

You have an employee card, you sign an employment contract and your employer wants you to sign a power of attorney?

!!ATTENTION!!

An employee card is a type of long-term residence permit for employment purposes.

YOU CAN EXTEND YOUR EMPLOYEE CARD. YOU CAN APPLY TO EXTEND YOUR EMPLOYEE CARD YOURSELF, YOU DON'T NEED TO BE REPRESENTED! When applying for an extension of your employee card, you pay an administrative fee of CZK 2500 in stamps to the OAMP MVČR. You do not have to pay any other fee to anyone else for the extension.

IF YOUR EMPLOYER (or anyone else) OFFERS YOU A POWER OF ATTORNEY TO SIGN, with the understanding that they will handle residency issues for you, YOU DO NOT HAVE TO SIGN THIS DOCUMENT. DO NOT SIGN ANYTHING YOU DO NOT UNDERSTAND, DO NOT BE INTIMIDATED. You can sort out all residence matters yourself free of charge.

A power of attorney is a document that allows another person to act/deal with matters for you without you being present. A power of attorney may be in writing or verbally in a protocol. The power of attorney must contain information about the principal, the agent, information about the action to be performed, and the period of validity.

- **An agent** – a person who gets the power to represent you.
- **A principal** – this is you, as the person who allows another person to represent you without you being present.

ATTENTION – With a **general power of attorney** you can be represented in all matters at any institution. If you grant a general power of attorney, it may happen that someone will act for you with this document without your knowledge. If you only give a power of attorney for a specific act or proceeding, it is a **special power of attorney**.

If you are unsure whether you have signed or granted a power of attorney, you may request to see the OAMP of the Ministry of Interior file regarding your employee card through the "Request to Inspect the File" form. If you have granted a power of attorney to your employer or anyone else, you can find information about it in this file.

IF YOU GRANT ANY POWER OF ATTORNEY AND CHANGE YOUR MIND ABOUT BEING REPRESENTED BY THAT PERSON, YOU MAY CANCEL THE POWER OF ATTORNEY:

- **By the agent (representing):** by termination of the power of attorney
- **By the principal (represented):** by revoking the power of attorney

Requirements for revoking a power of attorney: The revocation of the power of attorney should have the same formalities as the power of attorney itself. In the case of powers of attorney, where official certification of signatures is required, it is also required for their revocation (i.e. if a so-called general power of attorney has been granted in administrative proceedings, the signature on its revocation must also be officially certified, otherwise not).



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MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY



Projekt "Centrum na podporu integrace cizinců v Ústeckém kraji" AMIF/31/03 je financován Evropskou unií v rámci národního programu Azylového, migračního a integračního fondu a rozpočtu Ministerstva vnitra České republiky.

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Procedure for revoking a power of attorney:

1. The first step in revoking a power of attorney is to find out (or prepare for yourself) all the information concerning the specific power of attorney (information on whether it is a written power of attorney or a power of attorney granted verbally in a protocol, whether it is a general power of attorney or a special power of attorney, information on the agent, the principal, information on the range of the power of attorney and the act to be performed, the period of validity and the date of granting of the power of attorney). If you have concluded a written power of attorney, it is advisable to have it available for revocation. If you do not possess the power of attorney and you do not know the above information, you can find it in the file kept by the OAMP of the Ministry of Foreign Affairs on your residence application. To have a look in the file (where you can take a picture of the power of attorney), you must request it in writing to the OAMP of the Ministry of Foreign Affairs. If you need help in writing the application, contact the PPI employees.

2. If you have granted a written power of attorney, you will execute a written Revocation of Power of Attorney based on the power of attorney information and deliver it to the attorney-in-fact (agent) and the OAMP of the Ministry of Interior. The revocation of the power of attorney must be announced to the agent (representative) and to the OAMP of the Ministry of Interior. With regard to the OAMP of the Ministry of Interior, the revocation of the power of attorney is only effective from the moment it is communicated to it. As long as the OAMP of the Ministry of the Interior is not informed of the revocation of the power of attorney, documents shall be delivered to the agent. If you need help in drafting the application, please contact PPI staff.

3. If you have granted a power of attorney in the protocol, you may terminate the power of attorney again in the protocol so that this protocol can become part of the file maintained by the OAMP of the Ministry of Interior. It is also advisable to notify the agent (attorney-in-fact) about this fact.

If the power of attorney was granted only for a certain period of time, the representation by the agent on the basis of the power of attorney ends after the expiration of that period.

What if you have signed a power of attorney for a specific act and you choose a new agent for the same act? You sign another power of attorney and the original power of attorney terminates. You can only have one agent per act.

DON'T PAY FOR THINGS YOU DON'T HAVE TO PAY FOR. If you need help with an issue, contact us. We will be happy to help you for FREE.



The Counselling Centre for Integration, z. ú.
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