

# **MEMBERSHIP APPLICATION FORM**

The Executive Director  
EEPC INDIA (formerly Engineering Export Promotion Council)  
Vanijya Bhavan (1<sup>st</sup> Floor)  
International Trade Facilitation Centre  
1/1, Wood Street  
Kolkata –700 016

Dear Sir

I/We desire to be enrolled as an Ordinary/Associate Member of the EEPC INDIA (formerly Engineering Export Promotion Council) and am/are sending herewith annual membership subscription of Rs. 5,000/- / 8,000/- / 12,000/- / 19,000/- / 20,000/- / 22,000/- / 24,000/- / 30,000/- / (7,500/-) (in case of Ordinary Member) or Rs.2,750/- / 5,000/- /8,000/- (in case of Associate Member) together with membership admission fee of Rs.1,500/- (in case of Ordinary Member) or Rs.500/- (in case of Associate Member) and applicable Service Tax @ 10.30% thereon which please acknowledge.

I/We agree to abide by the Memorandum and Articles of Association of the EEPC INDIA 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 \_\_\_\_\_  
(Block Letter)

Designation \_\_\_\_\_

Date \_\_\_\_\_

Stamp of Co./Firm \_\_\_\_\_

**\*WE ACCEPT ONLY BANK DRAFTS IN PAYMENT OF THE ANNUAL MEMBERSHIP SUBSCRIPTION**

The Demand Draft should be made in the name of “EEPC INDIA ,” payable at Kolkata.

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., E-Mail 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
6. Name, Address, Registration No., Telephone/Telex/  
Telefax No., E-Mail 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., E-mail
8. Address, Telephone/Telex/Telefax No./E-Mail and Telegraphic  
Address of Branch Office, if any.
9. Specify whether :
  - (i) Manufacturer-Exporter Registered with DGTD/SIA  
Textile Commissioner./ FIPB, New Delhi  
(Photocopy of Industrial Licence to be attached) /  
(Registration Certificate No. & Date of issue)
  - (ii) Manufacturer-Exporter Registered with Small Scale  
Industries Service Institute or Director of Industries  
as SSI Unit/MSME Unit)  
(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, recognised by the Office of the DGFT,  
New Delhi (certificate to be attached)
10. Name and Address of Bankers :

## 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. Name, designation and address of representatives 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 &amp; 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>	<u>Production</u>	<u>Range</u>
		<u>Licensed</u>	<u>Installed</u>	<u>(Value Rs.)</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>
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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 (1<sup>st</sup> April to 31<sup>st</sup> March) giving the  
following details :

Sl..

<u>No.</u>	<u>Item/Services</u>	<u>Value of Exports/Services rendered</u>	<u>Countries to which exported</u>
		(Rs. )	

**(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.  
(if QS /ISO accredited, please specify )

20. (i) Name of a Panel in which primary classification is desired.

Reason :

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

Reason :

(List of existing Panels and the criteria for classification are 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 Organisation 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.**

**ARTICLES 3 (a) & 4 OF THE MEMORANDUM AND ARTICLES OF  
ASSOCIATION OF THE EEPC INDIA (formerly Engineering Export Promotion  
Council)**

3(a). There shall be three classes of Members as detailed below:

The Ordinary Members and the Nominated Members, other than those nominated under Article 11(a)(i), will have voting rights and the right to contest for any elective post of the Council. The Associate Members will have voting rights as specified in Article 5(b) and (c) thereof.

(i) Ordinary Member :

All those:

(a) Who manufacture, process or convert engineering goods;

(b) Merchant Exporters and Export Houses;

(c) Design engineering consultancy, erection, ship builders, ship repairers, civil engineering and construction firms;

(d) Institutions, Chambers of Commerce & Industry and Trade Associations;

(e) Small Scale Units borne on the list of Directorate of Industries or Small Scale Service Institutes having engineering goods export of more than Rs. 60 lakhs during the preceding year, who are engaged in or interested in export promotion of engineering goods and services.

(ii) Associate Member :

Small Scale Units borne on the list of Directorate of Industries or Small Scale Service Institutes whose export in engineering goods are upto Rs. 60 lakhs during the preceding year provided that any of the Small Scale Units falling in the above category, who voluntarily wishes to join the Council as Ordinary Member, will be permitted to do so.

(iii) Nominated Member :

Individual nominated by the Government or Other Organisation in the Working Committee shall be treated as Nominated Members.

4(a). Every applicant for membership shall pay admission fee together with the annual membership subscription. The admission fee payable by each applicant for Ordinary and Associate membership shall be Rs. 1,500/- and Rs. 500/- respectively or as may be determined by the Working Committee from time to time.

(b) Member shall pay annual subscription as may be determined by the Working Committee from time to time.

© Members nominated under Articles 11(a) (i) & (ii) shall not be liable to pay any

membership subscription.

**Details of Annual Membership Subscription effective from the year 2007-08  
(effective from 1<sup>st</sup> April, 2007)**

Annual membership subscription is charged according to category of membership as well as 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:

<i>Category of Membership</i>	<i>Firms/Companies having export during year before the immediate preceding year (April-March)</i>			<i>Amount of Subscription (Rs.)</i>
			<i>(Rs)</i>	
ORDINARY	Between 0	----	10 Lakhs	5,000/-
	Above 10 Lakhs	----	60 Lakhs	8,000/-
	Above 60 Lakhs	----	1 Crore	12,000/-
	Above 1 Crore	----	5 Crores	19,000/-
	Above 5 Crores	----	10 Crores	20,000/-
	Above 10 Crores	----	25 Crores	22,000/-
	Above 25 Crores	----	50 Crores	24,000/-
	Above 50 Crores	----		30,000/-
	Institutions, Chambers of Commerce & Industry and Trade Associations			7,500/-
ASSOCIATE	Between 0	----	10 Lakhs	2,750/-
	Above 10 Lakhs	----	30 Lakhs	5,000/-
	Above 30 Lakhs	----	60 Lakhs	8,000/-

Note: With effect from 01.04.2010, members are requested to pay annual subscription as per slab given above (based on their export performance during the year prior to immediate preceding year alongwith applicable Service Tax @ 10.30%

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ENGINEERING EXPORT PROMOTION COUNCIL  
KOLKATA

**LIST OF PANELS**

(effective from 14<sup>th</sup> 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. Non-Ferrous 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 Air-Crafts, 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.

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

#### CRITERIA FOR CLASSIFICATION OF MEMBER-FIRMS/COMPANIES INTO PANELS

According to Article 3(d) of the Memorandum and Articles of Association of the Council every Ordinary Member and Associate Member shall, at the time of applying for membership, indicate, giving reasons thereof, the Panel in which he wishes to be primarily registered and the other Panel or Panels with which he also wishes to be associated.

- (1) Where a firm/company desires to be primarily registered in a Panel they should be classified in the Panel desired by them provided the member fulfils the condition as herein provided. At the time of classifying the members, the Council shall classify them in the Panel in which they have primary interest. The primary interest of member-firms/companies should be ascertained on the following grounds :

#### **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 item-wise production in terms of value for the preceding year. Similarly, Merchant Exporter categorised as Export House / Star Export House / Trading House / Star Trading House and Premier Trading House, must submit a statement of their item-wise 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 item-wise 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.

(2) **Additional Panel :**

Where a firm/company wants to be primarily regd. 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. Small Scale Industrial Units borne on the list of Directorate of Industries or Small Scale Service Institutes have to pay Rs. 500/- only per annum for each additional Panel.

(3) **Change of Panel :**

Once a firm/company is enrolled under one Panel or various Panels, no change will be permitted except after an interval of two years. Application for such changes shall be made to the Council, giving reasons therefor, within two months of the beginning of the third year. In such cases, eligibility for classification in another Panel will be decided based on criteria in force for primary registration of members in Panel.