



# Make and register your lasting power of attorney a guide



## Financial decisions

including:

- running your bank and savings accounts
- making or selling investments
- paying your bills
- buying or selling your house



## Health and care decisions

including:

- what medical treatment you receive, such as life-sustaining treatment
- where you live
- day-to-day matters such as your diet, dress or daily routine

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# How to use this guide

This guide gives you information about making and registering your lasting power of attorney (LPA). You don't have to read it now. You can start filling in your LPA form and look at the guide if you need more information.

## Your lasting power of attorney (LPA)

An LPA is a legal document that lets you (the 'donor') choose trusted people ('attorneys') to make financial decisions or health and care decisions on your behalf.

An LPA is mainly used if you don't have the mental capacity to understand and make decisions yourself. You need mental capacity to make an LPA.

Mental capacity is the ability to make a specific decision at the time that it needs to be made.

Your LPA is only for England and Wales. It probably won't work elsewhere, so you may wish to seek legal advice if you want it to.

You don't need a lawyer to make an LPA, unless you have unusual or specific requirements.

Sections in the LPA form where you might want legal advice are marked with this lawyer symbol:



It's up to you to decide whether you want legal advice to fill in these sections.

## Making your LPA: which type?

You'll have to choose what sort of decision you'll need help with. There are two kinds of LPA, covering two kinds of decision:

- money, finances and property
- health and care

Each LPA has its own form. To choose both, fill in both forms.

## Financial decisions: use form LP1F

Financial decisions might be about:

- opening, closing and using your bank and building society accounts
- claiming, receiving and using your benefits, pensions and allowances
- paying your household, care and other bills
- making or selling investments
- buying or selling your home

You choose whether your attorneys can act for you as soon as the LPA is registered or only if you can no longer understand and make decisions (see part A5 of this guide).

You don't have to own your own home or have a lot of money to make an LPA for financial decisions. For example, if it's hard to manage your bank account or bills alone, you may want someone to help.

You can appoint different attorneys for your personal finances and your business affairs. To do this, fill in two LP1F forms.

## Health and care decisions: use form LP1H

Health and care decisions might be about:

- giving or refusing consent to health care
- staying in your own home and getting help and support from social services
- moving into residential care and finding a good care home
- day-to-day matters such as your diet, dress or daily routine

Your attorneys can only make decisions when you don't have mental capacity.

One very important decision has its own section in a health and care LPA. You can choose whether your attorneys or your doctors should make decisions about accepting or refusing medical treatment to keep you alive, if you can't make or understand that decision yourself.

Read more about life-sustaining treatment in part A5 of this guide.

You don't have to have complex health or care problems to make an LPA. It's a way of planning for your care in case you can't make decisions for yourself in future.

## People involved in your LPA

You (the donor) need to choose people for your LPA. Discuss this with them before you name them in your LPA form.

Before the official form starts, there's a page to make a note of everyone involved in the LPA – you don't have to fill it in, but you might find it useful.

## People you must have to make an LPA

**Donor:** see part A1 of this guide.

**Attorneys:** see part A2 of this guide.

**Certificate provider:** see part A10 of this guide.

**Witnesses:** an impartial person must witness you and your attorneys signing your LPA. You can't witness your attorneys' signatures and they can't witness yours.

## People you might want to include in your LPA

**Replacement attorneys:** see part A4 of this guide.

**People to notify:** see part A6 of this guide.

## Registering your LPA

Before you can use your LPA, you must register it with the Office of the Public Guardian (OPG). It costs £110 to register your LPA so that it's ready to use. It's best to apply to register your LPA as soon as you've filled in the form.

## Helping a friend to make an LPA

If you're helping a friend or relative with an LPA by filling in the form for them, that person must make all the choices when making the LPA. If they can no longer make these choices independently, you can't make an LPA for them. You can apply to the Court of Protection, who will appoint you or someone else to help them. Find out more at [www.gov.uk/become-deputy](http://www.gov.uk/become-deputy)

## Your LPA pack

You've been sent all the documents that you need to make and register your LPA.

These are:

- form LP1F to make a financial LPA
- form LP1H to make a health and care LPA
- form LP3 if you want to notify people when your LPA is sent for registration
- continuation sheets 1 to 4 – you only use these if the LPA form says you should
- form LPA120 to apply for a reduced fee if you have low income

If we have sent you a pack and any of these are missing, please call us on 0300 456 0300 or download them from [www.gov.uk/government/publications/make-a-lasting-power-of-attorney](http://www.gov.uk/government/publications/make-a-lasting-power-of-attorney)

## Make your LPA online

You can also make your LPA using our digital service. It's quick and easy to do. There's more information at our website, [www.gov.uk/power-of-attorney](http://www.gov.uk/power-of-attorney)

## If you need help making your LPA online

If you'd like to make your LPA online but are unsure about using computers and websites, please ring our contact centre on 0300 456 0300 and we'll try to help.

## What is 'mental capacity'?

Your LPA – and this guide – mentions 'mental capacity' a lot. It's important to understand this idea before you make an LPA.

'Mental capacity' means the ability to make a specific decision at the time it needs to be

made. A person with mental capacity has at least a general understanding of:

- the decision they need to make
- why they need to make it
- any information relevant to the decision
- what is likely to happen when they make it

They should be able to communicate their decision through speech, signs, gestures or in other ways.

People can sometimes make certain decisions but don't have the mental capacity to make others. For example, someone may be able to decide what to buy for dinner but be unable to understand and arrange their home insurance.

## Assessing mental capacity

To work out whether someone lacks the mental capacity to make a decision, you need to answer 'yes' to these two questions:

1. Do they have a mental or brain problem that stops their brain or mind from working properly?
2. Is that problem causing them such difficulty now that they are unable to make this particular decision at the time it needs to be made?

Being 'unable to make this particular decision' means that the person can't:

- understand relevant information about the decision that needs making
- keep that information in their mind long enough to make the decision
- weigh up the information in order to make the decision
- communicate their decision – this could be by talking, using sign language, pictures or even just squeezing a hand or blinking.

Sometimes – especially in the case of big or complex decisions – you may want to get professional advice, for example, from the person’s GP, psychiatrist or psychologist.

## Mental Capacity Act 2005 and Code of Practice

The Mental Capacity Act 2005 covers LPAs. The Mental Capacity Act Code of Practice explains more and has examples, including how attorneys must act. The Code of Practice also has more information about mental capacity.

You can find the Mental Capacity Act Code of Practice online at [www.gov.uk/opg/mca-code](http://www.gov.uk/opg/mca-code)

You can also buy a printed version from the Stationery Office: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

Your local library may be able to help if you can’t get online by yourself.

can. They must take all practical steps to help you to make a decision. They can only treat you as unable to make a decision if they have not succeeded in helping you make a decision through those steps.

3. Your attorneys must not treat you as unable to make a decision simply because you make an unwise decision.
4. Your attorneys must act and make decisions in your best interests when you are unable to make a decision.
5. Before your attorneys make a decision or act for you, they must consider whether they can make the decision or act in a way that is less restrictive of your rights and freedoms but still achieves the purpose.

Attorneys always have to follow these principles.

## Making decisions for you

Attorneys can make some decisions on your behalf, but they can’t do as they please. They always have to act in your best interests.

The Mental Capacity Act Code of Practice goes into this much more fully. It sets out five basic principles an attorney has to follow when working out whether and how to act on your behalf:

1. Your attorneys must assume that you can make your own decisions unless it is established that you cannot do so.
2. Your attorneys must help you to make as many of your own decisions as you

# Part A – make your LPA

Choose form LP1F to make an LPA for financial decisions or LP1H to make an LPA for health and care decisions.

Start filling in the form now.

You don't need to read this guide first. Use it while you're completing the form.

Before the official form starts, there's a page to make a note of everyone involved in the LPA – you don't have to fill it in, but you might find it useful.

When you see the word 'you' from now on, in part A of this guide, it means the donor: the person appointing other people to make decisions on their behalf.

The first proper pages of the forms look like this:

The image shows two sample pages of LPA forms side-by-side. The left page is titled 'Lasting power of attorney for health and welfare' (LP1H) and the right page is titled 'Lasting power of attorney for property and financial affairs' (LP1F). Both forms include sections for donor information, restrictions, and a 'For OPG office use only' section at the bottom. The forms are identical in layout and content, with the only difference being the title and the 'LP1H' vs 'LP1F' label at the bottom right.

**Office of the Public Guardian**  
Helpline 0300 456 0300

**Lasting power of attorney for health and welfare**

**Section 1**  
**The donor**

You are appointing other people to make decisions on your behalf. You are 'the donor'.

**Restrictions** – you must be at least 18 years old and be able to understand and make decisions for yourself (called 'mental capacity').

**Help?**  
For help with this section, see the Guide, part A1.

**If you are filling this in for a friend or relative and they can no longer make decisions independently, they can't make an LPA. See the Guide 'Before you start' for more information.**

Title First names  
Last name  
Any other names you're known by (optional – eg your married name)  
Date of birth  
Day Month Year  
Address  
Postcode  
Email address (optional)

**For OPG office use only**  
LPA registration date  
Day Month Year  
OPG reference number  
Only valid with the official stamp here.

**LP1H Health and welfare (07:15)**

**Office of the Public Guardian**  
Helpline 0300 456 0300

**Lasting power of attorney for property and financial affairs**

**Section 1**  
**The donor**

You are appointing other people to make decisions on your behalf. You are 'the donor'.

**Restrictions** – you must be at least 18 years old and be able to understand and make decisions for yourself (called 'mental capacity').

**Help?**  
For help with this section, see the Guide, part A1.

**If you are filling this in for a friend or relative and they can no longer make decisions independently, they can't make an LPA. See the Guide 'Before you start' for more information.**

Title First names  
Last name  
Any other names you're known by (optional – eg your married name)  
Date of birth  
Day Month Year  
Address  
Postcode  
Email address (optional)

**For OPG office use only**  
LPA registration date  
Day Month Year  
OPG reference number  
Only valid with the official stamp here.

**LP1F Property and financial affairs (07:15)**

If your forms don't look like this, you may be using old versions. Download the most recent ones, or call the Office of the Public Guardian's contact centre on 0300 456 0300 to request them.

# Part A1 – the donor

## Fill in section 1

Fill in your details in section 1 of the LPA form. You can also give an email address, but it's optional.

Give any other names that you use, such as your married name. If your LPA does not include all the names you're known by, there may be confusion or delays if your attorneys need to use it.

A thumbnail image of the 'Lasting power of attorney for property and financial affairs' form, specifically Section 1: The donor. The form includes fields for the donor's title, first name, last name, and any other names they are known by. It also has checkboxes for 'Don't use this' and 'Use this' for the donor's name. There are fields for the donor's address and a section for 'Email address (optional)'. At the bottom, there is a section for 'For OPG office use only' which includes a box for the OPG reference number and a box for the OPG registration date. The form is titled 'Office of the Public Guardian' and 'Help?' is available for assistance.

## More information

### Who can be a donor?

An LPA is for just one person. You can make an LPA if:

- you are at least 18 years old
- you have the mental capacity to do so

‘Mental capacity’ means the ability to make and understand a specific decision at the time it needs to be made.

Most people can make an LPA. However, there could be complications because of:

- residency – if you live or have property outside England and Wales
- bankruptcy – if you are bankrupt or subject to a debt relief order and want to make an LPA for your financial decisions

There's more on these complications on this page and page 9.

### Can someone help the donor to fill in the form?

Yes. However, if anyone else is filling the form in for you, you must still choose what goes into your LPA. Only you can give others the power to make decisions with your LPA on your behalf.

### Complications: residency and property

LPAs cover people who live or own assets in England and Wales. Your LPA may not work in other countries, including Scotland and Northern Ireland. You may want to get legal advice if:

- you live outside England and Wales
- you have property outside England and Wales and you're making an LPA for financial decisions
- you're planning to move away from England and Wales
- there are other reasons why where you live complicates your situation



## **Complications: bankruptcy and debt relief orders (LPA for financial decisions only)**

There are rules about bankruptcy and debt relief orders for a property and financial affairs LPA.

If you're bankrupt or subject to a debt relief order, you can make, sign and register an LPA for financial decisions. However, your attorneys will not have power over all of your property.

If this applies to you, you should think about getting legal advice before you make your LPA.

If you become bankrupt or subject to a debt relief order after your financial LPA is made or registered, it will be cancelled.

If an attorney becomes bankrupt or subject to a debt relief order, they can no longer be your attorney under your LPA for financial decisions.

Bankruptcy does not affect a health and care LPA.

# Part A2 – the attorneys

## Fill in section 2

Fill in the names, addresses and dates of birth of your attorneys.

The order in which you write the attorneys' details on the form doesn't matter. Each attorney is as important as the others.

If you want more than four attorneys, mark the 'More attorneys' box on this page with an 'X'. Take a copy of Continuation sheet 1, called 'Additional people'. For each extra attorney, mark the 'Attorney' box on the sheet and add their details. You must sign and date Continuation sheet 1 before you sign the LPA form in section 9.

If you need more than one continuation sheet, you can make copies.

If you want to choose a trust corporation as an attorney for your LPA for financial decisions, fill in the details here and mark the 'trust corporation' box with an 'X'. Make sure that you write the exact name that the trust corporation uses.

The trust corporation representatives must fill in and sign Continuation sheet 4.

## More information

The people you choose to act for you are called your attorneys.

You must have at least one attorney. There's no upper limit but too many attorneys could make things difficult, as they'll need to work together.

Make sure that each person agrees to be your attorney before you name them in your LPA.

When selecting attorneys, think about:

- how many you want to appoint and if they'll be able to work together
- whether you trust them to act in your best interests
- how well you know each other and how well they understand you

- how willing they'll be to make decisions for you
- how well they organise their own affairs, such as how well they look after their own money

Don't feel you have to choose someone just because you don't want to offend them. If you want them to feel involved, you could make them a 'person to notify' instead. (See part A6 of this guide.)

### Who can be an attorney?

In legal terms, an 'attorney' is a person who's allowed to act on behalf of someone.

Attorneys don't need to be solicitors. Most people choose family members,

friends and other people they trust with no legal background. If an attorney is not a professional, the important thing is that you know each other well and they respect your views and will act in your best interests.

You can ask anyone with mental capacity aged 18 or over to be your attorney, including:

- your wife, husband, civil partner or partner
- a family member
- a close friend
- a professional, such as a solicitor

Attorneys must sign your LPA after you have signed section 9 and the certificate provider has signed section 10. They have to sign as soon as reasonably possible after the certificate provider – ideally on the same day.

### **What attorneys must do**

Attorneys can make some decisions on your behalf, but they can't do as they please. They always have to act in your best interests.

The Mental Capacity Act Code of Practice goes into this much more fully. It sets out five basic principles an attorney has to follow when working out whether and how to act on your behalf:

- Your attorneys must assume that you can make your own decisions unless it is established that you cannot do so.
- Your attorneys must help you to make as many of your own decisions as you can.

They must take all practical steps to help you to make a decision. They can only treat you as unable to make a decision if they have not succeeded in helping you make a decision through those steps.

- Your attorneys must not treat you as unable to make a decision simply because you make an unwise decision.
- Your attorneys must act and make decisions in your best interests when you are unable to make a decision.
- Before your attorneys make a decision or act for you, they must consider whether they can make the decision or act in a way that is less restrictive of your rights and freedoms but still achieves the purpose.

Attorneys always have to follow these principles.

You can find the Mental Capacity Act Code of Practice at [www.gov.uk/opg/mca-code](http://www.gov.uk/opg/mca-code)

### **Property and financial affairs LPA attorneys**

Some people choose a professional attorney, such as a solicitor, for their financial LPA.

If you appoint a professional attorney for a property and financial affairs LPA, such as a solicitor, you must name an individual. You can't just give a job title or the name of a firm.

Professional attorneys usually charge fees. Ask what fees they will charge you. You must add instructions in section 7 about what you've agreed to pay them. (See part A7 of this guide.)

An undischarged bankrupt or a person subject to a debt relief order can't be an attorney for a property and financial affairs LPA.

Bankruptcy and debt relief orders don't affect health and welfare LPAs.

## Trust corporation – property and financial affairs LPA only (form LP1F)

People with complex finances or who don't have anyone to manage their finances may choose a trust corporation as their attorney. This is usually a commercial bank or firm of solicitors.

You should ask what fees they will charge you. You may want to get legal advice if you are thinking of choosing a trust corporation as an attorney.

## Health and welfare LPA attorneys

An attorney for a health and welfare LPA must be a person, not a company. You can have as many attorneys as you need.

## Who can't be an attorney

A person who is currently bankrupt or has a debt relief order can't be an attorney on an LPA for financial decisions.

Bankruptcy and debt relief orders don't affect health and welfare LPAs.

A person who is on the Disclosure and Barring Service's barred list cannot act as an attorney – unless they're a family member and they're **not** getting a fee to be your attorney. They will break the law if they do. Find out more at [www.gov.uk/dbs](http://www.gov.uk/dbs)

## What attorneys can do

Your attorneys can only make decisions that you've allowed them to make in your LPA. For example, if your LPA is for your financial decisions, your attorneys can't make decisions about your care or daily routine. If your LPA is for your health and care, they can't make decisions about your money.

## When attorneys can no longer act

An attorney can't act for you if they:

- lose mental capacity
- decide they no longer want to act as your attorney (known as 'disclaiming their appointment')
- become bankrupt or subject to a debt relief order and were an attorney for a financial LPA
- were your wife, husband or civil partner but your relationship has legally ended – unless you write instructions in section 7 of the LPA form that they can continue to be your attorney if your relationship legally ends

Sometimes, if an attorney dies or has to stop acting for one of the reasons above, it can cause serious problems:

- if you appointed only one attorney, your LPA would stop working altogether
- if you've said your attorneys have to act 'jointly' for some or all decisions (see part A3 of this guide) then they won't be able to make those decisions

If either of these apply to you, consider appointing replacement attorneys to protect your LPA. Read more about replacement attorneys in part A4 of this guide.

If you cancel your LPA, your attorneys can no longer act on your behalf.

# Part A3 – how should your attorneys make decisions?

## Fill in section 3

Mark **only one** box on this page with an ‘X’.

If you’ve chosen just one attorney, tick the box: ‘I only appointed one attorney’ and go to section 4.

If you’ve chosen two or more attorneys, you must state how they should make decisions on your behalf. Choose one of three options by marking only one box with an ‘X’:

- jointly and severally
- jointly
- jointly for some decisions, jointly and severally for other decisions

Each choice is explained in section 3 of the LPA form and below.

If you are not sure which option is best for your circumstances, you may want to get legal advice.

Most people choose ‘jointly and severally’ because it is the most flexible and practical way for attorneys to make decisions.

If you choose a different option from ‘jointly and severally’ and your attorneys can’t unanimously agree a joint decision, it can’t be made. Your LPA might become unworkable.

If you choose ‘jointly for some decisions, jointly and severally for other decisions’, you must use Continuation sheet 2. On Continuation sheet 2:

- mark the box ‘Decisions attorneys should make jointly’
- write in the space which decisions your attorneys must make jointly (see More information below for examples of what you might write)

If you use Continuation sheet 2, you must sign and date it (and any extra copies that you use) before you sign section 9 of your LPA.

The image shows a portion of the LPA form, specifically Section 3. It is titled 'Section 3 How should your attorneys make decisions?'. Below the title, there is a note: 'You need to choose whether your attorneys can make decisions on their own or must agree some or all decisions unanimously. Whatever you choose, they must always act in your best interests.' There are three main options, each with a checkbox and a description: 1. 'I only appointed one attorney (tick in section 4)' - This option is for when only one attorney is appointed. 2. 'Jointly and severally' - This option is for when two or more attorneys are appointed and they must all agree on every decision. It includes a note: 'Attorneys can make decisions on their own or together. Most people choose this option because it's the most practical. Attorneys can get together to make important decisions if they wish, but can make single or urgent decisions on their own. It's up to the attorneys to choose when they act together or alone. It also means that if one of the attorneys dies or can no longer act, your LPA will still work. If one attorney makes a decision, it has the same effect as if all the attorneys made that decision.' 3. 'Jointly' - This option is for when two or more attorneys are appointed and they must all agree on every decision. It includes a note: 'Attorneys must agree unanimously on every decision, however big or small. Remember, some simple decisions could be delayed because it takes time to get the attorneys together. If your attorneys can't agree a decision, then they can only make that decision by going to court. Be careful - if one attorney dies or can no longer act, all your attorneys become unable to act. This is because the law says a group appointed 'jointly' is a single unit. Your LPA will stop working unless you appoint at least one replacement attorney (in section 6). 4. 'Jointly for some decisions, jointly and severally for other decisions' - This option is for when two or more attorneys are appointed and they must all agree on every decision. It includes a note: 'Attorneys must agree unanimously on some decisions, but can make others on their own. If you choose this option, you must list the decisions your attorneys should make jointly and agree unanimously on Continuation sheet 2. The wording you use is important. There are examples in the Guide, part A2. Be careful - if one attorney dies or can no longer act, none of your attorneys will be able to make any of the decisions you've said should be made jointly. Your LPA will stop working for those decisions unless you appoint at least one replacement attorney (in section 6). Your original attorneys will still be able to make any of the other decisions alongside your replacement attorneys.' There is a 'Help' icon and a note: 'For help with this section, see the Guide, part A2.' At the bottom, there is a note: 'Only valid with the official LPA form' and a reference to 'LPA (Property and Financial Affairs) 2005'.

