

## USER GUIDE FOR ONLINE MEMBERSHIP APPLICATION

Sr No	Fields	Remarks
<b>STEP 1</b>		
1	Membership Category *	Select Proper membership category as per your business type
2	Applicant Type *	Select proper type of business ownership
3	Applicant / Company Name *	Type proper Applicant/Company name as per document
4	Establishment Date	Establishment date of your company
5	PAN *	PAN no of your company
6	GSTIN	GSTIN of your company
7	Postal Address *	Address for correspondence
	City *Pin code *State *	Address for correspondence
8	Email *	Please mention your active email id to send your Membership login details and future message/emails
9	Alternate Email	Type alternate Email if any
10	Mobile *	Please mention your active Mobile No for sending information through SMS
11	Phone *	Please mention your Tel.No if any
12	Authorized Person *	Authorized person name
13	Other Director/Partner Name(s)	Name of Proprietor/Directors/Partners
14	Registered / Head Office Address *	Please type Registered / Head Office Address <b>as per IEC certificate</b>
	City *Pin code *State *	As per documents
15	Factory Address	Incase of i) General Membership, ii)Manufacturer Exporter, iii) Manufacturer Cum Exporter, please mentioned address as per Udyog Adhar/SSI-II/IEM/Industry Certificate. iv) Incase of Merchant Exporter factory address not required.
16	Branch Address	Branch Address if any and same should be mentioned in IEC certificate
17	IEC No.	As per documents
	Issue Date	As per documents
	Issuing Authority	As per documents
18	SSI-II/Udyog Aadhar/IEM/Factory Cert./Ind. Lic. No.	As per documents
	Issue Date	As per documents
	Issuing Authority	As per documents
	<b>List of self certified documents to be attached/uploaded</b>	
	AR Card Copy	Please attached filled duly signed Authorised Representative card.
	Company PAN Copy*	As per document (Self attested along with company seal)
	IEC Copy*	As per document (Self attested along with company seal)
	SSI-II/Udyog Aadhar/IEM/Factory Cert./Ind. Lic. Copy*	As per document (Self attested along with company seal)
	Partnership Deed Copy*	As per document (Self attested along with company seal)
	Memorandum & Article of Association Copy*	As per document (Self attested along with company seal)
22	After successfully submitting the application, an email will be sent to the applicant on reg. Email id along with tracking no.	
<b>STEP 2</b>		
23	Once the application is approved by the competent authority an email will be sent to the applicant on reg. Email id for payment. [ Please find below details of RTGS for making payment through net banking for your perusal. <b>Name of The Account:</b> Powerloom Development & Export Promotion Council (PDEXCIL) <b>Bank :</b> State Bank Of India <b>Branch:</b> Sakinaka Branch, Saki Vihar Road, Andheri (East), Mumbai-400 072. <b>Account No. :</b> 30112394507 (Type of Account: Current Account) <b>IFS Code.No. :</b> SBIN0000567 ]	
<b>STEP 3</b>		
24	After making the payment, an email will be sent to the applicant on reg. Email id along with login id and password to download the certificates.	