

Embassy of India
Beijing

CIRCULAR

It has been decided that henceforth all applicants requesting for attestation of Commercial Documents will have to submit a covering proforma (sample attached) giving details of the documents to be attested. Documents received without the proforma will not be attested by the Embassy and returned. The proforma has to be filled in English only.

Sd/-
Embassy of India
Beijing

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Proforma for commercial attestation

MFA Ticket Number:

Name of the Company:

Brief on Company / Individual (This shall include information about company/ individual, profile and purpose of visit to India):

Attestation Service requested for a) Commercial Paper for Tender submission, b) Power of Attorney, c).....

Contact Number: +86-

Email:

Address of the company in China:

Address of the company in India: (if applicable)

Declaration

I hereby declare that the information/ contents provided above is true to the best of my knowledge. I hereby undertake full responsibility and legal liability for any wrong information written above and with the enclosed documents for attestation purpose. I hereby certify that I am the legal signatory duly authorized for making this declaration on behalf of my company/myself (please strike off whichever not applicable)

Signature

Name

Designation, Seal & Date

Name of the Company

Place

