



MINISTRY OF PUBLIC AND BUSINESS SERVICE DELIVERY
Ministère des Services au public et aux entreprises

APOSTILLE

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5. at / à

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6. the / le **2025-05-07**

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委 托 书

委托方：姓名： 性别：男，港澳通行证号码： 1111111111

受托方：姓名： 性别：女，身份证号码： 1111111111

委托事项：

我方 (产权份额 100%) 拥有位于深圳市 大道 冻 的房产，现委托以上受托方为我方的代理人，代理期限为：20 年 月 日至 20 年 月 日，上述受托方均可单独以我方的名义在代理期限内办理如下全部委托事项：

- 1、管理上述房产，支付与上述房产有关的各项费用，到相关部门办理上述房产补地价事宜，并代领取缴费通知单及增补协议书，缴纳相关费用等相关手续，领取红本《不动产权证书》、《不动产登记证明》或《房地产证》，签署相关法律文件。
- 2、到相关部门全权办理上述房产的《不动产权证书》、《不动产登记证明》或《房地产证》并缴纳相关费用，领取《不动产权证书》、《不动产登记证明》或《房地产证》，办理上述房产的抵押登记手续并签署价格议价书等相关文件。
- 3、到档案管理中心等相关部门查询并打印产权资料，复印《不动产权证书》、《不动产登记证明》或《房地产证》、借款、抵押合同、购房发票、契税发票等资料，到相关部门打印房屋产权信息查询证明，查询委托人名下的全部房产信息，并领取房产信息证明；到税务部门办理减、免税申请手续并签署一切相关文件，领取免税函等相关文件。
- 4、全权办理上述房产的变更登记手续或更正登记手续，签署变更登记申请表或更正登记申请表及一切相关文件，领取、保管《不动产权证书》、《不动产登记证明》或《房地产证》等相关事宜，并在有关文件上签字。
- 5、全权办理出售上述房产的一切相关事宜，办理过户、转移登记的相关手续，签署转移登记申请表、转移登记询问申请人记录、存量房交易税款计征申明、代为签署纳税申报表、缴款通知书、房地产交易环节个人所得税免征申请表、深圳市二手房买卖合同或房地产买卖现售合同，办理合同公证并签署相关文件。到房地产经纪公司签署深圳市二手房买卖合同或房地买卖合同及补充协议等所有相关文件资料。该房产的买受人为 (姓名 身份证号码：)
- 6、到银行签署上述房产的房款资金监管协议或首期款资金监管协议及买方申请按揭贷款需要签署的所有资料，签署住房公积金贷款资金划转授权委托书，上述房产的全部或部分售房款、短期赎楼贷款或个人房产转让中转贷款由委托人指定的受托人或委托人的帐户收取，委托人应承担的赎楼款及各项税金、费用等从受托方的托收帐户扣取后，将剩余房款划入委托方指定帐户。
- 7、到银行办理上述房产的房款解除或终止资金监管手续，签署办理解除或终止资金监管手续所需签署的申请书及一切相关文件。
- 8、到深圳市不动产登记中心或房地产交易服务中心办理退件、撤销过户的相关手续，签署婚姻状况声明书，签署相关文件并领取二手房买卖合同或房地产买卖现售合

同、《不动产权证书》、《不动产登记证明》或《房地产证》等相关资料；到司法机关或仲裁机构咨询上述房产所涉案件的具体情况，查询、复印并领取上述房产所涉案件的相关文件资料。

9、办理广东省统一身份认证平台窗口实名核验业务，开通省统一身份认证平台账户、提升省统一身份认证平台账户等级、变更省统一身份认证平台账户信息。代为签署、解除深圳市二手房委托出售合同、重要事项告知书等委卖协议。到深圳市公积金中心或深圳市不动产登记中心办理退件、撤销二手房买卖合同的相关手续、签署或领取相关文件。

10、办理上述房产水、电、煤气（天然气）、物业管理、有线（数字）电视、电话、网络等过户、开户、销户、停机等手续。

11、全权办理上述房产/不动产的注销抵押登记手续及领取、保管《房地产证》/《不动产权证书》等相关事宜，并在有关文件上签字，回答并签署相关询问。

受托方在其权限范围内及代理期限内签署的一切有关文件，我方均予承认。

委托人（签名）：

日期： 年 月 日

I was personally

when document was signed

public

May 03, 2025

Power of Attorney

Principal: Name: [REDACTED], Gender: Male, Mainland Travel Permit for Hong Kong and Macao Residents Number: [REDACTED]

Trustee: Name: J. [REDACTED], Gender: Female, Identity Card Number: [REDACTED]

Entrusted Matters:

I, [REDACTED] (with a property right share of 100%), [REDACTED] Avenue, [REDACTED] City. I hereby entrust the above-mentioned trustee as my agent. The agency period is from [REDACTED], to July [REDACTED] above-mentioned trustee can, within the agency period and in my name alone, handle all the following entrusted matters:

