

## Miscellaneous Consular Services

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#### IMPORTANT NOTICE

**(a)** Fees for Miscellaneous Consular Services should be paid to Embassy's Bank Account maintained with UBS AG, Account No. **235-939899.01P**.(IBAN CH82 0023 5235 9398 9901 P).

**(b)** In addition, a Consular Surcharge of CHF 2.00 is to be paid to Embassy's separate bank account maintained with UBS AG, Account No.**235-939899.02K** (IBAN CH39 0023 5235 9398 9902 K).

**(c)** All payments should be made only through the bank and the original payment receipts containing the Embassy's account number should be submitted with the application.

**(d)**'Beneficiary' name may kindly be mentioned as '**Embassy of India**'.

**(e)** Payment made through the cash desk of the Post Office will **not** be accepted.

**(f)** Applicants are requested to verify the Consular Services Fee, Consular Surcharge and bank account details before making bank transfer or payment. Embassy shall not be responsible for any erroneous deposit or payment to its account.

**(g)** Consular Service shall be rendered only after realization of prescribed fee into Embassy's bank accounts.

Consular Service Hours: 0930 to 1230 hrs

Collection of Documents after service: 1530 to 1630 hrs.

#### **1) Power of Attorney (Property Matters)**

(Service Fee: CHF 38 and Consular Surcharge : CHF 2)

Requirements for attestation of Power of Attorney (Property Matters):

**(a)** Original Passport and Photocopy of inside cover pages and other relevant pages of the passport.

**(b)** Copy of Swiss resident permit.

**(c)** One recent Passport Size ( 35 mm x 45 mm) photograph.

**(d)** Original and one photocopy of the Power of Attorney to be signed in the presence the Consular Officer of the Embassy.

**(e)** Receipts of payment of Service Fee and Consular Surcharge

## **2) Power of Attorney (other than Property Matters)**

(Service Fee: CHF 38 and Consular Surcharge : CHF 2)

Requirements for attestation of Power of Attorney (other than Property Matters):-

(a) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(b) Copy of Swiss Resident permit.

(c) Original and one photocopy of the Power of Attorney to be signed in the presence of the Consular Officer of the Embassy.

(d) Receipts of payment of Service Fee and Consular Surcharge

## **3) Police Clearance Certificate / Date of Birth Certificate according to Indian Passport / Affidavit ( Service Fee: CHF 25 & Consular Surcharge: CHF 2)**

Requirements for PCC / DOB certificate / Affidavit:

(a) Duly filled Miscellaneous Services Application form. (available on Embassy's website).

(b) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(c) Copy of Valid Swiss resident permit.

(d) Receipts of payment

(e) One photograph.

## **4).Attestation of Commercial Documents**

(Service Fee: CHF 90 & Consular Surcharge: CHF 2 for each commercial document)

Requirements for attestation of the Commercial Documents: -

(a) The commercial documents are required to be first attested (Apostilled) by the Chancery of State of Canton within the consular jurisdiction of the Embassy of India, Berne and then to be submitted in duplicate (original and photocopy) for attestation.

(b) If attestation is also required on the '**Address Proof**' or '**Copy of Swiss/Foreign passport**' of the applicant, the same procedure, as above, should be followed. (In this case Service Fee of CHF 38 & Consular Surcharge of CHF 2 will be applicable for each attestation.)

(c) A covering letter should be attached clearly mentioning the purpose of the attestation.

(d) Receipts of payment.

### **5).Attestation of Documents issued by Swiss Authorities**

(Service Fee: CHF 38 & Consular Surcharge: CHF 2)

Requirements for attestation of Documents issued by Swiss authorities:

(a)The original and a photocopy of the document(s) duly **apostilled** by the Chancery of State of Canton (Staatskanzlei), where the applicant is residing in Switzerland.

(b)Photocopy of inside cover pages and other relevant pages of the passport.

(c)Copy of Valid Swiss resident permit.

(d) Receipts of payment.

### **6).Life Certificate** ( Service Fee: Gratis)

Requirements for attestation of the Life Certificate (for pensioners):-

(a)Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(b)Copy of Valid Swiss resident permit.

