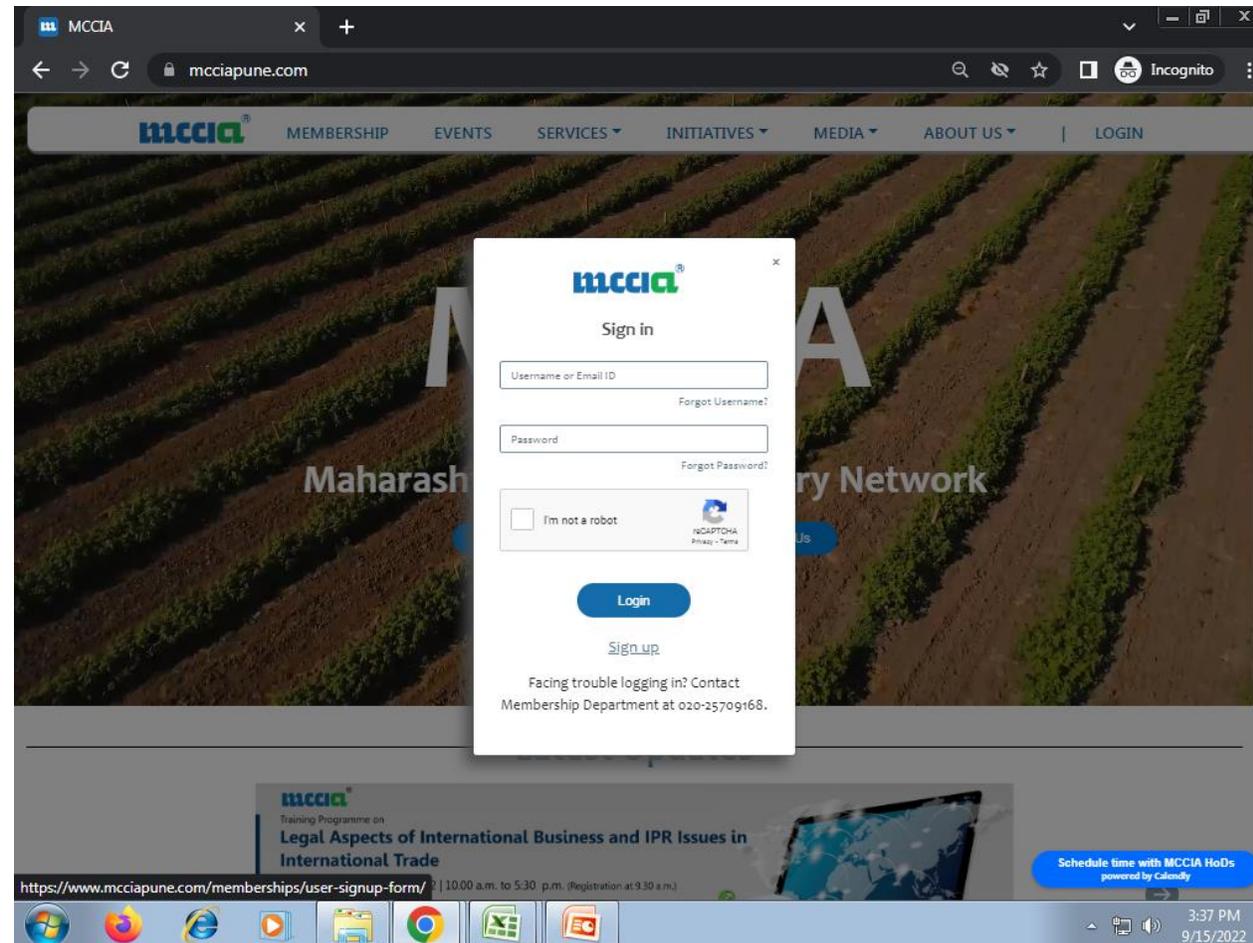


Guidelines for Online Application Certificate of Origin

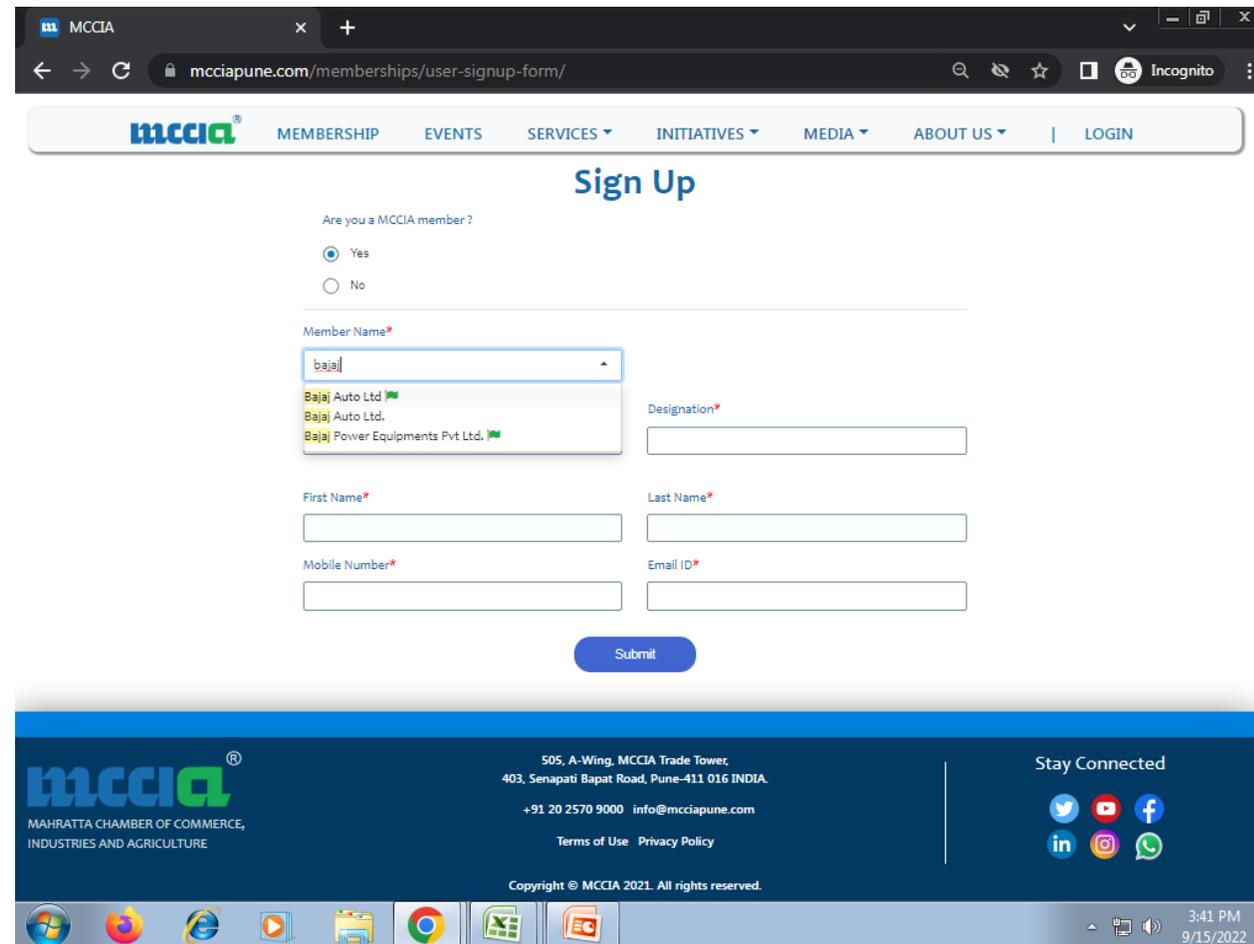
1. Login to MCCA website - www.mcciapune.com
Click on SIGNUP



2. Select the option “Yes” or “No” as per the status of your organization. Please note that membership and having registration for Certificate of Origin (referred to as COFO henceforth) by submitting the one time Indemnity Bond is separate.

The screenshot shows a web browser window displaying the MCCA Pune membership sign-up form. The browser's address bar shows the URL mcciapune.com/memberships/user-signup-form/. The page features a navigation menu with links for MEMBERSHIP, EVENTS, SERVICES, INITIATIVES, MEDIA, ABOUT US, and LOGIN. The main heading is "Sign Up". Below this, there is a question "Are you a MCCA member?" with two radio button options: "Yes" and "No". A blue "Submit" button is positioned below the options. The footer contains the MCCA logo, contact information (505, A-Wing, MCCA Trade Tower, 403, Senapati Bapat Road, Pune-411 016 INDIA, +91 20 2570 9000, info@mcciapune.com), social media icons for Twitter, YouTube, Facebook, LinkedIn, Instagram, and WhatsApp, and copyright information (Copyright © MCCA 2021. All rights reserved. Managed by Pixafliip Technologies). The Windows taskbar at the bottom shows the system tray with the time 3:40 PM and date 9/15/2022.

3. Start typing the name of your organization and select the name from the dropdown list which has a flag in front of the organization's name.



MCCIA

mcciapune.com/memberships/user-signup-form/

MEMBERSHIP EVENTS SERVICES INITIATIVES MEDIA ABOUT US LOGIN

Sign Up

Are you a MCCIA member?

Yes
 No

Member Name*

baja

- Bajaj Auto Ltd. 
- Bajaj Auto Ltd.
- Bajaj Power Equipments Pvt Ltd. 