## More information

You must state how your attorneys should act – whether they can make decisions separately, or whether they have to agree some or all decisions unanimously. You need to choose one of three options. The details are below.

### **Jointly and severally (attorneys act either together or individually)**

Your attorneys can make decisions on your behalf on their own or together.

Any action taken by any attorney alone is as valid as if they were the only attorney. It's up to your attorneys to choose how they make decisions but they must always act in your best interests.

Most people choose this option because:

- attorneys can make simple or urgent decisions quickly and easily, without asking your other attorneys
- if an attorney can no longer act, the LPA won't be cancelled

If you choose this option, you must not say anywhere else in the LPA that certain decisions must be made by:

- one particular attorney
- some or all of your attorneys
- a minimum number of attorneys

Instructions like this contradict your choice here, so your LPA may be rejected.

There is a section later in the LPA that lets you give more specific instructions to your attorneys. Most people don't do this, and it can be more complicated than it seems. Read part A7 of this guide before deciding whether to add anything there.

### **Jointly (attorneys agree every decision unanimously)**

Your attorneys must always make all decisions together. They must agree unanimously and they must all sign any relevant documents.

Choose this option if you want your attorneys to agree on every decision, whether it's big or small.

If your attorneys can't all agree on a decision, it can't be made.

With this option:

- if your attorneys can't work together, your LPA won't work
- if one attorney can no longer act or dies, your LPA will stop working – unless you've appointed replacements

If your attorneys live far apart, they may find acting jointly difficult – for example, going to the bank together.

If one of your original joint attorneys can no longer act, all your original attorneys stop acting for you. This is because the law treats attorneys who act jointly as a single unit. If you've appointed replacement attorneys, they will all take over.

### **Jointly for some decisions, and jointly and severally for other decisions**

Your attorneys must make certain decisions together and agree them unanimously – but they can make other decisions individually.

If you choose this option you must clearly state which decisions your attorneys should make together and agree unanimously: that is, when they should act jointly.

If your attorneys can't all agree on a decision, it can't be made.

Some people pick this option because they don't mind their attorneys taking everyday decisions alone but want them to make important decisions together, such as selling a house.

If your attorneys live far apart, they may find acting jointly difficult.

With this option:

- you must write on Continuation sheet 2 which decisions must be made jointly and which must be made jointly and severally – if you don't, your LPA won't work
- if your attorneys can't agree on a joint decision, it can't be made
- if one attorney can no longer act or dies, your remaining attorneys won't be able to make any of the joint decisions, unless you've appointed replacements

With this option, if one attorney stops acting for you but you do have replacement attorneys:

- the replacement attorneys will take over, making all joint decisions instead of your original attorneys
- both the replacement and remaining original attorneys can make any decisions they're allowed to make individually

## Examples of working jointly for some decisions, and jointly and severally for others

### Property and financial affairs LPA examples:

If you choose 'jointly for some decisions, jointly and severally for other decisions', you should make a statement like one of these on Continuation sheet 2:

“My attorneys must act jointly for decisions about selling or letting my house and may act jointly and severally for everything else.”

“My attorneys must act jointly for decisions about investments in stocks and shares and may act jointly and severally for everything else.”

In the first example, 'everything else' means all financial decisions apart from selling or letting your house. In the second example, 'everything else' means all money matters apart from investing in stocks and shares.

Don't use these examples unless they're exactly what you want – you need to state what is right for you.

### Health and care LPA examples:

If you choose 'jointly for some decisions, jointly and severally for other decisions', you should make a statement like one of these on Continuation sheet 2:

“My attorneys must act jointly for decisions about where I live and may act jointly and severally for everything else.”



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“My attorneys must act jointly for decisions I have authorised them to make about life-sustaining treatment and may act jointly and severally for everything else.”

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In the first example, ‘everything else’ means all decisions about your day-to-day care and medical treatment. In the second example, ‘everything else’ also means day-to-day care and medical treatment and larger decisions about where you should live. It only excludes decisions about treatments needed to keep you alive.

You can only use something like the second example if you give your attorneys the authority to give or refuse consent to life-sustaining treatment by choosing option A in section 5 of your LPA form. See part A5 on page 24 of this guide for more on life-sustaining treatment.

Don’t use these examples unless they’re exactly what you want – you need to state what is right for you.

## Protecting your interests

Whichever way you appoint your attorneys to act, the law says that they must always act in your best interests and make every effort to find out whether you can make a decision before they do.

Attorneys must also follow any instructions and bear in mind any preferences that you write in section 7 of your LPA form.

The Mental Capacity Act Code of Practice explains attorneys’ duties. You can find it online at [www.gov.uk/opg/mca-code](http://www.gov.uk/opg/mca-code)

## Questions to ask yourself

- Do you want to pick ‘jointly and severally’, the most flexible and practical option?
- What might stop your attorneys working together? Do they get on? What could happen if they were to fall out?
- Are you happy for your attorneys to choose whether they make decisions together or individually? Choose ‘jointly and severally’, which is the most straightforward option.
- Even if your attorneys can make most decisions on their own, are there some big decisions that you want them to agree on? Choose ‘jointly for some decisions, jointly and severally for others’.
- Do you want your attorneys or replacement attorneys to make all their decisions together and agree every decision unanimously, whether big or small? Choose ‘jointly’.
- Do your attorneys understand how you would like them to make decisions? Make sure you discuss your choice with them.
- Do you know what will happen if one attorney can’t act any more? Read this section again if you’re not sure.
- Do you want replacement attorneys as a back-up if your attorneys have to make some or all decisions together? If you don’t choose replacements, your LPA may be at risk if an attorney stops acting on your behalf.



# Part A4 – replacement attorneys

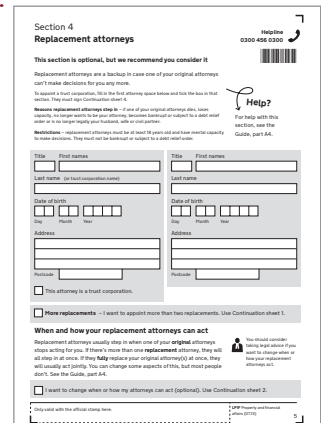
## Fill in section 4 (optional)

If you want one or more replacement attorneys, write their details in section 4 of the LPA form.

If you want more than two replacements, mark the ‘More replacements’ box on this page. Take a copy of Continuation sheet 1, called ‘Additional people’. For each extra replacement attorney, mark the ‘Replacement attorney’ box on the sheet and add their details.

You **must** sign and date Continuation sheet 1 **before** you sign the LPA in section 9.

If you need more than one continuation sheet, you can make copies.

The image shows a sample of the 'Section 4 Replacement attorneys' form. It includes a title 'Section 4 Replacement attorneys' and a helpline number '0300 456 0300'. The form contains instructions on how to fill it out, including a note that replacement attorneys are a backup in case the original attorney can't make decisions. It features two columns for entering details for up to two replacement attorneys, with fields for title, first name, last name, date of birth, and address. There are checkboxes for 'This attorney is a trust corporation', 'More replacements', and 'Want to change when or how my attorney can act (optional)'. A 'Help?' icon is also present.

## Changing when and how your replacement attorneys can act

Mark this box with an ‘X’ if you have appointed more than one replacement attorney and you want to change how or when they act.

Marking this box can create complications for your LPA. There’s more guidance below – please read it. You may also want to get legal advice.

## More information

Replacement attorneys are people you choose to step in if one of your original attorneys can no longer make decisions on your behalf.

A replacement attorney will step in if one of your attorneys:

- dies
- loses mental capacity
- decides they no longer want to act on your behalf (known as ‘disclaiming their appointment’)
- was your wife, husband or civil partner but your relationship has legally ended (unless you’ve added an instruction for them to continue)

- becomes bankrupt or subject to a debt relief order – this only applies to financial affairs LPAs

A replacement attorney can only act if the original attorney they’re replacing is permanently unable to make decisions for one of the reasons above.

A replacement attorney:

- cannot temporarily stand in for an attorney who is still able to act (for example, while the first attorney is on holiday)
- cannot replace a replacement attorney

You can't add any instructions telling replacement attorneys to start acting in specific circumstances.

If your original attorneys have to make all or some decisions jointly and one can no longer act, your replacement attorneys will make those joint decisions instead. Both your remaining original attorneys and your replacements can make any decisions that don't have to be made jointly.

Replacement attorneys usually step in as soon as one of your original attorneys stops acting for you.

## Protecting your LPA

Having replacement attorneys means that your LPA should still work if an original attorney can no longer act on your behalf.

Without replacements:

- if you have only one attorney and that attorney can no longer act for you, your LPA will no longer work
- if you have attorneys who must make all or some decisions together ('jointly') and one attorney can no longer act, the rest will not be able to make those joint decisions

If your LPA can't be used and you don't have mental capacity, someone you know will have to apply to the Court of Protection to get the power to act on your behalf – this can be expensive and will usually take a long time.

## Who can be a replacement attorney

A replacement attorney must meet the same requirements as an original attorney. This includes having mental capacity and being 18 or over when you sign your LPA.

One of your original attorneys cannot also be a replacement attorney in the same LPA.

A person who is on the Disclosure and Barring Service's barred list cannot act as an attorney – unless they're a family member and they're **not** getting a fee to be your attorney. They will break the law if they do.

## When replacement attorneys step in

If you include more than one replacement attorney in your LPA, they all start at the same time, unless you've:

- appointed your attorneys to act jointly and severally
- **and** stated the order in which your original attorneys will be replaced

## Replacing an attorney who acts 'jointly and severally'

If you appoint your attorneys to act jointly and severally, replacement attorneys usually step in if one original attorney can't act for you any more. The replacement attorneys and any remaining original attorneys can then make decisions 'jointly and severally'.

## Replacing attorneys who act 'jointly' or 'jointly for some decisions, jointly and severally for other decisions'

If you appoint your attorneys either 'jointly' or 'jointly for some decisions, jointly and severally for other decisions', it is important to have replacement attorneys.

