

Notary.Co.UK

Grosvenor Gardens House, 35-37 Grosvenor Gardens, London SW1W 0BS

Client Registration Form

If you wish to save time at your meeting with the notary, please complete this form and either email it to info@notary.co.uk (with or without documents to be notarised) or bring it with you

Please note - This notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury who may be contacted at The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT. By email to faculty.office@1thesanctuary.com www.facultyoffice.org.uk

If you have complaints about our work please do not hesitate to contact us, and if the matter cannot be immediately resolved we will refer your complaint to the Notaries Society, of which Basil Preuveneers and Charles Guthrie are members. The Notaries Society has a Complaints Procedure which is approved by the Faculty Office. Alternatively, you can complain directly to the Notaries Society. Please write (but do not enclose any original documents) with full details of your complaint to Christopher Vaughan, Secretary of the Notaries Society, Old Church Chambers, 23 Sandhill Road, St James, Northampton NN5 5LH, or email to secretary@thenotariessociety.org.uk.

Finally, even if you have your complaint considered under the Notaries Society Approved Complaints Procedure, you may at the end of that procedure or after a period of eight weeks from the date of making the complaint to us, make your complaint direct to the Legal Ombudsman if the matter has not been resolved to your satisfaction: Legal Ombudsman, Baskerville House, Centenary Square, Broad Street, Birmingham B1 2ND

Date & time of Appointment: _____

Full Name of applicant _____

Company Name *if applicable* _____

Address: _____

Post Code _____

Contact details:

Telephone number: _____

Mobile Telephone number: _____

Email address: _____

Occupation: _____

How did you hear about us? _____

Terms and Conditions:

1. The notary will witness my signature and affix his seal of office at his sole discretion.
2. If the notary prepares any documents, he will rely on the information I give him. I am responsible for all errors and omissions in that information.
3. I confirm that I have read and understood all the documents that I will sign and that by signing them I intend to give them legal effect.
4. I acknowledge that the notary is acting as a witness only; the notary is not a party to any transaction; the notary accepts no legal responsibility or otherwise whatsoever for any delays loss omissions costs claims or damages arising out of his notarisation of any of the documents.
5. I verify that all documents and the facts contained in them are true and authentic and are not made as part of or as a plan for any illegal act against the laws of any country in the world.
6. I agree to indemnify the notary for any losses costs or claims made against the notary.
7. I understand that the notary must make and keep copies of the relevant pages of my passport and other identification and I give my permission to do so. Notary Co UK Ltd is registered under the Data Protection Act registration number: Z1943497. This information is not disclosed any other parties.
8. Contact details may be used from time to time to distribute Notary Co UK's NotaryNews

I have read, understood and agree to the above terms and conditions

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www.notary.co.uk * info@notary.co.uk * 020 7630 1777 * 0844 884 8791

Signature of applicant

A copy of this completed form available on request.

Special instructions:

This section only applies if your document(s) need to be legalised. We will complete this for you or with you.
Note that fees quoted are plus VAT. No VAT is charged on Foreign Office or Embassy fees.

| | | | |
|---|------------------------------|--|---|
| Fees | £ | | |
| Legalisation Service: | <input type="checkbox"/> | 4 to 6 working days | |
| | <input type="checkbox"/> | 24 hours | |
| Foreign Office Fees | <input type="checkbox"/> | 4 to 6 working days | £30.00 per document |
| | <input type="checkbox"/> | 24 hours | £75.00 per document |
| Embassy legalisation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Embassy/ Consular Fees | £ | | |
| Document return arrangements | | <input type="checkbox"/> Client to collect | |
| Forward via | | <input type="checkbox"/> Royal mail | <input type="checkbox"/> Courier |
| Forward to | | <input type="checkbox"/> address as over | <input type="checkbox"/> address as below |
| I accept that if I require the notary to forward any documents after completion then this will be at my risk. | | | |

Courier fees

Total Fees £

For Official Use:

| | | | | | |
|----------------------|-------------------------------------|--------------------------------------|-------------------------------|---------------------------------|----------------------------------|
| Payment method | <input type="checkbox"/> Debit Card | <input type="checkbox"/> Credit Card | <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque | <input type="checkbox"/> Invoice |
| Identification | <input type="checkbox"/> Personal | <input type="checkbox"/> Company | | | |
| Type of document | | | | | |
| Country required for | | | | | |

Payment: We accept debit & credit cards (there is 2% charge for credit cards). Payment may be made by cash, cheque (made payable to **Notary.Co.UK Ltd**) or by arrangement on line please enquire. Please note that documents cannot be released until payment is made.

Further Instructions: