

**POWER OF ATTORNEY (POA) AND NOTARIAL DOCUMENTS**  
**granted in Singapore in order to be used in Spain**

**SIGNATURE OF POA BEFORE THE CONSUL AT THE EMBASSY OF SPAIN IN SINGAPORE:**

**In order to obtain an appointment** to sign a Power of Attorney at the Spanish Embassy in Singapore **you need to previously provide, sending it to this e-mail *emb.singapur.sc@maec.es*** the following information **and fill out the following form** with all the data required:

1) Complete minute of the Power of Attorney (POA) in Spanish, including personal data, address and marital status, in **WORD DOCUMENT** format (.doc). The document must have the regular format, structure and content of valid POAs in Spain; therefore you may request this to a lawyer/attorney in Spain. POAs can only be granted in Spanish language.

2) Scanned passport of the person to sign the POA (the grantor). The grantor will have to bring the original passport on the appointment day.

3) Fill and complete the following form:

**FORM:**

Grantor(s) full name	..... .....
Grantor(s) passport number	..... .....
Establish if the POA is given in grantor's own name: <b>YES <input type="checkbox"/> ; NO <input type="checkbox"/></b>	<b>NOTE:</b> If the answer is "no", determine on whose behalf the grantor is given the POA. <b>In case POA given on behalf of a company (grantor acting as a representative of this company), it will be necessary to provide some extra documents and additional information, which will be required for each specific case by this office.</b>
Purpose of the POA	.....
Full address of the grantor/s in Singapore (to be in POA).	..... .....
Local phone number/s	..... .....
Contact email / s	..... .....
Marital status of the grantor/s and matrimonial regime	..... .....
Proxy /s full names and DNI/ NIF or passport number	..... ..... ..... .....
Proxy / s address in Spain	.....
Language	<ul style="list-style-type: none"> <li>• Is Spanish is the mother tongue of the grantor/s? <b>YES <input type="checkbox"/> ; NO <input type="checkbox"/></b></li> <li>• Can the grantor speak Spanish with proficiency: <b>YES <input type="checkbox"/> ; NO <input type="checkbox"/></b></li> <li>• If the grantor cannot speak Spanish with proficiency, please see the information below about translators, and please state if you wish to voluntarily engage the services of a translator of your choice to accompany you to the appointment for signature of your POA: <b>YES <input type="checkbox"/> ; NO <input type="checkbox"/></b></li> </ul>

**If the grantor/s cannot speak Spanish with proficiency:** you can voluntarily engage the services of a translator of your choice to accompany you to the appointment for signature of your POA. You can see below an indicative list of translators.  
 The Embassy does not do notarial documents in English or in two-column display (Spanish - English). Any notarial documents are done only in Spanish.

**Appointment:** Once we receive all this information and documents, if everything is considered all right, we would see to provide you with an appointment within the availability of the consular agenda. The Embassy may also request additional documents/information in some cases.

**Should you need to do your POA sooner that the Consular agenda allows, you can always refer to a local notary and have the document legalised as explained in the previously explained procedure "A".**

**Fee and payment: IN CASH.** The notarial fee is to be paid on the day of the signature IN CASH. The rate may vary depending on the number of pages, signatories and agents involved. For guidance purposes only, the price of a standard power can be from 70 to 100 S\$. **Payment can only be made in cash.**

**TRANSLATOR:** the Embassy of Spain in Singapore does not offer translation services. For your convenience you can find a list of agencies/interpreters in our website.

Please find below a list of **Sworn Translators English-Spanish / Spanish-English who are officially registered at the Ministry of Foreign Affairs of Spain** and who have informed the Embassy of Spain in Singapore of their services of translation and interpretation in Singapore. The purpose of this list is merely orientative and not exclusive. However, being registered at MFA of Spain gives these translators' services a professional qualification.

**ENGLISH-SPANISH and vice-versa**