



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

## Directorate General of Foreign Trade

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### User Help File

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

Version 1.0

December 2021

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# 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.

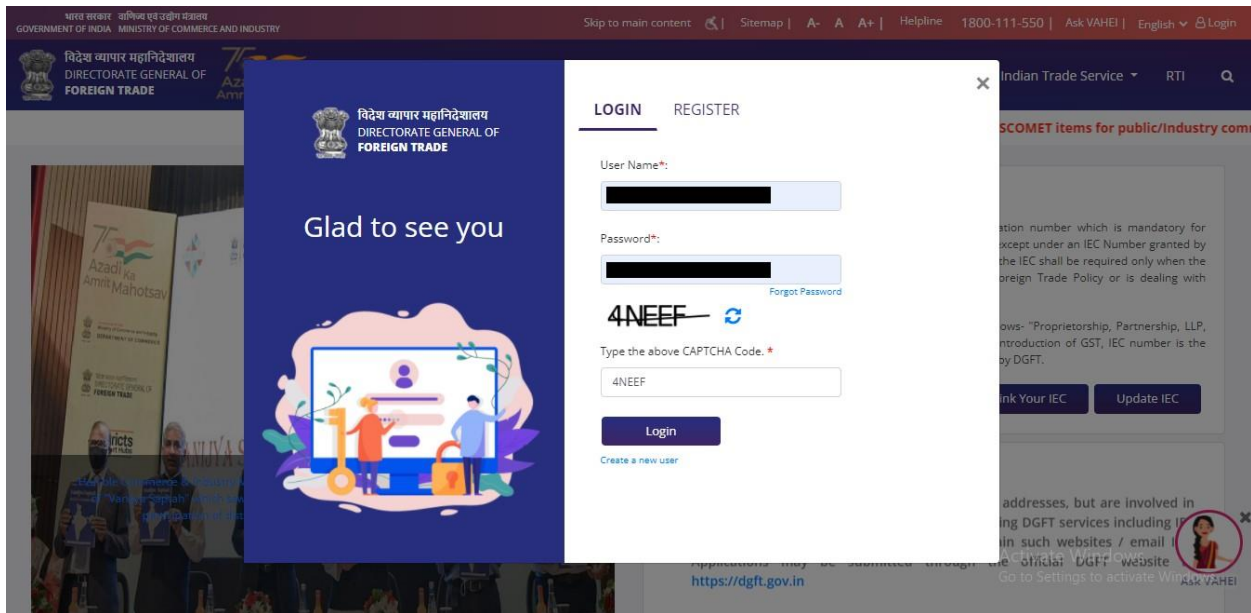
## 1.2. Login to the new Portal

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

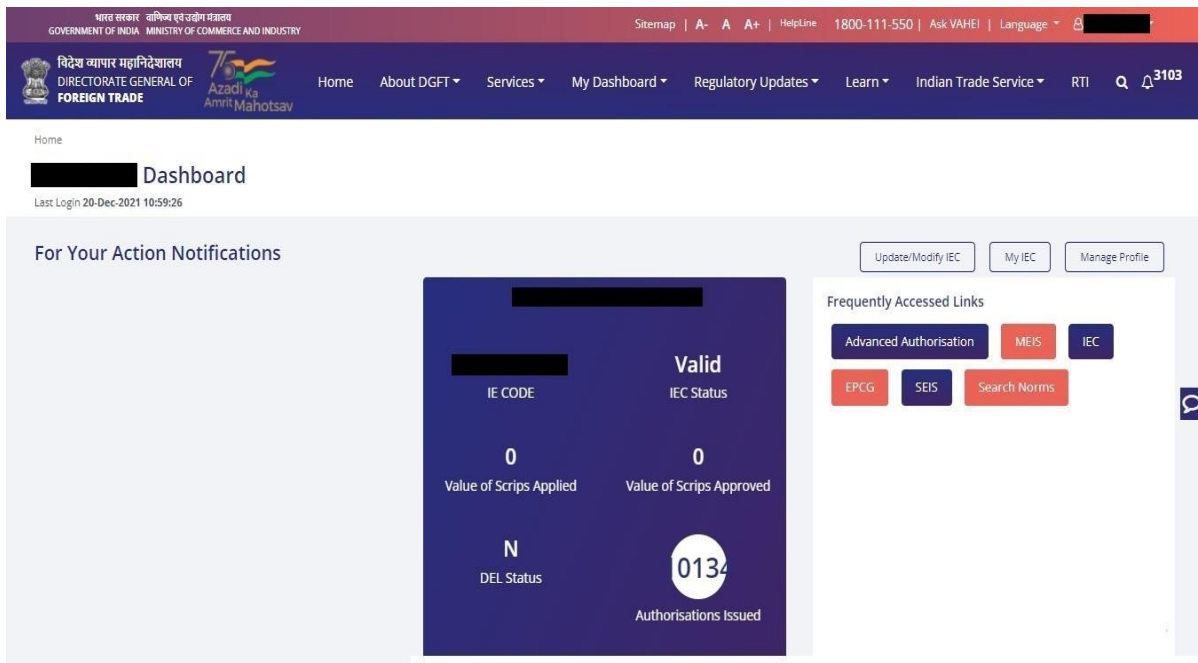
- a) Internet Connection
- b) Valid User ID and password provided to log in

