

The Director & Secretary,  
The Synthetic & Rayon Textiles  
Export Promotion Council,  
Resham Bhavan, 78, Veer Nariman Road,  
Mumbai - 400 020.

Date : \_\_\_\_\_

Dear Sir,

### APPLICATION FOR MEMBERSHIP

I/We hereby agree, if enrolled as member of The Synthetic & Rayon Textiles Export Promotion Council to undertake to confirm to and be bound by the Memorandum and Articles of Association and the Rules for Membership of the Council in force from time to time prior to ceasing to be a member whether by resignation or otherwise.

( FILL IN AND ✓ WHETHER APPLICABLE )

Name of the Company : \_\_\_\_\_

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

\_\_\_\_\_

Phone : \_\_\_\_\_

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

Date of Establishment : \_\_\_\_\_

Whether : ☐ Person ☐ Firm ☐ Pvt. Ltd. Co. ☐ Ltd. Co.  
☐ Corporation ☐ Association ☐ Society

Name/s of Proprietor / Partner / Director :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the Banker : \_\_\_\_\_

(Please attach a Certificate of Financial Soundness from your bankers)

## CATEGORY OF MEMBERSHIP TO WHICH ADMISSION IS SOUGHT

☐ Associate

☐ Ordinary

### NOTE :

#### Associate Member :

A person or firm interested in export of Synthetic & Rayon Textile items shall be eligible for admission to the Council as Associate Member, on receiving the application in the prescribed form along with copy of the Import-Export Code Number from the director General of Foreign Trade, Government of India, and other relevant supporting documents.

#### Ordinary Member :

In order to be eligible for ordinary membership of the Council, a person must satisfy the following requirements, namely.

- (a) He, or the entity represented by him, must have been as associate Member of the Council for at least three years.
- (b) He, or the entity represented by him, must have, to his or its credit, during the three financial years immediately preceding, average exports in respect of the product of not less than the amount mentioned below :
  - (i) Small Scale Industries Rs. 10 Lakhs
  - (ii) Others Rs. 25 Lakhs

OR

- (a) He, or the entity represented by him must have the IEC Number from the DGFT, Government of India.
- (b) He or the entity represented by him must to his or its credit during the immediate preceding years, export performance of Rs. 20 Lakhs for SSI and Rs. 50 Lakhs for others in respect of the product with which the Council is concerned.

**THE SYNTHETIC AND RAYON TEXTILES EXPORT PROMOTION COUNCIL**

Resham Bhavan, 78, Veer Nariman Road, Mumbai - 400 020.

**Specimen Signature Card**

Name of the Firm (in block letters) \_\_\_\_\_

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

Category :      ☐ Associate                              ☐ Ordinary

Group :      Please ☐ the group applicable to your firm from those indicated below :

(a) Manufacturer/Small Scale Industry

(b) Status Holder

(i. e. Export House / Trading House / Star Trading House or

Super Star Trading House as per Export Import Policy in force)

(c) Others

Name of Authorised Representative : \_\_\_\_\_

Designation : \_\_\_\_\_

Membership No. : \* \_\_\_\_\_ Date of Admission : \* \_\_\_\_\_

\* To be Filled in by Council.

**Signature of Authorised Representative**

Date : \_\_\_\_\_

(Seal of the Firm)

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Name of Authorised Representative : \_\_\_\_\_

Designation : \_\_\_\_\_

Membership No. : \* \_\_\_\_\_ Date of Admission : \* \_\_\_\_\_

\* To be Filled in by Council.

**Signature of Authorised Representative**

Date : \_\_\_\_\_

(Seal of the Firm)



**NEW MEMBERSHIP FEE**

Annual Subscription Fee	:	Rs. 9500/-
Entrance Fee	:	Rs. 1000/-
Publications	:	Rs. 300/-
RCMC Certificate Charges	:	Rs. 100/-
SRTEPC Development Fee	:	Rs. 150/-
		<b>Rs. 11050/-</b>
Service Tax Charges @ 15%	:	Rs. 1658/-
<b>Total Membership Fee</b>	:	<b>Rs. 12708/-</b>

**NEW MEMBERSHIP FEE FOR SSI UNITS**

(Subject to submission of permanent S.S.I. Unit Certificate issued by the Competent Authority for manufacture of synthetic/rayon items falling under the purview of the Council)

Annual Subscription Fee	:	Rs. 6000/-
Entrance Fee	:	Rs. 1000/-
Publications	:	Rs. 300/-
RCMC Certificate Charges	:	Rs. 100/-
SRTEPC Development Fee	:	Rs. 150/-
		<b>Rs. 7550/-</b>
Service Tax Charges @ 15%	:	Rs. 1133/-
<b>Total Membership Fee</b>	:	<b>Rs. 8683 /-</b>

