Guidance for people who want to make a lasting power of attorney for health and welfare

Read this guidance book first!
If after reading this guidance, you have further questions, please make a list, then give us a call.

Helpline
0300 456 0300

gov.uk/power-of-attorney
How to use this guidance:
If you are a person making a lasting power of attorney:
- To understand lasting powers of attorney fully, read this guidance throughout.
- If you know nothing about lasting powers of attorney, read Chapter 1.
- If you already know that you want a lasting power of attorney, but don’t know the process involved, go straight to Chapter 2.
- If you just want to get started making your lasting power of attorney, go straight to Chapter 3.
- If you just want to get a quick overview, look at the diagram on page 8, and start filling in the LPA form in this creation pack. Refer back to this guidance document if you get stuck or need more background/examples.
- If you’ve already completed a lasting power of attorney, and now want to register it, go to the separate guidance on ‘How to register your LPA’.

If you have been asked to act as an attorney – the key chapters for you are 1, 3, and specifically Chapter 5.

If you have been asked to be a certificate provider – the key chapters for you are 1, and specifically Chapter 4 (see page 30).

Naming
Throughout this guidance:
You = the person making the lasting power of attorney, the donor; in this document ‘you’ is also used when discussing registration, to refer to the person making the application (the donor or the attorney(s)).

People to be told = this is our new term for ‘named persons’. In the new LPA form these people are referred to as ‘people to be told’. Old LPA forms use the old term ‘named persons’.

Contents of this guidance
Chapter 1:
Lasting power of attorney – do you want one? – page 3

Chapter 2:
The LPA process – page 6

Chapter 3:
How to make your lasting power of attorney – the person who is giving the lasting power of attorney, the donor / part A – page 9

Chapter 4:
How to make your lasting power of attorney – certificate provider(s)/part B – page 30

Chapter 5:
How to make your lasting power of attorney – attorney(s)/part C – page 35

Chapter 6:
Frequently asked questions, contact details, checklist – page 40
Chapter 1
Lasting power of attorney: do you want one?

Do you want a lasting power of attorney?
Chapter 1: Lasting power of attorney: do you want one?

The Mental Capacity Act and its Code of Practice

The Mental Capacity Act (2005) protects people who may not be able to make some decisions for themselves because of, for example:

- Dementia
- Learning disabilities
- Mental health problems
- Stroke or head injuries.

It covers people in England and Wales.

It provides a legal basis for how other people can make decisions on their behalf.

And it allows them to plan in advance for other people to make decisions on their behalf at a point in time when they might lose the capacity to make decisions themselves.

The Act covers decision making about a person's

- Property and financial affairs
- Health and welfare.

The Code of Practice supports the Act. It gives guidance on people's roles and responsibilities when making decisions on someone's behalf. (Some key aspects of the Code are listed on page 37.)

You can find the Code at www.gov.uk/government/publications/mental-capacity-act-code-of-practice

Printed copies of the Code can be purchased from The Stationery Office:

- 0870 600 5522
- customerservices@tso.co.uk
- tsoshop.co.uk/

What is a lasting power of attorney?

A lasting power of attorney is a legal document that allows someone to choose other people who they want to make decisions on their behalf when they lack mental capacity to make the decision themselves.

It is 'completed' while the person still has capacity. It cannot be used before it has been registered with the Office of the Public Guardian. It is then ready for use should the person granting the power lose capacity.

The person making the lasting power of attorney is legally referred to as the 'donor'. (Throughout this guidance, we use 'you' or 'the donor'. In the lasting power of attorney form we use 'you', and 'the person giving this lasting power of attorney'.)

The people chosen to make decisions on your behalf are your 'attorneys'.

The lasting power of attorney is generally referred to as an LPA throughout the rest of this guidance.

There are two types of LPA:

- Health and welfare (allowing decisions on treatment, care, medication, where you live, etc.)
- Property and financial affairs (allowing an attorney to make decisions about paying bills, dealing with the bank, collecting benefits, selling your house, etc.)

This guidance covers health and welfare LPAs only.

Many people make two LPAs. If you want to make a property and financial affairs LPA you need to obtain a separate creation pack from www.gov.uk/government/publications/make-a-lasting-power-of-attorney or by contacting the Office of the Public Guardian. (The two types of LPA, and the process in which they are made and registered, are identical in most respects – but there are some fundamental differences between the LPA forms.)

An LPA can only be made by filling in the special 'lasting power of attorney form' (included in your LPA creation pack, downloadable from www.gov.uk/government/publications/make-a-lasting-power-of-attorney, or available from legal stationers). The form is designed so that anyone can fill it in. Once completed it becomes a powerful legal document so you might want to obtain legal advice.

The role of the Office of the Public Guardian

The Office of the Public Guardian (OPG) is part of the Ministry of Justice. The OPG manages the registration process of LPAs and they maintain a register of them all.

The OPG produces all the guidance and supporting materials to help people make and register an LPA. It also deals with any complaints, and concerns raised if, for example, someone feels that an attorney is acting wrongly.

Who can make a lasting power of attorney

Anyone aged 18 or over can make an LPA. You must make it as an individual – two or more people cannot make a joint LPA. You can have help in writing it, but another person cannot make an LPA for you. Anyone making an LPA needs to have mental capacity when they make it.

From a legal perspective a health and welfare LPA covers people in England and Wales. An LPA made here may not be usable in any other country (including Scotland and Northern Ireland). If you move abroad, you should obtain legal advice.

If you are habitually resident outside of England and Wales but you would like the law of England and Wales to apply, you should state this in the conditions box on Page 7 of the LPA form. You may wish to seek legal advice if you think residence may be an issue.
Chapter 1: Lasting power of attorney: do you want one?

The benefits of making a lasting power of attorney

An LPA allows you to plan in advance
- the decisions you want to be made on your behalf if/when you lose capacity to make them yourself
- the people you want to make these decisions
- how you want the people to make these decisions.

Having an LPA is a safe way of maintaining control over decisions made for you because:
- It has to be registered with the OPG before it can be used (if someone else tries to register it you and your attorney(s) will be able to make an objection).
- You choose someone to provide a ‘certificate’ confirming that you understand the significance and purpose of it.
- You can choose ‘people to be told’ about your LPA when it is registered (so that they have an opportunity to raise concerns).
- Your signature, and the signatures of your chosen attorneys must be witnessed.
- From a legal perspective, your attorney(s) must follow the Code of Practice of the Mental Capacity Act 2005 – if they don’t always act in your best interests the OPG can step in, and your attorney(s) may be held accountable.
- The OPG provides helpful support and advice.

Deciding if you want to make and register a lasting power of attorney

If you lose mental capacity at some point – for whatever reason – if you haven’t completed an LPA, other people may need to apply to the Court of Protection to be able to make any decision on your behalf. This can be costly, and can be demanding and stressful for your relatives, friends and carers.

A registered health and welfare LPA lets the people you choose make decisions about, for example:
- giving or refusing consent to particular types of health care, including medical treatment decisions
- you staying in your own home, perhaps with help and support from social services
- you moving into residential housing and choosing the right care home for you
- day-to-day issues, like your diet, dress, or daily routine.

(For further information about the decisions, and how you can make restrictions on the decisions, see pages 38 and 23-24.)

By choosing who you want to make decisions for you, having an LPA puts you in control of decisions eventually being made on your behalf.

Once a health and welfare LPA has been registered, your attorneys can only make decisions for you when you lack mental capacity to make the decisions yourself.

If you have already made an enduring power of attorney (before October 2007), it is still valid, but it does not allow your attorneys to make decisions about your health and welfare.

Other ways of planning your future health and welfare

There are other ways of stating your preferences to help other people make health and welfare decisions on your behalf:
- You can write a statement of your preferences and wishes – this is not legally binding, but the people looking after you would be required to take your stated views into account as part of any best interests decision.
- If you receive health or social care services, you can create a care plan – a written document stating the types and frequency of long term care services that a person receives.
- You can make an advance decision to refuse treatment – this is a legally binding document that allows you to specify particular kinds of treatment that you don’t want (in case you lack capacity to make this decision for yourself at some point).

If you make an advance decision to refuse treatment and then later make a health and welfare LPA which gives someone authority to give or refuse consent to the same kinds of treatment, your advance decision will become invalid.

If you have made an advance decision, and are considering making an LPA, you may wish to seek advice from:
- a health professional
- a social care professional
- patient support groups
- other experienced relevant organisations, about what powers to give your attorney(s).
Chapter 2
The LPA process

The process of making a lasting power of attorney
The LPA process

In summary
There are 4 key steps to the LPA process, in this order:

1. Choose your attorney(s) and all the other people you need to be involved in your LPA, and think about how you want your attorney(s) to make decisions on your behalf.

2. Complete your LPA form.

3. Keep your LPA until you (or your attorney) need to use it. During this period it cannot be used – and you continue to make decisions yourself.

4. Register your LPA with the OPG so that people can raise any concerns, and so that it can then be used.

Your LPA is only usable – and your attorney(s) able to make decisions on your behalf – once it has been registered and you have lost capacity to make the decisions yourself. It is usually best to register your LPA as soon as you have completed the LPA form.

It costs nothing to decide, complete and keep an LPA (unless you seek legal advice). You only have to pay a fee to register it.

We recommend you register your LPA early so that any problems can be resolved and your LPA can be used as soon as it is required.

