



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.

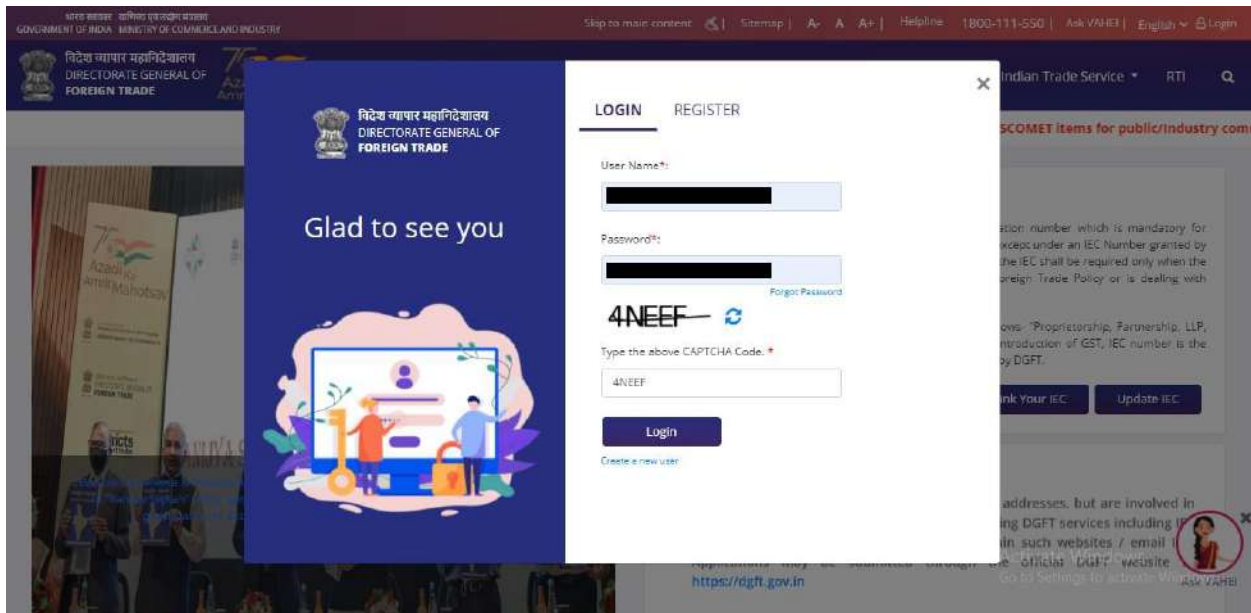
## 1.2. Login to the new Portal

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

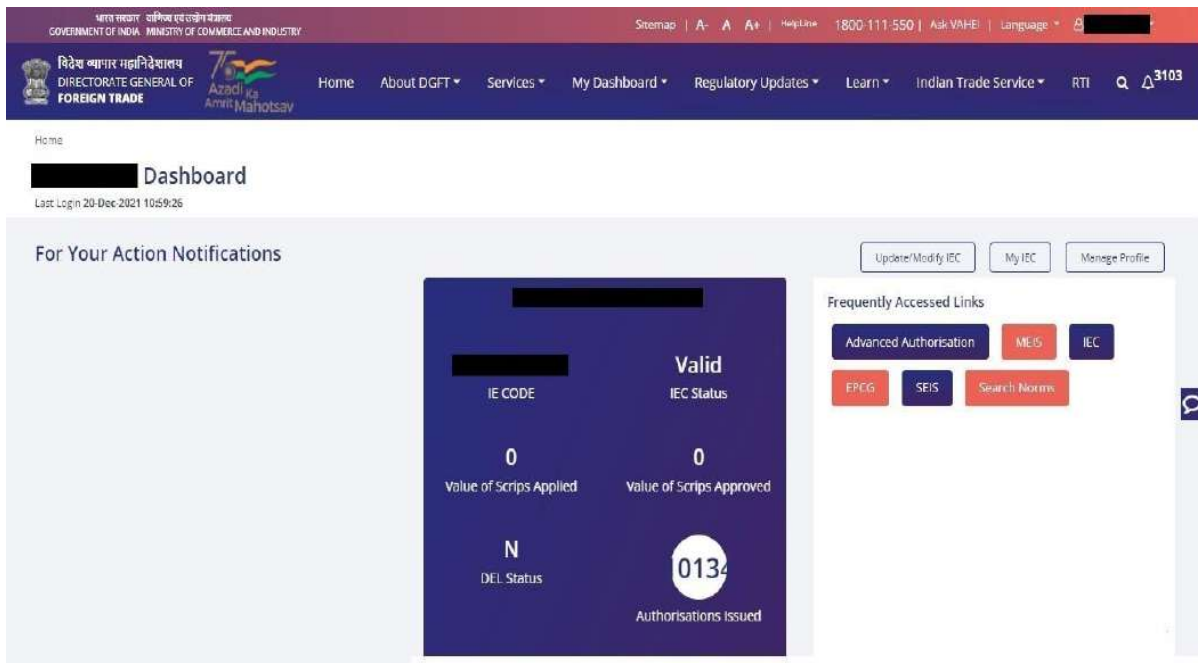
- a) Internet Connection
- b) Valid User ID and password provided to log in

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 FIFO. 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).

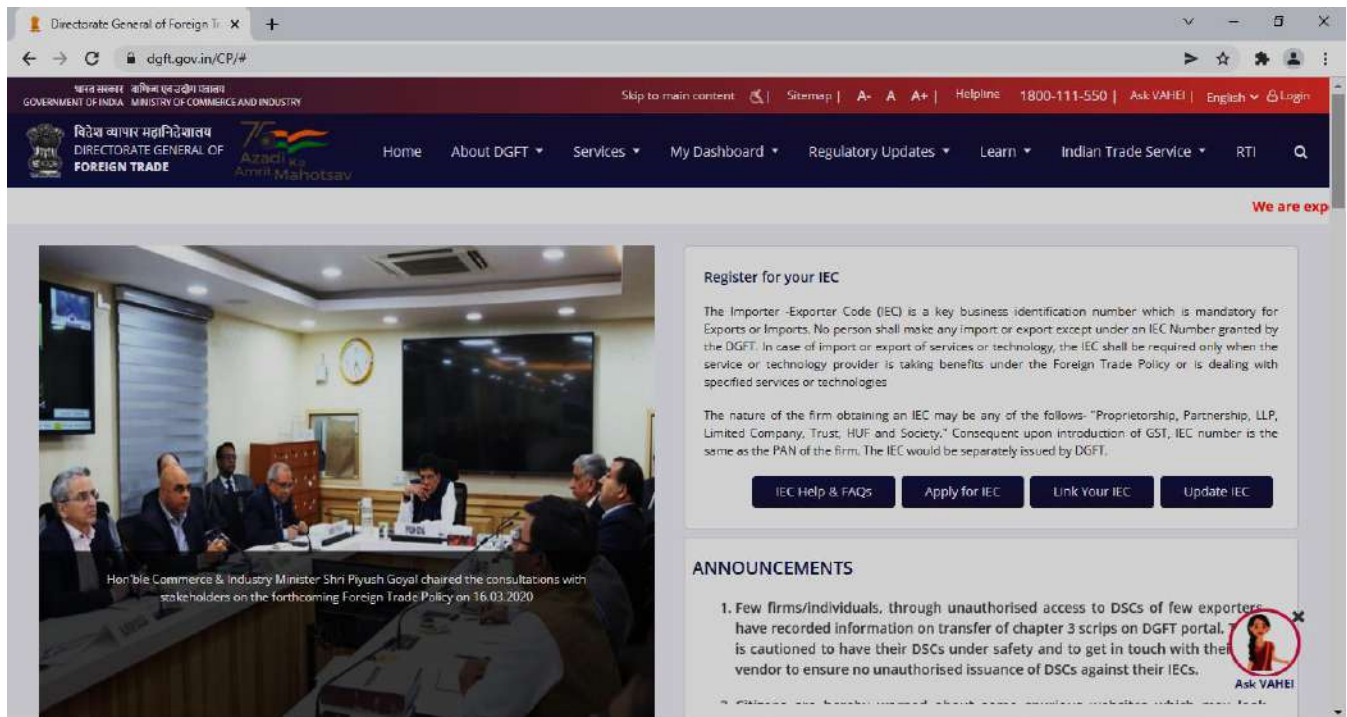
It is issued for five financial years by the Export Promotion Councils (EPC's) / Commodity- Board / Development- Authority (or) other completed authority in India. These bodies function as the Registering Authority to issue the RCMC to its user. It is deemed to be valid from 1<sup>st</sup> April of the 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 displays the DGFT website interface. At the top, there is a navigation bar with the text 'Skip to main content', 'Sitemap', 'A- A A+', 'Helpline 1800-111-550', 'Ask VAHEI', 'English', and 'Login'. Below this is a dark blue header with the DGFT logo and the text 'विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE'. 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 a detailed description of the IEC and a list of firm types. Below this is an 'ANNOUNCEMENTS' section with a warning about unauthorized access to DSCs. At the bottom right, there is a small 'Ask VAHEI' icon.

