

Important Instructions

- Before start the application, following points to be kept in mind:-
 - 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.
 - Must Install Java in the system if not available using any web browser (Chrome, Mozilla Firefox, IE etc).
 - After installing java, Go to the program menu and search “configure java” and open.
 - 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/>

Common Digital Platform for Issuance of Certificates of Origin
DIRECTORATE GENERAL OF FOREIGN TRADE, DEPARTMENT OF COMMERCE

Home

Click Here For Registration or Login

For updating Email id and Mobile number during Registration Process, Kindly mail at coo-dgft@gov.in Click Here to View Manual for Application

ONLINE SERVICES

- > Online Exporter Register & Login
- > Administrator Login
- > Officer's Login
- > Authorise Agency Login

OVERVIEW

The common digital platform is facilitating all the exporters and all the authorized issuing agencies in India to issue Preferential Certificate of Origin (CoOs). The online system is well secured, user friendly, interactive and with proper user authentication and authorization checks.

Note : Kindly update the IEC Details at DGFT

Enter Your Certificate Number

NOTIFICATION

- > Exporter Manual
- > Registration Manual
- > Any enquiry : coo-dgft@gov.in
- > Raise the ticket on Contact@dgft
- > Help Desk No.: 1800-111-550
- > FAQ

Click Here to View "How to Register"

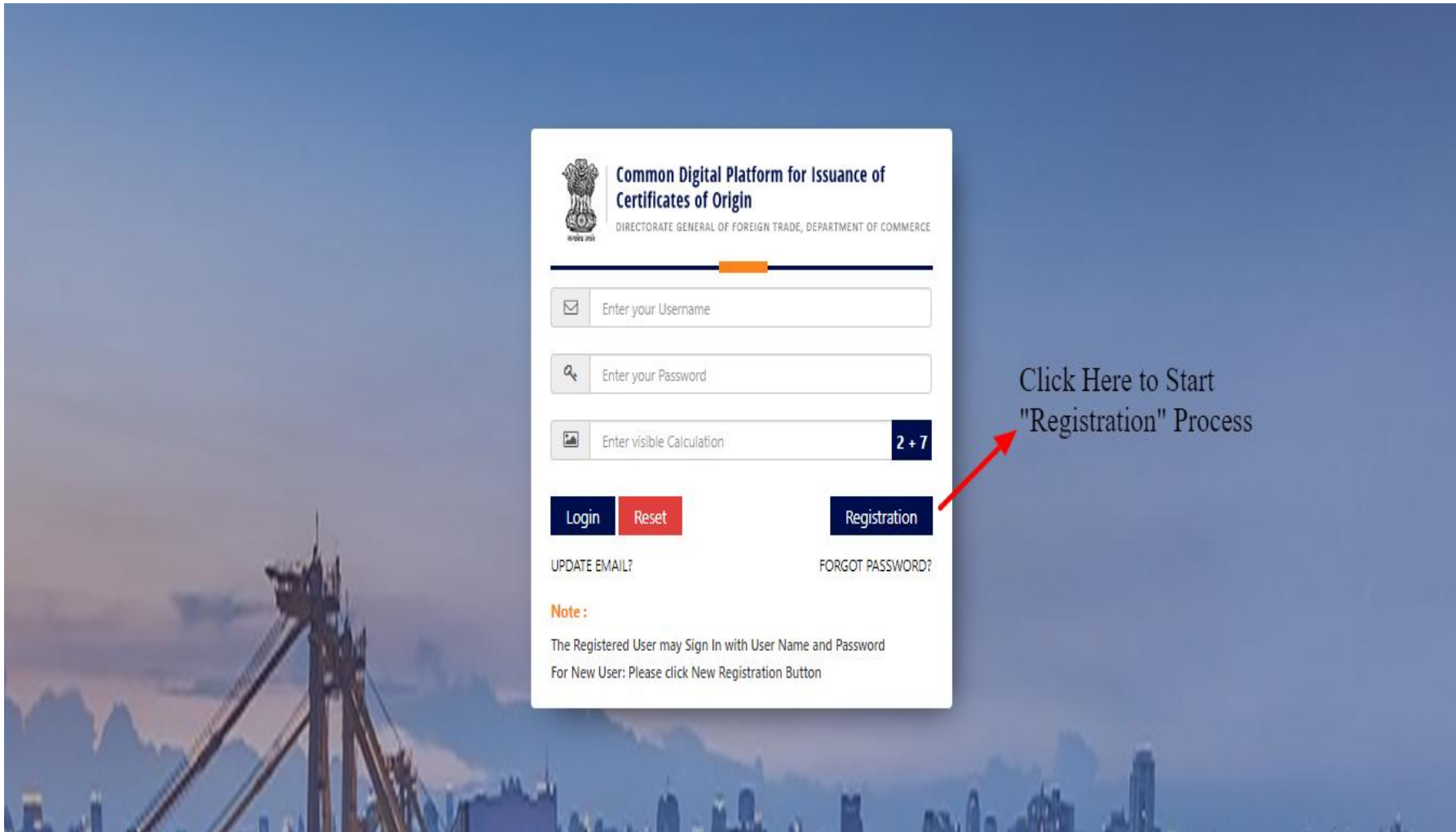
Frequently Asked Questions

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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: Click on Registration for first time User or For Registered User, enter credentials and click login.



Step 3: Kindly Insert DSC and Enter 10 digit IEC Code to start registration process.

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Insert Digital signature device before registration process!

REGISTRATION MANUAL < BACK

Kindly Enter 10 digit IEC Code & Click on Fetch Button

Import Export Code (IE Code)*

Mobile Number & E-mail for new registration

Mobile Number*

E-Mail ID*

Declaration

Privacy Commitment → Scroll down and go through the privacy commitment to enable Save button

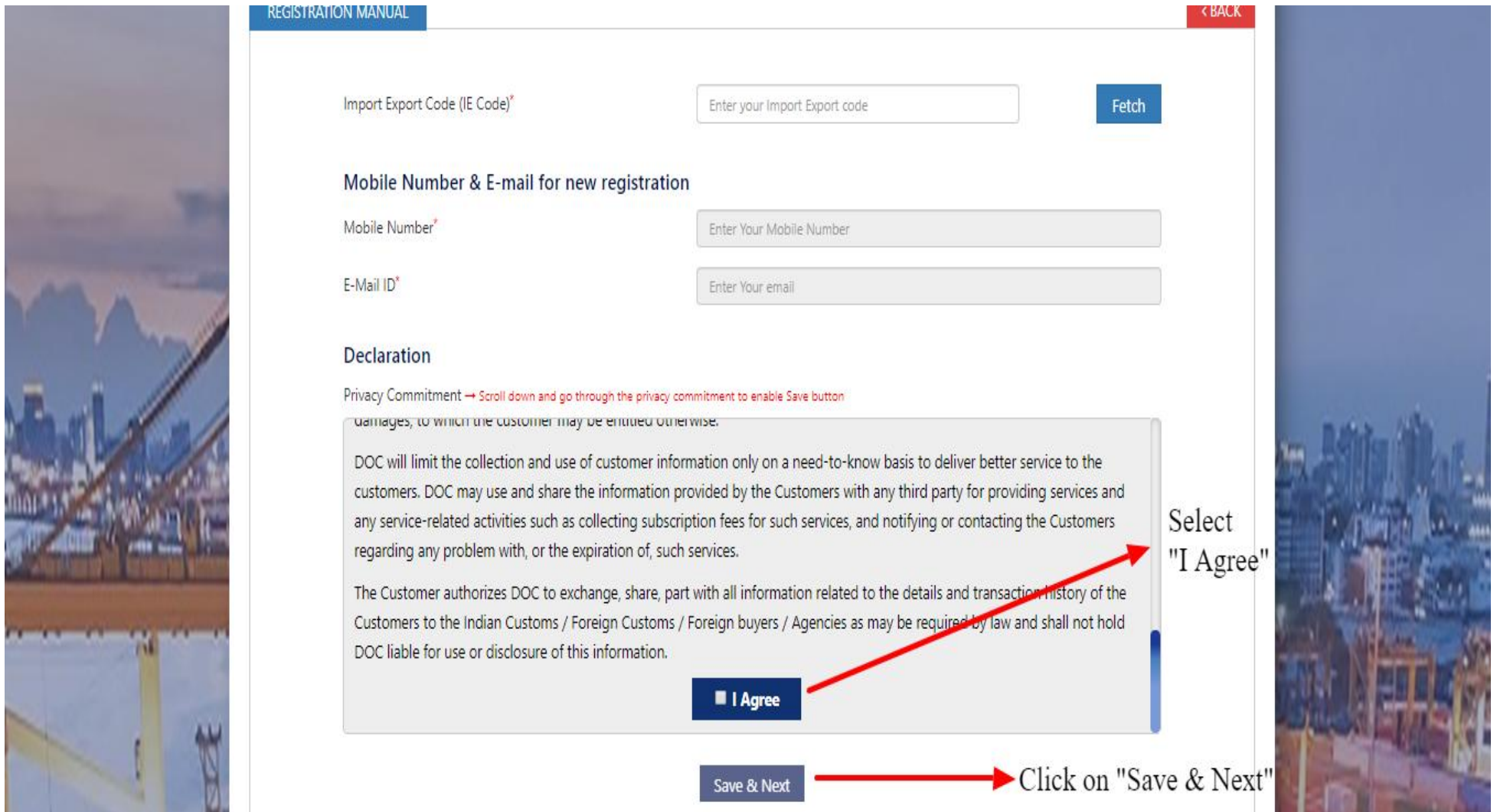
The Common Digital Platform is facilitating all the exporters and all the Authorized Issuing Agencies in India to issue Preferential Certificate of Origin (COOs) and NON Preferential Certificate of Origin. The online system are secured, user friendly interactive and with proper user authentication and authorization checks.

DOC is strongly committed to protecting the privacy of its customers and has taken all necessary and reasonable measures to protect the confidentiality of the customer information and its transmission through the World Wide Web and it shall not be held liable for disclosure of the confidential information when in accordance with this Privacy Commitment.

DOC endeavours to safeguard and ensure the security of the information provided by the Customer. The Customer would be required to cooperate with DOC in order to ensure the security of the information, and it is recommended that the customers necessarily choose their passwords carefully such that no unauthorized access is made by a third party. To make the password

Note: Kindly Insert DGFT Specific DSC (DSC must have IEC Code Embedded in it)

Step 4: Read Declaration select “I Agree” and submit “Save & Next” to proceed with the registration.



The screenshot shows a registration form titled "REGISTRATION MANUAL" with a "< BACK" button in the top right corner. The form contains several input fields and buttons:

- Import Export Code (IE Code)***: A text input field with the placeholder "Enter your Import Export code" and a blue "Fetch" button to its right.
- Mobile Number & E-mail for new registration**: A section header.
- Mobile Number***: A text input field with the placeholder "Enter Your Mobile Number".
- E-Mail ID***: A text input field with the placeholder "Enter Your email".
- Declaration**: A section header.
- Privacy Commitment**: A red text instruction: "→ Scroll down and go through the privacy commitment to enable Save button".
- Declaration Text**: A scrollable text area containing two paragraphs:
 - Paragraph 1: "damages, to which the customer may be entitled otherwise. DOC will limit the collection and use of customer information only on a need-to-know basis to deliver better service to the customers. DOC may use and share the information provided by the Customers with any third party for providing services and any service-related activities such as collecting subscription fees for such services, and notifying or contacting the Customers regarding any problem with, or the expiration of, such services."
 - Paragraph 2: "The Customer authorizes DOC to exchange, share, part with all information related to the details and transaction history of the Customers to the Indian Customs / Foreign Customs / Foreign buyers / Agencies as may be required by law and shall not hold DOC liable for use or disclosure of this information."
- I Agree**: A blue button with a white checkbox and the text "I Agree". A red arrow points from this button to the text "Select 'I Agree'" on the right.
- Save & Next**: A blue button at the bottom. A red arrow points from this button to the text "Click on 'Save & Next'" on the right.

Step 5: Check the details and enter the required details as required.

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EXPORTER ONLINE REGISTRATION FORM ← Back

IE Code*

Registered Office Details

Name of Company*

Name of Partners/Directors/Managing Director/Proprietors *

S.No.	Name	Mobile No.	Address
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

E- Mail ID* Mobile Number*

Registered Office Address*

Branch /Unit Details*

S.No.	Address	GST Number	Is in SEZ	State
1	<input type="text" value="112, DGFT-NIC UDOP SHAWAN NEW DELHI"/>	<input type="text" value="Enter Branch GST number"/>	<input type="checkbox"/>	-- Select Any --
2	<input type="text" value="112, DGFT-NIC UDOP SHAWAN NEW DELHI"/>	<input type="text" value="Enter Branch GST number"/>	<input type="checkbox"/>	-- Select Any --
3	<input type="text"/>	<input type="text" value="Enter Branch GST number"/>	<input type="checkbox"/>	-- Select Any --
4	<input type="text"/>	<input type="text" value="Enter Branch GST number"/>	<input type="checkbox"/>	-- Select Any --

Username*

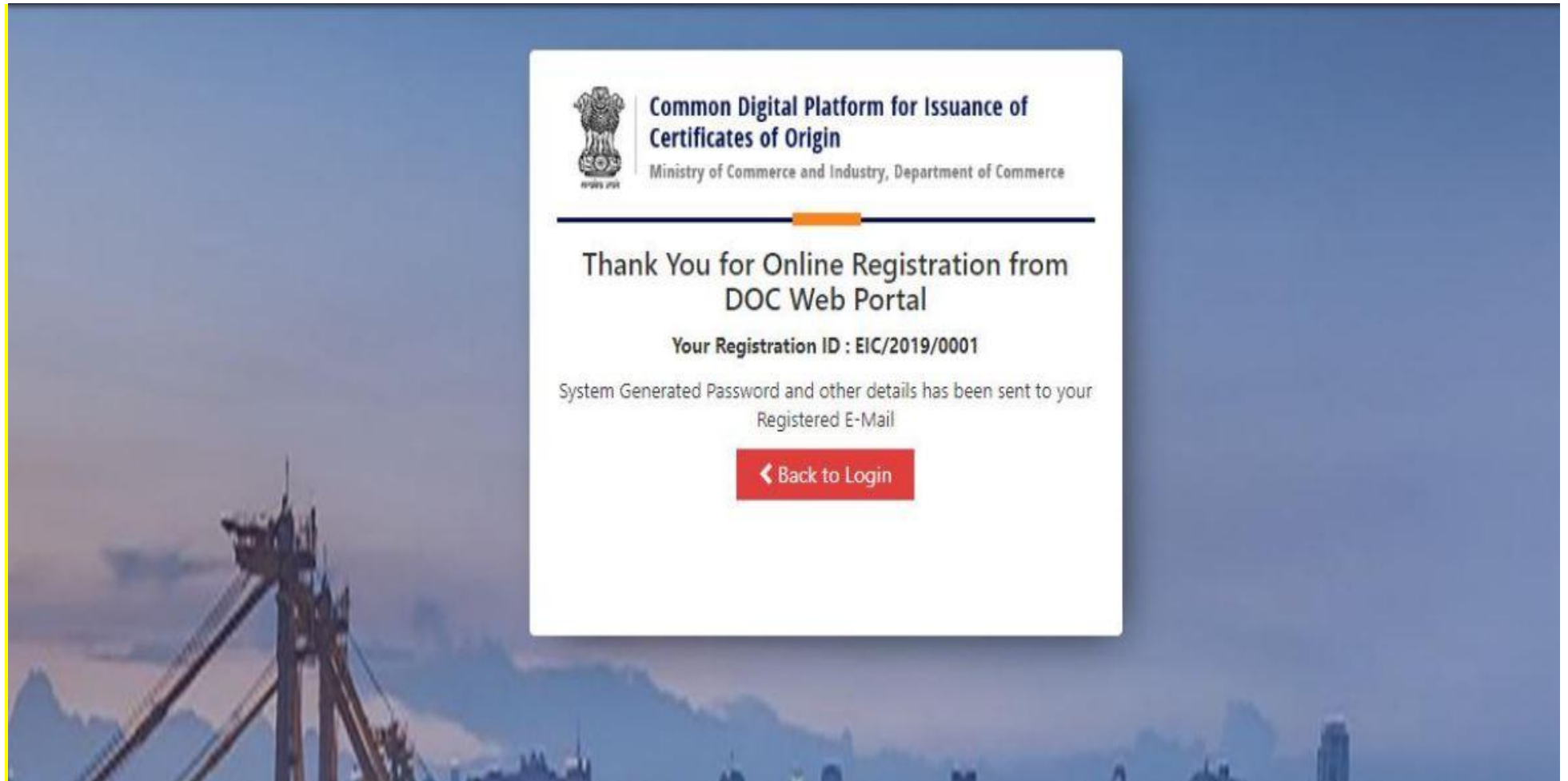
If authorized economic operator (AEO) of the CBIC, please provide the registration Number

Enter AEO Code

Note:-

1. User may enter GST Number or opt “Is in SEZ” and choose state (mandatory) and AEO Registration Number (Optional).
2. Other than the above mentioned details, no other detail can be updated from this portal; the user may update the IEC details on DGFT first to update the same here.

Step 6: On successful registration, user getting following screen.



Note:-

1. After successful registration, user may go to the login screen and login with the credentials received on email.
User Name – Registered IEC (10 digit alphanumeric/numeric code)
Password -- As received on e-mail.