

TERMS AND CONDITIONS OF BUSINESS
KUDDUS ALI, NOTARY PUBLIC

An English notary public may be described as a specialist lawyer whose main business is to verify the proper execution of English documentation going abroad and, where necessary, to issue an appropriate certificate. That certificate, or in some cases the original document itself, will be signed by the notary and he will also attach his notarial seal of office which is personal to him and totally unique.

This is a formal procedure, and necessarily so, for what the notary says and so certifies will be relied upon throughout the world.

An English notary public is a member of the smallest but oldest branch of the legal profession and is appointed by the profession's own Court which is at Westminster.

The primary work of a notary is to prepare documents; to formally witness the execution of documents; to authenticate the contents of documents and to administer oaths and declarations. By this process the notary attempts to make the document acceptable to, and therefore receivable by, foreign jurisdictions.

By signing and sealing a document, a notary verifies the authenticity of the facts set out in that document and, apart from legalisation at either the Foreign and Commonwealth Office or at a foreign embassy or consulate, no other formal requirements will be needed by the foreign jurisdiction in which the document is required.

I am appointed by the Archbishop of Canterbury in accordance with the relevant Acts of Parliament. I am supervised by The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT.

My practice as notary public is entirely separate from the solicitors practice of Kuddus Solicitors, although I do some of my work at the same offices. My notary practice is not supervised in any way by Solicitors Regulation Authority who supervise solicitors practices.

I am normally available between 9am and 5pm Mondays to Fridays and subject to availability I do work outside these hours but an additional unsocial hours fee may be payable. So that you do not make a visit to my office when I am not available please telephone 0207 247 5476 for an appointment before coming.

I normally see at First Floor, 94 Whitechapel Road, London E1 1JQ which is close to Algate East underground station but I do see people anywhere in England and Wales when this is necessary. Some people are unable to come to my office because of disability or for other reasons and I willingly make arrangements to see them in their own homes or other convenient places.

PROCEDURES

As a notary it is my duty to ensure that the people appearing before me are properly identified and I normally require to see the appearors passport and one other item with their current address on for example, current driving licence or recent utility bill. If these are not available, then I will need to discuss what satisfactory evidence can be produced. All transactions by limited companies need to be supported by similar evidence of the identity of the resolutions authorising the transaction; I make a search at the Companies Registry to check the status of the company and its officers.

I do not advise appearors on the effect of the documents I am asked to authenticate and appearors should obtain advice from foreign lawyers acting for the appearors in the transaction. My duty is limited to ensuring that appearors understand the sort of transaction they are entering into. This can present problems if the document is in a foreign language. If I am asked to work in a foreign language I do not understand sufficiently I may have to ask for a translation or restrict my authentication.

Many matters are dealt with at one appointment, but when I have to prepare or read documents this will take longer and I will give you an estimate of how long a matter is likely to take when I see you for the first time.

I keep a record in perpetuity of all documents I authenticate. Copies of my records can be made available for a fee to the parties to the transaction and to anyone else with good reason including the police, tax

officials and courts. Under the legislation relating to money laundering some transactions may be reported to the Serious Organised Crime Agency.

FEES

Many fees are based on the amount of time it takes me to complete a matter including recording it. My current rate of charging is at the rate of £250 per hour. It is unusual for any matter to take less than 30 minutes and it is unlikely that my basic fees will be less than £75.00 but I will tell you what they are likely to be when I have seen what is involved. In addition to my fees there may be fees payable to third parties such as the Foreign Office, consuls or superintendent registrars. My fees are normally payable when the appearors sign their documents or collect completed documents from my office.

LEGISLATION

Many countries wish to be sure that I am properly authorised to act as a notary. This is done by a procedure called legislation. For most countries this means applying to the Foreign Office Legislation Office in London for an apostille under The Hague Convention on Legislation. Some countries require documents to be legalised by their consuls.

I normally arrange legislation. The current Foreign Office fee is £ 33.00 per document. The fees charged by the consuls vary widely from a few pounds to around £100 or more. I can usually tell you what the fees are likely to be. If you need your document legalised quickly please let me know so that I can arrange a courier service for you.

The Foreign Office normally legalise and return documents I send it for legalization within about 2 or 3 days.

Once you have instructed me to notarise your documents, I will assume that you have read and understood the above terms and conditions but do let me know if you need any further information on the terms and conditions of business.

Kuddus Ali
Notary Public
England & Wales