

Issuance to "Whom it may Concern" documents

REQUIREMENTS:

- * Application to the High Commission specifying the need of such document;
- * Supporting documents for the need of such Certificate;
- * Copy as well as Original Passport;
- * Fees:USD44.00
- * All service seekers are requested NOT to deposit fees to the Mission's Bank Account without approval by Mission's Consular Section (Telephone : +234-9073-859-213, E-mail : mission.abuja@mofa.gov.bd);
- * **MODE OF PAYMENT OF FEES:** Bank transfer to the following Bank Account of the High Commission:
 - * **Account Holder's Name:** High Commission for the People's Republic of Bangladesh
 - * **Account Number:** 5070563147 (USD)
 - * **Name of the Bank:** Zenith Bank
 - * **Branch :** Transcorp Hilton, Abuja, Nigeria.

NO REFUNDS: Fees, once received, cannot be refunded, even if the application is withdrawn or service cannot be rendered.

- * **PROCESSING TIME:** Once approved/refused, the service seekers would be communicated by email. The High Commission will get in touch with applicants in cases where the applications are incomplete/incorrect, the fees sent are not adequate or not paid in the acceptable manner or where there are other deficiencies.
- * Application Submission hour: 0900 hrs- 1145hrs (at the counter)
- * Delivery hours: 0900 hrs- 1145hrs (from the counter)

Power of Attorney POA

Power of Attorney (POA) is a document that allows the applicant to appoint a person or organization from abroad to manage his/her affairs in Bangladesh.

Any document relating to sale /purchase of land, transfer/ purchase/ sale of shares, withdrawal of money/pension from bank, etc.in Bangladesh.

Power of Attorney is processed in accordance with the 'The Power of Attorney Act-2015'.

The POA executant(s) and recipient(s) are requested to read the 'Power of Attorney Act-2015'.

General Requirements for Power of Attorney:

- * Filled-in application form. Incomplete application will NOT be accepted/processed.
- * Unsigned "power of attorney" (POA) document [NO photocopy/scanned copy accepted]

- * Applicant(s)/Executant(s)/Principal/POA Giver(s) MUST appear in-person to sign the documents before the Consular Officer at the Mission.
- * Signatures of at least two Bangladeshi witnesses on the PoA documents;
- * For multiple signatories of a document, the same rule applies for all, i.e. all signatories are required to appear in-person at the Mission.
- * 02 (two) copies of recent photograph (not older than 6 months) of the Executant(s) and Recipient(s) with white background.
- * Copy of photo of each Applicant(s)/Executant(s)/POA Giver(s) and Attorney (ies)/Power Recipient(s) must permanently be attached (pasted) to the document.
- * Applicant needs to bring photocopies of the supporting documents.
- * Photocopy of Proof of Ownership of the property.
- * Valid Bangladesh Passport/National ID/online verifiable 17-digit Birth Certificate of the Principal(s)/Executant(s).
- * Valid Bangladesh Passport/National ID/online verifiable 17-digit Birth Certificate of the Attorney(s)/Recipient(s).
- * Photocopy of any Nigerian/Angolan/Congolese Republic/Gambian/Liberian Photo ID (Passport/PR card/Study Permit/Work Permit/G1 Driver's License) of the Applicant(s)/Executant(s)/Principal/POA Giver(s).
- * Proof of address in Nigeria/Angola/Republic of Congo/Gambia/Liberia.
- * The Mission reserves the right to request for any additional document at any stage of the application process.
- * The Mission reserves the right to withhold any application for further scrutiny.
- * If required, the applicant may be requested for an interview with the Mission.

Fees and Payment:

- * The Applicant is requested to read the following carefully prior to proceeding further: Consular fees are received for processing of applications. Hence, fees are non-refundable even if an application is denied or withdrawn.
- * Service can't be provided by the Mission until the payment is shown in the Mission's bank statement.
- * Fee is subject to change. Please visit the website of the Mission.
- * Please DON'T DEPOSIT the fee until the application is approved by the Mission((Telephone : +234-9073-859-213, E-mail : mission.abuja@mofa.gov.bd).
- * **Urgent fee:** USD 20.00: The payee can collect attested original power of attorney or documents on the same working day (Interview Date) or next working day from the Mission.
- * **Regular fee:** USD 10.00: The payee can collect attested original power of attorney or documents from three (03) working days from the Mission.

