

## **INSTRUCTIONS FOR ENROLLMENT WITH HANDLOOM EXPORT PROMOTION COUNCIL**

BEFORE FILLING UP THE APPLICATION FORM FOR MEMBERSHIP FOR "REGISTERED TEXTILE EXPORTERS" (RTE) AND "REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)" WITH THE COUNCIL, YOU ARE REQUESTED TO READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

### **FEE STRUCTURE**

Admission Fee	-	Rs.2,000
Annual Subscription	-	Rs.6,000
GST @ 18%	-	Rs.1,440
<b>Total</b>	-	<b>Rs.9,440</b>

It may kindly be noted that Import Benefits as well as other benefits are admissible against export of handloom products. To be eligible for these benefits exporters must register themselves with this Council under the Foreign Trade Control Policy (FTP). Membership of the Council is a condition precedent to Registration.

The applications duly filled in should be sent to the Council along with the following documents:

1. Multicity CTS Cheque / Demand Draft amount may please be incorporated as Rs.9,440/- in favour of "THE HANDLOOM EXPORT PROMOTION COUNCIL" payable at Chennai / New Delhi as per the place of applicant. You may also send payment by NEFT for which bank details are furnished below :

For Southern region (Tamilnadu, Kerala, Andra Pradesh, Karnataka, Puducherry, Orissa, Maharashtra)

Beneficiary Name	Handloom Export Promotion Council
Bank Name	STATE BANK OF INDIA
Branch	Thousand Lights
Account No	10640562332
IFS Code	SBIN0020243

For Northern Region :

BENEFICIARY NAME	HANDLOOM EXPORT PROMOTION COUNCIL
NAME OF BANK & BRANCH	STATE BANK OF INDIA EAST PATEL NAGAR, NEW DELHI-110008
Current Account No.	10964466460
IFS code No.	SBIN0001282

**Note : In case of payment through RTGS, please mention your Company Name / RCMC No. in the payment details column in the application form for tracking the payment**

2. **Self attested photocopy copy of the Import Export Certificate (IEC) Number** issued by the Jt. Director General of Foreign Trade.
3. **Self attested photocopy copy of PAN card** issued by the Income Tax Department. Pan card of proprietor, in the case of proprietorship, and for others, pan card in the name of firm.

4. In the case of **Partnership firm, a self attested photocopy of the entire Partnership Deed.**
5. In the case of Joint Stock Company or a Society of any other Corporate Body, a resolution by the Board of Management of the Corporate Body agreeing to apply for RTE. The resolution should be in the following manner and on letter head of the company/Society. It has to be submitted a self attested copy of Article of Association or Bye-laws as applicable.

Extract of Resolution the Board of Directors Resolution meeting held at\_\_\_\_\_ On\_\_\_\_\_.

-----

Resolved that Shri \_\_\_\_\_ Director/official \_\_\_\_\_ be and is hereby nominated as authorized representative under and for the purpose of membership/RTE rules of The Handloom Export Promotion Council.

"Further resolved to agree to apply for membership of the Council and abide by the rules of the Membership/RTE.

Date & seal

Signature

other than the nominated Director

6. According to the Articles of Association of the Council, you have to nominate an authorized representative as indicated below
  - a) Only **one of your partners** in case yours is a **PARTNERSHIP FIRM** and the same should be attested by any other partner than the nominated authorized representative.
  - b) **Only the Proprietor/Proprietix** should be self nominated in the case of **PROPRIETARY CONCERN.**
  - c) Only one of the Directors/Official should be nominated as the authorized representative in the case of limited companies, Joint Stock Companies and Cooperative Societies etc.

Specimen Signature of the nominated authorized representative should be duly filled-in as per the instructions given in **Specimen Signature Form.**

7. Please state specifically whether you want to get yourself registered as MERCHANT EXPORTER/MANUFACTURER EXPORTER/MERCHANT CUM MANUFACTURER EXPORTER. **In case of Manufacturer Exporter/MERCHANT CUM MANUFACTURER**, you should produce a Self attested photocopy copy of certificate to the effect that you are a Manufacturer of handloom fabrics and made-ups either from the **State in-charge of Handloom of your area or from the SSI authority.** If you are getting the manufacturer exporter certificate from Udyog Aadhar, please ensure that your certificate is indicating "handloom Products", If not, please get an affidavit (format may get from Council) in Rs.10/- stamp paper duly attested by a Notary Public.

Please submit the application duly filled in and signed along with the documents required mentioned above (Southern region exporters to HEPC, Chennai and Northern region exporters to HEPC, Regional Office, New Delhi) so as to take immediate action for issuing the Registered Textile Exporter (RTE) Certificate and Registration cum Membership Certificate (RCMC) within 2 weeks.

**Please visit the link [http://rcmc.hepcindia.com/portal/welcome/online\\_rcmc](http://rcmc.hepcindia.com/portal/welcome/online_rcmc) for membership registration.**

**FORM OF APPLICATION FOR REGISTRATION**  
**(REGISTERED TEXTILE EXPORTER (RTE) & REGISTRATION CUM MEMBERSHIP**  
**CERTIFICATE (RCMC))**

To,  
The Executive Director,  
**The Handloom Export Promotion Council,**  
34, Cathedral Garden Road,  
Nungambakkam, Chennai - 600034

Dear Sir,

Kindly register us as Merchant exporter/ Manufacturer exporter/Merchant Cum Manufacturer exporter of the export product(s) mentioned below:

1.	Name of the applicant firm (In Block letters)	
2.	(i) Address of the applicant firm in Block letters : (Registered Office in case of Limited Companies and the Head Office for others)	
	Phone No.(Landline & Mobile with std code)	
	E-mail	
	Website	
	(ii) Name & address of the branches, if any	
	(iii) Name and address of the factory	
3.	Date of Establishment (As per IE Code- Date of issue of IE code)	
4.	Annual Export turnover	
5.	(i) IEC No. (ii) Date of Issue (iii) Issuing Authority (Attach self attested copy)	..... ..... .....
6.	Payment Details	Ch/DD No..... dt..... / Online transfer No..... dt.....
7.	(i) State Whether Manufacturer	

	Exporter / Merchant Exporter / Merchant Cum Manufacturer of Handloom Products	
	(ii) If the registration is required as a manufacturer exporter SSI Registration/Industrial Licence/ IEM/Udyog Aadhar (Attach self attested copy)	No. .... Date of issue..... ..... Issuing Authority :.....
	(iii) EH/TH/STH/SSTH/SHE/ ISEH/ISSEH	Certificate No..... Valid Upto .....
	(iv) If status holder : (Category)	Certificate No..... Valid Upto.....
8.	Income Tax PAN No.(attach self attested copy)	
9.	GST Registration No.	
10.	(i) Name of export product(s) for which registration is required	
	(ii) Main line of business of applicant	
11.	I / We hereby agree, if enrolled, to become a member/RTE of the Handloom Export Promotion Council and 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/RTE whether by resignation or otherwise.	
12.	I hereby solemnly delate that the above stated information is true and correct and I undertake to abide by the FT (D&R) Act, 1992 and the provisions under FTP.	
13.	I / we hereby solemnly declare that the above stated information is true and correct. I/we undertake, without any reservations, 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 prescribed ; (c) agree to abide by export 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 15thday of the following the quarter.	
14.	We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.	
15.	I solemnly declare that I have applied to the Export Promotion Council which pertains to our main line of business. In case I have applied to any other Council, the application has been made within the purview of the provisions of para 2.94 of the Handbook of procedures	

Yours faithfully,

(Signature)

Place : .....

Date : .....

**SPECIMEN SIGNATURE FORM**

1.	Name of the firm & Address	
2.	Nature of the firm: Proprietary/ Partnership / Joint Stock Company/Society/Karta	
3.	(i) Name of the nominated Authorized Representative	
	(ii) Mobile No. of nominated Authorized Representative	
	(iii) E-mail id of nominated Authorized Representative	
4.	Specimen signature of the nominated Authorized Representative	

**(Signature of Partner/Director other than the  
nominated authorized representative with seal )**

In the case of Proprietary concern, only the Proprietor shall be nominated as the authorised Representative and not anybody else. The specimen signature of proprietor need not be attested.

**PARTNERSHIP CONCERN (Self attested copy of partnership deed to be enclosed)**

We the partners of M/s.....  
hereby give the consent to the appointment of Shri ..... as our  
authorized Representative under and for the purpose of membership rules of **The  
Handloom Export Promotion Council.**

Name	Signature
1. ....	.....
2. ....	.....
3. ....	.....
4. ....	.....
5. ....	.....

**Joint Stock Companies / P. Ltd., Companies etc. (Self attested copy of Memorandum & Articles of Association to be enclosed)**

Resolved that Shri.....  
Director / Official be and is hereby nominated as authorized Representative under and for the purpose of membership rules of **The Handloom Export Promotion Council.**

“Further resolved to agree to apply for membership/RTE of the Council and abide by the rules of the Membership.”

<b>Name</b>	<b>Signature</b> (Signature of Directors Other than nominated authorized representative )
1. ....	.....
2. ....	.....
3.....	.....
4.....	.....

Date :

SEAL :

**Note:**

1. The subscription fee is valid from April – March of each year.
2. The specimen signature form of the nominated authorized Representative should also be given along with the application