



Osprey Approach: Lasting Power of Attorney

This help guide was last updated on
Nov 3rd, 2022

The latest version is always online at
<https://support.ospreyapproach.com/?p=16396>



NEW FILE OPENING FW_LPA

Type of LPA

Please select

▼

Office of Public Guardian

(None selected)

▼

🔍

✎

+

OPG Ref

Is a medical report required for Client 1?

Please Select

▼

Is a medical report required for Client 2?

Please Select

▼

✓

Submit

Cancel

MEDICAL REPORT FW_LPA

GP 1 title

GP 1 initials

GP 1 surname

GP 1 address

GP 2 title

GP 2 initials

GP 2 surname

GP 2 address

✓

Submit

Cancel

ATTORNEYS FW_LPA

Number of Attorneys

1

Please select

1

2

3

4

Attorney 1 Title

Attorney 1 Initials

Attorney 1 Forename

Attorney 1 Surname

Attorney 1 Address

Attorney 2 Title

Attorney 2 Initials

Attorney 2 Forename

Attorney 2 Surname

Attorney 2 Address

Attorney 3 Title

Attorney 3 Initials

Attorney 3 Forename

Attorney 3 Surname

Attorney 3 Address

REPLACEMENT ATTORNEYS FW_LPA

Number of Replacement Attorneys?

1

Please select

1

2

3

4

Replacement Attorney 1 Title

Replacement Attorney 1 Initials

Replacement Attorney 1 Forename

Replacement Attorney 1 Surname

Replacement Attorney 1 Address

Replacement Attorney 2 Title

Replacement Attorney 2 Initials

Replacement Attorney 2 Forename

Replacement Attorney 2 Surname

Replacement Attorney 2 Address

Replacement Attorney 3 Title

Replacement Attorney 3 Initials

Replacement Attorney 3 Forename

Replacement Attorney 3 Surname

Replacement Attorney 3 Address

Replacement Attorney 4 Title

FW_LPA CERTIFICATE PROVIDER TASK

Who is the certificate provider?

Please select

Please select

Yes, we are the CP

No, add details of the CP below

Certificate Provider Title

Certificate Provider Initials

Certificate Provider Forename

Certificate Provider Surname

Certificate Provider Address

✓ Submit

Cancel

NOTIFIABLE PERSONS FW_LPA

How many notifiable persons are we writing to?

1

Please select

0 - not writing to any

1

2

3

4

5

Notifiable Person Title 1

Notifiable Person Initials 1

Notifiable Person Forename 1

Notifiable Person Surname 1

Notifiable Person Address 1

Notifiable Person Title 2

Notifiable Person Initials 2

Notifiable Person Forename 2

Notifiable Person Surname 2

Notifiable Person Address 2

Notifiable Person Title 3

Notifiable Person Initials 3

Notifiable Person Forename 3

Notifiable Person Surname 3

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
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Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD
LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1 } & { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD
LINKNAME_SURNAME_1 }" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{
MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD LINKNAME_TITLE_1 } {
MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 } & {
MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD
LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ IF { MERGEFIELD
LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_SURNAME_1 }" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD
LINKNAME_SURNAME_2 }" }" }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY1_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY1_SRMN }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY1_SRMN }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } {
IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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{ QUOTE { DATE \@ "d MMMM yyyy" } }

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FW_LPA_ATRNY_FW_ATRNY2_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY2_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY2_SRNM }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
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IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }**

Yours sincerely/faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

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FW_LPA_ATRNY_FW_ATRNY3_SRMN }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY3_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY3_SRMN }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
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IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
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MERGEFIELD LINKNAME SURNAME 2 }" "" }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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FW_LPA_ATRNY_FW_ATRNY4_SRMN }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_SRMN }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
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IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }**

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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{ MERGEFIELD FW_LPA_CP_FW_CP_SRNM }
{ MERGEFIELD FW_LPA_CP_FW_CP_ADD }

Dear

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } {
IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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FW_LPA_CONT_FW_GPINT1 } { MERGEFIELD FW_LPA_CONT_FW_GPSUR1 }
{ MERGEFIELD FW_LPA_CONT_FW_GPADD1 }

Dear { MERGEFIELD FW_LPA_CONT_FW_GPTITLE1 } { MERGEFIELD
FW_LPA_CONT_FW_GPINT1 } { MERGEFIELD FW_LPA_CONT_FW_GPSUR1 }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } {
IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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{ MERGEFIELD FW_LPA_CONT_FW_GPADD2 }

Dear { MERGEFIELD FW_LPA_CONT_FW_GPTITLE2 } { MERGEFIELD
FW_LPA_CONT_FW_GPINT2 } { MERGEFIELD FW_LPA_CONT_FW_GPSUR2 }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } {
IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }**

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_LPA_CONT_FW_OPG_REF }

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_CONT_FW_OPG_NAME_name }
{ IF { MERGEFIELD FW_LPA_CONT_FW_OPG_NAME_dxno }<> "" "{ MERGEFIELD
FW_LPA_CONT_FW_OPG_NAME_dxno }" "{ MERGEFIELD
FW_LPA_CONT_FW_OPG_NAME_address }" }

Dear Sirs,

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME TITLE 1 }{ MERGEFIELD
LINKNAME FORENAME 1 }{ MERGEFIELD LINKNAME SURNAME 1 }{
IF { MERGEFIELD LINKNAME SURNAME 2 }<> "" "and { MERGEFIELD
LINKNAME TITLE 2 }{ MERGEFIELD LINKNAME FORENAME 2 }{
MERGEFIELD LINKNAME SURNAME 2 }" "" }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank letter Replacement Attorney

1

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Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_TTL } { MERGEFIELD
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FW_LPA_RAT_FW_REP_AT1_SRM }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT1_TTL } { MERGEFIELD
FW_LPA_RAT_FW_REP_AT1_SRM }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank letter Replacement Attorney

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Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

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FW_LPA_RAT_FW_REP_AT2_SRMN }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT2_TTL } { MERGEFIELD
FW_LPA_RAT_FW_REP_AT2_SRMN }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Your Ref:

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FW_LPA_RAT_FW_REP_AT3_SRMN }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT3_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT3_TTL } { MERGEFIELD
FW_LPA_RAT_FW_REP_AT3_SRMN }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Blank letter Replacement Attorney

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Your Ref:

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FW_LPA_ATRNY_FW_ATRNY4_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_SRM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_SRM }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Client approve draft LPA

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

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Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

I am pleased to enclose { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health
& Welfare" "the completed Health and Welfare LPA application form." "{ IF { MERGEFIELD
FW_LPA_CONT_FW_LPA_TYPE } = "Property & Financial Affairs" "the completed Property
and Financial Affairs LPA application form." "{ IF { MERGEFIELD
FW_LPA_CONT_FW_LPA_TYPE } = "Health & Welfare/Property & Financial Affairs" "the
completed Health and Welfare and Property and Financial Affairs LPA application forms."
**"Please go to the Other Info dossier page and select the type of application from the
drop down list, then reopen this template." }" }**

I should be grateful if you would please read the documentation carefully, and ensure that
the information is correct. If you have any queries, please do not hesitate to contact me.

I should be grateful if you would telephone me to make an appointment to sign the papers.

I look forward to hearing from you.

Yours sincerely/faithfully

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Client care letter

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Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

A Lasting Power of Attorney gives the power to act on your behalf to another person (or persons) who are called "Attorneys". This power continues if you lose mental capacity. If you were to lose capacity and did not have a Lasting Power of Attorney in place, it would be necessary for someone (usually a relative or close friend) to have to make an expensive and lengthy application to the Court in order to be able to act on your behalf.

There are two types of LPA available to you:

- Health and Care
- Financial

It is possible for you to have either or both LPAs. Anyone over the age of 18 can make an LPA, as long as they understand what they are signing (i.e. they have mental capacity).

A Health and Care LPA allows your attorney(s) to make decisions regarding things such as where you live, what you eat and your medical treatment.

A Financial LPA allows your attorney(s) to deal with all aspects of your finances, including dealing with your bank accounts, paying bills on your behalf and selling your property.

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Obtaining an LPA is simple; a form for each type of LPA must be completed. You should, however, give careful consideration to who you will choose to be your attorney(s). An attorney is usually a family member or close friend, or a professional advisor such as a solicitor or accountant (usually only for Financial LPAs). The should only appoint people who you trust to be your attorney(s). Factors to consider could be how close the person lives to you, whether they have the time and commitment, and if they have the skills necessary to act as an attorney.

You can instruct more than one attorney to act on your behalf. It is also sensible to appoint replacement attorneys in case one of your attorneys cannot act for any reason.

It is possible to instruct more than one attorney in the following way:

- Jointly. If you appoint attorneys to act jointly, they must agree on decisions together. This can sometimes be impractical for day-to-day decisions which must be made. If one of the attorneys cannot act, the LPA will cease to exist unless you have appointed replacement attorneys.
- Jointly and severally. In this case, your attorneys may act together or individually. This can be beneficial for day-to-day decisions, and if one attorney cannot act then the other attorneys can continue to act and the LPA will not cease to exist. Since the attorneys can act independently, this can sometimes result in an attorney acting in a way that the other attorneys do not agree with however you should not appoint an attorney that you would not trust to act alone.
- Jointly for some decisions, and jointly and severally for others. This option allows for day-to-day decisions to be decided by an attorney independently and for more important decisions the attorneys must act together. You must decide which decisions the attorneys must take jointly.

