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Terms of Business

I act only on the basis of these Terms of Business.

I charge fees based on the time taken for the whole matter (including making the appointment, travelling or waiting time and the time needed to prepare the official records) at the rate of £214 per hour. Generally speaking, it is unlikely that the fee for any transaction will be less than £140. My practice is not registered for VAT and will not be charged. In addition, third party expenses and fees will be charged such as charges of the Foreign and Commonwealth Office, Foreign Embassies and Consulates, any agents dealing with the legalisation of documents and special postage and courier charges. My charges are payable on presentation of an invoice which is usually at the time of our meeting. Documents may not be released until the invoice has been paid.

Part of the Notary's role is to check the facts in the documents he notarises and this sometimes involves obtaining evidence or proof from sources independent of the signatory. With regard to this I will need your full cooperation. If it is necessary to add qualifications to my certificate to make it clear that there are facts which I have not been able to verify, the document may be of less benefit and no liability is accepted if this is the case. My practice is insured through a reputable insurance company details of which are available upon request.

In some circumstances, I may consider that I should decline or cease to act. For example, if I do not receive clear or proper instructions or if the matter on which I am instructed involves fraud or violence, or if my charges are not paid.

I store without charge copies of all notarial acts for as long as required by the rules. I do not always keep a full copy of your documents or identification materials but reserve the right to do so.

Except so far as excluded by the Unfair Contract Terms Act 1977, my liability for any loss, injury or damage of any nature whatever, whether direct or consequential, including (without limitation) in respect of negligence or breach of duty of care is limited to £5,000,000.00 in respect of any one claim or series of related claims.

My notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury whose address is:- The Faculty Office, 1, The Sanctuary, Westminster, London, SW1P 3JT; Email Faculty.office@1thesanctuary.com; Website www.facultyoffice.org.uk.

If you are dissatisfied about the service you have received please do not hesitate to contact me. If we are unable to resolve the matter you may complain to the Notaries Society of which I am a member, who have a Complaints Procedure which is approved by the Faculty Office. This procedure is free to use 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, Old Church Chambers, 23 Sandhill Road, St James, Northampton. NN5 5LH; Email secretary@thenotariessociety.org.uk. Tel: 01604 758908. If you have any difficulty in making a complaint in writing please do not hesitate to call the Notaries Society/the Faculty Office for assistance.

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 you first notified me that you were dissatisfied, make your complaint direct to the Legal Ombudsman*, if you are not happy with the result:

Legal Ombudsman, PO Box 6806, Wolverhampton, WV1 9WJ; Tel : 0300 555 0333; enquiries@legalombudsman.org.uk; www.legalombudsman.org.uk. If you decide to make a complaint to the Legal Ombudsman you must refer your matter to the Legal Ombudsman within six months from the conclusion of the complaint process.

*certain kinds of commercial entities are not eligible to make a complaint to the Legal Ombudsman - please refer to the Legal Ombudsman Scheme Rules or consult the Faculty Office.



*Member of the Notaries Society
Regulated by the Faculty of the Archbishop of Canterbury*