Preparation checklist *Form 16—Request to register power of attorney* and *Form 3—Enduring power of attorney*

This checklist contains general information to assist practitioners complete a basic request to register power of attorney and associated enduring power of attorney. It is not intended to be a complete guide. For further information about the requirements of a *Form 16—Request to register power of attorney* and *Form 3—Enduring power of attorney*, refer to Part 16 of the Land Title Practice Manual available at: www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual

**Note:** An enduring power of attorney should not be used for capabilities such as a trustee, a business partnership, a director of a company, or a company. A Form 1 – General Power of Attorney is the appropriate form to record these capacities.

**Form 3—Enduring power of attorney**

**Clauses**

**Clauses 1 to 7**
Clauses 1 to 7 may be completed but are not used by the titles registry, as they are for personal health matters.

**Clause 8**
- [ ] Is the Form 2—Appointing an attorney for financial matters completed by the principal?
- [ ] Are the principal’s full name and address shown?
- [ ] Are the full names and address of each attorney shown?

**Clause 9**
- [ ] Is one box ticked to indicate whether or not specific terms or limitations are given?

**Clause 10**
- [ ] If answer to the question in clause 9 is yes, are specific terms or limitations stated?
- [ ] If the power of attorney is intended to be limited to certain terms, is the word ‘limited’ or words “restricted to” or a similar expression used to describe the terms? **Note:** if these are not used, the Registrar will consider the terms as additional terms.

**Clause 11**
- [ ] Is only one box ticked?
- [ ] If required, is a specific date or circumstance on which the attorney’s powers are to commence shown?
- [ ] If required, is any supporting documentation required to be deposited — for example a statement from a medical practitioner?

**Clause 12**
- [ ] Is one box ticked to indicate whether or not more than one attorney is appointed?

**Clause 13**
- [ ] If answer to the question in clause 12 is yes, is the relevant box ticked indicating how the attorneys are to make decisions?
- [ ] If as a majority, are specific directions included?
- [ ] If box for other is ticked, are specific directions included such as successively or alternatively?

**Clause 14**
- [ ] Is the statement of understanding signed by the principal or the person representing the principal?
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☐ Is the principal’s signature or the person representing the principal signature witnessed? Note: The witness must complete clauses 14 and 15.
☐ Is the date completed?

Clause 15
☐ Is the witness statement completed by the witness who signed and dated the statement of understanding?
☐ Is the witness qualified in terms of s. 31 of the Powers of Attorney Act 1998?
☐ Are all items completed with one tick each?
☐ Is the witness certificate signed and dated?

Clauses 16 to 18
Clauses 16 to 18 may be completed but are not used by the titles registry.

Clause 19
☐ Is the attorney's full name shown in the attorney’s acceptance?
☐ Are the relevant boxes ticked?
☐ Is the attorney's acceptance signed by the attorney and dated on or after the date the principal signed the power?

Clauses 20 and 21
☐ Are separate attorney’s acceptance completed for each additional attorney?

Form and evidence
☐ Is the correct form used?
☐ If other than a purchased pre-printed form is used, are the form number, relevant section of the Powers of Attorney Act 1998 and general notes regarding powers of attorney shown in the power of attorney?
☐ If a copy of the power of attorney, certified pursuant to s 45 of the Powers of Attorney Act 1998 is being lodged, is—
  • each page, other than the last page, of the copy certified to the effect that the copy is a true and complete copy of the corresponding page of the original; and
  • the last page of the copy certified to the effect that the copy is a true and complete copy of the original; and
  • the certification by a person authorised by the above section?
☐ Are all instructions to the form included as part of the form for lodgement?

Form 16—Request to register power of attorney

Items

Item 1
☐ Does the principal’s name agree with that stated in the power of attorney?
☐ Are the non-applicable words deleted or ruled through?

Item 2
☐ Does the attorney’s name agree with that stated in the power of attorney?
☐ If more than one attorney, are the relevant words shown to indicate the way the attorneys are to act and does this agree with the power of attorney — for example jointly as a majority?
Item 3
☐ Are the non-applicable statements deleted or ruled through?

Item 4
☐ Is the request executed?
☐ If signed by a solicitor, is the full name legibly printed below the signature?