

FORM OF APPLICATION FOR RENEWAL OF REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)

To,
 The Chairman
 Coconut Development Board
 (Ministry of Agriculture, Govt. of India)
 Kera Bhavan, SRVHS Road, Cochin – 682011

Dear Sir,
 Kindly register us as Merchant/Manufacturer exporter of the export product(s) mentioned below.

1. Name of the firm (name provided in the IEC certificate)

2.(i) Address of the applicant. (Registered Office in case of limited companies, and the head office for others)

Building name																				
Street																				
City												Pin								
District																				
State																				
Phone (with STD code)																				
Mobile																				
Fax																				
Email																				
Website																				

2.(ii) Name and address of the branches, if any.

Building name																				
Street																				
City												Pin								
District																				
State																				
Phone (with STD code)																				
Mobile																				
Fax																				
Email																				

2.(iii) Name and address of the factory, if any.

Building name																				
Street																				
City												Pin								
District																				
State																				
Phone (with STD code)																				
Mobile																				
Fax																				
Email																				

9. Details of Certification (Please tick wherever applicable)

ISO

HACCP

Organic certification

Others

Please specify _____

10. 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 quarterly returns of exports including NIL returns to the Registering authority by 15th day of the month following the quarter.

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

12. We/ I solemnly declare that we have applied to the Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of para 3.12 and 3.12.1 of the Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Name

Address

Designation

Tele No:

Fax No:

E.Mail Address:

Residential address:

Place _____

Date _____

Documents to be enclosed with the application form:

1. Renewal fee of Rs.5000/- (Rupees Five thousand only) in the form of crossed Demand Draft drawn in favour of the Chairman, Coconut Development Board payable at Ernakulam. Fee once paid will not be refunded under any circumstances.
2. A self certified copy of the IEC Number issued by the licensing authority concerned.
3. Self certified / attested copy of Partnership Deed / Memorandum & Articles of Association (Not applicable to proprietorship firms)
4. Self certified / Attested copies of evidence indicating that you are a manufacturer exporter. Also details of products manufactured, plant and machinery, annual production capacity, etc. are to be given. Further, a letter from the Directorate of industries / sponsoring authority stating that the unit is existing now and that it has a valid certificate issued as SSI certificate as on date is to be produced, if the unit is SSI unit.
5. Self certified copy of PAN card.
6. Self certified copy of the RCMC issued from Coconut Development Board.
7. Year wise export returns during the last five years in the prescribed format.

APPENDIX 19 B

FORMAT OF REGISTRATION-CUM-MEMBERSHIP CERTIFICATE

PART I

(To be filled in by the applicant)

1. Name of the exporter : M/s.

2. IEC Number :

3. RCMC number

4. Address of the
Registered/Head Office

5. Date of establishment :

6. Description of goods/ services :
for which registered

7. Registration Number :

8. Registered as : a) Manufacturer exporter
b) Merchant exporter
c) Merchant cum manufacturer exporter

9. Name of the Proprietor/
Partner(s)/ Director(s)/Karta :

This certificate is issued as per the details of our records and is subject to the conditions laid down in the relevant scheme of registration of this council.

(Signature of the competent
Officer of the E.P. Council)

Name _____

Designation _____

Seal _____

Renewed upto _____ Date of issue _____



COCONUT DEVELOPMENT BOARD

(Ministry of Agriculture & Farmers Welfare, Government of India)

Kera Bhavan, SRV Road, Kochi 682 011

PROFORMA FOR FURNISHING EXPORT RETURNS FOR RENEWAL OF REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)

1. Name of the Exporter :
2. IEC No :
3. RCMC Number :
4. Export Performance :
(last 5 financial years)

Fin. Year	ITC HS Code	ITEM(S)	Export	
			Qty. (M/T) / Unit	FOB Rs. in Lakhs
	Total			

SIGNATURE

Name:
Address:

Dated:

_____/SEAL/STAMP/