



EEPC INDIA (formerly Engineering Export Promotion Council)  
Sponsored by Ministry of Commerce & Industry, Government of India  
(An ISO 9001: 2008 organisation)

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

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 - 700016

Dear Sir,

I/We desire to be enrolled as an Associate / Affiliate / Nominated Member of EEPC India (formerly Engineering Export Promotion Council) and am/are sending herewith annual membership subscription as applicable based on the export performance in engineering goods and services during the year prior to the immediate preceding financial year with the membership admission fee as mentioned in the annexure I along with GST as applicable (presently @18%) thereon, which please acknowledge. The membership subscription along with the admission fee and additional panel charges ( if applicable) is being paid through Demand Draft /Cheque/NEFT/RTGS favouring EEPC INDIA.

I/We agree to abide by the Memorandum and Articles of Association of 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 \_\_\_\_\_

The following particulars to be filled in by the applicant

1	Name of the Organisation	
2	Whether you were a member of the EEPC India in the past ( Yes / No)	
3	Type of Organisation : Whether Public Ltd. Co. / Pvt. Ltd. Co./ Partnership / Proprietorship / LLP / OPC / Chamber of Commerce & Industry	
4	Address  Telephone No. Fax No. E-mail : (Registered Office in case of a Limited Company or Head Office in case of others)	
5	PAN No. (Enclose self attested copy of PAN)	
6	IEC code No. & issue date (Enclose self attested copy of IEC)	
7	GST No. (Enclose self attested copy of GST Certificate)	
	Whether The Correspondence Address is same as Head Office or Registered Office Address (Yes / No)	
8	Correspondence Address:  Telephone No. Mobile No. Fax No. E-Mail : (In case of the Correspondence Address is different from Head Office or Registered Office Address)	
9	Address of Factory/Branch (if any).  Telephone No. Mobile No. E-Mail : (Please use extra sheets if space provided is not sufficient and attach as Annexure)	

10	Specify whether : i) Manufacture-Exporter (Registered with MSME/SSI/Udyog Aadhar/SIA/Textile Commissioner (Photocopy of Industrial Licence to be attached) / (Registration Certificate No. & Date of Issue) ii) Merchant Exporter iii) Merchant cum Manufacturer 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)		
11	Name and Address of Bankers : (Enclose Cancelled Cheque bearing preprinted name of the company and A/C No.)		
12	Export Performance for the year before the immediate preceding year (Enclose CA certificate of Export Performance) (Please see Annexure I : Membership Subscription )		
13	Details of Directors/ Partners/ Proprietor/ Karta to be given in the following manner:		
	a. Name		
	b. E-mail		
	c. Father's Name		
	d. Residential Address		
	e. Mobile No.		
Please use extra sheets if space provided is not sufficient and attach as Annexure			
14	Year of starting business		
15	Name of Export product (s) /Services for which Registration is required (Major item of export)		
	SL No.	Name of Export Item(s) /Services for which Registration is required	ITC HS CODE

(Please use extra sheets if space provided is not sufficient and attach as Annexure)  
 (ITC HS Code not required in the case of Service Exporters)

16 Main Line of business of the Organisation.

17. 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 provided to us on our exports:
- b. Agree to abide by the code of conducts that may prescribed:
- c. In case of change of ownership, constitution, name or address of an exporter, it shall be obligatory on part of RCMC holder to intimate such change to registering authority within a period of one month from the date of such change.
- d. Furnish monthly returns (Monthly Return Format attached) of exports including NIL returns to the Registering authority by 15<sup>th</sup> day of the months following the quarter.

18. We solemnly declare that while applied to EEPC India, we had mentioned our main line of business. In case we apply / have applied to any other council, the application is / has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures (Vol. 1).

Yours faithfully,

(SIGNATURE)

Name:	
Address:	
Designation:	
Tel No.:	
Fax No:	
E-mail Address:	
Residential Address:	

Place:

## Annexure I

<b>Subscription for the Newly Appointed Members (OTHER THAN AFFILIATE MEMBERS)</b>	
Firms/Companies having export during year before the immediate preceding year (April-March)	Amount of subscription
RS.	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
<p>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 GST as applicable (presently @ 18%) thereon.</p>	
<b>Additional Panel Charges for New and Existing Members</b>	<b>Amount of subscription (rs)</b>
Additional panel Charges for (MSME)	1500
Additional panel Charges for (Non MSME)	3000
<p>Note : In case the firm wants items of their panels to be mentioned on their Registration-cum-Membership Certificate (RCMC), the condition is that they must be classified under at least one additional panel having paid the requisite additional panel fees. A firm can choose to be included under as many additional panels as they wish subject, however the payment for each additional panel will be at the rate as mentioned above.</p>	
<b>Subscription for the Affiliate Members</b>	
Firms/Companies to pay the subscription within financial year (April-March)	Amount of subscription (rs.)

Membership Subscription	2500
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Note: New affiliate members are required to pay the Admission fees of Rs. 1500/along with GST as applicable (presently @ 18%) thereon.