1. Manage the above-mentioned property, pay all expenses related to the above-mentioned property, handle the matters of making up the land price of the above-mentioned property at the relevant departments, collect the payment notice and supplementary agreement, complete relevant procedures such as paying relevant fees, obtain the red copy of the "Real Estate Ownership Certificate", "Real Estate Registration Certificate" or "Real Estate Certificate", and sign relevant legal documents;
2. Process the "Real Estate Ownership Certificate", "Real Estate Registration Certificate" or "Real Estate Certificate" of the above-mentioned property in full authority at the relevant departments, pay relevant fees, obtain the "Real Estate Ownership Certificate", "Real Estate Registration Certificate" or "Real Estate Certificate", handle the mortgage registration procedures of the above-mentioned property and sign relevant documents such as the price negotiation agreement;
3. Inquire and print the property right materials at the relevant departments such as the archives management centre, copy the "Real Estate Ownership Certificate", "Real Estate Registration Certificate" or "Real Estate Certificate", loan contract, mortgage contract, housing purchase invoice, deed tax invoice and other materials, print the housing property right information inquiry certificate at the relevant departments, inquire about all the property information under the principal's name, and obtain the property information certificate; handle the procedures for applying for tax reduction and exemption at the tax department, sign all relevant documents, and obtain relevant documents such as the tax exemption letter;
4. Handle the change registration procedures or correction registration procedures of the above-mentioned property in full authority, sign the change registration application form or correction registration application form and all relevant documents, obtain and keep the "Real Estate Ownership Certificate", "Real Estate Registration Certificate" or "Real Estate Certificate" and other relevant matters, and sign on relevant documents;
5. Handle all relevant matters regarding the sale of the above-mentioned property in full authority, handle the relevant procedures for transfer and transfer registration, sign the transfer registration application form, the record of inquiring the applicant for transfer registration, the statement on the calculation and levy of transaction taxes for existing housing, sign the tax return form, payment notice, application form for exemption of individual income tax in the real estate transaction link, the second-hand housing sales contract in Shenzhen or the existing housing sales contract, handle the contract notarization and sign relevant documents. **Sign all relevant documents and materials such as the second-hand housing sales contract in Shenzhen or the real estate sales contract and supplementary agreement at the real estate brokerage company. The buyer of this property is [REDACTED]**

Card Number: [REDACTED]



6. Sign the funds supervision agreement for the housing payment of the above-mentioned property or the funds supervision agreement for the down payment at the bank, and all the materials that need to be signed for the buyer's application for a mortgage loan, sign the power of attorney for the transfer of housing provident fund loan funds. All or part of the sales proceeds of the above-mentioned property, short-term property redemption loan or personal property transfer transit loan shall be received by the account of the trustee or the principal designated by the principal. After deducting the property redemption payment and various taxes and fees that the principal should bear from the trustee's collection account, the remaining housing payment shall be transferred to the account designated by the principal;
7. Handle the procedures for releasing or terminating the funds supervision of the housing payment of the above-mentioned property at the bank, and sign the application form and all relevant documents required for handling the procedures for releasing or terminating the funds supervision;
8. Handle the relevant procedures for returning the documents and canceling the transfer at the Shenzhen Real Estate Registration Centre or the Real Estate Transaction Service Centre, sign the statement of marital status, sign relevant documents and obtain the second-hand housing sales contract or the existing housing sales contract, the "Real Estate Ownership Certificate", "Real Estate Registration Certificate" or "Real Estate Certificate" and other relevant materials; consult the specific situation of the cases involving the above-mentioned property at the judicial organs or arbitration institutions, inquire about, copy and obtain the relevant documents and materials of the cases involving the above-mentioned property;
9. Handle the real-name verification business at the window of the Guangdong Provincial Unified Identity Authentication Platform, open an account on the provincial unified identity authentication platform, upgrade the account level of the provincial unified identity authentication platform, and change the account information of the provincial unified identity authentication platform. Sign and cancel the entrusted second-hand housing sales contract in Shenzhen, the notice of important matters and other entrusted sales agreements. Handle the relevant procedures for returning the documents and canceling the second-hand housing sales contract at the Shenzhen Housing Provident Fund Management Centre or the Shenzhen Real Estate Registration Centre, and sign or obtain relevant documents;
10. Handle the procedures for transfer, opening, closing, and suspending services such as water, electricity, gas (natural gas), property management, cable (digital) TV, telephone, and network for the above-mentioned property;
11. Handle the procedures for canceling the mortgage registration of the above-mentioned property/real estate in full authority, obtain and keep the "Real Estate Certificate"/"Real Estate Ownership Certificate" and other relevant matters, sign on relevant documents, answer and sign relevant inquiries.

I hereby acknowledge all the relevant documents signed by the trustee within its scope of authority and during the agency period.

Sir

