

KCCI Certificate of Origin (COO) Standard Operating Procedure (SOP) –

For Exporters including CHAs –

1. KCCI seeks a one-time Permanent Indemnity Bond (PIB) on Non-Judicial Stamp Paper of applicable amount from all Exporters including CHA members of the Chamber seeking Certificate of Origin (COO).

Formats are available in the website at -<https://www.kanarachamber.com/certificate-oforigin/>

Registration Fees of Rs. 1,000/- will be charged for non-member of the Chamber.

The Indemnity Bond should be signed by the Managing Director in case of Company (or any director in case Managing Director is not available), by Managing Partner (or any Partner) or by the Sole Proprietorship. The Indemnity Bond should be signed by the authorised signatory, the letter of authority should be submitted for the same. The full name of the person signing the Indemnity Bond should be mentioned.

The Stamp Paper should be for applicable value (presently Rs. 500/-) applied under the **Article No.29**, Document Description Indemnity Bond, Consideration is Nil. The First Party should be the Business Legal Name and the Second Party should be Kanara Chamber of Commerce and Industry.

Please note that the COO shall not be issued by KCCI without a PIB.

2. **Know Your Customer** (KYC) documents from all Exporters will be collected. KYC Documents include (All documents must be self-attested along with the For Seal of the business)

a. Company Pan Card

b. Company Address Proof

c. GST Certificate, Mandatory

d. IEC Code, Mandatory

e. Letter of Authority with Contact Person's Name, Contact Mobile & Email ID - If Company, a copy of Board Resolution; If LLP, Designated Partners' Resolution; If Partnership, Resolution of all partners indicating authority given to Partner. Note: Any change in contact person to be intimated to the chamber

f. Nature of activities, Mining, Manufacturing, Trading, Services – Relevant license, if available - Mining License, Factory License for manufacturing, Trade License in case of trading.

g. Registration with EPC, if available

h. KCCI Membership Number, if member

i. In case of Company and LLP,

- i. The certificate of incorporation,
- ii. ROC Company Master Data and
- iii. List of Directors as per MCA Portal

3. KCCI can issue only Non-preferential COO. These are essentially a post shipment document. Commercial Invoice will be the basis on which COO will be issued by the Chamber. Packing List will also be sought by the Chamber only to Confirm/ Cross reference. Similarly, Letter of Credit or Purchase Order or E-mail order (whichever is relevant) may be called for as the case may be.

List of Documents (Indian Origin Goods):

- a. Commercial Invoice
- b. Packing List
- c. Shipping Bill/ Bill of Lading / Liner Certificate (Optional)
- d. LC Copy (Optional)
- e. Any other supporting documents (Optional)

List of Documents (Non - Indian Origin Goods):

- a. Covering Letter
- b. Import Invoice showing Country of Origin
- c. Self-Certified copy of Bill of Entry showing country of origin (for re-exports)
- d. Import Certificate of Origin copy showing the country of origin of goods
- e. Commercial Invoice
- f. Packing List (re-export)
- g. Shipping Bill/ Bill of Lading / Liner Certificate (Mandatory)
- h. LC Copy (Optional)
- i. Any other supporting documents (Optional)

4. Shipping Bill/ Bill of Lading / Liner Certificate though not mandatory is required for reconfirmation that the Customs have agreed that the goods are of Indian Origin. Bill of Lading/Shipping Bill/Certificate of Origin of Foreign Country shall be Mandatory in case the application by the shipper for Certificate of Origin is for a country other than India. In such a case, the shipper will have to provide all other documents to prove beyond doubt that the Goods are of Origin from a country other than India.

Any other documents will be insisted by the Chamber, only if required, to ascertain the origin country of the goods/services.

6. Key Instructions:

- Visit trade.gov.in to log in to the eCoO 2.0 system.
- **Login with existing credentials:** Use your DGFT credentials to log in. (Before applying, verify that your IEC details are updated on the DGFT website.)
- **Submit the application:** Go to the “Apply for CoO” section to initiate your Non-Preferential CoO application.

Steps to Apply for the CoO:

1. Click on **"Make new application"** for Non-Preferential CoO.
2. Select **"Kanara Chamber of Commerce & Industry"** as the issuing Chamber.
3. Complete the form, attach DSC for signatures, and make the payment online.
4. Once processed, you can download the certified CoO.

Certification Fee: As specified by the DGFT.