

**Note:** Please note that Import Export Code (IEC) should be updated / linked with DGFT portal before applying for E- RCMC using the login and password.

**STEPS TO APPLY FOR RENEWAL OF RCMC WITH HEPC THROUGH THE DGFT WEBSITE ARE AS FOLLOWS:**

S.No.	Steps to apply for RCMC renewal
1	Navigate to <a href="https://www.dgft.gov.in">https://www.dgft.gov.in</a>
2	Click on Login button on top right corner of webpage
3	Enter the User Name, Password and CAPTCHA Code and click on Login
4	In Dashboard, please Link IEC using E-sign or Digital Certificate, If IEC is already linked, please ignore.
5	Navigate to Services → e-RCMC → Apply for <b>RENEWAL OF RCMC</b>
6	Click on Start Fresh Application or else to continue with draft application, select it and click on proceed with existing application.
7	Select your RCMC number of Handloom Export Promotion Council and Click → Renew
8	Firm's details will be displayed in dashboard as per ANF-1.
9	System would ask Applicant for Declaration at the end of the page, whether I/We have updated profile. Now, click Yes to make sure you have updated the profile → Save & Next
10	<p>Now under RCMC RENEWAL field, Members are requested to follow the below steps:</p> <p>a. Select <b>HANDLOOM EXPORT PROMOTION COUNCIL</b> and READ THE INSTRUCTION SHEET for Fees structure and documents required.</p> <p>b. Select <b>No. of years Membership applied (select one year option), Financial year for Membership applied, MSME Status, EOU/SEZ, Annual Turnover of the Firm (i.e., Export turnover of the Firm).</b></p> <p>c. Select Fees as per Export turnover of the firm – If paid already to HEPC directly, Select Yes and enter payment details in DGFT portal, click → Add. <b>Kindly mention your Export turn over value in Annual Business Turnover column as mentioned in your renewal proforma.</b></p> <p>d. <b>If not paid to HEPC, Select NO and fill the submission Office, Business line, Branch, Description of goods.</b></p>

	<p>E. Select Export Products, ITC(HS) code, enter description and click Add button to save the details.</p> <p>F. Select Authorized Representatives / Department Heads / Contact Persons for the Councils &amp; click on Add Details button to save the details. <b>Only one authorized representative detail is enough, which should as per specimen signature form.</b></p> <p>G. Select Other Information under this select the countries to which the Company is Exporting and click on Save &amp; Next</p>
11	Applicant after filling all the details now proceed to Attach Documents under Attachment field by uploading the documents (as per Council's requirement which is mentioned in Instruction sheet) and Click on Upload Attachments and proceed→ Save & Next
12	Now under the Declaration field read all the Declaration Lines.
13	Click the Check box as acceptance of declaration and Enter the Place and then Save & Next
14	System would show the filled application along with documents uploaded under Application Summary. Applicant would go ahead with the signing process by clicking Sign button.
15	After that Click Payment for RCMC ( <b>IF ALREADY MADE THE RENEWAL PAYMENT TO COUNCIL, THEN PLEASE ENTER THE PAYMENT DETAILS ON IT. PLEASE DON'T TRANSFER PAYMENT OTHERWISE</b> )
16	Applicant would be directed to the Payment gateway for the payment then click Submit
17	Clicking Submit Applicant will see Payment Response Page with Transaction ID then again click Submit
18	After Successful Payment Applicant will be receiving a e-Payment receipt