The law imposes limits on what your attorney(s) can do, and it is clear that they must act only in your best interests.

You can also restrict how the attorney(s) can act. For example, you could require them to instruct a financial advisor to help manage your finances, or to submit annual accounts to a person of your choice. You could also specify that you only want to be moved to a residential home if your doctor has expressly confirmed that you are no longer able to live alone. You can also indicate any preferences that you have. This could include asking attorneys to allow you to have a specific diet, for example vegan or to invest your money in investments in line with your morals and beliefs.

When you make an LPA, you can arrange for up to five people to be notified that you are registering your LPA. The purpose of this is to act as a safeguard, so those people can raise any concerns they have at the point of registration.

You must also appoint one Certificate Provider in your application for an LPA. A Certificate Provider is a professional person, such as a solicitor or GP, who has know you for at least two years. This person must be independent to your attorneys, so for example they can't be related to one of your attorneys. The purpose of the Certificate Provider is to confirm that you understand the meaning of the LPA, that you have not be coerced into making the LPA, that there has been no scam or dishonesty when making the LPA and that there is no other reason for concern. This is to further safeguard you.

You or your attorney(s) can register your LPA at any time, however the attorney(s) can only act on your behalf once the LPA has been registered. It is for you to decide whether you want to register the LPA straight away or in the future. The LPA will be registered with the Office of the Public Guardian and there is a fee for doing so.

Once the LPA has been registered, your attorney(s) can only act with your permission in respect of financial matters if you have mental capacity. Once you lose mental capacity, they will be able to act without your permission. With regards to Health and Care, your attorney(s) can only act once you have lost mental capacity.

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Client confirm LPA registered with

OPG

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Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

I am pleased to confirm that { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } =
"Health & Welfare" "your Health and Welfare LPA has been registered with the Office of the
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Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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GP 1 Capacity Report request

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
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Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_CONT_FW_GPTITLE1 } { MERGEFIELD
FW_LPA_CONT_FW_GPINT1 } { MERGEFIELD FW_LPA_CONT_FW_GPSUR1 }
{ MERGEFIELD FW_LPA_CONT_FW_GPADD1 }

Dear { MERGEFIELD FW_LPA_CONT_FW_GPTITLE1 } { MERGEFIELD
FW_LPA_CONT_FW_GPSUR1 }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

I act on behalf of the above named client who is intending to make { IF { MERGEFIELD
FW_LPA_CONT_FW_LPA_TYPE } = "Health & Welfare" "a Health and Welfare Lasting
Power of Attorney." "{ IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Property &
Financial Affairs" "a Property and Financial Affairs Lasting Power of Attorney" "{ IF {
MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health & Welfare/Property & Financial
Affairs" "Health and Welfare and Property and Financial Lasting Powers of Attorney."
**"Please go to the Other Info Dossier Page and select the type of LPA from the drop
down list, then re-open this letter template." }** }

I should be grateful if you would please prepare a report as to { MERGEFIELD
LINKNAME_FORENAME_1 }'s capacity to sign a Lasting Power of Attorney.

{ MERGEFIELD LINKNAME_FORENAME_1 } should be able to answer the following
questions:

1. What is a Lasting Power of Attorney?
2. The reason for making one.
3. Who will be appointed as attorney(s)?
4. Why the attorney(s) has been selected to act?
5. The type of powers the attorney(s) will have?

{ MERGEFIELD LINKNAME_FORENAME_1 } should also be aware that an attorney's
authority to act will apply as soon as the Lasting Power of Attorney has been registered and
will continue even if mental capacity is lost. A Lasting Power of Attorney can only be
revoked whilst { MERGEFIELD LINKNAME_FORENAME_1 } has capacity to do so.

The Mental Capacity Act provides that a person should not be deemed to lack capacity
unless all reasonable steps have been taken without success. For example, a person's
capacity could fluctuate during the day. If you believe this to be the case please include it in
your report and note the best time/place to talk to { MERGEFIELD
LINKNAME_FORENAME_1 }.

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I should be grateful if you would please confirm your costs for preparation of this report as I must obtain my client's permission to incur the cost. Please also advise of your timescales and availability for completing the report.

If you have any queries, please do not hesitate to contact me.

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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GP 2 Capacity Report request

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Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

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go to the Other Info dossier page and select the type of application from the drop
down list, then reopen this template.**" }" }

I would like to take this opportunity to thank you for your kind instructions and if I may be of
any further assistance to you in the future please do not hesitate to contact me.

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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Letter Attorney 1 enc. LPA

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Your Ref:

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FW_LPA_ATRNY_FW_ATRNY1_SRMN }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY1_SRMN }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
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I should be grateful if you would please read the documents carefully and then contact me to
make an appointment to sign. Please ensure that your contact details are correctly written in
the form.

I look forward to hearing from you.

Yours sincerely/faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

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Letter Attorney 2 enc. LPA

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{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_TTL } { MERGEFIELD
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FW_LPA_ATRNY_FW_ATRNY2_SRM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY2_SRM }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }
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IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
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Yours sincerely

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Letter Attorney 3 enc. LPA

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Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY3_SRMN }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } {
IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" "" }**

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to make
Lasting Power of Attorney for { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } =
"Health & Welfare" "health and welfare" "{ IF { MERGEFIELD
FW_LPA_CONT_FW_LPA_TYPE } = "Property & Financial Affairs" "property and financial
affairs" "{ IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health &
Welfare/Property & Financial Affairs" "health and welfare and property and financial affairs"
"" }" }" } and I therefore write to notify you of this as { IF { MERGEFIELD
LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD
LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } wishes" } to appoint you as attorney.

I should be grateful if you would please read the documents carefully and then contact me to
make an appointment to sign. Please ensure that your contact details are correctly written in
the form.

I look forward to hearing from you.

Yours sincerely

{INCLUDETEXT

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }
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Letter Attorney 4 enc. LPA

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_INT } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_SRMN }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_ADD }

Dear { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_TTL } { MERGEFIELD
FW_LPA_ATRNY_FW_ATRNY4_SRMN }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } {
IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" "" }**

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to make
Lasting Power of Attorney for { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } =
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Yours sincerely

{INCLUDETEXT

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }
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Letter Certificate Provider enc.

LPA

{INCLUDETEXT

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_CP_FW_CP_TIT } { MERGEFIELD FW_LPA_CP_FW_CP_INT }
{ MERGEFIELD FW_LPA_CP_FW_CP_SRNM }
{ MERGEFIELD FW_LPA_CP_FW_CP_ADD }

Dear { MERGEFIELD FW_LPA_CP_FW_CP_TIT } { MERGEFIELD
FW_LPA_CP_FW_CP_SRNM }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } {
IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" "" }**

I act for the above named client { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "s" ""
}.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to make a
Lasting Power of Attorney for { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } =
"Health & Welfare" "health and welfare" "{ IF { MERGEFIELD
FW_LPA_CONT_FW_LPA_TYPE } = "Property & Financial Affairs" "property and financial
affairs" "{ IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health &
Welfare/Property & Financial Affairs" "health and welfare and property and financial affairs"
"" }" }" }.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } for you to be
their Certificate Provider. I should therefore be grateful if you would please complete the
Certificate within the LPA form(s) and return it to me as soon as possible.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{INCLUDETEXT

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter notifiable person 1

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_NP1_3_FW_NP_TIT1 } { MERGEFIELD
FW_LPA_NP1_3_FW_NP_INT1 } { MERGEFIELD FW_LPA_NP1_3_FW_NP_SSRNM1 }
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_ADD1 }

Dear { MERGEFIELD FW_LPA_NP1_3_FW_NP_TIT1 } { MERGEFIELD
FW_LPA_NP1_3_FW_NP_SSRNM1 }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } {
IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }**

I act for the above named client { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "s" ""
}.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to register
the Lasting Power of Attorney for { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } =
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affairs" "{ IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health &
Welfare/Property & Financial Affairs" "health and welfare and property and financial affairs"
"" }" }" } and I therefore write to notify you of this.

