

**APPENDIX-19A : FORM OF APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP
WITH FEDERATION OF INDIAN EXPORT ORGANISATIONS**

To
The Director General & CEO
Federation of Indian Export Organisations
Niryat Bhawan, Rao Tula Ram Marg
Opp. Army Hospital Research & Referral
New Delhi 110057

Dear Sir,

Kindly register us as Merchant/Manufacturer/Merchant-cum-Manufacturer Exporter / Service Provider of the export product(s)/services mentioned below:

1. Name of the applicant (firm) :
2. (i) Address of the applicant :
(Registered Office in case of limited companies, and the head office for others)
- (ii) Name, address of the :
branches, if any
(Use extra sheet, if space provided is not sufficient and attach as Annexure)
- (iii) Name and address of the :
factory(ies)
(Use extra sheet, if space provided is not sufficient and attach as Annexure)
3. (i) IEC number :
Date of issue : (DD).....(MM).....(YYYY).....
Issuing authority :
(Please attach self-certified copy)
- (ii) Date of establishment (firm) : (DD).....(MM).....(YYYY).....
4. If the registration is required : No.
as a manufacturer exporter SSI : Date.....
Registration/Industrial Licence/IEM : Issuing Authority:.....
:
- Others (specify) :
(Please attach self-certified copy)
5. one/ Two/Three/Four/Five Star EH : No.....dated.....
Certificate Number : Valid from 01/04/.....(YYYY)
(Please attach self-certified copy) : upto 31/03/.....(YYYY)

contd....2.

<p>Constitution of the firm. Please (√) one of the following:</p> <p><input type="checkbox"/> Limited</p> <p><input type="checkbox"/> Pvt. Ltd.</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Proprietorship</p> <p><input type="checkbox"/> Others, specify</p>

<p>Please (√) one of the following: Registration is required as :</p> <p><input type="checkbox"/> Merchant Exporter</p> <p><input type="checkbox"/> Merchant/SSI</p> <p><input type="checkbox"/> SSI Exporter</p> <p><input type="checkbox"/> Large Scale Exporters (<i>holders of Industrial Licence/IEM</i>)</p> <p><input type="checkbox"/> Manufacturer Exporter (<i>Regd with Central Excise</i>)</p> <p><input type="checkbox"/> Merchant/Manufacturer Exporter</p> <p><input type="checkbox"/> Service Providers</p>
--

6. Details of Directors/Partners/Proprietor/Karta to be given in the following manner:

- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
(d) Telephone No(s). : 91-.....(STD Code)-.....
(e) Mobile No (s) : 91-
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
(d) Telephone No(s). : 91-.....(STD Code)-.....
(e) Mobile No (s) : 91-
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
(d) Telephone No(s). : 91-.....(STD Code)-.....
(e) Mobile No (s) : 91-
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
(d) Telephone No(s). : 91-.....(STD Code)-.....
(e) Mobile No (s) : 91-
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
(d) Telephone No(s). : 91-.....(STD Code)-.....
(e) Mobile No (s) : 91-
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
(d) Telephone No(s). : 91-.....(STD Code)-.....
(e) Mobile No (s) : 91-

(Use extra sheet, if space provided is not sufficient and attach as Annexure)

7. (a) Name of export Product(s)/Services for which registration is required.

Sl. No.	Name of Export Product(s) / Services for which Registration is required	ITC HS Code Number(s)

(Use extra sheet, if space provided is not sufficient and attach as Annexure)
(ITC HS Code Number(s) not required in the case of Services Exporters)

(b) Main line of business of applicant :

8. 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 Memorandum and Rules and Regulations of the Federation as framed from time to time;
- (b) abide by the terms of the registration certificate granted to us on all our exports;
- (c) agree to abide by any code of conduct that may be prescribed;
- (d) agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- (e) furnish without fail quarterly 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 FIEO/Export Promotion Council which pertains to our main line of business. In case we have applied to any other FIEO/Council, the application has been made within the purview of the provisions of Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Name (Sh/Smt/Ms).....
(IN BLOCK LETTERS)

Address (Postal).....
.....

Designation.....

Tele No(s): 91-.....(STD Code)-.....

Mobile No. (s) 91-.....

Fax No(s): 91-.....(STD Code)-.....

Email id :

Website: http://www.....

Residential Address.....
.....

Res Tel Number(s) 91-.....(STD Code)-.....

Place.....

Date.....

