

Power of Attorney Process

Cost: POA \$300 net

1. Decide if you / **Donor (the person living overseas)** will be signing your POA at a Singapore Embassy/High Commission/Consulate or Notary Public. **Signing at notary public will cost more as the Donor has to pay the notary public AND DHL / Fedex / courier the POA back to Singapore for inspection by Court.**
2. Make payment and please take a screenshot of your payment and send us. Email the following details to **ben@lavocatlaw.com:-**
 - (a) Donor's name, NRIC number, NRIC address; and
 - (b) Attorney's name, NRIC number, NRIC address.
3. We will prepare the POA and email you within 24 hours after payment is received.
4. Please check for content and ensure the essential information **(particularly the names, NRIC Nos. and addresses)** are correct.

Let the HDB officer check if needed.

5. Visit your notary public or official with Singapore Embassy/High Commission/Consulate.

Sign the POA before him/her and ensure he signs and stamps **TWICE** see samples.

2A - If you are signing at a Singapore Embassy/High Commission/Consulate

If you sign before an official with Singapore Embassy/High Commission/Consulate, scan the whole document into 1 PDF file and email to us.

2B - If you are signing at a Notary Public

If you sign before a **NOTARY PUBLIC**, courier the signed POA to us.

Filing and high court approval

1. We will file your POA to High Court and it takes the High Court typically takes **3 to 5 working days** to approve (not guaranteed as approval depends on the Court). If you require urgent processing 1 to 2 days, an additional \$100 will apply. The High Court will reply us the approved copy in PDF format with a High Court seal.
2. We will email you the approved POA and post 2 certified true copies (“CTC”) to your Attorney in which he/she can use and show when signing documents on your behalf.
3. We will post 2 CTC to HDB with a letter to HDB confirming that we have used their standard format (Only for HDB POA)
4. The Attorney can opt for registered mail for posting CTC to him/her and an additional \$20 will be incurred. The Attorney can opt for self-collection of the CTC.
5. After the high court approves the POA, your attorney can use the CTC or softcopy.

Additional Notes

- Please note that a **Deed of Rectification is needed to be filed with the High Court if typographical error is found after your POA is accepted by High Court. The Deed of Rectification is at \$250.**