

Date: 10th May, 2024

Dear Sir/Madam,

Subject: Submission of Mandatory Details for New Membership and Renewals

Members (including the renewals) 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.

Details must be submitted within a week after receiving Provisional RCMC(for new as well as renewals).

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



SERVICES EXPORT PROMOTION COUNCIL

(Set up by Ministry of Commerce and Industry, Government of India)

www.servicesepec.org

Application-cum-Declaration form

Foreign exchange earning details declaration

(To be completed by the applicant on company's letterhead)

Details of applicant

- a Company name : _____
(As mentioned in IEC)
- b Company address : _____
(As mentioned in IEC)
- c IEC Number : _____
- d Company PAN Number : _____
Note: PAN number of proprietor in case proprietorship company
- e Name of authorized person : _____
Note: Chairman/MD/Director/Proprietor/Partner/Karta
- f Mobile number of authorized person : _____
- g Email ID of authorized person : _____
- h Company website : _____
- i Submit self-certified copy of MoA/Partnership deed/trust Deed : _____
Note: Copy of certificate of incorporation is mandatory requirement along with hard copy of MoA

Details of membership registration with SEPC

- a RCMC Number issued by SEPC : _____
- b RCMC validity : _____
(As on signing of this form)
- c Main line of business of applicant company : _____
- d GST Registration number : _____
- e Whether all details submitted in online e-RCMC application form through DGFT portal, are as per online IEC and MoA / Partnership Deed/Trust Deed : Yes _____ No _____
- Note: Please amend online IEC, in case, details submitted through online form are not as per MoA/Trust and Partnership Deed and MCA data

Foreign Exchange Earnings details

a Name of countries for receipt of foreign currency : Country(ies) name

Note: Attached the separate annexure, if required, for county-wise details against receipt of foreign exchange earnings

b Country-wise breakup for receipt of foreign exchange earnings (in INR) : 2023-24 2022-23 2021-22

Note: Attached the separate annexure, if required, for county-wise details against receipt of foreign exchange earnings

c Total gross receipt of foreign exchange earnings (In INR) : 2023-24 2022-23 2021-22

d Total net receipt of foreign exchange earnings (In INR) : 2023-24 2022-23 2021-22

e Name of service(s) exported against receipt of foreign exchange :

f Service(s) code(s) for service(s) exported :

g Services category/activities are mentioned in MOA or not Yes No

: Yes No

h Company registered under MSME? MSME Registration number, if Yes

Micro Small Medium

I hereby solemnly declare that the above stated information is true and correct and I undertake to abide by the policies of the SEPC.

I am completely responsible for the details submitted above. As a SEPC Member, I will submit the supporting document(s), required by SEPC, as per the checklist.

I undertake to abide that the online provisional RCMC will be treated as finally issued only after examination of documents submitted to SEPC.

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

Note: Board Resolution/Power of Attorney in case name of signing authority not mentioned in IEC

Name of authorized person : _____
Designation : _____
Signature : _____
Company stamp : _____

I certify that the above mentioned details are true based on the supporting documents and details submitted by the company and scrutinized by the undersigned.

Name of Chartered Accountant : _____
UDIN Number : _____
Membership number : _____
Signature : _____
Company stamp : _____