

To all RTE/Members whose RCMC expired on or before 31.3.2021

Dear Sir/Madam,

**Sub: REMINDER-Renewal of Certificate (RCMC) - Reg.**

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As per our records, your Registration Cum Membership Certificate (RCMC) issued by the Council is expired on or before 31-03-2021. Hence, you are requested to apply for renewal of RCMC through online at [https://hepcindia.com/page/renewal\\_rcmc](https://hepcindia.com/page/renewal_rcmc).

Please note that the following points before submission of online application:

1. Before applying online, please ensure that renewal payment along with Proforma have been submitted to Council. A copy of proforma is to be uploaded while submitting the online application.
2. If you like to renew existing RCMC without amendment, please select the option "NO" in the "RCMC renewal with amendment" column in the online link and otherwise select "YES" option. For any amendment in RCMC, Necessary payment of Rs.590/- has also to be made before online submission.
3. If you are a manufacturer exporter as per existing RCMC, please enter the UDYAM registration No. and upload the same in respective column. It is also mandatory to upload an affidavit in the respective column as per the format furnished in the link <https://hepcindia.com/assets/images/AffidavitRCMC.pdf> .
4. If the firm is Partnership/PVT/Public Ltd/Society, all Partner/ directors name should be entered in the respective column, as per IEC.

It may please be noted that RCMC will be renewed as per the data furnished in your IEC. In case you would like to change any particulars, necessary amendments should be made in IEC. Please note that if you fail to renew your RCMC, your details will not be available in DGFT site to avail FTP benefits.

For any further clarification, you may write to [membership@hepcindia.com](mailto:membership@hepcindia.com) (copy to [id@hepcindia.com](mailto:id@hepcindia.com)) or contact the following officials of the Council.

Shri M.Sundar, Joint Director (+91-9444810066/044-28276043/28278879)

Smt.Reena, Sr.Executive (9873235586)

Shri V.Ratheesh, Sr.Executive (9840973073)

Thanking you,

Yours sincerely,

**Sd/-**

**(N.Sreedhar)**

**Executive Director**