

Suite A  
6 Honduras Street  
London EC1Y 0TH

Telephone  
+44 (0)20 7608 0011

Email  
admin@london-registrars.co.uk

Web  
www.london-registrars.co.uk

## Process Agency Service

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London Registrars Ltd 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 without 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 it to admin@london-registrars.co.uk. 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 us on **+44 (0)20 7608 0011**.

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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 Ltd.

Name (*'the Appointor'*)

Address

Name of the contact person

Email address

Telephone / Fax number

Name of the Agreement(s)

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

*The Appointor hereby appoints London Registrars Ltd 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.*

Signed

Duly authorised for and on behalf of the Appointor

Duly authorised for and on behalf of London Registrars Ltd

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## Terms & conditions

### 1. Definitions

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

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

Duration of appointment	Per agreement covered	Duration of appointment	Per agreement covered
Up to 1 year	£179	Up to 6 years	£655
Up to 2 years	£275	Up to 7 years	£750
Up to 3 years	£370	Up to 8 years	£865
Up to 4 years	£465	Up to 9 years	£990
Up to 5 years	£560	Up to 10 years	£1,135

All payments (plus VAT if applicable) must be received by us net of any bank charges due at either end and any local withholding taxes if applied.

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## **Privacy notice**

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