

## **Notary Public**

22 Windsor Road, Slough, Berkshire, SL1 2EJ

### **Client Registration Form**

**Date & Time of Appointment:**

**Full Name of applicant:**

**Address:**

**Post Code:**

**Daytime Telephone No:**

**Email Address:**

**Occupation:**

**How did you hear about us:**

### **Terms and conditions:**

- I. The notary will witness my signature and affix his seal of office at his sole discretion.
- II. If the notary prepares any documents, he will rely on the information I give him. I am responsible for all errors and omissions in that information.
- III. I confirm that I have read and understood all the documents that I will sign and that by signing them I intend to give them legal effect.
- IV. I acknowledge that the notary is acting as a witness only; the notary is not a party to any transaction; the notary accepts no legal responsibility or otherwise whatsoever for any delays, loss, omissions, costs claim, or damages arising out of his notarisation of any of the documents.
- V. I verify that all documents and the facts contained in them are true and 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.
- VI. I agree to indemnify the notary for any losses, costs or claims made against the notary.
- VII. I understand that the notary must make and keep copies of the relevant pages of my passport, and other Identification, and I give my permission to do so. I understand that the Notary Public is registered under the Data Protection. This information is not disclosed to any other parties.

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the notary accepts no legal responsibility or otherwise whatsoever for any delays, loss, omissions, costs claim, or damages arising out of his notarisation of any of the documents.
2. I verify that all documents and the facts contained in them are true and 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.
3. I agree to indemnify the notary for any losses, costs or claims made against the notary.

#### Use of Technology, Devices and Artificial Intelligence

4. To the extent that I use any automated decision-making technology, including artificial intelligence, in the course of my services, I do not rely upon the same without human intervention.
5. Before using any new technology including artificial intelligence, I carry out an appropriate risk assessment to ensure that your rights are not adversely affected by the same.
6. I understand that the notary must make and keep copies of the relevant pages of my passport, and other identification, and I give my permission to do so. I understand that the Notary Public is registered under the Data Protection. This information is not disclosed to any other parties.

#### Complaints

My notarial practice is regulated through the Faculty Office of the Archbishop of Canterbury: The Faculty Office, 1, The Sanctuary, Westminster, London, SW1P 3JT; email [Faculty.office@1thesanctuary.com](mailto:Faculty.office@1thesanctuary.com) website [www.facultyoffice.org.uk](http://www.facultyoffice.org.uk). If you are dissatisfied with the service you have received please do not hesitate to contact me. If I am unable to resolve the matter you may then complain to the Notaries Society of which I am a member, which has a Complaints Procedure approved by the Faculty Office. This procedure is free to use & 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: The Secretary of The Notaries Society, PO Box 7655, Milton Keynes, MK11 9NR, Email [secretary@thenotariessociety.org.uk](mailto: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 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 you first notified me that you were dissatisfied, make your complaint direct to the Legal Ombudsman (LO)\* if you are not happy with the result: Legal Ombudsman, Baskerville House, Centenary Square, Broad Street, Birmingham B1 2ND Tel: 0300 555 0333 Email: [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk) Website: [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk). If you decide to make a complaint to the LO you must refer your matter to the LO within 6 months of receiving a final response to your complaint & either 6 years from the date of act/omission or 3 years from when you should reasonably have known there was cause for complaint (only if the act or omission took place more than 6 years ago). The act or omission, or when you should have reasonably known there was cause for complaint must have been after 5th October 2010.

\*certain kinds of commercial entities are not eligible to make a complaint to the LO - please refer to the LO Scheme Rules or consult the Faculty Office.

**I maintain professional indemnity insurance of £1,500,000.**

I have read, understood, and agreed to the above terms and conditions.

Signature of applicant:

Date: