

JILL E H SINCLAIR

Notary Public

TERMS AND CONDITIONS OF BUSINESS

1. Instructions

Clients are asked to supply me with two forms of ID, one a photograph such as a Passport or Driving Licence and the other proof of address. I am required to retain a copy of the ID on my file. Prior to our meeting I will need to know the nature of the document(s) to be notarised and in which country it/they are to be used.

I see all my clients in person at a face to face meeting. I do not deal with remote appointments. At the meeting I will ask for further details, including all relevant background information surrounding the document(s)

Company clients should nominate an individual who is authorised to give instructions on the company's behalf in relation to each matter supported by a minute of a meeting of the company authorising the individual to act in the matter

2. Basis of Charging

Fees may be assessed by reference to the time spent on the matter, on the basis of an hourly charging rate. Details of the hourly rates applicable to any particular matter are available on request. Rates are reviewed from time to time.

However, in practice I will generally quote a **fixed fee**

In accordance with notarial practice guidelines, (which stipulate that fees should be fair and reasonable having regard to all the circumstances of the case), my fees may also include an additional element reflecting other factors, including speed, complexity or special skills.

If instructions are terminated for any reason, a charge will be made for all work carried out to date.

Costs include preparatory and drafting work, correspondence and attendances and arranging for legalisation of the document (s) if applicable

My notarial practice is not registered for Value Added Tax.

3. Estimates

It is sometimes difficult to estimate what work will be necessary to complete a matter, bearing in mind the variety of circumstances which may arise. However many routine jobs can fairly reliably be estimated to be covered by the minimum fee of £40.00. For other matters where I assist with legalisation of a document requiring an Apostille I usually quote a fee in the region of £300-350 to include the Apostille fee and postage/courier to and from the Foreign Commonwealth and Development Office

4. Invoices

Fees are due for settlement on completion of work and prior to release of completed documentation. I will not send the documents to the FCDO for legalisation until the fees for this have been paid.

Invoices must be settled within 7 days or, if requested, immediately if further work on the matter is required, such as the payment upfront by me of the FCDO charges. Any queries concerning an invoice should be raised immediately upon receipt.

In the event of payment not being made as requested, I reserve the right to decline to act any further on behalf of the client and/or to exercise a lien on any papers or documents of the client which are in my possession, until payment has been made..

5. Quality of Service

It is my aim to provide a good, helpful and professional service to clients. Any client who has cause for dissatisfaction or complaint should immediately notify me. There is an official complaints procedure, and particulars may be requested at the time of receiving instructions.

6. Confidentiality

I deal with clients' affairs in strict confidence. However, my professional body regulating Notarial practice also has rights of inspection to ensure good practice and conduct.

7. Professional Indemnity (Redress Information)

I maintain Professional Indemnity Insurance through my Solicitor's Practice. Details are available upon request. No liability for loss to clients not covered by the limits of such insurance can be accepted.

8. Typical Key Stages of a Transaction

Some typical key stages will include (where applicable)

- Receiving and reviewing documents
- Enquiring elsewhere e.g. Companies House
- Checking ID, capacity and authority of person who is to sign
- Checking whether a document is genuine
- Meeting the person who is to sign, and ensuring they understand the nature and effect of what they are proposing to sign and explaining that I cannot give advice on the document and ensuring as far as possible that they have taken separate advice
- Preparing and endorsing/affixing my Notarial Certificate
- Considering need for legalisation and advising on this aspect
- Recording the required information relating to the parties including their ID and the transaction details
- Storing copy documents where required

9. Use of Technology, Devices and Artificial Intelligence

It is my aim and policy not to use automated decision-making technology, including artificial intelligence, in my notarial practice

Regulated as a Notary Public through the Faculty Office of the Archbishop of Canterbury