

GENERAL INFORMATION ABOUT NOTARY SERVICES

Our work

Notarisation is not just “witnessing a signature”. Notaries are public officials, authorised by the state to confirm the authenticity and validity of acts and documents for international purposes. Documents prepared or certified by notaries may be relied on by governments, courts, embassies, companies, lawyers and individuals anywhere in the world. We therefore have a strict legal duty to make sure that what is being done is legitimate and that the people coming to see us have the capacity and authority to sign the document. As well as signing, sealing, stamping and securing the documents, we have to register and keep a permanent record of every document we deal with and may be called on by officials to produce copies at any time in the future.

ID check and formalities

The law obliges us to see evidence of your identity and address of every person whose signature we notarise. Everybody should please bring their current passport with them, or both parts of their UK driver’s licence. They should also bring a recent bank statement or utility bill in their name, showing their residential address. We will make and keep photocopies of them.

Companies

If you are signing a document on behalf of a company, the notary will need to see evidence of your authority to do so, e.g. a board resolution. Directors of the company often have automatic authority by virtue of their office, but “managers” don’t. A point to note is that directors in their personal capacity cannot execute a power of attorney on behalf of their company and cannot delegate their own powers as directors. All corporate powers of attorney must be executed by the company itself in accordance with its Articles of Association (or similar constitution for foreign companies).

It may be necessary for the notary to carry out a search at the relevant companies registry to establish the company’s status and your authority. A separate charge may be made for this.

Translations

All documents notarised in England must be in English or accompanied by a full and accurate English translation. We normally expect clients to provide the translations themselves. However, if you need us to obtain the translation, we will enquire of a professional translator and advise you of the extra charge to be paid in advance.

Certifying copy documents

When certifying copies of original documents the notary must see the original first; we cannot certify copies if we have not seen the originals. The certification of copy documents can take as long as other notarial work and sometimes longer. Any additional photocopies required are charged at 30p per colour copy or 20p for black & white.

Legalisation

Most countries also require notarised documents to be legalised with an “apostille” from the Foreign and Commonwealth Office, pursuant to the **Hague Convention of 1961**. The FCO will charge £30.00● for each document, or £75● if it is very urgent.

Some countries still require notarisations to be legalised by their own consulates as well as or instead of the FCO. Some Arab countries also require legalisation by the Arab-British Chamber of Commerce. They charge different fees and their procedures vary.

Please note that the notarisation may be ineffective if the receiving country requires legalisation but it is not done. You should therefore check with the person who will be receiving the finished documents from you.

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Appointments

We can often see clients on short notice, but as the notary may be out of the office on business it is best to telephone the office to make a suitable appointment.

Our charges

We charge £80 for notarising a single standard document that has already been fully prepared for signature and has no blanks to be filled in or changes to be made.

For every additional standard document signed and notarised at the same time for the same client there is a further charge of £25.

We charge £70 for dealing with legalisation at the FCO, regardless of the number of documents we take there for you. There may be an additional charge for legalisation by embassies or other bodies.

Notary Co UK: schedule of fees as at 1st April 2010

	Charges
Certified copy of passport	80.00 + VAT
Notarial fee first document (individual)	90.00 + VAT
Notarial fee first document (Company; including company search) from	140.00 + VAT
Additional documents (at same time)	25.00 + VAT
Legalisation service fee 5-6 days	70.00 + VAT
Legalisation service 24 hours	90.00 + VAT
FCO fee 5-6 days	30.80❶
FCO express service fee 24 hours	75.00❶
Extra photocopies: black & white	0.20
Extra photocopies: colour	0.30

For all extra work, including travelling and waiting time if we are asked to attend a notarisation away from our office, our charge will be based on the time taken at the current rate of £225 plus VAT per hour.

Payment

Payment is to be in Pounds Sterling and can be made by *cash *cheque payable to **Notary.co.uk Limited** *Online bank transfer (**BACS**) call for account details ***Debit card** (no surcharge), **Credit card** 2% surcharge, 3% on American Express cards or *online via our **PayPal** merchant account at http://www.notary.co.uk/london_notary_useful_info.html

Please note, unless pre-authorized, all disbursements must be paid in advance and all charges are to be paid in full before notarised documents are released.

❶ as at 6th April 2011