

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

A) SIGNATURE OF POA BEFORE A SINGAPOREAN PUBLIC NOTARY AND LEGALIZATION at the Embassy of Spain in Singapore:

PROCEDURE

NOTE: *The process will be complete in one/two days, since the different steps can be done on the spot.*

1^o) PUBLIC NOTARY: you address a Public Notary of your choice in Singapore with the text of the power of attorney in Spanish (or if it is in English translated also into Spanish; Spanish Law Firms will usually give you your POA in a two columns format with the text both Spanish and English). You sign your POA in front of the Public Notary of your preference.

Find a list of Public Notaries in Singapore in: <https://www.conp.sg/co-np-directory-listing>
 AND: <https://www.lawsociety.org.sg/For-Public/Find-a-Lawyer-Law-Practice/Notaries-Public>

2^o) SINGAPORE ACADEMY OF LAW (SAL): the POA is authenticated by the *Singapore Academy of Law* www.sal.org.sg. Please see location and opening times in the website of SAL.

3^o) SINGAPORE MINISTRY OF FOREIGN AFFAIRS: (MFA) MFA stamps its official legalization seal on the SAL document. www.mfa.gov.sg Please see opening hours and location in the website of MFA.

4) EMBASSY OF SPAIN: LEGALIZATION of the POA by the Spanish Embassy. Walk in Mon-Fri: 9.30-13 h. NO APPOINTMENT NEEDED. You usually get it done on the spot (occasionally if the Head of the Consular Department is not in, then you may normally collect your legalization the following working day).
FEE: 11'70 SGD. Payment in cash only.

Address of the Embassy of Spain: 7 Temasek Boulevard, Suntec Tower One #39 – 00. Singapore 038987
 Tel. 67259220
 Mon-Fri 9.30 - 12.00
emb.singapur@maec.es
<http://www.exteriores.gob.es/embajadas/singapur/es/Paginas/inicio.aspx>

Note: *only the first step (signature before Public Notary) need to be done personally by the grantor. The steps number 3, 4 and 5 can be done by someone on his/her behalf.*

B) SIGNATURE OF POA BEFORE THE SPANISH 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@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 with your personal data, address and marital status in it, in a **WORD DOCUMENT**; you may request this to your lawyer/attorney. We can only make POA in Spanish.

2) Scanned passport of the person to sign the POA (the grantor). The grantor will have to identify her/him the day of the appointment with the original of the passport.

FORM:

Number of grantors and their full names
Passport N° or DNI of grantors	
Establish if the POA is given in grantor's own name: YES <input type="checkbox"/> ; NO <input type="checkbox"/>	NOTE: If the answer is "no", determine on whose behalf the grantor is given the POA. 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.
Purpose of the POA
Full address of the grantor/s in Singapore (to be in POA).

Contact local phone number/s
Contact email / s
Marital status of the grantor/s and matrimonial regime
Proxy /s full names and DNI/ NIF or N° passport
Proxy / s address in Spain
Language	<ul style="list-style-type: none"> • Is Spanish is the mother tongue of the grantor/s? YES <input type="checkbox"/> ; NO <input type="checkbox"/> • Can the grantor speak Spanish with proficiency: YES <input type="checkbox"/> ; NO <input type="checkbox"/> • 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: YES <input type="checkbox"/> ; NO <input type="checkbox"/>

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 for your reference below.

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

TRANSLATOR: Haizea MORENO DE LLANOS
 N° REGISTRO MAEC: 7121
 Phone: 90234470 - E-MAIL: Haizea.moreno@hotmail.com –
 E-MAIL 2: haizea@mandragoratranslations.com

TRANSLATOR: Carlota MARTÍNEZ-PIÑAN
 N° REGISTRO MAEC: 8996 - Phone: 98351518
 E-MAIL : carlotamp@hotmail.com