***Additional fee after page limit/page:** USD 5.00

***MODE OF PAYMENT OF FEES:** Bank transfer to the following Bank Account of the High Commission:

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[2. Power-of-Attorney-Act-2015](#)

[3. Specimen power-of-attorney-form](#)

[4. Specimen Power of Attorney Form](#)

[5. Sample Application Form](#)

Birth Certification

REQUIREMENTS:

* Before coming to Mission, please fill up the online form(https://103.48.16.169/pub/?pg=application_form) **For Child:**

* Copy of Parents' Passport,

* Copy of Parents' residence permit,

* Original copies of birth report from Hospital/clinic,

* 2 copies passport-sized photographs of child and parents,

* **Application Form:** Please download the form from www.dip.gov.bd;

* **Fee:** USD1.00

* **Re-issue:**USD2.00

* Please DON'T DEPOSIT the fee until the application is approved by the Mission((Telephone :

+234-9073-859-213, E-mail :
mission.abuja@mofa.gov.bd).

* **Urgent fee:** USD 15.00: The payee can collect attested original power of attorney or documents on the same working day (Interview Date) or next working day from the Mission.

* **Regular fee:** USD 10.00: The payee can collect attested original power of attorney or documents within three (03) working day from the Mission.

* **Additional fee after page limit/page:** USD 2.00

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* **Delivery hours:** 0900 hrs- 1145hrs (from the counter)

Attestation/certification

Attestation of Educational Certificate/Mark sheet etc.

To have your documents attested by the Bangladesh High Commission, Abuja, Nigeria:

* Documents originated in Bangladesh must be attested by the Ministry of Foreign Affairs in Dhaka, Bangladesh.

* Documents originated in Nigeria, Angola, Republic of Congo, Gambia and Liberia must be attested by the Ministry of Foreign Affairs of the respective countries.

PLEASE keep this basic information about ATTESTATION/CERTIFICATION in your mind before you apply for attestation/certification.

Following criteria to be fulfilled to get documents attested by the Mission:

Documents originating in Nigeria, Angola, Republic of Congo, Gambia and Liberia have to be attested/authenticated by the Ministry of Foreign Affairs of the respective country;

- * Documents originating in Bangladesh have to be attested/authenticated by the Ministry of Foreign Affairs of Bangladesh;

- * Personal appearance before the Consular Officer of the Mission is not obligatory if the document is attested by the above authorities.

- * Documents to be attested must be enclosed with a set of photocopy.

- * A prescribed application form has to be submitted with the documents to be attested.

- * All Education degrees/documents of Bangladesh must first be attested by the following authorities before submitting them for attestation by the Mission:

- a. Relevant educational institutions/board of education/university and Ministry of Education; and

- b. Consular section, Ministry of Foreign Affairs of Bangladesh, Dhaka.

- * An application requesting for attestation.

- * **Fees (1 Page):** Normal USD10.00 - The payee can collect attested original power of attorney or documents on the same working day (Interview Date) or next working day from the Mission.

- Urgent: USD15.00 - The payee can collect attested original power of attorney or documents within three (03) working day from the Mission.

Additional fee after page limit/page: USD 2.00

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Marriage Certificate

To have your documents attested by the Bangladesh High Commission, Abuja, Nigeria:

* Documents originated in Bangladesh must be attested by the Ministry of Foreign Affairs in Dhaka, Bangladesh.

* Documents originated in Nigeria, Angola, Republic of Congo, Gambia and Liberia must be attested by the Ministry of Foreign Affairs of the respective countries.

PLEASE keep this basic information about ATTESTATION/CERTIFICATION in your mind before you apply for attestation/certification.

Requirements:

* Original Nikahnama attested by the Consular Officer of the Ministry of Foreign Affairs and the passport of the person concerned are required.

* It may be noted here that, as per existing law, the age of the Bridegroom must not be less than 21 years on the date of marriage and that of the bride must not be less than 18 years.

* One set of photocopy of Nikahnama needs to be submitted for the record of the Mission.

* An application requesting for certificate.

* **Fees (1 Page):** Normal USD10.00- The payee can collect attested original power of attorney or documents on the same working day (Interview Date) or next working day from the Mission.

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* Branch : Transcorp Hilton, Abuja, Nigeria.

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* **PROCESSING TIME:** Once approved/refused, the service seekers would be communicated by email. The High Commission will get in touch with applicants in cases where the applications are incomplete/incorrect, the fees sent are not adequate or not paid in the acceptable manner or where there are other deficiencies.

* **Application Submission hour:** 0900 hrs- 1145hrs (at the counter)

* **Delivery hours:** 0900 hrs- 1145hrs (from the counter)

Family Certificate

To have your documents attested by the Bangladesh High Commission, Abuja, Nigeria:

* Documents originated in Bangladesh must be attested by the Ministry of Foreign Affairs in Dhaka, Bangladesh.

* Documents originated in Nigeria, Angola, Republic of Congo, Gambia and Liberia must be attested by the Ministry of Foreign Affairs of the respective countries.

PLEASE keep this basic information about ATTESTATION/CERTIFICATION in your mind before you apply for attestation/certification.

Requirements:

* Original Nikahnama attested by the Consular Officer of the Ministry of Foreign Affairs, Dhaka and the passport of the person concerned are required to be submitted.

* Original Birth Registration certificate/extract of the register of birth of the children issued by the competent authority in Bangladesh and authenticated by the Ministry of Foreign Affairs, Dhaka should also be submitted.

* One set of photocopy of all these documents needs to be submitted for the record of the consulate.

* **Fees (1 Page):** Normal USD10.00- The payee can collect attested original power of attorney or documents on the same working day (Interview Date) or next working day from the Mission.

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* **Application Submission hour:** 0900 hrs- 1145hrs (at the counter)

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Divorce Certificate To have your documents attested by the Bangladesh High Commission, Abuja, Nigeria:

- * Documents originated in Bangladesh must be attested by the Ministry of Foreign Affairs in Dhaka, Bangladesh.
- * Documents originated in Nigeria, Angola, Republic of Congo, Gambia and Liberia must be attested by the Ministry of Foreign Affairs of the respective countries.

PLEASE keep this basic information about ATTESTATION/CERTIFICATION in your mind before you apply for attestation/certification.

Requirements:

- * This certificate is issued on the basis of the Divorce Certificate issued by the Marriage Register and the certificate must be authenticated by the Ministry of Foreign Affairs, Dhaka (in original).
- * In certain cases, Court's Order clearly stating the execution of the divorce may be submitted. But such an Order must be authenticated by the Consular Officer of the Ministry of Foreign Affairs.
- * One set of photocopy of all these documents needs to be submitted for the record of the Mission.
- * An application requesting for certificate.

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Death Certificate

* Death certificate is applicable only for a person holding Bangladesh passport.

* If any next of kin of the deceased wishes, a certificate can be issued to facilitate carrying and receiving the dead body to Bangladesh for burial.

Requirements:

a. Bangladeshi Passport of the deceased.

b. 02 (two) passport-sized photographs of the deceased.

c. Death/Medical certificate issued by the local authorities in Nigeria, Angola, Republic of Congo, Gambia and Liberia.

d. An Application.

e. Copy of Passport of the informant/ applicant with proof of relationship.

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Attestation of Bangladesh Passport

Requirements:

* Photocopy of valid Bangladesh Passport must be notarized by a Notary Public.

* An application for attestation.

* A set of photocopies of notarized Bangladesh Passport should be submitted along with the original document.

* An application requesting for attestation.

* **Fees (1 Page):** Normal USD10.00

Urgent: USD15.00

Additional fee after page limit/page: USD 2.00

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Police Clearance Certificate

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* The Mission does not issue Police Clearance Certificates for Bangladesh or Foreign nationals.

* An applicant having Bangladesh nationality and seeking Police Clearance Certificate shall submit the following documents to the Mission for attestation, as these are required by the concerned authority in Bangladesh:

* An application letter addressed to the concerned Commissioner of Police / Superintendent of Police/Officer-in-Charge in Bangladesh (in accordance with the permanent address of the applicant) mentioning the authorized person's details who will submit the application in Bangladesh and subsequently collect the certificate from the Police Authority.

* Original Bangladesh Passport and photocopy of the information page.

* Fee of BDT 500.00 for police clearance certificate will have to be paid as treasury challan at any branch of Bangladesh Bank/ Sonali Bank in favour of code 1-7301-0001-2681.

- * Attestation fee at Mission's Bank account (please visit website of Mission)
- * The application letter and photocopy of relevant pages of Bangladesh Passport will be attested by the Mission and these documents along with the original Bangladesh Passport will be sent back to the applicant.
- * The applicant can submit his/her forms by visiting the following link: <http://pcc.police.gov.bd> Or sending the attested documents to the concerned Commissioner of Police/ Superintendent of Police/Officer-in-Charge in Bangladesh for accomplishing the process in this regard.
- * The applicant will have to authorise a person (in-writing) in Bangladesh to collect the police clearance certificate on his/her behalf from the concerned police office.

* **Fees (1 Page):** Normal USD10.00
Urgent: USD15.00

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Verification of Bangladeshi Driving Licence Following criteria to be fulfilled to get documents attested by the Mission:

- * An application letter along with the document/s to be attested;
- * Copy of both sides of Bangladesh Driving License;
- * Copy of the information pages of Bangladesh Passport;
- * After receiving the details of the driving license from the applicant, the Mission sends that to the concerned authority (BRTA, Dhaka) in Bangladesh for verification of authenticity;
- * The Mission will issue a certificate regarding its authenticity only after a verification report received from the concerned authority.

* **Fees (1 Page):** Normal USD10.00

Urgent: USD15.00

Additional fee after page limit/page: USD 2.00

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