

Embassy of the Islamic Republic of Iran

LEGALIZATION OF COMMERCIAL DOCUMENTS

ANNOUNCEMENT

NEW LEGALISATION FEES FROM 23rd June 2011

- 1- Legalization of commercial documents will be sent by post and at most 5 days after the receipt of the documents.
- 2- Where possible, the legalization section will insist on receiving documents by post and is unable to accept commercial documents handed by person.
- 3- Legalization of documents is conducted strictly on a first come first serve basis.
- 4- In certain cases where time constrains apply and for saving time in posting the documents, the commercial documents together with a self stamped address envelope may be handed to the receptionist. The legalized documents will only returned by post.
- 5- Current legalization fees for commercial documents are noted in the following table. The relevant legalization fees for Commercial invoices, Certificate of origins & Health certificates are based on the invoice values as shown in the following table:

| Total invoice value | Required fee per copy |
|-------------------------------------|-----------------------|
| Under £ 366.00 | £ 11.00 |
| From £ 366.00 to 3663.00 | £ 44.00 |
| From £ 3663.00 to 18315.00 | £ 82.00 |
| From £ 18315.00 to 36630.00 | £ 164.00 |
| From £ 36630.00 to 183150.00 | £ 328.00 |
| From £ 183150.00 and above | £ 655.00 |
| Power of Attorney & other documents | £ 44.00 |

Commercial documents should be certified by the Local Chamber of Commerce.

Other documents such as power of attorney, assignment, agreement, agency certificates, representative certificates, etc.....could be certified either by Chamber of Commerce or Foreign & Commonwealth Office.