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

Contents

Document Revision list:

Name	Revision Version	Date	Revision description
RCMC	3.0	Aug-2023	1. The **Category of Exporters** field under RCMC Details has been made modifiable. 2. Under RCMC Details section , **Membership year for which application is made** is newly added to provide the years for which RCMC is applied. 3. Provided an option under RCMC Details tab to **print Branch address as Annexure-1 to RCMC Certificate.** (if required) 4. New section titled **Details of Certifications** under RCMC Details to input firm's Other certifications. 5. **Bulk upload** functionality is added under RCMC Details tab to upload bulk data of Export product(s)/ Service(s) 6. **TDS** section is included in all RCMC applications

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.
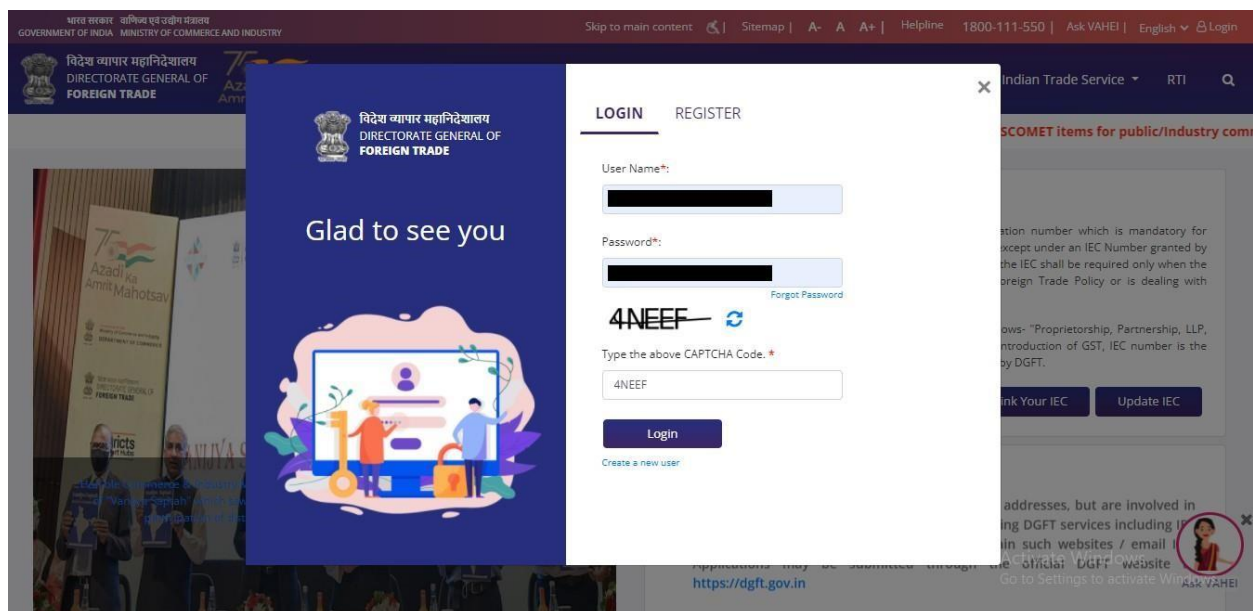
Screen 1

    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.

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 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.

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.
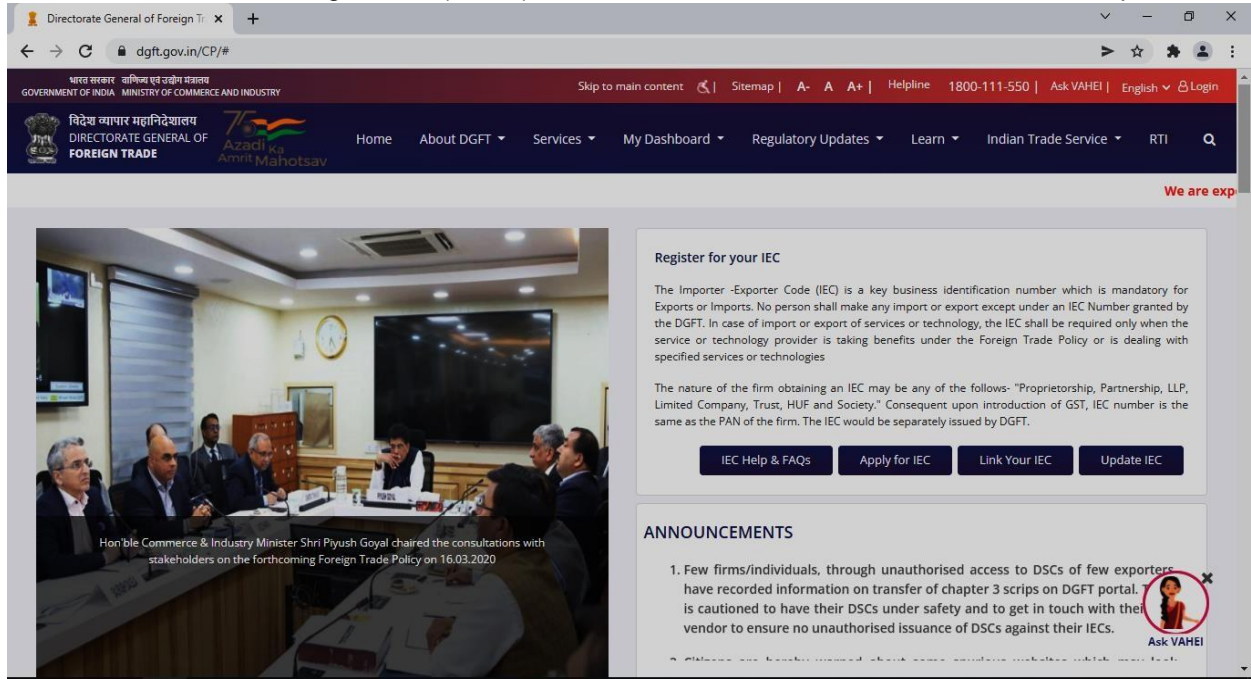
Screen 3

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

3) Enter the Username, Password and CAPTCHA Code and click on **Login.**
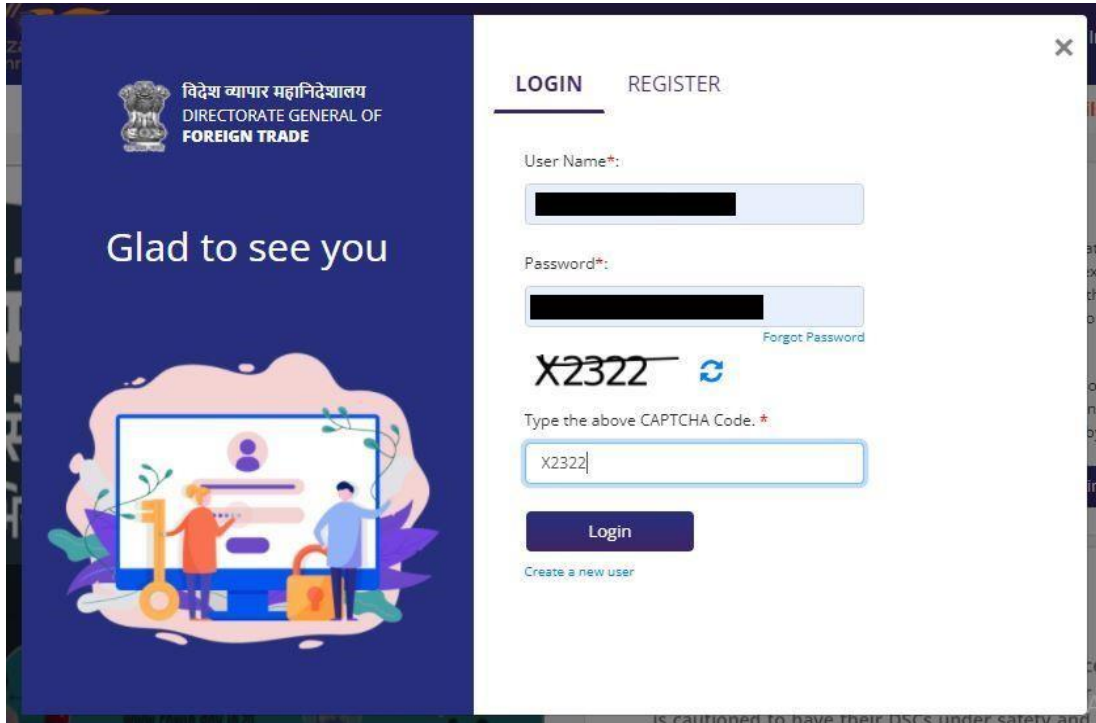
Screen 4

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

5) The following screen will be displayed.

Screen 5

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.

Screen 7

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

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**.

- **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 *	Statusholder *	Category of Exporters *
New	1-Star	Merchant Exporter

No. of Years Membership Applied for *	Financial Year for which Membership is applied for *	MSME Status *
1 Year	Current Financial Year	Micro

EOU / SEZ *	Annual Turnover of the Firm (Previous FY in INR) *	Export Performance in Previous FY 🛈
EOU	2315623	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 *	Statusholder *	Category of Exporters *
New	Not Applicable	Service Provider

No. of Years Membership Applied for *	Financial Year for which Membership is applied for *	MSME Status *
2 Years	Current Financial Year	Micro

EOU / SEZ *	Annual Turnover of the Firm (Previous FY in INR) *	Export Performance in Previous FY 🛈
EOU	1124	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)
☑	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 *
DD/MM/YYYY

Payment Amount (INR) *

UTR / RTGS / DD / Cheque Reference Number *

Bank Name *
Please Select

Cancel   Add

Show 10 entries

Payment Date	Payment Amount (INR)	UTR / RTGS / DD / Cheque Reference Number	Bank Name	Edit/Delete
14/04/2022	2365	███████	████████████	✏/🗑

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 ℹ

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

Address of Selected Branch

Is the Applicant a SEZ Unit?
NO

Description of goods/ services for which registered * ℹ

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.

Screen 17

d) Select **Details of Certifications**

I). 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*

Select an Option ▼

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

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*

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 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 .**

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

Screen 20

On successful uploading all data will be added to the table

Screen 21

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

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.

I) 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 T**otal 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

Please select   ⏷   [   ]

                                                         Character remains are :32

📤 Click or Drag and Drop file to upload   **Uploaded Document List**

                                                         Show 10 ⏷ entries

Attachment Type	Remark	View/Add More Attachments	Delete
RCMC Supporting Document	▇▇▇	view	🗑
Others	▇▇▇	view	🗑

Uploaded Size : 0.05 MB

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

                                                                              Previous **1** Next

Upload Attachments

                                                         [Clear All]   **Save & Next**

Screen 26

14.) Now under the **Declaration section** read all the **Declaration Lines**.
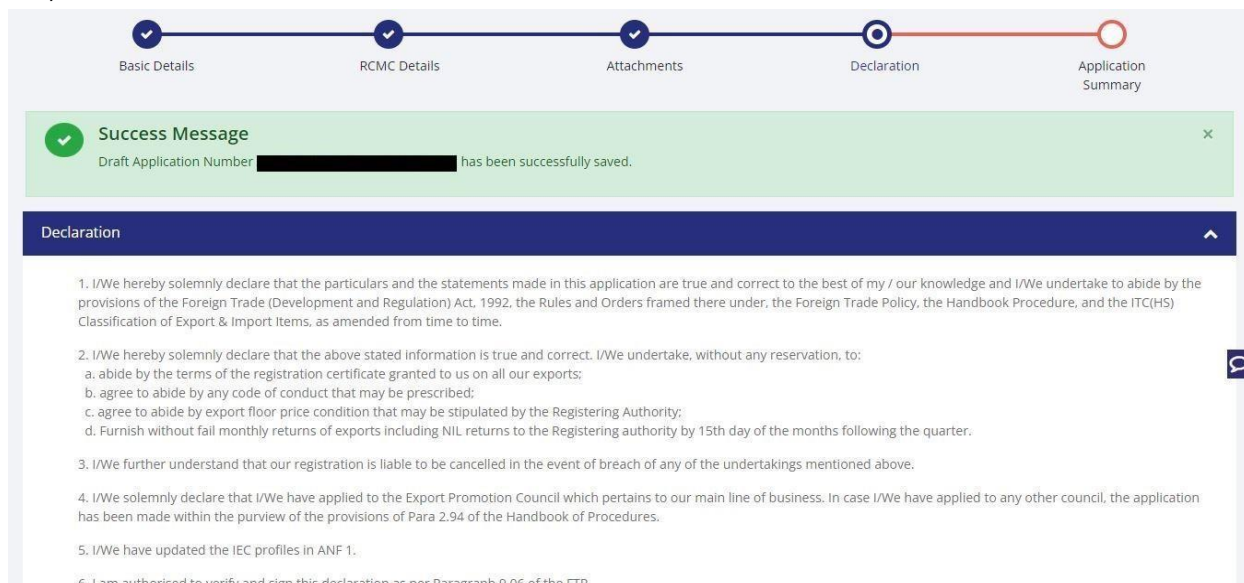
Screen 27

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.

Screen 29

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

Screen 30

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

Screen 31

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

Screen 32

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

				CGST		SGST		IGST			
S.No.	Fee Description	HSN / SAC Code	Amount	Rate	Amount	Rate	Amount	Rate	Amount	Total
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

Original Copy

Federation of Indian Export Organisations
GSTIN
Address

Total   20,940.00
Invoice Date   27/04/2022
Invoice No.
Reference No.

Proforma Tax Invoice cum Receipt

Applicant Name (Bill To)   Billing Address   Service
                                                      Issuance of e-RCMC
Exporter GSTIN   IEC

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		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.

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	Renewal of RCMC	Amendment for RCMC	Revocation of Suspension for RCMC
Click here to apply for Registration-cum Membership Certificate.	Click here to renew an existing RCMC.	Click here to file an amendment request for existing RCMC.	Click here to file for revoke suspension request for a suspended RCMC.
Explore	Explore	Explore	Explore

Surrender of e-RCMC
Click here to file for Surrender request for a RCMC.
Explore

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
GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

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Home

▬▬▬ 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 ↑↓
○	1	▬▬▬▬	17/12/2021 16:18	▬▬▬▬	17/12/2021 16:18	▬▬▬▬	Action ▾