Your attorneys will only be able to act after you have lost mental capacity.

If you keep your LPA and delay registration ...

If you keep your LPA until you lose capacity, it may by that time contain errors that could prevent it being registered, or the information in it may have become out of date. If your LPA is rejected, you will not be able to make another one.

There are also occasions when errors cannot be corrected even where you have not yet lost capacity. For example, where there is an error in either Part B or Part C of the LPA form we would normally send out a new Part B or Part C for completion. The legislation does not allow a significant delay between completion of each part of the form and therefore we may have to reject the whole form if there has been a significant delay since the original was signed.

Registration takes at least four weeks. If you need your LPA to be used urgently, it cannot be used during the four week period. If your attorney needs to make decisions urgently, they will have to apply for a Court order.

You do not need to pay a fee until you make an application to register your LPA.

After registration you do not need to inform the OPG every time there is a change of address (or name) of any of the people in your LPA.
The documents required – all in your creation pack

To complete your LPA, use
- the information sheet
- the LPA form and
- the LPA form continuation sheets.
Guidance on using these is covered in Chapters 3 to 5.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Read the information sheet</td>
</tr>
<tr>
<td>2</td>
<td>You complete LPA form part A</td>
</tr>
<tr>
<td>3</td>
<td>Your certificate provider(s) complete LPA form part B</td>
</tr>
<tr>
<td>4</td>
<td>Each attorney completes a copy of LPA form part C</td>
</tr>
</tbody>
</table>

To register your LPA, use
- Form LPA001 ‘Notice of intention to apply for registration’ Form
- LPA002 ‘Application to register a Lasting Power of Attorney’.
See ‘Guidance on registering an LPA’ in the creation pack.

You or your attorney(s) register, to make your LPA usable.
You are advised to include all the pages from your competed LPA form. This includes the cover sheet which asks you about how many attorneys and replacement attorneys you are appointing and the second page which starts with ‘Information you must read’.

If you change your mind about the contents of your LPA after it has been registered, you can revoke it if you have the capacity to do so. You should also contact the OPG for information on how to get the LPA removed from the register.

For more information on how to get the LPA removed from the register, visit [gov.uk/power-of-attorney](https://www.gov.uk/power-of-attorney).
Chapter 3
How to make your lasting power of attorney – the person who is giving the lasting power of attorney, the donor / part A
In summary
Your lasting power of attorney creation pack includes this information sheet. You do not need to include this information sheet when you submit your application. It summarises all the people involved in the creation of your lasting power of attorney. It explains what each person’s role is, and how many people you need. It also explains the three parts of the lasting power of attorney form (A – the blue pages, B – the green pages, and C – the yellow page), and who completes each part. (The OPG will accept completed LPA forms printed from a pdf on a black and white printer.)

Use this sheet as a reference:
- When you are choosing your attorneys, people to be told, certificate provider(s) etc.
- When you are filling in your lasting power of attorney.

Each role in detail
For detailed information about each role, and how to choose people for each role, see the following pages within this guidance:
- Attorneys: see page 13
- Replacement attorneys: see pages 15-17
- People to be told: see page 26
- Certificate providers: see page 31
- Witnesses: see page 28

The detail: continuation sheets
The lasting power of attorney form comes with continuation sheets which allow you to provide information in a way that will help the registration process.

Your completed lasting power of attorney must be made up of your completed form and any completed continuation sheets – you should not provide additional information on any pieces of paper other than the sheets provided (or copies of them).

Continuation sheet A1 allows you to nominate more attorneys, replacement attorneys, or people to be told. You can
- fill in any number of people on this sheet (bearing in mind that you cannot have more than five people to be told)
- attach as many sheets as you need.

Continuation sheet A2 allows you to provide more information about how you want your attorneys to make decisions on your behalf. You can
- provide as much additional information as you like on this sheet
- attach as many sheets as you need.

Continuation sheet A3:HW should only be used if you cannot sign or make a mark. If needed, only one copy of this sheet should be attached.

Continuation sheet B should only be used if you have no people to be told, and therefore need to nominate a second certificate provider. If needed, only one copy of this sheet should be attached.

Continuation sheet C is not applicable to a health and welfare LPA.
Chapter 3: How to make your lasting power of attorney: the donor/part A

Guidance for people who want to make a lasting power of attorney for health and welfare

About page 1

In summary
This is page one of the three part form you use to make your LPA.
This guidance document is the 'relevant guidance' referred to here.

Lasting power of attorney for health and welfare

About this lasting power of attorney
This lasting power of attorney allows you to choose people to act on your behalf (as attorneys) and make decisions about your health and personal welfare, when you are unable to make decisions for yourself. This can include decisions about your healthcare and medical treatment, decisions about where you live and day-to-day decisions about your personal welfare, such as your diet, clothes or daily routine.

If you also want someone to make decisions about your property and financial affairs, you will need a separate form (downloadable from our website or call 0300 456 0300).

Who can fill it in?
Anyone aged 18 or over, who has the mental capacity to do so.

Before you fill in the lasting power of attorney:
1. Please read the guidance available at gov.uk/power-of-attorney or by calling 0300 456 0300. See, for example, the Lasting power of attorney creation pack or other relevant guidance booklets which are all available online or by post.
2. Make sure you understand the purpose of this lasting power of attorney and the extent of the authority you are giving your attorneys.
3. Read the separate Information sheet to understand all the people involved, and how the three parts of the form should be filled in.
4. Make sure you, your certificate provider(s), and your attorney(s) have read the section on page 2 called Information you must read before filling in their relevant part.

This lasting power of attorney could be rejected at registration if it contains any errors.

Completion tips
Don’t fill in the checklist until you have finished filling in the form and completed your LPA. It summarises all the people involved in your LPA and allows you to note how many continuation sheets (if any) your LPA has.

Registration is not dependent on completion of this checklist, but it is a useful check that you have filled in your LPA form correctly. It also reduces potential fraud (by making it harder for someone to amend any pages of your LPA). It is therefore advisable to include both this page and the following page when you send the application in for registration.

Guidance for people who want to make a lasting power of attorney for health and welfare

Need help? 0300 456 0300 gov.uk/power-of-attorney

page 11 of 44
Chapter 3: How to make your lasting power of attorney: the donor/part A

About page 2

In summary

Because the LPA form is a powerful legal document, some key aspects of the Mental Capacity Act 2005 must be read by everyone involved in making an LPA. (Alternatively the information can be read to you.)

After reading this page, if you feel unsure about any aspect of making your LPA, you are advised to read this guidance booklet throughout – it should provide answers to most questions you may have. If you still feel unsure,

• obtain legal advice
• contact the OPG on 0300 456 0300.

To avoid rejection of your LPA when applying to register …

Make sure you follow the instructions on how to fill in the form.

Guidance for people who want to make a lasting power of attorney for health and welfare

Need help? 0300 456 0300  gov.uk/power-of-attorney  page 12 of 44
Chapter 3: How to make your lasting power of attorney: the donor/part A

Guidance for people who want to make a lasting power of attorney for health and welfare

About page 3

**In summary**

In section 1, fill in details about you (i.e. the person who is giving the lasting power of attorney, the ‘donor’), making sure you provide your usual address.

In section 2, fill in details of the person(s) you have chosen to make decisions for you (i.e. your attorney(s)) about your health and welfare.

---

To avoid rejection of your LPA when applying to register...

Make sure that you provide details of named individuals (i.e. not a title, like ‘Director of Social Services’, or the name of a firm of solicitors).

---

To avoid problems with your LPA when applying to register...

If you have only one attorney, make sure you cross through the second attorney.

You can have as many attorneys as you like. Supply their details on continuation sheet A1 if you are appointing more than two.

Make sure you complete the date of birth field for each attorney or the appointment may be invalid.

---

The detail: choosing your attorney(s)

Being your attorney is an important role. You need to be sure that the person you choose knows you well enough to make decisions on your behalf that are in your best interests. You must be able to trust them.

You also need to make sure that the person is happy to take on the role. Get them to read Chapter 5 of this guide, for example. They sign part C of your LPA form to confirm that they understand their role and responsibilities.

Once your LPA has been registered, when you lack mental capacity, the person will be able to make all decisions about your health and welfare on your behalf – unless you specify otherwise in your LPA form (see page 23 for how to make restrictions and conditions).

Your attorney(s) could be anyone aged 18 or over, for example:

- a family member
- a friend
- a health or social care professional
- your spouse, partner, or civil partner.

If you choose your spouse or civil partner, bear in mind that if the relationship is legally ended, your LPA will become unusable unless you:

- include a condition in your LPA that they can continue to act as your attorney (see page 23)
- appoint a replacement attorney (see page 15)
- have appointed more than one attorney, and have indicated in section 4 that you would like them to act jointly and severally (see pages 18-19).

**Who you cannot choose to be your attorney**

You cannot choose anyone who:

- is under the age of 18
- lacks mental capacity.
Example: appointing one attorney

**Part A** Declaration by the person who is giving this lasting power of attorney

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALISON LOUISE</td>
<td>38 LONDON ROAD POST\n</td>
</tr>
<tr>
<td>WILSON</td>
<td>0753678792</td>
</tr>
</tbody>
</table>

**Thinking about your attorneys**

- You can appoint more than one attorney if you want to. You do not have to appoint more than one attorney.
- Each attorney must be aged 18 or over. Choose people you know and trust to make decisions for you.
- You are recommended to read the separate guidance for people who want to make a lasting power of attorney for health and welfare.

