

LEGALIZATION PROCEDURES

Your documents must be legalized as follow:

- Cantonal Chamber of Commerce or Chancellery.
- **Arab-Swiss Chamber (our Chamber)**
- The Consulate or Embassy of the Arab country of destination.

1. Visa of document fees:

Fees to be paid in advance, we do not accept cash in the envelope.

Please write down on your document the destination on the Arab country and the name and address of the company concern in Switzerland.

| Documents & files | Price for our members (VAT 7.7% included) | Price for non-members (VAT 7.7% included) |
|--|---|---|
| 1 Certificate of Origin & 1 invoice = 1 file | CHF 75.40 | CHF 86.15 |
| 1 Original document (power of attorney, statutes, etc.) | CHF 75.40 | CHF 86.15 |
| Each duplicate / copy | CHF 10.75 | CHF 10.75 |
| Transfer fees CCP Free if electronic payment online | CHF 2.50 per wire transfer | |

2. Payment:

PostFinance account: **n° CCP 17-160 650-4**

IBAN: CH77 0900 0000 1716 0650 4

Please add a copy of the receipt of payment and a pre-paid self-addressed return envelope and another envelope with the Embassy or Consulate address.

Otherwise, you may come to our office with a copy of the receipt of payment.

Opening hours for legalization from 9:00AM to 1:00PM, from Monday to Friday.

3. Embassy/ Consulate:

The Embassy or Consulate receives your documents from us, legalize them and send you the file back in the envelope which you have provided.

Please note that the Embassy/ Consulate fees and ours are two separated fees. Thank you for contacting each Embassy/ Consulate directly to know the amount and to require about any specification, such as if a legal sentence is to be mentioned.

The visa application fees is non-refundable.