

# Anthony Paul Isaacson

## Notary Public

27 Cheriton Gardens, Folkestone, Kent CT20 2AR

### Client Registration Form

**Please note** This notarial practice is regulated by the Faculty Office of the Archbishop of Canterbury (The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT E: [faculty.office@1thesanctuary.com](mailto:faculty.office@1thesanctuary.com)/[www.facultyoffice.org.uk](http://www.facultyoffice.org.uk)). If you are dissatisfied about the service you have received please do not hesitate to contact us, and if the matter cannot be immediately resolved we will refer your complaint to the Notaries Society of which **Anthony Isaacson is a member**, who have a Complaints Procedure which is approved by the Faculty Office who 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 Christopher Vaughan, Secretary of the Notaries Society, Old Church Chambers, 23 Sandhill Road, St. James, Northampton NN5 5LH, [secretary@thenotariessociety.org.uk](mailto:secretary@thenotariessociety.org.uk). If you have any difficulty making a complaint in writing, please do not hesitate to call The Faculty Office on 020 7222 5381 for assistance. Finally, even if you have your complaint considered under the 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 to the Legal Ombudsman. If you are not happy with the result: Legal Ombudsman, PO Box 6806 Wolverhampton WV1 9WJ / 0300 555 0333 / [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk) / [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk). If you decide to make a complaint to the Legal Ombudsman, you must refer your matter to the Legal Ombudsman within six months from the conclusion of the complaint process.

Date & time of Appointment: \_\_\_\_\_  
Full Name of Applicant: \_\_\_\_\_  
Company Name *if applicable*: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_

**Contact Details:** \_\_\_\_\_

Daytime Telephone number: \_\_\_\_\_  
Mobile Telephone number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_

**Terms and Conditions:**

1. The Notary will witness my signature and affix his seal of office at his sole discretion.
2. 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.
3. 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.
4. 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, claims or damages arising out of his notarisatation of any of the documents.
5. 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.
6. I accept that if I require the Notary to forward or email any documents after completion then this will be at my risk.

I have read, understood and agree to the above terms and conditions and I confirm that I have received and signed a copy of the firm's Data Protection: Privacy and Consent Notice.

Signature of Applicant: \_\_\_\_\_

A copy of this completed form available on request.

# Anthony Paul Isaacson Notary Public

27 Cheriton Gardens, Folkestone, Ken CT20 2AR

[www.notarykent.co.uk](http://www.notarykent.co.uk)    [info@notarykent.co.uk](mailto:info@notarykent.co.uk)    Tel. 01303 851100

## Special Instructions

This section only applies if your document(s) need to be legalised. We will complete this for you or with you. **Note that fees** quoted are plus VAT. No VAT is charged on Foreign Office or Embassy fees.

<b>Fees</b>	<b>£</b>		
<hr/>			
Legislation Service:	<input type="checkbox"/>	4 to 6 working days	
Subject to unavoidable Foreign Office delays	<input type="checkbox"/>	24 hours	
<hr/>			
Foreign Office Fees:	<input type="checkbox"/>	4 to 6 working days	£30.00 per document
	<input type="checkbox"/>	24 hours	£75.00 per document
<hr/>			
Embassy Legalisation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			No
<hr/>			
Embassy/Consular Fees	<b>£</b>		
<hr/>			
Document return arrangements	<input type="checkbox"/> Client to collect		
Forward via:	<input type="checkbox"/>	Royal Mail	<input type="checkbox"/>
			Courier
Forward to:	<input type="checkbox"/>	Address as over	<input type="checkbox"/>
			Address as below
I accept that if I require the Notary to forward any documents after completion then this will be at my risk.			

Courier fees

**Total Fees:** **£**

*For Official Use:*

Payment method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice
Person Intervening:	<input type="checkbox"/> Applicant <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A
On behalf of:	<input type="checkbox"/> Company (as overleaf) <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A
Identification	<input type="checkbox"/> Passport <input type="checkbox"/> Previous Knowledge <input type="checkbox"/> Other <input type="checkbox"/> Company
Nature of Act	
Country required for	Date of Act if different from overleaf:

**Payment:** We do not accept debit or credit cards. Payment may be made by cash or cheque made payable to Anthony Isaacson. Please note that documents cannot be released until payment is made.

*Further Instructions:*

