

IMPORTANT NOTICE-ISSUANCE OF CERTIFICATES OF ORIGIN (CoOs)

To : All Exporters under Free / Preferential Trade Agreements
From : Actg. Director General of Commerce, Department of Commerce, Colombo 02.-18/10/2020

1. In order to minimize the risk associated with the COVID-19 pandemic and continue the services rendered by the Department of Commerce (DoC) effectively & without interruption, certain changes are to be made to the procedures for issuing Certificates of Origins (CoOs) with effect from **Monday, the 19th October 2020 itself.**
2. Accordingly, all exporters who wish to obtain CoOs are **STRICTLY** advised to follow the procedures set-out below.
3. **New procedures in issuing CoOs**

I. Make due payment to the DoC's People's bank account.

II. Clearly write, at the top right hand corner of the Office Copy of a CoO, the D/COM/R/No. and the serial number appearing on the other side of a CoO, in all supporting documents and payment slip to prevent from mixing up with CoOs of other applicants,

III. Clearly write the contact mobile number/s of the person who hands over CoOs, at the top right hand corner of the Office Copy of a CoO.

IV. Scan the original CoO, office Copy, payment slip & all the supporting documents (original commercial invoice, a copy of verified Cusdec, a copy of approved Cost Statement/Affidavit/Material Sheet and a copy of Original B/L/AWB if the shipment is on board) and send them via email to the DoC(deptcommercesl@gmail.com) at any time, in a zipped file(with a separate folder for each CoO when applying for more than one CoO. Such folders should be titled agreement-wise followed by the serial no.referred to under II above eg: GSP A596271.

For Spices, a few more documents than those given above are required

V. Once the checking process is completed by DoC, a confirmation email will be sent to the company.

VI. The original COO and the print out of the email referred to under V above should be submitted to the DoC for certification.

4. The original CoOs received by the DoC up to 2.30 p.m. are issued on the same day and the rest will be issued on the following day.
5. Documents relevant to the following services should be scanned and emailed to DoC (deptcommercesl@gmail.com) in order to minimize the number of documents to which a DoC officer will get exposed to,
 - I. Company Registration- Duly filled applications with all supporting documents (Application and supporting documents as listed in the DoC web site),
 - II. Cost Statements of new products for approval,
 - III. Affidavits of new products for approval,
 - IV. Material Sheets for approval,
 - V. TRQC Forms,
 - VI. Requests of Verification,
 - VII. Documents related to Inspection Requests,
 - VIII. Documents related to CoO already issued (Certificate Cancellation requests, obtaining duplicate CoO's , Undertaking Letters for APTA etc),
6. A list of common mistakes usually noticed by the DoC in checking the CoOs is given in Annex A. Therefore, pl. exercise due care and diligence in filling in CoOs to avoid rejections and the resulting delays.
7. New system is implemented on test basis and your co-operation for implementation would be much appreciated.
8. Refer to Annex “B” for a Check List (pl. ensure that a senior executive will check all documents for their compliance with the above procedures and accuracy of the information given(ends).

Common Reasons for Rejection of COOs

1. Discrepancies between the invoice number in the COO and the Original Invoice
2. Discrepancies between the invoice date mentioned in the COO and the Original Invoice date
3. Submission of a copy of the commercial invoice/s instead of the original
4. Incomplete Form B of the COO
5. Errors related to Cusdec/s
 - Differences in the weight of the cusdec and the COO/Invoice
 - Differences in the HS Code/s in the Cusdec and the COO
 - Incomplete cage 36 of the cusdec (Preference Cage)
 - Submission of draft cusdec/s
 - Submission of irrelevant cusdec/s
6. Submission of irrelevant affidavit/Material sheet/Cost statement
7. Submission of expired Material sheet/Cost statement (pl. note that the cost statements already approved is valid at least till 31.12.2020).
8. Difference of exporter's or consignee's name in the commercial invoice or CUSDEC or COO
9. Submission of draft Bill of Lading
10. Submission of COOs without approved Affidavit/Material sheet/Cost statement
11. Discrepancy between the reference numbers (serial Number) in the original Certificate and the office copy
12. Incomplete information in the office copy of the COO (eg: cusdec no, office code,FOB etc.)
13. Submission of COOs without completing the information required to be filled by the company authorized person. (eg: authorized signature, place, date)
14. Submission of COO for spices without including relevant information that the Department requested in the affidavit.
15. Not submitting i. a copy of verified CUSDEC ii. a copy of B/L iii. Original Commercial invoice iv. a copy of signed and stamped Phytosanitary application form for inspection., Affidavit for Spices.
16. mentioning irrelevant details in the CoOs.
17. Submission of COOs without payments

Checklist

Comparison of Office Copy with Commercial Invoice		
	Description	
1	Invoice No	
2	Invoice Date	
3	Exporter's Name	
4	Consignee's Name	
5	Product Description	
6	FOB Value(Rs)	
Comparison of Office copy with CUSDEC		
	Description	
7	CUSDEC No, Office Code, FOB Value in cage 4 of a office copy	
8	HS Code/s	
9	Product Description	
10	No of pieces/Gross or net weight verified	
11	Exporter's Name	
12	Consignee's Name	
Other Requirements		
	Description	
13	Write the D/COM/R/No. and the serial No. of a COO (available on the other side of a COO), at the top right hand corner of the office copy and all the supporting documents	
14	H.S code in approved Cost Statement/ Affidavit/Material Sheet should tally with the HS Code in the COO	
15	BL/AWB with on board date if consignment has already been shipped	
16	Signature & stamp of the authorised person of the exporter	
17	Availability of the importing country in the COO	
18	Completion of Form B (on the other side of the original COO)	
19	Check cage 36 of cusdec for preference	
20	Check mobile no.is written in the office copy	