Handling matters in Chile from abroad

Free sample

Español + English · 2026-09-30

What you can prepare

A task brief, a tracker of powers to be verified, a record index and draft enquiries and requests for review.

First step

Describe the task precisely: making an enquiry, submitting records or requesting a document; distinguish each action.

Fictional worked example

Fictional example: Sofia lives outside Chile and wants a relative to check an application's status and request a copy of a reply. The pack records the two actions separately and asks the institution which direct channel or representation it accepts. If she later wants to request a refund, a new row is opened and the relevant authority to act is checked. Permission to enquire is not assumed to authorize signing or receiving money.

Scope

This pack does not grant or certify powers of attorney, prove authority to act or confirm acceptance of an instrument. A draft does not establish powers to act, sign, collect payments or receive money. Form, scope, formalization and channel must be checked with the receiving institution and the relevant professionals or authorities. The pack does not perform procedures or transfer funds.