



**The Handloom Export Promotion Council**  
No.34,Cathedral Garden Road,Nungambakkam,  
Chennai-600 034.

HEPC/MEM-RTE-RENEWAL/2021-22

16<sup>th</sup> March 2022

All Members / Registered Textile Exporters of Southern Region of the Council

Dear Sir/Madam,

**Sub: Renewal of your Membership with HEPC for the year 2022-23 - Reg.**

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We would like to draw your attention to the Trade Notice No.35/2021-22 dated 24<sup>th</sup> February 2022 by DGFT (enclosed) regrading Electronic filing of Registration Cum Membership Certificate (RCMC) through the common digital platform w.e.f. 01.04.2022.

Council will issue a circular detailing the filing of application for RCMC renewal & Amendment via DGFT shortly.

As you are aware, renewal of your Membership/RTE for the year 2022-23 falls due in April 2022. In this regard, as directed vide 228<sup>th</sup> EC meeting held on 21<sup>st</sup> February 2022, it has been revised the Graded Membership charges based on Export Turnover for renewal as furnished below :

Sl.No	Annual export turnover (of total business) during 2021-22	Membership Renewal charges	Total Renewal fee for the year 2022-23
1	Nil	Rs.5500 + 18% GST	Rs.6,490/-
2	Rs.1 to 1 crore	Rs.6000/- + 18% GST	Rs.7,080/-
3	1 crore to 5 crores	Rs.7000/- + 18% GST	Rs.8,260/-
4	Above 5 crores	Rs.10000/- + 18% GST	Rs.11,800/-

**It is requested to send us the membership renewal fee as per your Annual Export Turnover (of total business) during the year 2021-22 in the prescribed format (Proforma enclosed) by email or courier on or before 1<sup>st</sup> April 2022, so as to continue the benefit of Registration cum Membership Certificate (RCMC). It is mandatory to submit the proforma with Annual Export Turnover. Even if, there is no exports, then NIL returns to be mentioned.**

The membership renewal payment for the year 2022-23, based on **Annual Export Turnover (of total business)** for the year **2021-22**, can be made through any one of the following modes of payment.

**Option-1:** Online payment through payment gateway - visit HEPC's website <http://www.hepcindia.com>, where click the option payment – online payment and fill-up the necessary details wherever necessary.

**Option-2:** Payment through RTGS

Beneficiary Name	:	Handloom Export Promotion Council
Bank Name	:	STATE BANK OF INDIA
Branch	:	Thousand Lights
Account No	:	10640562332
IFS Code	:	SBIN0020243

**Note :** In case of payment through RTGS, please mention your Company Name / RCMC No. in the payment details column for tracking the payment. Also request you to E-mail your UTR Number to [membership@hepcindia.com](mailto:membership@hepcindia.com).

**Option-3:** Payment through Demand Draft/at par Multicity Cheque in favour of Handloom Export Promotion Council payable at Chennai, if online/RTGS payment is not feasible.

For any amendments required in existing RCMC, please contact HEPC. Please note that we will send you the separate email for the members whos RCMC is expired on or before 31<sup>st</sup> March 2022

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

Shri M.Sundar, Joint Director (+91-9841144413/044-28276043/28278879)

Shri V.Ratheesh, Sr.Executive (9840973073)

Thanking you,

Yours sincerely,

**Sd/-**

**(N.Sreedhar)**  
**Executive Director**

**Encl : As above**