Designation*

First Name*

Last Name*

Mobile Number*

Email ID*

Submit

MCCIA
MAHARATTA CHAMBER OF COMMERCE,
INDUSTRIES AND AGRICULTURE

505, A-Wing, MCCIA Trade Tower,
403, Senapati Bapat Road, Pune-411 016 INDIA.
+91 20 2570 9000 info@mcciapune.com
Terms of Use Privacy Policy

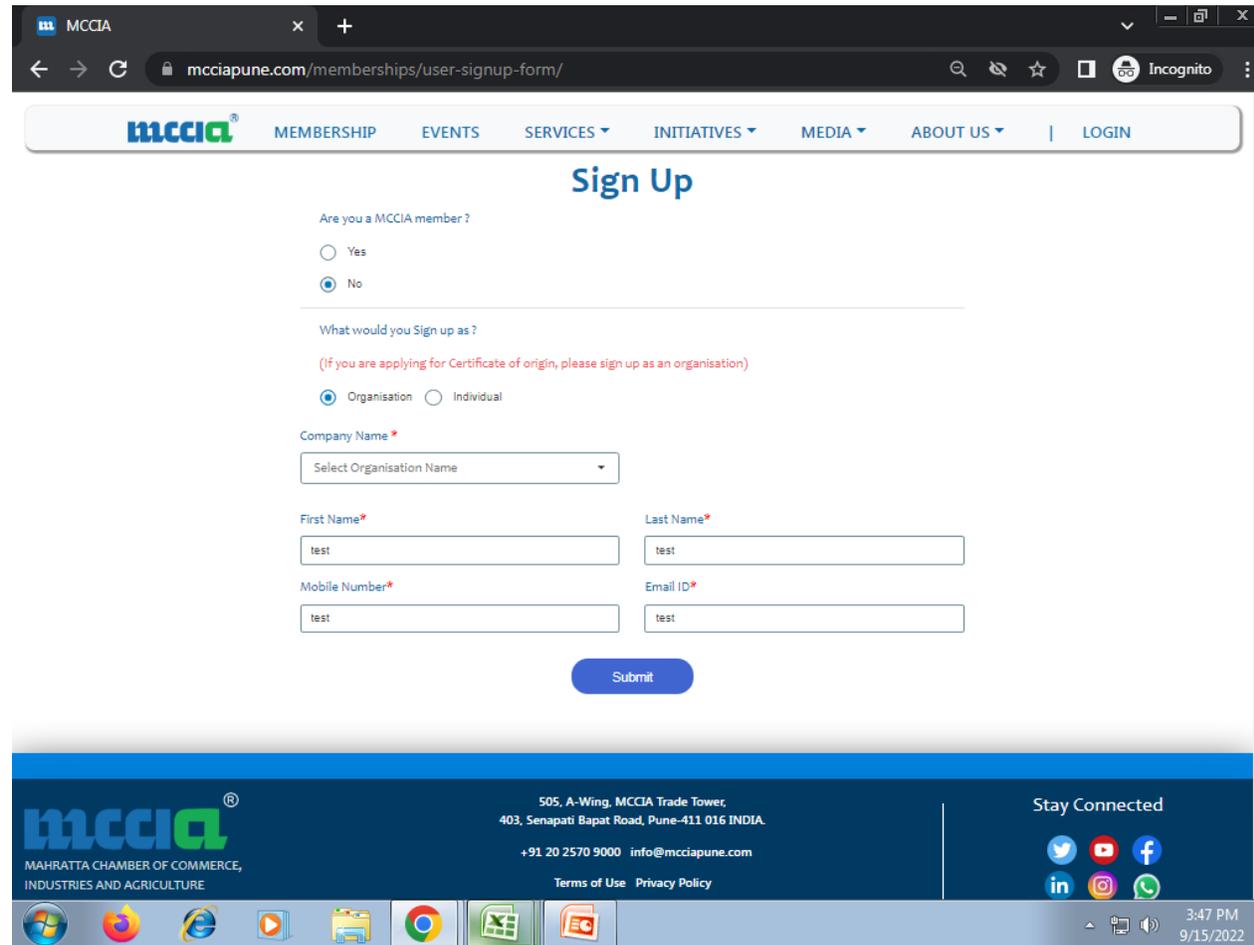
Stay Connected

Twitter YouTube Facebook
LinkedIn Instagram WhatsApp

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3:41 PM
9/15/2022

If your organization is a non-member, select the option “Organization” when signing up. DO NOT SELECT “INDIVIDUAL”



The screenshot shows a web browser window displaying the MCCA website's user sign-up form. The browser's address bar shows the URL `mcciapune.com/memberships/user-signup-form/`. The website's navigation menu includes **mccia®**, MEMBERSHIP, EVENTS, SERVICES, INITIATIVES, MEDIA, ABOUT US, and LOGIN. The main heading is "Sign Up".

The form contains the following fields and options:

- Are you a MCCA member?**
 - Yes
 - No
- What would you Sign up as?**
(If you are applying for Certificate of origin, please sign up as an organisation)
 - Organisation
 - Individual
- Company Name ***
Select Organisation Name (dropdown menu)
- First Name *** (text input: test)
- Last Name *** (text input: test)
- Mobile Number *** (text input: test)
- Email ID *** (text input: test)

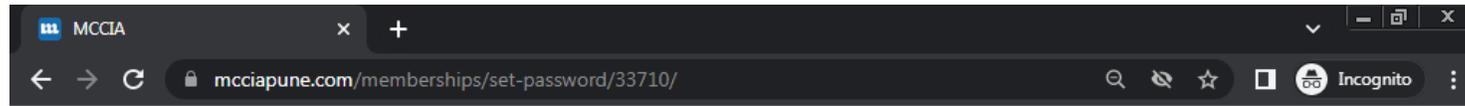
A blue "Submit" button is located below the form fields.

