



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

## Directorate General of Foreign Trade

User Help File

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**Registration-cum Membership Certificate (RCMC) Module**

Version 2.0

May 2022

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# 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.

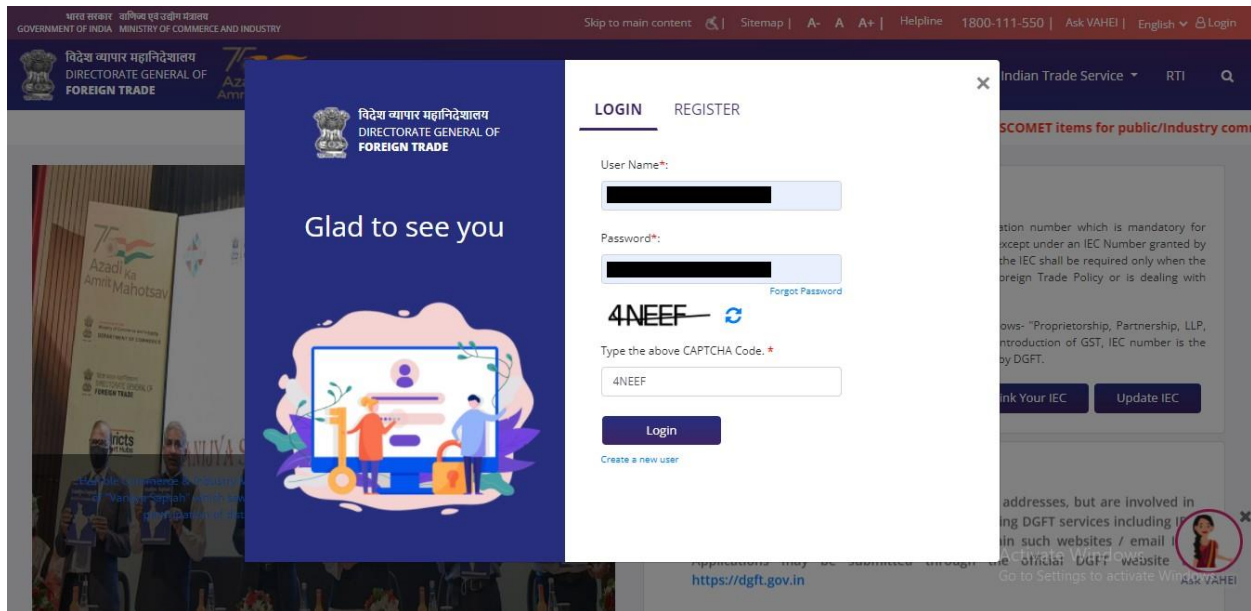
## 1.2. Login to the new Portal

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

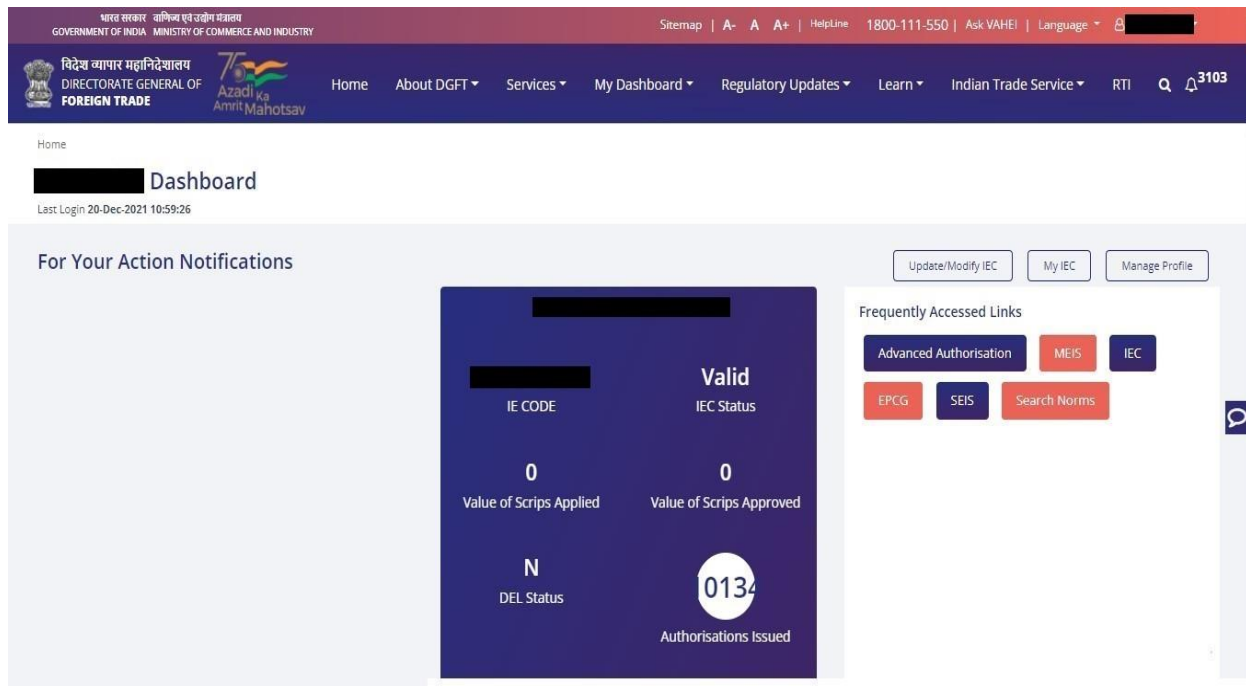
Then proceed with the following steps.

