



## SIGNATORY CHECKLIST QUESTIONNAIRE

**\*\*\*Please complete and return along with all relevant documents to [v-sign@360businesslaw.com](mailto:v-sign@360businesslaw.com)\*\*\***

Please complete the applicable questions for all sections. If any questions do not appear relevant, please answer “Not applicable” or leave blank if unsure of the answer.

### PLEASE NOTE THE FOLLOWING:

#### 1. REFERRER/INSTRUCTING FIRM REF

- Reference: MVL-  
(this is provided by firm preparing documents)

#### 2. SPECIFIC WORDING IN DOCUMENTS WITH DECLARATION

Please can you ensure that similar wording to the below is stated at the appropriate place to ensure acknowledgement of administering of oaths are done by way of video conference:

A) For the relevant signatory section add:

*“I am making this statutory declaration by way of video conference with the person authorised to administer the oath.”*

B) Where stated “declared at” or place of inserting signatory address add:

*“by way of electronic signature, video conference and digital execution”*

#### 3. IDENTITY DOCUMENTS

- One of the following types of documents in the respective section **must be provided before any V-Sign session and must be with the signatory/ies at the time of the V-Sign session** in order to verify the individual.
- **Failure to have the same documents provided present at the time of the session will result in postponing the session, which will incur another V-Sign session charge as per the charge rate table:**

A) Proof of Identity - One of the following Photo identifications:

- Passport
- Photocard Driving License
- National Identity card

B) Proof of address - One of the following that show both name and address:

- Utility bill (gas, electric, television, landline phone bill) issued within the last three months
- Local authority council tax bill for the current council tax year
- Current UK driving licence (but only if not used for Proof of Identity)
- Bank, Building Society or Credit Union statement or passbook dated within the last three months
- Original mortgage statement from a recognised lender issued for the last full year



- Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
- Council or housing association rent card or tenancy agreement for the current year
- Benefit book or original notification letter from Benefits Agency (but only if not used for Proof of Identity)
- HMRC self-assessment letters or tax demand dated within the current financial year
- Electoral Register entry
- NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

#### 4. **SCOPE & FEE**

- Minimum Initial Fee for the following:

Initial Fee Description	Description of Scope	Initial Fee
V-Sign Fees	1 x V-Sign Session for 1 x Signatory	£95
Witnessing Fees	1 x Witnessing Statutory Declaration Document for 1 x Signatory	£5
<i>Net Fee</i>		<b>£100</b>
VAT		£20
<b>TOTAL INITIAL FEE</b>		<b>£120</b>

- Charging Rate Table (additional charges for the applicable requirements not covered within the scope of the Initial Fee):

SERVICES DESCRIPTION	RATE	CHARGING METRIC
<b>V-Sign Fee</b> - Virtual Signature / Witnessing / Execution Service	£95	per signatory/ per session
<b>Witnessing Fee</b> - Document	£5	per signatory / per document
<b>Witnessing Fee</b> - Exhibits/Schedule	£2	per document
<b>Certification Fee</b> - Document	£10	per document
<b>Certification Fee</b> - Additional pages to a Document	£10	per additional page

#### 5. **INVOICE AND BANKING DETAILS**

- **PAYMENT DUE DATE:** Immediately upon making and subscribing such declaration during the V-Sign Session.
- **METHOD OF PAYMENT:** Bank Transfer (BACS)
- **PAYMENT REFERENCE:** MVL-
- **BANK DETAILS:**
  - Account name:* 360 Business & Private Client Law Limited
  - Account number:* 13920275
  - Sort code:* 20-13-45