If you believe that the LPA should not be registered please contact the Office of the Public
Guardian forthwith. If, however, you do not believe there is any reason to prevent the
registration then there is no need for you to contact the OPG.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Letter notifiable person 2

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_NP1_3_FW_NP_TIT2 } { MERGEFIELD
FW_LPA_NP1_3_FW_NP_INT2 } { MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM2 }
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_ADD2 }

Dear { MERGEFIELD FW_LPA_NP1_3_FW_NP_TIT2 } { MERGEFIELD
FW_LPA_NP1_3_FW_NP_SRNM2 }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } {
IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" "" }**

I act for the above named client { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "s" ""
}.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to register
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registration then there is no need for you to contact the OPG.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Letter notifiable person 3

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_NP1_3_FW_NP_TIT3 } { MERGEFIELD
FW_LPA_NP1_3_FW_NP_INT3 } { MERGEFIELD FW_LPA_NP1_3_FW_NP_SSRNM3 }
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_ADD3 }

Dear { MERGEFIELD FW_LPA_NP1_3_FW_NP_TIT3 } { MERGEFIELD
FW_LPA_NP1_3_FW_NP_SSRNM3 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } {
IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" "" }**

I act for the above named client { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "s" ""
}.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to register
the Lasting Power of Attorney for { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } =
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registration then there is no need for you to contact the OPG.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Letter notifiable person 4

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_TIT4 } { MERGEFIELD
FW_LPA_NP_4_5_FW_NP_INT4 } { MERGEFIELD FW_LPA_NP_4_5_FW_NP_SRNM4 }
{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_ADD4 }

Dear { MERGEFIELD FW_LPA_NP_4_5_FW_NP_TIT4 } { MERGEFIELD
FW_LPA_NP_4_5_FW_NP_SRNM4 }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

**Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } {
IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } {
MERGEFIELD LINKNAME_SURNAME_2 }" "" }**

I act for the above named client { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "s" ""
}.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Letter notifiable person 5

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_TIT5 } { MERGEFIELD FW_LPA_NP_4_5_FW_NP_INT5 } { MERGEFIELD FW_LPA_NP_4_5_FW_NP_SRNM5 } { MERGEFIELD FW_LPA_NP_4_5_FW_NP_ADD5 }

Dear { MERGEFIELD FW_LPA_NP_4_5_FW_NP_TIT5 } { MERGEFIELD FW_LPA_NP_4_5_FW_NP_SRNM5 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_FORENAME_2 } { MERGEFIELD LINKNAME_SURNAME_2 }" "" }

I act for the above named client { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "s" "" }.

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } wishes" } to register the Lasting Power of Attorney for { IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health & Welfare" "health and welfare" "{ IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Property & Financial Affairs" "property and financial affairs" "{ IF { MERGEFIELD FW_LPA_CONT_FW_LPA_TYPE } = "Health & Welfare/Property & Financial Affairs" "health and welfare and property and financial affairs" "" }" } } and I therefore write to notify you of this.

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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Letter OPG send LPA for

registration

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_CONT_FW_OPG_NAME_name }
{ IF { MERGEFIELD FW_LPA_CONT_FW_OPG_NAME_dxno } <> "" "{ MERGEFIELD
FW_LPA_CONT_TK_OPG_NAME_dxno }" "{ MERGEFIELD
FW_LPA_CONT_FW_OPG_NAME_address }" }

Dear Sirs,

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } {
IF { MERGEFIELD LINKNAME SURNAME 2 } <> "" "and { MERGEFIELD
LINKNAME TITLE 2 } { MERGEFIELD LINKNAME FORENAME 2 } {
MERGEFIELD LINKNAME SURNAME 2 }" "" }

{ IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_2 } wish" "{ MERGEFIELD
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Welfare/Property & Financial Affairs" "health and welfare and property and financial affairs"
"" }" }" } }.

We enclose the fee of £ and look forward to hearing from you once registration is complete.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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Letter Replacement Attorney 1

enc. LPA

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_TTL } { MERGEFIELD
FW_LPA_RAT_FW_REP_AT1_INT } { MERGEFIELD
FW_LPA_RAT_FW_REP_AT1_SRN }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT1_TTL } { MERGEFIELD
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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }
Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
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IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" "and { MERGEFIELD
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"" }" }" } and I therefore write to notify you of this as { IF { MERGEFIELD
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I look forward to hearing from you.

Yours sincerely

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Letter Replacement Attorney 2

enc. LPA

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Your Ref:

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{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT2_TTL } { MERGEFIELD
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I look forward to hearing from you.

Yours sincerely

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Letter Replacement Attorney 3

enc. LPA

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Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

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FW_LPA_RAT_FW_REP_AT3_SRNM }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT3_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT3_TTL } { MERGEFIELD
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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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Yours sincerely

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Letter Replacement Attorney 4

enc. LPA

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Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

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{ MERGEFIELD FW_LPA_RAT_FW_REP_AT4_ADD }

Dear { MERGEFIELD FW_LPA_RAT_FW_REP_AT4_TTL } { MERGEFIELD
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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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LP1F



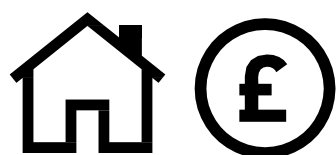
Office of the
Public Guardian

Form

LP1F



Lasting power of attorney



Financial decisions

Registering
an LPA costs

£82

This fee is means-tested:
see the application
Guide part B

Use this for:

- running your bank and savings accounts
- making or selling investments
- paying your bills
- buying or selling your house

How to complete this form

PLEASE WRITE IN CAPITAL LETTERS USING A BLACK PEN

☒ Mark your choice with an X

☐ If you make a mistake, fill in the box and then mark the correct choice with an X

Don't use correction fluid. Cross out mistakes and rewrite nearby.
Everyone involved in each section must initial each change.

Making an LPA online is simpler, clearer and faster

Our smart online form gives you just the right amount of help exactly when you need it: www.gov.uk/power-of-attorney

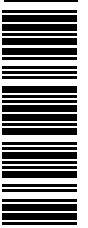
**Before
you start...**

This form is also available in Welsh. Call the helpline on 0300 456 0300.

The people involved in your LPA

Helpline
0300 456 0300 

You'll find it easier to make an LPA if you first choose the people you want to help you. **Note their names here now** so you can refer back later.



People you must have to make an LPA

Donor

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
--

If you are filling this form in for yourself, you are the donor. If you are filling this in for a friend or relative, they are the donor.

Attorneys

{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_SRNM }

Attorneys are the people you pick to make decisions for you. They don't need legal training.

They should be people you trust and know well; for example, your husband, wife, partner, adult children or good friends.

Choose one attorney or more. If you have a lot, they might find it hard to make decisions together.

Certificate provider

{ MERGEFIELD FW_LPA_CP_FW_CP_PROV }

You need someone to confirm that no one is forcing you to make an LPA and you understand what you are doing. This is your 'certificate provider'. They must either:

- have relevant professional skills, such as a doctor or lawyer
- have known you well for at least two years, such as a friend or colleague

Some people can't be a certificate provider. See the list in the Guide, part A10.

Witnesses

You can't witness your attorneys' signatures and they can't witness yours. Anyone else over 18 years old can be a witness.

People you might want to include in your LPA

Replacement attorneys

{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT1_SRNM }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT2_SRNM }
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{ MERGEFIELD FW_LPA_RAT_FW_REP_AT4_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT4_SRNM }

You don't have to appoint replacement attorneys but they help protect your LPA. Without them, your LPA might not work if one of your original attorneys stops acting for you.

People to notify

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{ MERGEFIELD FW_LPA_NP4_5_FW_NP_FRNM4 } { MERGEFIELD FW_LPA_NP4_5_FW_NP_SRNM4 }

'People to notify' add security. They can raise concerns about your LPA before it's registered – for example, if they think you are under pressure to make the LPA.



Office of the
Public Guardian

Helpline
0300 456 0300



Lasting power of attorney for property and financial affairs

Section 1

The donor

You are appointing other people to make decisions on your behalf.
You are 'the donor'.

Restrictions - you must be at least 18 years old and be able to understand and make decisions for yourself (called 'mental capacity').



For help with
this section,
see the
Guide, part A1.



Title

{
MERGEFI

First names

{ MERGEFIELD LINKNAME_FORENAME_1 }

Last name

{ MERGEFIELD LINKNAME_SURNAME_1 }

Any other names you're known by (optional - eg your married name)

Date of birth

--	--	--	--	--	--	--	--

Day

Month

Year

Address

{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_ADD }

Postcode

Email address (optional)

If you are filling this in for a friend or relative and they can no longer make decisions independently, they can't make an LPA. See the Guide 'Before you start' for more information.

For OPG office use only

LPA registration date

--	--	--	--	--	--	--	--

Day

Month

Year

OPG reference number

Only valid with the official stamp here.

LP1F Property and financial
affairs (07.15)

Section 2

The attorneys

Helpline
0300 456 0300



The people you choose to make decisions for you are called your ‘attorneys’. Your attorneys don’t need special legal knowledge or training. They should be people you trust and know well. Common choices include your husband, wife or partner, son or daughter, or your best friend.

You need at least one attorney, but you can have more.

You’ll also be able to choose ‘replacement attorneys’ in section 4. They can step in if one of the attorneys you appoint here can no longer act for you.

To appoint a trust corporation, fill in the first attorney space and tick the box in that section. They must sign Continuation sheet 4. For more about trust corporations, see the Guide, part A2.

Restrictions – Attorneys must be at least 18 years old and must have mental capacity to make decisions. They must not be bankrupt or subject to a debt relief order.



For help with this section, see the Guide, part A2.

Title	First names
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Last name (or trust corporation name)	
<input type="text" value="{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_SRNM }"/>	
Date of birth	
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Day	Month Year
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<input type="text"/>	
Postcode	<input type="text"/>
Email address (optional)	
<input type="text"/>	
<input type="checkbox"/> This attorney is a trust corporation.	

