

 <p>सत्यमेव जयते</p>	<p>भारत सरकार / GOVERNMENT OF INDIA विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294703 ई-मेल / E-mail : jdcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in</p>	 <p>75 अजादी का अमृत महोत्सव</p>
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F.No. SEEPZ-SEZ/EPCES/2011-12/Vol-XI /04538 दिनांक: 31.03.2023

परिपत्र सं. 09 /2023

विषय: वाणिज्य और उद्योग मंत्रालय के दिनांक 05.08.2016 के अधिसूचना जीएसआर संख्या 771 (ई) (GSR No. 771 (E)) के अनुसार ईपीसीईएस आरसीएमसी (EPCES RCMC) आवश्यक है।

कृपया वाणिज्य और उद्योग मंत्रालय की दिनांक 05.08.2016 की अधिसूचना जीएसआर संख्या 771 (ई) में ईपीसीईएस द्वारा जारी वैध आरसीएमसी की ओर ध्यान आकर्षित किया जाता है, जिसमें सेज़ इकाइयों के लिए सेज़ अधिनियम 2005 के तहत सेज़ योजना का लाभ उठाना बाध्यकारी/अनिवार्य है।

आरसीएमसी के नवीनीकरण/प्राप्त करने की प्रक्रिया इस प्रकार है:

(ए) सदस्यों को डीजीएफटी (DGFT) पोर्टल <https://www.dgft.gov.in> पर लॉगिन बटन पर क्लिक करके अपने आईईसी क्रेडेंशियल्स के साथ लॉग इन करना होगा।

(बी) लॉग इन करने के बाद Service>e-RCMC>Apply for RCMC/Renewal of RCMC> पर नेविगेट करें और 'Start fresh application' पर क्लिक करें।

(सी) RCMC Details पेज पर drop-down menu से Export Promotion Council for EOUs & SEZ को Select करें और एप्लीकेशन फॉर्म को भरें।

यह अनुरोध किया जाता है कि भुगतान करने के तुरंत बाद sezregistration@epces.in और accounts@epces.in पर ईमेल भेज दें ताकि भुगतानों का मिलान करके और उनकी पावती दी जा सके।

किसी भी अन्य सहायता के लिए आप श्री विक्रम शर्मा को 8010781257 नंबर पर और श्री चंदन सिंह को 9582925179 नंबर पर संपर्क कर सकते हैं।

दिनांक 05.08.2016 की अधिसूचना की ई-आरसीएमसी उपयोगकर्ता दिशानिर्देशों और सार्वजनिक सूचना संख्या 45/2015-2020 की एक प्रति संदर्भ के लिए संलग्न है।

इसे सक्षम प्राधिकारी, सीपज़-सेज़ के अनुमोदन से जारी किया जाता है।



(सी पी एस चौहान)
संयुक्त विकास आयुक्त
सीपज़-सेज़

संलग्नक: यथोपरि

प्रति:

1. सभी विनिर्दिष्ट अधिकारी
2. क्षेत्रीय विकास आयुक्त, सीपज़-सेज़ के अधिकार क्षेत्र के तहत ईओयू, सेज़ यूनिट, सेज़ डेवलपर्स और सह-डेवलपर्स
3. आईटी अनुभाग- सीपज़-सेज़ वेबसाइट पर अपलोड करने के लिए
4. सूचना पट्ट

 सत्यमेव जयते	भारत सरकार / GOVERNMENT OF INDIA विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294703 ई-मेल /E-mail : jdcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in	 75 अज्ञेयता अमृत महोत्सव
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F.No. SEEPZ-SEZ/EPCEs/2011-12/Vol-XI/04538 Date: 31.03.2023

CIRCULAR No. 09/2023

Sub: EPCEs RCMC required as per Notification GSR No. 771 (E) dated 05.08.2016, Ministry of Commerce & Industry.

Kindly attention is drawn to Notification GSR No. 771 (E) dated 05.08.2016, Ministry of Commerce & Industry wherein a valid RCMC issued by EPCEs for SEZ units is mandatory / compulsory to avail the benefits of the SEZ Scheme under the SEZ Act 2005.

The procedure to obtain/renew RCMC is as follows:

(a) Members will have to login on the DGFT portal <https://www.dgft.gov.in> by clicking on the Login button with their IEC credentials.

(b) After logging in navigate to Service>e-RCMC>Apply for RCMC/Renewal of RCMC> click on 'Start fresh application'.

(c) Select the Export Promotion Council for EOUs & SEZ from the drop-down menu on RCMC Details page and complete the application form.

After making payment it is requested to send an email to sezregistration@epces.in & accounts@epces.in immediately so that the payments are reconciled and acknowledged.

For any further support you may please contact Mr. Vikram Sharma – 8010781257 and Mr. Chandan Singh – 9582925179.

A copy of the e-RCMC user guideline, Notification dated 05.08.2016 and Public Notice No. 45/2015-2020 are enclosed for ready reference.

This issues with the approval of the Competent Authority, SEEPZ-SEZ.


31.03.23

(C P S Chauhan)

Jt. Development Commissioner
SEEPZ-SEZ

Encl: As above

To:

1. All Specified Officers
2. EOUs, SEZ Units, SEZ Developers and Co-Developers under the Jurisdiction of Zonal Development Commissioner, SEEPZ-SEZ
3. IT Section for uploading on SEEPZ-SEZ website
4. Notice Board

EXPORT PROMOTION COUNCIL FOR EOUs AND SEZs

(Setup by Ministry of Commerce, Government of India)

A-101, 10th floor, Himalaya House, 23, Kasturba Gandhi Marg, New Delhi-110001

Tel: 23329766-69 E-mail: epces@epces.in Web: www.epces.in

20th March, 2023

Subject: EPCES RCMC required as per Notification GSR No. 771 (E) dated 05.08.2016, Ministry of Commerce & Industry

Dear Exporter,

This refers to the enclosed vide **Notification GSR No. 771 (E) dated 05.08.2016, Ministry of Commerce & Industry** which states that a valid RCMC issued by EPCES for SEZ units is mandatory/compulsory to avail the benefits of the SEZ Scheme under the SEZ Act 2005.

2. In view of the above, **M/s SEEPZ SEZ** has been marked for Non-Compliance of the Government requirement and policy condition of having a valid RCMC issued by EPCES. It is expected that the same will be done soon.

3. The procedure to obtain/renew RCMC is as follows:

(a) Members will have to login on the DGFT portal <https://www.dgft.gov.in> by clicking on the Login button with their IEC credentials.

(b) After logging in navigate to Service>e-RCMC>Apply for RCMC/Renewal of RCMC> click on 'Start fresh application'.

(c) Select the Export Promotion Council for EOUs & SEZ from the drop-down menu on RCMC Details page and complete the application form.

Document required while applying/Renewal of RCMC

- APR or Self certified letter for proof of export turnover,
- Valid LOA/LOP

The DGFT user guide for the same is also enclosed.

4. RCMC Fee structure for the year 2023-24 is as under:

Membership Subscription details for SEZ Units	Subscription	Total Payable
Export turnover upto Rs. 5 Crore	Rs. 5,000/-	Rs. 5,000/-
Export turnover above Rs.5 Crore to Rs 25 Crore	Rs. 10,000/-	Rs. 10,000/-
Export turnover Rs.25 Crore and above	Rs. 15,000/-	Rs. 15,000/-

- Payment mode
 - Online Mode:** fees can be paid online through the payment gateway provided in the portal.
 - Offline Mode:** facility for entering details of payment made in advance (such as through NEFT/RTGS, etc.) and then they can apply for RCMC and give payment details while submitting the application.

- Please find below the details of EPCES ICICI Bank account for making payment through NEFT/RTGS/IMPS route:

Name of the Beneficiary	Export Promotion Council for EOUs & SEZs
Name of Bank	ICICI Bank
Bank Branch/Address	Karol Bagh Branch, 2692, Desh Bandhu Gupta Road, Karol Bagh, New Delhi-110005
Code No.	6291
Saving Account No.	629101102838
RTGS/NEFT IFSC Code	ICIC0006291
PAN No.	AAATE1565C
GST No.	07AAATE1565C1Z5

- Please send an email to sezregistration@epces.in & accounts@epces.in immediately after making payment so that the payments are reconciled and acknowledged.

For further support please contact Mr. Vikrant Sharma - [8010781257](tel:8010781257) / Mr. Chandan Singh - [9582925179](tel:9582925179).

Kindly treat it as most urgent.

NOTE: KINDLY IGNORE IF ALREADY DONE

Regards,

--

Tanu Aggarwal
Deputy Director General,
Export Promotion Council for EOUs and SEZs,
(setup by Ministry of Commerce & Industry, Government of India)
Himalaya House, A 101, 10th Floor, 23, K G Marg, Delhi 110001
Mobile +91 9899104099 | Tel: +91 11 23329766
email : ddg@epces.in
website : <https://www.epces.in/>
twitter : [@dgepces](https://twitter.com/dgepces) (<https://twitter.com/dgepces>)
facebook : [@dgepces](https://www.facebook.com/dg.epces) (<https://www.facebook.com/dg.epces>)


सत्यमेव जयते

भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 547]

नई दिल्ली, सोमवार, अगस्त 8, 2016/श्रावण 17, 1938

No. 547]

NEW DELHI, MONDAY, AUGUST 8, 2016/SRAVANA 17, 1938

वाणिज्य और उद्योग मंत्रालय

(वाणिज्य विभाग)

अधिसूचना

नई दिल्ली, 5 अगस्त, 2016

सां. का. नि. 771(अ).—केंद्रीय सरकार, विशेष आर्थिक जोन अधिनियम, 2005 (2005 का 28) की धारा 55 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए विशेष आर्थिक जोन नियम, 2006 का और संशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :

1. संक्षिप्त नाम और प्रारम्भ

(1) इन नियमों का संक्षिप्त नाम विशेष आर्थिक जोन (संशोधन) नियम, 2016 है।

(2) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।

2. विशेष आर्थिक जोन नियम, 2006 में (जिसे इसमें इसके पश्चात मूल नियम कहा गया है) नियम 2 के, उप नियम (1) में खण्ड (य च) के पश्चात् निम्नलिखित खण्ड अन्तःस्थापित किया जाएगा, अर्थात्:

“(य छ) “रजिस्ट्री – सह – सदस्यता प्रमाणपत्र” से निर्यातोन्मुख यूनिटों और विशेष आर्थिक जोन को निर्यात संवर्धन परिषद द्वारा जारी किया गया सदस्यता प्रमाण पत्र अभिप्रेत है।”।

3. मूल नियम में, नियम 22 के, उप-नियम (1) में खण्ड (iv) के पश्चात निम्नलिखित खण्ड अन्तःस्थापित किया जाएगा, अर्थात् :-

(v) “यूनिट या विकासकर्ता जिसके अंतर्गत सह - विकासकर्ता भी है छूट, वापसी और रियायतें प्राप्त करने के लिए रजिस्ट्रीकरण – सह – सदस्यता प्रमाणपत्र प्राप्त करेंगे।”।

[फा. सं. सी-2/2/2016- एसईजेड]

आलोक वर्धन चतुर्वेदी, अपर सचिव

टिप्पण: मूल नियम भारत के राजपत्र में सा.का.नि. संख्या 54(अ), तारीख 10 फरवरी, 2006 द्वारा प्रकाशित किए गए थे और सा.का.नि. 627(अ), तारीख 6 अगस्त, 2015 द्वारा अंतिम संशोधन किया गया।

MINISTRY OF COMMERCE AND INDUSTRY

(Department of Commerce)

NOTIFICATION

New Delhi, the 5th August, 2016

G.S.R. 771(E).—In exercise of the powers conferred by section 55 of the Special Economic Zones Act, 2005 (28 of 2005), the Central Government hereby makes the following rules further to amend the Special Economic Zones Rules, 2006, namely: -

1. Short title and commencement. -

(1) These rules may be called the Special Economic Zones (Amendment) Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Special Economic Zones Rules, 2006 (herein after referred to as the principal rules), in rule 2, in sub rule (1) after clause (zf), the following clause shall be inserted, namely: -

“(zg) “Registration-cum-Membership Certificate” means the membership certificate issued by Export Promotion Council for Export Oriented Units and Special Economic Zones.”.

3. In the principal rules, in rule 22, in sub-rule (1), after clause (iv), the following clause shall be inserted, namely: -

“(v) The Unit or the developer including co-developer shall obtain a Registration-cum-Membership Certificate for availing exemptions, drawbacks and concessions.”.

[F. No. C-2/2/2016-SEZ]

ALOK VARDHAN CHATURVEDI, Addl. Secy.

Note: The principal rules were published in the Gazette of India, Extraordinary vide number G.S.R 54(E), dated the 10th February, 2006 and last amended vide G.S.R 627(E), dated the 6th August, 2015.

[To be published in the Gazette of India Extraordinary (Part-I, Section-I)]

Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Vanijya Bhawan

Public Notice No. 45 /2015-2020
New Delhi, Dated: 27th of December, 2022

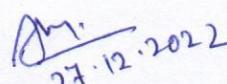
Subject: Amendment in Appendix 2T (List of Export Promotion Councils/Commodity Boards/Export Development Authorities) of Foreign Trade Policy 2015-2020.

In exercise of powers conferred under paragraph 2.04 of the Foreign Trade Policy(FTP) 2015-2020, the Director General of Foreign Trade hereby makes the following amendments at Sl. No. 10 in Appendix 2T (List of Export Promotion Councils/Commodity Boards/Export Development Authorities) of the FTP 2015-2020:

S. No. in Appendix 2T	Name of Export Promotion Councils/ Commodity Boards	Existing Details of products falling with their jurisdiction	Revised Details of products falling with their jurisdiction
10.	Export Promotion Council for EOU and SEZ (EPCES)	Details of products falling with their jurisdiction: All products by EOU except in case of spices. In case of spices, it would be mandatory for units to get themselves registered with Spices Board also.	Details of products falling with jurisdiction of EPCES: (i) All products and services by EOU except spices. In case of spices, it would be mandatory for units to get themselves registered with Spices Board. (ii) All products and services by SEZs

2. Effect of this Public Notice:

Details of products falling under the jurisdiction of the Export Promotion Council for EOU and SEZ (EPCES) has been updated in Appendix 2T of FTP 2015-2020, with immediate effect.


(Santosh Kumar Sarangi)
Director General of Foreign Trade &
Ex-officio Addl. Secretary to the GoI
Email: dgft@nic.in



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Registration-cum Membership Certificate(RCMC) Module

Version 1.0

December 2021

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1. Introduction and Accessing DGFT Portal

DGFT has launched e-RCMC module as part of IT Revamp project to deliver seamless experience for the Importers and Exporters. This document will act as the user guide for Importer and Exporter working on the e-RCMC module available on <https://www.dgft.gov.in>.

Features of the current e-RCMC module are summarized as below:

- ✓ Soft Launch of Electronic Filing of Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the Common Digital Platform w.e.f. 6 December 2021 vide Trade Notice No. 27/2021-2022 Dated 30.11.2021.
- ✓ Transition Period of 3 Months i.e., up to Feb. 2022 or until further orders.
- ✓ Electronic (Paper less & contact less) and Real-Time Issuance of Certificate.
- ✓ Single Source of Information – IEC Details are auto-authenticated and common across the Trade Ecosystem.
- ✓ CBDT and MCA Integration in-built in the System – For PAN/DIN Details Auto-validation in Exporters IEC Profile.
- ✓ Auto-generation of Invoice by the System.

1.1. Contact @DGFT

For any issues users can raise any concern to DGFT and may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the “Contact@DGFT” page.

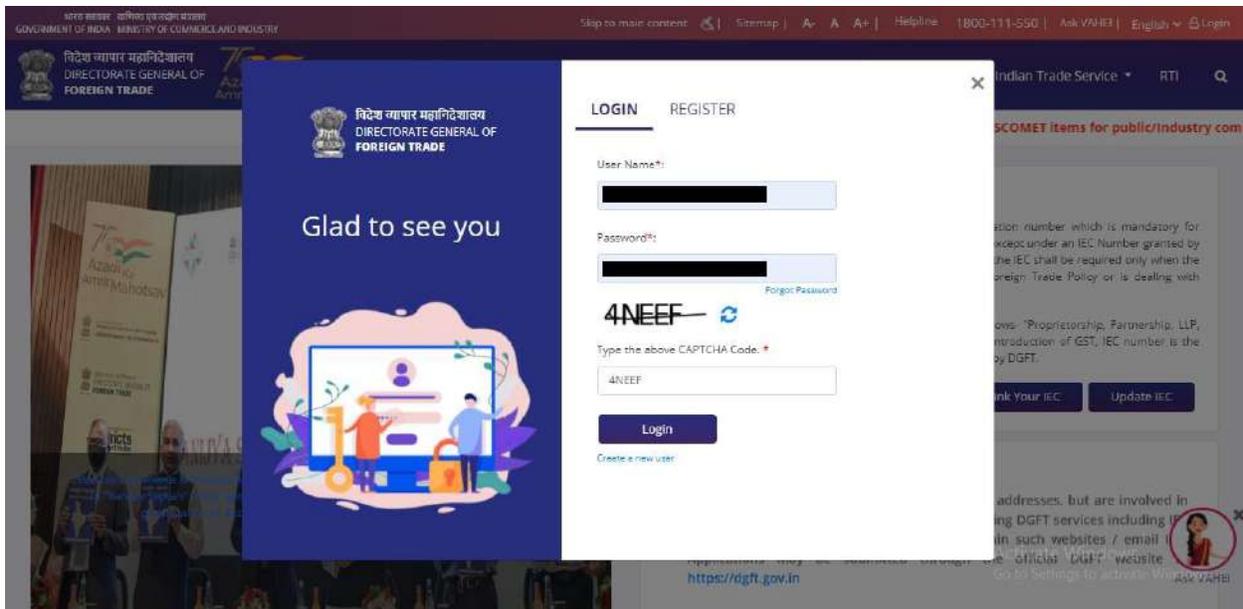
1.2. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

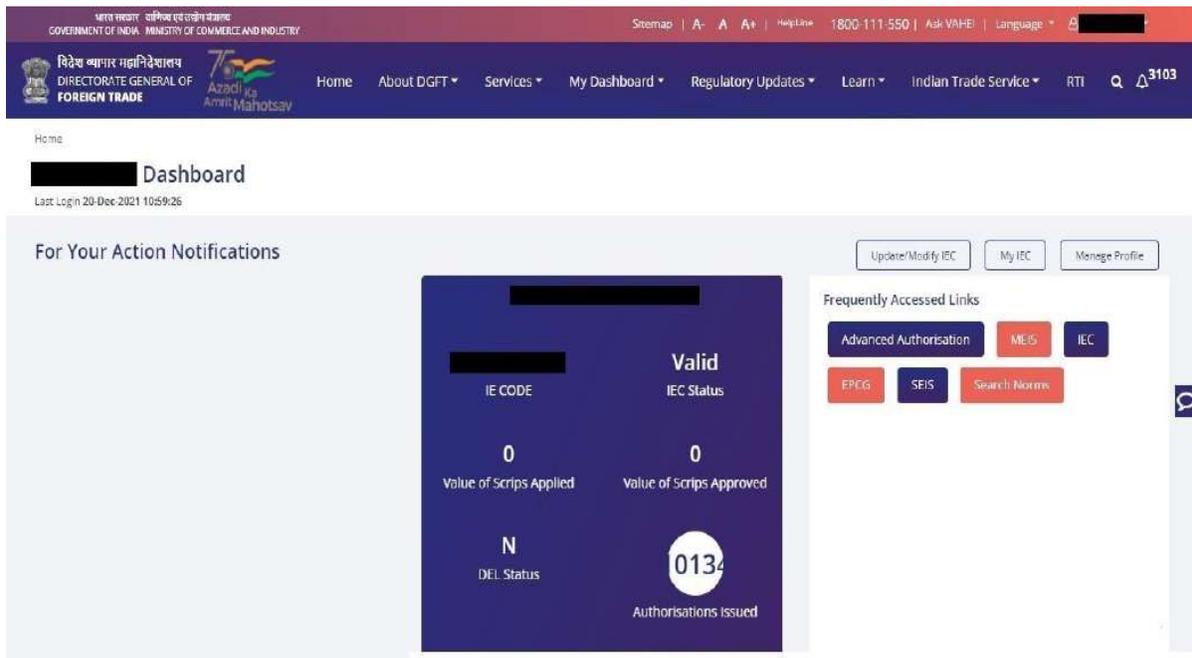
- a) Internet Connection
- b) Valid User ID and password provided to log in

Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the user ID, Password and captcha then click on the Login button to log into the system.



- On successful login, Home page will be displayed with Basic details in Dashboard like IEC Number, Valid, IEC status, Authorizations Issued, etc. FYA Notifications will be displayed in the left pane of the screen.



2. Registration-cum Membership Certificate

Registration-Cum-Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency/ organization that are authorised by the Indian Government.

While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.

In case an export product is not covered by any Export promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIEO. Further, in case of multi product is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).

In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).

In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).

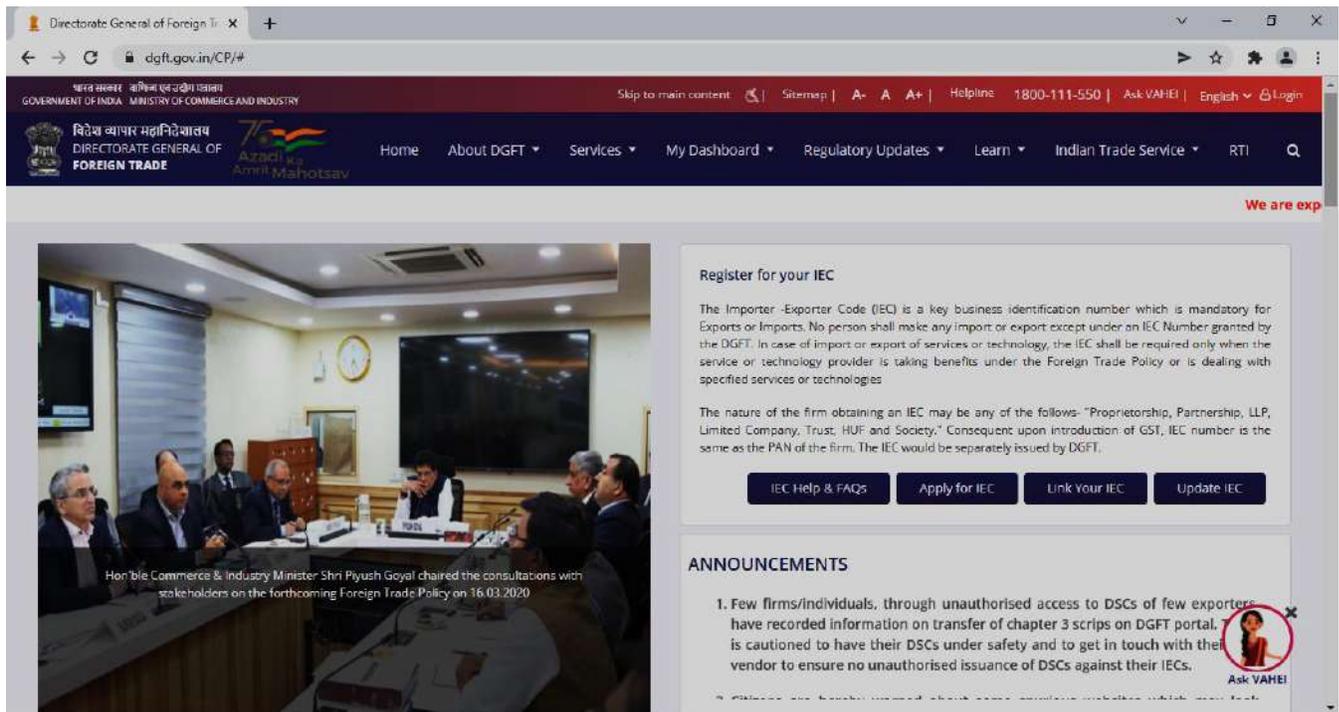
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

2.1.Issuance of Registration-cum Membership Certificate

Applicant will register on DGFT Website <https://www.dgft.gov.in> as Importer/Exporter to access the Common Digital Platform.

Steps to apply for for Issuance of RCMC on the DGFT website are as follows.

- 1) Navigate to <https://www.dgft.gov.in>.



The screenshot shows the DGFT website homepage. The header includes the Government of India logo, the Ministry of Commerce and Industry, and the DGFT logo. The navigation menu includes Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. The main content area features a large image of a meeting with the caption: "Hon'ble Commerce & Industry Minister Shri Piyush Goyal chaired the consultations with stakeholders on the forthcoming Foreign Trade Policy on 16.03.2020". To the right of the image is a section titled "Register for your IEC" with the following text: "The Importer -Exporter Code (IEC) is a key business identification number which is mandatory for Exports or Imports. No person shall make any import or export except under an IEC Number granted by the DGFT. In case of import or export of services or technology, the IEC shall be required only when the service or technology provider is taking benefits under the Foreign Trade Policy or is dealing with specified services or technologies. The nature of the firm obtaining an IEC may be any of the follows- 'Proprietorship, Partnership, LLP, Limited Company, Trust, HUF and Society.' Consequent upon introduction of GST, IEC number is the same as the PAN of the firm. The IEC would be separately issued by DGFT." Below this text are four buttons: "IEC Help & FAQs", "Apply for IEC", "Link your IEC", and "Update IEC". Below the buttons is an "ANNOUNCEMENTS" section with the following text: "1. Few firms/individuals, through unauthorised access to DSCs of few exporters have recorded information on transfer of chapter 3 scrips on DGFT portal. They are cautioned to have their DSCs under safety and to get in touch with their vendor to ensure no unauthorised issuance of DSCs against their IECs." There is also a small "Ask VAHEI" icon in the bottom right corner of the announcement section.

- 2) Click on Login button on top right corner of webpage.
- 3) Enter the User Name, Password and CAPTCHA Code and click on **Login**.

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Glad to see you

LOGIN REGISTER

User Name*:

Password*:

Forgot Password

X2322

Type the above CAPTCHA Code. *

X2322

Login

Create a new user

4) Navigate to **Services > e-RCMC > Apply for e-RCMC.**

e-Registration Cum Membership Certificate (RCMC)

What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

Services under e-RCMC

Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

Explore

Renewal of RCMC

Click here to renew an existing RCMC.

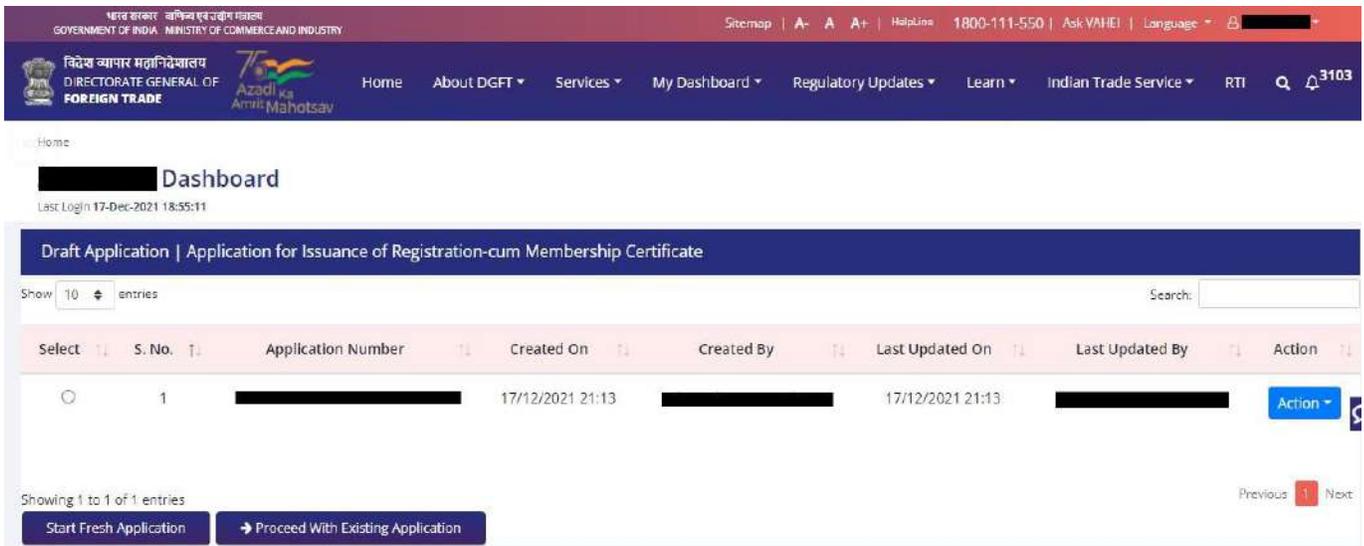
Explore

Amendment for RCMC

Click here to file an amendment request for existing RCMC.

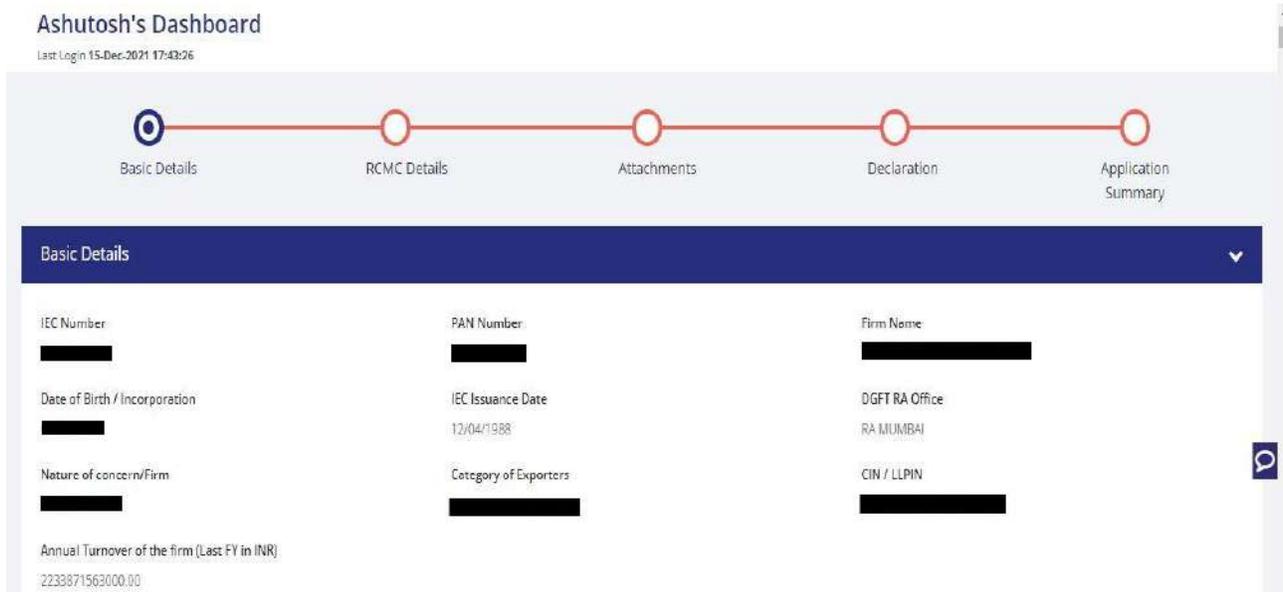
Explore

5) The following screen will be displayed.



6) Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

7) A Dashboard with **username** will be displayed with Basic Details.



8) System would ask Applicant for Declaration whether he/she has updated profile or not.

Other Details (Preferred sectors of operations) 

Preferred sectors of operations *

Import List

Export List

Declaration* 

This is a mandatory field

I/We have updated my/our profile in [ANF-1](#)



Save & Next

- 9) Click on **Radio Button** then click **Yes** to make sure you have updated the profile and **Save & Next**

Other Details (Preferred sectors of operations) ▲

Preferred sectors of operations *

Import List:

Export List:

Declaration *

This is a mandatory field

I/We have updated my/our profile in ANF-1

[Save & Next](#)

Other Details (Preferred sectors of operations) ▲

Preferred sectors of operations *

Import List:

Declaration *

This is a mandatory field

I/We have updated my/our profile in ANF-1

[Save & Next](#)

I have updated profile in ANF 1

[Yes](#) [No](#)

[Save & Next](#)

ABOUT US
DGFT Organization Structure
HQ Contact: [Advanced](#) [ITLHS Based Import & Export](#) [E-Learning Videos](#) [Udyog Shiksha, New Delhi](#) [\[Read more\]](#)

[Google Play](#)

10) Now under **RCMC Details** section Applicant would

- a. Select **Export Promotion Council / Commodity Board and Fee Details.**

Basic Details RCMC Details Attachments Declaration Application Summary

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Declaration

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.

2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:

- abide by the terms of the registration certificate granted to us on all our exports;
- agree to abide by any code of conduct that may be prescribed;
- agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.

3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.

4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.

5. I/We have updated the IEC profiles in ANF 1.

6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Activate Windows
Go to Settings to activate Windows.

Select Office for Submission of Application *
Dinesh Gems and Stones

Address of Selected Office
[REDACTED]

Main Line of Business of Applicant
Textile, Readymade garments, Hosiery and Knitwears

Select Your Branch for Applying for RCMC *
306-C/O, NISWIN ENTERPRISES - NO.4/228-B, CHINNAKUJIL...

GSTIN of Branch ⓘ
33AAACR5055K1ZE

Address of Selected Branch
[REDACTED]

Is the Applicant a SEZ Unit?
NO

b. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services

Export Type: Export product(s) Rendering service(s)

ITC(HS) Code/Service Code: 29043200, Perfluorooctane sulphonic acid, its salts and per...

Description of the product to be exported/services to be rendered: Acid

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
No data available in table			

Previous Next

- c. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category: Authorised Representative

Name: Ramesh

Designation: Manager

Address Line 1: Jubilee Hills

Address Line 2: Road No 10

City: Hyderabad

Pin: 500006

District: HYDERABAD

State: TELANGANA

Telephone No.: 0882-2345667

Mobile: 9856712325

Email: Ramesh43@gmail.com

Add Details

- d. Select **Other Information** under this select the countries to which the Company is Exporting and click on **Save & Next**.

Other Information
▼

Countries to Which the Company is Exporting *

ANGOLA X

Clear All
Save & Next

11) Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the document from Computer folder then clicking on **Upload Attachments** and finally **Save & Next**.

Attachment
▲

Attachment Type

RCMC Supporting Document
▼

Remark

Document

Character remaining are 32

📁 Click or Drag and Drop file to upload

Uploaded Size : 0.19 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Uploaded Document List

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next

Sr. No.	File Name	Action
1	receipt 3.pdf	📄

Upload Attachments

12) Now under the **Declaration** section read all the **Declaration Lines**.

Progress bar: Basic Details (checked), RCMC Details (checked), Attachments (checked), Declaration (active), Application Summary (pending).

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Declaration

- I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
 - abide by the terms of the registration certificate granted to us on all our exports;
 - agree to abide by any code of conduct that may be prescribed;
 - agree to abide by export floor price condition that may be stipulated by the Registering Authority;
 - Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
- I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
- I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
- I/We have updated the IEC profiles in ANF 1.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

13) Click the **Check box** as acceptance of declaration and Enter the **Place** and then **Save & Next**.

Tick the box as acceptance of declaration/ undertaking and fill in the details below. *

Place* [REDACTED] Date* 15/12/2021

User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name [REDACTED] Designation [REDACTED]
Email [REDACTED] Mobile [REDACTED]
Office Address [REDACTED]
Residential Address [REDACTED]

Clear All Save & Next

14) System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process** by clicking Sign button.

You have ticked the box as acceptance of declaration/ undertaking details.

Place :	██████████	Date : 15/12/2021	Name :	██████████	
Designation :	██████████	Official Address :	████████████████████	Residential Address :	████████████████████
Email :	██████████	████████████████████			
		Telephone No. (O) :	██████████		

Total amount to be paid : 400.00

[Sign](#)

15) After that Click **Payment for RCMC.**

You have ticked the box as acceptance of declaration/ undertaking details.

Place :	██████████	Date : 15/12/2021	Name :	██████████	
Designation :	██████████	Official Address :	████████████████████	Residential Address :	████████████████████
Email :	██████████	████████████████████			
		Telephone No. (O) :	██████████		

Total amount to be paid : 400.00

[Payment For RCMC](#)

16) Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

Payment Details


Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	<input type="text" value="██"/>
Application Type	Service Type	Application Number
<input type="text" value="RCMC"/>	<input type="text" value="Application for Issuance of Registration-cum Membership Certifi"/>	<input type="text" value="██████████"/>

17) Clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

Payment Response

Payment Transaction ID:	Applicant Name:	Service Type:
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	Application for Issuance of Registration-cum Membership Certificate(RCMC)
Response:		
<input type="text" value="Success"/>		
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

18) After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

<p>Gem & Jewellery Export Promotion Council(GJEPC)</p> <p>GSTIN [REDACTED]</p> <p>Address [REDACTED]</p>	<p>Total Invoice Date ₹ 400.00</p> <p>Invoice No. 15/12/2021</p> <p>Reference No. [REDACTED]</p>	<p>Original Copy</p>
--	--	----------------------

Tax Invoice cum Receipt

Exporter Name	Billing Address	Service
[REDACTED]	[REDACTED]	Application for Issuance of Registration-cum Membership Certificate
Exporter GSTIN		IEC
[REDACTED]		[REDACTED]

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 4	HSN CODE	200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure)	₹ 400.00
Total Invoice Value (in words)	Four Hundred Only
Reverse Charge (Y/N)	N

Online Payment Details

Transaction Id	1668882	Total Amount (INR)	₹ 400.00	IP	[REDACTED]
Date	2021-12-15 08:49:57	Payment Status	SUCCESS		

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Dinesh123

2.2. Amendment of Registration-cum Membership Certificate

An active RCMC holder can amend the Issued RCMC. Application details previously filled at the time of issuance of RCMC, would be available in system and prepopulated in the form.

Steps to apply for Amendment of RCMC on the DGFT website are as follows

1. Navigate to **Services > e-RCMC > Amendment for RCMC**.

e-Registration Cum Membership Certificate (RCMC)

What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

Services under e-RCMC

Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed With Existing Application**.

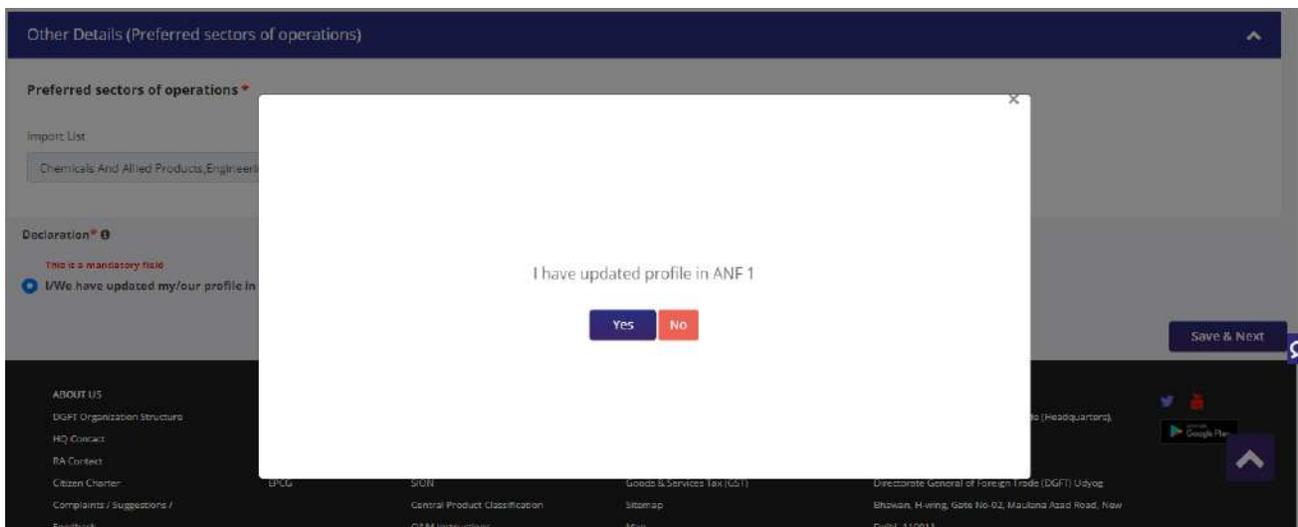
The screenshot shows the user's dashboard with a header for the Directorate General of Foreign Trade (DGFT). The main content area displays a 'Draft Application | Application for Amendment of Registration-cum Membership Certificate'. Below this, there is a table with one entry. The table has columns for 'Select', 'S. No.', 'Application Number', 'Created On', 'Created By', 'Last Updated On', 'Last Updated By', and 'Action'. The single entry has 'S. No.' 1 and 'Created On' 17/12/2021 16:18. An 'Action' button is visible next to the entry. At the bottom, there are buttons for 'Start Fresh Application' and 'Proceed With Existing Application'.

3. Now Applicant will **select the file to Amend** from available files and click on **Amend** button at

The screenshot shows a list of RCMC entries. The table has columns for 'Sl. No.', 'RCMC Number', 'Issue Date', 'Issue Authority', 'Products For Which Registered', 'Expiry Date', 'Status', 'Exporter Type', 'Validity Period', and 'Status From EPC'. There are three entries listed. The first entry has an 'Issue Date' of 26/04/2019 and 'Expiry Date' of 31/03/2024. The second entry has an 'Issue Date' of 16/03/2017 and 'Expiry Date' of 31/03/2022. The third entry has an 'Issue Date' of 08/12/2021 and 'Expiry Date' of 31/03/2025. At the bottom of the list, there is an 'Amend' button.

bottom of the page.

4. A Dashboard with **username** will be displayed with Basic Details.



7. Now under **RCMC Details** section Applicant would.
 - a. Select **Export Promotion Council / Commodity Board** and **Fee Details**.

Basic Details RCMC Details Attachments Declaration Application Summary

Success Message
Draft Application Number [redacted] has been successfully saved.

Select Export Promotion Council / Commodity Board

Note: To select the council / board, please refer to Appendix 2T

Name of Export Promotion Council / Commodity Board *
Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

Main Line of Business
BHARAT CHEMICALS, Petroleum Products, Petrol and oil

Application Type *
Amendment

Statuholder *
5-Star

No. of Years Membership Applied for *
2 Year

Financial Year for which Membership is applied for *
Current Financial Year

Annual Turnover *
22330759

Select Office for Submission of Application *
Sam Novelities

Address of Selected Office
[redacted]

Main Line of Business of Applicant
Chemicals And Allied Products

Select Your Branch for Applying for RCMC *
304-PLOT NO. 56 TO 59, 62 TO 74, TZ-3, P6 AND 30 MTR RO...

GSTIN of Branch ⓘ
24AAACR5055K1ZD

Address of Selected Branch
[redacted]

Is the Applicant a SEZ Unit?
NO

b. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services

Export Type: Export product(s) Rendering service(s)

ITC(HS) Code/Service Code: 54083212, Fabrics of rayon: --- Rayon georgette

Description of the product to be exported/services to be rendered: fabric

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000,Choline and its salts	Choline and its salts	

c. Select **Authorised Representatives / Department Heads / Contact Persons for the councils.**

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category: Authorised Representative

Name: Rupesh

Designation: Head

Address Line 1: Ramarao nagar

Address Line 2: Road No 12

City: Hyderabad

Pin: 500006

District: HYDERABAD

State: TELANGANA

Telephone No.: 0883-234567

Mobile: 9876543214

Email: Rupesh@gmail.com

Add Details

- d. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Other Information
▼

Countries to Which the Company is Exporting*

AMERICAN SAMOA x

Clear All
Save & Next

- 8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.

Attachment
▲

Attachment Type

RCMC Supporting Document

Click or Drag and Drop file to upload

Uploaded Size : 0.19 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Sr. No.	File Name	Action
1	receipt (4).pdf	

Upload Attachments

Remark

Good To GO Cert.

Uploaded Document List

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

[Previous](#) [Next](#)

9. Now under the Declaration Section read all the Declaration Lines and Click Save & Next.

Basic Details RCMC Details Attachments Declaration Application Summary

Success Message
Draft Application Number [redacted] has been successfully saved.

