



HOW TO **PREPARE FOR & CREATE YOUR LPA**

0333 305 0105

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SECTION ONE: HOW TO PREPARE FOR YOUR LPA

Helping you to consider your options, thoughts, and wishes



INTRODUCTION

Registering a Lasting Power of Attorney can be complicated; however, we have created the following guide to support you in preparing your application and what you may need to consider before you do.

Throughout this guide, there are sections for you to add your thoughts as we want you to be comfortable and confident with your choices and understand the process fully. Your dedicated LPA Consultant will run through this guide with you before completing your application and answer any questions you may have.

Should you have any questions, please contact us via:

LPA@librapartnership.co.uk

Freephone:

0333 305 0105

USEFUL TERMS

Donor – A donor is a person who appoints an attorney to make decisions on their behalf using an LPA. So in this case, **you**.

Attorney(s) – When you register an LPA, you choose one or more trusted people to make decisions ('act') on your behalf. These people are called attorneys.

Replacement Attorney(s) - A replacement attorney is a person named in the LPA as a substitute for an original attorney.

Certificate Provider - The Certificate provider of your LPA is an independent person who will confirm ('certify') that you are registering the LPA of your own free will, without pressure and that you have the mental capacity to do so.

Witnesses - Witnesses are impartial people who watch you, "the donor", attorneys and any replacement attorneys sign the LPA.

Person(s) to notify - A "person to notify" is someone you choose to inform about the registration of your LPA.

WHAT IS AN ATTORNEY?

Attorneys are people, that you, “the donor” appoint to make decisions on your behalf.

- 1 You can have 1 or more attorneys
- 2 Your attorney(s) must be aged 18 or over
- 3 Attorneys must have mental capacity - the ability to make decisions
- 4 An attorney must not be bankrupt or subject to a debt relief order
- 5 Your attorney(s) **do not** need to live in the UK or be a British Citizen

The most important thing is that the attorneys are people you can trust to respect your wishes and act in your best interests.



WHAT IS MEANT BY ‘MENTAL CAPACITY’?

To have ‘mental capacity’ you and your attorneys must be able to understand, retain, weigh up and communicate the decisions that need to be made, why they need to be made, and the likely outcome of the decision.

If you do not have mental capacity, you will not be able to proceed with your LPA application. If an attorney does not have mental capacity, you are not able to appoint them to act on your behalf.

THE RESPONSIBILITY OF AN ATTORNEY

When you register an LPA, you can choose one or more trusted people to make decisions (‘act’) on your behalf. These people are called attorneys.

You must choose at least one attorney. You *can* have as many attorneys as you want, but if there are too many, it may be difficult for them to all work together.

When making decisions on your behalf, the attorneys must always:

- ✓ act in your best interests
- ✓ follow any instructions you put in your LPA
- ✓ consider any preferences you put in your LPA

Each attorney must:

- ✓ understand the role and responsibilities of an attorney
- ✓ agree to be your attorney
- ✓ sign the LPA
- ✓ follow the Mental Capacity Act Code of Practice

THE TWO TYPES OF LPA

- 1 There are two types of Lasting Power of Attorney: Property and Financial Affairs, and Health and Welfare.
- 2 You, as the donor, can register one or both. The LPAs do not have to be made at the same time and the donor can choose different attorneys for each LPA.

PROPERTY & FINANCIAL AFFAIRS

This LPA covers your property and financial affairs.

You do not have to own your own home or have a lot of money to make this type of LPA.

You choose people you trust (attorneys) to make decisions on your behalf about money and financial matters, such as:

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

When a property and financial affairs LPA can be used:

When you register your LPA, you can decide whether it can be used:

- ✓ as soon as it's registered
- ✓ only when you have lost mental capacity

YOUR THOUGHTS:

POINTS TO CONSIDER

If registering a Lasting Power of Attorney for Property and Financial Affairs, would you like your attorneys to be able to act on specific decisions as soon as the LPA is registered, or ONLY when you have lost the mental capacity to decide for yourself?

HEALTH & WELFARE

This LPA covers your health care and personal welfare.

You choose people you trust (attorneys) to make decisions about things such as:

- giving or refusing consent to particular types of health care, including medical treatment
- getting help and support from social services
- where you live - for example, whether you stay in your own home or move into a care home
- finding a good care home or care providers
- day-to-day matters like your diet, dress, or daily routine
- hairdressing or new clothes
- decorating your home or room in a care home
- paying for extra support so you can go out more, for example, to visit relatives or to go on holiday

When a health and welfare LPA can be used:

This type of LPA can only be used if you do not have the mental capacity to make decisions.

LIFE-SUSTAINING TREATMENT

'Life-sustaining treatment' is medical treatment needed to keep someone alive.

In your LPA, you must choose whether your attorneys can give or refuse consent to life-sustaining treatment on your behalf.

YOUR THOUGHTS:

POINTS TO CONSIDER

Do you want to register a Lasting Power of Attorney for Property and Financial Affairs, a Lasting Power of Attorney for Health and Welfare, or both?

Do you want to give your attorney(s) the power to give or refuse consent for your life-sustaining treatment?

CHOOSING YOUR ATTORNEY(S)

You should choose people you trust and know well. Many people choose family members or close friends to be their attorneys.

Attorneys do not need to be solicitors or have a legal background. They do not need to live in the UK or be a British Citizen.

You must decide:

- 1 who you want to appoint as your attorney or attorneys
- 2 whether you want any replacement attorneys - people who step in if one of the original attorneys can no longer act
- 3 how you want your attorneys to work together

It's important that:

- ✓ you know your attorney(s) well
- ✓ the attorney(s) understands your beliefs and preferences well enough to make decisions for you
- ✓ you trust your attorney(s) to act in your best interests
- ✓ the attorney(s) have the skills to act under the LPA

You should fully discuss the LPA with your potential attorneys before appointing them. Being an attorney can be a lot of work.

YOUR THOUGHTS:



POINTS TO CONSIDER

Who would you like to be your attorney(s) for Property & Finance?

Who would you like to be your attorney(s) for Health and Welfare?

Are these the same people, or different?

Are they over 18?

Who would you like to be your replacement attorney(s)?

Will the people you have in mind work well together?

Do you believe these people will act in your best interest?

Appointing your spouse or civil partner as an attorney

You can appoint your wife, husband, or civil partner as an attorney. This person will usually have to stop being an attorney if the marriage or civil partnership is later ended through divorce, dissolution, or annulment. If they are the only attorney and there are no replacements, this means the LPA is no longer valid.

In your instructions, you can state that your spouse or civil partner can continue to be your attorney after a divorce, dissolution, or annulment.

It is not recommended to appoint a sole attorney that is a similar age as you or older. They could lose mental capacity before you do and if they are your only attorney, your LPA will no longer be valid.

What happens if an attorney becomes bankrupt or is subject to a debt relief order?

If an attorney on a property and financial affairs LPA becomes bankrupt or subject to a debt relief order after the LPA is registered, they will no longer be able to act. If they are the only attorney and there are no replacements, this means the LPA is no longer valid.

People who are bankrupt or subject to a debt relief order can still be attorneys on a health and welfare LPA.

If an attorney is placed on the Disclosure and Barring Service Barred list.

If an attorney on any type of LPA is placed on the Disclosure and Barring Service Barred list, they will no longer be able to act as an attorney. They are breaking the law if they do.

If they are the only attorney and there are no replacements, this means the LPA is no longer valid.

YOUR THOUGHTS:



POINTS TO CONSIDER

Who could be your replacement attorney(s)?

It is strongly advised that you consider who you wish to have as your 'replacement attorney(s)'. Planning ahead can protect your LPA should anything unexpected happen.

WHEN ATTORNEYS CAN NO LONGER ACT

An attorney can no longer act if they:

- 1 lose mental capacity themselves
- 2 decide they no longer want to act as an attorney (known as 'disclaiming their appointment')
- 3 were your wife, husband, or civil partner, but the relationship has legally ended (unless you state otherwise in your instructions)
- 4 become bankrupt or subject to a debt relief order and were an attorney for a property and financial affairs LPA
- 5 are placed on the Disclosure and Barring Service barred list

When an attorney dies, OR is unable to act

When an attorney dies, or can no longer act, the LPA will be cancelled if:

- 1 you only appointed one attorney and no replacement attorneys
- 2 you appointed the attorneys jointly and did not appoint any replacements unless you specified otherwise in your instructions
- 3 if you cancel your LPA, the attorneys can no longer act on your behalf

Can I remove an attorney after the LPA has been registered?

If you still have mental capacity, you can contact the Office of the Public Guardian (OPG) and ask for a particular attorney to be removed from your LPA.

Can I revoke my LPA once it has been registered?

An LPA can be cancelled by the donor at any point, as long as they have the mental capacity to make this decision. To do this you can supply the Office of the Public Guardian (OPG) with a written statement called a 'deed of revocation'.



POINTS TO CONSIDER

If you have only thought of one attorney so far, who else could you choose?

If your chosen person is your spouse or civil partner, if your relationship ended, would you like them to continue to make decisions on your behalf despite this?



YOUR THOUGHTS:

HOW WILL MY ATTORNEYS MAKE DECISIONS?

JOINTLY & SEVERALLY (ATTORNEYS ACT TOGETHER OR INDIVIDUALLY)

The attorneys can make decisions on their own or together.

Most donors choose this option because:

- 1 attorneys can make day-to-day or urgent decisions quickly, without having to involve all the attorneys
- 2 decisions will not be delayed, or not made, because the attorneys cannot meet or agree
- 3 if one attorney can no longer act, the LPA will not be cancelled
- 4 attorneys can share tasks and responsibilities between them
- 5 documents or cheques do not need to be signed by every attorney

JOINTLY (ATTORNEYS MUST ALL AGREE ON EVERY DECISION)

The attorneys must make all decisions together, however big or small. The attorneys must all agree on every decision.

With this option:

- 1 if the attorneys cannot all agree on a decision, it cannot be made
- 2 if the attorneys cannot work together, the LPA will not work
- 3 if a document or cheque needs to be signed, all the attorneys must sign it
- 4 the attorneys may not be able to use Internet or telephone banking to manage your bank accounts

JOINTLY FOR SOME DECISIONS, AND JOINTLY AND SEVERALLY FOR OTHER DECISIONS

You can specify certain decisions the attorneys must all make together and agree on. Any other decisions can be made individually.

Some people choose this option because they do not mind their attorneys making everyday decisions alone but want them to make certain important decisions together. For example, selling your house. You must clearly say which decisions the attorneys must make together.

With this option, if the attorneys cannot all agree on a joint decision, it cannot be made.



POINTS TO CONSIDER

How would you like your attorneys to make decisions?

IF YOU CHOOSE 'JOINTLY'

If one of your attorneys lives abroad, they may find acting jointly difficult – for example, it may be difficult to all go to the bank together or sign documents.

What would happen if the attorneys had a disagreement or if one moved abroad?

*If one of the attorneys dies or is unable to act. The law treats attorneys who act jointly as a **single unit**. This means that the LPA will no longer be valid.*



YOUR THOUGHTS:



PREFERENCES & INSTRUCTIONS

You can give preferences and instructions to guide and direct the way your attorneys make decisions.

Adding preferences and instructions is optional, but it is important to discuss your wishes in detail with your attorneys. If you do not add any instructions, attorneys do not have to follow what you have discussed.

When attorneys want to make a decision on your behalf, they will need to show the registered LPA to organisations, such as banks or care homes. These organisations will check the LPA to see if you have made any relevant preferences or instructions.

WHEN INSTRUCTIONS MUST BE ADDED

You must add instructions if:

- 1 you appoint your attorneys jointly and want the remaining attorneys to be able to continue to make decisions if one of the attorneys dies or is unable to act
- 2 you appoint your attorneys to act jointly for some decisions and jointly and severally for others, and want the remaining attorneys to be able to continue making the joint decisions if one of the attorneys dies or is unable to act

THE DIFFERENCE BETWEEN PREFERENCES AND INSTRUCTIONS

Instructions are things you say your attorneys **must or must not do** when making decisions on your behalf.

Preferences are things you **would like** your attorneys to think about when making decisions.

The attorneys do not have to follow your preferences, but they should keep them in mind when making decisions. If you definitely want your attorneys to do something, include it in the instructions.

It is important that you write preferences and instructions carefully.

YOUR THOUGHTS:



POINTS TO CONSIDER

Complicated or badly written preferences and instructions can make a LPA unworkable. If this happens, the OPG may not register the LPA or the Court of Protection may need to remove a preference or instruction from the LPA.

You must be careful not to write any instructions that contradict what you've said elsewhere in the LPA. You must also not write any instructions or preferences that require your attorneys to break the law.

CHANGE WHEN AND HOW REPLACEMENT ATTORNEY(S) STEP IN

If the original attorneys are appointed jointly and severally, you can add instructions to state the order in which replacement attorneys should step in.

CHANGE WHAT HAPPENS WHEN AN ATTORNEY DIES OR IS UNABLE TO ACT

If the original attorneys are appointed jointly or jointly for some decisions, you can add instructions to change what happens to your LPA when an original attorney dies or is unable or unwilling to act.

PREFERENCES

PREFERENCES ON PROPERTY & FINANCIAL AFFAIRS LPA

You can add preferences about how you'd like your money and property to be managed.

If you want to write preferences, use words such as '**prefer**' and '**would like**', so it is clear that you are giving your attorneys guidance not instructions. **Do not use words like 'must' and 'shall'**.

EXAMPLES:

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

*"I **prefer** to invest in ethical funds"*

*"I **would like** my attorneys to consult my doctor if they believe I may not have mental capacity to make decisions about my house."*

PREFERENCES ON HEALTH & WELFARE LPA

You can add preferences about your health, care and welfare. These could include your preferences on where you'd like to live and who you'd prefer to look after you.

If you want to write preferences, use words such as '**prefer**' and '**would like**', so it is clear that you are giving your attorneys guidance not instructions. **Do not use words like 'must' and 'shall'**.

EXAMPLES:

*"I **prefer** to live within 5 miles of my sister."*

*"I **prefer** to be prescribed generic medicine whenever possible."*

*"I **would like** to take exercise at least 3 times a week whenever I am physically able to do so."*

LIFE-SUSTAINING TREATMENT PREFERENCES

If you choose to give your attorneys the power to make decisions about life-sustaining treatment, you can add preferences about this. This can help attorneys make decisions that are as close as possible to the decisions you would have made if you were able to.

For example, you might write something like:

*"I **would like** my attorneys to consult my family when making decisions about life-sustaining treatment."*



YOUR THOUGHTS:

What preferences would you like your attorneys to consider?

INSTRUCTIONS

INSTRUCTIONS ON PROPERTY & FINANCIAL AFFAIRS LPA

You can add instructions about how you'd like your money and property to be managed.

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

EXAMPLES:

*"My attorneys **must** continue to make donations to charities that I have previously supported or for which I have set up standing order payments."*

*"My attorneys **must not** make any gifts."*

*"My attorneys **must not** sell my home unless, in my doctor's opinion, I can no longer live independently."*

*"My attorneys **must** send annual accounts to my brother and sister."*

INSTRUCTIONS ON HEALTH & WELFARE LPA

You can add instructions about your health, care and welfare. These could include instructions about where you live and medical treatment that fits with your beliefs.

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

EXAMPLES:

*"My attorneys **must** ensure that I am fed a vegan diet with no animal products."*

*"My attorneys **must** refer to my advance decision to refuse treatment involving blood products, which is against my religion."*

*"My attorneys **must not** decide that I am to move into residential care unless my doctor says that I can no longer live independently."*

LIFE-SUSTAINING TREATMENT INSTRUCTIONS

If you choose to give your attorneys the power to make decisions about life-sustaining treatment, you can add instructions 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 cannot write instructions that would require their attorneys to break the law – this includes anything to do with euthanasia and assisted suicide.

If this sort of instruction is included, OPG may not be able to register the LPA.



POINTS TO CONSIDER

You do not have to give any preferences or instructions for life-sustaining treatment – your attorneys can act without them.



YOUR THOUGHTS:

What instructions must your attorneys to follow?

AVOIDING PROBLEMS WITH INSTRUCTIONS

Instructions and preferences can create problems. It's easy to ask for something that the law will not allow.

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

Do not add instructions that try to change the way attorneys are appointed to act.

You **must not** appoint attorneys to make decisions in one way and then include an instruction that requires the attorneys to make decisions in a different way.

If you have chosen to appoint your attorneys to act jointly and severally (the attorneys 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 if the attorneys disagree, the majority should decide
- ✗ that attorneys must make some decisions together - if this is what you want, you should appoint your attorneys to act 'jointly for some decisions and jointly and severally for other decisions' instead

The Office of the Public Guardian will not register the LPA if it includes instructions like these.

Make sure preferences or instructions are for all attorneys.

Any preferences or instructions **must apply to all** the attorneys. You **must not** say, for example, that only your daughter is allowed to sell your house, or that one attorney cannot make decisions about giving gifts.

GIFTS

Instructions about gifts often cause problems in property and financial affairs LPAs. This is because there are strict limits on the size and kind of gifts attorneys can give on your behalf.

Attorneys can only:

- ✓ give gifts on 'customary occasions', such as weddings, birthdays and religious holidays
- ✓ donate to charities you have previously given to
- ✓ make gifts that are 'reasonable' and take into account how much money you have

You also cannot instruct your attorneys to do things such as:

- ✗ giving gifts intended to reduce inheritance tax liability
- ✗ creating or contributing to trust funds or paying school fees for grandchildren
- ✗ making interest-free loans to family
- ✗ paying maintenance for any family member other than your wife, husband, civil partner, or child under 18

COMMON MISTAKES TO AVOID

In your instructions you **cannot**:

- ✗ tell your attorneys to do anything against the law – this includes anything to do with euthanasia and assisted suicide
- ✗ say that attorneys should act in the best interests of your wife, husband, partner or children - attorneys act for you, not anyone else
- ✗ say a replacement attorney can only start acting in specific circumstances. For instance, you cannot use instructions to add special circumstances – such as an original attorney being on holiday – in which their replacement attorney can step in
- ✗ add instructions about your health and welfare to a property and financial affairs LPA
- ✗ add instructions about your property and finances to a health and welfare LPA
- ✗ tell an attorney to change your will – that’s something outside an attorneys’ powers
- ✗ give an attorney power to appoint a replacement attorney

YOUR CERTIFICATE PROVIDER

The Certificate provider of your LPA is an independent person who will confirm (‘certify’) that you are registering the LPA of your own free will, without pressure and that you have the mental capacity to do so.

WHO CAN BE A CERTIFICATE PROVIDER?

The certificate provider must be either:

- someone who has known you well for at least 2 years, for example, your friend or neighbour (but not a relative)

OR

- a doctor, lawyer, social worker or someone with the professional skills to judge whether you understand the LPA

The certificate provider must:

Be aged 18 years or over

Have the mental capacity to act as a certificate provider

WHO CANNOT BE A CERTIFICATE PROVIDER?

An attorney or replacement attorney on this or any other LPA

Related to you - this includes being your spouse, in-law, or step-relation

Your boyfriend or girlfriend

An attorney or replacement attorney’s boyfriend or girlfriend

Your employee or business partner

An attorney or replacement attorney’s employee or business partner

Working for or running a care home where you live

Related to someone who works for or runs a care home where you live

Working for a trust corporation appointed as an attorney in the LPA

You (the donor)

Anyone the Court of Protection does not think is independent enough



YOUR THOUGHTS:

Who could be your certificate provider?

WITNESSES

Witnesses are impartial people who watch you (the donor), attorneys and any replacement attorneys sign the LPA. The witnesses must also sign the LPA to say they have seen you and the attorney(s) sign. Note: Witnesses are not required to read the LPA in its entirety.

A witness can be:

- ✓ anyone aged 18 or over, apart from the donor
- ✓ the certificate provider and any 'people to notify'

Attorneys or replacement attorneys can witness each other's signature but not yours.

Witnesses must give their full name and address wherever they sign the form.

Donors are only responsible for sourcing their own witnesses; attorneys and other signatory parties should consider who their witnesses could be prior to signing.

A '**person to notify**' is someone you can choose to inform about the registration of your LPA.



YOUR THOUGHTS:

Who could be your witness? Is there anyone you feel you'd like to notify about your LPA(s)?

SECTION TWO: HOW TO CREATE YOUR ACCOUNT AND SIGN IN

*Guiding you through your
Lasting Power of Attorney
with ease.*



Should you have any questions,
please contact us via:

LPA@librapartnership.co.uk

Freephone:

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VISIT THE OFFICIAL WEBSITE

Go to: www.gov.uk/power-of-attorney

Then click on the section **Make a lasting power of attorney**

Then scroll down and click on **Start now** to begin your application online.

You'll be asked to sign in or create an account to get started.

If you are creating an account you will need to activate your account, this will require you to sign in to your email and follow the steps required.

This is the screen you should see, if you do not have an LPA account, select the left side. If you have created an account before then select the right side.

Make an LPA online

Create or sign in to an existing account to:

- make an LPA
- continue making an LPA that you've already started

You can then:

- get help and guidance at each step
- save your forms and complete them later
- review your answers and fix any mistakes

You need to print out the forms and sign them when you've finished.

Start now >



REMEMBER

IF YOU UPGRADE TO OUR FULLY INCLUSIVE SERVICE, A CONSULTANT WILL SUPPORT YOU TO COMPLETE YOUR LPA'S AND WE WILL SEND THEM TO THE OPG FOR YOU

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Make a lasting power of attorney

This online service will help you to create a lasting power of attorney (LPA) for England and Wales.

It has step-by-step [guidance to making an LPA](#), which will help you answer each question as you go through the service. We'll use your answers to create an LPA that you can save and print, sign and send to the Office of the Public Guardian for registration.

We'll save your LPA as you progress so you do not need to complete it in one go.

I do not have an LPA account

To start your LPA you first need to set up an online account. You can use your account to make multiple LPAs for yourself and others.

Create my account >

I already have an LPA account

Continue making your LPA online by signing into your existing account.

Sign in >

SIGNING IN AFTER CREATING YOUR ACCOUNT

Once you have activated your account, you are now ready to sign in.

Go to: www.gov.uk/power-of-attorney/make-lasting-power

Then scroll down and click on **Start Now**

Then select **Sign In**

Enter your email address and password

You will then need to fill out your

Title

First Names

Last Name

Date of Birth

Address

Then click **Save and Continue**

Your details

First, please give us some information about yourself.

You do not have to be the person the LPA is for – you might just be helping someone else make an LPA.

You'll be able to use these details in any LPAs you make using this service.

What is your name?

Title

First names

Last name

What is your date of birth?

For example, 08 04 2007

Day Month Year

What is your address?

Postcode lookup

[Enter address manually](#)

SECTION THREE: HOW TO CREATE YOUR PROPERTY & FINANCIAL AFFAIR LPA

*Guiding you through your
Lasting Power of Attorney
with ease.*



Should you have any questions,
please contact us via:

LPA@librapartnership.co.uk

Freephone:

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PROPERTY AND FINANCIAL AFFAIRS LPA

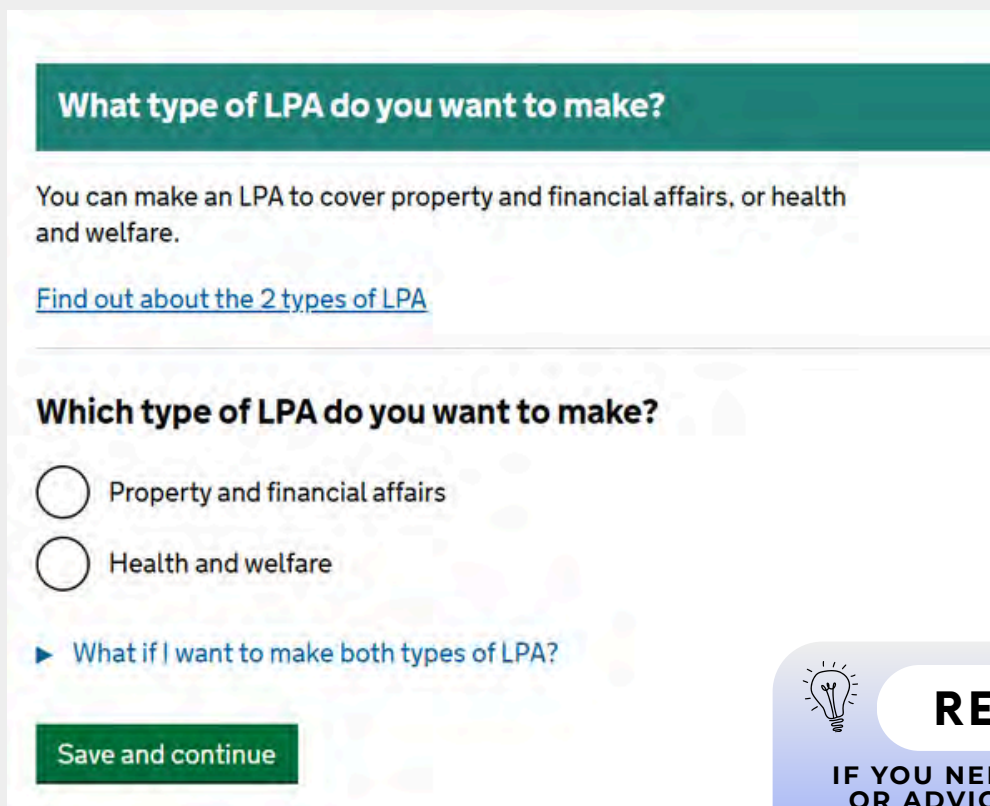
You will now be asked to select which LPA you would like to create.

Select the one you would like to do first, if you are following this guide step by step, please select **Property and Financial Affairs** first.

You can only make one LPA at a time.

Once you've finished making the first LPA, you can reuse the details you've entered to make the second LPA.

Remember, there is an application fee for each LPA.

A screenshot of a web form titled "What type of LPA do you want to make?". The form has a green header with the title. Below the header, it says "You can make an LPA to cover property and financial affairs, or health and welfare." and includes a link "Find out about the 2 types of LPA". The main question is "Which type of LPA do you want to make?" with two radio button options: "Property and financial affairs" and "Health and welfare". There is a blue link "What if I want to make both types of LPA?". At the bottom is a green "Save and continue" button.

What type of LPA do you want to make?

You can make an LPA to cover property and financial affairs, or health and welfare.

[Find out about the 2 types of LPA](#)

Which type of LPA do you want to make?

Property and financial affairs

Health and welfare

[▶ What if I want to make both types of LPA?](#)

Save and continue



REMEMBER

IF YOU NEED ANY HELP OR ADVICE, YOU CAN BOOK A CALL WITH ONE OF OUR EXPERIENCED LPA CONSULTANTS

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THE DONOR

The donor is the person appointing other people to make decisions on their behalf.

The Donor:

- ✓ must be 18 or over
- ✓ must be able to make their own decisions at the time their LPA is made, this is known as having mental capacity

Only the donor can make decisions about their LPA and the people to involve.

Click on [Add donor](#)

Fill out all the information required.

Once you have completed all the information, click on [Save details](#)

Then select [Save and continue](#)

Who is the donor for this LPA?

The 'donor' is the person appointing other people to make decisions on their behalf. The donor:

- must be 18 or over
- must be able to make their own decisions at the time their LPA is made – this is known as having [mental capacity](#)

Only the donor can make decisions about their LPA and the people to involve.

[Find out more about being a donor](#)

[Add donor](#)

Donor details

[Use my details](#)

Title

First names

Last name

[Is the donor known by any other names?](#)

Date of birth Day Month Year

Email address

Postcode lookup [Find UK address](#)

[Enter address manually](#)

The donor is unable to sign or make a mark on the LPA
We'll add an extra sheet to the LPA so someone can sign on the donor's behalf

[Save details](#) [Cancel](#)

WHEN CAN THE LPA BE USED

You will then be taken to a page titled [When can the LPA be used?](#)

Read the information carefully and then select one of the two options that you feel suits you. Once selected, click [Save and continue](#)

When can the LPA be used?

If the donor wants help straight away with managing their property and finances, they can say that their LPA can be used as soon as it's registered.

Alternatively, they can say that their LPA can only be used if they do not have [mental capacity](#).

[Find out more the donor's options](#)

The LPA can be used

as soon as it's registered (with the donor's consent)

Most donors choose this option because it is the most practical. While the donor still has mental capacity, their attorneys can only act with the donor's permission. The donor will still be in control of all decisions affecting them.

This option is useful if the donor is able to make their own decisions but there's another reason they want their attorneys' help – for example, if the donor is away on holiday, or if they have a physical condition that makes it difficult to visit the bank.

only if the donor does not have mental capacity

This means the attorneys can only act if the donor does not have mental capacity to make certain decisions themselves. But be careful – this option can make the LPA a lot less useful. Every time the attorneys try to use the LPA, they might be asked to prove that the donor does not have mental capacity.

[Save and continue](#)

CHOOSING YOUR ATTORNEYS

Attorneys are people the donor appoints to make decisions on their behalf.

A donor can have one or more attorneys

- ✓ Attorneys must be 18 or over
- ✓ Attorneys must have mental capacity, the ability to make decisions
- ✓ An attorney must not be bankrupt or subject to a debt relief order

The most important thing is that the attorneys are people the donor can trust to respect their wishes and act in their best interests.

