



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

### User Help File

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### Registration-cum Membership Certificate(RCMC) Module

Version 1.0

December 2021

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## 1. Introduction and Accessing DGFT Portal

DGFT has launched e-RCMC module as part of IT Revamp project to deliver seamless experience for the Importers and Exporters. This document will act as the user guide for Importer and Exporter working on the e-RCMC module available on <https://www.dgft.gov.in>.

Features of the current e-RCMC module are summarized as below:

- ✓ Soft Launch of Electronic Filing of Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the Common Digital Platform w.e.f. 6 December 2021 vide Trade Notice No. 27/2021-2022 Dated 30.11.2021.
- ✓ Transition Period of 3 Months i.e., up to Feb. 2022 or until further orders.
- ✓ Electronic (Paper less & contact less) and Real-Time Issuance of Certificate.
- ✓ Single Source of Information – IEC Details are auto-authenticated and common across the Trade Ecosystem.
- ✓ CBDT and MCA Integration in-built in the System – For PAN/DIN Details Auto-validation in Exporters IEC Profile.
- ✓ Auto-generation of Invoice by the System.

### 1.1. Contact @DGFT

For any issues users can raise any concern to DGFT and may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the “Contact@DGFT” page.

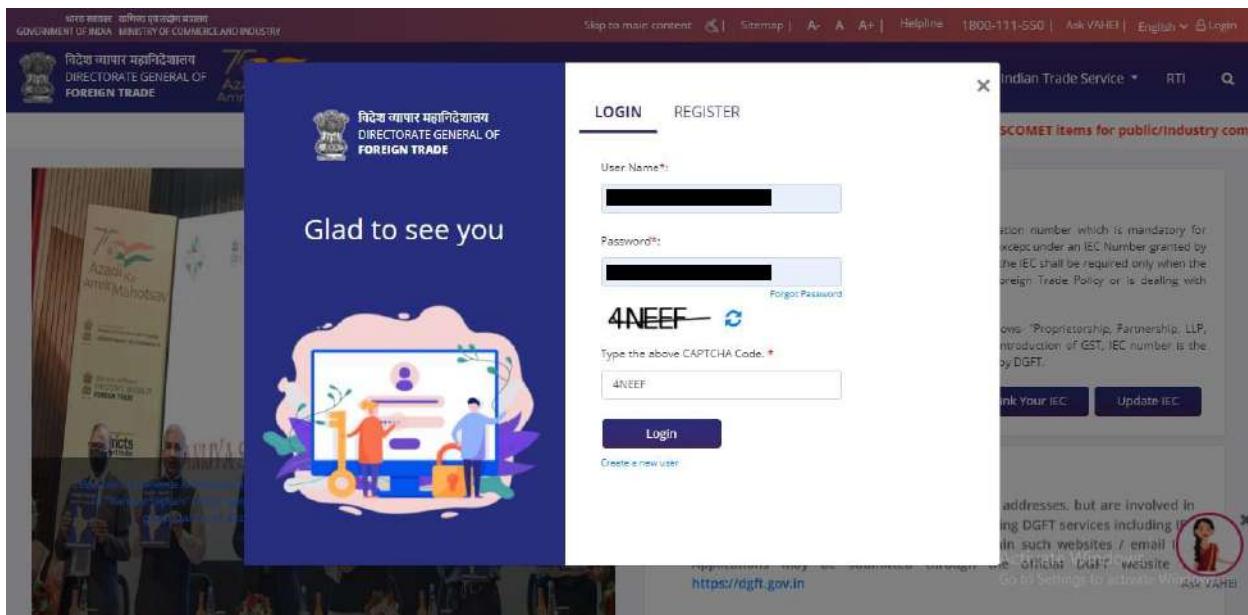
### 1.2. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

- a) Internet Connection
- b) Valid User ID and password provided to log in

Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the user ID, Password and captcha then click on the Login button to log into the system.



2. On successful login, Home page will be displayed with Basic details in Dashboard like IEC Number, Valid, IEC status, Authorizations Issued, etc. FYA Notifications will be displayed in the left pane of the screen.

For Your Action Notifications

IE CODE	IEC Status
0	0
Value of Scrips Applied	Value of Scrips Approved
N	0134
DEL Status	Authorisations Issued

Update/Modify IEC   My IEC   Manage Profile

Frequently Accessed Links

- Advanced Authorisation
- MEIS
- IEC
- EPCG
- SEIS
- Search Norms

## 2. Registration-cum Membership Certificate

Registration-Cum-Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency/ organization that are authorised by the Indian Government.

While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.

In case an export product is not covered by any Export promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIFO. Further, in case of multi product is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).

In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).

In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).

It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31<sup>st</sup> March of the licensing year, unless otherwise is specified.

## 2.1.Issuance of Registration-cum Membership Certificate

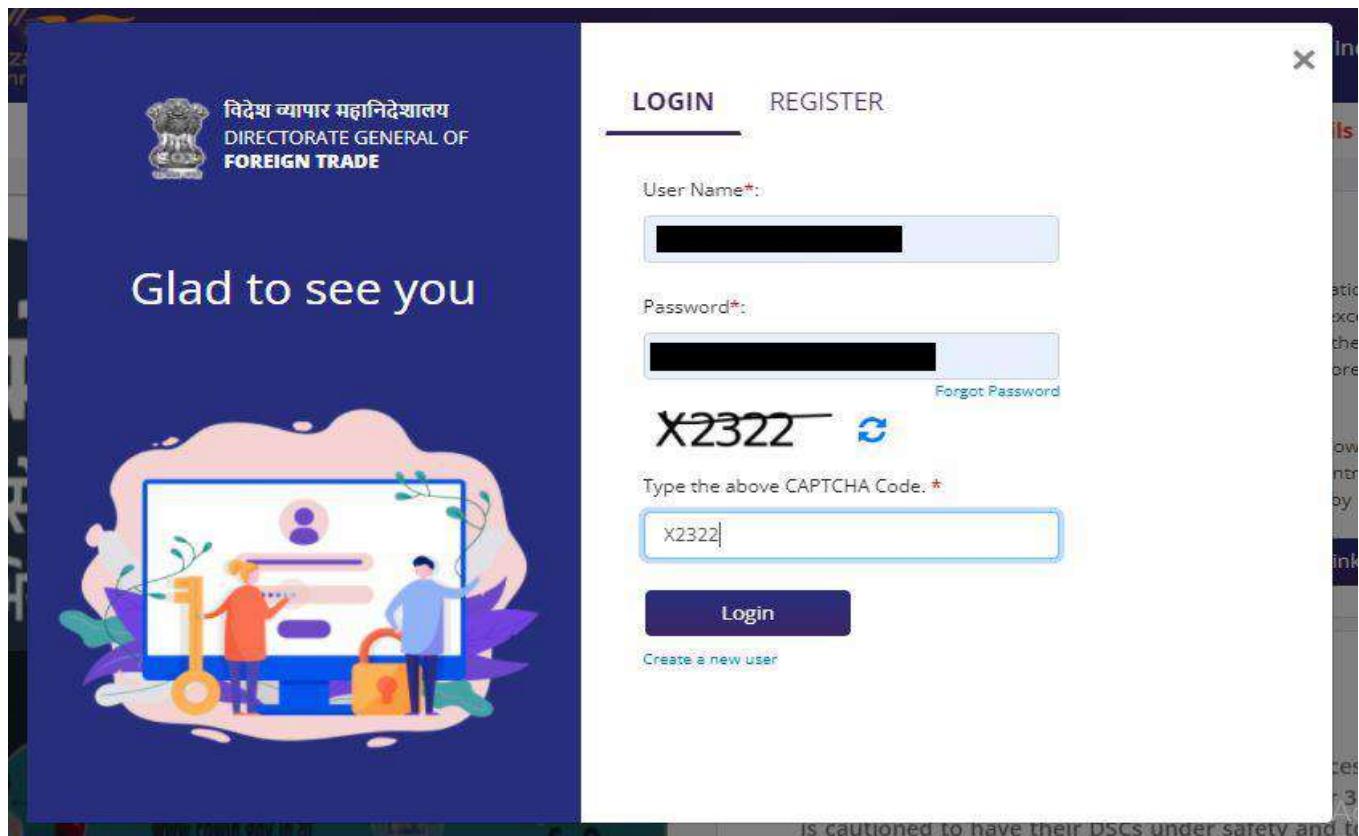
Applicant will register on DGFT Website <https://www.dgft.gov.in> as Importer/Exporter to access the Common Digital Platform.