Declaration

- I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
 - abide by the terms of the registration certificate granted to us on all our exports;
 - agree to abide by any code of conduct that may be prescribed;
 - agree to abide by export floor price condition that may be stipulated by the Registering Authority;
 - Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
- I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
- I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
- I/We have updated the IEC profiles in ANF 1.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

10. Click Save & Next under Declaration at bottom of the Page.

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place* [redacted] Date* 17/12/2021

User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ: [redacted] Designation ⓘ: [redacted]
Email ⓘ: [redacted] Mobile ⓘ: [redacted]
Office Address ⓘ: [redacted]
Residential Address ⓘ: [redacted]

Clear All Save & Next

13. Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

Payment Details

 Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	<input type="text" value="████████████████████"/>
Application Type	Service Type	Application Number
<input type="text" value="RCMC"/>	<input type="text" value="Application for Amendment of Registration-cum Membership Ce"/>	<input type="text" value="ARNRCMCAMEND03078177AM22"/>

Service Description	Fees Amount (₹)
Application for Amendment of Registration-cum Membership Certificate	<input type="text" value="400.0"/>

14. After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

Payment Response

Payment Transaction ID	Applicant Name	Service Type
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	Application for Amendment of Registration-cum Membership Certificate

Response:

15. After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)		Total	₹ 400.00	Original Copy
GSTIN	██████████	Invoice Date	17/12/2021	
Address	██████████	Invoice No.	██████████	
		Reference No.	██████████	

Tax Invoice cum Receipt

Exporter Name	Billing Address	Service
██████████	██████████	Application for Amendment of Registration-cum Membership Certificate
Exporter GSTIN		IEC
██████████		██████████

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure)
Total Invoice Value (in words)
Reverse Charge (Y/N)

₹ 400.00
Four Hundred Only
N

Online Payment Details

Transaction Id	1668960	Total Amount (INR)	₹ 400.00	IP	██████████
Date	2021-12-17 06:17:31	Payment Status	SUCCESS		

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Sam345

2.3.Renewal of Registration-cum Membership Certificate.

Only users with RCMC issued earlier shall be able to apply for renewal of the RCMC. RCMC details would be available in system and prepopulated in the form as per the application at the time of issuance/amendment which ever has the latest details. Renewal of the RCMC can be available for only those Certificates which are expired.

Steps to apply for Renewal of RCMC on the DGFT website are as follows.

1.Navigate to **Services > e-RCMC > Renewal of RCMC**. The following screen will be displayed.

e-Registration Cum Membership Certificate (RCMC)

What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These Institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

Services under e-RCMC

Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed With Existing Application**.

The screenshot shows the user's dashboard with a header for the Directorate General of Foreign Trade. The main content area is titled "Draft Application | Application for Renewal of Registration-cum Membership Certificate". Below this, there is a table with one entry. The table has columns for Select, S. No., Application Number, Created On, Created By, Last Updated On, Last Updated By, and Action. The single entry has a selected radio button, S. No. 1, and an "Action" button.

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input checked="" type="radio"/>	1	[REDACTED]	16/12/2021 20:22	[REDACTED]	16/12/2021 20:36	[REDACTED]	Action

Showing 1 to 1 of 1 entries

Buttons: Start Fresh Application, Proceed With Existing Application

3. Now Applicant will **select the file to Renewal** from available files and click on **Renewal** button at bottom of the page.

The screenshot shows a list of RCMC registrations. The table has columns for Sl. No., RCMC Number, Issue Date, Issue Authority, Products For Which Registered, Expiry Date, Status, Exporter Type, Validity Period, and Status From EPC. There are two entries visible. The first entry is selected with a radio button. Below the table, there is a "Renew" button.

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
<input checked="" type="radio"/>	[REDACTED]	26/04/2019	[REDACTED]	PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer- Exporter	1801	N
<input type="radio"/>	[REDACTED]	16/03/2017	[REDACTED]	PORT SERVICES (CARGO HANDLING FOR IMPORTS,CALL CENTRE SERVICES,CARGO HANDLING SERVICE,DATA PROCESSING SERVICES,DATABASE SERVICES,LEASING SERVICES WITHOUT OPERATORS,R . I D SERVICES ON NATIDA AND OTHERS	31/03/2022	Active	Others	1841	N

Showing 1 to 10 of 17 entries

Buttons: Previous, 1, 2, Next

Button: Renew

4. A Dashboard with **username** will be displayed with Basic Details.

भारत सरकार | Ministry of Commerce and Industry
GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHE! | Language | ASHUTOSH

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE

75
Azadi Ka
Amrit Mahotsav

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI 3103

Home

Dashboard

Last Login 17-Dec-2021 18:19:32

Basic Details RCMC Details Attachments Declaration Application Summary

Basic Details

IEC Number	PAN Number	Firm Name
██████████	██████████	████████████████████
Date of Birth / Incorporation	IEC Issuance Date	DGFT RA Office
██████████	12/04/1988	RA MUMBAI
Nature of concern/Firm	Category of Exporters	CIN / LLPIN
██████████	██████████	██████████

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

Other Details (Preferred sectors of operations)

Preferred sectors of operations *

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade g

Declaration * ⓘ

I/We have updated my/our profile in ANF-1

Save & Next

6. Click on **Radio Button** then click **Yes** to make sure you have upload the profile and **Save & Next**.

Other Details (Preferred sectors of operations) ^

Preferred sectors of operations *

Import List: Export List:

Declaration * ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next ⓘ

Other Details (Preferred sectors of operations) ^

Preferred sectors of operations *

Import List: Export List:

Declaration * ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

I have updated profile in ANF 1

Save & Next ⓘ

ABOUT US
 DGFT Organisation Structure
 HQ Contact
 RA Contact
 Citizen Charter
 EPRG
 S&N
 Goods & services Tax (GST)
 Directorate General of Foreign Trade (DGFT) Ministry

7. Now under **RCMC Details** section Applicant would.
 - a. Select **Export Promotion Council / Commodity Board** and **Fee Details**.

Basic Details — RCMC Details — Attachments — Declaration — Application Summary

Success Message
 Draft Application Number [REDACTED] has been successfully saved.

Select Export Promotion Council / Commodity Board

Note: To select the council / board, please refer to Appendix 2T

Name of Export Promotion Council / Commodity Board *
 Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

Main Line of Business
 BHARAT CHEMICALS , Petroleum Products , Petrol and oil

Application Type *
 Amendment

Statusholder *
 5-Star

No. of Years Membership Applied for *
 2 Year

Financial Year for which Membership is applied for *
 Current Financial Year

Annual Turnover *
 22330739

Select Office for Submission of Application *
 Hero Motor Corp

Address of Selected Office
 [REDACTED]

Main Line of Business of Applicant
 Textile, Readymade garments, Hosiery and Knitweaves

Select Your Branch for Applying for RCMC *
 306-C/O, NISWIN ENTERPRISES - NO.4/22B-B, CHINNAKUYIL...

GSTIN of Branch *
 33AAAACR5055K1ZE

Address of Selected Branch
 [REDACTED]

Is the Applicant a SEZ Unit?
 NO

b. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services

Export Type: Export product(s) Rendering service(s)

ITC(HS) Code/Service Code:

Description of the product to be exported/services to be rendered:

Add

Show entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000,Choline and its salts	Choline and its salts	

c. Select Authorised Representatives / Department Heads / Contact Persons for the councils

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category:

Name:

Designation:

Address Line 1:

Address Line 2:

City:

Pin:

District:

State:

Telephone No.:

Mobile:

Email:

↑

Add Details

- d. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Other Information ▼

Countries to Which the Company is Exporting *

ANDORRA ✕

Clear All
Save & Next

- 8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.