You will be asked if the donor would like to add replacement attorneys in a separate question. These would step in if the original attorneys are unable or unwilling to continue.

Once you have selected your attorneys and your chosen attorneys are happy to accept the role you need to click on **Add an attorney**

Who are the attorneys?

Attorneys are people the donor appoints to make decisions on their behalf.

- A donor can have 1 or more attorneys
- Attorneys must be 18 or over
- Attorneys must have [mental capacity](#) – the ability to make decisions
- An attorney must not be bankrupt or subject to a debt relief order

The most important thing is that the attorneys are people the donor can trust to respect their wishes and act in their best interests.

You will be asked if the donor would like to add [replacement attorneys](#) in a separate question. These would step in if the original attorneys are unable or unwilling to continue.

[Find out more about attorneys](#)

Add an attorney

Attorney details

[Using a trust corporation?](#)

Title

First names

Last name

Date of birth Day Month Year

Email (optional)

Postcode lookup **Find UK address**

[Enter address manually](#)

Save details Cancel

Fill out all information required and then select **Save details**

You will then be asked if you would like to add anymore attorneys, if you would, you now need to select **Add another attorney?**

There is no strict limit to the number of attorneys you can appoint, but practical considerations usually guide donors to appoint between one and four attorneys. The reason for limiting the number of attorneys is mainly due to decision-making logistics and communication. The more attorneys you have, the greater the risk of delays or disputes if they cannot agree or find it difficult to collaborate

Once you have added all the attorneys that you want, click on **Save and continue**

CHOOSING YOUR ATTORNEYS

You will then be taken to the next page which is [How should the attorneys make decisions?](#)

How should the attorneys make decisions?

The donor's choice here is very important as it affects how their LPA can be used. Whichever option the donor chooses, the attorneys must always act in the donor's best interests.

[Get help with making this decision](#)

How should the attorneys make decisions?

- Jointly and severally**
Attorneys can make decisions on their own or together. Most people choose this option because it's the most practical.
- Jointly**
Attorneys must agree unanimously on every decision, however big or small. Be careful - if one of the attorneys can no longer act, none of the other attorneys will be able to act either, unless the donor states otherwise in their instructions.
- Jointly for some decisions, and jointly and severally for other decisions**
Attorneys must agree unanimously on some decisions, but can make others on their own. The donor must state which decisions need to be agreed unanimously.

Save and continue



REMEMBER

IF YOU NEED ANY HELP
OR ADVICE, YOU CAN
BOOK A CALL WITH ONE
OF OUR EXPERIENCED LPA
CONSULTANTS

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Once you have selected the option that is right for you click [Save and continue](#)

REPLACEMENT ATTORNEY

The next step is to select your replacement attorneys.

Replacement attorneys step in if an original attorney can no longer act. A replacement attorney must meet the same requirements as an original attorney.

- ✓ This includes being 18 or over.

You do not need replacement attorneys but it is strongly advised that you do.

If you do not wish to have a replacement attorney then click on [Save and continue](#)
If you do wish to add a replacement attorney then click on [Add replacement attorney](#)

Does the donor want any replacement attorneys?

Replacement attorneys step in if an original attorney can no longer act.

A replacement attorney must meet the same requirements as an original attorney. This includes being 18 or over.

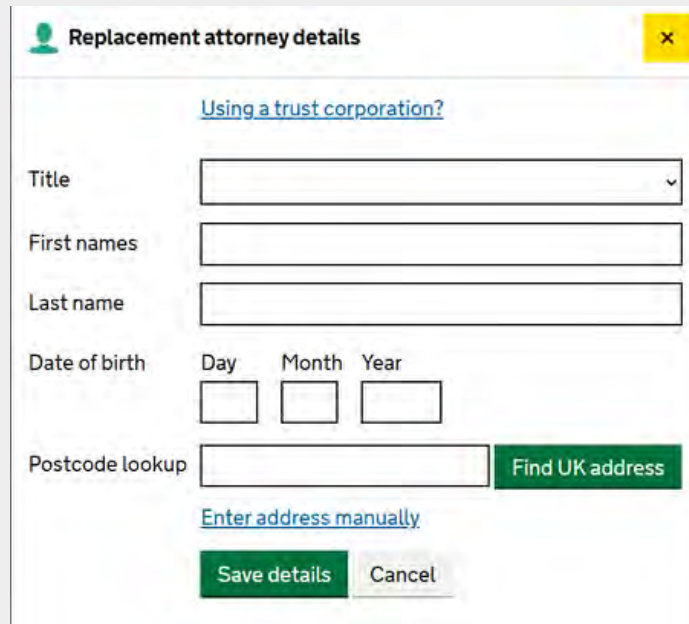
[Find out more about replacement attorneys](#)

Add replacement attorney

Save and continue



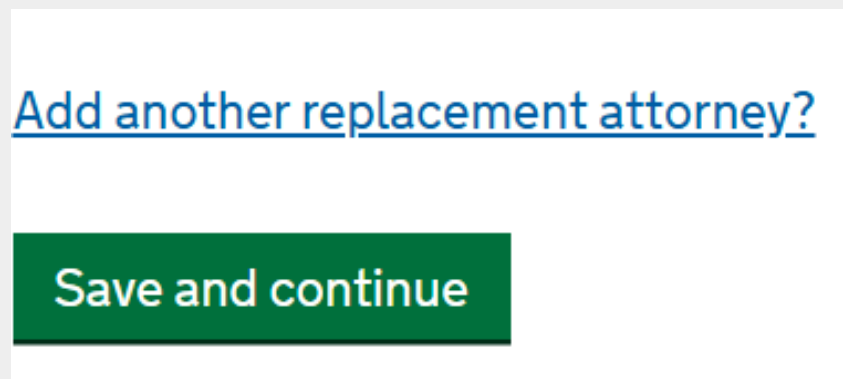
REPLACEMENT ATTORNEY



The screenshot shows a form titled "Replacement attorney details" with a close button (X) in the top right corner. Below the title is a link "Using a trust corporation?". The form contains the following fields:

- Title: A dropdown menu.
- First names: A text input field.
- Last name: A text input field.
- Date of birth: Three separate input fields labeled "Day", "Month", and "Year".
- Postcode lookup: A text input field followed by a green button labeled "Find UK address".
- Below the postcode lookup is a link "Enter address manually".
- At the bottom are two buttons: "Save details" (green) and "Cancel" (grey).

Fill out the information required and then click **Save details**



You can add multiple replacement attorneys, if you would like to add more than one click on **Add another replacement attorney?**

Once you have added all the details for your replacement attorneys click **Save and continue**

REPLACEMENT ATTORNEY

If you have selected to have replacement attorneys you will then be taken to another page [How should the replacement attorneys step in?](#)

How should the replacement attorneys step in?

The donor can choose when their replacement attorneys step in and in what order.

Once they've stepped in, the replacement attorneys will be able to make any decision jointly and severally along with the remaining original attorneys.

Most donors choose for all the replacement attorneys to step in together as soon as 1 of the original attorneys can no longer act.

If the donor would prefer the replacement attorneys to step in later or in a specific order, select 1 of the other 2 options.

- As soon as **one** of the original attorneys can no longer act, all the replacement attorneys should step in together
- When **none** of the original attorneys can act, all the replacement attorneys should step in together
- In some other way...

[Save and continue](#)

The donor can choose when their replacement attorneys step in and in what order. Once they've stepped in, the replacement attorneys will be able to make any decision jointly and severally along with the remaining original attorneys.

Most donors choose for all the replacement attorneys to step in together as soon as one of the original attorneys can no longer act.

Select which option you think fits you best and then click on [Save and continue](#)

CHOOSING YOUR CERTIFICATE PROVIDER

Every LPA must have a certificate provider.

The certificate provider is an independent person who helps to protect the donor's interests.

Before the donor signs the LPA, the certificate provider must discuss the LPA with the donor.

This is to make sure:

- ✓ The donor understands their LPA and the power it gives their attorneys
- ✓ No one is putting the donor under pressure to make the LPA

The certificate provider must:

- ✓ Be able to have an honest conversation with the donor
- ✓ Be the kind of person who speaks out if anything is wrong
- ✓ Be independent

Once you have chosen your certificate provider, click [Add a certificate provider](#)

Who is the certificate provider?

Every LPA must have a certificate provider.

The certificate provider is an independent person who helps to protect the donor's interests.

Before the donor signs the LPA, the certificate provider must discuss the LPA with the donor. This is to make sure:

- the donor understands their LPA and the power it gives their attorneys
- no one is putting the donor under pressure to make the LPA

- be the kind of person who speaks out if anything is wrong
- be independent

The certificate provider signs the LPA after the donor.

! There are strict rules on who can and cannot be a certificate provider. If you do not follow them, your LPA will not be registered.

[Rules on who can and cannot be the certificate provider](#)

[Find out more about certificate providers](#)

[Add a certificate provider](#) [Skip this question for now](#)

Certificate provider details

Title

First names

Last name

Postcode lookup [Find UK address](#)

[Enter address manually](#)

[Save details](#) [Cancel](#)

Fill out the information required and then click [Save details](#)

Then click [Save and continue](#)

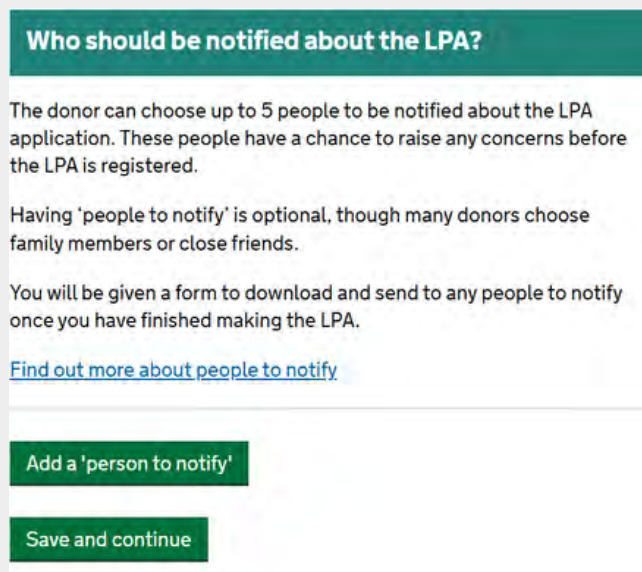
PERSON TO NOTIFY

The donor can choose up to five people to be notified about the LPA application. These people have a chance to raise any concerns before the LPA is registered.

