

Legitify | User Guide

Notarisation & Apostille for Taxually Power of Attorney documents

This guide walks you through using **Legitify** to notarise and apostille your Power of Attorney (PoA) document. **It takes 15–20 minutes of your time.** The notary then processes the document within **3–5 business days.**

Use this guide for: **Italian bank guarantee PoA | Spanish VAT registration PoA | Both**

1. First-time users

If you haven't used Legitify before, follow all steps below. **If you're already verified**, skip to Section 2.

1 Access Legitify

Go to: legitify.eu/partner/taxually

2 Create an account & verify your identity

Complete email verification, then upload a photo of your ID and a selfie.

This takes 2–3 minutes and only needs to be done once.

3 Fill in document details and upload your PoA

Use the settings below exactly as shown:

Recipient Location	IT – Italy (Italian PoA) ES – Spain (Spanish PoA)
Your Location	Select your current location
Service	Power of Attorney Execution
Document	Upload the signed PoA provided by Taxually
Apostille	YES
Document Origin	Hungary
Document Type	Taxually – Power of Attorney

4 Select additional services

Use the settings below:

Courier	YES
Express delivery	NO
Delivery address	Anita Balogh, +36 70 667 7396 Taxually Kft., Tüköry utca 5, III/3 1054 Budapest, Hungary
Your email	Enter your own email address (for delivery tracking)
Electronic notarization	NO → confirm Remote Online Notarization
Partnership ID	Taxually2024

5 Choose a date and time

Select a date and time that works for you, then click **Confirm** to submit your order.

6 Review the fee and complete payment

Once matched with a notary, you'll receive a quote on your Legitify dashboard. **Complete payment before the appointment** – unpaid requests are automatically cancelled.

Important: request a scanned copy

To receive a scanned copy before the document is couriered, send this message via the **Chat icon** on your dashboard:

"Please scan and upload the final document before couriering."

Notarising both PoAs at the same time?

You'll need to **upgrade to a subscription plan**. Two options are available:

Monthly plan: €49.95/month – cancel at any time

Annual plan: 20% discount – cannot be cancelled early

We recommend the monthly plan unless you have ongoing notarisation needs beyond this.

Prefer not to subscribe? You can process the two PoAs one at a time – complete and pay for the first, then submit the second as a new request once it's finished.

2. Already verified on Legitify?

If you've already completed identity verification on Legitify – for example, when processing your Spanish PoA – you don't need to start from scratch.

✓ No re-verification needed. Simply log in to your existing Legitify account.

✓ Submit a new notarisation request directly – go straight to Section 1 (Steps 3–6).

3. Important notes & timeline

✓ You do **NOT** need to mail the original PoA separately to the notary.

✓ The notary will courier the final notarised & apostilled document to Taxually's Budapest office.

✓ No audio/video meeting is needed with the notary at the confirmed appointment time.

✓ No further action is needed from you after payment.

Timeline

Stage	Time
Your time	15–20 minutes
Notary processing	3–5 business days
Total	~1 week from submission to delivery

Questions?

Contact Legitify support: support@legitify.eu | Taxually: onboarding@taxually.com