



### Coronavirus Measures

1. We are determined to continue to assist our clients and, subject to government and health authority guidance, we are able to continue to provide notarial services at our discretion where it is possible to adapt some of our usual working practises and procedures.
2. The majority of notarial work, though not all, requires a face to face meeting, either for the purposes of formal identification or witnessing of signatures or both. Whilst electronic signatures are valid under English law, in the case of cross-border documentation there exists a wide discrepancy in the formalities for the acceptance or otherwise of documents so executed. There are circumstances in which remote (via 'video link') or electronic signatures are not able to be or should not be used and English law does not currently permit us to take or administer oaths and statutory declarations or witness deeds unless we are in the physical presence of our client. Ultimately, it is the recipient jurisdiction which has the final say as to whether or not your documents will be acceptable. We can work with you to find solutions and options so as to deal remotely and/or address logistical issues where your staff/colleagues are working from home.
3. Where a face to face, physical meeting is **essential**, we will try our best to make arrangements to meet with you pursuant to the following guidelines:  
<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>
4. For the safety of our staff and other clients, we are not able to offer a face-to-face appointment in any circumstances if you have any of the symptoms as set out on the NHS Coronavirus website advice page: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> (e.g. a high temperature or a new, continuous cough).
5. All of Spinks Notary confirm that they are and will remain compliant with the **Guidance for British people travelling overseas during the coronavirus (COVID-**

### *Spinks Notary*

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- 19) **pandemic at:** <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>, they do not have COVID-19 symptoms and, to their knowledge, they have not been in contact with anyone who is currently self-isolating or who has tested positive or is awaiting test results for COVID-19; furthermore, they commit to informing Fiona Spinks immediately of any change to this.
6. Spinks Notary requires all clients/visitors to the office to confirm ahead of any physical meeting that they are at that point compliant with the **Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic**, they do not have COVID-19 symptoms and, to their knowledge, they have not been in contact with anyone who is currently self-isolating or who has tested positive or is awaiting test results for COVID-19.
  7. As a means of reducing risks of infection, we are working from home as often as possible. Therefore, the most effective means of communication with us is via email. Please be patient and we will reply as soon as possible.
  8. As our lawyer and administration team are parents and it may become necessary to work adjusted hours if further 'lockdowns' are imposed on schooling.

We will keep you updated as matters progress. Thank you for your co-operation. Stay safe and keep well.

Best wishes,

**Fiona Spinks**  
NOTARY PUBLIC & SOLICITOR

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