Title	First names
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Address	
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Postcode	<input type="text"/>
Email address (optional)	
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Title	First names
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Postcode	<input type="text"/>
Email address (optional)	
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☐ **More attorneys** – I want to appoint more than 4 attorneys. Use Continuation sheet 1.

Section 3

How should your attorneys make decisions?

You need to choose whether your attorneys can make decisions on their own or must agree some or all decisions unanimously.

Whatever you choose, they must always act in your best interests.

Helpline

0300 456 0300



☐ **I only appointed one attorney** (turn to section 4)

How do you want your attorneys to work together? (tick one only)

☐ **Jointly and severally**

Attorneys can make decisions on their own or together. Most people choose this option because it's the most practical. Attorneys can get together to make important decisions if they wish, but can make simple or urgent decisions on their own. It's up to the attorneys to choose when they act together or alone. It also means that if one of the attorneys dies or can no longer act, your LPA will still work.

If one attorney makes a decision, it has the same effect as if all the attorneys made that decision.

☐ **Jointly**

Attorneys must agree unanimously on every decision, however big or small. Remember, some simple decisions could be delayed because it takes time to get the attorneys together. If your attorneys can't agree a decision, then they can only make that decision by going to court.

Be careful – if one attorney dies or can no longer act, all your attorneys become unable to act. This is because the law says a group appointed 'jointly' is a single unit. Your LPA will stop working unless you appoint at least one replacement attorney (in section 4).

☐ **Jointly for some decisions, jointly and severally for other decisions**

Attorneys must agree unanimously on some decisions, but can make others on their own. If you choose this option, you must list the decisions your attorneys should make jointly and agree unanimously on Continuation sheet 2. The wording you use is important. There are examples in the Guide, part A3.

Be careful – if one attorney dies or can no longer act, none of your attorneys will be able to make any of the decisions you've said should be made jointly. Your LPA will stop working for those decisions unless you appoint at least one replacement attorney (in section 4). Your original attorneys will still be able to make any of the other decisions alongside your replacement attorneys.



Help?

For help with this section, see the Guide, part A3.



If you choose 'jointly for some decisions...', you may want to take legal advice, particularly if the examples in part A3 of the the Guide, don't match your needs.

Section 4

Replacement attorneys

Helpline
0300 456 0300



This section is optional, but we recommend you consider it

Replacement attorneys are a backup in case one of your original attorneys can't make decisions for you any more.

To appoint a trust corporation, fill in the first attorney space below and tick the box in that section. They must sign Continuation sheet 4.

Reasons replacement attorneys step in – if one of your original attorneys dies, loses capacity, no longer wants to be your attorney, becomes bankrupt or subject to a debt relief order or is no longer legally your husband, wife or civil partner.

Restrictions – replacement attorneys must be at least 18 years old and have mental capacity to make decisions. They must not be bankrupt or subject to a debt relief order.



Help?

For help with this section, see the Guide, part A4.

Title	First names
{ MERGEFI MERGEFI }	{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_FRNM }
Last name (or trust corporation name)	
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_SRNM }	
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Day	Month
<input type="text"/>	<input type="text"/>
Year	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>
<input type="checkbox"/> This attorney is a trust corporation.	

Title	First names
{ MERGEFI MERGEFI }	{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_FRNM }
Last name	
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Date of birth	
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<input type="text"/>	
Postcode	<input type="text"/>

☐ **More replacements** – I want to appoint more than two replacements. Use Continuation sheet 1.

When and how your replacement attorneys can act

Replacement attorneys usually step in when one of your **original** attorneys stops acting for you. If there's more than one **replacement** attorney, they will all step in at once. If they **fully** replace your original attorney(s) at once, they will usually act jointly. You can change some aspects of this, but most people don't. See the Guide, part A4.



You should consider taking legal advice if you want to change when or how your replacement attorneys act.

☐ I want to change when or how my attorneys can act (optional). Use Continuation sheet 2.

Section 5

When can your attorneys make decisions?

Helpline
0300 456 0300



You can allow your attorneys to make decisions:

- as soon as the LPA has been registered by the Office of the Public Guardian
- only when you don't have mental capacity

While you have mental capacity you will be in control of all decisions affecting you. If you choose the first option, your attorneys can only make decisions on your behalf if you allow them to. They are responsible to you for any decisions you let them make.

Your attorneys must always act in your best interests.



Help?

For help with this section, see the Guide, part A5.

When do you want your attorneys to be able to make decisions?

(mark one only)

- ☐ **As soon as my LPA has been registered
(and also when I don't have mental capacity)**

Most people choose this option because it is the most practical.

While you still have mental capacity, your attorneys can only act **with your consent**. If you later lose capacity, they can continue to act on your behalf for all decisions covered by this LPA.

This option is useful if you are able to make your own decisions but there's another reason you want your attorneys to help you – for example, if you're away on holiday, or if you have a physical condition that makes it difficult to visit the bank, talk on the phone or sign documents.

- ☐ **Only when I don't have mental capacity**

Be careful – this can make your LPA a lot less useful. Your attorneys might be asked to prove you do not have mental capacity each time they try to use this LPA.

Section 6

People to notify when the LPA is registered

Helpline
0300 456 0300



This section is optional

You can let people know that you're going to register your LPA. They can raise any concerns they have about the LPA – for example, if there was any pressure or fraud in making it.

When the LPA is registered, the person applying to register (you or one of your attorneys) must send a notice to each 'person to notify'.

You can't put your attorneys or replacement attorneys here.

People to notify can object to the LPA, but only for certain reasons (listed in the notification form LP3). After that, they are no longer involved in the LPA. Choose people who care about your best interests and who would be willing to speak up if they were concerned.



For help with this section, see the Guide, part A6.

Title	First names
{ MERGEFI }	{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM1 }
Last name	
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM1 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

Title	First names
{ MERGEFI }	{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM2 }
Last name	
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM2 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

Title	First names
{ MERGEFI }	{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM3 }
Last name	
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM3 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

Title	First names
{ MERGEFI }	{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_FRNM4 }
Last name	
{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_SRNM4 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

☐ I want to appoint another person to notify (maximum is 5) – use Continuation sheet 1.

Section 7

Preferences and instructions

Helpline
0300 456 0300



This section is optional

You can tell your attorneys how you'd **prefer** them to make decisions, or give them specific **instructions** which they must follow when making decisions.

Most people leave this page blank – you can just talk to your attorneys so they understand how you want them to make decisions for you.



For help with this section, see the Guide, part A7.

Preferences

Your attorneys don't have to follow your preferences but they should keep them in mind. For examples of preferences, see the Guide, part A7.

Preferences – use words like 'prefer' and 'would like'

☐ I need more space – use Continuation sheet 2.

Instructions

Your attorneys will have to follow your instructions exactly. For examples of instructions, see the Guide, part A7.

Be careful – if you give instructions that are not legally correct they would have to be removed before your LPA could be registered.



If you want to give instructions, you may want to take legal advice.

Instructions – use words like 'must' and 'have to'

☐ I need more space – use Continuation sheet 2.

Section 8

Your legal rights and responsibilities

Helpline
0300 456 0300



Everyone signing the LPA must read this information

In sections 9 to 11, you, the certificate provider, all your attorneys and your replacement attorneys must sign this lasting power of attorney to form a legal agreement between you (a deed).

By signing this lasting power of attorney, you (the donor) are appointing people (attorneys) to make decisions for you.

LPAs are governed by the Mental Capacity Act 2005 (MCA), regulations made under it and the MCA Code of Practice. Attorneys must have regard to these documents. The Code of Practice is available from { HYPERLINK "http://www.gov.uk/" } opg/mca-code or from The Stationery Office.

Your attorneys must follow the principles of the Mental Capacity Act:

1. Your attorneys must assume that you can make your own decisions unless it is established that you cannot do so.
2. Your attorneys must help you to make as many of your own decisions as you can. They must take all practical steps to help you to make a decision. They can only treat you as unable to make a decision if they have not succeeded in helping you make a decision through those steps.
3. Your attorneys must not treat you as unable to make a decision simply because you make an unwise decision.
4. Your attorneys must act and make decisions in your best interests when you are unable to make a decision.
5. Before your attorneys make a decision or act for you, they must consider whether they can make the decision or act in a way that is less restrictive of your rights and freedom but still achieves the purpose.

Your attorneys must always act in your best interests. This is explained in the Application guide, part A8, and defined in the MCA Code of Practice.

Before this LPA can be used:

- it must be registered by the Office of the Public Guardian (OPG)
- it may be limited to when you don't have mental capacity, according to your choice in section 5

Cancelling your LPA: You can cancel this LPA at any time, as long as you have mental capacity to do so. It doesn't matter if the LPA has been registered or not. For more information, see the Guide, part D.

Your will and your LPA: Your attorneys cannot use this LPA to change your will. This LPA will expire when you die. Your attorneys must then send the registered LPA, any certified copies and a copy of your death certificate to the Office of the Public Guardian.

Data protection: For information about how OPG uses your personal data, see the Guide, part D.