Your first or only attorney

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHEILA</td>
<td>45 LANDISBROOK RD</td>
</tr>
<tr>
<td></td>
<td>BATH AVON</td>
</tr>
</tbody>
</table>

**Declaration by the person who is giving this lasting power of attorney**

- Your first or only attorney
- Your second attorney

---

Example: appointing three attorneys

**Part A** Declaration by the person who is giving this lasting power of attorney

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN WILLIAM</td>
<td>45 LANDISBROOK RD</td>
</tr>
<tr>
<td></td>
<td>BATH AVON</td>
</tr>
</tbody>
</table>

**Thinking about your attorneys**

- You can appoint more than one attorney if you want to. You do not have to appoint more than one attorney.
- Each attorney must be aged 18 or over. Choose people you know and trust to make decisions for you.
- You are recommended to read the separate guidance for people who want to make a lasting power of attorney for health and welfare.

Your first or only attorney

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHEILA</td>
<td>45 LANDISBROOK RD</td>
</tr>
<tr>
<td></td>
<td>BATH AVON</td>
</tr>
</tbody>
</table>

**Declaration by the person who is giving this lasting power of attorney**

- Your first or only attorney
- Your second attorney

---

**A1** Continuation sheet A1 – Additional people

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN WILLIAM</td>
<td>45 LANDISBROOK RD</td>
</tr>
<tr>
<td></td>
<td>BATH AVON</td>
</tr>
</tbody>
</table>

**Thinking about your attorneys**

- You can appoint more than one attorney if you want to. You do not have to appoint more than one attorney.
- Each attorney must be aged 18 or over. Choose people you know and trust to make decisions for you.
- You are recommended to read the separate guidance for people who want to make a lasting power of attorney for health and welfare.

Your first or only attorney

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHEILA</td>
<td>45 LANDISBROOK RD</td>
</tr>
<tr>
<td></td>
<td>BATH AVON</td>
</tr>
</tbody>
</table>

**Declaration by the person who is giving this lasting power of attorney**

- Your first or only attorney
- Your second attorney

---
Chapter 3: How to make your lasting power of attorney: the donor/part A

About page 4

In summary

In section 3, fill in details of the person(s) you have chosen to make decisions for you when your attorney(s) cannot act for you any more.

Completion tips

If you have no replacement attorneys, make sure you cross through the whole of section 3.

You can have as many replacement attorneys as you like (but this may impact on the effective operation of your LPA). Supply their details on continuation sheet A1 if you are appointing more than one.

If you have appointed a sole attorney and more than one replacement attorney you should state in section 4 (see pages 18-19) whether you want them to act

- jointly
- jointly and severally
- jointly for some decisions, and jointly and severally for others.

If you don’t, they will act jointly in the event of the sole attorney’s appointment ending.

If you have appointed more than one original attorney and more than one replacement attorney, you should set out the order in which the replacements should act.

For example, if you appoint your spouse and child as your original attorneys and your grandchildren as the replacements, you could say that your grandchildren are to replace the first original attorney who is unable to act or they are to step in only when both original attorneys are unable to act. In the event that one of your attorneys becomes unable to act and in the absence of any direction from you on the order in which your replacement attorneys should act, they will all be able to start acting. The order in which you list the replacements is not a sufficient indication that you intend them to act in that order.

The detail: choosing your replacement attorney(s)

At some point, your attorney(s) might not be able to make decisions for you. There are a lot of reasons why this could happen: for example, they could die, they could lack mental capacity themselves, or could just decide that they do not want to act for you any more.

Having at least one replacement attorney means that when this happens, your LPA will continue to be usable, because you have a replacement person to make decisions for you instead.

For example, if you choose your spouse to be your attorney, you might choose a son or daughter as your replacement attorney if your spouse dies.

When choosing replacement attorney(s), the same issues apply as for choosing your attorneys (see page 13). (So, in summary, you can choose anyone who is 18 or over, and you need to be sure they understand their role and responsibilities, that they agree to being appointed, and get them to sign part C of your forms.)

If you decide to appoint a replacement attorney, they will not make any decisions for you until they are needed to replace your attorney(s).

You cannot appoint a replacement attorney:

- to make decisions for you when your attorney is still able to act (for example, when on holiday, or unavailable for some reason)
- to take over from another replacement attorney.

Once you have signed and dated your LPA you cannot make any amendments – this includes adding or changing replacement attorneys.

Once your LPA has been registered, someone will need to inform the OPG if a replacement is to act. They will ask you to return the LPA, attach a note, update the LPA register, and send it back to you.
### Example: appointing one replacement attorney

<table>
<thead>
<tr>
<th>Name of person who is giving this lasting power of attorney</th>
<th>Address and postcode of their home</th>
<th>Date of birth of the person giving this lasting power of attorney</th>
<th>Other details about this person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Sunderland</td>
<td>45 Landsbrooke Road, Bath, BA9 2PP</td>
<td>24th September 1963</td>
<td>This section of form is not needed</td>
</tr>
</tbody>
</table>

### Example: appointing two replacement attorneys

<table>
<thead>
<tr>
<th>Name of person who is giving this lasting power of attorney</th>
<th>Address and postcode of their home</th>
<th>Date of birth of the person giving this lasting power of attorney</th>
<th>Other details about this person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Sunderland</td>
<td>45 Landsbrooke Road, Bath, BA9 2PP</td>
<td>24th September 1963</td>
<td>This section of form is not needed</td>
</tr>
</tbody>
</table>

If you are appointing more than one replacement, use continuation sheet A1 to tell us about your other replacement attorneys.
## Completion tips

### About filling in completion sheets

Fill in as many additional people as you like on continuation sheet A1 – you don’t need a fresh sheet for each one.

Make sure it is clear what role you have chosen each person for.

---

### To avoid rejection of your LPA when applying to register …

Continuation sheets can only be used for one LPA. If you are making two LPAs you must use separate copies of the continuation sheet(s).

Make sure each continuation sheet clearly states the person whose LPA it belongs with.

Your signature and date on all your A1 continuation sheets must be the same as your signature and date at the end of part A. If the form is not signed or not dated, it will be treated as invalid.

---

### Example: specific instructions for how two replacement attorneys replace two attorneys

**A1 Continuation sheet A1 – Additional people**

Use this continuation sheet if you have named two replacement attorneys, replacement attorneys, or people to be told.

- Make copies of this sheet before signing it. If you need more than one sheet, all copies should be signed.

For each additional person, provide the following details:
- Whether you want them to act as an attorney, replacement attorney or person to be told
- If you don’t make your requirements for each person clear, this lasting power of attorney could be rejected at registration
- Their title, full name, address (including postcode)
- Their date of birth

For example:
- Third attorney
  - Mr John Smith
  - 38 London Street, Posttown, PC6 9ZZ
  - 19 January 1960
- Second replacement attorney
  - Mrs Susan Jones
  - 27 Lincoln Road, Posttown, PC7 9XX
  - 12 December 1962

**About you**

Name of person who is giving this lasting power of attorney

Date signed or marked

DDM MYYYY

Signed or marked by (or signed by the direction of) the person giving this lasting power of attorney

Signature (or mark) of the person who is giving this lasting power of attorney

Please attach this sheet to the back of your lasting power of attorney and number your continuation sheets consecutively.

This is continuation sheet number

Total number of continuation sheets

---

**Example:**

**MY SECOND REPLACEMENT ATTORNEY IS:**

**MR. TREVOR WINSTON**

39 CARTER CRESCENT

LEEDS, LS6 7BG

D.O.B: 10-OCTOBER-1957

My two replacement attorneys are to replace both original attorneys only when they are both unable to act. (I do not want either of my replacement attorneys to replace a single attorney who is unable to act.)

**JOHN WILLIAM DAVIES**

Signed or marked 26.10.2009

John Davies

[Specific instructions for how two replacement attorneys replace two attorneys]

---

Guidance for people who want to make a lasting power of attorney for health and welfare

Need help? 0300 456 0300  gov.uk/power-of-attorney

Page 17 of 44
Guidance for people who want to make a lasting power of attorney for health and welfare

Chapter 3: How to make your lasting power of attorney: the donor/part A

About page 5

In summary
If you are appointing only one attorney and no replacements, you can cross through page 5 – the whole of section 4.
If you have appointed more than one attorney, you indicate in section 4 how you want them to act together when making decisions for you. This also applies if you have one attorney and more than one replacement attorney.

To avoid rejection of your LPA when applying to register ...

Choose only one of the three options.
If you tick ‘Jointly and severally’ (the second tick-box) do not list any decisions that you want your attorneys to make jointly. If you do want them to make some decisions jointly and some on their own, you must tick ‘Jointly for some decisions, and jointly and severally for other decisions’ (the third tick-box).

Completion tips
If you only have one attorney and no replacements, make sure you cross through the whole of section 4. Only fill in the lower box if you ticked the third tick-box. You can list as many decisions to be made jointly/jointly and severally as you like – if you run out of space use continuation sheet A2.
If you have more than one attorney, and
• you do not tick one of the boxes, or
• you cross through this section, your attorneys will make decisions jointly.
If you have appointed more than one original attorney and more than one replacement attorney, you should set out the order in which the replacements should act.

