

APPENDIX 19 A

**FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP (RCMC)
WITH EXPORT PROMOTION COUNCIL**

To,

The _____

(Name and Address of the Council)

Dear Sir,

Kindly register us as Merchant/Manufacturer exporter of the export product(s) mentioned below.

1. Name of the applicant : _____

2. (i) Address of the applicant. : _____
(Registered Office in case of
limited companies, and the head
office for others) _____
(ii) Name address of the branches, if : _____
any _____
(iii) Name and address of the factory. : _____

3. (i) IEC number : _____
Date of issue _____
Issuing authority _____
(ii) Date of establishment : _____

- 4 If the registration is required as a : No. _____
manufacturer exporter SSI Registration Date _____
Industrial Licence/IEM Issuing Authority: _____

- Others (specify) : _____

5. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISS : Valid upto _____
EH certificate number

6. Details of Directors/Partners/Proprietor/Karta to be given in the following manner

(1) (a) Name : _____

(b) Father's Name _____

(c) Residential address : _____

(d) Telephone No. :

(2) (a) _____
(b) _____
(c) _____
(d) _____

(3) (a) _____
(b) _____
(c) _____
(d) _____

(4) (a) _____
(b) _____
(c) _____
(d) _____

(5) (a) _____
(b) _____
(c) _____
(d) _____

7. (a) Name of export product(s) or its category for which registration is required : _____

(b) Main line of business of applicant :

8. 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.

9. We further understand that our registration is liable to be canceled in the event of breach of any of the undertakings mentioned above.

10. We/ I solemnly declare that we have applied to the Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of para 3.12 and 3.12.1 of the Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Name _____
Address _____
Designation _____
Tele No: _____
Fax No: _____
E.Mail Address: _____
Residential address: _____

Place _____

Date _____

Documents to be enclosed with the application form:

1. A self certified copy of the IEC Number issued by the regional authority concerned.
2. A certificate from the bank in support of the applicant's financial soundness.

APPENDIX 19 B

FORM OF APPLICATION FOR REGISTRATION-CUM- MEMBERSHIP CERTIFICATE

**PART I
(To be filled in by the applicant)**

1) Name of the exporter : M/s.....
.....
.....

2) I E C Number :

3) Address of the Registered/Head Office :

4) Date of establishment :

5) Description of goods/services for which registered :

6) Registration Number :

7) Registered as : a) Manufacturer exporter
b) Merchant exporter
c) Merchant-cum-manufacturer exporter.....

8) Name of the Proprietor/Partner(s)/ Karta :

This certificate is issued as per the details of our records and is subject to the conditions laid down in the relevant scheme of registration of this council.

(Signature of the competent officer of the E.P. Council)

Name.....

Designation :.....

Seal

Valid /Renewed upto

Date of issue