

# **Export Inspection Council**

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# e-Health Certification System

User Manual for Processing Establishment – Version 1.0

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#### 1. Introduction

Export Inspection Council of India offers a fast and efficient e-Health Certification service for their approved seafood processing establishments. At present this facility is available only for the European Union (EU) approved processing establishments for consignments of marine products meant for export to EU only.

To avail this facility the approved establishment (if desires to have the health certificate for fishery products requirements laid down in Article 12(1) and (2) of Regulation (EC) No 854/2004 and contained in Part I.11. of the model health certificate for imports of fishery products intended for human consumption established in Appendix IV to Annex VI to Regulation (EC) No 2074/2005.) has to register themselves. For export to EU, establishment shall fill up an application form online (by using their User Name and Password), and then approach the nearest office EIA, along with enclosures, for collecting the original health certificate.

EIA officials who are authorised by EIC shall login with their respective User Name and Password allotted to them to process the pending applications.

# 2. Steps to be followed to obtain Health Certificate

SL No.	Steps
1.	Send a written request on establishment's letter-head ( by post or e-mail )
	to the concerned EIA office for getting login details ( Username &
	Password)
2.	On receipt of the request, concerned EIA office will forward the login
	details (username & password) to the establishment on its registered
	E-mail ID or by post.
3.	E-health certification application can be accessed either through:
	EIC website www.eicindia.gov.in and click on the link "e- health
	certification"under the heading "Exporter Services"
	or
	e-health certification can be assessed directly through the site
	www.eiconline.in
4.	Click on "Apply for health certificate" menu and from the drop box select
	"Original Health Certificate".
5.	Fill up the application with all mandatory field and click on "Proceed"
	button. For details please refer the section 5, How to apply.
6.	a. After filling the complete form, a unique reference number will be
	generated by the system
	b. Take a print out of the submitted application form and submit the
	same to the concerned EIA office along with other necessary enclosures
	as per the Executive Instruction.
7.	Collect the original health certificate from the concerned EIA office.

#### 3. How to access the system

The system can be accessed by using the link <u>www.eiconline.in</u> using any standard web browser like Internet Explorer 7.0 & above, Firefox etc. The approved establishment shall obtain the username and password from their respective EIA offices.

Since it is a web enabled system, it can be used 24\*7 by all the stakeholders.

Kindly peruse the guidelines mentioned in the subsequent sections of this document to use the system without any interruption.

#### 4. How to Login

Enter the given user id and password in the respective fields for login. It will direct you to the Home page of the application.



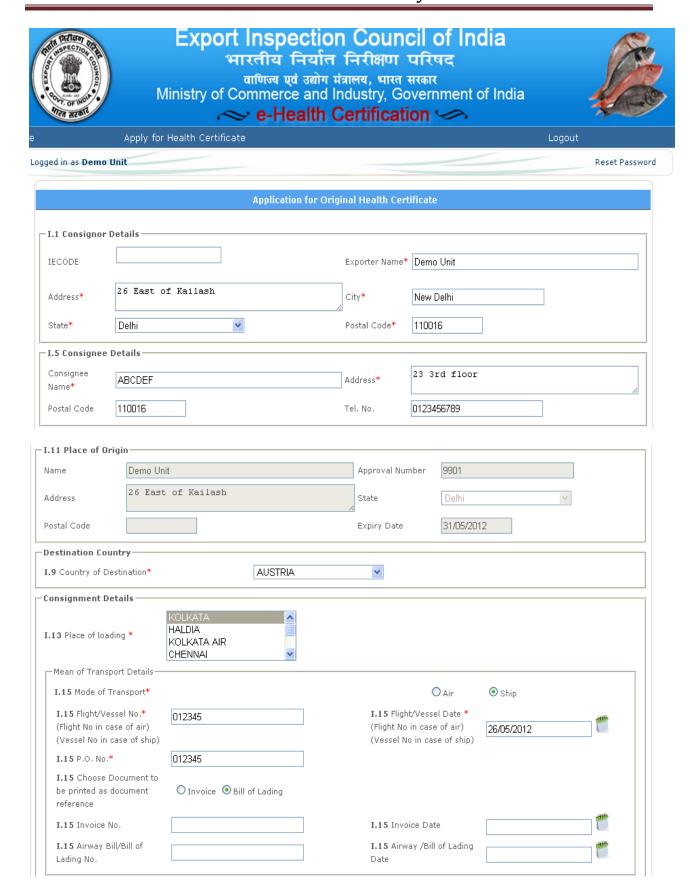
#### 5. How to apply for Original Health Certificate

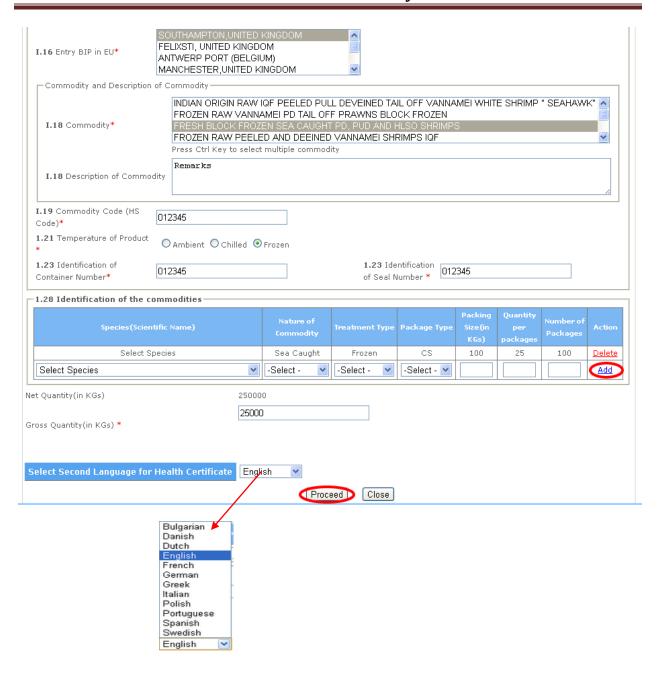
To apply for original health certificate click on **Original Health Certificate** link under the Menu **Apply for Health Certificate**.

On the home page of the application you can view the status of the applications already applied online. You can view the details of any particular application by clicking on the **View** button given infront of each application.



Click on the **Original Health Certificate icon** you will get the page of "Application for original health certificate".





**Note**: All the fields marked with \* are mandatory.

#### **Details of the Application Form**

- **I.1**. **Consignor Details**: Enter IE CODE of the Exporter, Exporter Name (By default Establishment Name will come), Address, City, State and Pin code.
- **I.5.** Consignee Details: Enter Consignee Name, Address, Postal Code and Telephone Number.
- **I.11. Place of Origin:** Place of origin details will be automatically displayed.
- **I.9. Designation Country:** Click on the box you will get a list of countries as drop down. Select the designation country from the list.

#### Consignment Details

**I.13**. Select the place of loading from the box.

#### Mode of Transport Details

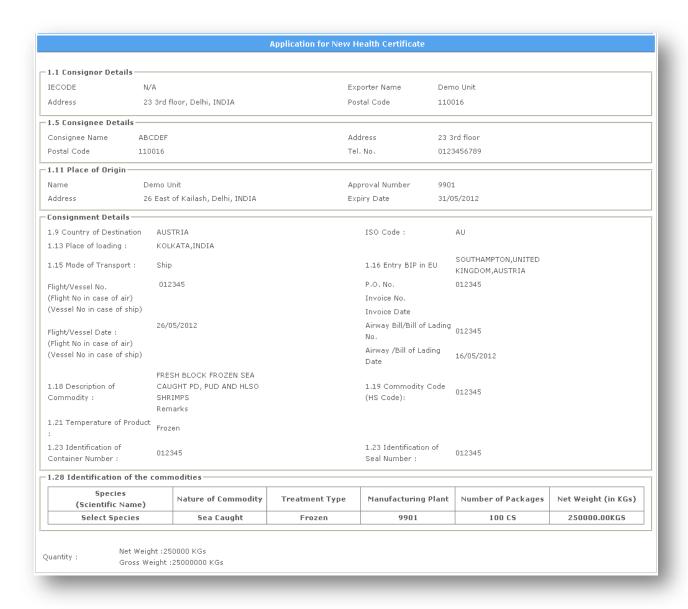
- **I.15.** Select whether the mode of operation is **Air** or **Ship** using option button and fill the details accordingly. Use **Calendar** button to pick the date.
- **I.15.** Choose Document to be printed as Document reference number: Select invoice or Bill Lading using option button and enter the details accordingly. Use **Calendar** button to pick the date.
- **I.16**. Select the **Entry BIP in EU** from the box.
- **I.18.** Select the commodity type from the box and enter the description in the "Description of Commodity" box.
- **I.19.** Enter the commodity code in the respective box.
- **I.21**. Select the temperature of the product using option button and fill the details accordingly.
- **1.23.** Enter the identification of container number and seal number.
- **I.28. Identification of the commodities:** You can select the Species, Nature of commodity, Treatment type and Package type by clicking on the respective box and from the drop down list. Enter the Packaging size, Quantity per packages and Number of Packages from the drop down list. After filling up all the details click on the **Add** button to update. You can also add more than one species.
  - Once you enter the Species details "Net Quantity" will be automatically displayed. Enter the "Gross quantity" and proceed to next step.

- In case bilingual certificate is required, select Language for Health Certificate: Click on the box, you will get list of languages as drop down. Select the required one from the list.
- Foreign Language Selected at the time Submission: By default English language will be selected, in case you want to change the certificate in one additional language, click on the drop down and select the language from the list of given languages. The certificate will be printed in both English as well the chosen language.
- After filling up all the details click on the **Proceed** button. Application for health certificate will be submitted and below confirmation message shall be displayed with an Application reference number.



• An application reference number is generated by the system. The submitted application shall be displayed on the home page of the respective EIA office Authorized officer login.

 To print the submitted application details, click on the View/print Application button you will get the below page.



• Submit the printed application form along with enclosures to your concerned EIA office.