

INSTRUCTIONS FOR PROCESSING THE ELECTRONIC POWER OF ATTORNEY WITH A DIGITAL CERTIFICATE AND ELECTRONIC SIGNATURE

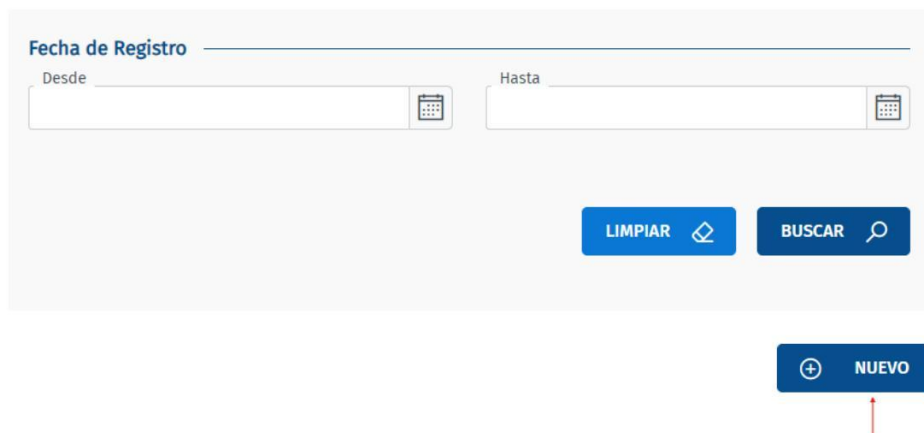
1. Access the “Electronic Judicial Headquarters” of the Spanish Ministry of Justice through the following link.

<https://sedejudicial.justicia.es/-/apoderamiento-apud-acta>
sedejudicial.justicia.es/-/apoderamiento-apud-acta

2. In the main menu, select the “Access the service – Cl@ve” tab. Access the service using the identification method of your choice; we recommend always using the digital certificate.



3. The Apud Acta proceedings search screen will appear. Select the “New” tab.



4. The grantor / appearing party selection screen will appear. Select the drop-down menu, choose “As Grantor”, and click “Next”.

representante de una tercera persona seleccione la opción de “compareciente / representante”.

 En ningún caso deben coincidir las personas del compareciente / representante y del apoderado.

En calidad de

5. Next, complete the form with the details of the power of attorney. Any information that does not appear by default on the certificate (address, etc.) must be entered manually. Please make sure this information is completed.

Please note that, if the digital certificate of a natural person is used, the personal details that appear by default will be that person's details.

If the person processing the power of attorney is a legal entity (company), the power of attorney must be processed using the company's digital certificate. For example, if it is an S.L. (Spanish limited liability company), the certificate of the representative of that legal entity must be used. The details that appear by default will therefore be those of the representative (the natural person who is, for example, the sole director, joint director, attorney-in-fact, etc.). In these cases, the company's details must be entered in the “Grantor's details” section, because the representative's details from the certificate will appear by default under the appearing representative section.

The details of the Court Agents who must appear in the Apud Acta are the ones of our professional office. To obtain details please contact us by telephone or e-mail.

6. Once the details have been entered, select “Add attorney-in-fact”.
7. The next step is to select the specific type of power of attorney / proceeding:
 - If it is a general power of attorney, continue following these instructions.
 - If the power of attorney is for a specific proceeding, complete the information required for that proceeding.
8. Next, under the type of power of attorney, select “For certain classes of proceedings”. It is very important to select all the classes of power of attorney marked by the arrows, as well as all the other classes that appear.

Tipo de apoderamiento

Tipo
Para determinadas clases de procedimientos ▼

Clases del tipo de apoderamiento

- Audiencia Nacional
- Audiencia Provincial
- Juzgado de Instrucción
- Juzgado de lo Contencioso-Administrativo

9. Once this option has been selected, “General power of attorney for litigation (Art. 25.1 of Law 1/2000)” will be selected by default. You must also select “Special power of attorney (Art. 25.2 of Law 1/2000)”.

Under “Powers”, select all the special powers that appear (settlement, acknowledgment of claims, insolvency proceedings, applications for voluntary and compulsory insolvency proceedings, granting personal ratifications, conciliations, etc., and all the others displayed). It is very important to select all the special powers that appear; then click “Next”.

Poder general
☒ Poder general para pleitos (Art. 25.1 Ley 1/2000)
☐ ¿Desea excluir alguna facultad del poder general para pleitos?

Poder especial
☒ Poder especial (Art. 25.2 Ley 1/2000)
Facultades especiales a incluir

Allanamiento

Allanarse a la declaración de concurso

Conciliaciones, que con avenencia o sin ella, impliquen actos dispositivos

Desistimiento

Interponer querella

Manifestaciones que puedan comportar sobreseimiento del proceso por satisfacción extraprocésal o carencia sobrevenida del objeto

☐ ¿Desea incluir alguna facultad general?

- 10.** Submit the power of attorney. The validity date is completed automatically with the maximum duration of 5 years. It is not necessary to modify the date. Click “Next”.

De conformidad con el apartado 6 del artículo 32 Bis de la Ley 18/2011:

Los apoderamientos inscritos en el archivo tendrán una validez determinada máxima de cinco años a contar desde la fecha de inscripción. En todo caso, en cualquier momento antes de la finalización de dicho plazo el poderdante podrá revocar o prorrogar el poder. Las prórrogas otorgadas por el poderdante al apoderamiento tendrán una validez determinada máxima de cinco años a contar desde la fecha de inscripción.

Vigencia

Fecha fin

12/11/2029



LIMPIAR

VOLVER

SIGUIENTE



Where the grantor is a company (legal entity), the deed appointing the representative (deed appointing the sole director or the applicable deed) must be attached before proceeding to obtain the certificate. Under the file description or name, simply enter “Power of Attorney Deed”. Please note that if the file is too large, it must be compressed (reduced in size); otherwise the program will not allow you to continue and will display an error.

- 11.** You will now access the screen for signing the Apud Acta. Here, you only need to click “Confirm”. A screen will then appear confirming that the power of attorney has been successfully registered.

Firma del Apud Acta

Va a proceder a firmar la solicitud completada en la pantalla previa. A continuación se lanzará el sistema de firma que precisa que tenga disponible su certificado digital. Puede consultar en el borrador adjunto la información que va a ser enviada al Registro Electrónico de Apoderamientos Judiciales. Una vez realizado este envío se pondrá a su disposición la descarga del acuse de recibo de dicha solicitud.



Borrador de la declaración

VOLVER

CONFIRMAR

- 12.** Download the Registration Certificate.
- 13.** Once you have obtained the registration certificate confirming the registration of the Apud Acta power of attorney, please send it to the professional office by email: despacho@sanchezpuelles.com