



**The Handloom Export Promotion Council**  
No.34,Cathedral Garden Road,Nungambakkam,  
Chennai-600 034.

HEPC/MEM-RTE-RENEWAL/2022-23

27<sup>th</sup> March 2023

All Registered Weavers (Northern region)

Dear Sir/Madam,

**Sub: Renewal of your Membership with HEPC for the year 2023-24 - Reg.**

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We would like to draw your attention to the Trade Notice No.35/2021-22 dated 24<sup>th</sup> February 2022 by DGFT (enclosed) regarding Electronic filing of Registration Cum Membership Certificate (RCMC) through the common digital platform w.e.f. 01.04.2022.

As you are aware, renewal of your Membership/RTE for the year 2023-24 falls due in April 2023. In this regard, it is requested to send us the membership renewal fee of Rs.1180/- (Rs.1000/- + 18%GST) along with **Proforma (format enclosed) by email or courier on or before 1<sup>st</sup> May 2023, so as to continue the benefit of Registration cum Membership Certificate (RCMC).**

The membership renewal payment for the year 2023-24, can be made through any one of the following

**Option-1:** Payment through RTGS

<b>BENEFICIARY NAME</b>	<b>HANDLOOM EXPORT PROMOTION COUNCIL</b>
<b>NAME OF BANK &amp; BRANCH</b>	<b>STATE BANK OF INDIA EAST PATEL NAGAR, NEW DELHI-110008</b>
<b>Current Account No.</b>	<b>10964466460</b>
<b>IFS code No.</b>	<b>SBIN0001282</b>

**Note :** In case of payment through RTGS, please mention your Company Name / RCMC No. in the payment details column for tracking the payment. Also request you to E-mail your UTR Number to [membership@hepcindia.com](mailto:membership@hepcindia.com).

**Option-2:** Payment through Demand Draft/at par Multicity Cheque in favour of Handloom Export Promotion Council payable at New Delhi to the following address, if online/RTGS payment is not feasible.

**Handloom Export Promotion Council,  
1004, Padma Tower-1, 5, Rajendra Place, New Delhi-110 008.  
Tel: +91-11-25826965**

Hope you are aware that now it is mandatory for all the exporters to file Registration Cum Membership Certificate (RCMC) through new e-RCMC Module on DGFT Portal [www.dgft.gov.in](http://www.dgft.gov.in). Hence, it is requested to renew the Registration cum Membership certificate through the link <https://www.dgft.gov.in> (steps for renewal of RCMC through DGFT portal is enclosed).

**Please note that you can send the renewal payment through DGFT also. Those who have already sent the membership renewal payment for the year 2023-24 to the Council, should not send the payment again through DGFT and there is an option to enter the payment details in DGFT login, which you have made already. Please note the below points before filling the application via DGFT :**

1. Import Export Code (IEC) should be updated / linked with DGFT portal before applying for renewal of RCMC using login id and password. Those who have not registered with DGFT may please register through the DGFT site to get login and password.
2. After accessing the link <https://www.dgft.gov.in> with user login and password, navigate to Services → e-RCMC → Apply for RENEWAL OF RCMC and follow the steps enclosed herewith
3. If there are no changes required from the existing RCMC, please upload a copy of RCMC and membership renewal proforma (enclosed) in the attachment column of "Renewal of RCMC"
4. If there is **any changes to be made from existing RCMC**, please send Rs.590/- amendment charges along with supporting documents (for address change-IEC, partners/directors change – Specimen signature form), Merchant to Manufacturer exporter status– Udyam registration and an affidavit in a Rs.10/- stamp paper duly attested by notary public).Amendment charges may be sent to Council's account.
5. Those who are having valid RCMC or expired RCMC is requested to renew their certificate through DGFT
6. Aadhar E-sign or Digital signature is required to submit the application. Mandatory details, such as name of the person, etc mentioned in the Aadhar/Pan should be matched with IEC, otherwise system will not accept the application.

For any further clarification, you may write to [membership@hepcindia.com](mailto:membership@hepcindia.com) (copy to [jd@hepcindia.com](mailto:jd@hepcindia.com)) or contact the following officials of the Council.

Shri M.Sundar, Joint Director (+91-9841144413/044-28276043/28278879)

Smt.Reena, Sr.Executive (011-25826965 / 9873235586)

Thanking you,

Yours sincerely,

**Sd/-**

**(N.Sreedhar)**  
**Executive Director**

**Encl : As above**