If one original attorney can't act for you any more, all your other attorneys must stop making any joint decisions. If this happens, any replacement attorneys step in to make the joint decisions. If you don't have any replacements, your LPA will stop working for joint decisions. This is because the law sees a group appointed 'jointly' as a single unit.

Read the section on 'Complications', below, to see examples of how this might work in practice.

## Changing when and how your replacement attorneys can act

Mark this box with an 'X' if you have appointed more than one replacement attorney and you want to change how or when they act.

There are two main situations where this is useful. You have more than one replacement attorney and:

- you've appointed your original attorneys jointly and severally. You want your replacements to step in a particular order. Read 'Stating an order for replacement attorneys' below
- you have only one original attorney. You don't want your replacement attorneys to act jointly. Read through the guidance on page 20, especially the part about complications called '1. A sole attorney plus two or more replacements'

There are some other situations where you may want to mark this box. You'll find examples under 'Complications: replacement attorneys' on this page.

## Stating an order for replacement attorneys

If you mark the box and you appointed your original attorneys to act 'jointly and severally' in section 3 of the LPA form, you can state the order in which your replacement attorneys step in.

Use Continuation sheet 2. Mark the box: 'How replacement attorneys step in.' Use the space to write how you want your replacements to step in. You might write something like:

---

"If one of my attorneys (my mother and father) can no longer act, I would like that attorney to be replaced by my sister. If, later on, my other parent can no longer act, I would like my brother to replace that person as my attorney."

---

"If my attorney John Smith becomes unable to act under this LPA, I want replacement attorney Anne Hall to step in and act in his place."

---

Do **not** state an order to replace attorneys if your original attorneys act 'jointly' or 'jointly for some decisions, jointly and severally for others.' You will stop your LPA from working. If you still want to do this, you should seek legal advice.

## Complications: replacement attorneys

Appointing replacement attorneys is a sensible way to protect an LPA, especially if there's only one original attorney, or your attorneys have to make some or all decisions jointly.

Usually, replacing attorneys will work as you expect. For example, you could name one original attorney and one replacement attorney. Then, if the original attorney stops acting, the replacement attorney will take their place.

However, if your attorneys have to make some or all decisions jointly or you have more than one replacement attorney, unexpected things can happen.

Look at the examples on the next two pages: they cover some fairly common situations.

## 1. A sole attorney plus two or more replacements

### What will happen

Unless you say otherwise, the replacements will have to act jointly.

### Example

You've appointed your spouse or partner as your only attorney. You appoint your son and daughter as replacement attorneys. You don't say anything about how they should act.

As soon as your spouse or partner can't act any more, your children step in. They're now joint attorneys, and have to agree unanimously on every decision, no matter how small.

### Alternatives

This might be what you want – however, a lot of people prefer their attorneys to act 'jointly and severally', giving them more freedom and flexibility.

To make this happen:

- at the bottom of section 4 of the LPA, mark the box called 'I want to change when or how my attorneys can act'
- take a copy of Continuation sheet 2 and mark the box 'How replacement attorneys step in and act'
- write this on the sheet: "I want my replacement attorneys to act jointly and severally"
- sign and date the sheet before you sign section 9 of the LPA

## 2. Joint attorneys plus one or more replacements

### What will happen

The original attorneys will not be able to act at all as soon as one stops acting. The replacements will take over all decisions.

### Example

You appoint your two brothers and your sister as attorneys, acting jointly, and appoint your daughter as a replacement attorney.

Something happens to one of your siblings that means they can no longer act. Now your daughter steps in. She is the sole attorney, and your two remaining siblings no longer have any say in decisions made under this LPA – they can't act at all on your behalf.

### Alternatives

If you've appointed your original attorneys 'jointly', it isn't straightforward to arrange things so that the others can carry on acting after one of them has to stop – it's part of what 'jointly' means.

You could think about appointing the original attorneys 'jointly and severally' instead. If there are some big decisions you want them to agree on, you could appoint them 'jointly for some decisions, jointly and severally for other decisions' – however, as the example on the next page shows, the same problem would occur again.

There is one way around the problem.

You can make a second LPA in case your first one stops working. In this second LPA, you can appoint as attorneys the joint attorneys from your first LPA.

If you appoint your attorneys jointly and severally in your second LPA, you'll avoid the problem you had with your first LPA.

If you make a second LPA, you must write an instruction in section 7 of your second LPA saying that it comes into force if your first LPA stops working. You might write something like:

'If my original LPA for financial decisions stops working, this LPA comes into force.'

'If my health and welfare LPA fails, this LPA replaces it.'

If you want to do this, you may want to seek legal advice or call our helpline.

### **3. Attorneys appointed jointly for some decisions and jointly and severally for other decisions plus one or more replacements**

#### **What will happen**

The original attorneys will have no say in the joint decisions as soon as one stops acting. The replacements will take over the joint decisions.

#### **Example**

You've appointed your daughter and her husband as attorneys. They have to act jointly for any decision about selling your house, but can act jointly and severally for all other decisions. You appoint your two grandchildren (who are over 18) as replacement attorneys.

Your son-in-law stops acting as an attorney. Now, your daughter and your grandchildren are your attorneys. However, your daughter no longer has a say in selling your house. Your grandchildren can make that decision without consulting her – they are the only attorneys for joint decisions.

#### **Alternatives**

This has the same problem as '2. Joint attorneys plus one or more replacements' on page 20.

If you're sure you don't want to appoint your original attorneys jointly and severally, then you can make two LPAs.

To do this, follow the instructions in '2. Joint attorneys plus one or more replacements' on page 20.

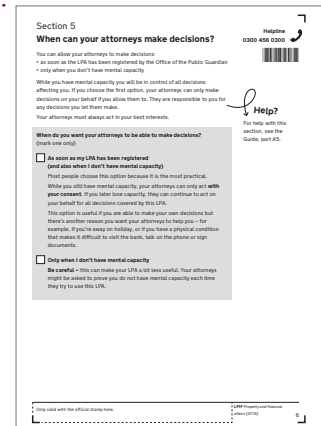
# Part A5 – when can your attorneys make decisions? (LPA for financial decisions only)

## Fill in section 5

You **must** choose when you want your attorneys to be able to make decisions. Mark only **one box** with an 'X'.

You have two options:

- As soon as my LPA has been registered (and also when I don't have mental capacity)
- Only when I don't have mental capacity



Section 5  
When can your attorneys make decisions?

You can allow your attorneys to make decisions:  
• as soon as the LPA has been registered by the Office of the Public Guardian  
• only when you don't have mental capacity

While you have mental capacity you will be in control of all decisions affecting you. If you choose the first option, your attorneys can only make decisions on your behalf if you allow them to. They are responsible to you for any decisions you let them make.  
Your attorneys must always act in your best interests.

When do you want your attorneys to be able to make decisions?  
(Mark one only)

☐ **As soon as my LPA has been registered**  
(and also when I don't have mental capacity)  
Most people choose this option because it is the most practical. While you still have mental capacity, your attorneys can only act **with your consent**. If you later lose capacity, they can continue to act on your behalf for all decisions covered by this LPA. This option is useful if you are able to make your own decisions but there's another reason you want your attorneys to help you – for example, if you're away on holiday, or if you have a physical condition that makes it difficult to visit the bank, talk on the phone or sign documents.

☐ **Only when I don't have mental capacity**  
**Be careful** – this can make your LPA a bit less useful. Your attorneys might be asked to prove you do not have mental capacity each time they try to use this LPA.

For help with this section, see the Guide, part A5.

Use only with the Official Change form. LPA (Financial Decisions) (Rev 01/15)

## More information

A financial LPA can usually be used as soon as it's registered. If you have mental capacity, you can tell your attorneys to start using the LPA straight away. If you then lose mental capacity, they can carry on using the LPA.

Alternatively, you can choose that your financial LPA will take effect – and your attorneys will be able to act for you – **only** when you don't have mental capacity.

### As soon as my LPA has been registered (and also when I don't have mental capacity)

Mark this box with an 'X' if you want your attorneys to help you with your finances while you have mental capacity.

For example, if you can't leave the house or it's hard to talk to your electricity supplier, you might ask your attorneys to deal with the bank or pay bills. You could ask your attorneys to act for you if you are away – for example, on holiday.

You can give instructions in LPA section 7 (see part A7 of this guide) about decisions your attorneys can't make – for example, about selling your house. You might write instructions like:

“While I have mental capacity, my attorneys must not make any decisions about selling my house.”

As long as you have mental capacity, you control your finances.

### Only when I don't have mental capacity

Mark this box with an 'X' if you don't want your attorneys to make decisions or act for you while you have mental capacity. This means you'll look after your finances while you still have mental capacity. Then, if you ever lose that capacity, your LPA will be ready for your attorneys to use.

Banks and other financial institutions sometimes want written confirmation that a donor does not have mental capacity before they'll recognise an attorney's authority to act under an LPA.

Ask the donor's GP, care co-ordinator, social worker or care home staff about a mental capacity assessment.

When you reach section 7 of the LPA form, you can add instructions. Some people explain how their mental capacity should be assessed, such as:

.....

“My attorneys shall only act under this power if they have obtained a written medical opinion stating that I am no longer mentally capable of managing and administering my property and financial affairs.”

.....

However, if you trust your attorneys to assess your mental capacity, you do not need to add instructions like these.



# Part A5 – life-sustaining treatment (health and care LPA only)

## Fill in section 5

You have two options:

- option A – I give my attorneys authority to give or refuse consent to life-sustaining treatment on my behalf
- option B – I do not give my attorneys authority to give or refuse consent to life-sustaining treatment on my behalf

Sign only **one** option.

You **must** sign and date this page. Your signature must be witnessed. The witness must be aged 18 or over and can't be an attorney or replacement attorney under this LPA.

Sign this section before you sign your LPA in section 9. You **can** sign both sections on the same day.

If you are unable to sign or make a mark and someone else is signing your LPA for you, that person must sign this page and date their signature. Their signature **must** be witnessed.

## More information

You **must** choose what you'd want to happen if you needed medical help to keep you alive and you no longer had mental capacity.

If you sign option A and ever need life-sustaining treatment but can't make decisions, your attorneys can speak to doctors on your behalf as if they were you. You can write instructions or preferences for your attorneys in section 7 of the LPA form. See the next page for some examples.

If you choose option B, doctors will make decisions about life-sustaining treatment.

If you make a mistake in this section – for instance, forgetting to have your signature witnessed, or missing off the signing date – then it defaults to option B. Your doctors will make decisions about life-sustaining treatment if you lack capacity.

### Life-sustaining treatment: definition

'Life-sustaining treatment' means care, surgery, medicine or other help from doctors that's needed to keep someone alive.



