

EEPCINDIA/MEMBERSHIP APPLICATION/02
MEMBERSHIP APPLICATION FORM

The Secretary
EEPCINDIA
(Formerly Engineering Export Promotion Council)
Vanijya Bhavan (1st Floor)
International Trade Facilitation Centre
1/1, Wood Street KOLKATA – 700016

Dear Sir,

I/We desire to be enrolled as an Associate Member of the EEPCINDIA (formerly Engineering Export Promotion Council) and am/are sending herewith annual membership subscription of Rs. 5,000/-/ 8,000/-/ 13,000/-/ 21,000/-/ 23,000/-/ 25,000/-/30,000/-/ 35,000/-/ 45000/- (as applicable based on the export performance in engineering goods and services during the year prior to the immediate preceding financial year) and membership admission fee of Rs.2000/-together with applicable Service Tax @ 10.30% thereon, which please acknowledge. The Demand Draft favouring EEPCINDIA payable at Kolkata is enclosed.

I/We agree to abide by the Memorandum and Articles of Association of the EEPCINDIA for the time being in force or any rules or regulations or code of conduct prescribed both by the Council/Government from time to time.

I/We hereby declare that the particulars given in the application are true and correct to the best of my/our knowledge and belief.

Yours faithfully,

Signature _____

Name _____
(In Block Letter)

Designation _____

Date _____

Stamp of Co. /Firm _____

The following particulars to be filled in by the applicant

1. Name under which membership is sought.
2. Whether you were a member of the Council in the past. If so, mention the date when ceased from membership.
3. Address, Telephone No., Telegraphic Address, Telex No., Telefax No., Email of Registered Office in case of a Limited Company or Head Office in case of others.
4. PAN No.
5. IEC Code No. & issue date (Self attested copy of IEC Code No Certificate must be attached)
6. Name, Address, Registration No., Telephone/Telex/ Telefax No., Email and Telegraphic Address of Factory, if any.
7. Office Address to which communication on export matters are desired together with Telegraphic Address and Telephone/Telex/Telefax No., Email
8. Address, Telephone/Telex/Telefax No./Email and Telegraphic Address of Branch Office, if any.
9. Specify whether:
 - (i) Manufacturer-Exporter Registered with DGTD/SIA Textile Commissioner./ FIPB, New Delhi (Self attested Photocopy of Industrial Licence to be attached) / (Registration Certificate No. & Date of issue)
 - (ii) Manufacturer/Exporter Registered under the MSMED Act, 2006 with Small Scale Industries Service Institute or Director of Industries as MSME/SSI Unit) (Self attested Photocopy of the Registration Certificates to be attached)
 - (iii) Merchant Exporter:
 - (iv) Export House / Star Export House / Trading House / Star Trading House and Premier Trading House, recognized by the Office of the DGFT, New Delhi (certificate to be attached)
10. Name and Address of Bankers:
(Original bank certificate of financial soundness must be attached)
11. Constitution of Firm: whether Public Ltd. Co./Pvt. Ltd. Co./Partnership/Proprietorship/ Chamber of Commerce & Industry.
12. Name and Address of the Directors, Partners or Proprietor of the applicant.
13. Names of authorized representative (not exceeding two) and their specimen signatures, designation and address to be registered in order of priority who shall exercise the rights and privileges of membership on behalf of the member

14. Year of starting business & number of employees at present.

15. Capital invested:

16. A statement showing the itemwise and yearwise and value of production of engineering goods capacity for the last two years and range (in case of Manufacturer Exporter) or internal turnover of engineering goods (in case of Merchant-Exporter)/Others

(i) **In Case of Manufacturer-Exporter**

<u>Year</u>	<u>Item</u>	<u>Capacity</u> Licensed/ Installed	<u>Production</u> (Value Rs)	<u>Range</u>
-------------	-------------	--	---------------------------------	--------------

(ii) **in Case of Merchant-Exporter / Export House/Merchant-cum-Manufacturer /Others**

<u>Year</u>	<u>Item</u>	<u>Turnover (Rs.)</u>	<u>Range Details</u>
-------------	-------------	-----------------------	----------------------

17 A statement showing the engineering goods/ services in which the firm/company is interested for export.

18. (i) Itemwise statement of engineering goods exported, Project Export, Design, Technical and Consultancy Services/Ship Building and Repairing Services/Construction and Civil Engineering Works connected with industrial projects done, (in terms of value) during the year prior to the immediate preceding year (1st April to 31st March) giving the following details :

Sl. No.	Item/Services	Value of Exports/Services rendered (Rs.)	Countries to which exported
---------	---------------	--	-----------------------------

NOTE: A Chartered Accountant certificate certifying FOB Value of Physical export of engineering goods / services during the year prior to the immediate preceding year including 'NIL' export must be enclosed along with application)

(ii) If no export of engineering goods/services has so far been made, an estimated figure of itemwise export (in terms of value) which you expect to make within a year from the date of application, should be furnished.

19. Quality Control methods adopted, if any.

(i) QS /ISO accredited, please specify)

20. (i) Name of a Panel in which primary classification is desired.
[ITC HS Code No(s) and description of product(s)]

Reason:

(ii) Other Panel/Panels with which the firm/company wants to be associated.

[ITC HS Code No(s) and description of product(s)]

Reason:

(List of existing Panels and the criteria for classification into panelare enclosed. No charge is made for primary classification in a Panel. In order to be associated with other Panel/Panels, it is necessary to subscribe as mentioned in the criteria for classification).

21. Name & Address of Overseas Representatives or Agents, if any.

22. Names of the other Organization of which the firm/ Company is a member.

23. Name and Signature of the Proposer.

24. Name and Signature of the Seconder.

P. S. The application should be proposed and seconded at Sl. Nos. 23 and 24 respectively by the existing members of the Council. Where the applicants are experiencing difficulties to comply with this requirement, they may send recommendatory letters either from the Trade Association of which they are members or their Bankers.

Note: Membership Application Form may kindly be submitted to H.O. through Council's Regional/Sub Regional Offices of the Council.

ARTICLES 3 OF THE ARTICLES OF ASSOCIATION OF THE EEPICINDIA CATEGORIES OF MEMBERS AND ELIGIBILITY FOR MEMBERSHIP

3.1 Categories of members of the Council

The Council shall have the following categories of members, namely:

- (a) Associate Members;
- (b) Ordinary Members

3.2. Associate Member

A person shall be eligible for admission to the Council as associate member, on receiving the Import-Export Code Number from the Director General Foreign Trade, Govt of India, in respect of the product with which the Council is concerned.

3.3. 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 an 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) MSME Rs. 30 Lakhs
 - (ii) Others Rs. 50 Lakhs
- (c) On becoming eligible to become an ordinary member, it is incumbent upon the Associate member to apply to the Committee of Administration in the prescribed format expressing his willingness to become an Ordinary member.

Conversion into Associate membership

According to Article 9.2 of the Articles of Association of the Council, the Committee of Administration may, after giving a member reasonable opportunity of hearing, convert the membership of an ordinary member into an associate member, if his performance as an exporter of the product has, during the financial years immediately preceding, been below the average mentioned in clause (b) of article 3.3.

