

NOTARY APPOINTMENT GUIDE TO HELP YOU GET READY

FORMALITIES

Our **terms of business, complaints process, anti-money laundering and sanctions policy and data protection/privacy policy** apply to our Notaries' appointments with you. A copy of these documents is available from our website or in hard copy on request. Our email footers include the link to them. We may also have a Framework SLA agreement for regular corporate clients.

SPEED

Countries have differing authentication requirements (which can also vary depending on the documentation). This could be FCDO Apostille or legalisation (involving FCDO, Chamber of Commerce and Embassy). Legalisation impacts logistics, timeframes, and costs. **Please get in touch with us early to discuss, including document/project timescales and constraints.**

TRANSLATIONS

An English translation will need to accompany any foreign version of the document unless the signatory can confirm they are a fluent speaker in the foreign language. We can arrange a translation if requested.

DOCUMENTATION

Please provide in advance (email is acceptable) wherever possible:

- A copy of the documentation to be notarised/legalised, plus any instructions.
- Full name, position/role and address of the person signing.

SIGNING – PERSONAL ID NEEDED (INC. BY EMAIL IN ADVANCE)

- Your details - name, address, passport number (for www.SmartSearch.com purposes)
- Valid Photo ID (passport or driving licence).
- Utility or council tax or bank statement (less than three months old) showing address.
- If signing with a different name, evidence of that (such as a marriage certificate). If signing under a Power of Attorney, the original or certified copy of the POA. If signing as a Trustee, the trustee deed confirming your appointment.

IF BEING SIGNED BY A COMPANY – INFORMATION NEEDED (INC. BY EMAIL IN ADVANCE)

- Company name, country of incorporation, address and registration number.
- Proof of your authority to sign for the Company or organisation.
- We may ask for a signed copy of the authorising minute or resolution. We may ask to see documents at our appointment, including the last return filing of a foreign company, Articles and Memorandum of Association (or equivalent), and Certificate of Incorporation.
- UBE (ultimate beneficial owner) of the organisation. For AML or sanctions compliance purposes. This may be necessary depending on the transaction, location, what we are being asked to notarise and our involvement. We use SmartSearch for this.

ONWARD INSTRUCTIONS – DOCUMENT FORWARDING

Before the appointment, please provide the Recipient's name, email, address and telephone number for your document. We need this for courier purposes.