Export Promotion Council for EOUs and SEZs

(Set up by Ministry of Commerce, Government of India)

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E-mail: membership@epces.in Website: www.epces.in

<div align="right">

Circular No 383

Dated 15th April, 2021

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To,

    All EPCES Members,

Dear Members,

<div align="center">

Sub: Change in Membership (RCMC)Portal

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    In order to improve ease in getting new membership (RCMC)or old membership (RCMC) renewed, a new portal has been designed which besides simplification in forms has a provision for payment gateway. Members can easily make payment online through the payment gateway. The link for the new portal is as follows:

EPCES RCMC Portal OR https://epces.co.in/auth/login

2.   While applying for the membership, you should keep the relevant documents (export turnover, LOP, LOA, etc.) ready as you will be required to upload these documents.

3.   Also if you want to still use the option of making payment in offline mode (NEFT/RTGS/cheque/DD etc.), please make the payment in advance and keep the transaction details/DD, Cheque details ready before proceeding for applying/renewing membership (RCMC) as you will be required to fill these details.

4.   Detailed procedure is attached below.

5.   This will be effective from 16.04.2021. You are requested not to use the old portal.

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With Regards,

(Alok Vardhan Chaturvedi)

Director General

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Procedure for using the new portal

Registration (creation of account for using the portal)

i. Member has to first register on the portal for getting his login credential (userid and password)
ii. For this , click on the following link

EPCES RCMC Portal or https://epces.co.in/auth/login

iii. Click on "Register Now" button. A new webpage will open.
iv. Enter the required details (name of the company, State, your name, email, mobile no, password) and then click on "Create Account" button. Login webpage will open.
v. An email has been sent to your registered email id. Check email on your registered email id. Click the link provided in the email for activation.
vi. The account has been activated and you can now login using your email id as userid and password as set by you and you may apply for new membership (RCMC) or renew your membership (RCMC).

Submission of application for Renewal of membership (RCMC)

i. Please ensure you have copy of relevant documents ready as the same will be required to be uploaded.
ii. If you want to make payment offline i.e. through NEFT/RTGS/cheque/DD etc. , please make payment and keep the details of the same ready as the same will be required to be filled in.
iii. Please click on the following link

EPCES RCMC Portal or https://epces.co.in/auth/login

iv. Login using your email id as userid and password as set by you at the time of registration/creation of account.
v. Select the "Renewal of RCMC Application" from the dropdown menu in the "Select Application Type" field.
vi. Please select your unit type (EOU, SEZ unit, Dev or Codeveloper) in the dropdown menu in "Select Unit Type" field.
vii. Click "Open Form "button.
viii. A new web page / form will open.
ix. **In the form please write your RCMC Number first in the RCMC Number field (Don't fill IEC, Company Name fields even if these fields are written above the RCMC Number field) and click on "please click to populate the existing data" button. Some of the existing details will get populated automatically.**
x. Fill remaining mandatory details

xi.   Upload mandatory relevant documents.

xii.   Select the payment mode in the "Select Payment Mode" field

       a.   **online** if you want to make payment through payment gateway or

       b.   **offline** if you have made payment through NEFT, RTGS , IMPS, Cheque deposit, DD, etc.

xiii.   If you have selected the Pay Offline mode,

       a.   Enter the transactions details (cheque no/DD no/Transaction reference no and date, etc.) in the field given.

       b.   Click "submit application" button.

       c.   Your dashboard will open and you can check the progress of application here from time to time

       d.   Please send an email to membership@epces.in immediately after making payment so that the payments are reconciled and adjusted for.

xiv.   If you have selected the "Pay Online" mode,

       a.   Click "submit application" button

       b.   payment gateway page will open and you enter relevant details (credit/debit card etc.) and click "Proceed now"

       c.   Your payment will be processed by the payment gateway and your dashboard will open and you can check the progress of application here from time to time.

Submission of application for New Membership (RCMC)

i.   Please ensure you have copy of relevant documents ready as the same will be required to be uploaded.

ii.   If you want to make payment offline i.e. through NEFT/RTGS/cheque/DD etc. , please make payment and keep the details of the same ready as the same will be required to be filled in.

iii.   Please click on the following link

EPCES RCMC Portal or https://epces.co.in/auth/login

iv.   Login using your email id as userid and password as set by you at the time of registration/creation of account.

v.   Please select the "New RCMC Application" option from the dropdown menu in the "Select Application Type" field.

vi.   Please select your unit type(EOU, SEZ unit, Dev or Codeveloper) from the dropdown menu in "Select Unit Type" field.

vii.   Click on "Open Form" button.

viii.   Please fill the required details.

ix.   Please upload the relevant mandatory documents.

x.   Select the payment mode in "Select Payment Mode field

       a.   **online** if you want to make payment through payment gateway) or

       b.   **offline** if you have made payment through NEFT, RTGS , IMPS, Cheque deposit, DD, etc.

xi.   If you have selected the Pay Offline mode,

a. Enter the transactions details (cheque no/DD no/Transaction reference no and date, etc.) in the field given.
b. Click "submit application" button.
c. Your dashboard will open and you can check the progress of application here
d. Please send an email to membership@epces.in immediately after making payment so that the payments are reconciled and adjusted for.

xii. If you have selected the "Pay Online" mode,
a. payment gateway page will open and you enter relevant details (credit/debit card etc.) and make payment.
b. Click "Proceed Now" button
c. Your payment will be processed by the payment gateway and your dashboard will open and you can check the progress of application here from time to time

Checking the Status of your application

You can check the status of your RCMC application in your Dashboard by logging in your account.
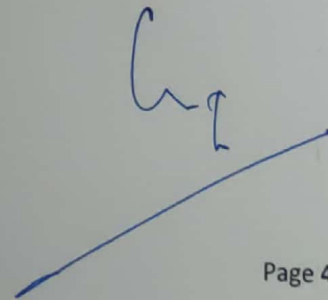
Please click on the following link

EPCES RCMC Portal or https://epces.co.in/auth/login

a. You will see your dashboard
b. After you have submitted the application, the application will go for payment verification by EPCES and the application status line will be in yellow colour. And a pdf copy of the receipt of the payment will be available under Receipt Tab.
c. Once the payment verification by EPCES is complete, the application will go for document verification &approval and the status line of the application will be in blue colour
d. Once theRCMC is approved by EPCES, the application status line will be in green colour and a PDF copy of RCMC certificate will be available under the RCMC Download Tab (on Right Side)

Downloading/Printing of RCMC

Your application will be processed by the Accounts Division for correct payment details and by document division for correct documents and then approved if found complete. After the approval of EPCES authority a PDF File of Payment Receipt &RCMC will be available on your Dashboard. You can "click" on PDF File download or print the same.

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