For help with this section, see the Guide, part A8.

Section 9

Signature: donor

Helpline
0300 456 0300



By signing on this page I confirm all of the following:

- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I appoint and give my attorneys authority to make decisions about my property and financial affairs, including when I cannot act for myself because I lack mental capacity, subject to the terms of this LPA and to the provisions of the Mental Capacity Act 2005
- I have either appointed people to notify (in section 6) or I have chosen not to notify anyone when the LPA is registered
- I agree to the information I've provided being used by the Office of the Public Guardian in carrying out its duties



Be careful

Sign this page (and any continuation sheets) before anyone signs sections 10 and 11.

Donor

Signed (or marked) by the person giving this lasting power of attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--

Day Month Year

If you have used Continuation sheets 1 or 2 you must sign and date each continuation sheet at the same time as you sign this page.

If you can't sign this LPA you can make a mark instead. If you can't sign or make a mark you can instruct someone else to sign for you, using Continuation sheet 3.

Witness

The witness must not be an attorney or replacement attorney appointed under this LPA, and must be aged 18 or over.

Signature or mark

Full name of witness

Address

Postcode

Help?

For help with this section, see the Guide, part A9.

Section 10

Signature: certificate provider

Helpline
0300 456 0300



! Only sign this section after the donor has signed section 9

The 'certificate provider' signs to confirm they've discussed the lasting power of attorney (LPA) with the donor, that the donor understands what they're doing and that nobody is forcing them to do it. The 'certificate provider' should be either:

- someone who has known the donor personally for at least 2 years, such as a friend, neighbour, colleague or former colleague
- someone with relevant professional skills, such as the donor's GP, a healthcare professional or a solicitor

A certificate provider **can't** be one of the attorneys.



For help with this section, see the Guide, part A10.

Certificate provider's statement

I certify that, as far as I'm aware, at the time of signing section 9:

- the donor understood the purpose of this LPA and the scope of the authority conferred under it
- no fraud or undue pressure is being used to induce the donor to create this LPA
- there is nothing else which would prevent this LPA from being created by the completion of this instrument

By signing this section I confirm that:

- I am aged 18 or over
- I have read this LPA, including section 8 'Your legal rights and responsibilities'
- there is no restriction on my acting as a certificate provider
- the donor has chosen me as someone who has known them personally for at least 2 years **OR**
- the donor has chosen me as a person with relevant professional skills and expertise

Restrictions – the certificate provider must not be:

- an attorney or replacement attorney named in this LPA or any other LPA or enduring power of attorney for the donor
- a member of the donor's family or of one of the attorneys' families, including husbands, wives, civil partners, in-laws and step-relatives
- an unmarried partner, boyfriend or girlfriend of either the donor or one of the attorneys (whether or not they live at the same address)
- the donor's or an attorney's business partner
- the donor's or an attorney's employee
- an owner, manager, director or employee of a care home where the donor lives

Certificate provider

Title

{ MERGEFI
MERGEFI

First names

{ MERGEFIELD FW_LPA_CP_FW_CP_FRNM }

Last name

{ MERGEFIELD FW_LPA_CP_FW_CP_SRNM }

Address

Postcode

Signature or mark

Date signed or marked

Day

Month

Year

Section 11

Signature: attorney or replacement

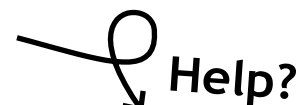
Helpline
0300 456 0300



! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.



For help with this section, see the Guide, part A11.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered and at the time indicated in section 5 of this LPA

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode

Section 11

Signature: attorney or replacement

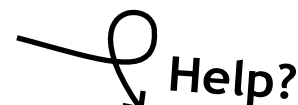
Helpline
0300 456 0300



! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.



For help with this section, see the Guide, part A11.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered and at the time indicated in section 5 of this LPA

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode

Section 11

Signature: attorney or replacement

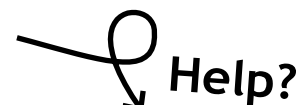
Helpline
0300 456 0300



! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.



For help with this section, see the Guide, part A11.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered and at the time indicated in section 5 of this LPA

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode

Section 11

Signature: attorney or replacement

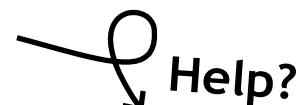
Helpline
0300 456 0300



! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.



Help?

For help with this section, see the Guide, part A11.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered and at the time indicated in section 5 of this LPA

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode



Now register your LPA

Before the LPA can be used, it **must** be registered by the Office of the Public Guardian (OPG). Continue filling in this form to register the LPA. See part B of the Guide.

People to notify

If there are any 'people to notify' listed in section 6, you must notify them that you are registering the LPA now. See part C of the Guide.

Fill in and send each of them a copy of the form to notify people – LP3.

When you sign section 15 of this form, you are confirming that you've sent forms to the 'people to notify'.

Register now

You do not have to register immediately, but it's a good idea in case you've made any mistakes. If you delay until after the donor loses mental capacity, it will be impossible to fix any errors. This could make the whole LPA invalid and it will not be possible to register or use it.

Register your lasting power of attorney

Helpline
0300 456 0300



Section 12

The applicant

You can only apply to register if you are either the donor or attorney(s) for this LPA. The donor and attorney(s) should not apply together.

Who is applying to register the LPA? (tick one only)

☐

Donor – the donor needs to sign section 15

☐

Attorney(s) – If the attorneys were appointed jointly (in section 3) then they **all** need to sign section 15. Otherwise, only one of the attorneys needs to sign



Help?

For help with this section, see the Guide, part B2.

Write the name and date of birth for each attorney that is applying to register the LPA. Don't include any attorneys who are not applying.

Title First names

Last name

Date of birth

Day Month Year

Title First names

Last name

Date of birth

Day Month Year

Title First names

Last name

Date of birth

Day Month Year

Title First names

Last name

Date of birth

Day Month Year

Section 13

Who do you want to receive the LPA?

We need to know who to send the LPA to once it is registered. We might also need to contact someone with questions about the application.

We already have the addresses of the donor and attorneys, so you don't have to repeat any of those here, unless they have changed.

Helpline

0300 456 0300



Who would you like to receive the LPA and any correspondence?

- ☐ **The donor**
- ☐ **An attorney** (write name below)
- ☐ **Other** (write name and address below)

Title First names

Last name

Company (optional)

Address

Postcode

How would the person above prefer to be contacted?

You can choose more than one.

- ☐ **Post**
- ☐ **Phone**
- ☐ **Email**
- ☐ **Welsh** (we will write to the person in Welsh)



Help?

For help with this section, see the Guide, part B3.

Section 14

Application fee

Helpline
0300 456 0300



There's a fee for registering a lasting power of attorney – the amount is shown on the cover sheet of this form or on form LPA120.

The fee changes from time to time. You can check you are paying the correct amount at {
HYPERLINK "http://www.gov.uk/power-of-attorney/how-much-it-costs" }or call 0300 456
0300. The Office of thePublic Guardian can't register your LPA until you have paid the fee.

How would you like to pay?

☐ **Card** For security, **don't** write your credit or debit card details here.
We'll contact you to process the payment.

Your phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☐ **Cheque** Enclose a cheque with your application.



For help with this
section, see the
Guide, part B4.

Reduced application fee

If the donor has a low income, you may not have to pay the full amount. See
the Guide, part B4 for details.

☐ **I want to apply to pay a reduced fee**

You'll need to fill in form LPA120 and include it with your application.
You'll also **need to send proof** that the donor is eligible to pay a
reduced fee.

Are you making a repeat application?

If you've already applied to register an LPA and the Office of the Public
Guardian said that it was not possible to register it, you can apply again
within 3 months and pay a reduced fee.

☐ **I'm making a repeat application**

Case number

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For OPG office use only

Payment reference

--

Payment date

--	--

Day

--	--

Month

--	--	--	--

Year

Amount

--

Section 15

Signature

Helpline
0300 456 0300



Do not sign this section until after sections 9, 10 and 11 have been signed.



The person applying to register the LPA (see section 12) must sign and date this section. This is either the donor or attorney(s) but not both together.

If the **attorneys** are applying to register the LPA and they were appointed to act **jointly** (in section 3), they must all sign.

By signing this section I confirm the following:

- I apply to register the LPA that accompanies this application
- I have informed 'people to notify' named in section 6 of the LPA (if any) of my intention to register the LPA
- I certify that the information in this form is correct to the best of my knowledge and belief



Help?

For help with this section, see the Guide, part B5.

Signature or mark

Date signed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Day Month Year

Signature or mark

Date signed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Day Month Year

Signature or mark

Date signed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Day Month Year

Signature or mark

Date signed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Day Month Year

If more than 4 attorneys need to sign, make copies of this page.

Check your lasting power of attorney

You don't have to use this checklist, but it'll help you make sure you've completed your LPA correctly.