Life-sustaining treatment can include:

- a serious operation, such as heart bypass surgery
- chemotherapy, radiotherapy or another cancer treatment
- an organ transplant
- artificial nutrition or hydration (food or water given other than by mouth)

Whether some treatments are life-sustaining depends on the situation. For example, if someone had pneumonia, a course of antibiotics could be life-sustaining.

Decisions about life-sustaining treatment can be needed in unexpected circumstances. One example is a routine operation that didn't go as planned.

### **Option A: attorneys**

Choose option A if you want your attorneys to decide about life-sustaining treatment in case you ever can't make the decisions yourself.

#### **Life-sustaining treatment: preferences (optional)**

You can use section 7 of the LPA form to let your attorneys know your preferences, so that any decisions they make are as close as possible to the decisions you would have made.

For example, you might write something like:

.....  
"If I were in the last days of a terminal illness, I would only want treatments to make me comfortable. I wouldn't want treatments to prolong my life or that meant I couldn't die at home."  
.....

Attorneys should pay attention to your preferences, although they don't have to follow them.

You don't have to give any preferences for life-sustaining treatment – your attorneys can act without them.

#### **Life-sustaining treatment: instructions (optional)**

You can write instructions in section 7 of the LPA form to specify medical conditions where your attorneys must or must not consent to life-sustaining treatment on your behalf. For example, you might write something like:

.....  
"My attorneys must not agree to life-sustaining treatment if I am in a persistent vegetative state."  
.....

You may feel that your attorneys understand you well enough and you don't need to write instructions. Talk to them about what you want.

If you write instructions, your attorneys must follow them. You must be careful not to write anything that contradicts what you have said elsewhere in your LPA or requires your attorneys to break the law. If you do, it could make your LPA unworkable. If you want to write instructions but are uncertain, you may want to seek legal advice.

You don't have to give instructions about life-sustaining treatment.

## Option B: doctors

Choose option B if you want your doctors to decide about life-sustaining treatment in case you can't. If the situation arises, they must:

- assess what's in your best interests
- take into account, where possible, the views of your attorneys and other people involved in your welfare
- take into account what you've said or written about life-sustaining treatment, including any guidance you've given in your LPA

## Other ways to make your treatment preferences clear

There are other ways to explain what you want to happen if you need medical treatment and you can no longer make decisions for yourself.

An advance decision is a legally binding document in which you write which specific treatments you don't want, in case you can't decide or make your wishes known. Some people call it a 'living will' or 'advance directive'.

If you've made an advance decision that your doctors or attorneys should take into account, refer to it in your instructions in section 7 of the LPA form. You'll also need to include a copy of the advance decision when you send your LPA to the Office of the Public Guardian (OPG) to be registered.

You can find information about advance decisions on NHS Choices website at [www.nhs.uk](http://www.nhs.uk)

If you give your attorneys the power to decide about life-sustaining treatment and have made an advance decision, your LPA might override your advance decision.

You may want to get legal advice, particularly if the advance decision and the LPA say very different things.

You can also let people know your views on treatments and care in:

- statements of preference
- care plans

There's more about life-sustaining treatment, advance decisions and how health professionals must respond to your written wishes in chapter 9 of the Mental Capacity Act Code of Practice, which you can find online at [www.gov.uk/opg/mca-code](http://www.gov.uk/opg/mca-code)

# Part A6 – people to notify when the LPA is registered

## Fill in section 6 (optional)

You can choose up to five people to notify about your LPA when it's about to be registered.

These should be people who know you well and would be willing to raise concerns about your LPA. They can object to the LPA if they think you were under pressure to make it or if they think fraud was involved.

However, you don't have to choose people to notify.

If you want to appoint people to notify, you can write the names and addresses of up to four in section 6. If you want to appoint five people to notify, tick the box that says 'I want to appoint another person to notify'. Fill in the person's name and address on Continuation sheet 1 and mark the 'Person to notify' box on that sheet.

You **must** sign and date Continuation sheet 1 **before** you sign the LPA in section 9.

If you need more than one continuation sheet, you can make copies.

The person applying to register the LPA – either you or your attorneys – **must** tell any people to notify that the LPA is being sent for registration. They must use form LP3 to do this, **just before** sending the LPA form to the Office of the Public Guardian. Part C of this guide explains how to notify these people.

Section 6  
People to notify when the LPA is registered

This section is optional.

You can let people know that you're going to register your LPA. They can raise any concerns they have about the LPA – for example, if there was any pressure or fraud involved.

When the LPA is registered, the person applying to register (you or one of your attorneys) must send a notice to each 'person to notify'.

You can't put your attorneys or replacement attorneys here.

People to notify can object to the LPA, but only for certain reasons (listed in the continuation form LP3). After that, they are no longer involved in the LPA. Choose people who care about your best interests and who would be willing to speak up if they were concerned.

For help with this section, see the Guide, part A6.

Title	First names	Title	First names
<input type="checkbox"/>	Last name	<input type="checkbox"/>	Last name
Address		Address	
Include		Include	

☐ I want to appoint another person to notify (continuation to 7) – see Continuation sheet 1.

only valid with the official copy form. LPA Form and related documents.

## More information

Letting people know about your LPA just before it's registered protects you. It's especially important if there's a long time between making your LPA and registering it.

### Choose people to notify

You can choose up to five people to notify but they can't be your attorneys or replacement attorneys. Many donors choose family members or close friends.

Check with the people you're planning to notify that they're happy to be named in your LPA. Explain that:

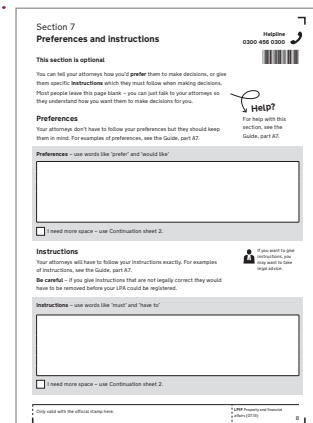
- they don't have to do anything right away
- they will only be told when you or your attorneys apply to register your LPA
- their names and addresses will be sent to OPG
- they do not have to do anything when they are contacted, unless they have concerns

# Part A7 – Preferences and instructions

## Fill in section 7 (optional)

If you fill in this page and need more space, tick the box at the bottom of section 7 and use Continuation sheet 2. Mark with an 'X' either the 'Preferences' box or the 'Instructions' box on Continuation sheet 2. If you still need more space, you can make copies of Continuation sheet 2.

You **must** sign Continuation sheet 2 before you sign section 9 of your LPA.



## More information

You can give your attorneys instructions or tell them your preferences in this LPA section – but you don't usually have to.

Most people leave this page blank.

The only circumstances in which you **must** write an instruction is in a financial LPA if you have investments managed by a bank and you want that to continue. Contact the Office of the Public Guardian (OPG) or a legal adviser if you want advice on the wording.

You can just talk to your attorneys and explain how you'd like them to act for you. Your attorneys will then be free to make decisions they think are right, and they will know how you'd want them made.

If you're not sure about what you can put in this section of your LPA, you might want to get legal advice.

Complicated or badly worded instructions or preferences can make an LPA unworkable.

## Preferences and instructions: definitions

**Preferences** are what you'd like all your attorneys to think about when they make decisions for you. Your attorneys don't have to follow them but should bear them in mind.

If you write any preferences, avoid words such as 'must' and 'shall'. Instead use words such as 'prefer' and 'would like', so it's clear that you're giving your attorneys advice. If your attorneys **must** do something, include it in your instructions.

**Instructions** tell your attorneys what they **must** do when acting on your behalf.

If you write any instructions, use words such as 'must', 'shall' and 'have to'.

Instructions cause more problems than preferences. If you want to give instructions, read through the information below to find out about common problems and mistakes. It may be better to phrase them as preferences.

If you want to pay fees to your attorneys, explain this in the instructions. See 'Instructions to pay fees' on page 32 of this guide.

There are some examples below of common preferences and instructions for both types of LPA. They may not be right for you – they are just to give you an idea of what you might write. Your preferences and instructions should be about what matters to you.

## Examples of preferences

### Health and care LPA

Here are some examples of preferences you might write in a health and care LPA:

“I prefer to live within five miles of my sister.”

“I’d like to be prescribed generic medicines where they are available.”

“I would like to take exercise at least three times a week whenever I am physically able to do so. Whether or not I am mobile, I would like to spend time outdoors at least once a day.”

“I’d like my pets to live with me for as long as possible – if I go into a care home, I’d like to take them with me.”

“I’d like to have regular haircuts, manicures and pedicures.”

### Property and financial affairs LPA

Here are some examples of preferences you might write in a financial LPA:

“I like to reinvest all interest from each year’s investments into next year’s ISA allowance.”

“I would like to maintain a minimum balance of £1,000 in my current account.”

“I prefer to invest in ethical funds.”

“I’d like my attorneys to consult my doctor if they think I don’t have the mental capacity to make decisions about my house.”

“I would like to donate £100 each year to Age UK.”

## Examples of instructions

### Health and care LPA

Here are some examples of instructions you might write in a health and care LPA:

“My attorneys must not decide I am to move into residential care unless, in my doctor’s opinion, I can no longer live independently.”

“My attorneys must not consent to any medical treatment involving blood products, as this is against my religion.”

“My attorneys must ensure I am given only vegetarian food.”

### Property and financial affairs LPA

Here are some examples of instructions you might write in a financial LPA:

“My attorneys must consult a financial adviser before making investments over £10,000.”

“My attorneys must not sell my home unless, in my doctor’s opinion, I can no longer live independently.”

“My attorneys must not make any gifts.”

---

“My attorneys must continue to donate to charities that I have supported or for which I have set up standing order payments.”

---

“My attorneys must send annual accounts to my brothers and sisters.”

---

“My attorneys must instruct a tax accountant to prepare my annual tax return.”

---

If you have opted (in section 5 of the LPA form) for your attorneys to act under your financial LPA only if you’ve lost mental capacity, you might add instructions about how your mental capacity should be assessed. For example, you might write:

---

“This lasting power of attorney only applies if a doctor confirms in writing that I don’t have the capacity to make decisions about my finances.”

---

If you trust your attorneys to judge your level of mental capacity, you don’t need to add instructions like these.

### **Special case: making two LPAs for financial decisions**

You may want to make two LPAs for financial decisions, one for your personal finances, and another for your business affairs, so that different attorneys can look after different things. If this is the case, you should explain what you want to happen in the instructions for each one.

For instance, in one LPA you could say:

---

“My attorneys only have the authority to use my personal bank account. They are not permitted to access my business account or make any decisions relating to my business.”

