



KEVIN MICHAEL BURKE. ATTORNEY & NOTARY

NOTARY PUBLIC - TERMS OF BUSINESS

1. I charge fees based on the time taken for the whole matter (including opening the matter, travelling or waiting time and the time needed to prepare the official records) at the rate of £215.00 per hour with a minimum fee of £75.00. Para legal time is charged at £135.00 per hour. No VAT is charged. Additionally, third party expenses and fees will be charged, such as any fees of the Foreign and Commonwealth Office, Foreign Embassies and Consulates fees, agents dealing with the legalisation of documents, and special postage and courier charges. My charges are payable on presentation of an invoice which is usually at the time of meeting. Documents may not be released until the invoice has been paid.
2. Part of the Notary's role is to satisfy himself not only as to the identity of the parties, their status and capacity to act, but also in some cases as to the facts in the documents he notarises. This may involve obtaining evidence or proof from sources independent of the signatory. With regard to this I will need your full cooperation. If it is necessary to add qualifications to my certificate to make it clear that there are facts which I have not been able to verify, the document may be of less benefit and no liability is accepted if this is the case.
3. I operate a money laundering reporting procedure as required by law whereby, in the event of any suspicion as to money laundering, information must be revealed by me to the appropriate authorities without informing you. You may be required to provide satisfactory proof of identity and full details of the source and proposed destination of funds.
4. In some circumstances, I may consider that I should decline or cease to act. For example, if I do not receive clear or proper instructions or if the matter on which I am instructed involves fraud or violence, or if my charges are not paid.
5. I store, without charge, electronic copies of all notarial acts for as long as required by the rules. I do not always keep full copies of your documents or identification but reserve the right to do so.
6. I assume that any email address you provide may be used to securely correspond with you.
7. Except so far as excluded by the Unfair Contract Terms Act 1977, my liability for any loss, injury or damage of any nature whatever, whether direct or consequential, including (without limitation) in respect of negligence or breach of duty of care is limited to £1,000,000 (which is the limit on my notary insurance cover) in respect of any one claim or series of related claims.
8. My notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury, whose address is: The Faculty Office, 1 The Sanctuary, Westminster, London, SW1P 3JT; Email faculty.office@1thesanctuary.com; Website www.facultyoffice.org.uk; Tel: 020 7222 5381
9. If you are dissatisfied about the service you have received please do not hesitate to contact my firm.

If we are unable to resolve the matter you may then complain to The Notaries Society of which I am a member, who have a Complaints Procedure which is approved by the Faculty Office. They will refer the complaint to be considered by one or several independent notaries. This procedure is free to use and is designed to provide a quick resolution to any dispute. In that case please write (but do not enclose any original documents) with full details of your complaint to:

Secretary of The Notaries Society, Old Church Chambers, 23 Sandhill Road, St James, Northampton. NN5 5LH; Email: secretary@thenotariessociety.org.uk; Tel: 01604 758908

If you have any difficulty in making a complaint in writing please do not hesitate to call the Notaries Society/the Faculty Office for assistance.

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 me, make your complaint direct to the Legal Ombudsman, if the matter has not been resolved to your satisfaction:

Legal Ombudsman, PO Box 6806, Wolverhampton, WV1 9WJ;
Tel : 0300 555 0333; Email: enquiries@legalombudsman.org.uk www.legalombudsman.org.uk.

10. The applicable law governing this contact is the law of England & Wales and you consent to the exclusive jurisdiction of the English Courts.

I/We acknowledge receipt of and accept these Terms of Business Dated _____

Signed _____

Signed _____