

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:

FINANCIAL YEAR	2019-20	2020-21	2021-22	TOTAL
TOTAL EXPORT TURNOVER OF HANDLOOM PRODUCTS				

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:

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

Signature with seal of Chartered Accountant

Membership Number of Chartered Accountant