Annual membership subscription is charged according to export of engineering goods/services made by the firm/company during the year prior to the immediate preceding year as detailed in the following table:

DETAILS OF ANNUAL MEMBERSHIP SUBSCRIPTION EFFECTIVE FROM 1ST APRIL, 2011

FIRMS/COMPANIES HAVING EXPORT DURING YEAR BEFORE THE IMMEDIATE PRECEDING YEAR (APRIL-MARCH) RS.	AMOUNT OF SUBSCRIPTION RS.
Between 0 to 30 Lakhs	5000
Above 30 Lakhs to 60 Lakhs	8000
Above 60 Lakhs to 1 Crore	13000
Above 1 Cr. To 5 Crore	21000
Above 5 Cr to 10 Crore	23000
Above 10 Cr to 25 Crore	25000
Above 25 Cr to 50 Crore	30000
Above 50 Cr to 100 Crore	35000
Above 100 Crore	45000
Institutions, Chambers of Commerce & Industry and Trade Associations	10000

Note: New Applicants are required to pay annual subscription as per slab given above (based on their export performance during the year prior to immediate preceding year) and admission fees of Rs. 2000/along with applicable Service Tax @ 10.30% thereon.

**CRITERIA FOR CLASSIFICATION OF
MEMBER- FIRMS/COMPANIES INTO PANEL**

CLASSIFICATION INTO PANELS

According to Article 4.1 (iii) of the Articles of Association of the Council, Members shall at the time of applying for membership, indicate giving reasons therefore, the Panel in which he wishes to be primarily registered and the other panel or panels with which he also wishes to be associated. The admission of an Associate Member as primary member of a Panel shall be decided by the Committee of Administration or any other Committee or Sub-Committee to which powers therefore are delegated by the Working Committee. In case, a member decides to be also associated with other Panel/panels such member will pay such additional fees per annum for each additional Panel, as may be determined by the Working Committee, from time to time.

CONSTITUTION/RECONSTITUTION OF PANELS

According to Article 16(a) of the Articles of Association of the Council, the Working Committee may constitute/reconstitute panels, from time to time, and such constitution/reconstitution shall be based on the export performance in groups of engineering products and also on such well defined criteria, as may be laid down, for the purpose by the Working Committee. Panel covering a commodity group must ordinarily account for export performance of one percent of total export performance, in engineering products in the preceding year. The Council may, with the approval of Government, make relaxation in this regard, and reconstitute panels in fields such as consultancy services and for commodities in which exports may have immediate potential for growth although at the time of constitution of the panel the exports may be below the said one percent of total export of engineering goods in the previous year.

CHANGES OF MEMBERSHIP OF PANELS

According to Article 4.1 (iv) of the Articles of Association of the Council Once members are enrolled under various Panels, changing to other Panels will not be permitted except after an interval of two years. Applications for such changes shall be made to the Council, subject to fulfillment of following criteria, giving reasons therefore, within two months of the beginning of the year. The Working Committee or any other Committee or Sub-Committee to which power therefore are delegated by Working Committee shall decide such requests for changes of membership of Panels. However, eligibility for classification into another Panel will be decided based on following criteria in force.

In Case of Manufacturer-Exporter :

They should be registered as a SSI/ DGTD/ SIA unit for the manufacture of the item concerned. The product should be their best or the second best item of production/export during current plus three previous years.

In Case of Merchant Exporter categorised as Export House/Star Export House/ Trading House / Star Trading House and Premier Trading House :

The product representing a Panel should be the best or the second best item of their export during current plus previous three years (taken together).

For ascertaining primary interest of the firms/companies, Manufacturer-Exporters must furnish to the Council a certificate from the Chartered Accountant certifying their itemwise production in terms of value for the preceding year. Similarly, Merchant Exporter categorized as Export House / Star Export House / Trading House / Star Trading House and Premier Trading House, must submit a statement of their itemwise export performance during current plus previous three years in terms of value certified by the Chartered Accountant.

Merchant-Exporters having no export should send a statement of their itemwise domestic turnover of engineering goods in terms of value during current plus previous three years certified by a Chartered Accountant. If there is neither domestic turnover nor export turnover they may be given primary registration in one Panel of their choice, Export Houses / Star Export Houses / Trading Houses / Star Trading Houses / Premier Trading Houses shall send a copy of their valid recognition certificate as such granted to them by the Office of DGFT, New Delhi.

Additional Panel:

Where a firm/company wants to be primarily registered in one Panel and associated with other Panel/Panels as well, such firm/company should pay Rs. 1,000/-per annum for each additional panel..

