

**VICTOR WELSH, SOLICITOR AND NOTARY PUBLIC
CLIENT REGISTRATION FORM**

Terms and Conditions:

I do not offer a "Walk In" service. All Notarial appointments will be by prior arrangements.

1. Prior to the first Notarial appointment and in order to allow me to afford as accurate an estimate of the costs and necessary disbursements as possible, you should scan to me copies of the documents to be Notarised and any letter or email of request, concerning the documents, which you have received from your Lawyer or Agent in the country to which the documents are to be sent.
2. Should the information upon which the estimate was based prove to be incorrect, I will afford a revised estimate of fees and disbursements based upon the correct information and such revised estimate shall be agreed with you the client before the commissioned work is carried out.
3. I am not party to any transaction in which you, the client, and/or others are engaged. I am not responsible for any errors or omissions or formal defects in any document not drafted by me. All documents in a language other than English must be accompanied by a professional translation of that language into English. In default I will not Notarise the un-translated foreign language document, even if you, the creator of the document speak and read the relevant language.
4. I will witness any signatures, or authenticate any documents, and affix my seal of office at my sole and entire discretion.
5. When attesting a document, I am acting as a witness only.
6. When authenticating a document, I am merely certifying a copy of the original document which I have produced is a true copy of that document. Unless specifically instructed to establish by enquiry and research, that any document is an authentic document, I am not certifying the authenticity of the original document. If I am instructed to establish that a document is an authentic document, such work will incur fees additional to the fee for Notarising the document.
7. The drafting of documents by me for you, the client, will incur fees additional to any fee charged by me for Notarising the document.
8. If I draft documents for you, the client, I will rely on the information given me by you. You, the client, are responsible for all errors and omissions in that information.
9. In dispatching documents for legalisation by the Foreign and Commonwealth Office (FCO) or delivery by post or courier or entrusting them to agents on your behalf and/or at your request, I assume no liability for their loss or delay and/or any consequential loss incurred by you as a result of any failure on the part of the FCO, postal service, courier or agent.
10. I have a lien on all documents and papers Notarised and/or drafted by me for you the client for my unpaid Notarial fees and disbursements.

In accordance with the Statutory Declarations Act 1835 you, the client, DECLARE that:

1. "All the documents which I submit to the Notary and the facts set out therein are true and correct, are authentic, and are not made as part of, or as a plan for, any illegal act against the laws of any country in the world.
2. I have read and understood all the documents that the Notary will attest, and that by so executing the documents, I intend to give them legal effect, i.e. "to deliver" them.
3. I understand, and agree, that the Notary accepts no legal responsibility, liability or otherwise whatsoever for any delays, losses, omissions, costs, claims or demands arising out of the Notary's Notarising of the documents, and I agree to indemnify and hold safe the Notary against all losses occasioned to, or claims, or demands for costs made against, the Notary arising from his Notarising of the documents, other than losses occasioned by the Notary's negligence and/or breach of statutory duty.
4. I accept that if I require the Notary to forward or e-mail any documents on my behalf this is at my risk.
5. I understand that the Notary must make and keep copies of the relevant pages of my passport and other identification and/or Anti Money Laundering Compliance documents, and I hereby give my permission for him so to do, and that copies of the documents Notarised by the Notary must be retained by him as part of his record of his Notarial Acts."

Victor Welsh Notary Public is registered with the Information Commissioners Office under the Data Protection Act with registration number Z2883920. I will not disclose any information to any third party unless I am compelled to do so by law and/or my governing professional rules.

Date of appointment :	
Full name of applicant :	
Company name (if applicable):	
Address (including post code) :	
Home telephone :	Mobile telephone :
Email :	
COUNTRY WHERE DOCUMENT(S) TO BE USED :	
Victor Welsh to arrange legalisation? YES / NO... UK Foreign Office Apostille? Country Embassy?	
<i>Please complete details below to indicate where the document(s) should be returned, once legalised ...</i>	
How did you hear about us? Internet Recommendation Used before Other (please state)	

My instructions for the document(s), once legalised are;

Please tick	
	I will pick up the document(s) from Victor Welsh's office
	I would like the documents to be sent to me at my home/business address shown overleaf
	I would like the document(s) to be forwarded to the following contact abroad :
	Contact Name:
	Company Name:
	Address including post code:
	Telephone number:
	Email:

Fees

Notarial Service @£220.00 per hour plus VAT

Legalisation : 4-6 working days £ 110.00

Expedited: (subject to unavoidable Foreign Office delays) £

Foreign Office fees 4-6 working days £30.00 per document

Expedited (24) hours £75.00 per document

Embassy Legalisation Yes/No

Embassy /consular fee £

Courier fees £

Payment method :- Debit card/ credit card/ Cheque/Invoice/Cash

Person intervening :- Applicant / other

On behalf of Company :- /other

Identification :- Passport/Driving Licence/ Personally known /other

Company : Certificate of Incorporation / Officers details /Company Search

Nature of Act:

Country required for:-

Date of Act if different from overleaf.

