



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

User Help File

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**Registration-cum Membership Certificate (RCMC) Module**

Version 2.0

May 2022

## Contents

|   |    |
|---|----|
| 1. Introduction and Accessing DGFT Portal.....                  | 3  |
| 1.1. Contact @DGFT .....  | 3  |
| 1.2. Login to the new Portal .....                              | 3  |
| 2. Registration-cum Membership Certificate .....                | 5  |
| 2.1. Issuance of Registration-cum Membership Certificate .....  | 6  |
| 2.2. Amendment of Registration-cum Membership Certificate ..... | 18 |
| 2.3. Renewal of Registration-cum Membership Certificate.....    | 30 |
| 3. View and Track Submitted e-RCMC Applications.....            | 41 |
| 4. View Submitted e-RCMC Details in IEC Profile .....           | 45 |
| 5. What's New .....   | 47 |

# 1. Introduction and Accessing DGFT Portal

DGFT has launched e-RCMC module as part of IT Revamp project to deliver seamless experience for the Importers and Exporters. This document will act as the user guide for Importer and Exporter working on the e-RCMC module available on <https://www.dgft.gov.in>.

Features of the current e-RCMC module are summarized as below:

- ✓ Soft Launch of Electronic Filing of Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the Common Digital Platform w.e.f. 6 December 2021 vide Trade Notice No. 27/2021-2022 Dated 30.11.2021.
- ✓ Transition Period of 3 Months i.e., up to Feb. 2022 or until further orders.
- ✓ Electronic (Paper less & contact less) and Real-Time Issuance of Certificate.
- ✓ Single Source of Information – IEC Details are auto-authenticated and common across the Trade Ecosystem.
- ✓ CBDT and MCA Integration in-built in the System – For PAN/DIN Details Auto-validation in Exporters IEC Profile.
- ✓ Auto-generation of Invoice by the System.

## 1.1. Contact @DGFT

For any issues users can raise any concern to DGFT and may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the “Contact@DGFT” page.

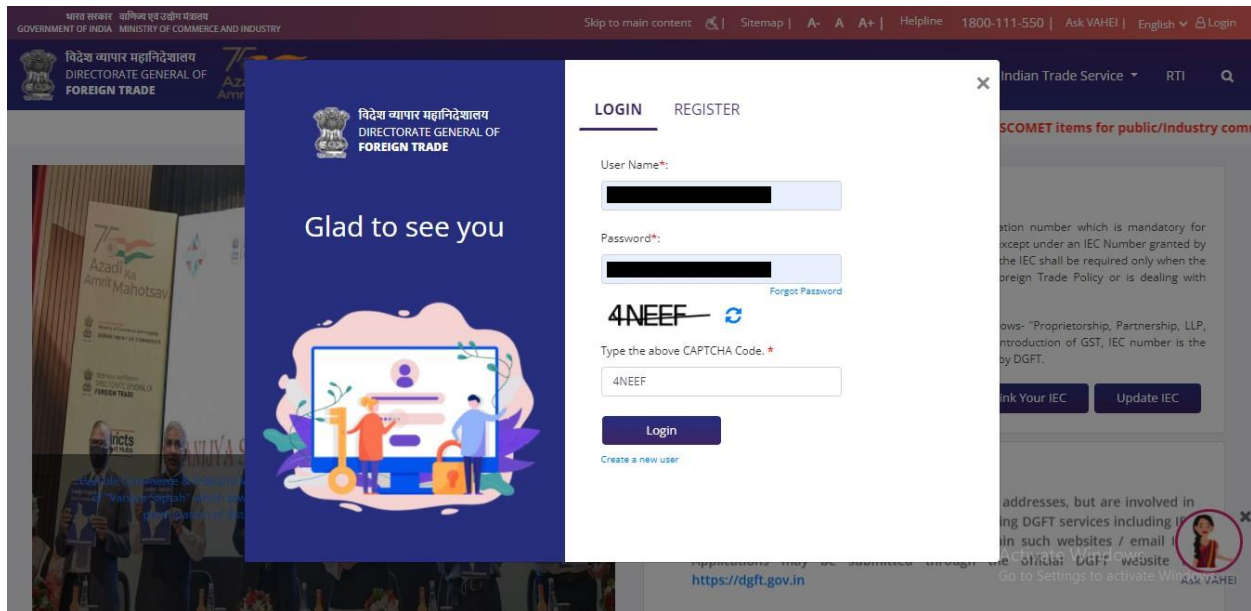
## 1.2. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

- a) Internet Connection
- b) Valid User ID and password provided to log in

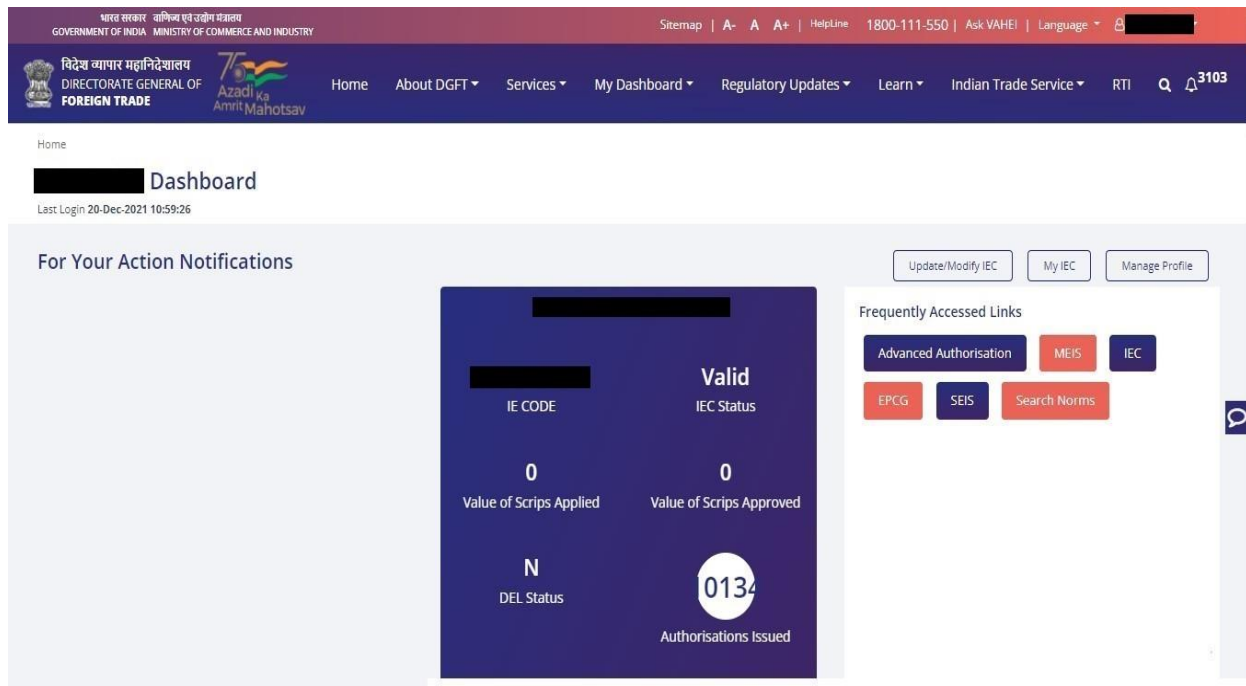
Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the user ID, Password and captcha then click on the Login button to log into the system.



Screen 1

- On successful login, home page will be displayed with Basic details in Dashboard like IEC Number, Valid, IEC status, Authorizations Issued, etc. FYA Notifications will be displayed in the left pane of the screen.



Screen 2

## 2. Registration-cum Membership Certificate

Registration-Cum-Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency/ organization that are authorised by the Indian Government.

While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.

In case an export product is not covered by any Export promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIFO. Further, in case of multi product is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).

In respect of multi product exporters having their head office/registered office in the North-eastern States, RCMC may be obtained from Shellac & Forest Products Export promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).

In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).

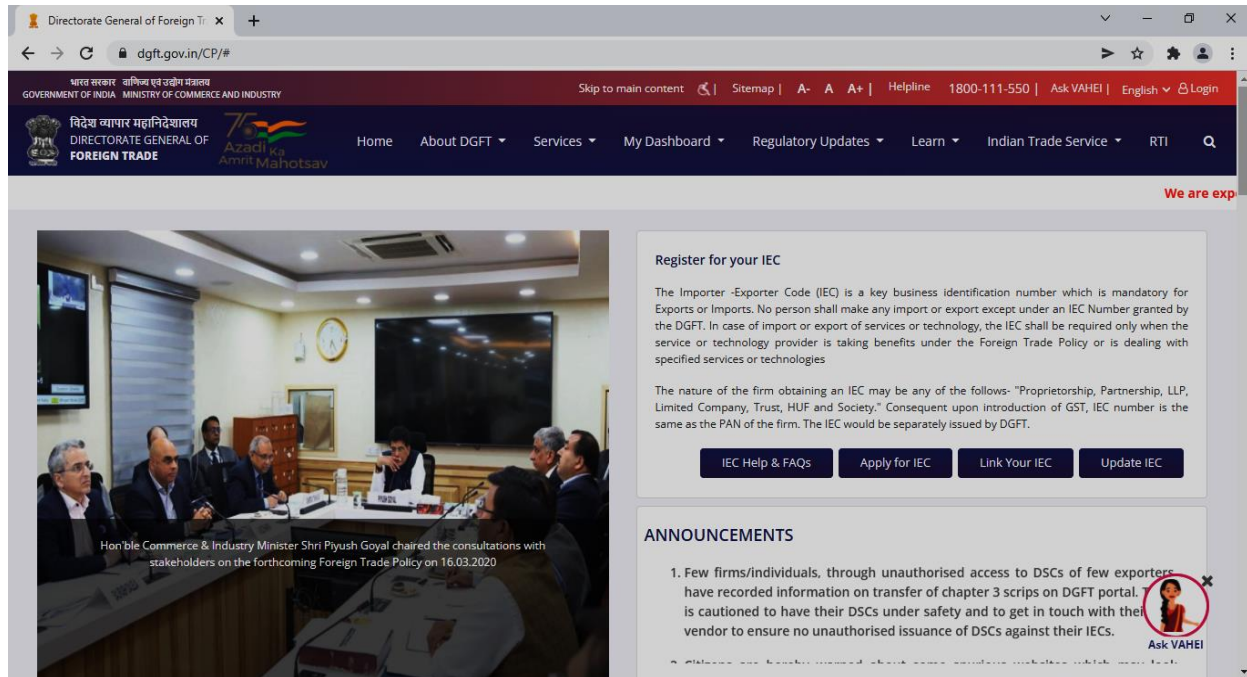
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31<sup>st</sup> march of the licensing year, unless otherwise is specified.

## 2.1. Issuance of Registration-cum Membership Certificate

Applicant will register on DGFT Website <https://www.dgft.gov.in> as Importer/Exporter to access the Common Digital Platform.

Steps to apply for Issuance of RCMC on the DGFT website are as follows.

- 1) Navigate to <https://www.dgft.gov.in>.



### Screen 3

- 2) Click on Login button on top right corner of webpage.
- 3) Enter the Username, Password and CAPTCHA Code and click on **Login**.

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
FOREIGN TRADE

Glad to see you

LOGIN REGISTER

User Name\*:  
[Redacted]

Password\*:  
[Redacted] [Forgot Password](#)

X2322

Type the above CAPTCHA Code. \*

X2322

Login

[Create a new user](#)

Screen 4

#### 4) Navigate to **Services > e-RCMC > Apply for e-RCMC.**

##### e-Registration Cum Membership Certificate (RCMC)

###### What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

###### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

##### Services under e-RCMC

###### Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

###### Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

###### Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

Screen 5

#### 5) The following screen will be displayed.

भारत सरकार | गणिज एव चलीग मंत्रालय  
GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

Sitemap | A- | A | A+ | HelpLine 1800-111-550 | Ask VAHEI | Language | [User Profile]

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

Home | About DGFT | Services | My Dashboard | Regulatory Updates | Learn | Indian Trade Service | RTI | [Search] [3103]

Home

[User Profile] Dashboard  
Last Login 17-Dec-2021 18:55:11

Draft Application | Application for Issuance of Registration-cum Membership Certificate

Show 10 entries Search: [Search Box]

| Select                | S. No. | Application Number | Created On       | Created By | Last Updated On  | Last Updated By | Action |
|-----------------------|--------|--------------------|------------------|------------|------------------|-----------------|--------|
| <input type="radio"/> | 1      | [Redacted]         | 17/12/2021 21:13 | [Redacted] | 17/12/2021 21:13 | [Redacted]      | Action |

Showing 1 to 1 of 1 entries Previous 1 Next

Start Fresh Application | Proceed With Existing Application

Screen 6

6) Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

7) 7) A Dashboard with **username** will be displayed with Basic Details.

Ashutosh's Dashboard  
Last Login 15-Dec-2021 17:43:26

Basic Details | RCMC Details | Attachments | Declaration | Application Summary

Basic Details

|  |                                     |                             |
|--|-------------------------------------|-----------------------------|
| IEC Number<br>[Redacted]   | PAN Number<br>[Redacted]            | Firm Name<br>[Redacted]     |
| Date of Birth / Incorporation<br>[Redacted]                      | IEC Issuance Date<br>12/04/1988     | DGFT RA Office<br>RA MUMBAI |
| Nature of concern/Firm<br>[Redacted]                             | Category of Exporters<br>[Redacted] | CIN / LLPIN<br>[Redacted]   |
| Annual Turnover of the firm (Last FY in INR)<br>2233871563000.00 |                                     |                             |

Screen 7

8) System would ask Applicant for Declaration whether he/she has updated profile or not.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products:

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade g

Declaration \* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next

Screen 8

9) Click on **Radio Button** then click **Yes** to make sure you have updated the profile and **Save & Next**

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products:

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade g

Declaration \* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next

Screen 9

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Products:

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade g

Declaration \* ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

Save & Next

I have updated profile in ANF-1

Yes No

Screen 10

10) Now under **RCMC Details** section Applicant would

a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details**.

The screenshot shows a progress bar at the top with five steps: Basic Details (checked), RCMC Details (active), Attachments, Declaration, and Application Summary. Below the progress bar is a green success message: "Draft Application Number [redacted] has been successfully saved." Below this is a dark blue dropdown menu labeled "Select Export Promotion Council / Commodity Board". A yellow note box contains the following text:

**Note**  
 2.94 Applying for RCMC  
 (a) While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business.  
 (b) In case an export product is not covered by any Export Promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIEO. Further, in case of multi product exporters, not registered with any EPC, where main line of business is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO).  
 (c) In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export Promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board).  
 (d) In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC).  
**Note: To select the council / board, please refer to Appendix 2T**

Below the note is a form with two fields: "Name of Export Promotion Council / Commodity Board" (dropdown menu with "Please Select" selected) and "Main Line of Business" (text input field). A red link below the dropdown says "Click here to view instructions specified by the EPC / CB".

Screen 11

The screenshot shows the "Mandatory Details" form. It includes the following fields:

- Name of Export Promotion Council / Commodity Board \***: Federation of Indian Export Organisations(FIEO)
- Main Line of Business**: Multi Product Group , Multi Services Group , Status Holder , Residual Products , Residual Services , Multi Product and Services Group
- Application Type \***: New
- Statusholder \***: Not Applicable
- Category of Exporters \***: Service Provider
- No. of Years Membership Applied for \***: 2 Years
- Financial Year for which Membership is applied for \***: Current Financial Year
- MSME Status \***: Micro
- EOU / SEZ \***: EOU
- Annual Turnover of the Firm (Previous FY in INR) \***: 1124
- Export Performance in Previous FY 0**: 0.00

Screen 12

b. Now Select **Fee Details** as Per Description and in case any **Fee is paid to EPC/CB outside this Portal**. You Can Specify this by selecting **“Yes” Radio Button** and filling out the mandatory details in this section.

**Fees Details - Select the Fees Applicable as per Description**

Show 10 entries

| Select                              | Fee Description  | Fee (INR) | GST(%) | Total Fee (INR) |
|-------------------------------------|--|-----------|--------|-----------------|
| <input checked="" type="checkbox"/> | New Membership - Export Oriented Unit (100% EOU) for Two Years | 19750     | 18     | 23305           |

Previous **1** Next

Please select yes in case you have already paid the fees to EPC / CB outside this portal?

Yes  No

**Screen 13**

- i. if “Yes” is selected then enter the following Mandatory Details and click on **Add** to save the details.

**Already Paid Fees Details**

Payment Date \* 
 Payment Amount (INR) \* 
 UTR / RTGS / DD / Cheque Reference Number \*

Bank Name \*

Show 10 entries

| Payment Date | Payment Amount (INR) | UTR / RTGS / DD / Cheque Reference Number | Bank Name  | Edit/Delete |
|--------------|----------------------|---|------------|-------------|
| 14/04/2022   | 2365                 | [REDACTED]                                | [REDACTED] |             |

**Screen 14**

- ii. Select office for Submission of Application and Branch for Applying RCMC.

Select Office for Submission of Application \*

Address of Selected Office

Main Line of Business of Applicant

Select Your Branch for Applying for RCMC \*

GSTIN of Branch \*

Address of Selected Branch

Is the Applicant a SEZ Unit?

Description of goods/ services for which registered \*

**Screen 15**

**c. Select Export Products / Services and click Add button to save the details.**

Export Products / Services
▼

**Note**

- Please enter the export products / services here. You can add multiple entries here.

