

Document Origin and Authentication Procedures

GSQA-EVD-006 · 2.0 · 2026-10-19

1. Source information

For each document, record its title, issuer, country or jurisdiction, legal nature, original language, number and version. Enter report origin, brand origin and destination market separately.

2. Official authorities and sources

Check the applicable HCCH Convention relationship, competent authority and actual procedural rules, recording links and dates. Document language does not automatically determine a country's processing authority.

3. Documents from multiple jurisdictions

Where reports, translations and notarisation originate in different places, check each procedure before linking the document chain. Retain verifiable electronic-authentication information. An inaccessible QR-code image is not verified evidence.

4. State the actual origin

Identify the place of issue and nature of the report, translation and notarial document separately, and select the original report language. This checklist organises procedural questions; it does not replace the issuing authority's actual requirements.

5. Check official rules before applying

Use the HCCH status table and competent-authority directory to establish applicability and authority. Where the Convention does not apply or acceptance has special conditions, confirm the actual procedure before proceeding.

6. Retain links and verification evidence

Link originals, translations, notarisation, authentication and official verification entries to each report number and version. On receipt, recheck attachment scope, signatures and numbers to avoid authenticating a document different from the application evidence.

7. Records, handling and corrections

Keep the application or case number, specific product and market, version applied, documents and page references, responsible personnel, material dates, reasons and formal notices relevant to this document. Handle personal data and trade secrets under access controls. Questions about a record may be raised through information correction, complaints or review by an entitled applicant. Submission alone does not change an existing decision or licence. The formal notice and current record govern the outcome.

8. Effective date, application and versions

Version 2.0 was published and took effect on 19 October 2026 and applies to relevant matters formally submitted after that date. Retain the original snapshot and rules for existing applications; notify substantive changes separately and apply transitional arrangements. Do not retrospectively add new conditions to historical decisions. Web and downloadable texts must agree. Identify superseded versions and record name or wording corrections separately from substantive amendments.