In the event that one of your attorneys becomes unable to act and in the absence of any direction from you on the order in which your replacement attorneys should act, they will all be able to start acting. The order in which you list the replacements is not a sufficient indication that you intend them to act in that order.

The detail: how you want your attorneys to make decisions on your behalf
This will depend on how many attorneys and replacement attorneys you are appointing, how happy you are for individuals to make decisions, the individuals themselves, and how quickly you might need them to make decisions, for example.

Jointly
Choosing this option means that all your attorneys must always make all decisions together. If one of your attorneys does not agree with something, that decision cannot be made on your behalf.
You might choose this option, for example, if you want to be sure that your attorneys are in agreement about every decision. However, bear in mind that:
• getting agreement of all your attorneys could take extra time, and delay otherwise straightforward decisions that could (or may need to) be taken very quickly even if there is no disagreement
• if your attorneys cannot work together, your LPA may be cancelled
• if one of your attorneys dies or can no longer act, your LPA will be cancelled unless a replacement attorney has been appointed. In such a case the surviving original attorney(s) can no longer act and the replacement attorney will step in and act alone.
### Jointly and severally

Choosing this option means that all your attorneys can act together or independently for all decisions. So, any one of your attorneys can make any decision on your behalf.

You might choose this option if, for example:

- one of your attorneys is closely involved in your welfare, and you trust them to make your decisions on their own
- one of your attorneys is frequently unavailable (working abroad, for example)
- you want to ensure that your LPA continues to be workable if one of your attorneys dies.

Many people find this option works best for them.

<table>
<thead>
<tr>
<th>Jointly for some decisions, and jointly and severally for other decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choosing this option means that your attorneys can make some decisions independently. But for other decisions they must all be in agreement.</td>
</tr>
</tbody>
</table>

You might choose this option if, for example, you want your attorneys to

- make decisions about whether to consent to medical treatment on their own
- be in agreement when making more significant decisions – like where you live.

If you choose this option, you need to list all the decisions that can be made

- jointly
- jointly and severally

**Note** that you cannot allocate a particular decision to a specific attorney. For example you cannot say that any decisions about life sustaining treatment must only be made by your first attorney.

Bear in mind that if one of your attorneys dies (or can no longer act on your behalf), the other attorney will not be able to make the decisions you have specified to be taken jointly. In this situation it is advisable to have a replacement attorney. The surviving original attorney(s) may act with the replacement attorney in making decisions which may be taken jointly and severally, but cannot continue to make decisions which were to be taken jointly. The replacement attorney will make those decisions.
Chapter 3: How to make your lasting power of attorney: the donor/part A

Example: choosing attorneys to act jointly for some decisions, and jointly and severally for other decisions

Choosing which decisions must be made jointly and which decisions may be made separately – how this will work in practice

- You should discuss the issues with your attorney(s) and decide which decisions you want your attorneys to make jointly, and which decisions you want them to make separately.
- The consent of both attorneys is needed to make decisions jointly.
- The consent of one attorney is needed to make decisions separately.

My attorneys must act jointly in relation to decisions about where I live, and may act jointly and severally for everything else.

If you need more space, use continuation sheet A2

Helpline 0300 456 0300
gov.uk/power-of-attorney

Valid only with Office of the Public Guardian stamp
Chapter 3: How to make your lasting power of attorney: the donor/part A

To avoid rejection of your LPA when applying to register …

Make sure your witness writes their name and address clearly and legibly. Your chosen attorney(s) or replacement attorney(s) cannot act as a witness.

### Option A

**I want to give my attorneys authority to give or refuse consent to life-sustaining treatment on my behalf.**

- **Signed in the presence of a witness by the person who is giving this lasting power of attorney.**
- **Your signature or mark.**

**Who can be a witness?**

- **You must be 18 or over.**
- **You cannot be an attorney or replacement attorney named at part A or any continuation sheets A to this part of the form.**
- **You must have been asked to be the certificate provider of the last will you had an interest in and so have been asked to act.**
- **A person to be told when the application to register this lasting power of attorney is made can be a witness.**

**Witnessed by**

- **Signature of witness.**

**Date signed or marked**

- **The date you sign this form must be the same as the date you sign or mark section 10 Declaration.**

### Option B

**I do not want to give my attorneys authority to give or refuse consent to life-sustaining treatment on my behalf.**

- **Signed in the presence of a witness by the person who is giving this lasting power of attorney.**
- **Your signature or mark.**

**Date signed or marked**

- **The date you sign this form must be the same as the date you sign or mark section 10 Declaration.**

### Guidance

**About page 6**

**In summary**

Read the information at the top of this page, and decide if you want your attorney(s) to give or refuse consent to life-sustaining treatment on your behalf.

This is an extremely important feature of your LPA and we recommend that you read all of this page of guidance before making your decision.

If you decide that you do – sign and date at Option A.

If you decide that you don’t – sign and date at Option B.

Your witness signs at the same time.

**Completion tips**

If you are not able to sign or make a mark, choose another person to sign on your behalf, and use continuation sheet A3:HW, crossing through the whole of page 6.

Don’t sign both option boxes.

If you leave both option boxes blank, Option B will apply to your LPA, and your attorney(s) will not be able to give or refuse consent to life-sustaining treatment.

If you choose Option A you should make absolutely clear in Section 6 (see page 24) any restrictions or guidance relating to this.

**The detail: life-sustaining treatment**

Life-sustaining treatment means any treatment that a doctor considers necessary to keep you alive, for example:

- a serious surgical operation, like a heart bypass
- receiving chemotherapy, radiotherapy, or other cancer treatment or surgery
- an organ transplant.

However, if you have breathing problems and develop pneumonia, a simple course of antibiotics could be regarded as life-sustaining.

Artificial nutrition or hydration (ANH) can also be life-sustaining. ANH is food and water given to someone other than by their mouth.

In a health and welfare LPA your attorney(s) can only make decisions on your behalf – whether about life-sustaining treatment or not – once you lack mental capacity. This is an important safeguard.

Your attorneys cannot make decisions about life-sustaining treatment on your behalf unless you specifically state in your LPA that you do want them to.

You do this by signing Option A. This would allow your attorney(s) to decide to withdraw treatments like ANH in situations where it has become a burden or is not working.

If you don’t want your attorney(s) to make decisions about life-sustaining treatment and sign Option B, your doctors will make the decision. They will carry out a best interests assessment – taking into account the views of your attorney(s) and others involved in your welfare.

**The detail: being a witness**

Your witness is someone who signs your LPA to confirm that they witnessed you signing and dating it.

The same person could witness your signature here and at the end of part C (see page 36). If you have separate witnesses the relevant person must see you sign and date that part of the form.
Example: Option A signed, dated and witnessed

About life-sustaining treatment
Life-sustaining treatment means any treatment that a doctor considers necessary to keep you alive. Whether the treatment is life-sustaining is the specific subject. Some treatments may be life-sustaining in one situation but not in another.

You must choose Option A or Option B. Your attorneys can only make decisions about life-sustaining treatment if you choose Option B. If you choose Option B, your doctors will take into account any advance decision you have made on the same subject. Some treatments will be life-sustaining in some situations but not in others.

You must be 18 or over.

You need to choose whether or not you want to give your attorneys authority to give or refuse consent to life-sustaining treatment on your behalf.

Signed in the presence of a witness by the person who is giving this lasting power of attorney

Your signature or mark is giving this lasting power of attorney

Signed in the presence of a witness by the person who is giving this lasting power of attorney

Your signature or mark

Date signed or marked

The date you sign (or mark) here must be the date you sign and date the declaration in part A.

Valid only with Office of the Public Guardian stamp

Witnessed by

Signature of witness

Kate Baxter

Address and postcode of witness

John Williams

Address and postcode of witness

87 3/4 5th Floor

Bath

45 Croft Down Road

Bath

Postcode

BA1 2NF

19 January 1960

A3:HW

0300 456 0300
gov.uk/power-of-attorney

Example: Option A signed, dated and witnessed on behalf of someone who cannot sign or make a mark

About the additional people

If you cannot sign or make a mark use the following details

• Name of person who is giving this lasting power of attorney

• Their title, full name, address (including postcode)

• Their date of birth

• Restrictions and conditions

• Any other information you want your attorneys to know

For each additional person, provide the following details

• Name of person who is giving this lasting power of attorney

• Their title, full name, address (including postcode)

• Their date of birth

• Restrictions and conditions

• Any other information you want your attorneys to know

For example:

• Third attorney

• 366 Jonet Street

• Bath, Somerset, PCA 562

• 19 January 1960

• Third replacement attorney

• 42 John Street

• Bath, Somerset, PCA 562

• 12 December 1962

For example:

Third attorney

366 Jonet Street

Bath, Somerset, PCA 562

19 January 1960

Third replacement attorney

42 John Street

Bath, Somerset, PCA 562

12 December 1962

Make copies of this sheet before filling it in if you need more than one sheet.

Completion tips
Fill in your name – the donor – the person giving the LPA.

Guidance for people who want to make the lasting power of attorney for health and welfare

Need help? 0300 456 0300 gov.uk/power-of-attorney
**About page 7**

**In summary**

In section 6, fill in details about any restrictions or conditions which your attorneys must follow when they make decisions for you, making sure they will work in practice.

In section 7, fill in details of any guidance you want your attorneys to take into account when they make decisions for you.

Restrictions and conditions are legally binding and must be followed. Guidance is not binding.

