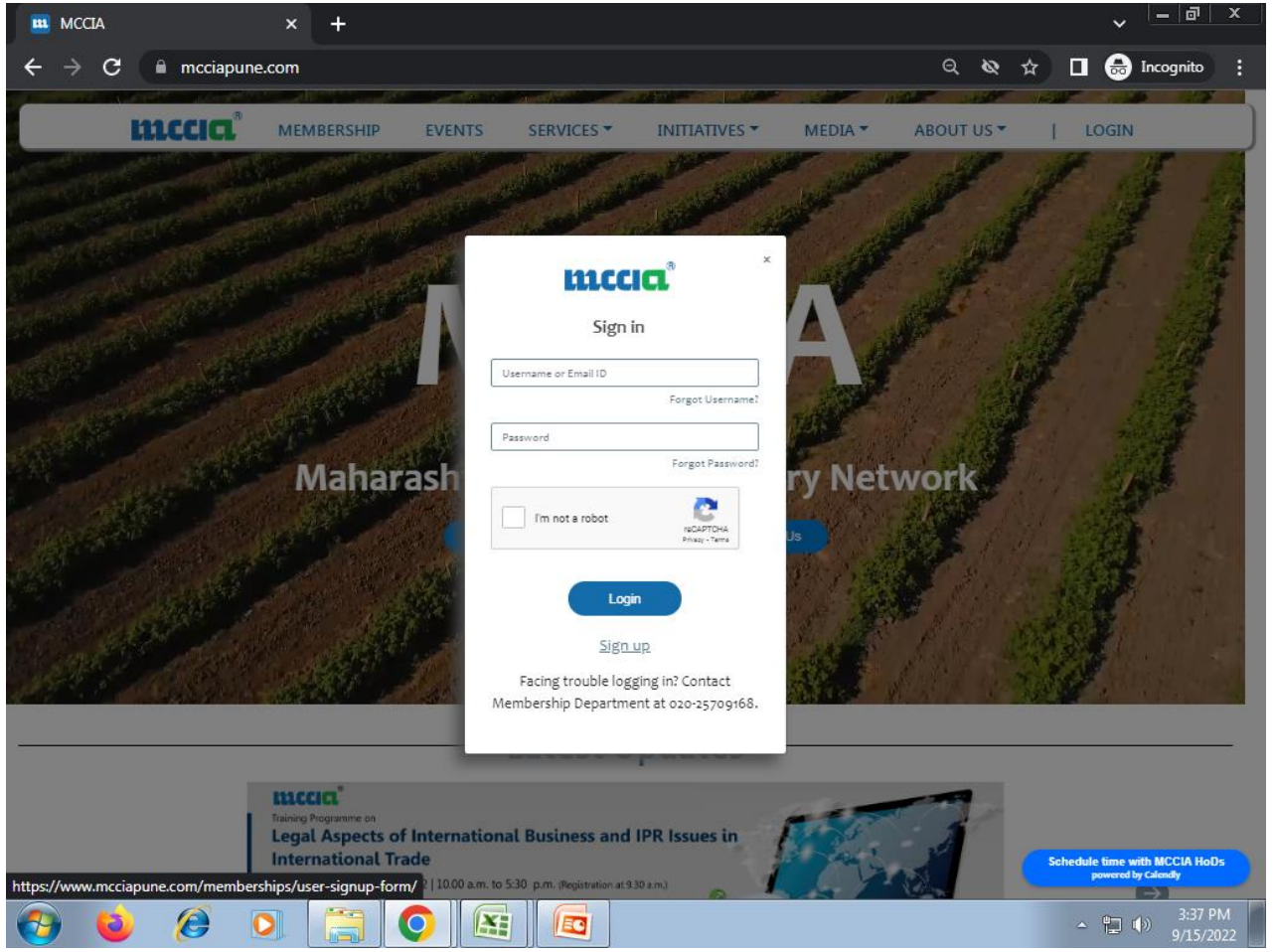
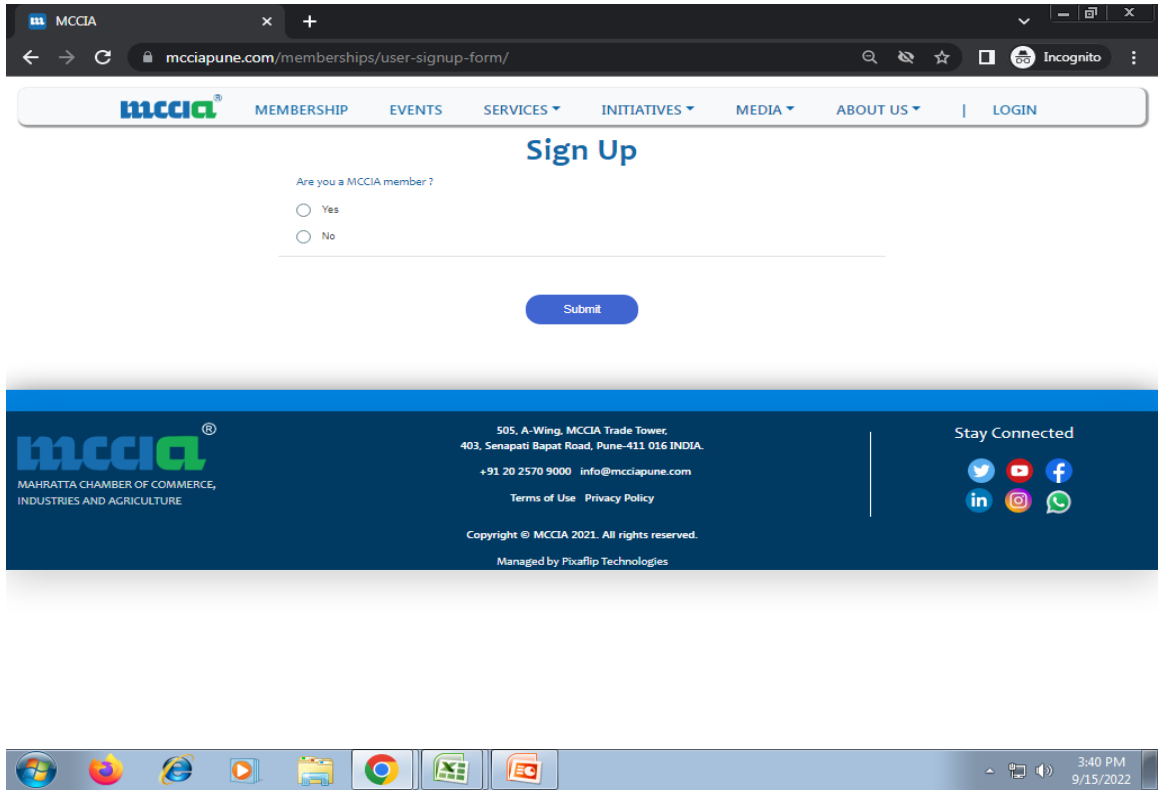
Guidelines for Online Application Certificate of Origin

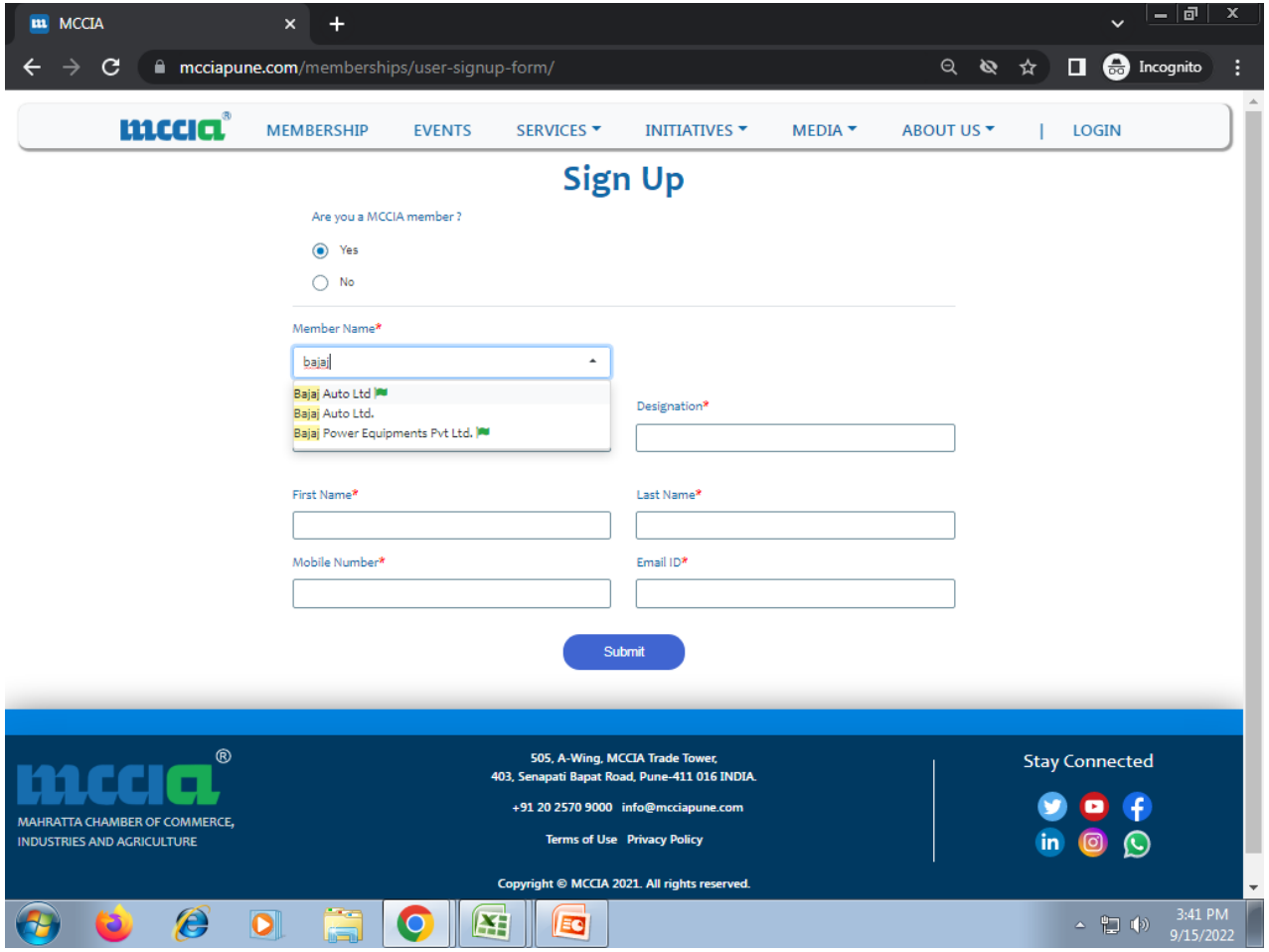
1. Login to MCCIA website - www.mcciapune.com
   Click on SIGNUP



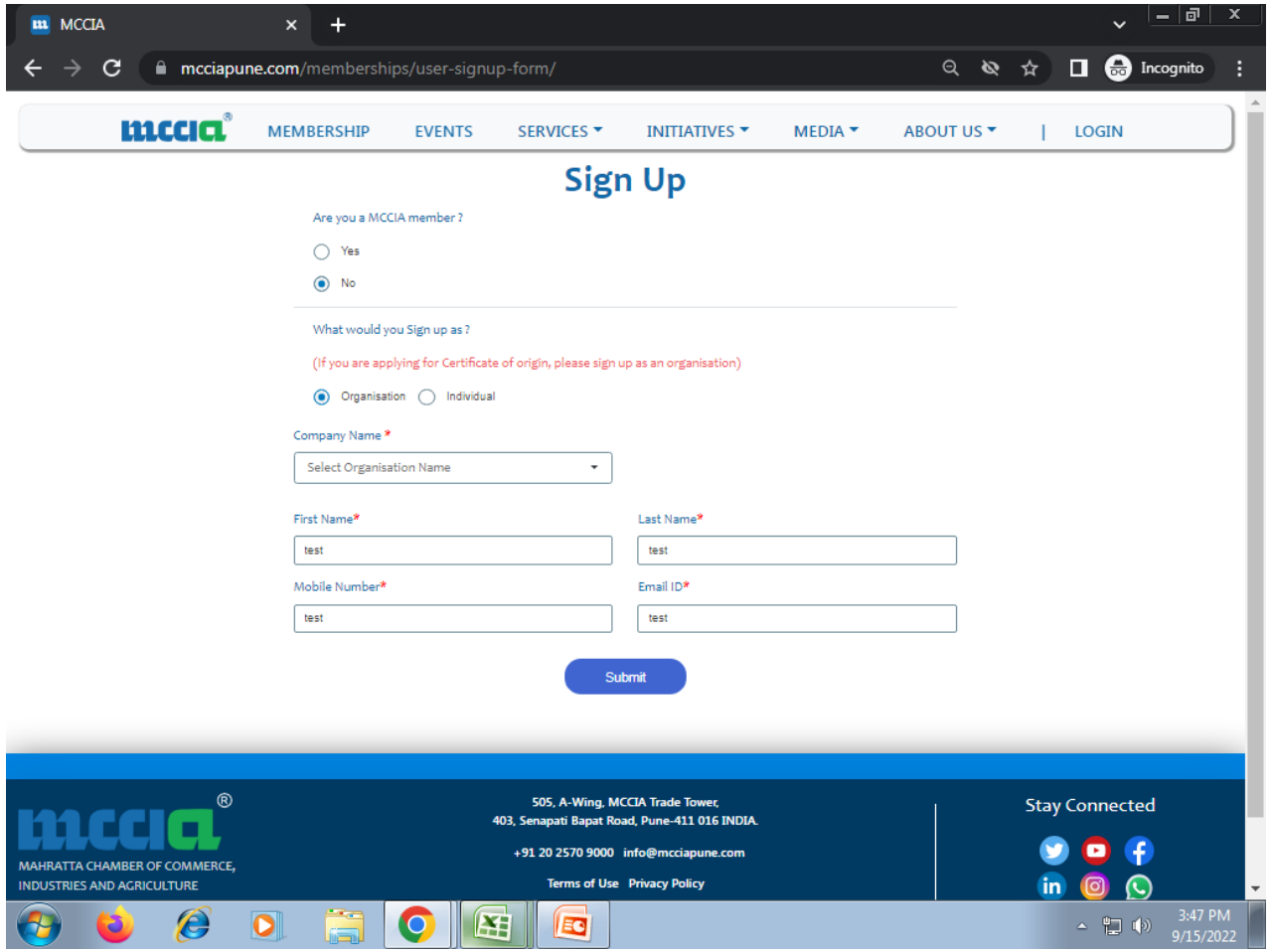
2. Select the option “Yes” or “No” as per the status of your organization. Please note that membership and having registration for Certificate of Origin (referred to as COFO henceforth) by submitting the one time Indemnity Bond is separate.



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.

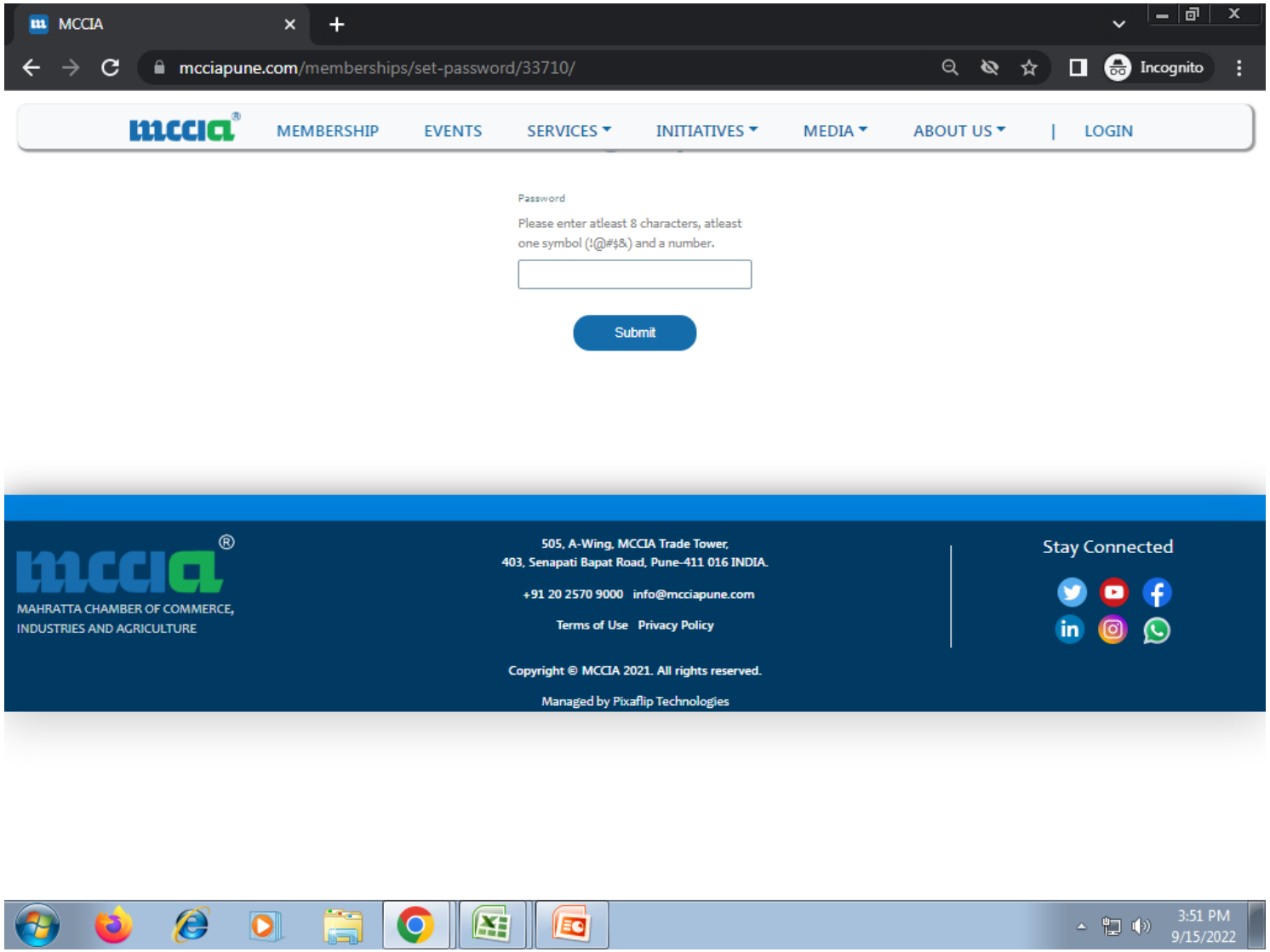


If your organization is a non-member, select the option “Organization” when signing up. DO NOT SELECT “INDIVIDUAL”



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.


MCCIA
mcciapune.com/memberships/set-password/33710/
Incognito
MEMBERSHIP
EVENTS
SERVICES
INITIATIVES
MEDIA
ABOUT US
LOGIN
Password
Please enter atleast 8 characters, atleast one symbol (!@#$&) and a number.
Submit
MAHRATTA 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
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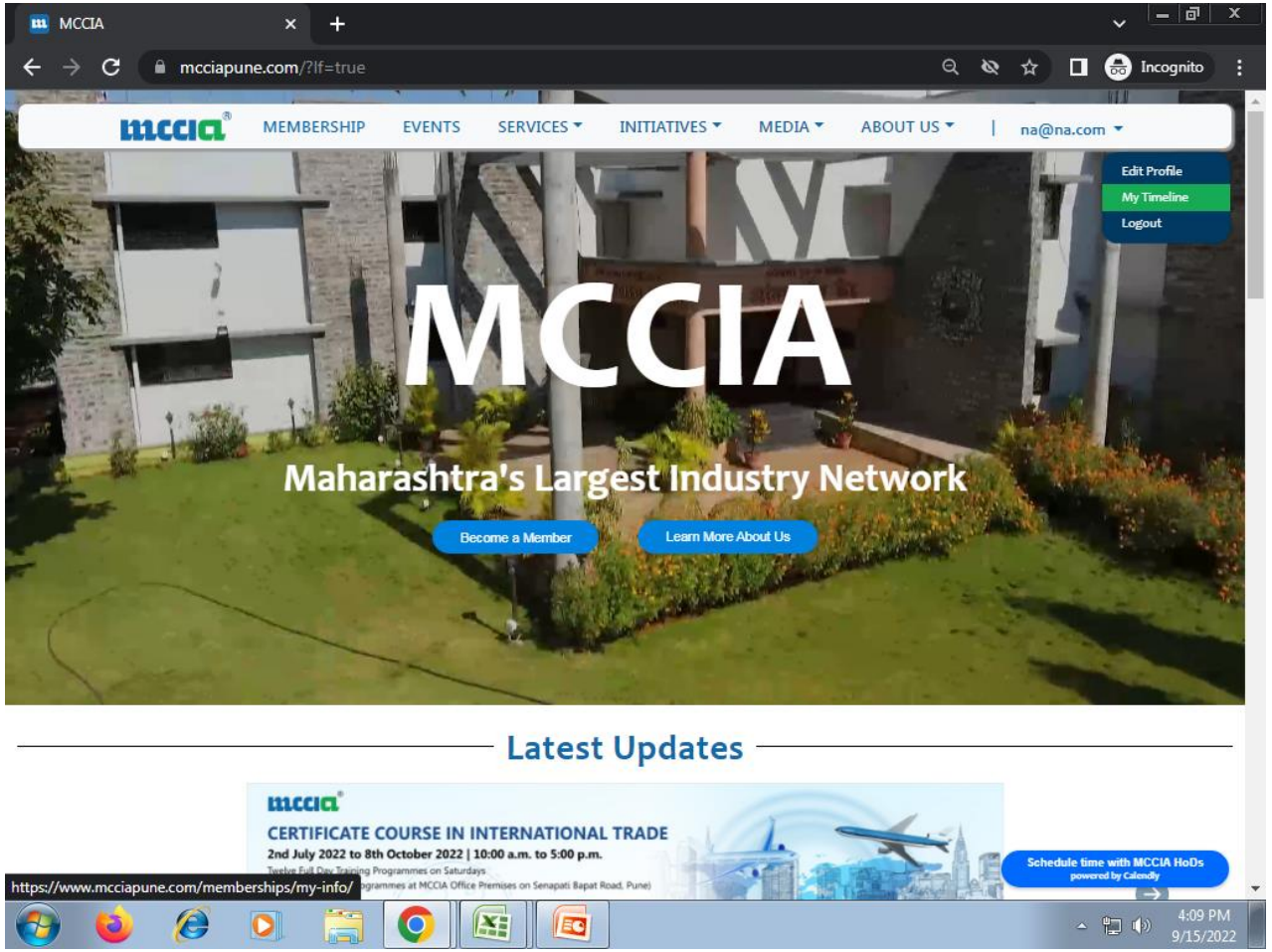
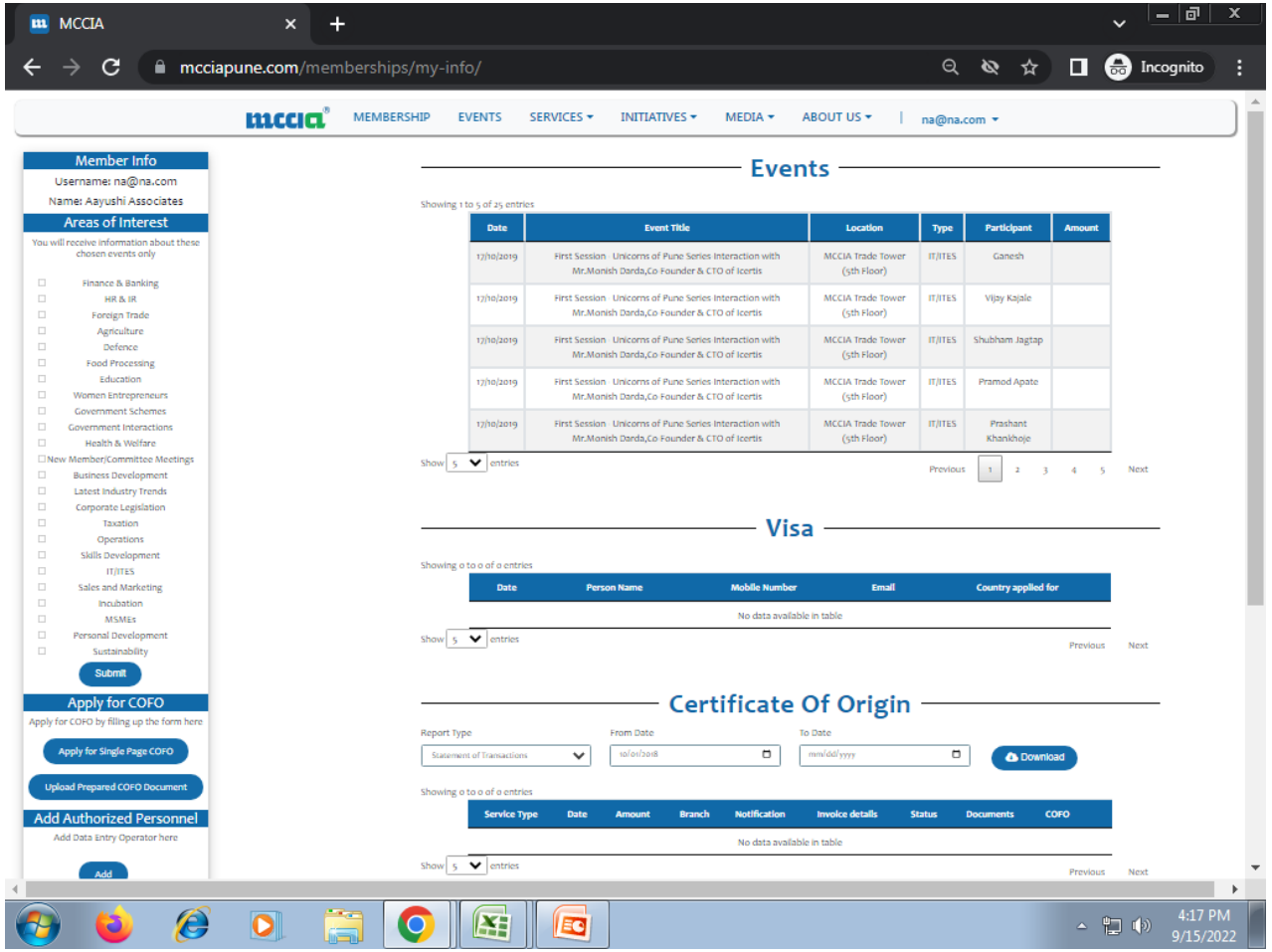
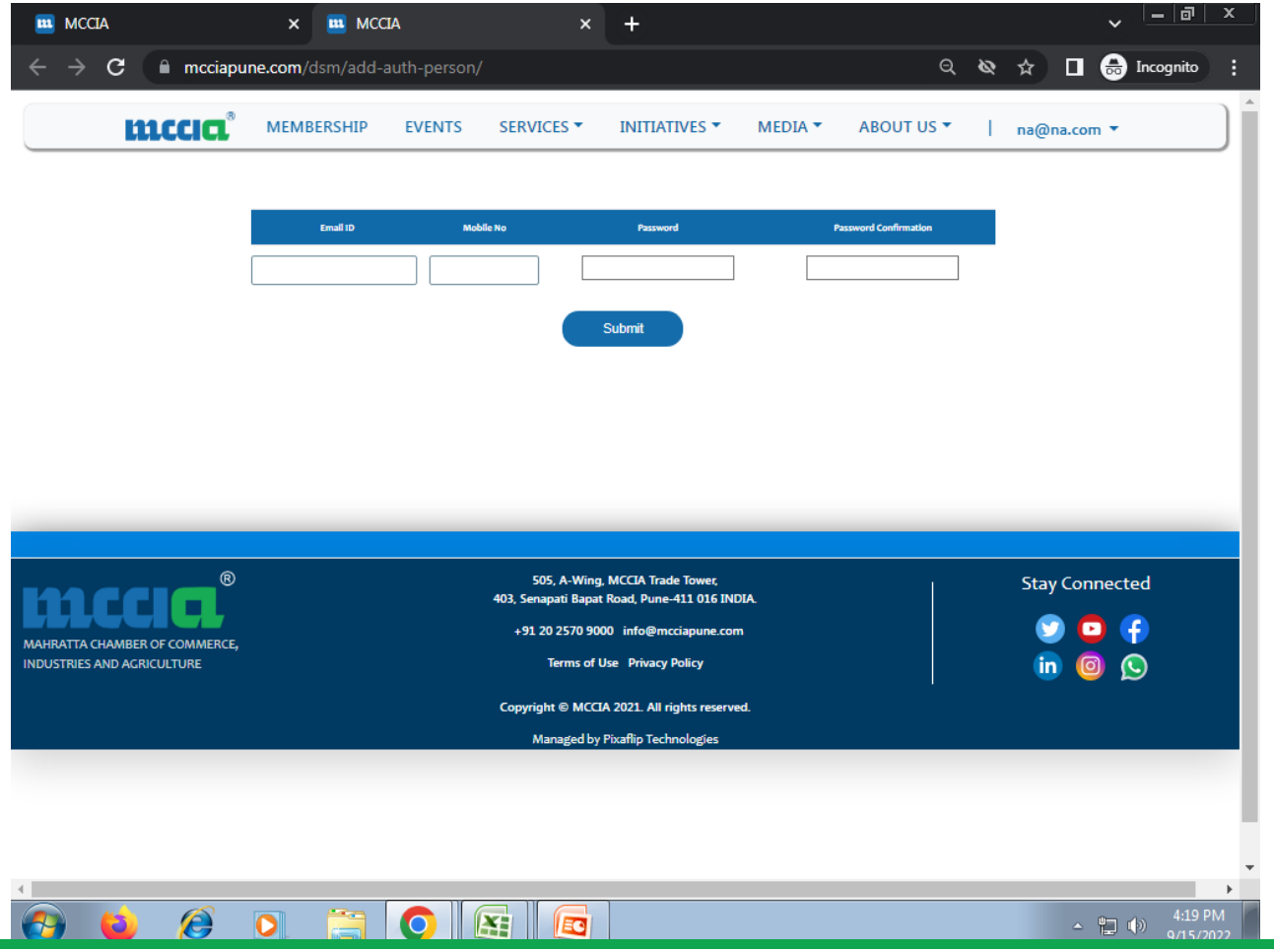
