

Dear Sir/Madam,

Sub: Ministry of MSME's Scheme for reimbursement of 75% of the RCMC charges paid to SEPC- Capacity Building of First Time MSE Exporters (CBFTE).

To help the Micro & Small Enterprises (MSEs) in their endeavors, SEPC has signed an MoU with the Ministry of MSME for implementing "Capacity Building of First Time MSE Exporters (CBFTE)" under International Cooperation Scheme for reimbursement.

The RCMC charges/Fees paid by the first-time MSE exporters to SEPC for membership registration will be eligible for reimbursement from the Ministry of MSME subject to fulfilment of conditions/eligibility. The grant under the scheme will be released to SEPC on reimbursement basis by the Ministry of MSME, on submission of the reimbursement claim in the proforma attached. The amount received from the Ministry of MSME, will then be transferred by SEPC to the beneficiaries.

The eligibility criteria for availing the benefits under CBFTE scheme:

- As per Guidelines, only Micro and Small Enterprises are eligible for financial assistance under CBFTE component of IC Scheme.
- Micro and Small Enterprise (MSE) with valid Udyam Registration/Udyog Aadhaar Memorandum.
- Proof of services export (foreign exchange earnings) carried out in the same Financial Year for which reimbursement of RCMC charges is claimed is required for assistance under CBFTE.
- MSE who have Nil export from the registration date is not eligible for the reimbursement of fees claim.
- The applicant's Importer-Exporter Code (IEC) must not be older than 3 years on the date of service(s) export.
- MSE shall be eligible, as first-time exporter to avail the benefit of reimbursement upto 75% (maximum of Rs. 20,000/- or actual, whichever is lower) of the cost paid as Registration-cum-Membership-Certificate (RCMC) charges/registration fee to SEPC.
- Reimbursement of RCMC changers applicable only for the RCMCs issued after the date of signing of MoU i.e.20.09.2022.

Documents requirements

- RCMC fee payment receipt issued by SEPC.
- Proof of services export(s) carried out in the same financial year for which RCMC charges is claimed. This should be duly certified by the Chartered Accountant (duly self-certified and certified by CA with sign, UDIN number, and membership number).

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The attached formats are to be duly filled in, signed, and stamped by the member company/firm and CA for submission to SEPC. Please note that the desired documents, to substantiate the claim, should be clear and visible, as the same must be uploaded on the Ministry's website for claiming the refund.

Please note that RCMC fee reimbursement will be made by SEPC to the respective MSEs upon receipt of the grant from the Ministry of MSME. SEPC reserves the right to determine the eligibility of MSEs and the admissible refund amount under the IC Scheme (CBFTE) guidelines, based on the documents submitted by each MSE.

We hope that this scheme will definitely help the Micro & Small Enterprises in their endeavors.

With regards

Team SEPC

Note: Please send original hard copies of the duly filled and signed documents to Email: abhishek.sahdev@service-sepc.org and arun.verma@service-sepc.org and original hard copies send to SEPC office:

Services Export Promotion Council
DPT-417, 4th Floor, Prime Towers, Plot,
No. 79 & 80, Pocket F, Okhla Phase I,
Okhla Industrial Area, New Delhi -110020