



Signing and registering your property and finance LPA

Your complete LPA and registration section follows this cover sheet. It will look different from the digital service but it includes all the information you entered online. It's now ready for you to sign and send to OPG.

Your LPA isn't legally valid yet and your attorneys can't use it. To make it valid, you need to sign it and register it with OPG. What you need to do:

○ Print and read the LPA

You can print the LPA single or 2-sided. If you print single-sided, there are blank pages between the main LPA document and any continuation sheets.

Everyone must read section 8 before signing.

Don't staple or bind your LPA. Send it to us as loose pages.

○ Sign the LPA in the right order

The LPA must be signed in the right order - if not, OPG cannot register the LPA and you may have to pay the application fee again.

Log into your online LPA account to check your signing dates and reprint if you've made a mistake.

○ How to sign and date your LPA

People can sign on the same day or different days but must sign in the right order. Witnesses must give their full name and address. Please write in capital letters using a black pen.

1

Donor signs and dates any continuation sheets. **Donor** signs and dates **section 9**, followed by the **donor's witness**

2

Certificate provider signs and dates **section 10**

3

Attorneys and any **replacement attorneys** sign and date **section 11**, followed by their **witnesses**

4

The applicant signs and dates **section 15**. Don't forget to send the notification letters if you have 'people to notify'

○ Who can be a witness in the LPA?

- anyone aged 18 or over, apart from the donor, can be a witness in an LPA
- the certificate provider and any 'people to notify' can be a witness
- attorneys or replacement attorneys can witness each other's signature but not the donor's

○ Post the LPA to OPG

You **must** send:

- **all** the pages of the LPA document (sections 1 to 15)
- any continuation sheets you've used

If applying for a **fee reduction**, you must also send:

- your signed, completed application for exemption or remission (LPA120); if you applied for a fee reduction, there'll be a link to download the form where you downloaded this document
- supporting evidence; make sure you read the guidance on the LPA120 about acceptable evidence or it may delay registration

If **paying by cheque**, you must also send:

- cheque for £82 or the reduced fee amount, made payable to 'Office of the Public Guardian'; write the donor's name on the back of the cheque

If you've **paid online**, OPG must receive the LPA within 40 days or your payment will be refunded. You can still send the LPA to OPG after 40 days but you will be contacted to pay again if you've been refunded.

Send everything to: **Office of the Public Guardian**
PO Box 16185
Birmingham B2 2WH

○ What happens once OPG receives the LPA?

If there are no problems with the LPA, we'll register it and send it to the correspondent. If we cannot register the LPA, we'll write to the correspondent to let them know.