Steps to apply for for Issuance of RCMC on the DGFT website are as follows.

- 1) Navigate to <https://www.dgft.gov.in>.



- 2) Click on Login button on top right corner of webpage.
- 3) Enter the User Name, Password and CAPTCHA Code and click on **Login**.



4) Navigate to **Services > e-RCMC > Apply for e-RCMC.**

**e-Registration Cum Membership Certificate (RCMC)**

**What is e-Registration Cum Membership Certificate (e-RCMC)**

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

**Pre-Requisites for RCMC**

You need an active IEC to apply for RCMC.

**Services under e-RCMC**

**Apply for e-RCMC**

[Click here to apply for Registration-cum Membership Certificate.](#)

[Explore](#)

**Renewal of RCMC**

[Click here to renew an existing RCMC.](#)

[Explore](#)

**Amendment for RCMC**

[Click here to file an amendment request for existing RCMC.](#)

[Explore](#)

5) The following screen will be displayed.

Draft Application | Application for Issuance of Registration-cum Membership Certificate

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	17/12/2021 21:13	[REDACTED]	17/12/2021 21:13	[REDACTED]	<a href="#">Action</a>

Showing 1 to 1 of 1 entries

[Start Fresh Application](#) [Proceed With Existing Application](#)

6) Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

7) A Dashboard with **username** will be displayed with Basic Details.

Ashutosh's Dashboard

Last Login 15-Dec-2021 17:48:26

Basic Details RCMC Details Attachments Declaration Application Summary

IEC Number: [REDACTED] PAN Number: [REDACTED] Firm Name: [REDACTED]

Date of Birth / Incorporation: [REDACTED] IEC Issuance Date: 12/04/1988 DGET RA Office

Nature of concern/Firm: [REDACTED] Category of Exporters: [REDACTED] RA MUMBAI

Annual Turnover of the firm (Last FY in INR): 2233871563000.00 CIN / LLPIN: [REDACTED]

8) System would ask Applicant for Declaration whether he/she has updated profile or not.

Other Details (Preferred sectors of operations) ▲

Preferred sectors of operations\* □

Import List Export List

Chemicals And Allied Products,Engineering Products,Plastic Product;  Chemicals And Allied Products,Plastic Products,Textile, Readymade;

Declaration\* □

This is a mandatory field

I/We have updated my/our profile in ANF-1 □

Save & Next

9) Click on **Radio Button** then click **Yes** to make sure you have updated the profile and **Save & Next**

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List Export List

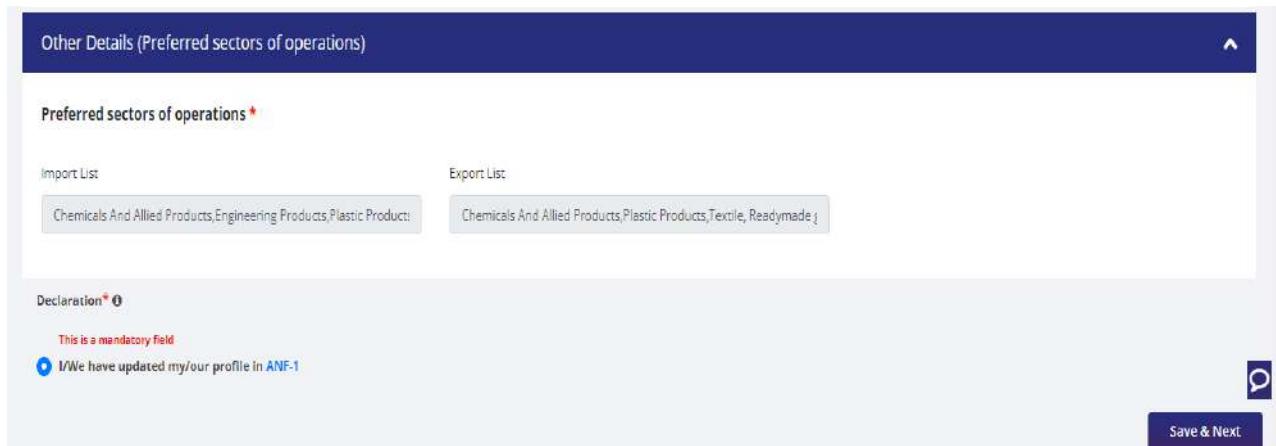
Chemicals And Allied Products,Engineering Products,Plastic Product Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-I

Save & Next



Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List

Chemicals And Allied Products,Engineering Products,Plastic Product

Declaration\* ⓘ

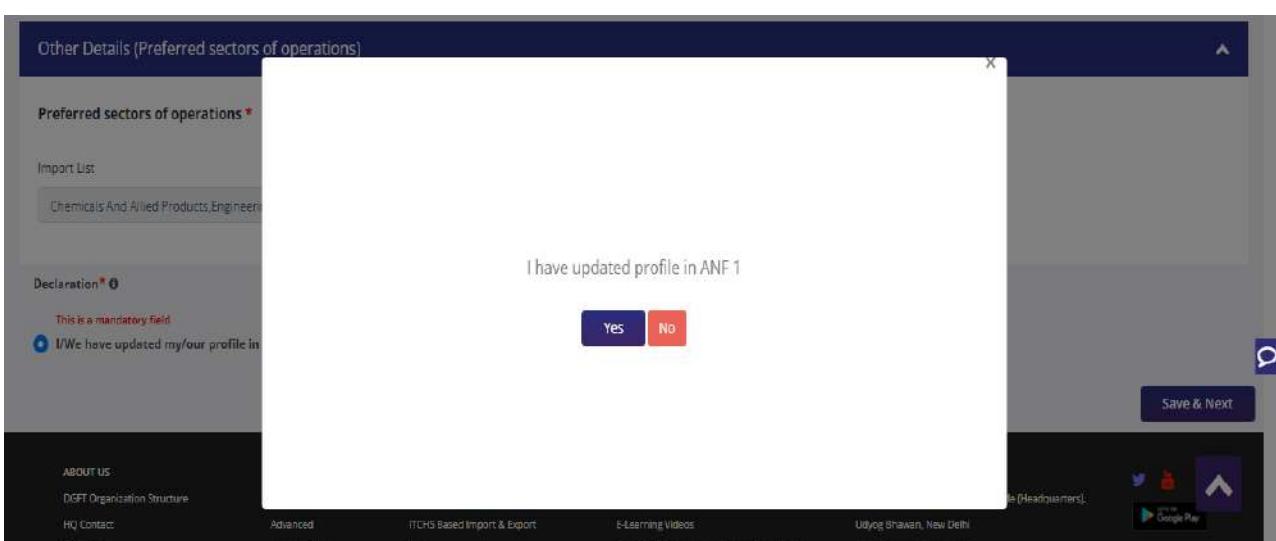
This is a mandatory field

I/We have updated my/our profile in ANF-I

Yes No

I have updated profile in ANF 1

Save & Next



10) Now under **RCMC Details** section Applicant would

- Select **Export Promotion Council / Commodity Board** and **Fee Details**.

Basic Details      RCMC Details      Attachments      Declaration      Application Summary

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Declaration**

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.

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

- abide by the terms of the registration certificate granted to us on all our exports;
- agree to abide by any code of conduct that may be prescribed;
- agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.

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

4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.

5. I/We have updated the IEC profiles in ANF 1.

6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Activate Windows  
Go to Settings to activate Windows.

Select Office for Submission of Application \*

Dinesh Gems and Stones

Address of Selected Office

Main Line of Business of Applicant

Textile, Readymade garments, Hosiery and Knitwears

Select Your Branch for Applying for RCMC \*

306-C/O, NISWIN ENTERPRISES - NO.4/228-B, CHINNAKULI...

GSTIN of Branch ?

33AACR5055K12E

Address of Selected Branch

Is the Applicant a SEZ Unit?

NO

b. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services

Export Type:  Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code\*: 29043200, Perfluorooctane sulphonate acid, its salts and per...

Description of the product to be exported/services to be rendered: Acid

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
No data available in table			

Previous Next

c. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council

Note

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category*: Authorised Representative	Name*: Ramesh	Designation*: Manager
Address Line 1*: Jubilee Hills	Address Line 2*: Road No 10	City*: Hyderabad
Pin*: 500006	District*: HYDERABAD	State*: TELANGANA
Telephone No.*: 0882-2345667	Mobile*: 9856712325	Email*: Ramesh43@gmail.com

d. Select **Other Information** under this select the countries to which the Company is Exporting and click on **Save & Next**.

