



# CompanyNotary

M O B I L E N O T A R Y S E R V I C E

## NOTARY APPOINTMENT GUIDE - TO HELP YOU GET READY

### SPEED

Our **terms of business, complaints process, anti-money laundering and sanctions policy** and **data protection and privacy policy** apply to our Notaries' appointments with you. A copy of these documents are available from our website (see Useful Links and Guidance) or in hard copy on request. Our email footer includes the link to them. We may also have a Framework SLA agreement for regular corporate clients.

### LEGALISATION (FCDO / EMBASSY)

Countries have differing legalisation requirements (which can also vary depending on the documentation). This could be FCDO Apostille or legalisation (involving FCDO, Chamber of Commerce and/or Embassy). Legalisation impacts logistics, timeframes, and costs. Please contact us **early to discuss**, including document/project timescales and constraints. It can impact legalisation and forwarding.

### TRANSLATIONS

An English translation will need to accompany any foreign version of the document unless the signatory can confirm they are a fluent speaker in the foreign language. We can arrange a translation if requested.

### DOCUMENTATION

Please provide in advance (email is fine) wherever possible:

- Copy documentation to be notarised and/or legalised, plus any instructions from the person who prepared it.
- Full name, position / role and address of the person signing.

### SIGNING - ID

Signatories will need to show the Notary (and provide copies ideally in advance) of:

- Valid Photo ID (passport or driving licence).
- A recent utility or council tax bill or bank statement (less than 3 months' old) showing residential address.
- If signing with a different name, evidence of that (such as marriage certificate).
- If signing under a Power of Attorney, the original or certified copy of the POA.
- If signing as a Trustee, the trustee deed confirming your appointment

### COMPANY INFORMATION

If being signed for a Company or organisation, the Notary will need (by email in advance if possible):

- Name of company, country of incorporation, registered address, and registration number.
- Proof of your authority to sign for the Company or organisation.
- If possible/necessary beyond the director's general authority to sign a signed copy of the authorising minute or resolution. We may ask to see company documents at our appointment with you, including (Last return filing if a foreign company, Articles and Memorandum of Association (or equivalent constitution/by-laws), Certificate of Incorporation
- UBE (ultimate beneficial owner) of the organisation (particularly if we have AML or sanctions compliance to deal with depending on the transaction, location and what we are being asked to notarise).

### ONWARD INSTRUCTIONS – DOCUMENT FORWARDING

Recipient's name, email, address and telephone number for courier purposes.

- ✉ notary@companynotary.com
- ☎ +44 (0)1932 910225 (Office)
- 🌐 www.companynotary.com / www.familyofficenotary.com
- 📍 Company Notary Limited (UK CRN 10403985).  
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Regulated by the Faculty Office of the Archbishop of Canterbury, England

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