Important Instructions

- Before start the application, following points to be kept in mind:
 - o 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.
 - o Must Install Java in the system if not available using any web browser (Chrome, Mozilla Firefox, IE etc).
 - o 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/".

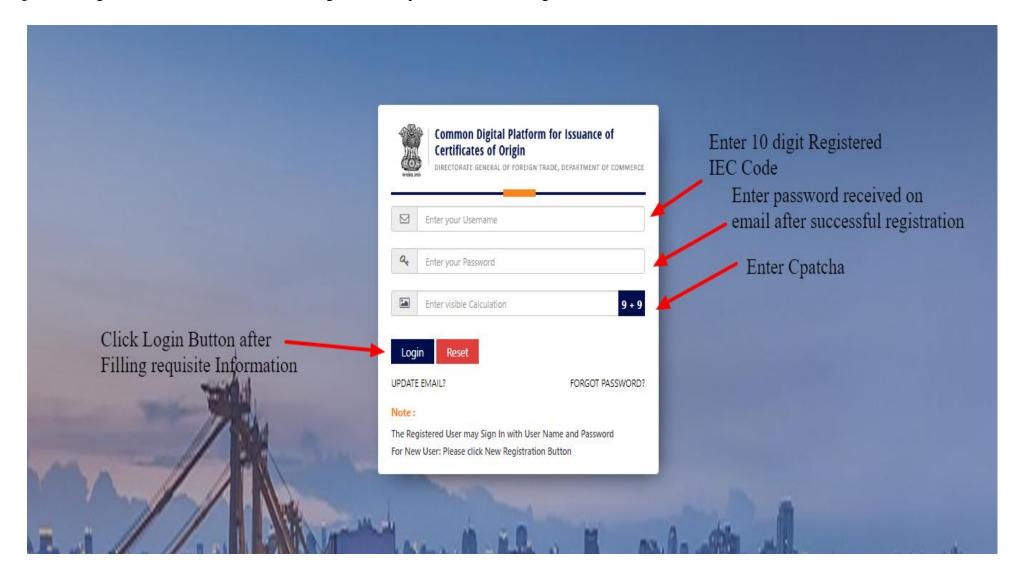
Step 1: Welcome Screen for all users (Exporter/ Officer/ Agency/ Admin) -- https://coo.dgft.gov.in/



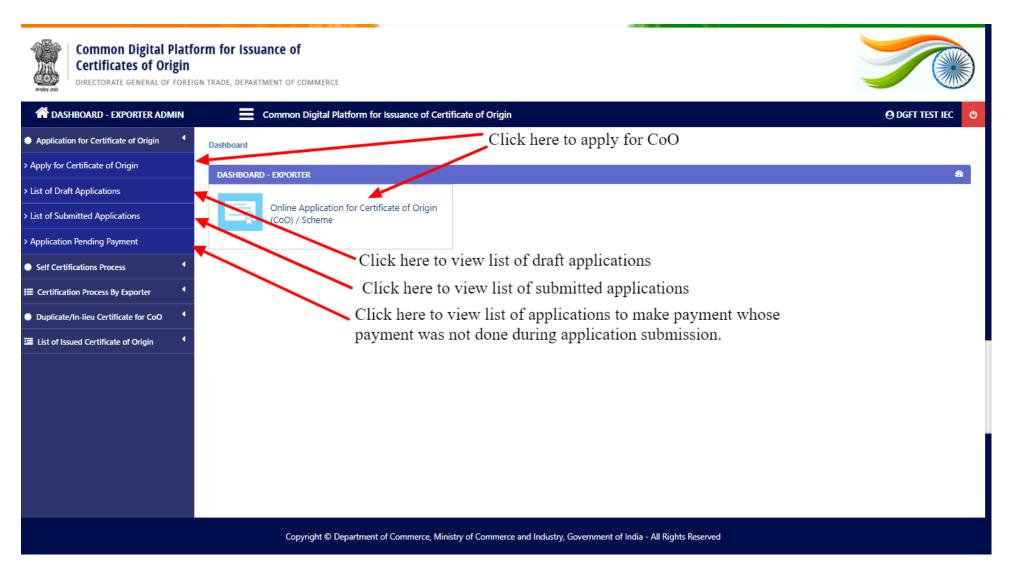
Note:-

- 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.

