



THE INSPECTORS' TOP TEN TIPS  
FOR NOTARIAL EXCELLENCE

1. Don't leave it until your Inspection to get things in order.
2. Keep on top of your record keeping.
3. Maintain your T&Cs and policy documents.
4. Keep up to date with webinars, courses, Notarytalk, The Notary, NotaryNews and colleagues through local groups.
5. Make life easy by subscribing to updates from the FCDO and OFSI and register with the NCA in case you actually do need to make a report.
6. Read your policies and make sure you are complying with them. It's not just about having them in your bottom drawer.
7. Ensure your insurance reflects and covers what you do in practice.
8. Don't let problems get out of hand by ignoring them, so seek help from colleagues, the Notaries Society, or the Faculty Office. It's better to resolve a problem before it becomes a crisis.
9. Embrace change and enjoy developing your notarial practice.
10. Most of us are sole practitioners in a very specialised profession, so stay connected. It's too easy to become isolated without support when you might need it. Remember, we're still a friendly, collegiate bunch who follow the old ethos of keeping up to date, serving our clients and achieving success for them, while being supportive of each other. Let's keep it that way