

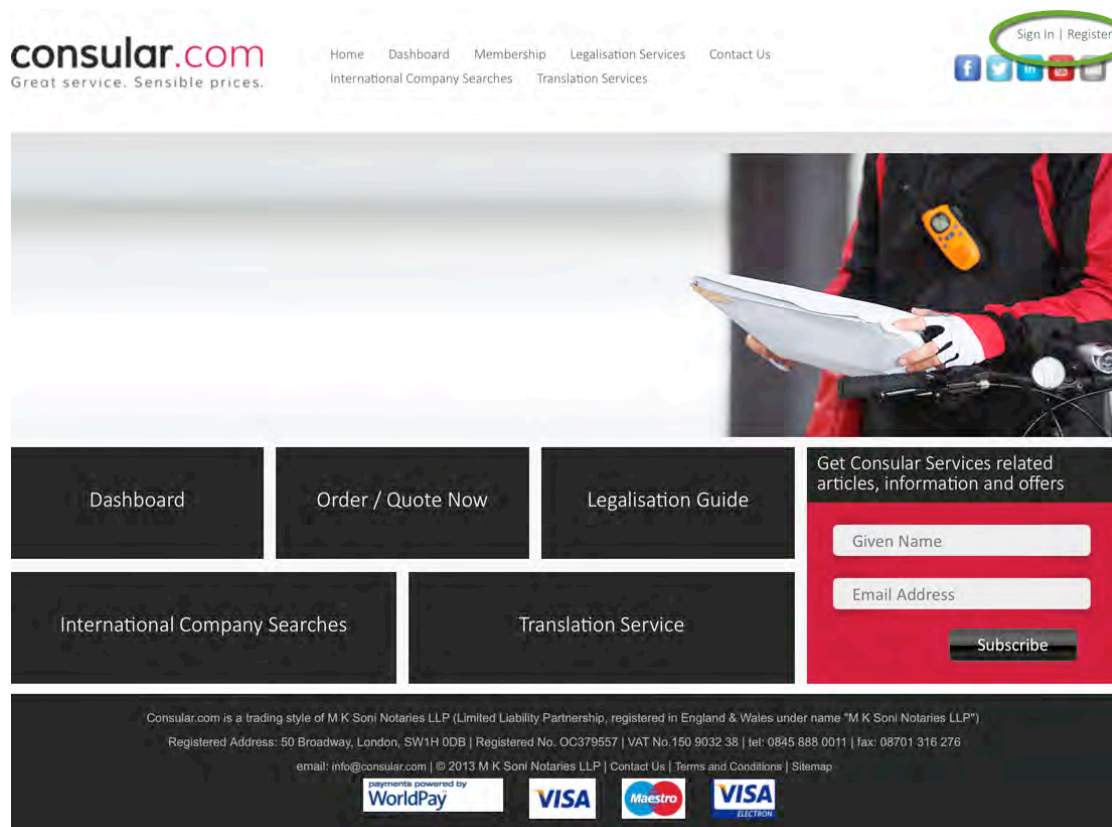
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WHAT IS CONSULAR.COM?

Consular.com is a secure online portal that allows users to obtain quotes, order, track and manage services purchased online.

Currently, consular.com offers *legalisation*, *translation* and *international company search* services.

The home page, www.consular.com, appears below:



REGISTRATION

To use the website you first need to register. Click the “Register” link from circled area above. The registration page then appears. The fields on this page are self-explanatory however be sure to not use any apostrophes / commas / etc. Your login details will be your email address and your password – be sure to keep these safe.

SIGN IN

Once you have registered you can click the “Sign In” link as in the circled area above. Enter your username (your email address) and password and click the “Login” button.

Once you have logged in successfully you will see on the top right of the website your name, registration status and account number, for example, as follows:



If you wish to update your details at any time you can login and click “My Account” and complete any fields that need amendment accordingly.

Once you are logged in you can select the type of service that you wish to order.

LEGALISATION SERVICES ORDER FORM

Click on “Legalisation Services” in the menu and you will see the online order form as appears as on page 7.

THE FIRST SECTION, “CONTACT INFORMATION”:

Order Form – Consular.com

Contact Information

Name Email

Your Reference (optional)

The *Name* and *Email* fields are pre-filled using information from your Account. The “Your Reference” field is self-explanatory.

THE SECOND SECTION, “JOB DETAILS”:

Job Details

Service	No of Documents	Apostille Type	Country	Legalisation Cost (£)	Our Fee (exc. VAT) (£)	Total (inc VAT) (£)
Obtain Apostille(s)	<input type="text" value="2"/>	<input type="text" value="Premium"/>				
Consular Service						
Obtain Consular Legalisation	<input type="text" value="2"/>		<input type="text" value="UAE"/>	<input type="text" value="30.00"/>		

Select the aspects of the legalisation service that apply. For example, in the extract above the following choices are made: 2 apostilles; Premium (apostille type); Obtain Consular Legalisation (chosen consular service); 2 (no of consular legalisations); UAE (Country); £30 (private UAE legalisation fee).

Note: the greyed areas will not be filled (automatically) until later, when the button “Calculate” is clicked.

SO WHAT DIFFERENT TYPES OF CONSULAR SERVICE ARE THERE?

1. Consular Pre-Check

Consular Service

Consular Pre-Check UAE

Upload Document(s)

Choose File No file chosen

Choose File No file chosen

This service is for when you wish to know the cost of legalisation prior to sending your hardcopy documents through. So at this stage you upload a pdf or word version of each document by clicking “Choose File” and then navigating and selecting the document(s) you wish to attach to the order form.

2. Obtain Consular Legalisation

The screenshot shows a form titled "Consular Service". The first dropdown menu is set to "Obtain Consular Legalisation". To its right is a text input field containing the number "1". Further right is another dropdown menu set to "--Select--".

Here, select the no of documents that need to be legalised, then the country's Consulate. Then enter the *Legalisation Cost* for a single document – if you have more the form will calculate the total cost itself.

3. Express LCCI / ABCC / Consulate

This is a specialist service. Prior to selecting this please contact us first and let us know exactly which Arabic consulate you wish to have an expedited service for.

THE THIRD SECTION, “METHOD OF FORWARDING”:

The most popular method of forwarding is “Return To Me”. The sub-options within this selection are seen below. If you have fully completed your profile information then this part will be completed automatically.

Note: fees will not shown until later, when the button “Calculate” is pressed.

The screenshot shows the "Forwarding Information" section. It includes a dropdown menu for "Method of forwarding" set to "Return To Me". Below it are radio button options: "Recorded (Signed For) Delivery" (selected), "DXTracked", "Regular DX", and "Special Delivery (by 1pm)". The "Contact Name" field contains "Manish Soni". The "Address" field contains "MKSN, 50 Broadway, London, SW1H0DB". The "Phone No." field contains "08458880011". On the right side, there are two columns: "Forwarding Fee (exc.VAT)(£)" and "Total (inc. VAT) (£)", each with a corresponding input field.

THE FOURTH SECTION, “SPECIAL INSTRUCTIONS”, AND THE BUTTON “CALCULATE”:

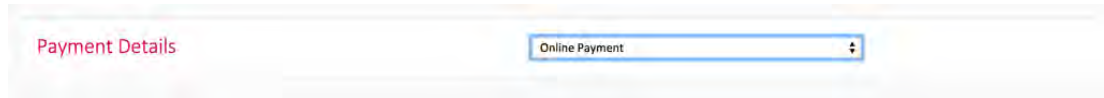
The screenshot shows the "Special Instructions" section with a large text input area. Below this is the "Total Cost of Order" section, which features a prominent black "Calculate" button and a corresponding input field for the total cost.

The “Special Instructions” section might be useful if there is something specific that you wish to relay to us regarding your order. Note: we may not be able to fulfil your order if your

instructions make the order non-standard, causing delay to processing or accepting the order, etc.

In order to determine the final cost of the order click the black "Calculate" button.

FIFTH (FINAL) SECTION, "PAYMENT DETAILS":



There are 3 methods of payment:

1. Online Payment – payment securely by Debit card
2. Bank Transfer (upon request)
3. Cheque (upon request)

If you intend to pay by bank transfer or cheque, and you have not already asked us to do so, please email us on info@consular.com and ask that we add on the preferred payment method. After we have added this, you will be able to use your preferred method to make payments on all future orders.

Next you click "Submit Order". You will see a summary order page and, once you are happy, click the button "Ok". Note: if you click the "Back" button you will cancel and re-start the Order.

