

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

Step 1 – Notarized by a British Notary Public

- Bind seal any multi page document together before notary witnessing i.e. A Power of Attorney document.
- Then get your signature witnessed in front of a notary recognized by the Foreign and Commonwealth Office.

NOTE – Please phone this number to get a list a recognized notaries in your area
0044 01908 29 51 11

Step 2 – Legalized by the Legalization Office of British Foreign and Commonwealth Office - Milton Keynes

As stated on the Foreign and Commonwealth office website
“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 [in the overseas country]”

The public counter at the Legalization Office in Milton Keynes is now closed.
Members of the public should now send the compulsory completed application form and the notarized document **by post**.
Postal applications take approximately 4 weeks to process.

How to apply for legalization = <http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/legal-services/Legalisation/030-Links/010-How-to-apply/>

Cost per document = GBP 30.

Please send your application form and notarized document to:

**Legalisation Office
Foreign & Commonwealth Office
PO Box 6255
Milton Keynes
MK10 1XX**

Important Note: Couriers or courier companies will not deliver to a PO Box address. Customers who wish to use a trackable service, should send by Royal Mail Special Delivery.

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 Chinese authentication are outlined by the London Chinese Embassy – <http://www.chinese-embassy.org.uk/eng/lsw/cu/aoh/>

The legalization fee is £25 pounds for each document. 4 working days. Postal application is not accepted.

Important Note, the Embassy will be closed on the public holidays in the year of 2013

HOLIDAY NAMES	TIME TABLE
New Year's Day	1st January(Tuesday)
Chinese Spring Festival	11th to 13th February(Monday to Wednesday)
Good Friday	29th March(Friday)
Easter	1st April(Monday)
Early May Bank Holiday	6th May (Monday)

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

Tel: 86 21 6280 9118

You can confirm documents have been sent to investorservice@shanghaiivision.com.cn