

# GRANTING YOUR POA THROUGH A LOCAL NOTARY PUBLIC

## Public Notary

Grant your (bilingual\*) POA before a local Notary Public.

**List of local NPs:** [www.conp.sg/co-np-directory-listing](http://www.conp.sg/co-np-directory-listing)

*\*If you need help with the translation, I can help you!*

Contact me at [haizea@mandragoratranslations.com](mailto:haizea@mandragoratranslations.com)

## Singapore Academy of Law

Take your notarized POA to the Singapore Academy of Law for authentication.

**Address:** 1 Supreme Court Lane, Level 6, Singapore 178879

**Tel.:** 6332 4388 **E-mail:** [conp@sal.org.sg](mailto:conp@sal.org.sg) / [enquiries@sal.org.sg](mailto:enquiries@sal.org.sg)

**Web:** [www.sal.org.sg](http://www.sal.org.sg)

## Ministry of Foreign Affairs

You will need the Ministry of Foreign Affairs to stamp and verify the POA.

**Address:** Tanglin, 1st floor, Consular Service Counter, Singapore 248163

**Tel.:** 6379 7721 tai 1800-476 8870 **E-mail:** [mfa@mfa.gov.sg](mailto:mfa@mfa.gov.sg)

**Web:** [www.mfa.gov.sg](http://www.mfa.gov.sg)

## Embassy of Spain

The final step is to take your POA to the Spanish Embassy for legalisation.

**Address:** 7 Temasek Boulevard, Suntec Tower One #39-00, Singapore 038987

**Tel.:** 6725 9220 **E-mail:** [emb.singapur@maec.es](mailto:emb.singapur@maec.es)

Click [here](#) to access the POA section of the Embassy's website.

## GRANTING YOUR POA AT THE EMBASSY OF SPAIN

### Obtain your POA text

Seek legal advice to create a Power of Attorney that suits your needs.

Spanish law firms will be able to produce documents that conform to local legal practices.

### Linguistic Services

The Embassy only issues POAs in Spanish. If you are not fluent, you will need the services of a Sworn Interpreter. **This is where I come in!\***

I will also provide a translation of the POA in advance to ensure you are fully aware of the contents (and avoid last minute surprises).

*\*Contact me at [haizea@mandragoratranslations.com](mailto:haizea@mandragoratranslations.com)*

### Requesting the appointment

E-mail the following information to the Embassy ([emb.singapur@maec.es](mailto:emb.singapur@maec.es)):

- Full POA text in Spanish (MS Word format).
- Grantor's personal data, inc. full address, contact number and marital status.
- Grantor's passport (scanned).
- Interpreter's credentials and ID (scanned).

The Consul will review the documents and grant a date for the appointment.

### Granting your POA at the Embassy

Once at the Embassy, the full process usually takes 45-60 minutes.

The Consul reads the text in Spanish, and the interpreter reads it in English.

The Consul may issue some legal warnings, and then we all sign.

The original document is kept at the Embassy, and an authorised copy is issued. This is the copy the Grantor must send to the Proxy.