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GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE & REHABILITATION
(STAMP AND REGISTRATION BRANCH)

To

1. All the Commissioners of Divisions;
2. All the Collectors(Deputy Commissioners)
In the State.

Memo No. 22/1/88-ST-VI/3646
Chandigarh, dated the 14.9.2001

Subject:-

Embossing of document.

The general public was acquainted with the broad requirements for embossment of documents executed out of India before being presented in the office of the Financial Commissioner Revenue or of the Divisional Commissioners, vide Punjab Government Memo No. 22/1/88-ST-VI/2978, dated 20.5.1988 and No. 22/1/88-ST-VI/4345, dated 10.8.1989. These are again summarised as under :-

- i) Full Address of the Executant.
- ii) Full Address of the person in whose favour the documents are to be executed.
- iii) The place of property or the place where the powers to be delegated through that document, are to be exercised.
- iv) Clear date should be mentioned in the document at the time of its execution.
- v) The document should be duly signed by the executant and witnessed by two persons giving their full addresses. This should also be attested by the Notary Public with seal.
- vi) The paper on which the document is executed should be of the same country in which it is executed.
- vii) The document to be embossed would be original and not its photocopy.
- viii) The document should be got embossed within three months of the date of execution at the headquarters or from the office of Commissioners of Divisions.

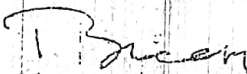
2. In order to prevent frauds on the persons residing in the foreign countries in the above said matters, it has now been decided that the executant should also be required to fulfil the following requirements in addition to those mentioned in para/1 above.

- i) The executant must mention his passport number in the document and affix his photograph on the relevant document duly attested by the Authority from whom the document is got attested.
- ii) The document should be accompanied with a copy of the passport of the executant up to date duly attested.

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III. In addition to (i) and (ii) above the Special Power of Attorney and General Power of Attorney must be got counter-signed from the office of the Indian High Commission or the Embassy of India in that Country where it was executed with proper identification and verification by authorised officer before it is presented for embossing to prevent forgery.

3. You are requested to bring these requirements to the notice of general public also through News Papers and Specially the Association of N.R.Is. within your jurisdiction.


Superintendent

Indst. No 22/88-SI-VI/3647 Chandigarh, dated the 14.9.01

A copy is forwarded to the Director Public Relation, Punjab with the request that these instructions may be given wide publicity through News Papers.


Superintendent

GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(STAMP AND REGISTRATION BRANCH)

To

All the Commissioners/Deputy Commissioners
in the State.

Memo No.22/1/88-ST-VI/2978
Chandigarh, dated the 20-05-1988

Subject : - Embossing of documents.

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It has been observed that documents executed out of India when presented for embossment at the Financial Commissioner Secretariat, Chandigarh or at Divisional Commissioners Offices are not presented within the time limit prescribed under Indian Stamp Act, 1899. In many cases, such documents are full of legal infirmities. In order to acquaint the general public with broad requirements for execution and embossment of such documents, you are requested to give proper advertisement to the following points on the notice board at conspicuous place in your office as well as through popular newspapers:-

- i) Full address of the executant.
- ii) Full address of the person in whose favour the document is to be executed.
- iii) The place of property or the place where the powers to be delegated through that document, are to be exercised.
- iv) The document should be got embossed within three months of the date of execution if it is embossed at headquarter and if to be embossed from the office of Commissioners of Divisions within six months.
- v) Clear date should be mentioned in the document at the time of its execution.
- vi) The document should be duly signed by the executants and witnessed by two persons. This should also be attested by the Notary Public with seal.
- vii) The paper on which the document is executed should be of the same country in which it is executed.
- viii) The document to be embossed should be original and not its photo-copy.

Sd/-

Superintendent Grade-I
for Deputy Secretary to Govt. of Punjab,
Revenue (B) Department.

GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(STAMP AND REGISTRATION BRANCH)

To

All the Commissioners/Deputy Commissioners
in the State.

Memo No.22/1/88-ST-VI/4345
Chandigarh, dated the 10-08-1989

Subject : - Embossment of documents.

Reference : - This Department Memo No. 22/1/88-ST-VI/2978, dated 20-05-1988
(copy enclosed).

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The words within six months' mentioned at the end of last sentence of sub Para (IV) of Para I of the letter under reference may be considered to have been deleted as the same were inadvertently written. For facility of reference the correct requisite sub-Para (IV) of Para-I is reproduced below:-

"The document should be got embossed within three months of the date of execution if it is embossed at headquarters and if to be embossed from the office of Commissioners of Divisions.

2. Please acknowledge its receipt.

Sd/-
for Joint Secretary to Govt., Punjab,
Revenue Department.

No. 1747-UT FII(6)-2004/ 42 (6)

From

The Finance Secretary,
Chandigarh Administration.

To

- 1) The Deputy Commissioner,
U.T., Chandigarh.
- 11) The Estate Officer,
U.T., Chandigarh.
- 111) - The District Treasury Officer,
Chandigarh Administration.

Chandigarh, dated the 22/7/04

Subject: Embossing of documents executed out of India.

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Sir,

The Govt. of Punjab, Department of Revenue and Rehabilitation (Stamp and Registration Branch) vide their letter No. 22/1/88-ST-VI/3646 dated 14.9.2001 have issued instructions for endorsement of documents executed out of India. The Administrator, Union Territory, Chandigarh is pleased to adopt the aforementioned letter of Punjab Govt. (copy enclosed) in favour of the executants.

Yours faithfully,

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

Enclst. No. 1747-UT FII(6)-2004/ 42 (6) Chandigarh, dated the 22/7/04
A copy, alongwith a copy of letter No. 22/1/88-ST-VI/3646 dated 14.9.2001 is forwarded to the Director Public Relations, U.T., Chandigarh with the request that these instructions may be given wide publicity through News papers.

Superintendent Finance II,
for Finance Secretary,
Chandigarh Administration.

CHECKLIST FOR EMBOSSING

1. Full name of the executants.
2. Full address of the executants.
3. Full address of the person in whose favour the documents are to be exercised.
4. The place of property or the place where the powers to be delegated through that documents are to be executed.
5. Clear date should be mentioned in the document at the time of execution.
6. The document should be duly signed by the executants and witnesses by two person giving their full particulars and address. This should also be attested buy the Notary Public with seal and stamp endorsement of notary name and address.
7. The paper on which the document is executed should be of the same country in which it is executed.
8. The document to be embossed would be original and not its photocopy.
9. Every instrument chargeable with duty executed only out of India and not being a bill of exchange or promissory note, may be stamped within three months after it has been first received in India.
10. The executants must mentioned his passport number in the document and affix his photograph on the relevant document duly attested by the Authority from whom the document is got attested. The documents should be accompanied with a copy of the passport of the executants upto date duly notarized with visa particulars and date upto which is valid.
11. In addition to 9 and 10 above, the Special Power of Attorney and General Power of Attorney must be got counter-signed from the office of the Indian High Commissioner or the Embassy of India in that country here it was executed, and also, proper identification and verification by authorised officer of Foreign Ministry of that country before it is present for embossing.

Punjab Govt. letter No.22/1/88-ST-VI/3646 dated 14.09.2001 and Finance Department Chandigarh Administration letter No. No.Supdt.(Emb)/2019/9607 dated 18.06.2019 the above said requirements are required to be fulfilled as per Govt. of India notification circular for embossment of documents executed out of India.

Note: - Identity proof is to be submitted with documents by the person who is submitting the documents and will receive the same after embossing.

27/4/78(Emb)-UTFII(12)/2021/ 12816
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT

Chandigarh, dated the 3/11/2021

To

1. The Deputy Commissioner,
Union Territory, Chandigarh
2. The Estate Officer,
Union Territory, Chandigarh
3. The Treasury Officer,
Union Territory, Chandigarh

Subject: Embossing of Documents-regarding.

I am directed to address you on the subject noted above and to state that Chandigarh Administration is pleased to adopt the Government of Punjab, Rehabilitation & Disaster Management Department, (Stamp & Registry Branch) letter No.22/1/88-S.T.VI/12403 dated 05.08.2010 (copy enclosed) regarding acceptance of Hague Apostille Convention for embossment without insisting on counter signature by the India Mission/Posts abroad.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration

Endst. No. 27/4/78(Emb)-UTFII(12)/2021/ 12817

Chandigarh dated the 3/11/2021

A copy alongwith its enclosure is forwarded to the Director Public Relation, Union Territory Chandigarh with the request that these instructions may be given vide publicity through newspaper.

Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration

Following Countries Are Part To The Apostille Convention

A

Albania
Andorra
Antigua & Barbuda
Argentina
Armenia
Australia
Azerbaijan
Austria

B

Barbados
Bahamas
Belarus
Belgium
Belize
Bosnia & Herzegovina
Bulgaria
Botswana
Brunei Daryssalam

C

China, People Republic
Of
Cook Islands
Colombia
Croatia
Cyprus
Czech Republic
Cape Verde

D

Denmark
Dominica
Dominican Republic

E

Ecuador
El Salvador
Estonia

F

Fiji
Finland
France

G

Germany

Greece

Grenada
Georgia

H

Honduras
Hungary

I

Iceland
India
Ireland

Israel

Italy

J

Japan

K

Kazakhstan
Korea, Republic of

L

Latvia
Liberia
Lesotho
Liechtenstein
Lithuania
Luxembourg

M

Malta
Malawi
Marshal Islands
Mauritius

Mexico

Moldova, Republic of

Monaco

Montenegro

Mongolia

N

Namibia
Netherlands
New Zealand
Niue
Norway

P

Peru

Poland

Panama

Portugal

R

Romania
Russian Federation

S

Serbia
Samoa
San Marino
Saint Kitts and Nevis
Saint Lucia
Saint Vincent & The Grenadines
South Africa
Slovakia
Slovenia
Spain
Suriname

Sweden

Swaziland

Switzerland

Seychelles

Sao Tome and Principe

T

The Former Yugoslav
Republic
Tonga
Trinidad and Tobago
Turkey

U

Ukraine
United Kingdom of Great Britain
And Nothern Ireland

USA

V

Venezuela
Vanuatu

Annex to the Convention

Model of Certificate

The certificate will be in the form of a square with sides at least 9 centimetres long

APOSTILLE	
(Convention de La Haye du 5 October 1961)	
1. Country:	
This Public document	
2. has been signed by	
3. acting in the capacity of	
4. bears the seal/stamp of	
.....	
Certified	
5. at	6. the.....
7. by.....	
.....	
8. N°	
9. Seal/stamp:	10. Signature
.....

From:

The Finance Secretary,
Chandigarh Administration.

To

1. The Deputy Commissioner,
U.T., Chandigarh.
2. The Estate Officer,
U.T., Chandigarh.
3. The District Treasury Officer,
U.T., Chandigarh.

Memo No.Suptd.(Emb)/2019/9607
Chandigarh, dated the 18/06/2019.

Subject:- Embossing of documents executed out of India.

Reference subject cited above.

The Govt. of Punjab, Department of Revenue and Rehabilitation (Stamp and Registration Branch) vide their letter No. 22/1/88-ST-VI/3646 dated 14.09.2001 issued instructions regarding embossing of documents and adopted by Finance Department, Chandigarh Administration vide letter No.1747-UT FII(6)-2004/4261 dated 22.07.2004. It has been decided that provision of Section 18(1) of the Indian Stamp Act, 1899 shall prevail which is reproduced as under:-

"Every instrument Chargeable with duty executed only out of India and not being a bill of exchange or promissory note, may be stamped within three months after it has been first received in India."

NP
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Despatcher
Chandigarh Administration
U.T. Secretariat, Sector 9-D,
Chandigarh.

Special Secretary Finance,
for HE-the Administrator,
Union Territory, Chandigarh.

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GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(STAMP AND REGISTRATION BRANCH)

To

No. 22/1/88-ST-VII/12403-26

1. All the Commissioners of Divisions,
2. All the Collectors (Deputy Commissioners)
in the State.
Chandigarh, dated the 5-8-10

Subject:- Embossing of document.

Sir,

I am directed to refer to Punjab Govt. Memo No. 22/1/88-ST/VI/3646, dated 14.9.2001 on the above noted subject and to say that in para 2 (iii) of these instructions it has been provided that Special Power of Attorney and General Power of Attorney must be got counter-signed from the office of the Indian High Commission or the Embassy of India in that Country where it was executed with proper identification and verification by authorised officer before it is presented for embossing to prevent forgery.

2. However the matter has been considered in consultation with the Govt. of India regarding authenticity of documents after Hague Apostile Convention. It has been conveyed by Govt. of India vide letter No. 01/433/03/2008 dated 20.7.2010 that any document apostilled by the Competent Authority of a foreign country, which is a party to the Hague Apostile Convention, does not require re-authentication by the Indian Mission in that foreign country where the document has originated or other authorities within India.

3. In view of the above it has been decided the document apostile by the competent authority of a foreign country, which is party to Hague Apostile Convention will be accepted for embossment without insisting on counter signature by the Indian Mission/Posts abroad.

4. You are requested to bring these instructions to the notice of general public also through News Papers and Specially the Association of N.R.I's. within your jurisdiction.

J.N. 729

12427 Under Secretary Revenue (H.S.)

Endst. No. 22/1/88-ST-VII/ Chandigarh, dated the 5-8-10

A copy is forwarded to the Director Public Relation, Punjab with the request that these instructions may be given wide publicity through News Papers.

J.N. 729

12428 Under Secretary Revenue (H.S.)

Endst. No. 22/1/88-ST-VII/ Chandigarh, dated the 5-8-10

A copy is forwarded to the Additional Secretary (CPV), Ministry of External Affairs, New Delhi with reference to his letter No. 01/433/03/2008 dated 20.7.2010 for