

POWER OF ATTORNEY — HOW TO PREPARE IT

Simple instructions for Tbilisi Home clients

This pack helps you give Nino Chagunava of Tbilisi Home the legal power to act for you in Georgia — to sell your real estate here, sign the sale agreement for you, and complete the transfer of ownership, while the sale price is paid directly into your own bank account. The second page is a sample Power of Attorney. It follows the exact wording that Georgian notaries and the Public Registry have already accepted for our clients. Please follow these steps:

- 1. Print the second page.** Fill in the blank lines with your details, exactly as they appear in your passport. Please use clear capital letters. The Attorney's ID details (personal number and passport number) are not printed here for privacy — message us on WhatsApp before your notary appointment and we will send them to you right away.
- 2. Take it to a notary in your country.** Bring your passport. Sign the document in front of the notary, and the notary will certify (notarize) your signature. Your notary may replace the introduction and the closing notary sections with the standard wording used in your country. The section with the heading “Power of Attorney” must stay exactly as written — please do not change or shorten it.
- 3. Get an apostille. This step is required.** An apostille is a special certificate that makes your notarized document legally valid in Georgia. Georgia is a member of the Hague Apostille Convention of 1961, so Georgian authorities accept apostilled documents from all member countries. The apostille can only be issued in the same country where the document was notarized:
 - In the United Kingdom: the FCDO Legalisation Office.
 - In the United States: the Secretary of State of the state where it was notarized.
 - In the EU and most other countries: the Ministry of Justice or Ministry of Foreign Affairs. Your notary will know the exact office, or see the full list at hcch.net.
- 4. If your country is not a Hague member** (for example the UAE, Qatar or Egypt), an apostille is not possible. Instead, the document must be legalized: first by the relevant ministry in your country, and then by the Georgian embassy or consulate. Please contact us and we will guide you.
- 5. If you are from Russia, Belarus or another CIS country** (also Ukraine, Armenia, Azerbaijan, Kazakhstan, Uzbekistan), you usually do not need an apostille — notarization alone is enough, thanks to legal agreements between our countries.
- 6. Send us a scan, then the original.** Email or WhatsApp us a clear scan of the notarized and apostilled document. Then send the original to us in Tbilisi by courier, or bring it with you. In Georgia, the document must also be translated into Georgian and the translation notarized — we arrange this for you here, so you do not need to translate anything.

Good to know

- The Power of Attorney is valid for 1 (one) year from the date it is signed.
- It only covers real estate matters, contracts and utility services in Georgia — nothing else.
- You can cancel it at any time through a notary.
- If anything is unclear, write to us first — we will check your document before you pay for the apostille.

**GEORGIA
NOTARY DEED**

On the _____ of _____, two thousand and twenty-_____, I, the notary in Georgia, _____, in my notary Office, which is located at _____ was applied by a citizen of _____ (born on _____, passport of citizen of _____ number: _____, date of issue: _____, expiry date: _____, stated address: _____), who stated, that he doesn't know Georgian language and presented English language translator _____ (born on _____, personal # _____, residing at: _____), who stated, that _____ wants drawn up of Power of attorney (Georgian -English) and its notarization.

I have established his identity, verified his capacity, and confirm that I have no reason to doubt his capacity.

The translator is warned that she is responsible for the accuracy of the translation. She confirmed that she guarantees the accuracy of the translation. The participant in the notarial act and the translator confirm the absence of circumstances precluding the translation.

I have established the authenticity of expression of the will of the participant in the notarial act by the assistance of the translator, after which, at his dictation and with the help of the translator, I have drawn up the text of this power of attorney, which I have read to him, explained its content and the legal consequences of signing it to the principal. The translator translated to him the content of the power of attorney that I had read and the legal consequences of signing it.

The principal personally read the power of attorney and stated that it accurately expresses his will, after which, in my presence, he and the translator signed on the following power of attorney:

Power of Attorney

I, _____ (hereinafter "Principal") under this Power of Attorney grant to **NINO CHAGUNAVA** (P/N: _____, passport number: _____) (hereinafter "Attorney") the following authority:

To act as my representative before any individual and/or legal entity, and before any notary, in order to sell (alienate) in my name any real estate located in Georgia owned/co-owned by me; to conclude the sale and purchase agreement as the seller, with the subsequent right of registration of the transfer of ownership in the relevant registering body; to independently determine the sale price and any other terms and conditions of the agreement, and to receive the sale and purchase price;

The attorney is also authorized to manage and dispose of the real estate(s) in Georgia owned/co-owned by me/my principal, in particular, to transfer, lease, rent, and insure the real estate(s) to third parties. To conclude, cancel and/or make changes to the relevant agreement(s) (sale and purchase, rental, lease, insurance), with the right to subsequently register them in the relevant body. The attorney is authorized to determine the price, term, and other conditions, to receive and/or pay any sums related to the realization of the above-mentioned rights. The attorney is authorized to request and receive from the National Agency of Public Registry and any other authority any extract, certificate or other document related to the real estate(s). The authorized person is authorized to be my representative with any utility and internet services (natural gas, electricity, water, cleaning, internet) related to the real estate(s) in Georgia owned by me, in order to perform all actions necessary to protect my rights in the utility and internet services. To submit an application, request, register or deregister me as a subscriber, settle any outstanding balance, exercise all other rights granted to me for this purpose, and terminate the subscription service.

The Attorney is authorized to perform all actions and formalities that are not directly specified in this power of attorney, but are necessary to fulfill the above-mentioned task.

The Power of Attorney is issued for 1 (one) year.

The Power of Attorney is certified into three copies, into Georgian and English languages, two of them were transferred to the Principal, and one is kept in the Archive of Notary Bureau.

Notary service fee: _____.

Principal: _____

Translator: _____

Notary: _____