

Execution of Power of Attorney (PoA) for Civil/ Property / Financial matters

(A) Overview:

An applicant who requires to execute **Power of Attorney (PoA)** relating to **Civil/ Property/ Financial / Court matters**, **applicant / executant** may apply for this service. **Applicant is required to visit the CGI, Birmingham in-person and has to sign the documents before the Consular Officer.**

Power of Attorney (PoA) relating to Civil/ Property/ Financial / Court matters are attested by the Consulate only if it is to be produced before authorities in INDIA. Power of Attorney (PoA) can be executed either on a plain paper or an Indian judicial stamp paper as per the applicant's requirement.

A name of an executant/applicant must be as per name on the passport, a Power of Attorney (PoA) with short name or alias name/s will not be accepted. Mission will not endorse any alias name if it is not mentioned on the respective passport. Also, full details of the executant/applicant with name, UK address and passport number must be mentioned in the first para.

Please note: Power of Attorney (PoA) for **COMMERCIAL PURPOSE** will not be attested directly by the consular officer at CGI, Birmingham; such Power of Attorney (PoA) must be notarised and apostilled from the Foreign, Commonwealth and Development Office (FCDO) UK; subsequently, if further attestation requires, the same may be submitted to our outsourced service provider VFS Global Ltd for Counter attestation of an Apostilled document. Please follow the link below:

[https://visa.vfsglobal.com/one-pager/india/uk/consular-services/english/#Permanent Account Number](https://visa.vfsglobal.com/one-pager/india/uk/consular-services/english/#Permanent_Account_Number)

(B) Documents Required:

a) **Online Appointment:** Once the online uploaded documents are scrutinised and verification done on the eSewa portal by the Consulate General of India, Birmingham, **applicant needs to choose an appointment date through user dashboard on eSewa portal and secure online appointment for consular service before visit in-person** to submit the document for requested consular services.

b) **Miscellaneous Application form** duly filled-in and signed by the applicant; please click 'Form for Consular Services' or following link <https://cgibirmingham.gov.in/page/display/68/101>

One recent passport size photograph (preferably 2"X2") to be affixed on Misc. Application Form.

- c) In case of **Indian Passport Holders**: Valid passport in original and one set of self-attested copy of first two and last two pages of the passport and the page (s) containing passport officer's observation(s) (if any).
- d) In case of **Other Passport Holders**: Valid passport in original and one set of self-attested copy of the passport page(s) containing personal particulars of the passport holder. If foreigner
- e) **Proof of Residence**: Any of the following self-attested documents viz. copy of utility bill (telephone bill/electricity bill/gas bill/water bill or Council Tax bill) or Driving License or lease deed of residence etc. where the applicant's UK address is clearly mentioned, should be provided.
- f) **Visa Status**: Self-attested copy of current valid **UK eVisa** which shows online record of individual's immigration status in the UK. Applicant must be UK resident.
- g) **Power of Attorney Document**: Recently drafted Power of Attorney (PoA) printed either on a plain paper or stamp paper as per applicant's requirement. One passport size photograph (preferably on Matte paper) of the executant to be pasted at the end of the PoA besides the signature space of executant.

A photograph of the executant on the Power of Attorney will be attested by stamping on the photograph of the executant, it is preferable to submit photograph printed on Matte paper and not Glossy paper as the stamp ink may fade/spread/erase on/from the photograph on glossy paper for which the Mission will not be responsible once document is handed over to the applicant.

- h) ~~One~~ set of copy (Copies) to be submitted for retention by the CGI, Birmingham. Executant needs to sign PoA before the Consular Officer.
- i) **Witnesses**: In the case of PoA, the PoA needs to be witnessed and signed by two UK residents/ individuals known to the executant/s with their names, UK address and valid passport particulars (passport no., full UK address and valid passport particulars (passport no., date of issue and place of issue)) clearly mentioned in the PoA. It is customary for the witnesses to the PoA to sign the PoA before the Consular Officer. The two UK resident witnesses (not on tourist / visiting/business visa) need to produce their original passports at the time of signing the PoA before the Consular Officer and one set of self-attested copy (copies) of the passport pages containing personal particulars of the witnesses need to be submitted along with the PoA. If witness is foreigner (other than British) a Self-attested copy of **UK eVisa** which shows an online record of individual's immigration status in the UK to be submitted.

