



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

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### 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 <https://www.dgft.gov.in>.

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.

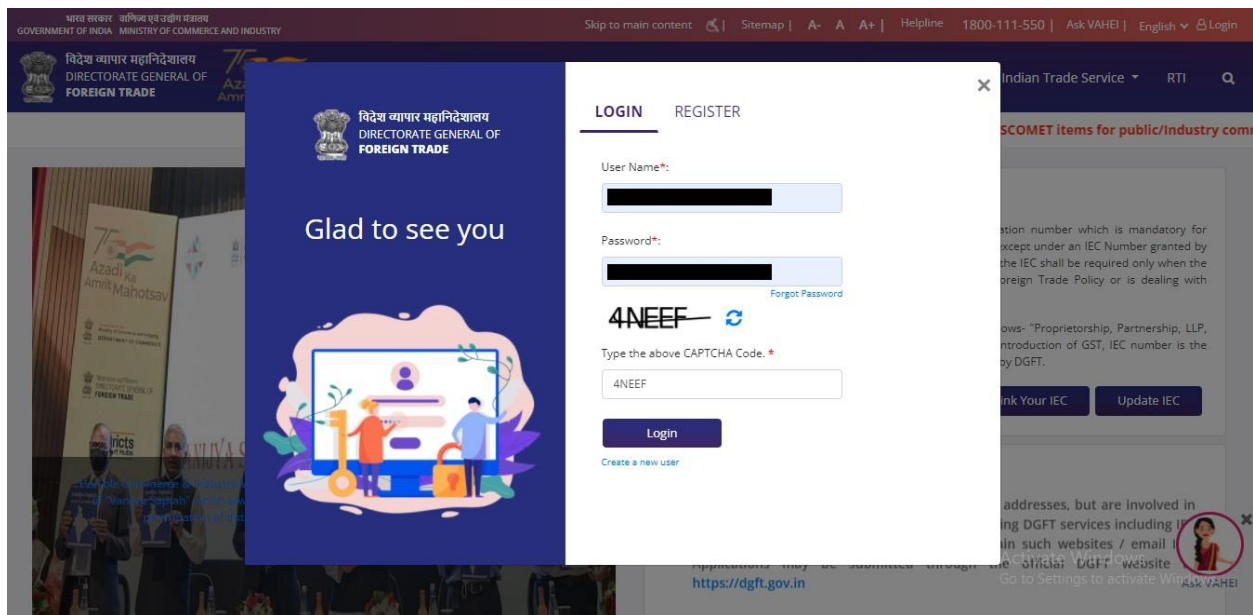
## 1.2. Login to the new Portal

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

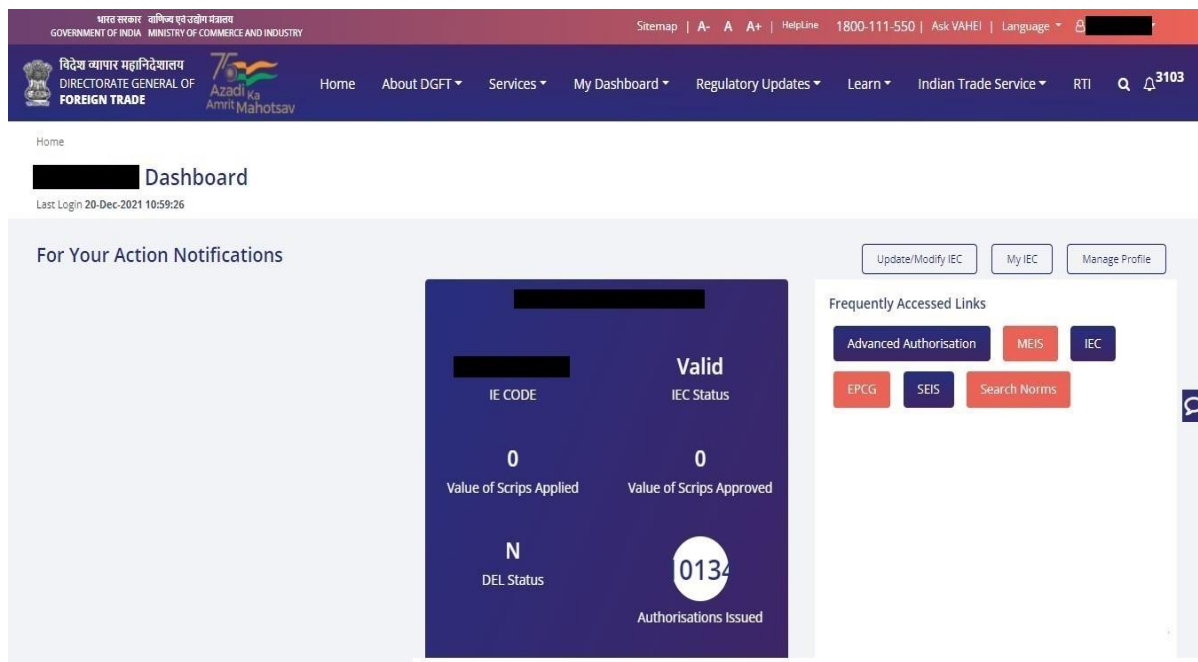
- a) Internet Connection
- b) Valid User ID and password provided to log in

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.



- 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.



## 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 has to 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 FIEO. Further, in case of multi product is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (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 respect 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).

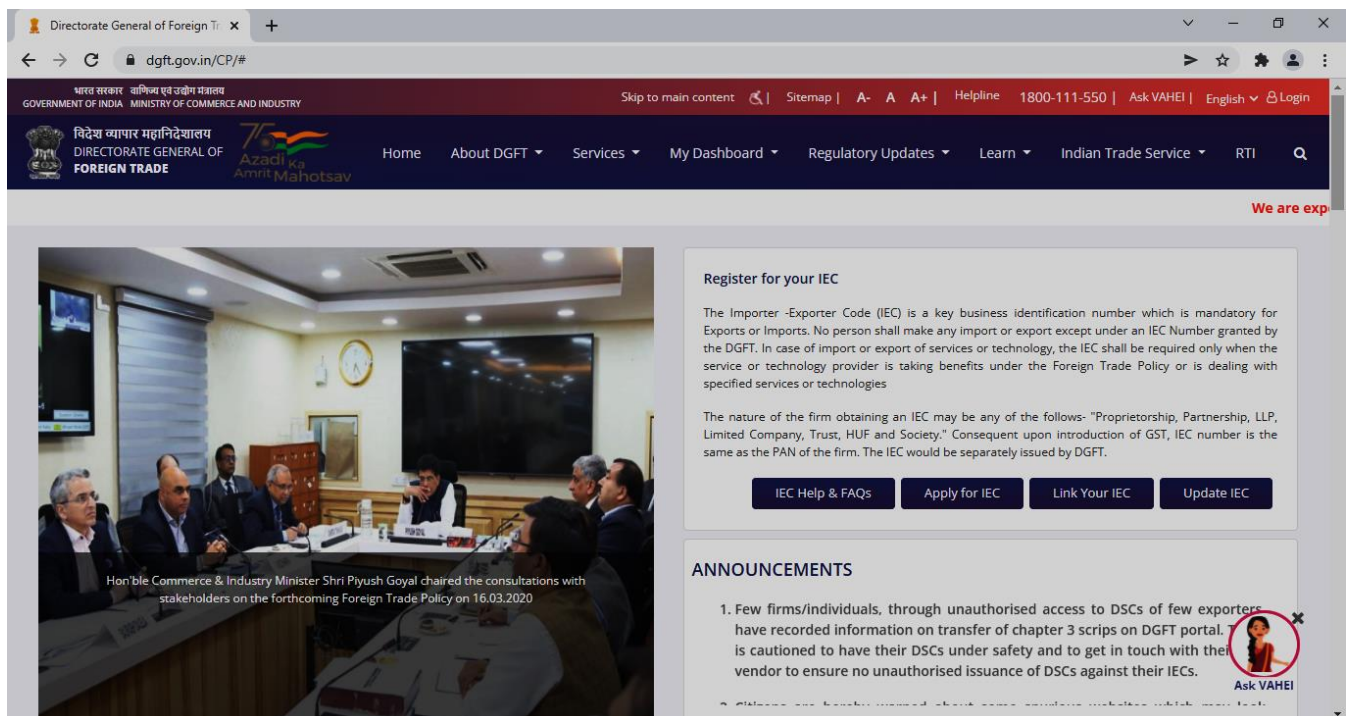
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the 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

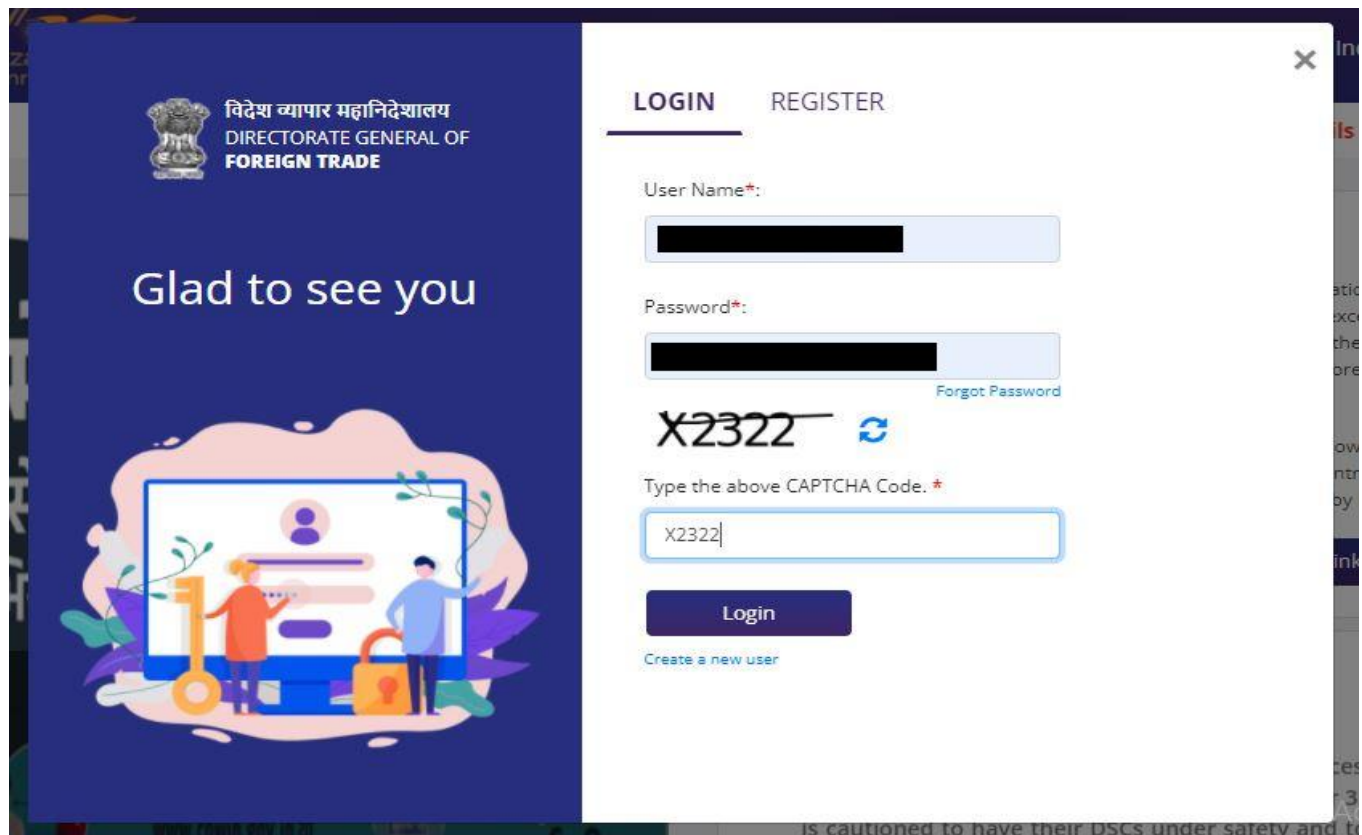
Applicant will register on DGFT Website <https://www.dgft.gov.in> as Importer/Exporter to access the Common Digital Platform.

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

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



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



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DIRECTORATE GENERAL OF  
FOREIGN TRADE

Glad to see you

LOGIN REGISTER

User Name\*:

Password\*:  [Forgot Password](#)

X2322

Type the above CAPTCHA Code. \*

Login

[Create a new user](#)

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

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

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

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. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

###### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

##### Services under e-RCMC

###### Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

###### Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

###### Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

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



भारत सरकार | Ministry of Commerce and Industry  
GOVERNMENT OF INDIA | Ministry of Commerce and Industry

Sitemap | A- A+ | HelpLine 1800-111-550 | Ask VAHEI | Language

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DIRECTORATE GENERAL OF FOREIGN TRADE

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Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI 3103

Home

Dashboard

Last Login 17-Dec-2021 18:55:11

Draft Application | Application for Issuance of Registration-cum Membership Certificate

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1		17/12/2021 21:13		17/12/2021 21:13		Action

