

## **Legal Notice**

Effective Date: 16/09/2024

### **What JP Administration Ltd will do for you:**

- We will assess your circumstances to accomplish the best results under any relevant law.
- We will prepare all the necessary correspondence.
- We will prepare all subsequent correspondence if additional correspondence is required.
- We will endeavor at all times to provide you with the professional and dedicated service.
- We will always act in your best interests in pursuing the best results.
- We will assist you to complete any documentation or forms sent to you by third parties.
- We will provide telephone and written assistance.

### **What JP Administration Ltd will not do for you:**

- We will NOT enter into correspondence or negotiations with a third party.
- We will NOT advise you to accept or to reject an offer from a third party.

### **What we expect from you:**

- To provide us with clear instructions.
- To provide us with all the information to prepare the relevant documentation.
- To cooperate with us.
- Not to ask us to work in an improper or unreasonable way or mislead us.
- To read all of our “Terms and Conditions”, “Refund Policy” and this “Legal Notice” (Agreement) as displayed in our website, [www.jpadministration.co.uk](http://www.jpadministration.co.uk).
- To pay for our services and by paying, acknowledge you understood and agree with the “Terms and Conditions”, “Refund Policy” and this “Legal Notice” (Agreement).

### **Cancelling this Agreement:**

- You have the right to cancel your instructions to us without any cost or penalty to you within 14 days of us receiving payment. See our “Refund Policy”.
- We reserve the right to cancel this Agreement if you ask us to work in an improper or unreasonable way or mislead us.
- We reserve the right to cancel this Agreement at any time and no fee will be payable by you if you have breached your duties set out above.
- Cancellation of this Agreement by either party must be in writing.
- JP Administration Ltd reserves the right to amend our Terms and Conditions and Legal Notice.

**Data Protection:**

- I agree that JP Administration Ltd may store and process my information on their computers and using other technological or manual processes for the purposes outlined below.
- "My information" means personal and financial information obtained about me whilst using this service or any other related service with any of the Parties and when I subsequently contact any of the Parties and their representatives in connection with this matter.
- The Parties will share my information amongst themselves for the purposes outlined in the statements below and the Parties may give my information to people acting as their agents. Any disclosure of information to third parties will be done on the strict understanding that such people agree to keep the information confidential.
- My information will assist the relevant Parties in providing the service for which I have applied.
- The use of your information is covered by the Data Protection Act. Under the terms of the Act you have the right to obtain a copy of the information that the Parties and their agents hold about you upon payment of the appropriate fee.

Should you have a complaint please contact us at [info@jpadministration.co.uk](mailto:info@jpadministration.co.uk)

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