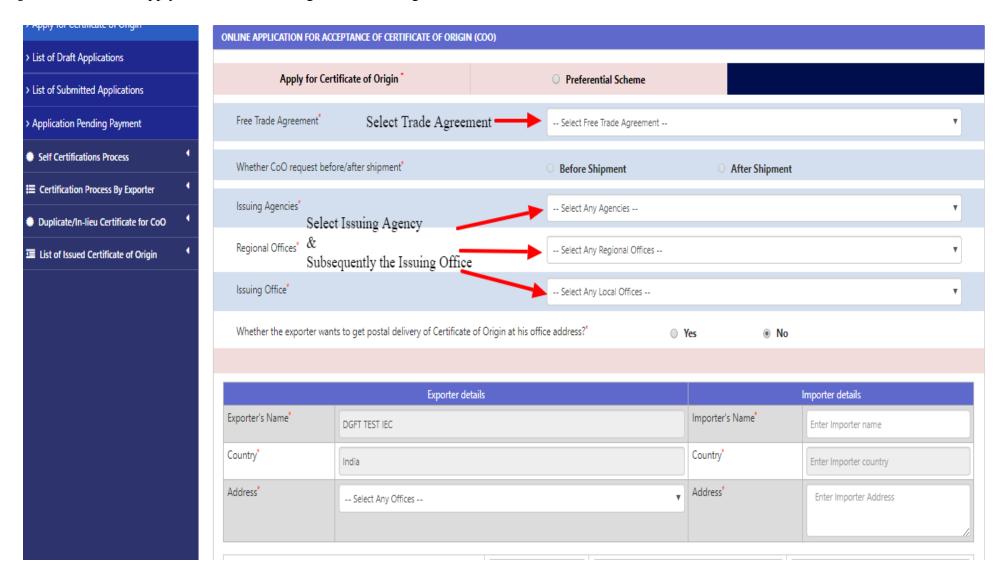
Step 2: For Registered User, enter credentials along with the captcha and click on login button.

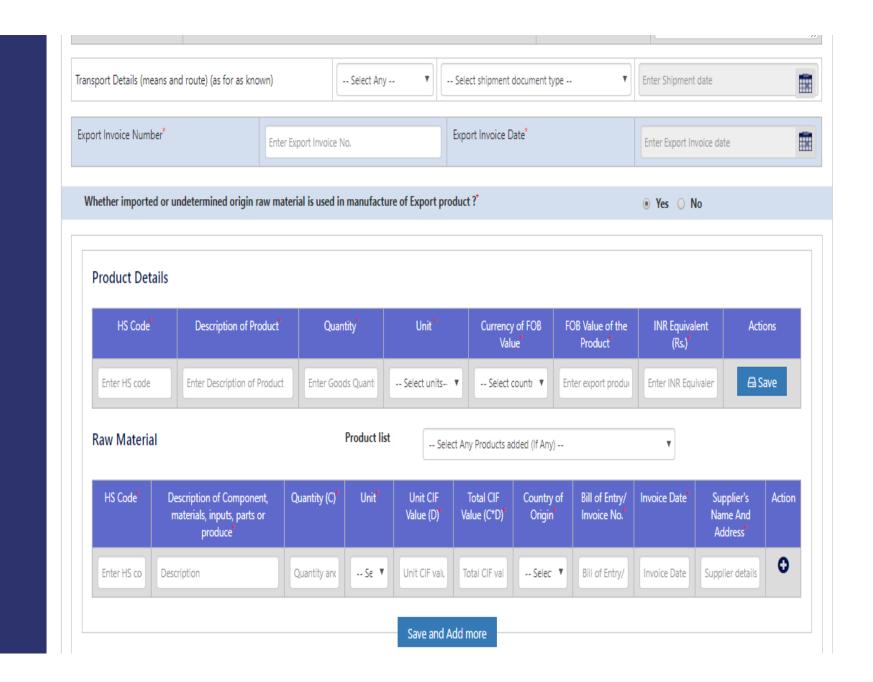


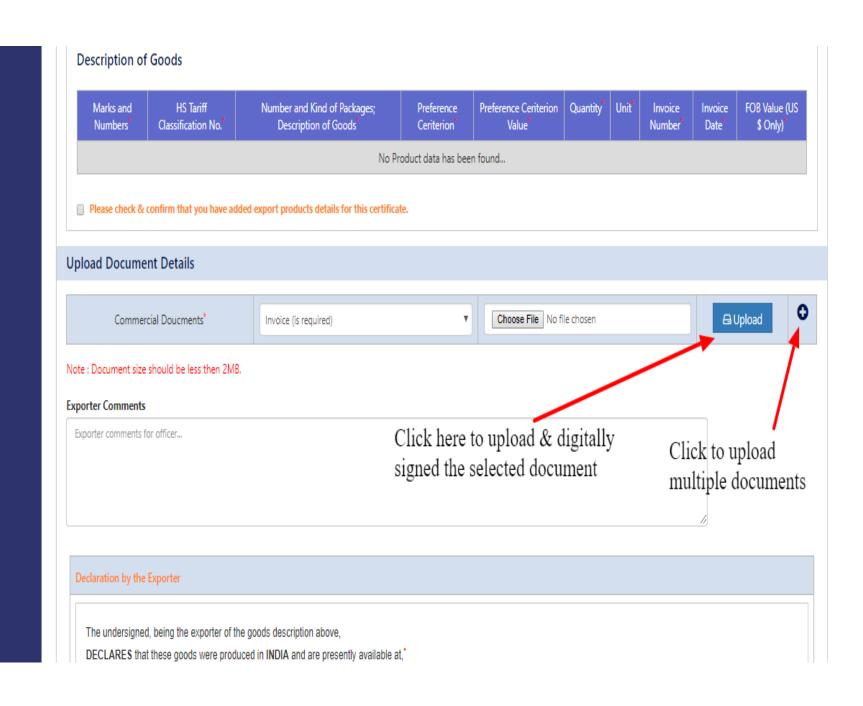
Step 3: Registered User after login using IEC as Username and Password received on email, gets the welcome screen/dashboard as follow

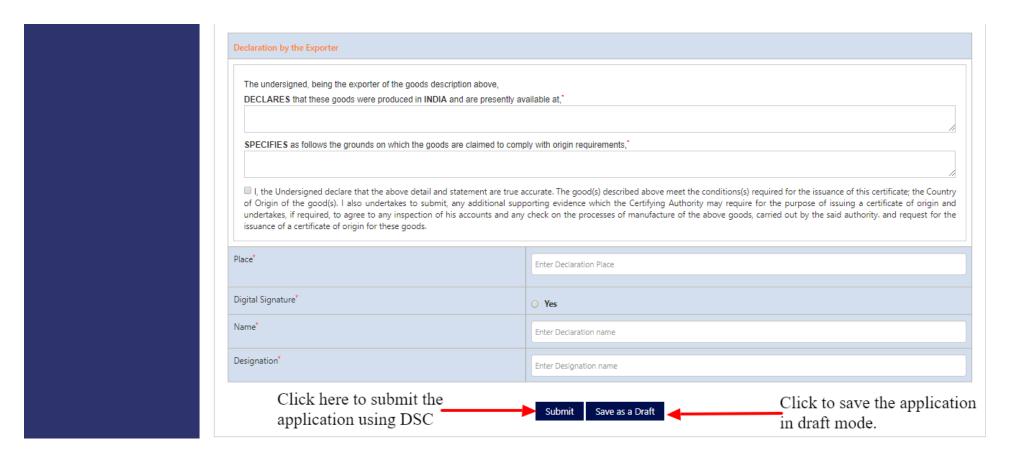


Step 4: After click on apply for certificate of origin, fill following form.





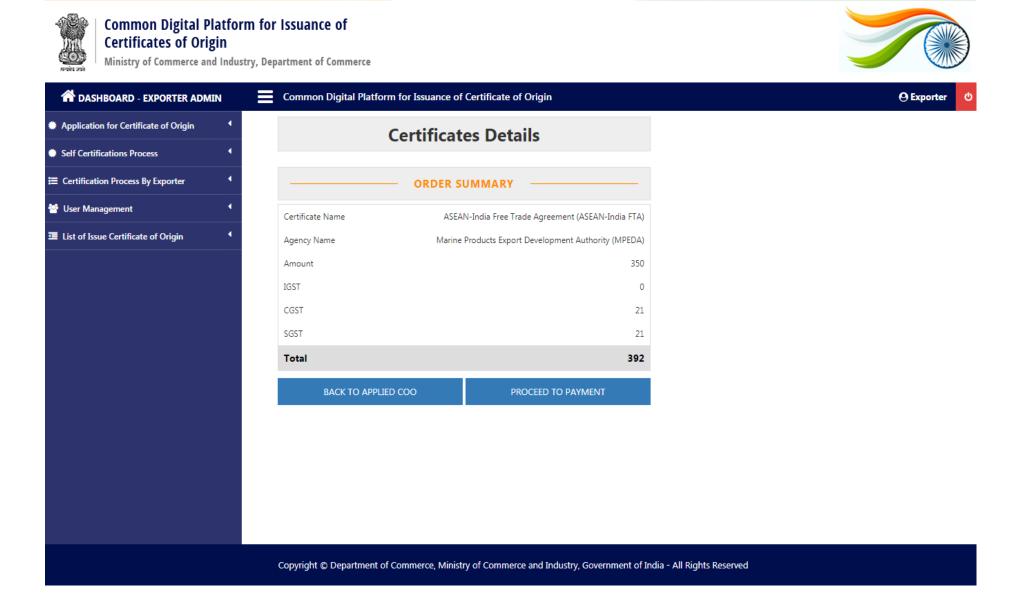




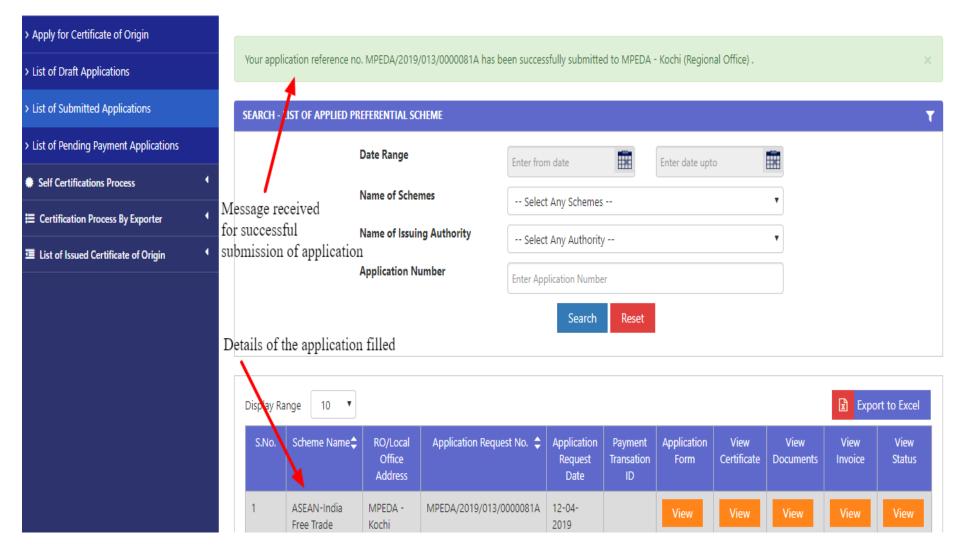
Note:-

- 1. Must attach DSC for uploading the documents and submitting the application.
- 2. All the above mentioned fields are mandatory and must be filled in order/step by step.

Step 5: Click Preview Certificate to View draft CoO / Click make Payment to initiate payment process.



