



# WOOL INDUSTRY EXPORT PROMOTION COUNCIL

Regd. Under Soc. Regn. Act No. Maharashtra State, Mumbai/1560/2001

An Export Promotion Council sponsored by the Ministry of Textiles and set up by the Ministry of Commerce, Govt. of India  
Churchgate Chambers, 7<sup>th</sup> Floor, 5, New Marine Lines, MUMBAI – 400 020  
Tel.No.022-22624372 Fax No.022-22624675 E-mail: [mail@wooltexpro.com](mailto:mail@wooltexpro.com) Website: [www.wooltexpro.com](http://www.wooltexpro.com)

## REGISTRATION-CUM-MEMBERSHIP CERTIFICATE (RCMC)

INSTRUCTIONS: Please read these instructions carefully before submitting application for registration under the Foreign Trade Policy for registered exporters.

1. Registration with this Council under Foreign Trade Policy is necessary for (i) a license to export or (ii) any other benefit. Membership of the Council is to be obtained before registration can be granted. Membership and registration can be applied for simultaneously.
2. Registration is granted from the date of receipt of COMPLETE APPLICATION (see para No.5 below) or date of membership whichever is later.
3. Applicants should submit the Registration-cum-Membership Certificate (RCMC) in duplicate after filing in Part I only.
4. Before submitting application check carefully whether:
  - a. Bank Certificate is attached.
  - b. Importer-Exporter Code No. is given & photocopy of the same is enclosed.
  - c. All details are filled in and application is duly signed and dated. If an item is not applicable mark 'N.A.'. When space is inadequate attach annexure with full details.
5. Renewal:
  - a. The Registration Certificate will be valid for a period of five years subject to continuation of the membership of the Council, ending 31<sup>st</sup> March of the licensing year. The certificate shall be deemed to be valid from 1<sup>st</sup> April of the licensing year in which it was issued.
  - b. Renewal of RCMC will be considered on submission of fresh application duly completed as indicated in the instructions. The expired RCMC must be surrendered along with the application.

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NOTE: Remember, membership of the Council must be renewed every year. Non-renewal of membership will result in automatic cancellation of RCMC.



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## MEMBERSHIP APPLICATION FORM

FOR OFFICIAL USE

File No..... Date:.....

To,

The Executive Director,  
Wool Industry Export Promotion Council,  
(WOOLTEXPRO),  
Churchgate Chambers, 7<sup>th</sup> Floor,  
5, New Marine Lines,  
MUMBAI - 400 020.

Sub: Membership

Dear Sir,

Kindly register our membership as Manufacturer/Merchant Exporter of the product(s) under the purview of your Organisation:

01) Name of the Applicant : \_\_\_\_\_  
\_\_\_\_\_

02) Address of the Applicant (Registered Office in case of limited companies, and the Head Office for others) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

03) IEC No..... Date of Issue.....  
Issuing Authority.....

3A) PAN No..... Date of Issue.....  
Issuing Authority.....

04) If the registration is required as a manufacturer exporter give No. & Date of SSI Registration/Industrial License/IEM : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issuing Authority : \_\_\_\_\_  
\_\_\_\_\_

05) EH/TH/STH/SSTH/Certificate No.....  
Date .....Valid upto .....

06) Details of Directors/Partners/Proprietors/Karta to be given in the following manner:

(I) (a) Name \_\_\_\_\_  
(b) Father's Name \_\_\_\_\_  
(c) Residential Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(d) Telephone No. \_\_\_\_\_

(II) (a) \_\_\_\_\_ (III) (a) \_\_\_\_\_  
(b) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(d) \_\_\_\_\_ (d) \_\_\_\_\_

(IV) (a) \_\_\_\_\_ (V) (a) \_\_\_\_\_  
(b) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(d) \_\_\_\_\_ (d) \_\_\_\_\_

07) State the type of registration sought from the Organisation:

- a) Wool top/blended tops exporter
- b) Woollen/worsted/semi-worsted/shoddy/blended yarn exporter
- c) Woollen/worsted/shoddy/blended fabric exporter
- d) Woollen handloom woven textile exporter
- e) Woollen/worsted shawl/stoles/scarves/mufflers exporter
- f) Woollen/shoddy blanket exporter
- g) Hair belting exporter
- h) Felt exporter
- i) Machine-made carpet exporter
- j) Raw wool exporter
- k) Merchant exporter

08) Details of past performance of export and domestic turnover, if any (in case of existing units)

Year	Products	Quantity	Value in Lakh (Rs.)
2011-2012			
2012-2013			
2013-2014			

09) Name/s of any Organization Export :  
Promotion Council/s of which you  
are a Member

10) Annual business turnover (in case of existing units):

a) Export : \_\_\_\_\_

b) Domestic : \_\_\_\_\_

11) Name of Bankers :

12) Name and address of the person : 1.  
nominated by the applicant as his  
representative or contact person

Tel.No. :

Fax No.:

E-mail :

: 2.

Tel.No. :

Fax No.:

E-mail :

13) Date of establishment of business : \_\_\_\_\_

14) Name and address of the : \_\_\_\_\_  
factory/factories & units \_\_\_\_\_

- 15) 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 membership 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 the 15<sup>th</sup> day of the following month.
- 16) We further understand that our membership is liable to be cancelled in the event of breach of any of the Articles and/or undertakings mentioned above.

Yours faithfully,

(Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail : \_\_\_\_\_

Residential address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Documents to be enclosed with the Application Form

Profile of the exporter as per Appendix 2 of the Handbook of Procedure, Vol.I, of Foreign Trade Policy 2004-2009

A self certified copy of the IEC Number issued by the Licensing Authority concerned.

A bank draft for the amount of membership fee and annual subscription (as given below) in favour of "Wool Industry Export Promotion Council" should accompany the Application, payable at any scheduled Bank in Mumbai.

Sr. No.	Products	Entrance Fee Rs.	Annual Subscription Rs.	Service Tax @15 % Rs.
a)	Wool top/blended tops exporter	1,000.00	5,000.00	900.00
b)	Woollen/worsted/semi-worsted/shoddy/ blended yarn exporter	1,000.00	5,000.00	900.00
c)	Woollen/worsted/shoddy/blended fabric exporter	1,000.00	5,000.00	900.00
d)	Woollen handloom woven textile exporter	1,000.00	5,000.00	900.00
e)	Woollen/worsted shawl/stoles/scarves/mufflers exporter	1,000.00	2,000.00	450.00
f)	Woollen/shoddy blanket exporter	1,000.00	2,500.00	525.00
g)	Hair belting exporter	1,000.00	2,000.00	450.00
h)	Felt exporter	1,000.00	2,000.00	450.00
i)	Machine-made carpet exporter	1,000.00	5,000.00	900.00
j)	Raw wool exporter	1,000.00	2,000.00	450.00
k)	Merchant exporter	1,000.00	2,500.00	525.00
l)	Associate Member	1,000.00	2,000.00	450.00
m)	Registered textile exporter	1,000.00	2,000.00	450.00

The subscription is valid from 1<sup>st</sup> April to 31<sup>st</sup> March of every year (Financial Year)

Service charges will be applicable on actual export performance.

APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP CERTIFICATE

To,

Executive Director,  
Wool Industry Export Promotion Council,  
Churchgate Chambers, 7<sup>th</sup> Floor,  
5, New Marine Lines,  
MUMBAI - 400 020.

