

File No. 01/02/68/AM-21/EG&TF
Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Foreign Trade

Dated: 24.02.2022
Udyog Bhawan, New Delhi

Trade Notice No. 35/2021-2022

To,
All Exporters/Members of Trade
All Registering Authorities (Export Promotion Councils/Commodity Boards)

Subject: Mandatory filing/issuance of Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) through the DGFT common digital platform from 01.04.2022

Reference is invited to Trade Notice No. 27 dated 30.11.2021. In this regard, it is informed that the electronic platform to facilitate electronic issuance/renewal/amendment of Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) has been implemented. The objective of the platform is to provide an electronic, contact-less single window for RCMC/RC related processes.

2. In this reference, it is informed that from 1st April 2022, it will be mandatory for the exporters to file Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) applications (for issue/renewal/amendment) through the common digital portal of e-RCMC Platform.

The prevailing procedure of submitting applications directly to the designated Registering Authorities will continue only till 31.03.2022. All Registering Authorities as notified under Appendix-2T are requested to ensure that they are on-boarded on eRCMC portal before 31st March 2022.

3. Registering Authorities, who have already on-boarded are advised to adopt e-RCMC platform as single point for handling RCMC related processes. The Registering Authorities are also advised to conduct outreaches & issue suitable advisories to the members/exporters to use the e-RCMC platform before the stated timelines.

4. For guidance on application submission process, the Help Manual & FAQs may be accessed on Learn Section of DGFT website (URL: <https://dgft.gov.in> --> Learn --> Application Help & FAQs).

This issue with the approval of the competent authority.



(Deepak Jhalani)
Deputy Director General of Foreign Trade
Email: deepak.jhalani@gov.in

(Issued from File No. 01/02/68/AM-21/EG&TF)



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

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).

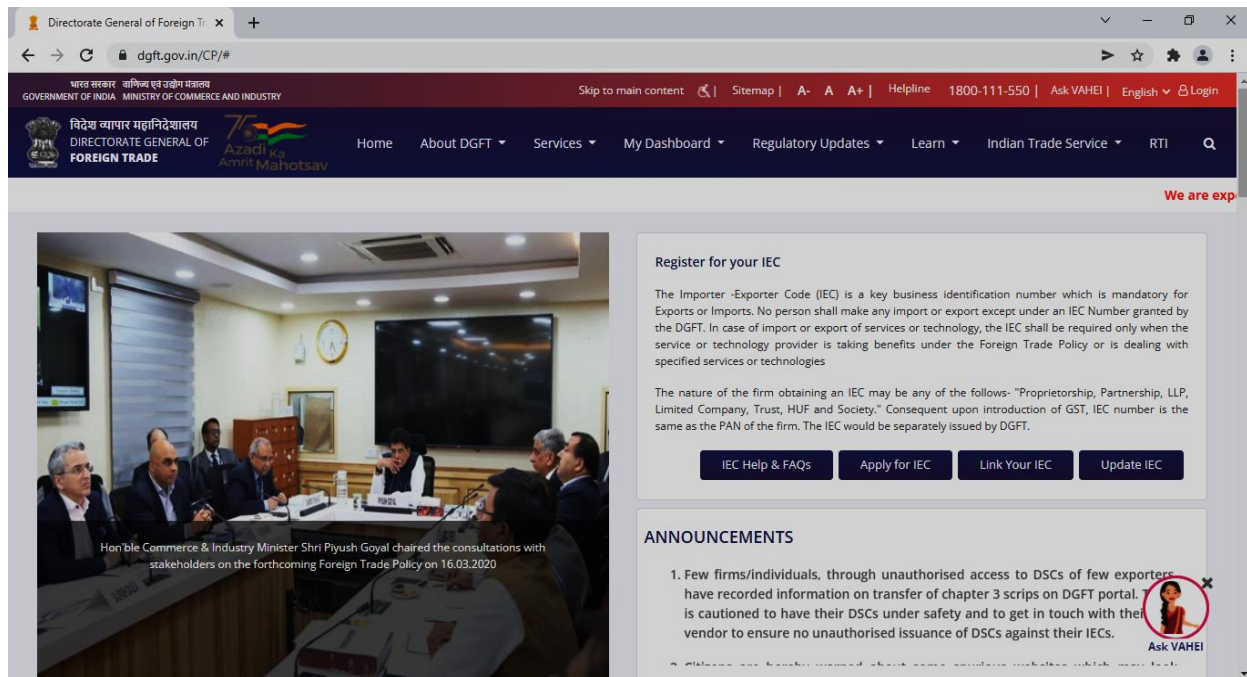
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1st April of the licensing 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.

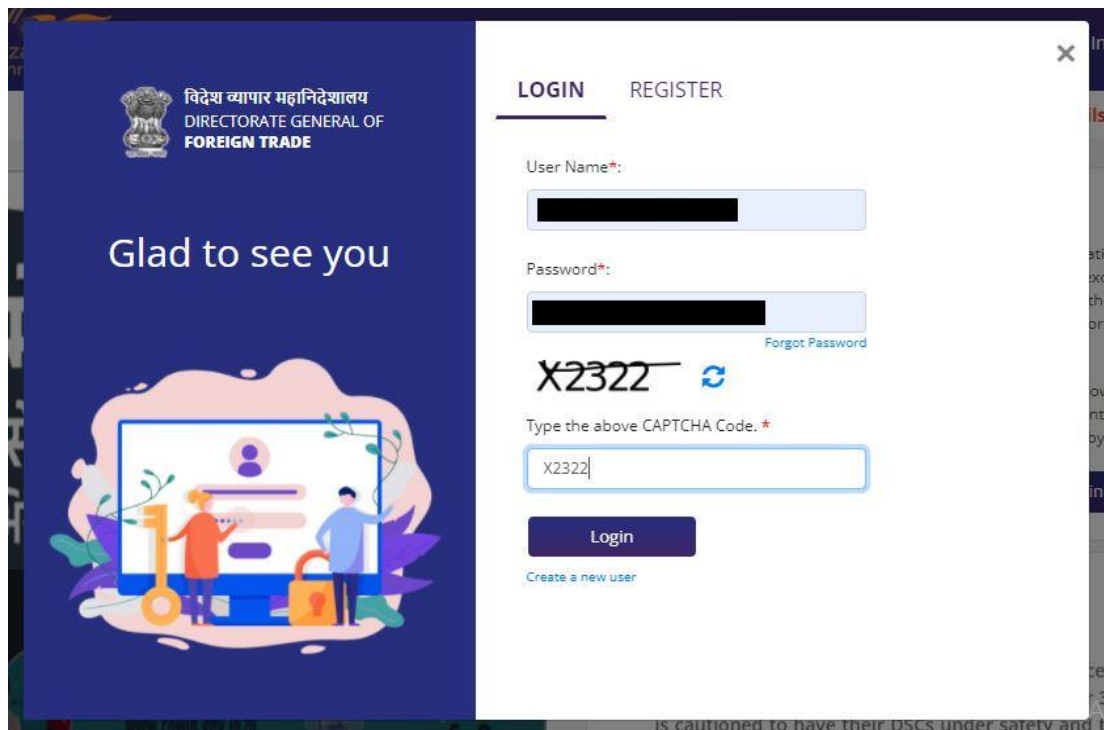
Steps to apply for Issuance of RCMC on the DGFT website are as follows.

- 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**.

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.

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

Save & Next

Screen 10

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

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

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

Select Export Promotion Council / Commodity Board

Note
2.94 Applying for RCMC
(a) While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.
(b) In case an export product is not covered by any Export Promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIEO. Further, in case of multi product exporters, not registered with any EPC, where main line of business is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).
(c) In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export Promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).
(d) In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).
Note: To select the council / board, please refer to [Appendix 27](#)

Name of Export Promotion Council / Commodity Board *
Please Select

Main Line of Business

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

Screen 11

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

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

Application Type *
New

Statusholder *
Not Applicable

Category of Exporters *
Service Provider

No. of Years Membership Applied for *
2 Years

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

MSME Status *
Micro

EOU / SEZ *
EOU

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

Export Performance in Previous FY ①
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 |  |  |  |

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 *

☒ 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 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) | | | | |
| Rendering service(s) | | | | |

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 *

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 | | | | | | | | | | | | |

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**.

Other Information

Countries to Which the Company is Exporting

Firm Profile

Firm Website

Clear All 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

Click here to view the Steps to Upload Attachments

Attachment Type

Remark

Character remains are :32

Uploaded Document List

Show 10 entries

| Attachment Type | Remark | View/Add More Attachments | Delete |
|--------------------------|--------|---------------------------|------------------------|
| RCMC Supporting Document | | view | Delete |
| Others | | view | Delete |

Previous 1 Next

Upload Attachments

Clear All Save & Next

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

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 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* [redacted] Date* 15/12/2021

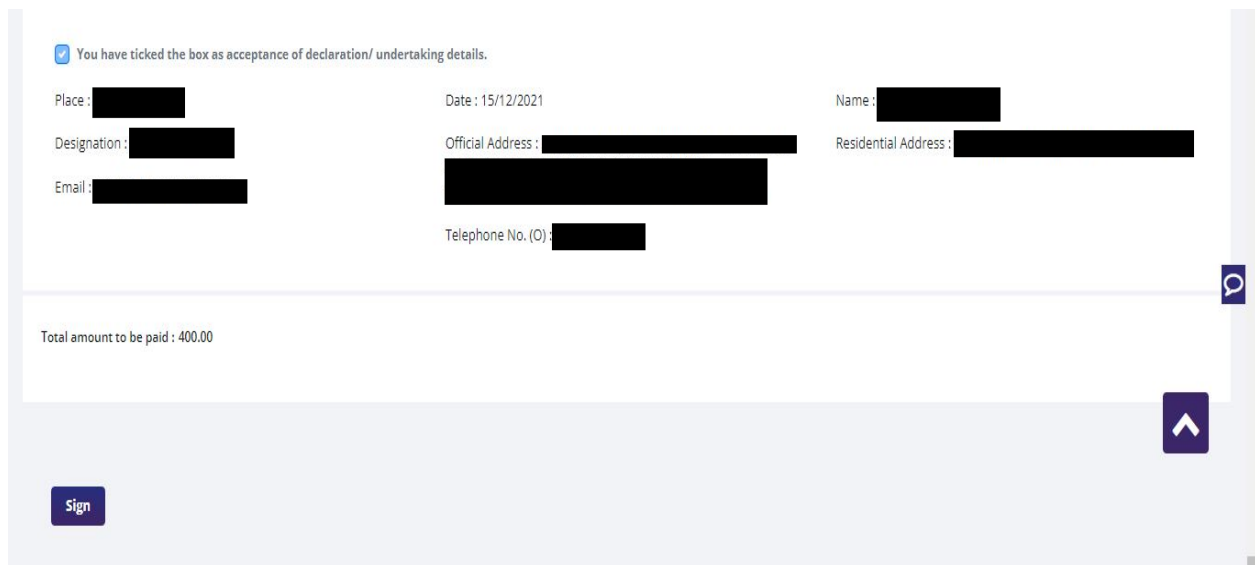
User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name [redacted] Designation [redacted]
Email [redacted] Mobile [redacted]
Office Address [redacted]
Residential Address [redacted]

Clear All Save & Next

Screen 21

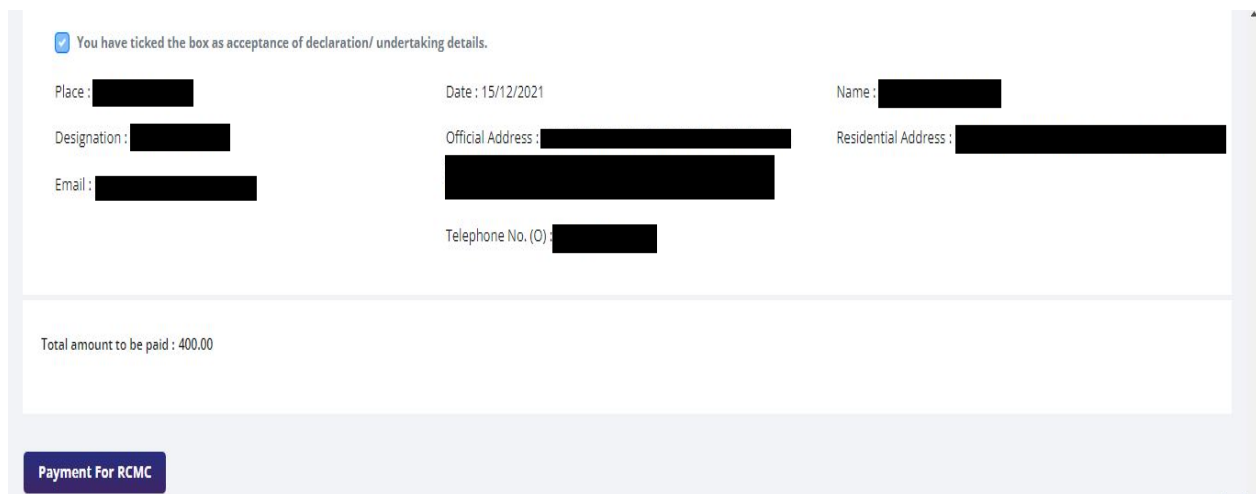
- 14) System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process** by clicking Sign button.



Screen 22 displays the 'Application Summary' page. At the top, a blue checkmark icon and the text 'You have ticked the box as acceptance of declaration/ undertaking details.' are visible. Below this, the application details are presented in a grid-like format: Place, Date (15/12/2021), Name, Designation, Official Address, Residential Address, Email, and Telephone No. (O). All fields are filled with blacked-out text. A 'Total amount to be paid : 400.00' is shown in a light blue box. At the bottom left, there is a purple 'Sign' button. On the right side, there are two icons: a speech bubble and an upward-pointing arrow.

Screen 22

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



Screen 23 displays the 'Payment for RCMC' page. It features the same header and application details as Screen 22, including the acceptance message and the grid of application information (Place, Date, Name, Designation, Official Address, Residential Address, Email, Telephone No. (O)). The 'Total amount to be paid : 400.00' is also present. At the bottom left, there is a purple button labeled 'Payment For RCMC'.

Screen 23

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

The screenshot shows the 'Payment Details' form. At the top, there is a yellow banner with a red exclamation mark icon and the text: '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.' Below the banner, the form is divided into two rows of three fields each. The first row contains 'Applicant Name', 'Applicant Email', and 'Applicant Address'. The second row contains 'Application Type' (with a dropdown menu showing 'RCMC'), 'Service Type' (with a dropdown menu showing 'Application for Issuance of Registration-cum Membership Certifi'), and 'Application Number'. All text input fields are masked with black boxes. A blue speech bubble icon is visible on the right side of the form.

Screen 24

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

The screenshot shows the 'Payment Response' form. It has a dark blue header with the title 'Payment Response' and an upward arrow icon. The form contains three fields: 'Payment Transaction ID', 'Applicant Name', and 'Service Type'. The first two fields are masked with black boxes. The 'Service Type' field shows the text 'Application for Issuance of Registration-cum Membership Certificate(RCMC)'. Below these fields is a 'Response:' label and a dropdown menu showing 'Success'. At the bottom right, there are two buttons: 'Submit' (in a dark blue box) and 'Cancel' (in a white box with a blue border). A blue speech bubble icon is visible on the right side of the form.

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 | 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.

FEDCCG0000000037

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**.

भारत सरकार | Government of India | Ministry of Commerce and Industry

Sitemap | A- | A | A+ | HelpLine | 1800-111-550 | Ask VAHEI | Language | 3103

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE

75 Azadi Ka Amrit Mahotsav

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

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 |
|-----------------------|--------|--------------------|------------------|------------|------------------|-----------------|--------|
| <input type="radio"/> | 1 | | 17/12/2021 16:18 | | 17/12/2021 16:18 | | Action |

Showing 1 to 1 of 1 entries

Start Fresh Application | Proceed With Existing Application

Previous 1 Next

Screen 28

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

भारत सरकार | Government of India | Ministry of Commerce and Industry

Sitemap | A- | A | A+ | HelpLine | 1800-111-550 | Ask VAHEI | Language | 3103

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

Show 10 entries

| 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"/> | | 26/04/2019 | | 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"/> | | 16/03/2017 | | 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 |
| <input type="radio"/> | | 08/12/2021 | | | 31/03/2025 | Active | Merchant Cum Manufacturer Exporter | 1209 | N |

Showing 1 to 10 of 17 entries

Amend

Previous 1 2 Next

Screen 29

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

Home

Dashboard

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

Progress Bar: Basic Details (Active), 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: Chemicals And Allied Products, Engineering Products, Plastic Products

Export List: 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**.

