

JOHN MARK LELLO – NOTARY PUBLIC

45 Castle Street, Salisbury, SP1 3SS & 8 Newbury Street, Andover, SP10 1DW

SERVICES

The service provided by me is that of a Notary Public carrying out all permitted notarial activities, eg provision of certified copies of documents such as passports, academic certificates; attestation of execution of documents for use overseas, eg powers of attorney, land sale and purchase documents, medical registrations; including, where appropriate and if required, arranging legalisation of documents via a third party agent and sending them to their final destination.

Foreign & Commonwealth Office legalisation ('Apostille') normally takes 3 – 4 working days. Consular legalisation times vary from a few days to several weeks.

REGULATION

My notarial practice is regulated through 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

HOW TO MAKE A COMPLAINT

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 have 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 (but do not enclose any original documents) with full details of your complaint to:-

The Secretary of The Notaries Society, Old Church Chambers, 23 Sandhill Road, St James, Northampton, NN5 5LH. Email 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/the Faculty Office 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 to the Legal Ombudsman, if you are not happy with the result.

Legal Ombudsman, PO Box 6806, Wolverhampton WV1 9WJ

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 six months from the conclusion of the complaint process.

INDEMNITY INSURANCE

My notarial practice is covered by a policy of professional indemnity insurance with a limit of indemnity of £3,000,000.

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FEESWith effect from 1 October 2019 (all fees quoted include VAT where applicable).

No. of Notarial Acts/Documents	£ Fees Payable	No. of Notarial Acts/Documents	£ Fees	No. of Notarial Acts/Documents	£ Fees Payable
1	90	5	290	9	470
2	170	6	335	10	500
3	200	7	380	+ £45 for each document over 10	
4	245	8	425	Duplicate documents and certified copy ID incorporated in another document - £10 each	

Preparation of standard documents £310.00 per hour

Minimum charge for legal opinion of any kind £310.00

H & S Notary Practice fees for legalisation of notarised documents:**Service Fees:****FCO Apostille Standard:** £20 for 1 doc; £40 for 2 docs; £60 for 3 - 10 docs**FCO Apostille Premium:** £30.00 for 1 doc; £60 for 2 docs; £90.00 for 3 - 10 docs**FCO Apostille Standard & Consulate:** £50.00 per document / £100.00 capped up to 10 docs**FCO Apostille Premium & Consulate:** £60.00 per document / £120.00 capped up to 10 docs**Consulate only:** £30.00 for 1 doc; £60 for 2 docs; £90.00 for 3 - 10 docs**China supplement:** £100**Disbursements:****FCO fee per Apostille:** £30.00 Standard / £75.00 Premium**Consular fees vary** – price on application**Legalisation only**

Where no notarisation is required, we make an administrative charge of £30 for obtaining FCO/Consular legalisation through H&S Notary practice. H&S service fees and disbursements as shown above will also apply.

China supplement

Where legalisation by the Chinese embassy is required, we charge an additional £20 to reflect the extra work involved.