

## Checklist for Attestation / Legalization of documents

**Note:** All the Canadian Passport holders are required to get the documents **first Attested from DFAITD / Global Affairs, Canada (Sussex Drive, Ottawa)** and then the certification of DFAITD on the document will be done by High Commission of India, Ottawa

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| <b>Details of application</b> | Application is for Attestation / Legalization of Documents viz., Power of Attorney, Affidavit, any declarations related to Property, etc.  |
| <b>Documents Required</b>     | <ol style="list-style-type: none"><li>1. Application form duly filled in, photo pasted and signed at the specified place<br/><br/>[the application may be filled at the following link:<br/><a href="https://hciottawa.gov.in/pdf/application_july02_1.pdf">https://hciottawa.gov.in/pdf/application_july02_1.pdf</a></li><li>2. Original Power of Attorney / Document to be attested</li><li>3. Copy of Power of Attorney / Document to be attested</li><li>4. Passport copy –Self-attested photocopy of pages of Passport having Personal Particulars</li><li>5. Only for Indian Passport holders - Immigration status in Canada (Work permit/ Study permit/ PR and LANDING PAPER) – self attested copy</li><li>6. Address proof for Canada: self-attested copy<br/>(Any one out of : Driving licence, Ontario ID, Utility bill e.g. Water, Electricity, Gas, Internet/Wi-fi, Mobile bill)</li><li>7. For Power of Attorney of Property– (a) Ownership document of the property (b) Photo ID Card copy of the Attorney who is being nominated in POA</li></ol> |
| <b>Additional Documents</b>   | (a) The documents issued from India such as – Birth Certificate, Marriage Certificate, Educational documents, etc., needs to be attested first from India (Ministry of External Affairs, New Delhi. Refer link <a href="http://www.mea.gov.in/apostille.htm">www.mea.gov.in/apostille.htm</a> )  |

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|            | (b) All the documents issued by Canada Government needs to be attested first from DFAITD / Global Affairs, Canada (Sussex Drive, Ottawa)   |
| <b>Fee</b> | Power of Attorney : CAD 35<br>Commercial Documents : CAD 83<br>Attestation of copy of Documents (viz.Passport, ID, etc.):CAD 19<br><br>Note: Fee to be paid by Demand Draft or Money Order in favor of - "High Commission of India, Ottawa". |

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**Additional checks for Attestation of Power of Attorney :**

1. The Power of Attorney (POA) is signed under Oath, thus before signing must ensure the details mentioned in the POA is correct in all respect.
2. In applicable / superfluous wordings to be crossed / removed from the POA format.
3. The Language of the Power of Attorney (POA) should be meaningful and make sense.
4. No additional blank spaces to be given between lines, etc.
5. The details mentioned to be correct in all the respect. Serious offences are prescribed for wrong statements under oath. So must read the document carefully before signing.
6. If POA is executed with respect of any Property matter, the ownership documents in the name of Executant of POA to be enclosed.
7. Identity Proof/document (Passport, Aadhaar Card, etc.,) of the person who is nominated as Attorney must be attached.

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