

**APPENDIX – 19A**

**FORM OF APPLICATION FOR REGISTRATION CUM MEMEBERSHIP  
(RCMC) WITH EXPORT PROMOTION COUNCILS.**

**To  
Tea Board  
14, B.T.M. Sarani,  
Kolkata – 700 001.**

Dear Sir,

Kindly register us as Merchant / Manufacturer exporter of the export product(s) mentioned below.

1. Name of the applicant : \_\_\_\_\_
  
2. (i) Address of the applicant. : \_\_\_\_\_  
(Registered Office in case of  
limited companies, and the  
head office for others) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(ii) Name and address of the : \_\_\_\_\_  
branches, if any \_\_\_\_\_  
\_\_\_\_\_  
(iii) Name and address of the : \_\_\_\_\_  
factory. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. (i) IEC number : \_\_\_\_\_  
Date of issue \_\_\_\_\_  
Issuing authority \_\_\_\_\_  
(ii) Date of establishment : \_\_\_\_\_
  
- 4 If the registration is required as a : No. \_\_\_\_\_  
manufacturer exporter SSI Registration : Date \_\_\_\_\_  
Industrial Licence / IEM : Issuing Authority: \_\_\_\_\_  
Others (specify) : \_\_\_\_\_  
\_\_\_\_\_
  
5. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/IS : Valid upto \_\_\_\_\_

6. Details of Directors/ Partners/ Proprietor/ Karta to be given in the following manner

- (1) (a) Name : \_\_\_\_\_  
(b) Father's Name : \_\_\_\_\_  
(c) Residential address : \_\_\_\_\_  
(d) Telephone No. : \_\_\_\_\_
- (2) (a) \_\_\_\_\_ (3) (a) \_\_\_\_\_  
(b) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (c) \_\_\_\_\_  
(d) \_\_\_\_\_ (d) \_\_\_\_\_

7. (a) Name of export product(s) or its category for which registration is required : \_\_\_\_\_  
(b) Main line of business of applicant :

8. 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.

9. We further understand that our registration is liable to be canceled in the event of breach of any of the undertakings mentioned above.

10. We/ I solemnly declare that we have applied to the Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of para 3.12 and 3.12.1 of the Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Address : \_\_\_\_\_  
Designation : \_\_\_\_\_

Name \_\_\_\_\_.

Tel No. : \_\_\_\_\_

FAX No.: \_\_\_\_\_

E.Mail : \_\_\_\_\_

Residential address: \_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

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**Documents to be enclosed with the application form:**

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1. A self certified copy of the IEC Number issued by the licensing authority concerned.

**APPENDIX – 19 B**

**FORMAT OF REGISTRATION CUM MEMEBERSHIP (RCMC)**

**PART I**

(To be filled by the applicant)

- 1 Name of the exporter : M/s \_\_\_\_\_  
\_\_\_\_\_
- 2 IEC Number : \_\_\_\_\_
3. Address of the Registered/Head Office \_\_\_\_\_  
\_\_\_\_\_
- 4 Date of establishment : \_\_\_\_\_
5. Description of goods/ services for which registered : \_\_\_\_\_
6. Registration Number (with Tea Board as an exporter) : \_\_\_\_\_
7. Registered as : a) Manufacturer exporter  
b) Merchant exporter  
c) Merchant cum manufacturer exporter
8. Name of the Proprietor/ Partner(s)/ Director(s)/ Karta : \_\_\_\_\_  
\_\_\_\_\_

This certificate is issued as per the details of our records and is subject to the conditions laid down in the relevant scheme of registration of this council.

(Signature of the competent officer of the E.P. Council)

Name : **Chinmoy Bandopadhyay**  
Designation: **Controller of Licensing, Tea Board**

Seal :

Valid / renewed upto \_\_\_\_\_ Date of issue \_\_\_\_\_

Space for endorsement of any amendments in this certificate