

Date: 6th September, 2024

Dear Member,

Subject: Submission of mandatory details and documents

In line with revised Memorandum and Articles of Association, SEPC would be conducting election very shortly.

To ensure smooth e-voting process and eligibility to cast vote, we seek all our members to kindly update the following details online on the link given below:

Link: <https://forms.gle/EsCgifGvg56rDMhm7>

A. Membership and related Detail

- i. Valid IEC
- ii. Valid RCMC
- iii. Name of the company
- iv. Name of Head of organisation
 - Designation
 - E-mail
 - Mobile Number
- v. Name of Nodal person as mentioned in RCMC application form
 - Designation
 - E-mail
 - Mobile Number
- vi. Name of authorised person within the organisation to cast vote (the details can be same as in point no-iv, in case of Head of organisation casting the vote)
 - Designation of the authorised person
 - Email
 - Mobile Number

Note: The user name and password will only be sent on the e-mail id of the Authorised/Head of Organisation. Only one e-mail id and one mobile number will be valid for receiving the details for casting the vote.

B. Please attach following documents:

1. **Format-A:** It is required to be prepared on letterhead as details of last three FYs foreign exchange earnings (duly self-certified and certified by CA with sign, UDIN number and membership number of CA. In case, no foreign exchange earnings, in that case also, Format-A would be required by CA as 'NIL'. (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/LLP 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

Please upload (PDF format) the required documents, keeping in view the nature of your entity/firm, whatever documents are applicable, as per the above-mentioned list. Please submit the required details as per the link: <https://forms.gle/EsCgifGvg56rDMhm7>

The details required as per Sections A and B must be submitted by 20th September, 2024.

In case, any query, kindly contact with Mr. Abhishek Sahdev, Email : abhishek.sahdev@servicesepc.org , Mobile No. 9560264622 and Mr. Arun Verma, Email: arun.verma@servicesepc.org, Mobile No. 8766331146. Please keep visibility on our portal www.servicesepc.org for nay update and information on the same.

Looking forward to your kind consideration and support please.

With Best Rerards,



Karan Rathore
Chairman



SERVICES EXPORT PROMOTION COUNCIL

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

www.servicesepec.org

(FORMAT - A)

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 : _____

Whether all details submitted in
online e-RCMC application

e form through DGFT portal, are : Yes No
as per online IEC and MoA /
Partnership Deed/Trust Deed

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 : _____
