

## **MODES OF PAYMENT & FEE SCHEDULE**

- Fee once received cannot be refunded even if the application is withdrawn, service is denied or **service is modified & not granted as requested.**
- An Additional Fee of A\$ 2/- is to be paid towards Indian Community Welfare Fund (ICWF) per Consular Service. The payable fee would be – fee specified for the particular consular service + A\$ 2 for ICWF.

## **MODES OF PAYMENT**

❖ **For all miscellaneous consular services and Miscellaneous OCI Services, apply as follows:-**

Residents of ACT, Queensland, Northern Territory and Western Australia - High Commission of India in Canberra. **Residents from Queensland and Western Australia have the option to apply to our Honorary Consulates in Brisbane and Perth respectively for attestation of various types of documents including pension documents. If you apply to the Honorary Consulates, an additional fee of A\$15 would be charged per service in addition to the normal fee prescribed below, unless the service is gratis(for example life certificate, death certificate).**

Residents of NSW and South Australia – Consulate General of India in Sydney

Residents of Victoria and Tasmania - Consulate General of India in Melbourne

❖ **PLEASE NOTE THAT THE HIGH COMMISSION AND THE CONSULATES GENERAL DO NOT ACCEPT CREDIT CARDS, EFTPOS, PERSONAL CHEQUES OR COMPANY CHEQUES.** Acceptable modes of payment are:-

- Cash (only at the counter; please do not send cash with postal applications)
- personal cheques or company cheques are NOT acceptable
- If applying to High Commission of India, Bank cheque/Money order/Postal order made payable to “High Commission of India, Canberra”
- If applying to Consulate General of India, Sydney, Bank cheque/Money order/Postal order made payable to “Consulate General of India, Sydney”
- If applying to Consulate General of India, Melbourne, Bank cheque/Money order/Postal order made payable to “Consulate General of India, Melbourne”
- If applying to Honorary Consulate of India, Brisbane, Bank cheque/Money order/Postal order made payable to “Indian Consulate of Queensland”

- If applying to Honorary Consulate of India, Perth, Bank cheque/Money order/Postal order made payable to “Indian Consulate ”

**FEE SCHEDULE**

**(all fees are in Australian Dollars)**

**OCI CARD MISCELENEOUS SERVICES (Apply to High Commission/  
Consulates General)**

Service	Fees	ICWF
Re-issuance of OCI Documents in case of issuance of new passport, change of personal particulars, wrong filling of particulars	36.00	2.00
Issuance of duplicate OCI documents in case of loss/damage	144.00	2.00

**MISCELLANEOUS CONSULAR SERVICES (apply to High  
Commission/Consulates General)**

Service	Fees	ICWF
Transfer of Visas from old passport to new passport	10.00	2.00
Birth Certificate	25.00	2.00

Registration of Birth	25.00	2.00
Life Certificate, Pension papers pertaining to Pensioners	Gratis	
Certificate required for transportation of body/ashes back to India	Gratis	
Attestation of Death Certificate	Gratis	
Emigration Clearance Not Required (ECNR) Endorsement	20.00	2.00
Attestations :		
i) Civil documents (affidavits, educational degrees, marriage certificates, wills, General power of attorney, etc.)	25.00	2.00
ii) Property Documents (pertaining to sale/purchase, Power of Attorney, mortgage, transfer, gifts, etc. of real estate or movable properties including any other documents not covering under civil documents.)	40.00	2,00
iii) Commercial Documents from Companies exporting to India	100.00	2.00
iv) Commercial Documents from	25.00	2.00

Companies exporting from India

iv) Documents of Foreign Nationals

(Civil documents and property

documents as above) ([see note below](#))

40.00

2.00

Emergency Certificate

10.00

2.00

Cancellation of Indian passport

Refer to URL: [http://www.hcindia-au.org/misc\\_consular\\_services.html#cancel](http://www.hcindia-au.org/misc_consular_services.html#cancel)

**Note:** All Australian and other foreign passport holders should ensure that the documents have the apostille stamp from the Australian Department of Foreign Affairs and Trade (DFAT) before submitting them to the Consulate for attestation. In some cases DFAT requires that the documents be notarised before they can stamp it, and they may have other requirements; you are advised to check with DFAT before presenting the documents to them.