

ONLINE APPLICATION FOR COOs Instruction

1. Log on to <https://pharmexcil.in/member/coo-login> by entering your IEC number, last 4 digits of your RCMC and Category of your membership for submitting COO application online. (A banner "Apply COOs online" is also available on our website for easy accessing the login page). Once you logged in, you will be redirected to COO Dashboard.
2. Click on **COO icon / banner** to view the list of already submitted applications / add a new COO application.
3. Click on **ADD+** icon to submit a **new COO Application**.
4. Fill all the required fields in the application form as needed and Click on **Next** button.

Note: We are pre-filling the Company details which are available in our database, if any of the information needs to be changed, pl update accordingly
5. Fill / enter all the required fields under Item Details. If you have more items please click on **Add item** button and then click on **Save & Next**.
6. Upload relevant documents viz., Indemnity (one time requirement), Invoice, Packing list, Air/ship way bills, Drug license copy and click on **next** button for payment information.
7. Add the Payment details and click on Submit to review / confirm the application.

Note: (Charges per COO is Rs.100). Lump sum amount can also be made as advance payment, in which case same reference number to be mentioned till the advance amount is exhausted.
8. Click on Confirm to submit the application. The submitted information will be validated as per the requirements and the application will be submitted successfully.
9. After the submission of application, it will be verified and digitally signed COO Certificate will be uploaded by the Council to download the same from your login. An alert message will also be sent to the email provided in the application stating that your COO Certificate is uploaded and ready for your use.