

CEPC ONLINE RCMC APPLICATION

User Manual



CARPET EXPORT PROMOTION COUNCIL, INDIA

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Digital India
Power To Empower

CARPET EXPORT PROMOTION COUNCIL
User Manual v1.1

About Online RCMC APPLICATION

In modern era where all services are available online, Carpet Export Promotion Council has also initiated the step towards Digital India. Digitalization of RCMC will help to sync the members data with Government of India Portals i.e DGFT, ICE Gate, Custom & E-Sanchit. It will also help to Members to get Govt Benefits easily.

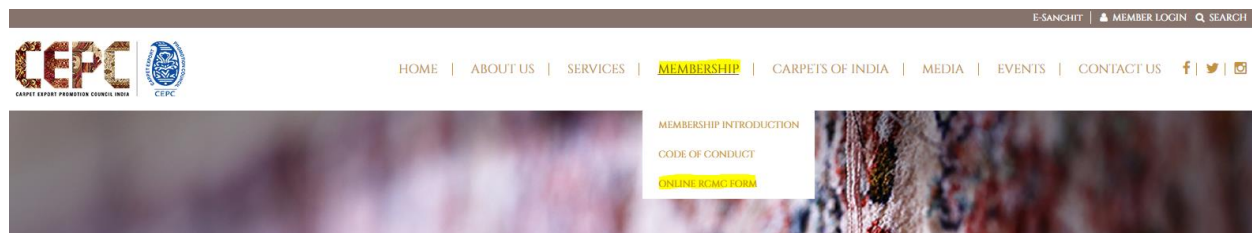
Now members can Apply & Renew RCMC via online portal available at www.cepc.co.in.

Requirements to apply online RCMC

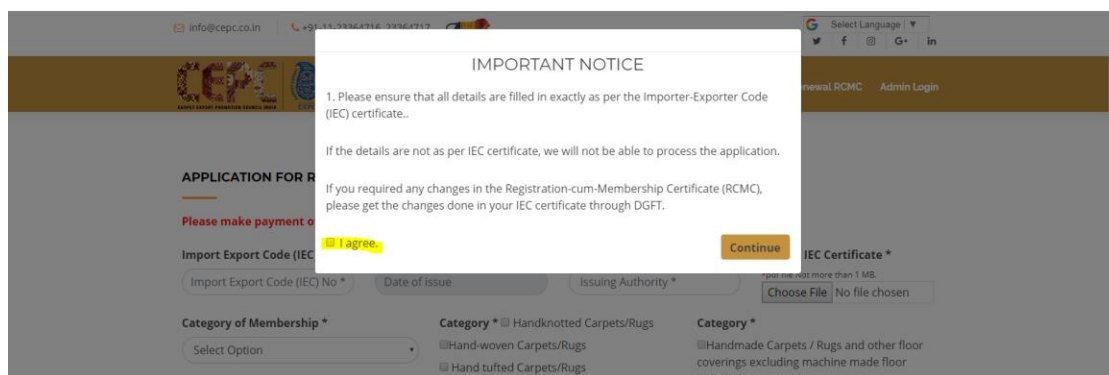
- Desktop / laptop with internet connectivity
- Windows 7 or Higher Version.
- Updated version of Google Chrome / Mozilla Firefox / Internet Explorer, Java & Adobe Reader

Steps to be follow for Online Application of RCMC

- Logon to CEPC website at www.cepc.co.in
- Go to Members section → Online RCMC From



- Member may read the important notice and click on **“I Agree”** & **“Continue”**



- Transfer the Payment as per your export performance. Bank Details and Affidavit Performa available on this screen.
Click on **“I Agree”** & **“Continue”**

IMPORTANT NOTICE

The exports of below Rs. 50 lakhs, the Annual Membership Fee would be as under for New Members, NEFT or Demand Draft for Rs. 4720/- (entrance fee Rs. 2360/- and Membership subscription Rs. 2360/- inclusive of 18% GST). Demand draft should be in favour of Carpet Export Promotion Council, payable at New Delhi. Please note that if the export of above Rs 50 Lakhs, the annual membership fee would be as under:

