



Power of Attorney How it works

The **power of attorney** is a written authentication that is required in some circumstances, and necessary :

- If you **incorporate your company** or a subsidiary at our French address
- If we may receive **certified letters** on your behalf

1- Your power of Attorney

Every power of attorney is valid for **one person**.

You are	<ul style="list-style-type: none">• Sole trader• Micro-entrepreneur without business name	<ul style="list-style-type: none">• Company or Entity• Non-profit organization• Micro-entrepreneur with business name
Do	<p>- A personal power of attorney</p>	<p>- A personal power of attorney - Then a business power of attorney</p>

There are **several ways to establish this Power of Attorney** called « **Procuration Postale** ».

1.1- In a French Post Office

You can go to any French Post Office with a passport and a recent KBIS (The French certificate of a company incorporation). It's a free administrative task that the post agent will do for you.

Please ask for a « **Procuration Postale** ».

Personal power of attorney	Business power of attorney
The power of attorney has to be assigned to: Jérémie PIEDEBOUT 350, Chemin du Pré Neuf - 38350 LA MURE – FRANCE Not necessary to indicate French-Office or Globe Services	The power of attorney has to be assigned to : GLOBE SERVICES Just indicate to the post officer this name and the number SIRET : 482 906 294 00053

→ **The power of attorney** will be printed immediatly – you can upload it on line through your French-Office personal access

1.2- On line (ONLY if you live in France and you are a micro-entrepreneur or a profession libérale)

Through the French Post web site, you can create a « procuration Postale » if you speak French. They will require your ID proof and your French residency proof.

Within 3 days, you receive a confirmation of your request and you can retrieve your « Procuration number » via the French Post web site.

→ Then inform us with this number by entering it in your personal French-Office access

1.3- From abroad

If you are abroad, you have different possibilities :

- Establish the power of attorney in a French Embassy
- Establish the power of attorney with a notary or a lawyer – it's the easiest way
- Wait for a journey to France to go to any post office and do the « procuration postale »
 - Use the below template with your legal representative if you don't do the «procuration postale » in a French Post office

2- Inform us about your power of attorney

You can forward your power of attorney :

BY UPLOADING :

In your online access (« My data/My documents »)

BY POST :

French-Office - Registration service
350, chemin du Pré Neuf
38350 LA MURE
FRANCE

Once the power of Attorney has been received, we will send a confirmation by email in the next 48 hours.

If you cannot go to the French Post office, please fill this form with your attorney or notary.

POWER of ATTORNEY

First Name :

Family Name :

Entity Name (if any) :

Address :

Hereby appoint

First Name : JEREMIE

Family Name : PIEDEBOUT

**Address : Globe Services - French Office
350, chemin Pré Neuf 38350 La Mure FRANCE**

As my agent for Mail Services and I authorize my agent to :

- ☐ **Manage all my correspondence that come to my French Office Address**
- ☐ **Receive all certified, registered, international correspondence from private parties, business and government organizations**
- ☐ **Subscribe to Mail Forwarding Contracts with the French Post Office if I require it**

This power of Attorney is durable and valid till its cancellation or till the end of any contract with Globe Services / French Office

Name of Attorney :

Registration Number :

Address and country :

Date.....

Applicant Signature

Notary / Attorney Seal and signature