

## FAQs on Attestation Services

**Q.No.1 We are from XYZ company in Germany. We have opened a subsidiary company in India. As per Indian tax regulations, we need to get a Permanent Account Number (PAN) in India. The documents relating to submission of application for PAN number needs to be attested by the respective Embassy/Consulate as per the jurisdiction give at the link [www.indianembassy.de/pages.php?id=29](http://www.indianembassy.de/pages.php?id=29) . What we are supposed to do?**

The commercial documents required for allotment of PAN or for any other purposes are required to be first attested by the concerned District Courts (Landgericht) of the applicant's consular jurisdiction and then submitted in duplicate (original and photocopy) for attestation.

Please note that the Mission/consulates will attest only documents which are attested by the District Courts (Landgericht) within the jurisdiction of the concerned Mission/Consulates

If attestation is required on the 'Address Proof' or 'Copy of German passport' of the applicant, the same procedure, as above, should be followed.

The attestation fees for the above services will be as under:

- (i) Fee for attestation of any commercial document :Euro 62/- each attestation
- (ii) Fee for attestation of Address Proof :Euro 12/- each attestation
- (iii) Fee for attestation of Copy of German Passport :Euro 12/- each attestation

***In addition to normal attestation fee, a consular surcharge of €2 is required to be paid with each application.***

### **Q.No. 2 How can attestation fee be paid?**

Cash payment can only be made at the counter. Postal applicants should transfer the attestation fee directly to the concerned bank account. Please [Click here](#) to see the bank account details

### **Q.No. 3 Can we send the documents for attestation by Post.**

Yes. Please make sure the following:

- (a) that you are sending the documents in duplicate
- (b) that you have transferred the requisite fee and enclosed a proof of bank transfer.
- (c) that you have enclosed a good quality self addressed envelope of suitable size with sufficient postage stamp.

**Q.No. 4 Can attestation fee be sent in cash alongwith the documents for attestation by Post.**

Cash payments will not be accepted by Post. Cash payments can only be made at the counter. Postal applicants should transfer the attestation fee directly to the bank account of the concerned mission/consulate. Please [Click here](#) to see the bank account details

**Q.No. 5 I am an Indian national living in Germany. In connection with some property related matters, I wish to send a General Power of Attorney to one of my relative/friend. Please let me know the procedure and charges for attestation of the General Power of Attorney.**

You are required to bring the General Power of Attorney (original and photocopy) alongwith your **Indian passport** (in original + one copy of the relevant pages) and 2 passport size photographs to the Consulate on any working day during the public dealing hours . You are required to sign the document attorney in the presence of the Consular Officer and thereafter your signature will be attested. The attested document would be returned the next day during the same timings. Alternatively, you may leave a self addressed envelope with adequate postage stamp to enable us send the attested document to you by post.

The requisite fee for this service is **Euro 25/-**. ***In addition to normal attestation fee, a consular surcharge of €2 is required to be paid with each application***

Please note that postal application should not be sent for this service.

**Q.No. 6 I am a German national of Indian origin and OCI/PIO card holder. In connection with some property related matters, I wish to send a General Power of Attorney to one of my relative/friend. Please let me know the procedure and charges for attestation of the General Power of Attorney.**

You are required to get the General Power of Attorney attested by a notary and one of the District Courts (Landgericht) of the applicant's consular jurisdiction. Thereafter the document may be sent/submitted to us in duplicate (original and photocopy) for attestation.

The requisite fee for this service is **Euro 25/-**. ***In addition to normal attestation fee, a consular surcharge of €2 is required to be paid with each application***

Postal applicants are requested to follow the procedure mentioned in answer of Q.No.2 and 3 above.

**Q.No.7 I am in Germany but my spouse has applied for passport for our minor child. How can I confirm my no-objection to the application?**

For issue of a passport to a minor in India, generally the consent of both the parents is required. Since you are in Germany, you would need to send an affidavit confirming your consent /no objection for submitting the same with minor's

passport application in India. We have a standard format for such an affidavit which would need to be signed by you at the Office on any working day and a fee of Euro 14 (12+2) paid for the same. Please bring your original passport (and copies of first, last & visa/residence permit pages) for the purpose.

The serviced documents could be collected the next working day or a self-addressed stamped envelope be submitted for return of the documents by post.

Please visit [passport.gov.in](http://passport.gov.in) website for more information for filing passport application.

**WHERE TO APPLY AND MAKE THE PAYMENT OF FEES: PLEASE [CLICK HERE](#)**