(c)Original and one photocopy of the Life Certificate in the Format prescribed by the concerned Bank/Institution to be signed before the Consular Officer of the Embassy.

(d)Copy of Pension Paper/Book of the applicant.

### **7) Attestation of affidavit for Single / Marital status**

(Consular Fee: CHF 25 & Consular Surcharge: CHF 2)

Requirements for attestation of affidavit for single / marital status:

(a) Duly filled miscellaneous services application form (available on Embassy's website).

(b) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.

(c) Copy of Valid Swiss resident permit.

(d) Receipts of payment

(e) One photograph.

(f) Applicant requires to fill an Affidavit & sign before the Consular Officer at the Embassy.

### **8) Sworn Affidavit for Obtaining Child's Passport in India**

(Consular Fee: CHF 25 and Consular Surcharge: CHF 2)

Requirements for attestation of Affidavit for Obtaining Child's Passport in India: -

- (a) Original Passport of the parent working in Switzerland
- (b) Photocopy of inside cover pages and other relevant pages of the passport.
- (c) Copy of Swiss resident permit.
- (d) An Affidavit is to be signed before the Consular Officer of the Embassy.
- (e) Photocopy of child's birth certificate.
- (f) Copy of the parent's passport who is applying for child passport in India.
- (g) Receipts of payment

### **9) Attestation of Salary Certificates:**

(Consular Fee: CHF 38 and Consular Surcharge: CHF 2)

Requirements for attestation of Salary Certificate: -

- (a) Photocopy of inside cover pages and other relevant pages of the passport.
- (b) Copy of Valid Swiss resident permit.
- (c) The original and a photocopy of the Salary Certificate duly apostilled by Chancery of State of Canton (Staatskanzlei), where the applicant is residing in Switzerland.
- (d) One photograph.
- (e) Duly filled Miscellaneous Services Application form (available on Embassy's website).
- (f) Receipts of payment

### **10) Attestation of Academic Degree/ Certificate/ Mark Sheet**

(Service Fee: CHF 38 and Consular Surcharge: CHF 2)

Requirements for attestation of Academic Degree / Certificate/ Mark Sheet: -

- (a) Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.
  - (b) Copy of Valid Swiss resident permit.
- A. If original degree / certificate /Mark Sheet is to be attested:

Such original Degree/Certificate should be duly attested by the General Administration Department of the concerned State/ Ministry of Human Resource Development, Government of India and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.

B. If a true copy of the degree / certificate is to be attested:

Copy of the degree/ certificate is required to be submitted along with the original of the Degree/Certificate duly attested by the General Administration Department of the concerned State and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.

(e) Receipts of payment

### **11). Attestation of Indian Marriage Certificate**

(Consular Fee: CHF 38 & Consular Surcharge: CHF 2)

Requirements for attestation of Marriage Certificate for marriages performed in India

(a) Photocopy of inside cover pages and other relevant pages of the passport.

(b) Copy of Valid Swiss resident permit.

(c) The original of the Marriage Certificate duly attested by the concerned State Government & Apostilled by the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.

(d) Receipts of payment

### **12). Renunciation of Indian Citizenship**

(a) A fee of CHF 318 if the individual has acquired citizenship after 01.06.2010 and CHF 25 for those who have acquired citizenship before 01.06.2010.

(b) Physical presence at the Embassy of India, Bern is necessary

(c) An Affidavit to be duly filled in at the Embassy and signed in the presence of the Consular Officer.

(d) Original Indian Passport with a complete set of copy from cover to cover (i.e. Copy of All pages).

(e) Original Passport of the newly acquired Nationality with copy of first page.

(f) A copy of the Residence Permit (Except Swiss nationals) with original for scrutiny

(g) A copy of the Naturalization Certificate with date of Acquisition of Citizenship.

(h) A self addressed Registered Stamped Envelope

(i) Penalties will be imposed for retaining the passport and travelling on the Indian passport after attaining the citizenship of another country. This will be assessed at the Embassy on scrutiny of the documents submitted. The penalties will be in addition to Renunciation fee as stipulated above. In case of penalties, an additional Service charges of CHF 25 is payable. Penalties are subject to Exchange Rates fixed by Government of India.

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