



Steps to follow to request NIE

1. Deliver this documentation to your branch

1. Special power of attorney for processing and obtaining the NIE to be granted in favor of:
 - Durá Gregori abogados y asociados, SCP, CIF J54203609, con domicilio social en calle Filarmónica nº1-1ºA, 03590 (Altea-Alicante)
 - Sara Gregori Sendra, DNI 48323305y, mayor de edad, abogada, casada, con domicilio en calle filarmónica nº1-1ºA, de 03590 Altea (Alicante)
 - Rafael Durá Soto, DNI 21.488.388V, mayor de edad, abogado, casado, con domicilio en calle Filarmónica nº1-1ºA, de 03590 Altea (Alicante).
 - Neus Algado Giner, mayor de edad, abogada, provista de DNI 48.338.354- J, con domicilio en Avenida Carretera de Benidorm nº41, de 03509- Finestrat (Alicante).
2. Original and Simple copy of the power
 - If the power of attorney is made abroad, it must be in double column (Spanish / client's language), with the corresponding apostille.
 - A Sworn Translator Certificate is required, stating that the content of the power of attorney corresponds to the translation, using our translation services at a separate cost or doing it externally.
3. Notarial protocolization of the passport, which will be carried out as follows:
 - In case of non-EU citizen, full passport (including blank sheets)
 - In case of EU citizen, only the first two sheets of the passport or identity document (if you do not have a passport)
4. Completed and signed NIE and TIE forms
5. Order form TIE + NIE signed by the customer
5. Passport photograph
6. Certificate of the payment of fees in favor of the Law Firm
(CCC ES 36 2100 2158 6202 0045 3854. Concepto NIE + name of the client.

Service cost _____ 199,65 € (VAT included)

Fee _____ 25,66 €

Total _____ **225,31 € (VAT included)**

2. Document delivery

- Each branch will send the documentation to the CaixaBank Alicante Office (office 2158) by internal pouch. The documentation of each client will be sent in an independent envelope indicating the Office of Origin and attaching a copy of the receipt.

3. Return of documentation

- The CaixaBank Alicante Office (office 2158) will also send the documentation processed for each client by internal pouch, attaching an invoice for the service provided and a copy of the proof of payment of the corresponding fee