

Legalization of Business and Commerce-related Documents

Procedure:

Documents (Original & Copies) should initially be certified by the local Chamber of Commerce (In some cases by the Ministry of Foreign Affairs) and then forwarded to the consular section of the Iran Embassy in London, Tuesdays and Thursdays between 9am to 12pm.

Documents and Papers are normally given in the following forms, for the purpose of authentication and approval:

1. Certificate of Origin
2. Sale Invoice
3. Health Certificate or Certificate of Analysis
4. Bill of Lading
5. Power Attorney
6. Credit and Capital Authentication Certificates of the Company or Businessman
7. Article of association
8. Letter of Appointing Representative

Required Documents

- Original papers and commercial invoices that have been approved of by either the MFA or the Chambers of Commerce or other authorities similarly qualified (and approved of by the embassy).
- Legible copy of all the submitted documents.

*For Legalization of Health certificate the certificate of origin and the invoice relative to that document is required.

- Paying authentication & approval fees in the location of the Embassy/Consulate (only with cash),

*Join a stamped envelope with your documents

- Specification of Legalization Request Form [Fill up and Print] (Mandatory)

Condition for being able to work

IMPORANT & ESSENTIAL NOTICE

In order to be able to Legalize Trading Documents, the Company must provide the 3 following articles which mean: Invoice – Certificate of Origin – Health Certificate, all together and pay the concerning price for each article, even if it desires to certify only one of them. Method of payment is cash only when submitting your documents to the consulate section.

A. The stamp and signatures of qualified competent authorities of the region, on the legally certified documents and papers must be credible and correspond to the existing stamp and signatures as indicated in the archives of the consulate section of the Embassy.

B. Legal certification of documents containing damages, wrinkles, scribbled and scrawled text, and correction fluid usage will not be possible.

C. In case the invoice lacks the total cost of goods, or the request for Legalization of certificate of origin and Health certificate lacks the bill/invoice, according to the regulations, the maximum fee listed in the tariffs of the consulate will be demanded from the applicant of the legalization process.

Legalization Charges for Invoices and Certificates Origin

Invoice Amount	Fees to be paid For (Original Invoices & Certificates)	Fees to be For Copy of Invoices & Certificates
£1 to £382	£11	£1
£383 to £3809	£45	£5
£3810 to £19048	£90	£10
£19047 to £38095	£175	£20
£38094 to £238095	£350	£40
Above £238094	£690	£70

Legalization Charges for Health (Inspection) Certificates

Invoice Amount	Fees to be paid For (Original Invoices & Certificates)	Fees to be For Copy of Invoices & Certificates
£1 to £382	£11	£1
£383 to £3809	£45	£5
£3810 to £19048	£90	£10
£19047 to £38095	£175	£20
£38094 to £238095	£350	£40
Above £238094	£690	£70

Legalization Charges for

	Fees to be paid
Power of Attorney	£10
Articles of Association of Companies	£45
Introduction of Board of Directors	£45
Letters of Representation and Similar	£45

Further information; please contact the Legalization division of the Consular Section Tuesdays and Thursdays between 15:00 to 17:00.

Tel: 0207 3610 800

Address: 50, Kensington Court, London, W8 5DD