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.



- 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.



## 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 FIEO. 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).

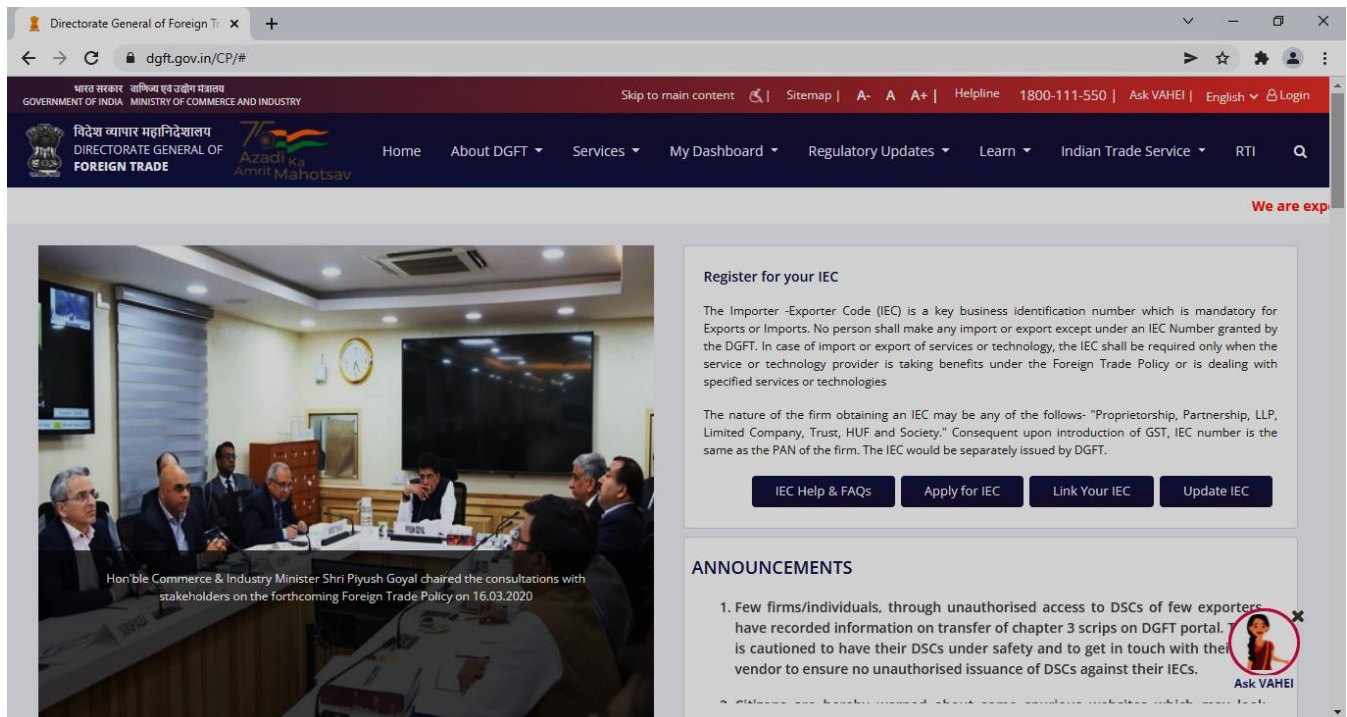
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the 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 for Issuance of RCMC on the DGFT website are as follows.

