

Online Kimberley Process Help Manual

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- **KIMBERLEY PROCESS**

From ancient time, the diamond trade has been an important means of economic exchange between the countries. When diamonds are obtained from mines, they are called rough diamonds. These rough diamonds are exported and imported between the countries for trade and manufacturing.

The Kimberley Process is a joint Government, international diamond industry and civil society initiative to stem the flow of conflict diamonds-rough diamonds that are used by rebel movements to finance wars against legitimate governments. The Kimberley Process Certification Scheme is an innovative, voluntary system that imposes extensive requirements on Participants to certify that shipments of rough diamonds are free from conflict diamonds. In this process each rough diamond shipment is accompanied by a Kimberley certificate which states the authenticity of that diamond. The importing country will always check for the Kimberley Certificate of that diamond shipment before releasing it.

In India, one of the authorizing bodies of the Kimberley Process is GJEPC. The applicant of Kimberley Process Certificate may be a member of the council or a non-member. Agents can also apply on behalf of the members or non-members. GJEPC has developed an Online Kimberley Process module to assist GJEPC Members, Non-Members, and Agents. All Kimberley Process applications can be filled online including the upload of accompanying documents and the payment (via credit card or cheque or demand draft) of the application fees.

This document is a Help Manual which will help GJEPC Members, Non-Members, and Agents on how to use the Online Kimberley Process Facility.