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

- 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).

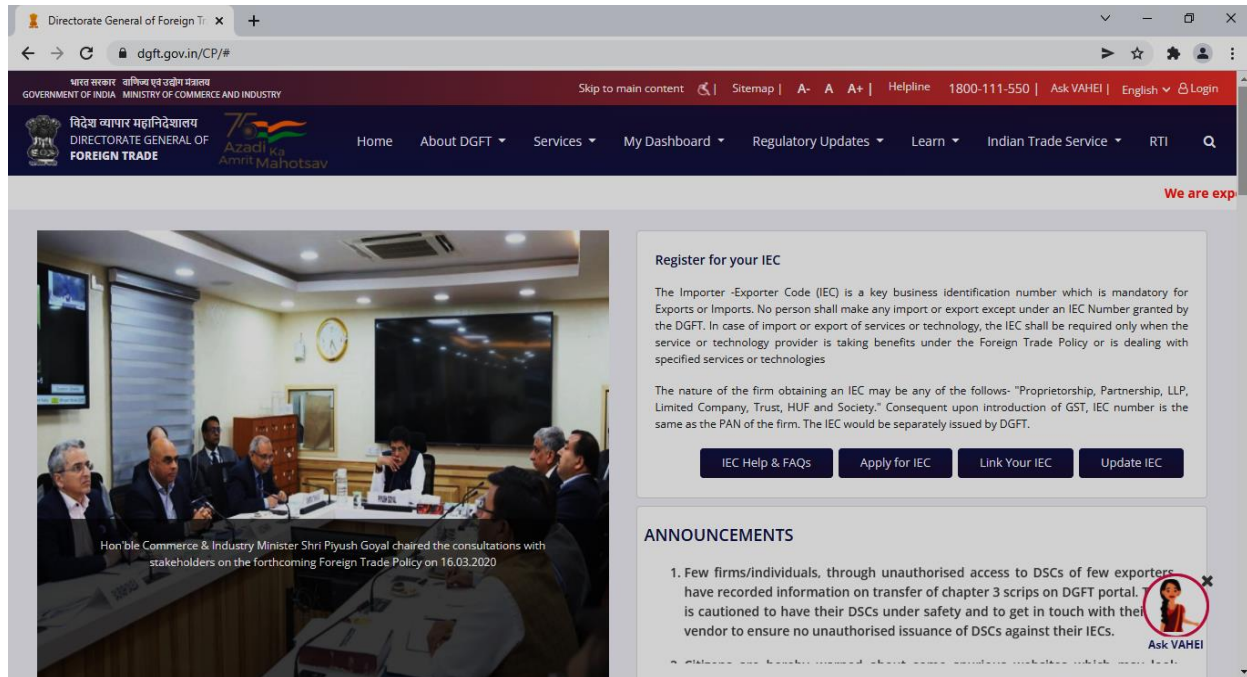
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the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

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DIRECTORATE GENERAL OF  
FOREIGN TRADE

Glad to see you

LOGIN REGISTER

User Name\*:  
[Redacted]

Password\*:  
[Redacted] [Forgot Password](#)

X2322

Type the above CAPTCHA Code. \*

X2322

Login

[Create a new user](#)

Screen 4

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

##### 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](#)

Screen 5

#### 5) The following screen will be displayed.

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Home | About DGFT | Services | My Dashboard | Regulatory Updates | Learn | Indian Trade Service | RTI | [Search] | [3103]