Export Type <sup>\*</sup>  Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code <sup>\*</sup>

Description of the product to be exported/services to be rendered

[Add](#)

Show  entries

| Export Type          | Sector | ITC(HS) Code/Service Code | Description of the product to be exported/services to be rendered | Edit / Delete                         |
|----------------------|--------|---------------------------|---|---------------------------------------|
| Export product(s)    |        |                           |   | <a href="#">✎</a> / <a href="#">✖</a> |
| Rendering service(s) |        |                           |   | <a href="#">✎</a> / <a href="#">✖</a> |

**Screen 16**

**d. Select Authorised Representatives / Department Heads / Contact Persons for the Councils and click on Add Details button to save the details.**

Authorised Representatives / Department Heads / Contact Persons for the Council
▼

**Note**

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category <sup>\*</sup>

Name <sup>\*</sup>

Designation <sup>\*</sup>

Address Line 1 <sup>\*</sup>

Address Line 2 <sup>\*</sup>

City <sup>\*</sup>

Pin <sup>\*</sup>

District <sup>\*</sup>

State <sup>\*</sup>

Telephone No. <sup>\*</sup>

Mobile <sup>\*</sup>

Email <sup>\*</sup>

[Add Details](#)

Show  entries

| Category                  | Name | Designation | Address Line 1 | Address Line 2 | City | Pin | District | State | Telephone No | Mobile No | Email | Edit/Delete                           |
|---------------------------|------|-------------|----------------|----------------|------|-----|----------|-------|--------------|-----------|-------|---------------------------------------|
| Authorised Representative |      |             |                |                |      |     |          |       |              |           |       | <a href="#">✎</a> / <a href="#">✖</a> |

Showing 1 to 1 of 1 entries Previous 1 Next

**Screen 17**

e. Select **Other Information** under this select the countries to which the Company is Exporting, Enter **Firm Profile** and **Website** and click on **Save & Next**.

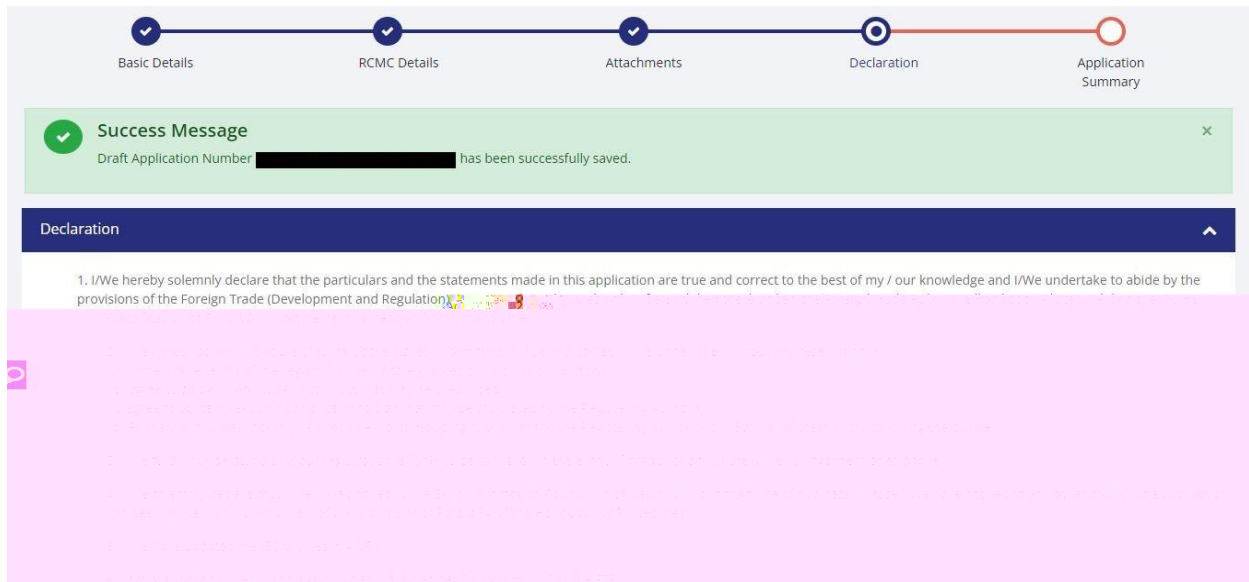
Screen 18

11) Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the document from Computer folder then clicking on **Upload Attachments** and finally **Save & Next**.

| Attachment Type          | Remark     | View/Add More Attachments | Delete |
|--------------------------|------------|---------------------------|--------|
| RCMC Supporting Document | [Redacted] | <a href="#">view</a>      |        |
| Others                   | [Redacted] | <a href="#">view</a>      |        |

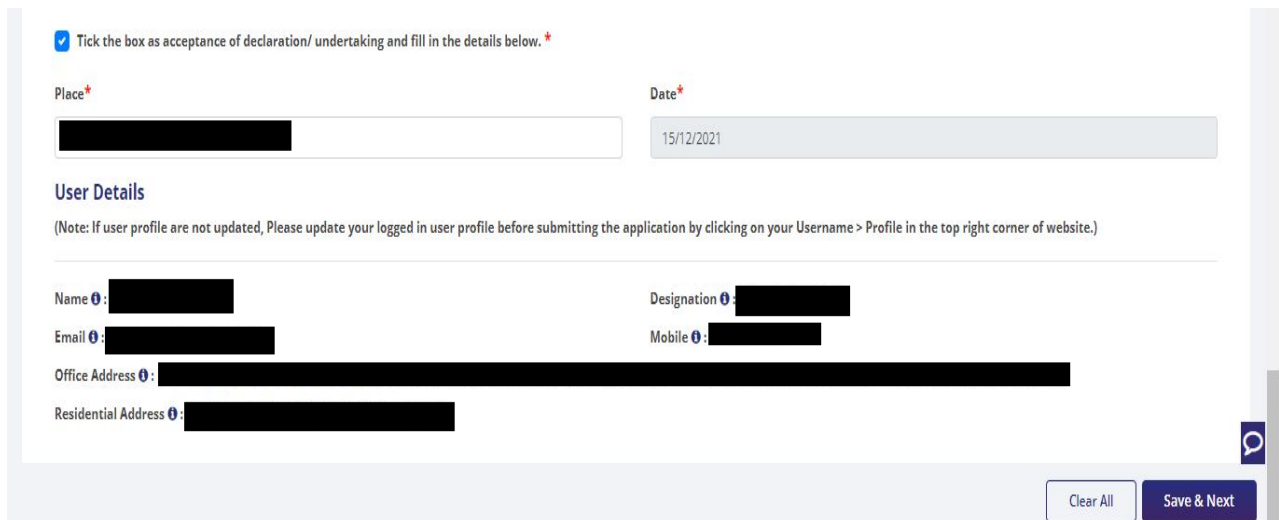
Screen 19

**12) Now under the Declaration section read all the Declaration Lines.**



**Screen 20**

**13) Click the Check box as acceptance of declaration and Enter the Place and then Save & Next.**



**Screen 21**

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.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]      Date : 15/12/2021      Name : [REDACTED]  
Designation : [REDACTED]      Official Address : [REDACTED]      Residential Address : [REDACTED]  
Email : [REDACTED]      Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

**Sign**

Screen 22

15) After that Click **Payment for RCMC**.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : [REDACTED]      Date : 15/12/2021      Name : [REDACTED]  
Designation : [REDACTED]      Official Address : [REDACTED]      Residential Address : [REDACTED]  
Email : [REDACTED]      Telephone No. (O) : [REDACTED]

Total amount to be paid : 400.00

**Payment For RCMC**

Screen 23

16) Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

**Payment Details**

! Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: [Redacted]

Applicant Email: [Redacted]

Applicant Address: [Redacted]

Application Type: RCMC

Service Type: Application for Issuance of Registration-cum Membership Certifi

Application Number: [Redacted]

Screen 24

17) Clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

**Payment Response**

Payment Transaction ID: [Redacted]

Applicant Name: [Redacted]

Service Type: Application for Issuance of Registration-cum Membership Certificate(RCMC)

Response: Success

Submit Cancel

Screen 25

18) After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

Federation of Indian Export Organisations

GSTIN [REDACTED]

Address [REDACTED]

**Total** 20,940.00

Invoice Date 27/04/2022

Invoice No. [REDACTED]

Reference No. [REDACTED]

Original Copy

---

Proforma Tax Invoice cum Receipt

---

Applicant Name (Bill To) [REDACTED]

Exporter GSTIN [REDACTED]

Billing Address [REDACTED]

Service Issuance of e-RCMC IEC [REDACTED]

---

| S.No. | Fee Description   | HSN / SAC Code | Amount    | CGST |        | SGST |        | IGST |        | Total     |
|-------|-------------------|----------------|-----------|------|--------|------|--------|------|--------|-----------|
|       |                   |                |           | Rate | Amount | Rate | Amount | Rate | Amount |           |
| 1     | Miscellaneous fee |                | 20,940.00 | 0.00 | 0.00   | 0.00 | 0.00   | 0.00 | 0.00   | 20,940.00 |
| Total |                   |                | 20,940.00 | -    | 0.00   | -    | 0.00   | -    | 0.00   | 20,940.00 |

|                                 |  |
|---------------------------------|--|
| Total Invoice Value (in figure) | 20,940.00                                |
| Total Invoice Value (in words)  | Twenty Thousands Nine Hundred Forty Only |
| Reverse Charge (Y/N)            | N  |

**Online Payment Details**

|                                   |                     |                    |                |    |                |
|-----------------------------------|---------------------|--------------------|----------------|----|----------------|
| Transaction Id/ Bank Reference Id | [REDACTED]          | Total Amount (INR) | 20,940.00      | IP | 192.168.136.36 |
| Date                              | 2022-04-27 04:10:30 | Payment Status     | <b>SUCCESS</b> |    |                |

**Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.**

This is a system generated Proforma Tax Invoice cum Receipt and does not require signature.