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 ;


Declaration * 

This is a mandatory field

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

[Save & Next](#) 


Screen 32

Other Details (Preferred sectors of operations) 

Preferred sectors of operations *

Import List

Chemicals And Allied Products,Engineer


Declaration * 

This is a mandatory field

☒ I/We have updated my/our profile in

I have updated profile in ANF 1

[Yes](#) [No](#)

[Save & Next](#) 

ABOUT US

DGFT Organization Structure

HQ Contact

RA Contact

Citizen Charter

Complaints / Suggestions /

Feedback

EPCG

SION

Central Product Classification

CBM Instructions

Goods & Services Tax (GST)




Sitemap


Map

Directorate General of Foreign Trade (DGFT) Udyog

Bhawan, H-wing, Gate No-02, Maulana Azad Road, New

Delhi -110011



Screen 33

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

Progress bar: Basic Details (✓), RCMC Details (●), Attachments (○), Declaration (○), Application Summary (○)

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

Select Export Promotion Council / Commodity Board ▼

Note
2.94 Applying for RCMC
(a) While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.
(b) In case an export product is not covered by any Export Promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIEO. Further, in case of multi product exporters, not registered with any EPC, where main line of business is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).
(c) In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export Promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).
(d) In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).
Note: To select the council / board, please refer to [Appendix 2T](#)

Feedback

Name of Export Promotion Council / Commodity Board *
Federation of Indian Export Organisations

Main Line of Business

Screen 34

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

Application Type *
Amendment

Statusholder *
Not Applicable

Category of Exporters *
Service Provider

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) *
12233

Export Performance in Previous FY ⓘ
0.00

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

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 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 * |
| <input type="text" value="DD/MM/YYYY"/> | <input type="text"/> | <input type="text"/> |
| Bank Name * | | |
| <input type="text" value="Please Select"/> | | |

Show entries

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

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 ⓘ |
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Select Your Branch for Applying for RCMC * | GSTIN of Branch * ⓘ | Address of Selected Branch |
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| Is the Applicant a SEZ Unit? | Description of goods/ services for which registered * ⓘ | |
| <input type="text" value="NO"/> | <input type="text" value=""/> | |

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:

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) | | | | |
| 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 10 entries

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

Screen 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 | | view | Delete |
| Others | | view | Delete |

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

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 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*

17/12/2021

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

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

Clear All Save & Next

Screen 44

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 : [REDACTED] Date : [REDACTED] Name : [REDACTED]

Designation : [REDACTED] Official Address : [REDACTED] Residential Address : [REDACTED]

Email : [REDACTED] [REDACTED]

Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

[Sign](#)

Screen 45

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

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

Place : [REDACTED] Date : 17/12/2021 Name : [REDACTED]

Designation : [REDACTED] Official Address : [REDACTED] Residential Address : [REDACTED]

Email : [REDACTED] [REDACTED]

Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

[Payment For RCMC](#)

Screen 46

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

The screenshot shows the 'Payment Details' screen. At the top, a yellow banner contains a warning icon and text: '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.' Below this, there are six input fields arranged in two rows. The first row contains 'Applicant Name', 'Applicant Email', and 'Applicant Address'. The second row contains 'Application Type' (set to 'RCMC'), 'Service Type' (set to 'Application for Amendment of Registration-cum Membership Ce'), and 'Application Number' (set to 'ARNRCMCAMEND03078177AM22'). At the bottom, a table displays the service details:

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

Screen 47

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

The screenshot shows the 'Payment Response' screen. It displays the 'Payment Transaction ID' and 'Applicant Name' in redacted boxes. The 'Service Type' is listed as 'Application for Amendment of Registration-cum Membership Certificate'. Below these, the 'Response' is shown as 'Success' in a dropdown menu. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

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] | | | Billing Address [REDACTED] | | | | Service Amendment of e-RCMC | | |
| Exporter GSTIN [REDACTED] | | | | | | | IEC [REDACTED] | | |

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

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

Online Payment Details

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

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

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

BCCRCG0000000271

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**.