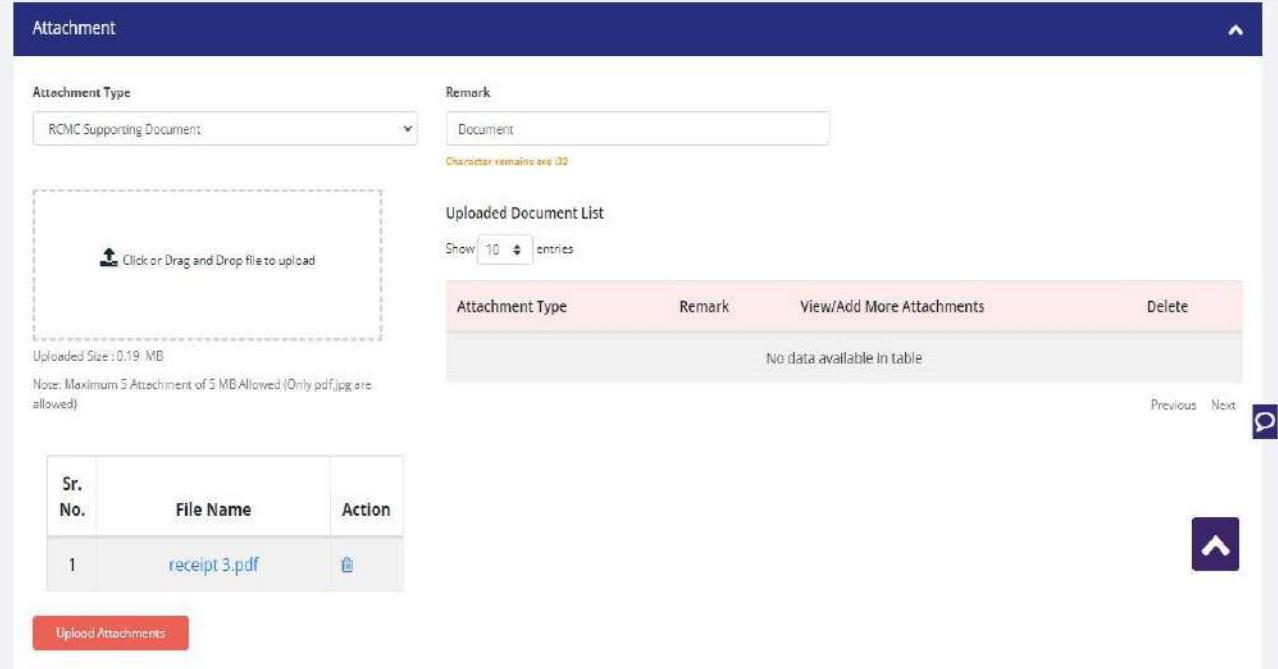


Countries to Which the Company is Exporting \*

ANGOLA

Clear All Save & Next

**11)** Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the document from Computer folder then clicking on **Upload Attachments** and finally **Save & Next**.



Attachment

Attachment Type: RCMC Supporting Document

Remark: Document

Uploaded Size: 0.19 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Uploaded Document List

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Sr. No. File Name Action

1 receipt 3.pdf

Upload Attachments

**12)** Now under the **Declaration section** read all the **Declaration Lines**.

Basic Details      RCMC Details      Attachments      Declaration      Application Summary

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Declaration**

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(IHS) Classification of Export & Import Items, as amended from time to time.
2. 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.
3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
5. I/We have updated the IEC profiles in ANF 1.
6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

**13) Click the Check box as acceptance of declaration and Enter the Place and then Save & Next.**

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\* [REDACTED]

Date\* 15/12/2021

**User Details**

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name\* [REDACTED]

Designation\* [REDACTED]

Email\* [REDACTED]

Mobile\* [REDACTED]

Office Address\* [REDACTED]

Residential Address\* [REDACTED]

**14) System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process** by clicking Sign button.**

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]	Date : 15/12/2021	Name : [REDACTED]
Designation : [REDACTED]	Official Address : [REDACTED]	Residential Address : [REDACTED]
Email : [REDACTED]	Telephone No. (O) : [REDACTED]	

Total amount to be paid : 400.00

[Sign](#)

15) After that Click **Payment for RCMC**.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]	Date : 15/12/2021	Name : [REDACTED]
Designation : [REDACTED]	Official Address : [REDACTED]	Residential Address : [REDACTED]
Email : [REDACTED]	Telephone No. (O) : [REDACTED]	

Total amount to be paid : 400.00

[Payment For RCMC](#)

16) Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

**Payment Details**

**!** Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
[REDACTED]	[REDACTED]	[REDACTED] 
Application Type	Service Type	Application Number
RCMC	Application for Issuance of Registration-cum Membership Certificate(RCMC)	[REDACTED]

17) Clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID	Applicant Name	Service Type
[REDACTED]	[REDACTED]	Application for Issuance of Registration-cum Membership Certificate(RCMC)
Response:		
Success	 	

18) After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Gem & Jewellery Export Promotion Council(GJEPC) GSTIN Address [REDACTED]		Total ₹ 400.00 Invoice Date 15/12/2021 Invoice No. Reference No. [REDACTED]	Original Copy																																							
Tax Invoice cum Receipt																																										
Exporter Name [REDACTED]	Billing Address [REDACTED]	Service Application for Issuance of Registration-cum Membership Certificate IEC [REDACTED]																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 10%;">S.No.</th> <th rowspan="2" style="width: 30%;">Free Description</th> <th rowspan="2" style="width: 10%;">HSN / SAC Code</th> <th rowspan="2" style="width: 10%;">Amount</th> <th colspan="2" style="width: 15%;">CGST</th> <th colspan="2" style="width: 15%;">SGST</th> <th colspan="2" style="width: 15%;">IGST</th> <th rowspan="2" style="width: 10%;">Total</th> </tr> <tr> <th>Rate</th> <th>Amount</th> <th>Rate</th> <th>Amount</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fee Details 4</td> <td>HSN CODe</td> <td>200.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>100.00</td> <td>200.00</td> <td>400.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td></td> <td>200.00</td> <td>-</td> <td>0.00</td> <td>-</td> <td>0.00</td> <td>-</td> <td>200.00</td> <td>400.00</td> </tr> </tbody> </table>				S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total	Rate	Amount	Rate	Amount	Rate	Amount	1	Fee Details 4	HSN CODe	200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00	Total			200.00	-	0.00	-	0.00	-	200.00	400.00
S.No.	Free Description	HSN / SAC Code	Amount					CGST		SGST		IGST			Total																											
				Rate	Amount	Rate	Amount	Rate	Amount																																	
1	Fee Details 4	HSN CODe	200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00																																
Total			200.00	-	0.00	-	0.00	-	200.00	400.00																																
Total Invoice Value (in figure) ₹ 400.00 Total Invoice Value (in words) Four Hundred Only Reverse Charge (Y/N) N																																										
Online Payment Details																																										
Transaction Id	1668882	Total Amount (INR)	₹ 400.00																																							
Date	2021-12-15 08:49:57	Payment Status	SUCCESS																																							

Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Dinesh123

## 2.2. Amendment of Registration-cum Membership Certificate

An active RCMC holder can amend the Issued RCMC. Application details previously filled at the time of issuance of RCMC, would be available in system and prepopulated in the form.

Steps to apply for Amendment of RCMC on the DGFT website are as follows

1. Navigate to **Services > e-RCMC > Amendment for RCMC.**

### e-Registration Cum Membership Certificate (RCMC)

#### What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

#### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.