---

In the other LPA you’d say:

---

“My attorneys only have the authority to use my business accounts and make decisions relating to my business. They are not permitted to use my personal account or make decisions about my personal finances.”

---

### **Avoiding problems**

Instructions and preferences can create problems. It’s easy to ask for something that the law won’t allow.

If you’d like to add instructions and preferences, here are some common mistakes to avoid.

### **You can’t change the way attorneys are appointed to act**

Don’t appoint attorneys to make decisions in one way, then include instructions to make them act differently.

If you’ve said in section 3 that your attorneys must act ‘jointly’ – so they must agree every decision unanimously – you must not add here that if one stops being an attorney, the others can continue to act.

If you said your attorneys should act ‘jointly and severally’ – so they can make any decision on their own or together – you must not add these sorts of instructions:

- that one attorney has to do what another attorney says

- that one attorney must deal with your business and another with your private affairs
- that where attorneys disagree, the majority should decide
- that they must make some decisions together – if this is what you want, you should appoint them in LPA section 3 to act ‘jointly for some decisions, jointly and severally for other decisions’ instead.

Your LPA won’t work if you include instructions like these.

### **The preferences or instructions are for all attorneys**

Any preferences or instructions must apply to all your attorneys. You must not write, for example, that only your daughter is allowed to sell your house, or that one attorney can’t make decisions about giving gifts.

### **Be careful with gifts**

Instructions about gifts often cause problems. There are strict limits on the kinds of gifts that attorneys can give on your behalf. They can give presents on ‘customary occasions’, including weddings, birthdays and religious holidays. They can donate to charities you’ve previously given to. Any gifts should be reasonable and take into account how much money you have.

You can’t give your attorneys instructions to go beyond these limits.

Here are some types of gifts you can’t authorise:

- trust funds for grandchildren
- payment of school fees for grandchildren
- interest-free loans to family

- maintenance for any family member other than your wife, husband, civil partner or child under 18

Your attorneys must apply to the Court of Protection if they want to make gifts like this on your behalf.

The Office of the Public Guardian provides guidance on gifts for attorneys. You can find this at [www.gov.uk/government/publications/public-guardian-practice-note-gifts](http://www.gov.uk/government/publications/public-guardian-practice-note-gifts)

### **Other mistakes**

You should avoid these common mistakes:

- You can’t tell your attorneys to do anything against the law – this includes anything to do with euthanasia and assisted suicide
- You can’t say that attorneys should act in the best interests of anyone else, including your wife, husband, partner or children. Your attorneys act for you alone
- You can’t say a replacement attorney can only start acting in specific circumstances. For instance, you can’t use restrictions to add special circumstances – such as an original attorney being on holiday – in which your replacement attorney can step in
- Don’t add health and care restrictions to a financial LPA. Don’t add financial restrictions to a health and care LPA. You should make a separate LPA for each instead
- You can’t tell an attorney to change your will – it’s outside their powers
- You can’t give an attorney power to appoint a replacement attorney



## Instructions to pay fees

### Professional attorneys

Professional attorneys, such as solicitors or accountants, charge for their services. They may also claim fees and reasonable expenses.

Write what you've agreed to pay in section 7 instructions or set their fee by referring to standard rates and writing something like:

“I wish my professional attorneys to be paid the standard solicitor rate as set by [state the name of a relevant professional organisation here].”

Fees and expenses are paid out of your funds.

### Non-professional attorneys

Many attorneys don't get fees. For example, if you appoint a non-professional attorney – such as your husband, wife, partner, a family member or a friend – they'll probably be happy to act for you without being paid. However, they can still claim reasonable expenses, such as postage, travel costs and the cost of an accountant preparing annual accounts.

If you don't want to pay your attorneys fees, don't write anything. They can still claim expenses.

If you agree to pay a fee, you must write this in your instructions. If you **don't**, your attorney **can't** be paid. You can set different fees for different attorneys.

For non-professional attorneys, fees are often set as a payment each year.

Here are examples of the sort of instructions you might write to pay a fee to your attorneys:

“Each attorney must be paid a single fee of £1,000 each year, the payment to be made on 20 December each year. The fees will stop when my estate drops to £[fill in amount].”

“I wish each of my attorneys to be paid £[fill in the amount] per year for their services under this LPA. My attorneys will stop being paid when my money drops to £[fill in amount].”

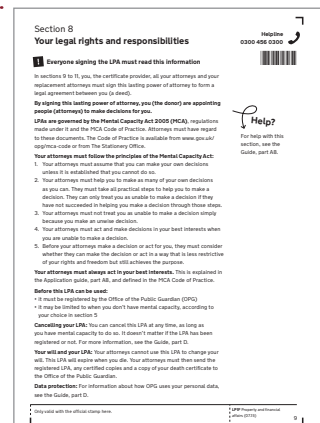
Fees and expenses will be paid out of your funds.



# Part A8 – your legal rights and responsibilities

## Read section 8

Everyone involved in this lasting power of attorney must read this section before signing.



## More information

An LPA is a legal agreement (also called a ‘deed’) between you and your attorneys.

Section 8 contains important information that you, your attorneys and certificate provider must read, as it is part of the legal agreement that you and they are making. The principles of the Mental Capacity Act 2005 and the rules in the Mental Capacity Act Code of Practice, which your attorneys must follow, are set out in this section of the LPA.

You can see the complete Mental Capacity Act Code of Practice at [www.gov.uk/opg/mca-code](http://www.gov.uk/opg/mca-code).

If you need help to look at websites, visit your local library.

### Your best interests

The law says that your attorneys must always act in your best interests when making decisions and acting for you.

They must:

- do everything they can to help you make all or part of a decision
- identify what you would take into account if you were making a decision

- be guided by your personal, political, cultural, moral or religious beliefs and values when making any decisions for you

To do this, they should:

- find out your preferences and views from you or from how you’ve behaved and what you’ve said or written in your LPA and elsewhere
- assess whether the decision can be left for another time, when you might find it easier to make
- avoid restricting your rights
- consult family and friends and anyone else who knew or understood your wishes, feelings and views
- not make assumptions about your quality of life or about what you need just because of your age, appearance, condition or behaviour

# Before you sign

Check that you have completed all the sections that you must fill in and any optional sections you want to use.

Once you've signed, you cannot change your LPA – you will need to make a new LPA if you want to make changes.

The table below summarises everything you should have done before you sign. The grey rows show sections you must fill in; the others are optional.

Section name		Information needed
1	The donor	Your name, date of birth and address. Give an email address if you have one
2	The attorneys (at least one)	<div>                     The names, addresses and dates of birth of your attorneys                 </div> <div>                     More than four attorneys?                      Use Continuation sheet 1 and sign it before you sign the LPA                 </div>
3	How should your attorneys make decisions?	Mark one box to show how your attorneys make decisions
4	Replacement attorneys	<div>                     The names, addresses and dates of birth of any replacement attorneys                 </div> <div>                     More than two replacement attorneys?                      Use Continuation sheet 1 and sign it before you sign the LPA                      Changing the way your replacement attorneys act or step in?                      Use Continuation sheet 2 and sign it before you sign the LPA                 </div>
5	LPA for property and financial affairs only: When can your attorneys make decisions?	Tick one box to choose when your attorney(s) can make decisions
	LPA for health and welfare only: life-sustaining treatment	Tick one box to give either your attorneys (option A) or your doctors (option B) the power to decide about life-sustaining treatment
6	People to notify when the LPA is registered	<div>                     The names and addresses of any people to notify                 </div> <div>                     Five people to be told?                      Use Continuation sheet 1 and sign it before you sign the LPA                 </div>
7	Preferences and instructions	<div>                     Any preferences or instructions you want your attorneys to follow or keep in mind                 </div> <div>                     More preferences and instructions?                      Use Continuation sheet 2 and sign it before you sign the LPA                 </div>

# Part A9 – signature: donor

## Section 9: sign your LPA

The people involved in the LPA must sign it in the correct order. If they don't, the Office of the Public Guardian (OPG) won't register it and your attorneys will not be able to use it.

You must sign your LPA **before** anyone else does.

If you've used Continuation sheets 1 or 2, make sure you've signed them before you sign this section.

If you're making a health and welfare LPA, also sign section 5 – life-sustaining treatment – before you sign this section.

When you sign LPA section 9, you are forming a legal agreement with your attorneys. You are legally bound by everything written in the form up to this point, including LPA section 8 ('Your legal rights and responsibilities') and the declaration on this page.

Section 9  
**Signature: donor**

**Be careful** Sign this page (and any continuation sheets) before anyone signs sections 10 and 11.

**Donor**  
Signed (or marked) by the person giving this lasting power of attorney and delivered as a deed.  
Signature or mark: \_\_\_\_\_  
Date signed or marked: \_\_\_\_\_  
By: \_\_\_\_\_  
If you have used Continuation sheets 1 or 2 you must sign and date each continuation sheet at the same time as you sign this page.  
If you can't sign this LPA you can make a mark instead. If you can't sign or make a mark you can instruct someone else to sign for you, using Continuation sheet 3.

**Witness**  
The witness must not be an attorney or replacement attorney appointed under this LPA, and must be aged 18 or over.  
Signature or mark: \_\_\_\_\_  
Full name of witness: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

**Help** For help with this section, see the Guide, page 15.

Only valid with the official LPA form.

## More information

### Order of signing

The LPA must be signed in this order:

#### 1. You (the donor) sign

You (the donor) must sign your LPA before anyone else.

You (the donor) must sign:

- section 5 of the LPA, about life-sustaining treatment if it is an LPA for health and care decisions
- Continuation sheet(s) 1, if used
- Continuation sheet(s) 2, if used
- section 9 of the LPA

It's better to sign everything on the same day – though you don't have to – but section 9 must be signed last.

If you can't sign, you can make a mark.

If you can't sign or make a mark, look at 'Donors who cannot sign or mark', below. The person you've chosen will be able to sign for you.

There must be an independent witness to watch you signing your LPA. The witness must sign straight after you.

If it is an LPA for health and care decisions they must also witness you signing section 5, about life-sustaining treatment.

Your witness can't be:

- under 18
- one of your attorneys
- one of your replacement attorneys
- an employee of a trust corporation that is your attorney or replacement attorney (financial LPA only)

## **2. The certificate provider signs LPA section 10**

See part A10 of this guide, called ‘Signature: certificate provider.’

## **3. All the attorneys and replacement attorneys sign LPA section 11**

See part A11 of this guide, called ‘Signature: attorney or replacement attorney.’

## **Donors who cannot sign or mark: Continuation sheet 3**

If you can’t sign or make a mark, someone can sign for you using Continuation sheet 3.

