



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

e-RCMC Module

User Guide for Registering Authorities

Version 2.0

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1. Introduction

DGFT has launched e-RCMC module as part of IT Revamp project to deliver seamless experience for the Exporters and Registering Authorities. Reference to Trade Notice No. 35 / 2021-22 dated 24.02.2022, it is mandatory to file / issue Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the DGFT common digital platform from 01.04.2022.

This document will act as the user guide for registering authorities for working on the e-RCMC module available on <https://www.dgft.gov.in>.

Features of the current e-RCMC module are summarized as below:

- ✓ Single Platform for Exporters and Registering Authorities (EPC/CBs).
- ✓ Coverage of entire Life Cycle of Certificate – Facility for Issuance, Amendment, Renewal, Surrender*, Suspension* and Revoke Suspension* is to be provided. (* coming in subsequent releases).
- ✓ Electronic (Paper less & contact less) and Real-Time Issuance of Certificate.
- ✓ Single Source of Information – IEC Details are auto-authenticated and common across the Trade Ecosystem.
- ✓ Validated PAN / CIN / DIN – In-Built Integration with CBDT and MCA in the System for auto-validation in Exporter IEC Profile.
- ✓ PayGov as Payment Gateway - Fees directly in accounts of Registering Authorities (EPC/CBs).
- ✓ Auto-generation of Invoice by the System.
- ✓ Certificate generated as per details given in Appendix 2R – Can be verified online for authenticity.
- ✓ Exhaustive Workflow Functions and Two-Way Communication with Exporters – Raise deficiency and get response from applicants. Approve / Reject a file by providing remarks. Transfer of file from one user to another / one office to another.
- ✓ Complete file history for action taken on particular file.
- ✓ Email and SMS Notifications to Exporters and Registering Authorities.

The below benefits are envisaged from the implementation of the e-RCMC Module.

- Certificate is to be issued with a unique document identification number (UDIN) and QR Code for easy validation online on DGFT Website.
- Real-time notification to be sent to Exporters through Dashboard, Email and SMS.

- Contact details of Representatives of the Exporters to be captured & made available for Outreach & other related activities.
- Enough Flexibility in the Module in terms of Fees/Office/Business Line Configuration to Registering Authorities.
- API Based exchange* of RCMC from DGFT to Customs (* Under development with Customs).
- Minimal or No requirement of checking Physical/Uploaded Documents by Applicants as most details are auto-authenticated/auto-fetched from the Records.
- Various real-time MIS Reports will be made available to Registering Authorities as well as Monitoring mechanism to DGFT and Department of Commerce (DoC).

Pre-Requisites for Registering Authorities

- ✓ Access to DGFT Website (<https://www.dgft.gov.in>) over Internet.
- ✓ Recommended Browser is Google Chrome.
- ✓ Merchant Id and Checksum Keys from PayGov for Office Management - Covered in subsequent sections.
- ✓ Class-2 / Class-3 Digital Signature Token for Users Issuing RCMC.
- ✓ Authorisation Letter for Administrators to Upload at Registration for DGFT HQ to enable user – Covered in subsequent sections.

2. On-Boarding of Registering Authorities

The following processes are part of the on-boarding for registering authorities.

2.1. Registering with PayGov Payment Gateway

Registering Authorities are required to sign-up with PayGov – payment gateway services provider to setup their bank account in which the fees for RCMC applications would be received.

Export Promotion Councils (EPCs)/ Commodity Boards (CBs) may first complete the on-boarding formalities with PayGov to get their Merchant Id and Checksum Key.

The NSDL PayGov on-boarding kit details including contact details have been shared over email by DGFT.

Note: Merchant Id and Checksum keys are confidential and should not be shared with anyone else.

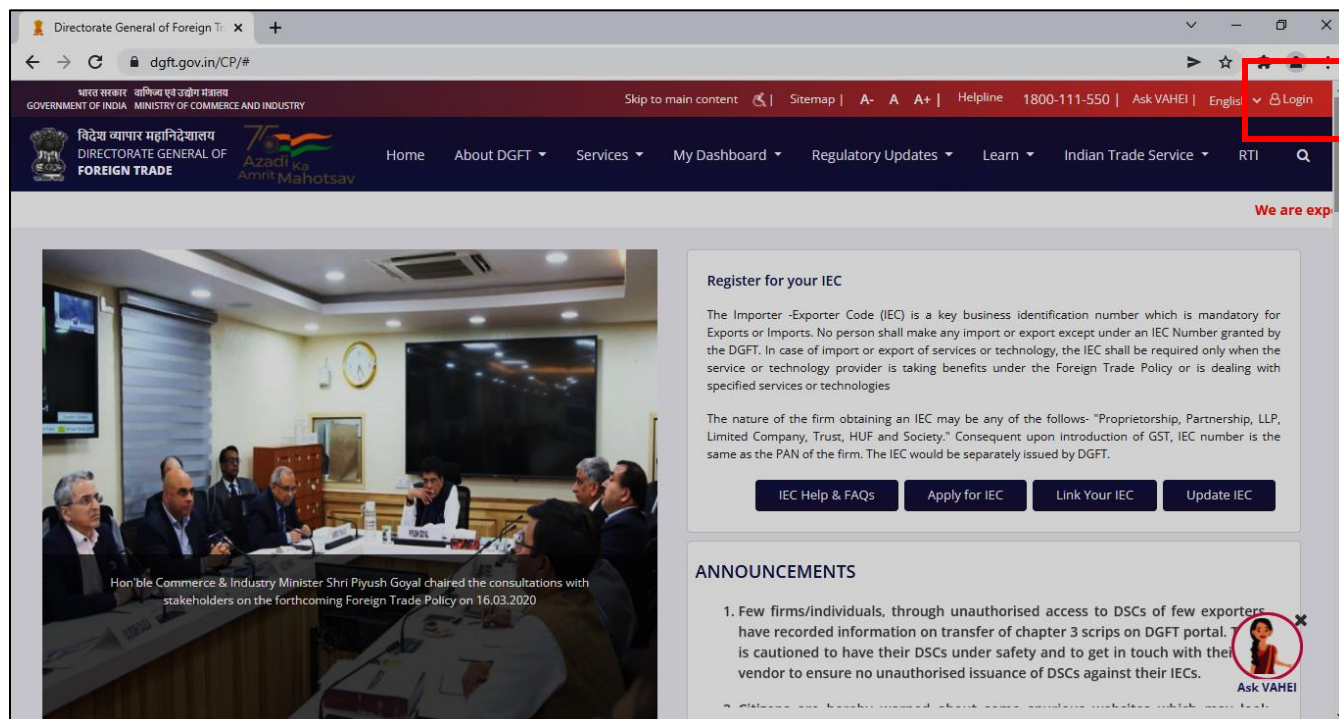
Note: In case you are on-boarded on the Certificate of Origin (COO) platform of DGFT, please note that the Merchant Id and Checksum keys for e-RCMC module should be different from COO platform to avoid any conflict. The bank account details can be the same for two different merchant ids. Details can be sought from NSDL PayGov team during the time of onboarding.

2.2. Registering on DGFT Website

EPC / CB users will register on DGFT Website <https://www.dgft.gov.in> as Export Promotion Council / Commodity Board users to access the Common Digital Platform.

Steps to register on the DGFT website are as follows.

- 1) Navigate to <https://www.dgft.gov.in>.



- 2) Click on Login button on top right corner of webpage.

The screenshot shows the DGFT e-RCMC registration portal. The 'REGISTER' tab is selected and highlighted with a red box. Below it, the 'Register User As' dropdown menu is open, showing options: 'Please Select', 'Importer/Exporter', 'IMC/C/EC/IMWG Technical Authorities', 'Foreign Importer/Exporter', 'Export Promotion Council (EPC) / Commodity Board (CB)' (highlighted in blue), 'Certifying Authority - CA, CMA, CS, CE', and 'Pre-Shipment Agency'. The form also includes fields for 'Enter Email Id', 'Enter Mobile No', 'Pincode', 'District', 'State', and 'City'. A CAPTCHA code '4DYY2' is displayed, and a checkbox for 'By registering you are agreeing to our terms & conditions' is at the bottom.

3) Select Register User as **Export Promotion Council (EPC) / Commodity Board (CB)**.

The screenshot shows the DGFT e-RCMC registration portal with the 'REGISTER' tab selected. The 'Register User As' dropdown menu is set to 'Export Promotion Council (EPC) / Commodity Board (CB)'. A yellow note states: 'Note: Register here if you are an officer from an EPC or CB. Your details will be validated and approved by DGFT / your respective administrator. Please ensure the authorisation letter from your EPC / CB is attached while registering to assist the administrator in approval.' The form includes fields for 'Select Role' (Officer), 'Select EPC' (TEST EPC(TESTEPC)), 'Select Office' (Select Some Options), 'First Name' (TEST), 'Last Name' (USER), 'Email ID' (test.e@com), 'Mobile No.' (98), 'Pincode' (110001), 'District' (CENTRAL DELHI), 'State' (DELHI), and 'City' (Delhi). A final note at the bottom states: 'Note: Please ensure the authorisation letter from your EPC / CB is attached'.

4) Enter the basic details for registration.

a. Register User As – Export Promotion Council (EPC) / Commodity Board (CB)

b. Select Role

- i. **Administrator** – The primary / main officers of the agency who can approve other officers and do various configurations (such as define the Offices / Branches, Fees Setup, Business Lines, Instructions and perform User Management activities). They will also be able to process the RCMC Applications like normal officers.
- ii. **Officer** – Basic users who will be processing the RCMC Applications.

c. Select EPC – Select your EPC details.

d. Select Office – This is optional selection from drop down values in case the administrator has defined the offices. In case the details are not available, user can proceed with the registration and request their administrator to define / map the same later.

e. First Name & Last Name – Enter your First and Last Name.

Note: First Name and Last Name should be as per the name available in your Digital Signature Token for validation purposes. For any updates in profile, please contact your administrator post registration.

f. Email Id – Enter your name-based email address.

Note: Kindly use the name-based email Id for registration (e.g., mike.p@abc.in) instead of generic email Ids (e.g., hrdepartment@abc.in).

g. Mobile Number – Enter your 10-digit mobile number.

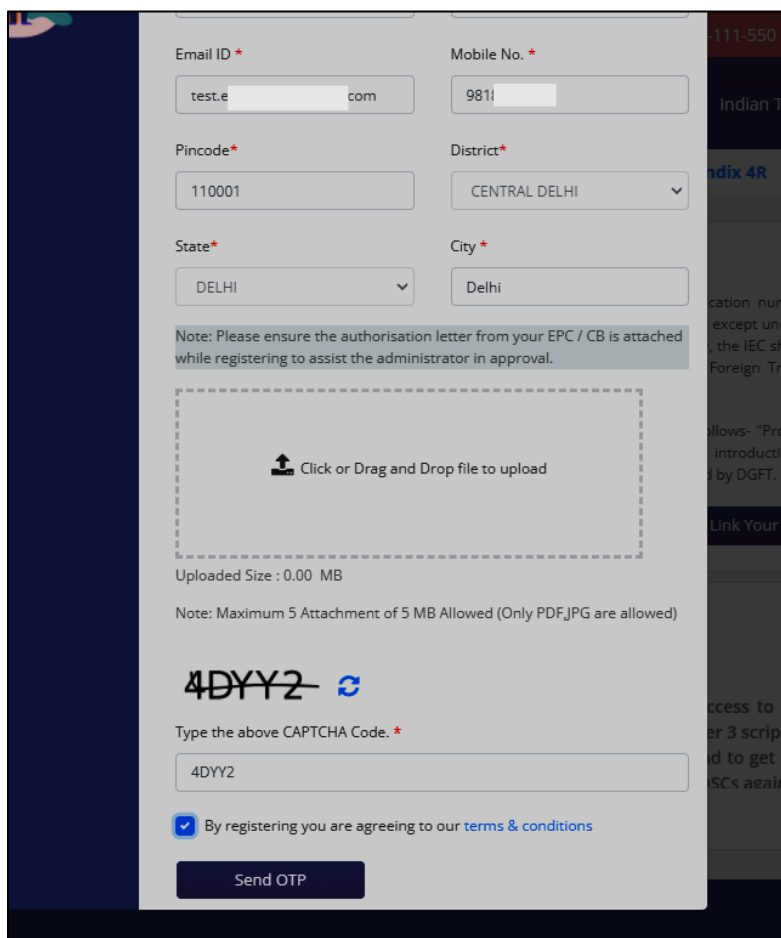
h. Pin code & City – Enter the Pin code and city details as per your demographics.

- i. **Attachments** – Upload the authorisation letter from your EPC / CB while registering to assist the administrator in approval process.

Note: Administrator will be approved by DGFT HQ as one-time activity. Once approved, the respective Administrator can approve the onboarding users' requests through **user management** post login.

Note: Access will be enabled only upon approval.

Note: You can have multiple Administrators / Officers.



The image shows a registration form for the e-RCMC system. The form is divided into several sections:

- Email ID ***: A text input field containing "test.e" and ".com".
- Mobile No. ***: A text input field containing "981" and a dropdown arrow.
- Pincode ***: A text input field containing "110001".
- District ***: A dropdown menu showing "CENTRAL DELHI".
- State ***: A dropdown menu showing "DELHI".
- City ***: A text input field containing "Delhi".

Below the form fields, there is a note: "Note: Please ensure the authorisation letter from your EPC / CB is attached while registering to assist the administrator in approval." This is followed by a dashed box containing an upload icon and the text "Click or Drag and Drop file to upload". Below this, it says "Uploaded Size : 0.00 MB" and "Note: Maximum 5 Attachment of 5 MB Allowed (Only PDF,JPG are allowed)".

Below the upload section, there is a CAPTCHA code "4DYY2" with a refresh icon. The text "Type the above CAPTCHA Code. *" is above the input field, which contains "4DYY2".

At the bottom, there is a checkbox labeled "By registering you are agreeing to our [terms & conditions](#)". Below this is a "Send OTP" button.

- 5) Click on **Send OTP**. Email and Mobile OTP will be sent to your mobile number.

The screenshot shows a web browser window with a registration form titled "REGISTER". At the top, a yellow banner states "OTP sent successfully". The form fields are as follows:

- First Name *: TEST
- Last Name: USER
- Email ID *: test.ec@i.com
- Mobile No. *: 9198
- Enter Email OTP *: 339865
- Enter Mobile OTP *: 758879
- Timer: 14 : 26

At the bottom of the form are two buttons: "Back" and "Register".

6) Enter the OTP and click on **Register** to complete registration process.

The screenshot shows a web browser window with a registration form titled "REGISTER". A white modal box in the center displays the following message:

USER HAS BEEN REGISTERED SUCCESSFULLY. PLEASE REFER YOUR REGISTERED MAIL ID FOR USERNAME AND PASSWORD

Below the modal box, the "ANNOUNCEMENTS" section is visible, containing text about collecting money on the wrong pretext of providing DGFT services and a link to <https://dgft.gov.in>.

Note: In case you face any issues during the registration process, please try again after 30 minutes.

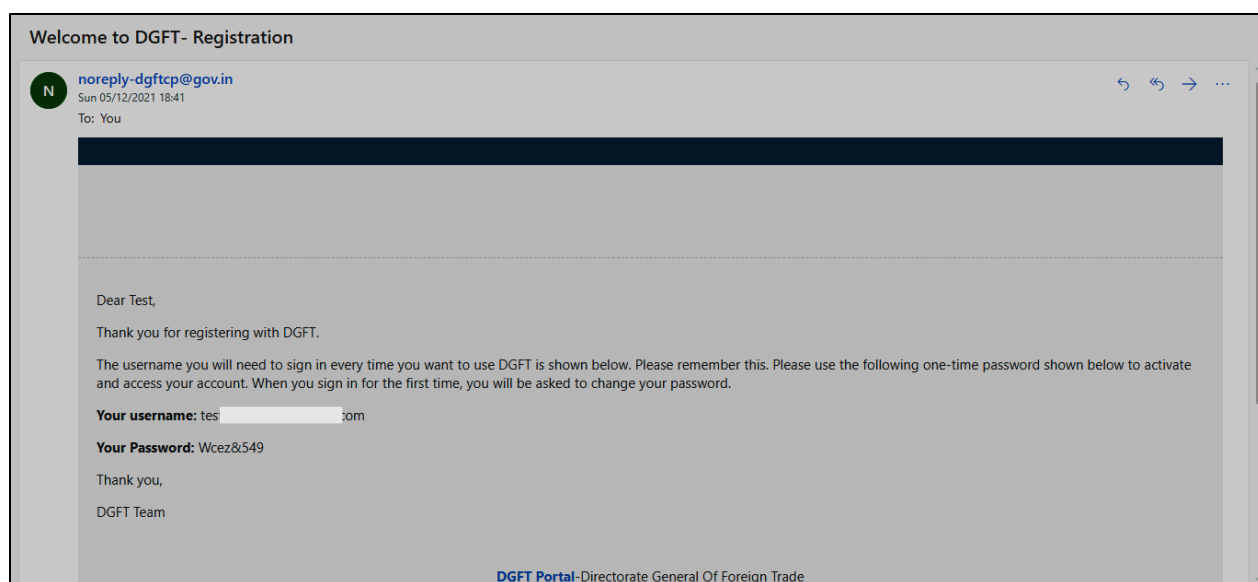
2.3. Logging into DGFT Website

Once you have registered on the DGFT website, you may proceed to login to the website.

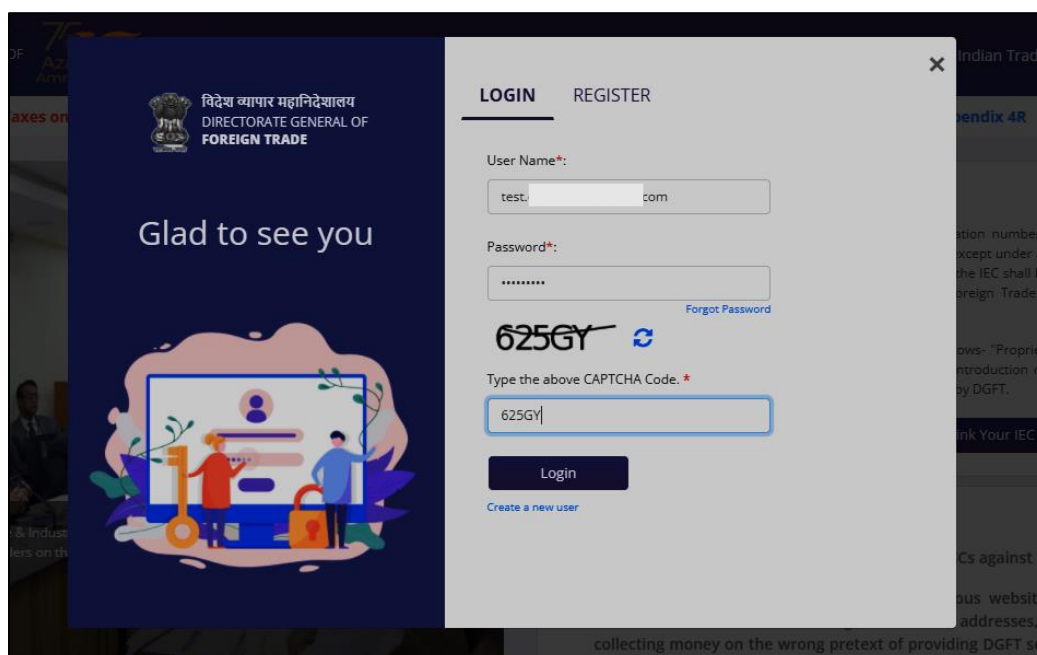
- 1) Once registered, please login with the credentials received on your registered email address to continue.

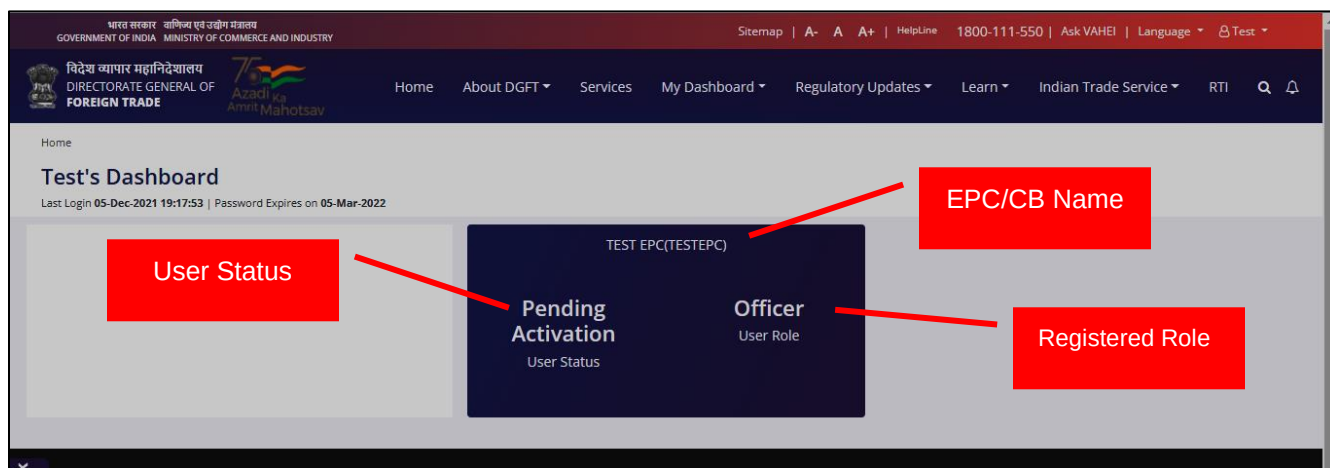
Note: You will be asked to change the temporary password once post login as security measure.