- ☐ The donor filled in sections 1 to 7.
- ☐ The donor signed section 9 in the presence of a witness. The donor also signed any copies of continuation sheets 1 and 2 that were used, on the same date as signing section 9.
- ☐ The certificate provider signed section 10.
- ☐ All the attorneys and replacement attorneys signed section 11, in the presence of witness(es).
- ☐ Sections 9, 10 and 11 were signed in order. Section 9 must have been signed first, then section 10, then section 11. They can be dated the same day or different days.
- ☐ The donor or an attorney completed sections 12 to 15. If the attorneys are applying and were appointed 'jointly' (section 3), they have all signed section 15 of this form.
- ☐ I've paid the application fee or applied for a reduced fee. If I've applied for a reduced fee, I've included the required evidence and completed form LPA120A.
- ☐ If there were any people to notify in section 6, I've notified them using form LP3.
- ☐ I've not left out any of the pages of the LPA, even the ones where I didn't write anything or there were no boxes to fill in.

Helpline

0300 456 0300



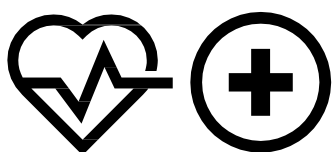
Send to:

Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH

LP1H



Lasting power of attorney



Health and care decisions

Registering
an LPA costs

£82

This fee is means-tested:
see the application
Guide part B

Use this for:

- the type of health care and medical treatment you receive, including life-sustaining treatment
- where you live
- day-to-day matters such as your diet and daily routine

How to complete this form

PLEASE WRITE IN CAPITAL LETTERS USING A BLACK PEN

☐ Mark your choice with an X

☐ If you make a mistake, fill in the box and then mark the correct choice with an X

Don't use correction fluid. Cross out mistakes and rewrite nearby.
Everyone involved in each section must initial each change.

Making an LPA online is simpler, clearer and faster

Our smart online form gives you just the right amount of help exactly when you need it: www.gov.uk/power-of-attorney

**Before
you start...**

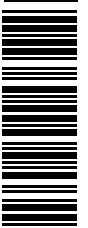
This form is also available in Welsh. Call the helpline on 0300 456 0300.

The people involved in your LPA

Help line
0300 456 0300



You'll find it easier to make an LPA if you first choose the people you want to help you. **Note their names here now** so you can refer back later.



People you must have to make an LPA

Donor

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
--

If you are filling this form in for yourself, you are the donor. If you are filling this in for a friend or relative, they are the donor.

Attorneys

{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_SRNM }
{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_FRNM } { MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_SRNM }

Attorneys are the people you pick to make decisions for you. They don't need legal training.

They should be people you trust and know well; for example, your husband, wife, partner, adult children or good friends.

Choose one attorney or more. If you have a lot, they might find it hard to make decisions together.

Certificate provider

{ MERGEFIELD FW_LPA_CP_FW_CP_PROV }

You need someone to confirm that no one is forcing you to make an LPA and you understand what you are doing. This is your 'certificate provider'. They must either:

- have relevant professional skills, such as a doctor or lawyer
- have known you well for at least two years, such as a friend or colleague

Some people can't be a certificate provider. See the list in the Guide, part A10.

Witnesses

You can't witness your attorneys' signatures and they can't witness yours. Anyone else over 18 years old can be a witness.

People you might want to include in your LPA

Replacement attorneys

{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT1_SRNM }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT2_SRNM }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT3_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT3_SRNM }
{ MERGEFIELD FW_LPA_RAT_FW_REP_AT4_FRNM } { MERGEFIELD FW_LPA_RAT_FW_REP_AT4_SRNM }

You don't have to appoint replacement attorneys but they help protect your LPA. Without them, your LPA might not work if one of your original attorneys stops acting for you.

People to notify

{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM1 } { MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM1 }
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM2 } { MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM2 }
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM3 } { MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM3 }
{ MERGEFIELD FW_LPA_NP4_5_FW_NP_FRNM4 } { MERGEFIELD FW_LPA_NP4_5_FW_NP_SRNM4 }

'People to notify' add security. They can raise concerns about your LPA before it's registered – for example, if they think you are under pressure to make the LPA.



Office of the
Public Guardian

Helpline
0300 456 0300



Lasting power of attorney for health and welfare

Section 1

The donor

You are appointing other people to make decisions on your behalf.
You are 'the donor'.

Restrictions - you must be at least 18 years old and be able to understand and make decisions for yourself (called 'mental capacity').



Help?

For help with this section, see the Guide, part A1.

If you are filling this in for a friend or relative and they can no longer make decisions independently, they can't make an LPA. See the Guide 'Before you start' for more information.

{ MERGEFIELD LINKNAME_FORENAME_1 }

{ MERGEFIELD LINKNAME_SURNAME_1 }

01/01/2000

{ MERGEFIELD CALCULATION_ADDRESS }

For OPG office use only

LPA registration date

Day

Month

Year

OPG reference number

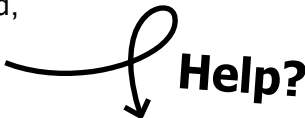
Only valid with the official stamp here.

LP1H Health and welfare (07.15)

Section 2

The attorneys

Helpline
0300 456 0300



The people you choose to make decisions for you are called your ‘attorneys’. Your attorneys don’t need special legal knowledge or training. They should be people you trust and know well. Common choices include your husband, wife or partner, son or daughter, or your best friend.

You need at least one attorney, but you can have more.

You’ll also be able to choose ‘replacement attorneys’ in section 4. They can step in if one of the attorneys you appoint here can no longer act for you.

Restrictions – Attorneys must be at least 18 years old and must have mental capacity to make decisions.

For help with this section, see the Guide, part A2.

Title	First names
<input type="text" value="{ MERGEFI"/>	<input type="text" value="{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_FRNM }"/>
Last name	
<input type="text" value="{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY1_SRNM }"/>	
Date of birth	
<input type="text" value=""/>	<input type="text" value=""/>
Day	Month
Year	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>
Email address (optional)	
<input type="text"/>	

Title	First names
<input type="text" value="{ MERGEFI"/>	<input type="text" value="{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_FRNM }"/>
Last name	
<input type="text" value="{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY2_SRNM }"/>	
Date of birth	
<input type="text" value=""/>	<input type="text" value=""/>
Day	Month
Year	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>
Email address (optional)	
<input type="text"/>	

Section 2 - continued

Helpline
0300 456 0300



Title

First names

{

MERGEFI

}

{ MERGEFIELD

FW_LPA_ATRNY_FW_ATRNY3_FRNM }

Last name

{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY3_SRNM }

Date of birth

Day

Month

Year

Address

Postcode

Email address (optional)

Title

First names

{

MERGEFI

}

{ MERGEFIELD

FW_LPA_ATRNY_FW_ATRNY4_FRNM }

Last name

{ MERGEFIELD FW_LPA_ATRNY_FW_ATRNY4_SRNM }

Date of birth

Day

Month

Year

Address

Postcode

Email address (optional)

☐

More attorneys – I want to appoint more than 4 attorneys. Use Continuation sheet 1.

Only valid with the official stamp here.

LP1H Health and welfare (07.15)

3

Section 3

How should your attorneys make decisions?

You need to choose whether your attorneys can make decisions on their own or must agree some or all decisions unanimously.

Whatever you choose, they must always act in your best interests.

☐ **I only appointed one attorney** (turn to section 4)

How do you want your attorneys to work together? (tick one only)

☐ **Jointly and severally**

Attorneys can make decisions on their own or together. Most people choose this option because it's the most practical. Attorneys can get together to make important decisions if they wish, but can make simple or urgent decisions on their own. It's up to the attorneys to choose when they act together or alone. It also means that if one of the attorneys dies or can no longer act, your LPA will still work.

If one attorney makes a decision, it has the same effect as if all the attorneys made that decision.

☐ **Jointly**

Attorneys must agree unanimously on every decision, however big or small. Remember, some simple decisions could be delayed because it takes time to get the attorneys together. If your attorneys can't agree a decision, then they can only make that decision by going to court.

Be careful – if one attorney dies or can no longer act, all your attorneys become unable to act. This is because the law says a group appointed 'jointly' is a single unit. Your LPA will stop working unless you appoint at least one replacement attorney (in section 4).

☐ **Jointly for some decisions, jointly and severally for other decisions**

Attorneys must agree unanimously on some decisions, but can make others on their own. If you choose this option, you must list the decisions your attorneys should make jointly and agree unanimously on Continuation sheet 2. The wording you use is important. There are examples in the Guide, part A3.

Be careful – if one of your attorneys dies or can no longer act, none of your attorneys will be able to make any of the decisions you've said should be made jointly. Your LPA will stop working for those decisions unless you appoint at least one replacement attorney (in section 4). Your original attorneys will still be able to make any of the other decisions alongside your replacement attorneys.

Helpline
0300 456 0300



Help?

For help with this section, see the Guide, part A3.



If you choose 'jointly for some decisions...', you may want to take legal advice, particularly if the examples in part A3 of the Guide don't match your needs.

Section 4

Replacement attorneys

Helpline
0300 456 0300



This section is optional, but we recommend you consider it

Replacement attorneys are a backup in case one of your original attorneys can't make decisions for you any more.

Reasons replacement attorneys step in – if one of your original attorneys dies, loses capacity, no longer wants to be your attorney or is no longer legally your husband, wife or civil partner.

