

# LEGAL NOTICE

## DOCU-HUB OPERATIONS SERVICES

### 1. LEGAL STATUS

DOCU-HUB OPERATIONS SERVICES is a Registered Sole Proprietorship operating in accordance with the laws of Jamaica. The Proprietor is Laura Clarke.

### 2. OPERATIONAL CAPACITY

Our mandate is strictly Administrative Compliance Facilitation and Digital Education. We do not engage in the practice of law, provide legal advice, or make representations to statutory bodies on the Client's behalf.

### 3. REGULATORY COMPLIANCE

- **Fiscal Registration:** Registered with the Tax Administration Jamaica (TAJ).
- **Data Controller:** Registered with the Office of the Information Commissioner (OIC) in compliance with the Data Protection Act (DPA).
- **Financial Protection:** Covered by **Professional Indemnity Insurance (PII)**.

### 4. OFFICIAL CONTACT

For all formal correspondence and legal inquiries:

- **Email:** [admin@dochubservices.com](mailto:admin@dochubservices.com)
- **Phone:** (876) 5612614
- **Address:** 361 Charlemont, Linstead, St. Catherine, Jamaica.