In section 8, fill in details about what payment you have agreed that should be made to your attorneys for the decision-making they do on your behalf.

---

**To avoid rejection of your LPA when applying to register …**

Make sure that you explain restrictions and conditions clearly and in such a way that third parties, such as health care professionals for example, can easily follow them without confusion.

If your LPA contains a restriction that will not work in practice, it may not be registered — and may result in a delay in the time taken for your LPA to be usable. (This can also lead to additional costs.)

If you are in any doubt about this, you are advised to seek professional advice.

Restrictions and conditions that will not work include asking your attorneys to require doctors to give you particular treatments. You can see many examples of invalid restrictions by looking at the 'Orders made by the Court of Protection' pages on the Justice.gov.uk website.

The most common example is stating that a specific professional advice.

An example of a typical, useful, restriction, would be one which states that your attorney(s) must not consent to any life-sustaining treatment if you are in a persistent vegetative state.

Bear in mind that any restrictions and conditions which you fill in here are binding — your attorneys must follow them.

---

**The detail: restrictions and conditions**

If you leave this box blank, or cross through it, once your LPA has been registered and you lose capacity, your attorney(s) will be able to make all decisions about your health and welfare on your behalf.

Filling in this box gives you the opportunity to specify:

- procedures they **must** follow (not consenting to medical treatment involving blood products, for example, as this might be against your religion)
- advice they **must** seek (consulting your doctor’s opinion over decisions about moving you into residential care, for example).

An example of a typical, useful, restriction, would be one which states that your attorney(s) must not consent to any life-sustaining treatment if you are in a persistent vegetative state.

Bear in mind that any restrictions and conditions which you fill in here are binding — your attorneys must follow them.
Completion tips

If you do not want to impose any restrictions, provide guidance, or make payment to your attorneys, make sure you cross through each box.

A requirement that cannot be incorporated as a restriction can often be achieved as guidance. For example, if you have 3 attorneys acting jointly and severally, you cannot include a ‘restriction and condition’ that two of them must act jointly in relation to decisions about moving into residential care. It is possible, however, to state in the ‘guidance for your attorneys’ that you wish them to work together for decisions of this kind.

You can list as many restrictions, guidance notes, and payment notes as you like – if you run out of space use continuation sheet A2. (Bear in mind that making lots of restrictions and guidance could result in your LPA being impractical.)

The detail: guidance

Giving guidance about how you want your attorney(s) to act is not binding. Filling in this box gives you the opportunity to provide broader information that you would like your attorney(s) to consider when making decisions on your behalf. For example,

- your views on different medical treatments
- areas you prefer to live in
- your preferences for regular exercise
- preferred helpers or care workers
- who you would like your attorney(s) to consult.

Guidance is anything that you feel will help your attorney(s) when making decisions in your best interests.

The detail: payment

You should discuss and agree with your attorney(s) before completing your LPA, whether they are to be paid for acting on your behalf.

Your attorney(s) do not have to be paid. And you can, for example, decide to pay each of your attorneys differently. Payment is not usual for a health and welfare attorney.

All attorneys can claim reasonable out-of-pocket expenses that they incur whilst acting on your behalf.
Example: restrictions, guidance, and payment

**About restrictions and conditions**

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

*If you need more space, use continuation sheet A2*

---

**About guidance to your attorneys**

*My further guidance is as follows:*

1. I prefer to live within 5 miles of my sister.
2. I prefer to be prescribed generic medicines where they are available.

*Continued on sheet A2*

*If you need more space, use continuation sheet A2*

---

**About paying your attorneys**

*Each attorney should be paid a single fee of £1000 each year, the payment to be made on 20 December each year.*

*If you need more space, use continuation sheet A2*

---

*Help line 0300 456 0300  gov.uk/power-of-attorney*
Chapter 3: How to make your lasting power of attorney: the donor/part A

About page 8

In summary

Fill in details of the person(s) who you know well, and who you would like to be given the opportunity to raise any concerns before your LPA is registered.

If you do not want any people to be told at that time, cross through page 8 – the whole of section 9.

To avoid rejection of your LPA when applying to register …

If you do not want any people to be told when your LPA is registered, you must have two certificate providers – one to complete part B and the second to complete continuation sheet B (for guidance on certificate providers see page 31).

It’s not essential, but it’s a good idea to mention who you have appointed as attorney(s), and as certificate provider, when you discuss your LPA with your people to be told – so that they may raise any concerns.

Make sure that you provide details of named individuals (i.e. not a title, like ‘Director of Social Services’, or the name of a firm of solicitors).

Completion tips

If you have only one person to be told, make sure you cross through the second one.

You can choose up to five people to be told. Supply their details on continuation sheet A1 if you are appointing more than two.

If contact details change for any of your people to be told after you have completed your LPA and before it is registered, do not make any changes to your LPA. This would make it invalid. Instead, record any changes on a separate sheet of paper, and keep this with your LPA.

Your people to be told could die, or move away – this is a good reason to register your LPA straightaway.

The detail: choosing your people to be told

To make sure that someone hasn’t put you under pressure to make your LPA you can choose up to five people to be told about it when an application is made to register it. This is an important safety aspect of your LPA.

When an application is made to register your LPA each of your people to be told are contacted by you or your attorney(s) using form LPA001. They are given three weeks (from the day on which the notice is given) to raise any concerns (for detailed information on this see this guidance, Chapter 6).

Your people to be told do not have to do anything when they receive your LPA001 notice form – but they have the opportunity to raise any concerns. It is therefore advisable to ask the individual if they are happy to take on this role before naming them here. It is also advisable that your people to be told are over the age of 18.

You can choose anyone who knows you well enough to be able to raise any concerns that they might have about your LPA. Let them know that you would like them to perform this role. So that they understand what they are being asked to do, get them to read Chapter 1 of this guidance. And if they are not happy to do this for you, choose someone else.

Your people to be told could (and will often) be:
• family members
• friends.

You cannot choose:
• your chosen attorney(s)
• your chosen replacement attorney(s).
### Example: appointing one person to be told

**Name of person who is giving this lasting power of attorney:**

JOHN WILLIAM DAVIES

**Date signed or marked:**

19 January 1960

**Signature (or mark) of the person who is giving this lasting power of attorney:**

[Signature]

**Number of other people to be told named in continuation sheet A1 attached to this lasting power of attorney:**

TWO

**Person to be told:**

SHEILA

**Address and postcode of person to be told:**

45 LANDBROOKE ROAD, BATH, AVON, BA1 9PR, 89 PRINCES AVE, NEWCASTLE, NE4 7PQ,

**Other people to be told:**

[Signature]

[Signature]

### Example: appointing five people to be told

**Name of person who is giving this lasting power of attorney:**

ANDREW ROBERT

**Date signed or marked:**

14 January 1960

**Signature (or mark) of the person who is giving this lasting power of attorney:**

[Signature]

**Number of other people to be told named in continuation sheet A1 attached to this lasting power of attorney:**

THREE

**Person to be told:**

SHEILA

**Address and postcode of person to be told:**

45 LANDBROOKE ROAD, BATH, AVON, BA1 9PR

**Other people to be told:**

[Signature]

[Signature]

### A1 Continuation sheet A1 – Additional people

Use this continuation sheet for details of replacement attorneys or people to be told. Make copies of this sheet before filling it in if you need more than one sheet.

**For each additional person, provide the following details:**

- **Name of person who is giving this lasting power of attorney:**
- **Date signed or marked:**
- **Signature (or mark) of the person who is giving this lasting power of attorney:**
- **Number of other people to be told named in continuation sheet A1 attached to this lasting power of attorney:**
- **Person to be told:**
- **Address and postcode of person to be told:**
- **Other people to be told:**

**For example:**

- **Name of person who is giving this lasting power of attorney:**
  - Mr John Smith
- **Date signed or marked:**
  - 24 February 1960
- **Signature (or mark) of the person who is giving this lasting power of attorney:**
  - [Signature]
- **Number of other people to be told named in continuation sheet A1 attached to this lasting power of attorney:**
  - THREE
- **Person to be told:**
  - SUE BUTLER
  - Address and postcode of person to be told: 45 LANDBROOKE ROAD, BATH, AVON, BA1 9PR
  - [Signature]
- **Other people to be told:**
  - [Signature]
About page 9

In summary

After you have completed pages 3 to 8 (i.e. part A) of your LPA, read the declaration on page 9. If you are then happy with the contents of your LPA, choose someone to act as a witness.

You and your witness then sign and date section 10. You must do this before your certificate provider signs part B and your attorneys sign part C.

Completion tips

If you are not able to sign or make a mark, choose another person to sign on your behalf, and use continuation sheet A3:HW, crossing through the whole of page 9.

The phrase ‘signed (or marked) by the person giving this lasting power of attorney and delivered as a deed’ is a legal phrase that gives legal formality to your LPA.

To avoid rejection of your LPA when applying to register …

Make sure your witnesses write their name and address clearly and legibly.

Your chosen attorney(s) or replacement attorney(s) cannot act as a witness to your signature.

Guide for people who want to make a lasting power of attorney for health and welfare
Chapter 3: How to make your lasting power of attorney: the donor/part A

Guidance for people who want to make a lasting power of attorney for health and welfare

Page 9 completed examples

Example: part A signed, dated, and witnessed

Page 9 of 12

Lasting power of attorney for health and welfare

Before signing please check that you have:
• filled in every answer that applies to you
• crossed through any answers that do not apply to you
• filled in any continuation sheets
• crossed through any mistakes you have made
• initialed any changes you have made.

