Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Power of attorney for company administration

Documents required to prepare the notarial file

01 The identity document of the person granting authority.

02 The authorised person's identification details or a copy of their identity document.

03 The company's up-to-date documents and registration details.

04 Documents proving the representative's capacity and powers.

05 The resolution of the competent corporate body, if required for the transaction.

PLEASE NOTE

The grantor's powers and whether they may be delegated will be checked.

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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