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.
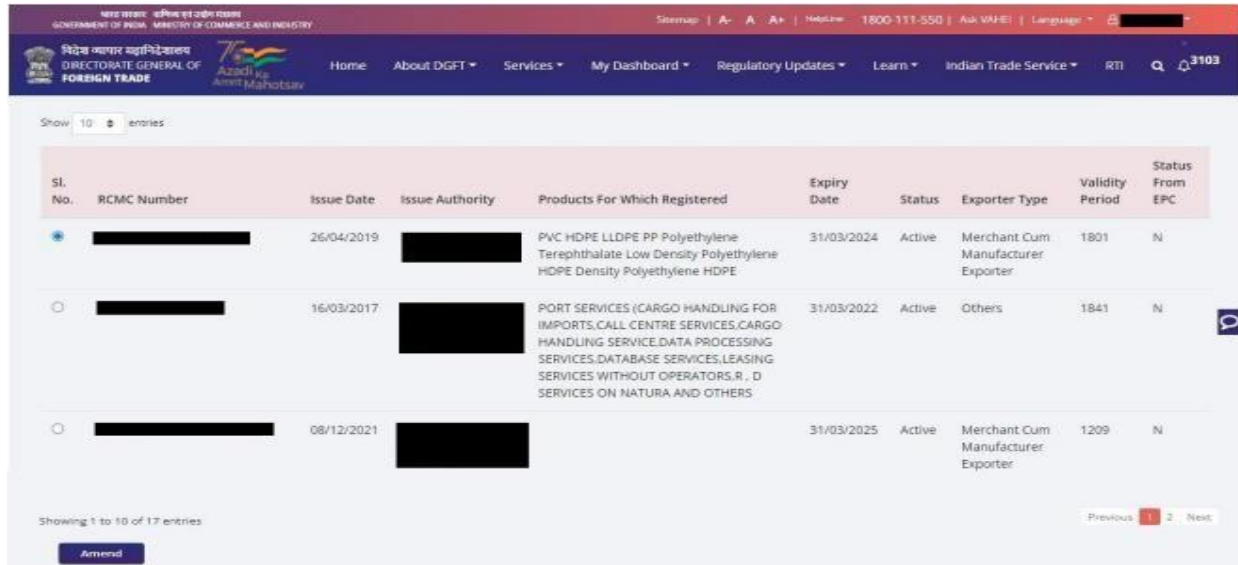
Screen 36

4. A Dashboard with **username** with Basic Details will be displayed.
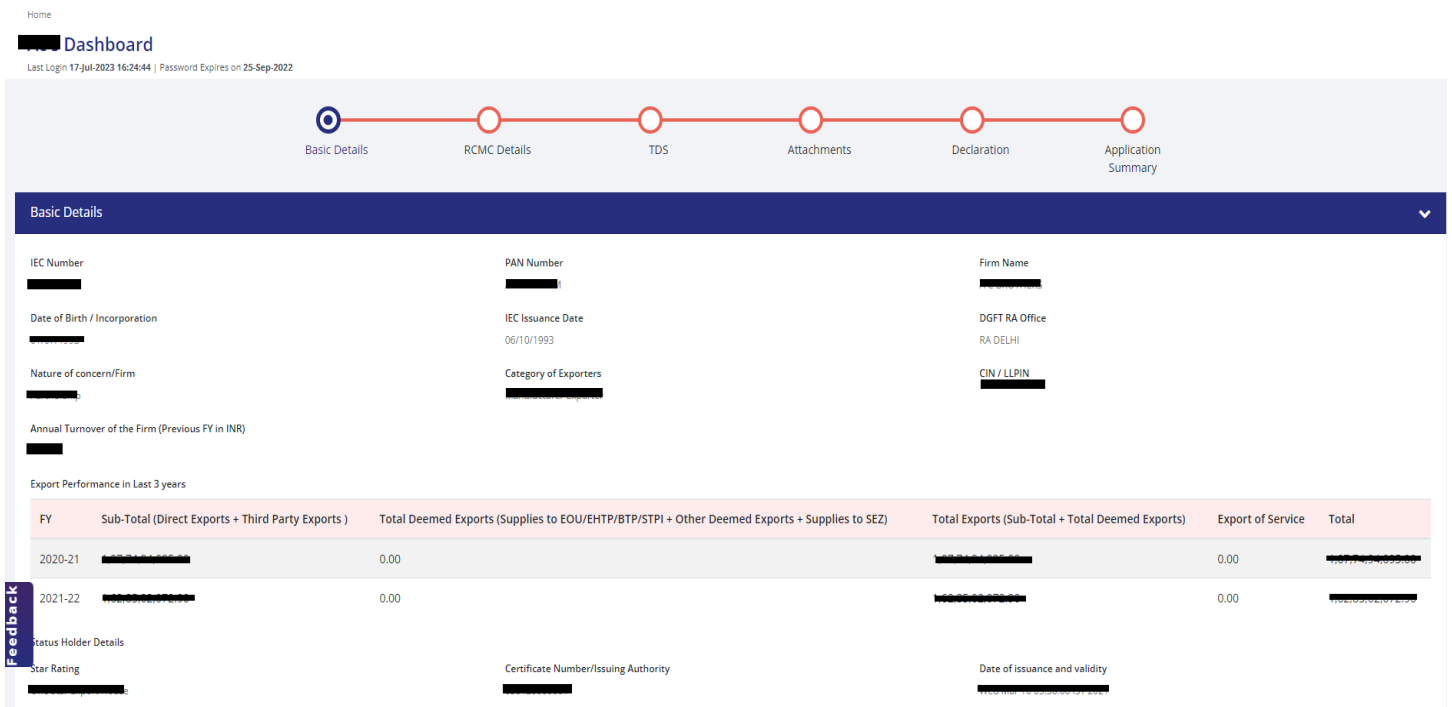
Screen 37

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

Screen 38

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

Screen 39

Screen 40

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

    a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details**.
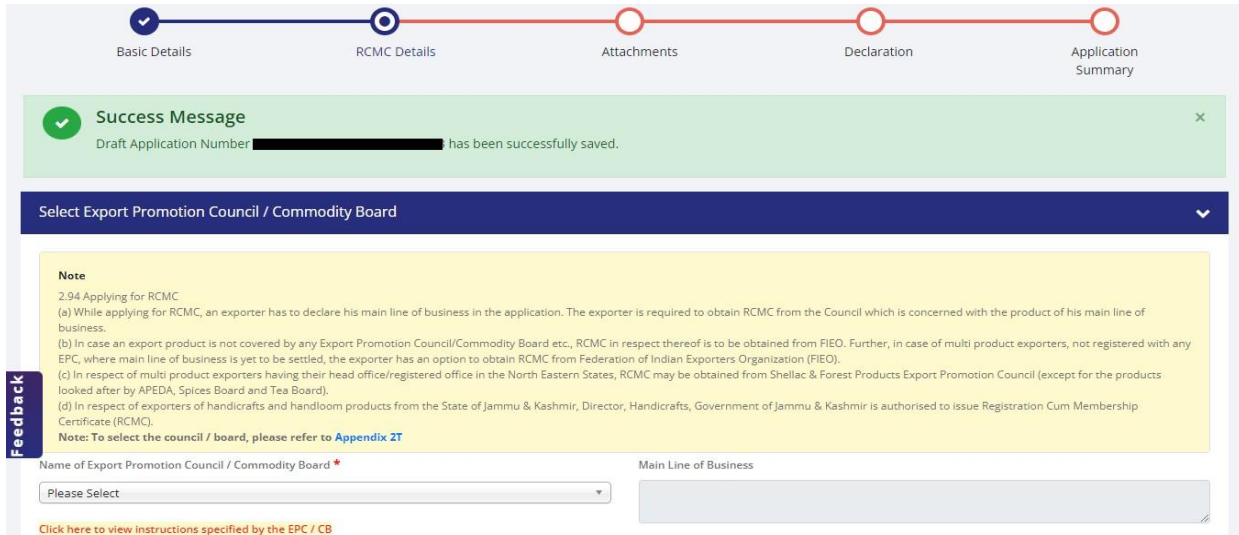
Screen 41
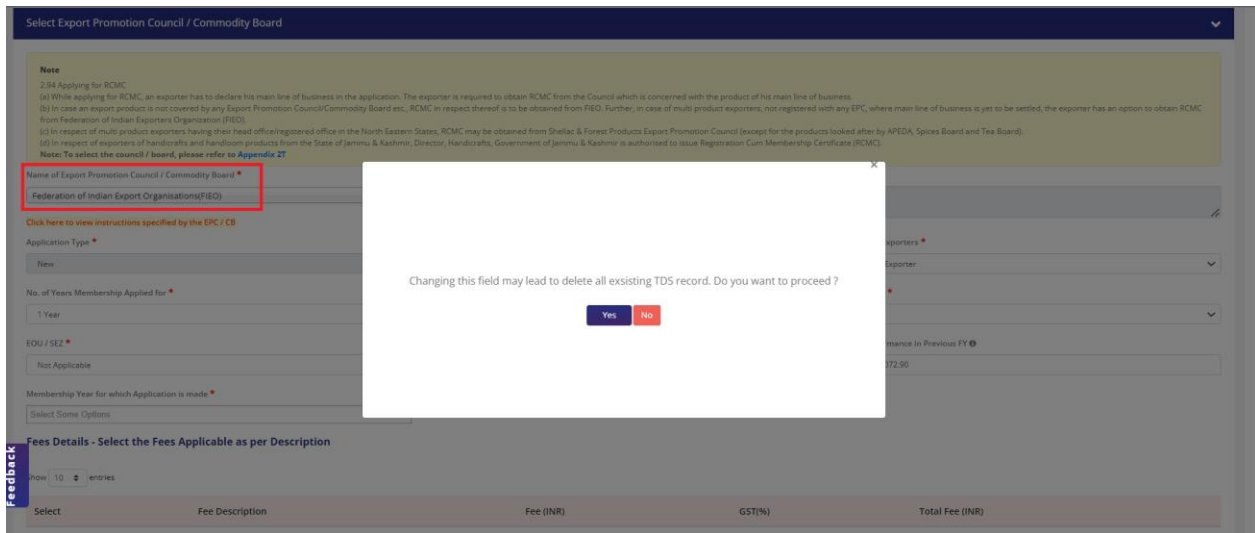
Screen 42