## Section 1 - Fees, Payment & Invoicing Details

1. Fees, Payment & Invoicing Details	Answers
<p><b>1.1.</b> Will signatory/ies be making the necessary payment directly? <i>If "No" please go to Question 1.3.</i></p>	<p><i>(Select)</i></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> TBC</p>
<p><b>1.2.</b> If signatory/ies <u>is/are making payment directly</u>, what are the relevant company and contact address to whom invoices sent to and payment should be requested from?</p>	<p>_____</p> <p>Company Name</p> <p>_____</p> <p>Contact Name</p> <p>_____</p> <p>Email</p> <p>_____</p> <p>Telephone Number</p> <p>_____</p> <p>_____</p> <p>Postal Address</p>
<p><b>1.3.</b> If signatory/ies <u>is/are not making payment directly</u>, what are the relevant company/individual and contact address to whom invoices sent to and payment should be requested from?</p>	<p>_____</p> <p>Individual or Company Name</p> <p>_____</p> <p>(If Company) Individual Contact Name</p> <p>_____</p> <p>Email</p> <p>_____</p> <p>Telephone Number</p> <p>_____</p> <p>_____</p> <p>Postal Address</p>

## Section 2 - Session Details and Requirements

2. Session Details and Requirements	Answers
<p><b>2.1.</b> What weekday session time is suitable for you to attend? <i>If <b>no</b> urgent requirement, please go to Question 2.2.</i></p> <p><i>If you do need an <b>urgent</b> appointment outside of these times, please select "Urgent Requirement" and skip to Question 2.3.</i></p>	<p><i>(Select as appropriate)</i></p> <p>Date: _____</p> <p>Time Slot:</p> <p><input type="checkbox"/> 12:30</p> <p><input type="checkbox"/> 14:00</p> <p><input type="checkbox"/> 18:00</p> <p><input type="checkbox"/> URGENT TIME</p>
<p><b>2.2.</b> Are there any days/times to avoid when scheduling a session?</p>	<p><i>(Please state)</i></p>
<p><b>2.3.</b> If it is an <b>URGENT</b> appointment, what day/time do you require the session ideally?</p>	<p><i>(If applicable, provide details)</i></p>
<p><b>2.4.</b> Will you require documents and/or exhibits/schedules to be witnessed? <i>If "Yes" please ensure you complete Section 3.</i> <i>If "No" please leave Section 3 blank and skip to Section 4.</i></p>	<p><i>(Select)</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> TBC</p> <p><input type="checkbox"/> N/A</p>
<p><b>2.5.</b> Will you require any documents to be certified? <i>If "Yes" please ensure you complete Section 4.</i> <i>If "No" please leave Section 4 blank and skip to Section 5.</i></p>	<p><i>(Select)</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> TBC</p> <p><input type="checkbox"/> N/A</p>

### Section 3 – Witnessing Document Details

**IF STATED “NO” TO QUESTION 2.4 ABOVE,  
PLEASE LEAVE THIS SECTION BLANK AND MOVE TO SECTION 4.**

3. Witnessing – Document Details	Answers
<p><b>3.1.</b> What documents are required to be Witnessed? <i>If unknown at present, please indicate the likely documents along with “TBC”.</i></p> <p><i>If selected “Other type of Documents” please answer Question 3.2 <b>and</b> 3.3.</i></p> <p><i>If selected “Simple Contracts (laws of England and Wales)”, “Guarantees (not executed as a Deed)” and/or “Company Minutes and Resolutions” please answer Question 3.3.</i></p> <p><i>If <b>not</b> selected “Simple Contracts (laws of England and Wales)”, “Guarantees (not executed as a Deed)”, “Company Minutes and Resolutions” or “Other type of Documents” skip to Question 3.5.</i></p>	<p><i>(Hold “Ctrl” for multiple selections)</i></p> <p><input type="checkbox"/> Company Minutes/ Resolutions</p> <p><input type="checkbox"/> Contracts (England &amp; Wales)</p> <p><input type="checkbox"/> Declaration of Solvency</p> <p><input type="checkbox"/> Guarantees (not executed as a Deed)</p> <p><input type="checkbox"/> Notice of Appointment</p> <p><input type="checkbox"/> Other Types of Document(s)</p>
<p><b>3.2.</b> If you selected “Other Types of Documents”, what type of documents are these? <i>We require these details so we can confirm whether it is legally permitted to video witness signing of such types of documents.</i></p>	<p>(Please provide details)</p>
<p><b>3.3.</b> <i>If you selected any or all of the below documents, have you obtained independent legal advice for such document(s)?</i></p> <ul style="list-style-type: none"> <li>• “Simple Contracts (laws of England and Wales)”</li> <li>• “Guarantees (not executed as a Deed)”</li> <li>• “Company Minutes and Resolutions”</li> <li>• “Other Types of Documents”</li> </ul>	<p>(Select)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> TBC</p> <p><input type="checkbox"/> N/A</p>
<p><b>3.4.</b> How many Signatories to (i.e. individuals signing) the main document that are to be witnessed? <i>Please state the number individuals whose signature are to be witnessed.</i> <i>If this is not known, please state the likely number along with “TBC”</i></p>	<p><i>(Please state number)</i></p> <p>Number of Signatories</p> <p>= _____</p>
<p><b>3.5.</b> How many documents and exhibits/schedules (if any) are to be signed and witnessed? <i>Please state the number. If this is not known please state the likely number along with “TBC”.</i></p>	<p><i>(Please state number as applicable)</i></p> <p>Number of Documents to be signed</p> <p>= _____</p> <p>Number of Exhibits/ Schedules to be signed</p> <p>= _____</p>