Home

[User Profile] Dashboard  
Last Login 17-Dec-2021 18:55:11

Draft Application | Application for Issuance 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	[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 | RCMC Details | Attachments | Declaration | Application Summary

Basic Details

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

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**

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 g

Declaration \*

This is a mandatory field

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

Save & Next

Screen 9

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 g

Declaration \*

This is a mandatory field

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

Save & Next

I have updated profile in ANF-1

Yes No

Screen 10

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

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

The screenshot shows a progress bar at the top with five steps: Basic Details (checked), RCMC Details (active), Attachments, Declaration, and Application Summary. Below the progress bar is a green success message box stating: "Draft Application Number [redacted] has been successfully saved." Below this is a dark blue dropdown menu labeled "Select Export Promotion Council / Commodity Board". A yellow note box contains the following text: "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". Below the note is a form with two fields: "Name of Export Promotion Council / Commodity Board" with a dropdown menu showing "Please Select", and "Main Line of Business" with a text input field. A red link below the dropdown says "Click here to view instructions specified by the EPC / CB".

Screen 11

The screenshot shows a form with the following fields: "Name of Export Promotion Council / Commodity Board" (dropdown menu with "Federation of Indian Export Organisations(FIEO)"), "Main Line of Business" (text input field with "Multi Product Group , Multi Services Group , Status Holder , Residual Products , Residual Services , Multi Product and Services Group"), "Application Type" (dropdown menu with "New"), "Statsholder" (dropdown menu with "Not Applicable"), "Category of Exporters" (dropdown menu with "Service Provider"), "No. of Years Membership Applied for" (dropdown menu with "2 Years"), "Financial Year for which Membership is applied for" (dropdown menu with "Current Financial Year"), "MSME Status" (dropdown menu with "Micro"), "EOU / SEZ" (dropdown menu with "EOU"), "Annual Turnover of the Firm (Previous FY in INR)" (text input field with "1124"), and "Export Performance in Previous FY" (text input field with "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 10 entries

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

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 \*

**Screen 15**

**c. Select Export Products / Services and click Add button to save the details.**

Export Products / Services
▼

**Note**

- Please enter the export products / services here. You can add multiple entries here.

Export Type <sup>\*</sup> ITC(HS) Code/Service Code <sup>\*</sup> Description of the product to be exported/services to be rendered

Export product(s)
  Rendering service(s)

[Add](#)

Show  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)				<a href="#">✎</a> / <a href="#">✖</a>
Rendering service(s)				<a href="#">✎</a> / <a href="#">✖</a>

**Screen 16**

**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 <sup>\*</sup> Name <sup>\*</sup> Designation <sup>\*</sup>

Address Line 1 <sup>\*</sup> Address Line 2 <sup>\*</sup> City <sup>\*</sup>

Pin <sup>\*</sup> District <sup>\*</sup> State <sup>\*</sup>

Telephone No. <sup>\*</sup> Mobile <sup>\*</sup> Email <sup>\*</sup>

[Add Details](#)

Show  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 17**

e. 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 18

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

Screen 19

## 12) Now under the **Declaration** section read all the **Declaration Lines**.

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 20**

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

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

Place\*      Date\*

[redacted]      15/12/2021

**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 21**

14) 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 : [Redacted]      Date : 15/12/2021      Name : [Redacted]  
Designation : [Redacted]      Official Address : [Redacted]      Residential Address : [Redacted]  
Email : [Redacted]      Telephone No. (O) : [Redacted]

Total amount to be paid : 400.00

**Sign**

Screen 22

15) After that Click **Payment for RCMC**.

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

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

Total amount to be paid : 400.00

**Payment For RCMC**

Screen 23

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

Screen 24

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

Screen 25



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	<b>SUCCESS</b>		

**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.

FD0CCG0000000037

Screen 26

## 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**.

### 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.

#### 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](#)

### Screen 27

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 DGFT dashboard with a navigation bar at the top. The main content area is titled "Draft Application | Application for Amendment of Registration-cum Membership Certificate". Below this, there is a search bar and a table with columns: 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 17/12/2021 16:18. At the bottom, there are buttons for "Start Fresh Application" and "Proceed With Existing Application".

Screen 28

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

The screenshot shows a list of RCMC entries in a table. The columns are: Sl. No., RCMC Number, Issue Date, Issue Authority, Products For Which Registered, Expiry Date, Status, Exporter Type, Validity Period, and Status From EPC. Three entries are visible. At the bottom left, there is a blue button labeled "Amend".

