

Notes on Legalisation Order Form

The Legalisation Service Order form is a fillable pdf document created to make the process of ordering easier. In particular there is some programming in Javascript behind the scenes designed to assist in the calculation of fees.

Please call us on 0845 888 0011 or write to us at legalisation@notariesoflondon.com if you wish to have the fees for our Legalisation service, making clear if you are acting privately, representing your company or are a Notary Public / Patent Attorney.

If you are a Notary Public, please ensure you complete and print an Order Form for each client separately.

Client Information

'Your Name' – this should be the name of the person who is also signing to accept the Terms & Conditions at the end of the form. Please ensure that you are authorised to represent the firm.

'Company / Firm Name' – Enter the name of the legal entity you are representing. If you are a Limited Company, please enter your company/partnership number.

'Address' – there are 3 lines for you to utilise in order to complete your address.

'Email'- it is important if you wish to be kept updated about the progress of your legalisation that you complete this. You will receive an automated update at the time we receive your documentation and at the time we dispatch only.

'Your Reference'- If you have one. This will appear on your update emails (see Email above).

Job Details

There are 3 types of service you can use:

1. Obtain Apostille Only
2. Obtain Consular Legalisation Only
3. Obtain Apostille & Consular Legalisation

Obtain Apostille Only

Complete the row by stating the 'No. of documents', 'Apostille Type' (Standard – £28 or Premium - £69) and our 'Soni & Co Fee (exc. VAT)'.

The pdf will automatically add on the appropriate Apostille fee depending on the type chosen.

Obtain Consular Legalisation Only

Up to 3 sets of documents for 3 different countries (Country 1, Country 2, etc.) can be included in these 3 rows.

For each set of documents, state the 'No. of Documents'.

Select from the drop-down box in the column 'Country', the country for which Consular Legalisation is required.

State the Total Consular fee for all of your documents to be legalised at this Consulate. If you are unsure please contact us regarding this (legalisation@notariesoflondon.com).

State the Soni & Co Fee excluding VAT in the appropriate box. VAT will be included automatically at the current rate of 15% later (see below, under 'Calculate').

Obtain Apostille and Consular Legalisation

Up to 3 sets of documents for 3 different countries (Country 1, Country 2, etc.) can be included in these 3 rows. Each of these documents require Apostille and this is assumed in the calculation as above by choosing the appropriate 'Apostille Type'.

Please insert the appropriate values into 'No of Documents', 'Apostille Type', 'Country' (from the drop-down list), 'Total Consular Fee' and 'Soni & Co Fee (exc. VAT)'.

VAT will be included automatically at the current rate of 15% later (see below, under 'Calculate').

Forwarding Details

Select from the drop down box by what recordable means you would like your documents to be returned from:

1. Recorded (Signed For) delivery
2. DX Tracked (for those who have DX boxes)
3. Special Delivery
4. Courier (National / International)

Insert the appropriate 'Forwarding fee' (contact us on legalisation@notariesoflondon.com or 0845 888 0011 if you require information about fees). VAT will be added automatically later (see below, under 'Calculate').

Next to *Delivery Details* please enter the destination of the documentation as either, 'Return to me' (assuming your address given above) or alternatively 'Forward to 3rd Party'. If you wish for your documents to be forwarded to a 3rd party, please enter the address.

Calculate

Once you have completed the Order request information, press the <Calculate> button.

The code behind the document will go through the relevant cells, add the VAT, add the appropriate FCO Apostille fees, Consular fees and Forwarding fees to produce the Total Cost of Order.

Payment Details

Please choose how you wish to make payment from:

1. Enclosing a cheque
2. Credit / Debit card payment (please call 0845 888 0011 or 020 7856 9099 to provide your card details)
3. Bank Transfer (please contact us for this information on legalisation@notariesoflondon.com or 0845 888 0011)
4. 30 day credit terms. Please note that this service is only available to businesses, including sole traders, but is subject to satisfactory credit checks.

Terms & Conditions

If you do not have the Terms & Conditions they are available on our website to download. All work performed is subject to explicit confirmation of our Terms and instructions will not be processed without an authorised signature on this document.

General

This form was developed by Manish Kumar Soni, Director SCN Limited, Notary Public. If you have any questions about the service in general or have issues using the form please contact mks@notariesoflondon.com.

Please note that you are advised to have the latest version of Adobe Reader. This can be downloaded from <http://get.adobe.com/uk/reader/>.