Having 'people to notify' is optional, though many donors choose family members or close friends.

You will be given a form to download and send to any people to notify once you have finished making the LPA.

If you wish to add a person to notify click [Add a person to notify](#)
If you do not wish to notify anyone, please proceed to click [Save and continue](#)



Who should be notified about the LPA?

The donor can choose up to 5 people to be notified about the LPA application. These people have a chance to raise any concerns before the LPA is registered.

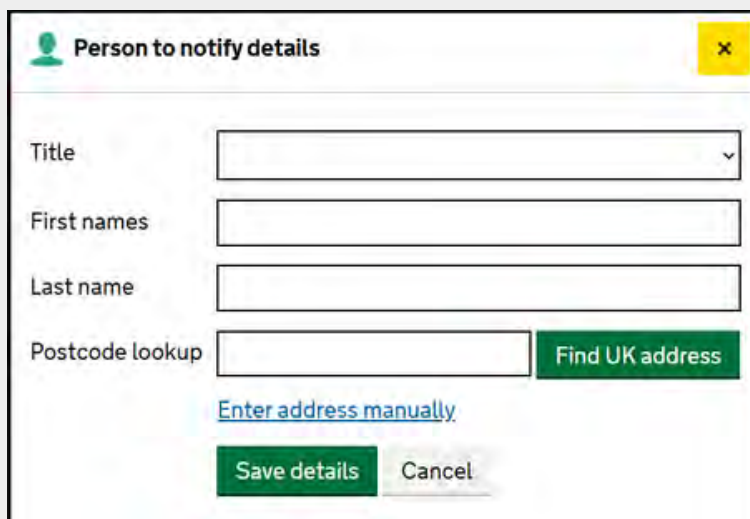
Having 'people to notify' is optional, though many donors choose family members or close friends.

You will be given a form to download and send to any people to notify once you have finished making the LPA.

[Find out more about people to notify](#)

[Add a 'person to notify'](#)

[Save and continue](#)



Person to notify details

Title

First names

Last name

Postcode lookup [Find UK address](#)

[Enter address manually](#)

[Save details](#) [Cancel](#)

Fill out all the information required and press [Save details](#)

Once you have added everyone you wish to notify click [Save and continue](#)

PREFERENCES AND INSTRUCTIONS

You've entered all the essential information needed for the LPA.

This section lets you add the donor's **preferences and instructions** for their attorneys. The donor can state things that the attorneys must or must not do, or give guidance that they'd like their attorneys to follow.

For example, the donor could add preferences about making charitable donations or managing their bank accounts.

The donor could add instructions about giving gifts, managing investments or seeking professional tax advice.

To add your preferences and instructions, click **Add extra preferences or instructions for the attorneys**

Once you have added your preferences and instructions, click **Save and continue**

Preferences and instructions

You've entered all the essential information needed for the LPA.

The optional section below lets you add the donor's [preferences or instructions](#) for their attorneys. The donor can state things that the attorneys must or must not do, or give guidance that they'd like their attorneys to follow.

For example, the donor could add preferences about making charitable donations or managing their bank accounts. The donor could add instructions about giving gifts, managing investments or seeking professional tax advice.

▶ [Add extra preferences or instructions for the attorneys? \(optional\)](#)

Save and continue

▼ [Add extra preferences or instructions for the attorneys? \(optional\)](#)

If the donor would like to add anything here, please [read our help topic on preferences and instructions](#) first. It contains useful examples and can help avoid mistakes.

Preferences
These are things the donor would like their attorneys to think about when making decisions. Use words like 'prefer' or 'would like'. [Not sure what to put?](#)

Instructions
These are things that the attorneys **MUST** or **MUST NOT** do. Use words like 'must' or 'have to'. [Not sure what to put?](#)

Save and continue

APPLYING TO REGISTER THE LPA

You now need to decide who is registering the LPA, this can either be the donor or the attorneys.

Once you have decided who is applying, select the person and then click **Save and continue**

Who's applying to register the LPA?

Either the donor or one or more of the attorneys can apply to register the LPA.

[Find out more about the role of the applicant](#)

This LPA is being registered by

DONOR

The attorneys -

ATTORNEY 1

ATTORNEY 2

Save and continue



CORRESPONDENT

You then need to decide who the correspondent is, the correspondent will receive the completed LPA.

When completing your own LPA this is usually the person who is the applicant but you can choose someone else to be the correspondent.

If you would like to choose another correspondent then click **Change correspondent** and select from the list who you would like the correspondent to be.

Once you have selected the correspondent, click **Continue**


Where should we send the registered LPA and any correspondence?

The person below will be the 'correspondent'. We'll send them the registered LPA and contact them if we have any questions about the LPA application.

If you want someone else to be the correspondent, change the details below.

[Find out more](#) [correspondent](#)

The correspondent

 **Miss Leah Wilson**
77 BRYANT ROAD, ROCHESTER, ME2 3ES

[Change correspondent](#)

Correspondent details

Which details would you like to reuse?

- Myself
- Donor
- Primary attorney
- Primary attorney
- Replacement attorney
- Certificate Provider
- None of the above - I want to add a new person

[Continue](#) [Cancel](#)

HOW WOULD THE CORRESPONDENT LIKE TO BE CONTACTED

Once you have selected the correspondent, you then need to choose how you would like to be contacted, these options are, **post, phone or email** and you can select multiple options.

How would the person above prefer to be contacted?

Select how the correspondent would like to be contacted. You can choose more than one option.

Post

Phone

Email

Which language should we use in written correspondence?

English Cymraeg

[Save and continue](#)

Once you have chosen how you would like to be contacted click **Save and continue**



WHO WAS USING THE LPA SERVICE

This section is for the Government to try and get feedback and improve the service, you do not have to tell them who filled the forms out but if you do choose to tell them It will not be linked to you, your LPA or your personal information and is kept anonymous.

Who was using the LPA service?

We think we can make this service better by finding out how people use it.

To do this, we'd like to know who was using the digital LPA service - for instance, if a friend, family member or charity helped the donor a lot, or if a professional made it on their behalf.

Your answer will be completely anonymous. It will not be linked to you, this LPA or your personal information.

- The donor used this online service with little or no help
- A friend or family member (who may also be the attorney) helped the donor use this online service
- A paid finance professional made the LPA on the donor's behalf
- A paid legal professional made the LPA on the donor's behalf
- A paid estate planning professional made the LPA on the donor's behalf
- OPG's Assisted Digital Service helped the donor
- A charity made the LPA on the donor's behalf
- Another organisation, such as a council or community group, helped the donor
- Other
- I'd prefer not to say

Save and continue

Once you have selected your option, click [Save and continue](#)

REPEAT APPLICATION

If an application has already been made to register an LPA for the donor, but the OPG could not register it, they will have written to the correspondent to let them know. The letter will explain that if a repeat application is made within three months, the donor can pay half the normal application fee.

Is the donor making a repeat application to register their LPA?

▶ [What is a repeat application?](#)

Yes No

[Save and continue](#)

Once you have selected the option that applies to you, click [Save and continue](#)



REDUCED FEES

If the donor receives certain benefits or has an income of less than £12,000 a year before tax, they might be eligible to pay a reduced fee or no fee at all.

Does the donor want to apply to pay a reduced fee?

If the donor receives certain benefits or has an income of less than £12,000 a year before tax, they might be eligible to pay a reduced fee or no fee at all.

Reduced fee options

- The donor currently claims one of [these means-tested benefits](#) and has not been awarded personal injury damages of more than £16,000
Fee: £0
- The donor receives Universal Credit
We'll contact you about the fee
- The donor currently has an income of less than £12,000 a year before tax
Fee: £41
- The donor is not applying for a reduced fee
Fee: £82

[Find out more about qualifying for a reduction](#)

Save and continue

Once you have selected the option that applies to you, click **Save and continue**

FINAL CHECKS FOR THE FIRST LPA

Check all the details on this page are correct and everyone has agreed to be part of this lasting power of attorney before continuing.

Final check: LPA details

Check all the details on this page are correct and everyone has agreed to be part of this lasting power of attorney before continuing.

▶ [What do I need to do next?](#)

! At the next stage your forms will be ready to download and sign with the information shown below.

You will not be able to change anything in the LPA once you have clicked confirm.

You now have a choice to pay by card, cheque or to save for later. If you are only completing one LPA, select **pay now**, if you are going to complete both LPA's select **save for later**.

Confirm and pay

Application fee: £82

▶ [Why are you asking me to pay now?](#)

! You will not be able to change anything in the LPA once you have clicked confirm.

Confirm and pay by card

[Confirm and pay by cheque](#)

[Save for later](#)

SECTION FOUR: HOW TO CREATE YOUR HEALTH & WELFARE LPA

*Guiding you through your
Lasting Power of Attorney
with ease.*



Should you have any questions,
please contact us via:

LPA@librapartnership.co.uk

Freephone:

0333 305 0105

HEALTH AND WELFARE LPA

If you have decided that you only wish to create an LPA for Health and Welfare but you haven't set up your account, please refer back to section two where this will explain how to create an account and sign in for the first time.

You will now be taken to a page which shows your first LPA, there are four options, these are:

- [Continue](#)
- [Check signing dates](#)
- [Reuse LPA details](#)
- [Delete LPA](#)

You want to select [Reuse LPA details](#) this will allow you to copy the donor, attorneys, replacement attorney and certificate provider information from the first LPA over to the second LPA.

