



# - HLR Notary -

Notary Public and Commissioner for Oaths

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## Fees

- a. Wherever possible, we will give you confirmation by email, text or telephone prior to the appointment of our fees and the applicable expenses/disbursements. We endeavour to provide a fixed fee for clients wherever possible. If this is not possible, we will provide an estimate of fees, disbursements and expenses to offer clients some certainty.
- b. Notarial practice guidelines state fees should be fair and reasonable. In assessing this, the Notary may have regard to all of the wider circumstances. As such HLR Notary fees may also include an additional element reflecting other factors including time spent, value, importance, flexibility, urgency, speed and complexity.
- c. Our hourly rate for work carried out is **£220 per hour**.
- d. Unless otherwise agreed, charges are as follows:
  - a minimum appointment charge of **£115**, assuming no more than one document is being dealt with;
  - additional documents: **£45** per document;
  - additional signatories: **£45** per signatory;
  - Land Registry ID1 Forms: **£150** to include the post-execution telephone conversation between the Notary and HM Land Registry;
  - Home visits: an additional **£90**.
- e. The charges include preparation, attendance and post appointment activities such as completion of the Notarial Register.
- f. Disbursements (eg. postage / legalisation costs) are charged on top of our fees.
- g. HLR Notary is the trading name of HLR Notary Limited CRN: 14431310 which is not VAT registered.
- h. If the coordination of **Legalisation** is required then the following additional charges apply:
  - **Apostille:**
    - Apostille arrangement fee: **£65**
    - FCDO Apostille Fee: **£30 (standard) / £75 (premium)**
    - Courier Costs (agent's plus returning the document to you): **varies**
  - \* *Standard service = 4-10 days / Premium service = 1-2 days*
  - **Consular / Embassy Legalisation:**
    - Fees and timescales vary depending on which consulate or embassy is being dealt with.