

PoAs Execution by Video Checklist

In order that your Power of Attorney (PoA) is valid under Ontario Law, it must be executed according to the following strict rules. **Failure to follow these steps may make your PoA invalid.** Please initial each step of this checklist as you follow the steps to ensure that you are correctly executing the PoA.

POA-MAKER'S NAME

ITEMS	Initial
<p>1. The PoA-maker and 2 witnesses must all be:</p> <ul style="list-style-type: none"> a. Using audio-video technology at the same time; and b. Able to see and hear one another when the PoA is signed. <p>2. The 2 witnesses must both be:</p> <ul style="list-style-type: none"> a. At least 18 years old; b. Not the Attorney or the spouse or partner of the Attorney; c. Not PoA-maker's spouse or partner or child; and d. Not under Guardianship. 	
<p>3. One of the 2 witnesses must be a "licensee" of the Law Society of Ontario.</p> <p>a. Witness 1</p> <ul style="list-style-type: none"> i. Name: _____ ii. Address: _____ iii. Email Address: _____ iv. Occupation: _____ v. Not a Prohibited Witness: (Check to confirm) <input type="checkbox"/> <p>b. Witness 2 (Law Society of Ontario Licensee)</p> <ul style="list-style-type: none"> i. Name: _____ ii. Home Address: _____ iii. Email Address: _____ iv. LSO #: _____ v. Not a Prohibited Witness: (Check to confirm) <input type="checkbox"/> 	

Video-Conference #1 – PoA-maker

<p>4. All of the 3 participants join the same video-conference #1 at the same time.</p>	
<p>5. Confirm that each can see and hear one another - sound and video are on and transmitting.</p>	
<p>6. Obtain verbal consent from participants to record the process.</p>	
<p>7. Turn on Recording Feature of video-conference.</p>	
<p>8. Confirm Date and Time:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 150px; height: 30px;"></div> <div style="border: 1px solid black; width: 80px; height: 30px;"></div> </div>	
<p>9. Have each participant identify themselves by holding up a piece of ID to the camera.</p>	
<p>10. Confirm that no one else is present with the PoA-maker who may be a beneficiary or who may be influencing the PoA-maker.</p>	
<p>11. Provide <u>Instructions to PoA-maker</u> and follow this Process:</p> <ol style="list-style-type: none"> a) Hold up first page to the camera. b) Have each of the 2 witness confirm that they see it. c) Place your initials in the bottom right corner of each page. d) Hold up the first page to the camera to show initials. e) Have each of the 2 witness confirm that they see it. f) Repeat process for each page until the last page. g) On last page - insert today's date where indicated. h) Place your initials next to the date, if handwritten. i) Sign with your regular signature on the last page where indicated. (Normal Signature = the signature you would use for a cheque- you don't need to sign with middle names if you don't normally do so). j) Hold up the last page to the camera to show signature. k) Have each of the 2 witness confirm that they see it. 	
<p>12. Save Recording of Video Conference</p>	
<p>13. Arrange to have originally signed PoA delivered to Witness 1 (non- LSO licensee).</p>	

Video-Conference #2 – First Witness

<p>14. When Witness 1 receives the PoA, contact lawyer to arrange for Video-conference #2.</p>	
<p>15. All of the 3 participants join the same Video-conference #2 at the same time.</p>	
<p>16. Confirm that each can see and hear one another- sound and video are on and transmitting and Identify each participant.</p>	
<p>17. Obtain verbal consent from participants to record the process.</p>	
<p>18. Turn on Recording Feature of video-conference.</p>	
<p>19. Confirm Date and Time:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="295 951 915 1031" style="border: 1px solid black; width: 380px; height: 38px;"></div> <div data-bbox="977 951 1203 1031" style="border: 1px solid black; width: 139px; height: 38px;"></div> </div>	
<p>20. Provide <u>Instructions to Witness 1</u> and follow this Process:</p> <ul style="list-style-type: none"> a) Hold up first page to the camera. b) Have the PoA-maker and Witness 2 confirm that they see it. c) Place your initials in the bottom right corner of each page. d) Hold up the first page to the camera to show initials. e) Have the PoA-maker and Witness 2 confirm that they see it. f) Repeat process for each page until the last page. g) Place your initials next to the date, if handwritten. h) Print your name under the signature line. i) Insert today's date beside your witness line. j) Sign with your regular signature on the last page where indicated. k) Hold up the last page to the camera to show signature. l) Have the PoA-maker and Witness 2 confirm that they see it. 	
<p>21. Save Recording of Video Conference.</p>	
<p>22. Arrange to have originally signed PoA delivered to Witness 2 (LSO licensee).</p>	

Video-Conference #3 – Second Witness

23. When Witness 2 receives the PoA, arrange for Video-conference #3.	
24. All of the 3 participants join the same Video-conference #3 at the same time.	
25. Confirm that each can see and hear one another- sound and video are on and transmitting and Identify each participant.	
26. Obtain verbal consent from participants to record the process.	
27. Turn on Recording Feature of video-conference.	
28. Confirm Date and Time: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input style="width: 200px; height: 25px; border: 1px solid black;" type="text"/><input style="width: 80px; height: 25px; border: 1px solid black;" type="text"/></div>	
29. Provide <u>Instructions to Witness 2</u> and follow this Process: <ul style="list-style-type: none">a) Hold up first page to the camera.b) Have the PoA-maker and Witness 1 confirm that they see it.c) Place your initials in the bottom right corner of each page.d) Hold up the first page to the camera to show initials.e) Have the PoA-maker and Witness 1 confirm that they see it.f) Repeat process for each page until the last page.g) Place your initials next to the date, if handwritten.h) Print your name under the signature line.i) Insert today's date beside your witness line.j) Sign with your regular signature on the last page where indicated.k) Hold up the last page to the camera to show signature.l) Have the PoA-maker and Witness 1 confirm that they see it	
30. Save Recording of Video Conference	