

Notary.Co.UK

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

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

Client Registration Form.

Please fill in all the boxes below **carefully and legibly**: 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 Public needs to see and photocopy your current passport and evidence of your address in the U.K. (E.g. photo driving licence or 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?

Special instructions

if applicable:

Fees

£

Legalisation Service:

This document requires an Apostille

Yes

No

4 to 6 working days

24 hours

Foreign Office Fees

£

Please continue over.....

Embassy legalisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Embassy/ Consular Fees	£	
Document return arrangements	<input type="checkbox"/> Not applicable <input type="checkbox"/> Client to collect <input type="checkbox"/> Please forward using Royal mail <input type="checkbox"/> Please forward by courier	
I accept that if I require the notary to post any documents after completion then the posting will be at my risk.		
Courier fees	£	
Total Fees	£	
Payment method	<input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice	

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.

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 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
 Tick here to opt out.

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

<i>For Official Use:</i>	
Identification	<input type="checkbox"/> Personal <input type="checkbox"/> Company
Type of document	
Country required for	