

Andrew Croft & Co Notarial Services

Notary fees and Services Provided

Andrew provides notarial services and can provide an additional service of arranging legalization (apostille).

Notary fees for one document:	£125 + VAT (£150)
Second document and every subsequent document:	£75 + VAT (£90) per document
Second and every other person signing document:	£75 + VAT (£90) (per person)
Anti money laundering ID check	£10 + VAT (£12) (per person)

Legalisation

Apostille arrangement fee	£75 + VAT (£90)
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Foreign & Commonwealth Office

Foreign and Commonwealth Office fee	£45 per document with £5.50
<i>Current fee as at 1 July 2024</i>	return courier fee

We can also arrange an expedited service for an apostille and a quote for these services can be provided upon request.

Regulator

Andrew is regulated through The Faculty Office, 1 The Sanctuary Westminster London SW1P 3JT

Telephone: 020 7222 5381

Email: faculty.office@1thesanctuary.com

Website: www.facultyoffice.org.uk

Complaints Procedure:

If you are dissatisfied about the service you have received, firstly please contact us at office@andrewcroft.com We will try our best to promptly address your concerns.

If we cannot resolve the matter you may then complain to the Notaries Society, of which our notaries are members, 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.

To contact the Notaries Society, please write (but do not enclose any original documents) with full details of your complaint to:

The Secretary of The Notaries Society
PO Box 1023
Ipswich
IP1 9XB

Email: secretary@thenotariessociety.org.uk

If you have any difficulty in making a complaint in writing, please do not hesitate to contact 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 8 weeks from the date you first notified us that you were dissatisfied, make your complaint to the Legal Ombudsman if not happy with the result:

Legal Ombudsman
PO Box 6167
Slough
SL1 0EH

Telephone: [0300 555 0333](tel:03005550333)
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 one year from the act/omission or within one year from when you should reasonably have known there was cause for complaint.

Redress Information

Andrew's professional indemnity liability cover in respect of his notarial work is £1,000,000.