If both or any of the witnesses cannot come in-person, one copy of witness's/witnesses' passport page (s) containing personal particulars of the witness/witnesses duly notarised by the notary public (not by solicitor or chartered accountant or post office) and Power of Attorney duly signed before Notary Public by the Executant/s and Witness/Witnesses need to be submitted. If witness is foreigner (other than British) a notarised copy of **UK eVisa** which shows an online record of individual's immigration status in the UK to be submitted. The witnesses to the PoA should not be amongst the beneficiaries of the PoA.

- j) **Power of Attorney for Court cases pending in India** - Applicant needs to provide a copy of any case/FIR reference mentioned in the Power of Attorney (PoA). One copy of such Court case(s) / FIR / Court / Police Warrant pending against the executant/s or to be lodged has to be submitted along with an application.
- k) **Fee: £18.00 (Pounds Eighteen only)** per executant/signature. **The fees should be paid in CASH only**, Credit/Debit card or other banking instrument will **NOT** be accepted.
- l) **Processing Time:** Normally, same day, however, if unforeseen technical reasons occur, services can be delayed till those problems are resolved.

Please Note:

- **The above are the general mandatory requirements. The applicant may be advised to submit some more documents, after scrutiny of the application and documents at the Consular Section, on a case-to-case basis.**
- **No PoA will be attested duly accepted by the concerned Attorney. Attorney has to accept duly executed POA before the competent authority in India and no attorney's signature will be attested by the Consular Officer at the CGI, Birmingham.**

(C) Procedure (How to apply on eSewa portal)

Please refer list of documents required mentioned above for execution of Power of Attorney before starting the process to register and upload the listed documents on the eSewa (eCCSS) portal, it is mandatory for the applicant to register on the below mentioned eCCSS portal **before in-person visit to the**

CGI, Birmingham to submit and sign the documents before the consular officer.

Once you are ready with all required document to apply for Consular Service, please click on below mentioned link and the system will redirect you to eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/>

Please check the required documents, fees, etc. for particular Consular service without registering on eCCSS portal. Once you are sure that you would like to avail particular consular service please follow the below steps.

- Signup and create your account using the New User Tab.
- Activate your account using OTP received on your registered email ID.
- Please login into your account and apply for the required service.
- Users can also avail multiple services with the same account.
- After selection of the service, please **upload the necessary documents** on eCCSS portal, link:

<https://indianconsularservices.mea.gov.in/consularServices/>

- **All the documents to be uploaded on the eSewa portal must of size less than 200 KB and in required format (pdf/jpeg/any other if required).**
- On successful submission of the documents, an electronic acknowledgment will be generated, which the applicant can print after logging in to his/her account.
- After scrutiny of the documents by the Mission, the applicant will receive confirmation for payment of fees, which can be seen in the dashboard of his/her account.
- **Appointment:** After scrutinizing the application by the Mission, the applicant needs to **choose an appointment date for document/fee collection through user dashboard on eSewa portal** and secure online appointment for consular service before visit Consulate General of India, Birmingham in-person with all original and copies of documents to submit and sign before the consular officer at the Consular Counter, **CGI, Birmingham** for requested consular services.
- The applicant has to check the status of the application periodically through user dashboard on eSewa portal.

- Fees: When the applicant visit the **CGI, Birmingham** in-person with prior appointment, he/she needs to bring all original and copies of supporting document as mentioned in service-wise document list., specified fees must be paid in **CASH** only at the Consular Counter, **CGI, Birmingham**. Personal Cheques, Credit or Debit Cards or any other Banking Instruments will not be accepted. Please try to tender exact fee amount. All fees are non-refundable.
- For any technical help (e.g. issues like sign up, log in), the user can mail to eSewa support email ID (support-eccss@nic.in). However, for any non-technical help (e.g. sending of documents/ appointment availability, list of required documents, service/application status etc.), the consular office of the Mission should be contacted by email to inf.birmingham@mea.gov.in
- The Mission reserves the right to reject attestation of documents, if the contents are considered objectionable or contrary to the Rules.

The original copies of the documents will be matched and verified with the uploaded documents before providing consular service to the applicant.

[Apply for Miscellaneous Consular services](#) eCCSS portal:

<https://indianconsularservices.mea.gov.in/consularServices/> (please click here)

Please note: **CGI, Birmingham** has no agents for rendering these services and applicants.