Home

Dashboard

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

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

Show 10 entries

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

Showing 1 to 1 of 1 entries

Start Fresh Application | Proceed With Existing Application

Screen 51

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

Show 10 entries

| 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"/> | | 26/04/2019 | | 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"/> | | 16/03/2017 | | 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.

Home

Dashboard

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

Progress Bar: Basic Details (Active), RCMC Details, Attachments, Declaration, Application Summary

Basic Details

| | | |
|-------------------------------|-----------------------|----------------|
| IEC Number | PAN Number | Firm Name |
| Date of Birth / Incorporation | IEC Issuance Date | DGFT RA Office |
| 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 Products

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

Declaration *

☐ I/We have updated my/our profile in [ANF-1](#)

Save & Next

Screen 54

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

Other Details (Preferred sectors of operations)

Preferred sectors of operations *

Import List

Chemicals And Allied Products,Engineering Products,Plastic Products

Export List

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

Declaration* ⓘ

This is a mandatory field

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

Save & Next

Screen 55

Other Details (Preferred sectors of operations)

Preferred sectors of operations *

Import List

Chemicals And Allied Products,Engineering

Declaration* ⓘ

This is a mandatory field

☒ I/We have updated my/our profile in

I have updated profile in ANF 1

Yes No

Save & Next

ABOUT US
DGFT Organization Structure
HQ Contact
RA Contact
Citizen Charter

EPCG SION Goods & Services Tax (GST) Directorate General of Foreign Trade (DGFT) Udyog

Google Play

Screen 56

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

✓

Basic Details

○

RCMC Details

○

Attachments

○

Declaration

○

Application Summary

✓

Success Message

×

Draft Application Number [REDACTED] has been successfully saved.

Select Export Promotion Council / Commodity Board

Note

2.94 Applying for RCMC

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

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

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

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

Note: To select the council / board, please refer to [Appendix 2T](#)

Feedback

Name of Export Promotion Council / Commodity Board *

BASIC CHEMICALS COSMETICS & DYES EXPORT PROMOTION COUNCIL

Main Line of Business

Panel - I : Dyes and Dye Intermediates , Panel - II : Basic Inorganic & Organic Chemicals, including Agrochemicals , tPanel - III : Cosmetics, Soaps, Toiletries & Essential Oils , tPanel - IV : Speciality

Screen 57

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

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

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 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 entries

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

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 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 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 | | | | | | | | | | | | Edit Delete |
| Authorised Representative | | | | | | | | | | | | Edit Delete |

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](#)

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 | | view | |
| Others | | view | |

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 [REDACTED] 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:

- 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.

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.

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

Place*

[Redacted]

Date*

17/12/2021

User Details

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

Name ⓘ : [Redacted]

Designation ⓘ : [Redacted]

Email ⓘ : [Redacted]

Mobile ⓘ : [Redacted]

Office Address ⓘ : [Redacted]

Residential Address ⓘ : [Redacted]

Screen 67

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 : [Redacted]

Date : 17/12/2021

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 68

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

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

Place : [REDACTED]

Date : 17/12/2021

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 69

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

Payment Details

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

Applicant Name
[REDACTED]

Applicant Email
[REDACTED]

Applicant Address
[REDACTED]

Application Type
RCMC

Service Type
Application for Renewal of Registration-cum Membership Certifi

Application Number
ARNRCMCRENEW03077945AM22

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

Screen 70

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

Payment Response
▲

Payment Transaction ID

█

Applicant Name

█

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 █

Address █

Total 6,33,61,204.72

Invoice Date 28/04/2022

Invoice No. █

Reference No. █

Original Copy

Tax Invoice cum Receipt

Applicant Name (Bill To) █

Exporter GSTIN █

Billing Address █

Service
Renewal of e-RCMC
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.

BCCRC020000000271

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 header 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. Navigation links include Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. A search bar and a notification bell icon with '3103' are also present. The main content area has a title 'Track Application Status' and a search form with the following fields:

| Type of scheme * | Type of sub scheme * | Status |
|--|--|--|
| <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |

| From Date | To Date | File Number | Application Number |
|---|---|----------------------|----------------------|
| <input type="text" value="17/09/2021"/> | <input type="text" value="17/12/2021"/> | <input type="text"/> | <input type="text"/> |

| RA Office | Branch code |
|--|--|
| <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |

At the bottom right of the form 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 | ARNRCMCPPLY03077911AM22 | RCMCPPLYCHEMEXCIL00251426AM22 | 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**.



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE



75
Azadi Ka
Amrit Mahotsav

HomeAbout DGFTServicesMy DashboardRegulatory UpdatesLearnIndian Trade ServiceRTI

3103

Track Application Status

Type of scheme *
RCMC

Type of sub scheme *
Application for Renewal of Registration-cum Members

Status
Please Select

From Date

To Date

File Number

Application Number

RA Office
Please Select

Branch code
Please Select

Clear All

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 | ARNRCMCRENEW03077945AM22 | RCMCRENEWCHEMEXCIL00251450AM22 | 17/12/2021 | RELIANCE INDUSTRIES LIMITED | | DGFT(HQ) | Action |

Showing 1 to 1 of 1 entries

Previous1Next

Screen 79

4. View Submitted e-RCMC Details in IEC Profile

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

Home

Dashboard

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

For Your Action Notifications

Update/Modify IEC | My IEC | Manage Profile

Frequently Accessed Links

Advanced Authorisation | MEIS | IEC | EPCG | SEIS | Search Norms

Valid IEC Status

IE CODE

Value of Scrips Applied: 0

Value of Scrips Approved: 0

DEL Status: N

Authorisations Issued: 0134

Screen 80

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

Home

Dashboard

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

| IEC Details | RCMC | Industrial Registration | Status Holder Details | Export Details | Risk Details | Authorisation/Scrips Issued | IEC Lifecycle Summary | Authorized Economic Operator (AEO) Details | | | | | | | | | | | | | | | |
|---|--------------------|-------------------------------|-----------------------|----------------|--------------|-----------------------------|-----------------------|--|------------|------------|-------------------------------|-------------------|------------|------------|--------------------|--------------------|--|-------------|-----------|----------------|--------------------------|------------|-----------|
| <p>IEC Details</p> <table border="1"> <tbody> <tr> <td>IEC Number</td> <td>PAN Number</td> <td>Date of Birth / Incorporation</td> </tr> <tr> <td>IEC Issuance Date</td> <td>IEC Status</td> <td>DEL Status</td> </tr> <tr> <td>IEC Cancelled Date</td> <td>IEC Suspended Date</td> <td></td> </tr> <tr> <td>File Number</td> <td>File Date</td> <td>DGFT RA Office</td> </tr> <tr> <td>MUMIECPAMEND00100372AM22</td> <td>19/09/2021</td> <td>RA MUMBAI</td> </tr> </tbody> </table> | | | | | | | | | IEC Number | PAN Number | Date of Birth / Incorporation | IEC Issuance Date | IEC Status | DEL Status | IEC Cancelled Date | IEC Suspended Date | | File Number | File Date | DGFT RA Office | MUMIECPAMEND00100372AM22 | 19/09/2021 | RA MUMBAI |
| IEC Number | PAN Number | Date of Birth / Incorporation | | | | | | | | | | | | | | | | | | | | | |
| IEC Issuance Date | IEC Status | DEL Status | | | | | | | | | | | | | | | | | | | | | |
| IEC Cancelled Date | IEC Suspended Date | | | | | | | | | | | | | | | | | | | | | | |
| File Number | File Date | DGFT RA Office | | | | | | | | | | | | | | | | | | | | | |
| MUMIECPAMEND00100372AM22 | 19/09/2021 | RA MUMBAI | | | | | | | | | | | | | | | | | | | | | |

Screen 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**.

IEC Details

RCMC

Industrial Registration

Status Holder Details

Export Details

Flag Details

Authorisation/Scripts Issued

IEC Lifecycle Summary

Authorized Economic Operator (AEO) Details

IEC Details

RCMC

ADD

PDF

Excel

| 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 | | | | | | Expired | | Manufacturer Exporter | 127 | Y | - |
| 2 | | | | | | 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.