

Process Agent – Quick Guide

Elemental works with law firms to provide clients with a quick and efficient process agent service via a dedicated online portal through which firms can appoint Elemental as a process agent on behalf of a client.

The appointment can be carried out 24/7 online or by getting in touch with Elemental's team on processagent@elementalcosec.com or on +44 (0) 203 286 6229.

Key Features

- Instant online appointments using the portal
- Simple fee structure
- No charges for multiple contracts entered into at same time
- Discounts for Group companies



How to instruct Elemental

Here's our quick guide to setting up a Process Agent Service

Option 1 – Legal Portal	Option 2 – Contact us
<ol style="list-style-type: none"> 1. Access the Online portal here: https://www.elementalcosec.com/lawhub/process-agent-portal/ 2. Complete the application form. Please see the next page for guidance on the different parts of the form. 3. Preview the Appointment Letter before submission. 4. Receive the Appointment Letter immediately by email. 	<ol style="list-style-type: none"> 1. Complete the Word version of the Appointment form (available from Elemental or on the Law Firm Hub). 2. Arrange for signature of the form (this can be signed by the client or by the law firm on behalf of the client). 3. Send a PDF of the signed form to processagent@elementalcosec.com 4. The Appointment Letter will be sent to you by email. 5. If there are any bespoke requirements these can be raised with Elemental's team.

Further information

Information required to complete an Appointment

Appointor

This is the name of the client that requires a process agent. If multiple parties require a process agent as part of the same transaction and have the same contact details, they can be set up as group appointors.

You will need the following information for the Appointor(s):

- Full name
- Company number (if applicable)
- Name of contract person
- Postal address
- Telephone Number
- Email address

Instructing Party

This will be the law firm and the contact details of the trainee or associate completing the instruction should be included here. These will be used for communications relating to the appointment.

Contact Details for Service (Optional)

If the client wants another set of details to be provided in the event that Elemental is served with documents (e.g. a manager/administrator of a fund) then their details can be inserted here.

Contract Details

You will need to include the following information regarding the agreement(s) that the appointment relates to:

- Description of the agreement(s)
- Date or Proposed Date
- Parties to each agreement
- Duration of the Appointment

Appointment Letter

You can specify the addressee of the Appointment Letter and if you are using the online portal you can preview the appointment letter before submission.

met and provides access to an experienced advisor to discuss any more complex matters that may arise.

FAQs

How are the fees collected?

Elemental will issue the firm an invoice for the fees after completion of the Appointment. The invoice will include the matter reference entered on the form, so it is important this is correctly completed.

If the client is paying the fees directly (rather than the law firm paying them as a disbursement) the invoice can be readdressed to the Appointor.

What are the fees?

The fees are set out on Elemental's website at <https://www.elementalcosec.com/process-agent/>

Will there be VAT on the invoice?

If the invoice is addressed to a firm in the UK, VAT will be added to the fees.

If the invoice is addressed to the Appointor, being a non-UK person, the service will be outside the scope of VAT and no VAT will be charged.

Is any AML/KYC required?

No AML or KYC information is required by Elemental for process agent services.

How Quickly Can the Service Be Set Up?

The Appointment Letter will be issued immediately if the online portal is used. If the Word form is used, the Appointment Letter will generally be issued the same working day.

Can bespoke appointment letters be issued?

In most cases Elemental can issue bespoke appointment letters, but a draft will need to be sent to Elemental for review.

Are signatures required by the client or the law firm?

No signatures are required for appointments completed through the online portal. For the Word form, a signature is required from either the firm or the client. However, a PDF or electronic signature is acceptable.

Can appointment be for a transaction that has not been completed yet?

Yes. A proposed date (which does not need to be exact) for the documents can be entered on the portal. If bespoke arrangements are required, please contact us and we can assist.

Need help?

📞 +44 (0) 203 286 6229

✉ info@elementalcosec.com

🌐 [elementalcosec.com/lawhub/](https://www.elementalcosec.com/lawhub/) (for the latest document)