Particulars	Amount of Annual Membership subscription in (Rs.)
Export Performance up to Rs 50.00 lakhs during the last financial year.	2,000.00 + 360.00 (GST @ 18%) = Rs. 2,360.00
Export performance above Rs 50.00 lakhs and up to Rs 1.00 Crore during the last financial year	3,000.00 + 540.00 (GST @ 18%) = Rs. 3,540.00
Export Performance above Rs. 1.00 Crore and up to Rs 10.00 Crores during the last financial year.	5,000.00 + 900.00 (GST @ 18%) = Rs. 5,900.00
Export Performance above Rs 10.00 Crores during the last financial year.	10,000.00 + 1,800.00 (GST @ 18%) = Rs.11,800.00

BANK DETAILS:
 CARPET EXPORT PROMOTION COUNCIL
 Bank Name: INDIAN OVERSEAS BANK
 Account Number: 091902000000494
 IFSC: IOBA0000919
 Swift Code: IOBAINBB919
 Address: B-2, MARKET Safdarjung Enclave, New Delhi.-110029
 Type of Account: Current Account

- Please ensure that all details are filled in exactly as per the Importer-Exporter Code (IEC) certificate.
- [Affidavit Performa Download here](#)
- Please Send Original Affidavit Alongwith All Attached Document By Post Or By Hand

I UNDERSTAND THAT UNLESS FEES ARE CREDITED IN CEPC BANK ACCOUNT, RCMC WILL NOT BE ISSUED BY CEPC

I agree.

- Members may fill the form carefully and upload relevant document

APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP CERTIFICATE (RCMC)

Please make payment of membership fee before applying online registration and payment reference ready.

Import Export Code (IEC) No.* Date of issue * Issuing Authority * Upload IEC Certificate *
 *pdf file Not more than 1 MB. Choose File | No file chosen

Category of Membership * Category * Handknotted Carpets/Rugs Category *
 Hand-woven Carpets/Rugs Handmade Carpets / Rugs and other floor coverings excluding machine made floor coverings
 Hand tufted Carpets/Rugs
 Hand Felted Carpets/Rugs
 Other Hand-made Floor Coverings

DIC / Udyog Aadhar Registration No.* Date of issue Issuing Authority * Upload Udyog Aadhar Registration Certificate *
 *pdf file Not more than 1 MB. Choose File | No file chosen

Name of Firm / Company * Registered office * Branch State *

- Upload payment slips and click on **“I Agree” & “Submit”**

Last Three Years Export Figure

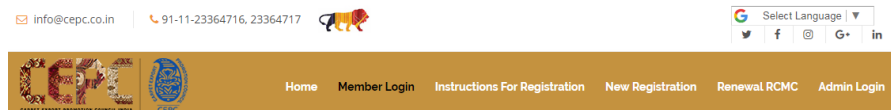
Year	<input type="text"/>	Value in Rs
<input type="text"/>	Items (Under HS Code 57)	<input type="text"/>


Year	<input type="text"/>	Value in Rs
<input type="text"/>	Items (Under HS Code 57)	<input type="text"/>

Year	<input type="text"/>	Value in Rs
<input type="text"/>	Items (Under HS Code 57)	<input type="text"/>

I / We hereby solemnly declare that the above stated information is true and correct. I / We undertake, without any reservation, to:
 Agreed to abide by the terms of the registration certificate granted to us on all our exports;
 Agreed to abide by Code of Conduct of the CEPC;
 Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
 We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
 We/I solemnly declare that we have applied to the Carpet Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of para 3.12 and 3.12.1 of the Handbook of Procedures (Vol 1).
 I/We accept all the code of Conduct of CEPC.

- After submitting your application, member will receive confirmation message on registered email address. Please send the hard copies of uploaded documents along with email copy to respective CEPC office by post / courier.
- After scrutiny of documents, CEPC will issue the RCMC and member can view / download the RCMC copy from www.cepc.co.in → Member Section → Online RCMC → Member Login





Sign in for Existing Members

Remember me

[Forgot the password?](#)

Enter your IEC Code as user name and Password is Date of Issue of IEC Code in DDMMYYYY format.

- Member can also renew RCMC through this portal.