

N.L. Oakes

NOTARY PUBLIC



SPANISH POWERS OF ATTORNEY—FACTSHEET.

PLEASE READ THIS CAREFULLY - IT WILL SAVE TIME LATER

I have a fixed fee for notarising a Spanish Power of Attorney which is £100. I do not charge VAT

I am able to accept payment by cash or by direct payment to my bank account. I do not accept payment by cheque. I do not have facilities to accept credit/debit card payments.

What you and I need to know.

Has the Power of Attorney been prepared by a Spanish lawyer? If not, I am unable to assist you as I am not qualified to draw up a Power of Attorney in Spanish.

Have you received a copy of the Power of Attorney by email? If so, please forward a copy to me as soon as possible (nlo@notary-public-hull.co.uk). If you have received only a “hard” copy in the post it would still be useful for me to have sight of it before our meeting. Please arrange to send it to me by post to 1 St. Andrew’s Mount, Kirk Ella, HU10 7TD. Alternatively you may drop it at my office during working hours (Mon to Fri 9-5) at 2/4 George Street, Cottingham above Beercock Wiles & Wick Estate Agent.

Please let me know the **full** name(s) and address(es) of the person(s) who will be signing the Power of Attorney.

Often Spanish lawyers will prepare the Power of Attorney in two columns, one column in Spanish and the other an English translation. If the Power of Attorney has been prepared only in Spanish, has a translation been provided? If so, please send this to me at the same time as sending the Power of Attorney. If no translation is available I will only be able to notarise the Power of Attorney if I am satisfied that the signatory/signatories fully understand(s) the content of the Power of Attorney.

Each signatory will need to bring to the appointment suitable evidence of their identity. The documents that are acceptable are set out in the separate document “Notes on ID Requirements.” Please note that I **will not** legalise documents **under any circumstances** for clients who fail to produce satisfactory evidence of ID.

Legalisation

Once notarised, the Power of Attorney will need to be legalised at the Foreign and Commonwealth Office. You can either attend to this yourself, or I can arrange to do it for you. I make an extra charge of £25 for this service. In order to make matters fair for those clients who do pay for this service I am unable to offer any advice as to the legalisation procedure.

The Foreign and Commonwealth Office legalises the Power of Attorney by affixing an Apostille. This costs £30 per document.

I engage an agent who will attend at the Legalisation Office in Milton Keynes to deal with legalisation. He charges £18 .

My charge for dealing with legalisation is a fixed fee of £25.

I prefer to send documents using Royal Mail Special Delivery post. This has the advantage of offering up to £500 in compensation if items are lost or damaged. The cost of this is £11.80. I will, at your request and entirely at your risk, use ordinary first class post at no extra charge, but will not accept any liability for loss of or damage to your document.

The all inclusive fee for me to notarise and legalise one Power of Attorney using Special Delivery Post is £184.80, or £173 if using ordinary first class post .

Payment

I will accept cash at our appointment. Alternatively if you have online or telephone banking you may choose to pay the appropriate sum into my account with Nationwide Building Society (07-02-46 35453345). If using this method of payment please pay **before** our appointment as I will not be able to deal with your matter until I have received your payment.

Please note that if for any reason beyond my control I am unable to notarise your document, my fee, or a reasonable proportion of it, is still payable. Examples of matters that would prevent me from notarising your document would be: failing to provide adequate evidence of identity; or failing to satisfy me that you have an adequate understanding of the document that you are to sign.