No changes may be made to the lasting power of attorney and no continuation sheets may be added after part A has been filled in and signed. If any change appears to have been made in part A then a fresh lasting power of attorney must be completed.

By signing (or marking) on this page, or by directing someone to sign continuation sheet A3:HW, I confirm all of the following:

Statement of understanding
I have read or had read to me:
• the section called ‘Information you must read’ on page 2
• all information contained in part A and any continuation sheets to part A of this lasting power of attorney.

People to be told when the application to register this lasting power of attorney is made
I have chosen the people to be told, and have chosen one person to sign the certificate of understanding at part B.

I do not want anyone to be told, and have chosen two people to sign certificates of understanding at part B.

If you cannot sign this lasting power of attorney you can make a mark instead.

No changes may be made to this lasting power of attorney and no continuation sheets may be added after part A has been filled in and signed. If any change appears to have been made, this lasting power of attorney will not be valid and will be rejected when an application is made to register it.

Signed (or marked) by the person giving this lasting power of attorney and delivered as a deed.

Date signed or marked

Sign section 5 (witnessing Option A or Option B) at the same time as you sign part A here.

Witnessed by

Signature of witness

Full names of witness

Address and postcode of witness

Example:

part A signed, dated, and witnessed

Help line 0300 456 0300

gov.uk/power-of-attorney

Need help? 0300 456 0300  gov.uk/power-of-attorney
Chapter 4
How to make your lasting power of attorney –
certificate providers/part B

Guidance for certificate providers
Guidance for people who want to make a lasting power of attorney for health and welfare

Chapter 4: How to make your lasting power of attorney: certificate providers/part B

About pages 10 and 11

In summary

All certificate providers should read and understand parts A and B of your LPA, fill in one of the boxes on page 10, and then fill in, sign, and date page 11. If in part A you decided not to have any people to be told, a second certificate provider does the same with continuation sheet B (which is two pages).

Your certificate provider(s) should complete part B as soon as possible after you sign part A. You could get your certificate provider to witness your part A signature, and then complete part B at the same time.

To avoid rejection of your LPA when applying to register …

Part B (and part C) must be kept with all the other pages of your LPA: without them your LPA cannot be registered. The LPA could also be rejected if there is a significant time delay between completion of each part of the form.

You cannot choose anyone who is listed here to be your certificate provider.

If your chosen certificate provider knows you personally, they must be one of the following:

- someone related by marriage (such as a son-in-law or daughter-in-law)
- a business partner or paid employee of the donor or any of their attorneys or replacements
- a family member related to the donor or any of their attorneys
- an independent Mental Capacity Advocate (IMCA)
- a solicitor, barrister, or advocate
- a registered social worker
- someone who considers that they have the relevant professional skills and can specify what they are

Family members, who cannot be a certificate provider, include, for example:

- spouse or civil partners (or people living together as such)
- unmarried partner (whether or not living at the same address as the donor)
- children, grandchildren
- parents, grandparents
- brothers, sisters (including half-brothers and half-sisters)
- aunts, uncles
- nieces, nephews
- someone related by marriage (such as a son-in-law or daughter-in-law)
- Step-parents or Step-children

There are other relationships that the Public Guardian may consider ineligible. The Court may similarly rule on ineligible relationships. It is therefore advisable not to use anybody who has a family connection of any kind.

Completion tips

Make sure you cross through the box that has not been completed on page 10.

Make sure your certificate provider completes both pages – 10 and 11.

The detail:

A certificate provider is someone who you choose, who can confirm that you

- understand your LPA
- have not been put under pressure to make it and that it has not been completed fraudulently. This is an important safety aspect of your LPA.

Who can be a certificate provider

Either someone who

- has known you for at least two years, or
- has relevant skill or knowledge to be able to form a professional judgement about your understanding.

If you choose someone with relevant professional skills, they must be one of the following:

- a registered healthcare professional (your doctor for example)
- a solicitor, barrister, or advocate
- an Independent Mental Capacity Advocate (IMCA)
- someone who considers that they have the relevant professional skills and can specify what they are (in the second box on page 10 of your LPA).
About pages 10 and 11 (continued)

Guidance for certificate providers

Being a certificate provider is an important role. In carrying out the role in a professional capacity, you should have no doubt about the person’s identity.

You need to fully understand what the role involves before agreeing to take it on – and you can refuse to do it if you do not feel able to confirm everything that you are being asked to certify.

In completing part B of the donor’s LPA, you are confirming that in your opinion the donor understands:

• what an LPA is
• the contents of their LPA
• the powers they are giving to their attorney(s), and that
• the donor is not being put under pressure, being tricked, or being forced by someone else to make the LPA, or
• nothing else exists that would prevent the donor’s LPA being created.

To establish the donor’s capacity and understanding, here are some suggested topics to discuss:

What is your understanding of what an LPA is?
• What are your reasons for making an LPA?
• Why have you chosen me to be your certificate provider?
• Who have you chosen to be your attorneys?
• Why them?
• What powers are you giving them?
• In what circumstances should the power be used by your attorneys?
• What types of decision would you like them to make, and what (if any) should they not take?
• If there are any restrictions in the LPA, what do you believe they achieve?
• What is the difference between any restrictions and any guidance made in the LPA?

By signing below, I confirm:

My understanding of the role and responsibilities

I have read part A of this lasting power of attorney, including any continuation sheets.

I have read the section called ‘Information you must read’ on page 2 of this lasting power of attorney.

I understand my role and responsibilities as a certificate provider.

Statement of acting independently

I confirm that I act independently of the attorneys and of the donor and I am not:

• an attorney or replacement attorney named in this lasting power of attorney or any other lasting power of attorney or enduring power of attorney for the donor
• a family member related to the donor or any of their attorneys or replacements
• a business partner or past employee of the donor or any of their attorneys or replacements
• the owner, director, manager or employee of a care home that the donor lives in, or a member of their family.

How you formed your opinion

Before signing this certificate you must establish that the donor understands what it is, the authority they are giving their attorney, and that they are not being influenced into making it.

If someone challenges this lasting power of attorney, you may need to explain how you formed your opinion.

Statement of personal knowledge or relevant professional skills

Please cross through the box that does not apply.

OTHER

I have known the donor for at least two years, in a non-professional capacity. My personal knowledge of the donor is:

OR

I have relevant professional skills. (Please state your profession – for example, a GP or solicitor – and then the particular skills that are relevant to you forming your opinion – for example, a consistent expertise operating in geriatric care.) My professional and particular skills are:

Have the chosen attorneys provided you with answers to any of these questions?
• Do you have any reason to think they could be untrustworthy?
• Do you know when you could cancel the LPA?
• Are there any other reasons why the LPA should not be created?

It is advisable to keep a record of the questions and answers in case someone challenges the donor’s capacity to make an LPA. You could be asked to explain to the Court of Protection how you formed your opinion.

If you have any concerns about the donor’s understanding, or feel that they may be being put under pressure, do not sign. You can discuss your concerns with the OPG.

If you are forming your opinion as someone who has known the donor personally, personal knowledge of the donor could include:

• ‘I have been a neighbour for 5 years, and I have frequently talked at length with the donor’
• ‘We attend the same congregation at church every week’
• ‘I am a close friend who meets the donor in the pub every fortnight. I’ve known him since 1932’.

If you are forming your opinion as someone with relevant professional skills, you should carefully consider whether you have the relevant professional skills to carry out the role.

You are asked to form your opinion at the point in time that the donor signs part A of their form. You will not subsequently be responsible if the donor loses their capacity.
Example: certificate provider with personal knowledge of the donor
Example: second certificate provider, a different person with relevant professional skills

Continuation sheet B – declaration by your second certificate provider: certificate to confirm understanding

By signing below I confirm:

My understanding of the role and responsibilities
I have read part A of this lasting power of attorney, including any continuation sheets.
I have read the section called ‘Information you must read’ on page 1 of this lasting power of attorney.
I understand my role and responsibilities as a certificate provider.

Statement of personal knowledge or relevant professional skills
I certify that, in my opinion, at the time of signing part A:

You must also state if you have relevant professional skills.

I am over 18 years old and capable of understanding the role of a certificate provider. I understand that this lasting power of attorney will not be valid and will be rejected when an application is made to register it.

How you formed your opinion
Before signing this certificate you must establish that the donor understands what it is, the authority they are giving their attorneys, and as much as possible the consequences of this lasting power of attorney being created by the completion of this form.

If someone challenges this lasting power of attorney, you may need to explain how you formed your opinion.

Statement of personal knowledge or relevant professional skills
I have relevant professional skills. (Please state which professional skills you have.)

If someone challenges this lasting power of attorney, you may need to explain how you formed your opinion.

Statement of personal knowledge or relevant professional skills
I have been the donor’s GP for 5 years.

Number each page individually and attach both continuation sheets to the back of your lasting power of attorney after you sign and date the declaration in part A.

This is continuation sheet number 3. Total number of continuation sheets 3.

Name and address of the person who is signing this certificate

Signature of certificate provider

Date signed
Chapter 5
How to make your lasting power of attorney – attorneys/part C
Chapter 5: How to make your lasting power of attorney: attorneys/part C

In summary
After reading the completed Part A your Attorney reads part C and then signs and dates it. If you have more than one attorney then every attorney must read part C and then each must sign and date an individual copy of Part C.

