



HOW TO SIGN YOUR POWER OF ATTORNEY

Please read through the document carefully and make sure all the entries are accurate. If there are any mistakes please let Funnell and Perring know and we can make the necessary amendments.

It is vital that you follow these steps in order otherwise the document may not be accepted by the Office of the Public Guardian.

1. The person appointing the Attorney (known as the Donor) needs to sign the document on page 13 in section 15 on that page. They must do so in the presence of an independent witness (not a relative) and the witness cannot be one of the attorneys. The witness must add their details from section 16 onwards on that page. Please then date the document in section 15.
2. On Page 21 (and onwards if there is more than one Attorney appointed) are the Attorney Statements which need to be signed by the Attorneys. These also need to be witnessed in the same way. Please then date the document in section 35 making sure that it is after or at the same time as the Donor has signed page 13.

IF YOU HAVE ANY PROBLEMS LOCATING A WITNESS PLEASE COME IN TO THE OFFICE AND OUR RECEPTION STAFF WILL BE HAPPY TO ASSIST YOU.

Once the document is signed, please return it to Funnell and Perring who can then proceed with the registration process.