#### Services under e-RCMC

##### Apply for e-RCMC

[Click here to apply for Registration-cum Membership Certificate.](#)

Explore

##### Renewal of RCMC

[Click here to renew an existing RCMC.](#)

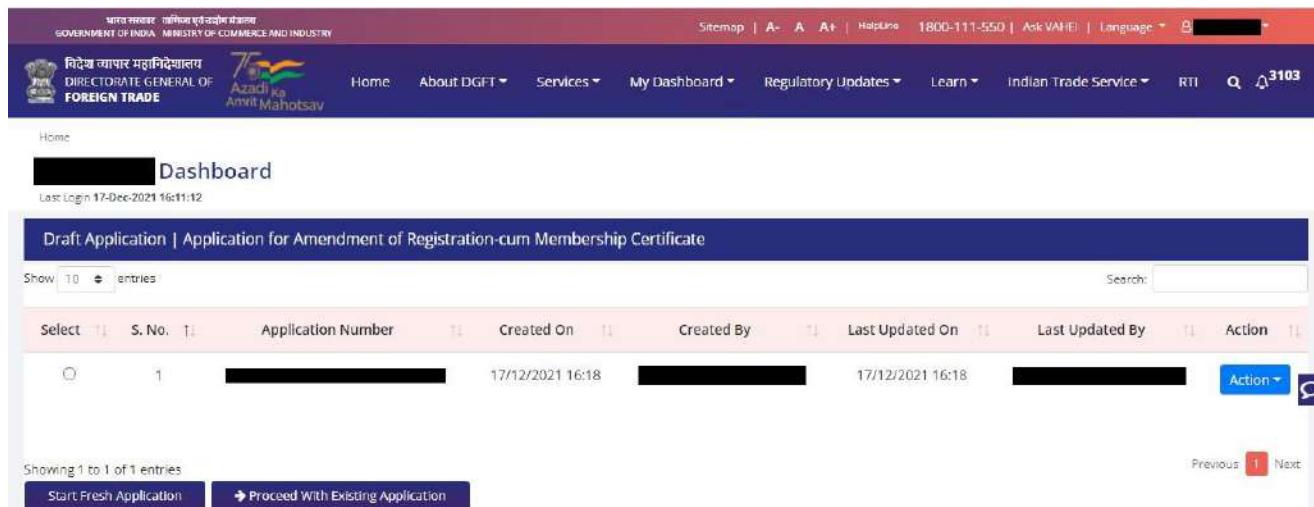
Explore

##### Amendment for RCMC

[Click here to file an amendment request for existing RCMC.](#)

Explore

2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed With Existing Application.**



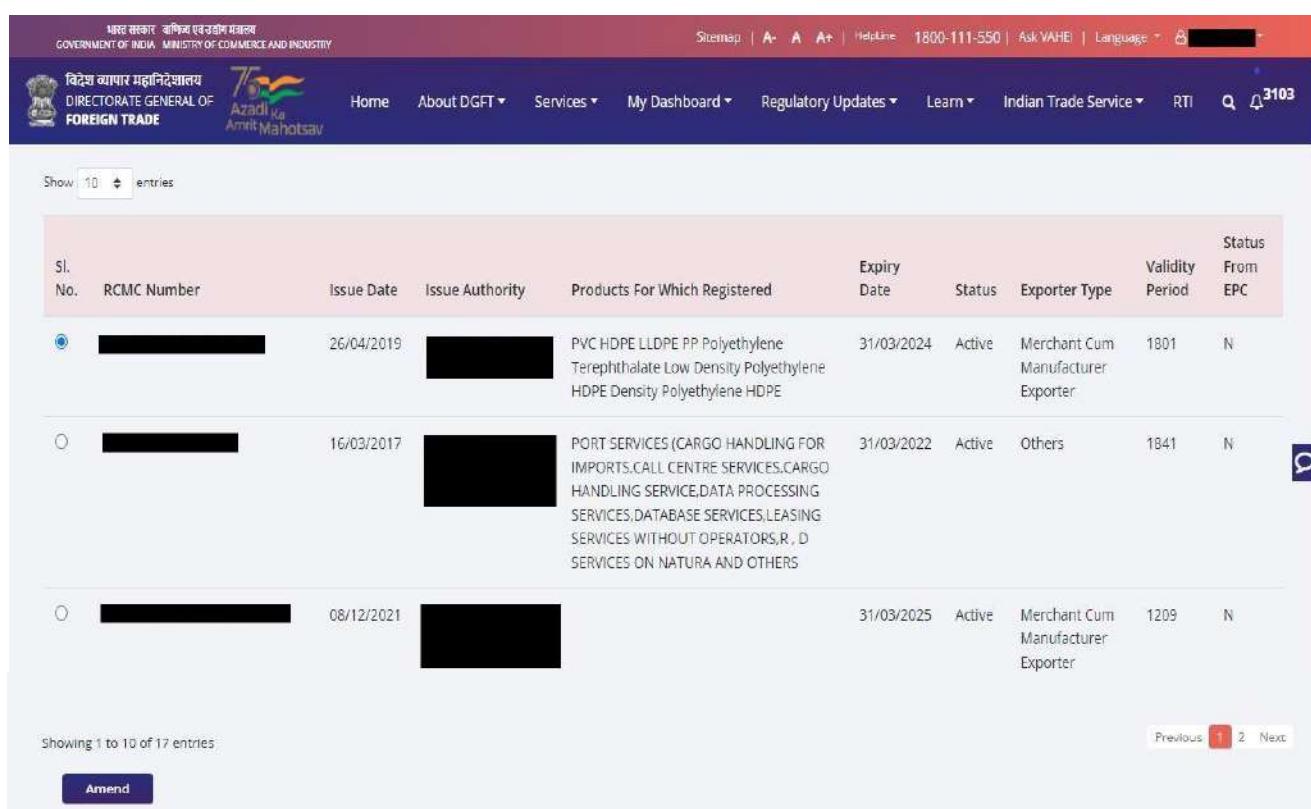
Draft Application | Application for Amendment of Registration-cum Membership Certificate

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	17/12/2021 16:18	[REDACTED]	17/12/2021 16:18	[REDACTED]	<a href="#">Action</a>

Showing 1 to 1 of 1 entries

[Start Fresh Application](#) [Proceed With Existing Application](#)

3. Now Applicant will **select the file to Amend** from available files and click on **Amend** button at



Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
<input checked="" type="radio"/>	[REDACTED]	26/04/2019	[REDACTED]	PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
<input type="radio"/>	[REDACTED]	16/03/2017	[REDACTED]	PORT SERVICES (CARGO HANDLING FOR IMPORTS, CALL CENTRE SERVICES, CARGO HANDLING SERVICE, DATA PROCESSING SERVICES, DATABASE SERVICES, LEASING SERVICES WITHOUT OPERATORS, R, D SERVICES ON NATURA AND OTHERS)	31/03/2022	Active	Others	1841	N
<input type="radio"/>	[REDACTED]	08/12/2021	[REDACTED]		31/03/2025	Active	Merchant Cum Manufacturer Exporter	1209	N

Showing 1 to 10 of 17 entries

[Amend](#)

bottom of the page.

4. A Dashboard with **username** will be displayed with Basic Details.

Home

## Dashboard

Last Login 17-Dec-2021 16:11:12

Basic Details

RCMC Details

Attachments

Declaration

Application Summary

## Basic Details

IEC Number

[REDACTED]

PAN Number

[REDACTED]

Firm Name

[REDACTED]

Date of Birth / Incorporation

[REDACTED]

IEC Issuence Date

12/04/1988

DGFT RA Office

RA MUMBAI

Nature of concern/Firm

[REDACTED]

Category of Exporters

[REDACTED]

CIN / LLPIN

[REDACTED]

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

## Other Details (Preferred sectors of operations)

## Preferred sectors of operations \*

Import List

Chemicals And Allied Products,Engineering Products,Plastic Product

Export List

Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\*

 I/We have updated my/our profile in ANF-1

Save &amp; Next

6. Click on **Radio Button** then click **Yes** to make sure you have upload the profile and **Save & Next**.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration \*

This is a mandatory field

I/We have updated my/our profile in ANF-1

**Save & Next**

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products

Declaration \*

This is a mandatory field

I/We have updated my/our profile in ANF-1

I have updated profile in ANF 1

Yes No

**Save & Next**

ABOUT US

DGFT Organization Structure

HO Contact

RA Contact

Citizen Charter

Complaints / suggestions / Feedback

BUS

SIC

General Product Classification

HS Code

Goods & Services Tax (GST)

Stamp

Min.

Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New Delhi-110011

Follow Us (Headquarters):

Twitter

Facebook

Google Plus

7. Now under **RCMC Details** section Applicant would.

a. Select **Export Promotion Council / Commodity Board and Fee Details**.

Success Message  
Draft Application Number [REDACTED] has been successfully saved.

