

ANNEXURE – 3 (d)

GJEPC INTERNAL PROCEDURE

Export: On an average more than 3000 KP Certificates per year are issued for export of rough diamonds from India.

1. Acceptance of duly filled application by the exporter. The duly filled in application by the exporter should contain details such as Exporter's Name & Address, Importer's Name & Address, HS Code No, Value of the parcel in US\$, Weight of the parcel in Carats, Signature of the Partner/proprietor/director/Karta/Authorised signatory of the firm and self declaration.
2. The details of carat weight & value and HS code provided in the application along with importers and exporters details are verified with the carat weight & value and HS code along with importers and exporters details of the invoice submitted.
3. The export invoice submitted by the importer should contain Self-declaration that the rough diamonds being exported are not conflict diamonds (Recommendation no 18 of Annex II of KPCS document).
4. The self declaration as per WDC resolution of 2002 is mentioned on the application on letter head.
5. Verification checklist:
 - In case of application from the Non-Member of GJEPC, copy of the Import Export Code is called for one time and entry is made in the ERP.
 - The export invoice and application given by the exporter should contain Self-declaration as defined in KPCS.
 - Copy of Power of Attorney is collected in case the application is signed other than by Partner / Proprietor / Director.
 - The supporting documents like duly signed Purchase invoice or Import invoice with the KPCS declaration are collected.
 - In case of Import under KPC a copy of endorsed Import KP Certificate is required to be submitted. If more than one KPCs are there a duly signed statement showing list of KP certificates with KPC no. carat and value can also be submitted.
 - In case a Local purchase invoice is submitted by the exporter with the application then it is verified whether the company / seller is a regular importer or a member of gjepc etc. If it is not a regular importer then one more additional invoice for proof of purchase by the seller from another company is collected. EG: ABC co is applicant for Export Certificate and has submitted local purchase invoice for XYZ co. If the XYZ Co is not a regular importer then the proof of purchase by XYZ co from another PQR Co is required.
6. After verifying the above details data is entered in the software package and Speaking order is prepared.
7. Kimberley Process Certificate is issued (1+3 copies). It has 3 different parts namely;
 - a. **K P Certificate** which includes Certificate No, Name & address of Exporter from India & Importer in country of Destination, HS Code No, Carat Weight, Value US\$, No of parcels, Country of Origin (Mining), Date of issue, Date of expiry etc.

- b. **Import Confirmation slip:** Detachable portion which includes KP Certificate No, Country of Destination, **Date of issue**, HS Codes, Carat Weight, Value US\$, Invoice No & Date **and Importers name**.
 - c. **Security Slip:** Detachable portion which includes KP Certificate No, No of parcels, Date of issue, Name of Exporter from India & Name of Importer in country of Destination.
8. The Authorised signatory signs the KP Certificate and Security Slip (a&c). One original, three photocopies are given to the exporter. One signed photocopy is kept with the KP Authority for record.
9. Rubber stamp is put on all the photocopies of the KP Certificate.
10. Embossed seal is affixed on the Original Certificate after the signature of the Authorised Signatory.
11. The filing of the export application is done as per KP Certificate numbers. The application is filed with one Xerox copy of the certificate.
12. E-mail consisting of details of KP Certificate (KP No, Carat, US\$ value, Name of the exporter, Name of the Importer etc) is sent to the concerned importing countries everyday in the evening.
13. For Belgium a txt file for advance notification is uploaded on their server.
14. After receiving the original confirmation slip (detachable portion on right hand side) from concerned importing country, necessary entry is made in the software package.
15. Under Technical Guideline 14, monthly report of confirmations not received for export is sent to the concerned countries. It is sent by 5th of every month for previous month or at the time of quarterly audit.

Import: On an average more than 23000 KP Certificates per year are received for endorsement for import of rough diamonds into India

1. Duly signed application form along with Xerox copy of the KP Certificate issued by concerned exporting country and copy of the invoice is received.
2. The copy of the certificate is then verified with the advance notifications received from the issuing authority of the concerned countries.
3. Verification checklist:
 - The import invoice submitted by the importer should contain Self-declaration as defined in KPCS (Recommendation 18 of Annex II).
 - Copy of Power of Attorney is collected in case the application is signed other than by Partner / Proprietor / Director.
 - In case of application from the Non-Member of GJEPC copy of the IE Code is called for.

5. After verifying the above details data is entered in the software package and Speaking order is prepared. Advance notification from the exporting country.
6. After verification, copy is endorsed by the Authorised Signatory as ** "Verified and Signed documents and the declaration in the invoice and KP certificate are found in order".
7. One Xerox copy of the signed certificate is kept by the KP authority for record.
8. At the end of every week the Original KP Certificates retrieved from the parcels cleared are collected by the KP Authority from the Customs Dept and are filed with the application forms.
9. Detachable portion of the right hand side of the KP Certificate is signed by the Authorised Signatory. These duly signed Original Confirmation Slips are sent back to the concerned countries on weekly / fortnightly basis along with covering letter.
10. The documents (application, invoice, copy of endorsed KPC, AWB, Receipt etc) and original KP certificates are filed together as per receipt numbers.
11. As per KP guidelines the proper record of Original KP Certificates is to be maintained for minimum 3 years.
12. Checking to be done for report from software package for import parcels not cleared in India or original kp certificate not received from customs on monthly basis for all the concerned countries.
13. Monthly report of IMPORT confirmation is sent to the countries where detachable Import confirmation part is not included in the KP Certificate. It is sent by 5th of every month for previous month.
