



CASCI

CHAMBRE ARABO-SUISSE DU COMMERCE ET DE L'INDUSTRIE
ARAB-SWISS CHAMBER OF COMMERCE AND INDUSTRY
الغرفة العربية السويسرية للتجارة والصناعة

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 in the Arab country and the name and address of the company concerned in Switzerland “

| Documents & files | Price : TVA 7.7 % included |
|---|---|
| 1 Certificate of Origin & 1 invoice = 1 file | CHF. 86.15 for non-members CHF . 75.40 for our members |
| Or One original document (power of attorney, statutes, etc.) | |
| Each duplicate / Copy | CHF. 10.75 for each duplicate |
| 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 CH770900 0000 1716 0650 4

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

Otherwise, you may come to our offices **payment in cash** (opening hours for legalization from 9.00 to 11. 00 Am. from Monday to Friday)

3. Embassy :

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

Please note Embassy fees and ours are two separate fees. Thank you for contacting each Embassy directly to know the amount and to enquire about any specification such as if a legal sentence is to be mentioned.

The visa application fees is non-refundable.