

Requirements for Registering a Power of Attorney

A Power of Attorney is a legal document created to give an agent authority to act on someone's behalf. The document should state clearly the extent of the agent's authority.

Before a Power of Attorney can be registered the following requirements have to be met:-

Ensure document has:

- Date of Execution
- Signatures of parties (Grantor, Grantee, and Justice of the Peace/Notary Public)
- Seal of Signatory (Justice of the Peace/Notary Public)
- Full name and address of Grantor & Grantee
- Stamp Duty paid within 14 days of execution date. Documents that are not stamped within the prescribed period will attract a penalty.

A Power of Attorney that meets the requirements stated above should be taken to the Registrar General's Department where it will be assessed.

After the appropriate fees are paid, the customer will be issued a receipt and then informed when to return for the completed document, based on their request.

Upon receipt, the power of attorney form is to be returned to the Credit Union.

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