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



The screenshot shows the DGFT website homepage. The top navigation bar includes links for Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. The main content area features a large image of a meeting with the caption: "Hon'ble Commerce & Industry Minister Shri Piyush Goyal chaired the consultations with stakeholders on the forthcoming Foreign Trade Policy on 16.03.2020". To the right of the image is a section titled "Register for your IEC" with the following text: "The Importer -Exporter Code (IEC) is a key business identification number which is mandatory for Exports or Imports. No person shall make any import or export except under an IEC Number granted by the DGFT. In case of import or export of services or technology, the IEC shall be required only when the service or technology provider is taking benefits under the Foreign Trade Policy or is dealing with specified services or technologies". Below this text are four buttons: "IEC Help & FAQs", "Apply for IEC", "Link Your IEC", and "Update IEC". Further down is an "ANNOUNCEMENTS" section with the following text: "1. Few firms/individuals, through unauthorised access to DSCs of few exporters have recorded information on transfer of chapter 3 scrips on DGFT portal. It is cautioned to have their DSCs under safety and to get in touch with their vendor to ensure no unauthorised issuance of DSCs against their IECs." A small "Ask VAHEI" icon is visible in the bottom right corner of the announcement section.

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

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
FOREIGN TRADE

Glad to see you

LOGIN REGISTER

User Name\*:

Password\*:

Forgot Password

X2322

Type the above CAPTCHA Code. \*

X2322

Login

Create a new user

#### 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

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

The screenshot shows the user's dashboard with the following details:

- Header:** Government of India, Ministry of Commerce and Industry. Includes navigation links like Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. A search bar and notification bell are also present.
- User Profile:** Username [Redacted], Last Login: 17-Dec-2021 18:55:11.
- Application Title:** Draft Application | Application for Issuance of Registration-cum Membership Certificate.
- Table:** 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 creation date 17/12/2021 21:13.
- Navigation:** Buttons for "Start Fresh Application" and "Proceed With Existing Application".

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

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

The screenshot shows 'Ashutosh's Dashboard' with the following details:

- User Profile:** Username: Ashutosh, Last Login: 15-Dec-2021 17:43:26.
- Progress Bar:** A horizontal line with five steps: Basic Details (active), RCMC Details, Attachments, Declaration, and Application Summary.
- Basic Details Section:**
  - IEC Number: [Redacted]
  - PAN Number: [Redacted]
  - Firm Name: [Redacted]
  - Date of Birth / Incorporation: [Redacted]
  - IEC Issuance Date: 12/04/1988
  - DGFT RA Office: RA MUMBAI
  - Nature of concern/Firm: [Redacted]
  - Category of Exporters: [Redacted]
  - CIN / LLPIN: [Redacted]
  - Annual Turnover of the firm (Last FY in INR): 2233871563000.00

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 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**

- 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:  Export List:

**Declaration\* ⓘ**

This is a mandatory field

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

Save & Next

Other Details (Preferred sectors of operations) ↑

**Preferred sectors of operations \***

Import List:

**Declaration\* ⓘ**

This is a mandatory field

I/We have updated my/our profile in

I have updated profile in ANF 1

Yes No

Save & Next

ABOUT US  
DGFT Organization Structure  
HQ Contact  
Advanced  
ITCHS Based Import & Export  
E-Learning Videos  
Udyog Bhawan, New Delhi  
is (Headquarters),  
Google Play

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

- a. Select **Export Promotion Council / Commodity Board** and **Fee Details**.

Basic Details
RCMC Details
Attachments
Declaration
Application Summary

Success Message
×

Draft Application Number [REDACTED] has been successfully saved.

Declaration
^

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.

2. 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.

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

4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.

5. I/We have updated the IEC profiles in ANF 1.

6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Activate Windows

Go to Settings to activate Windows.

Select Office for Submission of Application \*

Dinesh Gems and Stones

Address of Selected Office

Main Line of Business of Applicant

Textile, Readymade garments, Hosiery and Knitweaves

Select Your Branch for Applying for RCMC \*

306-C/O. NISWIN ENTERPRISES - NO.4/228-B, CHINNAKUJIL...