5. Once the password is created, the login credentials for the SO are generated. Login using the same, and click on “My timeline”



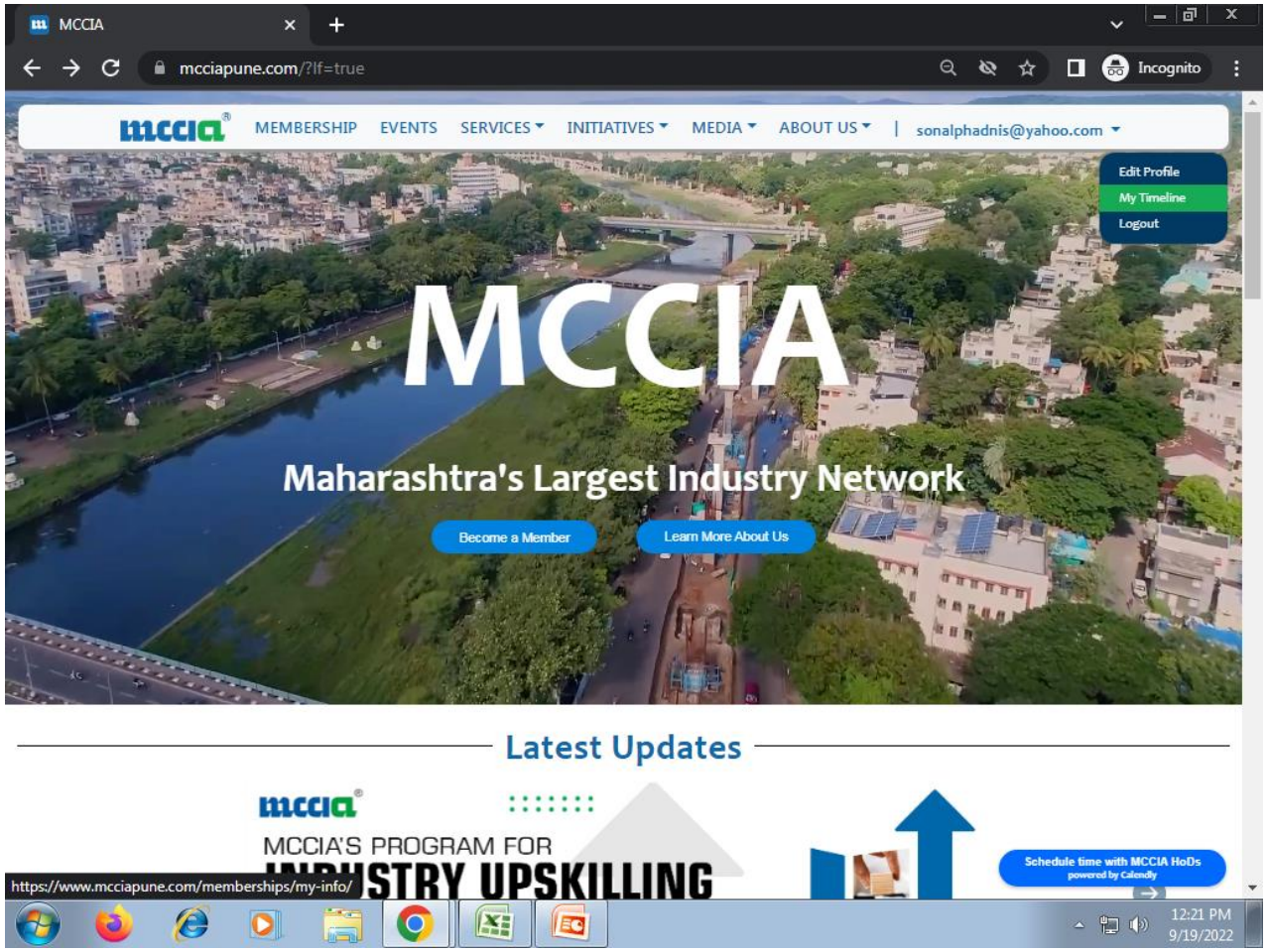
6. On the left side of the timeline all the options for Certificate of Origin are displayed.



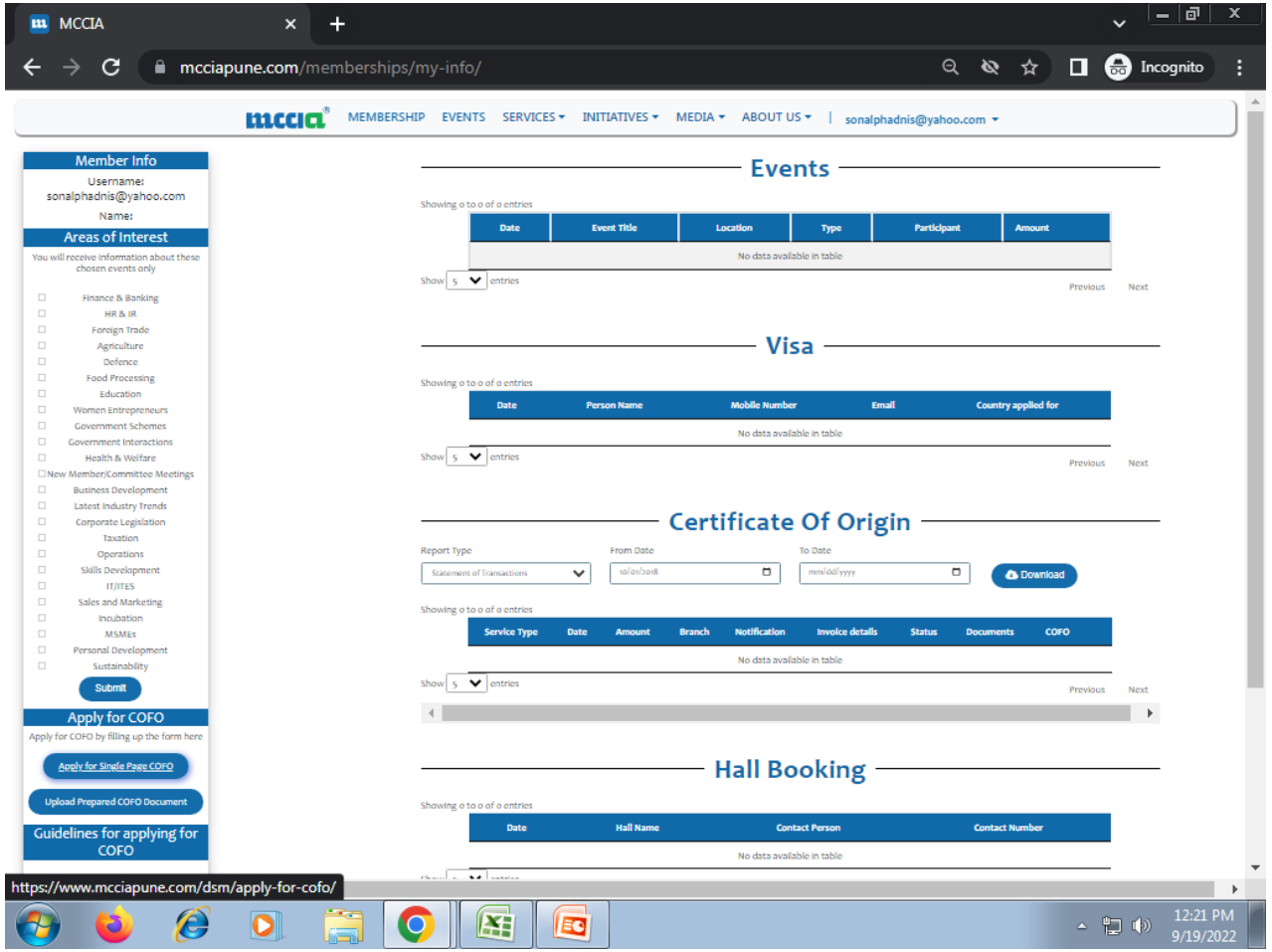
7. Under the title Add Authorized Personnel, click on the “ADD” button under the Data Entry Operator (DEO) & Authorized Approver (AA) and create the login credentials. DEO mail id needs to be unique. AA can be same as the SO. AA cannot login to approve, but receives a mail with a link to approve the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



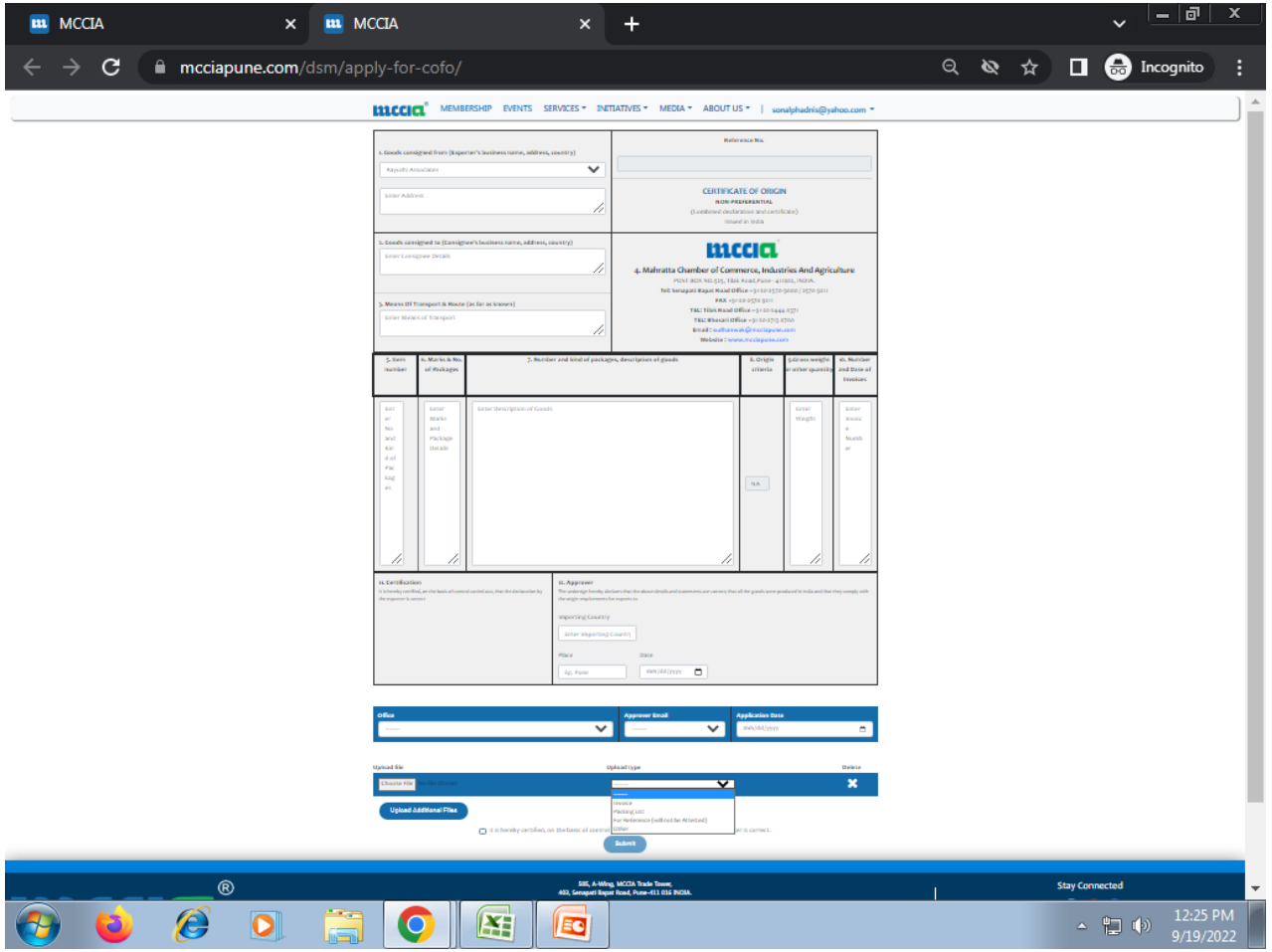
8. Once all the 3 login credentials are created, log off from the SO login id and login from the DEO login and go to “My Timeline” to apply for the Certificate of Origin.