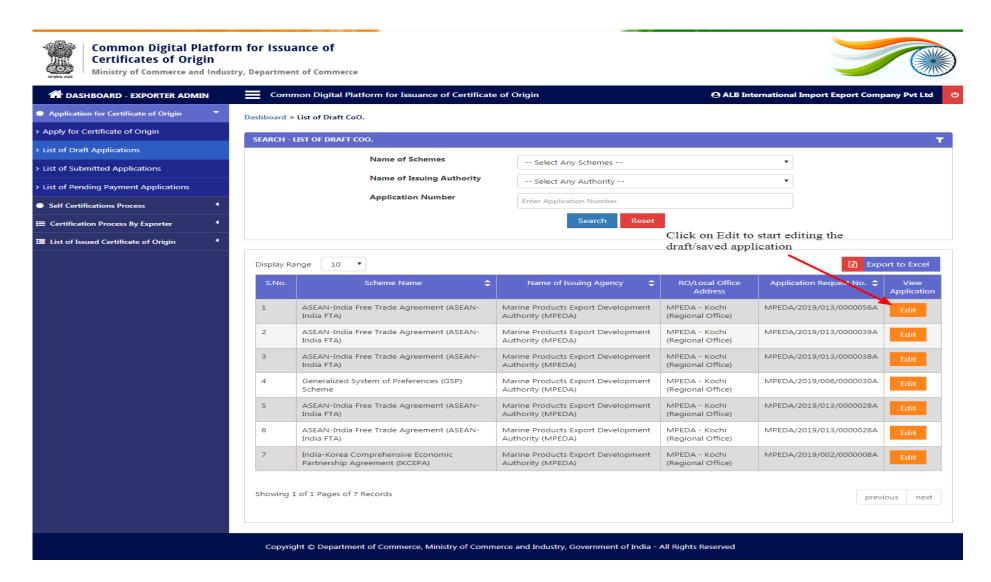
Step 6: Landing page after making payment.



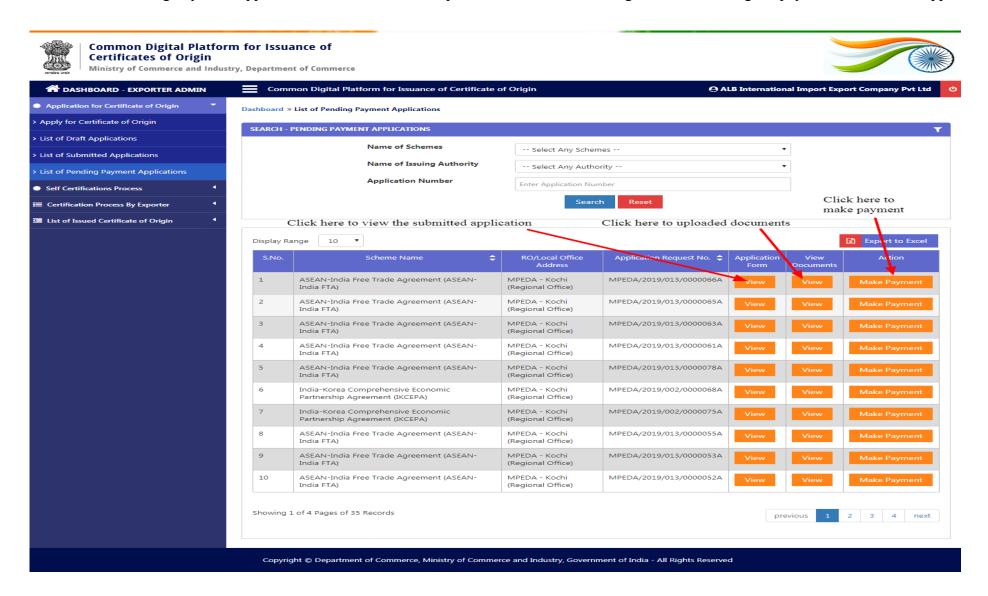
Note:

1. After successful application submission, user will receive alert in the form of email and SMS. The same also is informed to the officer where the application is filled.

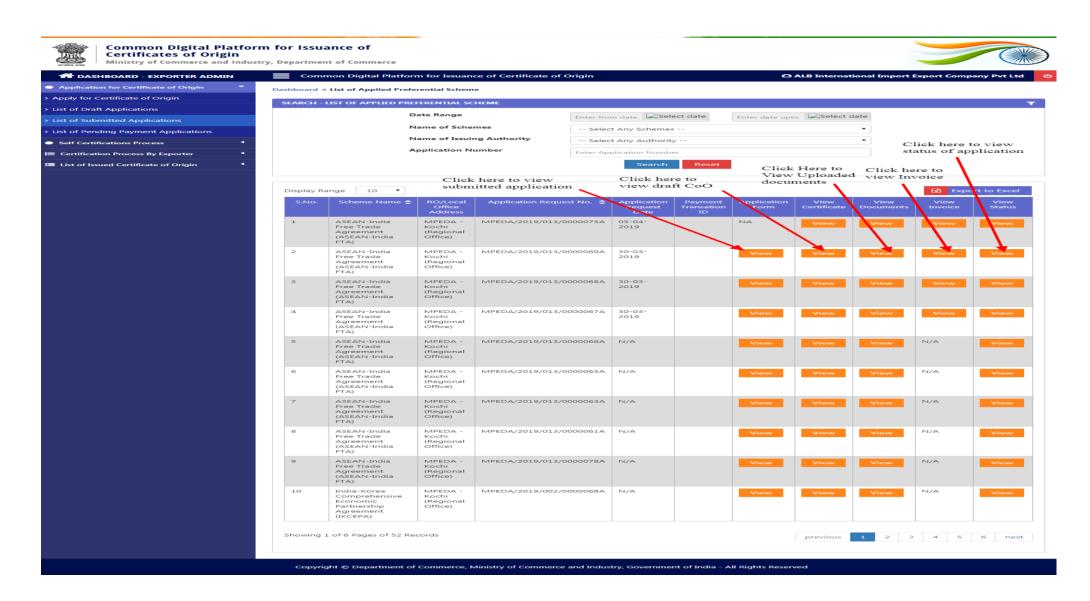
Step 7: Click on "List of Draft Application" as mentioned at Step 7, which takes to following screen.