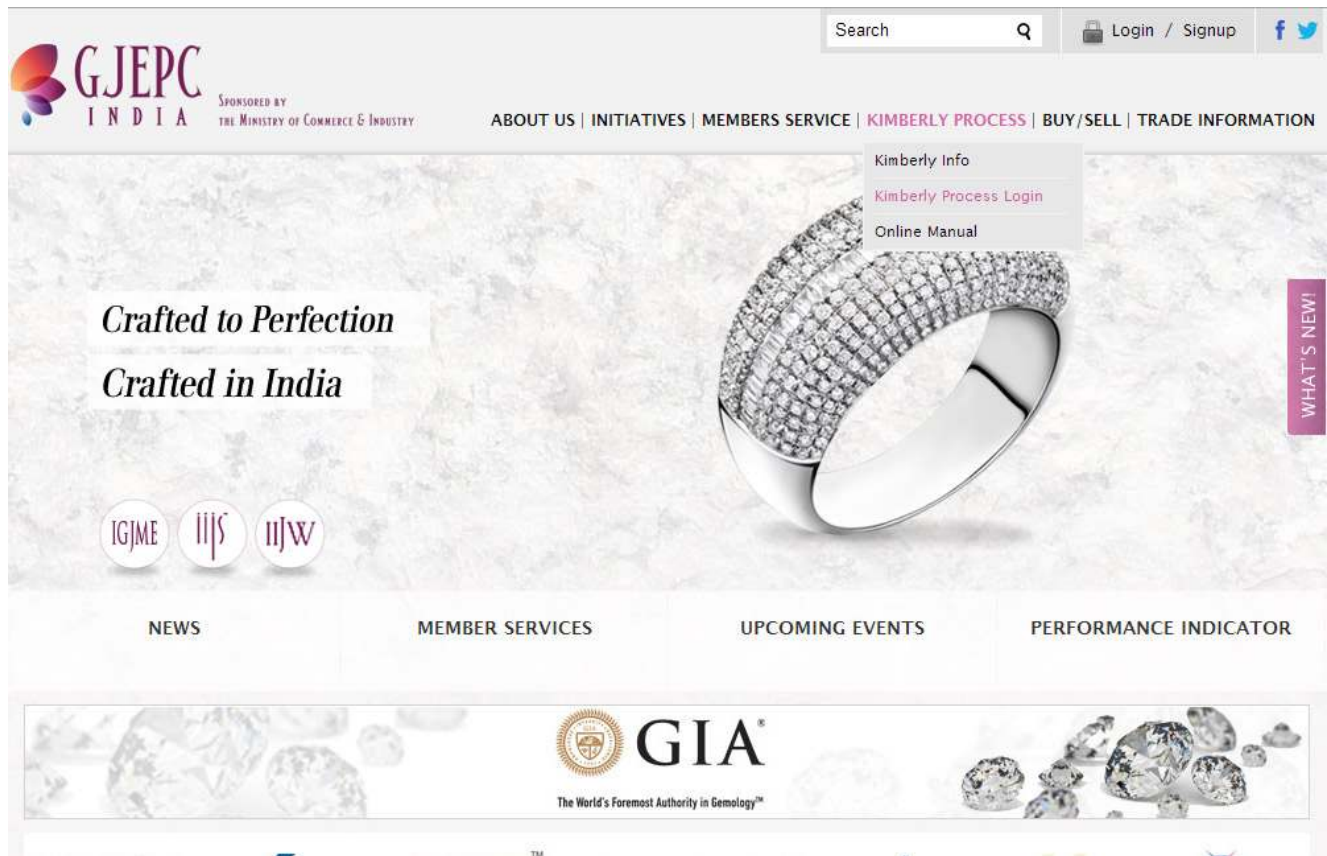
- **LOGIN**

The following types of applicants will be able to use the Online Kimberley Process.

GJEPC Member: GJEPC Members can use their existing username and password to login. Please email at info@gjepc.org for your username and password. Please mention your company name and membership number.

Non-Member: Non-Members can fill the Non-Member Application to get a username and password.

Agent: Agents can apply on behalf of GJEPC Members and Non-Members. Agent username and password will be given by the council.



- **NON-MEMBERS**

Non-Members can apply for a username-password to use the Online Kimberley Process. The members fill in his company details as well as the location from where he will be picking up the Kimberley Certificates.

All Non-Members applications need to be verified by the Council. The Username-Password will be emailed to the applicants after verification by the Council within 24 working hours

The screenshot shows the 'SEARCH APPLICATIONS' page of the GJEPC India website. The header includes the GJEPC India logo, a navigation menu with links like 'ONLINE MANUAL', 'KIMBERLEY LOGIN / SIGNUP', 'IMPORT APPLICATION', 'EXPORT APPLICATION', 'APPLICATION HISTORY', and 'KIMBERLEY INFO', and a user greeting 'Welcome KP NonMember' with 'Logout' and social media icons. The main content area features a search form with the following fields: 'Type' (dropdown menu), 'App Type' (dropdown menu), 'From Date' (two input fields for 'Form' and 'To'), and 'Delivery Status' (dropdown menu). Below the form are three buttons: 'Submit', 'Reset', and 'Change Password'. A summary section below the form states: 'You have 1 Import Application Pending Payment Click Here' and 'You have 1 Export Application Pending Payment Click Here'. To the right of the form is a large grey box with the text 'Advertise Here'. The footer contains the GIA logo and the text 'GIA'.

- **AGENTS**

Agents can submit Import and Export Applications on behalf of GJEPC Members and Non-Members. Agent username and password will be given to the agents by the council. Each agent will be authorized to apply for a set of approved GJEPC Members and Non-Members only.

Agents can add additional GJEPC Members and Non-Members to their list by submitting an online application to the Council. The Agent searches through the available list of members and non-members and adds the desired companies into the application list. He submits the application list to the Council.

The screenshot displays the 'SEARCH APPLICATIONS' interface on the GJEPC India website. At the top left is the GJEPC India logo, and at the top right is a user greeting 'Welcome GJEPC' with a 'Logout' button and social media icons. A navigation bar contains links for 'ONLINE MANUAL', 'KIMBERLEY LOGIN / SIGNUP', 'IMPORT APPLICATION', 'EXPORT APPLICATION', 'APPLICATION HISTORY', and 'KIMBERLEY INFO'. The main content area is titled 'SEARCH APPLICATIONS' and includes a breadcrumb trail 'Home > Kimberley Process > Search Applications'. The search form contains the following fields and buttons:

- Type: --Select-- (Member / Non-Member)
- App Type: --Select-- (Importer / Exporter)
- From Date: Form To
- Delivery Status: --Select--
- Buttons: Submit, Reset, Change Password

Below the form, a notification area states: 'You have 5 Import Application Pending Payment Click Here' and 'You have 14 Export Application Pending Payment Click Here'. To the right of the search form is a large grey rectangular area with the text 'Advertise Here'. The footer of the page features the GIA logo and the text 'GIA'.

● **IMPORT APPLICATION**

Import Application allows the GJEPC Members, Non-Members and Agents to submit Import Applications. The application form requires the following information Exporter Details: The Exporter Details will be selected from the list of existing Exporters available with the Council. In case the applicant does not find his Exporter in the list he can create a new Exporter profile.

Invoice Details: The Invoice Details detailing the Invoice Number, Invoice Date, Number of Parcels, and KP Certificate Number along with the relevant HS Codes with their respective carats and value (in US\$) are also required.

Supporting Documents: Supporting Documents for Import Applications are the KP Certificate, Airway Bill, and Invoice. Physical copies of these documents along with the application confirmation number on the company's letterhead should be submitted to the processing location.

Processing Location: This is very Important. This denotes the Location where the Import Application is to be processed.

Pickup Details: The Pickup Options available are Self Pick-up at the Processing Location or delivery by Courier. GJEPC Members, Non-Members and Agents should submit all their Import and/or Export Applications and then move to the Payment Cart for a single-window payment.

Welcome GJEPC Logout

ONLINE MANUAL | KIMBERLEY LOGIN / SIGNUP | **IMPORT APPLICATION** | EXPORT APPLICATION | APPLICATION HISTORY | KIMBERLEY INFO

Home > Kimberley Process > Import Application

IMPORT APPLICATION

Application for endorsement of Kimberley process certificate for **IMPORT** of rough diamonds into India

Member: --Select--

Please fill up the Import Application Form below and submit it after attaching the requirement attachments.

Address: --select--

Date: 2013-10-29

Company:

Address:

City: --Select--

State: --Select--

Pincode:

Country: --Select--

We are enclosing herewith application for endorsement of Kimberley process certificate for **Import** of rough diamonds into India as per details given below.

Country Of Provanance: --Select--

Exporter Name (First 3 Letters):

Create New:

Importers Name*:

Address1*: Telephone No.*:

Address2: Telephone 2:

Address3: Fax:

City*: Pincode:

Country: --Select--

Advertise Here

Number Of Parcels*: KP Certificate No*:

Invoice No*:

Invoice Date*:

H S Code No*: Carat Weight / Mass*:

Country of Origin*:

Value in USD*:

Add

Select	H S Code Number	Card Weight / Mass	Country of Origin	Values In USD
<input type="checkbox"/>	7102.10	1233313.33	HONGKONG	654613131.50
<input type="checkbox"/>	7102.10	1233313.33	HONGKONG	654613131.50
<input type="checkbox"/>	7102.10	1233313.33	HONGKONG	654613131.50
<input type="checkbox"/>	7102.31	5000.00	RUSSIAN FEDERATION	100000.00
<input type="checkbox"/>	7102.21	86446.00	AUSTRALIA	64645661.31
<input type="checkbox"/>	7102.21	56145131.00	BELARUS	8645614.00
<input type="button" value="Delete"/>				

Declaration*: The diamonds herein invoiced have been purchased from legitimate sources not involved in funding conflict and in compliance with United Nations resolutions. The seller hereby guarantees that these diamonds are conflict free, based on personal knowledge and / or written guarantees provided by the supplier of these diamonds.

Please Submit physical copies of the following documents along with the application confirmation to the processing location

1. Copy of KP Certificate
2. Copy of Airway Bill
3. Copy of Duly Signed Invoice of Import under kp

Processing Location*:

Create New Self Courier Same as Above

Company Name*:

Address1*:

Telephone No.*:

Address2:

Telephone 2:

Address3:

Fax:

City*:

Pincode:

Country:

App Fees:

Courier Charges

Total Amount:

Submit **Close**




● **EXPORT APPLICATION**

Export Application allows the GJEPC Members, Non-Members and Agents to submit Export Applications. The application form requires the following information Importer Details: The Importer Details will be selected from the list of existing Importers available with the Council. In case the applicant does not find his Importer in the list he can create a new Importer profile.

Invoice Details: The Invoice Details detailing the Invoice Number, Invoice Date, and Number of Parcels along with the relevant HS Codes with their respective carats and value (in US\$) are also required.

Supporting Documents: Supporting Documents for Export Applications are Export Invoice, Import Invoice (or List of Import Invoices as per format on the letter head), and/or Local Purchase Invoices. Scanned copies of these documents should be uploaded on the website along with the application. The size of each scanned copy should be less than 300 Kb.

Processing Location: This is very Important. This denotes the Location where the Export Application is to be processed. Pickup Details: The Pickup Options available are Self Pick-up at the Processing Location or delivery by Courier. GJEPC Members, Non-Members and Agents should submit all their Import and/or Export Applications and then move to the Payment Cart for a single-window payment.



