



CANDIDA PURSER NOTARY PUBLIC

The Oriel, Sydenham Road, Guildford, Surrey GU1 3SR Tel: 01483-562901
Tel: 01483- 543216 (Direct)

Email: candida.purser@moorebarlow.com

TERMS AND CONDITIONS OF BUSINESS FOR NOTARIAL WORK

This document sets out the terms upon which I will act on your behalf as a notary. My contact details are set out above including direct telephone number, office telephone and fax numbers and my email address. I practice from the offices of Moore Barlow LLP in Guildford and Woking. The Guildford office is at The Oriel, Sydenham Road, Guildford GU1 3SR and the Woking office is at Concord House, 165 Church Street East, Woking GU21 6HJ. If you need to see me at any other address I am happy to arrange this. Please see below.

Work will be undertaken on a fixed fee basis, which we will agree before we proceed. This calculated at a rate of £ £250 per hour, with a minimum cost per transaction of £200. There is no VAT charged on my fees.

You should allow at least half an hour when making an appointment to see me. My charges will cover the time spent advising you on the telephone or by email in advance of our meeting, time spent at the meeting itself and for attending to any further formalities that need to be observed to properly legalise your documents.

In relation to Intercountry Adoption work, I will agree a fixed fee with you as appropriate to the requirements of the country from which you are adopting.

In addition, you will be charged for any disbursements that I incur on your behalf and these will be discussed with you prior to incurring the same. These may include company search fees, Foreign & Commonwealth Office fees, Embassy fees, courier fees and translator's fees, etc, depending upon the nature of the work that you ask me to carry out.

I am happy to visit you to deal with a notarial appointment but I will charge you for the time spent travelling to and from your premises or other location at my hourly rate plus any travel and parking charges (where applicable).

My fees are payable on collection of the document or delivery of the same to you or to a third party if so instructed by you. If I have to incur significant disbursements in advance, you will be asked to make a payment for those costs.

At each meeting, you will be asked to produce a current passport to confirm your identity as well as evidence of your residential address (utility bill or bank statement in your name will serve for this purpose). If you are signing the document in your capacity as a Director or Company Secretary of a company, I will require evidence of your status to act. This can be achieved either by my undertaking a company search (for which you may be charged) if the company is registered at Companies House, or if you are not a Director or Secretary a Minute of a Board Resolution giving you authority to act. If the company is registered overseas, I will need to see the registration and your position within it.

Documents to be sent to a number of countries may require additional confirmation other than the notary's seal. Depending on the type of document and its ultimate destination, it may require a seal from the Foreign & Commonwealth Office and, possibly, the Embassy of the country where the document will be sent. You will be advised of any special requirements.

It would be helpful if you could let me have a copy of any document to be notarised in advance of our meeting.

I will keep a copy of the document that I notarise for you for the period of 12 years. I also maintain a register of names and addresses of my clients but this information is maintained by me and is not passed to any third party.

If I am unavailable for any reason, please email me on candida.purser@moorebarlow.com or leave a message on my Direct Line number: 01483 543216.

Information for Clients under the Notaries Practice Rules 2019

1. My notarial practice is regulated by 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
Website www.facultyoffice.org.uk

2. In addition, the Professional Indemnity Insurance held by Moore Barlow LLP, which has a limit of £3,000,000, covers me. If you are dissatisfied about the service you have received please do not hesitate to contact me
3. If we are unable to resolve the matter, you may then 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.
4. 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.

5. 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 to the Legal Ombudsman, if you are not happy with the result :
 - a. Legal Ombudsman
 - b. Baskerville House, Centenary Square,
 - c. Broad Street, Birmingham B1 2ND
 - d. Tel : 0300 555 0333
 - e. Email : enquiries@legalombudsman.org.uk
 - f. Website : 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.

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