

Date: 05th August, 2024

Members/CGC Members,

Subject: Submission of mandatory details for membership registration with SEPC.

Members need to furnish details of their export turnover as part of mandatory requirements of membership. **Issuance of RCMC is provisional and is subject to confirmation** only after receiving the certified details of export turnover. Members who have renewed/in the process of renewal must also submit the details in a given format to retain the validity of their RCMC.

Please find the following checklist which needs to be furnished (Hard copies) at the time of RCMC application submission (in case of new ones) and renewals (data must be submitted for previous years too).

1. Application-cum-Declaration Form duly self-certified and certified by CA (On company's letterhead)
2. Self-certified copy of Memorandum of Association/Trust Deed/Partnership Deed
3. Certificate of incorporation in case of Limited/Private Limited companies.
4. Self-certified copies of Form-32 for cessation and appointment of new Directors to verify the details of existing Directors.
5. Self-certified copies of all partnership deeds for cessation and appointment of new partners to verify the details of existing partners.
6. Self-certified copies of Trust deed for cessation and appointment of new Trustees to verify the details of existing Trustees.
7. Self-certified copy of company's PAN card and in case of proprietorship company, please submit copy of proprietors' PAN card.
8. Self-certified copy of GST registration certificate.
9. Self-certified copy of MSME registration certificate, in case, registered under MSME.
10. Self-certified copy of SEZ registration certificate, in case, registered under SEZ.

Note: As an export promotion council, we need to have credible verified data of members having exports/nil exports for export promotional activities and incentives proposed by various Ministries including Ministry of Commerce and Industry.

Kindly submit the documents to (Mr. Arun Verma, Email: arun.verma@servicesepec.org Mobile: 8766331146). You will be duly assisted by our membership team.

Based on the earlier gentle reminders, you are again requested that the required details must be submitted latest by 12 August, 2024.

Your prompt attention to this matter is greatly appreciated and will contribute to the smooth progress of our operations. Thank you for your cooperation. We look forward to receiving the requested documents soon.

Thanking you,

With regards,



Karan Rathore
Chairman