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

Companies submitting their documents for authentication / attestation by the Chamber online are requested to make a note of the following:

1. Normally we require 5-10 minutes for processing the documents during office hours.
2. All documents should be submitted online using the URL – [www.cochinchamber.applydirect.org](http://www.cochinchamber.applydirect.org)
3. Companies should select the desired service from the drop down menu.
4. Enter details and upload supporting documents
5. Make payment
6. Once transaction is successful, wait for Chamber to process the digital document
7. Companies will be notified to the mail ID from which the request was made, when the Document is ready
8. Companies should login to the Docswallet account powered by myeasydocs to access the Document
9. Companies can download the digital document or share the digital document with International Customs or any entity across the world.