

LEGALIZATION PROCEDURES AND FEES 2025

Please make sure to follow these important steps to successfully legalize your documents:

Step 1: Stamp Your Documents

Take your documents to the Cantonal Chamber of Commerce or the Cantonal Chancellery for stamping.

Before Step 2: Complete Payment to CASCI

Ensure that payment of visa of document fees, is made to CASCI in advance. Include the proof of payment in the set of documents sent to CASCI. (Find below Bank details)

Step 2: Submit Your Stamped Documents to CASCI

Send or bring the stamped documents to the Arab Swiss Chamber of Commerce and Industry (CASCI). At: Chemin des Mines 2. Geneva 1202.

- Include two sets of envelopes:
 - Set 1: **One stamped envelope addressed to the Embassy** (if CASCI is sending it on your behalf). Inside this envelope, include another envelope addressed to your return address for the Embassy to return the legalized documents to you.
 - Set 2: **One stamped envelope addressed to your return address** for CASCI to send the documents directly back to you (note: Embassy stamping and legalization will not be included if this option is chosen).
- On the document, clearly write:
 - The destination Arab country.
 - The name and address of the concerned company in Switzerland.

Important: To ensure a seamless processing of your documents, CASCI kindly requests that you review the following requirements:

1. Proof of Payment: Ensure that proof of payment is included. Please note that visa application fees are non-refundable.
2. Completion of Requirements: Verify that all required elements are accurately completed before sending the documents to CASCI.

Step 3: Consulate or Embassy Stamping

The final step involves stamping at the Consulate or Embassy of the Arab destination country. They will use your return envelope to send the documents back to you if you choose the option set 1 of envelopes.

Please note: Fees must be paid in advance; please note that **we do not accept cash.**

Visa of document fees

Type of Document	Original		Copy	
	Member	Non-Member	Member Fee / Copy	Non-Member Fee / Copy
Power of Attorney / Agency Agreement / Contract Price List / Authorization of Agent / Certificate of Origin / Compliance / Distribution Agent / Commercial Register Contract / Status Change / Other Certificates	CHF 120	CHF 170	CHF 110	CHF 150
Birth, School, University, Medical	CHF 120			
Urgent certificates to be certified instantly	CHF 140	CHF 180	CHF 110	CHF 180
Urgent certificates to be certified in the same day	CHF 130	CHF 170		CHF 150

*VAT included

Type of Document	Original		Copy	
	Member	Non-Member	Member Fee / Copy	Non-Member Fee / Copy
Commercial Invoice Value - 10 000 USD (Category A)	CHF 80	CHF 120	CHF 50	CHF 110
Commercial Invoice Value between 10 000,01 USD and 50 000 USD (Category B)	CHF 110	CHF 140	CHF 100	CHF 130
Commercial Invoice Value between 50 000,01 USD and 100 000 USD (Category C)	CHF 130	CHF 170	CHF 100	CHF 160
Commercial Invoice Value between 100 000,01 USD and 1 000 000 USD (Category D)	CHF 150	CHF 190	CHF 100	CHF 180
Commercial Invoice Value between 1 000 000,01 USD and 3 000 000 USD (Category E)	CHF 200	CHF 270	CHF 100	CHF 260
Commercial Invoice Value +3 000 000,01 USD (Category F)	Please Contact Us	Please Contact Us	Please Contact Us	Please Contact Us

*VAT included

Payment:

Post Finance account: n^o CCP 17-160 650-4
IBAN: CH77 0900 0000 1716 0650 4
SWIFTCODE: POFICHBEXX

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