

JOHN HUGHES NOTARY PUBLIC

Courtyard House, 1 The Dell, Rookery Lane, Stratford on Avon, CV37 7TQ

Tel 07487699414 email : notary@johnhughesnotary.com

1. What service do I offer ?

The task of a notary public is complete and make your document acceptable in the country where it is to be relied on. My role is to check your identity and ensure that you understand the nature of the document you are signing and that you are entering into without pressure or duress.

2. What do you need to produce to me ?

In order for me to establish your identity I will need to see your up to date passport or driving licence. If neither is acceptable I can exceptionally accept other evidence of your identity provided there is a photograph included – for example , a bus pass – but please check with me beforehand to ensure such identity is acceptable. I will also need to check your address- you will need to produce a Council Tax Statement or utility bill or bank statement – to be less than 3 months old.

3. My duty as a notary public

A notary public is an independent official and is subject to strict rules and regulations laid down by and overseen by the Faculty Office of the Archbishop of Canterbury. Indemnity insurance covering negligence is in force as is required. The cover is £1,000,000 . Fidelity insurance is also in place to cover fraud or dishonesty. A notary public is also required to comply with anti money laundering regulations which may result in further enquiries being made to ensure full compliance with such requirements.

4. Fees

I will give you a quote for the work you request me to undertake. I will normally ask you to forward the documents that need to be notarised so an accurate quote can be given. If I do not see the documents beforehand it may be necessary to amend my quote when we meet but will not proceed unless

the revised quote is agreed. My minimum charge is £100. If I travel to you I will need add travel costs. Please note that in addition to any quote there may need to be added Foreign Office and Consulate fees and agent's fees and courier or special payment before proceeding with the notarisation of the documents and any other formalities.

5. Storage of documents

I am required to keep a record of notarised documents which I can be either hard copies or electronically. My practice is registered with the Information Commissioner's Office. Personal data received is held securely and cannot be accessed externally. Data collected as part of notarial records is used solely for the purposes of meeting my professional legal responsibilities as a notary public. Details of my Privacy Policy and data processing terms are on my website.

6. Complaints

My notarial practice 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 website www.facultyoffice.org.uk.

If you have any complaints about my service please contact me and I will try to resolve any issues you may have. If I am unable to resolve your complaint you should contact the Notaries Society of which I am a member. The Society has a complaints procedure which is approved by the Faculty Office. This service is free to use and is designed to provide a quick resolution to any dispute.

If you wish to use this service please contact the Notaries Society –

The Secretary The Notaries Society, PO Box 876, Chichester PO19 9ZH

secretary@thenotariessociety.org.uk

Finally, even if you have your complaints considered under the Notaries Society Approved Complaints Procedure you may at the end of that procedure, or, after 8 weeks from the date of your first notified me that you were dissatisfied, make your complaint to the Legal Ombudsman if you are not happy with the result

Legal Ombudsman

Po Box 6167

Slough SL1 0EH

Email enquiries@legalombudsman.org.uk

Website www.legalombudsman.org.uk

7. Availability

I will try and agree a time with you for appointments. My normal availability is between 10.00 and 4.00 Mondays to Fridays. As I work alone without an assistant it is possible due to holidays and other commitments we may not be able to agree a mutually acceptable date. The Notaries Society has a list of notaries on its website and you can visit that website to find an alternative notary local to you.

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