Showing 1 to 1 of 1 entries Previous 1 Next

Start Fresh Application Proceed With Existing Application

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

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

Ashutosh's Dashboard

Last Login 15-Dec-2021 17:43:26

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 
Annual Turnover of the firm (Last FY in INR) 2233871563000.00		

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 Products:

Export List

Chemicals And Allied Products,Plastic Products,Textile, Readymade :

Declaration ⓘ

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,Engineer

**Declaration\* ⓘ**

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  
Advanced  
ITCHS Based Import & Export  
E-Learning Videos  
Udyog Bhawan, New Delhi  
(Headquarters),  
Google Play

10) Now under **RCMC Details** section Applicant would

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

✓

Basic Details

✓

RCMC Details

✓

Attachments

○

Declaration

○

Application Summary

✓

Success Message

Draft Application Number [REDACTED] has been successfully saved.

×

Declaration

1. I/We 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) Classification of Export & Import Items, as amended from time to time.

2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:  
a. abide by the terms of the registration certificate 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 floor 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 15th day of the months following the quarter.

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. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Activate Windows  
Go to Settings to activate Windows.

Select Office for Submission of Application \*

Dinesh Gems and Stones

Address of Selected Office

[REDACTED]

Main Line of Business of Applicant

Textile, Readymade garments, Hosiery and Knitwears

Select Your Branch for Applying for RCMC \*

306-C/O. NISWIN ENTERPRISES - NO.4/228-B, CHINNAKUJIL...

GSTIN of Branch ⓘ

33AAACR5055K1ZE

Address of Selected Branch

[REDACTED]

Is the Applicant a SEZ Unit?

NO

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

**Export Products / Services**

Export Type: ☒ Export product(s) ☐ Rendering service(s)

ITC(HS) Code/Service Code: 29043200, Perfluorooctane sulphonic acid, its salts and per...

Description of the product to be exported/services to be rendered: Acid

Add

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
No data available in table			

Previous Next

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

**Authorised Representatives / Department Heads / Contact Persons for the Council**

**Note**

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category: Authorised Representative

Name: Ramesh

Designation: Manager

Address Line 1: Jubilee Hills

Address Line 2: Road No 10

City: Hyderabad

Pin: 500006

District: HYDERABAD

State: TELANGANA

Telephone No.: 0882-2345667

Mobile: 9856712325

Email: Ramesh43@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 \*

ANGOLA ✕

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**.

Attachment

Attachment Type

RCMC Supporting Document

Remark

Document

Character remains are 132

Uploaded Document List

Show

10

entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Sr. No.

File Name

Action

1

receipt 3.pdf

Upload Attachments

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

Basic Details

RCMC Details

Attachments

Declaration

Application Summary

Success Message

Draft Application Number [REDACTED] has been successfully saved.

Declaration

1. I/We 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) Classification of Export & Import Items, as amended from time to time.

2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:

a. abide by the terms of the registration certificate 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 floor 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 15th day of the months following the quarter.

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. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

13) Click the **Check box** as acceptance of declaration and Enter the **Place** and then **Save & Next**.

☒ Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\*

[REDACTED]

Date\*

15/12/2021

User Details

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ: [REDACTED]

Designation ⓘ: [REDACTED]

Email ⓘ: [REDACTED]

Mobile ⓘ: [REDACTED]

Office Address ⓘ: [REDACTED]

Residential Address ⓘ: [REDACTED]

Clear All

Save & Next

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.

DGFT Public

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☒ 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

[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 additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Application Type	Service Type	Application Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	Application for Issuance of Registration-cum Membership Certificate(RCMC)
Response:		
<input type="text"/>		
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

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

Gem & Jewellery Export Promotion Council(GJEPC)

GSTIN [REDACTED]

Address [REDACTED]

Total ₹ 400.00

Invoice Date 15/12/2021

Invoice No. [REDACTED]

Reference No. [REDACTED]

Original Copy

---

Tax Invoice cum Receipt

---

Exporter Name [REDACTED]

Exporter GSTIN [REDACTED]

Billing Address [REDACTED]

Service Application for Issuance of Registration-cum Membership Certificate

IEC [REDACTED]

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
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

Total Invoice Value (in figure)

Total Invoice Value (in words)

Reverse Charge (Y/N)

₹ 400.00

Four Hundred Only

N

Online Payment Details

Transaction Id	1668882	Total Amount (INR)	₹ 400.00	IP	[REDACTED]
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 Membership Certificate (e-RCMC)

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. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

#### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

### Services under e-RCMC

#### Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

#### Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

#### Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

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

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Home | About DGFT | Services | My Dashboard | Regulatory Updates | Learn | Indian Trade Service | RTI | Search | 3103

Home

**Dashboard**

Last Login 17-Dec-2021 16:11:12

**Draft Application | Application for Amendment of Registration-cum Membership Certificate**

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[Redacted]	17/12/2021 16:18	[Redacted]	17/12/2021 16:18	[Redacted]	Action

Showing 1 to 1 of 1 entries

Start Fresh Application | Proceed With Existing Application

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

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Sitemap | A- | A | A+ | HelpLine 1800-111-550 | Ask VAHEI | Language | [User Profile]

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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
<input checked="" type="radio"/>	[Redacted]	26/04/2019	[Redacted]	PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
<input type="radio"/>	[Redacted]	16/03/2017	[Redacted]	PORT SERVICES (CARGO HANDLING FOR IMPORTS,CALL CENTRE SERVICES,CARGO HANDLING SERVICE,DATA PROCESSING SERVICES,DATABASE SERVICES,LEASING SERVICES WITHOUT OPERATORS,R , D SERVICES ON NATURA AND OTHERS	31/03/2022	Active	Others	1841	N
<input type="radio"/>	[Redacted]	08/12/2021	[Redacted]		31/03/2025	Active	Merchant Cum Manufacturer Exporter	1209	N

Showing 1 to 10 of 17 entries

Amend

bottom of the page.

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

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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	DGFT RA Office
	12/04/1988	RA MUMBAI
Nature of concern/Firm	Category of Exporters	CIN / 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 Products:

Export List

Chemicals And Allied Products,Plastic Products,Textile, Readymade :

Declaration\* ⓘ

☐ I/We have updated my/our profile in ANF-1

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

Chemicals And Allied Products,Engineering Products,Plastic Product;

Export List

Chemicals And Allied Products,Plastic Products,Textile, Readymade ;

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,Engineer

Declaration\* ⓘ

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

RA Contact

Citizen Charter

Complaints / Suggestions /

Feedback

EPCG

SIOM

Central Product Classification

Q&M Instructions

Goods & Services Tax (GST)

Sitemap

Map

Directorate General of Foreign Trade (DGFT) Udyog

Bhawan, H-wing, Gate No-02, Maulana Azad Road, New

Delhi -110011

7. Now under **RCMC Details** section Applicant would.

- Select **Export Promotion Council / Commodity Board** and **Fee Details**.

DGFT Public

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✓

Basic Details

○

RCMC Details

○

Attachments

○

Declaration

○

Application Summary

✓

**Success Message**

Draft Application Number [REDACTED] has been successfully saved.

×

Select Export Promotion Council / Commodity Board

Note: To select the council / board, please refer to [Appendix 2T](#)

Name of Export Promotion Council / Commodity Board \*

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

Main Line of Business

BHARAT CHEMICALS , Petroleum Products , Petrol and oil

Application Type \*

Amendment

Statusholder \*

5-Star

No. of Years Membership Applied for \*

2 Year

Financial Year for which Membership is applied for \*

Current Financial Year

Annual Turnover \*

22336789

Select Office for Submission of Application \*

Sam Novelities

Address of Selected Office

[REDACTED]

Main Line of Business of Applicant

Chemicals And Allied Products

Select Your Branch for Applying for RCMC \*

304-PLOT NO, 56 TO 59, 62 TO 74, TZ-3, P6 AND 30 MTR RO...

GSTIN of Branch ⓘ

24AAACR5055K1ZD

Address of Selected Branch

[REDACTED]

Is the Applicant a SEZ Unit?

NO

↑

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



Export Products / Services

Export Type\*

☒ Export product(s)
☐ Rendering service(s)

ITC(HS) Code/Service Code\*

54083212,Fabrics of rayon: ---- Rayon georgette

Description of the product to be exported/services to be rendered

fabriq

Add

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000,Choline and its salts	Choline and its salts	

**c. Select Authorised Representatives / Department Heads / Contact Persons for the councils.**

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category\*

Name\*

Designation\*

Address Line 1\*

Address Line 2\*

City\*

Pin\*

District\*

State\*

Telephone No.\*

Mobile\*

Email\*

Add Details

Authorised Representative

Rupesh

Head

Ramarao nagar

Road No 12

Hyderabad

500006

HYDERABAD

TELANGANA

0883-234567

9876543124

Rupesh@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 \*

AMERICAN SAMOA 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

Attachment Type

RCMC Supporting Document

Remark

Good To GO Cert.

Click or Drag and Drop file to upload

Uploaded Size : 0.19 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Uploaded Document List

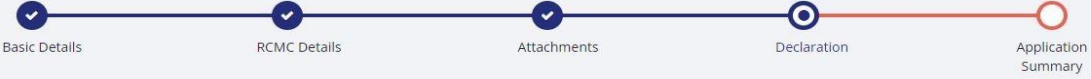
Show 10 entries



Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next


Sr. No.	File Name	Action
1	receipt (4).pdf	

Upload Attachments

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

 **Success Message** 

Draft Application Number [REDACTED] has been successfully saved.

**Declaration** 



1. I/We 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) Classification of Export & Import Items, as amended from time to time.
2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
  - a. abide by the terms of the registration certificate 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 floor 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 15th day of the months following the quarter.
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. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.



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


☒ Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*


Place\*  Date\*

**User Details**  
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name :  Designation :

Email :  Mobile :

Office Address :

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 declaration/ undertaking 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/ undertaking 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**

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

**Payment Details**

 Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name

Applicant Email

Applicant Address

Application Type  
RCMC

Service Type  
Application for Amendment of Registration-cum Membership Ce

Application Number  
ARNRCMCAMEND03078177AM22

Service Description	Fees Amount (₹)
Application for Amendment of Registration-cum Membership Certificate	400.0

14. After 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 Amendment of Registration-cum Membership Certificate

Response:

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

Basic Chemicals, Pharmaceuticals &amp; Cosmetics EPC(CHEMEXCIL)

GSTIN  
Address

Total

Invoice Date  
Invoice No.  
Reference No.

₹ 400.00

17/12/2021

Original Copy

## Tax Invoice cum Receipt

Exporter Name

Billing Address

Service

Application for Amendment of  
Registration-cum Membership  
Certificate

Exporter GSTIN

IEC

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				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	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure)

Total Invoice Value (in words)

Reverse Charge (Y/N)

₹ 400.00

Four Hundred Only

N

## 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 Membership Certificate (e-RCMC)

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. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

#### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

### Services under e-RCMC

#### Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

#### Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

#### Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

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



भारत सरकार - Government of India | Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language | 3103

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

Home

**Dashboard**

Last Login 17-Dec-2021 18:19:32

Draft Application | Application for Renewal of Registration-cum Membership Certificate

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1		16/12/2021 20:22		16/12/2021 20:36		Action

Showing 1 to 1 of 1 entries

Start Fresh Application Proceed With Existing Application

Previous 1 Next

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

भारत सरकार - Government of India | Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language | 3103

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DIRECTORATE GENERAL OF FOREIGN TRADE

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

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
<input checked="" type="radio"/>		26/04/2019		PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
<input type="radio"/>		16/03/2017		PORT SERVICES (CARGO HANDLING FOR IMPORTS,CALL CENTRE SERVICES,CARGO HANDLING SERVICE,DATA PROCESSING SERVICES,DATABASE SERVICES,LEASING SERVICES WITHOUT OPERATORS,R , D SERVICES ON NATIADA AND OTHERS	31/03/2022	Active	Others	1841	N

Showing 1 to 10 of 17 entries

Renew

Previous 1 2 Next

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

भारत सरकार | Ministry of Commerce and Industry  
GOVERNMENT OF INDIA | Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEL | Language | ASHUTOSH

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

75  
Azadi Ka  
Amrit Mahotsav

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI 3103

Home

Dashboard

Last Login 17-Dec-2021 18:19:32

Basic Details RCMC Details Attachments Declaration Application Summary

Basic Details

IEC Number	PAN Number	Firm Name
Date of Birth / Incorporation	IEC Issuance Date	DGFT RA Office
	12/04/1988	RA MUMBAI
Nature of concern/Firm	Category of Exporters	CIN / 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 \*

☐ I/We have updated my/our profile in ANF-1

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

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,Engineer

Declaration\* ⓘ

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

RA Contact

Citizen Charter

EPLG

SRON

Goods & Services Tax (GST)

Directorate General of Foreign Trade (DGFT) Udyog

Headquarters

Google Play

7. Now under **RCMC Details** section Applicant would.

- Select **Export Promotion Council / Commodity Board** and **Fee Details**.

DGFT Public

Page 32 of 45

✓

Basic Details

○

RCMC Details

○

Attachments

○

Declaration

○

Application Summary

✓

Success Message

✕

Draft Application Number [REDACTED] has been successfully saved.

Select Export Promotion Council / Commodity Board

Note: To select the council / board, please refer to [Appendix 2T](#)

Name of Export Promotion Council / Commodity Board \*

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

Main Line of Business

BHARAT CHEMICALS , Petroleum Products , Petrol and oil

Application Type \*

Amendment

Statusholder \*

5-Star

No. of Years Membership Applied for \*

2 Year

Financial Year for which Membership is applied for \*

Current Financial Year

Annual Turnover \*

22336789

Select Office for Submission of Application \*

Haro Motor Corp

Address of Selected Office

[REDACTED]

Main Line of Business of Applicant

Textile, Readymade garments, Hosiery and Knitwears

Select Your Branch for Applying for RCMC \*

306-C/O. NISWIN ENTERPRISES - NO.4/228-B, CHINNAKUYIL...

GSTIN of Branch

33AAA CR5055K1ZE

Address of Selected Branch

[REDACTED]

Is the Applicant a SEZ Unit?

NO

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

**Export Products / Services**

**Export Type:**

☒ Export product(s) ☐ Rendering service(s)

**ITC(HS) Code/Service Code:**

84132000,Hand pumps, other than those of subheading 84...

**Description of the product to be exported/services to be rendered**

Pumps

Add

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000,Choline and its salts	Choline and its salts	

c. Select **Authorised Representatives / Department Heads / Contact Persons for the councils**

**Authorised Representatives / Department Heads / Contact Persons for the Council**

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

**Category**

Department Head

**Name**

Catherine

**Designation**

Manager

**Address Line 1**

Jubilee Hills

**Address Line 2**

Road No 54

**City**

Hyderabad

**Pin**

500003

**District**

HYDERABAD

**State**

TELANGANA

**Telephone No.**

0884-2345664

**Mobile**

9876565564

**Email**

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 ✕

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

Attachment Type  
RCMC Supporting Document

Remark  
Document for RCMC  
Character remains are :23

Click or Drag and Drop file to upload

Uploaded Size : 0.01 MB  
Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Uploaded Document List  
Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next

Sr. No.	File Name	Action
1	signreceipt.pdf	

Upload Attachments

**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 [REDACTED] has been successfully saved.

Declaration

^

1. I/We 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) Classification of Export & Import Items, as amended from time to time.

2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:

- a. abide by the terms of the registration certificate 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 floor 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 15th day of the months following the quarter.

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. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

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

☒ Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\*

[REDACTED]

Date\*

17/12/2021

**User Details**

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ : [REDACTED]

Designation ⓘ : [REDACTED]

Email ⓘ : [REDACTED]

Mobile ⓘ : [REDACTED]

Office Address ⓘ : [REDACTED]

Residential Address ⓘ : [REDACTED]



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 declaration/ undertaking details.

Place : [REDACTED]

Date : 17/12/2021

Name : [REDACTED]

Designation : [REDACTED]

Official Address : [REDACTED]

Residential Address : [REDACTED]

Email : [REDACTED]

[REDACTED]

Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

Sign

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

☒ You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]

Date : 17/12/2021

Name : [REDACTED]

Designation : [REDACTED]

Official Address : [REDACTED]

Residential Address : [REDACTED]

Email : [REDACTED]

[REDACTED]


Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

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 additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

**Applicant Name**  
[Redacted]

**Applicant Email**  
[Redacted]

**Applicant Address**  
[Redacted]

**Application Type**  
RCMC

**Service Type**  
Application for Renewal of Registration-cum Membership Certifi

**Application Number**  
ARNRCMCRENEW03077945AM22

Service Description	Fees Amount (₹)
Application for Renewal of Registration-cum Membership Certificate	400.0

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

**Payment Response**

**Payment Transaction ID**  
[Redacted]

**Applicant Name**  
[Redacted]

**Service Type**  
Application for Renewal of Registration-cum Membership Certificate

**Response:**  
Success

Submit

Cancel

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

Original Copy

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

GSTIN [REDACTED]

Address [REDACTED]

Total ₹ 400.00

Invoice Date 17/12/2021

Invoice No. [REDACTED]

Reference No. [REDACTED]

---

Tax Invoice cum Receipt

---

Exporter Name [REDACTED] Billing Address [REDACTED]

Exporter GSTIN [REDACTED]

Service Application for Renewal of Registration-cum Membership Certificate

IEC [REDACTED]

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				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	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure) ₹ 400.00

Total Invoice Value (in words) Four Hundred Only

Reverse Charge (Y/N) N

Online Payment Details

Transaction Id	1668962	Total Amount (INR)	₹ 400.00	IP	[REDACTED]
Date	2021-12-17 08:59:49	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.

Abhishek90

### 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**.

The screenshot shows the 'Track Application Status' page of the Directorate General of Foreign Trade (DGFT) e-RCMC Customer Portal. The page features a dark blue header with the DGFT logo, 'Azadi Ka Amrit Mahotsav' banner, and navigation links. Below the header, the 'Track Application Status' section contains several input fields for filtering applications:

- Type of scheme \***: A dropdown menu with 'Please Select'.
- Type of sub scheme \***: A dropdown menu with 'Please Select'.
- Status**: A dropdown menu with 'Please Select'.
- From Date**: A date input field showing '17/09/2021'.
- To Date**: A date input field showing '17/12/2021'.
- File Number**: A text input field.
- Application Number**: A text input field.
- RA Office**: A dropdown menu with 'Please Select'.
- Branch code**: A dropdown menu with 'Please Select'.

At the bottom right of the form, there are two buttons: 'Clear All' and 'Search Q'.

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**.

**Track Application Status**

Type of scheme \*  
RCMC

Type of sub scheme \*  
Application for Issuance of Registration-cum Members

Status  
Please Select

From Date  
17/09/2021

To Date  
17/12/2021

File Number

Application Number

RA Office  
Please Select

Branch code  
Please Select


Clear All Search

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

Search:

Sl.No. ↑↓	Application Number	File Number	File Date ↑↓	Entity Name	Branch ↑↓	Action ↑↓
1	ARNRCMCAPPLY03077911AM22	RCMCAPPLYCHEMEXCIL00251426AM22	16/12/2021	RELIANCE INDUSTRIES LIMITED		Action

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



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
FOREIGN TRADE

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Azadi Ka  
Amrit Mahotsav

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RTI
3103

Track Application Status

Type of scheme \*
RCMC

Type of sub scheme \*
Application for Amendment of Registration-cum Membr

Status
Please Select

From Date
17/09/2021

To Date
17/12/2021

File Number

Application Number

RA Office
Please Select

Branch code
Please Select


Clear All
Search

**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


Search:

Sl.No. ↑↓	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCAMEND03078177AM22	RCMCAMENDCHEMEXCIL00251446AM22	17/12/2021	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



HomeAbout DGFTServicesMy DashboardRegulatory UpdatesLearnIndian Trade ServiceRTI

3103

Track Application Status

Type of scheme \*  
RCMC

Type of sub scheme \*  
Application for Renewal of Registration-cum Members

Status  
Please Select

From Date

To Date

File Number

Application Number

RA Office  
Please Select

Branch code  
Please Select

Clear All

Search Q

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

Search:

Sl.No. ↑↓	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCRENEW03077945AM22	RCMCRENEWCHEMEXCIL00251450AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

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

### 1. on the Home Page navigate to **Manage Profile**

Home

**Dashboard**

Last Login 20-Dec-2021 10:59:26

For Your Action Notifications

Update/Modify IEC My IEC Manage Profile

Frequently Accessed Links

Advanced Authorisation MEIS IEC

EPCG SEIS Search Norms

**Valid**  
IEC Status

0  
Value of Scrips Applied

0  
Value of Scrips Approved

N  
DEL Status

0134  
Authorisations Issued

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

Home

**Dashboard**

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IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Risk Details	Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
<b>IEC Details</b>								
IEC Number		PAN Number		Date of Birth / Incorporation				
IEC Issuance Date	12/04/1988	IEC Status	Valid	DEL Status	N			
IEC Cancelled Date		IEC Suspended Date						
File Number	MUMIECPAMEND00100372AM22	File Date	19/09/2021	DGFT RA Office	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

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IEC DetailsRCMCIndustrial RegistrationStatus Holder DetailsExport DetailsRisk DetailsAuthorisation/Scripts IssuedIEC Lifecycle SummaryAuthorized Economic Operator (AEO) Details

IEC Details

RCMC

CopyExcelCSVPDFPrint

ADD

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC	Edit / Delete
1		18/06/2021		APEDA Products	30/03/2022	Active	Merchant Cum Manufacturer Exporter	285	N	
2		26/04/2019		PVC HDPE LLDPE PP Polyethylene Terephthalate	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N	