Your LPAs

On this page you'll find all the LPAs that you've created. As well as creating a new LPA from scratch, you can:

- **continue creating** an LPA
- **check the signing dates** on an LPA are in the right order before you send it to OPG - if they're not, we cannot register the LPA and you may have to pay another application fee
- **reuse details from an existing LPA to create a new one** - you can do this once you've completed all sections up to and including the person to notify section

DONOR

Property and finance LPAs

Miss Leah Wilson
A232 9067 3364

Last saved:
22/07/25

LPA type:
Property and financial

CREATED

[Continue](#)

[Check signing dates](#)

[Reuse LPA details](#)

[Delete LPA](#)



REMEMBER

IF YOU UPGRADE TO OUR FULLY INCLUSIVE SERVICE, A CONSULTANT WILL SUPPORT YOU TO COMPLETE YOUR LPA'S AND WE WILL SEND THEM TO THE OPG FOR YOU

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HEALTH AND WELFARE LPA

Then select the LPA that you wish to create next (the opposite of the one you have previously filled in) If you are following this guide step by step, please select **Health and Welfare**.

Once you have selected the LPA you wish to fill in, click **Save and continue**

What type of LPA do you want to make?

You can make an LPA to cover property and financial affairs, or health and welfare.

[Find out about the 2 types of LPA](#)

Which type of LPA do you want to make?

Property and financial affairs

Health and welfare

▶ [What if I want to make both types of LPA?](#)

Save and continue



THE DONOR

The donor is the person appointing other people to make decisions on their behalf.

The Donor:

- ✓ must be 18 or over
- ✓ must be able to make their own decisions at the time their LPA is made, this is known as having mental capacity

Only the donor can make decisions about their LPA and the people to involve.

The next few steps will now be the same as the previous LPA but all the information that you need has already been entered and saved, you just need to select the correct person for each section.

Click on [Add donor](#)

Select the donor, this is the same person as before.

Donor details

Which details would you like to reuse?

Myself

Donor

Primary attorney

Primary attorney

Replacement attorney

Certificate Provider

None of the above - I want to add a new person

Continue Cancel

Once you have selected the donor, click on [Continue](#)

This will then bring up all the details for the donor, if the details are correct, then select [Save details](#).

Then select [Save and continue](#).

LIFE SUSTAINING TREATMENT

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

The donor must choose who they would want to make decisions about life-sustaining treatment if they no longer had the mental capacity to decide themselves.

Once you have made your choice, click [Save and continue](#)

Who does the donor want to make decisions about life-sustaining treatment?

This is a very important decision. The donor should read the guidance carefully before they answer.

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

The donor must choose who they want to make decisions about life-sustaining treatment if they do not have the mental capacity to decide themselves.

[Read guidance on making this decision](#)

Who does the donor want to make decisions about life-sustaining treatment?

Option A – **The donor gives their attorneys authority** to give or refuse consent to life-sustaining treatment on their behalf.

The donor can add preferences and instructions later in the LPA to explain what they would like their attorneys to consider if they have to make decisions about life-sustaining treatment.

Option B – **The donor does not give their attorneys authority** to give or refuse consent to life-sustaining treatment on their behalf.

Doctors will make any decisions about life-sustaining treatment, taking into account the donor's best interests and, where possible, the views of others involved in the donor's welfare, such as their attorneys and family members.

After the LPA document is printed, the donor will need to sign and date the option they've chosen. This must be witnessed. The witness must also sign and include their full name and address. If they do not, OPG cannot register the LPA and the donor may have to pay the application fee again.

[Save and continue](#)



REMEMBER

IF YOU NEED ANY HELP OR ADVICE, YOU CAN BOOK A CALL WITH ONE OF OUR EXPERIENCED LPA CONSULTANTS

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CHOOSING YOUR ATTORNEYS

Attorneys are people the donor appoints to make decisions on their behalf.

A donor can have one or more attorneys

- ✓ Attorneys must be 18 or over
- ✓ Attorneys must have mental capacity, the ability to make decisions
- ✓ An attorney must not be bankrupt or subject to a debt relief order

The most important thing is that the attorneys are people the donor can trust to respect their wishes and act in their best interests.

You will be asked if the donor would like to add replacement attorneys in a separate question. These would step in if the original attorneys are unable or unwilling to continue.

Once you have selected your attorneys and your chosen attorneys are happy to accept the role you need to click on **Add an attorney**

Who are the attorneys?

Attorneys are people the donor appoints to make decisions on their behalf.

- A donor can have 1 or more attorneys
- Attorneys must be 18 or over
- Attorneys must have [mental capacity](#) – the ability to make decisions
- An attorney must not be bankrupt or subject to a debt relief order

The most important thing is that the attorneys are people the donor can trust to respect their wishes and act in their best interests.

You will be asked if the donor would like to add [replacement attorneys](#) in a separate question. These would step in if the original attorneys are unable or unwilling to continue.

[Find out more about attorneys](#)

Add an attorney

Attorney details

[Using a trust corporation?](#)

Title

First names

Last name

Date of birth Day Month Year

Email (optional)

Postcode lookup **Find UK address**

[Enter address manually](#)

Save details Cancel

Fill out all information required and then select **Save details**

You will then be asked if you would like to add anymore attorneys, if you would, you now need to select **Add another attorney?**

There is no strict limit to the number of attorneys you can appoint, but practical considerations usually guide donors to appoint between one and four attorneys. The reason for limiting the number of attorneys is largely due to decision-making logistics and communication. The more attorneys you have, the greater the risk of delays or disputes if they cannot agree or find it difficult to collaborate.

Once you have added all the attorneys that you want, click on **Save and continue**

CHOOSING YOUR ATTORNEYS

You will then be taken to the next page which is [How should the attorneys make decisions?](#)

How should the attorneys make decisions?

The donor's choice here is very important as it affects how their LPA can be used. Whichever option the donor chooses, the attorneys must always act in the donor's best interests.

[Get help with making this decision](#)

How should the attorneys make decisions?

Jointly and severally

Attorneys can make decisions on their own or together. Most people choose this option because it's the most practical.

Jointly

Attorneys must agree unanimously on every decision, however big or small. Be careful - if one of the attorneys can no longer act, none of the other attorneys will be able to act either, unless the donor states otherwise in their instructions.

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

Attorneys must agree unanimously on some decisions, but can make others on their own. The donor must state which decisions need to be agreed unanimously.

Save and continue



REMEMBER

IF YOU UPGRADE TO OUR FULLY INCLUSIVE SERVICE, A CONSULTANT WILL SUPPORT YOU TO COMPLETE YOUR LPA'S AND WE WILL SEND THEM TO THE OPG FOR YOU

0333 305 0105

Once you have selected the option that is right for you click [Save and continue](#)

REPLACEMENT ATTORNEY

The next step is to select your replacement attorneys.

Replacement attorneys step in if an original attorney can no longer act. A replacement attorney must meet the same requirements as an original attorney

- ✔ This includes being 18 or over.

You do not need replacement attorneys but it is strongly advised that you do.

If you do not wish to have a replacement attorney then click on [Save and continue](#)
If you do wish to add a replacement attorney then click on [Add replacement attorney](#)

Does the donor want any replacement attorneys?

Replacement attorneys step in if an original attorney can no longer act.

A replacement attorney must meet the same requirements as an original attorney. This includes being 18 or over.

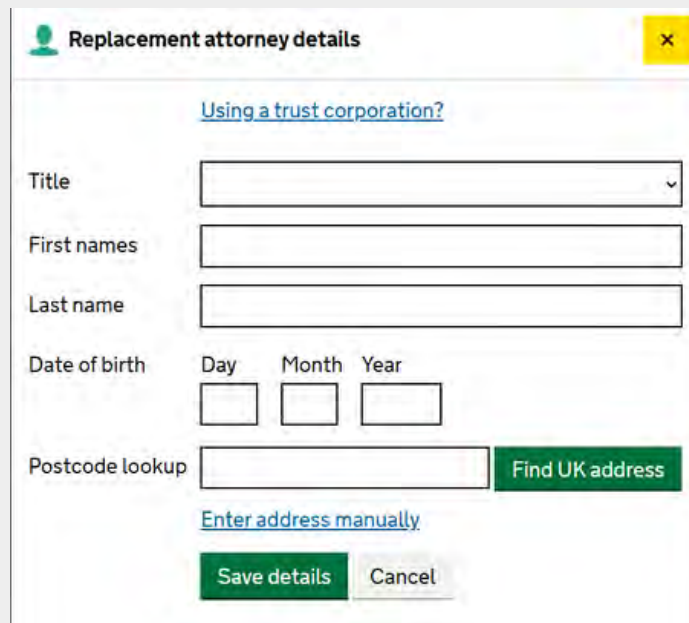
[Find out more about replacement attorneys](#)

Add replacement attorney

Save and continue



REPLACEMENT ATTORNEY



The screenshot shows a form titled "Replacement attorney details" with a close button (X) in the top right corner. The form contains the following fields and options:

- [Using a trust corporation?](#)
- Title:
- First names:
- Last name:
- Date of birth: Day Month Year
- Postcode lookup:
- [Enter address manually](#)
-

Fill out the information required and then click [Save details](#)

[Add another replacement attorney?](#)

You can add multiple replacement attorneys, if you would like to add more than one click on [Add another replacement attorney?](#)

Once you have added all the details for your replacement attorneys click [Save and continue](#)

REPLACEMENT ATTORNEY

How should the replacement attorneys step in?

The donor can choose when their replacement attorneys step in and in what order.

Once they've stepped in, the replacement attorneys will be able to make any decision jointly and severally along with the remaining original attorneys.

Most donors choose for all the replacement attorneys to step in together as soon as 1 of the original attorneys can no longer act.

If the donor would prefer the replacement attorneys to step in later or in a specific order, select 1 of the other 2 options.

- As soon as **one** of the original attorneys can no longer act, all the replacement attorneys should step in together
- When **none** of the original attorneys can act, all the replacement attorneys should step in together
- In some other way...

