

# **Directorate General of Foreign Trade**

**User Help File** 

# Registration-cum Membership Certificate(RCMC) Module

Version 1.0 December 2021

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## 1. Introduction and Accessing DGFT Portal

DGFT has launched e-RCMC module as part of IT Revamp project to deliver seamless experience for the Importers and Exporters. This document will act as the user guide for Importer and Exporter working on the e-RCMC module available on <u>https://www.dgft.gov.in</u>.

Features of the current e-RCMC module are summarized as below:

- ✓ Soft Launch of Electronic Filing of Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the Common Digital Platform w.e.f. 6 December 2021 vide Trade Notice No. 27/2021-2022 Dated 30.11.2021.
- ✓ Transition Period of 3 Months i.e., up to Feb. 2022 or until further orders.
- ✓ Electronic (Paper less & contact less) and Real-Time Issuance of Certificate.
- ✓ Single Source of Information IEC Details are auto-authenticated and common across the Trade Ecosystem.
- ✓ CBDT and MCA Integration in-built in the System For PAN/DIN Details Auto-validation in Exporters IEC Profile.
- ✓ Auto-generation of Invoice by the System.

## 1.1. Contact @DGFT

For any issues users can raise any concern to DGFT and may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the "Contact@DGFT" page.

## **1.2.** Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

- a) Internet Connection
- b) Valid User ID and password provided to log in

Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the user ID, Password and captcha then click on the Login button to log into the system.

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विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	LOGIN REGISTER	X Indian Trade Service - RTI Q
Glad to see you	Password*:	ation: number which is mandatory for scopt under an IEC Number granted by the IEC shall be required only when the oreign Trade Policy or is dealing with
	ANEEF 2 Type the above CAPTCHA Code. * 4NEEF	ows- "Proprietorship, Partnership, LLP, noroduction of GST, IEC number is the by DGFT. Ink Your IEC Update IEC
	Login Creste a new user	addresses, but are involved in ing DGFT services including I
han handait i	https://dgft.gov.in	Go to Settings to activate WindswyaHei

2. On successful login, Home page will be displayed with Basic details in Dashboard like IEC Number, Valid, IEC status, Authorizations Issued, etc. FYA Notifications will be displayed in the left pane of the screen.

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Home Dashboard			
For Your Action Notifications	IE CODE O Value of Scrips Ag N DEL Status	Valid IEC Status optied Value of Scrips Approved Value of Scrips Approved	Update/Modify IEC       My IEC       Manage Profile         Frequently Accessed Links       MEIS       IEC         Advanced Authorisation       MEIS       IEC         EPCG       SEIS       Search Norms

# 2. Registration-cum Membership Certificate

Registration-Cum-Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency/ organization that are authorised by the Indian Government.

While applying for RCMC, an exporter ha sto declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.

In case an export product is not covered by any Export promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIFO. Further, in case of multi product is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organizaton (FIEO).

In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).

In repect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).

It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31<sup>st</sup> march of the licensing year, unless otherwise is specified.

## 2.1.Issuance of Registration-cum Membership Certificate

Applicant will register on DGFT Website <u>https://www.dgft.gov.in</u> as Importer/Exporter to access the Common Digital Platform.

Steps to apply for for Issuance of RCMC on the DGFT website are as follows.

1) Navigate to <u>https://www.dgft.gov.in</u>.



- 2) Click on Login button on top right corner of webpage.
- 3) Enter the User Name, Password and CAPTCHA Code and click on Login.

विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF	LOGIN REGISTER	×
FOREIGN TRADE	User Name*:	
Glad to see you	Password*:	
	Forgot Password	
	Login Create a new user	

#### 4) Navigate to Services > e-RCMC > Apply for e-RCMC.

#### e-Registration Cum Membership Certificate (RCMC)

	ership certificate (e iteme)		
Registration-Cum Membership Certificate (Ro Government. The certificate is issued for five bodies function as the Registering Authority to be submitted to the related Registering Author	CMC) is a certificate that validates an exporter dea financial years by the Export Promotion Councils ( o issue the RCMC to its user. An exporter desiring to rity.	aling with products registered with an agency / EPCs) / Commodity board / Development author obtain an RCMC has to declare his mainstream b	organization that are authorised by the Indian rity or other competent authority in India. These usiness in the application. This application would
A total number of 26 Export Promotion Coun institutions have been authorised by the Cen The RCMC shall be deemed to be valid from 1 specified.	nclis and 9 commodities board are present in India. tral Government to issue RCMC to the exporters. Ev Ist April of the licensing year in which it was issued a	Commodities board and the EPCs in India are th rery EPC and the commodities board in India cat and shall be valid for 5 financial years ending 31s	e concerned authorities for issuing RCMC. These egories itself depending on the type of products. It March of the licensing year, unless otherwise is
Pre-Requisites for RCMC			
You need an active IEC to apply for RCMC.			
ervices under e-RCMC			
ervices under e-RCMC	Renewal of RCMC	Amendment for RCMC	
ervices under e-RCMC Apply for e-RCMC Click here to apply for Registration-cum Membership Certificate.	Renewal of RCMC Click here to renew an existing RCMC.	Amendment for RCMC Click here to file an amendment request for existing RCMC.	

### 5) The following screen will be displayed.

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE A	ND INDUSTRY		Sitemap	A- A A+   HelpLine	1800-111-55	0   Ask VAHEI   Language 🤊	8	-
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Ga Home About I ahotsav	DGFT 👻 Services 👻	My Dashboard <del>*</del>	Regulatory Updates 🕶	Learn 👻	Indian Trade Service 🕶	RTI	Q () <sup>3103</sup>
lo Home								
Dashboard								
Draft Application   Application f	or Issuance of Registration	-cum Membership Ce	ertificate					
Show 10 🜩 entries						Search:		
Select ↑↓ S. No. ↑↓ Ap	plication Number 🌐	Created On 1	Created By	11 Last Updat	ed On 👘	Last Updated By	ţ1	Action 1
O 1		17/12/2021 21:13		17/12/202	1 21:13		-	Action -
Showing 1 to 1 of 1 entries Start Fresh Application	eed With Existing Application	l					Prev	vious 1 Next

6) Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

Ashutosh's Dashboard Last Login 15-Dec-2021 17:43:26				
<b>O</b> Basic Details	RCMC Details	Attachments	Declaration	Application Summary
Basic Details				~
IEC Number	PAN Number		Firm Name	
Date of Birth / Incorporation	IEC Issuance Date 12/04/1988	e	DGFT RA Office RA MUMBAI	
Nature of concern/Firm	Category of Expo	rters	CIN / LLPIN	Q
Annual Turnover of the firm (Last FY in INR) 2233871563000.00		_		

7) A Dashboard with **username** will be displayed with Basic Details.

8) System would ask Applicant for Declaration whether he/she has updated profile or not.

Other Details (Preferred sectors of operations)		^
Preferred sectors of operations *		
Import List Chemicals And Allied Products,Engineering Products,Plastic Product:	Export List Chemicals And Allied Products,Plastic Products,Textile, Readymade g	
Declaration* 0		
This is a mandatory field I/We have updated my/our profile in ANF-1		Save & Next

9) Click on Radio Button then click Yes to make sure you have updated the profile and Save & Next

Other Details (Preferred sectors of operations)			^
Preferred sectors of operations *			
Import List Chemicals And Allied Products,Engineering Products,Plastic Product:	Export List Chemicals And Allied Products,Plastic Products,Textile, Readymade g		
Declaration* This is a mandatory field I/We have updated my/our profile in ANF-1			Save & Next
Other Details (Preferred sectors of operations) Preferred sectors of operations * Import List Chemicals And Allied Products,Engineeri	Librup undated profile in ANE 1	×	~
Declaration* 0 This is a mandatory field I/We have updated my/our profile in ABOUT US DGFT Organization Structure	I have updated profile in ANE 1	de (Headquarters).	Save & Next

- 10) Now under RCMC Details section Applicant would
  - a. Select Export Promotion Council / Commodity Board and Fee Details.

	RCMC Details	Attachments	Declaration Application Summary
Success Message Draft Application Number	has been succe	ssfully saved.	د
claration			
<ol> <li>I/We hereby solemnly declare that the provisions of the Foreign Trade (Develor Classification of Export &amp; Import Items,</li> </ol>	ne particulars and the statements made opment and Regulation) Act, 1992, the R , as amended from time to time.	in this application are true and corr Rules and Orders framed there unde	ect to the best of my / our knowledge and I/We undertake to abide by the r, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare that th a. abide by the terms of the registration b. agree to abide by any code of condi- c. agree to abide by export floor price d. Furnish without fail monthly return</li> </ol>	he above stated information is true and on certificate granted to us on all our ex uct that may be prescribed; condition that may be stipulated by the s of exports including NIL returns to the	correct. I/We undertake, without an oports; e Registering Authority; e Registering authority by 15th day o	y reservation, to: f the months following the quarter.
3. I/We further understand that our reg	gistration is liable to be cancelled in the	event of breach of any of the under	takings mentioned above.
<ol> <li>I/We solemnly declare that I/We have has been made within the purview of the</li> </ol>	e applied to the Export Promotion Cour he provisions of Para 2.94 of the Handb	ncil which pertains to our main line o book of Procedures.	f business. In case I/We have applied to any other council, the application
NUMBER OF THE OWNER	ANE 1		Activate Windows
<ol> <li>I/We have updated the IEC profiles in</li> <li>I am authorised to verify and sign this</li> </ol>	is declaration as per Paragraph 9.06 of 1	the FTP.	Go to Settings to activate Window:
<ol> <li>I/We have updated the IEC profiles in</li> <li>I am authorised to verify and sign this</li> </ol>	is declaration as per Paragraph 9.06 of i	the FTP.	Go to Settings to activate Window
5. I/We have updated the IEC profiles in 6. I am authorised to verify and sign thi t Office for Submission of Application *	Address of Selected	the FTP.	Go to Settings to activate Windows Main Line of Business of Applicant
5. I/We have updated the IEC profiles in 6. I am authorised to verify and sign thi t Office for Submission of Application * nesh Gems and Stones	Address of Selected	the FTP.	Go to Settings to activate Windows Main Line of Business of Applicant Textile, Readymade garments, Hosiery and Knitwears
5. I/We have updated the IEC profiles in 6. I am authorised to verify and sign thi t Office for Submission of Application * nesh Gems and Stones	Address of Selected	the FTP.	Go to Settings to activate Windows Main Line of Business of Applicant Textile, Readymade garments, Hosiery and Knitwears
5. I We have updated the IEC profiles in 6. I am authorised to verify and sign thi Office for Submission of Application * Hesh Gems and Stones	Address of Selecter	the FTP.	Go to Settings to activate Window Main Line of Business of Applicant Textile, Readymade garments, Hosiery and Knitwears Address of Selected Branch
5. I/We have updated the IEC profiles in 6. I am authorised to verify and sign thi Office for Submission of Application * resh Gems and Stones Your Branch for Applying for RCMC * C/O. NISWIN ENTERPRISES - NO.4/228-B, CH	Address of Selecter	the FTP.	Go to Settings to activate Windows Main Line of Business of Applicant Textile, Readymade garments, Hosiery and Knitwears Address of Selected Branch
5. I/We have updated the IEC profiles in 6. I am authorised to verify and sign thi conflice for Submission of Application * resh Gems and Stones courses	Address of Selecter Address of Selecter GSTIN of Branch  HINNAKUYIL	the FTP.	Go to Settings to activate Windows Main Line of Business of Applicant Textile, Readymade garments, Hosiery and Knitwears Address of Selected Branch

b. Select Export Products / Services and click Add button to save the details.

port Type :*		ITC(HS) Code/Service Code*	Description of the product to be exported/services to be ren	endered
Export product(s)	Rendering service(s)	29043200, Perfluorooctane sulphonic acid, its salts and per 🔻	Acid	
iow 10 🜩 entries			AC	Add
tow 10 🜩 entries	ITC(HS) Code/Service Code	Description of the product to be expo	rted/services to be rendered Edit / Delete	Add

c. Select Authorised Representatives / Department Heads / Contact Persons for the Councils and click on Add Details button to save the details.

Note			
<ul><li>1) Please enter the details of repres</li><li>2) You can add maximum 5 contact</li></ul>	entatives for EPC / Commodity board to contact. s for each category.		
ategory *	Name *	Designation *	
Authorised Representative	✓ Ramesh	Manager	
ddress Line 1 *	Address Line 2 *	City *	
Jubliee Hills	Road No 10	Hyderabd	
in *	District *	State *	
500006	HYDERABAD	▼ TELANGANA	v
elephone No. *	Mobile *	Email *	
0882-2345667	9856712325	Ramesh43@gmail.com	

d. Select Other Information under this select the countries to which the Company is Exporting and click on Save & Next.

Other Information	Y
Countries to Which the Company is Exporting *	
ANGOLA X	]
	Clear All Save & Next

11) Applicant after filling all the details now proceed to Attach Documents under Attachments Section by uploading the document from Computer folder then clicking on Upload Attachments and finally Save & Next.

chment Typ	e		Remark			
RCMC Supporting Document 🗸			Document			
			Character remains are :32			
+			Uploaded Document List			
	click of brag and brop file to upic	140	Attachment Type	Remark	View/Add More Attachments	Delete
aded Size : 0	19 MB	à			No data available in table	
: Maximum 5 ed)	Attachment of 5 MB Allowed (Or	nly pdf,jpg are				Previous Next
Sr. No.	File Name	Action				_
1	receipt 3.pdf	Đ				^

12) Now under the **Declaration section** read all the **Declaration Lines**.

Success Message         Draft Application Number         aration         1. IWe hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act. 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS).         2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to: <ul> <li>a. abide by the terms of the registration certificate granted to us on all our exports:</li> <li>b. agree to abide by any code of conduct that may be prescribed;</li> <li>c. are to abide by export floor price condition that may be prescribed;</li> <li>a. gree to abide by sport floor price condition MIL returns to the Registering authority by 15th day of the months following the quarter.</li> </ul> 3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.         4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We 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.         5. I/We have updated the IEC profiles in ANF 1.         6. Iam authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.         13) Click the Check box as acceeptance of declaration and Enter the Place and then Save & Nex		RCMC Details	Attachments	Declaration	Application Summary
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ace*	Date*
	15/12/2021
ser Details	
lote: If user profile are not updated, Please update your log	zed in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)
ame <b>0</b> :	Designation <b>O</b> :
nail 0 :	Mobile <b>0</b> :
fice Address 0 :	
esidential Address 🟮 :	

14) System would show the filled application along with documents uploaded under **Application Summary.** Applicant would go ahead with the **signing process by** clicking Sign button.

You have ticked the box as acceptance of dec	claration/ undertaking details.	
Place :	Date : 15/12/2021	Name :
Designation :	Official Address :	Residential Address :
Email :		
	Telephone No. (O) :	
		Q
Total amount to be paid : 400.00		
		_
		▲ ·
		_
Sign		

## 15) After that Click **Payment for RCMC.**

You have ticked the box as acceptance of	declaration/ undertaking details.	
Place :	Date : 15/12/2021	Name :
Designation :	Official Address :	Residential Address :
Email :		
	Telephone No. (O) :	
Total amount to be paid : 400.00		
Payment For RCMC		

16) Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

Payment Details								
Payments made from corporate accounts require add checker account.	iitional approval from Bank portal. It may take 1 - 7 days to reflect in t	he system based on when approval is given from the						
Applicant Name	Applicant Email	Applicant Address						
Application Type	Service Type Application for Issuance of Registration-cum Membership Certifi	Application Number						

17) Clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

Payment Response		
Payment Transaction ID	Applicant Name	Service Type
		Application for Issuance of Registration-cum Membership Certificate(RCMC)
Response:		C
Success	¥	
		Submit

IP

#### 18) After Successful Payment Applicant will be receiving a e-Payment receipt.

Gem & Jewn GSTIN Address	ellery Export Promotic	on Council(GJEPC	)			Total Invoice Invoice Referen	Date 1 No. Ice No.	5/12/2021		Original Cop
Exporter Ni Exporter G	ame STIN	Billing Address	÷.)	Tax Ir	ivoice cum Rec	eipt			Service Application for Registration-cu Certificate IEC	Issuance of Im Membership
S.No.	Free Description	HSN / SAC	Amount	CGST		SGST		IGST		Total
110125253		Code	1.5.5.5.7.7.9.8.8.1.7.9.	Rate	Amount	Rate	Amount	Rate	Amount	0.000
1	Fee Details 4	HSN CODe	200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
	Total		200.00		0.00		0.00		200.00	400.00
Fotal Invoid Fotal Invoid Reverse Ch Online Payr	ce Value (in figure) ce Value (in words) harge (Y/N) ment Details		1			₹ F N	400.00 our Hundred Only			

Total Amount (INR) ₹ 400.00 Transaction Id 1668882 Date 2021-12-15 08:49:57 Payment Status SUCCESS

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Dinesh123

## 2.2. Amendment of Registration-cum Membership Certificate

An active RCMC holder can amend the Issued RCMC. Application details previously filled at the time of issuance of RCMC, would be available in system and prepopulated in the form.

Steps to apply for Amendment of RCMC on the DGFT website are as follows

#### 1. Navigate to Services > e-RCMC > Amendment for RCMC.

#### e-Registration Cum Membership Certificate (RCMC)

What is e-Registration Cum Membe	ership Certificate (e-RCMC)							
Registration-Cum Membership Certificate (RC Government. The certificate is issued for five bodies function as the Registering Authority to be submitted to the related Registering Author	(MC) is a certificate that validates an exporter de financial years by the Export Promotion Councils pissue the RCMC to its user. An exporter desiring to rity.	ealing with products registered with an agency / (EPCs) / Commodity board / Development author o obtain an RCMC has to declare his mainstream b	organization that are authorised by the Indian ity or other competent authority in India. These usiness in the application. This application would					
A total number of 26 Export Promotion Coun- institutions have been authorised by the Cent The RCMC shall be deemed to be valid from 1 specified.	cils and 9 commodities board are present in India. tral Government to issue RCMC to the exporters. E st April of the licensing year in which it was issued	. Commodities board and the EPCs in India are the Every EPC and the commodities board in India cate and shall be valid for 5 financial years ending 31s	e concerned authorities for issuing RCMC. These egories itself depending on the type of products. t March of the licensing year, unless otherwise is					
Pre-Requisites for RCMC								
You need an active IEC to apply for RCMC.								
Services under e-RCMC								
Apply for e-RCMC	Renewal of RCMC	Amendment for RCMC						
Click here to apply for Registration-cum Membership Certificate.	Click here to apply for Registration-cum Click here to renew an existing RCMC. Click here to file an amendment request for existing RCMC.							
Explore	Explore	Explore						

2. Click on Start Fresh Application or else to continue with Draft Application select and click on Proceed With Existing Application.

भारत सरकार वाणिष्य एवं उन्होग मंत्रातव GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY			Sitemap	A- A A+   HelpLine	1800-111-55	0   Ask VAHEI   Language '	- 8	-
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	e About DGFT <del>-</del>	Services 🕇	My Dashboard 🕶	Regulatory Updates 🕶	Learn <del>-</del>	Indian Trade Service 🕶	rti <b>(</b>	α Ω <sup>3103</sup>
Home								
Dashboard								
Draft Application   Application for Amendment	of Registration-cu	ım Membership	o Certificate					
Show 10 🜩 entries						Search:		
Select 1 S. No. 1 Application Numb	er †⊥ Cr	eated On 👘	Created By	†↓ Last Upd	ated On 斗	Last Updated By	†⊥ A	Action †
0 1	17/	12/2021 16:18		17/12/2	021 16:18			Action - P
Showing 1 to 1 of 1 entries Start Fresh Application Proceed With Existing	Application						Previou	is 1 Next

#### 3. Now Applicant will select the file to Amend from available files and click on Amend button at

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUST	RY		Sitemap   A- A	A+   HelpLine 1800	)-111-550	Ask VAHEI   Langua	ge ▼ 8	•
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Home /	About DGFT 🕶	Services • My Dashboard • Regula	atory Updates 👻 Le	arn 🔻	Indian Trade Service	₹ RTI	Q () <sup>3103</sup>
Show 10 🜩 entries								
Sl. No. RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
•	26/04/2019		PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethyl HDPE Density Polyethylene HDPE	31/03/2024 ene	Active	Merchant Cum Manufacturer Exporter	1801	N
0	16/03/2017		PORT SERVICES (CARGO HANDLING I IMPORTS,CALL CENTRE SERVICES,CA HANDLING SERVICE,DATA PROCESSI SERVICES,DATABASE SERVICES,LEASI SERVICES WITHOUT OPERATORS,R, I SERVICES ON NATURA AND OTHERS	FOR 31/03/2022 RGO NG NG D	Active	Others	1841	N
0	08/12/2021			31/03/2025	Active	Merchant Cum Manufacturer Exporter	1209	N
Showing 1 to 10 of 17 entries							Previous	1 2 Next

bottom of the page.