Please Note – this Notarial Practice is regulated by the Faculty Office of the Archbishop of Canterbury (The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT / faculty.office@1thesanctuary.com / www.facultyoffice.org.uk). If you have complaints about our work, please do not hesitate to contact us, and if the matter cannot be immediately resolved, we will refer your complaint to the Notaries Society, of which Victor Welsh is a member, who have a Complaints Procedure which is approved by the Faculty Office. Alternatively, you can complain directly to the Notaries Society. Please write (but do not enclose any original documents) with full details of your complaint to : Christopher Vaughan, Secretary of the Notaries Society, Old Church Chambers, 23 Sandhill Road, St James, Northampton NNS 5LH, secretary@thenotariessociety.org.uk). 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 of making the complaint to us, make your complaint direct to the Legal Ombudsman PO Box 6806, Wolverhampton, WV1 9WJ/0300 555 0333/ enquiries@legalombudsman.org.uk / 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 6 (six) months of the conclusion of the completed process.

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

I have read, understood and agree to the above terms and conditions and I confirm I have received and signed a copy of the Notary's Data Protection Privacy and Consent Notice annexed hereto.

Signature of applicant:

A copy of this completed form is available on request.

**Victor Welsh, Notary Public
Gladstone House, 2 Church Road
Liverpool L15 9EG
0151 734 0404
info@victorwelshlegal.co.uk**

VICTOR WELSH NOTARY PUBLIC

DATA PROTECTION : PRIVACY and CONSENT NOTICE

The purpose of this notice is to explain how we collect, process and retain personal data in the course of providing notarial services and to gain your consent to do so.

Further information may be requested: -

The Data Protection Officer	Victor Welsh
For	Victor Welsh Solicitor and Notary Public
ICO Registration Number	Z2883920
Telephone	0151 734 0404
Email	info@victorwelshlegal.co.uk
Post	Gladstone House, 2 Church Road, Liverpool, L15 9EG

How do we collect personal information?

We collect information and data:-

- Directly from you at the point of your initial enquiry or instructions; clients are asked to complete a Client Registration Form; a copy of which is attached hereto.
- Directly from the documents that you provide to us for notarisation or from third parties with a relevant and legitimate interest in the transaction.
- As a result of any additional due diligence enquiries necessary to complete the notarisation process

How do we use your personal data?

Your personal data is used only, and solely for, the purpose of providing notarial services. It is processed in accordance with the 8 principles of the General Data Protection Regulation (GDPR), for the following purposes:-

- Responding to your queries, requests and other communications;
- Providing notarial services, including the translation and legalisation of documents
- Enabling suppliers and service providers to carry out certain functions on our behalf in the verification, technical, logistical and courier services
- In the resolution of any complaints

Who do we share your personal information with?

Your personal data may need to be shared with third parties if :-

- Further processing is required, additional processing may include
 - Translation
 - Where documents need to be legalised at the Foreign and Commonwealth Office or at the Embassy or Consulate of the foreign jurisdiction where the document is to have effect.
- We have statutory duty to disclose it for legal and regulatory reasons.
Where personal data is shared with third parties, we ensure that such third parties comply with all current data protection legislation. Where such third parties are located outside of England and Wales, for example your personal data is to be transferred to foreign embassies located in

the UK or abroad, such organisations will process personal data in accordance with the law to which they are subject and international treaties over which we have no control.

How long do we keep your personal information?

Basic data regarding the documents we are asked to notarise is transferred into a Master Client Protocol as required by our regulators, the Faculty Office of the Archbishop of Canterbury. These records are kept permanently and include the following data:

The date of the act, the name of person at whose request the act was performed, the person or persons, if any, intervening in the act and, in the case of a person who intervened in a representative capacity, the name of his principal, the method of identification of the party or parties intervening in the notarial act, and in the case of a party intervening in a representative capacity, any evidence produced to the notary of that party's entitlement so to intervene, the nature of the act and the fee charged.

Client Registration Forms and additional due diligence notes are kept permanently to evidence the validity of the notarial act.

A copy of the notarial act and the said ancillary documents are scanned into our computer system and kept permanently. Upon retirement or closure of the notarial practice, records are transferred to a successor practice or as directed by your regulator.

Data Security

We have in place a range of physical and electronic security safeguards to protect your personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Note that from time to time data is transferred across the internet and we do not always have control over the processes involved.

Data Subject Rights

Your data is processed in accordance with Principle 6 of the GDPR; that personal data is processed in accordance with the individuals' rights. We therefore will use personal data for direct marketing and no decisions shall be made by automated means.

More information may be found at <https://ico.org.uk/>

Consent

I (NAME) _____

Have read the above DATA PROTECTION : PRIVACY AND CONSENT NOTICE and hereby give my express consent to the terms contained therein.

This consent will apply to all requests for notarial services in the future in accordance with the principles of the General Data Protection Regulation.

Signed:

date: