

Please note that the RCMC issued by Council is valid for 5 years. Member/RTEs whose RCMC has already expired are requested to renew the RCMC by the submitting the following documents :

**i) For RCMC renewal without any amendments i.e. change of address / partner / Directors / Category:**

- Duly filled-in RCMC application form (Enclosed)
- A copy of RCMC
- Self attested photocopy of PAN card issued by the Income Tax Department.
- Self attested photocopy of the Import Export Code (IEC)
- A covering letter seeking the renewal of RCMC

**ii) For RCMC renewal with changes in RCMC viz. Address / Company name / Partners / Director / HUF . Change of Authorized representative / Addition of factory, Branch / Category (Merchant or Manufacturer), etc. please submit the following along with mandatory documents specified in para 2 (i) above:**

- Rs.590/- (Including 18% GST) towards amendment charges.

Amendments required	Documents to be submitted
Change of address / name of the firm	Self attested photocopy of the Import Export Code (IEC) Number issued by the Jt. Director General of Foreign Trade reflecting the present address / name of the firm.
Change of authorized representative	Annexure – 1 (Specimen Signature Form) (attached)
In case of change of firm from proprietorship to partnership	Self attested photocopy of the entire Partnership Deed. Annexure – 1 (Specimen Signature Form) (attached)
In case of change of partners	Self attested photocopy of the entire Partnership Deed and Release Deed. Annexure – 1 (Specimen Signature Form) (attached)
In case of change of directors of Joint Stock Company or a society of any other corporate body	Amended resolution by the Board of Management of the Corporate body and self attested copy of Form 32 filed with the

	Registrar of Companies (ROC) reflecting the Appointment/Cessation of Directors Annexure – 1 (Specimen Signature Form) (attached)
Category change (Merchant exporter to Manufacturer exporter)	Self attested photocopy of SSI certificate issued by DIC mentioning that products are produced using handlooms / Aadhar Udyog / Certificate from Asst. Director (Handloom) of your jurisdiction. In case “Handloom” is not mentioned in the certificate, an affidavit in Rs.10/- stamp paper from Notary public also may be enclosed

Members situated in Northern Region i.e. Delhi, Punjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Rajasthan, Madhya Pradesh, West Bengal, Bihar, Assam, Gujarat, Jharkhand, Uttaranchal, Nagaland and Uttar Pradesh are requested to send their documents to HEPC, Regional Office at Flat No.1004, 10th Floor, Padma Towers, 5, Rajendra Place, New Delhi – 110008.

Members situated in Southern region i.e. Tamilnadu, Kerala, Karnataka, Andhra Pradesh, Odisha, Maharashtra, Puducherry, are requested to send their documents to Head office at 34, Cathedral Garden Road, Nungambakkam, Chennai – 600 034.

Amendment in RCMC is subjected to the renewal of membership in the respective year.

**ANNEXURE – 1**

**SPECIMEN SIGNATURE FORM**

1. Name of the firm & Address :
  
2. Nature of the firm: Proprietary / Partnership / Company / Society :
  
3. Membership / RTE Number :
  
4. List of Partners in the case of partnership firm and list of Directors in the case of Company / Society :
  
5. Name of the Authorized Representative :
  
6. The position of the Authorized Representative i.e. Proprietor / Partner / Director :
  
7. Specimen signature of the Authorized Representative :

Signature of Partner/Director other than the  
nominated 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**

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

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	

**Joint Stock Companies / P. Ltd., Companies etc.**

Resolved that Shri.....  
Director / Official be and is hereby authorised as nominated 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.”

Dated :

SEAL :

**Signature**

**INSTRUCTIONS**

1. In the case of Proprietary concern, only the Proprietor shall be nominated as the Representative and not anybody else. The specimen signature of Proprietor need not be attested.
2. In regard to Partnership concern, any one of the Partners shall be nominated as the authorised Representative and not any other persons.
3. The signature of the authorised Representative of Partnership concern shall be attested by the other Partners and not the Partner who has been nominated as the authorised Representative
4. The signature of the authorised Representative should be attested only by Directors other than the Director who has been nominated as the authorised Representative.



**The Handloom Export Promotion Council**  
No.34,Cathedral Garden Road,Nungambakkam,  
Chennai-600 034.

**FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP CERTIFICATE**

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

Dear Sir,

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

- 1) Name of the applicant .....
- 2) (i) Address of the applicant .....  
(Registered Office in case .....  
of Limited Companies and the .....  
Head Office for others) .....
- (ii) Name & address of the branch,  
if any .....
- .....
- .....
- (iii) Name and address of the factory .....
- 3) Date of Establishment : .....
- 4) If the registration is required as a manufacturer exporter SSI Registration  
No. .... Date. ....  
Industrial License / IEM: Issuing Authority .....
- Other (specify) .....
- 5) IEC No. .... Date of Issue ..... Issuing Authority  
.....
- 6) Income Tax PAN : ..... Date of Issuer.....Issuing Authority  
.....
- 7) EH / TH / STH / SSTH Certificate number No.....  
Date..... Valid up to .....
- 8) Name of export product(s) for: HANDLOOM FABRICS AND MADE UPS  
which registration is required

9) Details of Directors / Partners / Proprietor / Karta to be given in the following manner

(1) (a) Name .....  
(b) Father's Name .....  
(c) Residential Address .....  
.....  
.....  
(d) Telephone .....

(2) (a) Name .....  
(b) Father's Name .....  
(c) Residential Address .....  
.....  
.....  
(d) Telephone .....

(3) (a) Name .....  
(b) Father's Name .....  
(c) Residential Address .....  
.....  
.....  
(d) Telephone .....

10) I / we hereby solemnly declare that the above stated information is true and correct. I/we undertake, without any reservations, to:

- (a) I / we abide by the terms of the registration certificate granted to us on all our exports;
- (b) I / we agree to abide by any code of conduct that may be prescribed ;
- (c) I / we agree to abide by export price condition that may be stipulated by the Registering Authority;
- (d) I / we Furnish, without fail, monthly returns of exports including NIL returns to the Registering Authority by 15th day of the following the quarter.

11) We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.

Yours faithfully,

(Signature)

Name : .....

Designation : .....

Address : .....

.....

Tel. No. : .....

Fax No. : .....

E-mail : .....

Residential Address : .....

Place : .....

Date : .....