4. A Dashboard with **username** will be displayed with Basic Details.

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY		Sitemap	A- A A+   HelpLine 1800-111-55	i0   Ask VAHEI   Language - 🖉
िविदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Home About DGFT - Services -	My Dashboard 🕶	Regulatory Updates 👻 Learn 👻	Indian Trade Service + RTI <b>Q</b> Q <sup>3103</sup>
Home Dashboard Last Login 17-Dec-2021 16:11:12				
Basic Details	RCMC Details	Attachments	Declaration	Application Summary
Basic Details				* _
IEC Number	PAN Number		Firm Name	
Date of Birth / Incorporation	IEC Issuance Date 12/04/1988		DGFT RA Office RA MUMBAI	
Nature of concern/Firm	Category of Exporters		CIN / LLPIN	<b>_</b>

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

Other Details (Preferred sectors of operations)	
Preferred sectors of operations *	
Import List Chemicals And Allied Products,Engineering Products,Plastic Products	Export List Chemicals And Allied Products,Plastic Products,Textile, Readymade g
Declaration* 0	
○ I/We have updated my/our profile in ANF-1	

6. Click on Radio Button then click Yes to make sure you have upload the profile and Save & Next.

Other Details (Preferred sectors of operations)			^
Preferred sectors of operations *			
Import List	Export List		
Chemicals And Allied Products, Engineering Products, Plastic Product:	Chemicals And Allied Products, Plastic Products, Textile, Readymade $\boldsymbol{\xi}$		
Declaration* 0			
This is a mandatory field  I/We have updated my/our profile in ANF-1			
			Save & Next
		_	
Other Details (Preferred sectors of operations)			~
Preferred sectors of operations *		×	
Import List			
Chemicais And Allied Products,Engineen			
Declaration* () This is a mandatory field	I have updated profile in ANF 1		
I/We have updated my/our profile in	Yes No		ro & Novt
		Sav	

7. Now under RCMC Details section Applicant	t would.
---	----------

a. Select Export Promotion Council / Commodity Board and Fee Details.

Basic Details	<b>O</b> RCMC Details	Attachments	s	Declaration	Application Summary	
Success Message Draft Application Number	h	as been successfully saved.				×
Select Export Promotion Council / Comm	odity Board					•
Note: To select the council / board, please refe	r to Appendix 2T					
Name of Export Promotion Council / Commodity Boa	ird *	Main L	ine of Business.			
Basic Chemicals, Pharmaceuticals & Cosmetics E	PC(CHEMEXCIL)	* BHAI	RAT CHEMICALS , Petroleum P	Products , Petrol and oil		0
Application Type *	Statu	rsholder *		No. of Years Membership Applied for *		
Amendment	✓ 5-	Star	~	2 Year		~
inancial Year for which Membership is applied for *	Annu	al Turnover *				
Current Financial Year	✔ 22	336789				
elect Office for Submission of Application * Sam Novelties	Add	Iress of Selected Office		Main Line of Business of Applicant Chemicals And Allied Products		~
elect Your Branch for Applying for RCMC * 304-PLOT NO. 56 TO 59, 62 TO 74, TZ-3, P6 AND	GST 30 MTR RO * 2	IN of Branch <b>O</b>		Address of Selected Branch		
the Applicant a SEZ Unit?						

b. Select Export Products / Services and click Add button to save the details.

Export Products / Service	s					
xport Type :*		ITC(HS) Code/Service Code*		Description of the product to l	be exported/services to be rendered	
Export product(s)     Rendering service(s)		54083212,Fabrics of rayo	54083212,Fabrics of rayon: Rayon georgette 🔹 🔻		fabrid	
how 10 🜩 entries			Description of the prod	uct to be exported/services to	Add	
Export Type	ITC(HS) Code/Ser	vice Code	rendered		Edit / Delete	

# c. Select Authorised Representives / Department Heads / Contact Persons for the councils.

Note <ul> <li>1) Please enter the details of representatives fr</li> <li>2) You can add maximum 5 contacts for each of</li> </ul>	or EPC / Commodity board to contact. .ategory.	
ategory *	Name *	Designation *
Authorised Representative	♥ Rupesh	Head
Iddress Line 1 *	Address Line 2 *	City *
Ramarao nagar	Road No 12	Hyderabad
'in *	District *	State *
500006	HYDERABAD V	TELANGANA
elephone No. *	Mobile *	Email *
0883-234567	9876543124	Rupesh@gmail.com

d. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Other Information	<b>v</b>
Countries to Which the Company is Exporting *	
	Clear All Save & Next

8. Applicant after filling all the details now proceed to Attach Documents under Attachments Section by uploading the documents from Computer folder then Clicking on Upload Attachments and finally Save & Next.

	tachment Type		Remark			
RCMC Supporting Document		Good To GO Cert				
1	Click or Drag and Drop file to uplo	ad	Uploaded Document List			
		Attachment Type	Remark	View/Add More Attachments	Delete	
aded Size : (	).19 MB				No data available in table	
ved)	S Attachment of S MB Allowed (OF	iy pot,jpg are				Previous Nex
	File Name	Action				
Sr. No.	The Hunte					

#### 9. Now under the Declaration Section read all the Declaration Lines and Click Save & Next.

Basic Details	RCMC Details	Attachments	Declaration	Application Summary
Success Message Draft Application Number	has been	successfully saved.		
aration 1. I/We hereby solemnly declare ti provisions of the Foreign Trade (D Classification of Export & Import I	hat the particulars and the statements m evelopment and Regulation) Act. 1992, t tems, as amended from time to time.	ade in this application are true and corn he Rules and Orders framed there under	ect to the best of my / our knowledge a r, the Foreign Trade Policy, the Handbc	and I/We undertake to abide by the ook Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare ti a. abide by the terms of the regis b. agree to abide by any code of c. agree to abide by export floor d. Furnish without fail monthly re</li> </ol>	hat the above stated information is true tration certificate granted to us on all ou conduct that may be prescribed; price condition that may be stipulated by eturns of exports including NIL returns to	and correct. I/We undertake, without any ir exports: y the Registering Authority; o the Registering authority by 15th day o	y reservation, to: of the months following the quarter.	
3. I/We further understand that o	ur registration is liable to be cancelled in	the event of breach of any of the undert	takings mentioned above.	
4. I/We solemnly declare that I/We has been made within the purview	have applied to the Export Promotion C v of the provisions of Para 2.94 of the Ha	Council which pertains to our main line of indbook of Procedures.	f business. In case I/We have applied to	o any other council, the application
5. I/We have updated the IEC prof	iles in ANF 1.			

### 10. Click Save & Next under Declaration at bottom of the Page.

lace	Date*
	17/12/2021
Jser Details	
Note: If user profile are not updated, Please update you	r logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)
ame 🚯 :	Designation <b>O</b> :
nail 🔁 :	Mobile <b>O</b> :
ffice Address	
ffice Address 🛛 : esidential Address 🔁 :	

**11.** System would show the filled application along with documents uploaded under **Application Summary.** Applicant would go ahead with the **signing process by** clicking Sign button.

Vou have ticked the box as acceptance of declaration/ unde	rtaking details.	
Place :	Date :	Name :
Designation :	Official Address :	Residential Address :
Email :		
	Telephone No. (O) :	
Total amount to be paid : 400.00		
Sign		

#### 12. After that click Payment for RCMC.

You have ticked the box as acceptance of declaration/ un	idertaking details.		
Place :	Date : 17/12/2021	Name :	
Designation :	Official Address :	Residential Address :	
Email :			
	Telephone No. (O) :		
Total amount to be paid : 400.00			
Payment For RCMC			O
			2

13. Applicant would be directed to the Payment gateway for the payment then click Submit.

Payment Details			
Payments made from corpo checker account.	orate accounts require addition	nal approval from Bank portal. It may take 1 - 7 days to reflect in th	ne system based on when approval is given from the
Applicant Name	~	Applicant Email	Applicant Address
Application Type RCMC	~	Service Type Application for Amendment of Registration-cum Membership Ce	Application Number ARNRCMCAMEND03078177AM22
	S Application for Amendment	ervice Description t of Registration-cum Membership Certificate	Fees Amount ( <b>₹</b> ) 400.0

14. After clicking Submit Applicant will see Payment Response Page with Transaction ID then again click Submit.

yment kesponse		^
Payment Transaction ID	Applicant Name	Service Type
		Application for Amendment of Registration-cum Membership Certificate
lesponse:		

#### **15.** After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Basic Chen GSTIN Address	nicals, Pharmaceutica	Is &Cosmetics El	PC(CHEMEXCIL)			Total Invoice Invoice Referen	Date No. Ince No.	400.00 17/12/2021		Original Cop
Exporter Na Exporter G	ame STIN	Billing Address	-	Tax II	ivoice cum Rec	eipt			Service Application for A Registration-cur Certificate IEC	Amendment of n Membership
S.No.	Free Description	HSN / SAC Amount		CGST 5				IGST		Total
		Code		Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
	Total		200.00	1979	0.00	13	0.00	151	200.00	400.00
Total Invoid Total Invoid Reverse Ch	e Value (in figure) e Value (in words) arge (Y/N)					₹ F	400.00 our Hundred Only			

#### **Online Payment Details**

Transaction Id	1668960	Total Amount (INR)	₹ 400.00	IP	
Date	2021-12-17 06:17:31	Payment Status	SUCCESS		

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Sam345

## 2.3. Renewal of Registration-cum Membership Certificate.

Only users with RCMC issued earlier shall be able to apply for renewal of the RCMC. RCMC details would be available in system and prepopulated in the form as per the application at the time of issuance/amendment which ever has the latest details. Renewal of the RCMC can be available for only those Certificates which are expired.

Steps to apply for Renewal of RCMC on the DGFT website are as follows.

#### 1.Navigate to Services > e-RCMC > Renewal of RCMC. The following screen will be displayed.

#### e-Registration Cum Membership Certificate (RCMC)

What is e-Registration Cum Membe	ership Certificate (e-RCMC)		
Registration-Cum Membership Certificate (RC Government. The certificate is issued for five bodies function as the Registering Authority to be submitted to the related Registering Author	(MC) is a certificate that validates an exporter d financial years by the Export Promotion Councils p issue the RCMC to its user. An exporter desiring t rity.	ealing with products registered with an agency / (EPCs) / Commodity board / Development authou to obtain an RCMC has to declare his mainstream b	organization that are authorised by the Indian ity or other competent authority in India. These usiness in the application. This application would
A total number of 26 Export Promotion Coun- institutions have been authorised by the Cent The RCMC shall be deemed to be valid from 1 specified.	cils and 9 commodities board are present in India tral Government to issue RCMC to the exporters. st April of the licensing year in which it was issued	a. Commodities board and the EPCs in India are th Every EPC and the commodities board in India cat d and shall be valid for 5 financial years ending 31s	e concerned authorities for issuing RCMC. These egories itself depending on the type of products. t March of the licensing year, unless otherwise is
Pre-Requisites for RCMC			
You need an active IEC to apply for RCMC.			
			0
Services under e-RCMC			
Apply for e-RCMC	Renewal of RCMC	Amendment for RCMC	
Click here to apply for Registration-cum Membership Certificate.	Click here to renew an existing RCMC.	Click here to file an amendment request for existing RCMC.	
Explore	Explore	Explore	

2. Click on Start Fresh Application or else to continue with Draft Application select and click on Proceed With Existing Application.

भारत सरकार वाणिव्य एवं उद्योग मंत्रातय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY		Sitemap	A- A A+   HelpLine	1800-111-550	Ask VAHEI   Language	- 8	
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	but DGFT ▼ Services ▼	My Dashboard 🕶	Regulatory Updates 🔻	Learn <del>-</del>	Indian Trade Service 🔻	rti <b>q</b> (	<sub>]</sub> 3103
Home							
Dashboard Last Login 17-Dec-2021 18:19:32							
Draft Application   Application for Renewal of Registrat	tion-cum Membership Ce	ertificate					
Show 10 🜩 entries					Search:		
Select $\uparrow \downarrow$ S. No. $\uparrow \downarrow$ Application Number	11 Created O	n 🔃 Created	By 📫 Last Upda	ited On 👘 🌐	Last Updated By	1 Action	
O 1	16/12/2021	20:22	16/12/20	21 20:36		Action	· p
Showing 1 to 1 of 1 entries						Previous 1	Next
Start Fresh Application	n						

3. Now Applicant will **select the file** to **Renewal** from available files and click on **Renewal** button at bottom of the page.

GO	भारत सरकार वाणिज्य एवं उद्यो VERNMENT OF INDIA MINISTRY OF (	ग मंत्रालय COMMERCE AND INDUSTR'	r			Sitemap	A- A A+	HelpLine 180	0-111-550	Ask VAHEI   Langua	age * 8	<b>1</b>	
	विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Azadi <sub>Ka</sub> Amrit Mahotsav	Home	About DGFT 🔫	Services <del>•</del>	My Dashboard 🕶	Regulatory U	pdates <del>*</del> Le	arn 🔻	Indian Trade Service	·▼ RTI	Q () <sup>310</sup>	)3
Shov	v 10 💠 entries												
SI.	o. RCMC Number		Issue Date	Issue Authority	Produ	cts For Which Registe	red	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC	
۲			26/04/2019		PVC H Terepl HDPE	DPE LLDPE PP Polyeth hthalate Low Density F Density Polyethylene	iylene Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N	
0			16/03/2017		PORT IMPOF HAND SERVIC SERVIC	SERVICES (CARGO HAI RTS,CALL CENTRE SERV LING SERVICE,DATA PI CES,DATABASE SERVIC CES WITHOUT OPERAT TES ONI NATI IDA AND	NDLING FOR VICES,CARGO ROCESSING ES,LEASING ORS,R,D OTHERS	31/03/2022	Active	Others	1841	Ν	9
Sho	wing 1 to 10 of 17 entries										Previous 1	2 Next	

4. A Dashboard with **username** will be displayed with Basic Details.

भारत सरकार वाणिज्य एवं उद्योग मंत्रातय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY		Sitemap	A- A A+   HelpLine	1800-111-55	50   Ask VAHEI   Language	- 🛛 ASH	utosh 🗝
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Home About DGFT ▼ Services ▼	My Dashboard <del>•</del>	Regulatory Updates <del>-</del>	Learn <del>-</del>	Indian Trade Service 🔻	RTI	Q () <sup>3103</sup>
Home Dashboard Last Login 17-Dec-2021 18:19:32							
Basic Details	RCMC Details	Attachments	D	<b>O</b> eclaration	Aj S	-O oplication ummary	
Basic Details							~
IEC Number	PAN Number		Fire	m Name			P
Date of Birth / Incorporation	IEC Issuance Date 12/04/1988		DG RA	FT RA Office MUMBAI			
Nature of concern/Firm	Category of Exporters		CIN	I / LLPIN			

5. System would ask Applicant for Declaration whether he/she has updated the profile or not.

Other Details (Preferred sectors of operations)		^
Preferred sectors of operations *		
Import List Chemicals And Allied Products,Engineering Products,Plastic Product:	Export List Chemicals And Allied Products,Plastic Products,Textile, Readymade §	
Declaration* 0		Save & Next

6. Click on Radio Button then click Yes to make sure you have upload the profile and Save & Next.

Other Details (Preferred sectors of operations)			^
Preferred sectors of operations *			
Import List	Export List		
Chemicals And Allied Products, Engineering Products, Plastic P	Products Chemicals And Allied Products,Plastic Products,Textile, Readymade g		
Declaration* 0			
This is a mandatory field  I/We have updated my/our profile in ANF-1			
			Save & Next
Other Details (Preferred sectors of operations)			^
Preferred sectors of operations * Import List Chemicals And Allied Products,Engineeri		×	
Declaration* 0			
This is a mandatory field  I/We have updated my/our profile in	I have updated profile in ANF 1		
	Yes No		Save & Next
ABOUT US DGFT Organization Structure HQ Contact		de (Headquarters),	Strass Google Plan
RA Contact	SIGNI Goode & Sociate Toy (GSD) Directority (	Separal of Foreign Tando (DGFD) Liduog	

- 7. Now under RCMC Details section Applicant would.
  - a. Select Export Promotion Council / Commodity Board and Fee Details.

Basic Details R	-O RCMC Detai	ls At	-O	nents	Declaration	Application Summary	
Success Message Draft Application Number		has been successfully save	red.				×
Select Export Promotion Council / Commodity B	Board						~
Note: To select the council / board, please refer to App Name of Export Promotion Council / Commodity Board *	oendix 2T		м	ain Line of Business			
Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEN	MEXCIL)	•	)	BHARAT CHEMICALS , Petroleum	Products , Petrol and oi	I	9
Application Type *		Statusholder *			No. of Years Memb	ership Applied for *	li •
Amendment	~	5-Star		~	2 Year		~
Financial Year for which Membership is applied for $st$		Annual Turnover *					
Current Financial Year	~	22336789					
lect Office for Submission of Application *		Address of Selected Office			Main Line of Bu	siness of Applicant	
Haro Motor Corp	~				Textile, Read	ymade garments, Hosiery and Knitwears	
					4		
lect Your Branch for Applying for RCMC *		GSTIN of Branch			Address of Sele	cted Branch	
06-C/O. NISWIN ENTERPRISES - NO.4/228-B, CHINNAKU	YIL *	33AAACR5055K1ZE					
he Applicant a SEZ Unit?							
10							

b. Select Export Products / Services and click Add button to save the details.

Export Products / Services						
Export Type :* <ul> <li>Export product(s)</li> <li>Rendering service(s)</li> </ul>		ITC(HS) Code/Service Code* 84132000,Hand pumps, other that	n those of subheading 84 🔻	Description of the product to be exported/services to be render Pumps		
Show 10 🜩 entries					Add	
Export Type	ITC(HS) Code/Ser	vice Code	Description of the produc rendered	t to be exported/services to be	Edit / Delete	
Export product(s)	29231000,Choline	and its salts	Choline and its salts		e / 🛍	

# c. Select Authorised Representives / Department Heads / Contact Persons for the councils

Authorised Representatives / Department Heads / Conta	act Persons for the Council	×
Note <ul> <li>1) Please enter the details of representatives for EPC /</li> <li>2) You can add maximum 5 contacts for each category</li> </ul>	/ Commodity board to contact. y.	
Category *	Name *	Designation *
Department Head	Catherine	Manager
Address Line 1 *	Address Line 2 *	City *
Jubliee Hills	Road No 54	Hyderabad
pin *	District *	State *
500003	HYDERABAD 🗸	TELANGANA
Telephone No. *	Mobile *	Email *
0884-2345664	9876565564	Catherine@gmail.com

Add Details

d. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Other Information		•
Countries to Which the Company is Exporting *		
ANDORRA X		
	Clear All	Save & Next

8. Applicant after filling all the details now proceed to Attach Documents under Attachments Section by uploading the documents from Computer folder then Clicking on Upload Attachments and finally Save & Next.

Attachment Type   RCMC Supporting Document     Click or Drag and Drop file to upload     Uploaded Document List   Show 10 entries     Attachment Type     Remark     View/Add More Attachments     Dele     No data available in table	^
RCMC Supporting Document <ul> <li>Document for RCMC</li> <li>Character remains are :23</li> <li>Uploaded Document List</li> <li>Show 10 \$\oplus\$ entries</li> <li>Attachment Type</li> <li>Remark</li> <li>View/Add More Attachments</li> <li>Dele</li> <li>No data available in table</li> <li>Previous</li> <li>Previous</li> <li>Previous</li> <li>RCMC Supporting Document</li> <li>RCMC Supporting Document List</li> <li>Show 10 \$\oplus\$ entries</li> <li>Remark</li> <li>View/Add More Attachments</li> <li>Remark</li> <li>Previous</li> <li>Remark</li> <li>Rem</li></ul>	
Character remains are 23 Uploaded Document List Show 10  entries Attachment Type Remark View/Add More Attachments Dele Attachment Type Remark View/Add More Attachments Dele Previ	
Lick or Drag and Drop file to upload Uploaded Document List Show 10 = entries Attachment Type Remark View/Add More Attachments Dele Attachment Type Remark View/Add More Attachments Dele No data available in table Previ	
Attachment Type     Remark     View/Add More Attachments     Delete       Uploaded Size : 0.01 MB     No data available in table     No data available in table     Previous	
Uploaded Size : 0.01 MB Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed) Previ	2
Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed) Previ	
<b>5</b>	us Next
51.	
No. File Name Action	
1 signreceipt.pdf 🗎	

9. Now under the Declaration Section read all the Declaration Lines and Click Save & Next.

Basic Details	RCMC Details	Attachments	Declaration	Application Summary
Success Message				
Draft Application Number	has been	successfully saved.		
ration				
1. I/We hereby solemnly declare the	hat the particulars and the statements n	nade in this application are true and corr	ect to the best of my / our knowledge a	and I/We undertake to abide by t
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import II</li> </ol>	hat the particulars and the statements n vevelopment and Regulation) Act, 1992, t tems, as amended from time to time.	nade in this application are true and corr the Rules and Orders framed there under	ect to the best of my / our knowledge a r, the Foreign Trade Policy, the Handbo	and I/We undertake to abide by t ok Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import I</li> <li>I/We hereby solemnly declare the</li> </ol>	hat the particulars and the statements n bevelopment and Regulation) Act, 1992, t tems, as amended from time to time. hat the above stated information is true	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo / reservation, to:	and I/We undertake to abide by t ok Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import II</li> <li>I/We hereby solemnly declare the a. abide by the terms of the registion b. agree to abide by any code of</li> </ol>	hat the particulars and the statements n bevelopment and Regulation) Act. 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed:	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports;	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo / reservation, to:	and I/We undertake to abide by t ok Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import II</li> <li>I/We hereby solemnly declare the a. abide by the terms of the regis b. agree to abide by any code of c. agree to abide by export floor</li> </ol>	hat the particulars and the statements n bevelopment and Regulation) Act. 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed; price condition that may be stipulated b	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports: ny the Registering Authority;	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo y reservation, to:	and I/We undertake to abide by t ok Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare ti provisions of the Foreign Trade (D Classification of Export &amp; Import I</li> <li>I/We hereby solemnly declare ti a. abide by the terms of the regis b. agree to abide by any code of c. agree to abide by export floor d. Furnish without fail monthly re</li> </ol>	hat the particulars and the statements n levelopment and Regulation) Act, 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed; price condition that may be stipulated b eturns of exports including NIL returns t	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports; ny the Registering Authority; o the Registering authority by 15th day o	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo / reservation, to: f the months following the quarter.	and I/We undertake to abide by t ok Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import II</li> <li>I/We hereby solemnly declare the a abide by the terms of the regis b, agree to abide by any code of c, agree to abide by export floor d. Furnish without fail monthly reference 3, I/We further understand that of</li> </ol>	hat the particulars and the statements n bevelopment and Regulation) Act. 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed; price condition that may be stipulated b eturns of exports including NIL returns t ur registration is liable to be cancelled in	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports: ny the Registering Authority; o the Registering authority by 15th day o the event of breach of any of the undert	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo / reservation, to: f the months following the quarter. akings mentioned above.	ind I/We undertake to abide by t ok Procedure, and the ITC(HS)
<ol> <li>I/We hereby solemnly declare ti provisions of the Foreign Trade (D Classification of Export &amp; Import II</li> <li>I/We hereby solemnly declare ti a. abide by the terms of the regis b. agree to abide by any code of c. agree to abide by export floor d. Furnish without fail monthly re</li> <li>I/We further understand that or</li> <li>I/We solemnly declare that I/We</li> </ol>	hat the particulars and the statements n bevelopment and Regulation) Act. 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed; price condition that may be stipulated b eturns of exports including NIL returns t ur registration is liable to be cancelled in e have applied to the Export Promotion (	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports: ny the Registering Authority; o the Registering authority by 15th day o n the event of breach of any of the undert Council which pertains to our main line o	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo y reservation, to: f the months following the quarter. akings mentioned above. f business. In case I/We have applied to	and I/We undertake to abide by t ok Procedure, and the ITC(HS) o any other council, the applicati
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import I</li> <li>I/We hereby solemnly declare the a. abide by the terms of the regis b. agree to abide by any code of c. agree to abide by export floor d. Furnish without fail monthly re 3. I/We further understand that of 4. I/We solemnly declare that I/We has been made within the purview</li> </ol>	hat the particulars and the statements n bevelopment and Regulation) Act. 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed; price condition that may be stipulated b eturns of exports including NIL returns t ur registration is liable to be cancelled in e have applied to the Export Promotion ( v of the provisions of Para 2.94 of the Ha	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports; o the Registering Authority; o the Registering authority by 15th day o n the event of breach of any of the underf Council which pertains to our main line o andbook of Procedures.	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo / reservation, to: f the months following the quarter. akings mentioned above. f business. In case I/We have applied to	and I/We undertake to abide by t ok Procedure, and the ITC(HS) o any other council, the applicati
<ol> <li>I/We hereby solemnly declare the provisions of the Foreign Trade (D Classification of Export &amp; Import I</li> <li>I/We hereby solemnly declare the a. abide by the terms of the regis b. agree to abide by any code of c. agree to abide by export floor d. Furnish without fail monthly re 3. I/We further understand that or 4. I/We solemnly declare that I/We has been made within the purview 5. I/We have updated the IEC prof</li> </ol>	hat the particulars and the statements n levelopment and Regulation) Act. 1992, t tems, as amended from time to time. hat the above stated information is true stration certificate granted to us on all or conduct that may be prescribed; price condition that may be stipulated b eturns of exports including NIL returns t ur registration is liable to be cancelled in e have applied to the Export Promotion of w of the provisions of Para 2.94 of the Ha illes in ANF 1.	nade in this application are true and corr the Rules and Orders framed there under and correct. I/We undertake, without an ur exports: by the Registering Authority; o the Registering authority by 15th day o the event of breach of any of the undert Council which pertains to our main line o andbook of Procedures.	ect to the best of my / our knowledge a ; the Foreign Trade Policy, the Handbo y reservation, to: f the months following the quarter. akings mentioned above. f business. In case I/We have applied to	and I/We undertake to abide by t ok Procedure, and the ITC(HS) any other council, the applicati

## 10. Click Save & Next under Declaration at bottom of the Page.

ace*	Date*
	17/12/2021
ser Details	
lease lé uses susfile aux set undeted. Disses undete unu	logged in user profile before submitting the application by clicking on your llearname > Drofile in the ten right corner of website )

Name 🖸 :	Designation 0 :
Email 0 :	Mobile 0:
Office Address 0:	
Residential Address ():	

**11.** System would show the filled application along with documents uploaded under **Application Summary.** Applicant would go ahead with the **signing process by** clicking Sign button.

You have ticked the box as acceptance of d	eclaration/ undertaking details.		
Place :	Date : 17/12/2021	Name :	
Designation :	Official Address :	Residential Address :	
Email :			
	Telephone No. (O) :		
Total amount to be paid : 400.00			
_			
Sign			
12. After that click I	Payment for RCMC.		
Vau have ticked the bay as accentance of decl	avation / undertaking datails		

Place :	Date : 17/12/2021	Name :	
Designation :	Official Address :	Residential Address :	
Email :			
	Telephone No. (O) :		
Total amount to be paid : 400.00			5
Payment For RCMC			

## 13. Applicant would be directed to the Payment gateway for the payment then click Submit.

Payment Details		
Payments made from corporate accounts require addit checker account.	ional approval from Bank portal. It may take 1 - 7 days to reflect in th	he system based on when approval is given from the
Applicant Name	Applicant Email	Applicant Address
Application Type RCMC V	Service Type Application for Renewal of Registration-cum Membership Certifie	Application Number ARNRCMCRENEW03077945AM22
Application for Renewal	Service Description of Registration-cum Membership Certificate	Fees Amount ( <b>?</b> )

14. After clicking Submit Applicant will see Payment Response Page with Transaction ID then again click Submit.

Payment Response		k.
Payment Transaction ID	Applicant Name	Service Type Application for Renewal of Registration-cum Membership Certificate
Response: Success	Y	Submit Cancel

## **15.** After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Basic Cher GSTIN Address	micals, Pharmaceutic	als &Cosmetics El	PC(CHEMEXCIL)			Total Invoice Invoice Referen	Date No. nce No.	₹ 400.00 17/12/2021		Original Cop
Exporter N Exporter G	ame STIN	Billing Address		Tax li	nvoice cum Rec	elpt	-		Service Application for Registration-ci Certificate IEC	Renewal of Im Membership
		HSN /	1021 T. 12	CGST		SGST		IGST		125274
S.NO.	Free Description	Code	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Total
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
	Total		200.00	8	0.00	1.0%	0.00	<u>.</u> 2	200.00	400.00
Total Invoi	ce Value (in figure) ce Value (in words)					R F N	400.00 our Hundred Only			
Total Invoi Reverse Cl Online Payr	harge (Y/N) ment Details									
Total Invoid Reverse Cl Online Pays Transactio	harge (Y/N) ment Details on Id	1668962		Total A	mount (INR)		₹ 400.00	IP		

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Abhahek90

# 3. View and Track Submitted e-RCMC Applications.

- 1. Applicant can view his / her Submitted Application from Track Application Status.
- 2. Naviagte to My Dashboard > Submitted Applications.

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE /	AND INDUSTRY			Sitemap	A- A A+	HelpLine 1800-111-5	50   Ask VAHEI   Language 🔻	8	•
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Ka Iahotsav	About DGFT 🔻	Services 🕶	My Dashboard 🕶	Regulatory Up	dates ▼ Learn ▼	Indian Trade Service 🕶	RTI	Q () <sup>3103</sup>
Track Application Status									^
Type of scheme *		Туре	of sub scheme *			Status			
Please Select		▼ PI	ease Select		~	Please Select		*	
From Date	To Date	File	lumber			Application Number			
17/09/2021	17/12/2021								
RA Office		Bran	ch code						
Please Select		▼ Pl	ease Select		•				
Please Select		▼ Pl	ease Select		~	Clear	All	Search O	Search O
						Clear	· All Search <b>Q</b>		

#### 3. Select **Type of scheme** as RCMC

a. **Type of sub scheme** as Application for Issuance of Registration-cum Membership Certificate. and click on **Search.** 

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Track Ap	plication Status								^	
Ту	rpe of scheme *		Type of sub scheme	*	St	atus				
	RCMC		✓ Application for Issu	ance of Registration-cum Me	mbers 💙	Please Select		Ŷ		
Fr	om Date	To Date	File Number		A	plication Number				
	17/09/2021	17/12/2021								
RA	A Office		Branch code							
	Please Select		✓ Please Select		*					
<b>owing re</b> om Date -	e <b>sult for</b> : Applicatio - 17/09/2021 To Dat	n process -> e - 17/12/20	RCMC Application Sub p	rocess -> Applicati	on for Issuar	Clear	All S	<sub>earch</sub> <b>Q</b> nbership C	ertificate	2
	A collection March -		ette Maria la co	ar etter		1 N	Search	n:	A still a st	
SI.NO. ⊺↓	Application Number	Î.	File Number	T↓ File L	ate 🗊 Ent	ity Name	ŢĻ	Branch 11	Action	
1	ARNRCMCAPPLY0307	7911AM22	RCMCAPPLYCHEMEXCIL002	251426AM22 16/12	2/2021 REL	IANCE INDUSTR	IES		Action	

b. **Type of sub scheme** as Application for Amendment of Registration-cum Membership Certificate. and click on **Search**.

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Track	<pre>&lt; Application Statu:</pre>	S								^
	Type of scheme *			Type of sub scheme	*		Status			
	RCMC		•	Application for Ar	nendment of Registratior	n-cum Memt 🔹 🗸	Please Select		*	
	From Date	To Date		File Number			Application Number			
	17/09/2021	17/12/202	1							
	RA Office			Branch code						
	Please Select		~	Please Select		*				2
							Clea	r All Search <b>Q</b>		

Showing result for : Application process -> RCMC Application Sub process -> Application for Amendment of Registration-cum Membership Certificate From Date - 17/09/2021 To Date - 17/12/2021

									S	earch:	
Sl.No. ↑↓	Application Number	↑↓	File Number	†↓	File Date	↑↓	Entity Name	↑↓	Branch 🏦	RA ∪ Office ↑↓	Action 1
01	ARNRCMCAMEND03078177AN	122	RCMCAMENDCHEMEXCIL00251446A	W22	17/12/20	021	RELIANCE INDUSTRIES LIMITED			DGFT(HQ)	Action -

**c. Type of sub scheme** as Application for Renewal of Registration-cum Membership Certificate. and click on **Search** 

विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Azadi <sub>Ka</sub> Amrit Mahotsav	Home	About DG	FT ▼ Services ▼	My Dashboard 🕶	Regulatory Up	odates 🔻	Learn 🔻	Indian Trade Service 🕶	RTI	<b>α</b> Δ <sup>31</sup>	103
Track Application Sta	atus										^	
Type of scheme	*			Type of sub schem	e *		Status					
RCMC			~	Application for R	enewal of Registration-cu	m Members' 🗸	Please	Select		•		
From Date	То	Date		File Number			Applicati	on Number				
RA Office				Branch code								
Please Select			~	Please Select		*						2
							I	Clear	All Search (	٩		

Showing result for : Application process -> RCMC Application Sub process -> Application for Renewal of Registration-cum Membership Certificate File Number - RCMCRENEWCHEMEXCIL00251450AM22

									Sea	rch:	
Sl.No. ↑↓	Application Number	↑↓	File Number	î↓	File Date	↑↓	Entity Name	↑↓	Branch ↑↓	RA Office ↑↓	Action 1
1	ARNRCMCRENEW03077945AN	/122	RCMCRENEWCHEMEXCIL00251450AM2	2	17/12/20	21	RELIANCE INDUSTRIES LIMITED			DGFT(HQ)	Action -
Showing 1 to	1 of 1 entries									Prev	ious 1 Next

Showing 1 to 1 of 1 entries

# 4. View Submitted e-RCMC Details in IEC Profile

1. on the Home Page naviagte to Manage Profile

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY				Sitemap	A- A A+   HelpLin	e 1800-111-55	50   Ask VAHEI   Language	- 8 <b></b> -
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Home /	About DGFT <del>-</del>	Services 🕶	My Dashboard 🕶	Regulatory Updates	▼ Learn ▼	Indian Trade Service 🕶	RTI <b>Q</b> Д <sup>3103</sup>
Home Dashboard Last Login 20-Dec-2021 10:59:26								
For Your Action Notifications		Value	IE CODE O of Scrips Appl N DEL Status	ied Value of S Authori	Valid CC Status 0 Scrips Approved 0132 sations Issued	EPCG	e/Modify IEC My IEC ccessed Links Authorisation MEIS SEIS Search Norm	Manage Profile

2. After clicking on Manage Pofile a Dashboard with username along with all the details will be

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY		Sitemap   A- A A+   <sup>Help</sup>	<sup>Line</sup> 1800-111-550   Ask VAH	El   Language * 🖉 🔭 *
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Home About DGFT • Services •	My Dashboard 👻 Regulatory Update	es ▼ Learn ▼ Indian Tra	ade Service - RTI <b>Q</b> (2 <sup>3103</sup>
Home				
Dashboard Last Login 20-Dec-2021 15:53:06				
IEC Details RCMC Industrial Registration	Status Holder Details Export Details	Risk Details Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
IEC Details				<b>*</b>
IEC Number	PAN Number		Date of Birth / Incorporation	
				2
IEC Issuance Date	IEC Status		DEL Status	- 6
12/04/1988	Valid		N	
IEC Cancelled Date	IEC Suspended Date			
File Number	File Date		DGFT RA Office	
MUMIECPAMEND00100372AM22	19/09/2021		RA MUMBAI	
appeared				

- 3. Click on RCMC to view the e-RCMC details in the IEC profile
- a. User can Copy the e-RCMC details by clicking on Copy button
- b. User can get e-RCMC details in Excel sheet by clicking on Excel button.
- C. User can get e-RCMC details in **CSV format** by clicking on **CSV button**.
- d. User can Print e-RCMC details by clicking on Print button.

Dashboard Last Login 20-Dec-2021 15:53:06										
IEC Details RCMC Industrial Registration	Status Holder Details	Export Details	Risk Details	Authorisation/Sc	rrips Issued	IEC Lifecycle Summa	ry Authori	zed Economic Op	erator (AEO) De	tails
IEC Details										~
RCMC										*
Copy Excel CSV PDF Print									ADD	I
Sl. No. ↑↓ RCMC Number	lssue lssi ↑↓ Date ↑↓ Au	Pro ue Fo thority ↑↓ Rea	oducts r Which gistered 11	Expiry Date	Status †	Exporter Type î↓	Validity Period 11	Status From EPC 11	Edit / Delete	R
1	18/06/2021	AP Pro	'EDA oducts	30/03/2022	Active	Merchant Cum Manufacturer Exporter	285	Ν		
2	26/04/2019	PVI LLC Pol Ter	C HDPE DPE PP lyethylene rephthalate	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N	1211	