

# Notarial Services

## Key Information



**Clarkson Wright & Jakes**  
Solicitors and Notaries

### Service Information

Each notarial matter is different and the requirements will vary according to whether the client is a private individual or a company. Some of the typical key stages are likely to include:

- ◇ receiving and reviewing the documents to be notarised together with any instructions you may have received
- ◇ liaising with your legal advisors or other bodies to obtain the necessary documentation to deal with the document (for example, information from Companies House or foreign registries, powers of attorney etc)
- ◇ checking the identity, capacity and authority of the person who is to sign the document
- ◇ if a document is to be certified, checking with the issuing authorities or institutions that the document/award is genuine (this is most common with educational certificates)
- ◇ meeting with the signatory to verify their identity and to ascertain that they understand what they are signing and that they are doing so of their own free will
- ◇ ensuring that the document is executed correctly
- ◇ drafting and affixing or endorsing a notarial certificate to the document
- ◇ arranging for the legalisation of the document as appropriate
- ◇ storing copies of all notarised documents in accordance with the requirements of the Notarial Practice Rules 2019
- ◇ invoicing and taking payment

### Notarial records and data protection

When we carry out our notarial work, we are required to make an entry in a formal register, to be kept as a permanent record. In addition to copies of your identity documents, we will also keep a full copy in electronic form of any official documents produced to us or that we produce for you as a permanent record.

As a notary is a public official, documents and records including copies are open to inspection by anyone who has a proper interest in them.

Clarkson Wright & Jakes Notaries LLP is registered with the Information Commissioner's Office. Personal data received from clients is held securely and not capable of being accessed externally.

Our Data Protection Privacy Notice is available on request or can be viewed at <https://www.cwj.co.uk/site/help/notaries-data-protection-privacy-notice>

### Our fees

The minimum charge for dealing with a single document is normally £85 plus VAT (£102) for personal documents and £170 plus VAT for business documents. Additional documents (for example, certified copies of your passport) are typically charged at £40 plus VAT (£48) per personal document and £80 plus VAT per business document. If there are additional signatories, we charge an additional £40 plus VAT (£48) per person and £80 plus VAT for an additional business signatory.

If it is a simple matter of witnessing a document, we will usually charge a fixed fee. If there are complications or attachments or if we are required to draft a document or obtain legalisation, there will be additional charges. These may include telephone calls made or received, letters or emails sent or received, time spent in meetings, on drafting and on preparing the necessary entries in the notarial register, where applicable. Our currently hourly rate is £325 plus VAT (£390).

We charge £50 plus VAT (£60) for obtaining standard apostilles and £150 plus VAT (£180) if using the same day service.

Once we have seen any documents and any instructions sent to you about the document, we may be able to give you a firm indication or estimate of the likely charges.

Special factors which might result in an increase of the charge include complexity or novelty, the number of or importance of the documents, whether or not the work has to be done away from this office and special urgency which may require us to drop other work to deal with yours or if the work unavoidably has to be dealt with outside office hours.

As indicated above, VAT at the current rate is added to all our fees.

### Payments made on your behalf (disbursements)

Legalisation fees may have to be paid to the Foreign & Commonwealth Office and/or a foreign embassy. There may be translator or interpreter fees. Other payments may be required including administration, legalisation agent's fees and travelling expenses. Your approval to these will be obtained and you are normally required to make payments in advance of any such amounts. The Foreign Office charges £30 for apostilles obtained by post and £75 for their same day service.

Key info 04/21/01

For more information about our Notary services or to make an appointment, please contact **Alis Ahmedova** on **01689 887844** or email at [alis.ahmedova@cwj.co.uk](mailto:alis.ahmedova@cwj.co.uk)

## Invoicing and payment

Unless otherwise agreed invoices are payable in full immediately without any deduction by way of set off, counterclaim or otherwise. If an invoice is not settled within 30 days interest at the rate specified in the Late Payment of Commercial Debts (Interest) Act 1998 is payable from the date of invoice. We reserve the right to recover on a full indemnity basis any costs incurred in collecting overdue payments, and to retain all documents and any other items in our possession relating to any matter until invoices are paid in full.

Clarkson Wright & Jakes Ltd provides invoicing services to Clarkson Wright & Jakes Notaries LLP. Details as follows:

**Account name:** Clarkson Wright & Jakes Ltd

**Bank:** NatWest Bank

**Sort Code:** 60-16-03

**Account Number:** 73591556

**Reference:** Notarial

**Cheques:** payable to Clarkson Wright & Jakes Ltd

**Credit card:** call 01689 887887

## Redress

Clarkson Wright & Jakes Notaries LLP maintains professional indemnity insurance of £10m per claim.

We are not responsible for any document losses or delays caused by the postal or any courier or equivalent service or by the Foreign & Commonwealth Office or foreign embassies or consulates.

## Regulatory information

Our notarial service is provided by Clarkson Wright & Jakes Notaries LLP, a limited liability partnership registered in England and Wales (Number OC419528), having its registered office at Valiant House, 12 Knoll Rise, Orpington, BR6 0PG. It 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](mailto:faculty.office@1thesanctuary.com)

**Website:** [www.facultyoffice.org.uk](http://www.facultyoffice.org.uk)

All notaries are subject to the Notaries Practice Rules, which may be accessed at [www.facultyoffice.org.uk](http://www.facultyoffice.org.uk)

## Complaints

If you are dissatisfied with the service you have received, please do not hesitate to contact the notary that you dealt with. If we are unable to resolve the matter, you may then complain to the Notaries Society (our representative body), of which our notaries are members, which has a Complaints Procedure approved by the Faculty Office. 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:

Christopher Vaughan

The Secretary of the Notaries Society

PO Box 7655

Milton Keynes

MK11 9NR

**Email:** [secretary@thenotariessociety.org.uk](mailto:secretary@thenotariessociety.org.uk)

**Telephone:** 01604 758908

If you have any difficulty in making a complaint in writing, you may call the Notaries Society or the Faculty Office for assistance.

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 us that you were dissatisfied, make your complaint direct to the Legal Ombudsman if you are not happy with the result:

Legal Ombudsman

PO Box 6806

WV1 9WJ

**Telephone:** 0300 555 0333

**Email:** [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk)

**Website:** [www.legalombudsman.org.uk](http://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 and no later than six years from the date of act/omission (or, if the act or omission took place more than six years ago, three years from when you should reasonably have known there was cause for complaint).

Certain kinds of commercial entities are not eligible to make a complaint to the Legal Ombudsman. Please refer to the Legal Ombudsman Scheme Rules or consult the Faculty Office.