

WELCOME

to

Abrodex Consultancy Services

.....legalization simplified



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Introduction

“Abrodex Consultancy Services” is a full-service documentation consulting segment of “Abrodex India Pvt. Ltd”. It was, established in 2016, with offices in New Delhi and Kolkata. We deal with all kind of documentation matters across the country under one umbrella.

Our areas of expertise include to complete the process of Authentication, Attestation, Apostille, Embassy Legalization, Visa Stamping and Travel.

Our objective is to make available clear, concise and practical guidance with time bound deliverables to support our clients' personal as well as business documentations.

Our innovative and realistic resolutions extend beyond practices and borders to suit clients' requirements. Our standpoint is based on adequate knowledge of the sector/industry and global documentation processing.

Our team of professionals understand issues across a broad spectrum of business and legal documentations. This fluency allows us to bring the right talent and knowledge to deliver commercially pragmatic advice.

We are assisting to complete documentation for some of the clients in major sectors including Banking & Finance, Healthcare, Food & Drug, Manufacturing, Infrastructure & Energy, IT, Outsourcing, Media & Broadcasting, Real Estate, Telecommunication and Law Firms.

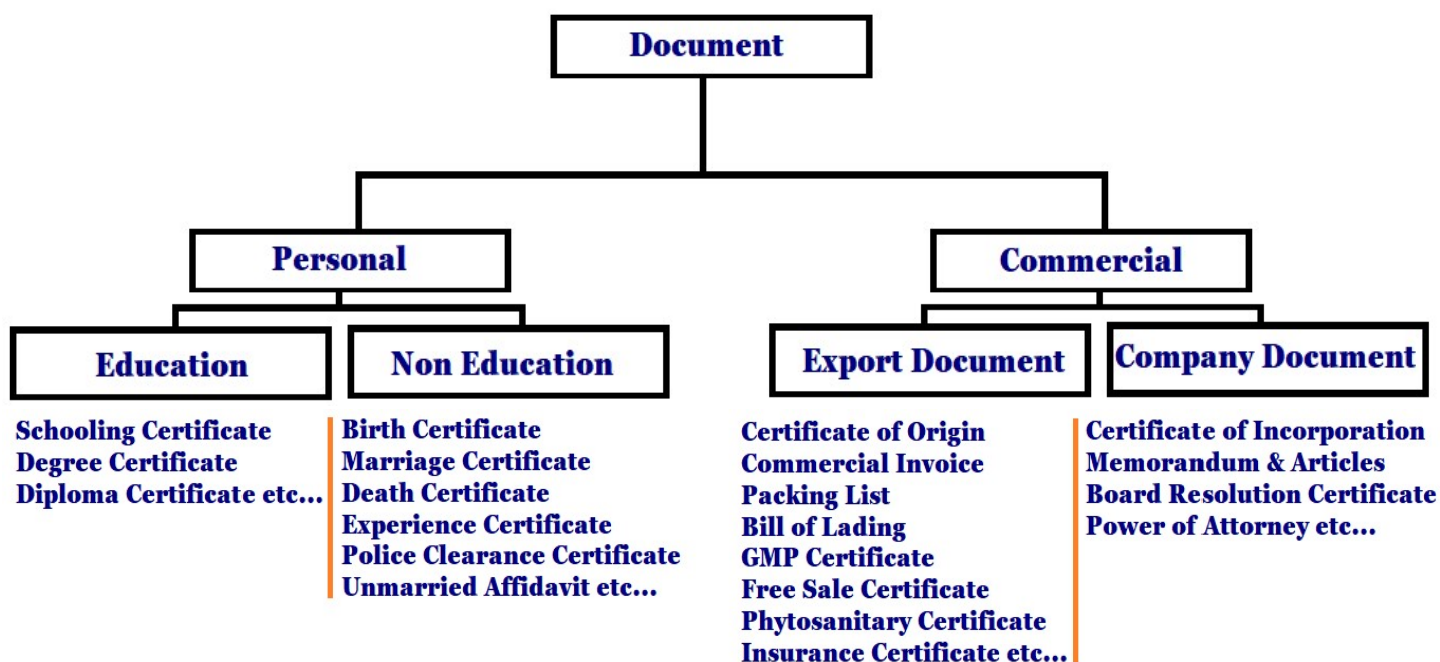
Our expertise coupled with effective, timely and practical solutions are the factors which are predominant in choosing the firm by the clients.

