



Export Promotion Council for EOUs and SEZs
(Set up by Ministry of Commerce, Government of India)
8G, Hansalaya Building, 15, Barakhamba Road, New Delhi-110001
Tel: 23329766-69 Fax No.011-23329770
E-mail: membership@epces.in Website: www.epces.in

Circular No 388
June 16, 2021

To,

EPCES Members,

Dear Members,

Sub: Renewal of Membership (RCMC) for 2021-22.

Please refer to EPCES Circular No. 383 dated 15th April 2021 regarding Change in Membership Portal and Renewal of Membership for 2021-22. It has been noticed that many members have not yet renewed their membership for the year 2021-22. It is requested that the same may kindly be done at the earliest.

2. Members can make payment online through the payment gateway. The link for the new portal is as follows:

<https://epces.co.in/auth/login>

3. Detailed information can be accessed at the EPCES website at

<https://www.epces.in/renewal-of-membership.php>

4. Membership Fee structure for 2021-22 is as under:

Membership fee details for <u>EOU Units</u>	Subscription	GST @ 18%	Total Payable
Export turnover up to Rs. 5 Crore	Rs. 5,000/-	Rs.900/-	Rs. 5,900/-
Export turnover above Rs.5 Crore to Rs 25 Crore	Rs. 10,000/-	Rs. 1,800/-	Rs. 11,800/-
Export turnover Rs.25 Crore and above	Rs. 15,000/-	Rs. 2,700/-	Rs. 17,700/-

Membership Fee details for <u>SEZ Units</u>	Subscription	Total Payable
Export turnover up to Rs. 5 Crore	Rs. 5,000/-	Rs. 5,000/-
Export turnover above Rs.5 Crore to Rs 25 Crore	Rs. 10,000/-	Rs. 10,000/-

Export turnover Rs.25 Crore and above	Rs. 15,000/-	Rs. 15,000/-
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Membership Fee details for SEZ Developers/Co-Developer	Subscription	Total Payable
Small SEZ Developers below 1000 Hectares Land	Rs. 15,000/-	Rs. 15,000/-
Big SEZ Developers above 1000 Hectares Land	Rs. 20,000/-	Rs. 20,000/-

Membership fee details for new SEZ Developers/Co-Developer	One time admission fee + Yearly membership Subscription	Total Payable
Small SEZ Developers below 1000 hectares land	Rs. 20,000/- + Rs. 15000/-	Rs. 35,000/-
Big SEZ Developers above 1000 Hectares Land	Rs. 50,000/- + Rs. 20000	Rs. 70,000/-

5. Though it is advisable to use the Payment Gateway using the debit card/credit card/net banking. However, in case of making payment through NEFT/RTGS/IMPS, the details of the EPCES ICICI Bank account are as follows:

Name of the Beneficiary : **Export Promotion Council for EOUs & SEZs**
Name of Bank : ICICI Bank
Bank Address : Karol Baug Branch, 2692, DeshBandhu
Gupta Road, Karol Bagh, New Delhi-110005
Bank code : 6291
Saving Account No. : 629101102838
RTGS/NEFT IFSC Code : ICIC0006291
PAN No. : AAATE1565C
GST No. : 07AAATE1565C1Z5

7. Detailed Procedure is attached.

With kind regards,

Yours sincerely,

Alok Chaturvedi

Director General

Procedure for using the new portal

Registration (creation of an account for using the portal)

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

<https://epces.co.in/auth/login>
- iii. Click on the “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 the “Create Account” button. The login webpage will open.
- v. An email is sent to your registered email id. Check email on the email id provided above. (Sometimes there is a problem in domain emails as the outside emails are blocked due to company security policy. It is advisable if any Gmail id may be used).
- vi. Click the link provided in the email for activation.
- vii. The account has been activated and you can now login using your email id as user id and password as set by you and you may apply for a new membership (RCMC) or renew your membership (RCMC).

Submission of application for Renewal of membership (RCMC)

- i. Please ensure you have a copy of relevant documents ((APR/Self certified letter for proof of export, LOP, LOA, etc.) ready as the same will be required to be uploaded.
- ii. If you want to make payment 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

<https://epces.co.in/auth/login>
- iv. Login using your email id as user id 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 Co-developer) in the dropdown menu in the “Select Unit Type” field.
- vii. Click the “Open Form” button.
- viii. A new web page/form will open.
- ix. **Please note that first of all, in the form, please write your RCMC Number in the RCMC Number field (Don’t fill IEC, Company Name fields even if these fields are written above the RCMC Number field) and then click on “please click to populate the existing data” button. The existing details will get populated automatically.**
- x. Fill remaining mandatory details. You can also change other details like company name, IEC etc.
- xi. Upload mandatory relevant documents.
- xii. Chose one of the options
 - a. “By NEFT/RTGS/IMPS/DD/Cheque” if you want to make the payment through NEFT, RTGS, IMPS, Cheque, DD, etc. **OR**
 - b. “By Credit Card/Debit Card/Net Banking/UPI” if you want to make the payment through the payment gateway.
- xiii. In case of selection of “By NEFT/RTGS/IMPS/DD/Cheque” option

- a. Enter the details of the transaction (NEFT/RTGS/IMPS/Cheque No./DD No./Transaction reference No. and Date, etc.) in the fields given.
 - b. Click the “Save, Submit and Pay” button. Your application has been submitted.
 - c. Your main dashboard will open and you can check the processing of the application by EPCES from time to time
- xiv. In case of selection of “By Credit Card/Debit Card/Net Banking/UPI” option
- a. Click the “Save, Submit and Pay” button
 - b. The Payment Gateway page will open. Please enter relevant details (credit/debit card no 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 your 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 to your account.

Please click on the following link

<https://epces.co.in/auth/login>

- a. You will see your dashboard
- b. After you have applied, the application will go for payment verification by EPCES which will take about a day and the application status line will be in yellow. 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. It will take one more day.
- d. Once the RCMC is approved by EPCES, the application status line will be in green color and a PDF copy of the 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. It will take about 3 days if everything is complete. After the approval of the 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.