Save and continue

If you have selected to have replacement attorneys you will then be taken to another page [How should the replacement attorneys step in?](#)

The donor can choose when their replacement attorneys step in and in what order. Once they've stepped in, the replacement attorneys will be able to make any decision jointly and severally along with the remaining original attorneys.

Most donors choose for all the replacement attorneys to step in together as soon as one of the original attorneys can no longer act.

Select which option you think fits you best and then click on [Save and continue](#)

CHOOSING YOUR CERTIFICATE PROVIDER

Every LPA must have a certificate provider.

The certificate provider is an independent person who helps to protect the donor's interests.

Before the donor signs the LPA, the certificate provider must discuss the LPA with the donor.

This is to make sure:

✓ The donor understands their LPA and the power it gives their attorneys

✓ No one is putting the donor under pressure to make the LPA

The certificate provider must:

✓ Be able to have an honest conversation with the donor

✓ Be the kind of person who speaks out if anything is wrong
be independent

Once you have chosen your certificate provider, click [Add a certificate provider](#)

Who is the certificate provider?

Every LPA must have a certificate provider.

The certificate provider is an independent person who helps to protect the donor's interests.

Before the donor signs the LPA, the certificate provider must discuss the LPA with the donor. This is to make sure:

- the donor understands their LPA and the power it gives their attorneys
- no one is putting the donor under pressure to make the LPA

- be the kind of person who speaks out if anything is wrong
- be independent

The certificate provider signs the LPA after the donor.

! There are strict rules on who can and cannot be a certificate provider. If you do not follow them, your LPA will not be registered.

[Rules on who can and cannot be the certificate provider](#)

[Find out more about certificate providers](#)

[Add a certificate provider](#) [Skip this question for now](#)

Certificate provider details

Title

First names

Last name

Postcode lookup [Find UK address](#)

[Enter address manually](#)

[Save details](#) [Cancel](#)

Fill out the information required and then click [Save details](#)

Then click [Save and continue](#)

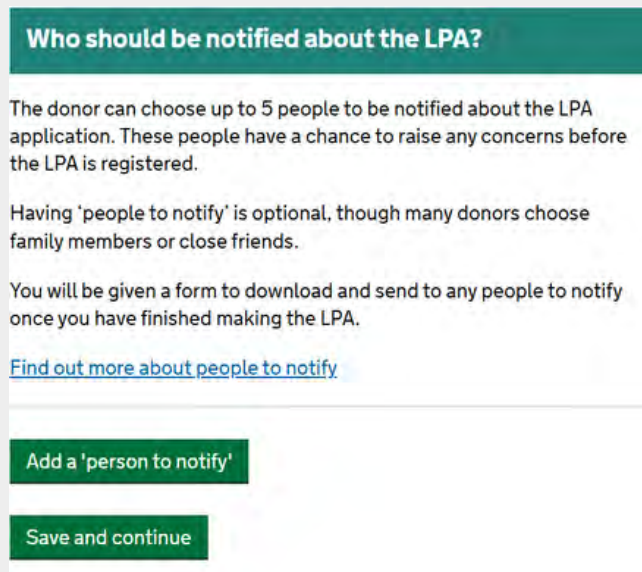
PERSON TO NOTIFY

The donor can choose up to five people to be notified about the LPA application. These people have a chance to raise any concerns before the LPA is registered.

Having people to notify is optional, though many donors choose family members or close friends.

You will be given a form to download and send to any people to notify once you have finished making the LPA.

If you wish to add a person to notify click [Add a person to notify](#)
If you do not wish to notify anyone, please proceed to click [Save and continue](#)



Who should be notified about the LPA?

The donor can choose up to 5 people to be notified about the LPA application. These people have a chance to raise any concerns before the LPA is registered.

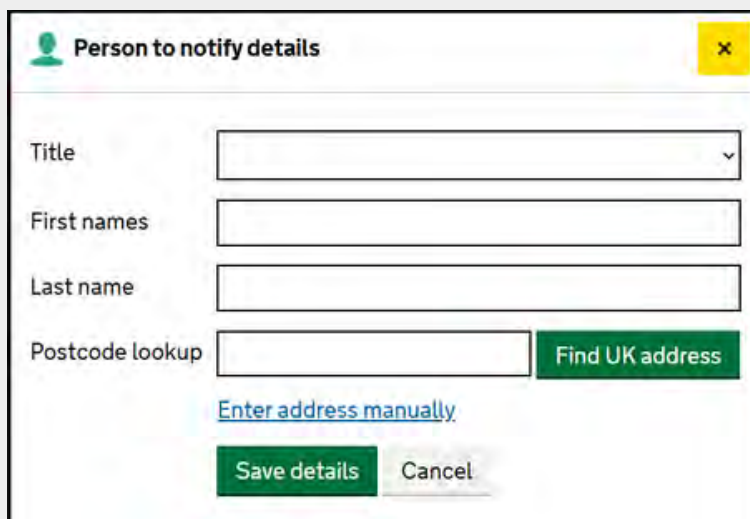
Having 'people to notify' is optional, though many donors choose family members or close friends.

You will be given a form to download and send to any people to notify once you have finished making the LPA.

[Find out more about people to notify](#)

[Add a 'person to notify'](#)

[Save and continue](#)



Person to notify details

Title

First names

Last name

Postcode lookup [Find UK address](#)

[Enter address manually](#)

[Save details](#)

Fill out all the information required and press [Save details](#)

Once you have added everyone you wish to notify click [Save and continue](#)

PREFERENCES AND INSTRUCTIONS

You've entered all the essential information needed for the LPA.

This section lets you add the donor's **preferences and instructions** for their attorneys. The donor can state things that the attorneys must or must not do, or give guidance that they'd like their attorneys to follow.

For example, the donor could add preferences about wanting to live 10 miles away from their children if they needed to be moved in to a care home.

The donor could add instructions saying my attorneys must not decide I am to move into residential care unless, in my doctor's opinion, I can no longer live independently.

To add your preferences and instructions, click **Add extra preferences or instructions for the attorneys**

Preferences and instructions

You've entered all the essential information needed for the LPA.

The optional section below lets you add the donor's [preferences or instructions](#) for their attorneys. The donor can state things that the attorneys must or must not do, or give guidance that they'd like their attorneys to follow.

For example, the donor could add preferences about making charitable donations or managing their bank accounts. The donor could add instructions about giving gifts, managing investments or seeking professional tax advice.

▶ [Add extra preferences or instructions for the attorneys? \(optional\)](#)

Save and continue

▼ [Add extra preferences or instructions for the attorneys? \(optional\)](#)

If the donor would like to add anything here, please [read our help topic on preferences and instructions](#) first. It contains useful examples and can help avoid mistakes.

Preferences

These are things the donor would like their attorneys to think about when making decisions. Use words like 'prefer' or 'would like'. [Not sure what to put?](#)

Instructions

These are things that the attorneys **MUST** or **MUST NOT** do. Use words like 'must' or 'have to'. [Not sure what to put?](#)

Save and continue

Once you have added your preferences and instructions, click **Save and continue**

APPLYING TO REGISTER THE LPA

You now need to decide who is registering the LPA, this can either be the donor or the attorneys.

Once you have decided who is applying, select the person and then click **Save and continue**

Who's applying to register the LPA?

Either the donor or one or more of the attorneys can apply to register the LPA.

[Find out more about the role of the applicant](#)

This LPA is being registered by

DONOR

The attorneys -

ATTORNEY 1

ATTORNEY 2

Save and continue

You will now be taken to **Whose applying to register the LPA**



CORRESPONDENT

You then need to decide who the correspondent is, the correspondent will receive the completed LPA.

When completing your own LPA this is usually the person who is the applicant but you can choose someone else to be the correspondent.

If you would like to choose another correspondent then click **Change correspondent** and select from the list who you would like the correspondent to be.

Once you have selected the correspondent, click **Continue**


Where should we send the registered LPA and any correspondence?

The person below will be the 'correspondent'. We'll send them the registered LPA and contact them if we have any questions about the LPA application.

If you want someone else to be the correspondent, change the details below.

[Find out more about the role of the correspondent](#)

The correspondent



.....

[Change correspondent](#)

Correspondent details

Which details would you like to reuse?

- Myself
- Donor
- Primary attorney
- Primary attorney
- Replacement attorney
- Certificate Provider
- None of the above - I want to add a new person

[Continue](#) [Cancel](#)

HOW WOULD THE CORRESPONDENT LIKE TO BE CONTACTED

Once you have selected the correspondent, you then need to choose how you would like to be contacted, these options are, **post, phone or email** and you can select multiple options.

How would the person above prefer to be contacted?

Select how the correspondent would like to be contacted. You can choose more than one option.

Post

Phone

Email

Which language should we use in written correspondence?

English Cymraeg

[Save and continue](#)

Once you have chosen how you would like to be contacted click **Save and continue**



WHO WAS USING THE LPA SERVICE

This section is for the Government to try and get feedback and improve the service, you do not have to tell them who filled the forms out but if you do choose to tell them It will not be linked to you, your LPA or your personal information and is kept anonymous.

Once you have selected your option, click [Save and continue](#)

Who was using the LPA service?

We think we can make this service better by finding out how people use it.

To do this, we'd like to know who was using the digital LPA service - for instance, if a friend, family member or charity helped the donor a lot, or if a professional made it on their behalf.

Your answer will be completely anonymous. It will not be linked to you, this LPA or your personal information.

- The donor used this online service with little or no help
- A friend or family member (who may also be the attorney) helped the donor use this online service
- A paid finance professional made the LPA on the donor's behalf
- A paid legal professional made the LPA on the donor's behalf
- A paid estate planning professional made the LPA on the donor's behalf
- OPG's Assisted Digital Service helped the donor
- A charity made the LPA on the donor's behalf
- Another organisation, such as a council or community group, helped the donor
- Other
- I'd prefer not to say

[Save and continue](#)

Once you have selected your option, click [Save and continue](#)

REPEAT APPLICATION

If an application has already been made to register an LPA for the donor, but the OPG could not register it, they will have written to the correspondent to let them know. The letter will explain that if a repeat application is made within 3 months, the donor can pay half the normal application fee.

