



CompanyNotary

MOBILE NOTARY SERVICE

Surrey * Sussex * Hampshire * Middlesex * Berkshire * Buckinghamshire * London

Contact our mobile notary team

t: +44(0)203 551 5980

e: notary@companynotary.com

skype: companynotary

www.companynotary.com

Document Notarisation

An essential guide for international business

Notarisation
can be
simple and
painless

How can I find a notary?

Contact our team for help and advice. We will help you make an appointment with a notary.

How do I know if I need a notary?

Is the document for use overseas? If so, it is likely you will need a Notary Public.

Get free advice by contacting us either by live skype, email or phone. We will let you know what is needed. Some countries just require a notary to certify the document; other countries require more. We will explain and arrange any Apostille or Legalisation required for you.

What do I need to have available for a notary appointment?

1. An English translation of any foreign version document to be signed.
2. The documents to be notarised plus any instructions from the person who prepared it.
3. Signatories information: Their full name, position and address.
4. Company information: Full name, registration number, registered office of the company the document is being signed for.
5. Signing – ID: Signatories will need to show the Notary (and provide copies) of:
 - Valid Photo ID (passport or driving licence)
 - A recent utility bill or bank statement (less than 3 months' old) showing residential address.
 - If signing with a different name, evidence, such as marriage certificate, deed poll, statutory declaration.
 - If signing under a Power of Attorney, the original or certified copy.
6. Company iD (original, or copy if not available):
 - Certificate of Incorporation (and on name change)
 - Last filed Annual Return
 - Articles and memorandum of association
 - Confirmation of the signatories authority to sign

If you are a charity, partnership or other organisation, contact us at notary@companynotary.com to confirm the documents needed. Notaries will do a company search with Companies House for first time clients, at the clients cost, but this is not necessary to repeat.

Our top 5 tips

1. Speak to a Notary early and use the same Notary service to reduce hassle.
2. Remember the English Translation
3. Collate and keep a file with Board Directors and Company Secretary copy ID
4. The more information you have electronically the better (e.g. company information as PDF's etc)
5. Circulate this information guide to your colleagues and temps.

Common documents notarised

- Export documents
- Tax documents
- Share transfers
- Loan documentation
- Company incorporation
- Identification documents
- Certificates of Goodstanding
- Companies House extracts
- Board Resolutions and Minutes
- Proxies and Powers of Attorney
- Tenders, Contracts and Agreements
- Copy and original company documents
- Foreign company or branch office formation
- Property transaction paperwork - real estate contracts and deeds
- Court documents - statements, affidavits, oaths and declarations
- OJEU / WTO / EU Commission tenders Shareholder Resolutions and Minutes
- Intellectual Property licences and assignments - trade mark and patent
- Employee relocation - names, status or qualification evidence, visa support

What is a Notary Public and what do they do?

A notary public is a legal professional and public officer responsible for authenticating and certifying documents for use abroad. The Public Notary will check three things:

1. Capacity and Understanding of the person signing
2. Identification
 - The person signing
 - The company, if being signed for a company (or other legal organisation like a charity or partnership)
3. Authority - The person signing must have the authority and ability to do so and bind the company or organisation.

What if I need Apostille or Legalisation?

Notaries are essential when you have documents needing to be Apostilled or for legalisation.

Countries signed up to the Hague Convention 1961 only require a Notary certificate and seal and a Convention Apostille. Documents issued in a Convention country which have been certified by a Hague Convention Apostille certificate are entitled to recognition in any other Convention country without any further authentication. Other countries go further, involving more time and cost. Contact us to check: notary@companynotary.com

What our clients think:

“We have consistently been provided with exceptional notarial service. Dawns’ work is personal, professional and delivered to the very highest standard.”

Legal Dept, G4S PLC

“As a global aircraft brokerage company we often have to call on the services of a notary to help us deal with documents for our overseas offices. As an Executive Assistant to the CEO, I find the service that Company Notary provides absolutely invaluable. Every country has its own set of requirements that are difficult to understand if you do not have the relevant knowledge. Dawn and team help me through the “minefield”. Their support is vital in ensuring that our documents are certified and processed in a timely manner to support our international business.”

Air Partner PLC

Need Advice? Need Training? Need a Local Notary?

We are a mobile service, able to visit your offices or meeting location to offer a quick and easy service.

We pride ourselves in providing commercial expertise and support to businesses to make the process simple and pain free for you.

We have been working with PA’s, legal teams, commercial and contracts teams for over 16 years supporting international business.

We offer free preliminary advice to get you started as well as complimentary in-house training for our regular notary clients. Please enquire for more information.



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