

FORMAT for APPLICATION FOR CONVERSION FROM REGISTERED TEXTILE EXPORTER (RTE) TO MEMBER

To

The Executive Director,  
Handloom Export Promotion Council,  
#34, Cathedral Garden Road,  
Nungambakkam,  
Chennai 600 034  
Phone: 044 2827 8879  
Fax: 044 28271761

Sir,

I, Mr/Ms. \_\_\_\_\_ Proprietor/Partner/Director representing M/s. (Company name with complete address) having RCMC No. \_\_\_\_\_ dated \_\_\_\_\_ valid upto \_\_\_\_\_

We have enrolled with HEPC on \_\_\_\_\_ (Date of enrollment) and we also confirm that we have renewed the annual membership for the year \_\_\_\_\_ vide HEPC's receipt No. \_\_\_\_\_ dated \_\_\_\_\_.

We are at present registered as Registered Textile Exporter (RTE) and hereby apply for change in Membership status, from the existing RTE to Member.

In this regard, we are enclosing the Certificate for export turnover of handloom products for three preceding years duly certified/issued by Chartered Accountant, along with the copy of RCMC for doing the needful.

(Signature with Company seal)

Encl:

- 1) Certificate for export turnover of handloom products
- 2) Self attested copy of RCMC

**CERTIFICATE**

This is to certify that, Messers (Name of company) having registered office at ( Complete Address ) had made the following exports of Handloom (product details) products to various countries during the preceding three financial years as under:

Financial year

Total turnover in Rupees

Turnover of Handloom \_\_\_\_\_ products

Signature with seal of Chartered Accountant

Membership Number of Chartered Accountant