**GUYANA HIGH COMMISSION**

**3 PALACE COURT**

 **BAYSWATER ROAD**

**LONDON**

**W2 4LP**

**Telephone No. 0207 229 7684**

**Email:** **guyanahc1@btconnect.com**

**Website: guyanahclondon.co.uk**

**NOTARISATION OF DOCUMENTS**

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The Guyana High Commission notarises legal documents such as:

* Power of Attorney
* 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 email a copy of the document you wish to have notarised along with a copy of a valid passport to guyanahc1@btconnect.com. An appointment will **only** be scheduled provided that the document meets the requirements for notarisation by the High Commission.

**Powers of Attorney**

**All powers of attorney must be reviewed by the High Commission prior to an appointment. The document will be notarised by the High Commission provided that the following requirements are met:**

1. Four printouts of the power of attorney document
2. Two original forms of photo identification (valid passport, driver’s licence or national identification card)
3. Four coloured copies of each valid photo identification. The photo identification documents will be certified by the High Commission at an additional cost.
4. The power of attorney must specify the name and number of each identification document of the donor and donee.
5. Payment of £30 for notarisation of the power of attorney
6. Payment of £20 for each photo identification document certified by the High Commission.

**Powers of Attorney executed before the Guyana High Commission do not require an Affidavit of Subscribing Witness.**

**Guidelines for preparing Legal Documents**

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1. All Legal Documents must be prepared and typed in double line spacing with 2 inches margin on the left side.
2. **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.**
3. It is desirable that documents that consist of several pages be printed on separate pages.
4. 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.**

**January 2023**