Attachment ▲

Attachment Type

RCMC Supporting Document ▼

Click or Drag and Drop file to upload

Uploaded Size : 0.01 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Sr. No.	File Name	Action
1	signreceipt.pdf	

Upload Attachments

Remark

Document for RCMC

Character remains are 529

Uploaded Document List

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table.			

Previous Next

9. Now under the **Declaration Section** read all the **Declaration Lines** and **Click Save & Next**.

Basic Details — RCMC Details — Attachments — Declaration — Application Summary

✓ **Success Message** ✕
 Draft Application Number [REDACTED] has been successfully saved.

Declaration ↑

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
 - a. abide by the terms of the registration certificate granted to us on all our exports;
 - b. agree to abide by any code of conduct that may be prescribed;
 - c. agree to abide by export floor price condition that may be stipulated by the Registering Authority;
 - d. Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
5. I/We have updated the IEC profiles in ANF 1.
6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

10. Click **Save & Next** under **Declaration** at bottom of the Page.

Tick the box as acceptance of declaration/ undertaking and fill in the details below. *

Place*

[REDACTED]

Date*

17/12/2021

User Details

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ: [REDACTED]

Designation ⓘ: [REDACTED]

Email ⓘ: [REDACTED]

Mobile ⓘ: [REDACTED]

Office Address ⓘ: [REDACTED]

Residential Address ⓘ: [REDACTED]

13. Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

Payment Details

! Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
[REDACTED]	[REDACTED]	[REDACTED]
Application Type	Service Type	Application Number
RCMC	Application for Renewal of Registration-cum Membership Certifi	ARNRCMCRENEW03077945AM22

Service Description	Fees Amount (₹)
Application for Renewal of Registration-cum Membership Certificate	400.0

14. After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

Payment Response

Payment Transaction ID	Applicant Name	Service Type
[REDACTED]	[REDACTED]	Application for Renewal of Registration-cum Membership Certificate
Response:		
Success		

Submit **Cancel**

15. After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Original Copy

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)
 GSTIN [REDACTED]
 Address [REDACTED]

Total Invoice Date 17/12/2021
 Invoice No. [REDACTED]
 Reference No. [REDACTED]

Tax Invoice cum Receipt

Exporter Name [REDACTED] Billing Address [REDACTED] Service Application for Renewal of Registration-cum Membership Certificate
 Exporter GSTIN [REDACTED] IEC [REDACTED]

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure) ₹ 400.00
 Total Invoice Value (in words) Four Hundred Only
 Reverse Charge (Y/N) N

Online Payment Details

Transaction Id	1668962	Total Amount (INR)	₹ 400.00	IP	[REDACTED]
Date	2021-12-17 08:59:49	Payment Status	SUCCESS		

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.
 This is a system generated Tax Invoice cum Receipt and does not require signature.
 Alphahek90

3. View and Track Submitted e-RCMC Applications.

1. Applicant can view his / her **Submitted Application** from **Track Application Status**.
2. Navigte to **My Dashboard > Submitted Applications**.

The screenshot shows the 'Track Application Status' page. At the top, there is a navigation bar with the DGFT logo and menu items: Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI, and a search icon. The main content area contains a search form with the following fields:

- Type of scheme * (Dropdown menu: Please Select)
- Type of sub scheme * (Dropdown menu: Please Select)
- Status (Dropdown menu: Please Select)
- From Date (Text input: 17/09/2021)
- To Date (Text input: 17/12/2021)
- File Number (Text input)
- Application Number (Text input)
- RA Office (Dropdown menu: Please Select)
- Branch code (Dropdown menu: Please Select)

At the bottom right of the form, there are two buttons: 'Clear All' and 'Search Q'.

3. Select **Type of scheme** as RCMC

a. **Type of sub scheme** as Application for Issuance of Registration-cum Membership Certificate. and click on **Search**.

Track Application Status

Type of scheme *
RCMC

Type of sub scheme *
Application for Issuance of Registration-cum Members

Status
Please Select

From Date
17/09/2021

To Date
17/12/2021

File Number

Application Number

RA Office
Please Select

Branch code
Please Select

Clear All Search

Showing result for : Application process -> RCMC Application Sub process -> Application for Issuance of Registration-cum Membership Certificate
From Date - 17/09/2021 To Date - 17/12/2021

Search:

Sl.No. ↑	Application Number	File Number	File Date	Entity Name	Branch	Action
1	ARNRCMCAPPLY03077911AM22	RCMCAPPLYCHEMEXCIL00251426AM22	16/12/2021	RELIANCE INDUSTRIES LIMITED		Action

b. **Type of sub scheme** as Application for Amendment of Registration-cum Membership Certificate. and click on **Search**.

Showing result for : Application process -> RCMC Application Sub process -> Application for Amendment of Registration-cum Membership Certificate From Date - 17/09/2021 To Date - 17/12/2021

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCAMEND03078177AM22	RCMCAMENDCHEMEXCIL00251446AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

c. Type of sub scheme as Application for Renewal of Registration-cum Membership Certificate. and click on **Search**

Track Application Status

Type of scheme * Type of sub scheme * Status

From Date To Date File Number Application Number

RA Office Branch code

Showing result for : Application process -> RCMC Application Sub process -> Application for Renewal of Registration-cum Membership Certificate
 File Number - RCMCRENEWCHEMEXCIL00251450AM22

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCRENEW03077945AM22	RCMCRENEWCHEMEXCIL00251450AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

4. View Submitted e-RCMC Details in IEC Profile

1. on the Home Page navigate to **Manage Profile**

The screenshot shows the user's dashboard with the following key information:

- Valid IEC Status:** The status is 'Valid'.
- Value of Scripts Applied:** 0
- Value of Scripts Approved:** 0
- DEL Status:** N
- Authorisations Issued:** 0134

Navigation buttons include 'Update/Modify IEC', 'My IEC', and 'Manage Profile'. A 'Frequently Accessed Links' section contains buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'.

2. After clicking on **Manage Profile** a Dashboard with **username** along with all the details will be

The screenshot shows the 'IEC Details' dashboard with the following information:

- IEC Number:** [Redacted]
- PAN Number:** [Redacted]
- Date of Birth / Incorporation:** [Redacted]
- IEC Issuance Date:** 12/04/1988
- IEC Status:** Valid
- DEL Status:** N
- IEC Cancelled Date:** [Redacted]
- IEC Suspended Date:** [Redacted]
- File Number:** MUMIECPAMEND00100372AM22
- File Date:** 19/09/2021
- DGFT RA Office:** RA MUMBAI

appeared

3. Click on **RCMC** to view the **e-RCMC details** in the IEC profile
 - a. User can **Copy** the e-RCMC details by clicking on **Copy button**
 - b. User can get e-RCMC details in **Excel sheet** by clicking on **Excel button**.
 - c. User can get e-RCMC details in **CSV format** by clicking on **CSV button**.
 - d. User can **Print** e-RCMC details by clicking on **Print button**.

Dashboard
Last Login 20-Dec-2021 15:53:06

IEC Details | RCMC | Industrial Registration | Status Holder Details | Export Details | Risk Details | Authorisation/Scripts Issued | IEC Lifecycle Summary | Authorized Economic Operator (AEO) Details

IEC Details

RCMC

ADD

Copy | Excel | CSV | PDF | Print

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC	Edit / Delete
1	[REDACTED]	18/06/2021	[REDACTED]	APEDA Products	30/03/2022	Active	Merchant Cum Manufacturer-Exporter	285	N	-
2	[REDACTED]	26/04/2019	[REDACTED]	PVC, HDPE, LLDPE, PP, Polyethylene, Terephthalate	31/03/2024	Active	Merchant Cum Manufacturer-Exporter	1801	N	-