

South London Notaries – Client Registration & Acceptance Form

Head Office

Tooting Works, Unit C116
89 Bickersteth Road
London SW17 9SH
Email: info@southlondonnotaries.com

Date of Appointment:

Time of Appointment:

Name:

Address:

.....

.....

Telephone:

Email:

How did you hear about us?

Terms & Conditions

1. The Notary will witness my signature and affix his seal of office at his sole discretion.
2. I accept the risk that the document may be rejected if I prepared it myself instead of using a qualified lawyer in the destination country.
3. If the Notary prepares any documents, he will rely on the information I provide. I am responsible for any errors or omissions in that information.
4. The Notary is not responsible for any errors or omissions in documents not prepared by the Notary.
5. I confirm that I understand the relevant language and have read and understood all the documents I will sign, and that by signing them I intend to give them legal effect. Where documents are in a language I do not understand, I confirm I am satisfied with and understand the translation provided.
6. Where the Notary is acting solely as a witness, I acknowledge that the Notary is not a party to any transaction and accepts no legal responsibility or liability for any delays, losses, omissions, costs, claims, or damages arising out of the notarisation of documents.
7. I verify that all documents and the facts contained within them are true and authentic, and are not made as part of, or in connection with, any illegal act.
8. I agree to indemnify the Notary against any losses, costs, or claims made against him/her.
9. I understand that the Notary must retain copies of relevant identification documents (passport and proof of address) in accordance with the Notarial Practice Rules 2019 and Anti-Money Laundering regulations. South London Notaries is registered with the Information Commissioner's Office. Data is held securely and disclosed only as required by law.
10. If I require the Notary to post or email documents after completion, this is at my own risk.
11. The Notary cannot guarantee that my document(s) will be accepted in the receiving jurisdiction.
12. Any timeframes for Apostille or consular legalisation are estimates in working days. Delays or losses caused by the UK Foreign, Commonwealth and Development Office, FastTrack Apostille Services, Legalisation For You, or couriers (Royal Mail, DHL, FedEx, UPS, Transglobal) are outside the control of the Notary, who accepts no responsibility for these. For the use of these agents, the Notary charges between £5 and £40 depending on the scope of the work, which is incorporated into the final fee charged to the client.
13. I acknowledge that the Notary may not proceed if satisfactory identification, authority, or supporting documentation cannot be provided.

14. I accept that the Notary charged the fee as agreed in correspondence. Where I have asked for additional work not previously agreed, I accept the additional charges set by the Notary.

15. The Notary may terminate engagement if I fail to cooperate, provide documents, or pay agreed fees.

16. The Notary maintains professional indemnity insurance of up to £1,000,000 (one million pounds) per claim.

17. The Notary will not provide you with independent legal advice on the document itself. The Notary's role is limited to advising you on the formalities required for execution and legalisation. By signing this form, you confirm that you have sought independent legal advice where required, or where requested by the Notary. The Notary accepts no responsibility for the substantive contents of the document, and any advice given is limited to formal requirements only.

Referral

You have been referred to us by (the "Introducer"). We confirm that, we will at all times act in your best interests, all fees will be paid to us in the usual way. The introducer will be paid as a referral fee by us directly. This arrangement does not affect our usual charges.

Complaints

This notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury:
The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT
faculty.office@1thesanctuary.com | www.facultyoffice.org.uk

If you have any complaints about my work, please contact me in the first instance. If not immediately resolved, I will refer the matter to the Notaries Society (Complaints Procedure approved by the Faculty Office). Write with full details (without originals) to:

The Secretary of The Notaries Society
PO Box 1023, Ipswich IP1 9XB
secretary@thenotariessociety.org.uk

Finally, you may complain directly to the Legal Ombudsman after 8 weeks or at the end of the Notaries Society process:
Legal Ombudsman, PO Box 6167, Slough SL1 0EH
enquiries@legalombudsman.org.uk | www.legalombudsman.org.uk

Client Confirmation

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

Signed:Date: