

**APPENDIX - 4**

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**FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP WITH  
EXPORT PROMOTION COUNCILS**

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**NOTE: Please see paragraph 2.44 of the Policy and paragraph 2.55 of  
this Handbook**

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**FOR OFFICIAL USE**

**File No:----- Date:-----**

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**To,**

**The \_\_\_\_\_**

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**(Name and Address of the Council)**

**Dear Sir,**

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

- 1. Name of the applicant : \_\_\_\_\_**
- 2. (i) Address of the applicant : \_\_\_\_\_  
(Registered Office in case of limited companies, and the head office for others)**
- (ii) Name address of the branches, if any : \_\_\_\_\_  
\_\_\_\_\_**
- (iii) Name and address of the factory. : \_\_\_\_\_  
\_\_\_\_\_**
- 3. IEC No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Issuing Authority \_\_\_\_\_**
- 4 If the registration is required as a manufacturer exporter SSI Registration Industrial Licence/IEM : No. \_\_\_\_\_  
Date \_\_\_\_\_  
Issuing Authority: \_\_\_\_\_**
- Others (specify) : \_\_\_\_\_**
- 5. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISS : Valid upto \_\_\_\_\_  
EH certificate number**
- 6. Details of Directors/Partners/Proprietor/Karta to be given in the following manner**

(1) (a) Name : \_\_\_\_\_  
(b) Father's Name : \_\_\_\_\_  
(c) Residential address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(d) Telephone No. : \_\_\_\_\_

(2) (a) \_\_\_\_\_ (3) (a) \_\_\_\_\_  
(b) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (c) \_\_\_\_\_  
(d) \_\_\_\_\_ (d) \_\_\_\_\_

(4) (a) \_\_\_\_\_ (4) (a) \_\_\_\_\_  
(b) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (c) \_\_\_\_\_  
(d) \_\_\_\_\_ (d) \_\_\_\_\_

7. Name of export product(s) for which registration is required. : \_\_\_\_\_

8. 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.

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

Yours faithfully,

(Signature)

**Name** \_\_\_\_\_.

**Address** \_\_\_\_\_.

**Designation** \_\_\_\_\_.

**Tele No:** \_\_\_\_\_.

**Fax No:** \_\_\_\_\_.

**E.Mail Address:** \_\_\_\_\_.

**Residential address:** \_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Place** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Documents to be enclosed with the application form:**

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1. A self certified copy of the IEC Number issued by the licensing authority concerned.
2. A certificate from the bank in support of the applicant's financial soundness.

**APPENDIX - 4A**

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**FORMAT OF REGISTRATION-CUM-MEMBERSHIP CERTIFICATE**

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**Note: Please see Paragraph 2.44 of the Policy and Paragraph 2.55.2 of this Handbook**

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**PART I**  
**(To be filled in by the applicant)**

1. Name and address of the applicant : \_\_\_\_\_

2. IEC Number : \_\_\_\_\_

3. Address of the Head Office  
\_\_\_\_\_  
\_\_\_\_\_  
(i) Registered Office : \_\_\_\_\_  
(ii) Branch(s) : \_\_\_\_\_  
(iii) Factory(s) : \_\_\_\_\_

4. Year of establishment : \_\_\_\_\_

5. Description of export product(s) for which registration is sought : \_\_\_\_\_

6. Whether registration is required as merchant exporter or manufacturer exporter : \_\_\_\_\_

7. Name of the Proprietor/ Partner(s)/ Director(s)/Karta : \_\_\_\_\_

I/We hereby declare that the above information is correct to the best of my/our knowledge and belief.  
I/We also undertake to abide by the conditions subject to which registration/membership is granted.

(Signature)

Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Residential Address \_\_\_\_\_

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

**PART - II**

**(TO BE FILLED IN BY THE REGISTERING AUTHORITY)**

This is to certify that M/s \_\_\_\_\_ (Name and address of the firm/Company) is registered with us.

Other details as per our records are as under:

(i) Description of goods for which registered \_\_\_\_\_

(ii) Registration number \_\_\_\_\_

(iii) Registered as Manufacturer  
exporter or merchant exporter \_\_\_\_\_

(iv) Name(s) of proprietor/  
partner(s)/director(s)/  
Karta (s) \_\_\_\_\_

This certificate is issued 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 \_\_\_\_\_

Valid/renewed upto \_\_\_\_\_ Date of issue \_\_\_\_\_

Space for endorsement of any amendments in this certificate

## APPENDIX- 4B

### PROFORMA FOR FURNISHING OF EXPORT RETURNS

**Note: Please see with paragraph 2.54 of Handbook (Vol.1)**

1. Name of the firm/company : .....
2. IEC number : .....
3. Address : .....
4. Tel.no. : .....
5. Fax no. : .....
6. E-mail address : .....
7. Website : .....
8. Details of exports:

Period	Item(s)	Quantity, if applicable	Country(s) of export (item wise)	Value of export during the period (in Rs.)	Cumulative exports (Apr 2001 onwards) (in Rs.)
[1]	[2]	[3]	[4]	[5]	[6]

Cumulative exports (in words) : .....

#### DECLARATION

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief.

Date

Signature

Name

Designation

Stamp

Seal/Stamp