

Attestation of Power of Attorney (PoA)/ Affidavit (s) relating to Civil /Property/Financial matters

Please note that for execution of the PoA/Affidavit (s) relating to civil/Property/Financial matters, applicants/ executants/deponent are required to visit the High Commission in person and have to sign the PoA/Affidavit (s) before the Consular Officer. PoA/Affidavit (s) relating to civil matters are attested by the High Commission only if these are to be produced before authorities in INDIA. PoA/Affidavit (s) can be executed either on a plain paper or a stamp paper as per the applicant's requirement or as advised by the applicant's lawyer.

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?

P=cCiy6xeqIBWf0MSvIUERSCDhdFkas%2FmFaceUVLcp3A4%3D) Online appointment system for Consular Services Link

ii. 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. Power of Attorney/Affidavit Document: Recently drafted Power of Attorney (PoA)/Affidavit and one set of copy (Copies) needs to be signed by the applicant (s) before the Consular Officer. In the case of PoA, the PoA needs to be witnessed and signed by **two** UK based individuals with their names, UK address and valid passport particulars (*passport no., date of issue and place of issue*)clearly mentioned in the PoA. It is customary

for the witnesses to the PoA to sign the PoA before the Consular Officer. The two UK based witnesses need to produce their original passport at the time of signing before the Consular Officer and one set of self-attested copy (copies) of the passport page (s) containing personal particulars of the witnesses need to be submitted along with the PoA. **If both or any of the witnesses cannot come in person, one copy of witness's/witnesses's passport page (s) containing personal particulars of the witness/witnesses duly notarised by the notary public and Power of Attorney duly signed before Notary Public by the Executant/s and Witness/Witnesses need to be submitted.** The witnesses to the PoA should not be amongst the beneficiaries of the PoA. The applicant/executants of PoA is also required to affix one passport size photograph on the last page of the PoA near the place of his/her signature and then make a photocopy of the PoA for retention by the High Commission.

In the case of Affidavit (s), witnesses are not required. However, other procedural and documentation requirements as prescribed above would be required to be completed.

Power of Attorney/ Affidavit for Court cases pending in India- Applicants have to provide a copy of Court case (s) pending against them.

vii. 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 Power of Attorney with one passport size photograph pasted on the last page of PoA near the place of executants' signature. Please keep original POA 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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