



THE SYNTHETIC & RAYON TEXTILES EXPORT PROMOTION COUNCIL

RESHAM BHAVAN, 78, VEER NARIMAN ROAD, MUMBAI - 400 020.

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**APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP
CERTIFICATE (RCMC)**

INSTRUCTIONS : Please read these instructions carefully before submitting application for registration under the Exim Policy for registered Exporters.

1. Registration with this Council under Export & Import policy is necessary for (i) a Licence to export or (ii) any other benefit or (iii) concession under this Policy in respect of man-made fabrics, made-up items and yarns. 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 PARANO. 5 BELOW) or date of membership whichever is later.
3. Applicants should submit the Registration-cum-Membership Certificate (RCMC) duly filled in duplicate.
4. Before submitting application check carefully whether :
 - i. A Certificate from the bank in support of the applicant's financial soundness is attached or Cancelled Cheque
 - ii. Importer-Exporter Code no. is given & photocopy of the same is enclosed.

- iii. In case of Manufacturer Exporter-self certified copy of SSI Registration / Industrial Licence / IEM Certificate is enclosed.
- iv. 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 annexures with full details.

5. RENEWAL

- 1. The Registration Certificate will be valid for a period of five years subject to continuation of the membership of the Council, ending 31st March of the licensing year. The membership renewal fee is payable at the beginning of each financial year i.e. from 1st April. The certificate shall be deemed to be valid from 1st April of the licensing year in which it was issued.
- 2. 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.
- 3. A fee of Rs. 115/- will be charged for issue of RCMC Renewal Certificate.

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

IMPORTANT : *Please do not fill in the Sr. No. 5, 6 & 7 of the RCMC Certificate.*

APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP CERTIFICATE

To,
The Director & Secretary
THE SYNTHETIC & RAYON TEXTILES EXPORT PROMOTION COUNCIL.
Resham Bhavan, 78, Veer Nariman Road,
Mumbai - 400 020.

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 : _____

_____ Email address _____

(Registered Office in case of limited
companies, and the head office for others)

(ii) Name address of the branches, if : _____
any _____

(iii) Name & 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 _____

Other (specify) _____

(5) EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISSEH : Certificate Number _____

Valid upto _____

(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 here 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 any be prescribe;
(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 cancelled 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 2.63 of the Handbook of Procedures (Vol 1).

Yours faithfully

(Signature)

Name : _____

Address : _____

Designation : _____

Tel. No. : _____

Fax No. : _____

E-mail Address : _____

Residential Address : _____

Place : _____

Date : _____

SRTEPC RCMC CERTIFICATE FORM

1. NAME OF THE EXPORTER :

2. IEC NUMBER :

3. (i) Address of Registered/Head Office :

(ii) Address of Branch Office(s) :

(iii) Address of Factory (s) :

4. DATE OF ESTABLISHMENT :

**5. DESCRIPTION OF GOODS/SERVICES :
FOR WHICH REGISTERED**

6. REGISTRATION NUMBER :

7. REGISTERED AS (CATEGORY) :

**8. NAME(s) OF PROPRIETOR / PARTNER(s) :
DIRECTORS / KARTA**

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

**Signature of the Competent Officer
of the Council**

Name : _____

Designation :

Valid upto :

Date of issue :

(SUBJECT TO PAYMENT OF ANNUAL SUBSCRIPTION FEES EVERY YEAR)

NOTE: Please attach an annexure on your company letter head in case of more than four directors or more than two branch offices/factories etc.