

## JOHN MARK LELLO – NOTARY PUBLIC

**Notary Public services are provided by John Mark Lello.**

### SERVICES

The service provided by me is that of a Notary Public carrying out all permitted notarial activities, e.g. provision of certified copies of documents such as passports, academic certificates; attestation of execution of documents for use overseas, e.g. 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.

### Please note

It is not my responsibility to check the contents of documents, other than where foreign lawyers/agents have specifically instructed that I insert personal details.

You must satisfy yourself as to the contents of the documentation, including any personal details, before signing. If there are any errors or you have any concerns, you should raise them with your contacts overseas prior to signing.

### 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  
020 7222 5381

[Faculty.office@1thesanctuary.com](mailto:Faculty.office@1thesanctuary.com)

[www.facultyoffice.org.uk](http://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:

PO Box 7655, Milton Keynes, MK11 9NR

[secretary@thenotariessociety.org.uk](mailto:secretary@thenotariessociety.org.uk)

01908 803527

If you have any difficulty in making a complaint in writing, please do not hesitate to call the Notaries Society or the Faculty Office for assistance.

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

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.

### INDEMNITY INSURANCE

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

**FEES** - With effect from 1 April 2021 (all fees quoted include VAT where applicable).

<b>No. of Notarial Acts / Documents</b>	<b>£ Fees Payable</b>
1	£100
2	£150
3	£200
4	£250
5	£300
+ £50 for each document over 5	
Duplicate documents and certified copy ID incorporated in another document - £10 each.	
Preparation of standard documents - £320 per hour	
Minimum charge for legal opinion of any kind - £320	

## **H & S Notary Practice fees for legalisation of notarised documents**

### **Service Fees**

- **FCO Apostille Standard:** £20 for 1 document; £40 for 2; £60 for 3 - 10
- **FCO Apostille Premium:** £30.00 for 1 document; £60 for 2; £90.00 for 3 - 10
- **FCO Apostille Standard & Consulate:** £50.00 per document / £100.00 capped up to 10 documents
- **FCO Apostille Premium & Consulate:** £60.00 per document / £120.00 capped up to 10 documents
- **Consulate only:** £30.00 for 1 document; £60 for 2; £90.00 for 3 - 10
- **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.

#### **John Mark Lello**

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8 Newbury Street, Andover, SP10 1DW	01264 400500
37 The Hundred, Romsey, SO51 8GE	01794 328688