The footer of the website includes the MCCA logo, address (505, A-Wing, MCCA Trade Tower, 403, Senapati Bapat Road, Pune-411 016 INDIA), phone number (+91 20 2570 9000), email (info@mcciapune.com), and social media links (Twitter, YouTube, Facebook, LinkedIn, Instagram, WhatsApp). The system tray at the bottom shows the date and time as 3:47 PM on 9/15/2022.

4. Fill up all the information asked for and submit. You will be asked to create a password. Once the password is created, the login id of the SO is generated.

Note – (i) The mail id used for membership is not to be used when registering for COFO.

(ii) The first mail id to be created by filling up this information is of the Senior Official who will be responsible for only allocating the login ids. Application and approval cannot be done from this login.



Password

Please enter atleast 8 characters, atleast one symbol (!@#%&) and a number.

Submit

mccia[®]
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INDUSTRIES AND AGRICULTURE

505, A-Wing, MCCIA Trade Tower,
403, Senapati Bapat Road, Pune-411 016 INDIA.

+91 20 2570 9000 info@mcciapune.com

[Terms of Use](#) [Privacy Policy](#)

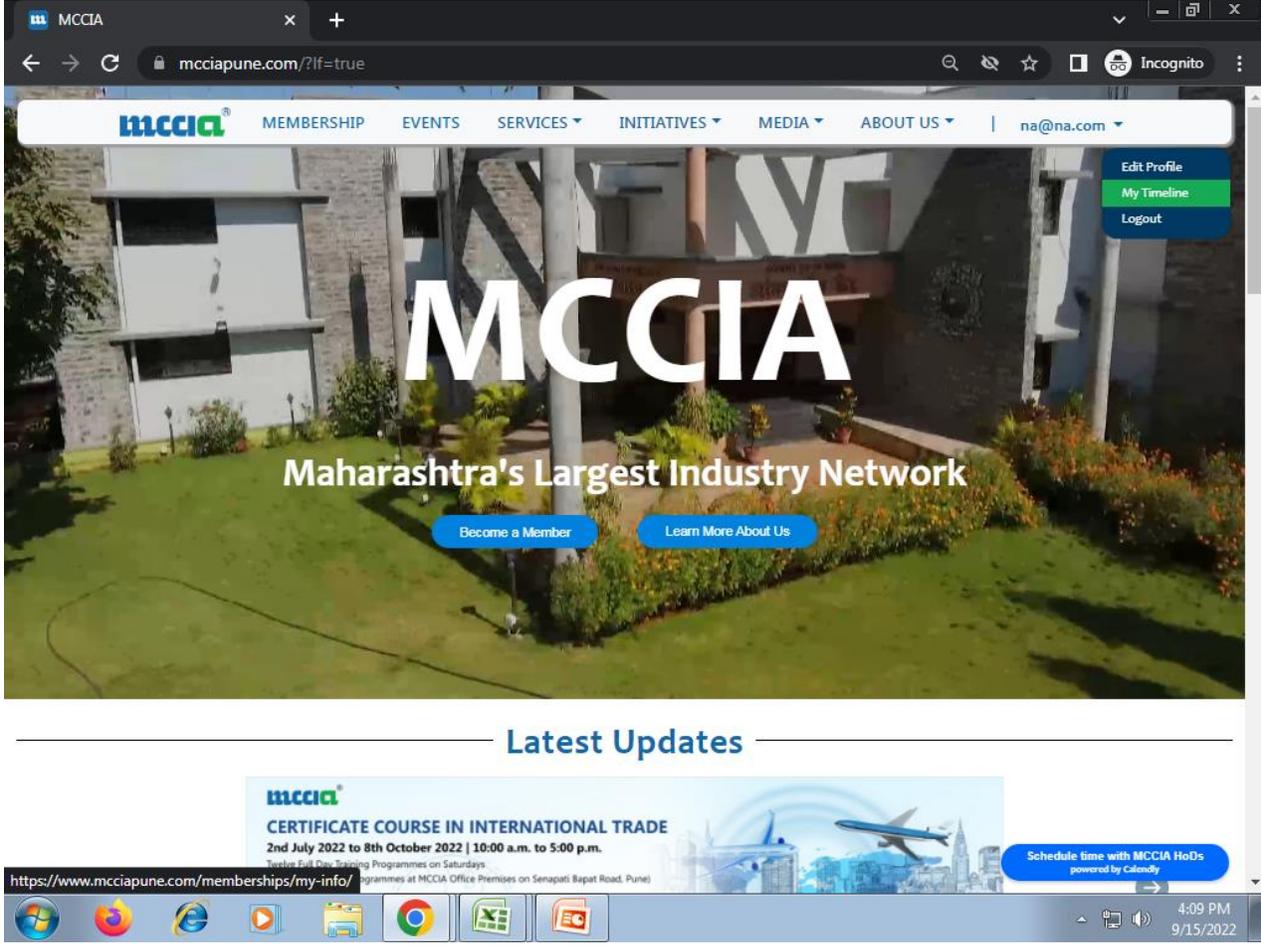
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Stay Connected



