# Instructions for use

# of the public services website

# of the Unified Trade Register of BCCI

Since the beginning of 2017, the technologically updated information system of the Unified Trade Register of BCCI was launched in real mode, through which customers of the Chamber have been given new possibilities for using the services of the register. Through its improved public part they can easily generate reports on the registered companies, associations, representative offices of foreign entities, etc., according to fixed criteria or combination of criteria. The new services which are provided include: the opportunity for filling-in and submitting online application forms for issuance of Certificates of Origin and ATA Carnets.

How to use the services from the Chamber’s public website:

# REPORTS

The use of REPORT services about the registered companies, associations, representative offices of foreign entities, etc. according to fixed criteria or combination of criteria does not require registration and sign in with e-mail and password.

# “Report Companies” page

Fill in search criteria and click the “Search” button.

A table with the records which meet the specified search criteria will appear.

If there are more than 10 records, use the arrow buttons above the right corner of the table to navigate between pages.

Check the records you would like to be included in the report.

Under the table a “Generate” button will appear – click it and wait for the report to be generated.

# “Report Representatives” page

Fill in search criteria and click the “Search” button.

A table with the records which meet the specified search criteria will appear.

If there are more than 10 records, use the arrow buttons above the right corner of the table to navigate between pages.

Check the records you would like to be included in the report.

Under the table a “Generate” button will appear – click it and wait for the report to be generated.

# “Combined Report” page

Fill in search criteria and click the “Search” button.

A table with the records which meet the specified search criteria will appear.

If there are more than 10 records, use the arrow buttons above the right corner of the table to navigate between pages.

Check the records you would like to be included in the report.

Under the table a “Generate” button will appear – click it and wait for the report to be generated.

# CERTIFICATES OF ORIGIN AND ATA CARNETS

The use of the services for filling-in and submitting of Certificates of Origin and ATA Carnet forms electronically through the public website is available after initial registration and sign in by imputing the e-mail and password with which you registered.

# “Registration” page

You are required to fill in the following fields:

* First name
* Family name
* E-mail
* Password
* Password again

Please, read carefully BCCI’s Terms and conditions for the service. If you agree with the terms and conditions check the box in front.

Fill in the field at the bottom of the page with the text from the picture. Use the blue buttons on the right to:

* generate a new text;
* generate audio;
* get help for filling in the field.

Finally click the “Registration” button.

# "Sign in" page

If you are a registered user and have confirmed your registration by e-mail, you can click the “Sign in” button to receive access to the menus for submitting applications for issuance of Certificates of Origin and ATA Carnets.

Please, fill in the e-mail and password with which you registered in the system and click the “Sign in” button.

# “Certificates of Origin” page

If you would like to create a new Certificate of Origin and to send a request for approval, click the “New” button.

If you would like to check the status or to edit the data of a Certificate you have already created, click the “Archive” button.

# “New Certificate” page

To create a new Certificate of Origin you must fill in at least the required fields in the three pages “Certificate”, “Goods” and “Declaration”.

You can move across the pages by clicking their name or by using the “Back” and “Next” buttons in the bottom right corner of the page.

In the “Goods” page you can add goods by filling in the required fields and clicking the “Add good” button. The added goods will appear one after the other in the table below the button.

Each of the three pages has a “Save” button which will help you save the entered data, but only after you have filled in all required fields in any of the three pages “Certificate”, “Goods” and “Declaration”.

# “Archive of requests for Certificates” page

Fill in the search criteria and click the “Search” button.

As a result of the search a table will appear with all the requests for Certificates you have entered.

In the “Approval” column you can see the status of each request.

With the help of the blue button in the last column of the table you can create a new request for certificate. It will be an exact copy of the old request.

Click on a record from the table to open it for preview.

If the status of the record is “The request has been approved by BCCI” its data cannot be changed.

If the status of the record is “The request is awaiting approval by BCCI” you can:

* enter new or edit the existing data;
* attach documents (from the “Documents” page);
* download and sign the application and upload the signed application (“Signature” page).

Finally, you must save the changes you made by clicking the “Save” button.

# “ATA Carnets” page

If you would like to create a new ATA Carnet, click the “New” button.

If you would like to check the status or to edit the data of an ATA Carnet you have already created, click the “Archive” button.

# “New ATA Carnet” page

To create a new ATA Carnet you must fill in at least the required fields in the three pages “Carnet”, “Goods” and “Contract”.

You can move across the pages by clicking their name or by using the “Back” and “Next” buttons in the bottom right corner of the page.

In the “Goods” page you can add goods by filling in the required fields and clicking the “Add” button. The added goods will appear one after the other in the table below the button.

Each of the three pages has a “Save” button which will help you save the entered data, but only after you have filled in all required fields in any of the three pages “Carnet”, “Goods” and “Contract”.

# “Archive of applications for ATA Carnets” page

Fill in the search criteria and click the “Search” button.

As a result of the search a table will appear with all the applications for ATA Carnets you have entered.

In the “Approved” column you can see the status of each request.

With the help of the blue button in the last column of the table you can create a new request for ATA Carnet. It will be an exact copy of the old request.

Click on a record from the table to open it for preview.

If the status of the record is “The ATA Carnet request has been approved by BCCI” its data cannot be changed. You can only download and sign the ATA Carnet and upload an electronically signed Carnet (“Signing” page).

If the status of the record is “The application for Carnet is awaiting approval by BCCI” you can:

* enter new or edit the existing data;
* attach documents (from the “Documents” page);
* download and sign the ATA Carnet and upload an electronically signed Carnet (“Signing” page).

Finally, you must save the changes you made by clicking the “Save” button.