- 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

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 ℹ

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		

Previous   Next

Select Office for Submission of Application *

Select

This is a mandatory field

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 ℹ

Chemicals or Allied Products

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 Some Options

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

Select

GSTIN of Branch * ℹ

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 * ℹ

334

Ask VAHEI

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**

Screen 45

c) Select **Product Group / Panel**

      i.   Choose Category & Sub category of Product / Group (if required)

      ii.   Click on Add Details

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 :**

g. Select **ITC(HS) code** and provide **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

Screen 49

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

i) Click **Download Sample document.**

Screen 50

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

Click on **Bulk Upload   →   Choose file to upload → upload**
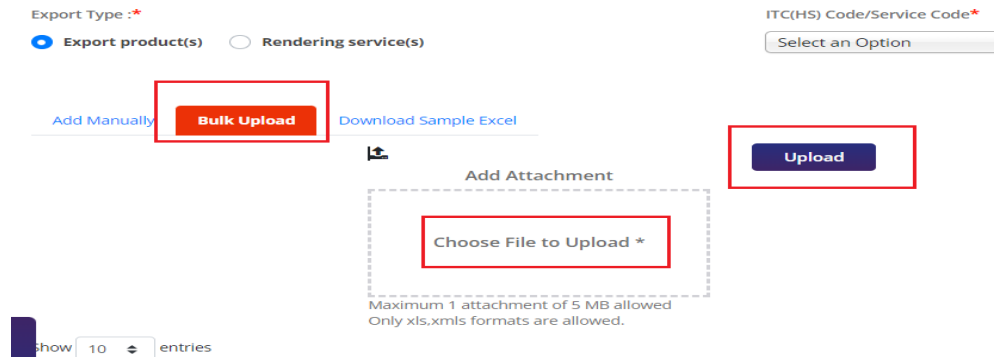
On successful uploading all data will be added to the table

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	▬▬▬▬▬▬▬	✏/🗑
Export product(s)		32041223,Acid Greens (non-azo): ---- Acid Green 28 (Carbolan Brill Green 5G)	▬▬▬▬▬▬▬	✏/🗑
Export product(s)		38099120,Textile assistants desizing agents	▬▬▬▬▬▬▬	✏/🗑

Previous **1** Next

Screen 51

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

Screen 52

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

Screen 54

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

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.**

Screen 56

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

Screen 57

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

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.

Screen 59

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

Screen 60

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

Screen 61

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

Screen 62

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

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

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

Surrender of e-RCMC
Click here to file for Surrender request for a RCMC.
Explore

Feedback

Screen 64

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

Screen 65

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

bottom of the page.

Screen 66

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

Screen 67

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

Screen 68

6. Click on **Radio Button** then click **Yes** to make sure you have uploaded the profile and **Save & Next.**
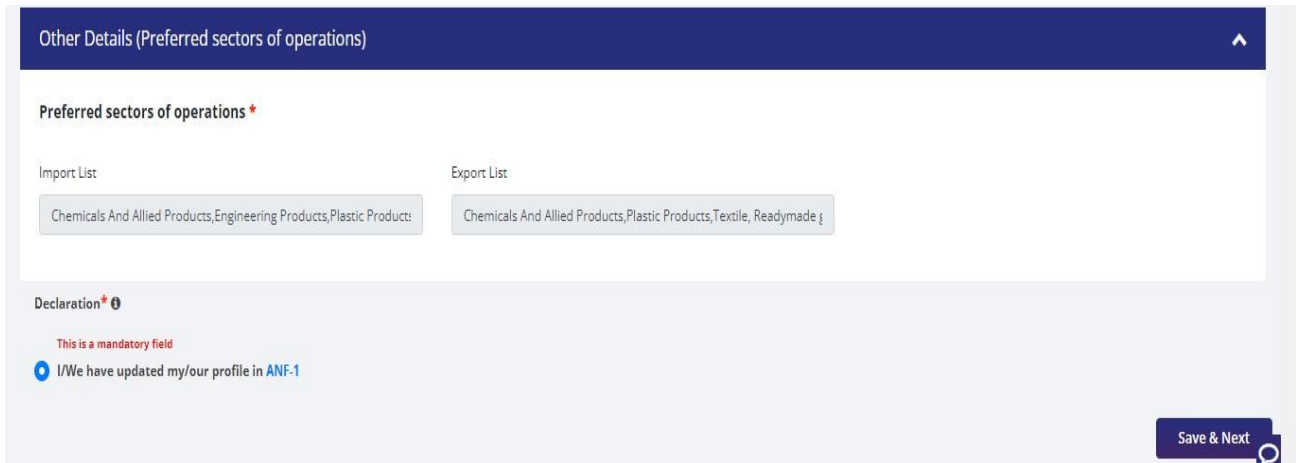
Screen 69

7.) Click on Radio Button then click Yes to make sure you have updated the profile and Save & Next
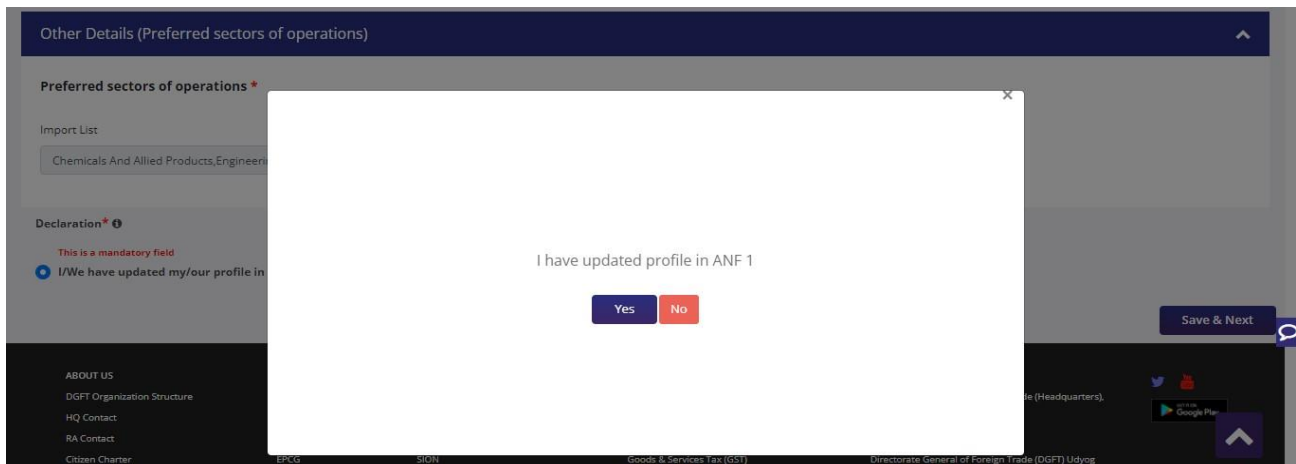
Screen 70

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

   a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details**.
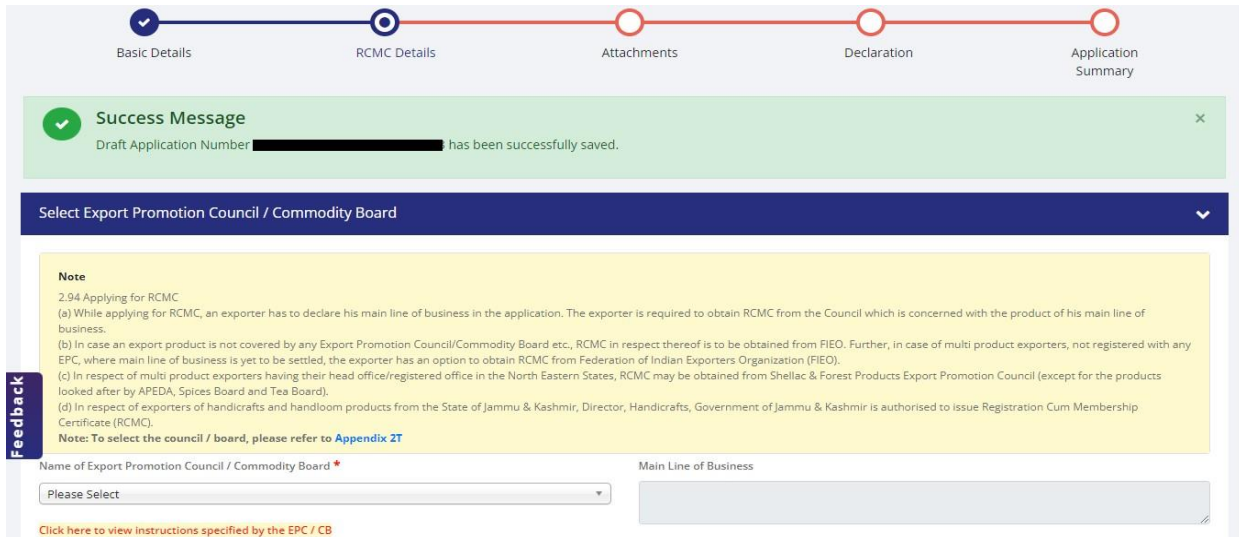
Screen 71
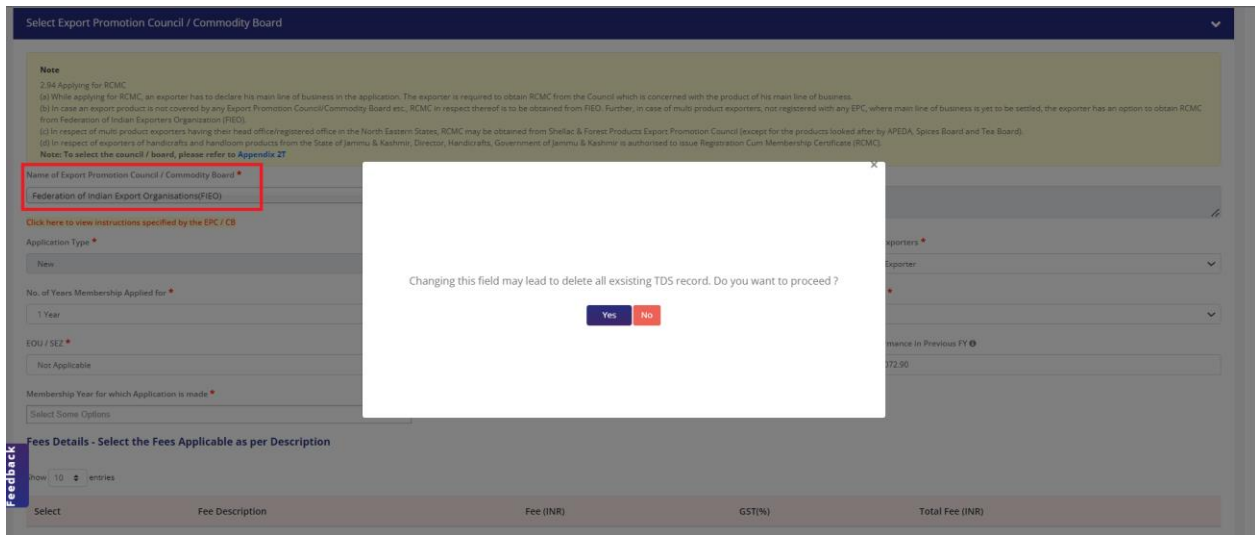
Screen 72

- 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 *

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 *	Statusholder *	Category of Exporters *
New	1-Star	Merchant Exporter

No. of Years Membership Applied for *	Financial Year for which Membership is applied for *	MSME Status *
1 Year	Current Financial Year	Micro

EOU / SEZ *	Annual Turnover of the Firm (Previous FY in INR) *	Export Performance in Previous FY ⓘ
EOU	2315623	1,62,85,02,072.90

Membership Year for which Application is made *

2022-23

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 10 entries

Select	Fee Description	Fee (INR)	GST(%)	Total Fee (INR)
☑	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 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 *
DD/MM/YYYY

Payment Amount (INR) *

UTR / RTGS / DD / Cheque Reference Number *

Bank Name *
Please Select

Cancel   Add

Show 10 entries

Payment Date	Payment Amount (INR)	UTR / RTGS / DD / Cheque Reference Number	Bank Name	Edit/Delete
14/04/2022	2365	███████	████████████	✏ / 🗑

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

Address of Selected Branch

Is the Applicant a SEZ Unit?
NO

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*

Select an Option ▼

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

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*

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 80

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

i) Click **Download Sample document.**

Screen 81

Screen82

vii)

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

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

Screen 83

On successful uploading all data will be added to the table

Screen 84

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

Screen 85

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

Screen 86

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

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

Screen 87

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

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.

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.**

Screen 91

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

Screen 92

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

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.**

Screen 96

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

Screen 97

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

															Original Copy

BASIC CHEMICALS COSMETICS & DYES EXPORT PROMOTION COUNCIL

GSTIN
Address

Total   6,33,61,204.72
Invoice Date   28/04/2022
Invoice No.
Reference No.

Tax Invoice cum Receipt

Applicant Name (Bill To)
Billing Address

Service
Renewal of e-RCMC

Exporter GSTIN

IEC

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	FTYFTTYTV	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		5,65,72,156.00	-	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

Online Payment Details

Transaction Id/ Bank Reference Id		Total Amount (INR)	6,33,61,204.72	IP	192.168.136.36
Date	2022-04-28 11:37:33	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.

RCCRCG0000000271

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	Renewal of RCMC	Amendment for RCMC	Revocation of Suspension for RCMC
Click here to apply for Registration-cum Membership Certificate.	Click here to renew an existing RCMC.	Click here to file an amendment request for existing RCMC.	Click here to file for revoke suspension request for a suspended RCMC.
Explore	Explore	Explore	Explore

Surrender of e-RCMC
Click here to file for Surrender request for a RCMC.
Explore

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 ↑↓
○	1	▮▮▮76382AM24	13/07/2023 17:06	▮▮▮▮▮▮	13/07/2023 17:07	▮▮▮▮▮	Action ▾

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**

Screen 101

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

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

Screen 103

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

Screen 104

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

Screen 105

6.) SystemwouldshowthefilledapplicationalongwithdocumentsuploadedunderApplicationSummary.

Screen 106

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

Screen 107

8.) After successful signing Click on **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.**

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.**

Screen 110

Screen 111

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

Screen112

Screen 113

c. Type of subscheme as Application for Renewal of Registration-cumMembership Certificate. and click on **Search.**

Screen114

Screen115

4.   View Submitted e-RCMC Details in IEC Profile

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

Screen 116

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

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.**

Screen 118