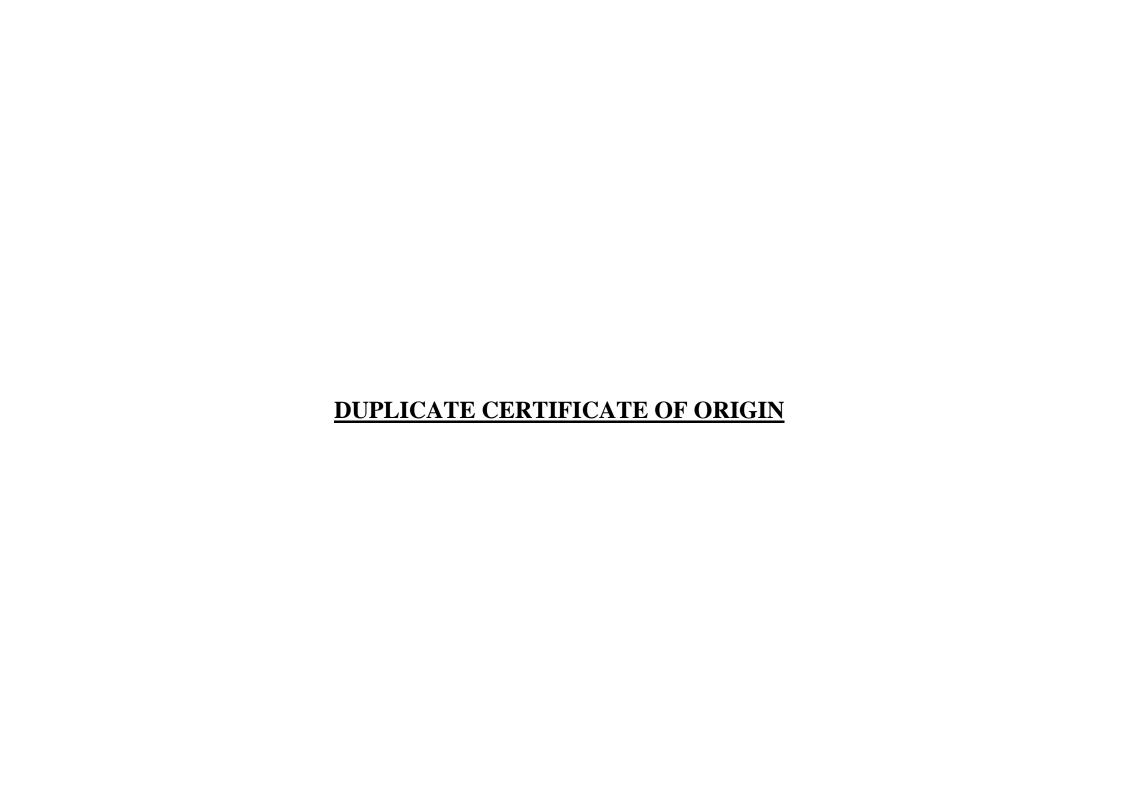


Step 8: Click on "List of Pending Payment Application" as mentioned at Step 5, which takes to following screen for making the payment of submitted application.

