

Notary.Co.UK

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Client Registration Form.

**Please complete this form and either
email it to info@notary.co.uk or fax it to us on 0844 824 3407 or bring it with you**

This register will form part of the information that the Notary Public is legally required to keep. The Notary Public will not be able to complete the work you want done unless he is completely satisfied about your identity and that the information you provide is correct. The Notary needs to see and photocopy your current passport and evidence of your address in the UK (for example a photo driving licence or a utility bill in your name) before proceeding.

Date & time of appointment:

Full Name of applicant

Company name *if applicable*

Address:

Post code

Contact details:

Daytime Telephone number:

Evening 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 for otherwise whatsoever for any delays loss omissions costs claims or damages arising out of his notarisaton 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

Signature of applicant

Payment:

We accept debit & credit cards (there is 2% charge for credit cards). Payment may be made by cash, cheque (supported by a bank guarantee card and made payable to **Notary.Co.UK Ltd**). Please note that documents cannot be released until payment is made.

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.

Legalisation Service: 4 to 6 working days ① £70 per set of documents

24 hours ① £90 per set of documents

Foreign Office Fees 4 to 6 working days £30.00 per document ②
As at 1st May 2010

24 hours £75.00 per document

Is Embassy verification needed? Yes No Don't know

What country are the documents to be used in?

Document return arrangements Client to collect

Forward via Royal mail Courier

Forward to address as over address as below

Documents forwarded after completion are at the clients' risk.

① Plus VAT

② as at 6th April 2011