



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

User Help File

Registration-cum Membership Certificate (RCMC) Module

Version 3.0

August 2023

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**Document Revision list:**

<b>Name</b>	<b>Revision Version</b>	<b>Date</b>	<b>Revision description</b>
RCMC	3.0	Aug-2023	<ol style="list-style-type: none"><li>1. The <b>Category of Exporters</b> field under RCMC Details has been made modifiable.</li><li>2. Under RCMC Details section , <b>Membership year for which application is made</b> is newly added to provide the years for which RCMC is applied.</li><li>3. Provided an option under RCMC Details tab to <b>print Branch address as Annexure-1 to RCMC Certificate.</b> (if required)</li><li>4. New section titled <b>Details of Certifications</b> under RCMC Details to input firm's Other certifications.</li><li>5. <b>Bulk upload</b> functionality is added under RCMC Details tab to upload bulk data of Export product(s)/ Service(s)</li><li>6. <b>TDS</b> section is included in all RCMC applications</li></ol>

## 1. Introduction and Accessing DGFT Portal

DGFT has launched e-RCMC module as part of IT Revamp project to deliver seamless experience for the Importers and Exporters. This document will act as the user guide for Importer and Exporter working on the e-RCMC module available on <https://www.dgft.gov.in>.

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

Soft Launch of Electronic Filing of Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the Common Digital Platform w.e.f. 6 December 2021 vide Trade Notice No. 27/2021-2022 Dated 30.11.2021.

Transition Period of 3 Months i.e., up to Feb. 2022 or until further orders.

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.

CBDT and MCA Integration in-built in the System – For PAN/DIN Details Auto-validation in Exporters IEC Profile.

Auto-generation of Invoice by the System.

### 1.1. Contact @DGFT

For any issues users can raise any concern to DGFT and may call the given Toll-Free Helpline number

given on the DGFT Portal or raise a request using the “Contact@DGFT” page.

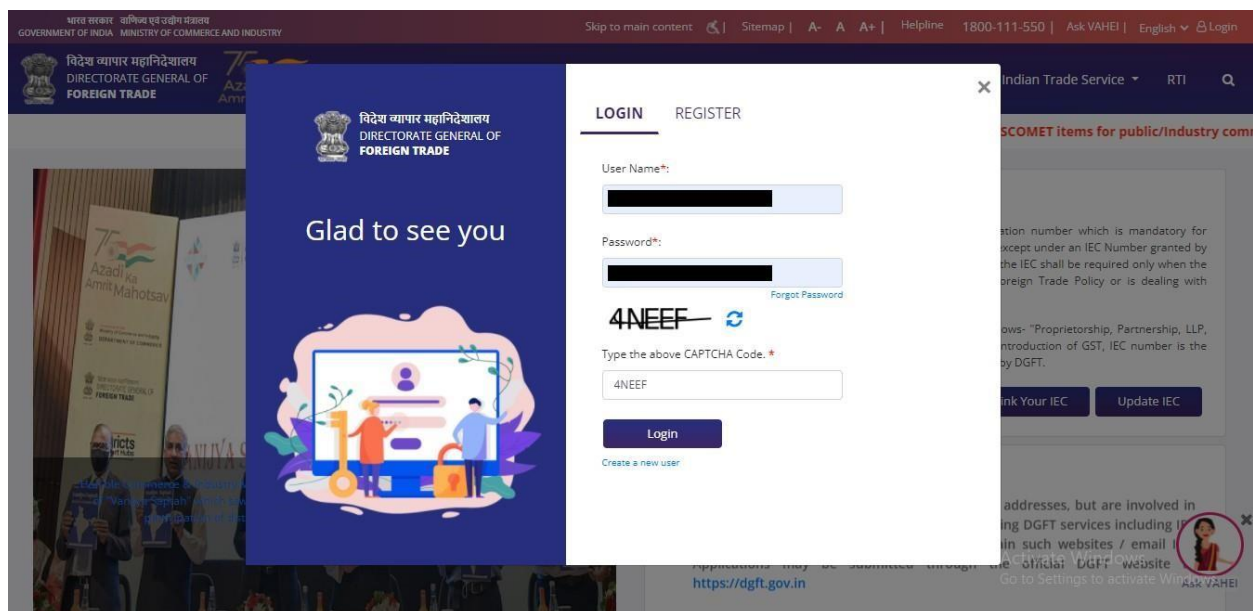
## 1.2. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

- a) Internet Connection
- b) Valid User ID and password provided to log in

Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the user ID, Password and captcha then click on the Login button to log into the system.



Screen 1

2. On successful login, home page will be displayed with Basic details in Dashboard like IEC Number, Valid, IEC status, Authorizations Issued, etc. FYA Notifications will be displayed in the left pane of the screen.

The screenshot displays the e-RCMC Customer Portal Dashboard. At the top, there is a navigation bar with the DGFT logo, the text 'विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE', and the '75 Azadi Ka Amrit Mahotsav' logo. The navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'RTI'. A search icon and a notification bell with '3103' are also present. Below the navigation bar, the user's name is redacted, and the page title is 'Dashboard'. The last login time is '20-Dec-2021 10:59:26'. The main content area is titled 'For Your Action Notifications'. On the right, there are buttons for 'Update/Modify IEC', 'My IEC', and 'Manage Profile'. The central dashboard is a dark blue box with the following information: 'Valid IEC Status', 'IE CODE', 'Value of Scrips Applied: 0', 'Value of Scrips Approved: 0', 'DEL Status: N', and 'Authorisations Issued: 0134'. To the right of the dashboard is a 'Frequently Accessed Links' section with buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'.

Screen 2

## 2. Registration-cum Membership Certificate

Registration-Cum-Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency/ organization that are authorised by the Indian Government.

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.

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 FIFO. Further, in case of multi product is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).

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).

In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).

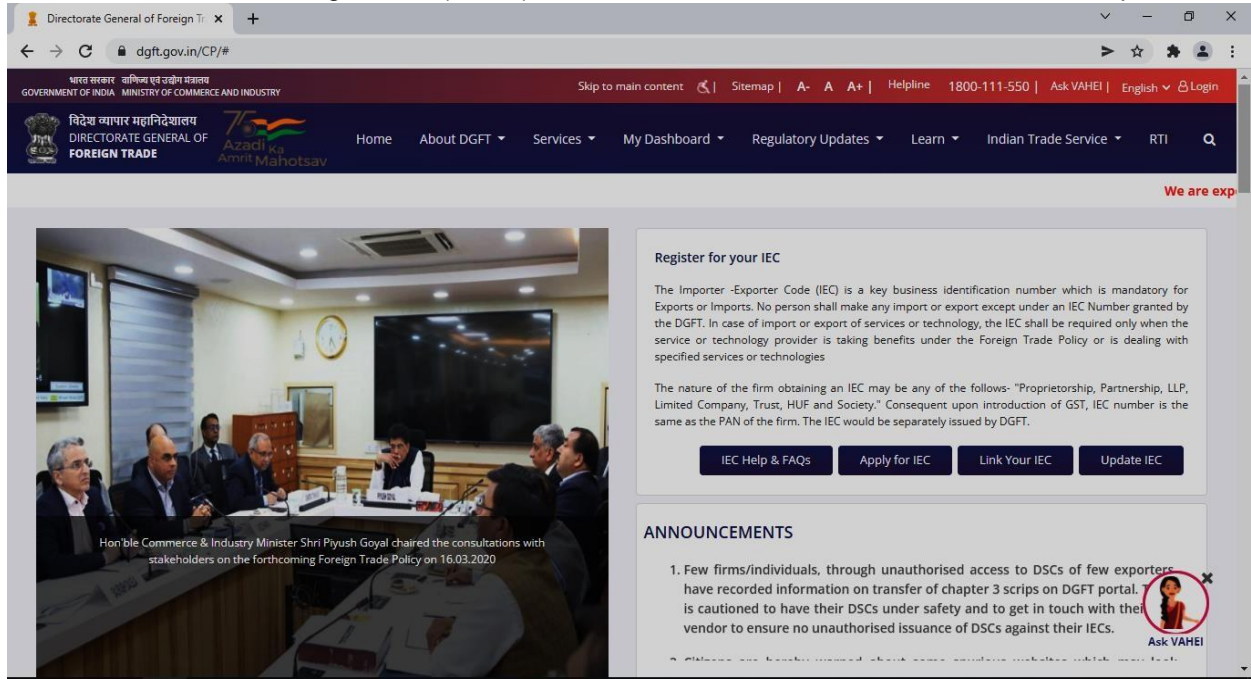
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31<sup>st</sup> march of

## 2.1. Issuance of Registration-cum Membership Certificate

Applicant will register on DGFT Website <https://www.dgft.gov.in> as Importer/Exporter to access the Common Digital Platform.

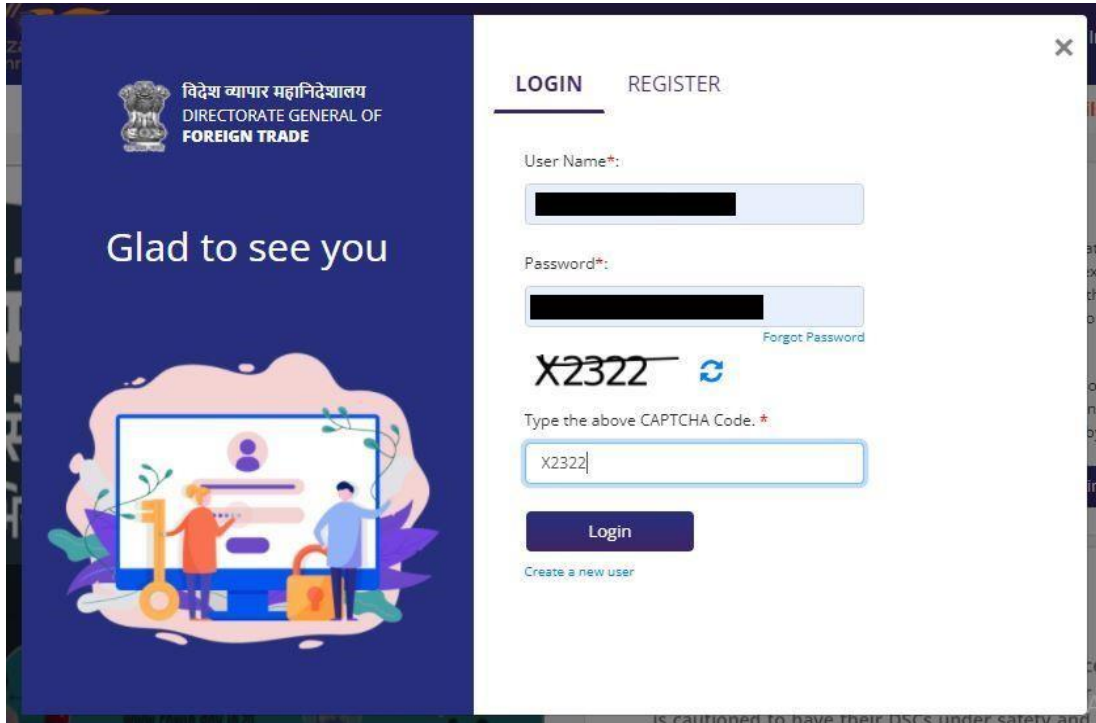
Steps to apply for Issuance of RCMC on the DGFT website are as follows.

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



Screen 3

- 2) Click on Login button on top right corner of webpage.
- 3) Enter the Username, Password and CAPTCHA Code and click on **Login**.



Screen 4

- 4) Navigate to **Services > e-RCMC > Apply for e-RCMC**.



5) The following screen will be displayed.

Services / e-RCMC

### e-Registration Cum Membership Certificate (RCMC)

**What is e-Registration Cum Membership Certificate (e-RCMC)**

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

**Pre-Requisites for RCMC**

You need an active IEC to apply for RCMC. You need an updated IEC Profile and linked Digital Signature token or Aadhaar e-Signature for submitting the application.

---

**Services under e-RCMC**

**Apply for e-RCMC**  
Click here to apply for Registration-cum Membership Certificate. [Explore](#)

**Renewal of RCMC**  
Click here to renew an existing RCMC. [Explore](#)

**Amendment for RCMC**  
Click here to file an amendment request for existing RCMC. [Explore](#)

**Revocation of Suspension for RCMC**  
Click here to file for revoke suspension request for a suspended RCMC. [Explore](#)

**Surrender of e-RCMC**  
Click here to file for Surrender request for a RCMC. [Explore](#)

Feedback

Screen 5

भारत सरकार
Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE
Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

Home

## Dashboard

Last Login 17-Dec-2021 18:55:11

Draft Application | Application for Issuance of Registration-cum Membership Certificate

Show  entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	17/12/2021 21:13	[REDACTED]	17/12/2021 21:13	[REDACTED]	Action

Showing 1 to 1 of 1 entries Previous 1 Next

Start Fresh Application
Proceed With Existing Application

Screen 6

- 6) Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.
- 7) 7) A Dashboard with **username** will be displayed with Basic Details.

Ashutosh's Dashboard

Last Login 15-Dec-2021 17:43:26

Basic Details

IEC Number  
[Redacted]

PAN Number  
[Redacted]

Firm Name  
[Redacted]

Date of Birth / Incorporation  
[Redacted]

IEC Issuance Date  
12/04/1988

DGFT RA Office  
RA MUMBAI

Nature of concern/Firm  
[Redacted]

Category of Exporters  
[Redacted]

CIN / LLPIN  
[Redacted]

Annual Turnover of the firm (Last FY in INR)  
2233871563000.00

Screen 7

8) System would ask Applicant for **Declaration** whether he/she has updated profile or not.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List  
Chemicals And Allied Products,Engineering Products,Plastic Products:

Export List  
Chemicals And Allied Products,Plastic Products,Textile, Readymade :

Declaration\* ⓘ

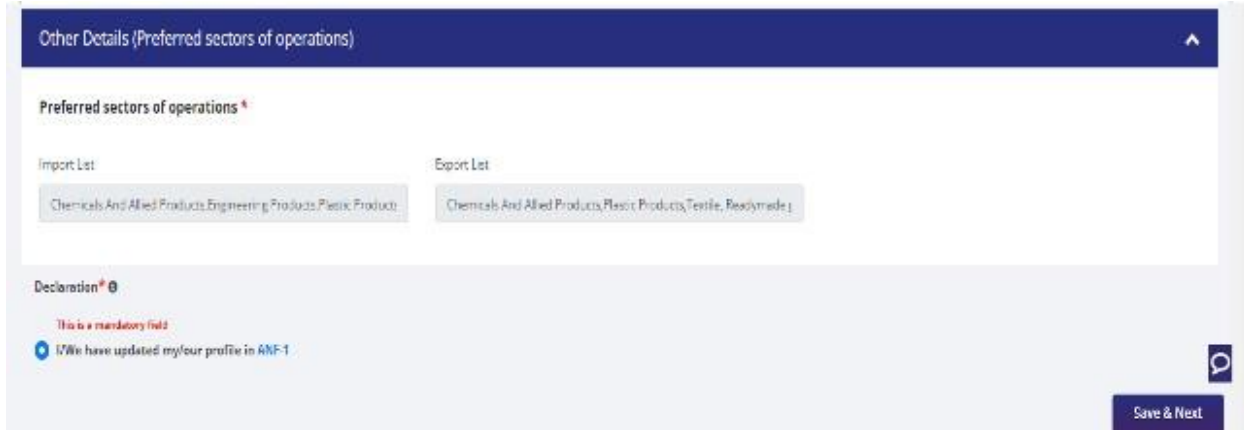
This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next

Screen 8

9) Click on **Radio Button** then click **Yes** to make sure you have updated the profile and **Save & Next**



Screen 9



Screen 10

10) Now under **RCMC Details** section Applicant would

a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details**.

**Success Message**  
Draft Application Number [redacted] 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 State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).  
**Note: To select the council / board, please refer to Appendix 2T**

Name of Export Promotion Council / Commodity Board \*  
Please Select

Main Line of Business

[Click here to view instructions specified by the EPC / CB](#)

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 State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).  
**Note: To select the council / board, please refer to Appendix 2T**

Name of Export Promotion Council / Commodity Board \*  
Federation of Indian Export Organisations(FIEO)

[Click here to view instructions specified by the EPC / CB](#)

Application Type \*  
New

No. of Years Membership Applied for \*  
1 Year

EDI / SEZ \*  
Not Applicable

Membership Year for which Application is made \*  
Select Some Options

**Changing this field may lead to delete all existing TDS record. Do you want to proceed?**  
Yes No

**Fees Details - Select the Fees Applicable as per Description**

Select	Fee Description	Fee (INR)	GST(%)	Total Fee (INR)

- **Yes** - clear all previously added TDS records in the application
- **No** – previously added TDS record will not be cleared

Name of Export Promotion Council / Commodity Board \*  
 Federation of Indian Export Organisations(FIEO)

Main Line of Business  
 Multi Product Group , Multi Services Group , Status Holder , Residual Products , Residual Services , Multi Product and Services Group

Application Type \*  
 New

Statusholder \*  
 1-Star

Category of Exporters \*  
 Merchant Exporter

No. of Years Membership Applied for \*  
 1 Year

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

MSME Status \*  
 Micro

EOU / SEZ \*  
 EOU

Annual Turnover of the Firm (Previous FY in INR) \*  
 2315623

Export Performance in Previous FY ⓘ  
 1,62,85,02,072.90

Membership Year for which Application is made \*  
 2022-23

**Screen 11**

Name of Export Promotion Council / Commodity Board \*  
 Federation of Indian Export Organisations(FIEO)

Main Line of Business  
 Multi Product Group , Multi Services Group , Status Holder , Residual Products , Residual Services , Multi Product and Services Group

Application Type \*  
 New

Statusholder \*  
 Not Applicable

Category of Exporters \*  
 Service Provider

No. of Years Membership Applied for \*  
 2 Years

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

MSME Status \*  
 Micro

EOU / SEZ \*  
 EOU

Annual Turnover of the Firm (Previous FY in INR) \*  
 1124

Export Performance in Previous FY ⓘ  
 0.00

**Screen 12**

b) Now Select **Fee Details** as Per Description and in case any **Fee is paid to EPC/CB outside this Portal**. You Can Specify this by selecting **“Yes” Radio Button** and filling out the mandatory details in this section.

**Fees Details - Select the Fees Applicable as per Description**

Show 10 entries

Select	Fee Description	Fee (INR)	GST(%)	Total Fee (INR)
<input checked="" type="checkbox"/>	New Membership - Export Oriented Unit (100% EOU) for Two Years	19750	18	23305

Previous **1** Next

Please select yes in case you have already paid the fees to EPC / CB outside this portal?

Yes  No

**Screen 13**

i. if **“Yes”** is selected then enter the following Mandatory Details and click on **Add** to save the details.

Already Paid Fees Details

Payment Date \*  Payment Amount (INR) \*  UTR / RTGS / DD / Cheque Reference Number \*

Bank Name \*

Show  entries Cancel Add

Payment Date	Payment Amount (INR)	UTR / RTGS / DD / Cheque Reference Number	Bank Name	Edit/Delete
14/04/2022	2365	[REDACTED]	[REDACTED]	

Screen 14

ii. Select office for Submission of Application and Branch for Applying RCMC.

Select Office for Submission of Application \*

Address of Selected Office

Main Line of Business of Applicant

Whether you want to print the Branch address as Annexure-I to RCMC Certificate   
  Yes  No

Multiple branches selected by exporter to be printed in Annexure-1 of RCMC certificate

Select Your Branch for Applying for RCMC \*

GSTIN of Branch \*

Address of Selected Branch

Is the Applicant a SEZ Unit?

Description of goods/ services for which registered \*

Please ensure that the given address is registered with GST Council.

Screen 15

c) Select **Product Group / Panel**

- i. Choose Category & Sub category of Product / Group (if required)
- ii. Click on Add Details

**Screen 16**

Added details will be visible in the grid.

Category	Sub-Category	Delete
12 Category Desc	32 Sub cat_Desc	

**Screen 17**

d) Select **Details of Certifications**

- l). Provide Certificate type, Certificate name, Issue date & Validity date.  
(Choose **“Not applicable”** if does not having any certifications)

**Screen 18**

e) Select **Export Products / Services**

i) Choose **Exporter type**

Export Type :\*

**Export product(s)**     **Rendering service(s)**

ii) Select **ITC(HS) code** and provide **Description** of the product to be exported / services to be rendered

ITC(HS) Code/Service Code\* Description of the product to be exported/services to be rendered

Select an Option

**Add**

- Click **Add** button to save the details. (can add multiple entries here. )
- ITC(HS) code with Description will be added to the table

Export Type :\*

Export product(s)     Rendering service(s)

ITC(HS) Code/Service Code\* Description of the product to be exported/services to be rendered

Select an Option

**Add**

Add Manually    **Bulk Upload**    Download Sample Excel

**Add Attachment**    **Upload**

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only xls,xmlis formats are allowed.

**Important Note:**

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

Show 10 entries

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)		61123920.Of artificial fibres	g	<a href="#">/</a> <a href="#">/</a>
Rendering service(s)	Healthcare services including services by nurses, physiotherapist and paramedical personnel	93123,Dental services	test	<a href="#">/</a> <a href="#">/</a>

Previous **1** Next

**Screen 19**



iii) Use **Bulk upload** functionality to upload Bulk data

a.) Click **Download Sample document.**

b.) Input all the data properly and save the file .

	A	B	C	D
1	Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered
2	Export product		23	
3	Export product		24	
4	Export product		25	
5	Export product		26	
6	Export product		27	
7	Export product		28	
8	Export product		29	
9	Export product		30	
10	Export product		31	
11	Export product		32	
12	Export product		33	
13				
14				

Click on **Bulk Upload** → **Choose file to upload** → **upload**

Screen 20

On successful uploading all data will be added to the table

[Add Manually](#)
Bulk Upload
[Download Sample Excel](#)

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only xls,xmIs formats are allowed.

Upload

**Important Note:**

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

Show 10 entries

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)		52122300,Weighing more than 200 g/m2:-- Dyed	████████████████████	<a href="#">✎</a> / <a href="#">✖</a>
Export product(s)		32041223,Acid Greens (non-azo): --- Acid Green 28 (Carbolan Brill Green 5G)	████████████████████	<a href="#">✎</a> / <a href="#">✖</a>
Export product(s)		38099120,Textile assistants desizing agents	████████████████████	<a href="#">✎</a> / <a href="#">✖</a>

Previous 1 Next

Screen 21

f) . Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council ▼

**Note**

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category \*

Address Line 1 \*

Pin \*

Telephone No. \*

Name \*

Address Line 2 \*

District \*

Mobile \*

Designation \*

City \*

State \*

Email \*

Add Details

Show 10 entries

Category	Name	Designation	Address Line 1	Address Line 2	City	Pin	District	State	Telephone No	Mobile No	Email	Edit/Delete
Authorised Representative	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	<a href="#">✎</a> / <a href="#">✖</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Screen 22

g) Select **Other Information** under this select the countries to which the Company is Exporting, Enter **Firm Profile** and **Website** and click on **Save & Next**.

Screen 23

11) Applicant after filling all the details now proceed to **TDS** page.

l) Click **“Yes”** only if applicant want Tax Deduction at Source . Fill all mandatory fields and click on **Add details**.

Screen 24

12) Verify the TDS details added into the grid and confirm the **Total Amount Payable** after TDS deduction . (user can click on Edit / Delete to modify the entries)

**Add Details**

Show 10 entries

TAN Number	Base Amount	GST	Total Amount Payable	TDS Amount	Net Amount Payable	Remarks	Edit/Delete
██████████	11500	2070	13570	5000	8570	██████████	

Showing 1 to 1 of 1 entries Previous **1** Next

**Save & Next**

**Screen 25**

13.) Applicant after filling all the details now proceed to **Attach Documents** under Attachments Section by uploading the document from Computer folder then clicking on Upload Attachments and finally Save & Next.

**Attachment**

[Click here to view the Steps to Upload Attachments](#)

Attachment Type:

Remark:

Character remains are :32

Click or Drag and Drop file to upload

Uploaded Size : 0.05 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

**Upload Attachments**

Uploaded Document List

Show 10 entries

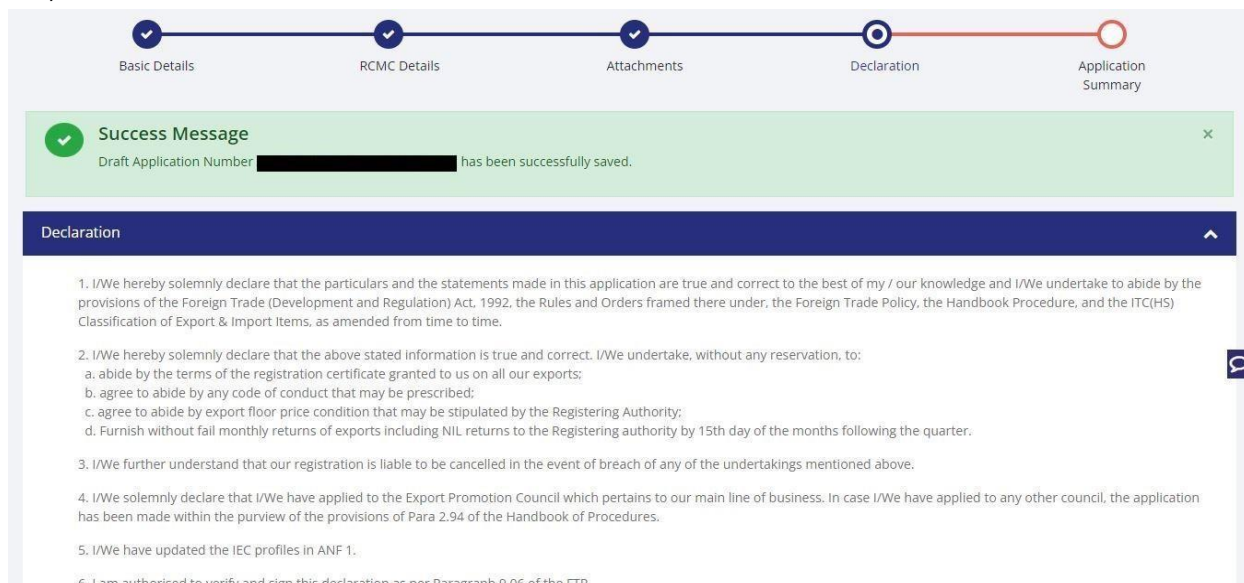
Attachment Type	Remark	View/Add More Attachments	Delete
RCMC Supporting Document	██████████	<a href="#">view</a>	
Others	██████████	<a href="#">view</a>	

Previous **1** Next

**Save & Next**

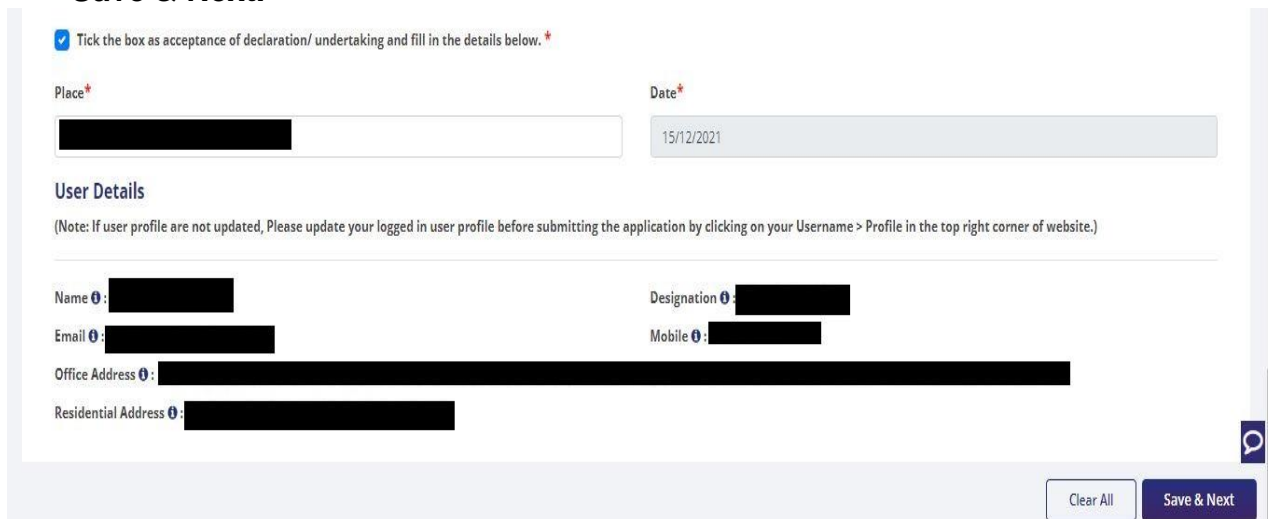
**Screen 26**

14.) Now under the **Declaration section** read all the **Declaration Lines**.



Screen 27

15.) Click the **Check box** as acceptance of declaration and Enter the **Place** and then **Save & Next**.



Screen 28

16.) System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process** by clicking Sign button.

You have ticked the box as acceptance of declaration/ undertaking details.

Place :	██████████	Date : 15/12/2021	Name :	██████████	
Designation :	██████████	Official Address :	████████████████████	Residential Address :	████████████████████
Email :	██████████	████████████████████			
		Telephone No. (O) :	██████████		

---

Total amount to be paid : 400.00

**Sign**

Screen 29

17.) After signing proceed for **Payment for RCMC.**

You have ticked the box as acceptance of declaration/ undertaking details.

Place :	██████████	Date : 15/12/2021	Name :	██████████	
Designation :	██████████	Official Address :	████████████████████	Residential Address :	████████████████████
Email :	██████████	████████████████████			
		Telephone No. (O) :	██████████		

---

Total amount to be paid : 400.00

**Payment For RCMC**

Screen 30

18.) Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

**Payment Details**

**!** Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: [Redacted] v

Applicant Email: [Redacted]

Applicant Address: [Redacted]

Application Type: RCMC v

Service Type: Application for Issuance of Registration-cum Membership Certificate v

Application Number: [Redacted]

**Screen 31**

19.) Clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID: [Redacted]

Applicant Name: [Redacted]

Service Type: Application for Issuance of Registration-cum Membership Certificate(RCMC)

Response: Success v

**Submit** **Cancel**

**Screen 32**

**18) After Successful Payment** Applicant will be receiving a **e-Payment** receipt.

**Federation of Indian Export Organisations**

GSTIN [REDACTED]

Address [REDACTED]

**Total** 20,940.00

Invoice Date 27/04/2022

Invoice No. [REDACTED]

Reference No. [REDACTED]

Original Copy

---

**Proforma Tax Invoice cum Receipt**

---

Applicant Name (Bill To) [REDACTED]

Exporter GSTIN [REDACTED]

Billing Address [REDACTED]

Service Issuance of e-RCMC IEC [REDACTED]

---

S.No.	Fee Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Miscellaneous fee		20,940.00	0.00	0.00	0.00	0.00	0.00	0.00	20,940.00
Total			20,940.00	-	0.00	-	0.00	-	0.00	20,940.00

---

Total Invoice Value (in figure)	20,940.00
Total Invoice Value (in words)	Twenty Thousands Nine Hundred Forty Only
Reverse Charge (Y/N)	N

---

**Online Payment Details**

Transaction Id/ Bank Reference Id	[REDACTED]	Total Amount (INR)	20,940.00	IP	192.168.136.36
Date	2022-04-27 04:10:30	Payment Status	SUCCESS		

**Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.**

This is a system generated Proforma Tax Invoice cum Receipt and does not require signature.

FED02G20220000227

**Screen 33**



## 2.2. Amendment of Registration-cum Membership Certificate

An active RCMC holder can amend the Issued RCMC. Application details previously filled at the time of issuance of RCMC, would be available in system and prepopulated in the form.

Steps to apply for Amendment of RCMC on the DGFT website are as follows

### 1. Navigate to **Services > e-RCMC > Amendment for RCMC**.

Services / e-RCMC

#### e-Registration Cum Membership Certificate (RCMC)

**What is e-Registration Cum Membership Certificate (e-RCMC)**

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

**Pre-Requisites for RCMC**

You need an active IEC to apply for RCMC. You need an updated IEC Profile and linked Digital Signature token or Aadhaar e-Signature for submitting the application.

#### Services under e-RCMC

**Apply for e-RCMC**

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

**Renewal of RCMC**

Click here to renew an existing RCMC.

[Explore](#)

**Amendment for RCMC**

Click here to file an amendment request for existing RCMC.

[Explore](#)

**Revocation of Suspension for RCMC**

Click here to file for revoke suspension request for a suspended RCMC.

[Explore](#)

**Surrender of e-RCMC**

Click here to file for Surrender request for a RCMC.

[Explore](#)

Feedback

### Screen 34

### 2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

भारत सरकार - वाणिज्य एवं उद्योग मंत्रालय  
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## Dashboard

Last Login 17-Dec-2021 16:11:12

**Draft Application | Application for Amendment of Registration-cum Membership Certificate**

Show 10 entries Search:

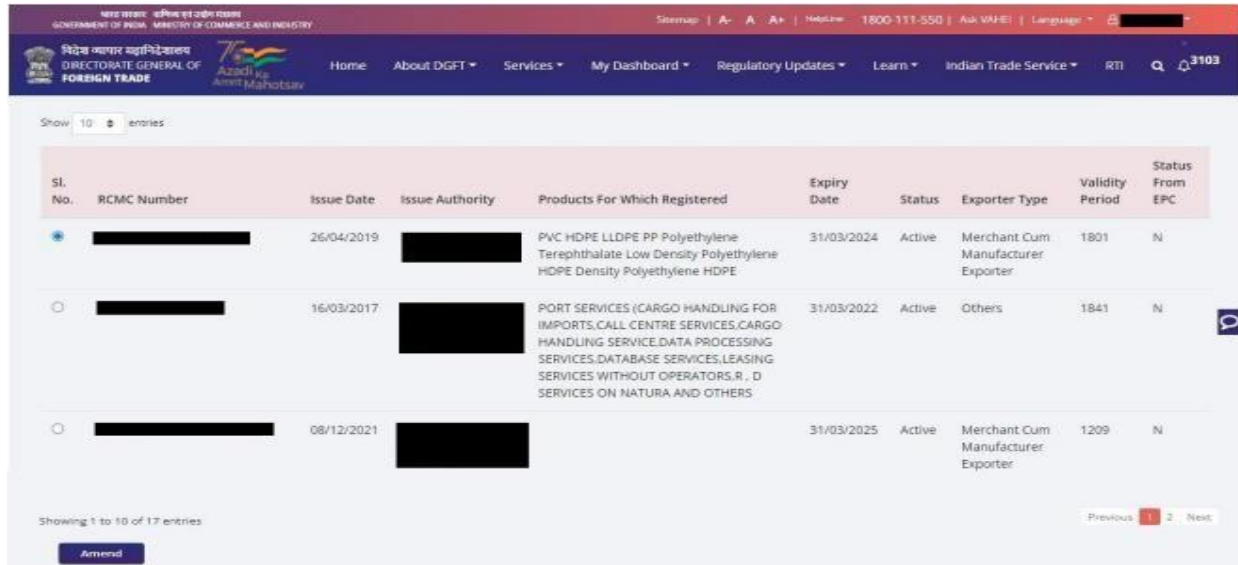
Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	XXXXXXXXXX	17/12/2021 16:18	XXXXXXXXXX	17/12/2021 16:18	XXXXXXXXXX	<a href="#">Action</a>

Showing 1 to 1 of 1 entries Previous 1 Next

[Start Fresh Application](#)
[Proceed With Existing Application](#)

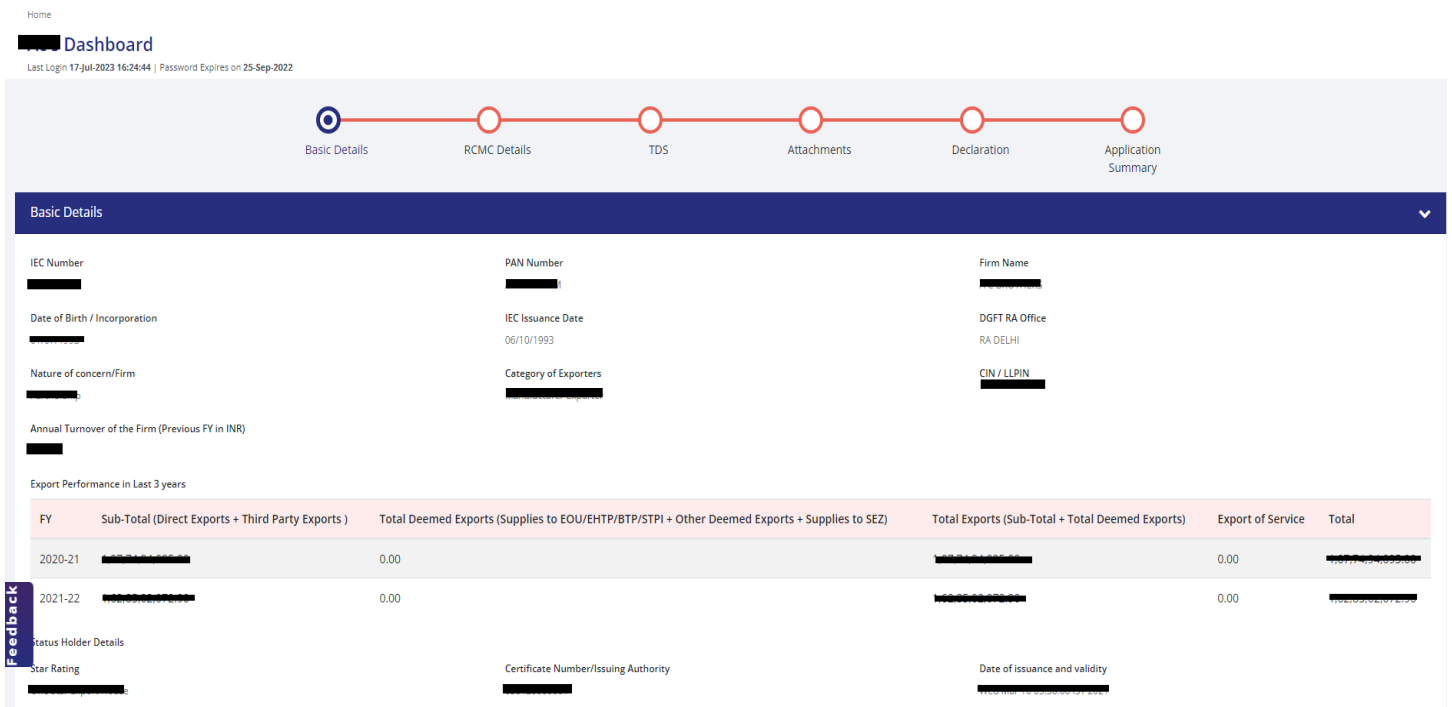
### Screen 35

3. Now Applicant will **select the file to Amend** from available files and click on **Amend** button at bottom of the page.



Screen 36

4. A Dashboard with **username** with Basic Details will be displayed.



Screen 37

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\* ⓘ

I/We have updated my/our profile in ANF-1

Save & Next

Screen 38

6. Click on **Radio Button** then click **Yes** to make sure you have uploaded the profile and **Save & Next**.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next

Screen 39

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

I have updated profile in ANF 1

Yes No

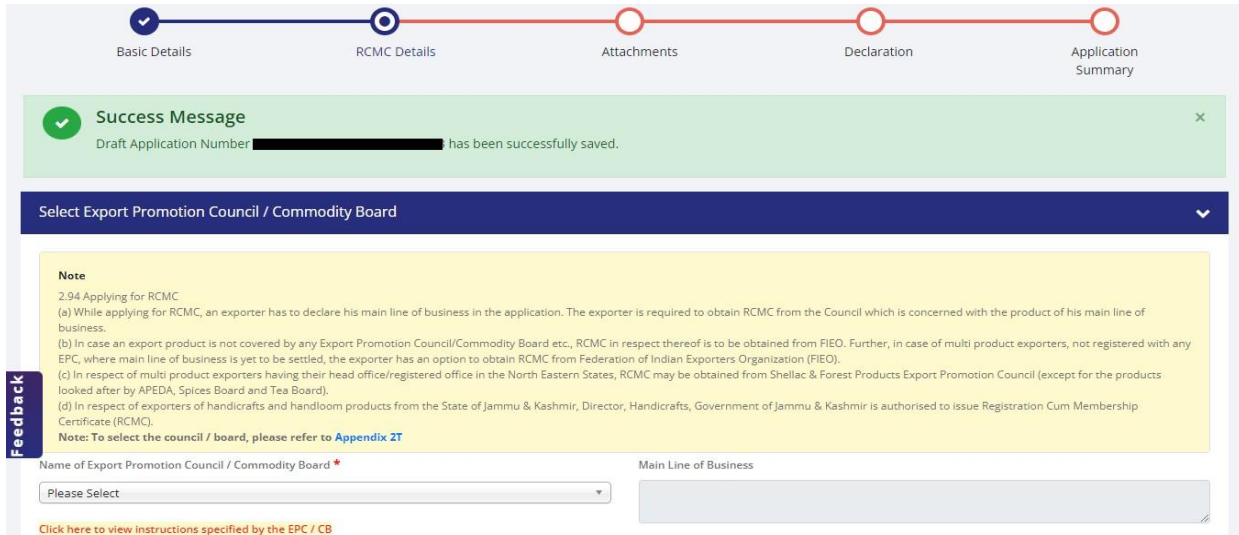
Save & Next

ABOUT US  
DGFT Organization Structure  
HQ Contact  
RA Contact  
Citizen Charter  
Complaints / Suggestions / Feedback  
EPCG  
SIOM  
Central Product Classification  
P&M Instructions  
Goods & Services Tax (GST)  
Sitemap  
Map  
Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-Wing, Gate No-02, Maulana Azad Road, New Delhi -110011

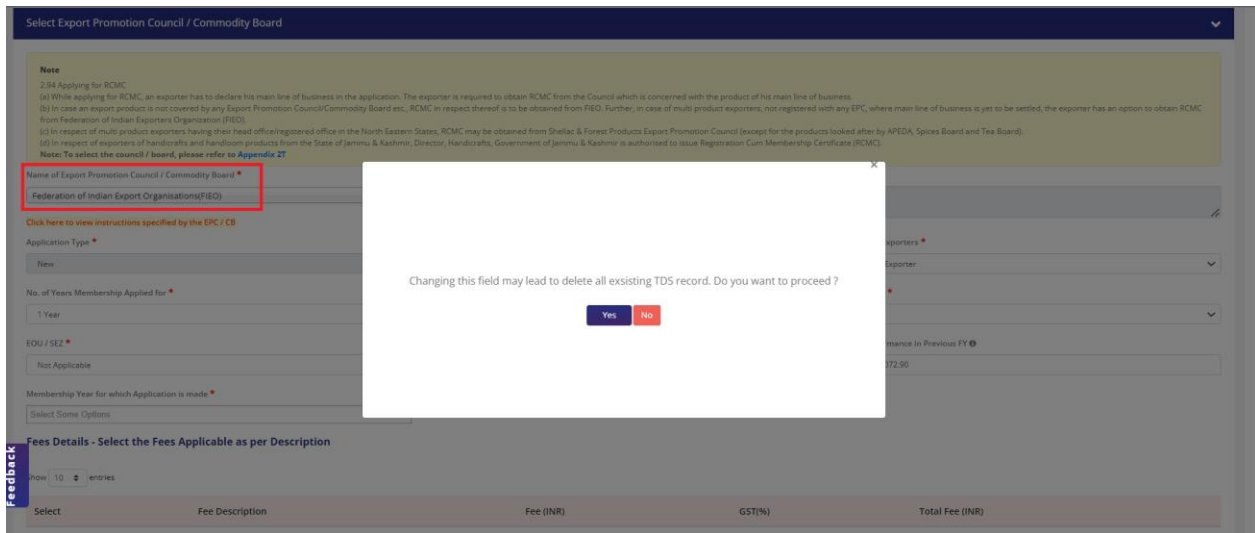
Screen 40

7.) Now under **RCMC Details** section Applicant would

a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details.**



Screen 41



Screen 42

- Choose Yes - clear all previously added TDS records in the application
- Choose No – previously added TDS record will not be cleared

Provide all mandatory Details in the screen

Name of Export Promotion Council / Commodity Board \*  
 Federation of Indian Export Organisations(FIEO)

Main Line of Business  
 Multi Product Group , Multi Services Group , Status Holder , Residual Products , Residual Services , Multi Product and Services Group

Application Type \*  
 New

Statustholder \*  
 1-Star

Category of Exporters \*  
 Merchant Exporter

No. of Years Membership Applied for \*  
 1 Year

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

MSME Status \*  
 Micro

EOU / SEZ \*  
 EOU

Annual Turnover of the Firm (Previous FY in INR) \*  
 2315623

Export Performance in Previous FY ⓘ  
 1,62,85,02,072.90

Membership Year for which Application is made \*  
 2022-23

Screen 43

b. Now Select **Fee Details** as Per description and update.

Fees Details - Select the Fees Applicable as per Description

Show 10 entries

Select	Fee Description	Fee (INR)	GST(%)	Total Fee (INR)
No data available in table				

Select Office for Submission of Application \*  
 Select

Address of Selected Office  
 EPCH New Delhi,  
 GSTN No. 07AAACE1747M1ZJ,  
 EPCH House, Pocket 6 & 7, Sector C, L.S.C., Vasant Kunj,  
 New Delhi, SOUTH WEST DELHI, DELHI, -110070,  
 Telephone 011-26135256,  
 Email renu.gupta@epch.com

Main Line of Business of Applicant ⓘ  
 Chemicals or Allied Products

Whether you want to print the Branch address as Annexure-1 to RCMC Certificate  
 Yes  No


Multiple branches selected by exporter to be printed in Annexure-1 of RCMC certificate  
 Select Some Options

Select Your Branch for Applying for RCMC \* This is a mandatory field  
 Select

GSTIN of Branch \* ⓘ  
 Address of Selected Branch

Please ensure that the given address is registered with GST Council.

Is the Applicant a SEZ Unit?  
 Description of goods/ services for which registered \* ⓘ  
 334



Screen 44

ii. Select office for Submission of Application and Branch for Applying RCMC

- c. Select “Yes ” if Branch address need to be printed in RCMC Certificate -Annexure -1
  - ci. Select Branch for applying RCMC

The screenshot shows a web form for RCMC application. Key fields include: 'Select Office for Submission of Application' (dropdown), 'Address of Selected Office' (text area), 'Main Line of Business of Applicant' (dropdown), 'Whether you want to print the Branch address as Annexure-I to RCMC Certificate' (radio buttons for Yes/No), 'Multiple branches selected by exporter to be printed in Annexure-1 of RCMC certificate' (list), 'Select Your Branch for Applying for RCMC' (dropdown), 'GSTIN of Branch' (text field with a note: 'Please ensure that the given address is registered with GST Council.'), 'Address of Selected Branch' (text field), and 'Is the Applicant a SEZ Unit?' (radio buttons for NO).