### **You must be present and must tell the person to sign.**

That person’s signature must be witnessed by two people. The two witnesses can’t be:

- under 18
- your attorneys
- your replacement attorneys
- employees of a trust corporation that that is your attorney or replacement attorney (LPA for financial decisions only)

# Part A10 – signature: certificate provider

## Fill in section 10

The certificate provider must sign **after** the donor but **before** the attorneys.

The certificate provider must read LPA sections 8 and 10 before they sign your LPA. They can then fill in their name and address, and sign and date section 10.

Section 10  
Signature: certificate provider

Helpline  
0300 456 0300

Help?

For help with this section, see the Guide, part B02.

**Only sign this section after the donor has signed section 9**

The 'Certificate provider' signs to confirm they've discussed the lasting power of attorney (LPA) with the donor, that the donor understands what they're doing and that nobody is forcing them to do it. The 'certificate provider' should be either:

- someone who has known the donor personally for at least 2 years, such as a friend, neighbour, colleague or former colleague
- someone with relevant professional skills, such as the donor's GP, a healthcare professional or a solicitor

A certificate provider **can't** be one of the attorneys.

**Certificate provider's statement**

I certify that, as far as I'm aware, at the time of signing section 9:

- the donor understood the purpose of this LPA and the scope of the authority conferred under it
- no fraud or undue pressure is being used to induce the donor to create this LPA
- there is nothing else which would prevent this LPA from being created by the completion of this instrument

By signing this section I confirm that:

- I am aged 18 or over
- I have read this LPA, including sections 8 'Your legal rights and responsibilities'
- there is no restriction on my acting as a certificate provider
- the donor has chosen me as someone who has known them personally for at least 2 years **OR**
- the donor has chosen me as a person with relevant professional skills and expertise

**Notes:** - the certificate provider need not be:

- an attorney or replacement attorney named in this LPA or any other LPA or enduring power of attorney for the donor
- a member of the donor's family or one of the donor's immediate family members, even if the donor has no other relatives
- an appointed acting solicitor or solicitor or not they are at the donor's sole discretion
- the donor's GP or attorney's employee
- a health, housing, benefits or mortgage adviser if a care home where the donor lives

**Certificate provider**

By signing this section I confirm that:

First names: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature or mark: \_\_\_\_\_

Date signed or completed:

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

LPA forms produced after 2007

## More information

A certificate provider is an impartial person who confirms that you understand what you're doing and that nobody is forcing you to make an LPA. They must confirm that:

- you understand the significance of the LPA
- you have not been put under pressure to make it
- there has been no fraud involved in making the LPA
- there is no other reason for concern

If possible, they should discuss your LPA with you in private, without attorneys or other people present, before they sign to 'certify' their part of the LPA.

Your certificate provider can witness your and your attorneys' signatures.

### Who can be a certificate provider?

A certificate provider must be at least 18 years old and either:

- a friend, colleague or someone you've known well for at least two years – they must be more than just an acquaintance

- your doctor or lawyer or someone with the professional skills to judge whether you understand what you're doing and are not being forced to make an LPA

'People to notify' can be certificate providers.

There are quite a lot of people who can't be a certificate provider – for example, members of your family or your attorneys' families. There's a fuller list below.

The certificate provider must sign after you and can sign on the same day as you (the donor) or as soon as possible afterwards.

### Someone who has known you well for at least two years

You should ask a friend or neighbour, someone from your social or sports club, a work colleague, or similar. They must have known you well for at least two years. They must know you well enough to have an honest conversation with you about making your LPA and the things they have to confirm when they sign the LPA.

If possible, they should discuss your LPA with you in private, without attorneys or other people present, before they sign to 'certify' their part of the LPA.

### **Someone with relevant professional skills**

Usually, someone with relevant professional skills would be one of the following:

- a registered healthcare professional, such as your GP
- a solicitor, barrister or advocate
- a registered social worker
- an independent mental capacity advocate (IMCA)

Other professionals may have skills suited to judging whether you can make an LPA – contact the Office of the Public Guardian if you're unsure about your choice of certificate provider.

You may have to pay a professional to act as your certificate provider.

### **People who can't be a certificate provider**

The certificate provider must not be:

- an attorney or replacement attorney for the LPA
- an attorney or replacement attorney in any other LPA or enduring power of attorney (EPA) that you've already made
- a member of your or your attorneys' families – including wives, husbands, civil partners, in-laws and step-relatives
- an unmarried partner, boyfriend or girlfriend of yours or of any of your attorneys – whether or not they live at the same address
- your business partner or one of your attorneys' business partners
- your employee or one of your attorneys' employees

- an owner, manager, director or employee of a care home where you live, or a member of their family
- anyone running or working for a trust corporation appointed as an attorney in a financial decisions LPA

If you're not sure if someone's allowed to be your certificate provider, email the Office of the Public Guardian (OPG) at [customerservices@publicguardian.gsi.gov.uk](mailto:customerservices@publicguardian.gsi.gov.uk) or call OPG's contact centre on 0300 456 0300.

# Part A11 – signature: attorney or replacement attorney

## Fill in section 11

Your attorneys and replacement attorneys must write their names and sign and date your LPA.

Attorneys and replacement attorneys must sign **after** the certificate provider.

Their signature(s) must be witnessed. The witness(es) must write their full name and address as well as signing. The witness can't be the donor.

There are four copies of this page in the form. If you need more, make photocopies. **All** attorneys and replacement attorneys must sign section 11 (trust corporations are the only exception: they complete and sign Continuation sheet 4 instead).

Section 11  
Signature: attorney or replacement

Helpline  
0300 456 0300

**Only sign this section after the certificate provider has signed section 10**

All the attorneys and replacement attorneys need to sign.  
There are 4 copies of this page – make more copies if you need to.

**By signing this section I understand and confirm all of the following:**

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a right to act based on the principles of the Mental Capacity Act 2005 and I have agreed to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any restrictions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered and at the time indicated in section 2 of this LPA

**Further statement by a replacement attorney:** I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

**Attorney or replacement attorney**  
Signed (or marked) by the attorney or replacement attorney and delivered as a deed

Signature or mark: \_\_\_\_\_

Date signed or marked: \_\_\_\_\_

First name: \_\_\_\_\_

Title: \_\_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Witness**  
The witness must not be the donor of this LPA, and must be aged 18 or over

Signature or mark: \_\_\_\_\_

Full name of witness: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

only valid with the official copy form LPA Form and Guidance

## More information

When your attorneys sign section 11, they are forming a legal agreement with you (the donor). They are bound by everything written in the form up to this point, including LPA section 8 ('Your legal rights and responsibilities') and the declaration in section 11.

They must read the LPA (including section 8) or it must be read to them. They must then sign section 11 in the presence of an impartial witness.

The attorneys and replacement attorneys can witness each others' signatures. You (the donor) can't be the witness.

Attorneys and replacements should sign as soon as possible after the certificate provider – it's preferable if they all sign on the same day.

# Part B1 – register your lasting power of attorney (LPA)

## You must register

The LPA can't be used until it's registered by the Office of the Public Guardian (OPG).

Only the donor or one of the attorneys can apply to register it.

An attorney can apply to register the LPA on their own if they are:

- the only attorney
- appointed 'jointly and severally'
- appointed 'jointly for some decisions, jointly and severally for other decisions' – unless the donor has stated in the LPA document that all the attorneys must apply together

If you have been appointed to act jointly, you must apply to register the LPA with all the other attorneys.

Check how the attorneys have been appointed by looking at section 3 of the LPA form.

Before OPG registers an LPA, it must make sure that:

- the LPA is legally correct
- the LPA has no errors
- people have had the opportunity to object if they have concerns

You have to tell any 'people to notify' before you register. You must do this using form LP3. There are more details in part C of this guide. There is a legal four-week wait before OPG can register an LPA. This gives any people to notify a chance to object.

If there are no good reasons for objections and no problems with the LPA, OPG will register it and post it back. OPG stamps the original form to show that it's valid and ready to use. This is the official LPA document.

## Register now

If you apply to register the LPA as soon as it is signed, OPG can spot mistakes while they can still be changed. Mistakes can only be corrected if the donor has mental capacity.

If you delay registration and the donor loses mental capacity, the attorneys can still apply to register the LPA. However, it won't be possible to correct any mistakes. If there are mistakes, OPG can't register the LPA and the LPA can't be used. Someone will have to apply to the Court of Protection to get the power to make decisions on the donor's behalf or get a declaration that the LPA can be treated as valid. This can be a long process and can cost a lot more than an LPA.

However, you don't have to register the LPA straight away. If you want to delay registration, then complete sections 12 to 15 and form LP3 when you're ready to register the LPA.

When you see the word 'you' from now on, in part B of this guide, it means the person applying to register the LPA – either the donor or attorney(s).



# Part B2 – register your lasting power of attorney

## Fill in section 12

Mark only one box with an 'X' to state whether you are the donor or attorney(s) and are applying to register the LPA.

If you are an attorney or group of attorneys, fill in your name(s) and date(s) of birth. Otherwise, leave those boxes blank.

This is a thumbnail of Section 12 of the LPA form, titled 'The applicant'. It includes a helpline number (0300 456 0300) and a 'Help?' icon. The section asks who is applying to register the LPA, with options for 'Donor' or 'Attorney(s)'. It also provides fields for the name and date of birth for each attorney.

# Part B3 – who do you want to receive the LPA?

## Fill in section 13

You need to choose one person we can contact if we have any questions. This person will also receive the registered LPA document.

You must mark one of three options with an 'X':

- the donor
- an attorney
- other

If it's the donor or attorney, check that the address they gave in section 1 or 2 of the LPA form is correct. If they've moved, give their new address here.

This is a thumbnail of Section 13 of the LPA form, titled 'Who do you want to receive the LPA?'. It includes a helpline number (0300 456 0300) and a 'Help?' icon. The section asks who should receive the LPA and any correspondence, with options for 'The donor', 'An attorney', or 'Other'. It also provides fields for the name and address of the chosen person.

# Part B4 – application fee

## Fill in section 14

### How would you like to pay?

Choose a way of paying and mark the ‘Cheque’ or ‘Card’ box with an ‘X’.

If you choose ‘Card’, do not send your debit or credit card details. Write your phone number and the Office of the Public Guardian (OPG) will call you to take the payment.

If you choose ‘Cheque’, send a cheque for £110 made payable to ‘Office of the Public Guardian’ with this form. Write the donor’s name on the back of the cheque.

### Reduced application fee

If you have a low income, you may not have to pay the full amount.

Write an ‘X’ in the box and fill in form LPA120. This form is in the application pack.

