

POWERLOOM DEVELOPMENT & EXPORT PROMOTION COUNCIL

INSTRUCTIONS

(Please read these instructions carefully before submitting application for registration under the Export-Import policy for registered Exporters)

- I. Registration with this Council under Export - Import Policy is necessary for claiming export incentives and benefits against export of Powerloom fabrics and made-up items. Membership is to be obtained before registration can be granted. Membership and registration can be applied for simultaneously, but shall be granted separately depending upon fulfilment of requirements.

As per the existing provisions of EXIM Policy, Registration-cum-Membership Certificate (RCMC) can be issued, depending on fulfillment of requirements, as follows;

- a) Merchant Exporter
- b) Manufacturer Exporter
- c) Merchant-cum-Manufacturer Exporter

Please note that the Council shall give RCMC as manufacturer exporter for specific products for which documentary evidence is given.

- II. The Application for Membership & RCMC should be accompanied by the following Details / Documents, wherever applicable.
 1. Demand Draft/Pay Order for Rs. 2100/- (Entrance fees Rs. 100/- & Annual Subscription Charges Rs. 2000/-) in favour of Powerloom Development & Export Promotion Council, Payable at Mumbai.
 2. Application form for Membership duly filled in.
 3. Application form for RCMC duly filled in duplicate
 4. A photocopy of Import-Export Code No. duly attested by the Exporter (for RCMC Only.)
 5. If an exporter desires to get registered as Manufacturer Exporter, then evidence to that effect is required which is as follows :
 - a) Please attach a Self attested Photocopy of the valid Registration Certificate issued under the Erstwhile Textiles (Control) order 1986 or Acknowledgement of Information Memorandum under the Erstwhile Textiles (Development & Regulation) order 1992/Current Textiles (D & R) 2001 or a self attested copy of the Form 1A or 1B submitted under the Textiles (Development & Regulation) order 2001 issued by the Ministry of Textiles, Govt. of India, along with a declaration by the applicant of having filed the Form 1A or 1B, with the relevant documentary proof and / or the acknowledgement, as the case may be.
 - b) Any other Government Documents evidencing the Applicant to be a Manufacturer.
 6. Please attach a self attested photocopy of (i) Partnership deed or (ii) Memorandum and Articles of Association as the case may be (compulsory for membership).
 7. In case the above referred documents submitted are not in English Language, please submit self certified English translated copy of the Documents.

III. RENEWAL

1. The Registration Certificate will be valid for a period of five years, ending 31st March of the licensing year subject to continuation of the membership of the council every year. The certificate shall be deemed to be valid from 1st April of the licensing year in which it was issued.
2. Renewal of RCMC after its expiry will be considered on submission of fresh application, duly completed as per the Rules & Regulations applicable at the time of making the Application. The expired RCMC in original must be surrendered alongwith the application.
3. Membership must be renewed before 31st May every year. Non-renewal of membership will result in automatic cancellation of RCMC.
4. As per para. 13(a) (i) of the Articles of Association of the PDEXCIL, a member shall cease to be a member if he fails to pay the annual subscription on the expiry of a period of 2 months from the date on which the subscription or dues fall due which shall be **1ST APRIL, EVERY YEAR**. Therefore members are requested to Renew their Membership by **31ST MAY EVERY YEAR** not awaiting renewal bill from the Council. Extension of the last date of renewal of membership with the PDEXCIL beyond 31st May, for a further period of 1 month, upto 30th of June every year, on the representation of the member so defaulting, shall be granted by the Secretary subject to **FORCE MAJEURE CONDITIONS ONLY**. The member shall pay the annual subscription in full, including for the entire period of default within the time stipulated by the Secretary. If Membership is not renewed by 31st May, and for further period, if granted by the Secretary, (subject to Force Majeure Conditions Only), then the membership shall be treated as cancelled.
5. **Please quote your Membership No. and RCMC No. while doing any correspondence with the Council.**

POWERLOOM DEVELOPMENT & EXPORT PROMOTION COUNCIL

(Set up by the Ministry of Textiles, Govt. of India)