Our standard terms and conditions will come up on the screen. Once you are happy to proceed, click the check box next to "I accept the Terms and Conditions" and then select the "Ok" button to submit the order.

Order Form – Consular.com

Contact Information

Name **Manish**

Email **manish@mkn.co.uk**

Your Reference (optional)

Job Details

Service	No of Documents	Apostille Type	Country	Legalisation Cost(£)	Our Fee (exc. VAT) (£)	Total (inc VAT) (£)
Obtain Apostille(s)	0	Standard				
Consular Service	0	--Select--				

Forwarding Information

	Forwarding Fee (exc.VAT)(£)	Total (inc. VAT) (£)
Method of forwarding		
Contact Name		
Address:		
Phone No.		

Special Instructions

Total Cost of Order

Calculate

Payment Details

Online Payment

Submit Order

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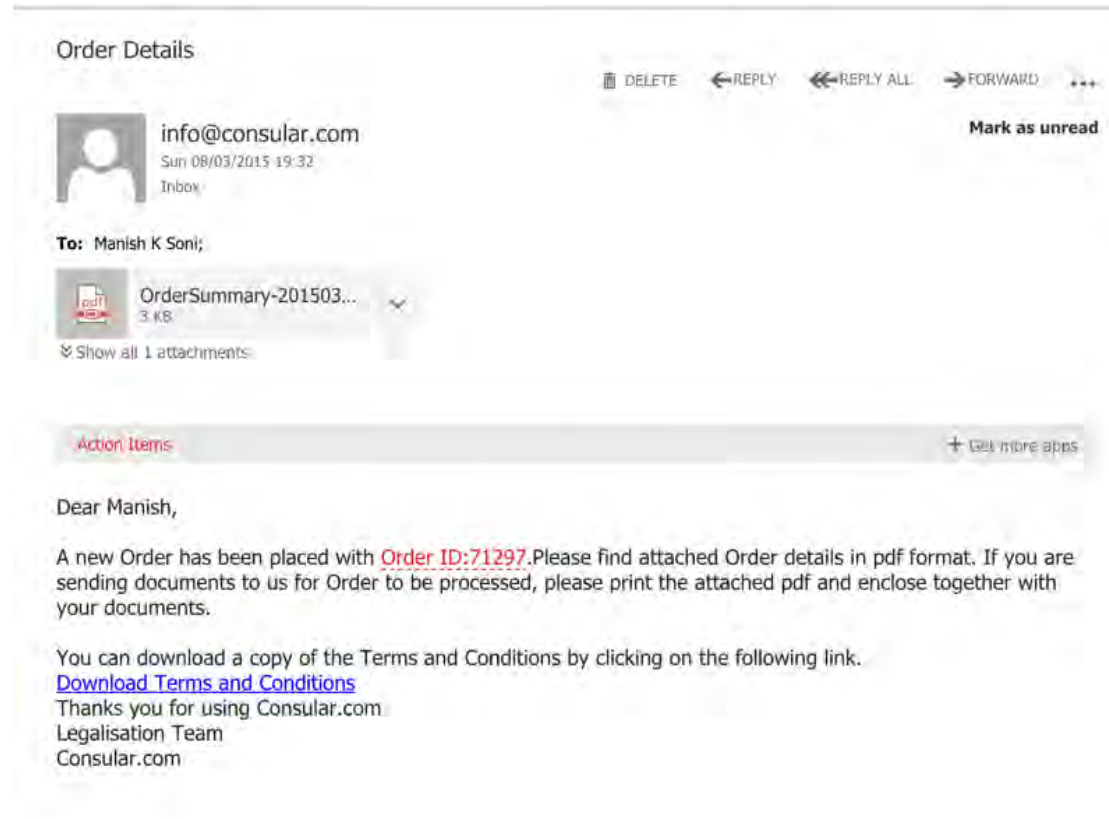
email: info@consular.com | © 2013 M K Soni Notaries LLP | Contact Us | Terms and Conditions | Sitemap



SCREENSHOT OF THE LEGALISATION ORDER FORM

EMAIL ORDER INFORMATION

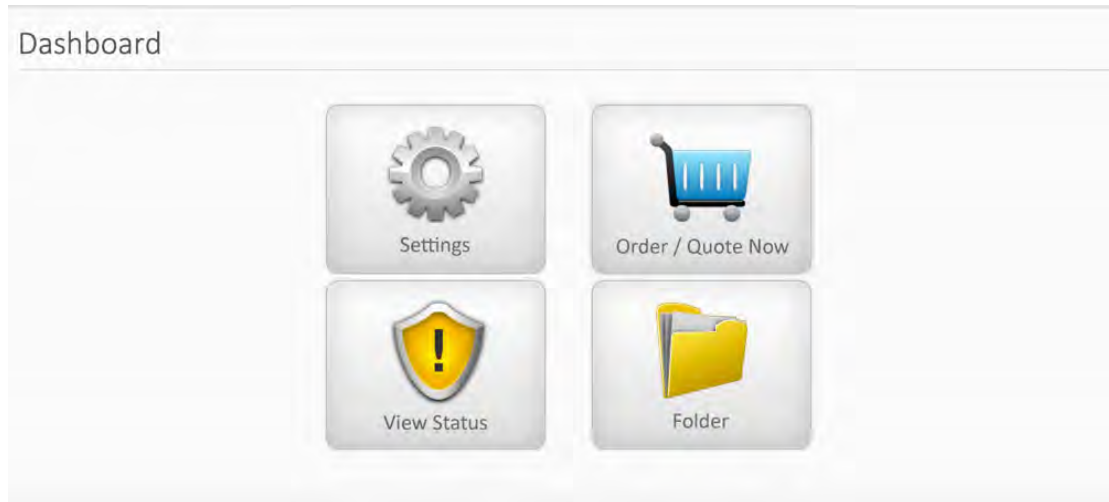
You will then receive an email similar to the following:



This email provides details the Order that you have placed as well as reference information related to it. Follow the instructions in the email to action your order.

THE DASHBOARD

After logging into consular.com the “Dashboard” is the central point of access to the system:



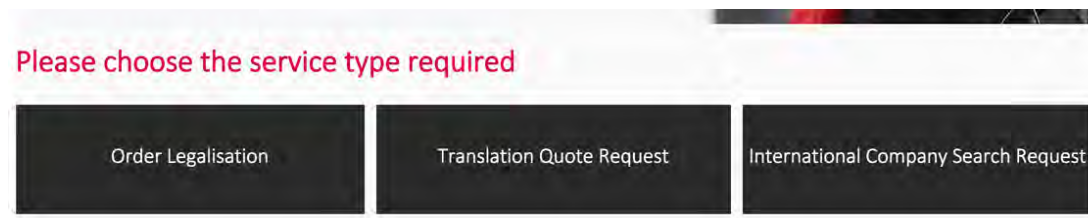
Settings – this provides access to your profile and allows you to update your account information.

View Status – this provides access to your current and historical orders as well as any quotes that are pending. For example:



It is possible to check the quote / order details by clicking “View”.

Order / Quote Now – an extract of the page shown if this is clicked follows:



Selection of a button will take you to the order form for that service.

TRANSLATION SERVICES

HOW DOES THE TRANSLATION ORDER PROCESS WORK?

1. Place a Translation Quote request via the Translation Quote Form (click “Translation Services” on the menu):

consular.com
Great service. Sensible prices.

Home Dashboard Membership Legalisation Services Contact Us
International Company Searches Translation Services

Welcome Manish Sign Out | My Account
Registered Member Account ID: 000022

Translation Services Quote Form – Consular.com

Contact Information

Name: Email:

Your Reference: (optional)

Job Details

Language To:

Language From:

ITI Certified Translation required:

Purpose of translation (inc country where to be used):

Documents:

Special Instructions

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payments powered by
WorldPay **VISA** **Maestro** **VISA ELECTRON**

2. You will receive an email confirming your quote request has been made.

Your Quote: Our ref 71298 | Your ref:test

DELETE ←REPLY ←←REPLY ALL →FORWARD ...



info@consular.com
Sun 08/03/2015 21:43
Inbox

Mark as unread

To: Manish K Soni;

Dear Manish,

This is automated update to inform of the current status of your Legalisation.

Total Cost of your quote : £ 50.00

Your Quote Status: Quote ready

Last Update: 08/03/2015

Your Sincerely
Consular Services Administrator

3. Once your quote has been obtained you will receive an email with the quote details. To proceed with an order, log in to the system and click on the “Dashboard”, “View Status”. Finally select “Quotes” (circled area below) and “View”:



You will then be directed an Order page for translations with your quote details, for example, as below. Complete the order as per usual (Submit order, accept the Terms and Conditions, etc.).

View Quote Details

Contact Information

Name: Manish Email: manish@mksrucb.uk
Your Reference: test

Job Details

Language From: Spanish
Language To: English
ITI Certified Translation required: No
Purpose of translation (inc country where to be used): Venezuela

Document(s)

Document Name	Download
Storymakers_Book_1697.pdf	Download

Special Instructions

Total Cost of Order

£ 50.00

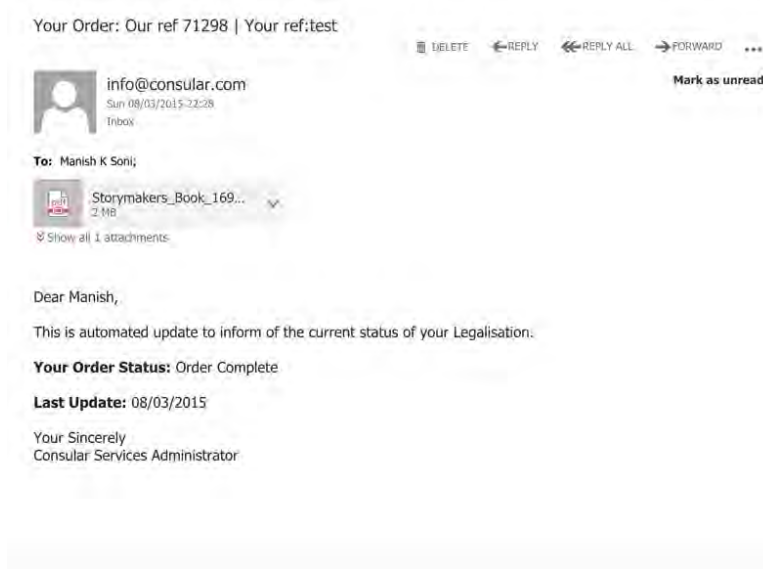
Payment Details

Online Payment

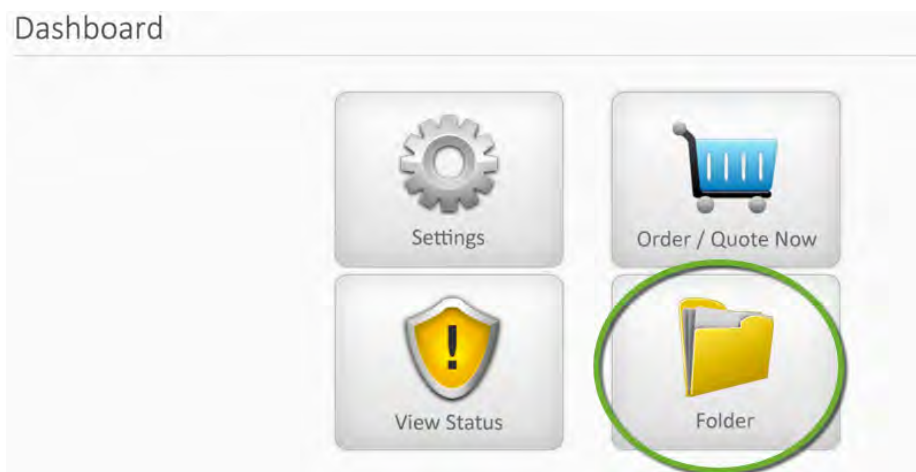
Back

Ok

- You will receive an email update once your translation is ready with the translation attached:



Your translation can also be accessed from the Dashboard by clicking on the "Folder" button:



The translation can be easily identified with the input and output files being available for download:

The screenshot shows a table titled "User Folder". The table has columns: Order Created, Order ID, Reference, Status, In/Out, File, and Download. The data rows are as follows:

Order Created	Order ID	Reference	Status	In/Out	File	Download
3/8/2015 9:07:03 PM	71298	test	Order Complete	In	Storymakers_Book_1697.pdf	Download
				Out	Storymakers_Book_1697_(2).pdf	Download

INTERNATIONAL COMPANY SEARCH SERVICES

HOW DOES THE COMPANY SEARCH ORDER PROCESS WORK?

