



## Top tips for using EPOAR...



Make sure you have input the names of the granter, attorneys, sender or specified persons **correctly**. What you have input will be transferred to the certificate of registration. So it's important your input is **accurate**. Please remember the OPG do not check your data input.



Block capitals **shouldn't** be used when entering names and addresses. This causes problems when searching for our database and ultimately affects the data on the certificate of registration.



Save yourself time by completing the EPOAR contact details template. Complete the template, then the details can be used each time you make a submission. It's useful if you're a frequent attorney or sender.



When inputting the granter's name ensure the **name exactly matches** the names stated in the PoA document. Pay attention to the spelling and order of names. For example if the name provided in the document is John David Smith (also known as Jock Smith) the name should be entered into EPOAR as follows:

First name	John
Middle name	David
Surname	Smith (also known as Jock Smith)



Only use the **'property' or 'description' fields** if the property has a name or the address is unusual.



The salutation field should contain the **correct salutation**. Please do not enter anything else in this field.



The **granter's email address** or an email address provided by the granter should be entered to allow their copy of the PoA to be emailed to them. If the granter can't provide a suitable email address, then you must seek permission from them for your firm's email address to be used instead. If this is not permissible then you will not be able to submit the PoA via the EPOAR facility. Please send the PoA to us via the postal system.



## Top tips for using EPOAR...



Remember to **input all** of the roles with the PoA document, including any substitutes or specified persons.



Tick the **specified person** box on the attorney screen if the attorney is to receive a copy of the PoA and there is an instruction with the PoA document advising the Public Guardian to send a copy.



The PoA document and **schedule 1 certificate** of capacity (and also schedule 2 if a revocation is included in the PoA document) need to be scanned together and uploaded into EPOAR as one deed. It's not possible to upload 2 separate documents.



Supporting documents should be attached if the PoA contains a **springing clause** and the supporting document requires to be seen in conjunction with the PoA.



Remember you don't have to scan and upload the paper form of the **registration form**. The data you input provides all the necessary data needed.



Only send **revocations via EPOAR** if the original PoA was registered via EPOAR originally.



For a EPOAR refund, send enquires to [opgfinance@scotcourts.gov.uk](mailto:opgfinance@scotcourts.gov.uk)

Further information is available on the [EPOAR page](#) of the website or by e-mailing [epoar@scotcourts.gov.uk](mailto:epoar@scotcourts.gov.uk)