FD0CCG0000000037

Screen 26

## 2.2. Amendment of Registration-cum Membership Certificate

An active RCMC holder can amend the Issued RCMC. Application details previously filled at the time of issuance of RCMC, would be available in system and prepopulated in the form.

Steps to apply for Amendment of RCMC on the DGFT website are as follows

1. Navigate to **Services > e-RCMC > Amendment for RCMC**.

### e-Registration Cum Membership Certificate (RCMC)

#### What is e-Registration Cum Membership Certificate (e-RCMC)

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

#### Pre-Requisites for RCMC

You need an active IEC to apply for RCMC.

#### Services under e-RCMC

##### Apply for e-RCMC

Click here to apply for Registration-cum Membership Certificate.

[Explore](#)

##### Renewal of RCMC

Click here to renew an existing RCMC.

[Explore](#)

##### Amendment for RCMC

Click here to file an amendment request for existing RCMC.

[Explore](#)

### Screen 27

2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

The screenshot shows the DGFT dashboard with the following details:

- Header:** भारत सरकार | Ministry of Commerce and Industry. Sitemap | A- A+ | HelpLine 1800-111-550 | Ask VAHEI | Language.
- Navigation:** Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI.
- User Info:** Home, [Redacted] Dashboard, Last Login 17-Dec-2021 16:11:12.
- Page Title:** Draft Application | Application for Amendment of Registration-cum Membership Certificate.
- Table:**

| Select                | S. No. | Application Number | Created On       | Created By | Last Updated On  | Last Updated By | Action |
|-----------------------|--------|--------------------|------------------|------------|------------------|-----------------|--------|
| <input type="radio"/> | 1      | [Redacted]         | 17/12/2021 16:18 | [Redacted] | 17/12/2021 16:18 | [Redacted]      | Action |
- Footer:** Showing 1 to 1 of 1 entries. Start Fresh Application | Proceed With Existing Application.

Screen 28

3. Now Applicant will **select the file to Amend** from available files and click on **Amend** button at bottom of the page.

The screenshot shows the DGFT dashboard with the following details:

- Header:** भारत सरकार | Ministry of Commerce and Industry. Sitemap | A- A+ | HelpLine 1800-111-550 | Ask VAHEI | Language.
- Navigation:** Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI.
- User Info:** Home, [Redacted] Dashboard, Last Login 17-Dec-2021 16:11:12.
- Page Title:** Draft Application | Application for Amendment of Registration-cum Membership Certificate.
- Table:**

| Sl. No.                          | RCMC Number | Issue Date | Issue Authority | Products For Which Registered  | Expiry Date | Status | Exporter Type                      | Validity Period | Status From EPC |
|----------------------------------|-------------|------------|-----------------|--|-------------|--------|------------------------------------|-----------------|-----------------|
| <input checked="" type="radio"/> | [Redacted]  | 26/04/2019 | [Redacted]      | PVC HDPE LLDPE PP Polyethylene<br>Terephthalate Low Density Polyethylene<br>HDPE Density Polyethylene HDPE   | 31/03/2024  | Active | Merchant Cum Manufacturer Exporter | 1801            | N               |
| <input type="radio"/>            | [Redacted]  | 16/03/2017 | [Redacted]      | PORT SERVICES (CARGO HANDLING FOR IMPORTS, CALL CENTRE SERVICES, CARGO HANDLING SERVICE, DATA PROCESSING SERVICES, DATABASE SERVICES, LEASING SERVICES WITHOUT OPERATORS, R, D SERVICES ON NATURA AND OTHERS | 31/03/2022  | Active | Others                             | 1841            | N               |
| <input type="radio"/>            | [Redacted]  | 08/12/2021 | [Redacted]      |  | 31/03/2025  | Active | Merchant Cum Manufacturer Exporter | 1209            | N               |
- Footer:** Showing 1 to 10 of 17 entries. Amend button.

Screen 29

4. A Dashboard with **username** will be displayed with Basic Details.

भारत सरकार | Ministry of Commerce and Industry  
GOVERNMENT OF INDIA | Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language | [Redacted]

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

75 Azadi Ka Amrit Mahotsav

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI 3103

Home

[Redacted] Dashboard

Last Login 17-Dec-2021 16:11:12

Basic Details RCMC Details Attachments Declaration Application Summary

Basic Details

|                               |                       |                |
|-------------------------------|-----------------------|----------------|
| IEC Number                    | PAN Number            | Firm Name      |
| [Redacted]                    | [Redacted]            | [Redacted]     |
| Date of Birth / Incorporation | IEC Issuance Date     | DGFT RA Office |
| [Redacted]                    | 12/04/1988            | RA MUMBAI      |
| Nature of concern/Firm        | Category of Exporters | CIN / LLPIN    |
| [Redacted]                    | [Redacted]            | [Redacted]     |

Screen 30

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List

Export List

Chemicals And Allied Products, Engineering Products, Plastic Products

Chemicals And Allied Products, Plastic Products, Textile, Readymade

Declaration\* ⓘ

I/We have updated my/our profile in ANF-1

Save & Next

Screen 31

6. Click on **Radio Button** then click **Yes** to make sure you have uploaded the profile and **Save & Next**.

Other Details (Preferred sectors of operations) ▲

**Preferred sectors of operations \***

Import List Export List

Chemicals And Allied Products,Engineering Products,Plastic Products Chemicals And Allied Products,Plastic Products,Textile, Readymade ;

**Declaration \*** ⓘ

This is a mandatory field

I/We have updated my/our profile in ANF-1

**Save & Next** ⓘ

Screen 32

Other Details (Preferred sectors of operations) ▲

**Preferred sectors of operations \***

Import List

Chemicals And Allied Products,Engineer

**Declaration \*** ⓘ

This is a mandatory field

I/We have updated my/our profile in

I have updated profile in ANF 1

**Save & Next** ⓘ

ABOUT US  
 DGFT Organization Structure  
 HQ Contact  
 RA Contact  
 Citizen Charter  
 Complaints / Suggestions / Feedback  
 EPCG  
 SION  
 Central Product Classification  
 RCM Instructions  
 Goods & Services Tax (GST)  
 Sitemap  
 Map  
 Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New Delhi -110011

Screen 33

7. Now under **RCMC Details** section Applicant would.
  - a. Select **Export Promotion Council / Commodity Board** and Enter Corresponding **Mandatory Details**.

The screenshot shows a progress bar at the top with five steps: Basic Details, RCMC Details, Attachments, Declaration, and Application Summary. The 'RCMC Details' step is currently active. Below the progress bar is a green success message box that reads: "Success Message: Draft Application Number [redacted] has been successfully saved." Below this is a dark blue header for "Select Export Promotion Council / Commodity Board". A yellow note box contains the following text: "Note: 2.94 Applying for RCMC. (a) While applying for RCMC, an exporter has to declare his main line of business in the application. The exporter is required to obtain RCMC from the Council which is concerned with the product of his main line of business. (b) In case an export product is not covered by any Export Promotion Council/Commodity Board etc., RCMC in respect thereof is to be obtained from FIEO. Further, in case of multi product exporters, not registered with any EPC, where main line of business is yet to be settled, the exporter has an option to obtain RCMC from Federation of Indian Exporters Organization (FIEO). (c) In respect of multi product exporters having their head office/registered office in the North Eastern States, RCMC may be obtained from Shellac & Forest Products Export Promotion Council (except for the products looked after by APEDA, Spices Board and Tea Board). (d) In respect of exporters of handicrafts and handloom products from the State of Jammu & Kashmir, Director, Handicrafts, Government of Jammu & Kashmir is authorised to issue Registration Cum Membership Certificate (RCMC). Note: To select the council / board, please refer to Appendix 2T". Below the note are two input fields: "Name of Export Promotion Council / Commodity Board" with the value "Federation of Indian Export Organisations" and "Main Line of Business" which is empty.

