

## Requirements as to the form and content of letters of proxy

### I. REQUIREMENTS AS TO FORM

In all cases, letters of proxy must be drawn up in accordance with the provisions of Act CXXX of 2016 on the Code of Civil Procedure, **in the form of a public or private document with full probative value, or in the form of a power of attorney, and submitted to the Bank in the original.**

In addition to the signature of the grantor, a power of attorney must also contain the acknowledgement of acceptance and signature of the attorney.

Persons to witness a private document with full probative value **must be natural persons of at least 18 years of age or over and have the capacity to act under civil law.** The witnesses verify the authenticity of the signature on the document by their own signatures. The signatures of the witnesses are affixed to the instrument after the interested party, the contracting party, or the person making the declaration/statement has signed it. In addition to the signature of a witness, his/her name and address must also be indicated on the instrument so that the witness can be summoned.

When a regular letter of proxy issued in Hungary has been **countersigned by an attorney**, the document does not need to be witnessed.

**Letters of proxy drawn up abroad** do not need to be witnessed, either. However, such a letter of proxy is required to be accompanied by a consular certificate issued by the Hungarian diplomatic mission or consular post of the place where the document is dated; or, if the document has been drawn up by a notary public abroad, it must –in the absence of a provision to the contrary of an international convention– be apostilled or equipped with consular authentication.

### II. REQUIREMENTS AS TO CONTENT

A letter of proxy is required to contain the following:

1. **the particulars (at least the name and address) and the signature of the grantor and of the proxy, in a LEGIBLE form**, as well as
2. **the exact specification of the matters** covered by the letter of proxy, and
3. **the scope of the letter of proxy** (submitting a complaint, supplying missing information, making a statement, receiving a response to a complaint, etc.), and
4. **a written waiver of banking secrecy, specifying the scope of the bank secrets concerned.**

In order to specify the scope of the matters covered by a letter of proxy and the scope of bank secrets, **the information required in the “Letter of Proxy for Complaint Handling” form** needs to be provided.