



The Badge of the Notaries Society in the form of a notarial seal

The services I provide include:

- attesting the signature and execution of documents
- authenticating the execution of documents
- authenticating the contents of documents
- administering oaths and declarations
- drawing up or noting (and extending) protests of happenings to ships, crews and cargoes
- presenting bills of exchange for acceptance and payment, noting and protesting bills in cases of dishonour and preparing acts of honour
- providing documents to deal with the administration of the estate of people who are abroad, or owning property abroad
- authenticating personal documents and information for immigration or emigration purposes, or to apply to marry, divorce, adopt children or to work abroad
- providing notarial copies
- preparing and witnessing powers of attorney, corporate records, contracts for use in Britain or overseas
- authenticating company and business documents and transactions
- preparing sponsorship declarations in respect of visitors from abroad, principally India.
- obtaining Apostilles and consular legalisation
- consent for minors to travel abroad



N L Oakes, M.A. (Cantab), Notary Public

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N.L. Oakes
NOTARY PUBLIC



The Shield of the Notaries Society

For all your notarial needs

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As a notary, I am a member of the oldest and smallest branch of the legal profession in England. I qualified as a notary in 1994 and I have been a qualified solicitor since 1987. I am a member of the Notaries Society. With a wealth of experience I am able to advise on all aspects of notarial work.

I provide a service for private individuals who have dealings abroad and for companies engaged in international trade. My function is to prepare and authenticate legal documents which affect one's rights, duties and obligations in foreign jurisdictions in such a way as to be acceptable to the authorities in the receiving jurisdiction. Such documents are called "notarial acts" and bear my signature and seal of office. International law recognises the matters stated in such acts as being true.

Please note that I am not an expert in foreign legal systems and cannot advise on such matters. You should obtain legal advice from a legal professional in the country in which your business is being transacted.

I look forward to being of service to you.

Guidance Notes and Terms of Business

- 1.It will be necessary to meet you to deal with your documents. You will need to come to my office. By prior arrangement and in exceptional circumstances I may agree to meet you elsewhere, but I reserve the right to charge an additional fee for travelling time and travel expenses etc.
- 2.It will assist me greatly if before our meeting you sent me either the original document or an emailed version of it, together with any specific instructions that you may have received from lawyers or others in the country to which the document is to be sent. My email address is nloakesnotary@hotmail.co.uk. I will need to know if any documents are not in English and whether any signatory does not speak English. Please also tell me if any signatory suffers any form of disability or impairment of sight or hearing so that proper arrangements can be made.
- 3.At our meeting you will need to bring with you the original documents together with some means of identifying yourself. I prefer to see original passports and a utility bill or bank statement dated within the last three months bearing your name and address. It is part of my function as a notary to satisfy myself as to your identity.
- 4.Please be aware that by law I have to observe money laundering rules and if I have any suspicions as to the bona fides of the transaction that you are asking me to undertake I have a legal duty to inform the appropriate authorities without notice to you.
- 5.Certain countries require the document produced by me to be legalised with an Apostille which is obtained from the Foreign and Commonwealth Office in Milton Keynes. The Foreign and Commonwealth Office currently charges £30.00 per document. I arrange for an agent to attend on your behalf to deal with obtaining the Apostille. This tends to be quicker than sending the document by post. My agent currently charges £23 for this service.
- 6.Notaries do not merely "rubber-stamp" documents. All notaries must exercise a high degree of care and diligence in notarising documents as they are to be relied upon by clients, third parties and foreign governments. I am therefore bound by my duty as a notary to guard against error, omission fraud or forgery and this duty takes precedence over everything else, even though delay may have financial implications for you. Sometimes, for example I need to verify independently the facts stated in a document. If this cannot be done I may have to add a qualification to my certificate which may render it less effective in the receiving jurisdiction. No liability is accepted in such a case.
- 7.I may refuse to accept instructions, for example if I suspect fraud or violence has been used to coerce a signatory or if I am not satisfied that the signatory understands the nature of the document that they wish to sign.
- 8.My fees are based on an hourly rate. The Notaries Society publishes guidelines as to hourly rates. The current guideline sets the hourly rate at £200. I have a minimum fee of £100.00 which applies in all cases. Otherwise, my fee will be calculated by the time spent (which includes time making the appointment, travelling and waiting time and preparing official records, dealing with correspondence and archiving data) but may be uplifted if the transaction is particularly important or of high

value. I will be happy to give you an estimate of charges. Whilst the estimate will be given in good faith it will not be binding in a case where additional or unforeseen work is required. My fee will, however, be fair and reasonable. My practice is not registered for VAT and VAT is not charged.

9.My fees must be paid on presentation of an invoice (usually at our meeting) and before I release any documents to you. In addition, where I am to incur disbursements (payments to others) these disbursements must be paid to me before I incur the disbursement.

10.I can accept payment of fees by cheque or in cash. Please note that I do not have a facility for accepting debit or credit card payments. Payment may be made by BACS or CHAPS to my bank account. I can supply details on request.

11.I reserve the right to charge interest on all fees not paid within 7 days of invoice at 5% over the base rate of Yorkshire Bank plc.

12.I store without charge electronic copies of notarial acts made by me. I do not always keep full copies of your documents but reserve the right to do so. My practice is registered with the Information Commissioner's Office. I may be required to make copies of documents available to all who have a proper right to see them.

13.My registered office address is 1 St Andrew's Mount, Kirk Ella, HU10 7TD but I practice from First Floor 2/4 George Street, Cottingham, East Yorkshire, HU16 5QU (above Beercock Wiles and Wick Estate Agent and accessed through their premises). This is the office of Jane Brooks Law Ltd, a separate firm of solicitors of which I am also an employee. My notarial business is conducted entirely separately to that of Jane Brooks Law Ltd and all notarial matters are kept confidential from that firm. I may request your permission to introduce the services of Jane Brooks Law Ltd to you for general legal services. Please tell me if you do not consent.

14.Except so far as excluded by the Unfair Contract Terms Act 1977, my liability for any loss, injury or damage of any nature whatever, whether direct or consequential, including (without limitation) in respect of negligence or breach of duty of care is limited to £750,000.00 in respect of any one claim or series of related claims.

15.My practice is fully insured through HCC International, Walsingham House, 35 Seething Lane London EC3N 4AH, United Kingdom Tel 020 7702 4700 Fax 020 7626 4820 and the policy number is PI 13A 668413

16.In the event that you have a complaint please contact me for details of the formal complaints procedure overseen by the Notaries Society.

17.English law shall be the applicable law and the English courts shall have exclusive jurisdiction in the event of any dispute.