

Translation

Foreign Costs Ordinance
(*Auslandskostenverordnung, AkostV*)
of 20 December 2001

On the basis of Section 2 of the Foreign Costs Act (*Auslandskostengesetz*) of 21 February 1978 (Federal Law Gazette I p. 301) the Federal Foreign Office, in agreement with the Federal Ministry of the Interior and the Federal Ministry of Finance, issues the following ordinance:

Section 1
Schedule of fees

The official acts by German diplomatic missions, consular posts, honorary consular officers and the Federal Foreign Office which are subject to a fee, and the actual fees to be charged, shall be determined in accordance with the schedule of fees (Annex 1).

Section 2
Value-based fee

- (1) If the fee is charged according to the value of the subject of the official act, such value shall be determined in accordance with the valuation regulations (Annex 2).
- (2) The value-based fee shall be determined in accordance with the table of value-based fees (Annex 3).

Section 3
Expenditure

- (1) Expenditure of less than 5 euro shall only be charged if little administration is necessary to recoup the amount. A flat-rate charge shall be permissible.
- (2) Expenditure for the transmission of telephone, telex or simple written information or notifications to a value of less than 10 euro shall not be charged.

- (3) Costs for telephone calls and telexes in matters relating to visas shall not be deemed expenditure within the meaning of paragraph 2 above.

Section 4
Language groups

If the fee to be charged under the schedule of fees depends on the language group, the list of languages (Annex 4) shall apply.

Section 5
Entry into force, expiry

This Ordinance shall enter into force on the day after promulgation. At the same time the Foreign Costs Ordinance of 7 January 1980 (Federal Law Gazette I p. 21), most recently amended by the Ordinance of 29 August 2001 (Federal Law Gazette I p. 2290), shall expire.

Berlin, 20 December 2001

The Federal Minister for Foreign Affairs
J. Fischer

Annex 1

(ad Section 1)

Schedule of fees (Gebührenverzeichnis, GebV)

A. Fees charged by the Foreign Service

100	Issuance (Article 10 (3) 5 of the Consular Law)	Fee as per nos. 124 - 126
110	Information (Article 1 of the Consular Law) written, not simple	€25 - 300
	Authentication, public (note) (Article 10 (1) 2 of the Consular Law)	
121	Signature or mark under a declaration, consent or agreement regarding a name under family law provisions	€20
122	Signature or mark in other matters	¼ value-based fee min. €15 max. €250
123	Several signatures or marks authenticated in one note	Fee as per nos. 121 - 122, to be charged once
124	Copy of a document in German or in a foreign language using Latin characters	50 cent per page, min. €5
125	Copy of a document in a foreign language not using Latin characters	€1 per page, min. €10

126	All other exact copies - irrespective of language or number of pages - provided they have been made by the authenticating agency, have not yet been in outsiders' hands and can be authenticated at the same time	€2.50
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Procurement

(Article 1 of the Consular Law)

130	Procurement of a certificate, deed or other document, where not part of another chargeable official act	€15 - 100
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130.1

If several certificates, deeds or other documents are procured at the same time from the same agency for one applicant, the fee shall be charged only once

131	Procurement of other movables	€15 - 100
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140	Certificate, consular (note) (Article 10 (1) 2 of the Consular Law)	€20 -100
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Confirmation of the authenticity of domestic public documents (Article 14 of the Consular Law)

150	Domestic certificate of birth, marriage or death or certificate of no impediment	€20
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151	Other domestic public documents	€30
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Attestation, public (record)

(Articles 10 to 12 of the Consular Law)

- 160 Unilateral declaration (made by one or more persons); addition or amendment to a unilateral declaration; fact or procedure simple value-based fee
- 160.1
Receiving oaths or affidavits which form part of another official act subject to a fee is covered by that fee.
- 160.2
Receiving an affidavit for the purpose of obtaining a certificate of inheritance, a will execution certificate or a certificate on continued community of property is an independent matter subject to a fee. Attestation of the respective applications is covered by the fee.
- 161 The declaration to be attested is presented in a foreign language, irrespective of whether the record is made in German or in the foreign language. $\frac{1}{2}$ value-based fee in addition, max. €50
- 162 Decision by a shareholders' meeting, supervisory board or another organ of a corporation, or by another association or foundation Double value-based fee, max. €10,000
- 162.1
In the case of amendments to a company agreement or statute, the certificate on the new complete text of the company agreement or statute required for registration in the commercial register is covered by this fee.
- 163 Contract, joint will Double value-based fee
- 164 The declarations to be attested are made in a foreign language, irrespective of whether the record is $\frac{1}{2}$ value-based fee per

	made in German or the foreign language	foreign language in addition, max. €100
165	Addition or amendment to a contract or joint will	Simple value-based fee
166	A contract of inheritance is attested at the same time as a marriage contract	Fee as per 163 - 164 to be charged only once as per the contract with the higher value

