[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Power of Attorney

A general-purpose document by which a person appoints another person to act on their behalf for the powers ticked below. General wording only, not legal advice: check that it fits your situation and seek legal advice in [Jurisdiction] before signing or relying on it.

1. Important notice: read before signing. A power of attorney has legal effect. It gives the person named below authority to act for the grantor for the powers ticked in clause 4. The grantor should seek legal advice in [Jurisdiction] before signing, and confirm the signing, witnessing and registration requirements in [Jurisdiction], as they vary by jurisdiction.

2. Grantor. 3. Attorney-in-fact. The grantor named below appoints the attorney-in-fact named below to act for the grantor, for the powers ticked in clause 4 and subject to clause 5.
Grantor: [Full legal name of the grantor], born [Date of birth of the grantor], of [Address of the grantor], ID [Type and number of the identification document of the grantor], contact [Contact details of the grantor].
Attorney-in-fact: [Full legal name of the attorney-in-fact], born [Date of birth of the attorney-in-fact], of [Address of the attorney-in-fact], ID [Type and number of the identification document of the attorney-in-fact], contact [Contact details of the attorney-in-fact], relationship to the grantor [Relationship of the attorney-in-fact to the grantor].
Dated [Date of this power of attorney]. Jurisdiction: [Jurisdiction].

4. Powers granted. Tick each power granted; only ticked powers are granted. Add detail for each ticked power in the notes.
[ ] Manage bank accounts of the grantor, including [Name of the bank or account]: [Account details or limits for this power]
[ ] Receive payments and other money due to the grantor: [Limits for this power]
[ ] Make payments for the grantor, up to [Maximum amount per payment] [Currency]: [Limits for this power]
[ ] Manage property of the grantor, including [Description of the property]: [Property details or limits for this power]
[ ] Enter into contracts for the grantor for [Type of contract or matter]: [Limits for this power]
[ ] Deal with [Name of the authority, body, or organisation] for the grantor: [Reference number or matter details]
[ ] Collect documents and correspondence for the grantor: [Limits for this power]
[ ] Appoint a substitute attorney to act in place of the attorney-in-fact: [Limits for this power]
[ ] Any other power: [Description of any other power granted]: [Limits for this power]
The attorney-in-fact must act in the grantor's best interests, keep accurate records of any action taken under this power of attorney, and provide those records to the grantor on request.

5. Limits. This power of attorney does not authorise the attorney-in-fact to: (a) sell, mortgage or otherwise dispose of the grantor's property, other than as expressly stated in clause 4; (b) make any gift of the grantor's property, other than as expressly stated in clause 4; (c) make or change a will or any document taking effect on the grantor's death; (d) act for any matter outside [Jurisdiction], other than as expressly stated in clause 4; (e) do anything the law of [Jurisdiction] does not permit an attorney-in-fact to do. Any action outside the powers ticked in clause 4, or outside these limits, is not authorised.

6. Term. Starts [Start date] and continues until [End date or event that ends this power of attorney], unless revoked earlier under clause 7. **7. Revocation.** The grantor may revoke at any time, while the grantor has capacity to do so, by written notice to the attorney-in-fact and to any person or body that has relied on this power of attorney. It also ends if the grantor dies, or if the law of [Jurisdiction] provides that it ends in any other event, including [Event that ends this power of attorney under the law of the jurisdiction, if any]. After revocation or termination, the attorney-in-fact must stop acting and return any documents or property of the grantor held under it. **8. Third parties.** Any person or body acting in good faith on this power, without notice of its revocation or termination, may rely on it until notified in writing that it has been revoked or has ended.

9. Signatures and witnesses. The grantor signs in the presence of the witnesses below; the attorney-in-fact signs to accept the appointment.
Grantor: Signature _____ Name [Full legal name of the grantor] Date [Date of signing] Place [Place of signing]
Attorney-in-fact (acceptance): Signature _____ Name [Full legal name of the attorney-in-fact] Date [Date of signing]
Witness 1: Signature _____ Name [Full name of witness 1] Address [Address of witness 1] Date [Date of signing]
Witness 2: Signature _____ Name [Full name of witness 2] Address [Address of witness 2] Date [Date of signing]
Notary or other attesting officer (if required in [Jurisdiction]): Signature _____ Name [Full name of the notary or officer] Title [Title or office of the notary or officer] No. [Registration or licence number of the notary or officer] Date [Date] Seal [Official seal or stamp, if required in the jurisdiction]
Signed before me at [Place] on [Date] by [Full legal name of the grantor], personally known to me or proved by [Type of identification shown].