



GUYANA HIGH COMMISSION  
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## NOTARISATION OF DOCUMENTS

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The Guyana High Commission notarises legal documents such as:

- Affidavits
- Agreements of Sale
- Documents required for submission to Banks in Guyana
- Proof of Address
- Identity documents (Passport Bio page, Driver's License)
- Letters to Banks etc

Notarisation services are done **by appointments only**; kindly call the High Commission on telephone number 0207-229-7684 to make an appointment with a Member of Staff of the Consular Section. Documents that require the appearer's signature **must** be submitted to [guyanahc1@btconnect.com](mailto:guyanahc1@btconnect.com) prior to their appointment.

## Guidelines for Powers of Attorney

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### IMPORTANT INFORMATION

- Persons are advised to refer to the Deeds Registry (Amendment) Act No.3 of 2022 and the Powers of Attorney (Amendment) Act No. 2 of 2022 for guidelines on registering Powers of Attorney in Guyana.
- Persons are also advised to contact an Attorney at Law or legal representative for the drafting of all Power of Attorney documents.

**The High Commission will endorse Power of Attorney documents provided that the following criteria are met:**

1. All Power of Attorney document and Affidavits of subscribing witnesses **MUST** be notarised by a Notary Public in the United Kingdom prior to appearing before the High Commission.
2. Power of Attorney documents **MUST** specify the name and number of two (2) valid photo identification documents of the donor and donee. Certified coloured copies of the two (2) photo identification documents must be attached to the Power of Attorney.
3. The Appearer(donor) **MUST** submit the two (2) valid forms of identification as outlined in the notarized Power of Attorney document when appearing before the High Commission.
4. The Notary Public endorsing Power of Attorney documents will need to be authorised by the Foreign, Commonwealth, and Development Office to sign such documents. For authorised Notary Public in your area please visit [www.thenotariessociety.org.uk](http://www.thenotariessociety.org.uk)
5. Please note that one original of the notarised Power of Attorney will be retained by the High Commission and one will also be retained by the Deeds Registry in Guyana. Therefore, it is recommended that four sets of documents be prepared and presented for signature.

## **Guidelines for preparing Legal Documents**

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- a) All Legal Documents must be prepared and typed in double line spacing with 2 inches margin on the left side.
- b) **In cases where there is insufficient space to place signatures, witnesses, stamp and seal at the bottom of a Legal document (for example, a Power of Attorney), these can be placed on a separate page but not with the signatures only, as this can easily be detached and placed on another document, without the knowledge of the parties involved. A paragraph can be typed on the same page, with provision made for the signatures, witnesses, stamp and seal to be affixed.**

- c) It is desirable that documents that consist of several pages be printed on separate pages.
- d) If there is a typographical error on a document, (for example if a name is incorrectly spelt), the initials of the Appearer and the officer performing the functions of Notary must be affixed. This will confirm that both parties are cognizant of the changes.

## **NOTE**

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**Legal documents that have been notarised must be registered at the Deeds Registry before they become effective.**

**Documents not in fulfilment of the above guidelines will be rejected.**

**March 2022**