

1. *Occasionally I may not be able to see you within the timeframe you require, or I may decide that I am not able to act for you in which case I will advise you that that is the case and will provide you with the necessary information to locate an alternative notary.*
2. *Signatures: The Notary should normally witness your signature. Please do not sign the document in advance of your appointment with me.*
3. *Papers to be sent to me in advance: It will save time, expense and mistakes if, as long before the appointment as possible, you can let me have the originals or photocopies of:*
  - *The documents to be notarised;*
  - *Any letter or other form of instruction which you have received about what has to be done with the documents;*
  - *Your evidence of identification.*
  - *Identification: I will need you to produce by way of formal identification the original of (in preferred order):*
    - *Your current passport (or, if not available);*
    - *A current new driving licence (with photo) or national identity card*
    - *If neither of the above are available, at least two of the following*
    - *A current government or police issue certificate bearing a photo or other formal means of identification;*
    - *A utility bill, credit card or bank statement showing your current address which should not be more than 3 months old or council tax bill;*

*You must also bring any other means of ID which may be referred to in the papers sent to you as being required such as a foreign Identity Card. I may also ask to see further evidence of identity such as marriage certificates etc and will advise you of this if necessary.*

5. *Proof of names: In a case where the name on the document is different from the name you are currently using, or there has been a variation in the form of spelling of the name over the years, please provide me as appropriate with Certificates of Birth, Marriage or Divorce Decree or Change of Name Deed showing all the different names that you use. If there has been a change of name, then I will need to see a copy of the Deed Poll or Statutory Declaration which dealt with it.*
6. *Advice on the document: If you bring a document to me for authorisation as a Notary, I will advise you as to the formalities required for completing it. However, I will not be attempting to advise you about the transaction itself.*
7. *Written Translations: It is essential that you understand what you are signing.*
  - *If the document is in a foreign language which you do not understand sufficiently, I may have to insist that a translation be obtained. If I arrange for a translation, a further fee will be payable and I will provide you with details of this.*
  - *If you arrange for a professional translation, the translator should add his/her name, address, relevant qualification, and a certificate stating: "Document X is a true and complete translation of document Y, to which this translation is attached."*

8. *Oral Interpreter: If you and I cannot understand each other because of a language difficulty, we may have to make arrangements for a competent interpreter to be available at our interview and this may involve a further fee.*

9. *Companies, Partnerships etc: If a document is to be signed by you on behalf of a company, a partnership, a charity, club or other incorporated body, there are further requirements on which I may have to insist. Please be prepared for these and telephone with any point of difficulty before attending on the appointment.*

*In each case:*

- *Evidence of identity of the authorised signatory (as listed above).*
- *A copy of the current letterhead (showing the registered office if it is a company).*
- *A Letter of Authority, Minute, Resolution or Power of Attorney, authorising you to sign the document.*

*Additionally, companies: Certificate of Incorporation and of any Change of Name, a copy of the Memorandum and Articles of Association, Details of Directors and Secretaries. In all instances I will be carrying out various company searches, which may have an effect on the level of fees charged.*

*Additionally, partnerships, clubs, etc: A Partnership Agreement; or relevant Trust Deed; or Charter; or Constitution/Rules.*

Please feel free to contact me if you have any queries.

Regards

Amelia LEUNG

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Tel: +44 333 5777 168

Email: [notary@leung-law.uk](mailto:notary@leung-law.uk)

We use **YOTI** - a quicker, easier and safer way to preform your identity check.

Yoti is an identity checking system that allows us to verify your identity, online and in person. It uses bank level data encryption to ensure all of your personal details are stored securely. Details are also encrypted when they are connecting with us.

**Use your mobile phone (better with NFC enabled) to create your YOTI digital identity**

- Download the FREE Yoti app - Visit YOTI on [yoti.com](https://yoti.com);
- Add an mobile number, email address and a 5 digit PIN to create your account ;
- Take a quick 3D scan of your face;
- Scan your identity document [https://youtu.be/mI\\_H8JfT2aU](https://youtu.be/mI_H8JfT2aU);
- You will be approved in minutes and YOTI digital ID is ready now to prove who you are;
- To submit your personal details to us follow the link: [Leung-Notary IDV](#)
  1. From laptop or desktop – scan the QR code using your Yoti app to open Yoti Hub;
  2. From smartphone – click the link open Yoti Hub with your Yoti app.
  3. Send Details to: Leung-Notary ID verification