Screen 34

The screenshot shows a form with the following fields: "Application Type" (Amendment), "Statisholder" (Not Applicable), "Category of Exporters" (Service Provider), "No. of Years Membership Applied for" (1 Year), "Financial Year for which Membership is applied for" (Current Financial Year), "MSME Status" (Micro), "EOU / SEZ" (EOU), "Annual Turnover of the Firm (Previous FY in INR)" (12233), and "Export Performance in Previous FY" (0.00). A link at the top says "Click here to view instructions specified by the EPC / CB".

Screen 35

b. Now Select **Fee Details** as Per Description and in case any **Fee is paid to EPC/CB outside this Portal**. You Can Specify this by selecting **“Yes” Radio Button** and filling out the mandatory details in this section.

Fees Details - Select the Fees Applicable as per Description

The screenshot shows a table with the following data:

| Select                              | Fee Description  | Fee (INR) | GST(%) | Total Fee (INR) |
|-------------------------------------|--|-----------|--------|-----------------|
| <input checked="" type="checkbox"/> | New Membership - Export Oriented Unit (100% EOU) for Two Years | 19750     | 18     | 23305           |

Below the table, there is a "Please select yes in case you have already paid the fees to EPC / CB outside this portal?" section with radio buttons for "Yes" and "No". The "No" radio button is selected. There are "Previous" and "Next" navigation buttons.

Screen 36

- i. if **“Yes”** is selected then enter the following Mandatory Details and click on **Add** to save the details.

**Already Paid Fees Details**

Show  entries

| Payment Date | Payment Amount (INR) | UTR / RTGS / DD / Cheque Reference Number | Bank Name  | Edit/Delete |
|--------------|----------------------|---|------------|-------------|
| 14/04/2022   | 2365                 | [REDACTED]                                | [REDACTED] |             |

**Screen 37**

- ii. **Select office for Submission of Application and Branch for Applying RCMC.**

**Screen 38**

c. Select **Export Products / Services** and click **Add** button to save the details.

Export Products / Services
▼

**Note**

- Please enter the export products / services here. You can add multiple entries here.

Export Type:\*

 Export product(s)     Rendering service(s)

ITC(HS) Code/Service Code\*

Description of the product to be exported/services to be rendered

Show  entries

| Export Type          | Sector | ITC(HS) Code/Service Code | Description of the product to be exported/services to be rendered | Edit / Delete |
|----------------------|--------|---------------------------|---|---------------|
| Export product(s)    |        |                           |   | ✎ / ✕         |
| Rendering service(s) |        |                           |   | ✎ / ✕         |

Screen 39

d. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

Authorised Representatives / Department Heads / Contact Persons for the Council
▼

**Note**

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category\*

Name\*

Designation\*

Address Line 1\*

Address Line 2\*

City\*

Pin\*

District\*

State\*

Telephone No.\*

Mobile\*

Email\*

Show  entries

| Category                  | Name | Designation | Address Line 1 | Address Line 2 | City | Pin | District | State | Telephone No | Mobile No | Email | Edit/Delete |
|---------------------------|------|-------------|----------------|----------------|------|-----|----------|-------|--------------|-----------|-------|-------------|
| Authorised Representative |      |             |                |                |      |     |          |       |              |           |       | ✎ / ✕       |
| Authorised Representative |      |             |                |                |      |     |          |       |              |           |       | ✎ / ✕       |

Screen 40

- e. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

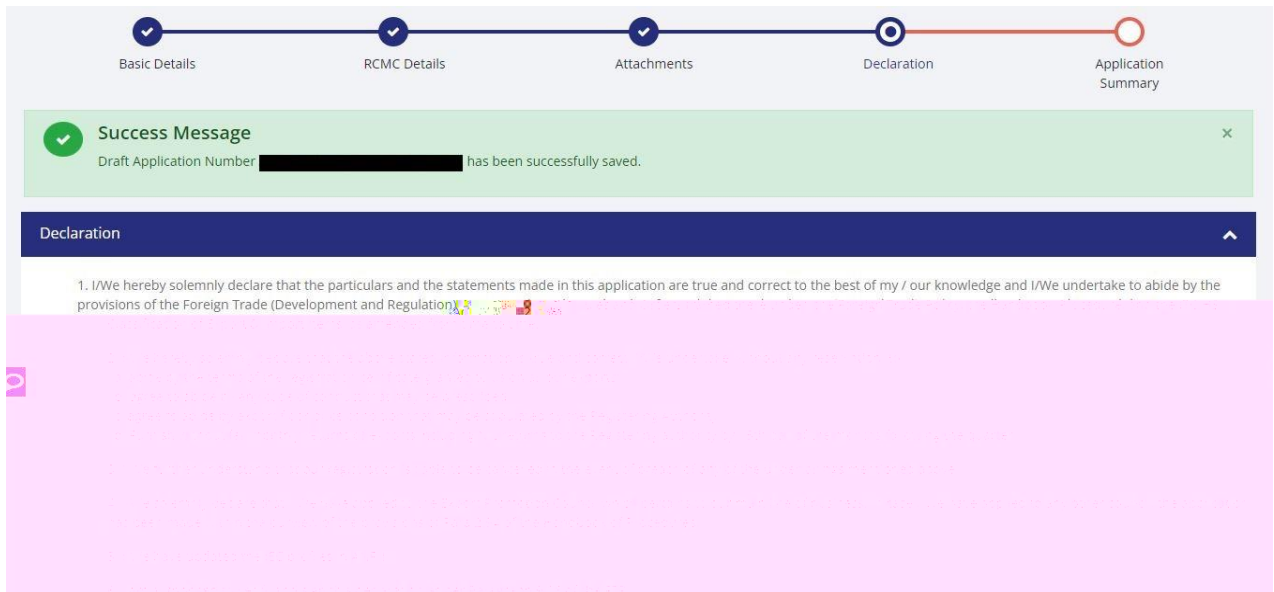
Screen 41

- 8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.

| Attachment Type          | Remark     | View/Add More Attachments | Delete |
|--------------------------|------------|---------------------------|--------|
| RCMC Supporting Document | [Redacted] | <a href="#">view</a>      |        |
| Others                   | [Redacted] | <a href="#">view</a>      |        |

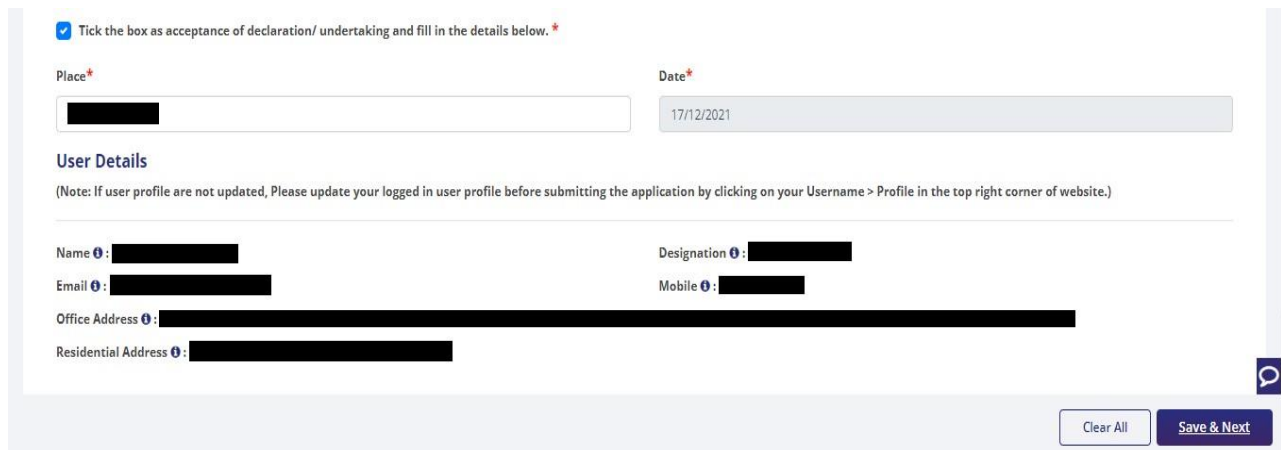
Screen 42

9. Now under the **Declaration Section** read all the **Declaration Lines** and **Click Save & Next**.



Screen 43

10. Click **Save & Next** under **Declaration** at bottom of the Page.



Screen 44

11. 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.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : ██████████ Date : ██████████ Name : ██████████


Designation : ██████████ Official Address : ██████████ Residential Address : ██████████

Email : ██████████ ██████████

Telephone No. (O) : ██████████

---

Total amount to be paid : 400.00

**Sign** 

Screen 45

12. After that click **Payment for RCMC**.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : ██████████ Date : 17/12/2021 Name : ██████████


Designation : ██████████ Official Address : ██████████ Residential Address : ██████████

Email : ██████████ ██████████

Telephone No. (O) : ██████████

---

Total amount to be paid : 400.00

**Payment For RCMC** 

Screen 46

13. Applicant would be directed to the **Payment gateway** for the payment then click **Submit**.

Payment Details

Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

|  |  |   |
|--|--|---|
| <b>Applicant Name</b><br><input type="text" value="██████████"/> | <b>Applicant Email</b><br><input type="text" value="██████████"/>                  | <b>Applicant Address</b><br><input type="text" value="████████████████████"/> |
| <b>Application Type</b><br>RCMC                                  | <b>Service Type</b><br>Application for Amendment of Registration-cum Membership Ce | <b>Application Number</b><br>ARNRCMCAMEND03078177AM22                         |

| Service Description  | Fees Amount (₹)                    |
|--|------------------------------------|
| Application for Amendment of Registration-cum Membership Certificate | <input type="text" value="400.0"/> |

**Screen 47**

14. After clicking **Submit** Applicant will see **Payment Response Page** with **Transaction ID** then again click **Submit**.

