

## **Legalization of documents to be accepted in the Peoples Republic of China - UK passport holder.**

### **Step 1 – Notarized by a British Notary Public**

- Print clear copies of all required documents with Chinese characters displayed clearly (For passport copies - Just the clear color photo page of the passport is required)
- Bind seal any multi page document together before notary witnessing i.e. Power of Attorney.
- Then get the copy of your passport and your signature, where required, witnessed by a notary recognized by the Foreign and Commonwealth Office.

Ring this number to get a list a recognized notaries in your area 0044 01908 29 51 11

### **Step 2 – Authenticated by the Legalization Office of British Foreign and Commonwealth Office - Milton Keynes**

As stated on the Foreign and commonwealth office website

<http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/legal-services/Legalisation/>

“If you are going to use British documents overseas, for business or personal reasons, you will probably be asked to have your documents legalized before they can be accepted”

“You can send your documents to Legalisation Office **by post**. Postal applications take approximately 4 weeks to process. The public counter offers a same day service.”

Cost per document = GBP 30.

Postal address of public counter

The Legalisation Office  
Norfolk House (West)  
437 Silbury Boulevard  
Milton Keynes  
MK9 2AH

Postal application is quite complex so we strongly suggest you visit the website page – <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/legal-services/Legalisation/030-Links/010-How-to-apply/>

### **Step 3 - Authenticated by the Chinese Embassy UK**

All the steps and requirements for legalization are outlined by the London Chinese Embassy - <http://www.chinese-embassy.org.uk/eng/sgxx/t27049.htm>

Processing time & Fees (as of 19<sup>th</sup> December 19, 2007) -

The legalization fee is £23 pounds for each commercial document or document. Normal service takes 5 working days. Express service takes 2 working days. Express fee is £15 extra per document. Please pay in cash, postal order or company cheque (payee is the Chinese Embassy).

**Step 4 – Post safely to China**

DHL/Fedex all the documents to the Shanghai Vision HQ office at the following postal address –

Shanghai Vision Asset Management Ltd.

Address: 17E, Sun Tong Infoport Plaza 55 Huai Hai West Road,

Xu Hui District, Shanghai, 200030.China

You can confirm documents have been sent to [investorservice@shanghaivision.com.cn](mailto:investorservice@shanghaivision.com.cn)