial code.



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UINL

Dialogue between Legal Systems - The notary – a bridge between legal systems.

The Dean together with his counterpart President Kevin Neary from the College of Notaries Northern Ireland delivered papers at the conference.



Program
(EN-FR-ES)_Edinburg



Notaries Society

The Faculty attended the Notaries Society President's Reception and Dinner in Birmingham, on the 11th September 2025, with the Dean Nigel Allen, and I in attendance. We are always

very grateful to our colleagues in the Notaries Society of England and Wales for extending this very kind invitation to us and for allowing us to attend their conference. They very much assist us in keeping our members informed in relation to matters affecting Common Law notaries internationally. We are delighted to have access to such excellent speakers and that they are willing to attend events and seminars and share with our own members. I am very happy to be able to recommend our speakers at this year's seminar.

We are working to expand our collaboration, and I am very happy to confirm that the first joint workshop took place in Dublin on Friday 13th June 2025 with our colleagues from the Notaries Society of England and Wales. We were delighted to welcome Elaine Standish, Secretary and Education Secretary of The Notaries Society who ran with Iain Ostrowski-Rogers a very informative workshop on how to deal with Spanish documentation

We hope to advertise the return leg of this to our members shortly to take place in Exeter on the 12th June 2026. We hope that this will prove a success and that we can continue to build on this collaboration.

CLAN

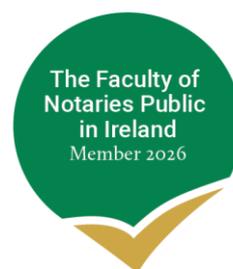
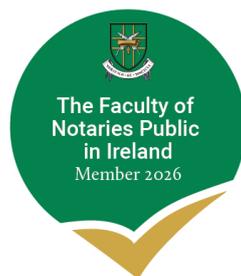
CLAN and the Faculty jointly ran a seminar on 2nd May 2025, with the theme "*The Common Law Notary – Global Origins and the Future of the Profession*". Over 30 people attended. This has been uploaded to the members area.

[the-common-law-notary-global-origins-and-the-future-of-the-profession](#)

BRANDING

On receipt of the subscription payments, the Faculty issues the below accreditation marks. The mark incorporating the Faculty Coat of Arms can only be used exclusively on notarial communications and **must not** be used in relation to any other professional communications. The Coat of Arms must not feature on any Solicitor's Firm headed paper/ e-mail signatures or Solicitor's webpage.

The second mark below has been designed for members who wish to identify themselves on such communications as members of the Faculty of Notaries Public. This mark can be used on those communications.



COMMITTEE ACTIVITIES

There is ongoing considerable and significant work undertaken by your Dean and Deputy Dean and the members of your Governing Council and the varying subcommittees that go on behind the scenes. Members are volunteers, and I am incredibly grateful to them for their time and expertise. Our General Meeting is a useful opportunity to highlight this work and thank them for all they do. Details of the membership of each committee are available on the website. The Dean and Deputy Dean are Ex-officio members of all committees. The current makeup of the committees is set out below, and the details are set out in the members section of the website.

Petitions Vetting

Brian O'Brien and Eileen Lee

Perform a key role in examining all petitions to the Chief Justice to ensure that petitioners have met the required standards in their applications and to assist the Chief Justice by bringing any matters or observations to their attention that may require their decision. The Chief Justice has historically set a petitions list towards the end of each term. Eight new notaries to the profession were appointed over the past year.

PPC

Brian Matthews, Paul Egan, Samantha Geraghty and John Harte

I am happy to confirm that there have been no disciplinary matters that need to be brought to the attention of members this year.

The PPC also performs a very important advisory role to the Governing Council and assists me as Registrar in my interactions with various regulatory bodies.

Education

Marguerite Buckley, Bill Holohan, Ivan Healy, Marcin Szulc and Marita Dockery

The Committee is tasked with the oversight of the Diploma course.

In addition to the above the Committee is tasked with providing ongoing Professional Development (CPD) resources to the Members to keep them up to date with best practice and also so that they can comply with their obligations to complete 2 hours of CPD training each year.

We were delighted to have provided access to the below events in addition to the wealth of information and recordings that is available in the Member's area of the website.

