



TERMS OF REFERENCE

Project: Hiring of a Public Notary (Licensed Lawyer)

1. Background:

Housing Development Corporation Ltd requires the services of a qualified and authorized Public Notary to engage an independent public notary to notarize residential sale and purchase agreements as per section 17 (d) of Regulation on registration of strata units (Regulation 2024/R-26). The notary will be responsible for authenticating, certifying, and attesting documents in compliance with applicable laws and regulations of the Maldives.

2. Objectives

The objective of this engagement is to hire a Public Notary to:

- Provide notarial services for residential sale and purchase agreements
- Ensure compliance with Maldivian legal requirements.
- Facilitate timely certification and notarization of documents.

3. Scope of work

The Public Notary shall perform;

- Notarize residential sale and purchase agreements.
- Witness execution of agreements and verify identities of signatories.
- Ensure all documents meet legal requirements prior to notarization.
- Ensure notarized documents comply with Section 17(d) of the applicable regulation.

4. Deliverables

The Public Notary shall provide:

- Duly notarized residential sale and purchase agreements.
- Official notarial seals and certifications.

- Completion of notarization within agreed timelines for each signing session.
- Maintenance of legally compliant notarial records.
- Be available for signings as required by HDC

5. Duration

- The engagement shall be for a period of one (1) year.
- May be extended based on performance and organizational requirements.

7. Candidate Requirement

- Be a legal practitioner licensed as a Public Notary by the Bar Council of Maldives.
- Hold a valid and active practicing license in the Maldives.
- Maintain high standards of professional integrity and confidentiality.

8. Application deadline & Submission

Interested candidates should submit their proposals with supporting documents before 14:00hrs of 12 May 2026 through the link below;

<https://forms.gle/XSPauoCZxrTac6437>

9. Documents Required

- NID Copy
- Legal practitioner license copy
- Public notary certificate
- Curriculum Vitae
- Past Experiences / Performance
- Financial Proposal