Payment Response

|  |  |   |
|--|--|---|
| <b>Payment Transaction ID</b><br><input type="text" value="██████████"/> | <b>Applicant Name</b><br><input type="text" value="██████████"/> | <b>Service Type</b><br>Application for Amendment of Registration-cum Membership Certificate |
|--|--|---|

**Response:**

**Screen 48**

15. After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

|   |            |                         |               |
|---|------------|-------------------------|---------------|
| BASIC CHEMICALS COSMETICS & DYES EXPORT PROMOTION COUNCIL |            | Total<br>2,14,73,724.47 | Original Copy |
| GSTIN   | [REDACTED] | Invoice Date            | 28/04/2022    |
| Address   | [REDACTED] | Invoice No.             | [REDACTED]    |
|   |            | Reference No.           | [REDACTED]    |

Tax Invoice cum Receipt

|                          |                 |                     |
|--------------------------|-----------------|---------------------|
| Applicant Name (Bill To) | Billing Address | Service             |
| [REDACTED]               | [REDACTED]      | Amendment of e-RCMC |
| Exporter GSTIN           |                 | IEC                 |
| [REDACTED]               |                 | [REDACTED]          |

| S.No. | Fee Description   | HSN / SAC Code | Amount         | CGST |        | SGST |        | IGST |        | Total          |
|-------|-------------------|----------------|----------------|------|--------|------|--------|------|--------|----------------|
|       |                   |                |                | Rate | Amount | Rate | Amount | Rate | Amount |                |
| 1     | Miscellaneous fee |                | 2,14,73,724.47 | 0.00 | 0.00   | 0.00 | 0.00   | 0.00 | 0.00   | 2,14,73,724.47 |
| Total |                   |                | 2,14,73,724.47 | -    | 0.00   | -    | 0.00   | -    | 0.00   | 2,14,73,724.47 |

|                                 |   |
|---------------------------------|---|
| Total Invoice Value (in figure) | 2,14,73,724.47  |
| Total Invoice Value (in words)  | Two Crore Fourteen Lakhs Seventy Three Thousands Seven Hundred Twenty Four And Paise Forty Seven Only |
| Reverse Charge (Y/N)            | N   |

**Online Payment Details**

|                                   |                     |                    |                |    |                |
|-----------------------------------|---------------------|--------------------|----------------|----|----------------|
| Transaction Id/ Bank Reference Id | [REDACTED]          | Total Amount (INR) | 2,14,73,724.47 | IP | 192.168.136.36 |
| Date                              | 2022-04-28 11:03:19 | Payment Status     | SUCCESS        |    |                |

**Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.**

This is a system generated Tax Invoice cum Receipt and does not require signature.

RCMC0000000271

**Screen 49**

## 2.3. Renewal of Registration-cum Membership Certificate.

Only users with RCMC issued earlier shall be able to apply for renewal of the RCMC. RCMC details would be available in system and prepopulated in the form as per the application at the time of issuance/amendment which ever has the latest details. Renewal of the RCMC can be available for only those Certificates which are expired.

Steps to apply for Renewal of RCMC on the DGFT website are as follows.

1. Navigate to **Services > e-RCMC > Renewal of RCMC**. The following screen will be displayed.

### e-Registration Cum Membership Certificate (RCMC)

**What is e-Registration Cum Membership Certificate (e-RCMC)**

Registration-Cum Membership Certificate (RCMC) is a certificate that validates an exporter dealing with products registered with an agency / organization that are authorised by the Indian Government. The certificate is issued for five financial years by the Export Promotion Councils (EPCs) / Commodity board / Development authority or other competent authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. An exporter desiring to obtain an RCMC has to declare his mainstream business in the application. This application would be submitted to the related Registering Authority.

A total number of 26 Export Promotion Councils and 9 commodities board are present in India. Commodities board and the EPCs in India are the concerned authorities for issuing RCMC. These institutions have been authorised by the Central Government to issue RCMC to the exporters. Every EPC and the commodities board in India categories itself depending on the type of products. The RCMC shall be deemed to be valid from 1st April of the licensing year in which it was issued and shall be valid for 5 financial years ending 31st March of the licensing year, unless otherwise is specified.

**Pre-Requisites for RCMC**

You need an active IEC to apply for RCMC.

**Services under e-RCMC**

- Apply for e-RCMC**  
Click here to apply for Registration-cum Membership Certificate.  
[Explore](#)
- Renewal of RCMC**  
Click here to renew an existing RCMC.  
[Explore](#)
- Amendment for RCMC**  
Click here to file an amendment request for existing RCMC.  
[Explore](#)

Screen 50

2. Click on **Start Fresh Application** or else to continue with **Draft Application** select and click on **Proceed with Existing Application**.

The screenshot shows the user's dashboard with the title "Draft Application | Application for Renewal of Registration-cum Membership Certificate". Below the title, there is a search bar and a table with columns: Select, S. No., Application Number, Created On, Created By, Last Updated On, Last Updated By, and Action. One entry is visible with S. No. 1 and a creation date of 16/12/2021 20:22. At the bottom, there are buttons for "Start Fresh Application" and "Proceed With Existing Application".

Screen 51

3. Now Applicant will **select the file to Renewal** from available files and click on **Renewal** button at

The screenshot shows a table of RCMC entries. The columns are: Sl. No., RCMC Number, Issue Date, Issue Authority, Products For Which Registered, Expiry Date, Status, Exporter Type, Validity Period, and Status From EPC. Two entries are visible. The first entry has an issue date of 26/04/2019 and expires on 31/03/2024. The second entry has an issue date of 16/03/2017 and expires on 31/03/2022.

| Sl. No. | RCMC Number | Issue Date | Issue Authority | Products For Which Registered  | Expiry Date | Status | Exporter Type                            | Validity Period | Status From EPC |
|---------|-------------|------------|-----------------|--|-------------|--------|--|-----------------|-----------------|
| 1       | [REDACTED]  | 26/04/2019 | [REDACTED]      | PVC HDPE LLDPE PP Polyethylene<br>Terephthalate Low Density Polyethylene<br>HDPE Density Polyethylene HDPE   | 31/03/2024  | Active | Merchant Cum<br>Manufacturer<br>Exporter | 1801            | N               |
| 2       | [REDACTED]  | 16/03/2017 | [REDACTED]      | PORT SERVICES (CARGO HANDLING FOR<br>IMPORTS,CALL CENTRE SERVICES,CARGO<br>HANDLING SERVICE,DATA PROCESSING<br>SERVICES,DATABASE SERVICES,LEASING<br>SERVICES WITHOUT OPERATORS,R , D<br>SERVICES ON NATURA AND OTHERS | 31/03/2022  | Active | Others                                   | 1841            | N               |

bottom of the page.

Screen 52

4. A Dashboard with **username** will be displayed with Basic Details.

भारत सरकार | वणिज्य एवं उद्योग मंत्रालय  
GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

Sitemap | A- A+ | HelpLine: 1800-111-550 | Ask VAHEI | Language | ASHUTOSH

विदेश व्यापार महाप्रदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

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Home

Dashboard  
Last Login 17-Dec-2021 18:19:32

Basic Details RCMC Details Attachments Declaration Application Summary

Basic Details

|                               |                       |                |
|-------------------------------|-----------------------|----------------|
| IEC Number                    | PAN Number            | Firm Name      |
|                               |                       |                |
| Date of Birth / Incorporation | IEC Issuance Date     | DGFT RA Office |
|                               | 12/04/1988            | RA MUMBAI      |
| Nature of concern/Firm        | Category of Exporters | CIN / LLPIN    |
|                               |                       |                |

Screen 53

5. System would ask Applicant for **Declaration** whether he/she has **updated the profile** or not.

Other Details (Preferred sectors of operations)

Preferred sectors of operations \*

Import List: Chemicals And Allied Products,Engineering Products,Plastic Product;

Export List: Chemicals And Allied Products,Plastic Products,Textile, Readymade ;

