

## ATTESTATION OF COMMERCIAL DOCUMENTS– CHECKLIST

### Required Documents:

- Duly filled in Miscellaneous Services **Application form**. <https://www.vfsglobal.com/one-pager/india/switzerland/consular-services/pdf/Miscellaneous-Services-Application-Form-July-2025.pdf>
- 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.
- 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 Fee will be applicable for each attestation.)
- A covering letter should be attached clearly to mentioning the purpose of the attestation.
- Photocopy of inside cover pages and other relevant pages of **passport**
- Include two **recent passport**-size photos (35 mm × 45 mm) with a plain background
- Copy of **valid Swiss resident permit**
- Proof of payment receipts** ( Please make your payment in favour of "VF SERVICES (UK) Limited" Weststrasse 2, 3005 Bern via E-Banking IBAN (CH31 0023 0230 5583 7301 X) or You may generate the QR code by accessing the following link <https://qrbill.ubs.com/app/CAL/> )
- Copy of Company's registration certificate (Handelsregister).

### Notes-

- Include two **recent passport**-size photos (35 mm × 45 mm) with a plain background.
- Ensure all documents are accurate and match your passport

**This list is not exhaustive and does not guarantee approval. The High Commission of India or its Consulates reserve the right to request additional documents if required**