HUMMINGBIRD
NOTARIES

VANCOUVER
323 Jervis St #60,
Vancouver, BC V6C 3P8
(Coal Harbour Seawall)

POWER OF ATTORNEY QUESTIONNAIRE

General, Specific and Company Powers of Attorney | Confidential client instructions

A **General** or **Specific** Power of Attorney lets someone act for you while you are capable, for example to sign documents for a property sale while you are travelling. It **ends if you become mentally incapable**. A **Company** Power of Attorney is given by a corporation.

If you want someone to manage your affairs if you lose capacity, please ask us for our Enduring Power of Attorney Questionnaire instead.

Please send us

- ☐ **Your ID**
  Two pieces of government ID: one with your photo, and one showing your current address. For a company, ID for each signing officer.
- ☐ **ID for each Attorney**
  Showing their full legal name and address.
- ☐ **For a company**
  The directors' resolution and a current company search.
- ☐ **For a specific sale or purchase**
  A copy of the contract of purchase and sale, if you have it.

Email this form and your documents to ask@hummingbirdnotaries.com. If you are not sure of an answer, write "not sure" and we will go through it together.

1 | TYPE OF POWER OF ATTORNEY

I would like: ☐ Specific (one purpose) ☐ General (all financial matters) ☐ Company

Why do you need this Power of Attorney? (for example: sale of my condo while I am overseas)

2 | THE PERSON OR COMPANY GIVING THE POWER

Individual

Full legal name (exactly as on ID and title)

Occupation

Address (street, city, province, postal code)

Phone

Email

Company (complete instead of Individual)

Full legal name of company

Incorporation number

Registered office address

Jurisdiction of incorporation

Signing officer(s): name and title

Signing officer(s): name and title

For a company, please send a copy of the directors' resolution authorizing the Power of Attorney and a current company search or register of directors.

3 | YOUR ATTORNEY

Your Attorney must be 19 or older. Please speak with them first, as they must agree and will sign the document.

Attorney

Full legal name (as shown on ID)

Relationship to you

Date of birth

Address (street, city, province, postal code)

Phone

Email

Alternate Attorney (optional)

Full legal name (as shown on ID)

Relationship to you

Date of birth

Address (street, city, province, postal code)

Phone

Email

If more than one Attorney: ☐ Alternate acts only if first cannot ☐ Any one may act alone ☐ Must act together

4 | WHEN IT STARTS AND ENDS

Effective: ☐ On signing by me and my Attorney ☐ On a later date

Details:

It should end: ☐ When I revoke it ☐ On a specific date ☐ When the transaction completes

Details:

5 | REAL ESTATE (LAND TITLE OFFICE)

Will your Attorney sign documents for real estate (sale, purchase, mortgage, transfer)? ☐ No ☐ Yes

If yes, the Power of Attorney must be signed in front of a notary or lawyer with an officer's certification under Part 5 of the *Land Title Act*. A non-enduring Power of Attorney used at the Land Title Office expires 3 years after it is signed unless that rule is expressly excluded in the document.

Property civic address

PID (if known)

Second property civic address (if any)

PID (if known)

Should the 3-year limit be excluded? ☐ Yes ☐ No, transaction will complete within 3 years ☐ Discuss

6 | WHAT YOUR ATTORNEY MAY DO

For a Specific Power of Attorney, tick each task your Attorney may do. For a General Power of Attorney, your Attorney may do anything you can lawfully do through an attorney, subject to any restrictions you list.

☐ Yes ☐ No Sign all documents for the purchase or sale of the property above.

☐ Yes ☐ No Sign mortgage documents and deal with the lender.

☐ Yes ☐ No Receive and pay out the sale or mortgage proceeds on my behalf.

☐ Yes ☐ No Sign the transfer or other conveyance of the property.

☐ Yes ☐ No Deal with my bank accounts.

Other tasks, conditions or restrictions:

Should your Attorney be paid? ☐ No, expenses only ☐ Hourly rate ☐ Other

Details:

7 | SIGNING AND IDENTIFICATION

Where will you and your Attorney sign? ☐ In BC ☐ Outside BC, in Canada ☐ Outside Canada

Details:

Reminder: please send the identification and documents listed on page 1 before your appointment. Everyone signing must bring original photo identification.

I confirm that the information in this questionnaire is true and complete to the best of my knowledge, and reflects my own wishes.

Your name (or signing officer)

Date

C 604.760.1037
O 604.839.2000

F 1.888.531.0070

ask@hummingbirdnotaries.com
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