



PHD CHAMBER OF COMMERCE AND INDUSTRY

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Guidelines for Authentication of Export Documents / Attestation of Commercial Documents

Companies submitting their documents for authentication / attestation by the Chamber are requested to make note of the following :

1. Normally we require 1-2 hours 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 continuing 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 PHD Chamber.
4. While submitting the Certificates of Origin, please take care of the following :
 - The Certificates should be in the proper format (blank forms available at the Chamber's Counter).
 - Full address of the consignor and the consignee should be legibly typed.
 - The Certificates or other documents should be duly signed with the designation of the signatory clearly stated.
 - The company's stamp / seal should be affixed.
5. Please note that the Chamber retains a copy of any document authenticated / attested by it for its record and accordingly an additional copy should invariably be attached. 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 Chamber charges Rs. 100/- (+ Service Tax) for up to 8 copies of a document (excluding the Chamber's copy for record) or part thereof for authentication / attestation. Non-members have to pay, in addition, service charges for each document.
8. Sufficient space should be left on the front-side of the documents for affixing Chamber'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 "PHD Chamber of Commerce and Industry" or through Money Order.
10. 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, please remit the postal charges also. The Chamber bears no responsibility for loss of documents in postal transit.