DOCUMENT ATTESTATION, APOSTILLE & TRANSLATION SERVICES

Simplifying Your Global Documentation Requirements

At **Kayana Strategic Solutions**, we provide professional **document attestation, apostille, legalization, and translation services** for individuals and businesses planning to work, study, immigrate, establish a business, or pursue professional opportunities overseas.

From educational certificates and personal documents to commercial and corporate records, our team helps you navigate the documentation process with greater clarity, accuracy, and convenience.

Whether you are applying for an **overseas employment visa, study visa, family/dependent visa, immigration, professional licensing, or international business purpose**, we help you prepare your documents according to the requirements of the destination country.

DOCUMENTS THAT MAY REQUIRE ATTESTATION

1. Educational Documents

Educational documents are commonly required for **higher education, overseas employment, professional licensing, teaching positions, and skilled-worker applications**.

Documents may include:

- Degree Certificates
- Diploma Certificates
- Mark Sheets / Marksheets
- Academic Transcripts
- School Leaving Certificates
- Training & Qualification Certificates
- Other Academic Credentials

2. Personal & Professional Documents

Personal and professional documents may be required for **employment visas, family/dependent visas, immigration, residency, and other official purposes**.

Documents may include:

- Birth Certificates
- Marriage Certificates
- Police Clearance Certificates (PCC)
- Medical Certificates & Reports
- Experience Certificates
- Training Certificates
- Curriculum Vitae (CV)
- Other Personal & Professional Records

3. Commercial & Corporate Documents

Businesses expanding internationally may need authenticated documents for **company incorporation, business setup, registration, contracts, authorizations, and commercial activities abroad**.

Documents may include:

- Company Incorporation Certificates
- GST Registration Documents
- Power of Attorney
- Commercial Agreements
- Corporate Documents
- Business & Regulatory Documents
- Other Commercial Records

STEP-BY-STEP DOCUMENT ATTESTATION PROCESS FOR INDIAN DOCUMENTS

The exact procedure depends on the **document type, issuing authority, and destination country**. In general, the process may involve the following stages:

STEP 1 — Notary Attestation

Where required, the document is first notarized by an authorized **Notary Public**. The notary verifies the document or relevant declaration and affixes the required signature and seal.

This may be an important preliminary step before proceeding with further authentication, depending on the document and destination-country requirements.

STEP 2 — State-Level Authentication / HRD Authentication

Documents may need authentication from the relevant **State Government or Union Territory authority**.

For educational documents, authentication may be required from the appropriate **Education Department/HRD or designated authority** of the State or Union Territory where the document was issued.

STEP 3 — SDM Authentication

Where applicable, documents can be authenticated through the **Sub-Divisional Magistrate (SDM)**.

The SDM process provides an additional level of verification before the document proceeds to central government authentication or legalization.

STEP 4 — MEA Attestation / Apostille

The **Ministry of External Affairs (MEA), Government of India** authenticates documents through the applicable attestation or apostille process.

The route depends on whether the destination country requires:

- **MEA Attestation**
- **Apostille**
- Further Embassy/Consulate Legalization

Documents generally need to be authenticated by the appropriate designated authority before submission for MEA attestation or apostille.

STEP 5 — Embassy / Consulate Legalization

For countries requiring embassy or consular legalization, the authenticated document is submitted to the relevant **foreign Embassy or Consulate** for the required legalization/attestation.

Requirements vary by country and document type. Our team can help you understand the applicable documentation route for your destination.

FOREIGN LANGUAGE DOCUMENT TRANSLATION SERVICES

Accurate Translations for International Use

Many overseas employment, education, immigration, legalization, and commercial procedures require documents to be translated into the **official or accepted language of the destination country**.

Kayana Strategic Solutions provides professional document translation services for a wide range of international and Indian languages.

Foreign Languages

- English
- Arabic
- Japanese
- Russian
- Korean
- Chinese
- Portuguese
- Spanish
- French
- Italian
- German
- And other major foreign languages

Indian Languages

- Hindi
- Punjabi
- Urdu
- And other Indian languages

Where required, we can also assist with **certified/official translation requirements**, subject to the rules of the relevant authority, embassy, institution, or destination country.

OUR LEGAL & OFFICIAL DOCUMENT TRANSLATION SERVICES

We provide translation assistance for a wide range of documents, including:

Educational Documents

- Degree Certificates
- Diplomas
- Mark Sheets
- Academic Transcripts
- School & College Certificates
- Training Certificates

Personal & Immigration Documents

- Birth Certificates
- Marriage Certificates
- Police Clearance Certificates (PCC)
- Medical Certificates & Reports
- Experience Certificates
- Immigration Documents
- Identity & Supporting Documents

Legal & Regulatory Documents

- Legal Documents
- Regulatory Documents
- Government Permits
- Compliance Documents
- Declarations & Affidavits
- Power of Attorney
- Official Correspondence

Corporate & Commercial Documents

- Company Incorporation Documents
- Corporate Documents
- Commercial Agreements
- Business Records
- Compliance Documentation
- Other Commercial Documents

WHICH COUNTRIES MAY REQUIRE ATTESTATION OR LEGALIZATION?

Documentation requirements differ according to the **destination country, visa category, document type, and purpose of submission**.

Gulf Countries

Countries such as:

- UAE
- Saudi Arabia
- Qatar
- Oman
- Kuwait

may require document authentication/legalization for employment, residence, family, education, and other visa purposes.

European & Other Countries

Depending on the destination and purpose, documents may require **apostille, legalization, certified translation, or other forms of authentication**.

USA, Canada, UK, Australia & New Zealand

Documentation requirements vary significantly by **visa category, employer, educational institution, licensing authority, or immigration authority**. Some applications may require authenticated or certified documents, while others may not.

Apostille vs. Embassy Legalization

Countries that are parties to the **Hague Apostille Convention** may generally accept an **Apostille** for documents intended for use in that country, subject to the receiving authority's requirements.

For countries or circumstances where apostille is not applicable, **embassy/consular legalization** may be required.

Important: Requirements can change and may differ from one document and visa category to another. We recommend checking the specific requirements applicable to your destination before processing.

INDUSTRIAL, TECHNICAL & PROFESSIONAL TRAINING

Practical Training for B.Tech, Diploma, ITI & Other Aspirants

In addition to documentation and translation services, **Kayana Strategic Solutions** provides training programs designed to develop practical knowledge in **industrial projects, technical operations, processing, production, maintenance, quality, and workplace systems**.

Our training areas include:

Maintenance & Operational Excellence

- Total Productive Maintenance (TPM)
- Types of Maintenance
- Types of Maintenance Causes
- Root Cause Analysis (RCA)
- Problem & Breakdown Troubleshooting
- Plant & Equipment Overall Efficiency
- Equipment Selection Criteria

Quality, Safety & Process Systems

- Good Manufacturing Practices (GMP)
- Good Hygiene Practices (GHP)
- Good Laboratory Practices (GLP)
- HACCP
- Quality Control
- SOP / SSOP
- Work Orders (WO)
- Workflows (WF)

Designed For

- B.Tech Graduates
- Diploma Holders
- ITI Candidates
- Engineering Aspirants
- Technical Professionals
- Industrial & Manufacturing Professionals
- Candidates preparing for overseas employment

YOUR DOCUMENTS. YOUR DESTINATION. OUR EXPERTISE.

International documentation can be complicated—but it doesn't have to be overwhelming.

Kayana Strategic Solutions helps you navigate the process of **attestation, apostille, legalization, and document translation** with a professional, organized, and destination-focused approach.

Why Choose Kayana Strategic Solutions?

✓ **End-to-End Documentation Assistance**

From initial document review to attestation, legalization, and translation.

✓ **Multiple Document Categories**

Educational, personal, professional, legal, commercial, and corporate documents.

✓ **Multi-Language Translation Support**

Translation assistance across major foreign and Indian languages.

✓ **Overseas-Focused Services**

Support for employment, education, immigration, family/dependent visas, and international business requirements.

✓ **Professional & Convenient**

A streamlined approach designed to make your documentation journey easier.

GET YOUR DOCUMENTS READY FOR YOUR GLOBAL JOURNEY

Planning to **work, study, immigrate, or establish a business overseas?**

Let Kayana Strategic Solutions help you understand the documentation requirements and choose the appropriate **attestation, apostille, legalization, and translation** route for your destination.

Contact Kayana Strategic Solutions today to discuss your document requirements.