

**MARTY BURN, Notary Public Oxford**

7200 The Quorum, Oxford Business Park North, Oxford OX4 2JZ

Telephone: 01865 487136

Direct Dial: 01865 487352

Facsimile: 01865 481482

E-mail: [martyburn@oxemplaw.co.uk](mailto:martyburn@oxemplaw.co.uk)

**Client Registration Form**

Date & time of Appointment:

Full Name of applicant

Company Name *if applicable*

Address:

Post Code

**Contact details:**

Daytime Telephone number:

Evening Telephone number:

Mobile Telephone number:

Email address:

Occupation:

How did you hear about us?

**Terms and Conditions:**

1. The notary will affix his seal of office at his sole discretion.
2. If the notary prepares any documents, he will rely on the information I give him. I am responsible for all errors and omissions in that information.
3. I confirm that I have read and understood all the documents that I will sign and that by signing them I intend to give them legal effect.
4. I acknowledge that the notary is acting as a witness only; the notary is not a party to any transaction; the notary accepts no legal responsibility or otherwise whatsoever for any delays loss omissions costs claims or damages arising out of his notarisation of any of the documents.
5. I verify that all documents and the facts contained in them are true and authentic and are not made as part of or as a plan for any illegal act against the laws of any country in the world.
6. I agree to indemnify the notary for any losses costs or claims made against the notary.
7. I understand that the notary must make and keep copies of the relevant pages of my passport and other identification and I give my permission to do so. Notary Public is registered under the Data Protection Act. This information is not disclosed any other parties.

I have read, understood and agree to the above terms and conditions

Signature of applicant

Complaints procedure - If you have complaints about our work please do not hesitate to contact us, and if the matter cannot be immediately resolved we will refer your complaint to the Notaries Society who have a Complaints Procedure which is approved by the Faculty Office. Alternatively, you can complain directly to the Notaries Society. Please write (but do not enclose any original documents) with full details of your complaint to Christopher Vaughan, Secretary of the Notaries Society, Old Church Chambers, 23 Sandhill Road, St James, Northampton NN5 5LH, [secretary@thenotariessociety.org.uk](mailto:secretary@thenotariessociety.org.uk)). 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 of making the complaint to us, make your complaint direct to the Legal Ombudsman if the matter has not been resolved to your satisfaction: Legal Ombudsman, Baskerville House, Centenary Square, Broad Street, Birmingham B1 2ND / 0300 555 0333 / [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk) / [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk))

# MARTY BURN, Notary Public Oxford

7200 The Quorum, Oxford Business Park North, Oxford OX4 2JZ

Telephone: 01865 487136

Direct Dial: 01865 487352

Facsimile: 01865 481482

E-mail: martyburn@oxemplaw.co.uk

## Special instructions

This section only applies if your document(s) need to be legalised. We can arrange legalisation for you if you wish.

<b>Notary Fees</b>	£		
Legalisation Service:	<input type="checkbox"/>	4 to 6 working days	
	<input type="checkbox"/>	24 hours	
Foreign Office Fees	<input type="checkbox"/>	4 to 6 working days	£30.00 per document
	<input type="checkbox"/>	24 hours	£75.00 per document
Embassy legalisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Embassy/ Consular Fees	£		
Document return arrangements		<input type="checkbox"/> Client to collect	
Forward via		<input type="checkbox"/> Royal mail	<input type="checkbox"/> Courier
Forward to		<input type="checkbox"/> address as over	<input type="checkbox"/> address as below
I accept that if I require the notary to forward any documents after completion then this will be at my risk.			
Courier fees			

**Total Fees** £

Any further instructions?

*For Official Use:*

Payment method	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Invoice
Identification	<input type="checkbox"/> Personal	<input type="checkbox"/> Company	
Type of document			
Country required for			

**Payment:** We accept payment by cheque or cash (cheque made payable to **Marty Burn**). Please note that documents cannot be released until payment is made. Our bank details are as follows if you wish to pay online.

Barclays Bank-Oxford City Centre Branch

M. J. H. Burn Notary Public Account: Account number 50024813

Sort code 20-65-20

**BAN GB62 BARC 2065 2050 0248 13**

**SWIFTBIC BARCGB22**