GSTIN of Branch ⓘ

33AAACR5055K1ZE

Address of Selected Branch

Is the Applicant a SEZ Unit?

NO

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

Export Products / Services ▼

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

Export product(s)
  Rendering service(s)
 29043200, Perfluorooctane sulphonic acid, its salts and per... ▼
Acid

Add

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
No data available in table			

Previous
Next
D

- c. 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 \***

Authorised Representative ▼

**Name \***

Ramesh

**Designation \***

Manager

**Address Line 1 \***

Jubilee Hills

**Address Line 2 \***

Road No 10

**City \***

Hyderabad

**Pin \***

500006

**District \***

HYDERABAD ▼

**State \***

TELANGANA ▼

**Telephone No. \***

0882-2345667

**Mobile \***

9856712325

**Email \***

Ramesh43@gmail.com

Add Details
▲

- d. 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 \*

ANGOLA X

Clear All
Save & Next

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
▲

**Attachment Type**

RCMC Supporting Document

Click or Drag and Drop file to upload

Uploaded Size : 0.19 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Sr. No.	File Name	Action
1	receipt 3.pdf	

Upload Attachments

**Remark**

Document

Character remains are 132

**Uploaded Document List**

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

[Previous](#) [Next](#)

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

Progress bar: Basic Details (checked), RCMC Details (checked), Attachments (checked), Declaration (active), Application Summary (not started).

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Declaration**

- I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
  - abide by the terms of the registration certificate granted to us on all our exports;
  - agree to abide by any code of conduct that may be prescribed;
  - agree to abide by export floor price condition that may be stipulated by the Registering Authority;
  - Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
- I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
- I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
- I/We have updated the IEC profiles in ANF 1.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

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

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\* [REDACTED] Date\* 15/12/2021

**User Details**  
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name [REDACTED] Designation [REDACTED]  
Email [REDACTED] Mobile [REDACTED]  
Office Address [REDACTED]  
Residential Address [REDACTED]

Clear All 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.

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

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

---

Total amount to be paid : 400.00

**Sign**

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

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

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


---

Total amount to be paid : 400.00

**Payment For RCMC**

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.

<b>Applicant Name</b> [Redacted]	<b>Applicant Email</b> [Redacted]	<b>Applicant Address</b> [Redacted]
<b>Application Type</b> RCMC	<b>Service Type</b> Application for Issuance of Registration-cum Membership Certifi	<b>Application Number</b> [Redacted]

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

**Payment Response**

<b>Payment Transaction ID</b> [Redacted]	<b>Applicant Name</b> [Redacted]	<b>Service Type</b> Application for Issuance of Registration-cum Membership Certificate(RCMC)
---	-------------------------------------	--

**Response:**  
Success

**Submit** **Cancel**



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

<p>Gem &amp; Jewellery Export Promotion Council(GJEPC)</p> <p>GSTIN [REDACTED]</p> <p>Address [REDACTED]</p>	<p>Total ₹ 400.00</p> <p>Invoice Date 15/12/2021</p> <p>Invoice No. [REDACTED]</p> <p>Reference No. [REDACTED]</p>	<p>Original Copy</p>
--	--	----------------------

**Tax Invoice cum Receipt**

<p>Exporter Name [REDACTED]</p> <p>Exporter GSTIN [REDACTED]</p>	<p>Billing Address [REDACTED]</p>	<p>Service Application for Issuance of Registration-cum Membership Certificate</p> <p>IEC [REDACTED]</p>
--	-----------------------------------	--

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 4	HSN CODE	200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure)  
 Total Invoice Value (in words)  
 Reverse Charge (Y/N)

₹ 400.00  
 Four Hundred Only  
 N

**Online Payment Details**

Transaction Id	1668882	Total Amount (INR)	₹ 400.00	IP	[REDACTED]
Date	2021-12-15 08:49:57	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 Tax Invoice cum Receipt and does not require signature.

Dinesh123

## 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](#)

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 a notification for a draft application. The application details are as follows:

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

Buttons at the bottom: Start Fresh Application, Proceed With Existing Application.

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

The screenshot shows a list of RCMC entries. The first entry is selected:

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 Terephthalate Low Density Polyethylene 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

Buttons at the bottom: Amend

bottom of the page.

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

भारत सरकार | Ministry of Commerce and Industry  
GOVERNMENT OF INDIA | विदेश व्यापार मंत्रालय

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language | 3103

विदेश व्यापार मंत्रालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

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

Home

## 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]

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 Products:

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

**Declaration\* 0**

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

**Save & Next**

6. Click on **Radio Button** then click **Yes** to make sure you have upload 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

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

I have updated profile in ANF 1

Yes No

Save & Next

ABOUT US  
DGFT Organization Structure  
HQ Contact  
RA Contact  
Citizen Charter  
Complaints / Suggestions / Feedback  
EPCG  
SIOM  
Central Product Classification  
Q&M 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

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

Progress bar: Basic Details (Completed), RCMC Details (Current), Attachments, Declaration, Application Summary

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Select Export Promotion Council / Commodity Board**

Note: To select the council / board, please refer to Appendix 2T

Name of Export Promotion Council / Commodity Board \*  
Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

Main Line of Business  
BHARAT CHEMICALS , Petroleum Products , Petrol and oil

Application Type \*  
Amendment

Statusholder \*  
5-Star

No. of Years Membership Applied for \*  
2 Year

Financial Year for which Membership is applied for \*  
Current Financial Year

Annual Turnover \*  
22336789

Select Office for Submission of Application \*  
Sam Novelities

Address of Selected Office  
[REDACTED]

Main Line of Business of Applicant  
Chemicals And Allied Products

Select Your Branch for Applying for RCMC \*  
304-PLOT NO, 56 TO 59, 62 TO 74, TZ-3, P6 AND 30 MTR RO...

GSTIN of Branch ⓘ  
24AAACR5055K1ZD

Address of Selected Branch  
[REDACTED]

Is the Applicant a SEZ Unit?  
NO

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



**Export Products / Services**

Export Type:  Export product(s)  Rendering service(s)

ITC(HS) Code/Service Code: 54083212, Fabrics of rayon: --- Rayon georgette

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

Show 10 entries

Export Type	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000, Choline and its salts	Choline and its salts	 

**c. Select Authorised Representatives / Department Heads / Contact Persons for the councils.**

**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: Authorised Representative

Name: Rupesh

Designation: Head

Address Line 1: Ramarao nagar

Address Line 2: Road No 12

City: Hyderabad

Pin: 500006

District: HYDERABAD

State: TELANGANA

Telephone No.: 0883-234567

Mobile: 9876543124

Email: Rupesh@gmail.com

**Add Details**

- d. 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 \*

AMERICAN SAMOA x

Clear All
Save & Next

- 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
▲

**Attachment Type**

RCMC Supporting Document

**Remark**

Good To GO Cert.

📁 Click or Drag and Drop file to upload

Uploaded Size : 0.19 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

**Uploaded Document List**

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next

Sr. No.	File Name	Action
1	receipt (4).pdf	🗑️

Upload Attachments



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

Basic Details RCMC Details Attachments Declaration Application Summary

**Success Message**  
Draft Application Number [redacted] has been successfully saved.

**Declaration**

- I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:
  - abide by the terms of the registration certificate granted to us on all our exports;
  - agree to abide by any code of conduct that may be prescribed;
  - agree to abide by export floor price condition that may be stipulated by the Registering Authority;
  - Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.
- I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
- I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
- I/We have updated the IEC profiles in ANF 1.
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

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

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\*  Date\*

**User Details**  
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name  Designation   
 Email  Mobile   
 Office Address   
 Residential Address



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

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

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

Payment Response ▲

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

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

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)		Total	₹ 400.00	Original Copy
GSTIN	██████████	Invoice Date	17/12/2021	
Address	██████████	Invoice No.	██████████	
		Reference No.	██████████	

## Tax Invoice cum Receipt

Exporter Name	Billing Address	Service
██████████	██████████	Application for Amendment of Registration-cum Membership Certificate
Exporter GSTIN		IEC
██████████		██████████

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure)  
Total Invoice Value (in words)  
Reverse Charge (Y/N)

₹ 400.00  
Four Hundred Only  
N

## Online Payment Details

Transaction Id	1668960	Total Amount (INR)	₹ 400.00	IP	██████████
Date	2021-12-17 06:17:31	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.

Sam345

## 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](#)

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

Home

## Dashboard

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

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

Show 10 entries

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1		16/12/2021 20:22		16/12/2021 20:36		Action

Showing 1 to 1 of 1 entries

Start Fresh Application | Proceed With Existing Application

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

Show 10 entries

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"/>		26/04/2019		PVC HDPE LLDPE PP Polyethylene Terephthalate Low Density Polyethylene HDPE Density Polyethylene HDPE	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N
<input type="radio"/>		16/03/2017		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 NATIIDA AND OTHERS	31/03/2022	Active	Others	1841	N

Showing 1 to 10 of 17 entries

Renew

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

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

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

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

## 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
██████████	██████████	██████████

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

6. Click on **Radio Button** then click **Yes** to make sure you have upload 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 :

**Declaration\* ⓘ**

This is a mandatory field

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

[Save & Next](#)

Other Details (Preferred sectors of operations) ↑

**Preferred sectors of operations \***

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

**Declaration\* ⓘ**

This is a mandatory field

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

I have updated profile in ANF 1

[Save & Next](#)

ABOUT US  
DGFT Organization Structure  
HQ Contact  
RA Contact  
Citizen Charter

EPLG SRON Goods & Services Tax (GST) Directorate General of Foreign Trade (DGFT) Udyog

Headquarters, Google Play

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



Progress bar: Basic Details (checked), RCMC Details (selected), Attachments, Declaration, Application Summary

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Select Export Promotion Council / Commodity Board**

Note: To select the council / board, please refer to [Appendix 2T](#)

Name of Export Promotion Council / Commodity Board \*  
Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)

Main Line of Business  
BHARAT CHEMICALS , Petroleum Products , Petrol and oil

Application Type \*  
Amendment

Statusholder \*  
5-Star

No. of Years Membership Applied for \*  
2 Year

Financial Year for which Membership is applied for \*  
Current Financial Year

Annual Turnover \*  
22336789

Select Office for Submission of Application \*  
Haro Motor Corp

Address of Selected Office  
[REDACTED]

Main Line of Business of Applicant  
Textile, Readymade garments, Hosiery and Knitwears

Select Your Branch for Applying for RCMC \*  
306-C/O. NISWIN ENTERPRISES - NO.4/228-B, CHINNAKUYIL...

GSTIN of Branch ⓘ  
33AAAAR5055K1ZE

Address of Selected Branch  
[REDACTED]

Is the Applicant a SEZ Unit?  
NO

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

▼
**Export Products / Services**

**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	ITC(HS) Code/Service Code	Description of the product to be exported/services to be rendered	Edit / Delete
Export product(s)	29231000,Choline and its salts	Choline and its salts	

**c. Select Authorised Representatives / Department Heads / Contact Persons for the councils**

▼
**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:**

- d. 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 \*

ANDORRA ✕

Clear All
Save & Next

- 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** ▲

**Attachment Type**

RCMC Supporting Document ▼

Click or Drag and Drop file to upload

Uploaded Size : 0.01 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Sr. No.	File Name	Action
1	signreceipt.pdf	

Upload Attachments

**Remark**

Document for RCMC

Character remains are :23

**Uploaded Document List**

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next

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

✓

✓

✓

⊙

○

Basic Details

RCMC Details

Attachments

Declaration

Application Summary

✓
**Success Message**
×

Draft Application Number [REDACTED] has been successfully saved.

**Declaration** ↑

1. I/We hereby solemnly declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook Procedure, and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
2. 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.
3. I/We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
4. I/We solemnly declare that I/We have applied to the Export Promotion Council which pertains to our main line of business. In case I/We have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.
5. I/We have updated the IEC profiles in ANF 1.
6. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

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

Tick the box as acceptance of declaration/ undertaking and fill in the details below. \*

Place\*

[REDACTED]

Date\*

17/12/2021

#### User Details

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name ⓘ: [REDACTED]

Designation ⓘ: [REDACTED]

Email ⓘ: [REDACTED]

Mobile ⓘ: [REDACTED]

Office Address ⓘ: [REDACTED]

Residential Address ⓘ: [REDACTED]

**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 : 17/12/2021 Name : ██████████  
 Designation : ██████████ Official Address : ██████████ Residential Address : ██████████  
 Email : ██████████ ██████████  
 Telephone No. (O) : ██████████

Total amount to be paid : 400.00

**Sign**

**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**

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.

Applicant Name	Applicant Email	Applicant Address
<input type="text" value="██████████"/>	<input type="text" value="██████████"/>	<input type="text" value="████████████████████"/>
Application Type	Service Type	Application Number
<input type="text" value="RCMC"/>	<input type="text" value="Application for Renewal of Registration-cum Membership Certifi"/>	<input type="text" value="ARNRCMCRENEW03077945AM22"/>

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

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

### Payment Response

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

Response:

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

Original Copy

Basic Chemicals, Pharmaceuticals & Cosmetics EPC(CHEMEXCIL)  
 GSTIN [REDACTED]  
 Address [REDACTED]

Total Invoice Date 17/12/2021  
 Invoice No. [REDACTED]  
 Reference No. [REDACTED]

₹ 400.00

---

**Tax Invoice cum Receipt**

---

Exporter Name [REDACTED] Billing Address [REDACTED] Service Application for Renewal of Registration-cum Membership Certificate  
 Exporter GSTIN [REDACTED] IEC [REDACTED]

S.No.	Free Description	HSN / SAC Code	Amount	CGST		SGST		IGST		Total
				Rate	Amount	Rate	Amount	Rate	Amount	
1	Fee Details 2		200.00	0.00	0.00	0.00	0.00	100.00	200.00	400.00
Total			200.00	-	0.00	-	0.00	-	200.00	400.00

Total Invoice Value (in figure) ₹ 400.00  
 Total Invoice Value (in words) Four Hundred Only  
 Reverse Charge (Y/N) N

Online Payment Details

Transaction Id	1668962	Total Amount (INR)	₹ 400.00	IP	[REDACTED]
Date	2021-12-17 08:59:49	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.

Abhishek90

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

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

The screenshot shows the 'Track Application Status' page. At the top, there is a navigation bar with the DGFT logo and the text 'विदेश व्यापार महानिदेशालय' and 'DIRECTORATE GENERAL OF FOREIGN TRADE'. The main content area 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'.



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**.

**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	ARNRCMCAPPLY03077911AM22	RCMCAPPLYCHEMEXCIL00251426AM22	16/12/2021	RELIANCE INDUSTRIES LIMITED		Action ▾

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


 विदेश व्यापार महानिदेशालय  
 DIRECTORATE GENERAL OF FOREIGN TRADE
 

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

**Track Application Status**

<b>Type of scheme *</b> <input type="text" value="RCMC"/>	<b>Type of sub scheme *</b> <input type="text" value="Application for Amendment of Registration-cum Membr"/>	<b>Status</b> <input type="text" value="Please Select"/>
<b>From Date</b> <input type="text" value="17/09/2021"/>	<b>To Date</b> <input type="text" value="17/12/2021"/>	<b>File Number</b> <input type="text"/>
<b>RA Office</b> <input type="text" value="Please Select"/>	<b>Branch code</b> <input type="text" value="Please Select"/>	<b>Application Number</b> <input type="text"/>

**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 ▾

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

Track Application Status

Type of scheme \*  Type of sub scheme \*  Status

From Date  To Date  File Number  Application Number

RA Office  Branch code

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	ARNRCMCRENEW03077945AM22	RCMCRENEWCHEMEXCIL00251450AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

Showing 1 to 1 of 1 entries

Previous **1** Next

## 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

IE CODE

0  
Value of Scrips Applied

0  
Value of Scrips Approved

N  
DEL Status

0134  
Authorisations Issued

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

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

appeared

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**.

**Dashboard**

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

IEC Details ▼

RCMC ▼

ADD

Copy
Excel
CSV
PDF
Print

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Exporter Type	Validity Period	Status From EPC	Edit / Delete
1	██████████	18/06/2021	██████████	APEDA Products	30/03/2022	Active	Merchant Cum Manufacturer Exporter	285	N	-
2	██████████████████	26/04/2019	██████████	PVC HDPE LLDPE PP Polyethylene Terephthalate	31/03/2024	Active	Merchant Cum Manufacturer Exporter	1801	N	-