Documentation Services

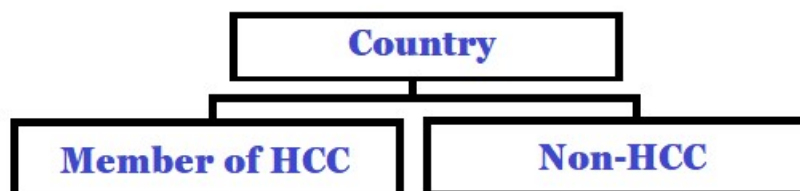
When someone wishes to move a foreign Country or a Company wishes to Export its products or even planning to establish business abroad, then the 'Documentation' process is very crucial to accomplish the same.

The requirement of documents is different for personal and commercial purpose. It depends on some basic factors like purpose and duration of visit (type of visa), nature of product is being exporting and the category of destination Country.

International Documentation is categorized as under.



Category of Countries in the viewpoint of Documentation as under.



***HCC - Hague Conventional Country**

Document Processing

Document processing depends on various factors including place of origin in India, type of Document and finally on the category of destination Country.



Document Processing - First Step

Depending on the types of Document the signing authorities are also different in various steps involved in Documentation process.

The **Educational Document** will be **attested** firstly from the department of Ministry Human Resource Development (**MHRD**) or from the Department Higher Education, Government of India.

The **non-Educational Document** will be **Authenticated** or **Attested** from the State Level Attestation Department in first step. These are **Home Department**, **Regional Authentication Centers/RAC**, **General Administration Department/GAD** and **Office of the Resident Commissioner** of the respective States situated in New Delhi, India.

The **Commercial Document** will be **Attested** from any authorized **Chambers of Commerce in India** or from that Chambers of Commerce in which the concern Company is enlisted with.

Once the document has been completed from the above-mentioned department and authorities of India, then it will be **Certified by Ministry of External Affairs/MEA** irrespective of types of Document as well as the location of its issuance.

The Ministry of External Affairs/**MEA**, Government of India **provides two types of Authentication**, one is **normal Attestation** and another is **Apostille Certification**. The Ministry of External Affairs/**MEA Authentication** is **mandatory for all documents** which are supposed to use in foreign Countries.

When the destination Country is a Hague Conventional Country/**HCC**, then **Apostille** is **final process of the documentation for personal documents**. Maximum numbers of Hague Conventional Countries do not consider Apostille Certification as final step as require Legalization further.

Document Processing - Final Step

When the intended document has been completed properly from the above mentioned two steps and the destination Country is **not a Member of HCC**, then it will be **Legalized from the Embassy or Consulate** of the destination Country present in India irrespective of its type.

The **Embassy Legalization** is considered as the final step of Documentation Process and it is mandatorily required for Commercial Documents for most Countries.

If the **Embassy or Consulate of the destination Country is not present in India**, then the document will be Legalized from that Embassy or **Consulate situated geographically nearest from India**.

Requirement of Documents

All the personal Documents which to be Attested, Apostilled or Legalized are require in Original. Although, some personal documents are processed on its photocopy like Passport, Driving License etc.

The copy of Company Document is fine for processing but some are needed in original like Power of Attorney (PoA), Board Resolution etc.

Supporting Documents

The requirement of supporting documents is varied from the different types of document to be processed. Sometime, it also depends on the purpose of documentation. And the requirement of supporting documents, in general, as under.

- ❖ Passport photocopy of document holder(s) [first & last page] and it is mandatory for all personal documents.

For MHRD Attestation -

- ❖ Photocopy of Marksheet
- ❖ Copy of job offer letter
- ❖ Recent color passport size photograph of candidate

For Commercial Document Attestation -

- ❖ Photocopy of Government of India issued Identity Card(s) containing Address, photo and signature of signing authority of the document.

Time frame of Document processing

The normal time frame is 02 working days to complete the Apostille Attestation for any kind of above-mentioned documents on receipt in our end.

Complete Embassy Legalization will take around 07 - 10 working days normally on receipt of the document in our end.

***the number of days may vary on the Embassy time line / Different States' Authentication Centers time for verification etc.

***some special documents require some special verification from issuing / signing authority, then time also vary.

Documents -Mode of Handling

- Documents may send to our New Delhi Office Address through Courier / Indian Post.
- We have Collection Center in New Delhi and Kolkata where document could be submitted personally.
- In Delhi-NCR and all PIN Codes of Kolkata, our field officers are available for collection from access point of clients.
- We have tie ups with Blue Dart and DTDC Courier Services to collect and deliver the document in to Customer's address across India.

We send back the documents, after processing, to the Customer's provided address through Blue Dart or DTDC Courier in Domestic and DHL Express or Aramex for International destination.

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