Select Export Promotion Council / Commodity Board

Note: To select the council / board, please refer to Appendix 2T

Name of Export Promotion Council / Commodity Board \*

Basic Chemicals, Pharmaceuticals & Cosmetics EPC (CHEMEXCIL)

Main Line of Business

BHARAT CHEMICALS, Petroleum Products, Petrol and oil

Application Type \*

Amendment

Statusholder \*

5-Star

No. of Years Membership Applied for \*

2 Year

Financial Year for which Membership is applied for \*

Current Financial Year

Annual Turnover \*

22336789

Select Office for Submission of Application \*

Sam Novelties

Address of Selected Office

Main Line of Business of Applicant

Chemicals And Allied Products

Select Your Branch for Applying for RCMC \*

304-PLOT NO. 56 TO 59, 62 TO 74, TZ-3, P6 AND 30 MTR RO...

GSTIN of Branch ⓘ

24AAACR5055K1ZD

Address of Selected Branch

Is the Applicant a SEZ Unit?

NO

b. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services

Export Type: <sup>*</sup>	ITC(HS) Code/Service Code <sup>*</sup>	Description of the product to be exported/services to be rendered
<input checked="" type="radio"/> Export product(s) <input type="radio"/> Rendering service(s)	54083212.Fabrics of rayon: --- Rayon georgette	fabric
		<input type="button" value="Add"/>
Show 10 entries		
Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered
Export product(s)	29231000.Choline and its salts	Choline and its salts <input type="button" value="Edit"/> <input type="button" value="Delete"/>

**c. Select Authorised Representatives / Department Heads / Contact Persons for the councils.**

Authorised Representatives / Department Heads / Contact Persons for the Council

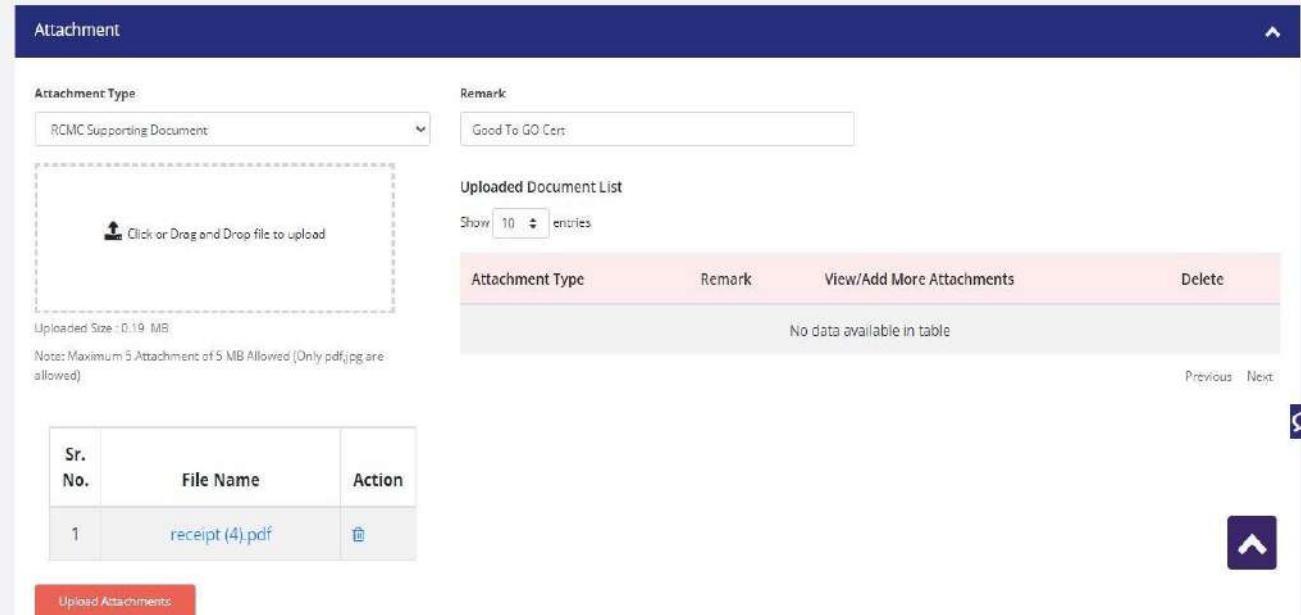
Note		
<ul style="list-style-type: none"> <li>1) Please enter the details of representatives for EPC / Commodity board to contact.</li> <li>2) You can add maximum 5 contacts for each category.</li> </ul>		
Category <sup>*</sup>	Name <sup>*</sup>	Designation <sup>*</sup>
Authorised Representative	Rupesh	Head
Address Line 1 <sup>*</sup>	Address Line 2 <sup>*</sup>	City <sup>*</sup>
Ramaraao nagar	Road No 12.	Hyderabad
Pin <sup>*</sup>	District <sup>*</sup>	State <sup>*</sup>
500006	HYDERABAD	TELANGANA
Telephone No. <sup>*</sup>	Mobile <sup>*</sup>	Email <sup>*</sup>
0883-234567	9876543124	Rupesh@gmail.com

d. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.



The screenshot shows a dropdown menu titled 'Other Information' with a list of countries. The country 'AMERICAN SAMOA' is selected and highlighted with a red border. At the bottom of the screen, there are two buttons: 'Clear All' and 'Save & Next'.

8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.



The screenshot shows the 'Attachment' section. It includes fields for 'Attachment Type' (set to 'RCMC Supporting Document'), 'Remark' (set to 'Good To GO Cert'), and a file upload area with a placeholder 'Click or Drag and Drop file to upload'. Below this is a table titled 'Uploaded Document List' showing one entry: 'receipt (4).pdf' with a size of '0.19 MB'. The table has columns for 'Attachment Type', 'Remark', 'View/Add More Attachments', and 'Delete'. At the bottom, there is a note about the maximum file size and a 'Previous'/'Next' navigation bar.

**9. Now under the Declaration Section read all the Declaration Lines and Click Save & Next.**

Success Message  
Draft Application Number [REDACTED] has been successfully saved.

**Declaration**

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(IIS) Classification of Export & Import Items, as amended from time to time.

2. 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.

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

4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.

5. I/We have updated the IEC profiles in ANF 1.

6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

**Save & Next**

**10. Click Save & Next under Declaration at bottom of the Page.**

Tick the box as acceptance of declaration/ undertaking and fill in the details below.\*

Place\* [REDACTED]

Date\* 17/12/2021

**User Details**

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name : [REDACTED] Designation : [REDACTED]

Email : [REDACTED] Mobile : [REDACTED]

Office Address : [REDACTED]

Residential Address : [REDACTED]

**Save & Next**

**11.** System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process by** clicking Sign button.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED] Date : [REDACTED] Name : [REDACTED]

Designation : [REDACTED] Official Address : [REDACTED] Residential Address : [REDACTED]

Email : [REDACTED]

Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

**Sign** 

**12.** After that click **Payment for RCMC**.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED] Date : 17/12/2021 Name : [REDACTED]

Designation : [REDACTED] Official Address : [REDACTED] Residential Address : [REDACTED]

Email : [REDACTED]

Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

**Payment For RCMC** 

13. Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

**Payment Details**

**!** Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
[REDACTED]	[REDACTED]	[REDACTED]
Application Type	Service Type	Application Number
RCMC	Application for Amendment of Registration-cum Membership Ce	ARNRCMCAMEND03078177AM22
Service Description		Fees Amount (₹)
Application for Amendment of Registration-cum Membership Certificate		400.0

14. After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID	Applicant Name	Service Type
[REDACTED]	[REDACTED]	Application for Amendment of Registration-cum Membership Certificate
Response:	Submit Cancel	
Success		

