

Execution of Will/Gift Deed

(A) Overview:

For Execution of Will/Gift Deed, applicant has to apply in person to the Consulate General of India, Birmingham and sign the Will/Gift Deed before the Consular Officer. A Will/ Gift Deed can be executed at the Consulate only if the same is to be registered and produced in INDIA. The executant must be UK resident.

(B) Documents Required:

a) Online Appointment: Once the online uploaded documents are scrutinised and verification done by the **CGI, 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) Will/Gift Deed document: Recently drafted Will/Gift deed printed either on a plain paper or stamp paper as per applicant's requirement or as

advised by applicant's lawyer. One set of copy (Copies) to be submitted for retention by the Consulate. Executant/Donor needs to sign Will/Gift deed before the Consular Officer. One recent passport size photograph (preferably 2"X2" and printed on Matte Paper) to be affixed on Will/Gift Deed document at the end besides the signature of the executant.

A photograph of the executant on the Will/Gift deed 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) Witnesses:** In the case of Will/Gift deed, the Will/Gift deed needs to be witnessed and signed by two UK residents/ individuals known to the executant/donor with their name, UK address and valid passport particulars (viz. passport no., full UK address and valid passport particulars (passport no., date of issue and place of issue) clearly mentioned in the Will/Gift deed. It is customary for the witnesses to the Will/Gift deed to sign Will/Gift deed before the Consular Officer. The two UK resident witnesses (not on Tourist / Visitor / Business visa) need to produce their original passports at the time of signing the Will/Gift deed 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 Will/Gift deed. 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 notarized by the notary public (not by solicitor or chartered accountant or post office) and Will/Gift deed duly signed before Notary Public by the Executant/s and Witness/Witnesses need to be submitted. If witness is foreigner (other than British) a notarized copy of **UK eVisa** which shows an online record of individual's immigration status in the UK to be submitted. The witnesses to the Will/Gift deed should not be amongst the beneficiaries of the Will/Gift deed.

- i) 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.
- j) Processing Time:** Normally, same day.
- k) All photo copies must be self-attested by the respective person.**

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.

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

Please refer list of documents required mentioned above for Execution of Will/Gift Deed 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.