

Free Will Advice

Power of Attorney (POA) Guide Checklist

Use this to prepare your thoughts before drafting your General Power of Attorney. This is not your final POA - just a planning tool.

POA PREPARATION

- ☐ Ensure you (the Donor) understand the authority being granted.
- ☐ Confirm the Attorney (person you appoint) is trustworthy.
- ☐ Print the POA clearly on plain A4/Letter paper

SIGNING

- ☐ You (the Donor) must sign in the presence of two witnesses OR a Notary Public/Commissioner for Oaths.
- ☐ Each witness must sign immediately after you.
Witnesses must include their full names, addresses, and occupations.
- ☐ The Attorney's acceptance signature may be required depending on jurisdiction.

GHANA-SPECIFIC NOTES

- ☐ The POA must be notarized or witnessed by a Commissioner for Oaths.
- ☐ For property transactions, the POA must be registered at the Lands Commission.

STORAGE

- ☐ Keep the original POA safe.
- ☐ Give certified copies to your Attorney.
- ☐ Execution complete when signed and duly witnessed/notarized.

