Important Instructions

- Before start the application, following points to be kept in mind:-
  o Exporter must have the Digital Signature Certificate containing IEC available with them and install the DSC software in the system available in the digital key.
  o Must Install Java in the system if not available using any web browser (Chrome, Mozilla Firefox, IE etc).
  o After installing java, Go to the program menu and search “configure java” and open.
  o Redirect to Security → Edit Site List → Click Add → Type “https://coo.dgft.gov.in/” and click Add → Click Ok.
- Open the browser and enter the URL as “https://coo.dgft.gov.in/”.
Step 1: Welcome Screen for all users (Exporter/Officer/Agency/Admin) -- https://coo.dgft.gov.in/

Note:
1. Kindly update the IEC details on DGFT portal (specifically mobile number & email id) as each and every basic information regarding exporter required will be fetched from there only.
2. Kindly get ready with the Digital Signature Certificate containing your IEC and name of any listed director in the IEC portal of DGFT.
Step 2: For Registered User, enter credentials along with the captcha and click on login button.
Step 3: Registered User after login using IEC as Username and Password received on email, gets the welcome screen/dashboard as follow

Click here to apply for CoO

Click here to view list of draft applications

Click here to view list of submitted applications

Click here to view list of applications to make payment whose payment was not done during application submission.
Step 4: After click on apply for certificate of origin, fill following form.
## Product Details

<table>
<thead>
<tr>
<th>HS Code</th>
<th>Description of Product</th>
<th>Quantity</th>
<th>Unit</th>
<th>Currency of FOB Value</th>
<th>FOB Value of the Product</th>
<th>INR Equivalent (Rs)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter HS code</td>
<td>Enter Description of Product</td>
<td>Enter Goods Quant</td>
<td>-- Select units--</td>
<td>-- Select count --</td>
<td>Enter FOB Value</td>
<td>Enter export prod</td>
<td>Enter INR Equivalent</td>
</tr>
</tbody>
</table>

### Raw Material

**Product list**

<table>
<thead>
<tr>
<th>HS Code</th>
<th>Description of Component, materials, inputs, parts or produce</th>
<th>Quantity (Q)</th>
<th>Unit</th>
<th>Unit CIF Value (CIF)</th>
<th>Total CIF Value (CIF)</th>
<th>Country of Origin</th>
<th>Bill of Entry/Invoice No.</th>
<th>Invoice Date</th>
<th>Supplier's Name And Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter HS code</td>
<td>Description</td>
<td>Quantity (Q)</td>
<td>-- Select Unit</td>
<td>Unit CIF Value</td>
<td>Total CIF Value</td>
<td>-- Select</td>
<td>Bill of Entry</td>
<td>Invoice Date</td>
<td>Supplier details</td>
<td>+</td>
</tr>
</tbody>
</table>

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**Whether imported or undetermined origin raw material is used in manufacture of Export product?**

- Yes
- No

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**Transport Details (means and route) (as far as known)**

- -- Select Any --
- -- Select shipment document type --
- Enter Shipment date

**Export Invoice Number**

- Enter Export Invoice No.
- Export Invoice Date

- Enter Export Invoice date
Click here to upload & digitally signed the selected document

Click to upload multiple documents
Note:-
1. Must attach DSC for uploading the documents and submitting the application.
2. All the above mentioned fields are mandatory and must be filled in order/step by step.
Step 5: Click Preview Certificate to View draft CoO / Click make Payment to initiate payment process.
Step 6: Landing page after making payment.

Note:

1. After successful application submission, user will receive alert in the form of email and SMS. The same also is informed to the officer where the application is filled.
Step 7: Click on “List of Draft Application” as mentioned at Step 7, which takes to following screen.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Scheme Name</th>
<th>Name of Issuing Agency</th>
<th>RO/Local Office Address</th>
<th>Application Regt No.</th>
<th>View Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASEAN-India Free Trade Agreement (ASEAN-India FTA)</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/015/0000036A</td>
<td>Edit</td>
</tr>
<tr>
<td>2</td>
<td>ASEAN-India Free Trade Agreement (ASEAN-India FTA)</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/012/0000056A</td>
<td>Edit</td>
</tr>
<tr>
<td>3</td>
<td>ASEAN-India Free Trade Agreement (ASEAN-India FTA)</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/013/0000038A</td>
<td>Edit</td>
</tr>
<tr>
<td>4</td>
<td>Generalized System of Preferences (GSP) Scheme</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/006/0000030A</td>
<td>Edit</td>
</tr>
<tr>
<td>5</td>
<td>ASEAN-India Free Trade Agreement (ASEAN-India FTA)</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/013/0000028A</td>
<td>Edit</td>
</tr>
<tr>
<td>6</td>
<td>ASEAN-India Free Trade Agreement (ASEAN-India FTA)</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/015/0000026A</td>
<td>Edit</td>
</tr>
<tr>
<td>7</td>
<td>India-Korea Comprehensive Economic Partnership Agreement (IKCEPA)</td>
<td>Marine Products Export Development Authority (MPEDA)</td>
<td>MPEDA - Kochi (Regional Office)</td>
<td>MPEDA/2019/002/0000008A</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Showing 1 of 1 Pages of 7 Records
Step 8: Click on “List of Pending Payment Application” as mentioned at Step 5, which takes to following screen for making the payment of submitted application.
Step 9: Click on “List of Submitted Application” as mentioned at Step 7, which takes to following screen.
DUPLICATE CERTIFICATE OF ORIGIN
Step 1: To apply for Duplicate Certificate.

Click here to apply for Duplicate/In-Lieu CoO

Click Here to view list of applications submitted for Duplicate CoO

Click here to view list of application for duplicate CoO to make payment whose payment is still pending.

Click here to view and update the action for discrepancy raised, if any.
Step 2: A view of already submitted application is available wherein the exporter can apply for the duplicate certificate.

Click on Apply button to process the Application
Step 3: Request to upload an requisite document with proper reason of applying for the same.

- Upload requisite document
- Click on "Save" Button to proceed further
Step 4: Request to make requisite payment online.
Step 5: After successful payment, the page redirected to the list of “Submitted Duplicate Certificates”.

![Image of the Common Digital Platform for Issuance of Certificates of Origin](image)