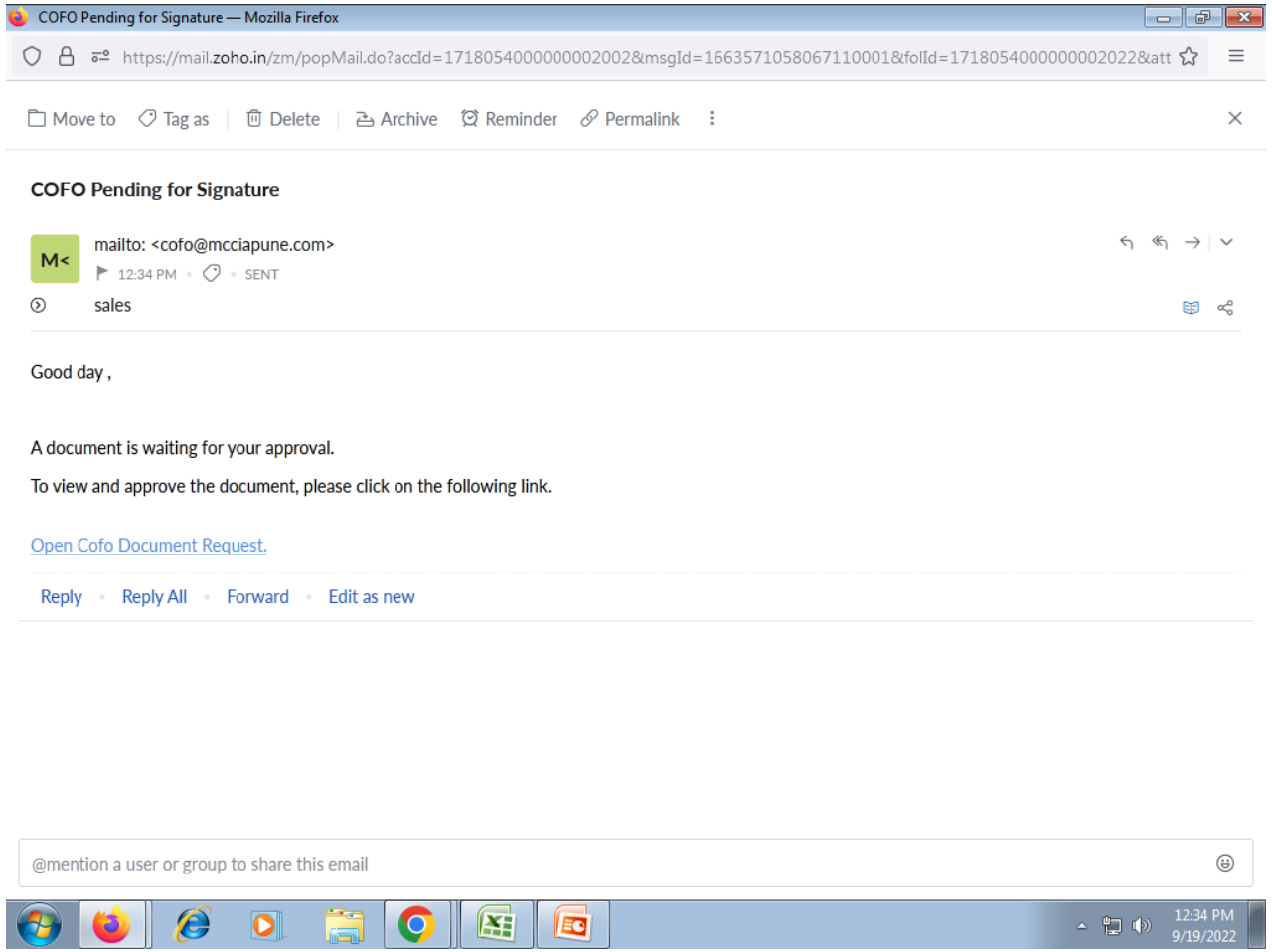
9.On the left side of the page, click on the option “Apply for single page COFO” to open the COFO form.



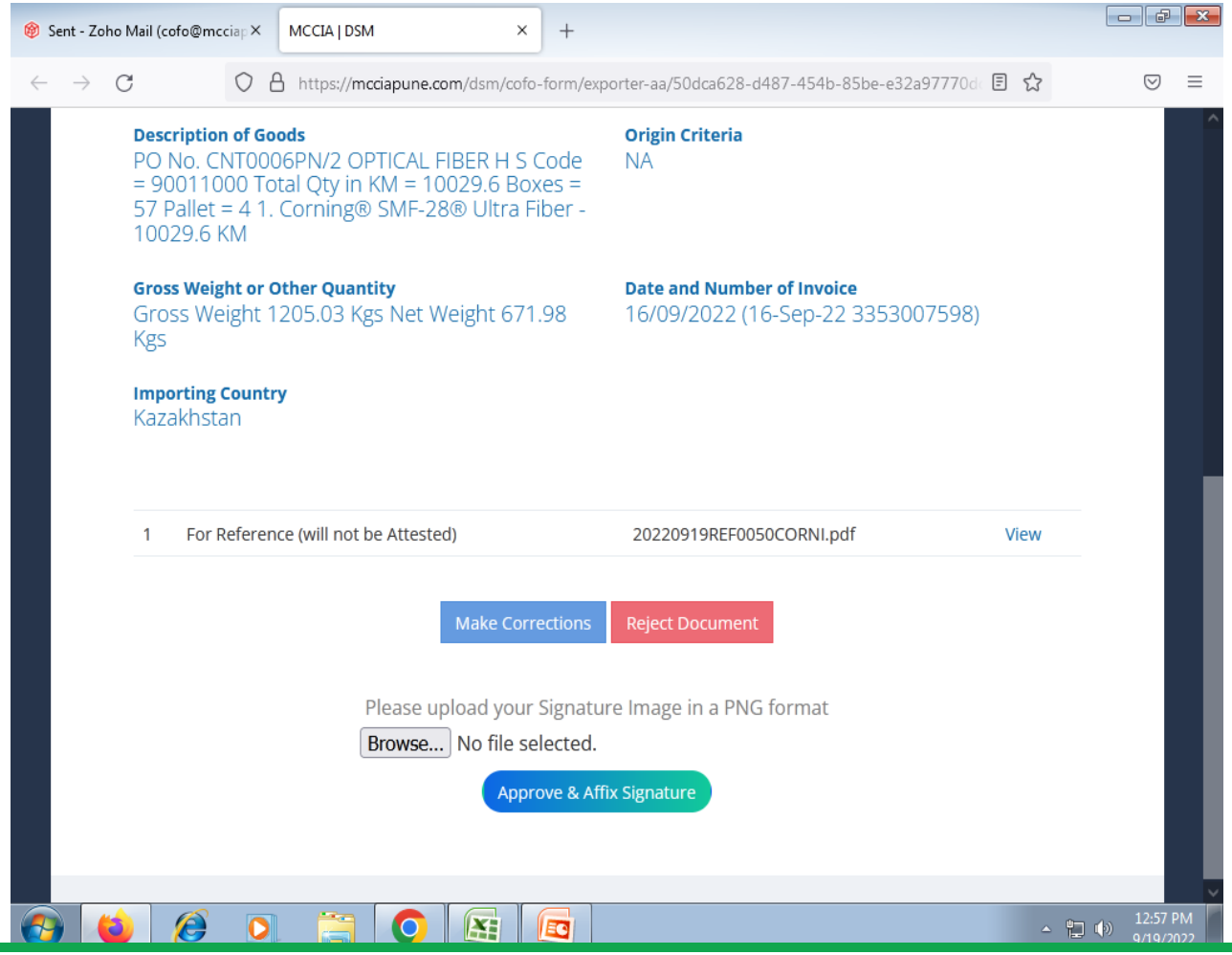
10. Fill up all the requisite details, upload the Invoice and packing list and any other document you need to get attested and select the suitable option from the dropdown list as per the requirement and submit.



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.



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