- 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.

Dashboard

Last Login 17-Dec-2021 18:55:11

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

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	17/12/2021 21:13	[REDACTED]	17/12/2021 21:13	[REDACTED]	Action

Showing 1 to 1 of 1 entries Previous 1 Next

Start Fresh Application 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.

Ashutosh's Dashboard

Last Login 15-Dec-2021 17:43:26

Basic Details RCMC Details Attachments Declaration Application Summary


**Basic Details**

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

**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 ANF-1

Save & Next

I have updated profile in ANF 1

Yes No

ABOUT US  
DGFT Organization Structure  
HQ Contact: [Advanced](#) [ITLHS Based Import & Export](#) [E-Learning Videos](#) [Udyog Shiksha, New Delhi](#) [\[Read more\]](#)

[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**

- 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 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.

Activate Windows  
Go to Settings to activate Windows.

Select Office for Submission of Application \*  
Dinesh Gems and Stones

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, CHINNAKUJIL...

GSTIN of Branch ⓘ  
33AAACR5055K1ZE

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 \*** **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  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

- 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.

<b>Category *</b> <input type="text" value="Authorised Representative"/>	<b>Name *</b> <input type="text" value="Ramesh"/>	<b>Designation *</b> <input type="text" value="Manager"/>
<b>Address Line 1 *</b> <input type="text" value="Jubilee Hills"/>	<b>Address Line 2 *</b> <input type="text" value="Road No 10"/>	<b>City *</b> <input type="text" value="Hyderabad"/>
<b>Pin *</b> <input type="text" value="500006"/>	<b>District *</b> <input type="text" value="HYDERABAD"/>	<b>State *</b> <input type="text" value="TELANGANA"/>
<b>Telephone No. *</b> <input type="text" value="0882-2345667"/>	<b>Mobile *</b> <input type="text" value="9856712325"/>	<b>Email *</b> <input type="text" value="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 ▼

**Remark**

Document

Character remaining are 32

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	

Uploaded Document List

Show 10 entries

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

Previous Next

Upload Attachments

- 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 (pending).

**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> <input type="text" value=""/>	<b>Applicant Email</b> <input type="text" value=""/>	<b>Applicant Address</b> <input type="text" value=""/>
<b>Application Type</b> <input type="text" value="RCMC"/>	<b>Service Type</b> <input type="text" value="Application for Issuance of Registration-cum Membership Certifi"/>	<b>Application Number</b> <input type="text" value=""/>

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

**Payment Response**

<b>Payment Transaction ID</b> <input type="text" value=""/>	<b>Applicant Name</b> <input type="text" value=""/>	<b>Service Type</b> Application for Issuance of Registration-cum Membership Certificate(RCMC)
<b>Response:</b> <input type="text" value="Success"/>		
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>



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

Gem & Jewellery Export Promotion Council(GJEPC)		Total		₹ 400.00		Original Copy					
GSTIN		Invoice Date		15/12/2021							
Address		Invoice No.									
		Reference No.									
<b>Tax Invoice cum Receipt</b>											
Exporter Name		Billing Address				Service					
						Application for Issuance of					
						Registration-cum Membership					
Exporter GSTIN						Certificate					
						IEC					
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)				₹ 400.00							
Total Invoice Value (in words)				Four Hundred Only							
Reverse Charge (Y/N)				N							
<b>Online Payment Details</b>											
Transaction Id	1668882	Total Amount (INR)	₹ 400.00	IP							
Date	2021-12-15 08:49:57	Payment Status	SUCCESS								
<b>Note: All payments are to be done online. Payment status should be SUCCESS for successful submission.</b>											
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 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.
- Dashboard Title:** Draft Application | Application for Amendment 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 a creation date of 17/12/2021 16:18.
- Buttons:** "Start Fresh Application" and "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 with the following data:

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

At the bottom of the table, there is an "Amend" button.

bottom of the page.

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



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 ANF-1

[Save & Next](#)

I have updated profile in ANF 1

[Yes](#) [No](#)

ABOUT US  
DGFT Organization Structure  
HQ Contact  
RA Contact  
Citizen Charter  
Complaints / Suggestions / Feedback  
UFCU  
Central Product Classification  
RBM Instructions  
Goods & Services Tax (GST)  
Sitemap  
Menu  
Directorate General of Foreign Trade (DGFT) Udyog Bhawan, 4-wing, Gate No-02, Maulana Road 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 (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

Statuholder \*  
5-Star

No. of Years Membership Applied for \*  
2 Year

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

Annual Turnover \*  
22330759

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: fabric

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: 9876543214

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

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)

**Remark**

Good To GO Cert.

