CompanyNotary
MOBILE NOTARY SERVICE

DOCUMENTS FOR NOTARY OR LEGALISATION – CLIENT INSTRUCTIONS

(for Internal Client use – once completed, please send (+ email of documents) to your notary at CNL)

1. **CLIENT REQUESTOR** (Client business name and the person needing the notary + email)	
2. **Your internal Admin liaison for notary/legalisation?** (Name and email if different from requestor)	
3. **HOW MANY DOCUMENTS AND WHAT ARE THEY** (e.g. 3 - board resolution, power of attorney and transfer deed)	
4. **WHO IS IT BEING SIGNED FOR** (i.e. Company name appearing on the document) (if applicable):	
5. **WHO IS SIGNING** (Full name and role)	
6. **WHICH COUNTRY ARE THE DOCUMENT(S) FOR?**	
7. **DO YOU HAVE SIGNATORY ID (photo and address) AND AUTHORITY TO SIGN SORTED?** (Ideally please email copies over to notary, with original ID's for inspection at the appointment)	
8. **CLIENT INTERNAL GOVERNANCE / APPROVALS OBTAINED**	
9. **DO THEY REQUIRE LEGALISATION, ATTESTATION, NOTARISATION (SELECT WHICH ONE APPLIES)** (TIP: Go to www.companynotary.com and use our 'Free Legalisation Wizard to check requirements, or call us)	SIGN ONLY SIGN + NOTARY SIGN + NOTARY + FCO APOSTILLE SIGN + NOTARY + FCO CERTIFICATION + EMBASSY
10. **WHERE TO SEND THE DOCUMENTS ONCE COMPLETED** (We will need name, address, email and contact number)	
11. **DUE IN THE COUNTRY BY:**	

notary@companynotary.com

+44 (0)1932 910225 (Office)

www.companynotary.com / www.familyofficenotary.com

Company Notary Limited (UK CRN 10403985).
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Regulated by the Faculty Office of the Archbishop of Canterbury, England

Surrey
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Sussex
Hampshire
Berkshire
Bucks &
Kent