

Bo Kay Helen Joanne Benita Chung NOTARY PUBLIC

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SERVICE INFORMATION

The service provided by me in the course of my business is that of a Notary Public carrying out all permitted notarial activities including, where appropriate, arranging legalisation of documents and sending those documents to their final destination.

An essential part of my role as a notary is to maintain and keep records. You can view details of how I manage your data in my Data Protection Policy and Data Protection Privacy Notice.

Each notarial matter is different and the requirements and timescales will vary greatly according to whether the client is a private individual or a company and in particular according to the processing times of third parties such as the FCDO, legalisation agents, translating agencies, couriers, my supervisor, and the Faculty Office etc.

Some of the typical key stages are likely to include:

- receiving and reviewing the documents to be notarised together with any instructions you may have received;
- liaising with your legal advisors or other bodies to obtain the necessary documentation to deal with the notarisation process (e.g. information from Companies House or foreign registries, powers of attorney, board minutes etc);
- checking the identity, capacity and authority of the person who is to sign the document; If a document is to be certified, checking with the issuing authorities that the document/award is genuine. In the case of academic awards, this would entail checking with the appropriate academic institutions;
- meeting with the signatory to verify their identity and to ascertain that they understand what they are signing and that they are doing so of their own free will and ensuring that the document is executed correctly;
- drafting and affixing or endorsing a notarial certificate to the document;
- arranging for the legalisation of the document as appropriate;
- arranging for the storage of copies of all notarised documents in accordance with the requirements of the Notarial Practice Rules 2019.