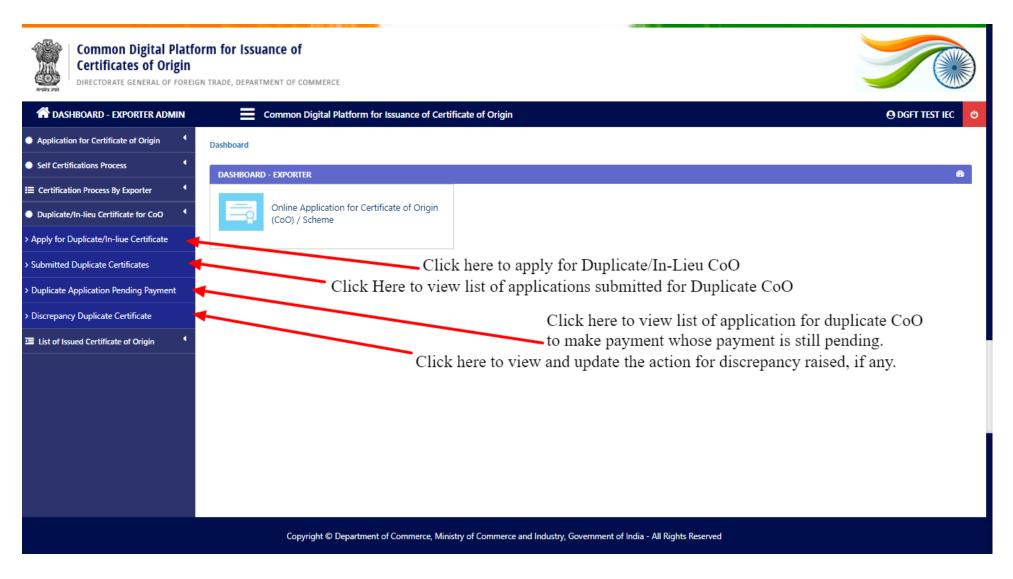


Step 9: Click on "List of Submitted Application" as mentioned at Step 7, which takes to following screen.