A witness then signs.

To avoid rejection of your LPA when applying to register …
If the date on any attorney declaration is earlier than the date of your signature in part A or your certificate provider’s in part B, your LPA will be rejected. It will also be rejected if there has been a significant delay between the completion of Part B and the completion of Part C. It is therefore advisable to complete Part C as soon as possible after completing Part B.

Part C (and part B) must be kept with all the other pages of your LPA: without them your LPA cannot be registered.

Completion tips
Make sure you have a copy of part C (page 11) for each of your chosen attorneys and replacement attorneys.

Make sure you use the correct Part C if you need to include additional copies. The Health and Welfare Part C is different to the Property and Financial Affairs Part C.

(These copies do not count as continuation sheets to your LPA.)
Make sure each attorney fills in their full name and makes it clear whether they are an attorney or replacement attorney.

The detail: being an attorney
Being an attorney is an important role. You need to fully understand what it involves before agreeing to take on the role – and you can refuse to do it if you feel uncomfortable about it. The donor should discuss their LPA with you.

Attorneys can not use the LPA and start making decisions until it has been registered and the donor lacks mental capacity. The donor or an attorney can apply to register the LPA any time after it has been made.

In completing part C you are declaring that you understand the role and the responsibilities associated with it.

The detail: being a witness
The witness is someone who signs the LPA to confirm that they witnessed your attorney(s) signing and dating it. This is an important safety aspect of your LPA.

The same person could witness both your attorney(s) signature(s) (here), and your signature to part A (see page 28).

If you have two witnesses, one for part A and one for part C, each witness must see the relevant person sign and date that part of the form.
**About page 12 (continued)**

**Additional guidance for attorneys**

For key aspects of the role and responsibilities of an attorney or replacement attorney read the declaration in part C.

**In addition:**

The Mental Capacity Act 2005 and its Code of Practice set out other responsibilities of attorneys, including:

- a duty of care when making decisions on behalf of the donor
- to carry out instructions that the donor has made in their LPA
- a duty not to delegate the powers you have under the LPA unless the LPA says you can
- not to benefit yourself but to benefit the donor – meaning that you should act with honesty and integrity
- keeping the donor’s affairs confidential unless the donor has specified otherwise
- to comply with directions of the Court of Protection
- not to give up your role without discussing it with the donor if possible.

You should read/refer to the Mental Capacity Act Code of Practice (particularly when assessing the donor’s capacity). It can be found at [www.gov.uk/government/publications/mentally-capacity-act-code-of-practice](http://www.gov.uk/government/publications/mentally-capacity-act-code-of-practice)

You may be accountable if you fail to carry out your duties properly.

Having a good understanding of the donor’s past and recent wishes and decision-making will help you make decisions that are in their best interests. And any guidance the donor has to help you do this is included in section 7 of their LPA (see page 24 for further information on the donor’s guidance). You should bear the donor’s guidance in mind when making any decisions on their behalf.

The donor’s instructions in section 4 of their LPA define whether you, as an attorney, make decisions
- jointly
- jointly and severally
- jointly for some decisions and jointly and severally for others.

See pages 18-19 for guidance on how the donor may want you to make decisions together with other attorneys. If you are the only attorney, you will be able to make all the decisions about the donor’s health and welfare that they would have made themselves.

If the donor wants to restrict or limit the decisions you make, their instructions are given in section 6 of their LPA and you must follow them (see page 23 for guidance on restrictions and conditions).

You can only act when the donor lacks capacity. To assess the donor’s capacity consider whether the donor:
- has a general understanding of the decision that needs to be made
- has understanding of the consequences of the decision
- can weigh up information in order to make the decision themselves
- could make the decision themselves if you were to help them
- needs help communicating their decision or thinking.

You can claim reasonable expenses for transport costs, telephone calls, postage etc. that you incur whilst acting on behalf of the donor.

Professional attorneys can charge fees. If you agree fees with the donor, they should record this in section 7 (see payment on page 24 for further information).

If you need to give up the role of attorney:
- before the LPA is registered, you should tell the donor formally using form LPA005
- if the LPA has been registered, you should give formal notice to the donor and the OPG (using form LPA005 available at [www.gov.uk/government/publications/disclaim-a-lasting-power-of-attorney](http://www.gov.uk/government/publications/disclaim-a-lasting-power-of-attorney)).
Additional guidance for attorneys

A health and welfare LPA does not allow you to make decisions about the donor’s property and financial affairs. (A separate property and financial affairs LPA would allow an attorney to make such decisions.)

In making decisions with other attorneys, if you feel another attorney is not acting in accordance with their role and responsibilities you should

• firstly, raise your concern with the attorney, then
• if you are not satisfied with the outcome, contact the OPG.

The same applies if your decision-making is disputed. Keep notes or records of discussions so that you can demonstrate why you made the decision, and

• firstly, raise your concern with the person(s) making the dispute, then
• if you are not satisfied with the outcome, contact the OPG.

Always bear in mind that the key objective at all times is the best interests of the donor.

Even after registering the LPA, you should assume that the donor has capacity to make decisions themselves.

A person should not be treated as unable to make a decision just because they make a decision which, in your opinion, is unwise.

You should only be making decisions for the donor when they are incapable of making them themselves.

The donor may have a gradually degenerating condition, or may have capacity on one day, but not on another. You should devise a strategy for dealing with this that allows you to

• assess their capacity from time to time, and
• support them in making as many decisions as possible for themselves, whilst allowing you to make everyday decisions. For example, decisions about social activities.

You might consider, for example,

• whether the donor has all the relevant information they need to make a decision?
• could the information be presented or explained in ways that would make it easier for them to understand (e.g. by using pictures, photographs, sign language)?
• are there times of the day when the donor is most lucid?
• could the support of a third party (e.g. a relative or friend) help the donor decide?

If the donor disagrees with your decision, and they have capacity, you must go with the donor’s view. If they lack capacity you can make the decision, bearing in mind that donors can inform the OPG if they are unhappy about your decision-making (and the OPG can ask you to explain your decisions).

In deciding what is in the donor’s best interests, bear in mind:

• their past and recent wishes
• any views the donor has expressed in the past
• their beliefs and values
• the views of family members, parents, carers, etc.
• the possibility that the donor could regain capacity
• any other factors that may be specific to a donor’s circumstances
• any guidance in the LPA or other written statement.

There may be occasions when you need to obtain personal or confidential information about the donor from a doctor, consultant, or solicitor, for example. Provided you are acting within the powers of the LPA this is appropriate, but you must only ask for information that is strictly relevant and maintain confidentiality where at all possible.

Under a health and welfare LPA provided the donor has not placed restrictions you can make decisions about:

• Where the donor lives – but since this may impact on selling their house you should discuss the decision with the donor’s property and financial affairs attorney(s) if they have a property and financial affairs LPA as well.
• Refusing consent to medical treatment.
• Deciding what sort of care would be most suitable.

You can only make decisions about life sustaining treatment if the donor has indicated that they want you to by signing Option A in section 5 of the LPA. In making such decisions you must not be motivated by a desire to bring about the person’s death.

You cannot make decisions about:

• consenting to marriage or a civil partnership
• consenting to a decree of divorce (or civil partnership dissolution) based on two years’ separation
• consenting to sex
• medical treatment for a mental disorder if the treatment is regulated by Part 4 of the Mental Health Act 1983.
Chapter 5: How to make your lasting power of attorney: attorneys/part C

Guidance for people who want to make a lasting power of attorney for health and welfare

**Part C**

**Declaration by each attorney or replacement attorney**
Your attorney(s) and replacement attorney(s) sign and date this part.

By signing below I confirm all of the following:

**Understanding of role and responsibilities**

I have read the section called ‘Information you must read’ on page 2 of this lasting power of attorney.

- I understand my role and responsibilities under the lasting power of attorney, including:
  - I have a duty to act based on the principles of the Mental Capacity Act 2005 and have regard to the Mental Capacity Act Code of Practice.
  - I can make decisions and act only when this lasting power of attorney has been registered and when the person who is giving this lasting power of attorney lacks mental capacity.
  - I must make decisions and act in the best interests of the person who is giving this lasting power of attorney.

**Further statement of replacement attorney**

If an original attorney’s appointment is terminated, I will replace the original attorney if I am still eligible to act as an attorney.

I have the authority to act under this lasting power of attorney only after an original attorney’s appointment is terminated and I have notified the Public Guardian of the event.

**For this lasting power of attorney to be valid and registered**

- This part should not be signed before Part A or Part B have been completed, signed and dated.

- **Signed or marked by the attorney or replacement attorney as a deed and delivered (or if to be signed at their direction refer to separate guidance)**

- **Signature of witness**

- **Address and postcode of witness to the attorney’s or replacement attorney’s signature**

- **Declaration by each attorney or replacement attorney**

  Your attorney(s) and replacement attorney(s) sign and date this part.

**Example: Part C signed, dated and witnessed**

- **Signature of witness**
  - 6. Smith

- **Address and postcode of witness to the attorney’s or replacement attorney’s signature**
  - 24 Sample Street, Sample Town

- **Date signed or marked**
  - 13-10-2010

**Guidance for people who want to make a lasting power of attorney for health and welfare**

**Need help?**

- 0300 456 0300
- gov.uk/power-of-attorney
Chapter 6
Frequently asked questions

FAQs
Frequently asked questions

Donor’s questions

What if my attorney dies?