Screen 45

c) Select Product Group / Panel

- i. Choose Category & Sub category of Product / Group (if required)
- ii. Click on Add Details

The screenshot shows a 'Product Group / Panel' selection screen. It features two dropdown menus: 'Category' (selected: '12 Category Desc') and 'Sub-Category' (selected: '32 Sub\_cat\_Desc'). Below these is a blue 'Add Details' button, which is highlighted with a red box. At the bottom, there is a 'Show 10 entries' control.

Screen 46

Added details will be visible in the grid

Screen 47

d. Select **Details of Certifications** and update other Certification Details (if applicable).

Screen 48

f. Select **Export Products / Services**

i) Choose **Exporter type** :

Export Type :\*

**Export product(s)**     **Rendering service(s)**

g. Select **ITC(HS) code** and provide **Description** of the product to be exported / services to be rendered

ITC(HS) Code/Service Code\*      Description of the product to be exported/services to be rendered

- Click **Add** button to save the details. (can add multiple entries here. )
- ITC(HS) code with Description will be added to the table

Export Type: \*  
 Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code\*  
 Select an Option

Description of the product to be exported/services to be rendered

Add

Add Manually **Bulk Upload** Download Sample Excel

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
 Only xls,xmls formats are allowed.

Upload

**Important Note:**

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

Show 10 entries

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)		61123920,Of artificial fibres	g	
Rendering service(s)	Healthcare services including services by nurses, physiotherapist and paramedical personnel	93123,Dental services	test	

Previous **1** Next

**Screen 49**

iv) Use **Bulk upload** functionality to upload Bulk data

i) Click **Download Sample document.**

Export Type: \*  
 Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code\*  
 Select an Option

Description of the product to be exported/services to be rendered

Add

Add Manually Bulk Upload **Download Sample Excel**

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed

Upload

**Important Note:**

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

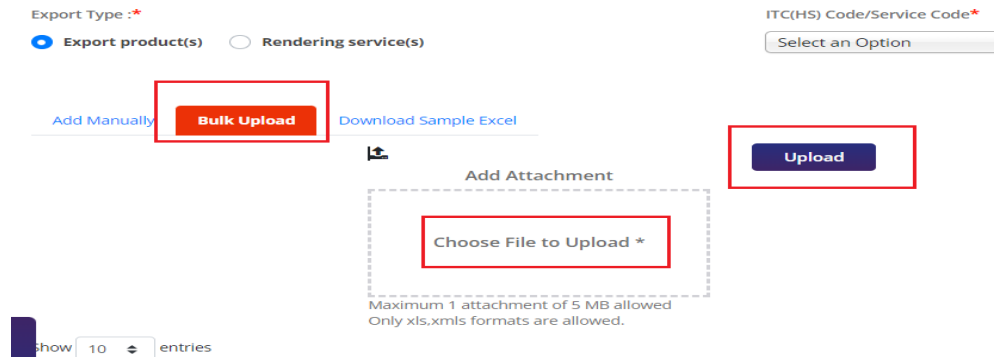
	A	B	C	D
1	Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered
2	Export product		23	
3	Export product		24	
4	Export product		25	
5	Export product		26	
6	Export product		27	
7	Export product		28	
8	Export product		29	
9	Export product		30	
10	Export product		31	
11	Export product		32	
12	Export product		33	
13				
14				

**Screen 50**



ii) Input all the data in the table properly and save the file .

Click on **Bulk Upload** → **Choose file to upload** → **upload**



On successful uploading all data will be added to the table

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)		52122300,Weighing more than 200 g/m2 :- Dyed	████████████████████	<a href="#">Edit</a> / <a href="#">Delete</a>
Export product(s)		32041223,Acid Greens (non-azo): --- Acid Green 28 (Carbolan Brill Green 5G)	████████████████████	<a href="#">Edit</a> / <a href="#">Delete</a>
Export product(s)		38099120,Textile assistants desizing agents	████████████████████	<a href="#">Edit</a> / <a href="#">Delete</a>

**Screen 51**

d. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category \*  Name \*  Designation \*

Address Line 1 \*  Address Line 2 \*  City \*

Pin \*  District \*  State \*

Telephone No. \*  Mobile \*  Email \*

Add Details

How 10 entries

Category	Name	Designation	Address Line 1	Address Line 2	City	Pin	District	State	Telephone No	Mobile No	Email	Edit/Delete
Authorised Representative												
Authorised Representative												

Screen 52

e. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Other Information

Countries to Which the Company is Exporting

Firm Profile

Firm Website

Clear All Save & Next

Screen 53

f) Applicant after filling all the details now proceed to **TDS** page.

l) Click **“Yes”** only if applicant want Tax Deduction at Source . Fill all mandatory fields and click on **Add details**

✔ **Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**TDS details**

**Do you want to deduct TDS?**  
 Yes  No

**Please enter following Details.**

TAN Number * [REDACTED]	Base Amount * 11500	GST 2070
Total Amount Payable * 13570	TDS Amount (if any) * 5000	Net Amount Payable * 8570

Remarks for TDS Deduction \*  
Proper remarks should be given

**Add Details**

**Screen 54**

h) Verify the TDS details added into the grid and confirm the **Total Amount Payable** after TDS deduction . (user can click on Edit / Delete to modify the entries)

**Add Details**

Show 10 entries

TAN Number	Base Amount	GST	Total Amount Payable	TDS Amount	Net Amount Payable	Remarks	Edit/Delete
[REDACTED]	11500	2070	13570	5000	8570	[REDACTED]	

Showing 1 to 1 of 1 entries Previous **1** Next

**Save & Next**

**Screen 55**

v) Applicant after filling all the details now proceed to Attach Documents under Attachments Section by uploading the document from Computer folder then clicking on Upload Attachments and finally **Save & Next**.

8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.

Attachment
▲

[Click here to view the Steps to Upload Attachments](#)

**Attachment Type**

Please select ▼

Click or Drag and Drop file to upload

Uploaded Size : 0.05 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Upload Attachments

**Remark**

Character remains are :32

**Uploaded Document List**

Show  entries

Attachment Type	Remark	View/Add More Attachments	Delete
RCMC Supporting Document	██████████	<a href="#" style="color: #3498db;">view</a>	
Others	██████████	<a href="#" style="color: #3498db;">view</a>	

Previous 1 Next

Clear All

Save & Next

Screen 56

**9. Now under the Declaration Section read all the Declaration Lines and Click Save & Next.**

✓  
Basic Details

✓  
RCMC Details

✓  
Attachments

○  
Declaration

○  
Application Summary

✓

**Success Message**

Draft Application Number ██████████ has been successfully saved.

✕

Declaration
▲

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.

2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:

- a. abide by the terms of the registration certificate granted to us on all our exports;
- b. agree to abide by any code of conduct that may be prescribed;
- c. agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- d. Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.

3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.

4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.

5. I/We have updated the IEC profiles in ANF 1.

6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Screen 57

**10. Click Save & Next under Declaration at bottom of the Page.**

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\*  Date\*

**User Details**  
 (Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ:  Designation ⓘ:   
 Email ⓘ:  Mobile ⓘ:   
 Office Address ⓘ:   
 Residential Address ⓘ:

[Clear All](#) [Save & Next](#)

Screen 58

11. System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process** by clicking Sign button.

You have ticked the box as acceptance of declaration/ undertaking details.

Place:  Date:  Name:   
 Designation:  Official Address:  Residential Address:   
 Email:    
 Telephone No. (O):

---

Total amount to be paid : 400.00

[Sign](#)

Screen 59

12. After that click **Payment for RCMC**.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : ██████████ Date : 17/12/2021 Name : ██████████

Designation : ██████████ Official Address : ██████████ Residential Address : ██████████

Email : ██████████ ██████████

Telephone No. (0) : ██████████


Total amount to be paid : 400.00

**Payment For RCMC**

Screen 60

13. Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

**Payment Details**

 Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: ██████████ Applicant Email: ██████████ Applicant Address: ██████████

Application Type: RCMC Service Type: Application for Amendment of Registration-cum Membership Ce Application Number: ARNRCMCAMEND03078177AM22

Service Description	Fees Amount (₹)
Application for Amendment of Registration-cum Membership Certificate	400.0

Screen 61

14. After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID: [REDACTED]      Applicant Name: [REDACTED]      Service Type: Application for Amendment of Registration-cum Membership Certificate

Response: Success

**Screen 62**

15. After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

**BASIC CHEMICALS COSMETICS & DYES EXPORT PROMOTION COUNCIL**

GSTIN: [REDACTED]

Address: [REDACTED]

**Total** 2,14,73,724.47

Invoice Date: 28/04/2022

Invoice No.: [REDACTED]

Reference No.: [REDACTED]

Original Copy

---

Tax Invoice cum Receipt

Applicant Name (Bill To): [REDACTED]

Exporter GSTIN: [REDACTED]

Billing Address: [REDACTED]

Service: Amendment of e-RCMC IEC [REDACTED]

S.No.	Fee Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Miscellaneous fee		2,14,73,724.47	0.00	0.00	0.00	0.00	0.00	0.00	2,14,73,724.47
Total			2,14,73,724.47	-	0.00	-	0.00	-	0.00	2,14,73,724.47

Total Invoice Value (in figure)	2,14,73,724.47
Total Invoice Value (in words)	Two Crore Fourteen Lakhs Seventy Three Thousands Seven Hundred Twenty Four And Paise Forty Seven Only
Reverse Charge (Y/N)	N

**Online Payment Details**

Transaction Id/ Bank Reference Id	[REDACTED]	Total Amount (INR)	2,14,73,724.47	IP	192.168.136.36
Date	2022-04-28 11:03:19	Payment Status	SUCCESS		

**Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.**

This is a system generated Tax Invoice cum Receipt and does not require signature.

3CC4C02000000271

**Screen 63**

## 2.3. Renewal of Registration-cum Membership Certificate.

Only users with RCMC issued earlier shall be able to apply for renewal of the RCMC. RCMC details would be available in system and prepopulated in the form as per the application at the time of issuance/amendment which ever has the latest details. Renewal of the RCMC can be available for only those Certificates which are expired.

Steps to apply for Renewal of RCMC on the DGFT website are as follows.

1. Navigate to **Services > e-RCMC > Renewal of RCMC**. The following screen will be displayed.

Services / e-RCMC

### e-Registration Cum Membership Certificate (RCMC)

**What is e-Registration Cum Membership Certificate (e-RCMC)**

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

**Pre-Requisites for RCMC**

You need an active IEC to apply for RCMC. You need an updated IEC Profile and linked Digital Signature token or Aadhaar e-Signature for submitting the application.

#### Services under e-RCMC

<b>Apply for e-RCMC</b> Click here to apply for Registration-cum Membership Certificate. <a href="#">Explore</a>	<b>Renewal of RCMC</b> Click here to renew an existing RCMC. <a href="#">Explore</a>	<b>Amendment for RCMC</b> Click here to file an amendment request for existing RCMC. <a href="#">Explore</a>	<b>Revocation of Suspension for RCMC</b> Click here to file for revoke suspension request for a suspended RCMC. <a href="#">Explore</a>
<b>Surrender of e-RCMC</b> Click here to file for Surrender request for a RCMC. <a href="#">Explore</a>			

**Feedback**

Screen 64



2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

The screenshot shows the user's dashboard with a table of draft applications. The table has columns for Select, S. No., Application Number, Created On, Created By, Last Updated On, Last Updated By, and Action. One entry is visible with S. No. 1 and a creation date of 16/12/2021 20:22. Below the table are buttons for 'Start Fresh Application' and 'Proceed With Existing Application'.

Screen 65

3. Now Applicant will **select the file to Renewal** from available files and click on **Renewal** button at

The screenshot shows a table of RCMC files. The table has columns for Sl. No., RCMC Number, Issue Date, Issue Authority, Products For Which Registered, Expiry Date, Status, Exporter Type, Validity Period, and Status From EPC. Two entries are visible: one with an issue date of 26/04/2019 and another with an issue date of 16/03/2017. The first entry is selected with a radio button.

bottom of the page.

