Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Power of attorney for electronic signature formalities

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.

06 The provider's requirements or template and a description of the requested operations.

PLEASE NOTE

The power of attorney covers representation formalities; it does not involve sharing the holder's personal authentication credentials with the authorised representative.

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.

CCO Building
Bulevardul Eroii Sanitari nr. 1-3
Sector 5, Bucharest

www.aequitas-cotroceni.ro
office@aequitas-cotroceni.ro
021 224 03 50 · 0751 298 800