GC-2, Ground Floor, Gundecha Onclave, Kherani Road, Saki Naka, Andheri (E), Mumbai-400 072

Phone : 022-67254497 / 98, 6725 4510 Fax : 022-6725 4526

E-mail : pdexcilmumbai@yahoo.com

Website : www.pdexcil.org

MEMBERSHIP APPLICATION FORM

(Please see the Instructions alongwith the Form before applying)

The Executive Director,

Date :

**Powerloom Development &
Export Promotion Council (PDEXCIL)**

GC-2, Ground Floor, Gundecha Onclave, Kherani Road,
Saki Naka, Andheri (East) Mumbai-400 072.

Dear Sir,

I/We hereby agree, if enrolled to become a member of the **Export Promotion Council**, and undertake to conform to and be bound by the Memorandum and Articles of Association and the Rules for Membership of the Council in force from time to time prior to ceasing to be a member whether by resignation or otherwise.

I/We hereby undertake to abide by and adhere to the principles set out in the code of conduct appended to this application.

1. Name & Address of the Company :
(in block capitals)

District :
City & Pin code :
State :
Telephone Number :
Fax Number :
2. Whether Person, Firm, Joint - Stock
Company or other Corporation or
Association or Society :
3. Names of Proprietor/ Partners/ Directors :
(Attach Sheet if necessary)
4. Date of Establishment of business :
5. Annual Business Turnover :
a) Export :
b) Internal :
6. Banker's Name & Address :
7. Membership to which category is sought :
State whether
*Powerloom Manufacturer
** Exporter
8. D.D. No., Date and Bank Name :

Authorised Representative's Name _____

Signature of the Authorised Representative _____

MEMBERSHIP FEE

A Pay Order\draft Number _____ For Rs.2,100./- dated _____

drawn on _____ attached.

- Note :
1. Total Membership fees is Rs. 2,100/- which includes Annual Subscription of Rs. 2000/- and entrance fees of Rs. 1000/-
 2. The Subscription fees is valid from April- March of the year.
 3. Membership fee once received, will not be refunded.
 4. **Upcountry** applicants are to send their fees by **Demand Draft** only.
 5. Demand Draft / Pay Order to be drawn in favour of Powerloom Development & Export Promotion Council,Mumbai.
 6. Specimen Card attached may be filled in and signed by the authorised representative to be returned.

According to the existing Rules for Membership of the Council only one authorised representative is accepted by the Council.

*Your RBI Code No. _____ Permanent I. Tax No./GIR No _____

*Your I.E Code No. _____ (True Copies to be enclosed)

Name / Organisation / Export Promotion Council of which you are a member _____

CODE OF CONDUCT FOR EXPORTERS

- I) We the manufacturers as well as exporters whose manufactures and goods are exported from India, do hereby take pledge that we shall in all our dealings in the international trade strictly abide by and adhere to the principles set are hereunder :-
1. We appreciate and value the high ethical standards in business and are convinced in our belief that on such standards a permanent and lasting international trade, between any countries, can be built up. We give this a solemn assurance that we shall abide by and conduct ourselves a in manner that conforms to the high ethical standards in business.
 2. We undertake to strictly fulfill all contractual obligations made in good faith between the buyers and ourselves and thereby protect the interest of the buyers and through them of their consumers.
 3. We agree to continuously strive to improve our manufacturers and goods and subject to these to any desired or prescribed inspection before packing and despatching.
 4. We undertake that all our stamping and marking on the goods and manufactures will be correctly described their quality and measure.
 5. We agree to adhere to the time of delivery specified in our contract as far as it is humanly possible subject to the act of God force majeure.
 6. We agree to adhere to contractual specifications, on the basis of samples submitted and approved by the buyer, within internationally accepted trade tolerance.
 7. We shall endeavour our utmost satisfy the requirements of the buyers within the contracted stipulations in all respects. If at any stage there is a complaint from the buyer that any of the obligations have not been fulfilled, we undertake to enquire into and settle the complaint promptly and amicably as possible, using where-ever necessary the good offices of Export Promotion Council, Commodity Board, or any other organisation which exists in India, for the purpose of promoting and assisting exports, excepting where there is Specific mention in contract of any recognised authority as Arbitrator, in which event we shall abide by the procedure prescribed in the contract.
- II) I/We undertake, without any reservation, to furnish without fail monthly returns of exports including nil returns to the Registering authority by 15th day of the months following the quarter.
- III) We further understand that our registration is liable to be cancelled in the event of breach of the undertakings mentioned above.