Note : The annual Membership Subscription fee is valid from April to March each year. Membership fee once received, will not be refunded. Members outside Mumbai are to send their fees by Demand Draft / Cheques Payable at par only. **Cheque / Draft to be Drawn in Favour of " The Synthetic and Rayon Textiles Export Promotion Council"**

**Company Profile**

- 1      **Whether**      ☐ Fabric Manufacturer      ☐ Non-Fabric Manufacturer  
                          ☐ Merchant Exporter
- 2      Products for which membership sought : \_\_\_\_\_
- 3      IE Code No. \_\_\_\_\_ Permanent Account No. (I Tax) \_\_\_\_\_
4.      Is your firm :
- ☐ Export House      ☐ Trading House  
          ☐ Star Trading House      ☐ Super Star Trading House
5.      Name/s of any other organisation / Export Promotion Council of which you are a member
- \_\_\_\_\_
- \_\_\_\_\_

(please enclose copies of the relevant Certificate/s)

6. Who handles export in your firm ?

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

7. Have you exported Synthetic & Rayon Textiles in the Past ( ) Yes ( ) No.

**If yes, please answer the following :**

(a) What were the items of Export and value for the last three years

Item	Year (Value)	Year (Value)	Year (Value)
Fabrics			
Made-Ups			
Yarn			
Tyre Cord			
Fibre			
Other			
Total			

**Note :** \* Certificate of Chartered Accountant Certifying the export figures should be attached.

WHICH ARE THE ITEMS YOU ARE MANUFACTURER / EXPORTING AT PRESENT ( Please ✓ )

Fabrics	Made-ups	Yarns	Fibre
Chiffon <input type="checkbox"/>	Dupattas <input type="checkbox"/>	Carded Yarn <input type="checkbox"/>	Polyester Staple <input type="checkbox"/>
Crepe de Shine <input type="checkbox"/>	Odhanies <input type="checkbox"/>	Catonic Yarn <input type="checkbox"/>	Viscose Staple <input type="checkbox"/>
Georgette <input type="checkbox"/>	Scarves <input type="checkbox"/>	Modal Yarn <input type="checkbox"/>	Acrylic Staple <input type="checkbox"/>
Organdi <input type="checkbox"/>	Stoles <input type="checkbox"/>	Chenille Yarn <input type="checkbox"/>	Polypropylene <input type="checkbox"/>
Satin <input type="checkbox"/>	Cushion Covers <input type="checkbox"/>	Crimped Stretch Yarn <input type="checkbox"/>	Acrylic Tow <input type="checkbox"/>
Tafeta <input type="checkbox"/>	Lungies/Sarongs/Pareos/Khangas <input type="checkbox"/>	Draw Twisted Yarn <input type="checkbox"/>	Any other (specify in a separate sheet) <input type="checkbox"/>
Voile <input type="checkbox"/>	Shawls <input type="checkbox"/>	Fancy Yarn <input type="checkbox"/>	
Embd. Fabrics <input type="checkbox"/>	Table Cloth <input type="checkbox"/>	Knitting Yarn <input type="checkbox"/>	
Lycra <input type="checkbox"/>	Towels <input type="checkbox"/>	Melange Yarn <input type="checkbox"/>	
Fashion Fabrics <input type="checkbox"/>	Sarees <input type="checkbox"/>	Metallic Yarn <input type="checkbox"/>	
Ladies Dress Materials <input type="checkbox"/>	Fashion Accessories <input type="checkbox"/>	Polyester Filament <input type="checkbox"/>	
Shirting Fabrics <input type="checkbox"/>	Hand Kerchieves <input type="checkbox"/>	Polyester Spun <input type="checkbox"/>	
Suiting Fabrics <input type="checkbox"/>	Lace & Lace Fabrics / Macrama <input type="checkbox"/>	Viscose Filament <input type="checkbox"/>	
Velvet <input type="checkbox"/>	Ribbons <input type="checkbox"/>	Viscose Spun <input type="checkbox"/>	
Chenille <input type="checkbox"/>	Tapes / Narrow Fabrics <input type="checkbox"/>	Nylon Spun <input type="checkbox"/>	
Uniform Fabrics <input type="checkbox"/>	Woven Labels <input type="checkbox"/>	Nylon Filament <input type="checkbox"/>	
Sheetings <input type="checkbox"/>	Bed Sheets/Bed Spreads/Bed Covers/Bed Sets <input type="checkbox"/>	Polypropylene Spun <input type="checkbox"/>	
Furnishing Fabrics <input type="checkbox"/>	Quilt <input type="checkbox"/>	Acrylic Spun <input type="checkbox"/>	
Home Textiles <input type="checkbox"/>	Fleece Blankets <input type="checkbox"/>	Acetate <input type="checkbox"/>	
Interlining Cloth <input type="checkbox"/>	Mink Blankets <input type="checkbox"/>	Sewing Thread <input type="checkbox"/>	
Pile Cloth <input type="checkbox"/>	Braids / Trimmings <input type="checkbox"/>	Embroidery Thread <input type="checkbox"/>	
Parachute Cloth <input type="checkbox"/>	Curtains <input type="checkbox"/>	Polyester Cotton <input type="checkbox"/>	
Umbrella Cloth <input type="checkbox"/>	Pillow Covers / Pillow Cases <input type="checkbox"/>	Polyester Viscose <input type="checkbox"/>	
Flame Retardant <input type="checkbox"/>	Ribbons <input type="checkbox"/>	Polyester Wool <input type="checkbox"/>	
Industrial Fabrics <input type="checkbox"/>	Trims <input type="checkbox"/>	Acrylic Cotton <input type="checkbox"/>	
Technical Fabrics <input type="checkbox"/>	Wadding / Saree Falls / Fringes / Borders <input type="checkbox"/>	Bobbin Yarn <input type="checkbox"/>	
Jacquard Fabrics <input type="checkbox"/>	Any other (specify in a separate sheet) <input type="checkbox"/>	Flax Yarn <input type="checkbox"/>	
Modal Fabrics <input type="checkbox"/>		Fully Drawn Yarn <input type="checkbox"/>	
Raschel Fabrics <input type="checkbox"/>		Gassed Yarn <input type="checkbox"/>	
Poplin <input type="checkbox"/>		Hosiery Yarn <input type="checkbox"/>	
Twills <input type="checkbox"/>		HT Multifilament Yarn <input type="checkbox"/>	
Tulle Fabrics <input type="checkbox"/>		Industrial Yarn <input type="checkbox"/>	
Upholstery Fabrics <input type="checkbox"/>		Jute Yarn <input type="checkbox"/>	
Any other (specify in a separate sheet) <input type="checkbox"/>		Monofilament Yarn <input type="checkbox"/>	
		Multifilament Yarn <input type="checkbox"/>	
		Partially Oriented Yarn <input type="checkbox"/>	
		Partially Texturised Yarn <input type="checkbox"/>	
		Shoddy Yarn <input type="checkbox"/>	
		Speciality Yarn <input type="checkbox"/>	
		Stretch Yarn <input type="checkbox"/>	
		Tencel Yarn <input type="checkbox"/>	
		TFO Yarn <input type="checkbox"/>	
		Twisted Yarn <input type="checkbox"/>	
		Any other (specify in a separate sheet) <input type="checkbox"/>	

THE SYNTHETIC AND RAYON TEXTILES EXPORT PROMOTION COUNCIL

## CODE OF CONDUCT

We, the manufacturers as well as exporters, whose manufactures and goods are exported from India, do hereby pledge that we shall in all our dealings in the international trade strictly abide by and adhere to the principles set out hereunder :

1. We appreciate and value high ethical standards in business and are convinced that only on such standards a permanent and lasting international trade among countries can be built up. We give this solemn assurance that we shall abide by and conduct ourselves in a manner that conforms to the high ethical standards in business.
2. We undertake to strictly fulfill all contractual obligations made in good faith between the buyers and ourselves and thereby protect the interests and through them of their consumers.
3. We agree to continuously strive to improve our manufactures and goods and subject these to any desired or prescribed inspection before packing and despatching.
4. We undertake that all our stamping and marking on the goods and manufactures will correctly describe their quality and measure.
5. We agree to adhere to the contractual specifications on the basis of sample submitted and approved by the buyers, within the internationally accepted trade tolerance levels.
6. We shall endeavour our utmost to satisfy the requirements to the buyers within the contracted stipulations in all respects. If negotiations have not been fulfilled we undertake to enquire into and settle the complaint as promptly and amicably as possible using whichever necessary, the good offices the Export Promotion Council, or any other organisation which exists in India for the purpose of promoting and assisting exporters except where there is specific mention in the contract of any recognised authority as Arbitrator, in which event we shall abide by the procedure prescribed in the contract.

**I/We hereby undertake to abide by and adhere to the principles set out in the Code of Conduct above.**

Name & signature of  
Authorised representative

Name of the Company \_\_\_\_\_

(Seal of the firm)





**THE SYNTHETIC & RAYON TEXTILES EXPORT PROMOTION COUNCIL**

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

Phone : 2204 8797, 22048690 · Fax : 22048358

E-mail : srtepc@srtepc.org · Website : www.synthetictextiles.org

**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 PARA NO. 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.
  - 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. 112/- 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 may 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.**