**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**

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]

Clear All Save & Next



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 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

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

Response:

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

Basic Chemicals, Pharmaceuticals &amp; Cosmetics EPC(CHEMEXCIL)

GSTIN  
Address

[REDACTED]

Total  
Invoice Date  
Invoice No.  
Reference No.₹ 400.00  
17/12/2021

[REDACTED]

Original Copy

## Tax Invoice cum Receipt

Exporter Name

Billing Address

[REDACTED]

[REDACTED]

Service

Application for Amendment 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)

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	[REDACTED]
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**.

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

- Header:** Government of India, Ministry of Commerce and Industry. Navigation links include Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI, and a search bar.
- Dashboard Title:** Draft Application | Application for Renewal 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 a creation date of 16/12/2021 20:22.
- Buttons:** "Start Fresh Application" and "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.

The screenshot displays a list of RCMC registrations with the following table:

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 . I D SERVICES ON NATIDA AND OTHERS	31/03/2022	Active	Others	1841	N

At the bottom of the table, there is a "Renew" button.

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

भारत सरकार | Ministry of Commerce and Industry  
GOVERNMENT OF INDIA | Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHE! | 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 Products

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

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:  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:  Export List:

**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 Organisation Structure  
 HQ Contact  
 RA Contact  
 Citizen Charter

7. 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.

**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 \*  
 22330739

---

Select Office for Submission of Application \*  
 Hero 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.4/22B-B, CHINNAKUYIL... ▼

GSTIN of Branch \*  
 33AAAACR5055K1ZE

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:

**Add**

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:

**↑**

**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 \*

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 529

**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**

- 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.

Applicant Name	Applicant Email	Applicant Address
[REDACTED]	[REDACTED]	[REDACTED]
Application Type	Service Type	Application Number
RCMC	Application for Renewal of Registration-cum Membership Certifi	ARNRCMCRENEW03077945AM22

Service Description	Fees Amount (₹)
Application for Renewal of Registration-cum Membership Certificate	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
[REDACTED]	[REDACTED]	Application for Renewal of Registration-cum Membership Certificate
Response:		
Success		

**Submit** **Cancel**

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]

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.

Alphahek90

### 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, the text 'विदेश व्यापार महानिदेशालय' and 'DIRECTORATE GENERAL OF FOREIGN TRADE', and the '75 Azadi Ka Amrit Mahotsav' logo. The navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', 'RTI', and a search icon with the number '3103'. Below the navigation bar, the 'Track Application Status' section 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**.

**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:

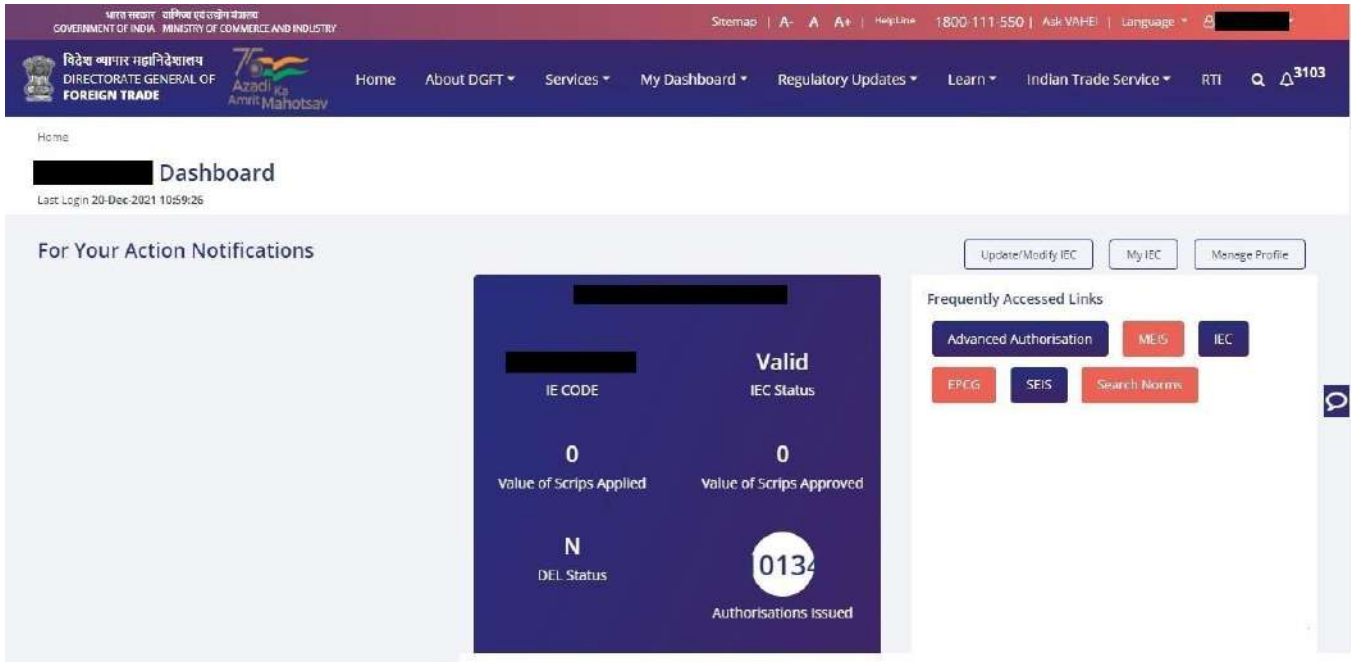
Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNRCMCRENEW03077945AM22	RCMCRENEWCHEMEXCIL00251450AM22	17/12/2021	RELIANCE INDUSTRIES LIMITED		DGFT(HQ)	Action

