

All RTEs of the Council

Sir/Madam,

This is to bring to your kind notice that your registration status during enrollment with our council is registered as RTE (Registered Textile Exporter).

In this regard we give below the revised Articles pertaining to the membership in the Council.

**Article 6:**

A person in order to be eligible for membership of the Council must satisfy the following requirements namely:-

(i) he must have been an RTE for at least one year and

(ii) he must have to his credit during the three consecutive financial years immediately preceding the financial year in which his membership is taken up for consideration by the Committee, exports of handloom products of not less than the amounts mentioned below:

(a) Applicants in the Small Industry sector

Handloom Exporter - Total export turnover of at least Rs.20 lakhs for the three consecutive financial years referred above with an export turnover of at least Rs.5 lakhs per financial year.

(b) Other Applicants

Home Textiles made up of Non-Handloom - Total export turnover of at least Rs.1 Crore for the three consecutive financial years referred above with an export turnover of at least Rs.25 lakhs per financial year.

Handloom Weavers / Artisans – Total export turnover of Rs.5 Lakhs per annum with minimum of 5 own handlooms.

**Article 8(a):**

Any person eligible to be admitted as a member and desirous of becoming a member shall send an application to the Executive Director of the Council. The application shall be in the form prescribed and shall be accompanied by such documents (including evidence of turnover) as may be prescribed by the Committee from time to time. The Committee shall, if thinks fit, call for further documents/evidence from the applicant.

**Article 8(b):**

The Committee shall ordinarily (without being bound to do so) take a decision on the application within 3 months from the date of submission of a properly completed application. The committee may refuse any application without assigning any reason. The decision of the Committee shall be communicated to the applicant by the Executive Director.

In this context, any RTE who is eligible to get admitted as a member shall send an application to the Council with necessary complete documents. The application will be placed in the Executive Committee meeting for conversion as member of the Council and the status will be informed.

Documents required to be submitted to become member are as follows:

- a. Prescribed application form (format enclosed) in letter ahead
- b. Chartered Accountant Certificate (format enclosed)
- c. Self attested copy of RCMC.

For any further clarification, you may write to [membership@hepcindia.com](mailto:membership@hepcindia.com) (copy to [jd@hepcindia.com](mailto:jd@hepcindia.com)) or contact the following officials of the Council.

Shri M.Sundar, Joint Director (9444810066/044-28276043/28278879)

Smt Reena, Sr.Executive (9873235586)

Shri V.Ratheesh, Sr.Executive (9840973073)

Yours sincerely,

(N.Sreedhar)  
Executive Director

Encl: As above

**FORMAT OF 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 / Home Textiles made up of Non-Handloom / Handloom weavers or Artisans** 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 (same format for Handloom Weavers / Artisans)
- 2) Certificate for export turnover of Home textile made-up of non-handloom
- 3) Self attested copy of RCMC

**Note : Those who deals with handloom products may submit SI.No.1 & 3 and other may submit SI.No.2 & 3**

**FORMAT OF CERTIFICATE FOR EXPORT TURNOVER OF HANDLOOM**

**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:

<b>FINANCIAL YEAR</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>TOTAL</b>
<b>TOTAL EXPORT TURNOVER OF HANDLOOM PRODUCTS</b>				

Signature with seal of Chartered Accountant

Membership Number of Chartered Accountant

**FORMAT OF CERTIFICATE FOR EXPORT TURNOVER OF HOME TEXTILES MADE UP OF  
NON-HANDLOOM**

**CERTIFICATE**

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

<b>FINANCIAL YEAR</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>TOTAL</b>
<b>TOTAL EXPORT TURNOVER OF HOME TEXTILES MADE UP OF NON-HANDLOOM</b>				

Signature with seal of Chartered Accountant

Membership Number of Chartered Accountant