

TERMS OF BUSINESS of Sally Osborn Notary Public 29 Homefield Road London W4 2LW Tel 0208 995 5139 Email:sonotary@btinternet.com and website:www.sallyosbornnotary.co.uk

I act only on the basis of these Terms of Business and the Privacy Notice which may be viewed on my website.

MY FEES: My hourly rate is £250. The minimum fee is £95. **FIXED FEES:** normally for straightforward matters a fixed fee is agreed. If the appointment is more complicated or there are more documents or people involved than you indicated or time spent than is usual or you keep me waiting or legalization is required, I reserve the right to renegotiate the fee or agree to charge you at my hourly rate. **VAT.** I am currently not registered for VAT.

OTHER EXPENSES : There may be third party expenses and fees such as legalisation fees paid to the Foreign and Commonwealth Office and/or an Embassy, consular agents' fees, Companies House fees, couriers fees and special postage charges. However I shall not incur these expenses without first obtaining your consent to do so. **Check with your foreign lawyer or agent whether or not legalisation is needed and let me know.**

PAYMENT: My fees are payable on the presentation of the invoice usually on the signing of the document. Documents may not be released until the invoice has been paid.

TIME CHARGE: This includes all time taken from start to finish of your matter (including making the appointment, travelling or waiting time, attending meetings for signature of documents, drafting, phone calls, correspondence including emails, perusal and preparation of documents, copying documents and the time needed to prepare the official records. Note all waiting time above 5 minutes will be charged for.

YOUR OWN PROFESSIONAL ADVISERS: It is not my responsibility to give you legal advice nor tax advice concerning the document. My role is to be satisfied that you understand the content of the document and that you intend to be bound by it. You are advised to seek first the advice of your own independent legal or other competent professional adviser.

MY RESPONSIBILITIES: I must be satisfied as to your identity, your address ,your legal capacity, your authority and your understanding and approval; in many instances I may insist on a translation; I shall try to ensure that the document, in the manner of its execution, its form and substance will achieve its purpose; I must be satisfied that it is your voluntary act and that no fraud, violence or duress are involved and that other stipulated formalities either under English or foreign law are observed. If I am not satisfied about any one of those things I can refuse to undertake the matter.

REGISTER & PROTOCOL: At the end of the matter, I make a formal entry of the main details in my register and I keep copies of the notarised document and proof of identity and address in my protocol. I may store without charge electronic copies of all notarial acts for as long as required by the rules governing the profession. I may not always keep a full copy of your documents or identification but reserve the right to do so.

My liability: My professional indemnity liability cover is £1 million pounds. I limit the level of my liability to you to £1 million pounds (so far as permitted by English Law) for any loss, injury or damage of any nature whatsoever in respect of negligence or breach of duty of care in respect of any one claim or series of related claims .My practice is insured through Howden(underwriters HCC international Insurance Company PLC).

The relevant law: The law which governs my contract with you is English Law and it is agreed that any dispute relating to my services shall be resolved by the English courts.

Money Laundering: as a Notary I comply with the Notaries (Prevention of Money Laundering) Rules 2008 or as amended from time to time. **This involves clients providing proof of identity and of main residence.** For an individual and a director this is usually by production of a current valid passport or driving licence with photograph and an original posted electricity, gas or credit card or bank statement not more than 3 months old

or a Council Tax demand for the current year. For a company in addition an online search will be carried out and such other enquiries as may be necessary to comply with the rules.

My notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury whose address is :The Faculty Office, 1, The Sanctuary, Westminster London SW1P 3JT; Email :Facultyoffice@1thesanctuary.com Website:www.facultyoffice.org.uk

Most clients are happy with the service provided. If you have any complaints about my work, please contact me in the first instance. If we are unable to resolve the matter I shall refer your complaint to the Notaries Society of which I am a member who have a Complaints procedure which is approved by the Faculty Office.

Please write (but do not enclose any original documents) with full details of your complaint to: Christopher Vaughan, Secretary of The Notaries Society, Old Church Chambers,23 Sandhill Road, St James, Northampton. NN5 5LH Email:secretary@thenotariessociety.org.uk

Finally, even if you have your complaint considered under the Complaints Procedure, you may at the end of that procedure, or after a period of 8 weeks from the date of making the complaint to me, make your complaint direct to the Legal Ombudsman(whose contact details are set out below) if the matter has not been resolved to your satisfaction : Legal Ombudsman PO Box 6806 Wolverhampton WV1 9WJ Tel : 0300 555 0333 Email : enquiries@legalombudsman.org.uk Website:www.legalombudsman.org.uk:

I confirm receipt of a copy of the above and or I have viewed it on your website and that I agree to your terms of business including those in the Data Protection Privacy Notice and to pay your Notarial fee and if applicable for legalisation & any other agreed expenses.

Date :

Signature:

Print name: