

Embassy of India

Paramaribo

Guidelines for online transfer for seeking service

1. Applicants from Suriname, Barbados, Saint Lucia, and Saint Vincent & the Grenadines can now get consular services by making online payments. Cross-border bank transfers can be complex. Strict adherence to these rules ensures all payments meet Government of India audit standards.

2. Dual-Account Payment Architecture:

Service fees and Indian Community Welfare Fund (ICWF) fees **never be combined**. They must be paid into separate accounts.

Service Category	Account Details
Group 1: Consular Services (Passport, OCI, Visa, PCC, Certificates, Attestation, Renunciation, etc.)	Account No: 2400000128216091 Holder: Embassy of India Bank: Republic Bank Ltd. Trinidad (Suriname) SWIFT: RBNKSRPA Address: Krekplein 1, Paramaribo, Suriname
Group 2: ICWF Charges Only	Account No: 2400000197645395 Holder: Embassy of India Bank: Republic Bank Ltd. Trinidad (Suriname) SWIFT: RBNKSRPA Address: Krekplein 1, Paramaribo, Suriname

Please make individual transfers for each service and applicant. Do not bundle multiple services or applicants into a single transaction. Each transfer must have its own unique reference number.

3. Financial Obligations & Bank Fees-The Embassy operates on a **net-receipt model**. The full prescribed fee must reach the Embassy's account without any deductions such as:

- **Bank Charges:** The applicant must cover **all** sender and receiver bank fees. The Embassy will not absorb bank deductions, and short payments will cause application rejection.
- **ICWF Contribution:** The ICWF fee is mandatory for every application and must be paid as a separate transfer to the dedicated ICWF account.

4. Pre-Payment Verification Protocol- To prevent wrong payments and delays, follow this exact step-by-step sequence:

- a) **Email First:** Kindly send the application and documents to consular.paramaribo@mea.gov.in.
- b) **Review:** The Embassy reviews the file for accuracy.
- c) **Wait for Approval:** Please **do not make any payment** until the Embassy gives official confirmation to proceed.
- d) **Pay & Fill Metadata:** Once approved, transfer the fees using the required details:
 - **Particulars:** Applicant's Surname/Name
 - **Code:** Service Type (*e.g., PASSPORT, OCI, VISA, PCC, RENUNCIATION*)
 - **Reference:** File/ARN Number (*Use current passport number for attestation*)
- e) **Notify:** Immediately email payment confirmation to the Embassy with the applicant's name, payment details, and service requested.

5. Submission Timelines & Logistics:

- **15-Day Deadline:** Physical documents must reach the Embassy within **15 working days** of the payment date.
- **Required Enclosures:**
 - Printed payment receipts for **both** the consular fee and ICWF fee.
 - A pre-paid return airway bill with a visible "**Paid**" stamp (*for applicants in Barbados, Saint Lucia, and Saint Vincent & the Grenadines*).
- **Fee Changes:** Always verify current fee rates before accepting applications, as Government of India rates are subject to change.

6. Applicants Compliance Checklist: Before submitting any file to the Embassy, please confirm the following:

- Service and ICWF fees are paid into their correct, separate accounts.
- Mandatory ICWF fee is included.
- All bank transaction charges are fully paid (full fee received by the Embassy).
- Payment was made **only after** receiving Embassy approval.
- Physical application will arrive within 15 working days of payment.
