



Notary and Documentation Services Management Course: Notarisation, POAs and Deed Authentication



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Introduction:

Notary and documentation services management, covering notarisation, POAs and deed authentication, is a 5-day course for notarial, documentation office and in-house legal units that ends with a Notarial Office Service and Fraud Control Plan for a case documentation office. Offices face rejected instruments, forged identities, signatures obtained from principals lacking capacity and powers of attorney used after revocation, exposing the notary and the relying parties to loss. Nominees already prepare or authenticate instruments and work through case files of real notarial requests. CoreConcept Training Center delivers this notary and documentation services course.

Course Objectives:

- Classify notarial acts such as acknowledgements, sworn declarations, certified copies and instrument authentication, and match each request to the correct act
- Verify signer identity, full age, legal capacity and free consent before any instrument is executed
- Draft and check general, special and time-limited powers of attorney, company resolutions and property conveyance deeds for authority and form defects
- Operate in-person electronic and remote audio-video notarisation with identity proofing, electronic seals and a tamper-evident notarial journal
- Detect fraud red flags including impersonation, coerced principals, altered instruments and use of revoked mandates, and apply refusal and escalation steps
- Design a notarial office service and fraud control plan covering request intake, register keeping, service levels and professional liability

Target Audience:

- Notarial units responsible for authenticating signatures, declarations and instruments presented by individuals and companies
 - Documentation office teams responsible for request intake, appointment handling and the notarial register
 - In-house legal units responsible for issuing corporate powers of attorney and executing company instruments
 - Property transaction teams responsible for preparing conveyance, mortgage and gift deeds for authentication
 - Corporate secretarial units responsible for board resolutions, share transfer instruments and signatory mandates
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Course Outline:

Day 1: Notarial Function, Instrument Types and Office Baseline

- Civil Law and Common Law Notarial Models Compared
- Notarial Act Catalogue From Acknowledgement to Certified Copy
- Authentic Instrument Versus Privately Signed Document Evidential Weight
- Notarial Request Intake Form and Document Checklist Design
- Documentation Office Baseline Using Rejection and Turnaround Indicators

Day 2: Signer Verification, Capacity and Mandate Authority

- Photo Identification Examination and Personal Knowledge Identity Rules
- Legal Capacity Screening for Minors, Guardianship and Incapacity
- Free Consent Interview Script for Elderly and Absent Principals
- Signatory Authority Matrix for Companies, Agents and Trustees
- Interpreter, Witness and Illiterate Signer Execution Procedure

Day 3: Drafting and Authenticating Powers of Attorney, Company and Property Instruments

- General, Special and Time-Limited Power of Attorney Wording
- Power of Attorney Revocation Notice and Third-Party Reliance Log
- Company Formation Contract and Articles Amendment Authentication Steps
- Property Conveyance, Mortgage and Gift Deed Execution Checklist
- Apostille Convention Route for Instruments Used Abroad

Day 4: E-Notarisation, Fraud Red Flags and Notarial Liability

- Remote Audio-Video Notarisation Workflow With Credential Analysis
- Public Key Infrastructure Electronic Seal and Tamper-Evident Instruments
- Electronic Notarial Journal Retention and Audio-Video Record Custody
- Impersonation, Altered Instrument and Coerced Principal Warning Signs
- Notarial Refusal Decision Tree and Professional Liability Exposure

Day 5: Case Study on a Documentation Office Service and Fraud Control Plan

- Case Office Request Files Review Against Verification Checklists
 - Redesigned Intake to Register Workflow With Service Levels
 - Fraud Control Matrix Linking Red Flags to Refusal Steps
 - E-Notarisation Readiness Assessment for the Case Office
 - Notarial Office Service and Fraud Control Plan Completion
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Skills You Will Gain:

- Notarial Act Selection
- Signer Identity Verification
- Legal Capacity Assessment
- Power of Attorney Drafting
- Deed Execution Control
- Remote Notarisation Operation
- Notarial Fraud Detection
- Notarial Register Keeping

Why Attend This Course:

- Deliver a Notarial Office Service and Fraud Control Plan to the head of the documentation office and the general counsel for adoption
- Decide when to authenticate, request further evidence or refuse an instrument, based on identity, capacity and authority findings
- Avoid authenticating forged signatures, revoked mandates or deeds signed under pressure that lead to annulled transactions and liability claims
- Brief counter staff, legal clerks and corporate secretaries on verification checklists, journal entries and fraud escalation routes

Conclusion:

Back at work, the participant presents the Notarial Office Service and Fraud Control Plan to the head of the documentation office and the general counsel. They use it to approve intake checklists, signer verification steps, refusal criteria and the move to electronic or remote notarisation. After the first quarter under the plan, the office should review rejected instruments, turnaround times, fraud referrals and journal audit findings against the baseline, then tighten checklists and refusal thresholds where gaps appear.

Frequently Asked Questions FAQ:

What should participants know before the notary and documentation services management course?

Participants should already receive, prepare or authenticate instruments such as powers of attorney, declarations or deeds. No advanced legal qualification is expected. Bringing anonymised request forms, register extracts or rejected instruments helps them apply the case work to their own office.

How does notary and documentation services management differ from a litigation support or land registry course?

It focuses on authenticating instruments before they take effect: identity, capacity, authority, notarial acts and fraud controls. Litigation support courses handle court filings and hearing bundles, and land registry courses cover parcel records and cadastral data after a deed is lodged.

Why does a power of attorney need checking after notarisational documentation services?

A power of attorney can be revoked, expire or exceed its stated scope, yet still circulate. Documentation offices keep revocation logs and confirm current validity before authenticating deeds signed by an agent, which prevents transfers made under a mandate that no longer exists.

What do participants take back from the notary and documentation services management course?

Participants take back a Notarial Office Service and Fraud Control Plan with intake and verification checklists, a fraud control matrix, register and journal rules, service levels and an e-notarisation readiness assessment they can adapt to their own office.