

Notary.Co.UK

10, Buckingham Palace Road, London SW1W 0QP

Client Registration Form

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 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 responsibility, legal or otherwise, for any delays, losses, 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 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 to any other parties.
7. Contact details may be used from time to time to distribute Notary Co UK's NotaryNews
8. I accept that if I require the notary to forward or email any documents after completion then this will be at my risk.

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

Signature of applicant:

A copy of this completed form available on request.

Note that fees quoted are plus VAT. No VAT is charged on Foreign Office or Embassy fees.

Fees £

Legalisation Service: 4 to 6 working days
 24 hours

Foreign Office Fees 4 to 6 working days £30.00 x _____ (number of docs)
 24 hours £75.00 x _____ (number of docs)

Embassy legalisation? Yes No Embassy/ Consular Fees £_____

Additional Fees £

Document return arrangements Client to collect
 Forward via Royal mail Courier
 Forward to address as over 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
Person intervening:	<input type="checkbox"/> Applicant <input type="checkbox"/> Other _____						<input type="checkbox"/> n/a	
On behalf of:	<input type="checkbox"/> Company (as overleaf) <input type="checkbox"/> Other _____						<input type="checkbox"/> n/a	
Identification	<input type="checkbox"/> Passport		<input type="checkbox"/> Previous knowledge		<input type="checkbox"/> Other _____			
	<input type="checkbox"/> Company _____							
Nature of Act								
Country required for					Date of Act if different from overleaf			

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: