

## Witnessing an enduring power of attorney

Date \_\_\_/\_\_\_/\_\_\_ Time commenced \_\_\_\_\_ Time finished \_\_\_\_\_

Location \_\_\_\_\_

### In attendance

Principal: \_\_\_\_\_

Solicitor: \_\_\_\_\_

Other Witness: \_\_\_\_\_

- Photo identification of principal.  
**\*Specify form of identification produced eg driver's licence, passport**  
\_\_\_\_\_  
\_\_\_\_\_
- Principal over 18 years of age.
- Principal has read pages 3-24 of the booklet entitled [Take Control – a kit for making powers of attorney and guardianship](#) published by the Department of Justice (Vic).
- Current medical certificate produced to me (if applicable).  
**\*Specify medical practitioner's name and address**  
**\*Attach copy of medical certificate to these notes**  
\_\_\_\_\_  
\_\_\_\_\_
- Principal stated to me that they were signing the power of attorney freely and voluntarily.
- Interpreter used (if applicable) and certificate signed by interpreter obtained.  
**\*Attach interpreter's certificate to these notes**

### The following concepts were discussed with the principal:

- I explained to the principal that an enduring power of attorney allows the person they have nominated (the attorney) to make financial and/or personal decisions for them subject to any limitations or conditions or instructions they have included in the enduring power of attorney. I also discussed any limitations or conditions or instructions included in the subject enduring power of attorney.
- I asked the principal to tell me what they understood my explanation to mean.  
**\*Record what the principal's response was**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I told the principal that they can specify a time or event when the enduring power of attorney starts to operate and/or finishes. I discussed when the subject enduring power of attorney will start and end.

I asked the principal to tell me what they understood my explanation to mean.

**\*Record the principal's response**

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I explained to the principal that once the enduring power of attorney commences the attorney can stand in the principal's place and do anything the principal could do (eg financial: withdraw money from the principal's bank account, mortgage the principal's property, sell the principal's property; eg personal: choose where they live), subject to any limitations in the power.

I asked the principal to tell me what they understood my explanation to mean.

**\*Record the principal's response**

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I explained that the principal may revoke or cancel the power of attorney as long as they had the legal capacity to do so. I explained that if the principal lost legal capacity they could not revoke a power or appoint a new attorney.

I asked the principal to tell me what they understood my explanation to mean.

**\*Record the principal's response**

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I explained that an attorney can continue to deal with the principal's affairs and act in their name after the principal has lost legal capacity.

I asked the principal to tell me what they understood my explanation to mean.

**\*Record the principal's response**

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I believe the client understood the information relevant to making the power of attorney (the decision) and the effect of the decision to make an enduring power of attorney.

The client appeared to be able to retain that information for the purpose of making the decision.

The client appeared to be able to use and weigh that information as part of the process of making the decision.

The client was able to communicate the decision and their views about the decision to me.

Any other comments on capacity:

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