Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Notarial legal consultations

Documents required to prepare the notarial file

01 A description of the matter and the questions on which you seek clarification.

02 Existing documents and relevant correspondence.

03 Details of the parties and assets involved, as applicable.

PLEASE NOTE

Send the documents before the meeting so that the consultation can be prepared.

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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