1. Place a International Company Search Quote request via the Quote Form (click "International Company Search" on the menu):

consular.com
Great service. Sensible prices.

Home Dashboard Membership Legalisation Services Contact Us
International Company Searches Translation Services

Welcome Manish Sign Out | My Account
Registered Member Account ID: 000022

International Company Search Quote Form – Consular.com

Contact Information

Name: Manish Email: manish@mksn.co.uk

Your Reference: (optional)

Job Details

Country: Bahamas
Region:

Special Instructions

Submit Quote

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email: info@consular.com | © 2013 M K Soni Notaries LLP | Contact Us | Terms and Conditions | Sitemap

WorldPay VISA MAESTRO VISA

2. You will receive an email confirming your quote request has been made.

Your Quote: Our ref 71298 | Your ref:test

DELETE ←REPLY ←REPLY ALL →FORWARD ...

info@consular.com
Sun 08/03/2015 21:43
Inbox

To: Manish K Soni;

Dear Manish,

This is automated update to inform of the current status of your Legalisation.

Total Cost of your quote : £ 50.00
Your Quote Status: Quote ready

Last Update: 08/03/2015

Your Sincerely
Consular Services Administrator

Mark as unread

3. Once your quote has been obtained you will receive an email with the quote details. To proceed with an order, log in to the system and click on the “Dashboard”, “View Status”. Finally select “Quotes” and “View”:



You will then be directed an Order page for International Company Search with your quote details, for example, as below. Complete the order as per usual (Submit order, accept the Terms and Conditions, etc.).

View Quote Details

Contact Information

Name: Manish Email: manish@mksn.co.uk
Your Reference: Test

Job Details

Country Bahamas
Region

Document(s)

Document Name
Documents Not Available

Special Instructions

Test Search

Total Cost of Order

£ 15.00

Payment Details

Online Payment

Back

Ok

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4. You will receive an email update once your translation is ready with the translation attached:

Your Order: Our ref 71324 | Your ref: Test

DELETE REPLY REPLY ALL FORWARD



info@consular.com
Sat 14/03/2015 10:43
Inbox

Mark as unread

To: Manish K Soni;



Report.pdf
105 kb

Dear Manish,

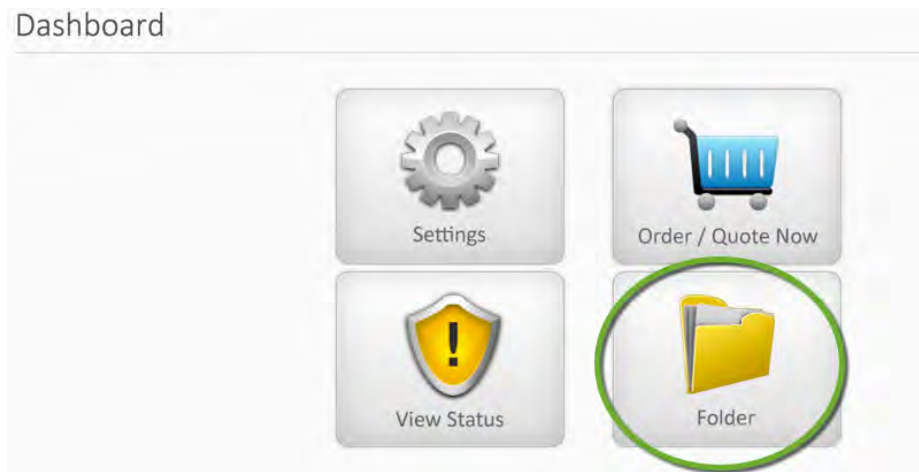
This is automated update to inform of the current status of your Legalisation.

Your Order Status: Order Complete

Last Update: 14/03/2015

Your Sincerely
Consular Services Administrator

Your Company Search can also be accessed from the Dashboard by clicking on the “Folders” button:



The Company Search file can be easily identified with the output file being available for download:

User Folder

Order Created	Order ID	Reference	Status	In/Out	File	
3/14/2015 10:14:11 AM	71324	Test	Order Complete	Out	Report.pdf	Download