**15. After Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Basic Chemicals, Pharmaceuticals &Cosmetics EPC(CHEMEXCIL)		Original Copy																																								
GSTIN Address [REDACTED]		Total <b>₹ 400.00</b> Invoice Date 17/12/2021 Invoice No. Reference No. [REDACTED]																																								
Tax Invoice cum Receipt																																										
Exporter Name <b>[REDACTED]</b>		Billing Address <b>[REDACTED]</b>																																								
Exporter GSTIN <b>[REDACTED]</b>		Service Application for Amendment of Registration-cum Membership Certificate IEC <b>[REDACTED]</b>																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 10%;">S.No.</th> <th rowspan="2" style="width: 20%;">Free Description</th> <th rowspan="2" style="width: 10%;">HSN / SAC Code</th> <th rowspan="2" style="width: 10%;">Amount</th> <th colspan="2" style="width: 15%;">CGST</th> <th colspan="2" style="width: 15%;">SGST</th> <th colspan="2" style="width: 15%;">IGST</th> <th rowspan="2" style="width: 10%;">Total</th> </tr> <tr> <th style="width: 7.5%;">Rate</th> <th style="width: 7.5%;">Amount</th> <th style="width: 7.5%;">Rate</th> <th style="width: 7.5%;">Amount</th> <th style="width: 7.5%;">Rate</th> <th style="width: 7.5%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Fee Details 2</td> <td></td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">400.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td></td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">400.00</td> </tr> </tbody> </table>				S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total	Rate	Amount	Rate	Amount	Rate	Amount	1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00	Total			200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
S.No.	Free Description	HSN / SAC Code	Amount					CGST		SGST		IGST			Total																											
				Rate	Amount	Rate	Amount	Rate	Amount																																	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00																																
Total			200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00																																
Total Invoice Value (in figure) <b>₹ 400.00</b> Total Invoice Value (in words) <b>Four Hundred Only</b> Reverse Charge (Y/N) <b>N</b>																																										
Online Payment Details																																										
Transaction Id	1668960	Total Amount (INR)	₹ 400.00																																							
Date	2021-12-17 06:17:31	Payment Status	SUCCESS																																							

Note: All payments are to be done online. Payment status should be **SUCCESS** for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Sam345

## 2.3.Renewal of Registration-cum Membership Certificate.

Only users with RCMC issued earlier shall be able to apply for renewal of the RCMC. RCMC details would be available in system and prepopulated in the form as per the application at the time of issuance/amendment which ever has the latest details. Renewal of the RCMC can be available for only those Certificates which are expired.

Steps to apply for Renewal of RCMC on the DGFT website are as follows.

1. Navigate to **Services > e-RCMC > Renewal of RCMC**. The following screen will be displayed.

### e-Registration Cum Membership Certificate (RCMC)

#### What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

#### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.



#### Services under e-RCMC

##### Apply for e-RCMC

[Click here to apply for Registration-cum Membership Certificate.](#)

Explore

##### Renewal of RCMC

[Click here to renew an existing RCMC.](#)

Explore

##### Amendment for RCMC

[Click here to file an amendment request for existing RCMC.](#)

Explore

2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed With Existing Application**.

Draft Application | Application for Renewal of Registration-cum Membership Certificate

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	16/12/2021 20:22	[REDACTED]	16/12/2021 20:36	[REDACTED]	<a href="#">Action</a>

Showing 1 to 1 of 1 entries

[Start Fresh Application](#) [Proceed With Existing Application](#)

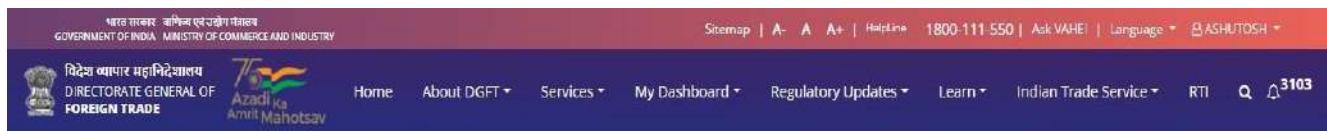
3. Now Applicant will **select the file to Renewal** from available files and click on **Renewal** button at bottom of the page.

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC
<input checked="" type="radio"/>	[REDACTED]	26/04/2019	[REDACTED]	PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
<input checked="" type="radio"/>	[REDACTED]	16/03/2017	[REDACTED]	PORT SERVICES (CARGO HANDLING FOR IMPORTS, CALL CENTRE SERVICES, CARGO HANDLING SERVICE, DATA PROCESSING SERVICES, DATABASE SERVICES, LEASING SERVICES WITHOUT OPERATORS, R&D SERVICES IN INDIA AND OTHERS)	31/03/2022	Active	Others	1841	N

Showing 1 to 10 of 17 entries

[Renew](#)

4. A Dashboard with **username** will be displayed with Basic Details.



Home

## Dashboard

Last Login 17-Dec-2021 18:19:32

Basic Details

RCMC Details

Attachments

Declaration

Application Summary

## Basic Details

IEC Number

[REDACTED]

PAN Number

[REDACTED]

Firm Name

[REDACTED]

Date of Birth / Incorporation

[REDACTED]

IEC Issuance Date

12/04/1988

DGFT RA Office

RA MUMBAI

Nature of concern/Firm

[REDACTED]

Category of Exporters

[REDACTED]

CIN / LLPIN

[REDACTED]

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

## Other Details (Preferred sectors of operations)



## Preferred sectors of operations \*

Import List

Export List

Chemicals And Allied Products,Engineering Products,Plastic Products

Chemicals And Allied Products,Plastic Products,Textile, Readymade

## Declaration\*

I/We have updated my/our profile in ANF-1

Save &amp; Next

6. Click on **Radio Button** then click **Yes** to make sure you have upload the profile and **Save & Next**.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

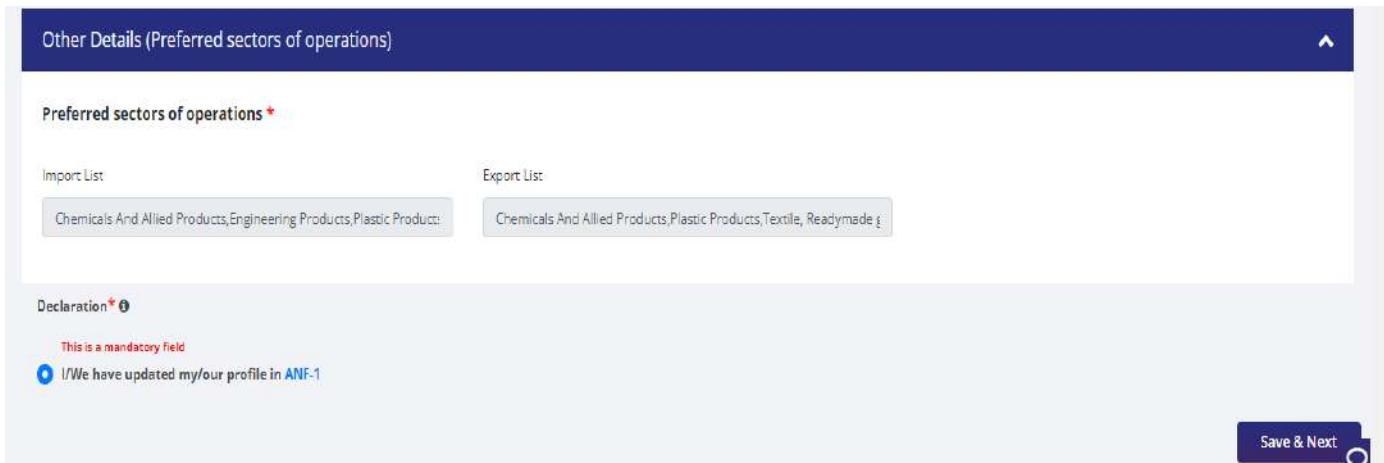
Import List: Chemicals And Allied Products,Engineering Products,Plastic Product: Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next



Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Product: Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade

Declaration\* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

I have updated profile in ANF 1

Yes No

Save & Next

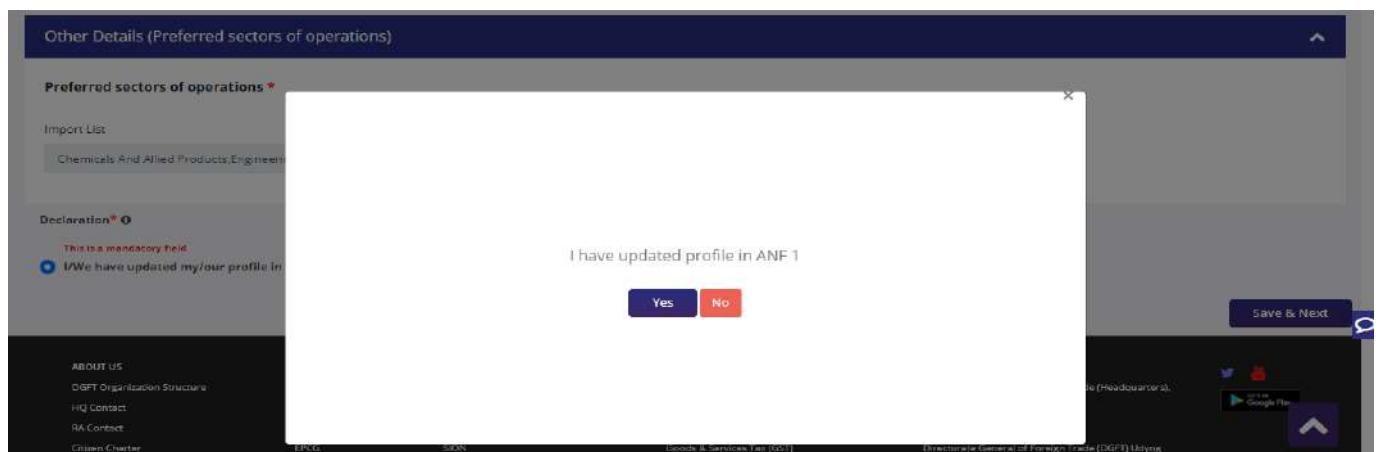
ABOUT US  
DGFT Organization Structure  
HQ Contact  
RA Contact  
Citizen Charter