Regulations common to nos. 160 - 166

170	No fee will be charged for attesting the revocation of a testamentary disposition, the revocation or contestation of a contract of inheritance or the withdrawal from a contract of inheritance, if a new testamentary disposition or a new contract of inheritance is attested at the same time.	
171	Attestation of the recognition of the content of a written declaration including attestation of declarations making additions or amendments to the declaration	Fee equal to that for attesting the declaration
172	The fee charged for attestation covers the cost of providing a duplicate or certified copy for each party.	
180	Draft of a deed 180.1 The fee for a draft, but not any additional fees (e.g. 161, 164, 700), is set off against the fee for subsequent attestation if the draft was drawn up by the attesting consular officer, his deputy or his predecessor in office.	Fee as for attestation

200	Interpretation (Article 1 of the Consular Law) Where this official act is not performed for the initial clarification of a state of distress, per half hour (or part thereof)	€30
	Matters relating to claims (Article 1 of the Consular Law)	
210	First written reminder	€10 - 50
211	Each subsequent written reminder	€5
212	Conversation with the debtor at the request of the creditor, per half hour (or part thereof)	€25
	Assistance (Article 5 of the Consular Law)	
220	Sum of official acts required in terms of administration in connection with the granting of financial assistance or assistance to enable an applicant to travel to his place of habitual residence or to another place	€15 - 50
	220.1 If several agencies (German missions or posts or honorary consular officers) deal with the same request for assistance, the agency first applied to charges the fee.	
225	Instruction to take on board a seaman in distress	€10 - 20
	Legalization of foreign public documents	

I. Legalization pursuant to Article 13 (2) of
the Consular Law

230	Foreign birth, marriage or death certificate, foreign certificate of no impediment pursuant to section 1309 (1) of the Civil Code	€20
231	Other foreign public document	€40

II. Legalization pursuant to Article 13 (4) of the
Consular Law

235	Foreign birth, marriage or death certificate, foreign certificate of no impediment pursuant to section 1309 (1) of the Civil Code	€40
236	Other foreign public document	€80

Shipping

(Articles 2 and 17 of the Consular Law)

300	Examination of a merchant vessel's medical equipment and other aids for the care of the sick, including issue of the relevant certificate	€30
301	Amendment to a ship's document, excluding muster roll and annexes to the muster roll	€20
310	Maritime declaration, including record of evidence pursuant to the fourth volume of the Commercial Code	Double value-based fee
311	Subsequent addition to a maritime declaration	Simple value-based fee

Deaths

(Article 9 (1) and (2) of the Consular Law)

400 Laissez-passer for a corpse (Article 9 (1) of the Consular Law) including the procurement of the necessary documents €20

400.1

No additional fee shall be charged for activities outside the official premises or outside office hours.

401 Assistance with the requested funeral of the deceased €15 - 50

410 Management of estate (Article 9 (2) and (3) of the Consular Law) €15 - 500

410.1

No additional fee shall be charged in addition to this fee for activities outside the official premises.

410.2

Fees for official acts regulated specifically remain unaffected.

411 Inventory of estate (Article 10 (1) of the Consular Law) ½ value-based fee

411.1

If the performance of the official act requires more than one hour, the fee increases for each additional hour (or part thereof) by €50

411.2

No additional fee shall be charged for activities outside the official premises or outside office hours.

520.5

If both languages are foreign languages, the number of lines and fee are determined by the text in the language in the higher value category.

520.6

If both languages belong to the same language group, the number of lines is taken from the longer text.

520.7

Headings and short lines are counted together as full lines.

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| 521 | Translation of the sense of a text or summary of substance | ½ fee as per no. 520,
min. €10 |
| 522 | Confirmation of the accuracy and, if appropriate, completeness of a translation, rough translation, translation of the sense of a text or summary of substance not produced by the mission, post or honorary consular officer | ½ fee as per no. 520,
min. €10 |
| 530 | Disposal
(Articles 1, 9 (2) and (3) of the Consular Law) | Simple value-based fee |

530.1

No additional fee shall be charged for activities outside the official premises.

