CARPET EXPORT PROMOTION COUNCIL

(Set up by Govt. of India, M/O Textiles and Registered as a Company under the Company Act.)

FORM OF APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP (RCMC)

To,

The Executive Director-Cum-Secretary,
Carpet Export Promotion Council,
Niryat Bhawan, 3rd Floor,
Rao Tula Ram Marg,
Opp. R & R Army Hospital,
New Delhi -110057.
Tel.: 26153466 /67, 41653234, 49128050
Fax : 26153465
E-mail : cepc.nd@gmail.com
Website : www.indiancarpets.com

To,

The Assistant Director
Carpet Export Promotion Council,
Kaleen Bhawan, 1st Floor,
Maryadpatti,
Bhadohi -221401
Distt. Bhadohi (U.P.)
Tel.: 05414-225075
Telefax : 05414-224903
E-mail : cepcbhadohi@gmail.com

Dear Sir,

Kindly register us as Merchant / Manufacturer Exporter of the export product(s) mentioned below, with Carpet Export Promotion Council:

1	**Name of the Firm / Company**	**M/s.**
2.i.	Address of the (Registered Office in case of limited companies, and the Head Office for others) - as per Import Export Code (IEC)	
2.ii.	Name address of the branches, if any	
2.iii.	Name and address of the factory.	
3.i.	IEC number Date of issue Issuing Authority	
3.ii.	Date of Establishment	
4	If the registration is required as a manufacturer exporters SSI Registration Industrial Licence / IEM Others (specify)	No. _____ Date. _____ Issuing Authority (Pl. attach self attested photocopy)

Contd…2..

5	EH/TH/STH/SSTH/SHE/IS EH/IS SEH/ ISSEH	No_____ Date_____ Valid up to _____
6	Details of Directors / Partners / Proprietor / Karta to be given in the following manner:	
6.1 (a)	Name	
6.1 (b)	Father's Name	
6.1 (c)	Residential Address	
6.1 (d)	Telephone No. Mobile No.	
6.2 (a)	Name	
6.2 (b)	Father's Name	
6.2 (c)	Residential Address	
6.2 (d)	Telephone No. Mobile No.	
6.3 (a)	Name	
6.3 (b)	Father's Name	
6.3 (c)	Residential Address	
6.3 (d)	Telephone No. Mobile No	
6.4 (a)	Name	
6.4 (b)	Father's Name	
6.4 (c)	Residential Address	
6.4 (d)	Telephone No. Mobile No.	

Contd…3..

7.(a)	Name of export product(s) or its for which registration is required	
7.(b)	Main line of business of Firm / Co.	
8	I / We hereby solemnly declare that the above stated information is true and correct. I / We undertake, without any reservation, to:	
8.(a)	abide by the terms of the registration certificate granted to us on all our exports;	
8.(b)	agree to abide by Code of Conduct of the CEPC;	
8.(c)	Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.	
9.	We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.	
10.	We/I solemnly declare that we have applied to the Carpet 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)

Place : _____ **Name** _____

Date : _____ **Designation** _____

Mob. _____

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DOCUMENTS TO BE ENCLOSED WITH MEMBERSHIP APPLICATION FORM

1. In case of Manufacturer Exporters, proof of manufacturing (self attested copy of DIC certificate) for the items for which Registration is sought for;

2. A certificate from a Chartered Accountant certifying item wise export performance for the last 3 years in case of new member/exporters a copy of export order/ proof of export;

3. For New Members, a Demand Draft for Rs. 4600/- (entrance fee Rs. 2300/- and Membership subscription Rs. 2300/- inclusive of service taxes) by a demand draft in favour of **Carpet Export Promotion Council**, payable at New Delhi. Please note that if the exports of above Rs. 50 lakhs, the Annual Membership Fee would be as under:

S.No.	Particulars	Amount of Annual membership subscription in Rs.
1	Export Performance up to Rs 50.00 lakhs during 2015-16	2,000.00 + 300.00 (S.T. @ 15%) = Rs. 2,300.00
2	Export Performance above Rs 50.00 lakhs & up to Rs 1.00 Crore during 2015-16	3,000.00 + 450.00 (S.T. @15 %) = Rs. 3,450.00
3	Export Performance above Rs 1.00 Crore and up to Rs 10.00 Crores during 2015-16	5,000.00 + 750.00 (S.T. @ 15 %) = Rs.5,750.00
4	Export Performance above Rs 10.00 Crores during 2015-16	10,000.00 + 1,500.00 (S.T. @ 15 %) = Rs.11,500.00

1. An affidavit on a Non-judicial paper of Rs.10/-duly notarized by the Notary Public to the effect that neither the applicant firm nor any of its Partners / Directors / or Proprietor has ever been blacklisted by any Govt. agency;
2. An affidavit on Non-judicial paper of Rs.10/-duly notarized by the Notary Public that the firm will abide by the Code of Conduct of the Carpet Export Promotion Council regarding not usage of Child Labour in Carpet manufacturing;
6. An affidavit on a Non-judicial paper of Rs.10/-duly notarized by the Notary Public giving an undertaking that none of the Partners / Proprietor / Directors are associated with any other firm / Company, as a Partners/Proprietor/ Directors who have not paid Child Welfare Fund to the Council @ 0.25% of the FOB value of their export for the years 1995-1996 & 1996-1997.
7. A self attested photocopy of the Partnership Deed or Memorandum and Articles of Association in case of Limited companies;
8. A self certified copy of the IEC number issued by the licensing authority concerned;
9. A self certified copy of the Income Tax Permanent Account No. (PAN).

NOTE:- Please ensure that the above documents are complete and forms are duly typed in all respect, so that delay in issuance of RCMC is avoided.