Restrictions – replacement attorneys must be at least 18 years old and have mental capacity to make decisions.



For help with this section, see the Guide, part A4.

Title	First names
<input type="text" value="{ MERGEFI"/>	<input type="text" value="{ MERGEFIELD FW_LPA_RAT_FW_REP_AT1_FRNM }"/>
Last name	
<input type="text" value="{ MERGEFIELD FW_LPA_RAT_FW_REP_AT4_SRNM }"/>	
Date of birth	
<input type="text" value=""/>	<input type="text" value=""/>
Day	Month
Year	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Title	First names
<input type="text" value="{ MERGEFI"/>	<input type="text" value="{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_FRNM }"/>
Last name	
<input type="text" value="{ MERGEFIELD FW_LPA_RAT_FW_REP_AT2_SRNM }"/>	
Date of birth	
<input type="text" value=""/>	<input type="text" value=""/>
Day	Month
Year	
Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

☐ **More replacements** – I want to appoint more than two replacements. Use Continuation sheet 1.

When and how your replacement attorneys can act

Replacement attorneys usually step in when one of your **original** attorneys stops acting for you. If there's more than one **replacement** attorney, they will all step in at once. If they **fully** replace your original attorney(s) at once, they will usually act jointly. You can change some aspects of this, but most people don't. See the Guide, part A4.



You should consider taking legal advice if you want to change how your replacement attorneys act.

☐ I want to change when or how my attorneys can act (optional). Use Continuation sheet 2.

Section 5

Life-sustaining treatment

Helpline
0300 456 0300



! This is an important part of your LPA.

You must choose whether your attorneys can give or refuse consent to life-sustaining treatment on your behalf.

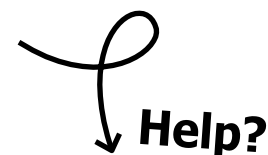
Life-sustaining treatment means care, surgery, medicine or other help from doctors that's needed to keep you alive, for example:

- a serious operation, such as a heart bypass or organ transplant
- cancer treatment
- artificial nutrition or hydration (food or water given other than by mouth)

Whether some treatments are life-sustaining depends on the situation. If you had pneumonia, a simple course of antibiotics could be life-sustaining.

Decisions about life-sustaining treatment can be needed in unexpected circumstances, such as a routine operation that didn't go as planned.

You can use section 7 of this LPA to let your attorneys know more about your preferences in particular circumstances (this is optional).



Help?

For help with this section, including how your LPA relates to an 'advance decision', see the Guide, part A5.

Who do you want to make decisions about life-sustaining treatment? (sign only one option)

Option A – I give my attorneys authority

to give or refuse consent to life-sustaining treatment on my behalf.

If you choose this option, your attorneys can speak to doctors on your behalf as if they were you.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Option B – I do not give my attorneys authority

to give or refuse consent to life-sustaining treatment on my behalf.

If you choose this option, your doctors will take into account the views of the attorneys and of people who are interested in your welfare as well as any written statement you may have made, where it is practical and appropriate.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Witness

The witness must not be an attorney or replacement attorney appointed under this LPA, and must be aged 18 or over.

Signature or mark

Full name of witness

Address

Postcode

Section 6

People to notify when the LPA is registered

Helpline
0300 456 0300



This section is optional

You can let people know that you're going to register your LPA. They can raise any concerns they have about the LPA – for example, if there was any pressure or fraud in making it.

When the LPA is registered, the person applying to register (you or one of your attorneys) must send a notice to each 'person to notify'.

You can't put your attorneys or replacement attorneys here.

People to notify can object to the LPA, but only for certain reasons (listed in the notification form LP3). After that, they are no longer involved in the LPA. Choose people who care about your best interests and who would be willing to speak up if they were concerned.



For help with this section, see the Guide, part A6.

Title	First names
{ MERGEFI }	{ MERGEFIELD FW_LPA_NP1_3_FW_NP_FRNM1 }
Last name	
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM1 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

Title	First names
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Last name	
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM2 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

Title	First names
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Last name	
{ MERGEFIELD FW_LPA_NP1_3_FW_NP_SRNM3 }	
Address	
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Postcode	<div></div>

Title	First names
{ MERGEFI }	{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_FRNM4 }
Last name	
{ MERGEFIELD FW_LPA_NP_4_5_FW_NP_SRNM4 }	
Address	
<div></div> <div></div> <div></div>	
Postcode	<div></div>

☐ I want to appoint another person to notify (maximum is 5) – use Continuation sheet 1.

Section 7

Preferences and instructions

Helpline
0300 456 0300



This section is optional

You can tell your attorneys how you'd **prefer** them to make decisions, or give them specific **instructions** which they must follow when making decisions.

Most people leave this page blank – you can just talk to your attorneys so they understand how you want them to make decisions for you.



For help with this section, see the Guide, part A7.

Preferences

Your attorneys don't have to follow your preferences but they should keep them in mind. For examples of preferences, see the Guide, part A7.

Preferences – use words like 'prefer' and 'would like'

☐ I need more space – use Continuation sheet 2.

Instructions

Your attorneys will have to follow your instructions exactly. For examples of instructions, see the Guide, part A7.

Be careful – if you give instructions that are not legally correct they would have to be removed before your LPA could be registered.



If you want to give instructions, you may want to take legal advice.

Instructions – use words like 'must' and 'have to'

☐ I need more space – use Continuation sheet 2.

Section 8

Your legal rights and responsibilities

Helpline
0300 456 0300



Everyone signing the LPA must read this information

In sections 9 to 11, you, the certificate provider, all your attorneys and your replacement attorneys must sign this lasting power of attorney to form a legal agreement between you (a deed).

By signing this lasting power of attorney, you (the donor) are appointing people (attorneys) to make decisions for you.

LPAs are governed by the Mental Capacity Act 2005 (MCA), regulations made under it and the MCA Code of Practice. Attorneys must have regard to these documents. The Code of Practice is available from { HYPERLINK "http://www.gov.uk/" } opg/mca-code or from The Stationery Office.

Your attorneys must follow the principles of the Mental Capacity Act:

1. Your attorneys must assume that you can make your own decisions unless it is established that you cannot do so.
2. Your attorneys must help you to make as many of your own decisions as you can. They must take all practical steps to help you to make a decision. They can only treat you as unable to make a decision if they have not succeeded in helping you make a decision through those steps.
3. Your attorneys must not treat you as unable to make a decision simply because you make an unwise decision.
4. Your attorneys must act and make decisions in your best interests when you are unable to make a decision.
5. Before your attorneys make a decision or act for you, they must consider whether they can make the decision or act in a way that is less restrictive of your rights and freedom but still achieves the purpose.

Your attorneys must always act in your best interests. This is explained in the Application guide, part A8, and defined in the MCA Code of Practice.

Before this LPA can be used it must be registered by the Office of the Public Guardian (OPG). Your attorneys can only use this LPA if you don't have mental capacity.

Cancelling your LPA: You can cancel this LPA at any time, as long as you have mental capacity to do so. It doesn't matter if the LPA has been registered or not. For more information, see the Guide, part D.

Your will and your LPA: Your attorneys cannot use this LPA to change your will. This LPA will expire when you die. Your attorneys must then send the registered LPA, any certified copies and a copy of your death certificate to the Office of the Public Guardian.

Data protection: For information about how OPG uses your personal data, see the Guide, Part D.



For help with this section, see the Guide, part A8.

Section 9

Signature: donor

Helpline
0300 456 0300



By signing on this page I confirm all of the following:

- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I appoint and give my attorneys authority to make decisions about my health and welfare, when I cannot act for myself because I lack mental capacity, subject to the terms of this LPA and to the provisions of the Mental Capacity Act 2005
- I confirm I have chosen either Option A or Option B about life sustaining treatment in section 5 of this LPA
- I have either appointed people to notify (in section 6) or I have chosen not to notify anyone when the LPA is registered
- I agree to the information I've provided being used by the Office of the Public Guardian in carrying out its duties



Be careful

Sign this page and section 5 (and any continuation sheets) before anyone signs sections 10 and 11.

Donor

Signed (or marked) by the person giving this lasting power of attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--

Day Month Year

You must also sign Section 5 (page 6) at the same time as you sign this page.

If you have used Continuation sheets 1 or 2 you must sign and date each continuation sheet at the same time as you sign this page.

If you can't sign this LPA you can make a mark instead. If you can't sign or make a mark you can instruct someone else to sign for you, using Continuation sheet 3.

Witness

The witness must not be an attorney or replacement attorney appointed under this LPA, and must be aged 18 or over.

Signature or mark

Full name of witness

Address

Postcode



Help?

For help with this section, see the Guide, part A9.

Section 10

Signature: certificate provider

Helpline
0300 456 0300



! Only sign this section after the donor has signed section 9

The 'certificate provider' signs to confirm they've discussed the lasting power of attorney (LPA) with the donor, that the donor understands what they're doing and that nobody is forcing them to do it. The 'certificate provider' should be either:

- someone who has known the donor personally for at least 2 years, such as a friend, neighbour, colleague or former colleague
- someone with relevant professional skills, such as the donor's GP, a healthcare professional or a solicitor

A certificate provider **can't** be one of the attorneys.



