

Paul Gittins Notary Public Terms of Business

1. Regulation

My profession as a notary is regulated by the Faculty Office of the Archbishop of Canterbury, 1 The Sanctuary, Westminster, London SW1P 3JT Tel 0207 222 5381 (www.facultyoffice.org.uk/notary). I am also regulated by the Legal Ombudsman.

2. My role and the role of a notary in England

Unless I have prepared the documents my role is limited to ensuring that the documents are signed in accordance with the requirements of the country in which they will be used. This will include establishing your identity and also establishing that you have an understanding of the documents and their effect and that you wish to be bound by them.

3. Legal advice

Unless I have prepared the documents then no legal advice is given in connection with the documents supplied. You must rely upon other lawyers representing you. I am not qualified to advise on any law other than the law of England and Wales.

4. Foreign language

I do not speak any foreign languages and I cannot translate foreign language documents.

5. Prescribed Information

My business name is Paul Gittins Notary Public of 18 Priory Street Cambridge CB4 3QH. Telephone 01223 351302 Mobile 07876283820. The service provided by me is that of a Notary Public carrying out all permitted notarial activities including, where appropriate and if required, arranging legalisation of documents and sending them to their final destination.

6. Charges

My professional charges usually comprise a minimum fee of £85-£100 for one and £25-£30 for each extra document plus disbursements if the documents are reasonably straightforward. I do not charge VAT. I can usually give a fixed quotation once I have seen the documents. The right is reserved to revise any invoice where the work to be done differs from the basis of estimation or the other payments change suddenly. If it is not possible to give a fixed fee my charges are based on an hourly rate of £225.

7. Other payments

In addition to my charges, payments may have to be made to the Foreign and Commonwealth Office ("FCO"), foreign consulates and postal and courier companies. These charges are in addition to my professional charges. These can change without warning, abruptly, arbitrarily & idiosyncratically.

8. When payment is due

Payment is due when the documents are signed. I may retain the documents pending payment in full.

9. Methods of payment

Payment can be made by cash, cheque payable to Paul Gittins Notary or bank transfer but not card.

10. Copies

I am required to keep copies of some documents. Where copies are kept they will either be retained as hard copies or as scanned copies on my computer.

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11. Liability

I carry professional insurance with a limit of £1m. This is the maximum liability that I have with you in respect of any claims for work that I carry out for you.

Where I post documents I am not responsible for their loss, or other direct or indirect or consequential losses that you may incur, as a result of them going missing or being delayed while in transit.

12. Data Protection

Any information I hold and your personal details will not be passed on to third parties. My regulator makes occasional inspections of notaries' records and may inspect information that I hold without notice to you.

13. Complaints

13.1 If you are dissatisfied about the service you have received please contact me.

13.2 If I am unable to resolve the matter you may then refer the matter to the Notaries Society, of which I am a member, which has a Complaints Procedure. 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, Tel: 01604 758908, email: secretary@thenotariessociety.org.uk

After your complaint has been considered under the Notaries Society Approved Complaints Procedure, if you are not happy with the result, you may within 6 months of the end of that procedure refer the matter to the Legal Ombudsman.

13.3 If you choose not to use the Notaries Society Complaints procedure you may refer the matter to the Legal Ombudsman.

Legal Ombudsman, PO Box 6806 Wolverhampton WV1 9WJ Tel: 0300 555 0333
Website: www.legalombudsman.org.uk, email: enquiries@legalombudsman.org.uk

If you decide to make a complaint to the Legal Ombudsman you must refer your matter to the Legal Ombudsman within 6 months of receiving a final response to your complaint and 6 years from the date of act/omission; or 3 years from when you should reasonably have known there was cause for complaint (only if the act took place more than 6 years ago). The act or omission, or when you should have reasonably known there was cause for complaint, must have been after 5th October 2010.

14. Applicable law

The laws of England and Wales apply to these terms of business and the services that I supply.

Note of estimate / quote:

No. of documents	_____	Country:	_____
Fees:	£ _____		
Legalisation	£ _____		
Agents fees	£ _____		
Postage	£ _____		
Total	£ _____		

I have received a copy of these terms of business *and accept them*.

Signed Dated