5. Once the password is created, the login credentials for the SO are generated. Login using the same, and click on “My timeline”



The screenshot shows a web browser window displaying the MCCA website. The browser's address bar shows the URL mcciapune.com/?lf=true. The website's navigation menu includes links for MEMBERSHIP, EVENTS, SERVICES, INITIATIVES, MEDIA, and ABOUT US. A user profile dropdown menu is visible in the top right corner, containing options for Edit Profile, My Timeline (highlighted in green), and Logout. The main content area features a large banner with the MCCA logo and the text "Maharashtra's Largest Industry Network". Below the banner are two buttons: "Become a Member" and "Learn More About Us". A section titled "Latest Updates" is visible below the banner, featuring a promotional banner for a "CERTIFICATE COURSE IN INTERNATIONAL TRADE" running from July 2nd to October 8th, 2022. The Windows taskbar at the bottom shows the system clock as 4:09 PM on 9/15/2022.

6. On the left side of the timeline all the options for Certificate of Origin are displayed.

The screenshot shows the MCCIA website interface. On the left, there is a 'Member Info' sidebar with 'Areas of Interest' and 'Apply for COFO' options. The main content area is divided into three sections: 'Events', 'Visa', and 'Certificate Of Origin'.

Events Section: Shows a table with 5 entries. The table data is as follows:

Date	Event Title	Location	Type	Participant	Amount
12/10/2019	First Session - Unicorns of Pune Series Interaction with Mr.Manish Darda,Co-Founder & CTO of Icertis	MCCIA Trade Tower (5th Floor)	IT/JITES	Ganesh	
12/10/2019	First Session - Unicorns of Pune Series Interaction with Mr.Manish Darda,Co-Founder & CTO of Icertis	MCCIA Trade Tower (5th Floor)	IT/JITES	Vijay Kajale	
12/10/2019	First Session - Unicorns of Pune Series Interaction with Mr.Manish Darda,Co-Founder & CTO of Icertis	MCCIA Trade Tower (5th Floor)	IT/JITES	Shubham Jagtap	
12/10/2019	First Session - Unicorns of Pune Series Interaction with Mr.Manish Darda,Co-Founder & CTO of Icertis	MCCIA Trade Tower (5th Floor)	IT/JITES	Pramod Apate	
12/10/2019	First Session - Unicorns of Pune Series Interaction with Mr.Manish Darda,Co-Founder & CTO of Icertis	MCCIA Trade Tower (5th Floor)	IT/JITES	Prashant Khankhoje	

Certificate Of Origin Section: Includes a 'Report Type' dropdown set to 'Statement of Transactions', 'From Date' (10/01/2018), and 'To Date' (mm/dd/yyyy). A 'Download' button is present. Below this is a table with columns: Service Type, Date, Amount, Branch, Notification, Invoice details, Status, Documents, COFO. The table currently shows 'No data available in table'.

7. Under the title Add Authorized Personnel, click on the “ADD” button under the Data Entry Operator (DEO) & Authorized Approver (AA) and create the login credentials. DEO mail id needs to be unique. AA can be same as the SO. AA cannot login to approve, but receives a mail with a link to approve the COFO application.

The screenshot shows a web browser window displaying the MCCA website. The address bar shows the URL mcciapune.com/dsm/add-auth-person/. The page features a navigation menu with links for MEMBERSHIP, EVENTS, SERVICES, INITIATIVES, MEDIA, and ABOUT US, along with a user profile dropdown for na@na.com. The main content area contains a form with four input fields: Email ID, Mobile No, Password, and Password Confirmation. A blue Submit button is located below the fields. The footer includes the MCCA logo, contact information (505, A-Wing, MCCA Trade Tower, 403, Senapati Bapat Road, Pune-411 016 INDIA, +91 20 2570 9000, info@mcciapune.com), social media links (Twitter, YouTube, Facebook, LinkedIn, Instagram, WhatsApp), and copyright information (Copyright © MCCA 2021. All rights reserved. Managed by Pixafip Technologies).

8. Once all the 3 login credentials are created, log off from the SO login id and login from the DEO login and go to “My Timeline” to apply for the Certificate of Origin.

The screenshot displays the MCCA website in a web browser. The browser's address bar shows the URL `mcciapune.com/?lf=true`. The website's navigation menu includes links for MEMBERSHIP, EVENTS, SERVICES, INITIATIVES, MEDIA, and ABOUT US. The user's email address, `sonalphadnis@yahoo.com`, is visible in the top right corner. A dropdown menu is open, showing options for Edit Profile, My Timeline (highlighted in green), and Logout. The main content area features a large aerial photograph of a city with a river, overlaid with the MCCA logo and the text "Maharashtra's Largest Industry Network". Below this, there are two buttons: "Become a Member" and "Learn More About Us". A section titled "Latest Updates" is visible at the bottom, featuring a graphic with the text "MCCA'S PROGRAM FOR INDUSTRY UPSKILLING" and a "Schedule time with MCCA HoDs powered by Calendly" button. The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:21 PM on 9/19/2022.

