

## **Guidelines for issuing Certificate of Origin**

The Federation of Telangana Chambers of Commerce & Industry (FTCCI) has been authorized by the Ministry of Commerce and Industry, Govt. of India to issue Certificate of Origin (Non-Preferential) for the benefit of its members and the business community at large.

**Companies/Exporters are requested to take note of the following points before submitting documents for authentication/attestation by the Chamber:**

1. The authentication of Certificate of Origin by the Chamber is carried out on the basis of an Indemnity Bond. The Bond should be made on a Non-Judicial Stamp Paper of Rs. 100/- duly attested by Notary Public. This bond will be a continuing bond for that Company/Exporter and need not be submitted with every set of documents for authentication attestation in future.
2. All documents for authentication of Certificate of Origin are required to be submitted to the Chamber with a forwarding letter on their Company's / Exporter's letter head.
3. The Chamber requires at least one hour to process the documents for authentication.
4. The Certificate of Origin to be submitted for authentication should be on the specified format. The blank format of the Certificate of Origin can be taken from the Chamber's Registered Office.
5. All details including complete address of the consignor and consignee should be legibly filled in all the blank formats of the Certificates.
6. All the copies of the Certificates of Origin should be duly signed by the Proprietor / Partner / Director / Legally Authorized Representative of the Firm/Company with the Stamp / Seal.
7. Sufficient space on the Front-Page of the Certificate of Origin be left vacant to affix the Seal and signature of the authorized person of the Chamber.
8. A copy of the export Invoice against which the Certificate of Origin is sought, be attached for authentication.

9. Please note that the Chamber always retains a copy of all such documents presented for authentication / attestation. Companies / Exporters are therefore advised to supply an extra copy of such documents. For any further assistance please contact the Chamber Secretariate.
10. The Chamber charges a fee of Rs.200/- (+ GST) from members for authentication for each copy of Certificate of Origin excluding the Chamber's record copy.
11. The authentication fee is accepted in cash or can be remitted through Cheque/Demand Draft favouring "FTCCI" payable at Hyderabad.
12. The Certificate of Origin for authentication can also be sent through post along with the fee and postal charges as Demand Draft. However, the Chamber bears no responsibility for the loss of documents in postal transit.
13. The FTCCI reserves the right to reject any request for authentication of Certificate of Origin without specifying any reason.

**Guidelines for Authentication of  
Export Documents / Attestation of Commercial Documents**

Guidelines for Authentication of Export Documents/Attestation of Commercial Documents Companies submitting their documents for authentication / attestation by the Chamber are requested to make note of the following :

1. Normally we require 1-2 hours for processing the documents.
2. All documents should be submitted with a forwarding letter on the company's letter head.
3. The authentication/attestation is carried out on the basis of an Indemnity Bond. The Bond is a continuing Indemnity Bond and need not be submitted for every set of documents. The Bond should be provided on a Rs. 100/- Non-Judicial stamp paper. The prototype can be had on request from FTCCI.

4. While submitting the Certificates of Origin, please take care of the following :

The Certificates should be in the proper format (blank forms available at the Chamber's Counter).

Full address of the consignor and the consignee should be legibly typed.

The Certificates or other documents should be duly signed with the designation of the signatory clearly stated.

The company's stamp / seal should be affixed.

5. Please note that the Chamber retains a copy of any document authenticated / attested by it for its record and accordingly an additional copy should invariably be attached.

6. A copy of the Invoice should be invariably attached for authentication / attestation purposes.

7. The Chamber charges Rs.200/- (+ GST) for each copy of a document (excluding the Chamber's copy for record) or part thereof for authentication / attestation.

8. Sufficient space should be left on the front-side of the documents for affixing Chamber's seal and signatures of the authorized signatory.

9. Normally authentication / attestation fee is accepted in cash but exporters can remit the same through Cheque/Bank Drafts drawn in favour of "FTCCI."

10. Exporters may send their Certificates by post along with remittance of necessary fee. The Certificates will be returned under ordinary postal cover. In case you want the Certificates to be returned under Registered Post, please remit the postal charges also. The Chamber bears no responsibility for loss of documents in postal transit.