Showing 1 to 1 of 1 entries

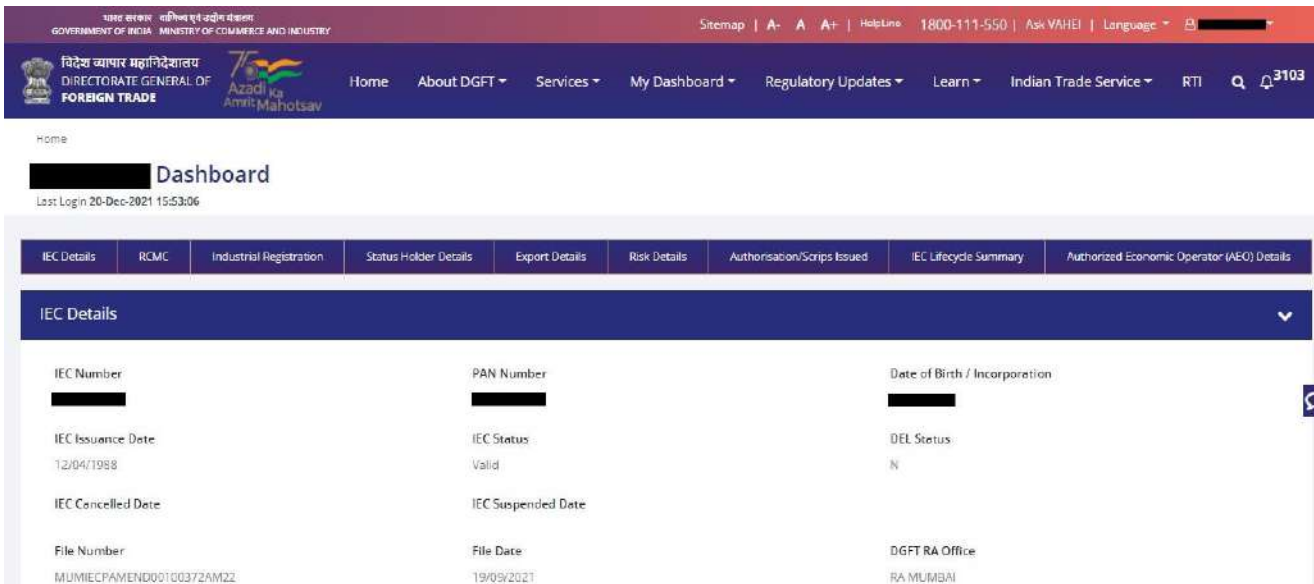
Previous 1 Next

## 4. View Submitted e-RCMC Details in IEC Profile

1. on the Home Page navigate to **Manage Profile**



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



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**  
Last Login 20-Dec-2021 15:53:06

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	[REDACTED]	18/06/2021	[REDACTED]	APEDA Products	30/03/2022	Active	Merchant Cum Manufacturer-Exporter	285	N	-
2	[REDACTED]	26/04/2019	[REDACTED]	PVC, HDPE, LLDPE, PP, Polyethylene, Terephthalate	31/03/2024	Active	Merchant Cum Manufacturer-Exporter	1801	N	-