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
1	[Redacted]	26/04/2019	[Redacted]	PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
2	[Redacted]	16/03/2017	[Redacted]	PORT SERVICES (CARGO HANDLING FOR IMPORTS,CALL CENTRE SERVICES,CARGO HANDLING SERVICE,DATA PROCESSING SERVICES,DATABASE SERVICES,LEASING SERVICES WITHOUT OPERATORS,R , D SERVICES ON NATURA AND OTHERS	31/03/2022	Active	Others	1841	N
3	[Redacted]	08/12/2021	[Redacted]		31/03/2025	Active	Merchant Cum Manufacturer Exporter	1209	N

Screen 29

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

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75 Azadi Ka Amrit Mahotsav

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Home

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

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 30

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

Export List

Chemicals And Allied Products,Engineering Products,Plastic Products: Chemicals And Allied Products,Plastic Products,Textile, Readymade g

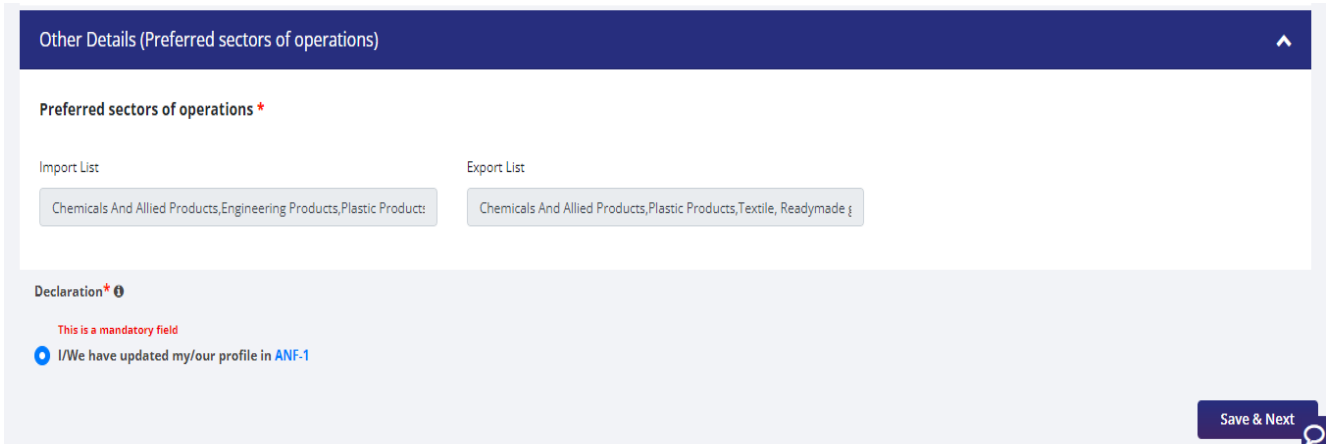
Declaration\* ⓘ

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

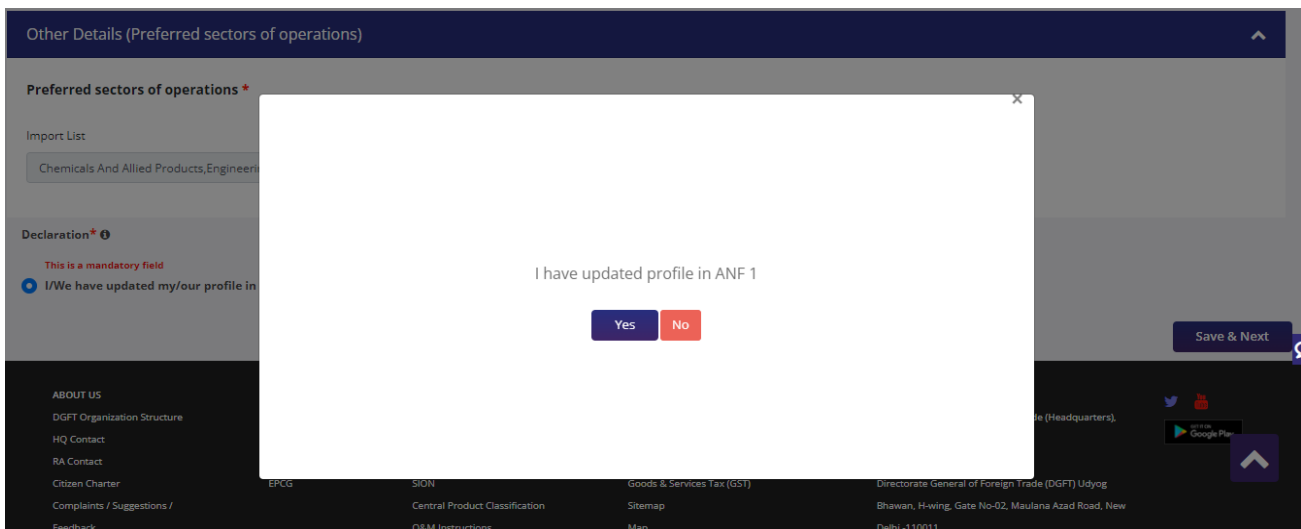
Save & Next

Screen 31

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



Screen 32



Screen 33

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

The screenshot shows a progress bar at the top with five steps: Basic Details (checked), RCMC Details (active), Attachments, Declaration, and Application Summary. Below the progress bar is a green success message box stating: "Draft Application Number [redacted] has been successfully saved." Underneath is a dark blue header for "Select Export Promotion Council / Commodity Board". A yellow note box contains the following text:

**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**

Below the note is a form with two fields: "Name of Export Promotion Council / Commodity Board" (with a dropdown menu showing "Federation of Indian Export Organisations") and "Main Line of Business" (with an empty text input field).

Screen 34

The screenshot shows a form with a link at the top: "Click here to view instructions specified by the EPC / CB". The form contains the following fields:

- Application Type\*: Amendment (dropdown)
- Statusholder\*: Not Applicable (dropdown)
- Category of Exporters\*: Service Provider (dropdown)
- No. of Years Membership Applied for\*: 1 Year (dropdown)
- Financial Year for which Membership is applied for\*: Current Financial Year (dropdown)
- MSME Status\*: Micro (dropdown)
- EOU / SEZ\*: EOU (dropdown)
- Annual Turnover of the Firm (Previous FY in INR)\*: 12233 (text input)
- Export Performance in Previous FY: 0.00 (text input)

Screen 35

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**

The screenshot shows a table with the following data:

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

Below the table, there is a question: "Please select yes in case you have already paid the fees to EPC / CB outside this portal?" with radio buttons for "Yes" and "No" (selected).

Screen 36

- 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 37**

- 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

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 \*

**Screen 38**

c. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services
▼

**Note**

- Please enter the export products / services here. You can add multiple entries here.

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**

Show  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)				✎ / 🗑
Rendering service(s)				✎ / 🗑

Screen 39

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  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 40



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

Screen 41

- 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 42

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 43

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 44



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.

<b>Applicant Name</b>	<b>Applicant Email</b>	<b>Applicant Address</b>
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	<input type="text" value="████████████████████"/>
<b>Application Type</b>	<b>Service Type</b>	<b>Application Number</b>
<input type="text" value="RCMC"/>	<input type="text" value="Application for Amendment of Registration-cum Membership Ce"/>	<input type="text" value="ARNRCMCAMEND03078177AM22"/>

Service Description	Fees Amount (₹)
Application for Amendment of Registration-cum Membership Certificate	<input type="text" value="400.0"/>

**Screen 47**

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

**Payment Response**

<b>Payment Transaction ID</b>	<b>Applicant Name</b>	<b>Service Type</b>
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	Application for Amendment of Registration-cum Membership Certificate

**Response:**

**Screen 48**

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	<b>SUCCESS</b>		

**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.

RCMC0000000271

Screen 49

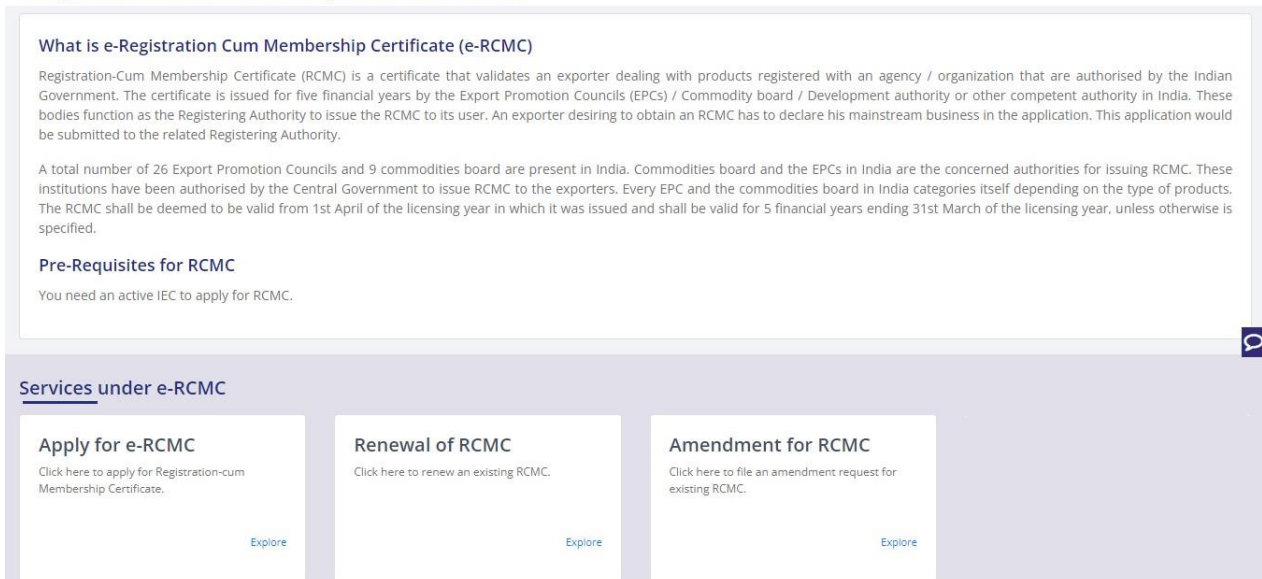
## 2.3. Renewal of Registration-cum Membership Certificate.