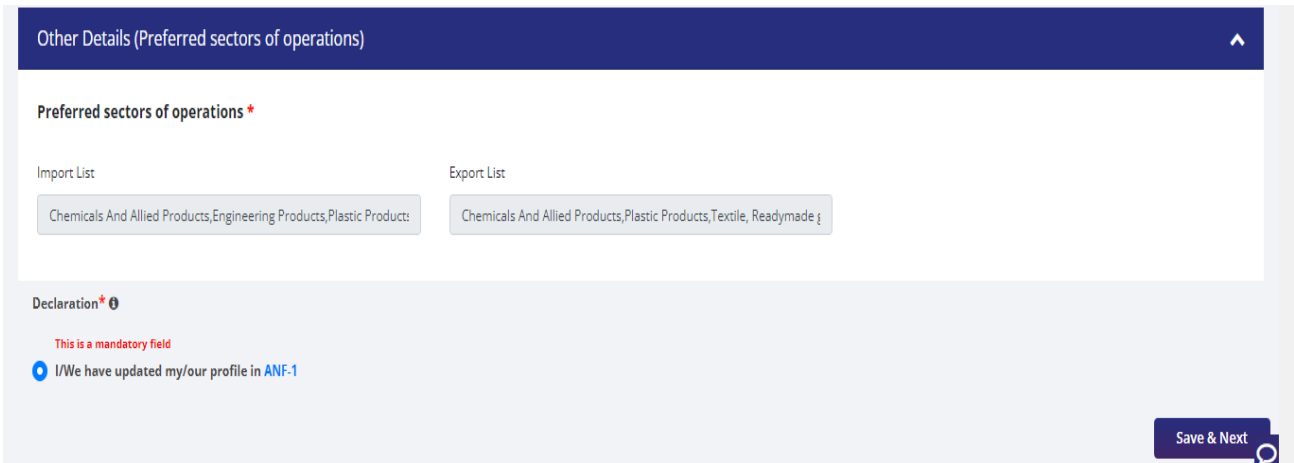
Declaration \*

I/We have updated my/our profile in ANF-1

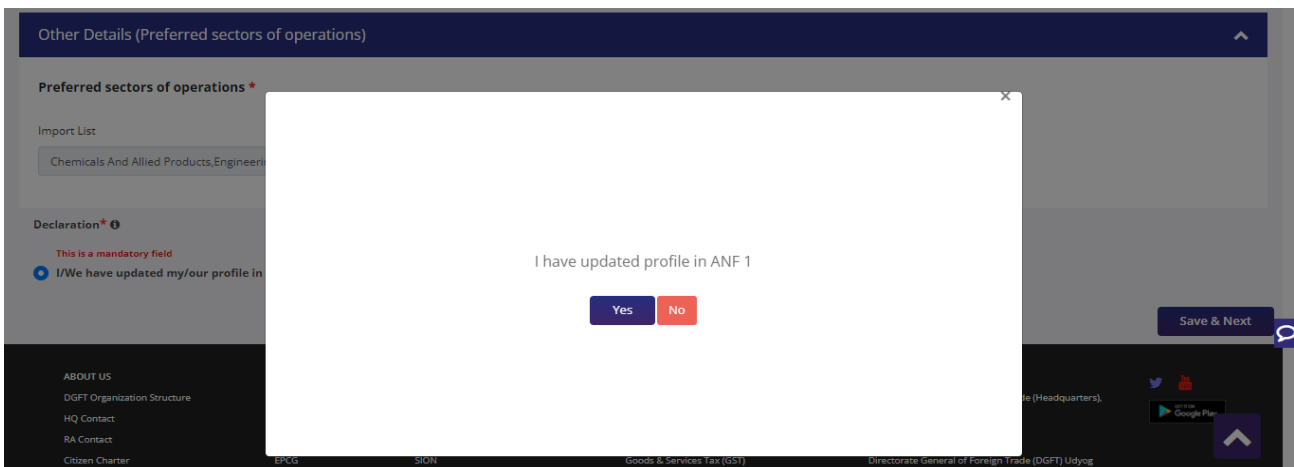
Save & Next

Screen 54

6. Click on **Radio Button** then click **Yes** to make sure you have uploaded the profile and **Save & Next**.



Screen 55



Screen 56

7. Now under **RCMC Details** section Applicant would.
  - a. **Select Export Promotion Council / Commodity Board and Enter Corresponding Mandatory Details.**

Screen 57

Screen 58

b. Now Select **Fee Details** as Per Description and in case any **Fee is paid to EPC/CB outside this Portal**. You Can Specify this by selecting **“Yes” Radio Button** and filling out the mandatory details in this section.

Fees Details - Select the Fees Applicable as per Description

| Select                              | Fee Description  | Fee (INR) | GST(%) | Total Fee (INR) |
|-------------------------------------|--|-----------|--------|-----------------|
| <input checked="" type="checkbox"/> | New Membership - Export Oriented Unit (100% EOU) for Two Years | 19750     | 18     | 23305           |

Please select yes in case you have already paid the fees to EPC / CB outside this portal?

Yes  No

Screen 59

- i. if **“Yes”** is selected then enter the following Mandatory Details and click on **Add** to save the details.

**Already Paid Fees Details**

Payment Date \*  Payment Amount (INR) \*  UTR / RTGS / DD / Cheque Reference Number \*

Bank Name \*

Show  entries

| Payment Date | Payment Amount (INR) | UTR / RTGS / DD / Cheque Reference Number | Bank Name  | Edit/Delete |
|--------------|----------------------|---|------------|-------------|
| 14/04/2022   | 2365                 | [REDACTED]                                | [REDACTED] |             |

**Screen 60**

- ii. Select office for Submission of Application and Branch for Applying RCMC.

Select Office for Submission of Application \*

Address of Selected Office

Main Line of Business of Applicant

Select Your Branch for Applying for RCMC \*

GSTIN of Branch \*

Address of Selected Branch

Is the Applicant a SEZ Unit?

Description of goods/ services for which registered \*

**Screen 61**

- c. Select **Export Products / Services** and click **Add** button to save the details.

**Export Products / Services**

Note

- Please enter the export products / services here. You can add multiple entries here.

Export Type \*  Export product(s)  Rendering service(s) ITC(HS) Code/Service Code \*  Description of the product to be exported/services to be rendered

Show  entries

| Export Type           | Sector     | ITC(HS) Code/Service Code | Description of the product to be exported/services to be rendered | Edit / Delete |
|-----------------------|------------|---------------------------|---|---------------|
| Export product(s)     | [REDACTED] | [REDACTED]                | [REDACTED]  |               |
| Rendering services(s) | [REDACTED] | [REDACTED]                | [REDACTED]  |               |

**Screen 62**

d. Select **Authorised Representatives / Department Heads / Contact Persons for the Councils** and click on **Add Details** button to save the details.

**Authorised Representatives / Department Heads / Contact Persons for the Council**

**Note**

- 1) Please enter the details of representatives for EPC / Commodity board to contact.
- 2) You can add maximum 5 contacts for each category.

Category \*  Name \*  Designation \*

Address Line 1 \*  Address Line 2 \*  City \*

Pin \*  District \*  State \*

Telephone No. \*  Mobile \*  Email \*

**Add Details**

Show 10 entries

| Category                  | Name | Designation | Address Line 1 | Address Line 2 | City | Pin | District | State | Telephone No | Mobile No | Email | Edit/Delete |
|---------------------------|------|-------------|----------------|----------------|------|-----|----------|-------|--------------|-----------|-------|-------------|
| Authorised Representative |      |             |                |                |      |     |          |       |              |           |       |             |
| Authorised Representative |      |             |                |                |      |     |          |       |              |           |       |             |

**Feedback**

Screen 63

e. Select **Other Information** under this select the countries to which the company is Exporting and click on **Save & Next**.

**Other Information**

Countries to Which the Company is Exporting

Firm Profile

Firm Website

**Clear All** **Save & Next**

**Feedback**

Screen 64

8. Applicant after filling all the details now proceed to **Attach Documents** under **Attachments** Section by uploading the documents from Computer folder then Clicking on **Upload Attachments** and finally **Save & Next**.







