

## Legalization of Business and Commerce-related Documents

### **Procedure:**

Documents (Original & Copies) should initially be certified by the local Chamber of Commerce (In some cases by the Ministry of Foreign Affairs) and then forwarded to the consular section of the Embassy.

Documents and Papers are normally given in the following forms, for the purpose of authentication and approval:

1. *Certificate of Origin*
2. *Sale Invoice*
3. *Health Certificate or Certificate of Analysis*
4. *Bill of Lading*
5. *Power Attorney*
6. *Credit and Capital Authentication Certificates of the Company or Businessman*
7. *Article of association*
8. *Letter of Appointing Representative*
9. *Etc.*

### **Required Documents:**

- Original papers and commercial invoices that have been approved of by either the MFA or the
- Chambers of Commerce, or other authorities similarly qualified (and approved of by the embassy).
- Legible copy of all the submitted documents.

\*For Legalization of Health certificate the certificate of origin and the invoice relative to that document is required.

- Paying authentication & approval fees in the location of the Embassy/Consulate (only with Visa Card), Or payment into account (preferable):

**BERNER KANTTONAL BANK 3001 BERN 30-106-9 IBAN CH 62 0079 0016 2611 58566**

- Payment slip + 2CHF

**\* Do not pay the fees via UBS, Credit Suisse and Zurcher Kantonal Bank**

\*Send the origin Receipt of Payment with your document

\*Join a stamped envelope with your documents

- Specification of Legalization Request Form [Fill up and Print] (Mandatory)
- Download Legalization Request Form [Here](#)

### **Condition for being able to work**

#### **IMPORANT & ESSENTIAL NOTICE**

In order to be able to Legalize Trading Documents, the Company must provide the 3 following articles which mean: Invoice – Certificate of Origin – Health Certificate, all together and pay the concerning price for each article, even if it desires to certify only one of them.

A. The stamp and signatures of qualified competent authorities of the region, on the legally certified documents and papers must be credible and correspond to the existing stamp and signatures as indicated in the archives of the consulate section of the Embassy.

B. Legal certification of documents containing damages, wrinkles, scribbled and scrawled text, and correction fluid usage will not be possible.

C. In case the invoice lacks the total cost of goods, or the request for Legalization of certificate of origin and Health certificate lacks the bill/invoice, according to the regulations, the maximum fee listed in the tariffs of the consulate will be demanded from the applicant of the legalization process.

### Legalization charges for Invoices and certificates of Origin

Invoice Amount	Fees to be paid for (Original Invoices & certificates)	Fees to be paid for copy & invoices & Certificates
1 to 175 CHF	21 CHF	5 CHF
175 to 1744 CHF	69 CHF	11 CHF
1744 to 8713 CHF	124 CHF	22 CHF
8713 to 17425 CHF	249 CHF	44 CHF
17425 to 87122 CHF	483 CHF	66 CHF
Above 87122 CHF	960 CHF	121 CHF

### Legalization Charges for Health (Inspection) Certificates

Amount of the Health Certificates	Fees to be paid for Health certificates	Fees to be paid for copy of Health Certificates
1-1744 CHF	42 CHF	5 CHF
1744-174244 CHF	111 CHF	11 CHF
174244 to 1742425 CHF	207 CHF	22 CHF
Above 1,742.425 CHF	387 CHF	22 CHF
Unknown amount	115 CHF	22 CHF

### Legalization charges for:

Kind of documents	Fees to be paid	Fees to be paid (copy)
Power of Attorney	20 CHF	5 CHF
Trade register & Price list	80 CHF	11 CHF
Declaration Letter and similar Letters	80 CHF	11 CHF
Letters of Representation and Similar	80 CHF	11 CHF

For Further information, please contact the Legalization division of the Consular Section in the following hours: 14:00 to 16:00

Tel: 031 3501 079

Fax: 031 351 0812