

# The Cochin Chamber of Commerce and Industry

P.B. No. 503, Bristow Road, Willingdon Island, Cochin-682 003.  
Phone: 0484 2668650/51 E-mail: cochinchamber@bsnl.in

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

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

1. Normally we require 30 minutes for processing the documents.
2. All documents should be submitted with a forwarding letter on the Company's letter head.
3. The authentication / attestation will be carried out only 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 and is also available on the website of Cochin Chamber.

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 records and accordingly an additional copy should invariably be attached. As to the number of copies required, your buyer is your best guide. We can of course assist you.
6. A copy of the Invoice/Bill of Lading should necessarily be invariably attached for authentication / attestation purposes.
7. Sufficient space should be left on the face of the documents for affixing Chamber's seal and signatures of the authorised signatory.
8. Normally authentication / attestation fee is accepted in cash.

9. The Chamber charges Rs.90/- (excluding Service Tax) for up to 5 copies of a document (excluding the Chamber's copy for record) or part thereof for issue of Certificate of Origin. Non-members have to pay, in addition, service charges for each document.

10. Charges (Excluding Service Tax) for Certification / Attestation of other export documents are as follows:

<b>Description</b>	<b>Cochin Chamber Member</b>	<b>Non-Member</b>
Exporter's Invoice	Rs.133.50	Rs.133.50+Service Charges
Packing List	Rs.133.50	Rs.133.50+Service Charges
Any other Declaration	Rs.133.50	Rs.133.50+Service Charges
Visa Recommendation letter	Rs.250.00	Only for Members
Agency Agreement/Power of Attorney/Contract per copy	Rs.250.00	Rs.250.00+Service Charges
Attestation of any other Documents not mentioned herein	Rs.250.00	Rs.250.00+Service Charges

## PERMANENT REGISTRATION

Following specimen of **Indemnity Bond** to be given on **Rs.100/- Non-Judicial Stamp Paper** issued by the Govt. of India.

**Followings are enclose with Indemnity Bond-**

- ◆ Attach one **Self Attested** Xerox Copy of **IMPORT EXPORT Code No., PAN No., Registration Certificate of Establishment, RCMC copy** alongwith Stamp Paper for our Record.
- ◆ **Company's Request Letter for registration with CCC&I, on their Company's Letterhead**
- ◆ Stamp Paper need **not to be Notorised. Stamp Paper purchased before Six months will not be acceptable** & Please do not type backside of the Stamp paper.

To,

**The Secretary**

Cochin Chamber of Commerce & Industry

Cochin – 682 003.

Dear Sir,

In consideration of the Cochin Chamber of Commerce & Industry, from time to time, giving or Authenticating Certificate of Origin, attesting/certifying Invoices and other documents in respect of goods for exportation by

Name of Exporting Co. \_\_\_\_\_

Full Address of Co. \_\_\_\_\_

Tel.No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail Address \_\_\_\_\_ Website Address \_\_\_\_\_

Import Export Code No. \_\_\_\_\_ Date of Issue IEC \_\_\_\_\_ Pan No. \_\_\_\_\_

(Please select from the following Category Company and Type it)

**Type of Company a) Proprietor b) Partnership c) Private Ltd. d) Public Ltd. e) Individual f) Association**

We HEREBY ENGAGE that all particulars contained in Invoices or other documents presented to the Chamber by us in our name for their certification or authentication shall be true and accurately set forth, and further that we shall, at all times, INDEMNIFY and keep indemnified the Chamber and its officials against all claims and demands that may, at any time, be made against them or any of them by reason of issuing or authentication of such certificates, invoices and other documents as aforesaid.

Yours faithfully

**Signature** of Authorised Signatory : \_\_\_\_\_

**Name & Designation** of Signatory: \_\_\_\_\_

**Rubber Stamp** of Exporting Company: \_\_\_\_\_

Cochin

Dated: \_\_\_\_\_

**Witness:-**

1) Name of person \_\_\_\_\_

Address: \_\_\_\_\_ Pan No. (attach self attested Copy) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Signature \_\_\_\_\_

2) Name of person \_\_\_\_\_

Address: \_\_\_\_\_ Pan No. (attach self attested Copy) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Signature \_\_\_\_\_