

TERMS OF BUSINESS

Regulation

My work as a Notary is separate and distinct from my work as a Solicitor. My profession as a Notary is regulated by the Faculty Office and not by the Solicitor's Regulatory Authority. I am also regulated by the Legal Ombudsman.

My role and the role of a Notary in England

Unless I have prepared the documents then my role is limited to ensuring that the documents are signed in accordance with the requirements of the country in which they will be used. This will include establishing your identity and also establishing that you have an understanding of the documents and their effect and that you wish to be bound by them.

Legal advice

Unless I have prepared the documents then no legal advice is given in connection with the documents supplied and you must rely on other lawyers representing you. I am not qualified to advise on any law other than the law of England and Wales.

Foreign language

I do not speak any foreign languages and I cannot translate foreign language documents.

Charges

My professional charges are based upon an hourly rate of £300 per hour, with a minimum fee of £80. I am not registered for VAT. Payment is due when the documents are signed.

I can usually give a fixed quotation once I have seen the documents.

Other payments

In addition to my charges, payments may have to be made to the Foreign and Commonwealth Office, consulate and postal and courier companies. These charges are in addition to my professionals charges.

Copies

I am required to keep copies of most of the documents that I deal with. Where copies are kept then they will be retained as scanned copies on my computer system.

Liability

I carry professional insurance with a limit of £750,000 and this is the maximum liability that I have with you in respect of any claims for work that I carry out for you.