

APPENDIX - 4

FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP WITH
EXPORT PROMOTION COUNCILS

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

FOR OFFICIAL USE

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

To,

The _____

(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 : No. _____
manufacturer exporter SSI Registration : Date _____
Industrial Licence/IEM : 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) _____
(b) _____
(c) _____
(d) _____

(3) (a) _____
(b) _____
(c) _____
(d) _____

(4) (a) _____
(b) _____
(c) _____
(d) _____

(4) (a) _____
(b) _____
(c) _____
(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 _____

Documents to be enclosed with the application form:

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

FORMAT OF REGISTRATION-CUM-MEMBERSHIP CERTIFICATE

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

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