



Below you will find a list of the documents you will need to bring to your appointment. If you should have any queries or questions, please do not hesitate to contact me.

#### What You Will Need

1. The documents you require to be notarised
2. If the document is in a foreign language please note I will also require a translation of it into English.
3. Any covering letter or email from the foreign lawyer explaining what needs to be done
4. Proof of identity

#### Proof of Identity

##### If you are an individual:-

1. Your current and original passport
2. Proof of your current address which can be your UK driving licence; utility bill dated within three months of our appointment (not a mobile phone bill) or a bank statement or other official paperwork with your address on it. If you have a photo card driving licence, please bring the card and the paper counterpart.

##### If you represent a company:-

All documents required for an individual AND IN ADDITION:-

1. authority to represent the company by way of Company Minutes or Company Resolution
2. a copy of the Memorandum and Articles of Association may be required
3. I will undertake an online search at Companies House just prior to our meeting and obtain and up-to-date company search and a current list of directors/secretary

##### If you represent a company incorporated outside the UK:-

All documents required for an individual AND company as set out above AND IN ADDITION:-

1. evidence that the company is properly constituted in the country of constitution. This evidence can usually be supplied by the company's accountant or legal representative.
- If you have any questions or queries, please do not hesitate to contact me:

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