Note: In case unable to login, please use forgot password feature to reset password or register again.



- 2) Post login, the user dashboard with EPC/CB and activation status will be displayed.





The various user statuses are as follows.

- **Pending Activation** – User has registered on DGFT Website and awaiting activation from the respective EPC/CB Administrator. Once approved, the user can perform various functions in system.
- **Active** – User is active in system and perform tasks as per the assigned roles.
- **Rejected** – User has been rejected in the system. User is advised to contact their respective EPC Administrator.
- **Inactive** – User is inactive in system and cannot perform any tasks. User is advised to contact their respective EPC Administrator.

Note: For Administrators, in case the user status is **pending activation**, then please contact DGFT EGTF team to activate / approve the same. Officers can contact their administrator to activate respective users.

- 3) Once your user is active, you can proceed to click on **My Dashboard** to view and proceed on various menu items. Below matrix displays the access available to various menu options with the functionalities offered in respective screens.

Home

Class 2's Dashboard

Last Login 03-Dec-2021 23:58:28 | Password Expires on 15-Feb-2022

TEST EPC(TESTEPC)

Active
User Status

Administrator
User Role

Application Statistics

Select office *

Select Some Options

1 Total, 0 Pending, 0 Deficient, 1 Approved, 0 Rejected

Back

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

- Office Management
- User Management
- View & Process Submitted Application
- MIS Reports
- View and Register Digital Signature Token

22

Active
User Status

Administrator
User Role

Application Statistics

Select office *

Select Some Options

1 Total, 0 Pending, 0 Deficient, 1 Approved, 0 Rejected

Sl. No.	Menu Item	Description	Administrator	Officer
1.	Office Management	View and manage office, fees, and business line details	✓	✗
2.	User Management	View and manage users	✓	✗
3.	View & Process Submitted Application	View the submitted RCMC applications for action / information	✓	✓
4.	MIS Reports	View the reports such as Payment Report	✓	✗
5.	View & Register Digital Signature Token	View and register your digital signature token key	✓	✓

2.4. Office Management – By Administrator

Office Management enables the administrator of EPC / CB to define the various registered / regional / sub-regional / local offices, RCMC fees setup, business line (as per Appendix 2T) and configure instructions for exporters.

This is usually a one-time setup and needs to be updated only when there are any changes in the office details or fee configuration etc.

- 1) Navigate to **My Dashboard > Office Management**.
- 2) The following screen will be displayed.

Office Management

Add Office | View / Configure fees | View / Configure Business Line | View / Configure Instruction

EPC Code * EPC Name *

Search:

S.No	Office Type	Office Name	Office Code	Merchant Id	GSTIN	Address Line 1	Address Line 2	City	Pin Code	Action
1	Registered Office	SAMPLE TEST EPC	001	EPCESCG0000000217	GSTIN1234567890	Sample Address Line 1	Sample Address Line 2	New Delhi	110001	Action

Showing 1 to 1 of 1 entries

Previous Next

- 3) Administrator can perform the following actions.
 - a. **Add / Edit Office** – Add a new office or edit existing office details.
 - b. **View / Configure Fees** – Add new fees or edit existing fees. The fees configured here are displayed to the exporter at the time of application.
 - c. **View / Configure Business Line** – Add / Edit the business lines as per Appendix 2T.
 - d. **View / Configure Instruction** – Add / Edit the instructions to be shown to exporter at the time of application (apply / amend / renew).

2.4.1. Add / Edit Office

Administrator can add and edit the offices which will be receiving and processing the RCMC applications here.

- 1) In the **Add Office** tab, click on **Add Office** to add the office.

The screenshot shows the 'Office Management' interface with the 'Add Office' tab selected. The form contains the following fields:

- EPC Code ***: TESTEPC
- EPC Name ***: TEST EPC(TESTEPC)
- PDF** and **Excel** buttons
- Search:** []
- Add Office** button (highlighted with a red box)

S.No	Office Type	Office Name	Office Code	Merchant Id	GSTIN	Address Line 1	Address Line 2	City	Pin Code	District	Action
1	Registered Office	Office Name - Registered Office	001	MerchantId1	GSTINNUMBER	Address Line 1	Address Line 2	City	110001	CENTRAL DELHI	Action

- 2) Enter the details as applicable for the office. Tooltips are provided on screen for guidance. Few key fields description is provided below for reference.

The screenshot shows the 'Add Office' form with the following fields:

- EPC Code ***: TESTEPC
- EPC Name ***: TEST EPC(TESTEPC)
- Office Type ***: Registered Office
- Office Name ***: Test EPC - HQ
- Office Code**: []
- Merchant Id ***: XTESTEPC01
- Checksum ***: []
- GSTIN ***: 22AAAAA0000A1Z5
- Address Line 1 ***: H-Wing, Gate No. 2
- Address Line 2 ***: Udyog Bhawan
- City ***: New Delhi
- Pincode ***: 110001
- District ***: CENTRAL DELHI
- State ***: DELHI
- Email ***: test.epc.1@outlook.com
- Telephone (STD Code-Telephone) ***: 01123061562
- Status ***: Active
- Start Date ***: 22/11/2021
- Submit** button (highlighted with a red box)
- Cancel** button

- a. **Office Type** – Select from any one of Registered / Regional / Sub-Regional / Local Office.
- b. **Office Name** – Enter the name of the office being defined. This will be displayed to the exporters at the time of filing RCMC application for selection and submission.
- c. **Office Code** – This is optional field. This is generated by the system automatically.
- d. **Merchant Id & Checksum** – Enter the Merchant Id and Checksum as received from PayGov. All RCMC submission payments will be done corresponding to the Merchant Id configured here for the office selected by exporter.

Note: In case the merchant id or checksum values are incorrect, the exporter may not be able to submit the application / you may not receive payment for the submission.

- e. **GSTIN** – Enter the GSTIN of the office for invoice purposes.
- f. **Email** – Enter the email address of the office.
- g. **Status** – By default Active, only active offices will be shown in the various drop down of office selection.
- h. **Start Date** – Enter the start date of the office here. The office should be active and after start date to be visible in the various office drop downs.
- i. **End Date** – Applicable only when status is Inactive. Enter the end date of the office.

3) Click on **submit** button to save the details

The screenshot shows a web application interface for 'Test's Dashboard'. At the top, there's a success message: 'Office Details is added successfully'. Below this, the 'Office Management' section is visible with three tabs: 'Add Office' (selected), 'View / Configure fees', and 'View / Configure Business Line'. The 'Add Office' tab contains two input fields: 'EPC Code' with the value 'TESTEPC' and 'EPC Name' with the value 'TEST EPC(TESTEPC)'. At the bottom of this section are buttons for 'PDF', 'Excel', and 'Add Office'. A vertical 'Feedback' button is located on the left side of the dashboard.

- 4) The details will be available in the Add Office grid on screen for reference and further action if any.
- 5) Administrator can perform the following actions to an already added office.
 - a. **Edit Details** of already existing office from the details grid. The meta data of offices can be updated.

										Search:		
S.No	Office Type	Office Name	Office Code	Merchant Id	GSTIN	Address Line 1	Address Line 2	City	Pin Code	District	State	Action
1	Registered Office	Office Name - Registered Office	001	MerchantId1	GSTINNUMBER	Address Line 1	Address Line 2	City	110001	CENTRAL DELHI	DELHI	Action
2	Regional Office	Test RO - 112	002	mercid2	gstinid	line1	line2	city	110001	CENTRAL DELHI	DELHI	

- b. Administrator can also **map / un-map officers** to the various offices from here.
- c. **View Office Details audit log** to see the changes done in the office meta data.

2.4.2. View / Configure Fees

Administrator can define the fee setup for the EPC / CB here. The fee setup can be defined based on certain parameters such as application type (New / Renewal / Amendment), Status holder rating (1-star, 2-star and so on), number of years membership required etc.

- 1) Click on **View / Configure Fees** tab in the Office Management screen.

View / Configure Fees

Add Office View / Configure fees View / Configure Business Line View / Configure Instruction

EPC Code * EPC Name *

TESTEPC TEST EPC(TESTEPC)

Important Note:

- DGFT will not be responsible in case of any issue arising due to incorrect fees configuration.
- Ensure that your Merchant Id is correctly defined in the Office Details.

How to define new fees / edit existing fees?

1. Enter multiple fee values with appropriate description and selection parameters.
2. Active Fee Details with description will be visible to Applicant while applying on Portal.
3. Applicant will be able to select and add multiple fees while submitting application to EPC / Commodity Board as per the selection parameters.

Excel

Add Fee Details Test Fee Search Details

Search:

- 2) User can add a new fee setup or view the existing configured fees.

Add Fee Details

- 1) To add a new fee, click on the **Add Fee Details**.
- 2) The fee setup screen will be displayed. Enter the relevant details for configuration.

Fee Id TESTEPCVAR4	Fee(INR) * 1000	GST(%) * 18
HSN Code/SAC Code ⓘ 999999	Total Fee(INR) 1180	Status * Active
Fee Description * ⓘ New Membership Fees Including Registration Fees		
Additional Parameters		
Application Type * ⓘ New ✕	No. of Years Membership Applied for * ⓘ 1 Year ✕	Financial Year for which Membership is applied for * ⓘ Current Financial Year ✕
Status holder * ⓘ 1-Star ✕	MSME Status * ⓘ Micro ✕ Small ✕ Medium ✕	Category of Exporters * Merchant Exporter ✕ Manufacturer Exporter ✕ Merchant Cum Manufacturer Exporter ✕ Service Provider ✕ Others ✕
Annual Turnover of the Firm (Previous FY in INR) * ⓘ Between(inclusive) ▼ 10000000 250000000	Export Performance in Previous FY * ⓘ Between(inclusive) ▼ 10000000 100000000	

- Fee Id** – This is a system generated value for reference purposes.
- Fee (INR)** – Enter the Fee in INR terms.
- GST (%)** – Enter the applicable GST rate. Enter 0 in case not applicable.
- HSN Code / SAC Code** – Enter the HSN Code / SAC Code for the fee as applicable for printing in the invoice.
- Total Fee (INR)** – Auto calculated based on the Fee and GST %.
- Status** – Select the status for current fee. By default, Active.
In case fee is no longer valid, then update the status to inactive.
- Fee Description** – Enter the fee description in detail. This description will be visible to the exporters at the time of application for RCMC for information and selection purposes.
- Additional Parameters** – Few additional parameters based on which the fee can be defined.

Parameter	Selection Type	Values
Application Type	Multi-select	New – Select for New RCMC Renewal – Select for renewal of RCMC Amendment – Select for amendment of RCMC Not Applicable – Select in case nonapplicable
No. of Years Membership Applied for	Multi-select	Not Applicable – Select in case nonapplicable 1 Year – Select for 1-year membership request 2 Year – Select for 2-year membership request

Parameter	Selection Type	Values
		3 Year – Select for 3-year membership request 5 Year – Select for 5-year membership request
Financial Year for which Membership is applied for	Multi-select	Not Applicable – Select in case nonapplicable Previous Financial Year – Exporter applying for previous FY Current Financial Year – Exporter applying for current FY Upcoming Financial Year – Exporter applying for upcoming FY
Status Holder	Multi-select	Not Applicable – Select in case nonapplicable 1-star – Exporter is 1-star holder 2-star – Exporter is 2-star holder 3-star – Exporter is 3-star holder 4-star – Exporter is 4-star holder 5-star – Exporter is 5-star holder
Annual Turnover of the Firm (Previous FY in INR)	Single Select	Administrator can specify numeric range
MSME Status	Multi-select	Micro, Small, Medium, Not Applicable
Category of Exporter	Multi-select	Merchant Exporter, Manufacturer Exporter, Service Provider
Export Performance in Previous FY	Single Select	Administrator can specify numeric range

3) Enter the fee details, validate the same and click on **Save Details**.

Few examples of fee setup for reference purpose only.

#	Scenario	Fee Setup
1.	- Entrance fee in the year of enrolment - Rs. 2500/- Annual Membership Fee - Rs. 5000/- - Total (during the year of Enrolment) - Rs 7500/- + GST 18% (Rs. 8850/-)	Fee (INR) = 7500 GST (%) = 18 Fee Description = New Membership Fees for RCMC (Incl. Entrance Fees) Application Type = New No. of Years Membership Applied For = Not Applicable Financial Year for which Membership is applied for = Not Applicable Status Holder = Not Applicable

2.	Membership renewal fee is. Rs. 5900/- (Rs 5000/- + GST 18%)	Fee (INR) = 5000 GST (%) = 18 Fee Description = Renewal Fees for RCMC Application Type = Renewal No. of Years Membership Applied For = Not Applicable Financial Year for which Membership is applied for = Not Applicable Status Holder = Not Applicable
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Edit Fees

Fees can be edited by clicking on **Action > Edit Fee Details**. The same screen as above will be displayed where user can edit the values.

Note: Any changes to the fee will be available in the Fee Audit Log available under Action.

Test Fee Search Details

Administrators can validate the fee structure defined for specific scenarios using this functionality. Enter the criteria as would be provided in the Exporters page here and see the fees shown.

Test Fee Setup

Note

You can validate the fees configuration here. Please specify the test values here to see the fees which shall be displayed to the exporter.

Application Type

New

Statusholder

2-Star

Category of Exporters

Merchant Exporter

No. of Years Membership Applied for

3 Years

Financial Year for which Membership is applied for

Previous Financial Year

MSME Status

Micro

Annual Turnover

766.00

Export Performance in Previous FY

2,39,39,50,32,775.00

Fees Details -Search Result

Show

10

entries

Fee Description	Fee (INR)	GST(%)	Total Fee (INR)
Fee Details	765.00	7	818.55

Activate Windows

2.4.3. View / Configure Business Line

Administrator can specify the business line / details of products falling within their jurisdiction as specified in Appendix 2T here. The values specified here will be shown to the exporter for reference purposes while applying for RCMC.

- 1) Click on the **View / Configure Business Line** tab to configure the business lines.
- 2) Click on **Add** to add a new business line.

The screenshot shows the 'View / Configure Business Line' form. The 'Add Office' tab is selected. The form contains the following fields and values:

- EPC Code ***: TESTEPC
- EPC Name ***: TEST EPC(TESTEPC)
- Business Line ***: Power loom Products
- Status ***: Active

Buttons: Add, Submit, Cancel.

- 3) Click on **Submit** to save the details in system.

The screenshot shows the 'View / Configure Business Line' form after submission. The form now includes a table with one entry:

S.No.	Business Line	Status	Action
1	Powerloom products	Active	

Buttons: PDF, Excel, Search, Previous, Next.

- 4) Existing Business Lines can be marked Inactive by clicking on edit icon under action. Description editing is not allowed.

2.4.4. View / Configure Business Line

Administrator can define the instructions which shall be visible to the exporters at the time of application for apply, amend and renew RCMC.

- 1) Click on Add button.
- 2) Enter the details (Rich Text enabled).

- 3) Save the details. The same can be edited / previewed by user.
- 4) The details will be shown to the exporter at the time of application.

Note: For Information, the above configured Office Details, Fee Details and Business Line Details are visible to the Exporter at the time of application. Screenshot given below for reference purpose.

Basic Details **RCMC Details** Attachments Declaration Application Summary

Success Message

Draft Application Number ARNRCMCAPPLY04148968AM22 has been successfully saved.

Select Export Promotion Council / Commodity Board

Note

2.94 Applying for RCMC

(a) While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.

(b) In case an export product is not covered by any Export Promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIEO. Further, in case of multi product exporters, not registered with any EPC, where main line of business is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).

(c) In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export Promotion Council except for the products looked after by APEDA, Spices Board and Tea Board).

(d) In respect of exporters of handicrafts and handloom products from the States of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Business Line Certificate (RLCMC).

Note: To select the council / board, please refer to Appendix 2T

Name of Export Promotion Council / Commodity Board *
TEST EPC(TESTEPC)

Main Line of Business
Services , Manufacturing Goods , All Values

Application Type *
New

Statusholder *
Not Applicable

Category of Exporters *
Manufacturer Exporter

No. of Years Membership Applied for *
1 Year

Financial Year for which Membership is applied for *
Current Financial Year

MSME Status *
Micro

Annual Turnover of the Firm (Previous FY in INR) *
10000000

Export Performance in Previous FY ⓘ
8,00,00,004.00

Fees Details - Select the Fees Applicable as per Description *

Show 10 entries

Select	Fee Description	Fee (INR)	GST(%)	Total Fee (INR)
☐	Test Fees Description 1 Test Fees Description 1 Test Fees Description 1 Test Fees Description 1 Test Fees Description 1 Test Fees Description 1 Test Fees Description 1 Test Fees Description 1 Test Fees Descr	1	1	1.01
☐	Free Membership	0	0	0

Select Office for Submission of Application *
SAMPLE TEST EPC
Select
SAMPLE TEST EPC

Address of Selected Office
SAMPLE TEST EPC,
GSTN No. GSTIN1234567890,
Sample Address Line 1, Sample Address Line 2,
New Delhi, CENTRAL DELHI, DELHI, -110001,
Telephone 011-1234567890,
Email Test@test.com

Main Line of Business of Applicant ⓘ
Please Select

Select Your Branch for Applying for RCMC *
1-GATE NO 3, UDYOG BHAWAN,11-RAFI MARG Contact No: ...

GSTIN of Branch ⓘ
24AAAAA0000A1Z5

Address of Selected Branch
GATE NO 3, UDYOG BHAWAN,11-RAFI MARG Contact No: 9911223355

Is the Applicant a SEZ Unit?
YES

Description of goods/ services for which registered ⓘ

2.5. User Management – By Administrator

User Management enables the administrator of EPC / CB to perform administrative tasks of approving user registration requests, editing user profile, de-activating user, updating user role and mapping user to offices.

- 1) Navigate to **My Dashboard > User Management**.
- 2) The following screen will be displayed.

User Management

EPC: TEST EPC(TESTEPC) | Email(Contains): | Status: Please Select

DSC Registered: Please Select | Role: Please Select

Search **Reset**

User List

Excel

#	EPC	Email	User Name	Role	Status	Last Login	Date Activated / Inactive	DSC Registered	Action
1	TEST EPC	tes@com	Test Administrator	Administrator	Active	05/12/2021 22:59:47	17/11/2021 17:25:36	YES	Action

- 3) Click on **Search** to view the users in system for your respective EPC / CB.
- 4) As an administrator, you can search through the list of users and perform the following actions – Click on **Action** button to view the options.
 - a. **View and Activate User** – View the user details and approve or reject for EPC/CB (For users with status in 'Pending activation' or 'Rejected' or 'Inactive').
 - b. **De-Activate User** – Mark user as inactive in system (For users with status = Active).
 - c. **Update User Role** – Update user role (Select from Administrator / Officer).
 - d. **Map Office to User** – Map officer to one / multiple offices to a user.
 - e. **View and Edit User Profile** – Edit the user profile such as designation, address, mobile number etc.
 - f. **View User Audit Log** – Audit log of changes to the user profile.

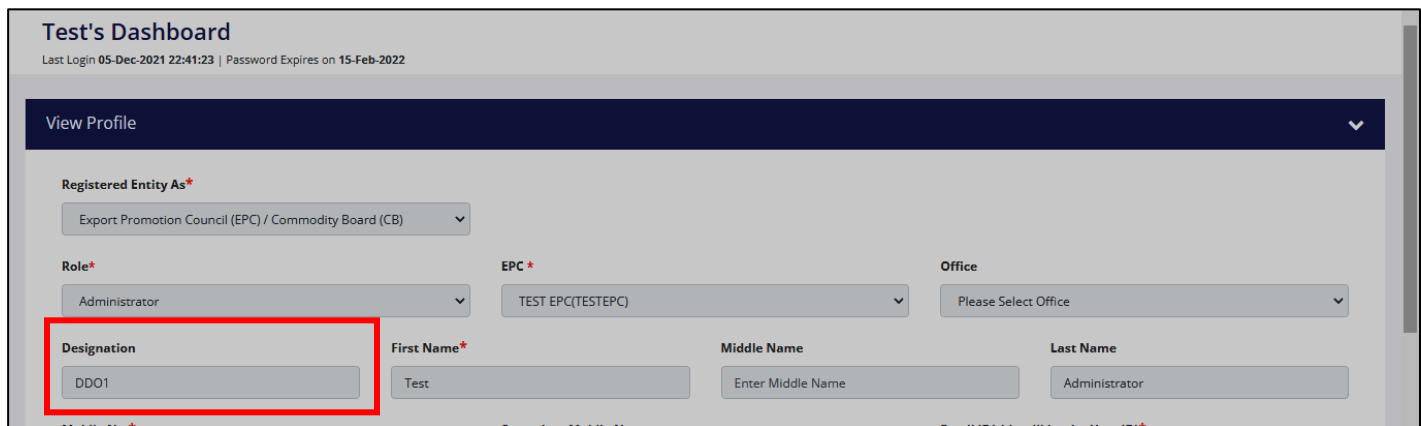
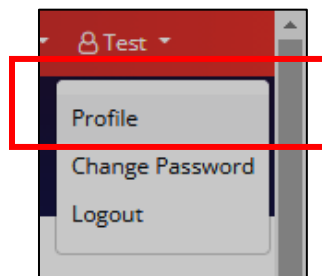
Note: Users registered as EPC / CB cannot modify their profile. They must request their administrator to update their profile (for Name, Designation, Address, etc.).

Note: Administrator are required to edit the profile of the users one time and specify the Designation of users using the **Action > Edit User Profile** option.

2.6. View & Process Submitted Applications – By All Users

The users (Administrator and Officer roles) can view the applications submitted by exporter and perform various actions on the same as applicable.

Note: Please ensure that your designation has been updated by your respective administrators from user management.

A screenshot of the 'Test's Dashboard' profile page. The page title is 'Test's Dashboard' with a subtitle 'Last Login 05-Dec-2021 22:41:23 | Password Expires on 15-Feb-2022'. Below the title is a 'View Profile' section. The form contains several fields: 'Registered Entity As*' (dropdown menu showing 'Export Promotion Council (EPC) / Commodity Board (CB)'), 'Role*' (dropdown menu showing 'Administrator'), 'EPC*' (dropdown menu showing 'TEST EPC(TESTEP)'), 'Office' (dropdown menu showing 'Please Select Office'), 'Designation' (text input field showing 'DDO1'), 'First Name*' (text input field showing 'Test'), 'Middle Name' (text input field showing 'Enter Middle Name'), and 'Last Name' (text input field showing 'Administrator'). The 'Designation' field is highlighted with a red rectangular box.

- 1) The submitted application is received in the respective EPC/CB Office and available to all the officers mapped to the office.
- 2) Navigate to **My Dashboard > View and Process Submitted Applications**.
- 3) The following screen will be displayed.

View & Process Submitted Application

File No.

File Date From

File Date To

Application Type

IEC

Firm Name (contains)

Status

EPC Office

Deficiency Responded by the exporter?

Reset

Search

Note

- You can search for the files received in your office from here.
- To work on any file, please use the Pull to Worklist functionality from Action.
- Click on the File Number to view the file details. You can take action from within the file.

Search Results

Excel

Search:

IEC	Firm Name	File Date	File Number	Application Type	Status	Pending With / Closed By	EPC Office	Action
1234567890	TEST DGFT IEC	16/02/2022	RCMCAPPLYTESTEPC00357879AM22	Issuance of e-RCMC	Approved	Class 2 Individual test,Administrator	SAMPLE TEST EPC	Action
1234567890	TEST DGFT IEC	14/02/2022	RCMCAMENDTESTEPC00355394AM22	Amendment of e-RCMC	Approved	Class 3 Individual test,Administrator	SAMPLE TEST EPC	Action
1234567890	TEST DGFT IEC	09/02/2022	RCMCAPPLYTESTEPC00349564AM22	Issuance of e-RCMC	In Progress		SAMPLE TEST EPC	Action
1234567890	TEST DGFT IEC	08/02/2022	RCMCAPPLYTESTEPC00347944AM22	Issuance of e-RCMC	In Progress		SAMPLE TEST EPC	Action
1234567890	TEST DGFT IEC	06/02/2022	RCMCRENEWTESTEPC00345356AM22	Renewal of e-RCMC	Deficient	Class 2 Individual test,Administrator	SAMPLE TEST EPC	Action

- 4) Click on **Search** to search for the files.
- 5) Click on the **File Number** to view the submitted application.

2.6.1. Pull to My Worklist

- 6) Click on **Action** to perform from any of the following.
 - a. **Pull to my worklist** – To perform any action on a **pending** file, you will need to pull the file to your queue for processing.
 - b. **View File History** – View the actions taken on the file.
- 7) Once the file has been pulled by the user, click on file number to view, and process the file.
- 8) The submitted application is displayed to the user as shown below.

File Details				
IEC 1234567890 <i>* IEC is currentlyValid.</i>	Firm Name TEST DGFT IEC	File Date 16/02/2022	Application Type Issuance of e-RCMC	File Number ⓘ RCMCAPPLYTESTEPC00357879AM22
Basic Details	RCMC Details	Attachments	Declaration	e-Sign Details
Payment Details				
File History				
Details to be printed in RCMC Certificate				
Basic Details				
IEC Number 1234567890	PAN Number CD	Firm Name TEST DGFT IEC		

- a. **Basic Details** – Displays the basic details from the IEC Profile such as Date of Incorporation, Category of Exporter, CIN / LLPIN, Annual Turnover, Status holder details, Firm Address Details, RCMC Details, Branch Details, Industrial Registration Details, Details of Proprietor / Partner / Karta / Director / Trustee and Preferred sectors of operation.
- b. **RCMC Details** – Displays the selected EPC / CB, fees selected for payment, Branch address details, Export Product details, Authorized Representative Details, and other information (countries exporting to).
- c. **Attachments** – Displays any attachments accompanying the application. Users can add their own attachments here as well.
- d. **Declaration** – Standard declaration as per the ANF.
- e. **E-Sign Details** – Digital Signature / e-Sign details for authentication purposes.
- f. **Payment Details** – Payment made and option to download the invoice.
- g. **File History** – Displays the file movement details.
- h. **Details to be printed in the certificate** – Displays the details which shall be printed on the certificate. You can modify the RCMC Validity Date and Description of Goods / Services here. You can also specify additional remarks which need to be printed in the certificate. Always save the details post modifications.

2.6.2. Approving the File

- 9) Review the “Details to be printed in RCMC Certificate” tab before approving the file.

File Details

IEC

Firm Name

File Date

Application Type

File Number

AJ K

MUZAE

07/02/2022

Issuance of e-RCMC

RCMCAPPLYPLEXCONCIL M22

* IEC is currently Valid.

Basic Details

RCMC Details

Attachments

Declaration

e-Sign Details

Payment Details

File History

Details to be printed in RCMC Certificate

Details to be printed in RCMC Certificate

IEC Number

Name of the exporter

PAN

Date of Establishment

Registered As

Address of the Registered/ Head Office

Name of the Proprietor/ Partner(s)/ Director(s) /Karta

Registration Number

Issue Date

Valid Upto

Description of goods/ services for which registered

Enter Any Remarks to be printed in certificate

AA K

MU, E

AA

10/04/2014

Manufacturer Exporter

601 BANDRA WEST C BAI SUBURBAN, MAHARASHTRA

QUF HI

RCMC/PLEXCONCIL/00014/2021-2022

10/02/2022

31/03/2022

WASTE PARINGS AND SCRAP SEMI MANUFACTURES ARTICLES WASTE PARINGS SCRAP OF PLASTIC PET BOTTLES

Feedback

Ask VAHEI

- 10) User can modify the Validity date (expiry date) and Description of goods / services for which exporter is registering. Click on **Save** button.
- 11) In case additional remarks are to be printed in the certificate, then the same can be specified in the **Enter Any Remarks to be printed in certificate** field.
- 12) **Approving the File** – To approve the file, enter the remarks and click submit. The file status will change to “Approved – Pending Issuance”.

