

## **Embassy of India, Berlin**

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### **PROCEDURE FOR ATTESTATION OF COMMERCIAL DOCUMENTS**

**Attestation of Trade/Commercial documents or issue any certificate 'country of orig etc', pertaining to exports from foreign country to India.**

1. Commercial Documents required to be attested for submission in India, are required to be first attested by the concerned German District Courts (Landgericht) of the applicant's and to be submitted to the Embassy.
2. Attested copies of the document by the German District Courts (Landgericht) then to be submitted in duplicate (original and photocopy) along with the copy of passport/ ID of the applicant for attestation in the Embassy.
3. Documents may be sent to Embassy of India only through post along with the proof of payment to the following address:

Attestation Department,  
Consular Wing  
Embassy of India,  
Tiergartenstr. 17  
10785 Berlin

4. Attestation fee of Euros 44.00 may be made through Bank Transfer. The bank details are:

IBAN:DE59100100100631068104  
BIC: PBNKDEFF  
Bank: Postbank Berlin  
Account No. 631068104  
BLZ: 10010010

5. A self-addressed envelope with Euro 4.25 stamps (may differ depending on the weight and size of the documents) to be attached along with other documents to facilitate the return of the documents by post after attestation.
6. The procedure for completion of attestation of document takes 3-5 working days after receipt of documents and payment of requisite fees in the Embassy.

**Note :** Please note that the Embassy would attest only the seal and signature of the District Court and not the contents of the document. Also, the Embassy will attest the Seal and Signature of the District Courts (Landgericht) which are within the jurisdiction of the Embassy (States of Berlin, Brandenburg, Saxony and Macklenberg-Vorpommern).