EPG

SDM

Complaint & Services List (CSSL)

Directorate General of Foreign Trade (DGFT) Udyog



7. Now under **RCMC Details** section Applicant would.

a. Select **Export Promotion Council / Commodity Board and Fee Details**.

Success Message  
Draft Application Number [REDACTED] has been successfully saved.

Select Export Promotion Council / Commodity Board

Note: To select the council / board, please refer to Appendix 2T

Name of Export Promotion Council / Commodity Board \*

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCL)

Main Line of Business

BHARAT CHEMICALS, Petroleum Products, Petrol and oil

Application Type \*

Amendment

Statusholder \*

5-Star

No. of Years Membership Applied for \*

2 Year

Financial Year for which Membership is applied for \*

Current Financial Year

Annual Turnover \*

22330789

Select Office for Submission of Application \*

Haro Motor Corp

Address of Selected Office

Main Line of Business of Applicant

Textile, Readymade garments, Hosiery and Knitwears

Select Your Branch for Applying for RCMC \*

306-C/O, NISWIN ENTERPRISES - NO.4/228-B, CHINNAKULI, ...

GSTIN of Branch

33AACRG055K1ZB

Address of Selected Branch

Is the Applicant a SEZ Unit?

NO

b. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services

Export Type: <input checked="" type="radio"/> Export product(s) <input type="radio"/> Rendering service(s)	ITC(HS) Code/Service Code: 84132000,Hand pumps, other than those of subheading 84...	Description of the product to be exported/services to be rendered Pumps	
		<input type="button" value="Add"/>	
Show 10 entries			
Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000,Choline and its salts	Choline and its salts	

**c. Select Authorised Representatives / Department Heads / Contact Persons for the councils**

Authorised Representatives / Department Heads / Contact Persons for the Council

<p><b>Note</b></p> <ul style="list-style-type: none"> <li>1) Please enter the details of representatives for EPC / Commodity board to contact.</li> <li>2) You can add maximum 5 contacts for each category.</li> </ul>		
Category *	Name *	Designation *
Department Head	Catherine	Manager
Address Line 1 *	Address Line 2 *	City *
Jubilee Hills	Road No 54	Hyderabad
Pin *	District *	State *
500003	HYDERABAD	TELANGANA
Telephone No. *	Mobile *	Email *
0884-2345664	9876565564	Catherine@gmail.com

d. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

Other Information

Countries to Which the Company is Exporting \*

ANDORRA

8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.

Attachment

Attachment Type: RCMC Supporting Document

Remark: Document for RCMC

Character remains are 523

Click or Drag and Drop file to upload

Uploaded Size: 0.01 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Uploaded Document List

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table.			

Previous Next

Sr. No.	File Name	Action
1	signreceipt.pdf	<input type="button" value=""/>

**9. Now under the Declaration Section read all the Declaration Lines and Click Save & Next.**

Success Message  
Draft Application Number [REDACTED] has been successfully saved.

Declaration

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
2. 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.
3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
5. I/We have updated the IEC profiles in ANF 1.
6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

**10. Click Save & Next under Declaration at bottom of the Page.**

Tick the box as acceptance of declaration/ undertaking and fill in the details below.\*

Place*	Date*
<input type="text" value="REDACTED"/>	<input type="text" value="17/12/2021"/>

**User Details**

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name <small>(i)</small> :	Designation <small>(i)</small> :
Email <small>(i)</small> :	Mobile <small>(i)</small> :
Office Address <small>(i)</small> :	
Residential Address <small>(i)</small> :	

**11.** System would show the filled application along with documents uploaded under **Application Summary**. Applicant would go ahead with the **signing process by** clicking Sign button.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]

Date : 17/12/2021

Name : [REDACTED]

Designation : [REDACTED]

Official Address : [REDACTED]

Residential Address : [REDACTED]

Email : [REDACTED]

Telephone No. (O) : [REDACTED]



Total amount to be paid : 400.00

**Sign**

**12.** After that click **Payment for RCMC**.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]

Date : 17/12/2021

Name : [REDACTED]

Designation : [REDACTED]

Official Address : [REDACTED]

Residential Address : [REDACTED]

Email : [REDACTED]

Telephone No. (O) : [REDACTED]



Total amount to be paid : 400.00

**Payment For RCMC**

**13.** Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

**Payment Details**

**!** Payments made from corporate accounts require additional approval from Bank portal. It may take 1- 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
[REDACTED]	[REDACTED]	[REDACTED]
Application Type	Service Type	Application Number
RCMC	Application for Renewal of Registration-cum Membership Certificate	ARNRCMCNEW03077945AM22

Service Description	Fees Amount (₹)
Application for Renewal of Registration-cum Membership Certificate	400.0

**14.** After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID	Applicant Name	Service Type
[REDACTED]	[REDACTED]	Application for Renewal of Registration-cum Membership Certificate
Response:	<input type="button" value="Success"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

**15. After Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Basic Chemicals, Pharmaceuticals & Cosmetics EPC (CHEMEXCIL) GSTIN [REDACTED] Address [REDACTED]				Total ₹ 400.00 Invoice Date 17/12/2021 Invoice No. [REDACTED] Reference No. [REDACTED]				Original Copy		
Tax Invoice cum Receipt										
Exporter Name		Billing Address		<b>Service</b> Application for Renewal of Registration-cum Membership Certificate IEC [REDACTED]						
Exporter GSTIN [REDACTED]										
S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00
Total Invoice Value (in figure) Total Invoice Value (in words) Reverse Charge (Y/N)				₹ 400.00 Four Hundred Only N						
Online Payment Details										
Transaction Id	1668962			Total Amount (INR)		₹ 400.00		IP	[REDACTED]	
Date	2021-12-17 08:59:49			Payment Status		SUCCESS				

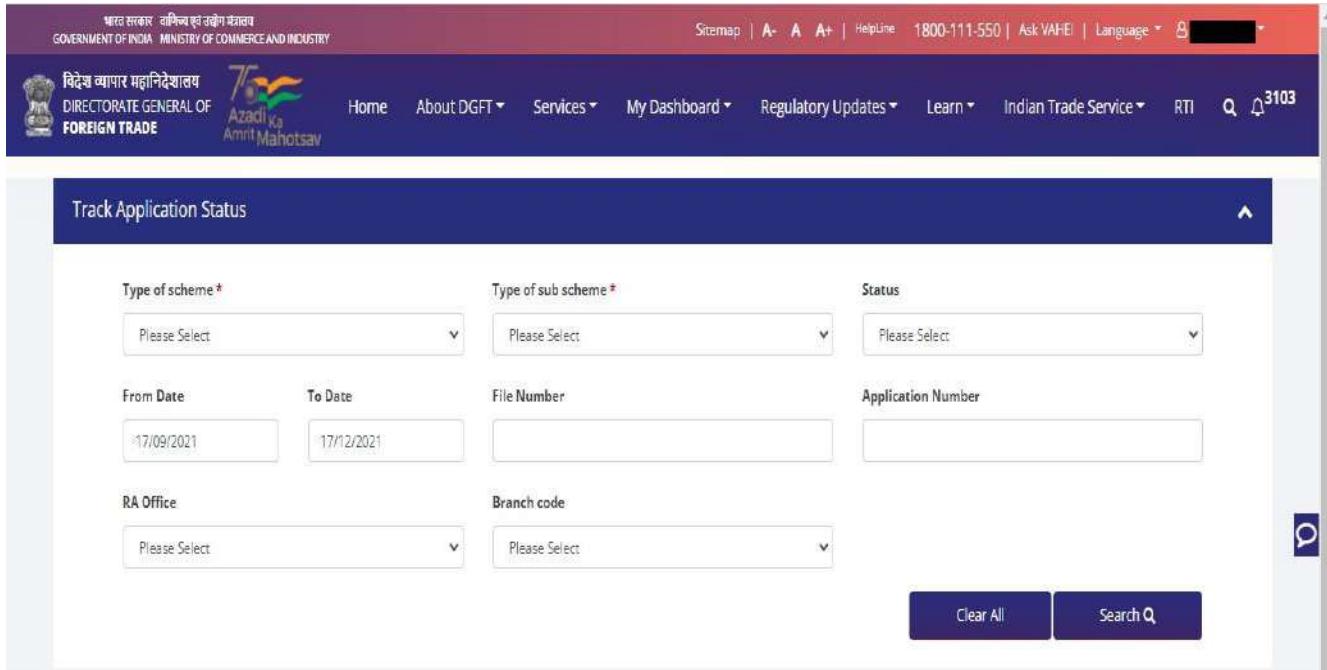
Note: All payments are to be done online. Payment status should be **SUCCESS** for successful submission.