The screenshot shows a web application interface with a dark blue header and footer. A modal dialog box titled "Approve File" is centered on the screen. Inside the dialog, there is a blue box with a white "i" icon and the word "Notes". Below this, a list item states: "Please ensure the certificate details are validated before approving the file". Underneath the notes, there is a text input field labeled "Enter Remarks" with a red asterisk. The field contains the text "The file is approved". To the left of the input field is a "Send" button. To the right is a "submit" button. The background of the web application shows a sidebar with a "Send" button and a footer with links: "Central Product Classification", "O&M Instructions", "Sitemap", "Map", "CONTACT US", "Directorate General of Foreign Trade", "Bhawan, H-w", and "Delhi -110011".

The screenshot shows a success message dialog box. The text inside the dialog reads: "The file has been approved successfully. You may proceed to issue the RCMC certificate to complete the process". Below the text is an "OK" button.

13) Open the file again and click on issue RCMC certificate to issue the certificate.

Note: You must register your digital signature token before issuing a RCMC certificate from **My Dashboard > View and Register Digital Signature Token**. The name in token should match with name in your profile.

9	0654	MUMBAI
10	0000	MUMBAI MAHARASHTRA
11	0271	UNITED KINGDOM
12	0711	CHANDIGARH PUNJAB
13	0000	PUNE MAHARASHTRA
14	0311	MUMBAI
15	0000	Delhi

View File History Issue RCMC Certificate

- 14) The file status will change to “Approved” once the certificate has been issued. The details will be auto-linked to the IEC profile. [View Sample Certificate Here.](#)

2.6.3. Rejecting the File

- 15) **In case of Reject** – To reject the file, enter the remarks and click reject. The file status will change to “Rejected”.

Reject File

Enter Remarks *

The file is rejected

submit

2.6.4. Mark Deficient

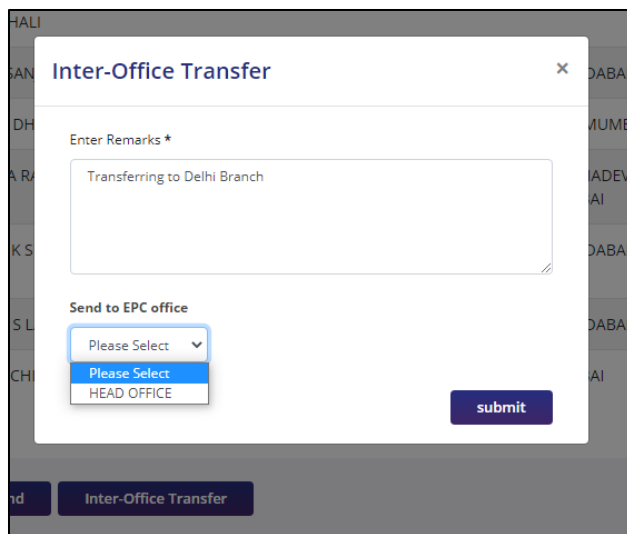
- 16) **Mark Deficient** – In case the application is deficient, enter the remarks and mark the file as deficient. In case any additional fees are required, then the same can be entered as well and submitted.

Note: The exporter will be able to view the deficiency and respond from **My Dashboard > Submitted Applications** page.

2.6.5. Send to Another User / Transfer File to Another Office

- 17) **Send** – To send the file to any other user within the same office for processing. Enter remarks and select the user to submit.

- 18) **Inter-Office Transfer** – To send the file to any other office of EPC, enter the remarks and select the EPC Office to send the application to.



Inter-Office Transfer

Enter Remarks *

Transferring to Delhi Branch

Send to EPC office

Please Select

Please Select

HEAD OFFICE

submit

2.6.6. View File History

19) **View File History** – To view the to and fro movement within a file.

View File History							
Show 10 entries							
S.No.	Date	Action	From	To	Remarks	Attachments	
1	07/02/2022 18:04:08	Submission of Application	MU STC	Plastics Export Promotion Council(PLEXCONCIL), PLEXCONCIL MUMBAI			
2	09/02/2022 15:25:20	Pull to Worklist	Plastics Export Promotion Council(PLEXCONCIL), PLEXCONCIL MUMBAI	KULDEEP MOHAN SINGH GUSAIN, Administrator			
3	10/02/2022 12:46:44	Approved & Pending Issuance	KULDEEP MOHAN SINGH GUSAIN, Administrator	ML	8K	Approved	
4	10/02/2022 12:53:24	Approved & Certificate Issued	KULDEEP MOHAN SINGH GUSAIN, Administrator	KULDEEP MOHAN SINGH GUSAIN, Administrator			Download

Showing 1 to 4 of 4 entries

Previous 1 Next

2.6.7. Mark File In-Progress

In case for some reason, the file status needs to be changed from Approved – Pending Issuance, Deficient or Rejected to “In-Progress”, the administrator can do so from the My Dashboard > View and Process Submitted Applications page.

20) User can mark the files whose status is (Deficient, Approved & Pending Issuance and Rejected) as File In-Progress by clicking on Mark File in Progress under Action button.

RCMCAPPLYTESTEPC00340986AM22	Issuance of e-RCMC	Approved & Pending Issuance	Class 2 Individual test,Administrator	Action ▾ Marking File In-Progress View File History
RCMCAPPLYTESTEPC00340757AM22	Issuance of e-RCMC	Approved & Pending Issuance	Class 2 Individual test,Administrator	
RCMCAPPLYTESTEPC00332945AM22	Issuance of e-RCMC	Approved	Class 2 Individual test,Administrator	Action ▾

21) Enter Remarks for marking file in-progress and submit. The file status will be changed to In-Progress.

22) User can pull the file to their worklist and continue working on the file.

2.6.8. Sample Certificate for Reference Purpose



Electronics & Computer Software EPC
ESC Delhi
ESC House 155, Okhla Phase 3, New Delhi.
SOUTH DELHI, DELHI, 110020.
Email - esc@escindia.com, Telephone - 011-47480000, Website - <https://www.escindia.in>

UDINRCMC00242850AM22


REGISTRATION - CUM - MEMBERSHIP CERTIFICATE
(Issued under the provisions of Foreign Trade Policy, Government of India)

Name of the exporter	NI DIA PRIVATE LIMITED		
IEC Number	01 7	PAN	AAC ?
Date of Establishment	01 /		
Address of the Registered/Head Office	PLOT NO.71, OFFICE BAY SECTOR-32 INSTITUTIONAL AREA GURGAON, 122001, GURUGRAM, HARYANA		
Description of goods/ services for which registered	Electronics goods including Digital Camera		
Registration Number	RCMC/ECSEPC/00002/2021-2022		
Issued against File Number	RCMCAPPLYECSEPC00359878AM22		
Registered as	Others		
Name of the Proprietor/ Partner(s)/Director(s)/Karta	.SAJIAN KUMAR.		

This certificate is issued as per the details of our records and is subject to the conditions laid down in the relevant scheme of registration of this council.

Issue Date	18/02/2022	Valid upto	31/03/2023
------------	------------	------------	------------

Note: This import certificate is not a substitute for import authorization in respect of the items mentioned restricted under ITC(HS) and an import authorization, in addition to this certificate, will have to be obtained wherever required for such items

Validity unknown



Digitally Signed
Name: VIKAS GUPTA
Date: 18-Feb-2022 14:45:04
Reason: Vgupta@escindia.com
Location: Electronics & Computer Software
EPC(ECSEPC)

This document is digitally signed by vgupta@escindia.com (VIKAS GUPTA), on 18/02/2022