

Fax : 011-23748024
E-mail : eic@eicindia.org
Web : www.eicindia.org
ग्राम : निर्यातगुण
Grams : SHIPMENTQUALITY
दूरभाष
Phones : 23365540, 23341263, 23748189



भारतीय निर्यात निरीक्षण परिषद्

(आई एस ओ 9001:2000 प्रमाणित संस्थान)

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

तीसरी मंजिल, एन.डी.वाई.एम.सी.ए. कल्चरल सेंटर बिल्डिंग,
1 जय सिंह रोड, नई दिल्ली - 110 001

EXPORT INSPECTION COUNCIL OF INDIA

(An ISO 9001:2000 Certified Organisation)

(Ministry of Commerce & Industry, Govt. of India)

3rd Floor, NDYMCA Cultural Centre Building,
1 Jai Singh Road, New Delhi - 110001

सं.निनिष/डी (क्यू/सी)
No. EIC/D (Q/C) T-208 / COO / 2010 - 2011 /

दिनांक : 01 April 2010
Dated :

To:
The Joint Director,
Export Inspection Agency - Chennai / Delhi / Kochi / Kolkata / Mumbai

Subject :- Issue of certificate of origin under India-Korea CEPA in electronic format – reg.

Sir,

It was desired by the Ministry of Commerce & Industry that w.e.f. 01.04.2010, certificates of origin under India – Korea CEPA are issued in electronic format. Accordingly, facility has been developed in the COO Module for issue of electronic certificate to the exporters in PDF format. This facility, already uploaded on the server and ready for use from today itself, entails following additional steps.

Steps for Processing of form:-

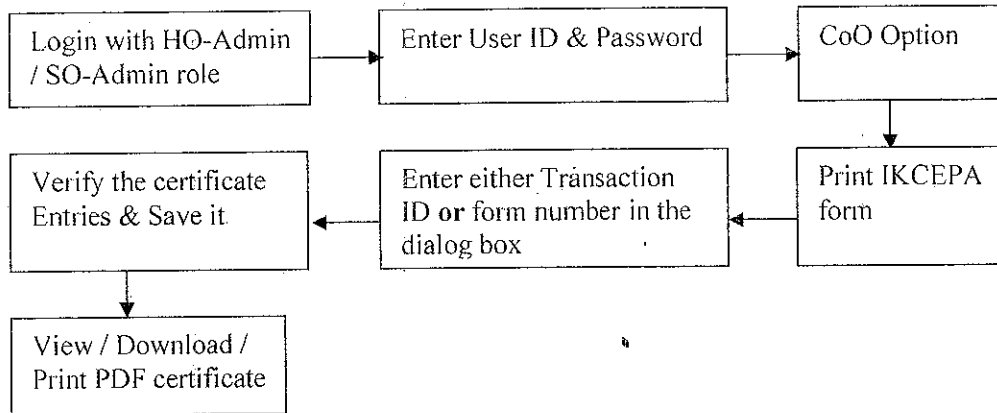
1. Applications under India – Korea CEPA will be processed and certificate of origin issued as per the existing process being followed now. It will be, however, essential that the certificate is issued from the system, that is, "Issue" button is 'clicked' by the certifying officer, in case everything is found in order.
2. The certifying officer is required to 'click' the "Issue" button only after verifying that the entries captured by the system are exactly the same as made in the manual CoO form. Special attention is to be given to box numbers 2, 3, 4, 12 & 13 (which are not a part of the on – line COO Form or screen) where, entries will have to be made by the certifying officer before "issuing" the certificate.
3. Entries to box numbers 2, 3, 4, 12 & 13 can also be made, where required, by officers having role of HO Admin & SO Admin, as detailed below.

Once the certificate is "issued" by the certifying officer through the system, its electronic format will become available to the exporter, who will be able to view, download or print the same by logging in using his user ID & password.

Steps for Viewing, Downloading or Printing of electronic certificate in PDF format by the EIAs:-

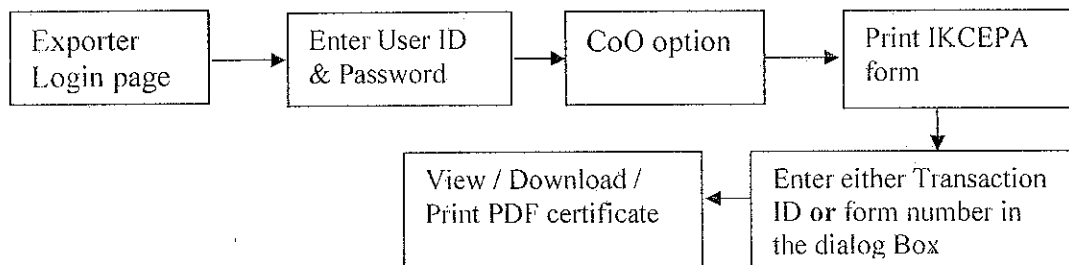
It would be possible for officers having role of HO Admin & SO Admin to view, download or print the electronic certificate by going to either the EIC website or to URL <http://203.200.117.21/public/login.aspx>, logging on using their user ID & password and following the steps outlined on the next page

... 2.



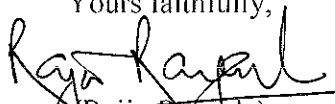
Steps for Viewing, Downloading or Printing of electronic certificate in PDF format by the exporter:-

The exporter will have an option to go to either the EIC website or URL <http://203.200.117.21/public/login.aspx> and log on using his / her user ID & password and follow the steps outlined hereunder.



Please note that certificate in physical form will continue to be issued along with the electronic certificate.

This may be brought to the notice of all concerned under your jurisdiction.

Yours faithfully,

(Rajiv Raizada)
Additional Director