

## **GUIDELINES FOR ISSUANCE OF CERTIFICATE OF ORIGIN / AUTHENTICATION OF EXPORT DOCUMENTS / ATTESTATION OF COMMERCIAL DOCUMENTS**

Companies submitting their documents for authentication / attestation by the International Society for Small and Medium Enterprises (ISSME) are requested to make note of the following:

1. Normally we require around 1-2 hour 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 Regular 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 ISSME.
4. While submitting the Certificates of Origin, please take care of the following:
  - a) The Certificates should be in the proper format (blank forms available at the ISSME's Counter or can be downloaded from our website).
  - b) Full address of the consignor and the consignee should be legibly typed.
  - c) The Certificates or other documents should be duly signed with the designation of the signatory clearly stated.
  - d) The company's stamp / seal should be affixed.
  - e) Application for Certificate of Origin should be submitted duly filled and signed with the set of Certificate of Origin and Invoice submitted for issue and attestation
5. Please note that the ISSME retains a copy of any document authenticated/attested by it for its record and accordingly an additional copy should invariably be attached for our office records. 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 should be invariably attached for authentication / attestation purposes.
7. The ISSME charges Rs. 100/- (+ Service Tax) from Members and Rs. 200/- (+ Service Tax) from Non-Members, for up to 8 copies of a document (excluding the ISSME'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 ISSME's seal and signatures of the authorised signatory.
9. Normally authentication / attestation fee is accepted in cash but exporters can remit the same through Bank Drafts drawn in favour of "International Society for Small and Medium Enterprises" or through Money Order.
10. Sufficient space should be left on the front-side of the documents for affixing ISSME's seal and signatures of the authorised signatory.
11. 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 or through courier, please remit the postal charges also. The ISSME bears no responsibility for loss of documents in postal transit.