

**APPLICATION FORM FOR REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)**

To  
Project Exports Promotion Council of India  
202 - 205, 2<sup>nd</sup> Floor, Nextra Building  
Mayur Vihar Phase I Extension, Delhi – 110091  
Ph. 41514673, 41563287

Dear Sir,

Kindly register us as:

<input type="checkbox"/> Merchant cum Manufacturer Exporter	<input type="checkbox"/> Manufacturer Exporter
<input type="checkbox"/> Merchant Exporter	

of the export product(s) mentioned below at point no. 7(a).

1. Name of the applicant : \_\_\_\_\_
2. (i) Address of the applicant (Registered Office in case of limited companies, and the head office for others) : \_\_\_\_\_
- (ii) Address of the branches, if any : \_\_\_\_\_
- (iii) Address of the factory, if any : \_\_\_\_\_

(iv) Details of the Proprietor/Partner(s)/Director(s)/Karta(s):

Name	Designation	DIN	Father's Name	Residential Address	Telephone No.(s)

3.	(i) (ii) (iii)	IEC number Date of issue Issuing authority	:	_____ _____ _____
4.	Date of establishment	:	_____	
5a	If registration is required as a manufacturer exporter (SSI Registration/Industrial Licence/IEM)	:	No. _____ Date _____ Issuing Authority: _____	
b.	EH/TH/STH/SSTH/SHE/ISSEH/ISSEH certificate number	:	_____	
c.	Others (specify)	:	Valid upto _____	
6.	If status Holder : (category)	:	Certificate number: _____ Valid upto _____	
7.	(a)	Name of Export Product(s) or its category for which registration is required ( tick mark (✓) the appropriate category)	:	<b>PROJECT EXPORTS:</b> (----) CIVIL CONSTRUCTION PROJECTS (----) TURNKEY ENGINEERING PROJECTS (----) CONSULTANCY & ENGINEERING SERVICES (Process and/or Engineering) (----) PROJECT CONSTRUCTION ITEMS (Construction Engineering Products/Construction Equipments & Accessories/Other Project Goods)

	(b)	Main line of business of applicant	:	
8.		Financial Year (April-March) for which admission is sought	:	
9.		Annual Turnover of the company in preceding financial year	:	
10.	I/We hereby solemnly declare that we are currently not blacklisted or debarred from undertaking contracts by Indian Government or Foreign Government or by a multilateral funding agency.			
11.	I/We hereby solemnly declare that the above stated information is true and correct and I undertake to abide by the FT (D&R) Act, 1992 and the provisions under FTP.			
12.	I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to: <ul style="list-style-type: none"> <li>(a) abide by the terms of the registration certificate granted to us on all our exports;</li> <li>(b) agree to abide by any code of conduct that may be prescribed;</li> <li>(c) agree to abide by export floor price condition that may be stipulated by the Registering Authority</li> <li>(d) Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15<sup>th</sup> day of the months following the quarter.</li> </ul>			
13.	I/We further understand that: <ul style="list-style-type: none"> <li>a) our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.</li> <li>b) we would have to separately apply for screening committee clearance and the clearance would be given in accordance with the guidelines of the screening committee.</li> </ul>			
14.	I/We solemnly declare that I have applied to the Export Promotion Council which pertains to our main line of business. In case I have applied to any other council, the application has been made within the purview of the provisions of <b>Para 2.94</b> of the Handbook of Procedures.			
15.	Payment made in accordance with the subscription and other details given in the <b>Table-A★</b> : <ul style="list-style-type: none"> <li>i) Rs..... as admission fee</li> <li>ii) Rs..... as membership fee for the year.....</li> <li>iii) Rs..... as Annual Web Promotion (online) charges</li> <li>iv) Rs..... as GST</li> </ul>			

Place \_\_\_\_\_

Date \_\_\_\_\_

Yours faithfully,

(Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_ DIN \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_

GST No. \_\_\_\_\_

Documents to be enclosed with the application form:

1. A self certified copy of the IEC, GSTN ,PAN issued by the licensing authority concerned
2. Documents in support of main line of business declared in point no. 7(b) i.e. Articles of Association etc.
3. Solvency Certificate from the banker or  
Particulars of PEPC members proposing and seconding membership of the company duly signed and stamped as under:

**PEPC MEMBER PROPOSING MEMBERSHIP OF APPLICANT:**

Sign :.....  
Name :..... Designation .....  
Member Company Name : M/s .....

**PEPC MEMBER SECONDING MEMBERSHIP OF APPLICANT:**

Sign :.....  
Name :..... Designation .....  
Member Company Name : M/s .....

**FOR OFFICE USE**

Remarks:
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★ **TABLE-A: ANNUAL SUBSCRIPTION DETAILS (FINANCIAL YEAR - APRIL - MARCH)**

Membership fee :-  (Annual subscription fee applicable from Financial Year (April to March) based on annual turnover of the company/firm for the preceding financial year)	Civil Construction AND/OR Turnkey Engineering Projects		Consultancy & Engineering Services		Project Construction Items		Fee Structure of MSME's
	Annual turnover for the preceding financial year	Amount	Annual turnover for the preceding financial year	Amount	Annual turnover for the preceding financial year	Amount	
	Up to Rs.25 crores	Rs. 50,000	Up to Rs.5 crores	Rs. 20,000	Up to Rs. 50 Lakhs	Rs. 7,500	Rs.1000
	Above Rs.25 crores	Rs. 75,000	Up to Rs.10 crores	Rs. 30,000	Up to Rs. 1 Crore	Rs. 10,000	
	Above Rs.250 crores	Rs. 1,00,000	Up to Rs.25 crores	Rs. 50,000	Above Rs. 1 crore	Rs. 15,000	
	Above Rs. 500 crores	Rs. 1,25,000	Above Rs.25 crores	Rs. 75,000	Above Rs. 10 crore	Rs. 25,000	
			Above Rs.250 crores	Rs. 1,00,000	Above Rs. 20 crore	Rs. 30,000	
			Above Rs. 500 crores	Rs. 1,25,000	Above Rs.25 crore	Rs. 35,000	
Admission fee (one time) (For New Members)	Equivalent to one year's membership fee as applicable		Equivalent to one year's membership fee as applicable		Rs. 5,000		Rs.1000
Web Promotion Charges	Rs. 5,000/-			Rs. 3,000/-	Rs. 1,000/-		Rs.1000
GST	As applicable						

MSME fees structure is applicable for Consultancy & Engineering Services and Project Construction Items categories only. The applicant company must provide MSME registration certificate for seeking membership as MSME under these categories.