This is a system generated Tax Invoice cum Receipt and does not require signature.

Abhisek90

### 3. View and Track Submitted e-RCMC Applications.

1. Applicant can view his / her **Submitted Application** from **Track Application Status**.
2. Naviagte to **My Dashboard > Submitted Applications**.

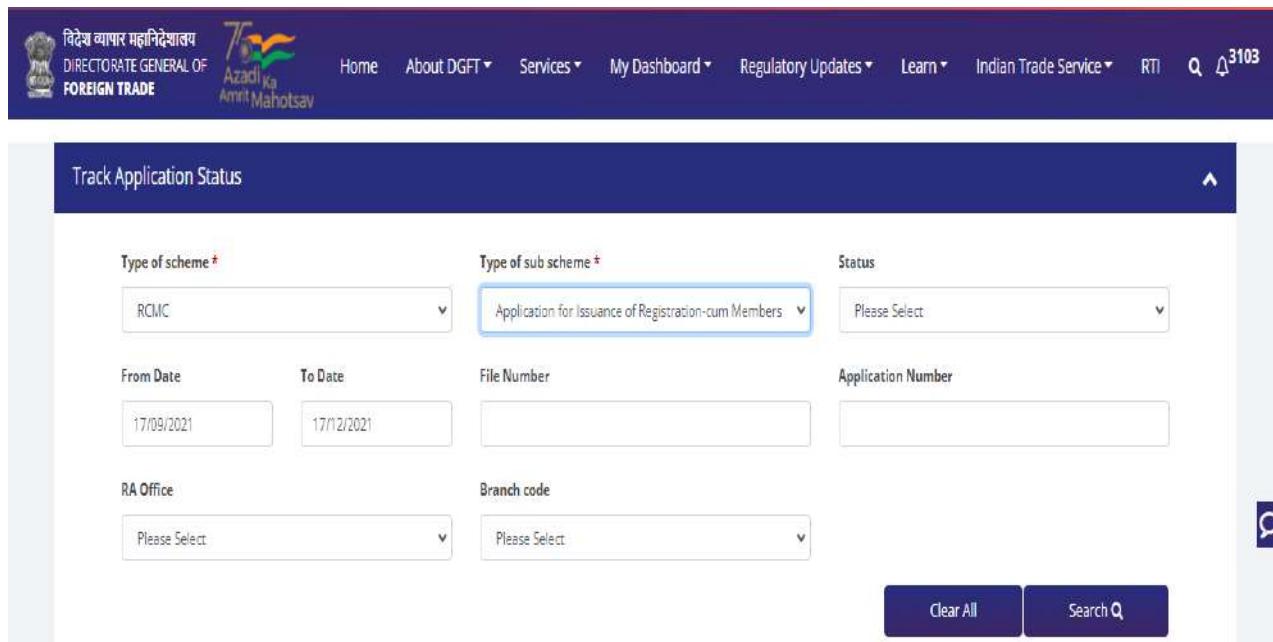


The screenshot shows the 'Track Application Status' page of the DGFT e-RCMC Customer Portal. The page has a dark blue header with the DGFT logo and a 'Track Application Status' button. Below the header are several input fields and dropdown menus for filtering applications. At the bottom are 'Clear All' and 'Search' buttons.

Type of scheme *	Type of sub scheme *	Status	
Please Select	Please Select	Please Select	
From Date	To Date	File Number	Application Number
17/09/2021	17/12/2021		
RA Office	Branch code		
Please Select	Please Select	 	

3. Select **Type of scheme** as RCMC

a. **Type of sub scheme** as Application for Issuance of Registration-cum Membership Certificate. and click on **Search**.



Showing result for : Application process -> RCMC Application Sub process -> Application for Issuance of Registration-cum Membership Certificate  
From Date - 17/09/2021 To Date - 17/12/2021

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	Action
1	ARNRCMCAPPLY03077911AM22	RCMCAPPLYCHEMEXCIL00251426AM22	16/12/2021	RELIANCE INDUSTRIES LIMITED		Action ▾

b. **Type of sub scheme** as Application for Amendment of Registration-cum Membership Certificate. and click on **Search**.

Track Application Status

Type of scheme *	Type of sub scheme *	Status	
RCMC	Application for Amendment of Registration-cum Mem	Please Select	
From Date	To Date	File Number	Application Number
17/09/2021	17/12/2021		
RA Office	Branch code		
Please Select	Please Select		
		Clear All	Search

**Showing result for :** Application process -> RCMC Application Sub process -> Application for Amendment of Registration-cum Membership Certificate From Date - 17/09/2021 To Date - 17/12/2021

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCAMEND03078177AM22	RCMCAMENDCHEMEXCIL00251446AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	

c. **Type of sub scheme** as Application for Renewal of Registration-cum Membership Certificate. and click on **Search**

Track Application Status

Type of scheme \*

Type of sub scheme \*

Status

From Date To Date File Number Application Number

RA Office Branch code

Clear All Search

**Showing result for : Application process -> RCMC Application Sub process -> Application for Renewal of Registration-cum Membership Certificate**  
 File Number - RCMCRENEWCHEMEXCIL00251450AM22

Search:

SL.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCRENEW03077945AM22	RCMCRENEWCHEMEXCIL00251450AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

## 4. View Submitted e-RCMC Details in IEC Profile

### 1. on the **Home Page** naviagte to **Manage Profile**

For Your Action Notifications

IEC CODE: [REDACTED] IEC Status: Valid

Value of Scrips Applied: 0 Value of Scrips Approved: 0

DEL Status: N Authorisations Issued: 0134

Update/Modify IEC My IEC Manage Profile

Frequently Accessed Links: Advanced Authorisation, MEIS, IEC, EPCG, SEIS, Search Norms

### 2. After clicking on **Manage Pofile** a Dashboard with **username** along with all the details will be

IEC Details RCMC Industrial Registration Status Holder Details Export Details Risk Details Authorisation/Scrips Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

IEC Number: [REDACTED] PAN Number: [REDACTED] Date of Birth / Incorporation: [REDACTED]

IEC Issuance Date: 12/04/1988 IEC Status: Valid DEL Status: N

IEC Cancelled Date: IEC Suspended Date:

File Number: MUMIECPAMEND00100372AM22 File Date: 19/09/2021 DGFT RA Office: RA MUMBAI

appeared

3. Click on **RCMC** to view the **e-RCMC details** in the IEC profile

- User can **Copy** the e-RCMC details by clicking on **Copy button**
- User can get e-RCMC details in **Excel sheet** by clicking on **Excel button**.
- User can get e-RCMC details in **CSV format** by clicking on **CSV button**.
- User can **Print** e-RCMC details by clicking on **Print button**.

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC	Edit / Delete
1	[REDACTED]	18/06/2021	[REDACTED]	APEDA Products	30/03/2022	Active	Merchant Cum Manufacturer Exporter	285	N	[REDACTED]
2	[REDACTED]	26/04/2019	[REDACTED]	PVC HDPE LLDPE PP Polyethylene Terephthalate	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N	[REDACTED]