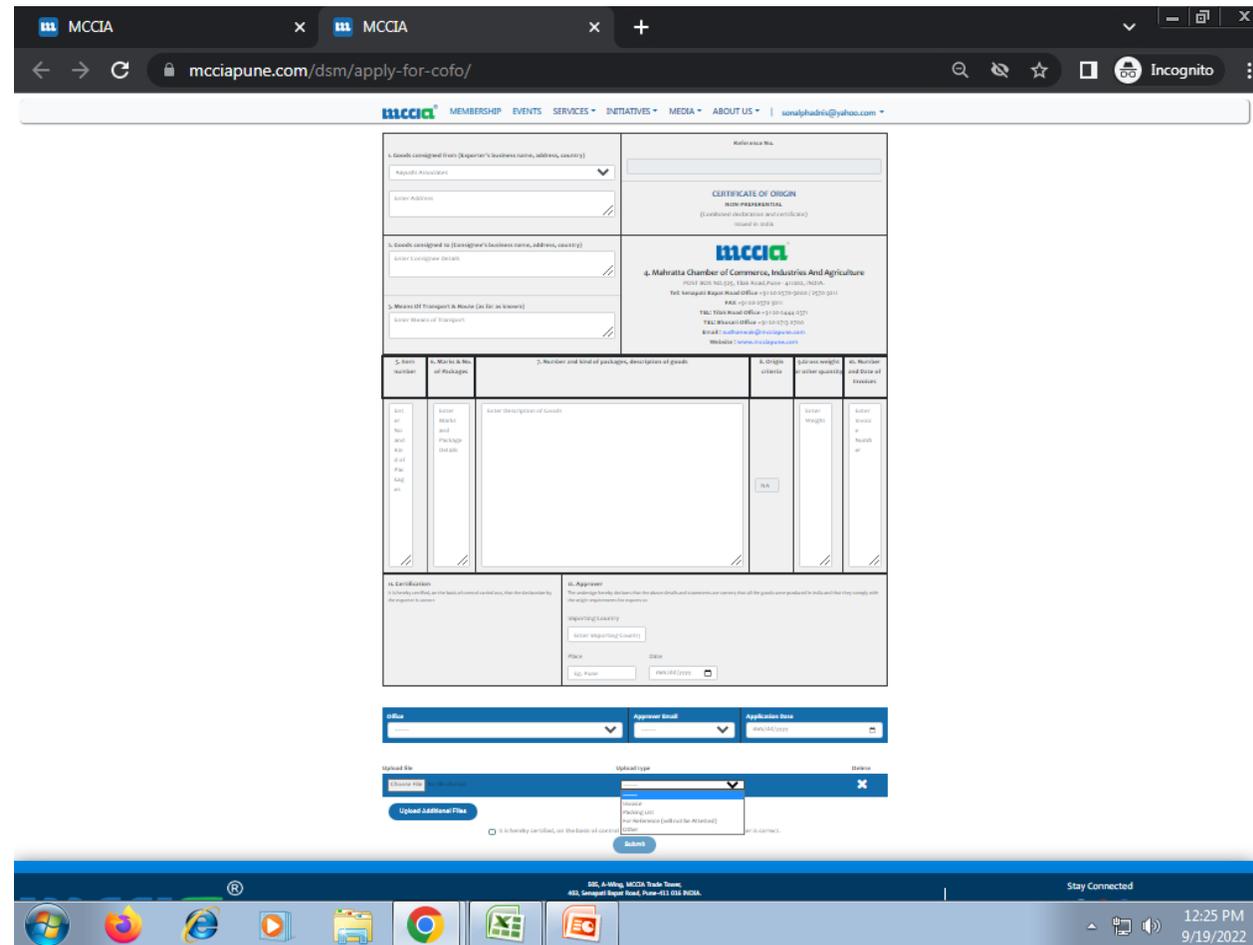
9. On the left side of the page, click on the option “Apply for single page COFO” to open the COFO form.

The screenshot shows the MCCIA website interface. On the left sidebar, under the 'Apply for COFO' section, there is a button labeled 'Apply for Single Page COFO'. The main content area contains several sections:

- Events:** A table with columns: Date, Event Title, Location, Type, Participant, Amount. It shows 'No data available in table'.
- Visa:** A table with columns: Date, Person Name, Mobile Number, Email, Country applied for. It shows 'No data available in table'.
- Certificate Of Origin:** Includes a 'Report Type' dropdown (set to 'Statement of Transactions'), 'From Date' (10/01/2018), and 'To Date' (mm/dd/yyyy) fields, with a 'Download' button.
- Hall Booking:** A table with columns: Date, Hall Name, Contact Person, Contact Number. It shows 'No data available in table'.

The browser address bar shows the URL: <https://www.mcciapune.com/dsm/apply-for-cofo/>. The system tray at the bottom indicates the time is 12:21 PM on 9/19/2022.