LIST OF PANELS

(effective from 14th November, 2008)

01. Engineering Process Outsourcing (EPO)
02. Industrial Machinery for manufacture of Paper, Cement and Chemicals including Pressure Vessels, Boilers and Heat Exchangers and Textile Mill Machinery & Accessories including all types of Knitting machines
03. Food Processing Machinery, Sugar Mill Machinery including Pharmaceutical Machinery. (This will include Oil, Tea, Coffee, Flour, Dal, Rice and Canning Mill Machinery and Dairy Equipments and Animal Drawn Sugarcane Crushers).
04. Agricultural Machinery Field Equipments including Agricultural Tractors and Trailers, Spare Parts and Agricultural Implements, Tools, Irrigation Equipments such as Sprinklers etc.
05. Industrial Machinery – others including Heating, Cooling and other Air Conditioning Equipments.
06. Motor Vehicles excluding Two Wheelers and Three Wheelers. (This will include Heavy Duty Trucks, Jeeps, Chassis, Bus Bodies, Ambulances, Cars etc.)
07. Automobile Components, Spare Parts, Accessories including Storage Battery for Automobile Application and Auto Servicing Garage Equipments.
08. Bicycles, Bicycle Components and Accessories. (This will also include Tricycles and parts thereof)
09. Internal Combustion Engines, Compressors and parts thereof.
10. Electric Power Machinery, Switchgear and Controlgear including Cable, Conductors, Cable/Conductor Accessories and Industrial Storage Batteries. (This will also include Electric Generators, Power and Distribution Transformers, Electric Motors, Telephone Cables and ACSR)
11. Two Wheelers and Three Wheelers– Complete. (This will cover all sorts of Scooters, Motorcycles, Mopeds and Three Wheelers)
12. Electric and Home Appliances, Fans, Sewing Machines, Dry Batteries, Torch Lights and other Electrical manufactures – N.O.S.
13. Iron & Steel.
14. Machine Tools.
15. Hand Tools.
16. Fabricated Steel Structures including Transmission Line Towers.
17. Steel Pipes, Tubes and Fittings thereof.
18. Steel Wire Products all types including Steel Wire, Wire Ropes and Strands.
19. Other Steel Products – all types. (This will include all Primary Steel based items not otherwise specified)
20. Sanitary Castings. (This will also include Valve Box, Water Meter Box and Meter Lids)
21. Ferrous Industrial Castings. (This will also include Spun Pipes, Pressure Tested Pipe Fittings and Alloy Steel Castings)
22. Steel Forgings – all types
23. Aluminium and Manufactures thereof.
24. NonFerrous Metals & Manufactures thereof (Other than Aluminium) including EPNS Wares etc.
25. Design, Technical and Consultancy Services.
26. Super Star/Star/Trading and Export House.
27. Fasteners – all types.
28. Pumps – all types.

29. Project Exports. (This will also include Civil Construction Works connected with Industrial Projects).
30. Construction and Earthmoving Machinery including Cranes, Hoists, Mining Equipments and Tractors for Construction and Earthmoving purpose.
31. Free Trade Zone and 100% Export Oriented Units.
32. Mica and other Mineral based products.
33. Miscellaneous Manufactures – N.O.S. including Ferrous Holloware and Office Equipments. (This will include all residual products not otherwise specified and Office Equipments including Photocopier, Typewriter, Duplicator etc.)
34. Small & Cutting Tools including Engineers Files.
35. Instruments – all types.
36. Railway Rolling Stock and Components, Signalling Equipments and other Transport Equipments including AirCrafts, Ship Building and Repairing etc.
37. Ferro Alloys.
38. Stainless Steel Houseware Products. (This will cover Utensils, Cutlery, Kitchen Equipments etc.)
39. Builders Hardware including Hinges, Door Fittings, Locks, Pad Locks etc. of Base Metal.