

Notary Public

Meadowlands

Bridge Lane Shawford

Winchester SO21 2BL

M. 07789 433849

Email notary@radakin.com

www.radakin.com

Terms of Business

- 1 BASIS OF THE RETAINER I contract only on the basis of these conditions
- 2 FEES AND DISBURSEMENTS I charge fees based on the type and number of documents and the urgency of the matter. I charge a minimum fee of £130. I also charge out of pocket expenses, for example fees payable to the Foreign Office, Foreign Embassies or agents dealing with the legalisation of documents; postage and courier charges. My bill must be paid on presentation, and documents will not be released until it has been paid.
- 3 ANTI MONEY LAUNDERING PROVISIONS I operate an anti money laundering procedure as required by law. If I have any suspicions, information will be revealed to the appropriate authorities. You must provide satisfactory proof of identity.
- 4 VERIFICATION OF FACTS part of the notary's role is to check the facts in the documents she notarises for her clients, and this sometimes involves obtaining evidence or proof from sources independent of the client. In this I need the Client's full cooperation. If I have to add disclaimers to the document to make it clear that there are facts which I have not been able to verify the document may become useless or of less benefit to the Client and I will not accept liability if this is the case.
- 5 FOREIGN LAW I do not advise on foreign laws and accept no liability for the legal content of documents to be used abroad, whether prepared by foreign lawyers or by other advisors. If you instruct me to notarise documents prepared for use abroad you should obtain advice from the foreign lawyers or advisors who have prepared them as it is their responsibility to ensure that they comply with relevant foreign laws.
- 6 STORAGE OF DOCUMENTS I will store without charge to the Client a copy of every notarial act as a permanent record. I will not always keep a full copy of the Client's own document but I reserve the right to do so.
- 7 PROFESSIONAL INDEMNITY AND LIMITATION OF LIABILITY I maintain professional negligence indemnity insurance providing cover in the sum of £1,000,000. No liability for loss to clients not covered by the limits of my professional indemnity insurance can be accepted. All liability arising out of legal actions instituted within the jurisdiction of the United States of America or Canada is excluded.
- 8 JURISDICTION English law shall be the applicable law in relation to any dispute in relation to these terms and conditions, and the English courts shall have sole jurisdiction.
- 9 DATA PROTECTION For my data protection and privacy policy please see my website www.radakin.com

Notary Public

Meadowlands

Bridge Lane Shawford

Winchester SO21 2BL

M. 07789 433849

Email notary@radakin.com

www.radakin.com

1. My notarial practice is regulated through 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. 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
PO Box 876
Chichester
PO19 9ZH
Email secretary@thenotariessociety.org.uk

If you have any difficulty in making a complaint in writing please do not hesitate to contact 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 8 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 :

Legal Ombudsman
P O Box 6167
Slough SL1 0EH
Tel : 0300 555 0333
Email : enquiries@legalombudsman.org.uk
Website : www.legalombudsman.org.uk

6. If you decide to make a complaint to the Legal Ombudsman, you must refer your matter to the Legal Ombudsman within one year from the act/omission or within one year from when you should reasonably have known there was cause for complaint.