

# **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-of-origin/>*

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. 200/-) 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 and CHAs 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
  - d. GST Certificate, Mandatory
  - e. IEC Code, Mandatory
  - f. 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
  - g. Nature of activities, Mining, Manufacturing, Trading, Services – Relevant license, if available - Mining License, Factory License for manufacturing, Trade License in case of trading.
  - h. Registration with EPC, if available
  - i. KCCI Membership Number, if member
  - j. 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

**Based on these, if approved, a Permanent COO Reference Number would be issued. This Reference Number must be quoted for all the COO applications submitted by the concerned party (Exporter) to the Chamber. (The Reference no. will be unique for the Exporter against their IEC)**

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. Covering Letter on Company or Authorised CHA's Letterhead.
- b. COO Application Form (Full Set – 3 / 5 copies) \*
- c. Commercial Invoice – 1 Copy Minimum\*
- d. Packing List (Optional)
- e. Shipping Bill/ Bill of Lading / Liner Certificate (Optional)
- f. LC Copy (Optional)
- g. Any other supporting documents (Optional)

**List of Documents (Non - Indian Origin Goods):**

- a. Covering Letter on Company Only with clear mention of Origin of Goods
- b. Original Import Invoice showing Country of Origin
- c. Self-Certified copy Bill of Entry showing country of origin
- d. Import Certificate of Origin copy showing the country of origin of goods
- e. COO Application Form (Full Set – 3 / 5 copies) \*
- f. Commercial Invoice – 1 Copy Minimum\*
- g. Packing List (Optional)
- h. Shipping Bill/ Bill of Lading / Liner Certificate (Mandatory)
- i. LC Copy (Optional)
- j. Any other supporting documents (Optional)

**Additional Copies of Invoice / Packing list must be submitted, if certified copies are required by the exporter.**

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.

5. Parties are to note that if they submit Commercial Invoices having a certain Unit of measurement say lb. or kg, certificate of origin will be issued accordingly. Onus on conversion of Unit of measurement lies with the Parties and not the Chamber. In case the exporter wants a different measurement system then, this may be mentioned in the commercial invoice submitted to the Chamber for Certifications. At the bottom, as a note and in such a case, we will certify if the unit of measurement is changed to that in another document.
6. Original copy of Commercial Invoice/Packing list (must be self-certified with Seal/ Authorized Signature) before submitting to the Chamber.
7. Any request for Cancellation of COO issued must be accompanied by surrendering the original issued COO and copies thereof. If the party (Exporter/CHA) wishes to retain the said COO, it will be stamped - CANCELLED- by the Chamber and returned before issuing a new COO for the same Commercial Invoice.
8. No Correction (manual/hand written even if stamped or signed) will be accepted on any documents other than signatures.
9. Excel (.xlsx) file of Application of COO is uploaded to the Chamber's website <https://www.kanarachamber.com/certificate-of-origin/> for the benefit of all Exporters including CHAs. They can download, fill-in the details and submit via email. Hard copy of application and other relevant documents can be submitted while collecting the COO from the Chamber office.
10. The Charge for COO shall be Rs. 100 + GST (Presently 18%). Documents received by 4 pm will be processed the same day. An Urgency Fee/Special fee of Rs.250/- + GST (Presently 18%). will be charged per certificate for urgent/priority certificates.