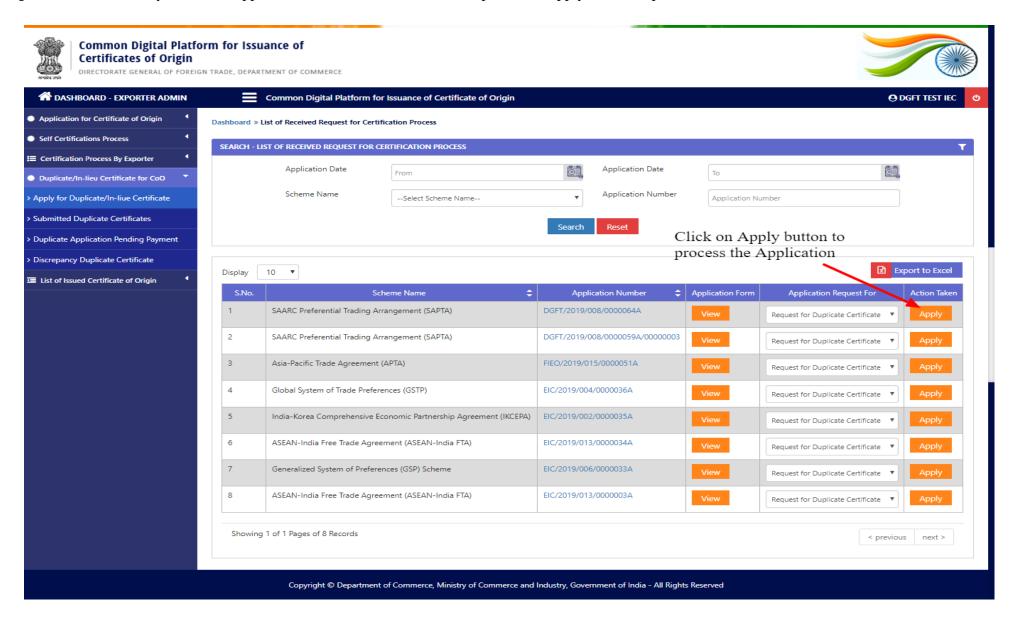




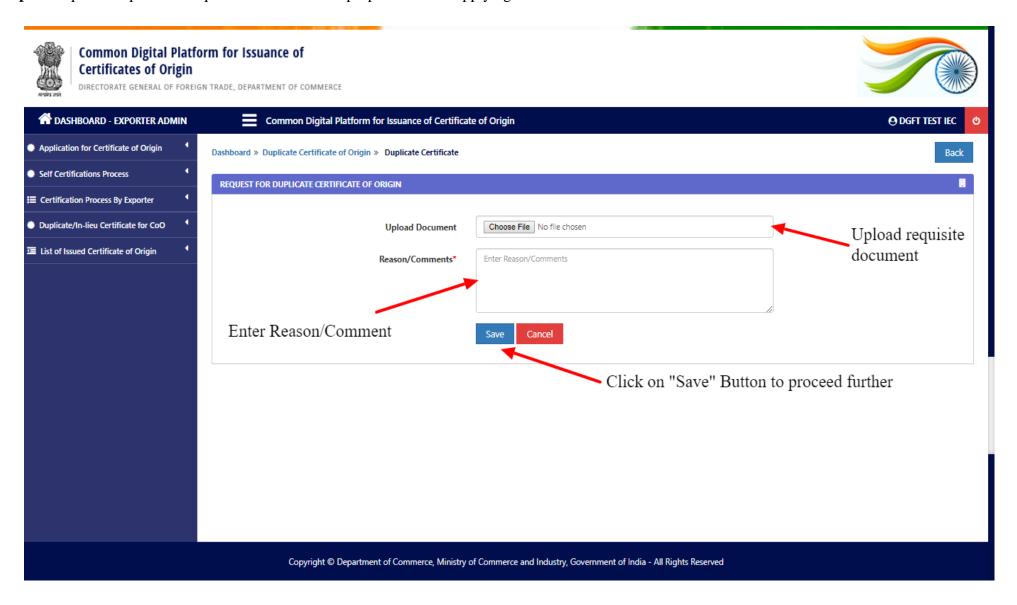
Step 1: To apply for Duplicate Certificate.



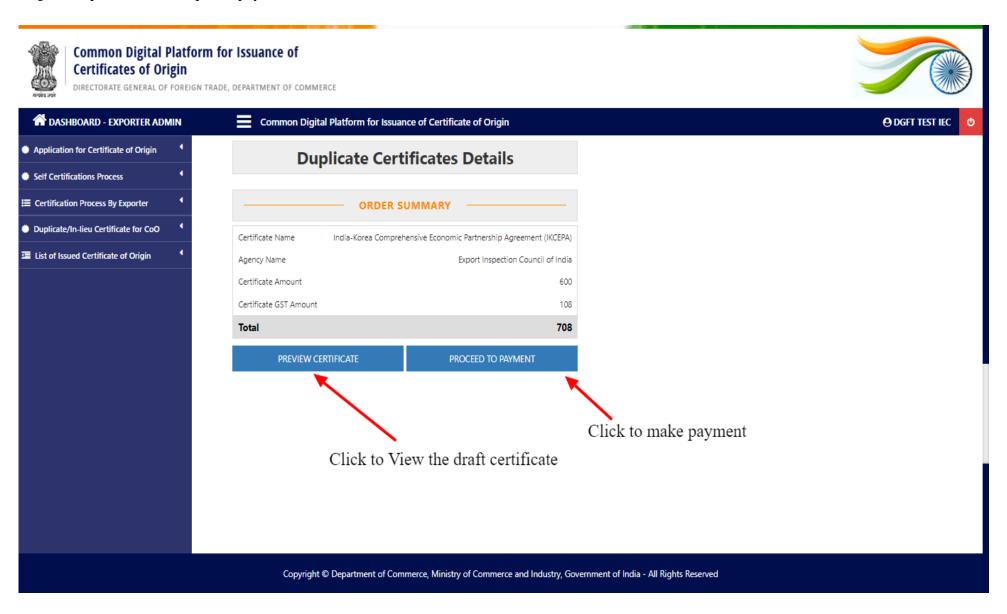
Step 2: A view of already submitted application is available wherein the exporter can apply for the duplicate certificate.



Step 3: Request to upload an requisite document with proper reason of applying for the same.



Step 4: Request to make requisite payment online.



Step 5: After successful payment, the page redirected to the list of "Submitted Duplicate Certificates".

