Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Agency agreement

Documents required to prepare the notarial file

01 Valid identity documents for the signatories.

02 A description of the legal acts for which authority is granted.

03 The agreed duration, remuneration and limits, if applicable.

04 Documents concerning the assets or transaction for which authority is granted.

PLEASE NOTE

The required form is determined by the acts that the authorised representative will enter into.

IMPORTANT

Original documents must be presented on the signing date. Additional documents may be requested after the file is reviewed. Send the documents no later than the day before the notarial procedure, after the office has confirmed the requirements.

This checklist is for guidance and does not replace the notary public's review of the file.

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