

Notaries Now: Keeping up to Date, Legalisation Special

Overview of the Day

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| Arrive at venue: | Trafalgar Room. The Civil Service Club. 13–15 Great Scotland Yard, London SW1A 2HJ. |
| 9.45 am | Introduction and program overview |
| 12.50* pm | A light lunch will be served. |
| 1.40* pm | We set off to walk from our seminar venue to The Foreign Office's flagship HQ . This is an eight-minute walk along flat roads. |
| 2 pm | We meet our guide, Graham Holland. Graham worked at the FCDO for many years thus is hugely knowledgeable as well as being infectiously enthusiastic. |
| 3.30* pm | Optional gathering at The Red Lion public house just across the road in Parliament Street. |

*(approx..)

Learning Objectives.

For notaries to be aware of new regulations and methods of working; including how to use the new, online electronic legalisation of documents system.

Continuous Professional Education Topics.

- Notaries Now: What's New.
- E-Legalisation: everything you need to know – the theory, the practise, and the pitfalls.
- Expert Speakers:
 - Live and online, Daniel Smith (Change Manager FCDO) provides an update one-year on, Q&A.
 - Live in person: a leading London notary's legalisation manager tells us how to present documents for Embassy verification.
- Different types of electronic signatures, how to acquire one and how to use it.
- Notaries Now: Keeping up to Date
 - Taking Instructions, a chat about notarial inspections, compliant and efficient record keeping
 - AML fraud and how notaries can get sucked into money laundering scams.