Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Declaration concerning lost documents

Documents required to prepare the notarial file

01 The declarant's identity document.

02 Details of the lost document and a copy, if available.

03 The institution's requirements and a description of the circumstances of the loss.

PLEASE NOTE

Specify the document's name, issuer and, if known, its number and date.

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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