

To all RTE/Members whose RCMC expired on or before 31.3.2022

Dear Sir/Madam,

**Sub: Renewal of your expired certificate i.e Registration Cum
Membership Certificate (RCMC) - Reg.**

We would like to draw your attention to the Trade Notice No.35/2021-22 dated 24th February 2022 by DGFT (enclosed) regarding Electronic filing of Registration Cum Membership Certificate (RCMC) through the common digital platform w.e.f. 01.04.2022.

As per our records, your Registration Cum Membership Certificate (RCMC) issued by the Council has been expired on or before 31-03-2022. Hence, you are requested to apply for renewal of RCMC through online at DGFT link <https://www.dgft.gov.in/CP/>. **The steps for submitting the online application is enclosed herewith.** Also enclose herewith E-RCMC guide for exporters framed by DGFT for your information. Please go through the same before applying. **Kindly ensure that Import Export Code (IEC) is updated / linked with DGFT portal before applying for renewal of RCMC. All mandatory fields are fetching from IEC for issuance of RCMC.**

Please note that the following points before submission of online application:

1. For renewal of certificate (RCMC), only membership renewal payment for the current year has to be sent. If you have already made payment to the Council, you can enter the payment details in DGFT application. Those who have not done the payment to Council may transfer the renewal payment via DGFT also. **It may please be noted that once payment made either to Council or DGFT, no need to make payment again.**
2. For any changes to be made in existing RCMC, while renewing, necessary payment of Rs.590/- has to be made otherwise no extra payment for renewal of certificate.
3. Please read the instruction sheet fetching in your login before applying. Wherein, under the **“renewal of RCMC”**, the procedures for renewal is mentioned. Please note that the documents to be submitted while applying for membership renewal are

proforma and a copy of expired RCMC, if there is no change from existing RCMC. If changes to be made from existing RCMC, then IEC should be updated accordingly. If Proprietor / Partner / Director change, the “**specimen signature form**” should be submitted. If Merchant to Manufacturer category, then copy of Udyam registration and affidavit should be submitted (Format can be downloaded from Councils website).

4. While applying through DGFT portal, in the “**Annual Turnover of the Firm (Previous FY in INR)**”, please mention “**Total Annual export turnover**” of your firm as you mentioned in the renewal proforma (same value)

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

Shri M.Sundar, Joint Director (+91-9444810066/044-28276043/28278879)

Shri V.Ratheesh, Sr.Executive (9840973073)

Thanking you,

Yours sincerely,

Sd/-

(N.Sreedhar)

Executive Director