

Process Agent (UK) Order Form & Fee Schedule



Please complete in **BLOCK CAPITALS** and return an executed copy to processagent@vistra.com

1. Appointor details:

Please provide details of the party to the legal document to whom the service is provided. For a company provide full company name; for an individual please underline surname.

Name (Mr/Mrs/Ms) / Organisation			
Address			
Town		Country/Region	
Postcode		Country	
Telephone		Fax	
Email			

2. Contact details (for the provision of the service)

Provide details of the person who we should contact if notices are received.
Please tick box relating to preferred method of contact.

Name			
Organisation name			
Address	<input type="checkbox"/>		
Town		Country/Region	
Postcode		Country	
Telephone	<input type="checkbox"/>	Fax	
Email	<input type="checkbox"/>		

If any contract details change whilst this process agent facility is active, please notify us immediately so that our records are correctly maintained at all times, quoting the contract reference number provided on the confirmation letter.

3. Invoicing Party

Please advise which party should be invoiced and provide a VAT number if available (UK / EU parties only)

NB – The invoicing Party will be the party to the contract with us and will therefore need to sign the order form in section 9.

The Appointor VAT number

Other (as indicated below)

Name (Mr/Mrs/Ms) / Organisation			
Address			
Town		Country/Region	
Postcode		Country	
Telephone		Fax	
Email			

Contract Reference (Vistra to complete)	
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4. Legal Documents (to which the appointment will relate):

Date/Proposed date	Description of legal document	Parties

Please provide the details requested above for any additional legal documents on a separate sheet and tick here (each additional legal document attracts a fee, please refer to our basis of charging section):

Please Note: For our irrevocable service, any additional agreements added at a later date, i.e. after the initial facility has been set up, will be charged as a new facility and a new order form will need to be submitted.

5. The type of service you require:

Annual service:

OR Fixed period service:

Provide date of termination:

6. Arbitration

(a) Arbitration in addition to Legal Proceedings services (an additional fee will apply to this facility, please see our basis of charging section)

(b) Arbitration only service (acceptance of arbitral proceedings under the Arbitration Act 1996)

(c) Arbitration service is not required

7. Production of confirmation letter

Please select the type of service you require:

Sameday Service

Standard Service

(Only available when order is received before 14:00 GMT. Additional fee applies - please see basis of charging.)

8. Basis of charging

We will charge our costs of administration where the application form has been completed and signed by the parties but you have terminated our appointment within 14 calendar days in accordance with clause 10.

Fee scale – Early termination:

£100 + VAT or 10% of our standard fee + VAT for the provision of the full annual or fixed period service (as the case may be), whichever is the greater.

Fee scale - Annual service:

£395 + VAT per annum for 1-3 Legal Documents. Additional legal documents, please refer to fee schedule below:

Contract Reference (Vistra to complete)	
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Fee scale - Fixed period service:

		Length of specified term					
		1 year	2 years	3 years	4 years	5 years	6 years
No. of documents	1 to 3	£395	£470	£545	£620	£695	£810
	4	£455	£530	£615	£700	£785	£910
	5	£505	£590	£685	£780	£875	£1010
	6	£555	£640	£755	£860	£965	
	7	£605	£695	£825	£940		
	8	£655	£760	£895			
	9	£705	£820	£965			
	10	£755	£880				
	Price on application						

For those fees not listed, including appointments for periods over 6 years or with more than 10 legal documents please contact **Vistra**.

Additional Fees

Our fee includes the appointment of one contact within the appointing organisation. For each additional contact or contact address add:	£50 + VAT
Our fee includes one confirmation letter of our appointment. For each additional confirmation add:	£50 + VAT
Our fee includes standard production of the confirmation letter in 2-3 working days. For sameday turnaround add:	£175 + VAT
Production of bespoke confirmation letter	From £75 + VAT
Application to HMRC for Certificate of Residence	£175 + VAT

Arbitration

The fees to act in respect of arbitration proceedings in relation to the same agreements will be charged at the full Agent for Service of Legal Process rate i.e. £395 + VAT per annum for 1-3 Legal Documents. The same fee will also apply for the fixed arbitration facility as listed for the Process Agent Service. The fees to act in respect of both arbitration proceedings and legal proceedings will be charged on a bespoke basis. Please contact **Vistra** for a quote.

All quoted fees are net of VAT. Please ensure that you add VAT to the quoted fees. The UK VAT rate is 20%.

9. Acceptance

These particulars together with the annexed terms and conditions will constitute the contractual terms subject to which we will act as your agent for the service of proceedings issued out of the Courts of England in respect of each of the Agreements listed above and for the duration specified above.

Sign here:	Date:	Sign here:	Date:
_____	_____	_____	_____
For and on behalf of the Appointor / Instructing Party <i>(Please delete as appropriate)</i>		For and on behalf of Vistra Trust Company Limited	

Please print your name below:

For our Process Agent service terms and conditions please [use this link](#).

Contract Reference (Vistra to complete)	
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