**LEGAL & REGULATORY INFORMATION**

**Regulatory information**

Sikorska Notary Ltd is a private limited company registered at the Companies House of England and Wales with number XXXXXXX and with registered office at XXXXXXXXXXXXXXXXXXX.

Sikorska Notary Ltd supplies notarial services to individuals throughout England and Wales.

Sikorska Notary Ltd is regulated pursuant to the Legal Services Act 2007 by the Master of the Faculties through the Faculty Office of the Archbishop of Canterbury:

The Faculty Office 1, The Sanctuary  
Westminster, London SW1P 3JT

Telephone: 020 7222 5381  
Email: [faculty.office@1thesanctuary.com](mailto:faculty.office@1thesanctuary.com)   
Website: [www.facultyoffice.org.uk](https://www.facultyoffice.org.uk/)

**Redress Information**

Sikorska Notary maintains professional indemnity liability cover, which is at least the minimum level of cover specified by the Master of the Faculties (presently £1 million). Sikorska Notary’s professional indemnity insurance is underwritten by XXXXXXX.

Further information on Sikorska Notary’s insurance cover may be obtained by sending e-mail to [info@sikorskanotary.co.uk](mailto:info@sikorskanotary.co.uk).

**Complaint Procedure Information**

Sikorska Notary aims to provide all clients with efficient and high standard of services. However, in the unlikely event that you should wish to complain, please get in touch with us immediately so that we can do our best to resolve the problem for you.

1. If you are dissatisfied about the service you have received please do not hesitate to contact us directly to discuss any concerns and we will do our best to resolve any issues at this stage. Our telephone number is +44 XXXXXXX and email address is [ps@sikorskanotary.co.uk](mailto:ps@sikorskanotary.co.uk).
2. If we are unable to resolve the matter you may then complain to the Notaries Society of which we are a members, and who have a complaints procedure approved by the Faculty Office. This procedure is free to use and is designed to provide a quick resolution to any dispute. In that case please write (but do not enclose any original documents) with full details of your complaint to:

Christopher Vaughan

Secretary of The Notaries Society

PO Box 7655

Milton Keynes

MK11 9NR

telephone 01908 803527

Email: [secretary@thenotariessociety.org.uk](mailto:secretary@thenotariessociety.org.uk).

1. Finally, even if you have your complaint considered under the Notaries Society’s Complaints Procedure, you may at the end of that procedure or after a period of eight weeks from the date you first notified us that you were dissatisfied, make your complaint to the Legal Ombudsman if you are not happy with the result.

The Legal Ombudsman’s contact details are:

Legal Ombudsman

PO Box 6806

Wolverhampton

WV1 9WJ

Tel: 0300 555 0333

email: [enquiries@legalombudsman.org.uk](mailto:enquiries@legalombudsman.org.uk)

website: [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk)

If you decide to make a complaint to the Legal Ombudsman, you must refer your matter to the Legal Ombudsman within six months from the conclusion of the complaint process.