



ESSENTIAL INFORMATION TO READ BEFORE YOUR MEETING

Venue for meeting

UCKFIELD OFFICE

5 Calvert Road Uckfield, East Sussex
TN22 2DB 01825 760179/07721 520046
Street Parking Available

CHEAM OFFICE

513 London Road, North Cheam, Sutton
SM3 8JR, 0208 337 4112/07721 520046
Street Parking Available or in Sainsburys Car Park.

Documents to bring with you

In addition to any document you have been sent and which you have been asked to sign before the notary each person appearing before the notary must bring their passport and proof of address (recent bank statement or utility bill, council tax bill or driving licence). If you need notarial (certified) copies of any document you must bring the original. Of course you must also bring any other documents mentioned in the covering message.

Payment of fees

Fees are payable at the time of the meeting by cash, cheque or bank app. If you prefer you can pay in advance by bank transfer.

Forms to be signed

If you have been sent or have downloaded a form to sign before a notary you should complete the details before the meeting but do not sign or date it beforehand.

Instructions from foreign lawyers

If you have been sent instructions for signing by the person handling the matter in the country for which the document is intended it is helpful if you forward these to me in advance of the meeting. Similarly please send me copy of any document that has been sent to you for signing.



Peter Long Notary Public

Regulated by the Faculty Office
Member of the Notaries Society

Mob: 07721 520046
peter@southeastnotarypublic.co.uk
www.southeastnotarypublic.co.uk

Apostilles

An apostille is a certificate endorsed on my notarial act by the Foreign and Commonwealth Office. It confirms that I am a properly registered notary. It will normally be required for documents that are to be produced to state institutions abroad such as courts, land registries tax authorities etc. It may be required by ordinary businesses such as banks.

Certain countries require the apostille to be verified in turn by their own embassy in which case it is easiest to instruct a legalisation agent to carry out the whole procedure. I am happy for you to deal direct with these agents and can provide contact details if you wish.

Companies

1. If you are signing a document as a director of a company I will need to obtain company documents for example from the Registrar of Companies. If any fees are payable for these documents, I may ask you to pay these in advance.
2. You will need to show that the company has authorised you to sign the document on its behalf. This usually means producing a minute of a resolution of the board of directors. I can help with this if you wish.
3. You will need to establish your personal identity, so you must bring your passport and proof of your address.
4. If the document is to be signed and sealed with the company seal you must bring the seal to the meeting because the document will need to be both signed and sealed in my presence.
5. Again, it is helpful if you can send me in advance a copy of the document to be signed and any instructions you have received from the foreign lawyers.

LBNP August 2022