

**FORM OF APPLICATION FOR REGISTRATION- CUM MEMBERSHIP CERTIFICATE (RCMC) OF JUTE PRODUCTS DEVELOPMENT AND EXPORT PROMOTION COUNCIL.**

DA-149 (Ground Floor), Sector I ,Salt Lake City Kolkata – 700064.

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**[MEMBERSHIP OF THE COUNCIL IS PRECONDITION FOR RCMC]**

To  
The Secretary  
Jute Products Development and Export Promotion Council  
DA-149 (Ground Floor), Sector I , Salt Lake City  
Kolkata-700064

Sir,  
Kindly register me/ us as Manufacturer-exporter / Merchant- exporter/ Manufacturer- cum- Merchant exporter of jute product(s), as per details provided hereunder: -

1. Name of applicant : \_\_\_\_\_

2. (i) Address of the applicant (Registered Office in case of Limited Company : \_\_\_\_\_  
and the Head Office for others) including E-mail ID. \_\_\_\_\_

(ii) Name and address of the branch/branches, if any. : \_\_\_\_\_

(iii) Name and address of the factory / factories, if applicable. : \_\_\_\_\_

3. Importer- Exporter Code – Certificate attached.  
(i) Number (i) \_\_\_\_\_

(ii) Date of Issue (ii) \_\_\_\_\_

(iii) Issuing Authority (iii) \_\_\_\_\_

4. Date of establishment : \_\_\_\_\_

5. Registration is required as (Please Tick)  Manufacturer- exporter  
 Merchant- exporter  
 Manufacturer- cum- Merchant- exporter

6. (i) For registration is required as manufacturer- exporter, SSI Registration/ Industrial License / IEM- Certificate attached. No : \_\_\_\_\_  
Date: \_\_\_\_\_

(ii) For others- Certificate attached. Issuing authority \_\_\_\_\_

7. For EH/TH/STH/SSTH/SHE/ISEH/ISSEH status details- Certificate attached. Status name : \_\_\_\_\_  
Number : \_\_\_\_\_  
Valid upto : \_\_\_\_\_

8. Details of Directors/ Partners/ Proprietor/ Karta given in the following manner (List annexed in a separate sheet)

(i) a. Name : \_\_\_\_\_  
b. Father's name : \_\_\_\_\_  
c. Residential address: \_\_\_\_\_  
d. Telephone no : \_\_\_\_\_  
e. Email id. : \_\_\_\_\_

(ii) a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_

(iii) a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_

(iv) a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_

9. (i) Name of the export products(s) or its category for which registration is : \_\_\_\_\_  
required

(ii) Main line of business of applicant : \_\_\_\_\_

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

(i) abide by the terms of the registration certificate granted on all our exports;

(ii) agree to abide by any code of conduct that may be prescribed;

(iii) agree to abide by export floor price condition that may be stipulated by the Registering Authority;

(iv) furnish without fail monthly returns of exports, including NIL returns, in prescribed form, to the Registering Authority by 15<sup>th</sup> day of the following month.

(v) intimate any change in the particulars furnished with this application;

11. I/We further understand that the registration is liable to be cancelled in the event of any false declaration/s and breach of any of the undertaking/s mentioned above.

12. I/We solemnly declare that we have applied to the Jute Products Development and Export Promotion Council which pertains to our main line of business. In case we have applied to any Council, the application has been made within the purview of provisions of Para 2.63 of the Handbook of Procedures (Vol. 1).

Yours faithfully,

(Signature of authorized person)

Enclosures: As Listed below the Form

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Tele No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_  
Residential Address : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Office Seal

Application for membership of Council in prescribed form with payment of prescribed charges by A/c payee Cheque/ Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ is made may be ignored; existing Members are also required to submit application in fresh (revised) form with original date of application (One in original).

Application for RCMC of Council in prescribed form with payment of prescribed charges by A/c payee cheque/ Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ is made may be ignored; existing Members are also required to submit application in fresh (revised) form with original date of application (One in original).

Documents to be enclosed with application for RCMC :

1. Self-certified copies of the IEC Number Issued by the licensing authority concerned (**Two copies**)
2. Self-certified copies of SSI Registration Certificate/ Industrial License/ IEM/ Central Excise Registration Certificate in support, if engaged in manufacturing activities (**Three- Copies**).
3. Self-certified copy of certificate, if applicable, in recognition of an export house, etc. (**One copy**).
4. Declaration attested by one of the Directors/ Partners on the applicant's letter head giving names & addresses of all Directors/ Partners, as applicable (**One in original**)
5. Self-certified copy of PAN issued by Income Tax Authorities (**One copy**).
6. Chartered Accountant's certificate, mentioning export turnover in respect of Jute Products for last three years (one in original).
7. Bank Certificate on financial soundness (**One in original**).
8. Self-declaration to the effect that the applicant is not black listed by any Govt. Deptt. (**Two in originals**).
9. Authorization letter to represent the Applicant (one in Original).
10. **N.B. The registration is liable to be cancelled in the event of default in (i) payment of yearly membership subscription and RCMC renewal fee to Jute Products Development and Export Promotion Council, the registration authority (ii) in furnishing monthly exports figures in prescribed form.**