



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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