

RAJ A. PADHIAR

NOTARY PUBLIC LIMITED

503 COVENTRY ROAD
BIRMINGHAM
B10 0LL

T 0121 766 7447
www.notarypublicbirmingham-rajpadhiar.com

Welcome to Notary Public Birmingham Raj Padhiar.

The Name “Notary Public Birmingham” is a banner title for Raj A Padhiar Notary Public Services Limited which is registered at the Companies House Registry of England and Wales as a Limited Company, Company number 11925610 and of registered office 503 Coventry Road, Birmingham, B10 0LL. Our sole director and sole shareholder are Raj A Padhiar, Notary Public.

As a firm of Notaries, this firm is regulated by the Faculty Office of the Archbishop of Canterbury and not by the Solicitors Regulation Office (SRA). Outside of his Notary work, Raj Padhiar holds a current solicitor practising certificate and is registered with the Solicitors Regulation Authority, with SRA number 30861. Please note that the Notary Practice is separate from the legal services he provides as a Solicitor.

Typical Stages of a notarial transaction: Each notarial matter is different, and the requirements will vary according to whether the client is a private individual or a company. 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 document (e.g. information from Companies House or foreign registries, powers of attorney 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

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Fees and disbursements

Details of my fees are set out below. Please note, that if I must make payments on your behalf such as legalisation fees, translator or interpreter fees, or other costs such as travelling expenses, your approval to these will be obtained and you are normally required to make payment in advance of any such amounts. Rates are reviewed from time to time.

Fees: If the matter is simple, I will endeavour to charge a fixed fee to include disbursements such as legalisation fees, postage, consular agent fees, courier fees, travelling expenses, translating costs and so on.

For more complicated or time-consuming matters, the fee will be based on my hourly rate of £295 per hour subject to a minimum fee of £80, plus disbursements. The fee charged may include time spent on attendance, preliminary advice, drafting and preparation time, making and receiving telephone calls, correspondence written and received in all formats, arranging legalisation and record keeping. The Notarial Practice is registered for Value Added Tax and our VAT Registration Number is GB 35 7824075. Any fee quotation we supply to you will state in United Kingdom pounds and pence the total VAT payable for your case, based on the current VAT rate of 20%.

Occasionally unforeseen or unusual issues arise during the matter, which may result in a revision of my fee estimate. Examples of this could include where additional documents are required to be notarised, additional translations or legalisations are needed to meet the requirements of the receiving jurisdiction, third party fees are adjusted to reflect external factors such as fuel price changes and so on. I will notify you of any changes in the fee estimate as soon as possible. There is therefore no absolute definitive set fee for every client

Disbursements: Some documents require legalisation before they will be accepted for use in the receiving jurisdiction by obtaining an apostille through the UK Foreign Commonwealth and Development Office and, for some countries, additional legalisation is required through the relevant embassy or consulate. VAT is not charged on the Foreign Office Apostille/Legalisation fees. Disbursements incurred on your behalf (including but not limited to apostille charges, courier and postal costs and translation fees) will be passed on to you. Travel expenses if applicable, may also be passed on to you.

Professional indemnity Insurance: In the interests of my clients, I maintain professional indemnity insurance currently at a level of at least £1,000,000.00 per claim (plus any costs which the insured is liable to pay). Claims and costs etc are subject to the terms and conditions of the policy.

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Service and Conduct

Thank you for using our Notarial Practice Services. I am a Notary Public of England and Wales. When attending the costs and fees and any disbursements were explained and, on that basis, you have instructed me. I am not a qualified lawyer for any other jurisdiction. As per the regulatory body governing me, I am obliged to notify you of the following: -

My Notarial Practice is regulated by the Faculty Office of the Archbishop of Canterbury:

The Faculty Office, 1 The Sanctuary, Westminster, London SW1P 3JT

Telephone: 020 7222 5381 Email: Faculty.office@1thesanctuary.com Website:

www.facultyoffice.org.uk

If you are dissatisfied about the service you have received, please do not hesitate to contact me.

If we are unable to resolve the matter you may then complain to the Notaries Society of which I am a member, who has a Complaints Procedure, which is approved by the Faculty Office. This procedure is free to use and is designed to provide a quick resolution to any dispute.

In that case, please write with full details of your Complaint to: -

The Secretary of The Notaries Society, Christopher J Vaughan, PO Box 1023, Ipswich, IP1 9XB

Email secretary@thenotraissociety.org.uk. 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.

The Secretary will prepare copies of all the papers and deliver them with his own report (if necessary) and a summary to the President and Vice president of The Notaries Society. The President and Vice President will consult together and will propose a conclusion which in their judgement is fair to both parties. A written record of the conclusion will be sent to the Secretary who will then inform both parties. It is expected that the parties will abide by the conclusion. However, while the conclusion may be expected to be a major factor in any further proceedings, it cannot remove the right of either party to pursue their case either to the Faculty Office or the civil courts as may be appropriate. The President and the Vice President may ask for further information from either or both of the parties before they can reach a conclusion. If the nature of the complaint indicates that there may have been 'Notarial Misconduct' the Secretary shall be directed to send the papers to the Faculty Office and no conclusion on the complaint will be made by The Notaries Society until after the Faculty Office has considered the papers and decided that 'serious professional misconduct' is not in issue. The President and Vice President are not bound to give reasons for their conclusion. The Society will not be responsible for any loss or damage that may arise as a result of any action or conclusion under this procedure. The Notaries Society cannot consider any complaint if it is or becomes the subject of any Court proceedings. Original documents and correspondence should not be sent to the Secretary unless specifically requested.

The expression President and Vice President shall include such other members of the Council of The Notaries Society as shall be nominated by either the President or the Vice President to act in

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their place. Complaints in respect of notarial matters should not be referred to the Solicitors Regulation Authority. 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 to the Legal Ombudsman, if you are not happy with the result:

Legal Ombudsman, PO Box 6167, Slough, SL1 0EH

Tel: 0300 555 0333 Email: enquiries@legalombudsman.org.uk

Website: 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 one year from when you should reasonably have known there was cause for complaint.

Data Protection Notice

As Secretary of the Notaries Society, I will use any of the information that you give me to investigate your complaint. I will have to reveal your information to the President and Vice President of the Notaries Society who will be adjudicating on your complaint, and in addition to the Notary about whom you have complained. I may also have to reveal such information to:

The Faculty Office of the Archbishop of Canterbury who is the Regulator for Notaries; and any other Approved Regulator under the Legal Services Act who in my opinion may have an interest in your complaint; and Law enforcement authorities generally.

To help me maintain a record of the professional details of Notaries I will have to keep any information supplied to me after your complaint has been dealt with by the President and Vice President under the Approved Complaints Procedure. If any of the information you have given me is sensitive or personal under the Data Protection Act 1998, by accepting this procedure you have consented to me holding that information. You can apply to me for a copy of your information (for which I may charge a fee) in order to have any mistakes corrected.