2nd May - Joint Seminar CLAN "*The Common Law Notary – Global Origins and the Future of the Profession*".

13th June 2025 - Joint Workshop with the Notaries Society of England and Wales - Spanish Documents

24th November 2025 - Joint Seminar with the Wicklow Solicitors Association - AI literacy for legal professionals and AML Refresh

12th June 2026 – Seminar – Notaries Society of England & Wales - Exeter - Presented by Fiona Fleming, Elaine Standish & Robert Bond & covering a range of topics including:

- *Anti Money Laundering and Sanctions 2026 - presented by Fiona Fleming*
- *What is best practice in 2026? - - presented by Elaine Standish*
- *Artificial Intelligence, Data Governance & Cyber Security 2026 – presented by Robert Bond*

Details of the above will be circulated once finalised in early April.

Graduation 10th October 2025



We were delighted to be joined by the Chief Justice Donal O’Donnell on the occasion of the Graduation ceremony of the 2024/2025 Diploma Course.

Institute of Notarial Studies

2025/2026 Course - The Course has been progressing in line with the prospectus. Next year’s prospectus is under review and should be published after Easter.

IT & Technology Committee

James Lee and Samantha Geraghty

Last year saw the rollout of the Irish language version of the website. The Find a Notary feature on our website remains as the number one search return on both Google and Bing. I am very grateful to the committee for all their assistance, not only in relation to the website but also in relation to the running of the AGM and the smooth running of the remote access to same.

Cyber Notarial

Brian O'Brien and Michael Moran

Cyber Notarial is now a subsidiary of the Faculty.

DFA Committee

Dean, Deputy Dean, Mary Casey, Mark Edmund Doyle, Michael Moran

We continue to engage with our colleagues in the DFA and members will have received the relevant updates in our newsletters throughout the year. Members are encouraged to revert to the Faculty with any issues or concerns that they have in relation to their day-to-day interaction with the DFA so any such issues can be considered and highlighted with them.

We are happy to report that turn around times for postal applications are now back to normal and that the reports that I am receiving are that a 3 day turn around is now to be expected. Please do keep me updated in relation to any improvements or deterioration as the case may be.

Members will be aware from our recent newsletter that the DFA have issued a new policy document for consultation. The introduction of such a policy is to be welcomed in principle as it provides certainty to Members and their clients in relation as to the decision-making processes within the legalisation section. Members have been invited to revert to Faculty with their comments and observations, and I would very much appreciate your assistance in this regard even if you wish to prepare your own submissions. The Faculty is preparing submissions to go back to the DFA and the assistance of our members to date has been very helpful in formulating our response. There are a number of areas of concern that we will be bringing to the DFA's attention. Members will be aware of recent issues as highlighted on the Faculty's Forum. The more practical and real-life examples that we can furnish the DFA with highlighting such issues the better. The DFA as the Competent Authority has certain discretionary powers but they must exercise same in accordance with the principles of natural justice and the law (both domestic and international), and we will be seeking to assist them in clearly setting out our views as to the parameters that they must act.

Finance Committee

Helen Murphy, Michael Moran, Brian O'Brien, Mary Casey

The committee meets on a regular basis and performs a supervisory role and advises the General Council in relation to budgetary matters. Their assistance in relation to the accounts and Audit is very much appreciated and their guidance in relation to day-to-day expenditure and planning is invaluable.

ACCOUNTS

The accounts for the year ending 31st September 2025 are as published in the Member's section of the website.

The Auditors have confirmed that there is nothing of concern to bring to the attention of the members.

I am happy to confirm that the Diploma Course is underway for the 2025/2026 period and that there are currently eight candidates pursuing same.

Income now reflects the 2 Diploma Courses as apportioned over the academic years which straddle our accounting year.

In relation to the payment of Subscriptions, we would like to see members discharge their subs promptly in January but unfortunately, we are obliged to remind colleagues to attend to same. I am grateful to those who have discharged their Subs to date and those who have not yet attended to same I would be obliged if you could please now do so.

As of the 13th March there are still 154 outstanding. I will be writing to these members.

The payment of the subscription provides members with their membership certificate and the up-to-date membership logos. Failure to discharge the membership subscription will result in the withdrawal of the members details from the Find a Notary search system until the account is settled. Members are reminded that they have undertaken to comply with the regulations of the Faculty which includes the payment of their Subs.

