

# FEES

There is a minimum fee of £150.00 matter. Fees are calculated at the hourly rate of £275.00 unless specified otherwise and no VAT is payable.

Fees are calculated with reference to whether the matter is commercial or private client, the complexity of the matter, the value of the work, nature of the work, time spent, urgency, number of documents to be notarised, level of involvements in the drafting/amending documents (where that service is provided), number of persons appearing before the notary among other factors from time to time.

Fees charged are exclusive of disbursements (such as fees charged by third parties or agents, postage/courier fees, FCDO fee and/or embassy legalisation fees)

The fee includes telephone and personal attendance upon you including arranging initial appointment and initial review of documents; advice; perusing and preparation of documents and notarial acts, telephone calls, emails, photocopying, storage and completion of notarial register and protocol where required. We may also be required to undertake extra third-party ID and Anti Money Laundering (AML) checks for which additional fees may apply.

Where local or international travel is required, these need to be agreed in advance. A Fee Uplift applies where relevant.

Please see our fee schedule.

# IDENTIFICATION DOCUMENTS

You must bring with you the following documents for each party when you visit the notary:

- Passport with signature page (unexpired)
- Photocard driving licence (unexpired)
- Bank statement, Council Tax bill or Utility bill (within the last three months); and
- Any other original documents

If you are unable to produce these, please let us know. We may not be able to act for you where ID and anti-money laundering (AML) requirements are unsatisfactory. Note the names and addresses of the persons must match those on the documents. Documents may be verified with UV light. We reserve the right to undertake **extra third-party ID and anti-money laundering (AML) checks for which additional fees may apply at £40+VAT per person. We will advise you of the cost of these checks in due course.**

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|---|-------------------------|
| <b>Hourly Rate</b>  | £275.00 per hour        |
| <b>Preparing documents</b>  | £275.00 per hour        |
| <b>Preparing a sealed Notarial Certificate</b>  | £150.00 upwards         |
| <b>Commercial and complex private matters</b>   | at Hourly Rate          |
| <b>Private client matters:</b>  |                         |
| <b>Certifying copy documents</b>  |                         |
| Up to 2 pages   | £150.00                 |
| Subsequent 5 pages or part thereof  | £120.00                 |
| Passports   | £150.00                 |
| Verified education qualification documents – Degree/Diploma/Certificates                          | £175.00 upwards         |
| Preparing a certificate of good standing  | £150.00                 |
| <b>Witnessing signature on prepared documents - private</b>                                       |                         |
| Power of Attorney   | £150.00 upwards         |
| Spanish Power of Attorney   | £150.00 upwards         |
| French Power of Attorney  | £150.00 upwards         |
| Affidavit   | £150.00 upwards         |
| Statutory Declaration   | £150.00 upwards         |
| ID1   | £150.00 upwards         |
| Certificate or similar document   | £150.00 upwards         |
| First Document/Signature  | £150.00 upwards         |
| Consent to Travel Letters   | £150.00 upwards         |
| Additional Documents/Signature in same appearance   | £100.00 upwards         |
| <b>Miscellaneous</b>  |                         |
| Company documents   | at Hourly Rate          |
| Company search  | at Hourly Rate          |
| <b>Legalisation fee (FCDO) for Apostille:</b>   |                         |
| – Agent fee for apostle   | £71.14 (inc UK postage) |
| – Postage per document  | £TBA (variable)         |
| <b>Legalisation fee (Consular)</b>  |                         |
| Agent fees/Courier fees/ posting to destination abroad  | £TBA (variable)         |
| Agent fee for verifying Degree/Diploma/Certificates   | £TBA (variable)         |
| Travel expenses for attendances   | £TBA (variable)         |
| Photocopying/Scanning/Faxing documents  | £2.00 per page          |
| Translation Arrangement fee   | £150.00 upwards         |
| Fee Uplift for urgent work, UK & international travel, overnight stay, after hours & weekend work | £25%                    |
| Third party ID and Anti Money Laundering (AML) checks   | £40+VAT upwards         |