



# FRIAR STREET NOTARIES

notarial & legalisation services

Terms of  
Business



## Our services

### Independence

Timothy Clark and David Few are partners in the practice of Friar Street Notaries. Philip D'Arcy is a consultant. Although Timothy and David are also partners in the firm of Blandy and Blandy LLP and Philip a consultant to the firm, when practising as Notaries we do so independently.

### Documentation to be sent in advance

It can save time, if you/your advisors arrange for us to receive in advance the originals or copies of:-

1. The documents to be notarised
2. Any covering correspondence or instructions
3. Your identification evidence (see below)

If you have sent in copies you will need to bring the originals of these documents to our meeting.

If it is necessary for us to prepare documentation or a certificate then providing details and copy documents copies in advance may avoid the need for a second appointment.

### Identification

You will need to produce evidence of your identity:-

1. Up to date proof of your present permanent address and any temporary or other address specified in the documents to be notarised – for example a couple of correctly addressed utility bills.
2. Your current passport.
3. Your signed driving licence.
4. Any other means of ID, particularly any specified in the documentation.

Occasionally it may be sufficient for you to be personally accompanied and identified to us by someone reliable who is well known to both you and us.

### Businesses and companies

If a document is to be signed on behalf of a company, partnership, charity, club or other body, we must be satisfied about your identity and the identity and status of the body on whose behalf you are signing, as well as your authority to sign on behalf of that body. It will be best to speak to us over the telephone to discuss the specific requirements in each case.

### Proof of names

You should also produce relevant certificates relating to your names, especially where these have been changed or there have been variations in the spelling or sequence of your names (e.g. birth certificate, marriage certificate, divorce papers, exam qualifications and any statutory declaration or deed poll made on a change of name).

### Signature/sealing

Normally your signature will need to be witnessed by us, so please do not sign the document in advance.

### **Advice on documents**

We will assist with the formalities required for completing the document. However we will not advise you on the document or the transaction itself, and you must seek such advice from your own lawyer or where appropriate the persons asking you to have the document notarised.

### **Legalisation**

This is the process by which the signature and seal of the Notary are authenticated by the Foreign Office. Some countries require this. In many cases a certificate from the Foreign Office called an Apostille will suffice. This can be obtained quite simply. There is a fee payable to the Foreign and Commonwealth Office of £30.00 per document plus postage or £75 if we use the expedited service. You can arrange for legalisation yourself.

If you wish us to do it then we will charge an additional handling charge. It is likely to be quicker if we deal with the Apostille. Some Countries need two certificates, one from the Foreign Office and one from their own Embassy. If you wish us to carry out this work additional charges will apply and we will advise you of the cost.

### **Guide to fees**

Our current hourly rate is £295 with a minimum fee of £100 (plus VAT and disbursements). We reserve the right to vary this in respect of extremely urgent or unusual matters.

If it is a matter of witnessing a signature to a document a fixed fee will normally be charged. If there are complications, or we are required to draft documents or obtain legalisation, the charge will normally be based upon the time spent. Complex or novel matters or where work has to be done either urgently or away from the office, may result in an increase in the charge.

Any estimate given is for guidance only, does not represent a quotation and assumes the matter to be routine and undertaken during normal working hours at our office and by prior appointment. Business clients should normally expect higher fees, due to the extra work required in having to verify the status of the business and the signatory.

### **VAT**

We are registered for VAT and all fees quoted will be subject to the addition of VAT at the current rate.

### **Payment**

Payment may be made by cheque, cash, credit or debit card and is normally payable upon notarisation of the documents. We reserve the right to retain any completed documents until payment is made.

### **Data**

Your personal data will be processed in connection with notarial and associated services and related business activities. Please view our privacy notice for further information.

### **Insurance**

We maintain appropriate Professional Indemnity insurance of at least £1 million.

### **Client satisfaction**

If you are dissatisfied about the service you have received, please do not hesitate to contact us to discuss matters. Our notarial practice is regulated through the Faculty Office of the Archbishop of Canterbury: The Faculty Office, 1 The Sanctuary, Westminster, London,

SW1P 3JT. Telephone: 020 7222 5381 Email: [faculty.office@1thesanctuary.com](mailto:faculty.office@1thesanctuary.com) Website: [www.facultyoffice.org.uk](http://www.facultyoffice.org.uk).

If we are unable to resolve any issues that you may, you can complain to The Notaries Society, of which we are members, who have a Complaints Procedure which is approved by the Faculty Office. This procedure is free and is designed to provide a quick resolution to any dispute. In that case, please write (but do not enclose any original documents) with full details of your complaint to: The Secretary of The Notaries Society, PO Box 7655, Milton Keynes, MK11 9NR. Telephone: 01604 758908 Email: [secretary@thenotariessociety.org.uk](mailto:secretary@thenotariessociety.org.uk). If you have any difficulty making a complaint in writing, please do not hesitate to call the Notaries Society/The Faculty Office for assistance.

Even if your complaint has been considered under the Complaints Procedure, you may at the end of that procedure, or after a period of eight weeks from the date you first notified us that you were dissatisfied, make a complaint to the Legal Ombudsman, if you are not happy with the outcome. Contact: The Legal Ombudsman, Baskerville House, Centenary Square, Broad Street, Birmingham B1 2ND. Telephone: 0300 555 0333 Email: [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk) Website: [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk). If you decide to make a complaint to the Legal Ombudsman, you must refer to the Legal Ombudsman within six months of the conclusion of the complaint process.

**Friar Street Notaries**

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01189 516800

**Partners:**

Timothy Clark and David Few

**Consultant:**

Philip D'Arcy

Public Notaries

Members of the Notaries Society

Regulated through the Faculty Office of the Archbishop of Canterbury

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