After registration: if you have one attorney and no replacement attorneys your LPA becomes unusable. If you have a replacement, they take over.

Before registration: if you have capacity you can make a new LPA and choose a new attorney. Contact the OPG to discuss your options.

Can a health and welfare attorney make decisions about selling my house?

No.

Attorney’s questions

Can I make decisions about the donor’s property and financial affairs?

Decisions about the donor’s property and finances can only be made by an attorney acting under a property and financial affairs LPA or by someone given the authority to do so by the Court of Protection.

If you are also appointed to perform any of these roles for the donor then you will be able to take those decisions within the limits of the powers given to you.

Can I stop being a health and welfare attorney?

Yes, you can stop acting as the attorney at any time.

Before the LPA is registered you should formally notify the donor using form LPA005. If the LPA is registered you will need to complete form LPA005 Disclaiming Your Appointment and send this to the OPG and the donor. Contact the OPG immediately if you need to discuss this.

You should also inform any other attorneys appointed on the LPA.

Will anyone replace me and if so, who?

Possibly – if you decide to stop or cannot continue as attorney, a replacement attorney could act as a replacement if the donor has made arrangements for this in the LPA document.

Please note: The donor can appoint a replacement attorney either to act as a replacement for a specific attorney only or can appoint a replacement to replace whoever first stops acting.

What if I am one of the attorneys appointed to act jointly?

If one attorney can no longer act, the remaining attorney(s) cannot carry on and the LPA will end unless there is a replacement attorney. In this situation the replacement attorney will act alone.

What if I am an attorney appointed to act jointly and severally?

If you are appointed to act jointly and severally and the donor has not appointed a replacement attorney the LPA will continue providing there is at least one remaining attorney acting on behalf of the donor.

Can another attorney be added after the LPA has been registered?

No. If the donor has capacity to cancel the existing LPA he/she can do so and make a new one appointing a new attorney.

I am acting as a replacement attorney, should I let the OPG know?

Yes, if you are a replacement attorney you are required to advise the OPG that you are now acting as attorney. You must ensure that the LPA is returned to us to note the change on the LPA and to update the LPA register.

Please note: If the LPA does not have a note of the change the replacement attorney will not be able to act.

If the LPA is no longer valid can the donor make another?

Yes, but only if the donor still has the capacity to do so.

What happens when the donor dies?

The LPA will automatically come to an end. You should send the original LPA and a death certificate to the OPG as soon as possible. We cannot give advice on how to deal with the donor’s estate.

What if my attorney dies?

After registration: if you have one attorney and no replacement attorneys your LPA becomes unusable. If you have a replacement, they take over.

Before registration: if you have capacity you can make a new LPA and choose a new attorney. Contact the OPG to discuss your options.

Can a health and welfare attorney make decisions about selling my house?

No.
Frequently asked questions (continued)

What if someone objects to me being appointed as an/the attorney?
The donor, the people to be told or other attorneys are able to object to the registration of an LPA.

Other persons (apart from people to be told and attorneys) can object to registration but they have to pay a court fee.

Objections by a person to be told or an attorney will have to be either:

On factual grounds – the OPG can be asked to stop the registration if:
- the donor is dead
- the attorney is dead
- there has been dissolution or annulment of a marriage or civil partnership between the donor and attorney (except if the LPA provided that such an event should not affect the instrument)
- the attorney(s) lack the capacity to be an attorney under the LPA, or
- the attorney(s) have disclaimed their appointment.

On prescribed grounds – objections to the Court of Protection against registration of the LPA can only be made on the following grounds:
- that the power is not valid as an LPA for example, the person objecting does not believe the donor had capacity to make an LPA
- that the power no longer exists – for example the donor revoked it at a time when he/she had capacity to do so
- that fraud or undue pressure was used to induce the donor to make the power, or
- the attorney proposes to behave in a way that would contravene his/her authority or would not be in the donor’s best interests.

The OPG will require appropriate evidence to support any factual objection raised.

Objections by the donor do not need to be on any specific grounds.

If the OPG or the Court receive an objection to your application to register an LPA, they will contact you to advise what steps you need to take next.

Certificate provider’s questions

As a certificate provider can I discuss the LPA with the donor with the attorney present?
You should discuss the contents of the LPA with the donor – not in the presence of the chosen attorney(s) if at all possible – in order to form your opinion. Make sure the donor is able to communicate with you freely. However, there may be exceptional circumstances when this just may not be possible – a husband and wife meeting with their GP in the consulting room for example.

Questions about registration

What happens if the LPA cannot be registered?

If the donor does not have the capacity to make another LPA, someone such as the attorney or other relevant person should consider applying to the Court for an order covering the decisions that need to be made on the donor’s behalf.

Can the registered LPA be cancelled or revoked?

Yes, the OPG can cancel registration on factual grounds (such as death of an attorney) and the Court of Protection can terminate an LPA for other reasons (such as where the attorney is not carrying out his or her duties correctly). Alternatively, if the donor still has the capacity, they can revoke the LPA. They will be required to advise their attorney(s) and the OPG of the revocation so that we can remove the LPA from the register.

What is the LPA register?
The LPA register is a searchable database containing the details of all registered LPAs. It is important to remember that once an LPA is registered, certain pieces of personal information will be available to anyone who applies to search the register.

Why does the OPG have a register?
The Mental Capacity Act 2005 sets out the functions of the OPG. One of these is to establish and maintain a register of LPAs.

One of the purposes of the register is to allow those with an interest, such as healthcare professionals, to search the register to see whether an LPA has been registered by the OPG for a particular person.

What information will be on the register?
The type of information made available from the register will depend on the type of search that someone applies for. There are two types of search: a first tier and a second tier search, with each providing different levels of information to the applicant.

The first tier search provides limited data about the donor and the LPA.

Anyone who has made a first tier search can undertake a second tier search. The applicant must explain in detail to the OPG why they require the information and show that the request is in the donor’s best interests.

There is not a defined list of the information disclosed in a second tier search because it will be different in every case, depending on what is required and what is in the donor’s best interests. Only information relating to the donor can be obtained through a second tier search.

Who else should be notified of the application to register the LPA?

You must notify the people to be told listed in the LPA using form LPA001. Once you have decided to make an application to register, this should be the first thing you do.

Once I have served notices, what do I do next?

Once you have served the last notice you will need to send us the original LPA form, the completed registration form LPA002 and the appropriate fee.
Are two separate fees payable if I am registering both types of LPA at the same time?

Yes, a separate application to register fee must be paid for each separate LPA registered.

What if the donor or attorney cannot afford the application to register fee(s)?

The fee is normally paid from the donor’s assets, however, if you cannot afford it you can ask us to waive payment. See the OPG’s guidance on fees, exemptions and remissions for more information.

Where can I get information on applying for an order from the Court of Protection?

Information on how to make an application to the Court is available from HM Courts & Tribunals Service website at www.hmcourts-service.gov.uk/HMCSCourtFinder/FormFinder.do or you can call the court enquiry line on 0300 456 4600

Where do I get extra copies of the registered LPA?

As long as they still have capacity, the donor can make certified copies of a registered LPA. To make a certified copy, they should follow these steps:

- Take a photocopy of the original registered LPA.
- At the bottom of each copied page the donor should write: ‘I certify this is a true and complete copy of the corresponding page of the original lasting power of attorney’.
- On the final page, there should be an additional statement. As well as certifying the page, the donor should write: ‘I certify this is a true and complete copy of the lasting power of attorney’.
- The donor must then sign and date each page.

If the donor has lost capacity or feels unsure about making copies, you can ask a solicitor to make a certified copy. You’ll have to pay a fee for this.

In exceptional cases, the OPG may be able to provide an office copy of the registered instrument for a fee.

What if the original LPA is missing?

We will not usually accept an application to register without the original LPA form. However, we can register a ‘certified copy’. You can certify copies yourself as soon as you have made the LPA, in case the original gets lost before registration. If you have not done this, a solicitor can certify a copy (for a fee) if the firm prepared the LPA and has a copy on file.

You will also need to send a written statement explaining how the original was lost. If only an uncertified photocopy is available, it cannot be registered without an order of the court.
### Checklist for sending your LPA for registration

- Have you filled in or crossed through all sections and boxes in part A of your LPA form?
- Has your certificate provider filled in (or crossed through) all the boxes on part B of your LPA form?
- Is your certificate provider aged 18 or over?
- If you have no people to be told, do you have two certificate providers?
- Have each of your attorneys filled in all the boxes in a copy of part C of your LPA form?
- Check that your people to be told do not include the people you have chosen as your attorney(s) or replacement attorney(s).
- Have you included parts A, B, and C of your LPA form, signed and dated in A, B, C, order?
- Have you signed, numbered and dated all part A continuation sheets to your LPA form?
- Have you filled in the 'Checklist' on the front of your LPA form?
- Have you sent to each of your people to be told, form LPA001 ‘Notice of intention to apply for registration’?
- Have you completed all parts of form LPA002 ‘Application to register a Lasting Power of Attorney’?
- Have you included in your envelope:
  - Parts A, B, and C of your LPA form
  - Your completed form LPA002
  - Your payment?