Signature_____

Name_____

Seal / Stamp of the Firm

Date: _____

Designation_____

APPENDIX 19 A

FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP (RCMC)
WITH EXPORT PROMOTION COUNCILS

To,
The Executive Director,
Powerloom Development & Export Promotion Council,
GC-2, Ground Floor, Gundecha Onclave,
Kherani Road, Saki Naka, Andheri (E),
Mumbai-400 072.

Dear Sir,

Kindly register us as Merchant / Manufacturer / Merchant cum Manufacturer exporter of the export product(s) mentioned below.

1. Name of the applicant : _____

2. (i) Address of the applicant : _____
(Registered office in case
of limited companies and
The head office for others) _____

- (ii) Name & address of the : _____
branches, if any _____

- (iii) Name and address of the : _____
Factory _____

3. (i) IEC number : _____
Date of issue _____
Issuing authority _____

- (ii) Date of establishment : _____

4. If the registration is required as a manufacturer exporter SSI Registration Industrial Licence / IEM : No. _____
Date _____
Issuing Authority _____

Other (specify) _____

5. EH / TH / STH / SSTH/SHE/ ISEH/ISSEH/ISSEH Certificate number : Valid upto _____

6. Details of Director/Partners/Proprietor/Karta to be given in the following manner.

(1) (a) Name : _____
(b) Father's Name : _____
(c) Residential Address : _____

(b) Telephone No. :

(2) (a) _____ (3) (a) _____
(b) _____ (b) _____
(c) _____ (c) _____
(d) _____ (d) _____

(4) (a) _____ (5) (a) _____
(b) _____ (b) _____
(c) _____ (c) _____
(d) _____ (d) _____

7. (a) Name of export product(s) or its category for which registration is required. : _____

(b) Main line of business Of applicant :

8. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to :

(a) abide by the terms of the registration certificate granted to us on all our exports;

- (b) agree to abide by any code of conduct that may be prescribed;
- (c) agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- (d) Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.

9. We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.

10. We/I solemnly declare that we have applied to the Export Promotion Council which pertains to our main line of the business. In case we have applied to any other council, the application has been made within the purview of the provision of para 3.12 and 3.12.1 of the Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Name: _____

Address: _____

Designation: _____

Tel. No. : _____

Fax No. : _____

Residential address: _____

Place _____

Date _____

Documents to be enclosed with the application form:

1. A self certified copy of the IEC Number issued by the licensing authority concerned.

**TO BE SUBMITTED TO THE PDEXCIL
ON YOUR FIRM / COMPANY LETTER HEAD**

Date :

To,
PDEXCIL,
GC-2, Ground Floor, Gundecha Onclave, Kherani road,
Saki Naka, Andheri (East), Mumbai – 400 072.

Sir,

Please treat the entrance fees of Rs. 100/- (Rupees One Hundred Only) paid by our
Company / Firm as Contribution towards the Corpus Fund of the PDEXCIL.

Thanking you,

Yours faithfully,

(Signature of Proprietor / Partner / Director)

NAME OF APPLICANT FIRM
(IN BLOCK
LETTERS)

TELEPHONE :

TELEGRAM :

ADDRESS :

FAX :

MEMBERSHIP NO. & DATE OF ADMISSION

REGION :

RCMC NO.

DATED :

CATEGORY: POWERLOOM MFR / MERCHANT EXPORTER

AUTHORISED REPRESENTATIVE NAME :-

SPECIMEN SIGN. OF THE AUTHORISED SIGNATORY

REMARKS :
(FOR COUNCIL'S USE)

(*Delete whichever is not applicable)