^
**Payment Response**

Payment Transaction ID: [REDACTED]      Applicant Name: [REDACTED]      Service Type: Application for Renewal of Registration-cum Membership Certificate

Response: Success

Submit
Cancel

Screen 71

15. After **Successful Payment** Applicant will be receiving a **e-Payment** receipt.

**BASIC CHEMICALS COSMETICS & DYES EXPORT PROMOTION COUNCIL**

GSTIN: [REDACTED]  
Address: [REDACTED]

**Total** 6,33,61,204.72

Invoice Date: 28/04/2022  
Invoice No.: [REDACTED]  
Reference No.: [REDACTED]

Original Copy

---

Tax Invoice cum Receipt

Applicant Name (Bill To): [REDACTED]

Exporter GSTIN: [REDACTED]

Billing Address: [REDACTED]

Service: Renewal of e-RCMC  
IEC: [REDACTED]

| S.No.        | Fee Description   | HSN / SAC Code | Amount         | CGST |              | SGST |              | IGST |        | Total          |
|--------------|---|----------------|----------------|------|--------------|------|--------------|------|--------|----------------|
|              |   |                |                | Rate | Amount       | Rate | Amount       | Rate | Amount |                |
| 1            | Manufacturer Exporter / Merchant Exporter (FY 2020-21 FOB Exports in Rs. 0 - 10 Lacs) | 999599         | 6,500.00       | 9.00 | 585.00       | 9.00 | 585.00       | 0.00 | 0.00   | 7,670.00       |
| 2            | FTYFTTYTV   | HVVGHVH65566   | 5,65,65,656.00 | 6.00 | 33,93,939.36 | 6.00 | 33,93,939.36 | 0.00 | 0.00   | 6,33,53,534.72 |
| <b>Total</b> |   |                | 5,65,72,156.00 | -    | 33,94,524.36 | -    | 33,94,524.36 | -    | 0.00   | 6,33,61,204.72 |

|  |  |
|--|--|
| <b>Total Invoice Value (in figure)</b> | 6,33,61,204.72   |
| <b>Total Invoice Value (in words)</b>  | Six Crore Thirty Three Lakhs Sixty One Thousands Two Hundred Four And Paise Seventy Two Only |
| <b>Reverse Charge (Y/N)</b>            | N  |

**Online Payment Details**

|                                   |                     |                    |                |    |                |
|-----------------------------------|---------------------|--------------------|----------------|----|----------------|
| Transaction Id/ Bank Reference Id | [REDACTED]          | Total Amount (INR) | 6,33,61,204.72 | IP | 192.168.136.36 |
| Date                              | 2022-04-28 11:37:33 | Payment Status     | SUCCESS        |    |                |

**Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.**

This is a system generated Tax Invoice cum Receipt and does not require signature.

accrc02000000271

Screen 72

### 3. View and Track Submitted e-RCMC Applications.

1. Applicant can view his / her **Submitted Application** from **Track Application Status**.
2. Navigate to **My Dashboard > Submitted Applications**.

The screenshot shows the 'Track Application Status' page. At the top, there is a navigation bar with the Government of India logo, the text 'विदेश व्यापार महानिदेशालय' and 'DIRECTORATE GENERAL OF FOREIGN TRADE', and the '75 Azadi Ka Amrit Mahotsav' logo. The navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'RTI'. There is also a search icon and a notification bell with '3103'.

The main content area is titled 'Track Application Status' and contains a search form with the following fields:

- Type of scheme \* (Please Select)
- Type of sub scheme \* (Please Select)
- Status (Please Select)
- From Date (17/09/2021)
- To Date (17/12/2021)
- File Number
- Application Number
- RA Office (Please Select)
- Branch code (Please Select)

At the bottom right of the form, there are two buttons: 'Clear All' and 'Search Q'.

Screen 73

### 3. Select **Type of scheme** as RCMC

- a. **Type of sub scheme** as Application for Issuance of Registration-cum Membership Certificate. and click on **Search**.

Track Application Status

Type of scheme \*  
RCMC

Type of sub scheme \*  
Application for Issuance of Registration-cum Members

Status  
Please Select

From Date  
17/09/2021

To Date  
17/12/2021

File Number

Application Number

RA Office  
Please Select

Branch code  
Please Select

Clear All Search

**Screen 74**

**Showing result for :** Application process -> RCMC Application Sub process -> Application for Issuance of Registration-cum Membership Certificate  
From Date - 17/09/2021 To Date - 17/12/2021

Search:

| Sl.No. ↑↓ | Application Number      | File Number                    | File Date ↑↓ | Entity Name                 | Branch ↑↓ | Action ↑↓ |
|-----------|-------------------------|--------------------------------|--------------|-----------------------------|-----------|-----------|
| 1         | ARNRCMCPPLY03077911AM22 | RCMCAPPLYCHEMEXCIL00251426AM22 | 16/12/2021   | RELIANCE INDUSTRIES LIMITED |           | Action    |

**Screen 75**

b. **Type of sub scheme** as Application for Amendment of Registration-cum Membership Certificate. and click on **Search**.

Screen 76

**Showing result for :** Application process -> RCMC Application Sub process -> Application for Amendment of Registration-cum Membership Certificate From Date - 17/09/2021 To Date - 17/12/2021

Search:

| Sl.No. ↑↓ | Application Number       | File Number                    | File Date  | Entity Name                 | Branch | RA Office | Action |
|-----------|--------------------------|--------------------------------|------------|-----------------------------|--------|-----------|--------|
| 1         | ARNRCMCAMEND03078177AM22 | RCMCAMENDCHEMEXCIL00251446AM22 | 17/12/2021 | RELIANCE INDUSTRIES LIMITED |        | DGFT(HQ)  | Action |

Screen 77

**c. Type of sub scheme** as Application for Renewal of Registration-cum Membership Certificate. and click on **Search**.

**Screen 78**

**Showing result for :** Application process -> RCMC Application Sub process -> Application for Renewal of Registration-cum Membership Certificate  
File Number - RCMCRENEWCHEMEXCIL00251450AM22

Search:

| Sl.No. | Application Number     | File Number                    | File Date  | Entity Name                 | Branch | RA Office | Action |
|--------|------------------------|--------------------------------|------------|-----------------------------|--------|-----------|--------|
| 1      | ARNRCRENEW03077945AM22 | RCMCRENEWCHEMEXCIL00251450AM22 | 17/12/2021 | RELIANCE INDUSTRIES LIMITED |        | DGFT(HQ)  | Action |

Showing 1 to 1 of 1 entries Previous **1** Next

**Screen 79**

## 4. View Submitted e-RCMC Details in IEC Profile

1. on the **Home Page** navigate to **Manage Profile**

Home

Dashboard

Last Login 20-Dec-2021 10:59:26

For Your Action Notifications

Update/Modify IEC My IEC Manage Profile

Frequently Accessed Links

- Advanced Authorisation
- MEIS
- IEC
- EPCG
- SEIS
- Search Norms

**Valid**  
IEC Status

0  
Value of Scrips Applied

0  
Value of Scrips Approved

N  
DEL Status

0134  
Authorisations Issued

Screen 80

2. After clicking on **Manage Profile** a Dashboard with **username** along with all the details will be appeared.

Home

Dashboard

Last Login 20-Dec-2021 15:53:06

IEC Details RCMC Industrial Registration Status Holder Details Export Details Risk Details Authorisation/Scrips Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

**IEC Details**

|                          |                    |                               |
|--------------------------|--------------------|-------------------------------|
| IEC Number               | PAN Number         | Date of Birth / Incorporation |
| 12/04/1988               | Valid              | N                             |
| IEC Issuance Date        | IEC Status         | DEL Status                    |
| IEC Cancelled Date       | IEC Suspended Date |                               |
| File Number              | File Date          | DGFT RA Office                |
| MUMIECPAMEND00100372AM22 | 19/09/2021         | RA MUMBAI                     |

Screen 81

3. Click on **RCMC** to view the **e-RCMC details** in the IEC profile
  - a. User can **Copy** the e-RCMC details by clicking on **Copy button**
  - b. User can get e-RCMC details in **Excel sheet** by clicking on **Excel button**.
  - c. User can get e-RCMC details in **CSV format** by clicking on **CSV button**.
  - d. User can **Print** e-RCMC details by clicking on **Print button**.

IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

PDF Excel ADD

| Sl. No. | RCMC Number | Issue Date | Issue Authority | Products For Which Registered | Expiry Date | Status  | Source | Exporter Type         | Validity Period | Validated by EPC / CB | Edit / Delete |
|---------|-------------|------------|-----------------|-------------------------------|-------------|---------|--------|-----------------------|-----------------|-----------------------|---------------|
| 1       | [REDACTED]  | [REDACTED] | [REDACTED]      | [REDACTED]                    | [REDACTED]  | Expired |        | Manufacturer Exporter | 127             | Y                     | -             |
| 2       | [REDACTED]  | [REDACTED] | [REDACTED]      | [REDACTED]                    | [REDACTED]  | Expired |        | Manufacturer Exporter | 492             | Y                     | -             |

Showing 1 to 2 of 2 entries Previous 1 Next

Screen 82

## 5. What's New

The Following New Functionalities were implemented in the module

1. Under RCMC Details section in Select Export Promotion Council / Commodity Board tab **EOU/SEZ** field is newly added.
2. Under RCMC Details section in Select Export Promotion Council / Commodity Board tab in Fees Details section a field is newly added to specify/add the details of the **fees paid to EPC/CB outside this portal**.
3. Under RCMC Details section in Export Product / Services tab for Rendering services Export Type a **Sector** dropdown and **Description of the product to be exported/services to be rendered** are added.
4. Under RCMC Details section in Other Information tab **Firm profile** and **Firm Website** fields are newly added.
5. Under **Attachments** Section a new attachment type **Other** is newly added along with the **steps to upload attachments** section.
6. For each tab in RCMC Details and Attachment Section **Note points** are provided for the user to understand each tab.