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.

### 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.

**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](#)

Screen 50

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 header for the Directorate General of Foreign Trade. The main content area is titled "Draft Application | Application for Renewal of Registration-cum Membership Certificate". It features a table with one entry, a search bar, and navigation buttons for "Start Fresh Application" and "Proceed With Existing Application".

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	16/12/2021 20:22	[REDACTED]	16/12/2021 20:36	[REDACTED]	Action

Screen 51

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

The screenshot displays a table of RCMC registrations. The first entry is selected with a radio button. The table columns include Sl. No., RCMC Number, Issue Date, Issue Authority, Products For Which Registered, Expiry Date, Status, Exporter Type, Validity Period, and Status From EPC.

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
<input checked="" type="radio"/>	[REDACTED]	26/04/2019	[REDACTED]	PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
<input type="radio"/>	[REDACTED]	16/03/2017	[REDACTED]	PORT SERVICES (CARGO HANDLING FOR IMPORTS,CALL CENTRE SERVICES,CARGO HANDLING SERVICE,DATA PROCESSING SERVICES,DATABASE SERVICES,LEASING SERVICES WITHOUT OPERATORS,R , D SERVICES ON NATURA AND OTHERS	31/03/2022	Active	Others	1841	N

bottom of the page.

Screen 52

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

भारत सरकार वणिज्य एवं उद्योग मंत्रालय  
GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

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विदेश व्यापार महाप्रदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

75 Azadi Ka Amrit Mahotsav

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Home

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 53

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 \*

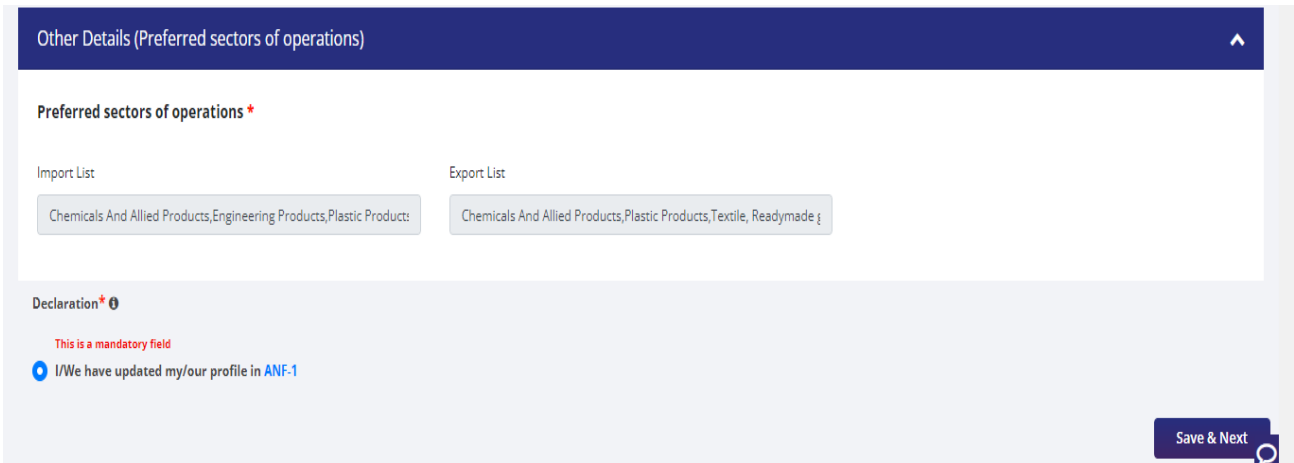
I/We have updated my/our profile in ANF-1

