

A 10-point checklist

Before you sign a power of attorney

A power of attorney is often needed when you live abroad. The danger is giving more power than the job needs. Check these ten points before you sign.

WHAT IT SAYS

- ☐ **One purpose only:** for example, "to register the leave-and-licence agreement for Flat [No.]"
- ☐ **The property named exactly:** address, flat number, survey or CTS number
- ☐ **The acts listed one by one,** with no catch-all "and all other acts" wording
- ☐ **No power to sell, mortgage or gift,** unless that is the actual purpose
- ☐ **No power to appoint someone else** (no substitution or delegation)
- ☐ **An end date,** or "ends when the task is complete"

HOW IT'S SIGNED AND USED

- ☐ Signed before an Indian consulate officer, or notarised and apostilled, as your lawyer advises
- ☐ Stamped (adjudicated) in India within the time your state requires after it arrives, often 3 months
- ☐ Keep a list of every POA you've given: to whom, for what, and when it ends

WHEN THE JOB IS DONE

- ☐ Cancel it in writing, register the cancellation where needed, and tell everyone who relied on it: the society, the bank, the sub-registrar

Rule of thumb: give a POA to someone you trust for a task you can describe in one sentence. If you can't describe it in one sentence, it's too broad.

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