

**GUIDELINES FOR EXPORTERS FOR AVAILING
ONLINE CERTIFICATE OF ORIGIN (NON-PREFERENTIAL) FROM MCCIA**

A. Important – You need to create at least 3 login credentials before starting to apply online.

1. **Senior Official (SO)** – SO will be someone senior from the organization who will only create the login credentials. After creating this login credential, login with the same and then create next 2 credentials.
2. **Data Entry Operator (DEO)** - DEO will be the one who will fill up the COFO forms and send to approver for signatures. Only the DEO is allowed to fill up the forms.
3. **Authorized Approver (AA)** – AA can be same as the SO and the same mail id can be used for creating the login credentials for AA.

Note - The mail ids to be used for Senior Official and the Approver should be different from that of the DEO.

B. Steps to be followed by the Senior Official to create credentials of Data Entry Operators (DEO) and Authorized Approvers (AA) :

1. Log on to www.mcciapune.com
2. Click on **LOGIN** (Top right of the screen), then click on Sign Up.
3. Select “Yes” or “No” for the question “Are you a member?”
4. Next, if you are not a member select “Organization”.
5. Select the company’s name from the drop down (One which has a green flag against the name); enter the first and last name of the SO, Mobile Number, Email ID and all the other fields. Email ID will be your user name when you sign up.
6. If your entity is a Member of MCCIA enter Membership Number.
7. You will be asked to generate password. Enter Password of your choice and submit. Your credentials are created.
8. Log in to www.mcciapune.com then click on ‘login’. Enter the mail id created for SO and the password that you had created in steps 5 and Step 7.
9. Once logged in, your email ID will be displayed on the top right corner. Click on your email ID and select ‘My Timeline’.
10. On the left hand side of the page that opens, on the vertical panel, there is an option for adding Authorized personnel.
11. Click on Add Data Entry Operator (DEO) and Authorized Approver (Signatory of the document) from the left hand side panel. Please note the only the Data Entry Operator can fill the COFO Form.
NOTE: You can add multiple mail ids for DEO and AA.
12. Enter all the details required to create the credentials of the DEO and the Authorized Approver and submit.
13. Once the login credentials of the DEO and Authorized Signatory are created, they can use the Digital eCOFO service by logging in and clicking on Apply for eCOFO on the left hand panel.

C. Steps to be followed by the Data Entry Operator (DEO):

1. Login to www.mcciapune.com and login with the email id and created password.
2. Once logged in, your email ID will be displayed on the top right corner. Click on your email ID and select ‘My Timeline’.
3. On the left hand side of the page that opens, on the vertical panel, there are 2 options for applying for COFO. You can choose the first option “Apply for single page COFO” and fill all the details in the soft

copy of the COFO form online. OR you can prepare the COFO form in hard copy like present process and upload it by choosing the option “**upload prepared COFO document**”. For uploading the prepared COFO form, you will have to fill up some basic information of the consignment and then upload the PDF of the COFO form. ***(Only Indian manufactured goods can be added and attested in this COFO form. For goods imported and then exported, the COFO is to be submitted on the letterhead of the exporter)***

4. Please note that the prepared COFO forms should not be signed and stamped by your AA on the hard copy. It will be signed online once the AA receives the link to approve the documents. Only the Invoice, packing list and other documents have to be signed by the AA.
5. Select the branch you want to send the documents for attestation so that the concerned branch officer will get a mail once the documents are uploaded by you.
6. Select the Authorized Approver from your company.
7. At the bottom of the page, click on Upload documents. You can upload Invoice, Packing list or any other document you want to get attested. Please note that the documents to be attested should be on A4 size page and the page orientation should be “Portrait”.
8. Select the type of document from the dropdown which are to be attested. If only Certificate of Origin is to be attested then upload the Invoice and Packing list and select “For Reference (will not be attested)” from the dropdown.
9. Please upload all the documents as separate attachments. Please **DO NOT** combine the Invoice, Packing List and other documents in one scanned copy to be uploaded.
10. Once all details are filled and uploaded, click on the disclaimer in the check box and submit. A mail will be sent to the Authorized Approver from your organization with a link for documents on which the Officer will affix the image of the Company’s round stamp and his/her signature.
11. Please keep some space for stamping on the left side at the bottom of the Invoice and Packing list.

D. Steps to be followed by the Authorized Approver of the Exporter:-

1. The Authorized Approver will get an email from cofo@mcciapune.com. If it is not received, you need to get the above mentioned mail id added in the safe list from you IT team.
2. Click on the link in the mail and you will be taken to the page where the Documents have been uploaded.
3. Check the documents uploaded by the Data Entry Operator and affix the image of the Company’s round stamp and your signature saved in your computer in **png format** only and submit. Please prepare an image of signature and company stamp together. Also crop the image to the closest and clear background of the image using the Google tool “www.remove.bg”.
4. Documents will be sent to MCCA and once the documents are attested by MCCA, the Data Entry Operator and the Authorized Approver at the exporter’s end will get the mail intimation.
5. Click on the link in the mail and you will be able to download the attested documents.
6. Alternatively, the documents can be downloaded from the Timeline page.

E. General Guidelines:

1. You will be able to see the process of the documents on your dashboard in the Timeline.
2. The documents can be edited by the AA till they are submitted to MCCA. If there is any change to be made in the documents later on, you will have to apply again as a new document and it will be charged again.
3. If there is any discrepancy found by MCCA during attestation, the documents will be rejected and the reason will be mentioned about the same. You will have to change the documents and apply again as if they are new documents.

4. Please deposit sufficient amount in advance with us for the charges for attestation so that we can process the documents as soon as we receive the applications. The charges will be deducted from the deposit time to time as per the attestations done. Deposit is to be topped up in time for future applications. Bank details are given below.
5. The statement of the transactions and the deposit month wise report can be extracted from the login of the DEO for any selected time period.

F. Revision in Rates for Issue of Certificate of Origin (Non-Preferential)

1. The present rates of Issue of Certificate of Origin were fixed in 2017 at the time of introduction of GST. MCCIA has revised the fees for issue of issue of Certificate of Origin with effect from 11th October 2021 as per the rates (including GST) below:

For MCCIA Members	1. Certificate of Origin (Non-Preferential), Invoice and Packing List 2. Additional Pages	1. Rs. 140 per document (upto 5 pages) 2. Rs. 50 per page
For Non-Members	1. Certificate of Origin (Non-Preferential), Invoice and Packing List 2. Additional Pages	1. Rs. 175 per document (upto 5 pages) 2. Rs. 50 per page

- The Rates for issue of Visa Recommendation Letters (facility available only to MCCIA members) remain unchanged at Rs. 150 (including GST) per letter.

MCCIA Bank Details :-

Bank Name:	Axis Bank Ltd
Bank Account Name :	Mahratta Chamber of Commerce Industries and Agriculture
Bank Address	Senapati Bapat Marg, Lohia Jain Capital, CTS 2840/A Plot No.20, Ground Floor, Pune 411016.
City:	Pune
State:	Maharashtra, India
Pin Code:	411016
Bank Account Number:	S.B.A/c.No.315010100016515
IFSC code	UTIB0000315
Branch Name or Number (optional):	Senapati Bapat Road Branch, Tel no – 020-25321010