



Notary Public

ISABEL FIGUEIREDO – NOTARY PUBLIC

The Strand, Calne SN11 0JU 01249 812086

isabelfigueiredo@goughs.co.uk

SERVICES

The services of a Notary Public are crucial to international matters be it legal or personal. A notary public carries out a vast range of permitted notarial activities, for examples certification of documents such as passports, academic certificates and other legal documents. We also undertake attestation of execution of documents for use overseas for example Powers of Attorney, land sale and purchase documents, Affidavits and Petitions. Where appropriate and if required, arranging legalisation of the documents at the Foreign and Commonwealth Office (“Apostille”). When legalisation is required the documents are sent using the Post Office tracking service and documents are couriered back to the notary or they receiving jurisdiction. Time taken for legalisation varies depending on where the documents are sent and what backlog the Foreign and Commonwealth Office has.

REGULATIONS

The notary practice is regulated through the Faculty Office of the Archbishop of Canterbury, The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT.

Telephone: 020 7222 5381; **website:** www.facultyoffice.org.uk

INDEMNITY INSURANCE

This practice is covered by a policy of professional indemnity insurance.

HOW TO MAKE A COMPLAINT

If at any time you are dissatisfied about the service you have received please contact me in the first instance. If I am unable to resolve the matter you may then complain to the Notary Society, who have a complaints procedure which is approved by the Faculty Office. The procedure is free to use and is designed to provide a quick resolution to any dispute. Full details of the complaint can be sent as follows: The Secretary of the Notaries Society, Old Church Chambers, 23 Sandhill Road, St James, Northampton NN5 5LH, **email:** secretary@thenotariessociety.org.uk **Tel:** 01604 758908.

Please note if you do not want to make the complaint in writing you can contact the Notaries Society or the Faculty Office for assistance. If you are not happy with the results even 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 that you first notified me that you were dissatisfied, make your complaint to the Legal Ombudsman. The Legal Ombudsmans details are as follows: **Tel:** 0300 555 0333 **Email:** enquiries@legalombudsman.org.uk; **Website:** www.legalombudsman.org.uk

You have six months from the conclusion of the complaint process to make a complaint to the Legal Ombudsman.



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FEES

My standard hourly rate is £240.00 per hour. Company work and Company Searches incur additional fees based on a time spent basis. Any documents that need to be prepared by me are charged at my hourly rate. However if you provide the document and merely require me to notarise the document then the fees will be as follows:-

<i>No. of Notarial Acts/Documents</i>	<i>£ Fees Payable</i>
1	95
2	175
3	220
4	250

Anything over 4 documents will be charged at an hourly rate. Duplicate documents will incur an additional fee of **£20.00 each**.

If you require me to send the documents out to the Foreign and Commonwealth Office for you there is an additional fee of **£25.00**. The FCO's fees **are £30.00** per document plus postage. The postage is as follows:

UK (including British Forces and Post Office) £5.50 per 1.5kg

European countries (not including Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Liechtenstein, Kazakhstan, Moldova, Montenegro, North Macedonia, Russia, Serbia, Turkey and Ukraine) is £14.50 per 1.5kg

Rest of the world is £25.00 per 1.5kg.

I do not offer premium same-day business service for legalisation as I am not a registered business for that service. Where no notarisation is required however legalisation is, I make an administrative charge of £35.00.

VAT is not payable