Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Power of attorney to collect a pension

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 Details of the pension file, pension payment slip or documents from the paying institution.

04 The requirements of the pension authority, bank or payment operator.

PLEASE NOTE

Providing the institution's requirements helps us draft a suitable authority.

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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