Screen 66

4. A Dashboard with **username** will be displayed with Basic Details.

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GOVERNMENT OF INDIA - Ministry of Commerce and Industry

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DIRECTORATE GENERAL OF FOREIGN TRADE  
75 Azadi Ka Amrit Mahotsav

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## Dashboard

Last Login 17-Dec-2021 18:19:32

Basic Details RCMC Details Attachments Declaration Application Summary

### Basic Details

IEC Number	PAN Number	Firm Name
Date of Birth / Incorporation	IEC Issuance Date	DGFT RA Office
	12/04/1988	RA MUMBAI
Nature of concern/Firm	Category of Exporters	CIN / LLPIN

Screen 67

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

### Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products, Engineering Products, Plastic Product

Export List: Chemicals And Allied Products, Plastic Products, Textile, Readymade

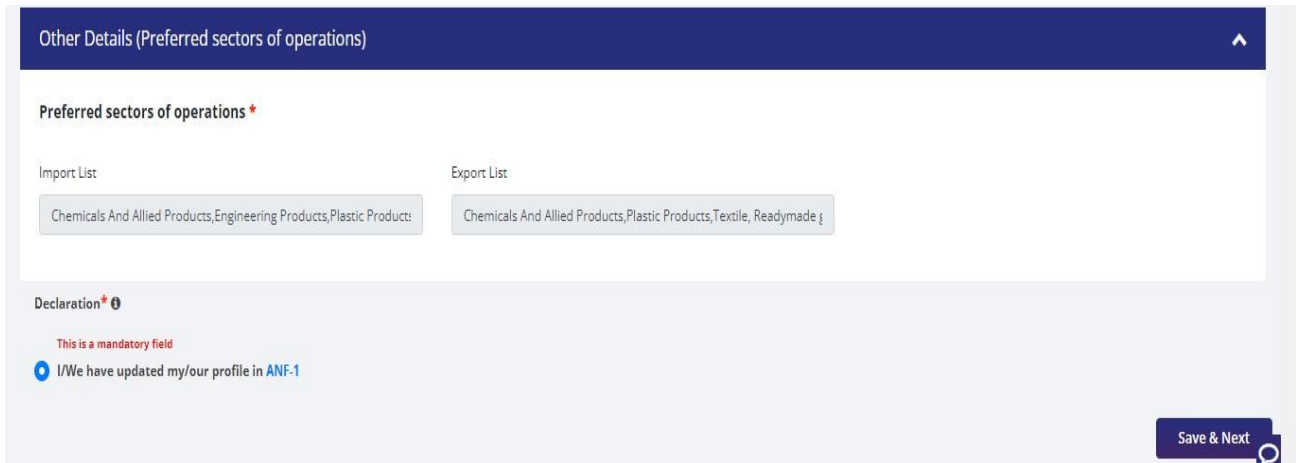
Declaration \*

I/We have updated my/our profile in ANF-1

Save & Next

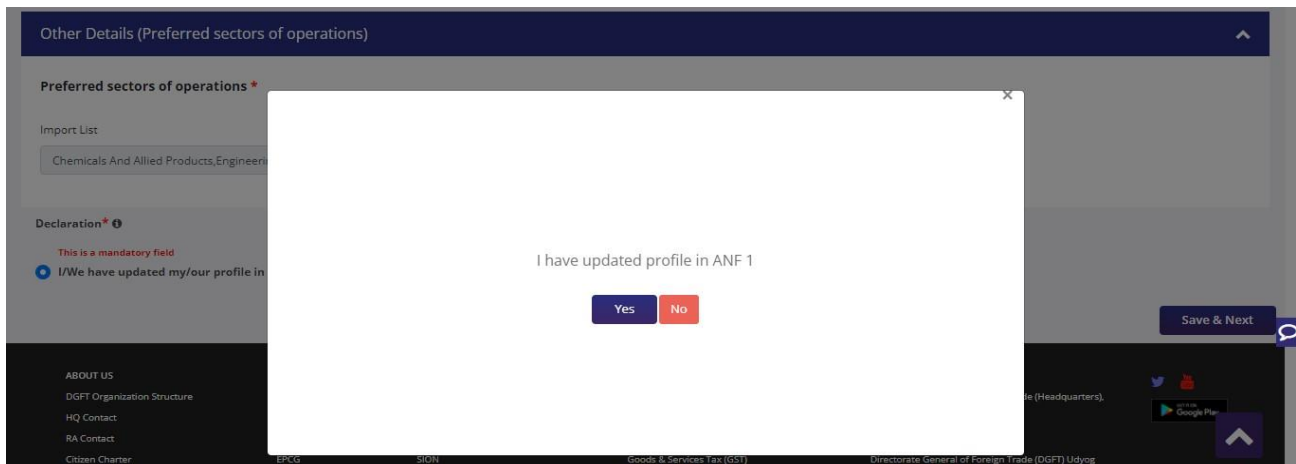
Screen 68

6. Click on **Radio Button** then click **Yes** to make sure you have uploaded the profile and **Save & Next**.



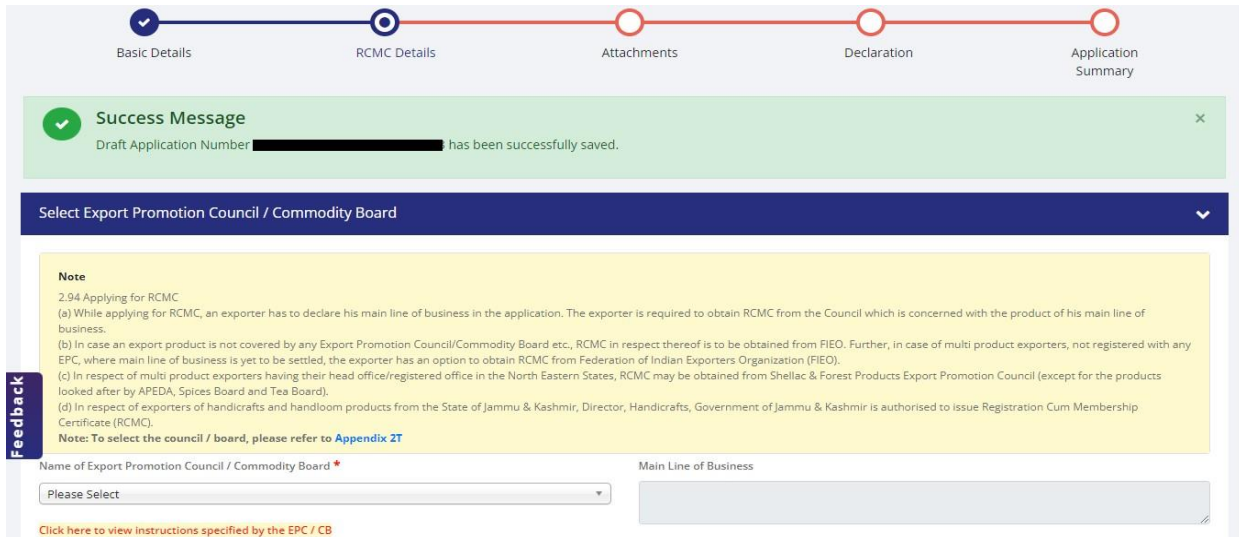
Screen 69

7.) Click on Radio Button then click Yes to make sure you have updated the profile and Save & Next

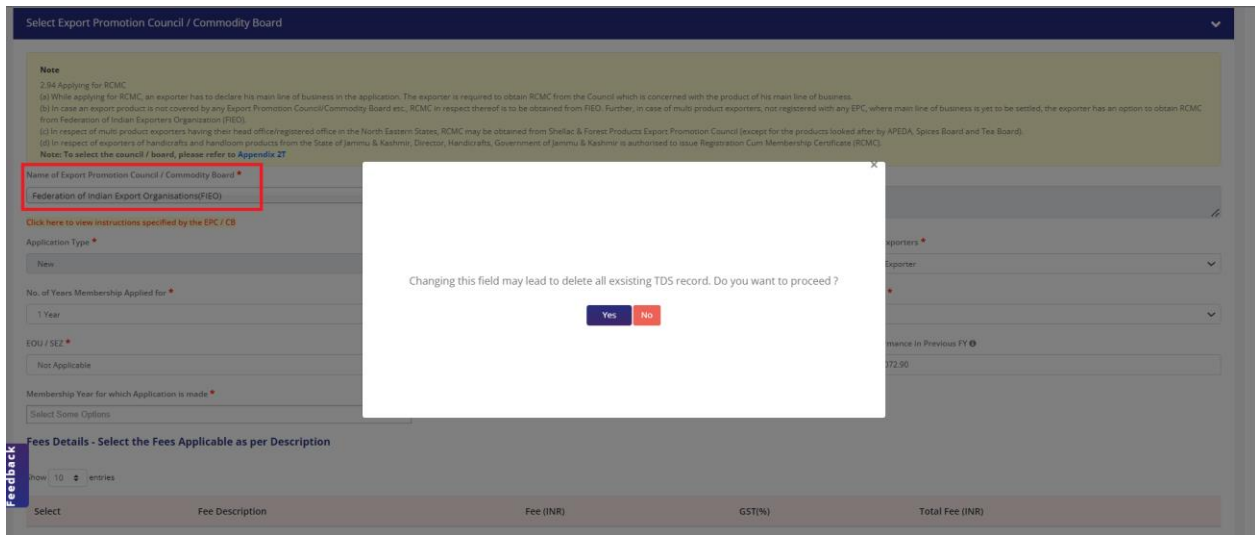


Screen 70

- 7) Now under **RCMC Details** section Applicant would
  - a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details**.



Screen 71



Screen 72

- Choose Yes - clear all previously added TDS records in the application
- Choose No – previously added TDS record will not be cleared

### Fill all Mandatory fields

Name of Export Promotion Council / Commodity Board \*

Main Line of Business

Application Type \*

Statusholder \*

Category of Exporters \*

No. of Years Membership Applied for \*

Financial Year for which Membership is applied for \*

MSME Status \*

EOU / SEZ \*

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

Export Performance in Previous FY

Membership Year for which Application is made \*

**Screen73**

b. Now Select **Fee Details** as Per Description and in case any **Fee is paid to EPC/CB outside this Portal**. You Can Specify this by selecting **“Yes” Radio Button** and filling out the mandatory details in this section.

**Fees Details - Select the Fees Applicable as per Description**

Show  entries

Select	Fee Description	Fee (INR)	GST(%)	Total Fee (INR)
<input checked="" type="checkbox"/>	New Membership - Export Oriented Unit (100% EOU) for Two Years	19750	18	23305

Previous  Next

Please select yes in case you have already paid the fees to EPC / CB outside this portal?

Yes  No

**Screen 74**

i. if **“Yes”** is selected then enter the following Mandatory Details and click on **Add** to save the details.

**Already Paid Fees Details**

Payment Date \*  Payment Amount (INR) \*  UTR / RTGS / DD / Cheque Reference Number \*

Bank Name \*

Show  entries

Payment Date	Payment Amount (INR)	UTR / RTGS / DD / Cheque Reference Number	Bank Name	Edit/Delete
14/04/2022	2365	[REDACTED]	[REDACTED]	

**Screen 75**

**ii. Select office for Submission of Application and Branch for Applying RCMC**

- cii. Select “Yes ” if Branch address need to be printed in RCMC Certificate -Annexure -1**
- ciii. Select Branch for applying RCMC**

Select Office for Submission of Application \*

Address of Selected Office

Main Line of Business of Applicant

Whether you want to print the Branch address as Annexure-1 to RCMC Certificate  
 Yes  No

Multiple branches selected by exporter to be printed in Annexure-1 of RCMC certificate

Select Your Branch for Applying for RCMC \*

GSTIN of Branch \*   
 Please ensure that the given address is registered with GST Council.

Address of Selected Branch

Is the Applicant a SEZ Unit?

Description of goods/ services for which registered \*

**Screen 76**

c) Select **Product Group / Panel**

- i. Choose Category & Sub category of Product / Group (if required)
- ii. Click on Add Details

**Screen 77**

Added details will be visible in the grid.

**Screen 78**

- d. Select **Details of Certifications** and update other Certification Details (if applicable).

**Screen 79**

h. Select **Export Products / Services**

ii) Choose **Exporter type** :

Export Type :\*

**Export product(s)**     **Rendering service(s)**

i. Select **ITC(HS) code** and provide **Description** of the product to be exported / services to be rendered

ITC(HS) Code/Service Code\*      Description of the product to be exported/services to be rendered

Select an Option     

**Add**

- Click **Add** button to save the details. (can add multiple entries here. )
- ITC(HS) code with Description will be added to the table

Export Type :\*

Export product(s)     Rendering service(s)

ITC(HS) Code/Service Code\*      Description of the product to be exported/services to be rendered

Select an Option     

**Add**

[Add Manually](#)    **Bulk Upload**    [Download Sample Excel](#)

**Upload**

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only xls,xlsx formats are allowed.

**Important Note:**

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

Show 10 entries

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)		61123920,Of artificial fibres	g	<a href="#">Edit</a> / <a href="#">Delete</a>
Rendering service(s)	Healthcare services including services by nurses, physiotherapist and paramedical personnel	93123,Dental services	test	<a href="#">Edit</a> / <a href="#">Delete</a>

Previous **1** Next

**Screen 80**



vi) Use **Bulk upload** functionality to upload Bulk data

i) Click **Download Sample document**.

Export Type :\*

Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code\*

Select an Option

Description of the product to be exported/services to be rendered

Add

Add Manually **Bulk Upload** **Download Sample Excel**

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only xls,xmils formats are allowed.

Upload

Important Note:

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

Show 10 entries

Screen 81

	A	B	C	D
1	Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered
2	Export product		23	
3	Export product		24	
4	Export product		25	
5	Export product		26	
6	Export product		27	
7	Export product		28	
8	Export product		29	
9	Export product		30	
10	Export product		31	
11	Export product		32	
12	Export product		33	
13				
14				

Screen82

vii) ii) Input all the data properly and save the file .

Click on **Bulk Upload** → Choose file to upload → upload

Export Type :\*

Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code\*

Select an Option

Add Manually **Bulk Upload** Download Sample Excel

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only xls,xmils formats are allowed.

Upload

Show 10 entries

Screen 83

**On successful uploading all data will be added to the table**

[Add Manually](#)
[Bulk Upload](#)
[Download Sample Excel](#)

**Add Attachment**

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only xls,xlsx formats are allowed.

**Important Note:**

1. In case of bulk upload of data, exporter may use the excel utility to upload the same.
2. Always download the latest excel utility from here for using.

Upload

Show 10 entries

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)		52122300,Weighing more than 200 g/m2:- Dyed	██████████	<a href="#">Edit</a> / <a href="#">Delete</a>
Export product(s)		32041223,Acid Greens (non-azo):-: Acid Green 28 (Carbolan Brill Green 5G)	██████████	<a href="#">Edit</a> / <a href="#">Delete</a>
Export product(s)		38099120,Textile assistants desizing agents	██████████	<a href="#">Edit</a> / <a href="#">Delete</a>

Previous 1 Next

**Screen 84**

d. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council

**Note**

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category \*

Name \*

Designation \*

Address Line 1 \*

Address Line 2 \*

City \*

Pin \*

District \*

State \*

Telephone No. \*

Mobile \*

Email \*

**Add Details**

Show 10 entries

Category	Name	Designation	Address Line 1	Address Line 2	City	Pin	District	State	Telephone No	Mobile No	Email	Edit/Delete
Authorised Representative	████	████	████	████	████	████	████	████	████	████	████	<a href="#">Edit</a> / <a href="#">Delete</a>
Authorised Representative	████	████	████	████	████	████	████	████	████	████	████	<a href="#">Edit</a> / <a href="#">Delete</a>

**Screen 85**

e. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

**Other Information**

Countries to Which the Company is Exporting

Firm Profile

Firm Website

Clear All Save & Next

Screen 86

g) Applicant after filling all the details now proceed to **TDS** page.

l) Click **“Yes”** only if applicant want Tax Deduction at Source . Fill all mandatory fields and click on **Add details**

Success Message  
Draft Application Number: [redacted] has been successfully saved.

**TDS details**

Do you want to deduct TDS?  
 Yes  No

Please enter following Details.

TAN Number *	Base Amount *	GST
[redacted]	11500	2070
Total Amount Payable *	TDS Amount (if any) *	Net Amount Payable *
13570	5000	8570

Remarks for TDS Deduction \*

Proper remarks should be given



Add Details

Screen 87

- i) Verify the TDS details added into the grid and confirm the **Total Amount Payable** after TDS deduction . (user can click on Edit / Delete to modify the entries)

**Add Details**

Show 10 entries

TAN Number	Base Amount	GST	Total Amount Payable	TDS Amount	Net Amount Payable	Remarks	Edit/Delete
[REDACTED]	11500	2070	13570	5000	8570	[REDACTED]	 

Showing 1 to 1 of 1 entries Previous **1** Next

**Save & Next**

**Screen 88**

- viii) Applicant after filling all the details now proceed to Attach Documents under Attachments Section by uploading the document from Computer folder then clicking on Upload Attachments and finally Save & Next.

d. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category \*  Name \*  Designation \*





Address Line 1 \*  Address Line 2 \*  City \*

Pin \*  District \*  State \*

Telephone No. \*  Mobile \*  Email \*

**Add Details**

Show 10 entries

Category	Name	Designation	Address Line 1	Address Line 2	City	Pin	District	State	Telephone No	Mobile No	Email	Edit/Delete
Authorised Representative	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	 
Authorised Representative	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	 

**Screen 89**

e. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Screen 90

8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.

Attachment Type	Remark	View/Add More Attachments	Delete
RCMC Supporting Document	[Redacted]	<a href="#">view</a>	
Others	[Redacted]	<a href="#">view</a>	

Screen 91

9. Now under the **Declaration Section** read all the **Declaration Lines** and **Click Save & Next**.

Basic Details RCMC Details Attachments Declaration Application Summary

**Success Message**  
Draft Application Number [redacted] has been successfully saved.

**Declaration**

- I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
  - abide by the terms of the registration certificate granted to us on all our exports;
  - agree to abide by any code of conduct that may be prescribed;
  - agree to abide by export floor price condition that may be stipulated by the Registering Authority;
  - Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
- I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
- I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
- I/We have updated the IEC profiles in ANF 1.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Screen 92

10. Click **Save & Next** under **Declaration** at bottom of the Page.

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\*  Date\*

**User Details**  
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name  Designation   
 Email  Mobile   
 Office Address   
 Residential Address

Screen 93

11. System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process** by clicking Sign button.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : ██████████ Date : 17/12/2021 Name : ██████████  
Designation : ██████████ Official Address : ██████████ Residential Address : ██████████  
Email : ██████████ ██████████  
Telephone No. (O) : ██████████

---

Total amount to be paid : 400.00

**Sign**

**Screen 94**

**12. After that click **Payment for RCMC.****

You have ticked the box as acceptance of declaration/ undertaking details.

Place : ██████████ Date : 17/12/2021 Name : ██████████  
Designation : ██████████ Official Address : ██████████ Residential Address : ██████████  
Email : ██████████ ██████████  
Telephone No. (O) : ██████████

---


Total amount to be paid : 400.00

**Payment For RCMC**

**Screen 95**

**13. Applicant would be directed to the **Payment gateway** for the payment then click **Submit.****

**Payment Details**

 Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: [Redacted] Applicant Email: [Redacted] Applicant Address: [Redacted]

Application Type: RCMC Service Type: Application for Renewal of Registration-cum Membership Certifi Application Number: ARNRCMCRENEW03077945AM22

Service Description	Fees Amount (₹)
Application for Renewal of Registration-cum Membership Certificate	400.0

Screen 96

14. After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID: [Redacted] Applicant Name: [Redacted] Service Type: Application for Renewal of Registration-cum Membership Certificate

Response: Success

**Submit**

Screen 97



**15. After Successful Payment Applicant will be receiving a e-Payment receipt.**

<b>BASIC CHEMICALS COSMETICS &amp; DYES EXPORT PROMOTION COUNCIL</b> GSTIN [REDACTED] Address [REDACTED]		Total Invoice Date: 28/04/2022 Invoice No. [REDACTED] Reference No. [REDACTED]		6,33,61,204.72 Original Copy						
<b>Tax Invoice cum Receipt</b>										
Applicant Name (Bill To): [REDACTED]		Billing Address: [REDACTED]		Service: Renewal of e-RCMC						
Exporter GSTIN: [REDACTED]				IEC: [REDACTED]						
S.No.	Fee Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Manufacturer Exporter / Merchant Exporter (FY 2020-21 FOB Exports in Rs. 0 - 10 Lacs)	999599	6,500.00	9.00	585.00	9.00	585.00	0.00	0.00	7,670.00
2	FTVFTTYTV	HVVGHVH65566	5,65,65,656.00	6.00	33,93,939.36	6.00	33,93,939.36	0.00	0.00	6,33,53,534.72
Total				-	33,94,524.36	-	33,94,524.36	-	0.00	6,33,61,204.72
Total Invoice Value (in figure)				6,33,61,204.72						
Total Invoice Value (in words)				Six Crore Thirty Three Lakhs Sixty One Thousands Two Hundred Four And Paise Seventy Two Only						
Reverse Charge (Y/N)				N						
<b>Online Payment Details</b>										
Transaction Id/ Bank Reference Id		[REDACTED]	Total Amount (INR)		6,33,61,204.72		IP	192.168.136.36		
Date		2022-04-28 11:37:33		Payment Status		SUCCESS				
<b>Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.</b>										
This is a system generated Tax Invoice cum Receipt, and does not require signature.										
accrc0200300271										

Screen 98

### 3. Surrender of Registration-cum Membership Certificate.

An active RCMC holder can surrender the Issued RCMC . Application details previously filled

at the time of issuance of RCMC, would be available in system and pre-populated in the form

Surrender of the RCMC can be available for those Certificates which are active or expired

#### 1.) Navigate to Services > e-RCMC > Surrender of RCMC.

Services / e-RCMC

**e-Registration Cum Membership Certificate (RCMC)**

**What is e-Registration Cum Membership Certificate (e-RCMC)**  
 Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

**Pre-Requisites for RCMC**  
 You need an active IEC to apply for RCMC. You need an updated IEC Profile and linked Digital Signature token or Aadhaar e-Signature for submitting the application.

**Services under e-RCMC**

- Apply for e-RCMC**  
Click here to apply for Registration-cum Membership Certificate. [Explore](#)
- Renewal of RCMC**  
Click here to renew an existing RCMC. [Explore](#)
- Amendment for RCMC**  
Click here to file an amendment request for existing RCMC. [Explore](#)
- Revocation of Suspension for RCMC**  
Click here to file to revoke suspension request for a suspended RCMC. [Explore](#)
- Surrender of e-RCMC**  
Click here to file for Surrender request for a RCMC. [Explore](#)

[Back](#)

Screen 99

#### 2.) Click on Start Fresh Application or else to continue with Draft Application select and click on Proceed with Existing Application.

Home / Services / e-RCMC

**Surrender of e-RCMC**  
 Last Login 18-Jul-2023 10:47:06 | Password Expires on 25-Sep-2022

**Draft Application | Surrender of e-RCMC**

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	76382AM24	13/07/2023 17:06		13/07/2023 17:07		<a href="#">Action</a>

Showing 1 to 1 of 1 entries Previous **1** Next

[Start Fresh Application](#) [Proceed With Existing Application](#)

Screen 100

- 3.) Now Applicant will select the RCMC to be surrendered from available list and click on surrender button at bottom of the page

Surrender of e-RCMC  
Last Login 18-Jul-2023 10:47:06 | Password Expires on 25-Sep-2022

RCMC Details

Show 2 entries

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
<input type="radio"/>	[REDACTED] 20	03/01/2019	[REDACTED]	[REDACTED]	31/03/2022	Expired	Others	1183	Y
<input type="radio"/>	[REDACTED]	25/11/1996	[REDACTED]	[REDACTED]	31/12/2025	Active	Manufacturer Exporter	10628	Y

Showing 1 to 2 of 20 entries

Previous 1 2 3 4 5 ... 10 Next

**Surrender**

Screen 101

- i) A Dash board with IEC Details and RCMC Details will be displayed.

Home / Services / e-RCMC  
Surrender of e-RCMC  
Last Login 18-Jul-2023 10:47:06 | Password Expires on 25-Sep-2022

RCMC Details Declaration Application Summary

IEC Details

IEC [REDACTED] Firm Name [REDACTED]

RCMC Details

RCMC Number [REDACTED]	Issue Date 03/01/2019	Issue Authority [REDACTED]
Products For Which Registered [REDACTED] OTHERS	Expiry Date 31/03/2022	Status EXPIRED
Exporter Type Others	Validity Period 1183	Status From EPC Y

Ask VAHEI

Screen 102

- I) Select **Office for Submission of Application** & Provide **Reason for Surrender**
- II) Choose attachment type and upload supporting documents if required.
- III) Click on **Save and Next** after filling all mandatory details

The screenshot shows a web form with the following sections:

- Select Office for Submission of Application \***: A dropdown menu with 'Select' as the current selection.
- Reason for Surrender \***: A text area with the placeholder 'Enter Remarks'.
- Attachment Details**: A section containing:
  - Attachment Type**: A dropdown menu with 'Please select'.
  - Remark**: A text input field.
  - Uploaded Document List**: A table with columns 'Attachment Type', 'Remark', 'View/Add More Attachments', and 'Delete'. The table is currently empty with the message 'No data available in table'.
  - Upload Attachments**: A button to upload files.

A 'Save & Next' button is located in the bottom right corner of the form.

Screen 103

4.) Now under the **Declaration Section** read all the **Declaration Lines** and Click **Save &Next**.

The screenshot shows the 'Declaration' section of the application process. At the top, a progress bar indicates the following steps: Basic Details (checked), RCMC Details (checked), Attachments (checked), Declaration (active), and Application Summary (pending). Below the progress bar, a green success message states: 'Draft Application Number [redacted] has been successfully saved.' The main content area contains the following declaration text:

- I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
  - abide by the terms of the registration certificate granted to us on all our exports;
  - agree to abide by any code of conduct that may be prescribed;
  - agree to abide by export floor price condition that may be stipulated by the Registering Authority;
  - Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
- I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
- I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
- I/We have updated the IEC profiles in ANF 1.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Screen 104

5.) Click **Save & Next** under **Declaration** at bottom of the Page.

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place* [Redacted]	Date* 17/12/2021
----------------------	---------------------

### User Details

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ : [Redacted]	Designation ⓘ : [Redacted]
Email ⓘ : [Redacted]	Mobile ⓘ : [Redacted]
Office Address ⓘ : [Redacted]	
Residential Address ⓘ : [Redacted]	

Clear All **Save & Next**

Screen 105

6.) System would show the filled application along with documents uploaded under **Application Summary**.

Home / Services / e-RCMC

### Surrender of e-RCMC

Last Login 16-Jun-2023 10:43:04 | Password Expires on 25-Sep-2022

RCMC Details     Declaration     Application Summary

✓ **Success Message**  
Draft Application Number [Redacted] E24M24 has been successfully saved. X

**IEC Details**

IEC [Redacted]	Firm Name [Redacted]
----------------	----------------------

**RCMC Details**

RCMC Number [Redacted]	Issue Date 03/01/2019	Issue Authority [Redacted]
Products For Which Registered [Redacted]	Expiry Date 31/03/2022	Status EXPIRED
Exporter Type Others	Validity Period 1103	Status From EPC Y
Select Office for Submission of Application [Redacted]		
Reason for Surrender [Redacted]		

**Attachment Details**

Attachment Type	Remark	Attachment Name
-----------------	--------	-----------------

Screen 106

### 7.) Applicant would go ahead with the signing process by clicking Sign button.

Attachment Type	Remark	Attachment Name
Declaration Details		
<p>1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export &amp; Import Items, as amended from time to time.</p> <p>2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:</p> <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 15th day of the months following the quarter.</li></ul> <p>3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.</p> <p>4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.</p> <p>5. I/We have updated the IEC profiles in ANF 1.</p> <p>6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.</p> <p>7. I/We declare that the given address is registered with GST council.</p> <p><input checked="" type="checkbox"/> You have ticked the box as acceptance of declaration/ undertaking details.</p> <p>Place : _____ Date : 18/07/2023 Name : _____ Designation : Partner Telephone No. (O) : _____ Residential Address : _____ Email : _____</p>		

Feedback

**Sign**

Screen 107

### 8.) After successful signing Click on Submit

Declaration Details		
<p>1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export &amp; Import Items, as amended from time to time.</p> <p>2. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:</p> <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 15th day of the months following the quarter.</li></ul> <p>3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.</p> <p>4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.</p> <p>5. I/We have updated the IEC profiles in ANF 1.</p> <p>6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.</p> <p>7. I/We declare that the given address is registered with GST council.</p> <p><input checked="" type="checkbox"/> You have ticked the box as acceptance of declaration/ undertaking details.</p> <p>Place : _____ Date : 18/07/2023 Name : _____ Designation : Partner Telephone No. (O) : _____ Residential Address : _____ Email : _____</p>		

**Submit**

Screen 108

### 9.) After signing click on submit button for submission of application

Screen 99

## 4. View and Track Submitted e-RCMC Applications.

1. Applicant can view his / her **Submitted Application** from **Track Application Status**.
2. Navigate to **My Dashboard > Submitted Applications**.

The screenshot shows the 'Track Application Status' form. At the top, there is a header with the Government of India logo and the text 'GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY'. Below this is a navigation bar with the DGFT logo and the text 'DIRECTORATE GENERAL OF FOREIGN TRADE'. The main form area has a title 'Track Application Status' and a search icon. The form contains several fields: 'Type of scheme \*' (Please Select), 'Type of sub scheme \*' (Please Select), 'Status' (Please Select), 'From Date' (17/09/2021), 'To Date' (17/12/2021), 'File Number', 'Application Number', 'RA Office' (Please Select), and 'Branch code' (Please Select). At the bottom right, there are two buttons: 'Clear All' and 'Search Q'.

Screen 109

### 3. Select **Type of scheme** as RCMC

- a. **Type of sub scheme** as Application for Issuance of Registration-cum Membership Certificate. and click on **Search**.

This screenshot shows the same 'Track Application Status' form as in the previous image, but with the 'Type of scheme' dropdown menu set to 'RCMC' and the 'Type of sub scheme' dropdown menu set to 'Application for Issuance of Registration-cum Members'. The other fields and buttons remain the same.

**Screen 110**

**Showing result for :** Application process -> RCMC Application Sub process -> Application for Issuance of Registration-cum Membership Certificate  
 From Date - 17/09/2021 To Date - 17/12/2021

Search:

Sl.No. ↑↓	Application Number	File Number	File Date ↑↓	Entity Name	Branch ↑↓	Action ↑↓
1	ARNRCMCAPPLY03077911AM22	RCMCAPPLYCHEMEXCIL00251426AM22	16/12/2021	RELIANCE INDUSTRIES LIMITED		Action ▾

**Screen 111**

b. **Type of sub scheme** as Application for Amendment of Registration-cum Membership Certificate. and click on **Search**.

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Track Application Status ▲

Type of scheme * <input type="text" value="RCMC"/>	Type of sub scheme * <input type="text" value="Application for Amendment of Registration-cum Meml"/>	Status <input type="text" value="Please Select"/>
From Date <input type="text" value="17/09/2021"/>	To Date <input type="text" value="17/12/2021"/>	File Number <input type="text"/>
RA Office <input type="text" value="Please Select"/>	Branch code <input type="text" value="Please Select"/>	Application Number <input type="text"/>

**Screen112**



**Showing result for :** Application process -> RCMC Application Sub process -> Application for Amendment of Registration-cum Membership Certificate From Date - 17/09/2021 To Date - 17/12/2021

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCAMEND03078177AM22	RCMCAMENDCHEMEXCIL00251446AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

**Screen 113**

**C. Type of sub scheme as Application for Renewal of Registration-cum Membership Certificate and click on Search.**

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Track Application Status ^

Type of scheme \*

Type of sub scheme \*

Status

From Date

To Date

File Number

Application Number

RA Office

Branch code

**Screen 114**

DGFT Public

Page 65 of 68

Track Application Status

Type of scheme \*  
Please Select

Type of sub scheme \*  
Please Select

Status  
Please Select

From Date  
To Date  
File Number  
Application Number

RA Office  
Please Select

Branch code  
Please Select

Clear All Search

Showing result for : Application process -> Registration-cum Membership Certificate (RCMC) Application Sub process -> Renewal of e-RCMC File Number - RCMCRENEWCHEMEXCI00011562AM24

Search:

SLNo.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCRENEW00376249AM24	RCMCRENEWCHEMEXCI00011562AM24	18/07/2023	A C BROTHERS		BASIC CHEMICALS COSMETICALS & DYES EXPORT PROMOTION COUNCIL	Action

File Status Under Automatic Process

Screen115

## 4. View Submitted e-RCMC Details in IEC Profile

### 1. on the Home Page navigate to Manage Profile

Home

Dashboard

Last Login 20-Dec-2021 10:59:26

For Your Action Notifications

Update/Modify IEC My IEC Manage Profile

Frequently Accessed Links

Advanced Authorisation MEIS IEC

EPCG SEIS Search Norms

Valid  
IEC Status

IE CODE

0  
Value of Scripts Applied

0  
Value of Scripts Approved

N  
DEL Status

0134  
Authorisations Issued

Screen 116

### 2. After clicking on Manage Profile a Dashboard with username along with all the details will be appeared.

Home

Dashboard

Last Login 20-Dec-2021 15:53:06

IEC Details RCMC Industrial Registration Status Holder Details Export Details Risk Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
12/04/1988	Valid	N
IEC Issuance Date	IEC Status	DEL Status
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
MUMIECPAMEND00100372AM22	19/09/2021	RA MUMBAI

Screen 117

### 3. Click on RCMC to view the e-RCMC details in the IEC profile

- a. User can Copy the e-RCMC details by clicking on Copy button

- b. User can get e-RCMC details in **Excel sheet** by clicking on **Excel button**. C. User can get e-RCMC details in **CSV format** by clicking on **CSV button**.
- d. User can **Print** e-RCMC details by clicking on **Print button**.

The screenshot shows the e-RCMC Customer Portal interface. At the top, there is a navigation menu with several tabs: IEC Details, RCMC (highlighted with a red box), Industrial Registration, Status Holder Details, Export Details, Flag Details, Authorisation/Scripts Issued, IEC Lifecycle Summary, and Authorized Economic Operator (AEO) Details. Below the navigation menu, there are two dropdown menus: 'IEC Details' and 'RCMC'. The main content area displays a table of RCMC entries. Above the table, there are buttons for 'PDF' and 'Excel', and an 'ADD' button. The table has the following columns: Sl. No., RCMC Number, Issue Date, Issue Authority, Products For Which Registered, Expiry Date, Status, Source, Exporter Type, Validity Period, Validated by EPC / CB, and Edit / Delete. There are two entries in the table, both with 'Expired' status. The first entry has an RCMC Number of 127 and is validated by EPC / CB. The second entry has an RCMC Number of 492 and is also validated by EPC / CB. At the bottom of the table, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	492	Y	-

Screen 118