For help with this section, see the Guide, part A10.

Certificate provider's statement

I certify that, as far as I'm aware, at the time of signing section 9:

- the donor understood the purpose of this LPA and the scope of the authority conferred under it
- no fraud or undue pressure is being used to induce the donor to create this LPA
- there is nothing else which would prevent this LPA from being created by the completion of this instrument

By signing this section I confirm that:

- I am aged 18 or over
- I have read this LPA, including section 8 'Your legal rights and responsibilities'
- there is no restriction on my acting as a certificate provider
- the donor has chosen me as someone who has known them personally for at least 2 years **OR**
- the donor has chosen me as a person with relevant professional skills and expertise

Restrictions – the certificate provider must not be:

- an attorney or replacement attorney named in this LPA or any other LPA or enduring power of attorney for the donor
- a member of the donor's family or of one of the attorneys' families, including husbands, wives, civil partners, in-laws and step-relatives
- an unmarried partner, boyfriend or girlfriend of either the donor or one of the attorneys (whether or not they live at the same address)
- the donor's or an attorney's business partner
- the donor's or an attorney's employee
- an owner, manager, director or employee of a care home where the donor lives

Certificate provider

Title

{ MERGEFI
MERGEFI

First names

{ MERGEFIELD FW_LPA_CP_FW_CP_FRNM }

Last name

{ MERGEFIELD FW_LPA_CP_FW_CP_SRNM }

Address

Postcode

Signature or mark

Date signed or marked

Day
Month
Year

Section 11

Signature: attorney or replacement

Helpline
0300 456 0300



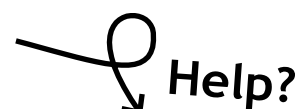
! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered
- I can make decisions and act only when the donor lacks mental capacity.



For help with this section, see the Guide, part A11.

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode

Section 11

Signature: attorney or replacement

Helpline
0300 456 0300



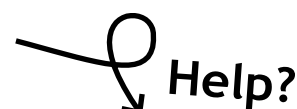
! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered
- I can make decisions and act only when the donor lacks mental capacity.



For help with this section, see the Guide, part A11.

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode

Section 11

Signature: attorney or replacement

Helpline
0300 456 0300



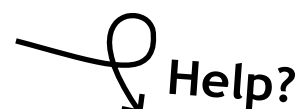
! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered
- I can make decisions and act only when the donor lacks mental capacity.



For help with this section, see the Guide, part A11.

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode

Section 11

Signature: attorney or replacement

Helpline
0300 456 0300



! Only sign this section after the certificate provider has signed section 10

All the attorneys and replacement attorneys need to sign.

There are 4 copies of this page - make more copies if you need to.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered
- I can make decisions and act only when the donor lacks mental capacity.



For help with this section, see the Guide, part A11.

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney

Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark

Date signed or marked

--	--	--	--	--	--	--	--

Day Month Year

Title First names

--	--

Last name

Witness

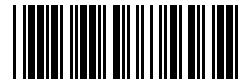
The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark

Full names of witness

Address

Postcode



Now register your LPA

Before the LPA can be used, it **must** be registered by the Office of the Public Guardian (OPG). Continue filling in this form to register the LPA. See part B of the Guide.

People to notify

If there are any 'people to notify' listed in section 6, you must notify them that you are registering the LPA now. See Part C of the Guide.

Fill in and send each of them a copy of the form to notify people – LP3.

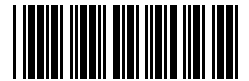
When you sign section 15 of this form, you are confirming that you've sent forms to the 'people to notify'.

Register now

You do not have to register immediately, but it's a good idea in case you've made any mistakes. If you delay until after the donor loses mental capacity, it will be impossible to fix any errors. This could make the whole LPA invalid and it will not be possible to register or use it.

Register your lasting power of attorney

Helpline
0300 456 0300



Section 12

The applicant

You can only apply to register if you are the donor or attorney(s) for this LPA.
The donor and attorney(s) should not apply together.

Who is applying to register the LPA? (tick one only)

☐

Donor – the donor needs to sign section 15

☐

Attorney(s) – If the attorneys were appointed jointly (in section 3) then they **all** need to sign in section 15. Otherwise, only one of the attorneys needs to sign



Help?

For help with this section, see the Guide, part B2.

Write the name and date of birth for each attorney that is applying to register the LPA. Don't include any attorneys who are not applying.

Title	First names
<input type="text"/>	<input type="text"/>
Last name	
<input type="text"/>	
Date of birth	
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Day	Month Year

Title	First names
<input type="text"/>	<input type="text"/>
Last name	
<input type="text"/>	
Date of birth	
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Day	Month Year

Title	First names
<input type="text"/>	<input type="text"/>
Last name	
<input type="text"/>	
Date of birth	
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Day	Month Year

Title	First names
<input type="text"/>	<input type="text"/>
Last name	
<input type="text"/>	
Date of birth	
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Day	Month Year

Section 13

Who do you want to receive the LPA?

We need to know who to send the LPA to once it is registered. We might also need to contact someone with questions about the application.

We already have the addresses of the donor and attorneys, so you don't have to repeat any of those here, unless they have changed.

Helpline
0300 456 0300



Who would you like to receive the LPA and any correspondence?

- ☐ **The donor**
- ☐ **An attorney** (write name below)
- ☐ **Other** (write name and address below)

Title First names

Last name

Company (optional)

Address

Postcode

How would the person above prefer to be contacted?

You can choose more than one.

☐ **Post**

☐ **Phone**

☐ **Email**

☐ **Welsh** (We will write to the person in Welsh)



For help with this section, see the Guide, part B3.

Section 14

Application fee

Helpline
0300 456 0300



There's a fee for registering a lasting power of attorney – the amount is shown on the cover sheet of this form or on form LPA120.

The fee changes from time to time. You can check you are paying the correct amount at {
HYPERLINK "http://www.gov.uk/power-of-attorney/how-much-it-costs" }or call 0300 456
0300. The Office of the Public Guardian can't register your LPA until you have paid the fee.

How would you like to pay?

☐ **Card** For security, **don't** write your credit or debit card details here.
We'll contact you to process the payment.

Your phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--

☐ **Cheque** Enclose a cheque with your application.



Help?
For help with this
section, see the
Guide, part B4.

Reduced application fee

If the donor has a low income, you may not have to pay the full amount. See
the Guide, part B4 for details.

☐ **I want to apply to pay a reduced fee**

You'll need to fill in form LPA120 and include it with your application.
You'll also **need to send proof** that the donor is eligible to pay a
reduced fee.

Are you making a repeat application?

If you've already applied to register an LPA and the Office of the Public
Guardian said that it was not possible to register it, you can apply again
within 3 months and pay a reduced fee.

☐ **I'm making a repeat application**

Case number

--	--	--	--	--	--	--	--	--	--	--	--	--	--

For OPG office use only

Payment reference

--

Payment date

--	--

Day

--	--

Month

--	--	--	--

Year

Amount

--

Section 15

Signature

Helpline
0300 456 0300



Do not sign this section until after sections 9, 10 and 11 have been signed.



The person applying to register the LPA (see section 12) must sign and date this section. This is either the donor or attorney(s) but not both together.

If the **attorneys** are applying to register the LPA and they were appointed to act **jointly** (in section 3), they must all sign.

By signing this section I confirm the following:

- I apply to register the LPA that accompanies this application
- I have informed 'people to notify' named in section 6 of the LPA (if any) of my intention to register the LPA
- I certify that the information in this form is correct to the best of my knowledge and belief



For help with this section, see the Guide, part B5.

Signature or mark

Date signed

Day

Month

Year

Signature or mark

Date signed

Day

Month

Year

Signature or mark

Date signed

Day

Month

Year

Signature or mark

Date signed

Day

Month

Year

If more than 4 attorneys need to sign, make copies of this page.

Check your lasting power of attorney

You don't have to use this checklist, but it'll help you make sure you've completed your LPA correctly.

- ☐ The donor filled in sections 1 to 7.
- ☐ The donor signed both section 5 and section 9 in the presence of a witness. The donor also signed any copies of continuation sheets 1 and 2 that were used, on the same date as signing section 9.
- ☐ The certificate provider signed section 10.
- ☐ All the attorneys and replacement attorneys signed section 11, in the presence of witness(es).
- ☐ Sections 9, 10 and 11 were signed in order. Section 9 must have been signed first, then section 10, then section 11. They can be dated the same day or different days.
- ☐ The donor or an attorney completed sections 12 to 15. If the attorneys are applying and were appointed 'jointly' (section 3), they have all signed section 15 of this form.
- ☐ I've paid the application fee or applied for a reduced fee. If I've applied for a reduced fee, I've included the required evidence and completed form LPA120A.
- ☐ If there were any people to notify in section 6, I've notified them using form LP3.
- ☐ I've not left out any of the pages of the LPA, even the ones where I didn't write anything or there were no boxes to fill in.

Helpline

0300 456 0300



Send to:

Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH