

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 “<http://14.143.90.243/>” and click add → click OK.
- Open the browser and enter the URL as “<http://14.143.90.243/>”.

Step1: Welcome Screen for all users (Exporter/ Officer/ Agency/ Admin) -- <http://14.143.90.243/docindia/>



Common Digital Platform for Issuance of Certificates of Origin

Ministry of Commerce and Industry, Department of Commerce



Home



Click Here for Exporter Login

ONLINE SERVICES

> Online Exporter Register & Login

> Administrator Login

> Officer's 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) and Non Preferential Certificate of Origin. 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

NOTIFICATION

> User Manual & Guide

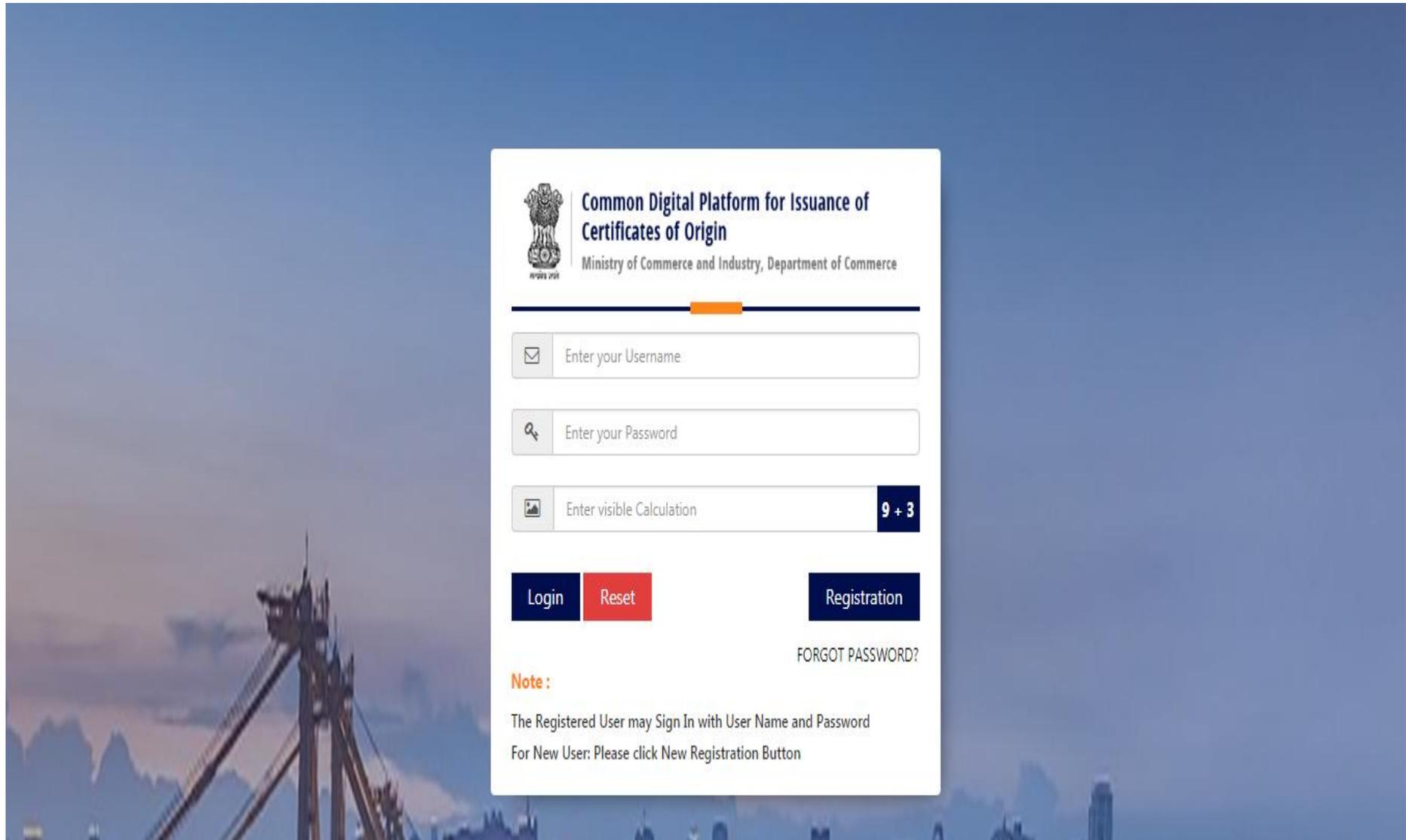
> Instruction Document

> Any enquiry : info.doc@gov.in

Note: --

1. Kindly Update the IEC details on DGFT portal 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 Registration for first time User or For Registered User, enter credentials and click login.



The image shows a login and registration interface for the 'Common Digital Platform for Issuance of Certificates of Origin'. The page features the following elements:

- Header:** The Government of India emblem on the left, followed by the title 'Common Digital Platform for Issuance of Certificates of Origin' and the subtitle 'Ministry of Commerce and Industry, Department of Commerce'.
- Input Fields:** Three input fields are stacked vertically:
 - The first field is labeled 'Enter your Username' and has an envelope icon on the left.
 - The second field is labeled 'Enter your Password' and has a magnifying glass icon on the left.
 - The third field is labeled 'Enter visible Calculation' and has a calculator icon on the left. To the right of this field is a dark blue box containing the text '9 + 3'.
- Buttons:** Below the input fields, there are three buttons:
 - A dark blue button labeled 'Login'.
 - A red button labeled 'Reset'.
 - A dark blue button labeled 'Registration'.
- Links and Text:** Below the buttons, there is a link labeled 'FORGOT PASSWORD?' and a section titled 'Note:' containing the text: 'The Registered User may Sign In with User Name and Password' and 'For New User: Please click New Registration Button'.

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

Note: Kindly Insert DSC

Insert Digital signature device before registration process!

Kindly enter 10 digit IEC Code & Click on fetch button < BACK

Import Export Code (IE Code)* Fetch

Verify Mobile Number & E-mail for new registration
OTP Send to your Mobile Number / E-Mail ID for Confirmation

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.

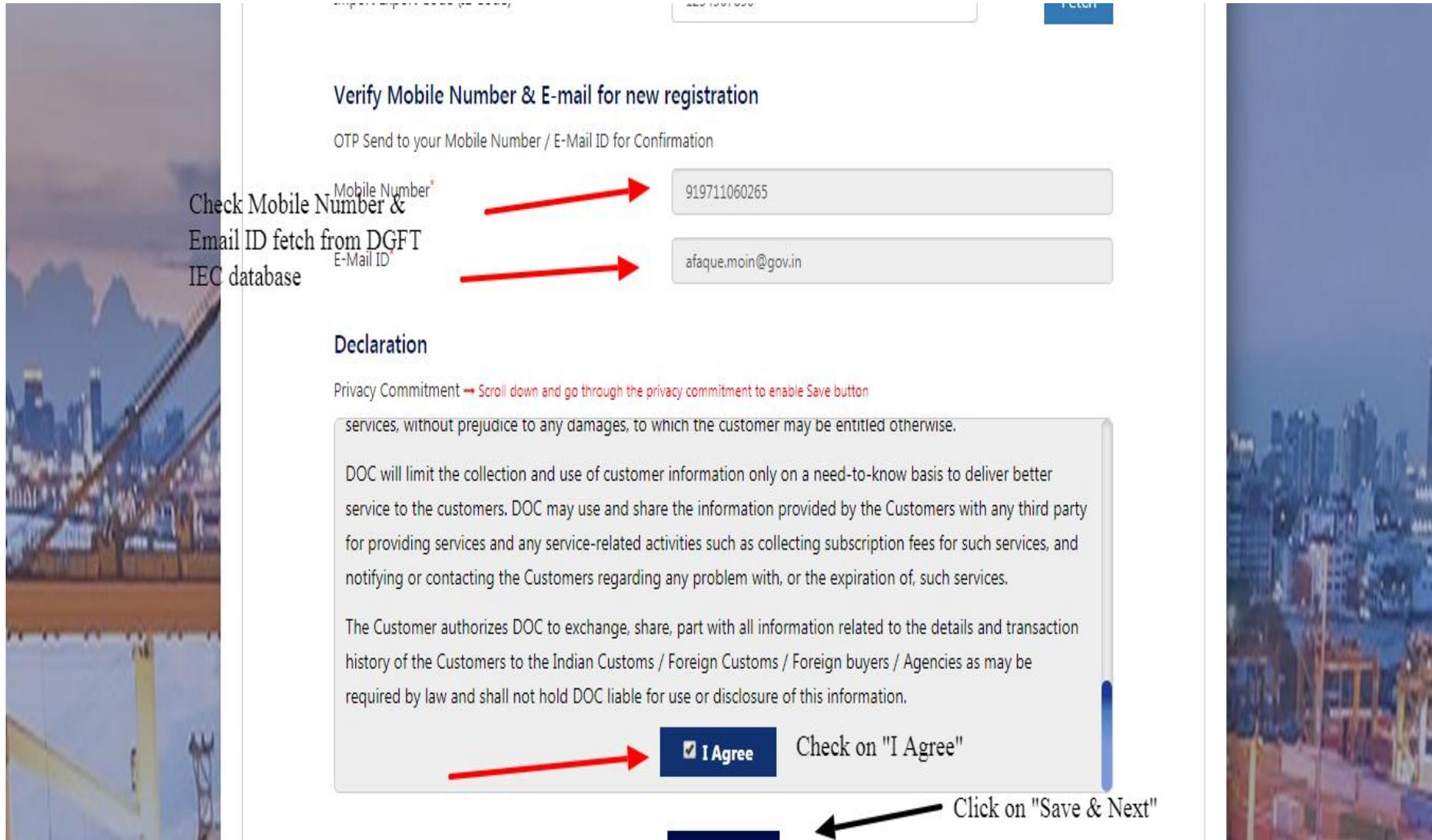
DOC endeavours to safeguard and ensure the security of the information provided by the Customer. The Customer would be required to cooperate with DOC in order to ensure the security of the information, and it is

Save & Next

Note:

1. Mandatory to enter the Importer Exporter Code and Click on fetch. The process is used so that the importer-exporter with valid IEC may enter the system.

Step 4: Verify Mobile No and Email ID and Read Declaration and submit "Save & Next" to process the registration.



The screenshot shows a web form titled "Verify Mobile Number & E-mail for new registration". It includes input fields for "Mobile Number" (919711060265) and "E-Mail ID" (afaque.moin@gov.in). Below these is a "Declaration" section with a scrollable text area containing terms and conditions. At the bottom, there is a checkbox labeled "I Agree" and a "Save & Next" button. Red arrows point from the text "Check Mobile Number & Email ID fetch from DGFT IEC database" to the input fields. A red arrow points from the text "Check on 'I Agree'" to the checkbox. A black arrow points from the text "Click on 'Save & Next'" to the button.

Check Mobile Number & Email ID fetch from DGFT IEC database

Mobile Number* 919711060265

E-Mail ID afaque.moin@gov.in

Declaration

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

services, without prejudice to any 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.

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 Check on "I Agree"

Click on "Save & Next"

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

Common Digital Platform for Issuance of Certificates of Origin
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OTP is verified, Please complete your registration.

EXPORTER ONLINE REGISTRATION FORM [< Back](#)

IE Code* 1234567890

Registered Office Details

Name of Company* DGFT TEST IEC

Name of Partners/Directors/Managing Director/Proprietors*

S.No.	Name*	Mobile No.	Address
1	CHANDRAKANTH REDDY MALLU	918178463793	Room No 114 Udyog Bhawan New Delhi
2	MD MOIN AFAQUE	919711060265	Room N 570 Udyog Bhawan New Delhi

E- Mail ID* afaque.moin@gov.in Mobile Number* 919711060265

Registered Office Address* GATE NO 2, UDYOG BHAWAN 11-RAFI MARG DELHI

Branch /Unit Details*

S.No.	Address	GST Number
1	568, NIC-DGFT UDYOG BHAWAN NEW DELHI	Enter Branch GST number
2	112, DGFT-NIC UDOG BHAWAN NEW DELHI	Enter Branch GST number
Enter GST of Branches		
3	A-WING, INDRAPRASTH BHAWAN I.P.ESTATE NEW DELHI	Enter Branch GST number

Username* 1234567890

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

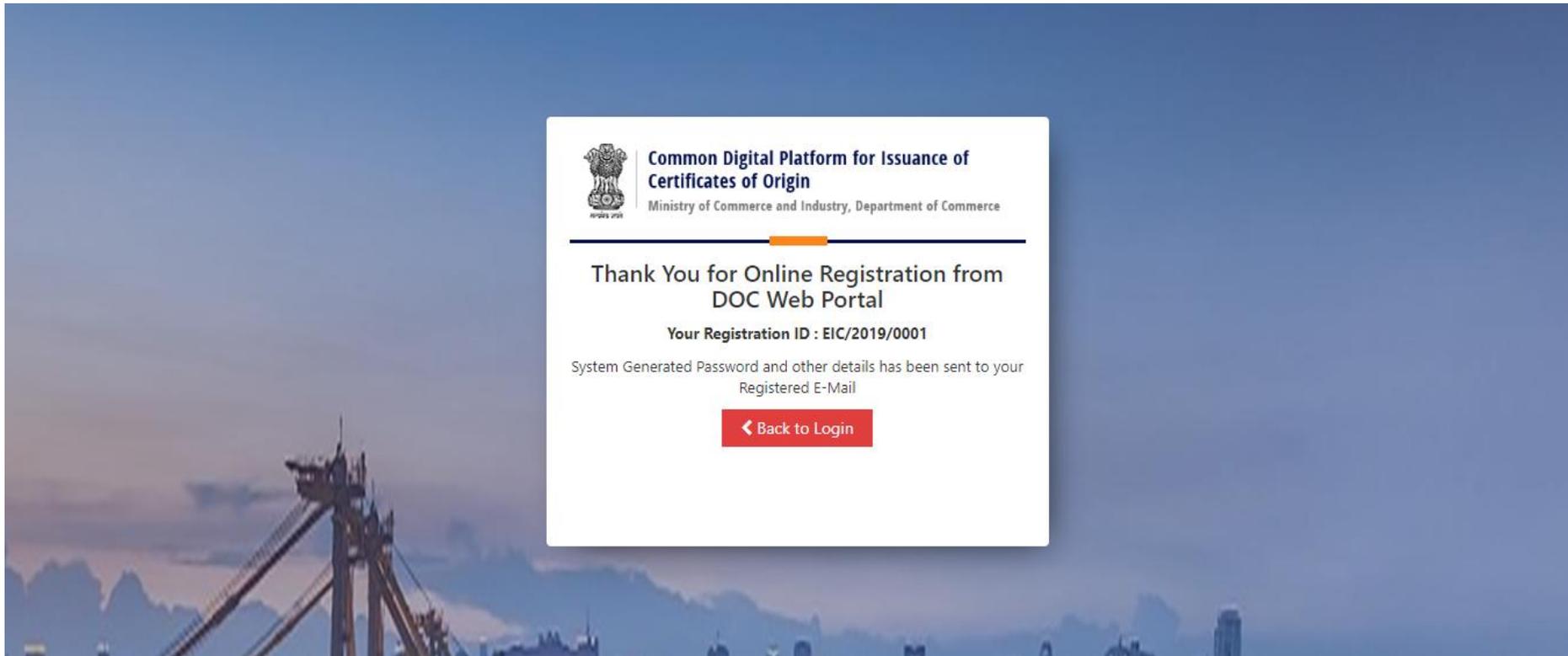
Submit

Enter AEO Registration Number

Note:

1. User may enter GST Number of various branches and AEO Registration Number. However, these are not mandatory to enter at this stage; it can be filled/update while visiting exporter profile after successful registration and login with the credentials.
2. Other than the above mentioned to details, no other detail can be updated from the portal, the user may update the IEC details on DGFT first.

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 – Your Registered IEC (10 digit alphanumeric/numeric code)

Password -- As received on e-mail.