Welcome GJEPC | Logout | f | t

[ONLINE MANUAL](#) | [KIMBERLEY LOGIN / SIGNUP](#) | [IMPORT APPLICATION](#) | [EXPORT APPLICATION](#) | [APPLICATION HISTORY](#) | [KIMBERLEY INFO](#)

EXPORT APPLICATION

Home > Kimberley Process > Export Application

Application for endorsement of Kimberley process certificate for Export of rough diamonds into India.

Member:

Please fill up the Export Application Form below and submit it after attaching the requirement attachments.

Address:

Date:

Company:

Address:

City:

State:

Pincode:

Country:

We are enclosing herewith application for endorsement of Kimberley process certificate for Export of rough diamonds into India as per details given below.

Country Of Provinciance:

Importer Name (First 3 Letters):

Create New:

Importers Name*:

Address1*: Telephone No.*:

Address2: Telephone 2:

Address3: Fax:

City*: Pincode:

Country:

Number Of Parcels*: KP Certificate No*:

Invoice No*:

Advertise Here

Invoice Date*:

H S Code No*: Carat Weight / Mass*:

Country of Origin*:

Value in USD*:

Add

Select	H S Code Number	Card Weight / Mass	Country of Origin	Values In USD
<input type="checkbox"/>	7102.10	1233313.33	HONGKONG	654613131.50
<input type="checkbox"/>	7102.10	1233313.33	HONGKONG	654613131.50
<input type="checkbox"/>	7102.10	1233313.33	HONGKONG	654613131.50
<input type="checkbox"/>	7102.31	5000.00	RUSSIAN FEDERATION	100000.00
<input type="checkbox"/>	7102.21	86446.00	AUSTRALIA	64645661.31
<input type="checkbox"/>	7102.21	56145131.00	BELARUS	8645614.00

Delete

Declaration*: The diamonds herein invoiced have been purchased from legitimate sources not involved in funding conflict and in compliance with United Nations resolutions. The seller hereby guarantees that these diamond are conflict free, based on personal knowledge and / or written guarantees provided by the supplier of these diamonds.

Attach (Please Upload File with proper format (JPEG/GIF/TIFF/PNG). The size of attachment should not exceed than 300 kb).

1. Copy of Export Invoice*: No file selected.
Carat*:

2. Copy of Duly Signed Import Invoice with Delcaratio*: No file selected.
Carat*:

If you wish to attach more than 1 KP Import invoices, then please attach copy of a letter on your company letter head containing list of Invoices. Example.

3. Copy of Local Purchase Invoice*: No file selected.
Carat*:

Processing Location*:

Create New Self Courier Same as Above

Company Name*:

Address1*: Telephone No.*:

Address2: Telephone 2:

Address3: Fax:

City*: Pincode:

Country:

App Fees: Courier Charges

Total Amount:

Submit **Close**

Format for submitting details of import under KP at the time of Export Applications

FORMAT ON THE LETTERHEAD DETAILS OF IMPORT UNDER KIMBERLEY PROCESS			
DATE OF IMPORT	KP CERTIFICATE NO.	CARAT/WEIGHT	VALUE IN US \$
SIGNATURE & STAMP			

- **PAYMENT CART**

Payment Cart allows for a single window payment of Import and Export Applications. This facility is available to GJEPC Members, Non-Members and Agents. Multiple applications are chosen at one time and payment can be done online by Credit Card using the Council's Payment Gateway Account or offline by either Cheque or Demand Draft. Payment Gateway

- **PAYMENT GATEWAY**

Payment Gateway is the Council's Payment Gateway Account with Payseal, ICICI Bank's Secure Payment Gateway. Credit Card can be paid by either Mastercard or Visa. The Payment Gateway is a Verisign Secure Site.

- **APPLICATION CONFIRMATION**

Application Confirmation is displayed after successful payment. A copy of the same is also emailed to the GJEPC Members, Non-Members or Agents.

- **APPLICATION SEARCH**

Application Search allows GJEPC Members, Non-Members and Agents to search their previous Import and Export Applications. Applications can be searched according to Member/Non-Member, Application Type, Application Date Range, and Delivery Status

- **APPLICATION SEARCH RESULT**

Application Search Result displays the searched Import and Export Applications details and the current status of the same