

## **PROCEDURE FOR OBTAINING CERTIFICATES OF ORIGIN (non-Preferential) FROM APEDA**

Receipt of Application Forms by APEDA dully typed by applicant/exporters.

Certificate of Origin (CoO) forms can be obtained by exporters on any working day at APEDA Head Quarters, New Delhi.

It should be ensured by the exporters, in their own interest, that they intimate the name (s) and specimen signature (s) of their authorized signatory (s) to the office of the authority, so as to avoid any complication.

### **ACCEPTANCE OF APPLICATION FORMS**

1. An exporter is allowed to obtain certificate of origin from the APEDA HQ, New Delhi.
2. CoO forms are accepted by any APEDA Office only after a preliminary scrutiny confirming the following:
  - (a) All columns of the form are properly filled in, except the columns meant for official use of the APEDA.
  - (b) Signatures and stamp of the exporter are put in the relevant column (11 or 12 of the form, depending on the preferential scheme) and bottom of Application Form. Designation of the officer signing the forms should also be clearly mentioned.
  - (c) Communications, if any, are on original letterheads and invoice is either original or a Xerox attested by authorized signatory and bearing seal / stamp of the company and designation of the signatory.
  - (d) Certification fee may be paid through cash/DD/RTGS

### **PROCESSING OF APPLICATION FORMS**

1. To the extent possible, CoO forms are processed on first-come-first-served basis.
2. To the extent possible, forms received up to the normal office hours are processed and delivered to the exporters on the same day.
3. Deficiencies observed / supplementary information required is normally recorded on the reverse of the last copy of the form and the form returned to the exporter for clearing objections or providing the required information.

## **ISSUE OF CERTIFICATE OF ORIGIN**

1. One certificate is issued for one consignment. Consignment has been defined as products, which are either sent simultaneously from one exporter to one consignee, or covered by a single Transport Document covering their shipment from the exporter to the consignee or, in absence of such a document, by a single invoice.
2. In exceptional cases (and not in a regular or routine manner), a certificate of origin can be issued after shipment where as a result of error, involuntary omission or any other special circumstances, no request for certificate was made to the authority at the time products were exported. In such a case, the certifying authority may insist for a written explanation of the exigency that prevented the exporter to obtain the certificate prior to exportation.
3. In the event of theft, loss or destruction of a certificate, the competent authority could issue duplicate of certificate of origin issued earlier. For protecting itself against any misuse, the authority may insist for an affidavit from the exporter on a stamp paper of appropriate value (as acceptable in local court of law), containing the reasons for loss or mutilation or destruction of the certificate, under taking not to misuse the duplicate certificate of origin and to return the original, if it is later on retrieved and indemnifying the authority against any loss or damage arising out of issue of the duplicate certificate. Additional fee will be charged for issuance of duplicate CoO
4. In case “marks” (Box 6) or “description of goods” (Box 7) require more space than that available on the certificate form, exporters are allowed to either use another certificate form in continuation or make the commercial invoice a part of the certificate of origin.

### **Delivery of Certificates of Origin / Return of Application Forms**

- a. The original and first copy of the certificate is issued to the exporter and the remaining copy (ies) retained by the APEDA.
- b. Exporters desiring delivery of certificate by post are required to submit self-addressed envelope bearing along with Postage/courier charges of Rs.250/- per certificate.
- c. Payment may be made by DD/RTGS.

### **MODE OF PAYMENT OF FEE AND OTHER CHARGES**

- a. Mode of Payment:
  - a. By Cash/Demand Draft/NEFT- Exporter can deposit cash at APEDA HQ, New Delhi.

### **Clarifications**

Clarifications in respect of procedures followed for issue of certificates of origin can be obtained from the Certificates division of APEDA Head office.

## **Grievances and Complaints:**

1. In order to facilitate speedy redressal of genuine grievances and complaints of the exporters pertaining to issue of certificates of origin, if the grievance / complaint is not resolved to the satisfaction within a period of one week by by Head Office in spite of being supported by documentary / other related evidence, the matter should be brought to the notice of Director APEDA, New Delhi

## **NOTES:**

1. The certificate must not contain erasures or words written over one another. Any alterations must be made by deleting the incorrect particulars and adding any necessary corrections. Any such alteration must be initiated by the person who completed the certificate and endorsed by the competent governmental authority of the issuing country.

2. No spaces must be left between the items entered on the certificate and each item must be preceded by an item number. A horizontal line must be drawn immediately below the last item. Any unused space must be struck through in such a manner as to make any later additions impossible.

3. Goods must be described in accordance with commercial practice and with sufficient detail to enable them to be identified.

4. The origin certificates shall not be issued before the date of issue of the invoice relating to the consignment, but in the same date or within the following sixty (60) days.

5. Retention period of office records of origin certificates is 5 years and shall keep permanent records of all issued origin certificates, which shall contain at least certificate number, name and the date of issue.

## **DETAILS OF CHARGES**

The schedule of charges (subject to revision without notice) is as under:

Certificate of Origin (8 copies)	Rs.100/- plus applicable taxes
Certification of Invoice (8 copies)	Rs. 50/- - do -
Additional copies (upto 8 copies)	Rs. 50/- - do -
Correction charge (per copy)	Rs. 10/- - do -
Certification of any other document like packing list etc. (per document basis)	Rs. 10/- - do -
Courier/postage charges	Rs.250/- - do -

Mode of Payment:

- a. By Cash/ Demand Draft/NEFT - Exporter can deposit cash at APEDA, New Delhi.

The bank account details of APEDA is as under:

Account Name :**APEDA**  
Account Number : **00000057022180304**  
Branch : **Asian Games Village- New Delhi**  
IFS Code : **SBIN0007407**  
MICR Code : **110002007**

#### DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION

-A covering letter addressed to APEDA for issue of Certificate of Origin/Certification of copies of Invoices/Packing List, etc. The letter should also indicate that the information furnished in the relevant documents is true and correct.

-Indemnity Bond.

-8 copies of the Certificate of Origin duly completed along with one copy of the invoice for APEDA records having following declaration:

"We hereby declare that the goods mentioned in this invoice are of Indian Origin and manufacture."

In case copies of invoices are also required to be attested, 9 copies of the same may also be submitted with the above declaration.

The application can be submitted to the APEDA, New Delhi as per the details given below:-

**The General Manager (WTO)**

**APEDA**

**3<sup>rd</sup> Floor, NCUI Building 3, Siri Institutional Area,  
August Kranti Marg, (Opp. Asiad Village),  
New Delhi - 110 016, India**

**Phone : 91-11-26513204, 26513219, 26514572, 26526196 / 98, 26534186, 26534870, 26850301**

**Fax : 91-11-26526187**

**E-mail : coo[AT]apeda[DOT]gov[DOT]in**