## Section 4 – Certification Document Details

IF STATED “NO” TO QUESTION 2.5 ABOVE,  
PLEASE LEAVE THIS SECTION BLANK AND MOVE TO SECTION 5.

4. Certification – document details	Answers
<p><b>4.1.</b> How many documents do you require to be certified? <i>Please state the number. If this is not known, please state the likely number along with “TBC”.</i></p>	<p><i>(If applicable, please state number)</i></p> <p>Number of documents to be certified</p> <p>= _____</p>
<p><b>4.2.</b> What types documents are required to be certified? <i>We require these details so we can confirm whether it is legally permitted to video witness signing of such types documents.</i></p>	<p><i>(Please provide details)</i></p>
<p><b>4.3.</b> Is there a requirement for each page to be certified? <i>If “Yes” please answer Question 4.4. If “No” please skip to Section 5.</i></p>	<p><i>(Select)</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> TBC</p> <p><input type="checkbox"/> N/A</p>
<p><b>4.4.</b> If selected “Yes” to Question 4.3., how many pages for each document are required to be certified?</p>	<p><i>(If applicable, please state number)</i></p> <p>Number of pages to be certified</p> <p>= _____</p>

## Section 5 – Signatory Details & Instructing Party

5. Signatory Details	Answers
<p><b>5.1.</b> What is/are the full name(s) of the signatory/ies and contact details? <i>If more than 1 signatory, please use additional space or state on a separate sheet.</i></p>	<p><i>(Please provide details)</i></p> <hr/> <p>Signatory/ies Name</p> <hr/> <p>Email</p> <hr/> <p>Telephone Number</p> <hr/> <p>Postal Address</p>
<p><b>5.2.</b> What are the Proof of Identity and Proof of Address documents to be provided?</p>	<p><i>(Please provide details)</i></p>
<p><b>5.3.</b> What is the name of the signatory/ies company, registered number and address?</p>	<hr/> <p>Company Name</p> <hr/> <p>Registration Number</p> <hr/> <p>Email</p> <hr/> <p>Telephone Number</p> <hr/> <p>Registered Address</p>
<p><b>5.4.</b> Is/are signatory/ies client coming through another law firm or licensed Insolvency Practitioners? <i>If “Yes” please go to Question 5.5.</i></p>	<p><i>(Select)</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> TBC</p> <p><input type="checkbox"/> N/A</p>



<p><b>5.5.</b> If stated "Yes" to Question 5.4, what is the name of the firm you are the client of? <i>Please provide relevant contact details accordingly. If the instructing firm is completing this checklist, then please state your company name and engagement letter MVL reference at the top of page 1 of your letter.</i></p>	<hr/> <p>Company Name</p> <hr/> <p>MLV REF (STARTING WITH "MLV") <i>(If already signed engagement letter)</i></p> <hr/> <p>Contact Name</p> <hr/> <p>Email</p> <hr/> <p>Telephone Number</p> <hr/> <p>Postal Address</p>
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