Dear Sir,

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

- 01) Name of the Applicant \_\_\_\_\_
- 02) Address of the applicant (Registered Office in case of Limited Companies and the head Office for others) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 03) IEC No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Issuing Authority \_\_\_\_\_ (enclose copy).
- 3(a) PAN No. \_\_\_\_\_ Issuing Authority \_\_\_\_\_ (enclose copy).
- 04) If the registration is required as Manufacturer-Exporter give No. & Date of SSI Registration: \_\_\_\_\_ issuing Industrial License/EM: \_\_\_\_\_ Authority \_\_\_\_\_  
Others (specify)
- 05) EHTH/STH/SSTH Certificate No. \_\_\_\_\_ dated \_\_\_\_\_ valid upto \_\_\_\_\_
- 5(a) SHE/ISEH/ISSEH/ \_\_\_\_\_ valid upto \_\_\_\_\_
- 06) Details of Directors/Partners/Proprietors/Karta to be given in the following manner:
  - (I) (a) Name \_\_\_\_\_
  - (b) Father's Name \_\_\_\_\_
  - (c) Residential Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (d) Telephone No. \_\_\_\_\_
- (II) (a) \_\_\_\_\_ (III) (a) \_\_\_\_\_

- |                |               |
|----------------|---------------|
| (IV) (a) _____ | (V) (a) _____ |
| (b) _____      | (b) _____     |
| (c) _____      | (c) _____     |
| _____          | _____         |
| _____          | _____         |
| (d) _____      | (d) _____     |

07) Name of export product(s) for which registration is required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

08) Name and address of the branches if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

09) Name and address of the factory: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10) 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.

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

Yours faithfully,

(Signature)

Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel. No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_



## **SPECIMEN OF AFFIDAVIT**

(AFFIDAVIT CAN BE GIVEN ON THE NON-JUDICIAL STAMP PAPER OF RUPEES  
TEN DULY ATTESTED BY OATH COMMISSIONER OR NOTARY PUBLIC)

### **AFFIDAVIT**

We, M/s. \_\_\_\_\_

\_\_\_\_\_ hereby solemnly affirm and declare that our firm as well as its Proprietor/Partners/Directors have not been debarred by any Government Authorities i.e. Licensing Authority, R.B.I. so as to disqualify the firm from registration under I.T.C. Policy.

It is declared that we intend to export wool and woollen products within next six months.

It is also declared that no Proprietor/Partner/Director of this company/firm etc. either in the name or as a Proprietor/Partners/Directors, etc. of any company/firm etc., is a defaulter of the WOOLTEXPRO or which has contravened provisions of any law, Foreign Trade Policy, etc.

(Deponent)

I/We above deponent do hereby solemnly affirm and declare that the statement given is true and correct to the best of my/our knowledge and nothing has been concealed.

(Deponent)

QUARTERLY STATEMENT OF EXPORTS & DOM

Name of the Mill & Address : \_\_\_\_\_

\_\_\_\_\_

Tel./Fax/E-mail : \_\_\_\_\_

Period : \_\_\_\_\_

EXPORTS - TEXTILES

Sr. No.	Products	Wool & Wool Predominant		Polyester/wool – Polyester predominant		Synthetic & (Texti	
		Qty.	Value	Qty.	Value	Qty.	
01)	Wool tops (M. Ton)						
02)	Yarn (M. Ton)						
03)	Fabrics (1000 Lin. Mtrs.)						
04)	Readymade garments (Pcs)						
05)	Blankets (Pcs.)						
06)	Shoddy Fabrics (1000 Lin. Mtrs.)						
07)	Others – Please specify						

Status: Trading House/Export House/Green Card

% of export turnover : \_\_\_\_\_%

% of domestic turnover : \_\_\_\_\_%

Total turnover : \_\_\_\_\_%

# BANK CERTIFICATE

BANK NAME

DATE:-

To,  
Wool Industry Export Promotion Council,  
Churchgate Chambers, 7<sup>th</sup> Floor,  
New Marine Lines,  
Mumbai – 400020

Dear Sir,

This is to certify that \_\_\_\_\_, a \_\_\_\_\_ firm (Partnership Firm / Proprietor Firm) having address

\_\_\_\_\_, is maintaining a Current Account no. \_\_\_\_\_ with us since \_\_\_\_\_ and maintaining an average balance of around Rs. \_\_\_\_\_ during last one year. The operations in the account are satisfactory.

This certificate is issued at the specific request of \_\_\_\_\_ without any risk and responsibility on the part of bank or its officials.

Yours faithfully,

Bank Name or Stamp