



DoyleClayton

Workplace Lawyers



NOTARIAL & LEGALISATION SERVICES

Introduction

Notarial services at Doyle Clayton are provided by Sukhpal Matharoo. Sukhpal is a Partner and an experienced Notary Public and can meet you to discuss your notarial requirements either at your offices or if you prefer at one of our four offices (Reading, London City, Mayfair or Canary Wharf).

What does a notary do?

Notaries are independent public officers and are concerned primarily with the authentication and certification of documents for use abroad.

Once a document bears the signature and seal of a Notary it is regarded as having been '**notarised**'. It will also normally be necessary for the document to be legalised (see Legalisation below).

The Notary's Responsibility

Notarisation is accepted as a safeguard under international law. It forms a key part of compliance and document security procedures for international transactions.

The signature and seal of the Notary are recognised as an important element in the chain of evidence relating to international documents.

Notarial acts require a high standard of care, as reliance on such acts is made by clients, third parties and foreign governments and officials. These people are entitled to:-

- Assume that a Notary will ensure full compliance with the relevant requirements both within the UK and abroad;
- Rely on the Notarial certificate produced by the Notary; and
- Rely on the Notary's register and records.

Notarial acts are not rubber stamping exercises and the requirements of accuracy and validity are paramount.

Documents we can notarise

A Notary Public can assist with notarising all types of documents including:

- Powers of Attorney
- Affidavits
- Statutory Declarations
- Witness statements
- Letters and correspondence
- Company documents including incorporation documents, Certificates of Good Standing, Memorandum and Articles of Association, Board Minutes and Resolutions.
- Trademark and Patent Applications
- Certifying copy documents such as passports, driving licences, education certificates or birth, death or marriage certificates.

This list is not comprehensive and if you have any queries then please contact Sukhpal.

Who Can a Notary Public Act For?

A Notary can act for individuals, companies, corporations, charities, partnerships, associations – essentially any type of business or undertaking. Sukhpal acts for a number of multinational businesses in and around the Thames Valley and London.

Documents in a Foreign Language

Your document may be in a foreign language. The Notary must be satisfied that the meaning and effect is clear to you. A Notary **does not give** advice on the legal meaning or effect of a document or transaction. It is important that you ask for advice and receive clarification of issues from your legal advisor before your meeting with Sukhpal. All correspondence you receive clarifying issues should be brought with your document to your appointment with Sukhpal.

Legalisation

This is the process by which the signature and seal of the Notary are authenticated by the Foreign and Commonwealth Office (FCO) and in some cases the relevant Foreign Embassy. Legalisation requirements differ from country to country. In many cases a certificate from the FCO called an Apostille will suffice.

Sukhpal and his Notarial team provide a comprehensive legalisation service for clients.

Meeting the Notary

It is essential that whoever is signing the document **attends the appointment in person and signs in the presence of the Notary**. Please **do not** sign your document before you meet Sukhpal.

Identification

The Money Laundering Regulations 2007 require Notaries to keep sufficient evidence on file proving the identity and the address of all their clients before they undertake any work.

Each person whose signature they are required to certify must provide one of the following original identification documents at the time of the appointment:

Passport

Driving Licence (with photo card)

Other government issue ID (with photo and signature)

Plus one proof of address:

Bank statement or **letter from bank** (not less than 3 months old)

Utility bill (not less than 3 months old) (not mobile phone bill) or **latest council tax bill**

Tenancy Agreement or **housing association rent card**

HMRC tax demand or **self assessment statement**.

Why use this notarial service?

Sukhpal:

- Is a member of the Notaries Society.
- Is ably assisted by a Notarial team that can arrange any required legalisation and/or a courier to ensure that notarised documents are turned around expediently
- Has a great deal of experience of working with national and international corporate clients
- Is used to working to tight deadlines
- Is prepared to travel to meet clients
- Is available for meetings at Doyle Clayton's Reading and London offices
- Is fluent in Hindi and Punjabi.



Sukhpal Matharoo

Partner - Doyle Clayton Solicitors

Notary Public

Member of the Notaries Society

Commissioner for Oaths

Regulated by The Faculty Office

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