

**Standard Operating procedure for applying for certificates of origin under the Generalised System of Preferences (GSP)**

1. Generalised System of Preferences are unilateral preferences granted by some developed countries for exports from India. However, the exporters are to satisfy the rules of origin for exports.
2. The application for the certificate of origin under GSP is to be made on the DGFT electronic platform [www.coo.dgft.gov.in](http://www.coo.dgft.gov.in) . Please select the menu “online application for certificate of origin. In the tabular form which opens, please select the following under the relevant option:
  - i. Preferential Scheme
  - ii. Free Trade Agreement – Generalised System of Preferences (GSP)
  - iii. Select Type of COO - Normal CoO
  - iv. Issuing Agencies - Noida Special Economic Zone
  - v. Regional Office – Noida Special Economic Zone
  - vi. Exporter Details – as per details of exports
  - vii. Product Details – details including HS code of exports
  - viii. Raw Material – details of inputs. Please indicate the country of origin as the country where the basic raw materials are sourced. Please take care that even if the raw material is sourced domestically, it is not necessary that it is Indian originating
  - ix. Description of goods – details of the exported good
  - x. Document to be uploaded: Commercial invoice is mandatory
3. The additional documents to be submitted when applying to Noida SEZ office for the certificate of origin are:
  - i. Format export product wise (The format is annex is for a sample of two export products, the first one which has 3 inputs used and the second one which has two inputs used)
  - ii. Shipping Bill of export indicating the value
  - iii. Bill of entry of materials, if directly imported into the SEZ. Else, any other proof such as invoice value/ bill of export for procurement from DTA.
4. The office of Noida SEZ would be issuing the certificate of origin within 1 working day of the receipt of the completed form and documents.

Annex:

**Format of Information Export product wise**

S. No.	HS 8 digit of export product	Description export product	FOB/Ex Works value of export product	HS code of materials/inputs	Description of materials/inputs	Quantity of materials./inputs	CIF value of materials/inputs	Country of origin of materials/inputs	Product Specific Rule (PSR)
1									
2									

**DECLARATION**

I declare that the information provided by me as above is true and correct and the product specific rule (PSR) as per the GSP has been achieved.

I will permit, as and when required, inspection of our factory/good and undertake to maintain up to date costing records.

Signature,

Name and Designation of the signatory