### Are you making a repeat application?

If your LPA form was returned to you because it couldn’t be registered, you can apply again with your new LPA form within three months for £55.

Mark the box in this section with an ‘X’ and give your case number. You’ll find this in the letter that came with your returned application.

Section 14  
Application fee

There's a fee for registering a lasting power of attorney – the amount is shown on the cover sheet of this form or on form LPA120.

The fee is subject to change. To find out how much you need to pay, visit [www.gov.uk/power-of-attorney/how-much-it-costs](http://www.gov.uk/power-of-attorney/how-much-it-costs) or call 0300 456 0300. The Office of the Public Guardian can register your LPA online for free and the fee.

How would you like to pay?

☐ Card For security, don't write your credit or debit card details here. We'll contact you to process the payment.

Your phone number

☐ Cheque Enclose a cheque with your application.

Reduced application fee

If the donor has a low income, you may not have to pay the full amount. See the Guide, part B4 for details.

☐ I want to apply to pay a reduced fee You'll need to fill in form LPA120 and include it with your application. You'll also need to send proof that the donor is eligible to pay a reduced fee.

Are you making a repeat application?

If you've already applied to register an LPA and the Office of the Public Guardian said that it was not possible to register it, you can apply again within 3 months and pay a reduced fee.

☐ I'm making a repeat application

Case number

For OPG office use only

Payment reference

Payment date

Amount

OPG Register your LPA 2015

## More information

OPG cannot register your LPA until you've paid the fee.

Registering one LPA cost £110 when you were sent this guidance. Fees can change. You can check that you're paying the right amount at [www.gov.uk/power-of-attorney/how-much-it-costs](http://www.gov.uk/power-of-attorney/how-much-it-costs) or call OPG's contact centre on 0300 456 0300.

### Reduced fees: form LPA120

If the donor has a low income, they may be eligible for a reduced fee or may not have to pay a fee at all.

The form to apply for this is the LPA120. If you don't have it, you can call OPG's contact centre on 0300 456 0300 to ask for a copy or download it from [www.gov.uk/opg/power-of-attorney-forms](http://www.gov.uk/opg/power-of-attorney-forms)

Form LPA120 has its own guidance, which explains much more fully:

- who qualifies for a reduced fee or no fee
- what evidence you'll need to send OPG

Complete this form and send it to us with the LPA form and evidence of the donor's low income.

If you're in a hurry to register the LPA and don't have the evidence for a fee reduction, pay the full fee. You then have three months to apply for a refund or partial refund, again using the LPA120.

### **Things to remember**

While the form has its own guidance, there are a few things that you should check before you sign it and send it to OPG.

Reduced fees are often delayed or refused because people make mistakes:

- no matter who's applying to register the LPA, reductions are based on the donor's income
- send evidence – if you don't, the application for a reduced fee will be turned down
- make sure the evidence of the donor's income or benefits covers the right period. It should include the date you're applying to register
- bank statements aren't proof of income on their own

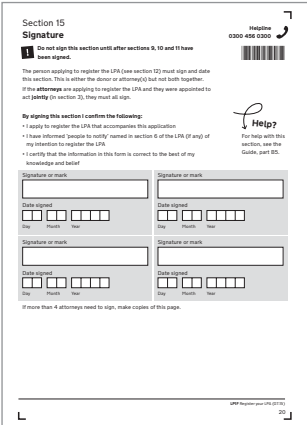
# Part B5 – signature

## Fill in section 15

Whoever is applying to register the LPA must read section 15 and sign it.

You are signing to say that you are applying to register the LPA and that you have already informed any people to notify listed in section 6 of the LPA form. You do this by sending form LP3 to the people to notify. See Part C of this guide.

If attorneys who are appointed to act jointly in section 3 of the LPA form are applying to register the LPA, they must all sign. If there are more than four joint attorneys, make copies of this page for the other attorneys to sign.

The image shows a form titled 'Section 15 Signature'. It includes instructions for signing, a list of confirmations, and four signature boxes. Each box has a 'Date signed' field and a 'Day Month Year' grid. A 'Help?' icon is also present.

**Check your lasting power of attorney**

Use the checklist that follows section 15 to make sure that the LPA has been made correctly. Send all your documents to:

**Office of the Public Guardian**

**PO Box 16185**

**Birmingham**

**B2 2WH**

# Part C: people to notify

## Fill in form LP3

Each person to notify must receive their own LP3 form.

For each person, fill in their details on page 1 of the form, called ‘Notice of intention to register a lasting power of attorney’.

The rest of the form – the pages about the donor and attorneys – will be the same for all the people to notify. You can fill them in once, then photocopy the completed version of those pages for each person to notify.

On page 2 of the form, fill in the donor’s details. Then tick one box for each of the next two questions:

- Who is applying to register the LPA?
- What type of LPA is being registered?

You then need to enter the date that the donor signed the LPA.

You should add the details of the attorneys.

Finally, mark one box with an ‘X’ to show how they were appointed.

The image shows the front cover of the LP3 form. At the top left is the logo of the Office of the Public Guardian. At the top right, it says 'Form LP3'. The main title is 'Form to notify people'. Below this, it states: 'You only need to fill in this form if there are 'people to notify' (also called 'people to be told' or 'named people') listed in the lasting power of attorney.' At the bottom, there is a box titled 'How to complete this form' which contains instructions: 'PLEASE WRITE IN CAPITAL LETTERS, USING A BLACK PEN', 'Tick your choice with an X', and 'If you make a mistake, fill in the box and then mark the correct choice with an X'. At the very bottom, it says 'This page is not part of the form' and 'LPA Form to notify (2016)'.

## More information

If you’re applying to register two LPAs – one for financial decisions and one for health and care – and the people to notify are the same on each form, you’ll still have to notify each of them twice.

You don’t need to tell the people to notify about replacement attorneys.

### Objections

Form LP3 also explains why and how the people to notify can object to the LPA being registered.

### Where there are no concerns

If a person to notify has no concerns, they don’t have to do anything.

### Where there are reasons to object to the LPA

If a person to notify wants to raise concerns about your LPA, they have three weeks to object to the Office of the Public Guardian (OPG) from the date they were notified.

There are rules about the sort of concerns people can raise. They can’t object to your LPA simply because they don’t like it. The LP3 explains these ‘factual’ and ‘prescribed’ grounds.

## Form LP3: the details you need

If you didn't make the LPA, you may not know where to find all the information you need to fill in an LP3. This table explains.

What you need to know	Where to find it
Names and addresses of the people to notify	Section 6 of the LPA form. Up to four are listed here. If the box at the bottom is marked, there's a fifth person to notify
A fifth person to notify?	Look for a copy of Continuation sheet 1, where 'person to notify' is marked with an 'X'
Attorney details	Section 2 of the LPA has the details you need. This has room for four attorneys. If the box at the bottom of the second page is marked with an 'X', there are more than four attorneys
More than four attorneys?	Look for any copies of Continuation sheet 1, where 'attorney' is marked with an 'X'
How are the attorneys appointed?	Look at section 3 of the LPA. One box on that page will be ticked
What type of LPA is being registered?	The front page of the LPA shows this
When did the donor sign the LPA?	Section 9 of the LPA. The date you need is in the grey box below the donor's signature

# Part D – Cancelling your LPA, concerns about attorneys, privacy policy and contacting OPG

## Cancelling your LPA

You can cancel your LPA at any time, as long as you have mental capacity. It doesn't matter if the LPA is registered.

If your LPA isn't registered, you can just destroy the document. It's best to tell all the people involved, such as the attorneys.

If it's registered, you must write a 'deed of revocation' to cancel it. You must sign and date the deed while watched by a witness, who must also sign and date it. You must then send it to the Office of the Public Guardian with the original, registered LPA document. You must also tell your attorney(s) ending your LPA.

This is an example of a deed of revocation that you can use:

.....

This deed of revocation is made by  
[donor's name] of [donor's address].

1. I granted a lasting power of attorney for financial decisions/health and care [delete as appropriate] on [date you signed the LPA] appointing [name of first attorney] of [address of first attorney] and [name of second attorney] of [address of second attorney] to act as my attorney(s).
2. I revoke the lasting power of attorney and the authority granted by it.

Signed and delivered as a deed

[donor's signature]

Date signed [date]

Witnessed by [signature of witness]

Full name of witness [name of witness]

Address of witness [address of witness]

.....

Your witnesses don't have to be the same people you used on your original LPA.

You can find out more at  
[www.gov.uk/power-of-attorney/end](http://www.gov.uk/power-of-attorney/end)

If you don't have access to the internet at home, your local library can help you.



## Concerns about attorneys

The Office of the Public Guardian (OPG) protects people who don't have the mental capacity to make decisions for themselves. If anyone believes that attorneys are not acting in a donor's best interests, they can raise concerns with OPG, the police or social services.

## Privacy and your personal information

This privacy notice sets out the standards that you can expect when we ask for, use, and share your personal information. It tells you how to get access to the information we hold on you.

The Office of the Public Guardian is an executive agency of the Ministry of Justice. The Ministry of Justice is the 'data controller' for the purposes of the Data Protection Act 1998, and is responsible for the personal information that we hold.

We use your information to help us carry out the duties of the Public Guardian, in line with the Mental Capacity Act 2005.

We collect your personal information when:

- you apply to register a power of attorney
- you apply to register a lasting power of attorney using the digital service at [www.gov.uk/power-of-attorney](http://www.gov.uk/power-of-attorney)
- you pay a fee using a credit card, debit card or by direct debit
- you agree to take part in our customer research
- you contact us with a question
- you make a complaint

We will use your personal information to:

- register your power of attorney
- process your fee payment

- keep a register of powers of attorney
- process customer research
- carry out administration

When we ask for your personal information we promise to:

- only ask for the information we need
- make sure your information is safe, that no unauthorised person has access to it
- make sure we do not keep your information any longer than we have to
- give you the chance to ask us to change your information if you believe it is wrong

In return we ask you to:

- make sure the information you give us is accurate
- tell us about any relevant changes to your personal situation (such as a change of name, title or address) as soon as possible

## Contact us

Office of the Public Guardian,  
PO Box 16185, Birmingham B2 2WH

**Email:**

[customerservices@publicguardian.gsi.gov.uk](mailto:customerservices@publicguardian.gsi.gov.uk)

**Telephone:** 0300 456 0300

**Textphone:** 0115 934 2778

**Calling from abroad:** +44 300 456 0300

**Monday to Friday:** 9am to 5pm (except Wednesday)

**Wednesday:** 10am to 5pm

**Website:** [www.gov.uk/opg](http://www.gov.uk/opg)