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| 535 | List of assets (Article 10 (1) of the Consular Law) | ½ value-based fee |
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535.1

If the performance of the official act requires more than one hour, the fee increases for each additional hour (or part thereof) by €20

535.2

No additional fee shall be charged for activities outside the official premises.

Custody

(Article 1 of the Consular Law)

- 550 Custody of money, securities and valuables in the official premises, including payment, repayment, issue or return,
For each period of six months (or part thereof) from the date of receipt Simple value-based fee
- 551 Custody of other moveable property - excluding newspapers, magazines, letters which are neither recorded delivery or marked with a value, postcards, as well as deeds or documents of legal persons under public law - in the official premises, including issue or return,
For each period of six months or part thereof from the date of receipt €10 - 50

Additional fee

- 700 Performance of an official act subject to a fee outside the official premises or outside office hours, where the possibility of charging this additional fee has not been expressly excluded, €25 per calendar day,
For each half hour (or part thereof) max. €200

700.1

If a consular officer holds surgeries outside his official premises, the premises used for such surgeries shall be deemed official premises within the meaning of this Ordinance.

B. Fees charged only by the Federal Foreign Office

900	Confirmation of authenticity of a public document drawn up by a German consular officer	€15
910	Final authentication as a prerequisite for the legalization of a domestic public document by a foreign consular officer	€10

Annex 3

(ad Section 2 (2))

Table of value-based fees

up to €500 inclusive	€15
up to €2500 inclusive	€30
up to €5000 inclusive	€45
up to €10,000 inclusive	€55
up to €15,000 inclusive	€65
up to €20,000 inclusive	€75
up to €25,000 inclusive	€85
up to €30,000 inclusive	€95
up to €35,000 inclusive	€105
up to €40,000 inclusive	€115
up to €45,000 inclusive	€125
up to €50,000 inclusive	€135
Values in excess of this up to €2.5 million, for each additional €5000 or part thereof	€10
Values in excess of this up to €15 million, for each additional €10,000 or part thereof	€10
Values in excess of this up to €25 million, for each additional €20,000 or part thereof	€10
Values in excess of this up to €30 million, for each additional €25,000 or part thereof	€10
Values in excess of this up to €35 million, for each additional €40,000 or part thereof	€10
Values in excess of this up to €40 million, for each additional €50,000 or part thereof	€10
Values in excess of this up to €50 million, for each additional €100,000 or part thereof	€10
Values in excess of this up to €100 million, for each additional €200,000 or part thereof	€10
Values in excess of this up to €250 million, for each additional €500,000 or part thereof	€10
Values in excess of this over €250 million, for each additional €1 million or part thereof	€10

Annex 4

(ad Section 4)

List of languages

	Group A:	Group B:	Group C:
	1. Afrikaans	1. Bulgarian/Macedonian	1. Albanian
	2. Danish	2. Greek	2. Amharic
	3. English	3. Irish	3. Azerbaijani
	4. French	4. Latvian	4. Bengali
	5. Icelandic	5. Lithuanian	5. Estonian
	6. Italian	6. Malagasy	6. Finnish
	7. Catalan	7. Polish	7. Georgian
	8. Luxemburgish	8. Romanian	8. Hausa/official languages of the Sudan
	9. Dutch	9. Russian	9. Hindi
	10. Norwegian	10. Serbo-Croatian	10. Kazakh
	11. Portuguese	11. Slovenian	11. Kyrgyz
	12. Swedish	12. Somali	12. Malay
	13. Spanish	13. Czech/Slovak	13. Mongolian
		14. Ukrainian	14. Nepalese
		15. Belarussian	15. Pashto
			16. Persian/Dari
			17. Tagalog
			18. Sinhalese
			19. Swahili/ official Bantu languages
			20. Tajik
			21. Tamil
			22. Turkish
			23. Turkmen
			24. Hungarian
			25. Urdu
			26. Uzbek
			27. Vietnamese

- Group D:
1. Arabic
 2. Burmese
 3. Chinese
 4. Hebrew (ivrit)
 5. Japanese
 6. Cambodian (Khmer)
 7. Korean
 8. Laotian
 9. Thai