If any member is in difficulties in discharging their subs I would encourage them to contact me and we will work with them to find a suitable resolution. If I don't know there is a difficulty I cannot help.

2025 has seen a return to normal operations from the 2024 deficit with a modest surplus of €7,000.00 from a €12,418.00 deficit. This is as projected and forecast in last year's report with the 2 Diploma Courses running for the full accounting period the finances have been rebalanced.

Our Auditor will be in attendance at the AGM Remotely and will deal with any queries that you may have in relation to the accounts. If you do have any queries, please relay them to me in advance of the meeting and we will be able deal with these on the day.

The increase in relation to computer costs relates to the rolling out of the multilingual version of the website and the acquisition of a new computer with the obsolescence of Windows 10.

The increase in Telephone, Internet, Post & Printing relates mainly to printing and postal costs associated with the running of the Diploma Course.

As flagged in last year's report the Faculty and Institute's contractors and Employees the Governing Council approved an average uplift of 7% in the remunerations in line with cost of living and market comparators. These increases can now be seen to come into effect in the 2025 accounts. The Education Committee and the Finance Committee have the price of the Diploma Course under review to keep this in line with operational costs.

The Finance Committee and the Governing Council is recommending an increase of just under 4% in the subscription from the 2026 Subscription of €266 to €277. The proposed increase is in line with the above and the general increase in business costs.

This is also to provide for the possibility that there may be insufficient numbers of candidates to justify the running of a diploma course in any particular year. The institute has certain fixed expenses such as the Moodle platform and website which must be discharged notwithstanding the lack of income stream that would be derived from the running of a course.

The Faculty has sought to deliver the maximum value to members but in order to maintain and indeed grow the services we are working in partnership with other organisations such as the Notaries Society of England and Wales, CLAN, our colleagues from College of Notaries Northern Ireland as well as those closer to home in the Wicklow Solicitors Association. The sharing of costs and overheads enables us to do more with less.

The proposed increase is modest but necessary.

The extracts from the published accounts are set out below by way of assistance.

Income

Schedule	2025 €	2024 €
Income		
Notarial Prof Course Fees Candidates	76,375	7,700
Seminars Dinner Receipts	5,148	20,119
Subscriptions from Members	85,408	81,850
Sale of Scarves	217	75
Golf Event	-	(184)
	<u>167,148</u>	<u>109,560</u>
Gross surplus Percentage	<u>100.0%</u>	<u>100.0%</u>
Overhead expenses	1 (160,148)	(121,978)
Net surplus/(deficit)	<u><u>7,000</u></u>	<u><u>(12,418)</u></u>

Expenditure

	2025	2024
	€	€
Administration Expenses		
Wages and salaries	68,357	53,305
Insurance	1,336	1,326
Telephone, Internet, Post & Printing	3,841	1,978
Computer costs	11,943	4,577
Education Expenses/ Book Publication cost	5,028	4,376
Seminars Dinner Costs	2,800	18,885
Legal and professional	-	2,654
Notarial Professional Courses	34,054	5,755
Bank charges	397	341
Governing Council	5,147	3,078
General expenses	4,141	3,528
Company secretarial costs	13,223	12,487
Auditor's remuneration	6,881	6,688
Charitable donations	3,000	3,000
	<u>160,148</u>	<u>121,978</u>

Statement of Cash Flows

	2025	2024
Notes	€	€
Cash flows from operating activities		
Surplus/(deficit) for the financial year	7,000	(12,418)
	<u>7,000</u>	<u>(12,418)</u>
Movements in working capital:		
Movement in debtors	18,821	(18,821)
Movement in creditors	(19,639)	77,913
	<u>6,182</u>	<u>46,674</u>
Cash generated from operations	6,182	46,674
	<u>6,182</u>	<u>46,674</u>
Net increase in cash and cash equivalents	6,182	46,674
Cash and cash equivalents at beginning of financial year	317,353	270,679
	<u>317,353</u>	<u>270,679</u>
Cash and cash equivalents at end of financial year	6 323,535	317,353
	<u>323,535</u>	<u>317,353</u>

Ross Mc Mahon

Registrar