Save & Next

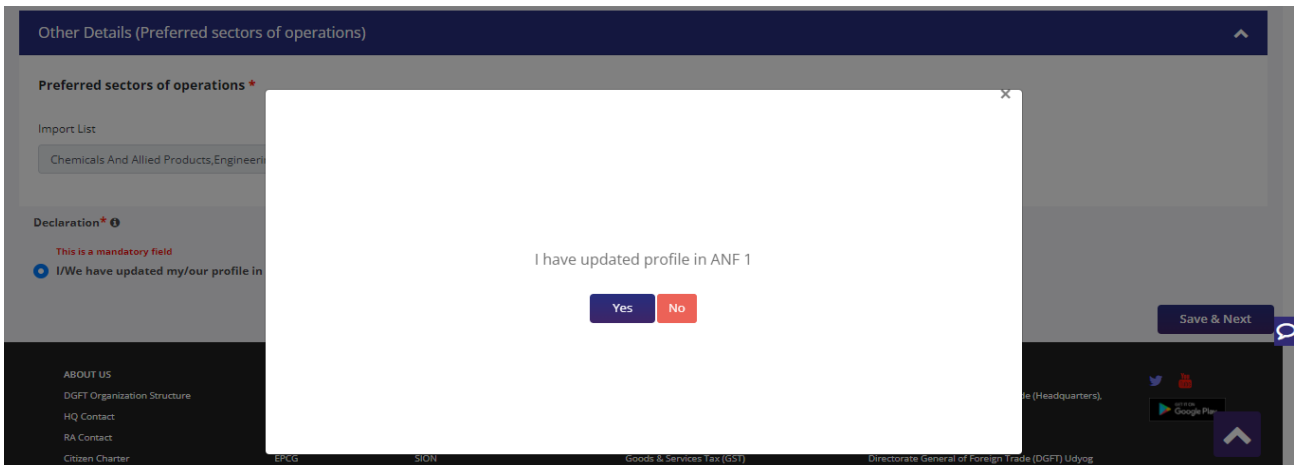
Screen 54

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





Screen 55



Screen 56

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

The screenshot shows a progress bar at the top with five steps: Basic Details (completed), RCMC Details (active), Attachments, Declaration, and Application Summary. Below the progress bar is a green success message box stating: "Success Message: Draft Application Number [redacted] has been successfully saved." Below this is a dark blue dropdown menu labeled "Select Export Promotion Council / Commodity Board". A yellow note box contains the following text: "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". Below the note are two input fields: "Name of Export Promotion Council / Commodity Board" with the value "BASIC CHEMICALS COSMETICS & DYES EXPORT PROMOTION COUNCIL" and "Main Line of Business" with a dropdown menu showing options like "Panel - I : Dyes and Dye Intermediates", "Panel - II : Basic Inorganic & Organic Chemicals, including Agrochemicals", "Panel - III : Cosmetics, Soaps, Toiletries & Essential Oils", and "Panel - IV : Speciality".

Screen 57

The screenshot shows a form with the following fields: "Application Type" (Renewal), "Statusholder" (Not Applicable), "Category of Exporters" (Manufacturer Exporter), "No. of Years Membership Applied for" (1 Year), "Financial Year for which Membership is applied for" (Current Financial Year), "MSME Status" (Small), "EOU / SEZ" (EOU), "Annual Turnover of the Firm (Previous FY in INR)" (4345), and "Export Performance in Previous FY" (0.00).

Screen 58

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

The screenshot shows a table with the following data:

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

Below the table is a question: "Please select yes in case you have already paid the fees to EPC / CB outside this portal?" with radio buttons for "Yes" and "No". The "No" radio button is selected. There are "Previous" and "Next" buttons on the right side.

Screen 59

- 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 10 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 60**

- 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

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 \*

**Screen 61**

- c. Select **Export Products / Services** and click **Add** button to save the details.

**Export Products / Services**

Note

- Please enter the export products / services here. You can add multiple entries here.

