

CHINESE EMBASSY SERVICES - Choose your services

(1) Apostille & Chinese Embassy Attestation (no solicitor certification)

Examples - HMRC Documents • Certificates of Residence • Certificates of Good Standing • Companies House Signed Documents • Notarised Power of Attorney • Other documents already signed by a solicitor or notary • HMRC Tax Office signed docs • POA signed by solicitor or notary • Call us if you are not sure ...

How many documents do you have in this section? ____ x £204 each = £

(2) Apostille & Chinese Embassy Attestation with Solicitor Certification

Examples - Certificate of Incorporation • Memorandum and Articles of Association • Minutes or Resolutions • Appointments • Reports and Accounts • Companies House Documents • Other Company Documents • Proof of Address • Confirmation Statements • Certificate of Incumbency • Call us if you are not sure ...

How many documents do you have in this section? ____ x £216 each = £

(3) Multi Document Discounted Service (THREE OR MORE DOCUMENTS)

Discounted service for customers with 3 or more documents

Number of discounted documents to attest _____ x £190 each = £

(4) Embassy Attestation Only Service (Your document must have the apostille already)

If your document already has a UK apostille you only need the embassy attestation

Number of embassy attestation only documents ____ x £150 each = £

(5) Other Services (if required)

Scan and Email service before dispatch for £12 (Add fee here if required) £

(We will scan the page containing the apostilled signature and the apostille certificate only)

Translation of document (Contact us for a price) £

(6) Do you want us to legalise the original document or make a copy to legalise?

Some documents have to be legalised as originals e.g. a notarised power of attorney or documents certified by your own solicitor

If you are unsure ask the person requesting the document

(Circle as required) **Do original / Make copy**

(7) Return Delivery Method

UK Standard Post £ Free
(No tracking and NO insurance)

Overseas Airmail Post £12
(Basic tracking and NO insurance)

UK Next Day Courier £10 (Recommended)
(Full tracking and insured* by the courier)

Overseas DHL Courier £50 (Recommended)
(Full tracking and insured* by the courier)

*Insurance provided by couriers is limited to the value of the order

Return delivery charge = £

Complete the form and send your documents to the address above.

Tips to ensure the fastest service! Answer questions 6 and 7 above, if you ignore these questions it may delay your order. If you write your card details on this form we can start the order as soon as we receive it.

Our terms and conditions for all services are available on our website and must be read prior to ordering. By submitting an order to us you are agreeing to these terms and conditions.

Please describe your documents here - (For example - Birth Certificate for Jones)
We also require a signed embassy application form and a copy of the passport for the company directors.

(Total of all shaded boxes)
CALCULATE YOUR ORDER TOTAL = £

HOW TO PAY - providing card details on this form ensures an immediate start

I will pay with card number: _____

(For an immediate start use this option) Expiry date: _____ 3 digit security no: _____

Card holder signature: _____

(By signing here you agree to your card being debited for the value of this order)

I enclose a cheque / postal order made payable to "The Apostille Service"

Call me for card payment information (We will call between 9am and 5pm)

Email me - bank transfer instructions OR online card payment instructions

(We require payment before we can start your order. Orders over £500 must select the 'Email me - bank transfer' option)

CONTACT & INVOICE DETAILS

Name: _____

Address: _____

Email: _____

Tel No: _____

DELIVERY ADDRESS (If different from contact)

Name: _____

Address: _____

Email: _____

Tel No: _____

(Courier deliveries require the recipients phone number)

For office use:

V - 07.18

Rec'd: _____ : _____ Staff: _____

Fc: _____ : _____ Pay Method: _____

Em: _____ Finished: _____ QB No: _____

Tr: _____ QC: _____ Del ref: _____

ICN