

4th Floor, Haines House
21 John Street
London WC1N 2BP

Telephone
0845 519 2101

Fax
0845 519 2103

Email
info@london-registrars.co.uk

Web
www.london-registrars.co.uk

Process Agency Service



London Registrars plc provides a comprehensive commercial agency service and can

- act as process agent for court actions
- receive documents in connection with arbitration proceedings
- receive notices under contracts where an independent party is needed
- act as agent for overseas companies with a branch in Great Britain.

We can act on behalf of more than one party to a document.

We operate from our Central London office. The London Registrars' team are committed to deliver an efficient and cost effective service.

Terms & conditions as well as fees applicable to our process agency service are included in this brochure.

If you wish to proceed with our process agency service, please complete this application form and email, fax or post it to us. On receipt we will confirm the price, issue an invoice and give you payment details. We will issue our counter-signed agreement on the same day as we receive payment.

Should you have any questions regarding our process agency service, please contact Renee Trusch on **0845 519 2101** (or from abroad, on **0044 20 7831 3312**).

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Appointment as Process Agent

Please complete the information requested below and sign where indicated. This appointment will be complete only when it has been signed on behalf of London Registrars plc.

Name (*the Appointor*)

Address

EC VAT Registration No.

Email address

Fax number

Name of the person who is to receive notices

Telephone number and address of the person who is to receive notices

The Appointor hereby appoint London Registrars plc as its process agent for the service of proceedings issued out of the Courts of England in respect of the documents set out in the Schedule and subject to the Terms and Conditions.

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The Schedule

The Agreements that require process agent cover

Name of the Agreement(s)

Parties to the Agreement

Appointor - Name only

For the other party/parties to the Agreement(s) please give the full name and address, a contact person and an email address

(Please continue on a separate sheet if necessary)

Date on which the appointment is to start

Date on which the appointment is to end

Signed

Date

Duly authorised for and on behalf of the Appointor

Signed

Date

Duly authorised for and on behalf of London Registrars plc

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Terms & conditions

1. Definitions

1.1 'We' or 'us' means London Registrars plc.

1.2 'You' means the Appointor.

2. This agreement is conditional upon receipt of the agreed fees set out in our invoice for this service and accordingly, our appointment shall not become effective until we have received payment of our fees in full.

3. We will accept on behalf of the Appointor service of process in respect of the documents listed in the Schedule in any proceedings in England. Such service shall be deemed completed by delivery on us.

4. We will notify you by email or fax of such service as soon as reasonably practicable and invite you to specify the mode of delivery for service of all documents served by us. You will be responsible for the costs incurred in forwarding documents to you which must be paid in advance.

5. You are responsible for making sure that we have your up to date contact details.

6. Our appointment shall cease on the date set out in the appointment letter unless a further period has been agreed and our invoice for such further period has been paid.

7. You agree to pay any expenses incurred or to be incurred by us in connection with carrying out our obligations under this agreement. If you fail to pay our invoice in respect of those said expenses within 30 days we shall be entitled to terminate this agreement forthwith by written notice without prejudice to any claims we may have for fees and expenses incurred under this agreement.

8. You will have no claim against us for any failure to perform our duties under this agreement unless such failure is due to our negligence or wilful default and you hereby agree to indemnify us against all liabilities, claims, costs and expenses arising in any way out of our appointment unless such claim arises from our negligence or wilful default.

9. This agreement shall be construed in accordance with English Law and is the entire agreement between you and us. No provision in any document set out in the Schedule shall override any of these Terms and Conditions.

Scale of fees as of 1st September 2011 – per appointor for one agreement.

Duration of appointment	Per agreement covered	Duration of appointment	Per agreement covered
Up to 1 year	£159	Up to 6 years	£609
Up to 2 years	£249	Up to 7 years	£700
Up to 3 years	£339	Up to 8 years	£805
Up to 4 years	£429	Up to 9 years	£926
Up to 5 years	£519	Up to 10 years	£1,065

If more than one agreement is involved in one process agency deal, please contact us for a quote.