Is the donor making a repeat application to register their LPA?

▶ [What is a repeat application?](#)

Yes No

[Save and continue](#)

Once you have selected the option that applies to you, click **Save and continue**



REDUCED FEES

If the donor receives certain benefits or has an income of less than £12,000 a year before tax, they might be eligible to pay a reduced fee or no fee at all.

Does the donor want to apply to pay a reduced fee?

If the donor receives certain benefits or has an income of less than £12,000 a year before tax, they might be eligible to pay a reduced fee or no fee at all.

Reduced fee options

- The donor currently claims one of [these means-tested benefits](#) and has not been awarded personal injury damages of more than £16,000
Fee: £0
- The donor receives Universal Credit
We'll contact you about the fee
- The donor currently has an income of less than £12,000 a year before tax
Fee: £41
- The donor is not applying for a reduced fee
Fee: £82

[Find out more about qualifying for a reduction](#)

Save and continue

Once you have selected the option that applies to you, click **Save and continue**

FINAL CHECKS FOR THE SECOND LPA

Check all the details on this page are correct and everyone has agreed to be part of this lasting power of attorney before continuing.

Final check: LPA details

Check all the details on this page are correct and everyone has agreed to be part of this lasting power of attorney before continuing.

▶ [What do I need to do next?](#)

! At the next stage your forms will be ready to download and sign with the information shown below.

You will not be able to change anything in the LPA once you have clicked confirm.

You now have a choice to pay by card, cheque or to save for later. You now have to pay for your LPAs, once you have paid for both LPAs you can move on to the next step.

PLEASE MAKE SURE YOU HAVE READ THROUGH AND YOU ARE HAPPY WITH EVERYTHING BEFORE PAYING, ONCE YOU HAVE PAID YOU CAN NOT EDIT THE LPA.

Confirm and pay

Application fee: £82

▶ [Why are you asking me to pay now?](#)

! You will not be able to change anything in the LPA once you have clicked confirm.

Confirm and pay by card

[Confirm and pay by cheque](#)

[Save for later](#)

SECTION FIVE: HOW TO DOWNLOAD AND PRINT YOUR LPAS

*Guiding you through your
Lasting Power of Attorney
with ease.*



Should you have any questions,
please contact us via:

LPA@librapartnership.co.uk

Freephone:

0333 305 0105

DOWNLOAD AND PRINT YOUR LPA FORMS

Once you've filled in the forms online, you'll be given the option to download and print each LPA as a PDF.

Make sure you download both:
[Health and Welfare LPA](#)
[Property and Financial Affairs LPA](#)

To download your forms please follow these steps

You will see both of your LPAs waiting for you, decide which one you want to download first and then click [View LPA](#)

This will bring you to another page where you can download your forms.

You need to click on this button, which will open another page.

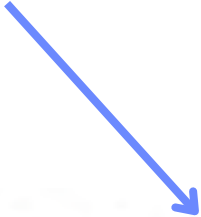


Documents



[Download your print-ready LPA form \(PDF, opens in new tab\)](#)

Once the page has opened you will be presented with your LPA, to download and save it to your desktop you need to click on this button.



Download this file

This will then bring up a box, which is where you decide what to name your file, something simple like your initials, the month it was created, the year it was created and what LPA it is

Example: **LW JUNE 25 Health & Welfare**

Make sure to save it somewhere you can easily find it again.

Once you have saved it, you can now open it in your files, now you're ready to print.

To print, select this button



SECTION SIX: SIGNING AND SENDING YOUR LPAS

*Guiding you through your
Lasting Power of Attorney
with ease.*



Should you have any questions,
please contact us via:

LPA@librapartnership.co.uk

Freephone:

0333 305 0105

SIGNING YOUR LPA

The different sections of the LPA must be signed in the right order. If they're not, the OPG cannot register the LPA and the donor may have to pay the application fee again.

PLEASE MAKE SURE TO SIGN IN BLACK INK

SECTIONS MUST BE SIGNED IN THIS ORDER:

STEP ONE: THE DONOR

The donor signs and dates:
Continuation sheets 1 and 2, if used
Section 5, if it's a Health and Welfare LPA
Section 9, followed by their witness

STEP TWO: THE CERTIFICATE PROVIDER

The certificate provider signs and dates section 10

STEP THREE: THE ATTORNEYS AND REPLACEMENT ATTORNEYS

The attorneys and any replacement attorneys sign and date section 11, the attorney must make sure that they are signing the page that has their name on.
This is then followed by their witness signing.

The person applying to register the LPA (either the donor or attorney) signs and dates section 15

If the attorneys are appointed jointly and they are applying to register the LPA, they all need to sign section 15.

If the attorneys are appointed jointly and severally, or jointly for some decisions, only one attorney needs to sign section 15.

Everyone can sign the LPA on the same day or different days, as long as people sign in the right order.



SENDING YOUR LPA

Post your LPA to the Office of the Public Guardian
You need to send:
the signed LPA (all sections from 1 to 15, including any blank pages)

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

We advise you to send the LPAs via recorded mail, this is to make sure it has arrived safely.

What happens next?

It will take up to 8 weeks to register the LPA if there are no mistakes in the application. This includes a 4 week waiting period during which people can object to the registration of the LPA. This waiting period is an important safeguard and is required by law.

If there are no problems with the LPA, they will register it and send it to the correspondent.

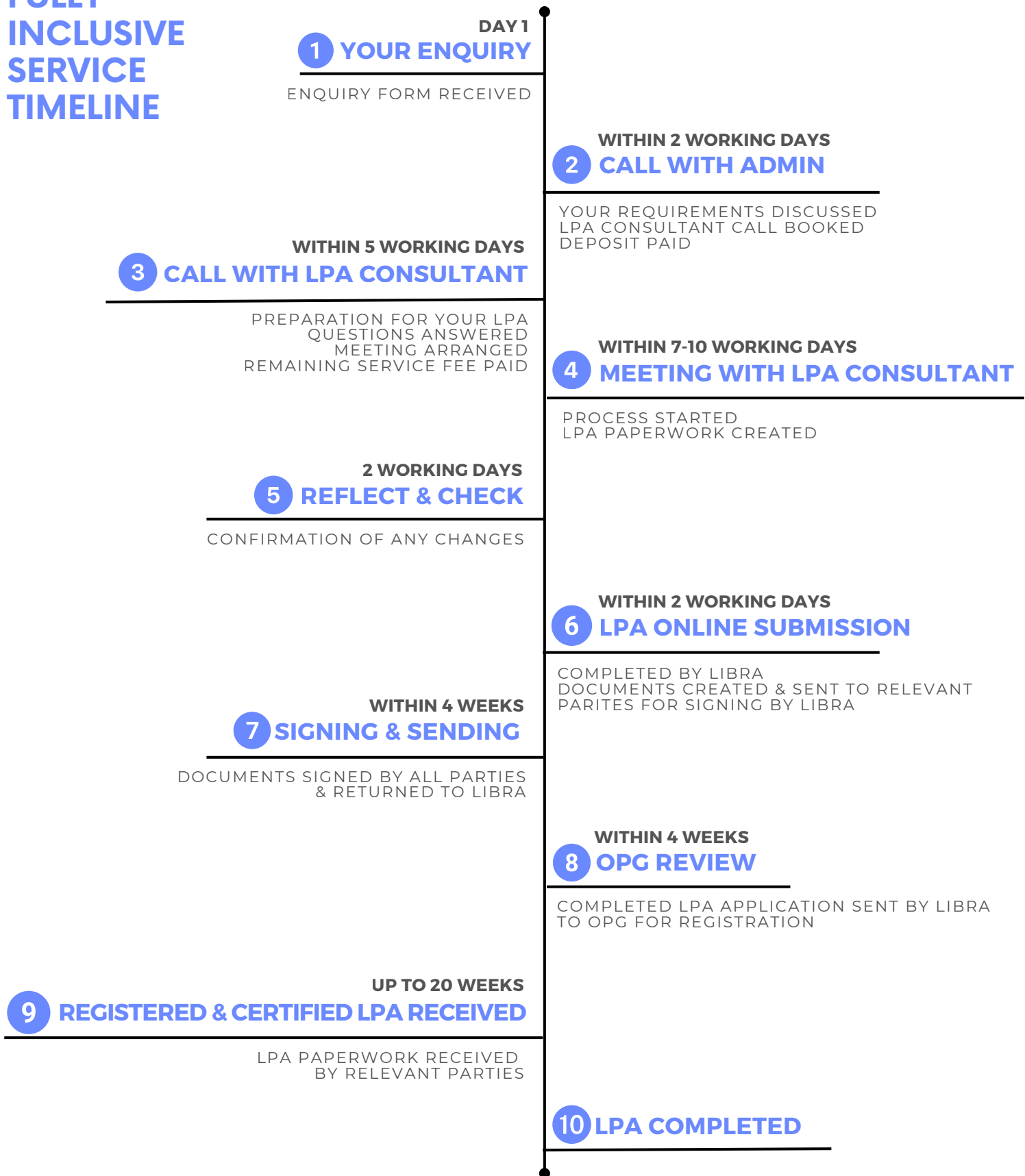
If they cannot register the LPA, they will write to the correspondent to let them know.

Track the progress of the LPA online

You can view the status of this LPA from the **Your LPAs** page. This will let you know when they have received it, when they are checking it, and when they have processed it.



FULLY INCLUSIVE SERVICE TIMELINE



At Libra, we aim for your LPA application to be submitted within approximately 8 weeks from the day of your inquiry.

After which, the registration process of the Lasting Powers of Attorney must be completed by the OPG and can take around 20 weeks. Libra Partnership Ltd cannot control the timeframes of this process once the LPA has been submitted.