

M/S.....

Attn:.....

Dear Sir/Madam,

Notice to Submit Original Certificates of Origin(COOs) for Certification

Re. your email at (time)dated

2. Your scanned documents of COO Serial No:, Invoice No:....., Invoice Date: and On Board Date:.....**are in order.**

3. Kindly submit **only** the following documents to the Dept. of Commerce (DoC), No.21, "Rakshana Mandhiraya", Vauxhall Street, Colombo -02 for certification. The documents will be collected and issued at the "out" gate.

- i. Print out of this email (Notice to Submit Original COOs for Certification).
- ii. Original COO/s
- iii Office copy/ies (*Pl, write down the mobile telephone number of the collector, too*)
- iv Additional copies/ attachments etc, if any, for certification
- v. Original Payment Slip
- vi. Photocopy of Payment Slip

NB: No other documents will be accepted as a Covid- 19 control measure.

4. Issuing time

1. The COOs handed over to DoC before **2.30 pm** – To be issued 3.30 pm -4.00 pm on the same day

2. The COOs handed over to DoC after 2.30 pm -To be issued on the following working day

3. Airfreight Shipments -COOs will be issued on the same day before 4.00pm

**Name and Designation (Checking Officer)
for Director-General of Commerce**