10. Fill up all the requisite details, upload the Invoice and packing list and any other document you need to get attested and select the suitable option from the dropdown list as per the requirement and submit.

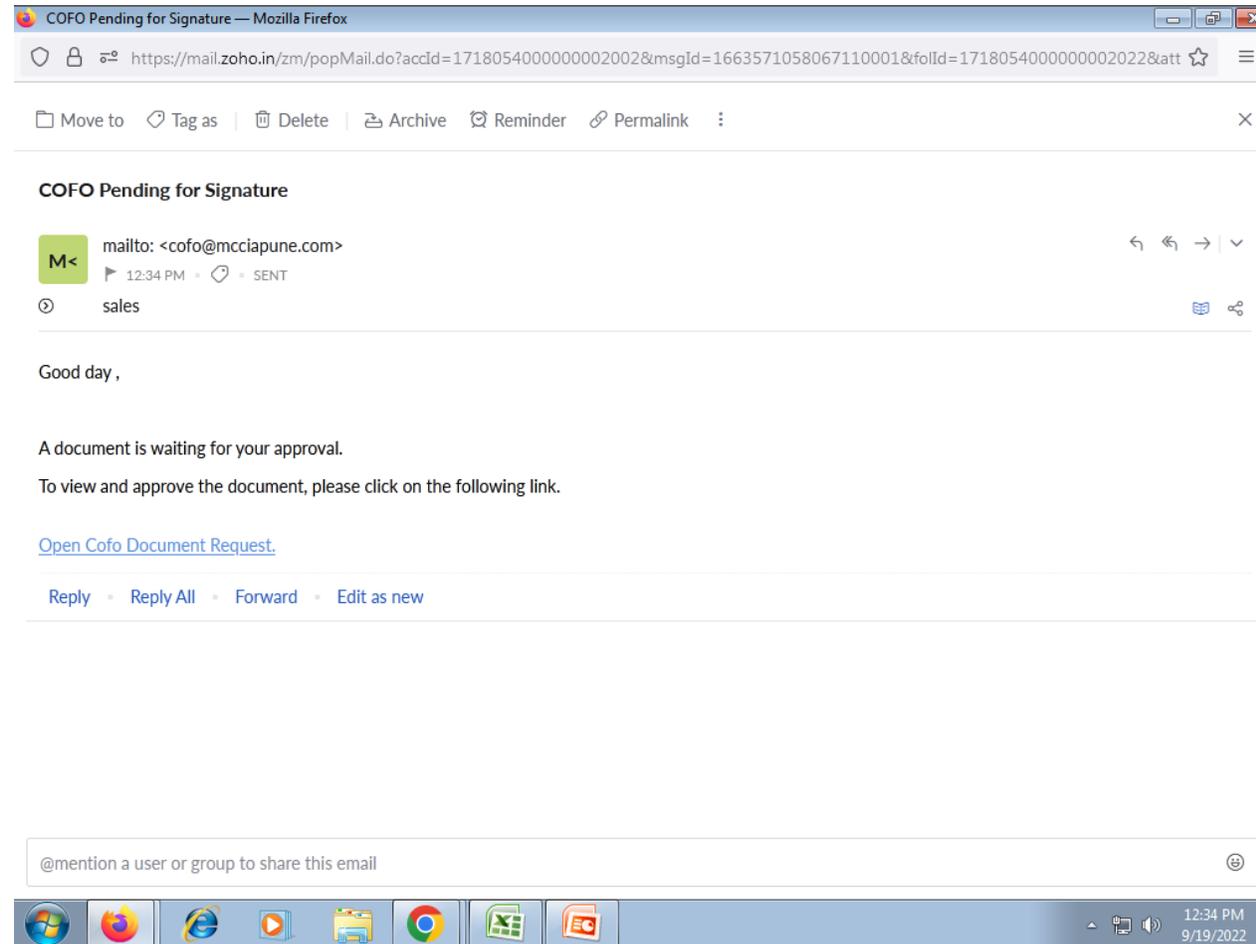


The screenshot shows a web browser window with the URL `mcciapune.com/dsm/apply-for-cofo/`. The page contains a form for applying for a Certificate of Origin (COFO). The form is divided into several sections:

