

# On the letter head (Company/Firm) 2 Copy

To,  
The Director General  
The Bengal Chamber of Commerce & Industry “Royal  
Exchange” 6, Netaji Subhas Road Kolkata – 700001

Date\_\_\_\_\_

## **Sub: - Letter for Issuance of Certificate of Origin (non-preferential)**

1. Name of the Exporter with Registered / Head Office Address:-
2. Name of the Importer with Registered / Head Office Address:-
3. IEC No. of Exporter:-
4. Gross Weight in the Consignment:-
5. Net Weight in the Consignment:-
6. Details of Inputs used in Export product:-
7. Manufacture / Purchase of goods from where (Name and Address):-
8. Country of Origin of Goods:- **INDIA. ★**
9. One original printed Application for Certificate of Origin (BCC&I form)
10. Original printed Certificate of Origin with one additional copy (BCC&I form)
11. Two copy of Commercial Invoice / Invoice Cum Packing List ( Invoice No & Date)
12. One copy Packing List to the Concerned Invoice (Packing List No. & date)
13. It should be ensured that **no correction/retyping** is made on the Certificate of Origin - YES. ★
14. **Check** - whether the export items falls in the list of “Prohibition on Exportation out of India” - NO. ★

**Signature with Rubber stamp**