Please also see next page

Documents to be enclosed with the application form

1. A self-certified copy of the IEC Number issued by the licensing authority concerned.
2. A Cheque/Pay Order/Demand Draft favouring Federation of Indian Export Organisations towards Annual Membership Subscription payable according to Rule 6 (i) of the Rules & Regulations of the Memorandum & Articles of Association of FIEO.
3. Letter of Authority on the letterhead of the firm duly completed and signatures at Column No.6 attested by C.A by putting signatures, seal with Regn. No./Bank with signatures and seal by an officer. Proforma enclosed.
4. Self-certified copy(ies) of the SSI Registration Certificate/Industrial Licence/IEM/others, if applicable.
5. A self-certified copy of One Star Export House/Two Star Export House/Three Star Export House/Four Star Export House/Five Star Export House Certificate, if applicable.
6. ID proof of Director(s) / Partner(s)/ Proprietor(s) (Adhaar/ Driving Licence/ Voter ID Card/ Passport)
7. GSTIN
8. Export Turnover country-wise/commodity-wise for the past 3 financial years. Proforma enclosed.

or

Statement of foreign exchange earnings for the past 3 financial years-For Service Provide

.....
Each Associate Member shall pay for every financial year (April-March) a subscription as hereunder (**A new member/re-admission of member shall also pay Rs.1000/- + 18% GST as entrance fees**):

a.	Five Star Export House.....	Rs. 93,750.00
b.	Four Star Export House.....	Rs. 50,000.00
c.	Three Star Export House.....	Rs. 25,000.00
d.	Two Star Export House.....	Rs. 12,500.00
e.	One Star Export House.....	Rs. 9,375.00
f.	State Export Organisation.....	Rs. 6,250.00
g.	Service Providers.....	Rs. 6,250.00
h.	EOUs and FTZEPZ Units.....	Rs. 9,375.00
i.	Multi Product Group – Premier*.....	Rs. 7,000.00
j.	Multi Product Group Category.....	Rs. 6,250.00

**plus
18%
GST
w.e.f.
01.07.2017**

* Companies with export turnover equal to or more than Rs 5.00 Cr

.....

LETTER OF AUTHORITY

(To be given on the business letterhead of the member in triplicate)

We, hereby appoint the individual whose names and signatures are attested below as our Authorised Representative in the FIEO who is hereby authorised, to vote on our behalf and represent us in any meetings of FIEO.

1. Name of the Member :
2. Address :
3. Status
(Select one) : One Star Export Houses*/Two Star Export Houses*/ Three Star Export Houses*/ Four Star Export Houses*/Five Star Export Houses*/ Service Provider /Registered Member/ EPC/ Commodity Board/ Association/ Chamber of Commerce/ Institutes
4. Name & Designation in Capital :
Letter of Authorised representative
5. Signatures of Authorised :
Representative
6. Mobile & Email Number of :
Authorised Representative
7. Name, Designation and :
Signatures of Head of
Organisation Or Authorised
Signatory of the Organisation
with seal or stamp of the
Organisation.
8. Attested by Bank/Chartered :
Accountant with seal & Regn. No.

Date : ____ (dd) ____ (mm) _____ (yyyy)

(Subsequently, above authorized representative may re-authorise another person to attend any specific meeting and he may attest the signatures).

Note : In case of Public Limited Company, the attestation by the Director of the Company, having Resolution of the Board of Directors instead of Bank/Chartered Accountant, as stipulated in Serial No.8 will suffice.

*** or any equivalent status granted in the Foreign Trade Policy.**

FEDERATION OF INDIAN EXPORT ORGANISATIONS
PROFORMA
FOR SUBMITTING ANNUAL EXPORT PERFORMANCE
&
QUARTERLY EXPORT PERFORMANCE

IEC NO.....
 FIEO RCMC No.....
 Name & address of Organisation
 Financial Year.....(April-March)
 Quarter.....(April-June/July-September/October-December/January-March)

EXPORTS

Description of items exported as per Shipping Bill	ITC Harmonised Code Number	Name of country (item wise)	FOB Value Rs. Lakhs (item wise)			FOB Value (item wise) foreign currency	
			SSI	Non-SSI	Total	Foreign Currency	Total

Grand Total.....

IMPORTS

Description of items Imported	ITC Harmonised Code Number	Name of the Country	CIF in Rs.Lakhs total

Grand Total.....

Signature.....

Name.....

Designation.....

Seal.....

INSTRUCTIONS

1. Please do not club countries together and do not mention markets, regions or continents e.g. specify Saudi Arabia instead of writing Middle East or specify Germany instead of writing Europe.
2. This statement of quarterly exports signed by authorized signatory, including NIL returns be forwarded to FIEO by 15th day of the month following the Quarter.
3. With export returns of the last quarter of every financial year please send the annual exports return and the target set for the next financial year in the same proforma.
