

Execution of Will/Gift Deed

For this service, applicants have to apply in Person only. Please note that for execution of a Will/Gift Deed, the applicant has to visit the High Commission in person and has to sign the Will/Gift Deed before the Consular Officer. A Will/Gift Deed can be executed at the High Commission only if the same is to be produced in INDIA.

Requirements:

i. Online appointment for Consular Service (Click here

([https://www.vfsvisaservice.com/IHC-](https://www.vfsvisaservice.com/IHC-UK-Appointment/AppScheduling/AppWelcome.aspx?P=cCiy6xeqIBWf0MSviUERSCDhdFkas%2FmFaceUVLcp3A4%3D)

[UK-Appointment/AppScheduling/AppWelcome.aspx?](https://www.vfsvisaservice.com/IHC-UK-Appointment/AppScheduling/AppWelcome.aspx?P=cCiy6xeqIBWf0MSviUERSCDhdFkas%2FmFaceUVLcp3A4%3D)

[P=cCiy6xeqIBWf0MSviUERSCDhdFkas%2FmFaceUVLcp3A4%3D](https://www.vfsvisaservice.com/IHC-UK-Appointment/AppScheduling/AppWelcome.aspx?P=cCiy6xeqIBWf0MSviUERSCDhdFkas%2FmFaceUVLcp3A4%3D)) **Online appointment system for Consular Services Link)**

ii. Miscellaneous Application form : Miscellaneous Application form dully filled in and signed by the applicant (*Please click for Miscellaneous Application Form (<https://www.hcilondon.gov.in/pdf/Miscellaneous%20Application%20Form.docx>) or please visit the link 'Forms for Consular Services (<https://www.hcilondon.gov.in/subconinfo1>)*). **One recent Passport size photograph to be affixed on the Misc. Application form.**

iii. In case of Indian Passport Holders: Valid passport in original and one set of self-attested copies of first two and last two pages of the passport and the page (s) containing passport officer's observation (s) (if any). **In case of Other Passport Holders:** Valid passport in original and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the passport holder.

iv. Proof of Residence: Any of the following self-attested documents viz. copy of utility bill (Latest landline telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed (of residence) etc. where the applicant's UK address is clearly mentioned, should be provided.

v. Visa Status: Self-attested copy of passport page/UK Residence Permit Card showing the visa status should be enclosed.

vi. Will/Gift Deed Document: Recently drafted Will/Gift Deed and one copy needs to be signed by the applicant before the Consular Officer. In addition, the Will/Gift Deed needs to be witnessed by two UK based individuals with their names, UK addresses and valid passport particulars (*passport no., date of issue and place of issue*) clearly mentioned in the Will/ Gift Deed. The witnesses to the Will/Gift Deed need to sign the Will/Gift Deed before the Consular Officer and they should not be amongst the beneficiaries of the Will/Gift Deed. The two UK based individuals (Witnesses) need to produce their original passports at the time of signing

before the Consular Officer and self-attested copies of their passport pages containing personal particulars need to be submitted along with the Will/Gift Deed. *If the witnesses cannot come in person, one set of notarised copy (copies) of their passports page (s) containing personal particulars of the witnesses and Will/Gift Deed duly signed before Notary Public by the Executant/s and Witnesses need to be submitted.* The witnesses to the Will/Gift Deed should not be amongst the beneficiaries of the Will/Gift Deed. The applicant/executants of Will/Gift Deed is also required to affix one passport size photograph on the last page of the Will/Gift Deed near the place of his/her signature and then make a photocopy of the Will/Gift Deed for retention by the High Commission.

vi. Fee: £19.00 (*payable either in cash or through crossed postal order drawn in favour of "High Commission of India, London". No Credit or Debit card will be accepted. Please note that the fee is for each signature and stamp of the Consular Officer.*)

vii. Processing Time: Normally, Same Day/Next Working Day

Note: The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on case to case basis.

CHECK LIST / ORDER OF DOCUMENTS FOR POWER OF ATTORNEY

Miscellaneous service form duly signed with one passport sized photograph on top and right hand side of the form. Original and one copy of applicant's Valid passport/s (Copy must be self-attested) if Indian Passport – Copies of first two pages and last two pages duly self attested. Original and one copy Applicant's proof of address (Any utility bill like light, gas or water bill or Council tax bill or Driving licence) Original and one copy of two witness's valid passports with copy of their address proof. Original and one copy of Will/Gift Deed with one passport size photograph pasted on the last page of Will/Gift Deed near the place of executants' signature. Please keep original Will/Gift Deed separate. Two Passport size photographs. Need to take an appointment for submission of application from www.hcilondon.gov.in (<https://www.hcilondon.gov.in/>) - online appointment system for Consular Services.

All photocopies must be self attested by the respective person.

High Commission of India,
India House, Aldwych, London, WC2B 4NA

Working Hours: 0915 hours to 1745 hours (Monday to Friday) Telephone Number: 00-44 (0) 20 8629
5950 (Working hours) 020 7632 3035(After Office hours)
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