Export Type \*  Export product(s)  Rendering service(s) ITC(HS) Code/Service Code \*  Description of the product to be exported/services to be rendered

Show 10 entries

**Add**

Export Type	Sector	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	[REDACTED]	[REDACTED]	[REDACTED]	
Rendering service(s)	[REDACTED]	[REDACTED]	[REDACTED]	

**Screen 62**

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												
Authorised Representative												

**Feedback**

Screen 63

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**

**Feedback**

Screen 64

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

**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="#" style="color: blue; text-decoration: none;">view</a>	
Others	██████████	<a href="#" style="color: blue; text-decoration: none;">view</a>	

Previous 1 Next

Clear All
Save & Next

Screen 65

**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 66

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





^
**Payment Response**

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

Response: Success

Submit
Cancel

Screen 71

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

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

GSTIN: [REDACTED]  
Address: [REDACTED]

**Total** 6,33,61,204.72

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: Renewal of e-RCMC  
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	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
<b>Total</b>			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	[REDACTED]	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.

ACCRC02000000271

Screen 72



### 3. 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' page. At the top, there is a navigation bar with the Government of India logo, the text 'विदेश व्यापार महानिदेशालय' and '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'. There is also a search icon and a notification bell with '3103'.

The main content area is titled 'Track Application Status' and contains a search form with the following 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)
- Branch code (Please Select)

At the bottom right of the form, there are two buttons: 'Clear All' and 'Search Q'.

Screen 73

### 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**.

**Track Application Status**

Type of scheme \*  
RCMC

Type of sub scheme \*  
Application for Issuance of Registration-cum Members

Status  
Please Select

From Date: 17/09/2021 To Date: 17/12/2021

File Number: Application Number:

RA Office: Please Select Branch code: Please Select

Clear All Search

**Screen 74**

**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 75**

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

Screen 76

**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 77

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

**Screen 78**

**Showing result for :** Application process -> RCMC Application Sub process -> Application for Renewal of Registration-cum Membership Certificate  
 File Number - RCMCRENEWCHEMEXCIL00251450AM22

Search:

Sl.No. ↑↓	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action ↑↓
1	ARNRCMRENEW03077945AM22	RCMCRENEWCHEMEXCIL00251450AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action ▾

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

**Screen 79**

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

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

The screenshot shows the user's dashboard with the following details:

- Header:** Government of India, Ministry of Commerce and Industry. Includes navigation links like Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI, and a search bar.
- User Profile:** Username [REDACTED], Last Login 20-Dec-2021 10:59:26.
- For Your Action Notifications:** A central card displays:
  - IE CODE:** [REDACTED]
  - Valid IEC Status:** 0
  - Value of Scrips Applied:** 0
  - Value of Scrips Approved:** 0
  - DEL Status:** N
  - Authorisations Issued:** 0134
- Buttons:** Update/Modify IEC, My IEC, Manage Profile.
- Frequently Accessed Links:** Advanced Authorisation, MEIS, IEC, EPCG, SEIS, Search Norms.

Screen 80

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

The screenshot shows the 'IEC Details' dashboard with the following details:

- Header:** Same as Screen 80.
- User Profile:** Username [REDACTED], Last Login 20-Dec-2021 15:53:06.
- Navigation Tabs:** IEC Details, RCMC, Industrial Registration, Status Holder Details, Export Details, Risk Details, Authorisation/Scrips Issued, IEC Lifecycle Summary, Authorized Economic Operator (AEO) Details.
- IEC Details Section:**
  - IEC Number:** [REDACTED]
  - PAN Number:** [REDACTED]
  - Date of Birth / Incorporation:** [REDACTED]
  - IEC Issuance Date:** 12/04/1988
  - IEC Status:** Valid
  - DEL Status:** N
  - IEC Cancelled Date:** [REDACTED]
  - IEC Suspended Date:** [REDACTED]
  - File Number:** MUMIECPAMEND00100372AM22
  - File Date:** 19/09/2021
  - DGFT RA Office:** RA MUMBAI

Screen 81

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**.

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	-

Showing 1 to 2 of 2 entries

Previous **1** Next

Screen 82

## 5. What's New

The Following New Functionalities were implemented in the module

1. Under RCMC Details section in Select Export Promotion Council / Commodity Board tab **EOU/SEZ** field is newly added.
2. Under RCMC Details section in Select Export Promotion Council / Commodity Board tab in Fees Details section a field is newly added to specify/add the details of the **fees paid to EPC/CB outside this portal**.
3. Under RCMC Details section in Export Product / Services tab for Rendering services Export Type a **Sector** dropdown and **Description of the product to be exported/services to be rendered** are added.
4. Under RCMC Details section in Other Information tab **Firm profile** and **Firm Website** fields are newly added.
5. Under **Attachments** Section a new attachment type **Other** is newly added along with the **steps to upload attachments** section.
6. For each tab in RCMC Details and Attachment Section **Note points** are provided for the user to understand each tab.