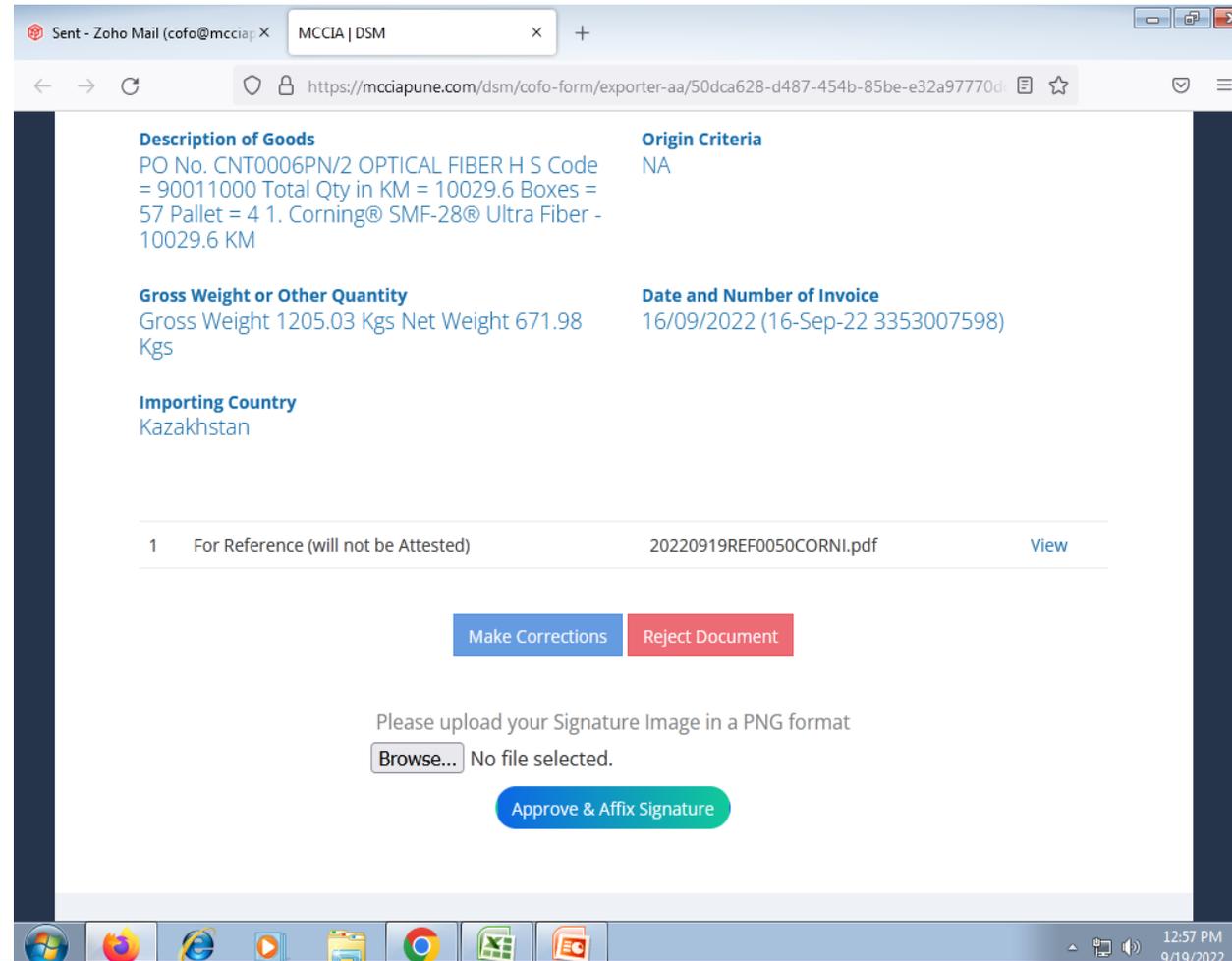
- 1. Goods consigned from (Exporter's business name, address, country):** Includes a dropdown for 'Appoint Association', a text field for 'Enter Address', and a 'Go' button.
- 2. Goods consigned to (Importer's business name, address, country):** Includes a text field for 'Enter Consignee Details' and a 'Go' button.
- 3. Modes of Transport & Route (As per invoice):** Includes a text field for 'Enter Mode of Transport' and a 'Go' button.
- Reference No.:** A text field for entering a reference number.
- Certificate of Origin (Non-Preferential):** A section with the MCCIA logo and contact information for the Maharashtra Chamber of Commerce, Industries And Agriculture. It includes details like PCHT, BOM, NO. 125, 126, Kala Road, Pune - 411001, INDIA, and various phone and email numbers.
- Table Section:** A table with 5 columns: 'S. No.', 'Part No. & No. of Packages', 'Description of Goods', 'Origin', and 'Quantity'. The 'Description of Goods' column is currently empty.
- 4. Certification:** A section for providing details about the goods, including 'Importing Country' (with a dropdown), 'Place' (with a dropdown), and 'Year' (with a dropdown).
- 5. Appraiser:** A section for providing details about the appraiser, including 'Appraiser Name' (with a dropdown) and 'Application Date' (with a date picker).
- File Upload Section:** A section for uploading documents, with a dropdown for 'Upload type' and a button for 'Upload Additional Files'. A checkbox is present for 'It is hereby certified, on the basis of our best knowledge and information, that the goods were produced in India and that they comply with the applicable laws'.

The browser's taskbar at the bottom shows the system tray with the date and time: 12:25 PM, 9/19/2022.

11. The AA get an email with the link to approve the COFO. Click on the link and upload the signature plus stamp image in PNG format and submit to MCCIA for attestation.



12. Once the AA approves and affixes the stamp and signature image, the application is received by MCCIA for attestation. Once MCCIA attests the documents a mail is sent to the DEO and AA from where the documents can be downloaded. These documents can be downloaded from “My Timeline” of the DEO too.



Contact:

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020 25709213/ 25709000

Mail id – sonalp@mcciapune.com

Website – www.mcciapune.com