

Notary Appointments

Identification

Please bring two forms of government issued photo identification with you to your appointment. Ideally, this should be a current passport and a current driver's licence.

Translation

Any documents that need to be notarised must be in English. If not in English, you should have a copy translated into English, ideally by an accredited translator, before proceeding with the appointment.

Copies

We will take electronic copies of all documentation that is notarised as well as your forms of identification. This is to ensure that we have a reference if we are contacted by a party seeking to verify that we notarised the documents. Please refer to the attached Privacy Statement.

Fees

Our fees for this service are as follows: up to five documents is \$220 (each document can be up to two pages or up to ten pages in total). If there are more than five documents (of no more than two pages each), you will be charged an extra \$11 per document. If there are more than five documents or the documents in total are more than ten pages then please contact us for a fee quote.

For the booking of the notary appointment to be confirmed, we request payment at the time of booking. If you have booked over the phone, we need you to provide us with credit card details for payment to be processed prior to the appointment.

For all our appointments, we scan copies of the notarised documents and the photo identification for each client. This is to ensure that we have records of all the work completed by the notary public. Please see attached privacy statement.

Apostille

From time to time, some countries require documents to be apostilled, which is essentially the Australian Government verifying the notary public.

Please note, to get a document apostilled, it must be notarised first. This generally means ALL the pages within the document.

The Department of Foreign Affairs and Trade provides the apostille service and you will need to book an appointment with them separately. They are located in the same building as our head office at 22 Mitchell Street, Darwin.

If you have any further queries, please do not hesitate to contact us.

Please contact Ward Keller to book an appointment.

Phone: (08) 8946 2999

Email: wardkeller@wardkeller.com.au

PRIVACY STATEMENT

In order to handle the conduct of your matter properly, we may need to collect personal information about you. Where the client is an organisation, the word "you" in this statement includes the individual personnel of the organisation. The type of information we may collect, and the specific purpose for which any particular information is collected, will vary widely depending on the nature and requirements of your matter. Generally the main consequences of a failure to provide information which we request will be that our ability to conduct your matter effectively will be adversely affected.

We may collect personal information directly from you, or from other sources, such as public records, other solicitors, other parties involved in your matter, witnesses etc.

You are entitled to access to personal information about you which we may hold, in accordance with Australian Privacy Principle No. 12. If you have any queries about personal information we may collect (including the nature of the information collected, the specific purpose for which the information is collected and the organisations to which your personal information may be disclosed), or wish to obtain access to that information, please contact the solicitor handling your matter, or the Managing Partner at the address specified below.

We may disclose personal information about you to third parties, to the extent necessary for the proper conduct of your matter, and within the bounds of our duty of confidentiality arising out of the solicitor-client relationship between us.

The types of other organisations we may disclose information to in this context may include:

- the other party or parties involved in your matter, and/or their legal representatives
- other legal practitioners involved on your behalf, such as barristers
- courts and other tribunals
- other organisations and individuals to the extent necessary for the proper conduct of your matter

We may also disclose personal information to debt collectors or other third parties engaged to assist us in recovering monies you may owe to us, to the extent necessary for that purpose.

Where we need to collect and/or disclose sensitive information (as defined in the Privacy Act 1988) this will occur in accordance with Australian Privacy Principle No. 3.

If you have any queries about our collection and use of personal information about you please contact the solicitor handling your matter, or the Managing Partner, Ward Keller, GPO Box 330, Darwin NT 0801 Telephone (08) 8946 2999 Fax (08) 8981 1253 email wardkellerwardkeller.com.au. You can ask for a copy of our Privacy Policy, or access our Privacy Policy on our website at www.wardkeller.com.au.

For more information about privacy you can contact the Federal Privacy Commissioner's office or visit the Privacy Commissioner's website at www.privacy.gov.au